

**WEST DEER
TOWNSHIP
SUPERVISORS
VIRTUAL
MEETING**

April 21, 2021

6:30pm: Public Hearing (3-5 Oak Street – Dangerous Structure Determination)

7:00pm: Regular Business Meeting

Members present:

Mr. Forbes	_____
Mrs. Hollibaugh	_____
Mrs. Jordan	_____
Dr. Mann	_____
Mr. Karpuzi	_____

WEST DEER TOWNSHIP
Board of Supervisors
April 21, 2021

6:30pm: Public Hearing/ 3-5 Oak Street - Dangerous Structure Determination
7:00 pm: Regular Business Meeting

1. Call to Order
2. Roll Call
3. Comments from the Public
4. Chairman's Remarks
5. Accept Minutes
6. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
7. Police Chief's Report
8. Public Works Foreman's Report
9. Engineer's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Parks and Recreation Board Report
12. CDC Steering Committee Report
13. Adoption: Resolution No. 2021-5 (Emergency Management Coordinator Appointment)
14. Adoption: Resolution No. 2021-6 (Investment Manager Appointment)
15. Adoption: Resolution No. 2021-7 (Pension Plan Administrator Appointment)
16. Adoption: Resolution No. 2021-8 (Oakwood Heights Sewage Planning Module)
17. Adoption: Resolution No. 2021-9 (Construction Manager Agreement)
18. Adoption: Resolution No. 2021-10 (HR – Personnel Policies and Procedures Agreement)
19. Adoption: Resolution No. 2021-11 (HR – Salary Plan Agreement)
20. Adoption: Resolution No. 2021-12 (HR – Organizational Assessment Agreement)
21. Adoption: Resolution No. 2021-13 (Zoning Code Review Consultant Agreement)
22. Authorization: Advertisement of Ordinance No. 446 (Police Policies and Procedures)
23. Authorization: Streambank Engineering
24. Award: 2021 Road Program (Contract 21-02)
25. Discussion: Communications Consultant
26. Discussion: Environmental Advisory Committee
27. Discussion: Zoning Hearing Board Alternate
28. Old Business
29. New Business
30. Adjournment

1 Call to Order

2 Roll Call

- Mr. Mator

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.

CHAIRMAN'S REMARKS

MR. KARPUZI.....

ACCEPT MINUTES

ATTACHED ARE THE MINUTES OF THE MARCH 17, 2021 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ACCEPT THE MINUTES OF THE MARCH 17, 2021 MEETING AS PRESENTED.

MOTION SECOND AYES NAYES

MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. KARPUI	___	___	___	___

West Deer Township
Board of Supervisors
17 March 2021
7:00 p.m.

Members present at the Regular Business Meeting: Arlind Karpuzi, Chairperson; Beverly Jordan, Vice Chair; Brandon Forbes; Shirley Hollibaugh; and Jennifer Mann. Also present were: Daniel Mator, Township Manager; Gavin Robb, Township Solicitor; and Scott Shoup, Township Engineer.

OPEN REGULAR BUSINESS MEETING

Chairman Karpuzi opened and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present.

COMMENTS FROM THE PUBLIC

- None

CHAIRMAN'S REMARKS

- Chairman Karpuzi announced that there is a Public Forum Meeting scheduled for Monday, March 22nd and invited anyone to join to discuss Township issues.

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 17 February 2021 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
28 February 2021

I - GENERAL FUND:

	<u>February</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	394,588.14	1,282,463.27	17.85%
Expenditures	384,892.86	725,708.15	10.10%
Cash and Cash Equivalents:			
Sweep Account		<u>691,585.13</u>	<u>691,585.13</u>

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted 28,909.61

Fire Tax Fund:

Restricted 13,152.72

State/Liquid Fuels Fund:

Restricted 18,580.81

60,643.14

Investments:

Operating Reserve Fund:

Reserved 1,009,496.19

Capital Reserve Fund:

Reserved 1,485,720.74

2,495,216.93

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 1/31/21

3,247,445.20

Interest Earned January 2021

25.07

	2/1/2021 Debt Balance	February Principal Payment	2/28/2021 Debt Balance
Mars National - VFC #3	\$123,108.11	\$2,607.94	\$120,849.45
NexTier Bank VFC #2	\$406,487.89	\$2,680.96	\$405,118.97

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 Forbes to approve the Finance Officer’s Report as submitted. Motion carried unanimously 5-0.

FEBRUARY LIST OF BILLS

Amerikohl Aggregates Inc	1267.97
Amerikohl Transport Inc	551.13
Bearcom	292.47
Best Wholesale Tire Co. Inc.....	754.58
Hei-Way, LLC.....	891.51
Jordan Tax Service Inc	1860.28
Kress Tire	982.00
Mark C. Turnley.....	4800.00
Office Depot.....	509.53
Roadsafe Traffic Systems.....	575.00

Shoup Engineering Inc.....	1154.50
Stephenson Equipment Inc.....	238.28
Toshiba Financial Services.....	1163.83
Tristani Brothers Inc.....	2692.17
Tucker/Arensberg Attorneys.....	2519.50

MOTION BY Supervisor Mann and SECONDED BY Supervisor Hollibaugh 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 February 2021. A copy of the report is on file at the Township Building.

PUBLIC WORKS FOREMAN’S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of February 2021. A copy of the report is on file at the Township Building.

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 details of his formal report:

Projects

- 2021 Road Improvement Project
 - Mr. Shoup reported that bid documents and specifications had been prepared, and bids had been let for the project. He added that bid results would be provided at the Board of Supervisor’s 17 March 2021 meeting.

Development/Subdivision Review

- The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:
 - Eastview Farms
 - A review of this preliminary subdivision plan was performed and a review letter was issued on 14 January 2021.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER’S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of February 2021. A copy of the report is on file at the Township Building.

Mr. Payne announced the Zoning Hearing Board was having a Zoom meeting on Thursday, March 18th.

PARKS AND RECREATION BOARD REPORT

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

Mrs. Jordan reported that there would be no Easter egg hunt this year due to COVID-19, but that – as happened last year – the Easter Bunny would be driving around to the different neighborhoods (weather permitting) the last week of March. She added that Parks and Recreation volunteers would be tossing candy and the Easter Bunny's locations would be posted on social media.

Mr. Karpuzi thanked Mrs. Jordan for helping with the Easter Bunny event.

Mrs. Stark announced a Hunters/Trappers Safety Course is scheduled for 31 July 2021 from 8:00am to 4:00pm and would be at the Bairdford Park Pavilion. She brought up not having Community Days this year due to safety concerns, but – after speaking with Chief Lape – there may be a possibility of organizing a Fall Festival. She stated the Fall Festival would be a hybrid of the Community Days event and an Oktoberfest event, and asked the Board for approval to proceed with organizing the Fall Festival event.

Mrs. Jordan questioned what the budget would look like.

Mrs. Stark answered she was uncertain since the event could possibly be for a single day as opposed to a whole weekend like Community Days.

Mrs. Jordan, Mrs. Hollibaugh, and Mr. Karpuzi expressed support for moving forward with the Fall Festival planning.

Mr. Karpuzi asked if the Food Truck Event scheduled for 27 May 2021 is finalized.

Mrs. Stark responded that five food trucks had been confirmed for the event. She stated the event would be held at the Nike Site. She reported no alcohol would be permitted, and that social distancing and mask signs would be posted.

Mr. Karpuzi questioned the progress of the Farmers Market events that are scheduled for the first Thursday of every month May through September.

Mrs. Stark answered the committee was still working on it. She reported six or seven vendors seemed interested in the event.

More discussion was held.

CDC STEERING COMMITTEE REPORT

Mr. Karpuzi reported the community members have given some good feedback, and that the Committee had finalized their mission statement (which will be shared with the Board). He stated the Committee members had contacted other CDC Committees with whom to collaborate once the nonprofit entity is formed.

PENSION MANAGER INTERVIEWS

The Township's current pension manager is Manning & Napier. Though the Township has been pleased with their performance, the Board created a committee to evaluate and compare their services with other providers.

The Committee went through a proper, legal request for proposal process, and ultimately recommended two firms to be interviewed: 1) Manning & Napier and 2) C.S. McKee.

The Board and Committee members interviewed the two firms during the meeting, and it was announced that the Board would likely vote to make an award at their April Regular Business Meeting.

First, Mr. David Immonen from Manning & Napier outlined their background, summarized what they have done for the Township as the current pension manager and added what their plans were for the Township in the future.

Next, Mr. Shane Nickolich from C.S. Mckee stated their qualifications and summarized their plans for the Township in the future, if selected.

The Board and Committee asked follow-up questions.

ADOPTION: RESOLUTION NO. 2021-3 (VACANT PROPERTY PROGRAM)

Resolution No. 2021-3

A Resolution of the Board of Supervisors of the Township of West Deer confirming that the acquisition and subsequent disposition of a parcel of vacant property known as block and lot number 1668-H-352 is in accordance with the Comprehensive Plan of the Municipality.

Property Location: Hemlock Street Bairdford, PA 15006

Mr. Payne reported the parcel is being acquired by a neighbor for a side yard.

Mrs. Jordan questioned who do the residents purchase the property from.

Mr. Payne explained the Vacant Property Program is through Allegheny County but the Township facilitates it. He mentioned if residents have any questions or are interested in purchasing/acquiring vacant property to contact Code Enforcement office.

Mrs. Jordan asked if this program will put the property back on the tax roll.

Mr. Payne agreed and stated this program is an alternative to a sheriff's sale.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2021-3 confirming that the acquisition and subsequent disposition of a parcel of vacant property known as block and lot number 1668-H-352 is in accordance with the comprehensive plan of the municipality. Motion carried unanimously 4-0. Mr. Forbes stepped out and was not present for the vote.

ADOPTION: RESOLUTION NO. 2021-4 (C2P2 GRANT AUTHORIZATION)

Resolution No. 2021-4

Resolution No 2021-4 authorizes the Township Manager to apply for and sign (if approved) a DCNR C2P2 Grant for the Bairdford Park portion of the West Deer Township Master Park Plan.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to adopt Resolution No. 2021-4 authorizing the Township Manager to apply for and sign (if approved) a DCNR C2P2 Grant for the Bairdford Park Portion of the West Deer Township Master Park Plan. Motion carried unanimously 4-0. Mr. Forbes stepped out and was not present for the vote.

AUTHORIZATION: ADVERTISEMENT OF PUBLIC HEARING (3-5 OAK STREET DEMO)

Lot/Block #: 1361-S-365

Owner: Arlene D. Palmer

Mr. Payne inspected the property and determined – pursuant to Chapter 90 of the Township Code – that the structure is in a dangerous condition, and that it constitutes a public nuisance and should be demolished. The house is in

violation of the International Building Code and Article VI of the Allegheny Health Department Rules and Regulations.

The Board was advised that the needed to set a Public Hearing in order to make a determination as to whether to authorize the demolition. The Code Enforcement Officer, property owner, and any other interested parties would have the opportunity to present testimony and evidence at the hearing.

Mrs. Jordan questioned if the structure in question was the same blue house that the Board had discussed in the past.

Mr. Payne answered affirmatively, and reported the owner signed off on the demolition, but that the mortgage holder had been uncooperative.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to authorize the advertisement of the public hearing for the demolition of the 3-5 Oak Street scheduled on 21 April 2021 at 6:30pm. Motion carried 4-0. Mr. Forbes stepped out and was not present for the vote.

AWARD: 2021 ROAD PROGRAM

Plans, specifications, and bid documents were prepared by Shoup Engineering for the 2021 Road Program.

The project was advertised, and sealed bids were received until 1:30 p.m. on Monday, 15 March 2021, at which time they were opened and read aloud.

Contract 21-01 – work consists of profile milling, installation of hot mix super pave binder and wearing courses, base repair, inlet adjustment and other miscellaneous work on Two (2) Township roads totaling approximately 1,240 feet in length.

Contract 21-02 – work will consist of the installation of cold mix FB modified binder leveling course, base repair and other miscellaneous work on three (3) Township roads totaling approximately 21,640 feet. Alternate bids for similar work will also be received for two (2) other Township roads.

Contract 21-03 – work will consist of the application of a double bituminous seal coat on two (2) Township roads totaling approximately 8,800 feet in length.

Mr. Shoup reported the bids were opened the previous Monday afternoon. He alerted the Board to issues with Contract 21-02 and recommended the Board reject all bidders and rebid for the April meeting. Mr. Shoup recommended the award of Contracts 21-01 and 21-03 to Youngblood Paving, Inc.

Mr. Karpuzi asked if there were complications with Youngblood Paving, Inc. in the past.

Mr. Shoup responded that there have been no issues with Youngblood Paving, Inc.

CONTRACT 21-01 HOT MIX ASPHALT

Base Bid: Lawrence Court and Quail Ridge Court

<u>BIDDERS:</u>	<u>BASE BID</u>
Youngblood Paving, Inc.	\$89,081.00
A. Liberoni, Inc.	\$92,166.90
Mele & Mele & Sons Inc.	\$92,657.50
Shields Asphalt Pavingc.	\$96,762.76
Tresco Paving Corporation	\$97,147.50

El Grande Industries, Inc.	\$105,896.00
C. H. & D Enterprises, Inc	\$111,122.50
A. Folino Construction, Inc.	\$116,225.00
Protech Asphalt Maintenance, Inc.	\$122,341.30

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to award the 2021 Road Program Hot Mix Asphalt Paving Contract 21-01 to Youngblood Paving, Inc. in the amount of \$89,081.00 for the Base Bid. Motion carried unanimously 5-0.

CONTRACT 21-02 COLD MIX ASPHALT

<u>BIDDERS:</u>	<u>BASE BID:</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
	<u>Rittman Rd, Glasgow Rd, & Donaldson Rd</u>	<u>Shuster Rd</u>	<u>Logan Rd (portion)</u>
Mele & Mele & Sons, Inc.	\$719,895.00	\$267,725.00	\$23,995.00
A. Folino Construction, Inc.	\$782,148.00	\$289,766.00	\$22,876.00
Youngblood Paving, Inc.	\$828,010.00	\$305,892.50	\$25,790.00
Russell Standard	\$995,795.00	\$373,152.50*	\$30,265.00
Tresco Paving Corporation	Submitted Bid with Alternate Specification		

***Calculation Error in Bid Submittal**

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to reject all bids and readvertise for the Cold Mix Asphalt Paving Contract 21-02. Motion carried unanimously 5-0.

CONTRACT 21-03 DOUBLE BITUMINOUS SEAL COAT

Base Bid: McKrell Road and Bairdford Park Driveway

<u>BIDDERS:</u>	<u>BASE BID</u>
Youngblood Paving, Inc.	\$73,280.00
Russell Standard Corporation	\$82,875.00

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Mann to award the 2021 Road Program Double Bituminous Seal Coat Contract 21-03 to Youngblood Paving, Inc. in the amount of \$73,280.00 for the Base Bid. Motion carried unanimously 5-0.

Mr. Karpuzi questioned if the total cost of the 2021 Road Program would come in under budget.

Mr. Shoup stated he anticipated being under budget, and that he believes both alternate bids in Contract 21-02 could be awarded.

TOTAL OF 2021 ROAD PROJECT APPROVED (NOT INCLUDING CONTRACT 21-02): \$162,361.00

DISCUSSION: COMMUNICATIONS CONSULTANT

Mr. Karpuzi reported funds had been allocated in the budget for a Communications Consultant. He stated Mr. Mator had begun the process of reaching out for bids from firms/agencies and that updates would be discussed at the April Regular Business Meeting.

OLD BUSINESS

- Chief Lape reported that last year the Police Department applied for a body camera grant and was approved for \$18,500. He stated the total cost needed for the cameras is \$40,000 which includes a three-year maintenance program. Chief Lape mentioned the cost to the Township for the first two years would be \$10,000 after grant.

Mrs. Jordan questioned if there was money budgeted for this year for the body cameras.

Chief Lape responded that \$17,000 was budgeted. He requested the advertisement and approval of the program policies be added to the April and May Regular Business Meeting Agendas. Chief Lape reported once policies are approved by the Board, they will be submitted to finalize the grant approval which has a deadline of June 2021.

- Mr. Forbes announced there would be a Public Safety Committee meeting on Tuesday, 23 March 2021 at 3:00pm that Mrs. Jordan and himself would be attending.
- Mrs. Jordan reported a meeting planned for next week that she would be attending with Mr. Shoup and Mr. Mator to discuss the next phase of the Park Master Plan, including the pavilion. She stated that Mr. Mator would include what was discussed in his report to the Board.
- Mr. Karpuzi asked for expected timeline for Zoning Ordinance revisions.

Mr. Robb stated it was an agenda item for the Planning Commission meeting being held Thursday, 25 March 2021. He reported he was currently reviewing the items to make his recommendation to the Planning Commission. Mr. Robb stated it could be brought to the Board in April or May.

Mr. Payne agreed with Mr. Robb, and reported there were revisions and other small items still being worked out.

More discussion was held.

- Mr. Karpuzi mentioned that the Board had budgeted additional code enforcement help for the busier summer months, and questioned if this was on track.

Mrs. Jordan asked if the budgeted amount was for code enforcement or for building inspections.

Mr. Payne stated that he and Mr. Mator had discussed the potential needs back in fall, and would again discuss the matter in an effort to provide the Board with options.

NEW BUSINESS

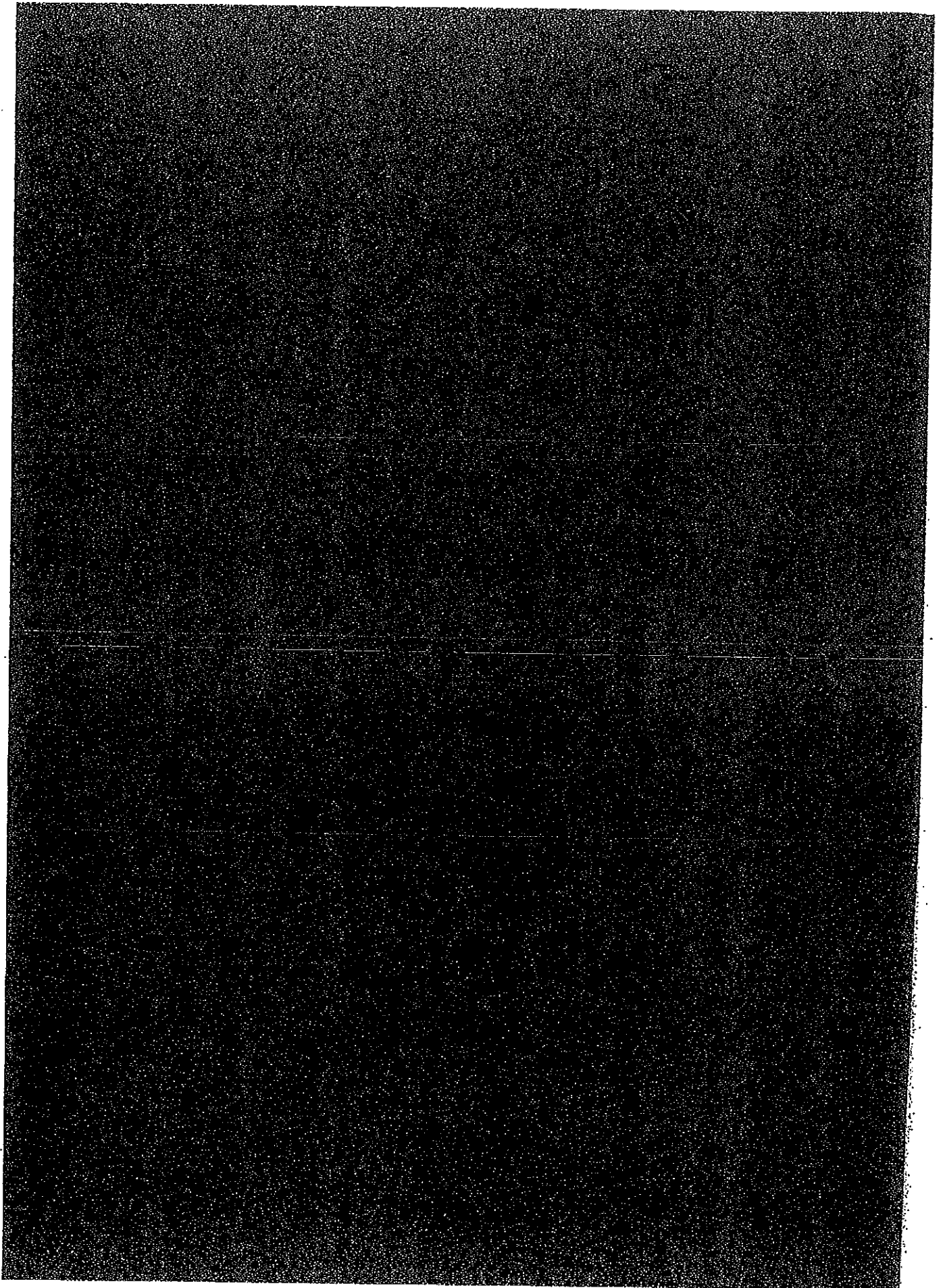
Mrs. Jordan requested feedback on the pension presentations from the Pension Plan RFP Committee, and stated she was looking for guidance before the voting next month.

Mr. Mator stated the Committee would be holding another meeting to discuss the interviews, and to make a formal recommendation to the Board.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:44 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager



MONTHLY FINANCIAL REPORT

A) FINANCE OFFICER'S REPORT

ATTACHED IS THE FINANCE OFFICER'S REPORT.

ARE THERE ANY QUESTIONS ON THE MONTHLY FINANCIAL REPORT?

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

MOTION SECOND AYES NAYES

DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUZI	___	___	___	___

FINANCE OFFICER'S REPORT
March 31, 2021

I - GENERAL FUND:

	<u>March</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	572,476.63	1,809,635.06	25.18%
Expenditures	297,135.18	1,025,153.33	14.26%

Cash and Cash Equivalents:

Sweep Account

962,461.74	<u>962,461.74</u>
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II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted

35,002.92

Fire Tax Fund:

Restricted

31,603.03

State/Liquid Fuels Fund:

Restricted

312,032.66

378,638.61

Investments:

Operating Reserve Fund:

Reserved

1,009,513.89

Capital Reserve Fund:

Reserved

1,485,721.54

2,495,235.43

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 3/31/21

3,836,335.78

Interest Earned March 2021

29.90

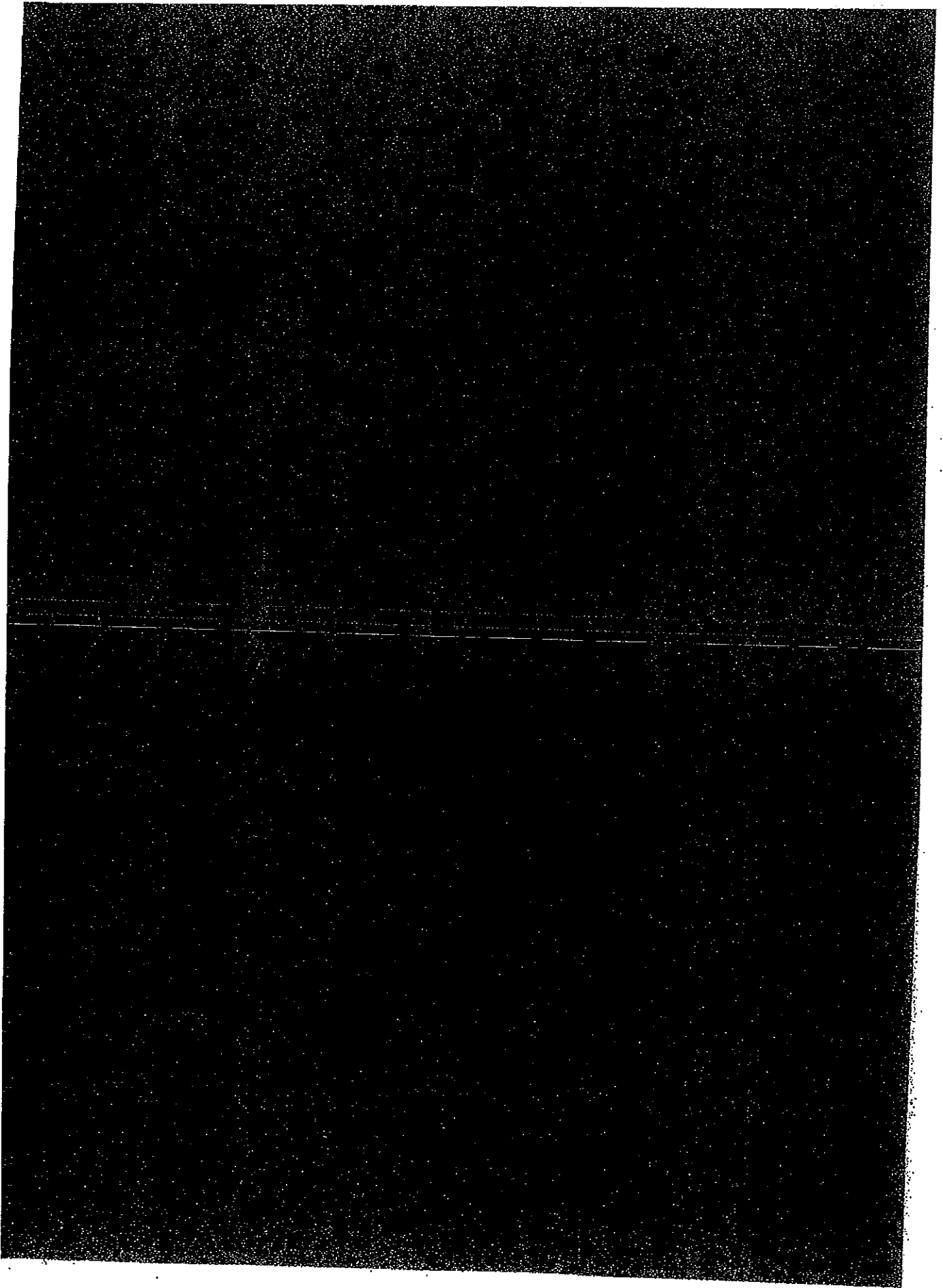
	<u>3/1/2021</u>		<u>March</u>		<u>3/31/2021</u>
	<u>Debt Balance</u>		<u>Principal</u>		<u>Debt Balance</u>
			<u>Payment</u>		
Mars National - VFC #3	120,782.64	\$	2,607.94		118,457.17
NexTier Bank VFC #2	405,118.97	\$	2,680.96		403,750.05

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

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

INTEREST EARNED - 2021

	<u>MARCH</u>	<u>YTD</u>
GENERAL FUND	\$7.61	\$23.82
STREET LIGHT FUND	\$0.00	\$0.00
FIRE TAX FUND	\$0.18	\$1.29
OPERATING RESERVE	\$17.70	\$60.04
STATE FUND	\$3.61	\$5.85
CAPITAL RESERVE	<u>\$0.80</u>	<u>\$9,715.11</u>
TOTAL INTEREST EARNED	<u>\$29.90</u>	<u>\$9,806.11</u>



B) LIST OF BILLS

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

MOTION SECOND AYES NAYES

MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. KARPUZI	___	___	___	___

WEST DEER TOWNSHIP

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

Time: 2:34 pm
Date: 04/13/2021
Page: 1

By Name
Cutoff as of: 12/31/9999

Due Dates: 04/15/2021 thru 04/15/2021

Vendor Name/Desc	Acct#/Proj Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: AMERIKOHL AGGREGATES INC								
Name: AMERIKOHL TRANSPORT INC		1294.62				1294.62		
Name: BEARCOM		292.47				292.47		
Name: BEST WHOLESALE TIRE CO, INC		483.43				483.43		
Name: CULVERTS, INC		4600.00				4600.00		
Name: HEI-WAY, LLC		1310.22				1310.22		
Name: HUB INTERNATIONAL		13515.00				13515.00		
Name: JORDAN TAX SERVICE, INC.		1617.22				1617.22		
Name: OFFICE DEPOT		81.27				81.27		
Name: SHOUP ENGINEERING INC.		978.50				978.50		
Name: TOSHIBA FINANCIAL SERVICES		494.11				494.11		
Name: TRISTANI BROTHERS, INC.		676.85				676.85		
Name: TUCKER/ARENSBERG ATTORNEYS		8374.75				8374.75		
FINAL TOTALS:						36646.72		

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 2:34 pm
Date: 04/13/2021
Page: 1

By Name
Cutoff as of: 12/31/9999

Due Dates: 04/15/2021 thru 04/15/2021

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00337 AMERIKOHL AGGREGATES Road: Limestone	430.611 0321	49637 03/15/2021	796.86 04/15/2021	03/16/2021			796.86		N
00337 AMERIKOHL AGGREGATES Road: Limestone	430.611 0321	50007 03/31/2021	2131.42 04/15/2021	04/01/2021			2131.42		N
Name: AMERIKOHL AGGREGATES INC									
00338 AMERIKOHL TRANSPORT Road: Delivery of Limestone	430.611 0321	33941 03/15/2021	352.30 04/15/2021	03/16/2021			352.30		N
00338 AMERIKOHL TRANSPORT Road: Delivery of Limestone	430.611 0321	34143 03/31/2021	942.32 04/15/2021	04/01/2021			942.32		N
Name: AMERIKOHL TRANSPORT INC									
00674 BEARCOM Road: Radio Equip Maint	430.327 0421	5177348 04/01/2021	57.47 04/15/2021	04/02/2021			57.47		N
00674 BEARCOM Police: Radip Equip Maint	410.328 0421	5178366 04/05/2021	235.00 04/15/2021	04/06/2021			235.00		N
Name: BEARCOM									
00553 BEST WHOLESALE TIRE Police: Car#30-Rotation/oil ch0321	410.374 ch0321	19729 03/03/2021	62.95 04/15/2021	04/07/2021			62.95		N
00553 BEST WHOLESALE TIRE Police: Car#37-Rotation/oil ch0321	410.374 ch0321	19747 03/05/2021	62.95 04/15/2021	04/07/2021			62.95		N
00553 BEST WHOLESALE TIRE Police: Car#31-Rotation/oil ch0321	410.374 ch0321	19788 03/12/2021	62.95 04/15/2021	04/07/2021			62.95		N
00553 BEST WHOLESALE TIRE Police: Car#39-Alternator/tow 0321	410.374 0321	19921 04/02/2021	294.58 04/15/2021	04/07/2021			294.58		N
Name: BEST WHOLESALE TIRE CO, INC									
00238 CULVERTS, INC Road: 2'x4' Bike Safe Grate	430.611 0321	IN00165057 03/08/2021	4600.00 04/15/2021	03/19/2021			4600.00		N
Name: CULVERTS, INC									
00005 HEI-WAY, LLC Road: Cold Patch	430.372 0321	10310016 03/11/2021	123.73 04/15/2021	03/15/2021			123.73		N

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 2:34 pm
Date: 04/13/2021
Page: 2

By Name
Cutoff as of: 12/31/9999

Due Dates: 04/15/2021 thru 04/15/2021

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00005 HEI-WAY, LLC Road: Cold Patch	430.372 0321	10318014 03/19/2021	676.82	04/15/2021	03/22/2021		676.82	N	
00005 HEI-WAY, LLC Road: Cold Patch	430.372 0421	10322175 04/05/2021	167.98	04/15/2021	04/08/2021		167.98	N	
00005 HEI-WAY, LLC Road: Cold Patch	430.372 0421	10322196 04/06/2021	174.53	04/15/2021	04/09/2021		174.53	N	
00005 HEI-WAY, LLC Road: Cold Patch	430.372 0421	10322216 04/07/2021	167.16	04/15/2021	04/13/2021		167.16	N	
Name: HEI-WAY, LLC			1310.22				1310.22		
10114 HUB INTERNATIONAL Public Officials Liability In0421			411.540	2240901	04/12/2021	04/13/2021	13515.00	N	
Name: HUB INTERNATIONAL			13515.00				13515.00		
00106 JORDAN TAX SERVICE, 403.140 Delinquent R E Tax Commission 0321			3-C-#99	03/18/2021	03/24/2021		1617.22	N	
Name: JORDAN TAX SERVICE, INC.			1617.22				1617.22		
00657 OFFICE DEPOT Police: Office supplies			410.210	163218561001	03/16/2021	03/30/2021	68.28	N	
Name: JORDAN TAX SERVICE, INC.			1617.22				1617.22		
00657 OFFICE DEPOT Police: Office supplies			410.210	163219002001	03/16/2021	03/30/2021	12.99	N	
Name: OFFICE DEPOT			81.27				81.27		
00830 SHOUP ENGINEERING IN 408.313 Engineering: Miscellaneous			21-104	03/31/2021	04/06/2021		489.25	N	
Name: OFFICE DEPOT			81.27				81.27		
00830 SHOUP ENGINEERING IN 408.319 Engineering: Eastview Farms			21-106	03/31/2021	04/06/2021		25.75	N	
Name: OFFICE DEPOT			81.27				81.27		
00830 SHOUP ENGINEERING IN 408.319 Engineering: Moretti Plan #3			21-108	03/31/2021	04/06/2021		154.50	N	
Name: OFFICE DEPOT			81.27				81.27		
00830 SHOUP ENGINEERING IN 408.319 Engineering: Oakwood Heights #0321			21-112	03/31/2021	04/06/2021		309.00	N	
Name: SHOUP ENGINEERING INC.			978.50				978.50		

WEST DEER TOWNSHIP

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

Time: 2:34 pm
Date: 04/13/2021
Page: 3

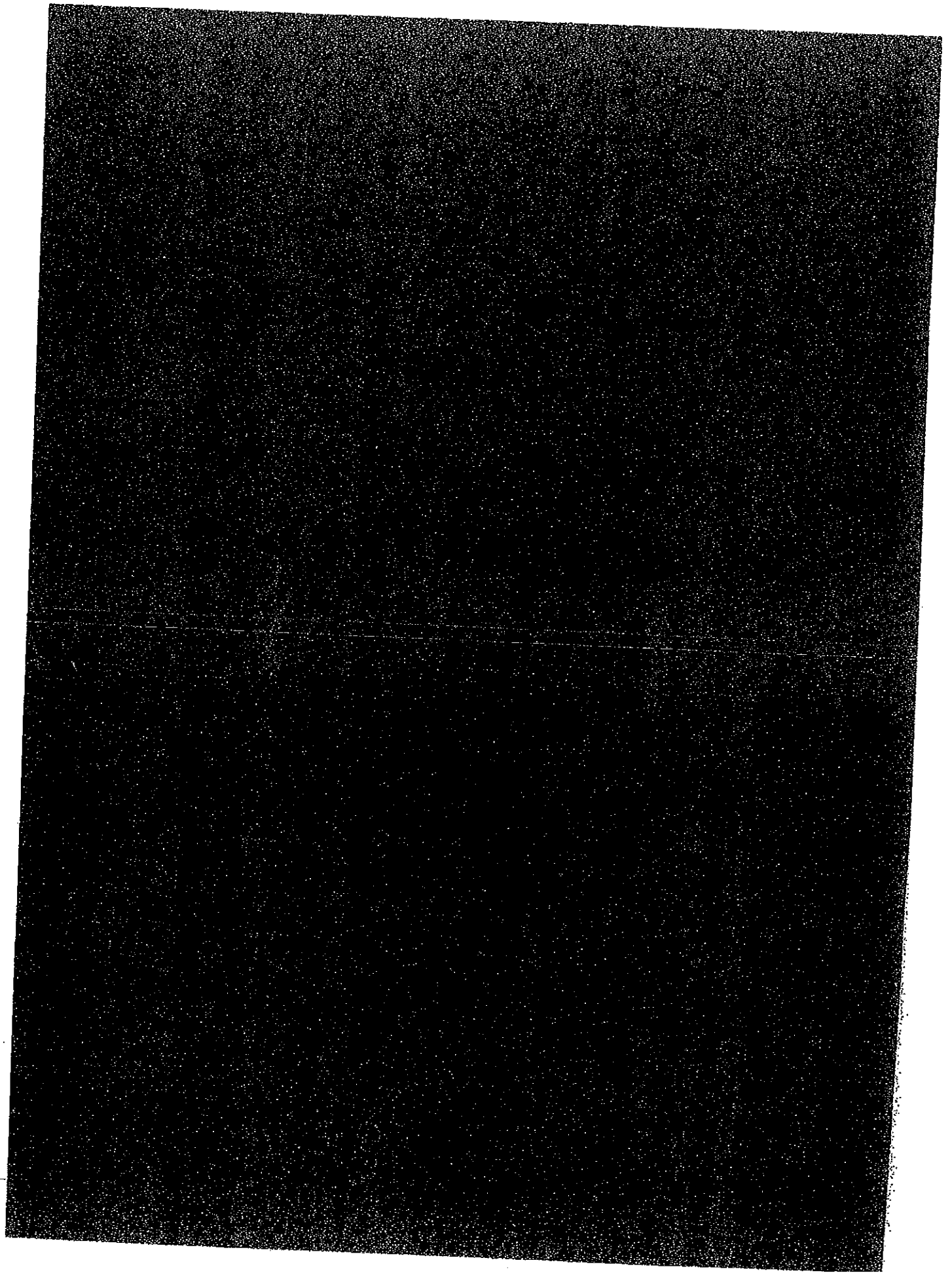
By Name
Cutoff as of: 12/31/9999

Due Dates: 04/15/2021 thru 04/15/2021

Vendor Name/Desc	Acct#/Proj Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00577 TOSHIBA FINANCIAL SE 406.261 Lease & Maintenance of Copiers0321	5014348765 03/19/2021	249.17 04/15/2021		03/26/2021		249.17		N
00577 TOSHIBA FINANCIAL SE 410.261 Lease & Maintenance of Copiers0321	5014348765 03/19/2021	244.94 04/15/2021		03/26/2021		244.94		N
Name: TOSHIBA FINANCIAL SERVICES								
00067 TRISTANI BROTHERS, I 430.374 Road:Trk#2-Inspection/brakes 0321	210330 03/31/2021	676.85 04/15/2021		04/07/2021		676.85		N
Name: TRISTANI BROTHERS, INC.								
00813 TUCKER/ARENSBERG ATT 404.111 Legal Services: Retainer 0321	614639 03/31/2021	500.00 04/15/2021		04/13/2021		500.00		N
00813 TUCKER/ARENSBERG ATT 404.111 Legal Services: General 0321	614640 03/31/2021	7084.25 04/15/2021		04/13/2021		7084.25		N
00813 TUCKER/ARENSBERG ATT 404.111 Legal Services: Oakwood Height0321	614641 03/31/2021	790.50 04/15/2021		04/13/2021		790.50		N
Name: TUCKER/ARENSBERG ATTORNEYS								

FINAL TOTALS: 36646.72

36646.72



POLICE CHIEF'S REPORT

ATTACHED IS THE POLICE CHIEF'S REPORT.

ARE THERE ANY QUESTIONS REGARDING THE POLICE CHIEF'S REPORT?

OFFICER'S MONTHLY REPORT

To: Jonathan D. Lape, Chief of Police
From: Jennifer Borczyk, Administrative Assistant
Subject: Officer's Monthly Report
Date: April 8, 2021

Attached is the Officer's Monthly Report for March 2021.

JB

CC: D. Mator, Manager
A. Karpuzi, Chairman
B. Jordan, Vice Chairwoman
S. Hollibaugh
B. Forbes
Dr. J. Mann

**OFFICER'S MONTHLY REPORT
March 2021**

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	80	89	169
CALLS FOR SERVICE/FIELD CONTACTS	467	803	1270
ALL OTHER CALLS	509	1,004	1513
TOTALS CALLS FOR SERVICE	1056	1,896	2952
 <u>ARRESTS</u>			
ADULT	8	7	15
JUVENILE	1	0	1
TRAFFIC CITATIONS	18	10	28
NON TRAFFIC CITATIONS	1	3	4
PARKING CITATIONS	5	3	8
WARNINGS	0	2	2
 <u>PERSONNEL</u>			
GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	1	1	2
 <u>VEHICLE REPORTS</u>			
TOTAL MILES TRAVELED	10,136	20,279	30,415
GALLONS OF GASOLINE USED	513.15	1,026.30	1539.45
REPAIRS/MAINTENANCE	483.43	1,615.56	2,098.99
 <u>OVERTIME PAID</u>			
COURT (OFF DUTY)	0	3.00	3
PRELIMINARY HEARINGS	0	0.00	0
PRETRIAL	0	0.00	0
INVESTIGATIONS	5	3.00	8
ARRESTS	13	0.00	13
SPEED CHECKS	0	0.00	0
PRIVATE CONTRACTS	0	0.00	0
MISC. HOURS - FILLED SHIFTS	0	0.00	0
MISC. HOURS - ADMIN. HOURS	0	0.00	0
MISC. HOURS	6	3.00	9
TOTAL HOURS	24	9.00	33

**OFFICER'S MONTHLY REPORT
March 2021**

QUARTERLY REPORT	2020 YEAR TO DATE	2021 YEAR TO DATE
REPORTABLE CALLS FOR SERVICE	202	169
CALLS FOR SERVICE/FIELD CONTACTS	1,278	1,270
ALL OTHER CALLS	1,406	1,513
TOTAL CALLS FOR SERVICE	2,886	2,952
<u>ARRESTS</u>		
ADULT	14	15
JUVENILE	0	1
TRAFFIC CITATIONS	30	28
NON TRAFFIC CITATIONS	8	4
PARKING CITATIONS	7	8
WARNINGS	21	2
<u>PERSONNEL</u>		
GRIEVANCES FILED BY POLICE OFFICERS	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0
LETTERS COMMENDING POLICE OFFICERS	3	2
<u>VEHICLE REPORTS</u>		
TOTAL MILES TRAVELED	29,559	30,415
GALLONS OF GASOLINE USED	2,715.10	1,539.45
REPAIRS/MAINTENANCE	4,020.72	2,098.99
<u>OVERTIME</u>		
COURT (OFF DUTY)	45	3
PRELIMINARY HEARINGS	8	0
PRETRIAL	0	0
INVESTIGATIONS	37	8
ARRESTS	19	13
SPEED CHECKS	0	0
PRIVATE CONTRACTS	0	0
MISC. HOURS - FILLED SHIFTS	24	0
MISC. HOURS - ADMIN HOURS	0	0
ALL OTHER MISC. HOURS	55	9
TOTAL HOURS	188	33

Points of Interest

March 2021

Budget Figure YTD -21.8%

Chief Jonathan Lape

- March 3- Attended De-escalation training at Allegheny County Police Academy.
- March 16- Attended Western PA Chief's Meeting in South Hills.
- March 17, 18, 19- Attended virtual PELRAS conferences with Sergeant Loper.
- March 23- Attended Public Safety meeting with Sergeant Shurina at West Deer Municipal Building

K9 Officer Edward Newman

- March 10- Purchased and placed solar lighting in the K9 area for future training.

Sergeant Mikus & Officer Petosky

- March 12- Training held in Hampton Township. Training included a warrant service scenario and other training items for the entire team.
- March 26- Training held at Vincentian High School. Officer Petosky instructed two courses for the team that included Emergency Vehicle Operations and officer down related scenarios. Officer Petosky also evaluated each member of the team during on the training sessions.

Deer Lakes School District

- See attached SRO Report

Explorers

- Cancelled for both weeks due to COVID-19 restrictions.

Misc. Details

- March 1 & 2- Officers Wikert and Brand attended mandatory Updates training.
- March 3- Sgt. Loper and Officer Burk attended De-escalation training at Allegheny County Police Academy.
- March 4- Held West Deer Community Blood Drive at the Municipal Building
- March 15 & 16- Officer Trocki attended mandatory Updates training.
- March 20- Officers Rigous and Fallen provided traffic control for the West Deer Recycle Event.
- March 29 & 30- Officer Rigous attended mandatory Updates training.

Correspondence (See Attached)

- March 11- Received notification that West Deer Township Police Department was approved for a body camera grant in the amount of \$18,580.
- March 16- Received thank you card for Officer Evan and Officer Fedunok for their compassion during a difficult call.
- March 23 -Received letter thanking West Deer for holding a successful blood drive. The blood bank collected 31 donations.
- March 24- Received email with final recycle amount for West Deer recycle event. See attached Record of Operations submitted to DEP.



West Deer
TOWNSHIP
ALLEGHENY COUNTY PA

POLICE DEPARTMENT

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

MARCH 2021

WDPD INCIDENT REPORTS

TOTAL: 9

- 2 MVA – Non Reportable
- 2 Harassment – General
- 2 Harassment – Communications
- 2 Disorderly Conduct – General
- 1 Assault – On Officer

SRO / SECURITY DETAILS & LOGS

TOTAL: 116

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

TOTAL ACTIVITY

TOTAL: 125



West Deer
TOWNSHIP
ALLEGHENY COUNTY PA

POLICE DEPARTMENT

TOTAL ACTIVITY BY SCHOOL

HIGH SCHOOL	27
MIDDLE SCHOOL	40
E.U. INTERMEDIATE	31
CURT. PRIMARY	24
ADMIN. BUILDING	0
BUS GARAGE	0
OTHER	3

FREQUENT STUDENT INVOLVEMENT

DL School / Student ID #:	MS / 26190	TOTAL INVOLVEMENTS THIS PERIOD:	2
DL School / Student ID #:	MS / 26101	TOTAL INVOLVEMENTS THIS PERIOD:	2
DL School / Student ID #:	MS / 24089	TOTAL INVOLVEMENTS THIS PERIOD:	3

DARE / SRO CLASSES AND PROGRAMS

DARE

CLASSES INSTRUCTED DURING THIS PERIOD

Number of Classes

Grade Level

None – Due to COVID-19 and class restrictions

SRO Programs

INSTRUCTED DURING THIS PERIOD

<u>Program</u>	<u>School</u>	<u>Date</u>
4 Classes - Forensic Investigation Demo	DLHS	March 11 & 12
ALICE Active Shooter Drills	All	March 29 & 30

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

UCR Reportable Crimes March 2021

Part I Offenses

Crime	Amount	Classification on UCR Return A
Assault- Officer	1	04. Assault
Assault- Strong Arm	3	04.D Assault- Strong Arm
Burglary- Force (Residential)	1	05.A Burglary Forcible Entry
Theft- Business	1	06. Larceny- Theft
Theft- Identity	2	06. Larceny- Theft
Theft- Of Motor Vehicle	1	07.A Motor Vehicle Theft- Autos
Theft- Residential	2	06. Larceny- Theft
Theft- Unauthorized Use of Vehicle	1	06. Larceny- Theft

Part II Offenses

Criminal Mischief- General	2	140. Vandalism
Criminal Mischief- Residential	1	140. Vandalism
Disorderly Conduct	4	240. Disorderly Conduct
Domestic- Physical	1	260. All Other Offenses
Domestic- Verbal	4	260. All Other Offenses
Drug Laws- General	1	180.18H Drug Abuse- Other
DUI- Over Legal Age	1	210. Driving Under the Influence
Fraud- General	17	110. Fraud
Harassment- Communications	4	240. Disorderly Conduct
Harassment- General	4	240. Disorderly Conduct
MVA- DUI	1	210. Driving Under the Influence
Weapon Violation- Firearm	1	260. All Other Offenses

West Deer Township Police Department Calls For Service Activity Report

This report lists all Calls For Service within a given time period.

Report Start Date: 3/1/2021 Report End Date: 3/31/2021

Calls For Service:

ABANDON VEHICLE - PUBLIC PROPERTY-----	1
ALARM ACTIVATION - BUSINESS-----	1
ALARM ACTIVATION - BUSSINESS/FALSE-----	1
ALARM ACTIVATION - C02-----	1
ALARM ACTIVATION - FIRE / FALSE-----	2
ALARM ACTIVATION - MEDICAL-----	1
ALARM ACTIVATION - RESIDENTIAL-----	2
ALARM ACTIVATION - RESIDENTL/FALSE-----	3
ANIMAL - COMPLAINT-----	7
ASSAULT - OFFICER -----	1
ASSAULT - STRONG ARM -----	3
ASSIST - EMS-----	26
ASSIST - EMS (AED USED)-----	1
ASSIST - EMS (DOA)-----	2
ASSIST - EMS (NARCAN)-----	2
ASSIST - OTHER-----	3
ASSIST - POLICE-----	11
ASSIST - RESIDENT-----	3
ASSIST - WELFARE CHECK-----	7
BURGLARY - FORCE (RESIDENTIAL) -----	1
CHILD - CHILD LINE REPORTS-----	1
CIVIL - CHILD CUSTODY-----	1
CIVIL - COMPLAINT-----	3
CIVIL - NEIGHBOR DISPUTE-----	1
COURT - MAGISTRATE-----	1
COURT - WARRANT SERVICE-----	3
CRIMINAL MISCHIEF - GENERAL -----	2
CRIMINAL MISCHIEF - RESIDENTIAL -----	1
DISABLED VEHICLE - GENERAL-----	2
DISORDERLY CONDUCT - GENERAL -----	4
DOMESTIC - PHYSICAL -----	1
DOMESTIC - VERBAL -----	4
DRUG LAWS - GENERAL -----	1
DUI - OVER LEGAL AGE -----	1
FIRE - BRUSH-----	2
FIRE - BURNING COMPLAINT-----	1
FIRE - STRUCTURE (BUSINESS)-----	2
FIRE - STRUCTURE (RESIDENCE)-----	1
FRAUD - GENERAL -----	17
HARASSMENT - COMMUNICATIONS -----	4
HARASSMENT - GENERAL -----	4
HAZARDOUS CONDITION - ROAD HAZARD-----	5
HAZARDOUS CONDITION - TREE DOWN-----	2
HAZARDOUS CONDITION - UTILITY COMP-----	2

Calls For Service:

HAZARDOUS CONDITION - WIRE DOWN-----	5
MENTAL COMMITMENT - INVOLUNTARY-----	1
MENTAL COMMITMENT - VOLUNTARY-----	2
MVA - DU -----	1
MVA - FATAL-----	1
MVA - LEAVING THE SCENE-----	2
MVA - NON REPORTABLE-----	7
MVA - REPORTABLE-----	3
NOISE COMPLAINT - RESIDENTIAL-----	2
PARKING COMPLAINT - RESIDENTIAL-----	1
PATROL - GENERAL-----	120
PFA - SERVICE-----	2
PHONE CALLS - GENERAL-----	12
POLICE INFORMATION - FOLLOW UP INVEST-----	7
POLICE INFORMATION - GENERAL-----	21
PREMISES CHECK - BUSINESS-----	2
PROPERTY - LOST-----	1
SOLICITATION COMPLAINT - GENERAL-----	1
SPECIAL DETAIL - ADMINISTRATIVE-----	15
SPECIAL DETAIL - DIRECT TRAFFIC-----	1
SPECIAL DETAIL - FINGERPRINT RESIDENT-----	1
SPECIAL DETAIL - OTHER / MISC-----	1
SPECIAL DETAIL - PATROL-----	1
SPECIAL DETAIL - PUBLIC RELATIONS-----	1
SPECIAL DETAIL - SECURITY-----	3
SRO DETAIL - ASSIST ADMINISTRATOR-----	9
SRO DETAIL - ASSIST NURSE / EMS-----	1
SRO DETAIL - ASSIST STUDENT-----	2
SRO DETAIL - ASSIST TEACHER-----	5
SRO DETAIL - ATTEND MEETING-----	1
SRO DETAIL - ATTEND TRAINING-----	2
SRO DETAIL - OTHER / MISC-----	3
SRO DETAIL - SCHOOL SAFETY DRILL-----	8
SRO DETAIL - SECURITY (GENERAL)-----	78
SRO DETAIL - SECURITY (PARKING LOT)-----	1
SRO DETAIL - STUDENT MISSING / SEARCH-----	1
SRO DETAIL - STUDENT MONITORING-----	1
SRO DETAIL - SUSPICIOUS INCIDENT / PERS-----	4
SUSPICIOUS - PERSON-----	7
SUSPICIOUS - VEHICLE-----	6
THEFT - BUSINESS -----	1
THEFT - IDENTITY -----	2
THEFT - OF MOTOR VEHICLE -----	1
THEFT - RESIDENTIAL -----	2
THEFT - UNAUTHORIZED USE OF VEHICLE -----	1
TRAFFIC - COMPLAINT-----	14
TRAFFIC - DETAIL-----	12
TRAFFIC - RADAR SPEED SIGN-----	4
TRAFFIC - STOP-----	21
WEAPON VIOLATION - FIREARM -----	1

TOTAL CALLS FOR SERVICE: 547

UCR Reportable Crimes January 1, 2021 through March 31, 2021

Part I Offenses

Crime	Amount	Classification on UCR Return A
Assault- Officer	1	04. E Other Assaults
Assault- Strong Arm	3	04.D Assault- Strong Arm
Burglary- Attempt (Residential)	1	05. C Attempted Forcible Entry
Burglary- Force (Residential)	2	05.A Burglary Forcible Entry
Burglary- No Force (Residential)	1	05. B Unlawful Entry- No Force
Robbery- Attempt (Residential)	1	03.C Robbery- Other
Theft- Business	1	06. Larceny- Theft
Theft- From Motor Vehicle	3	06. Larceny- Theft
Theft- Of Motor Vehicle	1	07.A Motor Vehicle Theft- Autos
Theft- Other	2	06. Larceny- Theft
Theft- Residential	2	06. Larceny- Theft
Theft- Unauthorized Use of Vehicle	1	06. Larceny- Theft

Part II Offenses

Child- Neglect	1	200. Offenses Against Family and Children
Criminal Mischief- Business	1	140. Vandalism
Criminal Mischief- General	2	140. Vandalism
Criminal Mischief- Residential	2	140. Vandalism
Disorderly Conduct	8	240. Disorderly Conduct
Domestic- Physical	2	260. All Other Offenses
Domestic- Verbal	13	260. All Other Offenses
Drug Laws- General	3	180.18H Drug Abuse- Other
DUI- Over Legal Age	3	210. Driving Under the Influence
Fraud- General	27	110. Fraud
Harassment- Communications	4	240. Disorderly Conduct
Harassment- General	7	240. Disorderly Conduct
MVA- DUI	3	210. Driving Under the Influence
Sex Crimes- Indecent Exposure	2	170. Sex Offenses (Except 02 & 160)
Theft- Identity	2	110. Fraud

Crime	Amount	Classification on UCR Return A
Trespass- Business	1	260. All Other Offenses
Trespass- Residence	1	260. All Other Offenses
Weapon Violation- Firearm	1	150. Weapons, Carrying, Possess, etc

West Deer Township Police Department Calls For Service Activity Report

This report lists all Calls For Service within a given time period.

Report Start Date: **1/1/2021** Report End Date: **3/31/2021**

Calls For Service:

911 HANG UP - GENERAL	3
ABANDON VEHICLE - PUBLIC PROPERTY	2
ALARM ACTIVATION - BUSINESS	2
ALARM ACTIVATION - BUSSINESS/FALSE	9
ALARM ACTIVATION - C02	2
ALARM ACTIVATION - FIRE	1
ALARM ACTIVATION - FIRE / FALSE	3
ALARM ACTIVATION - MEDICAL	9
ALARM ACTIVATION - RESIDENTIAL	4
ALARM ACTIVATION - RESIDENTL/FALSE	7
ANIMAL - COMPLAINT	25
ASSAULT - OFFICER	1
ASSAULT - STRONG ARM	3
ASSIST - EMS	80
ASSIST - EMS - WORKPLACE	1
ASSIST - EMS (AED USED)	2
ASSIST - EMS (DOA)	7
ASSIST - EMS (NARCAN)	2
ASSIST - OTHER	6
ASSIST - POLICE	21
ASSIST - RESIDENT	11
ASSIST - WELFARE CHECK	24
ASSIST- EMS (OVERDOSE)	1
BURGLARY - ATTEMPT (RESIDENTIAL)	1
BURGLARY - FORCE (RESIDENTIAL)	2
BURGLARY - NO FORCE (RESIDENTIAL)	1
CHILD - CHILD LINE REPORTS	6
CHILD - NEGLECT	1
CIVIL - CHILD CUSTODY	4
CIVIL - COMPLAINT	7
CIVIL - NEIGHBOR DISPUTE	1
COURT - MAGISTRATE	1
COURT - WARRANT SERVICE	7
CRIMINAL MISCHIEF - BUSINESS	1
CRIMINAL MISCHIEF - GENERAL	2
CRIMINAL MISCHIEF - RESIDENTIAL	2
DISABLED VEHICLE - GENERAL	11
DISORDERLY CONDUCT - GENERAL	8
DOMESTIC - PHYSICAL	2
DOMESTIC - VERBAL	13
DRUG LAWS - GENERAL	3
DUI - OVER LEGAL AGE	3
FIRE - BRUSH	2
FIRE - BURNING COMPLAINT	2

Calls For Service:

FIRE - OTHER	1
FIRE - STRUCTURE (BUSINESS)	2
FIRE - STRUCTURE (RESIDENCE)	3
FIRE - VEHICLE	2
FRAUD - GENERAL	27
HARASSMENT - COMMUNICATIONS	4
HARASSMENT - GENERAL	7
HAZARDOUS CONDITION - FLOODING	3
HAZARDOUS CONDITION - ROAD HAZARD	27
HAZARDOUS CONDITION - TREE DOWN	4
HAZARDOUS CONDITION - UTILITY COMP	3
HAZARDOUS CONDITION - WIRE DOWN	6
HUNTING COMPLAINT - GENERAL	2
MENTAL COMMITMENT - INVOLUNTARY	3
MENTAL COMMITMENT - VOLUNTARY	4
MISSING PERSON - ADULT MALE	1
MVA - DUJ	3
MVA - FATAL	1
MVA - LEAVING THE SCENE	6
MVA - NON REPORTABLE	15
MVA - PRIVATE PROPERTY	2
MVA - REPORTABLE	8
NOISE COMPLAINT - RESIDENTIAL	6
PARKING COMPLAINT - RESIDENTIAL	3
PATROL - GENERAL	411
PFA - SERVICE	5
PHONE CALLS - GENERAL	34
POLICE INFORMATION - FOLLOW UP INVEST	12
POLICE INFORMATION - GENERAL	52
PREMISES CHECK - BUSINESS	4
PREMISES CHECK - RESIDENTIAL	1
PROPERTY - FOUND	1
PROPERTY - LOST	2
SEX CRIMES - INDECENT EXPOSURE	2
SOLICITATION COMPLAINT - GENERAL	1
SPECIAL DETAIL - ADMINISTRATIVE	53
SPECIAL DETAIL - CHILD SEAT INSTALLATIO	1
SPECIAL DETAIL - DIRECT TRAFFIC	1
SPECIAL DETAIL - FINGERPRINT RESIDENT	1
SPECIAL DETAIL - OTHER / MISC.	7
SPECIAL DETAIL - PATROL	1
SPECIAL DETAIL - PUBLIC RELATIONS	1
SPECIAL DETAIL - SECURITY	3
SRO DETAIL - ASSIST ADMINISTRATOR	16
SRO DETAIL - ASSIST NURSE / EMS	1
SRO DETAIL - ASSIST STUDENT	4
SRO DETAIL - ASSIST TEACHER	8
SRO DETAIL - ATTEND MEETING	1
SRO DETAIL - ATTEND TRAINING	2
SRO DETAIL - OTHER / MISC.	4
SRO DETAIL - SCHOOL SAFETY DRILL	20
SRO DETAIL - SECURITY (CAFETERIA)	4

Calls For Service:

SRO DETAIL - SECURITY (GENERAL)	143
SRO DETAIL - SECURITY (PARKING LOT)	2
SRO DETAIL - STUDENT MISSING / SEARCH	2
SRO DETAIL - STUDENT MONITORING	1
SRO DETAIL - SUSPICIOUS INCIDENT / PERS	7
SUSPICIOUS - NOISE	2
SUSPICIOUS - OTHER	2
SUSPICIOUS - PERSON	12
SUSPICIOUS - VEHICLE	12
THEFT - BUSINESS	1
THEFT - FROM MOTOR VEHICLE	3
THEFT - IDENTITY	2
THEFT - OF MOTOR VEHICLE	1
THEFT - OTHER	2
THEFT - RESIDENTIAL	2
THEFT - UNAUTHORIZED USE OF VEHICLE	1
TRAFFIC - COMPLAINT	21
TRAFFIC - DETAIL	48
TRAFFIC - RADAR SPEED SIGN	8
TRAFFIC - STOP	62
TRESPASS - BUSINESS	1
TRESPASS - RESIDENCE	1
WEAPON VIOLATION - FIREARM	1

TOTAL CALLS FOR SERVICE: 1,439

Date Printed:
4/1/2021

West Deer Township Police Department Total Arrest Report

This report lists all adult and juvenile arrests made within a given time period.
(Note: This report only includes Misdemeanor and Felony arrests.)

Report Start Date: 3/1/2021

Report End Date: 3/31/2021

<u>ARREST DATE</u>	<u>D I #</u>	<u>SIGNAL CODE</u>	<u>JUVENILE ARREST</u>
3/4/2021	20210097	THEFT - OF MOTOR VEHICLE	
3/4/2021	20210098	BURGLARY - FORCE (RESIDENTIAL)	
3/4/2021	20210101	DOMESTIC - PHYSICAL	
3/5/2021	20210104	ASSAULT - STRONG ARM	
3/9/2021	20210085	BURGLARY - FORCE (RESIDENTIAL)	
3/10/2021	20210117	HARASSMENT - GENERAL	
3/17/2021	20210081	DRUG LAWS - GENERAL	JUVENILE ARREST
3/17/2021	20210105	MVA - DUI	
3/18/2021	20210136	WEAPON VIOLATION - FIREARM	

TOTAL ARRESTS: **9**

TOTAL ADULT ARRESTS:

TOTAL JUV. ARRESTS:

Jennifer Borczyk

From: Crater, Angela <acrater@pa.gov>
Sent: Thursday, March 11, 2021 11:39 AM
To: jborczyk@westdeertownship.com; jlape@westdeertownship.com
Cc: bnardis@westdeertownship.com
Subject: FW: BWC application #34752
Attachments: 2020 PCCD BWC scorecard.xlsx; PA Body-Worn Camera Program Expectations.docx; Mt. Lebanon Police Department - General Order 3-9 - Body Worn Cameras.pdf; Palmer Township BWMC 02-01-19.pdf

Good morning,

Congratulations! Your application was approved at the March 10, 2021 PCCD Commission meeting to receive funding from the Law Enforcement and Corrections Re-Release BWC PIP Funding Announcement, with a project start date of April 1, 2021. If there are any outstanding issues that remain with your application, you will receive notification so the corrections can be made in Egrants.

Agencies must demonstrate appropriate policy development and internal law enforcement adoption **prior** to BWC procurement and implementation. Attached you will find a number of documents; some are required to be completed and some are to assist you during this process:

Scorecard:

To move forward with funding, all BWC policies will be reviewed with the attached scorecard in mind. There are 13 mandatory grading points (in red) that need to be included in each policy and several suggested topics (in black) to consider for your policy. Your agency is not required to fill out the *recommendation section*.

Expectations:

A document of expectations and resources. Please review this document thoroughly

Samples:

Also included are two strong sample policies from PA sites that can serve as a starting point—they contain all the grading points in the scorecard.

Additional information:

- A reminder that this grant program requires a dollar for dollar match. For example, if you agency is requesting \$10,000, you will need to provide the same amount in match funds. Once you make your purchases, you will submit a fiscal report to PCCD in Egrants and attach the proof of payment for the entire amount. The fiscal report is what will generate your reimbursement (you will not receive any funds upfront from PCCD).
- Applicants must meet PA State Police Data Handling Requirements <https://www.pabulletin.com/secure/data/vol47/47-51/2155.html> (as referenced in the PA Bulletin).

- Applicants should reach out to Cpt. Timothy Stanley, the CJIS Information Security Officer at the PA State Police, to discuss the CLEAN Administration's part in the approval of storage of camera footage. His contact information is 717-614-7647/ tstanley@pa.gov.

I will be your program contact at PCCD for the duration of your grant. When your department has completed the attached scorecard and your policy is developed, you will need to email the documents directly to me (even if you have previously attached these documents to your application). The **scorecards and policies are due back to PCCD by June 15, 2021.**

Please note: Until all required documentation is returned and processed, PCCD cannot reimburse for the procurement of equipment.

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

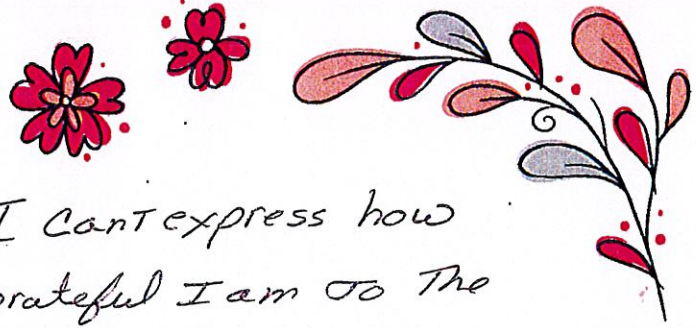
Thank you,

Angi Crater | Criminal Justice Specialist II
Pennsylvania Commission on Crime & Delinquency
Office of Justice Programs | Unit of Criminal Justice Improvements
3101 N. Front Street
Harrisburg, PA 17110
Phone: 717-265-8456



sorry I don't know
responding officers names.
Lax Fedunok
Officer Matt Evan

RECEIVED
MAR 16 2021
WEST DEER
TOWNSHIP POLICE



I can't express how
grateful I am to the
officers that responded
when my brother found our
father passed away at 322 Saddlebrook
They stayed with him and kept
him calm while they waited for
the funeral home, thank you from
the bottom of my heart for staying
with him and showing compassion
during the worst day of our lives!
Thank you
Debbo + David Clager





Five Parkway Center
Pittsburgh, PA 15220

1.877.25.VITAL
vitalant.org

March 05, 2021

Jennifer Borczyk
Community- West Deer Township
109 E Union Road
Cheswick, PA 15024

RECEIVED
MAR 23 2021
WEST DEER
TOWNSHIP POLICE

You are awesome!

Dear Jennifer,

On behalf of all the patients in area hospitals whose lives you helped save, thank you for hosting a successful blood drive.

We at Vitalant realize how much time and effort goes into planning a blood drive, and we appreciate your dedication and hard work. As a direct result of your efforts, 34 individuals registered to donate, and Vitalant collected 30 blood products. These blood products will help critically ill newborn babies, patients being treated for cancer, those suffering from traumatic injuries, and many many others.

Please share our gratitude with those who so generously donated blood, your blood drive planning team, and everyone else who played a role in transforming lives.

I will contact you to discuss your next blood drive as we continue to work together in serving the needs of our community.

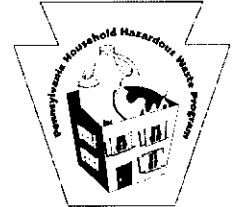
Sincerely,

A handwritten signature in black ink that reads "Cyndi Funk".

Cyndi Funk
Account Manager
(412) 477-2957
cfunk@itxm.org

Add a little awe to your day,
and someone's life

vitalant. The Vitalant logo graphic, a stylized red and white heart/drop shape, positioned to the right of the word "vitalant."



Record of Operations

Household/Small Business Hazardous Waste Collection Program

If you have questions filling out this form, please call your regional office listed in the directions that accompanied this form or call (717) 787-7382.

This form must be completed by all sponsors of collection events. The form must be submitted within 30 days of each non-permanent event. Permanent programs should submit this form on a quarterly basis and indicate the reporting period in question #1. If more than one location was utilized for the event, a separate form should be completed for each collection location.

1. Sponsor's Name West Deer Township
Address 109 East Union Road
Cheswick, PA 15024

Lead contact Person and Title Jennifer Borczyk, Administrative Assistant

Telephone Number 724-265-1100 x 303

Date(s) of event From 03/20/2021 To 03/20/2021 Quarter (if applicable) _____

Location(s) of event 109 East Union Road, Cheswick, PA 15024

2. **Certification**

This is to certify that I have personally examined and am familiar with the information in this application and attached documents. I have reviewed the legislation and regulations that pertain to household/small business hazardous waste collection and disposal programs and I am aware of the Department of Environmental Protection's requirements for this application. To the best of my knowledge, the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

Sworn to and subscribed before me

this 24th day of March, 2021

Michael Liscinski
signature of sponsor's authorized, official/contractor

3. Waste Information

Location Name West Deer Township

Type of Waste	Collector EPA ID	EPA Haz Waste ID	Number of Participants household	business/other	Lbs Collected	Management Method
1. Latex Paint		N/A			3223	Recycle/Fuels
2. Oil Based Paint		D001			886	Fuels Blending
3. Aerosols		D001			116	Fuels Blending
4. Corrosives/Caustics		D002			179	Neutralization
5. Pesticides/Poisons		D001, D013, D016, D020			104	Incineration
6. Chlorine Products					45	Incineration
7. Used Oil/Antifreeze		N/A			154	Recycle
8. Flammable Liquids		D001, D018, D035, F003, F005			177	Fuels Blending
9. Alkaline Batteries		Universal			101	Recycle
10. Lead Acid Batteries		Universal			225	Recycle
11. NiCad Batteries		Universal			23	Recycle
12. Lithium Batteries		Universal			2	Recycle
13. Bulbs		Universal			198	Recycle
14. Propane		D001			3	Recycle
15. Non-Haz Chemicals		N/A			420	Recovery
16. Freon Devices		N/A			1292	Recycle
17. Computers		N/A			1853	Recycle
18. Computer Monitors		N/A			See Televisions	Recycle
19. Computer Peripherals		N/A			See Other	Recycle
20. Televisions		N/A			8610	Recycle
21. Other Electronics		N/A			2438	Recycle
Total	PAR00532264		178		20,049	

Conversions

Assume 8 pounds equals 1 gallon

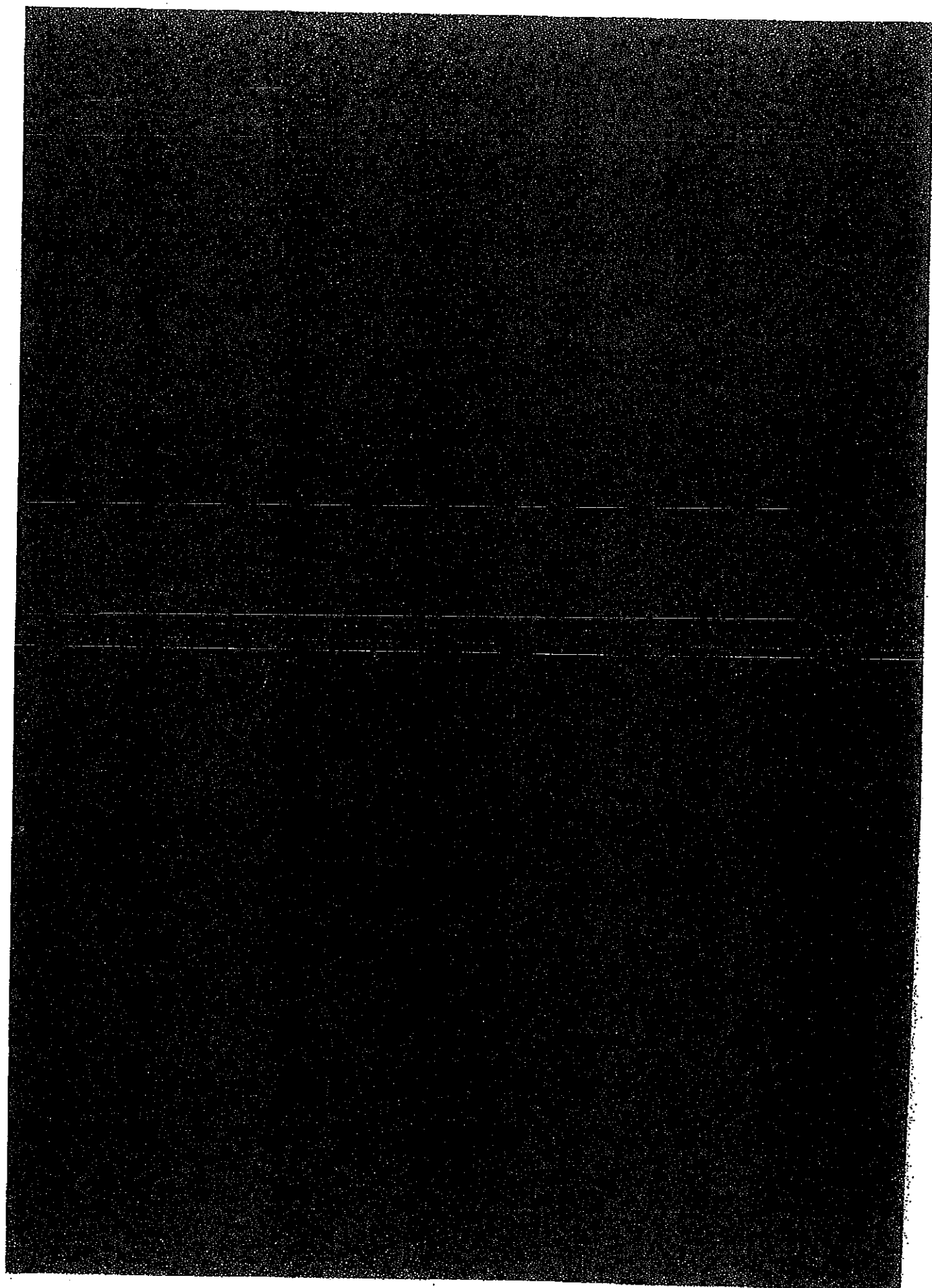
For lead acid batteries, assume 20 pounds per battery

4. Management Information

	Collector's EPA ID	Management Facility EPA ID	Name of Treatment/ Disposal Facility	Address of Treatment/Disposal Facility
1.	PAR000532264	WVD981107600	Clean Earth of Morgantown	85 Olin Street, Morgantown, WV 26501
2.	PAR000532264	KYD985073196	AES Environmental LLC	1689 Shar-Cal Road, Calvert City, KY 42029
3.	PAR000532264	ILR000197939	Com2 Recycling	500 Kehoe Blvd, Carol Stream, Illinois 60188
4.	PAR000532264	ILR000177550	Kuusakoski Recycling	2022 West Townline Road, Peoria, IL 61615
5.	PAR000532264	OHR000108050	Cleanlites Recycling	7806 Anthony Wayne Ave, Cincinnati, OH 45216
6.	PAR000532264	VAR000503920	MXI Environmental Services	26319 Old Trail Road, Abingdon, VA 24210
7.	PAR000532264		Infinite Electronics Recycling	110 Main Street, Wintersville, OH 43953
8.	PAR000532264		Material Recovery Solutions	3297 Cumberland Highway, Meyersdale, PA 15552
9.	PAR000532264		Petromax LTD	301 Prestley Street, Carnegie, PA 15106
10.				

DEPARTMENT USE ONLY

Received by _____ Date _____
 Reviewed by _____ Date _____
 Approved by _____ Date _____
 Disapproved by _____ Date _____



PUBLIC WORKS FOREMAN'S REPORT

ATTACHED IS THE PUBLIC WORKS FOREMAN'S REPORT.

ARE THERE ARE ANY QUESTIONS REGARDING THE PUBLIC WORKS FOREMAN'S REPORT?

2021
MONTHLY REPORT FOR MARCH
PUBLIC WORKS DEPARTMENT

ROADS

- Salt ice spots.
- Repair and replace catch basins on Grouse Run.
- Replace catch basin and install 120' of French drain pipe on Grouse Run.
- Install 60 feet of French drain pipe on Birch Street.
- Extend 41 inch pipe, 10 feet long on McKrell Road.
- Replace 40 feet of 12" pipe on McKrell Road.
- Install catch basin and 360 feet of French drain pipe on McKrell Road.
- Patch cross pipe on McKrell Road.
- Start base repair on Logan Road.
- Patch various roads.

TRUCKS & EQUIPMENT

- Work on trailer lights.
- Take Peterbilt to Hunter (wire issue was resolved).
- Install wiper motor on pickup.
- Replace belts on concrete saw.
- Remove salt spreaders.
- Install belt spreader on Peterbilt.
- Change oil in pickup.
- Change oil and grease both Hustler mowers.

MISCELLANEOUS

- Complete list of missing signs.
- Push up salt.
- Take down ice rink.
- Haul picnic tables and garbage cans to park.
- Turn on water at Nike Site, main park and Moscala.
- Spread stone on White Street resident for complaint.
- Remove 2 trees at park.
- Roll Nike site soccer fields.
- Remove tree from Starr Road.
- Clean up after storm.
- Work on discrepancies at Nike Site after inspection.
- Hang Veterans Banners.

PA1 Calls

78

OT

154 hrs


Kevin Olar

4-12-21
Date



ENGINEER'S REPORT

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

ARE THERE ANY QUESTIONS REGARDING THE ENGINEER'S REPORT?



SHOUP ENGINEERING

FOR OVER 50 YEARS

329 Summerfield Drive, Baden, PA 15005

Phone: 724-869-9560

info@shoupengineering.com

MARCH 2021 ENGINEER'S REPORT WEST DEER TOWNSHIP

VIA EMAIL

Prepared April 13, 2021

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meetings:

Board of Supervisors Meeting – March 17, 2021
Planning Commission Meeting – March 25, 2021

2. DEVELOPMENTS/PROJECTS

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

Projects:

- 2021 Road Improvement Project – Bid documents and specifications have been prepared and bids have been let for the year's road improvement project. Contracts have been awarded for the hot mix asphalt and bituminous seal coat projects. Bids were opened for the cold mix asphalt paving project and bid results will be provided to the Board for possible consideration at their meeting on April 21, 2021.
- Bairdford Park – Preliminary design and cost estimating was performed for various features and improvements to the park for a DCNR Grant application.

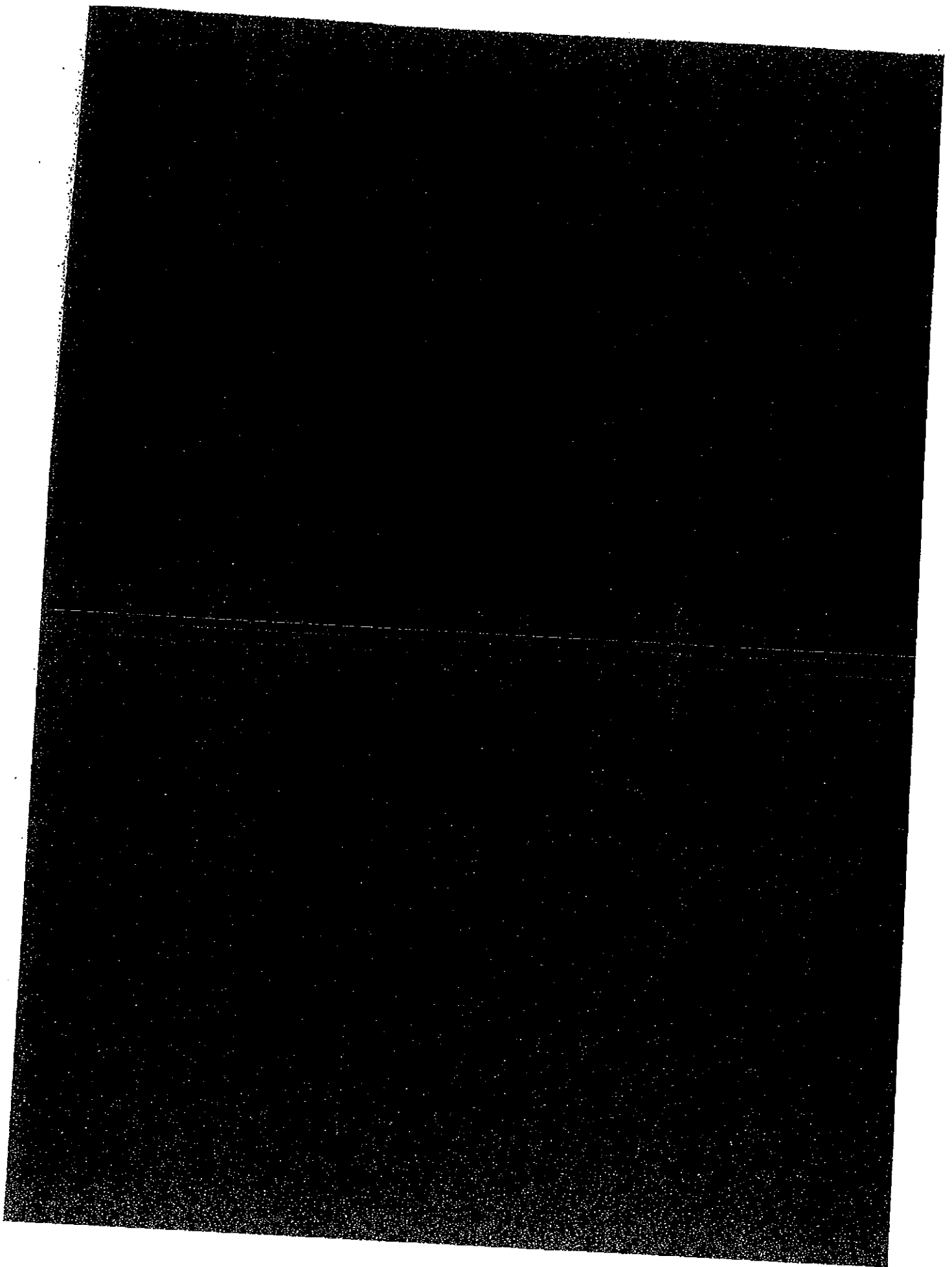
Development/Subdivision Reviews: The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- Moretti Plan of Lots No. 3 – A review of this preliminary and final subdivision was performed and a review letter was issued to the Township on March 23, 2021.

Respectfully Submitted,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer



BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER'S REPORT

ATTACHED IS THE BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

1. Issued 16 Occupancy Permits.
2. Issued 23 Building Permits.
3. Performed 73 site inspections
4. See attached Project Status report.
5. Planning commission meeting was held. A 3 lot subdivision for the Moretti Plan #3 Final Subdivision was recommended for approval with the following conditions:
 - a. Address and meet all requirements/ comments on Mr. Shoup's letter.
 - b. Add 50' radius cul-de-sac at end of on right of way.
 - c. Add septic test pit locations of new lots and back up and existing septic location for Lot 8.

Crowd's (Concerned Residents of West Deer) letter regarding Gas and Oil ordinance was discussed. An updated screening table for zoning was presented.

6. Zoning Hearing Board meeting was held for a use variance was granted for single family homes in an industrial zoned district. The property is located off of Spruce Street in Bairdford which is a residential street. The property was originally part of a larger parcel that was zoned industrial when it was Elmendorf manufacturing. The parcels were subdivided prior to Mr. Elmendorf selling. The parcel that acquired the variance had an industrial ROW through another parcel that will void itself when a residential use is created. Its primary access is off of Spruce Street where it has a large frontage to that roadway. The Zoning Hearing Board granted the variance with the following conditions.
 - a. The Property shall conform to all requirements and limitations of the R-3 Zoning District as set forth in the West Deer Township Zoning Ordinance at all times;
 - b. The Property shall be subject to a Minimum lot size of 15,000 Sq. Ft.
 - c. The Property shall be subject to a Minimum lot width of 100 feet.
 - d. The Property shall be used for Single family homes only.
 - e. The Property shall be subject to a Minimum front yard setback of 35 feet.
 - f. The Property shall be subject to a Minimum side yard setback of 15 feet.
 - g. The Property shall be subject to a Minimum rear yard setback of 40 feet with a 10-foot accessory structure rear yard setback.
 - h. The Property shall be subject to a 30' buffer yard in rear of property to remain undisturbed. Buffer yard location is adjacent to parcel # 1668-S-270.
7. Initiated 17 complaint investigations.
8. Issued 10 notices of violation.
9. All summary court hearings were postponed in March currently everything has been pushed back to April at the earliest.



William Payne

**West Deer Township
Occupancy Permit Report
March 2021**

Permit Date	Permit Number	Lot Block	Applicant Name	Street Address	Use	New Construction
03/10/2021	O21-033	1666-R-100-17C	Denise Scandrol	326 SADDLEBROOK RD	Single Family Home	Yes
03/10/2021	O21-034	1666-S-119	Robert Mark & Kendra J. Eberly	220 HYTYRE FARMS DR	Single Family Home	No
03/11/2021	O21-035	1838-P-340	Kyle Watts	116 FORD ST	Single Family Home	No
03/12/2021	O21-036	2011-E-85-1226	Dan Hankins and Crystal Scullion	1226 NICKLAUS WAY	Single Family Home	No
03/12/2021	O21-037	1667-N-68-A	Raymond J. & Laura M. Zingaretti	971 COPPER CREEK TRAIL	Single Family Home	Yes
03/15/2021	O21-038	1214-J-33	Jessica Guay and Ryan Stanko	4709 VALLEYFIELD DR	Single Family Home	No
03/15/2021	O21-039	1511-E-346	Darlene and David Tibbens	448 WEST STARZ RD	Single Family Home	No
03/15/2021	O21-040	1214-E-317	Janet Poillucci	103 LEX LANE	Single Family Home	Yes
03/22/2021	O21-042	1357-J-192	Shelby Marie Horne	116 PARTRIDGE RUN RD	Single Family Home	No
03/23/2021	O21-043	1510-L-252	Marsha and Michael Kelley Ames	358 WEST STARZ RD	Single Family Home	No
03/23/2021	O21-044	1213-H-061	Levi W. Crosier	3430 HUNTERTOWN RD	Single Family Home	No

**West Deer Township
Occupancy Permit Report
March 2021**

03/23/2021	O21-045	1512-A-311	Jason Clover	203 MCKRELL RD	Single Family Home	No
03/24/2021	O21-046	1508-S-50	Joshua J. Poponick	4361 Gibsonia Road	Business	No
03/24/2021	O21-047	1361-M-064	Padraic & Erin Ferris	5 CREEK LANE	Single Family Home	No
03/29/2021	O21-048	1357-P-027	Donald T. & Lisa R. Glaser	211 TYLER CT	Single Family Home	No
03/29/2021	O21-049	1512-S-377	Katherine and Stanley Cranfield	30 CREST ST	Single Family Home	No

March- \$425

Total Fees Collected by Month

Grand Total - \$425

Total Fees Collected

**West Deer Township
Building Permit Report
March 2021**

Permit Date	Permit Number	Type	Owner	Address	Parcel ID	Construction Cost	Fees Collected
03/04/2021	P21-011	Solar Panel	JAMES & MARGARET FROEHLICH	11 LEYWOOD DR	2010-N-120	\$24,500.00	\$475.00
03/05/2021	P21-012	Grading	James G. Smullin	2033 SAXONBURG BLVD	1511-F-381	\$	\$250.00
03/05/2021	P21-013	Grading	JAMES SMULLIN	1813 Saxonburg Blvd (junk yard)	1838-N-125	\$	\$250.00
03/09/2021	P21-014	Grading	GIGLIOTTI SIRERA & ASSOCIATES	0 ASHLEY RD	1510-G-175	\$	\$750.00
03/10/2021	P21-015	Deck	AMY BAJUS	121 GLASGOW RD	2192-G-325	\$15,700.00	\$128.00
03/10/2021	P21-016	Shed	JOHN A & KELLY A ZAWALNICKI	4826 BAYFIELD RD	1214-P-164	\$3,500.00	\$51.00
03/10/2021	P21-017	Deck	THOMAS LEE DAVIS	81 FORD ST	1671-B-119	\$2,000.00	\$45.00
03/11/2021	P21-018	Communication Tower	JOHN FRIES	4802 GIBSONIA RD	1215-R-148	\$5,500.00	\$72.00
03/12/2021	P21-019	Fence	Joseph and Kimberly McCluskey	133 REAGHARD DR	1511-J-222	\$550.00	\$30.00
03/12/2021	P21-020	Above Ground Pool	RAYMOND & JAN MILLER	1024 WALNUT ST	2197-P-297	\$4,000.00	\$50.00
03/16/2021	S21-001	Sign Permit	DAVID & ALICIA KING	917 DEER CREEK RD	2193-B-262	\$	\$53.15

**West Deer Township
Building Permit Report
March 2021**

03/16/2021	P21-021	Addition	James G. Smullin	2033 SAXONBURG BLVD	1511-F-381	\$21,500.00	\$267.00
03/18/2021	P21-022	Above Ground Pool	Eric & Katelyn Nicely	353 KAUFMAN RD	1837-M-348	\$100.00	\$50.00
03/18/2021	P21-023	Above Ground Pool	CHARLES & LACIE CLAYPOOLE	103 REAGHARD DR	1511-J-339	\$6,000.00	\$50.00
03/23/2021	P21-024	Above Ground Pool	KEITH KRAUSS	3532 WOODLAKE DR	1214-N-262	\$5,200.00	\$50.00
03/23/2021	P21-025	Deck	KEITH KRAUSS	3532 WOODLAKE DR	1214-N-262	\$22,450.00	\$191.00
03/23/2021	P21-026	Fence	ERIC & AMANDA DUNN	1419 SANDSTONE DR	1670-L-18	\$2,504.89	\$51.00
03/23/2021	P21-027	Addition	JOSHUA MARTIN	4364 BAKERSTOWN	2010-A-010	\$30,000.00	\$250.20
03/25/2021	P21-028	Accessory Structure	GERMANICH MGT HOLDINGS	284 EAST UNION RD	1360-M-347	\$10,000.00	\$100.00
03/29/2021	P21-030	In Ground Pool	Brandon Farster	1215 PIN OAK COURT	1669-S-51	\$32,000.00	\$75.00
03/29/2021	P21-031	Single Family Dwelling	Katrina Stello & Logan Calhoun	16 TARENTUM CULMERVILLE RD	2013-L-026	\$131,461.00	\$667.00
03/30/2021	P21-032	Garage	JOSEPH A & TINA M VITA	267 OAK RD	1668-R-168	\$7,000.00	\$79.00
03/31/2021	P21-033	Fence	Dale Hampsay	4851 BAYFIELD RD	1214-K-11	\$1,950.00	\$44.00

**West Deer Township
Building Permit Report
March 2021**

Totals: 23										\$325,915.89	\$4,028.35
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Permit Type	Count	Construction Cost	Fee Total
Above Ground Pool	4	\$15,300.00	\$200.00
Accessory Structure	1	\$10,000.00	\$100.00
Addition	2	\$51,500.00	\$517.20
Communication Tower	1	\$5,500.00	\$72.00
Deck	3	\$40,150.00	\$364.00
Fence	3	\$5,004.89	\$125.00
Garage	1	\$7,000.00	\$79.00
Grading	3	\$	\$1,250.00
In Ground Pool	1	\$32,000.00	\$75.00
Shed	1	\$3,500.00	\$51.00
Sign Permit	1	\$	\$53.15
Single Family Dwelling	1	\$131,461.00	\$667.00
Solar Panel	1	\$24,500.00	\$475.00

Permit Status	Count	Construction Cost	Fee Total
Issued	23	\$325,915.89	\$4,028.35

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 03/01/2021 To 03/31/2021

Date	Type	Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
3/1/2021	Complaint Follow Up		, RUSSELLTON, PA, 15076	17 SCHOOL ST	1361-M-108	Completed	William Payne
3/2/2021	Complaint Follow Up		1788 SAXONBURG BLVD., TARENTUM, PA, 15084	1813 Saxonburg Blvd (junk yard)	1838-N-125	Completed	William Payne
3/2/2021	Floodplain		2033 Saxonburg Blvd., Tarentum, PA, 15084	2033 SAXONBURG BLVD	1511-F-381	Passed	William Payne
3/3/2021	Footer		2033 Saxonburg Blvd., Tarentum, PA, 15084	2033 SAXONBURG BLVD	1511-F-381	Passed	William Payne
3/4/2021	Complaint Follow Up		18 CARL LANE, GIBSONIA, PA, 15044	18 CARL LANE	2008-G-020	Failed	William Payne
3/4/2021	Occupancy Inspection		116 Ford St., Tarentum, PA, 15084	116 FORD ST	1838-P-340	Passed	William Payne
3/4/2021	Occupancy Inspection		116 Ford St., Tarentum, PA, 15084	116 FORD ST	1838-P-340	Passed	William Payne
3/5/2021	Complaint Follow Up		7 Bairdford Rd., Gibsonia, PA, 15044	7 BAIRD FORD RD	2010-E-136	Completed	William Payne
3/5/2021	Footer		235 KAUFMAN RD, GIBSONIA, PA, 15044	235 KAUFMAN RD	1837-N-239	Passed	William Payne
3/8/2021	Complaint Follow Up		1328 MACARTHUR DR, RUSSELLTON, PA, 15076	1328 MACARTHUR DR	1218-H-231	Completed	William Payne
3/8/2021	Occupancy Inspection		220 Hytyre Farms Dr., Gibsonia, PA, 15044	220 HYTYRE FARMS DR	1666-S-119	Passed	William Payne
3/8/2021	Framing		2033 Saxonburg Blvd., Tarentum, PA, 15084	2033 SAXONBURG BLVD	1511-F-381	Passed	William Payne
3/8/2021	Complaint Follow Up		48 CRESTVIEW DR, TARENTUM, PA, 15084	48 CRESTVIEW DR	8000-T-3452	Failed	William Payne
3/8/2021	Site Inspection		2033 Saxonburg Blvd., Tarentum, PA, 15084	2033 SAXONBURG BLVD	1511-F-381	Completed	William Payne
3/8/2021	Occupancy Inspection		220 Hytyre Farms Dr., Gibsonia, PA, 15044	220 HYTYRE FARMS DR	1666-S-119	Passed	William Payne
3/9/2021	Occupancy Inspection		326 Saddlebrook Rd, Gibsonia, PA, 15044	326 SADDLEBROOK RD	1666-R-100-17C	Passed	William Payne
3/9/2021	Occupancy Inspection		448 W. Starz Rd., Gibsonia, PA, 15044	448 WEST STARZ RD	1511-E-346	Passed	William Payne
3/9/2021	Occupancy Inspection		448 W. Starz Rd., Gibsonia, PA, 15044	448 WEST STARZ RD	1511-E-346	Passed	William Payne
3/9/2021	Occupancy Inspection		326 Saddlebrook Rd, Gibsonia, PA, 15044	326 SADDLEBROOK RD	1666-R-100-17C	Passed	William Payne
3/9/2021	Footer		235 KAUFMAN RD, GIBSONIA, PA, 15044	235 KAUFMAN RD	1837-N-239	Passed	William Payne

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 03/01/2021 To 03/31/2021

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
3/10/2021	Footer		121 GLASGOW RD., GIBSONIA, PA, 15044	121 GLASGOW RD	2192-G-325	Passed	William Payne
3/10/2021	Fireblocking		4201 COHASSET LN, ALLISON PARK, PA, 15101	950 COPPER CREEK TRAIL	1508-A-76-A	Passed	William Payne
3/10/2021	Insulation		4201 COHASSET LN, ALLISON PARK, PA, 15101	950 COPPER CREEK TRAIL	1508-A-76-A	Passed	William Payne
3/10/2021	Fireblocking		4201 COHASSET LN, ALLISON PARK, PA, 15101	952 COPPER CREEK TRAIL	1508-A-76-B	Passed	William Payne
3/10/2021	Insulation		4201 COHASSET LN, ALLISON PARK, PA, 15101	952 COPPER CREEK TRAIL	1508-A-76-B	Passed	William Payne
3/10/2021	Fireblocking		4201 COHASSET LN, ALLISON PARK, PA, 15101	954 COPPER CREEK TRAIL	1508-A-78-A	Passed	William Payne
3/10/2021	Insulation		4201 COHASSET LN, ALLISON PARK, PA, 15101	954 COPPER CREEK TRAIL	1508-A-78-A	Passed	William Payne
3/11/2021	Site Inspection		25 CEDAR RIDGE RD, ALLISON PARK, PA, 15101	25 CEDAR RIDGE RD	1214-G-198	Completed	William Payne
3/11/2021	Fireblocking		2334 E. 43RD ST., ERIE, PA, 16510	5241 MIDDLE RD.	1356-S-273	Failed	William Payne
3/11/2021	Insulation		2334 E. 43RD ST., ERIE, PA, 16510	5241 MIDDLE RD.	1356-S-273	Passed	William Payne
3/11/2021	Complaint Follow Up		19 SCHOOL ST, RUSSELLTON, PA, 15076	19 SCHOOL ST	1361-M-105	Completed	William Payne
3/11/2021	Complaint Follow Up		6 MCKRELL RD, RUSSELLTON, PA, 15076	23 MCKRELL RD	1512-S-284	Completed	William Payne
3/12/2021	Complaint Follow Up		18 CARL LANE, GIBSONIA, PA, 15044	18 CARL LANE	2008-G-020	Passed	William Payne
3/12/2021	Occupancy Inspection		971 Copper Creek Trail, Gibsonia, PA, 15044	971 COPPER CREEK TRAIL	1508-A-22	Passed	William Payne
3/12/2021	Occupancy Inspection		4709 Valleyfield Dr., Allison Park, PA, 15101	4709 VALLEYFIELD DR	1214-J-33	Passed	William Payne
3/12/2021	Occupancy Inspection		1226 Nicklaus Way, Gibsonia, PA, 15044	1226 NICKLAUS WAY	2011-E-85-1226	Passed	William Payne
3/12/2021	Occupancy Inspection		116 Partridge Run Rd., Gibsonia, PA, 15044	116 PARTRIDGE RUN RD	1357-J-192	Passed	William Payne
3/12/2021	Occupancy Inspection		116 Partridge Run Rd., Gibsonia, PA, 15044	116 PARTRIDGE RUN RD	1357-J-192	Passed	William Payne
3/12/2021	Occupancy Inspection		1226 Nicklaus Way, Gibsonia, PA, 15044	1226 NICKLAUS WAY	2011-E-85-1226	Passed	William Payne
3/12/2021	Occupancy Inspection		4709 Valleyfield Dr., Allison Park, PA, 15101	4709 VALLEYFIELD DR	1214-J-33	Passed	William Payne
3/12/2021	Occupancy Inspection		971 Copper Creek Trail, Gibsonia, PA, 15044	971 COPPER CREEK TRAIL	1508-A-22	Passed	William Payne

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 03/01/2021 To 03/31/2021

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
3/15/2021	Occupancy Inspection		103 Lex Lane, Allison Park, PA, 15101	103 LEX LANE	1214-E-317	Passed	William Payne
3/15/2021	Complaint Follow Up		39 DEER ST, TARENTUM, PA, 15084	39 DEER ST	1672-J-110	Passed	William Payne
3/15/2021	Complaint Follow Up		787 HOWES RUN RD, SARVER, PA, 16055	16 / 18 DEER ST	1672-J-51	Failed	William Payne
3/15/2021	Complaint Follow Up		107 PINE ST, RUSSELLTON, PA, 15076	107 PINE ST	1361-S-393	Passed	William Payne
3/15/2021	Complaint Follow Up		27 Deer Street, Tarentum, PA, 15084	27 DEER ST	1672-J-090	Completed	William Payne
3/15/2021	Complaint Follow Up		8 Deer Street, TARENTUM, PA, 15084	8 DEER ST	1672-N-212	Open	William Payne
3/15/2021	Framing		4201 COHASSET LN, ALLISON PARK, PA, 15101	952 COPPER CREEK TRAIL	1508-A-76-B	Passed	William Payne
3/15/2021	Complaint Follow Up		13 CAITLIN DR, GIBSONIA, PA, 15044	13 CAITLIN DR	1358-K-323	Passed	William Payne
3/16/2021	Complaint Follow Up		992 DEER CREEK RD, GIBSONIA, PA, 15044	992 DEER CREEK RD	2193-K-321	Failed	William Payne
3/16/2021	Occupancy Inspection		4361 Gibsonia Rd., Gibsonia, PA, 15044	4361 Gibsonia Road	1508-S-50	Passed	William Payne
3/16/2021	Occupancy Inspection		358 W. Starz Rd., Gibsonia, PA, 15044	358 WEST STARZ RD	1510-L-252	Passed	William Payne
3/16/2021	Occupancy Inspection		358 W. Starz Rd., Gibsonia, PA, 15044	358 WEST STARZ RD	1510-L-252	Passed	William Payne
3/16/2021	Occupancy Inspection		4361 Gibsonia Rd., Gibsonia, PA, 15044	4361 Gibsonia Road	1508-S-50	Passed	William Payne
3/17/2021	Complaint Follow Up		6 MCKRELL RD, RUSSELLTON, PA, 15076	23 MCKRELL RD	1512-S-284	Passed	William Payne
3/17/2021	Foundation		235 KAUFMAN RD, GIBSONIA, PA, 15044	235 KAUFMAN RD	1837-N-239	Passed	
3/18/2021	Occupancy Inspection		3430 Hunteertown Rd., Allison Park, PA, 15101	3430 HUNTERTOWN RD	1213-H-061	Passed	William Payne
3/18/2021	Occupancy Inspection		3430 Hunteertown Rd., Allison Park, PA, 15101	3430 HUNTERTOWN RD	1213-H-061	Passed	William Payne
3/19/2021	Complaint Follow Up		2245 SAXONBURG BLVD, CHESWICK, PA, 15024	2245 SAXONBURG BLVD	1359-D-152	Completed	William Payne
3/19/2021	Complaint Follow Up		992 DEER CREEK RD, GIBSONIA, PA, 15044	992 DEER CREEK RD	2193-K-321	Completed	William Payne
3/19/2021	Framing		2033 Saxonburg Blvd., Tarentum, PA, 15084	2033 SAXONBURG BLVD	1511-F-381	Passed	William Payne
3/22/2021	Fireblocking		2334 E. 43RD ST., ERIE, PA, 16510	5241 MIDDLE RD.	1356-S-273	Passed	William Payne

West Deer Township
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WD Inspection Report
From 03/01/2021 To 03/31/2021

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
3/22/2021	Foundation		235 KAUFMAN RD, GIBSONIA, PA, 15044	235 KAUFMAN RD	1837-N-239	Passed	William Payne
3/22/2021	Complaint Follow Up		26 Magill Dr., Cheswick, PA, 15024	26 MAGILL DR	1511-P-125	Completed	William Payne
3/22/2021	Site Inspection		18 SHEPHARD RD, GIBSONIA, PA, 15044	18 SHEPHARD RD	1834-S-365	Completed	William Payne
3/22/2021	Salvage Yard		49 BAIRDFORD RD, GIBSONIA, PA, 15044	49 BAIRDFORD RD	2010-J-84	Passed	William Payne
3/23/2021	Occupancy Inspection		203 McKrell Rd., Tarentum, PA, 15084	203 MCKRELL RD	1512-A-311	Passed	William Payne
3/23/2021	Occupancy Inspection		203 McKrell Rd., Tarentum, PA, 15084	203 MCKRELL RD	1512-A-311	Passed	William Payne
3/24/2021	Complaint Follow Up		465 BAIRDFORD RD, BAIRDFORD, PA, 15006	104 PINE ST	1361-S-382	Passed	William Payne
3/24/2021	Complaint Follow Up		130 SAXONBURG BLVD, TARENTUM, PA, 15084	1523 SAXONBURG BLVD	2013-G-207	Completed	William Payne
3/24/2021	Complaint Follow Up		1843 MAIN ST., SHARPSBURG, PA, 15215	56 KAUFMAN RD	1669-A-291	Failed	William Payne
3/24/2021	Framing		121 GLASGOW RD., GIBSONIA, PA, 15044	121 GLASGOW RD	2192-G-325	Passed	William Payne
3/25/2021	Complaint Follow Up		130 SAXONBURG BLVD, TARENTUM, PA, 15084	1523 SAXONBURG BLVD	2013-G-207	Passed	William Payne
3/25/2021	Complaint Follow Up		130 SAXONBURG BLVD, TARENTUM, PA, 15084	1523 SAXONBURG BLVD	2013-G-207	Failed	William Payne
3/25/2021	Complaint Follow Up		259 SHUSTER RD, GIBSONIA, PA, 15044	12 SKYLINE DR	8000-T-3369	Passed	William Payne
3/26/2021	Occupancy Inspection		211 Tyler Court, Gibsonia, PA, 15044	211 TYLER CT	1357-P-027	Completed	William Payne
3/26/2021	Occupancy Inspection		30 Crest St., Russellton, PA, 15076	30 CREST ST	1512-S-377	Passed	William Payne
3/26/2021	Complaint Follow Up		992 DEER CREEK RD, GIBSONIA, PA, 15044	992 DEER CREEK RD	2193-K-321	Failed	William Payne
3/26/2021	Footer		23 WINDY KNOLL, GIBSONIA, PA, 15044	23 WINDY KNOLL	1834-B-036	Passed	William Payne
3/26/2021	Occupancy Inspection		30 Crest St., Russellton, PA, 15076	30 CREST ST	1512-S-377	Passed	William Payne
3/26/2021	Occupancy Inspection		4822 SPRING VALLEY DR, ALLISON PARK, PA, 15101	4822 SPRING VALLEY DR	1213-M-257	Completed	William Payne
3/26/2021	Occupancy Inspection		211 Tyler Court, Gibsonia, PA, 15044	211 TYLER CT	1357-P-027	Completed	William Payne
3/29/2021	Complaint Follow Up		3746 CEDAR RIDGE RD, ALLISON PARK, PA, 15101	3746 CEDAR RIDGE RD	1215-J-201	Completed	William Payne

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

**WD Inspection Report
From 03/01/2021 To 03/31/2021**

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
3/30/2021	Drywall		2334 E. 43RD ST., ERIE, PA, 16510	5241 MIDDLE RD.	1356-S-273	Passed	William Payne
3/31/2021	Complaint Follow Up		992 DEER CREEK RD, GIBSONIA, PA, 15044	992 DEER CREEK RD	2193-K-321	Cancelled	William Payne

West Deer Township
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WD Inspection Report
From 03/01/2021 To 03/31/2021

Count by Type

Type	Count
Complaint Follow Up	29
Drywall	1
Fireblocking	5
Floodplain	1
Footer	5
Foundation	2
Framing	4
Insulation	4
Occupancy Inspection	17
Salvage Yard	1
Site Inspection	4
Total:	73

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 03/01/2021 To 03/31/2021

Count by Status

Status	Count
Cancelled	1
Completed	18
Failed	8
Open	1
Passed	45
Total:	73



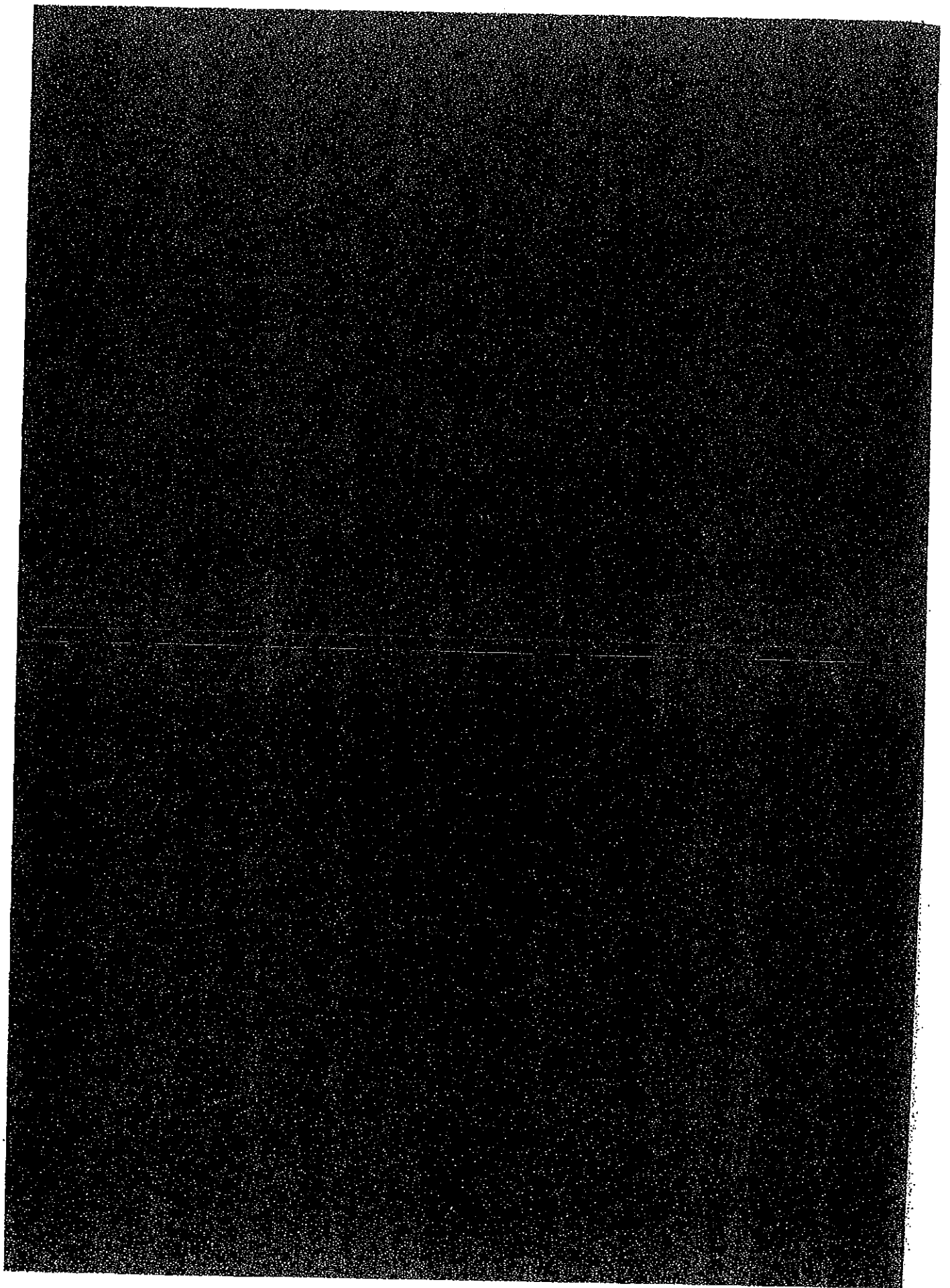
PROJECT STATUS

MARCH 2021

WEST DEER TOWNSHIP

PROJECT	STATUS
Dionysus Gas Well	Extension granted to 06.30.2021; (For Public Hearing)
Leto Gas Well	Extension granted to 06.30.2021; (For Public Hearing)
Ballfield Complex - Vrabel	In Construction: Physical Therapy Buildout
McIntyre Heights	BOS Approved Land Development; Next Step Site Work
Copper Creek	In Construction
Hunt Club	Completed; Roads In Progress to be Taken over by Twp.
Oakwood Heights	BOS Approved Land Development: Next Step Site Work
Eastview Farms	BOS Approved Preliminary Site Plan: Zoning Change Granted to R-1. Next step – Site Work.

PROJECT	STATUS
Lavrigh Lot line Revision	In Progress: Ready to Record Plan
10 Greentree Lane Lot line revision	In Progress: Ready to Record Plan
Moretti Plan of Lots No. 3	Subdivision Application Approved in Planning 3.25.2021
910 Flex Building	Lot Line revision, Land Development Application in Planning 4.22.2021.
Leo's Landscape	BOS Approved Land Development: Awaiting Building Permit Application.



PARKS AND RECREATION BOARD REPORT

ATTACHED IS THE PARKS AND RECREATION BOARD REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

Parks & Recreation Report

April 21, 2021

Our last meeting was March 24th.

Proposed 2021 Events (hopefully more will be added and these are subject to change)

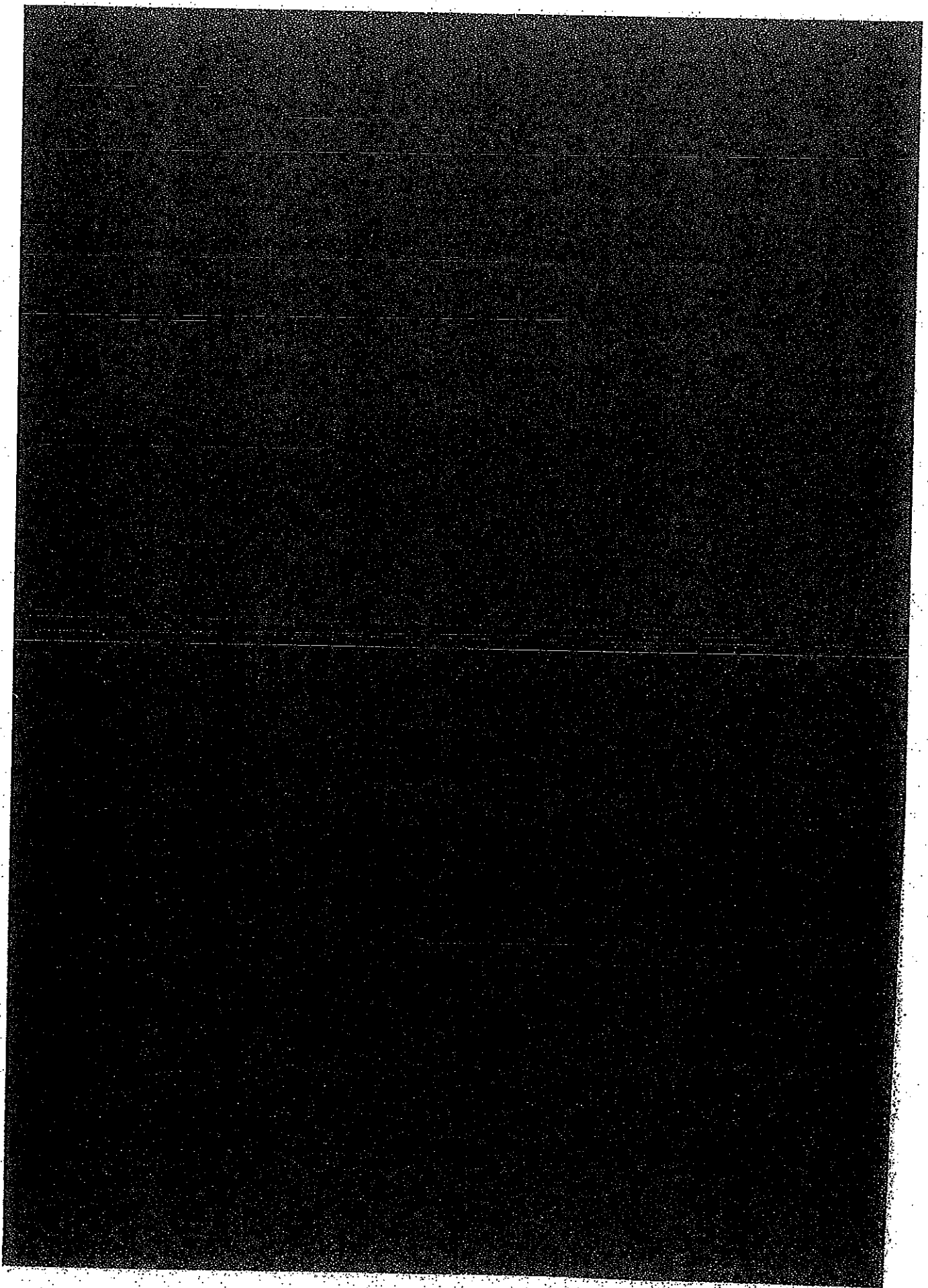
- May 27th – Food Truck Event at Nike Site Park
- June 4th – Movie in the Park at Bairdford Park
- July 16th - Movie in the Park at Bairdford Park
- August 20st - Movie in the Park at Bairdford Park
- October 16th - Fall Festival at Bairdford Park

Easter Bunny Drive Around - A big thank you to Mrs. Jordan, her son Jake, and Officer Burke for helping to make this happen again this year. We are looking forward to having our annual Egg Hunt next year!

Farmers Market - The Parks and Recreation Committee has determined that it will not be able to offer a West Deer Farmers Market for the 2021 growing season. The main reason for his decision is the lack of interest from local farms and related vendors. Over the course of several months, the Committee reached out to various local farms and vendors to gauge interest in a Farmers Market. It was to be located at Bairdford Park, to take place on the first Thursday of every month, May through September, from 3-6 pm. We explained that there would be no entry fee for farmers/vendors, and that we asked that they bring their own table, tent, and/or other equipment they may need for their particular business. We coordinated within the Committee to ensure that at least one member of the Committee would be physically present for each of the Farmers Market days to act as coordinator/point person. The list of farms and vendors we contacted included Blackberry Meadows Farm, Harvest Valley Farms, Misera Farmstand, Dillner Family Farm, Russellton Bee Works, Strange Roots, Norman's Orchard, Freedom Farms, Batch, and Lucky Sign Spirits. Of all of these farms and vendors, only Lucky Sign Spirits replied "yes" to our inquiries of interest in participating in the West Deer Farmers Market; everyone else either was not interested, or did not reply to our inquiries. The main point of feedback we received from the farms and vendors we contacted was that they were already committed to other local farmers markets for the year, and that they didn't have the time, inventory, and/or staff to take on another farmers market. We also heard that farms are hesitant to commit to new farmers markets because it is hard to gauge how successful a new farmers market will be, and therefore it is a gamble as to whether it is worth the farmer's time to participate. The Committee is disappointed by this outcome, and plans to revisit the topic of starting a West Deer Farmers Market next year; perhaps once Covid is in the rearview mirror, we will have better luck getting farms and vendors to participate in our new market. Also, The Penn State Extension Office holds an annual Farmers Market Managers Conference which was cancelled for 2020 due to

Covid and was only offered in a limited fashion online for 2021 also due to Covid. We are hopeful that in 2022 the Conference will be in person and that a few Committee members can attend and learn more about how to make our effort successful for 2022. Lastly, the Committee discussed, in the context of the idea of a "Fall Festival" for 2021, the possibility of inviting local families who grow gardens to participate in a produce and seed swap. We are still in the early phase of considering this option, and need to figure out the logistics, but thought it might be a nice way to allow local families to share and trade their excess harvest and seeds. We know this isn't the same as a Farmers Market, but we would like to offer the community something related to local food this year if possible.

Our next meeting is scheduled for April 28th at 7:00PM.



CDC STEERING COMMITTEE REPORT

MR. MAJERNIK...

ADOPTION: RESOLUTION NO. 2021-5 (EMERGENCY MANAGEMENT COORDINATOR APPOINTMENT)

RESOLUTION NO. 2021-5

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, REQUESTING THE APPOINTMENT OF MICHAEL J. SHURINA AS EMERGENCY MANAGEMENT COORDINATOR FOR THE TOWNSHIP OF WEST DEER.

A COPY OF THE RESOLUTION IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2021-5 REQUESTING THE APPOINTMENT OF MICHAEL J. SHURINA AS EMERGENCY MANAGEMENT COORDINATOR FOR THE TOWNSHIP OF WEST DEER.

MOTION SECOND AYES NAYES

MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MR. KARPUZI	___	___	___	___

**TOWNSHIP OF WEST DEER
ALLEGHENY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2021-5

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, REQUESTING THE APPOINTMENT OF MICHAEL J. SHURINA AS EMERGENCY MANAGEMENT COORDINATOR FOR THE TOWNSHIP OF WEST DEER

WHEREAS, to aid in the protection of the lives and property of its residents and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. Sections 7101 et seq., as amended, it is necessary for the Township of West Deer (the "Township") to recommend to the Governor of the Commonwealth of Pennsylvania that an Emergency Management Coordinator ("EMC") be appointed for the Township; and

WHEREAS, the EMC will carry out the duties of the Township's Emergency Operations Plan for the protection of all residents, businesses, and property within the Township.

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the Township of West Deer, that the Board hereby requests that the Governor of the Commonwealth of Pennsylvania appoint Michael J. Shurina as the Emergency Management Coordinator for the Township of West Deer.

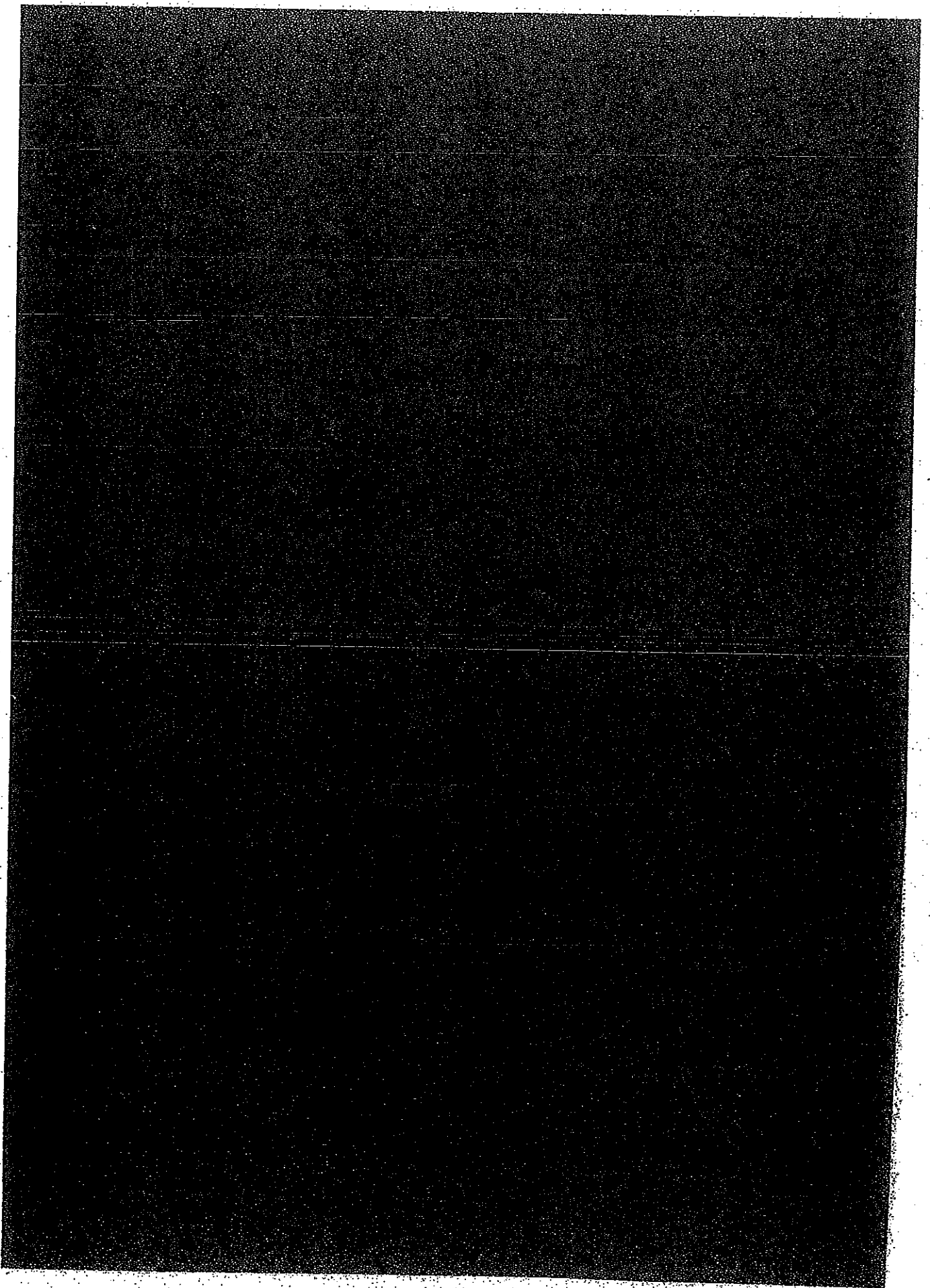
RESOLVED this 21st day of April, 2021, by the Board of Supervisors of the Township of West Deer.

Attest:

Township of West Deer

Daniel J. Mator, Jr., Township Manager

Arlind Karpuzi, Chairperson
Board of Supervisors



ADOPTION: RESOLUTION NO. 2021-6 (INVESTMENT MANAGER APPOINTMENT)

RESOLUTION NO. 2021-6

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPOINTING MANNING & NAPIER ADVISORS, LLC, TO PROVIDE ASSET MANAGEMENT AND INVESTMENT ADVISORY SERVICES FOR THE TOWNSHIP'S POLICE PENSION PLAN AND MUNICIPAL EMPLOYEES PENSION PLAN.

A COPY OF THE RESOLUTION AND MANNING & NAPIER'S AGREEMENT IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2021-6 APPOINTING MANNING & NAPIER ADVISORS, LLC, TO PROVIDE ASSET MANAGEMENT AND INVESTMENT ADVISORY SERVICES FOR THE TOWNSHIP'S POLICE PENSION PLAN AND MUNICIPAL EMPLOYEES PENSION PLAN.

MOTION SECOND AYES NAYES

MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. KARPUI	___	___	___	___

**TOWNSHIP OF WEST DEER
ALLEGHENY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2021-6

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPOINTING MANNING & NAPIER ADVISORS, LLC, TO PROVIDE ASSET MANAGEMENT AND INVESTMENT ADVISORY SERVICES FOR THE TOWNSHIP'S POLICE PENSION PLAN AND MUNICIPAL EMPLOYEES PENSION PLAN

WHEREAS, Act 44 of 2009 sets forth procedures that must be followed by municipal pension systems when procuring professional services contracts; and

WHEREAS, pursuant to Act 44 of 2009, the Township of West Deer advertised a Request for Proposals to determine the most qualified institution to provide asset management and investment advisory services for the Township of West Deer's Police Pension Plan and Municipal Employees Pension Plan; and

WHEREAS, the Board of Supervisors of the Township of West Deer seeks to appoint Manning & Napier Advisors, LLC, as the entity to provide asset management and investment advisory services for the Township of West Deer's Police Pension Plan and Municipal Employees Pension Plan.

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

1. Manning & Napier Advisors, LLC, is hereby appointed as the entity to provide asset management and investment advisory services ("Investment Advisor") for the Township of West Deer's Police Pension Plan and Municipal Employees Pension Plan, subject to the review and approval by the Township Solicitor and the Manager of any and all appropriate agreements, authorizations and related documents.

2. The Township Manager is hereby directed to publish all notices and perform all necessary acts required by Act 44 of 2009 to formalize the appointment of Manning & Napier Advisors, LLC, as Investment Advisor.

RESOLVED this 21st day of April, 2021 by the Board of Supervisors of the Township of West Deer.

Attest:

Township of West Deer

Daniel J. Mator, Jr., Township Manager

Arlind Karpuzi, Chairperson
Board of Supervisors

Independent Perspective.
Real-World Solutions.



Investment Management Proposal

February 17, 2021

Presented to
West Deer Township

Contents

- I. Investment Manager Questionnaire
- II. Disclosure of Information
- III. Verification
Attachments



I. Investment Management Questionnaire

1. What is your firm's investment philosophy? What in your philosophy do you believe is different than other firms?

For 50 years, our investment approach has been rooted in the following core beliefs:

- A team-based approach - Our analysts and economists work together to understand investment opportunities from both a broad, macro level and a more detailed industry and company level.
- A focus on absolute returns - A focus on price can help investors mitigate permanent loss of capital and is aimed at maximizing absolute returns over the long-term.
- An active and flexible process - As an active manager, we have the flexibility to pursue all opportunities - we are not beholden to any benchmark or predetermined regional, country, or sector allocation.

Manning & Napier believes the ability to respond to ever-changing market and economic conditions provides us with the greatest chance of success in helping clients meet their investment objectives. This means we have flexibility within our investment strategies to make decisions based on the prevailing environment that we believe are in the best interest of our clients' long-term goals. We call this approach to investing "benchmark agnostic" as we believe investment decisions should follow our fundamental investment disciplines, rather than being driven by an index. Our investment decisions are made according to disciplines that are rooted in fundamental, economic, and empirical research and have withstood the test of time through various market environments since the firm's inception in 1970. A flexible, yet disciplined approach to investment management represents the cornerstone of our firm and is what sets Manning & Napier apart from many others in the industry.

Manning & Napier also believes in a team-based approach to making investment decisions. The firm was founded on this belief and it is constantly reinforced through our hiring and training procedures within our Research Department, which provides the depth of experience required to make investment decisions and manage portfolios as well as the breadth of coverage necessary to invest in today's markets. We believe a focus on a team-based approach leads to investment processes and decisions that are more repeatable, while at the same time protecting clients from the impacts of staff turnover. We believe the collective efforts of our entire Research Department enhance overall investment decisions and have served our clients well for 50 years.

2. How many Pennsylvania municipal defined benefit pension plans do you currently manage and what are their total assets you manage? What is the amount of total assets you manage of all municipal plans?

Manning & Napier manages 13 Pennsylvania municipal defined benefit pension plan accounts totaling \$133.85 million in assets under management (AUM). Firmwide, we manage 47 municipal accounts totaling \$560.75 million in AUM.

3. How long have you been managing municipal defined benefit plans? What do you think are the current challenges with managing municipal pensions plans?

Manning & Napier has been managing defined benefits plans for nearly 50 years and our longest tenured municipal defined benefit plan has been with the firm since the late 1990s.

We recognize the fact that municipal pension plans represent long-term liabilities and have real return targets. Historically, fixed income investments have been able to account for a decent portion of those returns, but in today's low yield environment municipal pension plans have turned to equities and are taking on more risk to meet their obligations.

Our active investment approach allows flexibility to adjust a portfolio's allocation among sectors and securities as market and/or economic conditions change. We recognize that no single asset mix is likely to be appropriate in all market environments and that the current market environment has an impact on future expected returns and risk exposures. Because Manning & Napier views asset allocation as a primary tool for managing risk in a changing market environment, our approach allows flexibility to adjust a portfolio's asset allocation as market and/or economic conditions change. Our active asset allocation process is dynamic, as opposed to either a strategic or tactical framework, and relies upon the firm's proprietary stock selection strategies. This process has been in place since the firm's founding in 1970.

4. Provide actual examples illustrating the performance history of defined benefit plans that you have managed? These numbers should be provided on a calendar year basis, and illustrate composite returns for the last one, three, five, and ten calendar years.

Performance is provided at the composite, rather than at the individual portfolio, level. We keep dispersion among accounts within the same investment strategy to a minimum as accounts are managed uniformly. Typically, the only differences between accounts invested through similar strategies are due to client-imposed restrictions and/or cash flows.

Please find below the requested performance for the Long-Term Growth Composite over the time periods requested versus its primary blended benchmark:

	Long-Term Growth Composite (Gross-of-Fee Returns)	Long-Term Growth Composite (Net-of-Fees)	Blended Benchmark
1 Year	19.62%	18.66%	14.10%
3 Year	11.73%	10.92%	9.37%
5 Year	10.93%	10.19%	9.77%
10 Year	8.79%	8.07%	8.20%

The Manning & Napier Long-Term Growth Composite is a weighted average of discretionary separately managed accounts, and may include proprietary mutual fund and collective investment trust accounts with a Long-Term Growth objective. Accounts in this composite must have a market value greater than \$500,000 and tenure of at least one month under our management. Long-Term Growth is a blended investment objective that invests in equities, primarily U.S. with some non-U.S., and fixed income securities. The primary investment objective of accounts in this composite is long-term growth, and the secondary objective is preservation of capital. Equity exposure for accounts in this composite typically ranges from 30% to 80% with situational adjustments within this range at our discretion. This composite includes separately managed accounts that may have a portion of their assets invested in proprietary asset class mutual funds, which may be declined or may not be permitted through the selection of some custodial programs. Past performance does not guarantee future results. All data are subject to revision. Performance for periods greater than one year is annualized. Gross-of-fee returns are after brokerage commissions and reinvested income, but before advisory fees. Advisory fees will impact the actual dollar amount earned by the portfolio over time. For example, one dollar earning an annual return of 10% over three years and paying an annual fee of 1% would be worth \$1.33 before advisory fees and \$1.29 after advisory

fees. A full description of advisory fees is available in Manning & Napier's Form ADV Part 2A. Net-of-fee returns are based off of actual fees. They are after brokerage commissions, reinvested income, advisory fees, and if applicable, the fees of the Investor's Personal Financial Advisor, but before custodian costs. Also, accounts subject to solicitation fees may incur as much as 0.15% in additional expenses. Fees will vary with size and circumstances and these fee differentials would impact returns accordingly. The 40/15/45 Blended Index is 40% Russell 3000[®] Index (Russell 3000), 15% MSCI ACWI ex USA Index (ACWIxUS), and 45% Bloomberg Barclays U.S. Aggregate Bond Index (BAB). Russell 3000 is an unmanaged index that consists of 3,000 of the largest U.S. companies based on total market capitalization. Index returns are based on a market capitalization weighted average of relative price changes of the component stocks plus dividends whose reinvestments are compounded daily. Index returns provided by Bloomberg. ACWIxUS is designed to measure large and mid-cap representation across 22 of 23 Developed Markets countries (excluding the U.S.) and 27 Emerging Markets countries. The Index is denominated in U.S. dollars. The Index returns are net of withholding taxes. They assume daily reinvestment of net dividends thus accounting for any applicable dividend taxation. Index returns provided by Bloomberg. Index returns provided by Bloomberg. BAB is an unmanaged, market value-weighted index of U.S. domestic investment-grade debt issues, including government, corporate, asset-backed and mortgage-backed securities with maturities of one year or more. Index returns provided by Interactive Data. The returns of the indices do not reflect any fees or expenses. Returns provided are calculated monthly using a blended allocation.

5. The current allocation is 50% Equity and 50% Fixed. Show your proposed portfolio for this allocation compared with a relative benchmark for one, three, and five calendar years. Would you recommend this 50/50 allocation mix?

Based on a 50% equity / 50% fixed income allocation, we recommend a continuation of the Township's separate account management through our Long-Term Growth strategy, which is our flagship multi-asset class strategy. With an equity range of 30% - 80%, the Long-Term Growth strategy is a mix of stocks and bonds with situational adjustments to allocation at our discretion. The exact mix will depend on the extent to which we can find equities that meet our proprietary investment disciplines. Under conditions of strong growth and/or low valuations there will tend to be more equities that meet our disciplines, and thus a higher allocation to stocks. Under weaker growth and/or high valuation environments there will tend to be fewer equities that meet our disciplines, and thus a lower allocation to stocks. Because these disciplines are applied on a security-by-security basis, and relate to both buying and selling equities, allocation changes tend to occur incrementally. This is designed to help shield the portfolio from the risks of extreme market shifts.

Performance figures for the Long-Term Growth Composite are reported in the previous response.

6. The current Custodian is PNC Bank. Describe how you would coordinate with PNC Bank and how the communication will occur?

Manning & Napier works with dozens of different bank and brokerage custodians, including PNC Bank.

On behalf of our clients, Manning & Napier monitors each custodial statement to ensure that the custodial record is accurate; we reconcile cash and transactions against the custodian's records monthly, and we reconcile assets quarterly. We will notify the custodian of any missing or incorrect data, and monitor the errors until they are resolved.

7. Are your returns calculated in compliance with GIPS?

Yes. Manning & Napier claims compliance with GIPS, formerly AIMR Performance Standards (AIMR-PPS[®]), since 01/01/1993. The firm has been verified by an independent third party for the period of 01/01/2001 through 12/31/2019.

Additionally, Manning & Napier's Long-Term Growth Composite has been examined for GIPS compliance by an independent third party for the period of 01/01/1999 through 12/31/2019. Please see the attached

8. Provide the name and title of everyone who would be providing professional services to the Township, including the firm's advisors and subcontractors, along with a description of the responsibilities of everyone performing work and information about their qualifications.

Your primary contact will continue to be David Immonen, Senior Financial Consultant. He is supported by Teyonna Harris, Financial Consultant, Jennifer Rohring, Senior Wealth Management Specialist, and Emily Westlake, Wealth Management Assistant.

David is responsible for coordinating all aspects of client relationships with Manning & Napier, with an emphasis in the Western Pennsylvania area. Dave joined Manning & Napier in 2005 and has over 20 years of investment experience. He earned a BA in Economics from the University of Notre Dame and his MBA with a concentration in Finance and Investments from The George Washington University. He also holds Series 3, 6, 7, 30, and 63 licenses, and is a CFA® charterholder.

Teyonna is responsible for coordinating all aspects of client relationships with Manning & Napier, with an emphasis in the Western Pennsylvania area. Teyonna joined the firm in 2020 and has over 10 years of industry experience. She earned her BA from Edinboro University in Edinboro, Pennsylvania and holds Series 7 and 66 licenses.

Jennifer works to organize the creation of new accounts, prepare performance information, and process client requests. She is available to research and answer any technical questions or requests. Jennifer acts as a liaison between the client, various operational areas, and with Dave to facilitate active servicing of your relationship. Prior to joining Manning & Napier in 2011, Jennifer was a registered representative for a broker/dealer in Rochester, N.Y. She earned her BBA concentrating in Marketing from Ohio University.

Emily maintains primary contact with Dave, facilitating scheduling and itineraries. Emily is the general coordinator of Dave's activities. Additionally, she can assist you with general information regarding your account or refer you to the appropriate contact person. She started her career with Manning & Napier in 2009 and brings several years of customer service experience to the team.

9. Provide a detailed description of proposed fees and costs for the defined benefit plan. These should be clearly broken down between investment/advisory services, clearing and custody services as well as any fees for a third-party administrator, and as stated above, include all direct and indirect fees.

We are able to offer management of the Township's plans at a flat annual rate of 65bps.

This fee represents all charges for investment management and does not include custody fees and/or brokerage commissions, these would be independent of Manning & Napier.

Separately managed accounts are subject to paying an investment management fee on the account's total market value. When our proprietary mutual funds are used within a separately managed account, clients are subject to paying only the operating expenses of each fund, which are typically less than 10bps per fund.

Please refer to our Form ADV Part 2A at www.manning-napier.com for information on product minimums and fees.

10. Provide a list at least five municipal defined benefit plan references and contact information for whom you provide services like those being requested in this RFP, at least one of which must be in Pennsylvania.

Town of McCandless Police Pension Plan

Bob Grimm, Town Manager

rgrimm@townofmccandless.org

(412) 364-0616 x120

Borough of Oakmont Police and General Employee's Pension Plan

Scot Fodi, Borough Manager

boroughmanager@oakmontborough.com

(412) 828-3232

Turtle Creek Police Pension plan

Nick Bianchi, Council President

(412) 824-2500

Indian River Shores Firefighters & Police Officers Pension Fund

Sgt. Bart Crosby, Chairman

bart0948@gmail.com

(772) 231-2451

City of Kissimmee

Linda Gomez, Pension Coordinator

Linda.Gomez@kissimmee.gov

(407) 518-2374

II. Disclosure of Information for Prospective Professional Service Provider to Municipal Pension System

The following disclosure information is required under Act 44 of 2009. Failure to fully comply with these requirements may void any contract with the municipal pension system.

Answer the following questions pertaining to any individuals who will be providing services under the proposed contract.

1. **Are any of them current or former officials or employees of West Deer Township?**

No.

2. **Are any a registered federal or state lobbyist?**

No.

3. **Have any contributed in the past two years to a municipal official or candidate for office at West Deer Township?**

No.

4. **Do any have a direct financial, commercial, or business relationship with any official of West Deer Township or the municipal pension system?**

Manning & Napier currently manages the West Deer Township portfolio through our Long-Term Growth strategy; there are no other relationships with any official of West Deer Township or the municipal pension system.

Answer the following regarding all your firm and affiliated entities.

1. **On an attached sheet of paper, disclose all contributions from you or an "affiliated entity" (as defined in Act 44 of 2009) to which all of the following apply:**
 - a. **The contribution was made within the last five years.**
 - b. **The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the firm or "affiliated entity."**
 - c. **The amount of the contribution was at least \$500 in the form of**
 - i. **a single contribution by a person in subparagraph (b) above; or**
 - ii. **the aggregate of all contributions by all persons listed in subparagraph (b) above.**
 - d. **The contribution was made to:**
 - i. **a candidate for any public office in the Commonwealth or to an individual who holds that office; or**

ii. a political committee of a candidate for public office in the Commonwealth or of an individual who holds that office.

e. The disclosures made under this subsection shall be updated annually.

Neither Manning & Napier nor any of our affiliates made any such contributions.

2. For each contribution disclosed in your answer to No. 1 above, please provide the following information:

- a. the name and address of the contributor;**
- b. the contributor's relationship to the Contractor;**
- c. the name and office or position of each person receiving a contribution;**
- d. the amount of the contribution; and the date of the contribution.**

Not applicable.

3. Disclose any gifts given by you or an "affiliated entity" to an official or employee of the municipal pension system or the municipality which controls the municipal pension system.

No such gifts were given.

List any additional potential or actual conflicts of interest that may exist relative to contracting of services with West Deer Township.

No such conflicts of interest are known.

III. Verification

I, Jessica Kushner, hereby state that I am Chief Compliance Officer
for Manning & Napier Advisors, LLC and I am authorized to make this verification.

I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for Entities Providing Professional Services to West Deer Township Pension System are true and correct to the best of my knowledge, information, and belief. I also understand that knowingly making material misstatements or omissions in this form could subject the responding Applicant to the penalties in Section 705-A(e) of Act 44.

I understand that false statements herein are made subject to the penalties of 18 P.A.C.S. § 4904 relating to unsworn falsification to authorities.

Jessica Kushner

Signature

02/16/2021

Date

**Manning & Napier Advisors, LLC
Verification and Long-Term Growth Composite Performance
Examination Report**

December 31, 2019



Verification and Performance Examination Report

Manning & Napier Advisors, LLC

We have verified whether Manning & Napier Advisors, LLC (the "Firm") (1) has complied with all the composite construction requirements of the Global Investment Performance Standards (GIPS®) on a firm-wide basis for the periods from January 1, 2017 through December 31, 2019, and (2) designed its policies and procedures to calculate and present performance in compliance with the GIPS standards as of December 31, 2019. We have also conducted a performance examination of the Firm's Long-Term Growth Composite for the periods from January 1, 2017 through December 31, 2019. The Firm's management is responsible for compliance with the GIPS standards and the design of its policies and procedures and for the Long-Term Growth Composite's compliant presentation. Our responsibility is to express an opinion based on our verification and performance examination. We conducted this verification and performance examination in accordance with the required verification and performance examination procedures of the GIPS standards. We also conducted such other procedures as we considered necessary in the circumstances.

In our opinion, the Firm has, in all material respects:

- Complied with all the composite construction requirements of the GIPS standards on a firm-wide basis for the periods from January 1, 2017 through December 31, 2019; and
- Designed its policies and procedures to calculate and present performance in compliance with the GIPS standards as of December 31, 2019.

Verifications covering the periods from January 1, 2001 through December 31, 2016 were performed by other verification firms, whose reports expressed unqualified opinions thereon.

Also, in our opinion, the Firm has, in all material respects:

- Constructed the Long-Term Growth Composite and calculated the Long-Term Growth Composite's performance for the periods from January 1, 2017 through December 31, 2019 in compliance with the GIPS standards; and
- Prepared and presented the Long-Term Growth Composite's accompanying compliant presentation for the periods from January 1, 2017 through December 31, 2019 in compliance with the GIPS standards.

A performance examination of the Firm's Long-Term Growth Composite covering the periods from January 1, 2012 through December 31, 2016 was performed by another verification firm, whose report expressed an unqualified opinion thereon.

This report does not relate to or provide assurance on any composite compliant presentation of the Firm other than the Firm's Long-Term Growth Composite.

Adviser Compliance Associates, LLC

Adviser Compliance Associates, LLC
ACA Performance Services Division
June 9, 2020

GIPS® - Compliant Presentation Long-Term Growth

Year	Annual Performance		Three Year Standard Deviation		Composite Number of Dispersions		Non-Fee				
	LTG Composite Gross-of-Fee	LTG Composite Net-of-Fee	LTG Composite Gross-of-Fee	LTG Composite Net-of-Fee	Number of Accounts	Composite Assets	Paying Accounts	Assets			
2019	19.53%	18.61%	17.90%	19.46%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	1,574	\$4,452	0.69%	0.01%	5.1%	\$19,571
2018	-2.45%	-3.04%	-3.35%	-4.03%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	1,603	\$4,555	0.55%	0.01%	7.4%	\$20,210
2017	15.43%	14.77%	13.60%	13.77%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	1,830	\$5,535	0.89%	0.01%	4.6%	\$25,157
2016	4.32%	3.72%	5.86%	7.09%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	1,863	\$5,330	0.51%	0.01%	5.8%	\$30,069
2015	-2.54%	-3.09%	0.61%	-0.18%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	1,989	\$6,132	0.56%	0.01%	7.2%	\$35,442
2014	6.12%	5.45%	6.33%	7.10%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	2,109	\$7,015	0.65%	0.01%	7.9%	\$47,802
2013	17.43%	16.63%	14.81%	13.85%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	2,007	\$10,149	0.92%	0.01%	4.7%	\$50,826
2012	13.75%	12.95%	10.68%	11.09%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	1,776	\$8,738	1.23%	0.00%	2.9%	\$45,209
2011	0.04%	-0.66%	1.93%	2.05%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	1,691	\$7,770	0.93%	0.00%	2.9%	\$40,214
2010	13.10%	12.32%	10.25%	11.94%	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	1,633	\$7,342	1.13%	0.00%	3.0%	\$38,836

Manning & Napier Advisors, LLC (Manning & Napier) claims compliance with the Global Investment Performance Standards (GIPS®) and has prepared and presented this report in compliance with the GIPS® standards. Manning & Napier has been independently verified for the periods 01/01/2001 to 12/31/2019. Verification assesses whether (1) the firm has complied with all the composite construction requirements of the GIPS® standards on a firm-wide basis and (2) the firm's policies and procedures are designed to calculate and present performance in compliance with the GIPS® standards. The Manning & Napier Long-Term Growth Composite has been examined for the periods 01/01/1999 to 12/31/2019. The verification and performance examination reports are available upon request. As of August 31, 2017, Manning & Napier (the "Firm") is comprised of Manning & Napier Advisors, LLC ("MNA") and Rainier Investment Management, LLC ("Rainier"). Both MNA and Rainier are independent investment advisors registered with the Securities and Exchange Commission. Previously, the Firm only included MNA. The Firm was rebranded to include Rainier to reflect an expansion of the organization. Firm assets consist of products managed by MNA and Rainier. A copy of the most recent verification report is available upon request. A complete list and description of all composites is available upon request.

The Manning & Napier Long-Term Growth (LTG) Composite is a weighted average of discretionary separately managed accounts, and may include proprietary mutual fund and collective investment trust accounts with a Long-Term Growth objective. Accounts in this composite must have a market value greater than \$500,000 and tenure of at least one month under our management. Long-Term Growth is a blended investment objective that invests in equities, primarily U.S. and fixed income securities. The primary investment objective of accounts in this composite is long-term growth, and the secondary objective is preservation of capital. Equity exposure for accounts in this composite typically ranges from 30% to 80%, with situational adjustments within this range at our discretion. This composite includes separately managed accounts that may have a portion of their assets invested in proprietary asset class mutual funds, which may be declined or may not be permitted through the selection of some custodial programs. Prior to 01/01/2009, proprietary mutual fund and collective investment trust accounts with a Long-Term Growth objective were excluded from the composite. Beginning on 12/31/2019, the secondary benchmark was added in an effort to provide taxable accounts with greater context regarding the fixed income component of their portfolio. The composite was created on 01/01/1993 and has an inception date of 01/01/1973.

Gross-of-fee returns are after brokerage commissions and reinvested income, but before advisory fees. Advisory fees will impact the actual dollar amount earned by the portfolio over time. For example, one dollar earning an annual return of 10% over three years and paying an annual fee of 1% would be worth \$1.33 before advisory fees and \$1.29 after advisory fees. Net-of-fee returns are based off of actual fees. They are after brokerage commissions, reinvested income, advisory fees, and if applicable, the fees of the Investor's Personal Financial Advisor, but before custodian costs. Also, accounts subject to solicitation fees may incur as much as 0.15% in additional expenses. Fees will vary with size and circumstances and these fee differentials would impact returns accordingly. Bundled fees for broker-held accounts include transaction costs, and may include additional service fees charged by the broker. Past performance does not guarantee future results.

For Manning & Napier Direct accounts with over \$25 million upon inception, the annual advisory fees are 1.00% of the first \$2 million (minimum account size \$500,000), 0.75% thereafter. For accounts with over \$25 million upon inception, the annual advisory fees are 0.75% of the first \$50 million (minimum account size \$50,000), 0.65% thereafter. For accounts with over \$25 million upon inception, the annual advisory fees are 0.75% of the first \$50 million (minimum account size \$50,000), 0.65% thereafter. For accounts with over \$25 million upon inception, the annual advisory fees are 0.75% of the first \$50 million (minimum account size \$50,000), 0.65% thereafter. For accounts with over \$25 million upon inception, the annual advisory fees are 0.75% of the first \$50 million (minimum account size \$50,000), 0.65% thereafter. For accounts with over \$25 million upon inception, the annual advisory fees are 0.75% of the first \$50 million (minimum account size \$50,000), 0.65% thereafter. For accounts with over \$25 million upon inception, the annual advisory fees are 0.75% of the first \$50 million (minimum account size \$50,000), 0.65% thereafter.

The primary benchmark for LTG is the 40/15/45 Blended Benchmark (40/15/45 Rus 3000/ACWXUS/BAB) which is represented by 40% Russell 3000, 15% ACWXUS, and 45% BAB. The secondary benchmark for LTG is the 40/15/45 Rus 3000/ACWXUS/ICE 1-12 MB which is represented by 40% Russell 3000, 15% ACWXUS, and 45% ICE 1-12 MB. Due to the active allocation process, actual allocations may vary from benchmarks. Benchmarks shown are a weighted blend of the respective indices. Russell 3000 is an unmanaged index that consists of 3,000 of the largest U.S. companies based on total market capitalization. Index returns are based on a market capitalization-weighted average of relative price changes of the component stocks plus dividends whose reinvestments are compounded daily. Index returns provided by Bloomberg. ACWXUS is designed to measure large and mid-cap representation across 22 of 23 Developed Markets countries (excluding the U.S.) and 26 Emerging Markets countries. The index is denominated in U.S. dollars. The index returns are net of withholding taxes. They assume daily reinvestment of net dividends thus accounting for any applicable dividend taxation. Index returns provided by Bloomberg. BAB is an unmanaged, market value-weighted index of U.S. domestic investment-grade debt issues, including government, corporate, asset-backed, and mortgage-backed securities with maturities of one year or more. Index returns provided by Interactive Data. ICE 1-12 MB is a subset of the ICE BofA U.S. Municipal Securities Index. The Index includes all U.S. dollar denominated investment grade tax-exempt debt with a remaining term to final maturity greater than one year, but less than twelve years. Qualifying securities must have at least 18 months to final maturity at the time of issuance and a fixed coupon schedule. Index returns provided by Interactive Data. Index returns do not reflect any fees or expenses. Returns provided are calculated monthly using a blended allocation.

All figures are computed and reported in USD. Capital gains and dividends from non-U.S. securities are net of withholding taxes. Composite dispersion shown is the asset-weighted standard deviation of annual account returns for accounts included in the composite for the entire calendar year. Additional information regarding policies for valuing portfolios, calculating performance, and preparing compliant presentations is available upon request. The three year annualized standard deviation measures the variability of the composite's and the benchmark's returns over the preceding 36-month period. For 2011 and later, the standard deviation is N/A for any required periods without 36 trailing monthly composite returns. For periods prior to 2011, standard deviation is not required and has been marked N/A.

Amended Schedule A

INVESTMENT MANAGEMENT CAPITAL APPRECIATION ANNUAL FLAT FEE BASIS

0.60% of the first \$5,000,000
0.55% of the market value in excess of \$5,000,000

The fees due MANNING & NAPIER ADVISORS, LLC for the below referenced account shall be pre-paid every six months at one-half the annual rates indicated above based upon the total asset value of the portfolio. The initial fee, which may be for a period of time other than six months, will be based upon the asset value on or about the first trading date. Subsequent fees will be based upon the asset value of the portfolio as of the last calendar day of the month immediately preceding the billing period. The Custodian of the Account will deduct this fee from the Account and pay MANNING & NAPIER ADVISORS, LLC according to the above schedule within 30 days. This Fee Schedule is predicated upon MANNING & NAPIER ADVISORS, LLC selecting the broker(s) to execute transactions.

In the event that this Agreement is terminated, any unearned portion of the fee shall be refunded to the Plan.

Certain securities purchased, including mutual funds and exchange-trade funds, shall also charge expenses as reflected in the net asset value of the units or shares purchased.

Yes, I would like to receive a copy of the bills paid by the custodian.

Account Name: West Deer Township Municipal Employees' Pension Plan

Effective: With next invoice following amended date

Amended Date: 04/15/2021

Authorized by: _____

Amended Schedule A

INVESTMENT MANAGEMENT CAPITAL APPRECIATION ANNUAL FLAT FEE BASIS

0.60% of the first \$5,000,000
0.55% of the market value in excess of \$5,000,000

The fees due MANNING & NAPIER ADVISORS, LLC for the below referenced account shall be pre-paid every six months at one-half the annual rates indicated above based upon the total asset value of the portfolio. The initial fee, which may be for a period of time other than six months, will be based upon the asset value on or about the first trading date. Subsequent fees will be based upon the asset value of the portfolio as of the last calendar day of the month immediately preceding the billing period. The Custodian of the Account will deduct this fee from the Account and pay MANNING & NAPIER ADVISORS, LLC according to the above schedule within 30 days. This Fee Schedule is predicated upon MANNING & NAPIER ADVISORS, LLC selecting the broker(s) to execute transactions.

In the event that this Agreement is terminated, any unearned portion of the fee shall be refunded to the Plan.

Certain securities purchased, including mutual funds and exchange-trade funds, shall also charge expenses as reflected in the net asset value of the units or shares purchased.

Yes, I would like to receive a copy of the bills paid by the custodian.

Account Name: West Deer Township Police Pension Plan

Effective: With next invoice following amended date

Amended Date: 04/15/2021

Authorized by: _____

