

West Deer Township
Board of Supervisors
21 December 2016
6:00 p.m.

The West Deer Township Board of Supervisors held a Public Hearing and their Regular Business Meeting at the West Deer Township Municipal Building. Members present: Jeffrey D. Fleming, Chairman; Richard W. DiSanti, Jr., Rick W. Florentine, Leonard Guerre, Shirley Hollibaugh, Joyce A. Romig and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

6:00 p.m. – PUBLIC HEARING: ORDINANCE NO. 415 (2017 TAX MILLAGE RATE)

- Chairman Fleming opened the public hearing.
- Pledge of Allegiance
- Roll Call taken by Mr. Mator – Quorum present.
- Public Hearing was advertised in compliance with the Law.
- Court Reporter present.

Mr. Happel, Township Solicitor, opened the public hearing and announced the Township's Home Rule Charter requires a public hearing when the Board of Supervisors of the Township considers an increase to the millage rate for the Township property taxes.

The public hearing was for the West Deer Township Board of Supervisors to consider adoption of the following ordinance:

ORDINANCE NO. 415

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, FIXING THE GENERAL MILLAGE RATE FOR THE 2017 TAX YEAR AT 2.99 MILS.

At this point, any member of the public who was interested in speaking at the hearing was directed to stand and be sworn-in by the Court Reporter.

Before taking public comments, Chairman Fleming asked those in attendance to remember that "we all live here and we all pay taxes." He informed the public that the Board has held two public budget workshops – which were open for comments – and that the Board would be making a decision that evening for all 11,771 residents of the Township.

Chairman Fleming stated that there have been a lot of rumors floating around on Facebook and in the newspapers, and clarified that there is no "slush fund." He added that the Board is trying to do the best it can for the community, and cited that West Deer has a great police department and great road department, and that funding those departments cost money. He then used the example of the Township Manager saving the community over \$1.4 million dollars in health care savings during his tenure as manager.

Vice Chairman DiSanti introduced himself as the Chairman of the Financial and Legal Committee and commented that they had met and discussed this budget – and their concern regarding the possibility of a millage rate increase – on several occasions since the budget was presented to the public. Dr. DiSanti emphasized to those in attendance that the Committee as board members and committee people scrutinized the proposed Budget and the need for any tax increase.

PUBLIC COMMENTS:

- Jeff Martin, 307 Casindra Court, Gibsonia, PA
 - Mr. Martin commented that as both the managing partner of Richland Holdings and the Community Manager for HyTyre Farms, some residents had contacted him and had asked him to speak. Mr. Martin stated that he was not against additional taxes for road repairs, but questioned whether a one-mil increase was necessary all at one time, and asked why the millage rate was not increased gradually over the years.

- John Best, 441 West Starz Road
 - Mr. Best commented that the Township had two tax increases in the past – in 2008 when the fire tax was created, and in 2011 when there was a millage increase that amounted to 8 ½ percent. He also commented on Township salaries, and stated West Deer receives thirty-percent less revenue than most of the townships in the area, and that West Deer has a higher percentage of fixed income people.
 - Mr. Best stated that the Township already has a balanced Budget, and questioned the tax increase because he felt that it would be for future years.

- Richard Conley, 301 Saddlebrook Road
 - Mr. Conley commented that the Township is seeing a great deal of residential growth, including over \$3 million in development from the Hunt Club. He expressed concern that the residents of the Hunt Club are being assessed by the County at a much higher rate than the average residence in West Deer and, therefore, their tax bill is significantly higher than average. Mr. Conley stated that the residents of the Hunt Club understand it costs money to run a government, but requested that the Board consider the minimum increase. He added that he felt high tax rates deter sales, and said he would appreciate the Board's consideration of raising each property owner's taxes a flat \$9.00 per month rather than using a percentage/millage.

- Bob Nolan, 4774 Bayfield Road
 - Mr. Nolan commented on the high end housing plans in West Deer mentioned earlier, and stated that those plans have been generating income, and do not cost the Township anything. He said he went through the Budget, and that he is confused because he was not able to find this addition revenue.
 - Mr. Nolan commented that in the business world cuts are made to budgets, but in West Deer's Budget he sees increases throughout the document, but a dramatic decrease in the Road Program. He stated that he felt the Township was "kind of holding the roads as hostage." Mr. Nolan suggested that the Township annually increase the Road Program at the same percentage as salary increases, etc. in the Budget. He also reiterated Mr. Best's point that there are a lot of people on fixed incomes in the Township.

- Joy Hardt, 3681 Cedar Ridge Road
 - Mrs. Hardt thanked the Board for doing such a "thankless job" with no pay, and for doing so out of love for the community. She stated that she has been the finance director of another North Hills municipality for twenty years, and that she has worked in local government – including a stint in West Deer – for over thirty years. Mrs. Hardt indicated she examined each of the advertised budgets' line items, and stated that – in her professional opinion – the Board has no choice but to raise taxes. She stated that the budget may look balanced, but that, in reality, there is a deficit that needed to be made up, and challenged the people in attendance who spoke out against the increase to cite specific services they would like cut. Mrs. Hardt said she felt that the Township has excellent employees, and that the Board should not expect them to bear the burden, and mentioned how demoralizing it is when employees are personally attacked in social media when taxes are discussed.

- Mrs. Hardt cautioned the Board on how difficult it is to catch up on a road program once a municipality falls behind and cited examples from her municipal employer where they had to spend more for their road program in the future – despite being much smaller than West Deer – after ignoring recommendations for increased spending in the past.
 - Mrs. Hardt then explained unfunded mandates from the state and federal governments, the impact they have on local finances, and opined that the Township is doing the best they can with the funds they have, and should be commended.
 - Supervisor Vaerewyck asked Mrs. Hardt to explain in greater detail her thoughts about the deficit she mentioned earlier, and Mrs. Hardt explained that to continue using the Operating Reserve Fund would be dangerous if an emergency ever arose.
- Vito Alioto, HyTyre Farms
 - Mr. Alioto commented that he is on a fixed income and that a fifty-percent increase seemed high to him. He stated that he is not against an increase, but did not agree with an increase of that amount.
- Jim Cesnick, 112 Michael Road
 - Mr. Cesnick commented on the Budget Workshops, the amount of details in the Budget and stated that he did not understand all the details of the advertised Budgets. He stated that the Road Program was not anywhere in the budget, but items like the manager's raises were, then commented on the fixed income argument others made earlier.
 - Mr. Cesnick stated that he was not a proponent of raising taxes, but realized that the Township had "lousy roads," and that – when fixing the roads – the Township finds out how poorly they were constructed before.
 - Mr. Cesnick then disagreed with the budget process and claimed that – instead of using an exact millage increase to cover the Road Program – Dr. DiSanti recommended a one-mil tax increase, and the Board did not question the proposed increase.
 - Mr. Cesnick finally requested that any member of the Board "with the ethical and moral turpitude to do it correctly" to: 1) Increase the millage rate only .71 mil; 2) Reduce any salary increases that are not contract oriented from five percent to two and one-half percent; 3) Initiate an ongoing effort to reduce health care costs; 4) Eliminate the "golden parachute" severance package for the Manager; and 5) Ask every department to come up with a plan by June to reduce expenses by seven percent.
- David Lepley, 1152 Eisenhower Drive
 - Mr. Lepley commented that working people do not always receive pay increases, and that those on fixed incomes are not the only residents affected by tax increases. He added that the state was going to be increasing the gas tax on January 1st, and stated that he felt the Township does not need a fifty percent tax increase.

Upon the completion of the public comments, Supervisor DiSanti thanked the residents for attending the meeting. He indicated he has been a resident and practitioner in the Township for over forty years and raised his family here. He also informed those in attendance that most of his patients in Russellton are geriatric residents, so he understands their concerns.

Dr. DiSanti commented he feels West Deer is one of the best communities, and cited numerous examples of positive benefits the Township affords residents, such as Community Days and top-ranked police protection. He also commended the employees of the Township and cited examples of how they have saved the Township money, yet still provided good services to the residents. But he alerted the public to numerous issues that have arisen which increase the cost of those services, such as: increased traffic and its impact; increased service needs; West Deer's topography and its associated problems; and – as Mrs. Hardt stated earlier – the many unfunded mandates being thrust upon the Township.

Supervisor DiSanti concluded by addressing many of the rumors that were circulated in the Township and on social media. He stated that: the Board did perform its due diligence in scrutinizing the Budget; that Dr. DiSanti did not say many of the items attributed to him; that most of what was being circulated was

inaccurate; that the Township has no slush fund; and that the revenue received from the Marcellus Shale lease was not wasted. He stated that the Township might be facing a deficit, but that it provides a numerous quality services.

Supervisor Vaerewyck commented that he does not want people to think that he does not believe our township is doing a good job, and that he agreed that we need to maintain our roads. He did state, however, that he has concern that the property tax is only a small part of the revenue stream the Township received, and that the overall revenue stream has increased annually. Mr. Vaerewyck also added that new development in the Township will create greater real estate tax revenue.

Mr. Vaerewyck stated that he has been concerned for years that he felt the Township has been annually operating a deficit budget, and that the overall fund balance has been decreasing each year. He said that he felt this should have been controlled by monitoring spending, and concurred with Mr. Cesnick's recommendation to go to each department and request a seven percent reduction.

Supervisor Vaerewyck then added that he objected to the Township budgeting funds "in case" something happened. Mr. Vaerewyck stated that he felt the reserve funds could be used for those situations, and that the Township should spend everything it budgets. He cited the examples of the Senior Center floor and the Clendenning Road culvert, and said that the Township does not do a good job of giving back projects to the residents.

Chairman Fleming challenged Supervisor Vaerewyck by asking if he was saying that the residents were being left out. Mr. Vaerewyck answered in the affirmative, which drew surprise and derisive remarks from Mr. Fleming.

Supervisor Vaerewyck returned to his line of thought and announced that he felt the Township could find the \$400,000 shortage if it did not budget for possible expenditures, and stated that "numerous people" at the Budget workshops agreed with that sentiment when they said we need cuts.

Mr. Vaerewyck concluded by stating he believed this tax increase is unnecessary.

Supervisor Guerre commented that West Deer gets a bad reputation from the School District since it is the School District taxes that are so much higher. He indicated he always has to inform residents of the disparity between the rates of the two entities. So Mr. Guerre encouraged those in attendance to protest to the School Board the next time the School District discusses raising *their* taxes.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to reject Ordinance No. 415 fixing the General Millage rate for the 2017 tax year at 2.99 mils. A roll call vote was taken. Members voting yes: Mr. Guerre, Mrs. Romig, and Mr. Vaerewyck. Members voting no: Dr. DiSanti, Mr. Florentine, Mrs. Hollibaugh, and Mr. Fleming. Motion fails, 3 – yes and 4 – no.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to adopt Ordinance No. 415 fixing the General Millage rate for the 2017 tax year at 2.99 mils. A roll call vote was taken. Members voting yes: Dr. DiSanti, Mr. Florentine, Mrs. Hollibaugh, and Mr. Fleming. Members voting no: Mr. Guerre, Mrs. Romig, and Mr. Vaerewyck. Motion carried, 4 – yes and 3 – no.

ADJOURNMENT OF PUBLIC HEARING

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adjourn the public hearing at 7:00 p.m. Motion carried unanimously 7-0.

7:30 p.m. -- OPEN REGULAR MEETING

- Chairman Fleming opened and welcomed everyone to the meeting.
- Pledge of Allegiance
- Roll Call taken by Mr. Mator -- Quorum present.

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

2017 FINAL BUDGET

The Township currently has a Street Light Assessment of \$30 per affected parcel that can no longer sustain the related expenses. The Board discussed this matter at its Budget workshops and agreed that an increase of \$5 to the assessment (\$35 total) is necessary.

ORDINANCE NO. 414

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE STREET LIGHT ASSESSMENT RATE AT \$35 PER AFFECTED PARCEL FOR THE 2017 TAX YEAR.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 414 setting the Street Light Assessment rate at \$35 per affected parcel for the 2017 tax year. Motion carried unanimously 7-0.

The Board will now entertain a motion to adopt the 2017 Budget. Before that happens, however, the Township Manager and Solicitor wish to inform the Board and those in attendance of important revisions that they feel are important to be made – all within the law – but whose need arose after the last Budget workshop.

The Board of Supervisors will have four Budget options based upon the outcome of the millage increase Ordinance No. 415 vote and the information provided regarding the revisions recommended by the Township Manager and Township Solicitor. Options A and C were advertised in accordance with the Law and Options B and D incorporate the aforementioned revisions to Options A and C.

- Option A: Millage ordinance failed /do not accept recommendations.
- Option B: Millage ordinance failed / accept the recommendations.
- Option C: Millage ordinance passed / do not accept the recommendations
- Option D: Millage ordinance passed / accept the recommendations.

Mr. Mator explained the Budget process. He then explained that the current Board has never had to make changes to a draft Budget, but would need to entertain whether or not to make some changes because of

issues concerning the Tax Collector and the Township assessment that have arisen since the last Budget workshop meeting.

Mr. Mator explained that the Board discussed the Tax Collector's salary increase at the last meeting and came up with a .17 percent increase because of a 1982 ordinance stating their salary was tied to the Consumer Price Index (CPI). Mr. Mator indicated that when he checked the accuracy of the .17 percent figure he found the supervisor who gave that figure used the wrong CPI table. He added that the correct CPI table called for a much greater increase, but that the table in question is not set for the prior year until mid-January, which would not be in time for the Township's Budget.

Mr. Mator stated he researched Township and state law to find a solution to this issue, and found that the 1982 ordinance was invalid due to a 1965 state law which addressed tax collector compensation. He said that the law in question prescribed that the tax collector compensation could only be set every four years, and by February 15th during the election year prior to the effect taking place. Mr. Mator informed the Board that 2017 was an election year, so the Board could address a possible increase via ordinance at their February meeting.

Mr. Mator pointed out that he also found another law which indicated the Tax Collector is not eligible for health insurance, and reported that the Township had been providing the Tax Collector with health insurance in lieu of her collecting the five percent streetlight assessment tax. He therefore advised the Board would need to make those changes to be in compliance with the law.

Mr. Mator also explained that – since the Tax Collector would revert to collecting five percent of the streetlight assessment – a transfer of \$10,000 would need to be made from the General Fund to the Streetlight Fund. He added that this transfer included tax bill postage and printing omissions in the draft.

Mr. Mator indicated he requested legal advice from the Township Solicitor confirm his findings, and Mr. Mator stated Mr. Happel concurred.

Mr. Happel acknowledged Mr. Mator's statement and expressed his support of the recommendations. Mr. Happel also reiterated the legal findings Mr. Mator presented.

Mr. Mator added that the State mandates that the Tax Collector can collect no more than five percent of what they collect.

Mr. Happel explained that the Township sets the salary for the Tax Collector the year of an election so that those running for the position of tax collector know what they will receive in advance of them being elected. Mr. Happel explained the process more thoroughly.

Mr. Vaerewyck questioned when Option C was available, and indicated he did not remember seeing that version prior to receiving his agenda packet the week prior to the meeting. He also questioned if this option was advertised.

Mr. Mator explained that Option C was advertised, and that it was the last Budget the board saw with the tax increase included. He stated that the tax increase was distributed between the Road Program and the Operating Reserve Fund, as was discussed at the meeting and in his memo.

Supervisor Vaerewyck disagreed, stated that the 2.99 millage rate was never discussed, and contended that the Budget was not properly advertised.

Mr. Mator explained that the 2.99 millage rate came in the form of the proposed ordinance advertisement, and Mr. Happel explained that the Board held public Budget workshops, and that a tax increase was discussed at the last public meeting which – if adopted – would alter the Budget. He advised the Board that it must make available for public display a Budget which contained matching revenues and expenditures, and that he therefore advised the Township to make available two budgets: one with no tax increase, and another which included the tax increase and the associated expenditures.

Mr. Vaerewyck asked if that copy of the Budget was available for public inspection, and both Mr. Happel and Mr. Mator acknowledged it was, and that it was also in accordance with the timing requirements. Mr. Mator also added that both budgets were available not only in the Township office, but also on the Township website.

Mr. Mator spoke to those in the audience and “put everything in layman’s terms.” He explained that at the November meeting, the Board of Supervisors voted to advertise the public hearing that took place prior to the meeting, with the point of the hearing being to vote on whether or not to increase the property tax millage rate from 1.99 mils to 2.99 mils. He stated that this had to be done to be in compliance with the law, and that – had the Township not made public both versions of the Budget, and then voted for the increase – then it would be in violation of the law because the Budget would no longer be balanced.

Chairman Fleming asked for clarification that the Board could therefore only vote upon either Option C or Option D because of the tax increase ordinance passing. Mr. Mator confirmed Mr. Fleming’s assessment, and explained the difference between the two.

Supervisor Vaerewyck asserted that the Solicitor stated that Option D was not advertised, but Mr. Happel clarified that Option C *was* advertised, and Option D only incorporates the recommended tax collector changes into the document. He advised that those changes are permissible by law.

More non-controversial discussion clarifying the differences between the options was held, and Chairman Fleming asked for clarification on the proper procedure.

Mr. Happel explained the process simply by stating that if the Board wanted to accept the Manager’s recommendations, then they should vote to accept the figures as shown in Option D. He also stated that if the Board declined the Manager’s recommendations, that they would vote to adopt Option C.

Mr. Happel then asked Mr. Mator to summarize the recommendations, and Mr. Mator did so as follows:

1. Health Insurance contributions for Tax Collector changed from \$323.28 to \$0
2. Interfund Operating Transfers from Operating Reserve Fund changed to \$547,065.78
3. Tax Collector salary changed to \$19,726.23
4. Health Care Life & Disability Insurance changed to \$0
5. Transfer to the Street Light Fund changed from \$0 to \$10,000.00 from General Fund
6. Street Light Assessment Fund – Regular Checking Account would be changed to \$241.46
7. Revenues from General Fund Transfer \$10,000.00
8. Under Tax Collection Expenditures: Postage of Tax Bills – increased to \$950.00
9. Commissions Real Estate Assessments – increased to \$3,939.25
10. Printing of Tax Bills – increased to \$2,800.00
11. Operating Reserve Fund – Transfer of \$547,065.78

OPTION D: ORDINANCE NO. 415 PASSES AND THE BOARD ACCEPTS THE RECOMMENDATIONS FOR REVISIONS.

The 2017 Budget proposes a one mil Real Estate Tax increase – the Real Estate Tax Millage will be set at 2.99 mils and the Street Light Assessment rate will be set at \$35 per affected parcel for the 2017 Tax Year.

GENERAL FUND BUDGET

Revenues:	\$ 6,123,888.29
Expenditures:	\$ 6,123,888.29

STREET LIGHTING FUND BUDGET

Revenues:	\$ 88,795.00
Expenditures	\$ 85,189.25

FIRE TAX FUND BUDGET

Revenues:	\$ 195,000.00
Expenditures:	\$ 195,000.00

CAPITAL RESERVE FUND BUDGET

Revenues:	\$ 90.00
Expenditures	\$ --

LIQUID FUELS FUND BUDGET

Revenues:	\$ 410,364.75
Expenditures	\$ 240,750.00

OPERATING RESERVE FUND BUDGET

Revenues:	\$ 175.00
Expenditures:	\$ 547,065.78

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to adopt Option D the millage ordinance passed and to accept the recommendations from the Township Manager for the 2017 Year Budget. A roll call vote was taken. Members voting yes: Dr. DiSanti, Mr. Florentine, Mr. Guerre, Mrs. Romig, Mrs. Hollibaugh, and Mr. Fleming. Member voting no: Mr. Vaerewyck. Motion carried, 6 – yes and 1 – no.

Dr. DiSanti commented that the Board worked diligently to move through this process along with the help and recommendations from the Solicitor, Engineer, and Manager.

ACCEPT MINUTES

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 16 November 2016 meeting as presented. Motion carried unanimously 7-0.

MONTHLY FINANCIAL REPORT

Mrs. Nardis read the following Finance Officer's Report.

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 November 2016

I - GENERAL FUND:

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	283,667.23	5,467,627.37	93.37%
Expenditures	300,409.95	4,811,884.59	82.17%

Cash and Cash Equivalents:

Sweep Account

824,933.81

824,933.81**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted

4,136.25

Fire Tax Fund:

Sweep Account - Restricted

112,503.98

State/Liquid Fuels Fund:

Sweep Account - Restricted

3,242.51

119,882.74**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved

575,982.82

Capital Reserve Fund:

Sweep Account - Reserved

346,286.05

922,268.87**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.000.00**TOTAL CASH BALANCE 11/30/16**1,867,085.42**Interest Earned November 2016**

62.82

Restricted - Money which is restricted by legal or contractual requirements.
 Reserved - Money which is earmarked for a specific future use.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Florentine to approve the Finance Officer's Report as submitted. Motion carried unanimously 7-0.

Dr. DiSanti acknowledged that Mrs. Nardis also contributed to the budgetary process.

LIST OF BILLS

Best Wholesale Tire Co., Inc.....	887.31
Griffith, McCague & Wallace, PC	2194.50
Jordan Tax Service, Inc.....	2004.24
Kress Tire.....	1488.00
MRM Workers' Comp Fund	26694.99
Office Depot.....	739.29
Shoup Engineering Inc.	784.00
Staley Communications.....	6125.27
Toshiba Financial Services.....	606.17
Trib Total Media	111.80
Tristani Brothers, Inc.....	252.89
Walsh Equipment	217.12

MOTION BY Supervisor Mr. Guerre and SECONDED BY Supervisor Romig to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 7-0.

UTILITIES AND PAYROLL

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to pay utilities and payroll from 22 December 2016 to 18 January 2017. Motion carried unanimously 7-0.

TAX REFUNDS

The Board is in receipt of the list from the Tax Collector requesting the issuance of a Real Estate tax refunds due to assessment changes by Allegheny County for the year 2016.

2016 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
DOCD Enterprises LLC / Narcisi	1358-K-328	\$1,515.70

MOTION BY Supervisor Romig and SECONDED BY Supervisor DiSanti to issue the tax refund as submitted by the Tax Collector. Motion carried unanimously 7-0.

POLICE CHIEF'S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of November 2016. A copy of the report is on file at the Township. Questions/comments followed.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of November 2016. A copy of the report is on file at the Township. Questions/comments followed.

Mr. Payne announced the Township received Christmas wreaths made by Consulate Health Care. The Township was very appreciative of the homemade wreaths.

PARKS AND RECREATION BOARD REPORT

- No Report – No meetings held in November and December.

ENGINEER'S REPORT

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mr. Scott Shoup represented Shoup Engineering, Inc., and summarized the meeting attendance and details of his formal report:

DEVELOPMENTS/PROJECTS

- Nike Site Earthwork – Bid Documents, Specifications and Plans were prepared for this project. The project will use GEDF Grant Funds. Bids for this project were opened on 29 September 2016. JH Excavating commenced on this project on 2 November 2016 and the project has been completed.

Development/Subdivision Reviews:

- McIntyre Heights PRD – A review of this preliminary PRD Plan was performed and a review letter was issued to the Township on 22 September 2016.

RESOLUTION NO. 2016-19: VACANT PROPERTY RECOVERY PROGRAM

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF PARCEL WITH LOT AND BLOCK NUMBER OF 1671-B-396 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

- Property Location: 92 Benjamin Street

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to adopt Resolution No. 2016-19 acknowledging that the acquisition and subsequent disposition of parcel with Lot and Block Number 1671-B-396 would be in accordance with the Comprehensive Plan of the Municipality. Motion carried unanimously 7-0.

ORDINANCE NO. 413: ACCEPTANCE OF CRYSTAL SPRINGS COURT

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE FOLLOWING STREET IN THE WHISPERING PINES PLAN: CRYSTAL SPRINGS COURT; AND AMENDING ORDINANCE NO. 351 TO INCLUDE THE SAME.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to adopt Ordinance No. 413 accepting Crystal Springs Court. Motion carried unanimously 7-0.

2016 DEMOLITION PROJECT

The Township advertised and received sealed bids for the 2016 Demolition Project. Bids were due and opened 14 December 2016 at 9:00 a.m.

Amount Budgeted: \$10,000.00

Priority #1 -- 13 Crest Street

Priority #2 -- 1067 Dawson Road
 Alternative #1 -- 359 W. 12th Avenue
 Alternative #2 -- 512 State Route 908 Ext.

The bids received were as follows:

BIDDERS	PRIORITY 1	PRIORITY 2	ALT #1	ALT #2	TOTAL
	13 Crest St.	1067 Dawson	359 W.12 th	512 St.Rt. 908 Ext	
Haas Demolition	\$ 8,000.00	\$ 900.00	\$4,400.00	\$4,000.00	\$17,300.00
Ron Gillette, Inc	\$10,605.00	\$6,000.00	\$8,500.00	\$7,995.00	\$33,100.00
JH Excavating	\$12,000.00	\$5,400.00	\$11,250.00	\$7,900.00	\$36,550.00

Mr. Payne commented and explained the bids received and a short discussion was held. The Board also discussed using next year's additional budget amount of \$10,000.00 and doing all of the above locations.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to award the 2016 Demolition Project to Haas Demolition for the structure(s) located at: 13 Crest Street, 1067 Dawson Road, and 359 W. 12th Avenue in the amount of \$13,300.00. And consider if Mr. Haas can hold off on this project and add Alternative #2 at 512 State Route 908 Ext., for a total of \$17,300.00. A roll call vote was taken. Members voting yes: Mrs. Hollibaugh, Dr. DiSanti, Mr. Florentine, Mr. Guerre, Mrs. Romig, and Mr. Fleming. Member voting no: Mr. Vaerewyck.
 Motion carried, 6 – yes and 1 – no.

REBECCA RESIDENCE PILOT AGREEMENT

The Board received the Revised Payment In Lieu of Tax Agreement (Pilot Agreement) between the Deer Lakes School District, the Township of West Deer, and the County of Allegheny and Rebecca Residence.

Mr. Happel explained the Final Agreement that was tentatively approved by the County and School Board. Payments will be made to the Township in lieu of taxes under the nonprofit status.

After some comments/questions, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to approve the Payment in Lieu of Tax Agreement between the Deer Lakes School District, the Township of West Deer, and the County of Allegheny, and Rebecca Residence. (with the revision of 2.99 on page 2 of 6). Motion carried unanimously 7-0.

NOTE: Mr. Happel will notify them of the tax millage increase from 1.99 to 2.99.

ICE BREAKERS FOR PUBLIC WORKS GARAGE

The Township explored cost-effective options to install ice breakers on the Public Works garage. Shipeck Heating provided a custom proposal which was distributed to the Board for \$700.00 material and \$500.00 labor for a grand total of \$1,200.00.

The Board was very appreciative for Mr. Shipeck's proposal and directed Mr. Mator to thank him for his generous proposal.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize Shipeck Heating to install the Ice Breakers on the Public Works Building garage roof as previously discussed at a cost of \$1,200.00. Motion carried unanimously 7-0.

MUNICIPAL BUILDING PARAPET

The Township explored options for repairs to the municipal building overhang, which is separating from the building's parapet. A number of contractors were contacted, and the Township received the one bid from David K. Yee (DKY Contracting) in the amount of \$3,730.00.

Mr. Payne informed the Board that he personally contacted three different contractors and only received one bid.

Mr. Vaerewyck requested that the Township add bid proposals to the bid page on the web site. Mr. Mator agreed, and said the administration always aims to do that.

After some discussion, MOTION BY Supervisor Dr. DiSanti and SECONDED BY Supervisor Hollibaugh to authorize David K. Yee to repair the municipal building overhang as previously discussed and described in his proposal at a cost of \$3,730.00. Motion carried unanimously 7-0.

SET JOINT MEETING: FIRE COMPANY NO. 3

Mr. Happel commented he was contacted by Fire Company No. 3's legal counsel. The Company was requesting a required public meeting in order to receive a loan for a new fire truck.

Mr. Happel advised the Township would need to schedule this meeting for 3 January 2017. He also pointed out that the Township would hold no liability whatsoever, and that this meeting was simply an IRS requirement of the Fire Company. Mr. Happel also advised that the Township advertise and send out notice of the meeting.

Supervisor Vaerewyck suggested meeting with all three fire companies at the same time. The other supervisors agreed that the Board should meet with all the companies, but the sentiment was that the meeting should take place at a later date rather than at the joint meeting.

After some discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Romig to set a joint meeting or a hearing as Mr. Happel sees fit with West Deer Township Volunteer Fire Company No. 3 and the West Deer Township Board of Supervisors regarding the loan for the purchase of a fire truck on Tuesday, 3 January 2017 at 8:30 p.m. Motion carried unanimously 7-0.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Florentine – Engineering & Public Works Committee
- 2) Dr. DiSanti – Financial Legal, and Human Resources Committee
- 3) Mr. Vaerewyck – EMS Oversight Committee
- 4) Mr. Vaerewyck – COG Report

OLD BUSINESS

- None

NEW BUSINESS

- Mr. Vaerewyck requested Mr. Mator review the ten year Comprehensive Plan and see where we are at and what is proposed.

SET AGENDA: REORGANIZATION MEETING

8:00 p.m. Reorganization Meeting

8:30 p.m. Joint Meeting or Hearing w/Fire Company No. 3

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Nominate & Elect Chairperson for the Year 2017
5. Nominate & Elect Vice Chairperson for the Year 2017
6. Appoint Township Auditor
7. Furnish Bonds
8. Establish Rules of Order & Robert's Rules of Order
9. Depository for funds
10. Facsimile Signature
11. Set monthly meeting/date & time
12. Appoint Delegate & Alternate (NHCOG)
13. Appoint Delegate & Alternate (Allegheny County Association of Township Officials)
14. Appoint Delegate & Alternate (EIT Tax Committee)
15. Conferences
16. 2017 Board appointments

A - Planning Commission	- 2
B - Zoning Hearing Board	- 2
C - Parks & Recreation	- 2
D -- Deer Creek Drainage Basin Authority	- 2
17. Set agenda/January 18, 2017
18. Adjournment

COMMENTS FROM THE PUBLIC

- Bob Nolan, 4774 Bayfield Road
 - Mr. Nolan questioned the permitted zoning for the Rebecca Residence development.

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn the meeting at 9:05 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager