

WEST DEER TOWNSHIP SUPERVISORS MEETING



March 15, 2017

NO EXECUTIVE SESSION

6:30 p.m./Regular Business Meeting

Members present:

Dr. DiSanti _____
Mr. Florentine _____
Mr. Guerre _____
Mrs. Hollibaugh _____
Mrs. Romig _____
Mr. Vaerewyck _____
Mr. Fleming _____

**WEST DEER TOWNSHIP
Board of Supervisors
March 15, 2017**

6:30 pm: Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Registered Comments from the Public
5. Comments from the Public
6. Accept minutes
7. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities & Payroll
8. Police Chief's Report
9. Building Inspector/Code Enforcement Officer's Report
10. Report from the Parks and Recreation Board
11. Engineer's Report
12. Award: 2017 Road Improvement Project
13. Award: Nike Site Shoring/Closure Project
14. Update: Senior Citizen Wall Repair
15. Resolution No. 2017-3: Vacant Property
16. Resolution No. 2017-4: Planning Module – Banks Plan of Lots
17. Set public hearing: McIntyre Heights PRD Conditional Use
18. Advertisement of Ordinance No. 417: Advertising and Bidding Ordinance
19. Resignation: PT Police Officer
20. Committee Reports
21. Old Business
22. New Business
23. Set Agenda: April 19, 2017
24. Comments from the Public
25. Adjournment

1 Call to Order

2 Pledge of Allegiance

3 Roll Call - Mr. Mator...

REGISTERED COMMENTS FROM THE PUBLIC

- None

4

COMMENTS FROM THE PUBLIC

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

5

ACCEPT MINUTES

ATTACHED ARE THE MINUTES OF THE FEBRUARY 15, 2017 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ACCEPT THE MINUTES OF THE FEBRUARY 15, 2017 MEETING AS PRESENTED.

MOTION SECOND AYES NAYES

MR. VAEREWYCK	___	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___	___
DR. DISANTI	___	___	___	___	___
MR. FLORENTINE	___	___	___	___	___
MR. GUERRE	___	___	___	___	___
MRS. ROMIG	___	___	___	___	___
MR. FLEMING	___	___	___	___	___

6

West Deer Township
Board of Supervisors
February 15, 2017
6:30 p.m.

The West Deer Township Board of Supervisors held their Regular Business Meeting at the West Deer Township Municipal Building. Members present: Jeffrey D. Fleming, Chairman; Richard W. DiSanti, Jr., Leonard Guerre, Shirley Hollibaugh, and Gerry Vaerewyck. Member absents: Rick W. Florentine and Joyce A. Romig. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

Chairman Fleming opened and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Roll Call taken by Mr. Mator – Quorum present.

Mr. Happel announced the Board held an Executive Session to discuss employee and union matters.

REGISTERED COMMENTS FROM THE PUBLIC

- None

COMMENTS FROM THE PUBLIC

Chairman Fleming asked if there were any comments at this time on the agenda and public-related items and if so, asked the public to please approach the microphone, clearly state their name and address, and limit their comments to five (5) minutes.

- Marissa Bailey, Park Drive, President of West Deer Fire Company No. 2, was present along with Anthony Creaturo, Assistant Chief; Adam Williams, Chief; and Vic Gillner, Secretary.
 - Ms. Bailey informed the Board that Fire Company No. 2 would be tearing down and rebuilding their existing building, keeping the banquet hall, and building a new engine base. She stated that they are hoping to begin the project at the end of March and finish by September. Ms. Bailey said that the Fire Company is requesting permission to store and power their engine and tanker at the Township garage for the duration of the project.

Chairman Fleming questioned whether the equipment could physically fit in the garage. Mr. Williams replied that the engine is 34' long, the tanker is 30' long, the "squads" are 21' long, and the utility truck is 38' long, and that the Company presently uses 10' x 10' garage doors.

After some discussion/comments, Ms. Bailey was directed to contact Mr. Mator to further discuss their request.

ACCEPT MINUTES

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to accept the minutes of the January 18, 2017 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

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

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
January 31, 2017

I - GENERAL FUND:

	<u>January</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	669,712.56	669,712.56	10.94%
Expenditures	314,450.47	314,450.47	5.13%

Cash and Cash Equivalents:

Sweep Account

491,204.30

491,204.30**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted

14,050.39

Fire Tax Fund:

Sweep Account - Restricted

26,364.27

State/Liquid Fuels Fund:

Sweep Account - Restricted

3,244.59

43,659.25**Investments:****Operating Reserve Fund:**

Sweep Account - Reserved

704,372.79

Capital Reserve Fund:

Sweep Account - Reserved

346,286.36

1,050,659.15**III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

0.00**TOTAL CASH BALANCE 1/31/17**1,585,522.70**Interest Earned January 2017****56.20**

	<u>1/1/2017</u> <u>Debt Balance</u>		<u>January</u> <u>Principal</u> <u>Payment</u>	<u>1/31/2017</u> <u>Debt Balance</u>
Mars National - VFC #3	270,000.00	\$	2,740.96	

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to approve the Finance Officer's Report as submitted. Motion carried unanimously 5-0.

LIST OF BILLS

Best Wholesale Tire Co., Inc.....	825.65
Beth's Barricades	30.00
Griffith, McCague & Wallace, PC	1700.50
Hampton Concrete Products Inc.....	176.00
Hei-Way, LLC.....	2813.01
Jordan Tax Service, Inc.....	2624.82
Kress Tire	580.00
Office Depot.....	515.51
Shoup Engineering Inc.	4363.00
Staley Communications.....	172.47
Tristani Brothers, Inc.....	1875.96

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

UTILITIES AND PAYROLL

MOTION BY Supervisor Guerre and SECONDED BY Supervisor Hollibaugh to pay utilities and payroll from 16 February 2017 to 15 March 2017. Motion carried unanimously 5-0.

POLICE CHIEF'S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of January 2017. A copy of the report is on file at the Township. Questions/comments followed.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

Mr. Bill Payne was present and provided a summary report on Code Enforcement for the month of January 2017. A copy of the report is on file at the Township. Questions/comments followed.

Mr. Payne also updated the Board on the status of the Catanese salvage yard.

PARKS AND RECREATION BOARD REPORT

Mrs. Beverly Jordan, Chairwoman, was present and provided a summary report on the Parks and Recreation Board:

- Elections were held for 2017 at their January meeting:
Beverly Jordan, Chairwoman; Chris Reiher, Vice Chairman; and Carol McCaskey, Secretary
- Breakfast with Santa
- Next event/Easter Egg Hunt on April 9th at Bairdford Park
- 80's in the Park/June 16th

Mr. Mator informed the public that he, Supervisor Florentine, Mr. Shoup, and Public Works Foreman John Yourish journeyed to Moon Township to investigate the possibility of obtaining free bleachers for our parks from the recently closed Airport Ice Arena. Mr. Mator reported that, unfortunately, the cost involved to disassemble, transport, and reassemble the bleachers was too prohibitive.

ENGINEER'S REPORT

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

Projects

- 2017 Road Improvement Project – Preparation of plans, specifications and bid document have begun anticipating that bids will be reviewed at the Board of Supervisors March meeting.
- Nike Site Closure/Shoring Project – Consideration of various means of closure methods has occurred. Bidding of the project will occur as directed by the Board of Supervisors.

Development/Subdivision Reviews

- McIntyre Heights PRD – A review of this preliminary PRD Plan was performed and a review letter was issued to the Township on 22 September 2016.

ADOPTION OF ORDINANCE NO. 416: TAX COLLECTOR SALARY

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, FIXING THE ELECTED TAX COLLECTOR COMPENSATION FOR THE 2018 TO 2021 TERM.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 416 fixing the elected tax collector compensation for the 2018 to 2021 term. Motion carried unanimously 5-0.

AUTHORIZE ADVERTISEMENT: ORDINANCE NO. 417 – ADVERTISING AND BIDDING ORDINANCE

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER REPEALING AND REPLACING ORDINANCE NO. 135 AND ORDINANCE NO. 305, WHICH ESTABLISH A BIDDING PROCEDURE PURSUANT TO ARTICLE XII, SECTION C-1163 OF THE TOWNSHIP HOME RULE CHARTER.

At their last meeting, the Board tabled the advertisement for further review of the Ordinance.

The Board will consider adoption of the Ordinance at their 15 March 2017 meeting.

Chariman Fleming directed discussion to Mr. Happel at this time. Mr. Happel explained that the Board had this document, and that no comments had been received, but asked the Board members if they had any questions or comments at that time.

Mr. Vaerewyck questioned Section 6 - Additional Exceptions and asked if that would interfere with the Charter's bidding exception list.

Mr. Happel explained that the Home Rule Charter had a bidding exception list, and that he would recommend removing Section 6 from the Ordinance at this time, but -- at a later date -- amending the Charter to remove the exceptions from it, then replacing the exceptions with an ordinance-based exception list.

Mr. Vaerewyck also questioned the \$1,000.00 bid limit in the Home Rule Charter, and how this Ordinance would work with that language. He specifically asked about the language in the Ordinance using state Act 90 as guidance for thresholds.

Mr. Happel indicated the Township Charter requires that a competitive bidding procedure would be adopted by ordinance, so the \$1,000.00 bid limit would not be affected, but included in that procedure. In reference to Act 90, Mr. Happel's recommendation was not to address Act 90, but create thresholds with respect to the type of bidding required.

At this time, Mr. Happel and Mr. Vaerewyck recommended the Board table the motion to incorporate this language.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Guerre to table the advertisement of Ordinance No. 417 repealing and replacing Ordinance No. 135 and Ordinance No. 305, which establish a bidding procedure pursuant to Article XII, Section C-1163 of the Township Home Rule Charter. Motion carried unanimously 5-0.

SENIOR CITIZEN WALL REPAIR

At the last meeting the Board authorized Broge Masonry Corporation to perform investigative work for the Senior Citizen wall repair.

Mr. Shoup reported to date, Mr. Broge was not able to go to the Senior Citizen Center but he should have Mr. Broge's report by next month's meeting.

APPOINTMENT: FULL-TIME POLICE OFFICER

The process for promoting a current part-time police officer to the position of full-time as been completed. Five of the current part-time officers chose to be a part of the promoting process.

The Board received a memorandum from Chief Lape recommending promoting Matthew Evan to the position of full-time police officer for West Deer Township with 23 February 2017 as his starting date.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to promote Matthew Evan to the position of full-time police officer for West Deer Township with February 23, 2017 as his starting date. Motion carried unanimously 5-0.

Mr. Evan was present and thanked the Board for the opportunity. The Board congratulated Mr. Evan.

FINANCING: POLICE SUV

At the last meeting, the Board authorized the purchase of a 2017 Ford Police Interceptor AWD in the amount of \$39,090.00. Financing proposals were to be obtained for this meeting.

The following financing proposals were received:

	<u>36-months</u>	<u>60-months</u>
1) First National Bank	2.49%	2.79%

2) Huntington Bank	2.50%	2.75%
3) Laurel Capital Corp.	3.15%	3.55%
4) M&T Bank	3.183%	3.25%
5) 911 Leasing.com	3.19%	3.19%
6) Leasing Consultants	3.79%	3.89%

Mr. Vaerewyck indicated he felt the Board should pay for the police cars outright. He commented that the Township just raised taxes and – over the long run – paying cash would save the Township money.

MOTION BY Supervisor Vaerewyck to pay for the vehicle without the financing. NO SECOND. Motion failed.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the financing for the 2017 Ford Police Interceptor AWD through First National Bank at the rate of 2.49% for 36 months. A roll call vote was taken. Members voting yes, Mrs. Hollibaugh, Dr. DiSanti, Mr. Guerre, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried 4 – yes and 1 – no.

PURCHASE & FINANCING: PUBLIC WORKS PICKUP TRUCK W/SNOWPLOW

The Board received the quote for the purchase of a 2017 Ford F-250 4x4 pickup truck with snowplow in the amount of \$33,813.00.

Vehicle:	\$27,405.00
Snow Plow:	\$ <u>6,408.00</u>
TOTAL:	\$33,813.00

The Board received the following financing proposals:

	<u>36-months</u>	<u>60-months</u>
1) First National Bank	2.49%	2.79%
2) Huntington Bank	2.50%	2.75%
3) Laurel Capital Corp.	3.15%	3.55%
4) M&T Bank	3.183%	3.25%
5) 911 Leasing.com	3.19%	3.19%
6) Leasing Consultants	3.79%	3.89%

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the purchase of one 2017 Ford F250 4x4 SRW regular pickup truck to Tri Star Motors in the amount of \$27,405.00 and the snowplow to Walsh Equipment in the amount of \$6,408.00 for a total of \$33,813.00, and the financing through First National Bank at the rate of 2.49% for 36 months. A roll call vote was taken. Members voting yes, Dr. DiSanti, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried 4 – yes and 1 – no.

PURCHASE: PUBLIC WORKS MACK TRUCK SNOWPLOWS

The Board received the quote from Walsh Equipment for two snowplows under the PA CoStars contract for two snowplows for the 1999 and 2001 Mack trucks.

The price per plow is \$6,558.00 and if two snowplows are ordered at the same time, the Township can deduct \$100.00 per plow.

\$ 6,558.00

\$ 6,558.00

\$13,116.00 minus \$200.00 = \$12,916.00

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to authorize the purchase of the two Mack truck snowplows from Walsh Equipment in the amount of \$12,916.00. Motion carried unanimously 5-0.

Dr. DiSanti pointed out the purchase and financing of the vehicles was budgeted and discussed at various meetings.

PURCHASE & FINANCING: PUBLIC WORKS FRONT LOADER

The Board received the quote from Walsh Equipment for one new JCB 427ZX Wheel Loader under the PA Statewide Contract.

State Contract List Price: \$207,636.00

State Contract Sale Price: \$166,156.80

Trade-In for 2003 Wheel Loader - \$ 44,185.80

PRICE AFTER TRADE & DISCOUNT \$121,971.00

The following financing proposals were received:

	<u>36-months</u>	<u>60-months</u>
1) First National Bank	2.49%	2.79%
2) Huntington Bank	2.50%	2.75%
3) Laurel Capital Corp.	3.15%	3.55%
4) M&T Bank	3.183%	3.25%
5) 911 Leasing.com	3.19%	3.19%
6) Leasing Consultants	3.79%	3.89%

Mr. Vaerewyck questioned why the Township needs to replace the 2003 loader. Chief Lape indicated Mr. Yourish, Road Foreman, was at the meeting but had to leave due to the wintery road conditions. Mr. Yourish left the Chief a list of problems with the front loader: no lights; computer was changed five years ago and still having problems; all filters changed and still no power/very sluggish; and bucket pins worn out.

Chairman Fleming explained the problems with the front loader and the expense to repair it. He informed those in attendance that he once questioned the need to replace the front loader himself, but – after inspecting the loader himself – realized that its usable life had passed. Mr. Fleming stated that the cost to replace the parts that need replaced was more than the machine was worth.

Much discussion was held on the trade-in, including a presentation from a representative from Walsh Equipment.

Mr. Vaerewyck stated he would still prefer the loader be repaired instead of spending the money on a new one.

MOTION BY Supervisor Vaerewyck to repair the current 2003 Wheel Loader. NO SECOND. Motion failed.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the purchase of one new JCB 427ZX Wheel Loader – with trade-in – to Walsh Equipment in the amount of \$121,971.00 and the financing through Huntington Bank at the rate of 2.75% for 60 months. A roll call vote was taken.

Members voting yes, Dr. DiSanti, Mr. Guerre, Mrs. Hollibaugh, and Mr. Fleming. Member voting no, Mr. Vaerewyck. Motion carried 4 – yes and 1 – no.

Chairman Fleming pointed out the new wheel loader will be an asset not only for loading salt but with storm sewers, catch basins, paving, etc. Mr. Mator added that it is the one piece of equipment that is used each and every day.

Dr. DiSanti commented that the old front loader has been a part of the Township's inventory for some time.

ADVERTISEMENT: 2017 ROAD PROGRAM

The Board received a memorandum from the Township Engineer in regard to the 2017 Road Program.

Mr. Shoup reported on this year's road program.

Chairman Fleming asked Mr. Shoup to elaborate on what the Program did, exactly.

Mr Shoup explained that the Road Program is not just slapping a coat of asphalt on top of the road. It also includes the Township installing and/or replacing storm sewers and catch basins, correcting problems with the base, underdrainage, curbing, and berming.

The Public Works Committee recommended the following roads be included in the 2017 Road Improvement Project bid letting:

Hot Mix Asphalt

Benjamin Street, Deerton Street, McClure Road (East Union to Overlook Place), Reaghard Drive, Magill Drive, Ideal Drive, Park Place, Overlook Place, Cherry Lane, Christonia Road and alternate bids accepted for Betty Lane and Carl Lane.

Cold Mix Asphalt

Trump Road
Lick Road

Bituminous Seal Coat

Clendenning Road
McMorran Road

MOTION BY Supervisor Vaerewyck and SECONDED BY Supervisor DiSanti to authorize the Township Engineer to advertise and solicit bids for the 2017 Road Program. Motion carried unanimously 5-0.

ADVERTISEMENT: NIKE SITE SILO SHORING

Prior to further development of the Nike Site Park, it is recommended that additional measures be implemented to better permanently seal off various openings to the underground chambers at the park. These openings consist of stairwells, ventilation openings and emergency hatches.

Mr. Shoup described the openings to the large underground chambers at the Nike Site, and explained the great hazard if they indeed failed. Work was done a number of years ago to seal off the openings to those underground chambers.

Mr. Shoup indicated he felt confident that the large steel silo doors were sealed off sufficiently and will not present a problem. He did, however, comment that the ventilation ports, emergency hatches, and stairwells needed addressed.

Mr. Shoup stated he was not yet sure how to address the issue, but that the scope of the project is much smaller than what he envisioned a few months ago. He also said he was confident a cost-effective, permanent solution could be arrived at soon.

After some discussion, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Hollibaugh to authorize the Township Engineers to advertise and solicit bids for the Nike Site silo shoring. Motion carried unanimously 5-0.

DISCUSSION: MUNICIPAL/SCHOOL COMPLEX

Mr. William Lupone, a member of the Deer Lakes School Board, was present and stated that he – with support of the School Board – reached out to the Township to explore the possibility of creating a joint municipal/school/community complex. He explained that the concept is preliminary, and that the process is currently in the “reaching out to get ideas” phase as to what the Township needs, what the School needs, and whether both can utilize the same facility and save the taxpayers money by doing so.

Mr. Lupone discussed the possibility of forming a joint committee to see what direction the Township and School would like to go in, and also the possibility of including East Deer and Frazer Townships.

Mr. Fleming pointed out the Financial and Legal Committee along with Mr. Mator met with Mr. Lupone to discuss the municipal/school complex, and that he concurred with exploring the possibility.

Supervisor DiSanti commented that he was at the meeting as part of the Committee, and explained that they had discussed different possible uses, and who would benefit from the different uses.

Supervisor Hollibaugh stated she thought that it was a great concept, and that she supported exploring the idea.

Chairman Fleming took the discussion a different way, and stated that he thought it was great that the School Board was expressing interest in working *with* the Township since there had been points of contention in the past. He therefore stated he would be in support of the idea of forming an ad-hoc committee. He stated “it can’t hurt to look at it,” and Mr. Lupone added that there is no cost in exploring the possibility.

Mr. Lupone stated that everyone is simply “in the exploratory mode” at the moment, they want everything out on the table, and that more input from everyone would lead to better decisions.

Mr. Fleming concurred, and added that no one should leave the meeting saying “they’re doing this,” because it is simply something that is being looked at. He stated that Mr. Mator had some suggestions on how to possibly make something happen, but that this is “in the infant stage.”

A short discussion took place on how the ad-hoc committee should be formed, and it was decided to start with the Financial and Legal Committee and “see how it goes.”

COMMITTEE REPORTS

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Florentine – ABSENT - Engineering & Public Works Committee
- 2) Dr. DiSanti – Financial Legal, and Human Resources Committee
- 3) Mr. Vaerewyck – EMS Oversight Committee
- 4) Mr. Florentine – ABSENT - North Hills COG Report

OLD BUSINESS

- None

NEW BUSINESS

- None

SET AGENDA: REGULAR BUSINESS MEETING

15 March 2017

6:00 p.m. – Executive Session

6:30 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities & Payroll
9. Police Chief's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. Discussion/Advertisement: Ordinance No. 417: Advertising & Bidding Ordinance
14. Advertisement: Ordinance No. 418 – Administrative Policies and Procedures
15. Award: 2017 Road Program Project
16. Award: Nike Site Silo Shoring Project
17. Purchase: Board iPads
18. Committee Reports
19. Old Business
20. New Business
21. Set Agenda/19 April 2017
22. Comments from the Public
23. Adjournment

Item Added:

- Senior Citizen Wall Repair

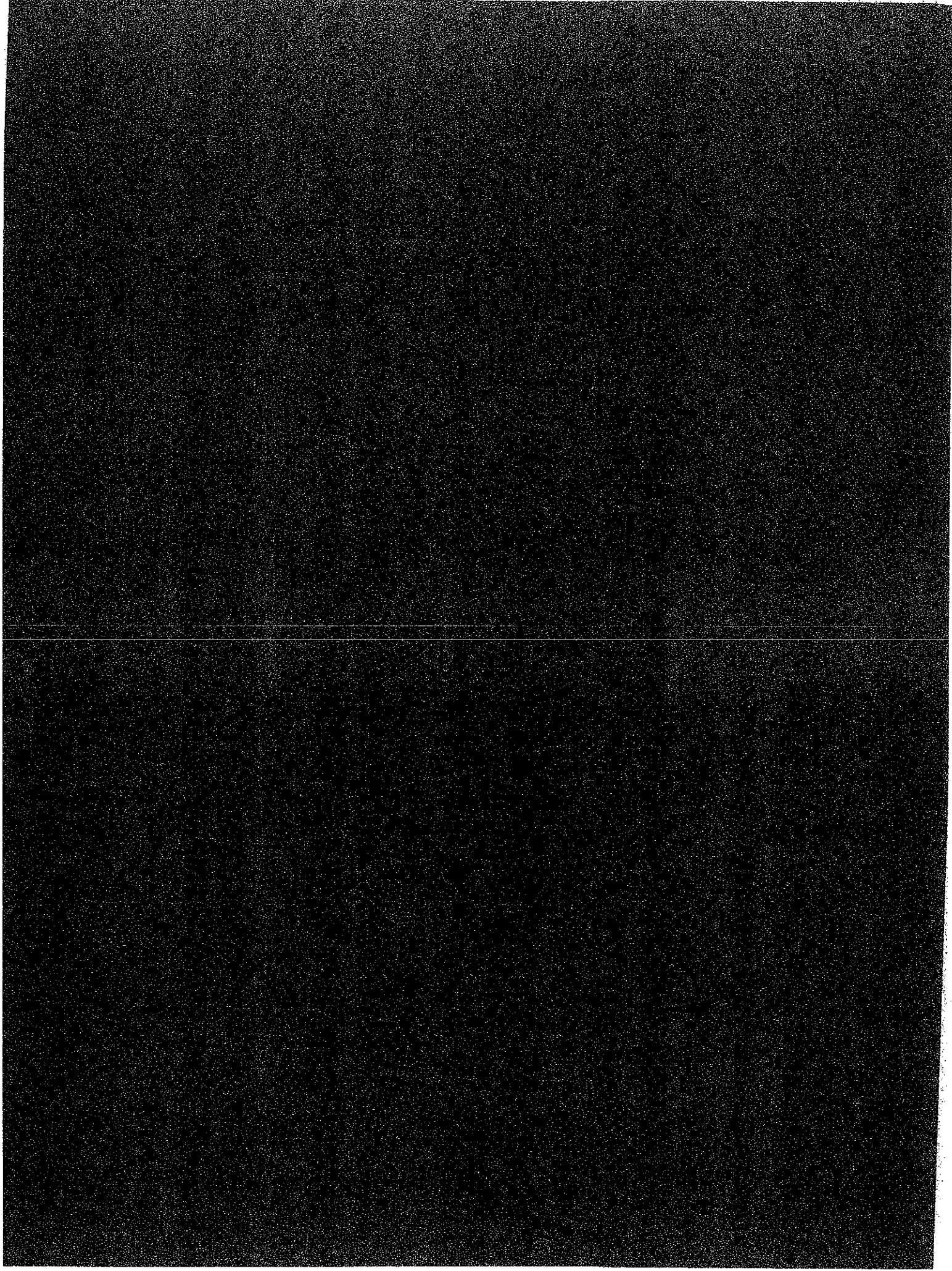
COMMENTS FROM THE PUBLIC

- None

ADJOURNMENT

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor DiSanti to adjourn the meeting at 7:55 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager



MONTHLY FINANCIAL REPORT

A) FINANCE OFFICER'S REPORT

MRS. NARDIS.....

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

MOTION SECOND AYES NAYES

MRS.HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MR. FLEMING	___	___	___	___

7-A

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
February 28, 2017

I - GENERAL FUND:

	<u>February</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	263,520.21	933,232.77	15.24%
Expenditures	359,360.35	675,669.00	11.03%

Cash and Cash Equivalents:

Sweep Account

463,387.09

463,387.09

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Sweep Account - Restricted

7,952.16

Fire Tax Fund:

Sweep Account - Restricted

15,405.26

State/Liquid Fuels Fund:

Sweep Account - Restricted

3,245.73

26,603.15

Investments:

Operating Reserve Fund:

Sweep Account - Reserved

704,397.89

Capital Reserve Fund:

Sweep Account - Reserved

346,286.53

1,050,684.42

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 2/28/17

1,540,674.66

Interest Earned February 2017

48.29

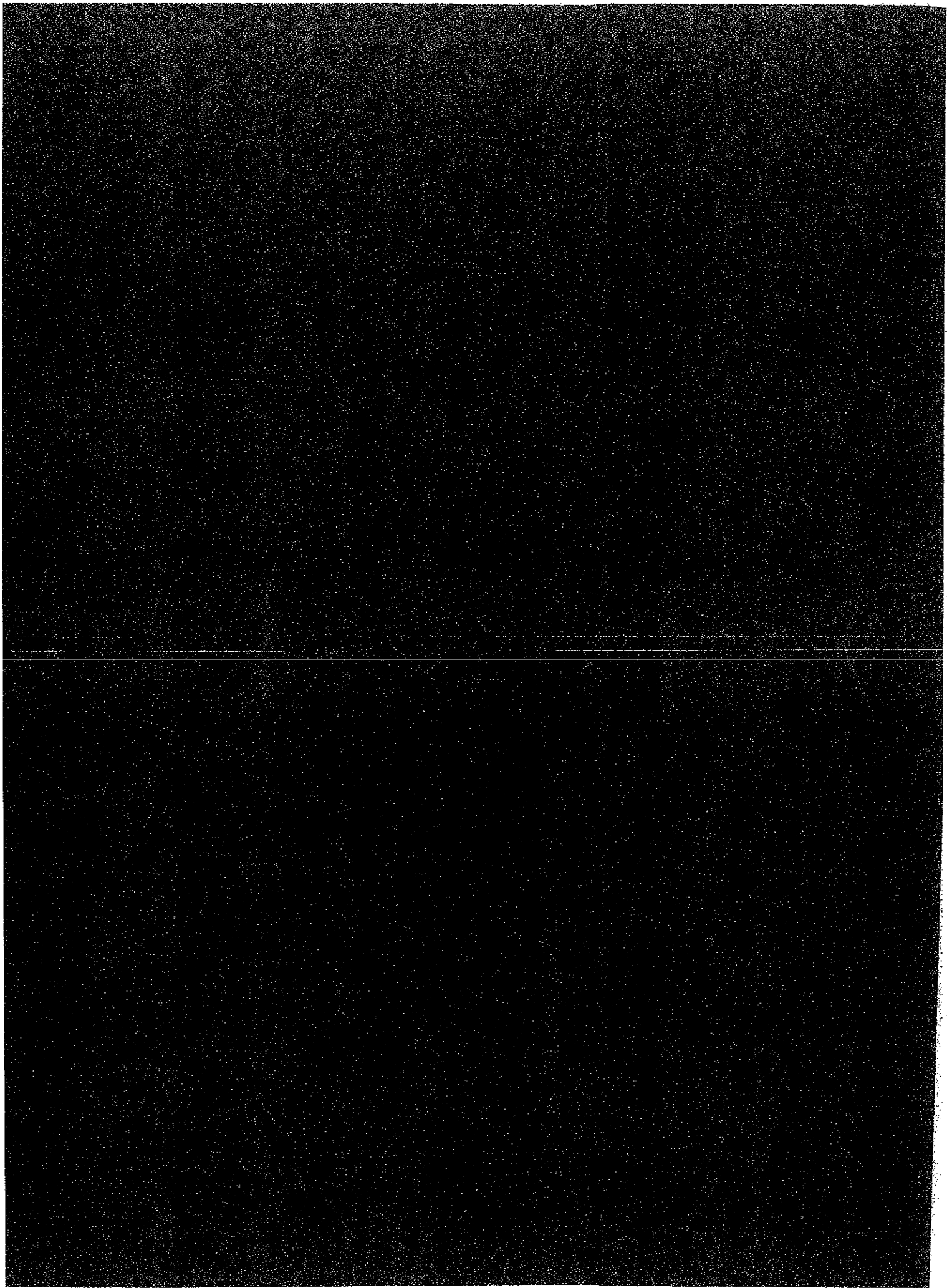
	<u>2/1/2017</u> <u>Debt Balance</u>		<u>February</u> <u>Principal</u> <u>Payment</u>	<u>2/28/2017</u> <u>Debt Balance</u>
Mars National - VFC #3	270,000.00	\$	2,740.96	268,249.04

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

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

INTEREST EARNED - 2017

	<u>FEBRUARY</u>	<u>YTD</u>
GENERAL FUND	\$20.86	\$42.26
STREET LIGHT FUND	\$0.37	\$1.11
FIRE TAX FUND	\$0.82	\$2.76
OPERATING RESERVE	\$25.10	\$56.03
STATE FUND	\$1.14	\$2.33
CAPITAL RESERVE	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL INTEREST EARNED	<u>\$48.29</u>	<u>\$104.49</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

DR. DISANTI	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. FLEMING	___	___	___	___

7-B

By Name
Cutoff as of: 12/31/9999

Time: 2:36 pm
Date: 03/09/2017
Page: 1

Due Dates: 03/15/2017 thru 03/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00553	BEST WHOLESALE TIRE Police:Car #38-R&R S 0217	410.374	8581 02/02/2017	578.65 03/15/2017				578.65		N
00553	BEST WHOLESALE TIRE Police:Car #31-rotat 0217	410.374	8617 02/08/2017	60.68 03/15/2017				60.68		N
00553	BEST WHOLESALE TIRE Police:Car #37-clean 0217	410.374	8632 02/09/2017	236.25 03/15/2017				236.25		N
00553	BEST WHOLESALE TIRE Police:Car #37-cant's 0217	410.374	8699 02/22/2017	69.01 03/15/2017				69.01		N
Name: BEST WHOLESALE TIRE CO, INC				944.59				944.59		
00238	CULVERTS, INC Road: Steel M Frames 0217	430.611	IN00120231 02/07/2017	4200.00 03/15/2017				4200.00		N
00238	CULVERTS, INC Road:2'x4' H-20 Bike 0217	430.611	IN00120319 02/13/2017	4000.00 03/15/2017				4000.00		N
Name: CULVERTS, INC				8200.00				8200.00		
00234	EMBLEM ENTERPRISES, 410.550 Police: 300 4x4 Patc 0317	676605	03/06/2017	598.00 03/15/2017				598.00		N
Name: EMBLEM ENTERPRISES, INC				598.00				598.00		
00604	GEORGE I REITZ & SON 430.373 Gas Card Reader:Repa 0317	131606-000	03/07/2017	915.00 03/15/2017				915.00		N
Name: GEORGE I REITZ & SONS, INC				915.00				915.00		
10315	GRIFFITH, MCCAGUE & 404.111 Legal Services-Gener 0217	271411	02/28/2017	1311.00 03/15/2017				1311.00		N
Name: GRIFFITH, MCCAGUE & WALLACE, PC				1311.00				1311.00		
00005	HEI-WAY, LLC Road: Cold Patch 0217	430.372	70215005 02/16/2017	304.00 03/15/2017				304.00		N
00005	HEI-WAY, LLC Road: Cold Patch 0217	430.372	70221002 02/22/2017	267.12 03/15/2017				267.12		N
00005	HEI-WAY, LLC Road: Cold Patch 0217	430.372	70224020 02/27/2017	666.99 03/15/2017				666.99		N

By Name
Cutoff as of: 12/31/9999

Time: 2:36 pm
Date: 03/09/2017
Page: 2

Due Dates: 03/15/2017 thru 03/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
<hr/>										
Name:	HEI-WAY, LLC			1238.11				1238.11		
<hr/>										
00598	JONES, GREGG, CREEHAN Zoning Hearing Bd: So 0317	414.111	103075 03/08/2017	998.86 03/15/2017				998.86		N
<hr/>										
Name:	JONES, GREGG, CREEHAN & GERACE, LLP			998.86				998.86		
<hr/>										
00106	JORDAN TAX SERVICE, Delinquent R E Tax C 0217	403.140	2-C-#110 02/10/2017	3106.98 03/15/2017				3106.98		N
<hr/>										
Name:	JORDAN TAX SERVICE, INC.			3106.98				3106.98		
<hr/>										
00362	KRESS TIRE Road: JRB Loader/Serv 0217	430.374	9470-29 02/12/2017	100.00 03/15/2017				100.00		N
<hr/>										
00362	KRESS TIRE Road: Trk #6-TIRE 0217	430.374	9471-42 02/23/2017	248.00 03/15/2017				248.00		N
<hr/>										
Name:	KRESS TIRE			348.00				348.00		
<hr/>										
00580	KRIGGER & CO Park: 5.2 oz-2 cycle 0317	454.374	473997 03/07/2017	17.94 03/15/2017				17.94		N
<hr/>										
Name:	KRIGGER & CO			17.94				17.94		
<hr/>										
00481	MARK C TURNLEY Progress billing-y/E 0217	402.311	2/27/17 02/27/2017	3000.00 03/15/2017				3000.00		N
<hr/>										
Name:	MARK C TURNLEY			3000.00				3000.00		
<hr/>										
00542	MARKL SUPPLY Police: Evan: 2 Badge 0317	410.550	110475-0 03/03/2017	114.00 03/15/2017				114.00		N
<hr/>										
00542	MARKL SUPPLY Evan: wallet badge/a 0317	410.190	110521-0 03/07/2017	62.00 03/15/2017				62.00		N
<hr/>										
Name:	MARKL SUPPLY			176.00				176.00		
<hr/>										
00607	MICHAEL'S AUTO TRIM Police: Car #13-Repat 0317	410.374	3/6/17 03/06/2017	575.00 03/15/2017				575.00		N
<hr/>										
Name:	MICHAEL'S AUTO TRIM			575.00				575.00		
<hr/>										
00325	MRM WORKERS' COMP FU 3rd Install: Workmen' 0217	486.354	1617PRJ1640 02/15/2017	26694.99 03/15/2017				26694.99		N

By Name
Cutoff as of: 12/31/9999

Time: 2:36 pm
Date: 03/09/2017
Page: 3

Due Dates: 03/15/2017 thru 03/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: MRM WORKERS' COMP FUND				26694.99				26694.99		
00144	NATIONAL ROAD UTILIT	430.611	326294	90.57				90.57		
	Road: 8"x20' pipe ad	0317	03/07/2017	03/15/2017	03/09/2017				N	
Name: NATIONAL ROAD UTILITY SUPPLY INC				90.57				90.57		
00205	NORTH EASTERN UNIFORM	410.191	35643	259.89				259.89		
	W Dobson: strion LED	0317	03/03/2017	03/15/2017	03/09/2017				N	
Name: NORTH EASTERN UNIFORMS & EQUIP INC.				259.89				259.89		
00657	OFFICE DEPOT	409.226	900910959001	31.83				31.83		
	Cleaning Supplies	0217	02/07/2017	03/15/2017	02/16/2017				N	
00657	OFFICE DEPOT	406.210	900910959001	142.70				142.70		
	Office Supplies	0217	02/07/2017	03/15/2017	02/16/2017				N	
00657	OFFICE DEPOT	409.226	900911342001	32.29				32.29		
	Cleaning Supplies	0217	02/07/2017	03/15/2017	02/16/2017				N	
00657	OFFICE DEPOT	409.226	905807264001	-24.64				-24.64		
	Cleaning Supplies	0217	02/23/2017	03/15/2017	03/02/2017				N	
Name: OFFICE DEPOT				182.18				182.18		
00830	SHOUP ENGINEERING IN	408.319	17-60	148.50				148.50		
	Engineering: McIntyr	0217	02/28/2017	03/15/2017	03/02/2017				N	
00830	SHOUP ENGINEERING IN	408.313	17-61	1100.50				1100.50		
	Engineering: MISCe11	0217	02/28/2017	03/15/2017	03/02/2017				N	
00830	SHOUP ENGINEERING IN	454.280	17-73	2950.25				2950.25		
	Engineering: Nike Sit	0317	02/28/2017	03/15/2017	03/07/2017				N	
Name: SHOUP ENGINEERING INC.				4199.25				4199.25		
00674	STALEY COMMUNICATION	410.328	86476	115.00				115.00		
	POL:Radio Equip Main	0317	03/07/2017	03/15/2017	03/09/2017				N	
00674	STALEY COMMUNICATION	430.327	86477	57.47				57.47		
	Road:Radio Equip Mai	0317	03/07/2017	03/15/2017	03/09/2017				N	
Name: STALEY COMMUNICATIONS				172.47				172.47		
00067	TRISTANI BROTHERS, I	430.374	170222	655.10				655.10		
	Road:Trk #8-air drye	0217	02/28/2017	03/15/2017	03/07/2017				N	

By Name
Cutoff as of: 12/31/9999Time: 2:36 pm
Date: 03/09/2017
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Due Dates: 03/15/2017 thru 03/15/2017

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: TRISTANI BROTHERS, INC.										
00074	WALSH EQUIPMENT	430.374	P87541	67.10				67.10		
	Road: bearing	0217	02/16/2017	03/15/2017	02/21/2017				N	
00074	WALSH EQUIPMENT	430.374	W09838	6000.00				6000.00		
	Road:Skid Steer Repa	0217	02/13/2017	03/15/2017	02/15/2017				N	
Name: WALSH EQUIPMENT										
00059	WINE CONCRETE PRODUC	430.611	77822	3366.30				3366.30		
	Catch Basins: 4"-8"R	0217	02/18/2017	03/15/2017	02/24/2017				N	
Name: WINE CONCRETE PRODUCTS, INC.										
				3366.30				3366.30		

FINAL TOTALS:

63117.33

63117.33

C) UTILITIES & PAYROLL

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO PAY UTILITIES AND PAYROLL FROM MARCH 16, 2017 TO
APRIL 19, 2017.

	MOTION	SECOND	AYES	NAYES
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLEMING	___	___	___	___

7-C

POLICE CHIEF'S REPORT

CHIEF LAPE.....

8

OFFICER'S MONTHLY REPORT

TO: Jonathan D. Lape, Chief of Police
FROM: Pam Tedesco, Administrative Assistant
SUBJECT: OFFICER'S MONTHLY REPORT
DATE: March 8, 2017

Attached is the Officer's Monthly Report for February 2017.

PT
Attachment

cc: D. Mator, Manager
J. Fleming, Chairman
R. DiSanti
R. Florentine
L. Guerre
S. Hollibaugh
J. Romig
G. Vaerewyck

OFFICERS MONTHLY REPORT
FEBRUARY 2017

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	34	61	95
CALLS FOR SERVICE/FIELD CONTACTS	298	313	611
ALL OTHER CALLS	452	464	916
TOTALS CALLS FOR SERVICE	784	838	1622
 <u>ARRESTS</u>			
ADULT	8	3	11
JUVENILE	0	0	0
TRAFFIC CITATIONS	13	9	22
NON TRAFFIC CITATIONS	2	1	3
PARKING CITATIONS	0	3	3
WARNINGS	2	0	2
 <u>PERSONNEL</u>			
GRIEVANCES FILED BY PLICE 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	9287	9882	19169
GALLONS OF GASOLINE USED	650.4	1046.6	1697
REPAIRS/MAINTENANCE	944.59	1405.65	2350.24
 <u>OVERTIME PAID</u>			
COURT (OFF DUTY)	0	5	5
PRELIMINARY HEARINGS	4	2	6
PRETRIAL	0	0	0
INVESTIGATIONS	7	17	24
ARRESTS	9	3	12
SPEED CHECKS	0	0	0
PRIVATE CONTRACTS	0	9	9
MISC. HOURS - FILLED SHIFTS	0	0	0
MISC. HOURS - ADMIN. HOURS	0	0	0
ALL OTHER MISC. HOURS - see below		0	0
 TOTAL HOURS	 20	 36	 56

Points of Interest

Month of February 2017

Budget as of February – 13.84%

CHIEF JONATHAN LAPE –

- 2/1 - met with Andy Staraniac to review perspective full-time officers testing scores**
- 2/2 - interviews for full-time officer**
- 2/9 - attended AC Chiefs of Police meeting**
- 2/22 - attended community days meeting**
- 2/28 - met with a representative from Pyrotechnico relative to fireworks for community days**

OFFICER EDWARD NEWMAN – K9 REPORT –

Worked on golf outing throughout the month

- 2/2 - Vet visit for shots and checkup**
- 2/11 - Assist Hampton Township Police with shooting**
- 2/12 - Assist Hampton Township Police with missing male**

SGT. DARREN MIKUS/OFFICER ROBERT PETOSKY – SRT TRAINING –

2/10 - Training was held at the Berkley Hills Fire Hall. Training consisted of instruction on Hazmat type incidents and how SRT Team operations would be carried out. Operators were also shown how to operate self contained breathing apparatus equipment, (SCBA), and the types of suits required for this type of scenario.

2/24 - Training was held at the Hampton Township Range and consisted of operators utilizing the SCBA equipment in various applications. Operators worked on weapons drills while wearing the equipment.

SCHOOL DISTRICT DETAILS –

- 2/6/7/13 – officers did traffic/crowd control at the basketball games**
 - 2/14 - Officer Newman watched over school board meeting**
 - 2/21 - Officer Wikert watched over school board meeting**
- Throughout the month 24 DARE classes were taught to the fifth grade and six eighth grade DARE classes were taught**

SPECIAL DETAILS/MISCELLANEOUS DETAILS –

- 2/6/7 - Officers Loper/Krakowiak attended mandatory update training**
- 2/8/9 - Sgt. Mikus/Officer Evan attended mandatory update training**
- 2/13 - Sgt. Bailey attended the 2017 Aggressive Driving Law Enforcement meeting**
- 2/22/23 – Officer Wikert/Dobson attended mandatory update training**

Page 2

- 2/27 - Officer Newman attended a Operational Canine Life-Saver support class**
- 2/28 - Sgt. Bailey spoke to the children who attend daycare at Early Years Daycare about police officers**

CORRESPONDENCE – none

BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER'S REPORT

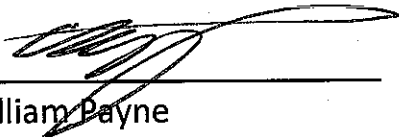
MR. PAYNE.....

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Code Enforcement

February 28, 2017

1. Issued 18 Occupancy Permits
2. Issued 10 Building Permits
3. Performed 45 site inspections
4. Planning commission granted tentative approval recommendation for Richland Holding's proposal of a PRD on McIntyre Road. On the agenda tonight you will be scheduling a public hearing for the PRD for this plan. There was also a workshop item for a potential Place of Assembly located off of Superior Road.
5. The Zoning Hearing board granted a variance to allow Swicki Yanickos Funeral Home in Russellton to operate a crematory as an assessor use to their funeral home. The ZHB also granted a variance to allow the limited use of animal husbandry and allow the keeping of 1 horse.
6. Later tonight there is another vacant property recovery parcel up for vote.



William Payne
Code Enforcement Officer

Cheswick, PA 15024

2/1/2017	O17-016	1214-J-189	DANIELLE FILIP	3513 SUNNYVALE DR	Single Family Home	No
2/1/2017	O17-017	1356-D-298	DAVID KAMINSKI	3412 E STAG DR	Single Family Home	No
2/1/2017	O17-018	1357-K-074	JOANNE & LESLIE BENNETT	303 LUKE CT	Duplex/Carriage House	No
2/6/2017	O17-019	1214-A-111	PATRICK & EILEEN O'CONNOR	312 RIDGE VIEW CT.	Single Family Home	Yes
2/9/2017	O17-020	1511-P-207	Alex and Olivia Scheller	234 MCCLURE RD	Single Family Home	No
2/9/2017	O17-021	2011-A-326-1522	Daniel and Susan Abruzzo	1522 PALMER WAY	Single Family Home	No
2/9/2017	O17-022	1668-R-123	Robert C. Garrett	202 LOCUST ST	Single Family Home	No
2/9/2017	O17-023	1509-H-369	Joseph and Kimberly Podnar	76 WAGON WHEEL LANE	Single Family Home	No
2/9/2017	O17-024	1507-M-339	Robert Scherer	4224 HAVENCREST DR	Single Family Home	No
2/9/2017	O17-025	2014-K-388	JOSEPH WETZEL	91 MILLERSTOWN CULMERVILLE	Single Family Home	No
2/9/2017	O17-026	2013-H-101	Vincent W. Palmiere	47 MILLERSTOWN CULMERVILLE	Single Family Home	No
2/10/2017	O17-027	8000-T-3381	Raymond J. Kulkowski	80 CRESTVIEW DR	Single Family Home	No
2/13/2017	O17-028	1214-A-111	PATRICK & EILEEN O'CONNOR	312 RIDGE VIEW CT.	Duplex/Carriage House	Yes
2/16/2017	O17-029	1508-J-389	KATIE JONES	4301 PARADISE DR	Single Family Home	No
2/22/2017	O17-030	1667-J-165	DAVID BUDZISZEWSKI	702 CRYSTAL SPRING CT	Single Family Home	No
2/23/2017	O17-031	1359-H-220	Justin and Amber Jahoda	5 QUIGLEY RD	Single Family Home	No
2/28/2017	O17-032	1214-A-109	EDWARD & ELIZABETH GRZYWNA	314 Ridge View Ct.	Duplex/Carriage House	Yes
2/28/2017	O17-033	1214-K-138	JUSTIN CROSSEY	4852 BAYFIELD RD	Single Family Home	No

Total Power Available by Month

February - \$400.00

THE **WORLD**

Grand Total - \$400.00

West Deer Township
109 East Union Road
Cheswick, PA 15024
From 02/01/2017 to 3/01/2017

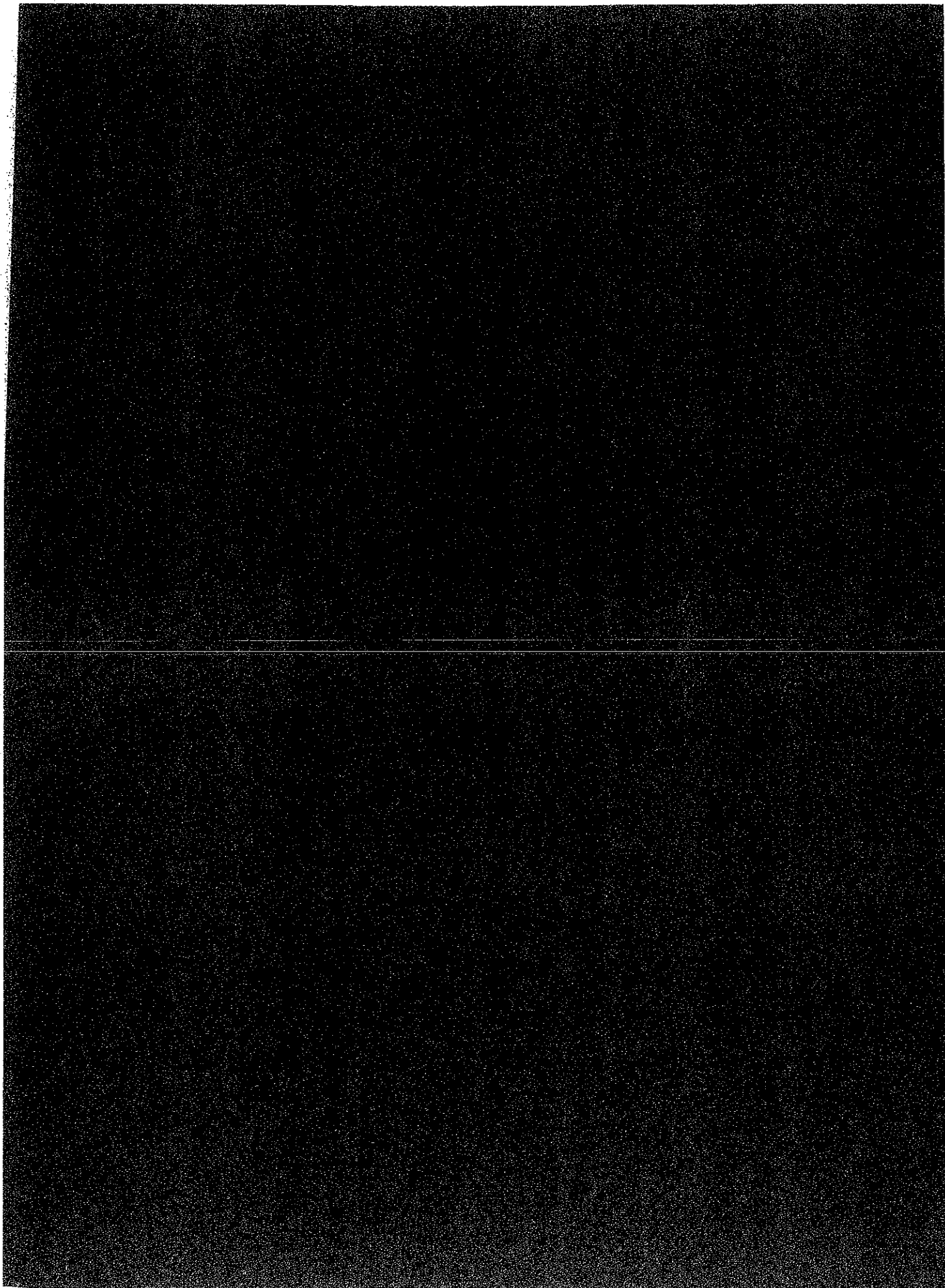
Building Permit Report

Permit Date	Permit Number	Permit Type	Parcel Owner	Legal Address	Parcel ID	Cost of Construction	Fee Collected
2/1/2017	P17-009	Fence	MICHAEL BAKER	61 GREENLEAF DR	1360-S-171	\$9,600.00	\$65.00
2/9/2017	P17-010	Addition	JACOB CONGALTON	891 ASHLEY RD.	1669-S-39	\$12,000.00	\$158.00
2/10/2017	P17-011	Single Family Dwelling	JOCELYN CAYE /	317 RIDGE VIEW CT.	1214-E-343	\$256,200.00	\$716.00
2/10/2017	P17-012	Single Family Dwelling	EDWARD & ELIZABETH	319 RIDGE VIEW CT.	1214-E-345	\$256,200.00	\$716.00
2/13/2017	P17-013	Single Family Dwelling	Dan Ryan	895 ASHLEY RD.	1669-S-35	\$313,000.00	\$866.00
2/14/2017	P17-014	Single Family Dwelling	NEIL FRICK	221 PINE LANE	1509-C-400	\$225,000.00	\$609.00
2/24/2017	P17-015	Accessory Structure	MICHAEL SHURINA	154 RUSSELLTON-DORSE	1217-F-052	\$5,500.00	\$45.00
2/24/2017	P17-016	Addition	CHARLES UTZ	1482 SAXONBURG BLVD	2013-C-347	\$12,000.00	\$301.00
2/27/2017	P17-017	In Ground Pool	BRIAN MUELLER	12 PECKHAM LANE	1358-B-120	\$37,900.00	\$64.00
2/28/2017	P17-018	Pole Building/Barn	CHARLA McDONALD	72 CREST ST.	1512-L-100	\$24,000.00	\$135.00

Total:

\$1,151,400.00 \$3,675.00

Type	Count
Accessory Structure	1
Addition	2
Fence	1
In Ground Pool	1
Pole Building/Barn	1
Single Family	4



REPORT FROM THE PARKS AND RECREATION BOARD

MRS. JORDAN.....

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ENGINEER'S REPORT

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

MR. SHOUP.....

//



SHOUP ENGINEERING
FOR OVER 50 YEARS

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

FEBRUARY 2017 ENGINEER'S REPORT
WEST DEER TOWNSHIP
Prepared March 10, 2017

VIA EMAIL

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meeting:

- Board of Supervisors Meeting – February 15, 2017
- Planning Commission – February 23, 2017

2. DEVELOPMENTS/PROJECTS

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

- 2017 Road Improvement Project – Bids for this project will be opened on March 14, 2017. The bids will be tabulated and presented to the Board of Supervisors for review and consideration at their March 15, 2017 meeting.
- Nike Site Closure/Shoring Project – Bids for this project will be opened on March 14, 2017. The bids will be tabulated and presented to the Board of Supervisors for review and consideration at their March 15, 2017 meeting.
- Senior Center Wall – Tim Broge investigated the wall on March 8, 2017. I am meeting with Mr. Broge on March 14, 2017 and will provide an update at the Board's meeting on March 15, 2017.
- Forbes Event Barn – A sewage facilities planning module for a proposed holding tank was submitted for this development. Following Planning Commission consideration at their March 23, 2017 meeting this item may be on the Board's Agenda at their April 19, 2017 meeting.

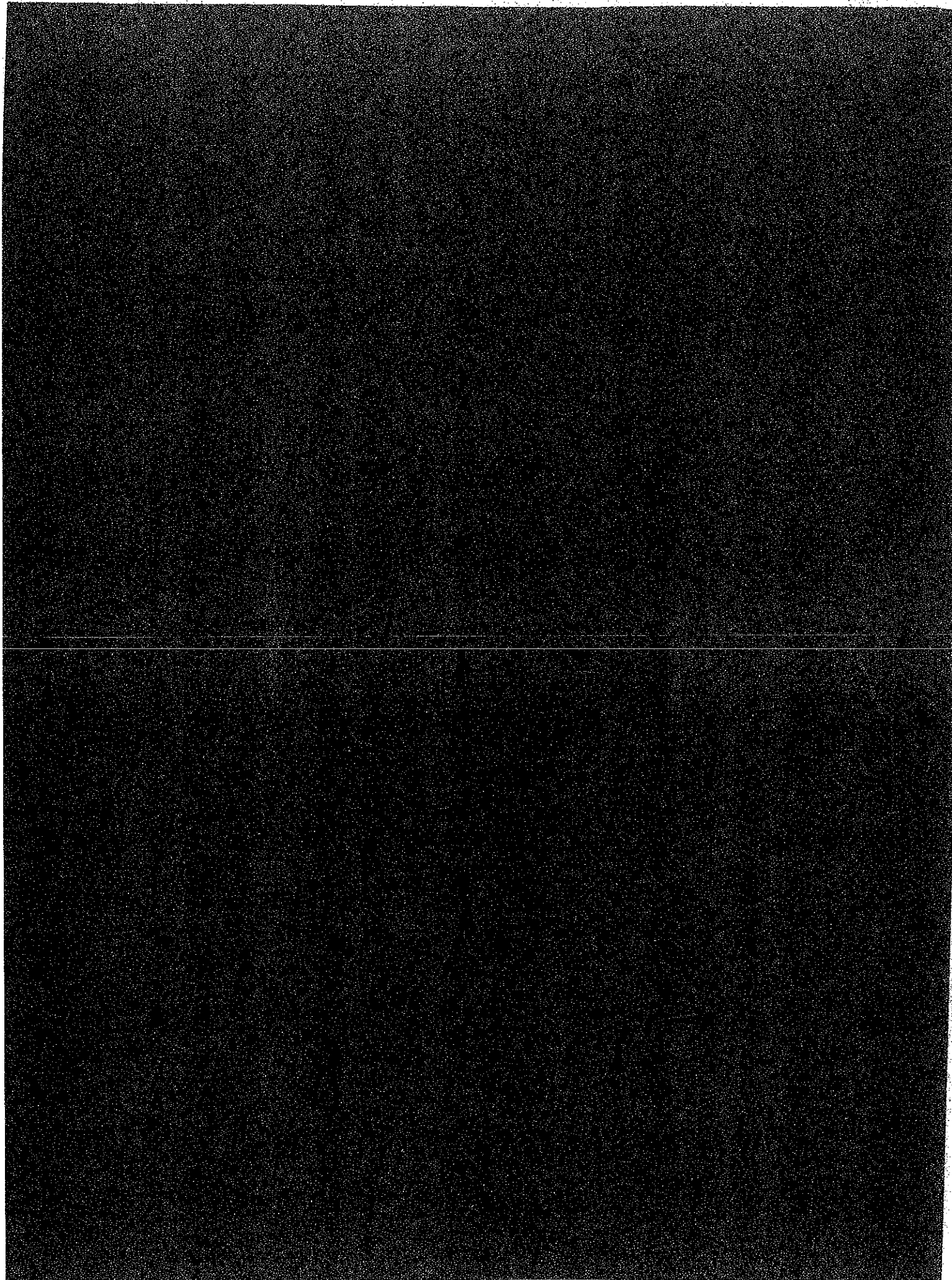
Development/Subdivision Reviews: The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- McIntyre Heights PRD - A review of this preliminary PRD Plan was performed and a review letter was issued to the Township on February 23, 2017.

Respectfully Submitted,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer



AWARD: 2017 ROAD IMPROVEMENT PROJECT
CONTRACTS 17-01 AND 17-02

PLANS, SPECIFICATIONS AND BID DOCUMENTS WERE PREPARED BY SHOUP ENGINEERING FOR THE 2017 ROAD IMPROVEMENT PROJECT ON VARIOUS TOWNSHIP ROADS.

THE PROJECT WAS ADVERTISED AND SEALED BIDS WERE RECEIVED UNTIL 1:30 P.M. ON MARCH 14, 2017 AT WHICH TIME THEY WERE OPENED AND READ ALOUD.

Contract 17-01 and 17-02 – Work will consist of milling existing asphalt, paving with hot mix and cold mix asphalt binder and wearing courses, bituminous seal coating, base repair, constructing new asphalt wedge curbs, other related appurtenances and miscellaneous work on 16 roads totaling approximately 31,000 feet in length. All Bidders must have PennDOT Prequalification Certificates for the work classifications contemplated by this project.

MR. SHOUP WILL DISTRIBUTE THE BID RESULTS AND PROVIDE HIS RECOMMENDATION AT THE MEETING.

MR. SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

CONTRACT 17-01

	MOTION	SECOND	AYES	NAYES
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. FLEMING	___	___	___	___

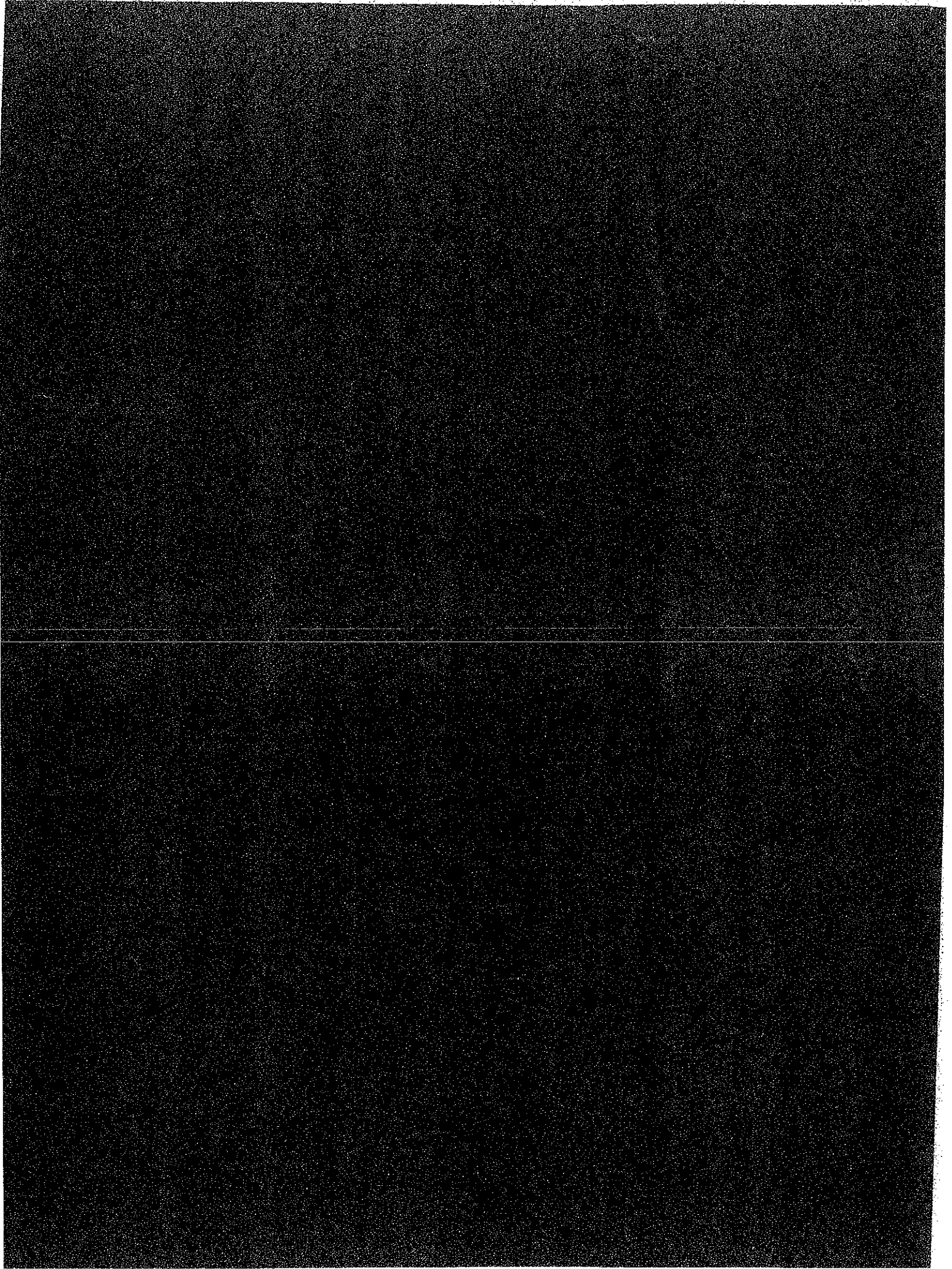
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CONTRACT 17-02

MR. SHOUP....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

	MOTION	SECOND	AYES	NAYES
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. FLEMING	___	___	___	___



AWARD: NIKE SITE SHORING/CLOSURE PROJECT
CONTRACT 17-03

PLANS, SPECIFICATIONS AND BID DOCUMENTS WERE PREPARED BY SHOUP ENGINEERING FOR THE NIKE SITE PARK SHORING/CLOSURE PROJECT.

THE PROJECT WAS ADVERTISED AND SEALED BIDS WERE RECEIVED UNTIL 1:30 P.M. ON MARCH 14, 2017 AT WHICH TIME THEY WERE OPENED AND READ ALOUD.

Contract 17-03 – The project consists of installing reinforced concrete and sealing off various shafts and stairwells into underground chambers at the community park.

MR. SHOUP WILL DISTRIBUTE THE BID RESULTS AND PROVIDE HIS RECOMMENDATION AT THE MEETING...

MR. SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AWARD THE NIKE SITE PARK SHORING/CLOSURE CONTRACT 17-03 TO _____ IN THE AMOUNT OF \$ _____.

MOTION	SECOND	AYES	NAYES
MRS. HOLLIBAUGH	___	___	___
DR. DISANTI	___	___	___
MRS. ROMIG	___	___	___
MR. FLORENTINE	___	___	___
MR. GUERRE	___	___	___
MR. VAEREWYCK	___	___	___
MR. FLEMING	___	___	___

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UPDATE: SENIOR CITIZEN WALL REPAIR

MR. TIM BROGE INVESTIGATED THE WALL ON MARCH 8, 2017 AND
MR. SHOUP MET WITH MR. BROGE ON MARCH 14, 2017.

Mr. Shoup.....

	MOTION	SECOND	AYES	NAYES
--	--------	--------	------	-------

DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. FLEMING	___	___	___	___

14

RESOLUTION NO. 2017- 3: VACANT PROPERTY

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF PARCEL WITH LOT AND BLOCK NUMBER 1669-J-308 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

RESOLUTION ATTACHED.

PROPERTY LOCATION:

- Vacant property is located on Bryson Road behind the apartment building that is located on Mueller Street. The vacant lot will provide parking for the apartment building that currently does not provide any parking except for street parking that is one side of a single lane.

Since this is for a business, the program requires a development plan with estimated costs before they approve the application. (ATTACHED).

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2017-3 ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF PARCEL WITH LOT AND BLOCK NUMBER OF 1669-J-308 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

	MOTION	SECOND	AYES	NAYES
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. FLEMING	___	___	___	___

15

WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 2017-3

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER ACKNOWLEDGING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF PARCEL WITH LOT AND BLOCK NUMBER 1669-J-308 WOULD BE IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

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

WHEREAS, certain properties have been submitted to the County for consideration under the Program known and identified as Lot and Block Number: 1669-J-308 and;

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

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

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

RESOLVED this 15th day of March, 2017 by the Board of Supervisors of the Township of West Deer.

ATTEST:

TOWNSHIP OF WEST DEER

Township Manager

Chairman, Board of Supervisors

CERTIFIED COPY

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

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

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

(SEAL)

Daniel J. Mator, Jr.
Township Manager

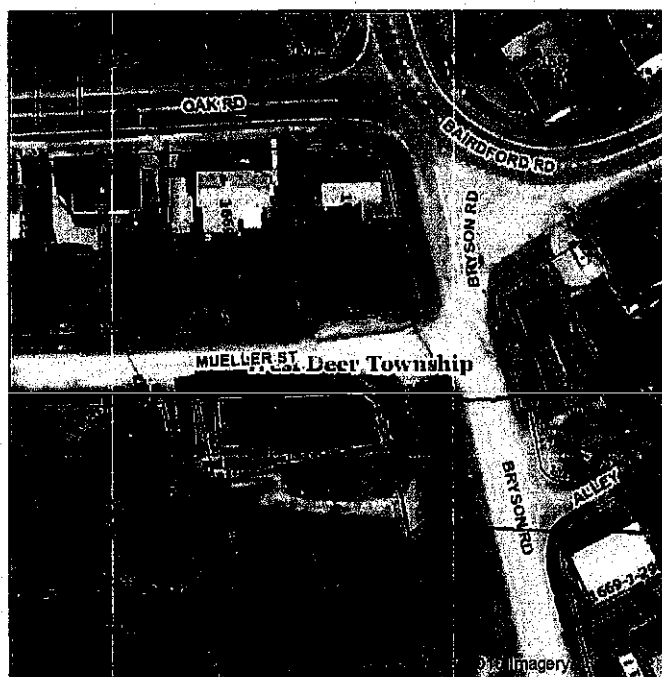
Parcel ID : 1669-J-00308-0000-00
Property Address : BRYSON RD
GIBSONIA, PA 15044

Municipality : 952 West Deer
Owner Name : STAMPOLIS ANTONIOS G & KALLIOPI

Data displayed on this map is for informational purposes only. It is not survey accurate and is meant to only show a representation of property lines.

Print

Note: This button uses pop-ups. Please click help button for further printing instructions.



Buyers existing
Apartment Building

Vacant Land

Redevelopment Authority
of Allegheny County



One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

Administered by
Allegheny County
Economic Development

TEL (412) 350-1000 • FAX (412) 642-2217

November 22, 2016

FORE Technology, Inc.
105 8th St. S
Bradenton Beach, FL 34217

RE: Allegheny County Vacant Property Recovery Program Application
Block and Lot No. 1669-J-308 (Bryson Rd)

Dear FORE Technology, Inc.:

This letter is in response to your application to acquire the above referenced property through the Allegheny County Vacant Property Recovery Program. We are researching this property further to determine its eligibility. In the meantime, we request that the following items be submitted or clarified **within 60 days of the date of this letter**, or your application will be closed:

1. Please clarify what the adjacent property at 1669-J-310 is used for.
2. Please clarify your plans for the parking lot you intend to create. Specifically:
 - a. Who will the lot serve? (connected with question #1)
 - b. How many spaces do you plan to create?
 - c. Please provide a rough sketch/plan of the lot you intend to create.
 - d. Please clarify with the Township that your plans meet all zoning and parking requirements. Please provide a letter from them to confirm.

Should you have any questions or if you are no longer interested in acquiring the property, please contact me at 412-350-3723 or by email (julie.collins@alleghenycounty.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Collins", with a long horizontal flourish extending to the right.

Julie Collins
Housing Division

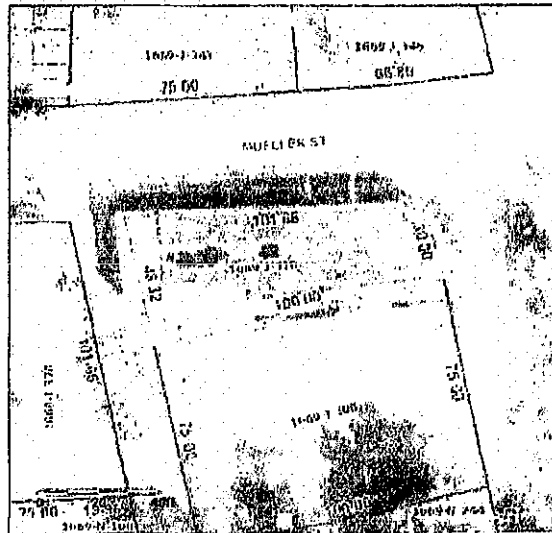
December 13, 2016

Julie Collins
Redevelopment Authority of Allegheny County
112 Washington Place
Pittsburgh, PA 15219

Dear Julie:

In response to your letter of November 22, 2016, please accept the answers to your questions:

1. The property 1669-J-310 is a 6 unit apartment building. The adjacent property 1669-J-308 is the vacant property I am attempting to recover.



2.
 - a. The parking will serve the tenants.
 - b. At least two
 - c. There is an existing right of way to the right of the building in the picture above. This is an old road and I believe it is owned by the state. The property I would like to acquire is currently used for parking for at least two tenants. I have spoken to the township many times. The property to the right requires excavation and drainage management as it washes out with heavy rain. The plan is two fold:
 1. Acquire the vacant land
 2. Work with the township/state to secure access through old road
 - d. I am submitting the above to the township to review and hope to attached a confirmation letter from them.

Sincerely,

Lisa Kelly
Owner, FORE Technology, Inc.

West Deer

TOWNSHIP

ALLEGHENY COUNTY PA



Chairman of the Board
Jeffrey D. Fleming

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

Township Manager
Daniel J. Mator, Jr.

December 19, 2016

Re: Vacant Property Recovery Program
Parcel Id: 1669-J-308

Julie Collins:

In regards to parcel 1669-J-308 located on Bryson Road the prospective use of a parking area is an acceptable use for that zone as an accessory use to the abutting apartment building. Currently the apartment building does not have sufficient parking for the unit. The apartment building is existing and grandfathered in from the current parking requirements. The current requirement would be 12 spaces for the 6 unit building. There is only street parking on 1 side of Mueller Street which is a one way street.

The additional parking that would be added from acquiring the vacant lot behind the building would significantly help the parking situation. Currently I respond to 3-5 parking complaints each year and the police also handle these same complaints more since most occur in the evenings or weekends. With Mueller Street being a narrow one way street, on street parking form this building gets very congested and poses a safety concern in the event of an emergency with restricted EMS accessibility.

I have attached the Old Coal Mine Map that was given to the Township when the coal town's roads were taken over by the township. There have been some modifications which I have listed and identified below.

1. Existing apartment building (1669-J-310)
2. Prospective VPRP parcel (1669-J-308), was originally 3 lots
3. Ford Street was renamed to Mueller Street (already had a Ford Street in the Township).
4. Porter Street (County Road) was renamed Bryson Road.
5. Porter Street (West Deer Road) was never installed because that section of coal town was never developed. This section is a Township ROW even though it is not used or shown on Allegheny County Website.
6. Mueller Street (Old version) was never installed because of lack of development.

As you can see from the current conditions (seen on County Website) and the coal map, parking was not taken into consideration when the building was originally erected. The acquisition of parcel 1669-J-308 would greatly reduce the parking problems as well as increase the accessibility for any EMS concerns. The township would ideally like to see all parking be converted to the proposed parking lot but understands there may be topographical restrictions. Any additional parking would be an immense help. If you have any questions feel free to contact me directly.

Sincerely
William Payne



Zoning and Code Enforcement Officer
724-265-2780
wpayne@westdeertownship.com

Morlaccl, LLC
111 Ridge Drive
Apollo, PA 15613, PA 15613
(412)216-4111
morlaccl@morlaccl.com
http://morlaccl.com

ESTIMATE

ADDRESS

Lisa Kelly
1046 Mueller Street
Gibsonia, PA 15044

ESTIMATE # 16.03.026
DATE 03/22/2016

PROJECT NAME

Rear Wall - Front Parking Area

ACTIVITY	QTY	RATE	AMOUNT
Labor- General	1	10,680.00	10,680.00
French drain: \$2,695.00			

Corrugated window wells: \$700.00

Driveway: \$1,989.00

Front parking: \$4,096.00

Concrete pad: \$1,200.00

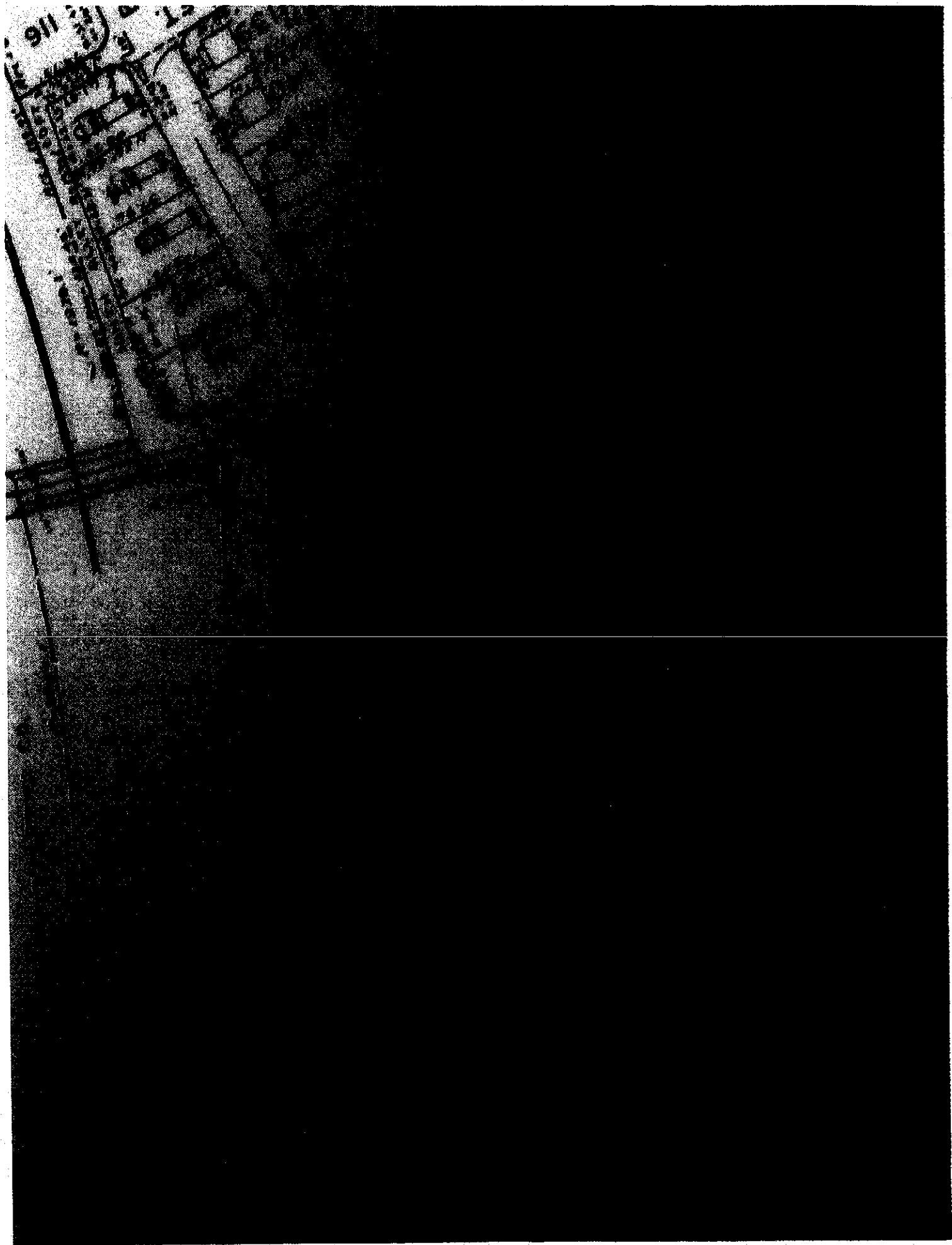
Thank you for the opportunity to bid this project. We hope to be favored with a contract. Should our price be acceptable, please sign this proposal and return it with a down payment of 50%.

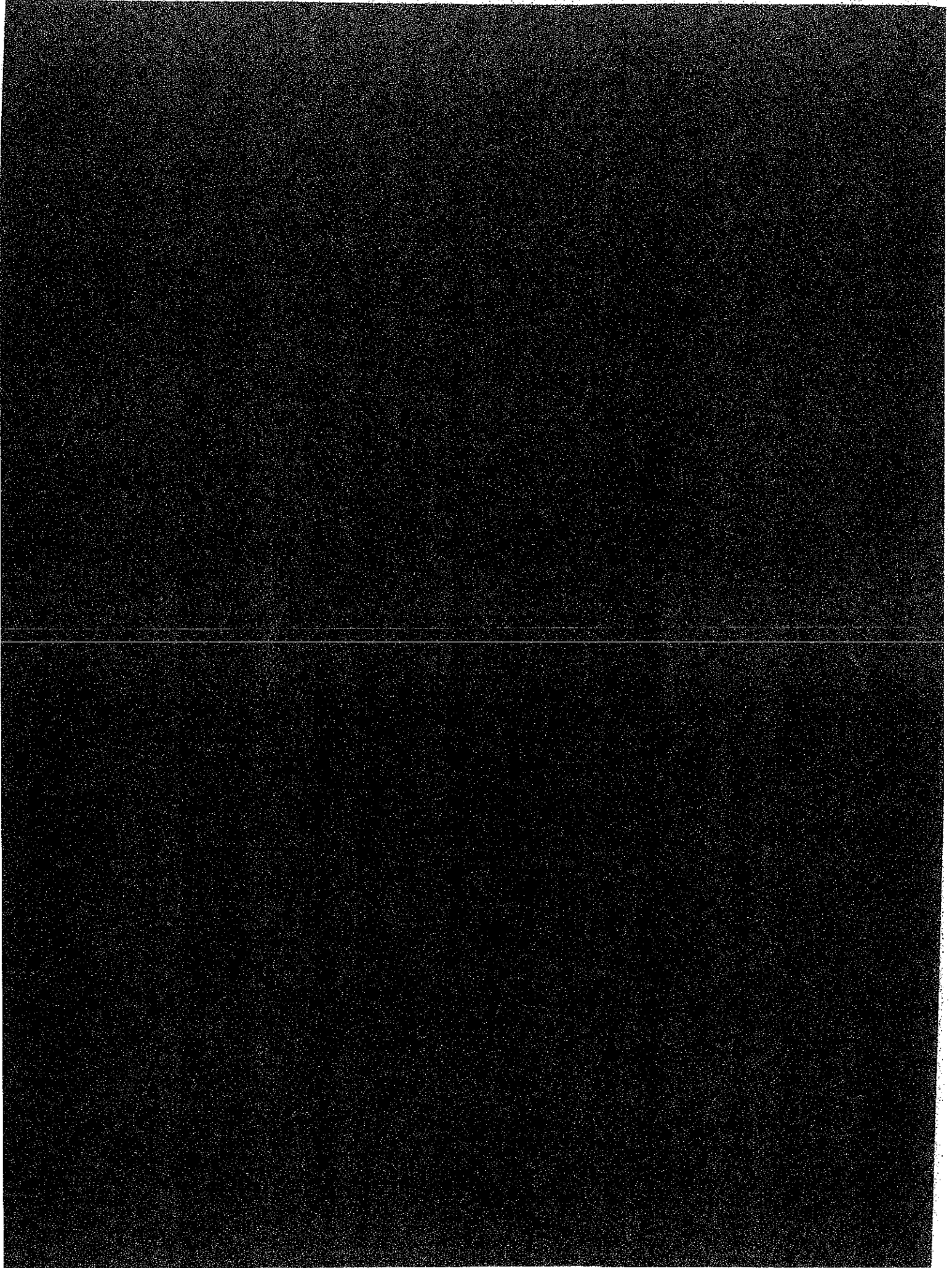
TOTAL

\$10,680.00

Accepted By

Accepted Date





RESOLUTION #2017-4: PLANNING MODULE - BANKS PLAN

RESOLUTION #2017-4 IS A RESOLUTION FOR THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE BANKS PLAN OF LOTS LOCATED AT SPRUCE STREET, GIBSONIA, PA 15044.

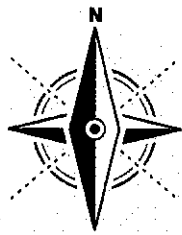
ATTACHED IS THE LETTER FROM MR. SHOUP INDICATING HE HAS REVIEWED THE SEWAGE FACILITIES PLANNING MODULE AND FOUND IT TO BE SATISFACTORY AND RECOMMENDS THE BOARD ADOPT THE RESOLUTION.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION #2017-4 WHICH IS THE RESOLUTION FOR THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE BANKS PLAN OF LOTS.

MOTION	SECOND	AYES	NAYES
MR. FLORENTINE	___	___	___
MR. GUERRE	___	___	___
MR. VAEREWYCK	___	___	___
MRS. HOLLIBAUGH	___	___	___
DR. DISANTI	___	___	___
MRS. ROMIG	___	___	___
MR. FLEMING	___	___	___

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SHOUP ENGINEERING
FOR OVER 50 YEARS

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

March 10, 2017

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

Re: Banks Plan of Lots
Sewage Facilities Planning Module

Dear Mr. Payne,

I have reviewed the sewage facilities planning module associated with the above referenced re-subdivision and have found the same to be satisfactory. I would recommend that the Township Board of Supervisors adopt the resolution submitted with the planning module.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E., P.L.S.

cc: Cathy Sopko, via email

RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

RESOLUTION NO. 2017-4

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

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

R.A. Smith National, Inc.

WHEREAS _____ has proposed the development of a parcel of land identified as
land developer

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

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

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

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

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

I _____, Secretary, West Deer
(Signature)

Township Board of Supervisors (Borough Council) (City Councilmen), hereby certify that the foregoing is a true copy of the Township (Borough) (City) Resolution # 2017-4, adopted, March 15, 20 17.

Municipal Address:

West Deer Township
109 East Union Road
Cheswick, PA 15024
Telephone 724265-2228

Seal of
Governing Body



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

TRANSMITTAL LETTER
FOR SEWAGE FACILITIES PLANNING MODULE

DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) USE ONLY				
DEP CODE #	CLIENT ID #	SITE ID #	APS ID #	AUTH. ID #
02948-16-101				

TO: Approving Agency (DEP or delegated local agency)
Southwest Regional Office
400 Waterfront Drive
Pittsburgh, PA 15222-4745

Date 02/02/2017

Dear Sir/Madam:

Attached please find a completed sewage facilities planning module prepared by John J. Frydrych, P.E., M.S.
(Name)
Eastern Regional Manager for Banks Plan of Lots
(Title) (Name)
a subdivision, commercial, or industrial facility located in West Deer Township
(City, Borough, Township) Allegheny County.

Check one

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

OR

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

Check Boxes

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

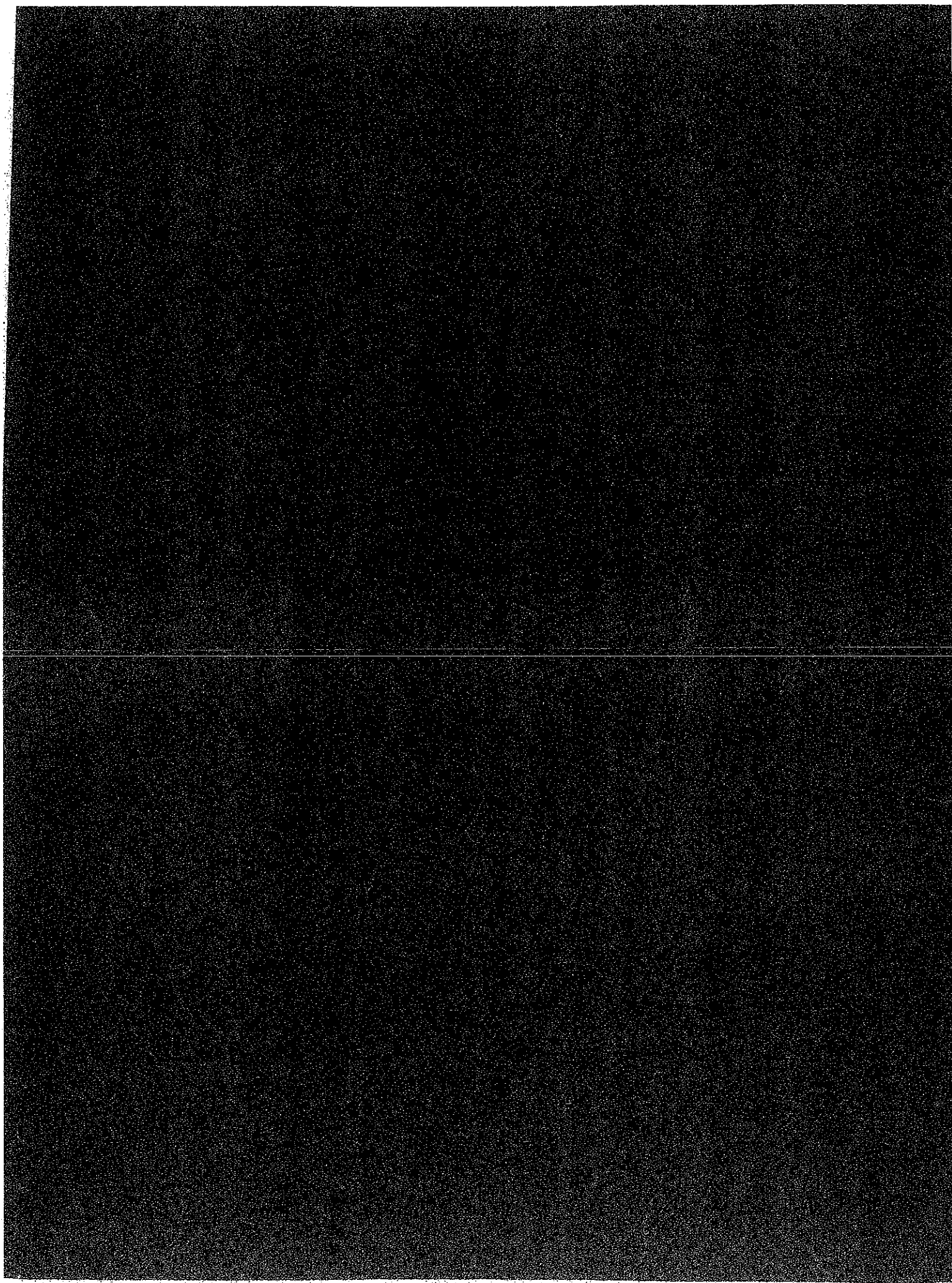
Municipal Secretary: Indicate below by checking appropriate boxes which components are being transmitted to the approving agency.

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

Municipal Secretary (print)

Signature

Date



SET PUBLIC HEARING: MCINTYRE HEIGHTS PRD CONDITIONAL USE

APPLICANT: RICHLAND HOLDINGS, LLC

LOCATION: MCINTYRE ROAD, GIBSONIA, PA
38.7 ACRES

ZONING DISTRICT: R-2 SEMI-SUBURBAN RESIDENTIAL

REQUEST: TO CONSTRUCT PATIO HOMES (SINGLE
FAMILY) PLUS DUPLEX BUILDINGS.

APPLICANT IS REQUESTING A CONDITIONAL USE FOR A PLANNED
RESIDENTIAL DEVELOPMENT (PRD).

AT THIS TIME, THE BOARD WILL NEED TO SET A PUBLIC HEARING.

WHAT ACTION DOES THE BOARD WISH TO TAKE:

I MOVE TO SET THE PUBLIC HEARING FOR THE CONDITIONAL USE
FOR A PLANNED RESIDENTIAL DEVELOPMENT FOR THE MCINTYRE
HEIGHTS PLAN FOR:

WEDNESDAY, APRIL 19, 2017 AT 6:00 P.M.

	MOTION	SECOND	AYES	NAYES
MR. VAEREWYCK	___	___	___	___
MRS. ROMIG	___	___	___	___
DR. DISANTI	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. FLEMING	___	___	___	___

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**AUTHORIZE ADVERTISEMENT: ORDINANCE NO. 417 –
ADVERTISING AND BIDDING ORDINANCE**

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER REPEALING AND REPLACING ORDINANCE NO. 135 AND ORDINANCE NO. 305 – AS CODIFIED IN CHAPTER 14 OF THE CODE OF THE TOWNSHIP OF WEST DEER – WHICH ESTABLISHES A SYSTEM OF COMPETITIVE BIDDING PURSUANT TO ARTICLE XII, SECTION C-1163 OF THE TOWNSHIP HOME RULE CHARTER.

THE BOARD WILL CONSIDER ADOPTION OF THE ORDINANCE AT THEIR APRIL 19, 2017 MEETING.

LAST MONTH, THE BOARD TABLED THE ADVERTISEMENT AND AS DISCUSSED, REVISIONS HAVE BEEN MADE TO THE ORDINANCE.

MR. HAPPEL.....

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO AUTHORIZE THE ADVERTISEMENT OF ORDINANCE NO. 417 REPEALING AND REPLACING ORDINANCE NO. 135 AND ORDINANCE NO. 305 – AS CODIFIED IN CHAPTER 14 OF THE CODE OF THE TOWNSHIP OF WEST DEER – WHICH ESTABLISHES A SYSTEM OF COMPETITIVE BIDDING PURSUANT TO ARTICLE XII, SECTION C-1163 OF THE TOWNSHIP HOME RULE CHARTER.

	MOTION	SECOND	AYES	NAYES
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. FLEMING	___	___	___	___

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OFFICIAL
WEST DEER TOWNSHIP
County of Allegheny
Commonwealth of Pennsylvania

ORDINANCE NO. 417

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER REPEALING AND REPLACING ORDINANCE NO. 135 AND ORDINANCE NO. 305 - AS CODIFIED IN CHAPTER 14 OF THE CODE OF THE TOWNSHIP OF WEST DEER - WHICH ESTABLISHES A SYSTEM OF COMPETITIVE BIDDING PURSUANT TO ARTICLE XII, SECTION C-1163 OF THE TOWNSHIP HOME RULE CHARTER.

NOW, THEREFORE BE IT ENACTED AND ORDAINED by the Board of Supervisors of the Township of West Deer, County of Allegheny, Commonwealth of Pennsylvania as follows:

§ 14-1. Purpose and Function

1. Purpose

The purpose of this Chapter shall be to establish a system of competitive bidding for the purchase of products, goods, and services in accordance with the Home Rule Charter of the Township of West Deer.

2. Objectives

The system of competitive bidding set forth herein is intended to achieve the following:

- a. Procurement of the highest quality supplies, materials, equipment and contractual services at the least amount of cost to the residents.
- b. Encouragement of open, competitive pricing.
- c. Encouragement of savings through bulk or quantity purchasing.
- d. Maintenance of lists of vendors and contractors.
- e. Assurance of vendor and contractor compliance with municipal specifications and contract terms and provisions.
- f. Administration of a system of stocking or warehousing of materials and supplies for day-to-day use.
- g. Encouragement of the purchase of goods made in West Deer Township, Pennsylvania, and/or the United States of America.

§ 14-2. Competitive Bidding

Except as otherwise set forth in Section C-1164 of the Home Rule Charter of the Township of West Deer, competitive bidding shall be required for all contracts for products, goods, and services in accordance with the following procedures and terms.

1. Contracts in Excess of the Base Amount

For contracts and purchases in an amount in excess of the base amount specified under 53 P.S. §68102(a) of the Second Class Township Code (as amended), the following shall apply:

- a. The Township Manager shall advertise and publish a notice for bids at least one time in at least one newspaper of general circulation in the Township. The advertisement shall be published not more than forty-five days – and no less than ten days – prior to the date of the opening of bids; provided, however, the advertisement may be published less than ten days prior to the date of the opening of bids where an expedited process is believed to be beneficial to the Township and such period is approved by the Board of Supervisors. The published notice for bids shall: contain full plans and specifications of the products, goods, or services to be purchased (or refer to the places where copies may be obtained); state the amount of any bond requirements; and state the date, time, and place of any meeting at which the Board of Supervisors – or an individual or committee appointed by the Board of Supervisors – will open and read the respective bids.
- b. The Township Manager shall announce the Township's notice for bids on the West Deer Township website not more than forty-five days prior to the date of the opening of bids. The announcement shall include the information set forth in the advertisement required above in §14-2(1)(a). Said website shall be generally operational and accessible to the public and to all interested bidders from the first posting until the deadline for submission of bids.
- c. At the discretion of the Township Manager, additional notice may be given in any publication or journal devoted to the dissemination of information about the products, goods, or services being sought by the Township.
- d. The Township Manager may further solicit bids from prospective bidders by mailing, delivering, or electronically transmitting copies of the specifications and forms and/or any other information which will acquaint them with the proposed purchase or contract.

2. Contracts Under the Base Amount

For contracts and purchases in an amount in excess of \$1,000.00 but less than the base amount specified in 53 P.S. §68102(a) of the Second Class Township Code (as amended), the following shall apply:

- a. The Township Manager shall request written or telephonic bids and/or price quotations from at least three qualified and responsible contractors.
- b. The Township Manager may, at his discretion, announce the Township's desire to receive bids on the West Deer Township website not more than forty-five days prior to the award of the contract. This announcement shall include a general description of the products, goods, or services to be purchased, a statement as to where the specifications and/or other information may be secured, and the dates, time, and place for submission of the bids. Said website shall be generally operational and accessible to the public and all interested bidders from the first posting until the deadline for submission of bids.
- c. At the discretion of the Township Manager, additional notice may be given in any publication or journal devoted to the dissemination of information about the products, goods, or services being sought by the Township.
- d. The Township Manager may further solicit bids from prospective bidders by mailing, delivering, or electronically transmitting copies of the specifications and forms and/or any other information which will acquaint them with the proposed purchase or contract.
- e. The Board of Supervisors may award a contract to the best responsible bidder notwithstanding the Township Manager's inability to obtain a total of three written or telephonic price quotations or bids, provided the Township Manager contacted and requested a price quotation or bid from a minimum of three responsible contractors.
- f. The Township Manager shall keep a written record of all qualified and responsible contractors contacted for price quotations or bids under this Section for a period prescribed by the Commonwealth of Pennsylvania General Records Retention and Disposition Schedule.

3. Specifications for Bidders

When bids are sought for the erection, construction, or alteration of any public building or facility, the Manager may – upon approval of the Board of Supervisors – have separate specifications prepared for any of the phases, parts, sections, or

internal or external systems of the work. When this occurs, separate bids may be required for each of those parts of the work, and the contract may be awarded to each of the best responsible bidders for each part and on a lowest total price basis.

4. Bid Security

When it is deemed necessary by the Board of Supervisors to protect the interests of the Township, bid security shall be required in an amount to be determined by the Board of Supervisors upon recommendation of the Township Manager. The amount of bid security required shall be set forth in the bid specifications. Bid security may be in the form of a certified check, cashier's check, or bid bond. If a bid bond is submitted, it must be in a form approved by the Township Manager.

5. Submission, Acceptance, and Opening of Bids

- a. All bids submitted must be received by the Township by the date and time and at the address specified in the public notice and/or advertisement. Any bids received after the stated time shall not be accepted.
- b. Sealed bids shall be sealed, shall be identified by their specific bids on the envelope, shall be submitted at the place of opening no later than the time stated in the public notice inviting bids, and shall be opened by the Township Manager or his or her designee in public at the time and place stated in the public notice. The Township will maintain the confidentiality of these bids until the date and time of the bid opening.

6. Award of Contracts

- a. Contract awards by the Board of Supervisors shall be made at an advertised public meeting.
- b. The following shall apply to the Board of Supervisor's award of contracts:
 - i. Awards shall be made to the best responsible bidder. In determining the best responsible bidder, the Board of Supervisors shall have the right – in addition to the amount of the bid – to take into consideration such other factors as:
 1. Delivery date
 2. Quality of prior performance
 3. Length of warranty
 4. Experience and/or technical expertise
 5. Financial condition of the bidder
 6. Such other factors as may be permitted by law
 - ii. The Board of Supervisors shall have the authority to waive minor irregularities.

- iii. The Board of Supervisors shall have the authority to accept or reject any and/or all bids, or to hold all bids for sixty days or until the next regular Board of Supervisors meeting.
- iv. If two or more of the bids received are for the same total dollar amount – and all other material factors such as quality, delivery date, etc. are equal – the Township Manager may break ties by requesting each of the equal low bidders to submit, in writing, their lowest and final bid. Said tiebreaking bids shall be opened and read in public, and each of the bidders shall be informed of the time and place of the opening. If the bids are still tied, either bidder may be chosen by the Board of Supervisors at their discretion.
- v. A tabulation of bids shall be made available for public inspection.

7. Disposition of Bid Deposits

- a. The Township shall return to the unsuccessful bidders any bid deposits submitted by them.
- b. A successful bidder shall forfeit any deposit made upon failure on their part to enter into a written contract with the Township within twenty calendar days after the awarding of the contract, unless an extended time is authorized, in writing, by the Township Manager.

8. Piecemeal Contracts and Purchases Restricted

It shall be prohibited for any officer or employee of the Township to purposely evade use of the procedures for competitive bidding by making a series of purchases or contracts, each under the minimum stated thresholds, or by making several simultaneous purchases or contracts, each below that minimum amount.

9. Performance Bonds

- a. To protect the interests of the Township, a performance bond – which shall be not less than 10% nor more than 100% of the contract amount – shall be required from the successful bidder before entering into a construction contract. The amount of the bond shall be stated in the bid specifications.
- b. The Township Manager shall establish the percent of the contract price required in the performance bond for purchase of materials, supplies and equipment. If the performance bond is not furnished within twenty days after the award of the contract, the award shall be void. Deliveries, accomplishments, and guarantees may be required in all cases of expenditure.

10. Bonds for the Protection of Labor and Materials

Any person entering into a contract with the Township for the construction, erection, installation, completion, alteration, or repair of or alteration to any public work or improvement whatsoever shall, before commencing work under the contract, execute and deliver to the Township, in addition to the performance bond, an additional bond in a sum not less than 50% and not more than 100%. This determination shall be prescribed by the Township Manager and conditioned for the prompt payment of all material furnished and labor supplied, or performed, in the prosecution of the work, whether or not the material or labor entered into becomes component parts of the work or improvement contemplated. This additional bond shall be deposited with and held by the Township for the use of any interested party. This bond shall provide that every person who, whether as subcontractor or otherwise, has furnished material or supplied or performed labor in the prosecution of the work and who has not been paid for it may sue in assumpsit on this additional bond, for his use, and prosecute the suit to final judgment for whatever sum may be justly due him, and have execution thereof. The Township shall not be liable for the payment of any costs or expenses of any suit.

11. Workers' Compensation

Every contract entered into by the Township which involves the construction or doing of any work involving the employment of labor shall contain a provision that the contractor shall accept, insofar as the work covered by that contract is concerned, the provisions of the Workers' Compensation Act of 1915, and its supplements and amendments, and that the contractor will insure his liability under that act or file with the Township a certificate of exemption from insurance from the Bureau of Workers' Compensation of the Pennsylvania Department of Labor and Industry. Any contract executed in violation of this section shall be null and void.

12. Discrimination Prohibited

Any contract entered into by the Township for the construction, alteration, or repair of any public building or public work may contain provisions by which the contractor agrees that, in the hiring of employees for the performance of work under the contract or any subcontract under it, no contractor or subcontractor and no person acting on behalf of the contractor or subcontractor shall, by reason of race, creed, sex, or color, discriminate against any person who is qualified and available to perform the work to which the employment relates. Violations of this provision by the contractor will constitute grounds for terminating the contract.

13. Competitive Electronic Auction Bidding

- a. Notwithstanding any other provision of this Section regarding the requirements for competitive bidding for purchases and contracts, if the Township determines that use of competitive electronic auction bidding is

in the Township's best interest, a contract for supplies and services – but not for construction or design professional services – may be entered into by competitive electronic auction bidding.

- b. An invitation for bids shall be issued and shall include a procurement description and all contractual terms, whenever practical, and conditions applicable to the procurement, including a notice that bids will be received in an electronic auction manner.
- c. Public notice and advertisement of the invitation for bids shall be given in the same manner as provided in §14-2(1) or other governing law.
- d. Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids. During the auction, each bidder shall have the capability to view his/her bid rank or the low bid price. Bidders may reduce their bid prices during the auction. At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.
- e. Contract awards by the Board of Supervisors shall be made at an advertised public meeting in the manner proscribed in §14-2(5).

§ 14-3. Emergency Purchases

In accordance with Section C-1164(5) of the Home Rule Charter of the Township of West Deer, in the event of an actual emergency and with notice being given to the Board of Supervisors, the Township Manager may directly purchase any products, goods, or services, of which the immediate procurement is essential to prevent that which might vitally affect the life, health, safety, and/or welfare of citizens.

After having made any emergency purchase as authorized by this section, the Township Manager shall record and file the emergency purchase, together with a report of the circumstances of the emergency.

§ 14-4. Cooperative Purchasing

In accordance with Section C-1164(6) of the Home Rule Charter of the Township of West Deer, the Township Manager, upon approval of the Board of Supervisors, shall have the authority to contract and/or join with other units of government, intergovernmental cooperatives, councils of governments, government purchasing associations, the commonwealth, or any other cooperative purchasing plan offering the benefits of cooperative purchasing to public entities when the best interests of the Township would be served.

§ 14-5. Effective date

All provisions of this ordinance and of the Code shall be in force and effect on and after 20 April 2017.

ORDAINED AND ENACTED **this 19th day of April 2017.**

ATTEST:

WEST DEER TOWNSHIP

Township Manager

Chairman of the Board of Supervisors

Approved as to Form:

Township Solicitor

DRAFT

CERTIFICATE

I, the undersigned, hereby certify that the foregoing and attached is a true copy of an Ordinance which was duly enacted at a meeting of the Board of Supervisors of West Deer Township on 19 April 2017, 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

Jeffrey D. Fleming, Chairman

Richard W. DiSanti, Jr., Vice Chair

Rick W. Florentine

Leonard Guerre

Shirley A. Hollibaugh

Joyce A. Romig

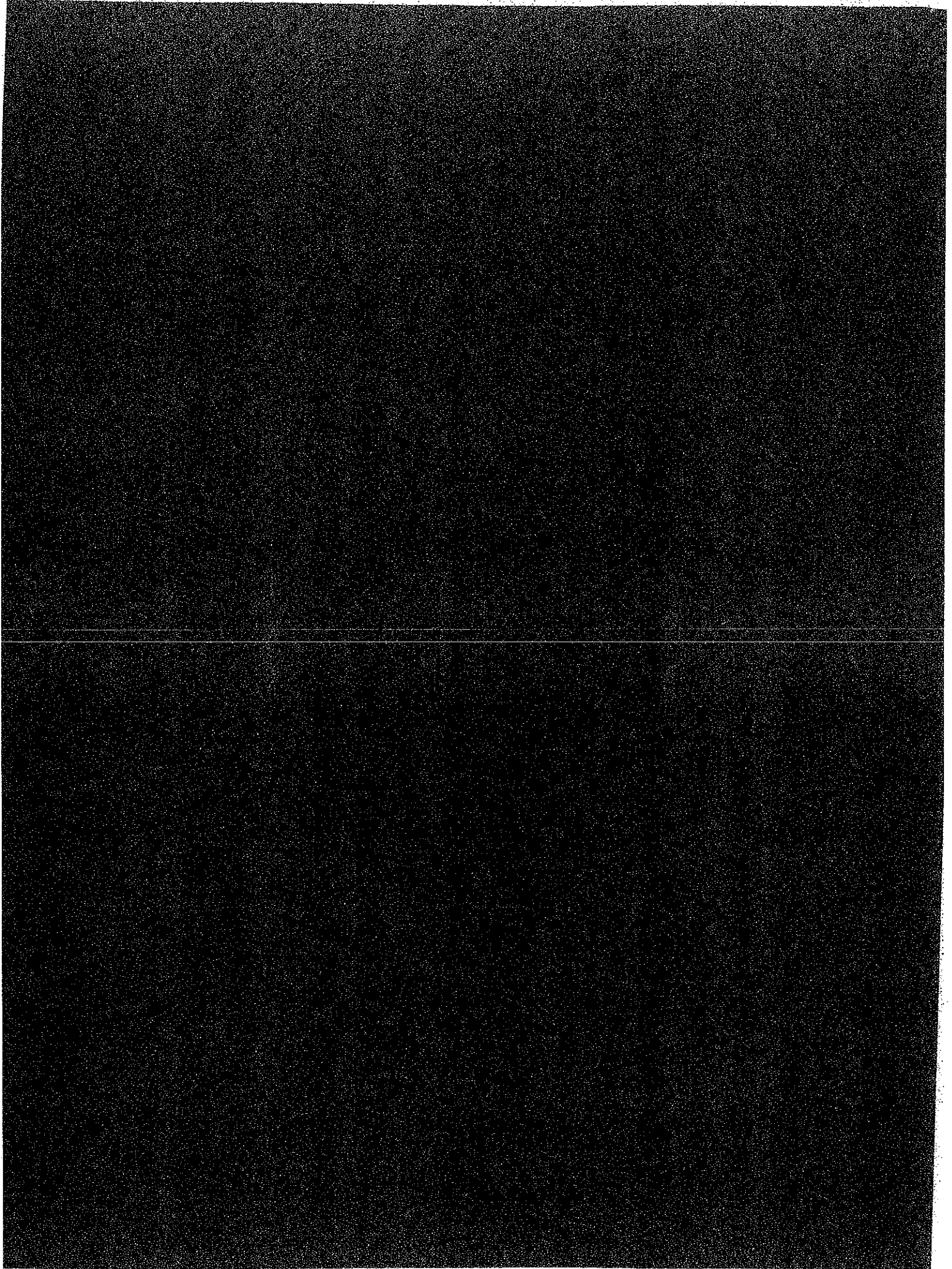
Gerry Vaerewyck

WITNESS my hand and the seal of the Township on this 19th day of April 2017.

[SEAL]

By: _____

Daniel Mator
Township Manager



RESIGNATION: PT POLICE OFFICER

THE BOARD IS IN RECEIPT OF THE ATTACHED RESIGNATION LETTER DATED MARCH 6, 2017 FROM DONALD B. MYERS AS A PART TIME POLICE OFFICER – EFFECTIVE IMMEDIATELY.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ACCEPT THE RESIGNATION OF OFFICER DONALD B. MYERS AS A PART TIME POLICE OFFICER FOR WEST DEER TOWNSHIP, EFFECTIVE IMMEDIATELY AND WISH HIM THE BEST OF LUCK.

	MOTION	SECOND	AYES	NAYES
DR. DISANTI	___	___	___	___
MRS. ROMIG	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. FLEMING	___	___	___	___

03/06/2017

Donald B. Myers

Patrolman

228 Nursery Road

Evans City, PA 16033

724-766-1642

Dmyersk9@gmail.com

CC CATHY
BARB
3/6/2017

Chief Lape and West Deer Township Board of Supervisors,

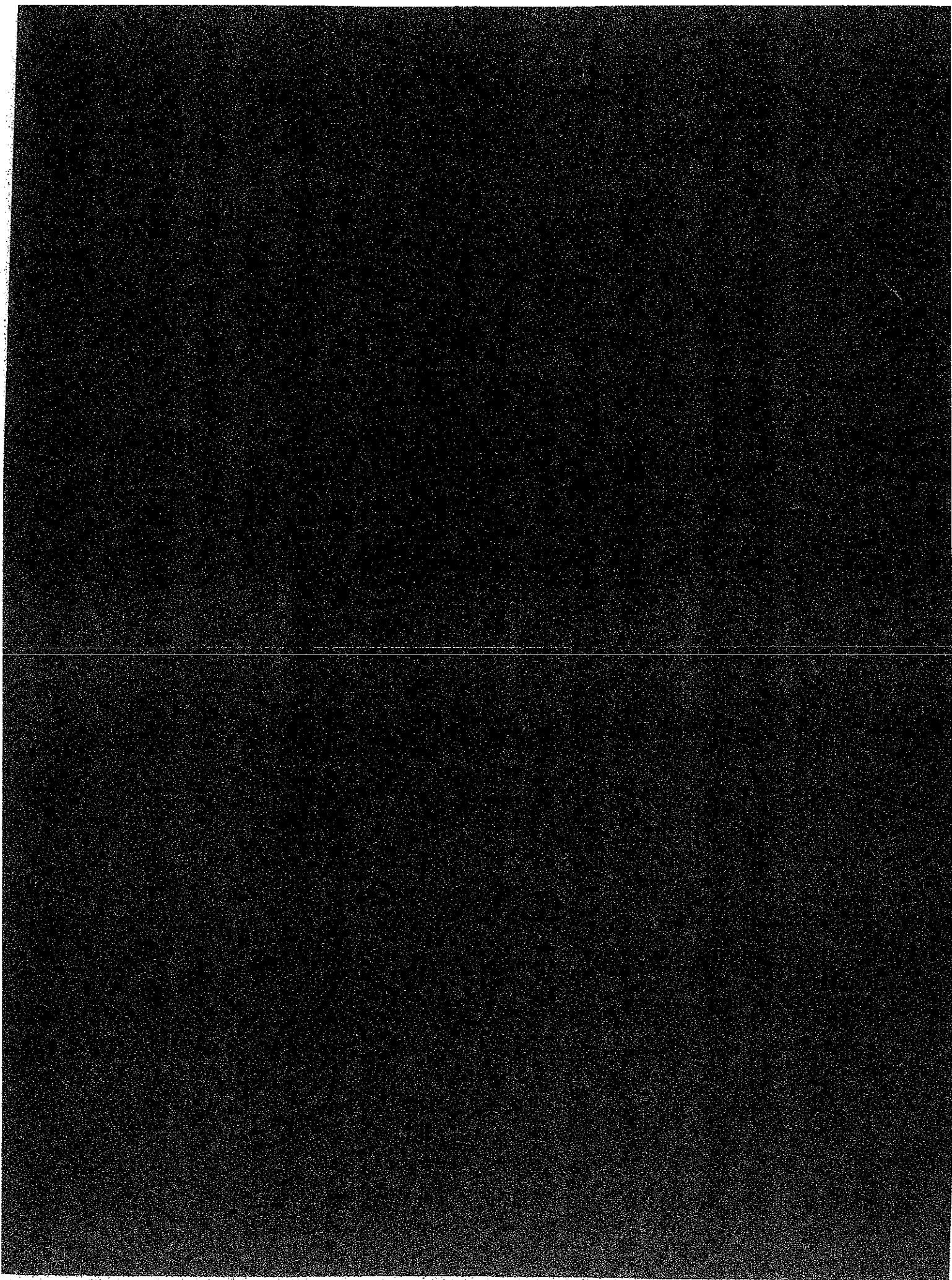
Thank you for giving me the privilege to serve as a police officer for West Deer Township. It is with great regret that this is my notification of resignation, effective immediately. I have made new friendships, and formed great bonds with the Officers here. Unfortunately, upon much thought I feel that it is in my best interest.

However, working three jobs is a difficult task to handle most of the time. I want to personally thank Chief Lape, and all of the Officers here for all of the knowledge, time, and help throughout my three years here. I sincerely wish the best for everyone in this agency, and I thank you all for the guidance and support.

Sincerely,

A handwritten signature in black ink, appearing to read 'DMYERS', followed by a long horizontal line extending to the right.

Donald B. Myers



COMMITTEE REPORTS

Engineering & Public Works Committee

Chairman – Mr. Florentine

Financial, Legal & Human Resources Committee

Chairman – Dr. DiSanti

EMS Oversight Committee

Chairman – Mr. Vaerewyck

North Hills COG Report:

Mr. Florentine

OLD BUSINESS

NEW BUSINESS

SET AGENDA / Regular Business Meeting
April 19, 2017

6:00 p.m. – Executive Session

6:30 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
 - C. Utilities and Payroll
9. Police Chief's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. Advertisement: Ordinance - Administrative Policies and Procedures
14. Purchase: Board iPads
15. Plan Review: Forbes Planning Module
16. Committee Reports
17. Old Business
18. New Business
19. Set Agenda: May 17, 2017
20. Comments from the Public
21. Adjournment

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COMMENTS FROM THE PUBLIC

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

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ADJOURNMENT

I MOVE TO ADJOURN AT _____ P.M.

	MOTION	SECOND	AYES	NAYES
MRS. ROMIG	___	___	___	___
MR. GUERRE	___	___	___	___
MR. VAEREWYCK	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
DR. DISANTI	___	___	___	___
MR. FLORENTINE	___	___	___	___
MR. FLEMING	___	___	___	___

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