

West Deer Township  
Board of Supervisors  
Reorganization Meeting  
6 January 2020  
8:00 p.m.

The West Deer Township Board of Supervisors held their Reorganization Meeting at the West Deer Township Municipal Building. Members present: Shirley Hollibaugh; Beverly Jordan; Arlind Karpuzi, and Shawn Maudhuit. Member absent: Brandon Forbes. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; and Jon Lape, Chief of Police.

Magistrate Swan was present and swore-in newly elected Supervisor Shirley Hollibaugh.

#### PLEDGE OF ALLEGIANCE

Chairwoman Hollibaugh opened and welcomed everyone to the Reorganization Meeting.

Roll Call taken by Mr. Mator – Quorum present.

#### **NOMINATE AND ELECT CHAIRPERSON FOR THE YEAR 2020**

Nominations opened for Chairperson:

- Supervisor Shirley Hollibaugh nominated Arlind Karpuzi.

No other nominations. Nominations closed.

A roll call vote was taken to appoint the 2020 Chairperson of the West Deer Township Board of Supervisors.  
Members voting for Mr. Karpuzi: Mrs. Hollibaugh, Mrs. Jordan, Mr. Karpuzi, and Mr. Maudhuit.

#### **2020 Chairperson – Mr. Arlind Karpuzi**

Mr. Karpuzi thanked the Board.

#### **NOMINATE AND ELECT VICE CHAIRPERSON FOR THE YEAR 2020**

Nominations opened for Vice Chairperson:

- Supervisor Beverly Jordan nominated Shirley Hollibaugh

No other nominations. Nominations closed.

A roll call vote was taken to appoint a nominee as 2020 Vice Chairperson of the West Deer Township Board of Supervisors.

Members voting for Mrs. Hollibaugh: Mrs. Jordan, Mr. Karpuzi, Mrs. Hollibaugh, and Mr. Maudhuit.

#### **2020 Vice Chairperson – Shirley Hollibaugh**

Mrs. Hollibaugh thanked the Board.

**APPOINTMENT: TOWNSHIP AUDITOR**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to appoint Mark C. Turnley, Certified Public Accountant, as the Township Auditor of West Deer Township for the Year 2020. Motion carried unanimously 4-0.

**FURNISH BONDS**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to furnish bonds for the Township Manager and the Administrative personnel for the Year 2020. The bonds will be paid from the General Fund. Motion carried unanimously 4-0.

**RE-ESTABLISH ROBERT'S RULES OF ORDER**

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Hollibaugh to re-establish the Robert's Rules of Order for the Year 2020. Motion carried unanimously 4-0.

**DEPOSITORY FOR FUNDS**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Maudhuit to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2020. Motion carried unanimously 4-0.

**FACSIMILE SIGNATURE**

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Hollibaugh to authorize the use of the facsimile stamp signature on all of the West Deer Township accounts. Motion carried unanimously 4-0.

**SET MONTHLY MEETING DATE AND TIME**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to set the Township meeting on the third Wednesday of each month at 7:00 p.m. for the year 2020 and Executive Session at 6:30 p.m., as needed, and to advertise in accordance with applicable Laws. Motion carried unanimously 4-0.

**APPOINTMENT: DELEGATE AND ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2020**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to appoint Arlind Karpuzi as the Delegate to the North Hills Council of Governments for the Year 2020. Motion carried unanimously 4-0.

DELEGATE: Arlind Karpuzi

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Hollibaugh to appoint Beverly Jordan as the Alternate Delegate to the North Hills Council of Governments for the Year 2020. Motion carried unanimously 4-0.

ALTERNATE: Beverly Jordan

**APPOINTMENT: DELEGATE AND ALTERNATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Maudhuit to appoint Shirley Hollibaugh as the Voting Delegate to the Allegheny County Association of Township Officials for the Year 2020. A roll call vote was taken. Members voting yes: Mr. Maudhuit, Mrs. Jordan and Mr. Karpuzi. Member abstaining: Mrs. Hollibaugh. Motion carried: 3-yes, 0-no, 1-abstention.

DELEGATE: Shirley Hollibaugh

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to appoint Brandon Forbes as the Voting Alternate Delegate to the Allegheny County Association of Township Officials for the Year 2020. Motion carried unanimously 4-0.

ALTERNATE: Brandon Forbes

**APPOINTMENT: DELEGATE AND ALTERNATE TO THE ALLEGHENY NORTH TAX COLLECTION COMMITTEE**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Maudhuit to appoint Daniel Mator as Delegate to the Allegheny North Tax Collection Committee for the Year 2020. Motion carried unanimously 4-0.

DELEGATE: Daniel Mator

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to appoint Shawn Maudhuit as Alternate to the Allegheny North Tax Collection Committee for the Year 2020. A roll call vote was taken. Members voting yes: Mrs. Hollibaugh, Mrs. Jordan and Mr. Karpuzi. Member abstaining: Mr. Maudhuit. Motion carried: 3-yes, 0-no, 1-abstention.

ALTERNATE: Shawn Maudhuit

**CONFERENCES**

The Allegheny County Association of Township Officials 2020 Conferences are held in the spring and fall.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan 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 for the Board members. Motion carried unanimously 4-0.

**APPLICANTS: BOARD VACANCIES:**

As of 31 December 2019, there are vacancies on the Planning Commission, Zoning Hearing Board, and the Parks & Recreation Board. All applicants were invited to attend the Board's meeting this evening.

The Township advertised for all of the vacancies.

**PLANNING COMMISSION (ONE APPOINTMENT)**

One members' term expired on 31 December 2019: Tim Phelps. Mr. Phelps requested reappointment.

The Board also received letters of interest from Chris Higgins and Alan M. Banks.

None of the applicants were in attendance.

**ZONING HEARING BOARD – (ONE APPOINTMENT)**

One members' term expired on 31 December 2019: Joseph D. Gizienski. Mr. Gizienski requested reappointment.

The Township did not receive any other letters of interest.

Mr. Gizienski attended the meeting and spoke on his interest and credentials.

**PARKS & RECREATION BOARD – (FOUR APPOINTMENTS)**

Three members' terms expired on 31 December 2019: Sara Kreidler, Kristen Restori and Chris Reiher.

Both Ms. Restori and Mr. Reiher did not seek reappointment, and Mr. Brandon Farster resigned from the Parks & Recreation Board effective 31 December 2019.

Mrs. Kreidler was appointed by the Board in September to fill the unexpired term of Leslie Petrosky – whose term expired 31 December 2019 – and requested reappointment for a new five year term. The Board also received four letters of interest from: Taite Hopwood, Tracy Harrington, Nina Jonnet, and Steven Vance.

All five applicants attended the meeting and spoke on their interest and credentials.

Chairman Mr. Karpuzi thanked the applicants for coming and indicated the Board will make the appointments at their 15 January 2020 meeting.

**NEW BUSINESS**

- The Board received a resignation letter dated 6 January 2020 from Griffith, McCague & Happel, P.C. as Township Solicitor. The Board discussed the matter, and directed Mr. Mator to request proposals and to arrange interviews for the position.
- Mr. Karpuzi commented on Policies and Procedures Manual and recommended updates to it. Some discussion was held in regard to this topic.

**SET AGENDA: 15 JANUARY 2020**

6:00 p.m. – Public Hearing McIntyre Heights PRD/Conditional Use

7:00 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. Tax Refunds
9. Police Chief's Report
10. Public Works Foreman's Report
11. Engineer's Report
12. Building Inspector/Code Enforcement Officer's Report
13. Report from the Parks & Recreation Board
14. Authorization: Two 2020 Peterbilt Ten Ton Dump Trucks
15. 2020 Board Appointments
  - A - Planning Commission – 1
  - B - Zoning Hearing Board – 1
  - C - Parks & Recreation - 4
16. Old Business
17. New Business
18. Set Agenda: February 19, 2020
19. Comments from the Public
20. Adjournment

**ADJOURNMENT**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the reorganization meeting at 8:45 p.m. Motion carried unanimously 4-0. Meeting adjourned.

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Daniel J. Mator, Township Manager