

**WEST DEER
TOWNSHIP
SUPERVISORS
MEETING**



December 19, 2018

6:30 p.m./Executive Session

7:00 p.m./2019 Budget/Regular Business Meeting

Members present:
Dr. DiSanti _____
Mrs. Jordan _____
Mr. Karpuzi _____
Mr. Maudhuit _____
Mrs. Romig _____
Mr. Vaerewyck _____
Mrs. Hollibaugh _____

**WEST DEER TOWNSHIP
Board of Supervisors
December 19, 2018**

**6:30 pm: Executive Session
7:00 pm: Regular Business Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session
5. Registered Comments from the Public
6. Comments from the Public
7. 2019 Final Budget
 - Adoption: Resolution No. 2018-9 (2019 Budget)
8. Accept minutes
9. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Tax Refunds
10. Police Chief's Report
11. Building Inspector / Code Enforcement Officer's Report
12. Report from the Parks and Recreation Board
13. Engineer's Report
14. Adoption: Ordinance No. 431 (Streetlight Assessment Increase)
15. Adoption: Resolution No. 2018-10 (Approval of the Firefighter Rosters)
16. Adoption: Resolution No. 2018-11 (Vacant Property Program)
17. Appointment: Police Secretary
18. Approval: Memorandum of Understanding (School Resource Officer)
19. Authorization: Public Outreach
20. Committee Reports
21. Old Business
22. New Business
23. Set Agenda/Reorganization Meeting/ Monday, January 7, 2019 @ 8 pm
24. Comments from the Public
25. Adjournment

1 Call to Order

2 Pledge of Allegiance

3 Roll Call - Mr. Mator . . .

4 Executive Session Held

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

2019 FINAL BUDGET

THE REAL ESTATE TAX MILLAGE WILL REMAIN AT 2.99 MILS FOR THE 2019 TAX YEAR.

GENERAL FUND BUDGET

Revenues: \$ 6,378,899.19
Expenditures: \$ 6,378,899.19

STREET LIGHTING FUND BUDGET

Revenues: \$ 91,314.00
Expenditures \$ 86,800.00

FIRE TAX FUND BUDGET

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

CAPITAL RESERVE FUND BUDGET

Revenues: \$ 852,840.34
Expenditures \$ 317,936.77

LIQUID FUELS FUND BUDGET

Revenues: \$ 450,598.05
Expenditures \$ 450,000.00

OPERATING RESERVE FUND BUDGET

Revenues: \$ 1,000.00
Expenditures: \$ 900,672.22

Con't on next page.....



RESOLUTION NO. 2018-9

**A RESOLUTION ADOPTING THE 2019 BUDGET OF THE TOWNSHIP
OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA.**

(RESOLUTION ATTACHED)

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2018-9 – THE 2019 BUDGET.

MOTION SECOND AYES NAYES

MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

**TOWNSHIP OF WEST DEER
ALLEGHENY COUNTY, PENNSYLVANIA
RESOLUTION NO. 2018-9**

**A RESOLUTION ADOPTING THE 2019 BUDGET OF THE TOWNSHIP
OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA.**

BE IT RESOLVED by the Board of Supervisors of the Township of West Deer, County of Allegheny, Commonwealth of Pennsylvania, and in accordance with the authority granted by the Laws of the Commonwealth of Pennsylvania, being but not limited to the applicable provisions of the Second Class Township Code and the West Deer Township Home Rule Charter, and as follows.

Section 1: The Board of Supervisors of West Deer Township prepared a proposed budget for all funds for year 2019, gave public notice, made the proposed budget available for public inspection, and held a public hearing in accordance with the Second Class Township Code and Home Rule Charter of West Deer Township.

Section 2: That for the revenues and expenditures of the fiscal year 2019 the following amounts are hereby projected and appropriated from the fund equities, revenues, and other financing sources available for the year 2019 for the specific purposes set forth:

GENERAL FUND BUDGET

Revenues:	\$	6,378,899.19
Expenditures:	\$	6,378,899.19

STREET LIGHTING FUND BUDGET

Revenues:	\$	91,314.00
Expenditures	\$	86,800.00

FIRE TAX FUND BUDGET

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

CAPITAL RESERVE FUND BUDGET

Revenues:	\$	852,840.34
Expenditures	\$	317,936.77

LIQUID FUELS FUND BUDGET

Revenues:	\$	450,598.05
Expenditures	\$	450,000.00

OPERATING RESERVE FUND BUDGET

Revenues:	\$	1,000.00
Expenditures:	\$	900,672.22

Section 3: The West Deer Township Board of Supervisors hereby adopts the final budget as heretofore proposed. The Real Estate Tax millage will remain at 2.99 mils for the year 2019.

Section 4: This budget may be amended from time to time by the Board of Supervisors in accordance with the provisions of the Second Class Township Code and the West Deer Township Home Rule Charter. All budget amendments shall be adopted by resolution by the Board of Supervisors.

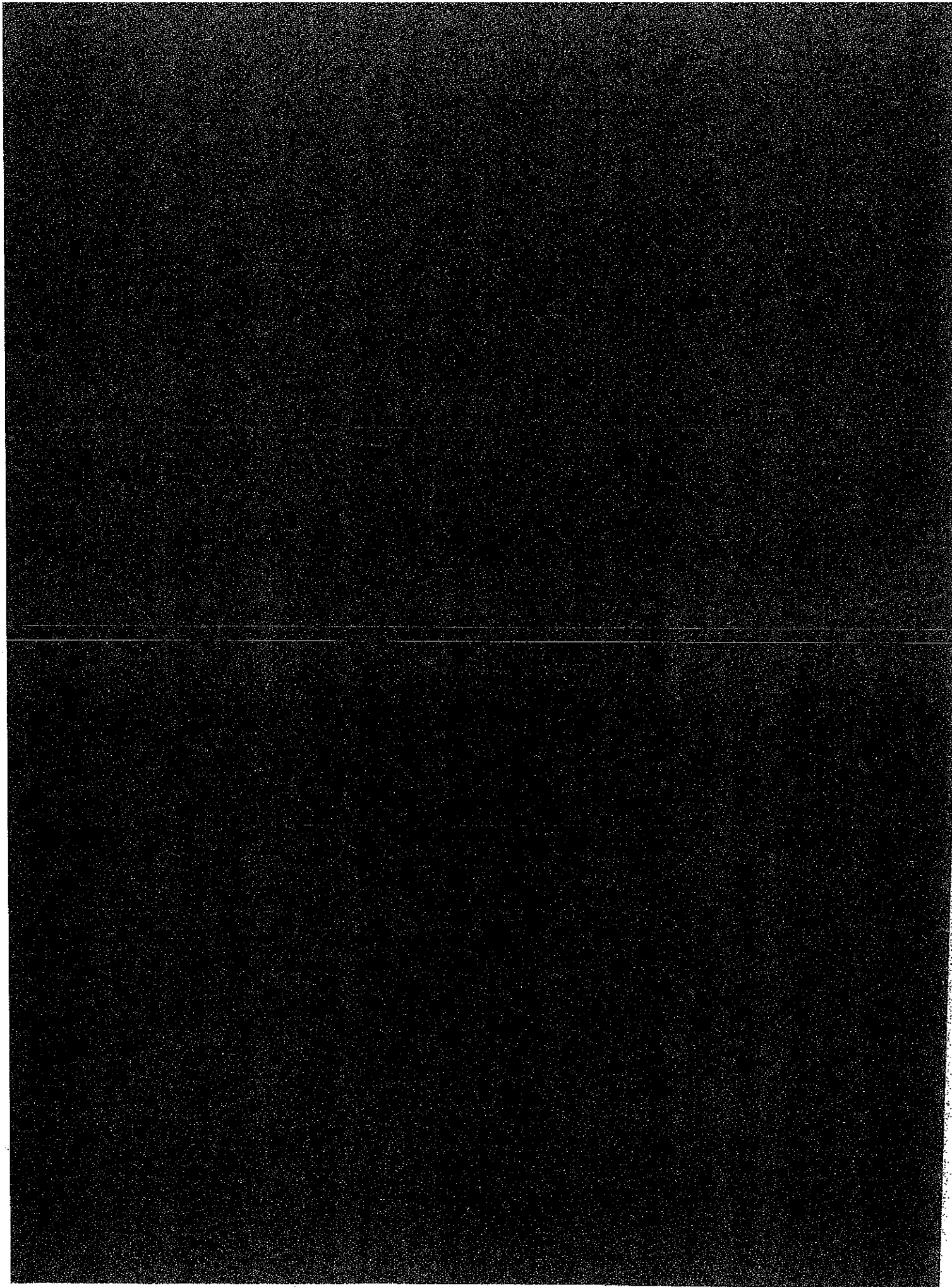
ADOPTED this 19 day of December, 2018 by the Board of Supervisors of the Township of West Deer.

ATTEST:

TOWNSHIP OF WEST DEER

Daniel J. Mator, Jr.
Township Manager

Shirley Hollibaugh, Chairwoman
Board of Supervisors



ACCEPT MINUTES

ATTACHED ARE THE MINUTES OF THE NOVEMBER 21, 2018 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ACCEPT THE MINUTES OF THE NOVEMBER 21, 2018 MEETING AS PRESENTED.

MOTION SECOND AYES NAYES

MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

8

The West Deer Township Board of Supervisors held their Regular Meeting at the West Deer Township Municipal Building. Members present: Shirley Hollibaugh, Chairwoman; Beverly Jordan; Arlind Karpuzi; Shawn Maudhuit; Joyce A. Romig; and Gerry Vaerewyck. Member absent: Richard W. DiSanti, Jr. Also present were: Daniel J. Mator, Jr., Township Manager; Douglas Happel, representing Griffith, McCague, & Wallace; and Sandy Nelko, representing Shoup Engineering.

PLEDGE OF ALLEGIANCE

Chairwoman Hollibaugh opened and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present.

Mr. Happel announced the Board held an Executive Session at 6:30 p.m. to discuss two items. One was the lease of the Nike Site and the second item was an easement for possible work near the Russellton Plaza.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

- Mrs. Audra Buchanich, Hemphill Road
 - Commented on an ongoing waterline issue on Hemphill Road and the paving of Hemphill Road next year.
- Mrs. Amy Stark, Hemphill Road
 - Commented on the water issues on Hemphill Road, and the number of children that live on Hemphill Road.

After some discussion, Mr. Mator will contact the Fawn Frazer Water Authority on behalf of the residents on Hemphill Road.

ACCEPT MINUTES

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor Romig to accept the minutes of the 17 October 2018 meeting as presented. Motion carried unanimously 6-0.

MONTHLY FINANCIAL REPORT

Mrs. Nardis was not present, but copies of the Finance Officer's Report were submitted.

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 October 2018

I - GENERAL FUND:

	<u>October</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	203,579.50	5,422,526.87	93.16%
Expenditures	420,560.58	4,311,488.25	74.07%

Cash and Cash Equivalents:

Sweep Account	1,513,965.15	1,513,965.15
---------------	--------------	---------------------

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

Sweep Account - Restricted	8,269.81
----------------------------	----------

Fire Tax Fund:

Sweep Account - Restricted	77,840.12
----------------------------	-----------

State/Liquid Fuels Fund:

Sweep Account - Restricted	129,047.51
----------------------------	------------

215,157.44**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	325,993.10
--------------------------	------------

Capital Reserve Fund:

Sweep Account - Reserved	810,114.46
--------------------------	------------

1,136,107.56**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00	0.00
------	-------------

TOTAL CASH BALANCE 10/31/18**2,865,230.15**

Interest Earned October 2018	1,869.90
-------------------------------------	-----------------

	<u>10/1/2018</u> <u>Debt Balance</u>	<u>October</u> <u>Principal</u> <u>Payment</u>	<u>10/31/2018</u> <u>Debt Balance</u>
Mars National - VFC #3	\$213,367.60	\$2,607.94	\$211,359.90
NexTier Bank VFC #2	\$443,723.35	\$2,680.96	\$442,478.49

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to approve the Finance Officer's Report as submitted. Motion carried unanimously 6-0.

LIST OF BILLS

Adler & Sons, Inc.....	1775.00
Bearcom	194.97
Best Wholesale Tire Co., Inc.....	505.23
Galls LLC.....	1741.79
Griffith, McCague & Happel, PC.....	1634.00
Hei-Way, Inc.	1003.76
Jordan Tax Service, Inc.	7718.94
Kress Tire	2679.24
Management Science Associates, Inc.....	1460.00
Markl Supply.....	646.75
North Eastern Uniforms & Equip Inc.....	1889.79
Office Depot.....	728.92
Shoup Engineering	4315.83
Stephenson Equipment, Inc.	722.22
The Lane Construction Corporation.....	1481.58
Toshiba Financial Services.....	589.77
Tristani Brothers, Inc.....	402.59
Youngblood Paving Inc.....	533164.72

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

TAX REFUNDS

The Board is in receipt of the list from the Tax Collector requesting the issuance of real estate tax refunds due to assessment changes by Allegheny County for the year 2018.

2018 REAL ESTATE TAX REFUNDS

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Liko, George D. & Laurel E.	1509-M-369	\$806.98
Morrill, Brooke A. & Daniel E.	1510-D-24	\$ 37.80

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Romig to issue the tax refunds as submitted by the Tax Collector. Motion carried unanimously 6-0.

POLICE CHIEF'S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of October 2018. A copy of the report is on file at the Township. Questions and comments followed.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of October 2018. A copy of the report is on file at the Township.

PARKS AND RECREATION BOARD REPORT

Mrs. Amy Stark, Chairwoman, was present and provided a summary report on the Parks and Recreation Board. A copy of the report is on file at the Township.

ENGINEER'S REPORT

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

Projects

- 2018 Road Improvement Program
 - Ms. Nelko stated that Youngblood Paving had completed all hot mix asphalt paving and cold mix asphalt paving, and that Russell Standard completed the bituminous seal coat work on Trump Road, Lick Road, and Carl Lane.
- Allegheny Valley Joint Sewer Authority (AVJSA) Act 537 Plan
 - Ms. Nelko reported that a meeting was held with the Pennsylvania DEP on 25 October 2018. Mr. Shoup attached correspondence from the DCDBA Engineer which summarizes that meeting.

Development/Subdivision Reviews

- None

ACCEPTANCE: MUELLER STREET DEMOLITION

The Township received bids on 15 November 2018 at 11:00 a.m. for the demolition of the structure at the property located adjacent to 1024 Mueller Street, Gibsonia, PA. No physical address is available for the structure.

Lot/Block #1668-S-240

Owner: Anna Smith

Amount budgeted for 2018 Demolition: \$10,000.00

BIDDERS:	TOTAL AMOUNT:
1) JH Excavating	\$9,000.00
2) Haas Excavation & Demolition	\$9,450.00

Mr. Payne commented on the project and bids and recommended the bid be awarded to Haas Excavation & Demolition due to the bid includes the Township's specifications and the bid submitted by JH Excavation does not.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to award the 2018 Demolition Project to Haas Excavation & Demolition for the structure at the property located adjacent to 1024 Mueller Street, Gibsonia, PA in the amount of \$9,450.00. Motion carried unanimously 6-0.

ACCEPTANCE: PAM TEDESCO NOTICE OF RETIREMENT

The Township received notice from Police Secretary Pam Tedesco announcing that she plans on retiring 28 February 2019. The Board received a copy of Ms. Tedesco's notice.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Romig to accept Police Secretary Pam Tedesco's Notice of Retirement as submitted. Motion carried unanimously 6-0.

ADVERTISEMENT: ORDINANCE NO. 430 (ADOPTION OF ROADS IN THE OAKWOOD HEIGHTS PLAN)

ORDINANCE NO. 430

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE FOLLOWING STREETS IN THE OAKWOOD HEIGHTS PLAN: ASHLEY ROAD AND PIN OAK COURT; AND AMENDING ORDINANCE NO. 427 TO INCLUDE THE SAME.

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Jordan to adopt Ordinance No. 430 accepting the streets in the Oakwood Heights Plan. Motion carried unanimously 6-0.

ADVERTISEMENT: ORDINANCE NO. 431 (STREETLIGHT ASSESSMENT INCREASE)

At its current rate, the streetlight assessment is insufficient to cover costs in 2019. At its Budget Workshop, the Board of Supervisors discussed increasing the streetlight assessment to an amount sufficient to cover those costs.

ORDINANCE NO. 431

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE STREETLIGHT ASSESSMENT AT \$40 PER AFFECTED PARCEL FOR THE 2019 TAX YEAR.

Mr. Mator further explained why an increase of the streetlight assessment would be necessary to cover costs.

After some discussion, MOTION BY Supervisor Romig and SECONDED BY Supervisor Maudhuit to authorize the advertisement of Ordinance No. 431 setting the streetlight assessment at \$40 per affected parcel for the 2019 tax year. Motion carried unanimously 6-0.

APPROVAL: SENIOR CITIZEN LEASE AGREEMENT

The Board received a copy of the Agreement with the Catholic Youth Association and West Deer Township for the lease of the Senior Citizen Center.

MOTION BY Supervisor Maudhuit and SECONDED BY Supervisor Karpuzi to approve the Lease Agreement with the Catholic Youth Association for the Senior Citizen Center as presented. Motion carried unanimously 6-0.

DISCUSSION: OUTREACH

At this time the Board had a lengthy discussion on the following items:

- Newsletters / mailings / postage / delivery
- Apps and social media
- Texting services/cell phone services/emails
- Facebook / No comments on Facebook
- General information to the public
- Emergency information to the public

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck –EMS Committee
- 2) Mrs. Romig – Engineering & Public Works Committee
- 3) Dr. DiSanti – ABSENT – Financial, Legal & Human Resources Committee
- 4) Mrs. Jordan – Parks & Recreation Committee
- 5) Mr. Karpuzi – Zoning, Planning & Code Committee
- 6) Mr. Karpuzi – North Hills COG Report

OLD BUSINESS

- None

NEW BUSINESS

- None

SET AGENDA: REGULAR BUSINESS MEETING

19 December 2018

6:30 p.m. – Executive Session

7:00 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. 2019 Final Budget
 - Adoption: Resolution No. 2018-9 (2019 Budget)
8. Accept Minutes
9. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Tax Refunds
10. Police Chief's Report
11. Building Inspector/Code Enforcement Officer's Report
12. Report from the Parks and Recreation Board
13. Engineer's Report
14. Adoption: Resolution No. 2018-10 (Approval of the Firefighter Rosters)
15. Advertisement: Property Maintenance Ordinance
16. Appointment: Police Secretary
17. Committee Reports
18. Old Business
19. New Business
20. Set Agenda/Reorganization Meeting/January 7, 2019
21. Comments from the Public
22. Adjournment

Item Added: Police Memorandum of Understanding

COMMENTS FROM THE PUBLIC

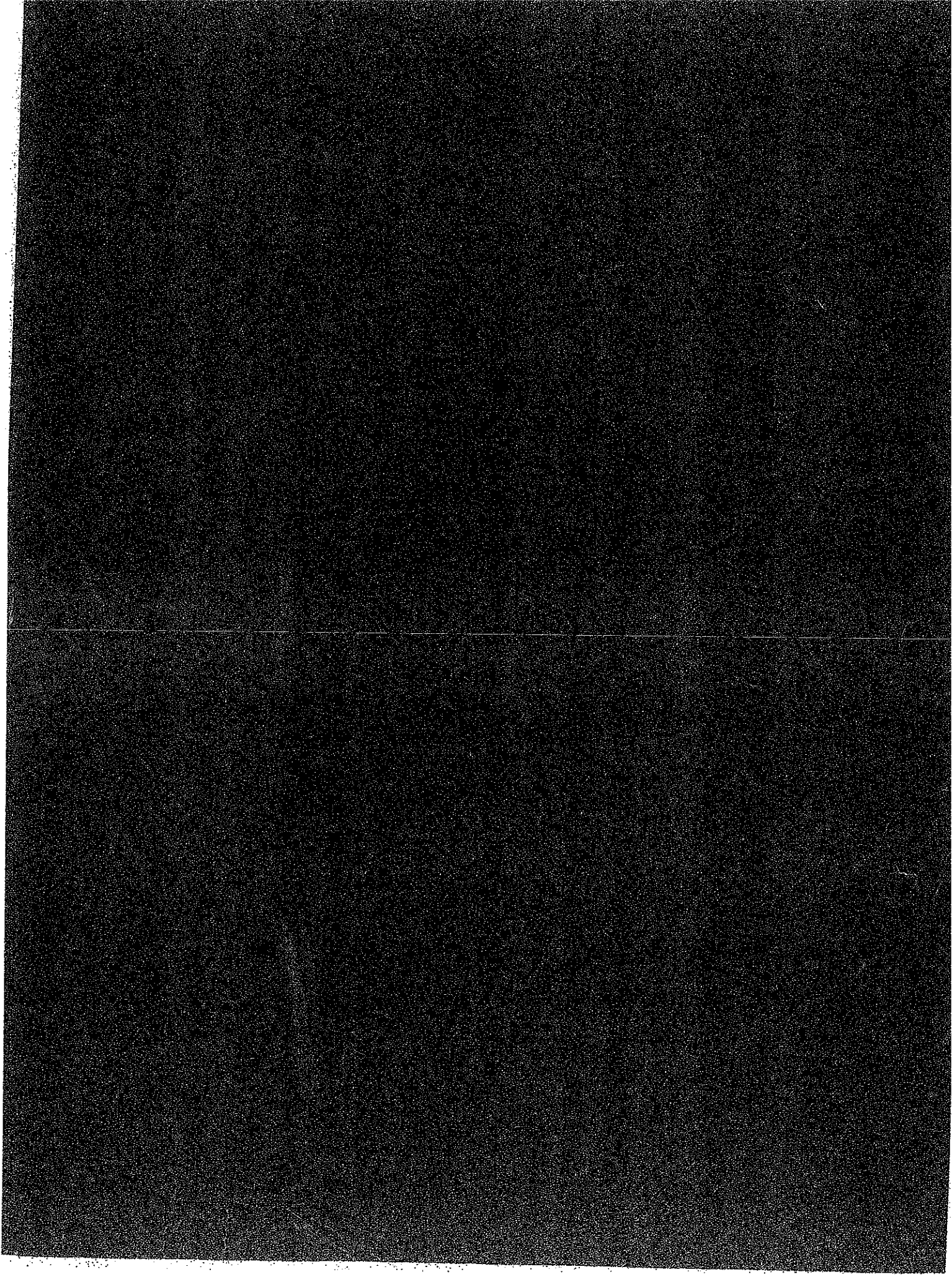
- None

The 2019 Public Budget Workshop Meeting followed the Regular Meeting.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to adjourn the meeting at 8:14 p.m. Motion carried unanimously 6-0. 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

MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

9-A

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
November 30, 2018

I - GENERAL FUND:

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	364,260.06	5,786,786.93	99.42%
Expenditures	941,848.89	5,253,337.14	90.25%

Cash and Cash Equivalents:

Sweep Account

996,094.73

996,094.73

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted

14,028.60

Fire Tax Fund:

Restricted

67,067.11

State/Liquid Fuels Fund:

Restricted

129,257.49

210,353.20

Investments:

Operating Reserve Fund:

Reserved

326,286.22

Capital Reserve Fund:

Reserved

810,118.98

1,136,405.20

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 11/30/18

2,342,853.13

Interest Earned November 2018

1,597.04

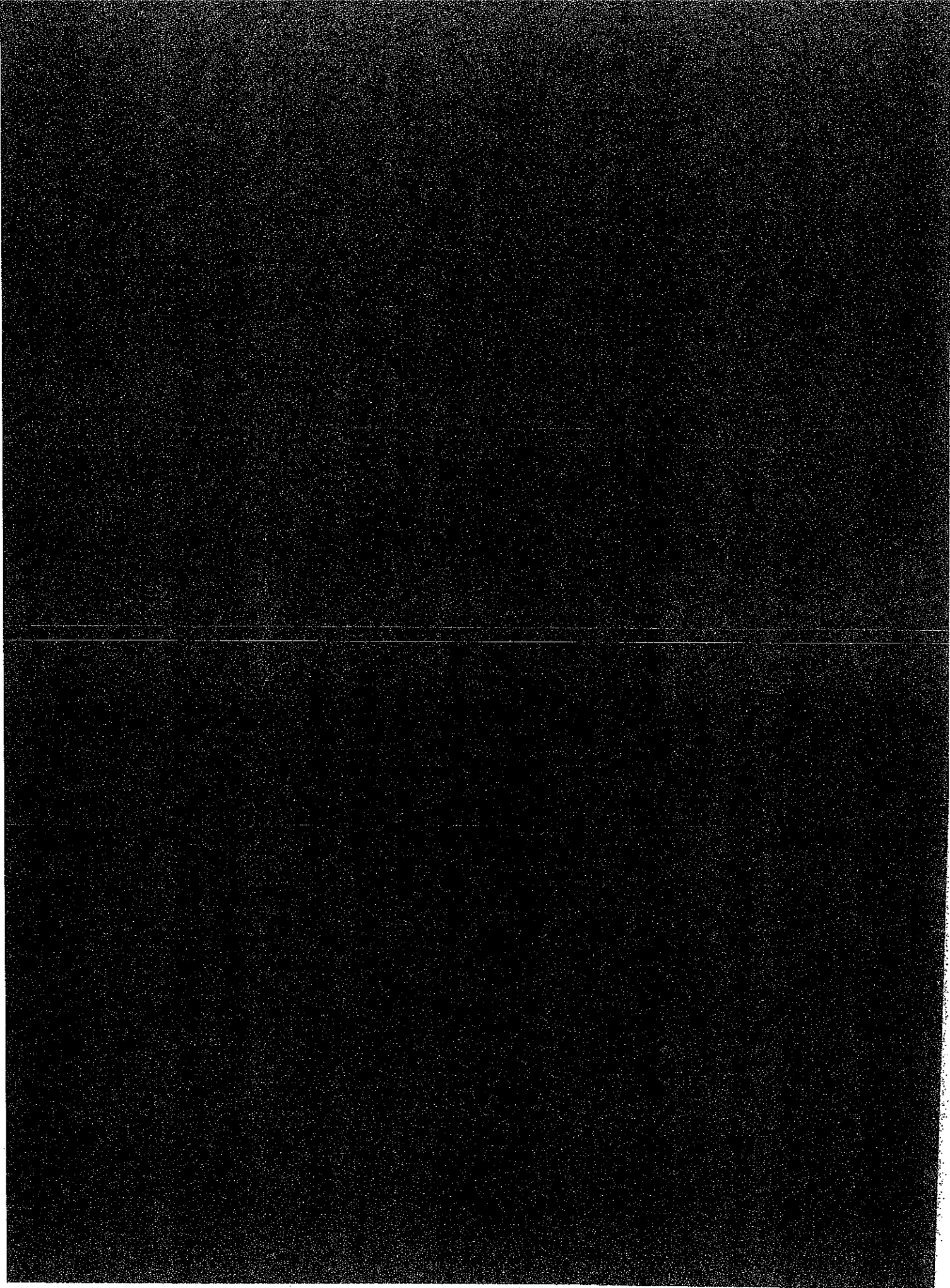
	<u>11/1/2018</u> <u>Debt Balance</u>		<u>November</u> <u>Principal</u> <u>Payment</u>	<u>11/30/2018</u> <u>Debt Balance</u>
Mars National - VFC #3	211,331.77	\$	2,607.94	209,231.03
NexTier Bank VFC #2	442,428.24	\$	2,680.96	441,174.87

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

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

INTEREST EARNED - 2018

	<u>NOVEMBER</u>	<u>YTD</u>
GENERAL FUND	\$1,071.50	\$3,542.49
STREET LIGHT FUND	\$0.00	\$5.01
FIRE TAX FUND	\$17.92	\$354.14
OPERATING RESERVE	\$293.12	\$1,490.93
STATE FUND	\$209.98	\$4,179.21
CAPITAL RESERVE	<u>\$4.52</u>	<u>\$5,477.26</u>
TOTAL INTEREST EARNED	<u>\$1,597.04</u>	<u>\$15,049.04</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

MRS. ROMIG	—	—	—	—
MR. VAEREWYCK	—	—	—	—
DR. DISANTI	—	—	—	—
MRS. JORDAN	—	—	—	—
MR. KARPUZI	—	—	—	—
MR. MAUDHUIT	—	—	—	—
MRS. HOLLIBAUGH	—	—	—	—

9-B

By Name
Cutoff as of: 12/31/9999

Time: 09:20 am
Date: 12/13/2018
Page: 1

Due Dates: 12/15/2018 thru 12/15/2018

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00674 BEARCOM	410.327	4737412	1099.62				1099.62		
POL:Motorola Mount Hardware/Pr1118		11/01/2018	12/15/2018	12/13/2018					
00674 BEARCOM	430.327	4762773	57.47				57.47		
Road: Radio Equipment Maint	1218	12/03/2018	12/15/2018	12/10/2018					
00674 BEARCOM	410.328	4763521	137.50				137.50		
POL:Radio Equip Maint	1218	12/04/2018	12/15/2018	12/11/2018					
Name: BEARCOM			1294.59				1294.59		
00553 BEST WHOLESALE TIRE	410.374	13569	62.65				62.65		
Police:2018 Explorer:rotation/1118	1118	11/01/2018	12/15/2018	12/13/2018					
00553 BEST WHOLESALE TIRE	410.374	13613	147.50				147.50		
Police:Car #31-Battery	1118	11/07/2018	12/15/2018	12/13/2018					
00553 BEST WHOLESALE TIRE	410.374	13675	1181.53				1181.53		
Police:Car #38-wheel bearing h1118	1118	11/14/2018	12/15/2018	12/13/2018					
00553 BEST WHOLESALE TIRE	410.374	13761	395.50				395.50		
Police:Car #39-wheel bearing	1118	11/27/2018	12/15/2018	12/13/2018					
Name: BEST WHOLESALE TIRE CO, INC			1787.18				1787.18		
00215 DIGITAL-ALLY	410.550	10124041	3940.75				3940.75		
Police:DVM-800 HD, 128GB main 1118	1118	11/01/2018	12/15/2018	11/27/2018					
Name: DIGITAL-ALLY			3940.75				3940.75		
10315 GRIFFITH, MCCAGUE &	404.111	273412	1719.50				1719.50		
Legal Services: General	1118	11/30/2018	12/15/2018	12/11/2018					
10315 GRIFFITH, MCCAGUE &	404.111	273413	38.00				38.00		
Legal Services: W D Ambulance	1118	11/30/2018	12/15/2018	12/11/2018					
10315 GRIFFITH, MCCAGUE &	404.111	273414	19.00				19.00		
Legal Services: Home Rule Char	1118	11/30/2018	12/15/2018	12/11/2018					
10315 GRIFFITH, MCCAGUE &	404.111	273415	19.00				19.00		
Legal Services:Colton vs West	1118	11/30/2018	12/15/2018	12/11/2018					
Name: GRIFFITH, MCCAGUE & HAPPEL, PC			1795.50				1795.50		
00005 HEI-WAY, LLC	430.372	81129007	472.79				472.79		
Road: Col'd Patch	1118	11/30/2018	12/15/2018	12/03/2018					

By Name
Cutoff as of: 12/31/9999

Time: 09:20 am
Date: 12/13/2018
Page: 2

Due Dates: 12/15/2018 thru 12/15/2018

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: HEI-WAY, LLC									
00143	INSIGHT PIPE CONTRAC	430.611	9237	7703.40			7703.40		
Road:	Pipe Lining-Oakwood Cir	1118	11/28/2018	12/15/2018	12/03/2018				
00143	INSIGHT PIPE CONTRAC	430.611	9252	63886.00			63886.00		
Pipe Lining-30"/Country wood	D1218		12/06/2018	12/15/2018	12/10/2018				
Name: INSIGHT PIPE CONTRACTING									
00106	JORDAN TAX SERVICE,	403.140	11-C-#114	4647.52			4647.52		
Delinquent R E Tax Commission	1118		11/16/2018	12/15/2018	11/19/2018				
Name: JORDAN TAX SERVICE, INC.									
00362	KRESS TIRE	430.374	9918-47	1460.00			1460.00		
Road: Trk #8-Tires	1118		11/15/2018	12/15/2018	12/11/2018				
00362	KRESS TIRE	430.374	9920-28	20.00			20.00		
Road: Pickup-Flat Repair	1118		11/16/2018	12/15/2018	11/21/2018				
00362	KRESS TIRE	430.374	9921-29	1460.00			1460.00		
Road: Trk #9-TIRES	1118		11/19/2018	12/15/2018	11/20/2018				
00362	KRESS TIRE	410.374	9925-33	615.48			615.48		
Police: CAR #36-TIRES	1118		11/29/2018	12/15/2018	12/13/2018				
00362	KRESS TIRE	410.374	9925-42	603.48			603.48		
Police: CAR #33-TIRES	1118		11/29/2018	12/15/2018	12/13/2018				
00362	KRESS TIRE	410.374	9925-47	68.00			68.00		
Police: CAR #34-Mount/Balance	1118		11/29/2018	12/15/2018	12/13/2018				
00362	KRESS TIRE	430.374	9928-8	992.00			992.00		
Road: Trk #7-TIRES	1218		12/03/2018	12/15/2018	12/04/2018				
Name: KRESS TIRE									
00325	MRM WORKERS' COMP FU	486.354	1819PRJ9869	16749.43			16749.43		
Install 2 of 4-Workmen's Comp	1118		11/15/2018	12/15/2018	11/19/2018				
Name: MRM WORKERS' COMP FUND									
00657	OFFICE DEPOT	406.210	237958724001	284.02			284.02		
Office Supplies	1118		11/28/2018	12/15/2018	12/06/2018				

By Name
Cutoff as of: 12/31/9999

Time: 09:20 am
Date: 12/13/2018
Page: 3

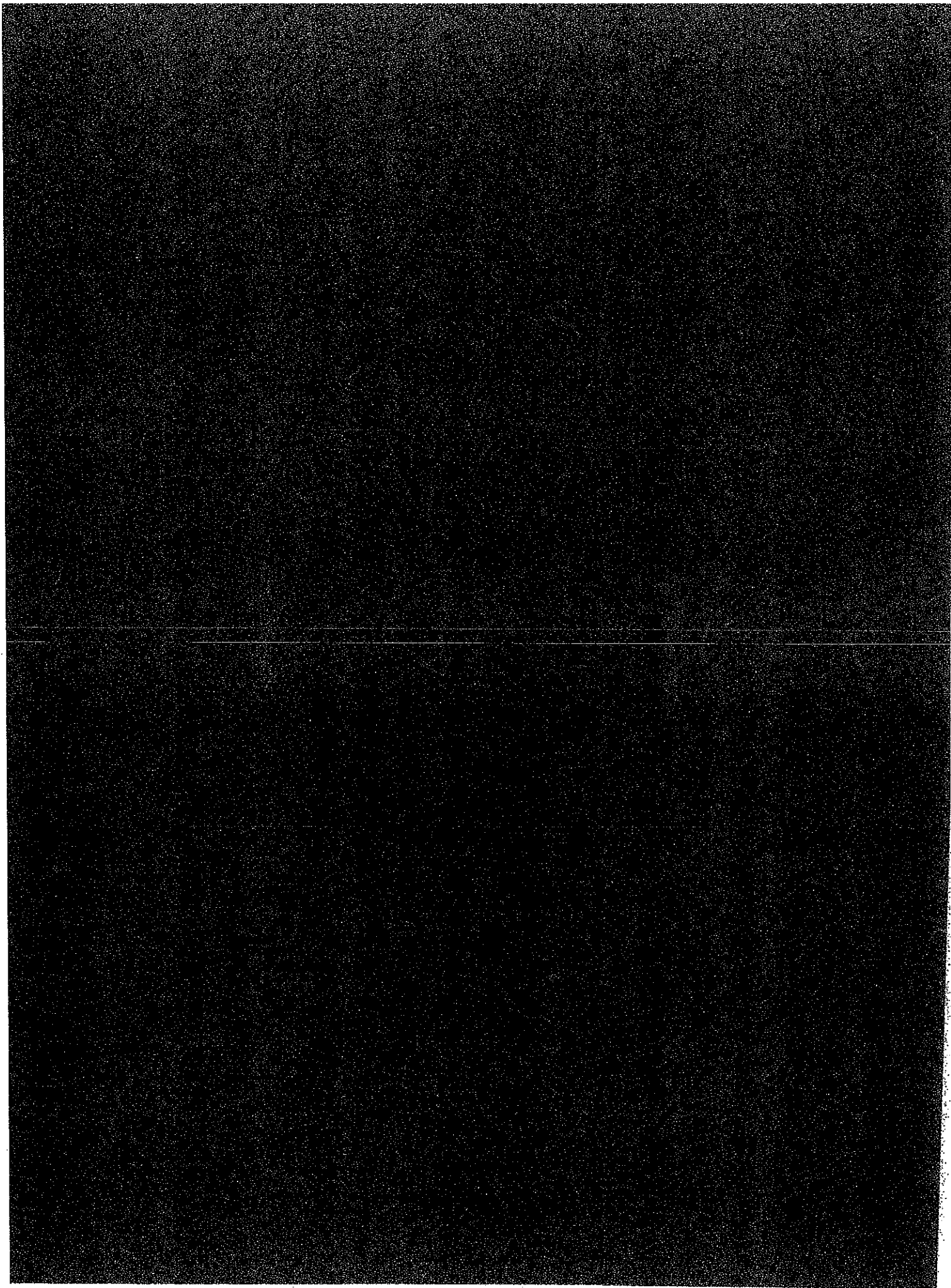
Due Dates: 12/15/2018 thru 12/15/2018

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: OFFICE DEPOT									
00830 SHoup ENGINEERING IN 408.319	1118	11/30/2018	735.00				735.00		
Engneering: Copper Creek									
Name: SHoup ENGINEERING INC.									
00830 SHoup ENGINEERING IN 408.316	1118	11/30/2018	421.50				421.50		
Engneering: Miscelaneous									
Name: SHoup ENGINEERING INC.									
00830 SHoup ENGINEERING IN 408.316	1118	12/10/2018	36920.00				36920.00		
Engneering:2018 Road Improve									
Name: STEPHENSON EQUIPMENT, INC.									
00074 STEPHENSON EQUIPMENT 430.611	1118	11/28/2018	6336.60				6336.60		
Road: 12x20/15x20 Pipe									
Name: TOSHIBA FINANCIAL SERVICES									
00577 TOSHIBA FINANCIAL SE 410.261	1118	11/25/2018	241.26				241.26		
Police: Lease & Maintenance of									
Name: TOSHIBA FINANCIAL SE 406.261									
00577 TOSHIBA FINANCIAL SE 406.261	1118	11/25/2018	244.76				244.76		
Township: Lease & Maintenance									
Name: TRISTANI BROTHERS, INC.									
00067 TRISTANI BROTHERS, I 430.374	1118	11/30/2018	818.44				818.44		
Road:Trk #6:Change Hydraulic									
Name: TRISTANI BROTHERS, I 430.374									
00067 TRISTANI BROTHERS, I 430.374	1118	11/30/2018	1250.23				1250.23		
Road:Trk #9:Replac Hydraulic									
Name: TRISTANI BROTHERS, INC.									
00211 YOUNGBLOOD PAVING IN 430.610	1218	12/06/2018	52454.10				52454.10		
#1-Fina;-Paving Project Appli									
Name: YOUNGBLOOD PAVING INC									
00211 YOUNGBLOOD PAVING INC	1218	12/10/2018	52454.10				52454.10		

FINAL TOTALS:

207410.67

207410.67



C) TAX REFUNDS

THE BOARD IS IN RECEIPT OF THE ATTACHED LIST FROM THE TAX COLLECTOR REQUESTING THE ISSUANCE OF A REAL ESTATE TAX REFUND DUE TO ASSESSMENT CHANGES BY ALLEGHENY COUNTY FOR THE YEAR 2018.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

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

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

MOTION SECOND AYES NAYES

MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

9-C

WEST DEER TOWNSHIP

te: 12/05/18

me: 11:25:30

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL

Page: 1

December 2018

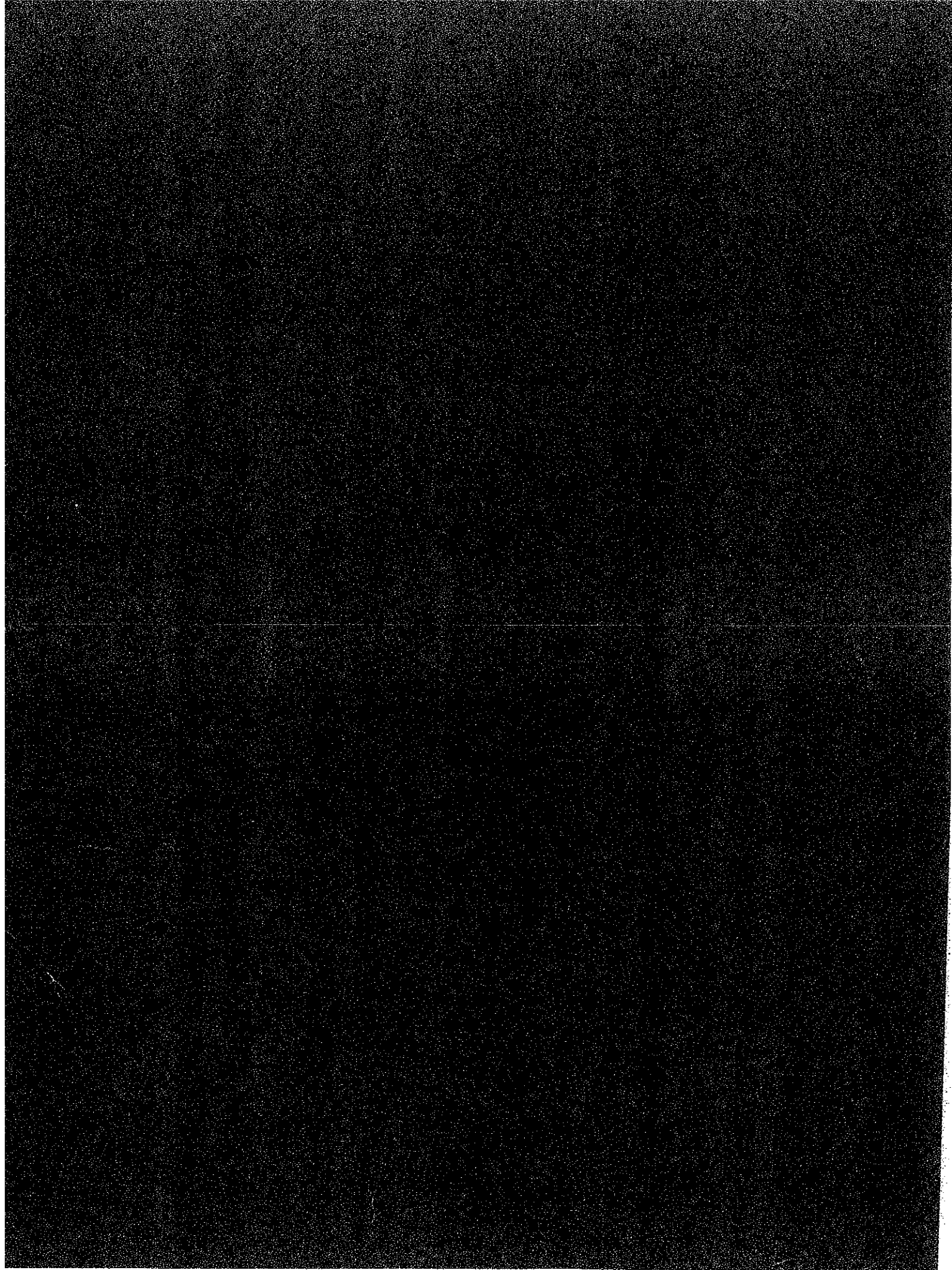
Refunds Due to County Change Orders

Payable to: BRAUNGER, PETER J
230 MOUNTAIN VIEW RD
GIBSONIA PA 15044

Lot & Block 1510-N-120
230 MOUNTAIN VIEW RD
GIBSONIA PA 15044

Refund of 244.68 due for tax year: 2018

Orig Value:	428,500	Orig Tax:	1,255.60
New Value:	345,000	New Tax:	1,010.92
Exoneration:	83,500	Refund:	<u>244.68</u>



POLICE CHIEF'S REPORT

CHIEF LAPE.....

10

OFFICER'S MONTHLY REPORT

TO: Jonathan D. Lape, Chief of Police
FROM: Pam Tedesco, Administrative Secretary
SUBJECT: OFFICER'S MONTHLY REPORT
DATE: December 12, 2018

Attached is the Officer's Monthly Report for November, 2018.

PT

Attachment

cc: D. Mator, Manager
S. Hollibaugh, Chairwoman
R. DiSanti
B. Jordan
A. Karpuzi
S. Maudhuit
J. Romig
G. Vaerewyck

OFFICER'S MONTHLY REPORT
NOVEMBER 2018

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	50	577	627
CALLS FOR SERVICE/FIELD CONTACTS	563	3201	3764
ALL OTHER CALLS	506	5021	5527
TOTALS CALLS FOR SERVICE	1119	8799	9918

ARRESTS

ADULT	3	59	62
JUVENILE	0	1	1
TRAFFIC CITATIONS	65	326	391
NON TRAFFIC CITATIONS	2	16	18
PARKING CITATIONS	1	7	8
WARNINGS	3	79	82

PERSONNEL

GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	1	1
LETTERS COMMENDING POLICE OFFICERS	0	7	7

VEHICLE REPORTS

TOTAL MILES TRAVELED	10076	99366	109442
GALLONS OF GASOLINE USED	856.3	7423.63	8279.93
REPAIRS/MAINTENANCE	3074.14	19356.23	22430.37

OVERTIME PAID

COURT (OFF DUTY)	16.5	92.50	109
PRELIMINARY HEARINGS	5	106.50	111.5
PRETRIAL	0	0.00	0
INVESTIGATIONS	6	52.00	58
ARRESTS	0.5	33.50	34
SPEED CHECKS	0	0.00	0
PRIVATE CONTRACTS	0	0.00	0
MISC. HOURS - FILLED SHIFTS	28	56.00	84
MISC. HOURS - ADMIN. HOURS	0	0.00	0
MISC. HOURS	19	109.50	128.5
TOTAL HOURS	75	450.00	525

*MISC. HOURS - SRT CALLOUT - 2
FIREARMS TRAINING - 17



TOWNSHIP OF WEST DEER POLICE DEPARTMENT



Monthly Report Deer Lakes School District SRO / Security Detail & Logs

NOVEMBER 2018

WDPD INCIDENT REPORTS

TOTAL: 6

- 1 Sex Crimes – Indecent Assault
- 1 Mental Commitment - Involuntary
- 1 Liquor Laws – Under Age Drinking
- 1 Harassment – Terroristic Threats
- 1 Harassment – By Communications
- 1 Disorderly Conduct – General

SRO / SECURITY DETAILS & LOGS

TOTAL: 89

- 69 Security General
- 1 Security Cafeteria
- 3 Security Parking Lot

- Instruct SRO Student Program
- Instruct SRO Faculty Program
- 5 Instruct DARE Program

- Attend Court
- 1 Attend Meeting
- Attend Training

- Assist Student
- 1 Assist Teacher
- 2 Assist Administrator
- Assist Juv. Prob. Officer
- Assist Nurse / EMS
- 1 Assist Other

- 1 Student Transport
- Student Missing / Search
- Student Monitoring

- 1 Suspicious Incident / person
- K-9 Drug Search
- 3 School Safety Drill
- 1 Other / Miscellaneous

TOTAL ACTIVITY

TOTAL: 95



TOWNSHIP OF WEST DEER POLICE DEPARTMENT



TOTAL ACTIVITY BY SCHOOL

HIGH SCHOOL	22
MIDDLE SCHOOL	22
E.U. INTERMEDIATE	25
CURT. PRIMARY	22
ADMIN. BUILDING	1
BUS GARAGE	-
OTHER	3

FREQUENT STUDENT INVOLVEMENT

WDPD Student ID: EU-A	Total Involvements this period:	2
WDPD Student ID: EU-B	Total Involvements this period:	3

DARE / SRO CLASSES AND PROGRAMS

DARE CLASSES INSTRUCTED DURING THIS PERIOD

<u>Number of Classes</u>	<u>Grade Level</u>
12	4 th Grade DARE

SRO Programs INSTRUCTED DURING THIS PERIOD

<u>Program</u>	<u>School</u>	<u>Date</u>
None		

See attached WDPD reports for more detail and/or any notes regarding specific incidents.

Points of Interest

Month of NOVEMBER 2018

Budget as of – 93.07%

Chief Jonathan Lape

November 1 - assisted with a safety drill at Rebecca Residence – Sgt. Bailey also assisted

November 7 - attended a budget workshop meeting

November 8 - toy program – registration began

November 17 - Cub Scout's dropped off bags for toy program throughout township

November 20 - attended a Western Chief of Police meeting

November 27 - met with Amy Stark relative to community days

OFFICER EDWARD NEWMAN – Nothing

EXPLORERS –

November 8 – Crimes Codes and Vehicle Codes were the point of discussion

SGT. DARREN MIKUS/OFFICER ROBERT PETOSKY – SRT TRAINING

November 1 - Training was held at the Allegheny County Police Academy Range. Operators and negotiators were debriefed on the City of Pittsburgh callout to the Tree of Life Synagogue, they were then given the opportunity to speak to the Officers Support Team regarding the incident. Operators then worked on their primary weapon zeros for their night vision laser sights. Once completed, the remainder of the training session was devoted to various night vision drills.

November 16 - Officer Petosky had training at the Monroeville FBI Training Range. Training consisted of tubular assaults utilizing a Port Authority Bus which consisted of fire hostage rescue drills. Interior and exterior movements were also included in the training.

November 30 – Training was held at the Hampton Township Range and included various pistol drills and less lethal weapon qualifications with 40 mm and shotguns. Team leaders and team commanders also worked on administrative issues regarding the NHSRT SOP/Police Manual.

SCHOOL DISTRICT DETAILS – See attached for SRO/Security Details & Logs

November 13/20 – traffic/crowd control school board meeting

CORRESPONDENCE –

November 13 – letter to Pennsylvania Department of Transportation requesting a traffic study be conducted to ascertain whether or not additional stop signs can be posted on Route 910 – see attached

MISCELLANEOUS –

November 6, 7, 14, 19, 20 – Aggressive Driving details were conducted

November 12/13 – the entire department underwent firearms requalifications

November 20, 21, 27, 28, 29, 30 – Click it/Ticket details were conducted

November 28 – Officer Trevor Elza attended Standardized Field Sobriety Training



TOWNSHIP OF WEST DEER POLICE DEPARTMENT



JONATHAN D. LAPE
Chief of Police

109 East Union Road • Cheswick, PA 15024
www.westdeertownship.com

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

November 13, 2018

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

Dear Mr. Kravits:

I would like to request a traffic study be conducted to ascertain whether a stop sign is warranted on SR910 at the intersection of Cedar Ridge Road. We would like to request the sign be posted in both the east and westbound lanes of traffic.

The volume of traffic has increased on Cedar Ridge Road this past year due to the construction of a patio home development as well as a retirement community facility. Additionally a medical facility/assisted living center is also located on Cedar Ridge. SR910 is heavily travelled and the visibility at this intersection is marginal to say the least.

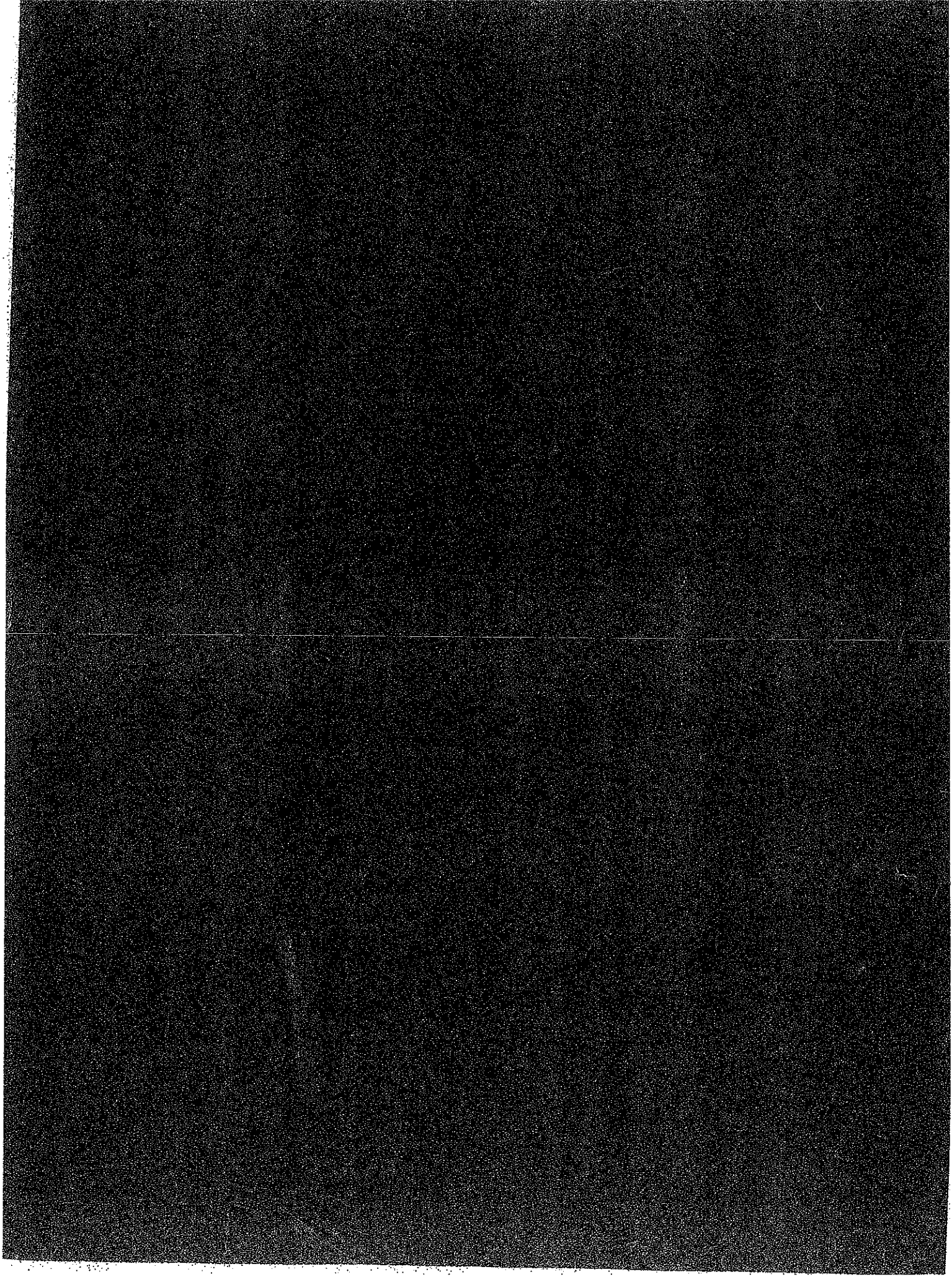
Your assistance in this matter is very much appreciated.

Sincerely,

Jonathan D. Lape
Chief of Police

JDL/PT

cc: Mrs. Rosemarie Manning
West Deer Township Board of Supervisors ✓



BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER'S REPORT


MR. PAYNE.....

11

Code Enforcement

November 30, 2018

1. Issued 17 Occupancy Permits
2. Issued 14 Building Permits
3. Performed 15 site inspections
4. No Planning Commission meeting was held.
5. No Zoning Hearing Board meeting was held.



William Payne
Code Enforcement Officer

West Deer Township Occupancy Permit Report

November, 2018

Permit Date	Permit Number	Lot Block	Applicant Name	Street Address	Use	New Construction
11/05/2018	018-246	1214-J-142	APRIL CRESSLER & KEVIN CHERNOSKY	3512 COUNTRYWOOD DR	Single Family Home	No
11/06/2018	018-247	1360-P-358	MICHAEL COLETTA	67 SIMON RD	Single Family Home	No
11/07/2018	018-249			DELETED		
11/07/2018	018-250	1358-E-180	STEPHEN & SARA MAHONEY	14 CHRISTONIA RD	Single Family Home	No
11/07/2018	018-251	1512-M-361	CHERYL ZALEWSKY	676 LITTLE DEER CREEK VALLEY RD	Single Family Home	No
11/07/2018	018-252	1837-B-163	PAUL & AMANDA LOSH	68 SHUSTER RD	Single Family Home	No
11/07/2018	018-253			DELETED		
11/07/2018	018-254	1666-R-100-23C	BRENNAN BUILDERS, INC.	380 SADDLEBROOK RD	Single Family Home	Yes
11/09/2018	018-255	2196-K-284	Travis Eiler Amanda Casarelli	4967 BAKERSTOWN CULMERVILLE RD	Single Family Home	Yes
11/13/2018	018-256	1666-R-100-27B	WILLIAM & DEBRA MILLS	403 SADDLEBROOK RD	Quad	Yes
11/13/2018	018-257	1510-S-077	D.BAZNER CONSTRUCTION	2169 SAXONBURG BLVD	Single Family Home	No
11/20/2018	018-258	1666-R-100-28C	JAMES & DIANE TRUSZKOWSKI	393 SADDLEBROOK RD	Quad	Yes
11/21/2018	018-259	1672-P-331	TYPLER GILLESPIE	545 State Route 908 Ext.	Single Family Home	No
11/21/2018	018-260	1670-D-227	LINDSAY MCKEE & BRIAN WILTROUT	1866 SAXONBURG BLVD	Single Family Home	No
11/21/2018	018-261	2011-E-040	NJK PROPERTIES	318 MONIER RD	Single Family Home	No

**West Deer Township
Occupancy Permit Report
November, 2018**

11/21/2018	O18-262	1360-S-171	JACQUELINE PETRISKO & GOSTA FRANTZ	61 GREENLEAF DR	Single Family Home	No
11/21/2018	O18-263	1671-B-49	BRAYDEN MICHIELLI	242 KEASEY ST.	Single Family Home	No
11/21/2018	O18-264	1079-A-71	RONALD GROSS	4780 BAYFIELD RD	Single Family Home	No
11/28/2018	O18-248	1215-L-124	JANET RICHARDSON HEPLER	3824 CEDAR RIDGE RD	Single Family Home	No

Total Fees Collected by Month

November- \$350

Total Fees Collected

Grand Total - \$350

West Deer Township
Permit Report
 November, 2018

Permit Date	Permit #	Type	Owner	Address	Parcel ID	Construction Cost	Fees Collected
11/01/2018	P18-163	Garage	ANTHONY & TRACEY BRUNO, JR.	106 TARENTUM CULMERVILLE RD	2013-S-134	\$26,000.00	\$145.00
11/02/2018	P18-164	Accessory Structure	ROMEO & NILDA QULAMBAL	221 MOUNTAINVIEW RD	1510-N-243	\$10,000.00	\$65.00
11/06/2018	P18-165	Accessory Structure	JORDAN & JULIANNA ONOFER	4900 BAKERSTOWN CULMERVILLE RD	2195-M-261	\$25,000.00	\$140.00
11/06/2018	P18-166	Fence	Sandra Koski	1161 EISENHOWER DR	1218-M-173	\$1,800.00	\$25.00
11/06/2018	P18-167	Accessory Structure	CHARLES J & DONNA M LEE	50 WOODHILL DR	1360-M-113	\$9,000.00	\$60.00
11/07/2018	P18-168	Commercial Structure	OAK HILL PARTNERS	4519 GIBSONIA RD.	1357-H-136	\$100,000.00	\$639.00
11/08/2018	P18-169	Accessory Structure	BRICKYARD HOLDINGS	942 LITTLE DEER CREEK VALLEY RD.	1219-A-25	\$40,000.00	\$459.00
11/08/2018	P18-170	Commercial Structure	BRICKYARD HOLDINGS	0 LITTLE DEER CREEK VALLEY RD	1219-J-75	\$40,000.00	\$459.00
11/14/2018	P18-171	Grading	JOHN J KAPUSTIK	178 CREIGHTON RUSSELLTON	1362-L-57	N/A	\$100.00
11/20/2018	P18-172	Garage	MARGARET PLOOF	5 GILLNER LN	1668-R-292	\$30,000.00	\$165.00
11/28/2018	P18-173	Antenna	AT&T WIRELESS	418 Hawthorne Lane	2012-S-183-T1	\$54,000.00	\$350.00

**West Deer Township
Permit Report
November, 2018**

11/28/2018	P18-174	Addition	CRAIG & LISA TALIANI	14 IDEAL AVE	1511-K-127	\$40,000.00	\$151.80
11/29/2018	P18-175	Antenna	EDWARD & DOROTHY BREYNAK	3819 CEDAR RIDGE RD	1080-B-24	\$21,500.00	\$350.00
11/29/2018	P18-176	Antenna	DONALD & JANE DILLNER	3700 SANDY HILL RD	2382-R-232	\$21,500.00	\$350.00
Totals: 14						\$418,800.00	\$3,458.80

Permit Type	Count	Construction Cost	Fee Total
Accessory Structure	4	\$84,000.00	\$724.00
Addition	1	\$40,000.00	\$151.80
Antenna	3	\$97,000.00	\$1,050.00
Commercial Structure	2	\$140,000.00	\$1,098.00
Fence	1	\$1,800.00	\$25.00
Garage	2	\$56,000.00	\$310.00
Grading	1	\$	\$100.00

Permit Status	Count	Construction Cost	Fee Total
Issued	14	\$418,800.00	\$3,458.80

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 11/01/2018 To 11/30/2018

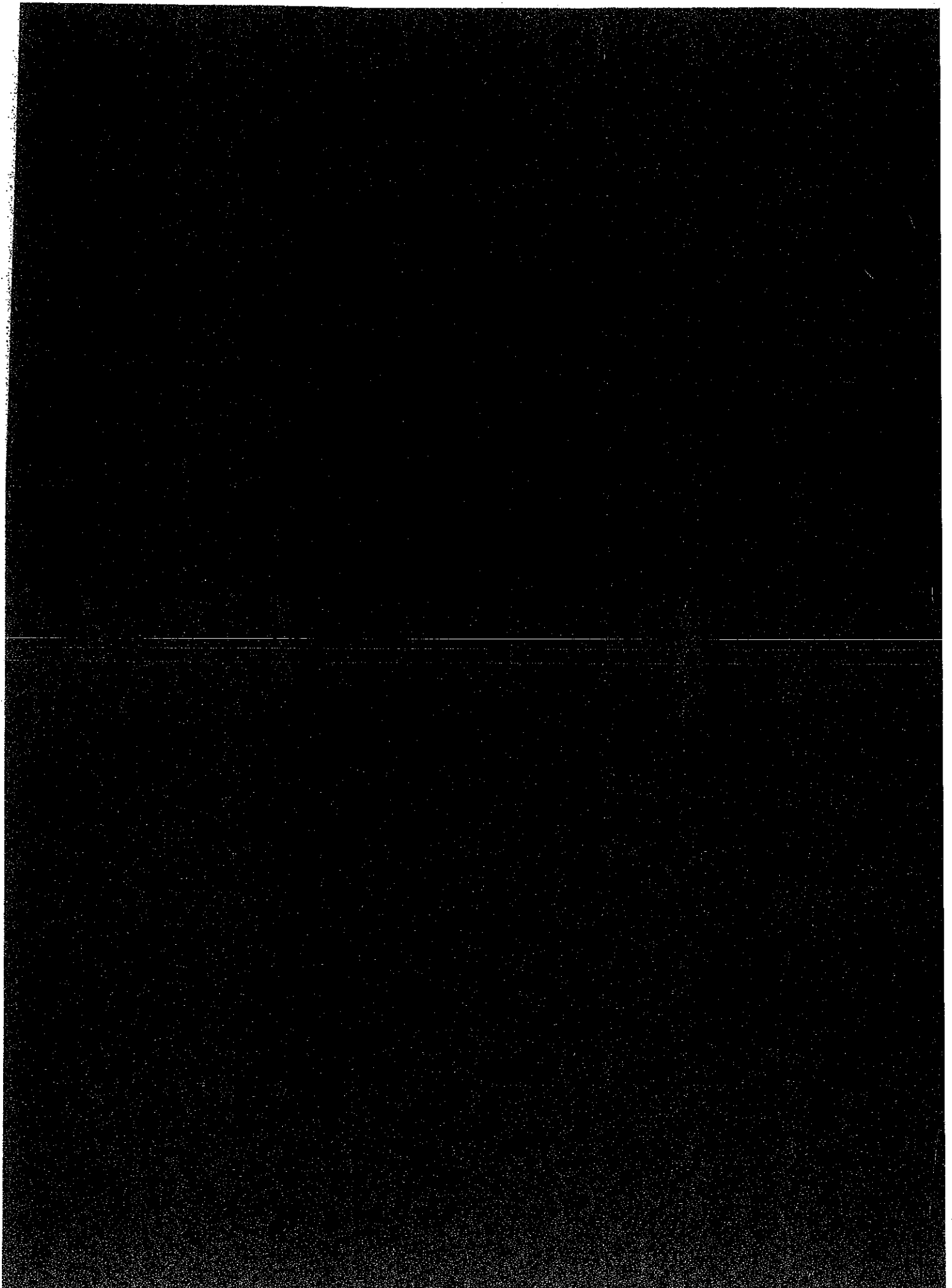
11/5/2018	Framing		386 SADDLEBROOK RD, GIBSONIA, PA, 15044	386 SADDLEBROOK RD	1666-R- 100-23A	Passed	William Payne
11/7/2018	Final		4967 Bakerstown Culmerville Road, Tarentum, PA, 15084	4967 BAKERSTOWN CULMERVILLE RD	2196-K-284	Passed	William Payne
11/7/2018	Electrical/Plumbing		3824 CEDAR RIDGE RD, ALLISON PARK, PA, 15101	3824 CEDAR RIDGE RD	1215-L-124	Passed	William Payne
11/7/2018	Final		3824 CEDAR RIDGE RD, ALLISON PARK, PA, 15101	3824 CEDAR RIDGE RD	1215-L-124	Failed	William Payne
11/7/2018	Electrical/Plumbing		4967 Bakerstown Culmerville Road, Tarentum, PA, 15084	4967 BAKERSTOWN CULMERVILLE RD	2196-K-284	Passed	William Payne
11/8/2018	Framing		1920 SAXONBURG BLVD, TARENTUM, PA, 15084	1920 Saxonburg Blvd.	1670-L-65	Failed	William Payne
11/8/2018	Electrical/Plumbing		380 SADDLEBROOK RD, GIBSONIA, PA, 15044	380 SADDLEBROOK RD	1666-R- 100-23C	Passed	William Payne
11/8/2018	Final		380 SADDLEBROOK RD, GIBSONIA, PA, 15044	380 SADDLEBROOK RD	1666-R- 100-23C	Open	William Payne
11/8/2018	Insulation		386 SADDLEBROOK RD, GIBSONIA, PA, 15044	386 SADDLEBROOK RD	1666-R- 100-23A	Passed	William Payne
11/9/2018	Framing		3427 CEDAR GLEN DR, ALLISON PARK, PA, 15101	3427 CEDAR GLEN DR	1214-K-80	Open	William Payne
11/9/2018	Framing		1920 SAXONBURG BLVD, TARENTUM, PA, 15084	1920 Saxonburg Blvd.	1670-L-65	Passed	William Payne
11/20/2018	Drywall		386 SADDLEBROOK RD, GIBSONIA, PA, 15044	386 SADDLEBROOK RD	1666-R- 100-23A	Passed	William Payne
11/28/2018	Final		3824 CEDAR RIDGE RD, ALLISON PARK, PA, 15101	3824 CEDAR RIDGE RD	1215-L-124	Passed	William Payne
11/29/2018	Drywall		393 SADDLEBROOK RD, GIBSONIA, PA, 15044	393 SADDLEBROOK RD	1666-R- 100-28C	Passed	William Payne

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

**WD Inspection Report
From 11/01/2018 To 11/30/2018**

Count by Status

	Status	Count
Failed		2
Open		2
Passed		11
Total:		15



REPORT FROM THE PARKS AND RECREATION BOARD

MRS. AMY STARK.....

12

Parks & Recreation Report

December 19th, 2018

- Our last meeting was October 24th.
- Breakfast with Santa – December 9th at VFD #1
 - Attendance:
 - 2016 – 111 Children, 162 Adults – Total: 273
 - 2017 – 155 Children, 173 Adults – Total: 328
 - 2018 – 243 Children, 236 Adults – Total: 479
 - As you can see this is quite an increase. Will will have to be aware of the increase in costs as we increase the participants. Current budget for next year is \$1500 based upon 175 children. This year we ran out of candy canes and the fire hall had to make many more breakfasts.
- Community Days Questionnaire – we would like to send this out to the community to find out how they feel about some of our Community Days content. Do you approve?
- Our next meeting is January 23, 2019 with our first Community Days meeting of the year to follow.

West Deer Township
Parks & Recreation
2018 Accounting

Date	Event	Type of Payment – Reimbursable	Payee/Payer	Description	Debit	Credit	Event Total	Year to Date Total
1/24/18	Misc.	Amy Stark – Reimbursed	Lowe's	Keys to Storage Room	\$9.79			\$9.79
1/26/18	Egg Hunt	Amy Stark – Reimbursed	Amazon	Eggs	\$274.89		\$1,140.15	\$284.68
1/27/18		Pam Tedesco's CC	Sams Club	Candy	\$133.56			\$418.24
1/27/18		Amy Stark – Reimbursed	Walmart	Tape & Supplies	\$23.55			\$441.79
1/1/18		Amy Stark CC	Walmart	Bins	\$63.04			\$504.83
1/1/18		Amy Stark CC	Sams Club	Candy	\$159.20			\$664.03
1/1/18		Check	Amy Stark	Change for money inside eggs	\$100.00			\$764.03
1/4/18		Amy Stark CC	Sams Club	Candy	\$133.56			\$897.59
1/6/18		Donation	Charlies Self Storage	Donation		\$100.00		\$797.59
1/10/18		Amy Stark CC	Sams Club	Candy & Gift Cards	\$109.96			\$907.55
1/23/18		Amy Stark CC	Sams Club	Prizes & Hot Chocolate	\$102.36			\$1,009.91
1/23/18		Amy Stark CC	Walmart	Prizes & Supplies	\$182.03			\$1,191.94
1/25/18		Donations/Profit	Attendees	Donations & Profit from Food Sales		\$327.00		\$864.94
1/25/18		Kris Restori – Reimbursed	Kris Restori	Donuts (gave cash from donations)	\$45.00			\$909.94
1/25/18		Check	Amco Johns	Port o Johns	\$240.00			\$1,149.94
1/10/18	Senior Lunch	Check	Pittsburgh Puppet Works	Ventriloquist	\$295.00		\$1,112.11	\$1,444.94
1/31/18		Amy Stark CC	Sams Club	Supplies – paper and food	\$136.40			\$1,581.34
1/31/18		Amy Stark CC	Walmart	Food & Gift Cards	\$328.47			\$1,909.81
1/31/18		Check	Wagners	Food	\$252.24			\$2,162.05
1/10/18		Check	Pittsburgh Puppet Works	Ventriloquist – extra time	\$100.00			\$2,262.05
1/27/18	Fishing	Pam Tedesco's CC	Zebco	Fishing Rods	\$274.82		\$319.16	\$2,536.87
1/31/18		Amy Stark CC	Sams Club	Food	\$23.50			\$2,560.37
1/31/18		Donation	Attendees	Donation		\$25.00		\$2,535.37
1/1/18		Pam Tedesco's CC	Walmart	Prizes	\$45.84			\$2,581.21
1/24/18	80s in the Park	Amy Stark – Reimbursed	Amazon	Wristbands	\$20.96		\$1,029.04	\$2,602.17
1/1/18		Check	Amy Stark	Cash for change – not a cost	\$200.00			\$2,802.17
1/20/18		Check	Jon Shedlock	Sound	\$650.00			\$3,452.17
1/20/18		Check	Harold Bierer	Ferris Bueller's Revenge	\$900.00			\$4,352.17
1/20/18		Check	Amco Johns	Port o Johns	\$240.00			\$4,592.17
1/29/18		Profit	Attendees	Profit		\$3,040.00		\$1,552.17
1/16/18		Donation	Fox's Pizza	Donation		\$50.00		\$1,502.17
1/31/18	Community Days	Various	Various	Total – See breakdown	\$23,132.02		\$23,132.02	\$24,634.19
10/19/18	Trunk or Treat	Amy Stark CC	Sams Club	Drinks, candy, etc.	\$194.14		\$543.16	\$24,828.33
10/19/18		Amy Stark CC	Walmart	Candy & Decorations	\$21.14			\$24,849.47
10/20/18		Check	Stello's	Pizza	\$327.88			\$25,177.35
12/7/18	Breakfast w/Santa	Amy Stark – Reimbursed	Oriental Trading	Crafts	\$311.57		\$1,326.34	\$25,488.92
1/1/18		Check	Pittsburgh Puppet Works	Balloon Artist	\$295.00			\$25,783.92
2/7/18		Amy Stark CC	Sams Club	Prizes	\$309.83			\$26,093.75
2/7/18		Amy Stark CC	Walmart	Prizes, Candy Canes & Gift Cards	\$401.40			\$26,495.15

West Deer Township
Parks & Recreation
2018 Accounting

Date	Event	Type of Payment - Reimbursable	Payee/Payer	Description	Debit	Credit	Event Total	Year to Date Total
2/9/18		Arijona Karpuzi – Reimbursed	Walmart	Tickets	\$8.54			\$26,503.69
2/7/18	Senior Christmas	Amy Stark CC	Walmart	Gift Cards	\$100.00		\$100.00	\$26,603.69
2/9/18	Misc.	Check	Leslie Petrosky	Shirt Reimbursement	\$20.00		\$20.00	\$26,623.69
				Year End Total for Parks & Recreation w/out Community Days:				\$3,491.67

Questionnaire for Community Days 2019

* Required

This questionnaire is designed to get feedback from the community for Community Days 2019. When responding to the questionnaire every response is anonymous.

Did you go to Community Days 2018 *

- Yes
- No

Did you like the food options at Community Days 2018?

- Yes
- No

What are foods that you would like to see at Community Days 2019?

Your answer

Would you like to see carnival rides for Community Days 2019? *

- Yes
- No

Suggestions for Community Days 2019

Your answer

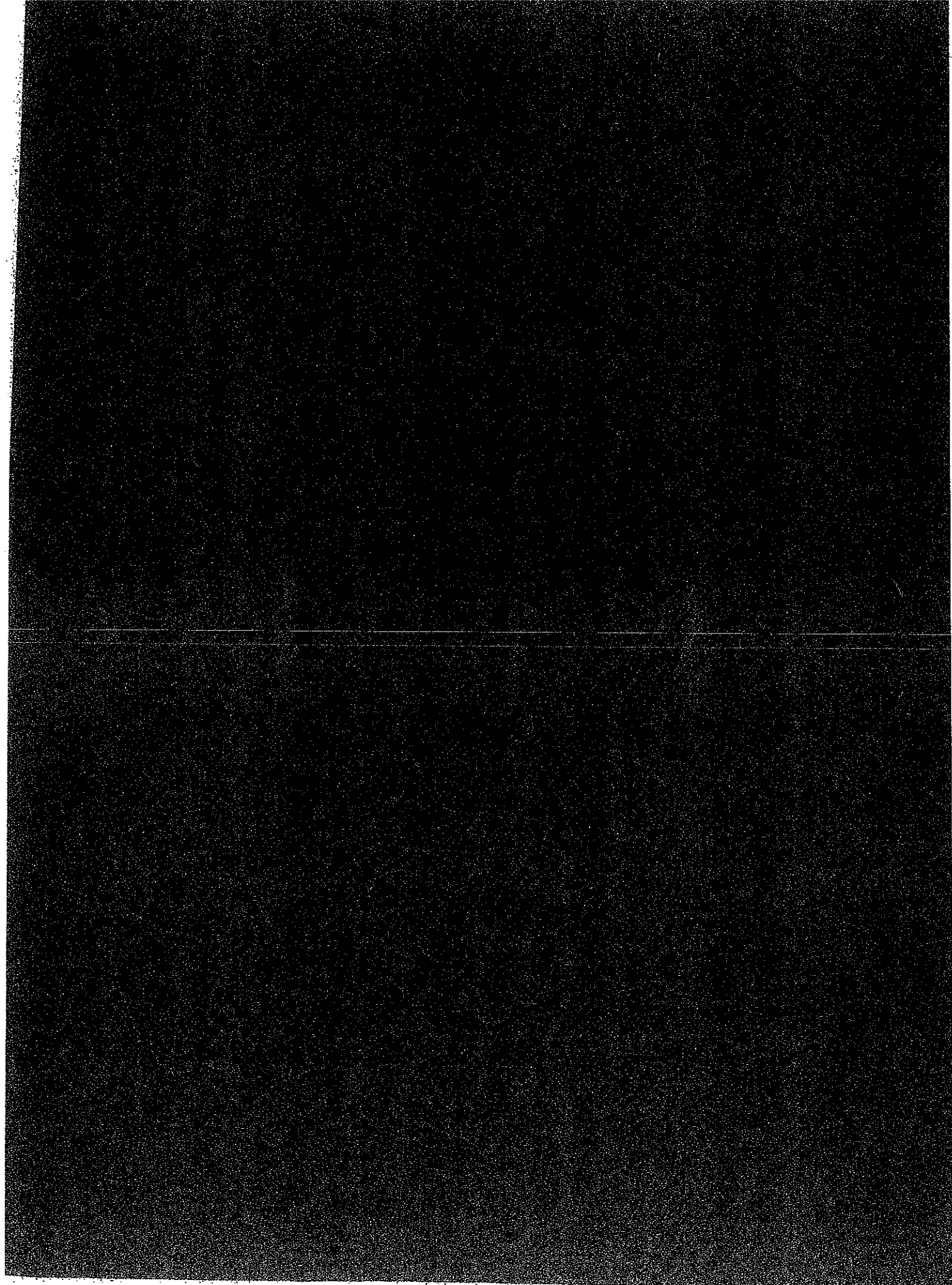
SUBMIT

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#)

Google Forms





ENGINEER'S REPORT

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

MR. SHOUP.....

13



SHOUP ENGINEERING
FOR OVER 50 YEARS

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

NOVEMBER 2018 ENGINEER'S REPORT
WEST DEER TOWNSHIP
Prepared December 11, 2018

VIA EMAIL

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meetings:

- Board of Supervisors Meeting – November 21, 2018

2. DEVELOPMENTS/PROJECTS

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

- 2018 Road Improvement Project –All work has been completed on the three Road Improvement Projects. Documentation and forms have been submitted to PADOT to allow for partial funding of the project with Liquid Fuel Tax Money.

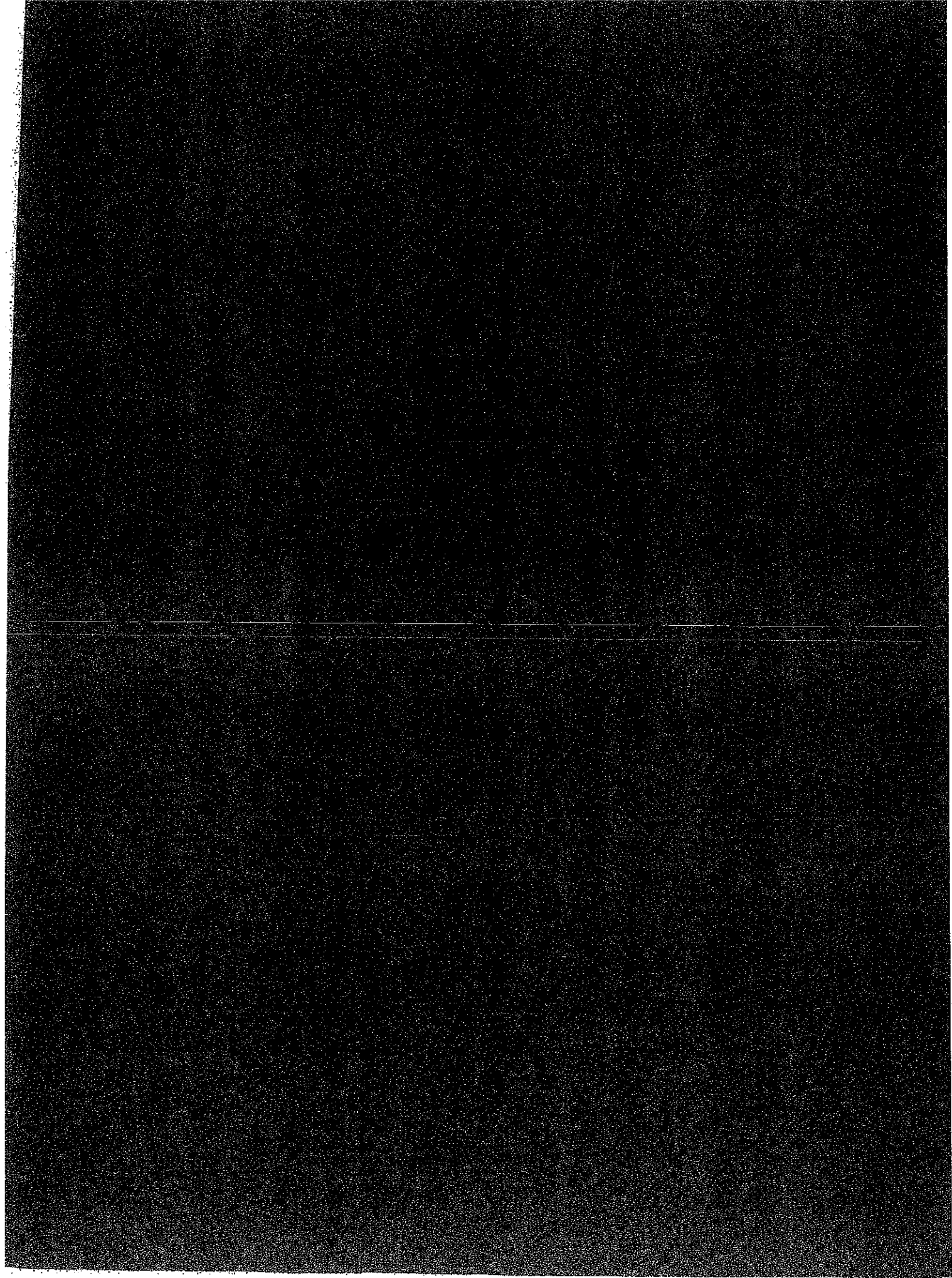
Development/Subdivision Reviews: The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- None

Respectfully Submitted,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer



ADOPTION: ORDINANCE NO. 431 (STREETLIGHT ASSESSMENT INCREASE)

AT ITS CURRENT RATE, THE STREETLIGHT ASSESSMENT IS INSUFFICIENT TO COVER COSTS. AT ITS BUDGET WORKSHOP, THE BOARD OF SUPERVISORS DISCUSSED INCREASING THE STREETLIGHT ASSESSMENT TO AN AMOUNT SUFFICIENT TO COVER THOSE COSTS.

ORDINANCE NO. 431

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE STREETLIGHT ASSESSMENT AT \$40 PER AFFECTED PARCEL FOR THE 2019 TAX YEAR.

(ORDINANCE ATTACHED)

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT ORDINANCE NO. 431 SETTING THE STREETLIGHT ASSESSMENT AT \$40 PER AFFECTED PARCEL FOR THE 2019 TAX YEAR.

MOTION SECOND AYES NAYES

DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

14

OFFICIAL

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

ORDINANCE NO. 431

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, SETTING THE STREET LIGHT ASSESSMENT RATE AT \$40 PER AFFECTED PARCEL FOR THE 2019 TAX YEAR.

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, West Deer Township has elected to annually assess the cost of public safety provided by street lights; and

WHEREAS, West Deer Township's Street Light Fund does not carry a balance sufficient enough to cover all expenditures for calendar year 2019;

NOW, THEREFORE, the Township of West Deer hereby ordains and enacts a street light assessment rate of \$40 per affected parcel, effective 1 January 2019.

ORDAINED AND ENACTED this 19th day of December 2018.

ATTEST:

WEST DEER TOWNSHIP

Daniel J. Mator, Jr.
Township Manager

Shirley A. Hollibaugh, Chairperson
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 19 December 2018, 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:

Yes No Abstain Absent

Shirley A. Hollibaugh, Chairperson

Richard DiSanti, Vice Chairperson

Beverly S. Jordan

Arlind Karpuzi

Shawn W. Maudhuit

Joyce A. Romig

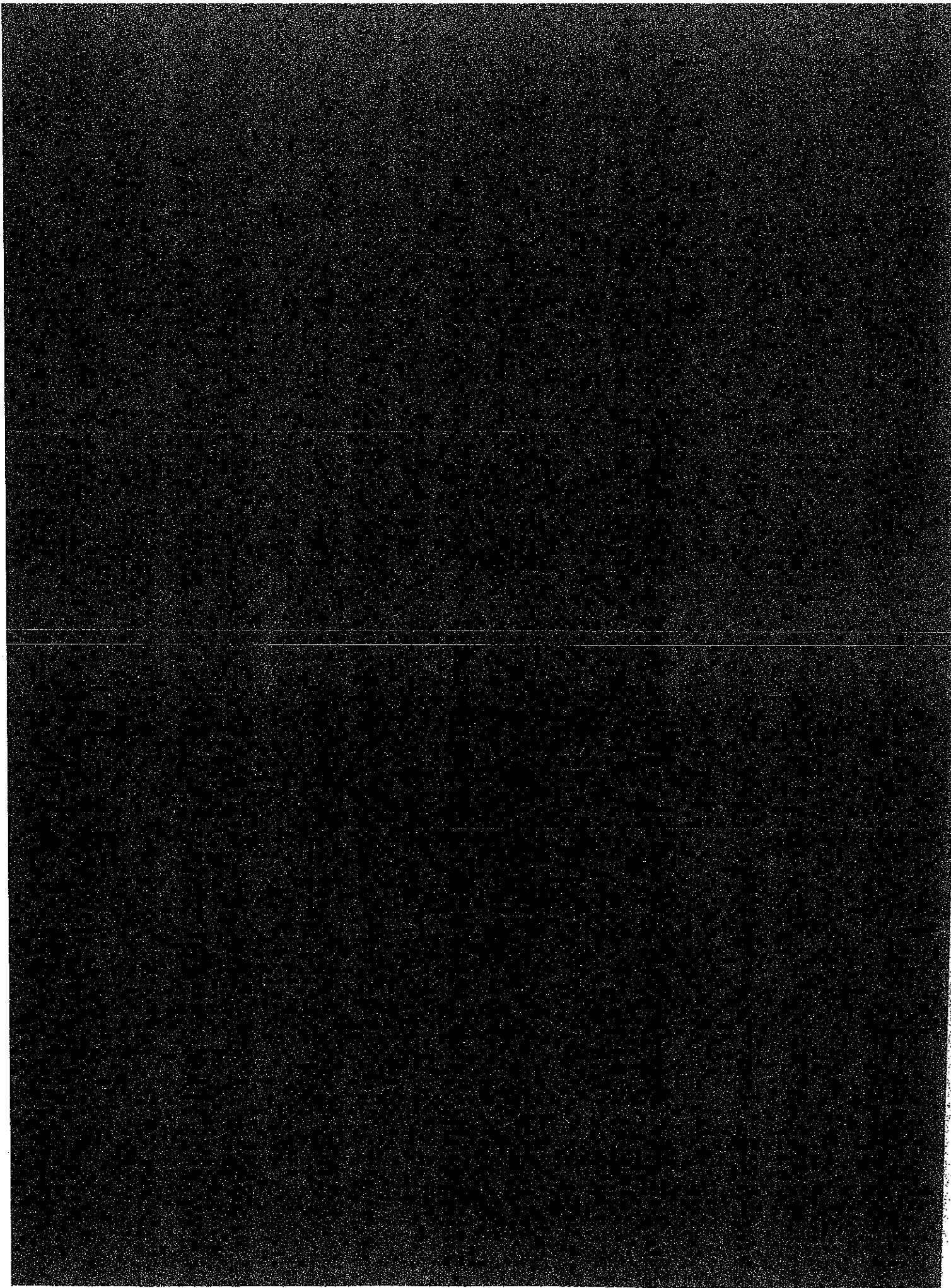
Gerry Vaerewyck

WITNESS my hand and the seal of the Township on this 19th day of December 2018.

[SEAL]

By: _____

Daniel Mator
Township Manager



ADOPTION: RESOLUTION NO. 2018-10 (APPROVAL OF THE FIREFIGHTER ROSTERS)

AS PER ORDINANCE NO. 418 – WHICH ESTABLISHED AN EIT CREDIT FOR FIRE AND EMS VOLUNTEERS – A NOTARIZED ROSTER MUST BE SUBMITTED TO, AND REVIEWED BY THE TOWNSHIP MANAGER, THEN ACCEPTED BY THE BOARD OF SUPERVISORS.

RESOLUTION NO. 2018-10

A RESOLUTION APPROVING THE VOLUNTEERS THAT APPEAR ON THE NOTARIZED LISTS SUBMITTED BY THE FIRE CHIEFS AND VERIFIED BY THE TOWNSHIP MANAGER.

RESOLUTION ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2018-10 APPROVING THE VOLUNTEERS THAT APPEAR ON THE NOTARIZED LISTS SUBMITTED BY THE FIRE CHIEFS AND VERIFIED BY THE TOWNSHIP MANAGER.

MOTION SECOND AYES NAYES

MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

15

**TOWNSHIP OF WEST DEER
ALLEGHENY COUNTY, PENNSYLVANIA
RESOLUTION NO. 2018-10**

A RESOLUTION APPROVING THE VOLUNTEERS WHO APPEAR ON THE NOTARIZED LISTS SUBMITTED BY THEIR RESPECTIVE FIRE CHIEFS FOR THE 2018 TAX YEAR, AND WHO HAVE BEEN VERIFIED BY THE TOWNSHIP MANAGER.

WHEREAS, the Township adopted Ordinance No. 418 to provide volunteer firefighters and EMS personnel an earned income tax credit if eligible; and

WHEREAS, the Ordinance specifies the procedure to determine eligibility; and

WHEREAS, the final step of determining eligibility is to have the Board of Supervisors approve the volunteers who appear on a notarized roster of eligible members as presented by the respective fire chiefs/supervisors, and who have been verified by the Township Manager;

NOW, THEREFORE, the Board of Supervisors of West Deer Township does hereby formally approve the volunteers who appear on the notarized lists submitted by the respective fire chiefs for the 2018 tax year, and who have been verified by the Township Manager.

ADOPTED this 19th day of December, 2018 by the Board of Supervisors of the Township of West Deer.

ATTEST:

TOWNSHIP OF WEST DEER

Daniel J. Mator, Jr.
Township Manager

Shirley A. Hollibaugh, Chairperson
Board of Supervisors

2018

Act 172 Certified
Volunteer Fire Fighters



Client Services Division

Name	Municipality	PSD Code
	West Deer Township	710303
Name	Station	Date Certified
Kevin Adamik	West Deer #1	11/27/18
Mary Ellen Adamik	West Deer #1	11/27/18
Tracy Adamik	West Deer #1	11/27/18
Allyson Borczyk	West Deer #1	11/27/18
Michael Borczyk	West Deer #1	11/27/18
Stephen R. Brennan	West Deer #1	11/27/18
Mark A. Carroll	West Deer #1	11/27/18
Trevor Elza	West Deer #1	11/27/18
Anthony C. Jackson	West Deer #1	11/27/18
Ralph Jackson III	West Deer #1	11/27/18
Daniel McAtee	West Deer #1	11/27/18
Bernadette Mundy	West Deer #1	11/27/18
Chris Ostrowski	West Deer #1	11/27/18
Luke Raynovich	West Deer #1	11/27/18
Zachary Raynovich	West Deer #1	11/27/18
Chris Reiher	West Deer #1	11/27/18
Devin Reiher	West Deer #1	11/27/18
William T. Shipeck	West Deer #1	11/27/18
Joseph J. Trocki	West Deer #1	11/27/18
Robin Trocki	West Deer #1	11/27/18
Thomas Trocki	West Deer #1	11/27/18
Melvin Wick	West Deer #1	11/27/18
William A. Yanicko	West Deer #1	11/27/18

2018

Act 172 Certified
Volunteer Fire Fighters



Client Services Division

Name	Municipality	PSD Code
	West Deer Township	710303
Name	Station	Date Certified
Marissa Bailey	West Deer #2	11/15/18
William Bailey III	West Deer #2	11/15/18
Richard Bayne	West Deer #2	11/15/18
Riece Bayne	West Deer #2	11/15/18
Austin Clifford	West Deer #2	11/15/18
Anthony Creaturo	West Deer #2	11/15/18
Don Gerlach	West Deer #2	11/15/18
Victor J. Gillner	West Deer #2	11/15/18
Tim Hamilton	West Deer #2	11/15/18
Patrick Hansen	West Deer #2	11/15/18
Brian Levec	West Deer #2	11/15/18
Gary Mancuso	West Deer #2	11/15/18
Frank McCorkle	West Deer #2	11/15/18
Steve McCorkle	West Deer #2	11/15/18
Jon Moore	West Deer #2	11/15/18
Daryl Morrison	West Deer #2	11/15/18
Tim Scholze	West Deer #2	11/15/18
Adam Williams	West Deer #2	11/15/18

2018

Act 172 Certified
Volunteer Fire Fighters



Client Services Division

Name	Municipality	PSD Code
	West Deer Township	710303
Name	Social Security Number	Date Certified
Cole Cannon	West Deer #3	11/27/18
Maya Cannon	West Deer #3	11/27/18
Bryan A. Downs	West Deer #3	11/27/18
David Eversole	West Deer #3	11/27/18
Lisa Eversole	West Deer #3	11/27/18
Julie Eyerman	West Deer #3	11/27/18
James W. Feil IV	West Deer #3	11/27/18
Alex Gall	West Deer #3	11/27/18
Dale E. Horn	West Deer #3	11/27/18
Ashley Lovich	West Deer #3	11/27/18
Dustin Lovich	West Deer #3	11/27/18
Kelly Malena	West Deer #3	11/27/18
Edward J. Newman	West Deer #3	11/27/18
Michael Nolan	West Deer #3	11/27/18
Dale A. Renner	West Deer #3	11/27/18
Jeffrey S. Ross	West Deer #3	11/27/18
Jason Rutan	West Deer #3	11/27/18
Bethany Schieboth	West Deer #3	11/27/18
Kevin H. Spath	West Deer #3	11/27/18
Amber Stadelmaier	West Deer #3	11/27/18
Eric Stadelmaier	West Deer #3	11/27/18
Christie Weber	West Deer #3	11/27/18
Heather White	West Deer #3	11/27/18
Deborah Wiegand	West Deer #3	11/27/18
Josh Wiegand	West Deer #3	11/27/18
Tyler Yeager	West Deer #3	11/27/18
Megan Zellhart	West Deer #3	11/27/18

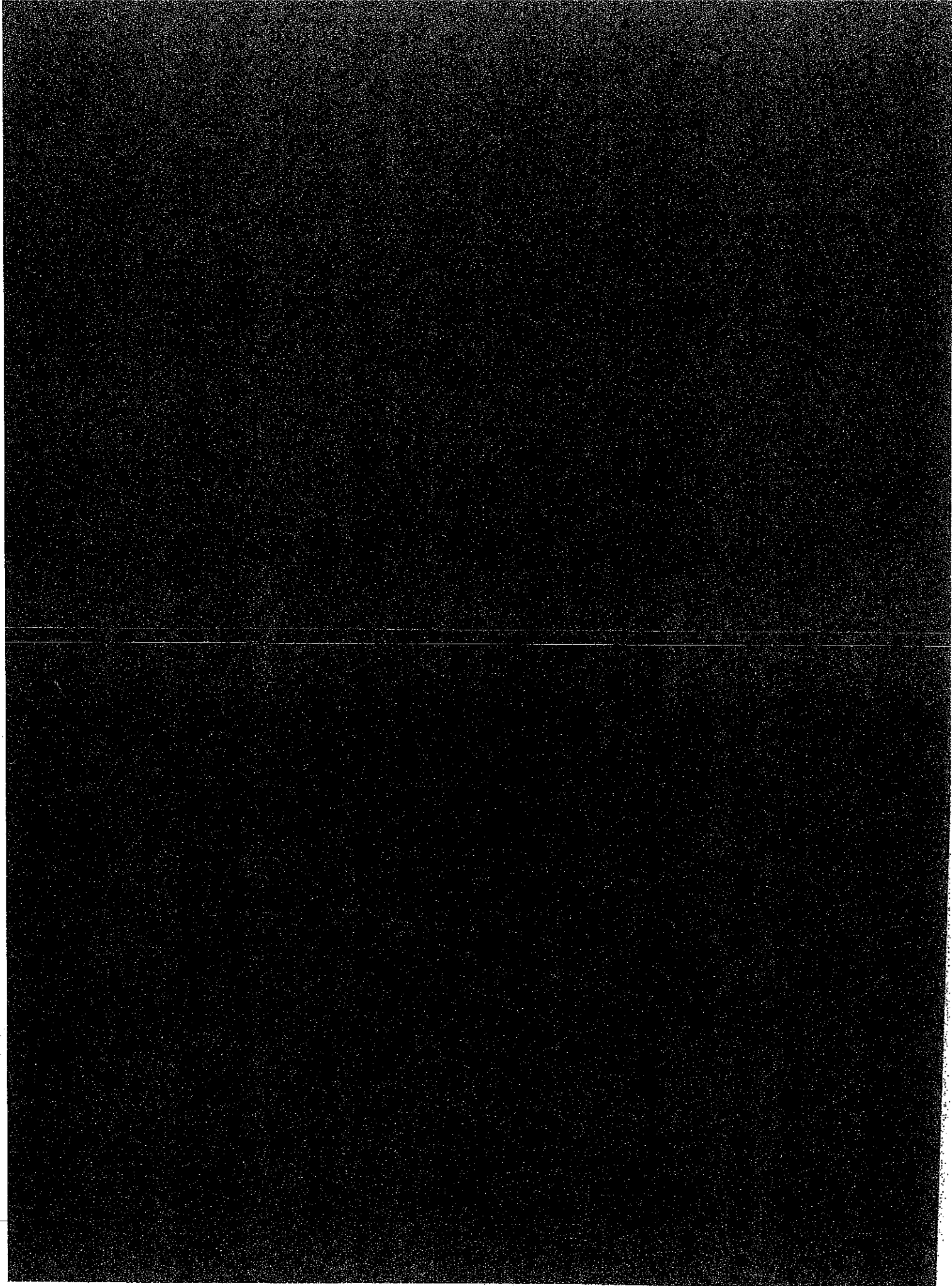
2018

Act 172 Certified
Volunteer Fire Fighters



Client Services Division

	Municipality	PSD Code
Name	Station	Date Certified
Brian Ondras	North Hampton VFD	11/15/18



ADOPTION: RESOLUTION NO. 2018-11 (VACANT PROPERTY PROGRAM)

RESOLUTION NO. 2018-11

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF TWO PARCELS WITH LOT AND BLOCK NUMBERS 2012-H-190 AND 2012-H-198 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

RESOLUTION ATTACHED.

PROPERTY LOCATION: WILLOW WAY, TARENTUM, PA 15084

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2018-11 ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF TWO PARCELS WITH LOT AND BLOCK NUMBERS 2012-H-190 AND 2012-H-198 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

MOTION SECOND AYES NAYES

MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

16

WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 2018-11

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF TWO PARCELS WITH LOT AND BLOCK NUMBERS 2012-H-190 and 2012-H-198 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

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

WHEREAS, certain properties have been submitted to the County for consideration under the Program known and identified as Lot and Block Numbers: 2012-H-190 and 2012-H-198 and;

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

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

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

RESOLVED this 19th day of December, 2018 by the Board of Supervisors of the Township of West Deer.

ATTEST:

TOWNSHIP OF WEST DEER

Daniel J. Mator, Jr.
Township Manager

Shirley Hollibaugh, Chairwoman

CERTIFIED COPY

I, the undersigned, the duly appointed Manager of the Township of West Deer, Allegheny County, Pennsylvania (the "Township") hereby certify that: The foregoing is a true and correct copy of a Resolution of the Township Board of Supervisors (the "Supervisors") which was duly adopted by the Supervisors in a public session duly convened on December 19, 2018. The said Resolution has been duly recorded in the official Minutes of the Township of West Deer, Allegheny County, Pennsylvania. The said Resolution remains in effect, unaltered and unamended, as of the date of this Certificate.

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

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

(SEAL)

Daniel J. Mator, Jr.
Township Manager

10 year Strategy

Indiana/West Deer Townships

4. Explore potential incentives for commercial/industrial development in designated areas. Years 1-3
 - a. Research federal and state funding resources to support create incentives.
 - b. Employ local tax abatement as appropriate.
5. Explore options for public transportation opportunities that would provide access to, at a minimum, the city of Pittsburgh (possible joint strategy). Years 4-7
 - a. Meet with the Port Authority of Allegheny County to discuss the opportunities and demand requirements for providing transit service to Indiana and West Deer Townships.
 - b. Conduct a feasibility assessment to determine the level of interest in transit service and the potential demand for services based on opportunities identified by the Port Authority.
 - c. Identify priority locations for transit stops and/or park-and-ride locations.
 - d. Identify improvements and associated permits required to support public transit.
6. Improve highway infrastructure to provide more and better accessibility (joint transportation plan). Years 4-7
7. Expand public water and sewer infrastructure to replace on-lot systems – especially in areas designated for growth (joint planning opportunity). Years 4-7
 - a. Work with public water and sewer providers in each township to determine capacity to accommodate projected growth beyond 2020.

Wording

As previously noted, the majority of developed land in Indiana Township is residential. The rural character of the township and the quality of the school district can make it an attractive place for families with children and one of the township's greatest strengths is the availability of land for potential development. Although the majority of homes are single-family owner-occupied, existing housing is available at a variety of price-points that are affordable for all income levels, from starter homes to those priced for mid-range and upper income levels. However, based on information gathered from Advisory Committee members, many of the newer homes that are being built in the township are not affordable for the average household in Indiana Township.

The mix of age groups within a community is an important indicator in planning for future housing. As seen in the "Existing Conditions" section of the Joint Comprehensive Plan, the

Indiana/West Deer Townships

population in Indiana Township is aging, and the population between the ages of 25 and 54 is steadily declining. A community with an aging population that is not attracting new, younger residents can expect and plan for the following:

- Lower birth rates and higher death rates, which will lead to decreases in population
- An increase in housing vacancies as the population decreases
- A smaller workforce, which can make the area less attractive to new businesses.
- A decrease in tax revenue as property assessment values and earned income decrease

As in Indiana Township, residential is the primary land use in West Deer Township, and one of its strengths is the abundance of developable land. The majority of housing in the township is single-family owner-occupied, with a variety of price-points that are affordable for all income levels. As previously noted, one of the township's weaknesses is the lack of commercial development. As in Indiana Township, West Deer Township is also experiencing a steady decline in the population between the ages of 25 and 54.

Indiana and West Deer Townships' strategies over the next 10 years for providing adequate housing for its current and future residents include the following:

1. Encourage (Indiana Township) or maintain (West Deer Township) greater diversity in new housing development – both in types of housing and in price points that are affordable to all income levels.

Years 1-3

- a. Allow for areas with higher density to support affordable housing.
- b. Employ inclusionary zoning to require a minimum number of affordable units in new housing developments.



2. Explore options and incentives for the acquisition and demolition of blighted properties.

Years 1-3

- a. Research federal state and county funding sources for acquisition and/or demolition of blighted properties.
- b. Seek assistance from Allegheny County Redevelopment Authority (or other appropriate county agency) for property acquisition if needed.

3. Review current codes governing property maintenance and implement a code enforcement process to mitigate the potential of future blight.

Years 1-3

Although residents of Indiana Township have convenient access to over four million square feet of retail amenities outside the township, there is a lack of neighborhood-scale commercial development in the township. In addition, there is a lack of land available with zoning that allows for commercial development, and many residents living in existing residential



ALLEGHENY COUNTY
ECONOMIC DEVELOPMENT

**ALLEGHENY COUNTY
VACANT PROPERTY RECOVERY
PROGRAM**

APPLICATION

Please submit the complete application and all required supporting documentation to the address below. Applications will not be accepted via fax or e-mail. Failure to submit all required information may result in termination of the application.

Allegheny County Vacant Property Recovery Program - Applications
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

SECTION 1: PROPERTY INFORMATION

Address	356 WILLOW WAY, TARENTUM, PA 15084
Block and Lot # (Parcel ID)	2012-H-00198-0000-00
Condition	<input type="checkbox"/> Vacant Lot <input checked="" type="checkbox"/> Vacant Structure
Approximate Size (in square feet)	5490 sq FT
Assessed value	\$ 55,100
Has the property been tax delinquent for at least 3 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Are you related to the record owner of the property?	<input type="checkbox"/> Yes (Please Specify _____) <input checked="" type="checkbox"/> No

SECTION 2: APPLICANT INFORMATION

Legal Name of Applicant(s) (The name of each individual or the organization applying for the property, as it should appear on all legal documents) ¹	THOMAS J WOODS JR
Address of Applicant (Street Address, City, State and Zip)	357 WILLOW WAY TARENTUM, PA 15084
Name of Contact Person	THOMAS J WOODS JR
Telephone Number of Contact Person	724-994-8865 Home: _____ Other: _____
Email Address (optional)	TWOODS465@GMAIL.COM
Do you currently own property that shares a common boundary with the subject property?	Yes: <input checked="" type="checkbox"/> Homeowner Occupant <input type="checkbox"/> Business <input checked="" type="checkbox"/> Residential Rental Property <input type="checkbox"/> Other (Please specify _____) No: _____

<p>Please identify the address and Block and Lot number of all property that you own in Allegheny County, including property owned individually, jointly, or owned by any entity (LLC, corporation, partnership, etc.) in which you have an interest.</p>	<p>357 WILLOW WAY, TARENTUM, PA 15084 PARCEL ID 2012-H-00194-0000-00 352 WILLOW WAY, TARENTUM, PA 15084 PARCEL ID 2012-H-00329-0000-00</p>
---	---

¹ If the applicant is an entity, a request for additional information will follow.

SECTION 3: REUSE/DEVELOPMENT PLAN

<p>Please describe the current condition of the property.</p>	<p>HOUSE ABANDONED OVER 8-10YRS AGO NEEDS TO BE DOWN</p>
<p>How will you use the property (ex. side yard, residential rental property, etc.)? Please be specific. ¹</p>	<p>SIDE YARD & PARKING</p>
<p>If you own abutting property, how does your proposed re-use relate to that property?</p>	<p>CLEAR W/ NO STRUCTURE</p>
<p>Describe any changes or improvements you will make to the condition of the property. Please be specific. ¹</p> <p><i>If the property has or will have a structure on it, you must also submit all information outlined in the attached Parcels with Existing/Future Structures Policy.</i></p>	<p>REMOVE STRUCTURE & CLEAR LOT</p>
<p>What are the estimated costs of these improvements? ²</p>	<p>\$ 10,000</p>

¹ Applicants are responsible for ensuring that their plan adheres to all local zoning, property maintenance, and building code requirements and should contact the municipality in advance to determine the applicable requirements. Applicants may be required to provide information about these requirements as part of the application process.

² Depending upon the applicant's proposed plan, applicants may be required to submit supplemental information, such as bids or quotes, schematic plans, and information about relevant experience.

SECTION 4: ESTIMATED PURCHASE PRICE¹

(The purpose of this section is to ensure that applicants fully understand the pricing structure of the Program. Amounts listed in the section will be estimates only, and will not determine the actual costs of property acquisition. Please refer to the attached "Products and Pricing Structure".)

Estimated Appraised Value Provide an estimate of the property's value based upon information such as recent comparable sales, the current assessed value of the property, etc.	\$ 2,000.00
Good Faith Deposit \$166.75 or 10 percent of the estimated appraised value of the property for properties valued over \$2,000.00	\$
Parcel Fee \$3,000.00 per property	\$ 3,000.00
Closing Costs Average \$500.00	\$ 500.00
Estimated Total Purchase Price	\$ 5,500.00

¹ Applicants may elect to purchase title insurance at an additional cost.

SECTION 5: FINANCING

How will you fund the purchase of the property and implementation of your reuse plan (e.g. personal funds, line of credit, loan, etc.)? Please attach documentation of sufficient funds, such as a bank statement, letter of credit, etc.	CASH
---	------

I hereby attest that the above written information is true and correct to the best of my knowledge. I have received, reviewed, and understand the Allegheny County Vacant Property Recovery Program's "Applicant Eligibility Requirements," "Property Eligibility Requirements," "Timeline for Payment and Acquisition," "Products and Pricing Structure," and "Parcels with Existing/Future Structures Policy," and agree to abide by these policies. I understand that failure to submit all required information may result in the termination of my application. I understand that the Redevelopment Authority of Allegheny County (RAAC) may share my application materials and information pertaining to my application as part of the application review and approval process.

I understand that my application will be considered for participation in the Allegheny County Vacant Property Recovery Program, but there is no guarantee of acceptance into the Program. The approval of an application and the acquisition and transfer of a property is at all times at the sole discretion of RAAC and the Allegheny County Vacant Property Recovery Program. Neither RAAC nor the Allegheny County Vacant Property Recovery Program guarantees the acquisition and/or transfer of any property.

6/20/18 Thomas J Woods Jr. THOMAS J WOODS JR
 Date Signature Print Name

_____ _____ _____
 Date Signature Print Name

SPECIALT. WOODS

CUSTOM CARPENTRY

357 WILLOW WAY, TARENTUM PA 15084

724-994-8865 / SPECIALT.WOODS@GMAIL.COM

PA # 103199 / FULLY INSURED

DATE: NOVEMBER 5, 2018

PROJECT: DEMO HOUSE – 365 WILLOW WAY

CUSTOMER: THOMAS WOODS

**DEMO EXISTING STRUCTURE AT 356 WILLOW WAY, CURRENTLY 2 STORY
BLOOM FRAMED ATOP OF CINDER BLOCK FOUNDATION**

STRUCTURE IS APPROX. 16 X 36

**THE ENTIRE STRUCTURE ALONG WITH ALL DEBRIS WILL BE TORN DOWN BY AND
VOLVO 150 EXCAVATOR, PACKED IN DUMPSTERS, AND HAULED OUT**

THE EXISTING HOLE WILL BE FILLED WITH DIRT, TAMPED, AND SEEDED

DUMPSTERS

5 - 30 YARD @ \$350EA. (ADDITIONAL COST FOR MORE THAN 5 DUMPSTERS)

\$1750

MACHINE

16HRS@\$80N/HR= \$1280

DELIVERY /FUEL CHARGE \$500

LABOR

48HRS@\$40N/HR=\$1920

TOTAL = \$5450

West Deer



TOWNSHIP

ALLEGHENY COUNTY PA

Chairwoman of the Board
Shirley Hollibaugh

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

Township Manager
Daniel J. Mator, Jr.

October 31, 2018

Re: 356 Willow Way
Parcel # 2012-H-198

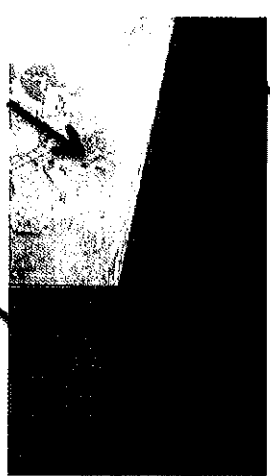
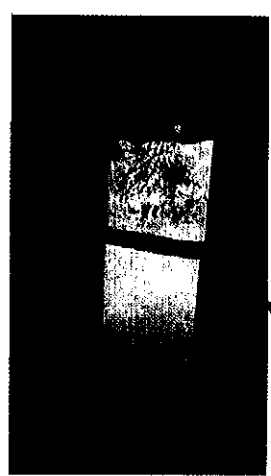
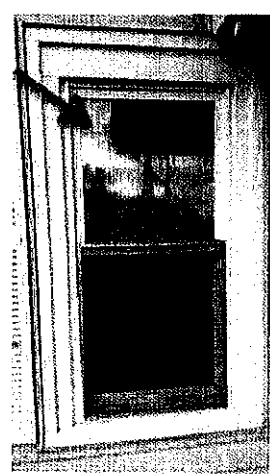
To whom it may Concern:

The structure located at 356 Willow Way in West Deer Township was inspected for safety and nuisance on October 30 2018. The results of the inspections were as follows:

1. Unsecured structure – Basement door and rear porch door are unsecured.

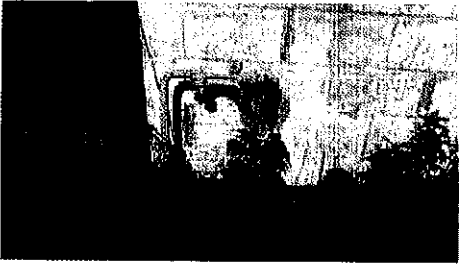


2. Several windows broken.

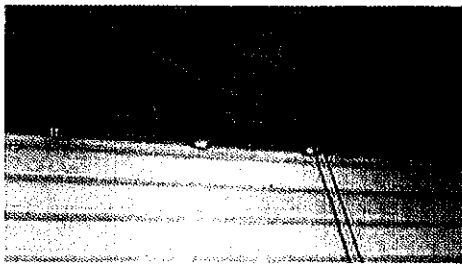
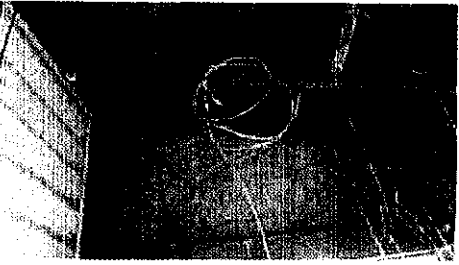




3. Gas meter removed



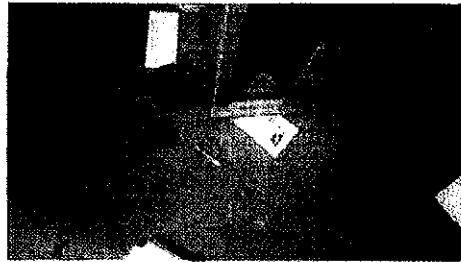
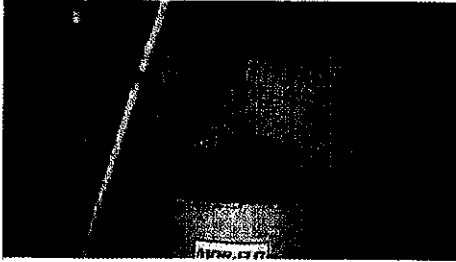
4. Improper electrical connections



5. Pest Vector attractions: Bedding/Food



6. Signs of intruders: Missing copper pipes and used needles



7. Rear porch roof is deteriorated and collapsing

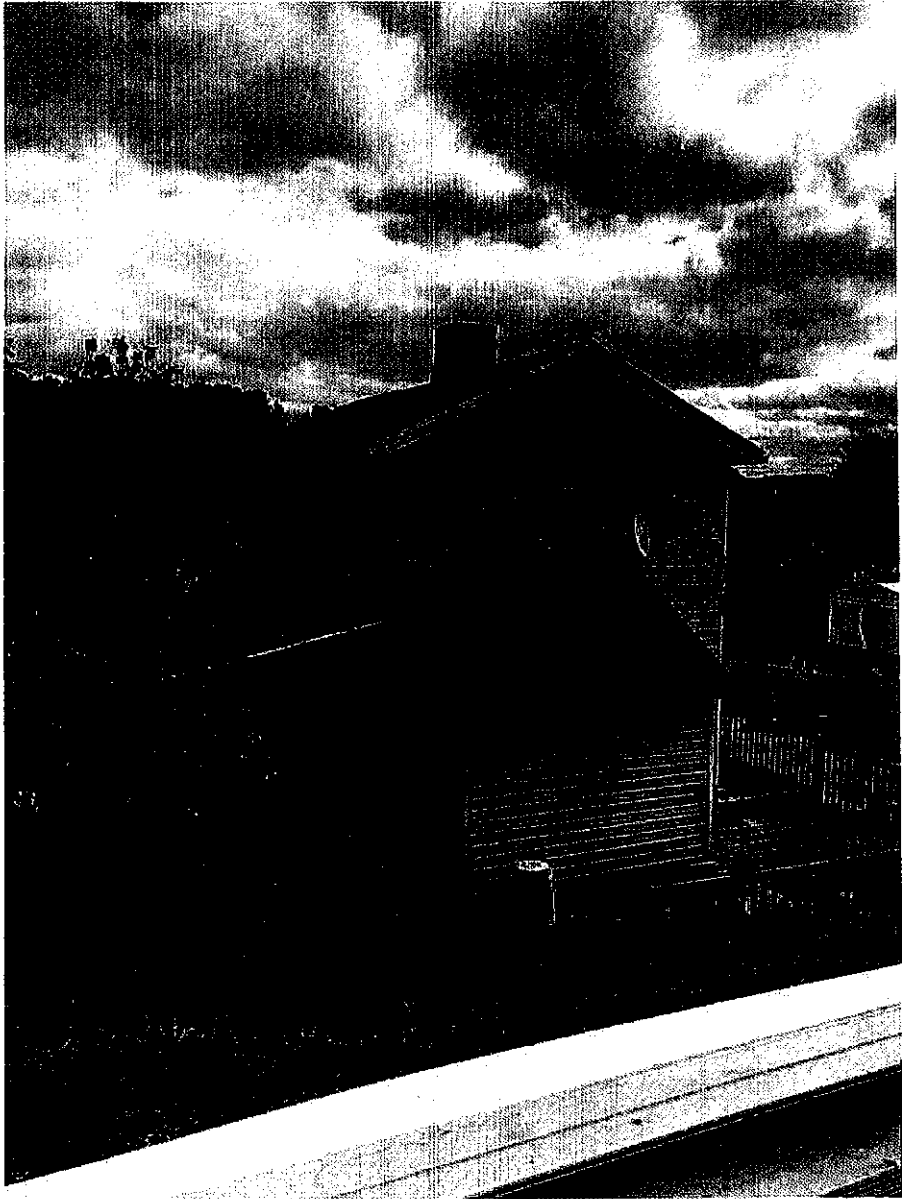


The inspection found that the structure located at 356 Willow Way was in fact a health and safety hazard to the surrounding neighbors. This short inspection summary does not condone any violations not stated directly within. It is our understanding that an adjacent property owner is willing to acquire the property through the Vacant Property Recovery Program and either repair the structure or demolish the structure. The Township is agreeable to either course of action.

Sincerely,

A handwritten signature in black ink, appearing to read "William Payne".

William Payne
Code Enforcement Officer
West Deer Township





ALLEGHENY COUNTY
ECONOMIC DEVELOPMENT

**ALLEGHENY COUNTY
VACANT PROPERTY RECOVERY PROGRAM**

ASSESSMENT OF STRUCTURE BY MUNICIPAL CODE OFFICIAL

Block and Lot No.: 2012-H-198
Mailing Address: 356 WILLOW WAY
Date of Inspection: 10-30-18

Municipality: West Deer

Structure Status as of Date of Inspection: Structure exists on property
 Structure has been demolished

Occupancy Status as of Date of Inspection: Structure is vacant
(If structure exists.) Structure is occupied

If the property contains a structure, do any of the following conditions exist on the property as of the date of inspection? Please check all that apply.

Because of its physical condition or use it is regarded as a public nuisance at common law or has been declared a public nuisance in accordance with the local housing, building, plumbing, fire and related codes.

Because of its physical condition, use or occupancy it is considered an attractive nuisance to children.

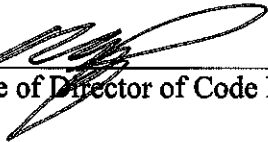
Dwelling which because it is dilapidated, unsanitary, unsafe, vermin-infested or lacking in the facilities and equipment required by the housing code of the municipality, has been designated by the department responsible for enforcement of the code as unfit for human habitation. *(Please attach a copy of the notice sent by the municipality to the record owner.)*

It is a fire hazard, or is otherwise dangerous to the safety of persons or property.

The utilities, plumbing, heating, sewerage or other facilities have been disconnected, destroyed, removed, or rendered ineffective so that it is unfit for its intended use.

It is vacant and has not been rehabilitated within one year of the receipt of notice to rehabilitate from the appropriate code enforcement agency. *(Please attach a copy of the notice sent by the municipality to the record owner.)*

None of the above conditions apply.


Signature of Director of Code Enforcement

William Pyne
Printed Name

12-5-18
Date



**ALLEGHENY COUNTY VACANT
PROPERTY RECOVERY PROGRAM**

CONFLICT OF INTEREST FORM

All applicants requesting participation in an Allegheny County Economic Development (ACED) or Redevelopment Authority of Allegheny County (RAAC) program are requested to disclose whether they or any of their relatives are one or more of the following:

1. An employee of Allegheny County;
2. An elected or appointed official at the local, county, state or federal level; and/or
3. A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

If one or all of these categories applies, a formal Conflict of Interest waiver must be obtained from the appropriate party. If the source of funding for your participation in an ACED/RAAC program is the U. S. Department of Housing and Urban Development (HUD), then a formal Conflict of Interest waiver must be submitted to HUD for approval.

APPLICANT INSTRUCTIONS: Please read all of the sections below and complete all sections as applicable to each applicant. More than one section may apply. Please sign the bottom of the form.

Check the appropriate box for each category			Category
I am*	I am related to*	I am not nor am I related to	
		X	An Allegheny County Employee
		X	An Elected or Appointed Official
		X	A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

* If you checked anything in the "I am" and/or the "I am related to" Category above, please provide the following information regarding this relation (attach additional pages as necessary):

Name	Title	Organization/Department	Relationship to Applicant

I/we acknowledge and agree that any misrepresentation contained in this Conflict of Interest Disclosure may result in the cancellation of my application for acquisition assistance or, if the misrepresentation is discovered after the acquisition assistance has been granted, I/we may be required to repay the entire amount of acquisition assistance upon demand.

THOMAS J WOODS JR
Applicant Name (Printed)

Thomas J Woods Jr.
Applicant Signature

6/26/18
Date

Co-Applicant Name (Printed)
252 Willow Way
Address (Property applied for)

Co-Applicant Signature
2012-H-00198-0000-00
Block/Lot

Date West Deer
FARENTIUM TWP
Municipality

In addition, the applicant(s) have completed all required Municipal Conflict of Interest processes and it has been determined that no Conflict of Interest exists. Copies of such documentation will be made available to ACED/RAAC upon request.

DANIELA MATCO
Municipal Official Name (Printed)

[Signature]
Municipal Official Signature

5 Dec 2018
Date



ALLEGHENY COUNTY
ECONOMIC DEVELOPMENT

ALLEGHENY COUNTY VACANT PROPERTY RECOVERY PROGRAM

CODE VIOLATION REVIEW

The following Applicant has applied to the Allegheny County Vacant Property Recovery Program for a property located in West Deer. To be eligible for the Program, an Applicant cannot have outstanding code violations on any property in which the Applicant has an ownership interest. We request your assistance in verifying this.

Applicant: Thomas J Woods Jr

Properties Owned by Applicant: Based upon information provided by the Applicant in Section 2 of the application and a search of Allegheny County Department of Real Estate Records, properties in which the Applicant has an ownership interest located in West Deer include, but may not be limited to, those listed below. Please add additional properties to the list as necessary.

Parcel ID	Owner Name	Address	Municipality
<u>2012-H-00194-0000-00</u>	WOODS THOMAS J JR	357 WILLOW WAY	WEST DEER
<u>2012-H-00229-0000-00</u>	WOODS THOMAS J JR WOODS DENISE ANN	352 WILLOW WAY	WEST DEER

Does the Applicant have any outstanding code violations on any property in which the Applicant has an ownership interest in the Township of West Deer?

Yes (Please provide documentation.)

No

William Payne Code Enforcement Officer
Name and Title

12-5-18
Date of Review

[Signature]
Signature

<p>Please identify the address and Block and Lot number of all property that you own in Allegheny County, including property owned individually, jointly, or owned by any entity (LLC, corporation, partnership, etc.) in which you have an interest.</p>	<p>357 WILLOW WAY, TARENTUM, PA 15084 PARCEL ID 2012-H-00194-0000-00 352 WILLOW WAY, TARENTUM, PA 15084 PARCEL ID 2012-H-00229-0000-00</p>
---	---

¹ If the applicant is an entity, a request for additional information will follow.

SECTION 3: REUSE/DEVELOPMENT PLAN

<p>Please describe the current condition of the property.</p>	<p>VACANT LOT</p>
<p>How will you use the property (ex. side yard, residential rental property, etc.)? Please be specific. ¹</p>	<p>EXTEND YARD</p>
<p>If you own abutting property, how does your proposed re-use relate to that property?</p>	<p>EXTEND YARD</p>
<p>Describe any changes or improvements you will make to the condition of the property. Please be specific. ¹</p> <p><i>If the property has or will have a structure on it, you must also submit all information outlined in the attached Parcels with Existing/Future Structures Policy.</i></p>	<p>NEEDS CLEARED & LEVELED</p>
<p>What are the estimated costs of these improvements? ²</p>	<p>\$ 3,100.00</p>

¹ Applicants are responsible for ensuring that their plan adheres to all local zoning, property maintenance, and building code requirements and should contact the municipality in advance to determine the applicable requirements. Applicants may be required to provide information about these requirements as part of the application process.

² Depending upon the applicant's proposed plan, applicants may be required to submit supplemental information, such as bids or quotes, schematic plans, and information about relevant experience.





CONFLICT OF INTEREST FORM

All applicants requesting participation in an Allegheny County Economic Development (ACED) or Redevelopment Authority of Allegheny County (RAAC) program are requested to disclose whether they or any of their relatives are one or more of the following:

1. An employee of Allegheny County;
2. An elected or appointed official at the local, county, state or federal level; and/or
3. A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

If one or all of these categories applies, a formal Conflict of Interest waiver must be obtained from the appropriate party. If the source of funding for your participation in an ACED/RAAC program is the U. S. Department of Housing and Urban Development (HUD), then a formal Conflict of Interest waiver must be submitted to HUD for approval.

APPLICANT INSTRUCTIONS: Please read all of the sections below and complete all sections as applicable to each applicant. More than one section may apply. Please sign the bottom of the form.

Check the appropriate box for each category			Category
I am*	I am related to*	I am not nor am I related to	
		X	An Allegheny County Employee
		X	An Elected or Appointed Official
		X	A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

* If you checked anything in the "I am" and/or the "I am related to" Category above, please provide the following information regarding this relation (attach additional pages as necessary):

Name	Title	Organization/Department	Relationship to Applicant

I/we acknowledge and agree that any misrepresentation contained in this Conflict of Interest Disclosure may result in the cancellation of my application for acquisition assistance or, if the misrepresentation is discovered after the acquisition assistance has been granted, I/we may be required to repay the entire amount of acquisition assistance upon demand.

THOMAS T WOODS JR
Applicant Name (Printed)

Thomas Woods Jr.
Applicant Signature

6/20/18
Date

Co-Applicant Name (Printed)
250 Willow Way
Address (Property applied for)

Co-Applicant Signature
2012-H-00198-0000-00
Block/Lot

Date West Deer
FARENTUVA Twp
Municipality

In addition, the applicant(s) have completed all required Municipal Conflict of Interest processes and it has been determined that no Conflict of Interest exists. Copies of such documentation will be made available to ACED/RAAC upon request.

DANIEL MATCO
Municipal Official Name (Printed)

[Signature]
Municipal Official Signature

5 DEC 2018
Date



ALLEGHENY COUNTY
ECONOMIC DEVELOPMENT

**ALLEGHENY COUNTY
VACANT PROPERTY RECOVERY PROGRAM**

CODE VIOLATION REVIEW

The following Applicant has applied to the Allegheny County Vacant Property Recovery Program for a property located in West Deer. To be eligible for the Program, an Applicant cannot have outstanding code violations on any property in which the Applicant has an ownership interest. We request your assistance in verifying this.

Applicant: Thomas J Woods Jr

Properties Owned by Applicant: Based upon information provided by the Applicant in Section 2 of the application and a search of Allegheny County Department of Real Estate Records, properties in which the Applicant has an ownership interest located in West Deer include, but may not be limited to, those listed below. Please add additional properties to the list as necessary.

Parcel ID	Owner Name	Address	Municipality
<u>2012-H-00194-0000-00</u>	WOODS THOMAS J JR	357 WILLOW WAY	WEST DEER
<u>2012-H-00229-0000-00</u>	WOODS THOMAS J JR WOODS DENISE ANN	352 WILLOW WAY	WEST DEER

Does the Applicant have any outstanding code violations on any property in which the Applicant has an ownership interest in the Township of West Deer?

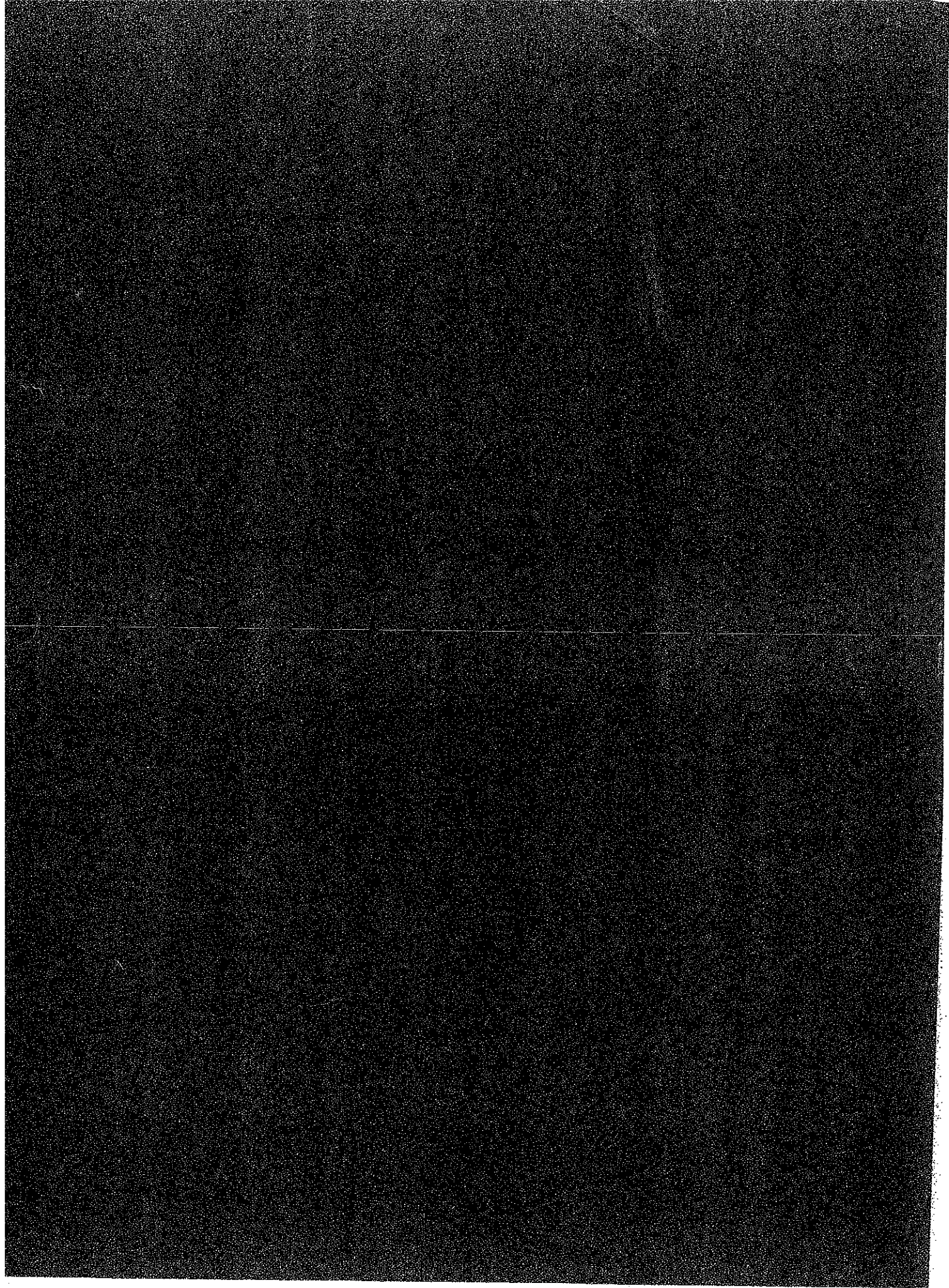
Yes (Please provide documentation.)

No

William Payne Code Enforcement Officer
Name and Title

12-5-18
Date of Review

[Signature]
Signature



APPOINTMENT: POLICE SECRETARY

WITH PAM TEDESCO RETIRING FEBRUARY 28, 2019, THE TOWNSHIP ADVERTISED AND INTERVIEWED APPLICANTS TO FILL HER POSITION OF POLICE SECRETARY.

POLICE CHIEF JON LAPE AND TOWNSHIP MANAGER DANIEL MATOR ARE RECOMMENDING THE HIRING OF DEBRA PFEIFFER.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO HIRE DEBRA J. PFEIFFER AS A FULL-TIME EMPLOYEE OF WEST DEER TOWNSHIP AND APPOINT HER THE POLICE SECRETARY EFFECTIVE JANUARY 1, 2019.

MOTION SECOND AYES NAYES

MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

17

APPROVAL: MEMORANDUM OF UNDERSTANDING (SCHOOL RESOURCE OFFICER)

ATTACHED IS THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEER LAKES SCHOOL DISTRICT AND WEST DEER TOWNSHIP FOR THE SCHOOL RESOURCE OFFICER FROM AUGUST 22, 2018 THROUGH JUNE 30, 2019.

CHIEF LAPE.....

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO APPROVE AND AUTHORIZE THE CHIEF OF POLICE TO SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEER LAKES SCHOOL DISTRICT AND WEST DEER TOWNSHIP TO PROVIDE THE DISTRICT A SCHOOL RESOURCE OFFICER FROM AUGUST 22, 2018 THROUGH JUNE 30, 2019, AND PROVIDING REIMBURSEMENT FOR SAID SERVICES.

MOTION SECOND AYES NAYES

MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

18

Model Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**West Deer Township Police Department
(Law Enforcement Authority)**

and

**Deer Lakes School District
(School Entity)**

**August 22, 2018
(Date)**

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter "Memorandum"):

_____ West Deer Township Police Department _____

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

_____ Deer Lakes School District _____

B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the "Safe Schools Act," *as amended*, 24 P.S. §§ 13-1301-A—13-1313-A.

2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.

3. Information From Student Records

a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:

i. Criminal History Record Information Act, 18 Pa.C.S. § 9101 *et seq.*

ii. The prohibition against disclosures, specified in section IV(C)(5) of this Memorandum.

b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:

i. Comply with the Family Educational Rights and Privacy Act (hereinafter "FERPA"), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.

ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 131303-A and 13-1313-A, and any amendments thereto.

iii. Complete reports as required by section 1303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.

c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an

articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate – to parents, students and the Family Policy Compliance Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, schoolwide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

Authority in the reporting and resolution of all incidents described in Section II of this document.

4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):
 - i. Section 908 (relating to prohibited offensive weapons).
 - a. The term "offensive weapon" is defined by section 908 of the Crimes Code as "[a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose." See 18 Pa.C.S. § 908(c) (relating to definitions).
 - b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a *curio* or in a dramatic performance, or to one who possessed an offensive weapon

briefly in consequence of having found it or taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

- ii. Section 912 (relating to possession of weapon on school property).
 - a. The term "weapon" is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
 - b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.
- iii. Chapter 25 (relating to criminal homicide).
- iv. Section 2702 (relating to aggravated assault).
- v. Section 2709.1 (relating to stalking).
- vi. Section 2901 (relating to kidnapping).
- vii. Section 2902 (relating to unlawful restraint).
- viii. Section 3121 (relating to rape).
- ix. Section 3122.1 (relating to statutory sexual assault).
- x. Section 3123 (relating to involuntary deviate sexual intercourse).
- xi. Section 3124.1 (relating to sexual assault).
- xii. Section 3124.2 (relating to institutional sexual assault).
- xiii. Section 3125 (relating to aggravated indecent assault).
- xiv. Section 3126 (relating to indecent assault).
- xv. Section 3301 (relating to arson and related offenses).

- xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v) (relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act," *as amended*, 35 P.S. §§ 780-101—780-144, popularly known as the "Drug Act." For purposes of this Memorandum, the terms "controlled substance", "designer drug" and "drug paraphernalia" shall be defined as they are in Section 102 of the Drug Act.
See 35 P.S. § 780-102 (relating to definitions).
- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
- d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).
2. In responding to students who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based programs, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

- 1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault).

- ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2706 (relating to terroristic threats).
 - iv. Section 2709 (relating to harassment).
 - v. Section 3127 (relating to indecent exposure).
 - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - vii. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - viii. Chapter 39 (relating to theft and related offenses).
 - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - x. Section 5503 (relating to disorderly conduct).
 - xi. Section 6305 (relating to sale of tobacco).
 - xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
 - xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).
- b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).
2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.

2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.
- D. Notification of the Law Enforcement Authority when incident involves children with disabilities
1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
 2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will act to address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students—general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.
 3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
 4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

SRO will notify Special Education Director, Lindsay McGaughey, to further the discussion.

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
 1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.
 5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.
7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:
 1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
 3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly

with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
 - a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention.
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General Principles: Once the Law Enforcement Authority assumes primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the Superintendent informed of the status of pending investigations.
2. Victims
 - a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
 - b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.
3. Witnesses
 - a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
 - b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.
4. Suspects and Custodial Interrogation
 - a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
 - b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.

- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

- a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.

- c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
- e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report]

The Superintendent, building principal, and Chief of Police will review the Skyward information to verify accuracy and make any corrections that are warranted.

V. General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.
- C. If changes in state or federal law require changes to this Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.



Chief School Administrator

Deer Lakes SD

School Entity

Chief Law Enforcement Authority

Law Enforcement Authority

Building Principal

School Building

Please see job description as part of this agreement.

JBJ
Superintendent 12-5/18

DEER LAKES SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: School Resource Officer

QUALIFICATIONS:

1. High School Diploma required. Graduate of Pennsylvania Police Academy.
2. Must have completed courses, completed NSRO training and completed future updates, additions, and recommendations by The National School Resource Officer Training.
3. Must have been trained or be able to be trained in accordance with the guidelines established by the federal government for the position.
4. Must maintain all training as required by the Pennsylvania Municipal Police Officers Education and Training Commission.
5. Must obtain and maintain any/all required documents as needed for working with juveniles.
6. Must be Act 120 Certified and retain this certification throughout the period of time that the officer is performing the duties within the job description.
7. Knowledge of and ability to practically apply standard security procedure and practices.
8. Thorough knowledge of School Board policies and procedures relating to security functions and the student's right and responsibilities.
9. Ability to maintain accurate security records and reports.
10. Excellent leadership and human relations skills.
11. Must possess a valid PA Driver's license with a good driving record.
12. Ability to work independently and in circumstances of complete confidentiality.
13. Expertise in advanced software programs including Microsoft Access, PowerPoint, Word, Excel and Adobe Acrobat Professional required. Experience in Financial Software preferred.
14. Strong communication, writing and interpersonal skills.
15. Strong organizational skills and attention to detail required.
16. Ability to work under pressure, be flexible and work as part of a team required.
17. Ability to plan and organize complex work projects.

REPORTS TO: Chief of Police

ACCOUNTABILITY OBJECTIVE:

It will be the primary purpose and function of the School Resource Officer, heretofore referred to as the SRO, to act as the liaison between the West Deer Township Police department and the Deer Lakes School District.

The SRO(s) shall provide protection of life, limb and property within the confines of school district facilities and adjacent properties and shall act as the law enforcement authority within these facilities, as is consistent with current practices.

The SRO(s) shall enforce all pertinent laws and assist school district personnel in matters of mutual concern, including but not limited to security issues, adherence to school district disciplinary policies, truancy issues, counseling/mentoring (within the scope of the officers limited expertise) and any/all issues which relate to the functions and authority of a Police Patrol Officer.

PERFORMANCE ACCOUNTABILITIES:

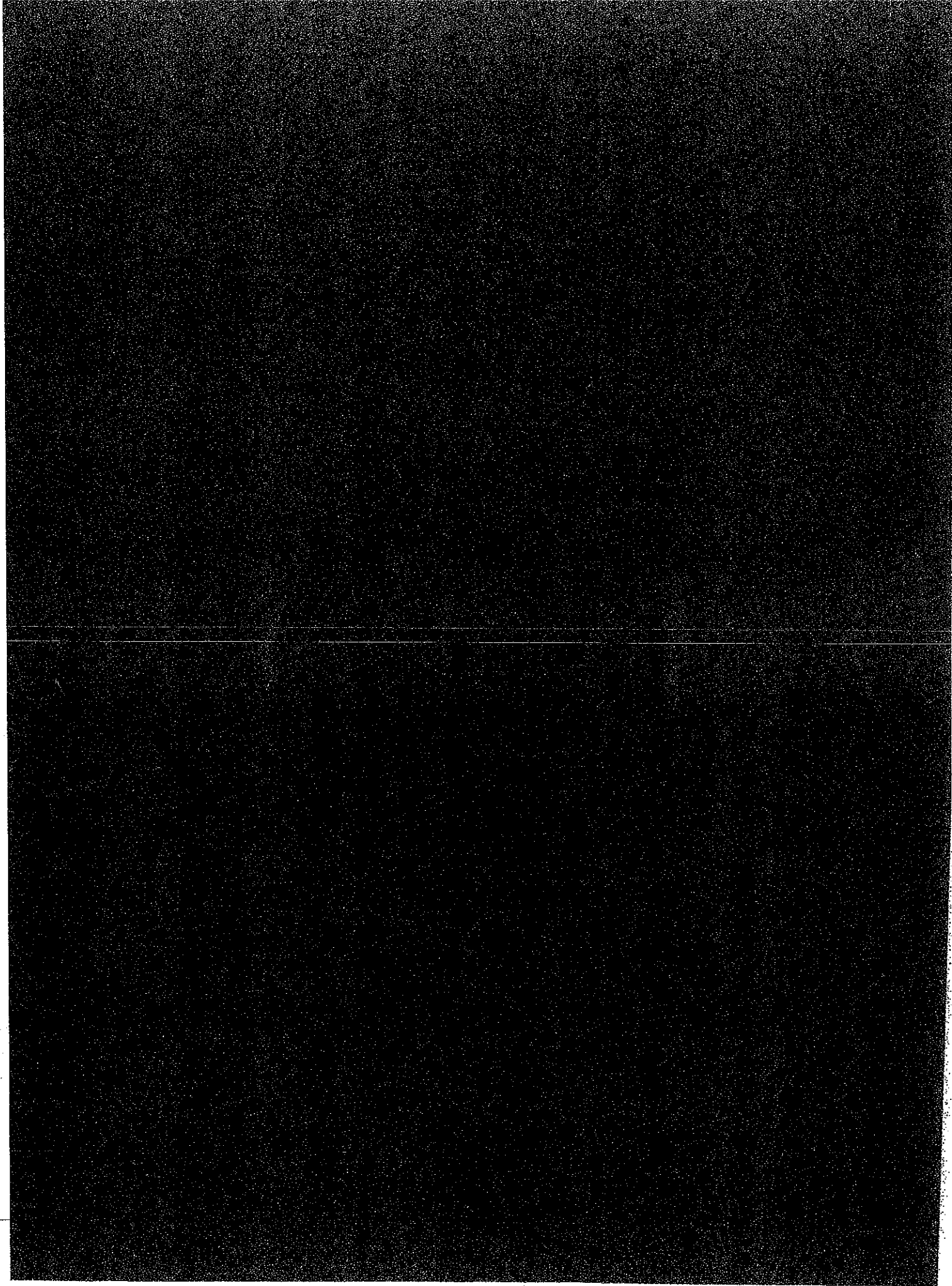
1. Abide by school board policies and consult with and coordinate activities through the superintendent while remaining fully responsive to the chain of command of the West Deer Township Police Department in all matters relating to employment and supervision.
2. Refrain completely from functioning as a school disciplinarian. If the principal believes that an incident constitutes a violation of the law, he/she will contact the SRO who will then determine whether law enforcement action is appropriate or not.
3. Develop expertise in presenting various subjects, such as understanding commonwealth laws, functions of the law enforcement community and the legal system, etc.
4. Encourage individual and group discussions concerning law enforcement related matters with students, faculty and parents. Attend meetings of parents and faculty groups to solicit their support and understanding of the police SRO program and to promote awareness of law enforcement functions.
5. The SRO(s) shall make themselves available at conferences with students, parents and faculty members in order to assist them with problems of a law enforcement or crime prevention nature.
6. Serve as a resource for various other social agencies which can be called upon in order to deal with various issues which may not fall within the realm of a police officer, but which is consistent with the community oriented policing philosophy adhered to by the police department.

7. Confer with the district facilities principals to develop plans and strategies in order to prevent and/or minimize dangerous situations on or near the campus and/or while attending school district functions.
8. Abide by school board policies, pertinent laws and police department policy concerning interviews, should it become necessary to conduct formal police interviews with students or staff on property or at school functions under jurisdiction of the public schools.
9. The SRO will take law enforcement action as necessary and notify the principal of the school as soon as possible.
10. Assist members of the West Deer Township Police Department in matters of mutual concern, as needed.
11. Reaffirm their roles as law enforcement officers by wearing their uniforms, including firearm.
12. Coordinate with central office for extra duty security and be responsible for security and law enforcement activity at extra-curricular events as determined by the superintendent.
13. Initiate and complete all pertinent police reports and investigations as required by virtue of the position of law enforcement officer within the schools, properties and facilities as needed.
14. Assist administration and faculty in formulating criminal justice programs.
15. Formulate educational crime prevention programs in an effort to reduce the opportunity for crimes against persons and property within the school environment.
16. Improve the image of the uniformed law enforcement officer in the eyes of the students and the general public.
17. Counsel students in special situations, such as the potential for becoming involved in illegal activity, when recognized and/or asked to do so by a counselor, teacher or member of the administrative staff.
18. Assist in monitoring the safe flow of traffic on campus, including parking, as time permits.
19. Provide basic law enforcement functions as routinely provided in the SRO(s) capacity as a public law enforcement officer.
20. Provide monthly reports to the Chief of Police and Superintendent of the Deer Lakes School District as to the status and progress of the program. Note: All laws pertaining to the dissemination of juvenile records shall be with strict

Revised December 2018

accordance of pertinent existing law(s).

21. Attend meetings as requested and as time permits both within the police department and school district environment.
22. Assist other members of the police department, as needed.
23. Assume the responsibility of Community Oriented Police Coordinator during periods when school is not in session.
24. Attend classes and training sessions, as required.
25. Work a flexible schedule, as needed.
26. Assume the routine duties and responsibilities of a Police Patrol Officer or Supervisor, as the case may be, during periods when school is not in session.
27. Perpetuate and continue projects and programs implemented throughout the school year, during periods when school is not in session, as time permits.
28. Perform any/all duties as directed and approved by both the Chief of Police and the Superintendent of the Deer Lakes School District, which may not be listed above.
29. Always be armed and in full uniform including bullet proof vest.
30. Work year is 183 student days as per district calendar.
31. Work hours are 8 hours per day.
32. Prepare a weekly summary of events to the superintendent and Chief of Police. At the end of the month prepare a detailed report to the above aforementioned.
33. Will assist administrators with all drills, tabletop exercises and all items listed in the auditor general report.
34. All assemblies, classes, etc. must be approved by building administrators who then must receive approval from central office.



AUTHORIZATION: PUBLIC OUTREACH

OVER THE PAST FEW MONTHS, THE BOARD HAS DISCUSSED VARIOUS METHODS OF IMPROVING COMMUNITY OUTREACH. THE THREE METHODS DISCUSSED WERE: EMERGENCY TEXTING SERVICES, QUARTERLY NEWSLETTERS, AND A TOWNSHIP FACEBOOK PAGE.

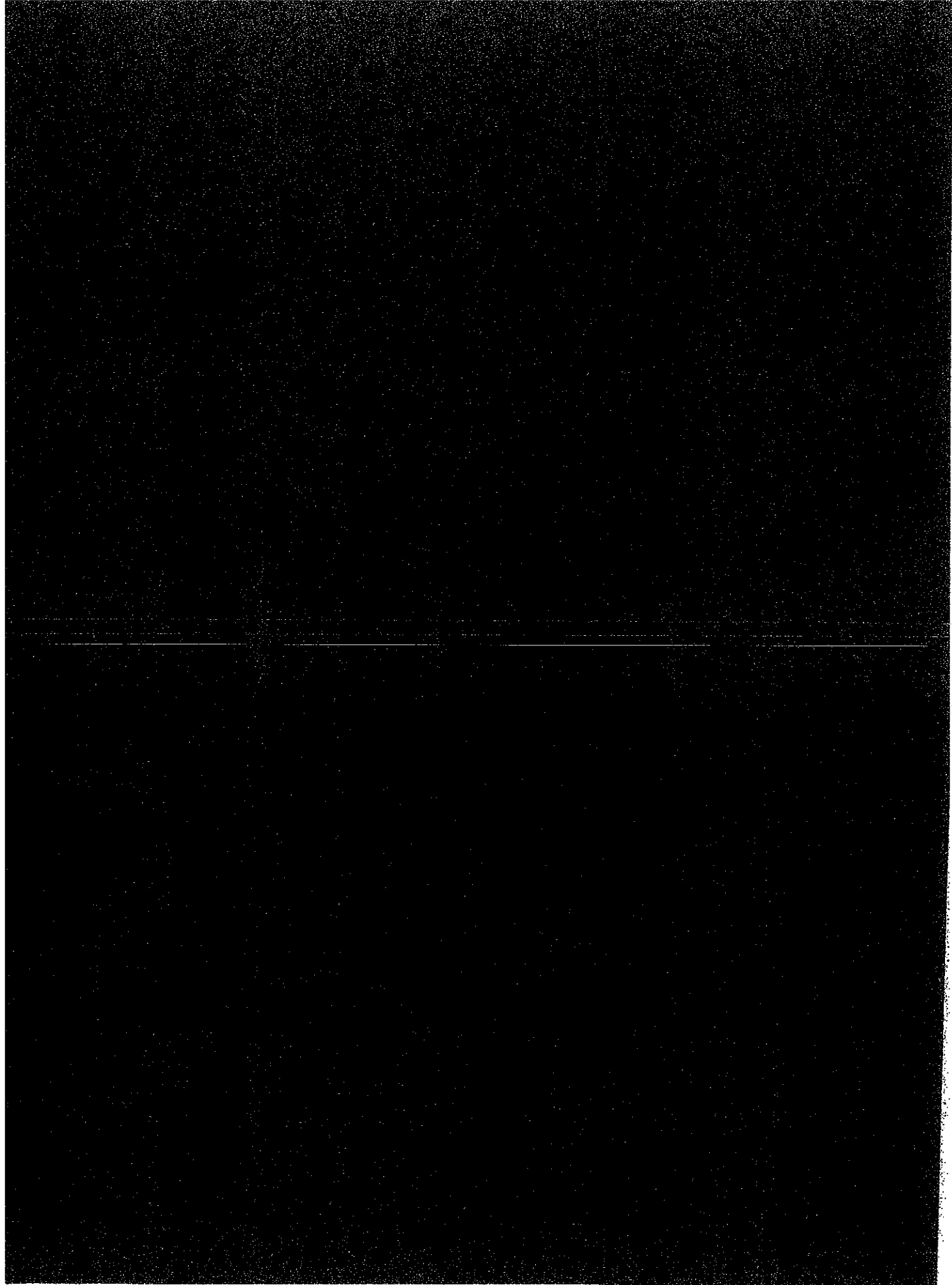
AN EMERGENCY TEXTING SERVICE WOULD PROVIDE RESIDENTS THE ABILITY TO VOLUNTARILY REGISTER THEIR PHONE NUMBERS TO RECEIVE TEXTS. THIS SERVICE WOULD ONLY BE USED IN THE CASE OF EMERGENCIES – SUCH AS CLOSED ROADS OR DOWNED TREES, ETC. – AND WOULD COST THE TOWNSHIP A MONTHLY FEE BASED ON THE NUMBER OF SUBSCRIBERS (APROX. \$25 PER MONTH TO START).

QUARTERLY NEWSLETTERS WOULD BE COMPILED BY TOWNSHIP STAFF, AND WOULD REPLACE THE NOW-DEFUNCT “TOWN FLYER” NEWSLETTERS. THE FIRST ISSUE OF EACH YEAR (TYPICALLY IN JANUARY) WOULD BE MAILED TO ALL RESIDENTS OF THE TOWNSHIP. DEPENDING ON THE COST, THE REMAINING THREE ISSUES COULD BE EITHER MAILED OR DROPPED AT LOCATIONS THROUGHOUT THE TOWNSHIP.

A TOWNSHIP FACEBOOK PAGE WOULD BE USED ONLY FOR POSTING INFORMATION TAKEN FROM THE TOWNSHIP WEBSITE. A THIRD-PARTY CONTRACTOR WOULD BE HIRED TO PROVIDE THIS SERVICE. NO COMMENTING WOULD BE PERMITTED ON THE TOWNSHIP FACEBOOK PAGE.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

19



AUTHORIZATION: PUBLIC OUTREACH (con't)

A. EMERGENCY TEXTING SERVICE

I MOVE TO AUTHORIZE THE TOWNSHIP MANAGER TO ENROLL THE TOWNSHIP IN AN EMERGENCY TEXTING SERVICE FOR THE PURPOSE OF NOTIFYING RESIDENT SUBSCRIBERS OF EMERGENCIES.

MOTION SECOND AYES NAYES

MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

B. QUARTERLY NEWSLETTER

I MOVE TO AUTHORIZE THE TOWNSHIP MANAGER TO RECEIVE PROPOSALS FOR THE CREATION, PRINTING, AND MAILING OF A 2019 FIRST-QUARTER TOWNSHIP NEWSLETTER.

MOTION SECOND AYES NAYES

DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

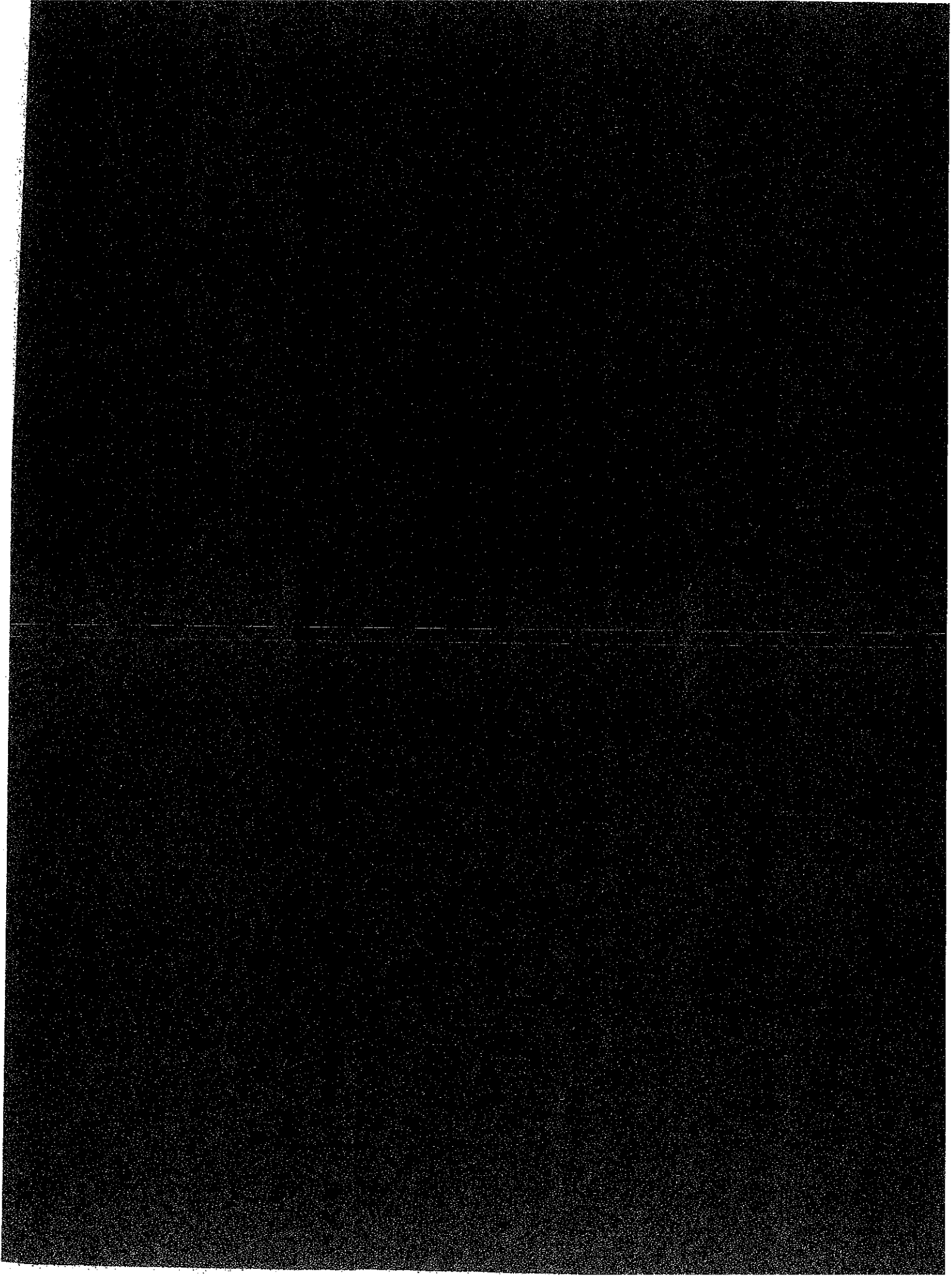
AUTHORIZATION: PUBLIC OUTREACH (con't)

C. TOWNSHIP FACEBOOK PAGE

I MOVE TO AUTHORIZE THE TOWNSHIP MANAGER TO RECEIVE PROPOSALS FOR THE CREATION AND MAINTENANCE OF A TOWNSHIP FACEBOOK PAGE.

MOTION SECOND AYES NAYES

MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___



COMMITTEE REPORTS

EMS COMMITTEE

Chairman – Mr. Vaerewyck

ENGINEERING & PUBLIC WORKS COMMITTEE

Chairwoman – Mrs. Romig

FINANCIAL, LEGAL & HUMAN RESOURCES COMMITTEE

Chairman – Dr. DiSanti

PARKS AND RECREATION COMMITTEE

Chairwoman – Mrs. Jordan

ZONING, PLANNING, & CODE COMMITTEE

Chairman – Mr. Karpuzi

NORTH HILLS COG REPORT

Mr. Karpuzi

20

OLD BUSINESS

21

NEW BUSINESS

22

SET AGENDA / Reorganization Meeting
Monday, January 7, 2019 – 8:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Nominate and Elect Chairperson for the Year 2019
5. Nominate and Elect Vice Chairperson for the Year 2019
6. Appoint Township Auditor
7. Furnish Bonds
8. Re-establish Robert's Rules of Order
9. Depository for Funds
10. Facsimile Signature
11. Set Monthly Meeting Date and Time
12. Appoint Delegate and Alternate (NHCOG)
13. Appoint Delegate and Alternate (Allegheny County Assoc. of Twp. Officials)
14. Appoint Delegate and Alternate (EIT Tax Committee)
15. Conferences
16. 2019 Board Appointments
 - A – Planning Commission – 2
 - B – Zoning Hearing Board – 1
 - C – Deer Creek Drainage Basin Authority – 1
17. Set Agenda: January 16, 2019
18. 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.

24

ADJOURNMENT

I MOVE TO ADJOURN AT _____ P.M.

MOTION SECOND AYES NAYES

MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

25