

West Deer Township
Board of Supervisors
May 15, 2013
7:30 p.m.

The West Deer Township Board of Supervisors held their Regular Business Meeting at the West Deer Township Municipal Building. Members present: Jeffrey D. Fleming, Chairman; Tracy A. Adamik, Richard W. DiSanti, Shirley Hollibaugh, Lawrence K. McManus, and Gerry Vaerewyck. Member absent, Rick W. Florentine, Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Mark Griffith, Township Solicitor; and Scott Shoup, Township Engineer.

Chairman Fleming opened and welcomed everyone to the meeting.
PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator -- Quorum present.

Chairman Fleming announced the Board held an Executive Session prior to the meeting to discuss legal and personnel issues. Litigation involving the Rock Airport and MSA -- and Siceloff vs. West Deer and Carr vs. West Deer.

REGISTERED COMMENTS FROM THE PUBLIC:

None.

COMMENTS FROM THE PUBLIC:

Chairman Fleming asked if there were any comments at this time on the agenda and public-related items and if so, asked the public to please approach the microphone, clearly state their name and address, and limit their comments to five (5) minutes.

None.

ACCEPT MINUTES:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to accept the minutes of the April 17, 2013 meeting as presented. Motion carried unanimously 6-0.

MONTHLY FINANCIAL REPORT: Mrs. Nardis read the following Finance Officer's Report:

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT

April 30, 2013

I - GENERAL FUND:

Cash and Cash Equivalents:

Sweep Account	\$ 249,146	
		\$ 249,146

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted	\$ 40,494	
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Fire Tax Fund:

Sweep Account - Restricted	\$ 13,814	
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State/Liquid Fuels Fund:

Sweep Account - Restricted	\$ 171,313	
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		\$ 225,620
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Investments:

Operating Reserve Fund:

Sweep Account - Reserved	\$ 531,296	
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Capital Reserve Fund:

Sweep Account - Reserved	\$ 180,911	
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		\$ 712,206
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III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Route 910 II Waterline:

Sweep Account - Restricted	\$ 77,873	
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		\$ 77,873
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TOTAL CASH BALANCE 4/30/13

		\$ 1,264,846
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Interest Earned April 2013

\$ 51

	3/13/2013	April	4/30/2013
	<u>Debt Balance</u>	<u>Principal Payment</u>	<u>Debt Balance</u>
Mars National- VFC #3	\$ 85,951.30	\$ 1,799	\$ 84,360.13
PNC Equipment Finance- VFC #2		\$ 1,889	
Farmers & Merchants Bank- VFC #2	\$ 860		
Volunteer Companies Loan FD-VFC #1	\$ 35,213.72	\$ 644	\$ 34,630.43

Restricted - Money which is restricted by legal or contractual requirements.

Reserved - Money which is earmarked for a specific future use.

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to approve the Finance Officer's Report as submitted. Motion carried unanimously 6-0.

LIST OF BILLS:

Best Wholesale Tire Co., Inc.....	637.83
Environmental Planning & Design, LLC.....	19041.32
Griffith, McCague & Wallace, PC.....	5205.20
GT Trucking.....	2324.30
Gulf Trading & Transport, LLC.....	2935.59
Hampton Concrete Products Inc.....	4117.80
Hei-Way, LLC.....	3434.58
Jordan Tax Service, Inc.....	1360.67
Kress Tire.....	68.00
Krigger & Co.....	126.04
Markl Supply.....	95.00
Neville Terminal Services LLC.....	1333.95
North Easter Uniforms & Equip Inc.....	611.85
Office Depot.....	270.48
Professional Code Services, Inc.....	4541.35
Shoup Engineering Inc.....	20027.50
Stull Equipment Company.....	10902.55
The HDH Group, Inc.....	11429.00
Trib Total Media.....	425.60
Tristani Brothers Inc.....	8455.25
Walsh Equipment.....	1937.92

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to pay the List of Bills as submitted. Motion carried unanimously 6-0.

UTILITIES & PAYROLL:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to pay utilities and payroll from May 16, 2013 to June 19, 2013. Motion carried unanimously 6-0.

CODE ENFORCEMENT OFFICER’S REPORT:

Gary L. Bogan, Code Enforcement Officer was absent due to surgery -- No report submitted.

POLICE CHIEF’S REPORT:

Chief Jon Lape was present and provided a summary report on the Police Department for the month of April 2013. Questions/comments followed. Copy of the report is on file at the Township.

PARKS & RECREATION BOARD REPORT:

Ms. Marilyn Kirin, Chairwoman, was present and reported on the Parks & Recreation Board:

- *Tennis Clinic
- *Fishing Day at Deer Lakes Park
- *Lunch for the seniors at the Senior Center/May 24th at 11:30 a.m.
- *Movies in the Park
- *Ferris Bueller concert/June 14th
- *Community Days/August 2 & 3, 2013
- *Parks & Recreation next meeting/May 22nd at 7:00 p.m./Community Days meeting afterwards.

ENGINEER'S REPORT:

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mr. Scott Shoup was present representing Shoup Engineering, Inc., and summarized the Meeting Attendance; Developments/None; Miscellaneous/2013 Road Projects.

POLICE SUV:

The Board tabled the purchase of the Police SUV at their April 17, 2013 meeting.

The Board received the quote from Tri Star Motors for one (1) 2013 Ford Expedition 4 door 4x4 XL -- \$35,231.41. Tri Star Motors participates in the ShaCOG Purchasing Alliance.

The Township also received the following four (4) quotes for monthly financing for three (3) years:

- 1) First Niagara \$1,025.44 payment (3.056%, no fees)
- 2) FNB Comm. \$12,150.04 payment (Annual, 3.5%, no fees)
- 3) Laurel Capital (3.2%, no fees)
- 4) Real Lease \$1,038.74 payment (3.58%, \$175 fee)

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Adamik to put off the purchase of the vehicle until next year. Supervisor DiSanti was absent at the previous meeting and commented on the purchase of the vehicle. A discussion was held on the vehicle, the funding for the vehicle, and the funding for the work to be done at the Municipal building including the camera system, holding cell, sidewalk, etc. Discussion on the Budget meeting held April 17th and the funding amounts for the maintenance and improvements to the Municipal building. Different line items for maintenance repairs to the Public Works building and the Senior Citizen building. The motion to purchase the vehicle was tabled from the last meeting to this meeting. Mr. Mator indicated if the Board wishes to purchase the vehicle; it will have to come out of the Operating Reserve Fund because the budgeted amount for the line item no longer exists. Chief Lape explained the need for the vehicle.

After further discussion, a roll vote was taken to put off the purchase of the vehicle until next year. Members voting yes, Mr. Vaerewyck, Mr. Adamik, and Mr. McManus. Members voting no, Mrs. Hollibaugh, Dr. DiSanti, and Mr. Fleming.

MOTION FAILS 3-yes and 3-no.

After further discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to purchase the vehicle and continue the recommendation from the Committee to make the needed improvements with the allocated \$62,000 maximum for improvement for the building. Supervisor DiSanti felt it's a lot of money to put into the building and would like to see the Board's direction to look into the building project for both Public Works and Municipal improvements. Supervisor DiSanti's motion was on two separate items and the \$62,000 was already allocated at the previous meeting, therefore, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to purchase the vehicle as budgeted for \$35,231.41 from Tri Star Motors and the financing through First Niagara at 3.056%.

Supervisor McManus questioned the Township using money out of the Liquid Fuels fund to purchase a police vehicle. Mr. Mator indicated you cannot use Liquid Fuels monies and confirmed it with Penn Dot.

A roll call vote was taken on purchasing the vehicle. Members voting yes, Mrs. Hollibaugh, Dr. DiSanti, and Mr. Fleming. Members voting not, Mr. Vaerewyck, Mr. Adamik, and Mr. McManus.

MOTION FAILS 3-yes and 3-no.

ROAD EQUIPMENT BIDS:

The Board tabled the purchase of the road equipment bids at their April 17, 2013 meeting.

The Board received quotes from vendors for the purchase of a 2013 Skid Steer and associated equipment:

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|--|-------------|
| 1. JCB 300T from Walsh Equipment | \$67,049.45 |
| 2. Takeuchi TL 10 from Groff Equipment | \$69,805.00 |
| 3. Caterpillar 299D from Cleveland | \$67,217.04 |
| 4. Bobcat T770 from Bobcat of Pgh. | \$63,278.73 |
| 5. John Deere 333DT from Murphy | \$74,317.40 |

The Township also received the following four (4) quotes for annual financing for three (3) years:

- | | |
|-------------------|---------------------------------------|
| 1) First Niagara | \$24,601.37 payment (2.593%, no fees) |
| 2) FNB Commercial | \$24,814.50 payment (3.5%, no fees) |
| 3) Laurel Capital | (3.2%, no fees) |
| 4) Real Lease | \$2,116.10 payment (monthly, 3.58%) |

Supervisor Adamik and Chairman Fleming commented on the equipment and the Committee recommended purchasing the JCB.

After some discussion, MOTION BY Supervisor Adamik and SECONDED BY Supervisor Hollibaugh to authorize to purchase one (1) 2013 JCB 300T Skid Steer and associated attachments as quoted from Walsh Equipment in the amount of \$67,049.45 and the financing through First Niagara at 2.593%. Motion carried unanimously 6-0.

COMMITTEE UPDATES:

At this time, each Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – Public Safety Committee
- 2) Mr. McManus – Planning, Zoning, & Code Enforcement Committee & North Hills COG
- 3) Mr. Adamik – Engineering & Public Works Committee
- 4) Mrs. Hollibaugh – Financial Legal, and Human Resources Committee
- 5) Mr. Vaerewyck – Housing Committee
- 6) Mr. Fleming – Parks & Recreation Committee

OLD BUSINESS:

*Supervisor Vaerewyck questioned if the Board needs to approve the March minutes since they were amended. Mr. Mator indicated the motion was made to adopt the minutes, as amended.

*Mr. Mator commented the Committee discussed replacing the sidewalk at the front and the whole way around the Municipal building. Updated proposals will be received and added to the agenda.

NEW BUSINESS:

*Supervisor Vaerewyck questioned the grant for the Park Master Plan. Chairman Fleming summarized the Plan and a discussion was held.

*Supervisor Vaerewyck questioned the checks issued during each month and requested a check register be given to the Supervisors in their packets. Mr. Mator indicated that all checks are signed by the Chairman or the Vice Chairwoman and the Township Manager.

ANNOUNCEMENTS:

•West Deer Dog Shelter Rabies Clinic

Saturday, May 25, 2013

2:00 p.m. to 4:00 p.m. at the West Deer Township Municipal Building

Cost: \$8.00

•Memorial Day Services

Monday, May 27, 2012

Bairdford Monument.....	8:30 a.m.
West Deer Township Monument.....	9:00 a.m.
Rural Ridge VFD.....	9:30 a.m.
Indiana Township Monument.....	11:00 a.m.
Lakewood Memorial Gardens.....	12:00 p.m.
West Deer American Legion.....	12:30 p.m.

•50th Birthday Celebration – West Deer VFC #3

Community Open House

Sunday, May 19th 11:00 a.m. to 4:00 p.m.

Free Event – Open to the Public

SET AGENDA – Regular Business Meeting

June 19, 2013

6:30 p.m. – Executive Session

7:30 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept minutes
8. Monthly Financial Report
 - A. Finance Officer’s Report
 - B. List of Bills
 - C. Utilities & payroll
9. Code Enforcement Officer’s Report
10. Police Chief’s Report
11. Report from the Parks & Recreation Board
12. Engineer’s Report
13. Committee Reports
14. Old Business
15. New Business
16. Set Agenda/July 17, 2013
17. Comments from the Public
18. Adjournment

Items Added:

*Municipal Building Sidewalk

*Police SUV

COMMENTS FROM THE PUBLIC:

Chairman Fleming asked if there were any comments at this time on the agenda and public-related items and if so, asked the public to please approach the microphone, clearly state their name and address, and limit their comments to five (5) minutes.

1) Mrs. Sarah Bossart, Grubbs Road, commented that the Township website is very informational and also commented on a few items that need updated.

ADJOURNMENT:

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor McManus to adjourn the meeting at 9:08 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager