

**WEST DEER  
TOWNSHIP  
SUPERVISORS  
MEETING**



**June 19, 2019**

**6:30 p.m./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  
 June 19, 2019

6:30 pm: Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Registered Comments from the Public
5. Comments from the Public
6. Accept minutes
7. Monthly Financial Report
  - A. Finance Officer's Report
  - B. List of Bills
  - C. Tax Refunds
8. Police Chief's Report
9. Building Inspector/Code Enforcement Officer's Report
10. Parks & Recreation Board Report
11. Engineer's Report
12. Acceptance: Resignation of Part-Time Police Officer
13. Adoption: Resolution #2019-1 (Timber Run Plan of Lots Planning Module)
14. Approval: Deer Lakes Youth Football Schedule
15. Approval: Moretti-Payne Plan of Lots
16. Approval: Newsletter Modification
17. Approval: Promotion of Part-Time Police Officers
18. Approval: Promotion of Full-Time Police Officer to Sergeant
19. Authorization: Senior Center HVAC Addendum
20. Authorization: Deer Lakes School District Service Agreement
21. Authorization: DCNR C2P2 Grant Advertisements
22. Authorization: Guiderail Project
23. Authorization: Deer Lakes SD Memorandum of Understanding Agreement
24. Discussion: Photo Banners for Veterans
25. Committee Reports
26. Old Business
27. New Business
28. Set Agenda: July 17, 2019
29. Comments from the Public
30. Adjournment

1 Call to Order

2 Pledge of Allegiance

3 Roll Call - Mr. Mator . . .

## REGISTERED COMMENTS FROM THE PUBLIC

- None

4

**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.

5

**ACCEPT MINUTES**

ATTACHED ARE THE MINUTES OF THE MAY 15, 2019 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ACCEPT THE MINUTES OF THE MAY 15, 2019 MEETING AS PRESENTED.

MOTION SECOND AYES NAYES

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

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West Deer Township  
Board of Supervisors  
15 May 2019  
6:30 p.m.

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

#### PLEDGE OF ALLEGIANCE

Chairwoman Hollibaugh opened and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present.

#### REGISTERED COMMENTS FROM THE PUBLIC

- None

#### COMMENTS FROM THE PUBLIC

- Kaitlyn & Aaron Sullivan, Allison Park, PA
  - The Sullivans are new owners of Palmer's Pharmacy in Russellton and wanted to introduce themselves. They informed the Board that they would like to be involved in the community. Kaitlyn, the head pharmacist, provided a short history of her background, and both stated they are happy to be a part of the community.

#### ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the minutes of the 17 April 2019 meeting as presented. A roll call vote was taken. Members voting yes: Mrs. Jordan; Mr. Karpuzi; Dr. DiSanti; and Mrs. Hollibaugh. Member abstaining: Mrs. Romig (absent from meeting). Motion carried, 4-yes, 0-no, and 1-abstention.

#### MONTHLY FINANCIAL REPORT

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

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

**30 April 2019**

**I - GENERAL FUND:**

	<u>April</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	792,250.80	1,859,032.45	29.14%
Expenditures	288,032.37	1,244,839.80	19.51%

**Cash and Cash Equivalents:**

Sweep Account	759,407.46	<b>759,407.46</b>
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**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Sweep Account - Restricted	28,960.31
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**Fire Tax Fund:**

Sweep Account - Restricted	39,115.75
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted	355,248.06
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**423,324.12**

**Investments:**

**Operating Reserve Fund:**

Sweep Account - Reserved	195,273.65
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**Capital Reserve Fund:**

Sweep Account - Reserved	1,338,249.15
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**1,533,522.80**

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

0.00
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**0.00**

**TOTAL CASH BALANCE 4/30/19**

**2,716,254.38**

**Interest Earned April 2019**

**960.95**

	<u>4/1/2019</u> <u>Debt Balance</u>	<u>April</u> <u>Principal</u> <u>Payment</u>	<u>4/30/2019</u> <u>Debt Balance</u>
<b>Mars National - VFC #3</b>	\$200,840.71	\$2,607.94	\$198,648.71
<b>NexTier Bank VFC #2</b>	\$435,941.02	\$2,680.96	\$434,666.75

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

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



MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve the Finance Officer’s Report as submitted. Motion carried unanimously 5-0.

**LIST OF BILLS**

Amerikohl Aggregates, Inc. ....	2802.83
Amerikohl Transport, Inc. ....	1703.73
Bearcom .....	194.97
Best Wholesale Tire Company.....	830.33
Griffith, McCague & Happel, PC.....	1007.00
Hei-Way, LLC.....	2611.43
Jordan Tax Service, Inc. ....	2606.54
Kress Tire.....	699.36
MRM Workers’ Comp Fund .....	16749.43
Office Depot.....	222.25
Roadsafe Traffic Systems.....	145.00
Shoup Engineering Inc. ....	24133.00
Stephenson Equipment, Inc. ....	588.40
Toshiba Financial Services.....	676.42
Tristani Brothers, Inc.....	2992.93
Youngblood Paving Inc.....	327252.35

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Romig to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 5-0.

**POLICE CHIEF’S REPORT**

Chief Jon Lape was present and provided a summary report on the Police Department for the month of April 2019. 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 April 2019. A copy of the report is on file at the Township. Questions and comments followed.

**REPORT FROM THE PARKS AND RECREATION BOARD**

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. Questions and comments followed.

**ENGINEER’S REPORT**

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

Projects

- 2019 Road Improvement Program
  - Mr. Shoup stated that Youngblood began work on 25 April 2019. Milling and paving of the Fawn Haven Plan and Kaufman Road should be completed by the date of the Board meeting on 15 May 2019. Work on the other streets will commence soon.

Development/Subdivision Reviews

- None

**ACCEPTANCE: RESIGNATION LETTER OF PART-TIME POLICE OFFICER**

The Board is in receipt of a resignation letter from Officer Korey Zarnick as a part-time police officer effective 9 May 2019.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the resignation of Officer Korey Zarnick as a part-time police officer for West Deer Township effective 9 May 2019. Motion carried unanimously 5-0.

**APPROVAL: FULL-TIME OFFICER PROCESS**

At its last meeting, the Board of Supervisors received a memo from Chief Lape requesting the promotion of two part-time police officers to full-time status.

Chief Lape commented on his memo regarding the testing process for promoting full-time officers from the current staff of part-time officers. He stated that the process will include a written test, written essay, and an oral interview. He asked the Board to place the hiring of the top two officers from the list created by the testing process on the June agenda.

After some discussion, MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to authorize the full-time officer promotion process as presented by Chief Lape, and to place a motion on the June agenda for the promotion of two officers. Motion carried unanimously 5-0.

**AUTHORIZATION: SALE OF PUBLIC WORKS DUMP TRUCK**

The Township advertised for bids for the sale of the 2010 Ford F550 Super Duty 5-ton dump truck, 6.4 automatic transmission with angle plow & carbide blades & tailgate salt spreader. Its color is red, it is inspected until May 2019, and the mileage is approximately 558,415. The truck was advertised as being in AS-IS CONDITION.

Sealed bids were received and opened on Thursday, 9 May 2019, at 1:30 p.m. The following five bids were received:

BIDDERS:	TOTAL:
1) Hollibaugh Landscape & Excavation	\$12,643.00
2) Edward Colosomo Auto Sale	\$10,125.00
3) Morow's Masonry & Restoration, Inc.	\$ 8,001.00
4) Dan Loughlin	\$ 7,890.69
5) Gary Parrish	\$ 6,389.00

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Karpuzi to authorize the sale of the 2010 Ford F550 Public Works dump truck to Hollibaugh Landscape & Excavation in the amount of \$12,643.00, AS-IS

CONDITION. A roll call vote was taken. Members voting yes: Dr. DiSanti; Mrs. Jordan; Mr. Karpuzi; and Mrs. Romig. Member abstaining: Mrs. Hollibaugh. Motion carried, 4-yes, 0-no, and 1-abstention.

#### **AUTHORIZATION: SALE OF PUBLIC WORKS MOWER**

The Township also advertised for the sale of the 2013 Hustler Super Z HD mower. The mower was advertised as having 2,079 hours, and was also listed to be in AS-IS CONDITION.

Sealed bids were also received and opened on May 9<sup>th</sup> at 1:30 p.m. The following eight bids were received:

BIDDERS:	TOTAL:
1) Michael Hranica	\$3,986.00
2) Daniel Mator	\$2,033.00
3) Morow's Masonry & Restoration, Inc.	\$2,005.00
4) Hollibaugh Landscaping & Excavation	\$1,860.00
5) Brennan McGowan	\$1,718.19
6) Rob Kapp	\$1,502.77
7) Frank Cieslak	\$1,026.00
8) James Sokol	\$ 825.00

MOTION BY Supervisor Karpuzi and SECONDED BY Supervisor DiSanti to authorize the sale of the 2013 Hustler Super Z HD mower to Michael Hranica in the amount of \$3,986.00, AS-IS CONDITION. Motion carried unanimously 5-0.

#### **AUTHORIZATION: PURCHASE OF PICNIC TABLES**

The Board received a quote from Fifthroom for six 8' thermoplastic coated metal picnic tables in the amount of \$6,400.00 under the PA COSTARS Contract. This purchase was appropriated in the 2019 Budget.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Karpuzi to purchase the six picnic tables from Fifthroom in the amount of \$6,400.00. A roll call vote was taken. Members voting yes: Mrs. Jordan; Mrs. Romig; Mr. Karpuzi; and Mrs. Hollibaugh. Member abstaining: Dr. DiSanti (owner is a relative). Motion carried, 4-yes, 0-no, and 1-abstention.

#### **DISCUSSION: PURCHASE OF SENIOR CENTER HEATING UNITS**

The Township was notified that two of the Senior Center HVAC units were in urgent need of replacement. Mr. Frank Shipeck from Shipeck Heating and Cooling provided a proposal for the replacement of the two units, and the recycling of the old units for parts.

After some discussion, MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to purchase the units as proposed. Motion carried unanimously 5-0.

#### **DISCUSSION: POLICE SERGEANT PROMOTION**

Chief Lape requested that a full-time police officer be promoted to Sergeant, giving the Department a compliment of four sergeants.

Chief Lape also commented on his memo regarding promoting a current full-time officer to the position of Sergeant. He added that in June 2017 a list was created when Officer Loper was promoted to the position of Sergeant. Chief Lape informed the Board that the list is good for two years and will be expiring June 20<sup>th</sup> of this year. He explained

that he was requesting this promotion to prevent the expense of going through another process. Chief Lape mentioned that with the addition of the school responsibilities and the increase with other mandated duties coming from the State and Federal governments, it has put a strain on the officers. He said that the next officer on the list is Mike Shurina and the Chief is asking the Board to promote Officer Mike Shurina in June to the position of Sergeant.

This item will be on the June agenda.

### **DISCUSSION: NEWSLETTER CONTENT**

The Board authorized Molnar Printing to print, prepare, and mail a newsletter in July of this year. With lead times, Mr. Mator and Mr. Molnar are aiming for submission in June. Mr. Mator stated that over the years the Township has submitted articles to "The Town Flyer," and that many of these will be updated and reused. He however asked if there are specific topics the Board would like to see addressed in the twenty page newsletter.

Discussion was held on topics such as: refuse collection/recycling; fire safety; public works; taxes; voting & districts; street lighting/taxing for the light; road paving schedule; website; texting service; Community Days; and Little Free Library locations.

### **COMMITTEE REPORTS**

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – ABSENT – EMS Committee
- 2) Mrs. Romig – Engineering & Public Works Committee
- 3) Dr. DiSanti – 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**

- Dr. DiSanti suggested the Board consider placing photo banners for veterans on telephone poles throughout the Township. Dr. DiSanti will check into this and report back to the Board.

### **ANNOUNCEMENTS**

#### **WEST DEER DOG SHELTER RABIES CLINIC**

West Deer Township Municipal Building, 109 East Union Road

Saturday, 25 May 2019

2:00 p.m. to 4:00 p.m.

Cost: \$10.00

#### **MEMORIAL DAY SERVICES**

Monday, 27 May 2019

8:30 a.m. – Bairdford WWII Memorial

9:00 a.m. – West Deer Township Memorial

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

Services are conducted by the Veterans of the West Deer Legion and members of the Sons of the American Legion. There will be a luncheon served after the 12:30 p.m. ceremony which is sponsored by the West Deer American Legion Ladies Auxiliary.

All are welcome to attend.

**SET AGENDA: REGULAR BUSINESS MEETING**

19 June 2019

6:00 p.m. – Executive Session  
6:30 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
  - A. Finance Officer's Report
  - B. List of Bills
  - C. Tax Refunds
9. Police Chief's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks and Recreation Board
12. Engineer's Report
13. Approval: Promotion of Part-Time Police Officer(s)
14. Approval: Hiring of Part-time Police Officers
15. Approval: Promotion of Full-Time Police Officer
16. Authorization: Purchase of a 2020 Ford Interceptor SUV
17. Authorization: Deer Lakes School District Security Agreement
18. Authorization: Deer Lakes School District Memorandum of Understanding
19. Committee Reports
20. Old Business
21. New Business
22. Set Agenda: 17 July 2019
23. Comments from the Public
24. Adjournment

Item Added:

\*Discussion: Photo Banners for Veterans

**COMMENTS FROM THE PUBLIC**

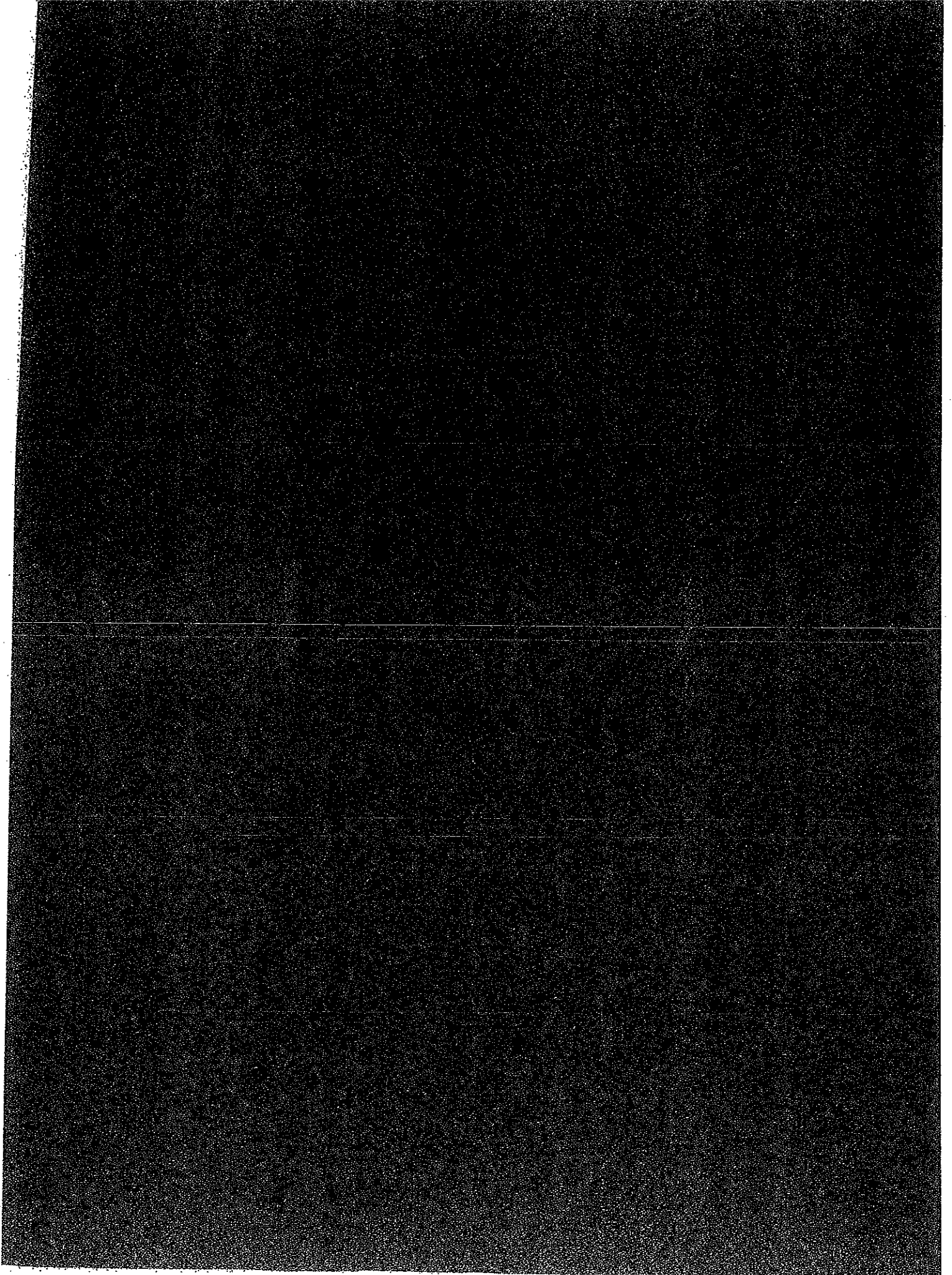
- None

**ADJOURNMENT**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to adjourn the meeting at 7:45 p.m. Motion carried unanimously 5-0. Meeting adjourned.

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Daniel J. Mator, Jr.  
Township Manager



**MONTHLY FINANCIAL REPORT**

A) **FINANCE OFFICER'S REPORT**

MRS. NARDIS.....

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

MOTION    SECOND    AYES    NAYES

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

7-A



**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**May 31, 2019**

**I - GENERAL FUND:**

	<u>May</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	1,744,019.12	3,603,051.57	56.48%
Expenditures	1,306,297.50	2,551,137.30	39.99%

**Cash and Cash Equivalents:**

Sweep Account		1,842,781.40	1,842,781.40
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**II - SPECIAL REVENUE FUNDS**

**Cash and Cash Equivalents:**

**Street Light Fund:**

Restricted		59,580.35	
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**Fire Tax Fund:**

Restricted		123,756.37	
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**State/Liquid Fuels Fund:**

Restricted		309,281.04	
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**492,617.76**

**Investments:**

**Operating Reserve Fund:**

Reserved		195,455.09	
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**Capital Reserve Fund:**

Reserved		1,338,252.95	
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**1,533,708.04**

**III - CAPITAL PROJECT FUNDS:**

**Cash and Cash Equivalents:**

0.00

**0.00**

**TOTAL CASH BALANCE 5/31/19**

**3,869,107.20**

**Interest Earned May 2019**

**1,875.17**

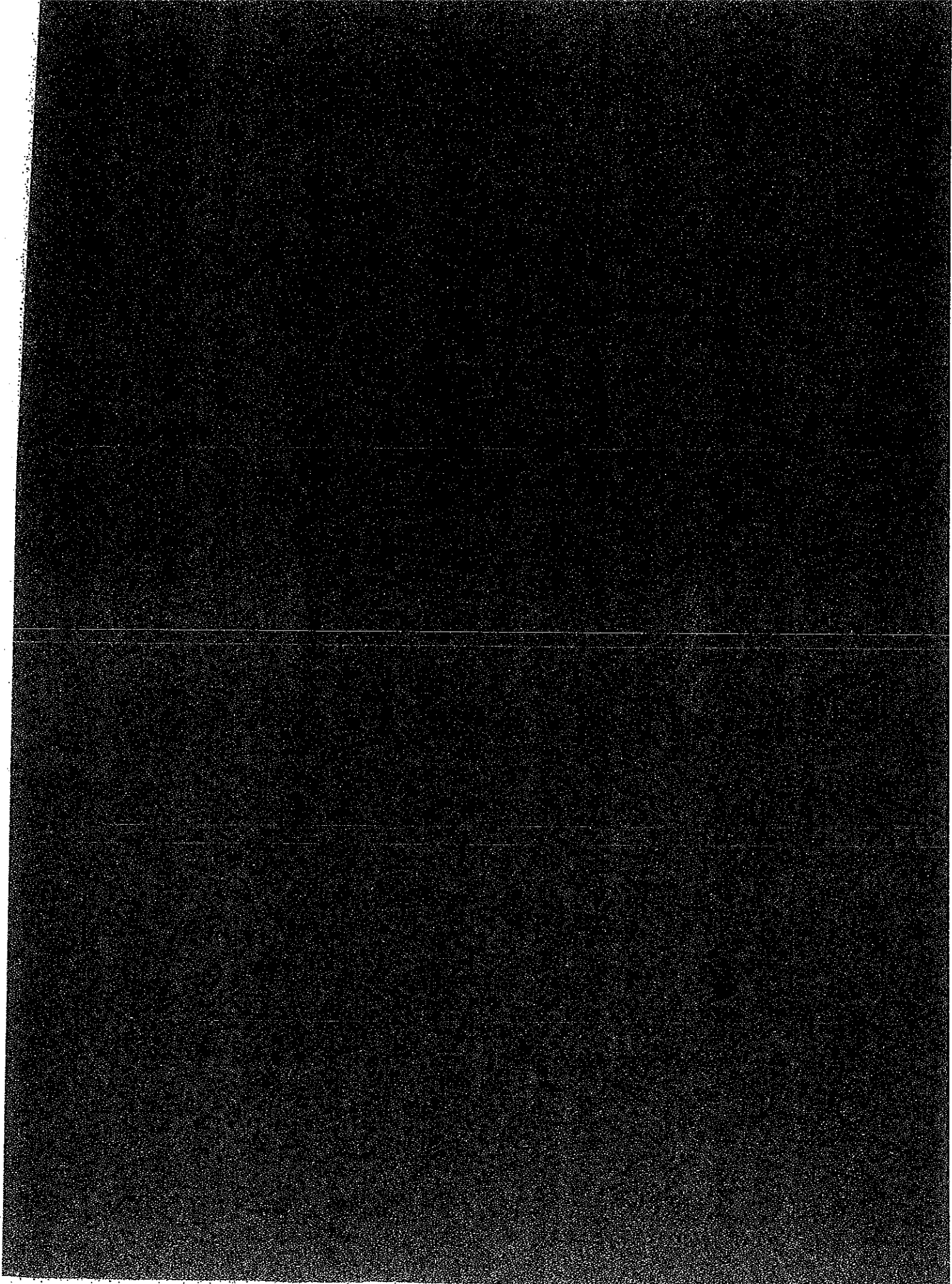
	<u>5/1/2019</u>		<u>May</u>		<u>5/31/2019</u>
	<u>Debt Balance</u>		<u>Principal</u>		<u>Debt Balance</u>
			<u>Payment</u>		
Mars National - VFC #3	198,648.71	\$	2,607.94		196,440.79
NexTier Bank VFC #2	434,666.75	\$	2,680.96		433,343.19

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

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

**INTEREST EARNED - 2019**

	<u>MAY</u>	<u>YTD</u>
GENERAL FUND	\$1,063.20	\$1,167.80
STREET LIGHT FUND	\$0.00	\$0.00
FIRE TAX FUND	\$26.12	\$58.12
OPERATING RESERVE	\$181.44	\$909.18
STATE FUND	\$600.61	\$2,238.81
CAPITAL RESERVE	<u>\$3.80</u>	<u>\$18.84</u>
<b>TOTAL INTEREST EARNED</b>	<b><u><u>\$1,875.17</u></u></b>	<b><u><u>\$4,392.75</u></u></b>



B) LIST OF BILLS

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

MOTION SECOND AYES NAYES

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

7-B

By Name  
Cutoff as of: 12/31/9999

Time: 09:22 am  
Date: 06/12/2019  
Page: 1

Due Dates: 06/15/2019 thru 06/15/2019

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00674	BEARCOM	410.328	4837298	137.50				137.50		
POL:	Radio Equipment Maint	0619	06/03/2019	06/15/2019	06/05/2019					
00674	BEARCOM	430.327	4837323	57.47				57.47		
Road:	Radio Equipment Maint	0619	06/03/2019	06/15/2019	06/05/2019					
Name:	BEARCOM			194.97				194.97		
00553	BEST WHOLESALE TIRE	410.374	14992	129.66				129.66		
Police:	Car #32-Inspection	0519	05/10/2019	06/15/2019	06/06/2019					
00553	BEST WHOLESALE TIRE	410.374	15051	649.50				649.50		
Police:	Car #32-Starter/Towing0519	0519	05/17/2019	06/15/2019	06/06/2019					
Name:	BEST WHOLESALE TIRE CO, INC			779.16				779.16		
00238	CULVERTS, INC	430.611	IN00145110	4450.00				4450.00		
Road:	2'x4' H-20 Bike Grates	0519	05/15/2019	06/15/2019	05/23/2019					
00238	CULVERTS, INC	430.611	IN00145574	235.00				235.00		
Road:	15"x12" Tee/12" End Cap	0519	05/29/2019	06/15/2019	06/03/2019					
Name:	CULVERTS, INC			4685.00				4685.00		
00742	EJ USA, INC.	430.611	110190029014	5431.40				5431.40		
Road:	Risers for Catch Basins	0519	05/06/2019	06/15/2019	05/13/2019					
Name:	EJ USA, INC.			5431.40				5431.40		
10315	GRIFFITH, MCCAGUE &	404.111	273819	1377.50				1377.50		
Legal	Services-General	0519	05/31/2019	06/15/2019	06/12/2019					
Name:	GRIFFITH, MCCAGUE & HAPPEL, PC			1377.50				1377.50		
00283	HAMPTON CONCRETE PRO	430.611	13856	258.00				258.00		
Road:	2x4 Angle Grate	0519	05/20/2019	06/15/2019	05/23/2019					
Name:	HAMPTON CONCRETE PRODUCTS INC			258.00				258.00		
00005	HEI-WAY, LLC	430.372	90507010	163.06				163.06		
Road:	Col'd Patch	0519	05/08/2019	06/15/2019	05/09/2019					
00005	HEI-WAY, LLC	430.372	90508015	176.99				176.99		
Road:	Col'd Patch	0519	05/09/2019	06/15/2019	05/10/2019					
00005	HEI-WAY, LLC	430.372	90509023	158.96				158.96		
Road:	Col'd Patch	0519	05/10/2019	06/15/2019	05/13/2019					

By Name  
Cutoff as of: 12/31/9999

Time: 09:22 am  
Date: 06/12/2019  
Page: 2

Due Dates: 06/15/2019 thru 06/15/2019

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00005	HEI-WAY, LLC	430.372	90510026	143.40				143.40		
Road:	Cold Patch	0519	05/13/2019	06/15/2019	05/14/2019					
00005	HEI-WAY, LLC	430.372	90513017	151.59				151.59		
Road:	Cold Patch	0519	05/14/2019	06/15/2019	05/15/2019					
00005	HEI-WAY, LLC	430.372	90514027	157.32				157.32		
Road:	Cold Patch	0519	05/15/2019	06/15/2019	05/16/2019					
00005	HEI-WAY, LLC	430.372	90515024	136.84				136.84		
Road:	Cold Patch	0519	05/16/2019	06/15/2019	05/17/2019					
00005	HEI-WAY, LLC	430.372	90517018	172.89				172.89		
Road:	Cold Patch	0519	05/20/2019	06/15/2019	05/21/2019					
00005	HEI-WAY, LLC	430.372	90521019	199.11				199.11		
Road:	Cold Patch	0519	05/22/2019	06/15/2019	05/23/2019					
00005	HEI-WAY, LLC	430.372	90529017	156.51				156.51		
Road:	Cold Patch	0519	05/30/2019	06/15/2019	05/31/2019					
Name: HEI-WAY, LLC										
				1616.67						
00143	INSIGHT PIPE CONTRAC	430.611	9490	7772.80				7772.80		
Road:	15"x7.5mm Pipe-west	Stag0519	05/28/2019	06/15/2019	05/31/2019					
Name: INSIGHT PIPE CONTRACTING										
				7772.80						
00106	JORDAN TAX SERVICE,	403.140	5-C-#101	4539.49				4539.49		
	Delinquent R E Tax	Commission	0519	05/16/2019	05/20/2019					
Name: JORDAN TAX SERVICE, INC.										
				4539.49						
00831	MRM PROPERTY & LIAB	486.351	380454	108444.00				108444.00		
TWP:	RENEWAL OF COMMERCIAL	PACK0519	05/16/2019	06/15/2019	05/21/2019					
00831	MRM PROPERTY & LIAB	412.352	380454	6647.00				6647.00		
EMS:	RENEWAL OF COMMERCIAL	PACK0519	05/16/2019	06/15/2019	05/21/2019					
Name: MRM PROPERTY & LIABILITY TRUST										
				115091.00						
00207	NORTHEAST PAVING	430.372	2022958	210.99				210.99		
Road:	Asphalt	0619	06/04/2019	06/15/2019	06/10/2019					
Name: NORTHEAST PAVING										
				210.99						

By Name  
Cutoff as of: 12/31/9999

Time: 09:22 am  
Date: 06/12/2019  
Page: 3

Due Dates: 06/15/2019 thru 06/15/2019

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00657	OFFICE DEPOT	406.210	312540462001	108.36				108.36		
	Office Supplies	0519	05/09/2019	06/15/2019	05/17/2019					
00657	OFFICE DEPOT	406.210	312540462002	71.19				71.19		
	Office Supplies	0519	05/20/2019	06/15/2019	05/31/2019					
00657	OFFICE DEPOT	406.210	312540665001	6.99				6.99		
	Office Supplies	0519	05/09/2019	06/15/2019	05/17/2019					
Name: OFFICE DEPOT				186.54				186.54		
00014	ROADSAFE TRAFFIC SYS	430.245	94904	480.00				480.00		
	Road: 12' Green U-Channel Post	0519	05/01/2019	06/15/2019	05/09/2019					
00014	ROADSAFE TRAFFIC SYS	430.245	94905	260.00				260.00		
	Road: 30x30 Watch Children Sign	0519	05/01/2019	06/15/2019	05/09/2019					
Name: ROADSAFE TRAFFIC SYSTEMS				740.00				740.00		
00830	SHOUP ENGINEERING IN	408.313	19-164	994.50				994.50		
	Engineering: Miscellaneous	0519	05/31/2019	06/15/2019	06/05/2019					
00830	SHOUP ENGINEERING IN	408.319	19-165	178.50				178.50		
	Engineering: Moretti Plan	0519	05/31/2019	06/15/2019	06/05/2019					
Name: SHOUP ENGINEERING INC.				1173.00				1173.00		
00074	STEPHENSON EQUIPMENT	430.374	18015998	413.47				413.47		
	Road: Grader bolts/topplate/loc	0519	05/09/2019	06/15/2019	05/13/2019					
00074	STEPHENSON EQUIPMENT	430.611	18016408	6666.16				6666.16		
	Road: Pipe/12"x20'/6"x100/6 &	0519	05/20/2019	06/15/2019	05/23/2019					
Name: STEPHENSON EQUIPMENT, INC.				7079.63				7079.63		
00577	TOSHIBA FINANCIAL SE	410.261	69675723	241.26				241.26		
	Lease & Maintenance of Copiers	0519	05/26/2019	06/15/2019	06/03/2019					
00577	TOSHIBA FINANCIAL SE	406.261	69675723	244.76				244.76		
	Lease & Maintenance of Copiers	0519	05/26/2019	06/15/2019	06/03/2019					
Name: TOSHIBA FINANCIAL SERVICES				486.02				486.02		
00067	TRISTANI BROTHERS, I	430.374	190529	412.00				412.00		
	Road: Trk #9-Inspection	0519	05/31/2019	06/15/2019	06/05/2019					

By Name  
Cutoff as of: 12/31/9999

Time: 09:22 am  
Date: 06/12/2019  
Page: 4

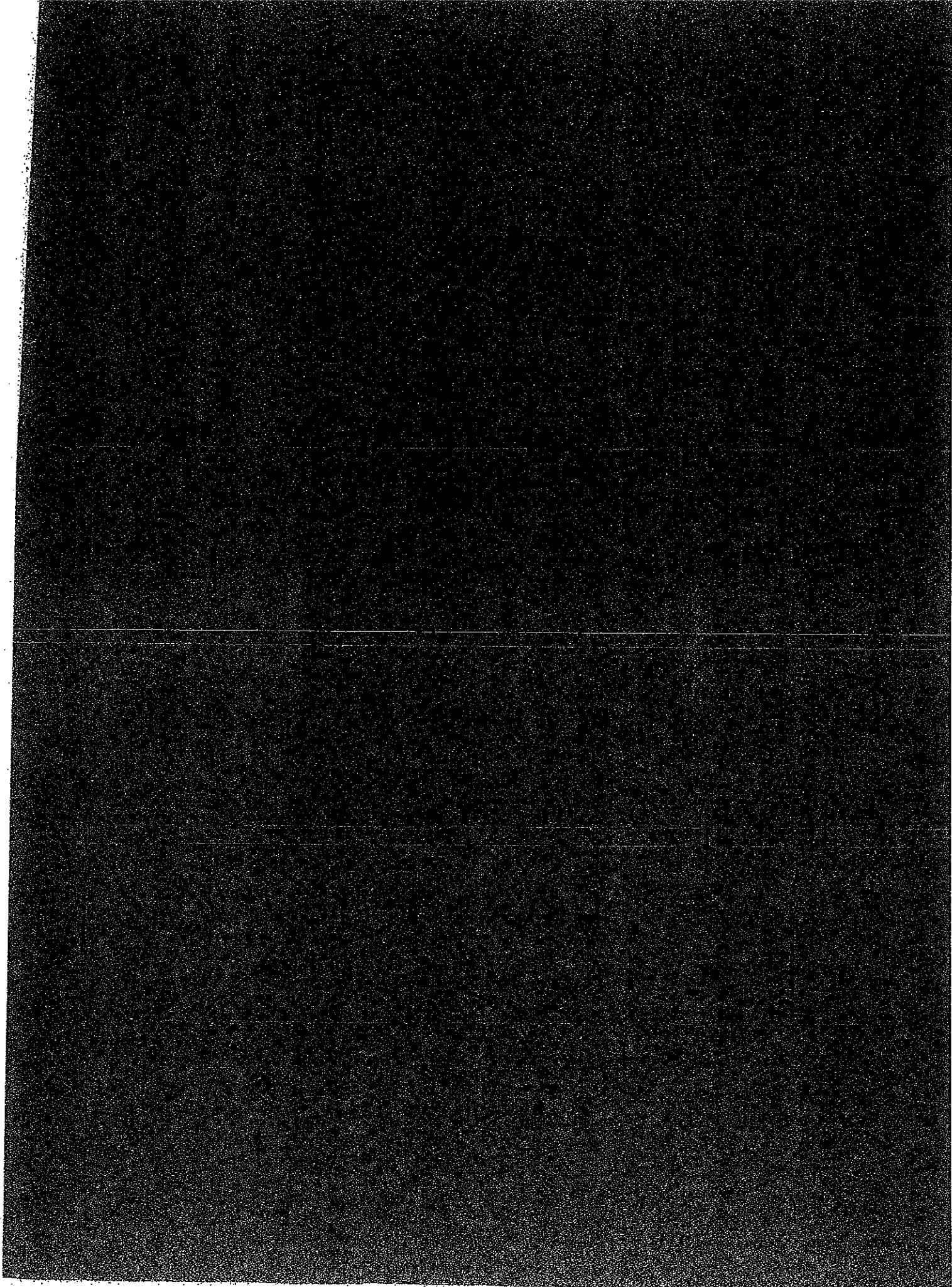
Due Dates: 06/15/2019 thru 06/15/2019

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: TRISTANI BROTHERS, INC.									
00211 YOUNGBLOOD PAVING IN	430.610	#2	390854.51				390854.51		
#2-Paving Project Application	0519	05/16/2019	06/15/2019	06/05/2019				N	
00211 YOUNGBLOOD PAVING IN	430.610	#3	35271.00				35271.00		
#3-Paving Project Application	0519	05/24/2019	06/15/2019	06/05/2019				N	
Name: YOUNGBLOOD PAVING INC									
			426125.51				426125.51		

FINAL TOTALS: 578159.68

578159.68





C) TAX REFUNDS

THE BOARD IS IN RECEIPT OF THE ATTACHED LIST FROM THE TAX COLLECTOR REQUESTING THE ISSUANCE OF REAL ESTATE TAX REFUNDS DUE TO ASSESSMENT CHANGES BY ALLEGHENY COUNTY FOR THE YEAR 2019.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

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

	MOTION	SECOND	AYES	NAYES
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

7-C

WEST DEER TOWNSHIP

Date: 05/23/19  
Time: 10:47:55

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL  
May 2019

Page: 1

Refunds Due to County Change Orders

**Payable to:** COLE JEFFREY D | ALM-COLE ASHLEY A **Lot & Block** 2194-J-108  
4554 BAKERSTOWN CULMERVIL  
Gibsonia, PA 15044

**Refund of 346.65 due for tax year: 2019**

Orig Value:	236,600	Orig Tax:	693.30
New Value:	0	New Tax:	<u>346.65</u>
Exoneration:	236,600	Refund:	346.65

\*\*\*\*\*

**Payable to:** FORBES BRANDON W | ARIEL (W) **Lot & Block** 2193-K-390  
997 DEER CREEK RD  
GIBSONIA PA 15044

**Refund of 29.60 due for tax year: 2019**

Orig Value:	207,700	Orig Tax:	608.60
New Value:	207,700	New Tax:	<u>579.00</u>
Exoneration:	0	Refund:	29.60

\*\*\*\*\*

WEST DEER TOWNSHIP

Date: 06/03/19  
Time: 16:51:06

REAL ESTATE TAX REFUNDS FOR BOARD APPROVAL  
June 2019  
Refunds Due to County Change Orders

Page: 1

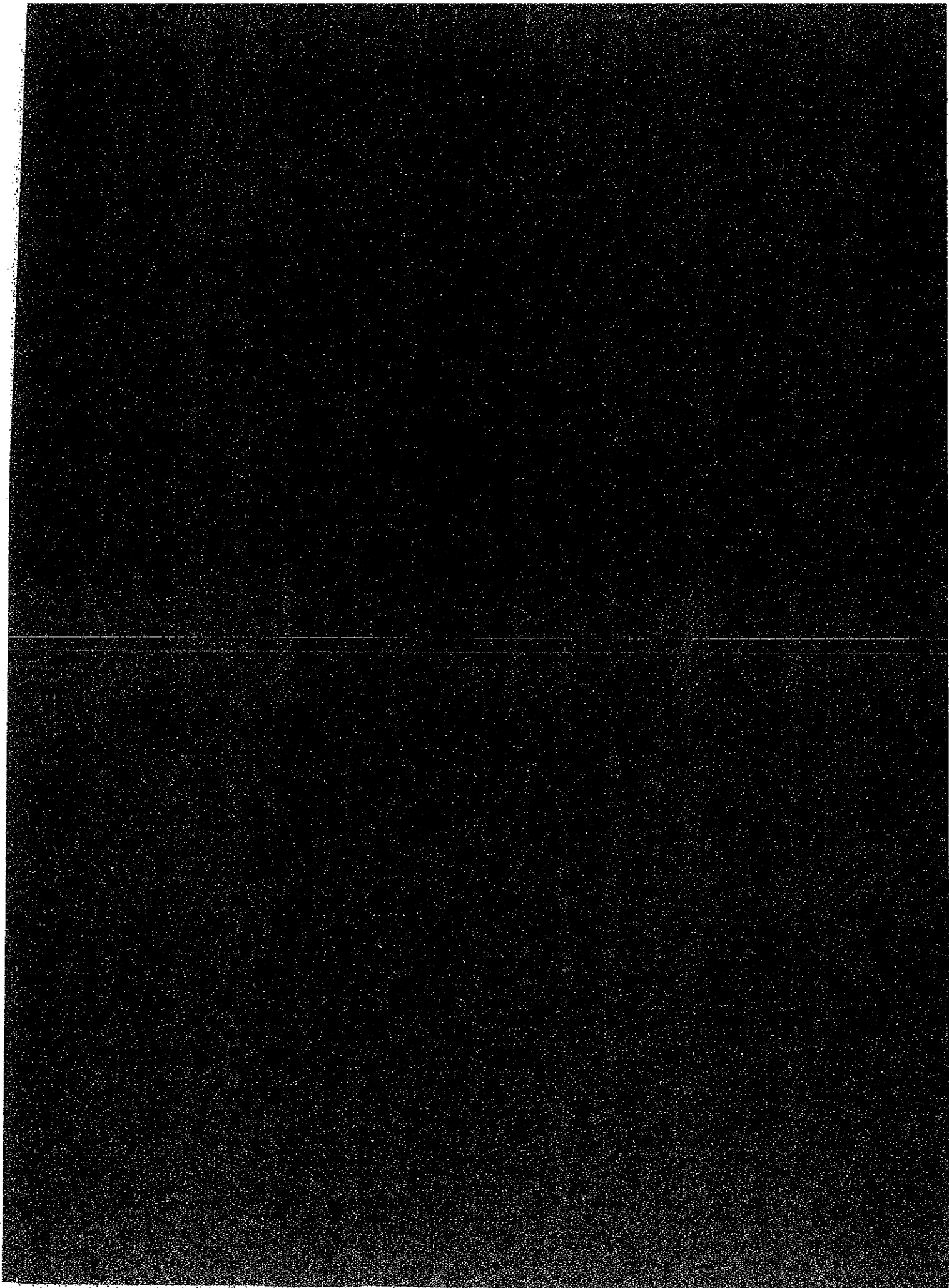
Payable to: ZOTTOLA SALVATORE  
500 JEFFERY LN  
PITTSBURGH PA 15238

Lot & Block 1359-D-201  
10 GRUBBS RD  
PA 00000

Refund of 190.46 due for tax year: 2019

Orig Value:	100,000	Orig Tax:	293.02
New Value:	35,000	New Tax:	<u>102.56</u>
Exoneration:	65,000	Refund:	190.46

\*\*\*\*\*



**POLICE CHIEF'S REPORT**

CHIEF LAPE.....

A handwritten signature in black ink, appearing to be the name 'S' or 'S.', located at the bottom center of the page.

## OFFICER'S MONTHLY REPORT

To: Jonathan D. Lape, Chief of Police  
From: Jennifer Borczyk, Administrative Assistant  
Subject: Officer's Monthly Report  
Date: June 11, 2019

Attached is the Officer's Monthly Report for May 2019.

JB

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

## Points of Interest

May 2019

### Chief Jonathan Lape

- May 8- Meeting held with Deer Lakes Superintendent.
- May- Prepared test for Full Time Officer hiring

### K9 Officer Edward Newman

- May 3- Annual Golf Outing held at Pittsburgh North Golf Course; \$11,778.45

### Sergeant Mikus & Officer Petosky

- May 5- North Hills SRT Training held at Hampton Township Firearms Range. Focus on physical agility test
- May 24- North Hills SRT Training held at Hampton Township Firearms Range. Focus was on identifying individuals properly while in full gear.
- May 30- North Hills SRT assisted with warrant execution in Sharpsburg.

### Explorers

- May 9- K9 Officer Newman and Officer Evan conducted canine training with Explorers
- May 23- K9 Officer Newman and Officer Evan organized AHN LifeFlight to land at EMA Building for Explorers Meeting.

### School District Details

- See attached SRO/ Security Details and Logs
- May 9- SRO Shurina assisted with Safety Bug Day at Deer Lakes High School
- May 13- East Union 5<sup>th</sup> Grade DARE Awards; Chief Lape, & Officer Trocki attended

### Misc. Details

- May 8- Officer Shurina, Officer Petosky, & Officer Dobson attended JNET Training
- May 13 through June 2- Click it or Ticket Campaign.
- May 20, 21- Officer Gizienski attended female rifle training.
- May 13, 17, & 28- Officer Burk assisted residents with car seat installations



OFFICER'S MONTHLY REPORT  
APRIL 2019

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	62	232	294
CALLS FOR SERVICE/FIELD CONTACTS	544	2241	2785
ALL OTHER CALLS	504	1838	2342
<b>TOTALS CALLS FOR SERVICE</b>	1096	4451	5547
<b><u>ARRESTS</u></b>			
ADULT	3	22	25
JUVENILE	1	1	2
TRAFFIC CITATIONS	124	30	154
NON TRAFFIC CITATIONS	1	4	5
PARKING CITATIONS	0	0	0
WARNINGS	8	22	30
<b><u>PERSONNEL</u></b>			
GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	2	1	3
<b><u>VEHICLE REPORTS</u></b>			
TOTAL MILES TRAVELED	10051	39434	49485
GALLONS OF GASOLINE USED	889.4	3683.03	4572.43
REPAIRS/MAINTENANCE	779.16	6066.78	6845.94
<b><u>OVERTIME PAID</u></b>			
COURT (OFF DUTY)	1	23.50	24.5
PRELIMINARY HEARINGS	4	27.50	31.5
PRETRIAL	0	0.00	0
INVESTIGATIONS	4	29.25	33.25
ARRESTS	5	4.00	9
SPEED CHECKS	0	0.00	0
PRIVATE CONTRACTS	0	0.00	0
MISC. HOURS - FILLED SHIFTS	29	56.00	85
MISC. HOURS - ADMIN. HOURS	0	0.00	0
MISC. HOURS	16	7.00	23
<b>TOTAL HOURS</b>	59	147.25	206.25



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



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

**MAY 2019**

**WDPD INCIDENT REPORTS**

**TOTAL: 3**

- 1 Sex Crimes – Indecent Assault
- 1 Property – Found
- 1 Harassment – Terroristic Threats

**SRO / SECURITY DETAILS & LOGS**

**TOTAL: 116**

- 77 Security General
- 1 Security Cafeteria
- 2 Security Parking Lot
  
- 1 Instruct SRO Student Program
- Instruct SRO Faculty Program
- Instruct DARE Program
  
- Attend Court
- 2 Attend Meeting
- Attend Training
  
- 3 Assist Student
- 13 Assist Teacher
- 7 Assist Administrator
- Assist Juv. Prob. Officer
- Assist Nurse / EMS
- 2 Assist Other
  
- Student Transport
- Student Missing / Search
- 2 Student Monitoring
  
- 1 Suspicious Incident / person
- K-9 Drug Search
- 3 School Safety Drill
- 2 Other / Miscellaneous

**TOTAL ACTIVITY**

**TOTAL: 119**



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



## TOTAL ACTIVITY BY SCHOOL

HIGH SCHOOL	25
MIDDLE SCHOOL	25
E.U. INTERMEDIATE	34
CURT. PRIMARY	32
ADMIN. BUILDING	2
BUS GARAGE	0
OTHER	1

## FREQUENT STUDENT INVOLVEMENT

DL School / Student ID #:	EU	26190	Total Involvements this period:	2
DL School / Student ID #:	EU	26101	Total Involvements this period:	3
DL School / Student ID #:	EU	26113	Total Involvements this period:	1
DL School / Student ID #:	CP	31092	Total Involvements this period:	4
DL School / Student ID #:	CP	30145	Total Involvements this period:	1

## DARE / SRO CLASSES AND PROGRAMS

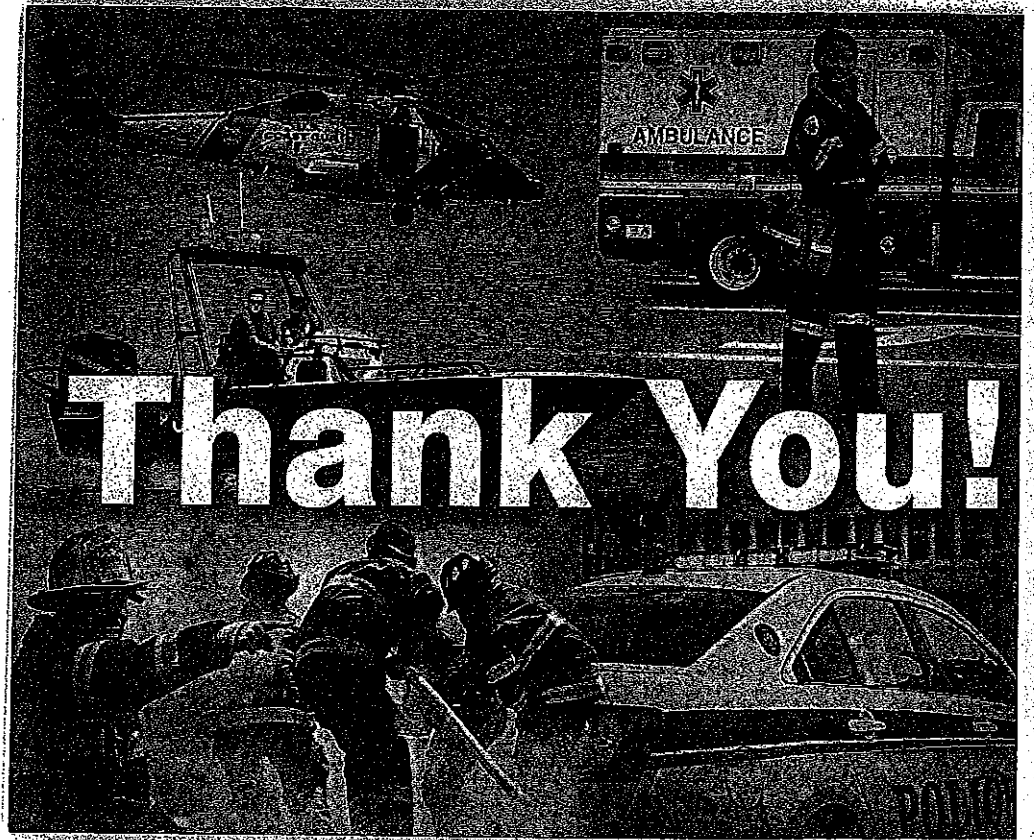
### DARE CLASSES INSTRUCTED DURING THIS PERIOD

<u>Number of Classes</u>	<u>Grade Level</u>
None	

### SRO Programs INSTRUCTED DURING THIS PERIOD

<u>Program</u>	<u>School</u>	<u>Date</u>
Safety Bug	DLHS (11 <sup>th</sup> & 12 <sup>th</sup> Grade)	May 9, 2019

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



THANKS!  
Cheryl  
Stephens

and

Sandra  
Stephens

Thank you!  
Jeanine

Thank you!  
William

Thank you  
vs  
Sara,  
Oh,

Thank  
you!

Thank you  
for all you do!  
Jesse Stephens

Thank you  
Chad

Thanks for being  
Awesome!

Thank you  
for helping  
us in any  
way you can!  
Miaabella Falso

You  
are  
appreciated!

Thank you,  
-Merri

Thank you,  
Eric

Thank you  
Tim, Lisa, Sofia  
& Gina

Thanks so  
much

Colin Stephens

Thank you!  
Thanks  
for  
Everything

## Jennifer Borczyk

---

**From:** Chief Jonathan Lape <jlape@westdeertownship.com>  
**Sent:** Monday, June 3, 2019 12:25 PM  
**To:** WDPD - Borczyk, Jen  
**Subject:** FW: Office Bailey

**Chief Jonathan Lape**  
**West Deer Township Police Department**  
109 East Union Road  
Cheswick, PA 15024  
jlape@westdeertownship.com  
Office: 724-265-1100 (ext: 301)  
Fax: 724-265-1140

### CONFIDENTIALITY NOTICE

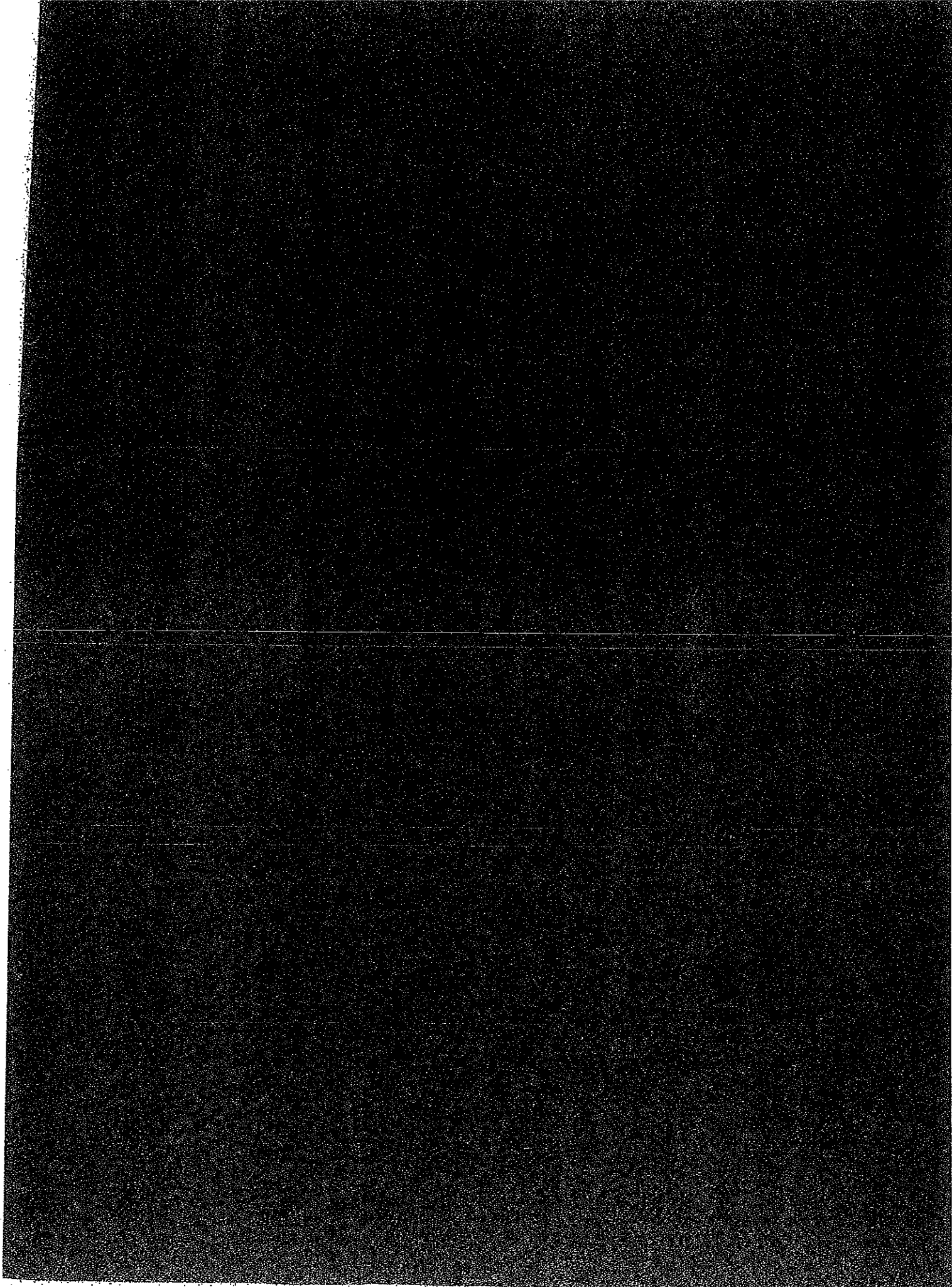
*This message, together with any attachments, may be legally privileged and is confidential information intended only for the use of the individual or entity to which it is addressed. It is exempt from disclosure under applicable law including court orders. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution or copy of this message, or any attachment, is strictly prohibited. If you have received this message in error, please notify the original sender and delete this message, along with any attachments, from your computer.*

**From:** Eileen Krance [mailto:ekrance@comcast.net]  
**Sent:** Monday, June 03, 2019 11:04 AM  
**To:** jlape@westdeertownship.com  
**Subject:** Office Bailey

Chief Lape:

On May 7, 2019, my husband collapsed at home. Officer Bailey responded to my 911 call. I just want to tell you that the way he presented himself, handled the situation until the medics arrived, and his approach towards me during the entire ordeal made that very difficult day a little more bearable for me. The true concern and compassion that he demonstrated shows what a wonderful and caring man he is. I hope you appreciate him, because I certainly do!

Eileen Krance  
225 Wineberry Drive  
Cheswick, PA 15024



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

MR. PAYNE.....


9



# Code Enforcement

May 31, 2019

1. Issued 25 Occupancy Permits
2. Issued 27 Building Permits
3. Performed 48 site inspections
4. Planning Commission meeting was held and recommended approval of the Moretti-Payne plan of lots. In the workshop discussion was held on new construction of a dog food warehouse to be located on 910. Zoning ordinance review discussion continued.
5. No Zoning Hearing Board meeting was held.
6. Attended continuing education with Mr. Butala of the Planning Commission about new ways to modernize zoning ordinances.



---

William Payne  
Code Enforcement Officer

**West Deer Township  
Occupancy Permit Report  
MAY, 2019**

Permit Date	Permit Number	Lot Block	Applicant Name	Street Address	Use	New Construction
05/06/2019	019-068	1507-M-052	DPB PROPERTIES, LLC	4364 GIBSONIA RD.	New Commercial/Industrial Buildings - Addition	No
05/07/2019	019-069	2011-E-85-1209	DENNIS & JEANNE DeVALERIA	1209 NICKLAUS WAY	Single Family Home	No
05/09/2019	019-070	1357-E-327	JEREMY & JENEAN DONOVAN	153 PARTRIDGE RUN RD	Single Family Home	No
05/13/2019	019-071	1360-J-19	LORI RUSSO	103 MCCLURE DR	Single Family Home	No
05/13/2019	019-072	1214-J-214	DENNIS & EDITH GENTILE	3504 VALLEYFIELD DR	Single Family Home	No
05/13/2019	019-073	1214-N-080	MATTHEW BERUS	4715 VALLEYFIELD DR	Single Family Home	No
05/13/2019	019-074	1213-S-042	GEORGE HARTMANN III & MELANIE FONTANA	3403 SUNNYVALE DR	Single Family Home	No
05/13/2019	019-075	1670-L-2	MATTHEW & JOSEPHINE BRUDNOK	1403 SANDSTONE DR	Single Family Home	No
05/14/2019	019-076	1214-E-331	COREY HOLLAND	305 RIDGE VIEW CT.	Single Family Home	Yes
05/14/2019	019-077	1670-N-268	DANIEL BAUER	640 BAIRDFO RD	Single Family Home	No
05/16/2019	019-078	1668-R-147	JONATHAN RANDZA	210 LOCUST ST	Single Family Home	No
05/16/2019	019-079	1510-D-56	JEREMY BRANG	874 ASHLEY RD.	Single Family Home	No
05/16/2019	019-080	1666-R-100-24B	BRENNAN BUILDERS, INC.	390 SADDLEBROOK RD	Single Family Home	Yes
05/16/2019	019-081	1666-R-100-24C	JAMES & ESTHER JAMES	388 SADDLEBROOK RD	Single Family Home	Yes
05/21/2019	019-082	1507-H-220-5E	JEFFREY CUPELLI	5020 FOXWOOD COURT	Single Family Home	No

**West Deer Township  
Occupancy Permit Report  
MAY, 2019**

05/28/2019	019-083	1666-R-100-30A	JEFFREY & JANET CROUSE	375 SADDLEBROOK RD	Single Family Home	Yes
05/29/2019	019-084	1360-F-343	JOHN & PEARL M CAMPBELL	149 MCCLURE RD	Single Family Home	Yes
05/29/2019	019-085	2013-N-129	MEGHAN FETTIS	342 ASPEN LANE	Single Family Home	No
05/29/2019	019-086	2013-N-96	MICHAEL KATICH	439 BIRCH LANE	Single Family Home	No
05/29/2019	019-087	1356-H-12	EMILY KORAN & EDWARD BAOTT	447 PARTRIDGE RUN RD	Single Family Home	No
05/29/2019	019-088	1357-B-359	STEVEN STENGER	126 RACCOON WAY	Single Family Home	No
05/29/2019	019-089	1214-P-378	THOMAS & KELLY JOVENITTI	4735 VALLEYFIELD DR	Single Family Home	No
05/29/2019	019-090	1509-A-101	PETER HEISLER	162 OAK RD	Single Family Home	No
05/29/2019	019-091	2194-R-025	DAVID & SARAH SHARO	4694 BAKERSTOWN CULMERVILLE RD.	Single Family Home	No
05/30/2019	019-092	2011-E-85-1139	ROBERT & SHERRY SWEENEY	1139 LINKS WAY	Single Family Home	No

Total Fees Collected by Month

May- \$525

Total Fees Collected

Grand Total - \$525

**West Deer Township  
Permit Report  
MAY, 2019**

Permit Date	Permit Number	Type	Owner	Address	Parcel ID	Construction Cost	Fees Collected
05/01/2019	P19-069	Accessory Structure	JOHN M PURCELL	43 MAGILL DR	1360-B-114	\$16,000.00	\$95.00
05/02/2019	P19-070	Above Ground Pool	RONALD M. PETROSKY	230 ORCHARD ST	1669-K-274	\$18,900.00	\$44.00
05/06/2019	S19-002	Sign Permit	West Deer Township	4832 Gibsonia Road	1080-C-191	\$0	\$0
05/06/2019	P19-071	Fence	West Deer Township	4832 Gibsonia Road	1080-C-191	\$0	\$0
05/06/2019	P19-072	Antenna	Crown Castle USA Inc.	3813 CEDAR RIDGE RD.	1080-B-100-T1	\$15,000.00	\$350.00
05/06/2019	P19-073	Single Family Dwelling	MICHAEL & NANCY NAPOLITANO	3534 CEDAR RIDGE RD.	1214-E-303	\$256,000.00	\$716.10
05/06/2019	P19-074	Single Family Dwelling	RICHLAND HOLDINGS LLC	3536 CEDAR RIDGE RD.	1214-E-305	\$281,500.00	\$745.50
05/07/2019	P19-075	Addition	EDWARD J & LINDA L MOORE	134 DONALDSON RD	2192-J-277	\$10,000.00	\$65.00
05/08/2019	P19-076	Deck	JAMES FREW	517 SHADOW CT	1667-J-011	\$15,000.00	\$90.00
05/09/2019	P19-077	Grading	ROMMES, Jeffrey & Stephanie	49 SHUSTER RD	1837-F-128	\$0	\$100.00
05/09/2019	P19-078	Fence	JOHN F SZEWCZYK	352 OAK RD	1668-M-088	\$850.00	\$20.00
05/09/2019	P19-079	Above Ground Pool	ANDREW L. & AMY L PETROUS	139 PINTAIL RD	1356-H-77	\$6,300.00	\$44.00
05/10/2019	P19-080	Above Ground Pool	MARK C & ELIZABETH HELIDES	478 BAIRD FORD RD	1669-F-056	\$4,000.00	\$44.00
05/13/2019	P19-081	Other	BEVERLY S JORDAN	4811 BAYFIELD RD	1214-P-146	\$5,000.00	\$40.00

**West Deer Township  
Permit Report  
MAY, 2019**

05/17/2019	P19-082	Above Ground Pool	RYAN & LIBBY WEIR	3535 WOODLAKE DR	1214-N-256	\$250.00	\$44.00
05/20/2019	P19-083	Garage	JOSEPH & BARBARA DLUTOWSKI	3 PARK DR	1511-P-319	\$50,000.00	\$356.10
05/20/2019	P19-084	Deck	STEPHEN M & MARCY BUTLER	1015 FIELDSTONE CT	1670-P-12	\$15,000.00	\$90.00
05/21/2019	P19-085	Structural Alteration	MARK DAVIS	127 RINGNECK CT	1356-M-15	\$2,575.00	\$30.00
05/21/2019	P19-086	Garage	JOSEPH MEADOWS	183 TARENTUM CULMERVILLE	1839-F-327	\$21,221.64	\$120.00
05/22/2019	P19-087	Pole Building/Barn	Eric & Katelyn Nicely	353 KAUFMAN RD	1837-M-348	\$10,000.00	\$65.00
05/22/2019	P19-088	Fence	MATTHEW RENNER & REBECCA LEE	336 OAK RD	1668-M-67	\$1,100.00	\$25.00
05/28/2019	P19-089	Deck	MICHELLE WAIBEL	2461 SAXONBURG BLVD	1216-M-314	\$2,694.37	\$30.00
05/28/2019	P19-090	Shed	DAWN EVANCHOCK / JASON PIDHIRNY	3411 WOODLAKE CT	1213-M-97	\$700.00	\$20.00
05/30/2019	P19-091	Above Ground Pool	CLIFFORD P & DIANE WALTER	44 SUPERIOR RD	1672-J-335	\$7,291.74	\$44.00
05/30/2019	P19-092	In Ground Pool	ANTHONY & TRACEY BRUNO, JR.	106 TARENTUM CULMERVILLE RD	2013-S-134	\$43,000.00	\$64.00
05/31/2019	P19-093	Fence	BRIAN BURKE and STEPHANIE EDMACHESKI	456 BAIRD FORD RD	1669-K-034	\$8,852.00	\$60.00
05/31/2019	P19-094	Deck	PATRICIA PIVNI	468 BAIRD FORD RD	1669-K-0360	\$1,900.00	\$25.00
<b>Totals: 27</b>						<b>\$793,134.75</b>	<b>\$3,326.70</b>

**West Deer Township  
Permit Report  
MAY, 2019**

Permit Type	Count	Construction Cost	Fee Total
Above Ground Pool	5	\$36,741.74	\$220.00
Accessory Structure	1	\$16,000.00	\$95.00
Addition	1	\$10,000.00	\$65.00
Antenna	1	\$15,000.00	\$350.00
Deck	4	\$34,594.37	\$235.00
Fence	4	\$10,802.00	\$105.00
Garage	2	\$71,221.64	\$476.10
Grading	1	\$	\$100.00
In Ground Pool	1	\$43,000.00	\$64.00
Other	1	\$5,000.00	\$40.00
Pole Building/Barn	1	\$10,000.00	\$65.00
Shed	1	\$700.00	\$20.00
Sign Permit	1	\$	\$
Single Family Dwelling	2	\$537,500.00	\$1,461.60
Structural Alteration	1	\$2,575.00	\$30.00

Permit Status	Count	Construction Cost	Fee Total
Issued	27	\$793,134.75	\$3,326.70

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

**WD Inspection Report**  
**From 05/01/2019 To 05/31/2019**

5/6/2019	Drywall	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	405 SADDLEBROOK RD	1666-R- 100-26D	Passed	William Payne
5/6/2019	Foundation	132 RING NECK CT, GIBSONIA, PA, 15044	324 MONIER RD	2011-A-278	Passed	William Payne
5/6/2019	Floodplain	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	332 SADDLEBROOK RD.	1666-R- 100-17A	Passed	William Payne
5/6/2019	Footer	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	328 SADDLEBROOK RD.	1666-R- 100-17B	Passed	William Payne
5/6/2019	Floodplain	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	326 SADDLEBROOK RD	1666-R- 100-17C	Passed	William Payne
5/6/2019	Floodplain	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	328 SADDLEBROOK RD.	1666-R- 100-17B	Passed	William Payne
5/6/2019	Footer	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	326 SADDLEBROOK RD	1666-R- 100-17C	Passed	William Payne
5/6/2019	Footer	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	330 SADDLEBROOK RD	1666-R- 100-17D	Passed	William Payne
5/6/2019	Floodplain	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	330 SADDLEBROOK RD	1666-R- 100-17D	Passed	William Payne
5/6/2019	Footer	800 S. WASHINGTON ST., EVANS CITY, PA, 16033	332 SADDLEBROOK RD.	1666-R- 100-17A	Passed	William Payne
5/6/2019	Footer	1426 PITTSBURGH ST., VALENCIA, PA, 16059	3536 CEDAR RIDGE RD.	1214-E-305	Passed	William Payne
5/6/2019	Floodplain	1426 PITTSBURGH ST., VALENCIA, PA, 16059	3536 CEDAR RIDGE RD.	1214-E-305	Passed	William Payne
5/6/2019	Footer	3534 CEDAR RIDGE RD., ALLISON PARK, PA, 15101	3534 CEDAR RIDGE RD.	1214-E-303	Passed	William Payne
5/6/2019	Floodplain	3534 CEDAR RIDGE RD., ALLISON PARK, PA, 15101	3534 CEDAR RIDGE RD.	1214-E-303	Passed	William Payne
5/7/2019	Framing	1002 YORK WAY, GIBSONIA, PA, 15044	1002 YORK WAY	1510-H-231	Passed	William Payne
5/7/2019	Final	103 REAGHARD DR, CHESWICK, PA, 15024	103 REAGHARD DR	1511-J-339	Failed	William Payne
5/7/2019	Final	1002 YORK WAY, GIBSONIA, PA, 15044	1002 YORK WAY	1510-H-231	Passed	William Payne
5/7/2019	Footer	1006 DEER CREEK RD, GIBSONIA, PA, 15044	1006 DEER CREEK RD	2193-P-263	Passed	William Payne
5/8/2019	Complaint Follow Up	9 Garden Street, Russelltion, PA, 15076	9 GARDEN ST	1361-H-167	Failed	William Payne
5/8/2019	Framing	103 REAGHARD DR, CHESWICK, PA, 15024	103 REAGHARD DR	1511-J-339	Failed	William Payne

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

**WD Inspection Report  
From 05/01/2019 To 05/31/2019**

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
5/29/2019	Final		149 MCCLURE RD, CHESWICK, PA, 15024	149 MCCLURE RD	1360-F-343	Passed	William Payne
5/31/2019	Foundation		800 S. WASHINGTON ST., EVANS CITY, PA, 16033	332 SADDLEBROOK RD.	1666-R-100-17A	Passed	William Payne
5/31/2019	Foundation		800 S. WASHINGTON ST., EVANS CITY, PA, 16033	330 SADDLEBROOK RD	1666-R-100-17D	Passed	William Payne
5/31/2019	Foundation		800 S. WASHINGTON ST., EVANS CITY, PA, 16033	328 SADDLEBROOK RD.	1666-R-100-17B	Passed	William Payne
5/31/2019	Foundation		800 S. WASHINGTON ST., EVANS CITY, PA, 16033	326 SADDLEBROOK RD	1666-R-100-17C	Passed	William Payne
5/31/2019	Complaint Follow Up		2525 N.PEARL ST. #1704, DALLAS, TX, 75201	3415 CEDAR GLEN DR	1214-K-092	Passed	William Payne
5/31/2019	Complaint Follow Up		3559 CEDAR RIDGE RD, ALLISON PARK, PA, 15101	3559 CEDAR RIDGE RD	1214-F-124	Passed	William Payne

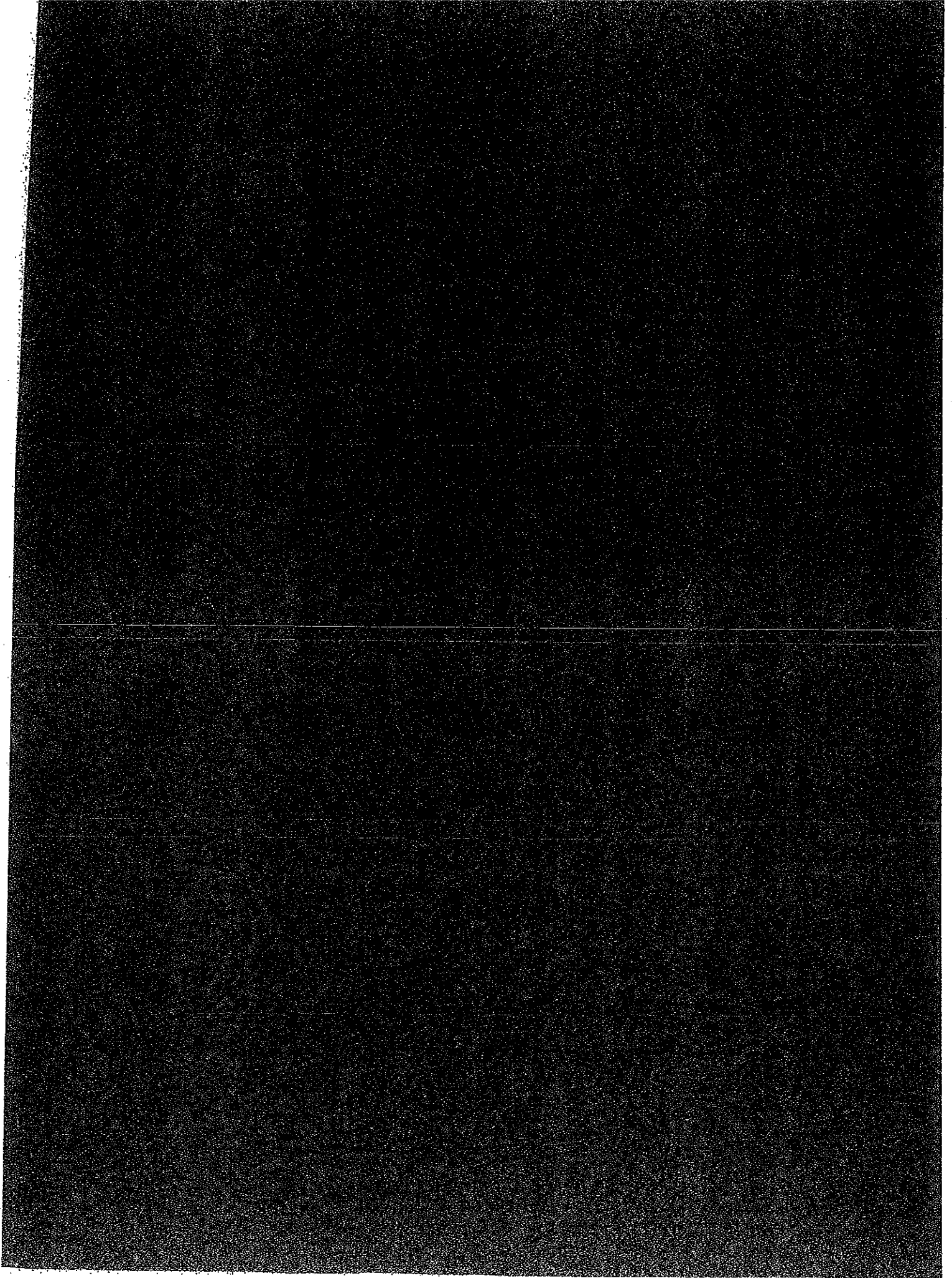


**West Deer Township**  
**109 East Union Road**  
**Cheswick, PA 15024**

**WD Inspection Report**  
**From 05/01/2019 To 05/31/2019**

**Count by Status**

Status	Count
Cancelled	1
Failed	6
Open	1
Passed	40
Total:	48



**REPORT FROM THE PARKS AND RECREATION BOARD**

MRS. AMY STARK, CHAIRWOMAN.....

10

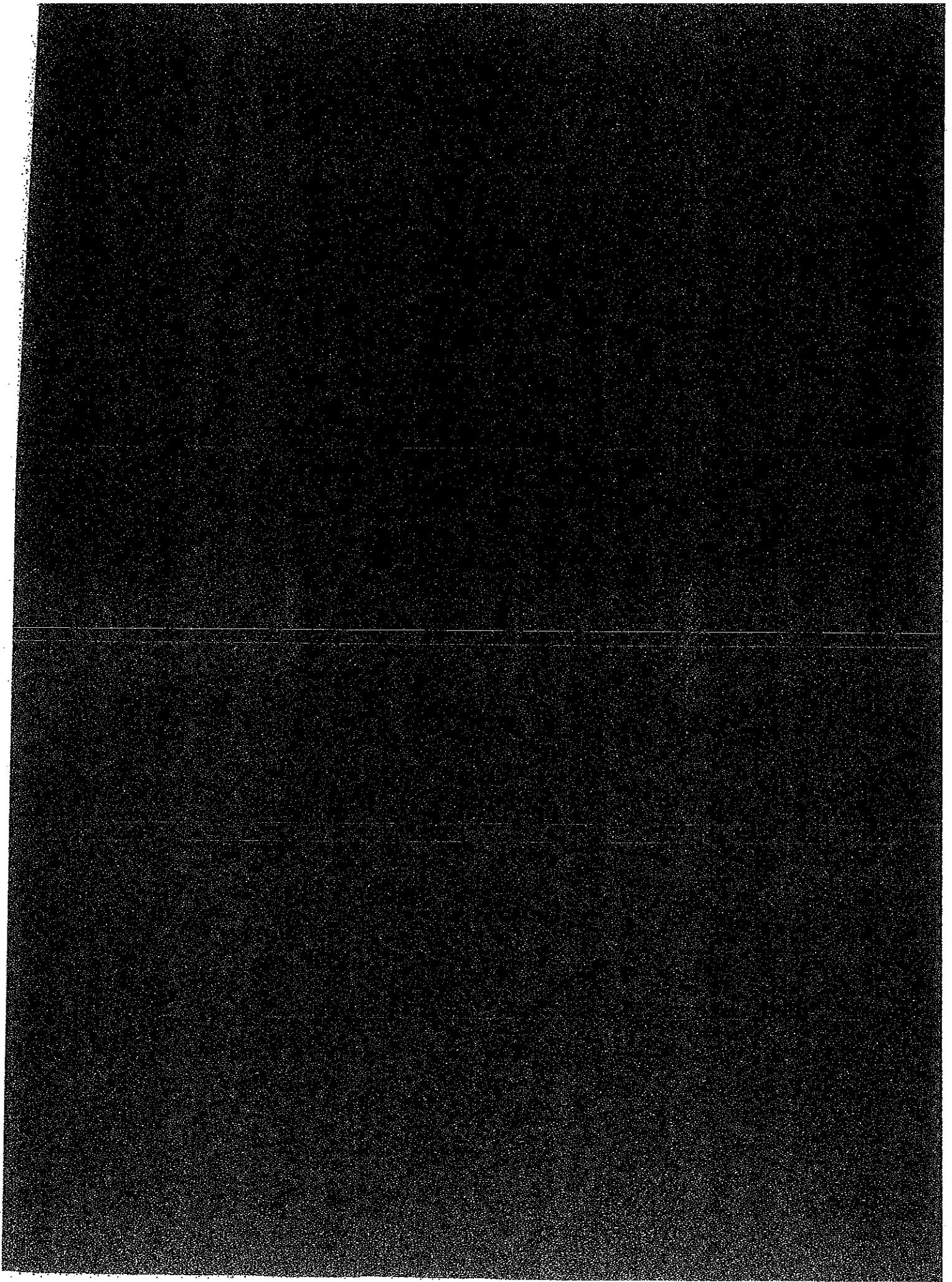
## **Parks & Recreation Report**

**June 19<sup>th</sup>, 2019**

- Our last meeting was May 22, 2019 followed by a Community Days Meeting.
- Family Fishing Night – May 31<sup>st</sup> 6:00-9:00PM at Deer Lakes Park – we had 20 children and received \$40 in donations. Donations given to the Tri-County Trout Club.
- Senior Luncheon – June 11<sup>th</sup> at the Senior Center was postponed until the fall because of turnover at the center.
- Movie in the Park – June 21<sup>st</sup> at Bairdford Park. We will provide popcorn and water. The movie will be How to Train Your Dragon: The Hidden World
- 80's Party in the Park – June 28<sup>th</sup> 8:00PM at Bairdford Park.
- Community Days – Chief Lape has secured carnival rides and inflatables. He has done a wonderful job keeping it all within budget.
- Our next meeting is June 26, 2019 with a Community Days meeting to follow.

West Deer Township  
Parks & Recreation  
2019 Accounting

Date	Event	Type of Payment -- Reimbursable	Vendor/Donator	Description	Debit	Credit	Event Budget	Event Total	% of Budget Used	Year to Date Total
3/6/19	Egg Hunt	Check	AMCO Johns	Port o Johns	\$205.00		\$1,500.00	\$1,169.87	78%	\$205.00
3/15/19		Amy Stark Sam's/Walmart CC	Walmart	Candy	\$134.86					\$339.86
3/19/19		Amy Stark Sam's/Walmart CC	Sam's Club	Candy	\$291.80					\$631.66
3/25/19		Check	Amy Stark	Change	\$100.00					\$731.66
3/29/19			Charlie's Self Storage	Donation		\$100.00				\$631.66
4/5/19		Amy Stark Sam's/Walmart CC	Walmart	Gift Cards & Supplies	\$83.62					\$715.28
4/11/19		Amy Stark Sam's/Walmart CC	Walmart	Prizes	\$169.30					\$884.58
4/11/19		Amy Stark Sam's/Walmart CC	Sam's Club	Prizes & Drinks	\$207.29					\$1,091.87
4/14/19			Profit	Donations/Sales		\$143.00				\$948.87
4/14/19		Reimbursed to Arjona	Dunkin Donuts	Donuts	\$38.00					\$986.87
4/14/19		Reimbursed to Carol	Dry Cleaner	Costume cleaning	\$25.00					\$1,011.87
4/14/19		Reimbursed to Amy	Seniors	Tape purchase	\$15.00					\$1,026.87
4/27/19		Donation	DLSD Fundraiser	Donation	\$143.00					\$1,169.87
5/30/19	Family Fishing	Amy Stark Sam's/Walmart CC	Sam's Club	Snacks & Drinks	\$25.30		\$400.00	\$112.68	28%	\$1,195.17
5/31/19		Reimbursed to Amy	Popeye's	Bait	\$26.91					\$1,222.08
5/31/19		Amy Stark Sam's/Walmart CC	Walmart	Prizes	\$60.47					\$1,282.55
5/31/19	80's in the Park	Township Credit Card	Amazon - Township	Wristbands	\$29.67		\$2,000.00	\$1,579.67	79%	\$1,312.22
6/5/19		Check	Amy Stark	Change	\$200.00	\$200.00				\$1,312.22
6/12/19		Check	Jon Shedlock	Sound	\$650.00					\$1,962.22
6/12/19		Check	Harold Bierer	Ferris Bueller's Revenge	\$900.00					\$2,862.22



**ENGINEER'S REPORT**

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

MR. SHOUP.....

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**SHOUP ENGINEERING**  
FOR OVER 50 YEARS

329 Summerfield Drive, Baden PA 15005  
Phone: 724-869-9360 Fax: 724-869-7434  
shoupeng@comcast.net

**MAY 2019 ENGINEER'S REPORT**  
**WEST DEER TOWNSHIP**  
Prepared June 11, 2019

**VIA EMAIL**

1. **MEETING ATTENDANCE**

Shoup Engineering attended and participated in the following meetings:

- Board of Supervisors Meeting – May 15, 2019
- Planning Commission - May 23, 2019

2. **DEVELOPMENTS/PROJECTS**

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

- 2019 Road Improvement Project – Youngblood Paving began work on April 25, 2019. Youngblood Paving has completed work on both the hot mix asphalt and cold mix asphalt contracts. Overall, the projects went off very well with minimal complaints and a good finished product.

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

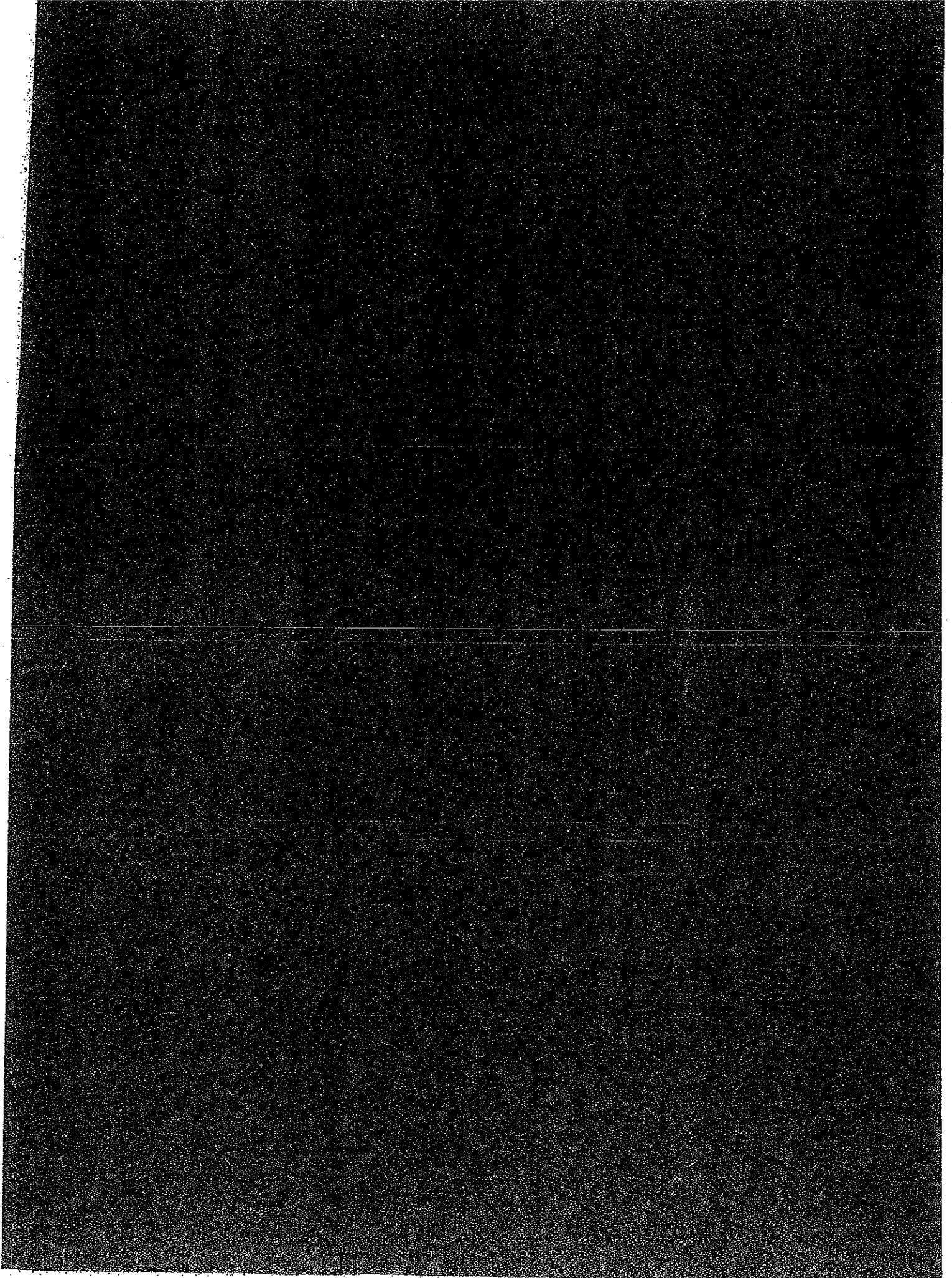
- Moretti-Payne Plan - Two reviews, with letters dated May 23, 2019 and June 10, 2019, of this 4-lot subdivision have been performed and submitted to the Township. The Planning Commission at their May 23, 2019 meeting recommended approval of the plan subject to conditions.

Respectfully Submitted,

**SHOUP ENGINEERING, INC.**

Scott A. Shoup, P.E.  
Township Engineer





**ACCEPTANCE: RESIGNATION OF PART-TIME POLICE OFFICER**

THE BOARD IS IN RECEIPT OF THE ATTACHED RESIGNATION LETTER FROM PART-TIME OFFICER JOSHUA O'CONNOR, EFFECTIVE JUNE 1, 2019.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ACCEPT THE RESIGNATION OF OFFICER JOSHUA O'CONNOR AS A PART-TIME POLICE OFFICER OF WEST DEER TOWNSHIP EFFECTIVE JUNE 1, 2019 AND WISH HIM THE BEST OF LUCK.

	MOTION	SECOND	AYES	NAYES
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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# JOSHUA O'CONNOR

271 Pine Road, Pittsburgh, PA 15237, 4128535164, Joshoconnor0481@gmail.com

Chief Lape  
West Deer Township  
109 E Union Road  
Cheswick, PA 15024

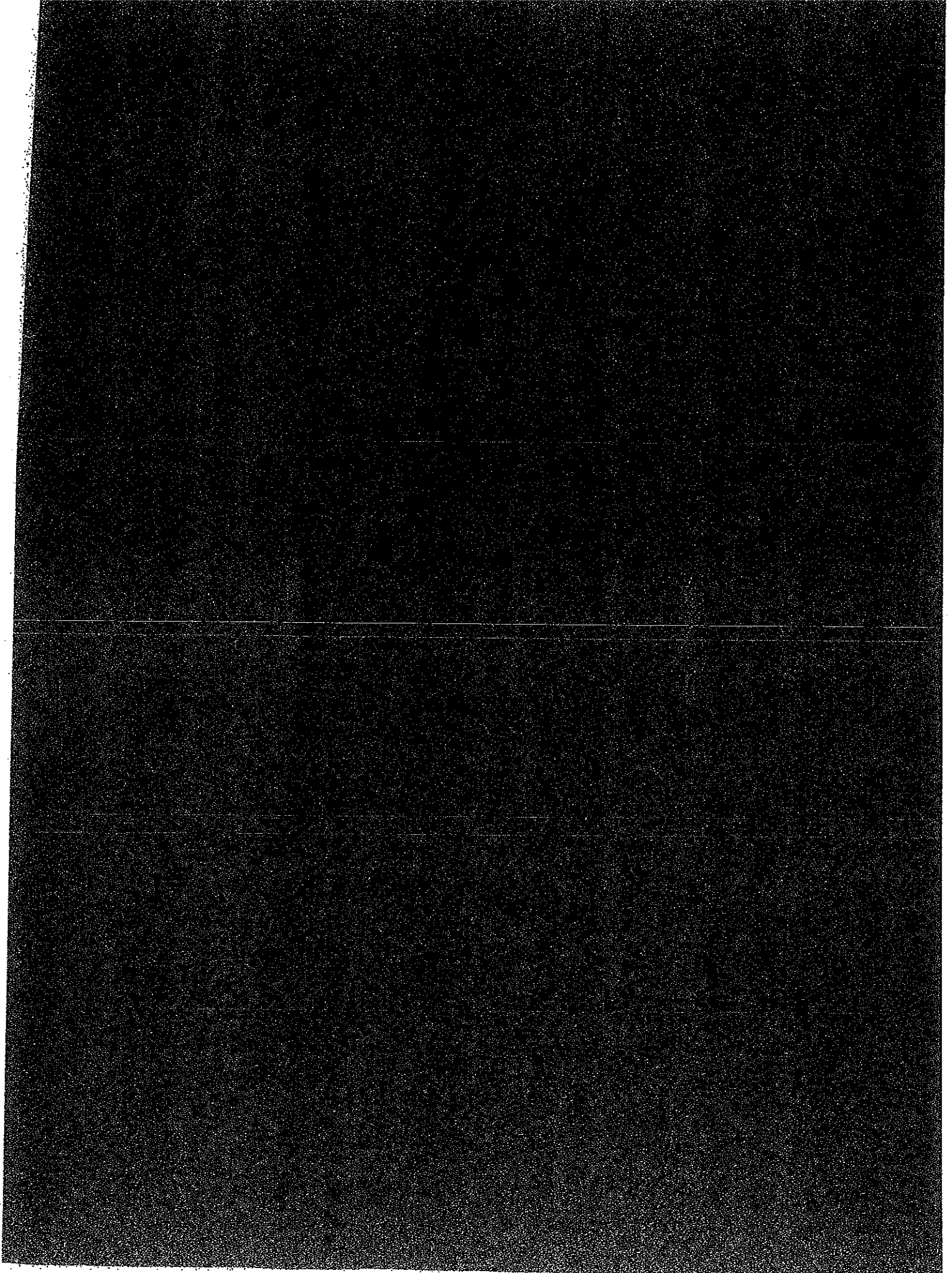
Chief Lape,

This letter is to inform you that I formally resign for my position as Patrolman with West Deer Township . My last day with the department will be June 1st 2019. Please consider this letter my two weeks notice.

I very much appreciate the opportunity I've had to grow with this department . After two years of professional development here, I feel that the time has come to explore new opportunities to grow and challenge myself.

Thank you again for the opportunity to contribute to this Township and community .

Yours sincerely,  
Joshua O'Connor  
412-853-5164  
Joshoconnor0481@gmail.com



**ADOPTION: RESOLUTION #2019-1 (TIMBER RUN PLAN OF LOTS PLANNING MODULE)**

THE SEWAGE FACILITIES PLANNING MODULE RESOLUTION AND TRANSMITTAL LETTER IS ATTACHED FOR THE TIMBER RUN PLAN OF LOTS; A PROPOSED CONSTRUCTION OF FOUR NEW RESIDENTIAL DWELLINGS.

LOCATION: CORNER OF MIDDLE ROAD AND LAWRENCE COURT  
GIBSONIA, PA 15044.

ZONING DISTRICT: R-3 SUBURBAN RESIDENTIAL

MR. SHOUP REVIEWED THE PA DEPARTMENT OF ENVIRONMENTAL PROTECTION PLANNING MODULE DOCUMENTS AND FOUND THE PLANNING MODULE TO BE IN PROPER ORDER. HE THEREFORE RECOMMENDED THAT IT BE APPROVED BY THE TOWNSHIP BY RESOLUTION.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ADOPT RESOLUTION #2019-1 – THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE TIMBER RUN PLAN OF LOTS.

	MOTION	SECOND	AYES	NAYES
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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

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

June 11, 2019

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

Via Email

Re: Timber Run Plan  
Sewage Facilities Planning Module

Dear Mr. Payne,

I have reviewed the Sewage Facilities Planning Module and related documents submitted to the Township for the Timber Run Plan. I have found the planning module to be in proper order and would recommend that it be approved by the Township by resolution.

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

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.

Enclosure

cc: Daniel Mator, w/ enc., via email  
Mark Schmidt, Hampton Technical Associates, w/enc., via email  
Cathy Sopko, w/ enc., via email  
Denise Teorsky, w/enc., via email

## RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

Resolution #2019-1

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

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

**WHEREAS** Lawrence Arduini has proposed the development of a parcel of land identified as  
land developer

Timber Run Plan of Lots, and described in the attached Sewage Facilities Planning Module, and  
name of subdivision

proposes that such subdivision be served by: (check all that apply),  sewer tap-ins,  sewer extension,  new treatment facility,  individual onlot systems,  community onlot systems,  spray irrigation,  retaining tanks,  other, (please specify).

**WHEREAS**, West Deer Township finds that the subdivision described in the attached  
municipality

Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

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

I, \_\_\_\_\_, Secretary, West Deer Township  
(Signature) Daniel J. Mator, Jr.

Township Board of Supervisors (Borough Council) (City Councilmen), hereby certify that the foregoing is a true copy of the Township (Borough) (City) Resolution # 2019-1, adopted, June 19, 20 19.

Municipal Address:

109 East Union Road  
Cheswick, PA 15024

Seal of  
Governing Body

Telephone 724 265-3680



**TRANSMITTAL LETTER  
FOR SEWAGE FACILITIES PLANNING MODULE**

DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) USE ONLY				
DEP CODE #	CLIENT ID #	SITE ID #	APS ID #	AUTH. ID #

TO: Approving Agency (DEP or delegated local agency)

Date \_\_\_\_\_

Department of Environmental Protection

Southwest Regional Office

400 Waterfront Drive, Pittsburgh, PA 15222

Dear Sir/Madam:

Attached please find a completed sewage facilities planning module prepared by David Swab

(Name)

Project Manager

(Title)

for Timber Run Plan of Lots

(Name)

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

Allegheny County

(City, Borough, Township)

County.

**Check one**

- (i) The planning module, as prepared and submitted by the applicant, is approved by the municipality as a proposed  revision  supplement for new land development to its Official Sewage Facilities Plan (Official Plan), and is  adopted for submission to DEP  transmitted to the delegated LA for approval in accordance with the requirements of 25 Pa. Code Chapter 71 and the *Pennsylvania Sewage Facilities Act* (35 P.S. §750),

OR

- (ii) The planning module will not be approved by the municipality as a proposed revision or supplement for new land development to its Official Plan because the project described therein is unacceptable for the reason(s) checked below:

**Check Boxes**

- Additional studies are being performed by or on behalf of this municipality which may have an effect on the planning module as prepared and submitted by the applicant. Attached hereto is the scope of services to be performed and the time schedule for completion of said studies.
- The planning module as submitted by the applicant fails to meet limitations imposed by other laws or ordinances, officially adopted comprehensive plans and/or environmental plans (e.g., zoning, land use, 25 Pa. Code Chapter 71). Specific reference or applicable segments of such laws or plans are attached hereto.
- Other (attach additional sheet giving specifics).

*Municipal Secretary: Indicate below by checking appropriate boxes which components are being transmitted to the approving agency.*

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

Daniel J. Mator, Jr.

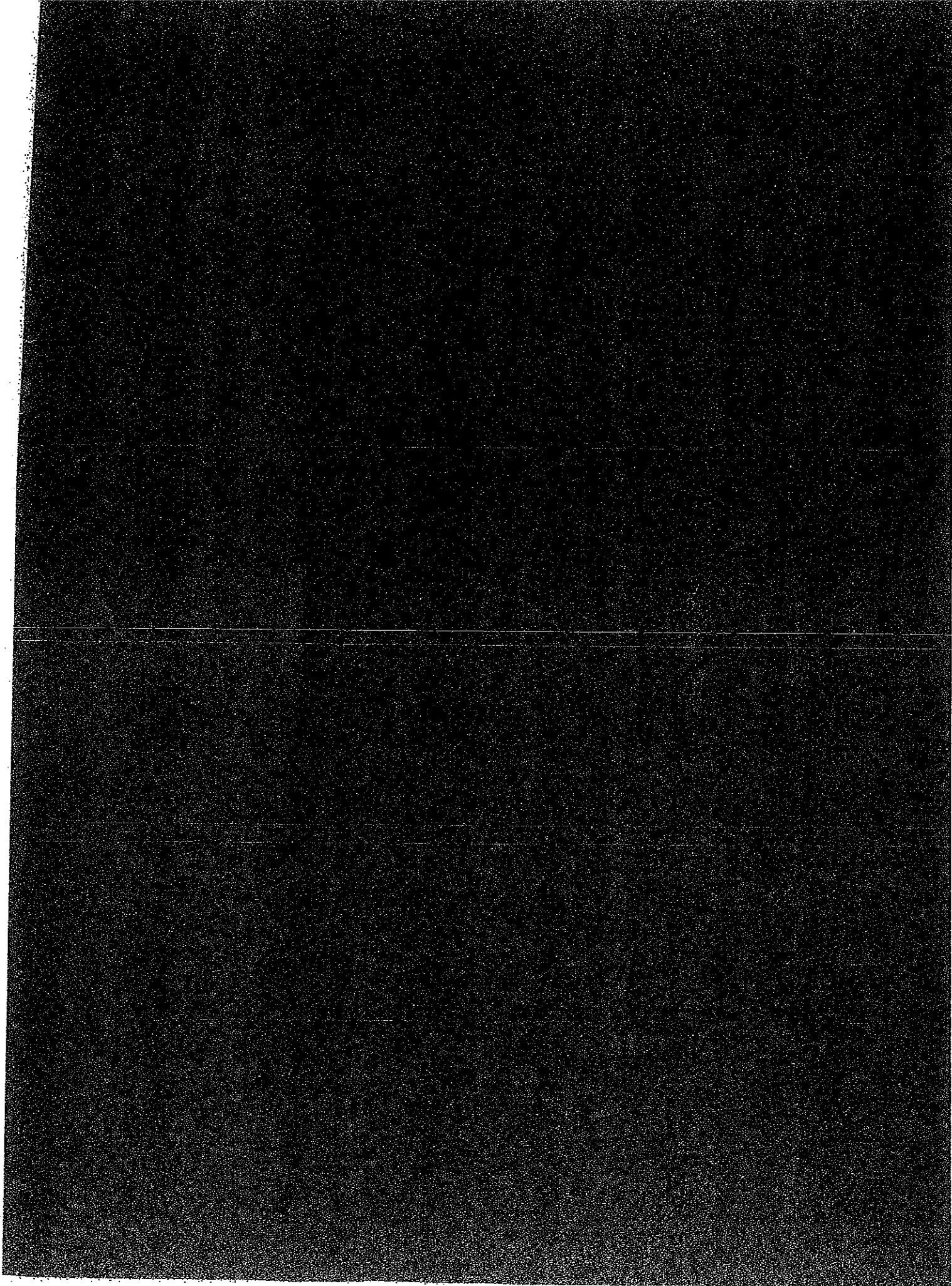
Municipal Secretary (print)

Signature

Date







**APPROVAL: DEER LAKES YOUTH FOOTBALL SCHEDULE**

AS PER THE AGREEMENT WITH DEER LAKES YOUTH FOOTBALL, A SCHEDULE OF PRACTICES AND GAMES MUST BE SUBMITTED TO – AND APPROVED BY – THE BOARD OF SUPERVISORS.

ATTACHED IS THE SCHEDULE PROVIDED BY YOUTH FOOTBALL.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO APPROVE THE DEER LAKES YOUTH FOOTBALL SCHEDULE FOR THE 2019 SEASON AS SUBMITTED.

	MOTION	SECOND	AYES	NAYES
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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# Deer Lakes Youth Football 2019 Season Schedule

## Practice Schedule

July 15<sup>th</sup> – August 22<sup>nd</sup>

Monday 6-8 pm

Tuesday 6-8 pm

Wednesday 6-8 pm

Thursday 6-8 pm

Friday 6-8 pm

August 26<sup>th</sup> -November 1<sup>st</sup>

Tuesday 6-8 pm

Wednesday 6-8 pm

Thursday 6-8 pm

## Games Schedules - Nike Site

August 17<sup>th</sup> 10 am – 8 pm

August 31<sup>st</sup> 8 am – 6 pm

September 14<sup>th</sup> 8 am – 6 pm

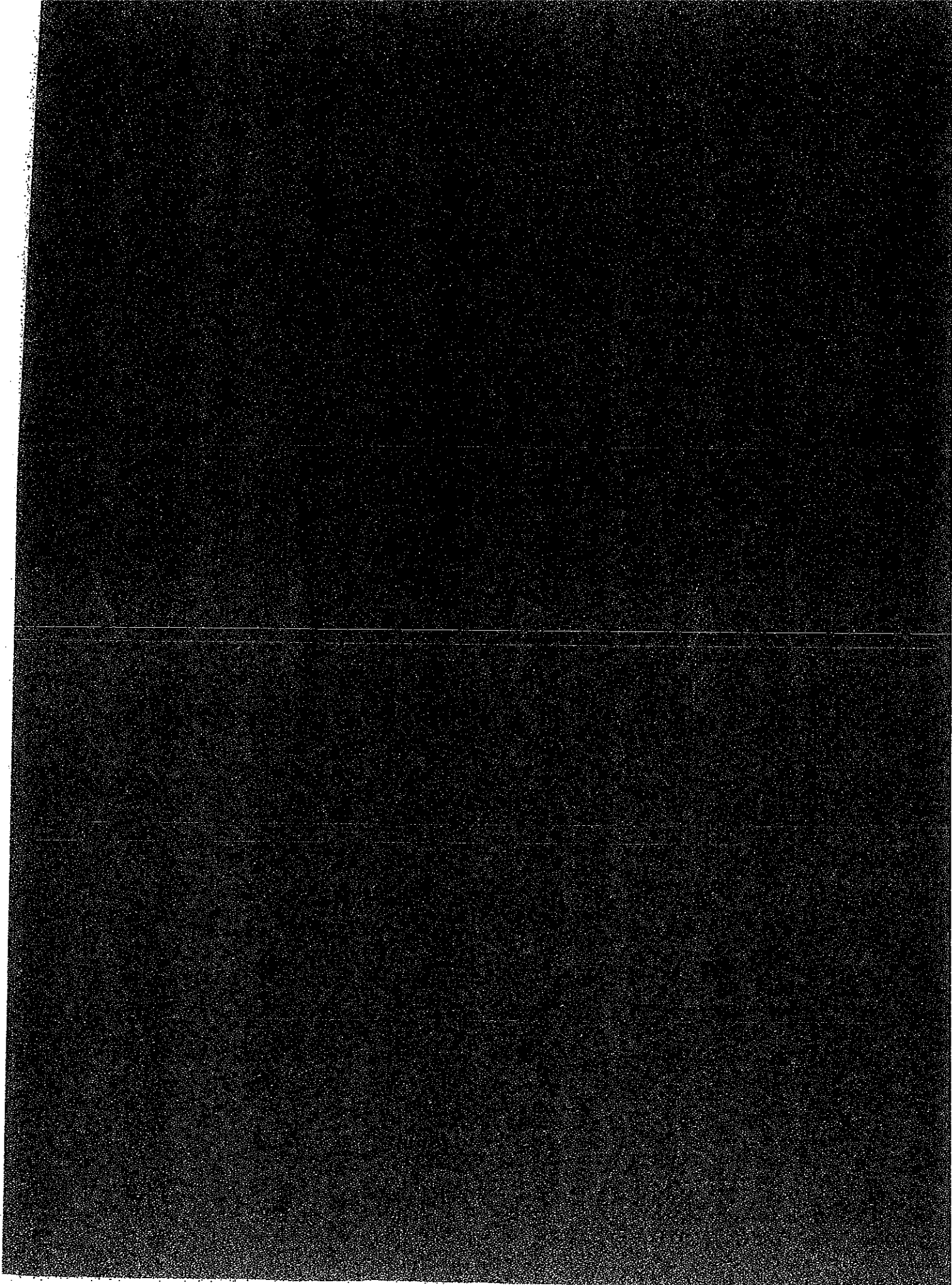
September 28<sup>th</sup> 8 am – 6 pm

October 19<sup>th</sup> 8 am – 6 pm (TBD)

November 2<sup>nd</sup> 8 am – 6 pm (TBD)

## Scrimmage Schedule

August 3<sup>rd</sup> 8 am – 6 pm



**APPROVAL: MORETTI-PAYNE PLAN OF LOTS**

THE PLANNING COMMISSION APPROVED THE MORETTI-PAYNE PLAN OF LOTS SUBDIVISION PLAN AT THEIR MAY 23, 2019 MEETING.

PROPERTY LOCATION: TARENTUM CULMERVILLE ROAD  
ZONING DISTRICT: R-2 SEMI-SUBURBAN RESIDENTIAL

THE SUBDIVISION IS CREATING FIVE LOTS FROM THE EXISTING FOUR.

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE MORETTI-PAYNE PLAN OF LOTS SUBDIVISION SUBJECT TO MEETING ALL OF THE FOLLOWING REQUIREMENTS FROM THE ENGINEERING REVIEW LETTER DATED MAY 23, 2019:

1. Need PennDOT Highway Occupancy/Driveway Permit. State Route numbers should be identified on the plan.
2. Sewage Facilities Planning Module to be submitted to the Township.
3. Lot 102 front yard setback must be 35 feet (plan shows 15 feet).
4. Lot 102 must be at least 21,780 sq. ft. exclusive of private road right of way (plan shows 18,841 sq.ft).
5. Lot 101 side yard setback should be relocated so as not to fall inside the private road right of way.

THE BOARD RECEIVED THE REVIEW LETTER FROM SHOUP ENGINEERING DATED JUNE 10, 2019 INDICATING THE FOLLOWING COMMENT SHOULD BE CONSIDERED: THE SEWAGE FACILITIES PLANNING MODULE DOCUMENTS SHOULD BE SUBMITTED TO THE TOWNSHIP.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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I MOVE TO APPROVE THE MORETTI-PAYNE PLAN OF LOTS SUBDIVISION AS PER THE RECOMMENDATION BY THE PLANNING COMMISSION.

	MOTION	SECOND	AYES	NAYES
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___



**Planning Commission  
Meeting Report for May 23, 2019**

Project Name: **MORETTI-PAYNE PLAN OF LOTS SUBDIVISION**

Property Location: Tarentum Culmerville Road  
Zoned: R-2 (Semi-Suburban Residential District)

Taking the four (4) existing lots and making five (5) lots.

Planning Commission voted to **RECOMMEND APPROVAL** of the Moretti-Payne Plan of Lots Subdivision subject to meeting all of the following requirements from the Engineering Review letter dated May 23, 2019:

1. Need PADOT highway occupancy/driveway permit. State route numbers should be identified on plan.
  2. Sewage Facilities Module to be submitted to Township.
  3. Lot 102 front yard setback must be 35 feet (plan shows 15 feet).
  4. Lot 102 must be at least 21,780 sq.ft. exclusive of private road right of way (plan shows 18,841 sq.ft.).
  5. Lot 101 side yard setback should be reallocated. (Plan shows Lot 101 falling inside the private road right of way.)
-





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

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

June 10, 2019

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

Via Email

Re: Moretti-Payne Plan of Lots  
Preliminary and Final Subdivision (plan revised May 24, 2019)

Dear Mr. Payne,

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

1. Sewage Facilities Planning Module documents should be submitted to the Township for review and approval.

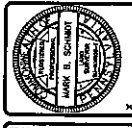
If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email  
Sam Happel, via email  
Christopher Schmidt, Hampton Technical Association, via email  
Denise Teorsky, via email  
Cathy Sopko, via email

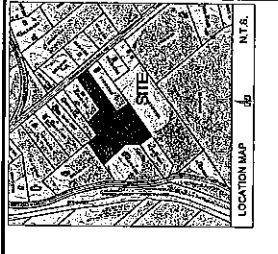


NO.	DESCRIPTION	PROB. STATUS
1	...	...
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3	...	...
4	...	...
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7	...	...
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9	...	...
10	...	...

DATE OF RECORDING: \_\_\_\_\_  
 COUNTY: \_\_\_\_\_  
 TOWNSHIP: \_\_\_\_\_

**MORETTI-PAYNE PLAN OF LOTS**  
 SUBDIVISION OF THE C. MORETTI & NICOLE E. PAYNE  
 COUNTY OF ALLEGANY, PENNSYLVANIA

RECEIVED  
 JUN 05 2019  
 WEST DEER TOWNSHIP



**AREA CHART EXISTING PARCELS**  
 2013-5-1075 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1076 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1077 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1078 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1079 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1080 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1081 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1082 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1083 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1084 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1085 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1086 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1087 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1088 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1089 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1090 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1091 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1092 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1093 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1094 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1095 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1096 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1097 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1098 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1099 10,653 SQ. FT. - 2,959 ACRES  
 2013-5-1100 10,653 SQ. FT. - 2,959 ACRES

**AREA CHART PROPOSED PARCELS**  
 LOT 101 - 28,891 SQ. FT. - 0.6627 ACRES INCLUDING R/W  
 LOT 102 - 21,973 SQ. FT. - 0.5044 ACRES NOT INCLUDING R/W  
 LOT 103 - 23,437 SQ. FT. - 0.5383 ACRES INCLUDING R/W  
 LOT 104 - 46,711 SQ. FT. - 1.0723 ACRES INCLUDING R/W  
 LOT 105 - 88,148 SQ. FT. - 1.9777 ACRES NOT INCLUDING R/W  
 TOTAL PROPOSED AREAS INCLUDING R/W - 197,489 SQ. FT. - 4.5338 ACRES  
 TOTAL AREA OF R/W - 17,203 SQ. FT. - 0.3884 ACRES  
 TOTAL PROPOSED AREAS INCLUDING R/W - 214,692 SQ. FT. - 4.9222 ACRES

RECEIVED  
 JUN 05 2019  
 WEST DEER TOWNSHIP

**WILLIAM M. JR. & NICOLE E. PAYNE**  
 WE, WILLIAM M. JR. & NICOLE E. PAYNE, COVENANTORS OF THE PROPERTY CONTAINED IN THE MORETTI-PAYNE PLAN OF LOTS CONTAINED IN THE MORETTI-PAYNE PLAN OF LOTS, COUNTY OF ALLEGANY, PENNSYLVANIA, DO HEREBY CERTIFY THAT THE TITLE TO THE PROPERTY DESCRIBED IN SAID PLAN OF LOTS IS FREE AND UNENCUMBERED BY ANY MORTGAGE, DEED, EASE, OR OTHER INTEREST IN SAID PROPERTY, AND THAT WE HAVE FULL POWER AND AUTHORITY TO EXECUTE THIS INSTRUMENT AND TO CONVEY SAID PROPERTY TO THE PARTIES HERETO AS SET FORTH IN SAID PLAN OF LOTS.

**COLE & AMY LEE MORETTI**  
 WE, COLE & AMY LEE MORETTI, COVENANTORS OF THE PROPERTY CONTAINED IN THE MORETTI-PAYNE PLAN OF LOTS, COUNTY OF ALLEGANY, PENNSYLVANIA, DO HEREBY CERTIFY THAT THE TITLE TO THE PROPERTY DESCRIBED IN SAID PLAN OF LOTS IS FREE AND UNENCUMBERED BY ANY MORTGAGE, DEED, EASE, OR OTHER INTEREST IN SAID PROPERTY, AND THAT WE HAVE FULL POWER AND AUTHORITY TO EXECUTE THIS INSTRUMENT AND TO CONVEY SAID PROPERTY TO THE PARTIES HERETO AS SET FORTH IN SAID PLAN OF LOTS.

**PLANNING COMMISSION**  
 APPROVED BY THE PLANNING COMMISSION OF THE TOWNSHIP OF WEST DEER, PA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

**TOWNSHIP BOARD OF SUPERVISORS**  
 APPROVED BY THE TOWNSHIP BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, PA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

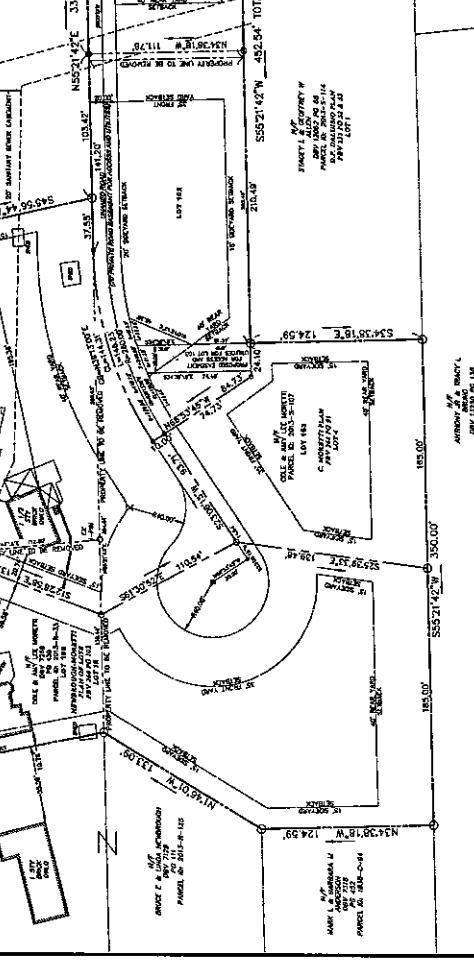
**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
 APPROVED BY THE ALLEGANY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

**DEPARTMENT OF REAL ESTATE**  
 APPROVED BY THE ALLEGANY COUNTY DEPARTMENT OF REAL ESTATE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

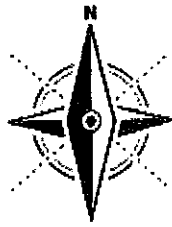
RECEIVED  
 JUN 05 2019  
 WEST DEER TOWNSHIP

**WILLIAM M. JR. & NICOLE E. PAYNE**  
 WE, WILLIAM M. JR. & NICOLE E. PAYNE, COVENANTORS OF THE PROPERTY CONTAINED IN THE MORETTI-PAYNE PLAN OF LOTS CONTAINED IN THE MORETTI-PAYNE PLAN OF LOTS, COUNTY OF ALLEGANY, PENNSYLVANIA, DO HEREBY CERTIFY THAT THE TITLE TO THE PROPERTY DESCRIBED IN SAID PLAN OF LOTS IS FREE AND UNENCUMBERED BY ANY MORTGAGE, DEED, EASE, OR OTHER INTEREST IN SAID PROPERTY, AND THAT WE HAVE FULL POWER AND AUTHORITY TO EXECUTE THIS INSTRUMENT AND TO CONVEY SAID PROPERTY TO THE PARTIES HERETO AS SET FORTH IN SAID PLAN OF LOTS.

**COLE & AMY LEE MORETTI**  
 WE, COLE & AMY LEE MORETTI, COVENANTORS OF THE PROPERTY CONTAINED IN THE MORETTI-PAYNE PLAN OF LOTS, COUNTY OF ALLEGANY, PENNSYLVANIA, DO HEREBY CERTIFY THAT THE TITLE TO THE PROPERTY DESCRIBED IN SAID PLAN OF LOTS IS FREE AND UNENCUMBERED BY ANY MORTGAGE, DEED, EASE, OR OTHER INTEREST IN SAID PROPERTY, AND THAT WE HAVE FULL POWER AND AUTHORITY TO EXECUTE THIS INSTRUMENT AND TO CONVEY SAID PROPERTY TO THE PARTIES HERETO AS SET FORTH IN SAID PLAN OF LOTS.



RECEIVED  
 JUN 05 2019  
 WEST DEER TOWNSHIP



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

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

May 23, 2019

Mr. Bill Payne  
West Deer Township  
109 East Union Road  
Gibsonia, PA 15044

Via Email

Re: Moretti-Payne Plan of Lots  
Preliminary and Final Subdivision (plan not dated)

Dear Mr. Payne,

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

1. The State route number for Tarentum-Culmerville Road should be identified on the plan. The standard PADOT highway occupancy/driveway note should also be added to the plan.
2. Sewage Facilities Planning Module documents should be submitted to the Township for review.
3. The front yard setback for Lot 102 must be 35 feet.
4. The lot area for Lot 102 must be at least 21,780 square feet exclusive of private road right of way. Lot 102 presently has 18,841 square feet.
5. The side yard setback for Lot 101 should be relocated so as not to fall inside the private road right of way.

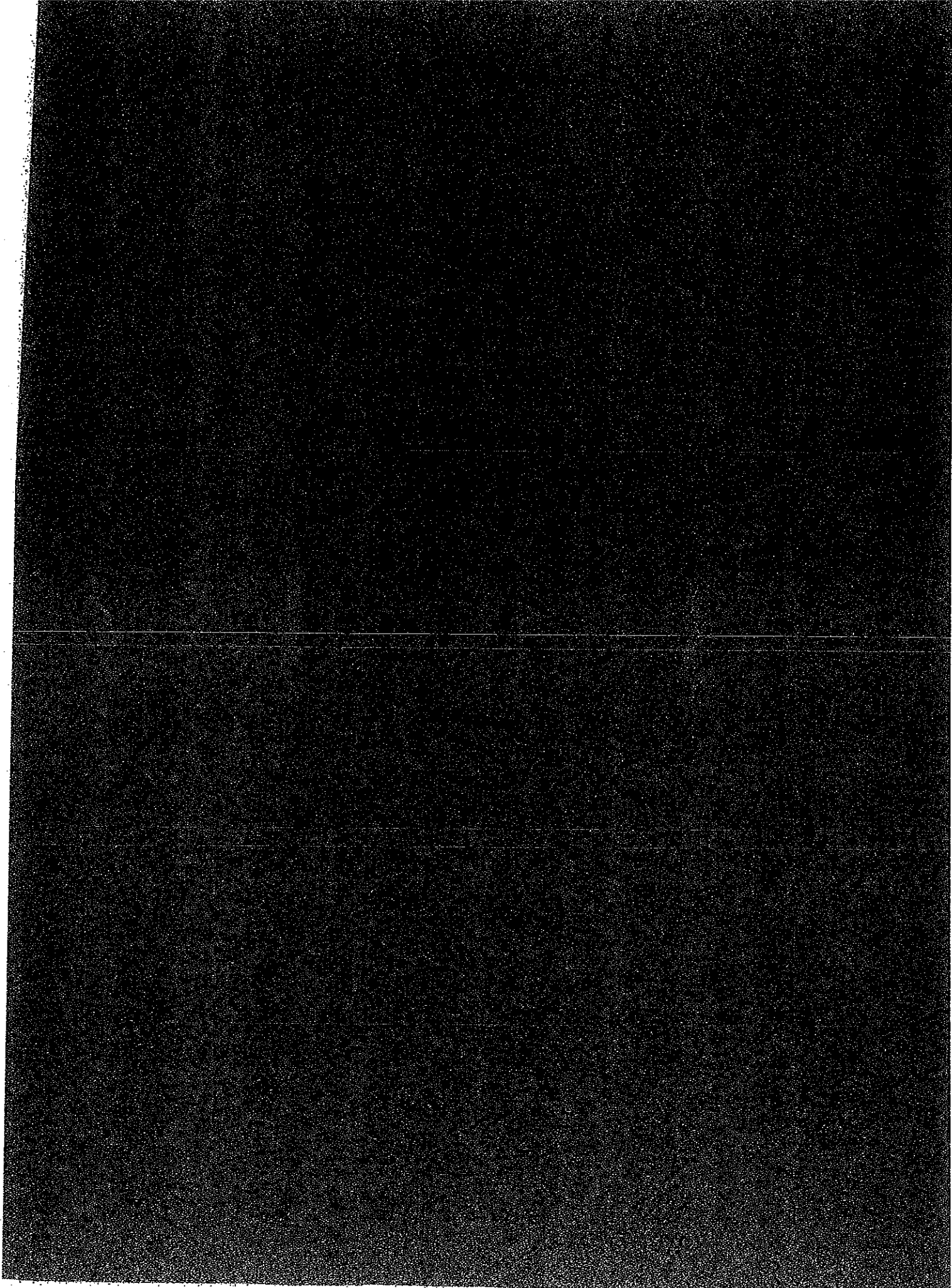
If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email  
Sam Happel, via email  
Derek Horneman, Hampton Technical Associates, via email  
Denise Teorsky, via email  
Cathy Sopko, via email



**APPROVAL: NEWSLETTER MODIFICATION**

AT ITS APRIL MEETING, THE BOARD OF SUPERVISORS VOTED TO AWARD A BID TO PRINT, PREPARE, AND MAIL A TOWNSHIP NEWSLETTER TO MOLNAR PRINTING AT A COST NOT TO EXCEED \$4,000. THIS FIGURE WAS BASED ON THE TOWNSHIP'S ABILITY TO SECURE A NONPROFIT PERMIT THROUGH THE U.S. POSTAL SERVICE. IT HAS SINCE BEEN FOUND THAT GOVERNMENTAL BODIES ARE NOT ELIGIBLE FOR SUCH A PERMIT, SO THE TOWNSHIP WOULD HAVE TO USE MOLNAR PRINTING'S PERMIT. THIS WOULD CREATE AN INCREASE OF \$575.14 (\$4,366.45 TOTAL).

THE TOWNSHIP MANAGER IS REQUESTING AN INCREASE OF THE "NOT TO EXCEED" COST TO ACCOMMODATE THIS CHANGE.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO APPROVE THE INCREASE OF THE "NOT TO EXCEED" COST OF THE TOWNSHIP NEWSLETTER FROM \$4,000 TO \$4,600.

	MOTION	SECOND	AYES	NAYES
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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**APPROVAL: PROMOTION OF PART-TIME POLICE OFFICERS**

THE PROCESS FOR PROMOTING TWO CURRENT POLICE OFFICERS FROM PART-TIME TO FULL-TIME STATUS HAS BEEN COMPLETED.

THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LAPE RECOMMENDING THE PROMOTION OF THE FOLLOWING OFFICERS TO THE POSITION OF FULL-TIME POLICE OFFICER WITH JUNE 27, 2019 AS THEIR STARTING DATE:

- 1) ZAKARY T. FEDUNOK
- 2) THOMAS J. TROCKI

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO APPROVE THE PROMOTION OF ZAKARY FEDUNOK AND THOMAS TROCKI TO THE POSITION OF FULL-TIME POLICE OFFICER WITH JUNE 27, 2019 BEING THEIR STARTING DATE.

	MOTION	SECOND	AYES	NAYES
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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# ***West Deer Twp. Police***

# **MEMO**

**To:** Daniel Mator, Township Manager  
**From:** Jonathan D. Lape, Chief of Police  
**Subject:** Recommendation – Full Time Officers  
**Date:** June, 13 2019

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As per the instructions of the Board of Supervisors the process for hiring current part time officers to the position of full time has been completed. Last month the request was to hire two full time officers from the current part time staff. Five of the current part time officers chose to be a part of the promoting process.

After careful and diligent consideration I recommend that the Board of Supervisors hire Officers - Thomas J. (T.J.) Trocki and Zakary Fedunok to the position of full time police officer. Officer Trocki has been employed as a part time officer since February 2017 and Officer Fedunok since March, 2013 .

The results of the oral interview, written exam and essay are attached.

Please consider June 27, 2019 as the starting date since that is the beginning of the pay period.

Cc:



# TOWNSHIP OF WEST DEER POLICE DEPARTMENT



JONATHAN D. LAPE  
Chief of Police

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

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

## 2019 Full Time Officer Promotion Results Written Examination Oral Interview Essay

The written examination was comprised of 50 questions (100 points) consisting of department policies, Pa. Laws and their knowledge of West deer Township. The oral interview had the possibility of 500 points. There were fifteen questions asked by an interview panel of five. The essay had the possibility of 100 points and was scored by a retired Deer Lakes School District Educator. The written examination was 50% of the score the essay was 10% and the oral interview was 40%. The total possible is 100%.

### Individual Written Exam

Trocki	-	42.00%
Fedunok	-	40.00%
Elza	-	38.00%
Kozar .	-	36.00%
Vulakovich	-	29.00%

### Individuals Essay

Trocki	-	8%
Kozar	-	8%
Elza	-	7.8%
Fedunok	-	7.2%
Vulakovich	-	6.2%

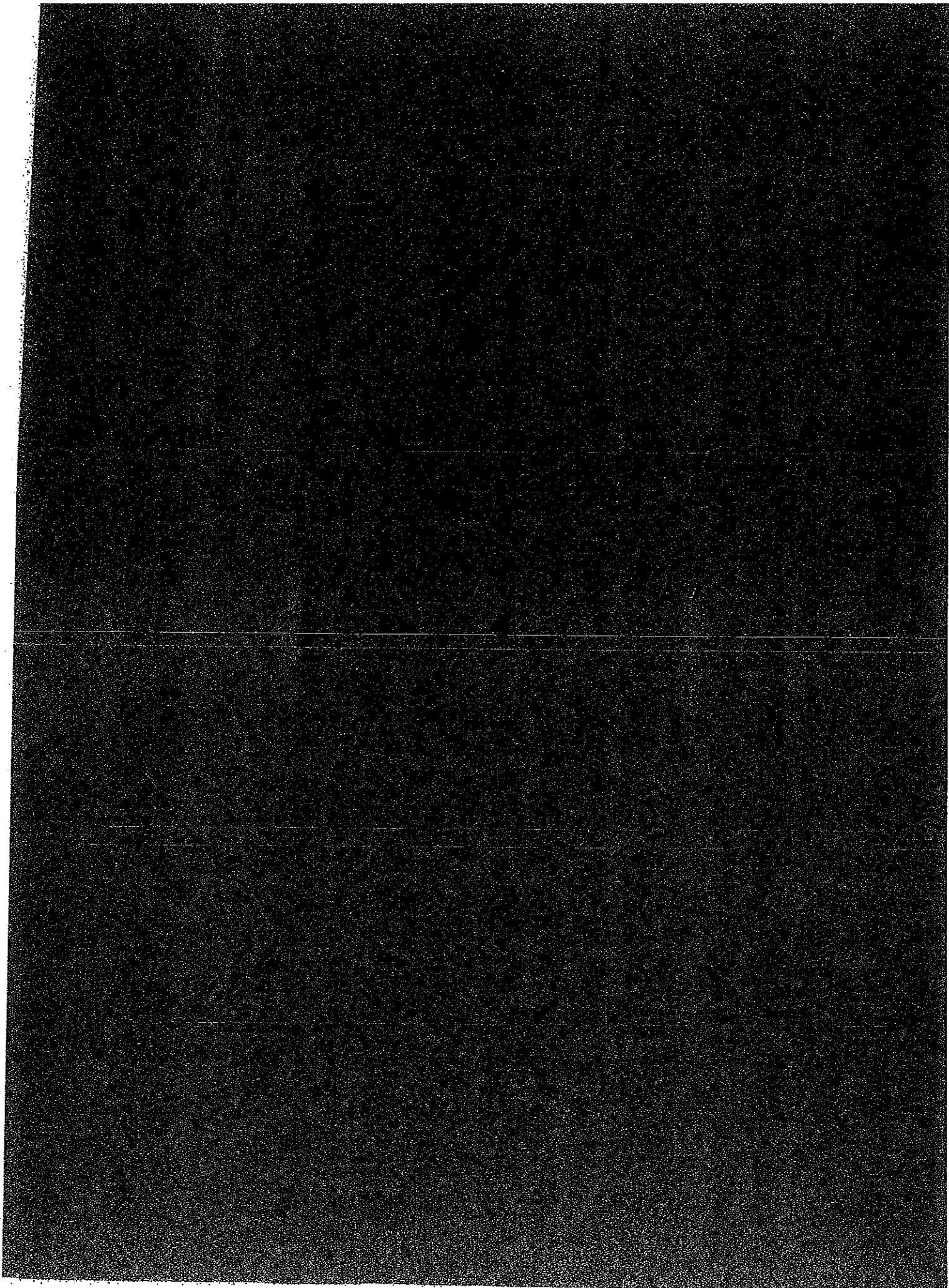
### Individual Interview

Trocki	-	38.60%
Kozar	-	36.15%
Fedunok	-	35.69%
Elza	-	34.36%
Vulakovich	-	33.82%

### Totals

Trocki	-	88.60%
Fedunok	-	82.89%
Elza	-	80.16%
Kozar	-	80.15%
Vulakovich	-	69.02%





**APPROVAL: PROMOTION OF FULL-TIME POLICE OFFICER TO SERGEANT**

THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LAPE RECOMMENDING THE PROMOTION OF OFFICER MICHAEL SHURINA FROM PATROL OFFICER TO SERGEANT.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE PROMOTION OF OFFICER MICHAEL SHURINA TO SERGEANT EFFECTIVE JUNE 27, 2019.

	MOTION	SECOND	AYES	NAYES
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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# **West Deer Twp. Police**

# **MEMO**

**To: Daniel Mator, Township Manager**  
**From: Jonathan D. Lape, Chief of Police**  
**Subject: Promotion Process Results and Recommendations**  
**Date: June 13, 2019**

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Mr. Mator,

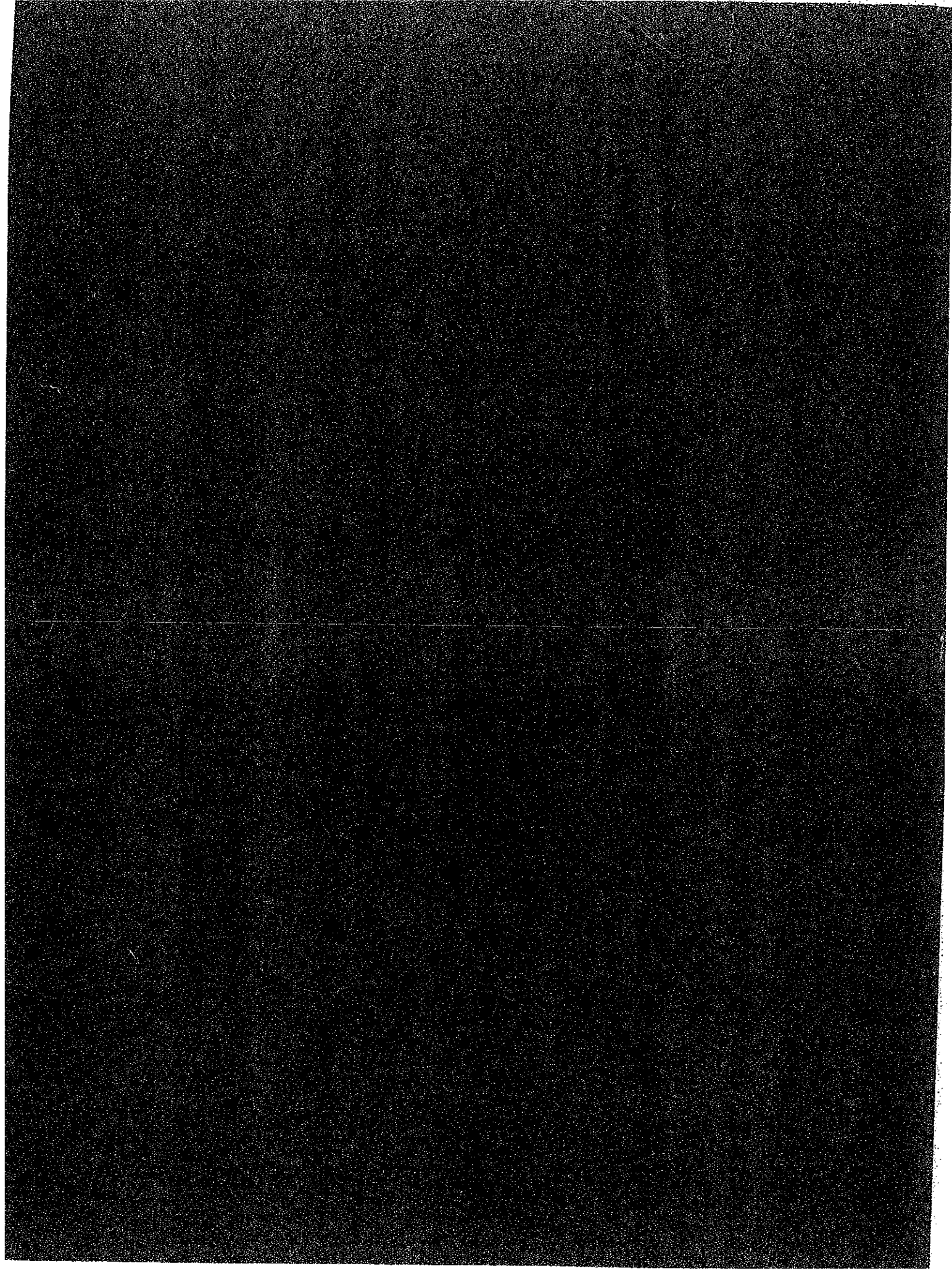
At the May Board of Supervisors meeting, I asked that the promotion of a full time officer to the position of Sergeant be placed on the June meeting agenda. During the past few months there has been discussion in reference to the promotion. The cost and procedure to promote was provided to year two meetings ago. In June of 2017 a list was established, (please see the list below). The list expires June 20, 2019. With the need of another supervisor and to save cost in the future, I am asking you to consider the promotion at this time.

The list is as follows:

Officer Robert Loper	-	78.51%	(Promoted in June 2017)
Officer Michael Shurina	-	77.02%	
Officer Robert Petosky	-	72.49%	
Officer Brian Dobson	-	70.42%	
Officer Edward Newman	-	66.39%	

**I recommend the promotion of Patrol Officer Michael Shurina, employed as a full time officer since March 1, 2001 who is next in line on the final promotion list dated June 21, 2017 - to the position of Police Sergeant effective June 27, 2019.**

Should the Board of Supervisors have any questions in reference to the promotion, please let me know and I will be very happy to oblige them.



**AUTHORIZATION: SENIOR CENTER HVAC ADDENDUM**

AT ITS LAST MEETING, THE BOARD OF SUPERVISORS APPROVED THE EMERGENCY PURCHASE OF TWO HVAC UNITS FOR THE SENIOR CITIZENS CENTER. MR. FRANK SHIPECK OF SHIPECK HEATING AND COOLING ORDERED THE UNITS, BUT RECOMMENDED THE REPLACEMENT OF THE THIRD – AND FINAL – UNIT AT THE SAME TIME. HE STATED THAT THE THIRD UNIT IS PROBLEMATIC, AND THAT THE TOWNSHIP COULD SAVE ON COST BY REPLACING ALL THREE UNITS SIMULTANEOUSLY WHILE THE CRANE IS AVAILABLE.

THE PROPOSAL IS ATTACHED.

MR. SHIPECK....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE ADDITIONAL PURCHASE OF A THIRD FIVE-TON ROOFTOP HVAC UNIT AT THE WEST DEER TOWNSHIP SENIOR CENTER FROM SHIPECK HEATING AND COOLING AT AN ADDITIONAL COST OF \$5,800.

	MOTION	SECOND	AYES	NAYES
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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SHIPECK HEATING & COOLING  
P.O. Box 381  
GIBSONIA, PENNSYLVANIA 15044

# PROPOSAL

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

(724) 265-3984  
FAX (724) 265-5302

To: WEST DEER TWP.

JOB NAME / NO.

LOCATION

Senior Center

PHONE

DATE

5-29-19

We hereby submit specifications and estimates for:

Replace no 2 5-Ton Roof-top  
unit bringing the total  
unit replacement to 3  
of a total of 4 units.  
\$ 5800.00

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with these specifications, for the sum of:

Five thousand eight hundred 00 dollars (\$ 5,800.00)

Payable as follows:

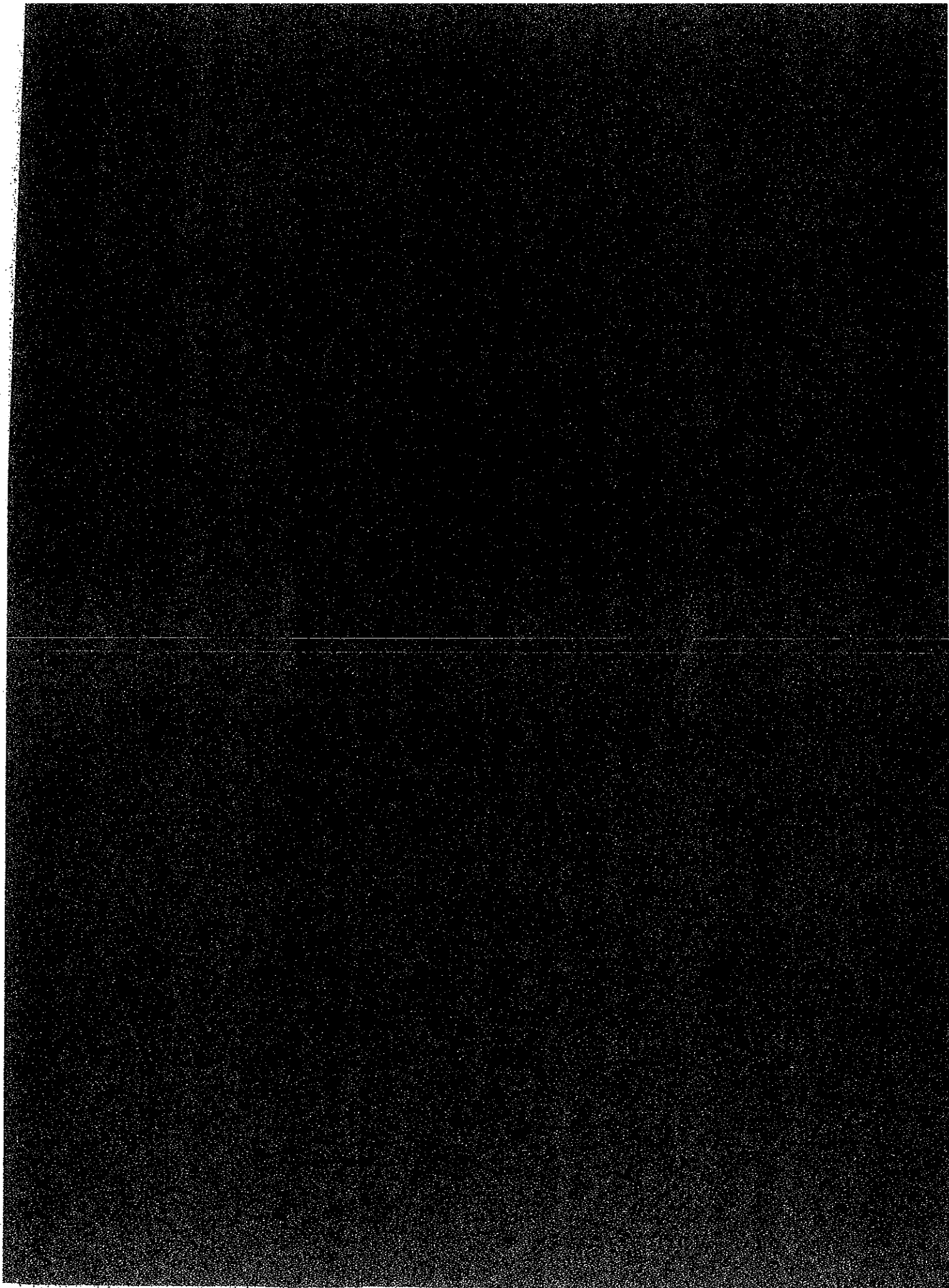
one half total @ beginning of job  
and remainder @ job completed.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL** - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.



**AUTHORIZATION: DEER LAKES SCHOOL DISTRICT SERVICE AGREEMENT**

ATTACHED IS A COPY OF THE SERVICE AGREEMENT BETWEEN THE TOWNSHIP AND THE DEER LAKES SCHOOL DISTRICT.

THE SCHOOL BOARD APPROVED AND SIGNED THE AGREEMENT.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE SERVICE AGREEMENT BETWEEN THE TOWNSHIP AND THE DEER LAKES SCHOOL DISTRICT AS PRESENTED.

	MOTION	SECOND	AYES	NAYES
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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## POLICE SERVICES AGREEMENT

This Police Services Agreement ("Agreement") is made this 21<sup>st</sup> day of May, 2019 ("Effective Date"), between the Deer Lakes School District ("School District") with its principal place of business located at 19 East Union Road, Cheswick, Pennsylvania 15024, and the Township of West Deer ("Township") with its principal place of business located at 109 East Union Road, Cheswick, Pennsylvania 15024 (collectively, the "Parties").

WHEREAS, the School District operates and provides, for the benefit of the community, certain public school facilities that are used by, and accessible to, local school students (each School District facility a "Facility", or together referred to as "Facilities");

WHEREAS, the Township has created and organized the West Deer Township Police Department ("Police Department") to provide for the safety, security and order in the Township through appropriately licensed and qualified law enforcement officers (each law enforcement officer an "Officer"); and

WHEREAS, the Parties agree that the safety and security of the school students and administration staff would benefit from the presence of an Officer located at certain School District Facilities:

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth in this Agreement, in intending to be legally bound hereby, the Parties agree as follows:

1. SERVICES:

1.1 The Township Police Department shall provide an Officer for the School District Facilities, during the period of the year and for number of hours per day, as set forth in Exhibit A. (A copy of Exhibit A is attached hereto and incorporated herein by reference

1.2 Each Officer shall, as necessary, provide the following services ("Services"): (i) patrol the assigned Facility and surrounding area; (ii) respond to all calls regarding any criminal offense or conduct occurring, or allegedly occurring; at the Facility; (iii) cooperate with the School District administration in any investigation or examination of any criminal conduct, or alleged criminal conduct, that may have occurred at the Facility; (iv) provide for the safety of the school students and administration staff located at the Facility; and (v) otherwise enforce all state, local and Township laws, regulations and ordinances.

1.3 Each Officer shall dress in the standard law enforcement uniform issued by the Township, to include all necessary and required accessories and/or equipment that are authorized by the Township and customarily worn by officers, such as a registered firearm, radio, vest, safety equipment, etc.

1.4 Officers shall be subject to, and shall abide by all state, Township and departmental rules and regulations as well as complying with all local, state and federal laws. The Officers shall at all times be subject to the control and direction of the Township and Township Police Chief.

2. PAYMENT: In exchange for Services rendered, the School District shall pay the Township

certain fees ("Fees") in the amounts and according to the terms set forth in Exhibit A. The Police Department shall provide the School District with a statement of said compensation to be reimbursed on a monthly basis. The School District shall pay the Fees to the Township within 15 calendar days from the date of each statement.

3. NO JOINT VENTURE. Nothing contained herein shall be deemed or construed by the Parties, or any third party, as creating a joint venture, partnership or principal and agent relationship. The Township retains the sole right and authority to recruit, hire, promote, discipline, demote, discharge, replace, determine rates of pay for, establish the terms and conditions of employment of, and/or to direct and control the manner in which its employees and Officers discharge their professional and work duties. The Township is responsible for instructing and training its Officers consistent with this Agreement and the laws of the Commonwealth of Pennsylvania. The Township shall be solely responsible for all employee wages, timesheets, payroll deductions, federal and state taxes, unemployment compensation contributions, social security taxes, and benefits of its employees and Officers. Neither the Township nor its employees, agents or Officers are entitled to receive any benefits, including but not limited to salary, vacation pay, sick leave, retirement benefits, social security, workers' compensation, health, disability or unemployment benefits that the School District may provide to its employees. It is understood that the School District will not provide and shall not be responsible for worker's compensation coverage for the Township or any Officer. When rendering Services at the Facilities, Officers act solely as the agents of the Township.

4. TERM AND TERMINATION: This Agreement shall become effective on the Effective Date and shall remain in force until otherwise canceled by the parties. Either Party may terminate this Agreement at any time without cause by providing thirty (30) days prior written notice to the other party. In the event of a material breach by a party of the terms of this Agreement, the non-breaching party shall have the right to terminate this Agreement immediately.

5. INDEMNITY: Neither party hereto shall be liable for any damages proximately resulting from the negligent or wrongful acts or omissions of the other party or the other party's employees or agents in the performance of their respective duties or the terms of this Agreement.

6. NOTICES: Any notice required or provided for herein shall be in writing and shall be deemed to have been given when delivered (i) personally to address of the other party as set forth above, (ii) upon placement in the U.S. Mail as registered or certified mail, postage prepaid, to address of the other party as set forth above, or (iii) upon electronic transmission (email) to the Township Manager and/or School District Superintendent (as the case may be) along with a written confirmation of receipt by the receiving party.

7. ASSIGNMENT OF RIGHTS: This Agreement, or any of the Parties' respective rights or obligations hereunder, may not be assigned or transferred, directly or indirectly, by operation of law or otherwise, by either party without the prior written consent of the other party.

8. NO THIRD-PARTY BENEFICIARIES: Nothing in this Agreement is intended to or shall be deemed to confer any rights upon any person who is not a party hereto.

9. GOVERNMENTAL IMMUNITY. Nothing contained in this Agreement shall be deemed or construed as a waiver of, or modification to, the general immunity and protections from liability and/or suit afforded the Township and School District, and each of their respective employees,

agents and contractors, under the laws of the Commonwealth of Pennsylvania and/or United States of America.

10. NO FIDUCIARY RELATIONSHIP: Nothing in this Agreement creates any relationship of trust or other fiduciary relationship between the Parties hereto.

11. COUNTERPARTS: This Agreement may be executed in one or more counterparts, all of which shall be deemed one and the same agreement and shall become effective when each of the parties has signed one or more counterparts.

12. ENTIRE AGREEMENT; MODIFICATION: This Agreement with Exhibits constitutes the entire agreement of the parties and supersedes all prior agreements, negotiations, dealings, and understandings, whether written or oral, between the parties regarding the subject matter hereof. No waivers, amendments, or modifications of this Agreement or any part thereof shall be valid unless in writing signed by both Parties. Any non-written waiver of any of the terms and conditions hereof shall not be construed as a general waiver by the other party and the other party shall be free to reinstate any such term or condition.

13. SECTION HEADINGS: Section headings as to the contents of particular sections are for convenience only and are in no way to be construed as part of this Agreement or as a limitation of the scope of the particular sections to which they refer.

14. SEVERABILITY: The parties each agree that if any provision of this Agreement is or becomes invalid or prohibited under applicable law, such provision shall be ineffective to the extent of any such prohibition without impairing the remaining provisions in any way.

15. CHOICE OF LAW. This agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, the parties through their authorized representatives have executed this Agreement as of the Effective Date set forth above.

**Township of West Deer**

By: \_\_\_\_\_

Name: Shirley Hollibaugh

Title: Chairwoman

**Deer Lakes School District**

By:  \_\_\_\_\_

Name: William A. Lapone, Jr.

Title: PRES.

**EXHIBIT A**

Facility/Work Day/Fees:

A. Curtisville Primary Center:

1. Officer: One part-time police officer
2. Work Hours: 8:00 a.m. – 4:00 p.m.
3. Work Days: The Officer shall provide Services during each student school day during the 2019-2020 academic school year beginning on August 22, 2019 and ending on the last student school day at Curtisville Primary Center.
4. Fees/Hourly Rate Payable: \$19.92 per hour worked during 2019  
\$20.42 per hour worked during 2020

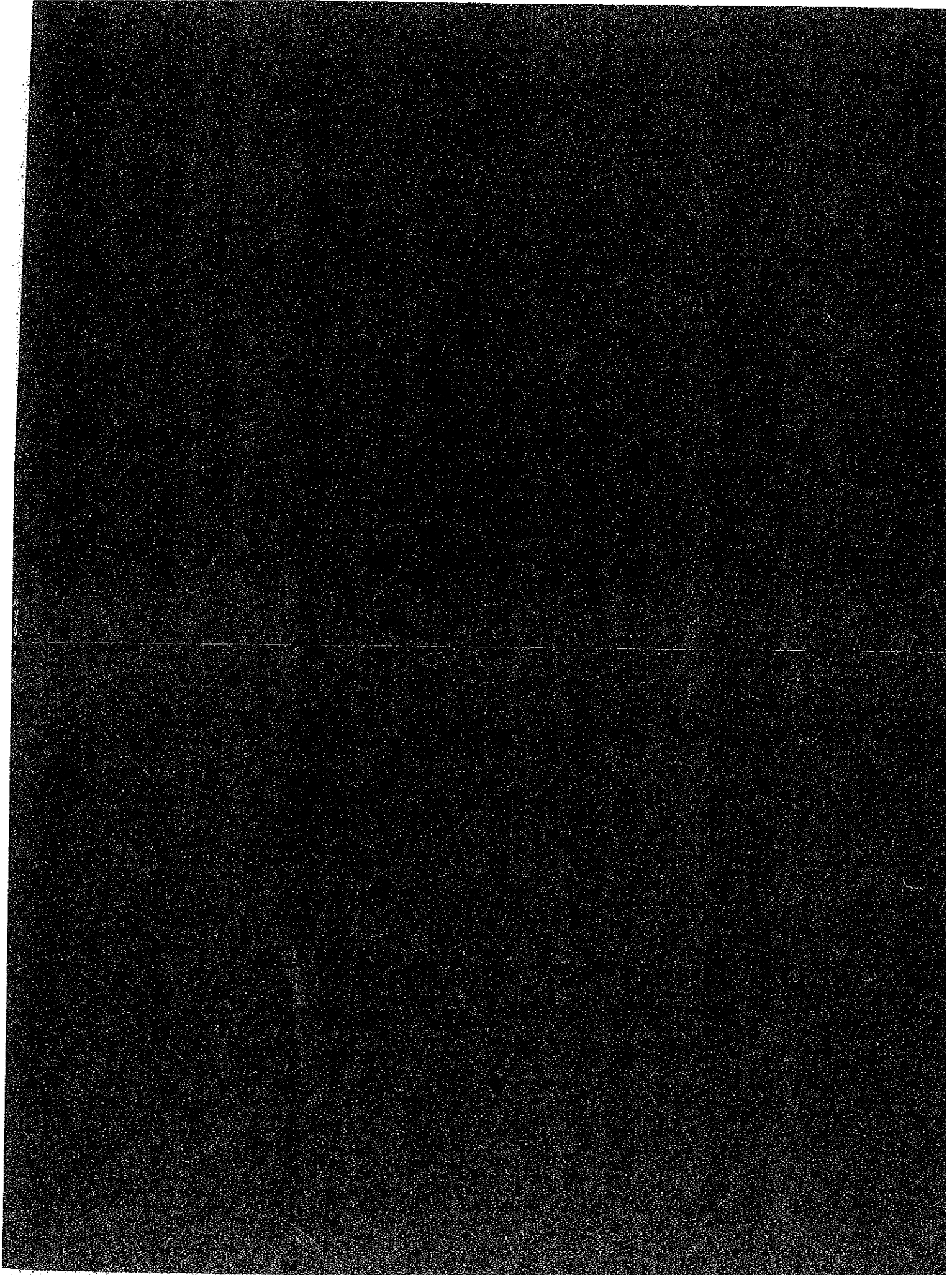
B. East Union Intermediate Center:

1. Officer: One part-time police officer
2. Work Hours: 8:00 a.m. – 4:00 p.m.
3. Work Days: The Officer shall provide Services during each student school day during the 2019-2020 academic school year beginning on August 22, 2019 and ending on the last student school day at East Union Intermediate Center.
4. Fees/Hourly Rate Payable: \$19.92 per hour worked during 2019  
\$20.42 per hour worked during 2020

C. Deer Lakes Middle School:

1. Officer: One part-time police officer
2. Work Hours: 7:00 a.m. – 3:00 p.m.
3. Work Days: The Officer shall provide Services during each student school day during the 2019-2020 academic school year beginning on August 22, 2019 and ending on the last student school day at Deer Lakes Middle School.
4. Fees/Hourly Rate Payable: \$19.92 per hour worked during 2019  
\$20.42 per hour worked during 2020

Notwithstanding anything to the contrary set forth in this Agreement, in the event that the part-time police officer assigned to any of the above School District Facilities is unable to provide services during the above stated Work Hours or Work Days for any reason, the Police Department shall attempt to replace such officer with another part-time police officer at the same hourly rate. In the event that another part-time police officer is not available, the Township shall attempt to replace the part-time police officer with a full-time police officer. The School District acknowledges and agrees that use of a full-time police officer in providing the Services required under the terms of this Agreement would be considered an “overtime” assignment and the fees payable by the School District to the Township would be at the full-time officer’s overtime rate.



**AUTHORIZATION: DCNR C2P2 GRANT ADVERTISEMENTS**

AS PART OF THE TOWNSHIP'S DCNR C2P2 GRANT PROCESS, A PROJECT PLAN THAT FITS THE SCOPE OF THE GRANT AWARD HAS BEEN SUBMITTED TO THE STATE FOR APPROVAL. ONCE THAT IS APPROVED, THE BOARD CAN AWARD BIDS.

IN ANTICIPATION OF THAT APPROVAL, THE TOWNSHIP MANAGER AND TOWNSHIP ENGINEER ARE RECOMMENDING THE BOARD AUTHORIZE THE BID ADVERTISEMENTS FOR THE NIKE SITE LANDSCAPING, NIKE SITE PARKING LOTS (STABILIZED TURF AND SMALL ASPHALT), AND BAIRDFORD PARK B-1 BALLFIELD EXCAVATION AND RETAINING WALL (IF NECESSARY). THIS WILL PUT THE AWARDS IN FRONT OF THE BOARD IN JULY OR AUGUST.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE ADVERTISEMENTS OF THE NIKE SITE LANDSCAPING, NIKE SITE PARKING LOTS (STABILIZED TURF AND SMALL ASPHALT), AND BAIRDFORD PARK B-1 BALLFIELD EXCAVATION AND RETAINING WALL (IF NECESSARY), AS PER THE DCNR C2P2 AGREEMENT.

	MOTION	SECOND	AYES	NAYES
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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**AUTHORIZATION: GUIDERAIL PROJECT**

THE FOLLOWING QUOTES WERE RECEIVED FOR THE GUIDERAIL PROJECT TO FURNISH AND INSTALL GUIDERAILS ON KAUFMAN ROAD AND MAGNOLIA DRIVE:

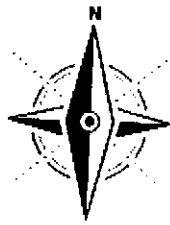
(QUOTES ATTACHED).

BIDDERS:	TOTAL:
1) FENCE BY MAINTENANCE SERVICES	\$19,766.26
2) ALLEGHENY FENCE CONSTRUCTION CO.	\$24,750.00
3) GREEN ACRES CONTRACTING	\$27,825.00

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE AWARD OF THE GUIDERAIL PROJECT TO FENCE BY MAINTENANCE SERVICES IN THE AMOUNT OF \$19,766.26 FOR KAUFMAN ROAD AND MAGNOLIA DRIVE.

	MOTION	SECOND	AYES	NAYES
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___



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

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

June 4, 2019

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

Via Email

Re: Guiderail Installation Proposals

Dear Mr. Mator,

Enclosed are three quotations from firms regarding this year's guiderail installation project on Kaufman Road and Magnolia Drive. The quotations received are as follows:

Fence by Maintenance Service	\$19,766.26
Allegheny Fence Construction Company	\$24,750.00
Green Acres Contracting	\$27,825.00

I would recommend that the Township accept the proposal from Fence by Maintenance Service.

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

Sincerely,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.

Enclosures

cc: John Yourish, via email  
Cathy Sopko, via email



FMS

# FENCE Maintenance Service



193 CROWE AVENUE • MARS, PA 16046

412-931-4404  
PITTSBURGH

724-935-3021  
WEXFORD

724-285-8780  
BUTLER

724-776-3400  
MARS/CRANBERRY

FAX: 724-935-8311  
www.fencebyfms.com

Email: FenceByFMS@Consolidated.net

NAME WEST DORE / SHARP ENGINEERING 724-869-9800 DATE 5-13-19  
 STREET \_\_\_\_\_ PHONE (Home) \_\_\_\_\_ (Work) 724-869-7434  
 CITY, STATE AND ZIP CODE \_\_\_\_\_ (Other) SHARP ENGINEERING - PA

MAGNOLIA DRIVE  
 INSTALL 612' 6" OF PENN DOT GALVANIZED GPC ON 12' 6" CENTERS  
 WITH 4" X 6" X 6' POST DOWN INTO GROUND WITH Pile Driver.  
 W BEAM RAIL AT 11.25 PER FOOT 6,890.63  
 INSTALL 2- WEEP AROUND ENDS AT 60.00 EACH 120.00  
 TOTAL # 7010.63

KAUFMAN ROAD SOUTH  
 150' X 11.25 1687.50  
 2 ENDS AT 60.00 EACH 120.00 TOTAL # 1807.50

KAUFMAN ROAD AT SHUSTER ROAD  
 962' 6" X 11.25 10,828.13  
 2 ENDS AT 6.00 EACH 120.00 TOTAL # 10,948.13

We Propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of: 10,948.13 dollars (\$ \_\_\_\_\_).

Work Completion  
 Above prices are good for 90 days unless otherwise noted. Fence By Maintenance Service (FMS) agrees to guarantee workmanship for two (2) years from date of purchase. Prices quoted assumes normal digging conditions, which does not include use of jack hammer. If jack hammer is required to complete job, extra cost will be included in the final invoice. FMS will call PA-One call to have public utilities marked. It is the responsibility of customer to check off local zoning and Homeowner Association regulations and obtain any required permits. Customer is responsible to establish and mark property lines, as well as to clear any objects within 30" of property lines so work can be completed. FMS assumes no responsibility for unmarked sprinkler lines, pool lines, gas lines, electrical lines or any other unmarked lines. The customer will assume all liability for and cost of damage done by directing FMS to dig in immediate vicinity of known or unknown utilities. If customer is unsure of property lines, FMS recommends customer to obtain a survey. Customer to supply area for all extra dirt to be placed. If dirt needs to be removed from site, extra cost will be added. The natural characteristics of wood products to bow, twist, warp, check split or shrink are not covered under the above warranty. Final bill is based upon actual amount of fence installed, plus or minus. Partial bill may be billed if work is stopped or delayed. Fence remains property of FMS until paid in full. Project may not be scheduled until down payment and signed contract has been received. All work to be done according to standard practices. All agreements contingent upon strikes, accidents, or delays beyond our control. A finance charge of 1 1/2% per month, which is 18% per year, shall be applied to account not paid within 14 days of completion. Customer agrees to pay all interest and any cost incurred in collection of this debt. Customer grants permission to FMS to use any photos of job in FMS publications. Notice of Cancellation: You the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction with no penalty or forfeit of money.

AUTHORIZED SIGNATURE [Signature]

SIGNATURE \_\_\_\_\_

DATE OF ACCEPTANCE \_\_\_\_\_

3% Service Charge Added for Credit Card Purchases.

Acceptance of Proposal: THE ABOVE PRICE, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT MADE AS OUTLINED ABOVE.

PA HOME IMPROVEMENT REGISTRATION #PA040364

**ALLEGHENY FENCE CONST. CO., INC.**  
4301 IRVINE STREET  
412-421-6005  
PITTSBURGH, PA 15207  
FAX 412-421-1734

**TO:** Shoup Engineering, Inc.  
329 Summerfield Drive  
Baden, Pa. 15005  
**ATTN:** Scott A. Shoup, P.E. Fax ) 724-869-7434

**DATE:** May 13, 2019  
**SITE:** West Deer Township  
Guide Rail

**PROPOSAL:** We are pleased to submit our estimate on the following at the above location.

**SPECS:**

4" x 6" posts mechanically driven into ground on 12'6" spacing of posts.  
12 gauge galvanized elements weighing 96 lbs. attached directly to posts.  
Flared wings at all terminal sections.

**TOTAL LABOR AND MATERIALS:**

A. Magnolia Drive: 612.5' L.F. of guide rail with 2 ends.	\$ 8775.00
B. Kaufmann Road South: 150' L.F. of guide rail with 2 ends	\$ 2300.00
C. Kaufmann Road at Shuster Road 962.5' L.F. of guide rail with 2 ends	\$ 13675.00

**TOTAL PRICE Areas A, B, C:** \$ 24750.00

**NOTE:** Price based on posts being able to be mechanically driven into ground.  
Price does not include patching any small cracks in asphalt that may arise from pounding of posts.  
**EXCLUDES:** Traffic control. Flagmen. Removal.  
Customers responsibility to clear and show fence line, locate underground utilities and obtain permits.

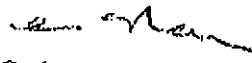
**LABOR GUARANTEE:** 1 year.

**TERMS:** net 30 days. Per next page terms and conditions.

**DELIVERY:** As required by owner. Pa. Contractors License No. 031722.

**ACCEPTED:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

Sincerely,

  
Craig Nayhouse

# ALLEGHENY FENCE CONSTRUCTION CO., INC.

Page 2 - proposal

## TERMS & CONDITIONS

Your Estimate will remain only a Quotation until it has been signed and returned to Allegheny Construction Co., Inc. including any required Down payment. Estimates are based upon prices in effect on the date of the Estimate and may be subject to change. Should the proposal not be accepted within 30 days a new Proposal may be required. The above Proposal, when accepted and acknowledged by Allegheny Fence becomes a Contract between the two parties and it is not subject to cancellation. In the event, this proposal is not approved by the Allegheny Fence Construction Co., Inc. Sales or Credit Departments, this proposal shall become null and void; any down payment made shall be refunded to the Customer.

**Purchaser has a Legal Right under Federal Law to cancel this Transaction within Three (3) Days (Excluding Sundays) from date of acceptance of this Proposal. THEREAFTER, THE CUSTOMER WILL BE REQUIRED TO PAY A \$50.00 CANCELLATION FEE PLUS ANY ADDITIONAL COSTS THAT WE MAY HAVE INCURRED TO PREPARE YOUR MATERIAL BY OUR SHOP, SUPPLIERS OR MANUFACTURERS.**

**Extras:** Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Any work that modifies this proposal will be subject to prices changes, which must be approved by both parties. Oral Agreements will not be honored. Possible additional costs may be incurred due to hidden obstacles, such as fill material, concrete slabs, or rock that cannot be determined in advance by Seller or Purchaser and results in use of additional labor.

**Special Order Material IS NON CANCELLABLE.** No Special Order Materials will be ordered until the Downpayment has been received which is described in the Terms of this Agreement (Front Side). Should your Job Layout Change after materials are ordered; you may be responsible to pay for any extra material ordered if we cannot modify the order with our manufacturer. Should you cancel your order after the material is manufactured, you will be responsible to pay for the material plus the cancellation fee (\$50.00).

Special Order Material is Merchandise that we do not typically Inventory at our Facilities. This includes but is not limited to: Ornamental Iron & Aluminum, PVC, Railing, Chain Link Vinyl Systems, and Gate Operators.

**Placement of Fence:** Purchaser is solely responsible for the location of the Fence and will incur all costs in connection with any claims made about the location of the fence. A Survey or Plot Plan is recommended to review with our Installation Crew.

**Permits/Ordinances:** All Permits are the Purchaser's responsibility to obtain. The Purchaser also takes full accountability for any work completed that their Ordinance would not authorize.

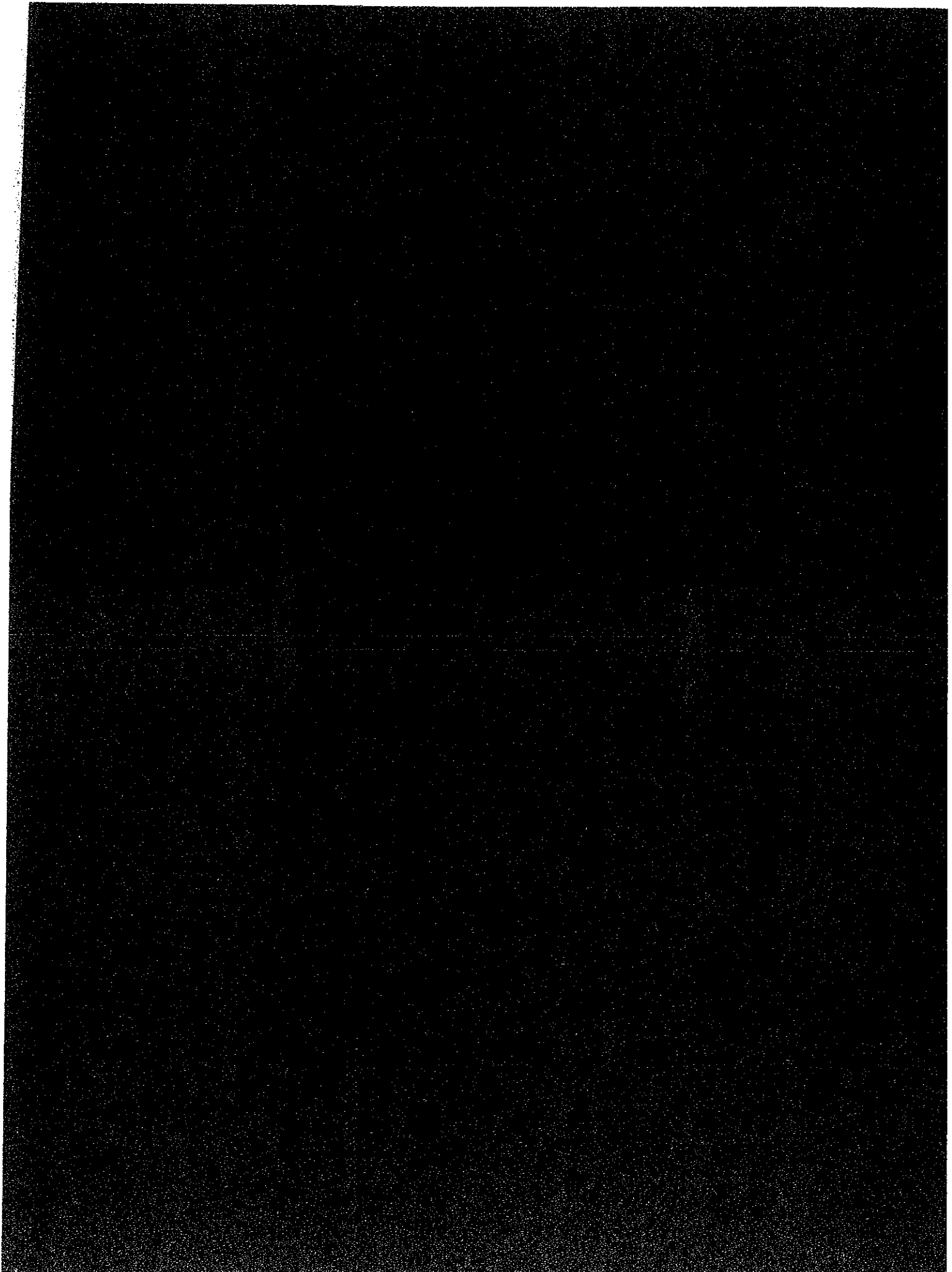
**Underground Utilities:** Allegheny Fence Construction Co., Inc. is not responsible should underground utilities, not identified by the Owner, be damaged in any way. All repair costs for damaged utilities will be incurred by the Owner of the Property. Pennsylvania Customers may call the PA One Call System, at least 3 Days before installation (1-800-242-1776) to have any public underground utilities identified. Property damage referred to in this section specifically includes but shall not be limited to: Underground Electrical Lines, Water Lines, Septic Tanks, Sprinkler Systems, Drain Lines, Building Foundations.

**Past Due Invoices:** All materials remain the Property of Allegheny Fence until full payment is made. It is Allegheny Fence's option to remove the installation should full payment not be made as per the Terms of this Contract. A Service Charge of 1 1/2% per month (18% Annual Percentage Rate) will be added to Past Due Accounts. The Parties agree that, in the event the purchaser does not pay all sums as listed on the Contract to Allegheny Fence Construction Co., Inc. it may bring suit against the purchaser. The purchaser agrees to pay all costs of collection, including reasonable attorney's fees. The purchaser does hereby agree to grant a security interest to Allegheny Fence Construction Co., Inc. and does further agree that a lien shall be placed against the above described property for all sums due including costs of collection and a reasonable attorney's fee as determined by a Court of Competent Jurisdiction.

Installation of your Project will be completed in a timely manner based upon our backlog of Work Orders.







**AUTHORIZATION: MEMORANDUM OF UNDERSTANDING AGREEMENT**

ATTACHED IS A COPY OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE WEST DEER TOWNSHIP POLICE DEPARTMENT AND THE DEER LAKES SCHOOL DISTRICT FROM JULY 1, 2019 THROUGH JUNE 30, 2020.

THE SCHOOL BOARD HAS IT ON THEIR AGENDA FOR APPROVAL AT THEIR JUNE 18, 2019 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE WEST DEER TOWNSHIP POLICE DEPARTMENT AND THE DEER LAKES SCHOOL DISTRICT AS PRESENTED.

	MOTION	SECOND	AYES	NAYES
MR. VAEREWYCK	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___
MR. MAUDHUIT	___	___	___	___
MRS. ROMIG	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___

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# Memorandum of Understanding

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## MEMORANDUM OF UNDERSTANDING BETWEEN

West Deer Township Police Department

And

Deer Lakes School District

**July 1, 2019 through June 30, 2020**

### 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 etseq., 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. §§ 1313 03-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 Office\* — 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

\*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 off 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. 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.

Please see job description as part of this agreement.

\_\_\_\_\_  
Chief School Administrator

\_\_\_\_\_  
School Entity

\_\_\_\_\_  
Chief Law Enforcement Authority

\_\_\_\_\_  
Law Enforcement Authority

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
School Building

## 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 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.

**DISCUSSION: PHOTO BANNERS FOR VETERANS**

AT ITS LAST MEETING, SUPERVISOR DISANTI BROACHED THE SUBJECT OF PHOTO BANNERS FOR VETERANS. THE CHAIRWOMAN REQUESTED THAT DR. DISANTI FOLLOW UP ON THE MATTER, AND REPORT TO THE BOARD AT THIS MEETING.

DR. DISANTI.....

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## **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

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**OLD BUSINESS**

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**NEW BUSINESS**

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**SET AGENDA / Regular Business Meeting  
July 17, 2019**

**6:00 p.m. – Executive Session**

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
  - A. Finance Officer's Report
  - B. List of Bills
  - C. Tax Refunds
9. Police Chief's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. Authorization: Hiring of Part-time Police Officers
14. Authorization: C2P2 Nike Site Bleachers
15. Authorization: C2P2 Nike Site Pavilions
16. Authorization: C2P2 Nike Site Playground
17. Authorization: C2P2 Nike Site Restroom
18. Authorization: Purchase of a 2020 Ford Interceptor SUV
19. Award: C2P2 Bairdford Park Landscaping/Wall Bids
20. Award: C2P2 Nike Site Landscaping Bids
21. Award: C2P2 Nike Site Parking Lots
22. Committee Reports
23. Old Business
24. New Business
25. Set Agenda/August 21, 2019
26. Comments from the Public
27. Adjournment

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**COMMENTS FROM THE PUBLIC**

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

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**ADJOURNMENT**

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

MOTION    SECOND    AYES    NAYES

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

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