

West Deer Township
Board of Supervisors
Reorganization Meeting
January 5, 2015
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; Douglas Happel, representing Griffith, McCague, & Wallace.

Call to Order

Roll call taken by Mr. Mator – Quorum present.

PLEDGE OF ALLEGIANCE

OPEN NOMINATIONS TO ELECT CHAIRPERSON

Nominations opened for Chairperson:

- Supervisor Adamik nominated Jeffrey Fleming

Nominations closed.

A roll call vote to appoint Jeffrey Fleming as Chairperson for the West Deer Township Board of Supervisors for the Year 2015 was taken. Members voting yes, Mr. Adamik, Dr. DiSanti, Mr. Florentine, Mr. Guerre, Mr. McManus, Mr. Vaerewyck, and Mr. Fleming.

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

2015 Chairperson – Jeffrey Fleming

Chairman Fleming thanked the Board.

OPEN NOMINATIONS TO ELECT VICE CHAIRPERSON

Nominations opened for Vice Chairperson:

- Supervisor Vaerewyck nominated Larry McManus
- Supervisor Florentine nominated Richard DiSanti

Nominations closed.

A roll call vote was taken:

Dr. DiSanti voted for Dr. DiSanti

Mr. Fleming voted for Dr. DiSanti

Mr. Florentine voted for Dr. DiSanti

Mr. Guerre voted for Dr. DiSanti

Mr. McManus voted for Mr. McManus

Mr. Vaerewyck voted for Mr. McManus

Mr. Adamik voted for Dr. DiSanti

5 votes for Dr. DiSanti and 2 votes for Mr. McManus

2015 Vice Chairperson – Richard W. DiSanti, Jr.

Vice Chairperson DiSanti thanked the Board.

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 2015. A roll call vote was taken. Members voting yes, Mr. Florentine, Mr. Guerre, Mr. Adamik, Dr. DiSanti, and Mr. Fleming. Members voting no, Mr. McManus and Mr. Vaerewyck. Motion carried 5 – yes and 2 – no.

APPOINT POLICE CHIEF

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to appoint Jonathan Lape as the Chief of Police for the Year 2015. Motion carried unanimously 7-0.

APPOINT BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

MOTION BY Supervisor McManus and SECONDED BY Supervisor Adamik to appoint William Payne as the Building Inspector/Code Enforcement Officer for the Year 2015. Motion carried unanimously 7-0.

APPOINT FINANCE OFFICER

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to appoint Barbara Nardis as the Finance Officer for the Year 2015. Motion carried unanimously 7-0.

FURNISH BONDS

MOTION BY Supervisor McManus and SECONDED BY Supervisor Guerre to furnish bonds for the Township Manager and the Administrative personnel for the Year 2015. 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 2015. Motion carried unanimously 7-0.

DEPOSITORY FOR FUNDS

MOTION BY Supervisor Florentine and SECONDED BY Supervisor DiSanti to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2015. Motion carried unanimously 7-0.

FACSIMILE STAMP SIGNATURE

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine 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 McManus and SECONDED BY Supervisor Adamik to appoint the firm of Griffith, McCague, & Wallace as Township Solicitor for the Year 2015. Motion carried unanimously 7-0.

APPOINT TOWNSHIP ENGINEER

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor McManus to appoint Shoup Engineering, Inc., as Township Engineer for the Year 2015. Motion carried unanimously 7-0.

SET MONTHLY MEETINGS/DATE & TIME

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor McManus to set the Township meeting on the first and third Wednesday of each month at 7:30 p.m. for the Year 2015 and Executive Sessions at 6:30 p.m., as needed, and to advertise in accordance with the Law. A roll vote was taken. Members voting yes, Mr. McManus, Mr. Vaerewyck, and Mr. Adamik. Members voting no, Dr. DiSanti, Mr. Fleming, Mr. Florentine, and Mr. Guerre. Motion failed: 3 – yes and 4 – no.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Florentine to set the Township meeting on the third Wednesday of each month at 7:30 p.m. for the Year 2015 and Executive Sessions at 6:30 p.m., as needed, and advertise in accordance with the Law. A roll call vote was taken. Members voting yes, Dr. DiSanti, Mr. Fleming, Mr. Florentine, and Mr. Guerre. Members voting no, Mr. McManus, Mr. Vaerewyck, and Mr. Adamik. Motion carried: 4 – yes and 3 – no.

APPOINT DELEGATE & ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2015

Mr. Vaerewyck questioned why this item was even on the agenda. He questioned when the Township made a commitment to be part of the North Hills Council of Governments and stated that he felt the Township would be better off in the Allegheny Valley COG.

Numerous comments supporting the Township's inclusion in the North Hills Council of Governments were made by: Supervisor Guerre; Supervisor DiSanti; Chairman Fleming; Mr. Mator; and Chief Lape.

Comments against the Township's inclusion in the North Hills Council of Governments were made by Supervisor Vaerewyck and Supervisor McManus.

Much discussion was held on the Council of Government issue.

Supervisor Vaerewyck requested more information from the North Hills COG on what exactly the COG is doing for West Deer. Mr. Mator reminded Supervisor Vaerewyck that about three years ago Mr. Vaerewyck made an identical request, and that a list was compiled of all of the programs and everything the North Hills COG does for the Township. That list was distributed to the Board in a report, and was explained by Mr. Mator, Mr. Shoup, and Chief Lape at the public meeting that followed.

DELEGATE:

MOTION BY Supervisor McManus and SECONDED BY Supervisor Vaerewyck to appoint Richard DiSanti as the Delegate to the North Hills Council of Governments for the Year 2015.

At this time Supervisor DiSanti questioned when the meetings are held. Supervisor Guerre indicated that meetings are held every 3rd Thursday on every other month at 7:30 p.m. at the Shaler Municipal Building. Supervisor DiSanti indicated it would be a conflict with his work.

MOTION BY Chairman Fleming and SECONDED BY Supervisor Guerre to appoint Jeffrey Fleming as the Delegate to the North Hills Council of Governments for the Year 2015.
Motion carried unanimously 7-0.

ALTERNATE:

MOTION BY Supervisor Florentine and SECONDED BY Supervisor McManus to appoint Rick Florentine as the Alternate to the North Hills Council of Governments for the Year 2015.
Motion carried unanimously 7-0.

APPOINT DELEGATE & ALTERNATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS FOR THE YEAR 2015:

DELEGATE:

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to appoint Gerry Vaerewyck as the Voting Delegate to the Allegheny County Association of Township Officials for the Year 2015. Motion carried unanimously 7-0.

ALTERNATE:

MOTION BY Supervisor McManus and SECONDED BY Supervisor Guerre to appoint Larry McManus as the Voting Alternate to the Allegheny County Association of Township Officials for the Year 2015.
Motion carried unanimously 7-0.

APPOINT DELEGATE & ALTERNATE/EIT TAX COMMITTEE:

DELEGATE:

MOTION BY Supervisor Guerre and SECONDED BY Supervisor DiSanti to appoint Daniel Mator as Delegate to the Allegheny North Tax Collection Committee for the Year 2015. Motion carried unanimously 7-0.

TWO (2) - ALTERNATES:

MOTION BY Supervisor Adamik and SECONDED BY Supervisor McManus to appoint Tracy Adamik as an Alternate to the Allegheny North Tax Collection Committee for the Year 2015. Motion carried unanimously 7-0.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Vaerewyck to appoint Leonard Guerre as an Alternate to the Allegheny North Tax Collection Committee for the Year 2015. Motion carried unanimously 7-0.

CONFERENCES:

The Allegheny County Association of Township Officials 2015 Seven Springs Conferences are held in the spring and fall.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor McManus to authorize the Board members to attend the spring and fall conferences of the Allegheny County Association of Township Officials. Motion carried unanimously 7-0.

2015 BOARD APPOINTMENTS:

As of December 31, 2014, there are vacancies on the Planning Commission, Zoning Hearing Board, Parks & Recreation Board, and the Deer Creek Drainage Basin Authority. The Township advertised for all of the vacancies.

PLANNING COMMISSION - 2 Appointments

Two (2) members' terms expired December 31, 2014. Both Board members requested reappointments.

- Mr. Theodore A. Gall IV
- Mr. Adam J. Woods

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to appoint Theodore A. Gall IV and Adam J. Woods as members of the Planning Commission for a four (4) year term to expire December 31, 2018. Motion carried unanimously 7-0.

ZONING HEARING BOARD - 1 Appointment

One (1) members' term expired December 31, 2014.

- Mr. Joseph D. Gizienski requested reappointment.

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to appoint Joseph D. Gizienski as a member of the Zoning Hearing Board for a five (5) year term to expire December 31, 2019. Motion carried unanimously 7-0.

PARKS & RECREATION BOARD – 3 Appointments

Three (3) members' term expired December 31, 2014:

- Mrs. Marilyn Kirin – requested reappointment
- Mrs. Beverly Jordan – requested reappointment
- Mr. Tom Wagner – did not request reappointment

The Township also received a Letter of Interest from Karen Moody.

MOTION BY Supervisor McManus and SECONDED BY Supervisor Florentine to appoint Marilyn Kirin, Beverly Jordan, and Karen Moody as members of the Parks & Recreation Board for a five (5) year term to expire December 31, 2019. Motion carried unanimously 7-0.

Supervisor Adamik recommended sending Mr. Wagner a thank you letter/citation for all his dedication to the Parks & Recreation Board. Mr. Wagner always helps out and plans to continue helping the Parks & Recreation Board.

DEER CREEK DRAINAGE BASIN AUTHORITY – 1 APPOINTMENT

In 2014, West Deer Township had four (4) members and Indiana Township had five (5) members serve on the Deer Creek Drainage Basin Authority.

In 2015, West Deer Township will have five (5) members and Indiana will have four (4) members serve on the Deer Creek Drainage Basin Authority.

Three (3) Letters of Interest were received from:

- Ronald A. Plesh
- Susan M. Pastura
- Michael A. Sutter

The Board of Supervisors also received a letter dated November 11, 2014 signed by three (3) current members of the Deer Creek Drainage Basin Authority asking the Board to consider their recommendation for appointment.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor DiSanti to appoint Michael Sutter as a member of the Deer Creek Drainage Basin Authority for a five (5) year term to expire December 31, 2019. A roll call vote was taken. Members voting yes, Mr. Florentine, Mr. Guerre, Mr. McManus, Dr. DiSanti, and Mr. Fleming. Members voting no, Mr. Vaerewyck and Mr. Adamik.
Motion carried 5 – yes and 2 – no.

SET AGENDA /January 21, 2015

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. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. 2015 Salvage Yard License Applications
 - A. Boulevard Auto & Truck Salvage, LLC
 - B. IAA Acquisition Corp.
 - C. Catanese Brothers Salvage
 - D. Blazczak Salvage, Inc.
14. Ordinance No. 404/Acceptance of Streets/HyTyre Farms Plan
15. Resolution/Vacant Property Program
16. Bids Received/One Ton Dump Truck
17. Change Order No. 3/General Construction/Township Building Renovation Project
18. Resolution/Vacant Property Program
19. Authorize advertisement/Subdivision Ordinance Amendments

20. Condemnation of Unsafe Structures
21. Paul Petrovich Request/ZHB Fee Waiver
22. Old Business
23. New Business
24. Set Agenda/February 18, 2015
25. Comments from the Public
26. Adjournment

Item Added:

*North Hills COG Report

ADJOURNMENT:

MOTION BY Supervisor McManus and SECONDED BY Supervisor DiSanti to adjourn at 8:40 p.m.
Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Township Manager