

# **WEST DEER TOWNSHIP SUPERVISORS MEETING**



**June 15, 2016**

**6:00 p.m./Executive Session**

**6:30 p.m./Regular Business Meeting**

Members present:  
Dr. DiSanti \_\_\_\_\_  
Mr. Florentine \_\_\_\_\_  
Mr. Guerre \_\_\_\_\_  
Mrs. Hollibaugh \_\_\_\_\_  
Mrs. Romig \_\_\_\_\_  
Mr. Vaerewyck \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

**WEST DEER TOWNSHIP  
Board of Supervisors  
June 15, 2016**

**6:00 pm: Executive Session  
6:30 pm: Regular Business 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 & Payroll**
  - D. **Tax Refunds**
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. **Morrow Refuse Agreement**
14. **MS4 Memorandum of Understanding**
15. **Forbes Consent Order**
16. **Resolution No. 2016-10: DUI Grant**
17. **Authorize Advertisement: Acceptance of Whispering Pines Drive**
18. **Acknowledgement: Agricultural Security Area Application -- Dillner Properties**
19. **Create Home Rule Charter Commission**
20. **Committee Reports**
21. **Old Business**
22. **New Business**
23. **Set Agenda: July 20, 2016**
24. **Comments from the Public**
25. **Adjournment**

**1 Call to Order**

**2 Pledge of Allegiance**

**3 Roll Call - Mr. Mator...**

**4 Executive Session**

**REGISTERED COMMENTS FROM THE PUBLIC**

- Marie Dennis, 121 Trump Road

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**COMMENTS FROM THE PUBLIC**

THE BOARD WILL HEAR COMMENT ON AGENDA AND PUBLIC-RELATED ITEMS AT THIS TIME. PLEASE APPROACH THE MICROPHONE, CLEARLY STATE YOUR NAME AND ADDRESS, AND LIMIT YOUR COMMENTS TO FIVE (5) MINUTES.

6

**ACCEPT MINUTES**

ATTACHED ARE THE MINUTES OF THE MAY 18, 2016 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ACCEPT THE MINUTES OF THE MAY 18, 2016 MEETING AS PRESENTED.

MOTION SECOND AYES NAYES

MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLEMING	___	___	___	___

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West Deer Township  
Board of Supervisors  
May 18, 2016  
6:30 p.m.

The West Deer Township Board of Supervisors held 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, and Joyce A. Romig. Member absent, Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, Township Solicitor; and Scott Shoup, representing Shoup Engineering, Inc.

Chairman Fleming opened and welcomed everyone to the meeting.

**PLEDGE OF ALLEGIANCE**

Roll Call taken by Mr. Mator -- Quorum present.

Mr. Happel announced the Board held an Executive Session to discuss employee matters and the Forbes litigation.

**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.

**ACCEPT MINUTES**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to accept the minutes of the April 20, 2016 meeting as presented. Motion carried unanimously 6-0.

**MONTHLY FINANCIAL REPORT**

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

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT****April 30, 2016****I - GENERAL FUND:**

	<b><u>April</u></b>	<b><u>YTD</u></b>	<b><u>% of Budget</u></b>
<b>Revenues</b>	917,569.46	2,240,968.79	38.27%
<b>Expenditures</b>	360,429.06	1,263,424.59	21.58%

**Cash and Cash Equivalents:**

Sweep Account	1,174,807.40		
		<u>1,174,807.40</u>	

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

Sweep Account - Restricted	34,794.92		
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**Fire Tax Fund:**

Sweep Account - Restricted	79,814.58		
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted	451,483.57		
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566,048.07**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	575,828.36		
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**Capital Reserve Fund:**

Sweep Account - Reserved	346,764.36		
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922,592.72**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.000.00**TOTAL CASH BALANCE 04/30/16**2,663,448.19**Interest Earned April 2016**

172.82

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 6-0.



**LIST OF BILLS**

Best Wholesale Tire Co Inc .....	658.70
Beth's Barricades .....	1340.00
Cleveland Brothers Equipment Co., Inc.....	6685.35
Culverts, Inc. ....	3450.00
Dell Marketing LP.....	3599.84
General Code` .....	3376.00
Griffith, McCague & Wallace, PC .....	3524.50
Hei-Way, LLC.....	3037.53
Jordan Tax Service, Inc. ....	2035.22
Kress Tire.....	2683.80
Meyer Excavating, Inc. ....	6500.00
Naccarati Contracting, Inc.....	44329.05
North Eastern Uniforms & Equipment Inc.....	1028.00
Office Depot.....	472.74
Shoup Engineering Inc. ....	5286.50
Staley Communications.....	183.47
Toshiba Financial Services.....	606.17
Trib Total Media .....	266.60
Tristani Brothers, Inc.....	858.31
Walsh Equipment .....	6083.34
Wine Concrete Products, Inc.....	2360.70

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 6-0.

**UTILITIES & PAYROLL**

MOTION BY Supervisor Guerre and SECONDED BY Supervisor DiSanti to pay utilities and payroll from May 19, 2016 to June 15, 2016. Motion carried unanimously 6-0.

**TAX REFUNDS**

The Board is in receipt of the list from the Tax Collector requesting the issuance of tax refunds due to assessment changes by Allegheny County for the years 2015 and 2016.

**2015 REAL ESTATE TAX REFUNDS:**

NAME:	LOT/BLOCK:	AMOUNT:
Hollibaugh, John E	1510-H-237	\$ 40.60
BK and GS Holdings LLC	1508-S-50	\$258.08

**2016 REAL ESTATE TAX REFUNDS:**

Zottola, Salvatore	1359-D-209	\$ 10.54
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MOTION BY Supervisor Romig and SECONDED BY Supervisor DiSanti to issue the tax refunds as submitted by the Tax Collector. A roll call vote was taken. Members voting yes, Mr. Florentine, Mr. Guerre, Dr. DiSanti, Mrs. Romig, and Mr. Fleming. Member abstaining, Mrs. Hollibaugh/refund is for a family member. Motion carried, 5 – yes and 1 – abstention.

**POLICE CHIEF'S REPORT**

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

**PARKS AND RECREATION BOARD REPORT**

No one was present at the meeting from the Parks and Recreation Board.

Mr. Guerre informed the Board that Shawn Maudhuit will be presenting information on the 2016 West Deer Nightmare/Haunted House at Bairdford Park.

**ENGINEER'S REPORT**

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

**DEVELOPMENTS/PROJECTS**

- 2016 Road Improvement Project – Contracts with Liberoni, Inc. and Youngblood Paving have been executed for the hot mix and cold mix paving projects. Liberoni is scheduled to begin work on May 16, 2016.
- Curtisville Plan No. 1 Storm Sewer Project – Contracts for this project have been executed and Nacaratti Contracting began work on this project on March 1, 2016. Work is nearly complete on this project.
- Development/Subdivision Reviews:
  - Bergonzi Plan of Lots – Preliminary and Final Subdivision reviews dated March 18, 2016, March 28, 2016 and April 13, 2016.

**SHOFF FARMS STORMWATER MANAGEMENT OPERATIONS & AGREEMENT**

The Board received a copy of the Stormwater Management Operations and Maintenance Agreement for Shoff Farms.

Mr. Shoup commented on the Stormwater Management Operations and Agreement.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to approve the Stormwater Management Operations and Agreement for Shoff Farms. Motion carried unanimously 6-0.

**GUIDERAIL PROJECT**

The following quotes were received for the Guiderail Project to furnish and install guiderails on Shepard Road and Martin Road.

<u>BIDDERS:</u>	<u>TOTAL:</u>
1) Fence by Maintenance Service	\$ 9,852.00
2) Allegheny Fence Const. Co., Inc.	\$14,724.00
3) Penn Line Service, Inc.	\$27,025.00

Mr. Shoup commented on the guiderail project/bids received and recommended the contract be awarded to Fence by Maintenance Service.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to award the Guiderail Project to Fence by Maintenance Service in the amount of \$9,852.00 for Shepard Road and Martin Road. Motion carried unanimously 6-0.

### **PUBIC WORKS: ZERO TURN MOWER**

The Board received quotes for the Hustler Super Z Mower – Model #934968. Prices are under PA State Contract.

<u>BIDDERS:</u>	<u>TOTAL:</u>
1) Vettori LP	\$11,332.52
2) Ultimate Rental & Sales, LLC	\$11,332.52
3) Bill's Small Engine Service	\$12,200.00

Mr. Mator discussed the bids received and recommended acceptance of the Vettori bid due to past performance and them being the closest location. Dr. DiSanti commented he is in agreement with Mr. Mator, but was impressed by the services listed in the bid received by Bill's Small Engine Service.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to purchase the Hustler Super Z Mower from Vettori, LP in the amount of \$11,332.52. Motion carried unanimously 6-0.

### **HIRE SEASONAL PARKS LABORER**

The Township advertised and accepted applications for one seasonal parks laborer position.

Three interviews were held on Monday, May 9, 2016 by the Township Manager. Based upon the interviews, Mr. Mator recommended Brandon Philistine be hired for the position.

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to hire Brandon Philistine as a seasonal parks laborer for the Township at a rate of \$10.00/hour. Motion carried unanimously 6-0.

### **POLICE DEPARTMENT: IMPLEMENT NASAL NALOXONE (NARCAN) USE & TRAINING**

Narcan Nasal Spray is used to treat an opioid overdose in an emergency situation. Examples of opioids include: Heroin, Morphine, OxyContin, Methadone, and Vicodin

Chief Lape explained the use, procedures, and training regarding the Narcan Nasal Spray. The Chief also informed the Board of policies that need to be adopted and recommended the Township's labor attorney review them and add to a future meeting agenda for adoption.

After some questions, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to approve the recommendation of Chief Jonathan Lape to implement Nasal Naloxone (NARCAN) use and training in the Police Department. Motion carried unanimously 6-0.

**ANNOUNCEMENT: MEMORIAL DAY SERVICES****Memorial Day Services – West Deer, East Deer, & Indiana Townships  
Monday, May 30, 2016**

8:30 a.m.....Bairdford Memorial  
 9:00 a.m.....West Deer Township Memorial  
 9:30 a.m.....Rural Ridge Volunteer Fire Dept.  
 10:15 a.m.....East Deer Township Memorial  
 11:00 a.m.....Indiana Township Memorial  
 11:45 a.m.....Lakewood Memorial Gardens  
 12:30 p.m.....West Deer William Fish – American Legion Post 593

During the 12:30 p.m. service at the West Deer – William Fish American Legion Post 593, members will be presenting two Karen Bizyak Scholarships in the amount of \$500 each. Also a \$250 Jimmy Switalski Military Award will be presented to a person entering a branch of the Armed Forces. There will be a luncheon served after the ceremony at the Legion Post. All are invited to attend.

**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 – ABSENT – EMS Oversight Committee

**OLD BUSINESS**

- Mrs. Hollibaugh reported she attended the ACATO convention on May 5, 2016 and stated she was sworn-in as 2<sup>nd</sup> Vice President. She reported on the discussions of the speakers at the event, including Alcosan and Pittsburgh's place as a technology "hot spot."
- Mr. Mator commented and explained the new website which should go active the following day. He used the digital projector to demonstrate the website and the online code.

**NEW BUSINESS**

- None

**SET AGENDA: REGULAR BUSINESS MEETING**

June 15, 2016

6:00 p.m. – Executive Session  
 6:30 p.m. – Regular Business 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 & Payroll
  - D. Tax Refunds
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. MS4 Memorandum of Understanding
14. Nike Site Earthwork
15. Nike Site Paving
16. Nike Site Handicap/Walking Trail
17. Old Business
18. New Business
19. Set Agenda/July 20, 2016
20. Comments from the Public
21. Adjournment

Items Added:

- \*Forbes Consent Order
- \*Policies and Procedures

### **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.

- Mr. Joseph Shurina, 145 Ford Street
  - Mr. Shurina commented on the stormwater drainage off of Ford Street in Curtisville and explained that he felt the Township was taking the water from one side of Ford Street, piping it under the road, and flooding his property with its water. He asked that the Township pipe the water into its stormwater system.

Mr. Florentine responded that the problem is that the only relief available would be to pipe the water the whole way down to the State's stormwater system on Saxonburg Boulevard.

Mr. Fleming agreed that the Saxonburg Road option was the only true option available, and stated that the other option discussed – piping the water sideways toward Short Street – would be dangerous due to the depth, and would also be expensive. He then asked Mr. Mator to explain the issue more thoroughly for the Board.

Mr. Mator showed photos of the area on the digital projector. He explained that the natural topography of the area serves as a funnel for all the groundwater, and that all the Township's French drain and pipe do is permit the natural groundwater to flow under the road instead of over the road. He showed photos of a ravine that had formed over generations that was caused by the natural groundwater flow before the Township's road or pipe were ever constructed.

Mr. Florentine stated that he did not know what the Township could possibly do to help Mr. Shurina. He said that running a pipe the whole way from Ford Street to Saxonburg Boulevard would be "kind of ridiculous."

Much discussion was held on this issue, and Mr. Shoup was asked his opinion. Mr. Shoup echoed the earlier statement that to channel the water to Short Street would be both expensive and not feasible due to the depth. He also stated that by diverting natural flowing water and piping it elsewhere, the Township would be creating problems for the other residents of Curtisville.

Chairman Fleming stated that he had seen the problem first-hand with the Public Works Committee and that the problem is that "water finds the low spot" and "it flows downhill." He mentioned that extending the current pipe into the ravine was discussed, but that another resident, Joe Gizienski, had complained about the water the prior year, and such an extension would exacerbate his problem.

Supervisor DiSanti commented that running a pipe that distance would cost taxpayers \$200,000 from an already strapped road and stormwater program. He also questioned whether the State would even permit the Township to run a pipe into their system.

Mr. Shoup replied that the State would not permit such a venture because – even though the ravine does not always have a regular flow of water – the State would consider that ravine a stream. He explained that the State would consider the ravine "a defined bed and bank," and that the DEP would not permit the Township to run a pipe in that bed for that reason.

Mr. Shurina explained that what he was requesting was that the Township supply him with pipe and to ensure that the catch basin would be attached to the pipe. Mr. Mator again reiterated that doing so would exacerbate Mr. Gizienski's problem, but Mr. Shurina answered that he had spoken with Mr. Gizienski and that Mr. Gizienski was in agreement with the plan.

Mr. Mator advised the Board that Mr. Gizienski had threatened to sue the Township for directing water onto his property the year prior, and asked Mr. Shurina if Mr. Gizienski had agreed to sign some form of release when he spoke to him. Mr. Shurina stated he could get Mr. Gizienski to sign a release, but asked what a release would entail. Mr. Mator deferred to Mr. Happel, who said he could look into it.

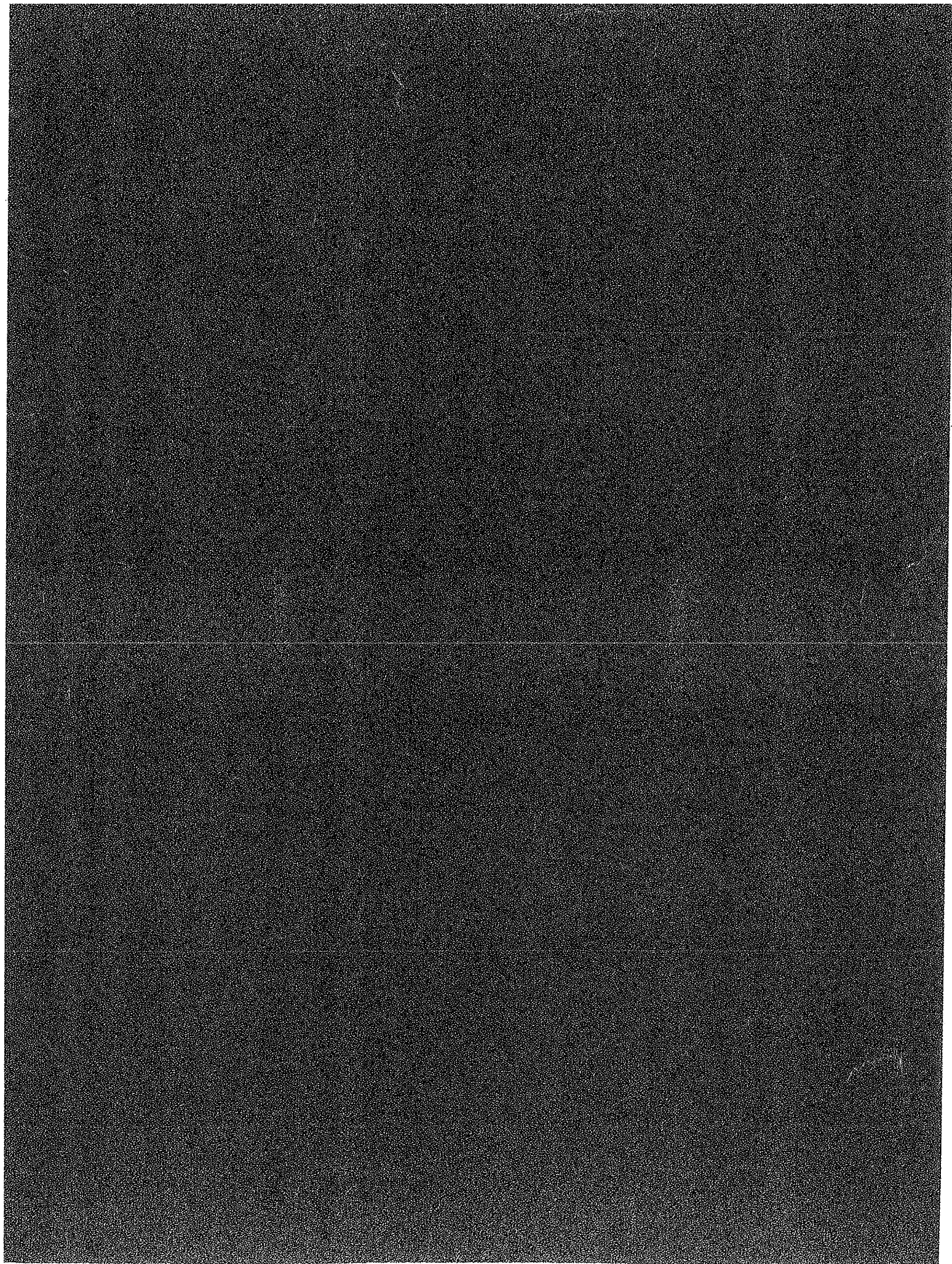
Chairman Fleming asked Mr. Shurina to talk to Joe Gizienski and meet with Mr. Mator to discuss the issue further.

### **ADJOURNMENT**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn the meeting at 7:40 p.m. Motion carried unanimously 6-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager



**MONTHLY FINANCIAL REPORT**

A) **FINANCE OFFICER'S REPORT**

MRS. NARDIS.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE FINANCE OFFICER'S REPORT AS SUBMITTED.

MOTION    SECOND    AYES    NAYES

MRS.HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MR. FLEMING	___	___	___	___

S-A



**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**

**May 31, 2016**

**I - GENERAL FUND:**

	<u>May</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	880,087.45	3,121,056.24	53.30%
Expenditures	547,944.24	1,811,368.83	30.93%

**Cash and Cash Equivalents:**

Sweep Account		1,671,707.53	
			<b>1,671,707.53</b>

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Sweep Account - Restricted		61,071.82	
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**Fire Tax Fund:**

Sweep Account - Restricted		144,734.62	
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted		403,177.67	
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**608,984.11**

**Investments:**

**Operating Reserve Fund:**

Sweep Account - Reserved		575,851.34	
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**Capital Reserve Fund:**

Sweep Account - Reserved		346,777.33	
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**922,628.67**

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

		0.00	
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**0.00**

**TOTAL CASH BALANCE 5/31/16**

**3,203,320.31**

**Interest Earned May 2016**

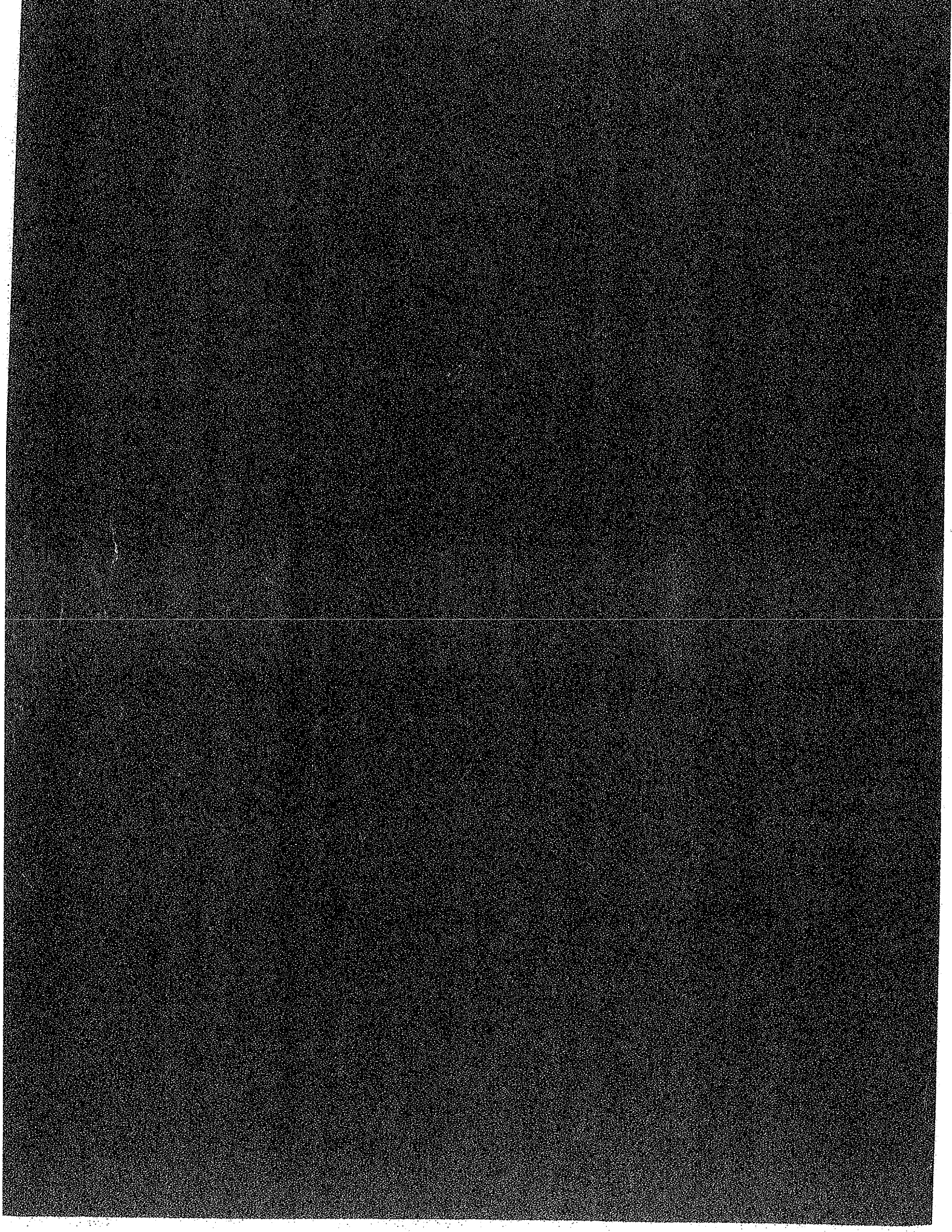
**204.18**

Restricted - Money which is restricted by legal or contractual requirements.

Reserved - Money which is earmarked for a specific future use.

## INTEREST EARNED - 2016

	<u>MAY</u>	<u>YTD</u>
GENERAL FUND	\$64.65	\$180.01
STREET LIGHT FUND	\$2.15	\$3.93
FIRE TAX FUND	\$5.20	\$11.06
OPERATING RESERVE	\$22.98	\$112.13
STATE FUND	\$96.23	\$392.56
CAPITAL RESERVE	<u>\$12.97</u>	<u>\$61.62</u>
<b>TOTAL INTEREST EARNED</b>	<b><u><u>\$204.18</u></u></b>	<b><u><u>\$761.31</u></u></b>



B) LIST OF BILLS

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO PAY THE LIST OF BILLS AS SUBMITTED, AND ALL APPROVED REIMBURSABLE ITEMS IN COMPLIANCE WITH GENERALLY ACCEPTED ACCOUNTING PRACTICES.

MOTION SECOND AYES NAYES

DR. DISANTI	—	—	—	—
MR. FLORENTINE	—	—	—	—
MR. GUERRE	—	—	—	—
MRS. ROMIG	—	—	—	—
MR. VAEREWYCK	—	—	—	—
MRS. HOLLIBAUGH	—	—	—	—
MR. FLEMING	—	—	—	—

8-B

By Name  
Cutoff as of: 12/31/9999

Time: 08:25 am  
Date: 06/10/2016  
Page: 1

Due Dates: 06/15/2016 thru 06/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00487	A LIBERONI INC Road: #1- Paving	430.610	#1 06/09/2016	643360.58				643360.58		N
Name: A LIBERONI INC										
00553	BEST WHOLESALE TIRE Police:08 Trailer/in	410.374	6585 05/06/2016	42.00				42.00		N
00553	BEST WHOLESALE TIRE Police:Car #33-break	410.374	6643 05/16/2016	325.45				325.45		N
00553	BEST WHOLESALE TIRE Police:Car #36-chang	410.374	6656 05/18/2016	46.70				46.70		N
00553	BEST WHOLESALE TIRE Police:Car #32-a/c h	410.374	6703 05/25/2016	93.80				93.80		N
00553	BEST WHOLESALE TIRE Police:Car #38-tire	410.374	6733 05/31/2016	54.18				54.18		N
Name: BEST WHOLESALE TIRE CO, INC										
00014	BETH'S BARRICADES Road:Peckham Lane-Si	430.245	54138 05/17/2016	110.00				110.00		N
00014	BETH'S BARRICADES Road:Stop Signs	430.245	54138 05/18/2016	240.00				240.00		N
00014	BETH'S BARRICADES Road: Pets Prohibite	430.245	54161 05/19/2016	50.00				50.00		N
00014	BETH'S BARRICADES Road: No Outlet Sign	430.245	54206 05/24/2016	50.00				50.00		N
Name: BETH'S BARRICADES										
10315	GRIFFITH, MCCAGUE & Legal Services: Gene	404.111	270568 05/31/2016	1301.50				1301.50		N
10315	GRIFFITH, MCCAGUE & Legal Services:Forbe	404.111	270569 05/31/2016	323.00				323.00		N
Name: GRIFFITH, MCCAGUE & WALLACE, PC										
00005	HEI-WAY, LLC Road: Cold Patch	430.372	60511015 05/12/2016	199.11				199.11		N
Name: GRIFFITH, MCCAGUE & WALLACE, PC										

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

By Name  
Cutoff as of: 12/31/9999

Time: 08:25 am  
Date: 06/10/2016  
Page: 2

Due Dates: 06/15/2016 thru 06/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00005	HEI-WAY, LLC Road: Cold Patch	430.372 0516	60512018 05/13/2016	234.35	06/15/2016	05/16/2016		234.35	N	
00005	HEI-WAY, LLC Road: Cold Patch	430.372 0516	60513027 05/16/2016	232.71	06/15/2016	05/18/2016		232.71	N	
00005	HEI-WAY, LLC Road: Cold Patch	430.372 0516	60517014 05/18/2016	221.24	06/15/2016	05/19/2016		221.24	N	
00005	HEI-WAY, LLC Road: Cold Patch	430.372 0516	60520006 05/21/2016	190.10	06/15/2016	05/25/2016		190.10	N	
Name: HEI-WAY, LLC				1077.51				1077.51		
00106	JORDAN TAX SERVICE, Certifying for Trens	403.140 0516	5-33 05/27/2016	5586.00	06/15/2016	06/01/2016		5586.00	N	
00106	JORDAN TAX SERVICE, Delinquent R E Tax C	403.140 0516	5-C-#134 05/13/2016	590.41	06/15/2016	05/26/2016		590.41	N	
Name: JORDAN TAX SERVICE, INC.				6176.41				6176.41		
00580	KRIGGER & CO Park: Trimmer-2-cyc	454.374 0516	469293 05/23/2016	339.99	06/15/2016	05/25/2016		339.99	N	
00580	KRIGGER & CO Park: spark plug	454.374 0516	469364 05/25/2016	5.50	06/15/2016	06/01/2016		5.50	N	
00580	KRIGGER & CO Park: Repair hedge t	454.374 0616	469471 06/01/2016	42.50	06/15/2016	06/06/2016		42.50	N	
Name: KRIGGER & CO				387.99				387.99		
00831	MRM PROPERTY & LIABI TWP:RENEWAL OF COMME	486.351 0516	367074 05/19/2016	104558.00	06/15/2016	05/26/2016		104558.00	N	
00831	MRM PROPERTY & LIABI EMS:RENEWAL OF COMME	412.352 0516	367074 05/19/2016	5802.00	06/15/2016	05/26/2016		5802.00	N	
Name: MRM PROPERTY & LIABILITY TRUST				110360.00				110360.00		
00325	MRM WORKERS' COMP FU Final of 4: Workers'	486.354 0516	1516PRJ371 05/15/2016	25308.55	06/15/2016	05/23/2016		25308.55	N	
Name: MRM WORKERS' COMP FUND				25308.55				25308.55		

By Name  
Cutoff as of: 12/31/9999

Time: 08:25 am  
Date: 06/10/2016  
Page: 3

Due Dates: 06/15/2016 thru 06/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00533	NACCARATI CONTRACTIN Road: App #4-Storm S 0616	430.611	#4 06/08/2016	34737.45				34737.45		
Name: NACCARATI CONTRACTING, INC										
00657	OFFICE DEPOT Office Supplies	406.210	840570221001 05/19/2016	69.22				69.22		
00657	OFFICE DEPOT Cleaning Supplies	409.226	840570221001 05/19/2016	97.60				97.60		
00657	OFFICE DEPOT Cleaning Supplies	409.226	840570221001 05/19/2016	57.39				57.39		
Name: OFFICE DEPOT										
00830	SHOUP ENGINEERING IN Engineering: Forbes	408.319	16-190 05/31/2016	24.50				24.50		
00830	SHOUP ENGINEERING IN Engineering: Miscell	408.313	16-191 05/31/2016	660.50				660.50		
00830	SHOUP ENGINEERING IN Engineering: Whisper	408.319	16-192 05/31/2016	290.00				290.00		
00830	SHOUP ENGINEERING IN Engineering: Curtlsvi	408.317	16-200 05/31/2016	4679.50				4679.50		
Name: SHOUP ENGINEERING INC.										
00674	STALEY COMMUNICATION POL: Radio Equip Ma	410.328	83348 06/02/2016	126.00				126.00		
00674	STALEY COMMUNICATION Road: Radio Equip Ma	430.327	83349 06/02/2016	57.47				57.47		
Name: STALEY COMMUNICATIONS										
10114	THE HDH GROUP, INC. Public Officials Lia	400.352	367130 05/24/2016	12171.00				12171.00		
Name: THE HDH GROUP, INC.										
00207	THE LANE CONSTRUCTIO Road: Asphalt	430.372	1700025 05/06/2016	760.78				760.78		
Name: THE LANE CONSTRUCTION										

By Name  
Cutoff as of: 12/31/9999

Time: 08:25 am  
Date: 06/10/2016  
Page: 4

Due Dates: 06/15/2016 thru 06/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	1700807 05/09/2016	520.78		06/15/2016	05/16/2016	520.78	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	17008407 05/10/2016	911.99		06/15/2016	05/16/2016	911.99	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	1701393 05/11/2016	835.16		06/15/2016	05/16/2016	835.16	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0515	1702248 05/12/2016	1007.92		06/15/2016	05/24/2016	1007.92	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0515	1703096 05/16/2016	503.71		06/15/2016	05/24/2016	503.71	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	1703131 05/17/2016	513.25		06/15/2016	05/24/2016	513.25	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	1704252 05/19/2016	1019.47		06/15/2016	05/26/2016	1019.47	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	1704294 05/20/2016	525.81		06/15/2016	05/26/2016	525.81	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	1705229 05/24/2016	1357.95		06/15/2016	06/01/2016	1357.95	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	1705659 05/25/2016	1022.48		06/15/2016	06/01/2016	1022.48	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0516	1706661 05/26/2016	529.82		06/15/2016	06/03/2016	529.82	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0616	1707623 06/01/2016	1413.72		06/15/2016	06/08/2016	1413.72	N	
00207	THE LANE CONSTRUCTION Road: Asphalt	430.372 0616	1708725 06/03/2016	502.40		06/15/2016	06/10/2016	502.40	N	
Name: THE LANE CONSTRUCTION CORPORATION				11425.24				11425.24		
00067	TRISTANI BROTHERS, I Road: Trk #2-Inspect	430.374 0516	160521 05/31/2016	220.65		06/15/2016	06/08/2016	220.65	N	
00067	TRISTANI BROTHERS, I Road: Trk #6-Inspect	430.374 0516	160522 05/31/2016	210.47		06/15/2016	06/08/2016	210.47	N	

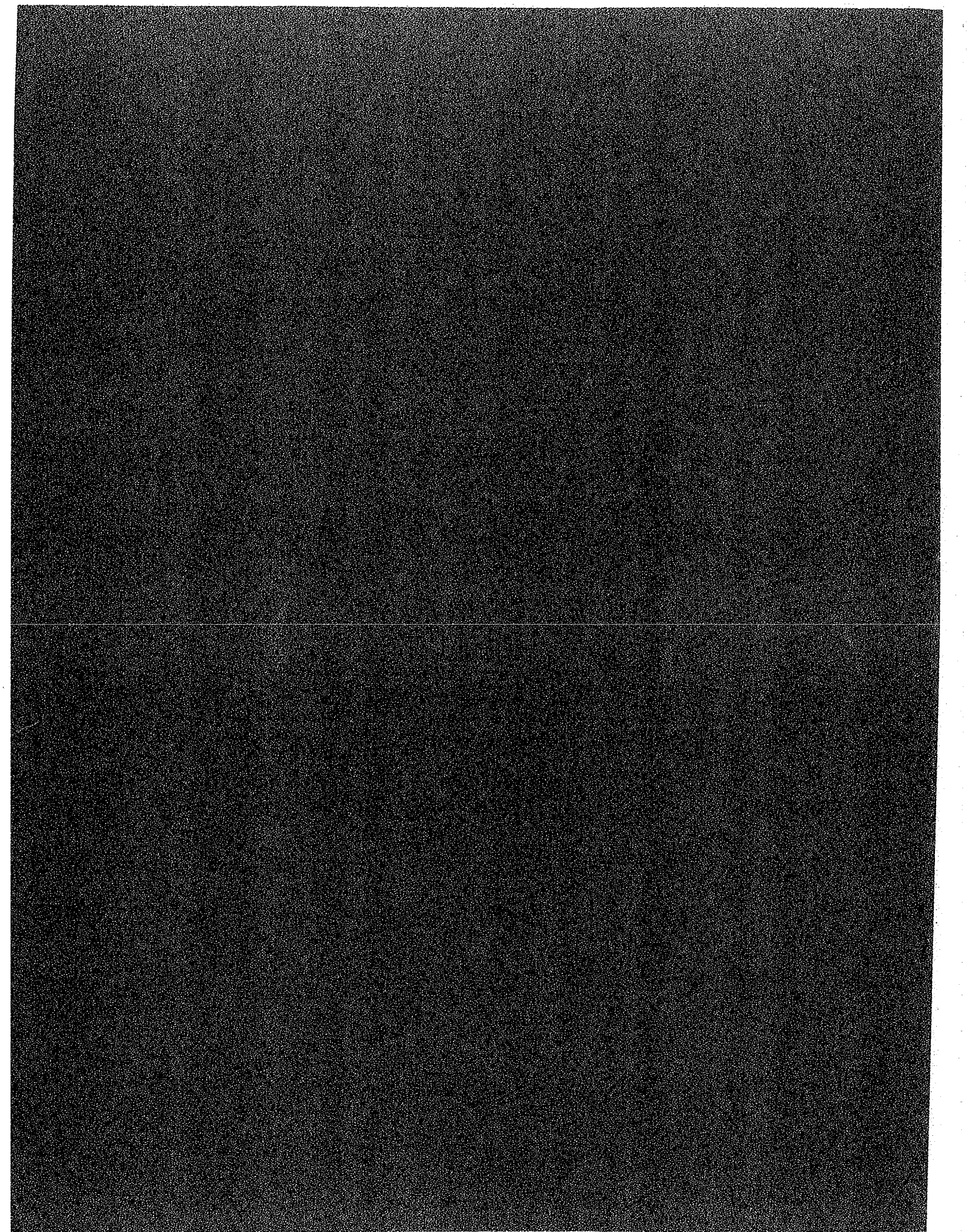


By Name  
Cutoff as of: 12/31/9999

Time: 08:25 am  
Date: 06/10/2016  
Page: 5

Due Dates: 06/15/2016 thru 06/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00067	TRISTANI BROTHERS, I Road: 2012 Trailer-I	430.374	160523 05/31/2016	357.35			06/15/2016	06/08/2016		N
Name: TRISTANI BROTHERS, INC.										
00074	WALSH EQUIPMENT Road: Steel Dump Bod	430.550	E04194 05/16/2016	14935.00			06/15/2016	05/18/2016		N
00074	WALSH EQUIPMENT Road: skirt board ru	430.374	P79525 05/19/2016	75.12			06/15/2016	05/24/2016		N
00074	WALSH EQUIPMENT Road: Pipe-18x20/15x	430.611	P79623 05/24/2016	8052.51			06/15/2016	05/26/2016		N
Name: WALSH EQUIPMENT										
FINAL TOTALS:				877554.64				877554.64		



C) UTILITIES & PAYROLL

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO PAY UTILITIES AND PAYROLL FROM JUNE 16, 2016 TO JULY 20, 2016.

	MOTION	SECOND	AYES	NAYES
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MR. FLEMING	___	___	___	___

8-C

D) TAX REFUNDS

THE BOARD IS IN RECEIPT OF THE ATTACHED LISTS FROM THE TAX COLLECTOR REQUESTING THE ISSUANCE OF TAX REFUNDS DUE TO ASSESSMENT CHANGES BY ALLEGHENY COUNTY FOR THE YEARS 2015 & 2016 & A 2016 STREET LIGHT & FIRE TAX REFUND.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ISSUE THE TAX REFUNDS AS SUBMITTED BY THE TAX COLLECTOR.

*(Do not have to read the list ....the names, lot & block, & amounts will be typed in the minutes.)*

	MOTION	SECOND	AYES	NAYES
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLEMING	___	___	___	___

8-D

WEST DEER TOWNSHIP

Date: 05/26/16  
Time: 12:47:33

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL  
May 2016  
Refunds Due to County Change Orders

**Payable to:** BAYNE DAVID A | ADRIANNE J (W)      **Lot & Block** 1839-F-356  
187 TARENTUM-CULMERVILLE      187 TARENTUM CULMERVILLE  
TARENTUM PA 15084      TARENTUM PA 15084

Refund of 122.27 due for tax year: 2015

Orig Value: 163,500      Orig Tax: 318.86  
New Value: 100,800      New Tax: 196.59  
Exoneration: 62,700      Refund: 122.27

\*\*\*\*\*

**Payable to:** DANIEL B PIERCE PROPERTY GROUP LLC      **Lot & Block** 1215-R-148  
1001 ROUTE 910      4802 GIBSONIA RD  
ALLISON PARK PA 15101      ALLISON PARK PA 15101

Refund of 121.50 due for tax year: 2015

Orig Value: 350,000 \*      Orig Tax: 766.15  
New Value: 170,800      New Tax: 644.65  
Exoneration: 179,200      Refund: 121.50

\* Multiple change orders apply to this property.

\*\*\*\*\*

**Payable to:** MEADOWS JOSEPH Y AND PATRICIA      **Lot & Block** 1839-F-327  
183 TARENTUM - CULMERVIL      183 TARENTUM CULMERVILLE  
TARENTUM PA 15084      TARENTUM PA 15084

Refund of 78.60 due for tax year: 2015

Orig Value: 154,500      Orig Tax: 291.51  
New Value: 114,200      New Tax: 212.91  
Exoneration: 40,300      Refund: 78.60

\*\*\*\*\*

**Payable to:** T-MOBILE USA      **Lot & Block** 1215-R-148-T1  
12920 SE 38TH ST      GIBSONIA RD  
BELLEVUE WA 98006      GIBSONIA PA 15044

Refund of 222.32 due for tax year: 2015

Orig Value: 114,000      Orig Tax: 222.32  
New Value: 0      New Tax: 0.00  
Exoneration: 114,000      Refund: 222.32

\*\*\*\*\*

WEST DEER TOWNSHIP

Date: 06/01/16  
Time: 12:03:53

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL  
June 2016

Page: 1

Refunds Due to County Change Orders

**Payable to:** MEADOWS JOSEPH Y AND PATRICIA  
183 TARENTUM - CULMERVIL  
TARENTUM PA 15084

**Lot & Block** 1839-F-327  
183 TARENTUM CULMERVILLE  
TARENTUM PA 15084

Refund of 78.60 due for tax year: 2016

Orig Value:	154,500	Orig Tax:	291.51
New Value:	114,200	New Tax:	<u>212.91</u>
Exoneration:	40,300	Refund:	78.60

\*\*\*\*\*

**Payable to:** DANIEL B PIERCE PROPERTY GROUP LLC  
4802 GIBSONIA RD  
ALLISON PARK PA 15101

**Lot & Block** 1215-R-148  
4802 GIBSONIA RD  
ALLISON PARK PA 15101

Refund of 108.24 due for tax year: 2016

Orig Value:	226,300	Orig Tax:	441.33
New Value:	170,800	New Tax:	<u>333.09</u>
Exoneration:	55,500	Refund:	108.24

\*\*\*\*\*

**Payable to:** T-MOBILE USA  
12920 SE 38TH ST  
BELLEVUE WA 98006

**Lot & Block** 1215-R-148-T1  
GIBSONIA RD  
GIBSONIA PA 15044

Refund of 222.32 due for tax year: 2016

Orig Value:	114,000	Orig Tax:	222.32
New Value:	0	New Tax:	<u>0.00</u>
Exoneration:	114,000	Refund:	222.32

\*\*\*\*\*

Date: 06/01/16  
Time: 12:27:00

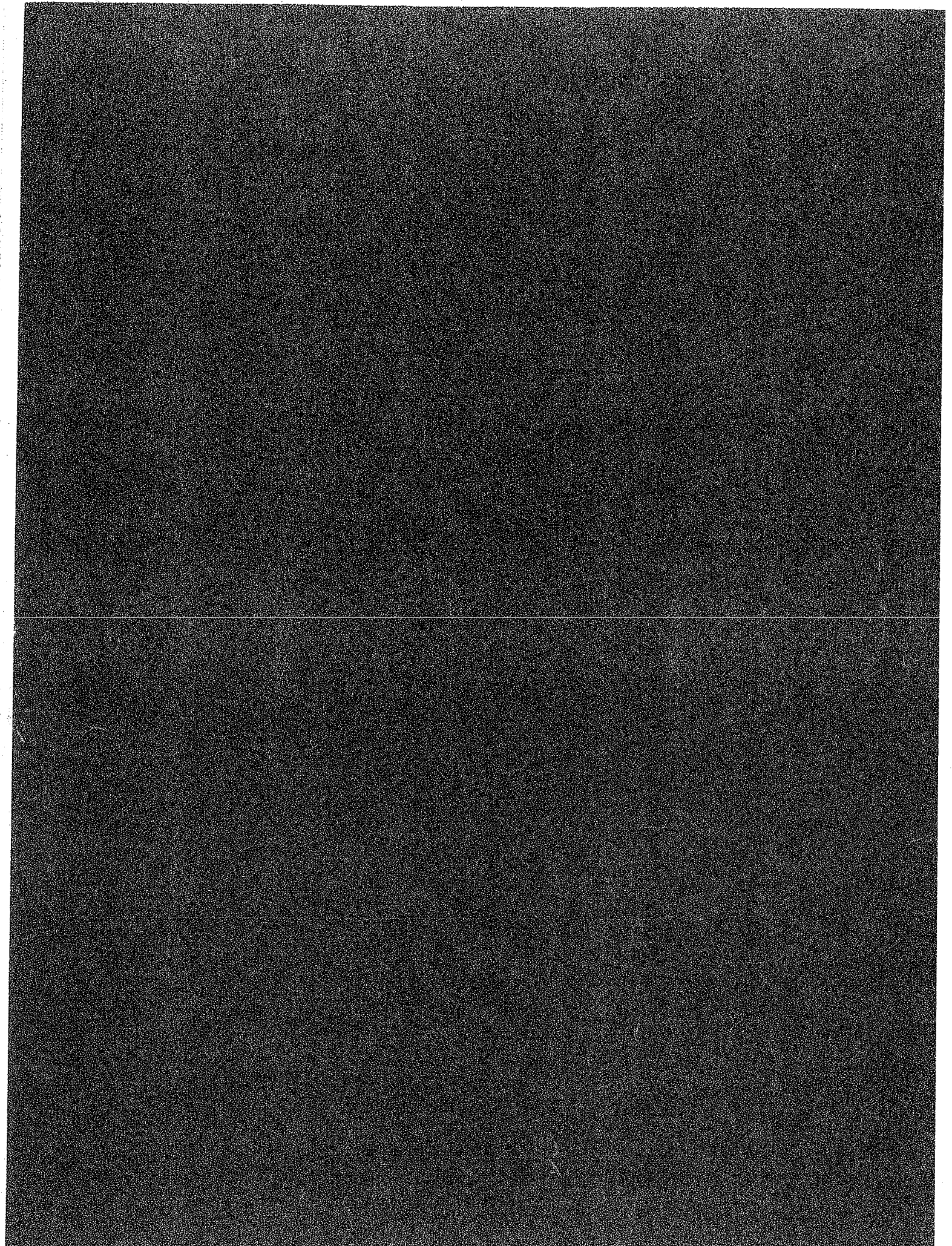
WEST DEER TOWNSHIP

CHANGE ORDER HISTORY LIST

6-1-2016

PARCEL	NAME	DEP. DATE	ST. LIGHT	FIRE
1214-E-347	RICHLAND HOLDINGS LLC	UTIL 06/01/16	-30.00	-40.00
3532 CEDAR RIDGE RD	ALLISON PARK PA 15101			
Count 1		Report Totals	-30.00	-40.00

The above Street Light and Fire Assessments need to be refunded to the above taxpayer as there is no assessment on the property and they were charged in error





**POLICE CHIEF'S REPORT**

CHIEF LAPE.....

9

**OFFICER'S MONTHLY REPORT**

**TO: Jonathan D. Lape, Chief of Police**  
**FROM: Pam Tedesco, Administrative Secretary**  
**SUBJECT: OFFICER'S MONTHLY REPORT**  
**DATE: June 8, 2016**

**Attached is the Officer's Monthly Report for May 2016.**

**PT**

**Attachment**

**cc: D. Mator, Manager**  
**J. Fleming, Chairman**  
**R. DiSanti**  
**R. Florentine**  
**L. Guerre**  
**S. Hollibaugh**  
**J. Romig**  
**G. Vaerewyck**

OFFICERS MONTHLY REPORT  
MAY 2016

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	80	222	302
CALLS FOR SERVICE/FIELD CONTACTS	284	1048	1332
ALL OTHER CALLS	510	1819	2329
TOTALS CALLS FOR SERVICE	874	3089	3963

ARRESTS

ADULT	9	23	32
JUVENILE	0	2	2
TRAFFIC CITATIONS	113	109	222
NON TRAFFIC CITATIONS	2	6	8
PARKING CITATIONS	0	0	0
WARNINGS	32	14	46

PERSONNEL

GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	1	1	2

VEHICLE REPORTS

TOTAL MILES TRAVELED	10210	39530	49740
GALLONS OF GASOLINE USED	733.8	3506.8	4240.6
REPAIRS/MAINTENANCE	562.13	5276.25	5838.38

OVERTIME PAID

COURT (OFF DUTY)	29 1/2	64 1/2	94
PRELIMINARY HEARINGS	12	40	52
PRETRIAL	0	0	0
INVESTIGATIONS	2	40	42
ARRESTS	6 1/2	8	14 1/2
SPEED CHECKS	0	0	0
PRIVATE CONTRACTS	0	0	0
MISC. HOURS - FILLED SHIFTS	8	10	18
MISC. HOURS - ADMIN. HOURS	0	0	0
ALL OTHER MISC. HOURS	2	19 1/2	21 1/2
TOTAL HOURS	60	182	242

**POINTS OF INTEREST**

**MONTH OF – MAY 2016**

**Budget as of MAY 2016 – 39.38**

**Chief Lape –**

**May 17 – attended a Western PA Chiefs meeting**

**May 25 – attended a community days Parks & Recreation meeting**

**May 26 – attended a meeting in Harmar Township with District Attorney Zappella relative to the placement of surveillance cameras throughout the valley, drones and precious metal recap**

**K9 REPORT – Officer Edward Newman**

**Worked throughout the month on the construction of the K-9 agility area Township**

**SRT Training – Sgt. Mikus/Officer Petosky –**

**May 24 – SWAT training was held at the Youngwood Training Facility in Westmoreland County which included other regional SRT Teams. The training consisted of ladder operations, hostage rescue, vehicle takedowns and live fire range drills.**

**MOTOR CARRIER ENFORCEMENT– Sgt. Franklin Huffman –**

**Six level one inspections were held which generated 14 violations resulting in three citations being issued.**

**SCHOOL DISTRICT DETAILS:**

**May 6 - Prom Program was held**

**May 20 – Government Day was held**

**SPECIAL DETAILS/MISC. DETAILS –**

**May 6 - A roving DUI Checkpoint was held in Pine/Richland**

**May 10-12 – Officer Dobson attended an Advanced Firearms Instructor Certification course**

**May 16, 17, 19, 20, 26 27, 31 – CLICK IT/TICKET Details were held**

**May 18 – Officers Evans, Fedunok, Myers – attended a course entitled “Handling Anger in Interviews and Traffic Stops**

**May 21 - A DUI Checkpoint was held in Shaler/Etna**

**May 23 – Officers Evans & Fedunok attended a Vehicle Search and Seizure class**

**May 23/24/25 – On the various dates Officers attended Firearms Requalifications and Nasal Naloxone training**

**May 27 – Officer Dobson attended a Team DUI Conference**

**Correspondence – see attached relative to a visibility issue at the intersection of McIntyre Road and Grandview Drive**

**See attached traffic details for the closing of the Culmerville Bridge**



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



JONATHAN D. LAPE  
Chief of Police

109 East Union Road • Box 2 • Russellton, PA 15076  
www.westdeertownship.com / wdpc@westdeertownship.com

Emergency: 911  
Office: 724-265-1100  
Fax: 724-265-1140

May 24, 2016

Mr. Richard Conley, President  
Hunt Club @ Grandview Estates  
301 Saddlebrooke Road  
Gibsonia, PA 15044

Dear Mr. Conley:

I'm writing in reference to a traffic issue that was brought to our attention by Mr. McNally who is a resident of the Hunt Club. He advised motorists are having visibility issues at the intersection of McIntyre Road and Grandview Drive. After inspecting the location with John Yourish who is the Road Foreman for West Deer Township, we both agree the bush located at the intersection should be trimmed to half the size it is. We feel trimming the bush will improve motorists visibility in this location. Please advise when the bush is trimmed and I will inspect the area again to make certain the issue is corrected.

Feel free to contact me should you have any questions regarding this matter.

Sincerely,

Jonathan D. Lape  
Chief of Police

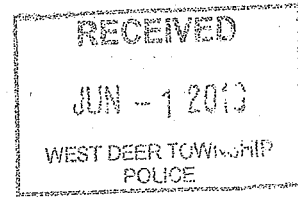
JDL/PT

cc: Daniel Mator, Manager  
John Yourish, Road Foreman  
West Deer Township Board of Supervisors ✓

HUNT CLUB AT GRANDVIEW ESTATES  
CONDOMINIUM ASSOCIATION

May 30, 2016

Township of West Deer  
Police Department  
Attn: Chief Jonathan D. Lape  
109 East Union Road  
Cheswick, PA 15024



Reference: Chief Lape Letter to Hunt Club dated May 24, 2016

Dear Chief Lape:

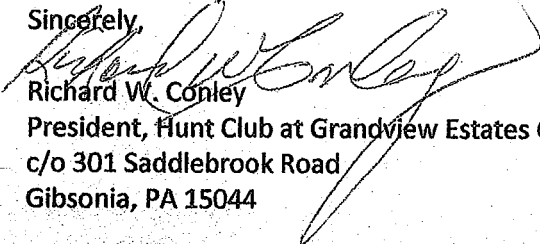
This is in response to your letter of May 24, 2016 regarding the intersection of McIntyre Road and Grandview Drive (Allison Road). You requested that the bush located at the intersection be trimmed to half its current size to improve visibility at the intersection.

This is to advise you that the bush in question has been completely removed so that it will not be an issue in the future.

I suggested consideration of a "stop sign" heading south on McIntyre at this intersection, due to the increased traffic in this area as a result of new residential construction, but I defer to your judgement in this regard.

Thank you for your prompt attention to this matter.

Sincerely,

  
Richard W. Conley

President, Hunt Club at Grandview Estates Condominium Association  
c/o 301 Saddlebrook Road  
Gibsonia, PA 15044



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



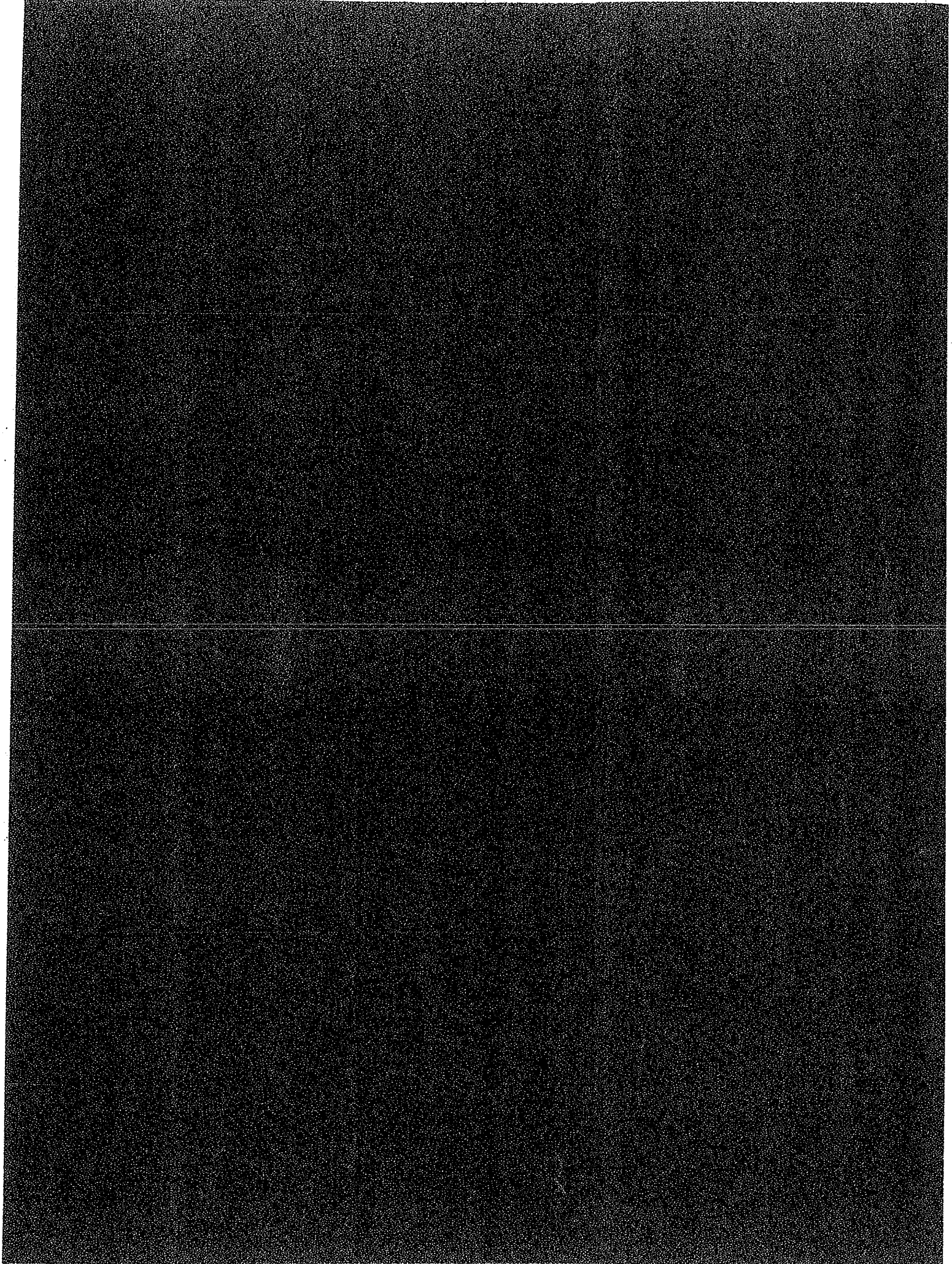
JONATHAN D. LAPE  
Chief of Police

109 East Union Road • Box 2 • Russellton, PA 15076  
www.westdeertownship.com / wdpd@westdeertownship.com

Emergency: 911  
Office: 724-265-1100  
Fax: 724-265-1140

Due to the Culmerville Bridge closure traffic details were added for the increased traffic on the surrounding roads. Below is a breakdown of details from May 16<sup>th</sup> thru May 31<sup>st</sup>.

<u>Location</u>	<u>Citations</u>	<u>Warnings</u>	<u>Cars Timed</u>
DLK / LDCVR	24	9	830
McKrell Road	21	13	987
Liberty Street	0	2	45
Liberty St. @ Ford St.	0	0	46
Liberty St. @ Benjamin St.	2	2	215
Benjamin @ Snyder St.	2	2	177
Ford Street	0	0	8
Ford St. @ Benjamin St.	2	0	21
Skyline Dr. @ Saxonburg Blvd.	2	0	85
Ford St. @ Short St.	0	0	32
TOTALS	53	28	2446





**BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER'S REPORT**


MR. PAYNE.....

10

# Code Enforcement

May 31, 2016

1. Issued 24 Occupancy Permits
2. Issued 20 Building Permits
3. Performed 40 site inspections
4. Obtained 3 Pesticide certifications. Core, Category 16, Category 23
5. No Planning Commission meeting was held.
6. No Zoning Hearing Board meeting was held.
7. Code Software development is going well and should be in place in July.



---

William Payne  
Code Enforcement Officer

WEST DEER TOWNSHIP - BUILDING PERMITS - 2016

MAY, 2016

Permit#	Date	Applicant	St.#	Street Name	Lot Block	Improvement Cost	Residential Use	Commercial	Permit Fee
16-048	5/2/16	KOSMACK, CARL	222	WINEBERRY DR	1360-H-23	\$1,000.00	FRONT PORCH		\$20.00
16-049	5/2/16	WHITMER, KEVIN	120	LAGER DR	1357-J-284	\$5,500.00	DECK WITH ROOF		\$45.00
16-050	5/2/16	VOGEL, DAVID	1120	STONECREST DR	1670-K-99	\$4,700.00	POOL - ABOVE GROUND		\$24.00
16-051	5/2/16	HEPFL, CHERI	469	BAIRDFORD RD	1669-F-82	\$1,900.00	FENCE		\$25.00
16-052	5/4/16	HROYOSKI, RON	882	ASHLEY RD.	1510-D-62	\$33,000.00	POOL - IN GROUND		\$44.00
16-053	5/5/16	HANMERS, JAMES	1020	FIELDSTONE CT	1670-P-018	\$7,000.00	POOL - ABOVE GROUND		\$24.00
16-054	5/9/16	WOODS, TOM	1368	MCARTHUR EXTN	1218-C-144	\$25,000.00	POLE BUILDING		\$140.00
16-055	5/9/16	SPADE, ISSAC	4024	CRESTWOOD DR	1508-J-397	\$3,800.00	SHED		\$35.00
16-056	5/10/16	CARNEY, ELBERT	3501	HUNTERTOWN RD	1214-E-266	\$3,600.00	POOL - ABOVE GROUND		\$24.00
16-057	5/11/16	NAGY, TOM	321	W.Starz Rd.	1510-R-355	\$15,000.00	POOL - IN GROUND		\$44.00
16-058	5/12/16	GARVER, CYNTHIA	325	GLASGOW RD	2383-J-270	\$25,000.00	ADDITION		\$195.00
16-059	5/12/16	MANN, WILLIAM	181	PARTRIDGE RUN RD	1357-E-296	\$730.00	FENCE		\$0.00
16-060	5/13/16	REBECCA RESIDENCE	3746	CEDAR RIDGE RD	1215-P-35	\$1,500,000.00		GRADING	\$350.00
16-061	5/13/16	RICHLAND HOLDINGS	316	RIDGE VIEW CT.	1214-A-107	\$277,200.00	DUPLEX		\$658.00
16-062	5/13/16	RICHLAND HOLDINGS	318	RIDGE VIEW CT.	1214-A-105	\$301,000.00	DUPLEX		\$741.00
16-063	5/16/16	HANSEN, ERIC	50	HEMPHILL RD.	2197-P-101	\$183,396.00	SINGLE FAMILY		\$722.10
16-064	5/16/16	BLACKSMITH, ANNA	2031	MARSHALL ST	1671-E-284	\$100.00	RAIL TIE WALL		\$5.00
16-065	5/17/16	PRELL, ROBERT	590	BAIRDFORD RD	1669-M-60	\$2,980.00	AWNING		\$35.00
16-066	5/17/16	PIVINI, MARC	468	BAIRDFORD RD	1669-K-0360	\$1,200.00	FENCE		\$25.00
16-067	5/17/16	BRENNAN BUILDERS	372	SADDLEBROOK RD	1666-R-100-22A	\$175,000.00	QUAD		\$573.00

MAY, 2016

**WEST DEER TOWNSHIP - BUILDING PERMITS - 2016**

Permit#	Date	Applicant	St.#	Street Name	Lot Block	Improvement Cost	Residential Use	Commercial	Permit Fee
16-068	5/17/16	BRENNAN BUILDERS	368	SADDLEBROOK RD	1666-R-100-22B	\$175,000.00	QUAD		\$762.00
16-069	6/17/16	BRENNAN BUILDERS	366	SADDLEBROOK RD	1666-R-100-22C	\$175,000.00	QUAD		\$630.00
16-070	5/17/16	BRENNAN BUILDERS	370	SADDLEBROOK RD	1666-R-100-22D	\$175,000.00	QUAD		\$630.00
16-071	5/17/16	MCLAUGHLIN, ERIC	1413	SANDSTONE DR	1670-L-012	\$5,000.00	POOL - ABOVE GROUND		\$24.00
16-072	5/17/16	TYMOR CONSTRUCTION	3619	CEDAR RIDGE RD	1214-G-343	\$8,000.00	CAR PORT		\$55.00
16-073	5/17/16	ALLEG. COUNTY (DEER LAKES PARK)	0	CREIGHTON RD	1514-E-252	0		RESTROOM	\$0.00
16-074	5/23/16	DAN RYAN BUILDERS	861	ASHLEY RD.	1510-D-30	\$283,000.00	SINGLE FAMILY		\$789.30
16-075	5/26/16	BARKOVICH, DAN	4053	CRESTWOOD DR	1507-H-022	\$4,500.00	POOL - ABOVE GROUND		\$44.00
16-076	5/27/16	CAVANAUUGH, GARY	2030	MARSHALL ST	1671-J-038	\$4,500.00	FRONT PORCH		\$40.00
16-077	5/27/16	GALBRAITH, LAWRENCE	800	DEER CREEK RD	2384-G-080	\$1,000.00	CAR PORT		\$20.00

Improvement Cost ....

\$3,398,106.00

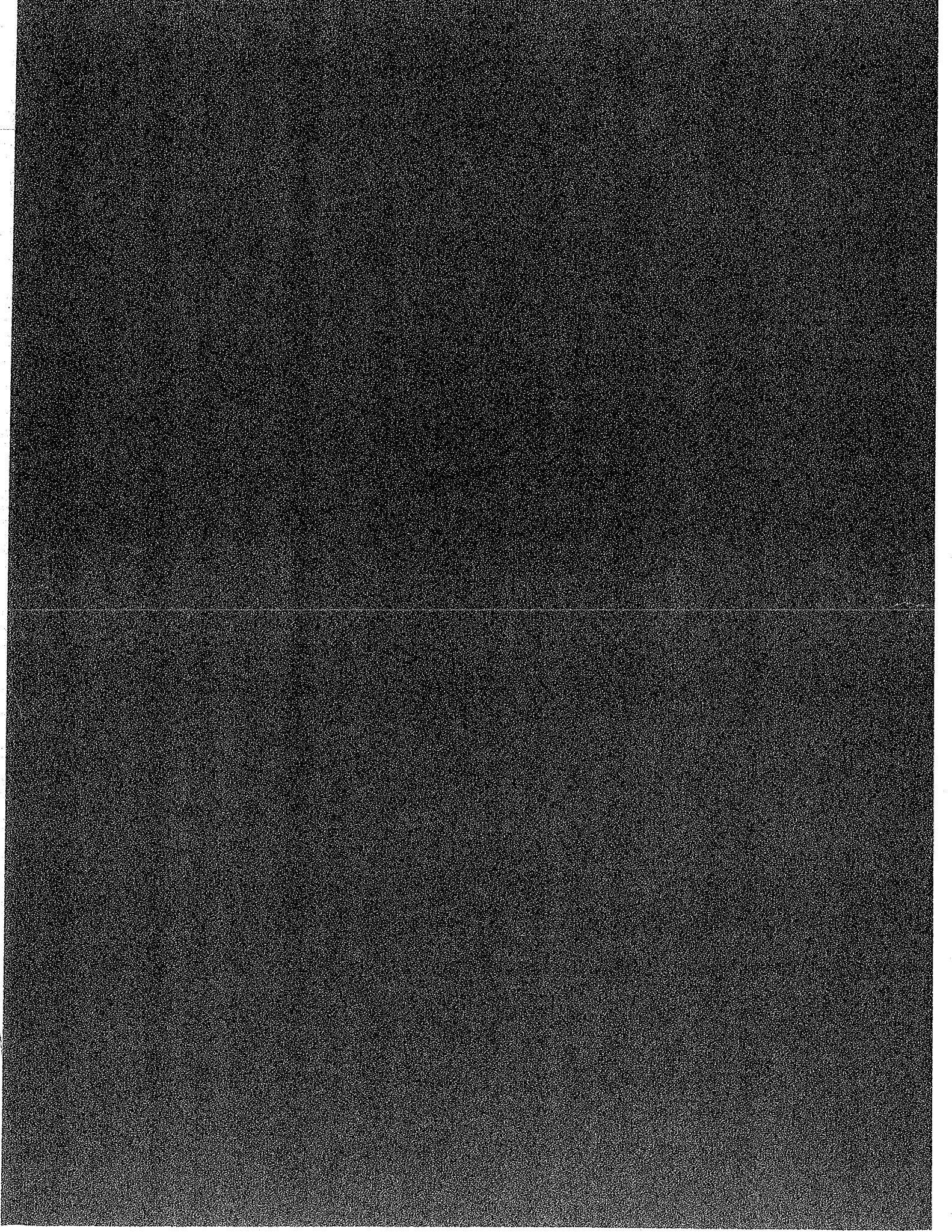
Total Permit Fee....

\$6,723.40

**WEST DEER TOWNSHIP - OCCUPANCY PERMITS - 2016**

**MAY, 2016**

Date	Permit#	Lot Block	Applicant Name	St.#	Street Name	Use	New Const
5/2/16	16-069	1510-D-54	CRAWFORD, Thomas & Lori	872	ASHLEY RD.	Single Family	X
5/2/16	16-070	1360-P-331	CAYMUS REALLY SOLUTIONS	70	SIMON RD	Single Family	
5/2/16	16-071	1213-S-76	KOGLIN, Eric	4703	WOODLAKE DR	Single Family	
5/2/16	16-072	1360-L-150	BALIANT, Andrew & Holly	106	SUNSET DR	Single Family	
5/10/16	16-073	1670-D-251	AUGUSTINE, Ryan	1868	SAXONBURG BLVD	Single Family	
5/10/16	16-074	1838-P-034	KUNI, Harry & Janet	116	FORD ST	Single Family	
5/11/16	16-075	1670-K-039	GILL, Ronald & Kelly	1445	SANDSTONE CT	Single Family	
5/12/16	16-076	1508-E-147	WISE, Chris & Carly	4404	SKYVIEW TERRACE	Single Family	
5/12/16	16-077	1510-L-252	GALLUP, Robert & Kristen	358	WEST STARZ RD	Single Family	
5/12/16	16-078	2195-N-035	WENGER, Erik & Melissa	268	SHUSTER RD	Single Family	
5/12/16	16-079	1357-E-230	MERZ, Jennifer	143	SQUIRREL HOLLOW RD	Single Family	
5/12/16	16-080	1214-E-3	HAYTON, Dorothy	3535	CEDAR RIDGE RD	Single family	
5/16/16	16-081	1214-E-341	MCCABE, William & Bonita	315	RIDGE VIEW CT.	Duplex Carriage	X
5/17/16	16-082	1361-M-341	MEINERT, John	1017	CHURCH ST	Single Family	
5/18/16	16-083	1837-N-239	FINDON, Adam & Heather	235	KAUFMAN RD	Single Family	
5/18/16	16-084	2014-L-307	KAPLAN, Michael & Nicole	164	MILLERSTOWN CULMERVI	Single Family	
5/18/16	16-085	1361-D-281	CLAUS, Mitchell	57	STARR RD	Single family	
5/18/16	16-086	1511-K-208	GEYSER, Howard	24	RIDGE DR	Single Family	
5/20/16	16-091	1361-M-222	KENNEDY, Jared	14	PLANT ST	Single Family	
5/20/16	16-092	1512-M-139	BECKER, Ryan & Catherine	18	POMA ST	Single Family	
5/24/16	16-093	1079-A-32	CHAMBERS, Michael	4618	ROYAL CT	Single Family	
5/24/16	16-094	1361-H-179	Rachel Young & Brian Schutzman	15	GARDEN ST	Single Family	
5/24/16	16-095	1214-E-090	DISMAS BIZIMANA	3541	CEDAR RIDGE RD	SINGLE FAMILY	



## REPORT FROM THE PARKS & RECREATION BOARD

MRS. JORDAN.....

- Stephen Wilson is working on his Eagle Scout Project from Troop 653 and would like to explain the chimney swift bird sanctuary/educational project he would like to build at Bairdford Park.

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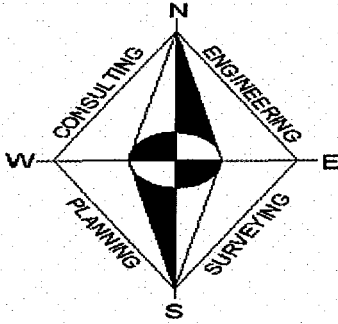
**ENGINEER'S REPORT**

ATTACHED IS THE ENGINEER'S REPORT SUBMITTED BY SHOUP  
ENGINEERING, INC.

MS. NELKO.....

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**SHOUP ENGINEERING Inc.**

**ENGINEERS-PLANNERS-SURVEYORS**

329 SUMMERFIELD DRIVE  
BADEN, PENNSYLVANIA 15005  
(724)869-9560  
FAX (724)869-7434  
shoupeng@comcast.net

**MAY 2016 ENGINEER'S REPORT  
WEST DEER TOWNSHIP**

Prepared June 10, 2016

**VIA EMAIL**

**1. MEETING ATTENDANCE**

Shoup Engineering attended and participated in the following meeting:

- Board of Supervisors Meeting - May 18, 2016

**2. DEVELOPMENTS/PROJECTS**

Shoup Engineering has provided input into the following developments/projects:

- 2016 Road Improvement Project - Contracts with Liberoni, Inc. and Youngblood Paving have been executed for the hot mix and cold mix paving projects. Liberoni began milling operations on May 16, 2016 and completed paving and backfilling operations on June 10, 2016. Youngblood Paving is scheduled to begin work on Clendenning Road during the week of June 13, 2016.
- Curtisville Plan No. 1 Storm Sewer Project - Contracts for this project have been executed and Nacaratti Contracting began work on this project on March 1, 2016. Work is nearly complete on this project.

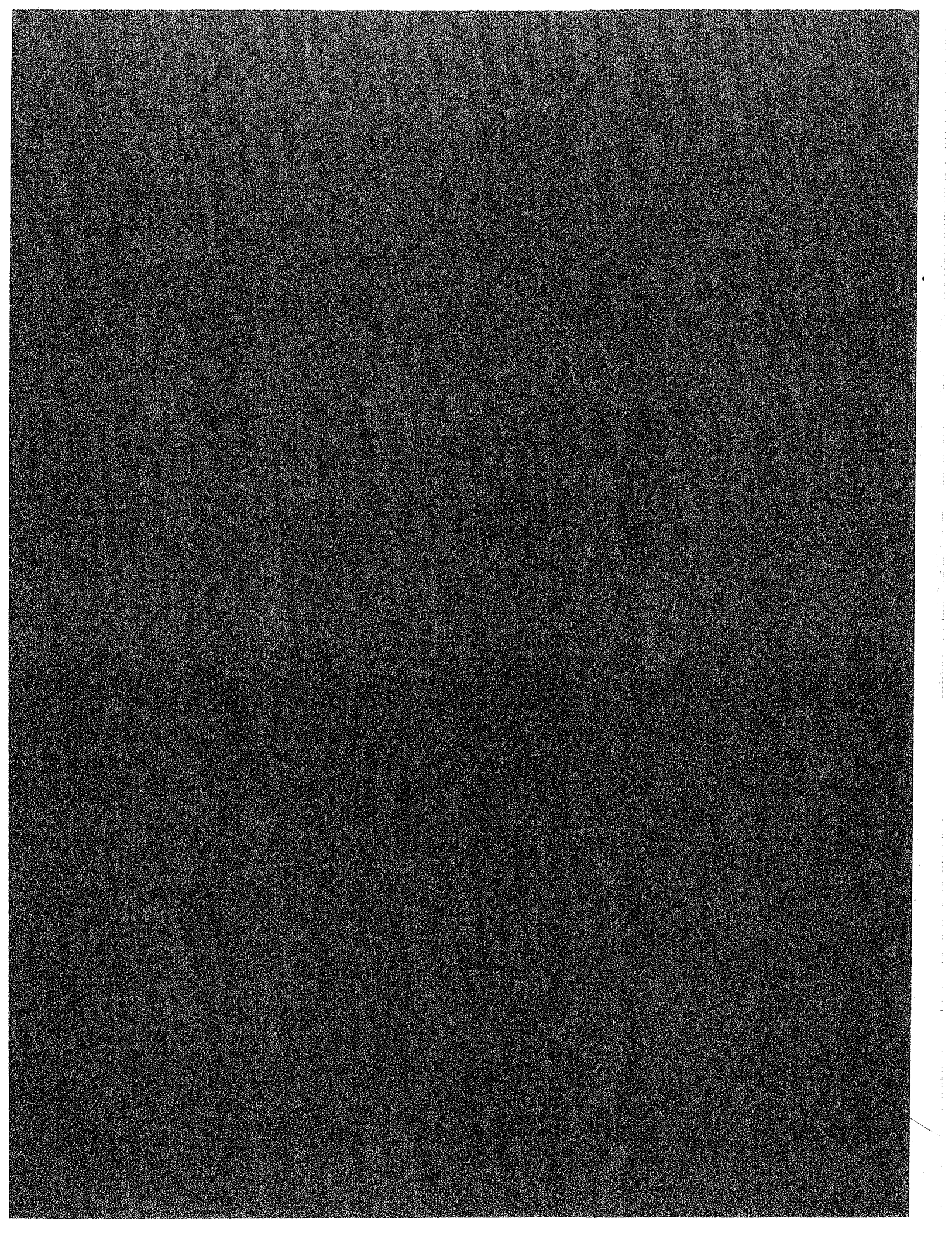
Development/Subdivision Reviews: The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- None

Respectfully Submitted,

**SHOUP ENGINEERING, INC.**

Scott A. Shoup, P.E.  
Township Engineer



## MORROW REFUSE AGREEMENT

LAST THURSDAY, THERE WAS A POST ON FACEBOOK ALLEGING THAT MORROW REFUSE WAS NOT RECYCLING IN ACCORDANCE WITH THEIR AGREEMENT WITH THE TOWNSHIP. MR. VAEREWYCK READ THE POST AND THE COMMENTS WHICH FOLLOWED, AND SENT AN EMAIL TO THE TOWNSHIP MANAGER STATING:

“Shane Conklin from Morrow admitted that they remove metals and everything else is dumped. I would like Sam to give an opinion on whether this is in violation of their contract with the township.”

MR. VAEREWYCK...

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**MS4 MEMORANDUM OF UNDERSTANDING**

ATTACHED IS THE MEMORANDUM OF UNDERSTANDING BETWEEN THE ALLEGHENY COUNTY CONSERVATION DISTRICT AND WEST DEER TOWNSHIP.

MS. NELKO.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT THE MS4 MEMORANDUM OF UNDERSTANDING BETWEEN THE ALLEGHENY COUNTY CONSERVATION DISTRICT AND WEST DEER TOWNSHIP.

	MOTION	SECOND	AYES	NAYES
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. FLEMING	___	___	___	___

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
ALLEGHENY COUNTY CONSERVATION DISTRICT  
AND**

WEST DEER **Municipality**  
(Municipality Name)

WHEREAS, the Allegheny County Conservation District, hereafter referred to as "ACCD," and West Deer Municipality, hereafter referred to as Municipality, have common areas of responsibility in serving the citizens of "Municipality" and

WHEREAS, there are common areas of work that require communication and support of each of these parties to the other party, and

WHEREAS, the District and the Municipality desire to formalize their interactions in relation to common programs and responsibilities, and

WHEREAS, this Memorandum of Understanding will serve as a foundation for a cooperative and mutually beneficial working relationship between the District and the Municipality,

NOW THEREFORE, the parties agree to jointly enter into this Memorandum of Understanding. The Memorandum of Understanding has seven component parts as listed herein:

- I. Erosion and Sediment Pollution Control/NPDES for Stormwater Discharges Associated with Construction Activities - Chapter 102**
- II. Water Obstructions and Encroachments - Chapter 105**
- III. NPDES Municipal Separate Storm Sewer Systems - MS4**
- IV. Agricultural Related Activities**
- V. Watershed Program**
- VI. Dirt and Gravel/Low Volume Roads Program**
- VII. Data Collection and Information Systems**
- VIII. Execution**

# **I. Erosion and Sediment Pollution Control/NPDES for Stormwater Discharges Associated with Construction Activities - Chapter 102**

## **PURPOSE**

Erosion and the resulting deposition of sediment in our waterways is the primary pollutant by volume of our streams. Minimizing erosion and sediment pollution of our streams requires initiatives at all levels of government. The purpose of this Memorandum of Understanding (MOU) is to:

- Serve as a joint commitment to control erosion and prevent sediment pollution to the waters of the Commonwealth, which may result from the conduct of earth disturbance activities
- Serve as a basis for stating the role of each party in administering Municipal ordinances in relation to erosion and sediment (E&S) pollution control.

## **DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum, ACCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with the Pennsylvania Department of Environmental Protection (DEP), administer and implement the Commonwealth's Erosion and Sediment Control Program (Chapter 102) as follows:

## **RECORDS, RESOURCES, MATERIALS, AND DOCUMENTS**

- a. Provide to the Municipality a schedule of plan review fees via the ACCD website. ACCD will provide notification of any change in the plan review fee schedule and provide updated forms and educational materials in a timely manner via the website.
- b. Make available on the ACCD website National Pollutant Discharge Elimination System (NPDES) permit applications and related worksheets, checklists, and other forms and documents necessary to successfully prepare an E&S plan as well as non-NPDES applications for discharge of stormwater from construction activities. Municipalities are encouraged to provide links to the ACCD website from municipal websites. This activity provides additional outreach and satisfies relevant MS4 requirements.
- c. Serve as a repository for all erosion and sediment control plans, permit applications, plan and permit reviews, complaints, inspection reports, correspondence, and other materials and documents concerning the conduct of earth disturbance activities permitted or approved under the municipal ordinance in keeping with the PA DEP records retention protocols and public information policies.
- d. Maintain a filing system, in accordance with DEP's Records Retention Policy, that is available for review under formal or informal Right to Know procedures (also found on the ACCD website).

## **PLAN REVIEWS AND PERMITTING**

- a. Receive all applications and Erosion and Sediment Control Plans required by NPDES permitting regulations and complete administrative and technical reviews within time frames established by DEP.
- b. Receive all E&S plans required by municipal ordinance or submitted voluntarily, and complete reviews of the plans within time frames established by ACCD.
- c. Provide copies of the stamped permits to applicants and to the Municipality.
- d. Within 10 calendar days of a review action, forward to the Municipality, applicant and/or responsible party:

1. Notice of NPDES permit decisions including permit and plan approvals and renewals, deficiency letters, denials and withdrawals.
2. Notice of E&S plan decisions where NPDES permits are not required including approvals and deficiency letters.

### **INSPECTIONS**

- a. ACCD will inspect earth disturbance activities to ensure that the approval, implementation and maintenance of the E&S plan, and E&S practices are in compliance with the NPDES program and Chapter 102 regulations.
- b. Inspections will be performed:
  1. At a minimum, in compliance with DEP inspection schedules for permitted projects.
  2. At the request of the Municipality.
  3. Within 8 calendar days of receipt, in response to a complaint from the Municipality or the public
  4. Routinely, as time, workload, or staffing resources may allow.
- c. Within 8 business days of completion, ACCD will forward to the Municipality and applicant (or responsible party) inspection reports resulting from complaint investigations and other inspections.
- d. If voluntary compliance cannot be achieved, ACCD will initiate enforcement actions within the scope of the delegation agreement between ACCD and the PA DEP.

### **MUNICIPAL ASSISTANCE**

- a. ACCD will assist the Municipality with environmental problems, permit applications, and resource management issues within the scope of ACCD's role under the NPDES and Chapter 102 program. ACCD will enlist assistance from cooperating agencies when appropriate.
- b. ACCD will invite the Municipality to all appropriate educational events.
- c. At the request of the Municipality, ACCD will review appropriate sections of municipal stormwater management, subdivision and land development ordinances, and make recommendations for consistency with current Chapter 102 regulations and NPDES permit requirements.

### **MEETINGS**

- a. ACCD staff, at the request of the Municipality, will meet with municipal representatives to provide information or to discuss issues related to NPDES permitting and Chapter 102 regulations.
- b. ACCD staff, where appropriate, will notify the Municipality of site meetings related to inspections, violations, or complaints and invite the Municipality to attend these meetings.

### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall provide the following:

#### **1. RESOURCES AND INFORMATION**

- a. Inform those involved with earth disturbance activities of any Erosion and Sediment Pollution Control and NPDES permitting requirements involving municipal ordinances.
- b. Provide contact information for ACCD staff to the public (refer to website).

- c. Retain correspondence from ACCD in keeping with record retention schedules such as copies of inspection reports, permit authorizations, denials and withdrawals, notices of violation, E&S plan approvals, and other correspondence.
- d. Provide ACCD with changes to its contacts as to where the Municipality would like copies of correspondence sent.

## 2. NOTICE AND REFERRAL TO THE DISTRICT

ACCD shall perform the following on behalf of the municipality (check one):

Review E&S plans with an earth disturbance from 5,000 square feet up to 0.99 acres in addition to reviewing permit applications for projects with an earth disturbance of one acre or more.

Review permit applications for projects with an earth disturbance of one acre or more.

- a. Forward complaints involving earth disturbance activities to ACCD within 10 calendar days of receipt for inspection.
- b. Forward all questions related to the preparation of E&S plans and NPDES permit applications to ACCD.
- c. Forward to ACCD a consistency letter to confirm that projects meet the intent of the Municipality's stormwater ordinance.

## 3. MUNICIPAL APPROVALS AND ACTIONS

- a. Before issuing any permits or approvals, with the exception of local stormwater approvals, require evidence of an issued Individual NPDES permit, authorized General NPDES permit, or approved E&S permit (if required), or an approved E&S plan where municipal regulations require an approved E&S plan (where NPDES or E&S permits are not required). Per Section 102.43, Municipalities may not issue building or other permits to applicants proposing earth disturbance activities requiring a permit under Chapter 102 without that permit being issued.
- b. Where violations of Chapter 102 or NPDES permitting regulations are discovered, cooperate with ACCD to document and resolve the violations. Cooperation may entail providing access or copies of approved subdivision or land development plans, issued permits, review comments, revocation of municipal permits, and other reasonable measures legally and practically available to the Municipality.
- c. Encourage the preservation and responsible use of all of Allegheny County's natural resources.



## **II. Chapter 105 – Water Obstructions and Encroachments**

### **PURPOSE**

Pennsylvania's Chapter 105 program regulates obstructions and encroachments to waterways, their 100 year floodways, and wetlands in the Commonwealth. It also establishes the thresholds for permitting requirements for encroachment or obstruction activities to jurisdictional waters and wetlands. The regulations also specify for requirements related to dam and floodway activities. This section of the MOU establishes the delegation authority for the Chapter 105 program given to ACCD by PA DEP.

### **DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum, ACCD shall, within the limits of its capabilities and within the scope of its Delegation Agreement with PA DEP, administer and implement the Commonwealth's Chapter 105 program.

#### **1. RECORDS, RESOURCES, MATERIALS and DOCUMENTS**

- a. Provide to the Municipality a schedule of Chapter 105 application fees and sufficient quantities of all necessary forms via the ACCD website. ACCD will promptly notify the Municipality of any changes in the application fees.
- b. Make available on the ACCD website information and materials related to the Chapter 105 program. Municipalities are encouraged to provide the link to ACCD website on their own municipal website.
- c. Serve as a repository for all Chapter 105 General Permit applications and associated E&S plans, inspection reports, complaint information, and other materials and documents concerning the conduct of encroachment and obstruction activities related to the Chapter 105 program.
- d. Maintain a filing system, in accordance with DEP's Records Retention Policy and public information policy, that is available for Municipality review.

#### **2. CHAPTER 105 GENERAL PERMIT REVIEW & PERMIT ACKNOWLEDGEMENT**

- a. Receive all Chapter 105 General Permit numbers 1, 2, 3, 4, 5, 6, 7, 8 and 9 applications (and corresponding fees) for review. Applications will be processed within timeframes established by DEP.

#### **3. INSPECTIONS**

- a. ACCD will periodically conduct inspections of acknowledged Chapter 105 General Permits 1-9 to ensure compliance with permit conditions and Chapter 105 regulations.
- b. ACCD will conduct on-site investigations of complaints regarding both permitted and illegal water obstructions and encroachments, with the exception of dams, flood control structures constructed, owned (or maintained by a governmental unit), and commercial dredging activities.

#### **4. MUNICIPAL ASSISTANCE**

- a. ACCD will assist the Municipality with environmental problems, permit applications and resource management issues within the scope and resources of ACCD's role under the Chapter 105 program. ACCD will enlist assistance from cooperating agencies when appropriate.
- b. ACCD will provide an invitation to the Municipality to all appropriate educational events.

#### **5. MEETINGS**

- a. ACCD staff, at the request of the Municipality, will meet with municipal representatives to provide information or to discuss issues related to the Chapter 105 regulations.

- b. ACCD staff, where appropriate, will notify the Municipality of any site meetings related to inspections, violations or complaints and invite the Municipality to attend these meetings.

### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall provide the following:

1. Refer residents to ACCD when they have questions on permitting or earth moving activities related to streams, wetlands, ponds, springs, or other waters regulated under Chapter 105.
2. Distribute fact sheets and other educational materials provided by ACCD.
3. Retain copies of correspondence in keeping with records retention schedules from ACCD pertaining to the Chapter 105 program for municipal purposes.
4. Forward any complaints related to the Chapter 105 program to ACCD within 10 calendar days of receipt.
5. Provide ACCD with changes to its contacts as to where the Municipality would like copies of correspondence sent.

### **III. NPDES Municipal Separate Storm Sewer Systems - MS4**

#### **PURPOSE**

Most Municipalities in Allegheny County and the County itself are subject to NPDES permit requirements for Municipal Separate Storm Sewer Systems (MS4). The purpose of this agreement is to coordinate, where possible and desirable, the activities of the Municipalities and the County associated with MS4 permit requirements. While not all requirements lend themselves to coordination, several of the requirements are such that coordination could result in decreased compliance cost and greater efficiency for both the Municipality and County. The following details the municipal and ACCD responsibilities by Minimum Control Measure (MCM).

#### **MCM 1 – PUBLIC EDUCATION AND OUTREACH**

##### **DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum, ACCD shall, within the limits of its capabilities:

1. Distribute an educational publication to developers, contractors, farmers, or other stakeholders in Allegheny County once per permit year at minimum.
2. Maintain on the ACCD website information related to stormwater regulations, educational materials, and resources. It is recommended that Municipalities provide a link from the municipal website, if available, to the ACCD website.
3. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated Municipality of the above activities and any other educational activities conducted by ACCD that would be applicable for MS4 permit compliance. Include, where possible, copies of the educational materials, the dates distributed, and a summary or list of those the material was distributed to in the summary.

##### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall, within the limits of its capabilities:

1. Where practical and applicable, notify ACCD of opportunities or ideas for joint educational opportunities that ACCD might host to help fulfill MS4 requirements.
2. Where practical and applicable, notify ACCD at least 30 calendar days in advance of municipal public outreach events where ACCD could play a role in providing public outreach.

#### **MCM 2 – PUBLIC PARTICIPATION**

##### **DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall, within the limits of its capabilities:

1. Convene a relevant public participation event in Allegheny County, once per permit year at minimum.
2. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated Municipality of the above activities and any other public participation activities conducted by ACCD that would be applicable for MS4 permit compliance.

##### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall, within the limits of its capabilities:

1. Where practical and applicable, notify ACCD of opportunities or ideas for joint activities that ACCD might host to help fulfill MS4 requirements.

2. Where practical and applicable, notify ACCD at least 30 calendar days in advance of municipal public outreach events where ACCD could play a role in providing public outreach.

#### **MCM 4 – CONSTRUCTION SITE STORMWATER MANAGEMENT DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum, ACCD shall, within the limits of its capabilities:

1. Meet all of its responsibilities listed in the E&S section of this MOU.
2. Annually, no later than 30 days after the end of the permit year, provide a summary to each regulated Municipality of ACCD activities conducted in the Municipality. The summary will include:
  - a. The number of sites inspected and the number of inspections conducted.
  - b. The number of complaints received, the number of inspections conducted in response to complaints, and the number of complaints referred to other parties.
  - c. The number of enforcement actions taken.
  - d. A list of NPDES permits issued with the date of issuance, expirations and permit number
  - e. The number of E&S plans reviewed.

#### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall, within the limits of its capabilities:

1. The Municipality will meet all of its responsibilities listed in the E&S section of this MOU.
2. Retain all correspondence from ACCD in keeping with the records retention schedule including copies of inspection reports, permit authorizations, notices of violation, E&S plan approvals and other correspondence needed by the Municipality for MS4 documentation purposes.
3. Provide copies of ordinances related to stormwater management, erosion and sediment control and illicit discharges within 30 days of adoption.

## **IV. AGRICULTURAL RELATED ACTIVITIES**

### **PURPOSE**

To conserve the agricultural resources of Allegheny County, by educating local Municipalities and the public. This document encompasses but is not limited to, Nutrient Management, erosion control on farms, and compliance related topics.

### **DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum, ACCD serves as a source of technical assistance, resources, and leadership relating to agricultural farming. The following are applicable to Municipalities across Allegheny County:

1. Ensure that each farmer has a Manure Management Plan (Chapter 91.36) developed for every farm that produces or applies manure on its ground, with no limit on size or scope of operation. Once the farm size reaches certain thresholds based on livestock, further considerations for nutrient management may be required (such as Act 38 or CAFO). These plans must be available upon request for review from the operator on site/landowner, but are not required to be submitted for review or approval.
2. Administer the State's Act 38 program (also known as the Nutrient Management Law). ACCD staff reviews nutrient management plans and conducts onsite yearly status reviews relating to nutrient application. The act states that "concentrated animal operations" will be required to develop and maintain a nutrient management plan. Concentrated animal operations (CAOs) are defined as agricultural operations where the animal density of all livestock on the farm exceeds 2 animal equivalent units (AEUs) per acre on an annualized basis. The definition includes all livestock, including nonproduction animals such as horses used for recreation and transportation. An operation with less than 8 AEUs is not considered to be a CAO regardless of the animal density.
3. Oversee 25 PA Code Chapter 102.4(a) (Erosion & Sediment Control) relating to agriculture operations. Chapter 102.4 requires all farming operations that disturb at least 5,000 sq. ft. to have a Conservation Plan or an Agriculture E&S plan developed and implemented. This also includes no-till planting, as well as Animal Heavy-Use Areas (AHUAs) where at least 5,000 sq. ft. of earth is disturbed. These plans must be available upon request for review by ACCD from the operator on site/landowner, but are not required to be submitted for review or approval.
4. Conduct complaint investigations regarding nutrient and sediment pollution events.
5. Provide the Municipality with related resource materials at the request of the Municipality.

### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, within the limits of its capabilities and available resources, the Municipality shall:

1. Forward to ACCD any agricultural complaint relating to, but not limited to nutrient pollution and sediment pollution.
2. ACCD highly recommends that the Municipality require development of these plans before building permits for agricultural operations are approved. The Municipality should not release permits to agricultural operations, until those landowners can produce a Nutrient or Manure Management Plan AND Conservation (or Agriculture E&S) Plan.
3. Make available to the public any educational materials provided by ACCD.

## **V. WATERSHED PROGRAM**

### **PURPOSE**

ACCD's Watershed Program goals are to educate, create, and foster grassroots volunteer watershed efforts, monitor water quality, and serve as a resource on all things water related in Allegheny County. The Watershed staff should be used as a resource by community members, businesses, schools, and especially Municipalities. The Watershed staff can help Municipalities address issues such as stream water quality, wetlands, pond management, stormwater education, groundwater recharge, and volunteer conservation efforts among many others. An important job of the Watershed staff is to help remove local streams from the state's list of impaired waterways, which can be accomplished by combining the efforts of ACCD, surrounding landowners, businesses, and the Municipality. This MOU helps to define how ACCD and the Municipalities can work together to achieve all of these goals.

### **DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum, ACCD shall, within the limits of its capabilities:

1. Help to keep the Municipality informed of local watershed associations/group activities within its jurisdiction. The types of activities these organizations conduct can assist Municipalities in their MS4 requirements (i.e. public education and public participation).
2. Provide copies of resource and educational materials ACCD may create on topics such as stormwater management, riparian buffers, floodplains, groundwater recharge, water conservation, backyard conservation, and other natural resource issues.
3. Provide current and useful information on the ACCD website that the Municipality can use on how to protect water resources (i.e. local watershed plans, lists of volunteer watershed groups, stormwater action plans, electronic versions of educational publications, and a host of other useful tools).
4. Assist the Municipality with watershed or water quality/quantity issues and permit applications that fall within ACCD's area of expertise. ACCD will enlist the services of cooperating agencies when necessary.
5. Distribute an educational publication to developers, contractors, farmers, or other stakeholders in Allegheny County once per permit year at minimum.
6. Provide the Municipality with watershed technical training opportunities once per MS4 permit year at a minimum.
7. Notify Municipalities of public participation events, as appropriate, 30 days prior to the event.

### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall, within the limits of its capabilities:

1. Support local volunteer watershed groups as they devise ways to educate, restore, or improve the local watershed within your Municipality.
2. Inform ACCD of water related natural resource issues.
3. Where practical and applicable, notify ACCD at least 30 calendar days in advance of municipal public outreach events where ACCD could play a role in providing public outreach.
4. Cooperate with ACCD on studies, pilot projects, or surveys related to water resource conservation within the Municipality.

## **VI. DIRT AND GRAVEL/LOW VOLUME ROADS PROGRAM**

### **PURPOSE**

ACCD administers the Dirt, Gravel, and Low Volume Roads (DGLVR) Program in Allegheny County. The DGLVR Program was established to fund projects which promote cost-effective, environmentally sound maintenance practices to correct erosion, runoff, and pollution problems. The mission of the Dirt, Gravel, and Low Volume Roads Program (and therefore the responsibility of ACCD) is to provide education, technical assistance, and funding to minimize the impact of unpaved roads and trails on natural landscapes and hydrology.

### **DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum, ACCD shall, within the limits of its capabilities, staff the Dirt, Gravel, and Low Volume Roads program for the Municipalities in Allegheny County, including:

1. Provide technical assistance in the identification and prioritization of candidate roadways.
2. Provide technical assistance in the preparation of grant applications and supporting documentation.
3. Provide technical assistance in the execution of the projects.
4. Engage expert guidance from the Penn State Center for Dirt and Gravel Road Studies as needed.
5. Execute the program in keeping with state guidelines in order to ensure continuing access to the funds by the Municipality.
6. Inform the Municipality as to when the grant rounds are open and proposals are being accepted.

### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall, within the limits of its capabilities:

1. Ensure that at least one staff or board member attends a no-cost, two-day Environmentally Sensitive Maintenance course presented by the Penn State Center for Dirt and Gravel Road Studies. At least one person must have completed the course within the past five years for the Municipality to be eligible for program funds.
2. Be knowledgeable of the program guidelines and execute programs in keeping with them.
3. Ensure that quality projects are put forward for program grants such that the funds are put to the highest and best use.

## **VII. DATA COLLECTION AND INFORMATION SYSTEMS**

### **PURPOSE**

Data, information systems, and technological infrastructure are prerequisites for providing meaningful analysis, recommendations, insight, and forecasting for future initiatives. As such, both parties acknowledge, support, and promote the foundational importance of data, information systems, and technological infrastructure. This agreement provides the basis for collecting and sharing data amongst the agreeing parties.

### **DISTRICT RESPONSIBILITIES**

In carrying out the intent of this memorandum ACCD shall, within the limits of its capabilities, continue to develop, maintain, support, and use data to perform the duties and responsibilities of our programs and initiatives.

1. Data collected by ACCD will only be utilized to promote clearly definable, mutually supported objectives, functions, programs, and appropriate public uses of data.
2. ACCD will provide appropriate data, imagery, analysis, reports, and insight to Municipalities.
3. ACCD will not use data in any way that misrepresents the integrity, quality, or accuracy of the data collected.
4. ACCD will protect data from unauthorized use by employees or others not associated with this agreement.
5. ACCD will support and maintain the technology infrastructure necessary to perform the duties and responsibilities as outlined in this agreement.
6. ACCD will continue to explore, develop, and recommend emerging information systems that provide value, ease of use, and mutual benefit.

### **MUNICIPAL RESPONSIBILITIES**

In carrying out the intent of this memorandum, the Municipality shall, within the limits of its capabilities:

1. Support ACCD in defining clear, mutually supported objectives, functions, programs, and appropriate public uses of data.
2. Support ACCD in collecting and interpreting relevant Municipal data.
3. Refrain from utilizing ACCD data and analysis in any way that misrepresents the integrity, quality, or accuracy.

Agreeing parties also acknowledge that information and technological systems continuously change and evolve. Any new advances, datasets, or initiatives that push the limits of this agreement may be resolved through the use of addendums.



## VIII. EXECUTION

This Memorandum of Understanding shall become effective only after it has been adopted by vote of the governing bodies of both parties. Signatures must be those of a member of the governing body authorized to sign for the governing body.

This Memorandum of Understanding may be terminated by either party for any reason. Termination of this Memorandum of Understanding must be by certified mail. Termination shall become effective 30 days after receipt of the notice of termination.

This Memorandum of Understanding shall be reviewed periodically by either or both parties and may be amended by mutual consent of both parties.

With the execution of this Memorandum of Understanding any previous Memorandum of Understandings between the Municipality and the District shall be invalid.

This Memorandum of Understanding will be reviewed every three years and, as appropriate, revised and re-executed.

### **ALLEGHENY COUNTY CONSERVATION DISTRICT (To be signed in approval upon return)**

By:

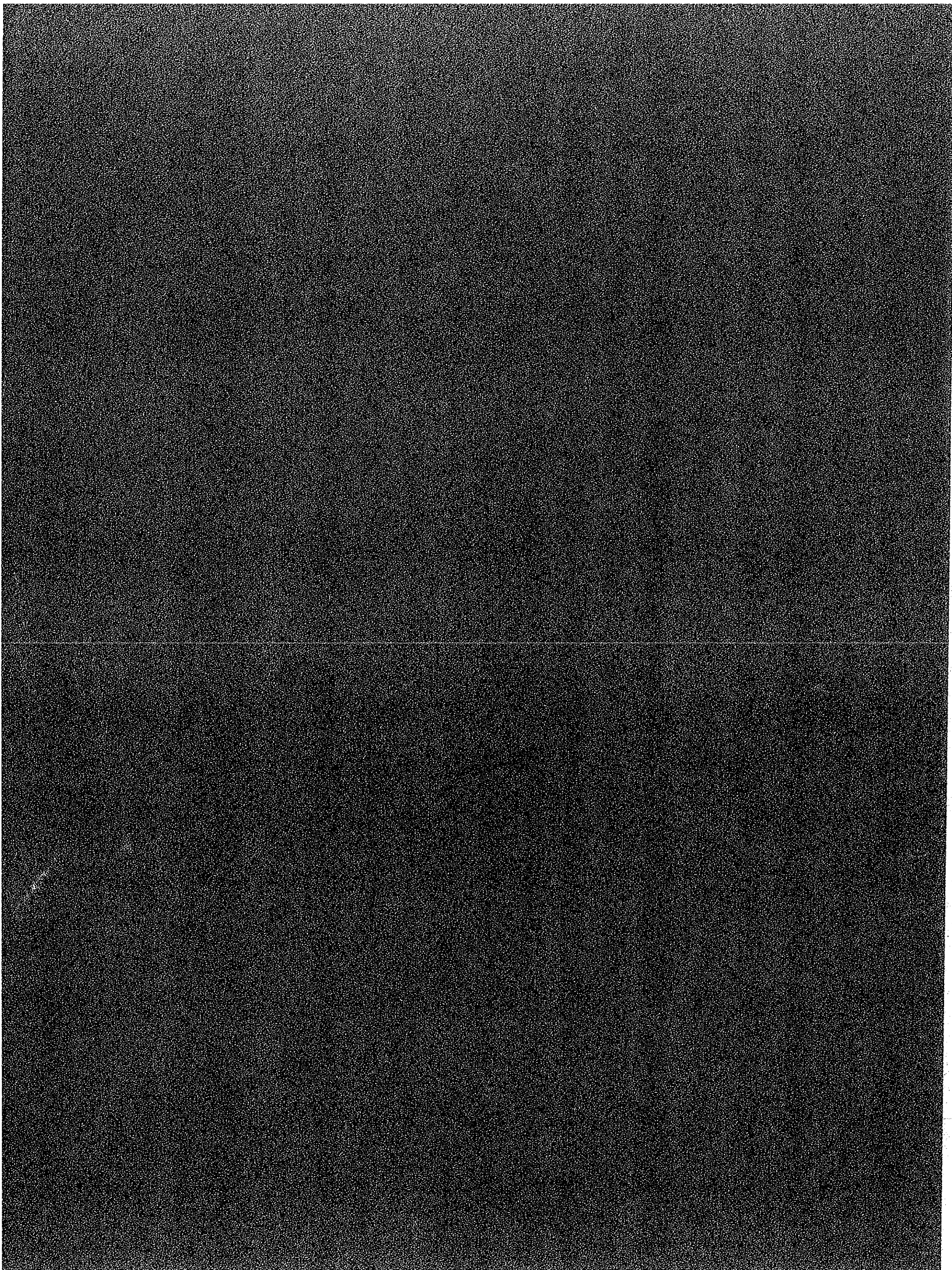
Date:

West Deer Municipality (Please sign and return to ACCD)

By:

Title: Chairman, Board of Supervisors

Date:



**FORBES CONSENT ORDER**

THE BOARD RECEIVED THE ATTACHED CONSENT ORDER IN REGARD TO:

Ariel and Brandon Forbes

v.

Board of Supervisors of West Deer Township

MR. HAPPEL.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE TOWNSHIP'S SOLICITOR'S EXECUTION OF THE PROPOSED CONSENT ORDER AND ITS SUBSEQUENT PRESENTATION TO THE ALLEGHENY COUNTY COURT OF COMMON PLEAS FOR REVIEW AND APPROVAL.

MOTION      SECOND      AYES      NAYES

MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MR. FLEMING	___	___	___	___

15

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA

ARIEL AND BRANDON FORBES,

Appellants,

v.

BOARD OF SUPERVISORS OF WEST  
DEER TOWNSHIP,

Appellee.

: CIVIL DIVISION

:

: No. SA 15-000630

:

: **CONSENT ORDER**

:

:

:

: Filed on Behalf of:

:

: Ariel and Brandon Forbes, Appellants;  
: and

:

: Board of Supervisors of West Deer  
: Township, Appellee

:

: Counsel of Record:

:

: Alice B. Mitinger, Esquire  
: Cohen & Grigsby, P.C.  
: 625 Liberty Avenue  
: Pittsburgh, PA 15222-3152  
: (412) 297-4652

:

: Douglas I. Happel, Esquire  
: Griffith, McCague & Wallace, P.C.  
: 408 Cedar Avenue  
: Pittsburgh, PA 15212  
: (412) 830-3690

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA

ARIEL AND BRANDON FORBES, : CIVIL DIVISION  
:   
Appellants, :   
:   
v. :   
: No. S.A. 15-000630  
BOARD OF SUPERVISORS OF WEST :   
DEER TOWNSHIP, :   
:   
Appellee. :

**ORDER OF COURT**

The parties to this appeal, Ariel and Brandon Forbes (“Forbes”) and West Deer Township (“Township”), agree to the terms of this Consent Order, with respect to the Forbes’ appeal of the July 16, 2015 decision of the Board of Supervisors of West Deer Township, relating to property located at 997 Deer Creek Road (“Subject Property”). And now this \_\_\_ day of \_\_\_\_\_, 2016, it is hereby ORDERED as follows:

**Relevant Facts**

1. Jurisdiction and venue are proper in this Court because the Subject Property is located in Allegheny County, Pennsylvania.
2. The Forbes are the owners of the 10-acre Subject Property, located in R (Rural Estate) Zoning District of the Township. The Subject Property has formerly been used both as a working farm and for a residence. An historic barn remains on the property and the Forbes live in the restored farmhouse. Access to the property is by means of a looped driveway with two ingress/egress points on Deer Creek Road.

3. The Forbes intend to renovate and restore the existing barn and use the property as a gathering place for wedding ceremonies, receptions, and other limited events including bridal showers, birthday parties, corporate retreats and community events.

4. Pursuant to Sections 4.2.169, 5.4 and 23.4.32 of the Township Zoning Ordinance (“Ordinance”), the Forbes sought conditional use approval for the proposed use as a “Place of Assembly,” which the Ordinance defines as a “structure or area of land that is designed for the assembly of collection of persons, for civic, political, religious, educational, or social purposes, and where recreation, amusement, or dining may occur as accessory activities.”

5. The specific conditions set forth in Section 23.4.32 include: a minimum lot area of 1 acre; primary visitor drop-off and pick-up area designed to minimize traffic impacts on the surrounding neighborhood; submission of a traffic study; identification of ingress/egress based on projected peak hour traffic; hours of operation and events scheduled to minimize negative impacts; location not within flight path of airport runway; and lighting that does not pose navigation hazard to an airport.

6. The Township Planning Commission recommended approval of the application for conditional use approval and the Board of Supervisors conducted two public hearings on the application.

7. The Board of Supervisors voted to deny the application and issued a written decision on July 30, 2015, which included the Board’s determination that the proposed use was not a “Place of Assembly” as described in the Ordinance.

8. Following a status conference and pursuant to an October 29, 2015 Consent Order, the parties submitted briefs on the issue of whether the proposed use is a “Place of Assembly.”

9. With its January 26, 2016 Opinion and Order, the Court held that the proposed use is a "Place of Assembly" under the West Deer Ordinance.

10. Based on the Court's determination and the record evidence, the parties reached agreement to allow the proposed "Place of Assembly" conditional use on the Subject Property, subject to the following conditions:

- a. The Forbes acknowledge that they must submit and the Township must approve a Subdivision and Land Development plan ("Land Development Plan"), in accordance with the Township's requirements and the requirements of the Pennsylvania Municipalities Planning Code, before the issuance of a certificate of occupancy.
- b. A fence and/or landscaping shall be provided to define the sloped portion of the front setback area on Deer Creek Road ("Front Setback") (as generally identified in the attached Exhibit A and as more specifically described in the Land Development Plan) and activities associated with an event shall not take place within the Front Setback.
- c. All amplified music is to originate within the barn and no speakers or other types of amplification equipment are to be located outside, with the exception of limited amplification for a ceremony or acoustic instruments.
- d. All lighting is to be directed away from adjacent properties and shall be designed in accordance with the Township of West Deer Zoning Ordinance and/or Subdivision and Land Development requirements.
- e. The Land Development Plan will include sufficient entrance signage and lighting, consistent with the Township of West Deer Zoning Ordinance and/or Subdivision and Land Development requirements.
- f. Except as otherwise provided herein, the hours of operation will be from 11 a.m. until 9 p.m., Sunday through Thursday; and from 11 a.m. until 11 p.m., on Friday and Saturday. All guests will be required to depart within half an hour after an event's end. Staff, deliveries and other support activities are not subject to the event hours, but shall not begin before 8 a.m. for any event and shall end no later than 10:30 p.m., Sunday through Thursday, and no later than 12 a.m. on Friday and Saturday.
- g. No more than 200 guests shall be permitted to attend any event.
- h. A "Small Event" shall be one intended for up to 50 guests and may include, but is not limited to, birthday parties, showers, family reunions or corporate retreats. No security personnel will be required for a Small Event. A Small Event may commence at 9 a.m. No more than 5 Small Events may be held per week.

- i. A "Large Event" shall be one intended for 51 to 200 guests and may include, but is not limited to, wedding ceremonies and receptions. For Large Events, security personnel and parking attendants are required. No more than 3 Large Events may be held per week.
- j. A total of no more than 6 events of any size shall be permitted per week.
- k. In the event that the Forbes provide off-site parking to comply with the parking requirements, the off-site parking area must be identified and evidence of a valid agreement with the owner of the parking area and with the provider of shuttle service from the off-site parking to the Subject Property must be provided to the Township.
- l. In the event that on-site parking is provided, the number and location of parking spaces shall be identified in the Land Development Plan and shall be designed in accordance with the Subdivision and Land Development requirements, including storm water management standards.
- m. Compliance with all federal, state and local requirements regarding service of alcohol is required, with evidence of licensing or other authorizations provided to the Township upon request.
- n. Compliance with all federal, state and local regulations regarding the collection, storage and disposal of solid waste and/or waste water and sewage is required and evidence of compliance shall be provided to the Township upon request.
- o. Township zoning personnel are authorized to enforce the provisions of the Ordinance and the conditions set forth in this order in accordance with the Pennsylvania Municipalities Planning Code.
- 11. The Board of Supervisors has authorized its Solicitor to execute this Consent

Order.



For these reasons, this \_\_\_\_\_ day of \_\_\_\_\_, 2016, the Court approves the proposed consent order, consistent with the terms set forth herein.

By the Court:

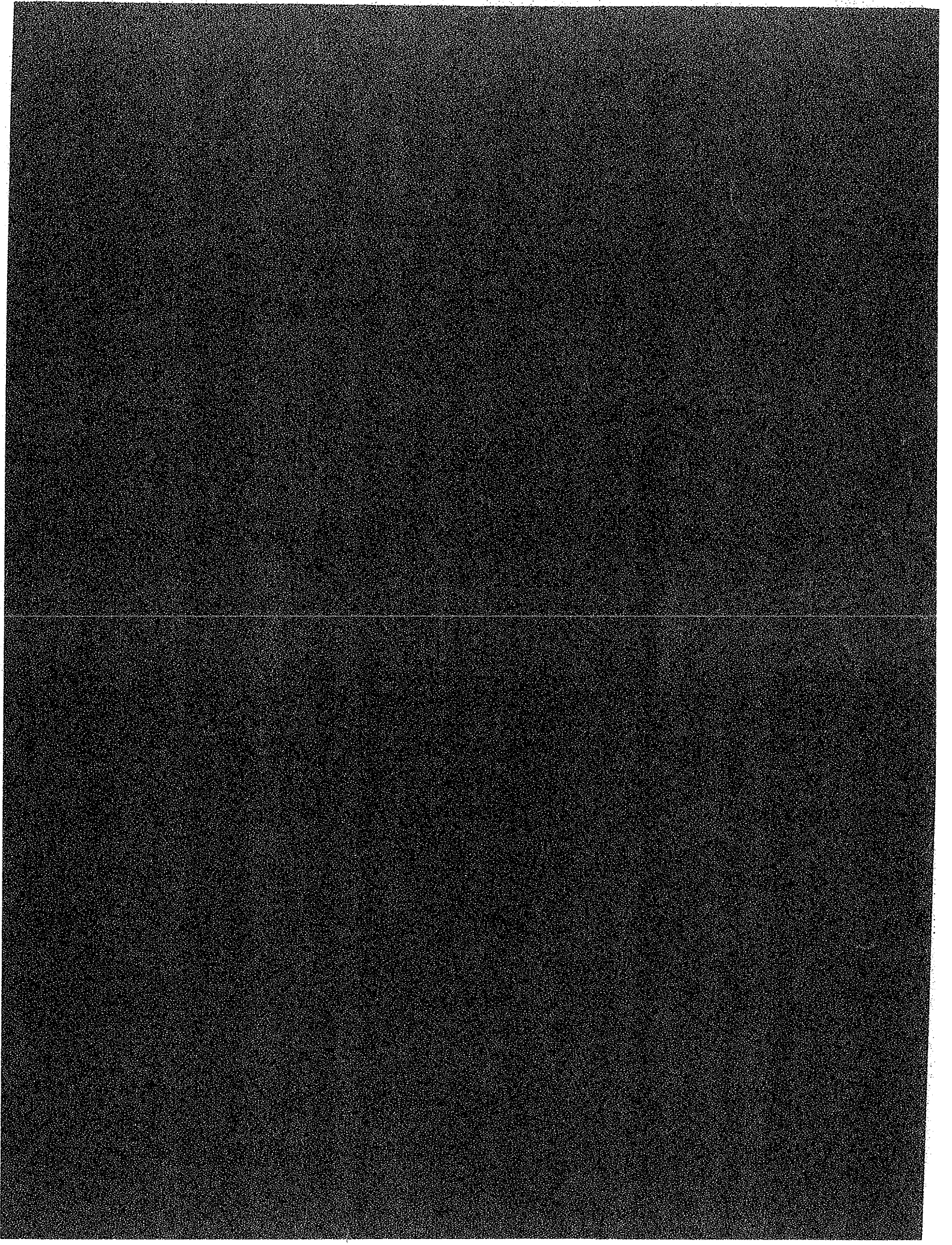
\_\_\_\_\_  
J.

Consented to:

\_\_\_\_\_  
Douglas I. Happel, Esquire  
On behalf of Township of West Deer

\_\_\_\_\_  
Alice B. Mitinger, Esquire  
On behalf of Ariel and Brandon Forbes

2252952.v2



**RESOLUTION NO. 2016-10: DUI GRANT**

ATTACHED IS RESOLUTION NO. 2016-10 AUTHORIZING THE TOWNSHIP MANAGER, DANIEL MATOR, TO SIGN THE DUI GRANT ON BEHALF OF WEST DEER TOWNSHIP.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2016-10.

	MOTION	SECOND	AYES	NAYES
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLEMING	___	___	___	___

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**RESOLUTION**

#2016-10

BE IT RESOLVED, by authority of the Board of Supervisors  
(Name of governing body)  
\_\_\_\_\_ of the Township of West Deer,  
(Name of Municipality)  
Allegheny County, and it is hereby resolved by authority  
of the same, that the Township Manager of said Municipality,  
(designate official title)  
Authority be authorized and directed to sign the attached grant on its  
behalf.

ATTEST

Township of West Deer  
(Name of Municipality)

\_\_\_\_\_  
(Signature and designation  
of official title)

Daniel J. Mator, Jr., Township Manager  
Print or type above name and  
title

By: \_\_\_\_\_  
(Signature and designation  
of official title)

Jeffrey D. Fleming, Chairman  
Print or type above name and  
title

(SEAL)

I, Daniel J. Mator, Jr., Township Manager  
(Name) (Official title)  
of the Township of West Deer, do hereby certify that  
(Name of governing body or municipality)

the foregoing is a true and correct copy of the Resolution adopted at  
a regular meeting of the Board of Supervisors of the Township of West Deer,  
(Name of governing body)

held the 15 day of June, 20 16.

DATE: June 15, 20 16

\_\_\_\_\_  
(Signature and designation  
of official title)

Daniel J. Mator, Jr., Township Manager  
Print or type above name/title

101 2017 0000 0001 1mp 0000

Cover Page

Applicant Agency WEST DEER TOWNSHIP (02220)  
Project Title North Hills D.U.I. Task Force

Sponsoring Grant Agency (if applicable)

Person who prepared this application Brian Dobson

SAP Billing Code 000

Please describe the project or task force in general and the success or results or previous grants. Provide information on the population and demographics or the area involved in the project, etc.

Also explain partnerships within the task force or project (i.e., working with PSP and other local departments.) In addition, provide information on the training experiences and needs in SFST and PennDOT checkpoint training.

The West Deer Township Police Department is responsible for the grant duties for the North Hills D.U.I. Task Force. This task force has worked with several task forces: Butler County, Butler - PSP, City of Pittsburgh, West Hills, and Armstrong - PSP on several major holiday events to have support on the roadways to target D.U.I. operators. The D.U.I. Coordinator will contact and meet with the Chiefs of Police from the participating Municipal Police Departments and develop a timetable and enforcement activities. The North Hills D.U.I. Task Force has been conducting sobriety checkpoints since 1994.

We presently own all the necessary equipment to conduct sobriety checkpoints but may need at times to maintain, update or replace outdated or damaged equipment. Each full scale checkpoint will be operated during the peak D.U.I. hours for a period of approximately five (5) hours. This time period would include 15 minutes before briefing time, 15 minutes set - up time, 4 hours of operation, and 15 minutes of break - down and 15 minutes of debriefing time. Pre and post operations briefings will be conducted by the Coordinator, in conjunction with the local Chief of Police for the specific municipality where the check point will be conducted. Location consideration shall be given to the areas with the highest incidents

101 2017 West Deer Twp 000

**ProjectDescription continued**

of D.U.I. and/or speed related accidents. The primary objective of the location shall be to create the perception of police presence and enforcement in predetermined problem areas. Areas that cannot statistically support a full scale checkpoint will be targeting areas with roving patrols. For the purpose of this grant, West Deer Township will be the administrator of the D.U.I. checkpoint program. They are responsible for reimbursing the other participating departments by check for the appropriate amounts due to them for the salaries of officers from their respective departments participating in this program as trained members of the team. The designated D.U.I. checkpoint program coordinators will be Officer Brian Dobson and Chief of Police Jonathan Lape also is the Project Director. The D.U.I. checkpoint coordinators will be the person responsible for the development of operational plans, training of assigned personnel, site selection, manpower deployment, assignments and fiscal management of the program. The coordinator will work with the Chief of Police from the municipality where the checkpoint operations are to be conducted. It is estimated that the co-coordinators will spend 9 hours between them per checkpoint and roving patrols performing administrative functions related to this program, public relations details with other task force agencies (media events, parades) or participating in events with other task force agencies. A mobile command post will be leased from the West Deer Township Police Department at a cost of \$125.00 per checkpoint, for the full scale checkpoints. The command post is capable of providing lighting, electricity, communications and personal protection from the weather elements. For the full time checkpoints, (20) officers will be needed to conduct these checkpoints. Due to the major roadways and traffic volumes (1000 plus vehicles) we need to supply enough officers to work in the "safety zone". The zone is the area designated to make arrests, issue citations and assist with other administrative duties.

PROBLEM IDENTIFICATION

Please describe the impaired driving-related highway safety problems in the communities or areas under the project jurisdiction. Reveal the problem through examples of PennDOT supplied crash data as well as local crash enforcement data. It is important to identify roadways with a high number of alcohol-related crashes and incidents.

The North Hills region of Allegheny County has historically had a high number of serious motor vehicle accidents, D.U.I. accidents and D.U.I. arrests. While drunk driving fatalities nationwide have steadily decreased in recent years, the numbers in Pennsylvania remain virtually unchanged. In 1994, the municipalities of Bradford Woods, Etna, Indiana, Marshall, Pine, Richland, Shaler and West Deer recognized the continued problem of driving under the influence within their communities and joined together to form the North Hills D.U.I. Task Force. In 2009, O'Hara Twp. and West View Boro.. joined and in 2010 Ross Twp joined to help combat the drunk driving, aggressive driving and underage drinking problems. These municipalities are transected by seven (7) major state roadways. They are PA Routes 8, 28, 910, U.S. Route 19, McKnight Rd, Interstate 279, 79 and the PA Turnpike. In addition to numerous other heavily traveled roadways such as Warrendale-Bayne Rd, Bakerstown Rd, Mt. Royal Boulevard, Freeport Rd, Thompson Run Rd, Three Degree Rd, and Babcock Blvd.. A large increase has also been seen in residential and commercial population throughout these communities, with concurrent increase in traffic volume. Population and size for participating municipalities is as follows:

**Problem Identification continued**

Name	Square Miles	Population 2010
Etna Borough	.80	3,451
Indiana Twp.	17.50	7,253
Bradford Woods Borough		
Marshall Twp.		
Richland Twp.		
(Total of all 4)	53.00	30,683
O'Hara Twp.	10.00	8,407
Ross Twp.	14.90	31,105
Shaler Twp.	10.70	28,757
West Deer Twp.	28.65	11,771
West View Borough	1.30	6,786
TOTALS	136.85	128,213

Speeding and traffic violations are often cited as contributing factors in police accident reports. The topography of the region often adds to these problems as portions of these roadways are dark and winding with many side streets and driveways. Driving under the influence compounds the aforementioned issues, and serves as a significant factor in many crashes. In many of the participating municipalities, the percentage and D.U.I. arrests stemming from crashes involving intoxicated drivers meets or exceeds the state average of 30%. Aggressive media campaigns have served to raise public awareness of the risk detection and apprehension of drunk drivers. There is increasing evidence that those who can be deterred by the possibility of arrest and the severity of current sanctions are refraining from driving under the influence. The departments that participate in the North Hills D.U.I. Task Force have a strong enforcement record and routinely apprehend drunk drivers through regular traffic enforcement activities, making 819 D.U.I. arrests since 1994. The greatest



**Problem Identification continued**

potential, therefore, for effecting a reduction in the numbers of drunk drivers in the regions and to help reduce the number of alcohol related crashes is continued operations of the task force. The pooling of resource and manpower and multi-jurisdictional nature of this effort provide the best opportunity for aggressive, targeted, enforcement actions through Sobriety Checkpoints, Roving D.U.I. Patrols and other activities.

Since its inception in early 1994, the North Hills D.U.I. Task Force has conducted 195 enforcement activities. Through those activities, over 68,808 vehicles have been stopped/checked, and over 4,934 operators have been detained. Of those detained, 1865 were tested for D.U.I. and 867 were subsequently arrested.

## PROGRAM GOALS

Please provide the goal(s) of the project as well as the program objectives. The goal(s) should be a general end result for the project. Some examples of program goals are: "reduce impaired driving crashes", "increase seat belt usage", or "decrease aggressive driving crashes". Objectives measure the success of the program. They are specific targets that are measurable and attainable in a given period of time. Some examples of program objectives are: "to increase contacts by 10%", "to reduce impaired driving related crashes by 8%", or "to increase the seat belt rate 4%".

Goal: Reducing Impaired (DUI) Driving

### **Objectives for this goal**

Increase highway safety by 10 percent through aggressive enforcement of D.U.I. laws, speed limits, seat belt usage and all other operator and vehicular requirements. Reduce by 3 percent, the frequency and severity of motor vehicle accidents, especially in areas where D.U.I. and speed are contributing factors to accidents. Increase public awareness of highway safety problems and cause of accidents through coordinated efforts with media. Decrease alcohol usage among younger individuals by 5 percent, specifically those under the age of twenty one (21) years through school education and awareness programs. Working with other D.U.I. Task Force agencies through the Western Alliance Team D.U.I. Task Force to show enforcement throughout the regional area to combat D.U.I. driving around holiday seasons. This is all in conjunction with N.T.S.H.A. checkpoint strike force details. Increase the amount of S.F.S.T., checkpoint and D.U.I. Law Enforcement training for task force members. Implementation of D.U.I. Enforcement Activities and Special Events. Designate a program coordinator within the police departments. The coordinator will be responsible to work with the local departments, approve checkpoint times and locations, handle equipment acquisitions, draft and operational policy and otherwise manage the program details. Update and maintain operational policy and Description continued procedures, maintain and augment equipment and material as needed. Plan and import a publicity campaign to include the news media, press releases and press conferences.

**Description continued**

The North Hills D.U.I. Enforcement activities to be conducted from October 2016 to September 2017. Currently our task force is conducting four (4) fully staffed sobriety checkpoints. These checkpoints are staffed with approximately 20 officers, including perimeter patrols. This type of checkpoint is established on roadways with high incidents of alcohol related crashes and high traffic volumes. All vehicles traveling through a fully staffed checkpoint are stopped and the driver examined for signs of intoxication. The manpower is to increase help with D.U.I. arrests, traffic citations and administrative duties. We currently conduct five (5) D.U.I. Roving Patrols. The patrol consists of 8 municipal jurisdictions providing one or two patrol officers. Roving patrols concentrate on areas know for high in incidents of crashes involving drunk drivers, fatal accidents and D.U.I. arrests. To operate the roving patrols we are requesting manpower of 10 officers for five (5) details to assist with D.U.I. arrests, processing and officer back up and safety. 6/7/2016

**BUDGET NARRATIVE**

Use this section to provide any necessary explanations of the proposed budget (i.e., if there are multiple coordinators or equipment needs.)

We are planning on having four (4) stationary and five (5) roving checkpoints through the grant period. All of the agencies will be participating in all events. It is estimated that the full scale checkpoints would cost approximately \$25,000.00 and the roving details would cost approximately \$15,625.00. Listed below is the approximate overtime rate for all participating departments.

Etna	\$ 44.00
Indiana	\$ 58.00
Northern Regional	\$ 60.50
Ross	\$ 60.50
Shaler	\$ 60.50
West Deer	\$ 49.00
O'Hara	\$ 63.00
West View	\$ 58.00

The average overtime rate is \$61.85

Note: These rates are projected based on 3% annual increases but are subject to change as per each department contract for the years 2016 - 2017.

**SALARIES AND BENEFITS**

**Position / Title** Co-Coordinator

**Hours** 36

**Rate** \$64.00

**Total** \$2,304.00

**Fringe Amount** \$0

**Fringe Rate** 0 %

**Job Description**

The task force will designate a program coordinators within the police departments. The co-coordinators will be responsible to work with the local police departments, approve checkpoint times and locations, handle equipment acquisitions, draft and operational policy and otherwise manage the program details. Update and maintain operational policy and procedures.

Maintain and augment equipment and material as needed. Plan and implement a publicity campaign to include the news media, press releases and press conferences. Implement checkpoints at times and locations determined by the program coordinators to maximize enforcement impact, with the approval of the various Chiefs of Police. Monitor program activities and evaluate the program's effectiveness. Forward progress reports to the PA Department of Transportation. Initiate an aggressive underage drinking campaign.

**SALARIES AND BENEFITS**

**Position / Title** Coordinator

**Hours** 45

**Rate** \$50.52

**Total** \$2,273.40

**Fringe Amount** \$0

**Fringe Rate** 0 %

**Job Description**

The task force will designate a program coordinators within the police departments. The co-coordinators will be responsible to work with the local police departments, approve checkpoint times and locations, handle equipment acquisitions, draft and operational policy and otherwise manage the program details. Update and maintain operational policy and procedures.

Maintain and augment equipment and material as needed. Plan and implement a publicity campaign to include the news media, press releases and press conferences. Implement checkpoints at times and locations determined by the program coordinators to maximize enforcement impact, with the approval of the various Chiefs of Police. Monitor program activities and evaluate the program's effectiveness. Forward progress reports to the PA Department of Transportation. Initiate an aggressive underage drinking campaign.

**SALARIES AND BENEFITS**

**Position / Title** Phlebotomist

**Hours** 45

**Rate** \$32.00

**Total** \$1,440.00

**Fringe Amount** \$0

**Fringe Rate** 0 %

**Job Description**

A Phlebotomist is on staff, for the purpose of obtaining blood withdraws, in the event it is required or desired (i.e.: alcohol and drug involvement) and will be paid \$32.00 dollars an hour for services.

**TRAVEL**

**Name** Lodging

**Amount** \$1,100.00

**Description /Justification**

Attend any State and/or Federal conferences pertaining to DUI, traffic and seat belt enforcement. These monies will be used to pay for lodging as needed to attend these conferences.



**TRAVEL**

Name Mileage

Amount \$450.00

**Description /Justification**

Mileage reimbursement for attending any State and/or Federal conferences pertaining to DUI, traffic and seat belt enforcement.

**TRAVEL**

**Name** Subsistence

**Amount** \$150.00

**Description /Justification**

To attend any State and/or Federal conferences pertaining to DUI, traffic and seat belt enforcement. These monies will be used to pay for food and any material needed for conferences.

**CONTRACTUAL SERVICES**

**Name** Lighting Support

**Amount** \$800.00

**Description / Justification**

Support from local fire departments at a cost of \$200.00 dollars per checkpoint, for four (4) full scale checkpoints. They will be able to provide lighting, electricity, communications and personal protection from weather elements.

**CONTRACTUAL SERVICES**

**Name** Mobile Command Post

**Amount** \$500.00

**Description / Justification**

A mobile command post trailer will be leased from the West Deer Township Police Department at a cost of \$125.00 per checkpoint, for the four (4) full scale checkpoints. The command post trailer is capable of providing lighting, electricity, communications and personal protection from weather elements. The command post is also used for the Phlebotomist to conduct blood draws on suspected individuals of DUI.

**EQUIPMENT**

Please include each type of equipment separately.

**Item Collapsible Road Cones**

**Amount \$275.00**

**Description / Justification**

These collapsible Road cones will be used for traffic control at full scale checkpoints. These cones will be quicker to set up and save space in the dui trailer. This will be a five pack with carrying case.

**GOODS AND SERVICES**

**Type** Office Supplies

**Amount** \$50.00

**Description / Justification**

Paper, pens, copier usage and any incidentals needed to operate the checkpoints and roving patrols.

**OVERTIME ENFORCEMENT**

**Type:** Full Scale Sobriety Checkpoint

**Provide description of average hourly rate, duration, and number of officers:**

Full scale checkpoint will entail 20 officers at an average hourly rate of 61.85. The duration of the checkpoint will be 5 hours, from set up to clean up.

**No. of Events** 4

**Total** \$24740.00

OVERTIME ENFORCEMENT

Type                    Roving Patrol Officers

Provide description of average hourly rate, duration, and number of officers:

Roving DUI Patrol will consist of 10 officers with an average hourly rate of \$61.85.  
The Roving Patrol will last 5 hours from briefing to debriefing.

No. of Events    5

Total            15462.50



**INDIRECT COST**

**Name** Indirect Costs

**Amount** \$450.00

**Description / Justification**

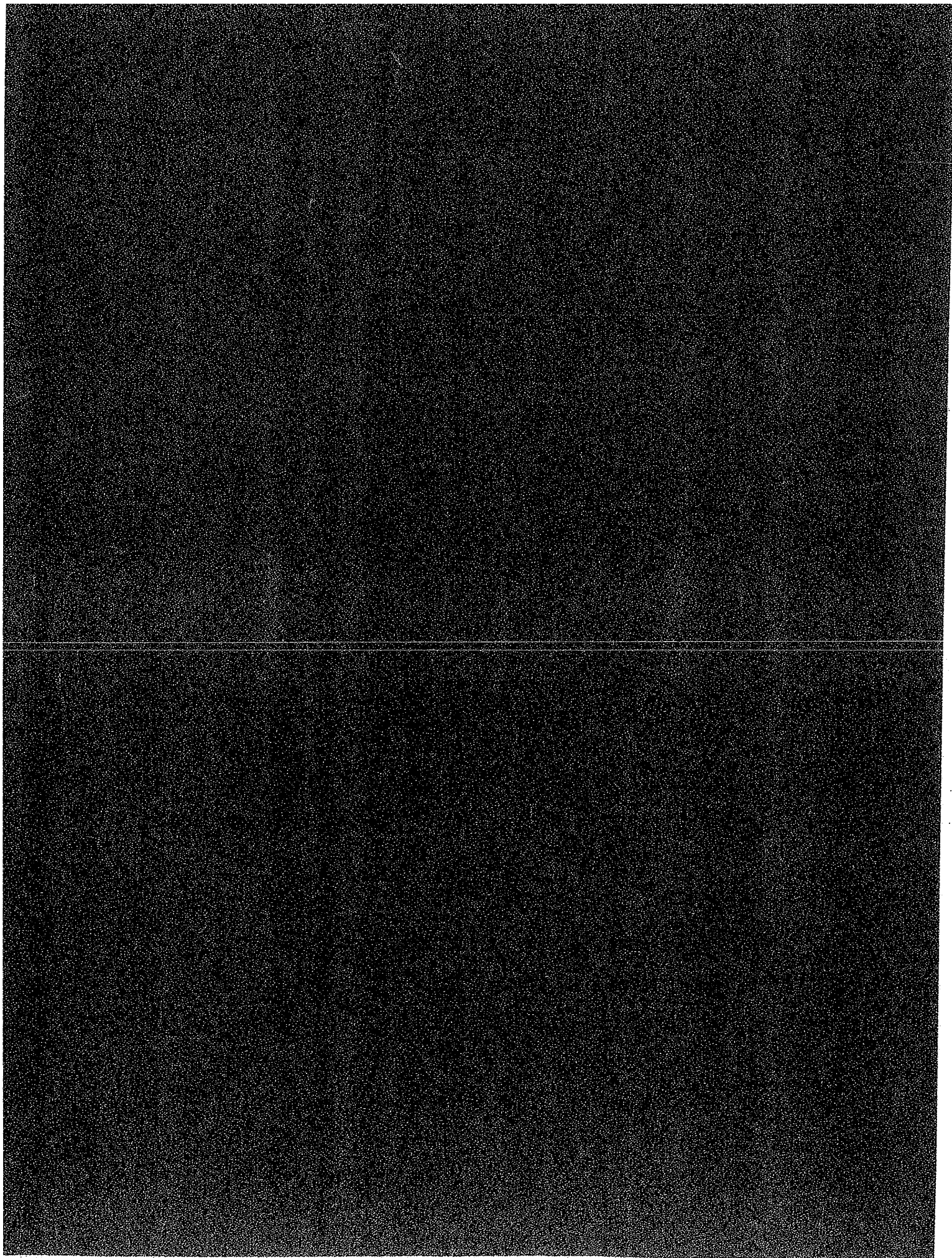
This money is used for the police departments' administrative duties for budget reimbursement.

**BUDGET SUMMARY**

Budget	BHSTE Share
1. Salaries and Wages	\$6,017.40
2. Employee Benefits	\$0
3. Travel	\$1,700.00
4. Contractual Services	\$1,300.00
5. Equipment	\$275.00
6. Good and Services	\$50.00
7. Overtime Enforcement	\$40,202.50
8. Indirect Cost	\$450.00
<b>Total Project Cost</b>	<b>\$49,994.90</b>

	<b>Total</b>	
<b>Overtime Enforcement</b>		
(\$61.85 per hr)		
Full Scale Checkpoint (4)	\$24,740.00	
Roving DUI Patrol (5)	\$15,462.50	
\$40,202.50		
<b>Salaries and Benefits</b>		
Co-Coordinator (64.00)	\$2,304.00	
Co-Coordinator (50.52)	\$2,273.40	
Phlebotomist (32.00)	\$1,440.00	
\$6,017.40		
<b>Contractual Services</b>		
Command Post	\$500.00	
Lighting Support	\$800.00	
\$1,300.00		
<b>Total</b>	\$49,994.90	
<b>Grant Total</b>		

<b>Equipment</b>	<b>Total</b>	
Collaspable Cones	\$275.00	
<b>Good and Services</b>		
Office Supply	\$50.00	
<b>Travel Expenses</b>		
Lodging	\$1,100.00	
Milage	\$450.00	
Subsistence	\$150.00	
\$1,700.00		
<b>Indirect Cost</b>	\$450.00	
<b>Total</b>	<b>\$2,475.00</b>	



**AUTHORIZE ADVERTISEMENT: ACCEPTANCE OF WHISPERING PINES DRIVE**

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

THE FINAL PAVING FOR WHISPERING PINES DRIVE WAS COMPLETED AND ALL OF THE UNITS ARE CONSTRUCTED ON WHISPERING PINES DRIVE, THEREFORE, THE TOWNSHIP CAN ACCEPT WHISPERING PINES DRIVE.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE ADVERTISEMENT OF THE ORDINANCE ACCEPTING WHISPERING PINES DRIVE. THE BOARD WILL CONSIDER ADOPTION OF THE ORDINANCE AT THEIR JULY 20, 2016 MEETING.

	MOTION	SECOND	AYES	NAYES
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLEMING	___	___	___	___

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**ACKNOWLEDGEMENT: AGRICULTURAL SECURITY AREA APPLICATION – DILLNER PROPERTIES**

THE TOWNSHIP RECEIVED A PROPOSAL FOR AN APPLICATION TO THE AGRICULTURAL SECURITY AREA WITHIN WEST DEER TOWNSHIP. AT THIS TIME, THE BOARD WILL NEED TO ACKNOWLEDGE THE APPLICATION FOR THE TIMELINE TO BEGIN THE ASA PROCESS.

APPLICANTS: DONALD G. & JANE E. DILLNER

<u>PROPERTIES:</u>	<u>ACREAGE:</u>
*4140 Sandy Hill Road	1.61 acres
*9 Old Springhouse Lane	22.5 acres
*4120 Sandy Hill Road	20.09 acres
*3700 Sandy Hill Road	40 acres
TOTAL ACREAGE:	84.2
ZONING DISTRICT:	R – RURAL ESTATE

(ASA application timeline attached).

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ACKNOWLEDGE THE TOWNSHIP RECEIVED THE APPLICATION FROM DONALD G. & JANE E. DILLNER AND TO ADVERTISE AND POST THE NOTICE AS REQUIRED BY THE ASA AND ALSO TO REFER IT TO THE ALLEGHENY COUNTY CONSERVATION DISTRICT AND THE TOWNSHIP PLANNING COMMISSION FOR THEIR REVIEW.

	MOTION	SECOND	AYES	NAYES
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. FLEMING	___	___	___	___

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# ASA Application Timeline

180 Day Application Period

## **Process Initiation**

The ASA form is submitted to the local governing body with a return receipt requested.

## **Start of the ASA Application Process (Day 1)**

The local government will acknowledge the ASA application and send a return receipt to the applicant. The date on the return receipt is the official day 1 of the application process.

## **Public Notification (By Day 15)**

The local governing body shall provide public notification of an ASA proposal within 15 days of the date of the receipt.

## **Window for Objections and Proposed Modifications (By 15th Day After Public Notification)**

All objections and proposed modifications to the ASA that has been proposed are due to the local governing unit by the 15th day after public notification has been presented.

## **Planning Commission and Advisory Committee Review (Up to 45 Days)**

Upon the completion of the 15 day window for objections and proposed modifications the ASA proposal will be forwarded to the County Planning Commission and local Advisory Committee for Review.

The planning commission and advisory committee will have up to 45 days to review the ASA application.

## **Public Hearing and Local Government Decision (Up until the 180th Day)**

Upon the expiration of the 45-day review period or the delivery of the reports from the planning commission and advisory committee a public hearing shall be held.

The purpose of the hearing is for the local government unit to decide whether to reject or adopt the ASA proposal or any modification of the proposal.

If the local governing unit fails to come up with a decisions by the 180th day the ASA proposal shall be deemed adopted.

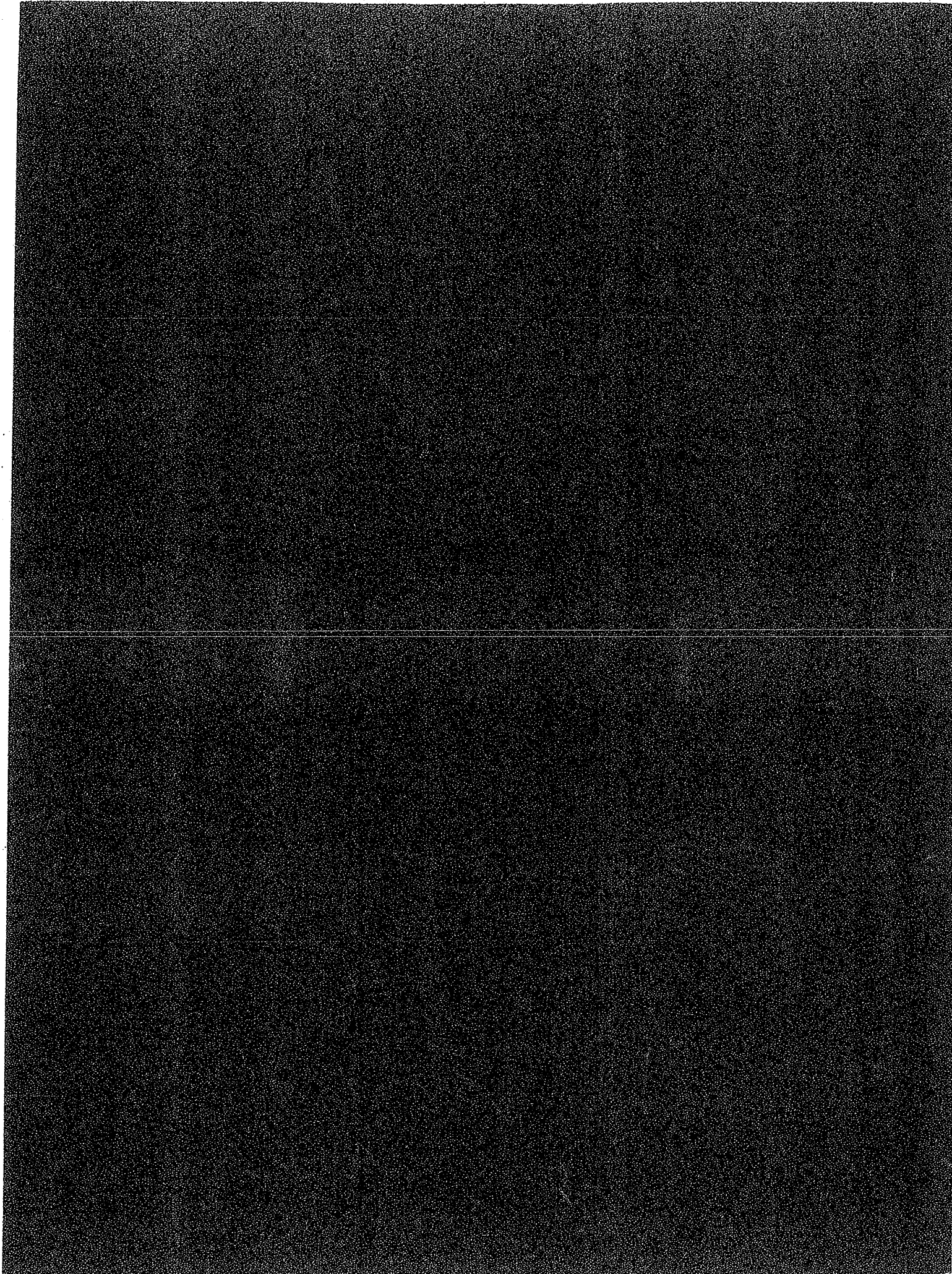
## **Notice of Decision (By the 10th Day after the Local Government's Decision)**

Regardless of whether the local government decided to adopt or reject the ASA proposal the local government is require to notify all affected landowners within 10 days of the decision.

## **Filing of ASA Description (By the 10th Day after the Local Government's Decision)**

If an ASA proposal has been passed or modified then the local government must file a description of the ASA with the county planning commission, county recorder of deeds and the planning commission of the local community affected.





**CREATE HOME RULE CHARTER COMMISSION**

THE FINANCIAL AND LEGAL COMMITTEE MET AND – BASED ON THE PRESENTATION BY MICHAEL FOREMAN OF THE GOVERNOR’S CENTER FOR LOCAL GOVERNMENT SERVICES AND THE RECOMMENDATION OF THE TOWNSHIP MANAGER – RECOMMENDED THE FORMATION OF A HOME RULE CHARTER COMMISSION.

THE COMMITTEE RECOMMENDS THE CREATION OF A COMMISSION MADE UP OF THREE OFFICIALS (CHAIRMAN JEFF FLEMING, VICE-CHAIR RICHARD DISANTI, AND TOWNSHIP MANAGER DANIEL MATOR), AND FOUR RESIDENTS WHO HAVE EXPRESSED INTEREST (JACK BEST, JIM CESNICK, BRANDON FORBES, AND BEV JORDAN). MR. FOREMAN AND TOWNSHIP SOLICITOR SAM HAPPEL WOULD BE PRESENT TO OFFER GUIDANCE.

THE COMMISSION WILL HOLD WORK SESSIONS AND PUBLIC MEETINGS TO DISCUSS THE HOME RULE CHARTER, AND WILL REPORT TO THE BOARD OF SUPERVISORS WITH RECOMMENDATIONS AND/OR OPTIONS.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO CREATE THE HOME RULE CHARTER COMMISSION AS STATED.

	MOTION	SECOND	AYES	NAYES
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MR. FLEMING	___	___	___	___

## **COMMITTEE REPORTS**

### **Engineering & Public Works Committee**

Chairman – Mr. Florentine

### **Financial, Legal & Human Resources Committee**

Chairman – Dr. DiSanti

### **EMS Oversight Committee**

Chairman – Mr. Vaerewyck

### **COG Report**

Mr. Vaerewyck

**OLD BUSINESS**

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**NEW BUSINESS**

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## **SET AGENDA / Regular Business Meeting**

July 20, 2016

6:00 p.m. – Executive Session

6:30 p.m. – Regular Business 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
  - D. Tax Refunds
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. Ordinance: Acceptance of Whispering Pines Drive
14. Authorize Advertisement: Bids for Solid Waste/Recycling Contract
15. West Deer Nightmare/Haunted House 2016
16. Nike Site Earthwork
17. Nike Site Handicap/Walking Trail
18. 2017 Road Program (preliminary)
19. Authorize Advertisement: Policy and Procedures Manuals
20. Home Rule Charter Update
21. Committee Reports
22. Old Business
23. New Business
24. Set Agenda/August 17, 2016
25. Comments from the Public
26. Adjournment

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**ADJOURNMENT**

I MOVE TO ADJOURN AT \_\_\_\_\_ P.M.

	MOTION	SECOND	AYES	NAYES
MRS. ROMIG	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. FLEMING	___	___	___	___

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