

WEST DEER TOWNSHIP SUPERVISORS MEETING



January 18, 2017

6:30 p.m./Regular Business Meeting
Executive Session FOLLOWING MEETING

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

**WEST DEER TOWNSHIP
Board of Supervisors
18 January 2017**

**6:30 pm: Regular Business Meeting
Execution Session FOLLOWING 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
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. 2017 Salvage Yard License Applications
 - A. Blazczak Salvage, Inc.
 - B. Boulevard Auto & Truck Salvage, LLC
 - C. Catanese Brothers Salvage
 - D. IAA Acquisition Corp.
14. Authorize Advertisement: Tax Collector Salary Ordinance
15. Authorize Advertisement: Advertising and Bidding Ordinance
16. Senior Citizen Center Flooring Award
17. Senior Citizen Wall Repair
18. Planning Module – Eisenbarth: Resolution No. 2017-1 & Agreements
19. Allison Park Contractors Site Plan
20. Start the Process for Full-Time Officer to Sergeant
21. Start the Process for Part-Time Officer to Full-Time Officer
22. Hire Part-Time Police Officer
23. Police SUV
24. Resolution No. 2017-2: Vacant Property
25. Committee Reports
26. Old Business
27. New Business
28. Set Agenda: 15 February 2017
29. Comments from the Public
30. Adjournment

1 Call to Order

2 Pledge of Allegiance

3 Roll Call - Mr. Mator . . .

4 Executive Session

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.

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ACCEPT MINUTES

ATTACHED ARE THE MINUTES OF THE DECEMBER 21, 2016 AND JANUARY 3, 2017 MEETINGS.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ACCEPT THE MINUTES OF THE DECEMBER 21, 2016 AND JANUARY 3, 2017 MEETINGS 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
21 December 2016
6:00 p.m.

The West Deer Township Board of Supervisors held a Public Hearing and 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; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

6:00 p.m. – PUBLIC HEARING: ORDINANCE NO. 415 (2017 TAX MILLAGE RATE)

- Chairman Fleming opened the public hearing.
- Pledge of Allegiance
- Roll Call taken by Mr. Mator – Quorum present.
- Public Hearing was advertised in compliance with the Law.
- Court Reporter present.

Mr. Happel, Township Solicitor, opened the public hearing and announced the Township's Home Rule Charter requires a public hearing when the Board of Supervisors of the Township considers an increase to the millage rate for the Township property taxes.

The public hearing was for the West Deer Township Board of Supervisors to consider adoption of the following ordinance:

ORDINANCE NO. 415

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, FIXING THE GENERAL MILLAGE RATE FOR THE 2017 TAX YEAR AT 2.99 MILS.

At this point, any member of the public who was interested in speaking at the hearing was directed to stand and be sworn-in by the Court Reporter.

Before taking public comments, Chairman Fleming asked those in attendance to remember that "we all live here and we all pay taxes." He informed the public that the Board has held two public budget workshops – which were open for comments – and that the Board would be making a decision that evening for all 11,771 residents of the Township.

Chairman Fleming stated that there have been a lot of rumors floating around on Facebook and in the newspapers, and clarified that there is no "slush fund." He added that the Board is trying to do the best it can for the community, and cited that West Deer has a great police department and great road department, and that funding those departments cost money. He then used the example of the Township Manager saving the community over \$1.4 million dollars in health care savings during his tenure as manager.

Vice Chairman DiSanti introduced himself as the Chairman of the Financial and Legal Committee and commented that they had met and discussed this budget – and their concern regarding the possibility of a millage rate increase – on several occasions since the budget was presented to the public. Dr. DiSanti emphasized to those in attendance that the Committee as board members and committee people scrutinized the proposed Budget and the need for any tax increase.

PUBLIC COMMENTS:

- Jeff Martin, 307 Casindra Court, Gibsonia, PA
 - Mr. Martin commented that as both the managing partner of Richland Holdings and the Community Manager for HyTyre Farms, some residents had contacted him and had asked him to speak. Mr. Martin stated that he was not against additional taxes for road repairs, but questioned whether a one-mil increase was necessary all at one time, and asked why the millage rate was not increased gradually over the years.

- John Best, 441 West Starz Road
 - Mr. Best commented that the Township had two tax increases in the past – in 2008 when the fire tax was created, and in 2011 when there was a millage increase that amounted to 8 ½ percent. He also commented on Township salaries, and stated West Deer receives thirty-percent less revenue than most of the townships in the area, and that West Deer has a higher percentage of fixed income people.
 - Mr. Best stated that the Township already has a balanced Budget, and questioned the tax increase because he felt that it would be for future years.

- Richard Conley, 301 Saddlebrook Road
 - Mr. Conley commented that the Township is seeing a great deal of residential growth, including over \$3 million in development from the Hunt Club. He expressed concern that the residents of the Hunt Club are being assessed by the County at a much higher rate than the average residence in West Deer and, therefore, their tax bill is significantly higher than average. Mr. Conley stated that the residents of the Hunt Club understand it costs money to run a government, but requested that the Board consider the minimum increase. He added that he felt high tax rates deter sales, and said he would appreciate the Board's consideration of raising each property owner's taxes a flat \$9.00 per month rather than using a percentage/millage.

- Bob Nolan, 4774 Bayfield Road
 - Mr. Nolan commented on the high end housing plans in West Deer mentioned earlier, and stated that those plans have been generating income, and do not cost the Township anything. He said he went through the Budget, and that he is confused because he was not able to find this addition revenue.
 - Mr. Nolan commented that in the business world cuts are made to budgets, but in West Deer's Budget he sees increases throughout the document, but a dramatic decrease in the Road Program. He stated that he felt the Township was "kind of holding the roads as hostage." Mr. Nolan suggested that the Township annually increase the Road Program at the same percentage as salary increases, etc. in the Budget. He also reiterated Mr. Best's point that there are a lot of people on fixed incomes in the Township.

- Joy Hardt, 3681 Cedar Ridge Road
 - Mrs. Hardt thanked the Board for doing such a "thankless job" with no pay, and for doing so out of love for the community. She stated that she has been the finance director of another North Hills municipality for twenty years, and that she has worked in local government – including a stint in West Deer – for over thirty years. Mrs. Hardt indicated she examined each of the advertised budgets' line items, and stated that – in her professional opinion – the Board has no choice but to raise taxes. She stated that the budget may look balanced, but that, in reality, there is a deficit that needed to be made up, and challenged the people in attendance who spoke out against the increase to cite specific services they would like cut. Mrs. Hardt said she felt that the Township has excellent employees, and that the Board should not expect them to bear the burden, and mentioned how demoralizing it is when employees are personally attacked in social media when taxes are discussed.

- Mrs. Hardt cautioned the Board on how difficult it is to catch up on a road program once a municipality falls behind and cited examples from her municipal employer where they had to spend more for their road program in the future – despite being much smaller than West Deer – after ignoring recommendations for increased spending in the past.
 - Mrs. Hardt then explained unfunded mandates from the state and federal governments, the impact they have on local finances, and opined that the Township is doing the best they can with the funds they have, and should be commended.
 - Supervisor Vaerewyck asked Mrs. Hardt to explain in greater detail her thoughts about the deficit she mentioned earlier, and Mrs. Hardt explained that to continue using the Operating Reserve Fund would be dangerous if an emergency ever arose.
- Vito Alioto, HyTyre Farms
 - Mr. Alioto commented that he is on a fixed income and that a fifty-percent increase seemed high to him. He stated that he is not against an increase, but did not agree with an increase of that amount.
 - Jim Cesnick, 112 Michael Road
 - Mr. Cesnick commented on the Budget Workshops, the amount of details in the Budget and stated that he did not understand all the details of the advertised Budgets. He stated that the Road Program was not anywhere in the budget, but items like the manager's raises were, then commented on the fixed income argument others made earlier.
 - Mr. Cesnick stated that he was not a proponent of raising taxes, but realized that the Township had "lousy roads," and that – when fixing the roads – the Township finds out how poorly they were constructed before.
 - Mr. Cesnick then disagreed with the budget process and claimed that – instead of using an exact millage increase to cover the Road Program – Dr. DiSanti recommended a one-mil tax increase, and the Board did not question the proposed increase.
 - Mr. Cesnick finally requested that any member of the Board "with the ethical and moral turpitude to do it correctly" to: 1) Increase the millage rate only .71 mil; 2) Reduce any salary increases that are not contract oriented from five percent to two and one-half percent; 3) Initiate an ongoing effort to reduce health care costs; 4) Eliminate the "golden parachute" severance package for the Manager; and 5) Ask every department to come up with a plan by June to reduce expenses by seven percent.
 - David Lepley, 1152 Eisenhower Drive
 - Mr. Lepley commented that working people do not always receive pay increases, and that those on fixed incomes are not the only residents affected by tax increases. He added that the state was going to be increasing the gas tax on January 1st, and stated that he felt the Township does not need a fifty percent tax increase.

Upon the completion of the public comments, Supervisor DiSanti thanked the residents for attending the meeting. He indicated he has been a resident and practitioner in the Township for over forty years and raised his family here. He also informed those in attendance that most of his patients in Russellton are geriatric residents, so he understands their concerns.

Dr. DiSanti commented he feels West Deer is one of the best communities, and cited numerous examples of positive benefits the Township affords residents, such as Community Days and top-ranked police protection. He also commended the employees of the Township and cited examples of how they have saved the Township money, yet still provided good services to the residents. But he alerted the public to numerous issues that have arisen which increase the cost of those services, such as: increased traffic and its impact; increased service needs; West Deer's topography and its associated problems; and – as Mrs. Hardt stated earlier – the many unfunded mandates being thrust upon the Township.

Supervisor DiSanti concluded by addressing many of the rumors that were circulated in the Township and on social media. He stated that: the Board did perform its due diligence in scrutinizing the Budget; that Dr. DiSanti did not say many of the items attributed to him; that most of what was being circulated was

inaccurate; that the Township has no slush fund; and that the revenue received from the Marcellus Shale lease was not wasted. He stated that the Township might be facing a deficit, but that it provides a numerous quality services.

Supervisor Vaerewyck commented that he does not want people to think that he does not believe our township is doing a good job, and that he agreed that we need to maintain our roads. He did state, however, that he has concern that the property tax is only a small part of the revenue stream the Township received, and that the overall revenue stream has increased annually. Mr. Vaerewyck also added that new development in the Township will create greater real estate tax revenue.

Mr. Vaerewyck stated that he has been concerned for years that he felt the Township has been annually operating a deficit budget, and that the overall fund balance has been decreasing each year. He said that he felt this should have been controlled by monitoring spending, and concurred with Mr. Cesnick's recommendation to go to each department and request a seven percent reduction.

Supervisor Vaerewyck then added that he objected to the Township budgeting funds "in case" something happened. Mr. Vaerewyck stated that he felt the reserve funds could be used for those situations, and that the Township should spend everything it budgets. He cited the examples of the Senior Center floor and the Clendenning Road culvert, and said that the Township does not do a good job of giving back projects to the residents.

Chairman Fleming challenged Supervisor Vaerewyck by asking if he was saying that the residents were being left out. Mr. Vaerewyck answered in the affirmative, which drew surprise and derisive remarks from Mr. Fleming.

Supervisor Vaerewyck returned to his line of thought and announced that he felt the Township could find the \$400,000 shortage if it did not budget for possible expenditures, and stated that "numerous people" at the Budget workshops agreed with that sentiment when they said we need cuts.

Mr. Vaerewyck concluded by stating he believed this tax increase is unnecessary.

Supervisor Guerre commented that West Deer gets a bad reputation from the School District since it is the School District taxes that are so much higher. He indicated he always has to inform residents of the disparity between the rates of the two entities. So Mr. Guerre encouraged those in attendance to protest to the School Board the next time the School District discusses raising *their* taxes.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to reject Ordinance No. 415 fixing the General Millage rate for the 2017 tax year at 2.99 mils. A roll call vote was taken. Members voting yes: Mr. Guerre, Mrs. Romig, and Mr. Vaerewyck. Members voting no: Dr. DiSanti, Mr. Florentine, Mrs. Hollibaugh, and Mr. Fleming. Motion fails, 3 – yes and 4 – no.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to adopt Ordinance No. 415 fixing the General Millage rate for the 2017 tax year at 2.99 mils. A roll call vote was taken. Members voting yes: Dr. DiSanti, Mr. Florentine, Mrs. Hollibaugh, and Mr. Fleming. Members voting no: Mr. Guerre, Mrs. Romig, and Mr. Vaerewyck. Motion carried, 4 – yes and 3 – no.

ADJOURNMENT OF PUBLIC HEARING

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adjourn the public hearing at 7:00 p.m. Motion carried unanimously 7-0.

7:30 p.m. -- OPEN REGULAR MEETING

- Chairman Fleming opened and welcomed everyone to the meeting.
- Pledge of Allegiance
- Roll Call taken by Mr. Mator -- Quorum present.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

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

- None

2017 FINAL BUDGET

The Township currently has a Street Light Assessment of \$30 per affected parcel that can no longer sustain the related expenses. The Board discussed this matter at its Budget workshops and agreed that an increase of \$5 to the assessment (\$35 total) is necessary.

ORDINANCE NO. 414

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE STREET LIGHT ASSESSMENT RATE AT \$35 PER AFFECTED PARCEL FOR THE 2017 TAX YEAR.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 414 setting the Street Light Assessment rate at \$35 per affected parcel for the 2017 tax year. Motion carried unanimously 7-0.

The Board will now entertain a motion to adopt the 2017 Budget. Before that happens, however, the Township Manager and Solicitor wish to inform the Board and those in attendance of important revisions that they feel are important to be made – all within the law – but whose need arose after the last Budget workshop.

The Board of Supervisors will have four Budget options based upon the outcome of the millage increase Ordinance No. 415 vote and the information provided regarding the revisions recommended by the Township Manager and Township Solicitor. Options A and C were advertised in accordance with the Law and Options B and D incorporate the aforementioned revisions to Options A and C.

- Option A: Millage ordinance failed /do not accept recommendations.
- Option B: Millage ordinance failed / accept the recommendations.
- Option C: Millage ordinance passed / do not accept the recommendations
- Option D: Millage ordinance passed / accept the recommendations.

Mr. Mator explained the Budget process. He then explained that the current Board has never had to make changes to a draft Budget, but would need to entertain whether or not to make some changes because of

issues concerning the Tax Collector and the Township assessment that have arisen since the last Budget workshop meeting.

Mr. Mator explained that the Board discussed the Tax Collector's salary increase at the last meeting and came up with a .17 percent increase because of a 1982 ordinance stating their salary was tied to the Consumer Price Index (CPI). Mr. Mator indicated that when he checked the accuracy of the .17 percent figure he found the supervisor who gave that figure used the wrong CPI table. He added that the correct CPI table called for a much greater increase, but that the table in question is not set for the prior year until mid-January, which would not be in time for the Township's Budget.

Mr. Mator stated he researched Township and state law to find a solution to this issue, and found that the 1982 ordinance was invalid due to a 1965 state law which addressed tax collector compensation. He said that the law in question prescribed that the tax collector compensation could only be set every four years, and by February 15th during the election year prior to the effect taking place. Mr. Mator informed the Board that 2017 was an election year, so the Board could address a possible increase via ordinance at their February meeting.

Mr. Mator pointed out that he also found another law which indicated the Tax Collector is not eligible for health insurance, and reported that the Township had been providing the Tax Collector with health insurance in lieu of her collecting the five percent streetlight assessment tax. He therefore advised the Board would need to make those changes to be in compliance with the law.

Mr. Mator also explained that – since the Tax Collector would revert to collecting five percent of the streetlight assessment – a transfer of \$10,000 would need to be made from the General Fund to the Streetlight Fund. He added that this transfer included tax bill postage and printing omissions in the draft.

Mr. Mator indicated he requested legal advice from the Township Solicitor confirm his findings, and Mr. Mator stated Mr. Happel concurred.

Mr. Happel acknowledged Mr. Mator's statement and expressed his support of the recommendations. Mr. Happel also reiterated the legal findings Mr. Mator presented.

Mr. Mator added that the State mandates that the Tax Collector can collect no more than five percent of what they collect.

Mr. Happel explained that the Township sets the salary for the Tax Collector the year of an election so that those running for the position of tax collector know what they will receive in advance of them being elected. Mr. Happel explained the process more thoroughly.

Mr. Vaerewyck questioned when Option C was available, and indicated he did not remember seeing that version prior to receiving his agenda packet the week prior to the meeting. He also questioned if this option was advertised.

Mr. Mator explained that Option C was advertised, and that it was the last Budget the board saw with the tax increase included. He stated that the tax increase was distributed between the Road Program and the Operating Reserve Fund, as was discussed at the meeting and in his memo.

Supervisor Vaerewyck disagreed, stated that the 2.99 millage rate was never discussed, and contended that the Budget was not properly advertised.

Mr. Mator explained that the 2.99 millage rate came in the form of the proposed ordinance advertisement, and Mr. Happel explained that the Board held public Budget workshops, and that a tax increase was discussed at the last public meeting which – if adopted – would alter the Budget. He advised the Board that it must make available for public display a Budget which contained matching revenues and expenditures, and that he therefore advised the Township to make available two budgets: one with no tax increase, and another which included the tax increase and the associated expenditures.

Mr. Vaerewyck asked if that copy of the Budget was available for public inspection, and both Mr. Happel and Mr. Mator acknowledged it was, and that it was also in accordance with the timing requirements. Mr. Mator also added that both budgets were available not only in the Township office, but also on the Township website.

Mr. Mator spoke to those in the audience and "put everything in layman's terms." He explained that at the November meeting, the Board of Supervisors voted to advertise the public hearing that took place prior to the meeting, with the point of the hearing being to vote on whether or not to increase the property tax millage rate from 1.99 mils to 2.99 mils. He stated that this had to be done to be in compliance with the law, and that – had the Township not made public both versions of the Budget, and then voted for the increase – then it would be in violation of the law because the Budget would no longer be balanced.

Chairman Fleming asked for clarification that the Board could therefore only vote upon either Option C or Option D because of the tax increase ordinance passing. Mr. Mator confirmed Mr. Fleming's assessment, and explained the difference between the two.

Supervisor Vaerewyck asserted that the Solicitor stated that Option D was not advertised, but Mr. Happel clarified that Option C *was* advertised, and Option D only incorporates the recommended tax collector changes into the document. He advised that those changes are permissible by law.

More non-controversial discussion clarifying the differences between the options was held, and Chairman Fleming asked for clarification on the proper procedure.

Mr. Happel explained the process simply by stating that if the Board wanted to accept the Manager's recommendations, then they should vote to accept the figures as shown in Option D. He also stated that if the Board declined the Manager's recommendations, that they would vote to adopt Option C.

Mr. Happel then asked Mr. Mator to summarize the recommendations, and Mr. Mator did so as follows:

1. Health Insurance contributions for Tax Collector changed from \$323.28 to \$0
2. Interfund Operating Transfers from Operating Reserve Fund changed to \$547,065.78
3. Tax Collector salary changed to \$19,726.23
4. Health Care Life & Disability Insurance changed to \$0
5. Transfer to the Street Light Fund changed from \$0 to \$10,000.00 from General Fund
6. Street Light Assessment Fund – Regular Checking Account would be changed to \$241.46
7. Revenues from General Fund Transfer \$10,000.00
8. Under Tax Collection Expenditures: Postage of Tax Bills – increased to \$950.00
9. Commissions Real Estate Assessments – increased to \$3,939.25
10. Printing of Tax Bills – increased to \$2,800.00
11. Operating Reserve Fund – Transfer of \$547,065.78

OPTION D: ORDINANCE NO. 415 PASSES AND THE BOARD ACCEPTS THE RECOMMENDATIONS FOR REVISIONS.

The 2017 Budget proposes a one mil Real Estate Tax increase – the Real Estate Tax Millage will be set at 2.99 mils and the Street Light Assessment rate will be set at \$35 per affected parcel for the 2017 Tax Year.

GENERAL FUND BUDGET

Revenues:	\$ 6,123,888.29
Expenditures:	\$ 6,123,888.29

STREET LIGHTING FUND BUDGET

Revenues:	\$ 88,795.00
Expenditures	\$ 85,189.25

FIRE TAX FUND BUDGET

Revenues:	\$ 195,000.00
Expenditures:	\$ 195,000.00

CAPITAL RESERVE FUND BUDGET

Revenues:	\$ 90.00
Expenditures	\$ --

LIQUID FUELS FUND BUDGET

Revenues:	\$ 410,364.75
Expenditures	\$ 240,750.00

OPERATING RESERVE FUND BUDGET

Revenues:	\$ 175.00
Expenditures:	\$ 547,065.78

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to adopt Option D the millage ordinance passed and to accept the recommendations from the Township Manager for the 2017 Year Budget. A roll call vote was taken. 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.

Dr. DiSanti commented that the Board worked diligently to move through this process along with the help and recommendations from the Solicitor, Engineer, and Manager.

ACCEPT MINUTES

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 16 November 2016 meeting as presented. Motion carried unanimously 7-0.

MONTHLY FINANCIAL REPORT

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 November 2016

I - GENERAL FUND:

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	283,667.23	5,467,627.37	93.37%
Expenditures	300,409.95	4,811,884.59	82.17%

Cash and Cash Equivalents:

Sweep Account		<u>824,933.81</u>	<u>824,933.81</u>
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II - SPECIAL REVENUE FUNDS**Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted		4,136.25	
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Fire Tax Fund:

Sweep Account - Restricted		112,503.98	
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State/Liquid Fuels Fund:

Sweep Account - Restricted		<u>3,242.51</u>	
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119,882.74**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved		575,982.82	
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Capital Reserve Fund:

Sweep Account - Reserved		<u>346,286.05</u>	
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922,268.87**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.000.00**TOTAL CASH BALANCE 11/30/16**1,867,085.42**Interest Earned November 2016****62.82**

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

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

Dr. DiSanti acknowledged that Mrs. Nardis also contributed to the budgetary process.

LIST OF BILLS

Best Wholesale Tire Co., Inc.....	887.31
Griffith, McCague & Wallace, PC.....	2194.50
Jordan Tax Service, Inc.....	2004.24
Kress Tire.....	1488.00
MRM Workers' Comp Fund.....	26694.99
Office Depot.....	739.29
Shoup Engineering Inc.....	784.00
Staley Communications.....	6125.27
Toshiba Financial Services.....	606.17
Trib Total Media.....	111.80
Tristani Brothers, Inc.....	252.89
Walsh Equipment.....	217.12

MOTION BY Supervisor Mr. Guerre and SECONDED BY Supervisor Romig 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 AND PAYROLL

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to pay utilities and payroll from 22 December 2016 to 18 January 2017. Motion carried unanimously 7-0.

TAX REFUNDS

The Board is in receipt of the list from the Tax Collector requesting the issuance of a Real Estate tax refunds due to assessment changes by Allegheny County for the year 2016.

2016 REAL ESTATE TAX REFUND

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
DOCD Enterprises LLC / Narcisi	1358-K-328	\$1,515.70

MOTION BY Supervisor Romig and SECONDED BY Supervisor DiSanti to issue the tax refund as submitted by the Tax Collector. Motion carried unanimously 7-0.

POLICE CHIEF'S REPORT

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

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of November 2016. A copy of the report is on file at the Township. Questions/comments followed.

Mr. Payne announced the Township received Christmas wreaths made by Consulate Health Care. The Township was very appreciative of the homemade wreaths.

PARKS AND RECREATION BOARD REPORT

- No Report – No meetings held in November and December.

ENGINEER'S REPORT

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

DEVELOPMENTS/PROJECTS

- Nike Site Earthwork – Bid Documents, Specifications and Plans were prepared for this project. The project will use GEDF Grant Funds. Bids for this project were opened on 29 September 2016. JH Excavating commenced on this project on 2 November 2016 and the project has been completed.

Development/Subdivision Reviews:

- McIntyre Heights PRD – A review of this preliminary PRD Plan was performed and a review letter was issued to the Township on 22 September 2016.

RESOLUTION NO. 2016-19: VACANT PROPERTY RECOVERY PROGRAM

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 OF 1671-B-396 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

- Property Location: 92 Benjamin Street

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to adopt Resolution No. 2016-19 acknowledging that the acquisition and subsequent disposition of parcel with Lot and Block Number 1671-B-396 would be in accordance with the Comprehensive Plan of the Municipality. Motion carried unanimously 7-0.

ORDINANCE NO. 413: ACCEPTANCE OF CRYSTAL SPRINGS COURT

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

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to adopt Ordinance No. 413 accepting Crystal Springs Court. Motion carried unanimously 7-0.

2016 DEMOLITION PROJECT

The Township advertised and received sealed bids for the 2016 Demolition Project. Bids were due and opened 14 December 2016 at 9:00 a.m.

Amount Budgeted: \$10,000.00

Priority #1 -- 13 Crest Street

Priority #2 -- 1067 Dawson Road
 Alternative #1 -- 359 W. 12th Avenue
 Alternative #2 -- 512 State Route 908 Ext.

The bids received were as follows:

BIDDERS	PRIORITY 1	PRIORITY 2	ALT #1	ALT #2	TOTAL
	13 Crest St.	1067 Dawson	359 W.12 th	512 St.Rt. 908 Ext	
Haas Demolition	\$ 8,000.00	\$ 900.00	\$4,400.00	\$4,000.00	\$17,300.00
Ron Gillette, Inc	\$10,605.00	\$6,000.00	\$8,500.00	\$7,995.00	\$33,100.00
JH Excavating	\$12,000.00	\$5,400.00	\$11,250.00	\$7,900.00	\$36,550.00

Mr. Payne commented and explained the bids received and a short discussion was held. The Board also discussed using next year's additional budget amount of \$10,000.00 and doing all of the above locations.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to award the 2016 Demolition Project to Haas Demolition for the structure(s) located at: 13 Crest Street, 1067 Dawson Road, and 359 W. 12th Avenue in the amount of \$13,300.00. And consider if Mr. Haas can hold off on this project and add Alternative #2 at 512 State Route 908 Ext., for a total of \$17,300.00. 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.

REBECCA RESIDENCE PILOT AGREEMENT

The Board received the Revised Payment In Lieu of Tax Agreement (Pilot Agreement) between the Deer Lakes School District, the Township of West Deer, and the County of Allegheny and Rebecca Residence.

Mr. Happel explained the Final Agreement that was tentatively approved by the County and School Board. Payments will be made to the Township in lieu of taxes under the nonprofit status.

After some comments/questions, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to approve the Payment in Lieu of Tax Agreement between the Deer Lakes School District, the Township of West Deer, and the County of Allegheny, and Rebecca Residence. (with the revision of 2.99 on page 2 of 6). Motion carried unanimously 7-0.

NOTE: Mr. Happel will notify them of the tax millage increase from 1.99 to 2.99.

ICE BREAKERS FOR PUBLIC WORKS GARAGE

The Township explored cost-effective options to install ice breakers on the Public Works garage. Shipeck Heating provided a custom proposal which was distributed to the Board for \$700.00 material and \$500.00 labor for a grand total of \$1,200.00.

The Board was very appreciative for Mr. Shipeck's proposal and directed Mr. Mator to thank him for his generous proposal.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize Shipeck Heating to install the Ice Breakers on the Public Works Building garage roof as previously discussed at a cost of \$1,200.00. Motion carried unanimously 7-0.

MUNICIPAL BUILDING PARAPET

The Township explored options for repairs to the municipal building overhang, which is separating from the building's parapet. A number of contractors were contacted, and the Township received the one bid from David K. Yee (DKY Contracting) in the amount of \$3,730.00.

Mr. Payne informed the Board that he personally contacted three different contractors and only received one bid.

Mr. Vaerewyck requested that the Township add bid proposals to the bid page on the web site. Mr. Mator agreed, and said the administration always aims to do that.

After some discussion, MOTION BY Supervisor Dr. DiSanti and SECONDED BY Supervisor Hollibaugh to authorize David K. Yee to repair the municipal building overhang as previously discussed and described in his proposal at a cost of \$3,730.00. Motion carried unanimously 7-0.

SET JOINT MEETING: FIRE COMPANY NO. 3

Mr. Happel commented he was contacted by Fire Company No. 3's legal counsel. The Company was requesting a required public meeting in order to receive a loan for a new fire truck.

Mr. Happel advised the Township would need to schedule this meeting for 3 January 2017. He also pointed out that the Township would hold no liability whatsoever, and that this meeting was simply an IRS requirement of the Fire Company. Mr. Happel also advised that the Township advertise and send out notice of the meeting.

Supervisor Vaerewyck suggested meeting with all three fire companies at the same time. The other supervisors agreed that the Board should meet with all the companies, but the sentiment was that the meeting should take place at a later date rather than at the joint meeting.

After some discussion, MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Romig to set a joint meeting or a hearing as Mr. Happel sees fit with West Deer Township Volunteer Fire Company No. 3 and the West Deer Township Board of Supervisors regarding the loan for the purchase of a fire truck on Tuesday, 3 January 2017 at 8:30 p.m. Motion carried unanimously 7-0.

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Florentine -- Engineering & Public Works Committee
- 2) Dr. DiSanti -- Financial Legal, and Human Resources Committee
- 3) Mr. Vaerewyck -- EMS Oversight Committee
- 4) Mr. Vaerewyck -- COG Report

OLD BUSINESS

- None

NEW BUSINESS

- Mr. Vaerewyck requested Mr. Mator review the ten year Comprehensive Plan and see where we are at and what is proposed.

SET AGENDA: REORGANIZATION MEETING

8:00 p.m. Reorganization Meeting

8:30 p.m. Joint Meeting or Hearing w/Fire Company No. 3

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Nominate & Elect Chairperson for the Year 2017
5. Nominate & Elect Vice Chairperson for the Year 2017
6. Appoint Township Auditor
7. Furnish Bonds
8. Establish Rules of Order & Robert's Rules of Order
9. Depository for funds
10. Facsimile Signature
11. Set monthly meeting/date & time
12. Appoint Delegate & Alternate (NHCOG)
13. Appoint Delegate & Alternate (Allegheny County Association of Township Officials)
14. Appoint Delegate & Alternate (EIT Tax Committee)
15. Conferences
16. 2017 Board appointments

A - Planning Commission	-2
B - Zoning Hearing Board	-2
C - Parks & Recreation	-2
D - Deer Creek Drainage Basin Authority	-2
17. Set agenda/January 18, 2017
18. Adjournment

COMMENTS FROM THE PUBLIC

- Bob Nolan, 4774 Bayfield Road
 - Mr. Nolan questioned the permitted zoning for the Rebecca Residence development.

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

West Deer Township
Board of Supervisors
Reorganization Meeting
3 January 2017
8:00 p.m.

The West Deer Township Board of Supervisors held their Reorganization Meeting at the West Deer Township Municipal Building. Members present: Richard W. DiSanti, Jr., Jeffrey D. Fleming, Rick W. Florentine, Leonard Guerre, Shirley Hollibaugh, Joyce A. Romig and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; and Douglas Happel, representing Griffith, McCague, & Wallace.

MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL TAKEN BY MR. MATOR – QUORUM PRESENT

OPEN NOMINATIONS TO ELECT CHAIRPERSON

Nominations opened for Chairperson:

- Supervisor DiSanti nominated Jeffrey Fleming
- Supervisor Vaerewyck nominated Joyce Romig

Nominations closed.

A roll call vote was taken – by stating a nominee by name – to appoint a nominee as Chairperson of the West Deer Township Board of Supervisors for the Year 2017. Members are permitted to vote for themselves.

Dr. DiSanti – voted for Jeffrey Fleming
Mr. Florentine – voted for Jeffrey Fleming
Mr. Guerre – voted for Jeffrey Fleming
Mrs. Hollibaugh – voted for Jeffrey Fleming
Mrs. Romig – voted for Jeffrey Fleming
Mr. Vaerewyck – voted for Joyce Romig
Mr. Fleming – voted for Jeffrey Fleming

Mr. Fleming – 6 votes and Mrs. Romig – 1 vote

2017 Chairperson – Jeffrey Fleming

OPEN NOMINATIONS TO ELECT VICE CHAIRPERSON

Nominations opened for Vice Chairperson:

- Supervisor Hollibaugh nominated Richard DiSanti

Nominations closed.

A roll call vote was taken to appoint a nominee as Vice Chairperson of the West Deer Township Board of Supervisors for the Year 2017.

Mr. Florentine – voted for Richard DiSanti
Mr. Guerre – voted for Richard DiSanti
Mrs. Hollibaugh – voted for Richard DiSanti
Mrs. Romig – voted for Richard DiSanti
Mr. Vaerewyck – voted for Richard DiSanti
Dr. DiSanti – voted for Richard DiSanti
Mr. Fleming – voted for Richard DiSanti

Dr. DiSanti – 7 votes.

2017 Vice Chairperson – Richard W. DiSanti, Jr.

Dr. DiSanti and Mr. Fleming thanked the Board for their vote of confidence.

APPOINT TOWNSHIP AUDITOR

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to appoint Mark C. Turnley, Certified Public Accountant, as the Township Auditor of West Deer Township for the Year 2017. A roll call vote was taken. Members voting yes: Dr. DiSanti, Mrs. Romig, Mr. Florentine, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Member voting no: Mr. Vaerewyck. Motion carried 6 – yes and 1 – no.

FURNISH BONDS

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to furnish bonds for the Township Manager and the Administrative personnel for the Year 2017. The bonds will be paid from the General Fund. Motion carried unanimously 7-0.

ESTABLISH RULES OF ORDER & ROBERT'S RULES OF ORDER

RULES OF ORDER

**TOWNSHIP POLICY GOVERNING PUBLIC MEETINGS
TOWNSHIP OF WEST DEER**

1. AGENDA REQUIREMENT:

It is the Township's Policy that requests to be placed on the Agenda for a Board of Supervisor's Meeting must be received in writing at least seven days prior to the date set for the meeting.

2. MEETINGS:

It shall be the duty of the Board to meet stately at least once a month. The Board may adjourn to a stated time for general business or for special business. If no quorum is present at a regular or adjourned meeting, a majority of those who do meet may agree upon another date for a meeting and may continue to so agree until the meeting is held. Special meetings may be called by the Chairman or upon written request of at least four of the members thereof. Members shall have at least twenty-four (24) hours' notice of such special meetings. The notice shall state whether it is for general or special purposes, and if it is for special purposes, the notice shall contain a statement of the nature of the business to be considered. Presence at a meeting constitutes waiver of notice.

3. RECORDS:

The Board shall make and preserve minutes and records of its proceedings. These records shall be open for public inspection during reasonable hours. In addition, at least one week prior to any regular meeting, 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.

No business shall be transacted at regular meetings unless the subject appears on the agenda. Any emergency matters may be considered at special meetings upon twenty-four (24) hours' notice.

4. PUBLIC MEETINGS:

All official meetings of the Board shall be open for public attendance. All official votes of the Board shall be taken openly.

5. OPERATING RULES:

The Board shall by resolution adopt rules of procedure for its meetings and for assignment of members to committees. Such rules shall be designed to assure full and equal participation in the deliberations of the Board by all of its members.

6. QUORUM:

A majority of the members of the Board shall constitute a quorum. The Board shall conduct no business except in the presence of a quorum.

7. MAJORITY ACTION:

The action of a majority of the Supervisors present and entitled to vote, unless otherwise stated in this Charter, shall be binding upon and constitute the action of the Board.

8. FORM OF ACTION BY THE BOARD:

Official actions of the Board may be taken by adoption of an ordinance, or a resolution, or by motion. All ordinances and resolutions must be in written form. All actions of a legislative character shall be taken by ordinance. All other actions of the Board shall be by resolution or motion, unless otherwise required in this Charter, or in the resolution establishing the rules of procedure. However, no such administrative action shall be void otherwise adversely affected if it shall have been taken by ordinance. All final action in adopting ordinances or resolutions shall be by roll call vote, and the vote of each member of the Board shall be entered in the minutes of the meeting.

9. CITIZENS' RIGHT TO BE HEARD:

The Board shall provide reasonable opportunity for interested citizens and taxpayers to address the Board on matters of general or special concern. This opportunity may be afforded the public either at the regular monthly Board meeting or at another regular monthly meeting specially set for this purpose.

Upon petition signed by two hundred registered voters of the Township, the Board shall set a special meeting of the Board to hear matters set forth in the citizens' petition. The special meeting of the Board shall be set within thirty (30) days after the petition is filed with the Township Secretary.

MOTION BY Supervisor Vaerewyck to follow what is stated in the Charter and the Robert's Rules of Order for the Year 2017.

Chairman Fleming asked Mr. Vaerewyck for clarification as to why Supervisor Vaerewyck changed the motion the Board had in front of them.

Mr. Vaerewyck answered that the Rules of Order is not our Charter. He stated that he objected to the two-page summation taken from Robert's Rules of Order, and argued that it is in conflict with the Township's Home Rule Charter.

Supervisor DiSanti responded that the Township has long used Robert's Rules of Order, and that it is an accepted understanding of meeting procedures.

Supervisor Vaerewyck said he was not objecting to the use of Robert's Rules of Order, but to the two-page summation shown in the Board's agenda packet.

Chairman Fleming questioned Mr. Vaerewyck's intent by asking – since the packets were delivered the week prior to the meeting – why he was just bringing up his objection during the meeting instead of earlier when this issue could have been looked into and the motion changed in time for the meeting. Mr. Fleming then asked Mr. Happel what his feeling was on the matter.

Mr. Happel agreed that the Township does need to follow the Charter. He stated that the two-page summation might be incorrect as to the practice of the Township, but that it is "impractical" anyhow if it is contrary to the Charter.

Much discussion was held.

Mr. Happel finally recommended that the Board adopt the Robert's Rules of Order for the Year 2017.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to change his motion to re-establish the Robert's Rules of Order for the Year 2017. Motion carried unanimously 7-0.

DEPOSITORY FOR FUNDS

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2017. Motion carried unanimously 7-0.

FACSIMILE STAMP SIGNATURE

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Florentine to authorize the use of the facsimile stamp signature on all of the West Deer Township accounts. Motion carried unanimously 7-0.

SET MONTHLY MEETING DATE AND TIME

MOTION BY Supervisor Vaerewyck to set the Township meeting on the third Wednesday of each month at 7:00 p.m. for the Year 2017 and executive session at 6:00 p.m. as needed, and an agenda meeting on the first Wednesday of each month at 7:00 p.m., and advertise in accordance with the Law.
NO SECOND – MOTION FAILED.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to set the Township meeting on the third Wednesday of each month at 6:30 p.m. for the Year 2017 and executive session at

6:00 p.m., as needed, and advertise in accordance with the Law. A roll call vote was taken. Members voting yes: Mrs. Romig, Dr. DiSanti, Mr. Florentine, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Member voting no: Mr. Vaerewyck. Motion carried 6 – yes and 1 – no.

APPOINT DELEGATE AND ALTERNATE: NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2017

DELEGATE: Rick Florentine

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Vaerewyck to appoint Mr. Florentine as the Delegate to the North Hills Council of Governments for the Year 2017. A roll call vote was taken. Members voting yes: Mr. Vaerewyck, Dr. DiSanti, Mr. Guerre, Mrs. Hollibaugh, Mrs. Romig, and Mr. Fleming. Member voting no: Mr. Florentine. Motion carried 6 – yes and 1 – no.

ALTERNATE: Leonard Guerre

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to appoint Mr. Guerre as the Alternate Delegate to the North Hills Council of Governments for the Year 2017. Motion carried unanimously 7-0.

APPOINT DELEGATE AND ALTERNATE: ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS FOR THE YEAR 2017

DELEGATE: Shirley Hollibaugh

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to appoint Mrs. Hollibaugh as the Voting Delegate to the Allegheny County Association of Township Officials for the Year 2017. Motion carried unanimously 7-0.

ALTERNATE: Joyce Romig

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to appoint Mrs. Romig as the Voting Alternate to the Allegheny County Association of Township Officials for the Year 2017. Motion carried unanimously 7-0.

APPOINT DELEGATE AND ALTERNATE: EIT TAX COMMITTEE

DELEGATE: Daniel Mator

MOTION BY Supervisor Guerre and SECONDED BY Supervisor DiSanti to appoint Daniel Mator as Delegate to the Allegheny North Tax Collection Committee for the Year 2017. Motion carried unanimously 7-0.

ALTERNATE: Jeffrey Fleming

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to appoint Mr. Fleming as an Alternate to the Allegheny North Tax Collection Committee for the Year 2017. Motion carried unanimously 7-0.

CONFERENCES

The Allegheny County Association of Township Officials 2017 Seven Springs Conferences are held in the spring and fall.

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, and expenses to be reimbursed for the Board members for the day attendance.

A few supervisors were confused by Supervisor Vaerewyck's motion because his motion was different from that which was distributed in the agenda packet. Mr. Vaerewyck explained his rationale by saying it is between \$800 to \$1,000 for the three-day conference, but \$175 for Saturday only. He pointed out that it is only an hour and a half drive there, that he feels the supervisors have not brought back that much information of value from the conference, and that Saturday is the day when most of the events take place. In addition, Supervisor Vaerewyck stated that the Board just raised taxes and that he felt it would be reasonable to cut back on expenses.

Mrs. Hollibaugh indicated it would be a mistake that there are a lot of meetings and functions the entire conference.

Supervisor Guerre agreed with Mrs. Hollibaugh, and added that the supervisors have the opportunity to network with a lot of other public officials at the conference.

Chairman Fleming re-read the motion and the second. Mr. Guerre indicated he did not hear the end of Mr. Vaerewyck's motion and withdrew his SECOND.

NO SECOND. MOTION FAILED.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to authorize the Board members to attend the spring and fall conferences of the Allegheny County Association of Township Officials and expenses to be reimbursed for the Board members. A roll call vote was taken. Members voting yes: Mrs. Romig, Dr. DiSanti, Mr. Florentine, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Member voting no: Mr. Vaerewyck. Motion carried 6 – yes and 1 – no.

2017 BOARD APPOINTMENTS

As of 31 December 2016, there are vacancies on the Planning Commission, Zoning Hearing Board, Parks & Recreation Board and the Deer Creek Drainage Basin Authority. The Township advertised for all of the vacancies.

- **PLANNING COMMISSION - Two Appointments**

Two members' terms expired 31 December 2016:

- 1) Katharine M. Rojik
- 2) Robert S. Bechtold

Both Mrs. Rojik and Mr. Bechtold requested reappointment.

The Township also received the following Letters of Interest:

- 3) Patrick D. Stark
- 4) Alan M. Banks
- 5) Michael W. Hill

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Hollibaugh to appoint Katharine M. Rojik as a member of the Planning Commission for a four (4) year term to expire 31 December 2020. Motion carried unanimously 7-0.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to appoint Robert S. Bechtold as a member of the Planning Commission for a four (4) year term to expire 31 December 2020. Motion carried unanimously 7-0.

- **ZONING HEARING BOARD - Two Appointments**

Two members' terms expired 31 December 2016.

- 1) Neil Tristani, Member
- 2) James Smullin as an Alternate Member

The Township did not receive any other Letters of Interest.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to appoint Neil Tristani as a member of the Zoning Hearing Board for a five year term to expire 31 December 2021. A roll call vote was taken. Members voting yes: Mr. Guerre, Mrs. Hollibaugh, Mrs. Romig, Mr. Vaerewyck, Dr. DiSanti, and Mr. Fleming. Member abstaining: Rick Florentine. Motion carried 6 – yes and 1 – abstention.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Romig to appoint James Smullin as an alternate member of the Zoning Hearing Board for a five year term to expire 31 December 2021. Motion carried unanimously 7-0.

- **PARKS & RECREATION BOARD – Two Appointments**

Two members' terms expired on December 31, 2016:

- 1) Carol McCaskey
- 2) Sue Fink

Mrs. McCaskey requested reappointment.
Mrs. Fink did not request reappointment.

The Township also received the following Letter of Interest from:

- 3) Brandon J. Farster

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to appoint Carol McCaskey as a member of the Parks & Recreation Board for a five year term to expire 31 December 2021. Motion carried unanimously 7-0.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Florentine to appoint Brandon J. Farster as a member of the Parks & Recreation Board for a five year term to expire 31 December 2021. Motion carried unanimously 7-0.

- **DEER CREEK DRAINAGE BASIN AUTHORITY – Two Appointments**

In 2016, West Deer Township had four members and Indiana Township had five members serve on the Deer Creek Drainage Basin Authority.

In 2017, West Deer Township will have five members and Indiana will have four members serve on the Deer Creek Drainage Basin Authority.

One members' term expired 31 December 2016: Jack Hammerman

- 1) Mr. Hammerman requested reappointment.

The Township also received Letters of Interest from:

- 2) Ronald A. Plesh
- 3) Donald Simonetti
- 4) Daniel Coluccio
- 5) Dennis L. Kreider
- 6) Ronald L. Borczyk

MOTION BY Supervisor Vaerewyck to appoint Dennis L. Kreider as a member of the Deer Creek Drainage Basin Authority for a five year term to expire 31 December 2021.

NO SECOND – MOTION FAILED

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to appoint Donald Simonetti as a member of the Deer Creek Drainage Basin Authority for a five year term to expire 31 December 2021. A roll call vote was taken. Members voting yes: Dr. DiSanti, Mr. Florentine, Mr. Guerre, and Mrs. Hollibaugh. Members voting no: Mrs. Romig and Mr. Vaerewyck. Member abstaining: Mr. Fleming. Motion carried 4 – yes, 2 – no, and 1 – abstention.

MOTION BY Supervisor Florentine and SECONDED BY Supervisor Guerre to appoint Daniel Coluccio as a member of the Deer Creek Drainage Basin Authority for a five year term to expire 31 December 2021. A roll call vote was taken. Members voting yes: Mr. Florentine, Mr. Guerre, Mrs. Hollibaugh, Mrs. Romig, Dr. DiSanti, and Mr. Fleming. Member voting no: Mr. Vaerewyck. Motion carried 6 – yes and 1 – no.

SET AGENDA: 18 January 2017

6:00 p.m. -- Executive Session

6:30 p.m. -- Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept minutes
8. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities and Payroll
 - D. Tax Refunds
9. Police Chief's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. 2017 Salvage Yard License Applications
 - A. Blazczak Salvage, Inc.
 - B. Boulevard Auto & Truck Salvage, LLC
 - C. Catanese Brothers Salvage
 - D. IAA Acquisition Corp.
14. Hire Part Time Police Officer
15. Authorize Advertisement: Tax Collector Salary Ordinance
16. Authorize Advertisement: Advertising and Bidding Ordinance
17. Authorize Advertisement: Administrative Policies and Procedures
18. Senior Citizen Center Flooring Award
19. Senior Citizen Wall Repair
20. Planning Module: Eisenbarth
21. Old Business
22. New Business
23. Set Agenda: February 15, 2017
24. Comments from the Public
25. Adjournment

At this time, Mr. Vaerewyck commented that the Senior Citizen Center flooring was discussed at the November meeting and asked why it was never placed on the December meeting agenda.

Mr. Mator began explaining why the flooring was not on the agenda, but Supervisor Vaerewyck interrupted and questioned who gave Mr. Mator the authority to take an item off the agenda when the Board discussed placing the item on the agenda. Mr. Vaerewyck stated he felt this was a violation of the Township Charter.

Mr. Mator again started explaining what had happened by stating that the Board had nothing to vote on at the December meeting, but was again interrupted by Mr. Vaerewyck, who admonished the Township Manager for removing items from the agenda.

Mr. Mator asked that he be given the chance to answer the question posed to him and explained that – at the November meeting – the Board instructed Mr. Mator to contact Mrs. Barbara Thompson from the Senior Center, ask her to go to a local flooring dealer, pick out a style/color, and then bid out the specifications of the sample she selected. He explained that Mrs. Thompson had not had a chance to select a sample until after the Thanksgiving holiday, and Mr. Mator therefore did not receive the specifications early enough to be able to advertise the flooring for bids. Therefore, the Board had nothing to vote upon at their December meeting.

Supervisor Vaerewyck challenged that the item still should have been on the agenda to be tabled, but Mr. Mator countered that – thought the item could have been on the agenda – nothing could have been done with the motion anyhow.

Mr. Mator then stated he would defer to the solicitor as to whether or not an item should be on the agenda if the Board could not take action on the item. Supervisor Vaerewyck agreed with asking for the solicitor's opinion, but from the point-of-view of the legality of an item being removed without Board action.

Mr. Happel did not know the answer and stated that he would “have to take a look at that.”

Mr. Mator addressed Mr. Happel and stated that removing items where no action could be taken has been a regular practice of the Township for years, and used the example of the “Authorize Advertisement: Administrative Policies and Procedures” seen on the meeting's agenda-setting as something that has been on the agenda – and removed – for the past half-year. Mr. Mator explained that the advertisement has been removed each month because the administration has been busy with other items “such as putting out fires” and has not had the time to get the Board something to vote upon.

Mr. Mator added that “it is not like the Board doesn't know about it,” and challenged that he does not receive phone calls from Board members between the time the Board receives their agenda packets and the time of the meeting asking why items are, or are not, on the agenda.

Mr. Mator then addressed Supervisor Vaerewyck directly and stated “I love how it's always *my* agenda,” and explained that – despite Mr. Vaerewyck's contentions over the years – it is the *Board's* agenda. He reiterated that the Board has access to it five days in advance of a meeting, but that “we hear about it *now*” during the meeting. Furthermore, Mr. Mator stated, he runs the agenda item changes past the Chairman and the Township Solicitor.

Mr. Mator then debunked the same erroneous accusations made by Mr. Vaerewyck over the years regarding Mr. Mator supposedly creating executive session agendas by asking the two former chairpeople (Dr. DiSanti and Mrs. Hollibaugh) and the current Chairman if Mr. Mator contacts them the week prior to a meeting and asks what *they* want on the agenda. All three acknowledged the veracity of Mr. Mator's statement, and Mr. Mator again addressed Supervisor Vaerewyck's attack by stating “I know it would sound great to say it's my fault.”

Mr. Vaerewyck responded by stating that he is only saying that the Board set the agenda at a public

meeting, and that the agenda was changed between then and the following meeting.

Mr. Happel intervened and said he would look into the matter. He said that he felt Robert's Rules of Order permit such a change, and that he does not think the Township Charter addresses the issue, but would perform the research to be sure.

Mr. Happel further stated that it was his feeling that if no action could have been taken on an item, that it would make sense for the Board to take the matter up at the next meeting.

Mr. Mator also added that the Board could always bring up the issue under "Old Business" if it wanted to alert the public as to why the item wasn't on the agenda.

Mr. Happel clarified that the Charter only addresses voting on an item that is not on the agenda, and that he sees no issue with removing an item from an agenda to shorten a meeting.

Chairman Fleming and Mrs. Hollibaugh both stated that there were no bids to be voted upon, and Mr. Happel concurred.

Dr. DiSanti then addressed Chairman Fleming, and confirmed that Mr. Mator sends emails to both he, as the Vice-Chair, and Mr. Fleming with agenda items whose statuses have changed. He added that he has no problem with Chairman Fleming making changes to the agenda if necessary.

Chairman Fleming agreed with Dr. DiSanti and said that the Board has the booklets a week in advance, and that – if there are any questions – then the members need to say something before the meeting.

The Chairman ended the discussion by addressing Supervisor Vaerewyck directly by stating "time and time again you come to a meeting where you think you put your thumb on somebody, and you're not. All we ask you to do is – if you got an issue – come up with it and say it so we can get it squared around before we are up in the middle of the public with a meeting." Mr. Fleming explained that Mr. Mator contacted him four times in regard to the Senior Center flooring, and he instructed Mr. Mator to remove it from the agenda because there was nothing to vote upon.

Mr. Mator then requested that the following items to be added to the agenda per the Chief Lape.

Items Added:

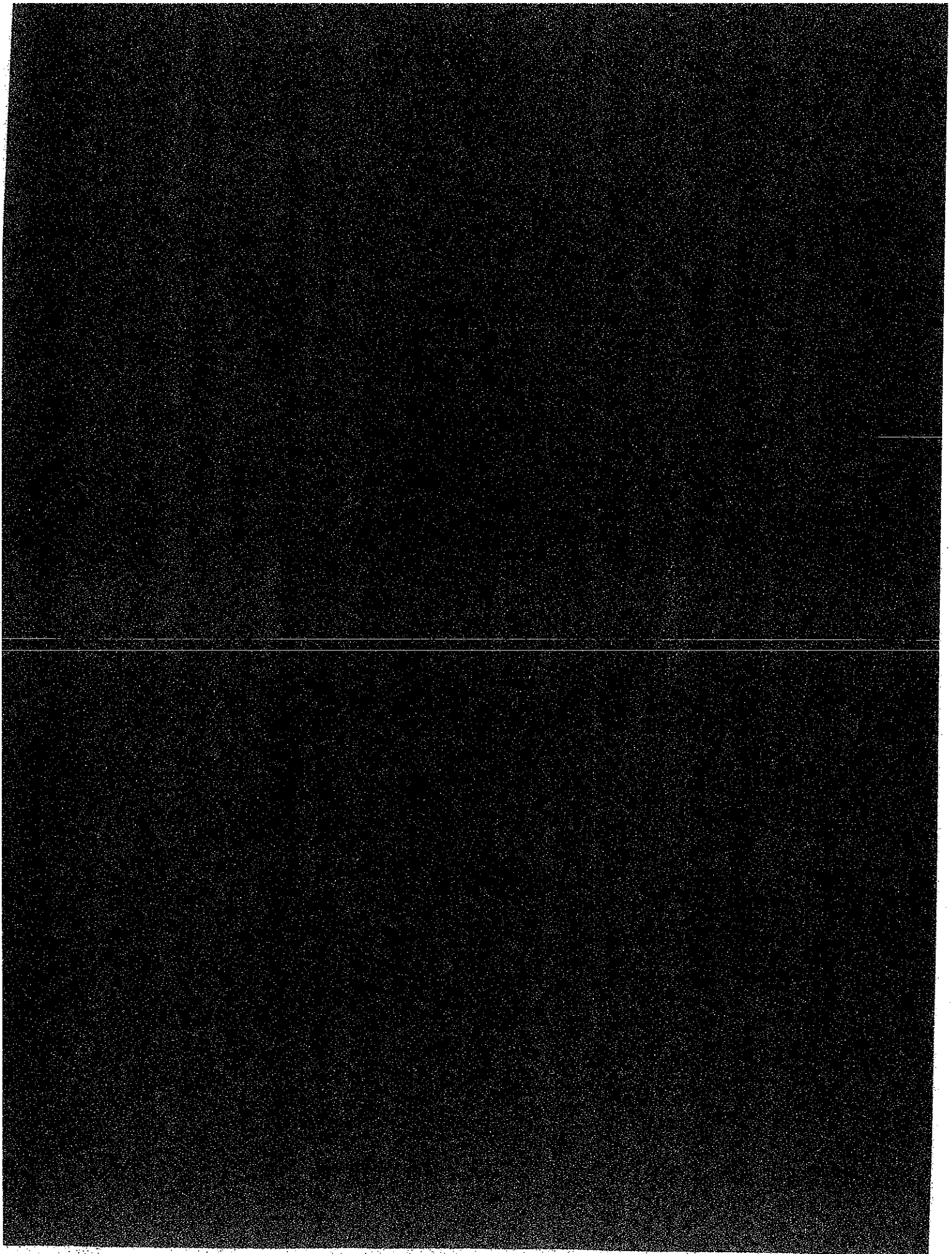
- *Start the process for promotion of a part-time officer to full-time
- *Start the process for promotion of a full-time officer to Sergeant
- *Police SUV

Chief Lape summarized the process and the items on the agenda for the Police Department.

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Guerre to adjourn at 8:45 p.m. Motion carried unanimously 7-0. Meeting adjourned.

Daniel J. Mator, 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	___	___	___	___

8-A

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

I - GENERAL FUND:

	<u>December</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	341,500.90	5,809,128.33	99.20%
Expenditures	1,012,377.79	5,824,262.38	99.46%

Cash and Cash Equivalents:

Sweep Account		<u>30,010.53</u>	<u>30,010.53</u>
---------------	--	------------------	------------------

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted		20,085.96	
----------------------------	--	-----------	--

Fire Tax Fund:

Sweep Account - Restricted		76,216.53	
----------------------------	--	-----------	--

State/Liquid Fuels Fund:

Sweep Account - Restricted		<u>3,243.40</u>	
----------------------------	--	-----------------	--

99,545.89

Investments:

Operating Reserve Fund:

Sweep Account - Reserved		1,251,407.64	
--------------------------	--	--------------	--

Capital Reserve Fund:

Sweep Account - Reserved		<u>346,286.18</u>	
--------------------------	--	-------------------	--

1,597,693.82

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 12/31/16

1,727,250.24

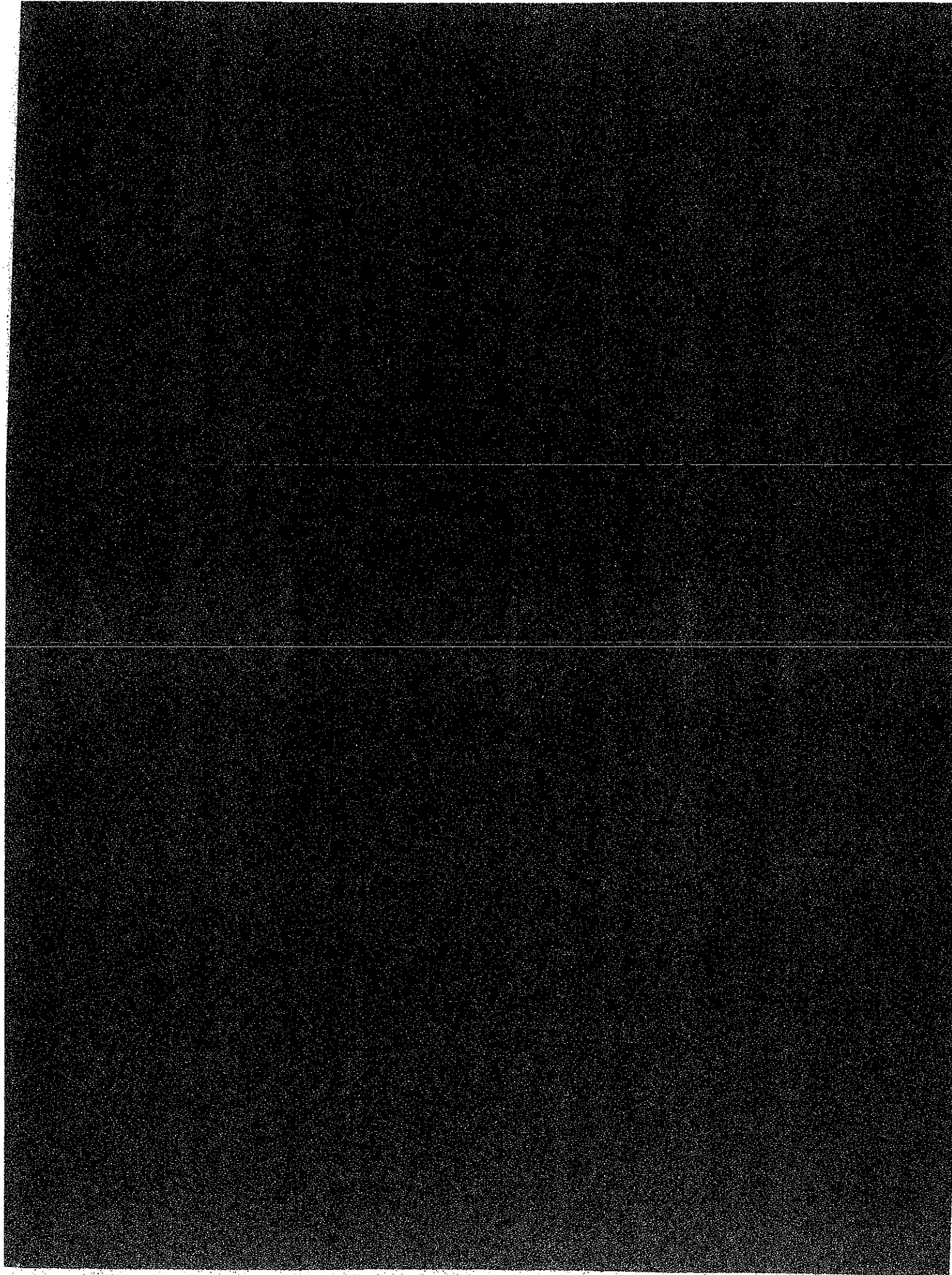
Interest Earned December 2016

59.95

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

INTEREST EARNED - 2016

	<u>DECEMBER</u>	<u>YTD</u>
GENERAL FUND	\$32.51	\$490.86
STREET LIGHT FUND	\$0.92	\$12.40
FIRE TAX FUND	\$3.15	\$46.29
OPERATING RESERVE	\$22.48	\$266.09
STATE FUND	\$0.89	\$458.29
CAPITAL RESERVE	<u>\$0.00</u>	<u>\$78.25</u>
TOTAL INTEREST EARNED	<u><u>\$59.95</u></u>	<u><u>\$1,292.23</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	—	—	—	—

S-B

By Name
Cutoff as of: 12/31/9999

Time: 08:58 am
Date: 01/12/2017
Page: 1

Due Dates: 01/15/2017 thru 01/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	paid	Un-paid	Check#	Check Amt.
00553	BEST WHOLESALE TIRE Police:Car #31-Inspe	410.374 1216	8129 12/01/2016	128.68 01/15/2017				128.68		N
00553	BEST WHOLESALE TIRE Police:Car #33-halog	410.374 1216	8201 12/09/2016	52.25 01/15/2017				52.25		N
00553	BEST WHOLESALE TIRE Police:Car #37-chang	410.374 1216	8237 12/14/2016	36.70 01/15/2017				36.70		N
00553	BEST WHOLESALE TIRE Police:Car #36-r&r v	410.374 1216	8283 12/20/2016	432.70 01/15/2017				432.70		N
Name: BEST WHOLESALE TIRE CO, INC										
10315	GRIFFITH, MCCAGUE & Legal Services-Gener	404.111 1216	271284 12/31/2016	2023.50 01/15/2017				2023.50		N
10315	GRIFFITH, MCCAGUE & Legal Services-Rebec	404.111 1216	271285 12/31/2016	28.50 01/15/2017				28.50		N
Name: GRIFFITH, MCCAGUE & WALLACE, PC										
00106	JORDAN TAX SERVICE, Certifying for Liens	403.140 1216	12-16-145 12/12/2016	360.00 01/15/2017				360.00		N
00106	JORDAN TAX SERVICE, Delinquent R E Tax C	403.140 1216	12-C-#119 12/15/2016	666.22 01/15/2017				666.22		N
Name: JORDAN TAX SERVICE, INC.										
00362	KRESS TIRE Police: Car #37-tire	410.374 1216	9171-14 12/15/2016	619.20 01/15/2017				619.20		N
00362	KRESS TIRE Police: Car #31-tire	410.374 1216	9172-25 12/14/2016	619.20 01/15/2017				619.20		N
00362	KRESS TIRE Police: Car #38-tire	410.374 1216	9172-30 12/14/2016	619.20 01/15/2017				619.20		N
00362	KRESS TIRE Police: Car #33-tire	410.374 1216	9177-36 12/07/2016	567.16 01/15/2017				567.16		N
00362	KRESS TIRE Police: Car #36-tire	410.374 1216	9177-40 12/07/2016	513.08 01/15/2017				513.08		N
Name: KRESS TIRE										
				2937.84			2937.84			

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

By Name
Cutoff as of: 12/31/9999

Time: 08:58 am
Date: 01/12/2017
Page: 2

Due Dates: 01/15/2017 thru 01/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00657	OFFICE DEPOT Office Supplies	406.210	885288097001 12/07/2016	387.80				387.80		N
Name: OFFICE DEPOT										
00830	SHOUP ENGINEERING IN Engineering: A111son	408.319	17-07 12/31/2017	196.00				196.00		N
00830	SHOUP ENGINEERING IN Engineering: Miscell	408.313	17-08 12/31/2017	661.50				661.50		N
Name: SHOUP ENGINEERING INC.										
00674	STALEY COMMUNICATON POL: Radio Equip Mai	410.328	85873 01/05/2017	115.00				115.00		N
00674	STALEY COMMUNICATON Road: Radio Equipmen	430.327	85874 01/05/2017	57.47				57.47		N
Name: STALEY COMMUNICATIONS										
00577	TOSHIBA FINANCIAL SE Lease & Maintenance	406.261	66193479 01/01/2017	366.42				366.42		N
00577	TOSHIBA FINANCIAL SE Lease & Maintenance	410.261	66193479 01/01/2017	239.75				239.75		N
Name: TOSHIBA FINANCIAL SERVICES										
00327	TRIB TOTAL MEDIA TWP: Adv-Ordinance #	404.341	1822691 12/06/2016	107.50				107.50		N
Name: TRIB TOTAL MEDIA										
00067	TRISTANI BROTHERS, I Road: Ford F550-Exhau	430.374	161227 12/30/2016	171.72				171.72		N
00067	TRISTANI BROTHERS, I Road: Trk #6-hydraulic	430.374	161228 12/30/2016	573.49				573.49		N
00067	TRISTANI BROTHERS, I Road: Trk #6-Inspecti	430.374	161229 12/30/2016	431.96				431.96		N
00067	TRISTANI BROTHERS, I Road: 2014 Ford-brake	430.374	161230 12/30/2016	528.85				528.85		N

By Name
Cutoff as of: 12/31/9999

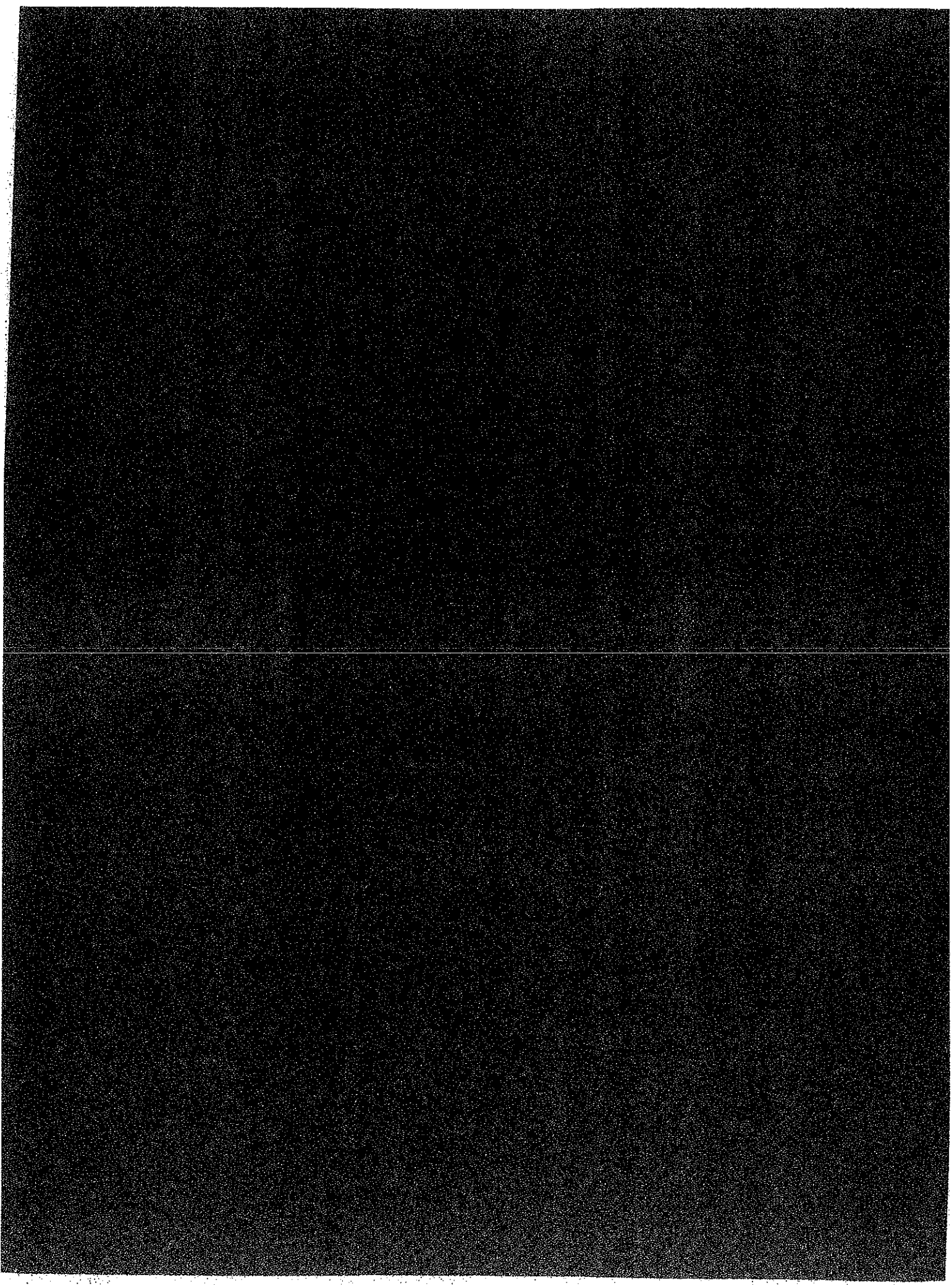
Time: 08:58 am
Date: 01/12/2017
Page: 3

Due Dates: 01/15/2017 thru 01/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00067	TRISTANI BROTHERS, I Road:2010 F550-inspe	430.374 1216	161231 12/30/2016	80.00 01/15/2017		01/10/2017		80.00	N	
Name: TRISTANI BROTHERS, INC.										
				1786.02				1786.02		
00074	WALSH EQUIPMENT Road: br pipe RH/br	430.374 1216	P85685 12/13/2016	580.72 01/15/2017		12/19/2016		580.72	N	
00074	WALSH EQUIPMENT Road: Return-BR Pipe	430.374 1216	P85797 12/15/2016	-276.17 01/15/2017		12/20/2016		-276.17	N	
Name: WALSH EQUIPMENT										
				304.55				304.55		

FINAL TOTALS: 10888.40

10888.40



C) UTILITIES & PAYROLL

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO PAY UTILITIES AND PAYROLL FROM JANUARY 18, 2017
TO FEBRUARY 15, 2017.

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

8-C

POLICE CHIEF'S REPORT

CHIEF LAPE.....

9

OFFICER'S MONTHLY REPORT

TO: Jonathan D. Lape, Chief of Police
FROM: Pam Tedesco, Administrative Assistant
SUBJECT: OFFICER'S MONTHLY REPORT
DATE: January 11, 2017

Attached is the Officer's Monthly Report for December 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
DECEMBER 2016**

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	56	717	773
CALLS FOR SERVICE/FIELD CONTACTS	296	3044	3340
ALL OTHER CALLS	460	5245	5705
TOTALS CALLS FOR SERVICE	812	9006	9818
 <u>ARRESTS</u>			
ADULT	2	80	82
JUVENILE	0	3	3
TRAFFIC CITATIONS	19	580	599
NON TRAFFIC CITATIONS	0	35	35
PARKING CITATIONS	0	0	0
WARNINGS	1	230	231
 <u>PERSONNEL</u>			
GRIEVANCES FILED BY PLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	0	3	3
 <u>VEHICLE REPORTS</u>			
TOTAL MILES TRAVELED	9912	110541	120453
GALLONS OF GASOLINE USED	855.4	9792.8	10648.2
REPAIRS/MAINTENANCE	3588.17	15407.27	18995.44
 <u>OVERTIME PAID</u>			
COURT (OFF DUTY)	4	185 1/2	189 1/2
PRELIMINARY HEARINGS	8 1/2	124 1/2	133
PRETRIAL	0	0	0
INVESTIGATIONS	2	66 1/2	68 1/2
ARRESTS	5	51	56
SPEED CHECKS	0	0	0
PRIVATE CONTRACTS	0	0	0
MISC. HOURS - FILLED SHIFTS	0	41	41
MISC. HOURS - ADMIN. HOURS	0	0	0
ALL OTHER MISC. HOURS - see below		128	128
 TOTAL HOURS	 19 1/2	 596 1/2	 616

**OFFICERS MONTHLY REPORT
DECEMBER 2016**

	2015 YEAR TO DATE	2016 YEAR TO DATE
REPORTABLE CALLS FOR SERVICE	740	773
CALLS FOR SERVICE/FIELD CONTACTS	2603	3340
ALL OTHER CALLS	5419	5705
TOTAL CALLS FOR SERVICE	8762	9818

ARRESTS

ADULT	75	82
JUVENILE	3	3
TRAFFIC CITATIONS	290	599
NON TRAFFIC CITATIONS	22	35
PARKING CITATIONS	0	0
WARNINGS	74	231

PERSONNEL

GRIEVANCES FILED BY POLICE OFFICERS	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0
LETTERS COMMENDING POLICE OFFICERS	16	3

VEHICLE REPORTS

TOTAL MILES TRAVELED	117638	120453
GALLONS OF GASOLINE USED	10213	10648.2
REPAIRS/MAINTENANCE	16537.65	18995.44
	144388.65	170685.64

OVERTIME

COURT (OFF DUTY)	208	189 1/2
PRELIMINARY HEARINGS	117 1/2	133
PRETRIAL	0	0
INVESTIGATIONS	76	68 1/2
ARRESTS	77	56
SPEED CHECKS	0	0
PRIVATE CONTRACTS	0	0
MISC. HOURS - FILLED SHIFTS	52 1/2	41
MISC. HOURS - ADMIN. HOURS	0	0
ALL OTHER MISC. HOURS	81 1/2	128
TOTAL HOURS	612 1/2	616

Points of Interest

Month of December 2016

Budget as of December 2016 – 98.82%

CHIEF JONATHAN LAPE –

December 6 – attended a Chiefs meeting

December 8 – attended a Allegheny County Chiefs meeting

December 9 – attended a COG meeting

December 12 – met with scouts reference to toys

December 15 – Chief and Officer Dobson met with McCandless Township Police reference to their involvement in the DUI Task Force

December 19 – toy distribution

OFFICER EDWARD NEWMAN – K9 REPORT – nothing to report

SGT. DARREN MIKUS/OFFICER ROBERT PETOSKY – SRT TRAINING –

December 2 – training was held at the Hampton Township Municipal Building and range. Instructions were given on less lethal arms and equipment that the team utilizes during operations. Operators then qualified with these weapons. Handgun drills were also conducted on this date.

December 16 – Training was held at the Berkley Hills Fire Department. End of the year equipment inspections were conducted as well as a review of the rules and regulations policy manual.

SCHOOL DISTRICT DETAILS –

22 4th grade DARE classes were conducted at the East Union Elementary Center.

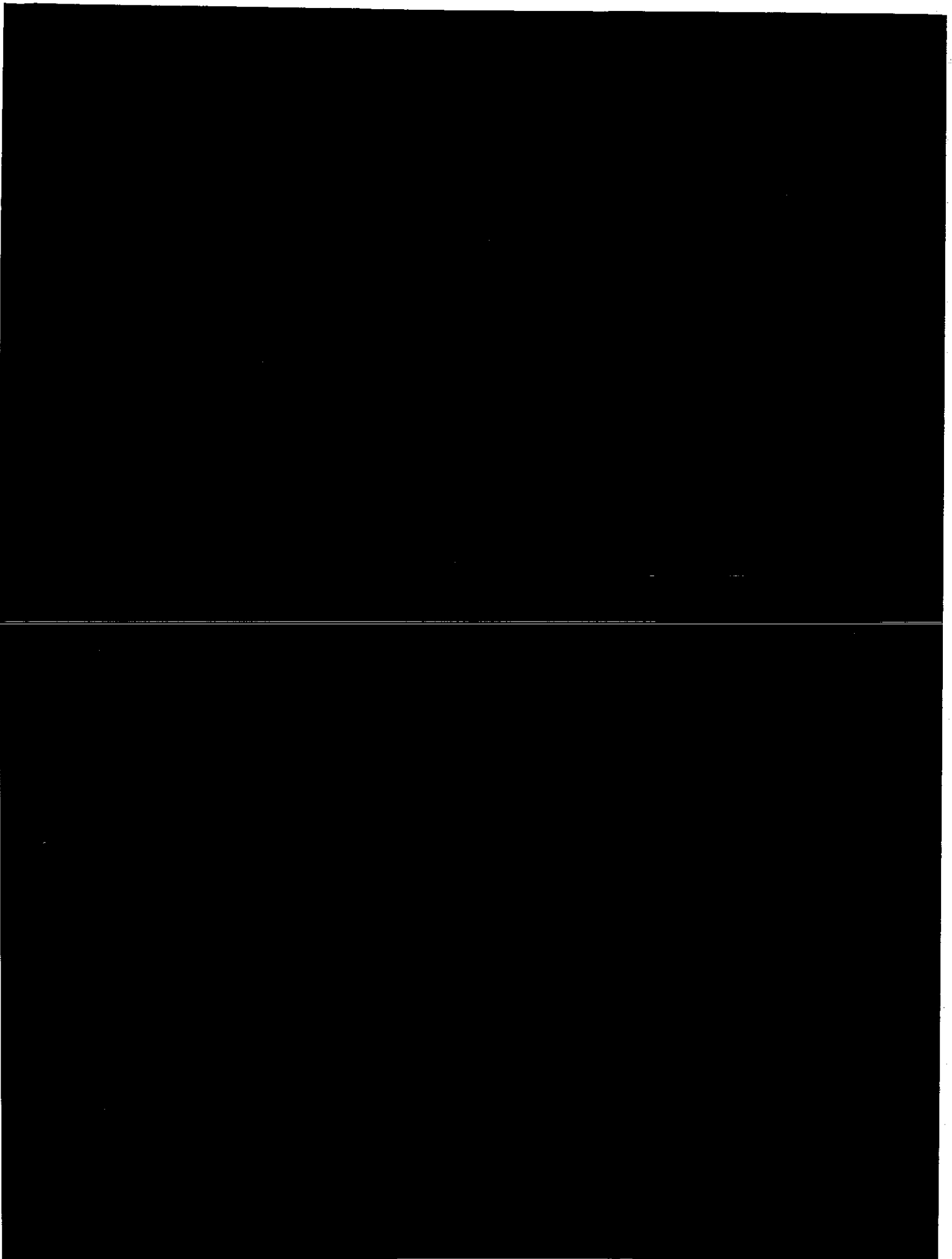
SPECIAL DETAILS/MISCELLANEOUS DETAILS –

December 1 – a Click It/Ticket detail was conducted

December 22/23 – basketball game details at Deer Lakes High School

CORRESPONDENCE – none

CHRISTMAS TOY PROGRAM – 48 families (96 children) participated in the program. Approximately 800 presents were distributed as well as each family receiving a bag of fruit, potatoes, ½ ham and a \$25.00 gift card to Payless Shoes. \$9625.00 was received in donations. Over 1000 toys were received.



BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER'S REPORT

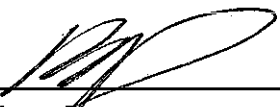
MR. PAYNE.....

10

Code Enforcement

December 31, 2016

1. Issued 12 Occupancy Permits
2. In 2016 a total of 267 Occupancy Permits were issued.
3. Issued 4 Building Permits
4. In 2016 a total of 191 Building Permits were issued including 54 new homes.
5. Performed 23 site inspections
6. Planning Commission RECOMMENDED APPROVAL for a 3 sided storage garage. There was also some discussion in regards to some sections of the zoning ordinance needing updated.
7. No Zoning Hearing Board meeting was held. There will be one held on the 19th.
8. A vacant parcel on Superior road is being voted on for the vacant property recovery program. This month's property will be the 15th property to be repurposed through the program.



William Payne
Code Enforcement Officer

WEST DEER TOWNSHIP - BUILDING PERMITS - 2016

DECEMBER, 2016

Permit #	Date	Applicant	St. #	Street Name	Lot Block	Improvement Cost	Residential	Commercial	Permit Fee
P16-188	12/5/16	DAN RYAN BUILDERS	871	ASHLEY RD	1510-D-20	\$275,000.00	SINGLE FAMILY		\$775.00
P16-189	12/7/16	CROWN CASTLE	3700	SANDY HILL RD	2383-R-232	\$8,000.00		ANTENNA	\$350.00
P16-190	12/19/16	SHOFF FARMS HOA	113	LEX LANE	1214-A-100	\$225,000.00		CLUB HOUSE	\$670.20
P16-191	12/29/16	JONATHON ARTEZ	19	DEER ST	1672-J-75	\$400.00	STR. ALTERATION		\$5.00

\$508,400.00

\$1,800.20

West Deer Township
109 East Union Road
Cheswick, PA 15024

From 12/01/2016 To 12/31/2016

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
12/1/2016	Drywall		800 S.WASHINGTON ST., EVANS CITY, PA, 16033	372 SADDLEBROOK LN	1666-R- 100-22A	Passed	William Payne
12/1/2016	Footer			893 Ashley Road	1669-S-37	Passed	William Payne
12/2/2016	Complaint Follow Up		11 BLUE ROW ST, RUSSELLTON, PA, 15076	11 BLUE ROW ST	1362-E-311	Passed	William Payne
12/2/2016	Site Inspection		4085 SANDY HILL RD, GIBSONIA, PA, 15044	4085 SANDY HILL RD	2382-L-048	Passed	William Payne
12/5/2016	Drywall	ELIZABETH DIETRICH	1411 SANDSTONE DR., TARENTUM, PA, 15084	210 East Union Road	1360-H-379	Passed	William Payne
12/6/2016	Fire/Safety Inspection		800 S.WASHINGTON ST., EVANS CITY, PA, 16033	366 SADDLEBROOK RD.	1666-R- 100-22C	Passed	William Payne
12/6/2016	Electrical/Plumbing		800 S.WASHINGTON ST., EVANS CITY, PA, 16033	366 SADDLEBROOK RD.	1666-R- 100-22C	Open	William Payne
12/6/2016	Foundation	JOSEPH & MERDYTH HELLER	5 GOLDEN LANE, Russellton, PA, 15076	5 GOLDEN LANE	1672-N-179	Passed	William Payne
12/7/2016	Complaint Follow Up		134 BLUE ROW, RUSSELLTON, PA, 15076	42 Blue Row	1361-H-16	Open	William Payne
12/13/2016	Site Inspection	ELIZABETH A SHEEHAN	735 LITTLE DEER CREEK VALLEY RD., RUSSELLTON, PA, 15076	735 LITTLE DEER CREEK RD	1361-D-109	Passed	William Payne
12/19/2016	Complaint Follow Up		15 DEER HOLLOW LN, TARENTUM, PA, 15084	15 DEER HOLLOW LN	1220-J-239	Failed	William Payne
12/20/2016	Footer	Shoff Farms H.O.A	113 Lex Lane, Allison Park, Pa, 15101	113 LEX LANE	1214-A-100	Passed	William Payne
12/20/2016	Final	VAN T & MARY L LASKEY	177 TRUMP RD, CHESWICK, PA, 15024	177 TRUMP RD	1360-E-129	Passed	William Payne
12/20/2016	Floodplain	Shoff Farms H.O.A	113 Lex Lane, Allison Park, Pa, 15101	113 LEX LANE	1214-A-100	Open	William Payne
12/27/2016	Fireblocking	RICHLAND HOLDINGS	1426 PITTSBURGH RD, VALENCIA, PA, 16059	116 Lex Lane	1214-a-139	Passed	William Payne
12/27/2016	Insulation	RICHLAND HOLDINGS	1426 PITTSBURGH RD, VALENCIA, PA, 16059	116 Lex Lane	1214-a-139	Passed	William Payne
12/29/2016	Fireblocking		9380 MCKNIGHT RD, PITTSBURGH, PA, 15237	4551 GIBSONIA RD	1358-J-371	Passed	William Payne
12/29/2016	Framing	NORD SPONDA PROPERTIES	9380 MCKNIGHT RD, PITTSBURGH, PA, 15237	4551 GIBSONIA RD	1358-J-371	Failed	William Payne
12/29/2016	Framing		9380 MCKNIGHT RD, PITTSBURGH, PA, 15237	4551 GIBSONIA RD	1358-J-371	Passed	William Payne

West Deer Township
109 East Union Road
Cheswick, PA 15024

From 12/01/2016 To 12/31/2016

Count by Type

Type	Count
Fire/Safety Inspection	1
Complaint Follow Up	3
Drywall	2
Electrical/Plumbing	1
Final	1
Fireblocking	5
Floodplain	1
Footer	2
Foundation	1
Framing	2
Insulation	2
Site Inspection	2
Total	26

West Deer Township
109 East Union Road
Cheswick, PA 15024

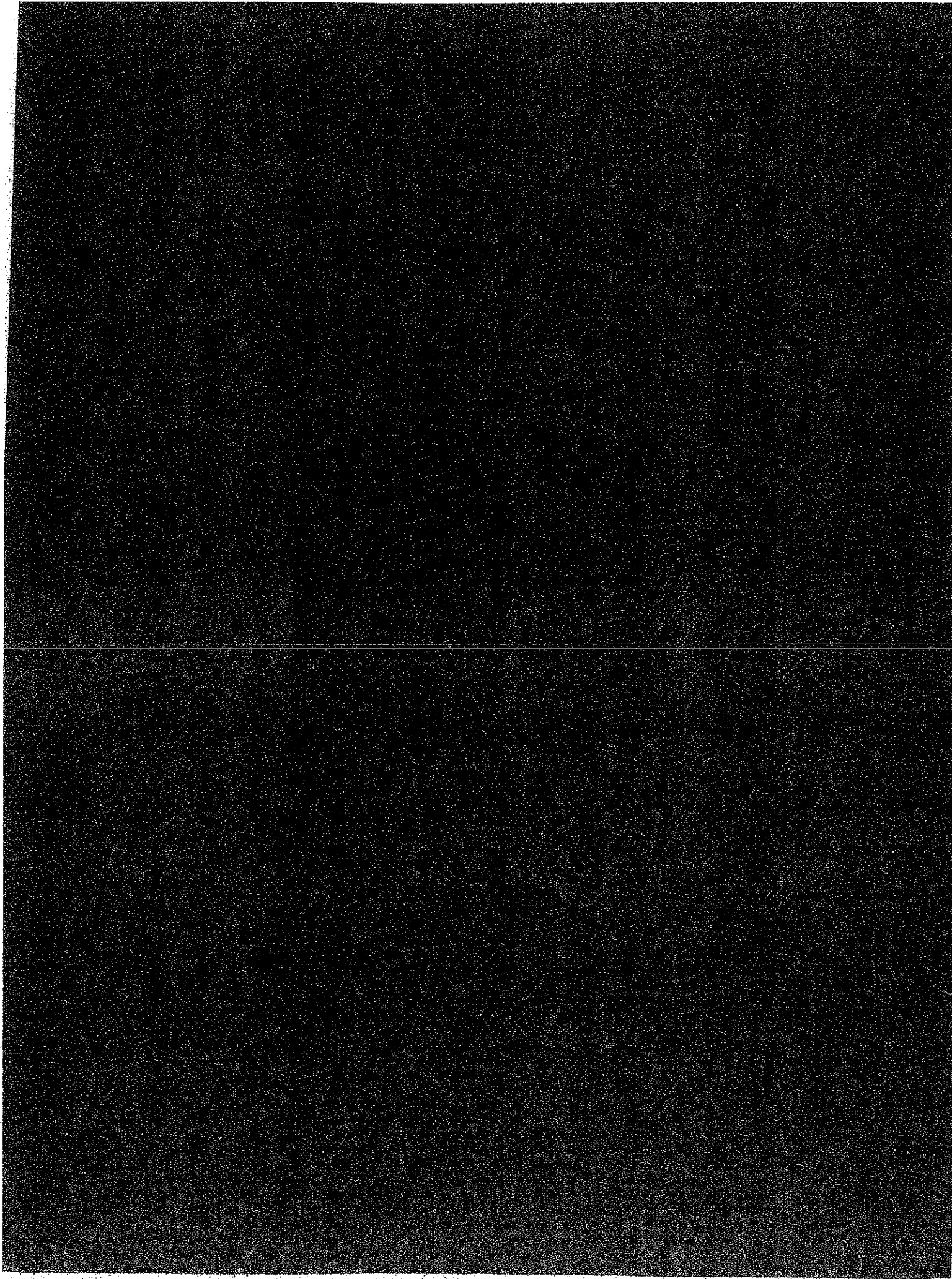
From 12/01/2016 To 12/31/2016

Count by Status

Status	Count
Failed	4
Open	3
Passed	16
Total	23

Occupancy Permits - West Deer Township
109 East Union Road
Cheswick, PA 15024

Date	Permit #	Lot/Block	Applicant Name	Street Address	Use	New Construction
12/5/2016	O16-256	1357-E-276	DWAYNE JOHNSON, SR.	195 PARTRIDGE RUN RD	Single Family Home	No
12/5/2016	O16-257	1667-J-115	JOHN & BONNIE COLAIANNE	616 WHISPERING PINES	Townhome	No
12/5/2016	O16-258	1666-R-100-22C	BRENNAN BUILDERS	366 SADDLEBROOK RD.	Duplex/Carriage House	Yes
12/7/2016	O16-259	1666-R-070	ISABEL MacKINNEY-SMITH	309 SADDLEBROOK RD	Quad	No
12/16/2016	O16-260	2009-J-389	Alexander H. and Caitlin E. Rodgers	3 RUSSELL LANE	Single Family Home	No
12/19/2016	O16-261	1360-M-161	COLLEEN BURNS	35 DEER PARK DR	Single Family Home	No
12/19/2016	O16-262	1214-E-015	DENNIS TOY	3547 CEDAR RIDGE RD	Single Family Home	No
12/19/2016	O16-263	1838-P-346	BRENDA ADAMS	112 FORD ST	Single Family Home	No
12/19/2016	O16-264	1672-J-75	JONATHON ARTEZ	19 DEER ST	Single Family Home	No
12/19/2016	O16-265	1507-H-133	LYNETTE SIFORD	4503 DAWN RD	Single Family Home	No
12/19/2016	O16-266	1214-A-147	GEORGE & MARY JANE YAKULAS	108 LEX LANE	Duplex/Carriage House	Yes
12/19/2016	O16-267	1216-H-206	Rick Klein	2411 SAXONBURG BLVD	Single Family Home	No
Total Fees Collected by Month						
December - \$250.00						
Total Fees Collected						
Grand Total - \$250.00						



REPORT FROM THE PARKS AND RECREATION BOARD

NO REPORT – NO MEETINGS HELD NOVEMBER & DECEMBER.

PARKS & RECREATION BOARD WILL MEET ON JANUARY 25, 2017 AT
7:00 P.M.

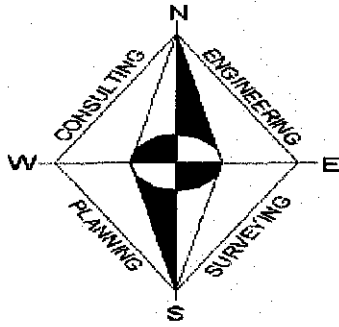
11

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

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

VIA EMAIL

Prepared January 12, 2017

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meeting:

- Board of Supervisors Meeting - December 21, 2016
- Planning Commission - December 22, 2016

2. DEVELOPMENTS/PROJECTS

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

- Benjamin Street Bridge Deck - Contract documents have been executed for this project and shop drawing submittal and review will begin soon. Construction is anticipated in Spring of 2017.

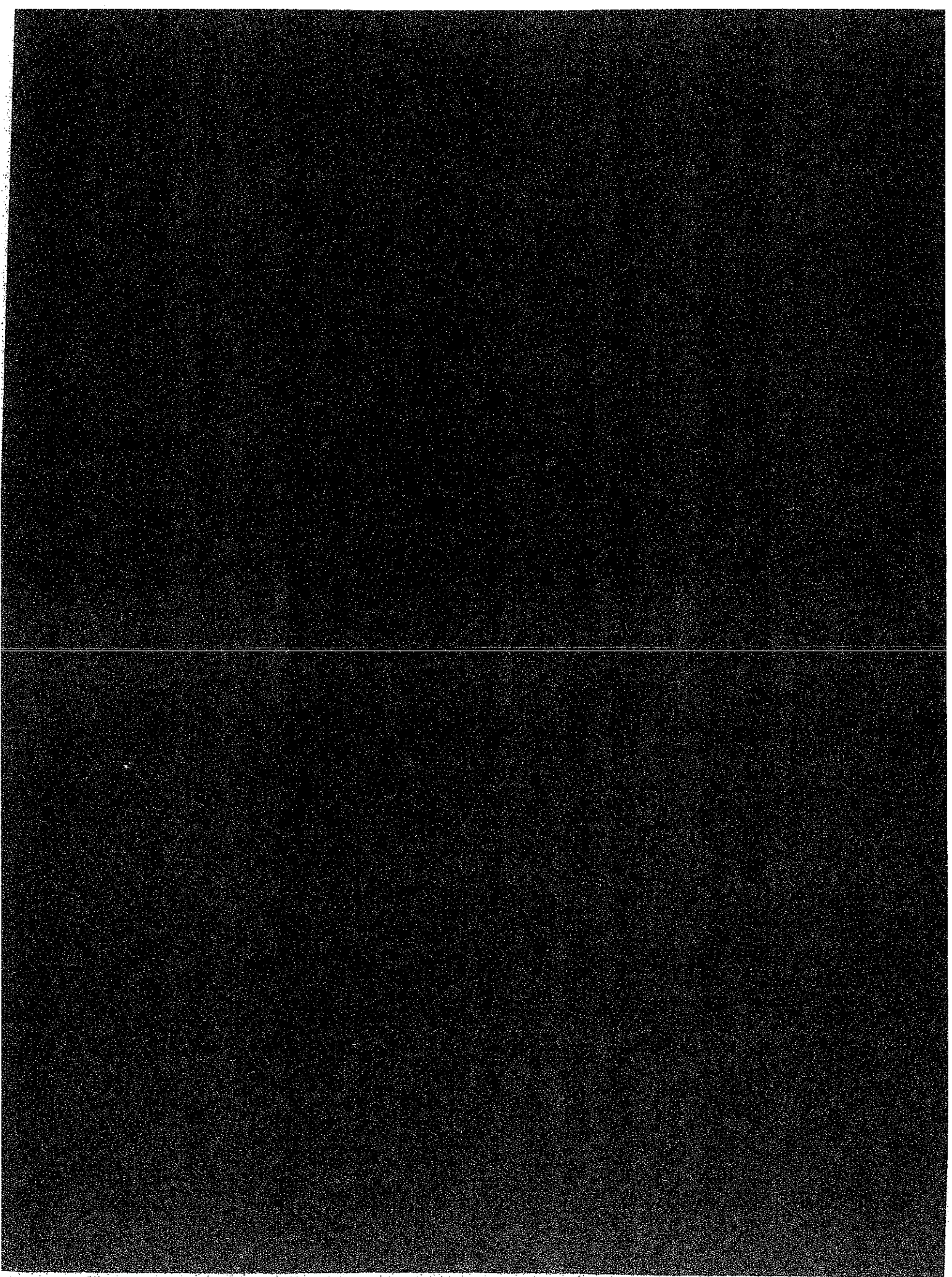
Development/Subdivision Reviews: The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- McIntyre Heights PRD - A review of this preliminary PRD Plan was performed and a review letter was issued to the Township on September 22, 2016.
- Allison Park Contractors - Reviews of this land development plan were performed and review letters dated December 22, 2016 and January 12, 2016 were issued to the Township.

Respectfully Submitted,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer



2017 SALVAGE YARD LICENSE APPLICATIONS

THE TOWNSHIP RECEIVED THE FOLLOWING FOUR (4) APPLICATIONS FOR THE 2017 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 IN JANUARY AND SUBMITTED THE ATTACHED CHECKLISTS AS PER TOWNSHIP ORDINANCE NUMBER 349.

A) BLAZCZAK SALVAGE, INC.
115 KAUFMAN ROAD, GIBSONIA, PA 15044

(SEE ATTACHED CHECKLIST)

Comments.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE/DENY THE BLAZCZAK SALVAGE, INC., APPLICATION FOR THE 2017 SALVAGE YARD LICENSE.

MOTION SECOND AYES NAYES

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

13.A

**ORDINANCE NO. 349
CHECKLIST**

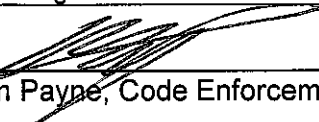
Date of Inspection:

Fee Paid: \$500

Applicant: Blazczak Salvage

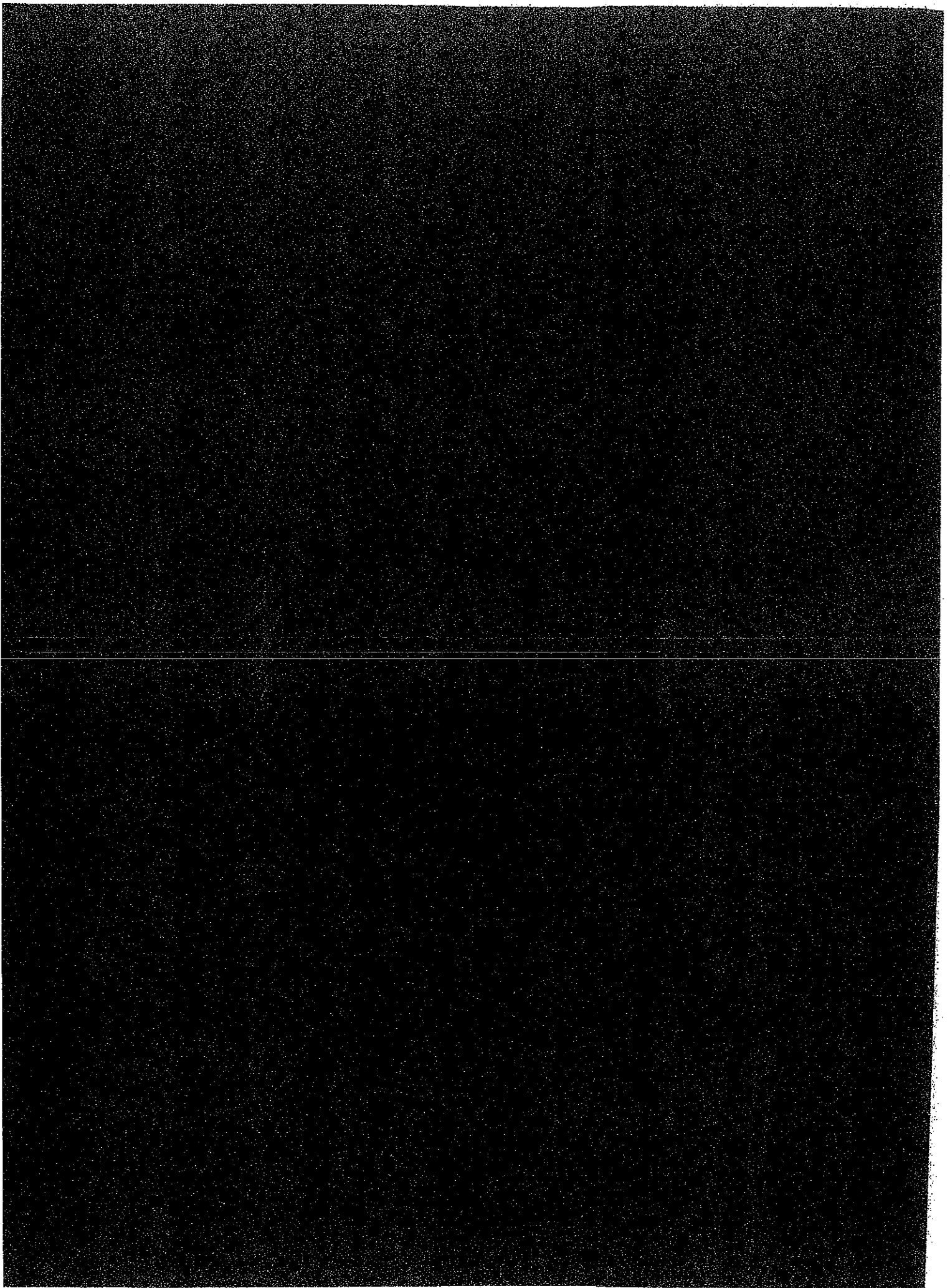
115 Kaufman Road Gibsonia PA 15044

REGULATIONS (Section 12)	COMMENTS	PASS	FAIL
A) CONDITIONS Hazard to health of community		✓	
B) STORAGE		✓	
No garbage/organic waste stored	Mulch/Wood is stored in area denoted for farm use	✓	
No accumulation of stagnate water		✓	
15-ft. fire truck alleys between rows of salvage		✓	
No salvage above fence		✓	
No storage/trucks located outside fence	None outside staging fence line	✓	
Fluids removed		✓	
Tires covered/no more than 500 tires stored		✓	
C) GATES/ACCESS (16-ft wide)		✓	
D) OPERATING HOURS (8:00 am-6:00 pm Mon. thru Sat.)		✓	
E) NO BURNING ALLOWED		✓	
F) SETBACKS 50 ft. from center of road		✓	
G) FENCING/SCREENING		✓	
Opaque fence not less than 7 ft. or more than 12 ft. in height.		✓	
Fence shall be surrounded by natural landscaping or Type "A" screening.		✓	


William Payne, Code Enforcement Officer

Date 1-13-17





**B) BOULEVARD AUTO & TRUCK SALVAGE, LLC
1813 SAXONBURG BLVD., TARENTUM, PA 15084**

(SEE ATTACHED CHECKLIST)

Comments.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE/DENY THE BOULEVARD AUTO & TRUCK SALVAGE, LLC APPLICATION FOR THE 2017 SALVAGE YARD LICENSE.

MOTION SECOND AYES NAYES

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

13-B

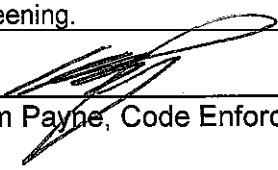
**ORDINANCE NO. 349
CHECKLIST**

Date of Inspection:

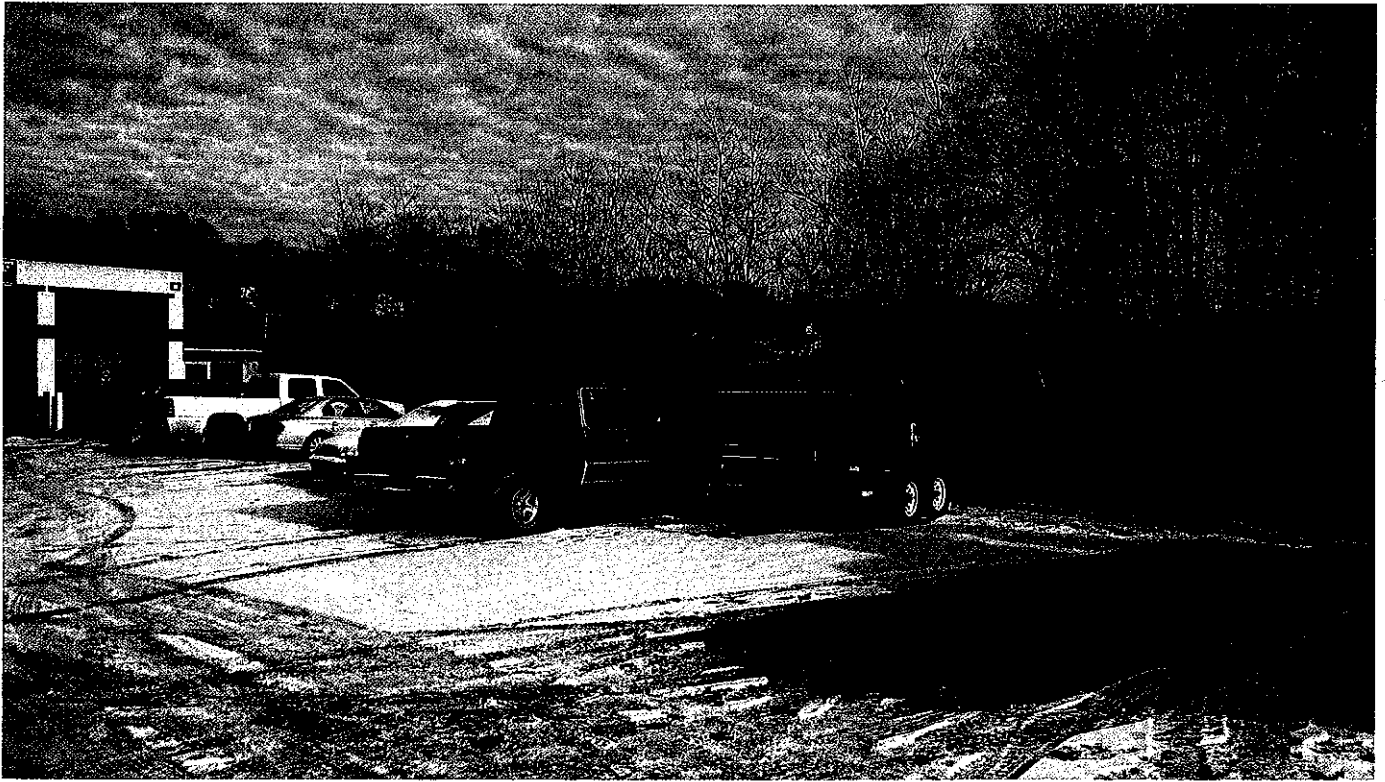
Fee Paid: \$400

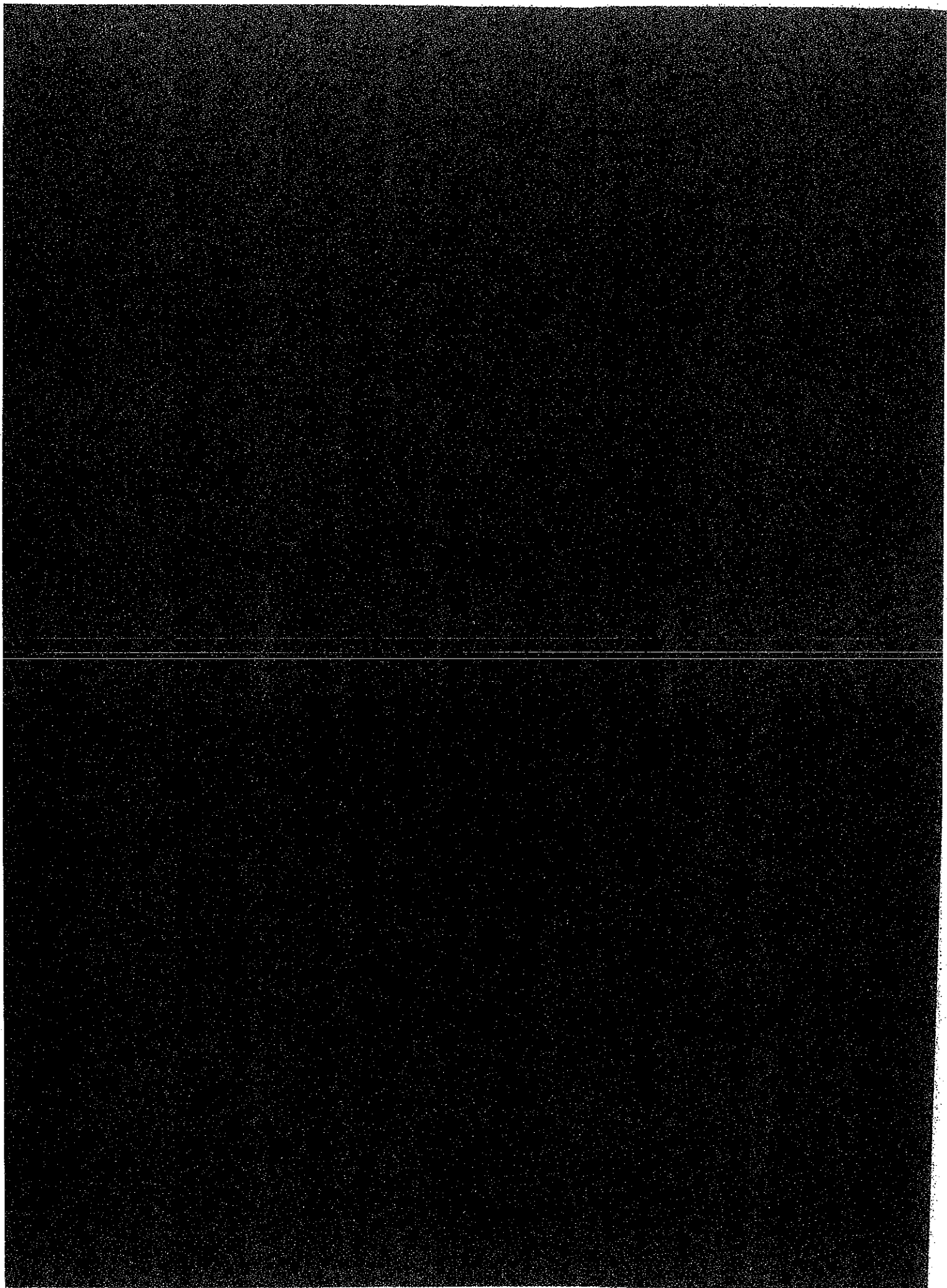
Applicant: Boulevard Auto and Truck Salvage, LLC
1813 Saxonburg Blvd. Tarentum PA 15084

REGULATIONS (Section 12)	COMMENTS	PASS	FAIL
A) CONDITIONS Hazard to health of community		✓	
B) STORAGE	No Salvage Business has occurred last year	✓	
No garbage/organic waste stored		✓	
No accumulation of stagnate water		✓	
15-ft. fire truck alleys between rows of salvage		✓	
No salvage above fence		✓	
No storage/trucks located outside fence		✓	
Fluids removed		✓	
Tires covered/no more than 500 tires stored		✓	
C) GATES/ACCESS (16-ft wide)		✓	
D) OPERATING HOURS (8:00 am-6:00 pm Mon. thru Sat.)	Currently not active	✓	
E) NO BURNING ALLOWED		✓	
F) SETBACKS 50 ft. from center of road		✓	
G) FENCING/SCREENING		✓	
Opaque fence not less than 7 ft. or more than 12 ft. in height.		✓	
Fence shall be surrounded by natural landscaping or Type "A" screening.		✓	


William Payne, Code Enforcement Officer

1-9-17
Date





C) CATANESE BROTHERS SALVAGE

**663 LITTLE DEER CREEK VALLEY ROAD, RUSSELLTON, PA
15076**

(SEE ATTACHED CHECKLIST)

Comments.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE/DENY THE CATANESE BROTHERS SALVAGE
APPLICATION FOR THE 2017 SALVAGE YARD LICENSE.

MOTION SECOND AYES NAYES

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

13-C

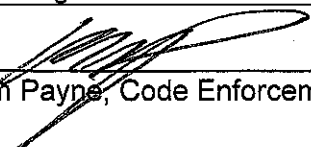
**ORDINANCE NO. 349
CHECKLIST**

Date of Inspection:
Applicant: Catanese Brothers

Fee Paid: \$400

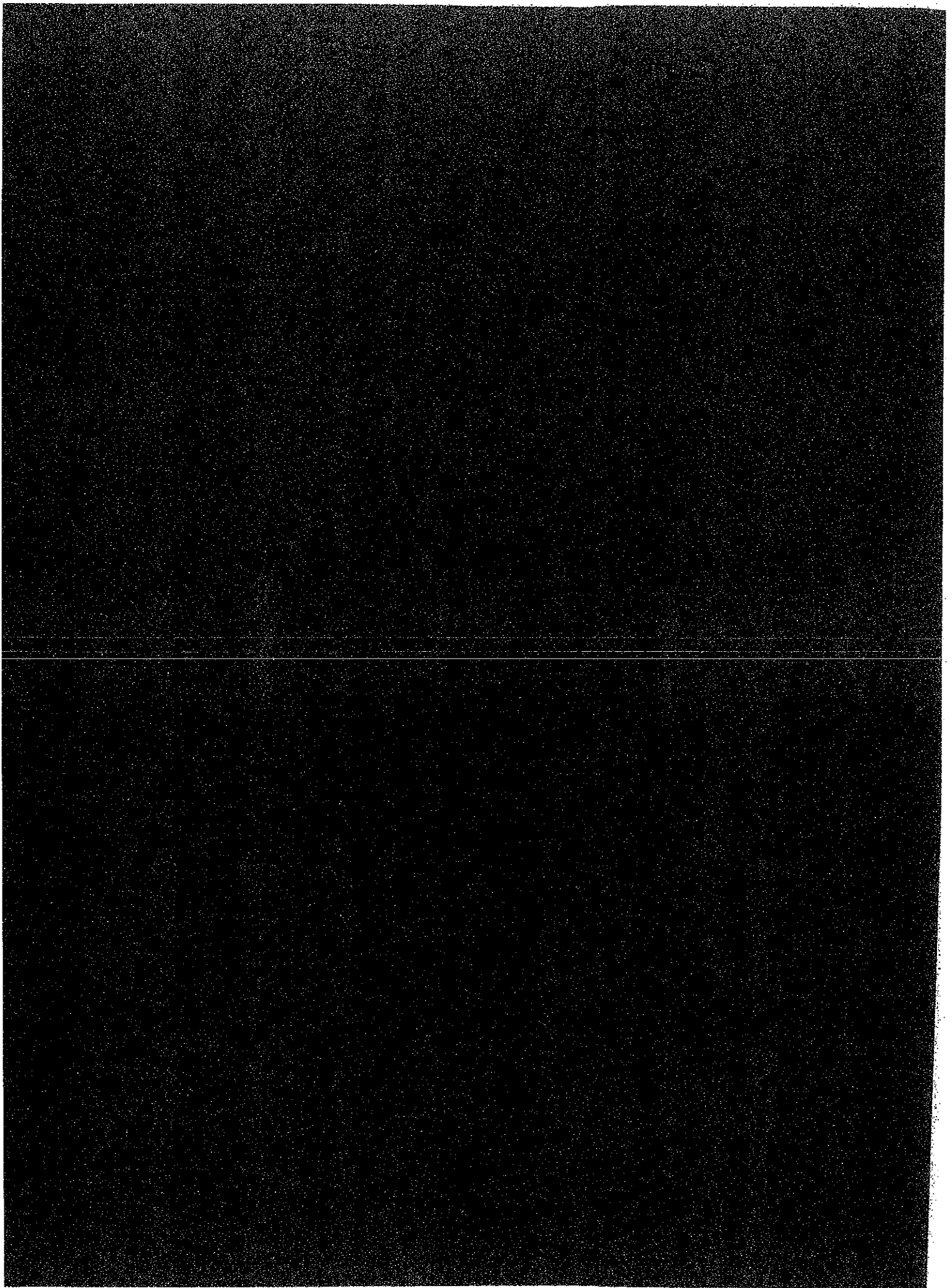
66 Little Deer Creek Valley Road

REGULATIONS (Section 12)	COMMENTS	PASS	FAIL
A) CONDITIONS Hazard to health of community		✓	
B) STORAGE	No Salvage Business occurred last year	✓	
No garbage/organic waste stored		✓	
No accumulation of stagnate water		✓	
15-ft. fire truck alleys between rows of salvage		✓	
No salvage above fence		✓	
No storage/trucks located outside fence	A few vehicles/equipment but fewer than last year		✓
Fluids removed		✓	
Tires covered/no more than 500 tires stored	Minimal tires on side (about 20) Tires that were in front are removed		✓
C) GATES/ACCESS (16-ft wide)		✓	
D) OPERATING HOURS (8:00 am-6:00 pm Mon. thru Sat.)	Currently not active	✓	
E) NO BURNING ALLOWED		✓	
F) SETBACKS 50 ft. from center of road		✓	
G) FENCING/SCREENING		✓	
Opaque fence not less than 7 ft. or more than 12 ft. in height.		✓	
Fence shall be surrounded by natural landscaping or Type "A" screening.		✓	


William Payne, Code Enforcement Officer

1-9-17
Date





**D) IAA ACQUISITION CORPORATION
49 BAIRDFORD ROAD, GIBSONIA, PA 15044**

(SEE ATTACHED CHECKLIST)

Comments.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE/DENY THE IAA ACQUISITION CORPORATION
APPLICATION FOR THE 2017 SALVAGE YARD LICENSE.

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

13.D

**ORDINANCE NO. 349
CHECKLIST**

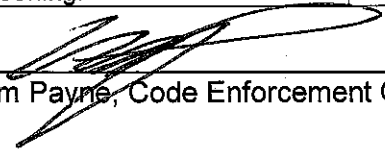
Date of Inspection:

Fee Paid: \$500

Applicant: Insurance Auto Auction

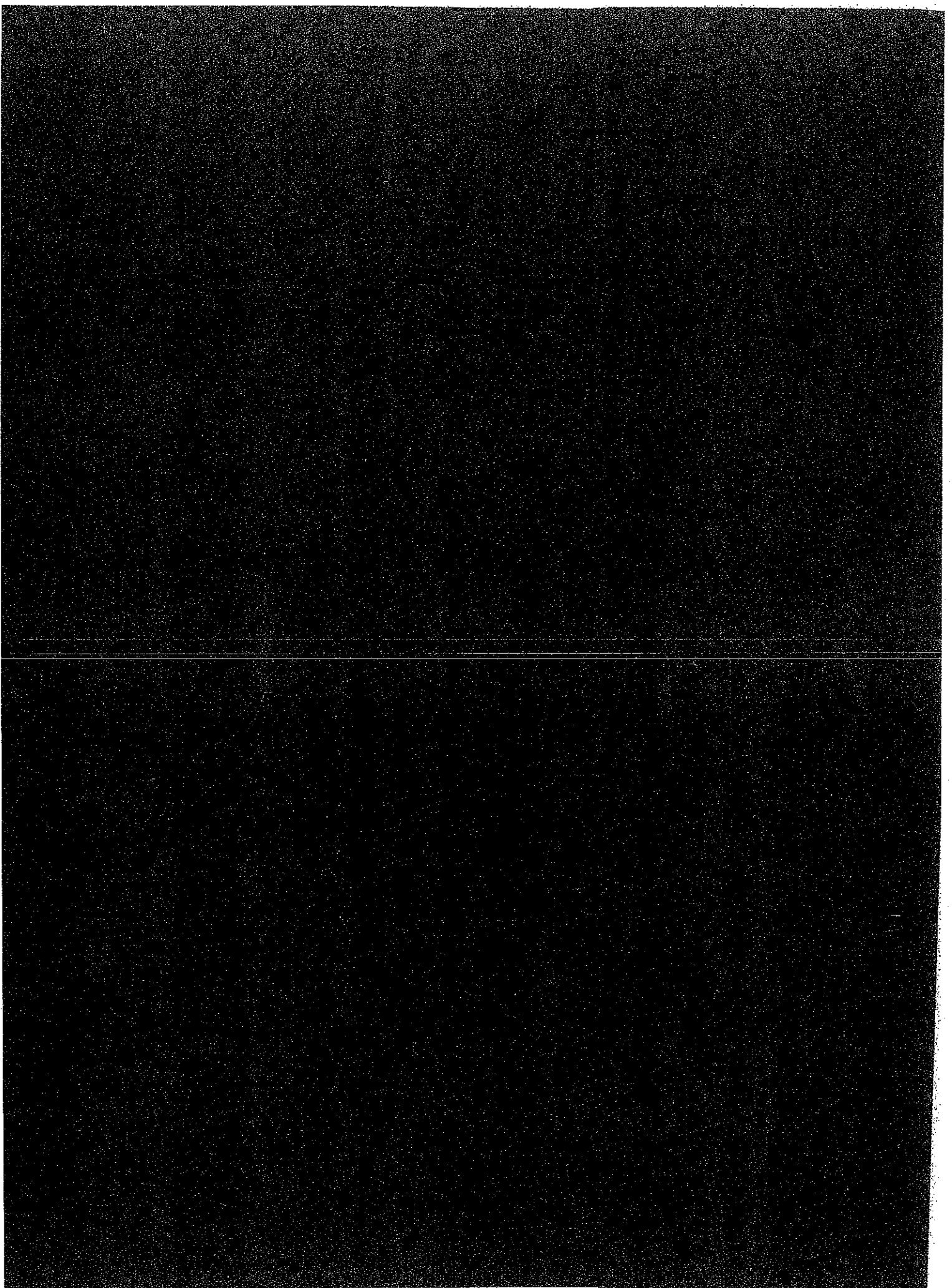
49 Bairdford Road Gibsonia PA 15044

REGULATIONS (Section 12)	COMMENTS	PASS	FAIL
A) CONDITIONS Hazard to health of community		✓	
B) STORAGE		✓	
No garbage/organic waste stored		✓	
No accumulation of stagnate water		✓	
15-ft.fire truck alleys between rows of salvage		✓	
No salvage above fence		✓	
No storage/trucks located outside fence		✓	
Fluids removed		✓	
Tires covered/no more than 500 tires stored		✓	
C) GATES/ACCESS (16-ft wide)		✓	
D) OPERATING HOURS (8:00 am-6:00 pm Mon. thru Sat.)		✓	
E) NO BURNING ALLOWED		✓	
F) SETBACKS 50 ft. from center of road		✓	
G) FENCING/SCREENING		✓	
Opaque fence not less than 7 ft. or more than 12 ft. in height.		✓	
Fence shall be surrounded by natural landscaping or Type "A" screening.		✓	


William Payne, Code Enforcement Officer

1-12-17
Date





**AUTHORIZE ADVERTISEMENT: TAX COLLECTOR SALARY
ORDINANCE**

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, FIXING THE ELECTED TAX COLLECTOR COMPENSATION FOR THE 2018 TO 2021 TERM.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE ADVERTISEMENT OF ORDINANCE NO. 416 FIXING THE ELECTED TAX COLLECTOR COMPENSATION FOR THE 2018 TO 2021 TERM.

THE BOARD WILL CONSIDER ADOPTION OF THE ORDINANCE AT THEIR FEBRUARY 15, 2017 MEETING.

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

14

OFFICIAL
WEST DEER TOWNSHIP
County of Allegheny
Commonwealth of Pennsylvania

ORDINANCE NO. 416

**AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY,
COMMONWEALTH OF PENNSYLVANIA, FIXING THE ELECTED TAX COLLECTOR
COMPENSATION FOR THE 2018 TO 2021 TERM.**

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of West Deer Township, regularly assembled, and IT IS HEREBY ORDAINED AND ENACTED by the authority of the same, that:

WHEREAS, State law 72 P.S. § 5511.36a – known as the “Local Tax Collection Law” and passed in 1965 – entitled “Increase or reduction of compensation” states:

When any taxing district or taxing authorities propose to either raise or reduce the compensation or salary for the office of an elected tax collector, such action shall be by ordinance or resolution, finally passed or adopted prior to the fifteenth day of February of the year of the municipal election; and

WHEREAS, West Deer Township must comply with this State law;

NOW, THEREFORE, the Township of West Deer hereby fixes the elected Tax Collector compensation as follows

Section 1. Tax Collector Compensation. The compensation of the Township of West Deer Tax Collector for the collection of property taxes from the 2018 to 2021 calendar years shall be:

- a. \$20,000 per annum; plus
- b. Five percent (5%) of the following taxes and/or assessments collected by the Tax Collector:
 - 1. The West Deer Township Fire Tax;
 - 2. The West Deer Township Streetlight Assessment;
 - 3. West Deer Township real estate taxes collected at a penalty; and
 - 4. Any new taxes or assessments established during the 2018 to 2021 calendar years and collected by the West Deer Township Tax Collector.

Section 2. Severability. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance, It is hereby declared as the intent of the Board

of Supervisors of West Deer Township that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

Section 3. Repealer. All ordinances or parts of ordinances conflicting with the provisions of this Ordinance shall be hereby repealed insofar as they are inconsistent with this Ordinance.

ORDAINED AND ENACTED this 15th day of February 2017.

ATTEST:

WEST DEER TOWNSHIP

Township Manager

Chairman of the Board of Supervisors

Approved as to Form:

Township Solicitor

DRAFT

CERTIFICATE

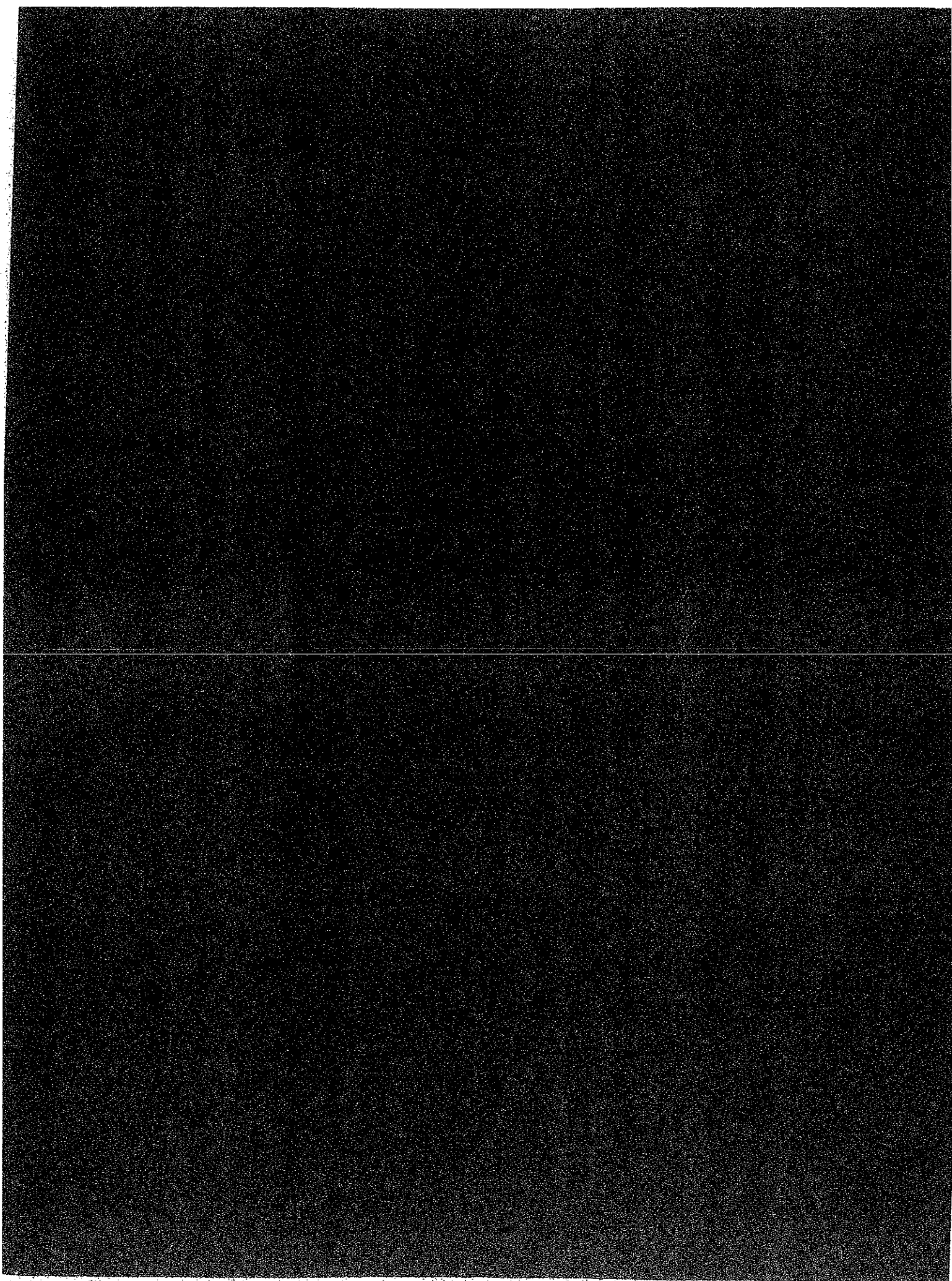
I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Board of Supervisors of West Deer Township on 15 February 2017, and that at such meeting a quorum was present and acting throughout, after due notice to the members of the Board of Supervisors of West Deer Township and to the public and such meeting was at all times open to the public; that the Ordinance was duly recorded in the West Deer Township Minutes Book and that a summary thereof was published as required by law in a newspaper of general circulation in the Township. I further certify that the Township met the advance requirements of Act No. 1998-93 by advertising the date of the meeting and posting a notice of the meeting at the public meeting place of the Board of Supervisors; that the total number of members of the Board of Supervisors is seven; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Jeffrey D. Fleming, Chairperson				
Richard DiSanti, Vice Chairperson				
Rick W. Florentine				
Leonard Guerre				
Shirley Hollibaugh				
Joyce Romig				
Gerry Vaerewyck				

WITNESS my hand and the seal of the Township on this 15th day of February 2017.

[SEAL]

By: _____
Daniel Mator
Township Manager



**AUTHORIZE ADVERTISEMENT: ADVERTISING AND BIDDING
ORDINANCE**

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER REPEALING AND REPLACING ORDINANCE NO. 135 AND ORDINANCE 305, WHICH ESTABLISH A BIDDING PROCEDURE PURSUANT TO ARTICLE XII, SECTION C-1163 OF THE TOWNSHIP HOME RULE CHARTER.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE ADVERTISEMENT OF ORDINANCE NO. 417 REPEALING AND REPLACING ORDINANCE NO. 135 AND ORDINANCE NO. 305, WHICH ESTABLISH A BIDDING PROCEDURE PURSUANT TO ARTICLE XII, SECTION C-1163 OF THE TOWNSHIP HOME RULE CHARTER.

THE BOARD WILL CONSIDER ADOPTION OF THE ORDINANCE AT THEIR FEBRUARY 15, 2017 MEETING.

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

15

OFFICIAL

WEST DEER TOWNSHIP
County of Allegheny
Commonwealth of Pennsylvania

ORDINANCE NO. 417

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER REPEALING AND REPLACING ORDINANCE NO. 135 AND ORDINANCE NO. 305, WHICH ESTABLISH A BIDDING PROCEDURE PURSUANT TO ARTICLE XII, SECTION C-1163 OF THE TOWNSHIP HOME RULE CHARTER.

WHEREAS, West Deer Township is desirous of simplifying purchasing procedures and becoming congruent with established bid requirements of the Commonwealth of Pennsylvania, and avoiding unnecessary expenses in connection with Township purchasing; and

WHEREAS, West Deer Township desires to ensure a fair, open, and ethical process.

NOW, THEREFORE BE IT ENACTED AND ORDAINED by the Board of Supervisors of the Township of West Deer, County of Allegheny, Commonwealth of Pennsylvania as follows:

§ 14-1. Purpose and Function

1. Purpose

- a. The purpose of this Chapter shall be to establish procedures for the purchase of products, goods, and services. Procedures shall include negotiated contracts, competitive bidding, and electronic bidding and auction.

2. The purchasing procedures set forth herein are intended to achieve the following objectives:

- a. Procurement of the highest quality supplies, materials, equipment and contractual services at the least amount of cost to the residents.
- b. Encouragement of open, competitive pricing.
- c. Encouragement of savings through bulk or quantity purchasing.
- d. Maintenance of lists of vendors and contractors.
- e. Assurance of vendor and contractor compliance with municipal specifications and contract terms and provisions.
- f. Administration of a system of stocking or warehousing of materials and supplies for day-to-day use.
- g. Encouragement of the purchase of goods made in West Deer Township, Pennsylvania, and/or the United States of America.

§ 14-2. Competitive Bidding

But for the exceptions listed in Section C-1164 of the West Deer Township Home Rule Charter, competitive bidding shall be required for all contracts for equipment, services, and construction with an estimated value threshold determined annually by the Pennsylvania Department of Labor and Industry under State Act 90 of 2011.

The following provisions shall apply to competitive bidding:

1. Notice to Prospective Bidders

Notice of the desire of the Township to receive bids from contractors or vendors shall be given as follows:

- a. The Township Manager shall announce the bid on the West Deer Township website no more than forty-five days prior to the bid deadline. This announcement shall include a general description of the supplies, materials, equipment, and contractual services to be purchased, a statement as to where bid forms, specifications, and other information may be secured, and the time and place for the opening of bids. Said website shall be generally operational and accessible to the public and all potential interested bidders from the first posting until the deadline for submission of bids.
- b. When the Board of Supervisors deems a newspaper advertisement necessary, the Township Manager shall advertise the information listed in the preceding subsection in at least one newspaper of generally circulated in the Township. The advertisement shall be published not more than forty-five days – and no less than ten days – prior to the date of the opening of bids. A period of less than ten days may be approved by the Board of Supervisors or the Township Manager where an expedited process is believed to be beneficial to the Township.
- c. At the discretion of the Township Manager, additional notice may be given in any publication or journal devoted to the dissemination of information about construction, materials, and supplies.
- d. The Township Manager may also solicit bids from prospective bidders by mailing, delivering, or electronically transmitting copies of the specifications and forms and/or any other information which will acquaint them with the proposed purchase or contract.

2. Specifications for Bidders

When bids are sought for the erection, construction, or alteration of any public building or facility, the Manager may – upon approval of the Board of Supervisors – have separate specifications prepared for any of the phases, parts, sections, or internal or external systems of the work. When this occurs, separate bids may

be required for each of those parts of the work, and the contract may be awarded to each of the lowest responsible bidders for each part and on a lowest total price basis.

3. Bid Security

When it is deemed necessary by the Board of Supervisors to protect the interests of the Township, bid security shall be required in an amount to be determined upon recommendation of the Township Manager. The amount of security required shall be set forth in the bid specifications. Bid security may be in the form of a certified check, cashier's check, or bid bond. If a bid bond is submitted, it must be in a form approved by the Township Manager.

4. Submission, Acceptance, and Opening of Bids

- a. Depending on the aforementioned current thresholds prescribed in State Act 90 of 2011, the Township will permit either the telephonic, electronic, physical, or sealed submission of bids.
- b. All bids submitted must be received by the Township by the date and time and at the address specified in the public notice. Any bids received after the stated time shall not be accepted.
- c. Sealed bids shall be sealed, shall be identified by their specific bids on the envelope, shall be submitted at the place of opening no later than the time stated in the public notice inviting bids, and shall be opened by the Manager or his or her designee in public at the time and place stated in the public notice. The Township will maintain the confidentiality of these bids until the date and time of the bid opening.

5. Award of Contracts

- a. Contract awards by the Board of Supervisors shall be made at an advertised public meeting.
- b. The following shall apply to the Board of Supervisors' awards:
 - i. Awards shall normally be made to the lowest responsible bidder. However, the Board of Supervisors, upon recommendation of the Township Manager, shall have the right to take into consideration such other factors as delivery date, quality of service, length of warranty, etc., in determining which bid to select.
 - ii. The Board of Supervisors shall have the authority to waive minor irregularities.
 - iii. The Board of Supervisors shall have the authority to accept or reject any and/or all bids or to hold all bids for sixty days or until the next regular Board of Supervisors meeting.
 - iv. Tie Bids.
 1. If two or more of the lowest bids received are for the same total amount or unit prices and the quality, delivery date, and service capability are equal, the contract may be awarded to a bidder upon consideration of the following factors:
 - a. Proximity to the Township

- b. Prior history and record of service.
- c. Experience.
- 2. As an alternative, the Township Manager may break ties by requesting each of the equal low bidders to submit, in writing, their lowest and final bid. Said tiebreaking bids shall be opened in public, and each of the bidders shall be informed of the time and place of the opening. If the bids are still tied, either bidder may be chosen by the Board of Supervisors at their discretion.
- v. A tabulation of bids shall be made available for public inspection.

6. Additional Exceptions

In addition to the aforementioned exceptions listed in Section C-1164 of the West Deer Township Home Rule Charter, contracts or purchases made by the Township to which this Section 14-2 shall not apply, unless the Board of Supervisors shall otherwise direct for a specific instance, shall include:

- a. Those where particular types of goods or services cannot reasonably be acquired from more than one vendor.
- b. Those made for improvements, repairs, and maintenance of any kind of property of the Township for labor, materials, or profits and overhead, and entered into with any organization engaged in rehabilitative or job training programs, and where such organization receives state or federal funding for such purposes.
- c. Those cases, with the Board of Supervisors approval, where the Township Manager deems it is in the best interest of the Township to purchase without competitive bidding because compatibility with existing Township equipment or systems is of high importance.
- d. Those involving the purchase of equipment and services related to computer software, technology, and information systems. The purchase of equipment and services related to computer software, technology, and information systems shall be made on the basis of best-value procurement. Contracts under best-value procurement shall be made only after the Township has solicited proposals based on performance and outcome specifications developed by the Township and describing, at minimum, the objectives to be met by the system, the tasks to be performed by the system, the users of the system, system security issues, the time frame for system implementation, potential operating technologies, compatibility with existing systems, training and maintenance, and shall indicate the process by which the contract shall be awarded. Best-value procurement shall not require a sealed bid process and shall permit the Township to negotiate the terms of the agreement with any responsive and responsible vendor.
- e. Those involving construction management services, which may be awarded on a best-value procurement basis similar to that set forth in the preceding subsection.

- f. Those involving professional expertise or other unique and special expertise where quality of the service is more valuable to the Township than the price of the service.
- g. Those where the Township piggybacks on, purchases from, or participates in a contract legally awarded by the federal government, by the commonwealth or any subdivision thereof, any intergovernmental cooperative or council of governments, any municipal authority, or by any cooperative purchasing program operated by or for any public entity or association of public entities or otherwise recognized by law as eligible to perform cooperative purchasing functions for public entities.

7. Disposition of Bid Deposits

- a. The Township shall return to the unsuccessful bidders any bid deposits submitted by them.
- b. A successful bidder shall forfeit any deposit made upon failure on their part to enter into a contract with the Township within twenty calendar days after award, unless an extended time is authorized, in writing, by the Township Manager.

8. Piecemeal Contracts and Purchases Restricted

- a. It shall be prohibited for any officer or employee of the Township to purposely evade use of the procedures for competitive bidding by making a series of purchases or contracts, each under the minimum stated thresholds, or by making several simultaneous purchases or contracts, each below that minimum amount.

9. Performance Bonds

- a. To protect the interests of the Township, a performance bond – which shall be not less than 10% nor more than 100% of the contract amount – shall be required from the successful bidder before entering into a construction contract. The amount of the bond shall be stated in the bid specifications.
- b. The Township Manager shall establish the percent of the contract price required in the performance bond for purchase of materials, supplies and equipment. If the performance bond is not furnished within twenty days after the award of the contract, the award shall be void. Deliveries, accomplishments, and guarantees may be required in all cases of expenditure.

10. Bonds for the Protection of Labor and Materials

Any person entering into a contract with the Township for the construction, erection, installation, completion, alteration, or repair of or alteration to any public work or improvement whatsoever shall, before commencing work under the contract, execute and deliver to the Township, in addition to the performance bond, an additional bond in a sum not less than 50% and not more than 100%.

This determination shall be prescribed by the Township Manager and conditioned for the prompt payment of all material furnished and labor supplied, or performed, in the prosecution of the work, whether or not the material or labor entered into becomes component parts of the work or improvement contemplated. This additional bond shall be deposited with and held by the Township for the use of any interested party. This bond shall provide that every person who, whether as subcontractor or otherwise, has furnished material or supplied or performed labor in the prosecution of the work and who has not been paid for it may sue in assumpsit on this additional bond, for his use, and prosecute the suit to final judgment for whatever sum may be justly due him, and have execution thereof. The Township shall not be liable for the payment of any costs or expenses of any suit.

11. Workers' Compensation

Every contract entered into by the Township which involves the construction or doing of any work involving the employment of labor shall contain a provision that the contractor shall accept, insofar as the work covered by that contract is concerned, the provisions of the Workers' Compensation Act of 1915, and its supplements and amendments, and that the contractor will insure his liability under that act or file with the Township a certificate of exemption from insurance from the Bureau of Workers' Compensation of the Pennsylvania Department of Labor and Industry. Any contract executed in violation of this section shall be null and void.

12. Discrimination Prohibited

Any contract entered into by the Township for the construction, alteration, or repair of any public building or public work may contain provisions by which the contractor agrees that, in the hiring of employees for the performance of work under the contract or any subcontract under it, no contractor or subcontractor and no person acting on behalf of the contractor or subcontractor shall, by reason of race, creed, sex, or color, discriminate against any person who is qualified and available to perform the work to which the employment relates. Violations of this provision by the contractor will constitute grounds for terminating the contract.

13. Competitive Electronic Auction Bidding

- a. Notwithstanding any other provision of this Section regarding the requirements for competitive bidding for purchases and contracts, if the Township determines that use of competitive electronic auction bidding is in the Township's best interest, a contract for supplies and services – but not for construction or design professional services – may be entered into by competitive electronic auction bidding.
- b. An invitation for bids shall be issued and shall include a procurement description and all contractual terms, whenever practical, and conditions applicable to the procurement, including a notice that bids will be received in an electronic auction manner.

- c. Public notice and advertisement of the invitation for bids shall be given in the same manner as provided in §14-2(1) or other governing law.
- d. Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids. During the auction, each bidder shall have the capability to view his/her bid rank or the low bid price. Bidders may reduce their bid prices during the auction. At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.
- e. Contract awards by the Board of Supervisors shall be made at an advertised public meeting in the manner proscribed in §14-2(5).

§ 14-3. Emergency Purchases

In case of actual emergency and with notice being given to the Board of Supervisors, the Township Manager may directly purchase any supplies, materials, and/or equipment, of which the immediate procurement is essential to prevent that which might vitally affect the life, health, safety, and/or welfare of citizens.

After having made any emergency purchase as authorized by this section, the Township Manager shall record and file the emergency purchase, together with a report of the circumstances of the emergency.

§ 14-4. Cooperative Purchasing

The Township Manager, upon approval of the Board of Supervisors, shall have authority to join with other units of government, intergovernmental cooperatives, councils of governments, government purchasing associations, the commonwealth, or any other cooperative purchasing plan offering the benefits of cooperative purchasing to public entities when the best interests of the Township would be served.

§ 14-5. Effective date

All provisions of this ordinance and of the Code shall be in force and effect on and after 16 February 2017.

ORDAINED AND ENACTED this 15th day of February 2017.

ATTEST:

WEST DEER TOWNSHIP

Township Manager

Chairman of the Board of Supervisors

Approved as to Form:

Township Solicitor

CERTIFICATE

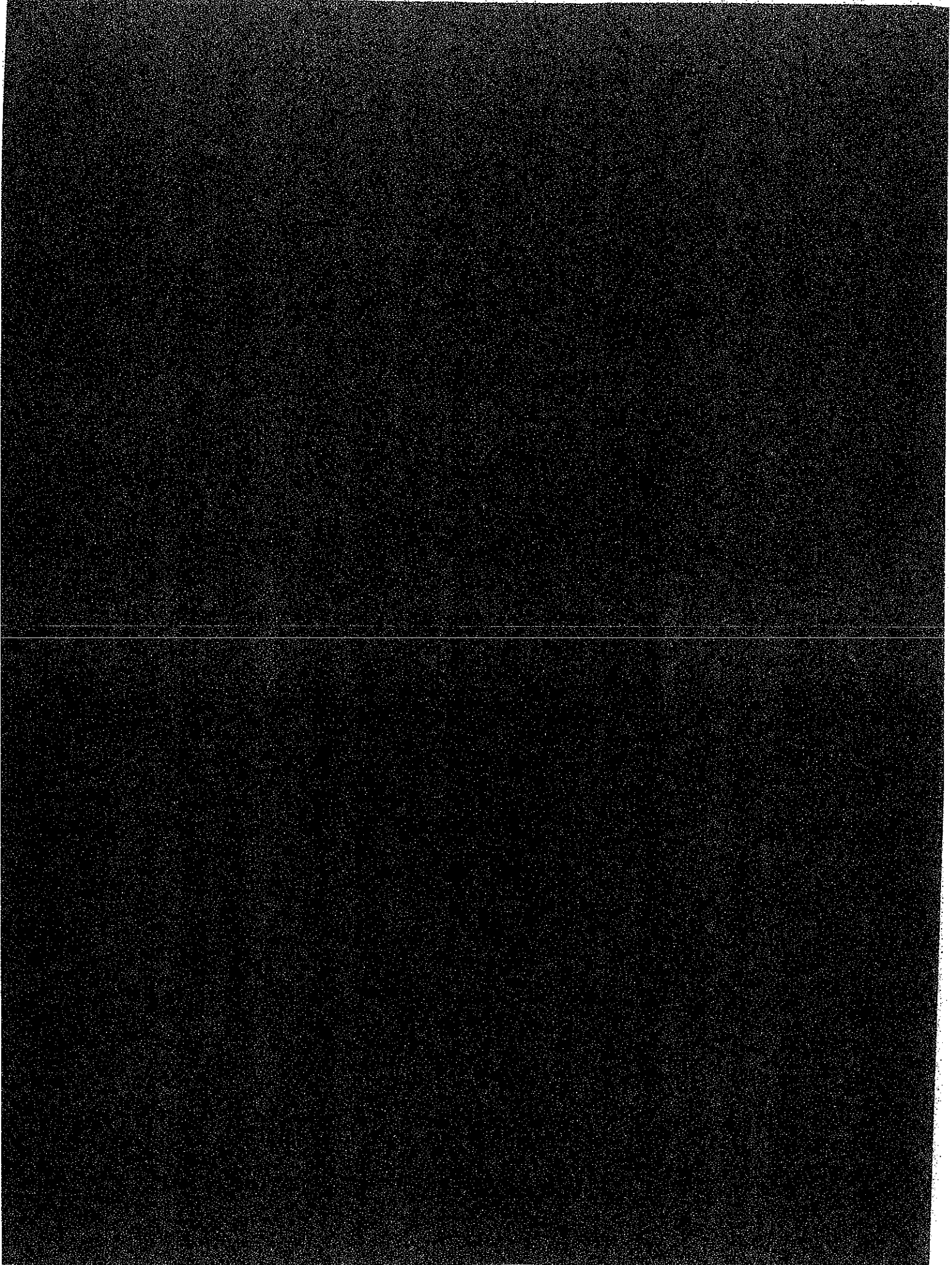
I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Board of Supervisors of West Deer Township on 15 February 2017, and that at such meeting a quorum was present and acting throughout, after due notice to the members of the Board of Supervisors of West Deer Township and to the public and such meeting was at all times open to the public; that the Ordinance was duly recorded in the West Deer Township Minutes Book and that a summary thereof was published as required by law in a newspaper of general circulation in the Township. I further certify that the Township met the advance requirements of Act No. 1998-93 by advertising the date of the meeting and posting a notice of the meeting at the public meeting place of the Board of Supervisors; that the total number of members of the Board of Supervisors is seven; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Jeffrey D. Fleming, Chairman				
Richard W. DiSanti, Jr., Vice Chair				
Rick W. Florentine				
Leonard Guerre				
Shirley A. Hollibaugh				
Joyce A. Romig				
Gerry Vaerewyck				

WITNESS my hand and the seal of the Township on this 15th day of February 2017.

[SEAL]

By: _____
Daniel Mator
Township Manager



SENIOR CITIZEN CENTER FLOORING AWARD

THE TOWNSHIP ADVERTISED AND ACCEPTED BIDS FOR THE REPLACEMENT OF FLOORING AT THE SENIOR CENTER. THE BID DEADLINE WAS JANUARY 13, 2017 AT 9:00 A.M.

THE FOLLOWING BIDS ARE ATTACHED:

BIDDERS:	TOTAL PRICE:
1) A&S Carpet Collection	\$15,663.00
2) Redstone Flooring LLC	OPTION A:\$11,485.00 OPTION B:\$14,225.00

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AWARD THE CONTRACT TO _____ FOR THE REPLACEMENT OF FLOORING AT THE SENIOR CENTER IN THE AMOUNT OF \$ _____.

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

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WEST DEER SENIOR CENTER

4834 STATE ROAD 910
ALLISON PARK, PA 15101

DATE:

1/3/2017

BID SUBMITTED BY:

A & S CARPET COLLECTION
4848 WILLIAM FLYNN HIGHWAY
ALLISON PARK, PA 15101
724-443-2200

SCOPE OF WORK: Provide and install Armstrong's Excelon vinyl composition tile

(Color to be selected by owner) in banquet hall, kitchen area, entry and hallway over existing floor. Price includes all material and labor, which includes new cover base (Color to be selected by owner) and all necessary floor patch.

TOTAL PROJECT COST: \$15,663.00
LESS DEPOSIT: \$5,170.00
BALANCE DUE UPON COMPLETION: \$10,493.00

Submitted by:



Mike Lathorn

Approved by:

_____ Name and Title

Notes:

1. This proposal is good for sixty days from the date of issue.
2. A deposit of one third of the project cost will be required at the time of signing.



The Right Answer to All Your Commercial Flooring Needs

PROPOSAL

DATE: January 13, 2017

TO: Daniel Mator
dmator@westdeertownship.com

RE: West Deer Senior Center

PAGE 1 of 1

We hereby propose to provide all labor, material and equipment necessary to perform the work for the referenced project as listed below:

OPTION A:

- Lift & Remove existing Vinyl Composition Tile
- Furnish & install Armstrong "Standard Excelon" Vinyl Composition Tile
- Furnish & install Roppe 700 Series 4" Wall Base

for the sum of: **ELEVEN THOUSAND FOUR HUNDRED EIGHTY-FIVE AND 00/100 DOLLARS**
(\$ 11,485.00)

OR

OPTION B:

- Furnish & install Karndean "Palio Clic" floating Luxury Vinyl Tile over existing floor
- Furnish & install Roppe 700 Series 4" Wall Base

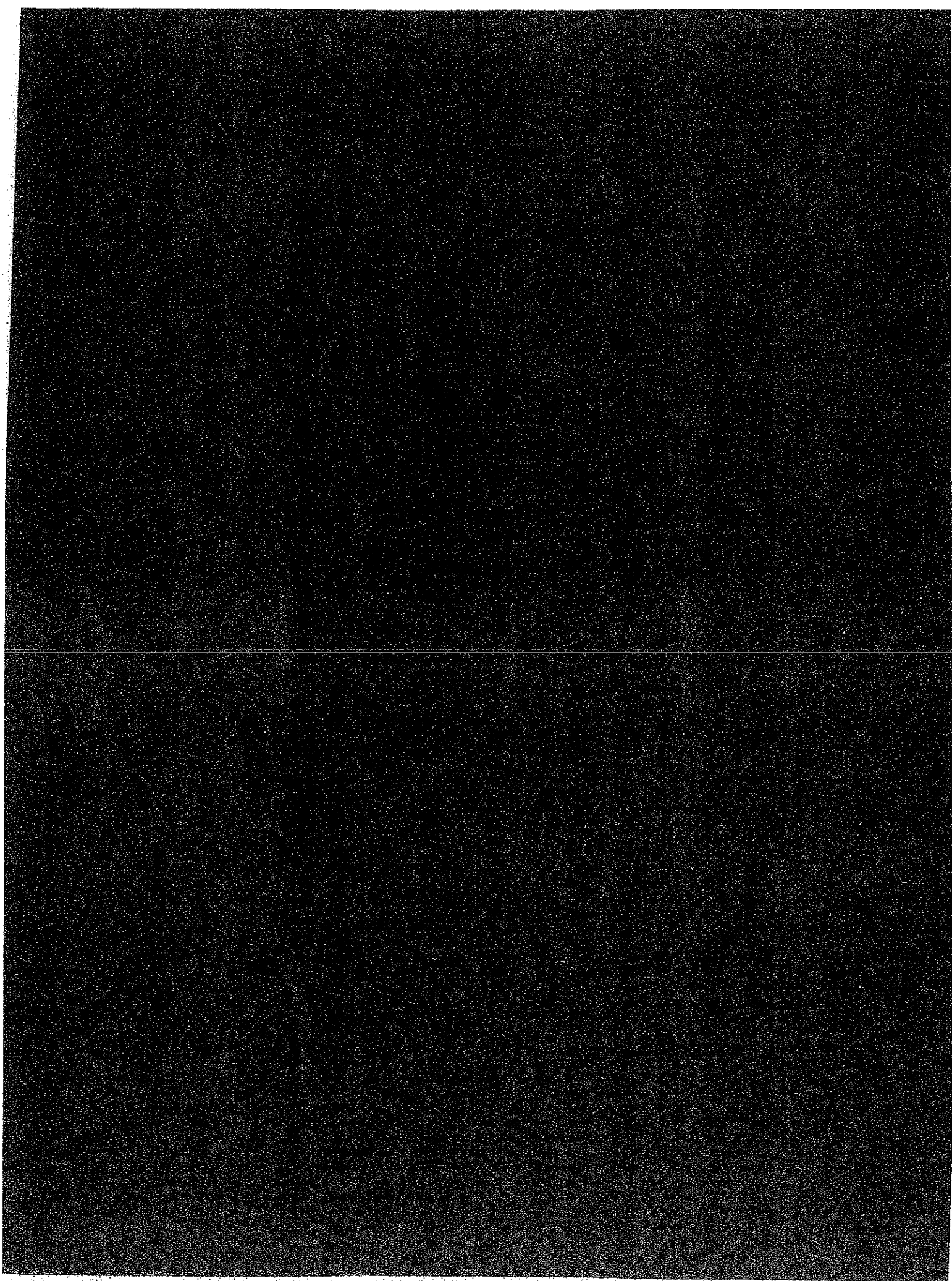
for the sum of: **FOURTEEN THOUSAND TWO HUNDRED TWENTY-FIVE AND 00/100 DOLLARS**
(\$ 14,225.00)

NOTES: All work to be performed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extras costs, will be executed only upon written orders, and will become an extra charge over and above the proposed estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. All our workers are fully covered by Workmen's Compensation insurance. No materials will be ordered until a proper written order is received. Price quoted is to perform work during regular business hours Monday through Friday unless otherwise noted. Payment Terms are Net 30 days. All unpaid invoice balances after 30 days from date of invoice will be subject to a service charge of 1 ½% per month (annual percentage rate of 18%). Price Quote for acceptance or rejection within 30 calendar days

EXCLUSIONS: (Unless otherwise noted above)

- * Major Subfloor Preparation
- * Corrective concrete work such as flattening, leveling and/or grinding
- * Concrete moisture testing, remediation and/or pH reduction
- * Demolition
- * Protection of finished floors
- * Clean & Wax and Vacuum
- * Removal & Replacement of furniture

Richard Hughes



SENIOR CITIZEN WALL REPAIR

MR. SHOUP.....

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

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**RESOLUTION #2017-1: EISENBARTH PROPERTY PLANNING
MODULE AND SRSTP MAINTENANCE AGREEMENT & ESCROW
AGREEMENT**

LANDOWNERS: SUSAN LYNN EISENBARTH AND RUDY MARIN
GONZALES

ADDRESS: 136 DONALDSON ROAD, GIBSONIA, PA 15044
LOT & BLOCK# 2192-J-248

ATTACHED ARE THE FOLLOWING:

- 1) RESOLUTION #2017-1 WHICH IS THE RESOLUTION FOR THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE SINGLE RESIDENCE SEWAGE TREATMENT PLANT & TRANSMITTAL LETTER.
- 2) SRSTP MAINTENANCE AGREEMENT. (SINGLE RESIDENCE SEWAGE TREATMENT PLANT)
- 3) ESCROW AGREEMENT – ESCROW AMOUNT OF \$3,000.00

MR. HAPPEL & MR SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION #2017-1, AND APPROVE THE SRSTP MAINTENANCE AGREEMENT AND THE ESCROW AGREEMENT BETWEEN SUSAN LYNN EISENBARTH AND RUDY MARIN GONZALES AND THE TOWNSHIP OF WEST DEER.

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

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RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

RESOLUTION NO. 2017-1

RESOLUTION OF THE (SUPERVISORS) (COMMISSIONERS) (COUNCILMEN) of West Deer
(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 Susan Eisenbarth has proposed the development of a parcel of land identified as
land developer

136 Donaldson Road, 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). small flow treatment facility

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 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.

I _____, Secretary, West Deer
(Signature)

Township Board of Supervisors (Borough Council) (City Councilmen), hereby certify that the foregoing is a true copy of the Township (Borough) (City) Resolution # 2017-1, adopted, January 18, 2017.

Municipal Address:

WEST DEER TOWNSHIP
109 E. 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 # 02948-16-102	APS ID #	CLIENT ID #	SITE ID #	AUTH. ID #

TO: Approving Agency (DEP or delegated local agency)

Date 10-31-2016

PENNSYLVANIA DEP
400 WATERFRONT DRIVE
PITTSBURGH, PA 15222-4745

Dear Sir:

Attached please find a completed Sewage Facilities Planning Module prepared by Advanced Treatment, Inc

(Name)

Consultant

for Susan Eisenbarth

(Title)

(Name)

a subdivision, commercial, or industrial facility located in West Deer Township

Allegheny County

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 type="checkbox"/> 3. Sewage Collection/Treatment Facilities | <input type="checkbox"/> 4.A. Municipal Planning Agency Review |
| <input type="checkbox"/> 2. Individual and Community Onlot Disposal of Sewage | <input checked="" 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.

SRSTP MAINTENANCE AGREEMENT

This SRSTP MAINTENANCE AGREEMENT (this "Agreement"), made this _____ day of _____, 2017, by and between Susan Lynn Eisenbarth and Rudy Marin Gonzales, wife and husband (the "Landowners"), individuals residing in Allegheny County, Pennsylvania, and the TOWNSHIP OF WEST DEER, a Home Rule Charter municipality situate in Allegheny County, Pennsylvania (the "Township");

WHEREAS, the Landowners own a parcel of land in West Deer Township with an address of 136 Donaldson Road, Gibsonia, Allegheny County, Pennsylvania, 15044, being designated as part of Block and Lot 2192-J-248 by The Department of Real Estate of Allegheny County, Pennsylvania (the "Property"); and

WHEREAS, the Landowners desires to improve the Property and in connection therewith to install a single residence sewage treatment plant ("SRSTP"); and

WHEREAS, the SRSTP may be approved by the Allegheny County Health Department ("ACHD") and the Pennsylvania Department of Environmental Protection ("DEP") if, inter alia, the Landowners agree to maintain the SRSTP and establish a bond or escrow account sufficient to cover the cost of future operation and maintenance, all on the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the promises herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto, intending to be legally bound hereby, agree as follows:

1. The foregoing preamble clauses are incorporated by reference thereto, and this Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.
2. Landowners hereby agree to maintain the SRSTP in proper operating condition to the standards from time to time prescribed by ACHD and/or DEP for the life of the system or any replacement system.
3. In furtherance of the obligation set forth in paragraph (2) hereof, Landowners agrees:
 - (a) To enter into and maintain annually a sampling and maintenance agreement (or similar service agreement) with a contractor/service provider

knowledgeable and proficient in the treatment of a SRSTP. The contractor/service provider and the form of the agreement shall first be approved by the Township prior to the execution of any agreement satisfying the requirements set forth herein.

(b) To create and fund an escrow account in the amount of \$3,000.00 to cover the cost of correcting any malfunction which is not corrected by the Landowners within (10) days following written notice of the malfunction from the Township or ACHD. Said escrow account agreement shall be in form and substance satisfactory to the Township and shall be renewed or continued annually for the life of the SRSTP system or any replacement thereof. The amount of the escrow account shall be maintained at \$3,000.00 during the term of this Agreement. In the event the ACHD or DEP does not initially approve the SRSTP, the Township will agree to release the escrow account.

4. If the Landowners fail to maintain the SRSTP, or fail to enter into a sampling and maintenance agreement, each as required in this Agreement or fails to provide and maintain the escrow account as herein provided, the Township is hereby authorized to revoke the Occupancy Permit issued for the Property and prohibit further use of the Property as a residence until the defaults hereunder have been remedied. The Landowners also understand that they may further be cited by ACHD for any failure or malfunctioning of the SRSTP.

5. This Agreement constitutes a covenant running with the land and shall be binding upon the parties hereto and their respective heirs, devisees, executors, administrators, successors or assigns, and all deeds relating to the Property shall be made subject to the terms and conditions of this Agreement. This Agreement may be recorded by the Township and shall continue in full force and effect so long as an SRSTP system is used for sewage disposal at the Property. Further, this Agreement may not be terminated by the parties hereto without the prior written consent of ACHD.

6. Landowners, for themselves, their heirs, devisees, executors, administrators, successors and assigns, hereby agree that any change in occupancy of the Property shall require the issuance of a new Occupancy Permit by the Township. A new Occupancy Permit will only be issued by the Township if the new occupants agree in writing to be bound by the terms and conditions of this Agreement. In the event of a sale of the Property, upon receipt of such an agreement by the new occupants/buyers, the

Township, provided there is no default hereunder, will cooperate with the Landowners to release Landowners from further obligation hereunder and to obtain the release of Landowner's funds in escrow, in a manner most convenient to the parties.

7. Landowners hereby agree to pay all costs and expenses of the Township, including attorneys' fees, incurred by the Township in preparing this Agreement and/or enforcing the provisions hereof or otherwise incurred in relation to this Agreement including any maintenance or repair expenses incurred with respect to the SRSTP not covered by the escrow account. Landowners agree to deposit with the Township herewith the amount of \$1,000.00 (the "Cost Deposit") to be used by the Township to pay any such costs and expenses. Township agrees to refund any portion of the Cost Deposit not paid out within one (1) year of the date hereof. Landowners recognize that the costs paid by Township may exceed \$1,000.00 and agree to reimburse promptly any costs that are not covered by the Cost Deposit.

8. This Agreement may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which when so executed and delivered shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument; signature pages may be detached from multiple separate counterparts and attached to a single counterpart so that all signature pages are physically attached to the same document. Delivery of an executed signature page of this Agreement or any delivery contemplated hereby by facsimile or electronic transmission shall be as effective as delivery of a manually executed counterpart thereof.

Signatures appear on next page

WITNESS the due execution hereof this _____ day of _____, 2017, intending to be legally bound hereby, with the further intention that this Agreement is and shall constitute and have the effect of a sealed instrument according to the laws of the Commonwealth of Pennsylvania.

WITNESS:

ATTEST:

Daniel Mator, Township Manager
(SEAL)

LANDOWNERS:

Susan Lynn Eisenbarth (Seal)

Rudy Marin Gonzales (Seal)

WEST DEER TOWNSHIP

Jeffrey D. Fleming, Chairman (Seal)
Board of Supervisors

ESCROW AGREEMENT

THIS ESCROW AGREEMENT (this "Agreement"), made this ____ day of _____, 2017, by and among Susan Lynn Eisenbarth and Rudy Marin Gonzales, wife and husband, residing in Allegheny County, Pennsylvania (hereinafter called "Landowners") and TOWNSHIP OF WEST DEER, (hereinafter called the "Township");

WHEREAS, Landowners desires to install a single residence sewage treatment plant ("SRSTP") on certain property situate in West Deer Township, being designated as part of Block and Lot 2192-J-248 by The Department of Real Estate of Allegheny County, Pennsylvania; and

WHEREAS, pursuant to an SRSTP Maintenance Agreement, (the "Maintenance Agreement"), by and between the Landowners and the Township, the Landowners have agreed to establish an escrow account for the benefit of the Township as security for the performance of the obligations under the Maintenance Agreement;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter expressed, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the parties hereto agree as follows:

1. The foregoing preamble clauses are incorporated herein by reference thereto, and this Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

2. Contemporaneously with the execution and delivery of this Agreement, Landowners shall deposit a check into a non-interest bearing escrow account ("Escrow Account") with a financial institution selected and/or designated by the Township (the "Financial Institution") in the amount of \$3,000.00.

3. In the event of a default under Maintenance Agreement which continues after five days' written notice from the Township to the Landowners forwarded by certified mail, the Township is hereby authorized to direct the Financial Institution in writing to liquidate, in whole or in part, the Escrow Account and to pay over to the Township free of escrow so much of the proceeds as the Township certifies to the

Financial Institution are needed to remedy the default, including expenses of the Township. The Financial Institution is hereby authorized to rely on the written direction and certification of the Township signed by the Chairperson of the Board of Supervisors or the Township Manager. The monies held in escrow shall always be equal to \$3,000.00 and, if the Township is required to draw down part or all of the Escrow Account, the Landowners shall deposit with the Financial Institution sufficient funds to bring the deposit again to the sum of \$3,000.00.

4. Neither the Township nor the Financial Institution shall be liable for any damages, or have any obligations other than the duties prescribed herein in carrying out or executing the purposes and intent of this Agreement; provided, however, that nothing herein contained shall relieve the Financial Institution from liability arising out of its own willful misconduct or gross negligence. The Financial Institution's duties and obligations under this Agreement shall be entirely administrative and not discretionary. The Financial Institution shall not be liable to any party hereto or to any third party as a result of any action or omission taken or made by the Financial Institution in good faith.

5. Landowners hereby indemnify the Township and the Financial Institution, hold harmless and save the Township and the Financial Institution, and shall reimburse the Township and the Financial Institution from, against and for, any and all liabilities, costs, fees and expenses (including reasonable attorneys' fees) that the Township and the Financial Institution, respectively, may suffer or incur by reason of its execution and performance of this Agreement. In the event any legal questions arise concerning the Financial Institution's duties and obligations hereunder, the Financial Institution may consult with its counsel and rely without liability upon written opinions given to it by such counsel.

6. The Township and the Financial Institution shall be protected in acting upon any written notice, request, waiver, consent authorization, or other paper or document which the Township and the Financial Institution, in good faith, believes to be genuine and what it purports to be.

7. In the event that there shall be any disagreement between any of the parties to this Agreement, or between them or either of any of them and any other person, resulting in adverse claims or demands being made in connection with this Agreement, or

in the event that the Financial Institution, in good faith, shall be in doubt as to what action it should take hereunder, the Financial Institution may, at its option, refuse to comply with any claims or demands on it or refuse to take any other action hereunder, so long as such disagreement continues or such doubt exists; and in any such event, the Financial Institution shall not be or become liable in any way or to any person for its failure or refusal to act, and the Financial Institution shall be entitled to continue to so refrain from acting until the dispute is resolved by the parties involved.

8. When the Maintenance Agreement is terminated by Landowners and the Township, as certified in writing to the Financial Institution from the Township, or if all funds are withdrawn from the escrow deposit and are not replenished by Landowners after ten (10) days' written notice from the Township with a copy to the Financial Institution, this Agreement shall terminate and any monies remaining in escrow shall be payable to: (i) Landowners if this Agreement is terminated by mutual consent; or (ii) the Township if Landowners fails to replenish the funds in escrow.

9. The fee, if any, and expenses of the Financial Institution shall be paid by the Landowners. Further, if there are any penalties payable to the Financial Institution to liquidate any business savings account or any other similar account, said penalties shall be payable by landowner from the proceeds. The Township shall have no obligation under this Agreement to pay the fees and expenses of the Financial Institution.

10. The parties hereto specifically acknowledge and agree that this Agreement is intended to benefit the Township and the Financial Institution and both the Township and the Financial Institution are entitled to rely upon the terms and provisions hereof. Further, the Landowners acknowledge and agree that the Township would not otherwise enter into the Maintenance Agreement and the Financial Institution would not be a party to the required Escrow Account, without the execution of this Agreement, and the creation of the Escrow Account by the Landowners.

11. This Agreement may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which when so executed and delivered shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument; signature pages may be detached from multiple separate counterparts and attached to a single counterpart so that all signature pages are physically

attached to the same document. Delivery of an executed signature page of this Agreement or any delivery contemplated hereby by facsimile or electronic transmission shall be as effective as delivery of a manually executed counterpart thereof.

Signatures appear on next page

WITNESS the due execution hereof this _____ day of _____, 2017, intending to be legally bound hereby, with the further intention that this Agreement is and shall constitute and have the effect of a sealed instrument according to the laws of the Commonwealth of Pennsylvania.

WITNESS:

ATTEST:

Daniel Mator, Township Manager
(SEAL)

LANDOWNERS:

Susan Lynn Eisenbarth (Seal)

Rudy Marin Gonzales (Seal)

WEST DEER TOWNSHIP

Jeffrey D. Fleming, Chairman
Board of Supervisors (Seal)

CONSENT OF FINANCIAL INSTITUTION

_____ (the "Financial Institution")
hereby consents to, and agrees to be bound by, the terms and provisions of the foregoing
Escrow Agreement.

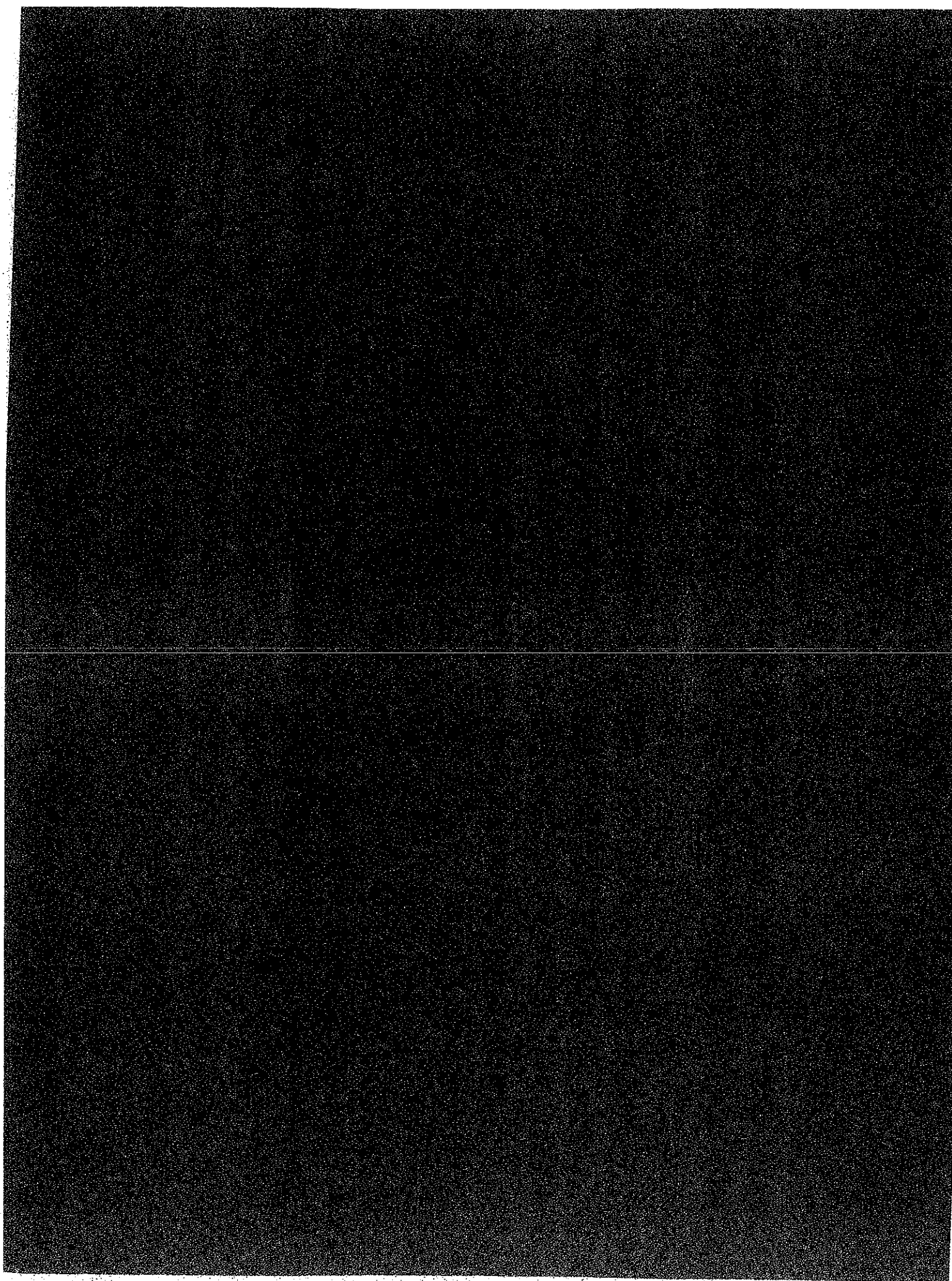
(NAME OF FINANCIAL INSTITUTION)

BY: _____ (Seal)

NAME: _____

TITLE: _____

DATE: _____



ALLISON PARK CONTRACTORS SITE PLAN

THE PLANNING COMMISSION APPROVED THE ALLISON PARK CONTRACTORS SITE PLAN AT THEIR DECEMBER 22, 2016 MEETING.

THE SITE PLAN IS TO CONSTRUCT A 3,500 SQ. FT. OPEN-FACED GARAGE AT 4383 GIBSONIA ROAD, GIBSONIA, PA 15044. PROPERTY ZONED S/U (SPECIAL USE).

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE ALLISON PARK CONTRACTORS SITE PLAN PENDING THE REVIEW LETTER OF DECEMBER 22, 2016 FROM SHOUP ENGINEERING TO BE ADDRESSED AND ARCHITECTURAL LANDSCAPING (PLANTING OF SOME TREES BETWEEN THE NEW BUILDING AND THE EXISTING BUILDING) BE ADDED IN ORDER TO FOLLOW THE ORIGINAL PLAN CONCEPT.

ALSO ATTACHED IS THE REVIEW LETTER FROM SHOUP ENGINEERING DATED JANUARY 12, 2017 THAT THE COMMENTS CONTAINED IN HIS DECEMBER 22, 2016 REVIEW LETTER HAVE BEEN ADEQUATELY ADDRESSED. MR. SHOUP ALSO INDICATED THE PROJECT WILL BE SUBJECT TO A TRAFFIC IMPACT FEE IN THE AMOUNT OF \$376.32 WHICH WILL NEED TO BE PAID PRIOR TO BUILDING PERMIT ISSUANCE.

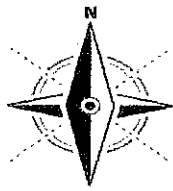
WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE ALLISON PARK CONTRACTORS SITE PLAN AS PER THE PLANNING COMMISSION'S RECOMMENDATION AND SUBJECT TO THE TRAFFIC IMPACT FEE IN THE AMOUNT OF \$376.32 BE PAID PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

MOTION SECOND AYES NAYES

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

19



SHOUP ENGINEERING

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

December 22, 2016

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

Re: Allison Park Contractors - Garage Building
Land Development Plan (Plans dated November 28, 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.

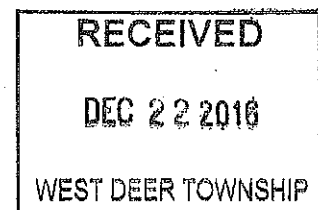
1. The plans should note that the site is located in the Special Use (SU) Zoning District.
2. The plans should note or otherwise show that the new roof leaders will be connected to the existing catch basins or storm sewers.
3. On page 1 of the stormwater management plan narrative, the reference to West Deer Township's ordinance is incorrect. The correct reference is Ordinance No. 37 adopted in December 2008.
4. The project will result in a traffic impact fee of \$376.32 which must be paid prior to building permit issuance.

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

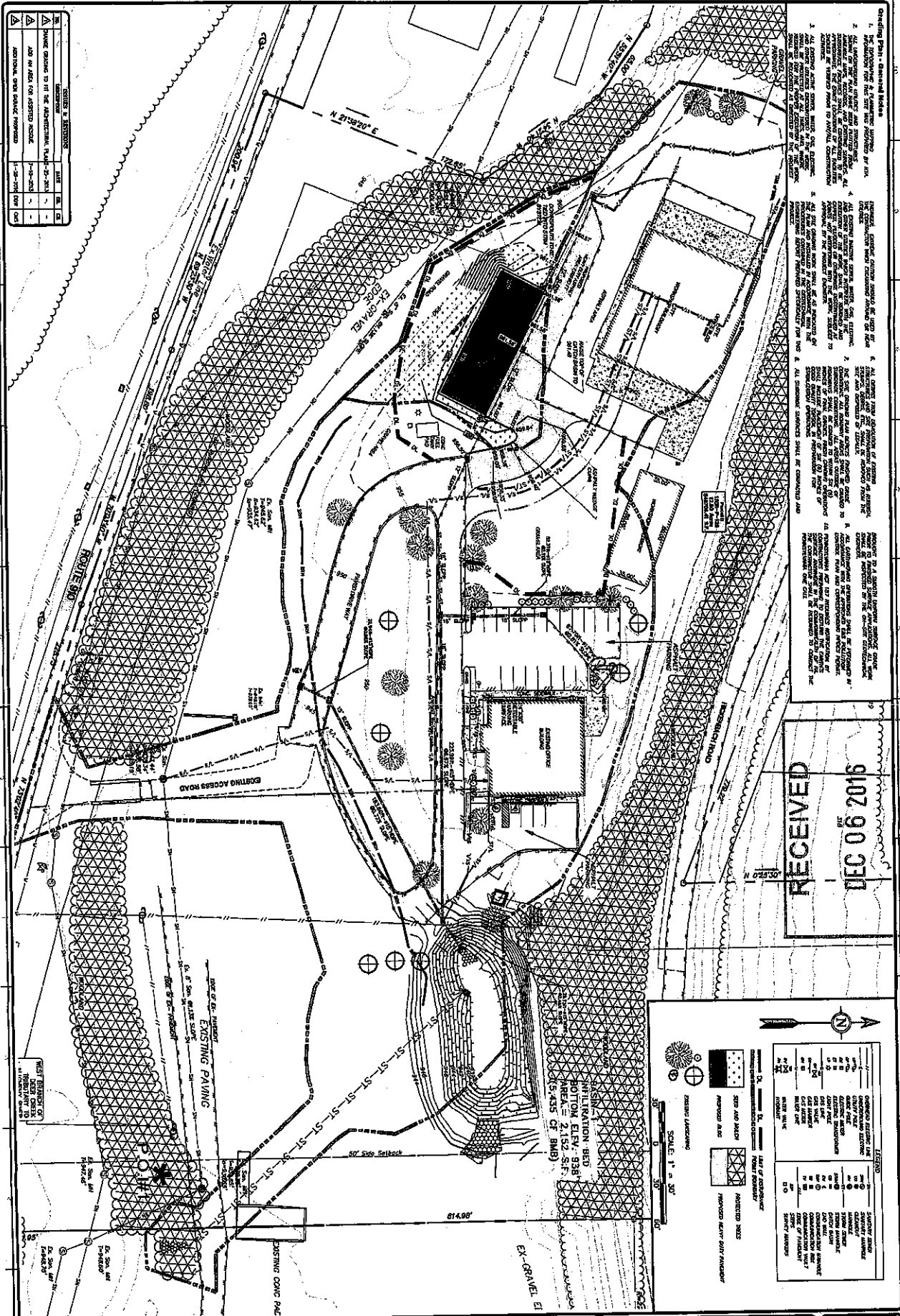
Sincerely,

SHOUP ENGINEERING, INC.


Scott A. Shoup, P.E.



Cc: Daniel Mator
Hampton Technical Associates, via fax 412-781-9660



- Existing Plan - General Notes
1. THE GRADING AND LANDSCAPING SHALL BE AS SHOWN ON THIS PLAN.
 2. ALL EXISTING UTILITIES AND STRUCTURES SHALL BE MAINTAINED AND PROTECTED. ANY CHANGES TO EXISTING UTILITIES SHALL BE SHOWN ON THIS PLAN.
 3. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY CHANGES TO EXISTING UTILITIES SHALL BE SHOWN ON THIS PLAN.
 4. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY CHANGES TO EXISTING UTILITIES SHALL BE SHOWN ON THIS PLAN.
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 7. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY CHANGES TO EXISTING UTILITIES SHALL BE SHOWN ON THIS PLAN.
 8. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY CHANGES TO EXISTING UTILITIES SHALL BE SHOWN ON THIS PLAN.
 9. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY CHANGES TO EXISTING UTILITIES SHALL BE SHOWN ON THIS PLAN.
 10. ALL EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED. ANY CHANGES TO EXISTING UTILITIES SHALL BE SHOWN ON THIS PLAN.

RECEIVED
DEC 06 2016
WEST DEER TOWNSHIP

LEGEND

EXISTING GRADE	EXISTING CONTOUR	EXISTING ROAD	EXISTING UTILITY	EXISTING STRUCTURE
PROPOSED GRADE	PROPOSED CONTOUR	PROPOSED ROAD	PROPOSED UTILITY	PROPOSED STRUCTURE
PROPOSED GRASS	PROPOSED ASPHALT	PROPOSED CONCRETE	PROPOSED GRAVEL	PROPOSED SAND
PROPOSED TREE	PROPOSED SHRUB	PROPOSED FENCE	PROPOSED SIGN	PROPOSED LIGHT

REVISIONS

NO.	DATE	DESCRIPTION
1	11/28/2015	ISSUED FOR PERMITS
2	11/28/2015	ISSUED FOR PERMITS
3	11/28/2015	ISSUED FOR PERMITS
4	11/28/2015	ISSUED FOR PERMITS
5	11/28/2015	ISSUED FOR PERMITS

GHD-LAN
18-10027-2

ALLISON PARK CONTRACTORS OPEN GARAGE
SITE GRADING & LANDSCAPING PLAN REVISED
WEST DEER TOWNSHIP, ALLEGHENY COUNTY, PENNSYLVANIA

CLIENT: ALLISON PARK CONTRACTORS
4883 GIBSONIA ROAD, GIBSONIA, PA 15044

HAMPTON
TECHNICAL ASSOCIATES, INC.
ENGINEERING AND SURVEYING
ESTABLISHED 1960
www.Hampton-Technical.com
email@hampton-technical.com



HAMPTON
TECHNICAL ASSOCIATES, INC.
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www.Hampton-Technical.com
email@hampton-technical.com



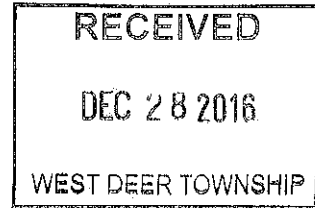


Corporate Office
35 Wilson Street, Suite 201 ★ Pittsburgh, PA 15223
Phone: (412) 781-9660 ★ Fax: (412) 781-5904

Mars Office
123 Ridge Road, Suite B ★ Valencia, PA 16059
Phone: (724) 625-4544 ★ Fax: (724) 625-4549

email@hampton-tech.com
www.hampton-tech.com

Daniel Mator, Township Manager
West Deer Township
109 East Union Road
Cheswick, PA 15024



Re: Allison Park Contractors – Garage Building
Land Development Plan (Plans dated November 28, 2016)

Dear Mr. Mator,

This letter is a response to the comments made by Shoup Engineering dated December 22, 2016

1. The plans should not that the site is located in the Special Use (SU) Zoning District
 - a. A Zoning Chart has been added to the Existing Conditions and Soil Plan Revised Sheet.
2. The plans should note or otherwise show that the new roof leaders will be connected to the existing catch basins or storm sewers.
 - a. The plan indicated on Site Grading & Landscaping Plan Revised Sheet that the roof from the new lean to garage will drain directly to the West Branch of Deer Creek. A note has been added to PCSM.2 indicating the same. The stormwater narrative and hydrographs show that the runoff from the 3,500 Sq Ft of garage roof is not controlled. The existing pond will pick up runoff from the new pavement and the overall flows after being treated by the SWM BMP's conform to township and county standards for SWM.
3. On page 1 of the stormwater management plan narrative, the reference to West Deer Township's Ordinance is incorrect. The correct reference is Ordinance No. 37 adopted in December 2008.
 - a. The narrative has been updated.
4. The project will result in a traffic impact fee of \$376.32 which must be paid prior to building permit issuance.
 - a. Allison Park Contractors will be notified of this and they will deliver or mail a check with attn: Allison Park Contractors Garage Building to the township.

If the township or the township engineer would like additional information or clarification, David Weeber is available to consult. David Weeber can be reached at 412-7814-9660x222 or DavidW@hampton-tech.net.

Have a nice day,



David Weeber

**WEST DEER TOWNSHIP PLANNING COMMISSION
DECEMBER 22, 2016**

Mark Schmidt called the Meeting to order with the following members in attendance: John Butala, Kathy Rojik, Robert Bechtold, and Tim Phelps

Absent Members: Adam Woods and Ted Gall

Other Attendees: William Payne and Scott Shoup of Shoup Engineering

Minutes from September 22, 2016 were submitted and stand approved.

Meeting was conducted by John Butala

ALLISON PARK CONTRACTORS (Site Plan)

(Represented by Geno Ventorino)

Located at 4383 Gibsonia Road, Zoned SU (Special Use).

Seeking approval to construct a 3,500 open faced garage.

Garage will be a 3-sided metal building and will match other pole buildings on property. Noted that minor grading will be required for the construction. Mr. Butala suggested some trees need to be planted between the new building and the perimeter along Gibsonia Road to follow the concept of the original plan. Slope of roof will be high on open side and slope to the back of the building. Shoup Engineering review letter was submitted, dated Dec. 22, 2016 stating:

1. Special Use (SU) zoning district to be noted on plan.
2. Roof leaders to be connected to the existing catch basins or storm sewers,
3. Stormwater management plan narrative ordinance number to be corrected to Ordinance No. 37 (typo on narrative) and
4. Traffic impact fee of \$376.32 to be paid at time of building permit.

Mr. Payne commented on the architectural aspects of the building and stated that the building will be a "mirror image" of the existing building which was allowed to be more than 60% of metal cladding of the wall surface.

First motion by Mr. Bechtold and second motion by Mr. Phelps to **RECOMMEND APPROVAL** of the Allison Park Contractors garage building pending that Shoup Engineering's review letter of Dec. 22, 2016 be addressed and architectural landscaping to be added to site.

Voting was unanimous with Mr. Schmidt abstaining due to his firm being involved in this project.

Meeting from this point was handed over to the Chairman, Mr. Schmidt

OTHER BUSINESS: Mr. Payne started a discussion on the dimensional requirements for a PRD. Ordinance states that the lot size of the PRD is the same size of single family lot size with all utilities and the PRD is required to have a percentage of open space. Members agreed that Section 5.5 (Dimensional Table) needs to be corrected. Mr. Schmidt suggested to review the Ordinance for the next meeting for any typos, inconsistencies, etc. He will also look into ordinances from other townships for their PRD requirements.



SHOUP ENGINEERING

FOR OVER 50 YEARS

329 Summerfield Drive, Baden PA 15005
Phone: 724-869-9560 Fax: 724-869-7454
shoupeng@comcast.net

January 12, 2017

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

RE: Allison Park Contractors - Garage Building
Land Development Plan (Plans latest revised January 12, 2017)

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 December 22, 2016 letter have been adequately addressed.

The project will be subject to a traffic impact fee in the amount of \$376.32 which will need to be paid prior to building permit issuance.

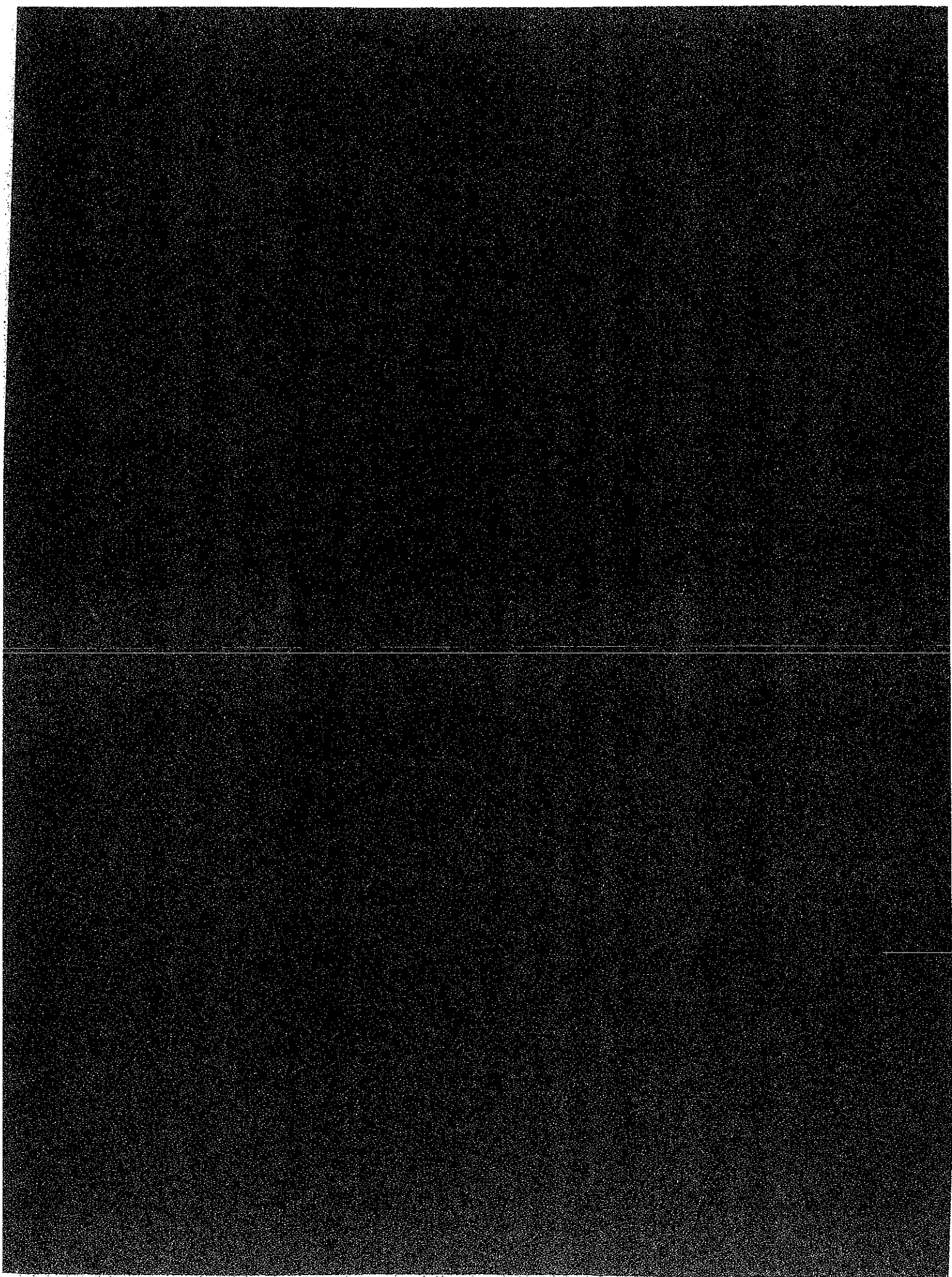
If you should have any questions, please do not hesitate to contact me.

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E., P.L.S.

cc: Daniel Mator, via email
Hampton Technical Associate, via fax 412-781-9660



START THE PROCESS FOR FULL-TIME OFFICER TO SERGEANT

WITH THE RETIREMENT OF SERGEANT HUFFMAN IN 2016, THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LAPE ASKING THE BOARD TO FILL THE SERGEANTS POSITION WITH ONE OF THE CURRENT FULL TIME OFFICERS.

IN PROMOTING A FULL TIME OFFICER, THERE IS POLICY THAT NEEDS TO BE FOLLOWED. THE PROCESS TAKES APPROXIMATELY 3 - 4 MONTHS. AN OFFICER WOULD NOT BE RECOMMENDED TO THE BOARD OF SUPERVISORS UNTIL MAY OR JUNE OF THIS YEAR. THERE IS A COST INVOLVED OF PURCHASING STUDY GUIDES AND BOOKS ALONG WITH THE TEST FROM THE PENNSYLVANIA CHIEFS OF POLICE ASSOCIATION. THOSE ITEMS WERE INCLUDED IN THE TRAINING BUDGET FOR 2017.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO BEGIN THE PROCESS OF PROMOTING A FULL TIME POLICE OFFICER TO THE POSITION OF SERGEANT.

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

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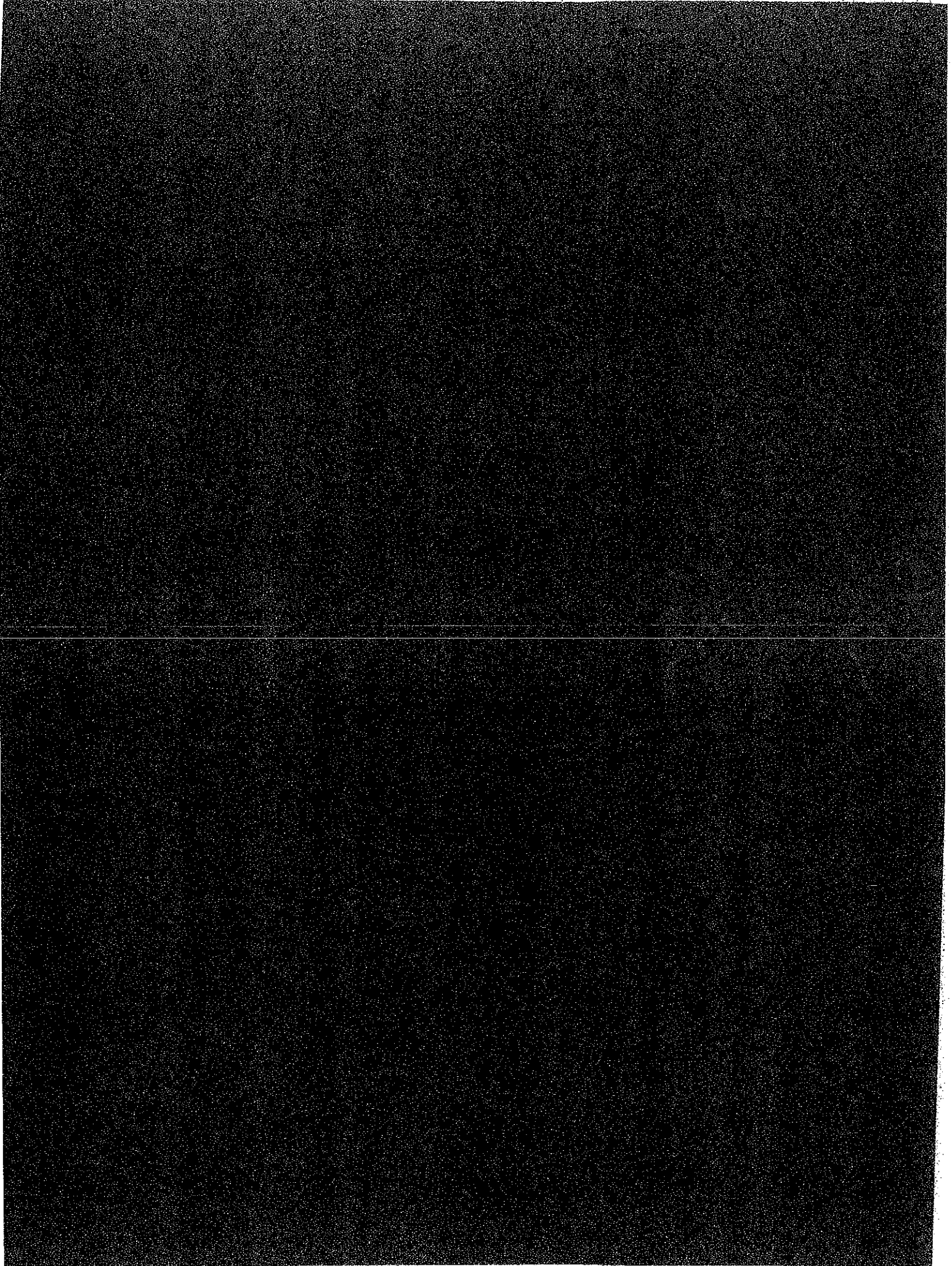
West Deer Twp. Police

MEMO

To: Mr. Daniel Mator, Township Manager
From: Jonathan D. Lape, Chief of Police
Subject: Sergeant Promotions
Date: January 12, 2017

Mr. Mator,

With the retirement of Sergeant Huffman in 2016, I am asking the board to fill his Sergeants position with one of the current full time officers. In promoting a full time officer there is policy that needs to be followed. The process takes approximately 3 – 4 months. An officer would not be recommended to the Board of Supervisors until May or June of this year. I am asking permission from the Board of Supervisors to begin the process. There is a cost involved of purchasing study guides and books along with the test from the Pennsylvania Chiefs of Police association. Those items were included in the training budget for the 2017.



START THE PROCESS FOR PART-TIME OFFICER TO FULL-TIME OFFICER

ALSO WITH THE RETIREMENT OF SERGEANT HUFFMAN IN 2016, THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LAPE ASKING THE BOARD TO BEGIN THE PROCESS TO HIRE A FULL TIME OFFICER. THAT OFFICER WOULD BE TAKEN FROM THE SIX CURRENT PART TIME OFFICERS WITHIN THE DEPARTMENT.

A WRITTEN EXAM ALONG WITH AN ESSAY WILL BE A PART OF THE TESTING ALONG WITH INTERVIEWS. THE INTERVIEW PANEL WILL CONSIST OF THE CHIEF, MR. MATOR, A POLICE CHIEF WITHIN OUR COUNCIL OF GOVERNMENTS, A FORMER EDUCATOR IN THE DEER LAKES SCHOOL DISTRICT AND A CURRENT TOWNSHIP BUSINESS OWNER.

THE CHIEF'S PLAN IS TO HAVE THE PROCESS COMPLETED AT THE BEGINNING OF FEBRUARY SO ACTION CAN BE TAKEN BY THE BOARD OF SUPERVISORS AT THE FEBRUARY MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO BEGIN THE PROCESS OF HIRING A FULL TIME OFFICER FROM THE SIX CURRENT PART TIME OFFICERS CURRENTLY EMPLOYED BY THE TOWNSHIP.

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

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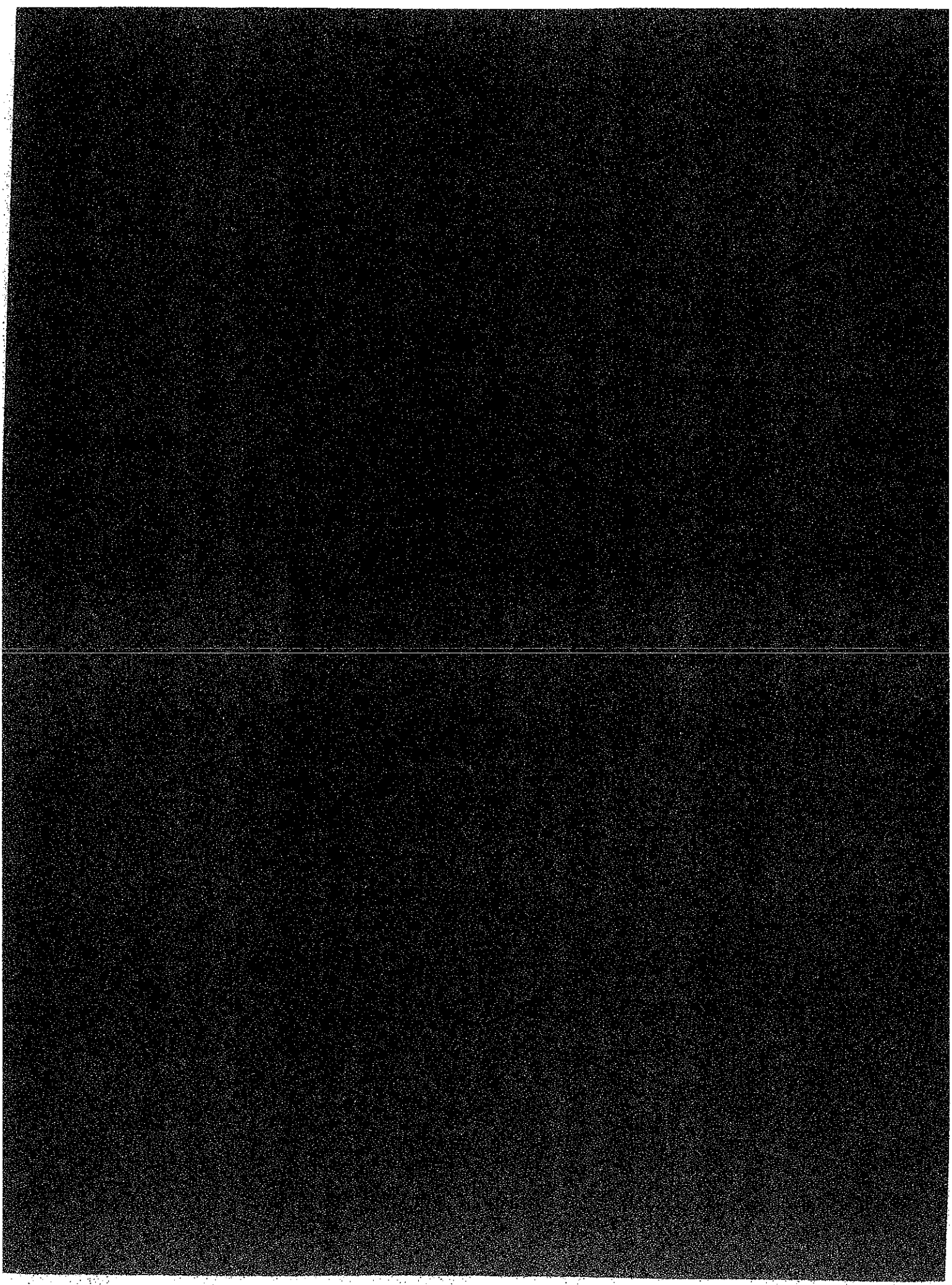
West Deer Twp. Police

MEMO

To: Mr. Daniel Mator, Township Manager
From: Jonathan D. Lape, Chief of Police
Subject: Hiring of Full Time Officer
Date: January 10, 2017

Mr. Mator,

With the retirement of Sergeant Huffman in 2016, I am asking the Board of Supervisors to begin the process to hire a full time officer. That officer would be taken from the six current part time officers within the department. A written exam along with an essay will be a part of the testing along with interviews. As I previously mentioned the interview panel will consist of myself, Mr. Mator, a police Chief within our Council of Governments, a former educator in the Deer Lakes School District and a current township business owner. Our plan is to have the process completed at the beginning of February so action can be taken by the Board of Supervisors at the February meeting.



HIRE PART-TIME POLICE OFFICER

THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LAPE RECOMMENDING THE HIRING OF THE FOLLOWING INDIVIDUAL FOR THE POSITION OF PART TIME POLICE OFFICER:

THOMAS J. TROCKI

BACKGROUND CHECK WAS PERFORMED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

AS PER THE RECOMMENDATION BY CHIEF LAPE, I MOVE TO HIRE THOMAS J. TROCKI AS A PART TIME POLICE OFFICER OF WEST DEER TOWNSHIP WITH THE CONDITION HE SUCCESSFULLY COMPLETES ALL REQUIREMENTS TO RECEIVE HIS CERTIFICATION NUMBER.

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

22

West Deer Twp. Police

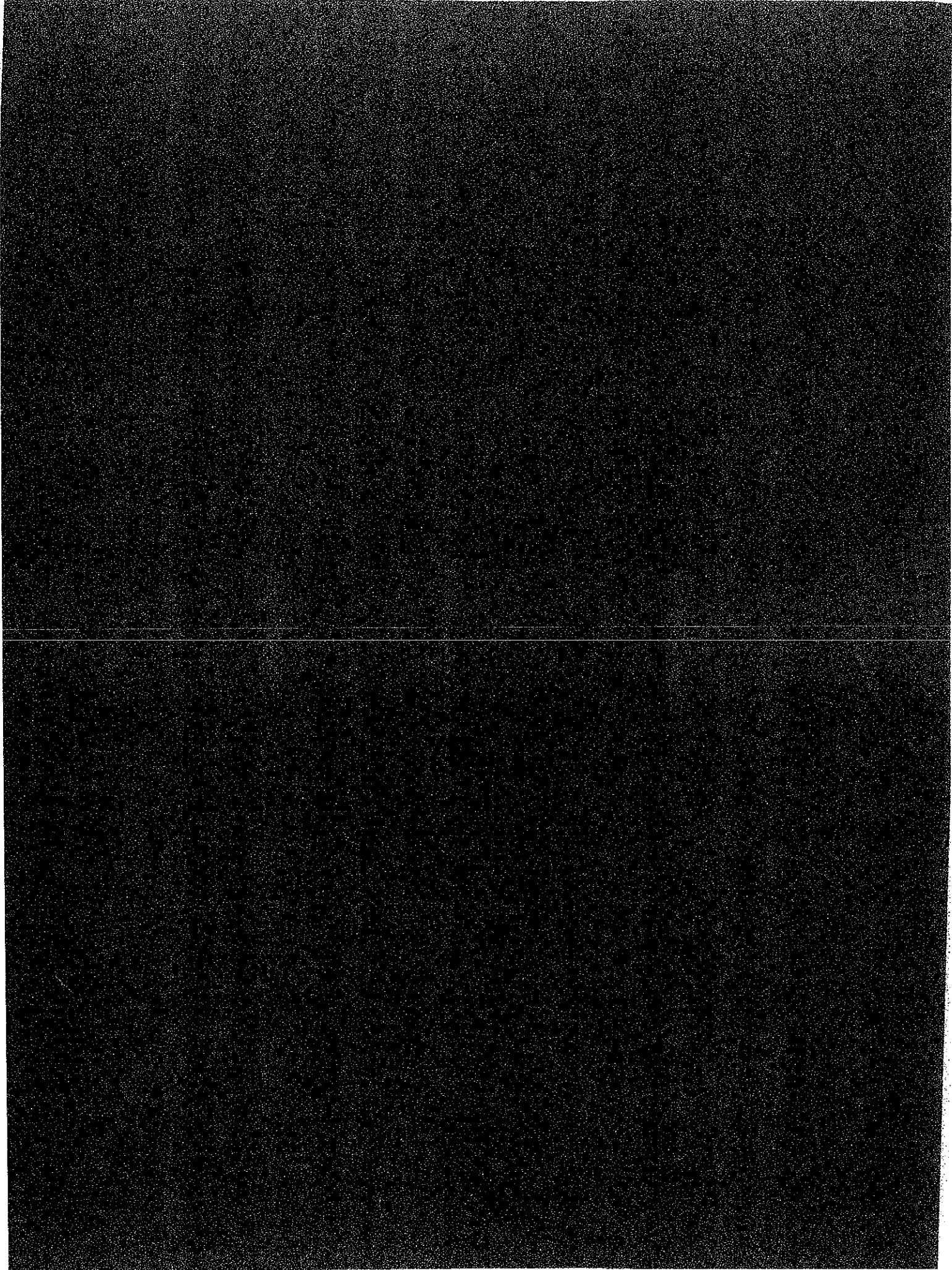
MEMO

To: Daniel Mator, Township Manager
From: Jonathan D. Lape, Chief of Police
Subject: Hiring of Part Time Police Officer
Date: January 12, 2017

Mr. Mator,

At the December 2016 meeting it was approved to advertise for the position of Part Time Police Officer. We received approximately thirteen applications. From the thirteen applicants five were selected for interviews. However only four were interviewed because one was offered a job prior to his scheduled interview and withdrew his application. From the four, two individuals were asked to come back for a second interview.

My recommendation to the Board of Supervisors would be to hire Thomas J. Trocki as a Part Time Police Officer. Thomas is a resident of West Deer Township and resides in Russellton. He is a graduate of Deer Lakes High School, Indiana University of Pennsylvania and the Allegheny County Police Academy. A background check was performed on Mr. Trocki. I would like to recommend to the Board of Supervisors to hire Thomas J. Trocki under the condition he successfully completes all requirements to receive his certification number.



POLICE SUV

THE TOWNSHIP RECEIVED THE ATTACHED QUOTE FROM TRI STAR MOTORS FOR A 2017 FORD POLICE INTERCEPTOR AWD FOR A COST OF \$39,090.01.

TRI STAR IS A PARTICIPANT IN THE SHACOG PURCHASING ALLIANCE.

TO ORDER THE VEHICLE, FORD REQUIRES ORDERS BE RECEIVED BY THE END OF JANUARY. SINCE THE TOWNSHIP JUST RECEIVED THE BID, THE FINANCING WILL BE OBTAINED AND VOTED UPON AT THE NEXT BUSINESS MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE PURCHASE OF ONE 2017 FORD POLICE INTERCEPTOR AWD TO TRI STAR MOTORS IN THE AMOUNT OF \$39,090.01 AND TO OBTAIN THE FINANCING AT THE NEXT MEETING.

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



930 Route # 22 West, Box # 307
 Blairsville, PA 15717
 412-558-0448
 724 459 9300 X 239
 724 459 0307 FAX
CJEFFERSON@TRISTARMOTORS.COM
CHUCK JEFFERSON
 West Deer Township
 Attn.: Chief Jonathan Lape
jlape@westdeertownship.com

1/6/2017

2017 Ford Police Interceptor Explorer AWD
 112.6" Wheelbase
 Oxford White Exterior
 Cloth Buckets / Vinyl Rear
 Black Interior
 Equip Group 500A.:
 3.7 L V-6 TIVCT
 6 Speed Automatic Transmission
 SYNC System
 Cargo Dome Light
 Rear Window Delete
 California Emissions
 Drivers Side LED Spot Light
 Power Mirror Heated
 Keyless W/O Pad
 Noise Suppression
 18" Painted Wheels
 RR Dr/Lk Inop
 Reverse Sensing
 Front Headlamp Housing Prep
 Rear View Mirror Camera
 E Marked Solar
 Dark car Feature (Courtesy Disabled)
 Vehicle Priced @
team force Upfit
TOTAL COST FOR COMPLETE UNIT

\$ **29,996.00**
 \$9,094.01
 39,090.01

***Vehicle Must Be Ordered**
***No Tax w/ Tax Exempt Cert.**
***No Charge for Title & License**
***Ford K or Q FIN Code Required**

Signature: West Deer Township

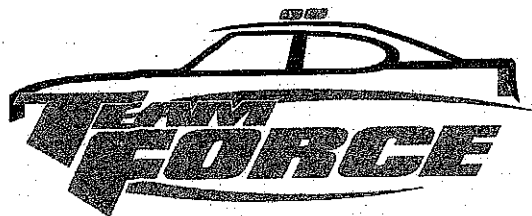
Date

Acquisition Notice: No vehicle shall be aquired, shipped or altered prior to sign off plus payment.



COSTAR VENDOR # 190860
 COSTAR CONTRACT # 013-146

Team Force Inc
 148 Platt Dr.
 Johnstown, PA 15904
 (814)262-0004
 mike@teamforceinc.com
 www.teamforceinc.com



ESTIMATE

ADDRESS
 TOWNSHIP OF WEST DEER
 POLICE DEPT

SHIP TO
 TOWNSHIP OF WEST
 DEER POLICE DEPT

ESTIMATE # 1984
DATE 01/11/2017

ACTIVITY	QTY	RATE	AMOUNT
Whelen Legacy Solo Combo Whelen Legacy Solo 48.5 With 295slsa6 Siren Switcher Control With Siren Speaker and Bracket also strap kit	1	2,800.00	2,800.00T
Team Force Console Pack CONSOLE WITH ARM REST, CUP HOLDER, 2-12 VOLT POWER PLUGS, ALL MIC CLIPS, ALL FILLER PLATES, AND RADIO FILLER PLATES	1	675.00	675.00T
c-dmm-123 Device Mount, Monitor, Vehicle dash mount, Swing out, Ford Interceptor Utility Police Vehicle 2013	1	318.12	318.12T
KB-101 Havis Rugged USB Backlit Keyboard	1	377.77	377.77T
C-3069-1 Universal Swing Away Plate Option For TCB Series	1	105.84	105.84T
C-TCB-7 Universal Telescoping Computer Base, 7" To 14", Side mount	1	110.88	110.88T
IONJ ION SPLIT RED/BLUE	6	118.00	708.00T
FHLTAIL TAIL LIGHT FLASHER	1	95.00	95.00T
UHF2150A HEADLIGHT FLASHER, POS/NEG SWITCHING	1	95.00	95.00T
P4704UJINT13A 2015-2017 FORD UTILITY INTERCEPTOR PARTITION	1	470.00	470.00T
RP47UJINT13 RECESSED PANEL	1	78.00	78.00T
SP47BS13 PAIR, 20", 14 GAUGE STEEL EXTENSION PANELS	1	71.00	71.00T
B4702UJINT13 REAR CARGO BARRIER 2015-2017 Ford SUV Poly Window	1	354.40	354.40T
PB400 PB400, Aluminum, Vehicle Specific	1	275.00	275.00T

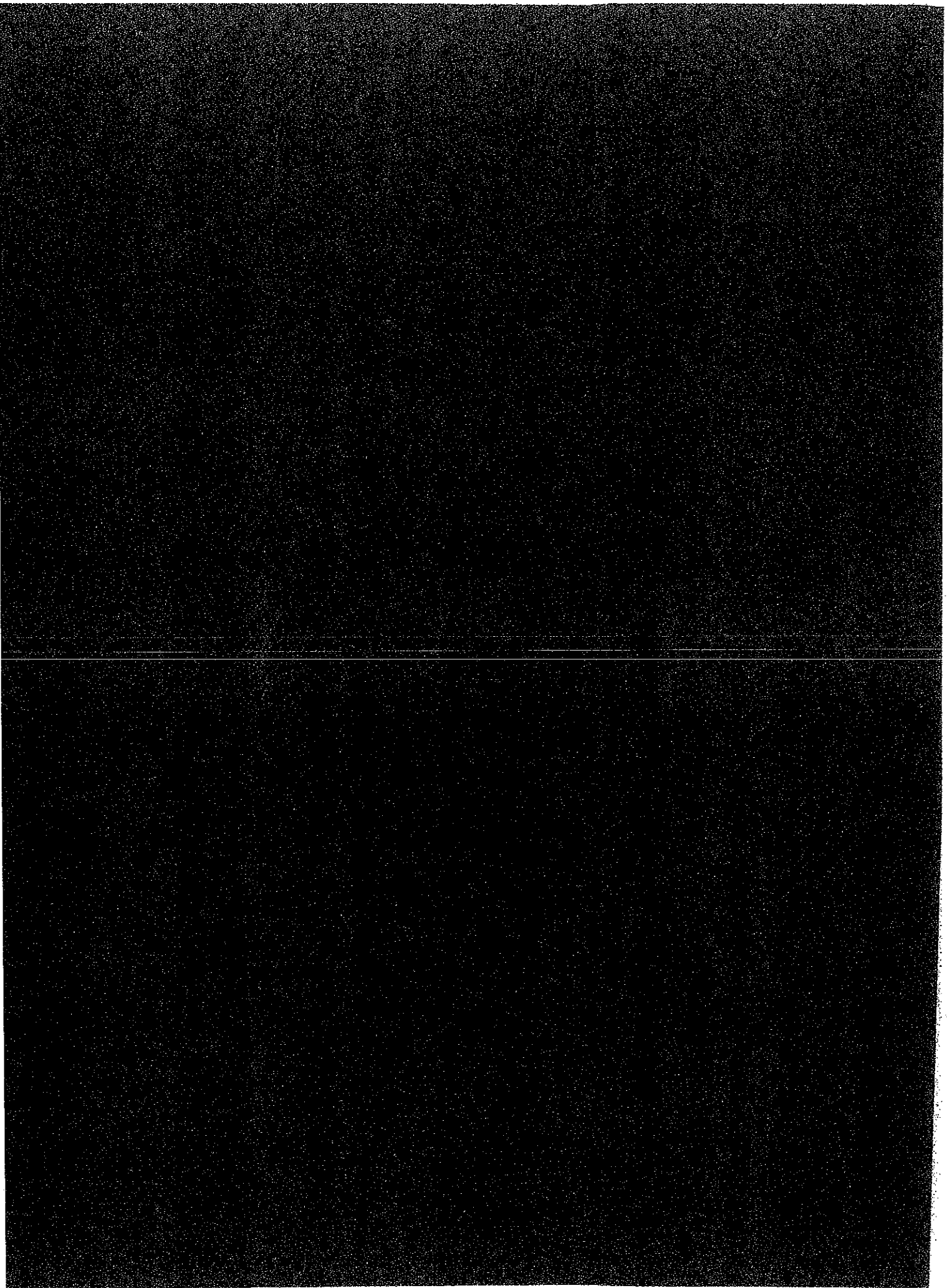
ACTIVITY	QTY	RATE	AMOUNT
MCRNSJ SPLIT RED/BLUE MICRON	2	115.00	230.00T
Installation Supplies SHOP WIRE,FUSE HOLDERS,CIRCUIT BREAKERS, SHOP PARTS	1	175.00	175.00T
FREIGHT ESTIMATED FREIGHT CHARGE	1	255.00	255.00
Labor INSTALL ALL OF THE ABOVE PRODUCTS ALSO INSTALL COMPUTER SYSTEM AND WIRING ALSO INSTALL THE RADIO'S	1	1,550.00	1,550.00T
CAMERA-LABOR INSTALL AND LABOR AND PRICE FOR CAMERA INSTALL	1	350.00	350.00T

We look forward doing business with you!!!
also if you have any questions please call
mike Jenkins (814-262-0004)office (814-322-6669) cell
fax#(814-262-7151)
mike@teamforceinc.com
all invoices after 30days are subject to late fee

SUBTOTAL 9,094.01
TAX (0%) 0.00
TOTAL \$9,094.01

Accepted By

Accepted Date



RESOLUTION NO. 2017- 2: 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-268 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

RESOLUTION ATTACHED.

PROPERTY LOCATION:

- Superior Road – Vacant Lot

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2017-2 ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF PARCEL WITH LOT AND BLOCK NUMBER OF 1672-N-268 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

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

24

WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 2017-2

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-268 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

WHEREAS, the Township of West Deer, hereinafter referred to as "Municipality", in cooperation with the County of Allegheny and the Redevelopment Authority of Allegheny County are participating in the Allegheny County Vacant Property Program (Program); and

WHEREAS, certain properties have been submitted to the County for consideration under the Program known and identified as Lot and Block Number: 1672-N-268 and;

WHEREAS, under the Program the Municipality is required to review the property acquisition and propose disposition, and submit its approval to the County that said acquisition and proposal resale is in accordance with the Municipality's Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED by the West Deer Township Board of Supervisors as follows:

1. That the above listed properties have been reviewed by the Municipality and it approves that its acquisition and subsequent disposition under the Program would be in accordance with the Comprehensive Plan of the Municipality.
2. That a certified copy of this Resolution should be forwarded to the County of Allegheny and the Redevelopment Authority.

RESOLVED this 18th day of January, 2017 by the Board of Supervisors of the Township of West Deer.

ATTEST:

TOWNSHIP OF WEST DEER

Township Manager

Chairman, Board of Supervisors

CERTIFIED COPY

I, the undersigned, the duly appointed Manager of the Township of West Deer, Allegheny County, Pennsylvania (the "Township") hereby certify that: The foregoing is a true and correct copy of a Resolution of the Township Board of Supervisors (the "Supervisors") which was duly adopted by the Supervisors in a public session duly convened on January 18th 2017. The said Resolution has been duly recorded in the official Minutes of the Township of West Deer, Allegheny County, Pennsylvania. The said Resolution remains in effect, unaltered and unamended, as of the date of this Certificate.

I further certify that the Supervisors of the Township complied with the requirements of the "Sunshine Act," Act of July 3, 1986, P.L. 388, No. 84 § 1 et seq. (65 P.S. § 271-286) as amended, relative to the adoption of the foregoing Resolution.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the Township, this _____ day of _____, 20__.

(SEAL)

Daniel J. Mator, Jr.
Township Manager

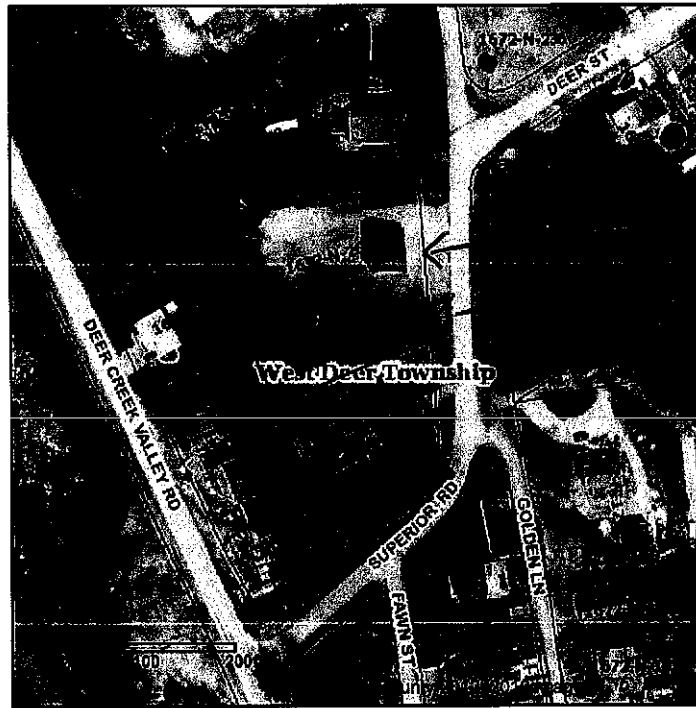
Parcel ID : 1672-N-00268-0000-00
Property Address : SUPERIOR RD
TARENTUM, PA 15084

Municipality : 952 West Deer
Owner Name : SIWICKI APOLONIA

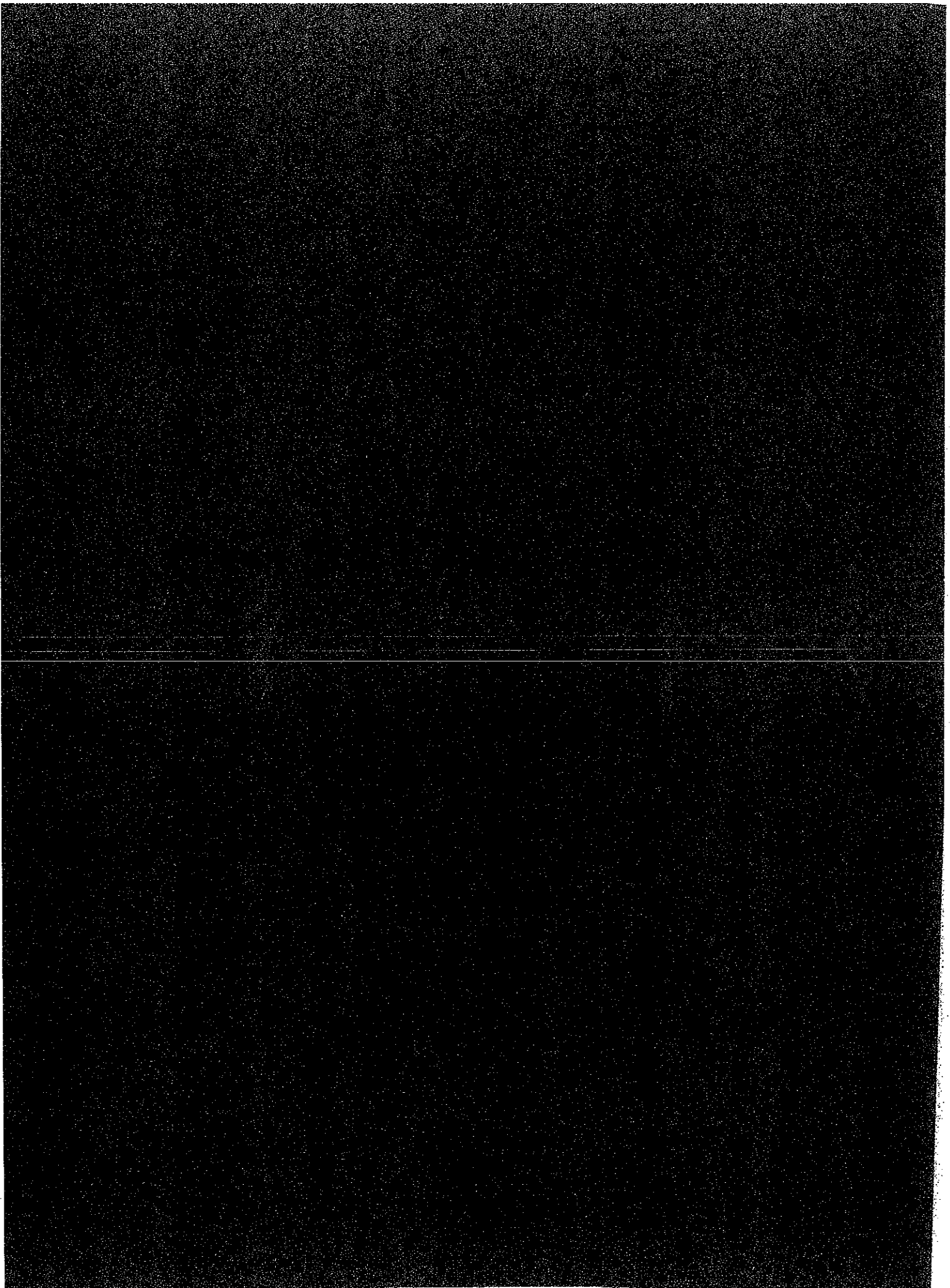
Data displayed on this map is for informational purposes only. It is not survey accurate and is meant to only show a representation of property lines.

Print

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Buyers Residence
Vacant Land



COMMITTEE REPORTS

Engineering & Public Works Committee

Chairman – Mr. Florentine

Financial, Legal & Human Resources Committee

Chairman – Dr. DiSanti

EMS Oversight Committee

Chairman – Mr. Vaerewyck

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OLD BUSINESS

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NEW BUSINESS

**SET AGENDA / Regular Business Meeting
February 15, 2017**

6:00 p.m. – Executive Session

6:30 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities and Payroll
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. Tax Collector Salary Ordinance
14. Advertising & Bidding Ordinance
15. Authorize Advertisement: Administrative Policies and Procedures
16. Police SUV Financing
17. Public Works: Pickup Truck w/plow
18. Public Works: 2 Plows for the 2 Mack Trucks
19. Public Works: Hi Lift
20. Committee Reports
21. Old Business
22. New Business
23. Set Agenda/March 15, 2017
24. Comments from the Public
25. Adjournment

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.

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ADJOURNMENT

I MOVE TO ADJOURN AT _____ P.M.

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

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