

WEST DEER TOWNSHIP SUPERVISORS MEETING



February 17, 2016

5:30 p.m./Public Hearing/Conditional Uses

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
February 17, 2016**

**5:30 p.m. – Public Hearing/Conditional Uses
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. Resolution #2016-3/Allegheny County 2015 Hazard Mitigation Plan
14. Resolution #2016-4/Copper Creek Planning Module
15. Lot Consolidation Plan & Land Development/Site Plan–Concordia at Rebecca Residence
16. Ippolito Site Plan
17. Nagy 2-Lot Subdivision
18. Contract 16-01/Curtisville Plan No. 1 Storm Sewer Project
19. Police Vehicles
20. Public Works Truck
21. Dump Body for 2001 Mack Truck
22. Public Works Mini Excavator
23. Code Software
24. Home Rule Charter Technical Assistance
25. Resignation/Zoning Hearing Board member
26. Resolution #2016-5/Vacant Property
27. Consolidated Cable Franchise Agreement
28. Committees
29. Old Business
30. New Business
31. Set Agenda/March 16, 2016
32. Comments from the Public
33. Adjournment

1 Call to Order

2 Pledge of Allegiance

3 Roll Call

4 Executive Session Held

**THE BOARD HELD AN EXECUTIVE SESSION
PRIOR TO THE MEETING TO DISCUSS LEGAL
AND PERSONNEL ISSUES.**

REGISTERED COMMENTS FROM THE PUBLIC

- None.

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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 JANUARY 20, 2016 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ACCEPT THE MINUTES OF THE JANUARY 20, 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
January 20, 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, Joyce A. Romig and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

Chairman Fleming opened and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

No Executive Session was held.

REGISTERED COMMENTS FROM THE PUBLIC:

- Mr. Mike Micklow, MacArthur Drive, Russelton
 - Addressed the Board in regard to a follow-up on his allegation that a Public Works employee used Township equipment on private property in the Russelton II plan. Mr. Micklow was informed that the Township did investigate the issue and determined that the area cut was within the Township's right-of-way. Mr. Micklow requested a letter from the Township stating its determination, and Mr. Mator stated he would send one.

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. Jack Best, West Starz Road
 - Mr. Best addressed the agenda format, Public Comments, the Seven Springs Conference in regard to the spouse's expense, and the revising of Home Rule Charter.

He stated that he has always been against the current public comment format, but that if the Board used that format, then the public should have greater detail in the agenda so they know what the Board will be voting on. He cited an example from the current agenda where an item simply said "Home Rule Charter." He stated that the title gave him no idea what the Board was going to be talking about in regard to the Home Rule Charter.

Mr. Best then commented that he heard a rumor that the Board had approved sending spouses to the Seven Springs Conference, and that – if the rumor was true – he was opposed to it. Supervisor DiSanti asked where Mr. Best heard this rumor, and Mr. Best replied that he saw it on the internet. He then asked the Board if the information was true or not.

Supervisor Vaerewyck replied that spouses were paid to attend the conference the past five or six years, and that the Board had voted to do the same this year. Supervisor Florentine replied that he didn't recall them voting on sending spouses to the conference at the Board's January meeting, however, which caused Mr. Best to ask his question again.

Dr. DiSanti and Chairman Fleming stated that the information was incorrect, as there was no such motion made at the January meeting. Mr. Happel clarified that there was a discussion which took place at the January meeting on whether or not spouses could be taken, that the motion was tabled, and that no motion was made to pay for spouses to attend the conference at the January meeting.

Mr. Best then returned to the discussion of why the Home Rule Charter was on the agenda by asking if the Charter was going to be rewritten. Mr. Happel explained that the motion was on the agenda because there have been comments made over the past decade that the Charter – adopted in 1974 – was in need of updating. Mr. Best then curiously replied that if the Charter needs updating, it should be done by a group of citizens and sent to a public vote, and not rewritten by the Township Manager and Township Solicitor. Mr. Happel agreed with Mr. Best that there needs to be community involvement, and supported Mr. Best's argument by stating that such a change *has* to go before the voters as a referendum. Mr. Best then asked who would then be responsible for making any changes.

At this point, Mr. Mator realized there might be confusion in the room as to where Mr. Best heard that the manager and solicitor were rewriting the Charter, and informed everyone in attendance of the source of that confusion. He read from a Facebook post which read, "They have on the agenda to have the manager and solicitor rewrite the Charter." Mr. Mator then read the actual motion on the meeting agenda. It stated, "I move to authorize the Township Manager and Township Solicitor to explore possible methods to update the Township Charter."

Mr. Mator explained that exploring options for updating the Charter and bringing them back to the Board of Supervisors is completely different from he and the solicitor rewriting the document on their own. He added that nowhere in any of the documentation provided to the Board did it state that he and the solicitor were rewriting anything.

Supervisor Vaerewyck replied to Mr. Mator's explanation by stating that it was he who made the aforementioned Facebook post. He asserted that he had done so because the issue of exploring options to update the Charter was not discussed at the prior meeting, the motion was added between the meetings, and that the agenda was not published one week prior to the meeting. Mr. Vaerewyck therefore reasoned that when he "all of the sudden" saw the motion to explore options of updating the Charter – and that he recalled people on Facebook posting that Township "decisions are made in the back room" – he saw this as a perfect example of a such a back door decision.

Mr. Best again expressed his concern that the Home Rule Charter should not be rewritten by a paid employee (the manager) and a contractor (the solicitor). Mr. Mator agreed, and explained to Mr. Best that – contrary to Supervisor Vaerewyck's statement – this matter did not come up "all of the sudden" and that he never excluded the public from his recommendations to the Board. To support his argument, he read from one of his manager's report to the Board of Supervisors in 2011 where he stated, "I feel it would probably be wise to set up a commission [a commission is made up of citizens] to review the rest of the Code and Charter."

Mr. Mator then stated that he went through his reports, and that about every three months he would remind the Board that they cannot let the matter slide because there are items which need updated. He added that the Charter has some good parts, but there are parts which need updated because they fail the public— as Mr. Best mentioned that evening and Mr. Vaerewyck brings up regularly. Mr. Mator then asked Mr. Best that – in that light – what would be wrong with reviewing the document.

Mr. Best agreed with the idea of reviewing the Charter, and stated that he just wanted to make sure it was done properly. He said he felt that the last tax increase was done improperly, unlike when the Township instituted the Fire Tax in 2005.

Supervisor Vaerewyck stated that he felt the Charter should not be updated, but that he felt it should be followed as it is.

Supervisor DiSanti used the Fire Tax comment to alert the public that when the Fire Tax was placed on the ballot in 2005, he had suggested updating the Charter in at the same time because he felt it would help West Deer. The sentiment of the fire departments, however, was that they did not want to tie the Tax to the Charter updates for concern one might cause the other to be defeated. Mr. Best agreed, and Dr. DiSanti restated that he felt now – as he did back in 2005 – that Charter updates would be beneficial for West Deer Township.

- Mr. Jim Cesnick, Michael Road
 - Mr. Cesnick addressed the Board in regard to the Home Rule Charter, and two items from the last meeting: the Treasurer position and expenses for spouses attending the Seven Springs Conference.

He mentioned that he read the copy of the Charter that had been given to him, and agreed that there were parts of the Charter that could be made better. Mr. Cesnick also echoed Mr. Best's concern, however, that he felt any changes should be done through an open process that involved citizen input.

Mr. Cesnick then addressed the Board and offered his opinion that the Treasurer's duties are spelled out specifically in the Charter, and that the position should be separate from that of the Township Manager.

Mr. Happel asked Mr. Cesnick to clarify if he was saying that the Charter explicitly states that one person is prohibited from holding both offices. Mr. Cesnick replied that the Charter does not prohibit it, but that it delineates each position. Mr. Happel then remarked that the issue is an agenda item that would be discussed during the meeting.

Mr. Cesnick lastly addressed the matter of spouses being reimbursed for their attendance at the Seven Springs Conference. He said that the Board could pay for spouses, but – if they did – then the IRS would view that as income. Mr. Cesnick then cited the Charter where it states that supervisors are not permitted to receive income.

- Mr. John Hollibaugh, West Starz Road
 - Mr. Hollibaugh addressed the Board on the Treasurer position and the Seven Springs Conference.

He first asked Mr. Mator if the Treasurer position was a paid position. Mr. Mator replied that it is not.

Mr. Hollibaugh then stated that he was at the last meeting and heard the discussion. So he asked Mr. Mator that if the Finance Officer could not be the Treasurer because of segregation of duties, and Mr. Mator as the Township Manager could not be the Treasurer as some argued, then the Township would have to pay someone to perform the duty. Mr. Mator again responded affirmatively.

At this point, Supervisor Vaerewyck interjected, and stated that Mr. Mator's response was incorrect. Mr. Vaerewyck asserted that because the Finance Officer position was not in the Township Charter, the position did not exist. He added that the Treasurer duties spelled out in the Charter were being performed by Mrs. Nardis.

Mr. Hollibaugh then asked Mr. Vaerewyck if Mrs. Nardis was permitted to serve as the Treasurer. Supervisor Vaerewyck answered that she is indeed permitted to be the Treasurer, to which Mr. Hollibaugh replied that he shared Mr. Mator's concern from the previous meeting that putting someone in a position to both cut the checks and sign the checks presents a greater chance of fraud. He added that Mr. Mator serving as the Treasurer added a level of "checks and balances."

Supervisor Vaerewyck disagreed by responding that the checks and balances would exist in the fact that the Treasurer reports to Mr. Mator, and that Mr. Mator would still sign the check as well. Mr. Mator corrected Mr. Vaerewyck by saying that the only people who sign the checks – as per the Charter – are the Treasurer, the Chairman of the Board, and the Vice-Chairman. He added that, in their stead, another Supervisor would be permitted to sign the check.

Mr. Hollibaugh brought the conversation back to his original question and again asked Mr. Mator if he was paid to be the Treasurer. Mr. Mator replied that he was not paid to be the Treasurer, and that if Mr. Hollibaugh was asking if he had a vested interest in being the Treasurer, the answer is "absolutely not." Mr. Hollibaugh responded that was what he was asking.

Mr. Hollibaugh then asked about the Seven Springs Conference. He said he too read the Facebook posts by Mr. Vaerewyck where Mr. Vaerewyck claimed he was against paying for spouses to attend the conference in an effort to save the Township money – a position Mr. Hollibaugh applauded. Mr. Hollibaugh, however, said he found it ironic that Mr. Vaerewyck was opposed to this practice, yet voted on the same practice the past three years. He also asked Mr. Vaerewyck if he took his own wife last year. Mr. Vaerewyck answered that he did take his own wife, and that it was the incorrect thing to do.

Mr. Hollibaugh followed that question by asking Supervisor Vaerewyck if – when he posted his posts on Facebook – he notified the public that he voted for the practice and that he took his own wife in the past. Mr. Vaerewyck responded that he did notify the public. Mr. Hollibaugh stated that he had not seen such posts, and again asked Supervisor Vaerewyck if he voted on the practice and took his wife last year. Mr. Vaerewyck responded that he did not, then immediately corrected himself and said he took his wife one time in 2015, and that he gave Mrs. Nardis a check reimbursing the Township for his wife's expenses. Mr. Hollibaugh was confused by Supervisor Vaerewyck's answers and asked for clarification.

Mr. Vaerewyck explained that the motion did not mention spouses, and asked Mr. Hollibaugh if he felt spouses should be paid for to attend conferences. Mr.

Hollibaugh responded that he was not sure how he felt on the matter, but that he felt Mr. Vaerewyck should divulge all the information, not just the portions that support his argument. Supervisor Vaerewyck replied that he brought the information to the attention of the residents, and that some citizens commented that they had not known spouses were being paid for to attend the conference based on the motion as stated.

Supervisor DiSanti asked to speak on the matter of the Home Rule Charter, and stated that he felt issues like this are proof that Charter revisions need explored. He then rebutted Supervisor Vaerewyck's earlier statement that the Charter discussion is a new one by adding that revisions have been discussed for over a decade.

Mr. DiSanti then questioned why a Township Supervisor was on Facebook discussing meeting actions when the minutes have not yet been approved by the Board. Supervisor Vaerewyck responded that he has a First Amendment right to speak on the actions. When Supervisor DiSanti responded, "but not to lie, Gerry," Mr. Vaerewyck replied, "Yeah, actually I do."

When the discussion became more argumentative with both the Board and the members of the public, Chairman Fleming brought the discussion to a halt and had the solicitor clarify the matter of whether a supervisor has a First Amendment right to misstate a vote. Mr. Happel explained that there is a duty of each supervisor to the Township to "accurately and timely state for the record" the business that was conducted at the prior meeting. He added that what that means is supervisors have the ability to offer opinions, etc. on matters, but are legally obligated to accurately depict the actions made by the Board of Supervisors.

Mr. Happel then explained that the accurate and timely reporting to the public is done through the approval of the minutes at the following meeting. He stated that the minutes from the January meeting had not been approved yet, but – until they are – changes can be made to the minutes. He therefore said that when a supervisor states that they have a First Amendment right to misrepresent both a motion and a vote at a prior meeting is not correct.

Supervisor Vaerewyck challenged Mr. Happel by stating that the Commonwealth Court "strongly disagrees" with what he just said. Mr. Happel interjected and replied that if Mr. Vaerewyck could provide him a Commonwealth Court case which states that a supervisor can misrepresent a motion and a vote, then "please provide me with that case," because he had cited a Superior Court case in an email he sent to Mr. Vaerewyck regarding this matter which says otherwise.

Mr. Happel further explained that the Board of Supervisors – at their January meeting – voted 6-0 to table the motion regarding the Seven Springs Conference to give him time to research whether spousal reimbursement was considered a fringe benefit. He read from Supervisor Vaerewyck's Facebook post that "Last night the West Deer supervisors voted 4-2 to pay for their spouses to attend Township official's conference." Mr. Happel stated "that never happened."

Supervisor Vaerewyck asked Mr. Happel if he would like to discuss the motion prior to the vote to table, which limited the reimbursement to supervisors only. Supervisor DiSanti replied that the issue is what was posted on Facebook, and asked Mr. Vaerewyck if he posted all the motions, or just the one Mr. Happel read. Dr. DiSanti then offered his opinion that he felt what the Solicitor read from Supervisor Vaerewyck's Facebook post was a "distorted comment that never should have been posted."

Mr. Vaerewyck then replied that Supervisor DiSanti and the Board “were caught paying for spouses going that the Township residents don’t like and now you’re upset that you were caught.” Dr. DiSanti took offense to the accusation of wrongdoing. He commented that Supervisor Vaerewyck took his own wife, then asked if Mr. Vaerewyck reimbursed the Township for his wife. Mr. Vaerewyck replied that he did indeed reimburse the Township. When Supervisor DiSanti asked when that reimbursement took place, Supervisor Vaerewyck responded that he gave Mrs. Nardis a check the prior month in December.

Mr. Mator requested a copy of the cancelled check from Mr. Vaerewyck, because he stated he specifically asked Mrs. Nardis if any reimbursements were ever made to the Township, and in the report she provided from 2007-2016, only one reimbursement was ever made, and that took place in 2008 for \$390 when a supervisor was unable to attend. Supervisor Vaerewyck agreed to provide Mr. Mator a copy of the check.

Supervisor DiSanti then stated that Mr. Vaerewyck took his wife the past two years, but Mr. Mator corrected him by stating that Supervisor Vaerewyck took his wife the past two *times*. Mr. Vaerewyck disagreed, and stated that he only took his wife once, but Mr. Mator said the registration forms he had with him at the meeting showed both the spring and fall conference registrations of his wife.

Dr. DiSanti then chided Supervisor Vaerewyck for accusing the other Board members of doing something he did himself. Supervisor DiSanti again commented that he disapproved of Mr. Vaerewyck posting misstatements on Facebook, and that doing so makes it harder for the Board of Supervisors to perform its duties to the people.

Supervisor Guerre commented that when he first came onto the Board, the supervisors paid for their own spouses. However, he stated, the Board changed that policy many years ago, and voted to pay for the spouses’ attendance.

Mr. Hollibaugh again asked to speak, and stated that he recalled the January discussion that the spousal cost was around \$200 to attend the conference. Mr. Mator generally agreed with that amount, and specified that the actual cost was \$243 in past years. Upon hearing this, Mr. Hollibaugh asked the Board to confirm that they are not paid for being supervisors. The Board concurred with his statement, and Mr. Hollibaugh said that, for \$200, he does not know why the Board is even discussing the matter, and that as a resident he would not mind paying such a small amount for spouses to attend conferences.

Mr. Hollibaugh again criticized the entire discussion and stated he did not know why Mr. Vaerewyck would even post what he did on Facebook. Supervisor Vaerewyck replied that he posted what he did because the Charter forbids it. In response, Dr. DiSanti asked Mr. Vaerewyck why he did it, then.

Chairman Fleming felt it was time to move on, and moved forward to the other agenda items.

ACCEPT MINUTES:

MOTION BY Supervisor Romig and SECONDED BY Supervisor Hollibaugh to accept the minutes of the December 16, 2015 meeting as presented. A roll call vote was taken. Members voting yes, Dr. DiSanti, Mr. Florentine, and Mr. Fleming. Members abstaining/not present at the meeting. Mr. Vaerewyck, Mrs. Hollibaugh, Mr. Guerre, and Mrs. Romig. Motion carried, 3 – yes, 0 – no, 4 – abstention.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Romig to accept the minutes of the January 4, 2016 meeting as presented. Members voting yes, Mr. Vaerewyck, Mrs. Hollibaugh, Mr. Florentine, Mr. Guerre, Mrs. Romig, and Mr. Fleming. Member abstaining, Dr. DiSanti/not present at the meeting. Motion carried, 6 – yes, 0 – no, and 1 – abstention.

Dr. DiSanti thanked Board members for their vote for the appointment of Vice Chairman for 2016 at the Reorganization Meeting and also congratulated Mr. Fleming for his appointment of Chairman along with the reappointment of the Solicitor and the Engineer for 2016.

MONTHLY FINANCIAL REPORT:

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
December 31, 2015

I - GENERAL FUND:

	<u>December</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	318,590.12	5,666,844.26	108.73
Expenditures	1,175,969.76	5,730,753.12	109.96

Cash and Cash Equivalents:

Sweep Account	65,810.96	65,810.96
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	15,108.01
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Fire Tax Fund:

Sweep Account - Restricted	98,796.87
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State/Liquid Fuels Fund:

Sweep Account - Restricted	227,489.52
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341,394.40

Investments:**Operating Reserve Fund:**

Sweep Account - Reserved	1,295,849.43
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Capital Reserve Fund:

Sweep Account - Reserved	346,715.71
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1,642,565.14

**III - CAPITAL PROJECT FUNDS:
Cash and Cash Equivalents:**

	0.00
TOTAL CASH BALANCE 12/31/15	2,049,770.50
Interest Earned December 2015	34.84

Restricted - Money which is restricted by legal or contractual requirements.
Reserved - Money which is earmarked for a specific future use.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to approve the Finance Officer's Report as submitted. Motion carried unanimously 7-0.

LIST OF BILLS:

Best Wholesale Tire Co., Inc.....	173.95
CDW Government, Inc.	1802.23
Culverts, Inc.	2704.00
Fifthroom	1990.00
Griffith, McCague & Wallace, PC.....	959.50
Hei-Way, LLC.....	2102.59
Jordan Tax Service, Inc.....	1313.46
Kress Tire.....	1973.42
Neville Terminal Services LLC	690.90
North Hills COG	6350.00
North Hills COG CATV Fund	5082.11
Office Depot.....	588.48
Shoup Engineering Inc.	1861.50
Staley Communications.....	4422.79
Toshiba Financial Services.....	619.54
Trib Total Media	116.80
Tristani Brothers, Inc.....	367.09

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 7-0.

UTILITIES & PAYROLL:

MOTION BY Supervisor Guerre and SECONDED BY Supervisor DiSanti to pay utilities and payroll from January 21, 2016 to February 17, 2016. Motion carried unanimously 7-0.

TOWNSHIP TREASURER:

At the Reorganization Meeting, there was no action taken on appointing the Township Treasurer for 2016. Mr. Vaerewyck stated it was a violation of the Township Code and Second Class Township Code for the Township Manager to also serve as the Treasurer, and he made the recommendation that Barbara Nardis be appointed the Township Treasurer. Mr. Mator alerted the Board that appointing Mrs. Nardis as the Treasurer would expose the Township to a much greater possibility of fraud.

The Board requested Mr. Mark Turnley, the Township's appointed Auditor, be present to clarify the matter.

Mr. Turnley was present and indicated when he performs an audit, he looks at the positions/job responsibilities, internal controls, and compliance with rules and regulations. Mr. Turnley indicated the Township has a limited staff with only three main people in the office: Daniel Mator, Barbara Nardis, and Cathy Sopko. He stated that most statutory controls are created with larger staffs in mind, and with that being said, he advised that the Board apply a more common-sense approach in interpreting the laws and requirements.

He said that he would first advise that the Board look at the Home Rule Charter in an issue like this. He then added that – absent specific language not allowing those duties to be overlapped – the Board should defer to the Second Class Township Code.

Mr. Turnley stated that it is true in the Home Rule Charter delineates the duties of the Township Manager and the Office of the Treasurer, but he added that – to his knowledge – there is nothing in the Charter which states the two offices cannot be filled by the same person.

He then advised that when one moves to the Second Class Township Code, there is a sentence that says the responsibilities of the Township Manager do not preclude a person in that position from also acting in a capacity as the Treasurer. He added that, whereas the Home Rule Charter does not specifically say that, the Second Class Township Code does.

Mr. Turnley advised that once that argument has been resolved, one must ask what is good for the Township. He asked if it would be considered *reasonable* to have those two positions combined.

He mentioned that the main practice he evaluates when performing the audit is the segregation of duties. Mr. Turnley explained what that means by saying a person responsible for handling the accounting/bookkeeping should not be the same person who has access to the physical asset for which they're doing the accounting. In other words, the person who is doing your bookkeeping should not be handling cash or cash-like items (checks).

Mr. Turnley concluded that in his professional opinion – even though West Deer only has three people to perform all the financial duties – it would not be ideal to have Barbara Nardis serve as both the Finance Officer and the Treasurer. He supported his position by stating that appointing Mrs. Nardis as the Township Treasurer would increase the level of risk to the Township, and that it would be much riskier to have her in that position than it would to have Mr. Mator fulfill the duty since he has a much greater duty of oversight.

Mr. Turnley finished his presentation by stating that the Township has the duties segregated about as well as they can be segregated in a three-person staff. He then reiterated his stance that even though the Home Rule Charter does not address the issue of whether Mr. Mator could serve as both the Township Manager and Township Treasurer, the Second Class Code specifically says that the functions of the Township Manager and the Treasurer can indeed be one in the same.

Supervisor DiSanti asked Mr. Turnley about his opinion of the Township financial operations and whether the Township is helpful toward Mr. Turnley when he performs his audit. Mr. Turnley spoke favorably in regard to the financial operations and confirmed that the staff is always helpful and accommodating.

When Dr. DiSanti began to make the motion, Supervisor Vaerewyck requested discussion. Mr. Mator agreed, and asked Mr. Turnley what other options existed to the Board beyond appointing Mr. Mator or Mrs. Nardis. In particular, he asked how Mr. Turnley's other municipalities handled this issue and whether or not they hired an additional employee, hired an outside firm, or appointed a citizen volunteer to serve as the treasurer.

Mr. Turnley mentioned that in the Township's three-person operation, only one other person could be considered as Treasurer, and that would be Mrs. Sopko. He said he was not recommending such an appointment, but that Mrs. Sopko would have to want to perform the duty, and already handled the deposits.

He mentioned that in the past many depositories (banks) served as the treasurer for municipalities, but that they have deviated from that practice for liability reasons. He said that was a "risk factor" for banks, because they do not have any say-so in the operations of the municipality.

Supervisor Vaerewyck stated that his concern was that the Township Charter spells out the duties of the Treasurer, and that Mrs. Nardis currently fulfills each of those duties. He questioned how – if she was already performing those duties – giving her the title of Treasurer affects the operation of the Township.

Mr. Turnley replied that he would not disagree with what the Charter says regarding the duties, but that when he looks at the Township operation and compares it to other municipalities, the other municipalities "have their Bard Nardis," but that their Barbara Nardis does not sign checks. He therefore questioned whether the Township Charter's language was outdated based on "prudent internal controls" regarding the Township's finances.

Mr. Vaerewyck stated that Mrs. Nardis was already on the signature cards, so he assumed she already has authorization to sign the checks. Mr. Mator and Mr. Turnley, however, clarified the matter by stating that Mrs. Nardis is a signatory for the *bank accounts*, but that only the Treasurer and Chairman/Vice-Chairman can sign checks.

Supervisor Vaerewyck then mentioned that if Mrs. Nardis already has access to our accounts, she can already commit fraud, so there would be no reason to not appoint her the Treasurer based on the description in the Charter.

In response to Mr. Vaerewyck's comment, Mr. Mator asked Mr. Turnley and Mr. Happel if the duties described in the Charter can be delegated, and – if so – if he (as the Treasurer) could delegate part of those listed duties to Mrs. Nardis. Mr. Turnley deferred to the Solicitor, but said he did not see any language which precludes Mr. Mator from delegating his Treasurer duties. However, Mr. Turnley did mention that if the duties were delegated, any adverse actions by the delegate would fall on Mr. Mator. Mr. Mator agreed.

Mr. Happel was in agreement with Mr. Turnley on all points, but he said he did not know if there was any provision in either the Charter or Second Class Township Code permitting delegation. He did, however, read from the Second Class Township Code, which states that the office of Township Manager and Township Treasurer are "not incompatible."

Supervisor Vaerewyck asked for additional clarification in regard to – if the Charter says the Treasurer *shall* make deposits – does that person have to physically make those deposits. Mr. Mator concurred, and mentioned that is why he asked about delegation. He re-phrased his question by asking if he, as the Treasurer, could delegate the deposits to Mrs. Nardis to perform.

At this point, Mr. Mator brought up the earlier discussion regarding the Charter revisions. He stated that if the Charter is going to be followed literally as it is written in 1974, the Township could be in trouble in 2016. He read the Charter's description of the duties of the Township Manager/Secretary as an example, and showed everyone in attendance how almost all the duties listed are performed by Mrs. Sopko.

Dr. DiSanti addressed the Chairman and stated that he supported how Mr. Turnley had advised the Board, and did not see why the Manager could not also serve as the Treasurer and delegate/oversee some of those responsibilities. He added that the Township hired the Manager to oversee all the departments in the Township, that is what the Township pays him to do, and that is what he does.

Supervisor DiSanti concluded that he does not have a problem with the current operation of the Township, and Chairman Fleming concurred. The Chairman then asked if everyone was willing to move on with the motion, and received agreement from the other supervisors.

Based on the information and recommendation received by the Township's appointed Auditor Mr. Mark Turnley, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to appoint Daniel Mator as the Township Treasurer of West Deer Township for the Year 2016. Members voting yes, Mr. Florentine, Mr. Guerre, Mrs. Hollibaugh, Dr. DiSanti, Mrs. Romig, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried, 6 – yes and 1 – no.

FINANCE OFFICER:

At the Reorganization Meeting, there was no action taken on appointing Mrs. Nardis as the Finance Officer. Mr. Vaerewyck stated that the Board could not appoint a Finance Officer because no such position exists in the Township Code.

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to appoint Barbara Nardis as the Finance Officer of West Deer Township for the Year 2016. Motion carried unanimously 7-0.

POLICE CHIEF'S REPORT:

Chief Lape was present and provided a summary report on the Police Department for the month of December 2015. 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 December 2015. A copy of the report is on file at the Township. Questions/comments followed.

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:

- Development/Subdivision Reviews:
 - Copper Creek Plan – Subdivision reviews were performed and review letters were issued on November 24, 2015, December 18, 2015 and January 11, 2016.
 - Concordia Senior Living and Dollar General – Staff level meetings were held with developers on December 15, 2015 to discuss prospective projects.

2016 SALVAGE YARD LICENSE APPLICATIONS:

The Township received the following four (4) applications for the 2016 Salvage Yard License in West Deer Township:

- A) Blazczak Salvage, Inc.
- B) Boulevard Auto & Truck Salvage, LLC
- C) Catanese Brothers Salvage
- D) IAA Acquisition Corp.

All four (4) applicants have paid their fees. Mr. Payne inspected the properties on December 15, 2015 and submitted the checklists as per Township Ordinance Number 349.

- A) **BLAZCZAK SALVAGE, INC.:**
115 Kaufman Road, Gibsonia, PA 15044

The Board received Mr. Payne's inspection/checklist report of the property.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to approve the Blazczak Salvage, Inc., application for the 2016 Salvage Yard License. Motion carried unanimously 7-0.

- B) **BOULEVARD AUTO & TRUCK SALVAGE, LLC**
1813 Saxonburg Blvd., Tarentum, PA 15084

The Board received Mr. Payne's inspection/checklist report of the property.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to approve the Boulevard Auto & Truck Salvage, LLC application for the 2016 Salvage Yard License. Motion carried unanimously 7-0.

- C) **CATANESE BROTHERS:**
663 Little Deer Creek Valley Road, Russellton, PA 15076

The Board received Mr. Payne's inspection/checklist report of the property.

At this time, Mr. Vaerewyck commented on various vehicles and tires located on the property and whether the fencing was correct. He called the property an "eyesore" and questioned Mr. Payne's recommendation to approve the application based on the aforementioned items. Dr. DiSanti commented that a lot of the equipment on the property is for sale.

Mr. Payne indicated that all of Mr. Vaerewyck's concerns were typical of a salvage yard, and that the issues Supervisor Vaerewyck brought up were – despite their appearance – in accordance with the applicable standards.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to approve the Catanese Brothers application for the 2016 Salvage Yard License. A roll call vote was taken. Members voting yes, Mrs. Hollibaugh, Dr. DiSanti, Mr. Florentine, Mr. Guerre, Mrs. Romig, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried, 6 – yes and 1 – no.

- D) **IAA ACQUISITION CORPORATION:**
49 Bairdford Road, Gibsonia, PA 15044

The Board received Mr. Payne's inspection/checklist report of the property.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to approve the IAA Acquisition Corporation application for the 2016 Salvage Yard License. Motion carried unanimously 7-0.

COPPER CREEK SUBDIVISION PLAN:

The Planning Commission approved the Copper Creek Subdivision Plan at their December 17, 2015 meeting.

Developer: Anthony Glasso
 Location: McIntyre Road
 Property Measures: 35.48 acres
 Zoning District: R-2 Semi-Suburban Residential

The Subdivision Plan is for the construction of 29 lots.
 27 lots will be duplex style patio home – 2 lots will be single family detached homes

Duplex style patio homes will be subdivided using a zero lot line subdivision, similar to Whispering Pines. The Planning Commission recommended approval of the Copper Creek Subdivision Plan contingent upon Shoup Engineering comments in his December 18, 2015 review letter. The Board received the review letter dated January 11, 2016 from Shoup Engineering indicating the following comments should be considered:

1. A draft of Homeowner's Association documents including covenants and restrictions should be submitted to the Township for review.
2. A Pennsylvania DEP General Permit must be obtained for the wetland/stream crossing of Copper Creek Trail near station 5+50.
3. An NPDES General Permit must be obtained from the Allegheny County Conservation District prior to the initiation of any earthwork.
4. Pennsylvania DEP Sewage Facilities Planning Module documents must be submitted to the Township.

After some discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to approve the Copper Creek Subdivision Plan as per the recommendation by the Planning Commission including the above four (4) items listed by Mr. Shoup and subject to the Solicitor's approval to the Homeowner's documents. Motion carried unanimously 7-0.

AUTHORIZE ADVERTISEMENT/PART TIME POLICE:

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Florentine to authorize the advertisement for a part time police officer. Motion carried unanimously 7-0.

HOME RULE CHARTER:

The Home Rule Charter of West Deer Township was first adopted in 1974, and has been amended five times since then. The Law has served the Township well, but has become outdated in many respects, and the provisions of the Charter many times conflict with modern township requirements and administration.

Members of the Board and the Township Manager have brought up this concern many times over the past few years, and the conflicts are becoming more and more frequent as the Charter becomes more and more outdated.

Mr. Mator and Mr. Happel have discussed this issue, and request board authorization to explore options for updating the Charter. They could then present their findings to the Board at a later meeting for possible action.

Supervisor Vaerewyck asked for clarification as to what exactly the Manager and Solicitor were proposing. Mr. Happel summarized the different possible methods for the review of the Home Rule Charter, such as:

the appointment of a commission, the solicitor's firm, or a third party organization. Mr. Happel also explained there is a lot to consider on the process such as the time frame and cost/expense to review the Home Rule Charter.

Mr. Mator added that he had reached out to the Department of Community and Economic Development (DCED) as a possible avenue to review the Charter. He stated that the DCED assists municipalities in creating home rule charters, and assumed they would most likely assist in updating charters, as well. Mr. Mator added that this may be the best method, as it involves the public and is done at no cost to the Township. He said he would report back after hearing from the DCED.

It was also noted by both the Manager and the Solicitor that any amendments to the Home Rule Charter would have to be approved by the voters on a referendum.

After further discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to authorize the Township Manager and Township Solicitor to explore possible methods to update the Township Charter. Members voting yes, Dr. DiSanti, Mr. Florentine, Mr. Guerre, Mrs. Romig, Mrs. Hollibaugh, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried, 6 – yes and 1 – no.

CONFERENCES:

The Allegheny County Association of Township Officials 2016 Seven Springs Conferences are held in the Spring and Fall. This item was tabled at the Reorganization Meeting to give the Township Solicitor the opportunity to research whether the Township paying for a supervisor's spouse is considered a "fringe benefit" or not.

Mr. Happel explained the term "fringe benefits" is not defined in the Home Rule Charter or the Second Class Township Code. Mr. Happel looked at the PA Wage Payment Collection and based on what he read, payment of expenses for spouses attending Seven Springs could be considered be a "fringe benefit" and he would not recommend the Township to pay at this point of time.

Mr. Mator asked Mr. Happel for clarification on the motion as it stood. He read the motion – which did not include any language for or against the reimbursement of spouses – and asked if the motion would need to be modified to be in agreeance with his legal advice. Mr. Happel said it could, but that it was not necessary.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to authorize the Board members to attend the Spring and Fall conferences of the Allegheny County Association of Township Officials, with only the Supervisors' expenses being paid.

Chairman Fleming hypothetically asked all the Board members "Why should we pay for you (as supervisors)?" Mr. Vaerewyck responded that the supervisors should have their trips paid for because they bring back good information and use the event to work with other elected officials. Mr. Fleming, however, countered that it was discussed earlier that the supervisors are not to receive anything, so he was questioning why even the supervisors should be paid for, and why the supervisors being reimbursed is not viewed as a "fringe benefit." Chairman Fleming added that he never took his wife to any of the conferences, and then hypothetically suggested that the Board members pay their own way, and that "we'll see how many people will go then."

Mr. Fleming then asked Mr. Vaerewyck what he was trying to do. The Chairman brought up the numerous accusations made over the years by Mr. Vaerewyck against the Township, the Board, and the employees, and questioned the truth of the accusations. He also asked what ever happened to items Supervisor Vaerewyck stated to the public he received – such as the \$2 million Mr. Vaerewyck said he got for Russellton. Finally, Chairman Fleming asked Supervisor Vaerewyck if there was anything the Board ever did that he felt was "good."

Mr. Vaerewyck replied that he was simply passing on that the residents were upset that spouses were being paid for, and again said supervisors were just upset at being caught. Chairman Fleming challenged Mr. Vaerewyck's assertion that anyone was "caught," and Supervisor DiSanti agreed by stating that Mr. Vaerewyck was implying that the Board and the Township was corrupt. Dr. DiSanti stated that we have professionals, such as our Solicitor and our Auditor, ensuring that the Board is doing things the right way, and that to assert that there is wrongdoing is not being truthful.

Supervisor Vaerewyck retorted that he posted on Facebook that spouses were being paid for, and that the public was outraged. Supervisor DiSanti argued that was not what Mr. Vaerewyck put on Facebook, and again felt that Mr. Vaerewyck's misstatement was wrong.

At this time, Supervisor DiSanti withdrew his Second to Mr. Vaerewyck's Motion.

Mr. Happel explained that many other municipalities pay for spouses, and that there is nothing illegal or unethical about doing so according to the law. He did, however, state that the Charter does not permit fringe benefits, and that it was his opinion that spousal reimbursement could be considered a fringe benefit. Mr. Happel made it clear, though, that nothing had been done "illegally or underhanded" by the Board, and that the practice had been maintained for many years.

After further comments, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to authorize the Board members to attend the Spring and Fall conferences of the Allegheny County Association of Township Officials, with only the Supervisors' expenses being paid. Motion carried unanimously 7-0.

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

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to appoint Gerry Vaerewyck as the Delegate to the North Hills Council of Governments for the Year 2016. Motion carried unanimously 7-0.

DELEGATE: Gerry Vaerewyck

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to appoint Leonard Guerre as the Alternate Delegate to the North Hills Council of Governments for the Year 2016. Motion carried unanimously 7-0.

ALTERNATE: Leonard Guerre

RESOLUTION NO. 2016-1/VACANT PROPERTY:

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF PARCEL WITH LOT AND BLOCK NUMBER 1672-N-162 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

Property location – 21 Golden Lane

Mr. Payne explained the property/vacant lot.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to adopt Resolution No. 2016-1 acknowledging that the acquisition and subsequent disposition of parcel with Lot and Block number of 1672-N-162 would be in accordance with the Comprehensive Plan of the Municipality. Motion carried unanimously 7-0.

RESOLUTION NO. 2016-2/FEE SCHEDULE:

The Board received a copy of the Resolution and Fee Schedule.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2016-2 establishing the various Township fees. Motion carried unanimously 7-0.

COMMITTEES:

At this time, Mr. Fleming explained he is reviewing the benefits of having Committees. Some discussion was held. No action taken at this time.

OLD BUSINESS:

Mr. Mator and Mr. Happel provided updates on the items listed below:

- Township Website
- Alaskan/MSA Development (Former Rock Airport)
- Rebecca Residence

NEW BUSINESS:

- Supervisor DiSanti announced the West Deer K-9 Unit Luncheon will be held on January 31st at 12 noon at the Clarion Hotel-Quality Inn on Tarentum Bridge Road.
- Supervisor Vaerewyck questioned, as stated in the Home Rule Charter, if we will publish the agenda one week before in the newspaper and release the summary within a week of the meeting.

Mr. Happel indicated the part of the Charter that states the summary, Section C-1035, *the Board shall release an agenda of the regular meeting and within one week after the regular meeting, the Board shall release a summary of action taken at the meeting. Within one week after any special meeting the Board shall release a summary of action taken at the special meeting. For the purposes of this section, releases may appear in any newspaper or other publication generally circulated in the Township on a monthly, weekly or daily basis.*

Mr. Happel explained that, because the Board meets once a month, the Township can provide the notice in the newspaper, but added that can we provide the notice by publishing other ways due to the cost to publish in the newspaper's legal section.

Mr. Mator stated that it was discussed in 2015 and it was agreed that this information would be published on the new website. He also mentioned that the Agenda is completed on the Friday before the meeting and could be posted on that Friday. Minutes, however, are posted on the web site only after being approved by the Board.

- Supervisor DiSanti commented on a Supervisor going on Facebook and discussing issues and feels the Township is vulnerable to any malicious misinformation. He asked if the Township could have some way to counteract incorrect information, and would like to implement something to correct the wrong information supplied on Facebook. Dr. DiSanti also discussed ongoing issues.

Mr. Mator explained the backlash from the Facebook posts, and how he and the staff had to manage it. He stated that many people who spoke with him were angry at first, but when they were given the correct information said "this is what we need to know," and asked how the Township could get that information to the people.

Mr. Mator stated that he put a lot of thought into it, and he proposed a tab on the Township website addressing rumors and social media posting with actual documentation (as opposed to his opinion). This was viewed favorably by all those in attendance.

More discussion was held along those lines.

SET AGENDA/REGULAR BUSINESS MEETING

February 17, 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. Resolution/Allegheny County Hazard Mitigation
14. Employment Agreements
15. 2016 Road Program
16. Public Works Truck
17. Dump Body for 2001 Mack Truck
18. MS4/Memorandum of Understanding
19. Code Software
20. Old Business
21. New Business
22. Set Agenda/March 16, 2016.
23. Comments from the Public
24. Adjournment

Items Added:

- *Curtisville Stormwater Bid
- *Rebecca Residence
- *Committees

COMMENTS FROM THE PUBLIC:

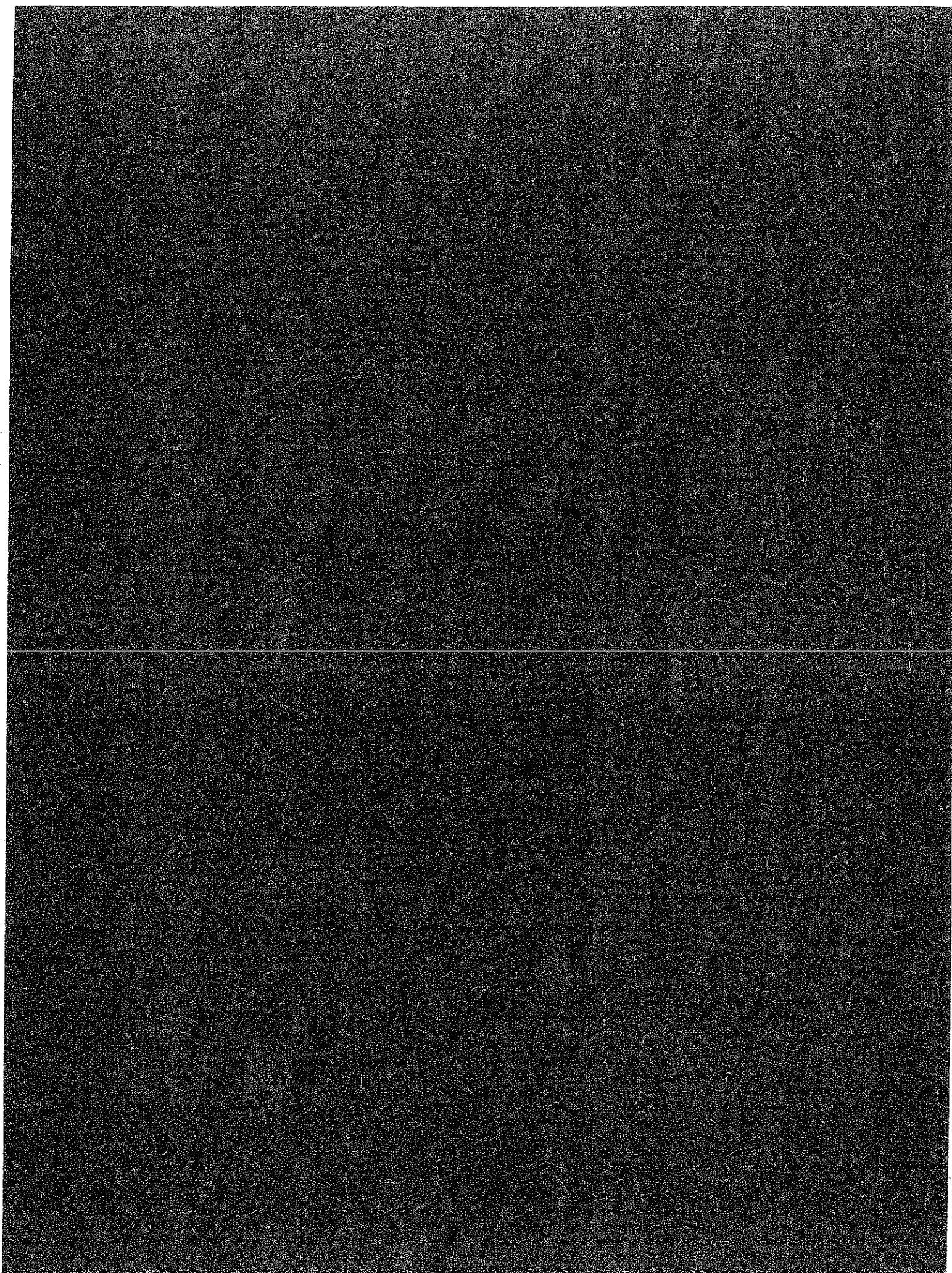
Chairman Fleming asked if there were any comments at this time on the agenda and public-related items and if so, asked the public to please approach the microphone, clearly state their name and address, and limit their comments to five (5) minutes.

- Mr. Jim Cesnick, Michael Road
 - Volunteered his services for review of the Home Rule Charter and commented on the Township's web site.
- Mrs. Sarah Bossart, Grubbs Road
 - Thanked the Board for installing the guiderails on Grubbs and Quigley Roads and questioned the abandoned/vacant properties program in West Deer.
- Mr. John Romig, Christonia Drive
 - Addressed the Board on the 910 II Waterline account/payments.
- Mr. Scott Woloszyk, Shuster Road
 - Addressed the Board on the Spring Clean-Up in the Township and volunteered to help in any way.
- Dr. DiSanti, commented on street lighting and suggested "welcome" signs in the Township.
- Mr. Earl Fish, Aber Road
 - Commented that the Board accomplished a lot last year and credited Tracy Adamik who was on the Road Department Committee and indicated he did a wonderful job and hopes the Township carries it on.

ADJOURNMENT:

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn the meeting at 9:05 p.m. Motion carried unanimously 7-0. Meeting adjourned.

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	___	___	___	___

B-A

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
January 31, 2016

I - GENERAL FUND:

	<u>January</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	858,041.68	858,041.68	14.65
Expenditures	333,554.46	333,554.46	5.70

Cash and Cash Equivalents:

Sweep Account		<u>638,135.92</u>	
			<u>638,135.92</u>

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted		10,299.30	
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Fire Tax Fund:

Sweep Account - Restricted		27,728.45	
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State/Liquid Fuels Fund:

Sweep Account - Restricted		<u>227,529.73</u>	
----------------------------	--	-------------------	--

265,557.48

Investments:

Operating Reserve Fund:

Sweep Account - Reserved		575,762.99	
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Capital Reserve Fund:

Sweep Account - Reserved		<u>346,727.47</u>	
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922,490.46

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

		<u>0.00</u>	
--	--	-------------	--

0.00

TOTAL CASH BALANCE 1/31/16

1,826,183.86

Interest Earned January 2016

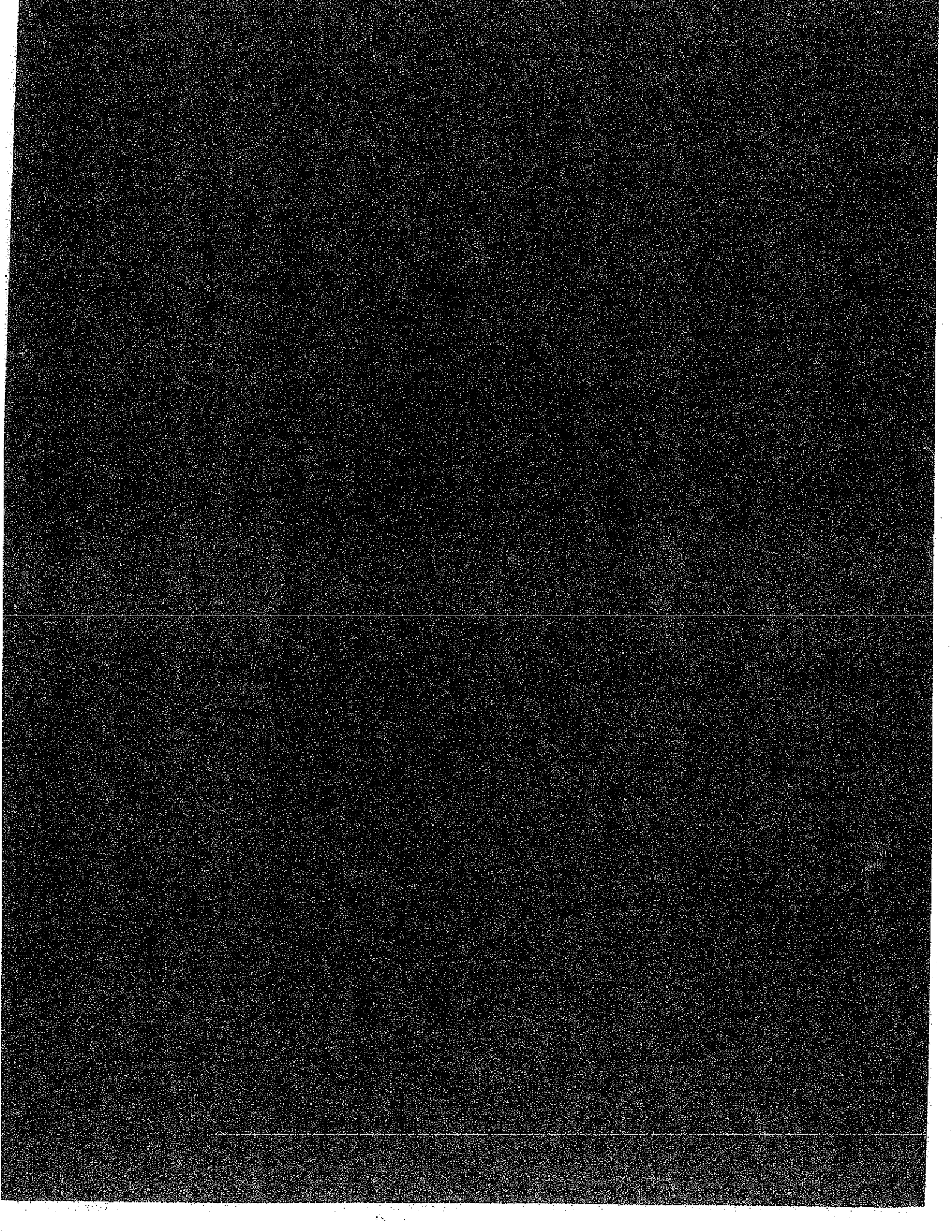
102.50

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

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

INTEREST EARNED - 2016

	<u>JANUARY</u>	<u>YTD</u>
GENERAL FUND	\$24.05	\$24.05
STREET LIGHT FUND	\$0.54	\$0.54
FIRE TAX FUND	\$2.16	\$2.16
OPERATING RESERVE	\$23.78	\$23.78
STATE FUND	\$40.21	\$40.21
CAPITAL RESERVE	<u>\$11.76</u>	<u>\$11.76</u>
TOTAL INTEREST EARNED	<u><u>\$102.50</u></u>	<u><u>\$102.50</u></u>



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

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

By Name
Cutoff as of: 12/31/9999

Time: 2:34 pm
Date: 02/11/2016
Page: 1

Due Dates: 02/15/2016 thru 02/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00553	BEST WHOLESALE TIRE Police:Car #34-Inspe 0116	410.374	5764 01/04/2016	70.00				70.00		
00553	BEST WHOLESALE TIRE Police:Car #37-Align 0116	410.374	5788 01/06/2016	126.70				126.70		
00553	BEST WHOLESALE TIRE Police:Car #38-Align 0116	410.374	5792 01/07/2016	131.65				131.65		
00553	BEST WHOLESALE TIRE Police:Car #36-batte 0116	410.374	5819 01/12/2016	86.10				86.10		
00553	BEST WHOLESALE TIRE Police:Car #33-R&R s 0116	410.374	5868 01/19/2016	842.00				842.00		
Name: BEST WHOLESALE TIRE CO, INC				1256.45				1256.45		
00014	BETH'S BARRICADES Road: 9/18-Signs:Loc 0216	430.245	49170 02/01/2016	75.00				75.00		
00014	BETH'S BARRICADES Road:watch children/ 0116	430.245	51850 01/07/2016	725.00				725.00		
00014	BETH'S BARRICADES Road: sign brackets 0116	430.245	51854 01/08/2016	150.00				150.00		
Name: BETH'S BARRICADES				950.00				950.00		
10315	GRIFFITH, MCCAGUE & Legal services-gener 0116	404.111	270227 01/31/2016	1624.50				1624.50		
10315	GRIFFITH, MCCAGUE & Legal services-Rock 0116	404.111	270228 01/31/2016	57.00				57.00		
10315	GRIFFITH, MCCAGUE & Legal services-Demo1 0116	404.111	270229 01/31/2016	114.00				114.00		
10315	GRIFFITH, MCCAGUE & Legal services-Forbe 0116	404.111	270230 01/31/2016	76.00				76.00		
Name: GRIFFITH, MCCAGUE & WALLACE, PC				1871.50				1871.50		
00005	HEI-WAY, LLC Road: Cold Patch 0116	430.372	60107024 01/08/2016	747.29				747.29		
00005	HEI-WAY, LLC Road: Cold Patch 0116	430.372	60128002 01/29/2016	723.53				723.53		

By Name
Cutoff as of: 12/31/9999

Time: 2:34 pm
Date: 02/11/2016
Page: 2

Due Dates: 02/15/2016 thru 02/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: HEI-WAY, LLC										
00106	JORDAN TAX SERVICE, Delinquent R E Tax C	403.140	1-C-#177 01/28/2016	1696.08				1696.08		N
Name: JORDAN TAX SERVICE, INC.										
00362	KRESS TIRE	410.374	9422-14	82.00				82.00		N
	Police: Car #38-Moun	0116	04/04/2016	02/15/2016			02/03/2016			
00362	KRESS TIRE	410.374	9422-38	70.00				70.00		N
	Police: Car #37-Moun	0116	04/05/2016	02/15/2016			02/03/2016			
00362	KRESS TIRE	430.374	9428-28	18.50				18.50		N
	Road: Trk #5-Flat re	0116	01/27/2016	02/15/2016			01/27/2016			
00362	KRESS TIRE	430.374	9428-31	65.00				65.00		N
	Road: Highliff-Flat r	0116	01/27/2016	02/15/2016			01/28/2016			
00362	KRESS TIRE	430.374	9434-44	1074.00				1074.00		N
	Road: Trk #5-Tires	0116	01/22/2016	02/15/2016			01/25/2016			
Name: KRESS TIRE										
				1309.50				1309.50		
00542	MARKL SUPPLY	410.239	13923-0	98.75				98.75		N
	POL:Speedy Two Point	0216	02/01/2016	02/15/2016			02/05/2016			
00542	MARKL SUPPLY	410.239	14017-3	220.00				220.00		N
	POL:357SIG 125 GR LP	0216	02/01/2016	02/15/2016			02/05/2016			
00542	MARKL SUPPLY	410.190	16005-0	17.00				17.00		N
	Wikert: 3 H20 Stream	0216	02/01/2016	02/15/2016			02/05/2016			
Name: MARKL SUPPLY										
				335.75				335.75		
00291	NEIL FLORENTINE	413.374	1/01/16	967.80				967.80		N
	Zoning:1/25-Inspecti	0216	02/01/2016	02/15/2016			02/11/2016			
Name: NEIL FLORENTINE										
				967.80				967.80		
00118	NEVILLE TERMINAL SER	430.372	NTS6691	680.54				680.54		N
	Road: R3 Rip-Rap	0116	01/07/2016	02/15/2016			01/11/2016			
Name: NEVILLE TERMINAL SERVICES LLC										
				680.54				680.54		
00657	OFFICE DEPOT	410.210	816311993001	50.53				50.53		N
	Police: Office Suppl	0116	01/07/2016	02/15/2016			01/25/2016			

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

By Name
Cutoff as of: 12/31/9999

Time: 2:34 pm
Date: 02/11/2016
Page: 3

Due Dates: 02/15/2016 thru 02/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	paid	Un-Paid	Check#	Check Amt.
00657	OFFICE DEPOT Police: office suppl	410.210 0116	819156560001 01/21/2016	32.77				32.77		
00657	OFFICE DEPOT Police: Supplies	410.550 0116	819156560001 01/21/2016	36.86				36.86		
00657	OFFICE DEPOT Twp: Office Supplies	406.210 0116	819157142001 01/21/2016	173.87				173.87		
00657	OFFICE DEPOT Cleaning Supplies	409.226 0116	819157142001 01/21/2016	108.11				108.11		
00657	OFFICE DEPOT Office Supplies	406.210 0216	822125163001 02/04/2016	46.34				46.34		
00657	OFFICE DEPOT Office Supplies	406.210 0216	822125163002 02/04/2016	26.10				26.10		
00657	OFFICE DEPOT Office Supplies	406.210 0216	822125240001 02/04/2016	196.99				196.99		
Name: OFFICE DEPOT				671.57				671.57		
00830	SHOUP ENGINEERING IN Engineering: Church	408.316 0116	16-15 01/18/2016	622.75				622.75		
00830	SHOUP ENGINEERING IN Engineering: EMS-Sur	408.313 0116	16-20 01/22/2016	537.00				537.00		
00830	SHOUP ENGINEERING IN Engineering: Eiler F	408.319 0116	16-28 01/31/2016	73.50				73.50		
00830	SHOUP ENGINEERING IN Engineering: Copper	408.319 0116	16-29 01/31/2016	147.00				147.00		
00830	SHOUP ENGINEERING IN Engineering: Ippolit	408.319 0116	16-30 01/31/2016	122.50				122.50		
00830	SHOUP ENGINEERING IN Engineering: miscell	408.313 0116	16-31 01/31/2016	465.50				465.50		
00830	SHOUP ENGINEERING IN Engineering: Nagy P1	408.319 0116	16-32 01/31/2016	98.00				98.00		
00830	SHOUP ENGINEERING IN Engineering: Rebecca	408.319 0116	16-33 01/31/2016	465.50				465.50		

By Name
Cutoff as of: 12/31/9999

Time: 2:34 pm
Date: 02/11/2016
Page: 4

Due Dates: 02/15/2016 thru 02/15/2016

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
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Name: SHOUP ENGINEERING INC.

00674	STALEY COMMUNICATION	410.328	81937	126.00				126.00		
	POL: Radio Equip Ma	0216	02/03/2016	02/15/2016	02/09/2016					
				2531.75				2531.75		

00674	STALEY COMMUNICATION	430.327	81938	57.47				57.47		
	Road: Radio Equip Ma	0216	02/03/2016	02/15/2016	02/08/2016					
				183.47				183.47		

Name: STALEY COMMUNICATIONS

00577	TOSHIBA FINANCIAL SE	406.261	64226437	366.42				366.42		
	Lease & Maintenance	0116	01/31/2016	02/15/2016	02/04/2016					
				239.75				239.75		

00577	TOSHIBA FINANCIAL SE	410.261	64226437	239.75				239.75		
	Lease & Maintenance	0116	01/31/2016	02/15/2016	02/04/2016					
				606.17				606.17		

Name: TOSHIBA FINANCIAL SERVICES

00327	TRIB TOTAL MEDIA	404.341	1670327	60.20				60.20		
	Twp: Set 2016 Meetin	0116	01/11/2016	02/15/2016	01/25/2016					
				51.60				51.60		

00327	TRIB TOTAL MEDIA	414.341	1674787	51.60				51.60		
	Zoning: Adv Planning	0116	01/22/2016	02/15/2016	01/29/2016					
				258.00				258.00		

00327	TRIB TOTAL MEDIA	410.342	1680108	601.75				601.75		
	Police:Adv-Part-time	0216	02/03/2016	02/15/2016	02/11/2016					
				51.60				51.60		

00327	TRIB TOTAL MEDIA	454.341	1680393	51.60				51.60		
	Park: Adv-2016 Meeti	0216	02/04/2016	02/15/2016	02/11/2016					
				533.20				533.20		

00327	TRIB TOTAL MEDIA	404.341	1681588	533.20				533.20		
	Twp: Adv-Sealed Bids	0216	02/05/2016	02/15/2016	02/11/2016					
				1556.35				1556.35		

Name: TRIB TOTAL MEDIA

00067	TRISTANI BROTHERS, I	430.374	160128	149.89				149.89		
	Road:Trk #9-heater m	0116	01/31/2016	02/15/2016	02/11/2016					
				149.89				149.89		

Name: TRISTANI BROTHERS, INC.

00074	WALSH EQUIPMENT	430.374	P75799	255.42				255.42		
	Road: plow hitch pin	0116	01/25/2016	02/15/2016	01/27/2016					
				149.89				149.89		

By Name
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Time: 2:34 pm
Date: 02/11/2016
Page: 5

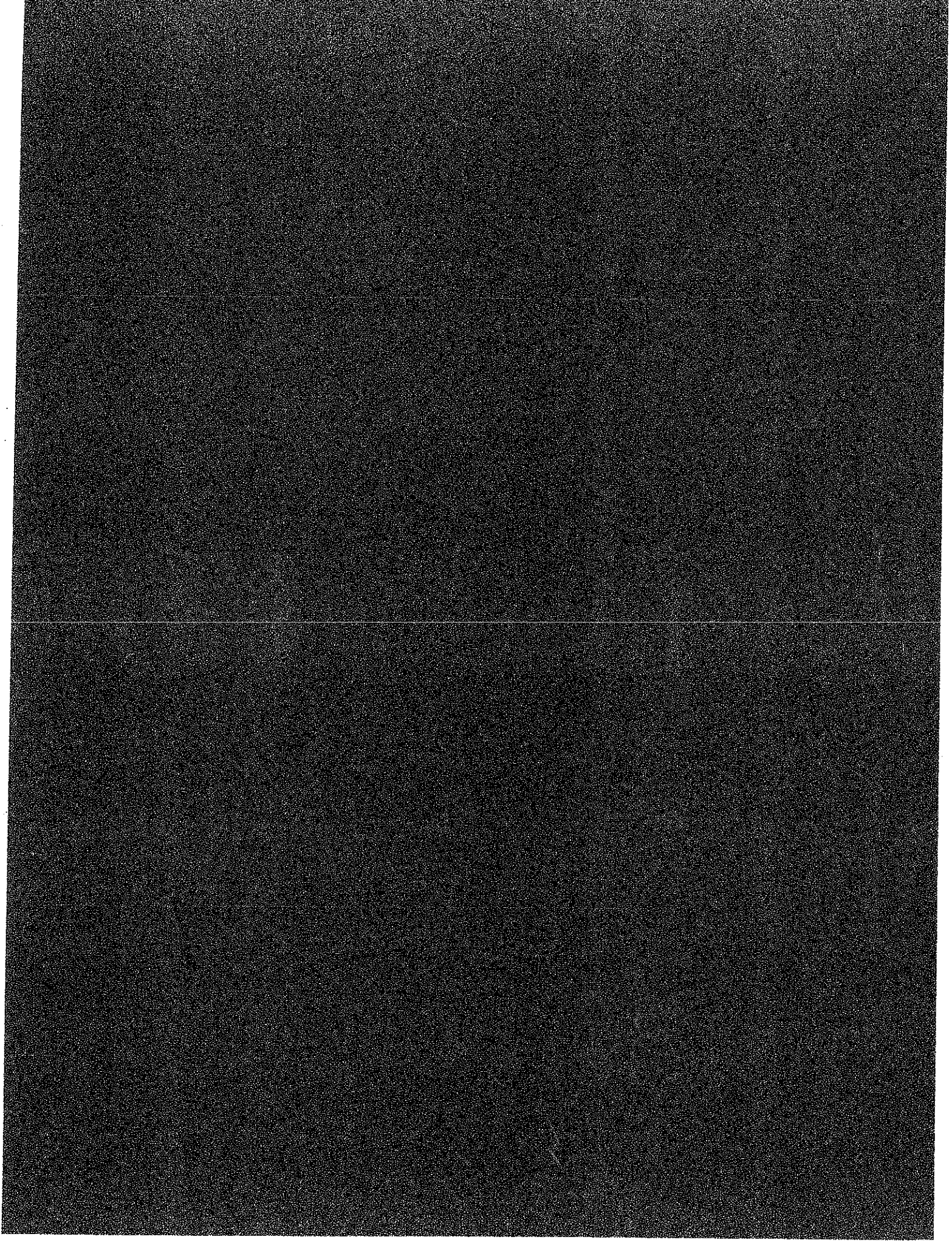
Due Dates: 02/15/2016 thru 02/15/2016

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: WALSH EQUIPMENT									
			255.42				255.42		

FINAL TOTALS:

16493.06

16493.06



C) UTILITIES & PAYROLL

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO PAY UTILITIES AND PAYROLL FROM FEBRUARY 18, 2016
TO MARCH 16, 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 2013, 2014, & 2015.

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 listthe 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

2013 WEST DEER TOWNSHIP REAL ESTATE TAX REFUNDS

1/21/16

<u>NAME</u>	<u>ADDRESS</u>	<u>LOT/BLOCK</u>	<u>EXON</u>	<u>DATE PAID</u>	<u>TAX</u>	<u>REFUND</u>
FRAGAPANE, WILLIAM J & KIMBERLY A	4804 COTTONWOOD CT ALLISON PARK, PA 15101	1079-B-236	\$81,500.00	6/28/2013	\$ 162.19	\$ 158.95
MURRAY, WILLIAM L & FLORENCE I	118 HENRY ROAD TARENTUM, PA 15084	2387-G-6	\$66,200.00	6/6/2013	\$ 131.74	\$ 129.11

WEST DEER TOWNSHIP

Date: 01/21/16

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL

Page: 1

Time: 11:55:34

January 2016

Refunds Due to County Change Orders

Payable to: FRAGAPANE WILLIAM J | KIMBERLY A **Lot & Block** 1079-B-236
 4804 COTTONWOOD CT 4804 COTTONWOOD CT
 ALLISON PARK PA 15101 ALLISON PARK PA 15101

Refund of 120.32 due for tax year: 2014

Orig Value:	211,700	Orig Tax:	412.85
New Value:	150,000	New Tax:	292.53
Exoneration:	61,700	Refund:	<u>120.32</u>

Payable to: MURRAY WILLIAM L | FLORENCE I (W) **Lot & Block** 2387-G-6
 118 HENRY RD 118 HENRY RD
 TARENTUM PA 15084 TARENTUM PA 15084

Refund of 119.35 due for tax year: 2014

Orig Value:	216,200	Orig Tax:	421.64
New Value:	155,000	New Tax:	302.29
Exoneration:	61,200	Refund:	<u>119.35</u>

Payable to: ROGEL BERNARD **Lot & Block** 2008-G-183
 PO BOX 42 BETTY LN
 BAKERSTOWN PA 15007 GIBSONIA PA 15044

Refund of 101.21 due for tax year: 2014

Orig Value:	54,400	Orig Tax:	108.26
New Value:	2,500	New Tax:	7.05
Exoneration:	51,900	Refund:	<u>101.21</u>

Payable to: ROGEL BERNARD W | MARY CHRIS (W) **Lot & Block** 2008-H-326
 PO BOX 42 4075 BAKERSTOWN RD
 BAKERSTOWN PA 15007 GIBSONIA PA 15044

Refund of 404.08 due for tax year: 2014

Orig Value:	357,200	Orig Tax:	710.83
New Value:	150,000	New Tax:	306.75
Exoneration:	207,200	Refund:	<u>404.08</u>

WEST DEER TOWNSHIP

Date: 01/21/16

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL

Page: 2

Time: 11:55:34

January 2016

Refunds Due to County Change Orders

Payable to: SEUBERT THOMAS H | MARIE E (W)
1010 OHIO RIVER BLVD
PITTSBURGH PA 15202

Lot & Block 1215-D-10
57 GREENTREE LN
CHESWICK PA 15024

Refund of 1.75 due for tax year: 2014

Orig Value:	110,100	Orig Tax:	214.72
New Value:	109,200	New Tax:	<u>212.97</u>
Exoneration:	900	Refund:	1.75

January 2016

WEST DEER TOWNSHIP

Date: 01/22/16

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL

Page: 1

Time: 09:38:48

January 2016

Refunds Due to County Change Orders

Payable to: COLETTA, MICHAEL J
350 W STARZ ROAD
GIBSONIA PA 15044

Lot & Block 1512-S-375
POMA ST
RUSSELLTON PA 15076

Refund of 28.24 due for tax year: 2015

Orig Value:	22,000	Orig Tax:	48.16
New Value:	9,100	New Tax:	19.92
Exoneration:	12,900	Refund:	28.24

Payable to: FRAGAPANE WILLIAM J | KIMBERLY A
4804 COTTONWOOD CT
ALLISON PARK PA 15101

Lot & Block 1079-B-236
4804 COTTONWOOD CT
ALLISON PARK PA 15101

Refund of 61.82 due for tax year: 2015

Orig Value:	211,700	Orig Tax:	412.85
New Value:	180,000	New Tax:	351.03
Exoneration:	31,700	Refund:	61.82

Payable to: MURRAY WILLIAM L | FLORENCE I (W)
118 HENRY RD
TARENTUM PA 15084

Lot & Block 2387-G-6
118 HENRY RD
TARENTUM PA 15084

Refund of 123.02 due for tax year: 2015

Orig Value:	216,200	Orig Tax:	473.26
New Value:	160,000	New Tax:	350.24
Exoneration:	56,200	Refund:	123.02

Payable to: ROGEL BERNARD
PO BOX 42
BAKERSTOWN PA 15007

Lot & Block 2008-G-183
BETTY LN
GIBSONIA PA 15044

Refund of 101.21 due for tax year: 2015

Orig Value:	54,400	Orig Tax:	106.09
New Value:	2,500	New Tax:	4.88
Exoneration:	51,900	Refund:	101.21

WEST DEER TOWNSHIP

Date: 01/22/16
Time: 09:38:48

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

Page: 2

Payable to: ROGEL BERNARD W | MARY CHRIS (W) **Lot & Block** 2008-H-326
PO BOX 42 4075 BAKERSTOWN RD
BAKERSTOWN PA 15007 GIBSONIA PA 15044

Refund of 404.08 due for tax year: 2015

Orig Value:	357,200	Orig Tax:	696.61
New Value:	150,000	New Tax:	292.53
Exoneration:	207,200	Refund:	404.08

Payable to: SCOTTI PHIL | LAURA J (W) **Lot & Block** 1510-D-58
876 ASHLEY RD 876 ASHLEY RD
GIBSONIA PA 15044 GIBSONIA PA 15044

Refund of 70.01 due for tax year: 2015

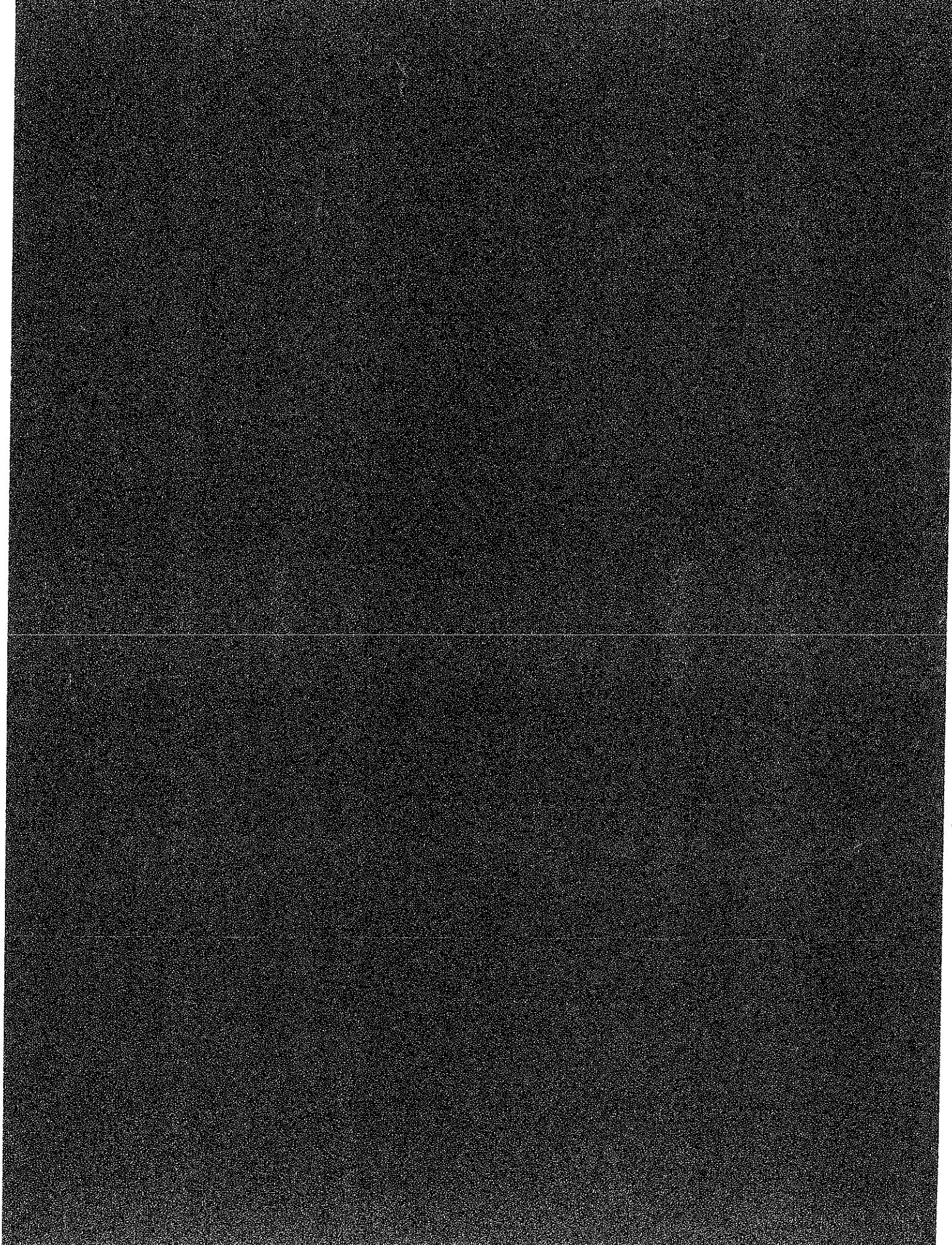
Orig Value:	311,500 *	Orig Tax:	620.75
New Value:	275,600	New Tax:	550.74
Exoneration:	35,900	Refund:	70.01

* Multiple change orders apply to this property.

Payable to: STARK PATRICK D | AMY D (W) **Lot & Block** 2197-R-146
115 HEMPHILL ROAD 115 HEMPHILL ROAD
TARENTUM PA 15084 TARENTUM PA 15084

Refund of 13.65 due for tax year: 2015

Orig Value:	280,900	Orig Tax:	547.81
New Value:	273,900	New Tax:	534.16
Exoneration:	7,000	Refund:	13.65



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: February 11, 2016

Attached is the Officer's Monthly Report for January, 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
JANUARY 2016

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	55		
CALLS FOR SERVICE/FIELD CONTACTS	288		
ALL OTHER CALLS	441		
TOTALS CALLS FOR SERVICE	784		
<u>ARRESTS</u>			
ADULT	5		
JUVENILE	1		
TRAFFIC CITATIONS	8		
NON TRAFFIC CITATIONS	1		
PARKING CITATIONS	0		
WARNINGS	2		
<u>PERSONNEL</u>			
GRIEVANCES FILED BY POLICE OFFICERS	0		
CITIZENS COMPLAINTS ON POLICE OFFICERS	0		
LETTERS COMMENDING POLICE OFFICERS	0		
<u>VEHICLE REPORTS</u>			
TOTAL MILES TRAVELED	10000		
GALLONS OF GASOLINE USED	969		
REPAIRS/MAINTENANCE	1408.45		
<u>OVERTIME PAID</u>			
COURT (OFF DUTY)	13 1/2		
PRELIMINARY HEARINGS	11		
PRETRIAL	0		
INVESTIGATIONS	6		
ARRESTS	1		
SPEED CHECKS	0		
PRIVATE CONTRACTS	0		
MISC. HOURS - FILLED SHIFTS	0		
MISC. HOURS - ADMIN. HOURS	0		
ALL OTHER MISC. HOURS			
TOTAL HOURS	31 1/2		

POINTS OF INTEREST

MONTH OF – January 2016

Budget as of January 31, 2016 – 10.06%

Chief Lape –

January 15 – attended a Chiefs Roundtable meeting with Representative Evankovich
January 18 – attended a Western PA Chiefs meeting
January 22 – meet with a representative from Senator Vulakovich's office and PENN DOT to discuss the speed limit of Deer Creek Road
January 25/26 – attended mandatory updates
January 27 – attended a community days meeting
January 29 – had a EMA meeting with Keith Morse, EMA Specialist & Sgt. Bill Bailey and Bill Payne, Code Enforcement Office
January 31 – attended the K-9 luncheon

DARE INSTRUCTION – Officer Loper taught 25 Third Grade – Charlie Checkfirst classes

K9 REPORT – Officer Edward Newman

January 7 – training Shallow Creek Kennels – tracking, drug work
January 14 – maintenance
January 19 – assist Arnold PD with vehicle search
January 22 – training – Butler County – tracking drug work
January 27 – prepared for the K-9 luncheon
January 31 – attended K-9 luncheon

SRT Training – Sgt. Mikus/Officer Petosky –

January 15 – attended training at the Allegheny County Police Academy. The morning began with PT. Operators then reaffirmed the zero's on their weapons. The training concluded with various pistol and rifle drills on the range and from the armored vehicle.

January 29 – Training was held at the Port Authority Garage in Harmar Township where officers had weapons inspections. They also worked on tubular assaults involving Port Authority Buses. The class concluded with basic interior movements for the new operators and office down drills.

MOTOR CARRIER ENFORCEMENT – Sgt. Franklin Huffman – nothing to report

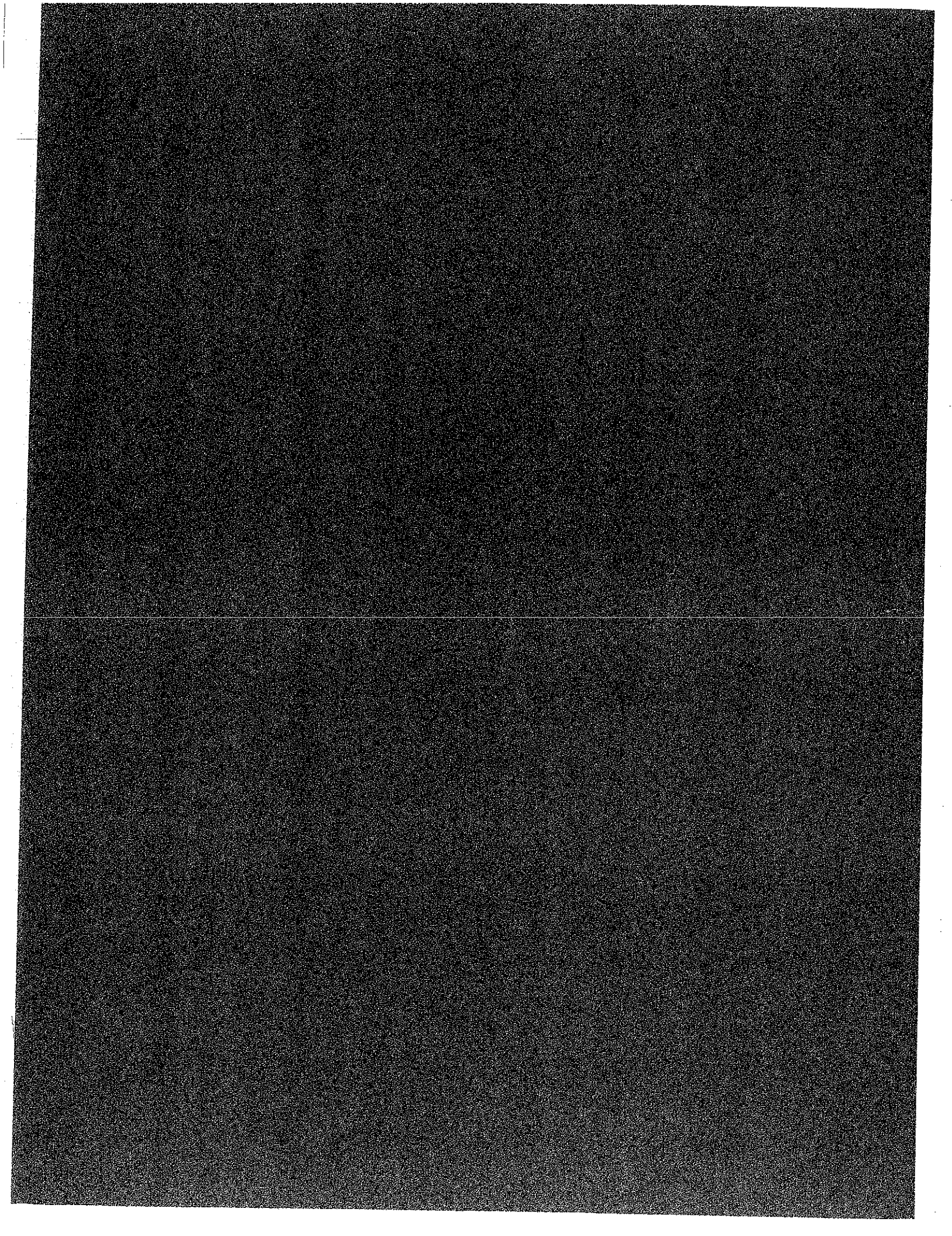
SCHOOL DISTRICT DETAILS:

January 4, 5, 11, 12, 14 18, 19, 25, 26 – basketball game details

SPECIAL DETAILS/MISC. DETAILS –

Mandatory Updates – Officers Gizienski, Evan, Shurina

January 31st – the K-9 Luncheon was held at the Clarion Hotel in New Kensington. The event generated \$7000.00 in profit to assist with the K-9 expenses.



BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER'S REPORT

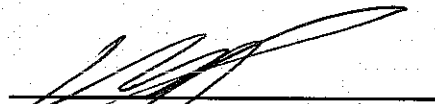
MR. PAYNE.....

10

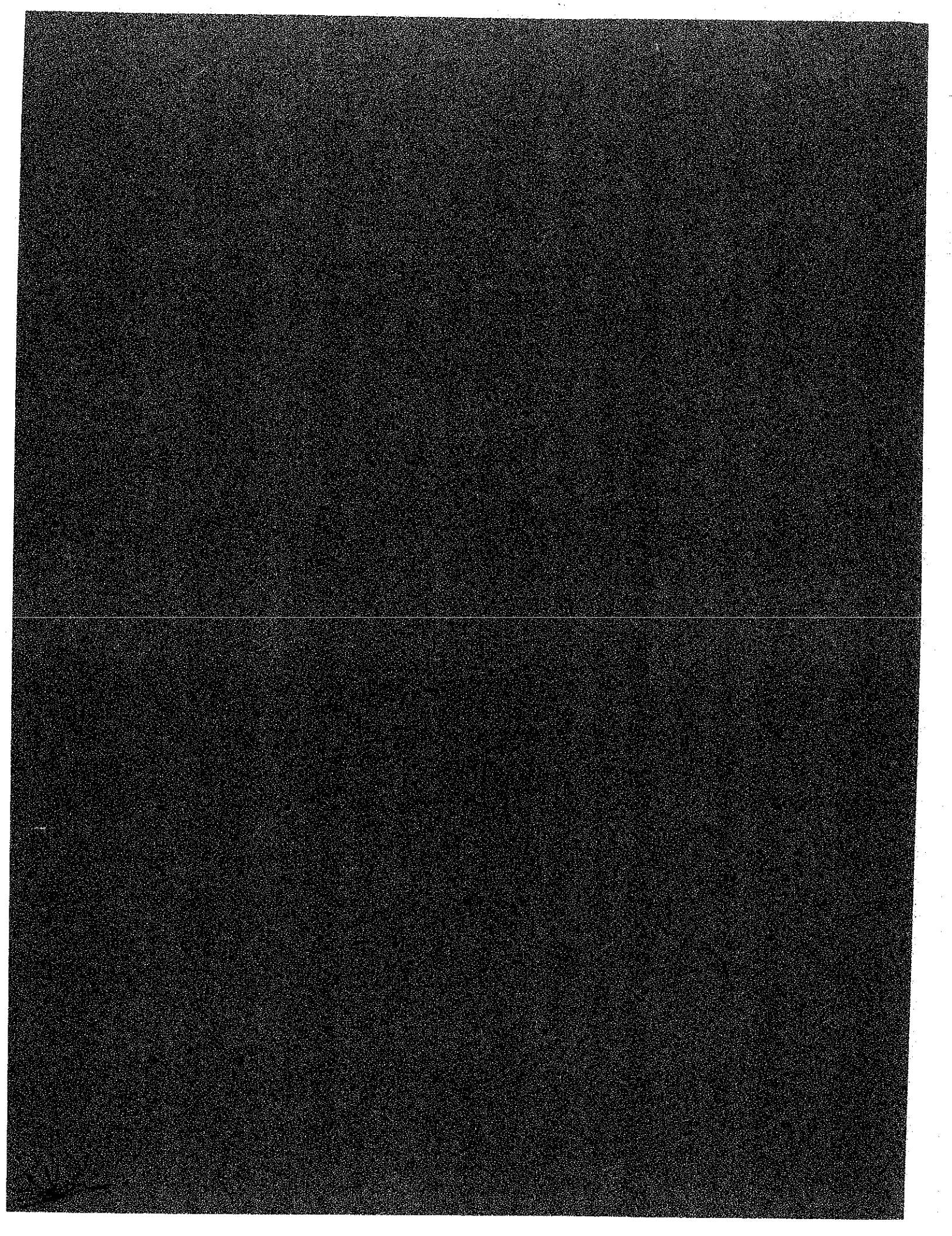
Code Enforcement

January 31, 2016

1. Issued 12 Occupancy Permits
2. Issued 5 Building Permits
3. Planning Commission reorganization meeting was held.
4. Planning Commission meeting was held. Workshop items included Paw Lovers which will be a Dog boarding/kennel and dog day care facility. Agenda items included Rebecca Residence and Sholts Ford which the condition use hearings occurred earlier today. Other agenda items include John Ippolito's addition to his existing metal warehouse off of Middle Road Extension and a 2-Lot Subdivision on W. Starz Road which the Board will hear later on tonight.
5. Zoning Hearing Board meeting was held. A 25 foot front yard setback variance was granted to construct a garage on Bakerstown Culmerville Road.
6. The Vacant property recovery program has another parcel being voted on tonight and there will be another one for next month.



William Payne
Code Enforcement Officer



REPORT FROM THE PARKS & RECREATION BOARD:

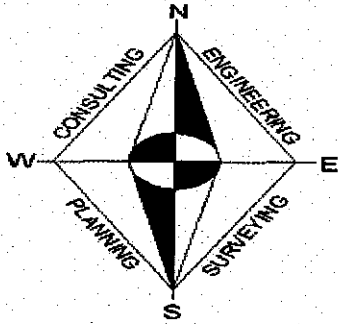
MRS. JORDAN.....

ENGINEER'S REPORT

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

MR. SHOUP.....

12



SHOUP ENGINEERING Inc.

ENGINEERS-PLANNERS-SURVEYORS

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

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

VIA FAX

Prepared February 12, 2016

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meetings:

- Board of Supervisors Meeting - January 20, 2016
- Planning Commission - January 28, 2016

2. DEVELOPMENTS/PROJECTS

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

Curtisville Plan No. 1 Storm Sewer Project - Bid Documents, Plans and Specifications were prepared for this project. Bids will be opened on February 16, 2016.

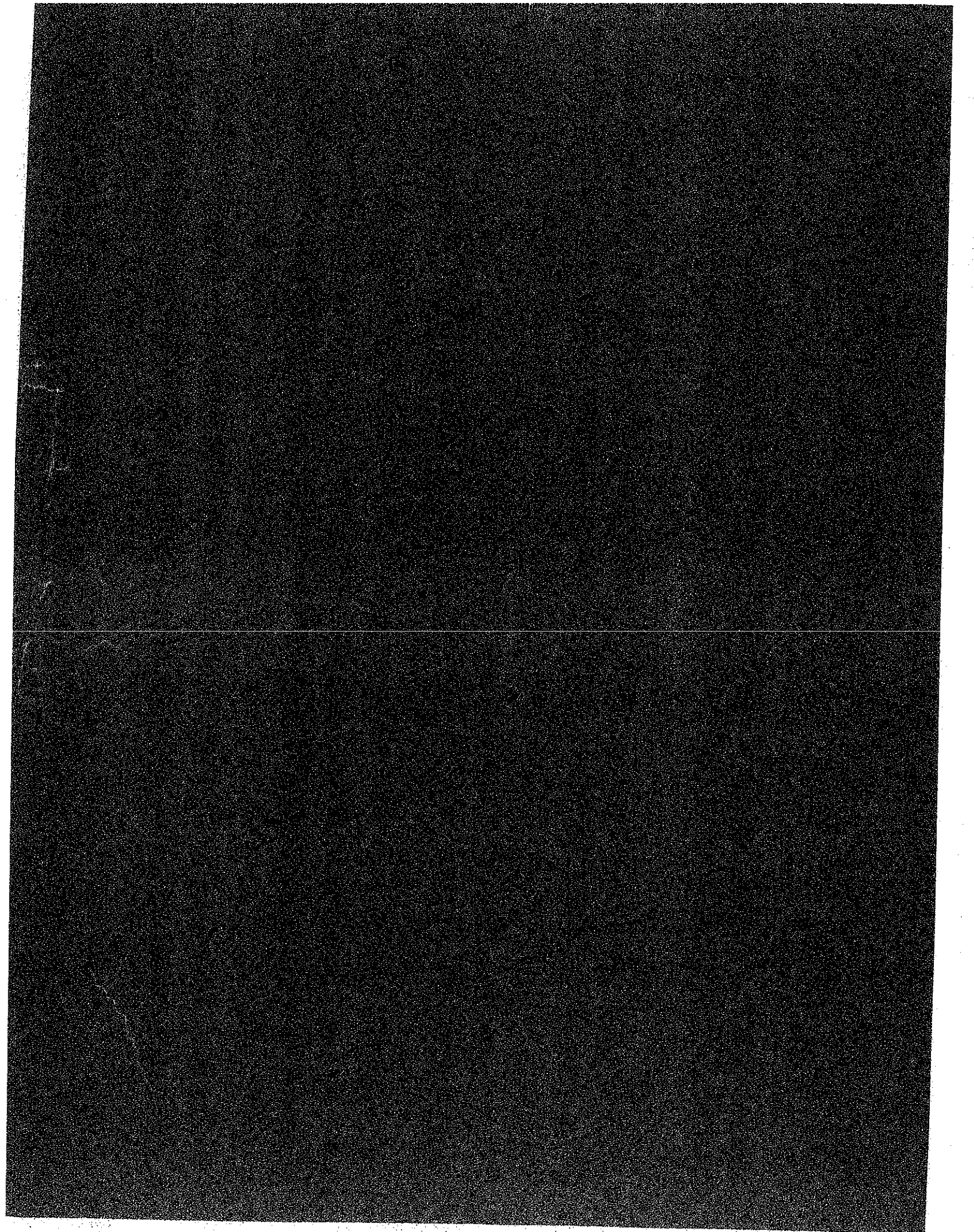
Development/Subdivision Reviews: The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- Copper Creek - Sewage Planning Module review dated January 21, 2016.
- Ippolito Site Plan - Land Development review dated January 27, 2016.
- Nagy Plan No. 2 - Subdivision review dated January 11, 2016.
- Rebecca Residence - Subdivision and Land Development reviews dated January 27, 2016 and January 28, 2016.

Respectfully Submitted,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer



RESOLUTION NO. 2016-3 / ALLEGHENY COUNTY 2015 HAZARD MITIGATION PLAN:

THE NEW ALLEGHENY COUNTY 2015 HAZARD MITIGATION HAS BEEN APPROVED BY ALLEGHENY COUNTY.

ATTACHED IS THE COPY OF THE RESOLUTION FOR WEST DEER TOWNSHIP'S ADOPTION OF THE 2015 HAZARD MITIGATION PLAN.

ALSO ATTACHED IS THE RESOLUTION ADOPTED BY ALLEGHENY COUNTY ADOPTING THE 2015 HAZARD MITIGATION PLAN.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2016-3 FOR THE ALLEGHENY COUNTY 2015 HAZARD MITIGATION PLAN FOR THE TOWNSHIP OF WEST DEER.

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

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Allegheny County 2015 Hazard Mitigation Plan
Municipal Adoption Resolution

Resolution No. 2016-3

West Deer Township, Allegheny County, Pennsylvania

WHEREAS, the *Township of West Deer, Allegheny County, Pennsylvania* is most vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, the *Township of West Deer* acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Allegheny County 2015 Hazard Mitigation Plan has been developed by the Allegheny County Emergency Management Agency and the Allegheny County Planning Commission in cooperation with other county departments, and officials and citizens of *West Deer Township*, and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Allegheny County 2015 Hazard Mitigation Plan, and

WHEREAS, the Allegheny County 2015 Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by both natural and human-made hazards that face the County and its municipal governments,

NOW THEREFORE BE IT RESOLVED by the governing body for the *Township of West Deer*:

- The Allegheny County 2015 Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the *Township of West Deer*, and
- The respective officials and agencies identified in the implementation strategy of the Allegheny County 2015 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

ADOPTED, this _____ day of _____, 2016

ATTEST:

West Deer Township

Daniel J. Mator, Jr., Township Manger

By _____
Jeffrey D. Fleming, Chairman

Allegheny County 2015 Hazard Mitigation Plan

County Adoption Resolution

Resolution No. _____

Allegheny County, Pennsylvania

WHEREAS, the municipalities of Allegheny County, Pennsylvania are most vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, Allegheny County acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Allegheny County 2015 Hazard Mitigation Plan has been developed by the Allegheny County Emergency Management Agency and the Allegheny County Planning Commission in cooperation with other county departments, local municipal officials, and the citizens of Allegheny County, and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Allegheny County 2015 Hazard Mitigation Plan, and

WHEREAS, the Allegheny County 2015 Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by both natural and human-made hazards that face the County and its municipal governments,

NOW THEREFORE BE IT RESOLVED by the governing body for the County of Allegheny that:

- The Allegheny County 2015 Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the County, and
- The respective officials and agencies identified in the implementation strategy of the Allegheny County 2015 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

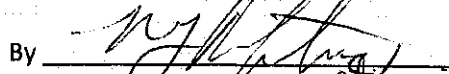
ADOPTED, this 10th day of December, 2015


ATTEST:

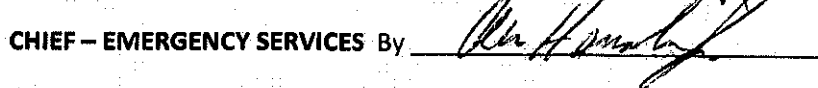


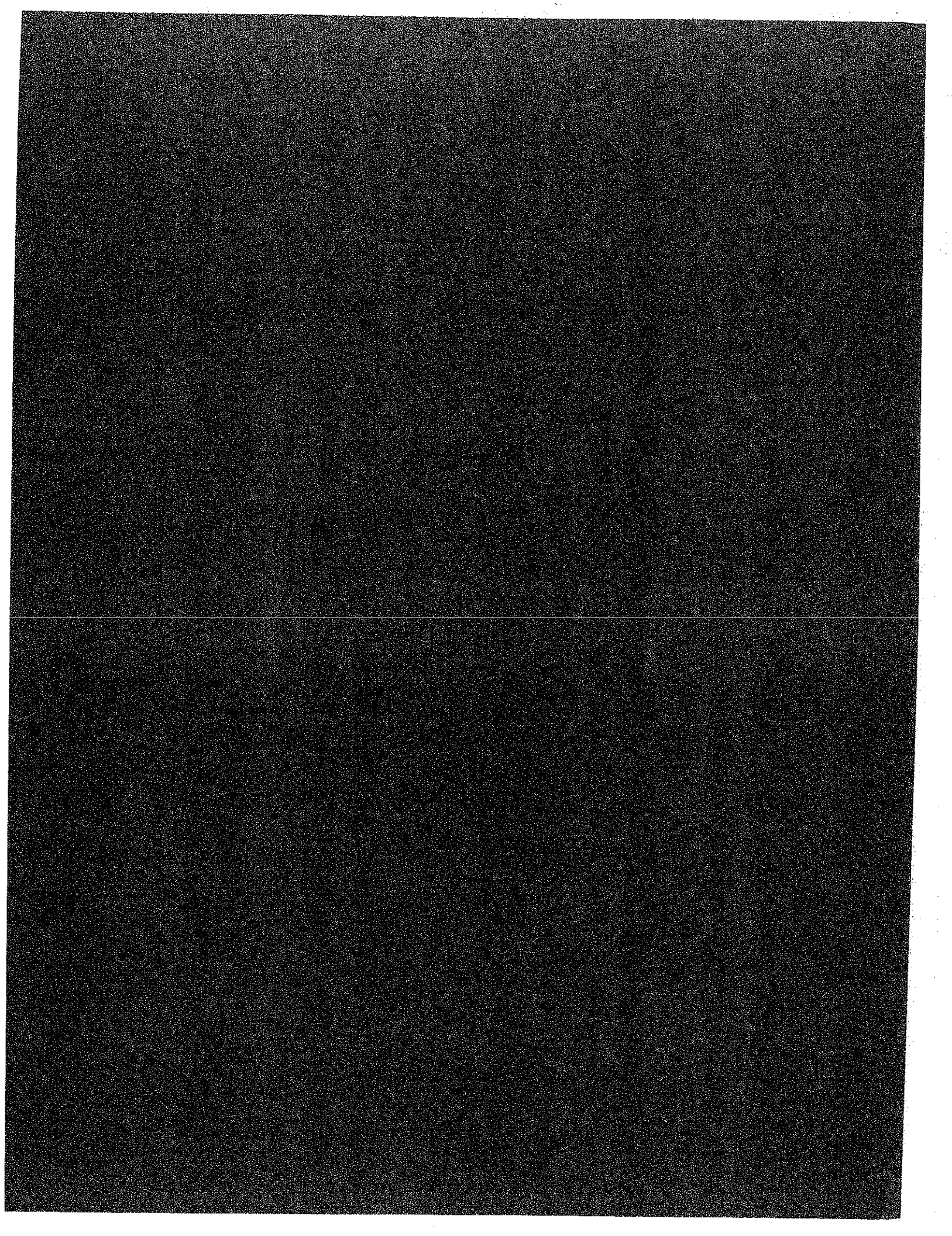
COUNTY MANAGER

ALLEGHENY COUNTY EXECUTIVE

By 

By 

CHIEF – EMERGENCY SERVICES By 



RESOLUTION NO. 2016-4
COPPER CREEK PLANNING MODULE

RESOLUTION NO. 2016-4 IS A RESOLUTION FOR THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE COPPER CREEK PLAN LOCATED ON MCINTYRE ROAD.

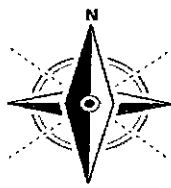
ATTACHED IS THE LETTER FROM MR. SHOUP DATED FEBRUARY 1, 2016 INDICATING HE HAS REVIEWED THE SEWAGE FACILITIES PLANNING MODULE DOCUMENTS AND RECOMMENDED THE BOARD APPROVE THE RESOLUTION WHICH IS INCLUDED WITH THE DOCUMENTS.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2016-4 -- THE RESOLUTION FOR THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE COPPER CREEK PLAN.

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

14



SHOUP ENGINEERING

FOR OVER 50 YEARS
329 Summerfield Drive, Baden PA 15005
Phone: 724-869-9560 Fax: 724-869-7434
shoupeng@comcast.net

RECEIVED

FEB 03 2016

WEST DEER TOWNSHIP

February 1, 2016

Mr. Bill Payne
West Deer Township
109 East Union Road
Cheswick, PA 15024

Re: Copper Creek Plan
Sewage Facilities Planning Module

Dear Mr. Payne,

I have reviewed the above referenced sewage facilities planning module documents submitted by Hampton Technical Associates and would recommend that the Township Board of Supervisors approve the Resolution which is included with the documents.

If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.



DEP Code No.

RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

RESOLUTION #2016-4

RESOLUTION OF THE (SUPERVISORS) (COMMISSIONERS) (COUNCILMEN) of West Deer Township
(TOWNSHIP) (BOROUGH) (CITY), Allegheny COUNTY, PENNSYLVANIA (hereinafter "the municipality").

WHEREAS Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the "Pennsylvania Sewage Facilities Act", as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS Glasso Development Company, L.P. has proposed the development of a parcel of land identified as
land developer
Copper Creek Residential Development, and described in the attached Sewage Facilities Planning Module, and
name of subdivision
proposes that such subdivision be served by: (check all that apply), sewer tap-ins, sewer extension, new treatment facility, individual onlot systems, community onlot systems, spray irrigation, retaining tanks, other, (please specify). _____

WHEREAS, West Deer Township finds that the subdivision described in the attached
municipality
Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the (Supervisors) (Commissioners) (Councilmen) of the (Township) (Borough) (City) of the Township of West Deer hereby adopt and submit to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

_____, Secretary, West Deer Township
(Signature)

Township Board of Supervisors (Borough Council) (City Councilmen), hereby certify that the foregoing is a true copy of the Township (Borough) (City) Resolution # 2016-4, adopted, _____, 20_____.

Municipal Address:

West Deer Township
109 East Union Road
Cheswick, PA 15024
Telephone (724) 265-3680

Seal of
Governing Body



**TRANSMITTAL LETTER
FOR SEWAGE FACILITIES PLANNING MODULE**

DEP USE ONLY				
DEP CODE #	APS ID #	CLIENT ID #	SITE ID #	AUTH. ID #

TO: Approving Agency (DEP or delegated local agency)
Department of Environmental Protection
400 Waterfront Drive
Pittsburgh, PA 15222

Date _____

Dear Sir:

Attached please find a completed Sewage Facilities Planning Module prepared by David P. Chavara
(Name)
Sr. Project Manager – Hampton Technical Associates, Inc. _____ for the Copper Creek Residential development
(Title) (Name)
a subdivision, commercial, or industrial facility located in along McIntyre Rd (site GPS address : 169 McIntyre Rd.)
West Deer Township, Allegheny County.
(City, Borough, Township)

Check one

- (i) The Planning Module, as prepared and submitted by the applicant, is approved by the municipality as a proposed revision supplement for new land development to its "Official Sewage Facilities Plan", and is adopted for submission to the Department of Environmental Protection transmitted to the delegated local agency for approval in accordance with the requirements of Chapter 71 and the Sewage Facilities Act, OR
- (ii) The Planning Module will not be approved by the municipality as a proposed revision or supplement for new land development to its "Official Sewage Facilities Plan" because the project described therein is unacceptable for the reason(s) checked below.

Check Boxes

- Additional studies are being performed by or on behalf of this municipality which may have an effect on the Planning Module as prepared and submitted by the applicant. Attached hereto is the scope of services to be performed and the time schedule for completion of said studies.
- The Planning Module as submitted by the applicant fails to meet limitations imposed by other laws or ordinances, officially adopted comprehensive plans and/or environmental plans (e.g., zoning, land use, Chapter 71). Specific reference or applicable segments of such laws or plans are attached hereto.
- Other (attach additional sheet giving specifics)

Municipal Secretary: Indicate below by checking appropriate boxes which components are being transmitted to the Approving Agency.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Resolution of Adoption | <input checked="" type="checkbox"/> 3. Sewage Collection/Treatment Facilities | <input checked="" type="checkbox"/> 4.A. Municipal Planning Agency Review |
| <input type="checkbox"/> 2. Individual and Community Onlot Disposal of Sewage | <input type="checkbox"/> 3s Small Flow Treatment Facilities | <input type="checkbox"/> 4.B. County Planning Agency Review |
| <input type="checkbox"/> 2m. Sewage Management Program | | <input checked="" type="checkbox"/> 4.C. County or Joint Health Department Review |

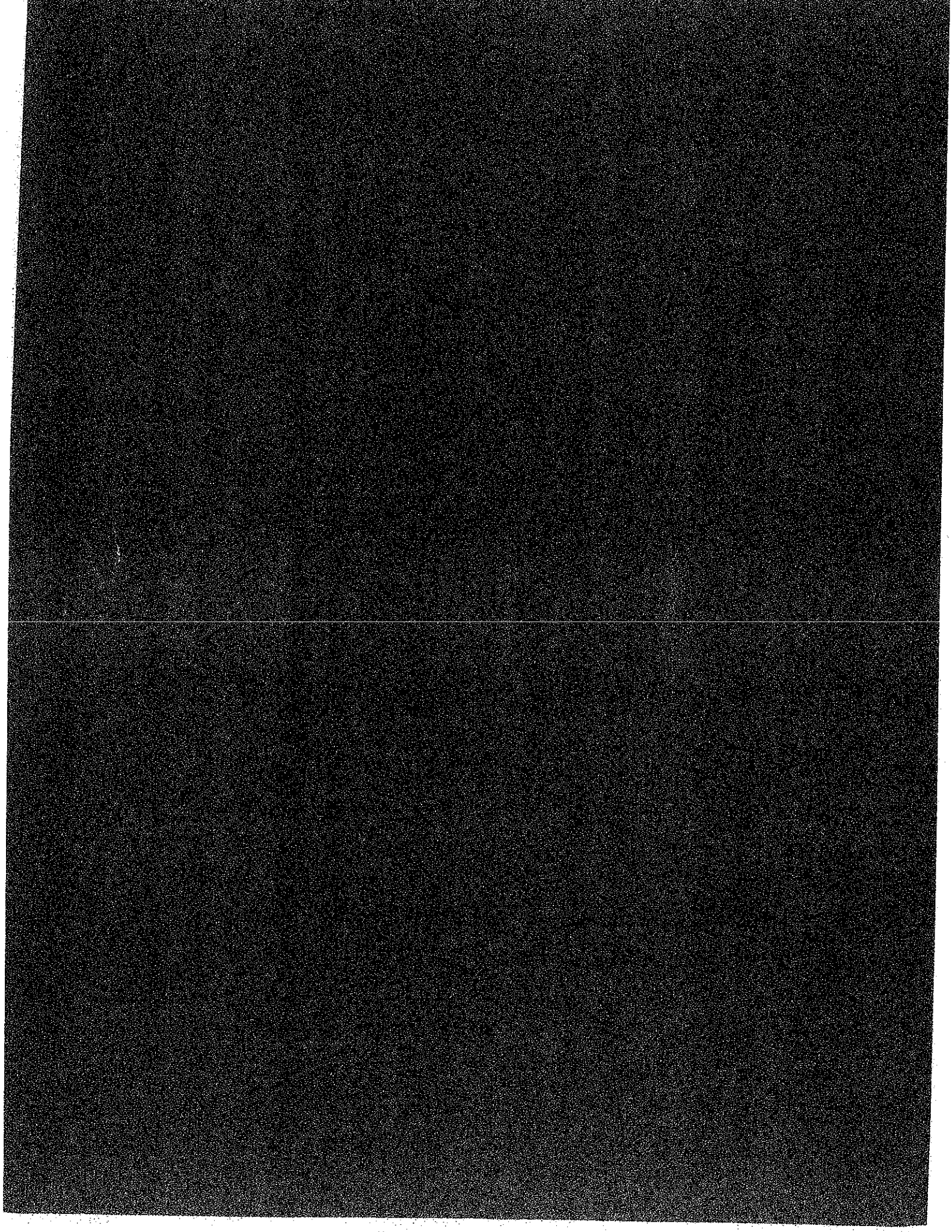
Daniel J. Mator, Jr.

Municipal Secretary (print)

Signature

Date

Note: Please remove and recycle the Instructions portion of the Sewage Facilities Planning Module prior to mailing the appropriate completed components and supporting documents to the approving agency.



**LOT CONSOLIDATION PLAN & LAND DEVELOPMENT/SITE PLAN –
CONCORDIA AT REBECCA RESIDENCE:**

PROPERTY LOCATION: 3746 CEDAR RIDGE ROAD
ZONED: R-2 SEMI-SUBURBAN RESIDENTIAL DISTRICT

LOT CONSOLIDATION PLAN:

CONCORDIA AT REBECCA RESIDENCE IS SEEKING APPROVAL FOR A LOT CONSOLIDATION PLAN. THIS PLAN WILL ELIMINATE THE PROPERTY LINE AND CREATE ONE PARCEL.

ATTACHED IS MR. SHOUP'S REVIEW LETTER DATED JANUARY 27, 2016.

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE CONCORDIA AT REBECCA RESIDENCE LOT CONSOLIDATION PLAN AT THEIR JANUARY 28, 2016 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE LOT CONSOLIDATION PLAN – CONCORDIA AT REBECCA RESIDENCE AS PER THE PLANNING COMMISSION'S RECOMMENDATION.

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

CONTINUED.....

15



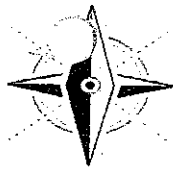
**West Deer Township Planning Commission
Meeting Report for January 28, 2016**

Project Name: **Lot Consolidation Plan – Concordia at Rebecca Residence**

Property Location: 3746 Cedar Ridge Road
Zoned: R-2 (Semi-Suburban Residential District)

Concordia at Rebecca Residence seeking approval for a Lot Consolidation Plan. This plan will eliminate the property line and create one parcel.

Planning Commission voted to **RECOMMEND APPROVAL** of Concordia at Rebecca Residence's Lot Consolidation Plan.



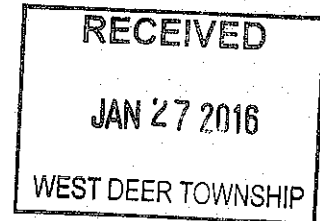
SHOUP ENGINEERING

FOR OVER 50 YEARS
529 Summerfield Drive, Baden PA 15005
Phone: 724-869-9360 Fax: 724-869-7434
shoupeng@comcast.net

January 27, 2016

Mr. Bill Payne
West Deer Township
109 East Union Road
Cheswick, PA 15024

Via Email



Re: Rebecca Residence Plan
Lot Consolidation Plan (Plan dated December 29, 2014)

Dear Mr. Payne,

I have reviewed the above referenced lot consolidation plan located in the R-2 Zoning District and the following comment should be considered.

1. The second signature line for "Chairman" should be removed from the Board of Supervisors approval clause.

If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.

Cc: Daniel Mator
S.D. Graff Surveying, Via fax 724-352-1059
Mark Reidenbach, P.E., Gateway Engineers, Via fax 412-921-9960

LAND DEVELOPMENT/SITE PLAN

CONCORDIA AT REBECCA RESIDENCE

LAND DEVELOPMENT/SITE PLAN – CONCORDIA AT REBECCA RESIDENCE

CONCORDIA AT REBECCA RESIDENCE IS SEEKING LAND DEVELOPMENT/SITE PLAN APPROVAL FOR A 3-4 STORY INDEPENDENT LIVING FACILITY (SENIOR LIVING COMMUNITY/LIFE CARE FACILITY) CONTAINING 105 UNITS.

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE CONCORDIA AT REBECCA RESIDENCE LAND DEVELOPMENT/SITE PLAN SUBJECT TO EXTENDING THE LANDSCAPING TO COVER THE FILL SLOPE ALONG THE EAST PARKING LOT AND SATISFYING SHOUP ENGINEERING'S REVIEW LETTER DATED JANUARY 28, 2016.

ATTACHED IS THE REVIEW LETTER DATED JANUARY 28, 2016 LISTING MR. SHOUP'S COMMENTS, THE RESPONSE LETTER FROM GATEWAY ENGINEERS AND A COPY OF MR. SHOUP'S REVIEW LETTER DATED FEBRUARY 11, 2016.

MR. SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE LAND DEVELOPMENT/SITE PLAN – CONCORDIA AT REBECCA RESIDENCE AS PER THE PLANNING COMMISSION'S RECOMMENDATION.

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



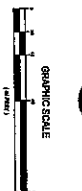
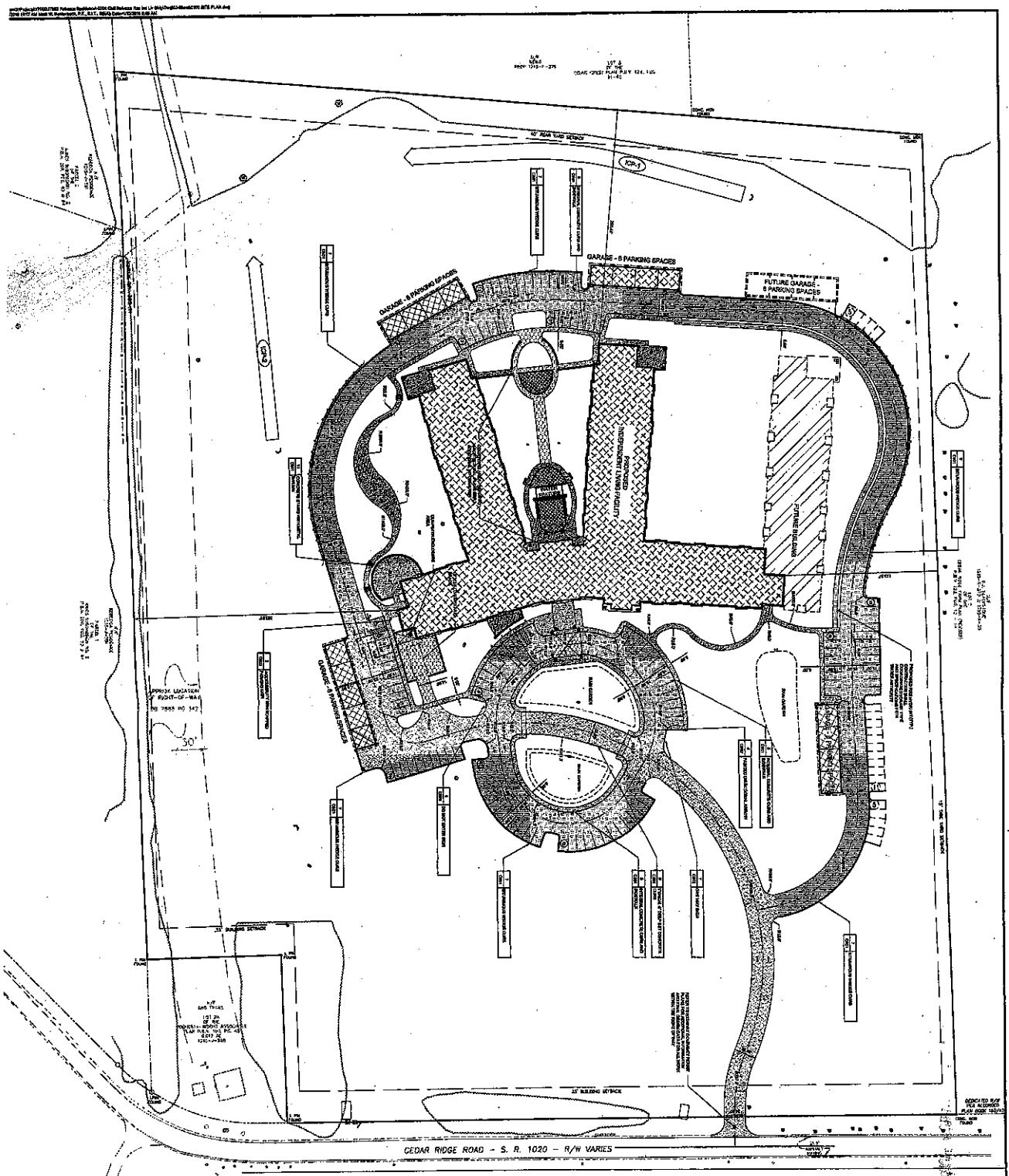
**West Deer Township Planning Commission
Meeting Report for January 28, 2016**

Project Name: **Land Development/Site Plan – Concordia at Rebecca Residence**

Property Location: 3746 Cedar Ridge Road
Zoned: R-2 (Semi-Suburban Residential District)

Concordia at Rebecca Residence seeking Land Development/Site Plan approval for a 3-4 story Independent Living Facility (Senior Living Community/Life Care Facility) containing 105 units.

Planning Commission voted to **RECOMMEND APPROVAL** of Concordia at Rebecca Residence's Site Plan subject to extending the landscaping to cover the fill slope along the east parking lot and satisfying Shoup Engineering's review letter dated January 28, 2016.



NOTICE TO CONTRACTOR

This drawing is a preliminary site plan and is not to be used for construction without the approval of the engineer. The contractor shall be responsible for obtaining all necessary permits and for verifying the accuracy of all field data. The engineer's responsibility is limited to the design of the site plan as shown on this drawing. The contractor shall be responsible for all other aspects of the project, including but not limited to, the construction of the site plan, the installation of utilities, and the maintenance of the site plan.

NO.	DATE	DESCRIPTION
1	08/15/11	PRELIMINARY SITE PLAN
2	08/15/11	REVISIONS
3	08/15/11	REVISIONS
4	08/15/11	REVISIONS
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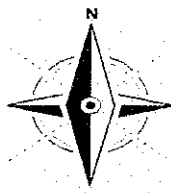
CONCORDIA AT REBECCA RESIDENCE
 CEDAR RIDGE ROAD (R 1020)
 ALLISON PARK, PA 15104

PREPARED FOR:
CONCORDIA AT REBECCA RESIDENCE
 3748 CEDAR RIDGE ROAD (R 1020)
 ALLISON PARK, PA 15104

REVISION RECORD

NO.	DATE	DESCRIPTION
1	08/15/11	PRELIMINARY SITE PLAN
2	08/15/11	REVISIONS
3	08/15/11	REVISIONS
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48	08/15/11	REVISIONS
49	08/15/11	REVISIONS
50	08/15/11	REVISIONS

GATEWAY
 The Gateway Engineers, Inc.
 Full-Service Civil Engineering & Surveying
 Allison Park, PA
 www.gatewayeng.com 412-651-6554



SHOUP ENGINEERING

FOR OVER 50 YEARS
529 Summerfield Drive, Baden PA 15005
Phone: 724-869-9560 Fax: 724-869-7434
shoupeng@comcast.net

February 11, 2016

Mr. Bill Payne
West Deer Township
109 East Union Road
Cheswick, PA 15024

Re: Concordia at Rebecca Residence
Land Development Plan (Plans revised February 3, 2016)

Dear Mr. Payne,

I have reviewed the above referenced land development plan located in the R-2 Zoning District and the following comments should be considered.

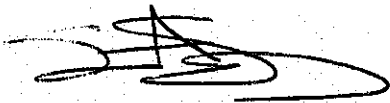
1. The use of life care facility/senior living community in the R-2 Zoning District is a conditional use and is subject to the standards for the conditional use found in Zoning Ordinance Section 23.4.
2. A highway occupancy permit must be secured from the Pennsylvania Department of Transportation for the site's driveway intersection with Cedar Ridge Road.
3. A General NPDES permit must be obtained from the Allegheny County Conservation District prior to the initiation of any earthwork.
4. Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module documents must be submitted to the Township.
5. The applicant has agreed with the Josh Wiegand of West Deer VFC #3 to a central and western courtyard layout which will allow ladder truck access to these areas. The plans should be revised to reflect the final courtyard layouts.
6. A stormwater maintenance agreement will be required for this project. A final stormwater maintenance agreement is being prepared.

7. A traffic impact fee will be applicable to this project based on the number of new peak p.m. hour trips generated. The new peak p.m. hour trips has been calculated to be 27 which results in a traffic impact fee of \$9,072.00.

If you should have any questions, please do not hesitate to contact me at your convenience.

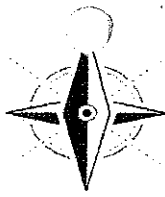
Sincerely,

SHOUP ENGINEERING, INC.



Scott A. Shoup, P.E.

Cc: Daniel Mator
Mark Reidenback, P.E.
Gateway Engineers, Via fax 412-921-9960

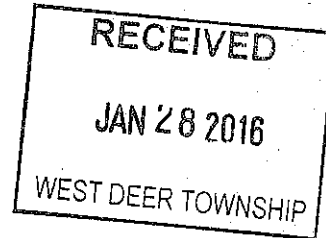


SHOUP ENGINEERING

FOR OVER 50 YEARS

329 Summerfield Drive, Baden PA 15005
Phone: 724-869-9560 Fax: 724-869-7434
shoupeng@comcast.net

January 28, 2016



Mr. Bill Payne
West Deer Township
109 East Union Road
Cheswick, PA 15024

Re: Concordia at Rebecca Residence
Land Development Plan (Plans dated January, 2016)

Dear Mr. Payne,

I have reviewed the above referenced land development plan in the R-2 Zoning District and the following comments should be considered.

1. The use of life care facility/senior living community in the R-2 Zoning District is a conditional use and is subject to the standards for the conditional use found in Zoning Ordinance Section 23.4.
2. Public water and public sewer availability letters from the respective Authority providers should be submitted to the Township.
3. A highway occupancy permit must be secured from the Pennsylvania Department of Transportation for the site's driveway intersection with Cedar Ridge Road.
4. A General NPDES permit must be obtained from the Allegheny County Conservation District prior to the initiation of any earthwork.
5. Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module documents must be submitted to the Township.
6. Some of the radii of the driveway (eastern portion) and a walkway (western portion) shown on drawing sheet C100 appear to be incorrect.
7. The Planning Commission should discuss with the applicant the status of fire protection discussions with the Township Fire Department.

8. Is the earthwork proposed on the site balanced as it relates to cuts and fills?
9. A catalog cut should be submitted to the Township for each proposed outdoor light fixture.
10. The note regarding the level spreader maintenance found on drawing sheets C700 and C702 indicates that it should be inspected quarterly for the first two years. After the first two years is it to be inspected semi-annually?
11. The following elevations for rain garden features shown on drawing sheet C701 do not agree with the elevations identified in the stormwater management report.
 - a. North Rain Garden - outlet elevation
 - b. South Rain Garden - outlet elevation
 - c. Southeast Rain Garden - riser elevation
12. A stormwater maintenance agreement will be required for this project.
13. A traffic impact fee will be applicable to this project based on the number of new peak p.m. hour trips generated.

A written response should be provided indicating how each of the above comments has been addressed.

If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.



Scott A. Shoup, P.E.

Cc: Daniel Mator
Mark Reidenback, P.E.
Gateway Engineers, Via fax 412-921-9960



On Call. On Time. On Target.

THE GATEWAY ENGINEERS, INC.

400 HOLIDAY DRIVE, SUITE 300
PITTSBURGH, PA 15220-2727
412.921.4030 PHONE
412.921.9960 FAX

February 4, 2016
C-17989-0004

www.gatewayengineers.com

West Deer Township
109 East Union Road
Cheswick, PA 15024

ATTN: Bill Payne

Re: Rebecca Residence Plan
Land Development Plan (Plan dated January 2016)



Dear Mr. Payne,

On behalf of West Deer Township, The Gateway Engineers, Inc. is submitting this letter in response to your letter dated January 28, 2016 for Rebecca Residence Plan Land Development Plan, located in West Deer Township, Allegheny County, Pennsylvania. For ease of review, we have provided your comments, followed by our response to your comments.

1. *The use of life care facility/senior living community in the R-2 Zoning District is a conditional use and is subject to the standards for the conditional use found in Zoning Ordinance Section 23.4.*

Response: No response required.

2. *Public water and public sewer availability letters from the respective Authority providers should be submitted to the Township.*

Response: Public water and sewer availability letters are included with this re-submission.

3. *A highway occupancy permit must be secured from the Pennsylvania Department of Transportation for the site's driveway intersection with Cedar Ridge Road.*

Response: The highway occupancy permit from PennDOT is currently in process. Once it is received by the applicant, documentation will be forwarded to West Deer Township.

4. *A General NPDES permit must be obtained from the Allegheny County Conservation District prior to the initiation of any earthwork.*

Response: The NPDES permit issued through the Allegheny County Conservation District is currently in process. Once it is received by the applicant, documentation will be forwarded to West Deer Township.



5. *Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module documents must be submitted to the Township.*

Response: The Sewage Facilities Planning Module is currently in process. Sewage facilities planning documents will be sent to West Deer Township as the planning components progress.

6. *Some of the radii of the driveway (eastern portion) and a walkway (western portion) shown on drawing sheet C100 appear to be incorrect.*

Response: Dimensions shown on plan sheet C100 have been revised accordingly.

7. *The Planning Commission should discuss with the applicant the status of fire protection discussions with the Township Fire Department.*

Response: The applicant has been in direct and constant contact with the Township Fire Department Chief about the proposed project. Recommendations of the Township Fire Department Chief will be coordinated by the applicant and incorporated into the land development plans.

8. *Is the earthwork proposed on the site balanced as it relates to cuts and fills?*

Response: Yes the site is balanced as it relates to cuts and fills. Any potential excess excavated material will be spoiled onsite.

9. *A catalog cut should be submitted to the Township for each proposed outdoor light fixture.*

Response: A catalog cut sheet of the proposed outdoor overhead light fixture has been included with this re-submission.

10. *The note regarding the level spreader maintenance found on drawing sheets C700 and C702 indicates that it should be inspected quarterly for the first two years. After the first two years is it to be inspected semi-annually?*

Response: The notes on drawing sheets C700 and C702 regarding level spreader maintenance has been revised to provide semi-annual inspections after the initial two year period.

11. *The following elevations for rain garden features shown on drawing sheet C701 do not agree with the elevations identified in the stormwater management report.*

a) *North Rain Garden – outlet elevation*

Response: The North Rain Garden outlet elevation is correct as shown on plan sheet C701 and the stormwater hydrologic model. The front narrative of the PCSM report has been revised.

b) *South Rain Garden – outlet elevation*

Response: The South Rain Garden outlet elevation is correct as shown on plan sheet C701 and the stormwater hydrologic model. The front narrative of the PCSM report has been revised.

c) *Southeast Rain Garden – riser elevation*

Response: The Southeast Rain Garden outlet elevation is correct as shown in the front narrative of the PCSM report and the stormwater hydrologic model. Plan Sheet C701 has been revised accordingly.

12. *A stormwater maintenance agreement will be required for this project.*

Response: A copy of a preliminary stormwater maintenance agreement has been sent to the West Deer Township Engineer for review.

13. *A traffic impact fee will be applicable to this project based on the number of new peak p.m. hour trips generated.*

Response: A traffic impact fee calculation needs to be provided by West Deer Township to the applicant. The new peak p.m. hour trips for the site 27 per the previously submitted transportation impact study scoping meeting checklist.

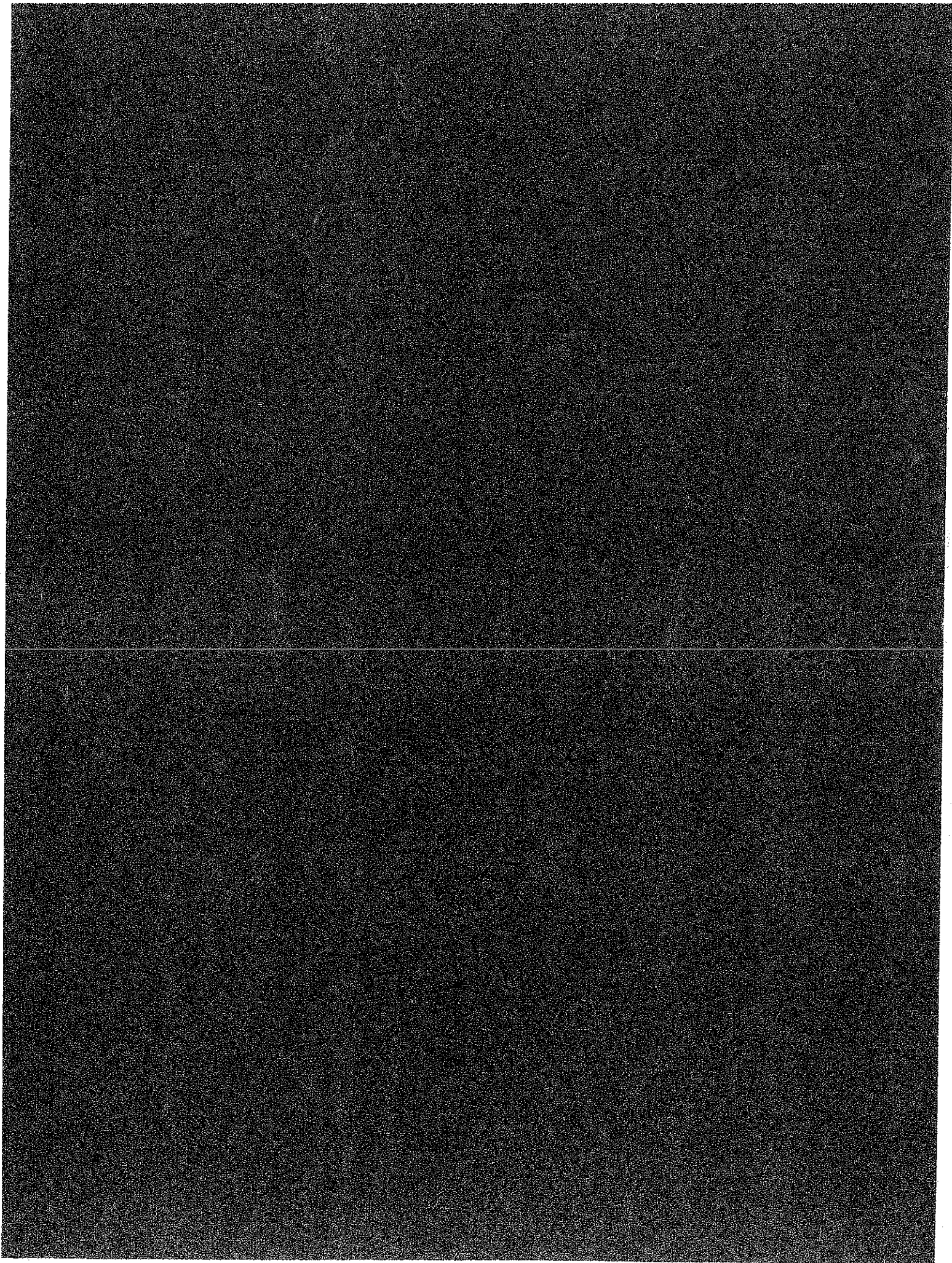
Please contact me at 412-921-4030 Ext. 149 with any questions.

Sincerely,
THE GATEWAY ENGINEERS, INC.



Mark W. Reidenbach P.E., S.I.T., S.E.O.
Engineer

cc: Scott A. Shoup, West Deer Township Engineer
Gerald Karle, R.W. Larson Associates
Mike Kaufman, Executive Director Concordia at Rebecca Residence
Brian K. Hortert, CEO Concordia Lutheran Ministries



IPPOLITO SITE PLAN:

THE PLANNING COMMISSION APPROVED THE IPPOLITO SITE PLAN AT THEIR JANUARY 28, 2106 MEETING.

THE SITE PLAN IS TO CONSTRUCT A 50 FOOT X 60 FOOT ADDITION ON THE EXISTING BUILDING AT 1628 MIDDLE ROAD EXTENSION. THE ADDITION WILL BE IDENTICAL (MATCHING PROFILE) TO THE EXISTING BUILDING. PROPERTY ZONED S/U (SPECIAL USE).

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE IPPOLITO SITE PLAN AS THE APPLICANT SATISFIED ALL REQUIREMENTS OUTLINED IN SHOUP ENGINEERING'S REVIEW LETTER DATED JANUARY 27, 2016.

ALSO ATTACHED IS THE REVIEW LETTER FROM SHOUP ENGINEERING DATED FEBRUARY 5, 2016 THAT THE COMMENTS CONTAINED IN HIS JANUARY 27, 2016 REVIEW LETTER HAVE BEEN ADEQUATELY ADDRESSED AND HAS NO ADDITIONAL COMMENTS CONCERNING THE PLAN.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE IPPOLITO SITE PLAN AS PER THE PLANNING COMMISSION'S RECOMMENDATION.

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

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SHOUP ENGINEERING

FOR OVER 50 YEARS

329 Summerfield Drive, Baden PA 15005
Phone: 724-869-9560 Fax: 724-869-7434
shoupeng@comcast.net

February 5, 2016

Mr. Bill Payne
West Deer Township
109 East Union Road
Cheswick, PA 15024

Via Email

Re: Ippolito Site Plan - Building addition
Land Development Plan (Plan dated January 18, 2016)

Dear Mr. Payne,

I have reviewed the above referenced land development plan located in the SU Zoning District and have found that the comments contained in my January 27, 2016 review letter have been adequately addressed. I have no additional comments concerning the plan.

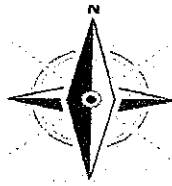
If you should have any question, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.

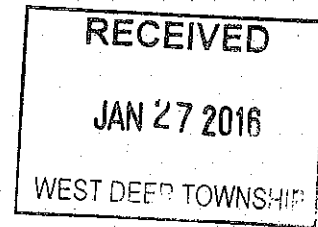
Scott A. Shoup, P.E.

cc: Daniel Mator, via email



SHOUP ENGINEERING

FOR OVER 50 YEARS
529 Summerfield Drive, Baden PA 15005
Phone: 724-869-9560 Fax: 724-869-7434
shoupeng@comcast.net



January 27, 2016

Mr. Bill Payne
West Deer Township
109 East Union Road
Cheswick, PA 15024

Via Email

Re: Ippolito Site Plan - Building Addition
Land Development (Plan dated January 18, 2016)

Dear Mr. Payne,

I have reviewed the above referenced land development plan located in the SU Zoning District and the following comments should be considered.

1. To the extent that it is applicable, the Planning Commission should review with the applicant the Architectural recommendations of Section 14.5.8 of the Zoning Ordinance.

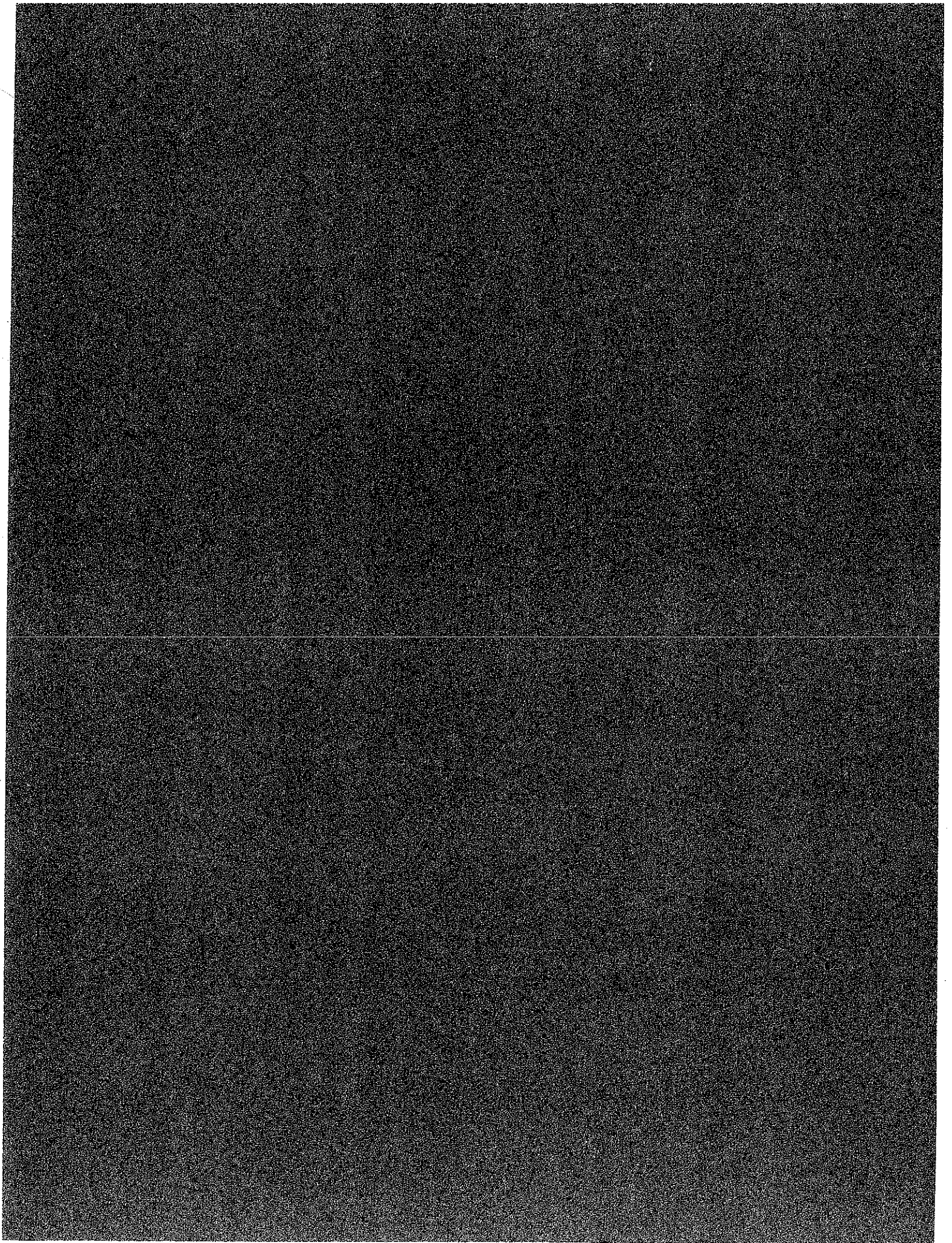
If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.

Cc: Daniel Mator
John Ippolito



NAGY 2-LOT SUBDIVISION PLAN:

THE PLANNING COMMISSION APPROVED THE NAGY 2-LOT SUBDIVISION PLAN AT THEIR JANUARY 28, 2016 MEETING.

THIS IS A TWO (2) LOT SUBDIVISION LOCATED AT 311 W. STARZ ROAD IN THE R-3 SUBURBAN RESIDENTIAL ZONING DISTRICT.

- LOT 1 = 0.4597 ACRES (20,024 SQ. FT.)
- LOT 2 = 0.6159 ACRES (26,827 SQ. FT.)

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE NAGY 2-LOT SUBDIVISION CONTINGENT UPON SHOUP ENGINEERING'S REVIEW LETTER DATED JANUARY 12, 2016.

ATTACHED IS THE REVIEW LETTER FROM SHOUP ENGINEERING DATED FEBRUARY 8, 2016 INDICATING THE SEWAGE FACILITIES PLANNING MODULE DOCUMENTS SHOULD BE SUBMITTED TO THE TOWNSHIP.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE NAGY 2-LOT SUBDIVISION PLAN AS PER THE RECOMMENDATION BY THE PLANNING COMMISSION CONTINGENT UPON THE SEWAGE FACILITIES PLANNING MODULE DOCUMENTS BE SUBMITTED TO THE TOWNSHIP.

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

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**West Deer Township Planning Commission
Meeting Report for January 28, 2016**

Project Name: Nagy 2-Lot Subdivision

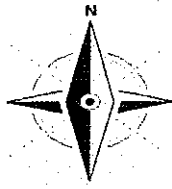
Property Location: 311 West Starz Rd.

Zoned: R-3 (Suburban Residential District)

Mr. Nagy seeking approval for a 2-lot subdivision at 311 W. Starz Road:

- Lot 1 = 0.4597 acres (20,024 sq.ft.)
- Lot 2 = 0.6159 acres (26,827 sq.ft.)

Planning Commission voted to **RECOMMEND APPROVAL** of the Nagy 2-Lot Subdivision contingent upon Shoup Engineering's review letter dated Jan. 12, 2016.



SHOUP ENGINEERING

FOR OVER 50 YEARS
329 Summerfield Drive, Baden PA 15005
Phone: 724-869-9560 Fax: 724-869-7434
shoupeng@comcast.net

February 8, 2016

Mr. Bill Payne
West Deer Township
109 East Union Road
Cheswick, PA 15024

Re: Karen and Thomas Nagy Lot Line Revision Plan No. 2
Preliminary and Final Subdivision (Plan dated December 9, 2015 but revised)

Dear Mr. Payne,

I have reviewed the above referenced preliminary and final subdivision plan located in the R-3 Zoning District and the following comments should be considered.

1. Sewage Facilities Planning Module documents should be submitted to the Township.

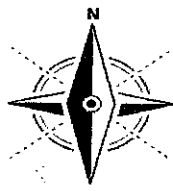
If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.

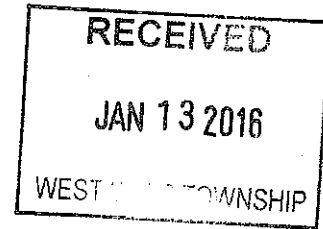
Cc: Hampton Technical Associates - Via fax 412-781-9660



SHOUP ENGINEERING

FOR OVER 50 YEARS
329 Summerfield Drive, Baden PA 15005
Phone: 724-869-9560 Fax: 724-869-7434
shoupeng@comcast.net

January 12, 2016



Mr. Bill Payne
West Deer Township
109 East Union Road
Cheswick, PA 15024

Re: Karen and Thomas Nagy Lot Line Revision Plan No. 2
Preliminary and Final Subdivision (Plan dated December 9, 2015)

Dear Mr. Payne,

I have reviewed the above referenced preliminary and final subdivision plan located in the R-3 Zoning District and the following comments should be considered.

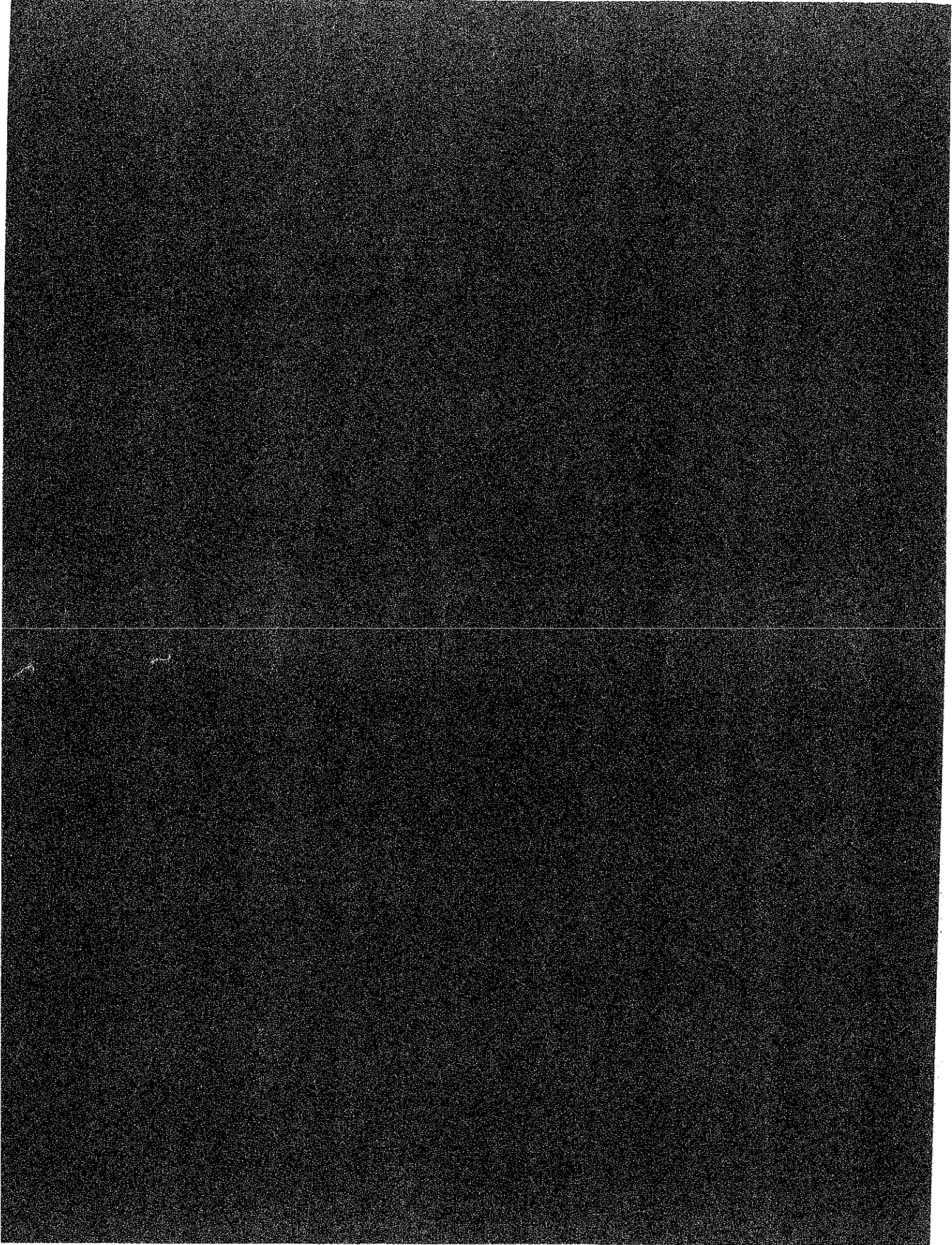
1. The word "development" is misspelled in the Township Declaration clause.
2. Sewage Facilities Planning Module documents should be submitted to the Township.

If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.



CONTRACT 16-01/CURTISVILLE PLAN NO. 1 STORM SEWER PROJECT:

SEALED BIDS WERE RECEIVED AND OPENED AT 1:00 P.M. ON TUESDAY, FEBRUARY 16, 2016 FOR CONTRACT 16-01 – THE CURTISVILLE PLAN NO. 1 STORM SEWER PROJECT.

WORK CONSISTS OF THE INSTALLATION/REPLACEMENT OF IN EXCESS OF 20 TYPE M INLETS, INSTALLATION/REPLACEMENT OF APPROXIMATELY 1,000 FEET OF HDPE STORM SEWER (VARIOUS SIZES), REPAIR OF EXISTING INLETS AND OTHER MISCELLANEOUS WORK.

MR. SHOUP WILL DISTRIBUTE THE BID RESULTS AND PROVIDE HIS RECOMMENDATION AT THE MEETING.

MR. SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO TABLE

OR

I MOVE TO AWARD THE CONTRACT 16-01 CURTISVILLE PLAN NO. 1 STORM SEWER PROJECT TO _____ IN THE TOTAL AMOUNT OF \$ _____.

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

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REQUEST FOR BIDS

SEALED BIDS will be received by West Deer Township, Allegheny County, 109 East Union Road, Cheswick, PA 15024, until 1:00 p.m. on Tuesday, February 16, 2016, at which time the bids will be opened and read aloud. The bids may be considered and awarded at a meeting held by West Deer Township Supervisors on Wednesday, February 17, 2016, at 6:30 p.m, for the following:

Contract 16-01 Curtisville Plan No. 1 Storm Sewer Project:

Work consists of the installation/replacement of in excess of 20 Type M Inlets, installation/replacement of approximately 1,000 feet of HDPE storm sewer (various sizes), repair of existing inlets and other miscellaneous work.

Proposals and Bid Documents can be obtained from Shoup Engineering Inc (724-869-9560) from 8:00 a.m. to 5:00 p.m. weekdays (closed 12 to 1), located at 329 Summerfield Drive, Baden, Economy Borough, PA 15005 for a Non-refundable Fee of \$75.00, payable to Shoup Engineering prior to distribution. Call ahead to ensure the documents are ready.

Proposals must be submitted upon the original forms furnished by the Township.

Pennsylvania Prevailing Wage Rates will apply.

Each Bidder must submit a bid bond or cashier's check as bid security in the amount of ten percent (10%) of the bid amount made payable to the Township. No bids may be withdrawn within sixty (60) days after the date of opening.

A Performance Bond and a Payment Bond in the amount of 100% of the bid amount, and an 18-month Maintenance Bond in the amount of 100% of contract amount will be required.

West Deer Township reserves the right to reject any or all bids either in whole or in part, to waive any informalities, and to alter the scope of work.

Daniel Mator, West Deer Township

