



**BOARD OF
SUPERVISORS
MEETING**

October 19, 2022

6:00pm: Executive Session

6:30pm: Public Hearing for Ordinance 449

7:00pm: Regular Business Meeting

Members present:

Mr. Frey _____
Mr. Harrison _____
Mrs. Hollibaugh _____
Mr. Smullin _____
Mrs. Jordan _____

West Deer Township Board of Supervisors
October 19, 2022

6:00pm: Executive Session
6:30pm: Public Hearing for Ordinance 449
7:00pm: Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Comments from the Public
6. Presentation: PFM Financial Advisors
7. Accept Minutes
8. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
9. Police Chief's Report
10. Public Works Foreman's Report
11. Engineer's Report
12. Building, Zoning & Code Enforcement Report
13. Parks & Recreation Board Report
14. West Deer #1 VFC Report
15. West Deer #2 VFC Report
16. West Deer #3 VFC Report
17. West Deer EMS Report
18. Acceptance: Resignation of Zachary Raynovich
19. Adoption: Ordinance No. 449 (Wireless Communications Facilities)
20. Adoption: Resolution No. 2022-15 (Emergency Operations Plan)
21. Adoption: Resolution No. 2022-16 (Fee Schedule)
22. Adoption: Resolution No. 2022-17 (Pennsylvania Opioid Abatement Trust)
23. Adoption: Resolution No. 2022-18 (Township Pension Investment Policies)
24. Authorization: Advertisement of Ordinance No. 450 (Act 57 Tax Waiver)
25. Authorization: COBRA Administrative Services Agreement
26. Authorization: Steel City Supply Land Development Plan
27. Discussion: Draft Zoning Ordinance
28. Discussion: New Municipal Building
29. Old Business
30. New Business
31. Adjournment

1 Call to Order

2 Pledge of Allegiance

3 Roll Call

- Mr. Mator

4 Executive Session

- Mr. Robb

COMMENTS FROM THE PUBLIC

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

PRESENTATION: PFM FINANCIAL ADVISORS

West Deer
TOWNSHIP



West Deer Township

New Money Discussion

October 19, 2022

Prepared by:

Zach Williard

Managing Director

&

Ben Kapenstein

Senior Managing Consultant

&

Garret Moore

Senior Analyst



PFM Financial Advisors LLC

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Harrisburg, PA 17101

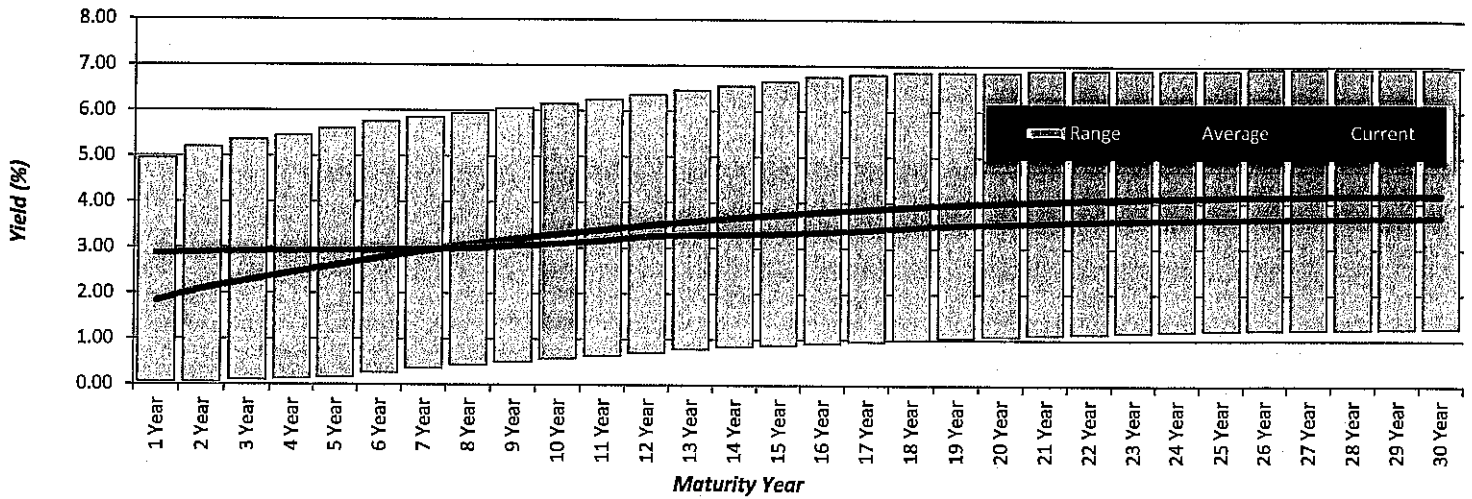
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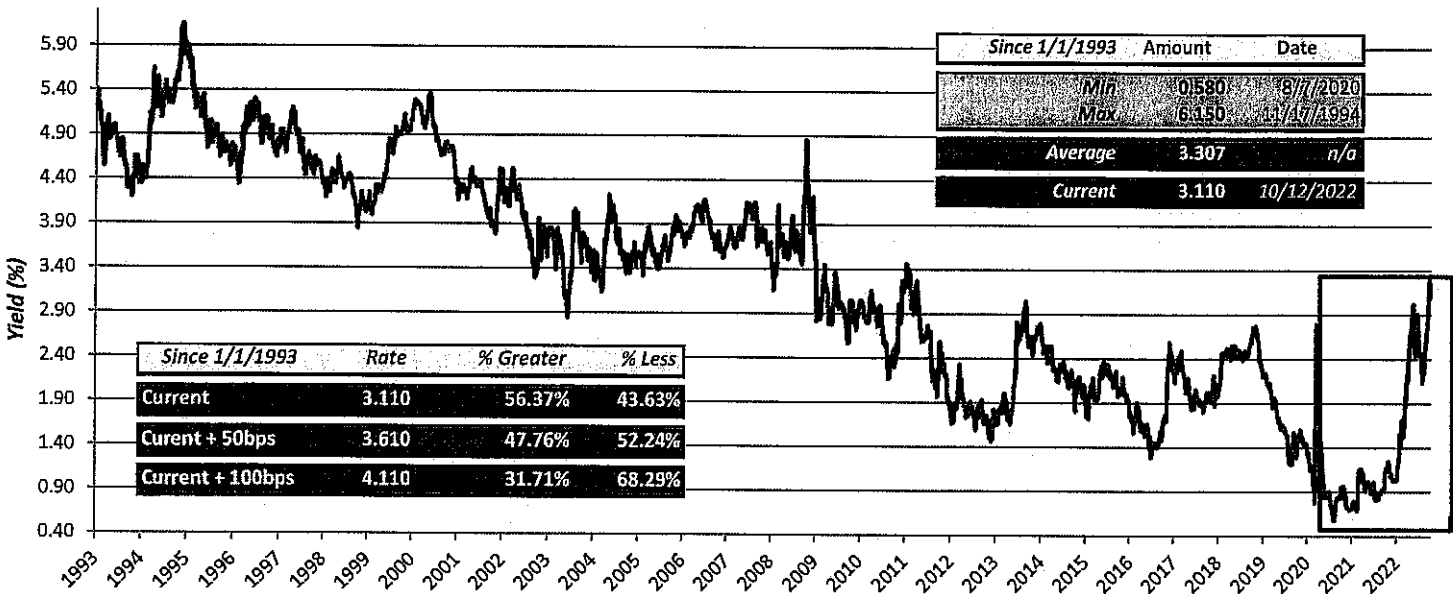
MUNICIPAL MARKET UPDATE

October 12, 2022

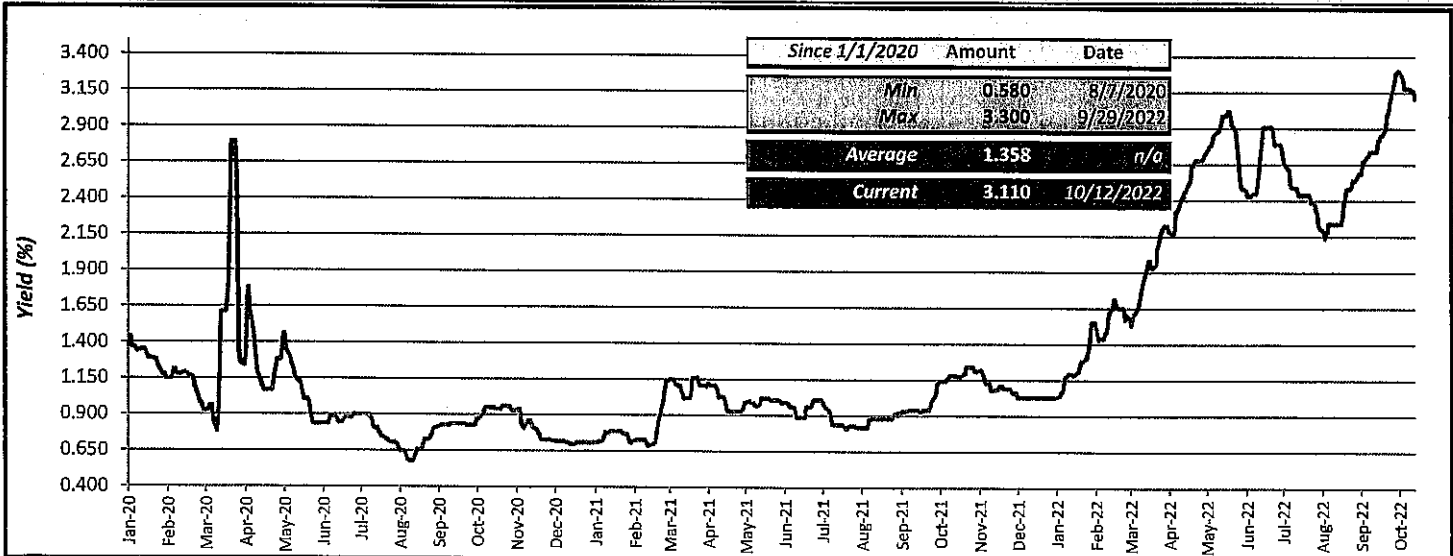
HISTORICAL MMD CURVE ILLUSTRATION - SINCE JANUARY 1, 1993



SPOT ANALYSIS - 10 YEAR MMD - SINCE JANUARY 1, 1993



SPOT ANALYSIS - 10 YEAR MMD - SINCE JANUARY 1, 2020



West Deer Township
Topics of Discussion
October 19, 2022

Market Update

- 1) Financial markets have experienced increased volatility since the onset of the COVID-19 pandemic.
 - a) Tax-exempt interest rates remained historically attractive through January 2022 when ongoing concerns regarding COVID-19, and its variants, as well as other global concerns, including but not limited to war in Ukraine and inflation added to recent market volatility.
 - b) Due to increased inflationary concerns, the Federal Reserve has raised short-term interest rates five times in 2022 and has suggested that they may continue to raise short-term rates.

Financing Plan

- 2) It is our understanding that the Township is in the planning stages for the construction of a new municipal building with a total cost of approximately \$11 million.
 - a) We also understand that the Township has already secured \$1.5 million in RACP funding and anticipates using all, or a portion of, its existing capital reserve fund (approx. \$1 million) to help fund the project.
 - b) The Township has asked PFM to run borrowing scenarios to that provide \$7 million and \$8 million of project funding for illustrative purposes.

Reimbursement Resolution

- 3) A reimbursement resolution allows the issuer to pay itself back from the bond/bank proceeds for costs related to the project.
- 4) A project may incur significant expenses prior to the financing (feasibility, traffic, engineer, legal etc.)

Dual Track Approach to Financing

- 5) Solicit bank loan Request for Proposal from local, regional, and national financial institutions and evaluate responses on an “apples to apples” basis.
- 6) Compare best bank loan results with bond market.
- 7) Discussion with the Township on how it would like to proceed based on interest rate conditions, terms and conditions associated with loans/bond.

Borrowing Laws – Federal Tax Laws

- 8) The Internal Revenue Code permits the Issuer to borrow funds at a tax-exempt interest rate and invest the proceeds at an unlimited yield during the period of project construction, but not more than three years, if the reasonable expectations of the Issuer are to meet the following three tests:
 - a) Expenditure Test – spend 85% of the proceeds within three years
 - b) Time Test – incur within six months a substantial binding obligation to expend at least 5% of the proceeds
 - c) Due Diligence Test – proceed with due diligence to complete the capital project and expend the proceeds for the capital project

WEST DEER TOWNSHIP
SUMMARY OF NEW MONEY OPTIONS
ESTIMATED - For Illustrative Purposes
\$7 Million Scenarios



	1	2	3
	OPTION 1	OPTION 2	OPTION 3
<i>Available for Project Fund</i>	\$7,000,000	\$7,000,000	\$7,000,000
<i>Term</i>	15 Years	20 Years	25 Years
<i>Structure</i>	Level Debt Service	Level Debt Service	Level Debt Service
<i>Total Interest</i>	\$2,551,100	\$3,563,550	\$4,453,250

4	5	6	7
Fiscal Year Ending	Est. Annual Debt Service [1]	Est. Annual Debt Service [1]	Est. Annual Debt Service [1]
12/31/2023	75,100	77,050	78,750
12/31/2024	667,900	558,100	511,000
12/31/2025	662,700	557,700	507,900
12/31/2026	666,900	561,800	509,500
12/31/2027	665,400	560,400	510,700
12/31/2028	663,300	558,600	511,500
12/31/2029	665,500	561,300	511,900
12/31/2030	666,900	558,500	511,900
12/31/2031	667,500	560,200	511,500
12/31/2032	667,300	561,300	510,700
12/31/2033	666,300	561,800	509,500
12/31/2034	664,500	561,700	507,900
12/31/2035	666,800	561,000	510,800
12/31/2036	663,200	559,700	508,200
12/31/2037	663,700	557,800	510,100
12/31/2038	668,100	560,200	511,400
12/31/2039		556,900	512,100
12/31/2040		557,900	512,200
12/31/2041		558,100	511,700
12/31/2042		557,500	510,600
12/31/2043		561,000	508,900
12/31/2044			511,500
12/31/2045			508,400
12/31/2046			509,600
12/31/2047			510,000
12/31/2048			
12/31/2049			
12/31/2050			
TOTAL	10,061,100	11,268,550	12,328,250

[1] Estimated based on current market rates as of October 14, 2022. Actual rates to be determined at time of pricing.

WEST DEER TOWNSHIP
SUMMARY OF NEW MONEY OPTIONS
ESTIMATED - For Illustrative Purposes
\$8 Million Scenarios



	1	2	3
	OPTION 1	OPTION 2	OPTION 3
Available for Project Fund	\$8,000,000	\$8,000,000	\$8,000,000
Term	15 Years	20 Years	25 Years
Structure	Level Debt Service	Level Debt Service	Level Debt Service
Total Interest	\$2,908,550	\$4,065,500	\$5,077,200

	4	5	6	7
Fiscal Year Ending	Est. Annual Debt Service [1]	Est. Annual Debt Service [1]	Est. Annual Debt Service [1]	Est. Annual Debt Service [1]
12/31/2023	85,650	87,900	89,800	
12/31/2024	759,100	640,700	584,600	
12/31/2025	761,700	638,700	580,300	
12/31/2026	758,600	636,300	580,700	
12/31/2027	759,800	638,400	580,700	
12/31/2028	760,200	639,900	580,300	
12/31/2029	759,800	640,800	584,400	
12/31/2030	758,600	636,200	583,000	
12/31/2031	756,600	636,100	581,200	
12/31/2032	758,700	640,300	583,900	
12/31/2033	759,800	638,800	581,100	
12/31/2034	759,900	636,700	582,800	
12/31/2035	759,000	638,900	583,900	
12/31/2036	757,100	640,300	584,400	
12/31/2037	759,100	636,000	579,400	
12/31/2038	759,900	636,000	583,800	
12/31/2039		640,100	582,500	
12/31/2040		638,300	580,600	
12/31/2041		640,600	583,000	
12/31/2042		637,000	579,700	
12/31/2043		637,500	580,700	
12/31/2044			580,900	
12/31/2045			580,300	
12/31/2046			583,800	
12/31/2047			581,400	
12/31/2048				
12/31/2049				
12/31/2050				
TOTAL	11,473,550	12,855,500	14,057,200	

[1] Estimated based on current market rates as of October 14, 2022. Actual rates to be determined at time of pricing.



WEST DEER TOWNSHIP
Preliminary Financing Schedule
Series of 2023 - New Money



October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Schedule of Events

DATE

OBJECTIVE

Wednesday, October 19, 2022

*** Regularly Scheduled Township Meeting ***
 - Initial PFM Presentation on Potential Financing Plan

Wednesday, November 16, 2022
(First Possible Date)

*** Regularly Scheduled Township Meeting ***
 - Authorization to Proceed with Financing Plan

Wednesday, December 21, 2022
(Second Possible Date)

*** Regularly Scheduled Township Meeting ***
 - Authorization to Proceed with Financing Plan

January/February 2023
(Bank Loan Scenario)

- PFM to Distribute RFP on Behalf of Township
 - RFP Due Back to Township and PFM

January/February 2023
(Bond Issue Scenario)

- Prepare Credit Rating Package / Bond Documents
 - Credit Rating Interview

March of 2023

- Receive Project Bids / Award Bids
 - Approve Winning Bank Bid OR Price Bond Issue

April of 2023

- Settlement of Financing / Project Funds Available

May of 2023

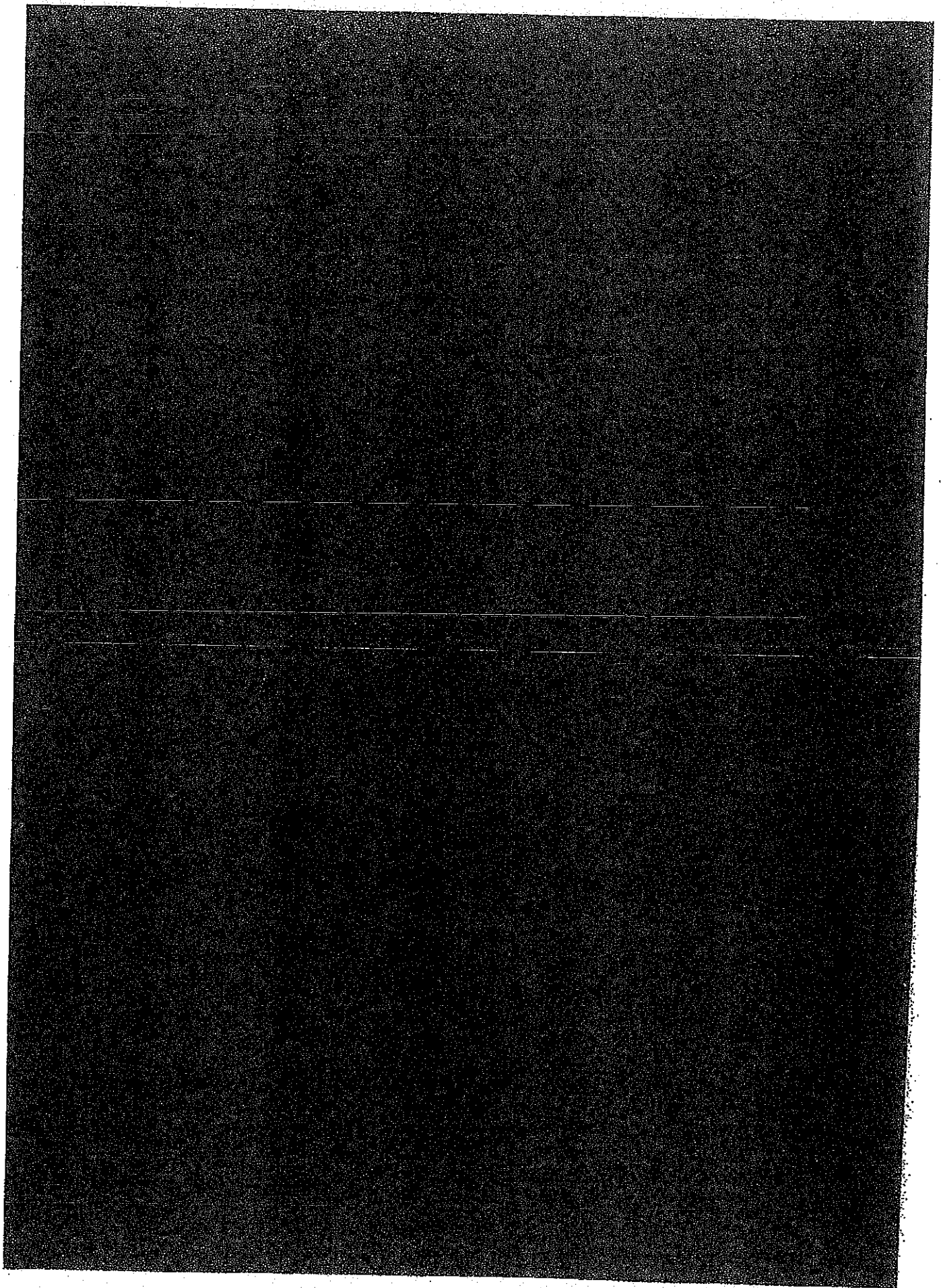
- Project Start Date



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ACCEPT MINUTES

ATTACHED ARE THE MINUTES OF THE SEPTEMBER 21, 2022
REGULAR BUSINESS MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ACCEPT THE MINUTES OF THE SEPTEMBER 21, 2022
REGULAR BUSINESS MEETING.

	MOTION	SECOND	AYES	NAYES
MR. FREY	___	___	___	___
MR. HARRISON	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. SMULLIN	___	___	___	___
MRS. JORDAN	___	___	___	___

The West Deer Township Board of Supervisors held their Regular Meeting at the West Deer Township Municipal Building. Members present were: Beverly Jordan, Chairperson; Shirley Hollibaugh, Vice Chairperson; Vernon Frey; and James Smullin. Also present were: Daniel Mator, Township Manager; Joseph Shook, Assistant Township Manager; Gavin Robb, Township Solicitor; and Scott Shoup, Township Engineer.

OPEN REGULAR BUSINESS MEETING

Chairperson Jordan opened the meeting and welcomed everyone to the meeting.

Pledge of Allegiance

Roll Call taken by Mr. Mator – Quorum present

COMMENTS FROM THE PUBLIC

Mike Coletta of 11 Poma Street

- Mr. Coletta questioned why a committee was not formed to help with the new Municipal Complex decisionmaking. Mrs. Jordan replied that the new building discussion started last year, and that discussion has been taken place in public meetings for months. She added that the Board has been fully transparent, asked the public for input, and that the Board ultimately serves as the elected committee.

More discussion was held.

Gerry Vaerewyck of Millerstown Road

- Mr. Vaerewyck asked when he would be able to ask his questions about the audit report that was on the agenda to be discussed. Mr. Mator recommended that after Mr. Turnley gave his presentation that Mr. Vaerewyck could then ask any questions he may have.

Dale Leight of 51 Grubbs Road

- Mr. Leight expressed his concerns about the trailer park located on Grubbs Road. He explained that the park had become an eyesore and when they burnt garbage it smelled horrible. Mr. Leight reported making complaints to both Mr. Payne and the Police Department but the issues have not been resolved. Mr. Mator replied that he will send someone down to look at it.

APPOINTED AUDITOR'S REPORT

Township-appointed Auditor Mark Turnley was present and summarized the 2021 Annual Audit.

Gerry Vaerewyck of Millerstown Road

- Mr. Vaerewyck questioned what guidelines were followed by Mr. Turnley's office to review the Township files for fraud. Mr. Turnley answered that his office adopted the guidelines and procedures of the Practitioners Publishing Company (PPC), which he reported is a popular auditing company.

More discussion was held.

ACCEPT MINUTES

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to accept the minutes of the 17 August 2022 regular business meeting and 14 September 2022 special meeting as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
31 August 2022

I - GENERAL FUND:

	<u>August</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	429,611.39	6,345,233.97	70.37%
Expenditures	411,847.98	5,068,926.79	56.22%

Cash and Cash Equivalents:

Sweep Account

1,520,982.66

<u>1,520,982.66</u>

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

Restricted

89,914.21

Fire Tax Fund:

Restricted

54,440.83

State/Liquid Fuels Fund:

Restricted

195,106.82

<u>339,461.86</u>

Investments:**Operating Reserve Fund:**

Reserved

776,404.63

Capital Reserve Fund:

Reserved

957,023.75

<u>1,733,428.38</u>

III - CAPITAL PROJECT FUNDS:**Cash and Cash Equivalents:**

0.00

<u>0.00</u>

TOTAL CASH BALANCE 8/31/22

<u>3,593,872.90</u>

Interest Earned August 2022

348.63

<u>8/1/2022</u>	<u>August</u>	<u>8/31/2022</u>
<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
<u>Payment</u>		

Mars National - VFC #3

\$80,768.89

\$2,607.94

\$78,297.17

- Based on initial concept planning by HHS DR architects, preparation of a preliminary grading plan and adjustments to the concept plan were performed. As required for future permitting, a review of the site for wetlands was performed which revealed no wetlands exist in the areas to be developed.

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

- Unionville Plan – Reviews of this subdivision plan on East Union Road were performed and review letters dated 15 August 2022 and 31 August 2022 were issued to the Township.

PLANNING & ZONING COMMUNITY DEVELOPMENT DIRECTOR REPORT

The Board received the Planning & Zoning Community Development Director Report for the month of August 2022. A copy of the report is on file at the Township Building.

PARKS & RECREATION BOARD REPORT

The Board received the Parks & Recreation Board Report for the month of August 2022. A copy of the report is on file at the Township Building.

Mrs. Stark reported that the August 2nd movie was canceled due to lack of participation. She gave an update on the West Deer Festival: currently 41 vendors registered with more that are interested and the final cost for the ride vendor came to \$18,000. Mrs. Stark added that Public Works and the Police Department have begun setting up for the event.

Mrs. Jordan thanked Mrs. Stark for all she had done for the events.

Mrs. Stark announced that after a discussion between herself and Mrs. Jordan, they decided to have a West Deer Township mascot. She reported that a deer costume had been ordered.

Mrs. Jordan explained that West Deer Township will now be represented in the upcoming Homecoming Parade with the deer mascot.

More discussion was held.

WEST DEER #1 VFC REPORT

The Board received the West Deer #1 VFC's Report for the month of August 2022. A copy of the report is on file at the Township Building.

WEST DEER #2 VFC REPORT

The Board received the West Deer #2 VFC's Report for the month of August 2022. A copy of the report is on file at the Township Building.

WEST DEER #3 VFC REPORT

The Board received the West Deer #3 VFC's Report for the month of August 2022. A copy of the report is on file at the Township Building.

WEST DEER EMS REPORT

The Board received the West Deer EMS Report for the month of August 2022. A copy of the report is on file at the Township Building.

ADOPTION: ORDINANCE NO. 448 (PROPERTY MAINTENANCE)

ORDINANCE NO. 448

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING CHAPTER 166 OF THE TOWNSHIP CODE ENTITLED "PROPERTY MAINTENANCE" BY ADOPTING THE PROVISIONS OF THE 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE – AS PUBLISHED BY THE INTERNATIONAL CODE COUNCIL – AS PART OF THE WEST DEER TOWNSHIP CODE.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 448 amending Chapter 166 of the Township Code entitled "Property Maintenance" by adopting the provisions of the 2021 International Property Maintenance Code – as part of the West Deer Township Code. Motion carried unanimously 4-0.

APPOINTMENT: TOWNSHIP SUPERVISOR

At its' last meeting, the Board of Supervisors accepted Dr. Jennifer Mann's resignation from the West Deer Township Board of Supervisors as the supervisor from District #4.

The Township advertised the vacancy, and received Letters of Interest from three candidates:

- Michael Yoest
- David Harrison
- Joshua Wiegand

The candidates' application materials were submitted to the Board under separate cover.

Each candidate was interviewed.

Mr. Robb reported the Board will not be making the appointment during this meeting but will recess the meeting until the following day, 22 September 2022, at 5:00p.m. He added that the Board would make their decision at that time.

AUTHORIZATION: 2023 BUDGET ADVERTISEMENTS AND BUDGET WORKSHOPS

The Board is in receipt of the Budget schedule and the advertisements.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize the advertisements for the 2023 Budget as dictated by – and in compliance with – the Township Charter. Motion carried unanimously 4-0.

AUTHORIZATION: ADVERTISEMENT OF DEMOLITION OF 17-19 SCHOOL STREET & 1130-1132 EISENHOWER DRIVE

The Board is in receipt of the information and photographs of the structures located at 17-19 School Street & 1130-1132 Eisenhower Drive.

17 School Street

Owner: Anna & Arthur Reynolds (deceased)
Lot/Block #: 1361-M-108

19 School Street

Owner: Lori Callwood
Lot/Block #: 1361-M-105

1130-1132 Eisenhower Drive

Owner: Holy Spirit Revival & Evangelistic Ministries
Lot/Block #: 1218-M-126

Mr. Payne and Mr. Bedi inspected the properties and determined – pursuant to Chapter 90 of the Township Code – determined the structures were in a dangerous condition, and found that they constitute a public nuisance. Specifically, the houses were in violation of the International Building Code and Article VI of Allegheny Health Department Rules and Regulations (The Board is in receipt of the “Notice of Unsafe Structure”).

Mr. Robb explained that a Public Hearing was held, and that the Board approved the demolition of the properties. He added that this motion is for the Board to authorize the advertisement to request demolition bids.

Mrs. Jordan brought up being asked by residents how the Township got reimbursed for the demolition of the properties. She explained the Township placed a lien against any properties that are demolished, and that the Township would get reimbursed when the parcel is sold.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the Township Manager to advertise and solicit bids for the demolition of the structures located at 17-19 School Street and 1130-1132 Eisenhower Drive. Motion carried unanimously 4-0.

AUTHORIZATION: ADVERTISEMENT OF HEARING FOR ORDINANCE NO. 449 (WIRELESS COMMUNICATIONS FACILITIES)

ORDINANCE NO. 449

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE AMENDMENT OF THE WEST DEER ZONING ORDINANCE, AS CODIFIED IN PART II, CHAPTER 210, ARTICLE XVIII, § 210-78, ET SEQ., “WIRELESS COMMUNICATIONS FACILITIES” OF THE ZONING ORDINANCE; PROVIDING FOR PURPOSES AND FINDINGS OF FACT RELATED TO THE ADOPTION OF THE AMENDMENT; PROVIDING FOR DEFINITIONS; ESTABLISHING CERTAIN GENERAL AND SPECIFIC STANDARDS RELATING TO THE LOCATION, PLACEMENT, CONSTRUCTION AND MAINTENANCE OF TOWER-BASED WIRELESS COMMUNICATIONS FACILITIES, NON-TOWER WIRELESS COMMUNICATION FACILITIES, AND SMALL WIRELESS COMMUNICATIONS FACILITIES; PROVIDING FURTHER FOR THE REGULATION OF SUCH FACILITIES WITHIN THE PUBLIC RIGHTS-OF-WAY AND OUTSIDE THE PUBLIC RIGHTS-OF-WAY; PROVIDING FOR THE ENFORCEMENT OF SAID REGULATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the advertisement of a public hearing for Ordinance No. 449 scheduled October 19, 2022 at 6:30p.m. Motion carried unanimously 4-0.

AUTHORIZATION: PURCHASE OF ZERO TURN MOWER

The Township received the attached quote from Critchlow Enterprises, Inc. for a Zero Turn Mower.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the purchase of a Zero Turn Mower from Critchlow Enterprises, Inc. in the amount of \$13,884.78 as presented. Motion carried unanimously 4-0.

AUTHORIZATION: HIRING OF PART-TIME POLICE OFFICER

The Board was in receipt of a memorandum from Chief Loper recommending the hiring of Michael Hutchinson for the position of Part-Time Police Officer.

A satisfactory background check was performed on the applicant.

Chief Loper explained that Officer Hutchinson is a retired sergeant and juvenile detective, so he will bring vast knowledge to the department. He added that Officer Hutchinson is willing to fill the void in the department schedule that needed to be filled.

Officer Hutchinson was unable to attend the meeting due to a death in the family.

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to hire Michael Hutchinson as a part-time police officer of West Deer Township. Motion carried unanimously 4-0.

AUTHORIZATION: ADVERTISEMENT OF THE SALE OF POLICE CAR

The Board is in receipt of a memo from Chief Loper requesting the Board to authorize the advertisement for the sale of the following Police car.

2007 Ford Explorer
V6 Automatic Transmission
Color: Blue
Mileage: 109,962
Inspection is expired.
As-Is Condition

Mr. Frey asked if the vehicle ran.

Chief Loper responded in affirmative and reported that it was not worth paying for the vehicle to be fixed to pass inspection. He added the vehicle was in rotation to be sold and he received confirmation that the new vehicle - that was ordered by the Township - was now in production.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to authorize the advertisement for the sale of the 2007 Ford Explorer, as-is condition. Motion carried unanimously 4-0.

AUTHORIZATION: UNIONVILLE PLAN OF LOTS PRELIMINARY SUBDIVISION PLAN

The Planning Commission recommended approval of the Unionville Plan of Lots Preliminary Subdivision Plan at their 25 August 2022 meeting.

Property Location: 328 East Union Road Cheswick, PA
Zoning District: R-2 – Semi-Suburban Residential

Two-Lot Subdivision: Lots to measure 1/4 acre minimum.
Total parcel to measure 29.13 acres.

The Planning Commission recommended approval of the Unionville Plan of Lots Preliminary Subdivision Plan subject to following conditions:

1. Obtain sewer line easement.
2. Put sidewalk and trees in performance bond.
3. Place ACED letter and responses in overall file for public hearing/supervisor review.
4. Obtain Scott Shoup's final review letter.
5. Get HOP Permit.
6. Obtain review and response from EMS/Fire Department.
7. Determine width of road: 50' or 60' based on EMS/Fire Department review/response.

Mr. Shoup reported that before the Board made a motion they should be aware the applicant requested a modification of the subdivision requirements for a dead end street. He added they are requesting it to be an additional almost 150 feet in length and that modification will be accepted with this motion if the Board votes to approve.

More discussion was held.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the Preliminary Subdivision of the Unionville Plan of Lots as per the recommendation by the Planning Commission. Motion carried unanimously 4-0.

DISCUSSION: ZONING ORDINANCE

Mr. Mator asked if there were any questions from the Board and mentioned advertising the ordinance in October if the Board so chooses.

Mrs. Jordan pointed out that she had been busy with meetings so she did not have time to review the ordinance.

Mr. Robb recommended to advertise in November since the document is lengthy and substantial. He requested that the Board look over the ordinance and make any changes prior to the advertisement.

More discussion was held.

AUTHORIZATION: TERMINATION

Mr. Robb recommended the Board make a motion to add the termination motion to the agenda.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to move to add to the agenda a motion to terminate Harmit Bedi effectively immediately. Motion carried unanimously 4-0.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to authorize the termination of Harmit Bedi effectively immediately. Motion carried unanimously 4-0.

Mr. Robb advised that due to the Sunshine Act this added agenda motion needed to be advertised on the West Deer Township website.

Mrs. Jordan wished Harmit Bedi the best of luck.

OLD BUSINESS

• Mrs. Jordan asked when the new Township website would be available. Mr. Shook responded the website is in the development stage right now. He added once development is completed then it will take an additional two weeks. Mrs. Jordan announced for any residents that have trouble navigating the old website to contact Jodi French for any questions.

- Mrs. Jordan reported that a plaque had been ordered for the Shawn Maudhuit dedication of the newly remodeled pavilion. She added the date she had in mind was Friday, October 28th. Mrs. Jordan asked the Board if they were good with that day and if they were, she would confirm with Mrs. Maudhuit. All were in agreement.

NEW BUSINESS

- None

RECESS OF MEETING

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to recess the meeting at 8:10 p.m. to reconvene to tomorrow Thursday, September 22 at 5:00 p.m. Motion carried unanimously 4-0.

The meeting reconvened at 5:00 p.m. on September 22nd.

APPOINTMENT: TOWNSHIP SUPERVISOR

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to appoint Dave Harrison a Township Supervisor representing District #4 to fill the unexpired term of Supervisor Jennifer Mann, which expires 31 December 2025. Motion carried unanimously 4-0.

ADDITIONAL DISCUSSION

- Mrs. Jordan pointed out the Board needed to choose a Welcome to West Deer sign to be placed at ten different locations within the Township.

Mr. Shook explained that Mr. Olar and himself drove around the Township to look at the different locations. He reported that two of the locations - Russellton Airport Road and Tarentum Culmerville Road - have limited space to display so they cannot have the standard size sign. Mr. Shook added the signs will need to be scaled back in size to fit.

Mr. Mator showed a slide of the available options.

Mrs. Jordan chose the number two sign.

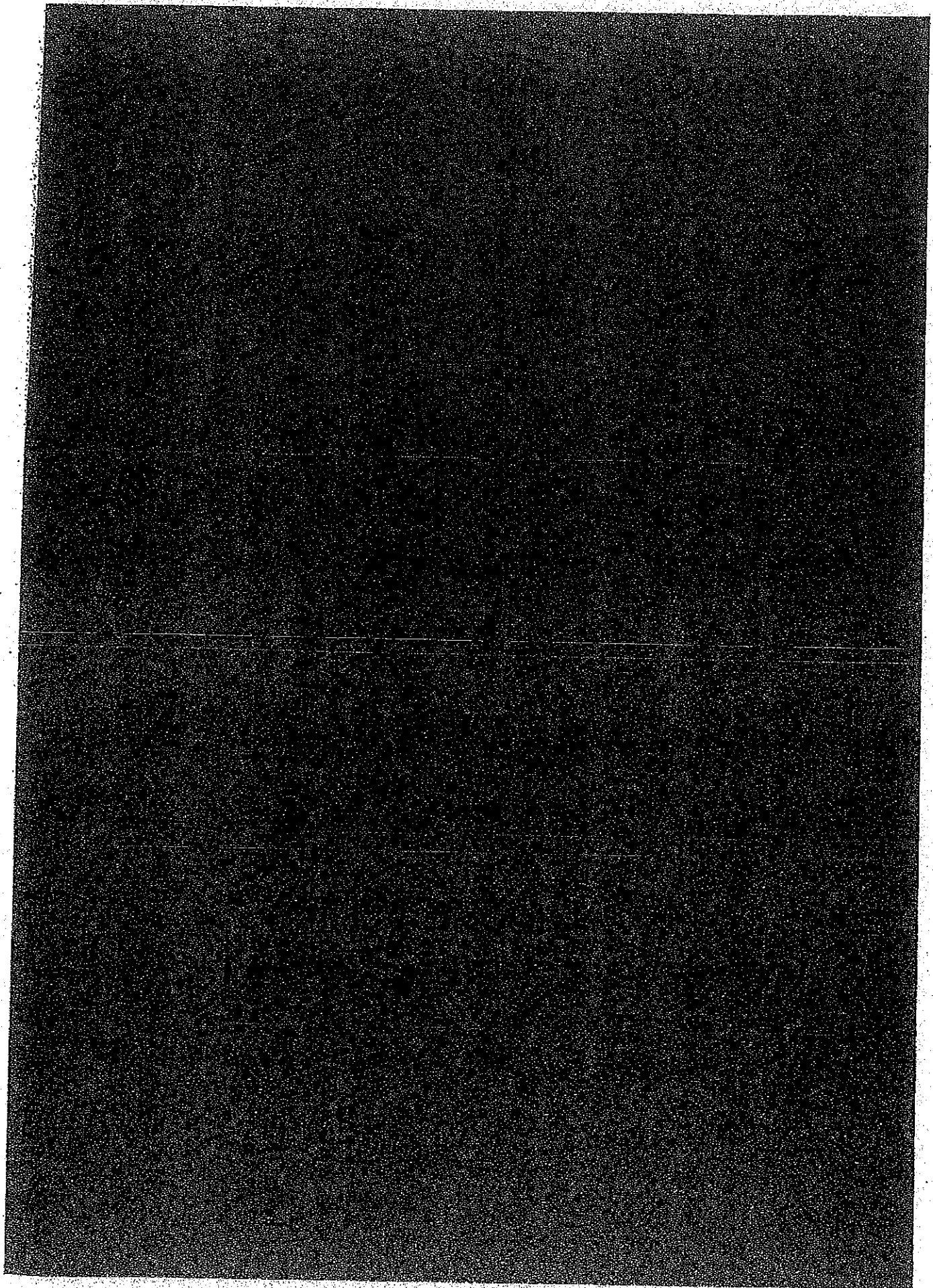
All concurred with Mrs. Jordan.

More discussion was held.

ADJOURNMENT

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adjourn at 5:10 p.m. on September 22nd. Motion carried unanimously 4-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager



MONTHLY FINANCIAL REPORT

A) **FINANCE OFFICER'S REPORT**

ATTACHED IS THE FINANCE OFFICER'S REPORT.

ARE THERE ANY QUESTIONS ON THE MONTHLY FINANCIAL REPORT?

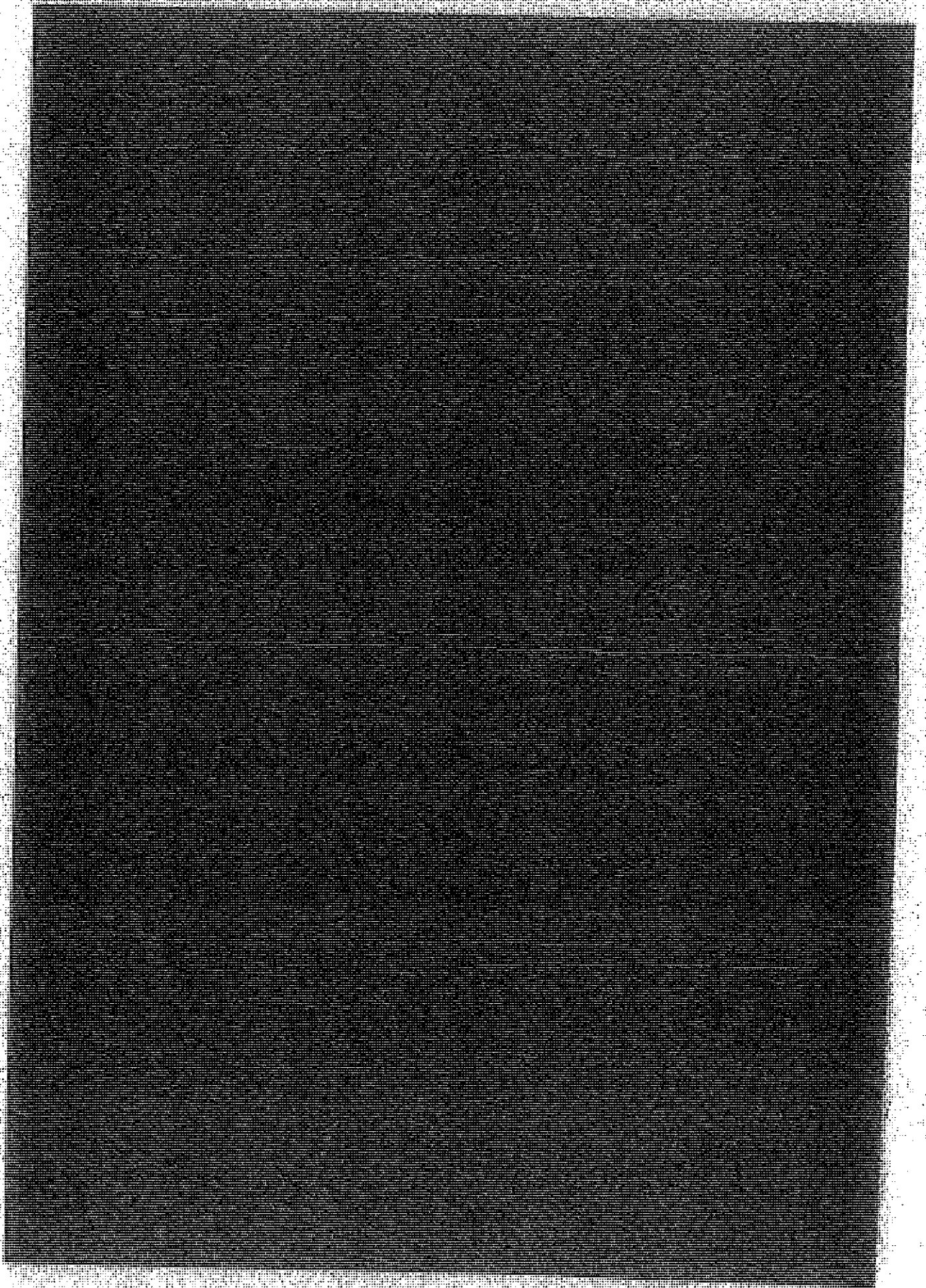
WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

	MOTION	SECOND	AYES	NAYES
MR. HARRISON	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. FREY	___	___	___	___
MRS. JORDAN	___	___	___	___

INTEREST EARNED - 2022

	<u>SEPTEMBER</u>	<u>YTD</u>
GENERAL FUND	\$8.32	\$87.02
STREET LIGHT FUND	\$0.00	\$0.00
FIRE TAX FUND	\$0.43	\$3.79
OPERATING RESERVE	\$6.38	\$58.67
STATE FUND	\$364.08	\$1,127.39
CAPITAL RESERVE	<u>\$15.94</u>	<u>\$1,075.51</u>
TOTAL INTEREST EARNED	<u><u>\$395.15</u></u>	<u><u>\$2,352.38</u></u>



B) LIST OF BILLS

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

	MOTION	SECOND	AYES	NAYES
MRS. HOLLIBAUGH	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. FREY	___	___	___	___
MR. HARRISON	___	___	___	___
MRS. JORDAN	___	___	___	___

By Name
Cutoff as of: 12/31/9999

Due Dates: 10/15/2022 thru 10/15/2022

Vendor Name/Desc	Acct#/Proj Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: AIR-VAC INC		8622.00				8622.00		
Name: BEARCOM		817.47				817.47		
Name: BEST WHOLESALE TIRE CO, INC		386.59				386.59		
Name: JORDAN TAX SERVICE, INC.		286.84				286.84		
Name: KRESS TIRE		1451.08				1451.08		
Name: NORTHEAST PAVING		4959.20				4959.20		
Name: OFFICE DEPOT		439.94				439.94		
Name: SHOUP ENGINEERING INC.		1982.75				1982.75		
Name: STEPHENSON EQUIPMENT, INC.		293.07				293.07		
Name: TUCKER/ARENSBERG ATTORNEYS		4300.25				4300.25		
FINAL TOTALS:		23539.19				23539.19		

WEST DEER TOWNSHIP ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

Time: 10:51 am
Date: 10/13/2022
Page: 1

By Name
Cutoff as of: 12/31/9999

Due Dates: 10/15/2022 thru 10/15/2022

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00026 AIR-VAC INC Road: Polyflex II for ttar ket0922	430.372 09/14/2022	42840	4307.00	10/15/2022	09/19/2022		4307.00		N
00026 AIR-VAC INC Road: Polyflex for tar kettle 1022	430.372 10/04/2022	43046	4315.00	10/15/2022	10/06/2022		4315.00		N
Name: AIR-VAC INC									
00674 BEARCOM Police: Radio Equip Maint	410.328 1022	5446885	235.00	10/15/2022	10/04/2022		235.00		N
00674 BEARCOM Road: Radio Equip Maint	430.327 1022	5446913	57.47	10/15/2022	10/04/2022		57.47		N
00674 BEARCOM POL: Mot Battery Impress L1lon1022	410.327 10/03/2022	5447201	525.00	10/15/2022	10/04/2022		525.00		N
Name: BEARCOM									
00553 BEST WHOLESALE TIRE Pol:9/12-Car #32-Oil Change/fi1022	410.374 10/01/2022	23670	68.69	10/15/2022	10/11/2022		68.69		N
00553 BEST WHOLESALE TIRE Pol:Car #32-Inspection	410.374 1022	23718	82.40	10/15/2022	10/11/2022		82.40		N
00553 BEST WHOLESALE TIRE Pol:Sport Utility-blower motor1022	410.374 10/01/2022	23740	184.00	10/15/2022	10/11/2022		184.00		N
00553 BEST WHOLESALE TIRE Pol:Trailer: Inspection	410.374 1022	23742	51.50	10/15/2022	10/11/2022		51.50		N
Name: BEST WHOLESALE TIRE CO, INC									
00106 JORDAN TAX SERVICE, 403.140 Delinquent R E Tax Commission 0922	403.140 09/19/2022	9-C-#107	286.84	10/15/2022	09/19/2022		286.84		N
Name: JORDAN TAX SERVICE, INC.									
00362 KRESS TIRE Police:9/19-CAR #31:TIREs	410.374 0922	10437-34	718.08	10/15/2022	10/06/2022		718.08		N
00362 KRESS TIRE Road: Repair flat	430.550 0922	10438-38	25.00	10/15/2022	09/26/2022		25.00		N
00362 KRESS TIRE Police:9/15-CAR #32:TIREs	410.374 0922	10441-33	708.00	10/15/2022	10/06/2022		708.00		N

By Name
Cutoff as of: 12/31/9999

Due Dates: 10/15/2022 thru 10/15/2022

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: KRESS TIRE									
00207 NORTHEAST PAVING Road: Asphalt	430.372 0922	68005896-627022 09/27/2022	1867.03 10/15/2022	10/04/2022		1867.03	1851.60		N
00207 NORTHEAST PAVING Road: Asphalt	430.372 0922	68005959-627022 09/28/2022	1851.60 10/15/2022	10/04/2022		1851.60	1240.57		N
00207 NORTHEAST PAVING Road: Asphalt	430.372 1022	68006015-627022 10/01/2022	1240.57 10/15/2022	10/07/2022		1240.57	4959.20		N
Name: NORTHEAST PAVING									
00657 OFFICE DEPOT Police: Office Supplies	410.210 0922	264894342001 09/07/2022	254.62 10/15/2022	09/19/2022		254.62	17.99		N
00657 OFFICE DEPOT Police: Office Supplies	410.210 0922	265022617001 09/07/2022	17.99 10/15/2022	09/19/2022		17.99	37.98		N
00657 OFFICE DEPOT Police: Office Supplies	410.210 0922	265022618001 09/08/2022	37.98 10/15/2022	09/19/2022		37.98	44.66		N
00657 OFFICE DEPOT Office Supplies	406.210 0922	265047958001 09/07/2022	44.66 10/15/2022	09/19/2022		44.66	8.64		N
00657 OFFICE DEPOT Cleaning Supplies	409.226 0922	265047958001 09/07/2022	8.64 10/15/2022	09/19/2022		8.64	21.99		N
00657 OFFICE DEPOT Office Supplies	406.210 0922	265121784001 09/07/2022	21.99 10/15/2022	09/19/2022		21.99	26.65		N
00657 OFFICE DEPOT Twp: 9/27-Office Supplies	406.210 1022	269913741001 10/01/2022	26.65 10/15/2022	10/12/2022		26.65	27.41		N
00657 OFFICE DEPOT Twp: 9/27-Cleaning Supplies	409.226 1022	269913741001 10/01/2022	27.41 10/15/2022	10/12/2022		27.41	439.94		N
Name: OFFICE DEPOT									
00830 SHOUP ENGINEERING IN Engineering: Vrabel/No Off	408.319 0922	22-278 09/30/2022	25.75 10/15/2022	10/03/2022		25.75	437.75		N
00830 SHOUP ENGINEERING IN Engineering:Russelton Dollar	408.319 G0922	22-279 09/30/2022	437.75 10/15/2022	10/03/2022		437.75	798.25		N
00830 SHOUP ENGINEERING IN Engineering:Miscellaneous	408.313 0922	22-280 09/30/2022	798.25 10/15/2022	10/03/2022		798.25			N

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 10:51 am
Date: 10/13/2022
Page: 3

By Name
Cutoff as of: 12/31/9999

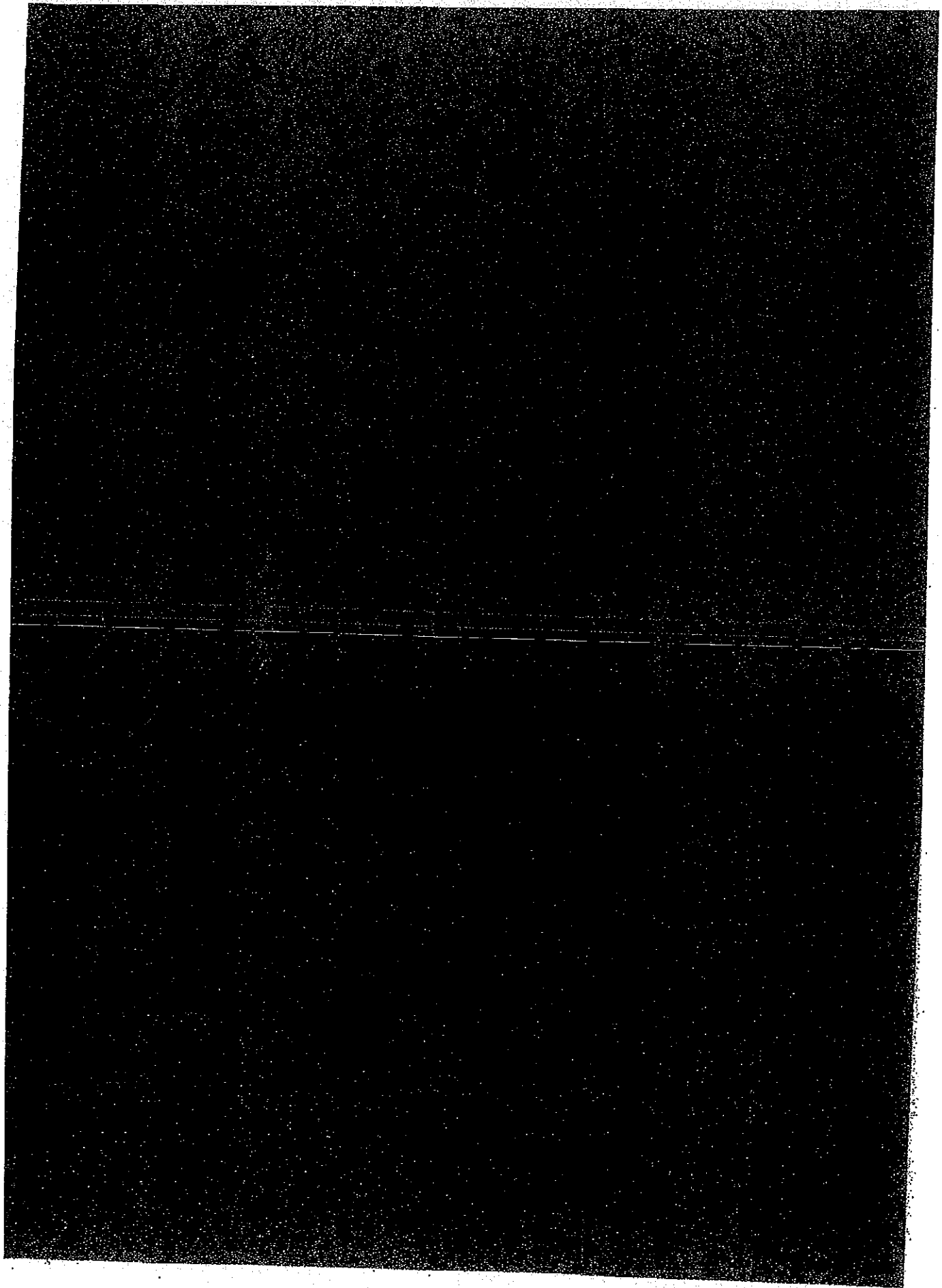
Due Dates: 10/15/2022 thru 10/15/2022

Vendor Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00830 SHOUP ENGINEERING IN 408.319 Engineering:Unionville Plan 0922	408.319	22-281 09/30/2022	51.50	10/15/2022 10/03/2022			51.50	N	
00830 SHOUP ENGINEERING IN 408.319 Engineering:Steel City Supply/0922	408.319	22-282 09/30/2022	463.50	10/15/2022 10/03/2022			463.50	N	
00830 SHOUP ENGINEERING IN 408.319 Engineering:Copper Creek #9 Am0922	408.319	22-283 09/30/2022	180.25	10/15/2022 10/03/2022			180.25	N	
00830 SHOUP ENGINEERING IN 408.319 Engineering:Oakwood Heights #20922	408.319	22-284 09/30/2022	25.75	10/15/2022 10/03/2022			25.75	N	
Name: SHOUP ENGINEERING INC.			1982.75				1982.75		
00074 STEPHENSON EQUIPMENT 430.374 Road: fuel filters 0922	430.374	18058332 09/27/2022	72.32	10/15/2022 09/29/2022			72.32	N	
00074 STEPHENSON EQUIPMENT 430.374 Road: sensor/speed 1022	430.374	18058556 10/03/2022	220.75	10/15/2022 10/07/2022			220.75	N	
Name: STEPHENSON EQUIPMENT, INC.			293.07				293.07		
00813 TUCKER/ARENSBERG ATT 404.111 Legal Services: Retainer 0922	404.111	640822 09/30/2022	500.00	10/15/2022 10/06/2022			500.00	N	
00813 TUCKER/ARENSBERG ATT 404.111 Legal Services:Olympus Gas we10922	404.111	640823 09/30/2022	31.00	10/15/2022 10/06/2022			31.00	N	
00813 TUCKER/ARENSBERG ATT 404.111 Legal Services: General 0922	404.111	640824 09/30/2022	3718.25	10/15/2022 10/06/2022			3718.25	N	
00813 TUCKER/ARENSBERG ATT 404.111 Legal Services:Dionysus Appea10922	404.111	640825 09/30/2022	51.00	10/15/2022 10/06/2022			51.00	N	
Name: TUCKER/ARENSBERG ATTORNEYS			4300.25				4300.25		

FINAL TOTALS:

23539.19

23539.19



POLICE CHIEF'S REPORT

ATTACHED IS THE POLICE CHIEF'S REPORT.

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

OFFICER'S MONTHLY REPORT

To: Robert J. Loper, Chief of Police
From: Jennifer Borczyk, Administrative Assistant
Subject: Officer's Monthly Report
Date: October 11, 2022

Attached is the Officer's Monthly Report for September 2022.

JB

CC: D. Mator, Manager
B. Jordan, Chairwoman
S. Hollibaugh, Vice Chairwoman
J. Smullin
V. Frey
D. Harrison

**OFFICER'S MONTHLY REPORT
September 2022**

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	50	410	460
CALLS FOR SERVICE/FIELD CONTACTS	426	3,141	3567
ALL OTHER CALLS	525	3,491	4016
TOTALS CALLS FOR SERVICE	1001	7,042	8043
 <u>ARRESTS</u>			
ADULT	4	54	58
JUVENILE	1	4	5
TRAFFIC CITATIONS	74	360	434
NON TRAFFIC CITATIONS	11	23	34
PARKING CITATIONS	0	30	30
WARNINGS	64	430	494
 <u>PERSONNEL</u>			
GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	0	0	0
 <u>VEHICLE REPORTS</u>			
TOTAL MILES TRAVELED	10,515	77,950	88,465
GALLONS OF GASOLINE USED	707.8	6,361.60	7069.4
REPAIRS/MAINTENANCE	1,813.47	12,068.02	13,881.49
 <u>OVERTIME PAID</u>			
COURT (OFF DUTY)	15	181.50	196.5
PRELIMINARY HEARINGS	2	24.50	26.5
PRETRIAL	0	0.00	0
INVESTIGATIONS	0	15.50	15.5
ARRESTS	0	27.50	27.5
SPEED CHECKS	0	0.00	0
PRIVATE CONTRACTS	0	0.00	0
MISC. HOURS - FILLED SHIFTS	8	56.00	64
MISC. HOURS - ADMIN. HOURS	0	0.00	0
MISC. HOURS	34	94.50	128.5
TOTAL HOURS	59	399.50	458.5

****NOTE: calls for service, arrests- totals unavailable for July. Will update when available.**

**OFFICER'S MONTHLY REPORT
September 2022**

QUARTERLY REPORT	2021 YEAR TO DATE	2022 YEAR TO DATE
REPORTABLE CALLS FOR SERVICE	606	460
CALLS FOR SERVICE/FIELD CONTACTS	3,715	3,567
ALL OTHER CALLS	4,814	4,016
TOTAL CALLS FOR SERVICE	9,135	8,043
 <u>ARRESTS</u>		
ADULT	47	58
JUVENILE	3	5
TRAFFIC CITATIONS	183	434
NON TRAFFIC CITATIONS	32	34
PARKING CITATIONS	8	30
WARNINGS	66	494
 <u>PERSONNEL</u>		
GRIEVANCES FILED BY POLICE OFFICERS	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0
LETTERS COMMENDING POLICE OFFICERS	5	0
 <u>VEHICLE REPORTS</u>		
TOTAL MILES TRAVELED	88,925	88,465
GALLONS OF GASOLINE USED	5,361.86	7,069.40
REPAIRS/MAINTENANCE	11,200.26	13,881.39
 <u>OVERTIME</u>		
COURT (OFF DUTY)	28	196.5
PRELIMINARY HEARINGS	6	26.5
PRETRIAL	0	0
INVESTIGATIONS	10	15.5
ARRESTS	36	27.5
SPEED CHECKS	0	0
PRIVATE CONTRACTS	0	0
MISC. HOURS - FILLED SHIFTS	32	64
MISC. HOURS - ADMIN HOURS	0	0
ALL OTHER MISC. HOURS	68	128.5
TOTAL HOURS	180	458.5

Points of Interest

September 2022

Budget Figure YTD -73.71%

Chief Robert Loper

- September 8- Held department meeting for all officers.
- September 19- Attended meeting with Sgt. Shurina in reference to Deer Lakes School District Bus Patrol program.

K9 Officer Edward Newman

- September 1- Maintenance
- September 8- Obedience training at West Deer K9 Center
- September 14- Narcotics training at West Deer K9 Center
- September 21- Tracking training held in West Deer

Sergeant Petosky & Officer Fedunok

- September 9- Training was held at the Cranberry Township Facility. Operators worked on open air assaults on a passenger vehicle. Snipers also ran similar scenarios utilizing diversion equipment.
- September 29- Training held at Hampton Township Range. Operators worked on less lethal munitions. Operators also had to pass a written and physical test on equipment. Operators also held low and night vision weapons drills.

EMA- Sergeant Shurina

- See attached report.

Deer Lakes School District

- September 9- Officers Elza, Brand, Cherevka, and Rigous provided general security for Deer Lakes Varsity Football game.
- September 23- Sergeant Shurina, Officers Vulakovich, Orlor, and Dobransky provided general security for Deer Lakes Varsity Football game.
- September 30- Officers Wikert, Fedunok, Brand, and Cherevka provided general security for Deer Lakes Varsity Football game.

Explorers

- No Meetings.

Misc. Details

- September 11- Click it or ticket detail performed by Officer Vulakovich.
- September 12- Click it or ticket detail performed by Officer Dobransky.

- September 13- Click it or ticket detail performed by Sergeant Petosky.
- September 14- Click it or ticket detail performed by Officer Evan.
- September 15- Click it or ticket detail performed by Officer Trocki.
- September 17- Roving DUI checkpoint performed in McCandless, etc. Sergeant Petosky, Officer Elza, and Officer Doransky participated.
- September 17- Click it or ticket detail performed by Officer Lindner.
- September 19- Click it or ticket detail performed by Officer Fedunok.
- September 21- Click it or ticket detail performed by Officer Elza.
- September 22- Click it or ticket detail performed by Officer Cherevka.
- September 24- Several various officers provided around the clock general security for the West Deer Festival.
- September 30- Officer Vulakovich provided general security for Deer Lakes Youth Soccer's Night Under the Lights event at Moskala Field.

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

SEPTEMBER 2022

WDPD INCIDENT REPORTS **TOTAL: 5**

- 1 Harassment – General
- 1 Fraud – General
- 2 Disorderly Conduct – General
- 1 Assault – Strong Arm

- 3 **TOTAL ARRESTS / CITATIONS FROM ABOVE INCIDENTS**
(Arrests include Summary, Misdemeanor, and Felony)

SRO / SECURITY DETAILS & LOGS **TOTAL: 67**

- 58 Security General
 - Security Cafeteria
 - Security Parking Lot
- 1 Instruct SRO Student Program
- Instruct SRO Faculty Program
- 1 Instruct DARE Program

- Attend Court
- Attend Meeting
- Attend Training

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

- Student Transport
- Student Missing / Search
- Student Monitoring

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

TOTAL ACTIVITY **TOTAL: 72**



TOTAL ACTIVITY BY SCHOOL

HIGH SCHOOL	16	ADMIN. BUILDING	0
MIDDLE SCHOOL	15	BUS GARAGE	0
E.U. INTERMEDIATE	20	OTHER	2
CURT. PRIMARY	19		

FREQUENT STUDENT INVOLVEMENT

DL School / Student ID #: None TOTAL INVOLVEMENTS THIS PERIOD: None

DARE / SRO CLASSES AND PROGRAMS

DARE
CLASSES INSTRUCTED DURING THIS PERIOD

<u>Number of Classes</u>	<u>Grade Level</u>
10	1 st Grade Charlie Check First

SRO Programs / Miscellaneous
INSTRUCTED DURING THIS PERIOD

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

Submitted by:

Sgt. Michael J. Shurina
West Deer Township Police Department
Deer Lakes School District SRO

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

EMA Coordinator: Michael Shurina
109 East Union Road - Cheswick, PA 15024
westdeertownship.com
Office: 724-265-1100
Email: mshurina@westdeertownship.com



EMA Team
Robert Loper
Joshua Wiegand
Mark Lovey
Aaron Skrbn

John Krauland
Donald Gerlach
Gary Borsuk

EMERGENCY MANAGEMENT

Monthly Report **SEPTEMBER 2022**

Listed below are the activities which the West Deer Township Emergency Management Coordinator and/or Deputy Coordinators (EMA Team) participated in and/or responded to.

INCIDENT: **EMA Quarterly Training/Meeting**
DATE: **September 13, 2022**
MICS INFO: **Mike Shurina attended an Allegheny County EMA Quarterly Training/Meeting online session as required by Allegheny County EMA.**

Submitted by:

Sgt. Michael J. Shurina
West Deer Township Police Department
West Deer Township EMA Coordinator

West Deer Township Police Department Calls For Service Activity Report

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

Report Start Date: 9/1/2022 Report End Date: 9/30/2022

Calls For Service:

911 HANG UP - GENERAL	1
ALARM ACTIVATION - BUSSINESS/FALSE	4
ALARM ACTIVATION - C02	1
ALARM ACTIVATION - FIRE / FALSE	1
ALARM ACTIVATION - MEDICAL	1
ALARM ACTIVATION - RESIDENTIAL	3
ALARM ACTIVATION - RESIDENTL/FALSE	6
ANIMAL - BITE	3
ANIMAL - COMPLAINT	8
ASSAULT - STRONG ARM	1
ASSIST - EMS	15
ASSIST - OTHER	2
ASSIST - POLICE	11
ASSIST - RESIDENT	13
ASSIST - WELFARE CHECK	4
CHILD - CHILD LINE REPORTS	2
CIVIL - NEIGHBOR DISPUTE	1
COURT - WARRANT SERVICE	1
CRIMINAL MISCHIEF - BUSINESS	1
CRIMINAL MISCHIEF - RESIDENTIAL	1
DISABLED VEHICLE - GENERAL	8
DISORDERLY CONDUCT - GENERAL	3
DOMESTIC - PHYSICAL	1
DOMESTIC - VERBAL	6
DRUG LAWS - GENERAL	3
FIRE - BURNING COMPLAINT	2
FIRE - OTHER	1
FRAUD - GENERAL	6
HARASSMENT - GENERAL	3
HAZARDOUS CONDITION - ROAD HAZARD	4
HAZARDOUS CONDITION - TREE DOWN	3
HAZARDOUS CONDITION - WIRE DOWN	3
LOCAL ORDINANCE - DUMPING	1
MENTAL COMMITMENT - INVOLUNTARY	3
MISSING PERSON - ADULT MALE	1
MVA - DUJ	1
MVA - LEAVING THE SCENE	2
MVA - NON REPORTABLE	4
MVA - REPORTABLE	6
NOT ASSIGNED	2
PATROL - GENERAL	101
POLICE INFORMATION - FOLLOW UP INVEST	8
POLICE INFORMATION - GENERAL	18
PROPERTY - LOST	1

Calls For Service:

SOLICITATION COMPLAINT - GENERAL	2
SPECIAL DETAIL - ADMINISTRATIVE	13
SPECIAL DETAIL - DIRECT TRAFFIC	1
SPECIAL DETAIL - OTHER / MISC.	2
SPECIAL DETAIL - PUBLIC RELATIONS	2
SPECIAL DETAIL - SECURITY	4
SRO DETAIL - ASSIST ADMINISTRATOR	5
SRO DETAIL - ASSIST NURSE / EMS	1
SRO DETAIL - INSTRUCT DARE PROGRAM	1
SRO DETAIL - INSTRUCT SRO PROGRAM (ST	1
SRO DETAIL - SCHOOL SAFETY DRILL	1
SRO DETAIL - SECURITY (GENERAL)	58
SUICIDE - OVERDOSE	1
SUSPICIOUS - NOISE	1
SUSPICIOUS - OTHER	2
SUSPICIOUS - VEHICLE	6
THEFT - IDENTITY	1
THEFT - OTHER	1
THEFT - RESIDENTIAL	1
TRAFFIC - AGRESSIVE DRIVING DETAIL	3
TRAFFIC - CLICK IT OR TICKET	18
TRAFFIC - COMPLAINT	8
TRAFFIC - DETAIL	21
TRAFFIC - ROAD RAGE	4
TRAFFIC - SCHOOL ZONE	1
TRAFFIC - STOP	44
TRESPASS - RESIDENCE	1
WEAPON VIOLATION - FIREARM	1

TOTAL CALLS FOR SERVICE: 476

Subtract Reportable DI# : 50

TOTAL N.R. CALLS FOR SERVICE:

Date Printed:
10/3/2022

West Deer Township Police Department Total Arrest Report

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

Report Start Date: 9/1/2022

Report End Date: 9/30/2022

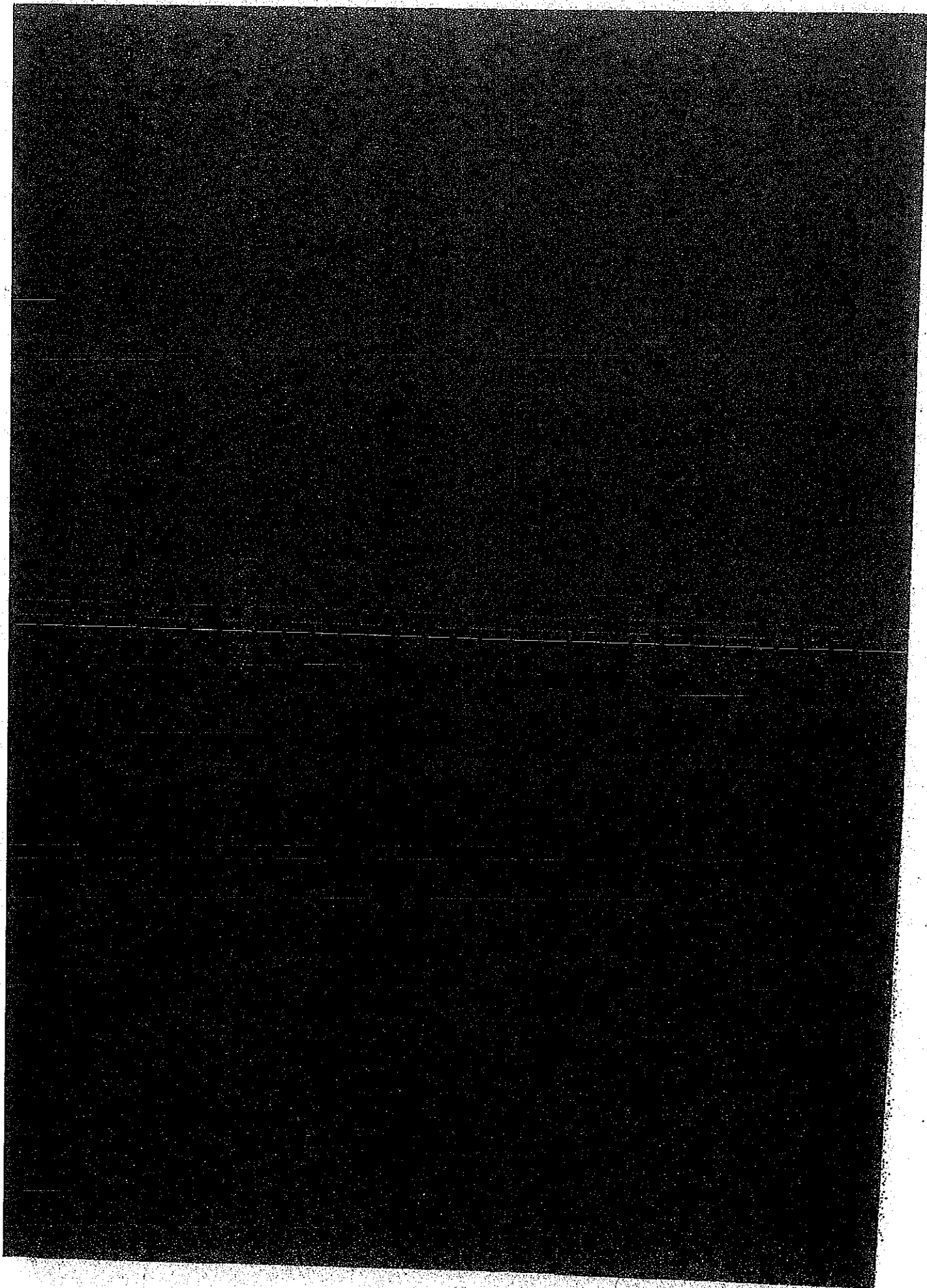
ARREST DATE	DI #	SIGNAL CODE	JUVENILE ARREST
9/2/2022	202209070001	THEFT - OTHER	
9/15/2022		DUI - OVER LEGAL AGE	
9/15/2022	202209060001	ASSAULT - STRONG ARM	JUVENILE ARREST
9/16/2022		POLICE INFORMATION - FOLLOW UP INVESTIGATIO	
9/18/2022	202209180011	MVA - DUI	

TOTAL ARRESTS:

5

TOTAL ADULT ARRESTS:

TOTAL JUV. ARRESTS:



PUBLIC WORKS FOREMAN'S REPORT

ATTACHED IS THE PUBLIC WORKS FOREMAN'S REPORT.

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

2022
MONTHLY REPORT FOR SEPTEMBER
PUBLIC WORKS DEPARTMENT

ROADS

- Install 20' of 18" pipe on Martin Road.
- Install 120' of 12" pipe on Martin Road.
- Install 200' of 6" pipe on Martin Road.
- Install 2 catch basins on Martin Road.
- Base repair on Martin Road.
- 72 ton of hot asphalt on base repair patches.
- Patch various roads.

TRUCKS & EQUIPMENT

- Replace bristles and bearings on broom on Ford tractor.
- Replace muffler and starter on Hustler.
- Replace spindle, belt, and pulley on Hustler.
- Change oil in Tool truck.
- Clean and grease trucks.
- Replace quick connect fittings on Skid Steer.
- Work on fuel issue on Boom mower.

MISCELLANEOUS

- Take signs for festival to Kinniburghs, pick up and place smaller signs around Township.
- Set up and tear down for Food Truck Event.
- Replace lights in the office.
- Take recycling bins to office.
- Place barriers at Crest Street Bridge.
- Spray bees at bathrooms at Park.
- Clean up debris on Dawson Road.
- Clean up tree on Shuster Road.
- Replace stop sign on McClure Road.
- Fix desk drawer for Barb.
- Change lights for Dog Shelter.
- Install new lock and clasp at Moscala Field.
- Replace toilet seat and install thermostat covers at Nike Site.
- Set up for Festival.
- Clean up from Festival.

PA1 Calls

56

OT

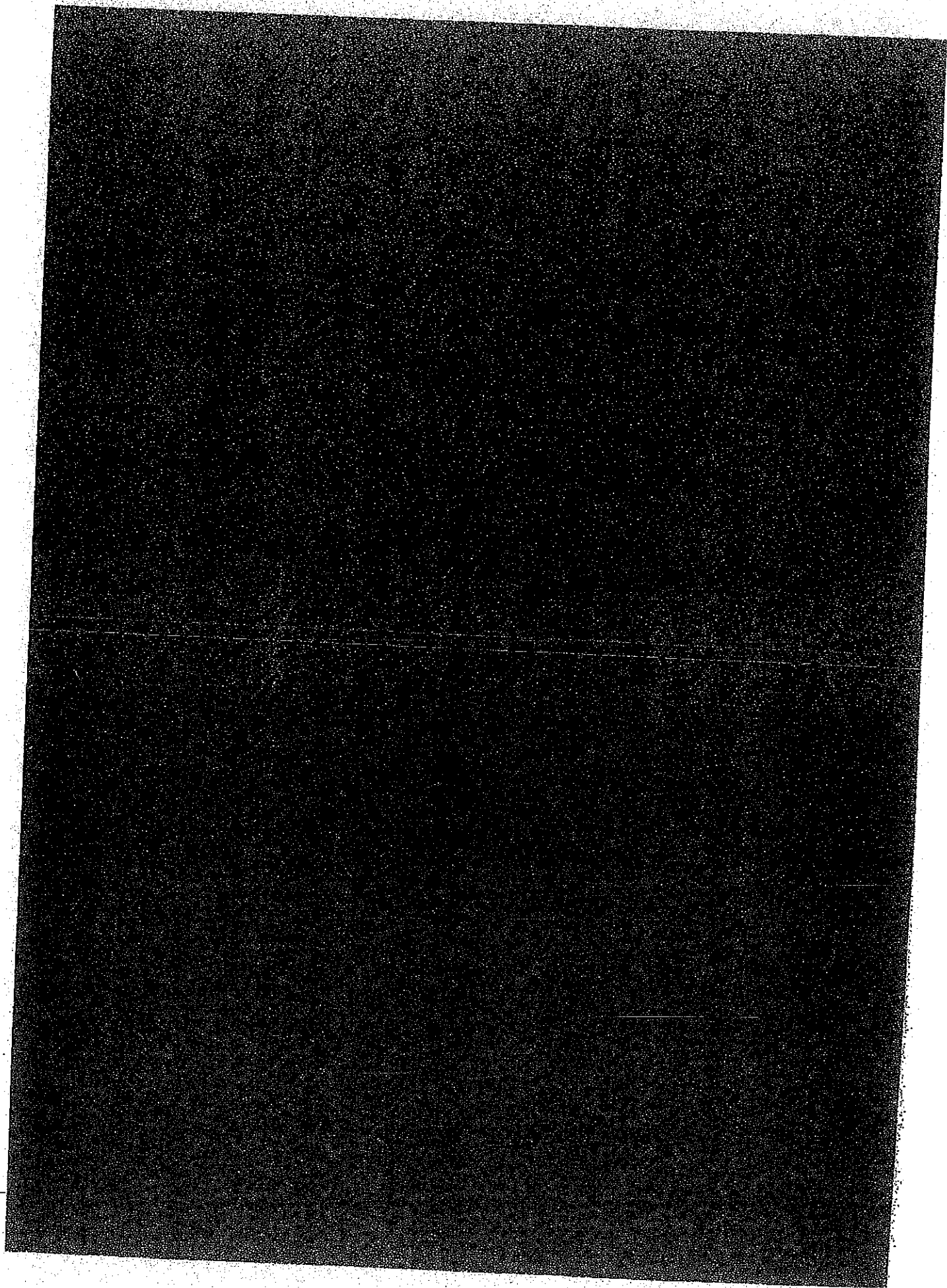
68.5 hrs



Kevin Olar

10-13-22

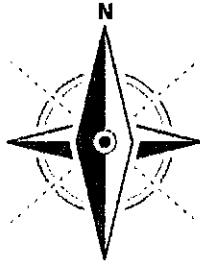
Date



ENGINEER'S REPORT

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

ARE THERE ANY QUESTIONS REGARDING THE ENGINEER'S
REPORT?



SHOUP ENGINEERING

FOR OVER 50 YEARS

329 Summerfield Drive, Baden, PA 15005

Phone: 724-869-9560

info@shoupengineering.com

**SEPTEMBER 2022 ENGINEER'S REPORT
WEST DEER TOWNSHIP**
Prepared October 10, 2022

VIA EMAIL

1. **MEETING ATTENDANCE**

Shoup Engineering attended and participated in the following meetings:

Board of Supervisors Meeting -- September 21, 2022

Planning Commission Meeting -- September 22, 2022

2. **DEVELOPMENTS/PROJECTS**

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

Projects:

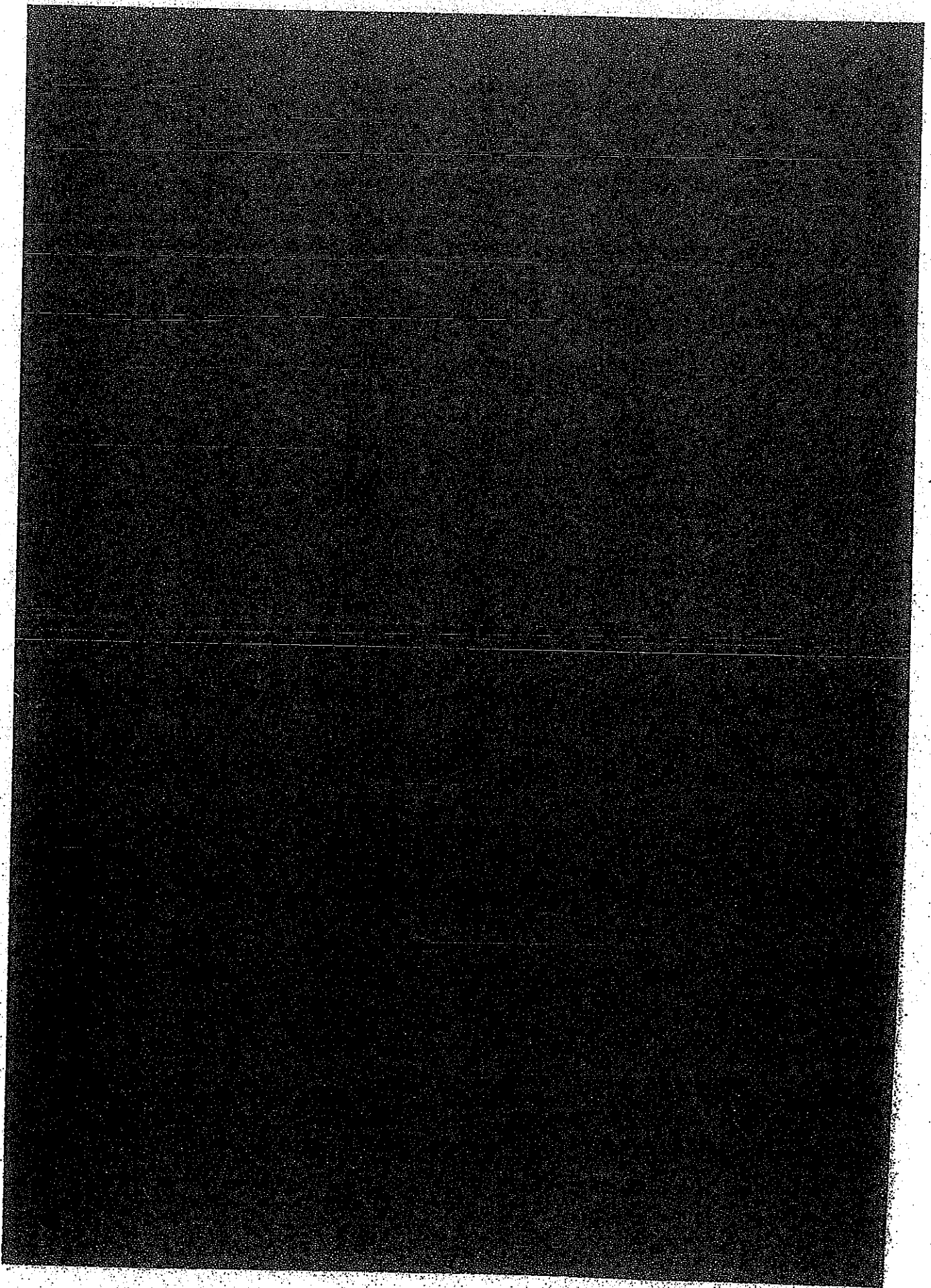
- Municipal Building Project -- Based on initial concept planning by HHSDR architects, preparation of a grading plan and storm sewer plan have been prepared. Work on the stormwater management plan has also been initiated.

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

- Copper Creek Amendment No. 9 -- Reviews of this subdivision plan on Copper Creek Trail were performed and review letters dated September 1, 2022 and September 6, 2022 were issued to the Township.
- Steel City Supply -- A review of this land development on Saxonburg Boulevard was performed and a review letter dated September 19, 2022 was issued to the Township.

Respectfully Submitted,
SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer



BUILDING, ZONING & CODE ENFORCEMENT REPORT

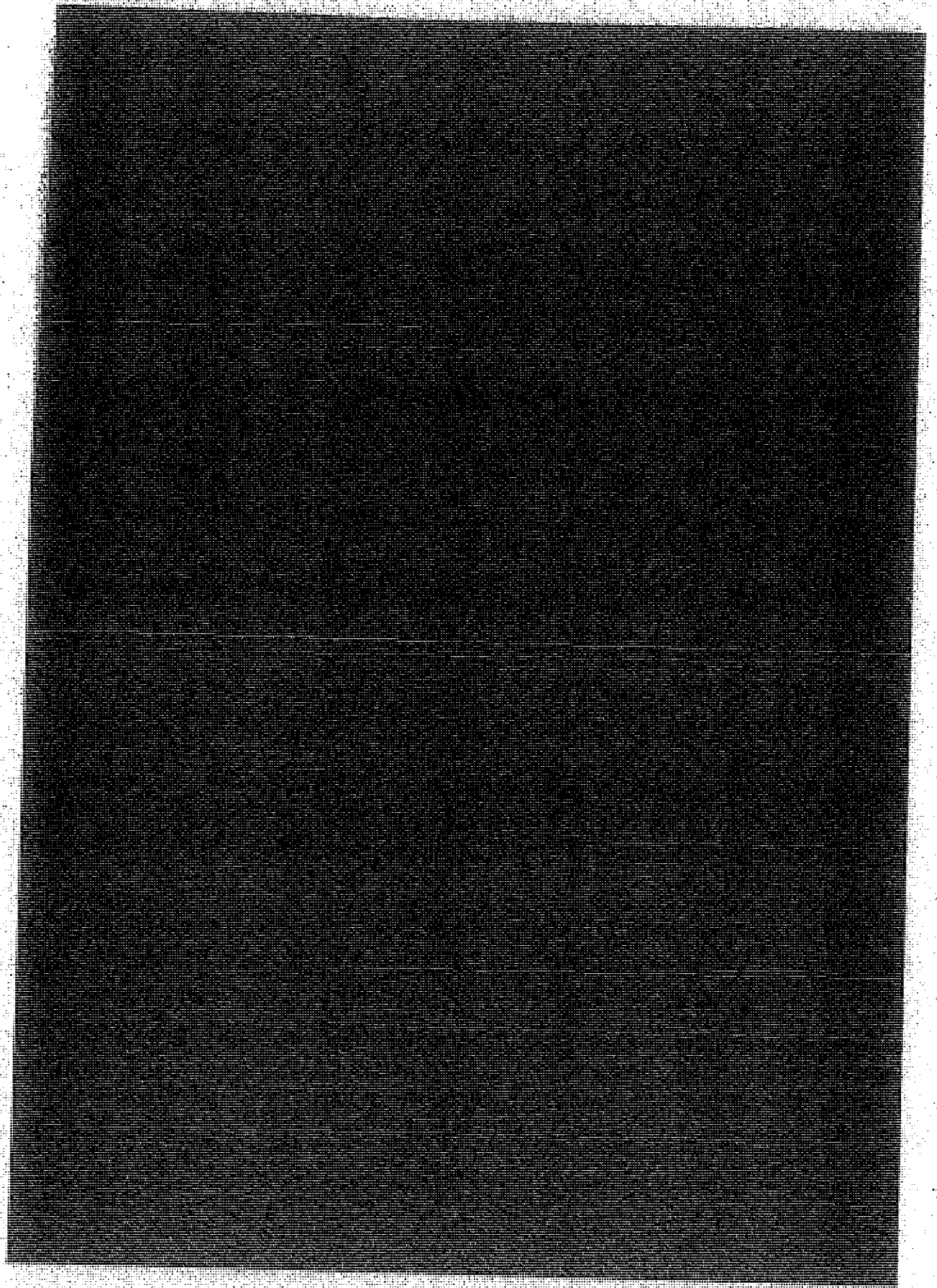
ATTACHED IS THE BUILDING, ZONING & CODE ENFORCEMENT REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?



Zoning and Planning Report
October 19, 2022

1. Issued 33 Occupancy Permits.
2. Issued 16 Building Permits.
3. PCS performed ~42 Building Inspections.
4. See attached Project Status Report.
5. Planning Commission was held and Steel Valley Supply was discussed.
6. No Zoning Hearing Board was held.



PARKS & RECREATION BOARD REPORT

ATTACHED IS THE PARKS & RECREATION BOARD REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

Parks & Recreation Report

October 19th, 2022

Planned 2022 Events

- **CANCELED** - October 15th - Trunk or Treat at East Union Church
- December 11th - Breakfast with Santa at #1 VFD

West Deer Festival

Costs

Petting Zoo - \$3,200 (\$1,600 credit)

DJ - \$500 for both days

Face Painter - \$345 (\$175 credit)

Port-o-Johns - \$385

Lights - \$600

Golf Carts - \$520

Hay Rides - \$1,050

Wild Animals - \$525

Balloon Artist - \$700 (\$350 credit)

Road signs - \$220

Rides - \$18,000 (\$4,000 credit)

Misc (cords, drinks, etc.) - \$782.96

Pizza during setup - \$33.81

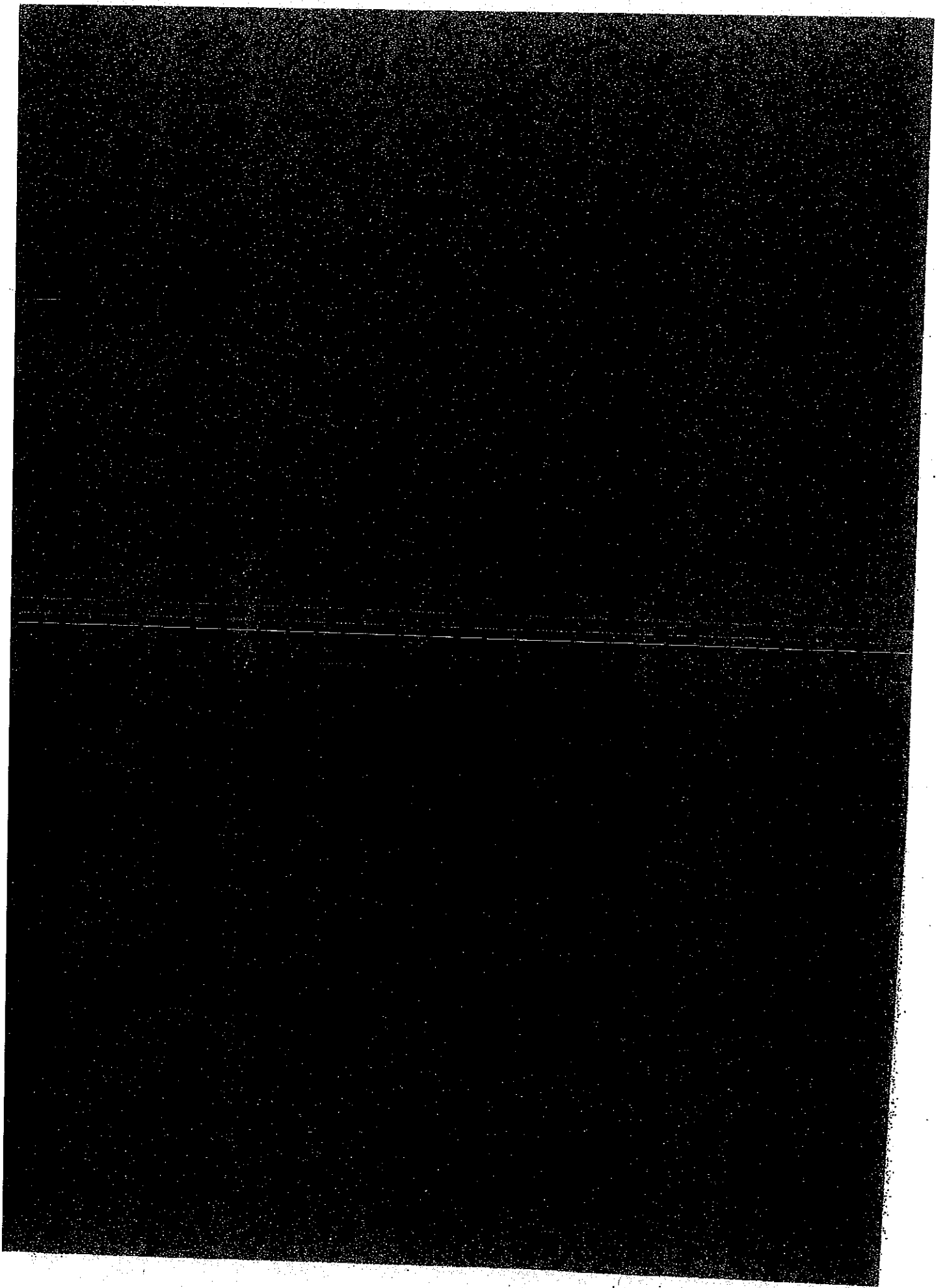
Oranges - \$101.76

Pie Contest - \$22.68

Total: \$26,986.21 (\$6,125 in credit for future events)

Next year's dates - May 20-21 or Sept. 23-24?

Our next meeting will be October 26th, 2022.



WEST DEER #1 VFC REPORT

ATTACHED IS THE WEST DEER #1 VFC REPORT.

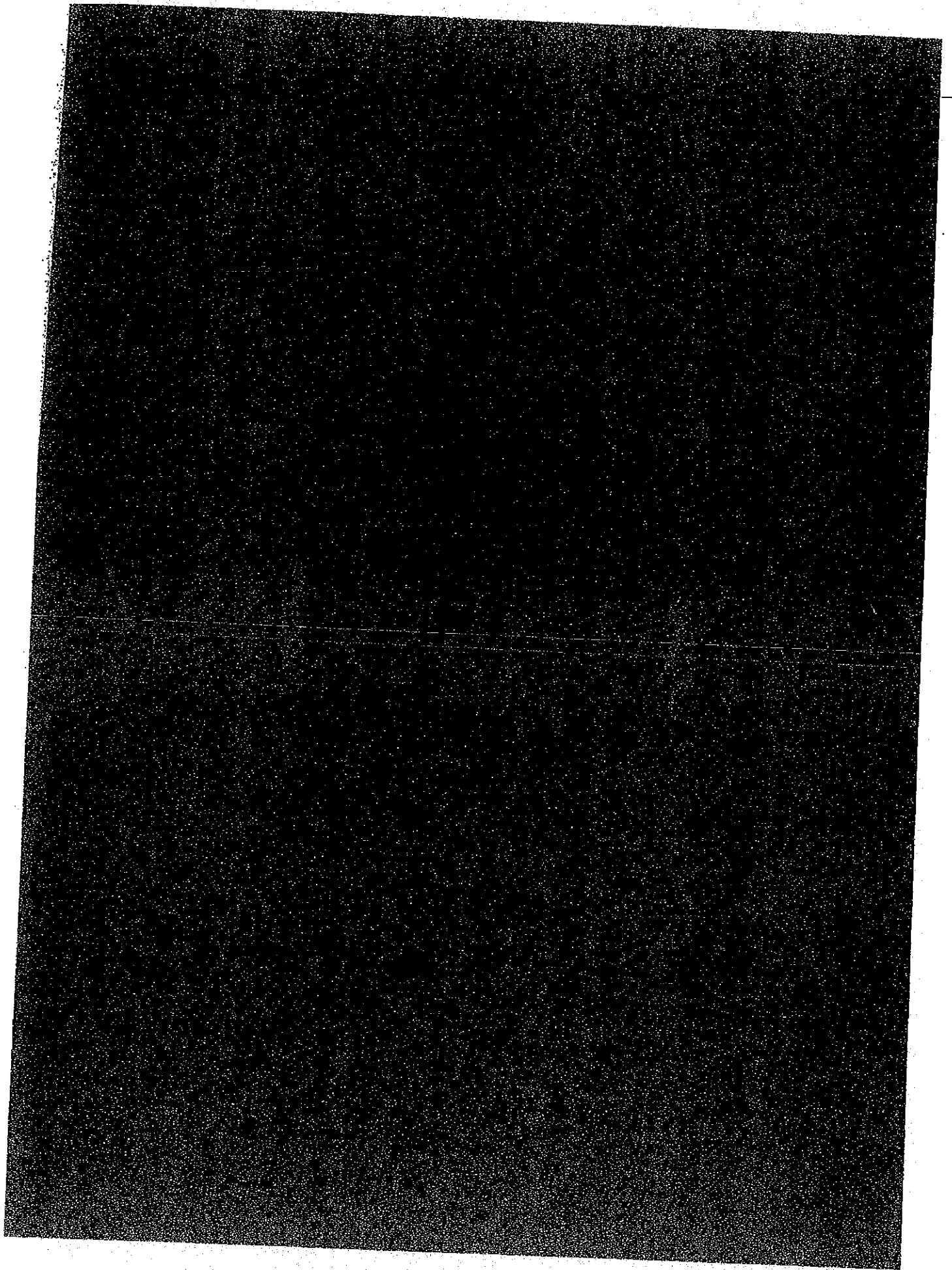
ARE THERE ANY QUESTIONS REGARDING THE REPORT?

WEST DEER VFD #1

1520 Saxonburg Blvd Tarentum PA 15084

SEPTEMBER 2022 REPORT

- 14 firecalls
- Vehicle stabilization training
- 4 social hall rentals
- Fall Festival
- Selling lottery raffle tickets



WEST DEER #2 VFC REPORT

REPORT WAS NOT RECEIVED.

WEST DEER #3 VFC REPORT

ATTACHED IS THE WEST DEER #3 VFC REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

West Deer Twp. VFC # 3

FIRE CHIEF'S REPORT

October 2022

Call Report for September 71– total calls

39 - QRS Calls with response, 8 - QRS calls with no response (17%)

23 - Fire Calls with response, 1 – Fire Call with no response (4%)

0 - Commercial Structure Fire

4 - Commercial Fire Alarm

3 - Residential Structure Fire

6 - Residential Fire Alarm

5 - MVC

0 - MVC w/ entrapment

1 - Rescue, other than MVC

3 - Misc. (flooding/wires down/trees down)

2 - CO Alarm

9 - Richland

1 - Middlesex

14 - West Deer

15 - 0500-1700

9 - 1700-0500

- Equipment/truck checklists – All checklists completed and meters calibrated

- Operations meeting – no meeting scheduled for October

Upcoming events:

10/1 – Home Depot Safety Day

10/3 – Deer Creek Preschool Safety Day

10/8 – Lowe's Safety Day

10/11 – Training (FF1 Training)

10/14 – Homecoming Parade

10/15 – Firefighter Physicals

10/18 – Training (FF1 Training)

10/21 – Curtisville Safety Day

10/25 - Work detail

10/25 - Hazmat Ops Refresher 630pm at 289

10/26 – Landing Zone Coordinator Course at 289, 630pm start

11/10 & 11/13 – FF1 Testing

- Fire Station project – Drawings submitted for permits

- Sales agreement for old fire station approved

- Pump testing – Needs scheduled for October

- Aerial and ground ladder tested by NHT - Passed

- Township – No progress with State fire study

- ISO Fire Study to be scheduled soon

- Replacement pike poles ordered through Darley \$189 plus shipping, still waiting for delivery

- Radios were ordered through County, still awaiting delivery

- CV2 needs lettered, battery will not stay charged

- Replaced 4 smoke detectors in residence, replaced 3 smoke detector batteries

- State Fire Commissioners Grant submitted for debt reduction

- GEDTF Grant submitted for phase 2 of station renovation

- COVID PPE policy N-95 or surgical masks required for patient care

- Personnel need to isolate for 5 days post positive test, mask for days 6-10

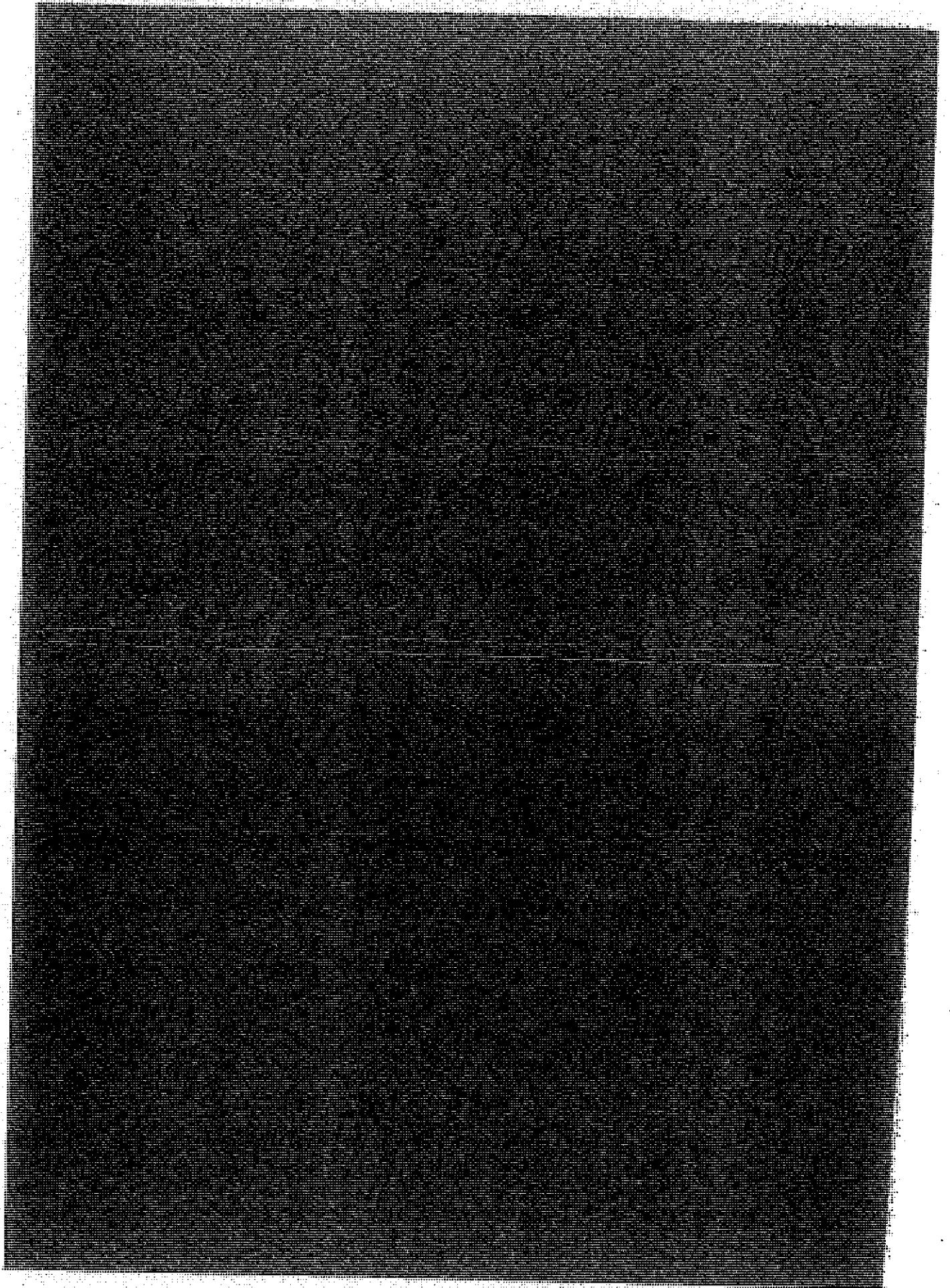
- Monthly P&L

Income \$12,451.70

Expenses \$43,384.43

Respectfully submitted by:

Josh Wiegand, Fire Chief



WEST DEER EMS REPORT

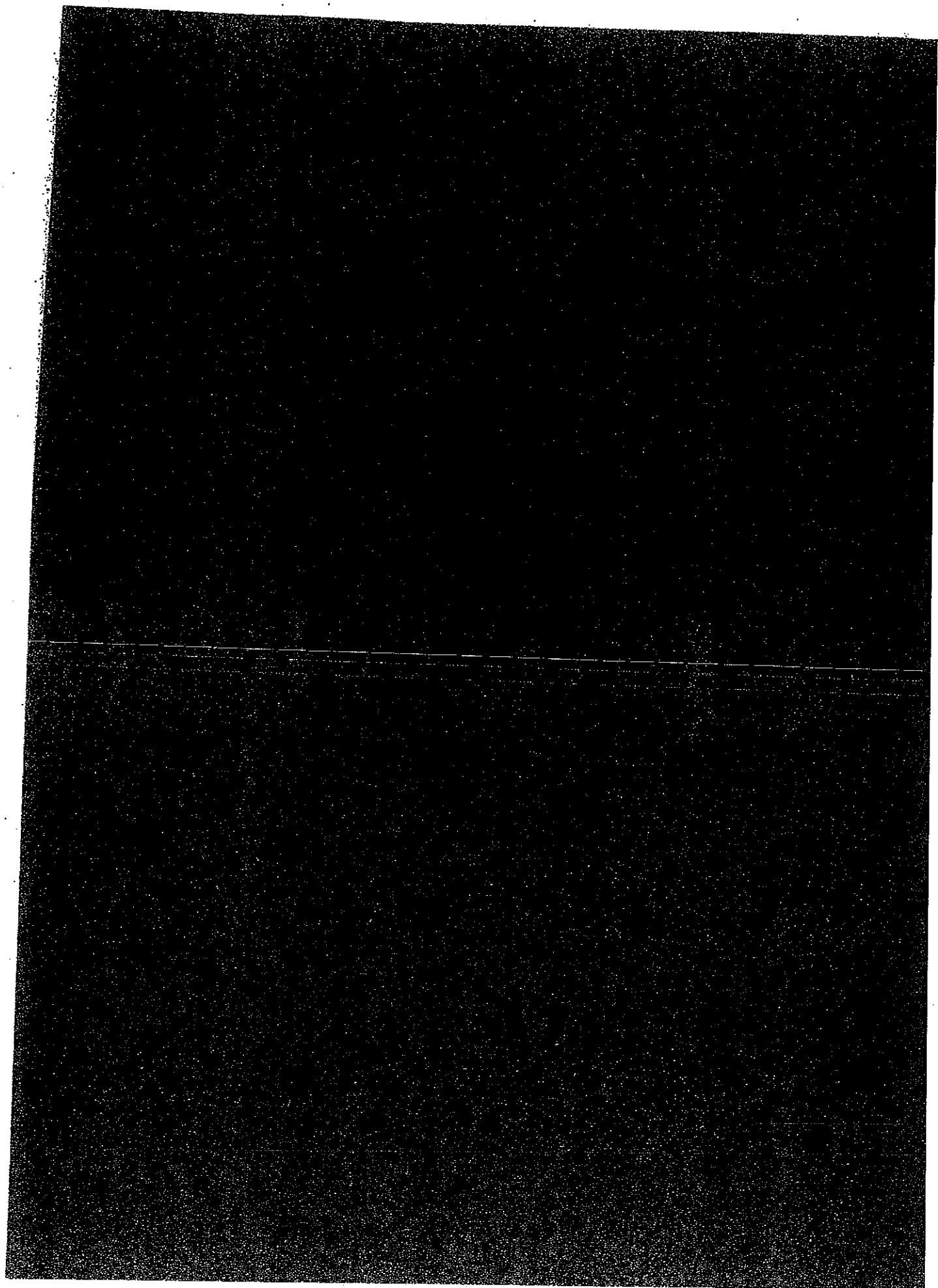
ATTACHED IS THE WEST DEER EMS REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

West Deer EMS

September of 2022

- 166 Totals calls for service.
- Subscription reminders were sent to township residents that did not participate in the original mailing.
- There is still a delay in delivery for the vehicle we purchased last August. There is some talk that chassis have been allotted and we are awaiting assignment of a VIN number.
- Income for September was \$56,566 with expenses totaling \$57,274.
- Daniel and I have been conversing about the replacement of the AC unit for the offices. We have reached out to 3 different businesses for a quote. Only one has returned a quote thus far. Another should be visiting at some point, and we are waiting for a response from the third.
- Growth is coming and I believe now is the time to start preparing for future capital expenditures, primarily ambulance replacements at the end of their life span. It would be my hope that West Deer Township and West Deer EMS can discuss the possible opportunity for the township to set money aside each year for help with those purchases. Maybe even some type of capital reserve with remaining budget funds each year. The cost of a modest ambulance right now is right around \$200,000 and we have two that we will need to replace within the next two years. From this point forward we are hoping to create a vehicle replacement plan well into the future where a new ambulance would last us five seven years before replacement. This would give us the opportunity for a better trade in or resale value at the time of replacement.



ACCEPTANCE: RESIGNATION OF ZACHARY RAYNOVICH

THE BOARD IS IN RECEIPT OF THE ATTACHED LETTER FROM ZACHARY RAYNOVICH STATING HE HAS RESIGNED FROM HIS POSITION.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ACCEPT THE RESIGNATION OF PUBLIC WORKS EMPLOYEE ZACHARY RAYNOVICH AND WISH HIM THE BEST.

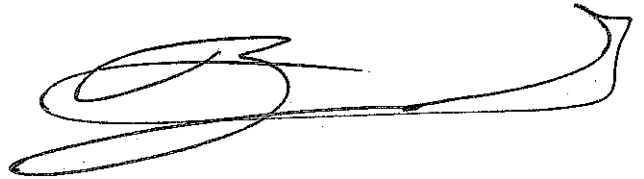
	MOTION	SECOND	AYES	NAYES
MR. SMULLIN	___	___	___	___
MR. FREY	___	___	___	___
MR. HARRISON	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___

Resignation Letter

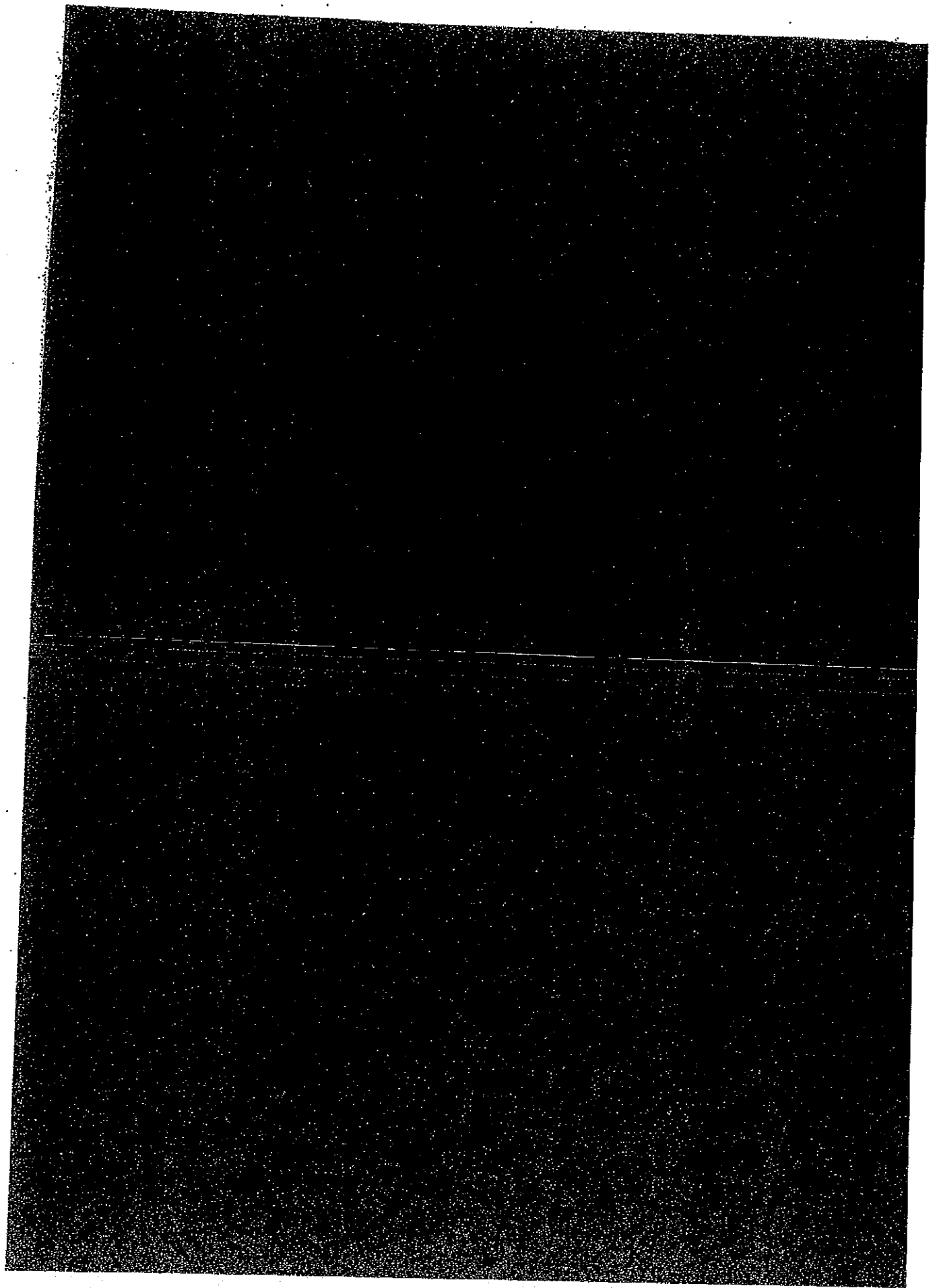
To: Danial Mator and all else it concerns.

I Zachary Raynovich on this day the 5th of October 2022 am hereby resigning from the Township of West Deer, my last day worked will be October 31st 2022. Thank you for the opportunity to work here over the last 3 years.

Zachary Raynovich

A handwritten signature in black ink, appearing to read 'Zachary Raynovich', with a long horizontal stroke extending to the right.

5th October 2022



ADOPTION: ORDINANCE NO. 449 (WIRELESS COMMUNICATIONS FACILITIES)

THE BOARD HELD A PUBLIC HEARING EARLIER THIS EVENING AT 6:30PM TO DISCUSS ADOPTING THE AMENDMENT OF ORDINANCE NO. 449 (WIRELESS COMMUNICATIONS FACILITIES).

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT ORDINANCE NO.449 AMENDING THE WEST DEER ZONING ORDINANCE REGARDING WIRELESS COMMUNICATIONS FACILITIES.

	MOTION	SECOND	AYES	NAYES
MR. FREY	___	___	___	___
MR. HARRISON	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. SMULLIN	___	___	___	___
MRS. JORDAN	___	___	___	___

ADOPTION: RESOLUTION NO. 2022-15 (EMERGENCY OPERATIONS PLAN)

RESOLUTION NO. 2022-15

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING AN EMERGENCY OPERATIONS PLAN FOR THE TOWNSHIP.

(SEE ATTACHED)

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2022-15 APPROVING THE EMERGENCY OPERATIONS PLAN FOR THE TOWNSHIP.

	MOTION	SECOND	AYES	NAYES
MR. HARRISON	—	—	—	—
MRS. HOLLIBUGH	—	—	—	—
MR. SMULLIN	—	—	—	—
MR. FREY	—	—	—	—
MRS. JORDAN	—	—	—	—

TOWNSHIP OF WEST DEER

RESOLUTION NO. 2022-15

**A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY,
COMMONWEALTH OF PENNSYLVANIA, ADOPTING AN EMERGENCY OPERATIONS PLAN
FOR THE TOWNSHIP**

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code mandates that municipalities prepare, maintain and keep current an Emergency Operations Plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within the municipality; and

WHEREAS, in response to the mandate stated above, the Township of West Deer has prepared an Emergency Operations Plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, the Township has also prepared an Emergency Operations Plan in order to reduce the potential effects of major emergency or disaster and to protect the health, safety, and welfare of the residents of the Township; and

WHEREAS, this Plan shall be reviewed every two years to ensure that it conforms to the requirements of the Allegheny County Emergency Operation Guidelines.

NOW, THEREFORE, the Board of Supervisors of the Township of West Deer hereby approves, adopts, and places into immediate effect the Emergency Operations Plan of the Township of West Deer.

RESOLVED, this 19th day of October, 2022.

ATTEST:

TOWNSHIP OF WEST DEER

Township Manager

Chairperson
Board of Supervisors



WEST DEER
TOWNSHIP
EMERGENCY MANAGEMENT

**EMERGENCY OPERATIONS PLAN
(EOP)**

FOR

WEST DEER TOWNSHIP
Allegheny County, Pennsylvania

BASIC PLAN
VOLUME 1

EXECUTIVE SUMMARY

The West Deer Township Emergency Operations Plan (EOP) establishes the framework to ensure that West Deer Township will be adequately prepared to deal with multiple hazards threatening the lives and property of West Deer Township. The EOP (Plan) outlines the responsibilities and coordination mechanisms of Township, non-governmental, and private agencies in an emergency or disaster. The EOP also coordinates response and recovery activities with voluntary organizations active in disasters and the business community. The plan unifies the efforts of these groups for a comprehensive approach to reducing the effects of an emergency or disaster.

Multi-hazards emergency management acknowledges that most disasters and emergencies are best managed as a cycle consisting of five phases: prevention, preparedness, response, recovery, and mitigation. The Plan addresses these five phases and parallels state activities outlined in the Commonwealth of Pennsylvania EOP, federal activities set forth in the National Response Framework (NRF), and describes how county, state, and national resources will be coordinated to supplement local response and recovery capability. It follows the principles of the National Incident Management System (NIMS) as specified by the United States Department of Homeland Security (USDHS), and follows a format similar to the NRF.

The West Deer Township Emergency Operations Plan (in its entirety) consists of some or all of the following volumes (some of which may be in development or amended based on changes within the township):

- **Vol. 1: Basic Emergency Operations Plan:** This plan sets forth the policies and guidelines for West Deer Township, and identifies the responsibilities to prepare for, mitigate against, respond to, and recover from "All-Hazards", natural or man-made, that West Deer Township would face. This Emergency Operations Plan (EOP) also identifies the Emergency Operations Center (EOC) and discusses the concept of operations, as well as, the command and control structure based on the National Incident Management System's Incident Command System (NIMS ICS) when the EOC is activated as part of a Multi-Agency Coordination System. The EOC supports and coordinates the field operations based on NIMS ICS and this EOP describes how the support functions fit into this system.
- **Vol. 2: Operations Section Branches (OSB) Annex:** Set forth concepts of operations, identify responsible agencies, and describe missions or responsibilities that apply to various areas of hazard response and recovery. The OSB Annex also identifies the role of various support agencies in support of the lead agency representative(s) staffing the EOC.
- **Vol. 3: Functional Checklists:** The checklists outline the major responsibilities of each ICS and OSB position during an EOC activation.

- **Vol. 4: Hazard-Specific Annexes:** The annexes describe concepts of operation for specific threats and vulnerabilities. They identify strategies for detecting, assessing, and controlling the hazard; warning and protecting the public; and returning the area to a state of normalcy. Hazard-specific annexes identify mission considerations that will require coordination through the Emergency Operations Center (EOC), as well as the functional areas involved. They identify potential Local, County, State, and Federal resources that may be needed.
- **Vol. 5: Notification and Resource Manual:** The Notification and Resource Manual (NARM) lists the contact information for the resources and personnel critical to the Township and operation of the EOC.

The guidance contained in the EOP is intentionally general in nature. Each department or agency mentioned in the plan shall develop implementing instructions (Standard Operating Procedures [SOP], checklists, etc.) to ensure accomplishment of those responsibilities assigned in the plan.

In those cases where the assigned responsibilities require a plan of their own, a separate, standalone plan will be developed. These plans will not be published herein, but may be referred to in the body of this plan.

Some information in this EOP is considered sensitive and restricted. That information has been placed in the annexes, leaving the basic plan (volume 1) available for distribution to all audiences. The basic plan includes procedures to ensure that sensitive information contained in annexes is protected.

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West Deer Township Emergency Operations Plan, Basic Plan

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RESOLUTION #:

**A RESOLUTION APPROVING THE WEST DEER TOWNSHIP
EMERGENCY OPERATIONS PLAN**

COPY

OF

RESOLUTION

PROMULGATION

THIS PLAN WAS ADOPTED BY THE WEST DEER TOWNSHIP SUPERVISORS

UNDER RESOLUTION NO. _____ DATED _____.

IT SUPERCEDES ALL PREVIOUS PLANS.

(Supervisor, Chairperson)

(Supervisor, Vice-Chairperson)

(Supervisor)

(Supervisor)

(Supervisor)

(Township Manager)

(Township Emergency Management Coordinator)

I. PURPOSE AND SCOPE

A. PURPOSE

The purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq., as amended), to have a disaster emergency management plan for the municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; along with separate volumes consisting of: a Operations Section Branches Annex, a series of Functional Checklists, a Notification and Resource Manual, and a Hazard-Specific Annexes.

B. SCOPE

The scope of the plan includes all activities in the entire emergency management cycle, including prevention, preparedness, response, and recovery phases. This plan is applicable to all response organizations acting for or on behalf of the government or citizens of West Deer Township, Allegheny County. Incident specific Plans may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards. Such plans are listed in Appendix C.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATIONS

- 1 West Deer Township is located in Allegheny County, Pennsylvania. The population is approximately 12,000. The Township has a total area of 28.874 square miles. Terrain features that affect emergency response include:
 - Varying elevations
 - Streams and Creeks
 - Mixed population densities (agriculture, suburban, and rural)
- 2 Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc.) are indicated in the Notification and Resource Manual (NARM) section of this plan.

- 3** The municipality is subject to a variety of hazards. Every area of the Township is at risk to human-caused and natural disasters and emergencies. (For more detail regarding threat and vulnerability, see the County of Allegheny All-Hazard Mitigation Plan, published separately). The most likely and damaging of these include but not limited to:

 - Flooding
 - Fire
 - Weather related incidents and storms (wind, snow, rain, etc.)
 - Hazardous materials incidents.

- 4** Historically, certain areas and populations are most vulnerable to the effects of these hazards, including:

 - Flood zones along lakes, ponds, streams, and creeks.
 - Business and commercial districts
 - Schools and day care centers
 - Elderly/infirm residential complexes

- 5** Emergency management in the Township is based on a cooperative, unified effort involving local, county, Regional All-Hazards Task Force (RTF), state, and federal government agencies as well as non-governmental and non-profit organizations and the private sector working with individual citizens and communities to ensure protection from or adequate response to emergencies that occur.

- 6** The Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. Sections 7101 - 7707, as amended) authorizes state, county, and local municipal governments to declare a disaster emergency when a disaster has occurred or is imminent. The effect of a municipal declaration of a disaster emergency is to focus all aspects of local government on response to the disaster, and to allow local elected officials to temporarily set aside local ordinances and budgets. A municipal declaration will also activate the municipal emergency management plans and will authorize the furnishing of aid and assistance (35 Pa. C.S.A. Section 7501).

B. ASSUMPTIONS

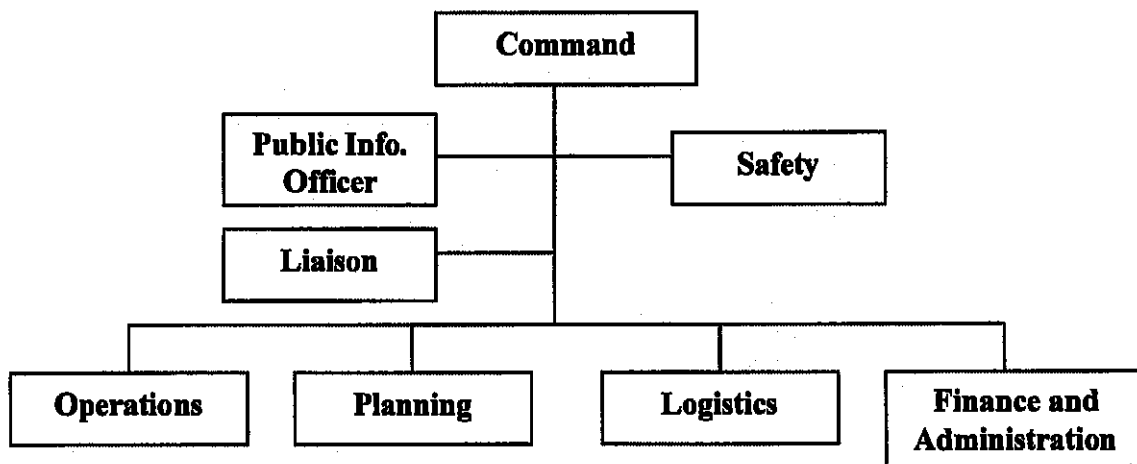
- 1** An emergency or disaster may occur in the Township at any time and pre-disaster warning time may vary from none to several days.
- 2** Disaster emergencies may occur simultaneously in more than one section of the Township.
- 3** Adjacent municipalities and other governments will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- 4** When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual aid from adjacent counties, the RTF, or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.
- 5** In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation as appropriate.
- 6** Special facilities will develop, coordinate and furnish emergency plans to the emergency management organization of this municipality, the county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- 7** Any regulated facility, SARA (Superfund Amendments and Re-authorization Act) site, power plant, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

- 8** Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa CS, § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), Route Alerting, or other technologies.
- 9** In the event of an evacuation, segments of the population will need to be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.
- 10** Emergency shelters will be activated by the county EMA using public schools or public colleges / universities (per the provisions of the Pennsylvania Emergency Management Services Code) or other designated shelters. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD) such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care, and maintain a registration of those housed in the shelter.
- 11** Critical facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of commercial power or other energy sources.

III. CONCEPTS OF OPERATIONS / CONTINUITY OF GOVERNMENT

A. GENERAL

- 1 The Township Supervisors are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response, and recovery) of emergency management activities within the municipality.
- 2 A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC) has been designated by the municipality, and may be activated by the EMC or the elected officials during an emergency. A Deputy EMC and Alternate EOC have been designated to function in case the primary EMC and/or EOC are not available.
- 3 This plan embraces an "all-hazards" principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.
- 4 The EMC and elected officials may develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.
- 5 The municipality will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).

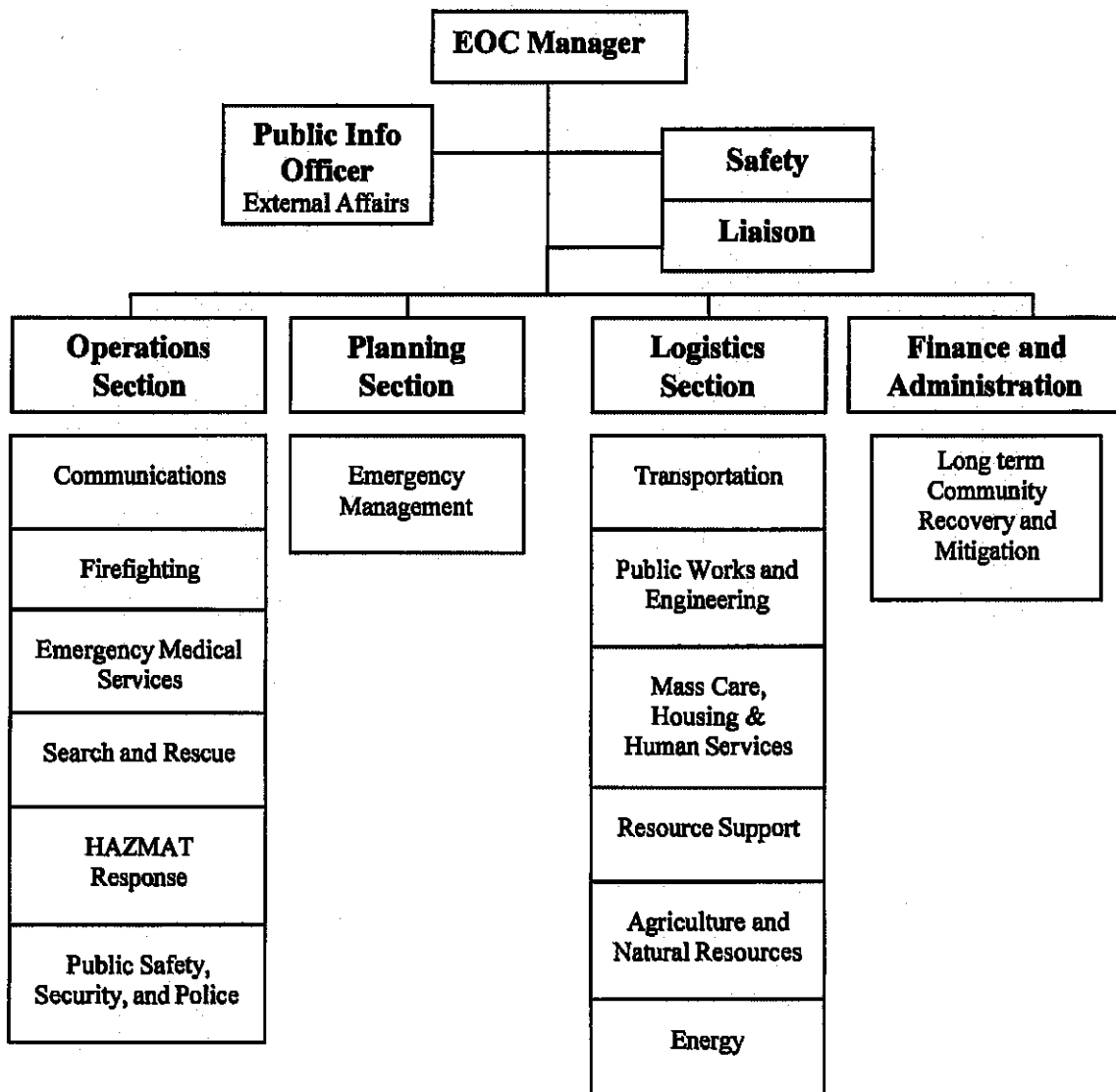


- a) The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.

b) The Incident Command System (ICS) should have:

- 1) A manageable span of control (3 to 7 staff; optimum is 5)
- 2) Personnel accountability (each person reports to only one person in the chain of command); and
- 3) Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).

EMERGENCY OPERATIONS CENTER (EOC) EXAMPLE



- 6** When the municipal EOC is activated, the EMC or designee will coordinate between the site IC and the county EMA. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The EMC will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrive at the EOC, the EMC may delegate activities to them.
- 7** Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position.)
- 8** The diagram above aligns Emergency Support Functions (ESFs) with ICS Staff sections. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.
- 9** When the EMC receives notice of a potential emergency from the federal Homeland Security Advisory System, from the National Weather Service watches and warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency will be considered.
- 10** Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS) as needed. Other systems and mass communication technology will be utilized as available.
- 11** During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, will be provided to the public via municipal newsletters, brochures, municipal web-sites, etc. as needed.
- 12** In the event of an evacuation, the population (or segments thereof) will evacuate using their own vehicles, or be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.
- 13** Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators, and other assigned emergency officials. Pre-designated evacuation routes will be utilized whenever safe and practical. Critical intersections should be staffed by traffic control personnel to facilitate an orderly flow of traffic.
- 14** Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (Spouse and children).

B. PREPAREDNESS

- 1 State and local officials will cooperate in efforts to keep the public informed regarding the nature of the emergency, relevant protective actions, and appropriate locations for seeking assistance.**
- 2 All resources will be tracked by kind, category, and type, as specified by NIMS.**

C. RESPONSE

1 General

- a. ICS will be implemented immediately at the incident site, and Township and mutual aid responders providing support will cooperate under the direction of the onsite IC and the EMC.**
- b. Depending on the magnitude and severity of an incident, only certain OSBs may be needed. Accordingly, only those state agencies responsible for that function need to report to the EOC.**
- c. The EMC will determine which OSBs are needed in the EOC. He/she will contact the coordinating agency of the required OSBs. The OSB Coordinators will then determine which, if any, support agencies are needed, and ask that the EMC call in those support agency representatives. OSB Coordinators will report to the EOC as requested by the EMC.**
- d. When possible, an appropriate and helpful explanation of the incident and response activities will be made available to the community and interested media.**
- e. The Emergency Alert System (EAS) may be requested to alert the public.**
- f. Announcements and guidance regarding the emergency situation and appropriate protective actions should be disseminated to the public regularly through scheduled press releases and briefings.**
- g. Crisis counseling and other similar programs should be implemented to assist surviving victims, families, and affected responders.**
- h. Evacuation procedures will be initiated when necessary and shelters opened, as appropriate.**

- i. Effective liaison will be established with the local business community in the affected area to facilitate re-entry into commercial districts and aid resumption of business activity as soon as possible.

2 Direction and Control

- a. An Onsite IC will direct rescue, fire suppression, hazardous material response and/or law enforcement operations at the incident site.
- b. The Township Supervisors are responsible for protecting the lives and property of the citizens of the Township.

D. RECOVERY

- 1 Throughout the incident, the planning section of the EOC will maintain records of critical information to describe the severity and scope of the emergency.
- 2 As the immediate emergency passes, Township staff will survey the damage and submit Initial Damage Reports (IDRs) to the County EOC.
- 3 As it becomes available, information on the scope and severity of the emergency, as well as instructions on safely re-entering damaged areas will be crafted and released to the public using whatever media are available.

E. ORGANIZATION

- 1 The EMC is appointed by the Governor, upon recommendation of the Township Supervisors, he/she will assume command and control of official and voluntary emergency management services and operations in the Township.
- 2 The EMC will establish an incident command structure with centralized management of response and recovery operations in accordance with the NIMS. The EMC will coordinate the response activity and ensure effective communication among various agencies and jurisdictions.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL

- 1 To avoid duplication of services and to most effectively use the services and functions of existing offices, departments, commissions, boards, bureaus, and other agencies of the Township for emergency operations; selected departments and agencies in this plan should be assigned emergency management responsibilities. Such response responsibilities are listed in this basic plan, along with other related plan volumes.**

B. PRIMARY RESPONSIBILITIES OF WEST DEER EMA

- 1 Exercise coordination of Township-wide emergency operations.**
- 2 Prepare summary and special situation reports.**
- 3 Maintain and continually improve the operations of the Township EOC.**
- 4 Direct Township departments/agencies to take specific increased readiness actions.**
- 5 Notify Township departments/agencies when representatives are required at the Township EOC.**
- 6 Provide or facilitate training for designated Township departments/agencies in ICS and other needed emergency management functions.**
- 7 As needed, designate an EMA Incident Command Post (ICP) Liaison Officer (LO) to be dispatched to the incident site when the situation requires.**

C. COMMAND

1 Elected Officials

- a. Are responsible for establishing a municipal emergency management organization;**
- b. Provide for continuity of operations;**
- c. Establish lines of succession for key positions;**
- d. Designate departmental emergency operating centers and alternatives;**
- e. Prepare and maintain this EOP in consonance with the county Emergency Operations Plan;**
- f. Establish, equip and staff an EOC;**

- g. Recommend an EMC for appointment in accordance with the Emergency Management Services Code;
- h. Issue proclamations of disaster emergency and recommend protective actions (evacuation or shelter in-place) if the situation warrants; and
- i. Apply for federal post-disaster funds, as available.
- j. Establish a hazard mitigation plan.

2 EOC Manager (EMC):

- a. Prepares and maintains an EOP for the municipality subject to the promulgation of the elected officials; reviews and updates as required;
- b. Maintains coordination with the county EMA, and provides prompt information on emergencies, as available;
- c. In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
- d. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from mutual aid partners or the county EMA;
- e. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- f. Mobilizes the EOC and acts as or delegates the Command function within the EOC during an emergency;
- g. Compiles cost figures for the conduct of emergency operations; and
- h. Attends training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.

3 Public Information Officer (PIO) (External Affairs)

- a. Develops and maintains the checklist for the Public Information function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Coordinates all information released to the public or to the media with the County PIO/JIC (Joint Information Center);
- e. Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations;
- f. Advises elected officials and the EMC about Public Information activities;
- g. Develops pre-scripted emergency announcements for use in the time of an emergency;

- h. Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency. Including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc.;
- i. Interfaces with the PIO for the County and the State as applicable; and
- j. Operates as a part of the Joint Information Center (JIC) as established by the County, State or Federal officials.

4 Safety Officer - Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

5 Liaison Officer – Serves as the primary contact for supporting agencies assisting with the incident.

D. OPERATIONS SECTION (EMC or as delegated)

Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

1 Communications Branch:

- a. Develops and maintains the checklist for the Communications function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Trains staff members on the operation of communications system;
- d. Ensures ability to communicate between the EOC, field operations and the county EMA;
- e. Assists with notification of citizens of the municipality;
- f. Responds to the EOC or the field, as needed;
- g. Advises elected officials and the EMC about Communications activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

2 Firefighting Branch:

- a. Develops and maintains the checklist for the firefighting function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Coordinates fire and rescue services;
- e. Assumes primary responsibility for route alerting of the public;
- f. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- g. Provides for emergency shutdown of light and power;

- h. Provides emergency lights and power generation;
- i. Assists in salvage operations and debris clearance;
- j. Advises elected officials and the EMC about fire and rescue activities;
and
- k. Performs other responsibilities as assigned by the Section Chief.

3 Emergency Medical Services Branch:

- a. Develops and maintains the checklist for the Health and Medical Services function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Maintains a listing of special needs residents, providing copies to municipal and county EMAs;
- e. Coordinates emergency medical activities within the municipality;
- f. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care, personal care homes or any custodial care facilities;
- g. Coordinates medical services as needed to support shelter operations;
- h. Assists in search and rescue operations;
- i. Assists in mortuary services;
- j. Assists in provisions of inoculations for the prevention of disease;
- k. Advises elected officials and the EMC about Public Health and Medical Services activities;
- l. Coordinates the immunization of emergency workers;
- m. Refers transportation needs (Health Care, Special Needs) to the Logistics Officer;
- n. Coordinates and cooperates with appropriate entities and agencies regarding matters of public health including the reporting of communicable diseases and establishment of quarantine areas; and
- o. Performs other responsibilities as assigned by the Section Chief.

4 Search and Rescue Branch:

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Coordinates search and rescue services;
- d. Advises elected officials and the EMC about search and rescue (S&R);
and
- e. Performs other responsibilities as assigned by the Section Chief.

5 Hazardous Materials (HAZMAT) Response Branch:

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Coordinates with the Hazardous Materials Team as appropriate;

- d. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
- e. Advises elected officials and the EMC about HAZMAT activities; and
- f. Performs other responsibilities as assigned by the Section Chief.

6 Public Safety, Security, and Police Branch:

- a. Develops and maintains the checklist for the Public Safety and Security function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Coordinates security and law enforcement services;
- e. Establishes security and protection of critical facilities, including the EOC;
- f. Provides traffic and access control in and around affected areas;
- g. Assists with route alerting and notification of threatened population;
- h. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- i. Assists in the installation of emergency signs and other traffic movement devices;
- j. Assists in search and rescue operations;
- k. Advises elected officials and the EMC about Public Safety and Security operations;
- l. Establishes and provides security services to any shelter locations operating in the municipality;
- m. Assists shelter operators with the screening of clients with regard to criminal history background checks including sex offenders;
- n. Establishes security patrols for any evacuated areas, conditions permitting;
- o. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.; and
- p. Performs other responsibilities as assigned by the Section Chief.

E. PLANNING SECTION (EMC or as delegated):

Responsible for ensuring the accomplishment of the Emergency Management branch responsibilities. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

1 Emergency Management Branch:

- a. Collects, evaluates and provides information about the incident;
- b. Determines status and tracking of resources;

- c. Prepares and documents Incident Action Plans;
- d. Establishes information requirements and reporting schedules;
- e. Supervises preparation of an Incident Management Plan;
- f. Assembles information on alternative strategies; and
- g. Performs other responsibilities as assigned by the Section Chief.

F. LOGISTICS SECTION (EMC or as delegated):

Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Logistics Section also provides internal logistical support for the EOC itself.

1 Transportation Branch:

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of Transportation Resources and contact information including capacities in the Municipality;
- d. Coordinates the supply of transportation resources during an emergency;
- e. Advises elected officials and the EMC about Transportation activities; and
- f. Performs other responsibilities as assigned by the Section Chief.

2. Public Works and Engineering Branch:

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of Public Works assets and resources;
- d. Serves as a liaison between municipal Public Works and the EOC;
- e. Coordinates the assignment of Public Works resources;
- f. Provides information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
- g. Advises elected officials and the EMC about Public Works and Engineering activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

3. Mass Care, Housing and Human Services Branch:

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;

- c. Assists the County EMA in maintaining a listing of Mass Care – Shelter facilities including capacities;
- d. Coordinates with American Red Cross and other appropriate agencies;
- e. Requests Mass Care – Shelter support from the County during an emergency;
- f. Coordinates with Transportation and Resource Support Branches regarding evacuation issues;
- g. Advises elected officials and the EMC about Mass Care, Evacuation and Shelter activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

4. Resource Support Branch:

- a. Coordinates materials, services and facilities in support of the emergency;
- b. Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use;
- c. Participates in the preparation of the Incident Management Plan;
- d. Facilitates the acquisition of supplies for emergency workers including food, water, and basic necessities;
- e. Facilitates the acquisition, as requested, of supplies of food, water, and necessities for shelter operators;
- f. Obtains, tracks and coordinates transportation resources (buses, vans, additional ambulances, trucks, etc.);
- g. Establishes staging areas for supplies and transportation resources;
- h. Obtains supplies and coordinates the dissemination of emergency fuel supplies for emergency vehicles, critical facilities and evacuees as appropriate; and
- i. Performs other responsibilities as assigned by the Section Chief.

5. Agriculture and Natural Resources Branch:

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of food and animal care and control assets;
- d. Serves as a liaison between the EOC and the food community;
- e. Coordinates the dissemination of information to the food and animal care and control community;
- f. Advises elected officials and the EMC regarding agricultural and animal care and control issues;
- g. Coordinates local animal shelter activities and needs with Municipal, County, and State Animal Control.
- h. Performs other responsibilities as assigned by the Section Chief.

6. Energy Branch:

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of energy and utility assets;
- d. Serves as a liaison between the EOC and the energy / utilities;
- e. Coordinates the dissemination of information to the energy / utilities;
- f. Advises elected officials and the EMC regarding energy / utility issues;
and
- g. Performs other responsibilities as assigned by the Section Chief.

G. FINANCE & ADMINISTRATION SECTION (EMC, elected officials and/or as delegated):

Responsible for ensuring the accomplishment of responsibilities of Long Term Recovery and Mitigation Branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Section also maintains finance and personnel records of response activities.

1. Long Term Community Recovery and Mitigation Branch:

- a. Maintains oversight of all financial and cost analysis activities associated with the emergency;
- b. Tracks costs and personnel time records;
- c. Coordinates the conduct of damage assessment and reporting to the county and/or state EMA;
- d. Starts planning for recovery of vital community functions; and
- e. Performs other responsibilities as assigned by the Section Chief.

V. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

- 1** Local governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.
- 2** The County EMA will forward reports and requests for assistance to PEMA.
- 3** Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

- 4 Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the County and PEMA.
- 5 The local EMA will make reports to the County by the most practical means and in a timely manner.
- 6 All written records, reports and other documents will follow the principles of NIMS.

B. LOGISTICS – COORDINATION OF UNMET NEEDS

- 1 When municipal resources are committed and mutual aid is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA). Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

VI. TRAINING AND EXERCISES

A. TRAINING AUTHORITY

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of the municipality.

B. EXERCISE REQUIREMENTS

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least every three years in the form of an emergency exercise.

C. TRAINING POLICY

1 Public Officials:

- a. Response and Recovery Training: Training programs should be provided to municipal officials, the emergency management coordinator, EOC staff and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency. Training programs are offered

by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

- b. **Professional Development:** Training programs should be provided to the municipal EMA and staff in skills and techniques of writing plans, professional development skills, and national security issues related to municipal emergency preparedness. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the county EMA.
- c. **Damage Assessment and Reporting:** Annual training should be offered in damage reporting procedures, and in damage assessment for those who will work with county damage assessment teams. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

2 Emergency Services and Other Responding Agencies

Exercises, as indicated above, should be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

3 State and Federal Training

EMA staff should participate in State and Federal training programs as prescribed internally and by PEMA.

VII. PLAN REQUIREMENTS, MAINTENANCE, AND DISTRIBUTION

A. EMC RESPONSIBILITIES

The municipal EOP is the responsibility of the elected officials, but normally the EMC will coordinate development and maintenance of the plan. The plan components will be reviewed and updated by the EMC every two years or as needed. Some incident specific annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

B. ENFORCEABILITY

This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.

C. EXECUTION

This plan will be executed upon order of the Municipal Elected Officials or their authorized representative, the Municipal Emergency Management Coordinator.

D. DISTRIBUTION

This plan and its supporting materials are controlled documents. While distribution of the "Basic Plan (Vol.1)" is allowable, the Operations Section Annex, Checklists, Hazard Specific Annexes, and Notification and Resource Manual, and any other Incident Specific Plans contain specific response or personal information, are not considered to be available to the public. Distribution is based upon regulatory or functional "need to know". Copies of this plan are distributed according to an approved control list. A record of distribution is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the "Record of Changes". A receipt system will be used to verify the process.

APPENDICES:

App A: Authority and References

App B: Glossary

App C: Listing of Related and Incident Specific Plans

APPENDIX A: AUTHORITY AND REFERENCES

1. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
2. Pennsylvania Emergency Management Agency, "Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment," as amended
3. Commonwealth of Pennsylvania, Emergency Operations Plan, May 2005, with amendments
4. Pennsylvania Emergency Management Agency, Emergency Management Directive 2002-5, (Requirements for the Preparation, Review and update of municipal Emergency Operations Plans (EOPs) and accompanying Documents)
5. County Emergency Operations Plan
6. County Hazard Vulnerability Analysis
7. County Hazard Mitigation Plan

APPENDIX B: DEFINITIONS AND GLOSSARY

1. Access Control Points (ACP) - Posts established primarily by State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.
2. Activate - To start or place into action an activity or system.
3. Control - To exercise authority with the ability to influence actions, compel or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations.)
4. Coordination - Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)

5. **Deploy** - To move to the assigned location in order to start operations.
6. **Direction** - Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal.
7. **Disaster** - A natural or human-caused event that has a large-scale adverse effect on individuals, the environment, the economy or property.
 - A. **Human Caused Disaster** - Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, resulting from human causes, whether unintended or deliberate. This includes oil spills and other injurious environmental contamination, terrorism acts of vandalism or sabotage and civil unrest which threaten or cause substantial damage to property, human suffering, hardship or loss of life.
 - B. **Natural Disaster** - Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.
8. **Disaster Emergency** - Those conditions which upon investigation may be found, actually or likely to:
 - A. Seriously affect the safety, health or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities.
 - B. Be of such magnitude or severity as to render essential state supplementation of regional, county and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.
 - C. Have been caused by forces beyond the control of humans, by reason of civil disorder, riot, natural occurrence, terrorism or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.
9. **Emergency Alert System (EAS)** - An automatic system where radio station operators voluntarily broadcast emergency information. The system can be activated by county, state or federal emergency management agencies or the national weather service.
10. **Emergency Management** - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, preparedness, response and recovery for emergencies of all kinds.

11. **Emergency Services** - The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, search, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.
12. **Emergency Support Function (ESF)** – A distinct function that may need to be performed during emergency response, but which is not necessarily dependent on the type of disaster or emergency that causes the need for the support function. ESFs define an organizational structure for the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. Use of ESFs allows for planning, training and organization to be made without consideration for the cause. This plan uses fifteen separate ESFs that are mirrored in the National Response Plan and the Pennsylvania State EOP.
13. **Explosive Ordnance Disposal (EOD)** - An active U.S. Army organization tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with explosive devices when civilian explosive technicians or bomb squads are not available.
14. **External Affairs** – Those emergency activities that deal with the general public and other entities outside the immediate disaster area. This includes public information and media relations activities.
15. **Governor's Proclamation of "Disaster Emergency"** – A formal declaration or proclamation by the Governor of Pennsylvania that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. As part of this proclamation, the Governor may waive or set aside time-consuming procedures and formalities prescribed by state law (excepting mandatory constitutional requirements.) The state of disaster emergency continues until the Governor finds that the danger has passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.

16. **Hazardous Materials (HAZMAT)** - Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, nuclear or explosive.
17. **Hazards Vulnerability Analysis (HVA)** - A compilation of natural and human-caused hazards and their predictability, frequency, duration, intensity and risk to population and property.
18. **Joint Information Center (JIC)** - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.
19. **Local Emergency** - The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster requires focused local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.
20. **Mass Care Centers** - Fixed facilities that provide emergency lodging and essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.
21. **Municipality** - As defined in the Pennsylvania Constitution, "...a county, city, borough, incorporated town, township or similar unit of government..." (Article IX, Section 14, The Constitution of Pennsylvania).
22. **National Incident Management System (NIMS)** - A system developed by the federal Department of Homeland Security that provides a consistent, nationwide approach for emergency responders at all levels of government to work together effectively and efficiently. The NIMS includes a core set of concepts, principles and terminology, including ICS (Incident Command Systems), MACS (Multi-Agency Coordination Systems), Training, Identification and Management of Resources, Certification, and the Collection, Tracking and Reporting of incident information.
23. **Notification** - To make known or inform, to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.
24. **Notification and Resource Manual (NARM)** – One of the three major components of this plan, the NARM contains lists of personnel and equipment, contact information and other data that are most subject to change. Because of the personal and sensitive nature of its data, the NARM is NOT available to the public.

25. **Operational** - Capable of accepting mission assignments at an indicated location with partial staff and resources.
26. **Political Subdivision** - Any county, city, borough, township or incorporated town within the Commonwealth.
27. **Presidential Proclamation of "Emergency"** - Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

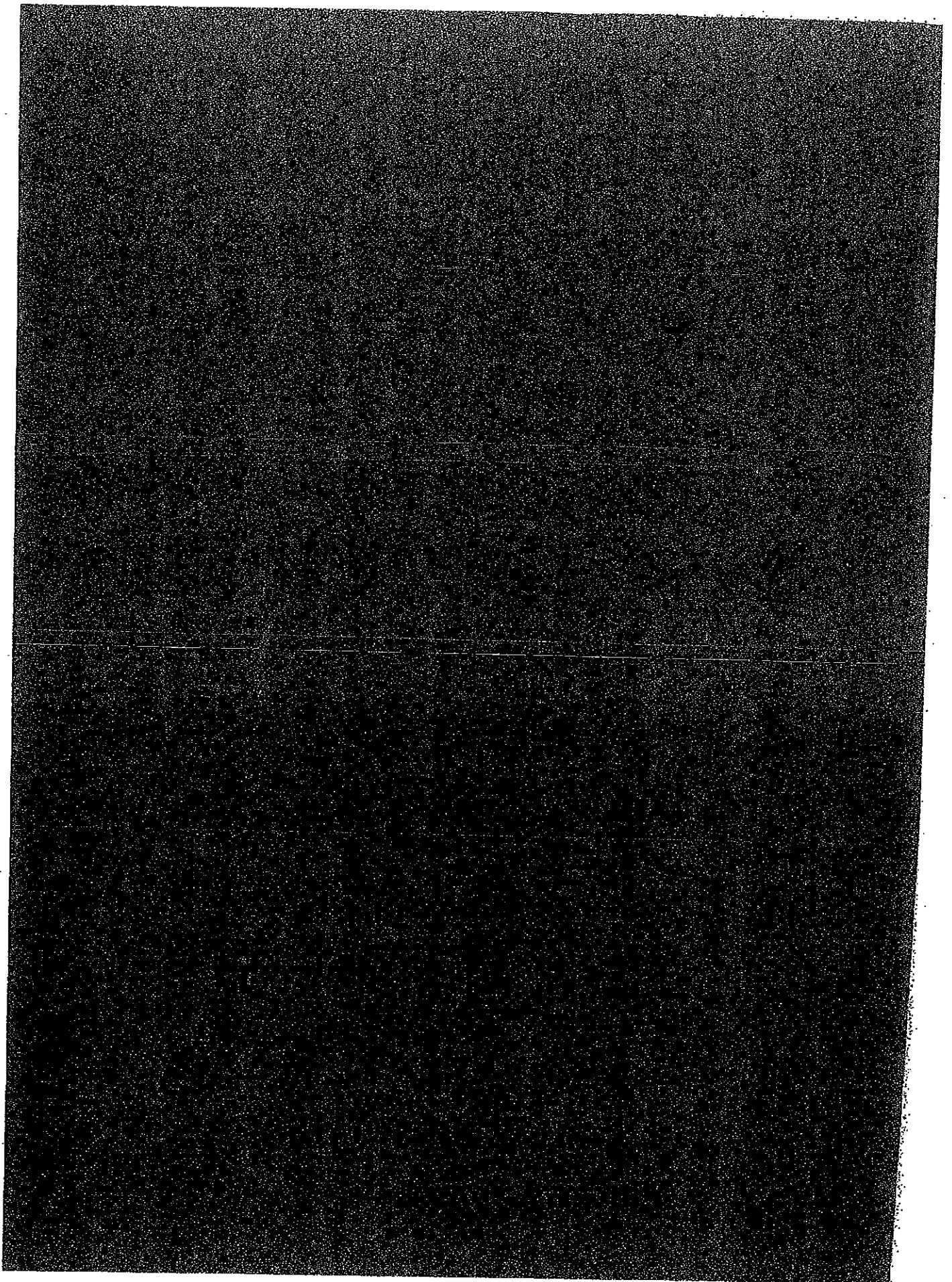
IMPORTANT NOTE - Before federal assistance can be rendered, the Governor must first determine that the situation is beyond the capabilities of the State and affected municipal governments and that federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the State Emergency Operations Plan. The Governor's request for proclamation of a major disaster by the President may be accepted, downgraded to emergency or denied.

28. **Presidential Proclamation of "Major Disaster"** – "Major Disaster" means any natural catastrophe, or any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
29. **Protective Action** - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.
30. **Public Information Officer (PIO)** - That member of the municipal staff or EOC who deals with the media, or who is responsible for informing the public. In this plan, the PIO is responsible for all external affairs activities (ESF # 15.) If no PIO is appointed, those responsibilities stay with the EOC manager.
31. **Public Information Statements** - Public announcements made by PEMA, county or local official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors.
32. **Reception Center** - A pre-designated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.

33. **Re-entry** - The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.
34. **Resource Typing** – A component of the National Incident Management System (NIMS) that standardizes definitions for human and equipment resources. These standardized definitions, certifications and training will allow resources from other parts of the U.S. to work together. Resources are assigned “Type” number that indicates the size/capacity of the resource i.e. a Type 1 Team will have more people and capabilities than a Type 2 or a Type 3 team.
35. **Route Alerting** - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
36. **Special Needs** – Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network.
37. **Standby** - To be ready to perform but waiting at home or other location for further instructions.
38. **Support** - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.
39. **Traffic Control Points (TCP)** - Posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.
40. **Unmet Needs** - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
41. **Weather Warning** - Severe weather is occurring or is about to occur.
42. **Weather Watch** - Conditions and ingredients exist to trigger severe weather.

**APPENDIX C: LISTING OF RELATED AND INCIDENT SPECIFIC PLANS
(Published Separately)**

**LIST OF PLANS TO BE ADDED IN THIS APPENDIX UPON COLLECTION AND/OR
COMPLETION.**



ADOPTION: RESOLUTION NO. 2022-16 (FEE SCHEDULE)

AS IS A STANDARD PRACTICE, THE TOWNSHIP MANAGER AND DEPARTMENT HEADS REVIEW FEES CHARGED BY THE TOWNSHIP THROUGH ITS FEE SCHEDULE, AND MAKE RECOMMENDATIONS FOR ADJUSTMENTS ACCORDINGLY.

THE RESOLUTION AND FEE SCHEDULE IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2022-16 ESTABLISHING THE TOWNSHIP FEES FOR 2023.

	MOTION	SECOND	AYES	NAYES
MRS. HOLLIBAUGH	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. FREY	___	___	___	___
MR. HARRISON	___	___	___	___
MRS. JORDAN	___	___	___	___

**TOWNSHIP OF WEST DEER
ALLEGHENY COUNTY, PENNSYLVANIA
RESOLUTION NO. 2022-16**

A RESOLUTION ESTABLISHING VARIOUS TOWNSHIP FEES

BE IT RESOLVED, by the Board of Supervisors of the Township of West Deer, Allegheny County, Pennsylvania, that the fees charged by the Township shall be amended as per the attached Schedule of Fees, as established.

ADOPTED this 19th day of October, 2022 by the Board of Supervisors of the Township of West Deer.

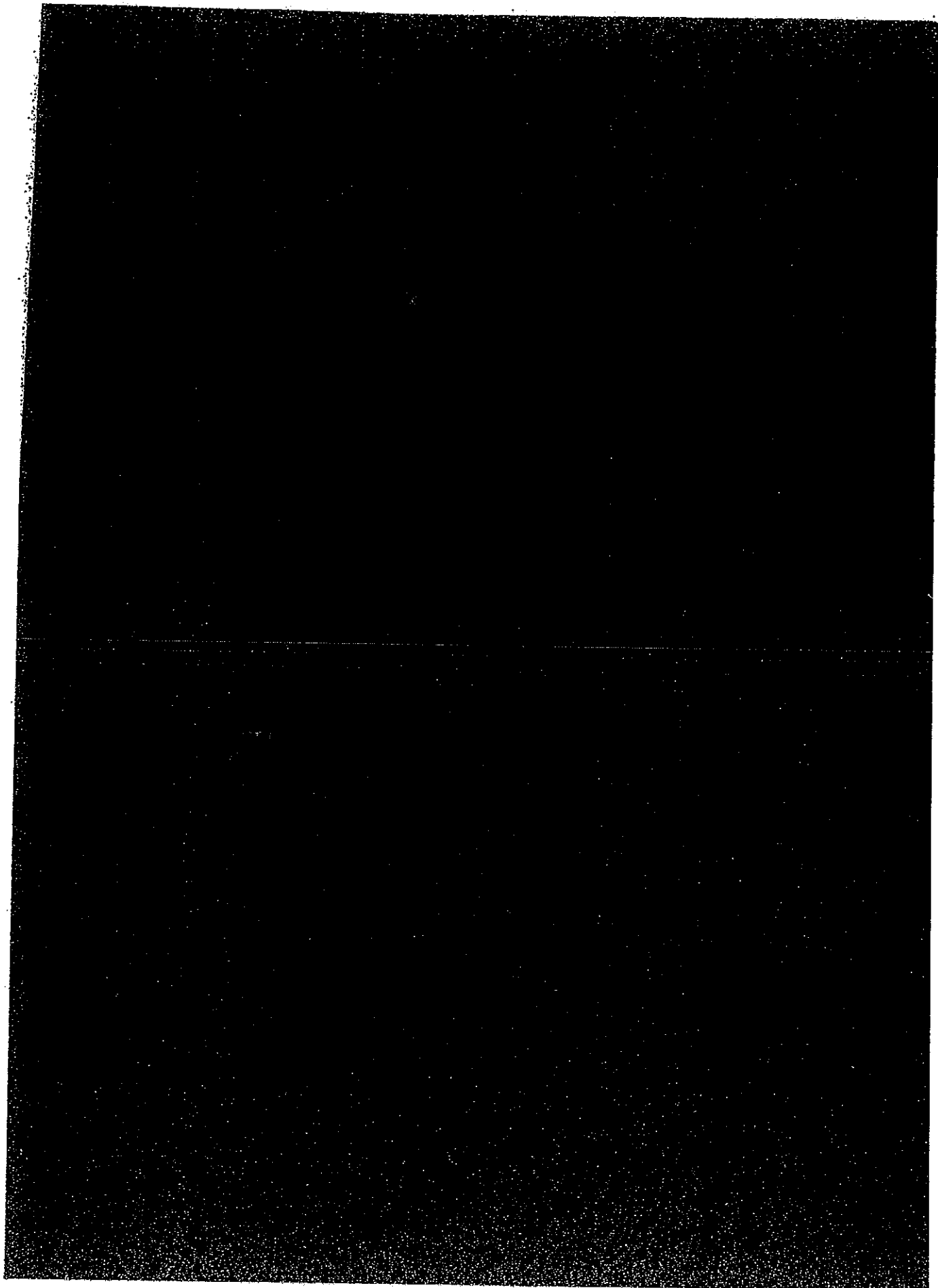
ATTEST:

TOWNSHIP OF WEST DEER

Daniel J. Mator, Jr.
Township Manager

Beverly S. Jordan, Chairperson
Board of Supervisors

ZONING HEARING BOARD		
Residential Variance		\$75.00 + \$600.00 (Escrow)*
Commercial Variance		\$250.00 + \$700.00 (Escrow)*
Appeals/Zoning Violation		\$75.00 + \$450.00 (Escrow)*
Zoning District Verification Letter		\$15.00
Amendments to Zoning Ordinance		\$300.00 + \$700.00 (Escrow)*
*Applicant pays any costs in excess of escrow amount		
SUBDIVISION // LAND DEVELOPMENT		
Conditional Use		\$300.00 + \$1,000.00 (Escrow)*
Lot Line Revision		\$125.00 + \$500.00 (Escrow)*
Site Plan Review		\$200.00 + \$400.00 (Escrow)*
Subdivision Review	One to Three Lots	\$150.00 + \$500.00 (Escrow)*
	Four to Twenty-Five Lots	\$500.00 + \$2,000.00 (Escrow)*
	Twenty-Six Lots plus	\$750.00 + \$3,500.00 (Escrow)*
*Applicant pays any costs in excess of escrow amount		
WIRELESS COMMUNICATIONS		
Application Fees		
	Tower-Based WCF	\$2,500.00
	Non-Tower WCF	\$1,000
	Small WCF (collocated)	\$500 for up to five (5) Small WCFs in single application \$100 for each Small WCF thereafter in the same application
	Small WCF (requiring new wireless support structure)	\$1,000
Annual Fees		
	Small WCF (Inside Right-of-Way)	\$270
POLICE DEPARTMENT		
Incident/Non-Reportable Accidents		\$10.00
Reportable MVA		\$15.00 (or current state mandate fee, whichever is higher)
Solicitor Permit		\$100
		\$25.00/per person, per month
OTHER FEES		
Township Pavilion Rental		
	Resident	\$125.00
	Nonresident	\$150.00
	Small Company (under 100)	\$150.00
	Large Company (100+)	\$300.00
	Wedding/Reception	\$175.00
	West Deer Nonprofit Organization (M-R)	\$100 deposit (refunded upon Township inspection)
	West Deer Public Safety Organization	No Fee
Construction Book		\$5.00
Copies		\$0.25 per copy
Flood Plain Letter		\$15.00
Leaf Bags		\$3.00 for a pack of five
Municipal No-Lien Letter		\$25.00
Street Map (Small)		\$1.00
Street/Zoning Map		\$10.00
Subdivision Book		\$6.00
Zoning Book		\$15.00
Recycling Bin	New Construction	No Fee
Recycling Bin	Replacement	\$12.00
Returned Check Fee		\$35.00



ADOPTION: RESOLUTION NO. 2022-17 (PENNSYLVANIA OPIOID ABATEMENT TRUST)

RESOLUTION NO. 2022-17

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE TOWNSHIP MANAGER TO ENTER INTO THE SETTLEMENT AGREEMENTS WITH MCKESSON CORPORATION, CARDINAL HEALTH, INC., AMERISOURCEBERGEN CORPORATION, JOHNSON & JOHNSON, JANSSEN PHARMACEUTICALS, INC., ORTHO-MCNEIL-JANSSEN PHARMACEUTICALS, INC., AND JANSSEN PHARMACEUTICA, INC., AND TO AGREE TO THE TERMS OF THE PENNSYLVANIA OPIOID MISUSE AND ADDICTION ABATEMENT TRUST.

(SEE ATTACHED)

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2022-17 AUTHORIZING THE TOWNSHIP MANAGER TO ENTER INTO THE SETTLEMENT AGREEMENTS WITH MCKESSON CORPORATION, CARDINAL HEALTH, INC., AMERISOURCEBERGEN CORPORATION, JOHNSON & JOHNSON, JANSSEN PHARMACEUTICALS, INC., ORTHO-MCNEIL-JANSSEN PHARMACEUTICALS, INC., AND JANSSEN PHARMACEUTICA, INC. AND TO AGREE TO THE TERMS OF THE PENNSYLVANIA OPIOID MISUSE AND ADDICTION ABATEMENT TRUST.

	MOTION	SECOND	AYES	NAYES
MR. SMULLIN	___	___	___	___
MR. FREY	___	___	___	___
MR. HARRISON	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___

TOWNSHIP OF WEST DEER

RESOLUTION NO. 2022-17

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE TOWNSHIP MANAGER TO ENTER INTO THE SETTLEMENT AGREEMENTS WITH MCKESSON CORPORATION, CARDINAL HEALTH, INC., AMERISOURCEBERGEN CORPORATION, JOHNSON & JOHNSON, JANSSEN PHARMACEUTICALS, INC., ORTHO-MCNEIL-JANSSEN PHARMACEUTICALS, INC., AND JANSSEN PHARMACEUTICA, INC., AND AGREE TO THE TERMS OF THE PENNSYLVANIA OPIOID MISUSE AND ADDICTION ABATEMENT TRUST.

WHEREAS, the United States is facing an ongoing public health crisis of opioid abuse, addiction, overdose, and death, and the Commonwealth of Pennsylvania and Pennsylvania local governments spend billions of dollars each year to address the direct consequences of this crisis; and

WHEREAS, since at least 2017, state and local governments in Pennsylvania and around the United States have been pursuing investigations and litigation against certain manufacturers, distributors, and retailers of opioid pharmaceuticals (the "Opioid Defendants") in an effort to hold the Opioid Defendants financially responsible for the impact of the Opioid Epidemic on West Deer Township and provide resources necessary to combat the opioid epidemic; and

WHEREAS, negotiations to settle claims against several of the Opioid Defendants – specifically McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc. (the "Settling Defendants") – have been ongoing for several years; and

WHEREAS, negotiations with the Settling Defendants have resulted in proposed nationwide settlements of state and local government claims to settle the Litigation; and

WHEREAS, the proposed terms of those proposed nationwide settlements have been set forth in the Distributors Master Settlement Agreement and the J&J Master Settlement Agreement (collectively "Settlement Agreements"); and

WHEREAS, copies of the Settlement Agreements as well as summaries of the main terms of the Settlement Agreements have been provided to the Township of West Deer with this Resolution; and

WHEREAS, the Settlement Agreements provide, among other things, for the payment of a certain sum to settling government entities in Pennsylvania including to the Commonwealth of Pennsylvania and Participating Subdivisions upon occurrence of certain events as defined in the Settlement Agreements ("Pennsylvania Opioid Funds"); and

WHEREAS, Pennsylvania local governments – as well as the attorneys representing those local governments – have engaged in extensive discussions with the Commonwealth’s Office of the Attorney General (“OAG”) as to how the Pennsylvania Opioid Funds will be allocated, and which have resulted in the Proposed Pennsylvania Opioid Misuse and Addiction Abatement Trust (the “Trust”),); and

WHEREAS, a copy of the Trust has been provided with this Resolution; and

WHEREAS, the Trust proposes to allocate the Pennsylvania Opioid Funds 15% to a Commonwealth Account; 70% to local governments in a County Abatement Account; and 15% to a Litigating Subdivision Account. For the avoidance of doubt, all funds allocated to Pennsylvania from the Settlements will be combined pursuant to the Trust, and 15% of that total shall be allocated to the Commonwealth of Pennsylvania (the “Commonwealth of Pennsylvania Account”), 70% to the County Abatement Account (“County Abatement Account Allocation”), and 15% to the Litigating Subdivision Account (“Litigating Subdivision Account”); and

WHEREAS, the Counties and Litigating Subdivisions and their Associations – such as the County Commissioners Association of Pennsylvania – for the Subdivisions have participated in a series of meetings to draft allocation formulas. Those meetings have resulted in allocation formulas for the County Abatement Account and the Litigating Subdivision Account and establish a Local Allocation Share under each Account for Eligible Local Subdivisions. The funds in the County Abatement Account have been allocated to each County as described in Exhibit 1 to the resolution. The funds in the Litigating Subdivision Account have been allocated to the Litigating Subdivision or described in Exhibit 2 to the Resolution; and

WHEREAS, any township that is an Eligible Local Government will receive its Local Allocation share only when it becomes a Participating Subdivision by signing the Participation Agreements to the Settlements.

NOW, THEREFORE, the Board of Supervisors of the Township of West Deer approves and authorizes Daniel Mator, Township Manager, to settle and release the Township’s claims against the Settling Defendants in exchange for the consideration set forth in the Settlement Agreements and Trust Agreement including taking the following measures:

1. The execution of the Participation Agreement to the Distributors Settlement Agreement and any and all documents ancillary thereto.
2. The execution of the Participation Agreement to the Janssen Settlement Agreement and any and all documents ancillary thereto.
3. The execution of the Memorandum of Understanding agreeing to the allocations to the County Abatement and Litigating Subdivision Accounts and agreeing to be a beneficiary of the Trust under the terms set forth in the Trust. Proposed

Pennsylvania Opioid Misuse and Addiction Abatement Trust by executing the signature pages to that Trust Agreement.

BE IT FURTHER RESOLVED that all actions heretofore taken by the Board and other appropriate public officers and agents of the Township with respect to the matters contemplated under this Resolution are hereby ratified, confirmed, and approved.

RESOLVED, this 19th day of October, 2022.

ATTEST:

Daniel Mator, Township Manager

TOWNSHIP OF WEST DEER

Beverly Jordan, Chairperson
Board of Supervisors

DRAFT

Subdivision Distributor Settlement Participation Form

Governmental Entity:	State: Pennsylvania
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 ("*Distributor Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Distributor Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Distributor Settlement, understands that all terms in this Participation Form have the meanings defined therein, and agrees that by signing this Participation Form, the Governmental Entity elects to participate in the Distributor Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, secure the dismissal with prejudice of any Released Claims that is has filed.
3. The Governmental Entity agrees to the terms of the Distributor Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Distributor Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Distributor Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to the court's role as provided in, and for resolving disputes to the extent provided in, the Distributor Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Distributor Settlement.
7. The Governmental Entity has the right to enforce the Distributor Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Distributor Settlement, including, but not limited to, all provisions of Part XI, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Distributor Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Distributor Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Distributor Settlement.
10. In connection with the releases provided for in the Distributor Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release, and that if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Distributor Settlement.

11. Nothing herein is intended to modify in any way the terms of the Distributor Settlement, to which Governmental Entity hereby agrees. To the extent this Participation Form is interpreted differently from the Distributor Settlement in any respect, the Distributor Settlement controls.

12. This Participation Form is conditioned on the Governmental Entity identified above entering into an agreement with the Commonwealth of Pennsylvania (the "State") concerning the allocation of opioid settlements with the State (an "Allocation Agreement"). The effective date of this Participation Form shall be the date on which the State and the Governmental Entity identified above enter into an Allocation Agreement. In the event that the State does not enter into an Allocation Agreement with the Governmental Entity identified above, this Participation Form shall be null and void and shall confer no rights or obligations on the Commonwealth of Pennsylvania, the Released Entities (as defined in the National Settlement Agreement dated July 21, 2021), or the Governmental Entity.

I have all necessary power and authorization to execute this Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Subdivision Janssen Settlement Participation Form

Governmental Entity:	State: Pennsylvania
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“Janssen Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Janssen Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Janssen Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Janssen Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Janssen Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Janssen Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Janssen Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Janssen Settlement.
7. The Governmental Entity has the right to enforce the Janssen Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Janssen Settlement, including but not limited to all provisions of Section IV (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency,

person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Janssen Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Janssen Settlement shall be a complete bar to any Released Claim.

9. In connection with the releases provided for in the Janssen Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Janssen Settlement.

10. Nothing herein is intended to modify in any way the terms of the Janssen Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Janssen Settlement in any respect, the Janssen Settlement controls.
11. This Participation Form is conditioned on the Governmental Entity identified above entering into an agreement with the Commonwealth of Pennsylvania (the "State") concerning the allocation of opioid settlements with the State (an "Allocation Agreement"). The effective date of this Participation Form shall be the date on which the State and the Governmental Entity identified above enter into an Allocation Agreement. In the event that the State does not enter into an Allocation Agreement with the Governmental Entity identified above, this Participation Form shall be null and void and shall confer no rights or obligations on the Commonwealth of Pennsylvania, the Released Entities (as defined in the National Settlement Agreement dated July 21, 2021), or the Governmental Entity.

I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Pennsylvania Subdivision Intrastate Allocation Participation Form

Governmental Entity:	State: Pennsylvania
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The Commonwealth of Pennsylvania, Office of Attorney General has participated in the negotiation of two settlements related to the Opioid crisis involving Distributors, Amerisource Bergen, Cardinal Health and McKesson, (Distributors Settlement) and Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc and Janssen Pharmaceutica, Inc. (J&J Settlement). To allocate those funds among the Commonwealth and its subdivisions, the Office of Attorney General, the subdivisions and their counsel have proposed a Trust and Allocation Order (“Trust Order”) to be entered by the Court in which the Distributor and J&J Settlement are entered. The governmental entity (“Governmental Entity”) identified above has reviewed the Trust Order and its exhibits which set forth the methodology by which funds from the Distributors and J&J settlements will be allocated: 1) between the Commonwealth and its subdivisions; and then, 2) among the Counties and Litigating Subdivisions, as well, as to how Attorneys’ Fees and Costs of the Litigating Subdivisions will be paid.

In consideration for the benefits provided by the Trust Order to the Governmental Entity the undersigned authorized official, hereby elects to agree to the terms of the Trust Order on behalf of the Governmental Entity.

Nothing herein is intended to modify in any way the terms of the Distributors Settlement or J&J Settlement. The Governmental Entity may sign either settlement or both. To the extent this Participation Form is interpreted differently from the Distributors Settlement or the J&J Settlement in any respect, the Distributors and J&J settlements control.

This Participation Form is conditioned on the Governmental Entity identified above entering into a participation agreement for the Distributors or J&J settlements. The effective date of this Participation Form shall be the date on which the Trust Order is entered by the Court.

In the event the Distributors and J&J settlements do not become effective, this Participation Form shall be null and void and shall confer no rights or obligations on the Commonwealth of Pennsylvania, the Released Entities (as defined in the Distributors and J&J Settlement Agreements dated July 21, 2021), or the Governmental Entity.

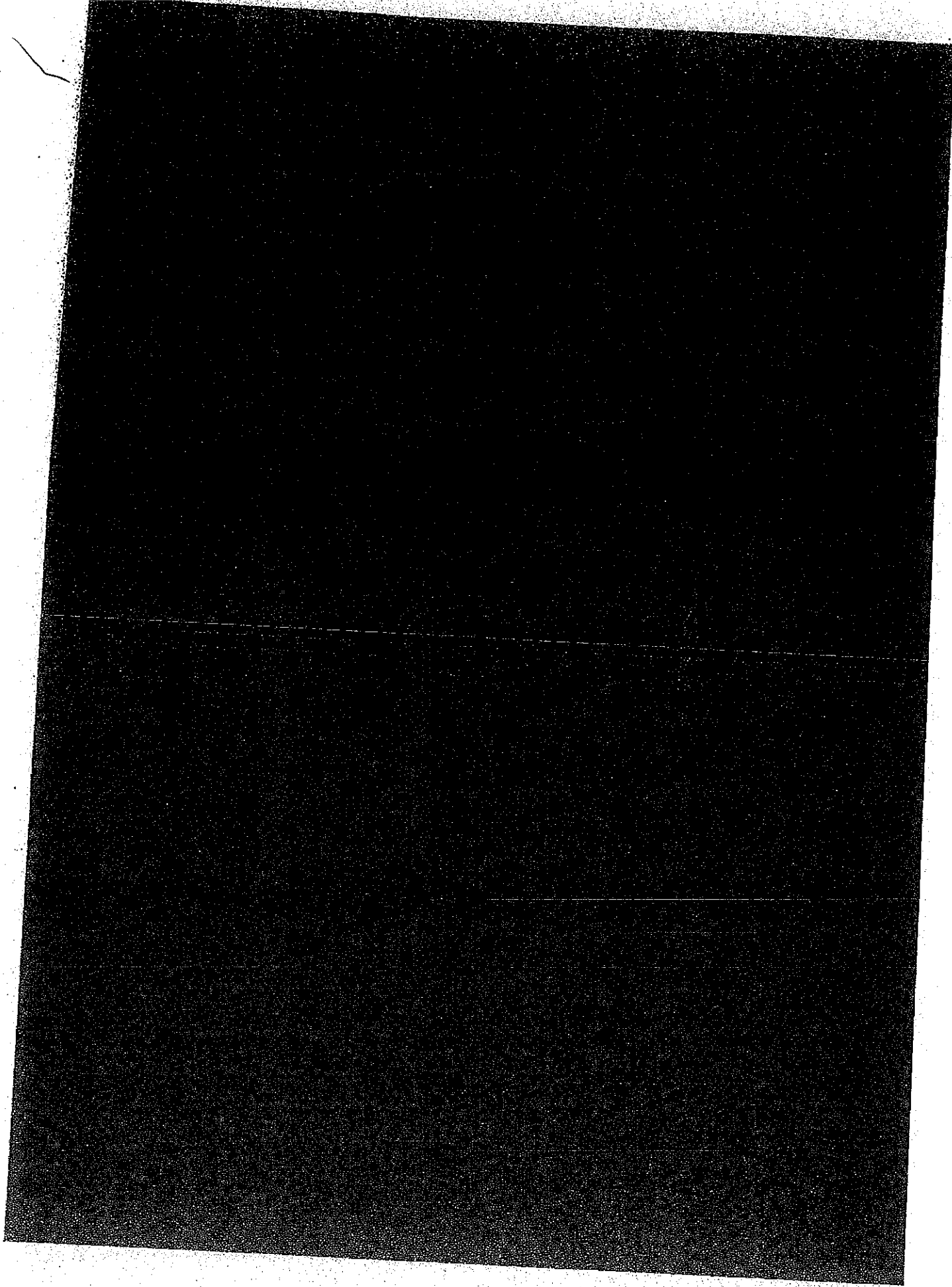
I have all necessary power and authorization to execute this Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



ADOPTION: RESOLUTION NO. 2022-18 (TOWNSHIP PENSION INVESTMENT POLICIES)

RESOLUTION NO. 2022-18

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING STATEMENTS OF INVESTMENT POLICY FOR THE WEST DEER TOWNSHIP POLICE PENSION PLAN AND THE WEST DEER TOWNSHIP MUNICIPAL EMPLOYEES PENSION PLAN.

(SEE ATTACHED)

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2022-18 ADOPTING STATEMENTS OF INVESTMENT POLICY FOR THE WEST DEER TOWNSHIP POLICE PENSION PLAN AND THE WEST DEER TOWNSHIP MUNICIPAL EMPLOYEES PENSION PLAN.

	MOTION	SECOND	AYES	NAYES
MR. FREY	—	—	—	—
MR. HARRISON	—	—	—	—
MRS. HOLLIBAUGH	—	—	—	—
MR. SMULLIN	—	—	—	—
MRS. JORDAN	—	—	—	—

TOWNSHIP OF WEST DEER

RESOLUTION NO. 2022-18

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING STATEMENTS OF INVESTMENT POLICY FOR THE WEST DEER TOWNSHIP POLICE PENSION PLAN AND THE WEST DEER TOWNSHIP MUNICIPAL EMPLOYEES PENSION PLAN

WHEREAS, the Township of West Deer has established a Police Pension Plan and a Municipal Employees Pension Plan (collectively the "Plans"), the purpose of which is the accumulation of reserves exclusively for the benefit of the respective members and beneficiaries of members of the Plans for the payment of retirement, disability and death benefits as defined in the respective Police and Municipal Employees Pension Plan Documents; and

WHEREAS, the Plans are administered by the Township, through its duly elected Board of Supervisors, which is governed by the "prudent man" rule which requires the Plans to be managed with the care, skill, prudence, and diligence that a prudent investor familiar with such matters would use in like circumstances, as further set forth in Chapter 73 of the Pennsylvania Probate, Estates and Fiduciaries Code, 20 Pa. C.S. § 7301, et seq., and Section 1104 of the Employee Retirement Income Security Act, 29 U.S.C. § 1104; and

WHEREAS, the Township has established Statements of Investment Policy for each of the Plans, with the purpose to formalize the Plans' investment objections, policies, and procedures; to define the duties and responsibilities of the various entities involved in the investment process; and to establish guidelines for investment of the assets of the Plans in various investment vehicles; and

WHEREAS, within this framework, the Board of Supervisors of the Township of West Deer seeks to optimize the total return of the Plans' respective portfolios through a policy of diversified investments to achieve reasonable rates of return within a parameter of prudent risk, as measured on the total portfolio of each respective Plan. The achievement of this goal will accomplish the efficiency of contributions made to the Plans.

NOW, THEREFORE, the Board of Supervisors of the Township of West Deer hereby approves, adopts, and places into immediate effect the Statements of Investment Policy for the West Deer Township Police Pension Plan and the West Deer Township Municipal Employees Pension Plan as reflected in the Statements of Investment Policy which are attached hereto as Exhibits A and B, respectively, and incorporated herein by reference.

RESOLVED, this 19th day of October, 2022.

ATTEST:

TOWNSHIP OF WEST DEER

Daniel Mator, Township Manager

Beverly S. Jordan, Chairperson
Board of Supervisors

**Long Term Growth
Statement of Investment Policy**

for

West Deer Township Police Pension Plan

FOREWORD:**West Deer Township Police Pension Plan**

("the Plan") has established this Statement of Investment Policy to:

- establish a clear understanding of the Plan's investment policies and objectives concerning investments to be made by the investment manager(s) for the Plan's investment portfolio ("the Portfolio");
- establish criteria to monitor and evaluate the level of risk, diversification and performance of the investment manager(s); and
- comply with the prudence, due diligence, and other applicable fiduciary principles, including the prudent man rule (e.g., as outlined in the Prudent Investor Rule and the Employee Retirement Income Security Act).

These objectives are designed to establish an attitude and philosophy to provide guidance for the investment manager(s). These guidelines will be revised, updated and modified as appropriate on a periodic basis to reflect such factors as changes in the investment environment, manager performance, the Plan's expectations, and the Portfolio's needs.

INVESTMENT OBJECTIVES:**Time Horizon & Risk Tolerance**

The purpose of the Portfolio is to pursue growth of capital adequate to preserve the long-term earning power of the assets. In general, the Trustees expect the Plan assets to earn at least the projected actuarial interest rate assumption for the Plan in order to meet the minimum municipal pension obligation, as stated from time to time over a three year period. The investment guidelines are based upon a long-term investment horizon so that interim fluctuations should be viewed with appropriate perspective. Similarly, the Portfolio's strategic asset allocation is based on this long-term perspective. The Trustees recognize the difficulty of achieving the Portfolio's investment objectives in light of the uncertainties and complexities of contemporary investment markets. The Trustees further recognize that risk (i.e., the uncertainty of future events), volatility (i.e., the potential for variability of asset values) and the possibility of loss in purchasing power (due to inflation) are present to varying degrees in all types of investment vehicles. The Plan's prospects for the future, its current financial condition and several other factors suggest collectively that the Portfolio can tolerate some interim fluctuations in market value and rates of return in order to achieve long-term objectives. However, this portfolio should not, over time, be exposed to the full downside risk of the stock market.

Prioritization of Investment Objectives

- A. The primary objective is the pursuit of long-term capital growth, with a goal of meeting the long-term needs of the Plan.
- B. The secondary objective is to preserve capital and dampen the year-to-year volatility of the value of the Plan to avoid severe and sustained declines that could greatly impact the availability of funds for participants.

The first guideline recognizes that the greatest risk to portfolios with a long-term orientation is reinvestment rate risk. There is therefore an implicit instruction to match maturity of the Portfolio's assets with the long-

term needs of the Plan. By definition, this means that under most conditions the majority of the Portfolio will be invested in long-term assets (i.e., stocks and long-term bonds). While protection against reinvestment rate risk necessitates some volatility, the Trustees do not desire a high risk, high volatility approach which produces large gains as well as large losses. Thus, the second guideline reflects a secondary concern for capital risk and is intended to keep periods of negative returns to a minimum.

INVESTMENT GUIDELINES:

Types of Assets

The Trustees wish for the investment manager to act in a fiduciary manner consistent with the Investment Advisers Act of 1940. Holdings will be consistent with such standards, and the Portfolio must be diversified by allowing investment manager the flexibility to invest in various types of assets. All assets selected for inclusion in the Portfolio must have a readily ascertainable market value and must be generally considered marketable at the time of purchase.

Equity Investments:	
Permissible security types	Common Stocks Preferred Stocks Convertible Securities (including Debentures) Stock Mutual Funds Foreign Stocks (Including ADRs) Exchange Traded Funds (ETFs)
Maximum of portfolio in the securities of any one issuer at market at time of purchase	10%
Maximum of total portfolio in any one industry at market at time of purchase	30%
Minimum allocation in equities at market at time of purchase	30%
Maximum allocation in equity at market at time of purchase	80%

Fixed Income/Cash Investments:

Permissible security types	U.S. Government and Agency Securities (Bills, Notes and Bonds) Commercial Paper Certificates of Deposit Corporate Bonds Master Notes Insurance Company Contracts Mortgages Bond Mutual Funds Money Market Funds Exchange Traded Funds (ETFs)
Any idle cash not invested by the investment managers shall be invested daily in interest bearing securities through an automatic sweep provided through the custodian.	
No limitations are placed on investments in U.S. Government guaranteed obligations	Includes any fully guaranteed Federal Agency obligations; such as but not restricted to, Mortgage-Backed Securities, Agencies, US Treasury Notes, Bills, and Bonds
Maximum of portfolio in the securities of any one issuer at market at time of purchase (excluding direct or indirect obligations of the U.S. Government)	10%
Maximum in any particular issue	10%
Maximum of total portfolio in securities that are unrated or below "BBB" rating by Standard & Poor's Investor Service at market at time of purchase	20%
Minimum allocation in fixed income and cash equivalents at market at time of purchase	20%
Maximum allocation in fixed income and cash equivalents at market at time of purchase	70%

Prohibited Investments:
All portfolio assets will have a readily ascertainable market value. This portfolio will not transact in illiquid or restricted assets nor will it enter into short positions. Securities that require margin, collateral, or other forms of borrowing are generally prohibited but may be purchased in very limited circumstances and only when feasible in relation to the Plan's specifications.

Total Portfolio Guidelines

Summary of Allocation Limits (at time of purchase):	<u>Maximum</u>	<u>Minimum</u>
Total Stocks (U.S. & Foreign)	80%	30%
Fixed Income (Bonds, Notes, & Cash)	70%	20%
These allocation parameters will become effective after the period of initial positioning of the Portfolio		

PERFORMANCE MEASUREMENT OF INVESTMENT OBJECTIVES:

- A. The Trustees hire and review investment managers based on an evaluation of their investment philosophies and long-term performance. Investment manager(s) must adhere to their stated investment philosophies and goals.
- B. Investment performance results of the investment manager shall be monitored on an annual basis (at a minimum), with a written annual report presented to the Trustees and evaluated in accordance with the following:
 - Return/downside protection trade-off vs. market indexes (which shall be inclusive of a benchmark of 40% Russell 3000/15% MSCI ACWIxUS/45% Bloomberg Barclays Aggregate)
 - Comparison against a peer group with similar long-term asset allocation levels
 - Long-term Treasury Bonds
 - The Consumer Price Index (Inflation)
- C. The Trustees recognize that performance statistics only become meaningful over full market cycles, and thus will base performance evaluation on a market cycle analysis.
- D. It is expected that, to the extent allowed by the restrictions listed above, the investment manager(s) will at all times manage the Portfolio with the aim of meeting the above guidelines. The purpose of the investment management style is not to beat the market, but to use it when it suits the objectives of the Portfolio.
- E. The Portfolio should be managed according to the Plan's stated investment objectives within a team approach to investment management and as such should not be overly reliant upon any one individual. The investment manager(s) must advise the Trustees, in writing, of any material changes in the investment manager's organization, decision making structure, ownership, investment style, key personnel or any other significant change affecting the manager's relationship with the Portfolio along with a statement as to the anticipated impact on the investment manager's ability to provide the same style and type of money management on a continuing basis, as required by the Investment Advisers Act of 1940.

POLICY AMENDMENTS

Should any guideline or objective contained herein need modification in the future, it should be enacted through an amendment to this document and tracked in the version information contained below.

Version 2: Created and Adopted on 19 October 2022.

ACKNOWLEDGEMENT:

By signing below, the Trustees direct the Investment Manager to use this Policy Statement as a guide for managing the Plan's portfolio.

Date

Signature

Date

Signature

**Long Term Growth
Statement of Investment Policy**

for

West Deer Township Municipal Employees Pension Plan

FOREWORD:

West Deer Township Municipal Employees Pension Plan

("the Plan") has established this Statement of Investment Policy to:

- establish a clear understanding of the Plan's investment policies and objectives concerning investments to be made by the investment manager(s) for the Plan's investment portfolio ("the Portfolio");
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- E. The Portfolio should be managed according to the Plan's stated investment objectives within a team approach to investment management and as such should not be overly reliant upon any one individual. The investment manager(s) must advise the Trustees, in writing, of any material changes in the investment manager's organization, decision making structure, ownership, investment style, key personnel or any other significant change affecting the manager's relationship with the Portfolio along with a statement as to the anticipated impact on the investment manager's ability to provide the same style and type of money management on a continuing basis, as required by the Investment Advisers Act of 1940.

POLICY AMENDMENTS

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Version 2: Created and Adopted on 19 October 2022.

ACKNOWLEDGEMENT:

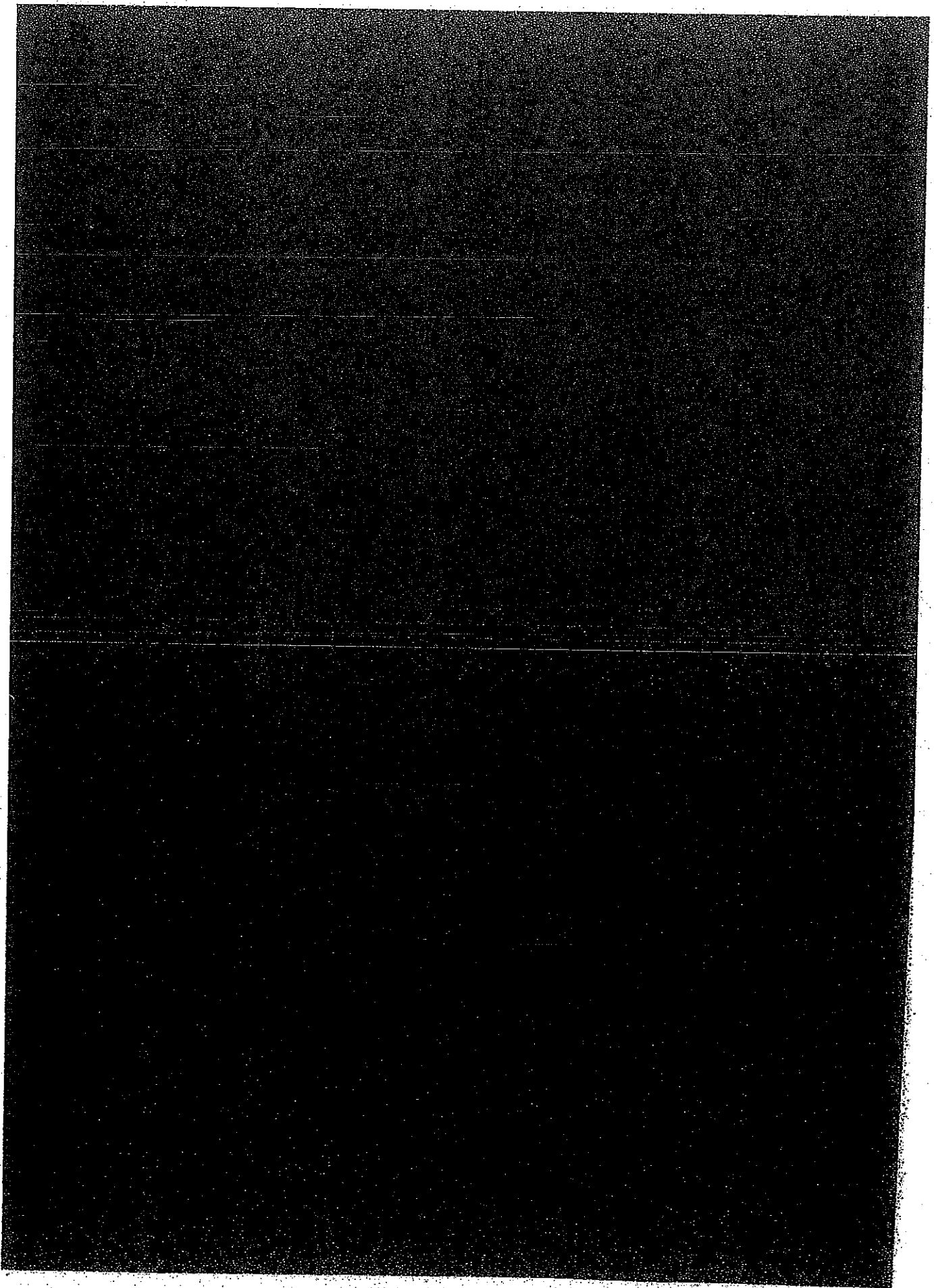
By signing below, the Trustees direct the Investment Manager to use this Policy Statement as a guide for managing the Plan's portfolio.

Date

Signature

Date

Signature



AUTHORIZATION: ADVERTISEMENT OF ORDINANCE NO. 450 (ACT 57 TAX WAIVER)

ORDINANCE NO. 450

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA, REQUIRING THE TOWNSHIP OF WEST DEER'S TAX COLLECTOR TO WAIVE ADDITIONAL CHARGES FOR REAL ESTATE TAXES WHEN A TAXPAYER FAILS TO RECEIVE TAX NOTICE AND REQUESTS A WAIVER OF ADDITIONAL CHARGES AND WHEN A PROPERTY OR MOBILE HOME TRANSFER HAS TAKEN PLACE WITHIN THE PREVIOUS TWELVE MONTHS, SUBJECT TO THE REQUIREMENTS OF ACT 57 OF 2022.

(ORDINANCE ATTACHED)

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADVERTISE ORDINANCE NO. 450 REQUIRING THE TAX COLLECTOR TO WAIVE ADDITIONAL CHARGES TO REAL ESTATE TAXES WHEN A TAXPAYER FAILS TO RECEIVE TAX NOTICE AND WHEN A PROPERTY OR MOBILE HOME TRANSFER HAS TAKEN PLACE WITHIN THE PREVIOUS TWELVE MONTHS.

	MOTION	SECOND	AYES	NAYES
MR. HARRISON	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. FREY	___	___	___	___
MRS. JORDAN	___	___	___	___

**WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 450

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA, REQUIRING THE TOWNSHIP OF WEST DEER'S TAX COLLECTOR TO WAIVE ADDITIONAL CHARGES FOR REAL ESTATE TAXES WHEN A TAXPAYER FAILS TO RECEIVE TAX NOTICE AND REQUESTS A WAIVER OF ADDITIONAL CHARGES AND WHEN A PROPERTY OR MOBILE HOME TRANSFER HAS TAKEN PLACE WITHIN THE PREVIOUS TWELVE MONTHS, SUBJECT TO THE REQUIREMENTS OF ACT 57 OF 2022

WHEREAS, the Local Tax Collection Law, 72 P.S. §§ 5511.1 et seq. ("LTCL"), regulates, among other things, the collection of taxes levied by Pennsylvania municipalities, and confers powers and imposes duties on tax collectors, courts, and various officers of political subdivisions; and

WHEREAS, Act 57 of 2022 ("Act 57") was signed into law by the Governor of the Commonwealth of Pennsylvania on 11 July 2022; and

WHEREAS, Act 57 amended the LTCL by addressing the failure of a taxpayer to receive tax notice when a property or mobile home transfer has taken place within the previous twelve (12) months; and

WHEREAS, Act 57 requires Pennsylvania taxing bodies to adopt an ordinance or resolution requiring its tax collector to waive additional charges for real estate taxes beginning in tax year 2023 if they meet the requirements set forth in Act 57.

NOW THEREFORE, the Township of West Deer hereby ordains as follows:

SECTION 1.

The following shall be added as new Article IX (“Waiver Requests”) of Chapter 189 of the Code of the Township of West Deer:

Article IX Waiver Requests

§ 189-103 Definitions.

“Additional Charge” shall mean any interest, fee, penalty, or charge accruing to and in excess of the face amount of the real estate tax as provided in the Township of West Deer’s real estate tax notice.

“A Qualifying Event” shall mean:

- (a) For the purposes of real property, the date of transfer of ownership of the property.
- (b) For purposes of manufactured or mobile homes, the date of transfer of ownership or the date a lease agreement commences for the original location or relocation of a mobile or manufactured home on a parcel of land not owned by the owner of the mobile or manufactured home. The term does not include the renewal of a lease for the same location.

“Tax Collector” shall mean the Township of West Deer’s tax collector.

“Waiver Request” shall mean a form created by the Department of Community and Economic Development, by which a taxpayer must request a waiver of additional charges. The form shall include a space for attestation by the taxpayer.

§189-104 Waiver of Additional Charges for Real Estate Taxes.

The Tax Collector shall waive Additional Charges for real estate taxes, if a taxpayer does all of the following:

- (a) Provides a Waiver Request of Additional Charges to the Tax Collector in possession of the claim within twelve (12) months of a Qualifying Event;
- (b) Attests that they never received a real estate tax notice;
- (c) Provides the Tax Collector in possession of the claim with one of the following:
 - i. A copy of the deed showing the date of real property transfer; or

- ii. A copy of the title following the acquisition of a mobile or manufactured home subject to taxation as real estate showing the date of issuance or a copy of an executed lease agreement between the owner of a mobile or manufactured home and the owner of a parcel of land on which the mobile or manufactured home will be situated showing the date the lease commences; and

(d) Pays the face value of the tax notice for the real estate tax with the Waiver Request.

§189-105 Granted Waiver.

A taxpayer who is granted a waiver and has paid real estate tax as described herein shall not be subject to an action at law or in equity for an Additional Charge, and any existing claim(s) or lien filed for an Additional Charge shall be deemed satisfied.

SECTION 2. Effective Date.

This Ordinance shall take effect on 1 January 2023.

SECTION 3. Severability.

If any one or more of the provisions or terms of this Ordinance shall be held invalid for any reason whatsoever, then, such provision or terms shall be deemed severable from the remaining provisions or terms of this Ordinance.

SECTION 4. Repealer.

All prior ordinances or parts of ordinances in conflict herewith shall be and the same are hereby repealed to the extent of such conflict.

ORDAINED AND ENACTED this 16th day of November, 2022.

ATTEST:

TOWNSHIP OF WEST DEER

Daniel J. Mator, Jr.
Township Manager

Beverly S. Jordan, Chairperson
Board of Supervisors

CERTIFICATE

I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Board of Supervisors of West Deer Township on 16 November 2022 and that at such meeting a quorum was present and acting throughout, after due notice to the members of the Board of Supervisors of West Deer Township and to the public and such meeting was at all times open to the public; that the Ordinance was duly recorded in the West Deer Township Minutes Book and that a summary thereof was published as required by law in a newspaper of general circulation in the Township. I further certify that the Township met the advance requirements of Act No. 1998-93 by advertising the date of the meeting and posting a notice of the meeting at the public meeting place of the Board of Supervisors; that the total number of members of the Board of Supervisors is seven; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

Yes No Abstain Absent

Beverly S. Jordan, Chairperson

Shirley A. Hollibaugh, Vice Chair

Vernon Frey

David Harrison

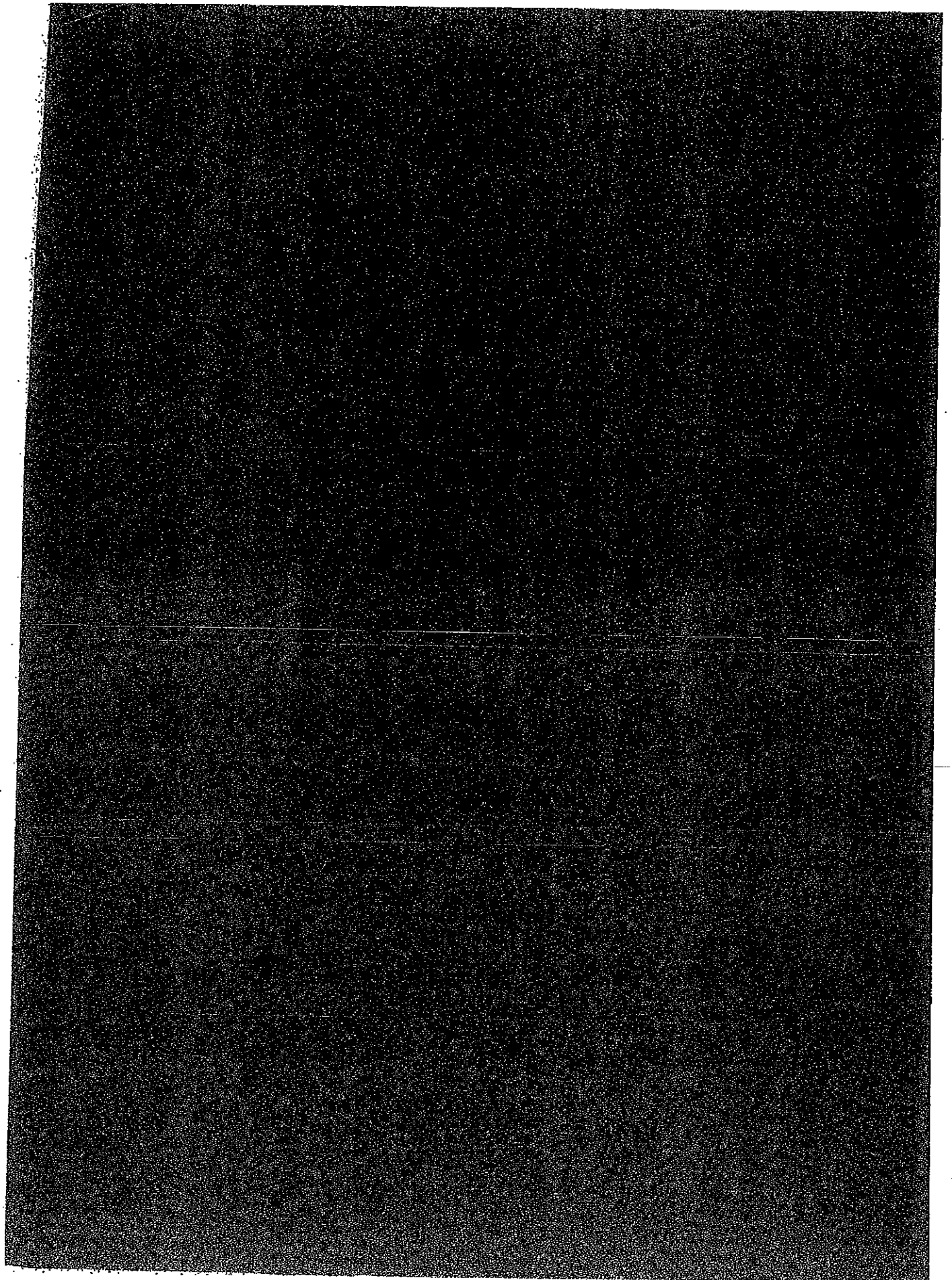
James Smullin

WITNESS my hand and the seal of the Township on this 16th day of November 2022.

[SEAL]

By:

Daniel Mator
Township Manager



AUTHORIZATION: COBRA ADMINISTRATIVE SERVICES AGREEMENT

ATTACHED IS THE COBRA ADMINISTRATIVE SERVICES AGREEMENT.

(SEE ATTACHED)

MR. MATOR...

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ACCEPT THE COBRA ADMINISTRATIVE SERVICES AGREEMENT, SUBJECT TO THE APPROVAL OF THE TOWNSHIP SOLICITOR AND TOWNSHIP MANAGER AS TO THE FORM OF THE AGREEMENT.

	MOTION	SECOND	AYES	NAYES
MRS. HOLLIBAUGH	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. FREY	___	___	___	___
MR. HARRISON	___	___	___	___
MRS. JORDAN	___	___	___	___

CW Breitsman Associates, LLC

COBRA Administrative Services Agreement

West Deer Township (Employer/Client), hereafter referred to as **Employer**, and **CW Breitsman Associates, LLC**, hereafter referred to as **CWB-A**, hereby enter into an agreement whereby **CWB-A** shall provide the Employer with certain administrative services for the operation of the **Employer's** COBRA requirements under its Plan.

In consideration of the mutual promises contained herein, the parties agree as follows:

1. Purpose of Contract

1.1 **Employer** agrees to employ **CWB-A** to provide the **Employer** with administrative services for the operation of its COBRA requirements and to compensate **CWB-A**, in accordance with the terms of this contract, for the performance of such services.

1.2 **CWB-A** agrees to perform services in accordance with the provisions of this Agreement.

2. Services

2.1 **CWB-A** shall:

A. Maintain offices with facilities and personnel adequate to perform the services provided for herein.

B. Receive and process qualifying event notifications. Review of notification requests will include verification of eligibility. **CWB-A** may, in processing notices, communicate either by phone, email, fax or letter with the **Employer** or Qualified Beneficiary.

C. Pay premiums to insurance carriers for COBRA coverage to the extent that the **Employer** or Qualified Beneficiary has provided funding.

D. Maintain an archived record of notices.

E. Upon appeal by a Qualified Beneficiary, provide a complete review of the appeal, notifying both the Qualified Beneficiary and **Employer** of the result of the review.

F. Provide **Employer** with a monthly report summarizing employee participation and activity.

G. Provide monthly administrative services in accordance with contract.

2.2 Employer shall:

A. Provide initial notice of COBRA rights to new employees and their dependents.

B. Provide **CWB-A** with timely notification of COBRA Qualifying Events (QE).

2.3 The services to be provided by **CWB-A** are ministerial in nature, which is to say that **Employer** retains all authority and responsibility as Plan Sponsor.

2.4 Services under this contract are not in effect until both parties have signed the administrative services contract and agreed to a start date.

A. **CWB-A** is not responsible for any notifications that occurred prior to the start date of the contract.

B. **CWB-A** is not responsible for any current COBRA participant tracking or prior notice tracking, except as agreed upon between both parties prior to the start date of the contract.

3. Accountability

3.1 **CWB-A** will carry out its administrative functions with reasonable care using practices generally accepted by service organizations providing such services to employee benefit plans.

3.2 **Employer** agrees that the sole function of **CWB-A** is to provide COBRA administrative services and that **CWB-A** shall have no liability for the funding of participant COBRA premiums.

4 Records and Documents

4.1 **CWB-A** agrees that all forms, lists of names, journals, ledgers and all other recorded information and documents incidental to administration of COBRA are and shall remain the property of **Employer**.

4.2 All data stored on data processing media pertaining to the **Employer** is the property of **Employer**. In the event of termination of COBRA administrative services, **CWB-A** will assist the **Employer** in identifying, understanding and decoding said information and data.

4.3 The following materials are property of **CWB-A** and **Employer** agrees that it shall have no right to use such materials following termination of this contract:

- A. Administrative procedure manuals
- B. Data Processing systems
- C. Computer Programs
- D. Notice Forms
- E. Election Forms

5. Governing Law and Validity

5.1 The validity, interpretation and performance of this contract shall be controlled and construed according to the laws of the Commonwealth of Pennsylvania.

5.2 Employer agrees that **CWB-A** is not a successor to any previous administrative service organization.

6. Fees

6.1 **CWB-A** shall receive payment for its services, a monthly fee of two percent (2%) of the COBRA premium paid by Qualified Beneficiaries for administrative services during that month. The fee schedule shall be as set forth in **Appendix A**.

6.2 **Employer** agrees that **CWB-A** is entitled to and will deduct that administrative fee amount which is included in the COBRA premiums received from Qualified Beneficiaries.

7. Proprietary and Confidential Information

7.1 **Employer** agrees that **CWB-A** shall not be obligated to disclose any proprietary or confidential information of **CWB-A** to **Employer** or **Employer's** designee. **CWB-A** agrees not to disclose any **Employer** information to others without prior approval of **Employer**.

8. Entire Agreement

8.1 This agreement embodies the entire contract and understanding of the parties and supersedes all prior oral and written communications between them. Only a written statement signed by both parties hereto may modify the terms. This agreement is for the sole benefit of **Employer** and its successors, and **CWB-A** and its successors or entities, and shall not be construed as granting any rights in favor of any other persons.

9. Term of Agreement

9.1 This agreement shall become effective when signed by both parties, and shall remain effective until terminated. Either party may terminate this contract or offer to modify it by giving thirty (30) days advance notice, set in writing, to the other party. The 30-day requirements of this paragraph may be waived by the mutual consent of the parties hereto.

9.2 Any notice required or permitted to be given pursuant to paragraph 9.1 hereof shall be in writing and shall be served upon the other party personally, or by certified mail, postage prepaid, return receipt requested, unless otherwise provided herein.

10. Insurance and Indemnification

10.1 **CWB-A** shall bond its employees who have access to premiums and carry adequate liability and errors and omissions insurance during the term of this Agreement. Upon request, **CWB-A** shall provide **Employer** with certificates of insurance evidencing the insurance coverage required under this section and providing for not less than thirty (30) days notice to **Employer** of the cancellation of such insurance.

10.2 Each of the parties hereto agrees to be liable for its own conduct and to indemnify the other party against any and all losses therefore. In the event that loss or damage results from the conduct of more than one party, each party agrees to be responsible for its own proportionate share of the claimant's damages under the laws for the Commonwealth of Pennsylvania.

11. Arbitration

11.1 In the event of any dispute under this agreement, the parties agree to binding arbitration in Pittsburgh, Pennsylvania, in accordance with the Commercial Arbitration Rules of the American Arbitration Association and with discovery being governed by the Federal Rules of Civil Procedures applicable in the United States District Court for the Western District of Pennsylvania party will name one arbitrator, and the arbitrators so chosen will name a third neutral arbitrator. Judgment upon the award rendered by the arbitrators may be entered into the judgment docket of any court having jurisdiction thereof. The parties to it shall share the cost of arbitration equally. Each party shall be solely responsible for its attorneys' fees, if any. The obligation set forth in this section shall survive the termination of this Agreement.

12. Non-Assignability

12.1 This Agreement is personal to **CWB-A** and may not be assigned.

This Agreement shall be binding upon **CWB-A** and its successor, and the **Employer** and its successors.

In Witness whereof, the parties hereto have caused this agreement to be signed and executed by their authorized signatures as shown below:

For: CW Breitsman Associates, LLC

By: _____

Date: _____

Title: President/CEO

For: **West Deer Township**
(Employer)

By: _____

Date: _____

Title: _____

APPENDIX A

COBRA ADMINISTRATION SERVICES & FEE SCHEDULE

I. COBRA Administration Fees & Services

FEES

2% COBRA Admin Fee of Billed Premium

SERVICES

- Mail COBRA Notification with Election Form via 1st Class Mail
- Track 60 day Election Period
- Provide Premium Notice with Payment Monthly Billing
- Track Monthly Premium Payments w/30 Day Grace Period
- Provide Notice via 1st Class Mail (as applicable)
 - Under payment
 - Cancellation for failure to make payment
 - Cancellation at end of eligibility period
- Letter and/or Notices of New Premium Rates
- Periodic Reports
 - Monthly Confirmation of Premiums Collected
 - Monthly Notification of Letters Issued
 - Annual Participant Status
- Conversion Notification Letter
- Medicare Eligibility Letter
- Dedicated Toll Free (800) Line for Customer Service Inquiries

II. Fees and Terms of Payment

Employer agrees that **CWB-A** is entitled to COBRA administrative fees for the services to be performed hereunder according to the fees quoted above.

III. Effective Period of this Agreement

This Agreement is effective upon the signatures of both parties hereto and shall continue until either party terminates it. Either party can terminate this Agreement upon providing the other party with 30 days written notice.

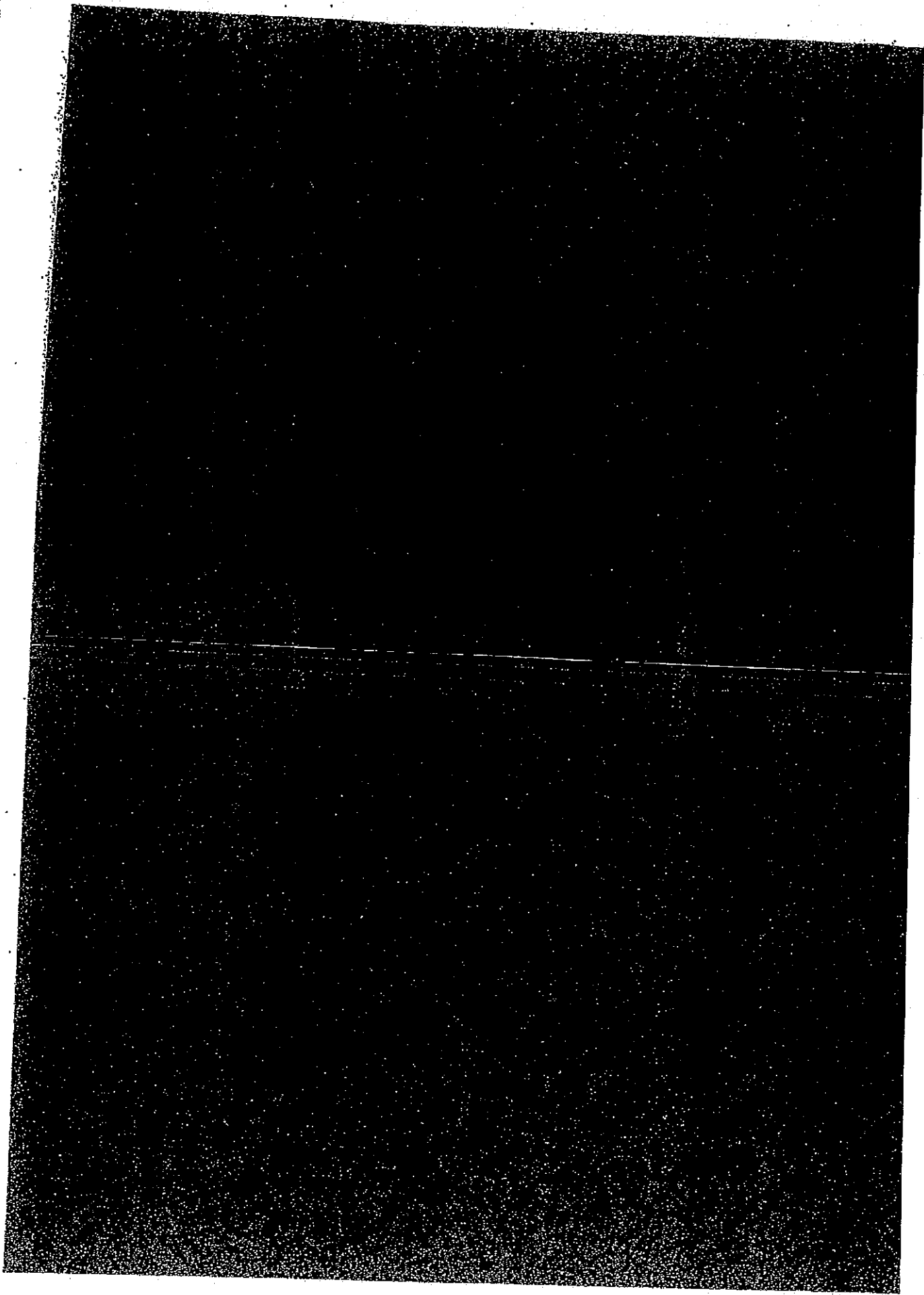
Dated: _____ By: _____

Charles W. Breitsman, President/CEO
CW Breitsman Associates, LLC

Dated: _____ By: _____

West Deer Township

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.



AUTHORIZATION: STEEL CITY SUPPLY LAND DEVELOPMENT PLAN

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE STEEL CITY SUPPLY LAND DEVELOPMENT PLAN AT THEIR SEPTEMBER 22, 2022 MEETING.

PROPERTY LOCATION: 2150 SAXONBURG BLVD
ZONING DISTRICT: C-2 HIGHWAY COMMERCIAL
REQUEST: CONSTRUCTION OF SINGLE STORY BUILDING

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE STEEL CITY SUPPLY LAND DEVELOPMENT PLAN SUBJECT TO FOLLOWING CONDITIONS:

1. FULFILLMENT OF ANY OUTSTANDING ISSUES IN SCOTT SHOUP'S ENGINEERING LETTER DATED SEPTEMBER 19, 2022.
2. FURNISH ADDITIONAL PLANTINGS ALONG THE SOUTHERN BUFFER TO FILL THE GAP NEAR THE NEIGHBOR'S HOUSE. PLANTINGS SHOULD CONSIST OF A TALL PLANTING AND SEVERAL LOW SHRUBS TO CREATE BOTH HIGH LEVEL AND LOW LEVEL SCREEN.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE STEEL CITY SUPPLY LAND DEVELOPMENT PLAN AS PER THE RECOMMENDATION BY THE PLANNING COMMISSION WITH THE CONDITIONS BEING MET.

| | MOTION | SECOND | AYES | NAYES |
|-----------------|--------|--------|------|-------|
| MR. SMULLIN | ___ | ___ | ___ | ___ |
| MR. FREY | ___ | ___ | ___ | ___ |
| MR. HARRISON | ___ | ___ | ___ | ___ |
| MRS. HOLLIBAUGH | ___ | ___ | ___ | ___ |
| MRS. JORDAN | ___ | ___ | ___ | ___ |



**West Deer Township Planning Commission
Meeting Report for September 22, 2022**

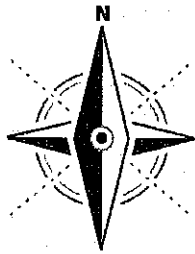
Project Name: **STEEL CITY SUPPLY**

Property Location: West Deer Twp. – Allegheny County: 2150 Saxonburg Blvd.
Parcel # 1510-M-25

Zoned: C-2 Highway Commercial

First motion by Mr. Hollibaugh and second motion by Mr. Bechtold to **RECOMMEND APPROVAL**, voting was unanimous, of the Steel City Supply land development plans with the following conditions:

1. Fulfillment of any outstanding issues in Scott Shoup's Engineering letter dated September 19, 2022.
2. Furnish additional plantings along the southern buffer to fill the gap near the neighbor's house. Plantings should consist of a tall planting and several low shrubs to create both high level and low level screen.



SHOUP ENGINEERING

FOR OVER 50 YEARS

329 Summerfield Drive, Baden, PA 15005

Phone: 724-869-9560

Info@shoupengineering.com

September 21, 2022

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

Via Email

Re: Steel City Supply (2150 Saxonburg Boulevard)
Transportation Impact Fee

Dear Mr. Mator,

I have reviewed the use of the proposed business with the owner of Steel City Supply, Dana Wangler, and have determined that the appropriate fit for the use with the Institute of Transportation Engineers Trip Generation Manual (10th Edition) is a "Single Tenant Office Building" (Code 715), which has a peak P.M. hour trip generation factor of 1.72 trips per 1,000 square feet of gross building area. The total P.M. peak hour trips for the proposed 2,400 square feet building is therefore 4.1 trips.

The property is located in Transportation Zone 2, which requires a Transportation Impact Fee of \$750.00 per new trip generated in the peak P.M. hour. The Transportation Impact Fee for the development is therefore 4.1 trips x \$750.00 or \$3,075.00.

Although the proposed use will have a niche retail component to it, the use of "Single Tenant Office Building" best fits the overall e-commerce nature of the business.

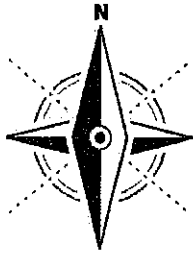
If you should have any questions, please do not hesitate to contact me at your convenience.

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Dorothy Moyta, via email
Joseph Shook, via email
Carmen Didiano, MDM, via email - cdidiano@mdmlc.com



SHOUP ENGINEERING

FOR OVER 50 YEARS

329 Summerfield Drive, Baden, PA 15005

Phone: 724-869-9360

info@shoupengineering.com

September 19, 2022

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

Via Email

Re: Steel City Supply
Land Development Plan (plans dated July 18, 2022)

Dear Mr. Mator,

I have reviewed the above-referenced land development plan located in the C-2 Zoning District and the following comments should be considered:

1. The agencies responsible for the sanitary sewers and storm sewers are reversed on the "Utility Service Information" tables on the plan cover sheet, existing conditions plan and Drawing Sheet SP-3.
2. On Drawing Sheet SP-1 the parking requirements table lists 12 and 17 parking spaces required for a 2,400 square feet building. The table should be revised to reflect that 24 parking spaces are required for the 4,800 square feet building.
3. On Drawing Sheet SP-4 the bollard detail refers to "McDonalds logo".
4. The Planning Commission should review the proposed plantings along the north and south property lines intended for the required Type A screening. There appears to be a gap in the plantings along the southern property line immediately west of the skyline honey locust tree.
5. What is the use of the existing brick building near the rear of the property?
6. On Detail 11 (outlet structure) on Drawing Sheet PCSM 2 it should be noted how the base of the 12 inch riser inside of the outlet structure will be made watertight.
7. Any approval granted by the Township should be conditioned upon receipt of and/or subject to the following:
 - A. NPDES general permit from the Allegheny County Conservation District.
 - B. Entering into a post construction stormwater management agreement with the Township.

Mr. Daniel Mator
Steel City Supply
Land Development Plan (plans dated July 18, 2022)
September 19, 2022
Page 2

- C. Payment of the applicable Transportation Impact Fee prior to issuance of a building permit.
- D. PADEP sewage facilities planning module approval.

A written response should be provided by the applicant indicating how each of the above comments has been addressed with submission of revised plans.

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

Sincerely,

SHOUP ENGINEERING INC.



Scott A. Shoup, P.E.

cc: Joseph Shook, via email
Dorothy Moyta, via email
Jodi French, via email
Gavin Robb, via email
Carmen Didiano, MDM, via email - cdidiano@mdmlc.com

Zoning District: C-2 Highway Commercial District

Use Permitted by: right special exception conditional use

Waivers requested (list section & hardship) and/or special situations or circumstances:

None

Water Supply: Public Other (specify _____)

Sewage Disposal: Public Other (specify _____)

Off-street Parking: Garage Driveways Other None

Streets: Lineal feet of new streets None

Proposed for Dedication: Yes No

Existing Use: Vacant Lot - Former overflow parking lot for Fire Department

Number of Existing Lots: 1 Existing Acreage: 2.132 acres

Location of Existing Buildings: None

Current Parking Spaces: Unknown

Existing Parking Surface Area: Gravel

Access Driveway Location: Two (2) - One at each end of the lot Width: 20' - 25'

Proposed Use: _____

Description of Building(s): Single-story, 4,800 sq.ft, wood frame, slab on garage

Additional Parking Spaces: 28 total parking spaces proposed

Access Driveway Location: North end of lot Width: 22' - 0"

Current Employees: 0 New Employees: 5

Percentage of Lot Coverage: 0.05% building coverage

Phase:

Total Number of Phases: 1

Phase Number of this Application: 1

Total Acres: 2.132

Acres this Phase: 2.132

Total Lots: 1

Lots this Phase: 1

Total Lineal Feet of Storm Sewer: None

Total Storm Sewer this Phase: None

Environmental Standards:

Will the proposed use generate any of the following conditions?

- | | | | |
|------------------|--------------------------|-------------------------|--------------------------|
| Smoke | <input type="checkbox"/> | Electrical Interference | <input type="checkbox"/> |
| Air Pollutants | <input type="checkbox"/> | Vibrations | <input type="checkbox"/> |
| Odors | <input type="checkbox"/> | Noise | <input type="checkbox"/> |
| Water Pollutants | <input type="checkbox"/> | Radioactive Emissions | <input type="checkbox"/> |

Material stored on site: Paper products

Applications:

| | |
|---|-------------------------|
| Percolation Test | <u>2/25/2022</u> (date) |
| DER Planning Module Waiver | <u>N/A</u> |
| Water Authority | <u>02/25/2022</u> |
| Sewer Authority | <u>2/25/2022</u> |
| Allegheny Co. Conservation District | <u>TBD</u> |
| Allegheny Co. Dept. of Economic Development | <u>N/A</u> |

Right-of-Way:

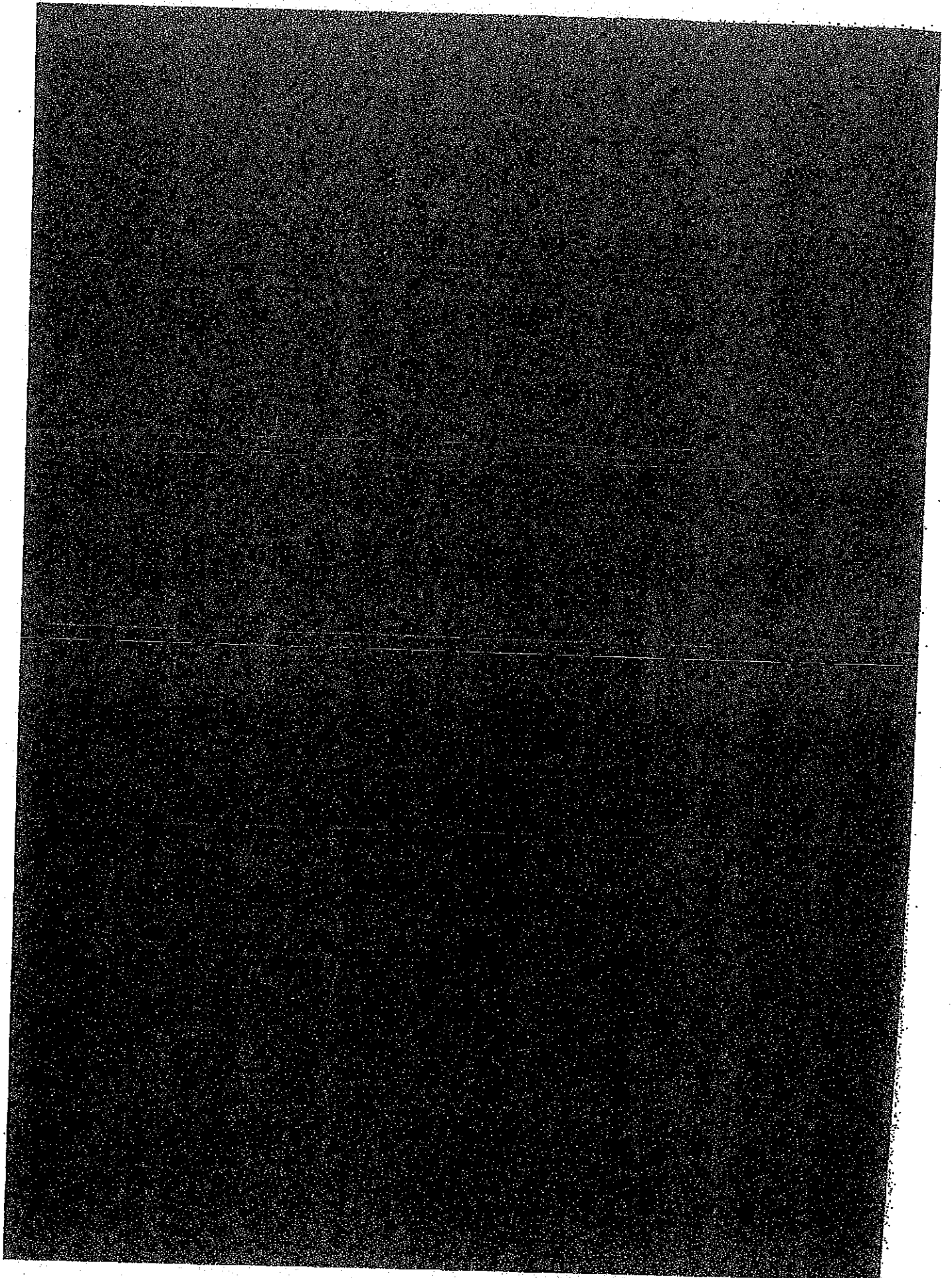
Agreements of adjacent properties: Yes No N/A

Describe: Existing easements for water line, power and access to gas structure located at rear of lot
to remain.

Easements:

Agreements with adjacent properties: Yes No N/A

Describe: _____



DISCUSSION: DRAFT ZONING ORDINANCE

MR. ROBB AND MR. MATOR...

DISCUSSION: NEW MUNICIPAL BUILDING

MR. MATOR...

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

I MOVE TO ADJOURN AT _____ P.M.

| | MOTION | SECOND | AYES | NAYES |
|----------------|--------|--------|------|-------|
| MR. FREY | ___ | ___ | ___ | ___ |
| MR. HARRISON | ___ | ___ | ___ | ___ |
| MR. HOLLIBAUGH | ___ | ___ | ___ | ___ |
| MR. SMULLIN | ___ | ___ | ___ | ___ |
| MRS. JORDAN | ___ | ___ | ___ | ___ |