

The West Deer Township Board of Supervisors held a Reorganization Meeting at the West Deer Township Municipal Building. Members present were: Vernon Frey; John Hollibaugh; Beverly Jordan; James Smullin; and Joshua Wiegand. Also present were: Daniel Mator, Township Manager and Joseph Shook, Assistant Township Manager.

Mrs. Jordan opened and welcomed everyone to the Reorganization Meeting.

Pledge of Allegiance

Roll Call taken by Mr. Mator – Quorum present.

### **COMMENTS FROM THE PUBLIC**

Caroline Hollibaugh of Bakerstown Culmerville Road

- Mrs. Hollibaugh asked if meetings were able to be recorded.

Scott Woloszyk of Shuster Road

- Mr. Woloszyk suggested placing a second public comments section at the end of the regular meeting agendas.

### **NOMINATE AND ELECT CHAIRPERSON FOR THE YEAR 2024**

Nominations opened for Chairperson:

- Supervisor Vernon Frey nominated Beverly Jordan.

No other nominations. Nominations closed.

A roll call vote was taken to appoint the 2024 Chairperson of the West Deer Township Board of Supervisors. Members voting for Mrs. Jordan: Mr. Frey; Mr. Hollibaugh; Mr. Smullin; Mr. Wiegand and Mrs. Jordan. Motion carried unanimously 5-0.

**2024 Chairperson – Beverly Jordan**

### **NOMINATE AND ELECT VICE CHAIRPERSON FOR THE YEAR 2024**

Nominations opened for Vice Chairperson:

- Supervisor James Smullin nominated Vernon Frey.

No other nominations. Nominations closed.

A roll call vote was taken to appoint a nominee as 2024 Vice Chairperson of the West Deer Township Board of Supervisors. Members voting for Mr. Frey: Mr. Smullin; Mr. Hollibaugh; Mrs. Jordan; and Mr. Wiegand. Motion carried unanimously 5-0.

**2024 Vice Chairperson – Vernon Frey**

**APPROVAL: TOWNSHIP MANAGER EMPLOYMENT AGREEMENT**

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

Mr. Wiegand requested an executive session to discuss the agreement, and the Board recessed to an executive session.

Upon returning to the meeting...

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the Employment Agreement with Township Manager Daniel Mator as presented – effective immediately – and to authorize its execution by the Chairperson of the Board of Supervisors. Members voting yes: Mr. Hollibaugh, Mrs. Jordan, Mr. Smullin and Mr. Frey. Member voting no: Mr. Wiegand. Motion carried (four “yes” and one “no”).

**APPOINTMENT: APPOINTED TOWNSHIP AUDITOR**

MOTION BY Supervisor Frey and SECONDED BY Supervisor Wiegand to appoint the certified and competent public accountancy firm of Mark C. Turnley, CPA to examine all of the accounts of the Township for the 2023 fiscal year. Motion carried unanimously 5-0.

**APPOINTMENT: DELEGATE AND ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2024**

Mrs. Jordan commented that she is willing to remain as the delegate.

Mr. Frey stated he would like to appoint Mrs. Jordan.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Beverly Jordan as the Delegate to the North Hills Council of Governments for the Year 2024. Motion carried unanimously 5-0.

DELEGATE: Beverly Jordan

In regard to the alternate, Mr. Frey stated he would like to appoint Mr. Wiegand.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Josh Wiegand as the Alternate Delegate to the North Hills Council of Governments for the Year 2024. Motion carried unanimously 5-0.

ALTERNATE: Josh Wiegand

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

Mrs. Jordan brought up that Mrs. Hollibaugh had been a member of this Association and offered to take her position.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Beverly Jordan as the Voting Delegate to the Allegheny County Association of Township Officials for 2024. Motion carried unanimously 5-0.

DELEGATE: Beverly Jordan

Mr. Hollibaugh offered to be the alternate.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint John Hollibaugh as the Voting Alternate Delegate to the Allegheny County Association of Township Officials for 2024. Motion carried unanimously 5-0.

ALTERNATE: John Hollibaugh

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

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Daniel Mator as Delegate to the Allegheny North Tax Collection Committee for the Year 2024. Motion carried unanimously 5-0.

DELEGATE: Daniel Mator

In regard to the alternate, Mr. Wiegand asked why Tracy Starr – being a new employee – would be appointed the alternate, and commented that Assistant Township Manager Joseph Shook served as the alternate in 2023.

Mr. Mator responded that Mrs. Starr previously worked with the ANTCC while at Pine Township and knew the role of the committee. He also added that the Committee only meets once per year, and that because he had never missed a meeting, the alternate choice is technically moot.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Tracy Starr as Alternate to the Allegheny North Tax Collection Committee for the Year 2024. Motion carried unanimously 5-0.

ALTERNATE: Tracy Starr

**FURNISH BONDS**

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to furnish bonds for the Township Manager and the Administrative personnel for the Year 2024. 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 Smullin to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2024. Motion carried unanimously 5-0.

**FACSIMILE SIGNATURE**

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin 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 Frey and SECONDED BY Supervisor Smullin to set the Township meeting on the third Wednesday of each month at 7:00 p.m. for the year 2024, and to advertise in accordance with applicable laws. Motion carried unanimously 5-0.

**CONFERENCES**

The Allegheny County Association of Township Officials 2024 Conferences are held in the spring and fall.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey 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 2023, there are vacancies on the 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.

**PLANNING COMMISSION (TWO APPOINTMENTS)**

One members' term expired on 31 December 2023: Alan Banks

Mr. Banks requested reappointment.

The Board was in receipt of a letter from Mark Schmidt stating that he had resigned from the Planning Commission effective December 31, 2023. Mr. Schmidt's term expires December 31, 2025, so there is a vacancy to fill his unexpired term.

The Board received two letters of interest from David Harrison and Will Hilinski.

Mr. Hilinski and Mr. Harrison spoke on their backgrounds and answered the Board's questions.

**ZONING HEARING BOARD (ONE APPOINTMENT)**

One members' term expired on 31 December 2023: Sean Parkinson

Mr. Parkinson requested reappointment.

The Township did not receive any letters of interest.

**PARKS & RECREATION BOARD (TWO APPOINTMENTS)**

The Board received emails from Taitte Hopwood and Dave Kinniburgh stating that they have resigned from the Parks & Recreation Board effective June 2023.

Mr. Hopwood's term expires December 31, 2024 and Mr. Kinniburgh's term expires December 31, 2027, so there are vacancies to fill their unexpired terms.

The Township did not receive any letters of interest.

**ADJOURNMENT**

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:00 p.m.  
Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator Jr., Township Manager