

West Deer Township
Board of Supervisors
Reorganization Meeting
January 4, 2016
8:00 p.m.

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

Magistrate Swan was present and swore-in the newly elected Supervisors Hollibaugh, Romig, and Vaerewyck. Supervisor DiSanti was sworn-in earlier and was absent due to a death in the family.

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL TAKEN BY MR. MATOR – QUORUM PRESENT

OPEN NOMINATIONS TO ELECT CHAIRPERSON

Nominations opened for Chairperson:

- Supervisor Hollibaugh 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 2016 was taken. Members voting yes, Mr. Florentine, Mrs. Romig, Mr. Guerre, Mrs. Hollibaugh, Mr. Vaerewyck, and Mr. Fleming.

Appointment of Jeffrey Fleming as Chairperson 6-0.

2016 Chairperson – Jeffrey Fleming

OPEN NOMINATIONS TO ELECT VICE CHAIRPERSON

Nominations opened for Vice Chairperson:

- Supervisor Gerry Vaerewyck nominated Joyce Romig
- Supervisor Rick Florentine nominated Richard DiSanti

Nominations closed.

A roll call vote was taken:

Mr. Florentine voted for Richard DiSanti
Mr. Guerre voted for Richard DiSanti
Mrs. Hollibaugh voted for Richard DiSanti

Mrs. Romig voted for Joyce Romig
Mr. Vaerewyck voted for Joyce Romig
Mr. Fleming voted for Richard DiSanti

4 votes for Richard DiSanti and 2 votes for Joyce Romig.

2016 Vice Chairperson – Richard W. DiSanti, Jr.

APPOINT TOWNSHIP MANAGER AND TREASURER

At this time, Mr. Vaerewyck said he was looking into the Township’s Charter and Ordinance No. 140 from 2005 indicating that the Township Treasurer and the Township Manager are two separate offices. Supervisor Vaerewyck then cited the duties of the Treasurer from the Second Class Township Code, and stated that those job functions are being performed by Mrs. Nardis.

He further added that there is no actual Finance Officer’s position in the Township’s Code, and asserted that the Finance Officer’s position is therefore not valid. Supervisor Vaerewyck stated that since one of the later motions was to appoint the Finance Officer – and that position does not exist under the Second Class Township Code or under our Charter – then the actual appropriate action would be to appoint Mr. Mator the Township Manager and Mrs. Nardis as the Treasurer.

Mr. Mator explained to Mr. Vaerewyck that the usual reason the duties of the Manager and Treasurer are combined is to create a segregation of duties as per the Township Auditor and the Department of Community and Economic Development (DCED). Mr. Mator further clarified that if Mrs. Nardis was to be the person to cut checks, and also have the ability as the Treasurer to sign those same checks, the Auditor and the DCED would view that combination as creating a situation where Mrs. Nardis would have too much of an opportunity to commit fraud.

Mr. Vaerewyck responded that Mr. Mator was “completely incorrect” and that the Treasurer’s duties under the Second Class Township Code state that she “pays out the money, receives the money, states the account and preserves the books” – and that those are Mrs. Nardis’ duties specifically. Supervisor Vaerewyck added that what Mr. Mator said about the DCED is not relevant, and that it is very unusual that anyone has a Chief Executive or a Township Manager who is also the Treasurer.

At this time, Chairman Fleming stopped the discussion and moved forward on the Agenda to APPOINT TOWNSHIP SOLICITOR. He stated that he was doing so for legal guidance because he did not know the answer and did not wish to make a mistake regarding the matter.

APPOINT TOWNSHIP SOLICITOR

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to appoint Griffith, McCague, & Wallace as Township Solicitor of West Deer Township for the Year 2016. Motion carried unanimously 6-0.

Mr. Happel thanked the Board for the opportunity to again serve the residents of West Deer.

Returning to the previous discussion, Mr. Happel restated and commented on the question raised by Mr. Vaerewyck: “Does the Treasurer have to be separate from the Manager?” Mr. Happel quoted from Sections C-1121 and C-1081 of the Township Charter, both of which simply state that the Manager and Treasurer are appointed for indefinite terms. He then mentioned that the Charter does not state a separation is required between the two positions.

Mr. Vaerewyck interjected that he believed the aforementioned sections were revised by Ordinance 140, because it has the Township Manager and Treasurer in place of the Secretary and Treasurer in an organizational chart.

Mr. Happel clarified that the Charter can only be amended by referendum, not an ordinance. He reiterated that the Charter does not require that the Treasurer be separate from the Township Manager or Secretary. Mr. Happel then advised the Board that if there is a conflict between the Ordinance Mr. Vaerewyck is citing and the Charter, the Board of Supervisors is to abide by the Charter. He further added that if the Ordinance is incorrect, then the ordinance should be corrected.

Mr. Mator alerted the Board that the section of the Charter Mr. Happel read from was adopted by Ordinance 317 in 2003. Mr. Mator then cautioned the Board that since the ordinance Supervisor Vaerewyck cited is only Ordinance 140 – a significantly lower ordinance number than 317 – then there is a strong possibility that Ordinance 140 has been superseded. Mr. Vaerewyck replied that Ordinance 140 was revised in 2005.

After Supervisor Vaerewyck passed Mr. Happel a copy of Ordinance 140 and the solicitor reviewed it, Mr. Happel again stated that he did not see anything which would preclude the Board from appointing the same person as Manager and Treasurer. He explained that the organizational chart does show different positions, but that those positions are more duties which need fulfilled than they are individuals. Mr. Vaerewyck disagreed and countered that the organizational chart showed five different entities that needed to be five different people and argued that giving one person more than one title is a conflict.

Chairman Fleming asked Mr. Vaerewyck when he knew of this issue, and questioned why he did not bring it to the Solicitor ahead of time to receive clarification. Supervisor Vaerewyck responded that former supervisor Tracy Adamik had brought this matter up at past meetings, and that the Board did not discuss it. Chairman Fleming then stated that Supervisor Vaerewyck should have alerted the Solicitor in advance of the meeting so as to have the answers on hand and not disrupt the flow of the meeting.

Mr. Happel recommended that if the Board chose to hold off on appointing the Treasurer until clarification is attained, they could separate the motion by moving to appoint the Manager that evening, and moving the Treasurer appointment to a later meeting.

After reviewing the Ordinance Book, Mr. Mator resolved the earlier discrepancy of Ordinance No. 140 being considered current law. He stated that Ordinance No. 140 was passed June 12, 1980, and was superseded since.

Mr. Happel asked Mr. Mator if there are any Township activities that would be impacted by not appointing a treasurer that evening. Mr. Mator responded that the Township would not be able to sign any checks without the Treasurer's signature.

At this point, Mr. Mator again implored the Board and the public to acknowledge the inherent danger of appointing someone who cuts the checks to a position where they can also sign the checks. Supervisor Vaerewyck again disagreed and stated that what Mr. Mator said was incorrect.

After further discussion, Mr. Mator again indicated a check cannot be signed unless a Township Treasurer is in place to sign checks.

More discussion was held, and it was decided to move on with the Agenda while the Solicitor reviewed information so as to be able to make a recommendation to the Board on how to proceed.

At this time, Chairman Fleming moved to the Agenda to APPOINT POLICE CHIEF:

APPOINT POLICE CHIEF

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to appoint Jonathan Lape as the Chief of Police of West Deer Township for the Year 2016. Motion carried unanimously 6-0.

APPOINT BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Vaerewyck to appoint William Payne as the Building Inspector/Code Enforcement Officer of West Deer Township for the Year 2016. Motion carried unanimously 6-0.

APPOINT FINANCE OFFICER

Based on the earlier discussion regarding the Treasurer/financial oversight, Chairman Fleming asked the Solicitor if the Board could appoint Mrs. Nardis the Finance Officer at that time. Mr. Vaerewyck interjected and asked if there is a position in West Deer of Finance Officer.

Chairman Fleming moved to the next agenda item.

APPOINT TOWNSHIP AUDITOR

Mr. Vaerewyck stated the auditor appointment goes back to the Second Class Code. He argued that if we are appointing an auditor in place of the elected auditor, we have to provide thirty day's notice by newspaper advertisement.

Mr. Florentine asked Supervisor Vaerewyck if we had an elected auditor. Mr. Vaerewyck responded affirmatively, and Supervisor Florentine asked where they were. Mr. Vaerewyck indicated the Township has two elected auditors and that the appointment of the auditor is covered under The Second Class Township Code, Section 917.

Supervisor Vaerewyck added that an auditor was not even formally appointed in 2015 because of time constraints. Mr. Florentine stated that an auditor was appointed in 2015 because the elected auditors did not desire to perform the audit, and Supervisor Vaerewyck agreed.

Chairman Fleming asked the audience if any of the elected auditors were present. No one responded.

Mr. Happel advised the Board that they do not have to appoint the auditor that evening, but that they could contract with an auditor because the elected auditors have not done what they were supposed to do. He stated that the elected auditors were elected to audit the books, which has not been done. Mr. Happel added that the Township has rightfully decided to hire an accountant to perform the audit, and *has* to contract with an outside auditor.

Chairman Fleming asked the Solicitor if the Board needed to vote on, or table, the motion. Mr. Happel replied to move forward, and stated that he did not know what the objection was. Mr. Vaerewyck answered that it was the aforementioned Second Class Code section stating that the auditor position must be advertised. The Solicitor replied that the Township Charter allows for the contracting of an outside auditor.

Supervisor Vaerewyck asked if the appointment of an auditor is in the Township Charter. Mr. Mator read from the Home Rule Charter, Section C-1149, "The Board of Supervisors may contract for an audit by a Certified Public Accountant."

TREASURER – Mr. Happel intervened in the current discussion to clarify the earlier Treasurer discussion. He indicated Mr. Mator was appointed the Township Treasurer at 2015's reorganizational meeting for an indefinite period of time, and stated Mr. Mator can act as Treasurer until the Township determines whether

or not a new Treasurer would need appointed. The Solicitor added that would happen at the next business meeting.

After returning to the auditor discussion, Mr. Mator asked Mr. Happel if any of the appointments on the meeting Agenda were required to be voted upon at the Reorganization Meeting, or if those appointments were simply a formality. Mr. Happel replied that the appointments were indeed a formality and that none of them are required to be voted upon at the Reorganization Meeting. He added that the Board could take these issues up at any time, and that the Charter only requires two agenda items at the Reorganization Meeting: the appointment of the chairperson and vice-chairperson.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Florentine to contract with Mark C. Turnley, Certified Public Accountant, as the Township Auditor of West Deer Township for the Year 2016. After more discussion, motion carried unanimously 6-0.

APPOINT TOWNSHIP MANAGER

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to appoint Daniel J. Mator as the Township Manager-Secretary of West Deer Township for the Year 2016. Motion carried unanimously 6-0.

FINANCE OFFICER

Mr. Happel indicated Mrs. Nardis is an active employee and can still act under contract as the appointed Finance Officer until the Board is able to work out the Treasurer/Finance Officer matter. He stated this will be done at the next business meeting.

Chairman Fleming apologized to the public for jumping around the agenda. He again admonished Mr. Vaerewyck by stating that since he had all these concerns, he should have brought it to the Solicitor and Board's attention ahead of time instead of during the meeting.

FURNISH BONDS

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to furnish bonds for the Township Manager and the Administrative personnel for the Year 2016. The bonds will be paid from the General Fund. Motion carried unanimously 6-0.

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 Guerre and SECONDED BY Supervisor Hollibaugh to establish the Rules of Order and the Robert's Rules of Order for the Year 2016.

Mr. Vaerewyck stated that the attached section (seen above) is actually a restatement from our Charter but it deletes a section from the Citizens' Right To Be Heard (Section C-1041). He said the following needs to be reinserted before "Upon petition signed...":

The Board shall provide reasonable opportunity for interested citizens and taxpayers to address the Board on matters of general or special concern. This opportunity may be afforded the public either at the regular monthly Board meeting or at another regular monthly meeting specially set for this purpose.

Supervisor Vaerewyck also stated that the Meetings section (Section C-1034) should read:

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 do 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 four of the members thereof. Members shall have 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.

Mr. Vaerewyck recommended amending the Rules of Order to match the language in the Township's Home Rule Charter.

Mr. Happel responded that the motion is for the Board to adopt formal Rules of Order, regardless if errors were printed in the agenda packet. He did, however, state that the transcription in the packet should be changed to match the official Rules of Order if they are indeed erroneous.

After further discussion, a roll call vote was taken. Motion carried unanimously 6-0.

DEPOSITORY FOR FUNDS

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2016. Motion carried unanimously 6-0.

FACSIMILE STAMP SIGNATURE

MOTION BY Supervisor Guerre 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 6-0.

APPOINT TOWNSHIP ENGINEER

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to appoint Shoup Engineering, Inc., as Township Engineer of West Deer Township for the Year 2016. Motion carried unanimously 6-0.

SET MONTHLY MEETINGS/DATE & TIME

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Romig to set the Township meeting on the first and third Wednesday of each month at 7:30pm for the Year 2016 and Executive Sessions at 6:30pm, as needed, and advertised in accordance with the Law. A roll call vote was taken. Members voting yes, Mrs. Romig and Mr. Vaerewyck. Members voting no, Mr. Florentine, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Motion failed, 2 – yes and 4 – no.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Guerre to set the Township meeting on the third Wednesday of each month at 6:30pm for the Year 2016 and Executive Sessions at 6:00pm, as needed, and advertised in accordance with the Law. A roll call vote was taken. Members voting yes, Mr. Florentine, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Members voting no, Mrs. Romig and Mr. Vaerewyck. Motion carried, 4 – yes and 2 – no.

MEETING SET – THIRD WEDNESDAY OF EACH MONTH AT 6:30PM, AND EXECUTIVE SESSIONS AT 6:00PM AS NEEDED, BOTH BEING ADVERTISED IN ACCORDANCE WITH THE LAW

APPOINT DELEGATE & ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2016

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to TABLE.
Motion carried to TABLE unanimously 6-0.

APPOINT DELEGATE & ALTERNATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS FOR THE YEAR 2016

Both Mr. Vaerewyck and Mrs. Hollibaugh were interested in being appointed the Delegate.

After some discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to appoint Shirley Hollibaugh as the Voting Delegate to the Allegheny County Association of Township Officials for the Year 2016 and Gerry Vaerewyck as the Voting Alternate to the Allegheny County Association of Township Officials for the Year 2016. Motion carried unanimously 6-0.

DELEGATE: Supervisor Hollibaugh
ALTERNATE: Supervisor Vaerewyck

APPOINT DELEGATE & ALTERNATE/EIT TAX COMMITTEE

DELEGATE: Daniel Mator

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Florentine to appoint Daniel Mator as Delegate to the Allegheny North Tax Collection Committee for the Year 2016. Motion carried unanimously 6-0.

ALTERNATE: Supervisor Guerre

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 2016. Motion carried unanimously 6-0.

CONFERENCES

The Allegheny County Association of Township Officials 2016 Seven Springs Conferences are held in the spring and fall.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Romig to authorize the Board members to attend the spring and fall conferences of the Allegheny County Association of Township Officials, and expenses to be reimbursed only for the Board member.

Supervisor Hollibaugh asked if the motion could be discussed. She said she was concerned because the motion Supervisor Vaerewyck made was not what was written in the Board's agenda packet, and that the same motion was never changed in the past.

Mr. Vaerewyck responded to Mrs. Hollibaugh's concern by saying he changed the motion because, in the past, the Township has paid for spouses to attend the conferences. He added that this cost is around \$200 per spouse, which amounts to several hundreds of dollars if more than one supervisor attends. Supervisor Vaerewyck then stated he considers these payments to be "fringe benefits," which are not permitted by the Township Charter.

A roll call vote was taken. Members voting yes, Mr. Vaerewyck and Mrs. Romig. Members voting no, Mr. Florentine, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming.
Motion failed, 2 – yes and 4 – no.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to authorize the Board members to attend the spring and fall conferences of the Allegheny County Association of Township Officials.

Mr. Guerre interrupted himself and asked the Solicitor for guidance in regard to finishing the motion. Specifically, he asked if he needed to add anything to the motion to address the concerns raised by Mr. Vaerewyck and Mrs. Hollibaugh.

Mr. Happel advised the Board that they could pass the motion as Mr. Guerre read it, then authorize Mr. Happel to determine whether payments for spouses are considered fringe benefits by the time the conference registration takes place. He added that voting for Supervisor Guerre's motion does not mean spouses will – or will not – be paid for. That will be determined later.

Mr. Happel summarized his advice by stating the question of whether the spouse's attendance is a fringe benefit or not is a legitimate one that he needs to research, and the Board could either vote on the motion as Mr. Guerre proposed, or the Board could table the motion to the next meeting. He added that there was no need, nor requirement, to pass the motion that evening.

Chairman Fleming recommended the Board table the motion until they get the correct determination from Mr. Happel.

Mr. Guerre agreed and withdrew his Motion.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Hollibaugh to TABLE.
Motion carried unanimously to TABLE 6-0.

2016 BOARD APPOINTMENTS:

As of December 31, 2015, there are vacancies on the Planning Commission, Zoning Hearing Board, and the Parks & Recreation Board. The Township advertised for all of the vacancies.

- **PLANNING COMMISSION - 1 Appointment**

One (1) members' term expired December 31, 2015/Timothy D. Phelps. Mr. Phelps requested reappointment.

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Guerre to reappoint Timothy D. Phelps as a member of the Planning Commission for a four (4) year term to expire December 31, 2019. Motion carried unanimously 6-0.

- **ZONING HEARING BOARD - 1 Appointment**

One (1) members' term expired December 31, 2015/Gary W. Piper. Mr. Piper requested reappointment.

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to reappoint Gary W. Piper as a member of the Zoning Hearing Board for a five (5) year term to expire December 31, 2020. Motion carried unanimously 6-0.

- **PARKS & RECREATION BOARD – 1 Appointment**

One (1) members' term expired December 31, 2015/Amy Stark. Mrs. Stark requested reappointment.

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Romig to reappoint Amy Stark as a member of the Parks & Recreation Board for a five (5) year term to expire December 31, 2020. Motion carried unanimously 6-0.

SET AGENDA /January 20, 2016

6:00 p.m. -- Executive Session

6:30 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. 2016 Salvage Yard License Applications
 - A. Boulevard Auto & Truck Salvage, LLC
 - B. IAA Acquisition Corp.
 - C. Catanese Brothers Salvage
 - D. Blazczak Salvage, Inc.
14. MS4 – Memorandum of Understanding
15. Old Business
16. New Business
17. Set Agenda/February 17, 2016
18. Comments from the Public
19. Adjournment

Items added:

*Treasurer

*Finance Officer

*Delegate & Alternate/NH COG

*Committees

- *Conferences
- *Fee Schedules
- *Employment Agreements

ADJOURNMENT:

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to adjourn at 9:00 p.m.
Motion carried unanimously 6-0. Meeting adjourned.

Daniel J. Mator, Township Manager