

West Deer Township
Board of Supervisors
3 January 2022
7:00 p.m.

The West Deer Township Board of Supervisors held a Reorganization Meeting at the West Deer Township Municipal Building. Members present were: Shirley Hollibaugh; Beverly Jordan; Jennifer Mann; and James Smullin. Also present were: Daniel Mator, Township Manager; and Katherine Beers, Township Solicitor.

Mr. Mator opened and welcomed everyone to the Reorganization Meeting.

Pledge of Allegiance

Roll Call taken by Mr. Mator – Quorum present.

DISTRICT 1 SUPERVISOR INTERVIEWS

- Matthew Brudnok
- Vernon Frey

APPOINTMENT: DISTRICT 1 SUPERVISOR

Due to the resignation of Supervisor Brandon Forbes, the Board of Supervisors – as per the Township Charter – had to appoint a person to fill Mr. Forbes's unexpired term, which expires 31 December 2023.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Smullin to appoint Vernon Frey a Township Supervisor representing District #1 to fill the unexpired term of Supervisor Brandon Forbes, which expires 31 December 2023. Motion carried unanimously 4-0.

Mrs. Jordan thanked Mr. Brudnock for applying for the position. She asked if she could reach out to him about other Board opening opportunities in the future.

Mr. Brudnock answered in the affirmative.

SWEARING-IN OF DISTRICT 1 SUPERVISOR

NOMINATE AND ELECT CHAIRPERSON FOR THE YEAR 2022

Nominations opened for Chairperson:

- Supervisor Shirley Hollibaugh nominated Beverly Jordan.

No other nominations. Nominations closed.

A roll call vote was taken to appoint the 2022 Chairperson of the West Deer Township Board of Supervisors. Members voting for Mrs. Jordan: Dr. Mann; Mr. Smullin; Mr. Frey and Mrs. Hollibaugh. Member abstaining: Mrs. Jordan. Motion carried: 4-yes, 0-no, 1-abstention.

2022 Chairperson – Beverly Jordan

Mrs. Jordan thanked the Board members and added that she appreciated their confidence in her for the Chairperson position.

NOMINATE AND ELECT VICE CHAIRPERSON FOR THE YEAR 2022

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 2022 Vice Chairperson of the West Deer Township Board of Supervisors. Members voting for Mrs. Hollibaugh: Dr. Mann; Mr. Smullin; Mrs. Hollibaugh; Mrs. Jordan and Mr. Frey. Member abstaining: Mrs. Hollibaugh. Motion carried: 4-yes, 0-no, 1-abstention.

2022 Vice Chairperson – Shirley Hollibaugh

APPROVAL: TOWNSHIP MANAGER EMPLOYMENT AGREEMENT

The Board was in receipt of a draft Township Manager Employment Agreement with current Township Manager Daniel Mator.

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to approve the Township Manager Employment Agreement with Daniel Mator as presented, effective immediately, and to authorize its execution by the Chairperson of the Board of Supervisors. Motion carried unanimously 5-0.

Mr. Mator thanked the Board for their continued support.

APPROVAL: POLICE CHIEF EMPLOYMENT AGREEMENT

The Board was in receipt of a draft Police Chief Employment Agreement with current Chief Robert Loper.

MOTIONED BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to approve the Police Chief Employment Agreement with Robert Loper as presented, effective immediately, and to authorize its execution by the Chairperson of the Board of Supervisors and the Township Manager. Motion carried unanimously 5-0.

APPROVAL: FINANCE OFFICER EMPLOYMENT AGREEMENT

The Board was in receipt of a draft Finance Officer Employment Agreement with current Township Finance Officer Barbara Nardis.

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to approve the Finance Officer Employment Agreement with Barbara Nardis as presented, effective immediately, and to authorize its execution by the Chairperson of the Board of Supervisors and Township Manager. Motion carried unanimously 5-0.

FURNISH BONDS

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to furnish bonds for the Township Manager and the Administrative personnel for the Year 2022. The bonds will be paid from the General Fund. Motion carried unanimously 5-0.

DEPOSITORY FOR FUNDS

MOTION BY Supervisor Frey 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 2022. Motion carried unanimously 5-0.

FACSIMILE SIGNATURE

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the use of the facsimile stamp signature on all of the West Deer Township accounts. Motion carried unanimously 5-0.

SET MONTHLY MEETING DATE AND TIME

MOTION BY Supervisor Mann 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 2022, and to advertise in accordance with applicable laws. Motion carried unanimously 5-0.

Mrs. Jordan announced executive sessions will be called as needed.

APPOINTMENT: DELEGATE AND ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2022

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh to appoint Beverly Jordan as the Delegate to the North Hills Council of Governments for the Year 2022. Motion carried unanimously 5-0.

DELEGATE: Beverly Jordan

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Smullin to appoint Jennifer Mann as the Alternate Delegate to the North Hills Council of Governments for the Year 2022. Motion carried unanimously 5-0.

ALTERNATE: Jennifer Mann

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

Mrs. Jordan brought up that Mrs. Hollibaugh has been a member of this Association for years.

Mrs. Hollibaugh stated she is currently the Vice-Chair.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Mann to appoint Shirley Hollibaugh as the Voting Delegate to the Allegheny County Association of Township Officials for 2022. Motion carried unanimously 5-0.

DELEGATE: Shirley Hollibaugh

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Mann to appoint James Smullin as the Voting Alternate Delegate to the Allegheny County Association of Township Officials for 2022. Motion carried unanimously 5-0.

ALTERNATE: James Smullin

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

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Smullin to appoint Daniel Mator as Delegate to the Allegheny North Tax Collection Committee for the Year 2022. Motion carried unanimously 5-0.

DELEGATE: Daniel Mator

Mrs. Jordan questioned when these meetings were held.

Mr. Mator answered meetings are held as needed, but at least annually, on Wednesdays at 3:00 p.m. in Hampton Township.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to appoint Beverly Jordan as Alternate to the Allegheny North Tax Collection Committee for the Year 2022. Motion carried unanimously 5-0.

ALTERNATE: Beverly Jordan

CONFERENCES

The Allegheny County Association of Township Officials 2022 Conferences are held in the spring and fall.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Mann 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 5-0 .

APPLICANTS: BOARD VACANCIES

As of 31 December 2021, there are vacancies on the Deer Creek Drainage Basin Authority, Planning Commission, Zoning Hearing Board, and the Parks & Recreation Board. The Township advertised for all of the vacancies, and all applicants were invited to attend the Board's meeting to present any information they would like the Board to consider during their selection at the Regular Business Meeting.

DEER CREEK DRAINAGE BASIN AUTHORITY (ONE APPOINTMENTS)

In 2021, West Deer Township will have five members and Indiana Township will have four members serve on the Deer Creek Drainage Basin Authority.

In 2022, West Deer Township will have four members and Indiana Township will have five members serve on the Deer Creek Drainage Basin Authority.

Mr. Simonetti requested reappointment and the Township received one letter of interest from resident Geno Stello.

Mr. Stello attended the meeting and spoke on his candidacy.

PLANNING COMMISSION (TWO APPOINTMENT)

Two members' terms expired on 31 December 2021: Mark Schmidt and John Butala.

Mr. Schmidt requested reappointment.

The Township received two letters of interest from residents Nina Jonnet and Richard Hollibaugh.

Mr. Schmidt attended the meeting and spoke on his candidacy for reappointment.

Mrs. Jordan thanked him for his time on the Board.

ZONING HEARING BOARD (TWO APPOINTMENT)

Two members' term expired on 31 December 2021: Neil Tristani and James Smullin/Alternate.

Mr. Tristani requested reappointment.

The Township received one letter of interest from the following resident:

Daniel Smullin

Mr. Smullin attended the meeting and spoke on his candidacy.

PARKS & RECREATION BOARD (TWO APPOINTMENT)

Two members' term expired on 31 December 2021: Carol McCaskey and Nina Jonnet

Ms. McCaskey requested reappointment.

The Township received one letter of interest from the following resident:

Jennifer Morrow

Ms. Morrow attended the meeting and spoke on her candidacy.

Mrs. Jordan thanked all the candidates that attended.

NEW BUSINESS

- None

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Mann to adjourn the meeting at 6:40 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager