

West Deer Township  
Board of Supervisors  
Reorganization Meeting  
January 6, 2014  
8:00 p.m.

The West Deer Township Board of Supervisors held their reorganization meeting at the West Deer Township Municipal Building. Members present: Tracy A. Adamik, Richard W. DiSanti, Jr., Jeffrey D. Fleming, Rick W. Florentine, Leonard Guerre, Lawrence K. McManus, and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Mark Griffith and Douglas Happel, representing Griffith, McCague, & Wallace.

#### PLEDGE OF ALLEGIANCE

Call to Order

Roll call taken by Mr. Mator – Quorum present.

#### **OPEN NOMINATIONS TO ELECT CHAIRPERSON:**

Nominations opened for Chairperson:

Supervisor McManus nominated Jeffrey Fleming

No other nominations at this time.

Nominations closed.

A roll call vote to appoint Jeffrey Fleming as Chairperson for the West Deer Township Board of Supervisors for the Year 2014 was taken. Members voting yes, Dr. DiSanti, Mr. Fleming, Mr. Florentine, Mr. Guerre, Mr. McManus, Mr. Vaerewyck, and Mr. Adamik.

Appointment of Jeffrey Fleming as Chairperson carried unanimously 7-0.

#### **2014 Chairperson – Jeffrey Fleming**

#### **OPEN NOMINATIONS TO ELECT VICE CHAIRPERSON:**

Nominations opened for Vice Chairperson:

1<sup>st</sup>) Supervisor Florentine nominated Leonard Guerre

2<sup>nd</sup>) Chairman Fleming nominated Richard DiSanti

3<sup>rd</sup>) Supervisor Vaerewyck nominated Larry McManus

Nominations closed.

1<sup>st</sup> NOMINATION -- A roll call vote to appoint Leonard Guerre as Vice Chairperson for the West Deer Township Board of Supervisors for the Year 2014 was taken. Members voting yes, Mr. Florentine. Members voting no, Mr. Fleming. Mr. Guerre Mr. McManus, Mr. Vaerewyck, Dr. DiSanti, and Mr. Adamik. Motion denied, 1 – yes and 6 – no.

2<sup>nd</sup> NOMINATION – A roll call vote to appoint Richard DiSanti as Vice Chairperson for the West Deer Township Board of Supervisors for the Year 2014 was taken. Members voting yes, Mr. Fleming, Mr. Florentine, Mr. Guerre, Dr. DiSanti, Mr. McManus, and Mr. Adamik. Member voting no, Mr. Vaerewyck. Motion carried, 6 – yes and 1 – no.

3<sup>rd</sup> NOMINATION – Vice Chairman appointment filled -- No vote needed.

**2014 Vice Chairperson – Richard W. DiSanti, Jr.**

**APPOINT TOWNSHIP MANAGER AND TREASURER:**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to appoint Daniel J. Mator as the Township Manager and Treasurer for West Deer Township for the Year 2014. Motion carried unanimously 7-0.

**APPOINT POLICE CHIEF:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to appoint Jonathan Lape as the Chief of Police for the Year 2014. Motion carried unanimously 7-0.

**APPOINT CODE ENFORCEMENT OFFICER:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to appoint Gary L. Bogan as the Code Enforcement Officer for the Year 2014 or until a new Code Enforcement is hired and appointed. Motion carried unanimously 7-0.

**APPOINT FINANCE OFFICER:**

MOTION BY Supervisor Florentine and SECONDED BY Supervisor McManus to appoint Barbara Nardis as the Finance Officer for the Year 2014. Motion carried unanimously 7-0.

**FURNISH BONDS:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to furnish bonds for the Township Manager and the Administrative personnel for the Year 2014. The bonds will be paid from the General Fund. Motion carried unanimously 7-0.

**ESTABLISH RULES OF ORDER & ROBERT'S RULES OF ORDER:**

**RULES OF ORDER  
TOWNSHIP POLICY GOVERNING PUBLIC MEETINGS  
TOWNSHIP OF WEST DEER**

**1. AGENDA REQUIREMENT:**

It is the Township's Policy that requests to be placed on the Agenda for a Board of Supervisor's Meeting must be received in writing at least seven days prior to the date set for the meeting.

**2. MEETINGS:**

It shall be the duty of the Board to meet stately at least once a month. The Board may adjourn to a stated time for general business or for special business. If no quorum is present at a regular or adjourned meeting, a majority of those who meet may agree upon another date for a meeting and may continue to so agree until the meeting is held. Special meetings may be called by the Chairman or upon written request of at least twenty-four (24) hours notice of such special meetings. The notice shall state whether it is for general or special purposes, and if it is for special purposes, the notice shall contain a statement of the nature of the business to be considered. Presence at a meeting constitutes waiver of notice.

**3. RECORDS:**

The Board shall make and preserve minutes and records of its proceedings. These records shall be open for public inspection during reasonable hours. In addition, at least one week prior to any regular meeting, the Board shall release an agenda of the regular meeting and within one week after the regular meeting, the Board shall release a summary of action taken at the meeting. Within one week after any special meeting the Board shall release a summary of action taken at a special meeting. For the purposes of this section, releases may appear in any newspaper or other publication generally circulated in the Township on a monthly, weekly, or daily basis.

No business shall be transacted at regular meeting unless the subject appears on the agenda. Any emergency matters may be considered at special meetings upon twenty-four (24) hours notice.

**4. PUBLIC MEETINGS:**

All official meetings of the Board shall be open for public attendance. All official votes of the Board shall be taken openly.

**5. OPERATING RULES:**

The Board shall by resolution adopt rules of procedure for its meetings and for assignment of members to committees. Such rules shall be designed to assure full and equal participation in the deliberations of the Board by all of its members.

**6. QUORUM:**

A majority of the members of the Board shall constitute a quorum. The Board shall conduct no business except in the presence of a quorum.

**7. MAJORITY ACTION:**

The action of a majority of the Supervisors present and entitled to vote, unless otherwise stated in this Charter, shall be binding upon and constitute the action of the Board.

**8. FORM OF ACTION BY THE BOARD:**

Official actions of the Board may be taken by adoption of an ordinance, or a resolution, or by motion. All ordinances and resolutions must be in written form. All actions of a legislative character shall be taken by ordinance. All other actions of the Board shall be by resolution or motion, unless otherwise required in this Charter, or in the resolution establishing the rules of procedure. However, no such administrative action shall be void otherwise adversely affected if it shall have been taken by ordinance. All final action in adopting ordinances or resolutions shall be by roll call vote, and the vote of each member of the Board shall be entered in the minutes of the meeting.

**9. CITIZENS' RIGHT TO BE HEARD:**

Upon petition signed by two hundred registered voters of the Township, the Board shall set a special meeting of the Board to hear matters set forth in the citizens' petition. The special meeting of the Board shall be set within thirty (30) days after the petition is filed with the Township Secretary.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to establish the Rules of Order and the Robert's Rules of Order for the Year 2014. Motion carried unanimously 7-0.

**DEPOSITORY FOR FUNDS:**

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor McManus to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2014. Motion carried unanimously 7-0.

**FACSIMILE STAMP SIGNATURE:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to authorize the use of the facsimile stamp signature on all of the West Deer Township accounts. Motion carried unanimously 7-0.

**APPOINT TOWNSHIP SOLICITOR:**

MOTION BY Supervisor Adamik and SECONDED BY Supervisor McManus to appoint the firm of Griffith, McCague, & Wallace as Township Solicitor for the Year 2014. Motion carried unanimously 7-0.

**APPOINT TOWNSHIP ENGINEER:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to appoint Shoup Engineering, Inc., as Township Engineer for the Year 2014. Motion carried unanimously 7-0.

**SET MONTHLY MEETINGS/DATE & TIME:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to set the Township meetings for the Year 2014 the first and third Wednesdays of each month at 7:30 p.m. Members voting yes, Mr. McManus, Mr. Vaerewyck, Mr. Adamik, and Mr. Fleming. Members voting no, Dr. DiSanti, Mr. Florentine, and Mr. Guerre. Motion carried, 4 – yes and 3 – no.

**APPOINT DELEGATE & ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2014:**

**DELEGATE:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to appoint Leonard Guerre as the Delegate to the North Hills Council of Governments for the Year 2014. Motion carried unanimously 7-0.

**ALTERNATE:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Vaerewyck to appoint Richard DiSanti as the Alternate to the North Hills Council of Governments for the Year 2014. Motion carried unanimously 7-0.

**APPOINT DELEGATE & ALTERNATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS FOR THE YEAR 2014:**

**DELEGATE:**

After some discussion, Supervisor Adamik moved to appoint Larry McManus. Supervisor McManus declined.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor McManus to appoint Rick Florentine as the Voting Delegate to the Allegheny County Association of Township Officials for the Year 2014. Motion carried unanimously 7-0.

**ALTERNATE:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to appoint Richard DiSanti as the Voting Alternate to the Allegheny County Association of Township Officials for the Year 2014. After some discussion on meeting dates, a roll call vote was taken. Motion carried unanimously 7-0.

**APPOINT DELEGATE & ALTERNATE/EIT TAX COMMITTEE:**

**DELEGATE:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to appoint Daniel Mator as Delegate to the Allegheny North Tax Collection Committee for the Year 2014. Motion carried unanimously 7-0.

**TWO (2) - ALTERNATES:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to appoint Tracy Adamik as Alternate to the Allegheny North Tax Collection Committee for the Year 2014. Motion carried unanimously 7-0.

MOTION BY Supervisor Adamik to appoint Garry Vaerewyck as an Alternate to the Allegheny North Tax Collection Committee for the Year 2014. Supervisor Vaerewyck declined but then agreed to take the Alternate position. SECONDED BY Supervisor McManus. Motion carried unanimously 7-0.

**CONFERENCES:**

The Allegheny County Association of Township Officials 2014 Seven Springs Conferences are held in the spring and fall.

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to authorize the Board members to attend the spring and fall conferences of the Allegheny County Association of Township Officials. At this time Supervisor Vaerewyck questioned the benefits of attending the conferences and after several Board members commented on the benefits, a roll call vote was taken. Motion carried unanimously 7-0.

**2014 BOARD APPOINTMENTS:**

As of December 31, 2013, there are vacancies on the Planning Commission and the Zoning Hearing Board. The Township advertised for all of the vacancies.

- **PLANNING COMMISSION - 2 Appointments**

Two (2) members' terms expired December 31, 2013. Both Board members requested reappointments.

- Mr. Mark B. Schmidt
- Mr. John H. Butala

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor DiSanti to appoint Mark B. Schmidt as a member of the Planning Commission for a four (4) year term to expire December 31, 2017. Motion carried unanimously 7-0.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to appoint John H. Butala as a member of the Planning Commission for a four (4) year term to expire December 31, 2017. Motion carried unanimously 7-0.

- **ZONING HEARING BOARD - 1 Appointment**

One (1) members' term expired December 31, 2013.

- Ms. Sally R. Miller requested reappointment.
- Mr. Michael Sutter who is currently the alternate member of the Zoning Hearing Board – requested to fill the appointment.
- Mr. Daniel Livingston requested the alternate position.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to appoint Michael Sutter who is currently the alternate member of the Zoning Hearing Board to fill the member position of the Zoning Hearing Board for a five (5) year term to expire December 31, 2018. Members voting yes, Mr. Florentine, Mr. Guerre, Mr. McManus, Mr. Adamik, and Dr. DiSanti. Member voting no, Mr. Vaerewyck. Member abstaining, Mr. Fleming (indicated Mr. Sutter is an employee of his). Motion carried, 5 – yes, 1 – no, and 1 – abstention.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to appoint Daniel Livingston as an alternate member of the Zoning Hearing Board. Motion carried unanimously 7-0.

**COMMITTEES:**

At this time, the Board discussed the appointments of the Committees. Mr. Happel, Township Solicitor, commented on Ordinance No. 342 which requires Committees to be created and the appointments to be made by the Board of Supervisors but explained that it doesn't give direction as to the procedure which is required. Mr. Happel further explained the Committees could be established ahead of time and then voted on at a meeting. After a lengthy discussion, Chairman Fleming requested that each Board member notify him if they are interested in chairing a Committee and/or being on certain Committees. Chairman Fleming

will facilitate the names and establish the Committees with Vice Chairman DiSanti and then the Board will vote on the Committees at the first meeting in February.

**ANNOUNCEMENTS:**

- **4<sup>TH</sup> ANNUAL WEST DEER DOG SHELTER BENEFIT  
ALL YOU CAN EAT BUFFET:**

Sunday, January 26, 2014 – Doors open at 12 noon, Lunch served at 1 pm

Luncheon will be held at the Clarion Hotel, Tarentum Bridge Road, New Kensington, PA

\$20.00 per Adult, Children 10 & under \$12.00

Tickets must be purchased by January 20<sup>th</sup>.

Stop by Shelter or mail checks to:

West Deer Dog Shelter, P.O. Box 2, Russellton, PA 15076 – Attn: Barb Pasquale

50/50 Raffle, Chinese Auction & many door prizes.

**SET AGENDA /January 15, 2014**

6:30 p.m. -- Executive Session

7:30 p.m. -- Regular 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 and Payroll
9. Police Chief's Report
10. Report from the Parks & Recreation Board
11. Engineer's Report
12. Old Business
13. New Business
14. Set Agenda
15. Comments from the Public
16. Adjournment

**DISCUSSION/COMMITTEES:**

The Committee appointments will be on the February 5, 2014 meeting. Until appointments are made, Supervisors will be on the same Committees as they were in 2013 until the 2014 appointments are made. Supervisor Guerre will be on Supervisor Hollibaugh's Committees (Chaired the Financial Committee and a member on the Public Safety Committee).

Further discussion was held on the Committees.

**BUILDING DISCUSSION:**

Chairman Fleming commented and also commended the Committee for the great work being done at the Township Building. A discussion was held on the work for the Police Department. Chief Lape was present and discussed the need for more space in the Police Department. Proposed changes were presented to the Board and a discussion was held on changing areas for the Police Department such as wall structures and changing offices around.

The Public Safety Committee will meet with the Chief on the proposed changes for the building renovations.

**ADJOURNMENT:**

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to adjourn at 8:45 p.m. Motion carried unanimously 7-0. Meeting adjourned.

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Daniel J. Mator, Township Manager