West Deer
TOWNSHIP
ALLEGHENY COUNTY PA

WEST DEER TOWNSHIP SUPERVISORS HYBRID MEETING

June 16, 2021

6:30pm: Executive Session
7:00pm: Regular Business Meeting

Members present:

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

WEST DEER TOWNSHIP
Board of Supervisors
June 16, 2021

6:30 pm: Executive Session
7:00 pm: Regular Business Meeting

1. Call to Order
2. Roll Call
3. Executive Sessions Held
4. Comments from the Public
5. Chairman's Remarks
6. Accept Minutes
7. Monthly Financial Report
    A. Finance Officer's Report
    B. List of Bills
8. Police Chief's Report
9. Public Works Foreman's Report
10. Engineer's Report
11. Building Inspector/Code Enforcement Officer's Report
12. CDC Steering Committee Report
13. Adoption: Resolution No. 2021-16 (Branding Consultant Agreement)
14. Approval: Retirement/Consultant Agreement (Chief Jonathan Lape)
15. Approval: Police Chief Employment Agreement
16. Approval: Promotion of Police Officer to Sergeant
17. Approval: Promotion of Part-time Police Officer to Full-Time Police Officer
18. Approval: Township Manager Employment Agreement
19. Approval: Finance Officer Employment Agreement
20. Approval: Gibsonia Road Associates LLC Lot Consolidation Plan
21. Approval: 910 Flex Use Building
22. Approval: Jeffrey Plan of Lots
23. Approval: Moretti Plan of Lots
24. Approval: Round the Corner Restaurant Plan
25. Authorization: Advertisement of Demolition of 438 Alder Street
26. Authorization: Advertisement of Pavilion Project
27. Award: 2021 Guiderail Project
28. Discussion: Veteran Banners
29. Old Business
30. New Business
31. Adjournment

1 Call to Order

2 Roll Call

- Mr. Mator

3 Executive Sessions Held

- Mr. Robb

COMMENTS FROM THE PUBLIC

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

CHAIRMAN'S REMARKS

MR. KARPUZI.....

ACCEPT MINUTES

ATTACHED ARE THE MINUTES OF THE MAY 19, 2021 MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ACCEPT THE MINUTES OF THE MAY 19, 2021 MEETING AS PRESENTED.

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

West Deer Township
Board of Supervisors
19 May 2021
7:00 p.m.

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

OPEN REGULAR BUSINESS MEETING

Chairman Karpuzi opened and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present.

COMMENTS FROM THE PUBLIC

None

CHAIRMAN'S REMARKS

- Chairman Karpuzi thanked everyone for their patience with the first hybrid Regular Business meeting.

ACCEPT MINUTES

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to accept the minutes of the 21 April 2021 meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 April 2021

I - GENERAL FUND:

	April	YTD	% of Budget
Revenues	642,184.29	2,451,819.35	34.12%
Expenditures	415,642.82	1,440,796.15	20.05%
Cash and Cash Equivalents:			
Sweep Account		1,211,842.71	
			1,211,842.71

II - SPECIAL REVENUE FUNDS		
Cash and Cash Equivalents:		
Street Light Fund:		
Restricted	42,216.32	
Fire Tax Fund:		
Restricted	57,349.29	
State/Liquid Fuels Fund:		
Restricted	312,035.51	
		411,601.12
Investments:		
Operating Reserve Fund:		
Reserved	1,009,522.19	
Capital Reserve Fund:		
Reserved	1,485,722.34	
		2,495,244.53
III - CAPITAL PROJECT FUNDS:		
Cash and Cash Equivalents:		
	0.00	
		0.00
TOTAL CASH BALANCE 4/30/21		**4,118,688.36**

Interest Earned April 2021 **17.98**

	4/1/2021 Debt Balance	April Principal Payment	4/30/2021 Debt Balance
Mars National - VFC #3	$118,491.42	$2,607.94	$116,200.20
NexTier Bank VFC #2	$403,619.03	$2,680.96	$402,240.32

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

MARCH LIST OF BILLS

Amerikohl Aggregates Inc 3009.22
Amerikohl Transport Inc 1330.39
Bearcom 292.47
Best Wholesale Tire Co. Inc 620.35
Hei-Way, LLC 1328.25
Intech Worldwide 3,495.00
Jordan Tax Service, Inc. 1144.90
Kress Tire 333.00
MRM Workers' Comp Fund 20,145.00
Office Depot 123.27
Shoup Engineering Inc. 5291.00

Stephenson Equipment, Inc. 8628.39
Toshiba Financial Services 946.94
Tristani Brothers Inc 1303.25
Tucker/Arensberg Attorneys 6190.00

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

POLICE CHIEF'S REPORT

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

- Chief Lape outlined the steps - testing and promoting officers – as a result of his 30 June 2021 retirement and provided an update on the Police body cameras and grant.

PUBLIC WORKS FOREMAN'S REPORT

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

Mrs. Jordan asked for update on Curtisville Park partial rehab.

Mr. Mator reported that the park rehab was addressed.

ENGINEER'S REPORT

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

Projects

- 2021 Road Improvement Project
  - 2021 Road Improvement Project – Bid documents and specifications have been prepared and bids have been let for the year's road improvement project. Contracts have been awarded for the hot mix asphalt and bituminous seal coat projects. It is anticipated that work on the road improvement projects will begin in June.

Development/Subdivision Review

- The following subdivision and land development plan projects had been reviewed, and review letters were issued to the Township as noted:
  - Moretti Plan of Lots No. 3 – A review of this preliminary and final subdivision was performed and a review letter was issued to the Township on 23 March 2021.

Mr. Shoup reported that the Road Improvement project is scheduled to begin starting in June.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT

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

Mr. Payne informed the Board that there has been an increase in building permits. He added the Planning Commission will be reviewing/discussing a number of housing developments in their upcoming meeting.

CDC STEERING COMMITTEE REPORT

No report was given.

SPEAKER: FOX CHAPEL COUNCILPERSON MANDY STEELE (COAL TAR RESOLUTION)

Speaker was not present.

ADOPTION: ORDINANCE NO. 446 (POLICE POLICIES AND PROCEDURES)

ORDINANCE NO. 446

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER TO APPROVE AND ADOPT NEW AND REVISED POLICE POLICIES AND PROCEDURES, AND TO AUTHORIZE THE IMPLEMENTATION AND ENFORCEMENT OF SAID POLICIES AND PROCEDURES BY THE CHIEF OF POLICE AND TOWNSHIP ADMINISTRATION AND PROVIDING FOR SEVERABILITY.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Ordinance 446 to approve and adopt new and revised Police policies and procedures and to authorize the implementation and enforcement of said policies and Township Administration and providing for severability. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2021-14 (ALLEGHENY COUNTY 2020 HAZARD MITIGATION PLAN)

RESOLUTION NO. 2021-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, REQUESTING A PREREQUISITE FOR ELIGIBILITY TO APPLY FOR AN PRE OR POST DISASTER HAZARD MITIGATION GRANT PROGRAM FUNDINGS IN THE UNFORTUNATE EVENT THAT TOWNSHIP WOULD EXPERIENCE ANY NATURAL AND HUMAN-MADE HAZARDS WHICH MAY RESULT IN LOSS OF LIFE AND PROPERTY, ECONOMIC HARDSHIP AND THREATS TO PUBLIC HEALTH AND SAFETY.

Mrs. Jordan asked if this replaced the Declaration of Emergency.

Mr. Robb explained this referred to the Township signing into the Allegheny County Mitigation so grants can be funneled through to the Township in case the need arose again.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2021-14 approving the adoption of Allegheny County 2020 Hazardous Mitigation Plan. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2021-15 (DAVID MICHAEL PLAN SEWAGE PLANNING MODULE)

RESOLUTION NO. 2021-15

RESOLUTION 2021-15 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE DAVID MICHAEL PLAN LOCATED AT MICHAEL ROAD, CHESWICK, PA IN THE R-3 SUBURBAN RESIDENTIAL ZONING DISTRICT.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Jordan to adopt Resolution 2021-15 adopting the PA DEP Sewage Facilities Planning Module for the David Michael Plan. Motion carried 5-0.

APPOINTMENT: ALTERNATE ZONING HEARING BOARD MEMBERS

Per the Board of Supervisors there was an approval to add two alternate positions to the Zoning Hearing Board.

The Township advertised for the vacancies.

The Board received Letters of Interest from:

- H. Nelson Crooks Jr.
- Chad Dolby

Mr. Karpuzi questioned if in the past any of these applicants have been a part of the Zoning Hearing Board or attended any meetings.

Mr. Payne responded Mr. Crooks was involved in West Deer and Richland Township Zoning Hearing Boards, and has about fifteen years of experience. He added Mr. Dolby has attended several Zoning Hearing Board Meetings.

Mr. Karpuzi asked if either of the applicants own more than one property in West Deer. Mr. Payne responded that he believed they each only own one piece of property.

Mrs. Jordan questioned if Mr. Payne knows the applicants personally. Mr. Payne acknowledged interactions with both applicants related to their properties in the Township.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to appoint H. Nelson Crooks Jr. and Chad Dolby as members of the Zoning Hearing Board Alternates for five year terms to expire 31 December 2025. Motion carried unanimously 5-0.

APPOINTMENT: SEASONAL PARK LABORERS

The Township allocated funds in the budget to hire Seasonal Laborers for our parks. The position was advertised, applications were received, and interviews were held by the Township Manager and Public Works Foreman.

It was the recommendation of the Township Manager and Public Works Foreman to hire Carmen Sciullo, Paul Sciullo, and Justin Siford as Seasonal Park Laborers.

Mrs. Jordan asked the length of time the laborers would be employed.

Mr. Mator responded that it depended on when the laborers would need to return to school but, in the past, they had worked until October.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to hire Carmen Sciullo, Paul Sciullo, and Justin Siford as Seasonal Park Laborers as recommended by the Township Manager and Public Works Foreman. Motion carried unanimously 5-0.

ADVERTISEMENT: SALE OF POLICE VEHICLE

The chief requested the Board to authorize the advertisement for the sale of the following police vehicle:

2014 Dodge Charger
5.7 V8 Hemi MDS VVT Engine

Color: White
Approximately: 46,500 as of May 5, 2021
Inspection Expires: May 2021
Front cloth bucket seat
No rear bench seat
The vehicle was a former K-9 vehicle and had the rear K-9 insert.
Does not have rear door panels and does not have a center console.
Spot Light
Bad Cam Shaft (The vehicle is operable)

Mrs. Jordan questioned if there is a minimum bid. Mr. Mator answered there was not.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to authorize the advertisement for the sale of the 2014 Dodge Charger, as is condition. Motion carried 4-0. Mr. Forbes was inaudible.

DISCUSSION: BAIRDFORD PARK PAVILION

Mr. Shoup summarized the Bairdford Park Pavilion renovation project.

Mrs. Jordan stated that the pavilion posts are rotten and the roof is leaking. She emphasized the importance of renovation to maintain the regularly used pavilion. She recommended the renovations be wood because she prefers that look over a metal pavilion.

All supervisors were in agreement to renovate the pavilion.

Mr. Mator stated he and Mr. Shoup would move forward with the project.

Further discussion was held.

OLD BUSINESS

• Mr. Karpuzi requested an update on Cohen Law Group.

Mr. Mator responded that the wi-fi meeting was still pending. He reported a meeting between Mr. Cohen, AT&T, and himself and stated that AT&T shared that there were already plans to expand cell phone coverage to the weakest parts of the Township. Mr. Mator added that he reviewed location information he received, and noted the areas that the Township in question were indeed to be upgraded.

Mr. Mator brought up the American Recovery Act Funds, and pointed out that funds could be used to expand broadband and cell phone service. Mr. Karpuzi asked for an estimated timeframe that the Township could receive the funds. Mr. Mator stated he is working with the Congressman's office since there are multiple projects that are available for this funding. He reported the Township should be receiving $1.19 million, but may be eligible for more funding. Mr. Mator added the grant had already been applied for, but that the specific projects are still to be determined.

More discussion was held

• Mr. Karpuzi asked for an update on the concerned resident from the previous meeting regarding the Veteran's Banner Program.

Mr. Mator reported a pole was found that was satisfactory to the resident, and that Mrs. French designed an alternate document for the residents to sign that states the parameters of the program. He added that the original application

was designed by Gray Signs, had no specific information about the program, and did not explain the aforementioned parameters.

NEW BUSINESS

• Mr. Robb mentioned that the Oil & Gas Conditional Use hearing have a June deadline if an extension is not granted. He pointed out that the hearings will need to be advertised once the Board has determined a date and location.

Mrs. Jordan asked if it was thought that many would attend. Mr. Robb responded to expect many people.

Mr. Karpuzi stated that his intention was to have the public hearing on a different date than the Regular Business Meeting, and to possibly change the venue to the High School Auditorium.

Mrs. Jordan agreed with keeping meetings separate.

Dr. Mann informed the Board that she is in charge of the High School auditorium scheduling, and that she could look into it on behalf of the Board.

ANNOUNCEMENT (MEMORIAL DAY SERVICE SCHEDULE

Memorial Day
Monday, May 31, 2021

8:30 a.m.	Bairdford WW II Memorial
9:00 a.m.	West Deer Township Memorial
9:30 a.m.	Rural Ridge Volunteer Fire Dept.
10:15 a.m.	East Deer Township Memorial
11:00 a.m.	Indiana Township Memorial
11:45 a.m.	Lakewood Memorial Gardens
12:30 p.m.	West Deer William Fish American Legion Post 356

Services are conducted by the Veterans of the West Deer Legion and members of the Sons of the American Legion. There will be a luncheon serviced after the 12:30 p.m. ceremony which is sponsored by the West Deer American Legion Ladies Auxiliary. All welcome to attend.

ADJOURNMENT

MOTION BY Supervisor Jordan and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:06 p.m. Motion carried unanimously 5-0. Meeting adjourned.

_____
Daniel J. Mator Jr., Township Manager

MONTHLY FINANCIAL REPORT

A) FINANCE OFFICER'S REPORT

ATTACHED IS THE FINANCE OFFICER'S REPORT.

ARE THERE ANY QUESTIONS ON THE MONTHLY FINANCIAL REPORT?

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

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

FINANCE OFFICER'S REPORT
May 31, 2021

I - GENERAL FUND:

	May	YTD	% of Budget
Revenues	1,742,527.47	4,194,346.82	58.36%
Expenditures	485,837.97	1,926,934.12	26.81%

Cash and Cash Equivalents:		
Sweep Account	2,593,425.18	
		2,593,425.18
II - SPECIAL REVENUE FUNDS		
Cash and Cash Equivalents:		
Street Light Fund:		
Restricted	90,569.70	
Fire Tax Fund:		
Restricted	120,564.93	
State/Liquid Fuels Fund:		
Restricted	312,038.16	
		523,172.79
Investments:		
Operating Reserve Fund:		
Reserved	1,009,529.93	
Capital Reserve Fund:		
Reserved	1,485,723.09	
		2,495,253.02
III - CAPITAL PROJECT FUNDS:		
Cash and Cash Equivalents:		
	0.00	
		0.00
TOTAL CASH BALANCE 5/31/21		**5,611,850.99**

Interest Earned May 2021 **23.64**

	5/1/2021 Debt Balance		May Principal Payment	5/31/2021 Debt Balance
Mars National - VFC #3	116,200.20	$	2,607.94	113,877.54
NexTier Bank VFC #2	402,240.32	$	2,680.96	400,815.79

Restricted - Money which is restricted by legal or contractual requirements.
Reserved - Money which is earmarked for a specific future use.

INTEREST EARNED - 2021

	MAY	YTD
GENERAL FUND	$11.75	$41.22
STREET LIGHT FUND	$0.00	$0.00
FIRE TAX FUND	$0.75	$2.42
OPERATING RESERVE	$7.74	$76.08
STATE FUND	$2.65	$11.35
CAPITAL RESERVE	$0.75	$9,716.66
TOTAL INTEREST EARNED	**$23.64**	$9,847.73

B) LIST OF BILLS

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

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

WEST DEER TOWNSHIP

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

By Name
Cutoff as of: 12/31/9999

Time: 12:50 pm
Date: 06/09/2021
Page: 1

Due Dates: 06/15/2021 thru 06/15/2021

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: BEARCOM				292.47				292.47		
Name: BEST WHOLESALE TIRE CO, INC				591.55				591.55		
Name: HEI-WAY, LLC				254.01				254.01		
Name: JORDAN TAX SERVICE, INC.				2269.58				2269.58		
Name: MRM PROPERTY & LIABILITY TRUST				127793.00				127793.00		
Name: NORTHEAST PAVING				3617.25				3617.25		
Name: OFFICE DEPOT				314.04				314.04		
Name: ROADSAFE TRAFFIC SYSTEMS				75.00				75.00		
Name: SHOUP ENGINEERING INC.				2681.00				2681.00		
Name: STEPHENSON EQUIPMENT, INC.				2201.00				2201.00		
Name: TOSHIBA FINANCIAL SERVICES				494.11				494.11		
Name: TRISTANI BROTHERS, INC.				1926.30				1926.30		
Name: TUCKER/ARENSBERG ATTORNEYS				6206.12				6206.12		
FINAL TOTALS:				148715.43				148715.43		

WEST DEER TOWNSHIP

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

By Name
Cutoff as of: 12/31/9999

Time: 12:53 pm
Date: 06/09/2021
Page: 1

Due Dates: 06/15/2021 thru 06/15/2021

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00674	BEARCOM	430.327	5206653	57.47				57.47		
Road: Radio Equip Maint		0621	06/01/2021	06/15/2021	06/02/2021				N	
00674	BEARCOM	410.328	5207582	235.00				235.00		
POL: Radio Equip Maint		0621	06/02/2021	06/15/2021	06/03/2021				N	
Name: BEARCOM				292.47				292.47		
00553	BEST WHOLESALE TIRE	410.374	20310	162.65				162.65		
Police: Car #36-r&r purgge val		0521	05/26/2021	06/15/2021	06/03/2021				N	
00553	BEST WHOLESALE TIRE	410.374	20344	385.95				385.95		
Police: Car #37-alignment/tie		0521	06/01/2021	06/15/2021	06/03/2021				N	
00553	BEST WHOLESALE TIRE	410.374	20350	42.95				42.95		
Police: Car #38-oil change/fil		0521	06/01/2021	06/15/2021	06/03/2021				N	
Name: BEST WHOLESALE TIRE CO, INC				591.55				591.55		
00005	HEI-WAY, LLC	430.372	10322920	254.01				254.01		
Road: Cold Patch		0621	06/02/2021	06/15/2021	06/07/2021				N	
Name: HEI-WAY, LLC				254.01				254.01		
00106	JORDAN TAX SERVICE,	403.140	5-C-#106	2269.58				2269.58		
Delinquent R E Tax Commission		0521	05/17/2021	06/15/2021	05/19/2021				N	
Name: JORDAN TAX SERVICE, INC.				2269.58				2269.58		
00831	MRM PROPERTY & LIABI	486.351	381262	121146.00				121146.00		
Twp: RENEWAL OF COMMERCIAL PAC		0521	05/19/2021	06/15/2021	05/19/2021				N	
00831	MRM PROPERTY & LIABI	412.352	381262	6647.00				6647.00		
EMS: RENEWAL OF COMMERCIAL PAC		0521	05/19/2021	06/15/2021	05/19/2021				N	
Name: MRM PROPERTY & LIABILITY TRUST				127793.00				127793.00		
00207	NORTHEAST PAVING	430.372	68001474	520.65				520.65		
Road: Asphalt		0521	05/11/2021	06/15/2021	05/17/2021				N	
00207	NORTHEAST PAVING	430.372	68001522	843.05				843.05		
Road: Asphalt		0521	05/12/2021	06/15/2021	05/17/2021				N	
00207	NORTHEAST PAVING	430.372	68001829	1598.35				1598.35		
Road: Asphalt		0521	05/20/2021	06/15/2021	05/24/2021				N	

Due Dates: 06/15/2021 thru 06/15/2021

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00207	NORTHEAST PAVING	430.372	68001930	655.20				655.20		
Road: Asphalt		0521	05/21/2021	06/15/2021	05/28/2021				N	
Name: NORTHEAST PAVING				3617.25				3617.25		
00657	OFFICE DEPOT	406.210	166180906001	53.49				53.49		
Office Supplies		0521	05/24/2021	06/15/2021	06/07/2021				N	
00657	OFFICE DEPOT	409.226	166180906001	19.62				19.62		
cleaning Supplies		0521	05/24/2021	06/15/2021	06/07/2021				N	
00657	OFFICE DEPOT	406.210	172155233001	133.44				133.44		
office Supplies		0521	05/24/2021	06/15/2021	06/07/2021				N	
00657	OFFICE DEPOT	406.210	173104359001	107.49				107.49		
Office Supplies		0521	05/14/2021	06/15/2021	05/24/2021				N	
Name: OFFICE DEPOT				314.04				314.04		
00014	ROADSAFE TRAFFIC SYS	430.245	132406	75.00				75.00		
Road: 30x30 Alum-No Outlet sig		0521	05/26/2021	06/15/2021	05/28/2021				N	
Name: ROADSAFE TRAFFIC SYSTEMS				75.00				75.00		
00830	SHOUP ENGINEERING IN	408.319	21-175	360.50				360.50		
Engineering: Leto Well Pad		0521	05/31/2021	06/15/2021	06/03/2021				N	
00830	SHOUP ENGINEERING IN	408.319	21-176	231.75				231.75		
Engineering: 910 Flex Use Bldg		0521	05/31/2021	06/15/2021	06/03/2021				N	
00830	SHOUP ENGINEERING IN	408.319	21-177	180.25				180.25		
Engineering: Jeffrey Plan		0521	05/31/2021	06/15/2021	06/03/2021				N	
00830	SHOUP ENGINEERING IN	408.313	21-178	852.75				852.75		
Engineering: Miscellaneous		0521	05/31/2021	06/15/2021	06/03/2021				N	
00830	SHOUP ENGINEERING IN	408.319	21-179	77.25				77.25		
Engineering: Oakwood Heights 2		0521	05/31/2021	06/15/2021	06/03/2021				N	
00830	SHOUP ENGINEERING IN	408.319	21-180	309.00				309.00		
Engineering: Dionysus Well Pad		0521	05/31/2021	06/15/2021	06/03/2021				N	
00830	SHOUP ENGINEERING IN	408.319	21-181	77.25				77.25		
Engineering: Gibsonia Road Ass		0521	05/31/2021	06/15/2021	06/03/2021				N	
00830	SHOUP ENGINEERING IN	408.319	21-182	231.75				231.75		
Engineering: Round the Corner		0521	05/31/2021	06/15/2021	06/03/2021				N	

Due Dates: 06/15/2021 thru 06/15/2021

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00830	SHOUP ENGINEERING IN	408.319	21-183	360.50				360.50		
Engineering: Elevated Properti		0521	05/31/2021	06/15/2021	06/03/2021				N	
Name: SHOUP ENGINEERING INC.				2681.00				2681.00		
00074	STEPHENSON EQUIPMENT	430.374	18041108	314.20				314.20		
Road: 7 BOCE W/bolts		0521	05/11/2021	06/15/2021	05/14/2021				N	
00074	STEPHENSON EQUIPMENT	430.374	18041264	1886.80				1886.80		
Road:check harnesses/fuses/pin		0521	05/14/2021	06/15/2021	05/21/2021				N	
Name: STEPHENSON EQUIPMENT, INC.				2201.00				2201.00		
00577	TOSHIBA FINANCIAL SE	406.261	5015190701	249.17				249.17		
Lease & Maintenance of Copiers		0521	05/20/2021	06/15/2021	05/27/2021				N	
00577	TOSHIBA FINANCIAL SE	410.261	5015190701	244.94				244.94		
Lease & Maintenance of Copiers		0521	05/20/2021	06/15/2021	05/27/2021				N	
Name: TOSHIBA FINANCIAL SERVICES				494.11				494.11		
00067	TRISTANI BROTHERS, I	430.368	210520	863.10				863.10		
Road: Trk #8-Inspection		0621	06/01/2021	06/15/2021	06/09/2021				N	
00067	TRISTANI BROTHERS, I	430.368	210521	187.40				187.40		
Road: Trk #3Exhaust repairs		0621	06/01/2021	06/15/2021	06/09/2021				N	
00067	TRISTANI BROTHERS, I	430.368	210522	775.80				775.80		
Road: Trk #7-Inspection/brakes		0621	06/01/2021	06/15/2021	06/09/2021				N	
00067	TRISTANI BROTHERS, I	430.368	210523	100.00				100.00		
Road: Trailer-Inspection		0621	06/01/2021	06/15/2021	06/09/2021				N	
Name: TRISTANI BROTHERS, INC.				1926.30				1926.30		
00813	TUCKER/ARENSBERG ATT	404.111	617661	500.00				500.00		
Legal Services: Retainer		0521	05/31/2021	06/15/2021	06/09/2021				N	
00813	TUCKER/ARENSBERG ATT	404.111	617662	1937.50				1937.50		
Legal Services:Olympus Gas Wel		0521	05/31/2021	06/15/2021	06/09/2021				N	
00813	TUCKER/ARENSBERG ATT	404.111	617663	3148.62				3148.62		
Legal Services: General		0521	05/31/2021	06/15/2021	06/09/2021				N	
00813	TUCKER/ARENSBERG ATT	404.111	617664	449.50				449.50		
Legal Services:Oakwood Heights		0521	05/31/2021	06/15/2021	06/09/2021				N	

Due Dates: 06/15/2021 thru 06/15/2021

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00813	TUCKER/ARENSBERG ATT	404.111	617665	170.50				170.50		
Legal Services:Elevated Proper		0521	05/31/2021	06/15/2021	06/09/2021				N	
Name: TUCKER/ARENSBERG ATTORNEYS				6206.12				6206.12		
FINAL TOTALS:				148715.43				148715.43		

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: June 8, 2021

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

JB

CC: D. Mator, Manager

A. Karpuzi, Chairman

B. Jordan, Vice Chairwoman

S. Hollibaugh

B. Forbes

Dr. J. Mann

OFFICER'S MONTHLY REPORT
May 2021

	CURRENT MONTH	PREVIOUS MONTH TO DATE	YEAR TO DATE
REPORTABLE CALLS FOR SERVICE	58	220	278
CALLS FOR SERVICE/FIELD CONTACTS	412	1,679	2091
ALL OTHER CALLS	558	2,044	2602
TOTALS CALLS FOR SERVICE	1028	3,943	4971
ARRESTS			
ADULT	1	22	23
JUVENILE	1	1	2
TRAFFIC CITATIONS	29	35	64
NON TRAFFIC CITATIONS	1	4	5
PARKING CITATIONS	0	8	8
WARNINGS	2	5	7
PERSONNEL			
GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	0	4	4
VEHICLE REPORTS			
TOTAL MILES TRAVELED	10,227	40,759	50,986
GALLONS OF GASOLINE USED	656	2,129.65	2785.65
REPAIRS/MAINTENANCE	599.03	3,378.66	3,977.69
OVERTIME PAID			
COURT (OFF DUTY)	2	7.00	9
PRELIMINARY HEARINGS	2	4.00	6
PRETRIAL	0	0.00	0
INVESTIGATIONS	0	9.00	9
ARRESTS	4	23.00	27
SPEED CHECKS	0	0.00	0
PRIVATE CONTRACTS	0	0.00	0
MISC. HOURS - FILLED SHIFTS	16	0.00	0
MISC. HOURS - ADMIN. HOURS	0	0.00	0
MISC. HOURS	13	12.00	25
TOTAL HOURS	37	79.00	116

Points of Interest

May 2021

Budget Figure YTD – 39.16%

Chief Jonathan Lape & Sergeant Robert Loper

- May 10- Assisted Fox Chapel with Sergeant interviews. (Chief Lape)
- May 11- Safety walkthrough of Glassmere Fuel for Emergency Management requirements (Chief Lape and Sgt. Shurina)
- May 18- Attended Western PA Chiefs of Police Association meeting.
- May 22- Administered Sergeant Exam (Sergeant Loper only)
- May 24- Administered Full Time Officer Exam
- May 26- Meeting with representative of skilled nursing facility
- May 26- Meeting with Mervosh Insurance

K9 Officer Edward Newman

- May 4- Assisted Indiana Township Police with a burglary in progress.
- May4- Maintenance Training
- May 19- Obedience Training

Sergeant Mikus & Officer Petosky

- May 7- Training conducted at the Hampton Township Park and Ross Police Annex. Operators completed their annual physical training course. Operators also conducted annual self-contained breathing apparatus training. Testing was also conducted on knowledge of equipment and operation. Later, operators worked with said equipment.
- May 12- Officer Petosky served a search warrant in Ross Township. The warrant was executed without issue.
- May 28- Operators held primary and secondary weapons drills at the Hampton Township range. Operators also worked on various cover drills.
- May 29- Officer Petosky and Sergeant Mikus responded to an active shooter incident at Ross Park Mall. The mall was swept and two actors were taken into custody.

Deer Lakes School District

- See attached SRO Report

Explorers

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

Misc. Details

- May 3-7- Officer Evan attended Crime Scene Investigation training.
- May 4 & 5- Officer Trocki attended Motor Vehicle Carrier Inspection training.
- May 10- Officer Wikert attended Sobriety Checkpoint Refresher training.
- May 12- Officer Burk attended car seat installation recertification training.
- May 14- Roving DUI Checkpoint in Shaler, Etna, Ohara (Officer Dobson and Officer Evan)
- May 21- Click it or Ticket detail (Officer Brand and Officer Trocki)
- May 26- Click it or Ticket detail (Officer Wikert and Officer Elza)
- May 26- Sgt Shurina, Sgt Mikus, Officer Dobson, Officer Lindner, Officer Brand and Officer Newman attended De-escalation training.
- May 28- Officer Evan, Officer Fedunok, and Officer Trocki attended Report writing and case preparation training.

Correspondence (see attached)

- May 31- Received a notice of payment State Police Fines and Penalties of $2,651.20

West Deer TOWNSHIP ALLEGHENY COUNTY PA

POLICE DEPARTMENT

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

MAY 2021

WDPD INCIDENT REPORTS		**TOTAL:**	**4**
1	MVA – Non Reportable		
2	Harassment – General		
1	Criminal Mischief – General		
SRO / SECURITY DETAILS & LOGS		**TOTAL:**	**89**
67	Security General		
-	Security Cafeteria		
-	Security Parking Lot		
-	Instruct SRO Student Program		
-	Instruct SRO Faculty Program		
-	Instruct DARE Program		
-	Attend Court		
2	Attend Meeting		
-	Attend Training		
2	Assist Student		
4	Assist Teacher		
4	Assist Administrator		
-	Assist Juv. Prob. Officer		
1	Assist Nurse / EMS		
-	Assist Other		
2	Student Transport		
1	Student Missing / Search		
-	Student Monitoring		
1	Suspicious Incident / person		
-	K-9 Drug Search		
3	School Safety Drill		
2	Other / Miscellaneous		
TOTAL ACTIVITY		**TOTAL:**	**93**

West Deer TOWNSHIP ALLEGHENY COUNTY PA

POLICE DEPARTMENT

TOTAL ACTIVITY BY SCHOOL

HIGH SCHOOL	24
MIDDLE SCHOOL	17
E.U. INTERMEDIATE	24
CURT. PRIMARY	25
ADMIN. BUILDING	1
BUS GARAGE	0
OTHER	2

FREQUENT STUDENT INVOLVEMENT

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

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.

UCR Reportable Crimes May 2021

Part I Offenses

Crime	Amount	Classification on UCR Return A
Theft- Business	2	06. Larceny
Theft- Other	2	06. Larceny
Thet- Residential	1	06. Larceny

Part II Offenses

Criminal Mischief- General	1	140. Vandalism
Criminal Mischief- Residential	4	140. Vandalism
Disorderly Conduct- General	3	240. Disorderly Conduct
Domestic- Physical	2	200. Offenses Against Family & Children
Domestic- Verbal	5	200. Offenses Against Family & Children
Fraud- General	1	110. Fraud
Harassment- General	5	240. Disorderly Conduct
Harassment- Terroristic Threats	2	240. Disorderly Conduct
Trespass- Residence	6	260. All Other Offenses

Date Printed:
6/1/2021

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: 5/1/2021 **Report End Date:** 5/31/2021

Calls For Service:

ALARM ACTIVATION - BUSINESS	1
ALARM ACTIVATION - BUSSINESS/FALSE	4
ALARM ACTIVATION - FIRE / FALSE	1
ALARM ACTIVATION - MEDICAL	1
ALARM ACTIVATION - RESIDENTL/FALSE	4
ANIMAL - BITE	1
ANIMAL - COMPLAINT	13
ASSIST - EMS	31
ASSIST - EMS (DOA)	2
ASSIST - OTHER	3
ASSIST - POLICE	10
ASSIST - RESIDENT	2
ASSIST - WELFARE CHECK	10
CHILD - CHILD LINE REPORTS	1
CIVIL - CHILD CUSTODY	4
CIVIL - COMPLAINT	1
CIVIL - LANDLORD TENANT	1
CIVIL - NEIGHBOR DISPUTE	5
COURT - MAGISTRATE	1
COURT - WARRANT SERVICE	2
CRIMINAL MISCHIEF - GENERAL	1
CRIMINAL MISCHIEF - RESIDENTIAL	4
DISABLED VEHICLE - GENERAL	2
DISORDERLY CONDUCT - GENERAL	3
DOMESTIC - PHYSICAL	2
DOMESTIC - VERBAL	5
ESCORT - VEHICLE	2
FIRE - BRUSH	2
FIRE - BURNING COMPLAINT	2
FRAUD - GENERAL	1
HARASSMENT - GENERAL	5
HARASSMENT - TERRORISTIC THREATS	2
HAZARDOUS CONDITION - ROAD HAZARD	7
HAZARDOUS CONDITION - UTILITY COMP	3
MENTAL COMMITMENT - INVOLUNTARY	3
MVA - LEAVING THE SCENE	4
MVA - NON REPORTABLE	4
MVA - PRIVATE PROPERTY	2
MVA - REPORTABLE	4
NOISE COMPLAINT - BUSINESS	3
NOISE COMPLAINT - RESIDENTIAL	6
NOT ASSIGNED	1
PARKING COMPLAINT - RESIDENTIAL	3
PATROL - GENERAL	108

Calls For Service:

PFA - SERVICE	1
PHONE CALLS - GENERAL	10
POLICE INFORMATION - FOLLOW UP INVEST	3
POLICE INFORMATION - GENERAL	18
PREMISES CHECK - RESIDENTIAL	1
SOLICITATION COMPLAINT - GENERAL	1
SPECIAL DETAIL - ADMINISTRATIVE	9
SPECIAL DETAIL - OTHER / MISC.	1
SPECIAL DETAIL - PUBLIC RELATIONS	2
SRO DETAIL - ASSIST ADMINISTRATOR	4
SRO DETAIL - ASSIST NURSE / EMS	1
SRO DETAIL - ASSIST STUDENT	2
SRO DETAIL - ASSIST TEACHER	4
SRO DETAIL - ATTEND MEETING	2
SRO DETAIL - OTHER / MISC.	2
SRO DETAIL - SCHOOL SAFETY DRILL	3
SRO DETAIL - SECURITY (GENERAL)	67
SRO DETAIL - STUDENT MISSING / SEARCH	1
SRO DETAIL - STUDENT TRANSPORT	2
SRO DETAIL - SUSPICIOUS INCIDENT / PERS	1
SUICIDE - OVERDOSE	1
SUSPICIOUS - NOISE	1
SUSPICIOUS - OTHER	3
SUSPICIOUS - PERSON	5
SUSPICIOUS - VEHICLE	1
THEFT - BUSINESS	2
THEFT - OTHER	2
THEFT - RESIDENTIAL	1
TRAFFIC - CLICK IT OR TICKET	5
TRAFFIC - COMPLAINT	9
TRAFFIC - DETAIL	13
TRAFFIC - RADAR SPEED SIGN	1
TRAFFIC - ROAD RAGE	1
TRAFFIC - STOP	7
TRESPASS - RESIDENCE	6
TOTAL CALLS FOR SERVICE:	**470**

Date Printed:
6/1/2021

West Deer Township Police Department
Total Arrest Report

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

Report Start Date: 5/1/2021 **Report End Date: 5/31/2021**

ARREST DATE	D I #	SIGNAL CODE	JUVENILE ARREST
5/14/2021	20210247	DOMESTIC - PHYSICAL	
5/17/2021	20210177	SEX CRIMES - SEXUAL ASSAULT	**JUVENILE ARREST**

TOTAL ARRESTS: 2

TOTAL ADULT ARRESTS: _____

TOTAL JUV. ARRESTS: _____

pennsylvania
DEPARTMENT OF TRANSPORTATION

NOTICE OF PAYMENT STATE POLICE FINES AND PENALTIES

June 2021

02220 WEST DEER
109 E UNION RD
CHESWICK, PENNSYLVANIA 15024

RECEIVED
JUN 01 2021
WEST DEER TOWNSHIP POLICE

Dear Municipal Officials:

I am pleased to inform you that your State Police Fines and Penalties payment in the amount of $ 2,651.20 will be paid on June 1, 2021. Due to changes in regulations regarding the payment of State Police Fines and Penalties which became effective September 1, 2012, only eligible municipalities will receive an allocation. Eligible municipalities are those who have a population of less than 3,000 or who provide at least 40 hours of local police services per week.

If you have enrolled in electronic funds transfer of your State Police Fines and Penalties, you should contact your bank to verify that the funds have been received. If for some reason your deposit has not been made, or if you are not enrolled in the electronic funds transfer and do not receive your check within 14 days of the scheduled pay date, please contact the Comptroller's Office at 1.877.435.7363 immediately so we may begin corrective action.

The Department of Transportation distributes the municipal share of these fines and penalties in June and December of each year. These funds should be deposited into your General Fund Account and may be utilized for any General Fund purpose, including construction and maintenance of streets and highways.

Any comments may be directed to the Center for Program Development and Management, Pennsylvania Department of Transportation, at 717.787.2185.

Sincerely,

Yassmin Gramian, P.E.
Secretary of Transportation

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 MAY
PUBLIC WORKS DEPARTMENT

ROADS

- Mill and patch bad areas on McKrell Road (24 ton asphalt).
- Install 430' of 12" pipe and 2 catch basins on McKrell Road.
- Patch and install wedge curb on McKrell Road(34 ton asphalt).

TRUCKS & EQUIPMENT

- Fix hose on milling head.
- Fix hose on sweepster broom.
- Fix cable on Truck #6.
- Repair tire on Hustler mower.
- Grease trucks and equipment.
- Replace water valve on roller.

MISCELLANEOUS

- Place signs on Plant, Church and Cypress.
- Bark playgrounds at Russellton and Curtisville playgrounds.
- Remove 6 trees at Kaufman Road and Anna Dale Drive intersection.
- Clean debris from car accident at Route 910 and Middle Road.
- Hang Veteran Banners.
- Repair floor drain at Bairdford Park for baseball.
- Install conduit and cat 5 wire for new fuel pump operating system.
- Fix gate at K-9 Training area.
- Haul tables, garbage cans and barricades to Nike Site for food truck event.
- Mow grass at parks.
- Clean up debris from storms.
- Mow various Township roads.

PA1 Calls	OT
63	5 hrs

6-7-21

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

MAY 2021 ENGINEER'S REPORT
WEST DEER TOWNSHIP
Prepared June 10, 2021

VIA EMAIL

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meetings:

Board of Supervisors Meeting – May 19, 2021
Planning Commission Meeting – May 27, 2021

2. DEVELOPMENTS/PROJECTS

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

Projects:

- 2021 Road Improvement Project – Bid documents and specifications have been prepared and bids have been let for the year's road improvement project. Contracts have been awarded for the hot mix asphalt, cold mix asphalt and bituminous seal coat projects. It is anticipated that work on the road improvement projects will begin in September.

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

- Moretti Plan of Lots No. 3 – Reviews of this preliminary and final subdivision were performed and review letters were issued to the Township on March 23, 2021 and June 7, 2021.
- Leto and Dionysus Well Pads – Additional reviews of these conditional use and land development applications were performed and review letters were issued to the Township on May 21, 2021.
- Elevated Properties – A review of the conditional use and land development plan applications for a communication tower was performed and a review letter was issued to the Township on May 24, 2021.
- Jeffrey Plan of Lots – Reviews of this preliminary and final subdivision were performed and review letters were issued to the Township on May 19, 2021 and June 2, 2021.
- Round the Corner Restaurant – A review of this land development application was performed and a review letter was issued to the Township on May 21, 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

May 31, 2021

1. Issued 22 Occupancy Permits.
2. Issued 30 Building Permits.
3. Performed 63 site inspections
4. See attached Project Status report.
5. Planning commission meeting was held. Recommended approval for the Jeffery Plan of lots 2 lot subdivision with the following conditions:
   a. Address and meet all requirements/ comments on Mr. Shoup's letter dated May 19, 2021.
   b. Note on plan that there is no access to public sewage on lot.

   Recommended approval for the 910 Flex Building with the following conditions:

   a. Address and meet all requirements/ comments on Mr. Shoup's letter dated May 21, 2021.

   Recommended approval of Round the Corner Restaurant with the following conditions:
   a. Address and meet all requirements/ comments on Mr. Shoup's letter dated May 21, 2021.

   Tabled 41A Blue Row Cell Tower, Olympus Dionysus and Leto gas wells until July meeting.
6. No Zoning Hearing Board meeting was held.
7. Initiated 14 complaint investigations.
8. Issued 8 notices of violation.
9. Dispatched 1 raccoon.
10. All summary court hearings were postponed in May. Summary court will be opened up in June.

William Payne

West Deer Township
Occupancy Permit Report
May 2021

Permit Date	Permit Number	Lot Block	Applicant Name	Street Address	Use	New Construction
05/04/2021	O21-072	2014-E-135	Austen Peter Thomas	29 BLANCHARD RD	Single Family Home	No
05/04/2021	O21-073	1508-A-78-A	Margaret Gartner	954 COPPER CREEK TRAIL	Single Family Home	Yes
05/04/2021	O21-074	1510-A-308	Paul James and James Paul Milbert	105 BRYSON RD	Single Family Home	No
05/04/2021	O21-075	1510-S-356	Jordan Tyler Maug	71 GRUBBS RD	Single Family Home	No
05/04/2021	O21-076	2194-N-386	Anthony Spewock	4536 BAKERSTOWN CULMERVILLE RD	Single Family Home	No
05/04/2021	O21-077	1220-E-290	Scott Kramer	100-102 Sky Lane		No
05/07/2021	O21-078	1360-S-301	EAST UNION CHURCH	292 EAST UNION RD	Miscellaneous	No
05/10/2021	O21-079	1508-A-80-B	Mark J. and Eileen M. Ranalli	960 COPPER CREEK TRAIL	Single Family Home	Yes
05/12/2021	O21-080	1669-D-262	Ryan P. and Robin L. Donovan	184 KAUFMAN RD	Single Family Home	No
05/12/2021	O21-081	1671-G-355	Marcos Abraham Navarrete Barragan & Paula Aguilar Soto	106 BESSEMER ST	Single Family Home	No
05/12/2021	O21-082	1357-E-291	Darlene Gibson & Alexandra Gibson	183 PARTRIDGE RUN RD	Single Family Home	No

West Deer Township
Occupancy Permit Report
May 2021

05/13/2021	O21-083	2008-G-068	Paul Loebig	21 CARL LANE	Single Family Home	No
05/17/2021	O21-084	1669-N-57	David J., Rita B., & Mindy L. Thompson	133 CEDAR LANE	Single Family Home	No
05/18/2021	O21-085	1218-M-362	Ralph Jackson	1306 MACARTHUR DR	Single Family Home	No
05/18/2021	O21-086	1213-H-86	Steven Sliman & Neil Curran	4841 SPRING VALLEY DR	Single Family Home	No
05/18/2021	O21-087	2013-N-123	James Gabriel Huerbin	336 MAGNOLIA DR	Single Family Home	No
05/18/2021	O21-088	1670-K-21	Erik Anthony and Victoria Lynn Stefancic	1502 BROWNSTONE CT	Single Family Home	No
05/25/2021	O21-089	1356-S-273	Fogg Family Revocable Living Trust	5243 MIDDLE RD.	Single Family Home	No
05/25/2021	O21-090	1669-K-0360	Correy Allison & Jennifer Lee Johnson	468 BAIRDFORD RD	Single Family Home	No
05/25/2021	O21-091	1666-R-100-34B	Nancy Nolan	347 SADDLEBROOK RD	Single Family Home	No
05/25/2021	O21-092	1357-B-147	Nancy and John King	147 STEEPLECHASE	Single Family Home	No
05/27/2021	O21-095	1508-A-80-B	Mark J. and Eileen M. Ranalli	960 COPPER CREEK TRAIL	Single Family Home	Yes

Total Fees Collected by Month

$525

West Deer Township
Building Permit Report
May 2021

Permit Date	Permit Number	Type	Owner	Address	Parcel ID	Construction Cost	Fees Collected
05/03/2021	P21-060	Fence	ROBERT & KRISTINA WOROBEY	102 RUSSELLTON-DORSEYVILLE	1217-J-193	$7,986.88	$86.00
05/03/2021	P21-061	Porch with Roof	DON & CHERI HEPFL	469 BAIRDFORD RD	1669-F-82	$2,000.00	$44.00
05/03/2021	P21-062	Other	WILLIAM & NICOLE PAYNE	362 DEER CREEK VALLEY RD	2013-R-37	$425.00	$10.00
05/03/2021	P21-063	Fence	JENE M ROSSINI	468 SYCAMORE ST	2013-N-084	$1,500.00	$44.00
05/04/2021	P21-064	Other	CATANESE BROTHERS	663 LITTLE DEER CREEK VALLEY RD.	1512-M-323	$51,786.00	$387.00
05/05/2021	P21-065	Deck	ROSLYN AND DAVE BOULOS	3428 E STAG DR	1356-D-251	$2,500.00	$51.00
05/10/2021	P21-066	Addition	Michael and Carrie Appollonia	5080 BAKERSTOWN CULMERVILLE	2013-C-022	$68,000.00	$302.70
05/10/2021	P21-067	Above Ground Pool	DEAN & APRIL WISNESKY	945 LOGAN RD	1670-C-317	$2,700.00	$50.00
05/11/2021	P21-068	Other	David R. & Mary K. Kalivoda	702 CRYSTAL SPRING CT	1667-J-165	$3,207.86	$58.00
05/11/2021	P21-069	Emergency Generator	KAREN J SKURKA	1238 LOGAN RD	1837-A-176	$10,000.00	$225.00
05/14/2021	P21-070	Solar Panel	TARA LYNN & JOHN BRADLEYSTECK	1 TARA LANE	2010-C-62	$67,000.00	$525.00

West Deer Township
Building Permit Report
May 2021

05/14/2021	P21-071	Solar Panel	ROBERT R & SHERYL A DELPHEY JR	236 BAIRDFORD RD	1835-L-271	$17,000.00	$425.00
05/14/2021	P21-072	Antenna	AT&T	418 Hawthorne Lane	2012-S-183-T1	$15,000.00	$500.00
05/14/2021	P21-073	Shed	RANDALL D NARCISI	4578 GIBSONIA RD	1358-K-328	$40,000.00	$435.00
05/18/2021	P21-074	Single Family Dwelling	MICHAEL SONICK	25 MILLERSTOWN CULMERVILLE RD	2013-M-257	$200,000.00	$1,703.40
05/18/2021	P21-075	Driveway	ERIC & PAMELA BOROWSKI KOOTA	4411 SKYVIEW TERR	1508-E-196	$3,500.00	$15.00
05/19/2021	P21-076	Single Family Dwelling	Eddy Eckenrode	131 SPRUCE ST.	1668-S-271	$60,300.00	$729.00
05/20/2021	P21-077	Deck	WILLIAM T & APRIL M CENDROWSKI	34 DEER PARK DR	1360-M-157	$13,400.00	$128.00
05/20/2021	P21-078	Accessory Structure	Eddy Eckenrode	131 SPRUCE ST.	1668-S-271	$450.00	$10.00
05/21/2021	P21-079	Accessory Structure	Leo's Landscaping, LLC	STATE ROUTE 910	1508-N-288	$32,000.00	$753.13
05/24/2021	P21-080	Fence	JEFFREY R & LISA WOZNIAK	3420 CEDAR GLEN DR	1214-K-148	$2,500.00	$51.00
05/24/2021	P21-081	Shed	JEFFREY R & LISA WOZNIAK	3420 CEDAR GLEN DR	1214-K-148	$1,000.00	$30.00
05/24/2021	P21-082	Above Ground Pool	MICHAEL & KRISTEN BEGEMAN	150 CREIGHTON RUSSELLTON	1362-L-78	$1,000.00	$50.00

West Deer Township
Building Permit Report
May 2021

05/24/2021	P21-083	Fence	GARY M FOSNAUGHT	20 HEMLOCK ST	1668-H-325	$3,500.00	$58.00
05/25/2021	P21-084	Fence	Joshua M. Jarvis Mollie M. Ziegler	4841 BAYFIELD RD	1214-K-012	$4,000.00	$58.00
05/25/2021	P21-085	Shed	JOSEPH M & DEBORAH L DUNN	4229 HAVENCREST DR	1508-J-217	$2,975.00	$51.00
05/26/2021	P21-086	Above Ground Pool	CODY & RACHEL TUMINELLA	304 WEST STARZ RD	1510-R-259	$7,000.00	$50.00
05/26/2021	P21-087	In Ground Pool	MICHAEL & VALERIE HORCHAR	150 MICHAEL RD	1361-R-198	$22,000.00	$50.00
05/26/2021	P21-088	Accessory Structure	MICHAEL & VALERIE HORCHAR	150 MICHAEL RD	1361-R-198	$5,000.00	$65.00
05/27/2021	P21-089	Other	PAUL LEE	215 POLLOCK ST	1838-P-31	$1,200.00	$44.00
Totals: 30						**$648,930.74**	**$6,988.23**

Permit Type	Count	Construction Cost	Fee Total
Above Ground Pool	3	$10,700.00	$150.00
Accessory Structure	3	$37,450.00	$828.13
Addition	1	$68,000.00	$302.70
Antenna	1	$15,000.00	$500.00
Deck	2	$15,900.00	$179.00
Driveway	1	$3,500.00	$15.00

West Deer Township
Building Permit Report
May 2021

Emergency Generator	1	$10,000.00	$225.00
Fence	5	$19,486.88	$297.00
In Ground Pool	1	$22,000.00	$50.00
Other	4	$56,618.86	$499.00
Porch with Roof	1	$2,000.00	$44.00
Shed	3	$43,975.00	$516.00
Single Family Dwelling	2	$260,300.00	$2,432.40
Solar Panel	2	$84,000.00	$950.00

Permit Status	Count	Construction Cost	Fee Total
Issued	30	$648,930.74	$6,988.23

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report

From 05/01/2021 To 05/31/2021

5/1/2021	Salvage Yard		115 KAUFMAN RD, GIBSONIA, PA, 15044	115 KAUFMAN RD	1836-P-62	Completed	William Payne
5/1/2021	Complaint Follow Up		101 BRYSON RD., GIBSONIA, PA, 15044	101 BRYSON RD	1510-A-312	Completed	William Payne
5/3/2021	Complaint Follow Up		28 BETTY LANE, GIBSONIA, PA, 15044	28 BETTY LANE	2008-G-168	Completed	William Payne
5/3/2021	Complaint Follow Up		1843 MAIN ST., SHARPSBURG, PA, 15215	56 KAUFMAN RD	1669-A-291	Completed	William Payne
5/3/2021	Complaint Follow Up		1066 DEER CREEK RD, GIBSONIA, PA, 15044	4359 BAKERSTOWN CULMERVILLE RD	2010-A-174	Completed	William Payne
5/3/2021	Complaint Follow Up		PO BOX 501, RUSSELLTON, PA, 15076	663 LITTLE DEER CREEK VALLEY RD.	1512-M-323	Completed	William Payne
5/4/2021	Holding Tank Inspection		109 EAST UNION RD., CHESWICK, PA, 15024	21 BAIRDFORD PARK RD.	1669-M-66	Completed	William Payne
5/4/2021	Occupancy Inspection		1502 Brownstone Ct., Tarentum, PA, 15084	1502 BROWNSTONE CT	1670-K-21	Passed	William Payne
5/4/2021	Complaint Follow Up		PO Box 321, Bairdford, PA, 15006	456 BAIRDFORD RD	1669-K-034	Passed	William Payne
5/4/2021	Complaint Follow Up		102 RUSSELLTON-DORSEYVILLE, CHESWICK, PA, 15024	102 RUSSELLTON-DORSEYVILLE	1217-J-193	Passed	William Payne
5/4/2021	Occupancy Inspection		1502 Brownstone Ct., Tarentum, PA, 15084	1502 BROWNSTONE CT	1670-K-21	Passed	William Payne
5/4/2021	Floodplain		2007 Conley Lane, Tarentum, PA, 15084	2007 CONLEY LANE	1839-K-6	Passed	William Payne
5/5/2021	Site Inspection		2007 Conley Lane, Tarentum, PA, 15084	2007 CONLEY LANE	1839-K-6	Passed	William Payne
5/6/2021	Site Inspection		4361 Gibsonia Rd., Gibsonia, PA, 15044	4361 Gibsonia Road	1508-S-50	Completed	William Payne
5/6/2021	Complaint Follow Up		143 Main Street PO Box 158, Callery, Pa, 16024	45-58 Hampshire Lane	2010-F-284	Completed	William Payne
5/7/2021	Complaint Follow Up		0 LITTLE DEER CREEK RD, RUSSELLTON, PA, 15076	Little Deer Creek Valley	1218-B-150	Completed	William Payne
5/10/2021	Occupancy Inspection		133 Cedar Lane, Bairdford, PA, 15006	133 CEDAR LANE	1669-N-57	Passed	William Payne
5/10/2021	Occupancy Inspection		106 Bessemer St., Tarentum, PA, 15084	106 BESSEMER ST	1671-G-355	Passed	William Payne
5/10/2021	Complaint Follow Up		1328 MACARTHUR DR, RUSSELLTON, PA, 15076	1328 MACARTHUR DR	1218-H-231	Completed	William Payne
5/10/2021	Footer		469 BAIRDFORD RD, BAIRDFORD, PA, 15006	469 BAIRDFORD RD	1669-F-82	Passed	William Payne

West Deer Township
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WD Inspection Report

From 05/01/2021 To 05/31/2021

5/10/2021	Occupancy Inspection		106 Bessemer St., Tarentum, PA, 15084	106 BESSEMER ST	1671-G-355	Passed	William Payne
5/10/2021	Occupancy Inspection		133 Cedar Lane, Bairdford, PA, 15006	133 CEDAR LANE	1669-N-57	Passed	William Payne
5/10/2021	Complaint Follow Up		143 Main Street PO Box 158, Callery, Pa, 16024	45-58 Hampshire Lane	2010-F-284	Completed	William Payne
5/10/2021	Site Inspection		PO BOX 221, Curtisville, PA, 15032	57 Superior Road	1671-M-118	Completed	William Payne
5/11/2021	Complaint Follow Up		622 BAIRDFORD RD, GIBSONIA, PA, 15044	0 ANNA DALE DR	1837-N-32	Completed	William Payne
5/11/2021	Complaint Follow Up		3420 CEDAR GLEN DR, ALLISON PARK, PA, 15101	3420 CEDAR GLEN DR	1214-K-148	Completed	William Payne
5/11/2021	Occupancy Inspection		21 CARL LANE, GIBSONIA, PA, 15044	21 CARL LANE	2008-G-068	Passed	William Payne
5/11/2021	Occupancy Inspection		21 Carl Lane, Gibsonia, PA, 15044	21 CARL LANE	2008-G-068	Passed	William Payne
5/11/2021	Occupancy Inspection		21 CARL LANE, GIBSONIA, PA, 15044	21 CARL LANE	2008-G-068	Passed	William Payne
5/11/2021	Occupancy Inspection		21 Carl Lane, Gibsonia, PA, 15044	21 CARL LANE	2008-G-068	Passed	William Payne
5/11/2021	Site Inspection		622 BAIRDFORD RD, GIBSONIA, PA, 15044	0 ANNA DALE DR	1837-N-32	Completed	William Payne
5/12/2021	Complaint Follow Up		1112 WAMPUM RD., ELLWOOD CITY, PA, 16117	1502 Saxonburg Blvd.	2013-G-266	Completed	William Payne
5/12/2021	Complaint Follow Up		1025 LITTLE DEER CREEK VALLEY RD, RUSSELLTON, PA, 15076	68 DEER CREEK VALLEY RD	1672-N-341	Completed	William Payne
5/13/2021	Complaint Follow Up		1112 WAMPUM RD., ELLWOOD CITY, PA, 16117	1502 Saxonburg Blvd.	2013-G-266	Completed	William Payne
5/14/2021	Occupancy Inspection		4841 Spring Valley Dr., Allison Park, PA, 15101	4841 SPRING VALLEY DR	1213-H-86	Passed	William Payne
5/14/2021	Complaint Follow Up		70 MARTIN RD, ALLISON PARK, PA, 15101	70 MARTIN RD	1214-G-345	Completed	William Payne
5/14/2021	Occupancy Inspection		4841 Spring Valley Dr., Allison Park, PA, 15101	4841 SPRING VALLEY DR	1213-H-86	Passed	William Payne
5/17/2021	Complaint Follow Up		433 WEST STARZ RD, GIBSONIA, PA, 15044	433 WEST STARZ RD	1510-H-318	Completed	William Payne
5/17/2021	Occupancy Inspection		347 Saddlebrook Rd., Gibsonia, PA, 15044	347 SADDLEBROOK RD	1666-R-100-34B	Passed	William Payne
5/17/2021	Occupancy Inspection		244 Orchard St., Bairdford, PA, 15006	244 ORCHARD ST	1669-J-077	Passed	William Payne
5/17/2021	Occupancy Inspection		468 Bairdford Rd., Bairdford, PA, 15006	468 BAIRDFORD RD	1669-K-0360	Passed	William Payne

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report

From 05/01/2021 To 05/31/2021

5/17/2021	Complaint Follow Up		4516 Dawn Rd., Gibsonia, PA, 15044	4516 DAWN RD	1507-H-227	Completed	William Payne
5/17/2021	Complaint Follow Up		164 East Union Rd., Cheswick, PA, 15024	6 HEMLOCK ST	1668-H-304	Completed	William Payne
5/17/2021	Occupancy Inspection		468 Bairdford Rd., Bairdford, PA, 15006	468 BAIRDFORD RD	1669-K-0360	Passed	William Payne
5/17/2021	Occupancy Inspection		244 Orchard St., Bairdford, PA, 15006	244 ORCHARD ST	1669-J-077	Passed	William Payne
5/17/2021	Occupancy Inspection		347 Saddlebrook Rd., Gibsonia, PA, 15044	347 SADDLEBROOK RD	1666-R-100-34B	Passed	William Payne
5/18/2021	Insulation		4365 BAKERSTOWN CULMERVILLE RD, GIBSONIA, PA, 15044	4365 BAKERSTOWN CULMERVILLE RD	2010-A-038	Passed	William Payne
5/19/2021	Footer		3533 WOODLAKE DR, ALLISON PARK, PA, 15101	3533 WOODLAKE DR	1214-N-252	Passed	William Payne
5/19/2021	Occupancy Inspection		111 Reaghard Dr., Cheswick, PA, 15024	111 REAGHARD DR	1511-J-326	Passed	William Payne
5/19/2021	Occupancy Inspection		760 Rich Hill Rd., Cheswick, PA, 15024	760 RICH HILL RD	1217-H-82	Passed	William Payne
5/19/2021	Complaint Follow Up		18 GLASGOW RD, GIBSONIA, PA, 15044	18 GLASGOW RD	2009-C-026	Completed	William Payne
5/19/2021	Complaint Follow Up		433 WEST STARZ RD, GIBSONIA, PA, 15044	433 WEST STARZ RD	1510-H-318	Completed	William Payne
5/19/2021	Complaint Follow Up		3420 CEDAR GLEN DR, ALLISON PARK, PA, 15101	3420 CEDAR GLEN DR	1214-K-148	Completed	William Payne
5/19/2021	Occupancy Inspection		760 Rich Hill Rd., Cheswick, PA, 15024	760 RICH HILL RD	1217-H-82	Passed	William Payne
5/19/2021	Occupancy Inspection		111 Reaghard Dr., Cheswick, PA, 15024	111 REAGHARD DR	1511-J-326	Passed	William Payne
5/20/2021	Framing		469 BAIRDFORD RD, BAIRDFORD, PA, 15006	469 BAIRDFORD RD	1669-F-82	Passed	William Payne
5/20/2021	Complaint Follow Up		1133 EISENHOWER DR., RUSSELLTON, PA, 15076	1133 EISENHOWER DR	1218-M-206	Completed	William Payne
5/21/2021	Occupancy Inspection		199 CANNON HILL RD, GIBSONIA, PA, 15044	199 CANNON HILL RD	2386-J-261	Open	William Payne
5/24/2021	Occupancy Inspection		147 Steeplechase Circle, Gibsonia, PA, 15044	147 STEEPLECHASE	1357-B-147	Passed	William Payne
5/24/2021	Complaint Follow Up		3559 CEDAR RIDGE RD, ALLISON PARK, PA, 15101	3559 CEDAR RIDGE RD	1214-F-124	Completed	William Payne
5/24/2021	Occupancy Inspection		147 Steeplechase Circle, Gibsonia, PA, 15044	147 STEEPLECHASE	1357-B-147	Passed	William Payne
5/24/2021	Complaint Follow Up		3420 CEDAR GLEN DR, ALLISON PARK, PA, 15101	3420 CEDAR GLEN DR	1214-K-148	Passed	William Payne

West Deer Township
109 East Union Road
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WD Inspection Report

From 05/01/2021 To 05/31/2021

5/25/2021	Complaint Follow Up		4229 HAVENCREST DR, GIBSONIA, PA, 15044	4229 HAVENCREST DR	1508-J-217	Completed	William Payne
5/26/2021	Holding Tank Inspection		109 EAST UNION RD., CHESWICK, PA, 15024	21 BAIRDFORD PARK RD.	1669-M-66	Completed	William Payne
5/26/2021	Complaint Follow Up		433 WEST STARZ RD, GIBSONIA, PA, 15044	433 WEST STARZ RD	1510-H-318	Completed	William Payne
5/26/2021	Complaint Follow Up		433 WEST STARZ RD, GIBSONIA, PA, 15044	433 WEST STARZ RD	1510-H-318	Completed	William Payne
5/26/2021	Foundation		25 CEDAR RIDGE RD, ALLISON PARK, PA, 15101	25 CEDAR RIDGE RD EXT	1214-G-198	Passed	William Payne
5/26/2021	Complaint Follow Up		3431 Cedar Glen Dr., Allison Park, PA, 15101	3431 CEDAR GLEN DR	1214-K-76	Completed	William Payne
5/26/2021	Final		3533 WOODLAKE DR, ALLISON PARK, PA, 15101	3533 WOODLAKE DR	1214-N-252	Passed	William Payne
5/26/2021	Framing		3533 WOODLAKE DR, ALLISON PARK, PA, 15101	3533 WOODLAKE DR	1214-N-252	Passed	William Payne
5/27/2021	Complaint Follow Up		10 MICHAEL RD., CHESWICK, PA, 15024	10 MICHAEL RD	1218-A-127	Passed	William Payne
5/28/2021	Occupancy Inspection		3422 East Stag Dr., Gibsonia, PA, 15044	3422 E STAG DR	1356-D-268	Passed	William Payne
5/28/2021	Occupancy Inspection		303 Mcintyre Rd., Gibsonia, PA, 15044	303 MCINTYRE RD	1667-B-187	Passed	William Payne
5/28/2021	Occupancy Inspection		303 Mcintyre Rd., Gibsonia, PA, 15044	303 MCINTYRE RD	1667-B-187	Passed	William Payne
5/28/2021	Occupancy Inspection		3422 East Stag Dr., Gibsonia, PA, 15044	3422 E STAG DR	1356-D-268	Passed	William Payne
5/31/2021	Complaint Follow Up		433 WEST STARZ RD, GIBSONIA, PA, 15044	433 WEST STARZ RD	1510-H-318	Passed	William Payne

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report

From 05/01/2021 To 05/31/2021

Count by Type

	Total
Complaint Follow Up	32
Final	1
Floodplain	1
Footer	2
Foundation	1
Framing	2
Holding Tank Inspection	2
Insulation	2
Occupancy Inspection	15
Salvage Yard	1
Site Inspection	4
Total	63

West Deer Township
109 East Union Road
Cheswick, PA 15024

WD Inspection Report

From 05/01/2021 To 05/31/2021

Count by Status

	Count
Completed	33
Open	1
Passed	29
Total	63

West Deer
TOWNSHIP
ALLEGHENY COUNTY PA

PROJECT STATUS JUNE 2021

WEST DEER TOWNSHIP

PROJECT	STATUS
Dionysus Gas Well	Olympus attended Workshop of April 22, 2021 Planning Commission meeting. Olympus attended Workshop of May 27, 2021 Planning Commission meeting. **Continued to 6.24.2021 Planning Commission Meeting.** Extension granted to 07.31.2021; (For Public Hearing)
Leto Gas Well	Olympus attended Workshop of April 22, 2021 Planning Commission meeting. Olympus attended Workshop of May 27, 2021 Planning Commission meeting. **Continued to 6.24.2021 Planning Commission Meeting.** Extension granted to 07.31.2021; (For Public Hearing)
Ballfield Complex - Vrabel	In Construction: Physical Therapy Buildout Permit Granted: Ice Cream Shop Buildout

PROJECT	STATUS
McIntyre Heights	BOS Approved Land Development; Next Step Site Work
Copper Creek	In Construction
Hunt Club	Completed; Roads In Progress to be Taken over by Twp.
Oakwood Heights	BOS Approved Land Development; Next Step Site Work
Eastview Farms	BOS Approved Preliminary Site Plan: Zoning Change Granted to R-1. Next step – Site Work. **Preliminary Subdivision plan in Planning Commission 6.24.2021. Meeting.**
Moretti Plan of Lots No. 3	Subdivision Application Approved in Planning 3.25.2021 **Board of Supervisors 6.16.2021**
910 Flex Building	Lot Line revision, Land Development Application in Planning 4.22.2021. Attended May 27, 2021 Planning Commission Meeting. Land Development Continued. Approved with Conditions 5.27.2021 **Board of Supervisors 6.16.2021**

PROJECT	STATUS
Leo's Landscape	In Construction
Smullen Property: Relocation of Round the Corner Restaurant	Attending May 27, 2021 Planning Commission Meeting. Approved with Conditions 5.27.2021 **Board of Supervisors 6.16.2021**
Subdivision: Jeffrey Plan of Lots	Attending May 27, 2021 Planning Commission Meeting. Approved with Conditions 5.27.2021 **Board of Supervisors 6.16.2021**
Cell Tower: 41A Blue Row: Elevated Properties	Attending May 27, 2021 Planning Commission Meeting. **Continued to 6.24.2021 Planning Commission Meeting.**
MS4 Stormwater Bank Restoration Project: Mish Farms	Attending May 10, 2021 Planning Mtg. at Mish Farms

CDC STEERING COMMITTEE REPORT

MR. MAJERNIK...

ADOPTION: RESOLUTION NO. 2021-16 (BRANDING CONSULTANT AGREEMENT)

RESOLUTION NO. 2021-16

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A BRANDING CONSULTANT AGREEMENT WITH _____.

THE TOWNSHIP ADVERTISED FOR THESE SERVICES IN THE NEWSPAPER AND ON THE TOWNSHIP WEBSITE. IN ADDITION, THE TOWNSHIP MANAGER REACHED OUT TO SEVERAL FIRMS IN AN EFFORT TO GENERATE INTEREST.

FOUR FIRMS SUBMITTED PROPOSALS:

DORSEY DESIGN/CYNTHIA CAVENDISH-CAREY	$8,000-$11,000
MAGNUM INTEGRATED MARKETING	$23,500
AVANT MARKETING	$30,000
THE IMPACT GROUP	$53,000

THE PROPOSALS AND A COPY OF THE RESOLUTION ARE ATTACHED.

MR. KARPUZI AND MR. FORBES...

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2021-16 APPROVING AND AUTHORIZING THE EXECUTION OF A BRANDING CONSULTANT AGREEMENT WITH _____.

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

TOWNSHIP OF WEST DEER
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 2021-16

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING AND AUTHORIZING THE EXECUTION OF A BRANDING CONSULTANT AGREEMENT WITH _____

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

RESOLVED this 16th day of June, 2021 by the Board of Supervisors of the Township of West Deer.

Attest:

Township of West Deer

_____
Daniel J. Mator, Jr., Township Manager

_____
Arlind Karpuzi, Chairperson
Board of Supervisors

DORSEY DESIGN/ CYNTHIA CAVENDISH-CAREY

BRAND IDENTITY PROPOSAL

Prepared for West Deer Township

May 10, 2021

DORSEY DESIGN

and

Cynthia Cavendish-Carey

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

Dear Mr. Mator,

Thank you for taking the time last week to discuss your thoughts on updating and improving the brand strategy and identity for West Deer Township. We appreciate the opportunity to submit this proposal and look forward to the chance to work with you and your team.

Logo design is a key element in the overall branding strategy of any organization. The goal of this project is to create a logo and a brand identity strategy that will support growth in the township and create recognition across all platforms.

We will work with you to create a logo representative of your brand, bringing a positive face to West Deer Township's presence. The logo will be the door to all of your interactions. This will help you connect with prospective builders and residents to communicate your brand effectively.

Since building a brand identity is just the first step toward creating a sustainable brand, our deliverables will also include a current and forward-looking strategy for launching and leveraging the brand identity for West Deer Township. Our strategy will be aimed at attracting and retaining your desired audiences.

As a team, we first worked together years ago in a corporate environment and found a common passion for great marketing strategies and effective design and writing implementations. We have sought opportunities for teamwork over the past 30 years and have found success in our partnerships for our clients.

We will propose our thoughts on updating your brand on the next few pages. And we will be happy to address any questions you may have whenever you wish.

Best,

Cynthia Cavendish-Carey Sam Dorsey, Dorsey Design

OBJECTIVE

West Deer Township seeks to update the brand image for the municipality, leveraging strengths and attributes that will appeal to and attract high-end builders as well as upper income residents and their associated realtors. Additionally, West Deer Township also desires to launch and leverage the new brand for sustainability and to optimize visibility and credibility with these target markets.

ABOUT WEST DEER TOWNSHIP

Located in the north hills section of Allegheny County, Pennsylvania, West Deer Township is the third largest municipality. The population of nearly 12,000 is comprised of predominantly white, married and never married adults, roughly half female (50.7%) and male (49.3%). There are nearly 4,800 households and over 5,100 housing units. Median age is approximately 45 years old and median household income is just over $46,000 per year. There is room and opportunity to grow the population in a strategic way.

The goal of the new brand identity aims to attract young families and adults (e.g., especially Millennials and Nexters) in the upper income echelons who can afford higher end housing. Understanding these generational groups and what influences them is of paramount importance to the program and the associated visuals and materials that are developed and leveraged via appropriate channels.

Prospective residents consider varied and deep criteria when choosing where to live, including accessibility to work places and entertainment venues, quality schools and parks and recreation amenities, among other factors. This is perhaps the most important decision younger adults can make. Other criteria that our target audience considers are housing affordability and value, taxation rates, social and public works, among many other services. West Deer Township competes for this market with a variety of neighborhoods and municipalities in the vicinity. Therefore, taking such competitive factors into account and emphasizing the positioning and differentiation of this area will highlight the advantages of living and raising a family in West Deer Township.

We believe that your municipality has a great and highly differentiated story to tell! Our strategy and deliverables will include a comprehensive view of these factors in order to fully address West Deer Township's goals with efficacy.

SCOPE OF WORK AND DELIVERABLES

The Logo Design Process

Your logo is a key pillar of your township's identity, and the process through which it is created and refined is important to your long-term success. We take a collaborative approach that keeps you involved at every stage.

Expectations

- ***Understanding Your Needs:*** We believe that your logo should communicate both who and what the township is. It should speak to your audience on a subconscious level and make an immediate positive impression upon them.
- ***Concept:*** We discuss your vision for your company logo with you. By working with you to gain insights up front, we'll be able to develop a handful of options that exceed your expectations.
- ***Review & Revise:*** We'll present you with a few options that we've created based on the information you've given us. You'll have the opportunity to review each of them and provide feedback for revisions.
- ***Delivery:*** Once we've crafted a logo design that meets all of our expectations, we'll provide you with all of the digital files you'll need to put the logo to use on your web presence, business materials, signage, marketing and promotional materials, and other needs.
- ***Graphic Standards:*** A brand is only as good as the consistency with which it is used. We will develop a concise brand identity manual that the entire team at West Deer Township will use to guide them. Additionally, we will be happy to assist with a training session to familiarize your team regarding usage.

Deliverables – Logo and Brand Identity Materials

We will deliver design and strategy; our proposal does not include estimates for the production of signage, business materials, promotional items, etc. We will be delivering:

- Logo artwork, produced as vector artwork for all uses, and delivered in formats such as EPS, JPEG, PNG, etc.
- Artwork for business materials such as letterhead, business cards, possibly a pocket folder.
- Artwork for promotional email and for printed postcard for direct mail.
- Press release to announce new brand.
- Artwork for signage at key entrances.
- Brand identity manual to guide on the correct use of logo/brand.

Deliverables – High-Level Strategic Business and Marketing Plan

- Strategic plan for brand relaunch/rollout to key audiences.
- Goals and objectives mapped to measures for success.
- Positioning and differentiation for competitive advantages.
- Target audiences mapped to delivery channels and vehicles.
- Key messages and elevator pitch (i.e., sales/marketing talking points).
- Key milestones and delivery timeline; issues and challenges; program refinement recommendations.

TIMELINE FOR DELIVERABLES

Depending upon West Deer Township's decision-making process and any requested changes, we estimate that the project could be completed in approximately four months from the acceptance of this proposal.

We are experienced professionals and are sensitive to a client's timeline needs, and will do whatever we can to keep a project on task, even if it means gently nudging the client for approvals, input, etc.

We are confident in our abilities and responsiveness to hit agreed-upon deadlines comfortably.

COST ESTIMATES

Strategy

Includes research, writing strategy document, presentation, refinement, and partnership with design process. Also includes editorial work for initial materials (fast fact sheet, press release, etc.)

Estimate: $1,500 to $3,000

Design

Includes research, design strategy, development of design concepts, color palette, presentation of concepts for logo design, refinement, and final artwork. Logo art to be delivered in formats required, such as vector artwork, PDF, JPEG and PNG.

Implementation of new brand includes artwork for letterhead, business cards, and pocket folder.

Includes artwork for promotional email and direct mail postcard.

Includes artwork for signage at key spots in the township.

Also includes a brand identity guide, a straight-forward document that will help township team to adhere to the identity standards, thus strengthening the brand.

Estimate: $6,500 to $8,000

[These cost estimates do not include production costs of materials, such as printing costs or sign-making costs or postage for direct mail postcard.]

Cost estimates are based upon typical timelines for all stages of this type of project. Our team will keep close track of time and advise of any overages that would result in adjustments of our pricing.

Invoicing will occur at the end of each month, net 15 days.

BENEFITS OF WORKING WITH DORSEY DESIGN AND CYNTHIA CAVENDISH-CAREY

Here are a few key reasons why West Deer Township would benefit from hiring us:

- We keep you involved at every step of the process. This improves results and makes the entire re-branding project progress faster.
- Your logo will be more than a flashy graphic – it will be a powerful, visual manifestation of your brand's identity.
- We will communicate with you in a prompt, professional manner throughout the project.

Seasoned Professionals
West Deer Township will benefit from decades of strong marketing experience. Sam and Cynthia have a history of successful partnership and teamwork. We both have an understanding of the market in the Pittsburgh and Allegheny County area, so we can offer insights that come from being local in knowledge but wider thinking when it comes to marketing strategies. We offer attention to detail, thorough research to pinpoint key selling and differentiation points that should be touted. Our ability to think long-term will give West Deer Township a solid foundation that can be built upon. Also, we pride ourselves on offering high-end service at an affordable price.

Please be sure to see our bios included on the next pages for information on work processes, clients, and marketing strengths. And, if you would like to see some samples of work from Dorsey Design, please go to **dorsey-design.com.**

CONCLUSION

We are confident that this team of professionals can deliver work products that exceed West Deer Township's expectations. The consulting and design services outlined in this proposal will elevate West Deer Township's brand image, ultimately resulting in an ability to attract and retain higher-end audiences. Our team's expertise and commitment will translate into a successful strategy and product that will differentiate your municipality from surrounding communities.

DORSEY DESIGN

THE FACTS

Dorsey Design is an independent, woman-owned marketing firm, teaming with clients to provide design and printing services for marketing communications. Dorsey Design has been successfully creating effecting design solutions for over twenty-five years, working with long-term clients such as PNC Bank, Jefferson Regional Foundation, Federated Investors (now Federated Hermes), Cranberry Business Park, Holy Family Institute, First National Bank, Jefferson Hospital, West Allegheny School District, and First Commonwealth Bank.

Dorsey Design has built its success on three areas of strength: Creative Talent, Marketing Expertise and Outstanding Service.

Creative Talent is the obvious skill when partnering with a marketing firm. Approaching each project with a strong eye for clean communications and eye-catching visual skills, Dorsey Design is foremost a design studio. Dorsey Design provides successful design strategies: creative solutions that are appropriate to meet the goal on multiple levels of audience, budget and deadlines. President Sam Dorsey held the position of Art Director for a large, in-house department at Federated Investors for many years and has made a career of thinking visually. She holds a B.A. in fine arts, with a degree in painting and sculpture.

Collaborating to provide

- Talent
- Expertise
- Service in the arena of marketing communications.

Marketing Expertise is needed to interpret the design challenge and provide the most effective solution. Dorsey Design provides business comprehension along with visual skills to the client relationship. With an M.B.A. from the University of Pittsburgh Katz Graduate School of Business, Ms. Dorsey brings a unique skill set of both art and business.

For printed materials, Dorsey Design is highly experienced in the production of marketing communications, knowing what it takes to design projects that are cost-effective, and working with printers to ensure that art moves through the production process efficiently. Acting as a print broker for her clients, Ms. Dorsey offers them the best of the printing industry.

Outstanding Service comes from understanding the challenges clients face, of serving multiple masters, both internal and external. The client's need to smooth out irregular work flow and coordinate various resources are the focus of the services provided by Dorsey Design. Sam Dorsey collaborates with the client as if part of the in-house team. During her career as a freelance designer, she has built long-term relationships, often across job and organizational changes. Always on-time, always with confidence, Dorsey Design services each project as if it is the sole project.

Please contact Sam Dorsey at **412-881-0803** or **sam@dorsey-design.com** for more information. Work samples can be viewed at **dorsey-design.com**.

Dorsey Design, Inc. is a Nationally-certified Women Business Enterprise (WBE).

Certified WBENC Women's Business Enterprise

CYNTHIA CAVENDISH-CAREY

A seasoned business and strategic communication professional, Cynthia Cavendish-Carey specializes in marketing strategy, brand building, reputation management and crisis preparedness. She has a proven track record for creating highly differentiated brands for global, national and regional clients, helping them to build powerful brands to effectively navigate and manage business and competitive challenges that positively impact the bottom line. Cynthia possesses broad experience with developing unified strategic marketing plans and communication tools as well as scenario-based crisis readiness plans and tests, including tabletop exercises and war games designed to protect brands and facilitate preparedness to weather disasters of any type or level.

Cynthia has held senior strategic marketing positions with BNY Mellon/Standish Asset Management, FHLBank Pittsburgh, SEI Investments, Federated Investors and the BISYS Group, Inc. She has worked with many well-recognized financial services companies and a broad range of organizations across other sectors, including Eco Product Group, All-Clad, Snyder's Snack Company, Disruptive Robotics, Blue Belt Technologies, and many more. Her experience has also been brought to bear for non-profit organizations such as the Leadership Pittsburgh, Kelly-Strayhorn Theatre, the Women and Girls Foundation, and Strong Women, Strong Girls.

Throughout her career, Cynthia's expertise has been based upon a deep experience in analyzing her clients' competitive landscapes and using this information and research to craft differentiated positions for their markets and businesses. Her skills as a communications and marketing professional cover all traditional avenues and new media, including: public, media and community relations; product and service launches; sales and service strategies, training and support; editorial capabilities; advertising and promotions; literature and materials development; conference and event planning; internal and external communications programs; website development and social media.

A member of the Local Emergency Planning Committee and Region 13, Cynthia works closely with many municipal and government officials, emergency management professionals and law enforcement. She has served on a number of boards and is currently serving on a PowerLink board for a U.S. national marketing firm. Other board seats have included the American Marketing Association Pittsburgh Chapter, Leadership Pittsburgh and Strong Women Strong Girls, among others. A graduate of The Pennsylvania State University, an avid reader and gardener, Cynthia is at home in the City of Pittsburgh.

Request for Proposals (RFP) for West Deer Township

Dorsey Design

and

Cynthia Cavendish-Carey

May 10, 2021

Please see attachment entitled Proposal for Wast Deer Township.pdf

for detailed information

Exhibit A –

Dorsey Design and Cynthia Cavendish-Carey

1. What is your experience in the development of business and marketing plans?

Seasoned Professionals
West Deer Township will benefit from decades of strong marketing experience. Sam Dorsey and Cynthia Cavendish-Carey have a history of successful partnership and teamwork. We both have an understanding of the market in the Pittsburgh and Allegheny County area, so we can offer insights that come from being local in knowledge but wider thinking when it comes to marketing strategies. We offer attention to detail, thorough research to pinpoint key selling and differentiation points that should be touted. Our ability to think long-term will give West Deer Township a solid foundation that can be built upon. Also, we pride ourselves on offering high-end service at an affordable price.

2. What is your philosophy in the creation of artwork to support such plans?

Talent, Expertise and Service
Sam Dorsey of Dorsey Design has been creating successful artwork, supporting strategic communications plans for her entire career. Dorsey Design has built its success on three areas of strength: Creative Talent, Marketing Expertise and Outstanding Service.

Creative Talent is the obvious skill when partnering with a marketing firm. Approaching each project with a strong eye for clean communications and eye-catching visual skills, Dorsey Design is foremost a design studio. Dorsey Design provides successful design strategies: creative solutions that are appropriate to meet the goal on multiple levels of audience, budget and deadlines. Sam Dorsey held the position of Art Director for a large, in-house department at Federated Investors for many years and has made a career of thinking visually. She holds a B.A. in fine arts, with a degree in painting and sculpture.

Marketing Expertise is needed to interpret the design challenge and provide the most effective solution. Dorsey Design provides business comprehension along with visual skills to the client relationship. With an M.B.A. from the University of Pittsburgh Katz Graduate School of Business, Ms. Dorsey brings a unique skill set of both art and business.

For printed materials, Dorsey Design is highly experienced in the production of marketing communications, knowing what it takes to design projects that are cost-effective, and working with printers to ensure that

art moves through the production process efficiently. Acting as a print broker for her clients, Ms. Dorsey offers them the best of the printing industry.

Outstanding Service comes from understanding the challenges clients face, of serving multiple masters, both internal and external. The client's need to smooth out irregular work flow and coordinate various resources are the focus of the services provided by Dorsey Design. Sam Dorsey collaborates with the client as if part of the in-house team. During her career as a freelance designer, she has built long-term relationships, often across job and organizational changes. Always on-time, always with confidence, Dorsey Design services each project as if it is the sole project.

Strategic Experience and Expertise derived from decades of experience that has delivered significant growth, brand recognition and visibility to a number of worldwide organizations. With an understanding of the client, the market and competitors, customized solutions and opportunities are identified with clear objectives and approaches to leverage them.

Here are a few key reasons why West Deer Township would benefit from hiring us:

- We keep you involved at every step of the process. This improves results and makes the entire re-branding project progress faster.
- Your logo will be more than a flashy graphic – it will be a powerful, visual manifestation of your brand's identity.
- We will communicate with you in a prompt, professional manner throughout the project.

3. Do you have any experience providing similar services to municipal and/or governmental entities?

Flexibility and Experience

While we have not provided these specifically similar services to municipal and/or government entities, our team has worked closely with such entities in other regards.

A member of the Local Emergency Planning Committee and Region 13, Cynthia works closely with many municipal and government officials, emergency management professionals and law enforcement.

Sam has worked with a variety of organizations, from non-profits to large corporate clients, from small businesses to those with social concerns. Her broad experience has allowed her to flexibly move from one organization to another.

4. 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.

Expertise and Commitment
Both Sam Dorsey and Cynthia Cavendish-Carey are confident that we have the expertise needed to deliver work products that exceed West Deer Township's expectations. Our bios are included in the attached PDF document, "Proposal for West Deer Township."

5. Provide a detailed description of proposed fees and costs. These should be clearly broken down, and shall include **all direct and indirect fees.**

Cost Estimates

Strategy
Includes research, writing strategy document, presentation, refinement, and partnership with design process. Also includes editorial work for initial materials (fast fact sheet, press release, etc.)

Estimate: $1,500 to $3,000

Design
Includes research, design strategy, development of design concepts, color palette, presentation of concepts for logo design, refinement, and final artwork. Logo art to be delivered in formats required, such as vector artwork, PDF, JPEG and PNG.

Implementation of new brand includes artwork for letterhead, business cards, and pocket folder. Includes artwork for promotional email and direct mail postcard.

Includes artwork for signage at key spots in the township.

Also includes a brand identity guide, a straight-forward document that will help township team to adhere to the identity standards, thus strengthening the brand.

Estimate: $6,500 to $8,000

[These cost estimates do not include production costs of materials, such as printing costs or sign-making costs or postage for direct mail postcard.]

Cost estimates are based upon typical timelines for all stages of this type of project.

Our team will keep close track of time and advise of any overages that would result in adjustments of our pricing.

Invoicing will occur at the end of each month, net 15 days.

6. Provide a list of at least five references and their contact information of clients for whom you provide services like those being requested in this RFP.

Tracey McConnell Buckley, St. Louise de Marillac Parish and Federated Investors, tbuckley@stlouisedemarillac.org, 412.833.1010 (for Sam Dorsey)

Michelle Ausefski, Federated Hermes, MAusefski@federatedinv.com, 412.288.4433 (for Sam Dorsey)

Larry Wasserman, PNC, Senior Vice President, Director of Research, lawrence.wasserman@pnc.com, 862.505.4730 (for Sam Dorsey)

Aradhna Oliphant, President & Chief Executive Officer, Leadership Pittsburgh, Inc., 650 Smithfield Street, Suite 1110, Pittsburgh, PA 15222, aradhna@lpinc.org, 412.392.4517 (for Cynthia Cavendish-Carey)

Bernadette Eyler Smith, CFP, Director of Portfolio Management, 4Rivers Wealth Management, Foster Plaza 5, 651 Holiday Drive, Suite 540, Pittsburgh, PA 15220, bsmith@4riverswm.com, 412.474.2000 (for Cynthia Cavendish-Carey)

7. 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 or employee of West Deer Township? **NO**
5. Disclose any gifts given by you or an "affiliated entity" to an official or employee of the municipality. **NONE**
6. List any additional potential or actual conflicts of interest that may exist relative to contracting of services with West Deer Township.

Cynthia Cavendish-Carey is the sister of Daniel Mator. However, this would in no way impair the ability to be objective or to provide the highest quality services to West Deer Township. In fact, a significant reduction in professional costs would be realized as a result of Ms. Cavendish-Carey's working with the Township on this project.

MAGNUM INTEGRATED MARKETING

magnum™
INTEGRATED MARKETING

West Deer Township

REQUEST FOR PROPOSAL

Brand Identity Consultant

About Magnum

History

THE AGENCY

Magnum has been the most comprehensive and effective strategic marketing partner across a wide range of industries for the past 14 years. Our expertise spans all marketing disciplines - from advertising and design to digital development and social media management. Magnum is structured to provide integrated marketing solutions for every initiative and marketing channel to achieve substantial brand awareness.

Company Profile

THE TEAM

Magnum's team consists of 25 experienced marketing experts. Magnum is made up of designers, art directors, brand strategists, digital developers, social media managers and writers who are great strategic thinkers. Magnum's superior account services team is detail oriented, organized and efficient. Magnum uses the latest technology to keep our clients up-to-date and on deadline.

Principal

Frank Palmieri, CEO
609-670-4009
fpalmieri@magnummark.com
931 Haddon Ave, Collingswood, NJ 08108

Services Offered

STRATEGY & BRANDING

- Brand Positioning
- Identity Development
- Style Guides
- Collateral
- Marketing Strategy

ADVERTISING & DESIGN

- Creative Direction
- Design
- Copywriting
- Direct Mail
- Radio & TV
- Out-of-Home

DIGITAL MARKETING

- Digital Advertising
- Paid Search
- Social Media Management
- Email Marketing
- SEO

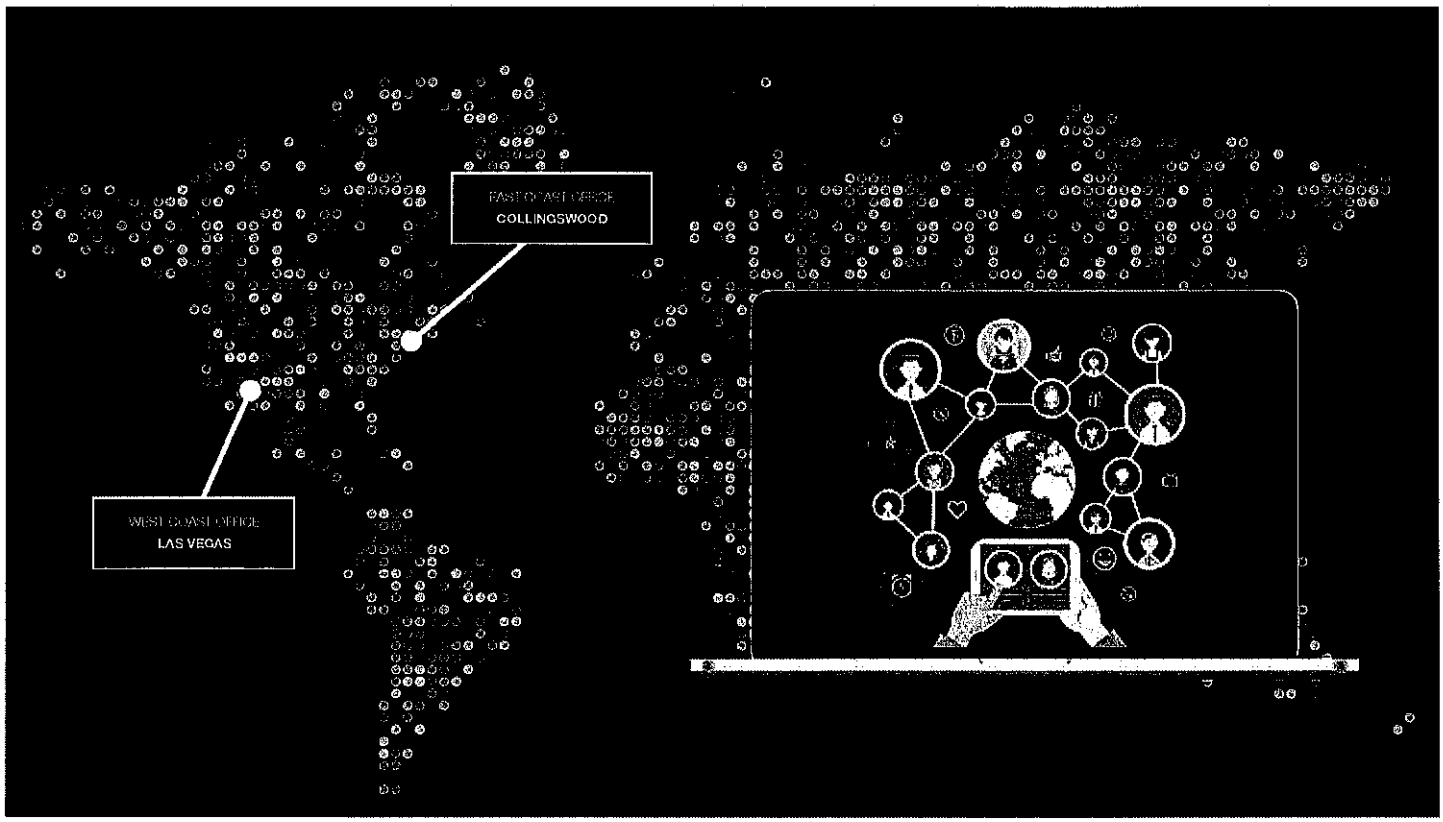
DIGITAL DEVELOPMENT

- Website Design & Development
- Mobile Applications
- Content Development
- Cloud Hosting
- Security & Compliance
- Support & Maintenance

About Magnum

Locations

Magnum works with clients across the country. We use a cloud-based server to store and organize our clients assets. Client files are 100% secure and easily accessible from any device.



Key Team Members

Project Manager

PAULA MAUK

Paula has worked in the advertising industry for more than 20 years. She has enthusiastically engrossed herself in the gaming/hospitality industries, providing comprehensive and efficient account service to several properties leading to successful rebranding and relaunch ventures as well as day-to-day operations. Paula works closely with all her accounts, effectively maintaining robust timelines and providing strategic input with every project.

Project & Clients: School District of Philadelphia, Vineland School District, Upper Darby School District, Temple University City of Vineland, Casino Redevelopment Authority of Atlantic City, Wildwood Board of Tourism, Voorhees Township, Mount Airy Resort & Casino

Brand Strategist

CEDRIC CREAR

Cedric Crear has 25 years of business and brand strategy experience. Cedric has served more than five years as a member on the board of the Red Cross, former Chairman. He is a board member of The Smith Center for Performing Arts, volunteer with the Andre Agassi Charitable Foundation, an organization dedicated to improving the quality of public education for underserved youth in America, and is an elected member of the Nevada System of Higher Education Board of Regents for District 1. Cedric has won numerous awards for his marketing work over the years.

Project & Clients: School District of Philadelphia, Vineland School District, Upper Darby School District, Temple University Southern Nevada Health District, 2020 Nevada Census, Achievement Prep,

Chief Creative Officer

DAVE GIRGENTI

Dave has more than 20 years of marketing and advertising experience, with 10 years focused on web development and mobile technology. His brand-first approach will ensure that the visual design and user experience is aligned with the brand and project vision. Dave has received over 60 industry awards and has been published numerous times. Dave is a branding strategist, having helped develop over 500 identities in his career.

Project & Clients: School District of Philadelphia, Vineland School District, Upper Darby School District, Philadelphia University, Achievement Prep, Convention Center, Hard Rock Atlantic City, Las Vegas Hilton, Resorts Atlantic City, City of Vineland

Key Team Members

Creative Director

MICHELE MERTZ

With over 17 years of design experience in the gaming and entertainment industry, Michele has been an invaluable member of our team. Michele is the creative force behind all of our most impactful campaigns. She leads her team of art directors, designers and copywriters to an award-winning finish.

Project & Clients: School District of Philadelphia, Vineland School District, Upper Darby School District, The Citadel, Pennsylvania Board of Tourism, Pennsylvania Convention Center, Hard Rock Atlantic City, Resorts Atlantic City, City of Vineland, Lehigh Carbon Community College

Designer

TIANA PALMISANO

Tiana has over 10 years of experience in Graphic Design and Social Media Management. She has worked on an array of projects for some of the biggest names in the Casino and Music Festival industries. Tiana believes in achieving brand alignment by creating content that is not only engaging but also cohesive with each brand's key message.

Project & Clients: School District of Philadelphia, Vineland School District, Upper Darby School District, The Citadel, Lehigh Carbon Community College, Orleans Technical College

Senior Copywriter

MARIELLE MONDON

As the senior copywriter, Marielle has a wealth of experience in marketing the casino and tourism industry. She has helped develop over many campaigns for our local and national clients. Marielle is a key player in developing strategic direction and oversees the flow of the creative process.

Project & Clients: Vineland School District, Upper Darby School District, The Citadel, Lehigh Carbon Community College, Orleans Technical College, University of Georgia, University of the Sciences

References

Resorts World Bimini Bahamas
Dana Leibowitz
Marketing Director
718-666-2106,
dleibo1968@gmail.com

Mount Airy Resort
Glenn Cademartori
VP of Marketing
272-219-8424,
gcademartori@mtairycasino.com

Pennsylvania Convention Center
Tara Waltenbaugh
Marketing Manager
215.418.4960
twaltenbaugh@paconvention.com

City of Vineland
William Gruccio
Marketing Manager
856-498-7096,
wgruccio@gmail.com

School District of Philadelphia
David Zega
Marketing Director
215-400-6810
dzega@philasd.org

Testimonials

"I have worked with Magnum for the past 10 years and hired them 4 times because there is no other agency with whom I've worked that consistently delivers strategy, outstanding creative, account service, media, promotions, etc. They have served as agency-of-record for me in each situation and have done everything from launching new brands, to repositioning and launching sub-brands, handling hundreds of jobs per month. They are incredibly quick to learn, they deliver smart strategy, compelling creative, strong media plans with unmatched added-value and so much more. But, what is equally important is their service and responsiveness. They are always available, from Frank to the account team down to production artists, if necessary. And, the turn-around is instantaneous. There's an old adage that says, "you can't get all 3 things - good, fast and cheap." That may be true. But, with Magnum, it is my experience that you always get great, fast and reasonable! I trust Magnum with my business and will hire them whenever I need an agency partner I can count on."
AMANDA TOTARO, ISLE OF CAPRI CASINO

"Magnum has been a wonderful agency for Wyandotte Nation Casino. Fast, proactive, analytical....there is nothing they can't or won't do for us. It's a great relationship."
GARY JOHNSON, WYANDOTTE NATION CASINO

"I highly recommend Magnum to any company looking quickly and efficiently tackle their marketing needs, large or small. We've continuously ask Magnum to help us with a wide range of different marketing tasks, and they respond with great efficiency and enthusiasm to all of them, making us feel like we have an additional dedicated member on our team 24/7."
LEN TRANCHITELLA, HARRINGTON RACEWAY AND CASINO

Our Approach

COMMUNICATION

Effective communication is the bedrock of a successful project. Our communications process includes regular touch-points to ensure transparency and free flow of information. This will keep the marketing work and rebranding on the projected timeline. Magnum will assign a dedicated account manager who will serve as the client point of contact for the project. This environment provides Magnum with the ability to manage projects and timelines efficiently while giving our clients great customer service and support. A creative team will be assigned to support all the services required by the project. Magnum uses the Monday.com software to organize and manage the project.

Daily phone calls or video calls will occur between the project manager and the project contact. Together we will review project progress, answer questions, and discuss completed work. A recap email will be sent at the end of each week to keep everyone informed on the project activity and timeline.

Scope of Services

TECHNICAL APPROACH

Magnum prides itself on developing the most in-depth strategic brand building process in the industry. Our 3D Branding process has helped successfully launch and rebrand hundreds of organizations and products. Our team of branding experts work closely with your team throughout the entire process.

PHASE 1 DISCOVERY

COMMUNICATION
Agency Briefing
Define Roles & Process
Discuss Brand Strategy
Discuss Vision & Values

ANALYSIS
SWOT Analysis
Competitive Analysis
Geographic Analysis
Audience Analysis
Review Research Data

SCOPE OF WORK
Gather Marketing Asset
Establish Deliverables
Establish Marketing Goals
Establish Timeline

PHASE 2 DEVELOP

CORE BRAND STRATEGY
Positioning & Tagline
Mission Statement
Personality & Voice

BRAND DEVELOPMENT
Logo & Guidelines

CREATIVE DEVELOPMENT
Print Ads, Digital Ads, OOH,
TV & Radio, Collateral,
Social Media Content

STRATEGY PLANS
Marketing Strategy
Media Strategy
Social Media Strategy

PHASE 3 DEPLOY

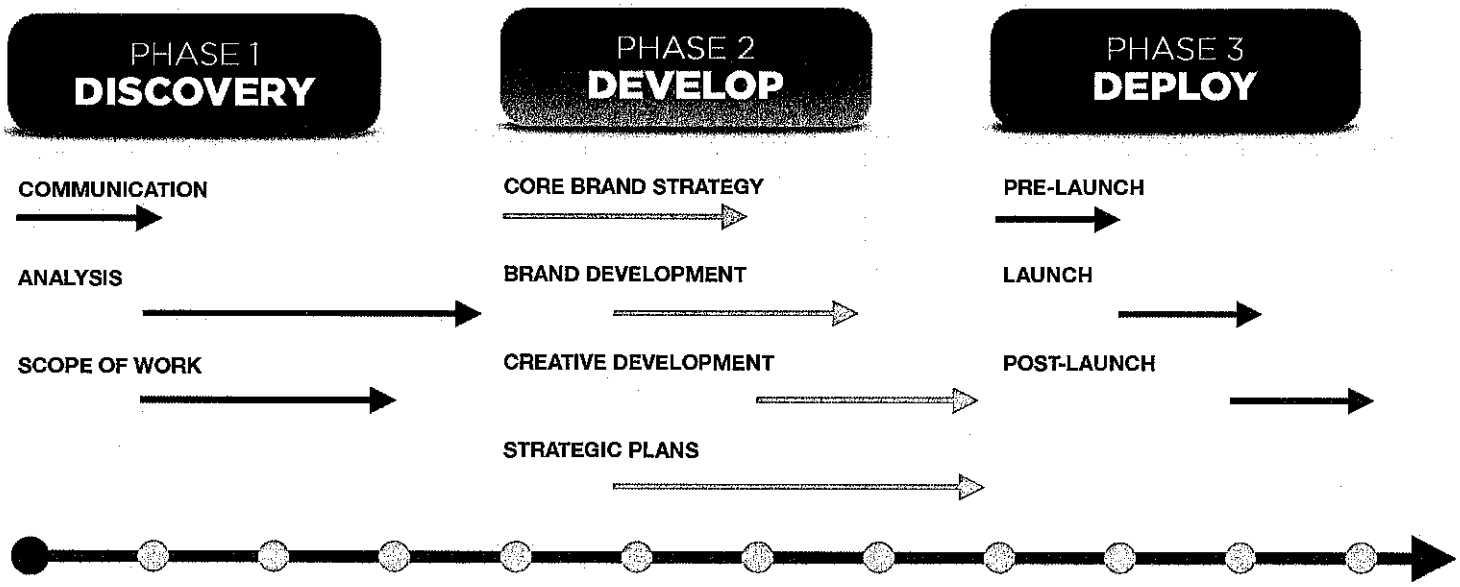
PRE-LAUNCH
Creative Production
Internal Introduction
PR & Social Media Setup
Teaser Campaign

LAUNCH
Traditional Media
Paid Digital Media
Paid Search
Social Media Management

POST-LAUNCH
Google Analytics
Goals & KPIs Reports
Brand Refinement
Additional Marketing
Evaluate ROI

Scope of Services

TIMELINE
Timelines are set during Phase 1 and can be modified and adjusted depending on the expediency of project approvals.



TECHNICAL APPROACH DETAILS

Phase 1: Brand Discovery

It all begins with learning. What we learn at the start of the process will assure the integrity of our thinking and aid us in the development of the brand. We will gather all existing communications material and talk with the core decision makers about the project and the vision of the brand.

Your brand equities are the source of believability. Sidestep them and you risk undermining your brand. While they can evolve, their evolution must be carefully managed. Thus, a key element of the discovery process is a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) to help us determine the core brand strategy. The core brand strategy is the unique brand positioning from which all marketing communication derives from.

During the Discovery Phase, we will establish the project deliverables, set the marketing goals and create a timeline. This will help keep us on track and focused on the end results.

Phase 2: Develop

After our Brand Discovery session we can then unite all the pillars of learned and gathered information to finalize the core brand strategy. The agreed upon core brand strategy will guide the creative process for all communication channels. We can establish the foundation of the brand. This consist of building the visual identity (colors, fonts, icons), the brand persona (personality, tone, tagline) and the brand positioning (audience, marketing and goals).

We will provide West Deer Township with multiple logo concepts and how they can be used in marketing. Once a direction is select and approved, Magnum can begin building any the communications deliverables that were established in the Discovery Phase. We can then create a brand style guide, marketing templates and brand identity material. Magnum can developed additional marketing items as needed to help make the brand launch successful.

Phase 3: Deploy

Magnum will work with your team to deploy the brand internally, then introduce it externally to the community. It's it important to have a unified presence when launching a brand.

Questionnaire

EXPERIENCE

1. What is your experience in the development of business and marketing plans?
Magnum has over 25 years of business and marketing plan development experience. We have provided companies such as Resorts World Bimini, Pechanga Resort, Soboba Casino Resort, City of Vineland and more, with thorough marketing strategies to help them launch and grow their brand. Please see the examples on the Marketing Plan pages.

How we can help:

- Define you Mission/Business Goals
- Determine your KPIs
- Identify your buyer personas.
- Define initiatives and strategies.
- Define your marketing budget.
- SWAT Analysis
- Define Responsibilities

2. What is your philosophy in the creation of artwork to support such plans?
We believe that strong lines of communication help the business and marketing process. Communication compounded with research will make the entire brand project strong and on target.

3. Do you have any experience providing similar services to municipal and/or governmental entities?
Magnum has worked with many municipal and government entities including: City of Vineland, CRDA (Atlantic City), The Wildwoods (New Jersey). We have specialized in tourism marketing for 25 years and have worked with many school districts. We are familiar with the process of working with organizations that require board acceptance and approval.

4. 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.
Please see the Key Member Pages to review the staff performing the word and their qualifications. Magnum does not use advisors or subcontractors.

5. Provide a detailed description of proposed fees and costs. These should be clearly broken down, and shall include all direct and indirect fees.
Please review the Cost Proposal page containing the fees and deliverables.

6. Provide a list at least five references and their contact information of clients for whom you provide services like those being requested in this RFP.

TEAM MEMBERS

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 or employee of West Deer Township?
NO

5. Disclose any gifts given by you or an "affiliated entity" to an official or employee of the municipality.
NONE

6. List any additional potential or actual conflicts of interest that may exist relative to contracting of services with West Deer Township.
NONE

PORTFOLIO

Portfolio

BRANDS WE HAVE CREATED

EMERALD FIELDS

NEVADA CENSUS 2020

RIVER BEND CASINO • HOTEL

ROUTE 66 CASINO • HOTEL

OSAGE Minerals Council

MOUNT AIRY CASINO • RESORT • SPA

WORLD FAMOUS LAGUNA BURGER

ALLIANCE FOR DECISION EDUCATION

SENECA NIAGARA CASINO & HOTEL

REDMILE GAMING & RACING

UPPER DARBY SCHOOL DISTRICT

JAG NEVADA

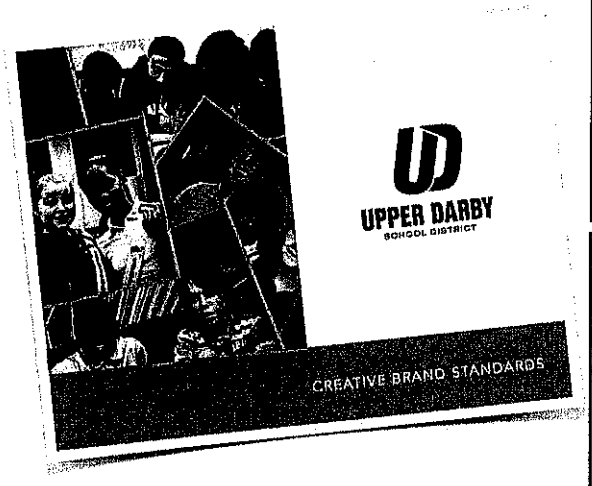
VINELAND PUBLIC SCHOOLS

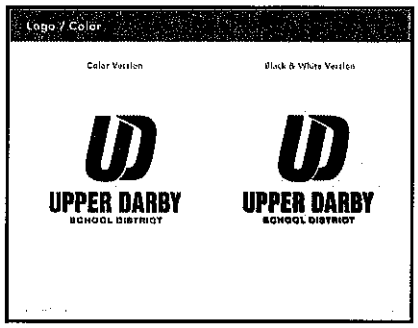
TOD SOLUTIONS

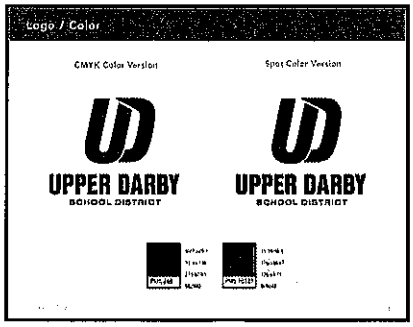
PCCART Pennsylvania Convention Center Art

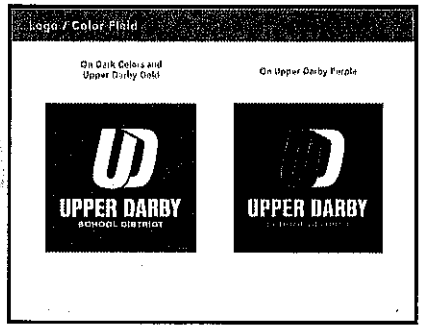
Brand Style Guides

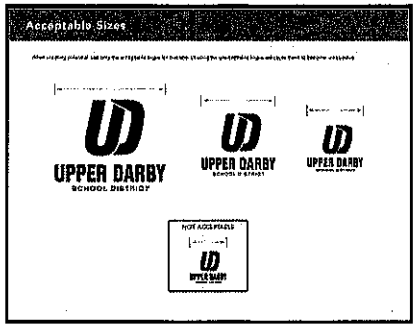
Upper Darby School District



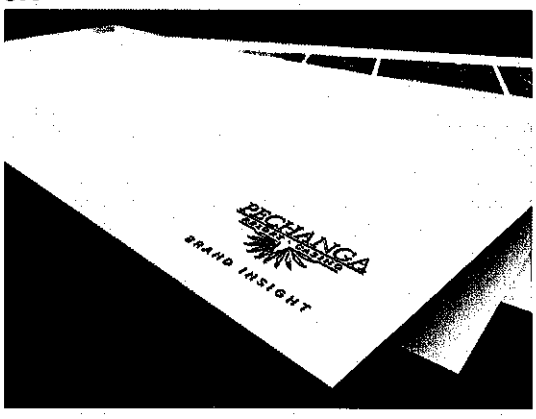


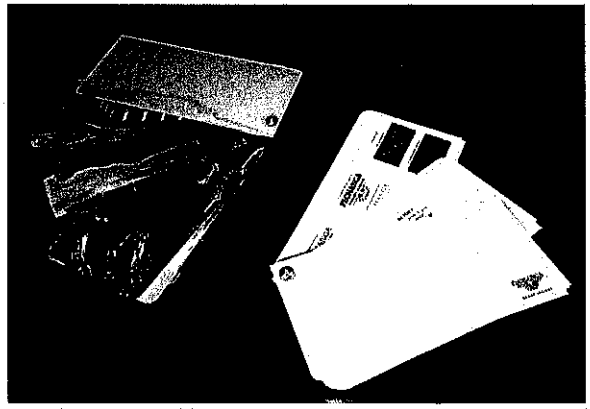




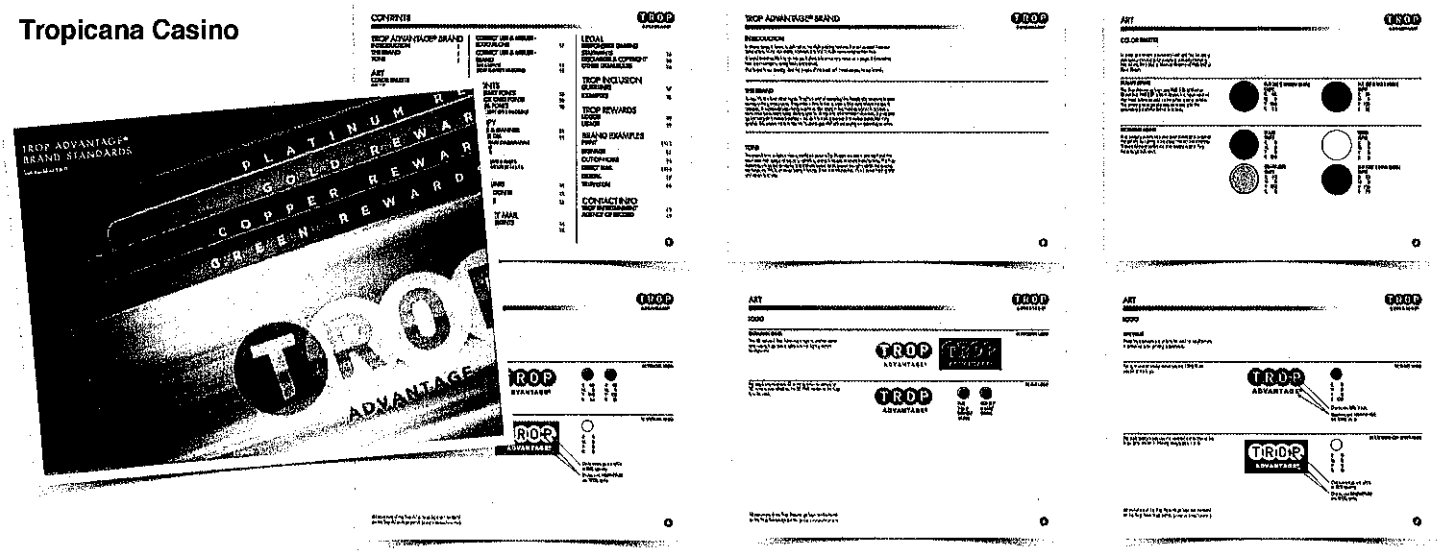


Pechanga Casino Resort





Tropicana Casino



Database Services

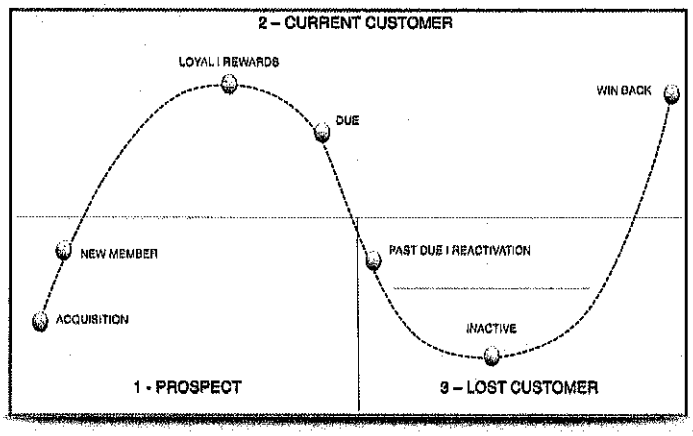
Patronology

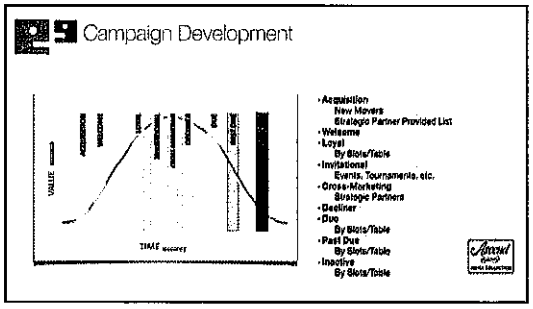
Magnum has the ability to manage database services including: customer profitability, acquisition efficiency and database maximization.

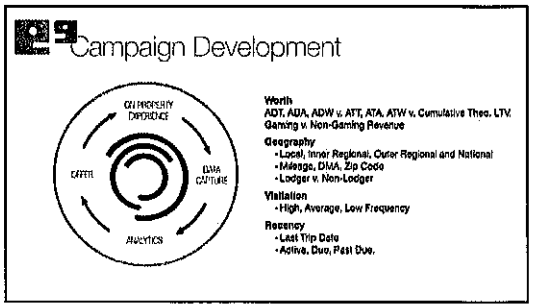
patronology™

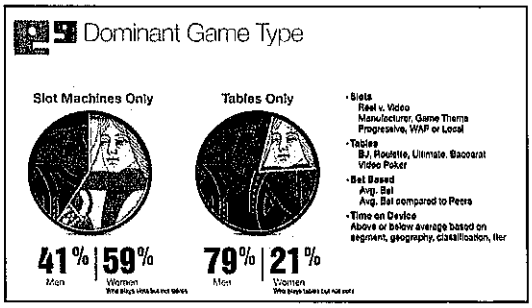
Services:

- Database Reporting
- Promotional Analysis
- Database Segmentation
- Database Reinvestment
- Promotions Development
- Loyalty Development
- Customer Lifecycle









Database Services

TARGET PERSONAS
Magnum creates targeted personas to establish who we are trying to reach in the marketplace. These demographics help us define who they are, where they come from and what they like.
See example below.

LOCAL MARKET

Demo: M/F 21+
Location: Within 10 Miles
Activities: Wineries
Hotel: No
F&B: 1 Meal
Value: $100

DAY TRIPPERS

Demo: Travelers 30+
Location: Within 25 Miles
Activities: Hiking, Kayaking
Hotel: No
F&B: 2 Meals
Value: $250

OVER NIGHTERS

Demo: Couples 40+
Location: 25+ Miles
Activities: Shopping, History
Hotel: Yes
F&B: 3 Meals
Value: $900

Case Study

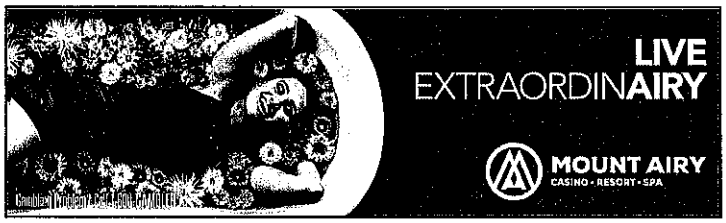
Mount Airy Casino Resort

OVERVIEW
Mount Airy Casino needed to shed its image as another outdated place in the Poconos. Mount Airy Casino took a major leap forward with a $50 million dollar expansion creating the regions only AAA Four Diamond Hotel and a state-of-the-art convention center. Not only does this make Mount Airy Casino a powerhouse for hosting large corporate conferences, but it also opens up the property as the perfect all-inclusive wedding venue facility. No property in the region comes close to all the amenities that Mount Airy Casino has to offer. The ability for people to stay at a world-class hotel, dine at award winning restaurants, relax at a luxury spa, play a round of top-level golf all while surround by the pulsating action on the casino floor, is truly a remarkable experience.

MOUNT AIRY
CASINO • RESORT • SPA

Magnum was task with rebranding the casino's image and all of the properties amenities. Magnum would be responsible for marketing each segment of the property not only to raise brand awareness but generate meaningful ROI.

STRATEGY & EXECUTION
Magnum developed the brand positioning around "ExtraordinAIRY." Not only did it represent the quality of the property but the unique spelling of the word could be exclusively used by Mount Airy Casino.

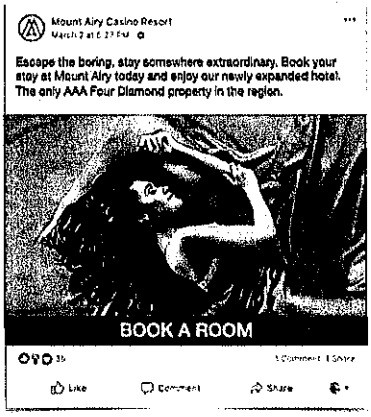


Magnum art directed a high-end photo and video shoot to build the asset library. All the amenities were represented, this provided a foundation of cohesive imagery for the marketing campaign. A song was written and music was scored for the campaign.

Magnum developed the website, the email marketing program and the social media campaign with a focus on reaching the marketing goals all while simultaneously staying within the brand strategy.

Magnum managed Mount Airy Casino's Facebook and Instagram media channels. All activity was tracked through Google Analytics and we created monthly reports showcasing highlights and conversions.

RESULTS
Magnum created a digital media strategy that targeted segmented groups with specific marketing messages. We tracked impression and clicks for all digital marketing. By using GTM, we were able to track paid and organic conversions. We assigned values for each amenity which gave us individual and total ROI amounts for the month.

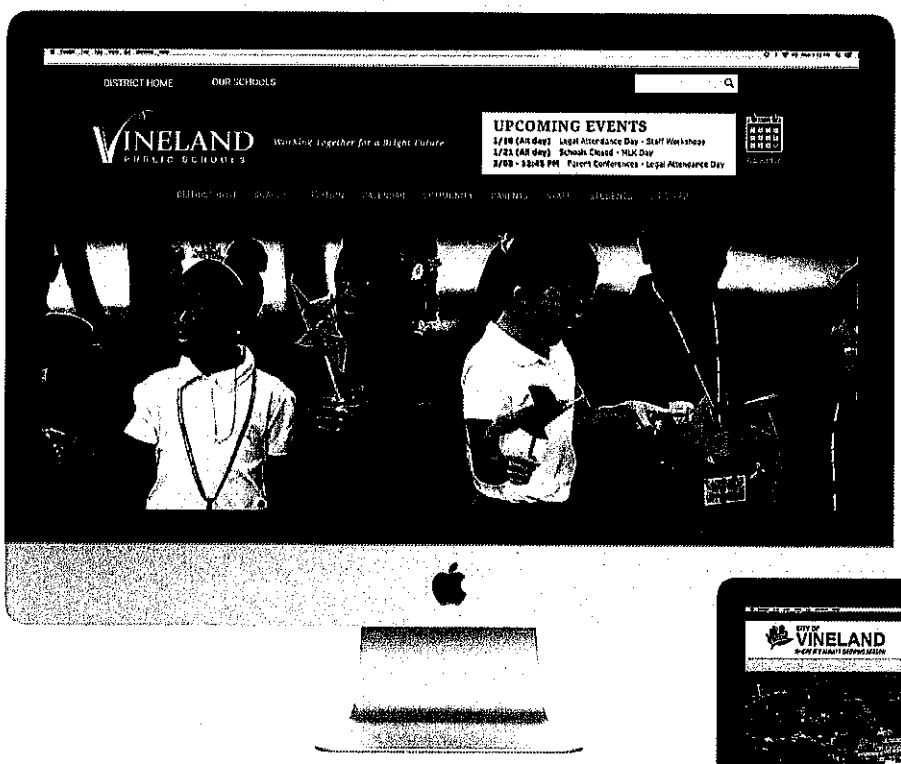


STATS (1 Year)
Hotel Room Bookings: Up 34%
F&B Reservations: Up 27%
Ticket Sales: Up 29%
Digital Advertising Impressions: 300K
Social Media Interactions: 5M+

Case Study

VINELAND PUBLIC SCHOOLS
Magnum created a brand strategy and master document that included a new logo, marketing materials, collateral materials and a website for both the school district and the City of Vineland.

VINELAND
PUBLIC SCHOOLS



Vineland Public Schools
www.vineland.org

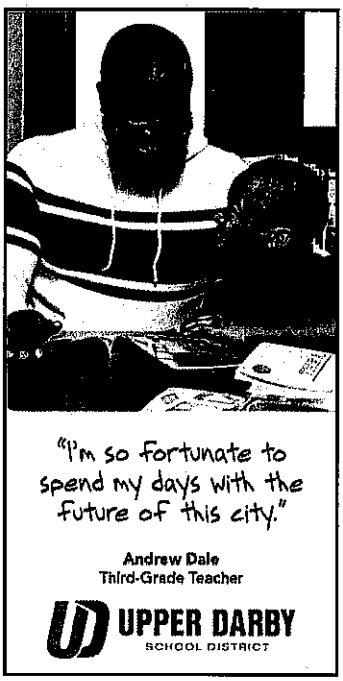
City of Vineland, NJ
www.vinelandcity.org

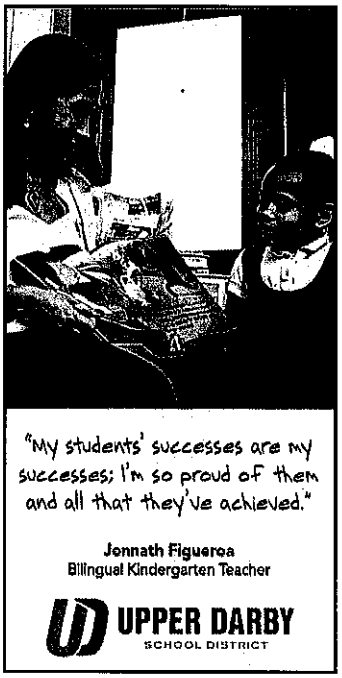
Case Study

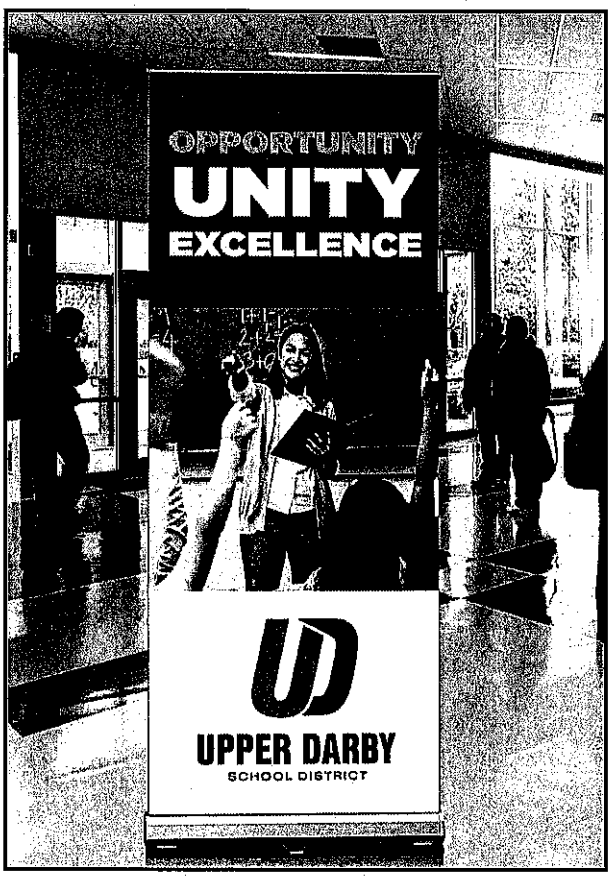
UPPER DARBY SCHOOL DISTRICT

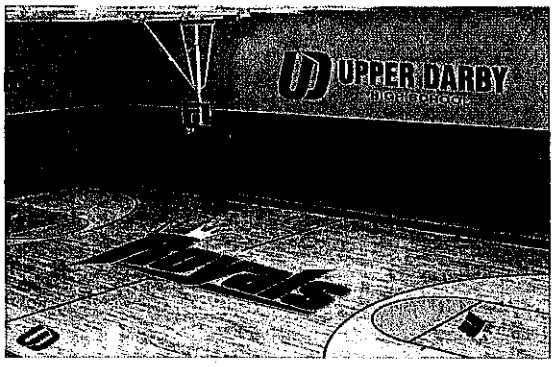
Magnum rebranded the Upper Darby School District which consisted of 1 high school, 2 middle schools and 10 elementary schools. The school district's demographics were diverse; serving 41% white, 42% black, 13% Asian and 4% Hispanic. Magnum created a new modern logo and positioning that encompassed their new ideals. Magnum was responsible for developing all communications collateral which included: brand standards, website graphics, social media templates, school signage, banners and posters, internal communications and a teacher recruitment campaign. In addition, Magnum also rebranded the Royals, Upper Darby's school sports logo.

UPPER DARBY
SCHOOL DISTRICT









Royals

Marketing Plan

SOBOBA CASINO RESORT

Magnum was hired by Soboba Casino Resort to create a marketing plan/strategy to compete with the very competitive Palm Springs California area.

Background

After breaking ground on its replacement Soboba Casino in southern California late last month, the Soboba Band Of Luiseno Indians has now announced that it expects the new 729,000 sq ft facility to be open by the summer of 2018 complete with an 83,500 sq ft casino floor offering 2,000 slots along with 24 gaming tables.

The federally-recognized Soboba Band Of Luiseno Indians opened its Soboba Casino some 86 miles east of downtown Los Angeles in 1995 and celebrated the Riverside County venue's 20th birthday by announcing plans to move about one mile north to a larger 410-acre site they had purchased a year earlier.

As well as an expanded gaming floor, the plan for the replacement casino calls for the construction of a 200-room hotel, a 15,000 sq ft conference center, a sports bar and six food outlets as well as a spa and fitness center. The tribe previously stated that the finished development could employ up to 800 people.

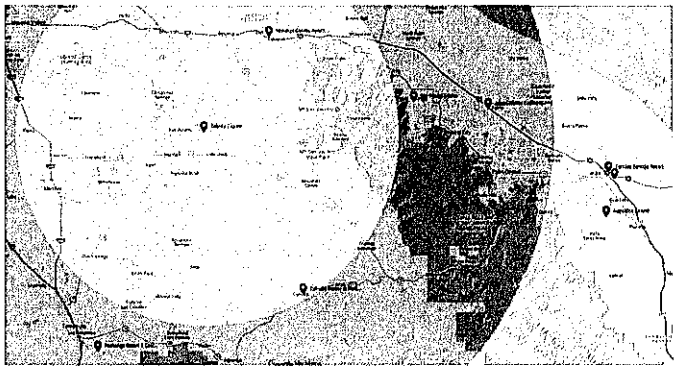
"The improved facility promises to capitalize on what the tribe already has by adding more amenities such as a hotel, shops and an entertainment venue," reads a statement from the Soboba Band Of Luiseno Indians. "This will not only bring more visitors to the beautiful San Jacinto Valley but will create hundreds of jobs for locals [and provide] a huge economic boost for the area."

When it opens just outside the city of San Jacinto, the replacement Soboba Casino will sit approximately 32 miles from the Lake Elsinore Hotel And Casino while the Morongo Casino Resort And Spa from the Morongo Band Of Mission Indians will be 24 miles away near the village of Cabazon.

soboba.com

Competitive Analysis

- Morongo Casino
- Cahuilla Casino
- Pechanga Resort & Casino
- Spa Resort Casino
- Agua Caliente Casino
- Fantasy Springs
- Spotlight 29 Casino
- Augustine Casino



Media Tactics

Overall Objectives & Strategy

Create awareness and generate buzz around Soboba's Grand Opening by highlighting specific offerings targeting a variety of segments.

Local and Feeder Casino Players
Transient and Tourist
Asian VIP
Business Travelers
Conventions and Meetings Business
Hotel Business
Leisure/Amenity Seekers

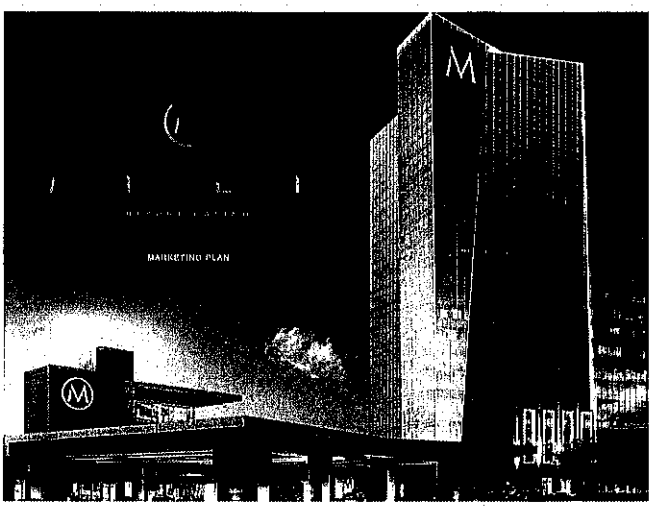
soboba.com

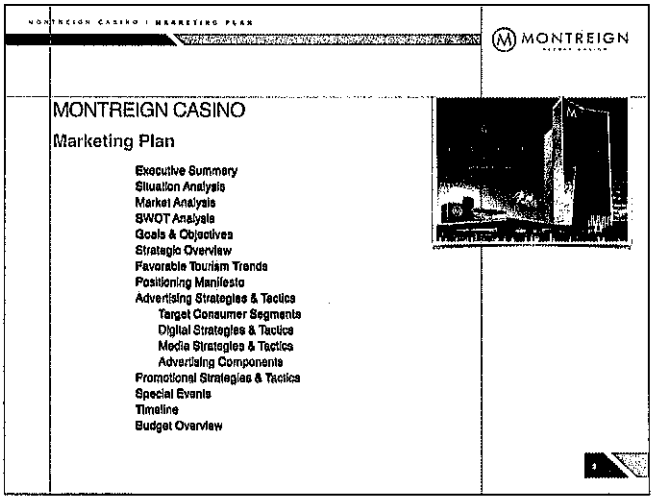
Marketing Plan

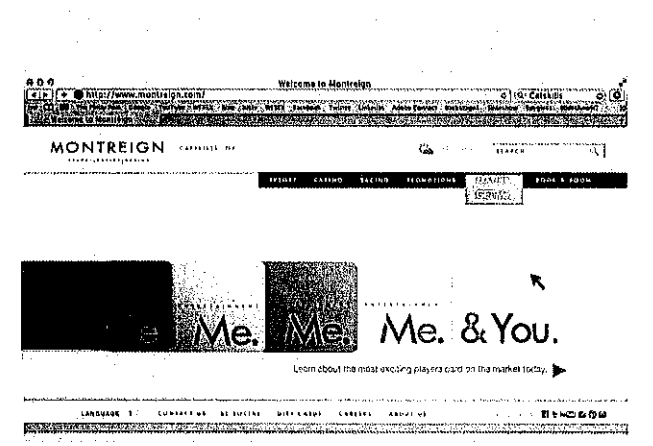
MONTREIGN

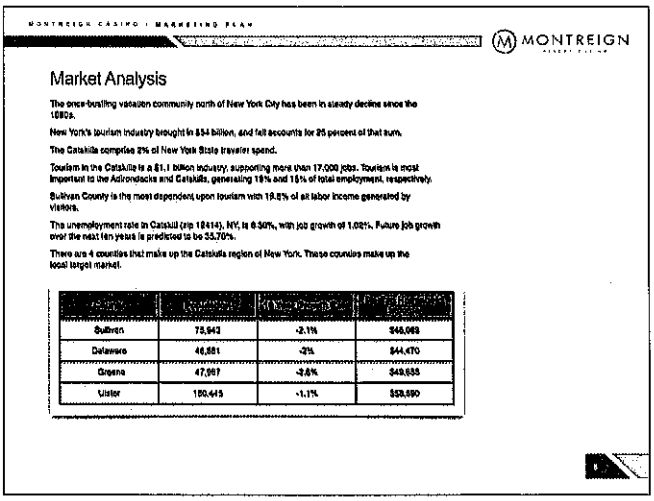
In helping redefine the re-imagined Monticello Raceway, Magnum created one of the most compelling and intriguing gaming brands to hit the marketplace in years… Montreign.

With the daunting task of helping redefine the Catskills region of upstate New York, Montreign is the harbinger of an exciting lifestyle destination resort community that will attract patrons for local gaming and getaway visitors from Manhattan and the surrounding markets.







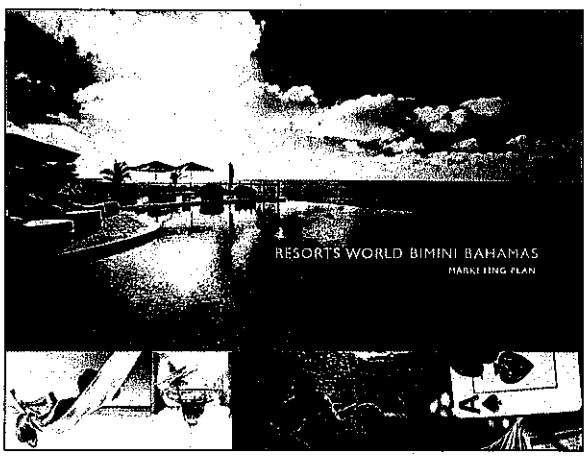


Marketing Plan

Resorts World Bimini Bahamas

Magnum launched a small boutique gaming property 48 nautical miles off the coast of Miami, Magnum had to start to construct a marketing plan and campaign strategy across all channels.

The result was a fully integrated marketing plan, stunning creative, message development and collateral that will not only increase room occupancy, but build the Bimini and Resorts World brand in a compelling and engaging manner.



The Segmented Strategy

Buckets and Communications Platforms

Segment 1
BIMINI DAY-CATION

Target Audience
18-54+ Broad with HH income of Lower Middle Segment

Day Trip casual recreation party market that would fill the boat to and from Bimini at a price point that would generate trips in mass.

Segment 2
BIMINI PLAY-CATION

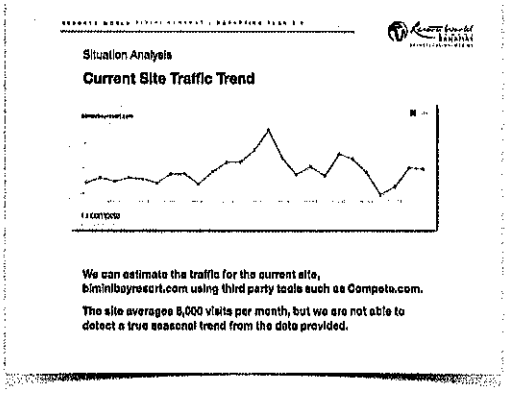
Target Audience
25-54+ Broad with HH income of Upper Middle Segment

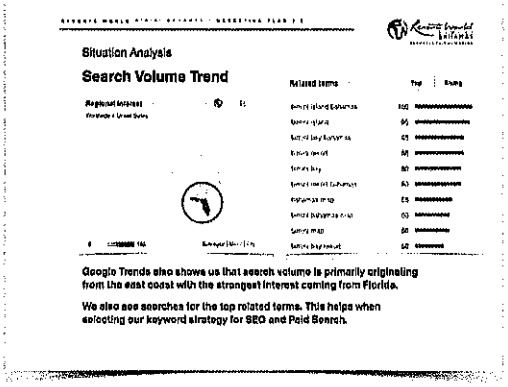
Midweek and weekend packages would be an attraction to this segment and introduce them to the Bimini and the RW experience plus be work well for the AEP segment. The Destination Wedding Market fits this segment as well.

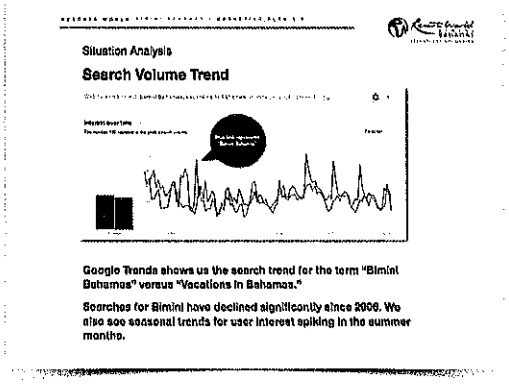
Segment 3
BIMINI VACATION

Target Audience
25-54+ Broad with HH income of Middle to Upper Segment

This segment opens up the resort to broader vacation seekers looking for a unique way to enjoy the Bahamas they might not have heard about.

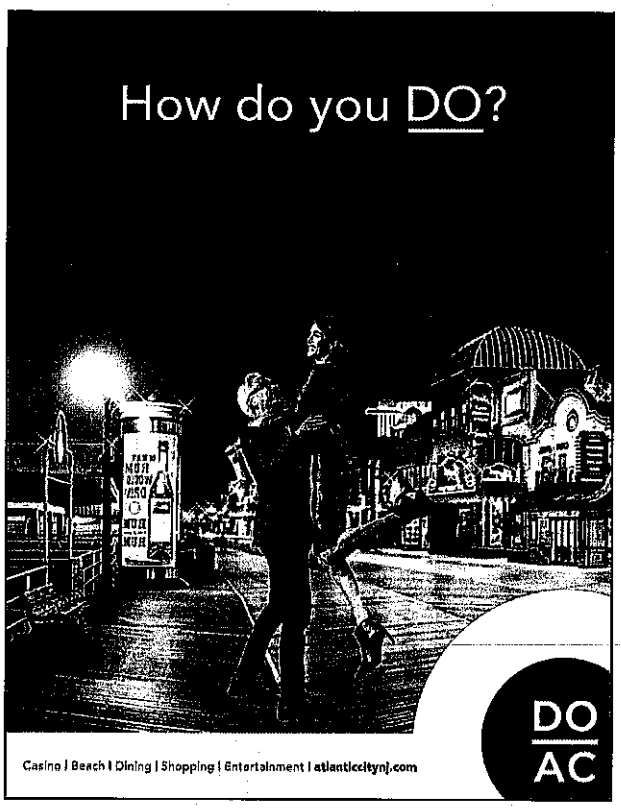




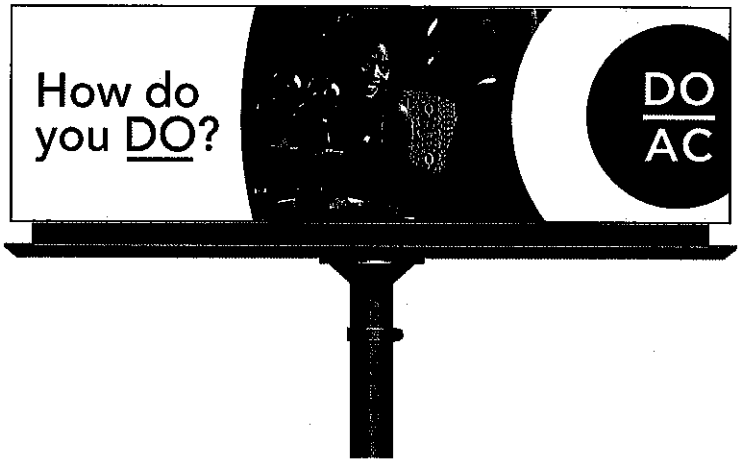


Tourism Experience

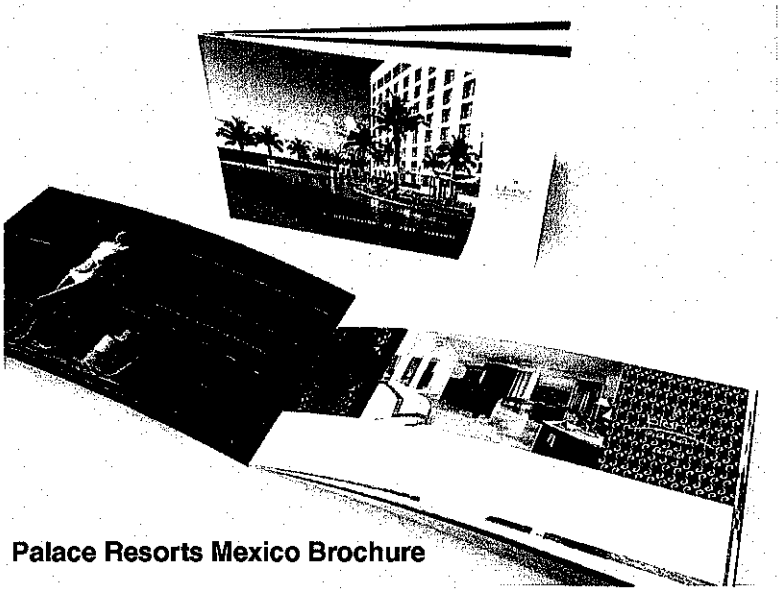
CRDA (Atlantic City)



Wildwood (New Jersey)

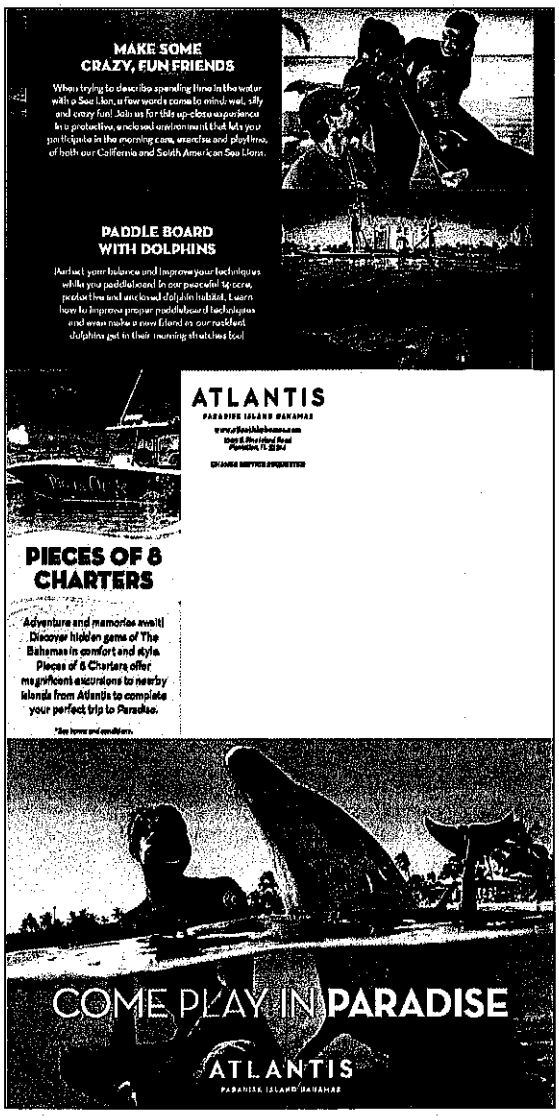


Tourism Experience



Palace Resorts Mexico Brochure

New Jersey Tourism Ad

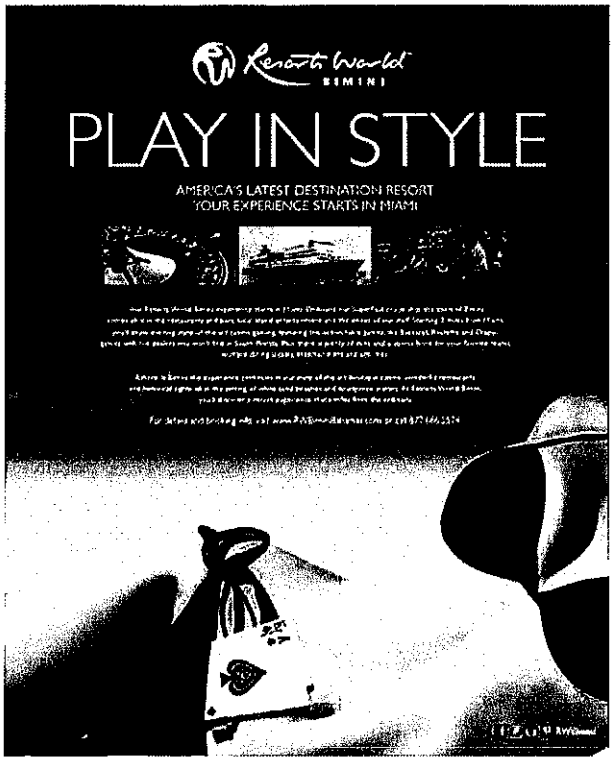


Atlantis Bahamas Direct Mail

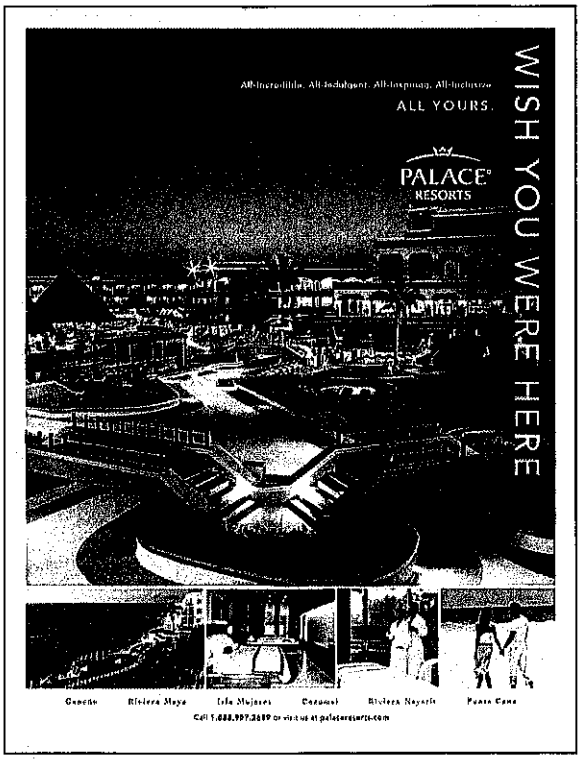
Avalon NJ Website

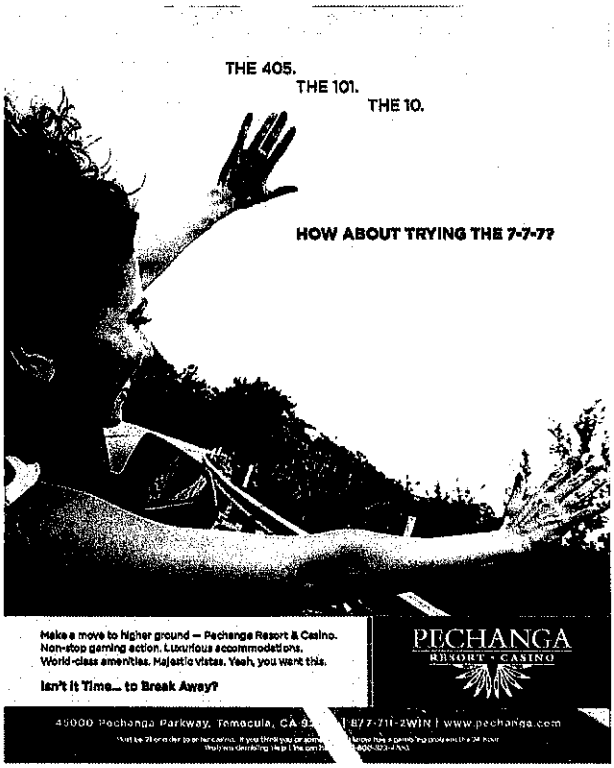
Tourism Experience

Resort World Bimini

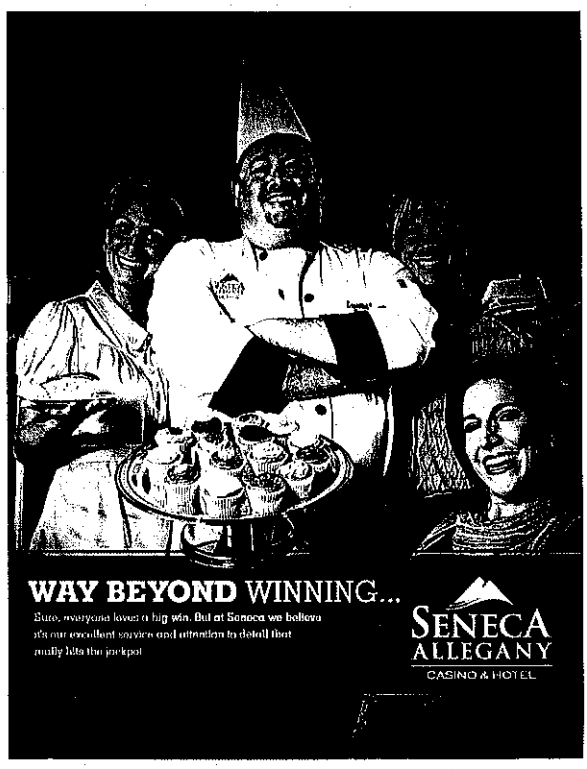


Palace Resorts Punta Cana Mexico



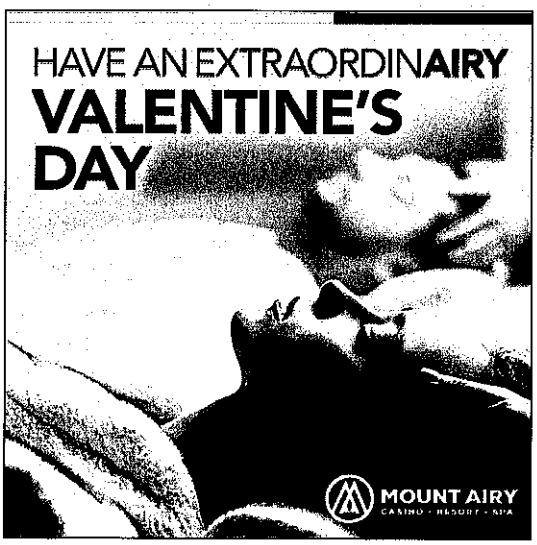


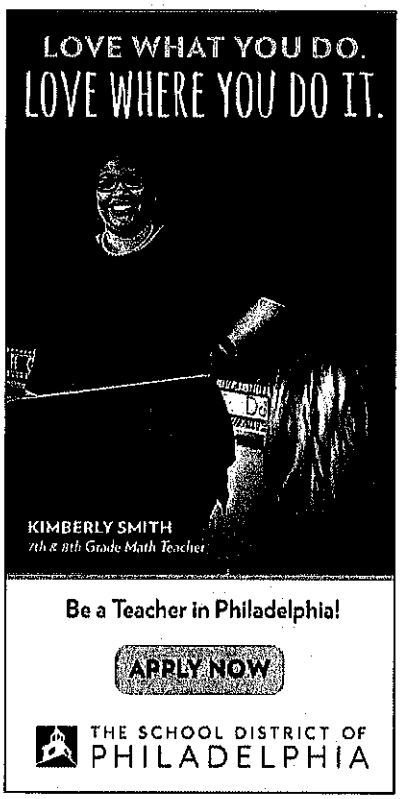
Pechanga Casino

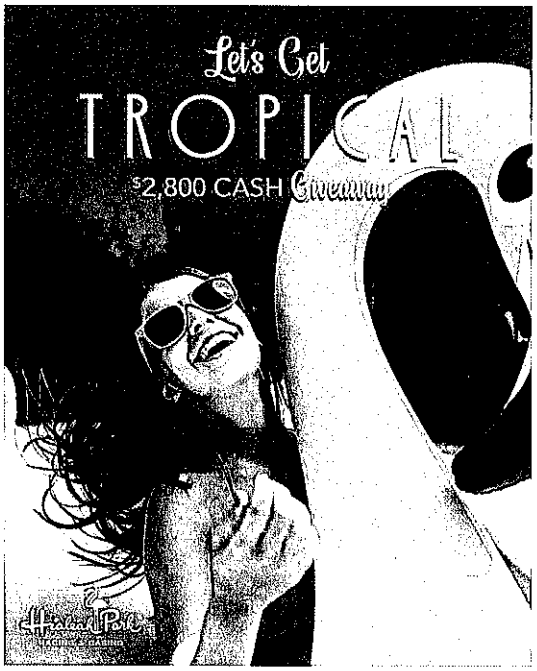


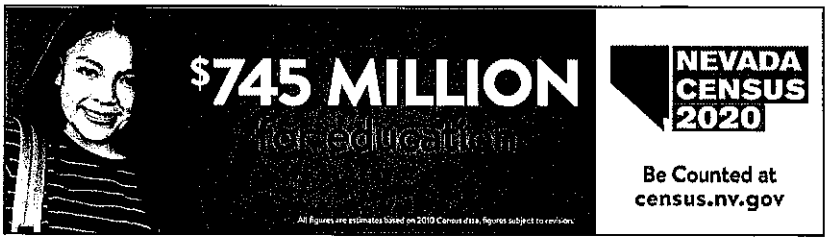
Seneca Allegany

Social Media Ads



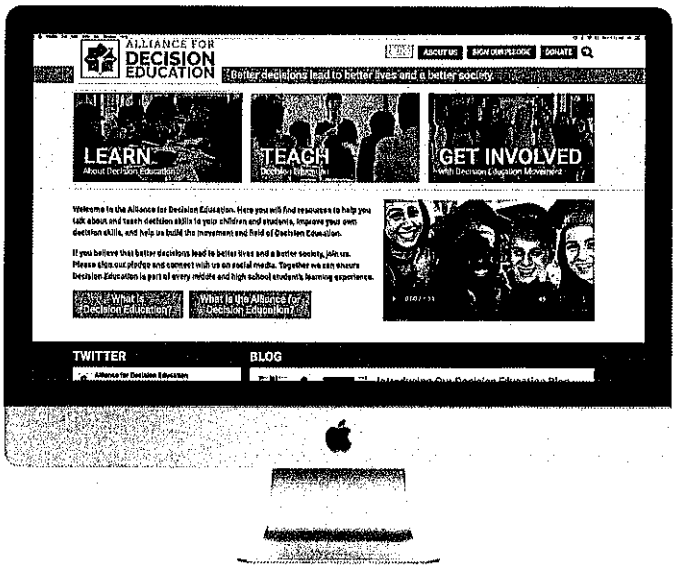






Websites

City of Vineland, NJ
www.vinelandcity.org



Alliance for Decision Education
www.alliancefordecisioneducation.org

Vineland Public Schools
www.vineland.org

Borough of Avalon
www.boroughofavalon.com

Cost Proposal

Services	Description	Amount
Business & Marketing Plan	INCLUDES: Interview with Stakeholders, Marketing Plan, Media Strategy, Social Media Strategy.	$15,000
Logo Redesign	INCLUDES: Logo Concepts, Final Logo Digital Files, Style Guide, Artwork for Signage.	$5,000
Brand Identity Material	INCLUDES: Business cards, envelopes, letterhead, social media templates, ad templates, billboard templates.	$3,500
	TOTAL	**$23,500**

AVANT MARKETING

Proposal:
Brand Identity Consultant

West Deer Township
109 East Union Rd.
Cheswick, PA 15024

Proposal Deadline: 13 May 2021

Avant Marketing Group
1982 Concourse Drive, Suite 150
St. Louis, MO 63146
www.avantmarketing.com

Executive Summary

When implementing new branding, communities totally focus on their marketing objectives and ignore the most important target audience, current residents, and businesses. Unlike a brand for a product or service, the brand for a community cannot be dictated from the top down – it requires the contribution of its stakeholders to be accepted and successful.

The Avant Marketing **Living the Brand** process ensures the engagement of your community throughout the entire process. Our approach gains input, feedback, and consent from internal stakeholders. In this way, both residents and businesses gain ownership of the brand identity and have potential of becoming **Brand Fanatics** – who are your best and most cost-efficient means of promoting your community.

And when the brand identity is based on the shared values of the community, the brand becomes a driving compass point that generates **"propulsive energy"** for the entire community.

In addition, many firms that compete for community branding assignments focus on creating an advertising slogan versus truly defining the community and its values. Though the slogan may seem unique, it lacks identifying brand values that form the cornerstone of the community's identity.

Avant Marketing focuses on defining the shared values of the community and then develops key messages, slogans and taglines that translate those values relevant to the different audiences that are defined in our marketing plan.

West Deer Township is seeking a consultant for the following tasks:

- *Determine a business and marketing plan for the Township through interviews with stakeholders*
- *Redesign the Township logo, and associated artwork for signage, etc.*
- *Creation of brand identity materials*

Based on the above scope, Avant Marketing Group is uniquely qualified for this assignment. Our proposal provides for both a comprehensive brand design process and while also gaining authorship from the community through market research. From the initial research to final creative development - we offer a turn-key solution for community branding that is both cost effective and comprehensive.

Firm Profile

Avant Marketing Group is a Market Planning firm located in St. Louis, Missouri. Our specialization is focused on brand development and management for enterprises – including townships and counties. Branding is what we do and is our core expertise. Our clients utilize our market research to both develop and to grow brand equity for their communities, improve their economy and to attract visitors.

We have a long list of clients who have benefited from our branding process including Cabarrus County, North Carolina; Florence, South Carolina; Bayfield, Colorado; Salinas, California; University City, Missouri; Medford, Oregon; DeWitt, Michigan; and Humboldt, Saskatchewan. We have recently completed the branding project for Ferguson, Missouri – which was one of the most challenging projects in our brand portfolio.

City of Salinas, City of University City and Downtown Medford all have unique attributes, but they have all employed the Avant Marketing Living the Brand development process to identify their communities and to engage economic development.

Avant Marketing was established in 2004 and has conducted both quantitative and qualitative brand equity research in the United States as well as in 38 countries internationally.

Our research is the basis of our **Living the Brand** approach to brand management and brand equity development that is practiced by communities ranging from 2,400 to 220,000 in population as well as diversified corporations and companies conducting business around the globe. We are a small firm by design, with 10 employees headquartered in St. Louis.

Questionnaire Response

1. What is your experience in the development of business and marketing plans?

As a market planning firm, business and market planning are at the core of our expertise. Mark Vogel, Senior Partner leads the planning efforts based on his 35 years of business and marketing leadership with category-leading companies including Kohler Co., Andersen Windows, and Louisiana Pacific. He established Avant Marketing Group in 2004 and has developed planning for clients in the government, agriculture, finance, and technology categories.

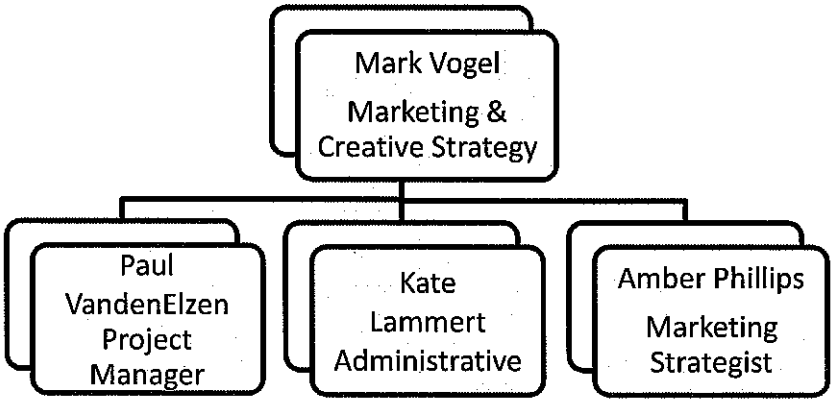
2. What is your philosophy in the creation of artwork to support such plans?

Offering fully integrated branding services, all our work, including creative execution is based on our research with stakeholders. While some creative departments tend to ignore research, we see it as vital in developing a brand that will truly resonate and assist in meeting the business and marketing plan objectives.

3. Do you have any experience providing similar service to municipal and/or governmental entities?

As mentioned in our firm profile, we have over 16 years of experience in providing brand development services for municipalities and counties across the country from California to South Carolina. In addition, we have developed branding for federal government agencies including the U.S. Treasury, Department of the Interior, and USDA Rural Development.

4. 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.



Mark Vogel - Senior Partner

Mark will lead the brand creative, strategy, and market plan development. He will design all research and moderate all focus group meetings. He will also oversee creative direction for the graphic elements of the new brand identity.

Mark is responsible for the platform development of Cabarrus County, DeWitt, Bayfield, Salinas, University City, Florence, and Medford. He began his career leading corporate strategic plans and marketing activities. Most notably, he was Director of Advertising for the Kohler Company and Director of Marketing for Minnesota-based Andersen Windows. In those positions, Mark developed the brand positioning for both brands that is still used today. He is recognized as a leading branding expert with extensive international branding experience.

Mark received his B.S. in Communications from the University of Illinois, Champaign/Urbana.

Paul VandenElzen – Project Manager

Paul will manage this project. He will be responsible for research recruitment, managing the brand research process and assist with interviews. He has five years of experience project managing for municipal branding including efforts for Bayfield, Florence, DeWitt, and Cabarrus County along with the current effort for Ferguson, Missouri.

He received his B.S. in Marketing and Psychology from the University of Wisconsin Whitewater and serves on the board of directors for the local area non-profit, Launch St. Louis.

Kate Lammert - Associate

Kate is a founding partner of the Avant Marketing Group and has over 20 years of market planning experience. She has filled a critical role in all previous community branding projects. As part of her responsibility for this project, Kate will monitor schedules and provide general office support.

Kate received her B.S. Degree from Lake Forest College in Lake Forest, Illinois.

Amber Phillips – Associate

Amber is the newest member of the Avant Marketing Group and will provide background research and project support for this assignment. Amber received

her B.S. in Liberal Arts and a Business Administration Minor from Southern Illinois University – Edwardsville.

We are a small firm by design which ensures that senior management is "hands-on" with every project.

5. Provide a detailed description of proposed fees and costs. These should be clearly broken down and shall include all direct and indirect fees.

Avant Marketing provides branding services based on a fixed price project cost. In this way, there is no additional cost surprises or need to manage our firm's hours against objectives.

In addition, we do not charge for reasonable travel or out-of-pocket costs.

Project Phase	Deliverables	Pricing
Stage I – Research	20 In-Depth Interviews with West Deer Township leaders Two focus groups with community organization members	$8,500
Stage II – Branding	Development and approval of the West Deer Township Brand Platform Deliver Three Logo and Brand Essence Options	$18,000
Stage III – Marketing	Brand Style Guide & Collateral Designs Business and Marketing Implementation Plan	$3,500
Project Total		**$30,000**

6. **Provide a list of at least five references and their contact information of clients for whom you provide services like those being requested in this RFP.**

[illegible]	Contact	Contact Information
Cabarrus County, North Carolina *Brand Development and Marketing Plan*	Kasia Thompson Communications & Outreach Manager	65 Church Street SE Concord, NC 28025 Ph: 704.920.2336 Email: kthompson@cabarruscounty.us
City of Florence, South Carolina *Brand Development, Market Planning and Brand Launch*	Tim Norwood Downtown Development Committee Leader	324 West Evans St. Florence, SC 29501 Ph: 843.519.0803 Email: tnorwood@med-enroll.com
Town of Bayfield, Colorado *Brand Development and Market Planning*	Chris LaMay Town Manager	1199 Bayfield Parkway Bayfield, CO 81122 Ph: 970.884.9544 Email: clamay@bayfieldgov.org
City of University City, Missouri *Brand Development, Market Planning and Brand Launch*	Shelley Welsch Former Mayor of University City	6801 Delmar Blvd. University City, MO 63130 Ph: 314.505.8608 Email: shelleywelsch@ucitymo.com

Additional Responses

Answer the following question 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 in West Deer Township?**

No

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

No

5. **Disclose any gifts given by you or an "affiliated entity" to an official or employee of the municipality.**

None

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

None

Project Approach

In developing the messaging recommendations for the new brand, Avant Marketing will employ its proprietary **Living the Brand** development process for this project. The **Living the Brand** process has several direct benefits:

- It connects people to your brand
- It generates ownership of township, business, and developmental strategies among community leadership
- It gives West Deer Township a clearer sense of purpose and common direction
- It guides the way your community sells and promotes its image
- It provides criteria for business priorities and community decisions
- It crystallizes what is great about your community tied together under a common theme

If properly developed, the new West Deer Township brand will not only instill a strong sense of pride with existing residents and businesses but will act as a strong "calling card" for potential residents, businesses, and visitors to the community.

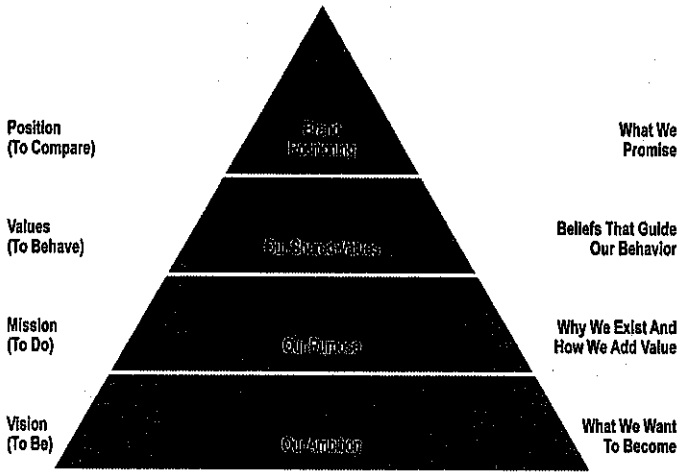
The developed comprehensive Brand Identity Platform is made up of four components:

Brand Vision – *To Be*

Brand Mission – *To Do*

Brand Values – *To Behave*

Brand Position – *To Compare*



These four components are then distilled into memorable shorthand that becomes the internal "Battle Cry" and external tagline that we refer to as the **Brand Essence – *To Distill***. Through our approach, we ensure that your community, including community leadership, businesses and residents are fully engaged.

Project Action Plan

Following is the recommended action plan.

Stage I – Brand Research
As a market planning firm, market research is the basis of all brand development projects.

Avant Marketing Group will then meet and interview leadership and community leaders. Our plan includes a minimum of 20 in-depth interviews.

We will also organize and conduct 2 community town hall meetings/focus groups with participants recruited from community organizations.

In-Depth Interviews
Critical to our brand development approach is the engagement of the internal audiences in the process. To do so, we are recommending at least 20 members of Township and community leadership be recruited to participate in an in-depth interview concerning the brand identity and messaging. Participants can include elected leadership, business leaders, and community leaders (non-profit as well as faith-based leadership).

Each interview will be designed for 30 minutes in length and will focus on the following:

- Visionary input to define the community in 5-10 years
- Identification of shared values of the community
- Identification of both positive and negative current assets of the community, including:
    - What is great about living in West Deer Township?
    - What would you like to see changed in the community?
    - What do people outside of West Deer Township perceive about the community?
    - What is the community's greatest asset?
    - When someone is visiting, what attractions do you recommend experiencing?

Focus Groups
The focus groups will be organized to gain similar information as in the in-depth interviews but will also provide an extended focus on the shared values of the community and review of potential positioning statements derived from the in-depth interviews. Each session will be scheduled for 90 minutes in length and can be held at a convenient community center.

Stage II – Branding
Based on the above research Avant Marketing Group will deliver a comprehensive Brand Platform and Logo for review and approval.

Brand Platform
Once we have completed the research input, we will then construct our recommended Brand Platform for approval. The brand platform will serve as the foundation for all messaging components. The Platform will consist of our proposed Mission, Vision, Shared Values and Brand Positioning. Finally, the brand platform will include a Brand Essence – a memorable shorthand statement that sums up the Brand Positioning and can also be used as a tagline.

Logo Development
Based on the approved Brand Platform, including Brand Positioning, Avant Marketing will create three (3) logo options for client review and approval. Each unique logo will feature a recommended Brand Essence (tagline or slogan) as well as color palette specifications.

Stage III – Marketing
To complete the branding process, Avant Marketing Group will deliver the West Deer Township Brand Style Guide – including collateral marketing materials along with the Brand Business and Marketing Plan.

Brand Style Guide & Collateral Designs
Avant Marketing will develop the complete West Deer Township Brand Style Guide based on the approved logo and research conducted. This will be a comprehensive style guide including usage and non-usage standards for all communications components such as photographic standards for print materials.

Collateral designs to be provided with the Brand Style Guide will include all required designs to represent the Township in print, in signage and online. The style guide will include all variations of the logo such as white and grayscale applications, and iterations for light and dark backgrounds.

Business & Marketing Plan
Avant Marketing will complete a Brand Implementation Plan with priorities and brand launch strategy focused on engaging residents and stakeholders. This plan will include a recommended approach to the Brand Launch Event, strategies for communications to both internal and prioritized external audiences and a comprehensive promotion plan.

The plan will dictate how the messaging established in the brand platform will be applied to all potential audiences and stakeholders. This will include:

- West Deer Township community

- Businesses
- Community organizations
- Elected officials
- Visitors
- Other Governmental Agencies
- Developers & Investors

Avant Marketing Group | 1982 Concourse Drive, Suite 150 | St. Louis, Missouri 63146 | 314.576.7700 T

Case Studies

With over 15 years of experience in developing and deploying brands, here are several municipalities that have benefited from Avant Marketing's work.

Cabarrus County, North Carolina

As one of the fastest growing areas in the Charlotte metro area, Cabarrus County enlisted the Avant Marketing Group to develop a new brand identity for its county.

Avant Marketing utilized one-on-one interviews, focus groups, and surveying to gain insight into the community and its shared values. The Brand Positioning developed for the County is:

> ***Cabarrus County respects tradition with a focus on progress. We enjoy a strong collaboration among our businesses, government, and our communities in meeting our challenges.***
>
> ***We are united by our shared values of family, faith, collaboration, and strong traditions that instill our exceptional work ethic and great sense of community pride.***

The new brand identity was launched in October 2017. The following link provides a full detail of the branding process, and is an example of how we suggest communications be managed to keep the public informed: https://www.cabarruscounty.us/resources/america-thrives-here-the-story-of-cabarrus-countys-brand

CABARRUS COUNTY
America Thrives Here

Florence, South Carolina

Florence, South Carolina recently enlisted the services of Avant Marketing to develop its new economic development brand identity. In the region, Florence's progressive development has been nearly unnoticed. Through both private and public funding, Florence has substantial improvements to its community including a revitalized downtown area, library, performing arts center, medical school investments as well as being home to two of South Carolina's best medical care institutions.

Through our research, we identified that the most valuable assets to Florence is its progressive attitude as well as the friendliness of its residents. This led to the following Brand Positioning:

> ***A beacon of progress, Florence is one of South Carolina's most future-oriented communities. We are focused on being a model for growth and prosperity while ensuring a quality of life that is supported by exceptional education opportunities, superior healthcare services, and an enjoyable social environment. Progress, investment, and a strong sense of community define Florence – a place full of life.***

The "Full Life. Full Forward." slogan emphasizes both the quality of life and progressive attitude of the community. Florence conducted its official Brand Launch under our recommendations and Living the Brand Training was conducted with business and community leaders.

It should be noted that the Downtown Economic Development Committee initiated the branding activity. Based on the strength of the branding, it is being adopted by the City of Florence, Florence County, and the key public venues – including the Florence Civic Center.

FULL LIFE. FULL FORWARD.
FLORENCE
SOUTH CAROLINA

Medford, Oregon

The City of Medford, Oregon has had to redefine itself. Where Medford once thrived as the central trading area for timber and agriculture, it has now repositioned itself with investment in the service and educational sectors.

The general perception of Downtown Medford followed the decline in commerce that occurred a decade ago. Businesses closed and both regional residents as well as tourists had no reason to visit the urban center of the community. In the past few years, through joint efforts between the City government and private investment, Downtown Medford is once again thriving with restaurant, theater, government, and education districts.

Medford selected the Avant Marketing Group to re-brand its downtown area to reflect the upgraded environment. By doing so, the marketing effort will have a branding "flagship" that will assist in increasing awareness, traffic, and revenues for the area business.

Through our research, we developed the following Medford Brand Positioning:

> ***Downtown Medford is both old and new, offering an authentic eclectic environment of restaurants, shops, services, and activities that thrive on the respect for history while focused on meeting the cultural, entertainment and social needs of today's Southern Oregonian.***

METRO
medford
Historically centered. Progressively inspired.

City of University City, Missouri

University City is an inner-ring suburb in St. Louis County, Missouri. With a population of 35,000 residents, it is one of the oldest suburbs in the county and was one of Missouri's first planned communities. It is adjacent to St. Louis City and Washington University.

The community is extremely diverse with activist residents. Unfortunately, in recent years, several misconceptions of the community have been established. The perceptions of crime and a weak school system have influenced external audiences from visiting or considering the community for relocation.

Through a formal selection process, Avant Marketing was selected for the brand research and development assignment and to manage the public communications marketing program. Our process developed the following University City Brand Positioning:

> ***University City is a diverse and forward-thinking global community that offers a better quality of life for those seeking a vibrant environment in which to work, play, or to call home.***

Neighborhood to the World

University City

Bayfield, Colorado

Bayfield is a small community located on the Colorado western slope and in the Four Points southwestern region of the state. Near Durango, it is commonly known as a "bedroom community" for the larger city and lacked its own brand identity.

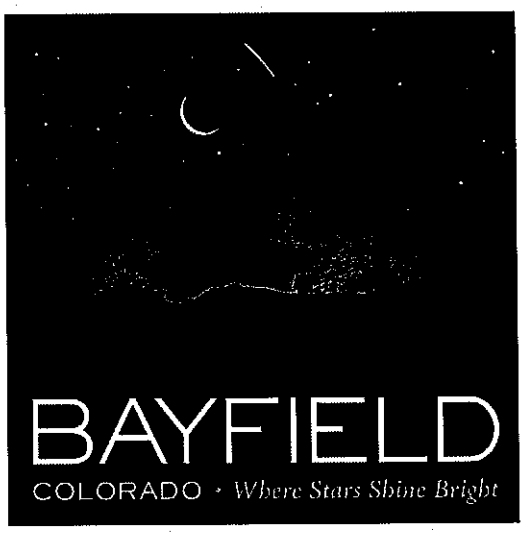
Through a formal competitive process, Avant Marketing was selected to develop a new community brand identity and brand marketing plan. Interviews with community and business leaders and a well-attended focus group were conducted as part of the market research.

Though the community is viewed as "rural", there was opportunity to recognize many of the achievements of the community and its people. A strong school system, nationally-recognized library, state champion football team and growing industries – all happening within the scenic beauty of the Pine River Valley, provided an excellent platform for the brand development.

The developed Brand Positioning for Bayfield is as follows:

> ***Bayfield is a welcoming community that values diverse growth in our schools, residents and businesses which enhances our cultural fabric. We respect independence, foster education, and value our natural scenic environment. We are a community family focused on the quality of life for every resident – an authentic small-town experience in the Heart of the Pine River Valley.***

As an added brand communication, Avant Market wrote and produced Bayfield's brand anthem, "Back in Bayfield" – which can be heard at: https://www.youtube.com/watch?v=4z9f2WuMh90



City of Salinas, California

Need/Opportunity
Salinas, California is a city of approximately 150,000 residents located in Monterey County of Central California. Home of John Steinbeck, its history is well documented in several of his novels. The community is agriculturally based – supplying over 85 percent of the country's leafy produce.

In recent times, increased crime and gang activity have distorted the image of the community. As Monterey County's largest city, this image has been detrimental to both resident and business development growth Avant Marketing was selected through a national search to research and develop a new brand identity for the community.

Included in the brand development was creation of the brand song, ***My Salinas***. The brand anthem, along with accompanying community visuals, can be viewed at: https://www.youtube.com/watch?v=mqRYSWrSOAY
Please note that the visuals do not constitute a promotional video and are intended only to accompany the song for presentation context.

Intended Audiences
Primary: Salinas Residents
Secondary: Prospective Residents and Businesses; California Tourists

Goals & Objectives
Define a true brand for the community that resonates with residents, potential residents and businesses that unifies all stakeholders to a common identity.

Salinas Overview and Branding Process
Avant Marketing conducted focus groups and one-on-one interviews with over 80 residents that included both civic and business leaders of the community. In addition, over 180 residents participated in an online survey for brand development input. Finally, a validation online survey was initiated with 45 previous research participants.

Brand Platform Formation
Avant Marketing developed the following brand platform for Salinas:

BRAND VISION:
A progressive and diverse community focused on the quality of life and prosperity of all residents.

BRAND MISSION:
We embrace our history, values, and diversity, while promoting prosperity of our land and people.

BRAND VALUES:

- We respect and value our land and resources
- We take pride in the strong work ethic of our people
- We honor our history, heritage, and diversity
- We are truly committed to family, neighborhood, and community
- We are focused on growth and the quality of life for all residents

BRAND POSITION:

Salinas is a good place with good people...to grow and prosper...with full respect for our land, heritage, and diversity.

BRAND ESSENCE:

Salinas – Rich in Land. Rich in Values.

BRAND MARKETING SLOGAN:

El Sabor de la Vida (The Flavor of Life)

SALINAS

RICH IN LAND | RICH IN VALUES

THE IMPACT GROUP

West Deer Township

Proposal of Service

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

RE: Request for Proposal

Dear. Mr. Mator,

It is with great excitement that we submit the following proposal to West Deer Township for brand identity and comprehensive marketing and communications support. We believe our track record of positive collaboration and market execution in this space will serve you well as we partner together to provide West Deer Township with a full-service solution to your current needs. The Impact Group's dynamic and innovative approach to the marketing and communications process will deliver results driven by extensive collaboration with the West Deer Township team and a critical examination of your community.

Based in Hudson, Ohio, our firm offers a host of capabilities featuring a talented team of professionals with diverse backgrounds and one thing in common: results. We have a successful history of driving results for clients with a strong emphasis on government branding, community engagement, and government support. Our services encompass a wide range of strategies, including those needed to carry out a highly tactical and targeted economic developmental plan. These include hyper-targeted message development, speed to market delivery, proprietary content generation and actionable implementation strategies.

Since 2000, The Impact Group has assisted townships, local governments, corporate clients, K-12 education, state agencies, boards of developmental disabilities, higher education and non-profits in developing and strengthening their marketing and public relations strategies, specializing in a holistic approach to communications and planning. We are at our best while helping others reach their goals and believe in the tremendous power of relationships as a driving force with our clients and stakeholders.

Please contact me at 330-329-5680 or tspeaks@igpr.com if you have any questions regarding our proposal or qualifications. Thank you in advance for your consideration.

Sincerely,

Tom Speaks
Principal and Co-Founder
The Impact Group

Project Overview

West Deer Township has a need for a strategic partner to assist with developing content and design that supports but is not limited to logo design, social media content development and marketing, brand collateral development and digital marketing strategy. This partnership would provide alignment of all brand materials, while also laying the strategic foundation for executing tactics to effectively raise awareness of the organization's history, mission and overall goals. y partnering with The Impact Group, West Deer Township will have an entire team dedicated to executing and managing all pro ects.

West Deer Township has a need for:

- Rebranding - Logo
- Graphic Design
- Strategic Planning
- Public Relations
- Advancement & Growth Strategy
- Comprehensive Communications Services

CREATE

Are you in the dark?
Let us light the way.

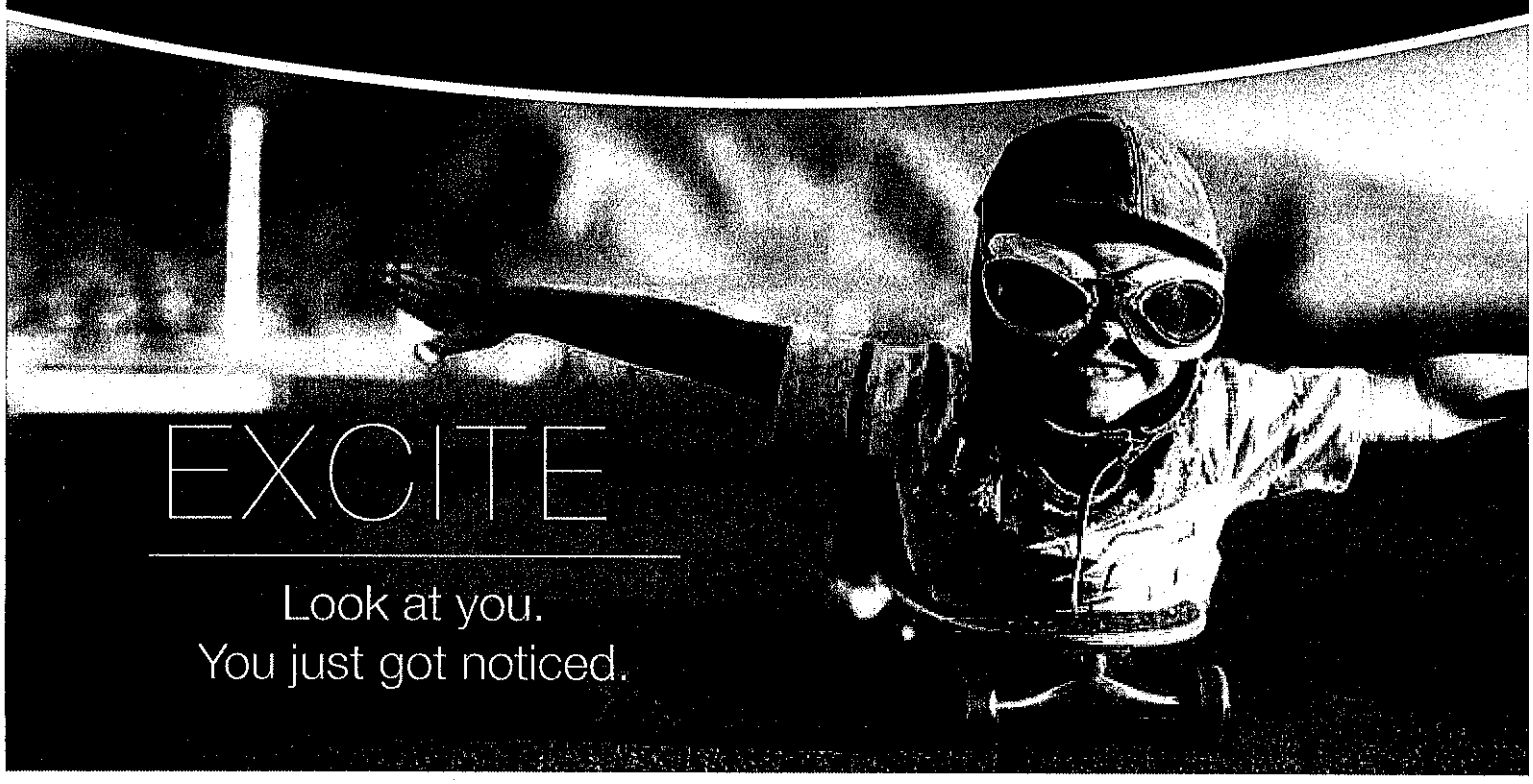
Why Choose The Impact Group?

The Impact Group is a full-service integrated marketing agency based in Northeast Ohio, serving a full range of clients across the country. We have been helping clients achieve their goals for more than 2 years.

Team members of The Impact Group are regularly sought out as experts in innovative marketing tactics, pushing the limits to drive traffic, generate excitement and create awareness for government clients. The Impact Group is constantly looking for new and distinct ways to get the message of its clients to the right audience in the right place at the right time.

Our company's key differentiator is an approach to marketing communications that is rooted in the political campaign methodology (speed to market, hyper-targeted audiences, buying seasons, strategic messaging and use of creative technologies). Our Intellectual property resides in our ability to apply a proprietary messaging methodology to any and all forms of media – new and traditional.

What sets us apart from other agencies, is our people. ur team at The Impact Group are fun, professional, creative, know the government space and have a great success rate with clients.



Capabilities

We want our clients to be aware of the full scope of capabilities that our team can provide. The Impact Group is a team of experts who work with multiple local governments and understand the government world. From providing excellent marketing communications strategies engaging residents to providing extra help with your communication and branding needs. The Impact Group has the experience and staff you need. We can provide monthly marketing and communications services within your budget that encompass tactics, such as (but not limited to):

Strategic planning
Content development
Social media strategy and updates
- ***Content calendars***
- ***Increased followers/audience***
- ***Targeted interaction and communication with digital audience***

Digital marketing
Brand awareness
Event promotion
E-newsletters
Crisis communications support
- ***Messaging***
- ***On-site coordination and support***
- ***Press releases***
- ***Social media monitoring***

Marketing collateral design
- ***Logo***
- ***Event flyers***
- ***Posters***
- ***Signage***

Public Relations
- ***Press releases***
- ***Training***
- ***Content pitching***

Website audit and update recommendations
- ***Audits***

Content development
Video/drone
Photography
Conduct monthly and/or as needed with in-person communications meetings

Meet your team!

The Impact Group is a talented team of full-service marketing professionals with diverse backgrounds and one thing in common: results. The Impact Group has a successful track record of driving results for townships, local governments, school districts, municipalities, corporate clients, business-to-business clients and nonprofits through community engagement, messaging, branding, staff training and market execution.

Our team is composed of individuals that specialize in areas such as **Strategic Planning, Rebrands, Website Development, Digital Lead Generation Campaigns, Community Engagement Projects, Social Media, Organizational Development, Public Relations, Professional Speaking and more!**

Tom Speaks, *Principal and Co-Founder*

Co-founder of The Impact Group, Tom is a strategic thinker, professional speaker, pollster and recognized expert in community engagement. No matter the problem or question that arises, he knows how to guide you through even the toughest of challenges. If Tom's involved, you're going to get results and achieve success.

Don Polyak, *Principal and Co-Founder*

Co-founder of The Impact Group, Don is the architect for your campaign strategy. He is the person to go to whenever you need market insight. His approach to marketing provides a winning strategy for your campaigns.

Krista Rodriguez, *Vice President of Client Fulfillment*

Krista is the brand guru. She has an incredible eye for the right look and feel to meet all of your needs. Her attention to detail is also conveyed in her approach to ensuring our content is appropriate for your goals and meets your expectations.

Aurora Wilson, *Account Coordinator*

Aurora is responsible for supporting Account Leads with client projects, assisting with writing and proofing content and working on strategic planning initiatives. With expertise in client relations and special project management, Aurora brings a high level of organization to her work and is dedicated to meeting client needs.

Joe Sausaman, *Art Director*

Joe is a builder. He sees each new project as an empty canvas and then hits the ground running. With expertise in design, Joe brings an air of enthusiasm to the group and can always lighten the mood. That, paired with his lightning fast turnaround, makes for an impressive combination for the benefit of all your design projects.

Roger Hoover, *Creative Director*

Roger's vision for clients has helped to grow businesses and nonprofits, revitalize city blocks and inspire communities. Roger has dedicated himself full-time to a career in photography and videography. His genre-bending portfolio touches the worlds of art, advertising, portraiture and community activism.

Tyler Whidden, *Copy Editor/Content Strategist*

Tyler is Copy Editor and Content Strategist for The Impact Group, bringing a wide range of experience in creative and professional writing. A produced playwright and former comic, he adds the creativity and flair IGPR clients look for when adding a distinctive voice to their content. Tyler specializes in education, management, promotional development, and community engagement. He's a dedicated partner who gets excited helping clients achieve their goals.

Fernanda Frazier, *Controller*

Fernanda is our financial guru. She is in charge of anything that has a monetary impact, including billing and client audits. As a jack-of-all-trades, she will ensure your account is accurately managed and can answer any question relating to the finances and execution of each project.

The Impact Team is subject to change based on overall needs of the client

Creative Process

Our creative process is simple; we collaborate with clients to initiate the foundation of content development, messaging and overall creative design and then take the lead in development, creative revisions and finalizing of all materials for the client's needs. Upon outlining tactics for execution, The Impact Group design team will create an overall brand standard and then execute options of marketing designs. Options are presented for the client's review and approval. Upon approval, The Impact Group will finalize assets.

Statement of Work

The Impact Group will partner with Ucqr BccpRmu l qf gn to develop ` p l b gpcl rgwk _rcpg jq _l b npnt gpc marketing campaigns that generate brand awareness and support across multiple marketing channels. All campaigns will approach marketing efforts holistically - developing content, graphic designs, messaging, strategic tactics and execution of tactics - always remaining on brand and focused on target markets as outlined by the client.

Deliverable #1: Economic Development Plan

Step 1: Meet with city officials from West Deer Township for a discovery session
Step 2: Interview key stakeholders identified from the discovery session
Step 3: The Impact Group team will construct recommendations, organize a practical plan to execute and create a GANTT chart of prioritized and innovative tactics to execute the proposed plan.
Step 4: The Impact Group will reconvene with West Deer Township's leadership team to present the resources and recommendations developed in Step 1. An organized game plan will be implemented so The Impact Group and West Deer Township may execute the agreed-upon marketing plan accordingly.

Deliverable #2: Rebranding - Logo

Step 1: Discovery session with key stakeholders for background information
Step 2: Design and develop options based on information
Step 3: Set up 5 focus groups with community members
Step 4: Take feedback back to design to develop two final options
Step 5: Present options to decision maker and decide on the #1 option

Deliverable #3: Creation of brand identity materials

Step 1: Identify the needed brand identity materials through another discovery meeting
Step 2: Develop brand guidelines that will include: color code, fonts, alternative fonts, proper usage of the logo, etc.
Step 3: Creation of materials needed based on the townships needs

We offer the following examples to spotlight our work in action.

Statement of Work

Key Campaign Summary

Please see below for an example of a key strategy campaign we produced for the State of Ohio's Anti-human Trafficking Campaign. Our keys to success are the relationships we build with our clients and understanding their needs. With West Deer Township, we will have oom meetings or come to you if needed, once a month to be sure we are all on task. Our account and design teams are always available. Whether it is for brainstorming strategies or simple creative changes, we turn projects around fast, creative and efficient.

HUMAN TRAFFICKING
OHIO'S TRAGIC REALITY

OHIO'S STATEWIDE ANTI-HUMAN TRAFFICKING CAMPAIGN

THE BACKGROUND: Human trafficking – the illegal trade of human beings for commercial sexual exploitation and forced labor – is one of the fastest growing criminal enterprises worldwide, and is on pace to surpass the drug trade in less than five years. Ohio is not immune to this tragedy. Each year, an estimated 1,075 Ohio children become victims of human trafficking and 9,016 more are at-risk. Recognizing the gravity of this problem, Governor John Kasich signed an executive order forming The Ohio Human Trafficking Task Force in March of 2012. The scope of its mission is broad: to marshal the resources of the state of Ohio to coordinate efforts to identify and rescue victims, to create a coordinated law enforcement system to investigate these crimes, and to provide the services and treatment necessary for victims to regain control of their lives.

THE CHALLENGE: One of the first things that the task force recognized was the reality that public knowledge about human trafficking is low. For the small portion of the general population that does understand human trafficking, the perception is that it is a problem that exists elsewhere, not right here in our own backyards. It became evident that a public awareness campaign needed to be launched to help the general public understand the issue.

The goal was not to duplicate efforts where passionate, abolitionist Ohioans were already doing the hard work of freeing victims. Rather, the goal was to supply a unifying, compelling message that the State of Ohio can use to raise awareness about human trafficking.

THE PROCESS: In January of 2013, The Impact Group submitted an RFP with a plan that was designed with a three-pronged goal:

1) Educate the general public across the state, with a specific focus on large metropolitan cities, to recognize the signs of human trafficking;
2) Promote the appropriate method for reporting human trafficking situations and concerns; and
3) Direct victims of human trafficking to available services and treatment options.

Throughout the process, The Impact Group stayed in regular communication with the Human Trafficking Coordinator through bi-weekly reports and conference calls. A high level of collaboration had to take place throughout the process in order for the statewide Human Trafficking Awareness Campaign to be successfully implemented.

OHIO'S TRAGIC REALITY – MAKE IT STOP!

PHASE ONE | BASELINE RESEARCH

The Impact Group won the contract and submitted a plan of work in May of 2013. Phase One began with an executive whiteboard session in Columbus and resulted in clear, baseline research. This initial meeting with key personnel from The Ohio Human Trafficking Task Force helped to establish clear goals and expectations and provided a deeper understanding of the issues facing the state.

HUMAN TRAFFICKING
OHIO'S TRAGIC REALITY

PHASE TWO | INITIAL MEDIA AND MESSAGE CREATION

Utilizing the information collected from the Executive Whiteboard Session, The Impact Group then created a timeline for the project, as well as initial written messaging and visual identity for all multi-media pieces that could potentially be used throughout the campaign. These messages and visual pieces were used as the basis for discussion during focus group meetings held throughout the state. These pieces were then honed, refined and revised at the completion of all focus groups.

With regard to the creation of written messaging, The Impact Group utilized its 3-30-3 Messaging Strategy. 3-30-3 Messaging is a strategy that breaks up messaging into three separate attention-grabbing components that work in conjunction to effectively embrace any target audience. The three messages that make up 3-30-3 are: a 3-second message, a 30-second message and a 3-minute message. Each message is strategically crafted to motivate an audience to act in a predetermined way.

By the end of the project, the components of the messaging would include: a Human Trafficking Commission logo, three different human trafficking PSAs, three awareness posters, press outreach and three fact sheets regarding human trafficking.

PHASE THREE | FOCUS GROUPS AND INTERVIEWS

Phase Three was a research-intensive phase, involving many discussions and interviews with various people throughout the state. The Impact Group conducted several individual interviews with local activists and non-profit groups to gain background and knowledge from people at the heart of this issue. The Impact Group also completed a series of focus groups in key regions across the state of Ohio. These focus groups were used to gather feedback and evaluate the final messaging and design of all the pieces that would be used in a statewide human trafficking awareness campaign.

By already starting the creation of the visual brand identity and message in Phase Two – and then testing various options among the Ohio Human Trafficking Task Force's defined target audiences – The Impact Group was then able to move forward to complete an identity that had been tested and proven to be the most relatable, powerful and strategically moving visual brand identity possible.

The Impact Group completed regional focus groups in:
a. Cleveland
b. Columbus
c. Toledo
d. Cincinnati/Dayton

As participants in these focus groups, The Impact Group targeted general Ohio residents, local activists and parents.

OHIO'S TRAGIC REALITY – MAKE IT STOP!

The Impact Group also conducted one focus group with sex trafficking survivors. The Impact Group worked in conjunction with Franklin County Judge Paul Herbert to conduct these smaller, more intimate focus groups. These were invaluable in understanding how to craft a message that might reach at-risk youth.

HUMAN TRAFFICKING
OHIO'S TRAGIC REALITY

In order to get the most out of these focus groups, The Impact Group took extensive notes during discussion and gathered data from participant workbooks. This approach allowed The Impact Group to synthesize its findings and make strong message recommendations.

PHASE FOUR | FINAL REVISIONS AND PLAN IMPLEMENTATION

Upon the completion of Phase Three, The Impact Group regrouped, reevaluated and refined all messages, visual pieces and scripts required to complete the outreach plan outlined in Phase Two. Sometimes this included throwing out an earlier, potential message in order to incorporate its findings and settle on the best message. Several revisions and brainstorming sessions were then conducted in order to develop the perfect messaging mix that would incorporate the Phase Three findings.

At this time, The Impact Group produced a written report of its focus group findings and submitted all final message and creative pieces to the Human Trafficking Coordinator for final approval. In addition to their use by the Human Trafficking Commission, these pieces were made available in an open source format on the human trafficking website (http://humantrafficking.ohio.gov) for use by local agencies and activists throughout the state. The various elements included are as follows:

a. **Human Trafficking Commission Logo:** The Impact Group created an updated and appropriate logo to be used for the statewide Human Trafficking Commission. This logo was vetted through the focus groups and eventually used on all the visual materials created.

   Through the creation of an updated, fresh look; the logo was designed to resonate with all members of the project's targeted audience.

b. **Public Service Announcements:** With assistance from the Office of the Governor, The Impact Group scripted three PSAs designed for television and three PSAs designed for radio. The Impact Group also designed billboards to complement the PSA campaign.

   The PSAs were designed to be played on television, radio and on all closed circuit televisions within state agencies with the goal of achieving the widest distribution possible.

c. **Print Media:** The Impact Group created three Human Trafficking Awareness posters to be placed in all public state buildings, with the recommendation to also place posters in all state managed highway rest stops.

   These posters were designed to bring a face to the campaign and serve as a valuable tool to ensure that the general public is aware of the signs of human trafficking and to educate potential victims on ways to receive assistance.

OHIO'S TRAGIC REALITY – MAKE IT STOP!

HUMAN TRAFFICKING
OHIO'S TRAGIC REALITY

d. **Press Outreach:** In coordination with Ohio Human Trafficking Awareness Month, The Impact Group developed and pitched two press releases. Utilizing an extensive database of Ohio journalist contacts and through the assistance of the Ohio Human Trafficking Task Force, The Impact Group secured premium placement in traditional publications, periodicals and on television news for The Human Trafficking Commission.

The Impact Group created the press releases in accordance with the stated goals of the Statewide Human Trafficking Awareness Campaign. Using Ohio Human Trafficking Awareness Month as a catalyst, the press releases focused on Governor Kasich's commitment to addressing human trafficking in Ohio, as well as warning signs and advice for potential victims.

e. **Human Trafficking Fact Sheet:** The Impact Group developed two fact sheets regarding human trafficking: one regarding labor trafficking and one focusing on sex trafficking.

The fact sheets were distributed to all state agency offices and made available for educational uses, in conjunction with other collateral material.

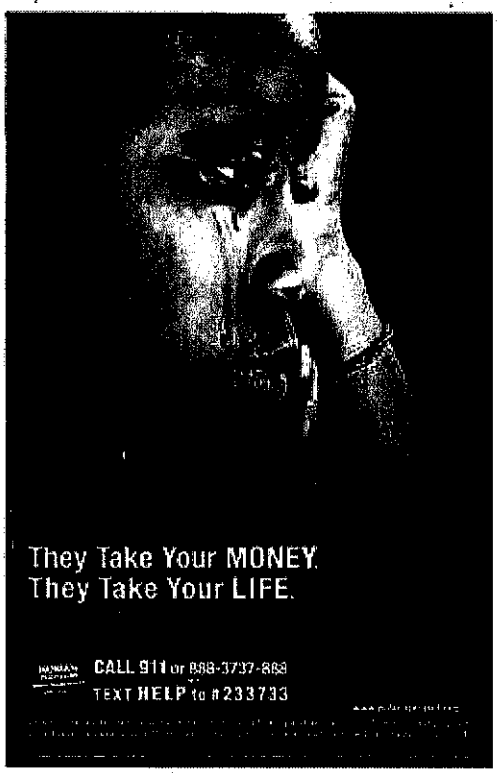
At the conclusion of the project, The Impact Group joined the Governor's Office and the Human Trafficking Commission in Columbus in January of 2014 to unveil the campaign on Human Trafficking Awareness Day.

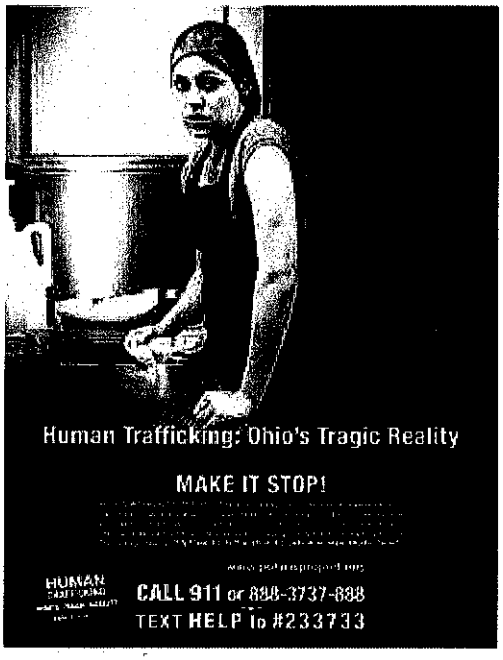
LESSONS LEARNED:

The value of solid research cannot be underestimated. Some of the messaging that was created in Phase Two changed significantly after Phase Three, as The Impact Group considered the information and impressions gathered from the focus groups and interviews. This strategy enables information to be gathered on the perceptions, beliefs and values of a group's participants.

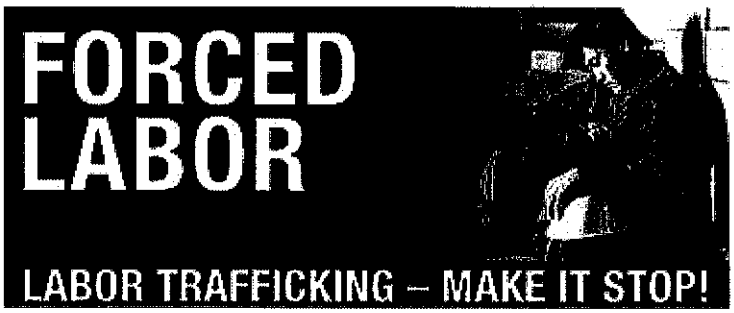
It is important to sometimes step away and get an outside perspective on the issues that are close to your heart. As an outside agency, The Impact Group was uniquely positioned to take the passionate responses of local activists, the stories of victims and the perspectives of educated professionals and synthesize all the information into a simplified message that would reach the entire state of Ohio.

OHIO'S TRAGIC REALITY – MAKE IT STOP!




Human Trafficking: Ohio's Tragic Reality
MAKE IT STOP!
HUMAN
CALL 911 or 888-3737-888
TEXT HELP to #233733

Tráfico de humanos: Una Trágica Realidad en Ohio
HUMAN
LLAME AL 911 o 888-3737-888
TEXTE BeFree al #233733


FORCED
LABOR
LABOR TRAFFICKING – MAKE IT STOP!

HUMAN
TRAFFICKING
OHIO'S TRAGIC REALITY
MAKE IT STOP!
CALL 911 or 888-3737-888
TEXT HELP to #233733
www.polarisproject.org

EL TRABAJO
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TRÁFICO DE TRABAJO – DETENGALO!

HUMAN
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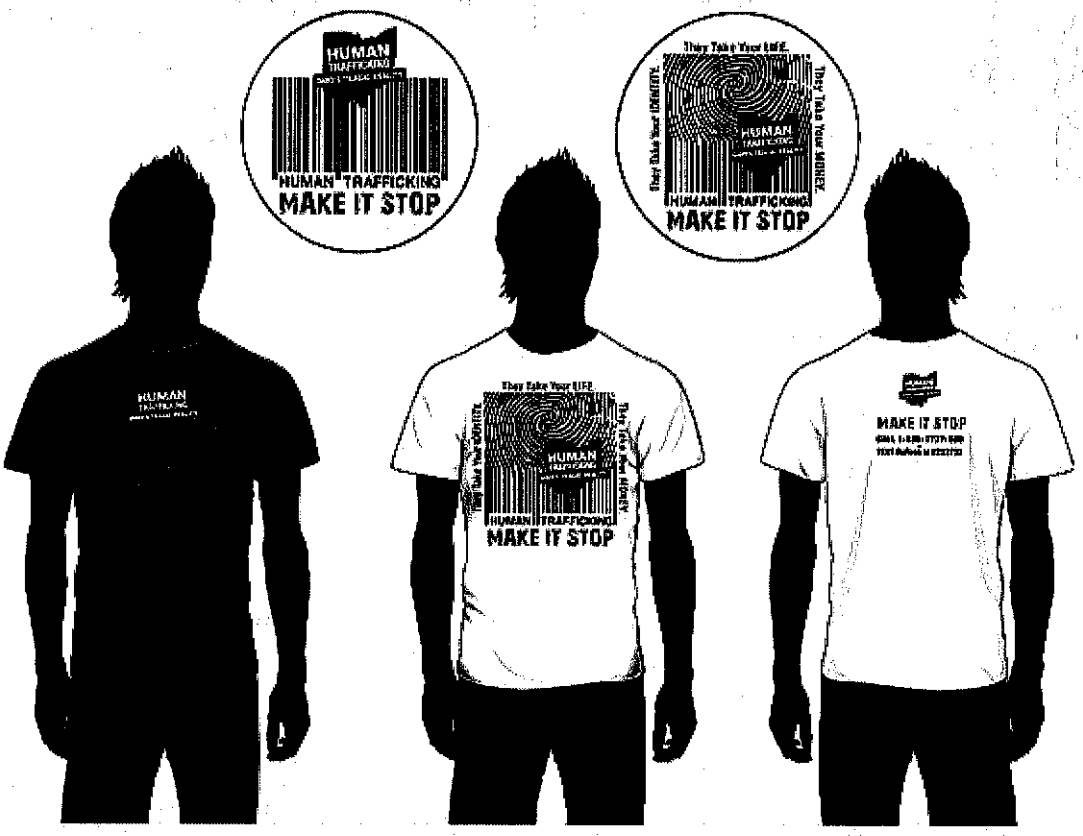
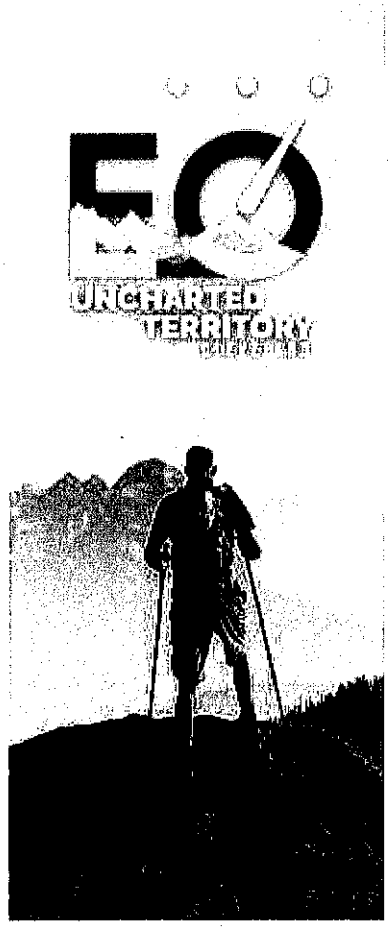


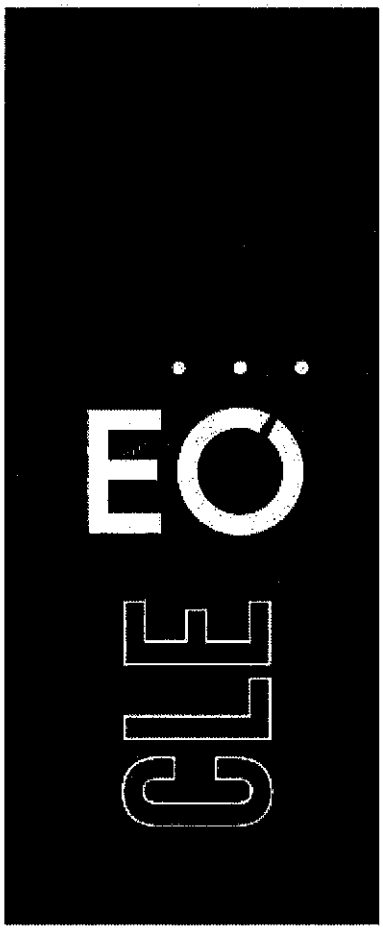
Social Media Campaign Examples

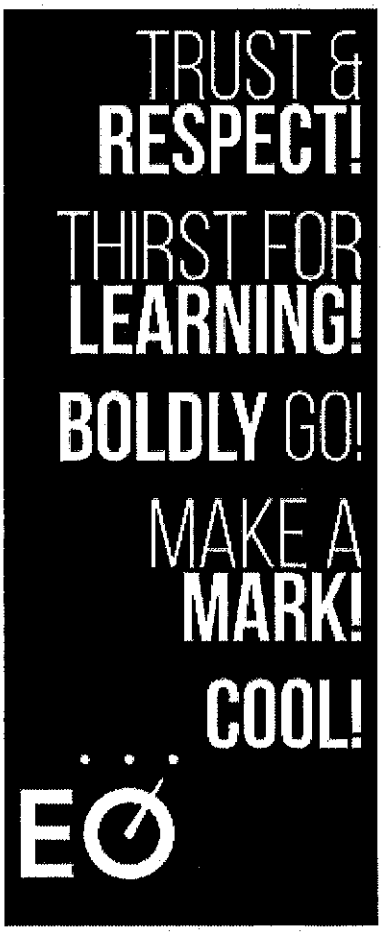
Instagram Posts

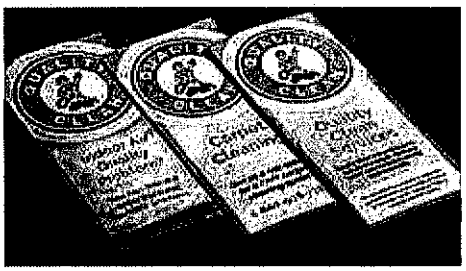
Facebook Banner and Post

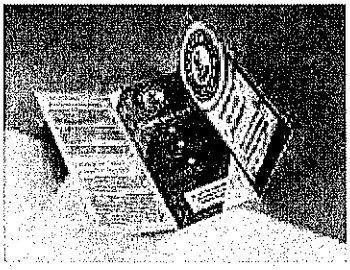
Promotional Advertising Examples

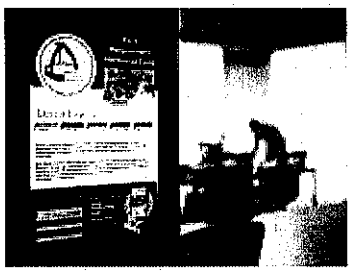


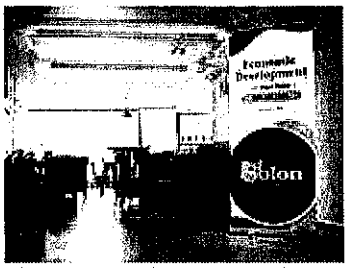




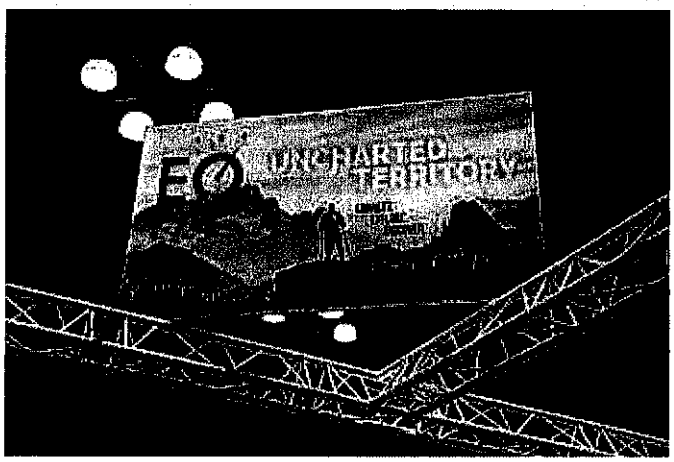


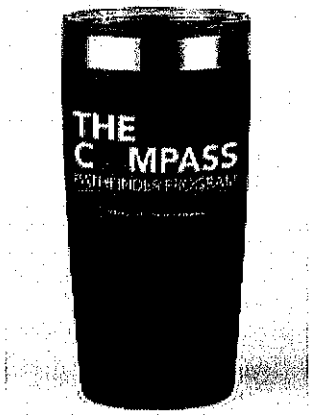


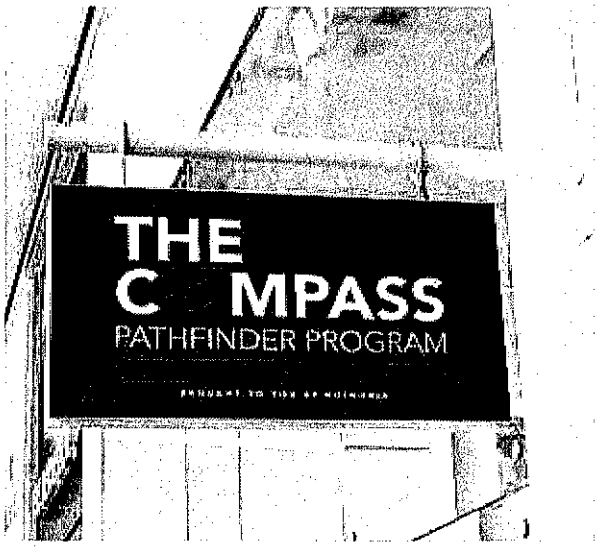


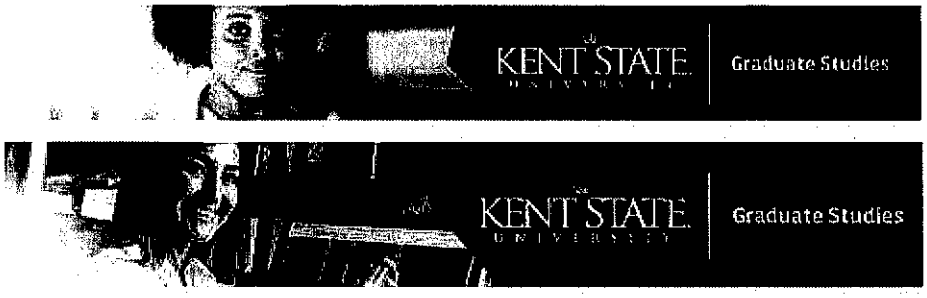


Promotional Advertising Examples

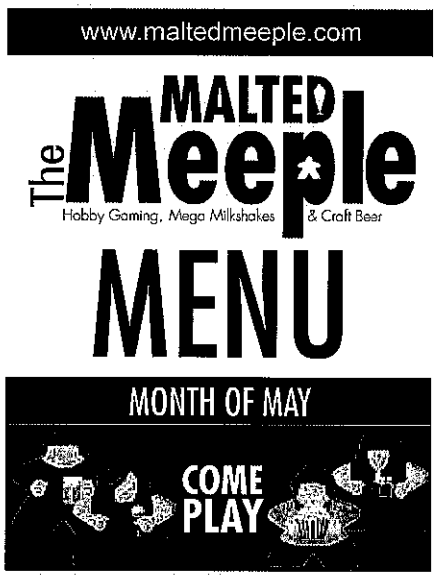


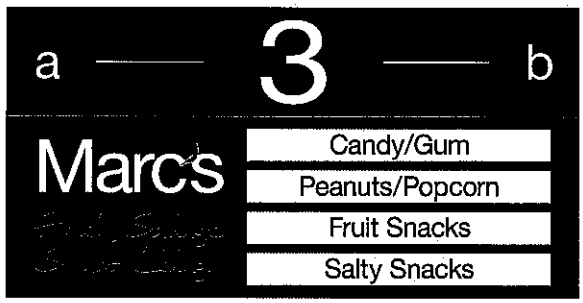




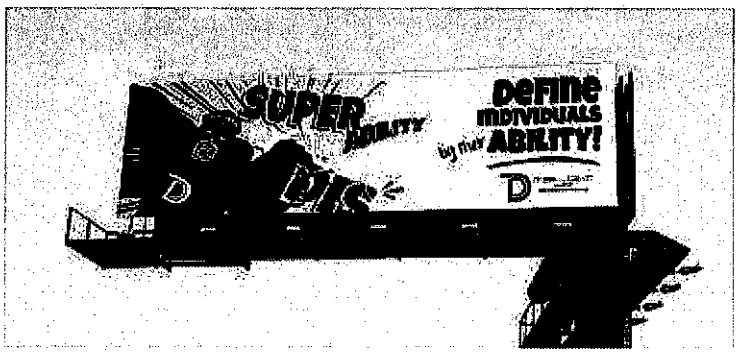


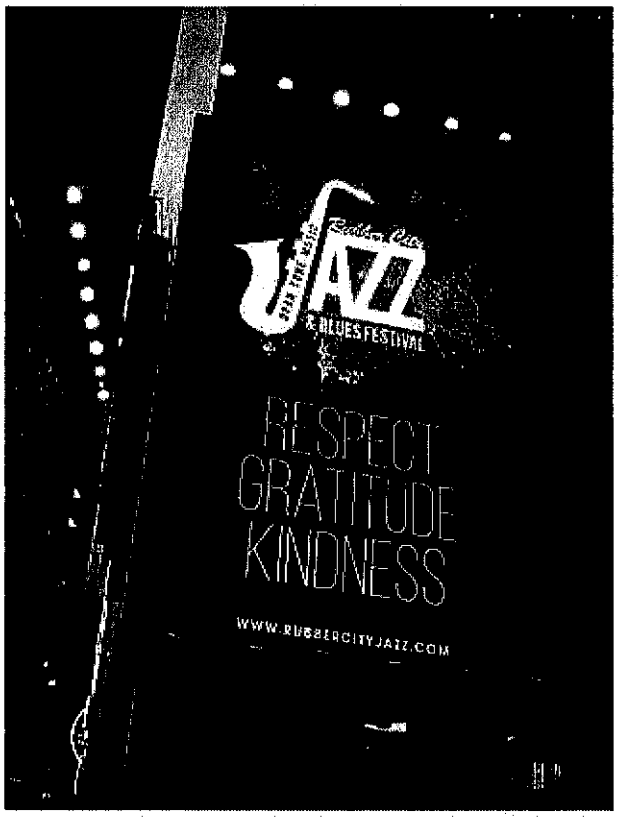
Food and Beverage Examples

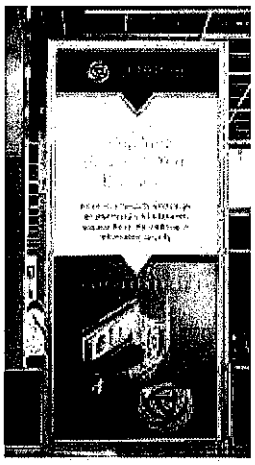


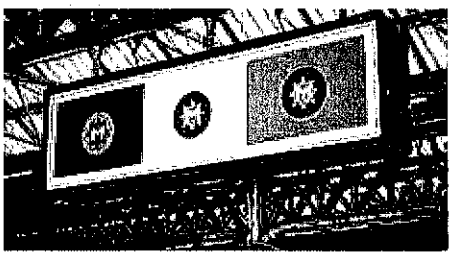


Outdoor Collateral Examples









Don't take our word for it, ask our clients.

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Additional references available upon request.

Testimonials

"The Impact Group has a fantastic, high energy, creative staff who are a pleasure to work with. They are responsive and truly care about their clients. The work they have done for my organization has truly been invaluable and I highly recommend them."

President, Hudson Community Foundation - Amy Jordan

"The Impact Group is a great resource for public relations, strategic planning and crisis communication. The Impact Group employs a cadre of professionals skilled in all aspects of public relations."

Superintendent, Trumbull County Board of Developmental Disabilities - Ed Stark

"The Impact Group took our ideas and created an amazing brand for our business. They continue to come up with great ideas all the time. Would recommend their services to anyone!"

Owner, Mohr Stamping - Amber Mohrman

Without the Impact Group being part of our organization, the community would not have seen the growth and success it has in recent years. The Impact Group brought core competencies to the table at a time when our community was in critical need. Their facilitation and plans provided the tools to implement a reshaped vision that brought financial stability and growth to the City.

Former City Manager, City of Huber Heights - Rob Schommer

Budget Considerations

Job #1: Economic Development Plan
Determine and deliver business marketing strategy plan for the township through community engagement

Time Frame: Occurs in months 1-6
Total Investment: $22,500

Job #2: Branding Campaign Creation
Rebranding the township with a logo design and associated artwork for signage and other materials.

Time Frame: Occurs in months 4-9
Total Investment: $18,500

Job #3 Design Support Materials
Continued creation of brand identity materials in support of previous deliverables

Time Frame: Occurs in months 9-12
Total Investment: $13,000

Optional: Extra Capabilities
Extra initiatives to coincide with or follow up client work above. obs could include: community engagement, support outreach, social media posting, building business databases, media, business spotlight campaign, promotional strategies, crisis communication support, etc.

Time Frame: After initial contract
Total Investment: TBD

$4,500/month for 12 months *(July 1, 2021- June 30, 2022)*

Total Investment - $54,000

*This budget does not include additional hard costs. For example: printing, postage, boosting ads on social media, etc. The allotted time per month is 34 hours. If additional time is required beyond the scope of this project, The Impact Group will first seek client approval, then bill at an hourly rate of $135 per hour.

West Deer Township RFP Questionnaire

#1: What is your experience in the development of business and marketing plans?

We have a 20-year history in developing community engagement, marketing plans, branding, and strategic messaging for government communities. Our experience goes beyond our work with our clients. Our principals here at The Impact Group are seen and recognized as experts within the space, speaking at statewide organizations, colleges, and for professional groups on the subject matter.

Please refer to attached proposal for additional experience information

#2: What is your philosophy in the creation of artwork to support such plans?

We have a trademarked strategic messaging approach called, "3-30-3." With this approach, it allows for our client's strategic message to meet their audience and their audiences preferred messaging preferences. This includes a visual strategy as well as a written strategy.

Our team has a deep expertise and experience in everything from web, social, print, advertising, and working with the media.

Our creative process is simple; we collaborate with clients to initiate the foundation of content development, messaging and overall creative design and then take the lead in development, creative revisions and finalizing of all materials for the client's needs. Upon outlining tactics for execution, The Impact Group design team will create an overall brand standard and then execute options of marketing designs. Options are presented for the client's review and approval. Upon approval, The Impact Group will finalize assets.

#3: Do you have any experience providing similar services to municipal and/or governmental entities?

Yes. It is actually our area of expertise. For 20 years, The Impact Group has been well known for its expertise in government. This is one of our core competencies. We work with everyone from townships, governments, boards of health, statewide departments, county departments, cities, and schools.

Please refer to attached proposal for additional experience information

#4: 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.

Please see attached

#5: Provide a detailed description of proposed fees and costs. These should be clearly broken down and shall include all direct and indirect fees.

Please see attached

#6: Provide a list at least five references and their contact information of clients for whom you provide services like those being requested in this RFP.

Please see attached

West Deer Township Conflict of Interest Questionnaire

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 or employee of West Deer Township?

No.

#5: Disclose any gifts given by you or an "affiliated entity" to an official or employee of the municipality.

N/A.

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

N/A.

APPROVAL: RETIREMENT/CONSULTANT AGREEMENT (CHIEF JONATHAN LAPE)

CHIEF OF POLICE JONATHAN LAPE SUBMITTED HIS FORMAL NOTICE OF RETIREMENT EFFECTIVE JUNE 30, 2021, CAPPING NEARLY THREE DECADES OF SERVICE TO OUR COMMUNITY – AND NEARLY TWO DECADES AS CHIEF. TO FORMALIZE HIS RETIREMENT BENEFITS AND TO PROVIDE A MEANS FOR HIM TO ADVISE AND CONSULT HIS SUCCESSOR, AN AGREEMENT WAS DISCUSSED BY THE BOARD AND DRAFTED.

A COPY OF THE AGREEMENT IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE RETIREMENT/CONSULTANT AGREEMENT WITH RETIRING CHIEF OF POLICE JONATHAN LAPE AS PRESENTED, EFFECTIVE JULY 1, 2021.

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

CONSULTING AGREEMENT

This Agreement ("Agreement") is made between West Deer Township ("Township") and Chief of Police Jonathan Lape ("Chief Lape") (collectively, the "Parties").

Recitals

WHEREAS, Chief Lape has served with distinction as the Township's Chief of Police – and as an officer – for nearly thirty years; and,

WHEREAS, Chief Lape has expressed his intention to retire from employment with the Township on 30 June 2021; and,

WHEREAS, the Township desires to memorialize the benefits that it shall provide to Chief Lape in connection with his retirement; and,

WHEREAS, the Township desires to retain Chief Lape's services after his retirement on a consulting basis as described in this Agreement, and has determined that Chief Lape is uniquely able to provide these services; and,

WHEREAS, Chief Lape desires to provide services to the Township following his retirement on a consulting basis as described in this Agreement;

NOW, therefore, for good and valuable consideration, the sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties agree as follows:

Terms:

1. **Term.** This Agreement shall commence on 1 July 2021 and shall terminate as provided in this Agreement. With respect to the performance of the Consulting Services described in Paragraph 3, this Agreement shall cease, and Chief Lape shall no longer perform services, at the earlier of: (1) the Township's desire to cease using Chief Lape for Consulting Services; or, (2) when the total compensation paid to Chief Lape for Consulting Services pursuant to Paragraph 2 reaches ten thousand dollars ($10,000.00).

2. **Compensation/Fees.** For the performance of the Consulting Services described in Paragraph 3 of this Agreement, the Township shall pay Chief Lape an hourly rate of $100 per hour. The total amount to be paid to Chief for Consulting Services under this Agreement shall not exceed ten thousand dollars ($10,000.00). Chief Lape shall provide monthly invoices to the Township detailing the time spent and the Consulting Services provided each month.

3. **Consulting Services.** For the consideration of the Compensation/Fees paid to him under Paragraph 2 of this Agreement, Chief Lape shall, following his retirement, provide Consulting Services to the Township. These Consulting Services include, but are not limited to: providing advice and support with the Township's public safety operations to his successor as Chief, Robert Loper. Chief Lape shall deliver these Consulting Services as follows:

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a. **On-call and email Consulting Services.** Chief Lape shall be available for consultation by the Township telephone during and after normal business hours. He shall provide a home telephone number and a cell phone number where he may be reached. Chief Lape shall also respond to questions by email in a reasonably timely manner.

b. **Training.** Chief Lape shall be available to provide training to Township staff on all matters related to the Township's public safety operations. Such training may be provided remotely or on-site, as determined by Chief Lape in consultation with the Township Manager.

c. **On-site services.** Chief Lape shall be available to provide on-site Consulting Services.

4. **Independent Contractor.** Nothing in this Agreement is intended to create an employer-employee relationship between the Township and Chief Lape with respect to the Consulting Services provided pursuant to this Agreement. The Parties expressly intend with respect to his post-retirement Consulting Services that Chief Lape is an independent contractor, and that he shall exercise his own professional judgment and discretion to the greatest extent possible in his performance of Consulting Services under this Agreement.

5. **Taxes.** Chief Lape shall be responsible for the payment of taxes and shall be issued an IRS Form 1099 by the Township consistent with his status as an independent contractor with respect to the Compensation/Fees paid to him for the performance of Consulting Services.

6. **Other Post-Retirement Benefits.** This Agreement memorializes other post-retirement benefits that shall be provided to Chief Lape, as follows:

   a. **Dental and Vision Benefits.** Chief Lape shall be entitled to purchase dental and vision insurance coverage, at his sole cost, under the Township's dental and vision benefits plans for a period of six (6) years following his retirement, if such participation in the Township's dental and/or vision insurance plan is permitted by the insurance carrier(s).

   b. **Health Insurance.**

      i. If permitted by the Township's health insurance carrier (which is currently a UPMC Health Plan), Chief Lape will be allowed to participate in the Township's health insurance plan for a period of five (5) years following his retirement date, under the same terms and conditions available to the Township's police officers, at the Township's expense, but subject to the premium contributions and deductibles applicable to the Township's police officers.

      ii. If permitted by the Township's health insurance carrier, Chief Lape will be – at his discretion – allowed to participate in the Township's health insurance plan for an addition sixth year, but would be responsible for reimbursing the Township for the full amount of the associated premium if he so chooses to participate in the sixth year.

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iii. If the Township's insurance carrier does not permit Chief Lape to participate in the Township's health insurance plan following his retirement, then the Township shall pay the equivalent of the Township's net premium payments for the insurance coverage that would otherwise be provided to Chief Lape under Paragraph 6.b.i into a Health Reimbursement Arrangement (HRA), which Chief Lape may use for eligible healthcare expenses. Such payments to the HRA shall be made on an annual basis for the first five (5) years following Chief Lape's retirement, at which point such payments shall cease.

c. The Township shall pay Chief Lape the value of any unused sick days under the same terms and conditions as provided in the police collective bargaining agreement for payment of unused sick days upon retirement.

7. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

8. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior written or oral understandings or agreements regarding the subject matter hereof.

9. **No Effect on Pension Benefits.** Nothing in this Agreement shall affect Chief Lape's entitlement to benefits under the Township's pension plan or other ordinances and shall in no way eliminate, reduce, or enhance any pension benefits which Chief Lape is entitled to receive.

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Accepted and Agreed by the Parties as follows:

By West Deer Township:

_____ _____

Arlind Karpuzi,Chairperson Date
Board of Supervisors

By Chief Jonathan Lape:

_____ _____

Date

Attest:

_____ _____

Daniel Mator, Township Manager Date

APPROVAL: POLICE CHIEF EMPLOYMENT AGREEMENT

WITH CHIEF LAPE RETIRING, THE BOARD HAS IDENTIFIED A SUCCESSOR IN SERGEANT ROBERT LOPER.

ATTACHED IS A DRAFT POLICE CHIEF EMPLOYMENT AGREEMENT WITH SERGEANT LOPER, WHICH MEMORIALIZES THE TERMS OF SERGEANT LOPER'S EMPLOYMENT AS INCOMING CHIEF. THIS AGREEMENT IS EFFECTIVE JULY 1, 2021.

WHAT ACTION DOES THE BOARD WITH TO TAKE.

I MOVE TO APPROVE THE POLICE CHIEF EMPLOYMENT AGREEMENT WITH SERGEANT ROBERT LOPER AS PRESENTED, EFFECTIVE JULY 1, 2021, AND TO AUTHORIZE ITS EXECUTION BY THE CHAIRMAN OF THE BOARD OF SUPERVISORS AND THE TOWNSHIP MANAGER.

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

EMPLOYMENT AGREEMENT
Chief of Police, West Deer Township

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") made and entered into this 16th day of June 2021, by and between THE TOWNSHIP OF WEST DEER, Allegheny County, Pennsylvania, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as "Township,"

AND

Robert Loper, hereinafter referred to as "Employee."

WITNESSETH

WHEREAS, the Township desires to retain the services of Employee as Chief of Police in accordance with the Home Rule Charter of West Deer Township, Township Ordinances, and the Second Class Township Code; and

WHEREAS, Employee is willing to serve as the Chief of Police; and

WHEREAS, Employee and the Township mutually desire to enter into an agreement providing certain terms and conditions of Employee's employment by the Township:

NOW THEREFORE, in consideration of the mutual covenants herein contained and the exchange of consideration referenced below – the receipt and sufficiency of which is hereby acknowledged – the parties agree to and intend to be bound by the following:

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SECTION I – DUTIES

The Township agrees to employ Employee as Township Chief of Police to perform the functions and duties of the Chief of Police as more fully specified in the Township's Home Rule Charter, Township Code, the Township Personnel Policy and Procedure Manual, and the laws of the Commonwealth of Pennsylvania, and to perform such legally permissible and proper duties and functions as the Township Manager may from time-to-time assign.

SECTION II – TERM

A. The term of this Agreement shall be from 16 June 2021 4 January 2022.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Township Board of Supervisors to terminate the services of the Employee at any time, subject to the Board of Supervisors' obligation to comply with requirements of Section 1912 of the Second Class Township Code, 53 P.S. § 66912, regarding removal.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Township, provided, however, Employee shall give the Township thirty (30) days advance notice thereof to the Township.

D. In the event of a termination, resignation, or retirement, the Employee shall be compensated for all accrued vacation, personal, and sick days in accordance with the Township Personnel Policy and Procedure Manual.

SECTION III – SALARY AND REIMBURSABLES

A. Base Salary

1. For services rendered by Employee during his employment under this Agreement, the Township shall pay Employee an annual Base Salary before deductions or taxes of $95,000.00 for the 2021 calendar year.
2. The Base Salary shall be paid at such intervals as salaries and wages are paid generally to employees of the Township.
3. Any and all increases to the Base Salary shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but

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in no event shall the Employee be paid less than the salary set forth in Section 3.A.1. of the Agreement except by mutual written agreement between Employee and the Township.

4. Except as otherwise provided in this Agreement, the Employee shall be entitled, at a minimum, to the highest level of salary increase enjoyed by and/or available to other police officers of the Township as provided by its policies, Charter, ordinances, and/or personnel rules and regulations.

B. Wireless Smartphone Reimbursement

1. Employee shall obtain and provide a "smart" cellular phone at his own expense which shall be used in the performance of his duties set forth herein.
2. In lieu of providing Employee a smartphone, the Township agrees to reimburse the Employee for business use of his personal smartphone a lump sum amount of seventy-five dollars ($75.00) per month.
3. Employee's cellular phone number shall be provided to the Township and the cell phone shall at all times be available and accessible for Township business.
4. Any and all increases to the Wireless Smartphone Reimbursement shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget.

DRAFT

SECTION IV – BENEFITS

A. General: Employee shall be entitled to participate in the benefit plans as are generally provided by the Township to its police employees subject to any applicable eligibility and/or employee contribution requirements. Employee shall be entitled to the benefits set forth below.

B. Health Insurance

1. Health Insurance benefits shall be provided to the Employee and his family by the Township.
2. Employee's contribution rate shall be eight percent (8%) of the Health Insurance premium, and shall be payable at such intervals as contributions are generally paid by employees of the Township.
3. Employee shall be entitled to receive a payment from the Township of three-hundred dollars ($300.00) per month should Employee "opt-out" of the health insurance benefit plan provided by the Township.
4. Any and all increases to the Employee's health insurance contribution rate shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but shall not exceed the contribution rate of the majority of other employees, department heads, or general employees of the Township as provided by its policies, Charter, ordinances, and/or personnel rules and regulations.

C. Dental and Vision Insurance: Dental and Vision Insurance shall be provided to the Employee and his family by the Township, and the Township shall pay 100% of the premiums.

D. Life Insurance: The Township shall purchase for the benefit of the Employee a fifty-thousand dollar ($50,000) life insurance policy while the Employee is employed by the Township.

DRAFT

E. Pension Benefit

1. The Employee shall be enrolled in the Police Pension Plan established by the Township.
2. The Employee's contribution rate shall be five-percent (5%) as defined therein.

F. Vacation Days

1. The Employee shall be entitled to thirty (30) vacation days during the 2021 calendar year.
2. No more than ten (10) consecutive vacation days may be taken at one time.
3. All vacation days shall be non-cumulative.

G. Personal Days

1. Employee shall be eligible to take three (3) personal days per calendar year.
2. All personal days shall be non-cumulative.

H. Holidays: The Employee shall be awarded paid holidays consistent with those provided in the Township's Personnel Policy and Procedures Manual.

I. Sick Days

1. Employee shall be entitled to take fourteen (14) sick days per calendar year.
2. Employee may accumulate a maximum of one hundred (100) unused sick days over the course of her employment with the Township for use as paid disability leave.
3. All sick days accumulated over one hundred (100) days shall be bought out at a rate of 50%. Upon retirement, the full bank shall be bought at 60% of the current pay rate.
4. The Township reserves the right to require medical documentation or verification of any illness or other reason for Employee's use of any sick days permitted by this Section IV(I).

J. Bereavement Leave: The Employee shall be awarded bereavement leave consistent with that provided in the Township's Personnel Policy and Procedures Manual.

K. Uniform Allowance: Employee shall be entitled to an annual $775 uniform allowance.

DRAFT

SECTION V - OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. To the extent the Township is covered by insurance the Township shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Township Chief of Police, or resulting from the exercise of judgment or discretion in connection with the performance of his duties or responsibilities, unless the act or omission involved unlawful, willful, or wanton conduct and/or gross negligence. This indemnification provision shall cover any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with all matters covered by this provision. Employee shall cooperate in the defense of any action brought against him and/or the Township in connection with the performance of his duties as Chief of Police. Any settlement of any claim must be made with prior approval of the Township in order for indemnification, as provided in this Section, to be available.

B. Employee shall not engage in any other business or occupation which interferes in any way with the Employee's Township position without the express written consent of the Board of Supervisors.

C. The Employee is an exempt employee under the Federal Fair Labor Standards Act. Accordingly, while the Township maintains a policy of accountability for paid time off and an expectation of availability during normal work hours, the Employee does not have a fixed schedule and may be required to devote time outside the normal office hours to the business of the Township including, but not limited to, attendance at meetings of the Board of Supervisors or other Township boards, committees or organizations.

DRAFT

SECTION VI - GENERAL PROVISIONS

A. This Agreement shall become effective only upon the approval of the Board of Supervisors and execution by the parties hereto, and it shall encompass the entire agreement between the parties hereto.

B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable and deemed severable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

C. The waiver by the Township of any breach of any provision of this Agreement by the Employee shall not operate or be construed as a waiver of any subsequent breach by Employee.

D. The headings to articles have been used only for convenience and constitute no part of this Agreement and shall not be used to construe or interpret this Agreement in any manner.

E. The Employee may not assign his rights and obligations under this Agreement.

F. This Agreement may be executed in one or more counterparts each of which shall be deemed as an original, but all of which together shall constitute one and the same instrument.

G. This Agreement embodies the entire understanding of the parties. No amendment or modification of this Agreement shall be valid or binding upon the Township unless made in writing and signed by a duly authorized officer of the Township or upon the Employee unless made in writing and signed by him.

H. This Agreement shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

DRAFT

This Agreement is approved by the Township of West Deer Board of Supervisors at a duly assembled meeting of the Board on the 16th day of June, 2021.

Accepted By

Robert Loper

WITNESS

Township of West Deer

Arlind Karpuzi, Chairperson
Board of Supervisors

ATTEST

Daniel Mator, Township Manager

DRAFT

APPROVAL: PROMOTION OF FULL-TIME POLICE OFFICER TO SERGEANT

WITH SERGEANT LOPER'S PROMOTION TO CHIEF, A VACANCY OPENS WITHIN THE SERGEANT RANKS. THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LAPE RECOMMENDING THE PROMOTION OF OFFICER ROBERT PETOSKY FROM PATROL OFFICER TO SERGEANT.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE PROMOTION OF OFFICER ROBERT PETOSKY TO SERGEANT EFFECTIVE JULY 1, 2021.

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

APPROVAL: PROMOTION OF PART-TIME POLICE OFFICER TO FULL-TIME POLICE OFFICER

THE PROCESS FOR PROMOTING ONE CURRENT POLICE OFFICER FROM PART-TIME TO FULL-TIME STATUS HAS BEEN COMPLETED.

THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LAPE RECOMMENDING THE PROMOTION OF OFFICER TREVOR ELZA TO THE POSITION OF FULL-TIME POLICE OFFICER.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO APPROVE THE PROMOTION OF CURRENT PART-TIME POLICE OFFICER TREVOR ELZA TO THE POSITION OF FULL-TIME POLICE OFFICER EFFECTIVE JULY 1, 2021.

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

APPROVAL: TOWNSHIP MANAGER EMPLOYMENT AGREEMENT

ATTACHED IS A DRAFT TOWNSHIP MANAGER EMPLOYMENT AGREEMENT WITH CURRENT TOWNSHIP MANAGER DANIEL MATOR, WHICH MEMORIALIZES THE TERMS OF MR. MATOR'S EMPLOYMENT WITH THE TOWNSHIP IN COMPLIANCE WITH STATE LAWS WHICH HAVE CHANGED SINCE THE HIRING OF MR. MATOR. THIS AGREEMENT IS EFFECTIVE IMMEDIATELY.

WHAT ACTION DOES THE BOARD WITH TO TAKE.

I MOVE TO APPROVE THE TOWNSHIP MANAGER EMPLOYMENT AGREEMENT WITH DANIEL MATOR AS PRESENTED, EFFECTIVE IMMEDIATELY, AND TO AUTHORIZE ITS EXECUTION BY THE CHAIRMAN OF THE BOARD OF SUPERVISORS

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

EMPLOYMENT AGREEMENT
Township Manager, West Deer Township

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") made and entered into this 16th day of June 2021, by and between THE TOWNSHIP OF WEST DEER, Allegheny County, Pennsylvania, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as "Township,"

AND

Daniel J. Mator, hereinafter referred to as "Employee."

WITNESSETH

WHEREAS, the Township desires to retain the services of Employee as Township Manager, Township Secretary, and Township Treasurer in accordance with the Home Rule Charter of West Deer Township, Township Ordinances, and the Second Class Township Code; and

WHEREAS, Employee is willing to serve in the employ of the Township as Township Manager, Township Secretary, and Township Treasurer; and

WHEREAS, Employee and the Township mutually desire to enter into an agreement providing certain terms and conditions of Employee's employment by the Township which:

(1) secures and maintains the services of the Employee and provides inducement to remain in such employment; and

(2) reduces to writing the terms of its agreement with the Employee and delineates the exchange of consideration; and

(3) makes possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; and

(4) provides a just means for terminating Employee's services at such time as he may be unable fully to discharge his duties or when the Township may desire to

DRAFT

NOW THEREFORE, in consideration of the mutual covenants herein contained and the exchange of consideration referenced below – the receipt and sufficiency of which is hereby acknowledged – the parties agree to and intend to be bound by the following:

SECTION I – DUTIES

The Township agrees to employ Employee as Township Manager to perform the functions and duties of the Township Manager, Township Secretary, and Township Treasurer as more fully specified in the Township's Home Rule Charter, Township Code, the Township Personnel Policy and Procedure Manual, and the laws of the Commonwealth of Pennsylvania, and to perform such legally permissible and proper duties and functions as the Township Board of Supervisors ("Board of Supervisors") may from time to time assign.

SECTION II – TERM

A. The term of this Agreement shall be from 16 June 2021 to 4 January 2022.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Township Board of Supervisors to terminate the services of the Employee at any time.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Township, provided, however, Employee shall give the Township thirty (30) days advance notice thereof to the Township.

D. In the event of a termination, resignation, or retirement, the Employee shall be fully compensated for all accrued vacation, personal, and sick days in accordance with the terms of this Agreement.

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SECTION III – SALARY AND REIMBURSABLES

A. Base Salary

1. For services rendered by Employee during his employment under this Agreement, the Township shall pay Employee an annual Base Salary before deductions or taxes of $101,604.75 for the 2021 calendar year.
2. The Base Salary shall be paid at such intervals as salaries and wages are paid generally to employees of the Township.
3. Any and all increases to the Base Salary shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but in no event shall the Employee be paid less than the salary set forth in Section 3.A.1. of the Agreement except by mutual written agreement between Employee and the Township.
4. Except as otherwise provided in this Agreement, the Employee shall be entitled, at a minimum, to the highest level of salary increase enjoyed by and/or available to other employees, department heads, or general employees of the Township as provided by its policies, Charter, ordinances, and/or personnel rules and regulations.

B. Vehicle Reimbursement

1. In lieu of providing a Township vehicle, the Township agrees to reimburse Employee a lump sum of three-hundred dollars ($300.00) per month for his use of his personal vehicle in the performance of his duties set forth herein including, but not limited to, the attendance of required meetings, seminars, and conferences.
2. Any reimbursement payable under this Section shall be paid at such intervals as reimbursements are generally paid to employees of the Township.
3. Employee shall be solely responsible for the cost of insuring his vehicle and for any expenses related to the vehicle's maintenance and/or repairs.
4. The Township shall reimburse the Employee at the IRS standard mileage rate for any business use of the vehicle beyond the greater West Deer Township area. For the purposes of this section, use of the car within the greater West Deer Township area is defined as travel to locations within a fifty (50) mile radius of the local government limits.

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5. Any and all increases to the Vehicle Reimbursement shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget.

C. Wireless Smartphone Reimbursement

1. Employee shall obtain and provide a "smart" cellular phone at his own expense which shall be used in the performance of his duties set forth herein.
2. In lieu of providing Employee a smartphone, the Township agrees to reimburse the Employee for business use of his personal smartphone a lump sum amount of seventy-five dollars ($75.00) per month.
3. Employee's cellular phone number shall be provided to the Township and the cell phone shall at all times be available and accessible for Township business.
4. Any and all increases to the Wireless Smartphone Reimbursement shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget.

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SECTION IV – BENEFITS

A. General: Employee shall be entitled to participate in the benefit plans as are generally provided by the Township to its non-union employees subject to any applicable eligibility and/or employee contribution requirements. Employee shall be entitled to the benefits set forth below.

B. Health Insurance

1. Health Insurance benefits shall be provided to the Employee and his family by the Township.
2. Employee's contribution rate shall be eight percent (8%) of the Health Insurance premium, and shall be payable at such intervals as contributions are generally paid by employees of the Township.
3. Employee shall be entitled to receive a payment from the Township of three-hundred dollars ($300.00) per month should Employee "opt-out" of the health insurance benefit plan provided by the Township.
4. Any and all increases to the Employee's health insurance contribution rate shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but shall not exceed the contribution rate of the majority of other employees, department heads, or general employees of the Township as provided by its policies, Charter, ordinances, and/or personnel rules and regulations.

C. Dental and Vision Insurance: Dental and Vision Insurance shall be provided to the Employee and his family by the Township, and the Township shall pay 100% of the premiums.

D. Life Insurance: The Township shall purchase for the benefit of the Employee a fifty-thousand dollar ($50,000) life insurance policy while the Employee is employed by the Township.

DRAFT

E. Pension Benefit

1. The Employee shall be enrolled in the Municipal Employees' Pension Plan established by the Township.
2. The Employee's contribution rate shall be five-percent (5%) as defined therein.

F. Deferred Contribution Plan

1. In addition to the Township's payment to the local pension plan referenced above, the Township agrees to execute and keep in force all necessary agreements provided by the ICMA Retirement Corporation (ICMA-RC) 457 deferred compensation plan for the Employee's participation in said supplementary retirement plan.
2. In addition to the base salary paid by the Township to the Employee, the Board of Supervisors may agree to contribute a percentage of the Employee's base salary into the ICMA-RC 457 deferred compensation plan on the Employee's behalf – in equal proportionate amounts each pay period – as part of the adopted General Fund Budget.
3. The Township and the Employee shall fully disclose to each other the financial impact of any amendment to the terms of Employee's retirement benefit.

G. Vacation Days

1. The Employee shall be entitled to twenty-one (21) vacation days during the 2021 calendar year.
2. Manager shall be entitled to one (1) additional vacation day each calendar year of employment until the total annual vacation day total reaches a maximum of twenty-five (25) days.
3. No more than ten (10) consecutive vacation days may be taken at one time.
4. All vacation days shall be non-cumulative.

H. Personal Days

1. Employee shall be eligible to take three (3) personal days per calendar year.
2. All personal days shall be non-cumulative.

DRAFT

I. Holidays: The Employee shall be awarded paid holidays consistent with those provided in the Township's Personnel Policy and Procedures Manual.

J. Sick Days

1. Employee shall be entitled to take ten (10) sick days per calendar year.
2. Employee may accumulate a maximum of ninety (90) unused sick days over the course of his employment with the Township for use as paid disability leave.
3. The Township reserves the right to require medical documentation or verification of any illness or other reason for Employee's use of any sick days permitted by this Section IV(J).

K. Bereavement Leave: The Employee shall be awarded bereavement leave consistent with that provided in the Township's Personnel Policy and Procedures Manual.

L. Termination and Severance Pay:

1. In the event Employee is terminated by the Board of Supervisors – and during or at such time as Employee is willing and able to perform the duties of the Township Manager – then in that event the Township agrees to pay Employee a lump-sum cash payment equal to six (6) months aggregate salary, or the balance of salary that would be owed if employment continued to the end of the agreement's term, whichever is less, plus all accrued vacation, personal, and sick leave benefits, in addition to continuing to pay for Employee's health insurance, life insurance, and disability coverage for six (6) months or the balance of the agreement's term, whichever is less; provided, however, that in the event Employee is terminated because of just cause including, but not limited to, his conviction of any illegal act involving moral turpitude, fraud or dishonesty, or a violation of the Controlled and Dangerous Substance Act, any wrongful use of Township funds or misappropriation of the same, because of any drug or alcoholic dependency rendering him unable to complete his duties under this agreement, or Employee's failure or refusal to perform the duties set forth in this Agreement, then the aforesaid severance pay and benefits shall not be payable by the Township to Employee.

DRAFT

2. In the event the Employee is terminated by the Board of Supervisors within three (3) months of any Supervisor being sworn into office, the termination and severance pay listed above in Section IV(L)(1) shall be increased to twelve (12) months of salary and benefits, or the balance of salary and benefits that would be owed if employment continued to the end of the agreement's term, whichever is less.
3. In the event that the Board of Supervisors at any time reduces the salary or other benefits of Employee, except as part of an across-the-board reduction for all Township Employees – or in the event that the Township refuses, following written notice, to comply with any other provisions benefiting Employee herein – Employee shall be deemed to be terminated at the date of such reduction or refusal to comply, and said termination shall be deemed to be within the meaning and context of the severance pay provision stated herein in Subsection (L)(1) of this Section.
4. As set forth in Section II(C), Employee may voluntarily terminate his employment by giving thirty (30) days advance notice thereof to the Board of Supervisors. In the event of such resignation, Employee's salary and benefits shall not continue beyond his final date of employment by the Township, nor shall Employee be entitled to any termination or severance pay payable under the terms of this Section IV(L).

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SECTION V – CONTINGENCY MATTERS

The appointment, employment, and any continued employment with the Township is contingent and/or conditional upon the availability of and compliance with any bonding requirements for the Township Manager, Township Treasurer, and Township Secretary.

SECTION VI - PROFESSIONAL DEVELOPMENT AND EXPENSES

A. The Township agrees to budget and pay for all approved Employee professional membership dues including the International City Managers Association (ICMA), the Association for Municipal Managers, the Allegheny League of Municipalities, and such other approved national, regional, state, or local government organizations and committees thereof, which Employee serves as a member.

B. The Township shall pay all approved, ordinary, and necessary expenses incurred by Employee in furtherance of his education, or in connection with his attendance at any conferences or meetings associated with his membership in any approved professional organization. The Board of Supervisors may request that the Employee provide justification and/or reason for any membership dues or expenses incurred under this Section VI. If the Board of Supervisors determines that said expenses or membership dues are not reasonable, they may refuse to allow all or part of them. No expenses or membership dues shall be reimbursed or paid to the Employee without appropriate documentation and receipts provided by Employee to the Township.

SECTION VII - OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. To the extent the Township is covered by insurance the Township shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Township Manager, Township Secretary, or Township Treasurer, or resulting from the exercise of judgment or discretion in connection with the performance of his duties or responsibilities, unless the act or omission involved unlawful, willful, or wanton conduct and/or gross negligence. This indemnification provision shall cover any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with all matters

DRAFT

covered by this provision. Any settlement of any claim must be made with prior approval of the Township in order for indemnification, as provided in this Section, to be available.

B. Employee shall not engage in any other business or occupation which interferes in any way with the Employee's Township position without the express written consent of the Board of Supervisors.

C. The Employee is an exempt employee under the Federal Fair Labor Standards Act. Accordingly, while the Township maintains a policy of accountability for paid time off and an expectation of availability during normal work hours, the Employee does not have a fixed schedule and may be required to devote time outside the normal office hours to the business of the Township including, but not limited to, attendance at meetings of the Board of Supervisors or other Township boards, committees, or organizations.

SECTION VIII - GENERAL PROVISIONS

A. This Agreement shall become effective only upon the approval of the Board of Supervisors and execution by the parties hereto, and it shall encompass the entire agreement between the parties hereto.

B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable and deemed severable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

C. The waiver by the Township of any breach of any provision of this Agreement by the Employee shall not operate or be construed as a waiver of any subsequent breach by Employee.

D. The headings to articles have been used only for convenience and constitute no part of this Agreement and shall not be used to construe or interpret this Agreement in any manner.

E. The Employee may not assign his rights and obligations under this Agreement.

F. This Agreement may be executed in one or more counterparts each of which shall be deemed as an original, but all of which together shall constitute one and the same instrument.

G. This Agreement embodies the entire understanding of the parties. No amendment or

DRAFT

modification of this Agreement shall be valid or binding upon the Township unless made in writing and signed by a duly authorized officer of the Township or upon the Employee unless made in writing and signed by him.

H. This Agreement shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

I. This Agreement shall inure to the benefit of the Employee, his heirs, executors or administrators.

This Agreement is approved by the Township of West Deer by the Board of Supervisors at a duly assembled meeting of the Board on the 16th day of June, 2021.

Accepted By	Township of West Deer
_____	_____
Daniel J. Mator	Arlind Karpuzi, Chairperson Board of Supervisors
WITNESS	WITNESS
_____	_____

DRAFT

APPROVAL: FINANCE OFFICER EMPLOYMENT AGREEMENT

ATTACHED IS A DRAFT FINANCE OFFICER EMPLOYMENT AGREEMENT WITH CURRENT TOWNSHIP FINANCE OFFICER BARBARA NARDIS, WHICH MEMORIALIZES THE TERMS OF MRS. NARDIS' EMPLOYMENT WITH THE TOWNSHIP IN COMPLIANCE WITH TOWNSHIP LAWS WHICH HAVE CHANGED SINCE THE HIRING OF MRS. NARDIS. THIS AGREEMENT IS EFFECTIVE IMMEDIATELY.

WHAT ACTION DOES THE BOARD WITH TO TAKE.

I MOVE TO APPROVE THE FINANCE OFFICER EMPLOYMENT AGREEMENT WITH BARBARA NARDIS AS PRESENTED, EFFECTIVE IMMEDIATELY, AND TO AUTHORIZE ITS EXECUTION BY THE CHAIRMAN OF THE BOARD OF SUPERVISORS AND TOWNSHIP MANAGER

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

EMPLOYMENT AGREEMENT
Township Finance Officer, West Deer Township

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") made and entered into this 16th day of June 2021, by and between THE TOWNSHIP OF WEST DEER, Allegheny County, Pennsylvania, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as "Township,"

AND

Barbara Nardis, hereinafter referred to as "Employee."

WITNESSETH

WHEREAS, the Township desires to retain the services of Employee as the Township's Finance Officer in accordance with the Home Rule Charter of West Deer Township, Township Ordinances, and the Second Class Township Code; and

WHEREAS, Employee is willing to serve in the employ of the Township as Finance Officer; and

WHEREAS, Employee and the Township mutually desire to set forth the terms and conditions of Employee's employment with the Township:

NOW THEREFORE, in consideration of the mutual covenants herein contained and the exchange of consideration referenced below – the receipt and sufficiency of which is hereby acknowledged – the parties agree to and intend to be bound by the following:

DRAFT

SECTION I – DUTIES

The Township agrees to employ Employee as Township Finance Officer as more fully specified in the Township's Home Rule Charter, Township Code, the Township Personnel Policy and Procedure Manual, and the laws of the Commonwealth of Pennsylvania, and to perform such legally permissible and

proper duties and functions as the Township Board of Supervisors ("Board of Supervisors") or the Township Manager may from time-to-time assign.

SECTION II – TERM

A. The term of this Agreement shall be from 16 June 2021 to 4 January 2022.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Township Board of Supervisors to terminate the services of the Employee at any time.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from her position with the Township, provided, however, Employee shall give the Township thirty (30) days advance notice thereof to the Township.

D. In the event of a termination, resignation, or retirement, the Employee shall be compensated for all accrued vacation, personal, and sick days in accordance with the Township Personnel Policy and Procedure Manual.

SECTION III – SALARY AND REIMBURSABLES

A. Base Salary

1. For services rendered by Employee during her employment under this Agreement, the Township shall pay Employee an annual Base Salary before deductions or taxes of $56,955.91 for the 2021 calendar year.
2. The Base Salary shall be paid at such intervals as salaries and wages are paid generally to employees of the Township.
3. Any and all increases to the Base Salary shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but in no event shall the Employee be paid less than the salary set forth in Section 3.A.1. of the Agreement except by mutual written agreement between Employee and the Township.

DRAFT

SECTION IV – BENEFITS

A. General: Employee shall be entitled to participate in the benefit plans as are generally provided by the Township to its non-union employees subject to any applicable eligibility and/or employee contribution requirements. Employee shall be entitled to the benefits set forth below.

B. Health Insurance

1. Health Insurance benefits shall be provided to the Employee and her family by the Township.
2. Employee's contribution rate shall be eight percent (8%) of the Health Insurance premium, and shall be payable at such intervals as contributions are generally paid by employees of the Township.
3. Employee shall be entitled to receive a payment from the Township of three-hundred dollars ($300.00) per month should Employee "opt-out" of the health insurance benefit plan provided by the Township.
4. Any and all increases to the Employee's health insurance contribution rate shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but shall not exceed the contribution rate of the majority of other employees, department heads, or general employees of the Township as provided by its policies, Charter, ordinances, and/or personnel rules and regulations.

C. Dental and Vision Insurance: Dental and Vision Insurance shall be provided to the Employee and her family by the Township, and the Township shall pay 100% of the premiums.

D. Life Insurance: The Township shall purchase for the benefit of the Employee a fifty-thousand dollar ($50,000) life insurance policy while the Employee is employed by the Township.

DRAFT

E. Deferred Compensation Plan: The Township shall continue to match up to 5% of Employee's pay for the purpose of funding her AIG deferred compensation plan in lieu of Employee's participation in the Township's Non-Uniformed Pension Plan.

F. Vacation Days

1. The Employee shall be entitled to twenty-one (25) vacation days during the 2021 calendar year.
2. No more than ten (10) consecutive vacation days may be taken at one time.
3. All vacation days shall be non-cumulative.

G. Personal Days

1. Employee shall be eligible to take three (3) personal days per calendar year.
2. All personal days shall be non-cumulative.

H. Holidays: The Employee shall be awarded paid holidays consistent with those provided in the Township's Personnel Policy and Procedures Manual.

I. Sick Days

1. Employee shall be entitled to take fourteen (14) sick days per calendar year.
2. Employee may accumulate a maximum of one hundred (100) unused sick days over the course of her employment with the Township for use as paid disability leave.
3. All sick days accumulated over one hundred (100) days shall be bought out at a rate of 50%. Upon retirement, the full bank shall be bought at 75% of the current pay rate.
4. The Township reserves the right to require medical documentation or verification of any illness or other reason for Employee's use of any sick days permitted by this Section IV(J).

J. Bereavement Leave: The Employee shall be awarded bereavement leave consistent with that provided in the Township's Personnel Policy and Procedures Manual.

DRAFT

SECTION V - OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. To the extent the Township is covered by insurance the Township shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties, or resulting from the exercise of judgment or discretion in connection with the performance of her duties or responsibilities, unless the act or omission involved unlawful, willful, or wanton conduct and/or gross negligence. This indemnification provision shall cover any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with all matters covered by this provision. Employee shall cooperate with the Township's insurance carrier and appointed attorney in the defense of any claim; the failure to do so may result in the forfeiture by the Employee of the Township's indemnification or defense obligations. Any settlement of any claim must be made with prior approval of the Township in order for indemnification, as provided in this Section, to be available.

B. Employee shall not engage in any other business or occupation which interferes in any way with the Employee's Township position without the express written consent of the Board of Supervisors.

C. The Employee is an exempt employee under the Federal Fair Labor Standards Act. Accordingly, while the Township maintains a policy of accountability for paid time off and an expectation of availability during normal work hours, the Employee does not have a fixed schedule and may be required to devote time outside the normal office hours to the business of the Township including, but not limited to, attendance at meetings of the Board of Supervisors or other Township boards, committees or organizations.

DRAFT

SECTION VI - GENERAL PROVISIONS

A. This Agreement shall become effective only upon the approval of the Board of Supervisors and execution by the parties hereto, and it shall encompass the entire agreement between the parties hereto.

B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable and deemed severable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

C. The waiver by the Township of any breach of any provision of this Agreement by the Employee shall not operate or be construed as a waiver of any subsequent breach by Employee.

D. The headings to articles have been used only for convenience and constitute no part of this Agreement and shall not be used to construe or interpret this Agreement in any manner.

E. The Employee may not assign her rights and obligations under this Agreement.

F. This Agreement may be executed in one or more counterparts each of which shall be deemed as an original, but all of which together shall constitute one and the same instrument.

G. This Agreement shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

DRAFT

This Agreement is approved by the Township of West Deer Board of Supervisors at a duly assembled meeting of the Board on the 16th day of June, 2021.

Accepted By

Barbara Nardis

WITNESS

Township of West Deer

Arlind Karpuzi, Chairperson
Board of Supervisors

ATTEST

Daniel Mator, Township Manager

APPROVAL: GIBSONIA ROAD ASSOCIATES LLC LOT CONSOLIDATION PLAN

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE GIBSONIA ROAD ASSOCIATES LLC LOT CONSOLIDATION PLAN IN CONJUNCTION WITH THE 910 FLEX BUILDING LAND DEVELOPMENT PLAN AT THEIR MAY 27, 2021 MEETING.

PROPERTY LOCATION: GIBSONIA ROAD AND COMMERCE DRIVE
ZONING DISTRICT: SU (SPECIAL USE)

2-LOT CONSOLIDATION INTO 1 PARCEL:
LOTS TO MEASURE 2.82 ACRES AND 1.76 ACRES
TOTAL PARCEL TO MEASURE 4.58 ACRES

THIS LOT CONSOLIDATION PLAN WILL COMBINE 2 PARCELS INTO A LARGER PARCEL IN ORDER TO DEVELOP THE LAND IN ACCORDANCE WITH TOWNSHIP AND ALLEGHENY COUNTY STANDARDS.

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE GIBSONIA ROAD ASSOCIATES LLC LOT CONSOLIDATION PLAN IN CONJUNCTION WITH THE 910 FLEX BUILDING LAND DEVELOPMENT

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE PRELIMINARY AND FINAL SUBDIVISION OF GIBSONIA ROAD ASSOCIATES LLC LOT CONSOLIDATION PLAN AS PER THE RECOMMENDATION BY THE PLANNING COMMISSION.

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

SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

May 21, 2021

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

Via Email

Re: Gibsonia Road Associates, LLC Plan
Lot Consolidation Plan (plan dated May 11, 2011)

Dear Mr. Payne,

I have reviewed the above-referenced lot consolidation plan located in the SU Zoning District and have found that the comments contained in my April 21, 2021 review letter have been satisfactorily addressed. I have no additional comments concerning the plan.

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

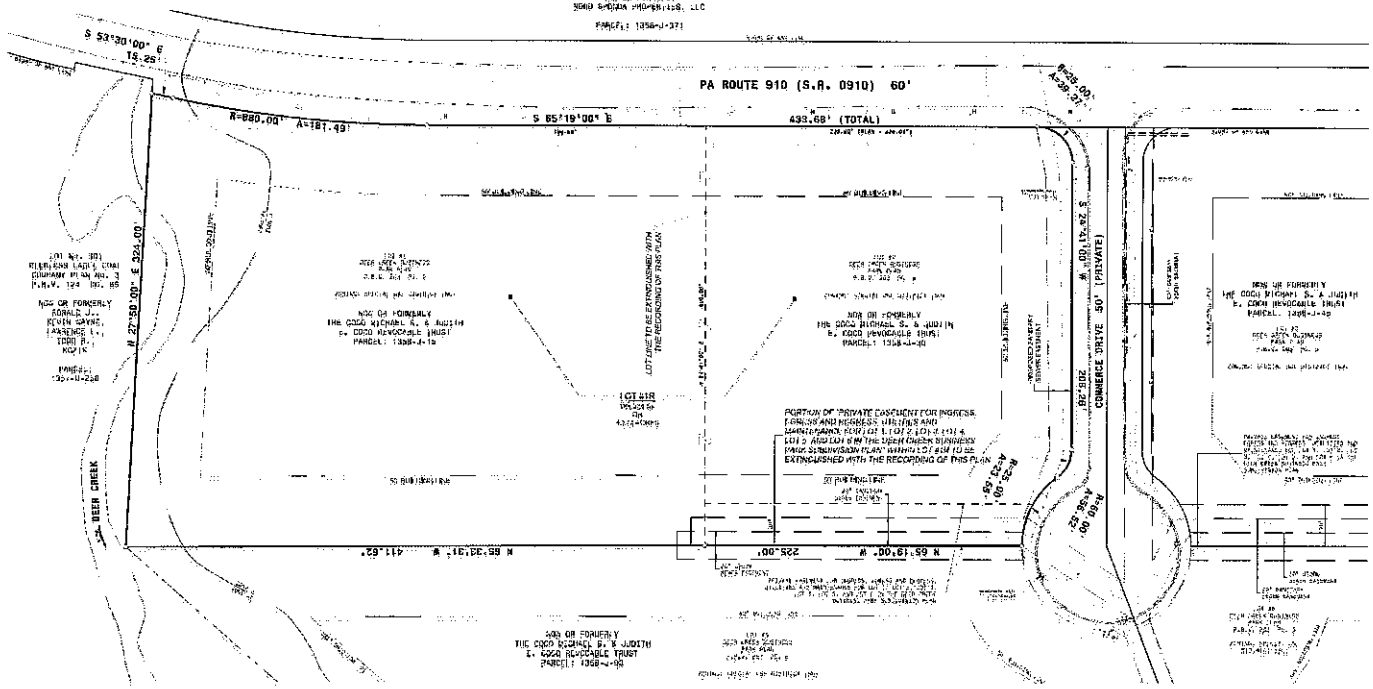
Sincerely,

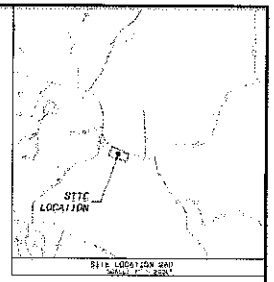
SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email
Dorothy Moyta, via email
Jonathan Garczewski, P.E., Gateway Engineers - jgarczewski@gatewayengineers.com

NOTE: ALL SIGNATURES MUST BE MADE WITH A NAVY BLUE INK FELT TIP PEN.





TOTAL AREA OF RECORDING = 199,234 SF OR 4.573 ACRES

GATEWAY®

The Gateway Engineers, Inc.
Full-Service Civil Engineering & Surveying
100 McMorris Road, Pittsburgh, PA 15205

GIBSONIA ROAD ASSOCIATES, LLC
LOT CONSOLIDATION PLAN

WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PA

GIBSONIA ROAD
ASSOCIATES, LLC

WEST DEER TOWNSHIP
109 East Union Rd. • Cheswick, PA 15024
724-265-2780 (Code Enforcement Office)

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

APPLICATION NO. _____

Application For:
____ Preliminary Subdivision
____ Final Subdivision
_X_ Land Development
____ PRD
____ Lot Line Revision

Location of Property: Gibsonia Road
Parcel Lot and Block No.: 1358-J-15 and 1358-J-30
Name of Subdivision/Land Development: Deer Creek Business Park Plan

Name of Applicant: Gibsonia Road Associates, LLC
E-Mail Address: rferree@landmarkprop.com
Address: 4848 Route 8, Unit 2
Allison Park, PA 15101
Telephone No.: 724-443-9000

Name of Property Owner(s): Michael S. Coco & Judith E. Coco Revocable Trust
E-Mail Address:
Address: 511 Cedar Run Road
Allison Park, PA 15101
Telephone No.:

Surveyor/Engineer: The Gateway Engineers, Inc.
Address: 122 West Brady Street
Butler, PA 16001
Telephone No.: 724-287-1055 x306 E-Mail: jgarczewski@gatewayengineers.com
Purpose of Development: To construct a 49,500 square foot flex use building with associated parking and truck loading area

Proposed Use: SingleFamily ☐ Two Family ☐ Multi Family ☐
Townhouse ☐ Commercial ☒ Industrial ☐
Other _____

Total Acreage of Tract: 4.58 acres
No. of Acres to be Developed: 4.58 acres Number of Lots: 1
Percentage of Lot Coverage: _____ Min. Lot Size: _____
Estimated Start of Construction: _____

Zoning District: SU - Special Use

Use Permitted by: [X] right [ ] special exception [ ] conditional use

Flex Use Space

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

Water Supply: [X] Public [ ] Other (specify _____)

Sewage Disposal: [X] Public [ ] Other (specify _____)

Off-street Parking: [ ] Garage [ ] Driveways [ ] Other [X] None

Streets: Lineal feet of new streets n/a

Proposed for Dedication: [ ] Yes [ ] No

Existing Use: vacant lot

Number of Existing Lots: 2 Existing Acreage: 4.573

Location of Existing Buildings: _____

Current Parking Spaces: _____

Existing Parking Surface Area: _____

Access Driveway Location: _____ Width: _____

Proposed Use: 49,500 square foot Flex Use Space

Description of Building(s): _____

Additional Parking Spaces: n/a

Access Driveway Location: Commerce Drive Width: 24 feet

Current Employees: n/a New Employees: tbd

Percentage of Lot Coverage: 24.84

Phase:

Total Number of Phases: _____

Phase Number of this Application: _____

Total Acres: _____

Acres this Phase: _____

Total Lots: _____

Lots this Phase: _____

Total Lineal Feet of Storm Sewer: _____

Total Storm Sewer this Phase: _____

Environmental Standards:

Will the proposed use generate any of the following conditions?

Smoke	☐	Electrical Interference	☐
Air Pollutants	☐	Vibrations	☐
Odors	☐	Noise	☐
Water Pollutants	☐	Radioactive Emissions	☐

Material stored on site: _____

Applications:

Percolation Test	_____ (date)
DER Planning Module Waiver	_____
Water Authority	_____
Sewer Authority	_____
Allegheny Co. Conservation District	_____
Allegheny Co. Dept. of Economic Development	_____

Right-of-Way:

Agreements of adjacent properties: ☐ Yes ☐ No ☒ N/A

Describe: _____

Easements:

Agreements with adjacent properties: ☒ Yes ☐ No ☐ N/A

Describe: as shown on the plans for utility connections

SUBDIVISION AND LAND DEVELOPMENT WORKSHEET

This worksheet will be used to evaluate all applications for subdivisions and/or land development review. The following information is required by ordinance. Please check box if information is provided with this application.

SUBDIVISION

General:

	Location Map		North Arrow
	Zoning District		Tract Boundary Lines
	Total Acreage to be subdivided		Acreage of individual parcels

Proposed Subdivision:

	Map at 100 scale or less		Contour intervals
	Natural and artificial features		Owners of adjacent properties
	Driveway locations and widths		Easements (utility and drainage)
	Location and size of utilities		Floodways
	Sub-surface conditions		Draft of protective covenants

Engineering:

	Profiles and cross sections of street improvements		Stormwater management plan
	Grading plan		Layout and number of lots
	Building setback lines		Location and size of utilities (gas, telephone, electric, cable TV)
	Distance and bearings		Location of monuments
	Complete curve data		Identify dedicated lands

LAND DEVELOPMENT

General:

x	Total acreage to be developed	x	Property lines
x	Number of lots	x	Scale shown
x	North arrow shown	x	Vicinity map
x	Abutting property owners identified	x	Zoning district
x	Existing streets	x	Rights of way
x	Easements (utility and drainage)	x	Streams, watersheds and watercourses
	Location of existing structures	x	Building setback lines
	Unusual physical conditions		

Proposed Development:

x	Structures	x	Walkways
x	Driveways and entrances	x	Parking facilities
x	Loading and unloading spaces	x	Landscaping
x	Exterior lighting		Fences or walls
	Bench mark(s)	x	Contours and elevations
x	Gradient of access drives	x	Gradient of parking facilities
x	Location and size of utilities	x	Stormwater management plan
x	Grading plan		

APPLICATION MATERIAL CHECKLIST *DATE* 2021-03-01

NO APPLICATION WILL BE CONSIDERED COMPLETE UNLESS THE FOLLOWING MATERIALS AND APPLICABLE ITEMS HAVE BEEN PROVIDED:

NOTE: ALL plans must be folded to 8 ½" x 11" or the application will be returned as incomplete. Additional materials may be required depending upon the nature and location of the proposed development and/or subdivision.

- X Eight (8) folded copies of all plans and six (6) reduced to 11" x 17" at initial submission
- X One (1) copy of application
- ___ Three (3) copies for lot line revisions
  - ___ SUBDIVISION PLAT
  - ___ SITE PLAN
  - ___ CONSTRUCTION PLANS
    - ___ Grading
    - ___ Utilities
    - ___ Landscaping
- X FILING FEE and any applicable ESCROW
  (The applicant is responsible for all professional costs incurred relating to review and inspection.)
- X LOCATION MAP of development
- X Two (2) copies of SUPPORTING DATA and/or EXHIBITS
  - X Stormwater Management Plan
  - X Soil Report
  - X Erosion and Sedimentation Control Plan
  - ___ Environmental Impact Statement
  - X Architectural Drawings
  - ___ Structural Drawings
  - X Natural Features Plan (tree lines, wetlands, streams, floodplains, etc.)
- ___ One (1) copy of the SEWAGE FACILITIES APPLICATION (Planning Module) which is submitted to the DEP or ACHD Application is in progress to be submitted
- ___ One (1) copy of the PROPOSED DEVELOPER'S AGREEMENT
  (when an Agreement is required)

I certify that the information contained herein is true and correct.

Applicant – Signature

Print Name

APPLICATION MATERIAL CHECKLIST *DATE* 2021-03-01

NO APPLICATION WILL BE CONSIDERED COMPLETE UNLESS THE FOLLOWING MATERIALS AND APPLICABLE ITEMS HAVE BEEN PROVIDED:

NOTE: ALL plans must be folded to 8 ½" x 11" or the application will be returned as incomplete. Additional materials may be required depending upon the nature and location of the proposed development and/or subdivision.

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  - ___ Environmental Impact Statement
  - X Architectural Drawings
  - ___ Structural Drawings
  - X Natural Features Plan (tree lines, wetlands, streams, floodplains, etc.)
- ___ One (1) copy of the SEWAGE FACILITIES APPLICATION (Planning Module) which is submitted to the DEP or ACHD
- ___ One (1) copy of the PROPOSED DEVELOPER'S AGREEMENT (when an Agreement is required)

I certify that the information contained herein is true and correct.

Gibsonia Road Associates LLC

Applicant – Signature

Robert A. Ferree, Sole member

Print Name

APPROVAL: 910 FLEX USE BUILDING

THE APPLICANT IS REQUESTING A CONDITIONAL USE IN A SPECIAL USE DEVELOPMENT (SU) ZONING DISTRICT.

APPLICANT:	GIBSONIA ROAD ASSOCIATES, LLC
LOCATION:	4550 GIBSONIA ROAD (STATE ROUTE 910), 4.58 ACRES (49,500 SF FOR CONSTRUCTION)
ZONING DISTRICT:	SU – SPECIAL USE
REQUEST:	TO CONSTRUCT A NEW BUILDING FOR THE PURPOSE OF A FLEX USE SPACE.

THE PLANNING COMMISSION VOTED TO RECOMMEND APPROVAL OF 910 FLEX USE BUILDING DEVELOPMENT PLAN CONTINGENT UPON:

1. Address and meet all requirements/ comments on Mr. Shoup's letter dated May 21, 2021.

THE TOWNSHIP ENGINEER'S REVIEW LETTERS DATED MAY 21, 2021 AND JUNE 10, 2021 ARE ATTACHED.

MR. SHOUP...

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE 910 FLEX USE BUILDING DEVELOPMENT PLAN CONDITIONED UPON THE SUCCESSFUL COMPLETION OF THE RECOMMENDATIONS MADE BY THE PLANNING COMMISSION AND TOWNSHIP ENGINEER.

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

West Deer Township Planning Commission
Meeting Report for May 27, 2021

Project Name: **910 FLEX USE BUILDING**

Property Location: West Deer Township – Allegheny County
Zoned: Zoned SU (Special Use)

Seeking approval for 910 Flex Use Building

First motion by Mr. Stark and second motion by Mr. Bechtold to **RECOMMEND APPROVAL,** voting was unanimous, of the 910 Flex Use Building with the following conditions:

1. Address and meet all requirements/ comments on Mr. Shoup's letter dated May 21, 2021.

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329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

June 10, 2021

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

Via Email

Re: 910 Flex Use Building
Land Development Plan (plans revised May 11, 2021)

Dear Mr. Payne,

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

1. An NPDES General Permit will need to be obtained from the Allegheny County Conservation District.

2. Pennsylvania DEP Sewage Facilities Planning Module documents will need to be submitted to the Township for review and approval.

3. The development will be subject to a Transportation Impact Fee of $25,500.00 to be paid to the Township prior to issuance of a building permit.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email
Dorothy Moyta, via email
Gavin Robb, via email
Jonathan Garczewski, P.E., Gateway Engineers - jgarczewski@gatewayengineers.com

SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

May 21, 2021

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

Via Email

Re: 910 Flex Use Building
Land Development Plan (plans revised May 11, 2021)

Dear Mr. Payne,

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

1. Since the use of retail space is no longer included in the uses for the site, the note which was added to the plan cover sheet regarding retail should be removed. Also, the project narrative reference to retail use should be removed.

2. An NPDES General Permit will need to be obtained from the Allegheny County Conservation District.

3. Pennsylvania DEP Sewage Facilities Planning Module documents will need to be submitted to the Township for review and approval.

4. The development will be subject to a Transportation Impact Fee of $25,500.00 to be paid to the Township prior to issuance of a building permit.

5. The Planning Commission should review the proposed building elevations with the applicant for conformity with Code Sections 210-54-H and 210-65.

A written response should be provided by the applicant with any resubmittals.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email
Dorothy Moyta, via email
Gavin Robb, via email
Jonathan Garczewski, P.E., Gateway Engineers - jgarczewski@gatewayengineers.com

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910 Flex Use Building
Project Narrative

The '910 Flex Use Building' property is located on the south side of Gibsonia Road on Parcels 1358-J-15 and 1358-J-30 within the Deer Creek Business Park in West Deer Township, Allegheny County in the Special Use Zoning District (SU) on 4.58 acres of land. The proposed use is a 49,500 square foot flex building that will be built as a shell building and then the interior will be built out as tenants are obtained. For the purposes of this application 100 percent of the building will be designated as flex use space. Parking calculations for the development will be provided per this proposed building usage as well.

The site slopes gradually in all directions, with the highest point of the property being located at the intersection of Commerce Drive and Gibsonia Road. Stormwater runoff currently flows overland through the property and ultimately is conveyed to an existing stormwater management facility within the business park. The previously prepared stormwater management report for the business park will be utilized as a basis of our site design, and in accordance with that report, the allowable impervious area percentage for the development is 100 percent.

The Flex Use building is considered a permitted use within the SU zoning district. In addition, office uses, less than 40,000 square feet in size, are also permitted uses within the zoning district.

The parcel will be serviced by public water and public sanitary sewer systems running along or within the property. **Private and Public Sanitary Sewer System:** Effluent from the site is designed to flow by gravity through an on-site private sanitary lateral and tie into the existing Deer Creek Drainage Basin Authority sewer main line located on the west side of Commerce Drive. **Public Water System:** There is currently a 8-inch Oakmont Authority owned waterline located on the east side of Commerce Drive. This line will be utilized for the installation of a 6-inch fire service and the domestic service line for the new building.

Natural Environment Impact

The proposed project will have some impact to the existing property and surrounding area. Please refer to the following items related to site.

Geology: Please refer to the Geotechnical Report included with the Land Development Application.

Topography: The site as it currently exists reaches a high point elevation of 937.0+/- on the northeastern corner of the property and a low point of 923.0 +/- near the southwestern edge of the property. The proposed grading will impact the site topography by cutting and filling to create the building pad, parking areas, and drive aisles. All grading will be accomplished with slopes allowed by the Township ordinances.

Soils: Based upon a review of the Allegheny County Soil Survey, the site consists of five types: Ernest Silt Loam 3 – 8% slopes (ErB), Strip Mine Soils 0 – 8% slopes (SmB), Strip Mine Soils 8 – 25% slopes (SmD), and Urban land-Wharton complex, moderately steep (UWD). Common engineering practices such as the installation of underdrains for building foundations and parking lots may be necessary to control groundwater. All necessary actions will be taken to assure the development's stability on the soils present.

Hydrology: There is one delineated stream on the site. Stormwater will be managed by the existing stormwater management facility located within the Business Park. An NPDES permit will be obtained to permit the proposed earth disturbance activities.

Vegetation on the site is mostly grass and overgrown brush. At the conclusion of construction and land development, all disturbed areas not containing buildings, sidewalks, and paving, will be planted with trees, grass and shrubs of a greater variety and of higher quality from that which exists.

Wetlands: There are no wetlands located within the proposed development area, please refer to the environmental report included with the Land Development Application.

Air Quality will not be severely impacted by the development.

Cultural Environment

Utility service in the form of gas, water, electric, telephone, gas, sanitary sewer, and cable are all available at the site with capacity to service the development; therefore, there will be no impacts created.

Traffic impacts are addressed in the trip generation letter included with the Land Development Application.

There are no endangered species, mine subsidence areas, or oil or gas wells on the site. The project site was previously stripped of material per the enclosed map. Additionally, there is an area located on the property delineated as a floodplain, however the elevation of the floodplain is lower than the proposed areas of disturbance and will not be impacted because of this project. Refer to the attached PNDI and USGS and PADEP Mine maps as well as to the attached FEMA map.

910 FLEX USE BUILDING

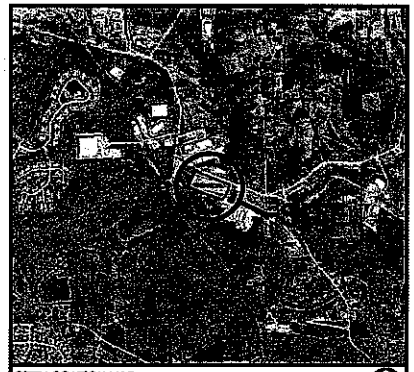
4550 GIBSONIA ROAD (S.R. 0910)
WEST DEER TOWNSHIP, ALLEGHENY COUNTY, PA

PREPARED FOR:

GIBSONIA ROAD ASSOCIATES LLC
4848 ROUTE 8, UNIT 2
ALLISON PARK, PA 15101

CONSULTANTS
SCOT KURTZ / ARCHITECT PC 1617 FOREST RIDGE DRIVE PITTSBURGH, PA 15237 PHONE: 412-369-9757
LIST OF UTILITIES
ELECTRIC SERVICE: DUQUESNE LIGHT COMPANY 2825 NEW BEAVER AVENUE PITTSBURGH, PA 15233
GAS SERVICE: PEOPLES NATURAL GAS 375 NORTH SHORE DRIVE PITTSBURGH, PA 15212 CONTACT: NICO PALMOSINA EMAIL: NICO.PALMOSINA@PEOPLES-GAS.COM
WATER SERVICE: MUNICIPAL AUTHORITY OF THE BOROUGH OF OAKMONT 721 ALLEGHENY AVENUE OAKMONT, PA 15139 CONTACT: RYAN VERBANIC PHONE: 412-828-7220
SEWER SERVICE: DEER CREEK DRAINAGE BASIN AUTHORITY 945 LITTLE DEER CREEK ROAD RUSSELTON, PA 15076 CONTACT: LYNN BERRY PHONE: 724-285-5315

Know what's below.
Call before you dig.
Serial No. 20210042449



SITE LOCATION MAP
SCALE: 1" = 1000'

Sheet List Table	
Sheet Number	Sheet Title
C000	Cover Sheet
C001	Existing Conditions Plan
C100	Overall Site Plan
C101	Site - Utility Plan
C201	Grading Plan
C310	Lighting Plan
C311	Lighting Details
C400	Overall Erosion and Sediment Control Plan
C401	Erosion and Sediment Control Plan
C410	Erosion and Sediment Control Details
C411	Erosion and Sediment Control Details
C501	Profiles
C502	Profiles
C601	Construction Details
C602	Construction Details
C603	Construction Details
C604	Construction Detail
C700	Overall Post-Construction Stormwater Management Plan
C701	Post-Construction Stormwater Management Plan
C710	Post-Construction Stormwater Management Details
L101	Landscape Plan

ZONING REQUIREMENTS

SITE ZONING: GU-SPECIAL USE DISTRICT
USE: FLEX SPACE

TOWNSHIP STANDARD	REQUIRED	PROVIDED
MAX. LOT COVERAGE	40%	26.04%
MAX. BUILDING HEIGHT	35 FEET	35 FEET
MINIMUM LOT AREA	43,560 SF	169,704 SF
MINIMUM LOT WIDTH	200 FEET	656.42 FEET
SETBACKS		
FRONT YARD	50 FEET	50 FEET
REAR YARD	50 FEET	50 FEET
SIDE YARD	50 FEET	50 FEET
PARKING*		
TOTAL	110 SPACES	133 SPACES
ADA ACCESSIBLE	5 SPACES	6 SPACES

*PARKING REQUIREMENTS:
48,000 SF FLEX SPACE BUILDING

FLEX SPACES: 1 SPACE / 1000 SF & 1 SPACE PER EMPLOYEE
48,000 / 1000 = 48.0 + 50 = 70 EMPLOYEES = 70 SPACES REQUIRED

TOTAL PARKING SPACES PROVIDED = 133
ADA ACCOMODATE: 101-150 SPACES = 5 REQUIRED ADA SPACES

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Pittsburgh, PA
gatewayengineers.com 855-634-7234

REGISTERED PROFESSIONAL ENGINEER
JOSHUA EDWARD GARZ/EMPIRE
PENNSYLVANIA

REVISION RECORD

No.	Date	
01	2021-06-21	REVISED PER SHOUP ENGINEERING REVIEW LETTER DATED 2021-06-21
02	-	-
03	-	-
04	-	-
05	-	-
06	-	-
07	-	-
08	-	-

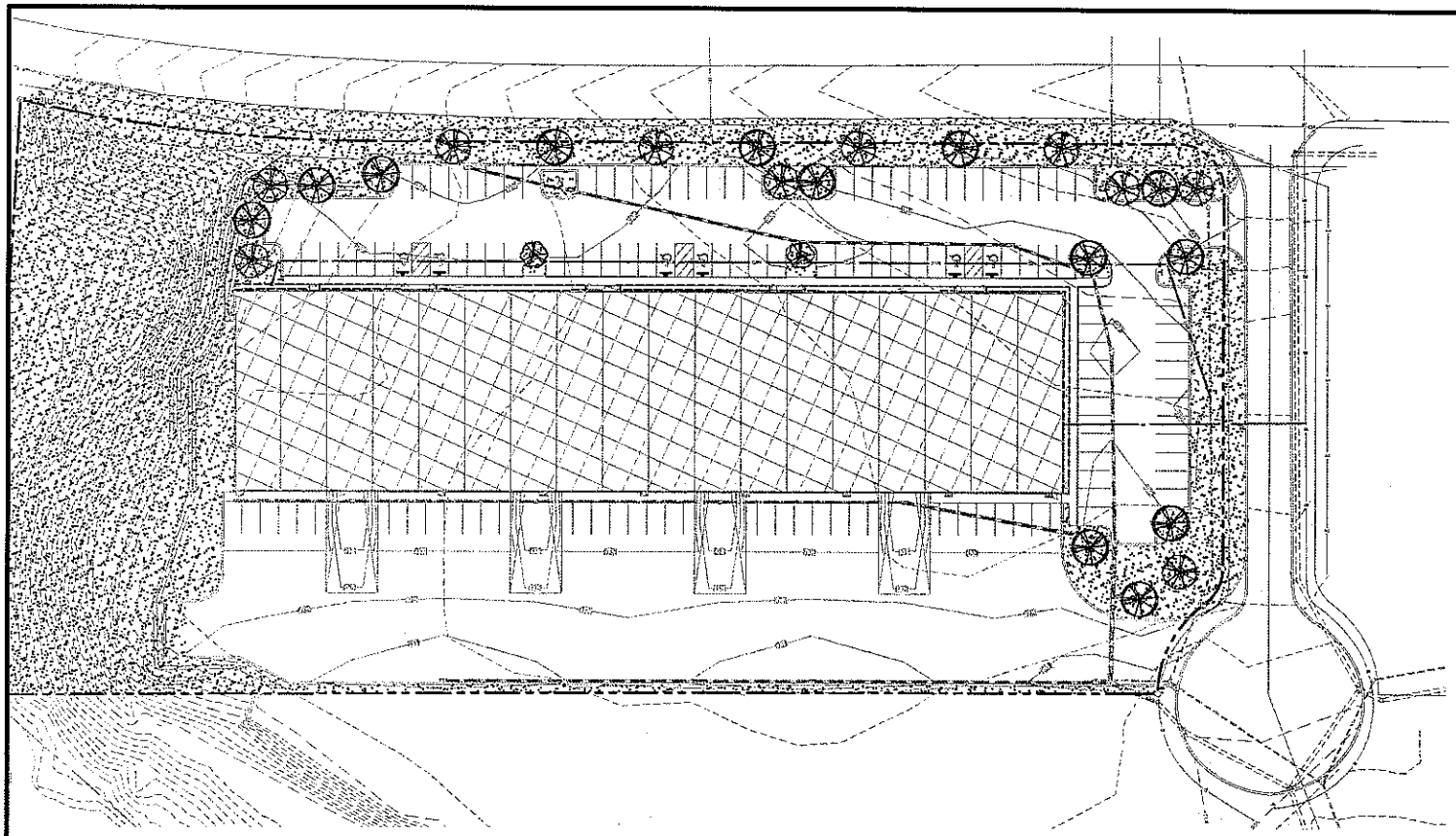
910 FLEX USE BUILDING
4550 GIBSONIA ROAD (S.R. 0910)
WEST DEER TOWNSHIP, ALLEGHENY COUNTY, PA

PREPARED FOR:
GIBSONIA ROAD ASSOCIATES LLC
4848 ROUTE 8, UNIT 2
ALLISON PARK, PA 15101

COVER SHEET

Project Number: C-4111M-0000
Drawing Scale: AS NOTED
Date Issued: MARCH 2021
Index Number:
Drawn By: VARIES
Checked By: JEG
Project Manager: JEG

C000



LANDSCAPE NOTES:

1. THE CONTRACTOR SHALL COMPLY AT ALL TIMES WITH APPLICABLE FEDERAL, STATE AND LOCAL LAWS, PROVISIONS, AND POLICIES GOVERNING SAFETY AND HEALTH, INCLUDING THE FEDERAL CONSTRUCTION SAFETY ACT (PUBLIC LAW 91-54), FEDERAL REGISTER CHAPTER XVII, PART 1926 OF TITLE 29 REGULATIONS, OCCUPATIONAL SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION, AND SUBSEQUENT PUBLICATIONS UPDATING THESE REGULATIONS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR EXAMINING THE AREAS AND CONDITIONS UNDER WHICH THE PROJECT IS TO BE CONSTRUCTED PRIOR TO THE SUBMISSION OF THE BID. SUBMISSION OF A BID SHALL BE CONSTRUED TO MEAN THE CONTRACTOR HAS REVIEWED THE SITE AND IS FAMILIAR WITH CONDITIONS AND CONSTRAINTS OF THE SITE.
3. PRIOR TO THE INSTALLATION OF PLANT MATERIAL, THE CONTRACTOR SHALL ACCURATELY LOCATE ALL EXISTING UNDERGROUND UTILITIES, INCLUDING ALL RECENTLY INSTALLED UTILITIES. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS WITH THE PLANT MATERIAL. ANY UTILITIES DAMAGED AS A RESULT OF PLANTING ACTIVITIES SHALL BE REPAIRED AND OR REPLACED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.
4. TREE PROTECTION FENCING MUST BE IN PLACE PRIOR TO ANY EXCAVATION OR LAND DISTURBANCE.
5. NO CHANGES TO THE LANDSCAPE DESIGN SHALL BE MADE WITHOUT THE WRITTEN CONSENT OF THE LANDSCAPE ARCHITECT.
6. ALL PLANTS INDICATED ON PLANS SHALL BE GROWN IN CLIMATES SIMILAR TO PROJECT AREA.
7. PLANT COUNTS ARE FOR REFERENCE ONLY. THE CONTRACTOR IS REQUIRED TO FULFILL THE INTENT OF THE DRAWINGS. ANY DISCREPANCIES IN THE NUMBER OF PLANTS SHOWN ON THE DRAWING AND THE PLANT LIST SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER PRIOR TO SUBMITTING A BID OR BEGINNING INSTALLATION.
8. ALL PLANT MATERIAL SHALL CONFORM TO OR EXCEED THE AMERICAN STANDARD FOR NURSERY STOCK (LATEST EDITION) AS PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN. DO NOT INSTALL DAMAGED, DISTRESSED OR UNHEALTHY PLANTS.
9. IN THE EVENT THAT A PROPOSED PLANT CANNOT BE ACQUIRED, SUBMITTAL FOR GENUS, SIZE OR SPECIES SPECIFIED SHALL ONLY BE SUBSTITUTED WITH AN EQUIVALENT PLANT WHICH MUST BE APPROVED BY THE LANDSCAPE ARCHITECT IN WRITING.
10. PLANTING MAY ONLY OCCUR DURING THE FOLLOWING PERIODS: MARCH 15 – JUNE 15 AND SEPTEMBER 15 – NOVEMBER 15. EXCEPTIONS WILL BE MADE ONLY MUST BE APPROVED IN WRITING PRIOR TO ANY INSTALLATION. PROCEED WITH PLANTING ONLY WHEN EXISTING AND FORECASTED WEATHER CONDITIONS PERMIT PLANTING.
11. A PRE-EMERGENT HERBICIDE SHALL BE APPLIED TO THE SHRUB BEDS AND MULCH AREAS PRIOR TO THE INSTALLATION OF PLANT MATERIAL. HERBICIDE IS TO BE APPLIED PER MANUFACTURER'S SPECIFICATIONS. PROPOSED HERBICIDE SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT AND OWNER PRIOR TO APPLICATION.
12. TOPSOIL SHALL MEET ASTM-5268, HAVE A PH RANGE OF 5.5-7, CONTAIN A MINIMUM OF 4% ORGANIC MATERIAL AND BE FREE OF ANY STONES OVER 1½" IN ANY DIRECTION AND FREE OF DEBRIS AND NON-ORGANIC MATERIAL. A SOIL SAMPLE SHALL BE TAKEN BY THE CONTRACTOR PRIOR TO PLANTING AND SENT TO A SOIL TESTING LABORATORY RECOGNIZED BY THE STATE DEPARTMENT OF AGRICULTURE. IF REQUIRED, SOIL AMENDMENT TYPES AND QUANTITIES TO BE SUBMITTED FOR REVIEW.
13. PRIOR TO INSTALLATION OF ANY PLANT MATERIAL, THE CONTRACTOR SHALL CONFIRM ADEQUATE DRAINAGE IN ALL PIT AND PLANT BEDS. NOTIFY THE LANDSCAPE ARCHITECT IF BEDROCK IS ENCOUNTERED OR IF PROPER DRAINAGE CANNOT BE ACHIEVED.
14. PLANT TREES AND SHRUBS AFTER FINISH GRADES ARE ESTABLISHED AND BEFORE PLANTING LAWN UNLESS OTHERWISE APPROVED BY THE LANDSCAPE ARCHITECT.
15. PLANTING MIXES: PLANTING MIX FOR SHOVEL-READY PLANT PITS OF DECIDUOUS TREES AND SHRUBS SHALL BE IN THE PROPORTION OF FOUR PARTS BY VOLUME OF TOPSOIL AND ONE PART BY VOLUME OF PEAT MOSS PLUS ONE POUND OF 10-10-10 FERTILIZER PER CUBIC YARD. PLANTING MIX FOR EASY LAWN PLANT PITS OF HEADED EVERGREEN PLANTS SHALL BE IN THE PROPORTION OF TWO PARTS BY VOLUME OF TOPSOIL AND ONE PART BY VOLUME PEAT MOSS PLUS ONE POUND OF 10-10-10 FERTILIZER PER CUBIC YARD. ALL AMENDMENTS SHALL BE THOROUGHLY MIXED.
16. REFER TO EROSION AND SEDIMENTATION CONTROL PLAN FOR LIMITS OF DISTURBANCE. ALL DISTURBED AREAS SHALL BE TRIM GRADED AND SEEDED WITH PERMANENT SEED MIX UNLESS OTHERWISE NOTED ON PLANS. PRIOR TO INSTALLATION OF SOD OR SEED, ALL LAWN AREAS SHALL RECEIVE TOPSOIL TO A DEPTH OF 4" AFTER LIGHT ROLLING, DO NOT COMPACT. THE AREAS SHALL BE DRAGGED AND RAKED AND/OR TO A UNIFORM GRADE AS SHOWN ON THE GRADING PLAN.
17. A 3" THICK DOUBLE SHREDDED HARDWOOD MULCH BED SHALL BE PROVIDED IN ALL AREAS CONTAINING TREES, SHRUBS AND UNDER BUILDING OVERHANGS.
18. PLANT IDENTIFICATION TAGS SHALL BE LEFT ON UNTIL INSTALLED PLANTINGS ARE INSPECTED BY THE LANDSCAPE ARCHITECT. ALL TAGS SHALL BE REMOVED AFTER APPROVAL.
19. WARRANTY PERIOD FOR TREES AND SHRUBS IS ONE YEAR. WARRANTY PERIOD FOR GROUNDCOVER, LAWNS, GRASSES AND PERENNIALS IS 90 DAYS. WARRANTY PERIOD FOR REPLACEMENTS SHALL BE EQUAL TO THE ORIGINAL WARRANTY PERIOD.
20. A SATISFACTORY LAWN IS DEFINED AS A HEALTHY, UNIFORM, CLOSE STAND OF GRASS FREE OF WEEDS AND SURFACE IRREGULARITIES WITH COVERAGE EXCEEDING 90% OVER 10 SQUARE FEET WITHIN RANDOM SPOTS EXCLUDING A 5'X5' SQUARE.
21. REFER TO LANDSCAPE DETAIL SHEETS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION PERTAINING TO INSTALLATION OF LANDSCAPE MATERIALS (NOT LIMITED TO SHRUB BED STAKING AND SETTING/ SPACING OF PLANTS.

PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	CAL	REMARKS
	CP	13	Pyrus calleryana 'Cleveland Select' / Cleveland Pear Tree	B&B	2" CAL	
	AO	2	Amelanchier alnifolia "Obelisk" TM / Standing Obelisk Serviceberry	B&B	1- 1/2" CAL	
	HT	10	Halesia tetraptera / Carolina Silverbell	B&B	1- 1/2" CAL	

LANDSCAPE REQUIREMENTS:

1. A MINIMUM OF 50% OF THE FRONT YARD AREA IS TO BE LANDSCAPED WITH LAWN OR OTHER APPROPRIATE PLANTING MATERIALS (SUCH AS TREES AND SHRUBS).

   TOTAL AREA OF FRONT YARD: 45,728 SF
   50% OF TOTAL AREA OF FRONT YARD: 22,864 SF
   PROPOSED LANDSCAPE AREA WITHIN FRONT YARD: 23,670 SF

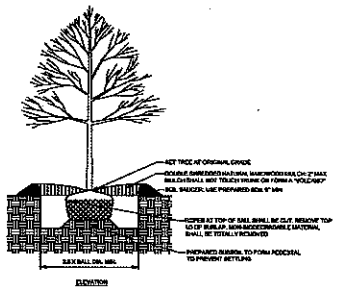
2. ANY OFF-STREET PARKING AREA WITH FIVE OR MORE SPACES SHALL RETAIN AT LEAST 5% OF THE TOTAL PARKING AREA FOR LANDSCAPING AND SHALL BE GRADED FOR PROPER DRAINAGE AND SHALL BE PAVED. OR, AT LEAST ONE SHADE TREE, OF AT LEAST TWO-INCH CALIPER SHALL BE PROVIDED PER EVERY FIVE PARKING SPACES. THE GROUPING OR SPACING OF SUCH TREES SHALL BE REVIEWED AS PART OF THE LANDSCAPE PLAN.

   TOTAL OFF-STREET PARKING AREA: 82,944 SF
   5% OF TOTAL OFF-STREET PARKING AREA: 4,148 SF
   TOTAL LANDSCAPE AREA: 4,334 SF

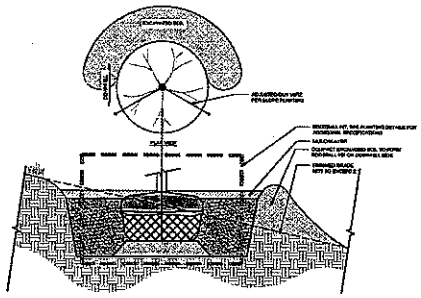
   TOTAL PARKING SPACES: 123
   TOTAL NUMBER OF TREES: 23 (123/5 = 24.6)

LANDSCAPE LEGEND

	PROPOSED LIMITS OF SEEDING
	PROPOSED MULCH EDGE



1 / L101	DECIDUOUS TREE PLANTING HEAVY DUTY — NTS



2 / L101	ROOTBALL ON SLOPE — NTS

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Serial No. 20210942449

NORTH

GRAPHIC SCALE
0 15 30 60 120
(IN FEET)
1 inch = 30 ft.

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855-634-6284

REVISION RECORD

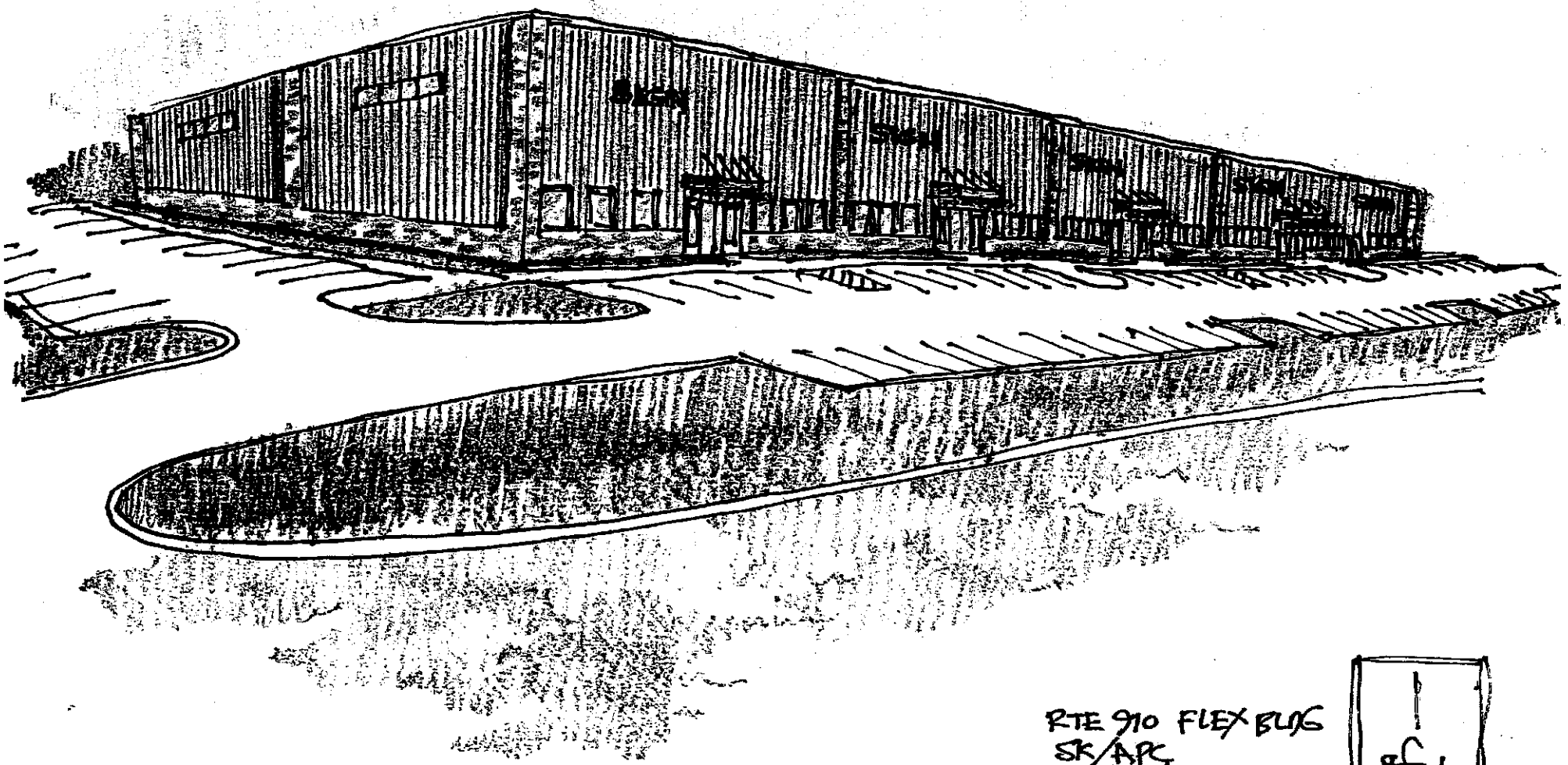
Date	No.	Description
2021-05-11	01	REVISED PER GROUP ENGINEERING REVIEW LETTER DATED 2021-04-21
	02	
	03	
	04	
	05	
	06	
	07	
	08	

910 FLEX USE BUILDING
4540 GIBSONIA ROAD (S.R. 910)
WEST DEER TOWNSHIP, ALLEGHENY COUNTY, PA
PREPARED FOR:
GIBSONIA ROAD ASSOCIATES LLC
4848 ROUTE 8, UNIT 2
ALLISON PARK, PA 15101

LANDSCAPE PLAN

Project Number: G-6114-0000
Drawing Scale: 1" = 30'
Date Issued: MAY 2021
Index Number:
Drawn By: MARKES
Checked By: JEG
Project Manager: JEG

L101



RTE 910 FLEX BLDG
SK/APC
©5/11/21

af,

faux stone veneer

Homestead Lowe's Open until 10 PM >

Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

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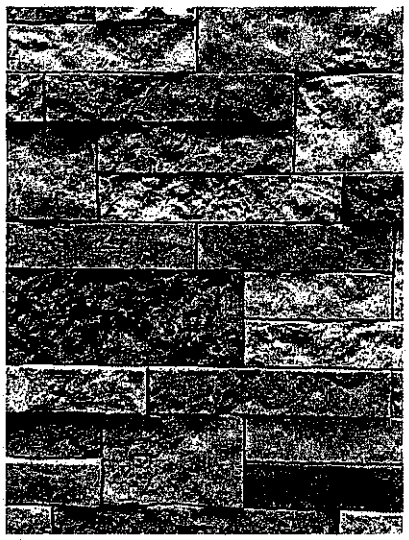

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+2 videos

★★★★ 107

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This carton contains primary wall stones, which are used as the basic wall covering component

Beautiful individual stones, with the look and feel of natural rock; ultra light weight (patented) and very durable

Adheres directly onto drywall and most other substrates

Manufacturer Color/Finish: Spring Creek Blend

1 +

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Aisle 49 | Bay 13

Delivery

Available

Feedback

AirStone Spring Creek Primary Wall Stone 8-sq ft Spring Creek Blend Faux Stone Veneer

Cool Country Wheat or similar siding color - Beige

Wall Systems

SHADOWALL™, BUTLERIB® II, STYLWALL® II FLAT AND FLUTED WALL SYSTEMS, AND MOD-36 (GABLE TRIM, EAVE TRIM, GUTTER AND DOWNSPOUTS)

Cool Solar White*	Cool Igloo White*	Cool Ivory White*	Cool Birch White*
Cool Shell Gray*	Cool Country Wheat*	Cool Desert Beige*	Cool Gray Stone
Cool Emerald Green	Cool Ocean Blue	Cool Majestic Blue	Cool Brick Red
Cool Harvest*	Cool Onyx Black (Trim Only)	Cool Marsh Green	Cool Palm Green

BUTLER THERMAWALL™ WALL SYSTEM

Cool Solar White	Cool Birch White	Cool Shell Gray	Cool Country Wheat

INTERIOR FINISH COLORS (NOT FORMULATED FOR EXTERIOR USE)

Light Gray (Butlerib® II roof & wall, StylWall® II Fluted, Shadowall™, MR-24®, VSR II™ and MOD-36)	Igloo White (Butler Thermawall™ & TextureWall™) USDA-approved	Interior White (CMR-24® Liner and MOD-36 in 22 or 28 gauge only)

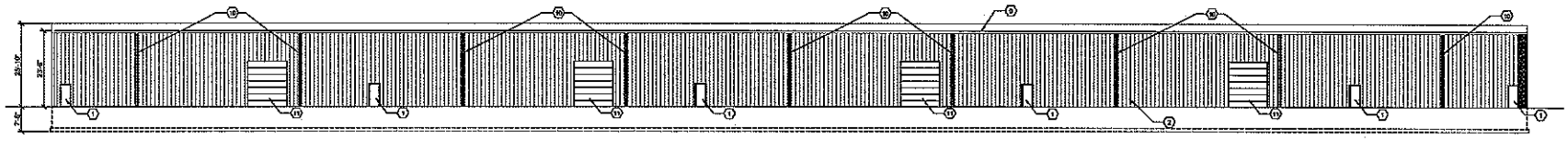
GAUGE AVAILABILITY

Butlerib® II & Shadowall™ - 26 gauge
StylWall® II Flat - 26 gauge
StylWall® II Fluted - 24 gauge
MOD-36 - 22, 24, 26, and 28 gauge
Trim - 26 gauge
*Also available in 24 gauge for Butlerib® II, Shadowall™ and MOD-36

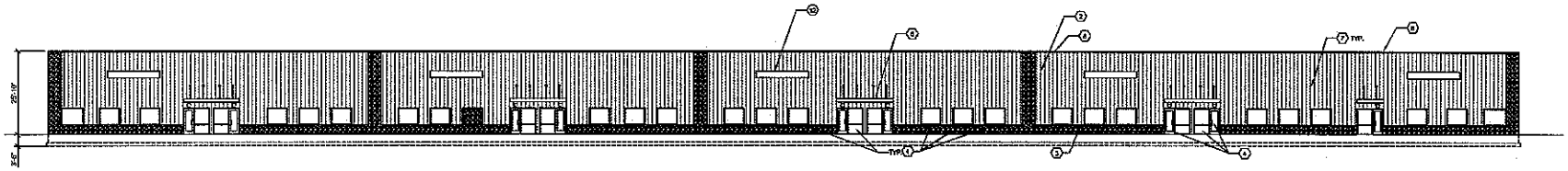
All color selections are close representations, but are limited by processing and viewing conditions. Lead times may vary by product selection. Contact your Butler Builder® for more information.

KEY NOTES

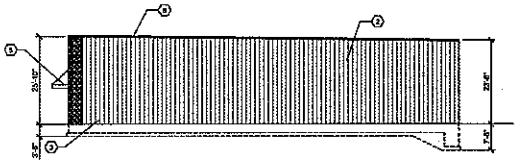
1. MAN DOOR PAINTED, GALVANIZED HM DOOR & FRAME
2. VERTICAL SIDING
3. STONE
4. STOREFRONT (ALSGL)
5. CANOPY W/ BAG RODS
6. ENTRY (ALSGL) DOOR
7. BREAKMETAL (HEAVY GAUGE TO NOT OIL CAN
8. COPING
9. GUTTER
10. DOWNSPOUTS
11. 12' X 14' OVERHEAD DOOR
12. POTENTIAL TENANT SIGNS 225F (10'X2' SHOWN)



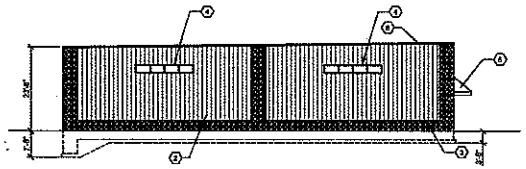
REAR ELEVATION
SCALE: 1/16"=1'-0"



FRONT ELEVATION (GIBSONIA ROAD)
SCALE: 1/16"=1'-0"



RIGHT ELEVATION
SCALE: 1/16"=1'-0"



LEFT ELEVATION - A (COMMERCE DRIVE)
SCALE: 1/16"=1'-0"

PROPOSED FLEX BUILDING
RTE 910
FOR GIBSONIA ROAD ASSOCIATES, LLC
4846 ROUTE 8, UNIT 2, ALLISON PARK, ALLEGHENY COUNTY, PA 15101

SCOT KURTZ / ARCHITECT PC 1617 FOREST RIDGE DRIVE, PITTSBURGH, PA 15237 (412)369-4797

CHECKED BY

DRAWN BY

PROJECT NO. 210221

DATE 5/8/21

REVISIONS

DRAWING NO. 2 OF 3

PROPOSED FLEX BUILDING
465' X 110'
40,500 SF
FFE: 933.75
PA ROUTE 910 (S.R. 8010)
GIBSONIA ROAD (S.R. 8010)
20' BUILDING LINE
GATEWAY
The Gateway Engineers, Inc.
Full-Service Civil Engineering & Surveying
Pittsburgh, PA
412-614-2294
REVISION RECORD
910 FLEX USE BUILDING
GIBSONIA ROAD ASSOCIATES LLC
SITE PRESENTATION PLAN
C101

APPROVAL: JEFFREY PLAN OF LOTS

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE JEFFREY PLAN OF LOTS PRELIMINARY AND FINAL SUBDIVISION PLAN AT THEIR MAY 27, 2021 MEETING.

PROPERTY LOCATION: 2791 RUSSELLTON-AIRPORT ROAD
ZONING DISTRICT: R-2 SEMI-SUBURBAN RESIDENTIAL

THE PROPOSAL HAS TWO LOTS MEASURING 1.165 AND 38.58 ACRES BEING CONSOLIDATED INTO ONE PARCEL MEASURING 39.745 ACRES.

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE JEFFREY PLAN OF LOTS SUBJECT TO FOLLOWING CONDITIONS:

1. ADDRESS AND MEET ALL REQUIREMENTS/COMMENTS ON MR. SHOUP'S LETTER DATED MAY 19, 2021.
2. NOTE ON PLAN THAT THERE IS NO ACCESS TO PUBLIC SEWAGE ON LOT.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE PRELIMINARY AND FINAL SUBDIVISION OF JEFFREY PLAN OF LOTS AS PER THE RECOMMENDATION BY THE PLANNING COMMISSION WITH THE CONDITIONS PREVIOUSLY MENTIONED.

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

West Deer Township Planning Commission
Meeting Report for May 27, 2021

Project Name: **SUBDIVISION: JEFFREY PLAN OF LOTS**

Property Location: West Deer Township – Allegheny County
Zoned: Zoned R-2 (Semi-Suburban Residential)

Seeking approval for Subdivision: Jeffrey Plan of Lots.

First motion by Mr. Butala and second motion by Mr. Stark to **RECOMMEND APPROVAL,** voting was unanimous, of the Subdivision: Jeffrey Plan of Lots with the following conditions:

1. Address and meet all requirements/ comments on Mr. Shoup's letter dated May 19, 2021.
2. Note on plan that there is no access to public sewage on lot.

SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

June 2, 2021

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

Via Email

Re: Jeffrey Plan of Lots
Preliminary and Final Subdivision (plan reviewed May 24, 2021)

Dear Mr. Payne,

I have reviewed the above-referenced preliminary and final subdivision plan located in the R-2 Zoning District and have found that the comments contained in my May 9, 2021 review letter have been satisfactorily addressed. I have no additional comments concerning the plan.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email
Gavin Robb, via email
Dorothy Moyta, via email
Jodi French, via email
Allstate Mapping, via email - allstatemapping@verizon.net

SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

May 19, 2021

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

Via Email

Re: Jeffrey Plan of Lots
Preliminary and Final Subdivision (plan dated April 25, 2021)

Dear Mr. Payne,

I have reviewed the above-referenced preliminary and final subdivision located in the R-2 Zoning District and the following comments should be considered.

1. The seal circle at the bottom of the plan should refer to the "Board of Supervisors" rather than "Board of Commissioners".

2. DEP Sewage Facilities Planning Module documents need to be submitted to the Township for review and approval.

3. The following note needs to be added to the plan:
A Highway Occupancy Permit is required pursuant to §420 of the act of June 1, 1945 (P.L. 1242, No. 428), known as the State Highway Law before driveway access to a State Highway is permitted.

4. The "Planning Module" signature statement should refer to the Department of Environmental Protection rather than the Department of Environmental Resources.

5. Both Township Supervisors approval "Signature Statements" should have a signature line for the "Chairman" rather than "President of Council".

6. In the "General Notes" box on the plan, one of the references to "Lot 1" should be to "Lot 2" and the deed book recording page should be 272 rather than 242.

7. On the westernmost property line of Lot 2 having a distance of 240.93 feet, the bearing is overwritten with text.

8. On the southeastern property line of Lot 1, the bearing of the line is missing.

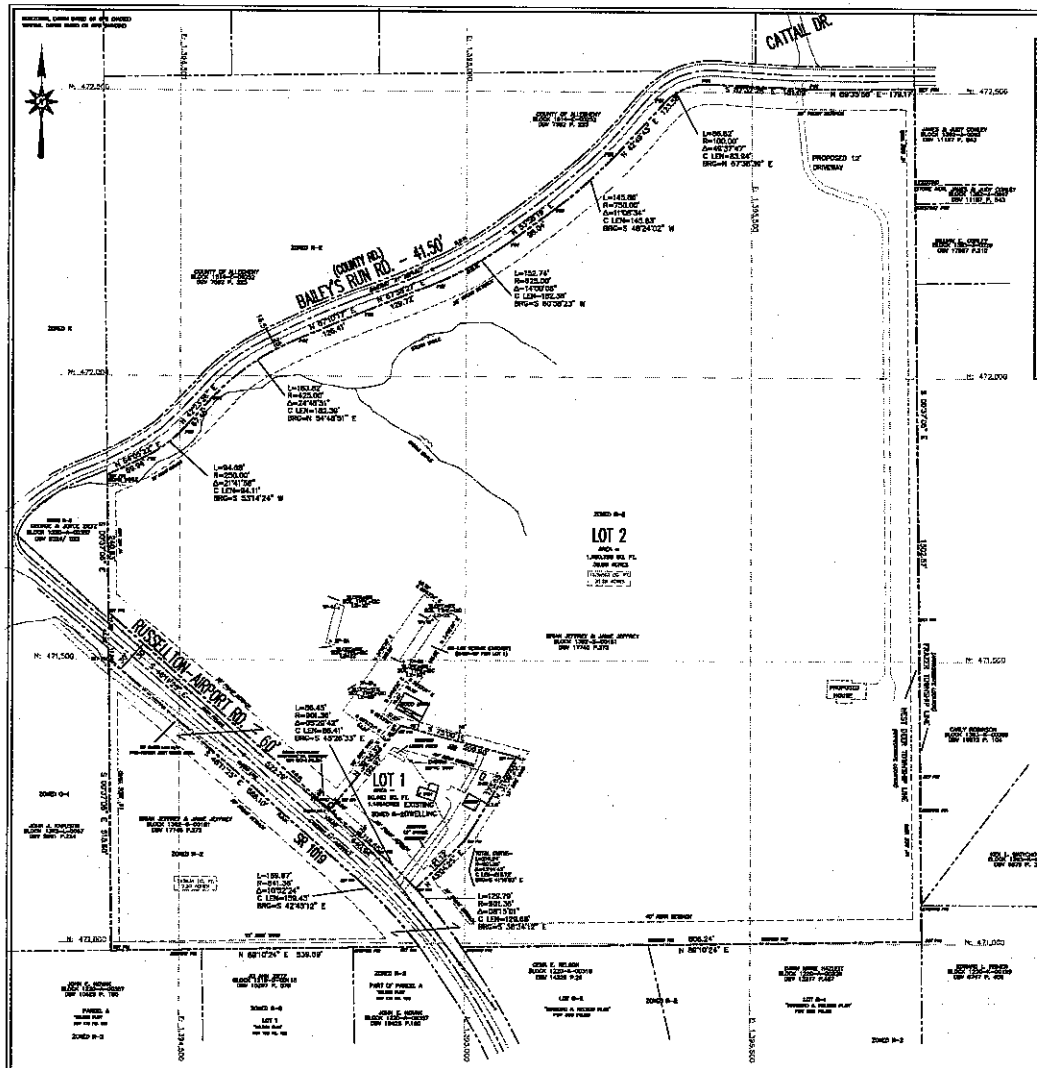
If you should have any questions, please do not hesitate to contact me at your convenience.

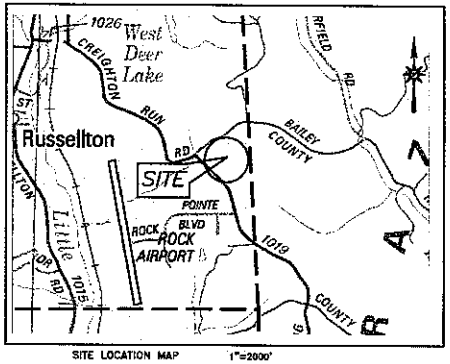
Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email
Gavin Robb, via email
Dorothy Moyta, via email
Jodi French, via email
Allstate Mapping, via email - allstatemapping@verizon.net





SITE LOCATION MAP 1"=2000'

LEGEND:

- PROPERTY LINE
- ELECT. PWR.LINE
- GAS LINE
- WATER LINE
- SETBACKS
- DEED LINE
- EASEMENT
- STORM SEWER
- TEST PIT
- ASPHALT ROAD
- STREAM
- STEEL PIN
- CENTER LINE

Act 287 General Assembly
CALL BEFORE YOU DIG
THREE FULL BUSINESS DAYS
2 WORKING DAYS NOTICE FOR
CONSTRUCTION WORK AND 10 WORKING
DAYS IN OCEAN SPACE-STOP CALL
Pennsylvania One Call System, Inc.
1-800-242-1776
Properties owned/maintained/future utility/transportation are notified
to every much maintenance of all utilities, right of ways (where
any) maintained/PA or its sub. agts.
PA – 1–CALL

GENERAL NOTES:

PLAN NAME:
JEFFREY PLAN OF LOTS

BUILDING LINE SETBACKS:
ZONED R-2 (SINGLE FAMILY RESIDENTIAL)
FRONT = 35'
REAR = 40'
SIDE = 15'

REQUIREMENTS:
MIN. LOT WIDTH=150'
MIN. LOT AREA=43,560 SFT.

LOT 1	LOT 2
50,463 SQ. FT.	1,680,798 SQ. FT.
1.163 ACRES	38.58 ACRES

TOTAL AREA = 39.745 ACRES

OWNERS ADDRESS:
BRIAN JEFFREY & JAMIE JEFFREY
2791 RUSSELLTON-AIRPORT RD.
TARENTUM,PA. 15084

SOURCE OF TITLE:
BLOCK 1302-S-00181
DBV 17745 P.272

EXISTING PUBLIC UTILITIES:
SANITARY AUTH. OF WEST DEER
VERIZON TELEPHONE COMPANY OF PA
WEST PENN POWER COMPANY
DOMINION-PEOPLES NATURAL GAS COMPANY
FARM-FRAZER JOINT WATER AUTH.

PURPOSE OF PLAN:
TO CREATE A SINGLE LOT OF RECORD.

WE , BRIAN JEFFREY & JAMIE JEFFREY OWNERS OF THE LAND SHOWN ON THE JEFFREY PLAN OF LOTS HEREBY ADOPT THIS PLAN AS OUR PLAN OF LOTS AND IRREVOCABLY DEDICATE ALL STREETS AND OTHER PROPERTY IDENTIFIED FOR DEDICATION ON THE PLAN TO THE TOWNSHIP OF WEST DEER. THIS ADOPTION AND DEDICATION SHALL BE BINDING UPON OUR HEIRS, EXECUTORS, AND ASSIGNS.

IN WITNESS OF WHICH, TO THIS WE SET OUR HAND AND SEAL THIS _____ DAY OF _____ 200____.

BRIAN JEFFREY & JAMIE JEFFREY — NOTARY PUBLIC

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR THE COMMONWEALTH OF PENNSYLVANIA AND COUNTY OF ALLEGHENY, PERSONALLY APPEARED THE ABOVE NAMED BRIAN JEFFREY & JAMIE JEFFREY AND ACKNOWLEDGED THE FOREGOING ADOPTION AND DEDICATION TO BE THEIR ACT.

WITNESS MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____ , 20___.
MY COMMISSION EXPIRES THE ____ DAY OF _____ , _____.

NOTARY PUBLIC

WE HEREBY CERTIFY THAT THE TITLE TO THE PROPERTY CONTAINED IN THE JEFFREY PLAN OF LOTS IS IN THE NAMES OF BRIAN JEFFREY & JAMIE JEFFREY AND IS RECORDED IN DEED BOOK VOL. (D.B.V. 17745 PG. 272) WE FURTHER CERTIFY THAT THERE IS NO LIEN OR ENCUMBRANCE
WE FURTHER CERTIFY THAT THERE IS NO MORTGAGE,LIEN OR ENCUMBRANCE AGAINST THIS PROPERTY.

BRIAN JEFFREY & JAMIE JEFFREY — NOTARY PUBLIC

REVIEWED BY THE PLANNING COMMISSION OF THE TOWNSHIP OF WEST DEER THIS _____ DAY OF _____ , 20___.

CHAIRPERSON/PRESIDENT — SECRETARY

I CERTIFY THAT THIS PLAN MEETS ALL ENGINEERING AND DESIGN REQUIREMENTS OF THE APPLICABLE ORDINANCES OF THE TOWNSHIP OF WEST DEER, EXCEPT AS DEPARTURES HAVE BEEN AUTHORIZED BY THE APPROPRIATE OFFICIALS OF THE MUNICIPALITY.

SIGNATURE — REGISTRATION No. — DATE

THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WEST DEER HEREBY GIVES PUBLIC NOTICE THAT, IN APPROVING THIS PLAN FOR RECORDING, THE TOWNSHIP OF WEST DEER ASSUMES NO OBLIGATION TO ACCEPT THE DEDICATION OF ANY STREETS, LAND OR PUBLIC FACILITIES AND HAS NO OBLIGATION TO IMPROVE OR MAINTAIN SUCH STREETS, LAND OR FACILITIES.

SECRETARY — CHAIRMAN

APPROVED BY THE TOWNSHIP BOARD OF SUPERVISORS OF THE OF WEST DEER BY RESOLUTION, THIS _____ DAY OF _____ , 20___.

SECRETARY — CHAIRMAN

THE TOWNSHIP OF WEST DEER AGREES NOT TO ISSUE BUILDING PERMITS UNTIL THE "PLANNING MODULE FOR LAND DEVELOPMENT" HAS BEEN APPROVED IN ACCORDANCE WITH THE REGULATIONS OF THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION.

AUTHORIZED MUNICIPAL OFFICIAL — DATE

REVIEWED BY THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT THIS _____ DAY OF _____ , 20___.

DIRECTOR

I CERTIFY THAT, TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF THE SURVEY AND PLAN SHOWN HEREON ARE CORRECT AND ACCURATE TO THE STANDARDS REQUIRED.

ROBERT R. DeGLAU, PLS — REGISTRATION No. SU-042317-R — DATE 04-25-2021

RECORDED IN THE OFFICE OF THE DEPT. OF REAL ESTATE OF THE COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, IN PLAN BOOK VOLUME - _____ PAGE(S) - _____.
GIVEN UNDER MY HAND AND SEAL THIS _____ DAY OF _____ , 20___.

RECORDER OF DEEDS

ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT — NOTARY PUBLIC — DEPT. OF REAL ESTATE — TOWNSHIP OF WEST DEER BOARD OF SUPERVISORS — ENGINEER — TOWNSHIP OF WEST DEER PLANNING COMMISSION

Pa. DOT NOTE:
Pursuant to Act No.805-42 Section 1 amending Section 508 of the Act of July 31, 1968 known as the Pennsylvania Municipalities Planning Code, a highway occupancy permit is required pursuant to Section 420 of the Act of June 1, 1945 known as the "State Highway Law". Further, access to the state highway shall be only as authorized by the said Highway Occupancy Permit.

0' 100' 200' 300'
SCALE: 1"= 100'

NOTICE TO ALL OWNERS/PURCHASERS:
There are certain existing easements crossing this Parcel which were created from a certain Inventory of the properties by utility and any other easements and roads as may appear to prior instruments of record. Applicant/owner and successor and/or owners of land in this Plan/Plot hereby agrees to be subject to these easements.

DO NOT COPY THIS DOCUMENT

SEAL: COMMONWEALTH OF PENNSYLVANIA — REGISTERED PROFESSIONAL — ROBERT R. DeGLAU — LAND SURVEYOR — SU-042317-R
SU-042317-R
ROBERT R. DeGLAU, PLS
PROFESSIONAL LAND SURVEYOR

DATE:	04-25-2021
SCALE:	1"= 100'
DRAWN BY:	RRD
DWG. FILE:	21-0050
SHEET No.	1 OF 1
BLOCK	1268-B
LOTS	21 & 23
REVISED:	
1)	05-24-2021

JEFFREY PLAN OF LOTS

PREPARED FOR
BRIAN JEFFREY & JAMIE JEFFREY
SITUATE IN
WEST DEER TWP.–ALLEGHENY CO.
PENNSYLVANIA

APPROVED BY: ROBERT R. DEGLAU, PLS

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ALLSTATE MAPPING INC.
LAND SURVEYORS • PLANNERS • CONSULTANTS
PO BOX 422 • ERWIN,PA. 15642
(412) 829-2607 • (724) 883-8508 • FAX(724) 883-4938

JOB No. 21-0050

WEST DEER TOWNSHIP
109 East Union Rd. • Cheswick, PA 15024
724-265-2780 (Code Enforcement Office)

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

APPLICATION NO. _____

Application For:
- ___ Preliminary Subdivision
- √ Final Subdivision
- ___ Land Development
- ___ PRD
- ___ Lot Line Revision

Location of Property: 2791 RUSSELLTON AIRPORT RD.
Parcel Lot and Block No.: 1262-S-00181
Name of Subdivision/Land Development: JEFFREY PLAN OF LOTS

Name of Applicant: BRIAN & JAMIE JEFFREY
E-Mail Address: BRIANJEFFREY100@GMAIL.COM
Address: 2791 RUSSELLTON AIRPORT RD.
TARENTUM, PA. 15084
Telephone No.: 724-759-8031

Name of Property Owner(s): SAME AS ABOVE
E-Mail Address:
Address:
Telephone No.:

Surveyor/Engineer: Allstate Mapping, Inc. — Robert R. Doglau, PLS
Address: P.O. Box 422, Irwin, PA 15642 — SU-042317-R
Telephone No.: 724-863-8558 E-Mail:
Purpose of Development: TO CREATE A BUILDABLE LOT FOR NEW HOME.

Proposed Use:
- SingleFamily ☒
- Two Family ☐
- Multi Family ☐
- Townhouse ☐
- Commercial ☐
- Industrial ☐
- Other _____

Total Acreage of Tract: 39.745
No. of Acres to be Developed: 38.58
Number of Lots: 2
Percentage of Lot Coverage: 5%
Min. Lot Size: 1.165 AC.
Estimated Start of Construction: 7/2021

Zoning District: R-2

Use Permitted by: [X] right [ ] special exception [ ] conditional use

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

Water Supply: [X] Public [ ] Other (specify FAWN - FRAZER AUTH)

Sewage Disposal: [ ] Public [X] Other (specify PRIVATE ON-LOT)

Off-street Parking: [X] Garage [X] Driveways [ ] Other [ ] None

Streets: Lineal feet of new streets 0

Proposed for Dedication: [ ] Yes [X] No

Existing Use: SINGLE - FAMILY

Number of Existing Lots: 1 Existing Acreage: 39.745

Location of Existing Buildings: YES

Current Parking Spaces: 4

Existing Parking Surface Area: GRAVEL

Access Driveway Location: SR 1013 Width: 12'

Proposed Use: SINGLE - FAMILY

Description of Building(s):

Additional Parking Spaces: 3

Access Driveway Location: BAILEY'S RUN Width: 12'

Current Employees: — New Employees: —

Percentage of Lot Coverage: —

Phase:

Total Number of Phases: 0

Phase Number of this Application: 0

Total Acres: 0

Acres this Phase: 0

Total Lots: 0

Lots this Phase: 0

Total Lineal Feet of Storm Sewer: 0

Total Storm Sewer this Phase: 0

Environmental Standards:

Will the proposed use generate any of the following conditions?

Smoke	☐	Electrical Interference	☐
Air Pollutants	☐	Vibrations	☐
Odors	☐	Noise	☐
Water Pollutants	☐	Radioactive Emissions	☐

Material stored on site: _____

Applications:

Percolation Test	3-30-2021 (date)
DER Planning Module Waiver	
Water Authority	
Sewer Authority	N/A
Allegheny Co. Conservation District	N/A
Allegheny Co. Dept. of Economic Development	✓

Right-of-Way:

Agreements of adjacent properties: ☐ Yes ☒ No ☐ N/A

Describe: _____

Easements:

Agreements with adjacent properties: ☐ Yes ☒ No ☐ N/A

Describe: NO NEW EASEMENTS PROPOSED. THERE ARE TWO RECORDED EASEMENTS OF RECORD SHOWN ON PLAN (WATER AND TELEPHONE) (ON-LOT SEWAGE EASEMENT FOR LOT 1)

SUBDIVISION AND LAND DEVELOPMENT WORKSHEET

This worksheet will be used to evaluate all applications for subdivisions and/or land development review. The following information is required by ordinance. Please check box if information is provided with this application.

SUBDIVISION

General:

✓	Location Map	✓	North Arrow
✓	Zoning District	✓	Tract Boundary Lines
✓	Total Acreage to be subdivided	✓	Acreage of individual parcels

Proposed Subdivision:

✓	Map at 100 scale or less		Contour intervals
✓	Natural and artificial features	✓	Owners of adjacent properties
✓	Driveway locations and widths	✓	Easements (utility and drainage)
✓	Location and size of utilities		Floodways
	Sub-surface conditions		Draft of protective covenants

Engineering:

	Profiles and cross sections of street improvements		Stormwater management plan
	Grading plan	✓	Layout and number of lots
✓	Building setback lines	✓	Location and size of utilities (gas, telephone, electric, cable TV)
✓	Distance and bearings	✓	Location of monuments
✓	Complete curve data		Identify dedicated lands

APPLICATION MATERIAL CHECKLIST *DATE* 04-25-2021

NO APPLICATION WILL BE CONSIDERED COMPLETE UNLESS THE FOLLOWING MATERIALS AND APPLICABLE ITEMS HAVE BEEN PROVIDED:

NOTE: ALL plans must be folded to 8 ½" x 11" or the application will be returned as incomplete. Additional materials may be required depending upon the nature and location of the proposed development and/or subdivision.

✓ Eight (8) folded copies of all plans and six (6) reduced to 11" x 17" at initial submission

✓ One (1) copy of application

NA Three (3) copies for lot line revisions

- ____ SUBDIVISION PLAT
- ____ SITE PLAN
- ____ CONSTRUCTION PLANS
  - ____ Grading
  - ____ Utilities
  - ____ Landscaping

✓ FILING FEE and any applicable ESCROW
(The applicant is responsible for all professional costs incurred relating to review and inspection.)

✓ LOCATION MAP of development

✓ Two (2) copies of SUPPORTING DATA and/or EXHIBITS

- NA Stormwater Management Plan
- ✓ Soil Report
- NA Erosion and Sedimentation Control Plan
- NA Environmental Impact Statement
- NA Architectural Drawings
- NA Structural Drawings
- NA Natural Features Plan (tree lines, wetlands, streams, floodplains, etc.)

✓ One (1) copy of the SEWAGE FACILITIES APPLICATION (Planning Module) which is submitted to the DEP or ACHD

NA One (1) copy of the PROPOSED DEVELOPER'S AGREEMENT
(when an Agreement is required)

I certify that the information contained herein is true and correct.

Brian Jeffrey
Applicant – Signature

BRIAN JEFFREY
Print Name

APPROVAL: MORETTI PLAN OF LOTS NO.3

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE MORETTI PLAN OF LOTS NO. 3 PRELIMINARY AND FINAL SUBDIVISION PLAN AT THEIR MARCH 25, 2021 MEETING.

PROPERTY LOCATION: VACANT LOT WEST OF 259 SHUSTER RD
ZONING DISTRICT: R-2 SEMI-SUBURBAN RESIDENTIAL

3-LOT SUBDIVISION:
LOTS TO MEASURE 1.34 ACRE
TOTAL PARCEL TO MEASURE 41.052 ACRES

THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THE MORETTI PLAN OF LOTS NO. 3 SUBJECT TO FOLLOWING CONDITIONS:

1. ADDRESS AND MEET ALL REQUIREMENTS/COMMENTS ON MR. SHOUP'S LETTER DATED MARCH 23, 2021 SHALL BE MET.
2. ADD 50'RADIUS CUL-DE-SAC AT THE END OF THE RIGHT OF WAY.
3. ADD SEPTIC TEST PIT LOCATIONS OF NEW LOTS AND BACK-UP SITE LOCATION AND EXISTING SEPTIC LOCATION FOR LOT 8.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE PRELIMINARY AND FINAL SUBDIVISION OF MORETTI PLAN OF LOTS NO. 3 AS PER THE RECOMMENDATION BY THE PLANNING COMMISSION WITH THE CONDITIONS PREVIOUSLY MENTIONED.

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

West Deer Township Planning Commission
Meeting Report for March 25, 2021

Project Name: **MORETTI PLAN #3 FINAL SUBDIVISION**

Property Location: West Deer Township – Allegheny County
Zoned: Zoned R-2 (Semi-Suburban Residential)

Seeking approval for Moretti Plan #3 – Final Subdivision

First motion by Mr. Bechtold and second motion by Mr. Butala to **RECOMMEND APPROVAL,** voting was unanimous, of the Moretti Plan #3 – Final Subdivision with the following conditions:

1. Address and meet all requirements/ comments on Mr. Shoup's letter.
2. Add 50' radius cul-de-sac at end of on right of way.
3. Add septic test pit locations of new lots and back-up site location and existing septic location for Lot 8.

SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

June 7, 2021

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

Via Email

Re: Moretti Plan of Lots No. 3
Preliminary and Final Subdivision (plan revised May 13, 2021)

Dear Mr. Payne,

I have reviewed the above-referenced preliminary and final subdivision located in the R-2 Zoning District and the following comment should be considered.

1. Sewage facilities planning module documents must be submitted to the Township for review and approval. Has on-lot sewage disposal testing been performed?

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email
Dorothy Moyta, via email
Jodi French, via email
Anthony Males, via email - alphaengineering@verizon.net

SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

March 23, 2021

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

Via Email

Re: Moretti Plan of Lots No. 3
Preliminary and Final Subdivision (plan revised Mach 4, 2021)

Dear Mr. Payne,

I have reviewed the above-referenced preliminary and final subdivision plan located in the R-2 Zoning District and the following comments should be considered.

1. Sewage facilities planning module documents must be submitted to the Township for review and approval. Has on-lot sewage disposal testing been performed?

2. The "project area" shown on the vicinity map is on the wrong side of Bakerstown Culmerville Road.

3. The signature statement for the Board of Supervisors should refer to "Supervisors" instead of "Commissioners".

4. The following signature statement is required to be placed on the plan by Allegheny County.

   The Township of West Deer agrees not to issue building permits until the "Planning Module for Land Development" has been approved in accordance with the regulations of the Pennsylvania Department of Environmental Protection.

   _____ _____
   Date Authorized Municipal Official

5. The enclosed notification clause must also be shown on the plan.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

Enclosure

cc: Daniel Mator, via email, w/encl.
Dorothy Moyta, via email, w/encl.
Jodi French, via email, w/encl.
Anthony Males, via email - alphaengineering@verizon.net

WEST DEER TOWNSHIP
109 East Union Rd. • Cheswick, PA 15024
724-265-2780 (Code Enforcement Office)

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

APPLICATION NO. _____

Application For:
- [ ] Preliminary Subdivision
- [x] Final Subdivision
- [ ] Land Development
- [ ] PRD
- [ ] Lot Line Revision

Location of Property: VACANT LAND WEST OF 259 SHUSTER RD
Parcel Lot and Block No.: 2195-N-100
Name of Subdivision/Land Development: MORETTI PLAN Nº 3

Name of Applicant: WILLIAM & TERESA MORETTI
E-Mail Address:
Address: 259 SHUSTER ROAD
GIBSONIA, PA. 15044
Telephone No.: 724-316-7514

Name of Property Owner(s): WILLIAM & TERESA MORETTI
E-Mail Address:
Address: 259 SHUSTER ROAD
GIBSONIA, PA. 15044
Telephone No.: 724-316-7514

Surveyor/Engineer: ANTHONY J. MALES @ ALPHA ENGINEERING
Address: 2668 LEECHBURG ROAD
LOWER BURRELL, PA. 15068
Telephone No.: 724-339-2000 E-Mail: ALPHAENGINEERING@VERIZON.NET
Purpose of Development: SUBDIVIDE A 41 ACRE PARCEL INTO 1 LOT & 2 LARGE PARCELS FOR SINGLE FAMILY RESIDENCE

Proposed Use:
- [x] SingleFamily
- [ ] Two Family
- [ ] Multi Family
- [ ] Townhouse
- [ ] Commercial
- [ ] Industrial

Other _____

Total Acreage of Tract: 41.052
No. of Acres to be Developed: 41.052 Number of Lots: 3
Percentage of Lot Coverage: 0.001 Min. Lot Size: 1.34 ACRE
Estimated Start of Construction: SPRING 2021

Zoning District: R-2 SEMI-SUBURBAN RESIDENTIAL

Use Permitted by: ☒ right ☐ special exception ☐ conditional use

Waivers requested (list section & hardship) and/or special situations or circumstances:
NONE

Water Supply: ☒ Public ☐ Other (specify _____)
Sewage Disposal: ☐ Public ☒ Other (specify ON-LOT)

Off-street Parking: ☐ Garage ☒ Driveways ☐ Other ☐ None

Streets: Lineal feet of new streets NONE
Proposed for Dedication: ☐ Yes ☐ No N/A

Existing Use: SINGLE FAMILY RESIDENTIAL & VACANT LAND
Number of Existing Lots: 1 Existing Acreage: 41.052
Location of Existing Buildings: SEE PLAN
Current Parking Spaces: N/A
Existing Parking Surface Area: N/A
Access Driveway Location: SHUSTER ROAD Width: 15 FT ±

Proposed Use: SINGLE FAMILY RESIDENTIAL
Description of Building(s): TBD
Additional Parking Spaces: N/A
Access Driveway Location: SHUSTER ROAD Width: 15' ±
Current Employees: N/A New Employees: N/A
Percentage of Lot Coverage: 0.003

Phase:

Total Number of Phases: 3
Phase Number of this Application: 3

Total Acres: 41.052
Acres this Phase: 41.052

Total Lots: 3
Lots this Phase: 3

Total Lineal Feet of Storm Sewer: N/A
Total Storm Sewer this Phase: N/A

Environmental Standards:

Will the proposed use generate any of the following conditions? No

Smoke	☐	Electrical Interference	☐
Air Pollutants	☐	Vibrations	☐
Odors	☐	Noise	☐
Water Pollutants	☐	Radioactive Emissions	☐

Material stored on site: N/A

Applications:

Percolation Test	_____ (date)
DER Planning Module Waiver	2-26-21
Water Authority	_____
Sewer Authority	_____
Allegheny Co. Conservation District	_____
Allegheny Co. Dept. of Economic Development	2-26-21

Right-of-Way:

Agreements of adjacent properties: ☒ Yes ☐ No ☐ N/A

Describe: PRIVATE R/W ACCESS

Easements:

Agreements with adjacent properties: ☐ Yes ☒ No ☐ N/A

Describe: _____

SUBDIVISION AND LAND DEVELOPMENT WORKSHEET

This worksheet will be used to evaluate all applications for subdivisions and/or land development review. The following information is required by ordinance. Please check box if information is provided with this application.

SUBDIVISION

General:

✓	Location Map	✓	North Arrow
✓	Zoning District	✓	Tract Boundary Lines
✓	Total Acreage to be subdivided	✓	Acreage of individual parcels

Proposed Subdivision:

✓	Map at 100 scale or less		Contour intervals
✓	Natural and artificial features	✓	Owners of adjacent properties
✓	Driveway locations and widths	✓	Easements (utility and drainage)
	Location and size of utilities	✓	Floodways
	Sub-surface conditions		Draft of protective covenants

Engineering:

	Profiles and cross sections of street improvements		Stormwater management plan
	Grading plan	✓	Layout and number of lots
✓	Building setback lines		Location and size of utilities (gas, telephone, electric, cable TV)
✓	Distance and bearings	✓	Location of monuments
✓	Complete curve data		Identify dedicated lands

LAND DEVELOPMENT

General:

✓	Total acreage to be developed	✓	Property lines
✓	Number of lots	✓	Scale shown
✓	North arrow shown	✓	Vicinity map
✓	Abutting property owners identified	✓	Zoning district
✓	Existing streets	✓	Rights of way
✓	Easements (utility and drainage)		Streams, watersheds and watercourses
✓	Location of existing structures	✓	Building setback lines
	Unusual physical conditions		

Proposed Development:

✓	Structures		Walkways
✓	Driveways and entrances		Parking facilities
	Loading and unloading spaces		Landscaping
	Exterior lighting		Fences or walls
	Bench mark(s)		Contours and elevations
	Gradient of access drives		Gradient of parking facilities
	Location and size of utilities		Stormwater management plan
	Grading plan		

APPLICATION MATERIAL CHECKLIST *DATE* 2-26-21

NO APPLICATION WILL BE CONSIDERED COMPLETE UNLESS THE FOLLOWING MATERIALS AND APPLICABLE ITEMS HAVE BEEN PROVIDED:

NOTE: ALL plans must be folded to 8 ½" x 11" or the application will be returned as incomplete. Additional materials may be required depending upon the nature and location of the proposed development and/or subdivision.

- ✓ Eight (8) folded copies of all plans and six (6) reduced to 11" x 17" at initial submission
- ✓ One (1) copy of application
- ___ Three (3) copies for lot line revisions
  - ✓ SUBDIVISION PLAT
  - ___ SITE PLAN
  - ___ CONSTRUCTION PLANS
    - ___ Grading
    - ___ Utilities
    - ___ Landscaping
- ✓ FILING FEE and any applicable ESCROW
  (The applicant is responsible for all professional costs incurred relating to review and inspection.)
- ✓ LOCATION MAP of development
- ✓ Two (2) copies of SUPPORTING DATA and/or EXHIBITS
  - ___ Stormwater Management Plan
  - ___ Soil Report
  - ___ Erosion and Sedimentation Control Plan
  - ___ Environmental Impact Statement
  - ___ Architectural Drawings
  - ___ Structural Drawings
  - ✓ Natural Features Plan (tree lines, wetlands, streams, floodplains, etc.)
- ✓ One (1) copy of the SEWAGE FACILITIES APPLICATION (Planning Module) which is submitted to the DEP or ACHD
- ___ One (1) copy of the PROPOSED DEVELOPER'S AGREEMENT
  (when an Agreement is required)

I certify that the information contained herein is true and correct.

Applicant – Signature
AGENT

ANTHONY J. MALES
Print Name

Moretti Plan of Lots No. 3

PROJECT NARRATIVE

2-25-2021

William and Teresa Moretti owners of Parcel A (residual area) of the Moretti Plan of Lots No. 2 propose to subdivide the 41 Acre Parcel into a 1.34 Acre Lot (Lot 8); and two (2) parcels that are 19.856 Acres each (Parcel A-1 and Parcel B-1).

Lot 1 has an existing single family dwelling which has an existing on-lot sewage disposal system and is served by an existing public water supply (Oakmont Water Authority).

Parcels A-1 and B-1 are both vacant lots and have been soil and perc tested and have approved sites for on-lot sewage systems. A sewage planning modules is being submitted for these parcels. Both parcels will be served by existing public water supply.

3800-CD-BCW0359 12/2018

1. **Development Information**

Name of Development MORETTI PLAN N: 3
Developer Name WILLIAM MORETTI
Address 259 SHUSTER ROAD
GIBSONIA, PA. 15044
Telephone # 724-316-7514
Email C/O ALPHAENGINEERING@VERIZON.NET

2. **Location of Development**

a. County ALLEGHENY
b. Municipality WEST DEER TOWNSHIP
c. Address or Coordinates VACANT LAND BEHIND 259 SHUSTER RD
d. Tax Parcel # 2195-N-100
e. USGS Quad Name _____
Inches up _____ over _____
from bottom right corner of map.
f. Located in a High Quality/Exceptional Value watershed?
☐ Yes ☒ No

3. **Type of Development Proposed** (check appropriate box)

☒ Residential ☐ Multi-Residential
Describe 3 SINGLE FAMILY RESIDENTIAL LOTS

☐ Commercial ☐ Institutional
Describe _____

☐ Brownfield Site Redevelopment
☐ Other (specify) _____

4. **Size**

a. # of lots 3 # of EDUs 3
b. # of lots since 5/15/72 10
c. Development Acreage 41.052
d. Remaining Acreage 0

5. **Sewage Flows** 1200 gpd

6. **Proposed Sewage Disposal Method** (check applicable boxes)

a. ☐ Sewerage System
☐ Existing (connection only) ☐ New (extension)
☐ Public ☐ Private
☐ Pump Station(s)/Force Main ☐ Gravity
Name of existing system being extended _____
Interceptor Name _____
Treatment Facility Name _____
NPDES Permit # _____

b. ☐ Construction of Treatment Facility
☐ With Stream Discharge
☐ With Land Application (not including IRSIS)
☐ Other
☐ Repair?
Name of waterbody where point of discharge is proposed (if stream discharge) _____

c. ☒ Onlot Sewage Disposal Systems (check appropriate box)
☐ Individual onlot system(s) (including IRSIS)
☐ Community onlot system
☐ Large-Volume onlot system

d. ☐ Retaining tanks
Number of Holding Tanks _____
Number of Privies _____

7. ☒ **Request Sewage Facilities Planning Module forms in electronic format**

8. **Request for Planning Exemption**

a. Protection of rare, endangered or threatened species
Check one:
☐ The "PNDI Project Environmental Review Receipt" is attached.
or
☐ A completed "PNDI Project Planning & Environmental Review Form," (PNDI Form) is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning exemption will be considered incomplete and that the DEP processing of my planning exemption request will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials _____

b. ☐ Plot Plan Attached ☐ Site Reports Attached

c. Onlot Disposal Systems

(1) I certify that the Official Plan shows this area as an onlot service area.

_____ / _____
(Signature of Municipal Official) Date

_____ / _____
Name (Print) Title

_____
Municipality (must be same as in 2.b.)

Telephone # _____

(2) I certify that each lot in this subdivision has been tested and is suitable for both a primary and replacement sewage disposal system.

_____ / _____
Signature of SEO) Date

_____ / _____
Name (Print) Certification #

Telephone # _____

(3) I certify that each lot in this subdivision is at least 1 acre in size

_____ / _____
(Signature of Project Applicant/Agent) Date

d. Public Sewerage Service (i.e., ownership by municipality or authority)

Based upon written documentation, I certify that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. (Attach documents.)

_____ / _____
(Signature of Municipal Official) Date

_____ / _____
Name (Print) Title

_____
Municipality (must be same as in 2.b.)

Telephone # _____

PIN: 2195N00100000000

map is for informational purposes only.
ial information is provided from the
se of Property Assessments in Allegheny County.
ment and availability are subject to change. Property
racteristics and values change due to a variety of
ors such as court rulings, municipality permit
essing and subdivision plans. Excludes name and
act information for property owners, as required by
nance, 3478-07. For additional information, call the
gheny County GIS Help Desk at (412) 350-4774 or
ll at GISHelp@AlleghenyCounty.US.

0 450 900 1,800 Feet
0 0.075 0.15 0.3 Miles
WGS84 Web Mercator

N

N 00°30' E

N 00°30' E 866.45'

N 00°30' E 1040.27'

2003.78' (F) 2006.72' (C) TOTAL

PARCEL B-1
20.122 ACRES
876,316 SQ. FT.

PARCEL A-1
19.808 ACRES
862,932 SQ. FT.

LOT 6
1.074 ACRES
46,800 SQ. FT.

SHUSTER ROAD 50' R/W

WE, WILLIAM S. MORETTI AND TERESA L. MORETTI, OWNERS OF THE LAND SHOWN ON THE MORETTI PLAN OF LOTS NO. 3, HEREBY ADOPT THIS PLAN OF LOTS AND DIRECTIONALLY DEDICATE ALL STREETS AND OTHER PROPERTY IDENTIFIED FOR DEDICATION ON THE PLAN TO THE TOWNSHIP OF WEST DEER. THIS ADOPTION AND DEDICATION SHALL BE BINDING UPON OURS HEIRS, EXECUTORS AND ASSIGNS.

IN WITNESS OF WHICH, TO THIS WE SET OUR HAND AND SEAL

DATE _____ DAY OF _____ 20____

ATTEST:

WILLIAM S. MORETTI

NOTARY PUBLIC

TERESA L. MORETTI

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR THE COMMONWEALTH OF PENNSYLVANIA AND COUNTY OF ALLEGHENY, PERSONALLY APPEARED THE ABOVE NAMED WILLIAM S. MORETTI AND TERESA L. MORETTI AND ACKNOWLEDGED THE FOREGOING AGREEMENT AND DEDICATION TO BE THEIR ACT.

WITNESS MY HAND AND NOTARIAL SEAL THIS _____ DAY OF _____ 20____

MY COMMISSION EXPIRES ON _____ DAY OF _____ 20____

NOTARY PUBLIC TOWNSHIP SEAL

NOTARY PUBLIC

WE HEREBY CERTIFY THAT THE SITE TO BE DEDICATED TO THE TOWNSHIP OF WEST DEER AS SHOWN ON THIS PLAN OF LOTS NO. 3 IS IN THE NAME OF WILLIAM S. MORETTI & TERESA L. MORETTI AND IS RECORDED IN D.B.V. 14769, PAGE 222.

I HEREBY CERTIFY THAT THE SITE TO BE DEDICATED TO THE TOWNSHIP OF WEST DEER AS SHOWN ON THIS PLAN OF LOTS NO. 3 IS FREE AND CLEAR OF ALL LIENS, MORTGAGES AND OTHER ENCUMBRANCES EXCEPT THE FOLLOWING:

WILLIAM S. MORETTI

TERESA L. MORETTI

I HEREBY CERTIFY THAT THE SITE TO BE DEDICATED TO THE TOWNSHIP OF WEST DEER AS SHOWN ON THIS PLAN OF LOTS NO. 3 IS FREE AND CLEAR OF ALL LIENS, MORTGAGES, OR OTHER ENCUMBRANCES EXCEPT THE FOLLOWING: _____

DATE

SIGNATURE OF MORTGAGEE

PRINTED NAME OF MORTGAGEE

SITE

VICINITY MA

AVAILABLE UTILITIES

FLOODPLAIN INFORMATION

OWNER'S

MORETTI PLAN OF LOTS

WEST DEER TOWNSHIP, ALLEGHENY CO

WILLIAM S. & TERESA L. MORETTI

DO NOT FOLD PLAN TO BE RECORDED

ALL SIGNATURES MUST BE MADE WITH NAVY BLUE INK OR NAVY BLUE FELT TIP PEN

ZONING SUMMARY

NOTES:

APPROVAL: ROUND THE CORNER RESTAURANT DEVELOPMENT PLAN

THE APPLICANT IS REQUESTING APPROVAL FOR LAND DEVELOPMENT LOCATED IN C-2 (HIGHWAY COMMERCIAL) ZONING DISTRICT THE ROUND THE CORNER RESTAURANT.

APPLICANT:	SMULLEN PROPERTY – JAMES SMULLEN
LOCATION:	SAXONBURG BOULEVARD 5.44 ACRES (.98 ACRES FOR CONSTRUCTION)
ZONING DISTRICT:	C-2 (HIGHWAY COMMERCIAL)
REQUEST:	TO CONSTRUCT A NEW COMMERCIAL BUILDING TO RELOCATE ROUND THE CORNER RESTAURANT.

THE PLANNING COMMISSION VOTED TO RECOMMEND APPROVAL OF ROUND THE CORNER RESTAURANT RELOCATION CONTINGENT UPON:

1. Address and meet all requirements/ comments on Mr. Shoup's letter dated May 21, 2021.

THE TOWNSHIP ENGINEER'S REVIEW LETTERS DATED MAY 27, 2021 AND JUNE 9, 2021 ARE ATTACHED. MR. SHOUP…

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO APPROVE THE RELOCATION OF ROUND THE CORNER RESTAURANT CONDITIONED UPON THE SUCCESSFUL COMPLETION OF THE RECOMMENDATIONS MADE BY THE PLANNING COMMISSION AND TOWNSHIP ENGINEER.

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

West Deer TOWNSHIP ALLEGHENY COUNTY PA

West Deer Township Planning Commission
Meeting Report for May 27, 2021

Project Name: **SMULLEN PROPERTY: RELOCATION OF "ROUND THE CORNER RESTAURANT" - SITE PLAN REVIEW**

Property Location: West Deer Township – Allegheny County
Zoned: Zoned C-2 (Highway Commercial)

Seeking approval for Smullen Property: Relocation of "Round the Corner Restaurant" – Site Plan Review.

First motion by Mr. Bechtold and second motion by Mr. Stark to **RECOMMEND APPROVAL,** voting was unanimous, (Mark Schmidt abstained) of the Smullen Property: Relocation of "Round the Corner Restaurant" – Site Plan Review.
with the following conditions:

1. Address and meet all requirements/ comments on Mr. Shoup's letter dated May 21, 2021.

SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

June 9, 2021

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

Via Email

Re: Round the Corner Restaurant
Land Development Plan (plans revised June 7, 2021)

Dear Mr. Payne,

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

1. On various drawing sheets, the Deer Lakes School District property between the development site and East Union Road should be labeled as being C-2 instead of R-3.

2. A Pennsylvania Department of Transportation Highway Occupancy Permit will be required for the site's driveway onto Saxonburg Boulevard.

3. The appropriate Transportation Impact Fee will need to be paid to the Township prior to building permit issuance.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email
Gavin Robb, via email
Dorothy Moyta, via email
Jodi French, via email
Mark Schmidt, Hampton Technical Associates, via email

SHOUP ENGINEERING
CELEBRATING 50 YEARS

329 Summerfield Drive, Baden PA 15005
Telephone: 724-869-9560
Email: info@shoupengineering.com

May 21, 2021

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

Via Email

RE: Round the Corner Restaurant
Land Development Plan (plans dated April 29, 2021)

Dear Mr. Payne,

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

1. On various drawing sheets, the Deer Lakes School District properties to the east of the site are labeled as being zoned R-3. It appears that these properties are zoned C-2.

2. A Pennsylvania Department of Transportation Highway Occupancy Permit will be required for the site's driveway on to Saxonburg Boulevard.

3. The appropriate Transportation Impact Fee will need to be paid to the Township prior to building permit issuance.

4. The proposed height of the building addition should be identified on the site plan.

5. Consideration should be given to installing house-side shields on the three pole mounted light fixtures closest to Saxonburg Boulevard.

6. On Drawing Sheet C.312, Detail Drawing 4 (Outlet Structure), the table should list the Stage 3 "weir inverts" as "orifice inverts". Also on Section 4-A, the Stage 3 orifices are identified as having a diameter of 0.75'. Please verify that these orifices are 9 inch diameter and if so, list the diameter in inches consistent with the other orifice diameter.

A written response should be provided as to how the above comments have been addressed with any revised submittals.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

cc: Daniel Mator, via email
Gavin Robb, via email
Dorothy Moyta, via email
Jodi French, via email
Mark Schmidt, Hampton Technical Associates, via email

Corporate Office
35 Wilson Street, Suite 201 * Pittsburgh, PA 15223
Phone: (412) 781-9660 * Fax: (412) 781-5904

Mars Office
123 Ridge Road, Suite B * Valencia, PA 16059
Phone: (724) 625-4544 * Fax: (724) 625-4549

www.hampton-technical.com

June 7, 2021

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

RE: Round the Corner Restaurant
Land Development Plan

Dear Mr. Payne,

Hampton Technical Associates, Inc has received an engineering review letter from Shoup Engineering dated **May 21, 2021** and have provided the following responses:

1. On various drawing sheets, the Deer Lakes School District properties to the east of the site are labeled as being zoned R-3. It appears that these properties are zoned C-2.
   a. **The plans have been updated to correct the zoning information for the property in question.**

2. A PA DOT Highway Occupancy Permit will be required for the site's driveway along Saxonburg Boulevard.
   a. **The applicant is aware of the requirement to obtain a highway occupancy permit prior to connection to Saxonburg Blvd.**

3. The appropriate Transportation Impact Fee will need to be paid to the Township prior to building permit issuance.
   a. **The applicant is aware of the requirement to pay the Transportation Impact Fee prior to building permit issuance.**

4. The proposed height of the building addition should be identified on the site plan.
   a. **The height of the proposed addition has been called out on plans.**

5. Consideration should be given to installing house-side shields on the tree pole mounted light fixtures closest to Saxonburg Blvd.
   a. **The site lighting plan has been designed to satisfy the ordinance and limit encroachment onto adjacent properties. A Note has been added calling out for house side shields for the three light fixtures in question.**

6. On Drawing Sheet C.312, Detail Drawing 4 (Outlet Structure), the table should list the Stage 3 "weir inverts" as "orifice inverts". Also, on Section 4-A, the Stage 3 orifices are identified as having a diameter of 0.75'. Please verify that these orifices are 9" and if so, list the diameter in inches and [be consistent throughout the details].

a. **The Outlet Structure Detail has been updated. There is (1) 4" orifice and (1) 1.5' Weir on the side of the Outlet Structure.**

Thank you for taking the time to review this submission. Direct any questions or comments to Matt Schmidt at MattS@hampton-tech.net.

Sincerely,

David Weeber

David Weeber
Hampton Technical Associates, Inc
Project Manager
412-781-9660

SAXONBURG BOULEVARD
S.R. 1013
33' RIGHT-OF-WAY

ROCK CONSTRUCTION ENTRANCE (4 C.202)

STONE STOCKPILE

CONCRETE WASHOUT (3 C.202)

INLET (INL-1-2)

FILTER SOCKS (Typ.) (1 C.203)

INLET (INL-1-1)

EROSION CONTROL BLANKET (1 C.205)

TOP SOIL STORAGE

INLET (INL-2)

STORM MH (STMH-2)

USE PIPE DISTURBANCE ALIGNMENT TO ACCESS BASIN

STORM MH (STMH-1)

INLET PROTECTION (typ.) (5 C.203)

PERMIT BOUNDARY

LIMIT OF DISTURBANCE

ENDWALL (EW-2) & ROCK APRON (RA-2) (6 C.203) (See Stormwater Design Information)

STORMWATER DETENTION BASIN

EMERGENCY SPILLWAY

OS-1

OUTLET STRUCTURE (OS-1)

ENDWALL (EW-1) & ROCK APRON (RA-1) (6 C.203) (See Stormwater Design Information)

UNT to Cunningham Creek CHAP 93: CWF

PARCEL ID 15-11-E-991
837,115 SQ. FT.
19.22 Acres
Zoning District = C-2

GIB
RCE
GSF
TSS
WHC

Total Disturbance Area
0.56 Acres

EXPLANATIONS

1. The Site Plan shows the layout and dimensions of each structure.
2. The Utility Plan includes the installation of existing drainage structure and signalizing.
3. The Utility Plan includes utility connections.
4. The Utility Plan indicates other measures or products that are in accordance with national standard specifications.

LEGEND

LIMIT OF DISTURBANCE
SOIL BOUNDARY
SOIL TYPE
SILT FENCE
ROCK CONSTRUCTION ENTRANCE
STONE STOCKPILE
TOP SOIL STORAGE
CONCRETE WASHOUT
WELL PROTECTION

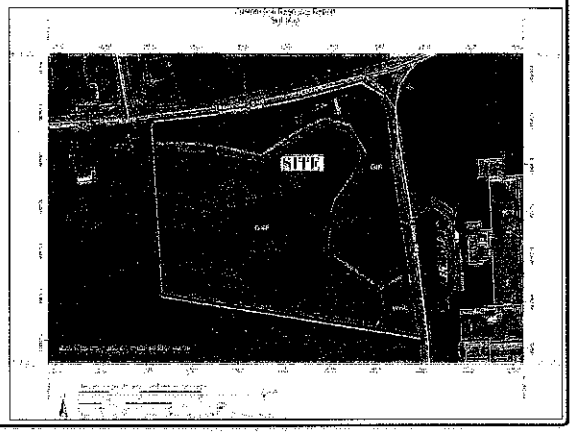
KEY

DETAIL CALL-OUT NOTES
1 = DETAIL NUMBER
C.101 = SHEET NO.

SYMBOL LEGEND

Water Piping
Water Valve
Fire Hydrant
Gas Piping
Gas Valve
Gas Meter
Sign Post
Utility Pole
Sanitary Manhole
Sanitary Cleaning
Storm Manhole
Storm Cleaning
Storm Inlet
Yard Drain
Electric/Overhead
Electric/Underground
Electric Box
Traffic Flow
Edge of Paving

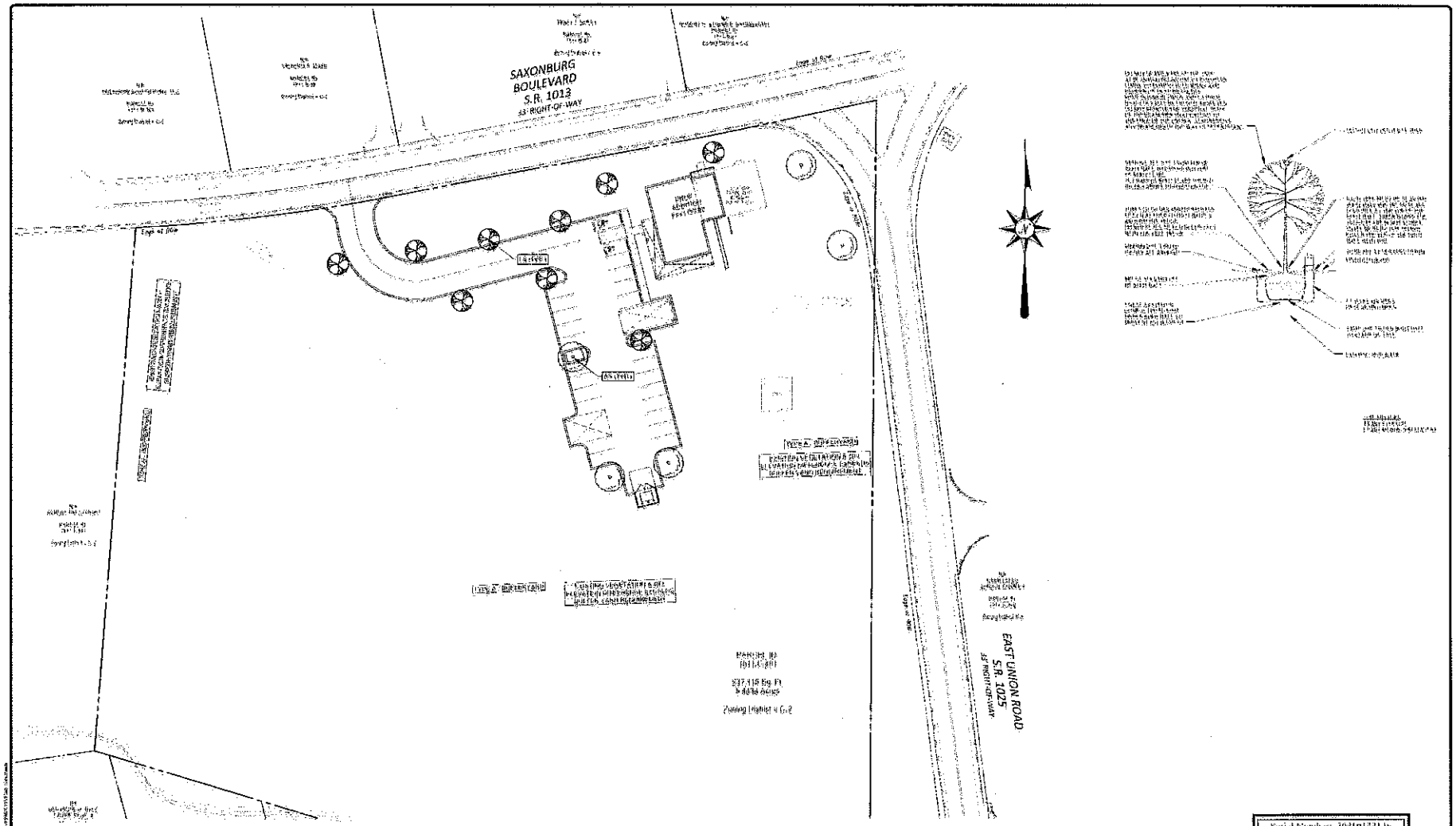
GRAPHIC SCALE
(IN FEET)
1 inch = 30 ft



Erosion & Sedimentation Control Plan
Round the Corner Restaurant

C.201

13560



LANDSCAPE REQUIREMENTS TABLE

Requirement	Code Reference	Description	Planting Required	Planting Provided
Buffer Yards	[illegible]	[illegible]	[illegible]	[illegible]
Street Trees	[illegible]	[illegible]	[illegible]	[illegible]
Parking Lot Landscape	[illegible]	[illegible]	[illegible]	[illegible]

PLANT SCHEDULE

Symbol	Botanic Name	Common Name	Size	Spacing	Quantity
TREES					
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Serial Number: 20210131lab
Date Issued: 01/13/2021

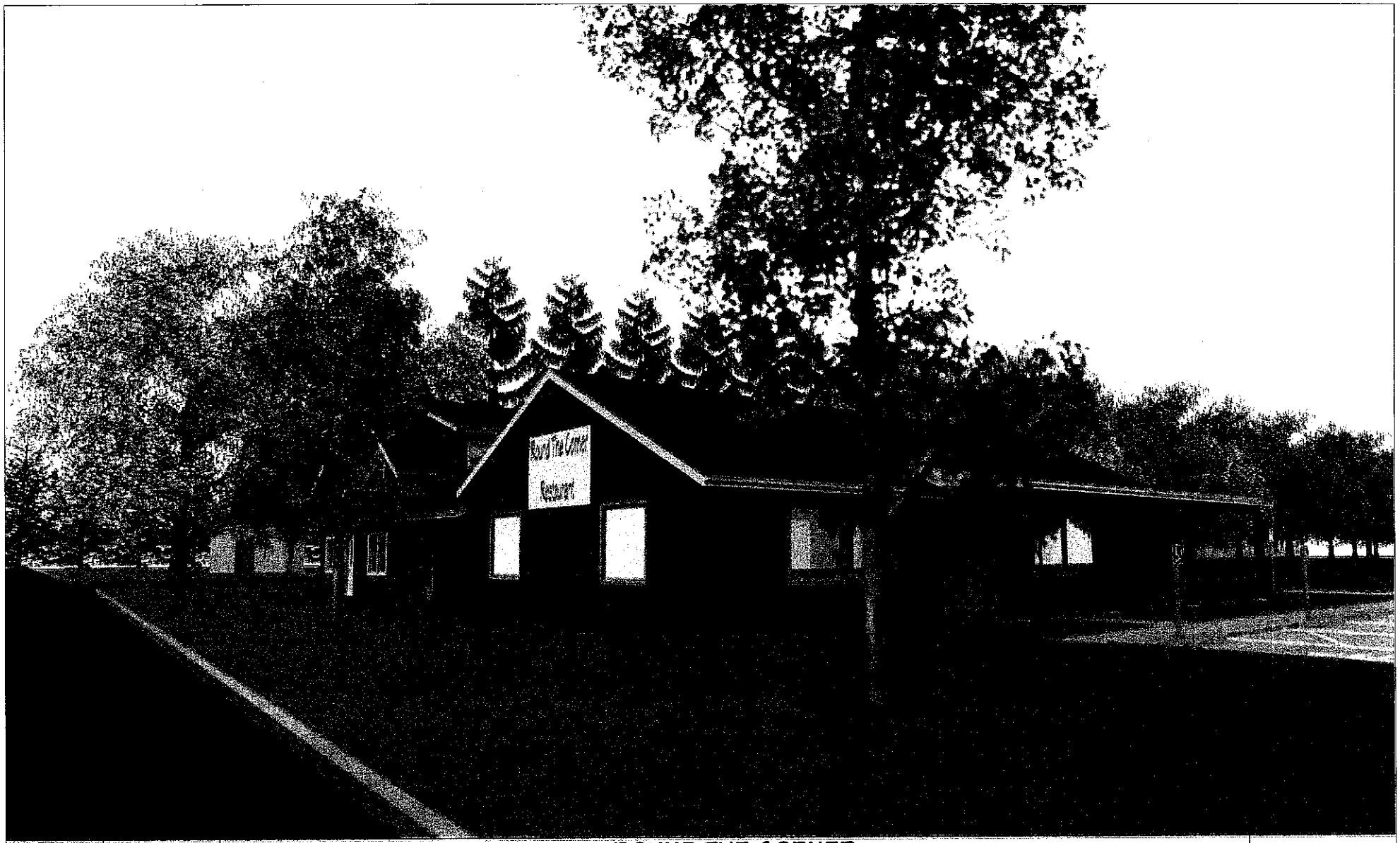
STOP !!!
CALL BEFORE YOU DIG!
PENNSYLVANIA ONE CALL SYSTEM INC
1-800-242-1776

GRAPHIC SCALE
(IN FEET)
1 inch = 20 ft.

Site Landscaping Plan
Round the Corner Restaurant

C.105

13660



RLHollbaugh
Design
P.O. Box 72
Bridgeville, PA 15017
724.891.1969
www.RLHollbaugh.com

If you think you can't make the world a better place with your work,
at least make sure you don't make it worse.

- Herman Hertzberger

ROUND THE CORNER

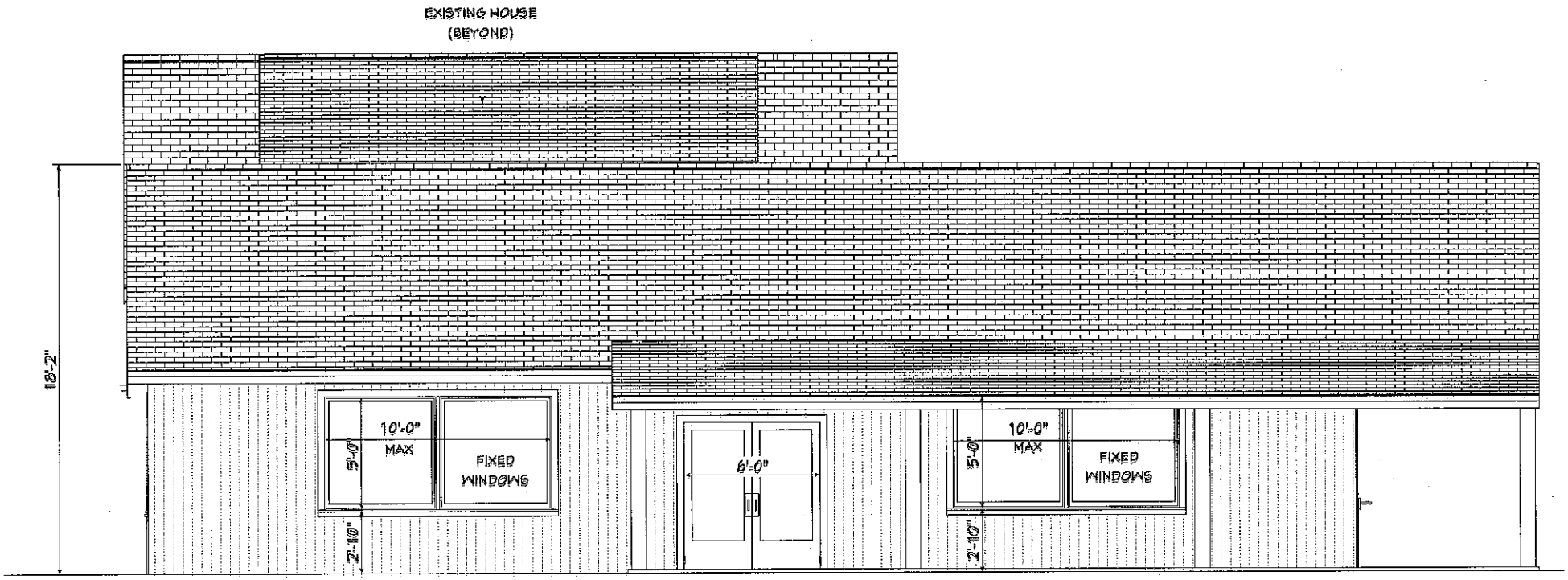
2033 SAXONBURG BOULEVARD, TARENTUM, PA 15084

BUILDING OWNER:

JAMES SMULLIN

Date:
JUNE 8, 2021

Sheet:
A-1 of 3



FRONT ELEVATION

SCALE: 1/2" = 1'-0"

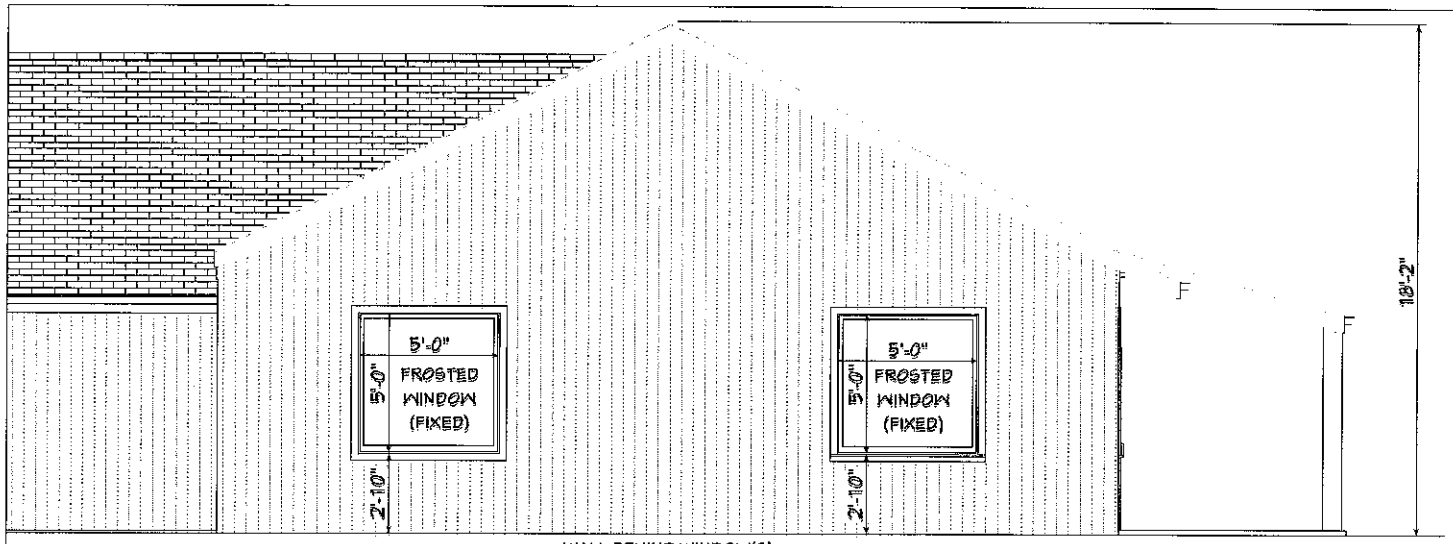
RLHollibaugh
Design
P.O. Box 72
Ruffsdale, PA 15679
724.891.7249
www.RLHollibaugh.com

If you think you can't make the world a better place with your work,
at least make sure you don't make it worse.
: Helmut Hollberger

ROUND THE CORNER

2033 SAXONBURG BOULEVARD, TARENTUM, PA 15084
BUILDING OWNER:
JAMES SMULLIN

Date:
JUNE 8, 2021
Sheet:
A-2 of 3



WALL BEHIND WINDOW(S)
(SEE FLOOR PLAN)

SIDE ELEVATION: SAXONBURG BOULEVARD

SCALE: 1/2"= 1'-0"

SIDE ELEVATION: SOUTH

SCALE: 1/2"= 1'-0"

RLHollibaugh Design
P.O. Box 72
Ruffsdale, PA 15679
724.881.7865
www.RLHollibaugh.com

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at least make sure you don't make it worse.

: Herman Hertzberger

ROUND THE CORNER

2033 SAXONBURG BOULEVARD, TARENTUM, PA 15084

BUILDING OWNER:
JAMES SMULLIN

Date:
JUNE 8, 2021

Sheet:
A-3 of 3

WEST DEER TOWNSHIP

109 East Union Rd. • Cheswick, PA 15024
724-265-2780 (Code Enforcement Office)

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

APPLICATION NO. _____

Application For:
____ Preliminary Subdivision
____ Final Subdivision
X Land Development
____ PRD
____ Lot Line Revision

Location of Property: 2033 Saxonburg Boulevard, Tarentum, PA 15084
Parcel Lot and Block No.: 1511-F-381
Name of Subdivision/Land Development: Round the Corner Restaurant

Name of Applicant: Smullin Trucking, LLC - Jim Smullin
E-Mail Address: smullinasphalt@gmail.com
Address: 1788 Saxonburg Blvd
Tarentum, PA 15084
Telephone No.: 724-265-1939

Name of Property Owner(s): Same as above
E-Mail Address:
Address:
Telephone No.:

Surveyor/Engineer: Hampton Technical Associates
Address: 35 Wilson Street - Suite 201
Pittsburgh, PA 15223
Telephone No.: 412-781-9660 E-Mail: davids@hampton-tech.net
Purpose of Development:

Proposed Use: SingleFamily ☐ Two Family ☐ Multi Family ☐
Townhouse ☐ Commercial ☒ Industrial ☐
Other _____

Total Acreage of Tract: 5.4434 acres
No. of Acres to be Developed: 0.98 Acres Number of Lots: 1
Percentage of Lot Coverage: 25 % Min. Lot Size: _____
Estimated Start of Construction: Summer 2021

Zoning District: C-2 (Highway Commercial)

Use Permitted by: ☒ right ☐ special exception ☐ conditional use

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

Water Supply: ☒ Public ☐ Other (specify _____)
Sewage Disposal: ☒ Public ☐ Other (specify _____)

Off-street Parking: ☐ Garage ☐ Driveways ☒ Other ☐ None

Streets: Lineal feet of new streets N/A
Proposed for Dedication: ☐ Yes ☐ No

Existing Use: Existing Dwelling
Number of Existing Lots: 1 Existing Acreage: 5.4434 acres
Location of Existing Buildings: Northeast corner of property
Current Parking Spaces: 2
Existing Parking Surface Area: Asphalt and gravel
Access Driveway Location: Along Saxonburg Blvd in front of bldg. Width: 22'+/-

Proposed Use: Restarant
Description of Building(s): Existing Building with proposed addition
Additional Parking Spaces: 25 total proposed spaces
Access Driveway Location: Along Saxonburg Blvd. Width: 24'
Current Employees: N/A New Employees: 10
Percentage of Lot Coverage: 25%

Phase:

Total Number of Phases: N/A
Phase Number of this Application: _____

Total Acres: _____
Acres this Phase: _____

Total Lots: _____
Lots this Phase: _____

Total Lineal Feet of Storm Sewer: _____
Total Storm Sewer this Phase: _____

Environmental Standards:

Will the proposed use generate any of the following conditions?

Smoke	☐	Electrical Interference	☐
Air Pollutants	☐	Vibrations	☐
Odors	☐	Noise	☐
Water Pollutants	☐	Radioactive Emissions	☐

Material stored on site: _____

Applications:

Percolation Test	_____ (date)
DER Planning Module Waiver	_____
Water Authority	_____
Sewer Authority	_____
Allegheny Co. Conservation District	_____
Allegheny Co. Dept. of Economic Development	_____

Right-of-Way:

Agreements of adjacent properties: ☐ Yes ☐ No ☒ N/A

Describe: _____

Easements:

Agreements with adjacent properties: ☐ Yes ☐ No ☒ N/A

Describe: _____

SUBDIVISION AND LAND DEVELOPMENT WORKSHEET

This worksheet will be used to evaluate all applications for subdivisions and/or land development review. The following information is required by ordinance. Please check box if information is provided with this application.

SUBDIVISION

General:

	Location Map		North Arrow
	Zoning District		*Tract Boundary Lines*
	Total Acreage to be subdivided		Acreage of individual parcels

Proposed Subdivision:

	Map at 100 scale or less		Contour intervals
	Natural and artificial features		Owners of adjacent properties
	Driveway locations and widths		Easements (utility and drainage)
	Location and size of utilities		Floodways
	Sub-surface conditions		Draft of protective covenants

Engineering:

	Profiles and cross sections of street improvements		Stormwater management plan
	Grading plan		Layout and number of lots
	Building setback lines		Location and size of utilities (gas, telephone, electric, cable TV)
	Distance and bearings		Location of monuments
	Complete curve data		Identify dedicated lands

LAND DEVELOPMENT

General:

X	Total acreage to be developed	X	Property lines
X	Number of lots	X	Scale shown
X	North arrow shown	X	Vicinity map
X	Abutting property owners identified	X	Zoning district
X	Existing streets	X	Rights of way
N/A	Easements (utility and drainage)	X	Streams, watersheds and watercourses
X	Location of existing structures	X	Building setback lines
X	Unusual physical conditions		

Proposed Development:

X	Structures	X	Walkways
X	Driveways and entrances	X	Parking facilities
X	Loading and unloading spaces	X	Landscaping
X	Exterior lighting	X	Fences or walls
X	Bench mark(s)	X	Contours and elevations
X	Gradient of access drives	X	Gradient of parking facilities
X	Location and size of utilities	X	Stormwater management plan
X	Grading plan		

APPLICATION MATERIAL CHECKLIST *DATE* 04-29-2021

NO APPLICATION WILL BE CONSIDERED COMPLETE UNLESS THE FOLLOWING MATERIALS AND APPLICABLE ITEMS HAVE BEEN PROVIDED:

NOTE: ALL plans must be folded to 8 ½" x 11" or the application will be returned as incomplete. Additional materials may be required depending upon the nature and location of the proposed development and/or subdivision.

X Eight (8) folded copies of all plans and six (6) reduced to 11" x 17" at initial submission

X One (1) copy of application

___ Three (3) copies for lot line revisions

- ___ SUBDIVISION PLAT
- ___ SITE PLAN
- ___ CONSTRUCTION PLANS
  - ___ Grading
  - ___ Utilities
  - ___ Landscaping

X FILING FEE and any applicable ESCROW Filing Fee = $200 & Escrow Fee = $400
(The applicant is responsible for all professional costs incurred relating to review and inspection.)

X LOCATION MAP of development

X Two (2) copies of SUPPORTING DATA and/or EXHIBITS

- X Stormwater Management Plan
- ___ Soil Report
- X Erosion and Sedimentation Control Plan
- ___ Environmental Impact Statement
- ___ Architectural Drawings
- ___ Structural Drawings
- ___ Natural Features Plan (tree lines, wetlands, streams, floodplains, etc.)

___ One (1) copy of the SEWAGE FACILITIES APPLICATION (Planning Module) which is submitted to the DEP or ACHD

___ One (1) copy of the PROPOSED DEVELOPER'S AGREEMENT (when an Agreement is required)

I certify that the information contained herein is true and correct.

Applicant – Signature

David Swab - Hampton Tech (Agent for Owner)
Print Name

AUTHORIZATION: ADVERTISEMENT OF THE DEMOLITION OF 438 ALDER STREET

ATTACHED IS INFORMATION AND PHOTOGRAPHS OF THE STRUCTURE LOCATED AT 438 ALDER STREET.

LOT/BLOCK #: 2012-S-0102
OWNER: RALPH V. & YVONNE V. PATRICK

MR. PAYNE INSPECTED THE PROPERTY AND DETERMINED – PURSUANT TO TOWNSHIP ORDINANCE 172 – THAT THE STRUCTURE IS IN A DANGEROUS CONDITION, AND THAT IT CONSTITUTES A PUBLIC NUISANCE. 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").

MR. PAYNE……

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE TOWNSHIP MANAGER TO ADVERTISE AND SOLICIT BIDS FOR THE DEMOLITION OF THE STRUCTURE LOCATED AT 438 ADLER STREET.

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

Bid Demolition Bid Packet for 438 Alder Street

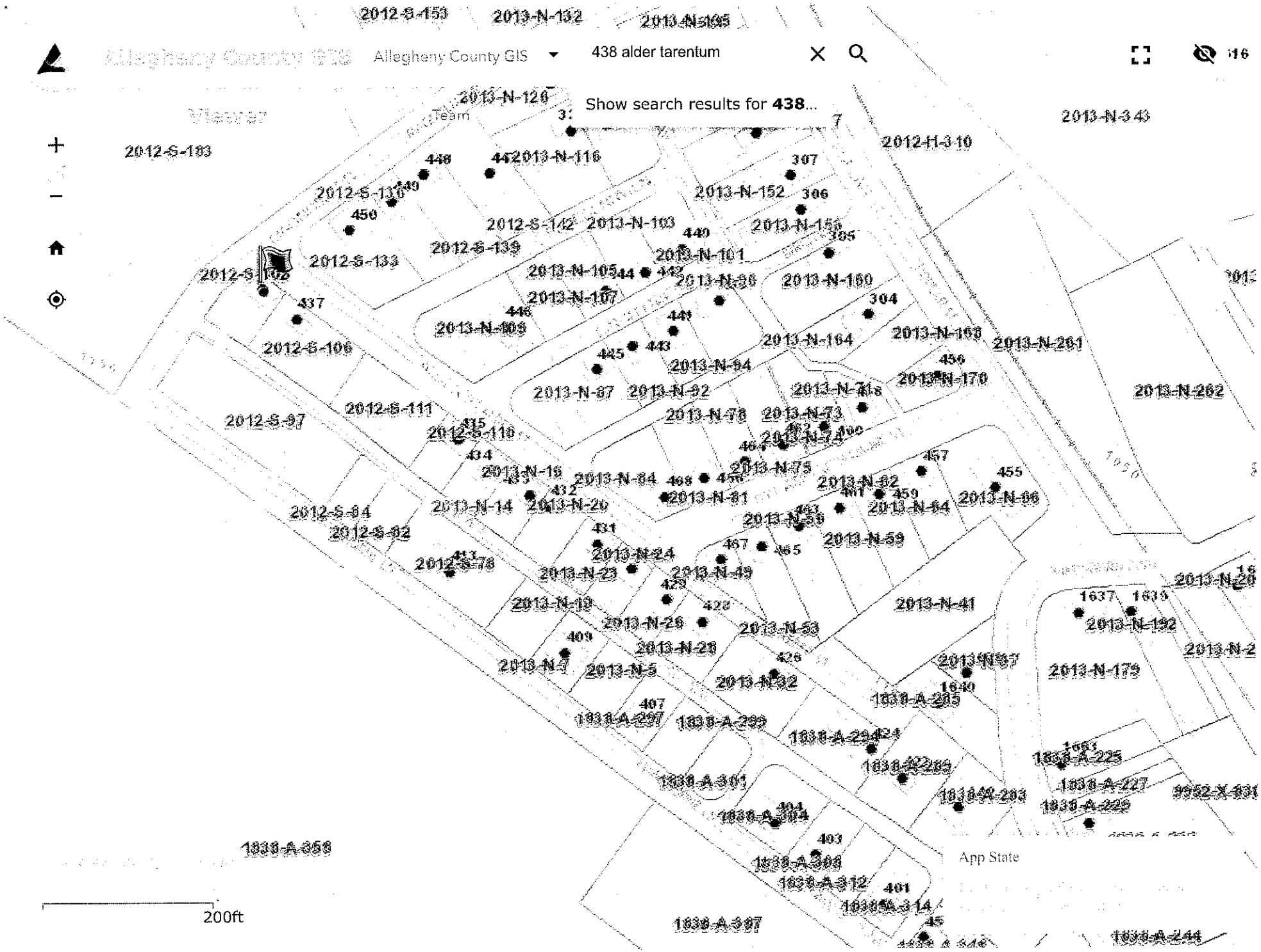
Funding: From Township Demo Budget

Scope:

1. Remove/properly dispose of burned building and all its contents.
2. Remove and dispose of all loose debris around house and yard.
3. All utilities to be removed and/or capped per utility company standards within 15' from the street. All utilities approximate locations to be marked after final grading. Foundation to be back filled with clean fill only and rough graded in such a way that after settling there is not an area that standing water can pool.
4. All capped utilities will need to be inspected by the Township prior to burying.
5. Prior to backfilling the Township must inspect site to ensure all debris has been removed properly.
6. Any disturbed areas must be seeded and covered with erosion control material such as straw.
7. Asbestos testing has been performed and determined that **NO ASBESTOS ABATEMENT IS REQUIRED.**
8. Lot shall be regraded where needed to make a mow-able area.
9. Bond or equivalent shall be provided to the Township prior to start of work.
10. Bids for hand demolition will not be accepted.

Sealed Bids will be opened on July 14th at 10am.

Demolition to be started no earlier than August 1, 2021, and to commence later than October 1, 2021. Project shall be completed within 30 days of start date.


Allegheny County GIS
438 alder tarentum
Show search results for 438...
Meadow
App State
200ft

AUTHORIZATION: ADVERTISEMENT OF PAVILION PROJECT

AT THE LAST MEETING THE BOARD AGREED TO BEGIN THE REHABILITATION PROCESS OF THE BAIRDFORD PARK PAVILION.

MR. SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE TOWNSHIP ENGINEER TO ADVERTISE AND SOLICIT BIDS FOR THE PAVILION PROJECT.

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

AUTHORIZATION: GUIDERAIL PROJECT

THE FOLLOWING QUOTES WERE RECEIVED FOR THE GUIDERAIL PROJECT TO FURNISH AND INSTALL GUIDERAILS ON MCKRELL ROAD, SHORT STREET, CLENDENNING ROAD AND GLASGOW ROAD. (QUOTES ATTACHED).

BIDDERS:	TOTAL:
1) FENCE BY MAINTENANCE SERVICE	$20,988.00
2) GREEN ACRES CONTRACTING	$30,650.00
3) ALLEGHENY FENCE CONSTRUCTION CO.	$28,770.00

MR. SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AWARD THE GUIDERAIL PROJECT TO FENCE BY MAINTENANCE SERVICE IN THE AMOUNT OF $20,988.00 FOR MCKRELL ROAD, SHORT STREET, CLENDENNING ROAD, AND GLASGOW ROAD.

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

SHOUP ENGINEERING
CELEBRATING 50 YEARS
329 Summerfield Drive, Baden PA 15005
Tele: 724-869-9560 Fax 724-869-7434
Email: info@shoupengineering.com

June 10, 2021

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

Via Email

Re: 2021 Guiderail Project

Dear Mr. Mator,

Enclosed are three quotes from guiderail contractors for work proposed on McKrell Road, Short Street, Clendenning Road, Shepard Road and Glasgow Road.

The three quotes are as follows:

1.	Fence By Maintenance Service	-	$20,988.00
2.	Green Acres Contracting	-	$30,650.00
3.	Allegheny Fence Construction Company	-	$28,770.00

If the Township wants to proceed with the work, I would recommend that the Township accept the proposal from Fence By Maintenance Service.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup, P.E.

Enclosure(s)

cc: Kevin Olar, via email, w/ enc.
Barbara Nardis, via email. w/ enc.

FMS

FENCE Maintenance Service

Serving Community Since 1957

193 CROWE AVENUE • MARS, PA 16046

412-931-4404 PITTSBURGH | 724-935-3021 WEXFORD | 724-285-8780 BUTLER | 724-776-3400 MARS/CRANBERRY | FAX: 724-935-9311

Email: fmsfence@gmail.com www.fencebyfms.com

NAME West Deer Twp Scott Shoup 724-869-9560 DATE 5-10-21

STREET 329 Summer Field Drive PHONE (Home) (Work)

CITY, STATE AND ZIP CODE Baden PA 15005 S.Shoup@Shoup Engineering.com (Other)

INSTALL PENN DOT GUIDE RAIL ON 12'6" CENTERS WITH 4"x6"x6' POST WITH 4' BURY RAIL ALL HOT DIP GALVANIZED MATERIALS POST DRIVEN INTO GROUND WITH PILE DRIVER

1) Mickrue Road 550 with 2 ends @ 7875.00
2) Short Street 200 with 2 ends @ 2940.00
3) Glasco Street 1376' with 2 ends @ 2118.00
4) Sheafer Road 350' Have on to existing @ 5115.00
5) Glen Cove Road 200 with 2 ends @ 2940.00

Total @ 20,988.00
MI

Price Good 30 Days

We Propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of: Upon Completion dollars ($).

Above prices are good for 30 days unless otherwise noted. Fence By Maintenance Service (FMS) agrees to guarantee workmanship for two (2) years from date of purchase. Prices quoted assumes normal digging conditions, which does not include use of jack hammer. If jack hammer is required to complete job, extra cost will be included in the final invoice. FMS will call PA-One call to have public utilities marked. As of late 2019 the Public Utility Commission has taken over the PA-One Call System. Now the utility companies only have to mark to the end of the right away. So from the right away to your house or any structure is the responsibility of the property owner. Also the utility company may mark the lines as a courtesy but they take no responsibility if they mark it wrong. Fence By Maintenance Service assumes no liability or responsibility for any lines or pipes on customer's property beyond the right away. It is the responsibility of customer to check all local zoning and Homeowner Association regulations and obtain any required permits. Customer is responsible to establish and mark property lines, as well as to clear any objects within 30" of property lines so work can be completed. FMS assumes no responsibility for unmarked sprinkler lines, pool lines, gas lines, electrical lines or any other unmarked lines. The customer will assume all liability for and cost of damage done by directing FMS to dig in immediate vicinity of known or unknown utilities. If customer is unsure of property line, FMS recommends customer to obtain a survey. Customer to supply area for all extra dirt to be placed. If dirt needs to be removed from site, extra cost will be added. The natural characteristics of wood products to bow, twist, warp, check split or shrink are not covered under the above warranty. Final bill is based upon actual amount of fence installed, plus or minus. Partial bill may be billed if work is stopped or delayed. Fence remains property of FMS until paid in full. Project will not be scheduled until we receive signed proposal and deposit. All work to be done according to standard practices. All agreements contingent upon strikes, accidents, or delays beyond our control. A finance charge of 1 1/2% per month, which is 18% per year, shall be applied to account not paid within 14 days of completion. Customer agrees to pay all interest and any cost incurred in collection of this debt. Customer grants permission to FMS to use any photos of job in FMS publications. Notice of Cancellation: You the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction with no penalty or forfeit of money.

Please read and understand proposal before you sign. Once it is signed it becomes a contract. Must be signed for us to begin work.

AUTHORIZED SIGNATURE [signature]

Acceptance of Proposal: THE ABOVE PRICE, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT MADE AS OUTLINED ABOVE.

3% Service Charge Added for Credit Card Purchases.

SIGNATURE

DATE OF ACCEPTANCE

PA HOME IMPROVEMENT REGISTRATION #PA049364

ALLEGHENY FENCE CONST. CO., INC.

4301 IRVINE STREET PITTSBURGH, PA 15207
412-421-6005 FAX 412-421-1734

DATE: May 11, 2021

TO: West Deer Township
329 Summer Field Drive
Baden, PA 15005

SITE: Various Sites
Guide Rail

ATTN: Scott Shoup – 724-869-9560 sshoup@shoupengineering.com

PROPOSAL: We are pleased to submit our estimate on the following at the above location.

SPECS:

4" x 6" posts mechanically driven into ground on 12'6" spacing of posts.
12 gauge galvanized elements weighing 96 lbs. attached directly to posts.
Flared wings at all terminal sections.

AREA ONE:	MACRELL ROAD F + I: 550' L.F. with 2 ends.	$ 9750.00
AREA TWO:	GLASCO STREET F + I: 137.5' L.F. with 2 ends	$ 3375.00
AREA THREE:	SHORT STREET F + I: 200' L.F. with 2 ends	$ 4595.00
AREA FOUR:	CLENDING ROAD F + I: 200' L.F. with 2 ends	$ 4595.00
AREA FIVE:	SHEAPRAD ROAD F + I: 350' L.F.	$ 6455.00
TOTAL PRICE:	Area 1 thru 5:	$ 28 , 770.00

NOTE: Price based on posts being able to be mechanically driven into ground.
EXCLUDES: Traffic control. Flagmen.
Customers responsibility to clear and show fence line, locate underground utilities and obtain permits.
TERMS: net 30 days. Per next page terms and conditions. Pa. Contractors License No. 031722.

Sincerely,

Craig Nayhouse

ACCEPTED: _____
DATE: _____

GREEN ACRES CONTRACTING
PENNSYLVANIA AVENUE
PO BOX 463
SCOTTDALE, PA 15683
PHONE: 724.887.8096 FAX: 724.887.8111

QUOTATION

6/9/2021 1:56 PM

Green Acres Contracting is an equal opportunity employer.

TO: ATTN: PHONE: FAX:	ECMS or CALL NUMBER: NA WEST DEER TWP ROADS	DATE: 6/9/2021 STATE: PA COUNTY:ALLEGHENY

QUANTITY	UNIT	ITEM NO.	DESCRIPTION OF WORK	PRICE	TOTAL
1,487.50	LF		STRONG POST GUIDE RAIL (NO BLOCKS)	20.00	29,750.00
9.00	EA		SINGLE TERMINALS	100.00	900.00

ATTENTION: THIS QUOTATION IS VALID IF ALL PAGES HAVE BEEN DATED, SIGNED AND RETURNED TO GREEN ACRES CONTRACTING.

TOTAL BID 30,650.00

PREPARED BY: Gregory M. Pisula **APPROVED BY:** _____

DATE: _____

09_NA_ALLEGHENY_WEST DEER TWP ROADS

GREEN ACRES CONTRACTING
PENNSYLVANIA AVENUE
PO BOX 463
SCOTTDALE, PA 15683
PHONE: 724.887.8096 FAX: 724.887.8111

QUOTATION

6/9/2021 1:56 PM

Green Acres Contracting is an equal opportunity employer.

TO: ATTN: PHONE: FAX:	ECMS or CALL NUMBER: NA WEST DEER TWP ROADS	DATE: 6/9/2021 STATE: PA COUNTY:ALLEGHENY

NOTE #	NOTES / EXCLUSIONS DESCRIPTION
00-001	Does not include bonding, licenses, drug test, training or security clearances.
00-002	Prices remain firm if quote is accepted within 30 days of bid date.
00-003	Prices quoted are based on completing the item work in accordance with governing specifications.
00-004	Quantities quoted are estimated only, billing is on actual quantities installed.
00-005	Prices quoted do not include provisions for retainage.
00-006	Prices quoted are based on performing work as one complete package, including all categories quoted. We will accept part packaged items, however we reserve the right to change our pricing should this occur.
00-007	Prices quoted are based on completing work under normal daylight working hours, Monday thru Friday. Should you require this work being done at night or weekends, please provide this information to our estimating department.
00-008	Should this quotation result in a subcontract, Green Acres will require the GC to provide final pay quantities for Green Acres approval prior to signing off to owner.
00-009	Prices quoted are based on all areas being accessible to heavy equipment.
00-102	Any scrap material removed from project via contract work, extra work, and/or Force Account, becomes property of Green Acres Contracting.
00-103	Green Acres Contracting does not participate in steel price adjustments.
00-104	Price does not include furnishing or placing Anchor Bolt for PA Structure Mounted Guide Rail.
00-105	Thrie Beam Transitions do not include connection plates and angles for PA 10M Bridge and PA Bridge Barrier.
00-106	Green Acres Contracting's Payment Terms: Net 30 - Payment due 30 days after Invoice Date.
00-107	Pricing does not include furnishing or installation of "NO GUIDE RAIL" signs or channelizers.
02-001	If this quote INCLUDES guide rail items, the patching or sealing around guide rail posts is NOT included in our prices.
02-002	Prices do not include concrete pads required for underground structures.
02-003	Guide Rail or end treatment pricing does not include shoulder grading.
02-110	Concrete inserts to anchor guide rail post or connections are incidental to the concrete items of work. We do not provide concrete inserts.
02-112	Projects w/PA 10MBrdg Barr, PA Str Mntd & PA Brdg Railing requires completion of certain milestones for timely installation:#1Contract execution or PO #2Shop drawings produced & approved(aprox 4-6 weeks) #3Material fabrication & shipment(aprox 8-12 weeks)
24-003	If this quote INCLUDES Permanent Impact Attenuators, they will require concrete pads - our pricing does not include this pad.

ATTENTION: THIS QUOTATION IS VALID IF ALL PAGES HAVE BEEN DATED, SIGNED AND RETURNED TO GREEN ACRES CONTRACTING.

PREPARED BY: Gregory M. Pisula **APPROVED BY:** _____

DATE: _____

09_NA_ALLEGHENY_WEST DEER TWP ROADS

DISCUSSION: VETERAN BANNERS

Mr. Mator...

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

I MOVE TO ADJOURN AT _____ P.M.

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