

**WEST DEER
TOWNSHIP
SUPERVISORS
VIRTUAL
MEETING**

March 17, 2021

7:00pm: Regular Business Meeting

Members present:

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

WEST DEER TOWNSHIP
Board of Supervisors
March 17, 2021

7:00 pm: Regular Business Meeting

1. Call to Order
2. Roll Call
3. Comments from the Public
4. Chairman's Remarks
5. Accept Minutes
6. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
7. Police Chief's Report
8. Public Works Foreman's Report
9. Engineer's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Parks and Recreation Board Report
12. CDC Steering Committee Report
13. Pension Manager Interviews
14. Adoption: Resolution No. 2021-3 (Vacant Property Program)
15. Adoption: Resolution No. 2021-4 (C2P2 Grant Authorization)
16. Authorization: Advertisement of Public Hearing (3 – 5 Oak Street Demo)
17. Award: 2021 Road Program
18. Discussion: Communications Consultant
19. Old Business
20. New Business
21. Adjournment

1 Call to Order

2 Roll Call

- Mr. Mator

COMMENTS FROM THE PUBLIC

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

CHAIRMAN'S REMARKS

MR. KARPUZI.....

ACCEPT MINUTES

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

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

MOTION SECOND AYES NAYES

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

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

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

OPEN REGULAR BUSINESS MEETING

Chairman Karpuzi opened and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present.

COMMENTS FROM THE PUBLIC

- None

CHAIRMAN'S REMARKS

- Chairman Karpuzi reminded everyone of COVID safety and added he hopes to see normalcy with in-person meetings soon.

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Forbes to accept the minutes of the 20 January 2021 meeting as presented. Motion carried unanimously 4-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER **FINANCE OFFICER'S REPORT** **31 January 2021**

I - GENERAL FUND:

	<u>January</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	887,875.13	887,875.13	12.35%
Expenditures	340,815.29	340,815.29	4.74%
Cash and Cash Equivalents:			
Sweep Account		<u>690,996.40</u>	<u>690,996.40</u>

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:**Street Light Fund:**

Restricted	34,978.43	
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Fire Tax Fund:

Restricted	24,111.65	
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State/Liquid Fuels Fund:

Restricted	128,181.80	
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		<u>187,271.88</u>
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Investments:**Operating Reserve Fund:**

Reserved	1,009,479.87	
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Capital Reserve Fund:

Reserved	1,485,719.94	
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		<u>2,495,199.81</u>
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III - CAPITAL PROJECT FUNDS:**Cash and Cash Equivalents:**

	0.00	
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		<u>0.00</u>
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TOTAL CASH BALANCE 1/31/21

		<u><u>3,373,468.09</u></u>
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Interest Earned January 2021**9,751.14**

	1/1/2021 Debt Balance	December Principal Payment	1/31/2021 Debt Balance
Mars National - VFC #3	\$125,366.77	\$2,607.94	\$123,062.23
NexTier Bank VFC #2	\$407,852.56	\$2,680.96	\$406,487.89

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

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

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to approve the Finance Officer's Report as submitted. Motion carried unanimously 4-0.

JANUARY LIST OF BILLS

Hei-Way, LLC.....	379.38
Roadsafe Traffic Systems.....	2182.00
Tristani Brothers, Inc.....	2087.47
Stephenson Equipment, Inc.....	603.33
Jordan Tax Service, Inc.....	1217.69
MRM Workers' Comp Fund.....	20145.00
Amerikohl Aggregates, Inc.....	2599.83
Amerikohl Transport, Inc.....	1140.13
Kress Tire.....	2212.00
Best Wholesale Tire Co. Inc.....	584.75
Toshiba Financial Services.....	494.11

Office Depot.....	556.74
Bearcom	1059.69
Tucker/Arensberg Attorneys	3538.00
Shoup Engineering Inc	659.50

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices. Motion carried unanimously 4-0.

POLICE CHIEF'S REPORT

Chief Jon Lape was present and provided a summary report on the Police Department for the month of January 2021. A copy of the report is on file at the Township Building.

PUBLIC WORKS FOREMAN'S REPORT

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

Mrs. Jordan expressed her appreciation of the Public Works employees for taking care of the Township roads during the winter season.

ENGINEER'S REPORT

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

Projects

- None

December Development/Subdivision Review

- The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:
 - Eastview Farms
 - A review of this preliminary subdivision plan was performed and a review letter was issued on 16 December 2020.

Mrs. Jordan asked if there has been any further discussion about repairing the pavilion.

Mr. Mator stated that he has a scheduled meeting with Mr. Shoup and will put discussed information in his Friday report to the Supervisors.

MUNICIPAL SEPARATE STORM SEWER (MS4) ANNUAL REPORT

Mr. Shoup explained the Township's existing Municipal Separate Storm Sewer System (MS4) permit to the Board and the public. He outlined the requirements included under the DEP approved Pollution Reduction Plan for the Township, which included that the stream restoration work must occur. Mr. Shoup summarized each of the six Minimum Control Measures (MCMs) required of the Township under the MS4 permit and some of the items being addressed under each MCM.

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 2021. A copy of the report is on file at the Township Building.

CDC STEERING COMMITTEE REPORT

Mr. Karpuzi reported the committee met in January and will soon report back to the Board with a proposal.

ADOPTION: ORDINANCE NO. 440 (PARKING ORDINANCE)

ORDINANCE NO. 440

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER PROHIBITING THE PARKING OF VEHICLES ON
CERTAIN MUNICIPAL STREETS

Mr. Karpuzi requested Ordinance to be tabled.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to table the adoption of Ordinance No. 440 prohibiting the parking of vehicles on certain municipal streets. Motion carried unanimously 4-0.

ADOPTION: ORDINANCE NO. 441 (DEER LAKES YOUTH BASEBALL LEASE)

ORDINANCE NO. 441

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING THE EXECUTION OF A GROUND
LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH BASEBALL

Mrs. Jordan emphasized how glad she was that the leases have been completed. She thanked Mr. Robb and Mr. Mator for their work in completing them.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 441 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Baseball Association. Motion carried unanimously 4-0.

ADOPTION: ORDINANCE NO. 442 (DEER LAKES YOUTH FOOTBALL LEASE)

ORDINANCE NO. 442

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING THE EXECUTION OF A GROUND
LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH FOOTBALL.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Ordinance No. 442 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Football Association. Motion carried unanimously 4-0.

ADOPTION: ORDINANCE NO. 443 (DEER LAKES YOUTH LACROSSE LEASE)

ORDINANCE NO. 443

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING THE EXECUTION OF A GROUND LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH LACROSSE.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to adopt Ordinance No. 443 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Lacrosse Association. Motion carried unanimously 4-0.

ADOPTION: ORDINANCE NO. 444 (DEER LAKES YOUTH SOCCER LEASE)

ORDINANCE NO. 444

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER AUTHORIZING THE EXECUTION OF A GROUND LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH SOCCER.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 444 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Soccer Association. Motion carried unanimously 4-0.

ADOPTION: ORDINANCE NO. 445 (DEER LAKES YOUTH SOFTBALL LEASE)

ORDINANCE NO. 445

AN ORDINANCE OF THE TOWNSHIP OF THE WEST DEER AUTHORIZING THE EXECUTION OF A GROUND LEASE BETWEEN THE TOWNSHIP OF WEST DEER AND THE DEER LAKES YOUTH SOFTBALL.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Ordinance No. 445 authorizing the execution of a ground lease between the Township and the Deer Lakes Youth Softball Association. Motion carried unanimously 4-0.

ADOPTION: RESOLUTION NO. 2021-2 (DUI GRANT APPLICATION)

Resolution No. 2021-2 authorizing the Township Manager to sign the DUI Grant on behalf of West Deer Township. The grant is for two years (2020 – 2021 and 2021 – 2022). This resolution was for the second year.

The West Deer Township Police Department is the coordinating department for the North Hills DUI Task Force.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to adopt Resolution No. 2021-2 authorizing the Township Manager to sign the DUI Grant on behalf of West Deer Township. Motion carried unanimously 4-0.

AUTHORIZATION: 2021 ROAD PROGRAM ADVERTISEMENT

Attached is the Township Engineer's recommended road list for the 2021 Road Improvement Project.

Mr. Shoup gave detailed description of the 2021 Road Program.

Mr. Karpuzi asked for an explanation for the decreased number of roads on the list from previous years. Mr. Shoup explained the number of roads decreased due to the overall mileage being increased.

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to authorize the Township Engineer to advertise and solicit bids for the 2021 Road Improvement Project. Motion carried unanimously 4-0.

AUTHORIZATION: EASTVIEW FARMS PRELIMINARY SUBDIVISION PLAN

The Planning Commission recommended approval of the Eastview Farms Preliminary Subdivision Plan at their 17 December 2020 meeting.

Property Location: Bakerstown-Culmerville Road
Zoning District: R-1 Rural Residential

Seventeen-Lot Subdivision:

Lots to measure 21,780 sf

Total parcel to measure 17.54 acres

The Planning Commission recommended approval of the Eastview Farms – Bakerstown-Culmerville Road Plan of Lots subject to following conditions:

1. All requirements from Shoup Engineering letters dated 16 December 2020 and 14 January 2021 shall be met.
2. One fire hydrant is needed.
3. Cluster boxes for the post office will be needed.
4. Lighting, landscaping and specific land development standards will be discussed and recommended at final approval of the land development application.

Mr. Victor from Victor-Wetzel Associates, stated that the clustering subdivision included seventeen lots that are to be broken down into two phases (Phase I has fifteen lots and Phase II has two lots). He added that the curb cut onto Bakerstown-Culmerville Road has been approved by PennDOT.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to approve the preliminary subdivision of the Eastview Farms Plan of Lots as per the recommendation by the Planning Commission with the conditions previously mentioned. Motion carried unanimously 4-0.

AUTHORIZATION: PURCHASE AND FINANCING OF POLICE SUVS

The Township received the attached quote from Laurel Ford for two 2021 Ford police interceptor SUVs at a cost of \$46,987.56 and \$47,474.56. This includes the upfit cost from Team Force.

Laurel Ford is a participant in the PA Costars Purchasing Program.

It was explained that one vehicle purchase is not in the 2021 budget. In 2020 a new vehicle was purchased as a regular patrol vehicle but the K-9 vehicle had to be replaced immediately due to a mechanical failure. The 2020 vehicle was then switched to the K-9 unit. The first year payment will be taken from the Police Special Programs account (K-9 funds). Years two and three will be placed in the 2022 and 2023 budget.

Also attached are the financing proposals, which come in as follow:

<u>NAME</u>	<u>RATE</u>
Laurel Capital Corporation	2.49%
F.N.B. Commercial Leasing	3.15%
911 Leasing.Com	3.77%
Leasing Consultant	3.84%

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Jordan to authorize the purchase of two 2021 Ford police interceptor SUVs from Laurel Ford in the amount of \$46,987.56 and \$47,474.56, and to obtain three-year lease/purchase financing through Laurel Capital Corporation at the rate of 2.49%. Motion carried unanimously 4-0.

AUTHORIZATION: PURCHASE AND FINANCING OF PUBLIC WORKS F-550

The Township budgeted for a Ford Super Duty Dump Truck. A quote was attached for one truck with equipment from Suppes Ford under the PA Costars contract.

The quote is for a new 2021 F-550 Chassis 4x4 SD regular cab with plow and salt spreader at a cost of \$81,521.00.

Also attached are the financing proposals, which come in as follow:

<u>Name</u>	<u>Rate</u>
Laurel Capital Corporation	2.54%
F.N.B. Commercial Leasing	3.15%
911 Leasing.Com	3.77%
Leasing Consultants	3.84%

MOTION BY Supervisor Forbes and SECONDED BY Supervisor Hollibaugh to authorize the purchase of one new 2021 Ford Super Duty dump truck as quoted in the total amount of \$81,521.00 , and to obtain five-year lease/purchase financing through Laurel Capital Corporation at the rate of 2.54%. Motion carried unanimously 4-0.

AUTHORIZATION: SALE OF MACK TRUCK

The Township advertised for the sale of the 1999 Mack R-Series ten-ton dump truck with salt spreader, and plow.

Sealed bids were received and opened on 9 February 2021 at 1:30 pm.

The following two bids were received:

- 1) Tracy Adamik/A&H Development.....\$ 14,590.00
- 2) William S. Moretti.....\$ 6,315.51

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the sale of the 1999 Mack R-Series ten-ton dump truck to Tracy Adamik/A&H Development in the amount of \$14,590.00 as-is condition. Motion carried unanimously 4-0.

DISCUSSION: DEER LAKES YOUTH BASEBALL FENCING PROPOSALS

Mrs. Jordan outlined to the Board the fencing proposal request - by the Deer Lakes Youth Baseball - asking the Township to help them financially to rectify previously discussed safety concerns at the baseball fields. She recommended paying \$6,000.

Further discussion was held.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to pay Ford Fencing \$6,000.00 to place new fencing on B5 Ballfield and to repair fence gates at B1, B3 and B5 Ballfields. Motion carried unanimously 4-0.

OLD BUSINESS

| •Mrs. Hollibaugh asked if a discussion was going to be held concerning the letter from Tax Collector Dorothy Bonovitz requesting an increase in the wage of the tax collector.

Mr. Mator explained that per state law, Mrs. Bonovitz's request required an ordinance passed by the Board at their January Regular Business Meeting. He stated her request was received in February – past the deadline – so after a conversation was held with Mr. Robb, it was confirmed that the request had to be turned down.

| •Mr. Karpuzi asked Mr. Mator for an update on the Cohen Law Group's study of the Township's Wi-Fi connectivity.

Mr. Mator reported receiving a letter to review from Mr. Cohen that explained Townships' reasoning for requesting to expand Wi-Fi coverage throughout West Deer. He stated this letter also included a color coded map – which indicated the Township locations requesting increased Wi-Fi connection. Mr. Mator added letters will be mailed out next week to the cellular companies.

NEW BUSINESS

| •Mr. Karpuzi requested a Public Safety Committee Meeting to be scheduled to discuss the changes within the EMA and any potential recommendations so they can be brought to the Board.

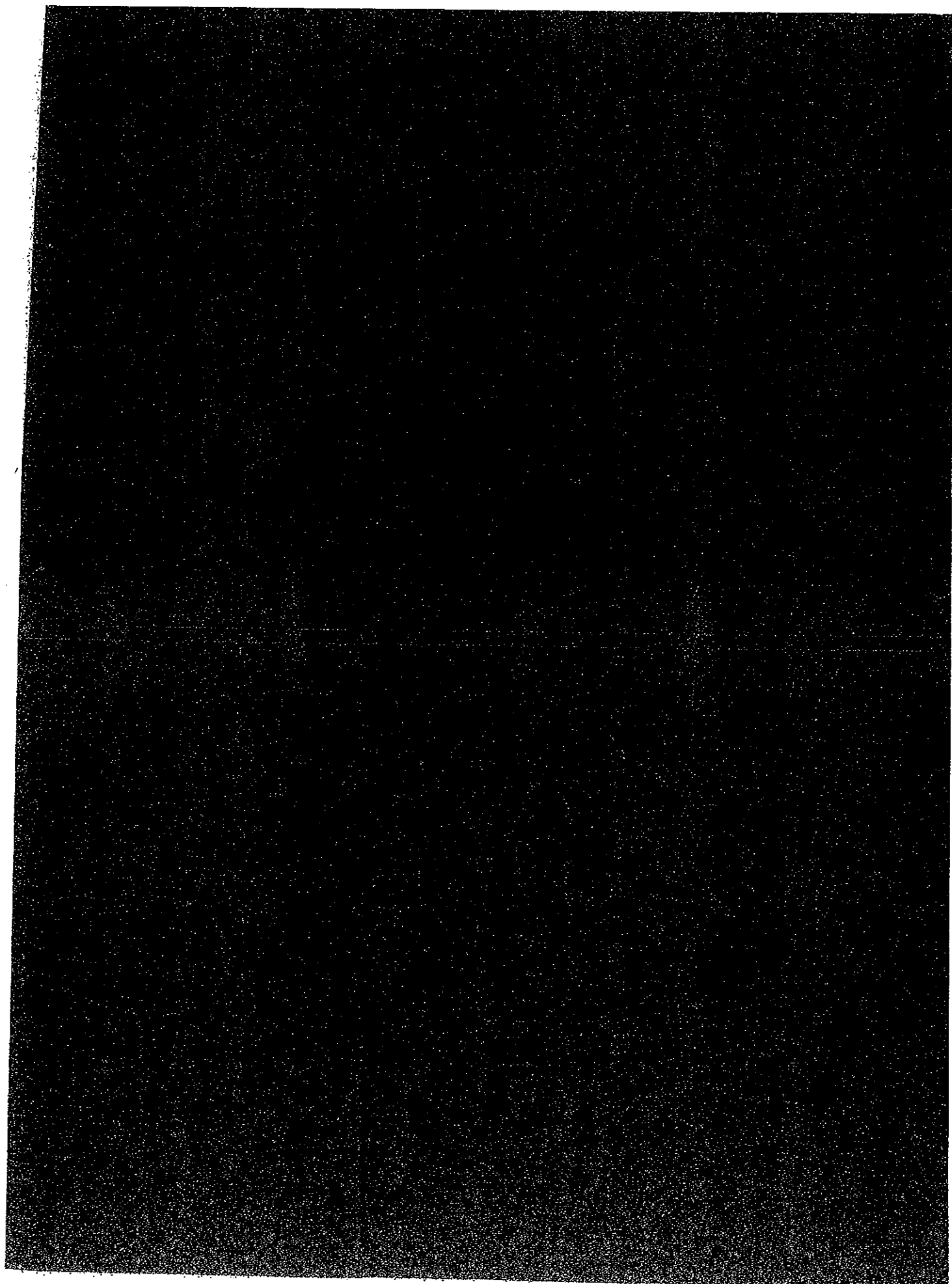
| •Mrs. Jordan pointed out the ice skating rink at the park was open, was great for the kids, and was being used.

| •Mrs. Jordan informed the Board and public of the upcoming scheduled Parks and Recreation spring/summer events – food trucks, movies in the park, and farmers market – as long as COVID regulations permit them. She added she is looking forward to the events.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 7:49 p.m. 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

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

FINANCE OFFICER'S REPORT
February 28, 2021

I - GENERAL FUND:

	<u>February</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	394,588.14	1,282,463.27	17.85%
Expenditures	384,892.86	725,708.15	10.10%

Cash and Cash Equivalents:

Sweep Account

691,585.13

691,585.13

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted

28,909.61

Fire Tax Fund:

Restricted

13,152.72

State/Liquid Fuels Fund:

Restricted

18,580.81

60,643.14

Investments:

Operating Reserve Fund:

Reserved

1,009,496.19

Capital Reserve Fund:

Reserved

1,485,720.74

2,495,216.93

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 2/28/21

3,247,445.20

Interest Earned February 2021

25.07

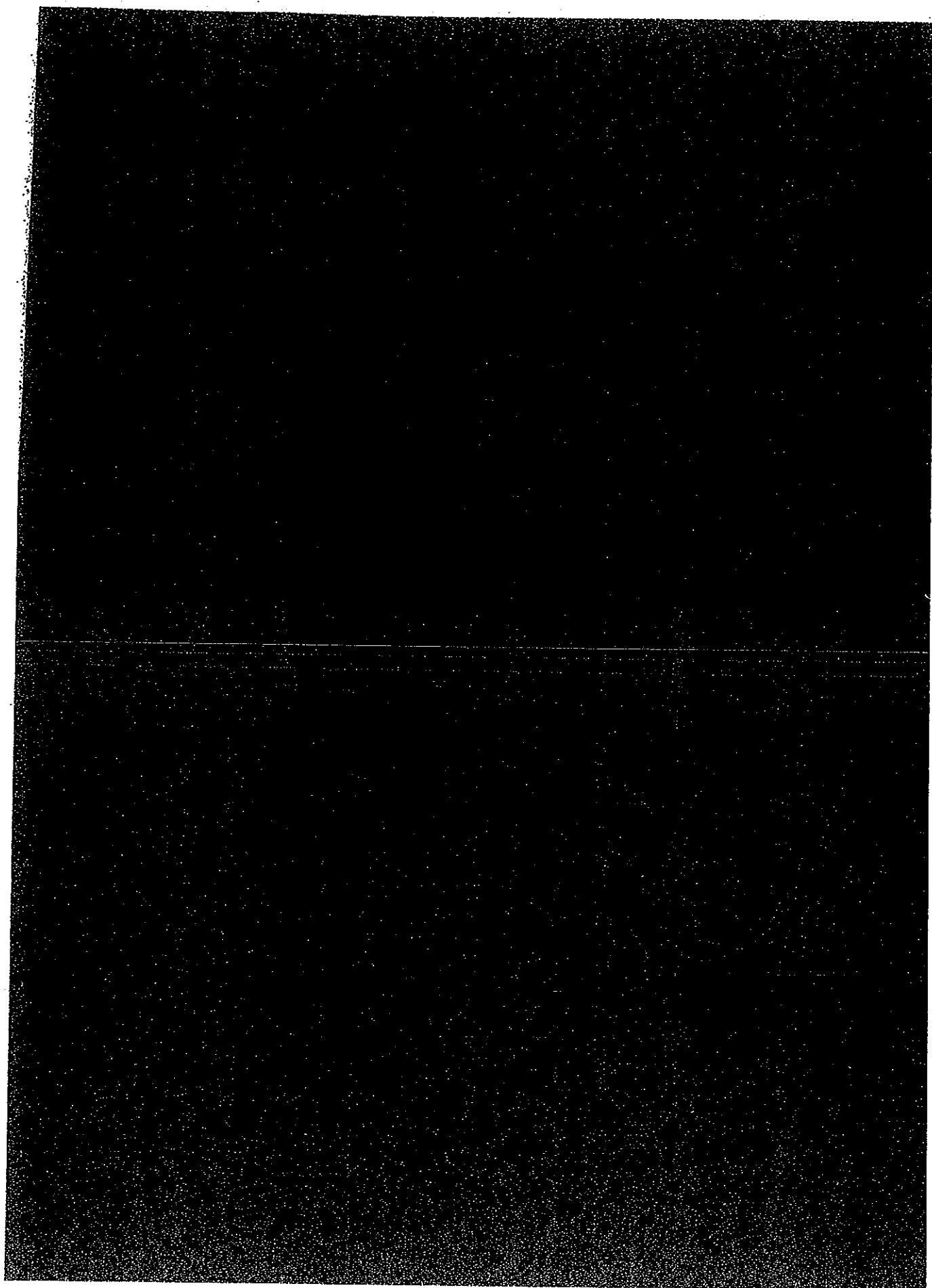
	<u>2/1/2021</u> <u>Debt Balance</u>		<u>February</u> <u>Principal</u> <u>Payment</u>	<u>2/28/2021</u> <u>Debt Balance</u>
Mars National - VFC #3	123,108.11	\$	2,607.94	120,849.45
NexTier Bank VFC #2	406,487.89	\$	2,680.96	405,118.97

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

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

INTEREST EARNED - 2021

	<u>FEBRUARY</u>	<u>YTD</u>
GENERAL FUND	\$7.00	\$16.21
STREET LIGHT FUND	\$0.00	\$0.00
FIRE TAX FUND	\$0.31	\$1.11
OPERATING RESERVE	\$16.32	\$42.34
STATE FUND	\$0.64	\$2.24
CAPITAL RESERVE	<u>\$0.80</u>	<u>\$9,714.31</u>
TOTAL INTEREST EARNED	<u>\$25.07</u>	<u>\$9,776.21</u>



B) LIST OF BILLS

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

MOTION SECOND AYES NAYES

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

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 2:00 pm
Date: 03/10/2021
Page: 1

By Name
Cutoff as of: 12/31/9999

Due Dates: 03/15/2021 thru 03/15/2021

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name:	AMERIKOHL AGGREGATES INC			1267.97				1267.97		
Name:	AMERIKOHL TRANSPORT INC			551.13				551.13		
Name:	BEARCOM			292.47				292.47		
Name:	BEST WHOLESALE TIRE CO, INC			754.58				754.58		
Name:	HEI-WAY, LLC			891.51				891.51		
Name:	JORDAN TAX SERVICE, INC.			1860.28				1860.28		
Name:	KRESS TIRE			982.00				982.00		
Name:	MARK C TURNLEY			4800.00				4800.00		
Name:	OFFICE DEPOT			509.53				509.53		
Name:	ROADSAFE TRAFFIC SYSTEMS			575.00				575.00		
Name:	SHOUP ENGINEERING INC.			1154.50				1154.50		
Name:	STEPHENSON EQUIPMENT, INC.			238.28				238.28		
Name:	TOSHIBA FINANCIAL SERVICES			1163.83				1163.83		
Name:	TRISTANI BROTHERS, INC.			2692.17				2692.17		
Name:	TUCKER/ARENSBERG ATTORNEYS			2519.50				2519.50		
FINAL TOTALS:				20252.75				20252.75		

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 1:59 pm
Date: 03/10/2021
Page: 1

By Name
Cutoff as of: 12/31/9999

Due Dates: 03/15/2021 thru 03/15/2021

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Canceled	Paid	Un-Paid	Check#	Check Amt.
00337	AMERIKOHL AGGREGATES	430.372	49323	427.60	03/15/2021	02/23/2021		427.60		N
Road:	Anti-skid	0221	02/22/2021							
00337	AMERIKOHL AGGREGATES	430.611	49518	840.37	03/15/2021	03/09/2021		840.37		N
Road:	Limestone	0321	03/08/2021							
Name:	AMERIKOHL AGGREGATES INC			1267.97				1267.97		
00338	AMERIKOHL TRANSPORT	430.372	33777	179.59	03/15/2021	02/23/2021		179.59		N
Road:	Delivery of Anti-skid	0221	02/22/2021							
00338	AMERIKOHL TRANSPORT	430.611	33877	371.54	03/15/2021	03/09/2021		371.54		N
Road:	Delivery of Limestone	0321	03/08/2021							
Name:	AMERIKOHL TRANSPORT INC			551.13				551.13		
00674	BEARCOM	430.327	51601737	57.47	03/15/2021	03/02/2021		57.47		N
Road:	Radio Equip Maint	0321	03/01/2021							
00674	BEARCOM	410.328	51602699	235.00	03/15/2021	03/03/2021		235.00		N
POL:	Radio Equip ;Maint	0321	03/02/2021							
Name:	BEARCOM			292.47				292.47		
00553	BEST WHOLESALE TIRE	410.374	19582	522.98	03/15/2021	03/02/2021		522.98		N
Police:	Car #39-tranny lines & 0221	0221	02/10/2021							
00553	BEST WHOLESALE TIRE	410.374	19675	231.60	03/15/2021	03/02/2021		231.60		N
Police:	Car #39-starter/R&R sta0221	0221	02/24/2021							
Name:	BEST WHOLESALE TIRE CO, INC			754.58				754.58		
00005	HEI-WAY, LLC	430.372	10223013	237.63	03/15/2021	03/01/2021		237.63		N
Road:	Cold Patch	0221	02/24/2021							
00005	HEI-WAY, LLC	430.372	10303017	653.88	03/15/2021	03/08/2021		653.88		N
Road:	Cold Patch	0321	03/04/2021							
Name:	HEI-WAY, LLC			891.51				891.51		
00106	JORDAN TAX SERVICE, 403.140	2-C-#93	02/12/2021	1860.28	03/15/2021	02/16/2021		1860.28		N
Delinquent	R E Tax Commission 0221	0221	02/12/2021							
Name:	JORDAN TAX SERVICE, INC.			1860.28				1860.28		
00362	KRESS TIRE	430.374	9890-31	30.00	03/15/2021	02/12/2021		30.00		N
Road:	Flat repair	0221	02/11/2021							

00830	SHOUP ENGINEERING IN	408.319	21-68	25.75	25.75
Engineering:	Oakwood Heights	0221	02/28/2021	03/15/2021	03/03/2021
					N

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 1:59 pm
Date: 03/10/2021
Page: 3

By Name
Cutoff as of: 12/31/9999

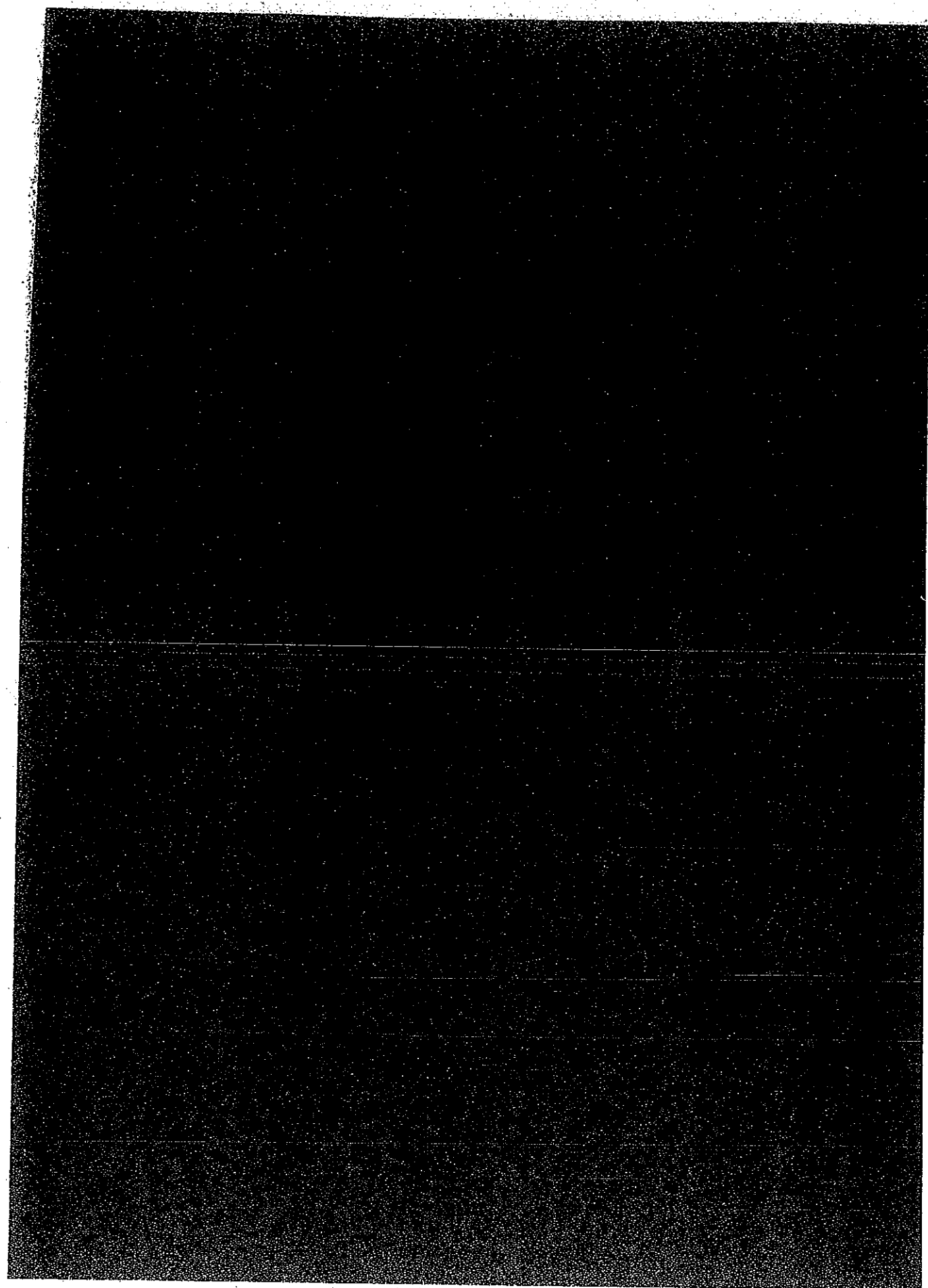
Due Dates: 03/15/2021 thru 03/15/2021

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00830	SHOUP ENGINEERING IN 408.319 Engineering: Allen Long Lot Li0221	21-69	02/28/2021	154.50	03/15/2021	03/03/2021		154.50	N	
00830	SHOUP ENGINEERING IN 408.313 Engineering: Miscellaneous 0221	21-74	02/28/2021	845.50	03/15/2021	03/03/2021		845.50	N	
Name: SHOUP ENGINEERING INC.				1154.50				1154.50		
00074	STEPHENSON EQUIPMENT 430.374 Road: door gas strut 0221	18037815	02/05/2021	238.28	03/15/2021	02/16/2021		238.28	N	
Name: STEPHENSON EQUIPMENT, INC.				238.28				238.28		
00577	TOSHIBA FINANCIAL SE 406.261 Lease & Maintenance of Copiers0221	5013945423	02/18/2021	918.89	03/15/2021	02/25/2021		918.89	N	
00577	TOSHIBA FINANCIAL SE 410.261 Lease & Maintenance of Copiers0221	5013945423	02/18/2021	244.94	03/15/2021	02/25/2021		244.94	N	
Name: TOSHIBA FINANCIAL SERVICES				1163.83				1163.83		
00067	TRISTANI BROTHERS, I 430.374 Road:2/28-Trk #3-Front End rep0321	210220	03/01/2021	2692.17	03/15/2021	03/10/2021		2692.17	N	
Name: TRISTANI BROTHERS, INC.				2692.17				2692.17		
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: Retainer 0221	613535	02/28/2021	500.00	03/15/2021	03/10/2021		500.00	N	
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: Olympus Gas we0221	613536	02/28/2021	201.50	03/15/2021	03/10/2021		201.50	N	
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: General 0221	613537	02/28/2021	1554.50	03/15/2021	03/10/2021		1554.50	N	
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: Oakwood Height0221	613538	02/28/2021	263.50	03/15/2021	03/10/2021		263.50	N	
Name: TUCKER/ARENSBERG ATTORNEYS				2519.50				2519.50		

FINAL TOTALS:

20252.75

20252.75



POLICE CHIEF'S REPORT

ATTACHED IS THE POLICE CHIEF'S REPORT.

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

OFFICER'S MONTHLY REPORT

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

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

JB

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

OFFICER'S MONTHLY REPORT

February 2021

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	46	43	89
CALLS FOR SERVICE/FIELD CONTACTS	418	385	803
ALL OTHER CALLS	537	467	1004
TOTALS CALLS FOR SERVICE	1001	895	1896
<u>ARRESTS</u>			
ADULT	2	5	7
JUVENILE	0	0	0
TRAFFIC CITATIONS	4	6	10
NON TRAFFIC CITATIONS	1	2	3
PARKING CITATIONS	3	0	3
WARNINGS	0	2	2
<u>PERSONNEL</u>			
GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	0	1	1
<u>VEHICLE REPORTS</u>			
TOTAL MILES TRAVELED	9,855	10,424	20,279
GALLONS OF GASOLINE USED	550.4	475.90	1026.3
REPAIRS/MAINTENANCE	807.59	807.97	1,615.56
<u>OVERTIME PAID</u>			
COURT (OFF DUTY)	3	0.00	3
PRELIMINARY HEARINGS	0	0.00	0
PRETRIAL	0	0.00	0
INVESTIGATIONS	3	0.00	3
ARRESTS	0	0.00	0
SPEED CHECKS	0	0.00	0
PRIVATE CONTRACTS	0	0.00	0
MISC. HOURS - FILLED SHIFTS	0	0.00	0
MISC. HOURS - ADMIN. HOURS	0	0.00	0
MISC. HOURS	3	0.00	3
TOTAL HOURS	9	0.00	9

Points of Interest

February 2021

Budget Figure YTD –15.07%

Chief Jonathan Lape

- February 11- Attended virtual Allegheny County Chiefs meeting (Swear in)
- February 12- Study material for the Sergeant Exam was made available to officers
- February 17- Attended virtual COG meeting

K9 Officer Edward Newman

- Nothing to report.

Sergeant Mikus & Officer Petosky

- February 12- Tactical Emergency Medical Support training held at Hampton Township Community Center.
- February 26- Written test given on use of force training received in January. After test completion, training on interior and exterior movement performed at Ross Township Annex.

Deer Lakes School District

- See attached SRO Report

Explorers

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

Misc. Details

- February 1 & 2- Officers Petosky & Lindner attended mandatory Updates training
- February 3 & 4- Sgt Shurina and Officer Fallen attended mandatory Updates training
- February 8 & 9- Sgt Loper and Officer Fedunok attended mandatory Updates training
- February 9- Officer Burk attended virtual car seat recertification training
- February 10 & 11- Officers Newman and Elza attended mandatory Updates training
- February 17- Officer Dobson attended mandatory Updates training
- February 18- Officers Wikert, Petosky, Trocki, & Gizienski attended De-escalation training
- February 19- Officers Elza, Fallen, Fedunok, & Evan attended De-escalation training
- February 22 & 23- Sgt Mikus attended mandatory Updates training
- February 22-24- Officer Trocki attended Field Training Officer training
- February 24 & 25- Officers Evan & Gizienski attended mandatory Updates training

Correspondence

- February 11- Received thank you letter commending Officer Evan and Officer Newman, as well as West Deer EMS personnel (see attached)



West Deer
TOWNSHIP
ALLEGHENY COUNTY PA

POLICE DEPARTMENT

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

FEBRUARY 2021

WDPD INCIDENT REPORTS

TOTAL: 2

- 1 Sex Crimes – Indecent Exposure
- 1 Drug Laws – General

SRO / SECURITY DETAILS & LOGS

TOTAL: 58

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

TOTAL ACTIVITY

TOTAL: 60



West Deer
TOWNSHIP
ALLEGHENY COUNTY PA

POLICE DEPARTMENT

TOTAL ACTIVITY BY SCHOOL

HIGH SCHOOL	12
MIDDLE SCHOOL	16
E.U. INTERMEDIATE	18
CURT. PRIMARY	12
ADMIN. BUILDING	0
BUS GARAGE	1
OTHER	1

FREQUENT STUDENT INVOLVEMENT

DL School / Student ID #: N/A

TOTAL INVOLVEMENTS THIS PERIOD: -

DARE / SRO CLASSES AND PROGRAMS

DARE

CLASSES INSTRUCTED DURING THIS PERIOD

Number of Classes

Grade Level

None – Due to COVID-19 and class restrictions

SRO Programs

INSTRUCTED DURING THIS PERIOD

Program

School

Date

None – Due to COVID-19 and class restrictions

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

Date Printed:
3/2/2021

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: **2/1/2021**

Report End Date: **2/28/2021**

Calls For Service:

ABANDON VEHICLE - PUBLIC PROPERTY	1
ALARM ACTIVATION - BUSSINESS/FALSE	6
ALARM ACTIVATION - FIRE	1
ALARM ACTIVATION - MEDICAL	7
ALARM ACTIVATION - RESIDENTIAL	2
ALARM ACTIVATION - RESIDENTL/FALSE	1
ANIMAL - COMPLAINT	11
ASSIST - EMS	36
ASSIST - EMS - WORKPLACE	1
ASSIST - EMS (AED USED)	1
ASSIST - EMS (DOA)	4
ASSIST - OTHER	1
ASSIST - POLICE	8
ASSIST - RESIDENT	3
ASSIST - WELFARE CHECK	8
ASSIST- EMS (OVERDOSE)	1
BURGLARY - FORCE (RESIDENTIAL)	1
CHILD - CHILD LINE REPORTS	3
CIVIL - CHILD CUSTODY	2
DISABLED VEHICLE - GENERAL	8
DISORDERLY CONDUCT - GENERAL	2
DOMESTIC - PHYSICAL	1
DOMESTIC - VERBAL	4
DRUG LAWS - GENERAL	1
DUI - OVER LEGAL AGE	1
FIRE - BURNING COMPLAINT	1
FIRE - STRUCTURE (RESIDENCE)	1
FRAUD - GENERAL	5
HARASSMENT - GENERAL	1
HAZARDOUS CONDITION - FLOODING	3
HAZARDOUS CONDITION - ROAD HAZARD	14
HAZARDOUS CONDITION - TREE DOWN	1
HAZARDOUS CONDITION - WIRE DOWN	1
MENTAL COMMITMENT - INVOLUNTARY	1
MENTAL COMMITMENT - VOLUNTARY	1
MISSING PERSON - ADULT MALE	1
MVA - LEAVING THE SCENE	3
MVA - NON REPORTABLE	2
MVA - PRIVATE PROPERTY	1
MVA - REPORTABLE	4
NOISE COMPLAINT - RESIDENTIAL	2
PARKING COMPLAINT - RESIDENTIAL	1
PATROL - GENERAL	143
PFA - SERVICE	1

Calls For Service:

PHONE CALLS - GENERAL	9
POLICE INFORMATION - FOLLOW UP INVEST	1
POLICE INFORMATION - GENERAL	17
PREMISES CHECK - BUSINESS	2
PREMISES CHECK - RESIDENTIAL	1
PROPERTY - FOUND	1
SEX CRIMES - INDECENT EXPOSURE	1
SPECIAL DETAIL - ADMINISTRATIVE	14
SPECIAL DETAIL - CHILD SEAT INSTALLATIO	1
SPECIAL DETAIL - OTHER / MISC.	4
SRO DETAIL - ASSIST ADMINISTRATOR	3
SRO DETAIL - ASSIST TEACHER	2
SRO DETAIL - SCHOOL SAFETY DRILL	8
SRO DETAIL - SECURITY (CAFETERIA)	1
SRO DETAIL - SECURITY (GENERAL)	42
SRO DETAIL - STUDENT MISSING / SEARCH	1
SRO DETAIL - SUSPICIOUS INCIDENT / PERS	1
SUSPICIOUS - NOISE	1
SUSPICIOUS - OTHER	1
SUSPICIOUS - PERSON	3
SUSPICIOUS - VEHICLE	4
THEFT - FROM MOTOR VEHICLE	3
THEFT - OTHER	1
TRAFFIC - COMPLAINT	5
TRAFFIC - DETAIL	12
TRAFFIC - RADAR SPEED SIGN	1
TRAFFIC - STOP	20
TRESPASS - BUSINESS	1
TRESPASS - RESIDENCE	1

TOTAL CALLS FOR SERVICE: 464

UCR Reportable Crimes February 2021

Part I Offenses

Crime	Amount	Classification on UCR Return A
Burglary- Force (Residential)	1	05.A Burglary Forcible Entry
Theft- From Motor Vehicle	3	06. Larceny- Theft
Theft- Other	1	06. Larceny- Theft

Part II Offenses

Disorderly Conduct	2	240. Disorderly Conduct
Domestic- Physical	1	260. All Other Offenses
Domestic- Verbal	4	260. All Other Offenses
Drug Laws- General	1	180.18H Drug Abuse- Other
DUI- Over Legal Age	1	210. Driving Under the Influence
Fraud- General	5	110. Fraud
Harassment- Communications	1	240. Disorderly Conduct
Harassment- General	6	240. Disorderly Conduct
Sex Crimes- Indecent Exposure	1	170. Sex Offenses (Except 02 & 160)
Trespass- Business	1	260. All Other Offenses
Trespass- Residence	1	260. All Other Offenses

Date Printed:
3/2/2021

West Deer Township Police Department Total Arrest Report

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

Report Start Date: **2/1/2021**

Report End Date: **2/28/2021**

ARREST DATE	D I #	SIGNAL CODE	JUVENILE ARREST
2/14/2021	20210070	DUI - OVER LEGAL AGE	
2/15/2021	20210032	DUI - OVER LEGAL AGE	

TOTAL ARRESTS: 2

TOTAL ADULT ARRESTS:

TOTAL JUV. ARRESTS:

Jennifer Borczyk

From: Jim Holman <jimholman1@gmail.com>
Sent: Wednesday, February 10, 2021 2:43 PM
To: info@westdeertownship.com; jborczyk@westdeertownship.com
Subject: Thank you for your assistance

Dear friends,

I wanted to send a note thanking you all for responding to my slip and fall accident at 29 Ideal Drive at 0640 on 26 Jan.

Amanda and Abby on the EMS crew and Matt and another PD officer whose name I didn't collect were the ultimate professionals instilling confidence and calm during a traumatic time for me. I have worked in both EMS and law enforcement and I know competent and caring when I see it.

Amanda and Abby were very knowledgeable and knew exactly how to handle the incident. My care on scene and enroute to the ER was administered calmly and appropriately.

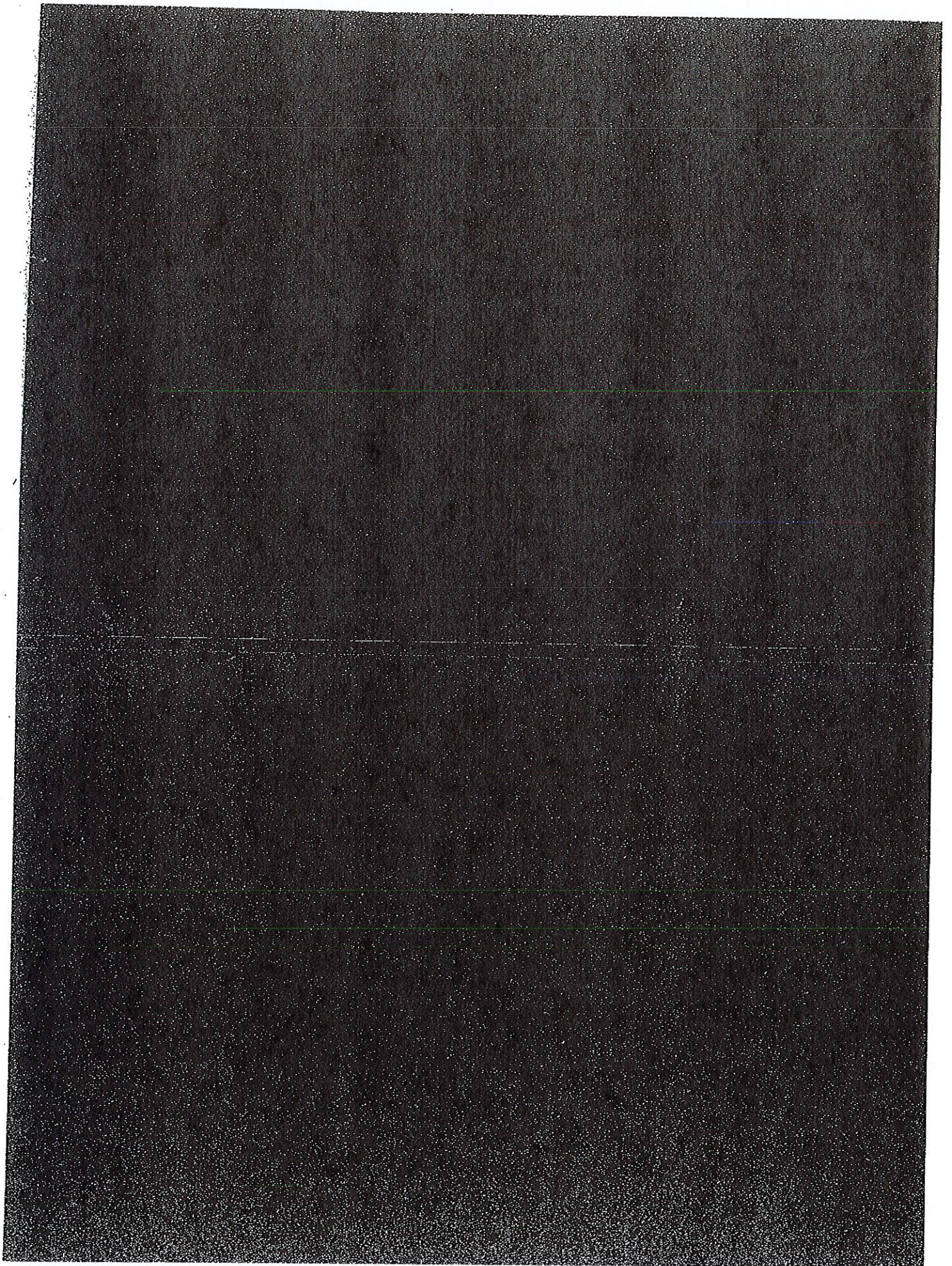
I know that police patrol units are normally just kept advised on BLS ambulance calls but two officers responded and I was very happy to see them. With ice all around us, I didn't know how I would get up from the ground with my injured leg and just two EMS crew members to hold the stretcher in place and get me into it. The PD was a huge help in this case.

My injury was a torn quad tendon for which I had surgery the following Monday. It will need to be immobilized for up to 6 weeks. So the injury was indeed serious.

We are new to West Deer moving in just this past July. One of the first things I did on getting settled was subscribe to WDEMS. We also contributed to the fire dept as we know how important this support is for the organizations who put themselves out there to serve us in our time of need.

Thank you all for the important and sacrificial work you do every day.

Jim and Kim Holman



PUBLIC WORKS FOREMAN'S REPORT

ATTACHED IS THE PUBLIC WORKS FOREMAN'S REPORT.

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

2021
MONTHLY REPORT FOR FEBRUARY
PUBLIC WORKS DEPARTMENT

ROADS

- Install riser on catch basin on Martin Road.
- Dig mud spots out on Moscala Road.
- Snow removal.
- Patch holes on various roads.
- Fix alley in Russellton with reclaim.

TRUCKS & EQUIPMENT

- Repair plow on truck #6.
- Install stickers on new trucks.
- Repair high lift bucket.
- Repair lights on truck #4.
- Repair high lift back door.
- Take truck #2 to Schultz Ford for recall.
- Clean & grease trucks.
- Grease excavator & skid steer.

MISCELLANEOUS

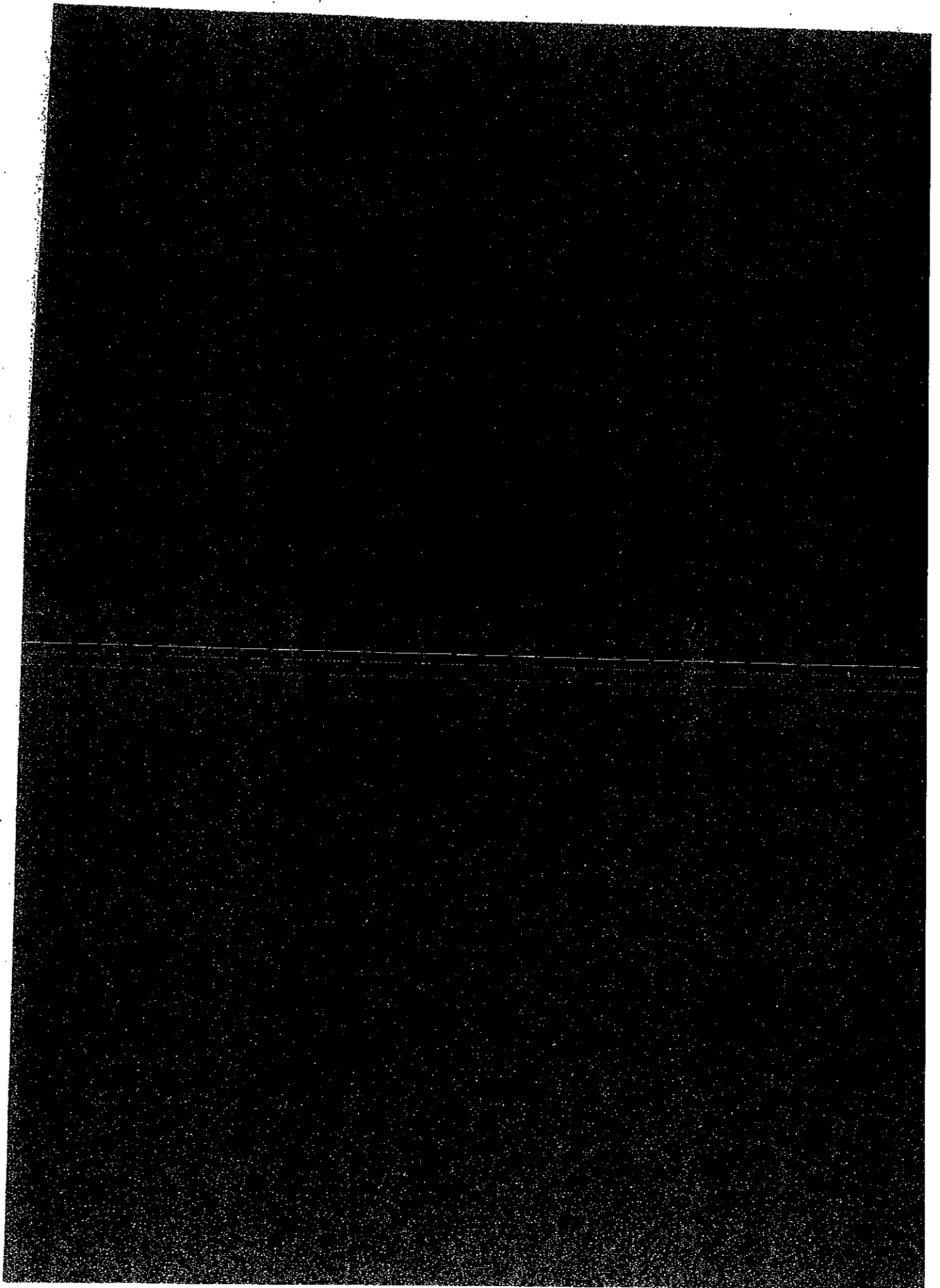
- Smooth ice rink, shovel steps & ice rink.
- Trim branches from various roads.
- Hang banners.
- Weld rings & paint.
- Clean bamboo from Glasgow Road.
- Take recycle bins to Municipal Building.
- Work on missing signs.
- Push up salt.
- Push up anti-skid.

PA1 Calls
63

OT
350 hrs ~ snow removal

Kevin Olar

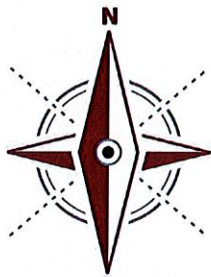
Date



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

FEBRUARY 2021 ENGINEER'S REPORT WEST DEER TOWNSHIP

Prepared March 11, 2021

VIA EMAIL

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meetings:

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

2. DEVELOPMENTS/PROJECTS

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

Projects:

- 2021 Road Improvement Project – Bid documents and specifications have been prepared and bids have been let for the year's road improvement project. Bid results will be provided at the Board of Supervisor's March 17, 2021 meeting.

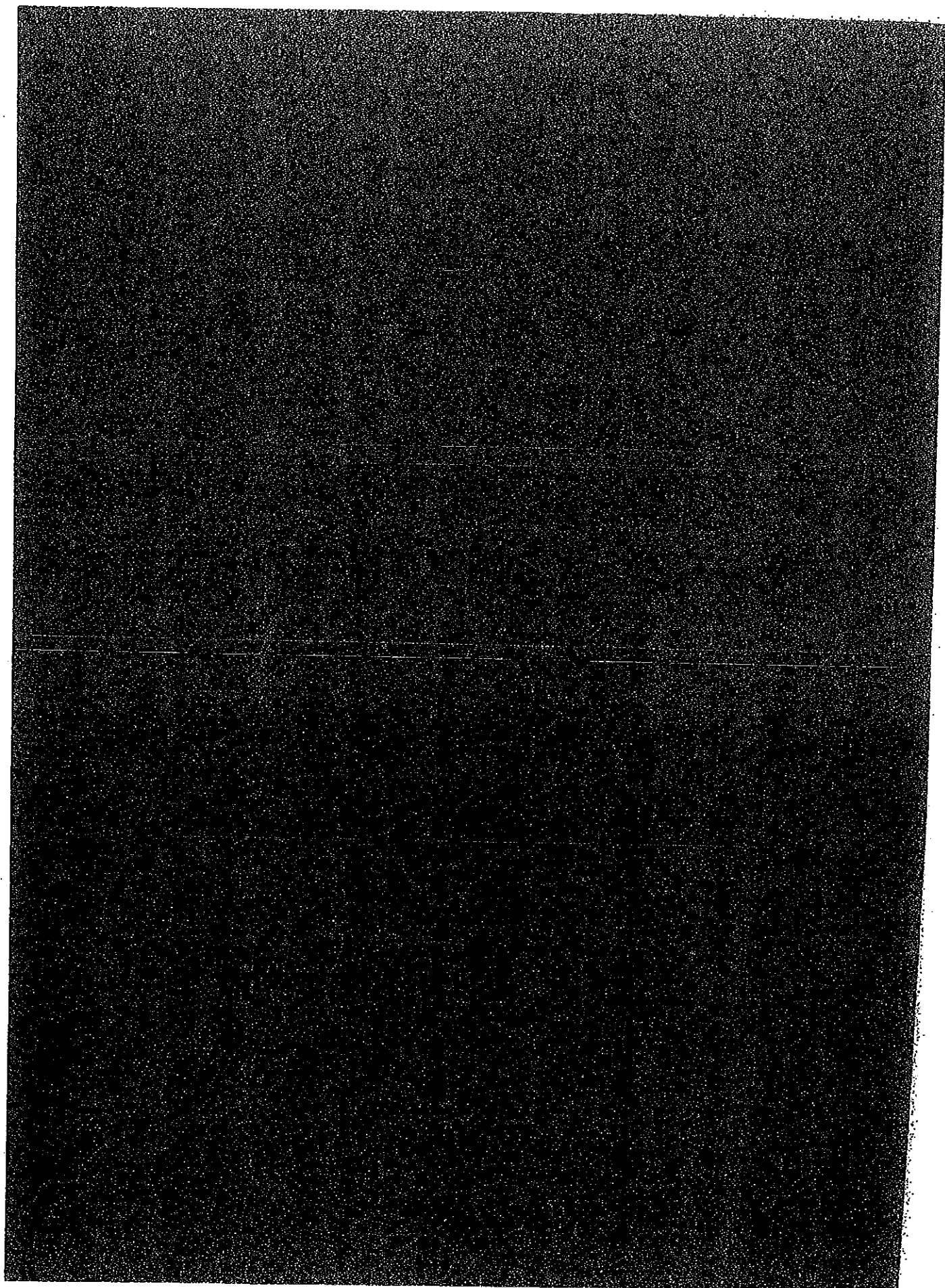
Development/Subdivision Reviews: The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:

- Eastview Farms – A review of this preliminary subdivision plan was performed and a review letter was issued on January 14, 2021.

Respectfully Submitted,

SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer



BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER'S REPORT

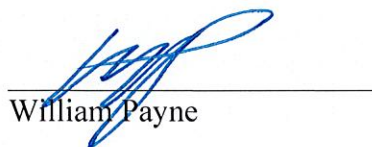
ATTACHED IS THE BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

Code Enforcement

February 28, 2021

1. Issued 11 Occupancy Permits.
2. Issued 6 Building Permits.
3. Performed 40 site inspections
4. See attached Project Status report.
5. Planning commission meeting was held. Revisions on the Zoning Map was discussed. Some items included in map revisions were adding the new development roads and changing a parcel from Industrial to R-3 off of Spruce street. A new screening table was presented, and extensive discussion occurred. Requested revisions will be presented next month. Discussion on dehydrator standards were also discussed to be included in the Zoning update.
6. No Zoning Hearing Board meeting was held but there will be a use variance hearing via Zoom on Thursday March 18th at 7PM for a residential home to be built in the Industrial Zoning district which abuts Spruce Street in Bairdford.
7. Initiated 10 complaint investigations.
8. Issued 5 notices of violation.
9. Dispatched 1 raccoon.
10. All summary court hearings were postponed in February currently everything has been pushed back to April at the earliest.



William Payne

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

Permit Date	Permit Number	Lot Block	Applicant Name	Street Address	Use	New Construction
02/01/2021	021-022	1511-C-090	Salvatore and Amy M. Bennardo	1222 E SANDSTONE CT	Single Family Home	No
02/01/2021	021-023	1511-F-398	Adam and Vanessa Gizinski	2070 SAXONBURG BLVD	Single Family Home	No
02/09/2021	021-024	1356-D-368	Rebecca and David Hillard	3415 E STAG DR	Single Family Home	No
02/15/2021	021-025	1667-N-76-A	Marilyn Snyder	905 COPPER CREEK TRAIL	Single Family Home	Yes
02/16/2021	021-026	1513-A-337	Dawn Hazlett	29 LITTLE DEER CREEK RD	Single Family Home	No
02/18/2021	021-027	1669-N-530	Brittney Kradel & Benjamin Stauffer	135 CEDAR LANE	Single Family Home	No
02/19/2021	021-028	1510-S-356	Urban Capital Group, LLC	71 GRUBBS RD	Single Family Home	No
02/24/2021	021-029	1361-M-224	Sante Eugene & Tracey Lynne Stello	2007 CHURCH ST	Single Family Home	No
02/25/2021	021-030	1507-H-090	Zachary R. Gloeckler	4048 CRESTWOOD DR	Single Family Home	No
02/25/2021	021-031	1218-L-114	Robert M. Lattner	1265-1267 PATTON DR	Duplex/Carriage House	No
02/25/2021	021-032	1671-B-390	Joshua M. and Sara E. Bender	533 BENJAMIN ST	Single Family Home	No

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

Total Fees Collected by Month	
February-	\$250
Total Fees Collected	
Grand Total -	\$250

**West Deer Township
Permit Report
February 2021**

Permit Date	Permit Number	Type	Owner	Address	Parcel ID	Construction Cost	Fees Collected
02/03/2021	P21-008	Emergency Generator	JEFFREY & LESLIE RHODES	361 CHRISTY RD	2195-M-357	\$9,000.00	\$75.00
02/17/2021	P21-009	In Ground Pool	Jonathan and Lauren Chanadet	1406 SANDSTONE DR	1670-L-95	\$40,000.00	\$75.00
02/22/2021	P21-010	Pole Building/Barn	DAVID JOHNSON	23 WINDY KNOLL	1834-B-036	\$46,596.23	\$359.00
Totals: 3						\$95,596.23	\$509.00

Permit Type	Count	Construction Cost	Fee Total
Emergency Generator	1	\$9,000.00	\$75.00
In Ground Pool	1	\$40,000.00	\$75.00
Pole Building/Barn	1	\$46,596.23	\$359.00

Permit Status	Count	Construction Cost	Fee Total
Issued	3	\$95,596.23	\$509.00

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 02/01/2021 To 02/28/2021

Date	Type	Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
2/1/2021	Framing		4201 COHASSET LN, ALLISON PARK, PA, 15101	956 COPPER CREEK TRAIL	1508-A-78-B	Passed	William Payne
2/4/2021	Framing		2334 E. 43RD ST., ERIE, PA, 16510	5241 MIDDLE RD.	1356-S-273	Failed	William Payne
2/5/2021	Complaint Follow Up		709 CRYSTAL SPRING CT., GIBSONIA, PA, 15044	709 CRYSTAL SPRING CT	1667-J-47	Completed	William Payne
2/8/2021	Site Inspection		1788 SAXONBURG BLVD, TARENTUM, PA, 15084	1788 SAXONBURG BLVD	1838-N-037	Completed	William Payne
2/8/2021	Complaint Follow Up		8 Deer Street, TARENTUM, PA, 15084	8 DEER ST	1672-N-212	Completed	William Payne
2/9/2021	Occupancy Inspection		1265-1267 Patton Dr., Russellton, PA, 15076	1265-1267 PATTON DR	1218-L-114	Failed	William Payne
2/9/2021	Occupancy Inspection		1265-1267 Patton Dr., Russellton, PA, 15076	1265-1267 PATTON DR	1218-L-114	Failed	William Payne
2/10/2021	Complaint Follow Up		31 SPRING LANE, TARENTUM, PA, 15084	29 SPRING LANE	2014-F-369	Completed	William Payne
2/11/2021	Complaint Follow Up		19 SCHOOL ST, RUSSELLTON, PA, 15076	19 SCHOOL ST	1361-M-105	Completed	William Payne
2/11/2021	Complaint Follow Up		19 SCHOOL ST, RUSSELLTON, PA, 15076	19 SCHOOL ST	1361-M-105	Completed	William Payne
2/11/2021	Complaint Follow Up		, RUSSELLTON, PA, 15076	17 SCHOOL ST	1361-M-108	Completed	William Payne
2/11/2021	Complaint Follow Up		2016 CHURCH ST., RUSSELLTON, PA, 15076	2012 CHURCH ST	1361-M-139	Open	William Payne
2/11/2021	Fireblocking		4201 COHASSET LN, ALLISON PARK, PA, 15101	956 COPPER CREEK TRAIL	1508-A-78-B	Passed	William Payne
2/11/2021	Insulation		4201 COHASSET LN, ALLISON PARK, PA, 15101	956 COPPER CREEK TRAIL	1508-A-78-B	Passed	William Payne
2/15/2021	Complaint Follow Up		390 PARTRIDGE RUN RD, GIBSONIA, PA, 15044	390 PARTRIDGE RUN RD	1356-D-68	Completed	William Payne
2/16/2021	Framing		4201 COHASSET LN, ALLISON PARK, PA, 15101	950 COPPER CREEK TRAIL	1508-A-76-A	Passed	William Payne
2/16/2021	Framing		4201 COHASSET LN, ALLISON PARK, PA, 15101	954 COPPER CREEK TRAIL	1508-A-78-A	Passed	William Payne
2/17/2021	Occupancy Inspection		533 Benjamin St., Tarentum, PA, 15084	533 BENJAMIN ST	1671-B-390	Passed	William Payne
2/17/2021	Occupancy Inspection		4048 Crestwood Dr., Gibsonia, PA, 15044	4048 CRESTWOOD DR	1507-H-090	Passed	William Payne
2/17/2021	Complaint Follow Up		27 Deer Street, Tarentum, PA, 15084	27 DEER ST	1672-J-090	Completed	William Payne

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 02/01/2021 To 02/28/2021

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
2/17/2021	Occupancy Inspection		4048 Crestwood Dr., Gibsonia, PA, 15044	4048 CRESTWOOD DR	1507-H-090	Passed	William Payne
2/17/2021	Occupancy Inspection		533 Benjamin St., Tarentum, PA, 15084	533 BENJAMIN ST	1671-B-390	Passed	William Payne
2/19/2021	Occupancy Inspection		3402 SUNNYVALE DR, ALLISON PARK, PA, 15101	3402 SUNNYVALE DR	1213-M-021	Completed	William Payne
2/19/2021	Fire/Safety Inspection		620 GERMATOWN PIKE, LAFAYETTE HILL, PA, 19444	105-108 CEDARWOOD CIR	1361-S-080	Completed	William Payne
2/19/2021	Fire/Safety Inspection		620 GERMATOWN PIKE, LAFAYETTE HILL, PA, 19444	105-108 CEDARWOOD CIR	1361-S-080	Completed	William Payne
2/19/2021	Fire/Safety Inspection		620 GERMATOWN PIKE, LAFAYETTE HILL, PA, 19444	105-108 CEDARWOOD CIR	1361-S-080	Completed	William Payne
2/22/2021	Occupancy Inspection		2007 Church St., Russellton, PA, 15076	2007 CHURCH ST	1361-M-224	Passed	William Payne
2/22/2021	Complaint Follow Up		787 HOWES RUN RD, SARVER, PA, 16055	16 / 18 DEER ST	1672-J-51	Completed	William Payne
2/22/2021	Complaint Follow Up		39 DEER ST, TARENTUM, PA, 15084	39 DEER ST	1672-J-110	Completed	William Payne
2/22/2021	Complaint Follow Up		178 DEER ST, TARENTUM, PA, 15084	32 DEER ST	1672-J-026	Completed	William Payne
2/22/2021	Occupancy Inspection		2007 Church St., Russellton, PA, 15076	2007 CHURCH ST	1361-M-224	Passed	William Payne
2/22/2021	Complaint Follow Up		19 SCHOOL ST, RUSSELLTON, PA, 15076	19 SCHOOL ST	1361-M-105	Cancelled	William Payne
2/22/2021	Complaint Follow Up		8 Deer Street, TARENTUM, PA, 15084	8 DEER ST	1672-N-212	Completed	William Payne
2/22/2021	Complaint Follow Up		PO Box 321, Bairdford, PA, 15006	456 BAIRDFORD RD	1669-K-034	Passed	William Payne
2/22/2021	Complaint Follow Up		39 DEER ST, TARENTUM, PA, 15084	39 DEER ST	1672-J-110	Completed	William Payne
2/22/2021	Complaint Follow Up		178 DEER ST, TARENTUM, PA, 15084	32 DEER ST	1672-J-026	Completed	William Payne
2/22/2021	Complaint Follow Up		27 Deer Street, Tarentum, PA, 15084	27 DEER ST	1672-J-090	Completed	William Payne
2/22/2021	Complaint Follow Up		787 HOWES RUN RD, SARVER, PA, 16055	16 / 18 DEER ST	1672-J-51	Completed	William Payne
2/22/2021	Complaint Follow Up		107 PINE ST, RUSSELLTON, PA, 15076	107 PINE ST	1361-S-393	Completed	William Payne
2/24/2021	Framing		4365 BAKERSTOWN CULMERVILLE RD, GIBSONIA, PA, 15044	4365 BAKERSTOWN CULMERVILLE RD	2010-A-038	Passed	William Payne
2/24/2021	Salvage Yard		49 BAIRDFORD RD, GIBSONIA, PA, 15044	49 BAIRDFORD RD	2010-J-84	Completed	William Payne

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 02/01/2021 To 02/28/2021

Inspection Date	Inspection Type	Parcel Owner	Parcel Owner Mailing	Legal Address	Parcel ID	Status	Inspector
2/24/2021	Salvage Yard		PO BOX 501, RUSSELLTON, PA, 15076	663 LITTLE DEER CREEK VALLEY RD.	1512-M-323	Completed	William Payne
2/26/2021	Salvage Yard		115 KAUFMAN RD, GIBSONIA, PA, 15044	115 KAUFMAN RD	1836-P-62	Completed	William Payne
2/26/2021	Complaint Follow Up		525 BAILIES RUN RD., TARENTUM, PA, 15084	525 BAILIES RUN RD	1363-J-341	Completed	William Payne

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 02/01/2021 To 02/28/2021

Count by Type

Type	Count
Fire/Safety Inspection	3
Complaint Follow Up	21
Fireblocking	1
Framing	5
Insulation	1
Occupancy Inspection	5
Salvage Yard	3
Site Inspection	1
Total:	40

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report
From 02/01/2021 To 02/28/2021

Count by Status

Status	Count
Cancelled	1
Completed	26
Failed	2
Open	1
Passed	10
Total:	40

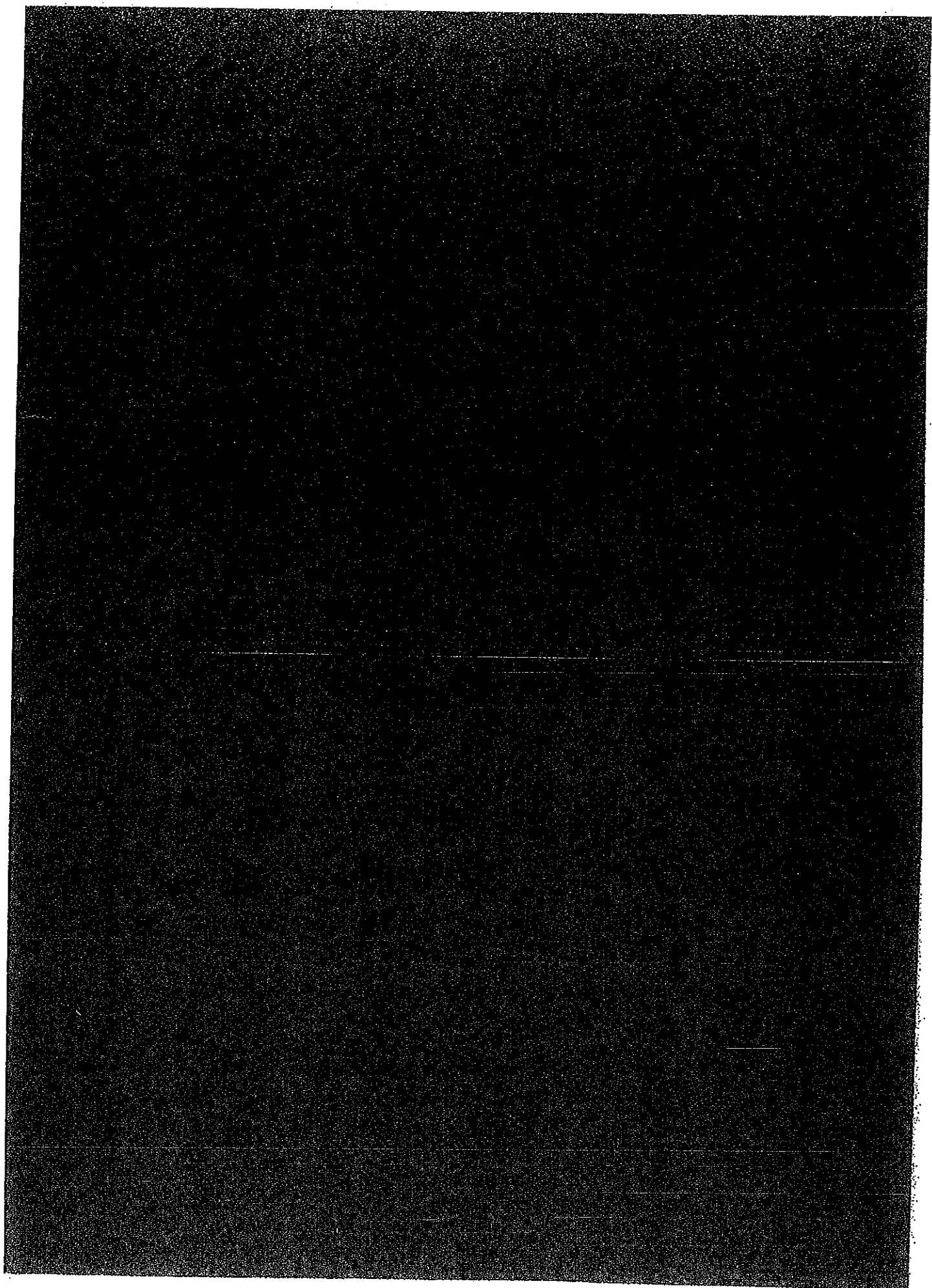
FEBRUARY 2021

PROJECT STATUS

WEST DEER TOWNSHIP

PROJECT	STATUS
Dionysus Gas Well	Extension granted to 06.30.2021; (For Public Hearing)
Leto Gas Well	Extension granted to 06.30.2021; (For Public Hearing)
Ballfield Complex - Vrabel	In Construction: Physical Therapy Buildout
Links at Deer Run	Failed Zoning Request (Last Time on Project Status Report)
McIntyre Heights	BOS Approved Land Development; Next Step Site Work
Copper Creek	In Construction
Hunt Club	Completed; Roads In Progress to be Taken over by Twp.
Oakwood Heights	BOS Approved Land Development: Next Step Site Work

PROJECT	STATUS
Eastview Farms	BOS Approved Preliminary Site Plan: Zoning Change Granted to R-1
Lavrich Lot line Revision	In Progress: Ready to Record Plan
10 Greentree Lane	In Progress: Ready to Record Plan
Moretti Plan of Lots No. 3	Subdivision Application in Planning 3.25.2021
910 Flex Building	Met With Developer: Awaiting Application for Land Development
Leo's Landscape	BOS Approved Land Development: Awaiting Building Permit Application



PARKS AND RECREATION BOARD REPORT

ATTACHED IS THE PARKS AND RECREATION BOARD REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

Parks & Recreation Report

March 17th, 2021

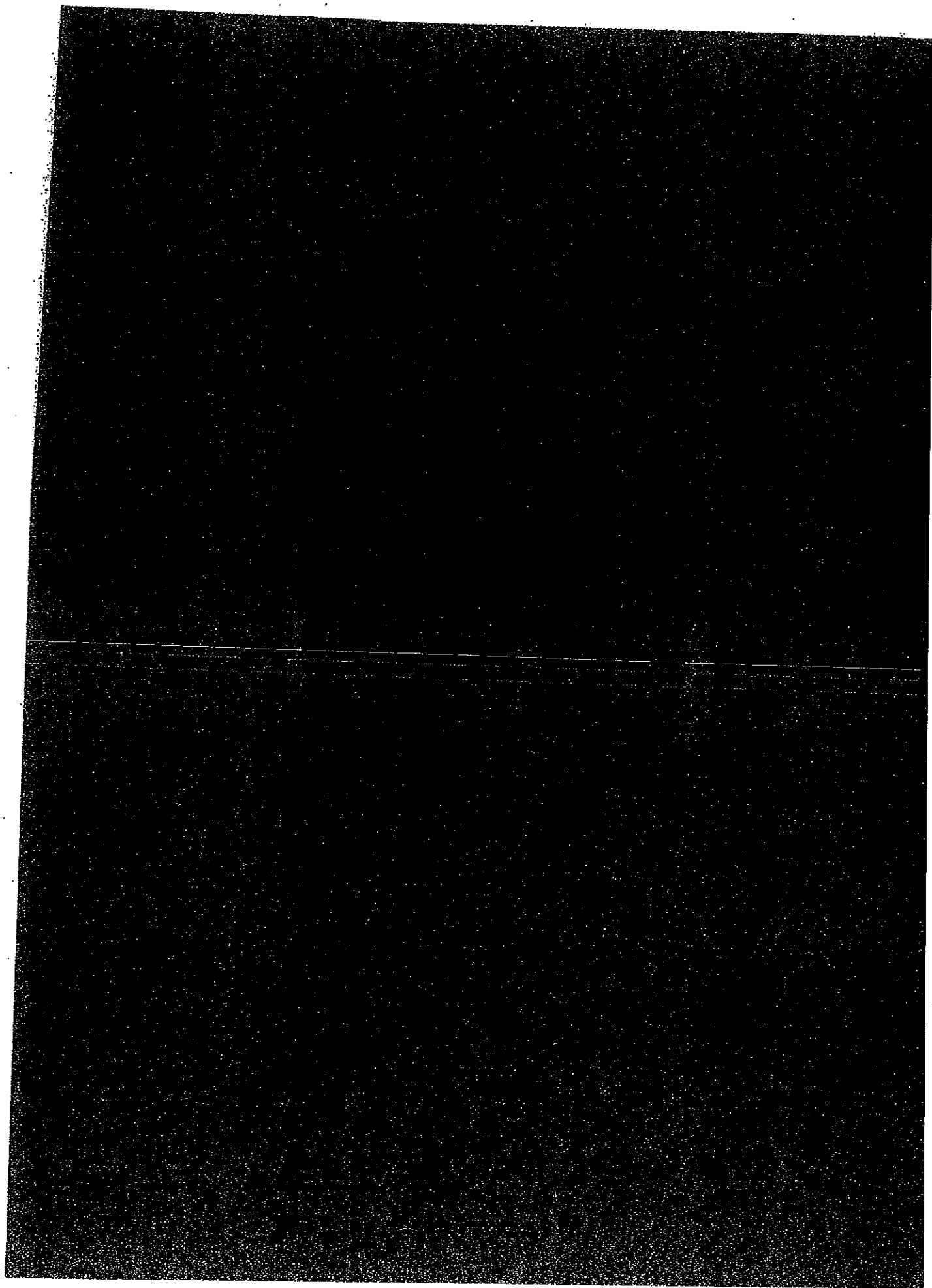
Our last meeting was February 24th.

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

- The week before Easter – Easter Bunny Drive Around like last year
- Farmer's Market - First Thursday of every month May - September (May 6th, June 3rd, July 1st, August 5th, September 2nd) at Bairdford Park
- May 27th – Food Truck Event at Nike Site Park
- June 4th – Movie in the Park at Bairdford Park
- July 16th - Movie in the Park at Bairdford Park
- August 6th & 7th – Community Days at Bairdford Park
- August 20st - Movie in the Park at Bairdford Park

Fall Festival - Chief Lape reached out to me with an idea of a Fall Festival Event in lue of our traditional Community Days. Hopefully, we will have less restrictions by that time and will be able to do more things. This idea obviously needs to be fleshed out further but I'm asking for your approval to move forward with the planning of this event.

Our next meeting is scheduled for March 24th at 7:00PM.



CDC STEERING COMMITTEE REPORT

MR. MAJERNIK...

PENSION MANAGER INTERVIEWS

THE TOWNSHIP'S CURRENT PENSION MANAGER IS MANNING & NAPIER. THOUGH THE TOWNSHIP HAS BEEN PLEASED WITH THEIR PERFORMANCE, THE BOARD CREATED A COMMITTEE TO EVALUATE AND COMPARE THEIR SERVICES WITH OTHER PROVIDERS.

THE COMMITTEE WENT THROUGH A PROPER, LEGAL REQUEST FOR PROPOSAL PROCESS, AND ULTIMATELY RECOMMENDED TWO FIRMS TO BE INTERVIEWED: 1) MANNING & NAPIER, AND 2) C.S. MCKEE.

THE BOARD AND COMMITTEE WILL BE INTERVIEWING THE TWO FIRMS THIS EVENING, AND THE BOARD WILL LIKELY VOTE TO MAKE AN AWARD AT THEIR APRIL REGULAR BUSINESS MEETING.

EACH FIRM WILL BE GIVEN UP TO TEN MINUTES TO GIVE A PRESENTATION, THEN THE BOARD AND COMMITTEE WILL ASK QUESTIONS IF THEY SO CHOOSE.

FIRST, MR. DAVID IMMONEN FROM MANNING & NAPIER.

MR. IMMONEN....

NEXT, MR. SHANE NICKOLICH FROM C.S. MCKEE.

MR. NICKOLICH....

MANNING & NAPIER

Independent Perspective.
Real-World Solutions.



Investment Management Proposal

February 17, 2021

Presented to
West Deer Township

Contents

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



I. Investment Management Questionnaire

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Are your returns calculated in compliance with GIPS?

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

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

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

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

Town of McCandless Police Pension Plan

Bob Grimm, Town Manager

rgrimm@townofmccandless.org

(412) 364-0616 x120

Borough of Oakmont Police and General Employee's Pension Plan

Scot Fodi, Borough Manager

boroughmanager@oakmontborough.com

(412) 828-3232

Turtle Creek Police Pension plan

Nick Bianchi, Council President

(412) 824-2500

Indian River Shores Firefighters & Police Officers Pension Fund

Sgt. Bart Crosby, Chairman

bart0948@gmail.com

(772) 231-2451

City of Kissimmee

Linda Gomez, Pension Coordinator

Linda.Gomez@kissimmee.gov

(407) 518-2374

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

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

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

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

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

Not applicable.

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

No such gifts were given.

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

No such conflicts of interest are known.

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

December 31, 2019

GIPS® - Compliant Presentation Long-Term Growth

Year	Annual Performance		Three Year Standard Deviation				Composite Disposition Accounts	Number of Accounts	Composite Assets	Non-Fee Paying Accounts	Bundled Fee Assets	Firm Assets	
	LTG Composite Gross-of-Fee	LTG Composite Net-of-Fee	40/15/45 Rus 3000/ ACWXUS/ BAB	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB	LTG Composite Gross-of-Fee	40/15/45 Rus 3000/ ACWXUS/ BAB	40/15/45 Rus 3000/ ACWXUS/ ICE 1-12 MB		\$Millions			\$Millions	
2019	19.53%	18.61%	19.46%	17.90%	6.04%	6.29%	6.36%	0.69%	1,574	\$4,452	0.01%	5.1%	\$19,571
2018	-2.45%	-3.04%	-4.03%	-3.35%	6.29%	5.83%	5.79%	0.55%	1,603	\$4,555	0.01%	7.4%	\$20,210
2017	15.43%	14.77%	13.77%	13.60%	6.84%	5.51%	5.40%	0.89%	1,830	\$5,535	0.01%	4.6%	\$25,157
2016	4.32%	3.72%	7.09%	5.86%	7.30%	6.03%	5.84%	0.51%	1,863	\$5,330	0.01%	5.8%	\$30,069
2015	-2.54%	-3.09%	-0.18%	0.61%	7.62%	6.01%	5.99%	0.56%	1,989	\$6,132	0.01%	7.2%	\$35,442
2014	6.12%	5.45%	7.10%	6.33%	6.97%	5.56%	5.67%	0.65%	2,109	\$7,015	0.01%	7.9%	\$47,802
2013	17.43%	16.63%	13.85%	14.81%	9.10%	7.14%	7.30%	0.92%	2,007	\$10,149	0.01%	4.7%	\$50,826
2012	13.75%	12.95%	11.09%	10.68%	10.77%	8.58%	8.71%	1.23%	1,776	\$8,738	0.00%	2.9%	\$45,209
2011	0.04%	-0.66%	2.05%	1.93%	13.24%	11.02%	10.92%	0.93%	1,691	\$7,770	0.00%	2.9%	\$40,214
2010	13.10%	12.32%	11.94%	10.25%	N/A	N/A	N/A	1.13%	1,633	\$7,342	0.00%	3.0%	\$38,836

Manning & Napier Long-Term Growth (LTG) Composite is a weighted average of discretionary separately managed accounts, and may include proprietary mutual fund and collective investment trust accounts with a Long-Term Growth objective that invests in equities, primarily U.S. with some non-U.S., and fixed income securities. The primary investment objective of accounts in this composite is long-term growth, and the secondary objective is preservation of capital. Equity exposure for accounts in this composite typically ranges from 30% to 80% with situational adjustments within this range at our discretion. This composite includes separately managed accounts that may have a portion of their assets invested in proprietary asset class mutual funds, which may be declined or may not be permitted through the selection of some custodial programs. Prior to 01/01/2009, proprietary mutual fund and collective investment trust accounts with a Long-Term Growth objective were excluded from the composite. Beginning on 12/31/2019, the secondary benchmark was added in an effort to provide taxable accounts with greater context regarding the fixed income component of their portfolio. The composite was created on 01/01/1983 and has an inception date of 01/01/1973.

The Manning & Napier Long-Term Growth (LTG) Composite is a weighted average of discretionary separately managed accounts, and may include proprietary mutual fund and collective investment trust accounts with a Long-Term Growth objective. Accounts in this composite must have a market value greater than \$500,000 and tenure of at least one month under our management. Long-Term Growth is a blended investment objective that invests in equities, primarily U.S. with some non-U.S., and fixed income securities. The primary investment objective of accounts in this composite is long-term growth, and the secondary objective is preservation of capital. Equity exposure for accounts in this composite typically ranges from 30% to 80% with situational adjustments within this range at our discretion. This composite includes separately managed accounts that may have a portion of their assets invested in proprietary asset class mutual funds, which may be declined or may not be permitted through the selection of some custodial programs. Prior to 01/01/2009, proprietary mutual fund and collective investment trust accounts with a Long-Term Growth objective were excluded from the composite. Beginning on 12/31/2019, the secondary benchmark was added in an effort to provide taxable accounts with greater context regarding the fixed income component of their portfolio. The composite was created on 01/01/1983 and has an inception date of 01/01/1973.

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

For Manning & Napier Direct accounts with under \$25 million upon inception, the annual advisory fees are: 1.00% of the first \$2 million (minimum account size \$50,000); 0.75% thereafter. For accounts with over \$25 million upon inception, the annual advisory fees are: 0.75% of the first \$50 million; 0.65% thereafter. For accounts with over \$25 million upon inception, the annual advisory fees are: 0.75% of the first \$50 million; 0.65% thereafter. For any billing period at which the market value of the account is below \$25 million a surcharge will be applied at an annual rate of \$5,000 in addition to the above stated schedule. For Manning & Napier Intermediary Distribution accounts between \$250,000 and \$500,000 upon inception, the annual advisory fees are: 1.25% of the first \$250,000 (minimum account size \$250,000); minimum annual fee of \$3,125; 1.00% thereafter. For accounts with over \$500,000 upon inception, the annual advisory fees are: 0.85% of the first \$2 million; 0.60% thereafter. In addition to the above-stated fees, the client will incur other costs (to be paid from the account) for custodial fees, brokerage commissions and other client costs, if applicable. Client will be billed based upon the market value of the account at the close of business on the last day of the previous billing cycle. A full description of advisory fees is available in our Form ADV Part 2A.

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

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

C.S. MCKEE



ASSET
MANAGEMENT



REQUEST FOR PROPOSAL

West Deer Township

February 19, 2021

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13-18	<i>Disclosures</i>

February 19, 2021

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

Re: Request for Proposal for Investment Management and Advisory Services

Dear Mr. Mator,

It would be a privilege to work with and apply C.S. McKee's investment management capabilities to the West Deer Township Police and Municipal Employee Pension Plans. In accordance with the request for proposal and the listed requirements to respond, we ask that the trustees please note the following:

- As an SEC Registered Investment Advisor, C.S. McKee accepts full fiduciary responsibility for each of our clients.
- With assets totaling nearly \$7.2 billion, C.S. McKee is Pittsburgh's largest regional money manager. Our size is large enough to attract investment professionals of the highest caliber, yet small enough to be responsive to individual client objectives. McKee manages assets for clients in over 25 states, the District of Columbia, and Canada.
- For 49 years, managing investments on behalf of public entities has been the core of C.S. McKee's business. As of December 31, 2021, we manage over \$2.9 billion on behalf of 123 public entities across the country, which includes 64 governmental units in Pennsylvania with assets exceeding \$1.5 billion.
- C.S. McKee has been working with municipalities, authorities, and counties across the Commonwealth of Pennsylvania since 1972. Over that time, we have gained considerable knowledge and understanding of the work to be performed on behalf of municipal pension funds.
- The investment team at C.S. McKee is very familiar with all applicable municipal pension laws, such as Act 205, Act 600, Act 44 of 2009 and Article XIX of the Second Class Township Code, and are qualified to professionally and expertly conduct the work as understood.
- The proposed investment products are properly registered with the SEC and demonstrate competitive composite performance.

- C.S. McKee has a strong working relationship with two of the pensions' current service providers, Mockenhaupt Benefits Group and PNC Bank. We believe having separate, non-affiliated entities handling the core responsibilities offer an important layer of protection for the pension plans and participants.
- C.S. McKee is located in downtown Pittsburgh. The contact person concerning our proposal is:

Mr. Shane Nickolich, CFA
Vice President
C.S. McKee
420 Fort Duquesne Boulevard
Pittsburgh, PA 15222
(412) 880-6082
snickolich@csmckee.com

Thank you from everyone at C.S. McKee, and should you require additional information, please do not hesitate to contact us.

Regards,



Mark Gensheimer
President

Exhibit A Investment Management Questionnaire

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

C.S. McKee seeks to maximize total return and generate consistent outperformance of the client's benchmark with a high quality and highly liquid, well diversified portfolio through opportunistic, risk-controlled management. The merits of our approach are demonstrated by the superior risk adjusted returns of balanced portfolios we have managed in their entirety for more than 30 years.

Greater investment knowledge and understanding of financial markets comes from the free exchange of ideas. C.S. McKee, as a member of the North Square Investments network of managers, brings together the active insights of professionals immersed within varying markets where each can differentiate through their unique expertise. By combining the investment prowess of our managers with an awareness of the drivers of market risk and return, we believe we can arrive at a more thoughtful opportunity for investors.

What differentiates our philosophy from other firms is we offer strategies across multiple asset classes that we believe, when combined effectively in a disciplined manner, offers a unique approach to public pension plan investment management. Our investment professionals have demonstrated the ability to take their differing ideas and investment processes and generate excess returns over time. This blending of ideas creates a unique outlook that we believe differentiates us from other firms.

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

As of December 31, 2020, C.S. McKee manages \$2.9 billion on behalf of 123 public accounts across the United States, which includes 64 units of government in Pennsylvania with over \$1.5 billion in assets.

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

C. S. McKee has been providing investment management services for defined benefit Pennsylvania municipalities and defined benefit plans since 1972. Over that time, we have gained valuable knowledge and experience with Act 205, Act 600, Act 44 of 2009, and Article XIX of the Second Class Township Code.

Setting unrealistic actuarial assumptions, persistently low interest rates, and changing demographics tend to be a few of the primary challenges facing municipal pension plans.

- **Setting Realistic Actuarial Assumptions:** Since investment earnings account for a majority of the revenue for the average public pension fund (61%), the accuracy of actuarial assumptions has a significant impact on pensions' finances and funding ratios. An actuarial assumption that is set too low will overstate liabilities and costs, causing current taxpayers to be overcharged and future taxpayers to be undercharged. On the other hand, an assumption set too high will understate liabilities, undercharging current taxpayers at the expense of future taxpayers (NASRA, 2021).¹
- **Low Interest Rates:** In the wake of the Global Financial Crisis and COVID-19 Pandemic, interest rates linger near historic lows. For pension funds, which traditionally have large holdings of interest-bearing investments, this situation naturally means lower investment income. Unlike your predecessors of the 1980s, who could allocate the entire pension plan to risk free US Treasuries and achieve their stated actuarial assumption, today's environment of persistently low interest rates requires many plans to allocate 60 - 70% or more of their portfolio to higher risk assets (equities, real estate, alternatives, commodities, etc.). This has resulted in higher portfolio volatility and in some cases increased minimum municipal obligations (MMOs).
- **Changing Demographics:** Municipalities and pension funds are exposed to longevity risk, which is the risk that their pensioners living longer than is currently expected. Municipalities' exposure has been growing rapidly in recent years as life expectancy has continued to increase. An additional year or two of life expectancy can significantly increase a municipalities' liabilities and costs.

¹ <https://www.nasra.org/files/Issue%20Briefs/NASRAInvReturnAssumptBrief.pdf>

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

As of December 31, 2020 (Gross of Fees):

	<u>1-Year</u>	<u>3-Year</u>	<u>5-Year</u>	<u>10-Year</u>
C.S. McKee Multi-Asset Class Solution*	21.37%	14.32%	12.03%	10.20%

The C.S. McKee Multi-Asset Class Solution is comprised of the following composites:

Oak Ridge All-Cap Growth Strategy
Altrinsic International Equity Strategy

**For more information, please see the hypothetical model disclosure on page 13.*

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

As of December 31, 2020 (Gross of Fees):

	<u>1-Year</u>	<u>3-Year</u>	<u>5-Year</u>
C.S. McKee 50/50 Allocation*	18.38%	12.50%	10.54%
Benchmark**	<u>13.43%</u>	<u>9.09%</u>	<u>9.02%</u>
Excess Return	4.95%	3.41%	1.52%

The C.S. McKee 50/50 Allocation is comprised of the following composites:

50% C.S. McKee Intermediate Aggregate Strategy
40% Oak Ridge All-Cap Growth Strategy
10% Altrinsic International Equity Strategy

Fixed income investing in the current environment is challenging to say the least. The recent events of the COVID-19 Pandemic have pushed interest rates to historic lows, which presents pension funds with a significant challenge. While we feel that it is imperative that pension plans continue to allocate a portion of their portfolios to high

quality fixed income, today's environment likely means that plans need to increase their equity allocation to enhance their probability of meeting actuarial assumptions. Given the current situation and outlook, we recommend that the board consider a target allocation of 60% equity and 40% fixed income with +/- 10% leeway.

**For more information, please see the hypothetical model disclosure on page 13.*

***The benchmark is comprised of the following indices: 40% Russell 3000 Index, 10% MSCI EAFE-ND, and 50% Bloomberg Barclays US Intermediate Aggregate Index*

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

C.S. McKee has been working with PNC Bank since the 1970s. Today, we share nearly 30 mutual clients. The transition and on-going communication with PNC Bank would be handled by Ulf Skreppen, Director of Operations and Chief Compliance Officer, and his staff.

Furthermore, C.S. McKee receives daily downloads of holding and transactions from PNC Bank using a third-party data aggregator (EVARE). Cash transactions are reviewed daily, major interest payments/dividends are reviewed weekly, and full holding and transaction reconciliations are completed monthly. Should an issue arise, Mr. Skreppen and his staff would work directly with PNC Bank to resolve the matter.

7. Are your returns calculated in compliance with GIPS?

C.S. McKee claims compliance with the Global Investment Performance Standards (GIPS®) and has prepared and presented this report in compliance with GIPS standards. C.S. McKee has been independently verified by ACA Performance Services, LLC on a firm-wide basis for the period January 1, 2016 through December 31, 2019, and by Ashland Partners & Company, LLP on a firm-wide basis for the period January 1, 1992 through December 31, 2015.

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

Name	Title	Designations	Duties	Industry Experience	Firm Experience
Shane Nickolich	VP, Marketing Manager	B.A., CFA	Marketing Manager	10 Years	10 Years
Brian Allen	SVP, Portfolio Manager	B.A., MBA, CFA	Portfolio Manager	33 Years	21 Years
Jack White	SVP, Portfolio Manager	B.S., MBA, CFA	Portfolio Manager	23 Years	23 Years
Bryan Johanson	SVP, Portfolio Manager	B.S., MBA, CFA	Portfolio Manager	33 Years	26 Years
Andrew Faderewski	Portfolio Manager	B.S., CFA	Portfolio Manager	13 Years	13 Years
Harish Aiyar	VP, Portfolio Manager	B.S., Ph.D.	Portfolio Manager	21 Years	6 Years
Shawna Aufman	VP, Portfolio Manager	B.S., M.B.A., CFA	Portfolio Manager	17 Years	17 Years
Michael J. Donnelly	SVP, Portfolio Manager	B.S., M.B.A., CFA	Portfolio Manager	34 Years	8 Years
Michael P. Donnelly	SVP, Portfolio Manager	B.S., M.B.A., CFA	Portfolio Manager	36 Years	9 Years
Robert McGee	SVP, Portfolio Manager	B.S., M.B.A., CFA	Portfolio Manager	29 Years	21 Years
David Klaskin	CEO/ CIO	B.S.	Portfolio Manager	39 Years	32 Years
Robert McVicker	Portfolio Manger	B.S.	Portfolio Manager	34 Years	32 Years
John Hock	CIO	B.S., MBA, CFA	Portfolio Manager	30.5 Years	20.5 Years
John DeVita	Principal/ Portfolio Manager/ Analyst	B.S., CFA, CPA	Portfolio Manager/ Analyst	30 Years	20.5 Years
Rich McCormick	Principal/ Portfolio Manager/ Analyst	BCom, MBA, CFA	Portfolio Manager/ Analyst	14.5 Years	11 Years
Zachery Hubert	Senior Analyst	B.S., CFA	Senior Analyst	10 Years	10 Years
David Nist	Analyst	B.S.	Analyst	6 Years	6 Years
Jason Pettner	Quantitative Analyst	B.S.	Quantitative Analyst	3 Years	3 Years

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

C.S. McKee is proposing investment management and advisory services. C.S. McKee works with over 70 custodian banks, including PNC Bank, and can work with any bank of the township's choosing. If asked, we are happy assist the township in finding a custodian that will best fit the pension plans' needs.

We are providing projected fees for the pension plans' current 50/50 allocation as well as our suggested 60/40 allocation. The estimated fees for investment management and advisory services (including both direct and indirect expenses) are as follows:

	<u>Based on Current</u> <u>50/50 Allocation</u>	<u>Allocation</u>	<u>Expense Ratio</u>	<u>Projected Fee</u>
Domestic Equity*	\$4,800,000	40%	0.55%	\$26,400
International Equity	\$1,200,000	10%	0.98%	\$11,760
Fixed Income	<u>\$6,000,000</u>	<u>50%</u>	<u>0.28%</u>	<u>\$16,800</u>
Total	\$12,000,000	100%	0.458%	\$54,960

	<u>Assets Based on</u> <u>60/40 Allocation</u>	<u>Allocation</u>	<u>Expense Ratio</u>	<u>Projected Fee</u>
Domestic Core Equity*	\$6,000,000	50%	0.55%	\$33,000
International Equity	\$1,200,000	10%	0.98%	\$11,760
Fixed Income	<u>\$4,800,000</u>	<u>40%</u>	<u>0.28%</u>	<u>\$13,440</u>
Total Assets	\$12,000,000	100%	0.485%	\$58,200

**Proposed fee schedule:*

55 basis points (0.55%) on the first \$10 million

40 basis points (0.40%) on the next \$40 million

25 basis points (0.25%) on amounts over \$50 million

This fee schedule will not apply to the assets held in the North Square McKee Bond Fund or the North Square Altrinsic International Equity mutual fund.

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

Allegheny County

John Weinstein

County Treasurer

436 Grant Street, Room 108

Pittsburgh, PA 15219

412-350-4100

john.weinstein@alleghenycounty.us

Shaler Township

Timothy Rodgers

Township Manager

300 Wetzel Road

Glenshaw, PA 15116

412-486-9700

trogers@shaler.org

Borough of Sharpsburg

William Rossey

Borough Manager

1611 Main Street

Pittsburgh, PA 15215

412-781-0546 x100

manager@sharpsburgborough.com

Reserve Township

Donna M. Kaib

Township Manager

33 Lonsdale Street

Pittsburgh, PA 15212

412-322-1551

manager@reservetwp.com

City of St. Marys

Lou Radkowski

City Manager

11 LaFayette Street

St. Marys, PA 15857

814-781-1718

lradkowski@stmaryspa.gov

Borough of Wilkinsburg

Amanda J. Ford

Assistant Borough Manager

605 Ross Avenue

Wilkinsburg, PA 15221

412-244-2905

aford@wilkinsburgpa.gov

Exhibit B Disclosure of Information for Prospective Professional Service Provider to Municipal Pension System

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

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

1. Are any of them current or former officials or employees of West Deer Township?
No.
2. Are any a registered federal or state lobbyist?
No.
3. Have any contributed in the past two years to a municipal official or candidate for office at West Deer Township?
No.
4. Do any have a direct financial, commercial, or business relationship with any official of West Deer Township or the municipal pension system?
No.

Answer the following regarding all your firm and affiliated entities.

1. On an attached sheet of paper, disclose all contributions from you or an “affiliated entity” (as defined in Act 44 of 2009) to which all of the following apply: a. The contribution was made within the last five years.
Not applicable.
 - a. The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the firm or “affiliated entity.”
 - b. The amount of the contribution was at least \$500 in the form of
 - i. a single contribution by a person in subparagraph (b) above; or
 - ii. the aggregate of all contributions by all persons listed in subparagraph (b) above.
 - c. The contribution was made to:
 - i. a candidate for any public office in the Commonwealth or to an individual who holds that office; or
 - ii. a political committee of a candidate for public office in the Commonwealth or of an individual who holds that office.

- d. The disclosures made under this subsection shall be updated annually.
2. For each contribution disclosed in your answer to No. 1 above, please provide the following information:
Not applicable.
- the name and address of the contributor;
 - the contributor's relationship to the Contractor;
 - the name and office or position of each person receiving a contribution;
 - the amount of the contribution; and
 - the date of the contribution.
3. Disclose any gifts given by you or an "affiliated entity" to an official or employee of the municipal pension system or the municipality which controls the municipal pension system.
Not applicable.

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

Names of Elected Officials	Names of Pension Board Members Other than Elected Officials
Supervisor Arlind Karpuzi, Chairman Supervisor, Shirley Hollibaugh, Vice Chairwoman Supervisor, Beverly S. Jordan Supervisor, Brandon Forbes Supervisor, Jennifer Mann	Daniel Mator, Township Manager Toby Kreidler Sue Trout

A person who knowingly makes a material misstatement or omission on this disclosure form will be prohibited from entering into a contract with West Deer Township for three years.

VERIFICATION

I, Ulf Skreppen, hereby state that I am Chief Compliance Officer
for C.S. McKee and I am authorized to make this verification.

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

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

Ulf A. Skreppen
Signature

2/19/2021
Date

Oak Ridge All-Cap Growth/NMBKX for Fixed Income/Altrinsic for International Portfolio

Hypothetical model performance is not an indicator of future actual results. The results reflect performance of a strategy not historically offered to investors and do not represent returns that any investor actually attained. Hypothetical model results are calculated by the application of a model constructed based on assumptions integral to the model which may or may not be testable and are subject to losses.

General assumptions include: C.S. McKee will be able to purchase the securities recommended by the model and the markets will be sufficiently liquid to permit all trading. Changes in these assumptions may have a material impact on the hypothetical returns presented. Certain assumptions have been made for modeling purposes and may not be realized. No representations or warranties are made as to the reasonableness of the assumptions. This information is provided for illustrative purposes only.

Hypothetical model performance has inherent limitations. Specifically, hypothetical model results do not reflect actual trading or the effect of material economic and market factors on the decision-making process. Since trades have not actually been executed, results may have under- or over-compensated for the impact, if any, of certain market factors, such as lack of liquidity, and may not reflect the impact that certain economic or market factors may have on the decision-making process. Actual performance may differ significantly from hypothetical model performance.

Hypothetical model results are adjusted to reflect the reinvestment of dividends and other income and, except where otherwise indicated, are presented gross-of fees and do not include the effect of transaction costs, management fees, performance fees or expenses, if applicable. Please note all regulatory considerations regarding the presentation of fees must be taken into account. No cash balance or cash flow is included in the calculation.

C. S. McKee

Intermediate Aggregate Fixed Income Composite

Full Disclosure Presentation – December 31, 2020

Returns as of 12/31/2020 (Annualized if greater than one year)

	QTD	1TD	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	6 Yr	7 Yr	8 Yr	9 Yr	10 Yr	11 Yr	12 Yr	13 Yr	14 Yr	15 Yr
Gross Return (%)	0.61	6.05	6.05	6.57	4.71	4.12	3.77	3.46	3.51	2.99	3.09	3.43	3.65	4.00	4.24	4.48	4.55
Net Return (%)	0.54	5.75	5.75	6.30	4.46	3.86	3.49	3.17	3.21	2.69	2.78	3.12	3.34	3.67	3.90	4.14	4.20
Benchmark Return (%)	0.42	5.60	5.60	6.14	4.37	3.84	3.46	3.09	3.23	2.69	2.79	3.10	3.37	3.63	3.72	3.95	3.99

3-yr Annualized Std. Deviation

Year-End	* Total Firm Assets (\$ Mil)	* GIPS Assets (\$ Mil)	Composite Assets (\$ Mil)	Composite Accounts	Gross Return (%)	Net Return (%)	Benchmark Return (%)	Dispersion (%)	Composite	Benchmark
2020	7,160	7,048	1,103	61	6.05	5.75	5.60	0.1	2.40	2.16
2019	8,176	8,043	998	68	7.10	6.84	6.67	0.2	1.90	2.04
2018	9,811	9,688	2,148	69	1.07	0.88	0.92	0.1	1.88	2.12
2017	10,032	9,868	894	69	2.37	2.07	2.27	0.1	1.81	1.96
2016	9,184	8,963	758	65	2.39	2.04	1.97	0.1	1.95	2.13
2015	10,319	9,776	832	70	1.89	1.55	1.21	0.1	1.90	2.10
2014	11,491	10,662	876	77	3.87	3.52	4.12	0.1	1.74	1.96
2013	12,549	11,100	415	31	-0.6	-0.92	-1.02	0.3	1.83	2.01
2012	13,465	11,793	165	23	3.87	3.53	3.56	0.2	1.72	1.88
2011	12,069	10,484	155	22	6.59	6.24	5.97	0.3	2.23	2.29
2010	11,594	10,296	102	16	5.89	5.54	6.15	0.4	3.36	3.36
2009	9,163	8,212	115	12	7.83	7.40	6.46	0.6	3.36	3.33
2008	6,569	5,963	71	9	7.15	6.71	4.86	0.6	3.18	3.20
2007	7,926	7,396	83	10	7.72	7.29	7.02	0.3	2.11	2.31
2006	7,393	6,928	78	10	5.55	5.11	4.48	0.5	2.45	2.63

C. S. McKee claims compliance with the Global Investment Performance Standards (GIPS®) and has prepared and presented this report in compliance with GIPS standards. C. S. McKee has been independently verified by ACA Performance Services, LLC on a firm-wide basis for the period January 1, 2016 through December 31, 2019, and by Ashland Partners & Company, LLP on a firm-wide basis for the period January 1, 1992 through December 31, 2015. A copy of the verification report is available upon request. A firm that claims compliance with the GIPS standards must establish policies and procedures for complying with all the applicable requirements of the GIPS standards. Verification provides assurance on whether the firm's policies and procedures related to composite and pooled fund maintenance, as well as the calculation, presentation, and distribution of performance, have been designed in compliance with the GIPS standards and have been implemented on a firm-wide basis. Verification does not provide assurance on the accuracy of any specific performance report. C. S. McKee is an independent registered investment advisor specializing in institutional and retail investment management services and utilizing a variety of investment strategies and styles; however, such registration does not imply a certain level of skill or training and no inference to the contrary should be made. C. S. McKee maintains a complete list and description of composites and limited distribution and/or broad distribution pooled funds, which is available upon request. On January 10, 2002, C. S. McKee and Co., Inc. completed a senior management led buyback from Old Mutual, plc, resulting in the formation of C. S. McKee, LP. On March 12, 2020, North Square Investments acquired substantially all the assets of C. S. McKee, LP, resulting in the formation of CSM Advisors, LLC. CSM Advisors, LLC will continue to do business as C. S. McKee and continues to operate independently as an investment advisory division.

The Intermediate Aggregate Fixed Income Composite was created on January 1, 1997 with an inception date of January 1, 1997. All returns are based in U.S. Dollars and are computed using a daily time-weighted total rate of return. The composite is defined to include fee-paying discretionary accounts that are managed according to the Intermediate Aggregate Fixed Income strategy, including those accounts no longer with the firm. For comparison purposes, the composite is measured against the Bloomberg Barclays Intermediate Aggregate Bond Index, formerly known as the Lehman Brothers Intermediate Aggregate Bond Index. The minimum account size for this composite is \$500,000. Prior to January 1, 2004, the minimum account size for this composite was \$1.5 million. The dispersion of annual returns is measured by the standard deviation of asset-weighted portfolio gross returns represented within the composite for the full year. The 3-year annualized standard deviation of the composite and benchmark is calculated using monthly gross returns over the past 36 months as of each annual period end. Returns are presented gross and net of management fees and include the reinvestment of all dividends and capital gains. Net-of-fee performance is calculated on a quarterly basis using an asset-weighted composite actual management fee. The average of the composite fee is then applied monthly. Prior to 2002, an annual average of the management fees was calculated and applied quarterly. Actual investment advisory fees incurred by clients may vary. Policies for valuing investments, calculating performance, and preparing GIPS reports are available upon request. Past performance is not indicative of future results. Effective September 1, 2006, any portfolios experiencing combined net flows (cash flows as well as in-kind contributions or withdrawals) greater than 25% of the portfolio's previous day's closing market value were removed from the composite for the month of the event. The fee schedule for the Intermediate Aggregate Fixed Income strategy is as follows: First \$25 million: 0.35% per annum†; next \$25 million: 0.30% per annum; next \$50 million: 0.25% per annum; over \$100 million: 0.20% per annum. †The fee for the first \$10 million is negotiable. For additional information, please contact our compliance group at mckeecompliance@csmmckee.com.

*Assets include those of both C.S. McKee, L.P. and CSM Advisors, LLC during a temporary transition period while client consents for the North Square Investments acquisition continue to be obtained. Total firm assets include Unified Managed Account (UMA) assets; GIPS assets do not include UMA assets as CS McKee does not direct the trading for them.

Performance

Oak Ridge All Cap Growth Equity Composite as of December 31, 2020

Oak Ridge All Cap Growth Equity Composite as of December 31, 2020

Year	Return "Pure" Gross ¹ of Fees %	Return Net of Fees %	Return Russell 3000 Growth %	Return Russell 3000 %	# of Accounts ²	Composite Internal Dispersion %	Composite 3-Yr St Dev %	Russell 3000 Growth 3-Yr St Dev %	Russell 3000 3-Yr St Dev %	Composite Assets (USD Mil.)	Firm Assets (USD Mil.)	Wrap % of Comp. ³
2020	36.60	34.79	38.26	20.89	19	0.45	18.49	19.87	19.41	491	1,148	87
2019	34.01	32.16	35.85	31.02	20	0.42	12.44	13.20	12.21	387	1,113	88
2018	1.87	0.44	-2.12	-5.24	18	0.16	12.19	12.29	11.18	306	1,251	96
2017	25.61	23.84	29.59	21.13	27	0.18	11.24	10.62	10.09	471	1,981	92
2016	0.48	-0.96	7.39	12.74	27	0.13	12.06	11.34	10.88	416	3,264	92
2015	7.08	5.56	5.09	0.48	32	0.20	11.34	10.80	10.58	513	4,349	93
2014	13.04	11.45	12.44	12.56	32	0.18	10.12	9.74	9.29	489	4,216	93
2013	36.04	34.10	34.23	33.55	35	0.30	12.56	12.49	12.53	488	4,042	94
2012	10.85	9.31	15.21	16.42	40	0.17	15.44	15.99	15.73	429	2,900	93
2011	2.53	1.15	2.18	1.03	49	0.18	17.11	18.17	19.35	531	2,664	91
2010	15.90	14.39	17.64	16.93	101	0.24	20.52	22.45	22.62	704	2,912	87
2009	31.13	29.36	37.01	28.34	95	0.33	18.26	20.02	20.32	662	2,511	93
2008	-36.85	-37.77	-38.44	-37.31	43	0.25	15.40	16.68	15.79	413	1,994	97
2007	15.06	13.59	11.40	5.14	35	0.24	9.50	8.88	8.14	513	3,822	99
2006	4.94	3.58	9.46	15.72	33	0.22	9.69	8.78	7.51	343	3,960	95
2005	12.97	11.45	5.17	6.12	30	0.20	9.92	9.95	9.49	150	3,338	96
2004	19.88	17.84	6.93	11.95	18	0.24	11.65	15.66	14.84	63	1,852	95
2003	29.06	26.81	30.97	31.06	13	0.71	N/A	N/A	N/A	24	1,399	96
2002	-16.99	-18.51	-28.03	-21.54	9	0.42	N/A	N/A	N/A	16	967	88

Periods Ended 12/31/2020	Return "Pure" Gross ¹ of Fees %	Return Net of Fees %	Return Russell 3000 Growth %	Return Russell 3000 %
Quarter	10.72	10.34	12.41	14.68
1 Year	36.60	34.79	38.26	20.89
3 Years (Annualized)	23.08	21.40	22.50	14.49
5 Years (Annualized)	18.67	17.02	20.67	15.43
7 Years (Annualized)	16.13	14.51	17.12	12.76
10 Years (Annualized)	15.98	14.37	16.93	13.79
Since Inception (Annualized) ⁴	9.82	8.24	9.00	8.22

¹ The "pure" gross of fees performance results reflect the performance of accounts (including cash reserves) managed for the period and do not reflect the deduction of any wrap fees or fees in lieu of commissions on wrap-fee accounts or any advisory fees on any accounts, but do reflect the deduction of trading commissions for separately managed accounts. "Pure" gross of fees returns are supplemental to net returns.

² Wrap fee based accounts are aggregated by their respective wrap sponsor. Consequently each wrap sponsor together with its sponsored wrap accounts is counted to be a singular portfolio within its given composite. Non-wrap accounts are individually counted.

³ This is the percentage of assets from the All Cap Growth Equity Composite which represents the wrap accounts within the Composite.

⁴ Inception date - 03/01/2003

Performance Disclosure

Oak Ridge All Cap Growth Equity Composite Disclosures

Firm

Oak Ridge Investments, LLC (the "Firm") is a registered investment advisor under the Investment Advisers Act of 1940. The only material change in personnel responsible for investment management of Oak Ridge's All Cap Growth portfolios is that our Chief Investment Officer, David Klaskin, assumed the co-portfolio manager responsibilities of the portfolios from Christopher Collins as of June 30, 2010. Oak Ridge Investments, LLC claims compliance with the Global Investment Performance Standards (GIPS®) and has prepared and presented this report in compliance with the GIPS standards. Oak Ridge Investments, LLC has been independently verified for the periods March 1, 1990 through June 30, 2018. A firm that claims compliance with the GIPS standards must establish policies and procedures for complying with all the applicable requirements of the GIPS standards. Verification provides assurance on whether the firm's policies and procedures related to composite and pooled fund maintenance, as well as the calculation, presentation, and distribution of performance, have been designed in compliance with the GIPS standards and have been implemented on a firm-wide basis. The All Cap Growth Equity composite has had a performance examination for the periods April 1, 2004 through June 30, 2018. The verification and performance examination reports are available upon request. Policies for valuing portfolios, calculating performance, and preparing compliant presentations are available upon request. GIPS® is a registered trademark of CFA Institute. CFA Institute does not endorse or promote this organization, nor does it warrant the accuracy or quality of the content contained herein. To receive a complete list and description of Oak Ridge Investments, LLC's composites contact David Gaspar at 312-857-7035, or write Oak Ridge Investments, LLC, 10 South LaSalle Street, Chicago, IL 60603 or gipsperformance@oakridgeinvest.com.

Composite Definition

The All Cap Growth Equity Composite (the "Composite") was created in March, 2001 and is made up of all eligible discretionary, fee paying, all capitalization separately managed accounts. The Composite includes wrap-fee and non wrap-fee separately managed accounts. Wrap-fee accounts are charged an all inclusive asset based fee that includes most costs. Account performance is based on total assets in the account, including cash and cash equivalents. Beginning December 31, 2006 the computation of the Composite market value changed from including only those accounts in the Composite for the entire quarter to including all accounts in the Composite for the entire last month of a quarter. Historical performance results include the results of accounts which are no longer managed by the Firm. Prior to April 1, 2016, the All Cap Growth Equity Composite was known as the All-Cap Growth Equity Composite. The All Cap Growth Equity Composite is comprised of growth equity accounts which invest primarily in companies with market capitalization greater than \$250 million at the time of first purchase.

Calculation Methodology

Composite results are calculated using a time-weighted total rate-of-return formula and are U.S. dollar-based. The annual Composite internal dispersion is an asset-weighted standard deviation derived from gross performance for accounts in the Composite for the entire calendar year except for a group of sub advised accounts managed for a certain Broker/Dealer at any time thru December 2008. The investment performance of this Broker/Dealer's accounts is calculated by that Broker/Dealer itself. At December 31, 2008, the assets of this group of accounts constituted approximately 24% of the dollar value of all fully discretionary, fee paying, All Cap Growth Equity accounts. The effect of the exclusion of these accounts from the Composite dispersion for the periods presented is not material. Returns include dividends net of withholding taxes if applicable, interest, and realized and unrealized gains or losses. The "net of fees" performance results reflect the deduction of wrap fees or fees in lieu of commissions on wrap-fee accounts and actual advisory fees and trading commissions paid by non wrap-fee separately managed accounts in the Composite since inception. Wrap fees, includes advisory fees, custodial fees, and consulting fees that vary across sponsor firms and accounts based upon account size and other factors, however, generally do not exceed 3% per annum. The investment advisory fees of Oak Ridge Investments are negotiable. The published annual advisory fees of the Firm for All Cap Growth separately managed portfolios are currently 0.80% on the first \$10,000,000, 0.70% on the next \$15,000,000, 0.65% on the next \$25,000,000 and 0.60% over \$50,000,000. These fees can be found in the Firm's Form ADV Part 2A Brochure, which is available upon request. The three-year annualized standard deviation measures the variability of the composite and the benchmark returns over the preceding 36-month period.

Benchmark

The Russell 3000 Index is a capitalization-weighted index that represents approximately 98% of the investable U. S. equity market measured by market capitalization. The Russell 3000 Growth Index measures the performance of those Russell 3000 Index companies with higher price-to-book ratios and higher forecasted growth values. These unmanaged indices are provided to represent the investment environment existing during the time periods shown. For comparative purposes, these indices include the reinvestment of income, and their performance has been linked in the same manner as the Composite. Beginning April 1, 2004, the benchmark of the All Cap Growth Equity Composite changed from the Russell 3000 Index to the Russell 3000 Growth Index. We believe this to be a more appropriate benchmark.

Other Information

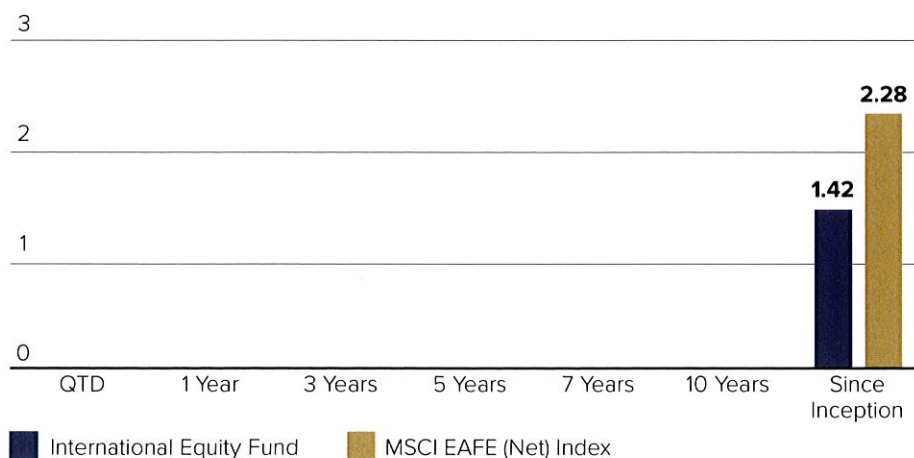
The information presented is for the Composite of Oak Ridge's All Cap Growth Equity separately managed portfolios and is for illustrative purposes only. Actual account holdings will vary by account depending, among other reasons, on the size of an account, cash flows and cash levels within an account, restrictions on an account and the timing of purchases or sales for an account. Portfolio holdings are subject to change daily. Under no circumstances does the information in this document represent a recommendation to buy, hold or sell securities and past performance is no guarantee of future results. There is no guarantee that these investment strategies will work under all market conditions, and each investor should evaluate their ability to invest for a long-term, especially during periods of downturn in the market. Investment in securities entails risks, which may include but are not limited to equity portfolios being subject to the basic stock market risk that a particular security, or securities in general, may decrease in value and the stocks of small and medium-sized companies are often associated with higher risk than stocks of larger companies, including higher volatility. Investment advisory programs may require a minimum asset level and, depending on an investor's specific investment objectives and financial position, may not be suitable for all investors. Please consider the investment objectives, risk, charges, and expenses of the program carefully before investing. Oak Ridge Investments' Form ADV contains this and other important information about separately managed accounts managed by Oak Ridge Investments, LLC. Please read the Form ADV carefully before investing.

NORTH SQUARE ALTRINSIC

International Equity Fund

TICKER Class I: NSIVX

INVESTMENT PERFORMANCE (%)



EXPENSE RATIO

Gross Ratio Class I: 1.52%

Net Ratio Class I: 0.98%

The Fund's advisor has contractually agreed to waive its fees and / or pay for expenses to ensure they do not exceed 0.97% of the average daily net assets of the I Shares. This agreement is in effect

until November 2, 2022, and this agreement may be terminated by the Trust's Board of Trustees. The Advisor is permitted to seek reimbursement from the Fund, for three years from the date of any such waiver or payment to the extent a class's total annual fund operating expenses do not exceed the limits described above.

SECTOR WEIGHTS (%)

	Altrinsic International	MSCI EAFE
Financials	28.99%	16.53%
Health Care	14.94%	12.55%
Consumer Staples	11.50%	10.81%
Industrials	10.14%	16.08%
Communication Services	9.02%	5.55%
Information Technology	8.84%	8.36%
Consumer Discretionary	5.19%	12.43%
Materials	4.19%	7.80%
Energy	2.97%	3.13%
Cash	2.69%	0.00%
Real Estate	1.54%	2.88%
Utilities	0.00%	3.88%

REGION WEIGHTS (%)

	Altrinsic International	MSCI EAFE
Europe ex-UK	49.79%	48.95%
United Kingdom	16.86%	14.04%
Japan	14.84%	25.33%
Other	11.24%	4.32%
Americas	4.59%	0.00%
Australia/New Zealand	0.00%	7.36%

The Portfolio is actively managed and current holdings and characteristics may be different. The holdings listed should not be considered recommendations to buy or sell any particular security listed. The holdings identified do not represent all of the securities purchased, sold, or recommended for the adviser's clients. Actual portfolio investments may vary when actually invested. A complete list of holdings is available upon request.

MORNINGSTAR CATEGORY

FOREIGN LARGE BLEND

PORTFOLIO CHARACTERISTICS

Strategy Inception	July 2000
Fund Inception date	December 4, 2020
Benchmark	MSCI EAFE
Holdings	69
Wtd. Avg. Market Cap	\$68.84B
Median Market Cap	\$29.67B

PORTFOLIO MANAGEMENT

John Hock, CFA

21 years with Altrinsic. 31 years industry experience

John DeVita, CFA, CPA

20 years with Altrinsic. 30 years industry experience

Rich McCormick, CFA

11 years with Altrinsic. 15 years industry experience

TOP HOLDINGS

Chubb Ltd.	3.73%
Heineken NV	3.23%
Aon plc	3.22%
Nestle SA	2.90%
Tokio Marine Holdings Inc.	2.88%
Check Point Software Tech	2.84%
Zurich Insurance Group AG	2.78%
GlaxoSmithKline plc	2.76%
Astellas Pharma Inc.	2.65%
Cognizant Tech Solutions-A	2.59%

Call 855-551-5521 or visit northsquareinvest.com for the most recent month-end performance results. Fund facts are as of 12/31/20 unless otherwise stated. Current performance may be lower or higher than the performance data quoted. The performance data quoted represents past performance, which is no guarantee of future results. Investment return and principal value of an investment will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost.

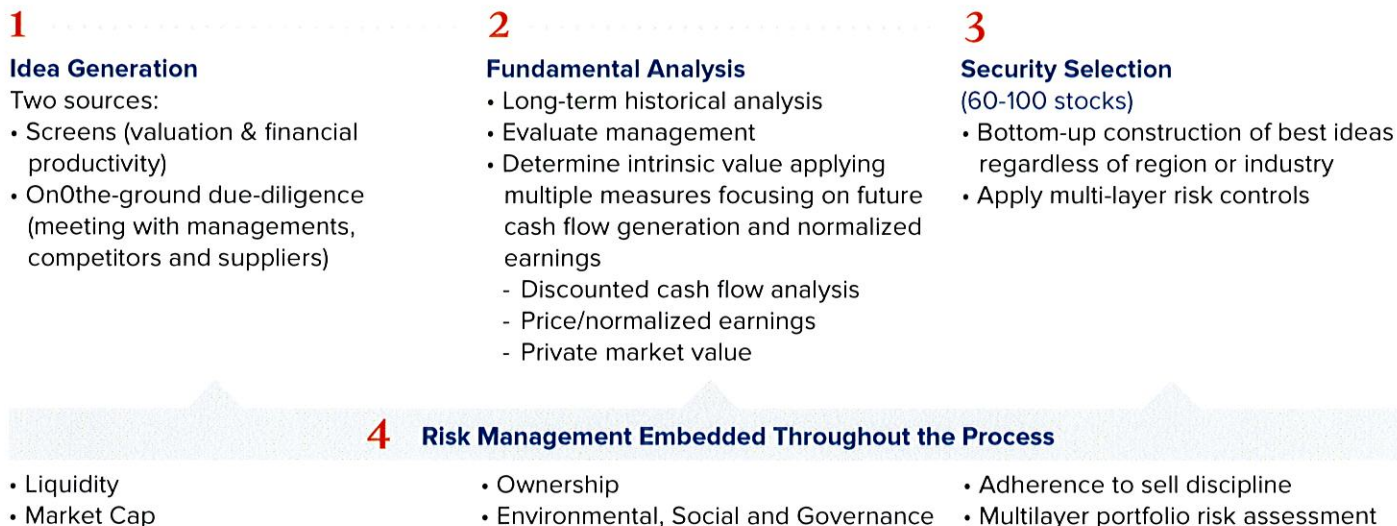
NOT FDIC INSURED | NO BANK GUARANTEE | MAY LOSE VALUE



INVESTMENT OBJECTIVE

The investment objective of the North Square Altrinsic International Equity Fund is to provide long-term growth of capital.

STOCK SELECTION PROCESS



DIFFERENTIATING ASPECTS OF OUR INVESTMENT PROCESS

- We apply a Private Equity approach to public equities.
 - We approach investments from a long-term perspective as outright owner of the business.
 - Our determination of "value" is absolute, not relative. Our process respects traditional "factors" (i.e., PE, PB, EV/EBITDA, etc.) but focuses on long term drivers of financial productivity capital allocation capital structure, management the resulting cash flows, and risk.
 - We capitalize on our team's engagement in global industry food chain, cross border perspective, and extensive network to identify a select number of high conviction long-term investments.
- Portfolios are prudently concentrated, exposures tend to be very different from benchmark indices and effective risk management has been demonstrated over multiple cycles.
 - Margin of safety is critical consideration in our analysis of companies and appraisal of overall portfolio risk.
- We conduct analysis of capital structures, apply normalized financial assumptions, and take a 360° perspective of individual investment and the overall portfolio from both a micro and macro perspective.
- The embedded risk in the portfolio is often countercyclical to prevailing risk in the market. We are focused on the asymmetry of possible outcomes and seek to "be greedy when others are fearful and fearful when others are greedy."
- A culture of understated excellence
 - Candor and authenticity in all that we do.
 - Clear objectives, aligned interest, collaboration, and effective communication contribute to productive team dynamics and long term results.

Important Risks: Equity securities, such as common stocks, are subject to market, economic and business risks that may cause their prices to fluctuate. Investments made in small capitalization companies may be more volatile and less liquid due to limited resources or product lines and more sensitive to economic factors.

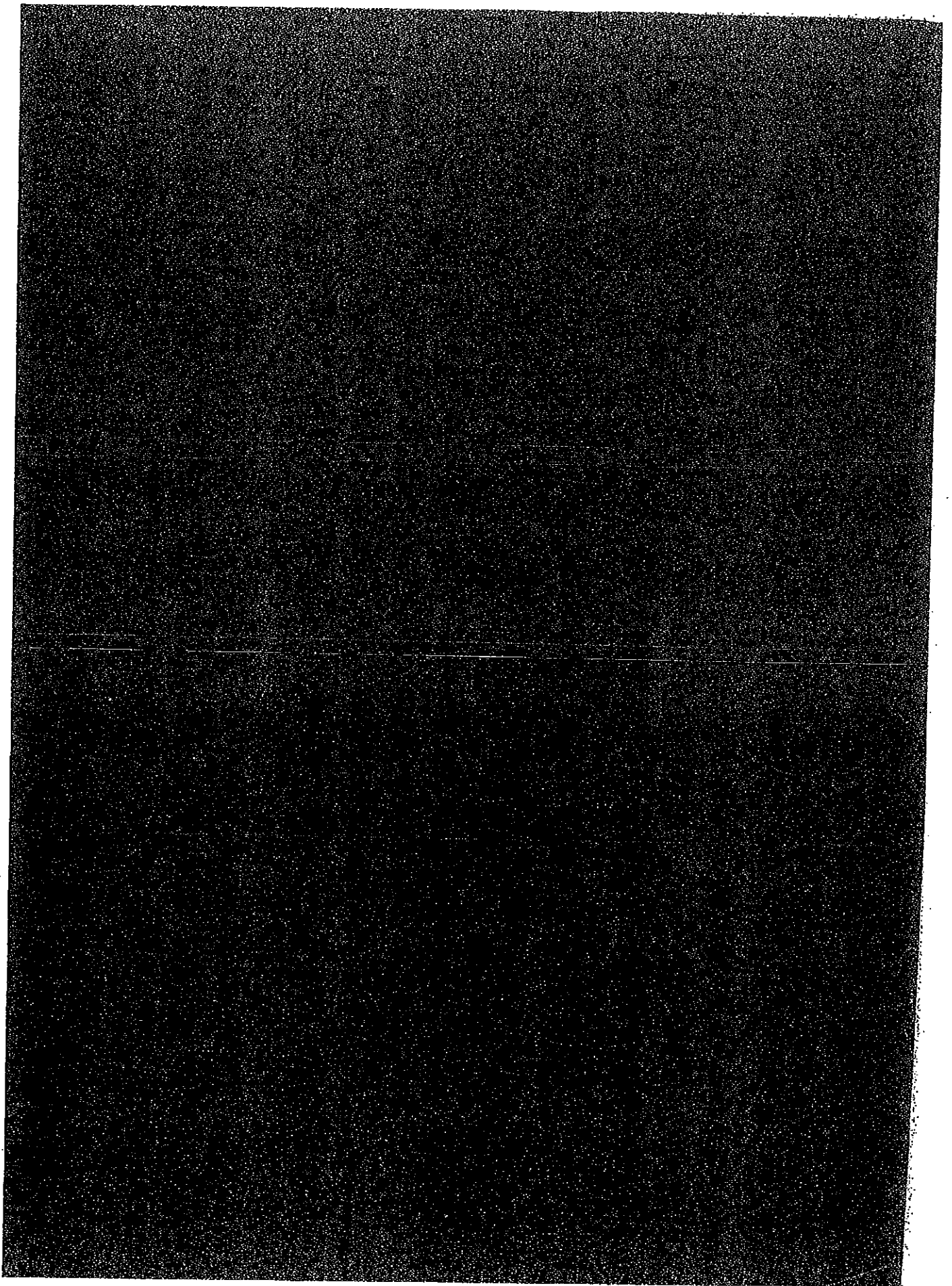
Investments in foreign securities may involve risks such as social and political instability, market illiquidity, exchange-rate fluctuations, a high level of volatility and limited regulation. Investing in emerging markets involves different and greater risks, as these countries are substantially smaller, less liquid and more volatile than securities markets in more developed markets.

The MSCI EAFE Index is an equity index which captures large and mid cap representation across 21 Developed Markets countries around the world, excluding the US and Canada. With 896 constituents, the index covers approximately 85% of the free float-adjusted market capitalization in each country.

Before investing you should carefully consider the Fund's investment objectives, risks, charges and expenses. This and other information is in the prospectus, a copy of which may be obtained by calling 855-551-5521. Please read the prospectus carefully before you invest.

North Square is an independent investment adviser registered under the Investment Advisers Act of 1940, as amended. Registration does not imply a certain level of skill or training.

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

RESOLUTION NO. 2021-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER CONFIRMING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF A PARCEL OF VACANT PROPERTY KNOWN AS BLOCK AND LOT NUMBER 1668-H-352 IS IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

RESOLUTION ATTACHED.

PROPERTY LOCATION: HEMLOCK STREET BAIRDFORD, PA 15006

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2021-3 CONFIRMING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF A PARCEL OF VACANT PROPERTY KNOWN AS BLOCK AND LOT NUMBER 1668-H-352 IS IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY.

	MOTION	SECOND	AYES	NAYES
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MR. KARPUI	___	___	___	___

WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 2021-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER CONFIRMING THAT THE ACQUISITION AND SUBSEQUENT DISPOSITION OF A PARCEL OF VACANT PROPERTY KNOWN AS BLOCK AND LOT NUMBER 1668-H-352 IS IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF THE MUNICIPALITY

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 Block and Lot Number: 1668-H-352 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 the Municipality has reviewed the current Policies Regarding Municipal Participation in the Program prior to acting on the above listed properties.
3. That a certified copy of this Resolution should be forwarded to the County of Allegheny and the Redevelopment Authority.

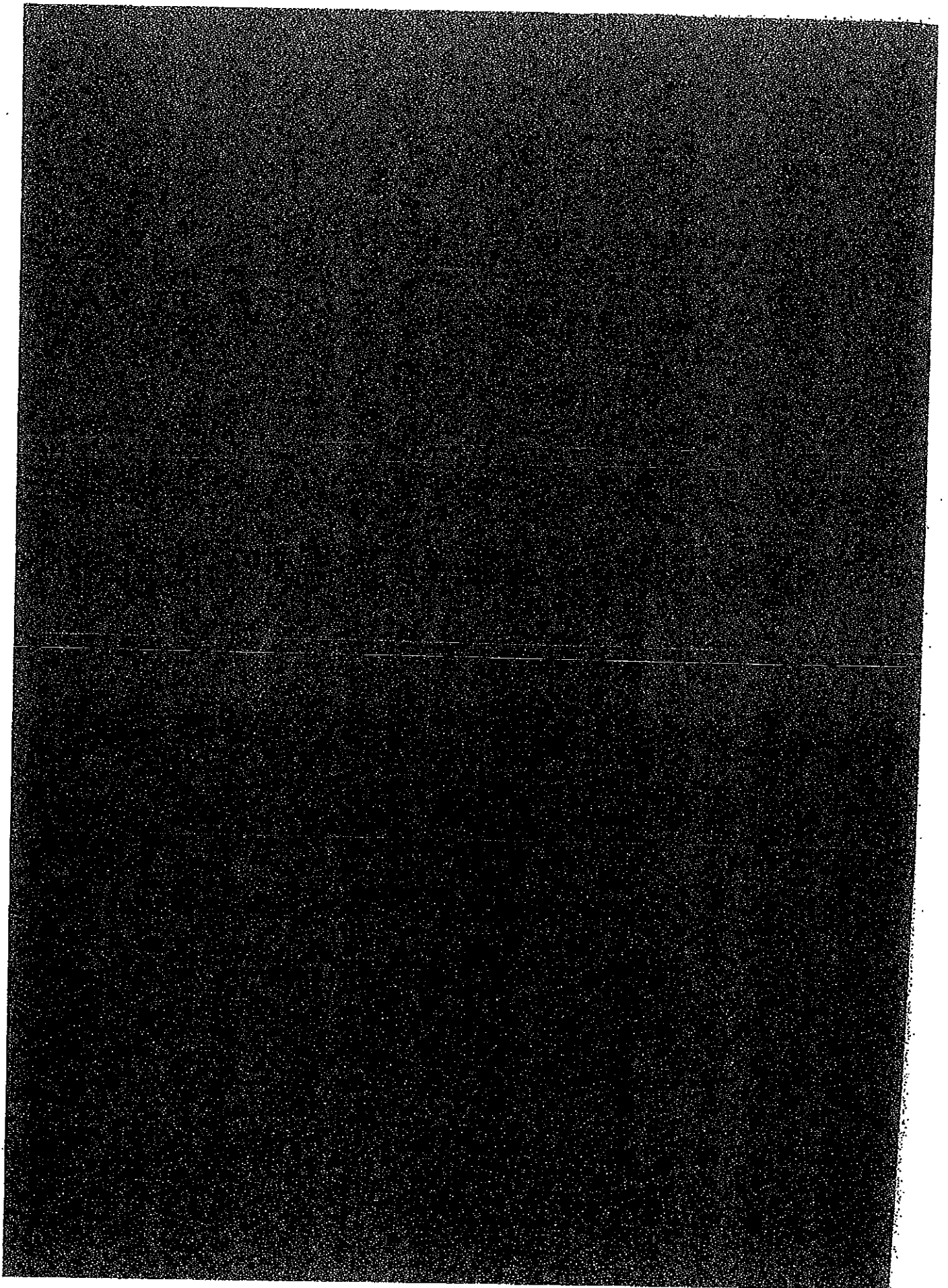
RESOLVED this 17TH day of **March, 2021** by the Board of Supervisors of the Township of West Deer.

ATTEST:

TOWNSHIP OF WEST DEER

Daniel J. Mator Jr., Township Manager

Arlind Karpuzi, Chairman



ADOPTION: RESOLUTION 2021-4 (C2P2 GRANT AUTHORIZATION)

RESOLUTION NO. 2021-4 AUTHORIZES THE TOWNSHIP MANAGER TO APPLY FOR AND SIGN (IF APPROVED) A DCNR C2P2 GRANT FOR THE BAIRDFORD PARK PORTION OF THE WEST DEER TOWNSHIP MASTER PARK PLAN.

ATTACHED IS A COPY OF RESOLUTION NO. 2021-4.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION NO. 2021-4 AUTHORIZING THE TOWNSHIP MANAGER TO APPLY FOR AND SIGN (IF APPROVED) A DCNR C2P2 GRANT FOR THE BAIRDFORD PARK PORTION OF THE WEST DEER TOWNSHIP MASTER PARK PLAN.

	MOTION	SECOND	AYES	NAYES
MRS. JORDAN	___	___	___	___
DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MR. KARPUZI	___	___	___	___



DCNR-C2P2

Applicant Information (* indicates required information)

Applicant/Grantee Legal Name: **WEST DEER TOWNSHIP**

Web Application ID: **2002784**

Project Title: **Bairdford Park Development Project**

WHEREAS, **WEST DEER TOWNSHIP** ("Applicant") desires to undertake the project, "**Bairdford Park Development Project**" ("Project Title"); and

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources ("Department") a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled "Terms and Conditions of Grant" and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department **if the applicant is awarded a grant**; and

NOW THEREFORE, it is resolved that:

1. The grant application may be electronically signed on behalf of the applicant by "**Daniel Joseph Mator, Jr.**" who, at the time of signing, has a **TITLE** of "**Township Manager**" and the email address of "**dmator@westdeertownship.com**".
2. If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee's **executed** signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "**TITLE**" specified in paragraph 1 and the grantee will be bound by the amendment.

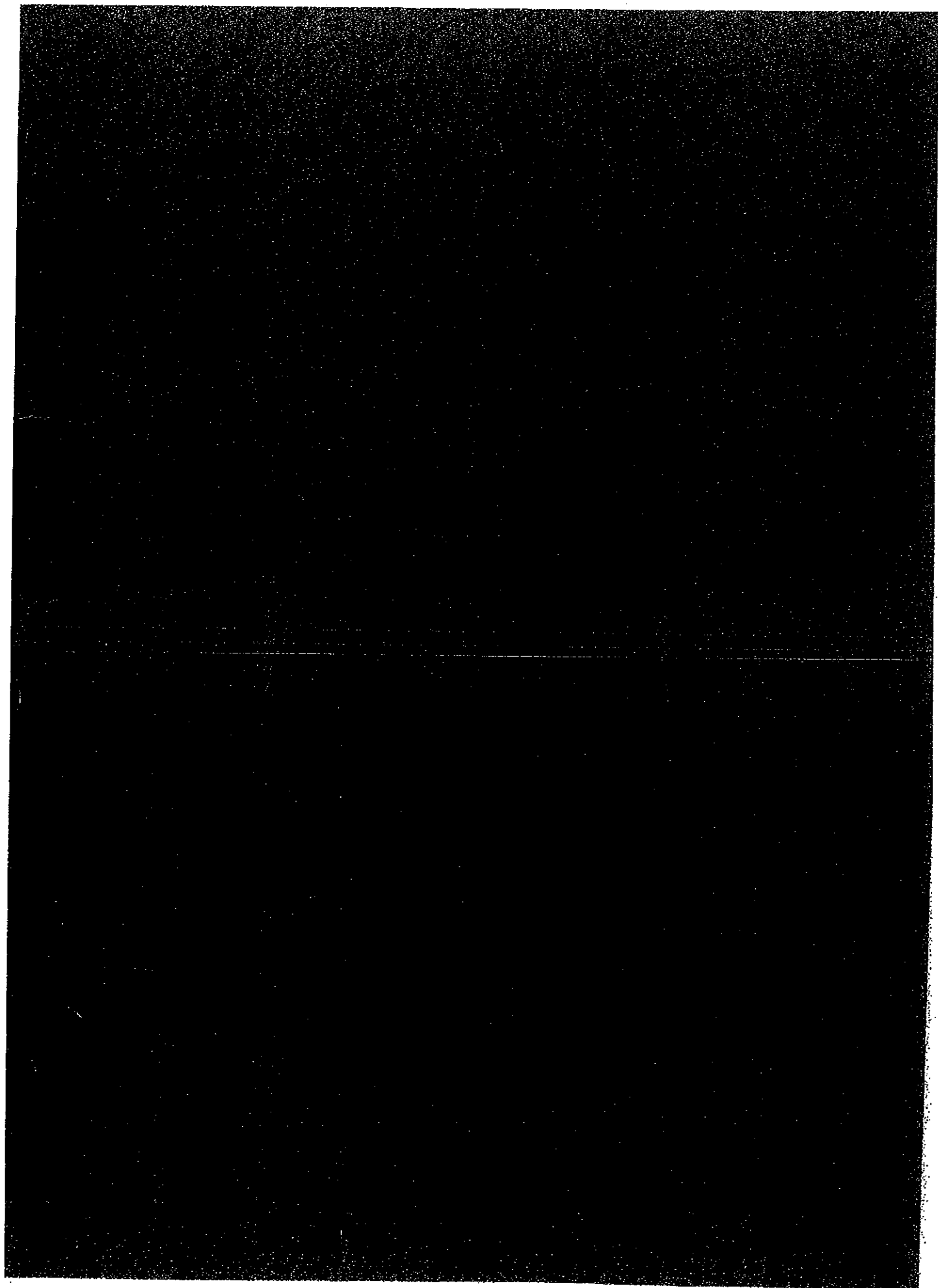
I hereby certify that this Resolution was adopted by the

Board of Supervisors of West Deer Township

(identify the governing body of the applicant, e.g. city council, borough council, board of supervisors, board of directors)

of this applicant, this 17th day of March, 2021.

(signature of the governing body)



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

LOT/BLOCK #: 1361-S-365
OWNER: ARLENE D. PALMER

MR. PAYNE INSPECTED THE PROPERTY AND DETERMINED – PURSUANT TO CHAPTER 90 OF THE TOWNSHIP CODE – THAT THE STRUCTURE IS IN A DANGEROUS CONDITION, AND THAT IT CONSTITUTES A PUBLIC NUISANCE AND SHOULD BE DEMOLISHED. SPECIFICALLY, THE HOUSE IS IN VIOLATION OF THE INTERNATIONAL BUILDING CODE AND ARTICLE VI OF ALLEGHENY HEALTH DEPARTMENT RULES AND REGULATIONS (SEE ATTACHED “NOTICE OF UNSAFE STRUCTURE”).

AT THIS TIME, THE BOARD WILL NEED TO SET A PUBLIC HEARING IN ORDER TO MAKE A DETERMINATION AS TO WHETHER TO AUTHORIZE THE DEMOLITION OF THE STRUCTURE. THE CODE ENFORCEMENT OFFICER, PROPERTY OWNER, AND ANY OTHER INTERESTED PARTIES WILL HAVE AN OPPORTUNITY TO PRESENT TESTIMONY AND EVIDENCE AT THE HEARING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO AUTHORIZE THE ADVERTISEMENT OF THE PUBLIC HEARING FOR THE DEMOLITION OF THE 3-5 OAK STREET SCHEDULED AT APRIL 21, 2021 AT 6:30PM.

	MOTION	SECOND	AYES	NAYES
DR. MANN	___	___	___	___
MR. FORBES	___	___	___	___
MRS. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. KARPUI	___	___	___	___

AWARD: 2021 ROAD PROGRAM

PLANS, SPECIFICATIONS, AND BID DOCUMENTS WERE PREPARED BY SHOUP ENGINEERING FOR THE 2020 ROAD PROGRAM.

THE PROJECT WAS ADVERTISED AND SEALED BIDS WERE RECEIVED UNTIL 1:30 P.M. ON MONDAY, MARCH 15, 2021, AT WHICH TIME THEY WERE OPENED AND READ ALOUD.

CONTRACT 21-01 – WORK CONSISTS OF PROFILE MILLING, INSTALLATION OF HOT MIX SUPER PAVE BINDER AND WEARING COURSES, BASE REPAIR, INLET ADJUSTMENT AND OTHER MISCELLANEOUS WORK ON TWO (2) TOWNSHIP ROADS TOTALING APPROXIMATELY 1,240 FEET IN LENGTH.

CONTRACT 21-02 – WORK WILL CONSIST OF THE INSTALLATION OF COLD MIX FB MODIFIED BINDER LEVELING COURSE, BASE REPAIR AND OTHER MISCELLANEOUS WORK ON THREE (3) TOWNSHIP ROADS TOTALING APPROXIMATELY 21,640 FEET. ALTERNATE BIDS FOR SIMILAR WORK WILL ALSO BE RECEIVED FOR TWO (2) OTHER TOWNSHIP ROADS.

CONTRACT 21-03 – WORK WILL CONSIST OF THE APPLICATION OF A DOUBLE BITUMINOUS SEAL COAT ON TWO (2) TOWNSHIP ROADS TOTALING APPROXIMATELY 8,800 FEET IN LENGTH.

MR. SHOUP WILL PRESENT THE BID RESULTS TO THE BOARD OF SUPERVISORS PRIOR TO THE REGULAR BUSINESS MEETING.

MR. SHOUP...

Continued on next page.....

CONTRACT 21-01 – HOT MIX ASPHALT

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AWARD THE 2021 ROAD PROGRAM HOT MIX ASPHALT
PAVING CONTRACT 21-01 TO _____ IN THE AMOUNT OF
\$_____ FOR THE BASE BID.

	MOTION	SECOND	AYES	NAYES
MR. FORBES	_____	_____	_____	_____
MRS. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____
DR. MANN	_____	_____	_____	_____
MR. KARPUI	_____	_____	_____	_____

CONTRACT 21-02 – COLD MIX ASPHALT

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AWARD THE 2021 ROAD PROGRAM COLD MIX ASPHALT
PAVING CONTRACT 21-02 TO _____ IN THE AMOUNT OF
\$_____ FOR THE BASE BID, AND IN THE AMOUNT OF
\$_____ FOR THE (Shuster Rd/portion of Logan Rd)
ALTERNATE BIDS.

	MOTION	SECOND	AYES	NAYES
MRS. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____
DR. MANN	_____	_____	_____	_____
MR. FORBES	_____	_____	_____	_____
MR. KARPUI	_____	_____	_____	_____

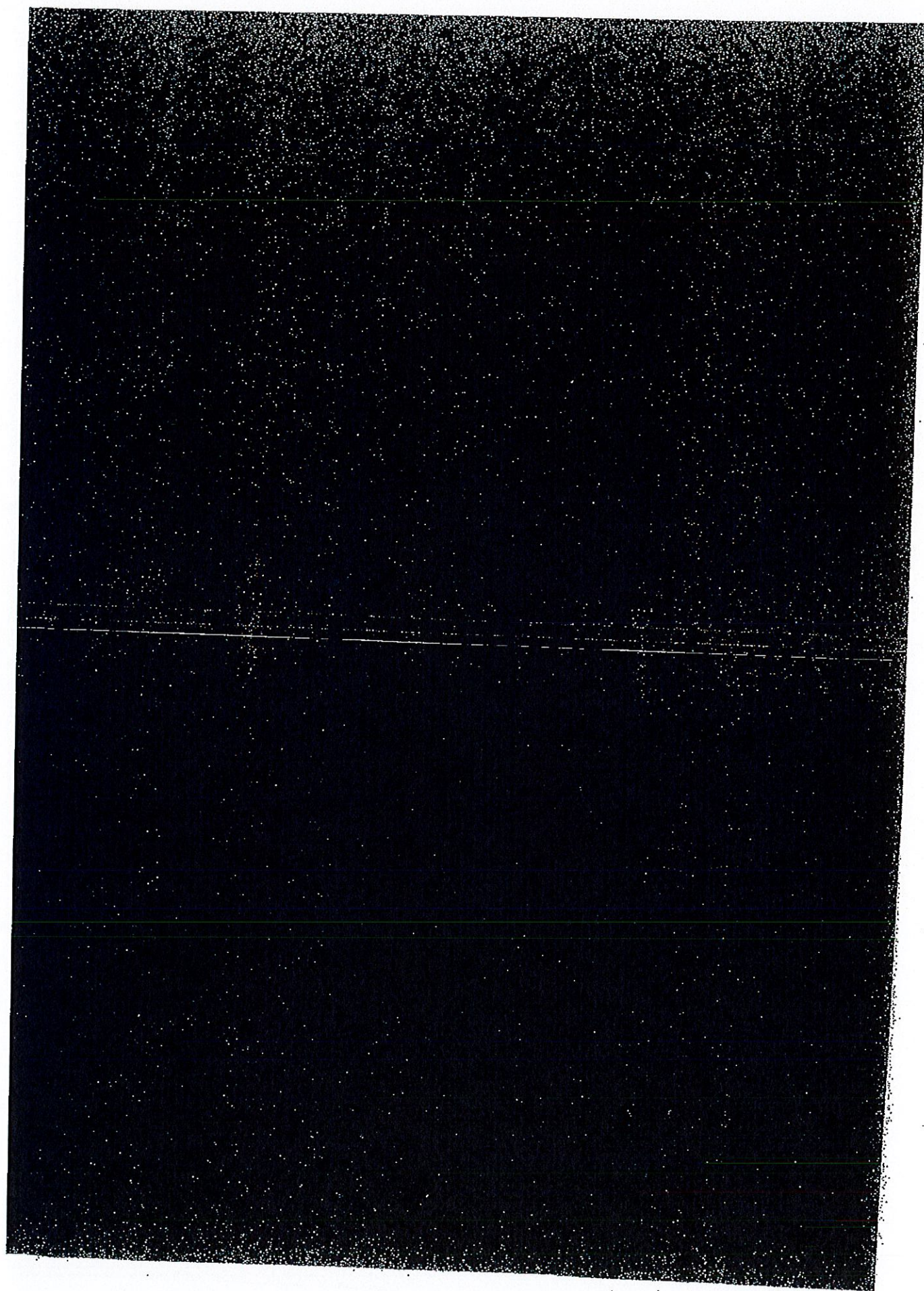
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CONTRACT 21-03 – DOUBLE BITUMINOUS SEAL COAT

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AWARD THE 2021 ROAD PROGRAM DOUBLE
BITUMINOUS SEAL COAT CONTRACT 21-03 TO _____ IN
THE AMOUNT OF \$ _____ FOR THE BASE BID.

	MOTION	SECOND	AYES	NAYES
MRS. JORDAN	_____	_____	_____	_____
DR. MANN	_____	_____	_____	_____
MR. FORBES	_____	_____	_____	_____
MRS. HOLLIBAUGH	_____	_____	_____	_____
MR. KARPUZI	_____	_____	_____	_____



DISCUSSION: COMMUNICATIONS CONSULTANT

MR. KARPUI...

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

I MOVE TO ADJOURN AT _____ P.M.

	MOTION	SECOND	AYES	NAYES
DR. MANN	_____	_____	_____	_____
MR. FORBES	_____	_____	_____	_____
MRS. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____
MR. KARPUZI	_____	_____	_____	_____