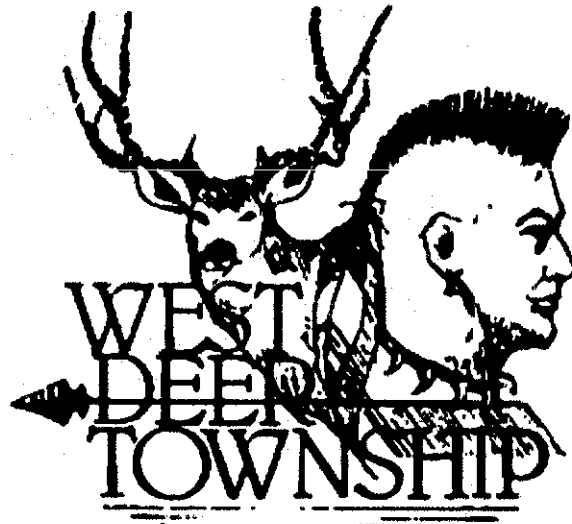


**WEST DEER  
TOWNSHIP  
SUPERVISORS  
MEETING**



**September 20, 2017**

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

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

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

**WEST DEER TOWNSHIP  
Board of Supervisors  
September 20, 2017**

**5:30 pm: Executive Session  
6:30 pm: Regular Business Meeting**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Executive Session Held**
5. **Registered Comments from the Public**
6. **Comments from the Public**
7. **Accept minutes**
8. **Monthly Financial Report**
  - A. **Finance Officer's Report**
  - B. **List of Bills**
  - C. **Utilities & Payroll**
  - D. **Tax Refunds**
9. **Police Chief's Report**
10. **Building Inspector/Code Enforcement Officer's Report**
11. **Report from the Parks and Recreation Board**
12. **Engineer's Report**
13. **Advertisement: Act 172 (Firefighter EIT Credit) Ordinance**
14. **Advertisement: Budget Process/Meeting Advertisement**
15. **Authorization: Nike Site Pavilion Bids**
16. **Authorization: North Hills COG Walking Trail (CDBG Grant) Bids**
17. **Discussion: Charter Commission Recommendations**
18. **Discussion: Internet Sale "Safe Meetup Spot"**
19. **Discussion: One-Hour Township Response Time to All Inquiries**
20. **Committee Reports**
21. **Old Business**
22. **New Business**
23. **Set Agenda: October 18, 2017**
24. **Comments from the Public**
25. **Adjournment**

**1 Call to Order**

**2 Pledge of Allegiance**

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

**4 Executive Session**

**REGISTERED COMMENTS FROM THE PUBLIC**

- None

5

**COMMENTS FROM THE PUBLIC**

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

6

**ACCEPT MINUTES**

ATTACHED ARE THE MINUTES OF THE AUGUST 16, 2017 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ACCEPT THE MINUTES OF THE AUGUST 16, 2017 MEETING AS PRESENTED.

MOTION SECOND AYES NAYES

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

7

West Deer Township  
Board of Supervisors  
16 August 2017  
6:30 p.m.

The West Deer Township Board of Supervisors held their Regular Business Meeting at the West Deer Township Municipal Building. Members present: Richard W. DiSanti, Jr., Vice Chairman; Leonard Guerre, Shirley Hollibaugh, and Gerry Vaerewyck. Members absent: Jeffrey D. Fleming, Chairman; Rick W. Florentine, and Joyce A. Romig. 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.

Vice Chairman DiSanti opened and welcomed everyone to the meeting.

#### PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

An Executive Session was held before the meeting.

#### **REGISTERED COMMENTS FROM THE PUBLIC**

- None

#### **COMMENTS FROM THE PUBLIC**

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

- Mr. Scott Woloszyk, Shuster Road
  - Mr. Woloszyk commended the Board on Community Days and for using recycling bins at the park during the event. Mr. Woloszyk also asked the Board if the postponed Clean-Up Day in West Deer from the past spring would be rescheduled. After discussion with Mr. Woloszyk and Mr. Mator, the Board decided to wait until next spring for the next event.
- Mr. Jack Best, West Starz Road
  - Mr. Best also commended the Board on Community Days, and asked for details regarding the Firefighter EIT Credit ordinance that is on the agenda.
- Mr. Earl Fish, Aber Road
  - Mr. Fish also questioned the Firefighter EIT Credit ordinance, specifically who would be eligible. Mr. Mator explained that the State law and the ordinance delineate who is eligible, and he described the certification process.
- Mr. Robert Karlo, Woodhill Drive
  - Mr. Karlo reported that residents in the Deer Park Plan are burning, and also reported that there was a resident in the plan who did not obtain a building permit. Mr. Karlo was

advised to call 911 when burning takes place, and was notified that Mr. Payne would investigate the claim of building without a permit.

- Ms. Anna Marie Catanese, McKrell Road
  - Ms. Catanese commended the Board and everyone involved on a wonderful Community Days. She also requested that the two plaques at the Bairdford Park pavilion be cleaned.

### ACCEPT MINUTES

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 19 July 2017 meeting as presented. Motion carried unanimously 4-0.

### MONTHLY FINANCIAL REPORT

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

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

31 July 2017

#### **I - GENERAL FUND:**

	<u>July</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	303,425.90	4,146,482.56	67.71%
<b>Expenditures</b>	288,946.35	2,957,797.65	48.30%

#### **Cash and Cash Equivalents:**

Sweep Account		<u>1,449,381.43</u>	<u>1,449,381.43</u>
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#### **II - SPECIAL REVENUE FUNDS**

##### **Cash and Cash Equivalents:**

##### **Street Light Fund:**

Sweep Account - Restricted		26,779.40	
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##### **Fire Tax Fund:**

Sweep Account - Restricted		115,398.84	
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##### **State/Liquid Fuels Fund:**

Sweep Account - Restricted		<u>221,957.89</u>	
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364,136.13

##### **Investments:**

##### **Operating Reserve Fund:**

Sweep Account - Reserved		704,535.06	
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##### **Capital Reserve Fund:**

Sweep Account - Reserved		<u>349,710.89</u>	
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1,054,245.95

#### **III - CAPITAL PROJECT FUNDS:**

##### **Cash and Cash Equivalents:**

		<u>0.00</u>	
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0.00



**TOTAL CASH BALANCE 7/31/17**

**2,867,763.51**

**Interest Earned July 2017**

**4,682.75**

	<b>7/1/2017 Debt Balance</b>	<b>July Principal Payment</b>	<b>7/31/2017 Debt Balance</b>
<b>Mars National - VFC #3</b>	\$260,374.11	\$2,607.94	\$258,512.94

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to approve the Finance Officer's Report as submitted. Motion carried unanimously 4-0.

**LIST OF BILLS**

Amerikohl Aggregates Inc. ....	1734.40
Amerikohl Transport Inc. ....	1319.23
Best Wholesale Tire Co., Inc. ....	423.23
Culverts, Inc. ....	3360.00
Griffith, McCague & Wallace, PC ....	798.00
Hei-Way, LLC. ....	500.65
Jordan Tax Service, Inc. ....	1048.81
Kress Tire. ....	33.50
Krigger & Co. ....	339.99
Office Depot. ....	400.29
Shoup Engineering Inc. ....	8521.50
Staley Communications. ....	172.47
Tristani Brothers, Inc. ....	1498.19
Walsh Equipment. ....	6157.58
Wine Concrete Products, Inc. ....	2540.70

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Guerre to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 4-0.

**UTILITIES AND PAYROLL**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Guerre to pay utilities and payroll from 20 July 2017 to 16 August 2017. Motion carried unanimously 4-0.

**TAX REFUNDS**

The Board is in receipt of the list from the Tax Collector requesting the issuance of a real estate tax refund due to an assessment change by Allegheny County for the Years 2016 and 2017:

**2016 REAL ESTATE TAX REFUND**

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Pheasant Ridge Group LLC	2385-E-98	\$1,006.50

**2017 REAL ESTATE TAX REFUND**

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Pheasant Ridge Group LLC	2385-E-98	\$1,512.28

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Guerre to issue the tax refunds as submitted by the Tax Collector. Motion carried unanimously 4-0.

**POLICE CHIEF'S REPORT**

Chief Jon Lape was present and provided a summary report on the Police Department for the month of July 2017. A copy of the report is on file at the Township. Questions/comments followed.

Vice Chairman DiSanti thanked the Chief for a successful Community Days.

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

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of July 2017. A copy of the report is on file at the Township.

**PARKS AND RECREATION BOARD REPORT**

Mrs. Beverly Jordan, Chairwoman, was present and provided a summary report on the Parks and Recreation Board:

- July 26<sup>th</sup>: Community Days meeting.
- October 28<sup>th</sup>: Trunk or Treat for Halloween at East Union Church.
- Mrs. Jordan reported that Community Days was a huge success – other than the terrible storm that went through on Friday around 3:00 p.m. – and explained that with the help of the Police and Road Departments, they were back up and running at 4:30 p.m. Because of this, she extended a special thanks to Chief Lape.

Vice Chairman DiSanti thanked Mrs. Jordan and the Parks and Recreation Board for a successful Community Days.

**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:

**Projects**

- 2017 Road Improvement Project
  - Shields Asphalt Paving has completed all hot-mix asphalt paving on Benjamin Street.
  - Youngblood Paving has completed all cold mix asphalt and bituminous seal coat work on their project.
  - Benjamin Street Bridge deck replacement has been completed by Bioni Drilling. Guiderail work is to be performed soon and the road will be reopened.

- o MS4 Permitting – An Application for renewal will be submitted to PADEP in September 2017. A Pollution Reduction Plan has been prepared to reduce stream sediment loading in conjunction with this project. A review of the Pollution Reduction Plan will occur with the Board of Supervisors at their 16 August 2017 meeting.

Mr. Shoup distributed and summarized the MS4 (Municipal Separate Storm Sewer System) Pollution Reduction Plan. Mr. Shoup requested the Board review the plan and contact him if they have any questions/comments. A public notice regarding this plan was published in the newspaper for inspection and comments by the public will be taken until the beginning of September.

Some questions/discussion was held on West Deer Township's MS4 and PRP.

- o Nike Site/Senior Center parking lot contracts have been executed with Martino, Inc. and work has begun.

Development/Subdivision Reviews

- None

**ACCEPTANCE: MINIMUM MUNICIPAL OBLIGATIONS (MMOs)**

The Board received the 2018 Minimum Municipal Obligations for the Police and Municipal Employee Pension Plans.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Hollibaugh to acknowledge receipt of the 2018 Minimum Municipal Obligations for the Police and Municipal Employee Pension Plans. Motion carried unanimously 4-0.

**EXECUTIVE SESSION**

At this time, Vice Chairman DiSanti announced the Board will hold an Executive Session. Mr. Michael Palombo, Esquire, was present to address the Board in regard to the Police Union Arbitration Award.

**Brief Adjournment.**

**Meeting Called Back to Order.**

**ACCEPTANCE: POLICE UNION ARBITRATION AWARD**

On 17 July 2017, Arbitrator Michelle Miller-Kotula issued her Arbitration Award to both West Deer Township and the Police Union. The Board received a copy of that award. Act 111 Procedures state that the Board should formally accept the Arbitrator's decision.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Hollibaugh to accept the Arbitration Award of Arbitrator Michelle Miller-Kotula dated 17 July 2017 in regard to the General Teamsters Local Police Union No. 249. Motion carried unanimously 4-0.

**ADVERTISEMENT: PUBLIC WORKS LABORER**

The Township has recently been notified that a current Public Works laborer intends to retire in the near future. In anticipation of this retirement, the Township Manager and Public Works Foreman are recommending the process commence to hire this individual's replacement.

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to authorize the Township Manager to advertise for the position of Public Works Laborer and to begin the interviewing/hiring process. Motion carried unanimously 4-0.

**AUTHORIZATION: 2017 WEST DEER NIGHTMARE HAUNTED HOUSE**

Shawn Maudhuit is again requesting the use of the Bairdford Park Pavilion for the West Deer Nightmare Haunted House in 2017. The Board received a summary sheet of the event and also a copy of the 2016 insurance policy.

Mr. Maudhuit was present and commented on the event.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Hollibaugh to authorize Mr. Maudhuit's use of the Bairdford Park Pavilion for the West Deer Nightmare Haunted House starting set up on Monday, August 28<sup>th</sup> through October 30<sup>th</sup> of 2017, and the tear down completed by November 15<sup>th</sup> 2017. Motion carried unanimously 4-0. Mr. Maudhuit thanked the Board.

**AUTHORIZATION: ADVERTISEMENT FOR NIKE SITE PAVILION BIDS**

As part of the Township's DCNR Grant, a pavilion must be installed at the Nike Site. The Township Manager and Engineer plan – as per the recommendation of the DCNR – to use the COSTARS bid tabulations, but are requesting authorization to advertise the pavilion bids if necessary.

After some discussion, MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to authorize the Township Engineer to advertise for the Nike Site pavilion bids if necessary. Motion carried unanimously 4-0.

**AUTHORIZATION: BENJAMIN STREET BRIDGE CHANGE ORDER #1**

As part of the Benjamin Street Bridge replacement – and as determined by the Township Engineer – additional concrete work was required totaling \$5,000.

Mr. Shoup explained the additional construction of three reinforced concrete cheek walls complete with dowels in to the existing concrete wing walls (northeast, southwest and northwest corners of the bridge). Work to be deleted to consist of paving of road surfaces with 9.5 mm wearing course on bridge deck and approaches.

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor Hollibaugh to authorize the payment of the Benjamin Street Bridge Change Order #1 in the amount of \$5,000 to Bioni Drilling, Inc. Motion carried unanimously 4-0.

**AUTHORIZATION: INVITATION TO EAST DEER AND FRAZER TOWNSHIPS (JOINT "COMMUNITY BUILDING")**

The Deer Lakes School District recently held a public meeting to discuss the possibility of acquiring information through a formal, third-party study to see if a Joint Administration/Community Building would be feasible.

At that meeting, the School Board representatives requested that the West Deer Township Board of Supervisors join them in inviting the other two Townships in the School District to participate in this study.

Details of the Study – including cost – would be introduced to the respective Boards at a later date for approval. This request was simply an invitation to the other two municipalities to take part in the process.

At this time, Supervisor Vaerewyck commented that "this whole thing is a stupid idea," and that he felt the money should be spent on water lines and fire hydrants in the Township instead.

MOTION BY Supervisor Vaerewyck that we do not pursue in a Joint Administrative Community Building any further. NO SECOND. MOTION FAILS FOR LACK OF SECOND.

Supervisor DiSanti stated that he felt there was no harm in inviting the other municipalities, and Supervisor Guerre stated there would be no cost involved in doing so.

Mr. Vaerewyck disagreed, and said there would first be a cost involved in staff time, and then as one step would lead to another. He then stated that "this is going to be a tax increase in two years, I guarantee it."

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to authorize the Township Manager to coordinate with the Deer Lakes School District to invite the Townships of East Deer and Frazer to possibly participate in the Joint Administrative/Community Building Study. A roll call vote was taken. Members voting yes, Mrs. Hollibaugh, Mr. Guerre, and Dr. DiSanti. Member voting no, Mr. Vaerewyck. Motion carried, 3 – yes and 1 – no.

**DISCUSSION: ACT 172 (FIREFIGHTER EIT CREDIT) ORDINANCE**

On 21 November 2016, Governor Tom Wolf signed into Law Act 172 of 2016, which authorizes municipalities to grant local tax credits to fire and emergency medical service (EMS) volunteers.

The North Hills COG Solicitor – in conjunction with the Solicitor for the Allegheny North Tax Collection District – drafted a memorandum and a draft ordinance. The Township Manager then personalized the ordinance to West Deer Township.

The Township Manager is recommending the Township Solicitor and the Board of Supervisors review the ordinance and offer any suggested changes prior to the September Regular Business meeting. At that point a motion can be made to advertise the ordinance.

Supervisor Vaerewyck questioned how much this tax credit would cost the Township, and additional discussion took place.

**DISCUSSION: RUSSELLTON PRIVATE PROPERTY PIPE CLEANING**

At the Board's July meeting, Supervisor Vaerewyck recommended using Township funds to clean private stormwater pipes in Russellton in an effort to alleviate flood concerns. The Township Manager questioned the legality of using Township funds on property that did not belong to the Township, and Supervisor DiSanti asked the Board for direction. It was agreed that the Solicitor would look into the legality and report back to the Board.

Mr. Happel indicated he discussed this matter with Mr. Mator and Mr. Shoup, and looked at the current situation. He reminded the Board that the water drains onto the property from Deer Lakes Park, and then it is discharged to the pipe that was laid and installed by the private property owner. He advised the Board that the pipe was not installed by the Township, and that the property owners have been in discussion with PennDOT in regard to the requirements to clean the pipe since the pipe maintenance is the obligation of the property owner.

Mr. Happel reiterated that it is not the obligation of the Township to clean the pipes, as the benefit of cleaning these pipes would be realized by the private property owner. He added that no authorization or appropriation of Township funds has been made for that reason.

Supervisor Vaerewyck disagreed by arguing that the property owner does not benefit at all from the pipe, but that the nearby businesses would benefit from the pipe cleaning.

Mr. Happel explained that the property owner does benefit from the pipe cleaning because it is their legal obligation – and therefore their cost – to maintain the pipe.

Mr. Vaerewyck questioned if the Township could pay for the cleaning as a community development project.

Mr. Happel stated he would have to defer to the Township Engineer on that question, but again said that Township funds can only be appropriated for Township projects and not for the benefit of an individual property owner. He stated that PennDOT would have to pursue the cleaning since it is their right-of-way.

Supervisor Vaerewyck stated that PennDOT does nothing but send a letter then go away, but again stated he would like to see the pipe cleaned as part of a community development project.

Mr. Mator returned to the point he made at the last meeting that – along the lines of what Mr. Happel reported to the Board – he does not know how the Board could use taxpayer funds to pay for a private property owner's problem. He equated such an action to the Township paving a private road for someone.

Additional discussion took place.

### **COMMITTEE REPORTS**

THERE WERE NO COMMITTEE REPORTS GIVEN.

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

Mr. Guerre announced the Annual COG Dinner will be held on 21 September 2017.

### **OLD BUSINESS**

At this time Supervisor Vaerewyck commented on the following list of issues:

- Taxation: Chapter 189-1 of the Township Code
  - Mr. Vaerewyck stated that there is a mobile home trailer tax and he asked Mr. Mator if that is something the Township collects.
  - Mr. Mator responded that he was not familiar with the law and whether or not the Tax Collector collects it, but that he could find out and report back to the Board.

- Mr. Vaerewyck indicated that the Board approved this law when they adopted the codebook in 2016, and stated the he felt the Township needed to repeal or collect the tax.
- Taxation: Chapter 189-13 of the Township Code
  - Mr. Vaerewyck asked the Township Manager why the Code lists the Per Capita Tax at \$3.00 instead of \$5.00.
  - Mr. Mator replied that he was again unaware of the discrepancy Supervisor Vaerewyck pointed out, and said he would again look into it when he was in his office. Mr. Mator suggested that – in the future – Mr. Vaerewyck call his office before the meeting and ask him about those types of issues so that Mr. Mator would have the resources available to more adequately answer such questions.
- Rumor of the strip club in Russellton
  - Supervisor Vaerewyck stated that the incident was a sign of a “real lack of communication ability on the part of the Township.” He stated that he felt the Township did not respond properly, and that the Township should have used social media to respond instead.
  - Mr. Vaerewyck said the Township’s response on the official website’s “Rumor Has It” section was improper. He stated that very few people saw the page – “almost none” – and that a couple of people who saw the page told him that “they didn’t know what to believe because the one right under it is the rumor about the tax increase that was a rumor but actually occurred two months later.” Supervisor Vaerewyck therefore asserted that “there isn’t very much veracity given to what is posted on our website.” He also added that there is a lot not posted on the website.
- Mr. Mator and Chairman Fleming’s lack of communication with reporters, and improper advertising
  - Supervisor Vaerewyck stated he received a phone call from a reporter at the Tribune-Review who said he tried calling Mr. Mator a number of times that Mr. Mator never returned the calls. Mr. Vaerewyck also said that the reporter called Chairman Fleming a number of times, and that Mr. Fleming did not return his calls, either. He said that the reporter was upset because he was not able to get information to pass onto the citizens.
  - Mr. Vaerewyck added that the reporter was not notified of the recent Charter Commission public forum, and that the reporter goes to the Township website frequently and must have “missed” the notice. He stated that the reporter said it is a courtesy that the Township call him directly and notify him of any meetings in the Township.
  - Supervisor Vaerewyck also stated that there was an issue because the Charter Commission forum was not advertised properly, and was not in the proper format.
  - Mr. Vaerewyck accused the administration of not properly advertising the MS4 Pollution Reduction Plan advertisement mentioned earlier in the meeting because: 1) it was only advertised in the Post-Gazette; 2) the Tribune-Review was not notified, and; 3) it was not posted on the Township website. Supervisor Vaerewyck stated that the Township said “the whole reason we are getting this new website is so that all these things can be advertised and placed there.” Supervisor Vaerewyck then charged that the administration has not been doing that.
  - Mr. Vaerewyck ended his accusations by stating that he spoke with the reporter from the Tribune-Review for over a half an hour, and that the reporter said to have someone from the administration reach out to him so he could discuss proper communications.
  - Vice-Chair DiSanti asked Mr. Vaerewyck if the reporter he was referring to was Brian Rittmeyer. Supervisor Vaerewyck responded in the affirmative, and Dr. DiSanti stated that both he and Mr. Mator had spoken to Mr. Rittmeyer the week before the meeting.
  - Supervisor Vaerewyck countered that Mr. Rittmeyer stated he had spoken to Dr. DiSanti, but that he was very clear that he had a very difficult time getting a response from the Township Manager “over a very long period of time on a regular basis.”
  - Mr. Mator stated that he was not trying to “sound haughty at all,” and asked Mr. Vaerewyck if the Board of Supervisors “appointed you Township

Spokesman.” Supervisor Vaerewyck replied that he is a Township Supervisor and people come to him, but Mr. Mator — referring to his original question — replied “it is a very simple question; can you answer that question, please?” Mr. Vaerewyck stated that he is allowed to speak on his behalf anytime, and when a reporter contacts him saying that the administration is not responding to him, then “yes, if you’re not going to be Spokesman, fine. I’ll answer questions for them.”

- Vice Chair DiSanti ended the discussion by addressing Mr. Vaerewyck and stating that Mr. Rittmeyer asked Supervisor Vaerewyck to bring the information to the Board and “you did. Thank you.” Dr. DiSanti attempted to move on, but was ignored by Mr. Vaerewyck, who moved onto another topic.
- Waterline/Grant/Township Manager issues
  - Mr. Vaerewyck commented that he had discussed water line issues in the past, and that he had spoken to State Representative Eli Evankovich the week prior to the meeting regarding the matter. Supervisor Vaerewyck stated that Representative Evankovich had “a chunk of money,” then — in an accusatory tone — asked Mr. Mator if he knew what Mr. Vaerewyck was about to say. Mr. Mator responded in the negative, and Supervisor Vaerewyck charged that Representative Evankovich stated “I have this chunk of money — grant money — for West Deer, and I’ve been trying to schedule a meeting for two years. I’ve called Mr. Mator repeatedly and he will not schedule a meeting to discuss this grant money.” Supervisor Vaerewyck then directed the accusation toward Mr. Mator by asking “correct?” Mr. Mator replied “incorrect,” to which Mr. Vaerewyck asked “so you’re calling Mr. Evankovich a liar?”
  - Dr. DiSanti interjected and stated “No. He is saying your statement is incorrect! That’s all! He didn’t call anyone a liar.”
  - Mr. Vaerewyck again stated that Representative Evankovich said he has called repeatedly and wanted to arrange a meeting so he could get West Deer the funds for the water lines, and Vice Chair DiSanti responded that Mr. Mator will schedule a meeting.
  - Mr. Mator requested permission to speak, which the Vice Chair granted. Mr. Mator addressed Supervisor Vaerewyck directly and explained that “this is West Deer Township, not Oakmont Water Authority. And for five years you have been bringing up water lines for the Township, and why don’t I apply for grants for water lines. We do not do that Mr. Vaerewyck. We are not the water authority. That’s why we established the water authorities.”
  - Supervisor Vaerewyck countered that “we did the water lines on 910.” Mr. Mator corrected him by saying that Oakmont Water administered the 910 water line project, and again stated that Mr. Vaerewyck keeps bringing up the same topic and keeps accusing Mr. Mator of not applying for grants the Township is not eligible to apply for.
  - Mr. Vaerewyck replied that “three months ago that you would work with Mr. Payne on finding regions that were good candidates and that we could contact the water companies and work with them on funding. We have funding that is sitting there, you said we will work with you to get it, and you will not schedule a meeting with him.” Mr. Mator responded “that is not correct.”
  - Vice Chair DiSanti banged the gavel and admonished Mr. Vaerewyck by stating that he will not allow Supervisor Vaerewyck to attack Mr. Mator — an employee — in public. He added that Mr. Vaerewyck’s point is that a meeting needs scheduled with the Representative, and that Mr. Mator will do that.
  - Dr. DiSanti then asked Mr. Vaerewyck if he had anything else, and Supervisor Vaerewyck replied that he did. He resumed his attack on Mr. Mator by stating that this has happened repeatedly. He cited that former Supervisor Larry McManus found grant monies that were not followed up on by Mr. Mator.
  - Vice Chair DiSanti interrupted Mr. Vaerewyck again, and Supervisor Guerre asked to make a statement. He stated that Supervisor Vaerewyck was wrong — the citizens of Route 910 paid for the water line on 910. Mr. Vaerewyck stated that the people may have paid for the line, but that the Township installed the lines. Mr. Mator corrected him by stating that Oakmont Water installed the lines, not the Township.



- At that point, Mr. Mator asked the Vice Chair if he would be permitted to defend the accusation against him and was granted permission. Mr. Mator asked if the Board was instructing him to set up a meeting with Eli Evankovich's office. Dr. DiSanti replied in the affirmative, and Mr. Mator then explained that he had been contacted by the Representative's office a year earlier to set up a meeting for an unknown reason. He stated that a date had been set, but the Representative's office requested that Supervisor Vaerewyck also be present. Mr. Mator stated that he informed them that he would have to take such a request back to the Chairman of the Board — which he did — and that Chairman Fleming denied the request by stating that a committee or the full Board could meet, but not one supervisor. Mr. Mator then informed the Board that — upon receiving this information — the Representative's office cancelled the arranged meeting altogether. Mr. Mator said he had email records of this exchange in his office.
- Mr. Mator expressed his concern that he had already attempted to meet with the Representative's office, it was their office which cancelled the meeting, and that he felt the Township reaching out to them could elicit the same response.
- Dr. DiSanti stated he understood, and asked why they requested a specific supervisor. Mr. Mator responded that he did not know since it was not his request. Mr. Mator then reiterated the question by stating "That's the question: Why?"
- Mr. Mator then directed his attention back to Mr. Vaerewyck by stating these types of exchanges are the reasons he asked if Supervisor Vaerewyck was ever appointed the "Township Spokesman." He then asked Supervisor Hollibaugh how many times — over the years — that she had been contacted by the Valley News Dispatch. Mrs. Hollibaugh's reply was "not many." He said that Mr. Vaerewyck is always at the center of these exchanges, as if the Board had appointed him to that fictional position.
- Supervisor Vaerewyck responded that he is contacted by these individuals because he gives them information. Mr. Mator disagreed with that statement and stated there was another reason, but Vice Chair DiSanti ended the argument and moved on to the next agenda item.

### **NEW BUSINESS**

- None

### **SET AGENDA: REGULAR BUSINESS MEETING**

20 September 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 & 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. Advertisement: Act 172 (Firefighter EIT Credit) Ordinance
14. Advertisement: Budget Process/Meeting Advertisement
15. Advertisement: Nike Site Backfilling/Landscaping
16. Advertisement: North Hills COG Walking Trail (CDBG Grant)
17. Authorization: Nike Site Pavilion Bids
18. Authorization: North Hills COG Walking Trail (CDBG Grant)
19. Resolution: Police Union Labor Agreement
20. Committee Reports
21. Old Business
22. New Business
23. Set Agenda: 18 October 2017
24. Comments from the Public
25. Adjournment

### **COMMENTS FROM THE PUBLIC**

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

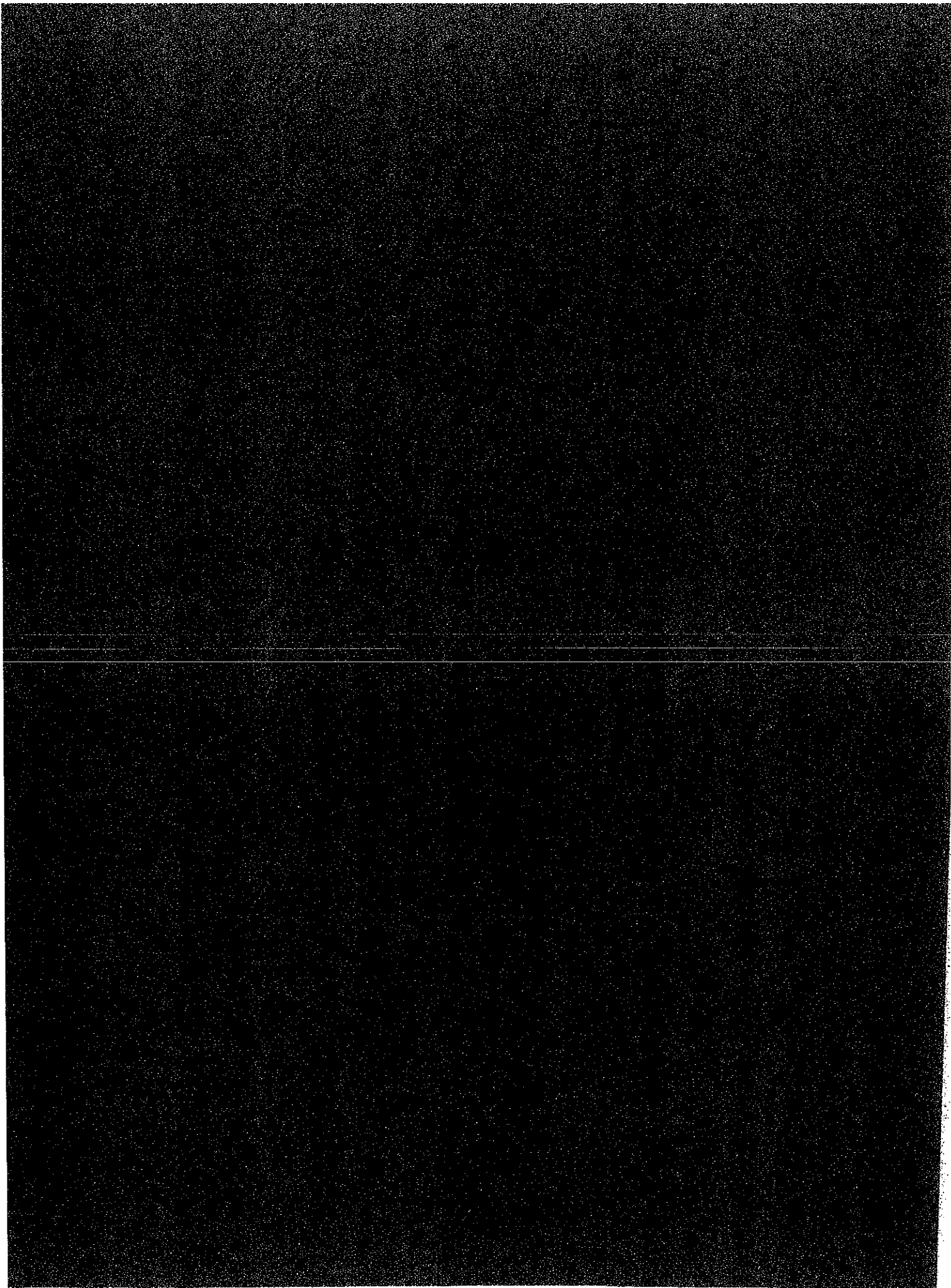
- Mr. Jack Best, West Starz Road
  - Mr. Best commented he was at the School District's meeting when they discussed the Joint Community Building and he thought they said East Deer and Frazer Townships already turned it down.

### **ADJOURNMENT**

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Guerre to adjourn the meeting at 8:35 p.m. Motion carried unanimously 4-0. Meeting adjourned.

---

Daniel J. Mator, Jr., Township Manager



**MONTHLY FINANCIAL REPORT**

A) **FINANCE OFFICER'S REPORT**

MRS. NARDIS.....

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

MOTION    SECOND    AYES    NAYES

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

8 - A

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**August 31, 2017**

**I - GENERAL FUND:**

	<u>August</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	314,019.86	4,460,502.42	72.84%
Expenditures	580,666.24	3,538,961.89	57.79%

**Cash and Cash Equivalents:**

Sweep Account		<u>1,238,774.98</u>	
			<u><b>1,238,774.98</b></u>

**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Sweep Account - Restricted		20,653.09	
----------------------------	--	-----------	--

**Fire Tax Fund:**

Sweep Account - Restricted		109,847.74	
----------------------------	--	------------	--

**State/Liquid Fuels Fund:**

Sweep Account - Restricted		<u>222,102.82</u>	
----------------------------	--	-------------------	--

**352,603.65**

**Investments:**

**Operating Reserve Fund:**

Sweep Account - Reserved		704,562.85	
--------------------------	--	------------	--

**Capital Reserve Fund:**

Sweep Account - Reserved		<u>349,713.45</u>	
--------------------------	--	-------------------	--

**1,054,276.30**

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

0.00

**0.00**

**TOTAL CASH BALANCE 8/31/17**

**2,645,654.93**

**Interest Earned August 2017**

**261.45**

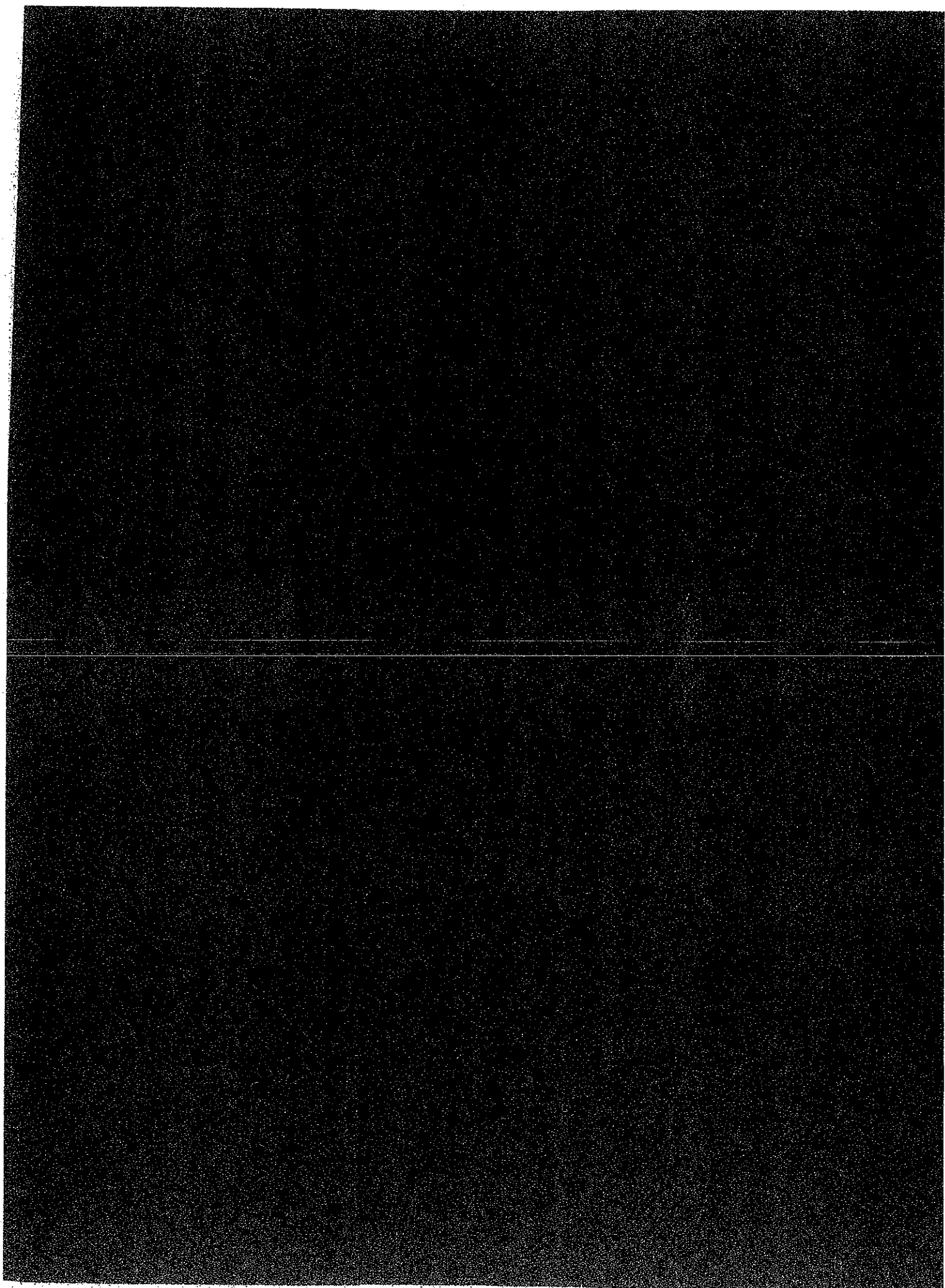
	<u>8/1/2017</u>		<u>August</u>	<u>8/31/2017</u>
	<u>Debt Balance</u>		<u>Principal</u>	<u>Debt Balance</u>
			<u>Payment</u>	
<b>Mars National - VFC #3</b>	258,512.94	\$	2,607.94	256,498.14

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

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

**INTEREST EARNED - 2017**

	<u><b>AUGUST</b></u>	<u><b>YTD</b></u>
GENERAL FUND	\$61.34	\$402.44
STREET LIGHT FUND	\$0.99	\$6.76
FIRE TAX FUND	\$23.84	\$78.18
OPERATING RESERVE	\$27.79	\$220.99
STATE FUND	\$144.93	\$808.56
CAPITAL RESERVE	<u>\$2.56</u>	<u>\$3,427.27</u>
<b>TOTAL INTEREST EARNED</b>	<u><u><b>\$261.45</b></u></u>	<u><u><b>\$4,944.20</b></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

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

8-B



Due Dates: 09/15/2017 thru 09/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00026	AIR-VAC INC Road: Crack Sealer	430.374 0817	33295 08/25/2017	5780.00 09/15/2017				5780.00		N
Name: AIR-VAC INC										
00648	AXON ENTERPRISES, IN Police: 7-Taser cans	410.550 0817	S11497294 08/21/2017	12194.75 09/15/2017				12194.75		N
00648	AXON ENTERPRISES, IN Police: Cartridges	410.239 0817	S11497840 08/21/2017	1281.70 09/15/2017				1281.70		N
Name: AXON ENTERPRISES, INC										
00553	BEST WHOLESALE TIRE Police: Car#38-Front/	410.374 0817	10068 08/18/2017	543.20 09/15/2017				543.20		N
00553	BEST WHOLESALE TIRE Police: Car#37-011 Ch	410.374 0817	10080 08/22/2017	42.65 09/15/2017				42.65		N
00553	BEST WHOLESALE TIRE Police: Car#37-Altigm	410.374 0817	10151 08/31/2017	85.00 09/15/2017				85.00		N
00553	BEST WHOLESALE TIRE Police: Car#32-Replac	410.374 0817	10155 08/31/2017	450.00 09/15/2017				450.00		N
00553	BEST WHOLESALE TIRE Police: Car #37-Sens	410.374 0817	9981 08/09/2017	188.13 09/15/2017				188.13		N
00553	BEST WHOLESALE TIRE Police: Car #32-Chan	410.374 0817	9982 08/09/2017	66.60 09/15/2017				66.60		N
Name: BEST WHOLESALE TIRE CO, INC										
00238	CULVERTS, INC Road: M Frames/2'x4'	430.611 0817	IN00126901 08/30/2017	3360.00 09/15/2017				3360.00		N
Name: CULVERTS, INC										
00248	FENCE BY MAINTENANCE Road: Guide Rail-Br1d	430.720 0817	WESTDEER8/23/17 08/23/2017	4855.00 09/15/2017				4855.00		N
Name: FENCE BY MAINTENANCE SERVICE, INC										
10315	GRIFFITH, MCCAGUE & Legal Services-Gener	404.111 0817	272021 08/31/2017	940.50 09/15/2017				940.50		N

Due Dates: 09/15/2017 thru 09/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
10315	GRIFFITH, MCCAGUE & Legal Services-w D A	404.111 0817	272022 08/31/2017	38.00				38.00		
10315	GRIFFITH, MCCAGUE & Legal Services-Forbe	404.111 0817	272023 08/31/2017	228.00				228.00		
10315	GRIFFITH, MCCAGUE & Legal Services-McInt	404.111 0817	272024 08/31/2017	19.00				19.00		
Name: GRIFFITH, MCCAGUE & WALLACE, PC				1225.50				1225.50		
00005	HEI-WAY, LLC Road: Cold Patch	430.372 0817	70810018 08/11/2017	308.10				308.10		
00005	HEI-WAY, LLC Road: Cold Patch	430.372 0817	70825010 08/28/2017	154.05				154.05		
00005	HEI-WAY, LLC Road: Cold Patch	430.372 0817	70829014 08/30/2017	739.92				739.92		
Name: HEI-WAY, LLC				1202.07				1202.07		
00008	HUMAN FACTOR RESEARCH Police:TPR UOF Manua	410.460 0817	9529 08/31/2017	1054.00				1054.00		
Name: HUMAN FACTOR RESEARCH GROUP, INC.				1054.00				1054.00		
00106	JORDAN TAX SERVICE, Delinquent R E Tax C	403.140 0817	8-C-#148 08/16/2017	2663.32				2663.32		
00106	JORDAN TAX SERVICE, Certifying for Tiens	403.140 0917	9-17-149 09/08/2017	1200.00				1200.00		
Name: JORDAN TAX SERVICE, INC.				3863.32				3863.32		
00362	KRESS TIRE Road: Flat Repair	430.374 0817	9464-33 08/22/2017	25.00				25.00		
00362	KRESS TIRE Police: CAR #38 TIRE	410.374 0817	9467-9 08/15/2017	573.72				573.72		
00362	KRESS TIRE Park: Repair Flat ti	454.374 0817	9468-25 08/18/2017	25.00				25.00		
00362	KRESS TIRE Road: Flat Repair	430.374 0817	9469-30 08/24/2017	30.00				30.00		

By Name  
Cutoff as of: 12/31/9999

Time: 11:28 am  
Date: 09/12/2017  
Page: 3

Due Dates: 09/15/2017 thru 09/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00362	KRESS TIRE Police: CAR #31 TIRE	410.374 0817	9588-18 08/29/2017	573.72		09/15/2017	09/11/2017	573.72	N	
00362	KRESS TIRE Road: Tire	430.374 0817	9589-14 08/25/2017	218.00		09/15/2017	08/29/2017	218.00	N	
00362	KRESS TIRE Police: CAR #37 TIRE	410.374 0817	9589-50 08/28/2017	573.72		09/15/2017	09/11/2017	573.72	N	
Name: KRESS TIRE				2019.16				2019.16		
00580	KRIGGER & CO Park: 2 Cycle oil	454.374 0817	477520 08/23/2017	11.96		09/15/2017	08/28/2017	11.96	N	
Name: KRIGGER & CO				11.96				11.96		
00325	MRM WORKERS' COMP FU 1st of 4 Install:wor	486.354 0917	1718PRJ1023 09/01/2017	20752.65		09/15/2017	09/07/2017	20752.65	N	
Name: MRM WORKERS' COMP FUND				20752.65				20752.65		
00657	OFFICE DEPOT Office Supplies	406.210 0817	951072538001 08/08/2017	83.55		09/15/2017	08/21/2017	83.55	N	
00657	OFFICE DEPOT Cleaning Supplies	409.226 0817	951072538001 08/08/2017	33.74		09/15/2017	08/21/2017	33.74	N	
00657	OFFICE DEPOT Office Supplies	406.210 0817	951072557001 08/08/2017	32.75		09/15/2017	08/21/2017	32.75	N	
00657	OFFICE DEPOT Office Supplies	406.210 0817	956366436001 08/23/2017	289.82		09/15/2017	08/31/2017	289.82	N	
Name: OFFICE DEPOT				439.86				439.86		
00014	ROADSAFE TRAFFIC SYS Road: Signs/No Dumpin	430.245 0817	65540 08/14/2017	515.00		09/15/2017	08/16/2017	515.00	N	
00014	ROADSAFE TRAFFIC SYS Road: U-Channel Posts	430.245 0817	65585 08/15/2017	339.00		09/15/2017	08/17/2017	339.00	N	
Name: ROADSAFE TRAFFIC SYSTEMS				854.00				854.00		
00830	SHOUP ENGINEERING IN Engineering: Benjamin	408.316 0817	17-281 08/24/2017	9977.35		09/15/2017	08/28/2017	9977.35	N	

By Name  
Cutoff as of: 12/31/9999

Time: 11:28 am  
Date: 09/12/2017  
Page: 4

Due Dates: 09/15/2017 thru 09/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00830	SHOUP ENGINEERING IN Engineering: Miscell 0817	408.313	17-293 08/31/2017	1188.00				1188.00		N
Name: SHOUP ENGINEERING INC.										
00674	STALEY COMMUNICATION POL: Radio Equip Ma 0817	410.328	88153 09/05/2017	115.00				115.00		N
00674	STALEY COMMUNICATION Road: Radio Equip Ma 0817	430.327	88154 09/05/2017	57.47				57.47		N
Name: STALEY COMMUNICATIONS										
00207	THE LANE CONSTRUCTION Road: Asphalt 0817	430.372	1823502 08/15/2017	211.21				211.21		N
Name: THE LANE CONSTRUCTION CORPORATION										
00577	TOSHIBA FINANCIAL SE Lease & Maintenance 0917	406.261	67486732 09/03/2017	366.42				366.42		N
00577	TOSHIBA FINANCIAL SE Lease & Maintenance 0917	410.261	67486732 09/03/2017	239.75				239.75		N
Name: TOSHIBA FINANCIAL SERVICES										
00067	TRISTANI BROTHERS, I Road:Trk#6-Cooler Li 0817	430.374	170836 08/31/2017	1014.26				1014.26		N
Name: TRISTANI BROTHERS, INC.										
00074	WALSH EQUIPMENT Road:Skid Steer-Bris 0817	430.374	P93273 08/30/2017	733.32				733.32		N
00074	WALSH EQUIPMENT Road: Maint on Highl 0817	430.374	W11075 08/10/2017	1275.16				1275.16		N
Name: WALSH EQUIPMENT										

FINAL TOTALS:

75447.49

75447.49

C) UTILITIES & PAYROLL

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO PAY UTILITIES AND PAYROLL FROM AUGUST 17, 2017 TO SEPTEMBER 20, 2017.

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

8-C

D) TAX REFUNDS

THE BOARD IS IN RECEIPT OF THE ATTACHED LIST FROM THE TAX COLLECTOR REQUESTING THE ISSUANCE OF REAL ESTATE TAX REFUNDS DUE TO ASSESSMENT CHANGES BY ALLEGHENY COUNTY FOR THE YEARS 2014, 2015, AND 2017.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

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

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

8-D

WEST DEER TOWNSHIP

Date: 08/15/17

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL

Page: 1

Time: 11:21:35

August 2017

Refunds Due to County Change Orders

Payable to: DOCD ENTERPRISES LLC | NARCISI  
4578 GIBSONIA RD  
GIBSONIA PA 15044

Lot & Block 1358-K-328  
4578 GIBSONIA RD  
GIBSONIA PA 15044

Refund of 1,515.70 due for tax year: 2014

Orig Value:	\$1,550,300.00	Orig Tax:	3,023.40
New Value:	777,200.00	New Tax:	1,507.70
Exoneration:	773,100.00	Refund:	1,515.70

\* Multiple change orders apply to this property.

\*\*\*\*\*

WEST DEER TOWNSHIP

Date: 08/15/17

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL

Page: 1

Time: 11:21:39

August 2017

Refunds Due to County Change Orders

Payable to: DOCD ENTERPRISES LLC | NARCISI  
4578 GIBSONIA RD  
GIBSONIA PA 15044

Lot & Block 1358-K-328  
4578 GIBSONIA RD  
GIBSONIA PA 15044

Refund of 1,515.70 due for tax year 2015

Orig Value:	\$1,550,300.00	Orig Tax:	3,023.40
New Value:	777,200.00	New Tax:	1,507.70
Exoneration:	\$ 773,100.00	Refund:	<u>1,515.70</u>

\* Multiple change orders apply to this property.

\*\*\*\*\*



WEST DEER TOWNSHIP

Date: 08/15/17

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL

Page: 1

Time: 09:12:30

August 2017

Refunds Due to County Change Orders

Payable to: CSUPAK DOUG E | DINA M (W)  
178 BENJAMIN ST  
TARENTUM PA 15084

Lot & Block 1671-G-395  
178 BENJAMIN ST  
TARENTUM PA 15084

Refund of 142.12 due for tax year: 2017

Orig Value: 109,500  
New Value: 61,000  
Exoneration: 48,500

Orig Tax: 320.86  
New Tax: 178.74  
Refund: 142.12

\*\*\*\*\*

WEST DEER TOWNSHIP

Date: 09/13/17  
Time: 11:26:37

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL  
September 2017  
Refunds Due to County Change Orders

Page: 1

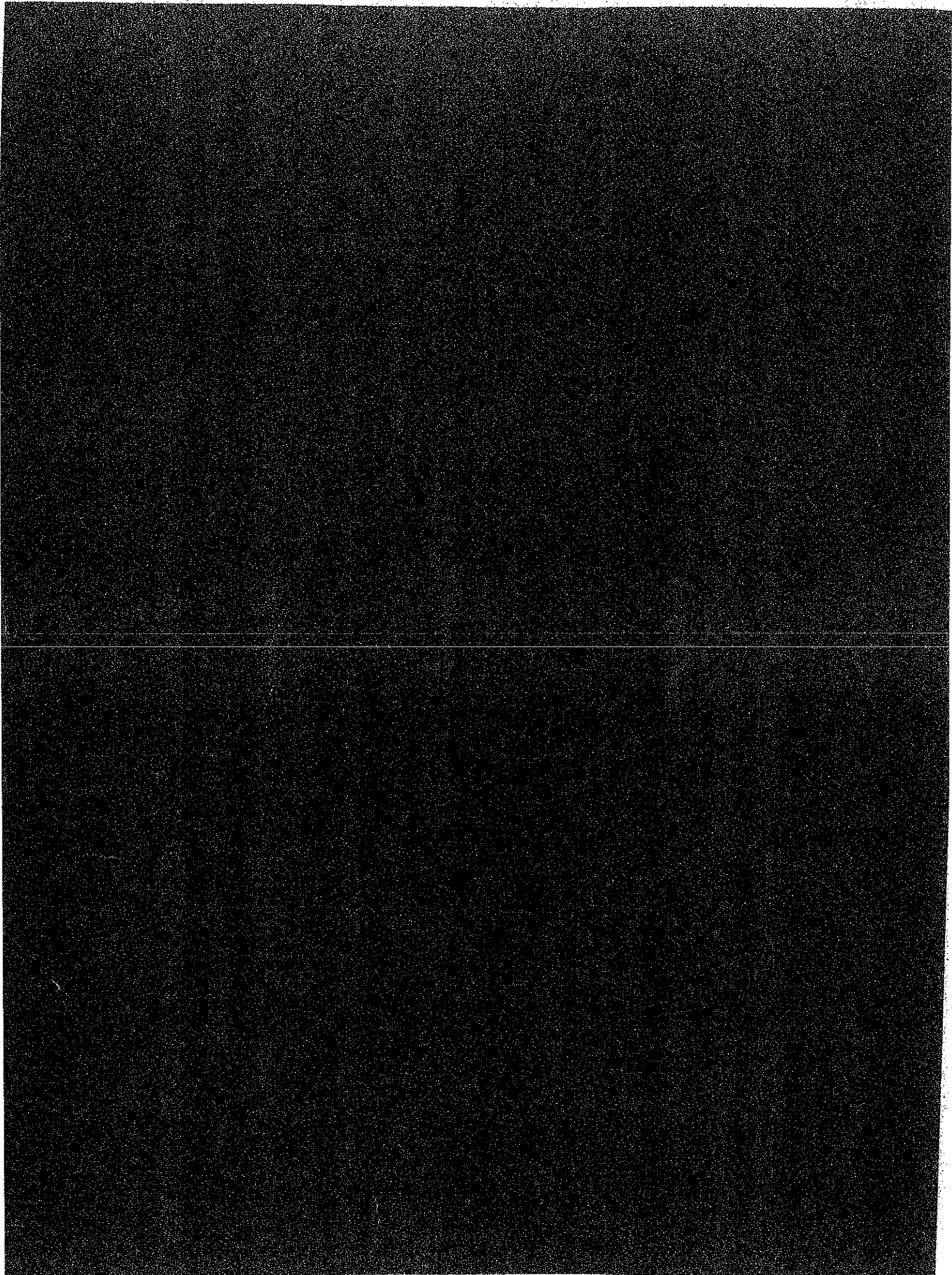
Payable to: MORRISON VALERIE J  
705 CRYSTAL SPRING CT  
GIBSONIA PA 15044

Lot & Block 1667-N-57  
705 CRYSTAL SPRING CT  
GIBSONIA PA 15044

Refund of 5.27 due for tax year: 2017

Orig Value:	199,300	Orig Tax:	583.99
New Value:	197,500	New Tax:	<u>578.72</u>
Exoneration:	1,800	Refund:	5.27

\*\*\*\*\*



**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:** September 12, 2017

**Attached is the Officer's Monthly Report for August 2017.**

**PT  
Attachment**

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

OFFICERS MONTHLY REPORT  
AUGUST 2017

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	56	540	596
CALLS FOR SERVICE/FIELD CONTACTS	416	2011	2427
ALL OTHER CALLS	549	3361	3910
TOTALS CALLS FOR SERVICE	1021	5912	6933

ARRESTS

ADULT	7	48	55
JUVENILE	0	1	1
TRAFFIC CITATIONS	109	222	331
NON TRAFFIC CITATIONS	2	24	26
PARKING CITATIONS	0	4	4
WARNINGS	17	57	74

PERSONNEL

GRIEVANCES FILED BY PLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	2	2	4

VEHICLE REPORTS

TOTAL MILES TRAVELED	10661	68897	79558
GALLONS OF GASOLINE USED	865	5347.9	6212.9
REPAIRS/MAINTENANCE	3096.74	8107.69	11204.43

OVERTIME PAID

COURT (OFF DUTY)	0	57.5	57.5
PRELIMINARY HEARINGS	33 1/2	57	90 1/2
PRETRIAL	0	0	0
INVESTIGATIONS	4 1/2	49.5	54
ARRESTS	6 1/2	45	51 1/2
SPEED CHECKS	0	0	0
PRIVATE CONTRACTS	0	9	9
MISC. HOURS - FILLED SHIFTS	0	34.5	34.5
MISC. HOURS - ADMIN. HOURS	0	0	0
MISC. HOURS	113	7	120
TOTAL HOURS	157.5	259.5	417

Community Days - 99 1/2  
 SRT Team Call out - 9  
 Assist Indiana with manhunt - 4 1/2

DEAR SIRS

JUST A WORD OF THANKS FOR THE POLICE ASSISTANCE  
ON GETTING THRU YOUR TWP WHILE ON OUR BREAST  
CANCER RIDE ON JULY 29<sup>TH</sup>. AS USUAL THE  
W. DEER POLICE DEPT STEPPED UP TO THE PLATE.

THE RIDE THRU YOUR TWP WENT OFF WITH OUT  
A HITCH THANKS IN LARGE PART TO THE HELP  
GIVEN US BY THE W. DEER P-D. AS IN THE PAST  
WE LOOK FORWARD TO YOUR PROFESSIONALISM  
IN THE FUTURE.

YOURS TRULY & GOD BLESS

Lenny Boyd

V. P.  
TEAMSTER HOPE NEW

CHAPTER 40

PGH PA

724-898-3058

Sgt Bailey & Officer Krakowiak,

My husband and I wanted to thank you for your quick arrival to our home on 8/5 during my husbands medical emergency. Just having you present along with Josh Weigand & the W.D. Ems gave us peace of mind. As a token of our appreciation for all you and your department does, we have included a donation to the K9 program.

Many Thanks -

Troy & Deana Harrington

CC Bill Bakus

Deena

Personnel

8/24/17

...so very much.

The Harrington's



## **Points of Interest**

**Month of August 2017**

**Budget as of August 31, 2017 – 61.71%**

### **CHIEF JONATHAN LAPE –**

**August 10 – attended an Allegheny County Chiefs meeting**

**August 23 – attended a parks & recreation meeting**

### **OFFICER EDWARD NEWMAN – K9 REPORT –**

**August 5 - Community Days demo**

**August 17 – training West Deer – drug and trafficking**

**August 24 – training Butler – drug and trafficking**

**August 30 - K9 call out – Indiana Township – man hunt**

**August 31 - West Deer – worked on training area**

**August 31 - Jimmi taken to the vet and he later expired**

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

**August 11 – Sgt. Mikus and Officer Petosky had training at the Hampton Township Range where team members worked on standard operating procedures. Other members of the team were working on the with BZO's and various rifle and pistol drills were held throughout the day.**

**August 20 – NHSRT was activated for a suicidal male with a gun in Gibsonia.**

**August 25 – training was once again held at the Hampton Township Range. BZO's were once again used in the training as well as various rifle and pistol drills. A debriefing was also conducted relative to the callout on August 20<sup>th</sup>.**

### **SCHOOL DISTRICT DETAILS –**

**August 15 – attended a school board meeting**

**August 24 – traffic/crowd control at a Deer Lakes High football scrimmage**

### **SPECIAL DETAILS/MISCELLANEOUS DETAILS –**

**August 4/5 – community days**

**August 2, 7, 9, 10, 18, 21, 22, 23, & 25 – Aggressive Driving Details**

**August 12 – roving DUI checkpoint – Ross & McCandless Townships**

**August 25 – roving DUI checkpoint – O'hara, Indiana & West Deer Townships**

**CORRESPONDENCE –**

**August 1 – letter to PENN DOT relative to a stop sign and hidden driveway sign on Cedar Ridge Road –**

**August 1 – letter to Plenary Walsh Keystone Partners requesting additional signage for the Route 910 bridge project**

**August 2 – per the request and after reviewing the location, a letter was sent to a resident notifying her that a Handicap Parking sign would be posted**

**August 15 – per previous letter to PENN DOT, received a reply relative to signage on Mountainview, W. Starz and Bryson Roads.**

**August 25 – letter to PENN DOT requesting a “Hidden Driveway Ahead” sign to be posted in the vicinity of 884 Little Deer Creek Valley Road**

**August 30 – letter to PENN DOT requesting signage for a bus stop on W. Starz Road**



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



**JONATHAN D. LAPE**  
Chief of Police

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

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

August 1, 2017

Mr. Todd Kravits, District Traffic Engineer  
Pennsylvania Department of Transportation  
45 Thoms Run Road  
Bridgeville, PA 15017

**LOCATION: CEDAR RIDGE ROAD**

Dear Mr. Kravits:

Residents residing in the Cedar Ridge Road Plan of homes are concerned for the safety of those accessing Cedar Ridge Road at Tremont Drive. The speed limit at this location is 40 MPH. Additionally a large volume of motorist utilize this roadway. Residents are requesting stop signs be posted in both the east and westbound lanes of traffic on Cedar Ridge. Concerned residents feel there is not ample time to access Cedar Ridge Road from Tremont Drive without motorists decreasing their speed in this area of the roadway.

A resident who resides at 3737 Cedar Ridge Road has requested a "Hidden Driveway" sign be posted at this location. The purpose of which is for the same reasons listed above. If permission is granted, West Deer Township will purchase, post and maintain the "Hidden Driveway" sign.

We would like to request a traffic study be conducted to ascertain whether or not the requested signage is warranted. Thank you for your assistance in this matter.

Sincerely,

Jonathan D. Lape  
Chief of Police

JDL/PT

cc: Daniel Mator, Manager  
John Yourish, Road Foreman  
West Deer Township Board of Supervisors ✓  
Mr. Wayne Coursey  
Mrs. Linda Smith



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



**JONATHAN D. LAPE**  
Chief of Police

109 East Union Road • Box 2 • Russellton, PA 15076  
[www.westdeertownship.com](http://www.westdeertownship.com) / [wdpd@westdeertownship.com](mailto:wdpd@westdeertownship.com)

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

August 23, 2017

Mr. Wayne Coursey  
3033 Cedar Ridge Road  
Allison Park, PA 15101

Dear Mr. Coursey:

I'm writing in reference to your recent request for a stop sign posting on Cedar Ridge Road. As discussed, your request had to be submitted to the Pennsylvania Department of Transportation for their review as this is a state road. I've attached a copy of their recent correspondence relative to this matter. As noted in their letter, your issue will be addressed once the Route 910 bridge project is complete. I will forward any and all information we receive from PENN DOT regarding your request.

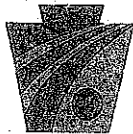
Sincerely,

Jonathan D. Lape  
Chief of Police

JDL/PT

Attachment

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

**pennsylvania**

DEPARTMENT OF TRANSPORTATION

www.dot.state.pa.us

August 14, 2017

RECEIVED  
AUG 14 2017  
WEST DEER  
TOWNSHIP POLICE

Mr. Jonathan Lape, Chief of Police  
West Deer Township Police Department  
109 East Union Road, Box 2  
Russellton, PA 15076

Re: Allegheny County  
Township of West Deer  
S.R. 1020 (Cedar Ridge Road) at Tremont Drive  
Request for Multi-Way Stop and Speed Study

Dear Chief Lape:

Thank you for your letter of August 1, 2017 requesting an engineering and traffic study on S.R. 1020 (Cedar Ridge Road) at Tremont Drive in the Township of West Deer, Allegheny County.

As previously discussed, there is a current bridge replacement project on S.R. 910 that is using S.R. 1020 (Cedar Ridge Road) as part of the detour. Therefore, this study is unable to be completed until the project is finished and the detour is lifted which is anticipated to be about mid-September of 2017. The Department will begin the study as request upon completion of the bridge. From that time, please allow six (6) to eight (8) weeks for the collection of the data. I will forward you the results of the study upon completion.

Your interest in our transportation system in Allegheny County is appreciated. Should you have any further questions about this matter or require additional information, please contact Mr. William Lesterick, District Safety Manager at (412) 429-4803.

Sincerely,  
PENNDOT District 11

Todd M. Kravits, P.E.  
District Traffic Engineer

1100/TMK/JG/bas

cc:

Todd M. Kravits, P.E., District Traffic Engineer, TU #6833

William Lesterick, District Safety Manager

Josh Grimm, Civil Engineer

File



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



**JONATHAN D. LAPE**  
Chief of Police

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

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

August 1, 2017

Mr. Jeff Rossi  
Plenary Walsh Keystone Partners  
2000 Cliff Mine Road - Suite 300  
Pittsburgh, PA 15275

Dear Mr. Rossi:

I'm writing to reiterate the conversation you had with my secretary this morning relative to the signage that was posted for the bridge project on Route 910.

As mentioned, we feel additional signage is needed to alert motorists of the road closure. Cars, and most importantly trucks, continue to travel down the roadway only to discover the road is closed. At that point they have no choice other than to turn around on QSI Lane. This continual process is eventually going to cause damage to the lane or the signage the owner has posted. Both being a costly repair.

I'm requesting that prompt action is taken to prevent this from happening. The logical solution would be to post "Road Closed" signage directly on the roadway leaving one lane open to local traffic only. Currently the signage is partially on the grassy knolls which should be enough to alert drivers but obviously it's not working. Additional signage may also be beneficial, possibly the signage should begin shortly after the turnpike bridge on Route 910.

Your assistance in addressing this matter will be appreciated.

Sincerely,

Jonathan D. Lape  
Chief of Police

JDL/PT

cc: Daniel Mator, Manager  
West Deer Township Board of Supervisors ✓  
Mark Weiland



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



JONATHAN D. LAPE  
Chief of Police

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

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

August 2, 2017

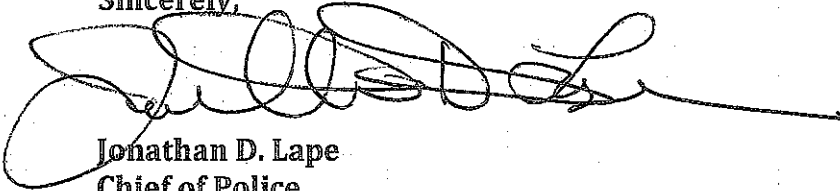
Mrs. Verland Brooks  
4009 Crestwood Drive  
Gibsonia, PA 15044

Dear Mrs. Brooks:

I'm writing in reference to the matter of on street parking at your residence. After viewing the location and hearing of your daughter's disability, a handicap parking sign will be posted at your location. The posting will be done at the earliest convenience of the road department. During the interim, your daughter has permission to park on the street as she has done in the past.

Feel free to contact me should you have any further concerns relative to this matter.

Sincerely,



Jonathan D. Lape  
Chief of Police

JDL/PT

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





**pennsylvania**

DEPARTMENT OF TRANSPORTATION

[www.dot.state.pa.us](http://www.dot.state.pa.us)

August 15, 2017

CC DANVE

JOHN

B/S

8/23/17

RECEIVED

AUG 16 2017

WEST DEER  
TOWNSHIP POLICE

Mr. Jonathan D. Lape, Manager  
Township of West Deer  
109 East Union Road, Box 2  
Russellton, PA 15076

Re: Allegheny County  
Township of West Deer  
S.R. 1022 (Bryson Road) and S.R. 1024 (Mountain View Road/W. Starz Road)  
Truck Restriction Study

Dear Mr. Lape:

This is a follow-up to your letter of July 7, 2017 requesting a truck restriction study on S.R. 1022 (Bryson Road) and S.R. 1024 (Mountain View Road/W. Starz Road) in the Township of West Deer, Allegheny County.

The Department has conducted a truck restriction traffic and engineering study to determine if a truck restriction on S.R. 1022 (Bryson Road) and S.R. 1024 (Mountain View Road/W. Starz Road) is warranted. This study considers the roadway geometrics, pavement analysis, crash data and other information regarding the roadway. The results of the study show that the following restrictions are warranted on S.R. 1024 (Mountain View Road/W. Starz Road):

- No Trucks over 30 Feet between S.R. 910 (Gibsonia Road) and S.R. 1013 (Saxonburg Boulevard).
- Weight restriction of 10 Tons between S.R. 910 (Gibsonia Road) and S.R. 1013 (Saxonburg Road).

As well as the following restrictions on S.R. 1022 (Bryson Road):

- No Trucks over 30 Feet between Lisowski Tree Services and Landscape and S.R. 1024 (Mountain View Road).

Your interest in our transportation system in Allegheny County is appreciated. Should you have any further questions about this matter or require additional information, please contact Mr. William Lesterick, District Safety Manager at (412) 429-4803.

Sincerely,  
**PENNDOT District 11**



Todd M. Kravits, P.E.  
District Traffic Engineer

1100/TMK/WL/bas

cc:  
Todd M. Kravits, P.E., District Traffic Engineer, TU #6795  
William Lesterick, District Safety Manager  
File  
Josh Grimm, Civil Engineer

**Pam Tedesco**

---

**From:** Pam Tedesco <ptedesco@westdeertownship.com>  
**Sent:** Tuesday, August 22, 2017 2:48 PM  
**To:** William Bailey (bbailey@westdeertownship.com); Jonathan Lape (jlape@westdeertownship.com)  
**Subject:** SIGNAGE - BRYSON/MOUNTAINVIEW/WEST STARZ

I just talked to Mr. Lesterick from Penn DOT relative to the signage on the above listed roads. They failed to put in the letter that Penn DOT will be posting the noted signage.

Also, they are going to place two different signs, one for the 30' and the other for the 10 tons. The reason - as they inspected the roadway, they found the pavement did not appear to be in the best of conditions. If at any point roadwork is done on the pavement, different signage may be posted such as a 20 ton weight limit. At that point they will only have to replace one sign rather than two.

**Pam Tedesco**  
**Administrative Assistant**  
**West Deer Township Police Department**  
**109 East Union Road**  
**Cheswick, PA 15024**  
**[ptedesco@westdeertownship.com](mailto:ptedesco@westdeertownship.com)**  
**Office: 724-265-1100 (ext: 302)**  
**Fax: 724-265-1140**

**CONFIDENTIALITY NOTICE**

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# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



JONATHAN D. LAPE  
Chief of Police

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

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

August 25, 2017

Mr. Todd Kravits, District Traffic Engineer  
Pennsylvania Department of Transportation  
45 Thoms Run Road  
Bridgeville, PA 15017

Dear Mr. Kravits:

Some time ago your department granted permission to have a "Hidden Driveway" sign posted in the vicinity of 884 Little Deer Creek Valley Road. The same resident who made that request has approached our department once again now asking for a "Hidden Driveway Ahead" sign be posted along the roadway. This posting would be in addition to the "Hidden Driveway" sign.

We await your reply.

Sincerely,

Jonathan D. Lape  
Chief of Police

JDL/PT

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



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



**JONATHAN D. LAPE**  
Chief of Police

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

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

August 30, 2017

Mr. Todd Kravits, P.E., District Traffic Engineer  
Pennsylvania Department of Transportation  
45 Thoms Run Road  
Bridgeville, PA 15017

REF: Bus Stop - W. Starz Road

Dear Mr. Kravits:

I'm writing to request permission to post signage to alert motorists of a bus stop in the vicinity of 355 W. Starz Road, Gibsonia, PA. Motorists traveling on this roadway are unsuspecting of the bus stop that exists at this location. If the signage is warranted, the posting would be done in both lanes of traffic.

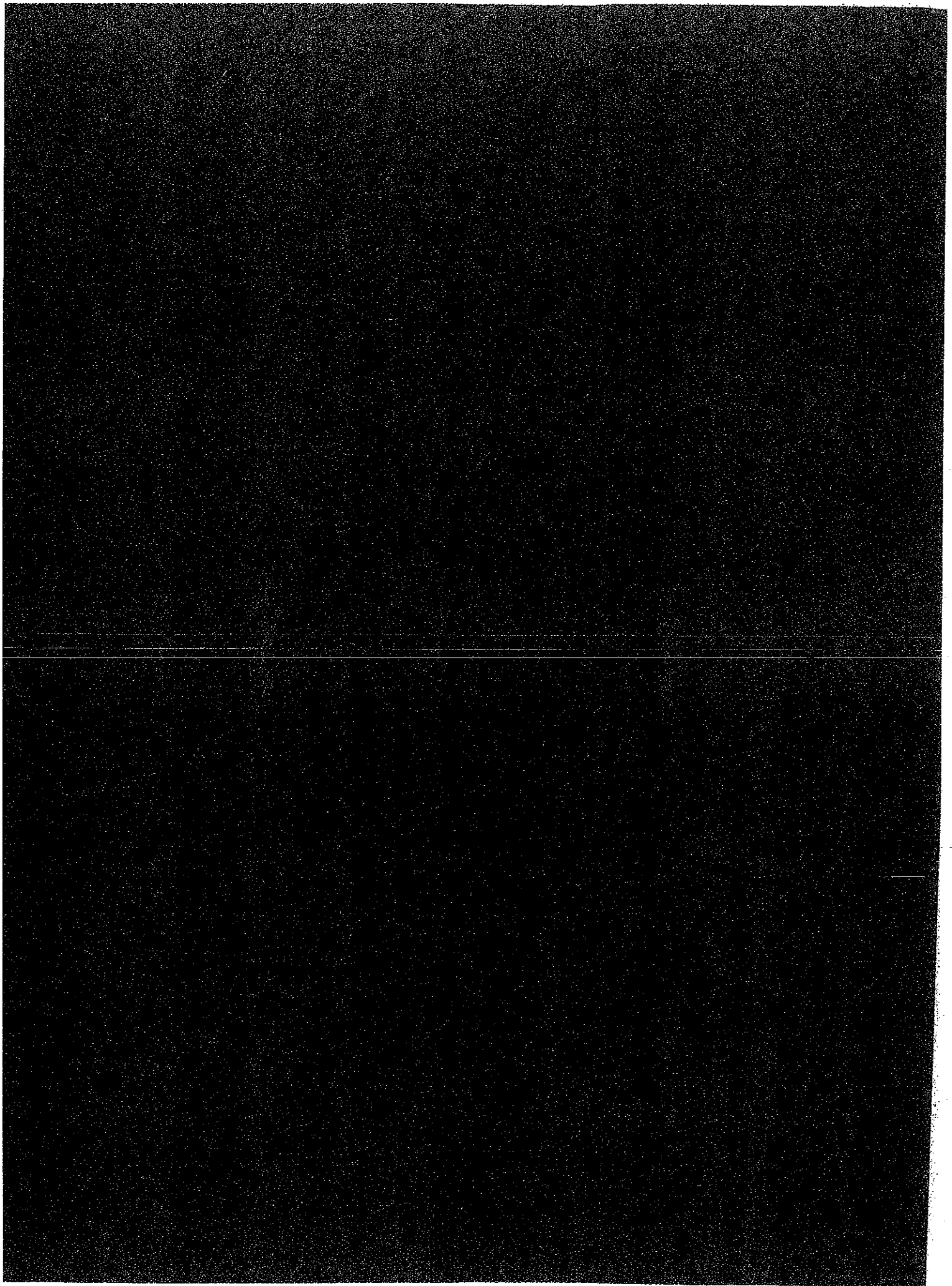
Feel free to contact me should you have any questions concerning this matter.

Sincerely,

Jonathan D. Lape  
Chief of Police

JDL/PT

cc: Daniel Mator, Manager  
John Yourish, Road Foreman  
West Deer Township Board of Supervisors ✓  
Jeff Gally, Resident  
Gary Dixon, Director, Transportation, Deer Lakes School District



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

MR. PAYNE.....

10

# Code Enforcement

August 31, 2017

1. Issued 29 Occupancy Permits
2. Issued 24 Building Permits
3. Performed 47 site inspections
4. No Planning Commission meeting was held.
5. No Zoning Hearing Board was held.



---

William Payne  
Code Enforcement Officer



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

Date	Permit #	Lot/Block	Applicant Name	Street Address	Use	New Construction
8/1/2017	O17-143	8000-T-3374	Jim and Kerryne Guerre	52 CRESTVIEW DR	Single Family Home	Yes
8/3/2017	O17-144	2193-E-288	Walter Salachup Jr	32 SHADY LN	Single Family Home	No
8/3/2017	O17-145	1361-M-218	Ann Marie Brnardic	814 LITTLE DEER CREEK RD	Business	No
8/3/2017	O17-146	1669-J-177	Kimberly Nagy	423 BAIRDFORD RD	Single Family Home	No
8/3/2017	O17-147	1512-S-102	Jazo Properties	727 LITTLE DEER CREEK RD	Business	No
8/7/2017	O17-148	1214-A-115	Peter J. and Patricia A. Camarda	308 RIDGE VIEW	Single Family Home	Yes
8/7/2017	O17-149	1214-A-113	DAVID & JANICE LEONARD	310 RIDGE VIEW CT.	Single Family Home	Yes
8/7/2017	O17-150	1214-F-013	DEREK & JENNIFER BUBB	3409 CEDAR GLEN DR	Single Family Home	No
8/7/2017	O17-151	1837-K-284	NINA TREXLER	277 KAUFMAN RD	Single Family Home	No
8/8/2017	O17-152	1361-E-294	JORDAN PAGE / STEPHANIE BROZDA	247 SHAGBARK DR	Single Family Home	No
8/8/2017	O17-153	1360-H-106	VENERANDO COSTA	246 SHAGBARK DR	Single Family Home	No
8/9/2017	O17-154	1833-H-10	CLENDENNING HOLDINGS, LLC	4347 Clendenning Road	Duplex/Carriage House	No
8/9/2017	O17-155	1833-L-138	BRETT SCHALTENBRAND	4348 CLENDENNING RD	Single Family Home	No
8/15/2017	O17-156	1511-C-17	JAMES & ELIZABETH KENNEY	1214 SANDSTONE CT	Single Family Home	No
8/15/2017	O17-157	1361-D-109	RICHARD TIBENSKY / GERIANN GEORGE	735 LITTLE DEER CREEK RD	Business	No
8/16/2017	O17-158	1214-F-82	MICHAEL & GABRIELLE PALERMO	3620 CEDAR RIDGE RD	Single Family Home	No
8/16/2017	O17-159	1214-F-013	DEREK & JENNIFER BUBB	3409 CEDAR GLEN DR	Single Family Home	No
8/21/2017	O17-160	1666-R-100-31C	LINKS DEVELOPMENT COMPANY INC	369 SADDLEBROOK LANE	Quad	Yes
8/21/2017	O17-161	1671-C-294	JOSEPH THORNE	44 EMBER LANE	Single Family Home	No
8/21/2017	O17-162	1838-P-346	BRENDA ADAMS	112 FORD ST	Single Family Home	No
8/23/2017	O17-163	1507-H-317	DAVID & PAULA LAUX	285 HYTYRE FARMS DR.	Duplex/Carriage House	No
8/23/2017	O17-164	1356-M-303	RONALD & KAREN FRANTZ	303 QUAIL RIDGE CT	Single Family Home	No
8/23/2017	O17-165	1214-N-272	MATTHEW JONES	3526 WOODLAKE DR	Single Family Home	No
8/23/2017	O17-166	1507-H-209	AUSTIN MIELE / JENNIFER REIBIE	4522 DAWN RD	Single Family Home	No
8/28/2017	O17-167	1666-R-100-20C	RICHARD & MARY MONTGOMERY	350 SADDLEBROOK ROAD	Quad	Yes
8/28/2017	O17-169	1668-R-232	TIFFANY NICOLE VARNER	245 ASH LN	Single Family Home	No
8/28/2017	O17-170	1357-F-126	SUSAN SPELIC	126 STEEPLECHASE	Quad	No

8/29/2017	O17-171	1510-N-12	PETER BRAUNGER	230 MOUNTAINVIEW RD	Single Family Home	Yes
8/31/2017	O17-172	1214-F-284	RALPH & NICOLE CARRATURA	0 CEDAR RIDGE RD	Single Family Home	No

**Total Fees Collected by Month**

**August - \$600.00**

**Total Fees Collected**

**Grand Total - \$600.00**

**West Deer Township**  
**109 East Union Road**  
**Cheswick, PA 15024**

WD Permit Report  
From 08/01/2017 To 08/31/2017

**Building Permit Report**

Permit Date	Permit Number	Permit Type	Parcel Owner	Legal Address	Parcel ID	Cost of Construction	Fee Collected
8/1/2017	P17-151	Addition	William Burgess	169 TARENTUM CULMERVILLE	1839-E-234	\$18,000.00	\$262.80
8/1/2017	P17-152	Deck	William Burgess	169 TARENTUM CULMERVILLE	1839-E-234	\$10,000.00	\$65.00
8/4/2017	P17-153	Other	SCOTT E & TINA BAILEY	231 SHOAF ST	1838-N-188	\$4,000.00	\$35.00
8/7/2017	P17-154	Demolition	George Hussar	4831 SPRINGVALLEY DR	1213-M-216	\$5,000.00	\$40.00
8/8/2017	P17-155	Single Family Dwelling	LORNA GEORGIC	30 SKYLINE DR	8000-T-3392	\$53,000.00	\$399.30
8/9/2017	P17-156	Shed	EAST UNION CHURCH	292 EAST UNION RD	1360-S-301	\$1,140.00	\$0.00
8/10/2017	P17-157	Other	WILLIAM M & IRENE E WOSCEK	141 KAUFMAN RD	1836-R-29	\$0.00	\$5.00
8/10/2017	P17-158	Fence	Rick Florentine	3 MICHAEL RD	1217-D-54	\$250.00	\$5.00
8/11/2017	P17-159	Fence	Joseph Guerre	45 MAGILL DR	1360-B-102	\$1,400.00	\$25.00
8/16/2017	P17-161	Deck	Colleen Burns	35 DEER PARK DR	1360-M-161	\$1,200.00	\$25.00
8/16/2017	P17-162	Single Family Dwelling	Dan Ryan Builders	889 ASHLEY RD.	1510-D-2	\$310,000.00	\$840.30
8/16/2017	P17-164	Accessory Structure	Randy Weigand	4849 BAYFIELD RD	1214-K-112	\$4,850.00	\$40.00
8/22/2017	P17-165	Deck	JOSEPH A & MARY BETH SLATER KULKA	4798 WOODLAKE DR	1213-M-165	\$11,750.00	\$75.00
8/22/2017	P17-166	Demolition	Richland Holdings	125 MCINTYRE RD	1666-S-249	\$0.00	\$40.00
8/22/2017	P17-167	Single Family Dwelling	Ben Paholich	123 Tarentum Culmerville Road	2013-s-10	\$200,000.00	\$752.10
8/24/2017	P17-168	Fence	EDWARD S & JACQUELINE LEVER	315 QUAIL RIDGE CT	1356-S-152	\$5,680.00	\$45.00
8/24/2017	P17-170	Solar Panel	DINO J & DOTTIE A MANGOLA	129 TRUMP RD	1360-J-269	\$11,424.00	\$310.00
8/24/2017	P17-171	Accessory Structure	BRUCE A & ROBIN L CONNELLY	4659 BAKERSTOWN CULMERVIL	2194-L-020	\$18,806.00	\$110.00
8/25/2017	P17-172	Deck	Michael Durbin	4816 BAYFIELD RD	1214-P-154	\$8,500.00	\$60.00
8/30/2017	P17-174	Single Family Dwelling	LINKS DEVELOPMENT COMPANY INC	393 SADDLEBROOK RD	1666-R-100028C	\$175,000.00	\$630.00
8/30/2017	P17-175	Single Family Dwelling	LINKS DEVELOPMENT COMPANY INC	389 SADDLEBROOK RD	1666-R-100028D	\$175,000.00	\$630.00

**West Deer Township  
109 East Union Road  
Cheswick, PA 15024**

**WD Permit Report  
From 08/01/2017 To 08/31/2017**

<b>Permit Date</b>	<b>Permit Number</b>	<b>Permit Type</b>	<b>Parcel Owner</b>	<b>Legal Address</b>	<b>Parcel ID</b>	<b>Cost of Construction</b>	<b>Fee Collected</b>
8/30/2017	P17-176	Single Family Dwelling	LINKS DEVELOPMENT COMPANY INC	391 SADDLEBROOK RD	1666-R-100028A	\$175,000.00	\$630.00
8/30/2017	P17-177	Single Family Dwelling	LINKS DEVELOPMENT COMPANY INC	395 SADDLEBROOK RD	1666-R-100028B	\$175,000.00	\$630.00
<b>Total:</b>						<b><u>\$1,365,000.00</u></b>	<b><u>\$5,654.50</u></b>

**West Deer Township  
109 East Union Road  
Cheswick, PA 15024**

**WD Permit Report  
From 08/01/2017 To 08/31/2017**

	Count by Type	
Type		Count
Accessory Structure		2
Addition		1
Deck		4
Demolition		2
Fence		3
Other		2
Pole Building/Barn		1
Shed		1
Single Family Dwelling		6
Solar Panel		2
<b><u>Total:</u></b>		<b><u>24</u></b>

**West Deer Township**  
**109 East Union Road**  
**Cheswick, PA 15024**

**WD Inspection Report**  
**From 08/01/2017 To 08/31/2017**

Date	Type	Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
8/1/2017	Footer		43 CHRISTONIA RD, GIBSONIA, PA, 15044	43 CHRISTONIA RD	1358-E-087	Passed	William Payne
8/2/2017	Foundation		383 SADDLEBROOK RD, GIBSONIA, PA, 15044	383 SADDLEBROOK RD	1666-R- 100029A	Passed	William Payne
8/2/2017	Footer		383 SADDLEBROOK RD, GIBSONIA, PA, 15044	383 SADDLEBROOK RD	1666-R- 100029A	Passed	William Payne
8/2/2017	Foundation		387 SADDLEBROOK RD, GIBSONIA, PA, 15044	387 SADDLEBROOK RD	1666-R- 100029B	Passed	William Payne
8/2/2017	Footer		387 SADDLEBROOK RD, GIBSONIA, PA, 15044	387 SADDLEBROOK RD	1666-R- 100029B	Passed	William Payne
8/2/2017	Foundation		385 SADDLEBROOK RD, GIBSONIA, PA, 15044	385 SADDLEBROOK RD	1666-R- 100029C	Passed	William Payne
8/2/2017	Footer		385 SADDLEBROOK RD, GIBSONIA, PA, 15044	385 SADDLEBROOK RD	1666-R- 100029C	Passed	William Payne
8/2/2017	Foundation		381 SADDLEBROOK RD, GIBSONIA, PA, 15044	381 SADDLEBROOK RD	1666-R- 100029D	Passed	William Payne
8/2/2017	Footer		381 SADDLEBROOK RD, GIBSONIA, PA, 15044	381 SADDLEBROOK RD	1666-R- 100029D	Passed	William Payne
8/2/2017	Drywall		0 SADDLEBROOK LANE, GIBSONIA, PA, 15044	357 SADDLEBROOK LANE	1666-R- 100-32D	Passed	William Payne
8/2/2017	Fireblocking		0 SADDLEBROOK LANE, GIBSONIA, PA, 15044	357 SADDLEBROOK LANE	1666-R- 100-32D	Passed	William Payne
8/2/2017	Drywall		0 SADDLEBROOK LANE, GIBSONIA, PA, 15044	365 SADDLEBROOK LANE	1666-R- 100-31D	Failed	William Payne
8/3/2017	Fireblocking		0 SADDLEBROOK LANE, GIBSONIA, PA, 15044	365 SADDLEBROOK LANE	1666-R- 100-31D	Failed	William Payne
8/4/2017	Footer		, BAIRDFORD, PA, 15006	393 BAIRDFORD RD	1669-J-276	Passed	William Payne
8/4/2017	Footer		1370 WASHINGTON PIKE, BRIDGEVILLE, PA, 15017	865 ASHLEY RD.	1510-D-26	Passed	William Payne
8/7/2017	Insulation		4073 Sandy Hill Road, Gibsonia, Pa, 15044	4073 SANDY HILL RD	2382-R-326	Passed	William Payne
8/7/2017	Drywall		4073 Sandy Hill Road, Gibsonia, Pa, 15044	4073 SANDY HILL RD	2382-R-326	Passed	William Payne
8/7/2017	Framing		113 Lex Lane, Allison Park, Pa, 15101	113 LEX LANE	1214-A-100	Failed	William Payne
8/8/2017	Final		200 TARENTUM CULMERVILLE RD, TARENTUM, PA, 15084	200 TARENTUM CULMERVILLE RD.	1839-K-4	Passed	William Payne
8/8/2017	Framing		200 TARENTUM CULMERVILLE RD, TARENTUM, PA, 15084	200 TARENTUM CULMERVILLE RD.	1839-K-4	Passed	William Payne

**West Deer Township**  
**109 East Union Road**  
**Cheswick, PA 15024**

WD Inspection Report  
From 08/01/2017 To 08/31/2017

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
8/8/2017	Footer		451 WEST STARZ RD, GIBSONIA, PA, 15044	451 WEST STARZ RD	1511-E-394	Passed	William Payne
8/9/2017	Framing		4524 DAWN RD, GIBSONIA, PA, 15044	4524 DAWN RD	1507-H-203	Passed	William Payne
8/9/2017	Framing		451 WEST STARZ RD, GIBSONIA, PA, 15044	451 WEST STARZ RD	1511-E-394	Passed	William Payne
8/10/2017	Foundation		1370 WASHINGTON PIKE, BRIDGEVILLE, PA, 15017	885 ASHLEY RD.	1510-D-6	Passed	William Payne
8/10/2017	Final		115 HEMPHILL RD, TARENTUM, PA, 15084	115 Hemphill Road	2197-R-146	Passed	William Payne
8/10/2017	Insulation		113 Lex Lane, Allison Park, Pa, 15101	113 LEX LANE	1214-A-100	Passed	William Payne
8/10/2017	Fireblocking		113 Lex Lane, Allison Park, Pa, 15101	113 LEX LANE	1214-A-100	Passed	William Payne
8/11/2017	Foundation		20 ASHLEY RD, GIBSONIA, PA, 15044	20 ASHLEY RD	1510-G-236	Passed	William Payne
8/11/2017	Complaint Follow Up		43 QUIGLEY RD, CHESWICK, PA, 15024	43 QUIGLEY RD	1359-H-149	Open	William Payne
8/15/2017	Footer		451 WEST STARZ RD, GIBSONIA, PA, 15044	451 WEST STARZ RD	1511-E-394	Passed	William Payne
8/16/2017	Complaint Follow Up		34 LEYWOOD DR, GIBSONIA, PA, 15044	34 LEYWOOD DR	2010-N-286	Open	William Payne
8/17/2017	Foundation		1370 WASHINGTON PIKE, BRIDGEVILLE, PA, 15017	865 ASHLEY RD.	1510-D-26	Passed	William Payne
8/18/2017	Framing		1370 WASHINGTON PIKE, BRIDGEVILLE, PA, 15017	879 ASHLEY RD.	1510-D-12	Failed	William Payne
8/21/2017	Footer		1370 WASHINGTON PIKE, BRIDGEVILLE, PA, 15017	894 ASHLEY RD.	1669-S-41	Passed	William Payne
8/21/2017	Fire/Safety Inspection		0 SADDLEBROOK LANE, GIBSONIA, PA, 15044	369 SADDLEBROOK LANE	1666-R-100-31C	Passed	William Payne
8/23/2017	Framing		350 W. STARZ RD., GIBSONIA, PA, 15044	15 POMA ST	1512-S-100	Passed	William Payne
8/23/2017	Footer		4798 WOODLAKE DR, ALLISON PARK, PA, 15101	4798 WOODLAKE DR	1213-M-165	Passed	William Payne
8/23/2017	Complaint Follow Up		260 SHAGBARK DR, CHESWICK, PA, 15024	260 SHAGBARK DR	1360-H-128	Failed	
8/23/2017	Complaint Follow Up		260 SHAGBARK DR, CHESWICK, PA, 15024	260 SHAGBARK DR	1360-H-128	Failed	
8/23/2017	Fireblocking		1370 WASHINGTON PIKE, BRIDGEVILLE, PA, 15017	879 ASHLEY RD.	1510-D-12	Failed	William Payne
8/23/2017	Insulation		1370 WASHINGTON PIKE, BRIDGEVILLE, PA, 15017	879 ASHLEY RD.	1510-D-12	Passed	William Payne

**West Deer Township**  
**109 East Union Road**  
**Cheswick, PA 15024**

**WD Inspection Report**  
**From 08/01/2017 To 08/31/2017**

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
8/24/2017	Framing		4798 WOODLAKE DR, ALLISON PARK, PA, 15101	4798 WOODLAKE DR	1213-M-165	Passed	William Payne
8/25/2017	Framing		324 GLASGOW RD, GIBSONIA, PA, 15044	324 GLASGOW RD	2383-E-247	Passed	William Payne
8/28/2017	Drywall		1370 WASHINGTON PIKE, BRIDGEVILLE, PA, 15017	879 ASHLEY RD.	1510-D-12	Passed	William Payne
8/29/2017	Framing		1015 YORK WAY, GIBSONIA, PA, 15044	1020 YORK WAY	1510-H-241	Failed	William Payne
8/29/2017	Framing		169 TARENTUM CULMERVILLE, TARENTUM, PA, 15084	169 TARENTUM CULMERVILLE	1839-E-234	Passed	William Payne
8/30/2017	Framing		4798 WOODLAKE DR, ALLISON PARK, PA, 15101	4798 WOODLAKE DR	1213-M-165	Passed	William Payne



**West Deer Township**  
**109 East Union Road**  
**Cheswick, PA 15024**

**WD Inspection Report**  
**From 08/01/2017 To 08/31/2017**

**Count by Type**

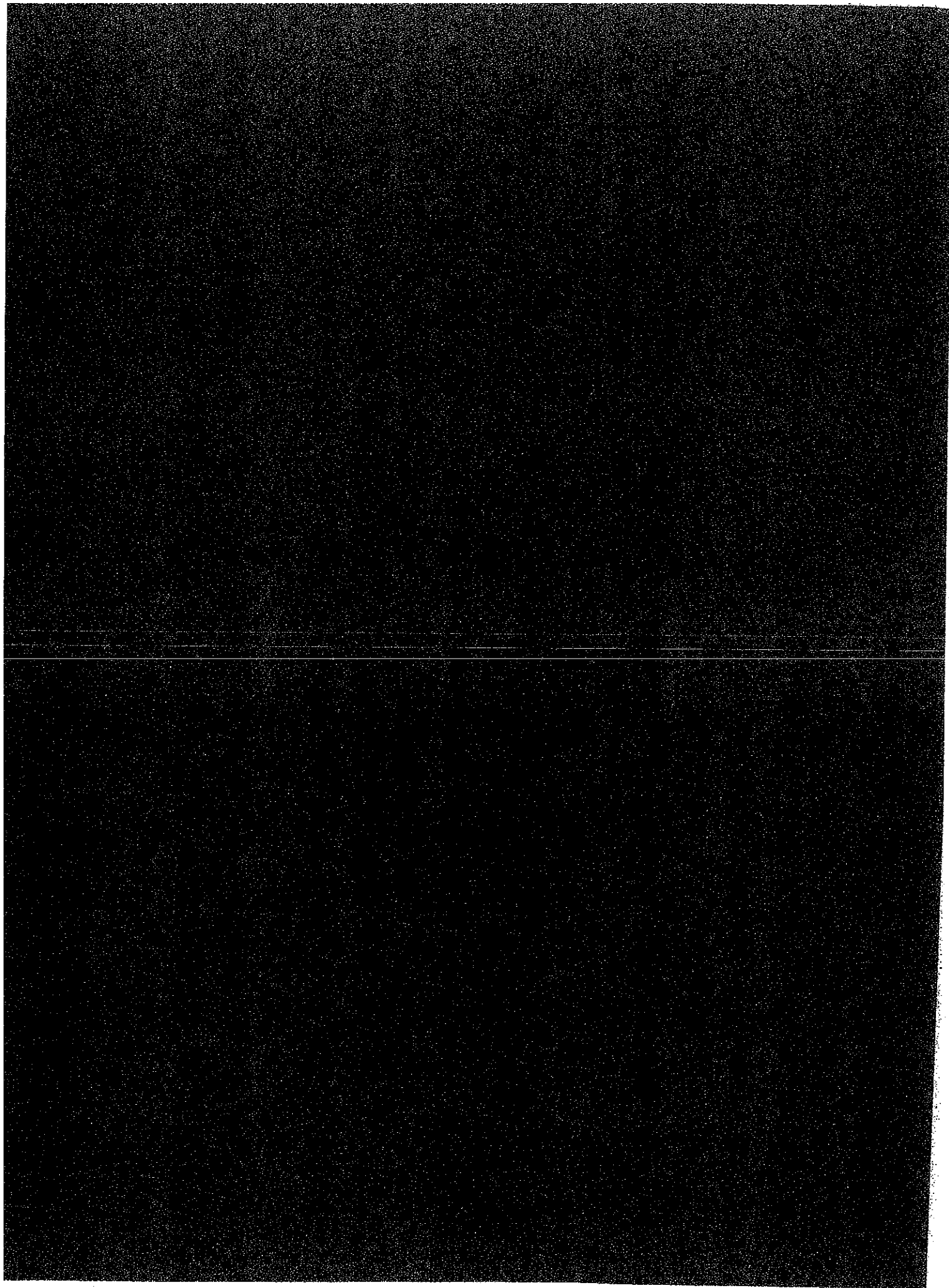
Type	Count
Fire/Safety Inspection	1
Complaint Follow Up	4
Drywall	4
Final	2
Fireblocking	4
Footer	11
Foundation	7
Framing	11
Insulation	3
Total:	47

**West Deer Township**  
**109 East Union Road**  
**Cheswick, PA 15024**

**WD Inspection Report**  
**From 08/01/2017 To 08/31/2017**

**Count by Status**

Status	Count
Failed	8
Open	2
Passed	37
Total	47



**REPORT FROM THE PARKS AND RECREATION BOARD**

MRS. JORDAN.....

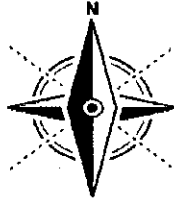
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**ENGINEER'S REPORT**

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

MR. SHOUP.....

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**SHOUP ENGINEERING**  
**FOR OVER 50 YEARS**

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

**AUGUST 2017 ENGINEER'S REPORT**  
**WEST DEER TOWNSHIP**  
Prepared September 7, 2017

**VIA EMAIL**

1. **MEETING ATTENDANCE**

Shoup Engineering attended and participated in the following meetings:

- Public Works Committee – August 15, 2017
- Board of Supervisors Meeting – August 16, 2017

2. **DEVELOPMENTS/PROJECTS**

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

- MS4 Permitting – an Application for renewal of the Township's NPDES Permit along with the Pollution Reduction Plan are being filed with PADEP.
- Nike Site/Senior Center Parking Lot Projects – Martino, Inc. has completed the storm sewer work on the project and stone/asphalt work installation is to next occur.
- AVJSA Act 537 Plan Update – I have attended multiple meetings regarding the Act 537 Plan Update. The proposed treatment plant expansion and pump station projects have been given a preliminary cost of \$62,000,000 based on conceptual plans.
- Cedar Ridge Storm Sewers – Insight Pipe is scheduled to perform this work the week of September 11<sup>th</sup>.

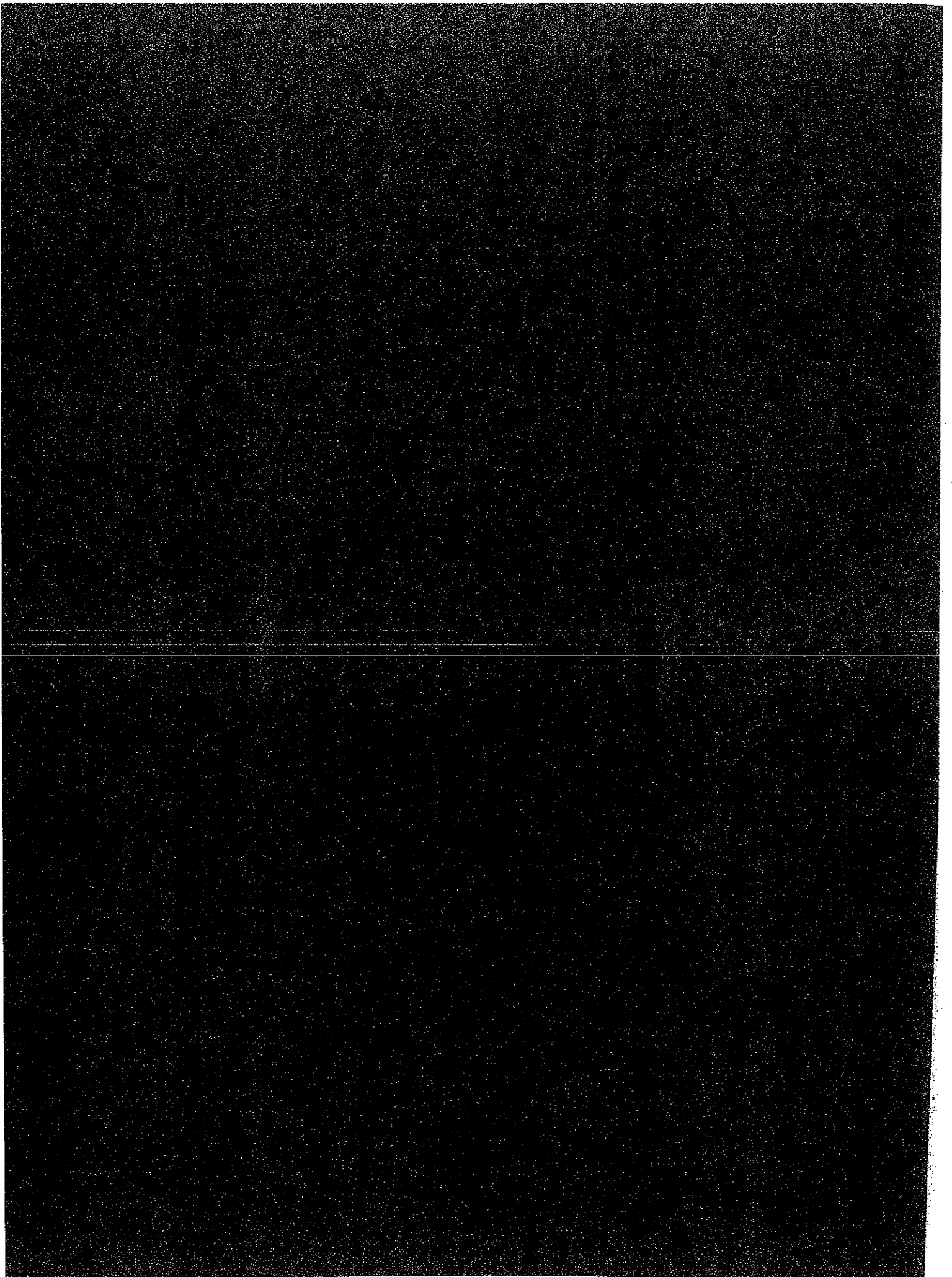
Development/Subdivision Reviews: The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- None

Respectfully Submitted,

**SHOUP ENGINEERING, INC.**

Scott A. Shoup, P.E.  
Township Engineer



**ADVERTISEMENT: ACT 172 (FIREFIGHTER EIT CREDIT) ORDINANCE**

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING ORDINANCE NO. 388 BY ESTABLISHING A VOLUNTEER SERVICE CREDIT PROGRAM; AUTHORIZING LOCAL TAX CREDITS FOR VOLUNTEER MEMBERS OF VOLUNTEER FIRE COMPANIES AND NONPROFIT EMERGENCY MEDICAL SERVICES AGENCIES; AND ESTABLISHING ADMINISTRATIVE PROCEDURES AND APPEALS.

THE BOARD WILL CONSIDER ADOPTION OF THE ORDINANCE AT THEIR OCTOBER 18, 2017 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO AUTHORIZE THE ADVERTISEMENT OF ORDINANCE NO. 418.

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

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**OFFICIAL**

**WEST DEER TOWNSHIP  
County of Allegheny  
Commonwealth of Pennsylvania**

**ORDINANCE NO. 418**

**AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING ORDINANCE NO. 388 BY ESTABLISHING A VOLUNTEER SERVICE CREDIT PROGRAM; AUTHORIZING LOCAL TAX CREDITS FOR VOLUNTEER MEMBERS OF VOLUNTEER FIRE COMPANIES AND NONPROFIT EMERGENCY MEDICAL SERVICES AGENCIES; AND ESTABLISHING ADMINISTRATIVE PROCEDURES AND APPEALS.**

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**, on 21 November 2016, Governor Tom Wolf signed into law HB1683 (Act 172 of 2016), which authorizes municipal governments to grant local tax credits to volunteers of volunteer fire companies and emergency medical service agencies (EMS); and

**WHEREAS**, Act 172 of 2016 became effective on 20 January 2017; and

**WHEREAS**, the Board of Supervisors of West Deer Township acknowledges the value of volunteer fire protection and nonprofit emergency medical services provided by volunteers in the West Deer Township; and

**WHEREAS**, the Board of Supervisors of West Deer Township desires to encourage residents to volunteer in a fire company and/or Nonprofit Emergency Medical Services Agency; and

**WHEREAS**, the Board of Supervisors of West Deer Township desires to establish a tax credit program that allows active volunteers at volunteer fire companies or Nonprofit Emergency Medical Services Agencies to receive local tax credits as authorized by Act 172 of 2016.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Supervisors of West Deer Township, and it is hereby ordained and enacted by the authority of the aforesaid as follows:

**SECTION 1. RECITALS.** The above recitals are incorporated herein by reference.

~~**SECTION 2. AMENDMENT.** Ordinance No. 388 (Section 189, Article IV of the Codified Ordinances of the Township of West Deer) is hereby amended to include this ordinance as Section Ordinance No. 388, as codified in Chapter 189, Article IV of the Code of the Township of West Deer ("Code") is hereby amended as set forth herein and this Ordinance No. 418 shall be codified in Chapter 189, Article IV, §189-42 of the Code, or in such other provision of the Code as may be determined by the Board of Supervisors of West Deer Township.~~

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**SECTION 3. DEFINITIONS.** The following words and phrases when used in this Ordinance shall have the meanings given to them in this Section unless the context clearly indicates otherwise.

**"Active Volunteer."** An individual who volunteers at a Volunteer Fire Company or Nonprofit Emergency Medical Services Agency and has satisfied the following conditions:

1. Completes the activities of the Volunteer Service Credit Program set forth in Section 4,
2. Receives certification as an Active Volunteer by the Chief or designee of a Volunteer Fire Company or the supervisor, Chief or designee of a nonprofit emergency medical services agency, and
3. Receives approval as an Active Volunteer by the Board of Supervisors of West Deer Township.

**"Application."** A form provided by the Township of West Deer to a volunteer applying for certification under the Volunteer Service Credit Program.

**"Authorized Earned Income Tax Collector."** Keystone Collections Group or the current regional earned income tax collector.

**"Commissioner."** The State Fire Commissioner of the Commonwealth.

**"Earned Income Tax."** A tax on earned income and net profits levied under Chapter 3 of the act of December 31, 1965 (P.L.1257, No.511), known as The Local Tax Enabling Act.

**"Eligibility Period."** The timeframe when volunteers may earn credit under the Volunteer Service Credit Program.

**"Emergency Responder."** A volunteer who responds to an emergency call with one of the entities listed under Section 4.C.

**"Emergency Response Call."** Any emergency call to which a volunteer responds, including travel directly from and to a volunteer's home, place of business, or other place where he/she shall have been when the call was received.

**"Volunteer."** A member of a volunteer fire company or a Nonprofit Emergency Medical Service Agency.

#### **SECTION 4. VOLUNTEER SERVICE CREDIT PROGRAM.**

**A) Establishment.** The Township of West Deer hereby establishes a Volunteer Service Credit Program. The goal of the program is to encourage membership and service in the community's volunteer fire companies and nonprofit emergency medical services agencies.

**B) Program Criteria.** The Board of Supervisors shall establish, by resolution, the criteria that must be met during the eligibility period to qualify for credits under the program based on the following:

- (1) The number of emergency response calls to which a volunteer responds.
- (2) The level of training and participation in formal training and drills for a volunteer.
- (3) The total amount of time expended by a volunteer on administrative and other support services, including but not limited to:
  - (i) fundraising
  - (ii) providing facility or equipment maintenance
  - (iii) financial bookkeeping
- (4) The involvement in other events or projects that aid the financial viability, emergency response or operational readiness of a volunteer fire company or a nonprofit emergency medical service agency.
- (5) The total number of years the volunteer has served.

**C) Eligible Entities.** The Volunteer Service Credit Program is available to residents of the municipality who are volunteers of the following volunteer fire companies and nonprofit emergency medical service agencies:

- (1) West Deer Volunteer Fire Department #1, Station 288
- (2) West Deer Volunteer Fire Department #2, Station 289

(3) West Deer Volunteer Fire Company #3, Station 290

(4) West Deer Emergency Medical Service

- D) Eligibility Period.** A volunteer must meet the minimum criteria, set by resolution under this section, during the eligibility period set forth in this section to qualify for the tax credits authorized under Section 5.
- (1) For Tax Year 2017, the eligibility period under the Volunteer Service Credit Program shall run from 20 January 2017 until 31 October 2017.
  - (2) For Tax Year 2018, and each tax year thereafter, the eligibility period shall run from the prior November 1<sup>st</sup> until October 31<sup>st</sup> of the year for which the tax credit will apply.
- E) Recordkeeping.** The Chief of each volunteer fire company or the supervisor of the nonprofit emergency medical service agency listed under Section 4.C. shall keep specific records of each volunteer's activities in a service log to establish credits under the Volunteer Service Credit Program. Service logs shall be subject to audit/review by:
- a. The Township Manager or the Manager's designee,
  - b. The State Fire Commissioner, and
  - c. The State Auditor General.
- F) Volunteer Application.** On or before the first (1<sup>st</sup>) Monday in November of each year, volunteers who have met the minimum criteria of the Volunteer Service Credit Program shall sign and submit an application for certification provided by the Township of West Deer to their Chief or supervisor. The Chief or supervisor shall sign the application if the volunteer has met the minimum criteria of the Volunteer Service Credit Program during the eligibility period, and shall forward said application to the West Deer Township Manager together with the notarized list required by Section 4.G. within the timeframe specified herein.
- G) Notarized List.** On or before November 15<sup>th</sup> of each year, the Chief, or supervisor, shall mail or hand deliver to the Township Manager a notarized eligibility list of all volunteers that have met the minimum criteria for the Volunteer Service Credit Program and applied for certification pursuant to Section 4.F. The Chief or supervisor shall post the notarized eligibility list in an accessible area of the volunteer agency's facilities.
- H) Municipal Review.** The Township Manager shall review the applications for credit under the Volunteer Service Credit Program and shall cross reference them with the notarized eligibility list. At the first regular meeting in December of each year, the Board of Supervisors of West Deer Township shall approve or disapprove the volunteers that appear

on the notarized list submitted by the Chief or supervisor pursuant to Section 4.F. All applicants approved by the Board shall be issued a tax credit certificate by the Township Manager no later than December 15<sup>th</sup> of each year.

- I) **Appeal of Denial of Certification.** A volunteer who is denied certification as an active volunteer shall have the right to request a hearing before the Board of Supervisors within thirty days of the denial pursuant to the provisions of 2 Pa.C.S. Chapter 5, Subchapter B (relating to practice and procedure of local agencies), and 2 Pa.C.S. Chapter 7, Subchapter B (relating to judicial review of local agency action), also known as the "Local Agency Law."
- J) **Official Tax Credit Register.** The Township shall keep an official Tax Credit Register of all Active Volunteers that were issued tax credit certificates. No later than December 31<sup>st</sup> of each year, the Township Manager shall issue updates, as needed, of the official Tax Credit Register to the following:
- (1) the Board of Supervisors of West Deer Township;
  - (2) Chief of the volunteer fire company;
  - (3) Authorized Earned Income Tax Collector;
  - (4) Chief or supervisor of the nonprofit emergency medical services agency
- K) **Injured Volunteers.**
- (1) An emergency responder that is injured during an emergency response call may be eligible for future tax credits. The injury must have occurred while responding to, participating in, or returning from an emergency response call with one of the entities listed under Section 4.C.
  - (2) An injured emergency responder shall provide documentation from a licensed physician with the application required under Section 4.F stating that their injury prevents them from performing duties to qualify as an active volunteer. In such a case, the injured emergency responder shall be deemed an active volunteer for that tax year.
  - (3) An injured emergency responder shall annually submit the application required under Section 4.F, along with updated documentation from a licensed physician stating that the injury still exists and prevents them from qualifying as an active volunteer. The injured emergency responder shall again be deemed an active volunteer for that tax year. An injured emergency responder shall only be deemed an active volunteer for a maximum of five consecutive tax years.

## SECTION 5. EARNED INCOME TAX CREDIT.

- A) **Tax Credit.** Each active volunteer who has been certified under the West Deer Township Volunteer Service Credit Program shall be eligible to receive a tax credit of up to \$300.00 of the Earned Income Tax levied by the Township. When an active volunteer's earned income tax liability is less than the amount of the tax credit, the tax credit shall equal the individual's earned income tax liability.
- B) **Claim.** An active volunteer with a tax credit certificate may claim a tax credit on his (or her) West Deer Township Earned Income Tax liability when filing a final return for the preceding calendar year with the Authorized Earned Income Tax Collector.
- C) **Rejection of Tax Credit Claim.**
- (1) The tax officer shall reject a claim for a tax credit if the taxpayer is not on the official Tax Credit Register issued by the Township Manager.
  - (2) If the tax officer rejects the claim, the taxpayer shall be notified in writing of the decision. The notice shall include the reasons for the rejection and provide the method of appealing the decision pursuant to Section 6.
  - (3) Taxpayers shall have thirty (30) days to appeal the decision of the tax officer pursuant to Section 6.

#### SECTION 6. APPEALS.

A) **Earned Income Tax Credit Appeals.**

- (1) Any taxpayer aggrieved by a decision under Section 5 shall have a right to appeal said decision.
- (2) A taxpayer shall have thirty (30) days to appeal a decision or rejection of claim.
- (3) All appeals of decisions under Section 5 shall follow the provisions of the Act of May 5, 1998, P.L.301, No. 50, known as the Local Taxpayers Bill of Rights, and any appeal regarding such decision shall be determined by the Township of West Deer in accordance with the administrative process and/or procedures then in effect.

(3) All appeals of decisions under Section 5 shall follow the provisions of the Act of May 5, 1998, P.L.301, No. 50, known as the Local Taxpayers Bill of Rights and [reference the procedure identified by the municipality's Local Taxpayer Bill of Rights ordinance]

#### SECTION 7. PENALTIES FOR FALSE REPORTING.

- A) Any individual who knowingly makes or conspires to make a false report in an application for certification under this Ordinance commits a misdemeanor of the first degree punishable by a fine of \$2,500.
- B) Any individual who knowingly provides or conspires to provide false information that is used to compile a service log under this Ordinance commits a misdemeanor of the first degree punishable by a fine of \$2,500.

**SECTION 8. REPEALER.** All ordinances or parts of ordinances in conflict with the terms of this Ordinance are repealed and rescinded to the extent of such conflict.

**SECTION 9. SEVERABILITY.** In the event that any provision, section, sentence, clause, or part of this Ordinance is held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of the Ordinance, it being the intent of the Board of Supervisors of West Deer Township that such remainder shall remain in full force and effect and for this purpose the provisions of this Ordinance are hereby declared to be severable.

**SECTION 10. EFFECTIVE DATE.** This Ordinance shall be effective 19 October 2017.

**SECTION 11. RETROACTIVE EFFECT.** Once effective, this Ordinance shall apply retroactively to 20 January 2017.

ORDAINED AND ENACTED this 18<sup>th</sup> day of October 2017.

ATTEST:

WEST DEER TOWNSHIP

\_\_\_\_\_  
Daniel J. Mator, Jr.  
Township Manager

\_\_\_\_\_  
Jeffrey D. Fleming, Chairman  
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 18 October 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:

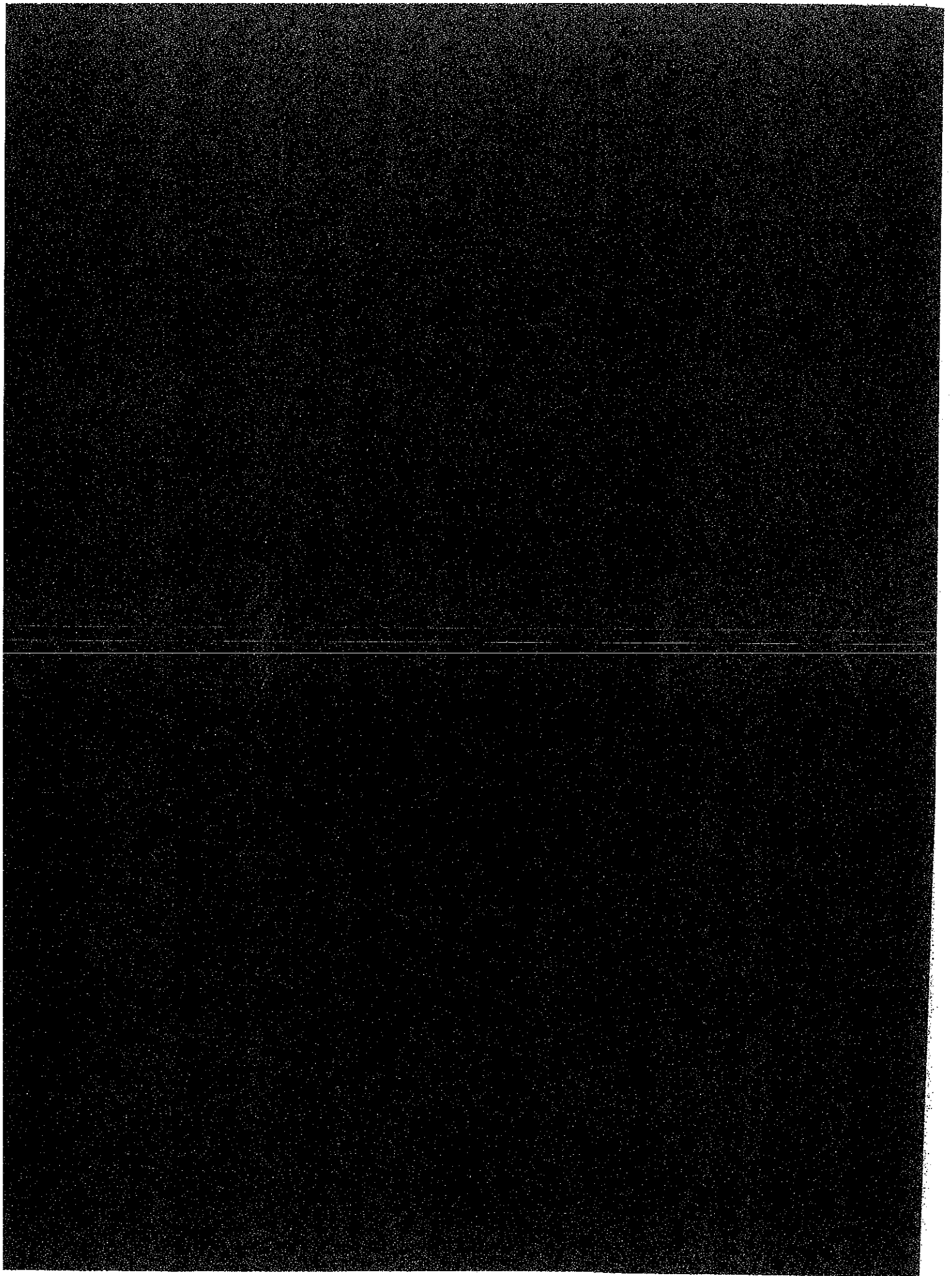
	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Jeffrey D. Fleming, Chairperson				
Richard DiSanti, Vice Chairperson				
Rick W. Florentine				
Leonard Guerre				
Shirley Hollibaugh				
Joyce Romig				
Gerry Vaerewyck				

WITNESS my hand and the seal of the Township on this 18<sup>th</sup> day of October 2017.

[SEAL]

By: \_\_\_\_\_  
Daniel Mator  
Township Manager





**ADVERTISEMENT: BUDGET PROCESS/MEETING ADVERTISEMENT**

THE BUDGET SCHEDULE AND ADVERTISEMENTS ARE ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO AUTHORIZE THE ADVERTISEMENTS FOR THE 2018 BUDGET IN COMPLIANCE WITH THE TOWNSHIP CHARTER.

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

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**West Deer Township  
2018 Budget Schedule**

<b>Item</b>	<b>Target Date</b>	<b>Responsible Party</b>
Municipal pension obligation acknowledgement	8/16/17	Board of Supervisors
Capital budget item requests from Department Heads	9/15/17	Department Heads / Daniel Mator
Budget General Fund	10/6/17	Daniel Mator and Barb Nardis
Budget Ancillary Funds	10/11/17	Daniel Mator and Barb Nardis
Budget Review	10/12/17	Daniel Mator and Barb Nardis
First Draft Budget to Board	10/13/17	Daniel Mator
Committee Budget Workshops (if necessary)	10/16-10/20	Committees, Daniel Mator, and Department Heads
Authorize Advertisement of Budget and Budget Workshops in Valley News Dispatch	10/18/17	Board of Supervisors
Submit Advertisements for October 26th	10/19/17	Cathy Sopko
Revise Budget Per Committee Budget Workshops	10/26/17	Daniel Mator, Barb Nardis, and Department Heads
Second Draft Budget to Board	10/27/17	Daniel Mator
Public Budget Workshop #1	11/2/17	Board of Supervisors, Daniel Mator, and Department Heads
Enter final projections for 2017 (Based on 10/31 YTD)	11/9/17	Barb Nardis
Revise Budget Per Budget Workshop	11/9/17	Daniel Mator, Barb Nardis, and Department Heads
Third Draft Budget to Board	11/10/17	Daniel Mator
Public Budget Workshop #2	11/15/17	Board of Supervisors, Daniel Mator, and Department Heads
Revise Budget Per Budget Workshop	11/21/17	Daniel Mator, Barb Nardis, and Department Heads
Prepare Budget Message	11/21/17	Daniel Mator
Make Final Budget Available for Public Inspection	11/22/17	Cathy Sopko
Final Budget to Board of Supervisors	12/15/17	Daniel Mator
Adopt Final Budget at December Regular Business Meeting	12/20/17	Board of Supervisors
Create budget accounts in ledger	12/31/17	Barb Nardis

**MEMORANDUM**

TO: Pittsburgh Post-Gazette/Legal Ad Dept.  
FROM: Cathy Sopko, Administrative Assistant  
DATE: October 19, 2017  
SUBJECT: **Budget Advertisement**

\* \* \* \* \*

**ADVERTISEMENT DATE: October 26, 2017**

The West Deer Township Board of Supervisors will hold a Budget workshop meeting at 6:30 p.m. to discuss the preliminary 2018 Budget on Thursday, November 2, 2017 at the Township Building located at 109 East Union Road, Cheswick, PA 15024. Members of the public are welcome to attend.

Daniel J. Mator, Jr., Township Manager.

**ADVERTISEMENT DATE: November 9, 2017**

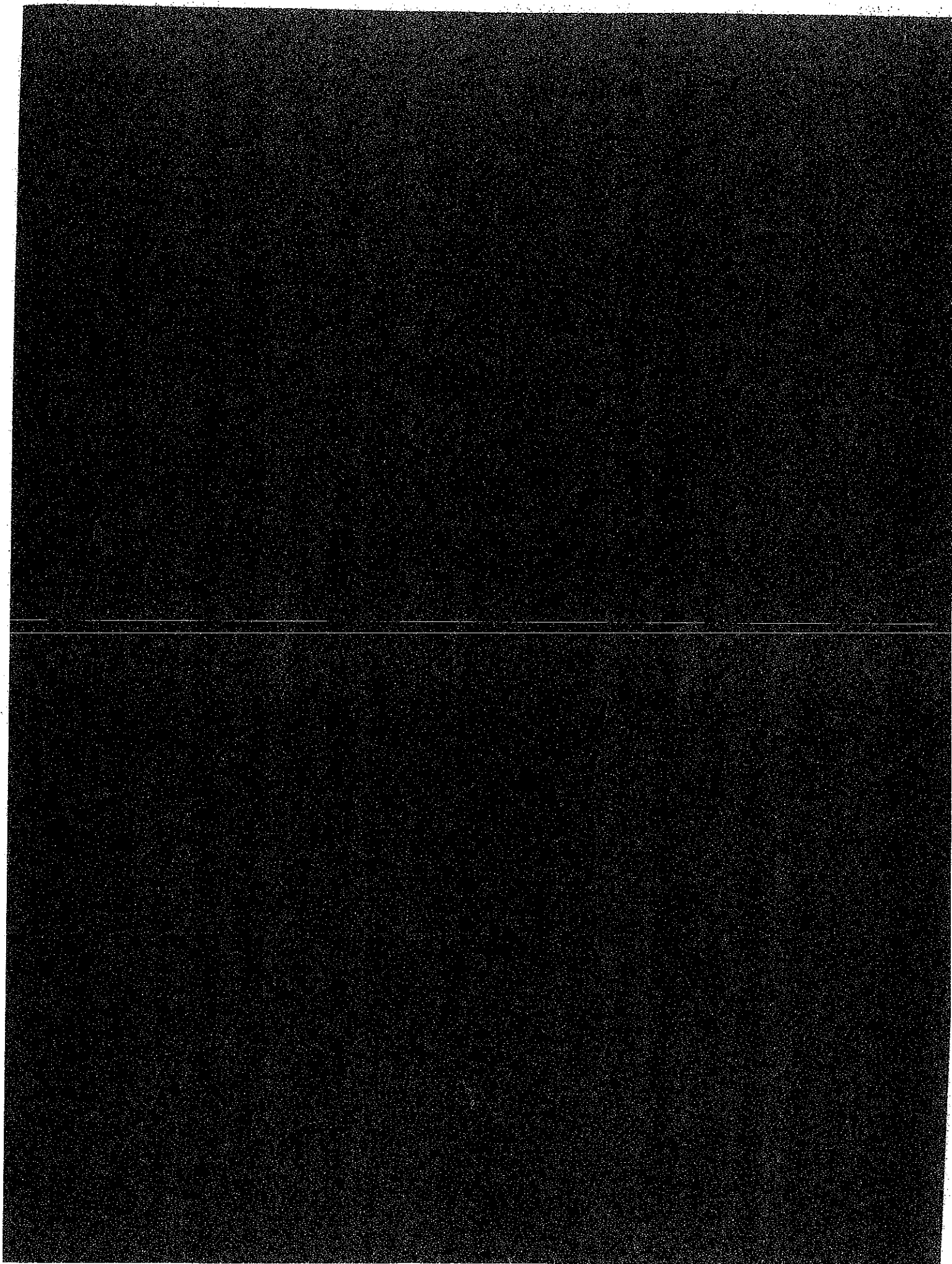
The West Deer Township Board of Supervisors will hold a Budget workshop meeting immediately following their regular business meeting to discuss the preliminary 2018 Budget on November 15, 2017. Members of the public are welcome to attend.

The proposed 2018 Budget will be on public display from November 22, 2017 through December 20, 2017 during regular business hours.

The Board will consider the adoption of the 2018 Budget on December 20, 2017 at 6:30 p.m. Members of the public are welcome to attend.

The workshop meeting, adoption vote, and the public inspection will be held at the Township Building located at 109 East Union Road, Cheswick, PA 15024.

Daniel J. Mator, Jr., Township Manager



**AUTHORIZATION: NIKE SITE PAVILION BIDS**

AS A REQUIREMENT OF THE TOWNSHIP'S DCNR GRANT FOR THE NIKE SITE, A PAVILION MUST BE CONSTRUCTED AT THE PARK. THE DCNR RECOMMENDED FOLLOWING THE COSTARS BIDS.

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

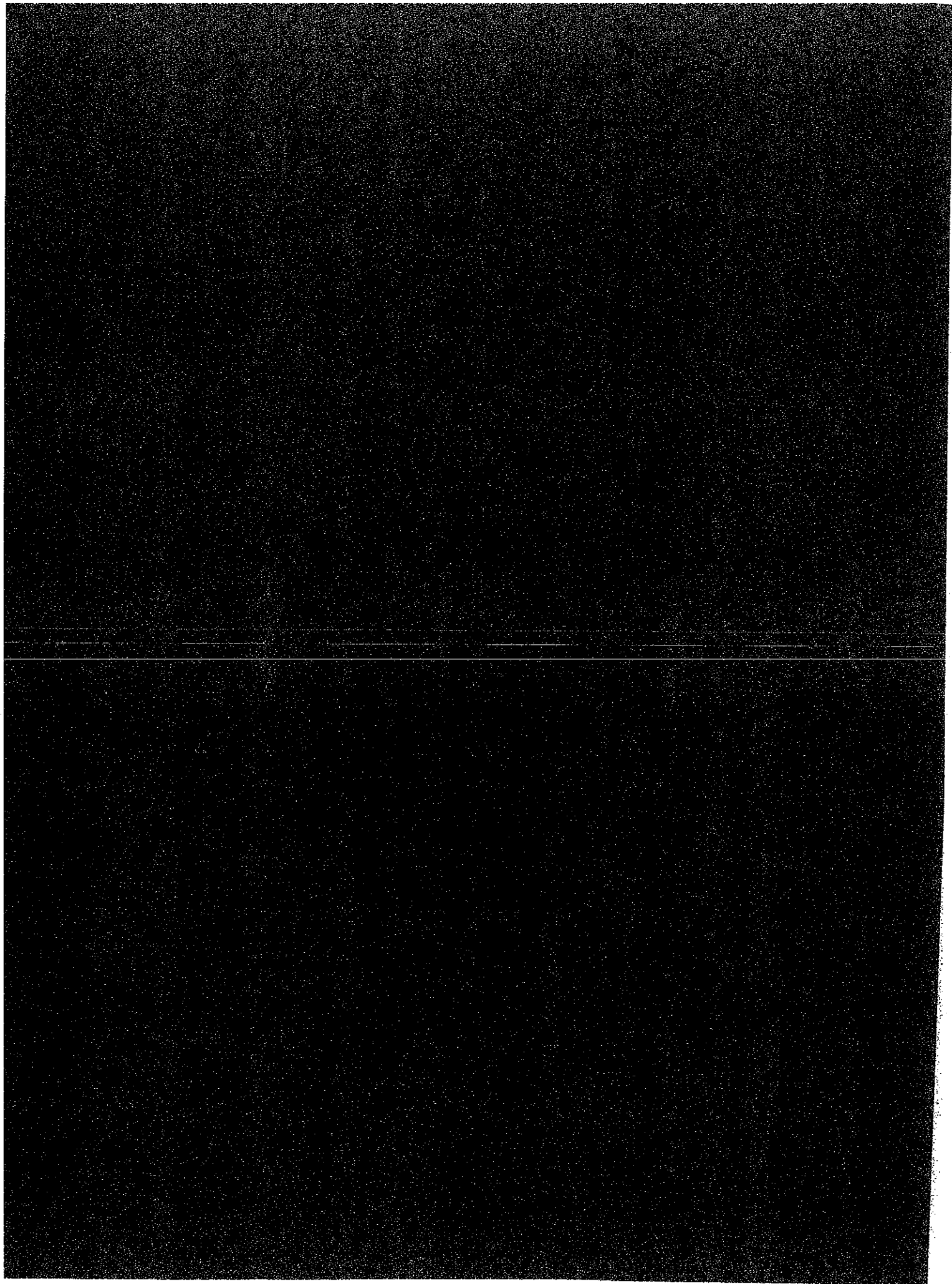
MR. SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO AUTHORIZE \_\_\_\_\_ TO CONSTRUCT A PAVILION AT THE NIKE SITE PARK IN THE AMOUNT OF \_\_\_\_\_.

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

15



**AUTHORIZATION: NORTH HILLS COG WALKING TRAIL (CDBG GRANT) BIDS**

THE TOWNSHIP WAS AWARDED A GRANT TO CONSTRUCT ADA ACCESSIBLE WALKING TRAILS AT THE NIKE SITE PARK. THE COG ADMINISTERED THE BID PROCESS, AND BIDS WERE RECEIVED AND OPENED AT THE COG OFFICE AT 11:00 A.M., ON SEPTEMBER 15, 2017.

**NO BIDS RECEIVED. PROJECT WILL BE REBID.**

MR. SHOUP.....

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

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## REQUEST FOR BIDS

Notice is hereby given that specifications and proposal forms are available from 9:00 a.m. to 4:00 p.m. weekdays at the office of the North Hills Council of Governments (NHCOG), for the following project(s):

### **Township of West Deer – CD 43 7.3 E – Nike Site Handicap Walkway**

In the case of all the above listed CD Projects, NHCOG shall Acts as Agent for each respective municipality.

A nonrefundable fee of Fifty Dollars (\$50.00), payable in advance, will be charged for each of the above specification(s) if they are obtained at the office or Fifty-Five Dollars (\$55.00) if they are to be mailed (all checks must be made payable to the North Hills Council of Governments).

### **No documents will be distributed within 24 hours of the scheduled receipt of bids.**

Bids will be received at the NHCOG office at 300 Wetzel Road, Suite 201, Glenshaw, PA 15116 until 11:00 A.M. prevailing time on Friday, September 15, 2017. All bid proposals will be opened and read at that time at the NHCOG office. The NHCOG reserves the right to reject any and all bids in whole or in part and to waive any informalities.

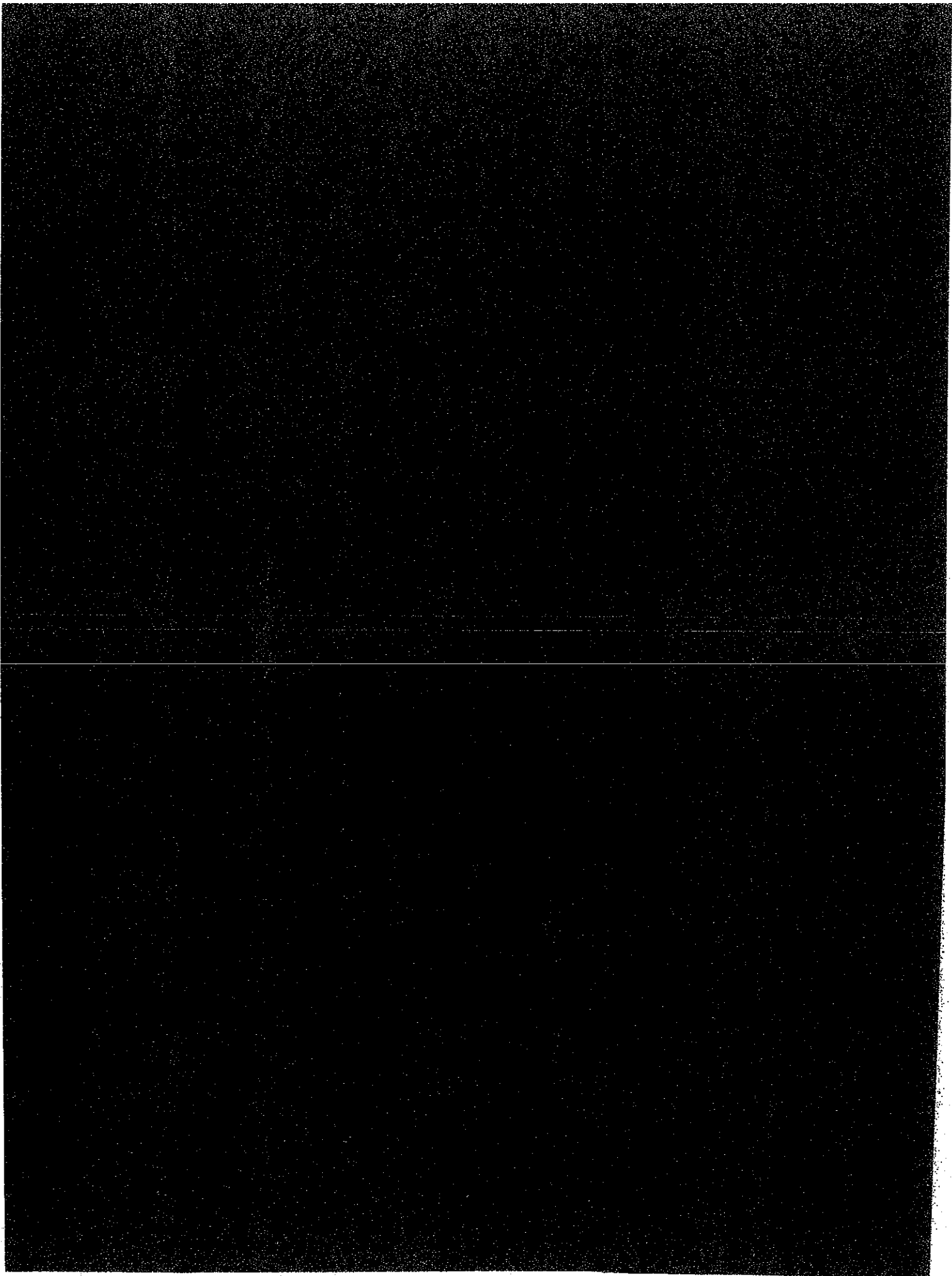
### **Bid Recipient List and Bid Tab available at www.northhillscog.org**

Bids must be accompanied by a Bid Bond, Cashier's Check, or a Certified Check made payable, without condition, to the NHCOG in an amount no less than 10% of the bid. **Cash will not be accepted.**

Compliance is required with the Davis-Bacon Act and other Federal Labor Standards Provisions; Title VI and other applicable provisions of the Civil Rights Act of 1964; the Department of Labor Equal Opportunity Clause (41 CFR 60-1.4); Section 109 of the Housing and Community Development Act of 1974; Executive Order 11625 (Utilization of Minority Business Enterprise); Executive Order 12138 (Utilization of Female Business Enterprise); in compliance with Section 504 of Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990; and the Allegheny County MBE/WBE Program enacted July, 1981, which sets forth goals of 13 percent Minority and 2 percent Female Business Enterprise; and the Allegheny County Ordinance #6867-12, setting forth goals of 5 percent Veteran-Owned Small Businesses, Further, notice is hereby given that this is a Section 3 Project under the Housing and Urban Development Act of 1968 (as amended) and must to the greatest extent feasible, utilize lower income residents for employment and training opportunities and Section 3 Business concerns and all contracts and subcontracts for this project shall contain the "Section 3 Clause" as set forth in 24 CFR, Part 135.38. Moreover, compliance is required by the prime contractor and all subcontractors with the document entitled Federal General Conditions that is included with the bid materials furnished, these Federal General Conditions to be incorporated by reference into all construction contracts between operating agency and contractor, contractor and subcontractor(s), and subcontractor(s) and lower tiered subcontractor(s).

By order of the Board of Directors of the North Hills Council of Governments

Wayne E. Roller  
Executive Director



**DISCUSSION: CHARTER COMMISSION RECOMMENDATIONS**

THE APPOINTED CHARTER COMMISSION MET OVER THE PAST YEAR TO DISCUSS CHANGES TO THE CHARTER THEY FELT WERE NECESSARY. THE COMMISSION IS RECOMMENDING CHANGES TO ARTICLES III AND IV OF THE HOME RULE CHARTER AS ATTACHED.

MR. MATOR...

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



Chairman of the Board  
Jeffrey D. Fleming

Vice-Chairman of the Board  
Richard W. DiSanti, Jr.

Township Manager  
Daniel J. Mator, Jr.

## MEMORANDUM

TO: Board of Supervisors  
West Deer Township Solicitor

FROM: West Deer Township Charter Commission *djm/CS*

DATE: 15 September 2017

SUBJECT: Charter Recommendations for Articles III and IV

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As it was charged to do, the Charter Commission began its review of the Township Charter. We found that many of the sections were outdated and in need of modernization with contemporary norms and laws.

Due to the size of the Charter, the Commission decided to address smaller portions of the Charter at a time. We began with Articles III and IV, which lay out the foundation of the local government: the Board of Supervisors and governmental procedure.

The Commission held numerous workshops, as well as two public forums. The result of that work is attached. Please review the changes we recommend. The rationale behind each recommendation can be discussed at your Regular Business Meetings.

We are advising the Board of Supervisors begin the process to have these changes be on the May 2018 ballot as a referendum item to be voted upon by the voters of West Deer Township. For that to happen, we are recommending the approval of the advertisement at your October meeting.

## ARTICLE III TOWNSHIP BOARD OF SUPERVISORS

### Section C-1011. Composition

Effective the first day of January 2020, there shall be a Township Board of Supervisors of five (5) members, elected by the qualified voters of the Township. Four (4) supervisors shall be elected by district, and one (1) shall be elected at-large.

Districts shall be established according to state law and in conjunction with the County Board of Elections and the Court of Common Pleas, and the time of election of the five supervisors shall be in accordance with the schedule set forth in Section C-1013.

**Original: There shall be a Township Board of Supervisors of seven (7) members elected by the qualified voters of the Township at large.**

### Section C-1012. Terms

The terms of all Supervisors shall be four (4) years, shall begin the first Monday of the year following their election.

Supervisors are not permitted to serve more than two (2) consecutive terms, but are not otherwise precluded from serving additional terms.

A partial term shall be construed as a whole term for the purpose of this section.

**Original: The Terms of all Supervisors shall be four years, except for the election of 1975. The terms of Supervisors under this Charter shall begin the first Monday of the year following their election. Supervisors cannot serve more than two consecutive terms. A partial term shall be construed as a whole term for the purpose of this section.**

### Section C-1013. Election

The regular election of supervisors shall be held on the municipal election days as established by the laws of the Commonwealth of Pennsylvania.

During the 2019 election year, two supervisors shall be elected. One shall be elected from District One, and one from District Three. The three supervisors presently in office shall serve until the expiration of their terms as supervisors at-large.

During the 2021 election year, three supervisors shall be elected. One shall be elected from District Two, one from District Four, and one at-large.

Thereafter, all supervisors elected shall serve the standard four-year terms as stated in Section C-1012.

**Original: The regular election of Supervisors shall be held on the municipal election day as established from time to time by the laws of the Commonwealth of Pennsylvania commencing in the year 1975. At the first election under this Charter, five (5) Supervisors shall be elected. The three (3) candidates receiving the greatest number of votes shall serve for terms of four years, and the two (2) candidates receiving the next highest number of votes shall serve for terms of two years. Commencing with the next municipal election three or four Supervisors shall be elected (for full four-year terms) as required to bring the total number up to seven members.**

#### **Section C-1014. Election Procedure (unchanged)**

The procedure for nomination and election of supervisors shall be as established by the general laws of the Commonwealth of Pennsylvania for municipal elections.

#### **Section C-1015. Compensation of Supervisors**

Each supervisor shall receive compensation at the rate of fifty dollars (\$50) per month for their services. This rate may be changed by ordinance, provided that any ordinance increasing such compensation shall not become effective prior to the first day of the year following the subsequent election of supervisors.

Supervisors shall receive no other compensation – directly or indirectly – for the performance of their duties, nor receive pensions, insurance, or other forms of fringe benefits similar to those earned by regular township employees.

When authorized and approved by a majority of the Board, individual supervisors – not their family, friends, or otherwise – shall be entitled to reimbursement of actual travel and necessary expenses incurred through the course of performing their duty.

**Original: Supervisors shall receive no compensation, direct or indirect, for the performance of their duties; they shall receive no pensions, insurance or other form of fringe benefits. They shall, however, be entitled to their actual expenses incurred in the performance of their duties. Expenses must be approved by a majority of the whole Board.**

#### **Section C-1016. Qualifications of Supervisors**

A supervisor shall be a citizen of the United States, shall have been a resident of the Township for at least one (1) year prior to the date of their election, and shall be a registered voter.

**Original: A Supervisor shall be a citizen of the United States, shall have been a resident of the Township for at least one (1) year prior to the date of his election, and shall be a registered voter.**

**Section C-1017. Authority**

All authority of the Board of Supervisors shall be asserted only by the Board as a whole. No individual supervisor shall have any authority whatsoever unless such authority is specifically delegated by the Charter, or by the Board formally acting as a body.

Neither the Board nor any of its members shall in any manner dictate or influence – or attempt to dictate or influence – the appointment or termination of any employee the Township Manager is empowered to appoint or terminate.

Other than for the purposes of inquiry, the Board or any of its members shall deal with the administrative service solely through the Township Manager, and neither the Board nor any of its members shall give orders — publicly or privately — to any subordinate of the Manager.

**Original: All authority of the Board of Supervisors shall be asserted only by the Board. No individual Supervisor shall have any authority whatsoever under this Charter unless such authority is specifically delegated by the Charter or by the Board acting as a body.**

**Section C-1018. Prohibitions**

No supervisor shall hold any other compensated or uncompensated Township office or employment during the term for which he/she is elected to the Board, and no former supervisor shall hold any compensated Township office or employment – nor act as a paid consultant to the Township – until two (2) years after the expiration of the term for which he/she was elected to the Board. In addition, no supervisor shall hold any compensated office or be employed by the County of Allegheny during their tenure as supervisor.

**Original: No Supervisor shall hold any other compensated or uncompensated Township office or employment during the term for which he is elected to the Board, and no former Supervisors shall hold any compensated appointive Township office or employment, nor shall be act as a paid consultant to the Township, until two years after the expiration of the term for which he was elected to the Board. No Supervisor shall hold any compensated office of or employment by the County of Allegheny during his tenure as Supervisor.**

### Section C-1019. Vacancies

The office of supervisor shall become vacant upon his/her death, resignation, removal from office in any manner authorized by law or this Charter, or forfeiture of office. A supervisor position shall also become vacant for failure to assume such office after election thereto within forty-five (45) days after the commencement of the term thereof.

A supervisor shall forfeit his/her office if he/she: 1) lacks – at any time during his/her term of office – any qualification for the office prescribed by this Charter or by law, or; 2) is convicted of a felony or a crime involving moral turpitude, or; 3) is absent from (3) three consecutive regular meetings of the Board without reasonable excuse.

In the case of failure of attendance – unless excused by the Board – the Board shall declare such office vacant at least ten (10) days before the same shall be filled by appointment.

**Original: The office of Supervisor shall become vacant upon his death, resignation, removal from office in any manner authorized by law or this Charter, or forfeiture of his office, or for death or for failure to assume such office after election thereto within forty-five (45) days after the commencement of the term thereof. A Supervisor shall forfeit his office if he lacks at any time during his term of office any qualification for the office prescribed by this Charter or by law or is convicted of a felony or a crime involving moral turpitude or is absent from three (3) consecutive regular meetings of the Board without reasonable excuse. In the case of failure of attendance, unless excused by the Board, the Board shall declare such office vacant at least ten days before the same shall be filled by appointment.**

### Section C-1020. Filling of Vacancies

If a vacancy arises in the office of supervisor for any reason, the remaining members of the Board shall, by majority vote, fill the vacancy by appointing a person possessing the qualifications of the office, and who either resides in the district from where the vacancy originates, or from the Township as a whole in the case of an at-large vacancy.

If the Board shall refuse, fail, neglect, or be unable for any reason whatsoever to fill such a vacancy within thirty-one (31) days after the vacancy occurs, then the Court of Common Pleas shall, upon petition of the Board – or of any twenty-five (25) citizens of the township – fill the vacancy in such office using the parameters prescribed in the preceding paragraph of this Section.

**Original: If a vacancy shall occur in the office of Supervisors for any reason, the remaining members of the Board shall fill such vacancy by appointing a person qualified under this Charter to hold such office for the unexpired term. If the Board shall refuse, fail or neglect, or be unable, for any reason whatsoever, to fill such vacancy within thirty (30) days after the vacancy occurs, then the President Judge**



of the Court of Common Pleas of Allegheny County - Civil Division shall be petitioned to appoint a replacement from a qualified petitioner or petitioners whose petition or petitions has the signatures of at least fifty (50) voters of the Township.

**Section C-1021. Organization of the Board**

The Township Board of Supervisors shall organize on the first Monday of each January at a time formally established at the last Board of Supervisors meeting of December. If the first Monday is a legal holiday, the meeting shall take place on Tuesday instead. The Board shall elect one of their members as Chairperson and one as Vice Chair, and both shall hold such offices at the pleasure of the Board.

The Board may transact any further business it deems necessary or appropriate at the organizational meeting.

**Original: The Township Board of Supervisors shall organize at 8:00 p.m. on the first Monday of January of each year, by electing one of their number as Chairman and one of their number as Vice Chairman, who shall hold such offices at the pleasure of the Board. If the first Monday is a legal holiday, the meeting and organization shall take place the first day following. The Board may transact any further business it deems necessary or appropriate at the organization meeting.**

Preliminary

**Article IV**  
**OPERATION AND PROCEDURES OF THE BOARD OF**  
**SUPERVISORS**

**Section C-1034. 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 Chairperson – or upon the request of a simple majority of the members of the Board – and must be communicated in a manner which can be audited (e.g., written or electronic communication). Members shall be given 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 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.

**Original: 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.**

**Section C-1035. Records**

The Board shall make and preserve minutes and records of its proceedings. Copies of minutes and records of proceedings shall be open for public inspection at the Township building during regular hours, and minutes shall also be made accessible to the public electronically.

At least five (5) days prior to any regular meeting, the administration shall release an agenda of the regular meeting. In addition, within one week after a regular or special meeting, the administration shall release a summary of action taken at the meeting.

For the purposes of this section, releases may appear in any newspaper or other print or electronic publication – including the Township website – which is generally available to the residents of the Township and is published or updated at least once a month.

The meeting agenda may be adjusted at any time – including during the meeting itself – to include new items, but those new items must be recorded in the minutes, and no formal action can be taken without prior public notice in accordance with all applicable laws.

Any emergency matters may be considered at special meetings upon twenty-four (24) hours' notice.

**Original: 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.**

#### **Section C-1036. Public meetings**

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

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

#### **Section C-1037. 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.

**Original: 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.**

### **Section C-1038. 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.

**Original: 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.**

### **Section C-1039. 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.

**Original: 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.**

### **Section C-1040. Form of Action by the Board**

Official actions of the Board may be taken by adoption of an ordinance, of 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 a resolution establishing the rules of procedure. However, no such administrative action shall be void or 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.

**Original: Official actions of the Board may be taken by adoption of an ordinance, of 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 or 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.**

### **Section C-1041. Citizens' Right to be Heard**

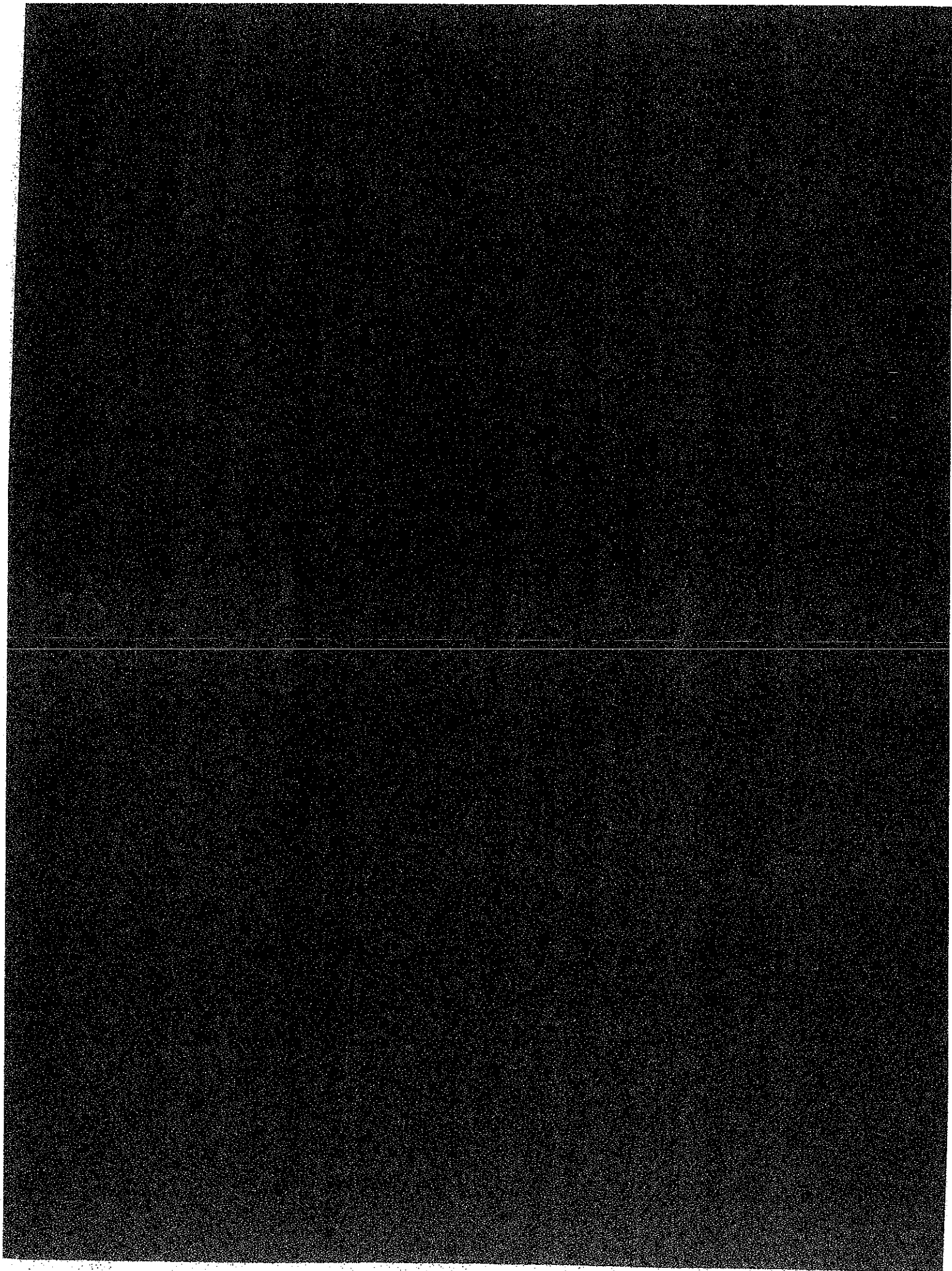
The Board shall provide reasonable opportunity for interested residents and taxpayers of the Township to address the Board on matters of general or special concern. This

opportunity may be afforded the public either at the regular monthly Board meeting or at a special meeting set for this purpose.

Residents and taxpayers of the Township have the right to be a registered speaker at a regular business meeting and can do so by contacting the Township Manager a minimum of one week prior to the meeting and requesting to be placed on the agenda.

**Original: 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.**

Preliminary



**DISCUSSION: INTERNET SALE "SAFE MEETUP SPOT"**

SUPERVISOR VAEREWYCK ASKED THAT THE BOARD DISCUSS CREATING AN INTERNET "SAFE MEETUP SPOT" IN THE TOWNSHIP BUILDING PARKING LOT. HE STATED THAT "ON JULY 27, 2017 THE HARMAR TOWNSHIP BOARD OF SUPERVISORS APPROVED A 'SAFE MEETUP SPOT' TO BE LOCATED IN THE TOWNSHIP BUILDING NEAR THE POLICE DEPARTMENTS OFFICE. SINCE SECURITY CAMERAS ARE POSITIONED AROUND THE PARKING LOT, ANY INDIVIDUALS WHO MAKE PURCHASES OFF THE INTERNET (CRAIGSLIST, EBAY, ETC.) MAY USE OUR PARKING LOT TO MAKE THEIR EXCHANGES. SEVERAL WEST DEER RESIDENTS ASKED FOR THIS SAME SERVICE."

MR. VAEREWYCK...

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

**DISCUSSION: ONE-HOUR TOWNSHIP RESPONSE TIME TO ALL INQUIRIES**

SUPERVISOR VAEREWYCK ASKED THAT THE BOARD DISCUSS CREATING A POLICY WHERE TOWNSHIP EMPLOYEES "RESPOND TO ALL PHONE CALLS FROM CITIZENS, REPORTERS, GENERAL PUBLIC WITHIN AN HOUR WITH THE ANSWER OF WHETHER THE TOWNSHIP WILL ANSWER THE QUESTION OR NOT, WHO WILL ANSWER, AND AN APPROXIMATE TIME FRAME."

HE STATED THAT THE BASIS FOR THIS REQUEST WAS "COMPLAINTS FROM BOTH CITIZENS AND REPORTERS ABOUT UNRETURNED PHONE CALLS."

MR. VAEREWYCK...

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



## **COMMITTEE REPORTS**

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

Chairman – Mr. Florentine

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

Chairman – Dr. DiSanti

### **EMS Oversight Committee**

Chairman – Mr. Vaerewyck

### **North Hills COG Report:**

Mr. Florentine

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**OLD BUSINESS**

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**NEW BUSINESS**

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22

**SET AGENDA / Regular Business Meeting  
October 18, 2107**

**6:00 p.m. – Executive Session**

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
  - A. Finance Officer's Report
  - B. List of Bills
  - C. Utilities and Payroll
  - D. Tax Refunds
9. Police Chief's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. Adoption: Act 172 (Firefighter EIT Credit) Ordinance
14. Advertise: Nike Site Backfilling/Landscaping
15. Resolution: Police Union Agreement
16. Resolution: Public Works Union Agreement
17. Resolution: Secretarial Union Agreement
18. Sale of Public Works Pick Up Truck
19. Committee Reports
20. Old Business
21. New Business
22. Set Agenda: November 15, 2017
23. Comments from the Public
24. Adjournment

23

**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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