

ADOPTION: RESOLUTION NO. 2021-7 (PENSION PLAN ADMINISTRATOR APPOINTMENT)

RESOLUTION NO. 2021-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, RATIFYING THE APPOINTMENT OF TOWNSHIP MANAGER DANIEL J. MATOR, JR. AS PENSION PLAN ADMINISTRATOR

A COPY OF THE RESOLUTION IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2021-7 RATIFYING THE APPOINTMENT OF TOWNSHIP MANAGER DANIEL J. MATOR, JR. AS PENSION PLAN ADMINISTRATOR.

MOTION SECOND AYES NAYES

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

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

RESOLUTION NO. 2021-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, RATIFYING THE APPOINTMENT OF TOWNSHIP MANAGER DANIEL J. MATOR, JR. AS PENSION PLAN ADMINISTRATOR

WHEREAS, Township Manager Daniel Mator has been serving as the Pension Plan Administrator 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 formally reaffirm and ratify the appointment of Daniel Mator as the Pension Plan Administrator 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, that the appointment of Township Manager Daniel J. Mator, Jr. as the Pension Plan Administrator for the Township of West Deer's Police Pension Plan and Municipal Employees Pension Plan is hereby ratified and reaffirmed and that such Pension Plan Administrator is authorized and directed to administer the plans in accordance with the Pension Plan documents and applicable law.

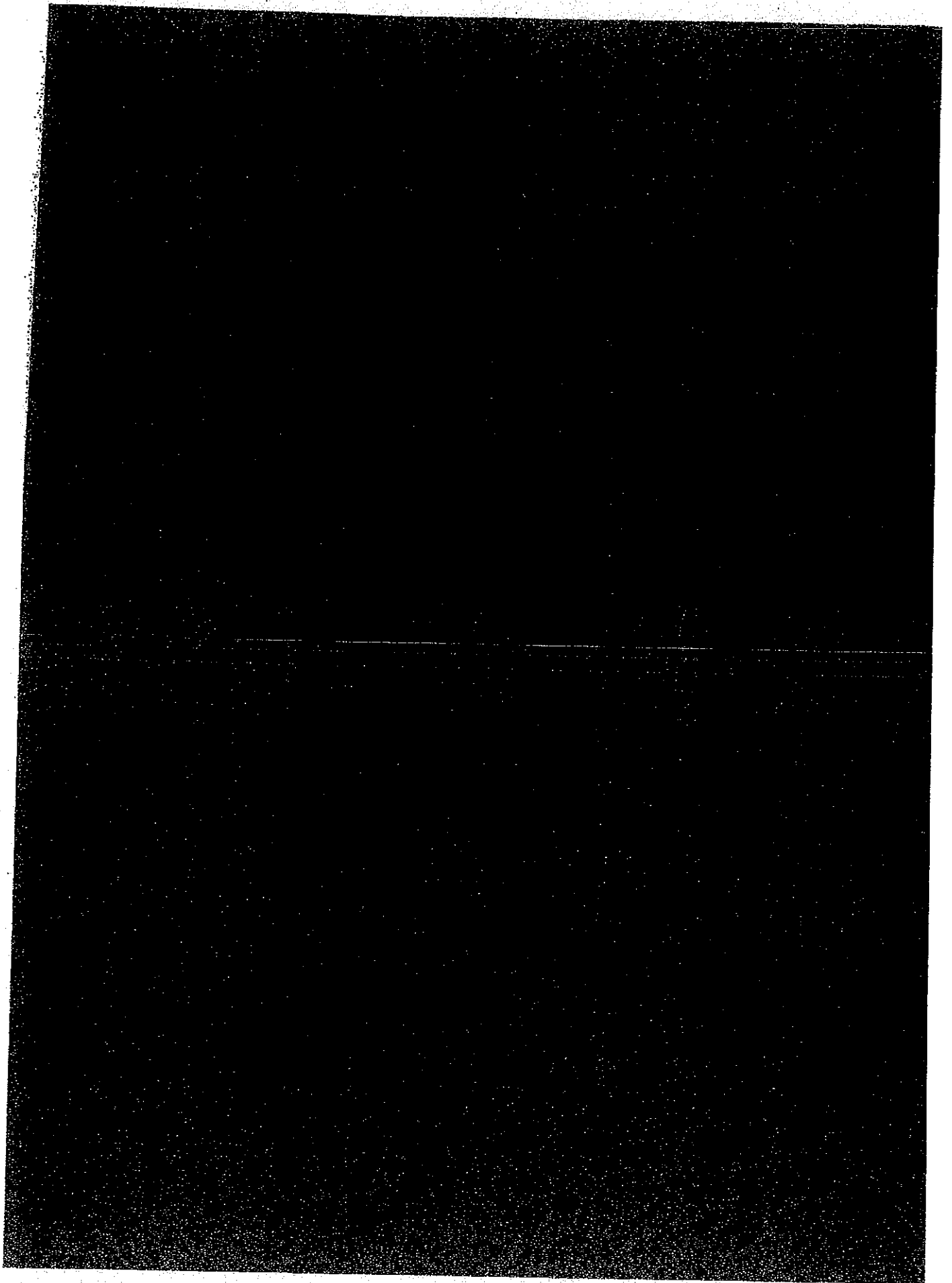
RESOLVED this 21st day of April, 2021 by the Board of Supervisors of the Township of West Deer.

Attest:

Township of West Deer

Daniel J. Mator, Jr., Township Manager

Arlind Karpuzi, Chairperson
Board of Supervisors



ADOPTION: RESOLUTION NO. 2021-8 (OAKWOOD HEIGHTS SEWAGE PLANNING MODULE)

RESOLUTION NO. 2021-8

RESOLUTION 2021-8 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE OAKWOOD HEIGHTS SUBDIVISION PLAN LOCATED AT ASHLEY ROAD, GIBSONIA, PA IN THE R-RURAL ESTATE ZONING DISTRICT.

(SEE ATTACHED)

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

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2021-8 APPROVING THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE OAKWOOD HEIGHTS SUBDIVISION PLAN.

MOTION SECOND AYES NAYES

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

RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

2021-8

RESOLUTION OF THE SUPERVISORS of WEST DEER TOWNSHIP, ALLEGHENY COUNTY, PENNSYLVANIA
(hereinafter "the municipality").

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

WHEREAS Oakwood Heights 2, LLC has proposed the development of a parcel of land identified as
land developer

Oakwood Heights, and described in the attached Sewage Facilities Planning Module, and
name of subdivision

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

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

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

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

I _____, Secretary, West Deer
(Signature)

Township Board of Supervisors, hereby certify that the foregoing is a true copy of

the Township Resolution # 2021-8, adopted, April 21, 2021.

Municipal Address:

West Deer Township
109 East Union Road
Cheswick, PA 15024
Telephone 724-265-3680

Seal of
Governing Body



**TRANSMITTAL LETTER
FOR SEWAGE FACILITIES PLANNING MODULE**

DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) USE ONLY				
DEP CODE #	CLIENT ID #	SITE ID #	APS ID #	AUTH. ID #
02948-20-002				

TO: Approving Agency (DEP or delegated local agency) Date 4/21/21
Pennsylvania Dept. of Environmental Protection
400 Waterfront Drive
Pittsburgh, PA 15222

Dear Sir/Madam:

Attached please find a completed sewage facilities planning module prepared by The Gateway Engineers, Inc. (Name)
for Oakwood Heights
(Title) (Name)
a subdivision, commercial, or industrial facility located in West Deer Township

Allegheny County.
(City, Borough, Township)

Check one

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

OR

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

Check Boxes

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

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

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

Daniel J. Mator Jr.

Municipal Secretary (print)

Signature

Date



SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005

Telephone: 724-869-9560

Email: info@shoupengineering.com

April 13, 2021

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

Re: Oakwood Heights Phase 2
Sewage Facilities Planning Module

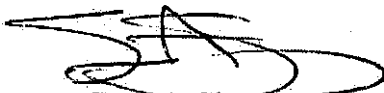
Dear Mr. Mator,

I have reviewed the Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module for the Oakwood Heights Phase 2 development and have found the same to be complete and in proper order. I am in a position to therefore recommend that the Township Board of Supervisors adopt the enclosed resolution approving the planning module.

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

Sincerely,

SHOUP ENGINEERING INC.



Scott A. Shoup, P.E.



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GATEWAY ENGINEERS

100 MCMORRIS ROAD
PITTSBURGH, PA 15205-9401
412.921.4030 PHONE
855.634.9284 TOLL-FREE
412.921.9960 FAX

GatewayEngineers.com

March 8, 2021
C-16235-0009

West Deer Township
109 East Union Road
Cheswick, PA 15024

Attn: Daniel Mator – Township Manager

Re: Oakwood Heights
West Deer Township
Allegheny County, PA
***Request to Review Sewage Facilities Planning Module – Component 4A Municipal
Planning Agency Review, Revision to Act 537 Plan – Resolution for Plan Revision, and
Transmittal Letter for Sewage Facilities Planning Module***

Dear Mr. Mator:

Please find attached the Sewage Facilities Planning Module Component 3 along with the Utility plan and various other supportive information for the proposed phase of the Oakwood Heights residential subdivision. The project proposes a residential development with 77 single-family homes, assuming 1 single-family unit is equal to 1 EDU. Accordingly, the projected sewage flow will be approximately 30,800 GPD or 77 EDUs. Sewage from the development will connect to the Deer Creek Drainage Basin Authority's collection system in three locations. From there, sewage will flow to the West Branch Deer Creek Interceptor, and ultimately end up at Allegheny Valley Joint Sewage Authority's Wastewater Treatment Plant.

We are hereby, respectfully requesting that you review the enclosed information and if acceptable, please complete the attached Component 4A, Resolution for Plan Revision, and Transmittal Letter for Sewage Facilities Planning Module. Once completed, please return the documents back to my attention, so that we can submit to DEP.

A FULL-SERVICE CIVIL ENGINEERING FIRM

MUNICIPAL ENGINEERING • LAND DEVELOPMENT • SURVEYING • GIS MAPPING
LANDSCAPE ARCHITECTURE • STRUCTURAL ENGINEERING • TRAFFIC ENGINEERING
ENVIRONMENTAL / ECOLOGICAL • GEOTECHNICAL • INSPECTION / MATERIAL TESTING

MISSION STATEMENT

TO HELP OUR CLIENTS REACH A HIGHER
LEVEL OF SUCCESS THROUGH KNOWLEDGE,
EXPERIENCE AND RESPONSIVENESS.



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March 8th, 2021

C-16235-0009

Page 2 of 2

Thank you for your anticipated cooperation in this matter and if any questions should arise, please do not hesitate to call.

Sincerely,

The Gateway Engineers, Inc.

Baylee K. McFadden, E.I.T.



INSTRUCTIONS FOR COMPLETING COMPONENT 4A MUNICIPAL PLANNING AGENCY REVIEW

Remove and recycle these instructions prior to mailing component to the approving agency.

Background

This component, Component 4, is used to obtain the comments of planning agencies and/or health departments having jurisdiction over the project area. It is used in conjunction with other planning module components appropriate to the characteristics of the project proposed.

Who Should Complete the Component?

The component should be completed by any existing municipal planning agency, county planning agency, planning agency with areawide jurisdiction, and/or health department having jurisdiction over the project site. It is divided into sections to allow for convenient use by the appropriate agencies.

The project sponsor must forward copies of this component, along with supporting components and data, to the appropriate planning agency(ies) and health department(s) (if any) having jurisdiction over the development site. These agencies are responsible for responding to the questions in their respective sections of Component 4, as well as providing whatever additional comments they may wish to provide on the project plan. After the agencies have completed their review, the component will be returned to the applicant. The agencies have 60 days in which to provide comments to the applicant. If the agencies fail to comment within this 60 day period, the applicant may proceed to the next stage of the review without the comments. The use of registered mail or certified mail (return receipt requested) by the applicant when forwarding the module package to the agencies will document a date of receipt.

After receipt of the completed Component 4 from the planning agencies, or following expiration of the 60 day period without comments, the applicant must submit the entire component package to the municipality having jurisdiction over the project area for review and action. If approved by the municipality, the proposed plan, along with the municipal action, will be forwarded to the approving agency (Department of Environmental Protection or delegated local agency). The approving agency, in turn, will either approve the proposed plan, return it as incomplete, or disapprove the plan, based upon the information provided.

Instructions for Completing Planning Agency and/or Health Department Review Component

Section A. Project Name

Enter the project name as it appears on the accompanying sewage facilities planning module component (Component 2, 2m, 3, 3s or 3m).

Section B. Review Schedule

Enter the date the package was received by the reviewing agency, and the date that the review was completed.

Section C. Agency Review

1. Answer the yes/no questions and provide any descriptive information necessary on the lines provided. Attach additional sheets, if necessary.
2. Complete the name, title, and signature block.

Section D. Additional Comments

The Agency may provide whatever additional comment(s) it deems necessary, as described in the form. Attach additional sheets, if necessary.



COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 BUREAU OF CLEAN WATER

DEP Code #:
 02948-20-002

**SEWAGE FACILITIES PLANNING MODULE
 COMPONENT 4A - MUNICIPAL PLANNING AGENCY REVIEW**

Note to Project Sponsor: To expedite the review of your proposal, one copy of your completed planning module package and one copy of this *Planning Agency Review Component* should be sent to the local municipal planning agency for their comments.

SECTION A. PROJECT NAME (See Section A of instructions)

Project Name

Oakwood Heights

SECTION B. REVIEW SCHEDULE (See Section B of instructions)

1. Date plan received by municipal planning agency _____
2. Date review completed by agency _____

SECTION C. AGENCY REVIEW (See Section C of instructions)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Is there a municipal comprehensive plan adopted under the Municipalities Planning Code (53 P.S. 10101, <i>et seq.</i>)?
<input type="checkbox"/>	<input type="checkbox"/>	2. Is this proposal consistent with the comprehensive plan for land use? If no, describe the inconsistencies _____
<input type="checkbox"/>	<input type="checkbox"/>	3. Is this proposal consistent with the use, development, and protection of water resources? If no, describe the inconsistencies _____
<input type="checkbox"/>	<input type="checkbox"/>	4. Is this proposal consistent with municipal land use planning relative to Prime Agricultural Land Preservation?
<input type="checkbox"/>	<input type="checkbox"/>	5. Does this project propose encroachments, obstructions, or dams that will affect wetlands? If yes, describe impacts _____
<input type="checkbox"/>	<input type="checkbox"/>	6. Will any known historical or archaeological resources be impacted by this project? If yes, describe impacts _____
<input type="checkbox"/>	<input type="checkbox"/>	7. Will any known endangered or threatened species of plant or animal be impacted by this project? If yes, describe impacts _____
<input type="checkbox"/>	<input type="checkbox"/>	8. Is there a municipal zoning ordinance?
<input type="checkbox"/>	<input type="checkbox"/>	9. Is this proposal consistent with the ordinance? If no, describe the inconsistencies _____
<input type="checkbox"/>	<input type="checkbox"/>	10. Does the proposal require a change or variance to an existing comprehensive plan or zoning ordinance?
<input type="checkbox"/>	<input type="checkbox"/>	11. Have all applicable zoning approvals been obtained?
<input type="checkbox"/>	<input type="checkbox"/>	12. Is there a municipal subdivision and land development ordinance?

SECTION C. AGENCY REVIEW (continued)

Yes

No

13. Is this proposal consistent with the ordinance?

If no, describe the inconsistencies _____

14. Is this plan consistent with the municipal Official Sewage Facilities Plan?

If no, describe the inconsistencies _____

15. Are there any wastewater disposal needs in the area adjacent to this proposal that should be considered by the municipality?

If yes, describe _____

16. Has a waiver of the sewage facilities planning requirements been requested for the residual tract of this subdivision?

If yes, is the proposed waiver consistent with applicable ordinances?

If no, describe the inconsistencies _____

17. Name, title and signature of planning agency staff member completing this section:

Name: _____

Title: _____

Signature: _____

Date: _____

Name of Municipal Planning Agency: _____

Address _____

Telephone Number: _____

SECTION D. ADDITIONAL COMMENTS (See Section D of instructions)

This component does not limit municipal planning agencies from making additional comments concerning the relevancy of the proposed plan to other plans or ordinances. If additional comments are needed, attach additional sheets.

The planning agency must complete this component within 60 days.

This component and any additional comments are to be returned to the applicant.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF POINT AND NON-POINT SOURCE MANAGEMENT

Code No.
02948-20-002

SEWAGE FACILITIES PLANNING MODULE

Component 3. Sewage Collection and Treatment Facilities

(Return completed module package to appropriate municipality)

DEP USE ONLY				
DEP CODE #	CLIENT ID #	SITE ID #	APS ID #	AUTH ID #
02948-20-002				

This planning module component is used to fulfill the planning requirements of Act 537 for the following types of projects: (1) a subdivision to be served by sewage collection, conveyance or treatment facilities, (2) a tap-in to an existing collection system with flows on a lot of 2 EDU's or more, or (3) the construction of, or modification to, wastewater collection, conveyance or treatment facilities that will require DEP to issue or modify a Clean Streams Law permit. Planning for any project that will require DEP to issue or modify a permit cannot be processed by a delegated agency. Delegated agencies must send their projects to DEP for final planning approval.

This component, along with any other documents specified in the cover letter, must be completed and submitted to the municipality with jurisdiction over the project site for review and approval. All required documentation must be attached for the Sewage Facilities Planning Module to be complete. Refer to the instructions for help in completing this component.

REVIEW FEES: Amendments to the Sewage Facilities Act established fees to be paid by the developer for review of planning modules for land development. These fees may vary depending on the approving agency for the project (DEP or delegated local agency). Please see section R and the instructions for more information on these fees.

NOTE: All projects must complete Sections A through I, and Sections O through R. Complete Sections J, K, L, M and/or N if applicable or marked .

A. PROJECT INFORMATION (See Section A of Instructions)

- Project Name Oakwood Heights
- Brief Project Description Construction of 77-single family homes.

B. CLIENT (MUNICIPALITY) INFORMATION (See Section B of Instructions)

Municipality Name	County	City	Boro	Twp
West Deer Township	Allegheny County	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Municipality Contact Individual - Last Name	First Name	MI	Suffix	Title
Mator	Daniel			Township Manager
Additional Individual Last Name	First Name	MI	Suffix	Title
Municipality Mailing Address Line 1	Mailing Address Line 2			
109 East Union Road				
Address Last Line -- City	State	ZIP+4		
Cheswick	PA	15024		
Area Code + Phone + Ext.	FAX (optional)	Email (optional)		
724-265-3680	724-265-2228	dmator@westdeertownship.com		

C. SITE INFORMATION (See Section C of instructions)

Site (Land Development or Project) Name

Oakwood Heights

Site Location Line 1

Ashley Road

Site Location Line 2

Site Location Last Line -- City

Gibsonia

State

PA

ZIP+4

15044

Latitude

40.6273

Longitude

-79.8721

Detailed Written Directions to Site Head southwest on Waterfront Drive toward Three Rivers Heritage Trail. Continue straight onto 30th St Bridge and turn right on River Avenue. Turn left onto the 31st St Bridge. Turn right to merge onto PA-28N for 2.9 miles. Use the left lane to take exit 5B to merge onto PA-8 N toward Butler. Turn right after Burger King (on the left) for 10 miles. Turn left onto Bairford Rd for 0.5 miles and then turn left on Ashley Road for 0.2 miles. Turn left to stay on Ashley Road and destination will be on the right.

Description of Site The existing parcel consists of wooded and meadow areas.

Site Contact (Developer/Owner)

Last Name

Zokaites

First Name

Frank

MI

Suffix

Phone

Ext.

Site Contact Title

Site Contact Firm (if none, leave blank)

Oakwood Heights 2, LLC

FAX

Email

frank@zokaites.com

Mailing Address Line 1

375 Golfside Drive

Mailing Address Line 2

Mailing Address Last Line -- City

Wexford

State

PA

ZIP+4

15090

D. PROJECT CONSULTANT INFORMATION (See Section D of instructions)

Last Name

McFadden

First Name

Baylee

MI

Suffix

K

Title

Engineer-In-Training

Consulting Firm Name

The Gateway Engineers, Inc.

Mailing Address Line 1

100 McMorris Road

Mailing Address Line 2

Address Last Line -- City

Pittsburgh

State

Pa

ZIP+4

15205

Country

USA

Email

brcfadden@gatewayengineers.com

Area Code + Phone

412-921-4030

Ext.

616

Area Code + FAX

412-921-9960

E. AVAILABILITY OF DRINKING WATER SUPPLY

The project will be provided with drinking water from the following source: (Check appropriate box)

Individual wells or cisterns.

A proposed public water supply.

An existing public water supply.

If existing public water supply is to be used, provide the name of the water company and attach documentation from the water company stating that it will serve the project.

Name of water company: Oakmont Water Authority

F. PROJECT NARRATIVE (See Section F of instructions)

A narrative has been prepared as described in Section F of the instructions and is attached.

The applicant may choose to include additional information beyond that required by Section F of the instructions.

G. PROPOSED WASTEWATER DISPOSAL FACILITIES (See Section G of instructions)

Check all boxes that apply, and provide information on collection, conveyance and treatment facilities and EDU's served. This information will be used to determine consistency with Chapter 93 (relating to wastewater treatment requirements).

1. COLLECTION SYSTEM

a. Check appropriate box concerning collection system

- New collection system Pump Station Force Main
 Grinder pump(s) Extension to existing collection system Expansion of existing facility

Clean Streams Law Permit Number _____

b. Answer questions below on collection system

Number of EDU's and proposed connections to be served by collection system. EDU's 77

Connections 3

Name of:

existing collection or conveyance system Deer Creek Drainage Basin Authority

owner Deer Creek Drainage Basin Authority

existing interceptor West Branch Deer Creek Interceptor

owner Deer Creek Drainage Basin Authority

2. WASTEWATER TREATMENT FACILITY

Check all boxes that apply, and provide information on collection, conveyance and treatment facilities and EDU's served. This information will be used to determine consistency with Chapter(s) 91 (relating to general provisions), 92 (relating to national Pollution Discharge Elimination System permitting, monitoring and compliance) and 93 (relating to water quality standards).

a. Check appropriate box and provide requested information concerning the treatment facility

- New facility Existing facility Upgrade of existing facility Expansion of existing facility

Name of existing facility Allegheny Valley Joint Sewage Authority

NPDES Permit Number for existing facility 26255

Clean Streams Law Permit Number _____

Location of discharge point for a new facility. Latitude _____ Longitude _____


b. The following certification statement must be completed and signed by the wastewater treatment facility permittee or their representative.

As an authorized representative of the permittee, I confirm that the Allegheny Valley Joint Sewage Authority

(Name from above) sewage treatment facilities can accept sewage flows from this project without adversely affecting the facility's ability to achieve all applicable technology and water quality based effluent limits (see Section I) and conditions contained in the NPDES permit identified above.

Name of Permittee Agency, Authority, Municipality Allegheny Valley Joint Sewage Authority

Name of Responsible Agent Timothy B Kephart, Manager

Agent Signature  Date 1-25-2021

(Also see Section I. 4.)

G. PROPOSED WASTEWATER DISPOSAL FACILITIES (Continued)

3. PLOT PLAN

The following information is to be submitted on a plot plan of the proposed subdivision.

- a. Existing and proposed buildings.
- b. Lot lines and lot sizes.
- c. Adjacent lots.
- d. Remainder of tract.
- e. Existing and proposed sewerage facilities. Plot location of discharge point, land application field, spray field, COLDS, or LVCOLDS if a new facility is proposed.
- f. Show tap-in or extension to the point of connection to existing collection system (if applicable).
- g. Existing and proposed water supplies and surface water (wells, springs, ponds, streams, etc.)
- h. Existing and proposed rights-of-way.
- i. Existing and proposed buildings, streets, roadways, access roads, etc.
- j. Any designated recreational or open space area.
- k. Wetlands - from National Wetland Inventory Mapping and USGS Hydric Soils Mapping.
- l. Flood plains or Flood prone areas, floodways, (Federal Flood Insurance Mapping)
- m. Prime Agricultural Land.
- n. Any other facilities (pipelines, power lines, etc.)
- o. Orientation to north.
- p. Locations of all site testing activities (soil profile test pits, slope measurements, permeability test sites, background sampling, etc. (if applicable).
- q. Soils types and boundaries when a land based system is proposed.
- r. Topographic lines with elevations when a land based system is proposed

4. WETLAND PROTECTION

YES NO

- a. Are there wetlands in the project area? If yes, ensure these areas appear on the plot plan as shown in the mapping or through on-site delineation.
- b. Are there any construction activities (encroachments, or obstructions) proposed in, along, or through the wetlands? If yes, identify any proposed encroachments on wetlands and identify whether a General Permit or a full encroachment permit will be required. If a full permit is required, address time and cost impacts on the project. Note that wetland encroachments should be avoided where feasible. Also note that a feasible alternative **MUST BE SELECTED** to an identified encroachment on an exceptional value wetland as defined in Chapter 105. Identify any project impacts on streams classified as HQ or EV and address impacts of the permitting requirements of said encroachments on the project.

5. PRIME AGRICULTURAL LAND PROTECTION

YES NO

- Will the project involve the disturbance of prime agricultural lands?
If yes, coordinate with local officials to resolve any conflicts with the local prime agricultural land protection program. The project must be consistent with such municipal programs before the sewage facilities planning module package may be submitted to DEP.
If no, prime agricultural land protection is not a factor to this project.
- Have prime agricultural land protection issues been settled?

6. HISTORIC PRESERVATION ACT

YES NO

- Sufficient documentation is attached to confirm that this project is consistent with DEP Technical Guidance 012-0700-001 *Implementation of the PA State History Code* (available online at the DEP website at www.dep.state.pa.us, select "subject" then select "technical guidance"). As a minimum this includes copies of the completed Cultural Resources Notice

(CRN), a return receipt for its submission to the PHMC and the PHMC review letter.

7. PROTECTION OF RARE, ENDANGERED OR THREATENED SPECIES

Check one:

- The "Pennsylvania Natural Diversity Inventory (PNDI) Project Environmental Review Receipt" resulting from my search of the PNDI database and all supporting documentation from jurisdictional agencies (when necessary) is/are attached.
- A completed "Pennsylvania Natural Diversity Inventory (PNDI) Project Planning & Environmental Review Form," (PNDI Form) available at www.naturalheritage.state.pa.us, and all required supporting documentation is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning module will be considered incomplete upon submission to the Department and that the DEP review will not begin, and that processing of my planning module will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials _____

H. ALTERNATIVE SEWAGE FACILITIES ANALYSIS (See Section H of instructions)

- An alternative sewage facilities analysis has been prepared as described in Section H of the attached instructions and is attached to this component.
The applicant may choose to include additional information beyond that required by Section H of the attached instructions.

I. COMPLIANCE WITH WATER QUALITY STANDARDS AND EFFLUENT LIMITATIONS (See Section I of instructions) (Check and complete all that apply.)

1. Waters designated for Special Protection

- The proposed project will result in a new or increased discharge into special protection waters as identified in Title 25, Pennsylvania Code, Chapter 93. The Social or Economic Justification (SEJ) required by Section 93.4c. is attached.

2. Pennsylvania Waters Designated As Impaired

- The proposed project will result in a new or increased discharge of a pollutant into waters that DEP has identified as being impaired by that pollutant. A pre-planning meeting was held with the appropriate DEP regional office staff to discuss water quality based discharge limitations.

3. Interstate and International Waters

- The proposed project will result in a new or increased discharge into interstate or international waters. A pre-planning meeting was held with the appropriate DEP regional office staff to discuss effluent limitations necessary to meet the requirements of the interstate or international compact.

4. Tributaries To The Chesapeake Bay

- The proposed project result in a new or increased discharge of sewage into a tributary to the Chesapeake Bay. This proposal for a new sewage treatment facility or new flows to an existing facility includes total nitrogen and total phosphorus in the following amounts: _____ pounds of TN per year, and _____ pounds of TP per year. Based on the process design and effluent limits, the total nitrogen treatment capacity of the wastewater treatment facility is _____ pounds per year and the total phosphorus capacity is _____ pounds per year as determined by the wastewater treatment facility permittee. The permittee has determined that the additional TN and TP to be contributed by this project (as modified by credits and/or offsets to be provided) will not cause the discharge to exceed the annual total mass limits for these parameters. Documentation of compliance with nutrient allocations is attached.

Name of Permittee Agency, Authority, Municipality _____

Initials of Responsible Agent (See Section G 2.b) _____

See *Special Instructions* (Form 3800-FM-BPNPSM0353-1) for additional information on Chesapeake Bay watershed requirements.

J. CHAPTER 94 CONSISTENCY DETERMINATION (See Section J of instructions)

Projects that propose the use of existing municipal collection, conveyance or wastewater treatment facilities, or the construction of collection and conveyance facilities to be served by existing municipal wastewater treatment facilities must be consistent with the requirements of Title 25, Chapter 94 (relating to Municipal Wasteload Management). If not previously included in Section F, include a general map showing the path of the sewage to the treatment facility. If more than one municipality or authority will be affected by the project, please obtain the information required in this section for each. Additional sheets may be attached for this purpose.

1. Project Flows 30,800 gpd
2. Total Sewage Flows to Facilities (pathway from point of origin through treatment plant)

When providing "treatment facilities" sewage flows, use Annual Average Daily Flow for "average" and Maximum Monthly Average Daily Flow for "peak" in all cases. For "peak flows" in "collection" and "conveyance" facilities, indicate whether these flows are "peak hourly flow" or "peak instantaneous flow" and how this figure was derived (i.e., metered, measured, estimated, etc.).

- a. Enter average and peak sewage flows for each proposed or existing facility as designed or permitted.
- b. Enter the average and peak sewage flows for the most restrictive sections of the existing sewage facilities.
- c. Enter the average and peak sewage flows, projected for 5 years (2 years for pump stations) through the most restrictive sections of the existing sewage facilities. Include existing, proposed (this project) and future project (other approved projects) flows.

To complete the table, refer to the instructions, Section J.

	a. Design and/or Permitted Capacity (MGD)		b. Present Flows (MGD)		c. Projected Flows in 5 years (MGD) (2 years for P.S.)	
	Average	Peak	Average	Peak	Average	Peak
Collection	0.123	0.4908	0.01804	0.06415	0.0468	0.1873
Conveyance	6.6	14.0	1.8	6.2	2.2935	5.2124
Treatment	5.5	12.6	5.1	6.9	5.1158	6.509

(2019)

3. Collection and Conveyance Facilities

The questions below are to be answered by the sewer authority, municipality, or agency responsible for completing the Chapter 94 report for the collection and conveyance facilities. These questions should be answered in coordination with the latest Chapter 94 annual report and the above table. The individual(s) signing below must be legally authorized to make representation for the organization.

YES NO

- a. YES NO This project proposes sewer extensions or tap-ins. Will these actions create a hydraulic overload within five years on any existing collection or conveyance facilities that are part of the system?

If yes, this sewage facilities planning module will not be accepted for review by the municipality, delegated local agency and/or DEP until all inconsistencies with Chapter 94 are resolved or unless there is an approved Corrective Action Plan (CAP) granting an allocation for this project. A letter granting allocations to this project under the CAP must be attached to the module package.

If no, a representative of the sewer authority, municipality, or agency responsible for completing the Chapter 94 report for the collection and conveyance facilities must sign below to indicate that the collection and conveyance facilities have adequate capacity and are able to provide service to the proposed development in accordance with both §71.53(d)(3) and Chapter 94 requirements and that this proposal will not affect that status.

b. Collection System

Name of Agency, Authority, Municipality Deer Creek Drainage Basin Authority

Name of Responsible Agent Lynn Biery, Manager

Agent Signature Lynn Biery Date 2-25-21

J. CHAPTER 94 CONSISTENCY DETERMINATION (See Section J of Instructions)

c. Conveyance System

Name of Agency, Authority, Municipality Deer Creek Drainage Basin Authority

Name of Responsible Agent Lynn Bussey, Manager

Agent Signature Lynn Bussey

Date 2-25-21

4. Treatment Facility

The questions below are to be answered by a representative of the facility permittee in coordination with the information in the table and the latest Chapter 94 report. The individual signing below must be legally authorized to make representation for the organization.

YES NO *SEE ATTACHMENT*

- a. This project proposes the use of an existing wastewater treatment plant for the disposal of sewage. Will this action create a hydraulic or organic overload within 5 years at that facility?

If yes, this planning module for sewage facilities will not be reviewed by the municipality, delegated local agency and/or DEP until this inconsistency with Chapter 94 is resolved or unless there is an approved CAP granting an allocation for this project. A letter granting allocations to this project under the CAP must be attached to the planning module.

If no, the treatment facility permittee must sign below to indicate that this facility has adequate treatment capacity and is able to provide wastewater treatment services for the proposed development in accordance with both §71.53(d)(3) and Chapter 94 requirements and that this proposal will not impact that status.

- b. Name of Agency, Authority, Municipality Allegheny Valley Joint Sewage Authority

Name of Responsible Agent Timothy B Kophart, Manager

Agent Signature Timothy B Kophart

Date 1-25-2021

K. TREATMENT AND DISPOSAL OPTIONS (See Section K of instructions)

This section is for land development projects that propose construction of wastewater treatment facilities. Please note that, since these projects require permits issued by DEP, these projects may NOT receive final planning approval from a delegated local agency. Delegated local agencies must send these projects to DEP for final planning approval.

Check the appropriate box indicating the selected treatment and disposal option.

1. Spray irrigation (other than individual residential spray systems (IRSIS)) or other land application is proposed, and the information requested in Section K.1. of the planning module instructions are attached.
2. Recycle and reuse is proposed and the information requested in Section K-2 of the planning module instructions is attached.
3. A discharge to a dry stream channel is proposed, and the information requested in Section K.3. of the planning module instructions are attached.
4. A discharge to a perennial surface water body is proposed, and the information requested in Section K.4. of the planning module instructions are attached.

L. PERMEABILITY TESTING (See Section L of instructions)

- The information required in Section L of the instructions is attached.

M. PRELIMINARY HYDROGEOLOGIC STUDY (See Section M of instructions)

- The information required in Section M of the instructions is attached.

Attachment to Section J.4.a

The Allegheny County Health Department and the PA Department of Environmental Protection have entered into a Consent Order and Agreement to address the hydraulic issue. Additionally, the Authority has submitted a Wet Weather Operational Protocol to the Allegheny County Health Department for the sewage treatment facility.

N. DETAILED HYDROGEOLOGIC STUDY (See Section N of instructions)

The detailed hydrogeologic information required in Section N. of the instructions is attached.

O. SEWAGE MANAGEMENT (See Section O of Instructions)

(1-3 for completion by the developer(project sponsor), 4-5 for completion by the non-municipal facility agent and 6 for completion by the municipality)

Yes No

1. Is connection to, or construction of, a DEP permitted, non-municipal sewage facility or a local agency permitted, community onlot sewage facility proposed.

If Yes, respond to the following questions, attach the supporting analysis, and an evaluation of the options available to assure long-term proper operation and maintenance of the proposed non-municipal facilities. If No, skip the remainder of Section O.

2. Project Flows _____ gpd

Yes No

3. Is the use of nutrient credits or offsets a part of this project?

If yes, attach a letter of intent to purchase the necessary credits and describe the assurance that these credits and offsets will be available for the remaining design life of the non-municipal sewage facility;

(For completion by non-municipal facility agent)

4. Collection and Conveyance Facilities

The questions below are to be answered by the organization/individual responsible for the non-municipal collection and conveyance facilities. The individual(s) signing below must be legally authorized to make representation for the organization.

Yes No

- a. If this project proposes sewer extensions or tap-ins, will these actions create a hydraulic overload on any existing collection or conveyance facilities that are part of the system?

If yes, this sewage facilities planning module will not be accepted for review by the municipality, delegated local agency and/or DEP until this issue is resolved.

If no, a representative of the organization responsible for the collection and conveyance facilities must sign below to indicate that the collection and conveyance facilities have adequate capacity and are able to provide service to the proposed development in accordance with Chapter 71 §71.53(d)(3) and that this proposal will not affect that status.

- b. Collection System

Name of Responsible Organization _____

Name of Responsible Agent _____

Agent Signature _____

Date _____

- c. Conveyance System

Name of Responsible Organization _____

Name of Responsible Agent _____

Agent Signature _____

Date _____

5. Treatment Facility

The questions below are to be answered by a representative of the facility permittee. The individual signing below must be legally authorized to make representation for the organization.

Yes No

- a. If this project proposes the use of an existing non-municipal wastewater treatment plant for the disposal of sewage, will this action create a hydraulic or organic overload at that facility?

If yes, this planning module for sewage facilities will not be reviewed by the municipality, delegated local agency and/or DEP until this issue is resolved.

If no, the treatment facility permittee must sign below to indicate that this facility has adequate treatment capacity and is able to provide wastewater treatment services for the proposed development in accordance with §71.53(d)(3) and that this proposal will not impact that status.

- b. Name of Facility _____
Name of Responsible Agent _____
Agent Signature _____
Date _____

(For completion by the municipality)

- 6. The **SELECTED OPTION** necessary to assure long-term proper operation and maintenance of the proposed non-municipal facilities is clearly identified with documentation attached in the planning module package.

P. PUBLIC NOTIFICATION REQUIREMENT (See Section P of instructions)

This section must be completed to determine if the applicant will be required to publish facts about the project in a newspaper of general circulation to provide a chance for the general public to comment on proposed new land development projects. This notice may be provided by the applicant or the applicant's agent, the municipality or the local agency by publication in a newspaper of general circulation within the municipality affected. Where an applicant or an applicant's agent provides the required notice for publication, the applicant or applicant's agent shall notify the municipality or local agency and the municipality and local agency will be relieved of the obligation to publish. The required content of the publication notice is found in Section P of the instructions.

To complete this section, each of the following questions must be answered with a "yes" or "no". Newspaper publication is required if any of the following are answered "yes".

Yes No

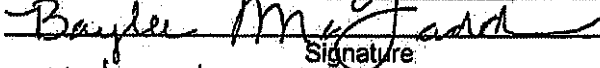
- 1. Does the project propose the construction of a sewage treatment facility ?
- 2. Will the project change the flow at an existing sewage treatment facility by more than 50,000 gallons per day?
- 3. Will the project result in a public expenditure for the sewage facilities portion of the project in excess of \$100,000?
- 4. Will the project lead to a major modification of the existing municipal administrative organizations within the municipal government?
- 5. Will the project require the establishment of *new* municipal administrative organizations within the municipal government?
- 6. Will the project result in a subdivision of 50 lots or more? (onlot sewage disposal only)
- 7. Does the project involve a major change in established growth projections?
- 8. Does the project involve a different land use pattern than that established in the municipality's Official Sewage Plan?

P. PUBLIC NOTIFICATION REQUIREMENT cont'd. (See Section P of Instructions)

- 9. Does the project involve the use of large volume onlot sewage disposal systems (Flow > 10,000 gpd)?
- 10. Does the project require resolution of a conflict between the proposed alternative and consistency requirements contained in §71.21(a)(5)(i), (ii), (iii)?
- 11. Will sewage facilities discharge into high quality or exceptional value waters?
- Attached is a copy of:
 - the public notice,
 - all comments received as a result of the notice,
 - the municipal response to these comments.
- No comments were received. A copy of the public notice is attached.

Q. FALSE SWEARING STATEMENT (See Section Q of Instructions)

I verify that the statements made in this component are true and correct to the best of my knowledge, information and belief. I understand that false statements in this component are made subject to the penalties of 18 PA C.S.A. §4904 relating to unsworn falsification to authorities.

Baylee K. McFadden	
Name (Print)	Signature
Engineer-In-Training	10/23/20
Title	Date
100 McMorris Road, Pittsburgh, PA 15205	412-409-2344
Address	Telephone Number

R. REVIEW FEE (See Section R of Instructions)

The Sewage Facilities Act establishes a fee for the DEP planning module review. DEP will calculate the review fee for the project and invoice the project sponsor OR the project sponsor may attach a self-calculated fee payment to the planning module prior to submission of the planning package to DEP. (Since the fee and fee collection procedures may vary if a "delegated local agency" is conducting the review, the project sponsor should contact the "delegated local agency" to determine these details.) Check the appropriate box.

- I request DEP calculate the review fee for my project and send me an invoice for the correct amount. I understand DEP's review of my project will not begin until DEP receives the correct review fee from me for the project.
- I have calculated the review fee for my project using the formula found below and the review fee guidance in the instructions. I have attached a check or money order in the amount of \$3,850 payable to "Commonwealth of PA, DEP". Include DEP code number on check. I understand DEP will not begin review of my project unless it receives the fee and determines the fee is correct. If the fee is incorrect, DEP will return my check or money order, send me an invoice for the correct amount. I understand DEP review will NOT begin until I have submitted the correct fee.
- I request to be exempt from the DEP planning module review fee because this planning module creates only one new lot and is the only lot subdivided from a parcel of land as that land existed on December 14, 1995. I realize that subdivision of a second lot from this parcel of land shall disqualify me from this review fee exemption. I am furnishing the following deed reference information in support of my fee exemption.

County Recorder of Deeds for _____ County, Pennsylvania

Deed Volume _____ Book Number _____

Page Number _____ Date Recorded _____

R. REVIEW FEE (continued)

Formula:

1. For a new collection system (with or without a Clean Streams Law Permit), a collection system extension, or individual tap-ins to an existing collection system use this formula.

$$\#77 \text{ Lots (or EDUs) X } \$50.00 = \$3,850$$

The fee is based upon:

- The number of lots created or number of EDUs whichever is higher.
- For community sewer system projects, one EDU is equal to a sewage flow of 400 gallons per day.

2. For a surface or subsurface discharge system, use the appropriate one of these formulae.

- A. A new surface discharge greater than 2000 gpd will use a flat fee:

\$ 1,500 per submittal (non-municipal)
\$ 500 per submittal (municipal)

- B. An increase in an existing surface discharge will use:

$$\# \text{ Lots (or EDUs) X } \$35.00 = \$$$

to a maximum of \$ 1,500 per submittal (non-municipal) or \$ 500 per submittal (municipal)

The fee is based upon:

- The number of lots created or number of EDUs whichever is higher.
- For community sewage system projects one EDU is equal to a sewage flow of 400 gallons per day.
- For non-single family residential projects, EDUs are calculated using projected population figures

- C. A sub-surface discharge system that requires a permit under The Clean Streams Law will use a flat fee:

\$ 1,500 per submittal (non-municipal)
\$ 500 per submittal (municipal)

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

March 3, 2021

Baylee K. McFadden, E.I.T.
The Gateway Engineers, Inc.
100 McMorris Road
Pittsburgh, PA 15205

**RE: SEWAGE FACILITIES PLANNING MODULE, ALLEGHENY COUNTY
Oakwood Heights, West Deer Township**

Dear Ms. McFadden:

Enclosed is a signed copy of Component 4C, County or Joint County Health Department Review, for the above-referenced development. This Planning Module Component was received on March 1, 2021. The project proposes the following:

Project Description:	Oakwood Heights. Proposing the construction of 77 single-family homes, associated road, parking area, green space, stormwater management facilities across one parcel (1510-G-175) and installation of utility lines by excavation results in the crossing of the UNT to Deer Creek (CWF) and its delineated floodplain located in West Deer Township, Allegheny County.
Sewage Flow:	30,800 GPD
Conveyance:	The flow from this site will be conveyed to the Deer Creek Drainage Basin Authority (DCDBA) collection system and then to the Allegheny Valley Joint Sewer Authority (AVJSA) Treatment Plant.
Sewer's Owner:	DCDBA
Name of Sewage Treatment Plant:	AVJSA

Please be advised that a permit must be obtained from the Allegheny County Health Department's (ACHD) Plumbing Section prior to commencing any plumbing work for the proposed project. Plumbing work for which an ACHD Plumbing Permit must be obtained includes any plumbing work done on the site and any sewers, which will not be owned and operated by a municipality or a sewer authority.



DEBRA BOGEN, MD, DIRECTOR
ALLEGHENY COUNTY HEALTH DEPARTMENT
542 FOURTH AVENUE • PITTSBURGH, PA 15219
PHONE (412) 687-ACHD (2243) • FAX (412) 578-6325
WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

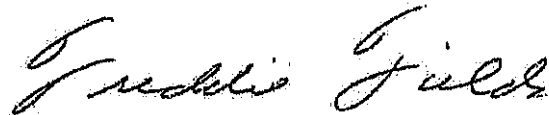


Baylee K. McFadden, E.I.T.
March 3, 2021
Page 2

In addition, it should be noted that the approval of this sewage facilities planning module does not include approval of pipe size and/or type. Approval for pipe size and/or type must be obtained by filing a specific plumbing plan with the ACHD's Plumbing Section. If you should have any questions relative to ACHD's plumbing requirements, you can contact Ivo Miller, Plumbing Program Manager at 412-578-8393.

The ACHD has no objection to the approval of this project. If you have any questions, please call me at 412-578-8046.

Sincerely,



FF/cb

Freddie Fields, M.B.A.
Environmental Health Engineer III
Water Pollution Control & Solid Waste Management

Enclosure

cc: Thomas Flanagan, PA Department of Environmental Protection w/attachment (electronically)
Ivo Miller, ACHD w/attachment (electronically)



SEWAGE FACILITIES PLANNING MODULE COMPONENT 4C - COUNTY OR JOINT HEALTH DEPARTMENT REVIEW

Note to Project Sponsor: To expedite the review of your proposal, one copy of your completed planning module package and one copy of this *Planning Agency Review Component* should be sent to the county or joint county health department for their comments.

SECTION A. PROJECT NAME (See Section A of instructions)

Project Name

Oakwood Heights

SECTION B. REVIEW SCHEDULE (See Section B of instructions)

1. Date plan received by county or joint county health department March 1, 2021Agency name Allegheny County Health Department (ACHD)2. Date review completed by agency March 3, 2021

SECTION C. AGENCY REVIEW (See Section C of instructions)

Yes No

1. Is the proposed plan consistent with the municipality's Official Sewage Facilities Plan?
If no, what are the inconsistencies? _____
2. Are there any wastewater disposal needs in the area adjacent to this proposal that should be considered by the municipality?
If yes, describe _____
3. Is there any known groundwater degradation in the area of this proposal?
If yes, describe _____
4. The county or joint county health department recommendation concerning this proposed plan is as follows: ACHD recommends approval. See attached letter.

5. Name, title and signature of person completing this section:

Name: Freddie FieldsTitle: Environmental Health Engineer IIISignature: *Freddie Fields*Date: March 3, 2021Name of County Health Department: ACHDAddress: 3901 Penn Avenue, Building #5, Pittsburgh, PA 15224-1318Telephone Number: 412-578-8046

SECTION D. ADDITIONAL COMMENTS (See Section D of instructions)

This component does not limit county planning agencies from making additional comments concerning the relevancy of the proposed plan to other plans or ordinances. If additional comments are needed, attach additional sheets.

The county planning agency must complete this component within 60 days.

This component and any additional comments are to be returned to the applicant.



INSTRUCTIONS FOR COMPLETING COMPONENT 4C COUNTY OR JOINT HEALTH DEPARTMENT REVIEW

Remove and recycle these instructions prior to mailing component to the approving agency.

Background

This component, Component 4, is used to obtain the comments of planning agencies and/or health departments having jurisdiction over the project area. It is used in conjunction with other planning module components appropriate to the characteristics of the project proposed.

Who Should Complete the Component?

The component should be completed by any existing municipal planning agency, county planning agency, planning agency with areawide jurisdiction, and/or health department having jurisdiction over the project site. It is divided into sections to allow for convenient use by the appropriate agencies.

The project sponsor must forward copies of this component, along with supporting components and data, to the appropriate planning agency(ies) and health department(s) (if any) having jurisdiction over the development site. These agencies are responsible for responding to the questions in their respective sections of Component 4, as well as providing whatever additional comments they may wish to provide on the project plan. After the agencies have completed their review, the component will be returned to the applicant. The agencies have 60 days in which to provide comments to the applicant. If the agencies fail to comment within this 60 day period, the applicant may proceed to the next stage of the review without the comments. The use of registered mail or certified mail (return receipt requested) by the applicant when forwarding the module package to the agencies will document a date of receipt.

After receipt of the completed Component 4 from the planning agencies, or following expiration of the 60 day period without comments, the applicant must submit the entire component package to the municipality having jurisdiction over the project area for review and action. If approved by the municipality, the proposed plan, along with the municipal action, will be forwarded to the approving agency (Department of Environmental Protection or delegated local agency). The approving agency, in turn, will either approve the proposed plan, return it as incomplete, or disapprove the plan, based upon the information provided.

Instructions for Completing Planning Agency and/or Health Department Review Component

Section A. Project Name

Enter the project name as it appears on the accompanying sewage facilities planning module component (Component 2, 2m, 3, 3s or 3m).

Section B. Review Schedule

Enter the date the package was received by the reviewing agency, and the date that the review was completed.

Section C. Agency Review

1. Answer the yes/no questions and provide any descriptive information necessary on the lines provided. Attach additional sheets, if necessary.
2. Complete the name, title, and signature block.

Section D. Additional Comments

The Agency may provide whatever additional comment(s) it deems necessary, as described in the form. Attach additional sheets, if necessary.

Oakwood Heights
West Deer Township, Allegheny County, PA

Project Narrative

The project site is located along Ashley Road in West Deer Township, Allegheny County, PA. The project site is currently located across one parcel, which identifies as 1510-G-175. There are no current structures located on the proposed development parcel. The proposed limit of disturbance for this project is approximately 35.0 acres. A General NPDES permit has been approved for this development (PAC020655).

The project involves the construction of 77 single-family homes, associated road and parking area, green space, and stormwater management facilities for Oakwood Heights 2, LLC. The proposed project has been designed to West Deer Township's Subdivision and Land Development Ordinance and Stormwater Management Ordinance, which was approved by West Deer Township on September 16, 2020. The design will impact two streams (UNTs to Deer Creek-CWF).

The proposed work will require the installation of one (1) sanitary sewer line, one (1) gas line, one (1) water line, and one (1) underground electric, telephone and data line by excavation results in the crossing of the UNT to Deer Creek (CWF) and its delineated floodplain. Four (4) Chapter 105 GP-5s have been approved for the installation of the utilities lines (GP050200220-037). These crossings are necessary to provide proper drainage of stormwater and provide utilities to the proposed single-family homes.

Stream Crossing #1 is a permanent culvert crossing of the UNT to Deer Creek (CWF), for which a GP-7 for a minor road crossing has been approved (GP070200220-009). The proposed 72" corrugated metal pipe (CMP) culvert will be 92.4-ft in length and will be installed on the proposed Dana Drive to access 44 lots.

A Chapter 105 GP-4 has been approved for the installation of a 15" SLCCP storm sewer and endwall within the floodway of the UNT to Deer Creek (CWF) (GP040200220-023). This crossing is necessary to provide proper drainage of stormwater to the UNT to Deer Creek.

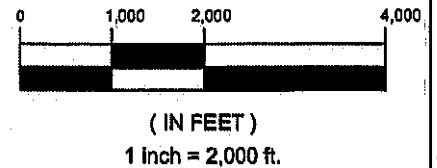
Two Chapter 105.12 Waiver 2's have been reviewed and approved from DEP for encroachment upon a watercourse with drainage areas for stream impacts of 22.2 acres and 15.5 acres. These also qualify as non-reporting activity per PASPGP-5.

All proposed storm and sanitary systems will be separated. Storm run-off will flow into inlets which will convey the run-off into two proposed infiltration basins located within the project limits.

The proposed sanitary system will connect to manholes SR-2194, SR-2197, and SR-2198 via gravity, which is owned and maintained by the Deer Creek Drainage Basin Authority (DCDBA). Once sewage enters the manholes flowing through the Deer Creek Drainage Basin Authority's collection system, it will flow to the West Branch Deer Creek Interceptor (DCDBA). Ultimately, the flow ends up at the Allegheny Valley Joint Sewage Authority (AVJSA) Wastewater Treatment Plant where it receives final treatment. The anticipated sewage has been determined based on the proposed number of single-family homes for the final phase of the development, assuming 1 single-family unit is equal to 1 EDU. Accordingly, the projected sewage flow will be approximately 30,800 GPD or 77 EDUs.



USGS SITE LOCATION MAP
CURTISVILLE, VALENCIA, NEW KENSINGTON
WEST, AND GLENSHAW QUADS
SCALE: 1" = 2,000'



USGS SITE
 LOCATION MAP
 Project Number 61823-0000
 Drawing Scale 1" = 2,000'
 Date Issued 02/23/2020
 Index Number
 Drawn By
 Checked By
 Project Manager
USGS

OAKWOOD HEIGHTS
 WEST DEER TOWNSHIP
 ALLEGHENY COUNTY, PA
 PREPARED FOR
LESLIE ROAD ASSOCIATES, LLC.
 10431 PERRY HIGHWAY, SUITE 100
 WEXFORD, PA 15090

Date	No.	REVISION RECORD
-	01	
-	02	
-	03	
-	04	
-	05	
-	06	
-	07	
-	08	

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 Pittsburgh, PA
 gatewayengineers.com 855-634-9284

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Anticipated Sewage Flow Calculations

Oakwood Heights
Ashley Road, West Deer Township
Allegheny County, PA

Oakwood Heights 2, LLC. is proposing the final phase of Oakwood Heights which will consist of 77 Single-Family homes. There are no current structures located on the proposed development parcel.

Single-Family Homes (Proposed)
(77) Single Family Homes x 400 GPD = 30,800 GPD

So

30,800 GPD / 400 GPD = 77 EDU's

1. PROJECT INFORMATION

Project Name: **Oakwood Heights**

Date of Review: **7/23/2020 08:53:56 AM**

Project Category: **Development, Residential, Subdivision containing more than 2 lots and/or 2 single-family units**

Project Area: **46.84 acres**

County(s): **Allegheny**

Township/Municipality(s): **WEST DEER**

ZIP Code: **15044**

Quadrangle Name(s): **CURTISVILLE; NEW KENSINGTON WEST; VALENCIA**

Watersheds HUC 8: **Lower Allegheny**

Watersheds HUC 12: **Deer Creek**

Decimal Degrees: **40.627303, -79.872070**

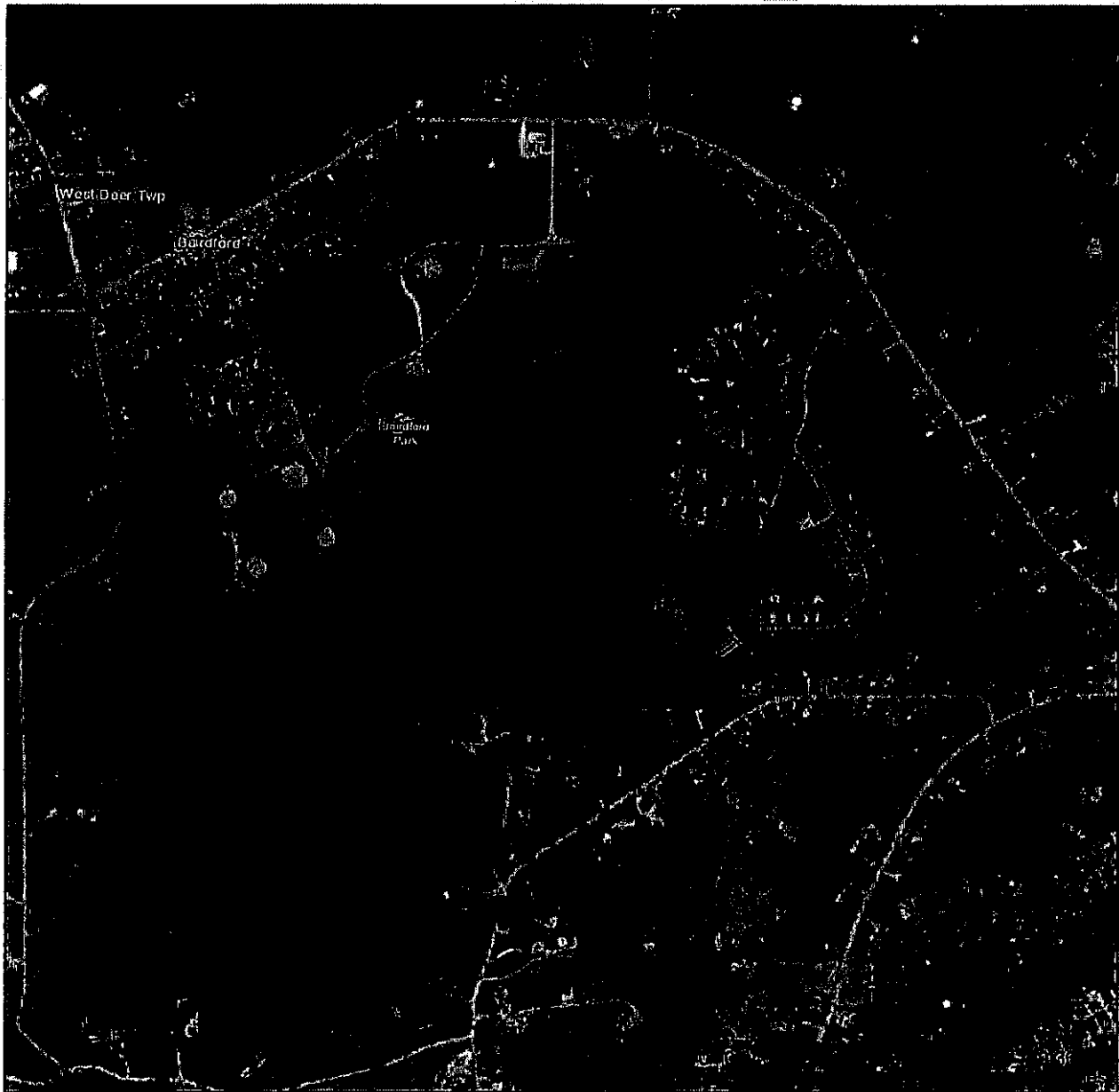
Degrees Minutes Seconds: **40° 37' 38.2890" N, 79° 52' 19.4522" W**

2. SEARCH RESULTS

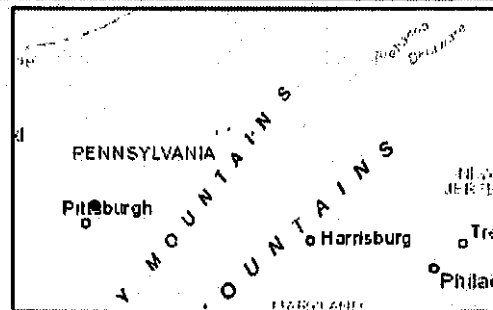
Agency	Results	Response
PA Game Commission	No Known Impact	No Further Review Required
PA Department of Conservation and Natural Resources	No Known Impact	No Further Review Required
PA Fish and Boat Commission	No Known Impact	No Further Review Required
U.S. Fish and Wildlife Service	No Known Impact	No Further Review Required

As summarized above, Pennsylvania Natural Diversity Inventory (PNDI) records indicate no known impacts to threatened and endangered species and/or special concern species and resources within the project area. Therefore, based on the information you provided, no further coordination is required with the jurisdictional agencies. This response does not reflect potential agency concerns regarding impacts to other ecological resources, such as wetlands.

Oakwood Heights

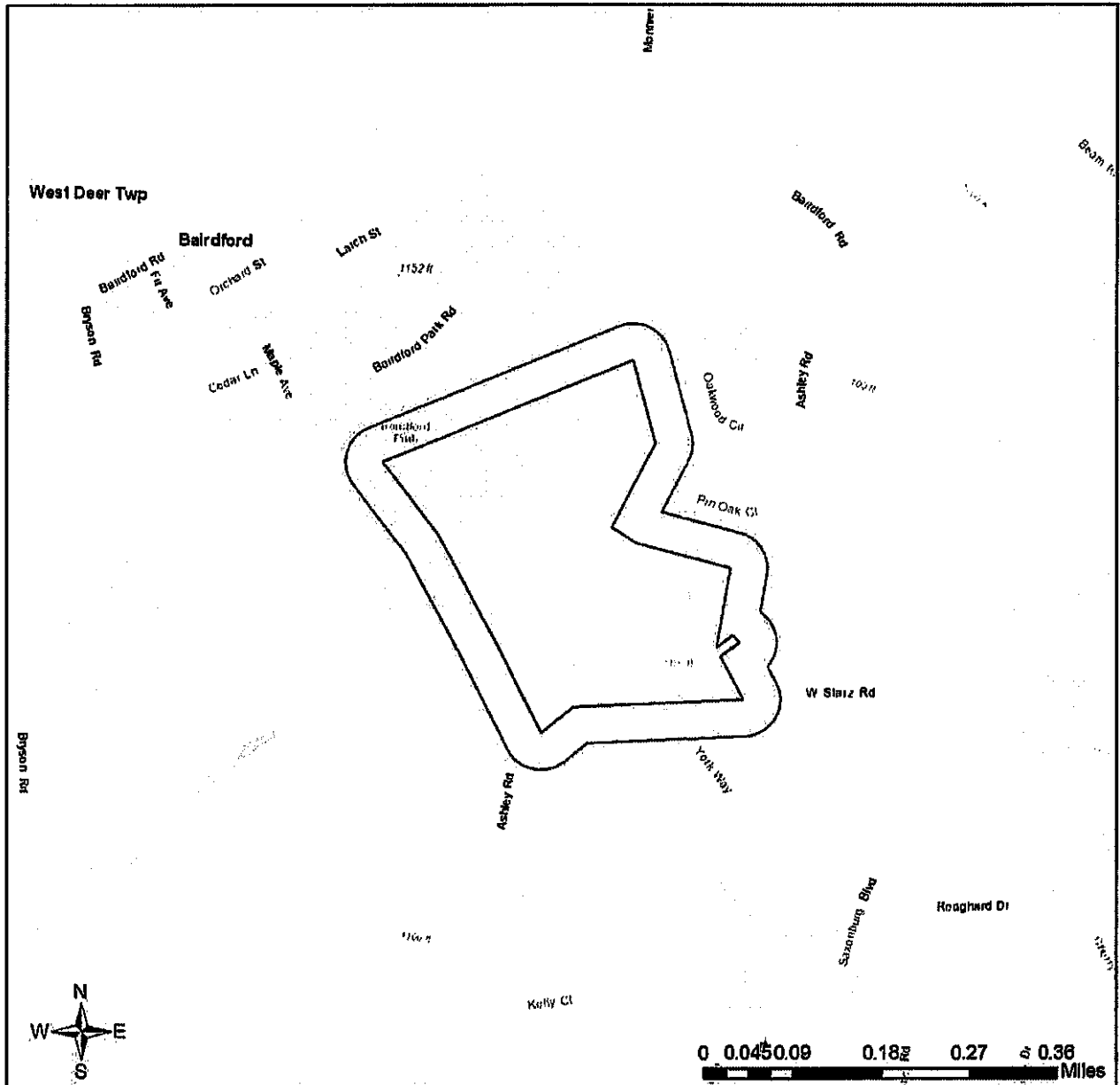


- Project Boundary
- Buffered Project Boundary



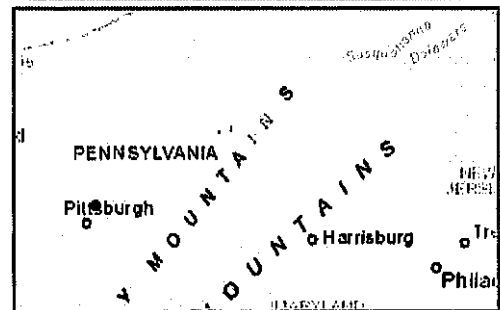
Service Layer Credits: Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community
Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China

Oakwood Heights



- Project Boundary
- Buffered Project Boundary

Service Layer Credits: Sources: Esri, HERE, Garmin, Intermap, Increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



RESPONSE TO QUESTION(S) ASKED

Q1: The proposed project is in the range of the Indiana bat. Describe how the project will affect bat habitat (forests, woodlots and trees) and indicate what measures will be taken in consideration of this. Round acreages up to the nearest acre (e.g., 0.2 acres = 1 acre).

Your answer is: The project will affect 1 to 39 acres of forests, woodlots and trees.

Q2: Is tree removal, tree cutting or forest clearing of 40 acres or more necessary to implement all aspects of this project?

Your answer is: No

3. AGENCY COMMENTS

Regardless of whether a DEP permit is necessary for this proposed project, any potential impacts to threatened and endangered species and/or special concern species and resources must be resolved with the appropriate jurisdictional agency. In some cases, a permit or authorization from the jurisdictional agency may be needed if adverse impacts to these species and habitats cannot be avoided.

These agency determinations and responses are **valid for two years** (from the date of the review), and are based on the project information that was provided, including the exact project location; the project type, description, and features; and any responses to questions that were generated during this search. If any of the following change: 1) project location, 2) project size or configuration, 3) project type, or 4) responses to the questions that were asked during the online review, the results of this review are not valid, and the review must be searched again via the PNDI Environmental Review Tool and resubmitted to the jurisdictional agencies. The PNDI tool is a primary screening tool, and a desktop review may reveal more or fewer impacts than what is listed on this PNDI receipt. The jurisdictional agencies **strongly advise against** conducting surveys for the species listed on the receipt prior to consultation with the agencies.

PA Game Commission

RESPONSE:

No impact is anticipated to threatened and endangered species and/or special concern species and resources.

PA Department of Conservation and Natural Resources

RESPONSE:

No impact is anticipated to threatened and endangered species and/or special concern species and resources.

PA Fish and Boat Commission

RESPONSE:

No impact is anticipated to threatened and endangered species and/or special concern species and resources.

U.S. Fish and Wildlife Service

RESPONSE:

No impacts to **federally** listed or proposed species are anticipated. Therefore, no further consultation/coordination under the Endangered Species Act (87 Stat. 884, as amended; 16 U.S.C. 1531 et seq. is required. Because no take of federally listed species is anticipated, none is authorized. This response does not reflect potential Fish and Wildlife Service concerns under the Fish and Wildlife Coordination Act or other authorities.

4. DEP INFORMATION

The Pa Department of Environmental Protection (DEP) requires that a signed copy of this receipt, along with any required documentation from jurisdictional agencies concerning resolution of potential impacts, be submitted with applications for permits requiring PNDI review. Two review options are available to permit applicants for handling PNDI coordination in conjunction with DEP's permit review process involving either T&E Species or species of special concern. Under sequential review, the permit applicant performs a PNDI screening and completes all coordination with the appropriate jurisdictional agencies prior to submitting the permit application. The applicant will include with its application, both a PNDI receipt and/or a clearance letter from the jurisdictional agency if the PNDI Receipt shows a Potential Impact to a species or the applicant chooses to obtain letters directly from the jurisdictional agencies. Under concurrent review, DEP, where feasible, will allow technical review of the permit to occur concurrently with the T&E species consultation with the jurisdictional agency. The applicant must still supply a copy of the PNDI Receipt with its permit application. The PNDI Receipt should also be submitted to the appropriate agency according to directions on the PNDI Receipt. The applicant and the jurisdictional agency will work together to resolve the potential impact(s). See the DEP PNDI policy at <https://conservationexplorer.dcnr.pa.gov/content/resources>.

5. ADDITIONAL INFORMATION

The PNDI environmental review website is a preliminary screening tool. There are often delays in updating species status classifications. Because the proposed status represents the best available information regarding the conservation status of the species, state jurisdictional agency staff give the proposed statuses at least the same consideration as the current legal status. If surveys or further information reveal that a threatened and endangered and/or special concern species and resources exist in your project area, contact the appropriate jurisdictional agency/agencies immediately to identify and resolve any impacts.

For a list of species known to occur in the county where your project is located, please see the species lists by county found on the PA Natural Heritage Program (PNHP) home page (www.naturalheritage.state.pa.us). Also note that the PNDI Environmental Review Tool only contains information about species occurrences that have actually been reported to the PNHP.

6. AGENCY CONTACT INFORMATION

PA Department of Conservation and Natural Resources

Bureau of Forestry, Ecological Services Section
400 Market Street, PO Box 8552
Harrisburg, PA 17105-8552
Email: RA-HeritageReview@pa.gov

PA Fish and Boat Commission

Division of Environmental Services
595 E. Rolling Ridge Dr., Bellefonte, PA 16823
Email: RA-FBPACENOTIFY@pa.gov

U.S. Fish and Wildlife Service

Pennsylvania Field Office
Endangered Species Section
110 Radnor Rd; Suite 101
State College, PA 16801
Email: IR1_ESPenn@fws.gov
NO Faxes Please

PA Game Commission

Bureau of Wildlife Habitat Management
Division of Environmental Planning and Habitat Protection
2001 Elmerton Avenue, Harrisburg, PA 17110-9797
Email: RA-PGC_PNDI@pa.gov
NO Faxes Please

7. PROJECT CONTACT INFORMATION

Name: Lindsay E. Appel
Company/Business Name: The Gateway Engineers, Inc.
Address: 100 McMorris Road
City, State, Zip: Pittsburgh, PA 15205
Phone: (412) 921-4030 Fax: (412) 921-9960
Email: lappel@gatewayengineers.com

8. CERTIFICATION

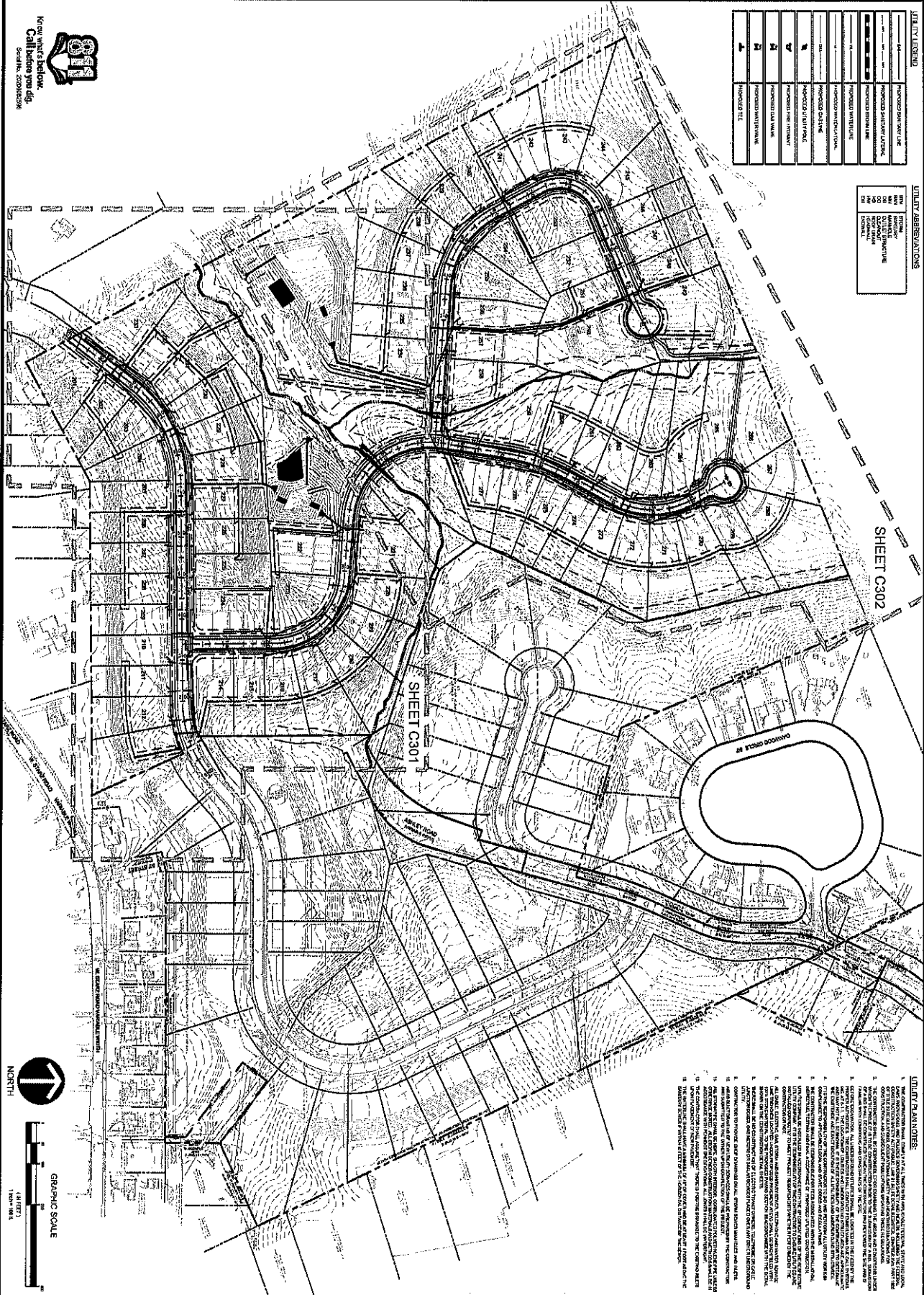
I certify that ALL of the project information contained in this receipt (including project location, project size/configuration, project type, answers to questions) is true, accurate and complete. In addition, if the project type, location, size or configuration changes, or if the answers to any questions that were asked during this online review change, I agree to re-do the online environmental review.



applicant/project proponent/signature

7/23/20

date



UTILITY LEGEND

(Symbol)	PROPOSED WATER MAIN
(Symbol)	PROPOSED SEWER MAIN
(Symbol)	PROPOSED GAS MAIN
(Symbol)	PROPOSED ELECTRIC MAIN
(Symbol)	PROPOSED TELECOMMUNICATIONS MAIN
(Symbol)	PROPOSED WATER SERVICE LINE
(Symbol)	PROPOSED SEWER SERVICE LINE
(Symbol)	PROPOSED GAS SERVICE LINE
(Symbol)	PROPOSED ELECTRIC SERVICE LINE
(Symbol)	PROPOSED TELECOMMUNICATIONS SERVICE LINE
(Symbol)	PROPOSED 4" WATER MAIN
(Symbol)	PROPOSED 6" SEWER MAIN
(Symbol)	PROPOSED 8" GAS MAIN
(Symbol)	PROPOSED 12" ELECTRIC MAIN
(Symbol)	PROPOSED 12" TELECOMMUNICATIONS MAIN
(Symbol)	PROPOSED 12" WATER MAIN
(Symbol)	PROPOSED 12" SEWER MAIN
(Symbol)	PROPOSED 12" GAS MAIN
(Symbol)	PROPOSED 12" ELECTRIC MAIN
(Symbol)	PROPOSED 12" TELECOMMUNICATIONS MAIN

UTILITY ASSOCIATIONS

AW	AMERICAN WATER WORKS ASSOCIATION
AWWA	AMERICAN WATER WORKS ASSOCIATION
ASCE	AMERICAN SOCIETY OF CIVIL ENGINEERS
ASCE	AMERICAN SOCIETY OF CIVIL ENGINEERS
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GRAPHIC SCALE

GRAPHIC SCALE
0 20 40 60 80 100
FEET

PROJECT INFORMATION

Project Name: OAKWOOD HEIGHTS PHASES 2A & 2B
Date: 10/27/2020
Drawing Number: C300
Revision: 01

OAKWOOD HEIGHTS PHASES 2A & 2B
WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PA

PREPARED FOR:
OAKWOOD HEIGHTS 2, LLC
375 GOLFSIDE DRIVE
WEXFORD, PA 15090

REVISION RECORD

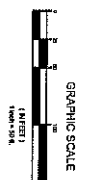
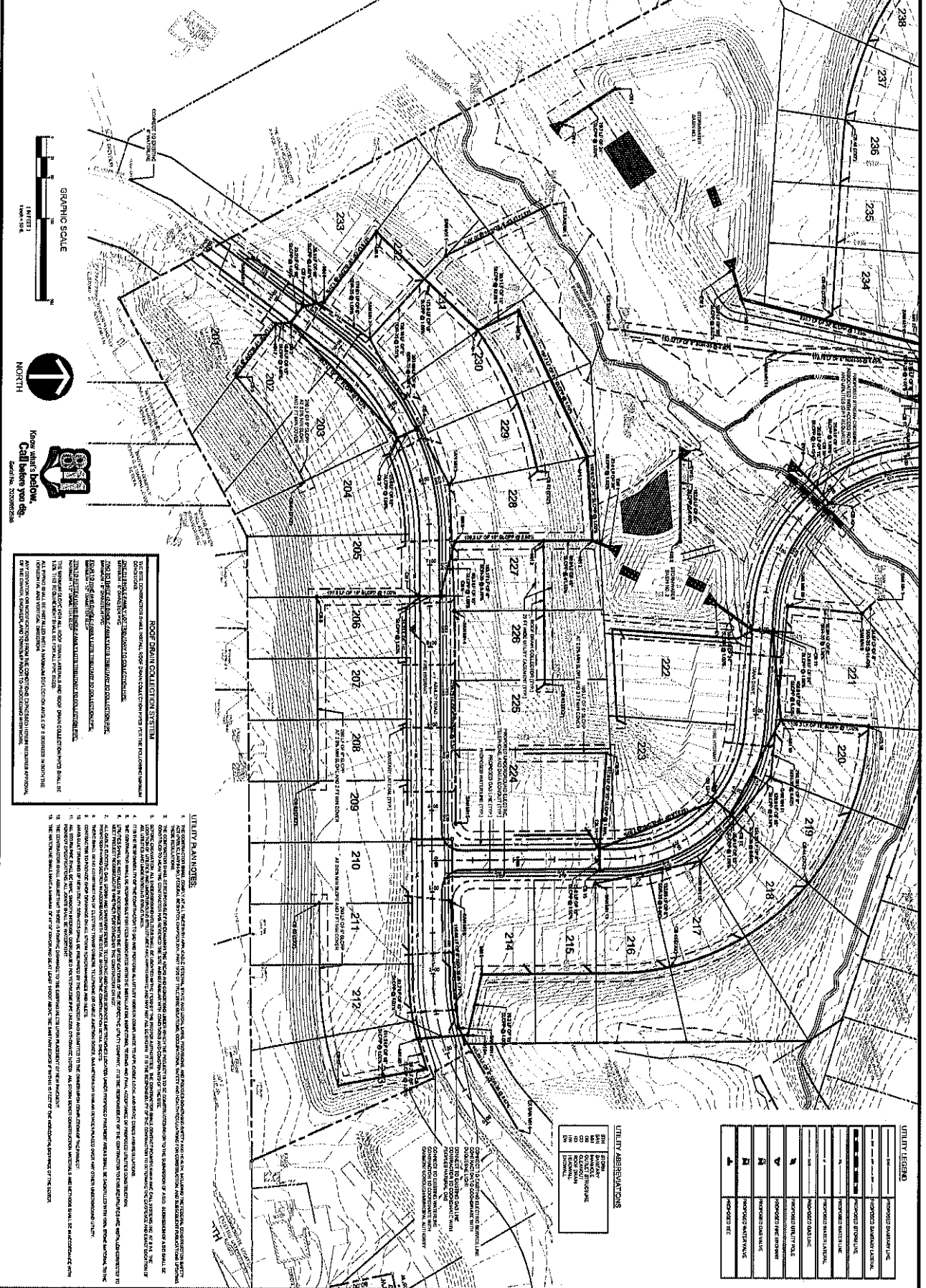
Date	By	Revised
10/27/2020	SI	REVISED PER LESLIE ROAD ASSOCIATE COMMENTS
	SI	
	SI	
	SI	
	SI	
	SI	
	SI	

UTILITY NOTES

1. THIS PLAN SHOWS THE PROPOSED UTILITY LAYOUT FOR THE PROJECT. THE UTILITY LAYOUT IS BASED ON THE INFORMATION PROVIDED BY THE CLIENT AND THE DESIGNER'S FIELD SURVEY.
2. THE UTILITY LAYOUT IS SUBJECT TO CHANGE BASED ON THE RESULTS OF FIELD SURVEY AND THE DESIGNER'S FIELD SURVEY.
3. THE UTILITY LAYOUT IS SUBJECT TO CHANGE BASED ON THE RESULTS OF FIELD SURVEY AND THE DESIGNER'S FIELD SURVEY.
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GATEWAY

The Gateway Engineers, Inc.
Full-Service Civil Engineering & Surveying
Pittsburgh, PA
gatewayengineers.com
655-884-9284



REPORT DESIGN COLLECTION SYSTEM

THESE UTILITY LINES ARE SHOWN FOR INFORMATION ONLY. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND RECORDS FROM THE APPROPRIATE AGENCIES.

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- UTILITY PLAN NOTES:**
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UTILITY ABBREVIATIONS

SYMBOL	DESCRIPTION
—	SEWER
- - -	WATER
---	GAS
---	TELEPHONE
---	CABLE
---	POWER
---	TELEVISION

REVISION RECORD

NO.	DATE	DESCRIPTION
1	10/10/11	ISSUED PER BLUE ROAD ASSOCIATE COMMENTS
2		
3		
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9		
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UTILITY LEGEND

SYMBOL	DESCRIPTION
---	PROPOSED SEWER LINE
- - -	PROPOSED WATER LINE
---	PROPOSED GAS LINE
---	PROPOSED TELEPHONE LINE
---	PROPOSED CABLE LINE
---	PROPOSED POWER LINE
---	PROPOSED TELEVISION LINE
---	PROPOSED FIBER OPTIC LINE
---	PROPOSED RAILROAD
---	PROPOSED HIGHWAY
---	PROPOSED AIRWAY
---	PROPOSED CANAL
---	PROPOSED DRAINAGE CANAL
---	PROPOSED EROSION CONTROL

PROJECT INFORMATION

PROJECT NAME: OAKWOOD HEIGHTS PHASES 2A & 2B
 CLIENT: OAKWOOD HEIGHTS 2, LLC
 ADDRESS: 375 GOLFSIDE DRIVE, WEXFORD, PA 15090

CONTRACT INFORMATION

CONTRACT NO.: C301
 CONTRACT DATE: 10/10/11

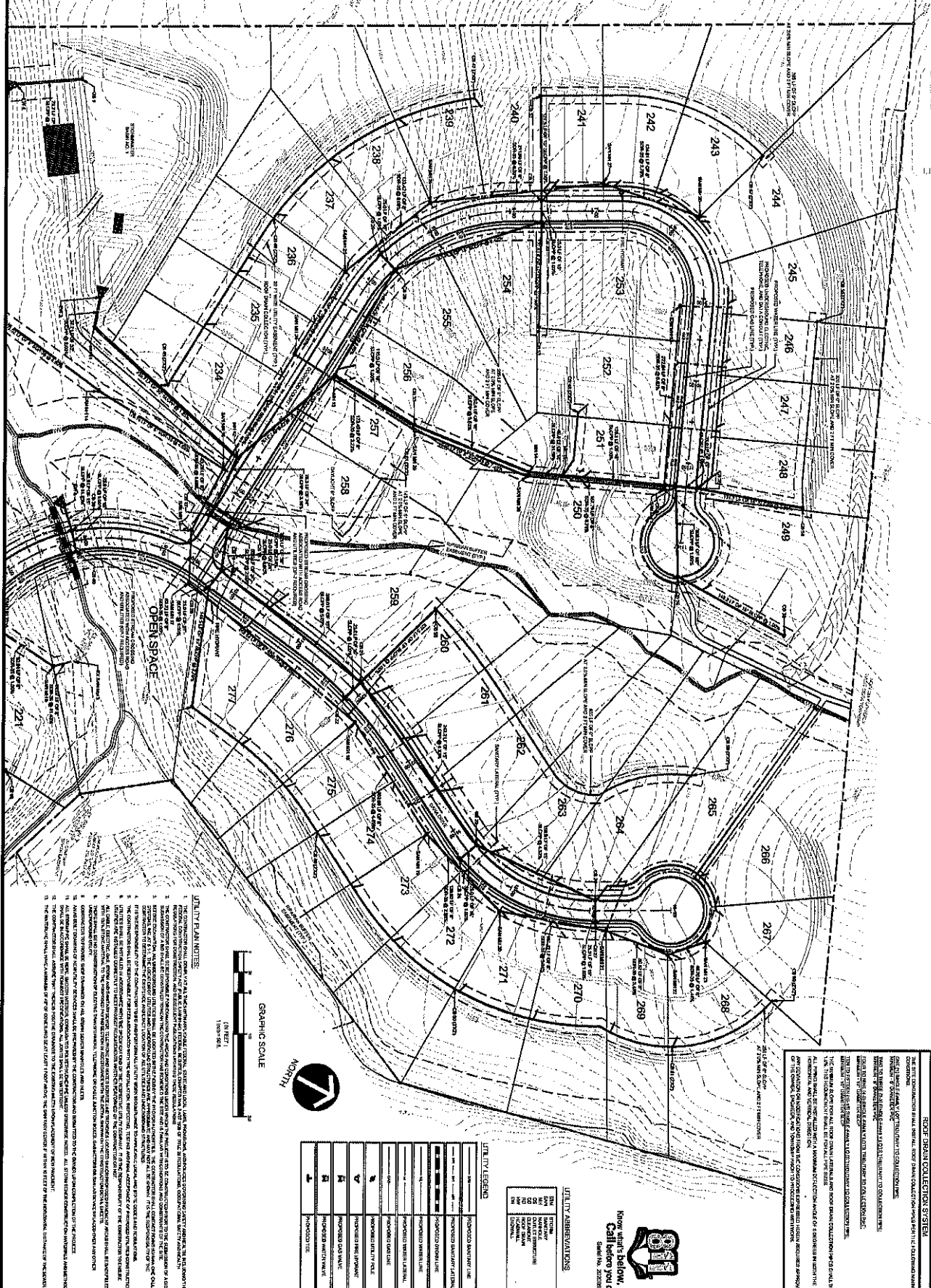
OAKWOOD HEIGHTS PHASES 2A & 2B
 WEST DEER TOWNSHIP
 ALLEGHENY COUNTY, PA

PREPARED FOR:
OAKWOOD HEIGHTS 2, LLC
 375 GOLFSIDE DRIVE
 WEXFORD, PA 15090

UTILITY PLAN
 DRAWING NO. C301
 DATE: 10/10/11
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 PROJECT NUMBER: C301

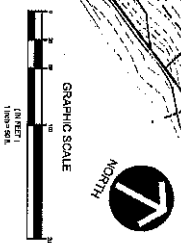


GATEWAY
 The Gateway Engineers, Inc.
 Full-Service Civil Engineering & Surveying
 Pittsburgh, PA
 gatewayengineers.com 855-694-6244



UTILITY PLAN NOTES:

1. THE INFORMATION SHOWN ON THIS PLAN IS BASED ON THE RECORD DRAWINGS, FIELD SURVEY DATA, AND THE INFORMATION PROVIDED BY THE CLIENT. THE ENGINEER HAS CONDUCTED A VISUAL GENERAL VERIFICATION OF THE INFORMATION SHOWN ON THIS PLAN.
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UTILITY LEGEND

Symbol	Description
(Line with 'S')	SEWER MAIN LINE
(Line with 'M')	MANHOLES
(Line with 'E')	EASEMENT
(Line with 'D')	DRIVE
(Line with 'P')	PARKING
(Line with 'L')	LANDSCAPE
(Line with 'T')	TERRACE
(Line with 'W')	WALKWAY
(Line with 'B')	BENCH
(Line with 'C')	CURB
(Line with 'R')	ROAD
(Line with 'F')	FENCE
(Line with 'G')	GOLF COURSE
(Line with 'H')	HIGHWAY
(Line with 'I')	IRRIGATION
(Line with 'J')	JOB
(Line with 'K')	KITCHEN
(Line with 'L')	LAWN
(Line with 'M')	MATERIAL
(Line with 'N')	NATURAL
(Line with 'O')	OPEN SPACE
(Line with 'P')	POND
(Line with 'Q')	QUARRY
(Line with 'R')	RAMP
(Line with 'S')	SEWER
(Line with 'T')	TERRACE
(Line with 'U')	UTILITY
(Line with 'V')	VALLEY
(Line with 'W')	WALKWAY
(Line with 'X')	WATER
(Line with 'Y')	YARD
(Line with 'Z')	ZONING

UTILITY ABERRATIONS

Know what's below. Call before you dig.

Call before you dig. 811

ROOF DRAIN COLLECTION SYSTEM

THE INFORMATION SHOWN ON THIS PLAN IS BASED ON THE RECORD DRAWINGS, FIELD SURVEY DATA, AND THE INFORMATION PROVIDED BY THE CLIENT. THE ENGINEER HAS CONDUCTED A VISUAL GENERAL VERIFICATION OF THE INFORMATION SHOWN ON THIS PLAN.

ALL INFORMATION SHOWN ON THIS PLAN IS FOR INFORMATIONAL PURPOSES ONLY. THE ENGINEER HAS CONDUCTED A VISUAL GENERAL VERIFICATION OF THE INFORMATION SHOWN ON THIS PLAN.

UTILITY PLAN

DATE: 03/22/2023

SCALE: 1"=40'

PROJECT: OAKWOOD HEIGHTS PHASES 2A & 2B

CLIENT: OAKWOOD HEIGHTS 2, LLC

ADDRESS: 375 GOLFSIDE DRIVE, WEXFORD, PA 15090

PROJECT NO: C302

OAKWOOD HEIGHTS PHASES 2A & 2B

WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PA

PREPARED FOR:
OAKWOOD HEIGHTS 2, LLC
375 GOLFSIDE DRIVE
WEXFORD, PA 15090

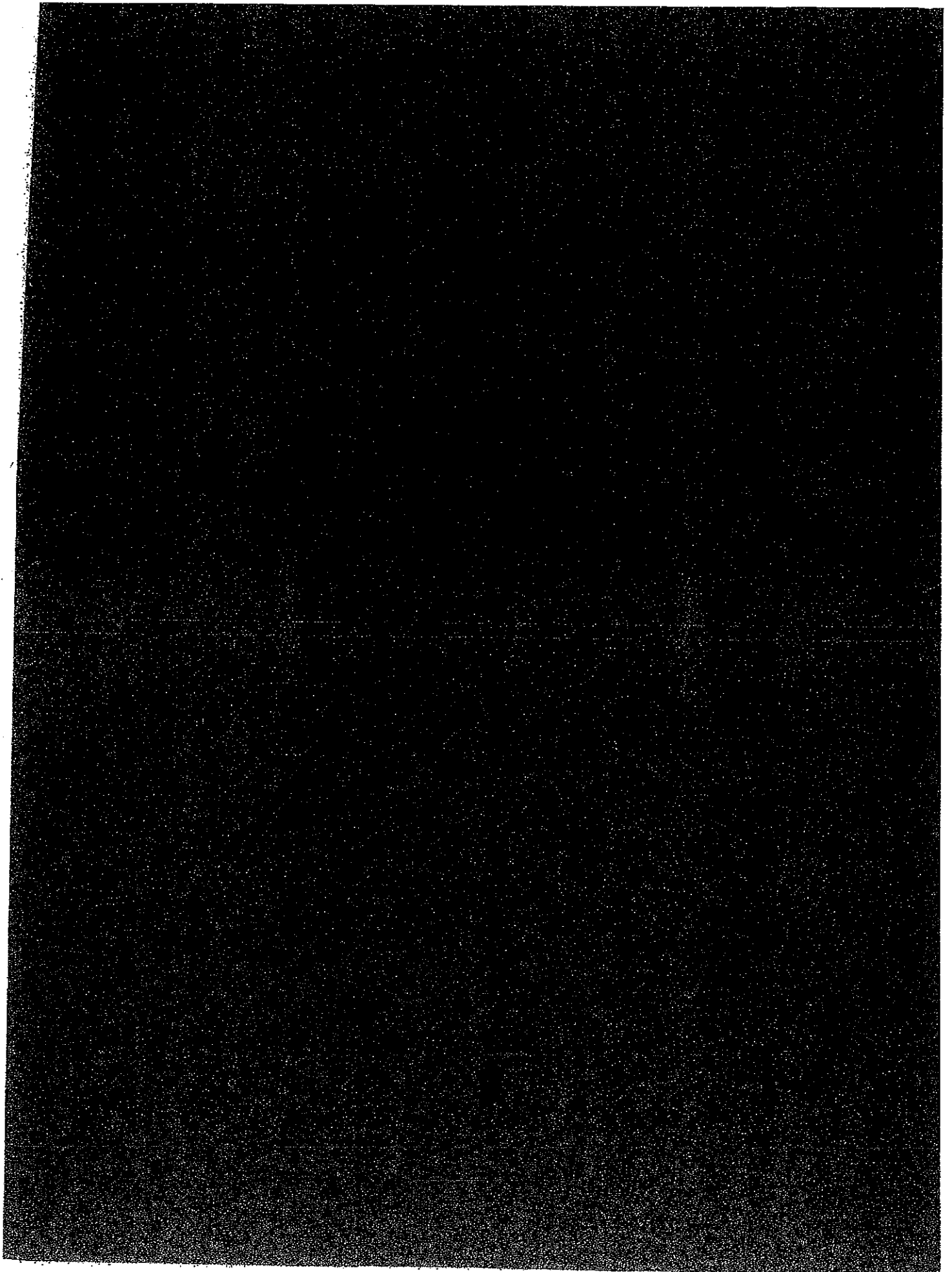
REVISION RECORD

No.	Date	Description
1	03/22/2023	REVISED PER LEISURE ROAD ASSOCIATE COMMENTS

GATEWAY

The Gateway Engineers, Inc.
Full-Service Civil Engineering & Surveying
Pittsburgh, PA

gatewayengineers.com 855-834-8284



ADOPTION: RESOLUTION NO. 2021-9 (CONSTRUCTION MANAGER AGREEMENT)

RESOLUTION NO. 2021-9

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A CONSTRUCTION MANAGER AGREEMENT WITH AIMS GROUP, INC.

A COPY OF THE RESOLUTION IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2021-9 APPROVING AND AUTHORIZING THE EXECUTION OF A CONSTRUCTION MANAGER AGREEMENT WITH AIMS GROUP, INC.

MOTION SECOND AYES NAYES

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

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

RESOLUTION NO. 2021-9

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A CONSTRUCTION MANAGER AGREEMENT WITH AIMS GROUP, INC. TO ADVISE THE TOWNSHIP REGARDING POSSIBLE MUNICIPAL COMPLEX OPTIONS

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the Township of West Deer, that, subject to the review and approval by the Township Solicitor and Township Manager as to the form of the Agreement, the Board hereby approves and authorizes the execution of the Construction Manager Agreement with AIMS Construction in substantially the form attached hereto as **Exhibit A**.

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

West Deer
TOWNSHIP



MUNICIPAL
BUILDING
WEST DEER TOWNSHIP

CM Proposal for:

WEST DEER TOWNSHIP
New Municipal Building

April 1, 2021

AIMS

Construction Managers / General Contractors



April 1, 2021

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

RE: Proposal for Construction Management Services

Mr. Mator,

AIMS Construction is pleased to provide this proposal to West Deer Township for Construction Management Services. AIMS has been providing construction management services for almost 50 years. Our clients include prominent organizations in the region such as Carnegie Mellon University, UPMC, University of Pittsburgh, Allegheny Health Network, and other institutional clients.

Our team of construction professionals are here to help guide you through the design and construction process. We strive every day to be a trusted adviser. We will protect your budget and spend your money like it was our own.

We feel that AIMS is a great fit for the project because:

- Our project team of Mike Tarle and Tony Pokusa worked on similar projects for Plum Borough and Brentwood Borough.
- Our project team is involved in local government, just like you. Mike serves as a Town Council Member in McCandless and Tony serves on the Monroeville Planning Commission.

Attached is some information about AIMS Construction, resumes of our team, and highlighted projects. Our scope of work and fees are included at the end of the packet.

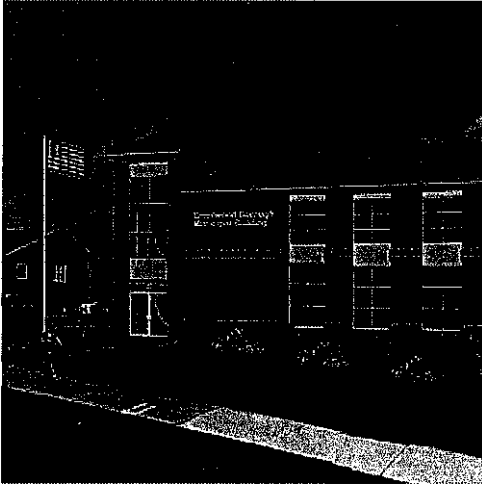
We would like to sit down and review our proposal with you. And if appropriate, we would like to meet with your board. We look forward to working with you.

Sincerely,
AIMS Construction

A handwritten signature in black ink that reads "M. Tarle".

Michael J. Tarle
Vice President of Operations / Pittsburgh Market Leader

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SECTION 1

Firm Description

“Teamwork is critical to any project; AIMS and the entire team worked well together to deliver first-class classroom and office space for the School of Social Work”.

*- Matthew Rendulic, Project Manager
University of Pittsburgh*

AIMS CONSTRUCTION OVERVIEW

AIMS Construction was founded in 1972 in Detroit, Michigan and by 1981 had found that healthcare and institutional renovations was a niche that needed to be filled. Today more than 95% of our work takes place in active facilities. From a growth strategy a decision was made to grow the company geographically.

In 2009, AIMS opened the Pittsburgh office doing exactly what we are known for, complex healthcare and higher education renovations. Today, the Pittsburgh market is the largest AIMS office. In 2018, AIMS opened a third market in Columbus, Ohio where early results are the same, there is a need for a specialist in healthcare and higher education construction management.

We CARE about our clients, their projects, and the people in their care.

HEALTHCARE

The majority of our workload occurs in hospitals. Most of those projects are highly complex, multi phased, renovation projects with ongoing hospital operations. Currently, AIMS works in over a dozen healthcare systems and over 40 hospitals across our geographical footprint, including two hospitals that are top 20 from U.S. World Report (University of Pittsburgh Medical Center and University of Michigan Health).

HIGHER EDUCATION

Higher Education represents another one of our focus areas. This work has come from major universities in the region such as the University of Michigan, University of Pittsburgh and The Ohio State University. Work with these institutions have spanned from classroom, auditorium, food service, and office renovations that have sensitive environments with high student traffic.

LABORATORIES

Building on our success in healthcare, AIMS began working in complex laboratory settings. We found laboratory work mirrored the complexity and work around critical areas that was found in our healthcare work. To date, completed laboratory work has included University research facilities, University teaching facilities, and specimen testing laboratories. We have constructed underground pneumatic tubing systems in dense urban settings and even worked in a Biosecurity level three laboratory at our Centers for Vaccine Research project.

AT A GLANCE :

- **PRIMARY FOCUS:**
100% on Institutional Clients
- **PROJECT SIZE RANGE:**
\$100k to \$10M
- **AVERAGE PROJECT SIZE:**
\$1.2M
- **AVERAGE CLIENT RELATIONSHIP:**
24 years
- **FIELD STAFF TRAINED IN:**
ICRA 24
OSHA 30
Pandemic Safety Officers
- **BONDING CAPACITY:**
\$35 Million per project
\$100 Million aggregate
- **ANNUAL REVENUE:**
\$60 Million



SECTION 2

Team Profiles

“Working with AIMS has been noteworthy. We have experienced superb communication and sound attitudes among the fast paced requirements. This started with asking the correction Prebid questions to the final closeout questions.

- Scott Maritzer, AIA
POH Architects



MICHAEL J. TARLE

Vice President of Operations

Mike is the Vice President of Operations for AIMS Construction in the Pittsburgh office and has spent his entire career in the Southwestern Pennsylvania construction marketplace. He has over 28 years of experience in every facet of the industry such as owner, architect, and construction.

Mike was selected as the Project Executive due to his extensive experience with local government organizations. Mike understands the inner working of these organizations and is devoted to protecting the funds, abiding by government protocols, and ensuring project success.

These truly unique skill sets, make Mike the perfect executive to lead the project. Mr. Tarle's role will be to provide executive oversight for the project team.

He will meet monthly with the owner to provide an executive level briefing and discuss any concerns that the owner may have.

EDUCATION

University of Pittsburgh
MBA

Kent State University
Bachelor of Architecture

LICENSES & CERTIFICATIONS

Registered Architect: PA, OH, WV

DBIA Certified

LEED Accredited Professional

Design Build Professional

OSHA 10

ICRA 8

COMMUNITY INVOLVEMENT

McCandless Town Council Member
Chairman of Finance Committee

REFERENCES

Mr. Jim Earle
Assistant Professor / Associate Dean
for Strategic Development and
Operations
University of Pittsburgh
School of Dental Medicine
(412) 648-1102

Mr. Aaron Bennett
Director, Facilities Development
University of Pittsburgh Medical Center
(412) 463-8605

RELEVANT EXPERIENCE

- Brentwood Borough
New Municipal Building
- Plum Borough
New Municipal Building
- West Deer Township
Pre- Construction and Early
Design Work
- Renton Fire Department
New Firestation
- UPMC Allegheny Valley
Mobile PET/ CT Scanner
- UPMC Passavant Cranberry
Pharmacy
- La Roche University
Palumbo Science Center
- Homestead Borough
West Field Athletic Complex



TONY POKUSA *Project Manager*

Tony is an experienced professional in the design and construction industry with diverse knowledge in architecture, MEP systems, and construction accrued over his 20-plus year career. He has held the roles of Project Architect, Project Manager, and Owner's Representative throughout his career.

Tony has coordinated and led successful projects and project teams across varying project types such as healthcare, higher education, non profit, religious, and government.

As Project Manager, Tony will be actively involved with pre-construction working alongside our pre-construction team for bid management, estimating and construction phases of the project; such as assisting with document reviews, scheduling and negotiations, contract awards and will ultimately assume complete responsibility for all construction activities, schedule adherence, site management and project team communication.

EDUCATION

University of Pittsburgh,
Architectural Studies
Triangle Tech Pittsburgh,
Architectural Design and Drafting

CERTIFICATIONS

ICRA 8
OSHA 10
COVID 19

COMMUNITY INVOLVEMENT

Monroeville Planning Commission
Vice Chairman

REFERENCES

Mr. J.R. Young
Associate Vice-President for
Facility Management
La Roche University
(412) 536-1100

Ms. Latasha Wilson-Batch
Executive Director
Best of the Batch Foundation
(412) 326-0119

Benjamin Krokosky
President
George L. Wilson Company
(412) 326-0119

RELEVANT EXPERIENCE

- Brentwood Borough
New Municipal Building
- Plum Borough
New Municipal Building
- West Deer Township
Pre- Construction and Early
Design Work
- Renton Fire Department
New Firestation
- La Roche University
Palumbo Science Center
Renovation
- LaRoche University
Nurse Simulation Lab
- UPMC Allegheny Valley
Mobile PET/CT Scanner



SECTION 3

Similar Experience

“The La Roche Science Center renovation done by AIMS Construction was the smoothest run project I have completed in my 10-year career at La Roche.”

- JR Young, Assistant Vice President for Facilities
La Roche University

SIMILAR PROJECTS



Similar Features

- Adjacent to critical operations
- Operating Room Decommissioning
- OR/Procedure Room Renovation

UPMC MONTEFIORE OPERATING ROOM RENOVATIONS

This project consisted of the renovation of two teaching operating rooms with supporting scrub room and observation area as well as the renovation of two additional Operating Rooms. This project required significant MEP upgrades and coordination including the installation of a new air handler unit which will support future growth of the hospital. We carefully crane lifted nine pieces of the new unit, each weighing between 5 and 8 tons to a newly poured concrete slab. The fully assembled unit sits over 26 ft wide, 46 ft long, and 13 ft tall.

Delivery Method:
CMr

Completion Date:
July 2019

Owner:
UPMC Health System

Project Size:
3,000 SQ FT

Results:
100% ICRA Compliance
Zero Safety Incidents
Cut Schedule

Architect:
Canon Design

Construction Cost:
\$7,000,000



Similar Features:

- Similar clinical space components
- Outpatient care
- Significant Trenching

HERITAGE VALLEY PULOMONARY OUTPATIENT FIT OUT

This project was a complete interior renovation of a 3,300 square foot suite within a hospital. The work included the complete demolition and re-build of the suite for a new pulmonology exam clinic. The demolition called for underground trenching and piping that was managed through careful logistic planning to achieve the six-month schedule. The new space includes eight exam rooms, nurse station, staff offices, support areas, and restrooms.

Delivery Method:
GC

Completion Date:
July 2019

Owner:
Heritage Valley Health System

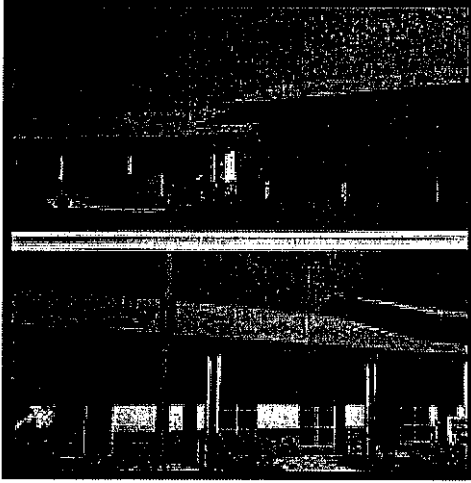
Project Size:
3,300 SF

Results:
100% ICRA Compliance
Zero Safety Incidents
Cut Schedule

Architect:
RM Creative

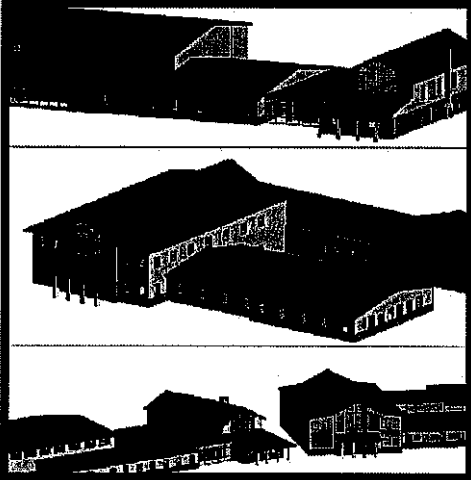
Construction Cost:
\$900,000

SIMILAR PROJECTS



RENTON VOLUNTEER FIRE DEPARTMENT

The team provided preliminary design and estimating services for the new 6,500 square foot building in Plum Borough for its volunteer fire department. The new space was planned to serve as the new garage for the unit's six vehicles as well as for training, working, and bunking for the volunteer firefighters. Complete site work was planned as part of the future design towards construction.



PLUM BOROUGH NEW MUNICIPAL & COMMUNITY CENTER

The team met with Plum Borough to help determine their needs for a new municipal building and community center. They worked to create schematic designs and estimates for their new 44,000 square foot building. The design included municipal offices, council chambers, the police department headquarters, cafe, gymnasium, and community common space.



BRENTWOOD BOROUGH NEW MUNICIPAL BUILDING

The team worked with the borough and their developer to re-design their oversized, outdated piece of property that was sitting on a very valuable piece of land. The building is two stories and houses the police and meeting room functions on their first floor and the town administrations on the second floor.

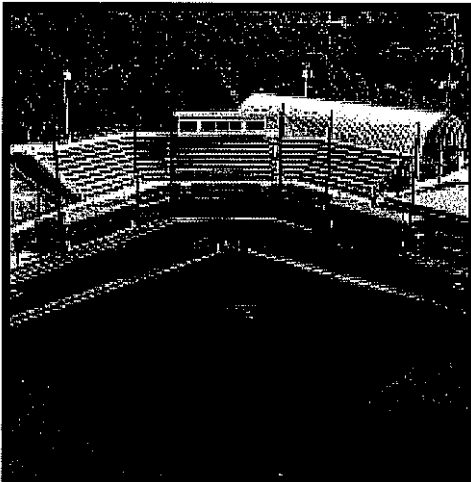
SIMILAR PROJECTS



BRADDOCK REDUX NEW COMMUNITY CENTER

The abandoned church was brought back to life with the Braddock Redux, a local non profit ran by Mayor John Fetterman. The team worked together to install new mechanical, electrical, and plumbing services to the building.

In addition to this, renovations were done to the multi-purpose room to level the floor which was sloped toward the old altar area. Additional interior work included new finishes, lighting, restrooms, and a warming kitchen. Work to the exterior included masonry repointing, stone stair work, and new windows.



WEST FIELD ATHLETIC COMPLEX

West Field comes with a lot of history. It was the home field of the Homestead Grays of the Negro League in the late 1930s and early '40s. Josh Gibson, who is regarded as the best Negro League baseball player of all time, played at West Field. The renovations were made possible by the generosity of Homestead native William V. Campbell Jr., the former CEO of Intuit Inc., who provided funding through the Campbell Educational and Community Foundation. The field is the center-piece of an athletic complex which received near-\$6 million worth of renovations. These included a \$2 million top-of-the-line field which includes 116,000 square feet of slit-film turf. The synthetic turf results in a year-round play system that is not dependent on the weather.

Other highlights from the renovations include: modernized dugouts and locker rooms; a large concession stand; two rest rooms; a press box; and a grandstand behind home plate that seats 800.

The field is home to local little league games, high school sports, and Chatham University baseball & softball teams.



SECTION 4

Fee Proposal

“AIMS approach was also focused on value. They were cognizant of budgets and schedule and pride themselves on delivering value on every project.”

- *Matthew Rendulic, Project Manager*
University of Pittsburgh

April 9, 2021

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

RE: REVISED Proposal for Construction Management Services

Mr. Mator,

AIMS Construction is pleased to provide this proposal to West Deer Township for Construction Management Services.

AIMS has been providing construction management services for almost 50 years. Our clients include prominent organizations in the region such as Carnegie Mellon University, UPMC, University of Pittsburgh, Allegheny Health Network, and other regional institutions.

Our team of construction professionals are here to help guide you through the design and construction process. We strive every day to be your trusted advisor. We will protect your budget and spend your money like it was our own.

Below is our proposal for construction management services:

Project description

It is our understanding that West Deer would like to study three options for a new municipal building complex.

- Option #1 is to renovate the current municipal building.
- Option #2 is to purchase and renovate an existing building.
- Option #3 is to construct a new building on a nearby parcel of land.

It is our understanding that the first step in this process is to prepare a feasibility study to review these options.

Our services

1. Hold kickoff meeting with West Deer to define project goals, points of contact, project schedule, and communication.
2. Tour the optional sites to understand each building and site.
3. Hold a visioning session to create an overall vision for the project. This session will include specific discussions about department needs both current and future.



Construction Managers/General Contractors

4. Prepare a programming document that outlines each required space with associated square footages in order to understand the building size.
5. Meet to review the programming document.
6. Prepare a conceptual drawing of each option to show an overall schematic layout.
7. Meet to review the conceptual drawings.
8. Prepare a preliminary estimate for each option.
9. Prepare a milestone schedule for each option.
10. Prepare final report summarizing the team's finding.

Fee

AIMS fee for the above-mentioned scope of work is Fifteen Thousand Nine Hundred Fifty Dollars (\$15,950).

Staff billable rates (per hour) for any additional services

- Vice President \$125
- Project Manager / Estimator \$110
- Project Engineer \$85
- Project Administrator \$65
- Note that the majority of time will be Project Manager and Project Engineer rate.

Exclusions and assumptions

1. If existing condition drawings cannot be located and AIMS must recreate plans, this will be an additional service.
2. Any hazardous materials surveying or testing is excluded.
3. Revisions to the final report after delivery is an additional service.

We look forward to guiding West Deer Township through the design and construction process. If the proposal is acceptable to West Deer, please sign below. If you have any further questions, please let me know.

Sincerely,

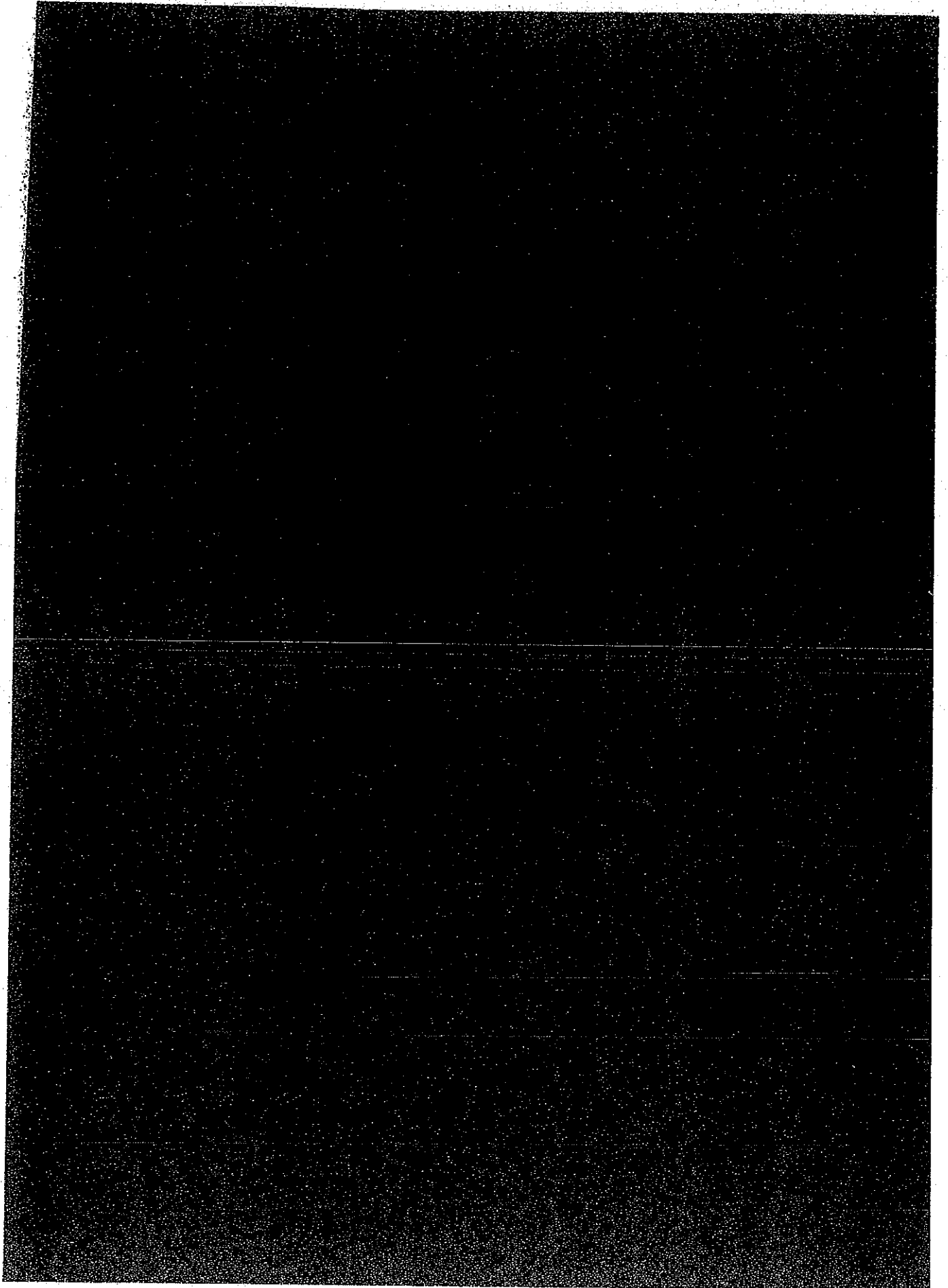
AIMS Construction

Michael J. Tarle
Vice President / Pittsburgh Market Leader

This proposal accepted this _____ day of _____, 2021

By: _____

Name: _____



ADOPTION: RESOLUTION NO. 2021-10 (HR – PERSONNEL POLICIES AND PROCEDURES AGREEMENT)

RESOLUTION NO. 2021-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH EAST COAST RISK MANAGEMENT TO REVIEW AND UPDATE THE PERSONNEL POLICIES AND PROCEDURES MANUAL.

A COPY OF THE RESOLUTION IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2021-10 APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH EAST COAST RISK MANAGEMENT TO REVIEW AND UPDATE THE PERSONNEL POLICIES AND PROCEDURES MANUAL.

MOTION SECOND AYES NAYES

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

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

RESOLUTION NO. 2021-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH EAST COAST RISK MANAGEMENT TO REVIEW AND UPDATE THE PERSONNEL POLICIES AND PROCEDURES MANUAL

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the Township of West Deer, that, subject to the review and approval by the Township Solicitor and Township Manager as to the form of the Agreement, the Board hereby approves and authorizes the execution of a Human Resources Consultant Agreement with East Coast Risk Management to review and update the Personnel Policies and Procedures Manual in substantially the form attached hereto as **Exhibit A**.

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, Chairman,
Board of Supervisors



Response to Request for Proposal
West Deer Township
Personnel Policies and Procedures Manual
Review and Update



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Company History

East Coast Risk Management (ECRM) LLC, headquartered in North Huntingdon, Pennsylvania, is one of the few consulting firms in Pennsylvania which specializes in providing multi-disciplined Human Resources, Legal, Safety, and Claim services utilizing a unique outsourcing model to private and public entities throughout the United States.

Over the past 20 years, we have grown to service over 1,800 clients in 47 states as well as Canada. With approximately fifty employees, each consultant's specialized skills combined with their years of experience ensures our team can deliver practical and effective solutions for businesses of all sizes and types. ECRM has a client retention rate of 97%, which is evidence of the effectiveness of our business model and quality of our services.

Our Human Resources and Legal consulting teams are led by Renee Mielnicki, Esquire, General Counsel and Director of Human Resources Services. Renee joined ECRM in 2013 and has built a world-class team of professionals with many years of practical experience. Our business model allows us to deliver customized HR and Legal solutions without the exorbitant fees typically charged by multinational consulting firms or law firms.



Scope of Services

ECRM has two (2) licensed attorneys and five (5) HR professionals on its staff that provide HR services to clients. The following are scopes of service for the HR services requested in the RFP:

Employee Handbook: The Township's existing employee handbook will be reviewed for legal compliance and sound HR policy, which will include a review by one of our licensed attorneys. If the Township does not have a handbook for review, we will create a new employee handbook that is customized for the Township. Handbooks should not include any procedures. They also cannot shield the Township from liability. Risk reduction of employment related lawsuits is achieved through practice, not policy. We also do not recommend an appendix of forms. Those should also be separate from the handbook.

Training: We provide HR training both virtually and in person on all HR topics. If ECRM reviews and updates the Township's employee handbook, we recommend the following trainings at a minimum: An Overview of the New Handbook, Interviewing and Hiring, Discipline and Termination, Reasonable Suspicion Drug Testing, Harassment for Employees, and Harassment for Supervisors.

Human Resources Team

Legal/HR Consulting



Renee Mielnicki, Esquire

General Counsel/Director of Human Resources

Renee has served as a licensed attorney in the state of Pennsylvania since 2001. In addition to her responsibilities as General Counsel, she also serves as the Director of the Human Resources Services Department. As Director, she oversees the daily operations of the department including labor relations as well as the HR Services we provide. These services include providing compliance advice relating to employment matters such as discrimination, wage and hour issues and leaves of absence under FMLA and the ADA. They also include giving general HR advice to leaders of an organization, management trainings as well as review and drafting of employment-related agreements. She brings to ECRM experience having worked as an Associate General Counsel for the Allegheny County Housing Authority, where her role included drafting commercial and residential contracts and advising senior management on legal and regulatory compliance issues. Prior to that, she worked for a private law firm as an associate attorney where she practiced civil and criminal litigation.



Benjamin Orsatti, Esquire

Associate General Counsel/Sr. Human Resources Consultant

Benjamin is a graduate of the University of Pennsylvania. After having attended the Duquesne University School of Law, he was admitted to the Pennsylvania Bar in 2004. He has practiced in state and federal court and has represented both labor and management in interest and grievance arbitration matters, as well as proceedings before the NLRB, PLRB, EEOC, and OSHA. He has knowledge to advise employers in all areas of labor and employment law, such as contract negotiation, compliance review (including OFCCP), employee benefits (including ERISA-related issues), and human resources.

HR Consulting – Senior HR Consultants



Nancy Owen, PHR

Human Resources Manager/Sr. Human Resources Consultant

Nancy is a certified HR professional with over 30 years' experience in human resources. She comes to ECRM from Lereta where she served as the HR Manager. She has experienced working in the IT, nonprofit, automotive, insurance and mortgage industries. Nancy has spent her career developing and managing the HR functions for organizations where she played a key role in performance management, engagement, retention and reducing organizational risk. She is also an expert in managing medical leaves for clients.



Jennifer Price, PHR, SHRM-CP

Sr. Human Resources Consultant

Jennifer earned her bachelor's degree in Human Resources Management from California University of Pennsylvania. Additionally, she is a certified Professional in Human Resources with over 17 years of experience in Human Resources. Jennifer comes to ECRM from a healthcare organization where she served as an HR Director. Throughout her career Jennifer has functioned as a generalist, and has also specialized in the areas of recruitment, employee relations, engagement, and benefits. Jennifer has worked to help companies minimize organizational risk, reduce employee turnover, and to develop organizational leaders.

HR Consulting - HR Consultants



Derek Ross, CLMS
Human Resources Consultant

Derek earned his bachelor's degree in Business Management from La Roche College and has over 10 years of human resources and talent acquisition experience. He concentrates much of his time as an onsite HR Consultant in the Pittsburgh area performing all HR functions such as payroll and benefits administration. Prior to joining ECRM, Derek served as an HR Director, working with the Department of Defense and intelligence community. Derek also has a broad range of recruiting experience in the fields of accounting, finance, insurance, medical, administrative, light industrial, maintenance and manufacturing.



Laura Pokrzywa
Human Resources Consultant

Laura earned her bachelor's degree in Journalism from Iowa State University. Laura has been with ECRM since 2012 and specializes in creating and revising employee handbooks, policies, and employment forms for clients all around the country and in multiple industries. In addition, Laura has experience working as an advertising copywriter and freelance writer.



Cara Kelley
Human Resources Consultant

Cara earned her bachelor's degree in Human Resources Management from Geneva College. Additionally, she holds a Certified Leave Management accreditation from the Disability Management Employer Coalition (DMEC). Cara comes to ECRM from a local healthcare organization where she served as a Leave Specialist and Subject Matter Expert on FMLA and other specific leaves of absence. Cara also served as a Talent Acquisition and Onboarding Assistant within the HR team.

Cost for HR Services

In addition to its two licensed attorneys, ECRM has five (5) HR professionals on its staff. The costs associated with the HR services requested in the RFP are as follows:

- Employee Handbook - \$2,000 flat fee
- Training Topics:
 - Overview of the New Employee Handbook - \$500 per session
 - Interviewing and Hiring - \$600 per session
 - Discipline and Terminations - \$600 per session
 - Reasonable Suspicion Drug Testing - \$800 per session
 - Harassment - \$600 per session

Our Municipal Handbook Clients in Pennsylvania

ECRM provides HR consulting services to businesses in both the public and private sector across the country. We handle approximately one hundred (100) handbooks per year. The following is a partial list of municipal clients in Pennsylvania that have hired us for our employee handbook service:

- Borough of Homestead
- Borough of Milton
- Dallas Township (a second-class township in Pennsylvania)
- Jefferson Hills Borough
- North Middleton Township (a second-class township in Pennsylvania)
- Red Hill Borough
- Schuylkill County Municipal Authority
- Wilkinsburg Penn Water Authority

Responses to the Policy/Procedure Questionnaire

1. Employee handbooks should contain all policies required to comply with applicable state and federal law. They should also contain policies necessary for a sound HR program, such as those for attendance, discipline, a code of conduct, social media, drug and alcohol, etc. The purpose of an employee handbook is not only to set forth policies that show the organization complies with the law, but also to set expectations for the employees to follow and to which they can be held accountable. We draft at least one hundred (100) handbooks per year for organizations in both the private and public sector across the country, including multi-state employers. We keep up to date on all HR trends to ensure the policies we provide address them. Off duty conduct is an example. A handbook should not contain any forms or procedural details. Otherwise, it will be overwhelming and neither the leaders nor the employees will be able to navigate it. To help our clients implement the finished handbook, we also provide a guide outlining the processes behind handbook policies.
2. The list of municipal client handbooks included in this RFP response represents only our most recent Pennsylvania municipal clients. In addition to other Pennsylvania municipalities, we have worked with municipal employers in other states. Two of the clients included on our list are second-class townships in Pennsylvania. Though some handbooks on that list are still in process, several have been completed including Dallas Township, Red Hill Borough and Schuylkill County Municipal Authority.
3. Handbooks for municipal clients are not vastly different than those for the private sector, with a few exceptions. Because public employers can take advantage of comp time in lieu of overtime, we provide such a policy. We also offer policies that touch upon whistleblower protections. The most pressing challenge is getting our municipal clients to finish this process.
4. The main point of contact for the employee handbook service is Laura Pokrzywa. The legal review would be done by Renee Mielnicki, Esquire. Any training would be conducted by Renee Mielnicki, Ben Orsatti or Jennifer Price. Their biographies begin on page 4.
5. Yes, we work with Campbell Durant now. They are counsel to the Pittsburgh Public School District, which is a client of ECRM. We provide FMLA administration services to the school district, which has 5500 employees.

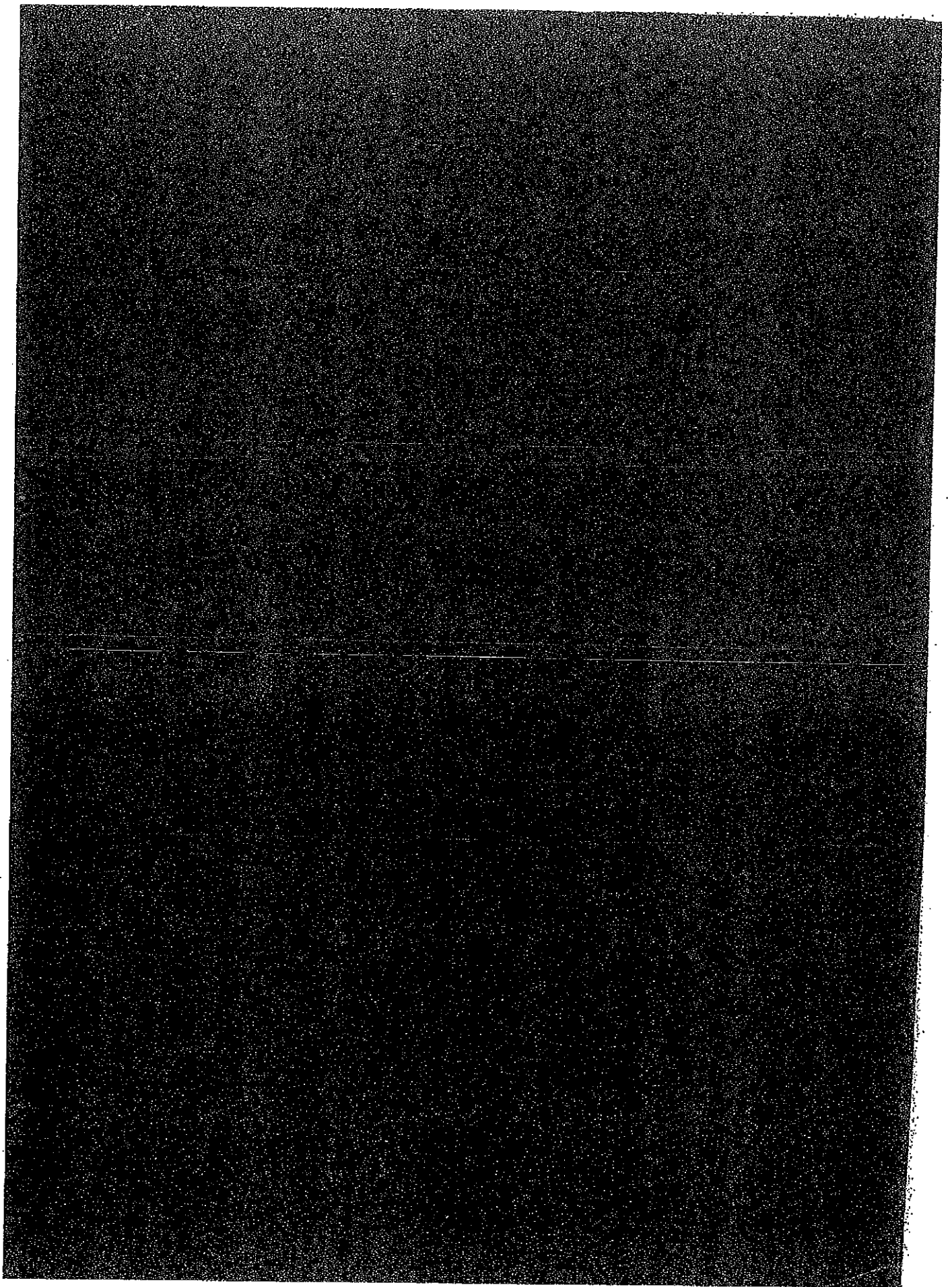
6. Our fees are set forth on page 7.

7. Five municipal references and their contact information are:

Dallas Township	Martin Barry, Manager 570-674-2000, extension 104
North Middleton Township	John Epley, Manager jepley@nmiddleton.com 717-243-8550
Red Hill Borough	Liz DeJesus, Office Administrator ldejesusredhill@comcast.net 215-679-2040
Schuylkill County Municipal Authority	Patrick Caulfield, Executive Director pcaulfield@scmawater.com 570-593-8164
Jefferson Hills Borough	Jon Drager, Finance Director jdrager@jeffersonhills.net 412-655-7735

Answers to Questions about those who would provide services to the Township:

1. No
2. No
3. No
4. No
5. None
6. None



ADOPTION: RESOLUTION NO. 2021-11 (HR – SALARY PLAN AGREEMENT)

RESOLUTION NO. 2021-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH EAST COAST RISK MANAGEMENT TO STUDY AND CREATE A FORMAL WEST DEER TOWNSHIP SALARY PLAN.

A COPY OF THE RESOLUTION IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2021-11 APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH EAST COAST RISK MANAGEMENT TO STUDY AND CREATE A FORMAL WEST DEER TOWNSHIP SALARY PLAN.

MOTION SECOND AYES NAYES

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

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

RESOLUTION NO. 2021-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH EAST COAST RISK MANAGEMENT TO STUDY AND CREATE A FORMAL WEST DEER TOWNSHIP SALARY PLAN

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the Township of West Deer, that, subject to the review and approval by the Township Solicitor and Township Manager as to the form of the Agreement, the Board hereby approves and authorizes the execution of a Human Resources Consultant Agreement with East Coast Risk Management to study and create a formal West Deer Township Salary Plan in substantially the form attached hereto as **Exhibit A**.

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, Chairman,
Board of Supervisors



**Response to Request for Proposal
West Deer Township Salary Plan**

7562 State Route 30 | North Huntingdon, PA | 15642 | 724.864.8745



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Company History

East Coast Risk Management (ECRM) LLC, headquartered in North Huntingdon, Pennsylvania, is one of the few consulting firms in Pennsylvania which specializes in providing multi-disciplined Human Resources, Legal, Safety, and Claim services utilizing a unique outsourcing model to private and public entities throughout the United States.

Since inception, we have grown to service over 1,800 clients in 47 states as well as Canada. With approximately fifty employees, each consultant's specialized skills combined with their years of experience ensures our team can deliver practical and effective solutions for businesses of all sizes and types. ECRM has a client retention rate of 97%, which is evidence of the effectiveness of our business model and quality of our services.

Our Human Resources and Legal consulting teams are led by Renee Mielnicki, Esquire, General Counsel and Director of Human Resources Services. Renee joined ECRM in 2013 and has built a world-class team of professionals with many years of practical experience. Our business model allows us to deliver customized HR and Legal solutions without the exorbitant fees typically charged by multinational consulting firms or law firms.

In 2019, ECRM acquired Felice Associates, Inc., a management and consulting firm based in Greensburg, PA. Felice Associates has been in business for 45 plus years providing labor relations and human resources expertise throughout the country to both private and public sector clients. One of the core services of Felice Associates, which now does business under the name of ECRM, is providing salary plan services to public sector employers, including many counties in the state of Pennsylvania.



Scope of Services

West Deer Township issued an RFP for an Organizational Assessment on February 24, 2021 which included a request for updated job descriptions and a comparison of wages between West Deer Township and similar municipalities. ECRM's response is only to this particular scope of the RFP scope as set forth below.

Salary Plan

What is a Salary Plan: A salary plan encompasses the employee pay components of the Township's pay strategy, including raise schedules. It describes how your Township's pay philosophies support your business strategy, competitiveness within the industry, and budget.

Goal and Advantages of the Plan: Key goals and advantages of a salary plan include: (1) making your Township more attractive to top candidates; (2) retaining employees who are already working in the organization; (3) serving as a motivator for employees to perform at high levels; (4) helping keep your Township competitive in the marketplace in terms of pay; and (5) ensuring that your salary plan fits your budget.

Scope of Work for a Salary Plan:

- **Establish a Pay Philosophy:** A pay philosophy must be decided by the Township. This will be developed at an initial meeting with us where we can offer guidance on such. Some Townships pay the going market rate for a job. Others pay higher than the average. The Township could decide its pay philosophy is a market minus philosophy, which pays less than the market rate. Once this philosophy is decided, we can build a salary plan that works for the size and budget of the Township.
- **Market Analysis:** We will perform a market analysis of townships of similar size in the Commonwealth of Pennsylvania using wage data from the Allegheny County League of Municipalities which will be provided to ECRM by the Township. We will compare the wages of those townships to the wages of similar jobs in your township incorporating the new pay philosophy. The purpose of this step is to establish external equity for



your jobs so that wage rates are reasonable as compared to the market to attract and retain employees.

- JAQs: We will provide a JAQ (Job Analysis Questionnaire) form to the Township to be completed by both the employees and their supervisors for each job. JAQs contain information that is not included within a job description, but necessary for establishing a value for each job as described below. Examples are the number and type of employees supervised, degree of responsibility for budgetary and financial decisions, and access to confidential information. The JAQ should be e-mailed to each employee. Upon completion of the employee section, the JAQ should then be emailed to the appropriate supervisor for review, approval, and completion of the Supervisor Section. When all JAQs are received and checked, representatives from ECRM may conduct interviews on a sampling of various jobs if clarification is necessary.
- Job Descriptions and Classification: We will review and update all job descriptions to make sure they reflect the current essential functions of each job as well as HR best practices. We will then classify each job as non-exempt or exempt from overtime pay.
- Job Valuations (Establishing the relative worth of jobs with compensable factors): We will establish the relative worth of all jobs by utilizing our proprietary job evaluation methodology. We utilize a point system that incorporates a rating scale which measures and quantifies specific job characteristics ("compensable factors"). Compensable factors are job requirements for which an organization chooses to pay. Some examples of compensable factors are complexity of duties, training, and experience. For each position, the job content which is specified in the current job description and JAQ is compared against the various factors. The position is then assigned the corresponding number of points in that factor (called "factoring"). This process continues across all compensable factors. When completed, the points assigned to the various factors are totaled. When all positions have been similarly evaluated and assigned a point total, that total represents the resulting job hierarchy in a newly designed salary schedule. Allowing a third party to assign this value makes it objective. The purpose of this step is to establish internal equity across all of the jobs in the Township.
- Allocation of Positions to Paygrades and Development of a Pay Scale: We will retrofit the current wage rates into a recommended pay scale.



In proposing a pay scale, our recommendations are limited to some extent by the Township's existing pay practices and budget. An integral part of this step involves the allocation of all positions to appropriate pay grades and steps on a newly developed pay scale. The Township's pay philosophy will be incorporated into the pay scale.

- Report of Recommendations: We will provide a report with our recommendations as well as the new allocation of positions to appropriate classification and pay. It will contain a guide that explains how to implement and utilize the salary plan.
- Training: We will provide one-half (½) day of training to all employees responsible for implementing and utilizing the plan (most often HR, Department Heads and Elected Officials).
- Updates and Work Outside of this Scope: Any changes to the salary plan, report of recommendations, or job descriptions delivered to the Township can be made for additional fees. Any work requested by the Township outside of the scope of services in this section can also be done for additional fees. Please see the cost section for details on additional fees.

Organizational Chart

An organizational chart will be created for the Township in the form of a diagram that shows the structure of the Township as well as a reporting and relationship hierarchy for its jobs.

An organizational chart will benefit the Township by showing work responsibilities and reporting relationships and allowing employees to better understand how their work fits into the organization's overall scheme.



Human Resources Team

Legal/HR Consulting



Renee Mielnicki, Esquire

General Counsel/Director of Human Resources

Renee has served as a licensed attorney in the state of Pennsylvania since 2001. In addition to her responsibilities as General Counsel, she also serves as the Director of the Human Resources Services Department. As Director, she oversees the daily operations of the department including labor relations as well as the HR Services we provide. These services include providing compliance advice relating to employment matters such as discrimination, wage and hour issues and leaves of absence under FMLA and the ADA. They also include giving general HR advice to leaders of an organization, management trainings as well as review and drafting of employment-related agreements. She brings to ECRM experience having worked as an Associate General Counsel for the Allegheny County Housing Authority, where her role included drafting commercial and residential contracts and advising senior management on legal and regulatory compliance issues. Prior to that, she worked for a private law firm as an associate attorney where she practiced civil and criminal litigation.



Benjamin Orsatti, Esquire

Associate General Counsel/Sr. Human Resources Consultant

Benjamin is a graduate of the University of Pennsylvania. After having attended the Duquesne University School of Law, he was admitted to the Pennsylvania Bar in 2004. He has practiced in state and federal court and has represented both labor and management in interest and grievance arbitration matters, as well as proceedings before the NLRB, PLRB, EEOC, and OSHA. He has knowledge to advise employers in all areas of labor and employment law, such as contract negotiation, compliance review (including OFCCP), employee benefits (including ERISA-related issues), and human resources.

HR Consulting – Senior HR Consultants



Nancy Owen, PHR

Human Resources Manager/Sr. Human Resources Consultant

Nancy is a certified HR professional with over 30 years' experience in human resources. She comes to ECRM from Lereta where she served as the HR Manager. She has experienced working in the IT, nonprofit, automotive, insurance and mortgage industries. Nancy has spent her career developing and managing the HR functions for organizations where she played a key role in performance management, engagement, retention and reducing organizational risk. She is also an expert in managing medical leaves for clients.



Jennifer Price, PHR, SHRM-CP

Sr. Human Resources Consultant

Jennifer earned her bachelor's degree in Human Resources Management from California University of Pennsylvania. Additionally, she is a certified Professional in Human Resources with over 17 years of experience in Human Resources. Jennifer comes to ECRM from a healthcare organization where she served as an HR Director. Throughout her career Jennifer has functioned as a generalist, and has also specialized in the areas of recruitment, employee relations, engagement, and benefits. Jennifer has worked to help companies minimize organizational risk, reduce employee turnover, and to develop organizational leaders.

HR Consulting - HR Consultants



Derek Ross, CLMS
Human Resources Consultant

Derek earned his bachelor's degree in Business Management from La Roche College and has over 10 years of human resources and talent acquisition experience. He concentrates much of his time as an onsite HR Consultant in the Pittsburgh area performing all HR functions such as payroll and benefits administration. Prior to joining ECRM, Derek served as an HR Director, working with the Department of Defense and intelligence community. Derek also has a broad range of recruiting experience in the fields of accounting, finance, insurance, medical, administrative, light industrial, maintenance and manufacturing.



Laura Pokrzywa
Human Resources Consultant

Laura earned her bachelor's degree in Journalism from Iowa State University. Laura has been with ECRM since 2012 and specializes in creating and revising employee handbooks, policies, and employment forms for clients all around the country and in multiple industries. In addition, Laura has experience working as an advertising copywriter and freelance writer.



Cara Kelley
Human Resources Consultant

Cara earned her bachelor's degree in Human Resources Management from Geneva College. Additionally, she holds a Certified Leave Management accreditation from the Disability Management Employer Coalition (DMEC). Cara comes to ECRM from a local healthcare organization where she served as a Leave Specialist and Subject Matter Expert on FMLA and other specific leaves of absence. Cara also served as a Talent Acquisition and Onboarding Assistant within the HR team.

Cost for HR Services

ECRM can perform the salary plan service for the total sum of four-thousand three-hundred and twenty dollars (\$4,320.00). This total sum is based upon the assumption that twelve (12) total jobs will be included in the salary plan. Payments will be made in three (3) equal installments of \$1,440.00. The first installment is due and payable on the date of execution of a service agreement. The second installment will be due and payable sixty (60) days from the effective date of a service agreement. The final payment will be due within thirty (30) days following ECRM's submission of the report of recommendations.

In addition, the Township would be responsible for all reasonable and necessary travel expenses at the IRS allowable rate and reasonable and necessary out-of-pocket expenses incurred by ECRM in the rendering of services under this Agreement. Expenses will be billed monthly.

The total project cost does not include any revisions to the plan or job descriptions after submission of ECRM's report of recommendations or any additional services requested by the Township outside of those described herein. Any additional services shall be billed at \$140.00 per hour, plus reasonable and necessary expenses.



Public Sector Clients - Salary Plan Service

ECRM provides HR consulting services to businesses in both the public and private sector across the country. ECRM has been providing salary plan services to public entities for 45 years. The following is a partial list of public sector clients in Pennsylvania that have hired us for a salary plan service:

- Fayette County
- Blair County
- Westmoreland County
- Huntington County
- Dauphin County



Response to Organizational Assessment Questionnaire

1. ECRM is only responding to the job description and salary plan scope of service contained in the RFP.
2. Please see answer to question #1.
3. Please see answer to question #1.
4. Ben Orsatti, Esquire would be the main point of contact for this project. However, assistance may be provided by Nancy Owen, PHR, Jennifer Price, PHR, and/or Renee Mielnicki, Esquire.
5. We recognize that individuals providing information to us during these projects are to some extent motivated by economic and political self-interest. Our extensive experience in working with government entities has provided us with subject matter expertise on the complex workings of public sector employers. In addition, our proprietary job evaluation methodology and pay scale create uniformity in this process and ensures objectivity. For instance, our job evaluation method involves the use of compensable factors to assign a point value to each job. These factors are used to create internal equity between jobs. External factors, such as a market analysis from comparable municipal employers, are then used to determine competitive pay levels and identify classification benchmarks. Our experience, process, and status as a third party reduces the chances of employees claiming bias in pay recommendations.
6. Please see the cost section on page 9.



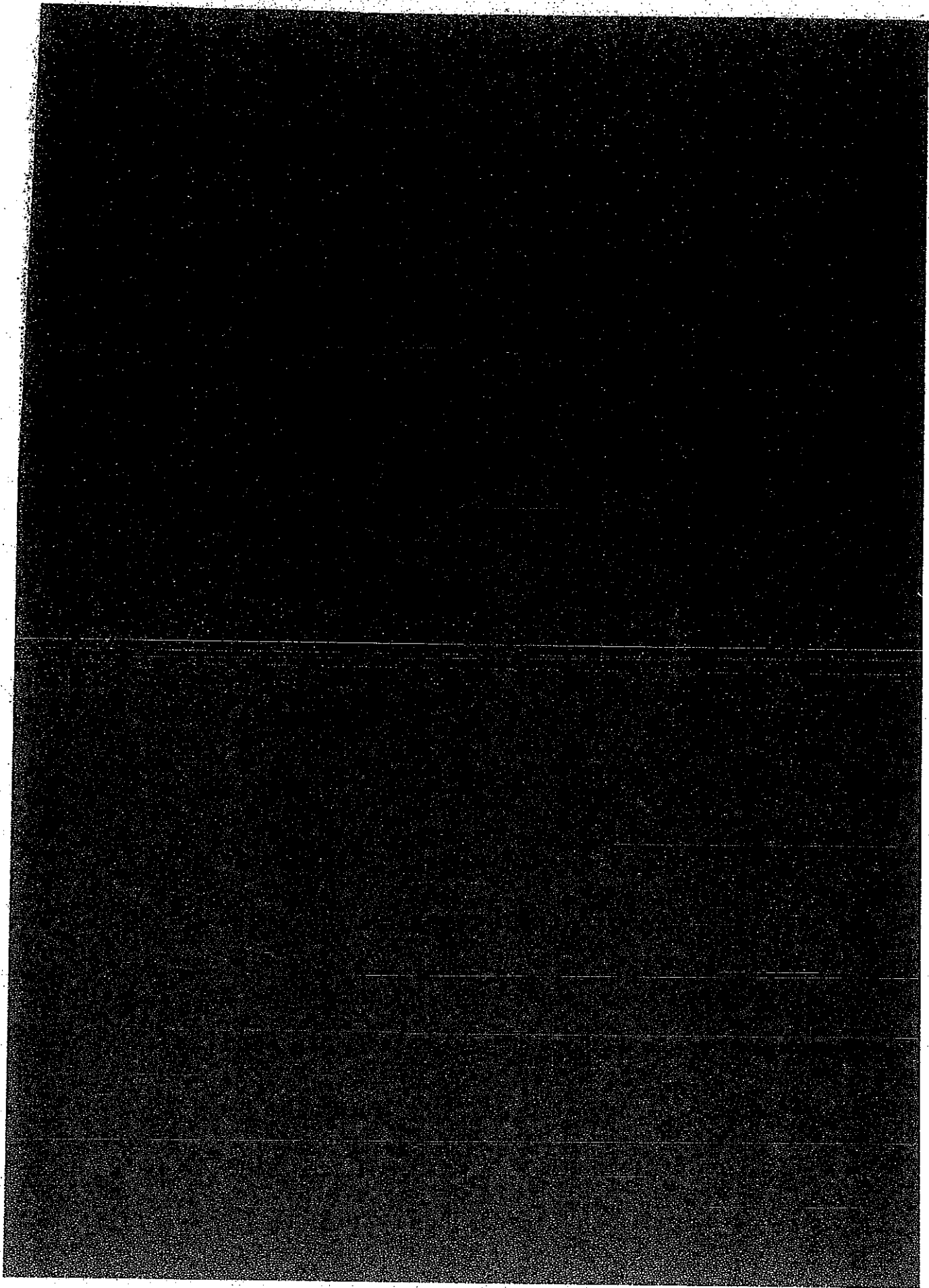
7. References and their contact information are below. Please note some of the salary plan work was done under our DBA name, Felice Associates. Some of the counties below may therefore know us by Felice Associates, rather than ECRM.

Fayette County	Cristi Spiker, HR Director cspiker@fayettepa.org 724-430-1200, extension 5002
Blair County	Nicole Hemminger, County Administrator nhemminger@blairco.org 814-693-3030
Westmoreland County	Sean Kertes, Commissioner Chair skertes@co.westmoreland.pa.us 724-830-3106
Huntingdon County	Scott Walls, Commissioner swalls@huntingdoncounty.net 814-643-3091
Dauphin County	Chad Saylor, Chief Clerk/Chief of Staff CSaylor@dauphinc.org 717-780-6336

Answers to Questions about those who would provide services to the Township:

1. No
2. No
3. No
4. No
5. None
6. None





ADOPTION: RESOLUTION NO. 2021-12 (HR – ORGANIZATIONAL ASSESSMENT AGREEMENT)

RESOLUTION NO. 2021-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH THE ALLEGHENY LEAGUE OF MUNICIPALITIES TO PERFORM AN ORGANIZATIONAL ASSESSMENT OF WEST DEER TOWNSHIP.

A COPY OF THE RESOLUTION IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2021-11 APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH THE ALLEGHENY LEAGUE OF MUNICIPALITIES TO PERFORM AN ORGANIZATIONAL ASSESSMENT OF WEST DEER TOWNSHIP.

MOTION SECOND AYES NAYES

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

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

RESOLUTION NO. 2021-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A HUMAN RESOURCES CONSULTANT AGREEMENT WITH THE ALLEGHENY LEAGUE OF MUNICIPALITIES TO PERFORM AN ORGANIZATIONAL ASSESSMENT OF WEST DEER TOWNSHIP

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the Township of West Deer, that, subject to the review and approval by the Township Solicitor and Township Manager as to the form of the Agreement, the Board hereby approves and authorizes the execution of a Human Resources Consultant Agreement with the Allegheny League of Municipalities to perform an organizational assessment of West Deer Township in substantially the form attached hereto as **Exhibit A**.

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, Chairman,
Board of Supervisors

Public Partners Program

April 14, 2021

To: West Deer Township Board of Supervisors
C/O Daniel Mator, Manager
From: Jason Davidek, ALOM Executive Director
RE: Public Partners Consultant Proposal – Organizational Assessment

Dear Supervisors:

We are pleased to have the opportunity to submit this proposal to provide consulting services to West Deer Township through the ALOM Public Partners Program. This letter is intended to outline the terms of our representation of services to you.

Description of the Engagement

Public Partners will conduct an organizational assessment for West Deer Township. The assessment will include work being performed, the variety of work (scope & range), and the difficulty of the work pertaining to knowledge, skills and aptitude. We will use job descriptions, one-on-one interviews with the employee and immediate supervisor and through examples of work being performed. The assessment will also provide an opportunity for the employee to describe the responsibilities of his/her position and provide illustrative examples.

The framework of our process includes the following:

- The consultant will obtain and review job descriptions and review with Department Head/Manager.
- The consultant will meet one-on-one with the employee and ask questions regarding the job description to gather employee input. Primary focus will be on determining the functional duties of each position, along with an approximation of time dedicated to completing those duties.
- The consultant will meet with the employee's immediate supervisor to review input provided by the employee.
- The consultant will follow-up with the employee and/or supervisor should further clarification be required.

The focus of the report will be guided by the considerations outlined in the Township's Request for Proposal, which are:

- Staffing and workflow efficiencies and inefficiencies
- Workload (including staff work related to meetings, appointed boards, commissions and committees)
- Individual expertise and skill levels of staff members relative to their position¹

¹ it is not our intent to provide an evaluation of specific employee performance, rather, our assessment will focus on the evaluation of a position, not the person. The duties, level of responsibility, and skills and knowledge required of the position will be analyzed. Personal attributes (e.g., the employee's value, performance, longevity, reliability) are not part of assessment process.

- “Fit” of staff members in their current position
- Eliminating, combining, or adding positions
- Evaluating all operations within the Township to determine if the departmental manager-to-employee ratio spans of control are cost effective and in line with best practices in the municipal setting.

The audit will evaluate and focus on the nature of the job duties for the following positions:

Manager

Manager’s Administrative Assistant

Finance Officer

Building Inspector/CEO/Dog Law Officer

Zoning/Planning Administrative Assistant

Police Chief²

Police Sergeant

Patrolman (F/T)

Patrolman (P/T)

Police Administrative Assistant

Public Works Foreman

Public Works Laborer

Parks Laborer

Intended Outcomes

Following the position evaluations, Consultant will analyze the data and information collected on each position to determine the accuracy of position descriptions and actual duties of each position. A comparative analysis will be conducted both as it relates to other internal positions as well as similar positions in other entities. The analysis will be based -- in part -- on prior knowledge of general municipal operations as well as information collected via professional surveys of similar municipalities. In performing this analysis, consultant will consider any unique circumstances or idiosyncrasies that may not always allow for direct comparisons.

Following this review and analysis a written report detailing our observations will be provided to you. The report will be developed with the goal of assisting the Municipality with making informed staffing decisions. Potential recommendations may include maintaining the status quo, reallocating job duties and/or hiring additional personnel. Consultant will be available to attend a meeting to discuss the details of the assessment with staff and The Board of Supervisors as requested.

² The Police Department will be part of the assessment for the purpose of administrative efficiencies, salary comparisons and total positions with respect to comparable municipalities. However, it is not our intent to evaluate advanced operational matters such as call volumes, crime rates, shift schedules, geographic coverage etc.

Personnel

The consultant Richard M. Hadley will serve as the lead consultant and will be responsible for facilitating the organizational assessment. He may engage other members of the Public Partners consultant team as needed during the project. All consultants are fully insured.

Cost for Services

ALOM Public Partners is willing to conduct services as described above with the following considerations:

Standard consultant rate of compensation for senior consultant is \$110.00/hour. However, as West Deer Township is a member in good standing of the Allegheny League of Municipalities, a 10% discount will be applied to all billings. Our project estimate for completion of this project is between 60-70 hours.

We also estimate 5 hours of work at the administrative support rate of \$60.00/hour. The 10% discount also applies.

This equates to a total project estimate of \$6,210 to \$7,200. However, West Deer Township will only be billed for actual hours worked at rates described above.

In addition, the Township would be billed for any actual expenses incurred such as mileage to attend meetings, postage, copying, etc. Given that most interviews will likely be conducted virtually, we expect these expenses to be de minimis.

During the project, should the Township request additional work to be completed as part of the assessment, we would reserve the right to modify the hours necessary for completion.

\$1,000.00 is payable upon acceptance of engagement letter. Final invoice with balance due will be forwarded once all work is completed in a satisfactory manner.

Acceptance

Please acknowledge your receipt of this Letter, and your agreement with the terms and conditions set forth by signing below.

Municipality Name: _____

Billing Address: _____

By (Printed Name): _____

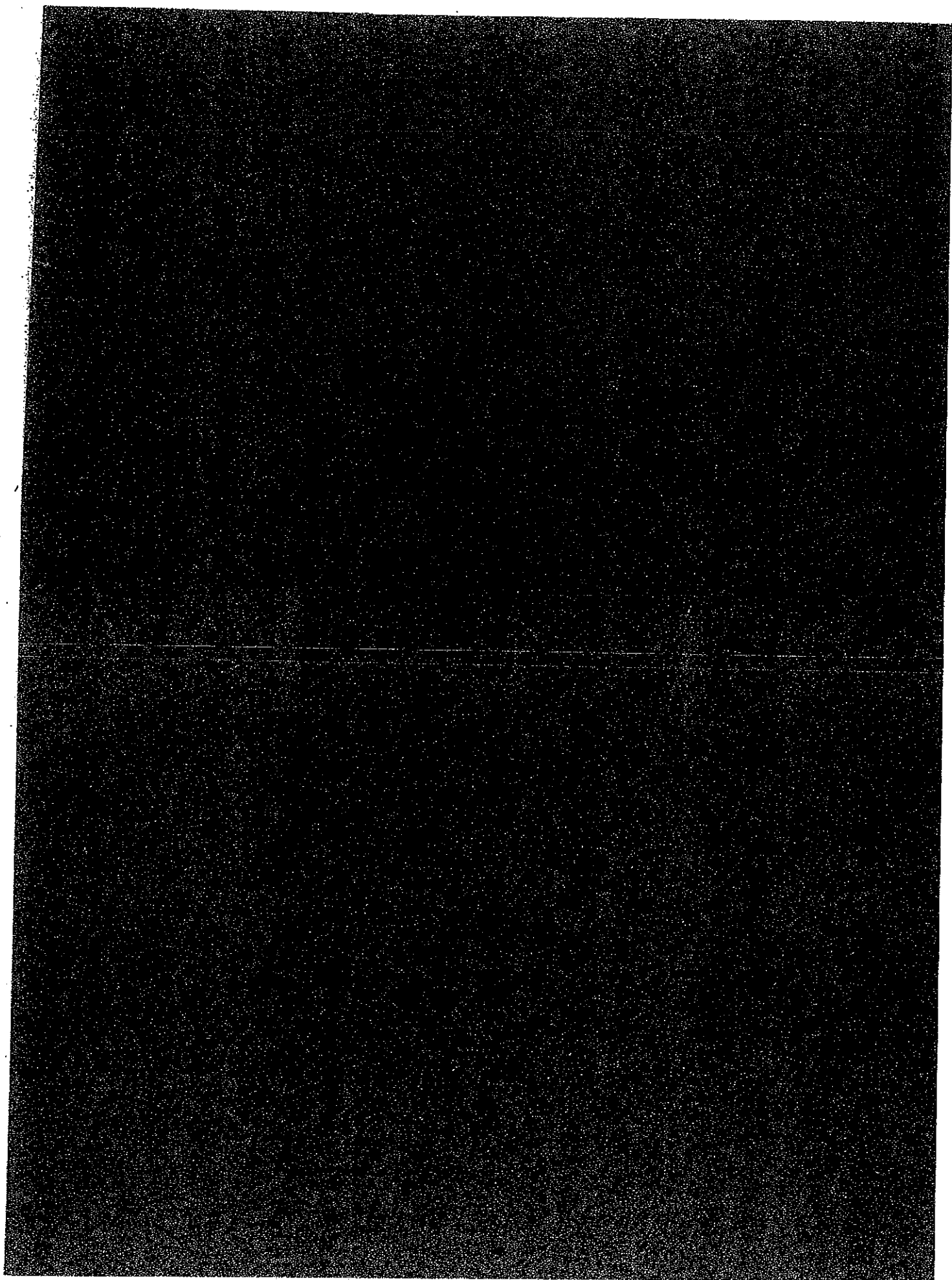
Signature: _____

Title: _____ Date: _____

Richard M. Hadley

Dick Hadley retired as Executive Director of the Allegheny League of Municipalities in September of 2016. He has a strong background in both the public and private sectors. He has served as an elected official in Cranberry Township, first being elected in 1995 and also served as Treasurer of the Municipal Water & Sewer Authority. He has experience as a Past President of the Pennsylvania State Association of Township Supervisors, Chairman, of the North Hills Council of Governments Managers Committee, a member of the Board of 10,000 Friends of Pennsylvania, a member of the Board of Trustees of Municipal Risk Management Trust and Board Member of the Local Government Academy. In addition, he has served as Chairman of the North Hills Tax Collection Committee and as a Commissioner on Pennsylvania's Municipal Police Officers Education and Training Commission (MPOETC). He currently serves as voting member of the Southwestern Planning Commission (SPC) representing Butler County and is proud to serve on the Board of Directors of the Miracle League of Southwestern Pennsylvania. Dick was honored to be awarded the 2014 Joseph A. James award for Excellence in Government Achievement.

Professionally, in addition to serving as Executive Director of the Allegheny League of Municipalities, Dick served as a municipal manager of Reserve Township, Allegheny County. He has been a Division Manager for a fortune 100 company, a small business owner and a sales and marketing specialist for Affiliated Computer Services, American Waste Services, and R.P. Associates in Pittsburgh, PA. Following his retirement, he provides consulting services to municipalities as a member of Public Partners specializing in transition services and organization structure. He is a graduate of the University of Dayton with a B. S. Degree in Business Management and completed credits towards an MBA at the Rochester Institute of Technology.



ADOPTION: RESOLUTION NO. 2021-13 (ZONING CODE REVIEW CONSULTANT AGREEMENT)

RESOLUTION NO. 2021-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A ZONING CODE REVIEW CONSULTANT AGREEMENT WITH ENVIRONMENTAL PLANNING & DESIGN, LLC.

A COPY OF THE RESOLUTION IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2021-13 APPROVING AND AUTHORIZING THE EXECUTION OF A ZONING CODE REVIEW CONSULTANT AGREEMENT WITH ENVIRONMENTAL PLANNING & DESIGN, LLC.

MOTION SECOND AYES NAYES

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

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

RESOLUTION NO. 2021-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A ZONING CODE REVIEW CONSULTANT AGREEMENT WITH ENVIRONMENTAL PLANNING & DESIGN, LLC

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the Township of West Deer, that, subject to the review and approval by the Township Solicitor and Township Manager as to the form of the Agreement, the Board hereby approves and authorizes the execution of the Zoning Code Review and Consultant Agreement with Environmental Planning and Design, LLC in substantially the form attached hereto as **Exhibit A**.

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, Chairman,
Board of Supervisors

Major Work Tasks	Not to Exceed Budget
Work Scope	
A. Zoning Draft Assessment and Outline of Recommended/Potential Updates	\$4,200
1 Review Current Draft Ordinance Revisions (received April 2021) as compiled by Township	
2 Audit Ordinance provisions based upon their relationship to planning best practices	
3 Prepare a comprehensive list of recommended update-related refinements based upon best practices and professional planning experience	
B. Zoning Document Refinements	\$3,500
1 Develop Zoning Ordinance Draft #1 technical refinements per Township's preferred direction for outlined recommendations	
2 Develop Zoning Ordinance Draft #2 per Public Comments received technical refinements (anticipates delivery for end of June 2021 Public Review)	
3 Format and deliver final document to Township Staff for use and reference as part of the Township's internal codification update coordination needs.	
<i>Includes all digital work products</i>	
C. Meetings and Virtual Conference Calls	Billed on a per hour basis
1 Township Staff Meeting(s)/Virtual Conference Call(s)	
2 Staff/Solicitor Work Session(s)/Virtual Conference Call(s)	
3 Planning Commission Meeting(s) (assumes in-person)	
4 Board of Supervisors Briefing(s) (assumes in-person)	
5 Board of Supervisors Public Meeting(s) (assumes in-person)	
6 Board of Supervisors Public Hearing(s) (assumes in-person)	
<i>Includes the delivery of all work products for Township Staff's Use and Presentation to Planning Commission, Board of Supervisors and Public Meetings</i>	
<i>Assumes all Township Staff Meetings are completed via on-line/telephone</i>	
D. Reimbursable Expenses	
Billed at cost: including mileage, telephone, printing of ordinance drafts and related miscellaneous professional planning work expenses	

Authorized by: _____

For: West Deer Township

Date _____

