

West Deer Township
Board of Supervisors
June 19, 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: Shirley Hollibaugh, Vice Chairwoman; Tracy A. Adamik, Richard W. DiSanti, Rick W. Florentine, Lawrence K. McManus, and Gerry Vaerewyck. Member absent, Jeffrey D. Fleming. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas I. Happel, Township Solicitor; and Sandy Nelko, representing Shoup Engineering, Inc.

Vice Chairwoman Hollibaugh opened and welcomed everyone to the meeting.
PLEDGE OF ALLEGIANCE

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

REGISTERED COMMENTS FROM THE PUBLIC:

- Nicole and Tyler Walters, 461 Sycamore Street, were present and addressed the Board in regard to the abandoned home at 463 Sycamore Street and requested the structure be demolished for health and safety concerns. Mrs. Walters also submitted pictures of the abandoned home and informed the Board that her neighbors in that area also have concerns.

Mr. Mator explained Mr. Shoup submitted a letter of approval for the CDBG funding for a grant for demolition through the North Hills Council of Governments and 463 Sycamore Street is 2nd on the list and 99 Orchard Street is 1st on the list. Supervisor Vaerewyck commented on the Housing Committee that was formed to address vacant houses in the Township and explained different ways to improve abandoned houses and the Housing Committee is meeting next week.

Mr. Walters expressed their concerns and listed all of the interior and exterior damage to the abandoned structure/yard and informed the Board he feels the structure is a money pit and would cost too much to repair and economically should be demolished.

Supervisor DiSanti commented on the past demolitions in the Township and is familiar with the structure and recommended the Board continue with 463 Sycamore as a priority for demolition and feels it would be beneficial to the neighborhood.

Mrs. Walters requested if the Board does not move on with the demolition, she'd like to see the home boarded up for safety precautions. At this time Supervisor Vaerewyck indicated the Housing Committee will meet and look at the structure. The Board asked Mr. and Mrs. Walters several questions in regard to the home/property and previous owners. Mrs. Walters also informed the Board that if the house was demolished, they would be willing to acquire the property. There was some discussion on the demolition process.

Mr. and Mrs. Walters thanked the Board.

COMMENTS FROM THE PUBLIC:

Vice Chairwoman Hollibaugh 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 Adamik and SECONDED BY Supervisor Florentine to accept the minutes of the May 15, 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
May 31, 2013

I - GENERAL FUND:**Cash and Cash Equivalents:**

Sweep Account	\$ 516,679	
		\$ 516,679

II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	\$ 49,167	
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Fire Tax Fund:

Sweep Account - Restricted	\$ 49,899	
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State/Liquid Fuels Fund:

Sweep Account - Restricted	\$ 448,910	
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		\$ 547,976
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Investments:**Operating Reserve Fund:**

Sweep Account - Reserved	\$ 554,686	
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Capital Reserve Fund:

Sweep Account - Reserved	\$ 180,916	
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		\$ 735,603
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III - CAPITAL PROJECT FUNDS:**Cash and Cash Equivalents:****Route 910 II Waterline:**

Sweep Account - Restricted	\$ 81,089	
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		\$ 81,089
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TOTAL CASH BALANCE 5/31/13

		\$ 1,881,347
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Interest Earned May 2013

	\$ 53	
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	<u>4/30/2013</u>	<u>May</u>	<u>5/31/2013</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National- VFC #3	\$ 84,360.13	\$ 1,799	\$ 82,758.08
PNC Equipment Finance- VFC #2		\$ 1,889	
Farmers & Merchants Bank- VFC #2	\$ 860		
Volunteer Companies Loan FD-VFC #1	\$ 34,630.43	\$ 644	\$ 34,607.05

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

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

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

LIST OF BILLS:

Best Wholesale Tire Co., Inc.....	1073.19
Beth’s Barricades.....	755.00
Culvert’s, Inc.....	2070.00
Griffith, McCague & Wallace, PC.....	3990.10
Hampton Concrete Products Inc.....	255.60
Hei-Way, LLC.....	2599.95
Jordan Tax Service, Inc.....	1010.33
Kress Tire.....	945.52
Krigger & Co.....	538.41
Markl Supply.....	23.50
MRM Property & Liability Trust.....	102612.00
MRM Workers’ Comp Fund.....	16963.27
National Road Utility Supply Inc.....	72.50
North Eastern Uniforms & Equip Inc.....	819.84
Office Depot.....	305.54
Professional Code Services, Inc.....	7737.48
S&D Calibration Services.....	125.00
Shoup Engineering Inc.....	1192.50
Staley Communications.....	366.94
Tarp American.....	1420.00
Toshiba Financial Services.....	606.17
Tristani Brothers, Inc.....	602.52
Walsh Equipment.....	801.51
Wine Concrete Products, Inc.....	2586.00

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

UTILITIES & PAYROLL:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to pay utilities and payroll from June 20, 2013 to July 17, 2013. Motion carried unanimously 6-0.

TAX REFUNDS:

The Board received a list from the Tax Collector requesting the issuance of tax refunds due to assessment changes by Allegheny County for the years 2012 and 2013 Real Estate Tax Refunds. The Board also received a letter from Jordan Tax Service, Inc., requesting the issuance of a tax refund for the year 2012 due to the County Assessor’s Office issuing an Official Change Order reducing the assessed valuation.

2012 REAL ESTATE TAX REFUNDS:

Plesh, Ronald & Karen	1361-M-218	\$46.53
Ippolito, John J. & Susan J.	1508-K-307	\$29.47 -- Per Jordan Tax Service, Inc.

2013 REAL ESTATE TAX REFUNDS:

Sharkins, David C. & Elaine	1362-A-323	\$23.79
Miglioretti, Severo II & Jessica L.	1510-S-377	\$64.74

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to issue the tax refunds as submitted by the Tax Collector and Jordan Tax Service. Motion carried unanimously 6-0.

POLICE CHIEF'S REPORT:

Chief Jon Lape was present and provided a summary report on the Police Department for the month of May 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:

- May 24th was the Senior Luncheon/135 people attended. Mrs. Kirin thanked Supervisors McManus and Vaerewyck and Mr. Mator for attending.
- Movie in the Park/June 7th was cancelled due to Deer Lakes High School Graduation.
- The next Movie in the Park/July 12th at dusk.
- 80's in the Park held June 14th – Approximately 500 attendees
- Free concert/Big Fat Jazz/July 19th from 7:30 p.m. to 9:00 p.m. at Bairdford Park
- Meeting/June 26th at 7:00 p.m. – Regular & Community Days

Mr. Tom Wagner, member/Parks & Recreation Board, was also present and thanked the Public Works Department for filling in the holes by the pavilion before the 80's in the Park concert. Mr. Wagner also brought to the Board's attention the need of repairs and/or new playground equipment/mulch, swings, etc., and maintenance of the playground equipment/area. After some discussion, a MOTION was made BY Supervisor Vaerewyck and SECONDED BY Supervisor McManus to make repairs immediately. After further discussion, a roll call vote was taken. Motion carried unanimously 6-0.

ENGINEER'S REPORT:

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mrs. Sandy Nelko was present representing Shoup Engineering, Inc., and summarized the Meeting Attendance; Developments/Logan Road-DiSanti Plan, Rebecca Residence, Vrabel Ballfields; Miscellaneous/2013 Road Projects.

MUNICIPAL BUILDING SIDEWALK:

The Township received the following three (3) quotes to remove and place concrete sidewalks at the Municipal Building.

1. Tavella Concrete Contracting @ \$8,860.00
2. Bruno Morelli @ \$9,700.00
3. Malone Construction Co., Inc. @ \$10,632.00

After some questions, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to award the contract to Tavella Concrete Contracting in the amount of \$8,860.00 to remove and place concrete sidewalks at the Municipal Building. Motion carried unanimously 6-0.

TENNIS AGREEMENT:

The Parks & Recreation would like approval to sponsor tennis lessons at Bairdford Park.

Ms. Vanessa Steiner and Ms. Elyse Steiner, tennis pros at ALPHA Tennis & Fitness located in Harmar, were present and explained the adult and junior tennis clinics proposed at Bairdford Park. Ms. Steiner indicated Mr. Rob Gregoire, the head tennis pro will coordinate the clinics. Information flyers were passed out.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to permit tennis lessons at Bairdford Park contingent upon the Chairman of the Board, Township Manager, and the Township Solicitor coming to a mutually acceptable definitive agreement between West Deer Township and the Tennis Association. Motion carried unanimously 6-0.

RESOLUTION #2013-5/GEDF PARK GRANT:

Nike Site/Senior Center Master Plan Construction Project

The Township Manager submitted a grant application for \$500,000 to the Redevelopment Authority of Allegheny County.

RESOLUTION #2013-5

THE PURPOSE OF THE RESOLUTION FORM IS TO HAVE ON RECORD A STATEMENT CONFIRMING THAT THE APPLICANT HAS FORMALLY REQUESTED A GRANT, HAS DESIGNATED AN OFFICIAL TO PERFORM THE REQUIRED DUTIES BETWEEN THE APPLICANT AND THE REDEVELOPMENT AUTHORITY OF ALLEGHENY COUNTY (“RAAC”), HAS AUTHORIZED THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS BETWEEN THE APPLICANT AND RAAC, AND HAS ASSURED, WHERE APPLICABLE, THE PROVISION OF LOCAL MATCHING FUNDS. IN ADDITION, THE APPLICANT WILL COMPLY WITH ALL OTHER PROVISIONS OF THE APPLICATION.

Supervisor Adamik questioned if it’s a matching grant and Mr. Mator indicated it is not a matching grant and explained the grant application in detail.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to adopt Resolution #2013-5. Motion carried unanimously 6-0.

COMMITTEE UPDATES:

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

- 1) Mr. Vaerewyck – Public Safety Committee –

POLICE CAMERAS

MOTION BY Supervisor DiSanti to move to purchase the upgraded camera system.

At this time, there was much discussion held on the purchase of the police cameras. The Board received three (3) bids and the Committee, Chief and IT/Mike Shurina will review the bids to compare the items to fulfill the Police Department needs.

Motion by Supervisor Vaerewyck to approve subject to discussion with the Chief and get that moving forward/less than \$8,500.00.

The bids were discussed and were around \$10,000.00 or \$11,000.00.

After further discussion Supervisor Vaerewyck revised his motion.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor McManus to approve the purchase of police cameras at a cost not to exceed \$11,500.00. Motion carried unanimously 6-0.

- 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 -- ABSENT

OLD BUSINESS:

- Supervisor Vaerewyck commented on the guiderail/crosswalk at the funeral home on McKrell Road. Supervisor Vaerewyck requested the Board to vote on it one way or another and commented on it being a dangerous situation. Supervisor Vaerewyck asked what the Township would need at the next meeting to take a vote on the guiderail. Mr. Happel will provide a Solicitor's Opinion letter to the Board. Supervisor Adamik indicated the business owner is looking for permission to cut the guiderail. After some discussion on liability, signage, Agreement with the County, legality, various issues, painted lines, etc., this item will be placed on the July agenda.
- Supervisor Vaerewyck also questioned/discussed power at the football field at the Nike Site.
- Vice Chairwoman Hollibaugh and Supervisor DiSanti attended the Memorial Day services held at the Township Building on Memorial Day.

NEW BUSINESS:

- Supervisor Vaerewyck commented on the financial statements the Board received from Mark Turnley, CPA, and indicated the financial statements that the Township prepares are not done in conformity generally accepted accounting principles. And indicated other places are not being done in conformance with the Government Accounting Standards for the GASB 34. Supervisor Vaerewyck questioned why this statement/report cannot be relied upon to accurately reflect the position of the Township because we are not preparing our statements in the proper form and why is that an issue?

Mr. Mator explained the different forms of basis of accounting the Township can use: cash basis, modify cash, modify accrual, or full accrual. If you use any other than full accrual, you will see that language listed. The recommended Government and County standards are recommended but are not required. And because it is not required, no one does it because there is a great amount of cost to go to full accrual and a great amount of time. Mr. Mator also indicated the Fiscal Management handled from the Governor's Office in this State says, "*Since most municipalities account for revenues when the monies received and account for expenditures when the bills actually paid, a financial report can be deceptive. In a true accrual basis system, you would also record revenues at the time it is due. However, the Government Accounting Standards for GASB does not require this from Municipal accounting.*" They suggest a modified accrual basis to use. Mr. Mator reported also that there are no municipalities in the North Hills COG that uses full accrual because municipalities are not required to and to set up a separate system is very costly and a great more administrative time involved.

Supervisor Vaerewyck asked if the Auditor, Mr. Turnley, could come to the next meeting to hear his opinion. Supervisor Adamik suggested the Financial/Legal Committee review it and report back to the Board. The Board agreed.

SET AGENDA – Regular Business Meeting

July 17, 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. Police Chief's Report
10. Report from the Parks & Recreation Board
11. Engineer's Report
12. Demolitions
13. Committee Reports
14. Old Business
15. New Business
16. Set Agenda/August 21, 2013
17. Comments from the Public
18. Adjournment

Items Added:

*Guiderail at Yanicko Funeral Home

*Mark Turnley

Mr. Mator commented on the letter received from Mr. Scott Shoup in regard to the 2013 Demolition Project through the North Hills Council of Governments for a CDBG grant.

COMMENTS FROM THE PUBLIC:

Vice Chairwoman Hollibaugh 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.

- Mr. Len Guerre, 4650 Gibsonia Road, addressed the Board in regard to the County possibly drilling at Deer Lakes Park.

ADJOURNMENT:

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to adjourn the meeting at 8:45 p.m. Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager