



**BOARD OF
SUPERVISORS
MEETING**

November 16, 2022

**7:00pm: Regular Business Meeting
Immediately Following Business Meeting: Budget Workshop #2**

Members present:

Mr. Frey

Mr. Harrison

Mrs. Hollibaugh

Mr. Smullin

Mrs. Jordan

West Deer Township Board of Supervisors

November 16, 2022

7:00pm: Regular Business Meeting

Immediately Following Business Meeting: Budget Workshop #2

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public
5. Accept Minutes
6. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
7. Police Chief's Report
8. Public Works Foreman's Report
9. Engineer's Report
10. Planning, Zoning, and Code Enforcement Report
11. West Deer #1 VFC Report
12. West Deer #2 VFC Report
13. West Deer #3 VFC Report
14. West Deer EMS Report
15. Adoption: Ordinance No. 450 (Act 57 Tax Waiver)
16. Adoption: Resolution No. 2022-20 (Steel City Supply Sewage Facilities Planning Module)
17. Authorization: Fire Company Contributions
18. Authorization: Hiring of Part-Time Police Officer
19. Authorization: PFM Letter of Engagement
20. Authorization: Pitney Bowes Postage Machine Agreement
21. Authorization: Sale of Police Car
22. Discussion: Zoning Ordinance
23. Old Business
24. New Business
25. Adjournment

1 Call to Order

2 Pledge of Allegiance

3 Roll Call

— Mr. Mator

4

COMMENTS FROM THE PUBLIC

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

5

ACCEPT MINUTES

ATTACHED ARE THE MINUTES OF THE OCTOBER 19, 2022 REGULAR BUSINESS MEETING AND THE NOVEMBER 9, 2022 SPECIAL BUSINESS MEETING.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO ACCEPT THE MINUTES OF THE OCTOBER 19, 2022 REGULAR BUSINESS MEETING AND THE NOVEMBER 9, 2022 SPECIAL BUSINESS MEETING.

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

October 19, 2022

Minutes

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

6:30 p.m. – PUBLIC HEARING– ORDINANCE 449 (WIRELESS COMMUNICATIONS FACILITIES)

Township Solicitor Gavin Robb opened the meeting.

Roll Call taken by Mr. Mator – Quorum present.

The purpose of this public hearing was for the Board to consider adoption of the following ordinance:

ORDINANCE NO. 449

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

Mr. Robb explained the ordinance in detail and outlined what was addressed for the Township.

PUBLIC COMMENTS

- none

ADJOURNMENT/PUBLIC HEARING

MOTIONED BY Supervisor Jordan and SECONDED BY Supervisor Frey to adjourn the public hearing at 6:33 p.m. Motion carried unanimously 5-0.

OPEN REGULAR BUSINESS MEETING

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

Pledge of Allegiance

Roll Call taken by Mr. Mator – Quorum present

COMMENTS FROM THE PUBLIC

Mr. Robb responded that at this time, only public comments are being accepted with any questions being answered after the PFM Financial Advisors presentation. He announced that agenda item 28 – discussion of the new Municipal building – had been moved to be discussed right after the PFM presentation.

Gerry Vaerewyck of Millerstown Road

- Mr. Vaerewyck introduced himself as a Township Auditor and commented on the Township's plan to construct a new municipal building. He stated that the Township's position that the new building would not raise taxes was not true. Mr. Vaerewyck advised that a \$10 million building over ten years would be more than \$1 million per year, or "20% of our current Budget." He added that a thirty-year debt would cost two and a half times the cost in interest, and that "every resident in this Township would have to pay five to ten thousand dollars per year depending on how the financing is done."

PRESENTATION: PFM FINANCIAL ADVISORS

Mr. Zach Williard and Mr. Garrett Moore of PFM Financial Advisors LLC

- Mr. Williard gave a financial overview presentation of the new Municipal building.
- Mr. Moore spoke on the lending term options and the difference between a bank loan and a municipal bond.

Mrs. Jordan asked if the Township could request the option of paying toward the principle with either lending option.

Mr. Williard responded the bank loan would be prepayable but the bond normally has a five year lock before prepayment is available.

More discussion was held.

DISCUSSION: NEW MUNICIPAL BUILDING

Mr. Mator used Power Point slides to explain – in detail – where the building project stood, and to debunk misinformation and false narratives that were being spread throughout social media regarding the project. He outlined the breakdown of interest cost for the new building – provided by PFM – to prove the relayed information was incorrect. He cited – as an example – that PFM had just presented a total cost of a twenty-year bond (the project plus interest) of \$11,268,550, and not the \$34 million number being floated on Facebook.

Mr. Mator reiterated that the property taxes would not need increased to cover the cost of the building, used slides to demonstrate why, and presented the Township's plan to repay the loan/bond. He also stated that if the statement of a new building costing each resident \$5,000 to \$10,000 per resident was correct, the building would be \$65 million to \$130 million, so he cautioned against using exaggerated figures.

A great deal of dialogue with the Board, residents, and staff regarding the new Municipal building took place. Mr. Mator led what could be described as an open question-and-answer period with the residents to put their minds at ease.

ACCEPT MINUTES

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Hollibaugh to accept the minutes of the September 21, 2022 and September 22, 2022 regular business meeting as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT**TOWNSHIP OF WEST DEER**
FINANCE OFFICER'S REPORT**30 September 2022****I - GENERAL FUND:**

	<u>September</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	1,238,181.01	7,583,414.98	100.59%
Expenditures	962,235.43	6,029,362.22	66.87%

Cash and Cash Equivalents:

Sweep Account

1,098,475.14**1,098,475.14****II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Restricted

85,208.72

Fire Tax Fund:

Restricted

49,908.45

State/Liquid Fuels Fund:

Restricted

195,470.90**330,588.07****Investments:****Operating Reserve Fund:**

Reserved

776,411.01

Capital Reserve Fund:

Reserved

963,039.69**1,739,450.70****III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**0.00**0.00****TOTAL CASH BALANCE 9/30/22****3,168,513.91****Interest Earned September 2022****395.15**

	<u>9/1/2022</u>	<u>September</u>	<u>9/30/2022</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	\$78,372.54	\$2,607.94	\$75,976.39
NexTier Bank VFC #2	\$379,196.74	\$2,680.96	\$377,744.18

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

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

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

SEPTEMBER LIST OF BILLS

Air-Vac Inc.....	8622.00
Bearcom	817.47
Best Wholesale Tire Co. Inc.....	386.59
Jordan Tax Service, Inc.....	286.84
Kress Tire	1451.08
Northeast Paving	4959.20
Office Depot.....	439.94
Shoup Engineering Inc	1982.75
Stephenson Equipment LLC.....	293.07
Tucker/Arensberg Attorneys.	4300.25

MOTION BY Supervisor Frey 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 Bob Loper was present and provided a summary report of Police Department activities for the month of September 2022. A copy of the report is on file at the Township Building.

Chief Loper expressed his gratitude towards the residents of the Township. He reported that the West Deer Township Festival generated \$1330.00 for the annual Christmas Program and \$1379.00 (\$855.00 in sales of K-9 T-shirts and \$524.00 in monetary donations) for the K-9 Fund. Chief Loper added there have been monetary donations since the festival and currently the collection amount is over \$2100.00 for the K-9 Fund.

PUBLIC WORKS FOREMAN'S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of September 2022. A copy of the report is on file at the Township Building.

ENGINEER'S REPORT

The Board received the Engineer's Report submitted by Shoup Engineering, Inc.

Projects

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

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

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

PLANNING & ZONING COMMUNITY DEVELOPMENT DIRECTOR REPORT

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

PARKS & RECREATION BOARD REPORT

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

Mrs. Stark brought up that residents were asking why the Parks and Recreation Board made the decision to cancel the second day of the Festival on Saturday instead of waiting till Sunday morning. She explained that the reason was so the Township could receive a \$6,000.00 credit towards the next event which would have been lost if the decision was made Sunday morning.

Mrs. Stark reported the Breast Cancer Walk donations totaled \$5,940.00 for Adagio Health. The winners of the 5K race were A.J. Balint and Lisa Wisniewski.

Mrs. Stark announced the Trunk or Treat event was canceled last minute. She stated East Union Church had a lack of volunteers and did not want to host the event. She added the final event will be the Breakfast with Santa located at Volunteer Fire Company # 1.

WEST DEER #1 VFC REPORT

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

WEST DEER #2 VFC REPORT

The Board did not receive a report from West Deer #2 VFC for the month of September 2022.

WEST DEER #3 VFC REPORT

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

Chief Wiegand reported meeting with the State Consultant in regard to the Fire Study. He asked the Board to consider releasing the \$9,000 in the Township Budget to the Fire Company.

Mrs. Jordan responded that the Board had decided to not give the budgeted funds to the Fire Companies until the Fire Study results were completed. She added the Board will discuss this during the upcoming Budget Meeting.

More discussion was held.

WEST DEER EMS REPORT

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

ACCEPTANCE: RESIGNATION OF ZACHARY RAYNOVICH

The Board was in receipt of a letter from Zachary Raynovich stating he had resigned from his position.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to accept the resignation of Public Works employee Zachary Raynovich and wish him the best. Motion carried unanimously 5-0.

ADOPTION: ORDINANCE NO. 449 (WIRELESS COMMUNICATIONS FACILITIES)

The Board held a Public Hearing earlier this evening at 6:30pm to discuss adopting the amendment of Ordinance No. 449 (Wireless Communications Facilities).

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Harrison to adopt Ordinance No. 449 amending the West Deer Zoning Ordinance regarding Wireless Communications Facilities. Motion carried unanimously 5-0.

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

RESOLUTION NO. 2022-15

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

Mr. Frey asked if this was already organized.

Mrs. Jordan replied in affirmative and added that when Chief Lape retired Sergeant Shurina took over. She reported that Sergeant Shurina had taken the classes and filled all requirements.

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adopt Resolution No. 2022-15 approving the Emergency Operations Plan for the Township. Motion carried unanimously 5-0.

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

As is a standard practice, the Township Manager and department heads review fees charged by the Township through its fee schedule, and make recommendations for adjustments accordingly.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to adopt Resolution No. 2022-16 establishing the Township Fees for 2023. Motion carried unanimously 5-0.

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

RESOLUTION NO. 2022-17

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

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Harrison to adopt Resolution No. 2022-17 authorizing the Township Manager to enter into the settlement agreements with McKesson Corporation, Cardinal Health, Inc., Amerisourcebergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc. and to agree to the terms of the Pennsylvania Opioid misuse and Addiction Abatement Trust. Motion carried unanimously 5-0.

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

RESOLUTION NO. 2022-18

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

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2022-18 adopting statements of Investment Policy for the West Deer Township Police Pension Plan and the West Deer Township Municipal Employees Pension Plan. Motion carried unanimously 5-0.

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

ORDINANCE NO. 450

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

MOTIONED BY Supervisor Harrison and SECONDED BY Supervisor Smullin to advertise Ordinance No. 450 requiring the Tax Collector to waive additional charges to real estate taxes when a Taxpayer fails to receive tax notice and when a property or mobile home transfer has taken place within the previous twelve months. Motion carried unanimously 5-0.

AUTHORIZATION: COBRA ADMINISTRATIVE SERVICES AGREEMENT

The Board is in receipt of the Cobra Administrative Services Agreement.

Mr. Mator explained that anytime an employee resigns/fired -which happens so infrequently – it opens the Township up to a liability if the Cobra paperwork is filled out incorrectly. He reported that the Township's current healthcare provider informed him that West Deer Township is the only municipality that does not use a third party service. Mr. Mator pointed out that the agreement has a small fee of 2% of the total Cobra cost.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to accept the Cobra Administrative Services Agreement, subject to the approval of the Township Solicitor and Township Manager as to the form of the agreement. Motion carried unanimously 5-0.

AUTHORIZATION: STEEL CITY SUPPLY LAND DEVELOPMENT PLAN

The Planning Commission recommended approval of the Steel City Supply Land Development Plan at their September 22, 2022 meeting.

Property Location: 2150 Saxonburg Boulevard

Zoning District: C-2 Highway Commercial

Request: Construction of single story building

The Planning Commission recommended approval of the Steel City Supply Land Development Plan subject to following conditions:

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

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Harrison to approve the Steel City Supply Land Development Plan as per the recommendation by the Planning Commission with the conditions being met. Member abstaining: Mr. Frey. Motion carried: 4-yes, 0-no, 1-abstention.

DISCUSSION: DRAFT ZONING ORDINANCE

Mr. Robb explained the Board has been continuing to review the lengthy Zoning Ordinance document. He requested the Board comments prior to the November meeting to potentially advertise the ordinance for a public hearing.

Mrs. Jordan asked if it was recommended to send questions/comments to Mr. Mator.

Mr. Robb and Mr. Mator were in agreement.

Mr. Smullin requested a list of the changes to the ordinance.

Mr. Robb responded that the document would be unrecognizable from the first document to this one. He explained that there were substantial revisions to every section and almost every chapter. Mr. Robb announced once the ordinance is ready to be advertised, it will be placed on the Township website for the Public to review and comment. He added the public would have a deadline of two months for any comments.

More discussion was held.

OLD BUSINESS

- Mrs. Jordan announced Shawn Maudhuit's Memorial Plaque was delivered to the Township. She added she will be reaching out to Mrs. Maudhuit to confirm a date for the memorial dedication.

Mr. Shook mentioned once a date has been confirmed, the Public Works Department will place the memorial plaque on the pavilion prior to the dedication.

NEW BUSINESS

- Mr. Jordan welcomed newly appointed Supervisor Mr. Harrison to the Board.

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn at 9:00 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager

November 9, 2022

Minutes

West Deer Township
Board of Supervisors
November 9, 2022
5:00 p.m.

The West Deer Township Board of Supervisors held a Special Meeting at the West Deer Township Municipal Building. Members present: Beverly Jordan, Chairperson; Shirley Hollibaugh, Vice Chairperson; Vernon Frey; and James Smullin. Also in attendance was Assistant Manager Joseph Shook.

Chairperson Jordan opened the Special Meeting.

Pledge of Allegiance

Roll Call taken by Mr. Shook – Quorum present

PUBLIC COMMENT

None

ADOPTION: RESOLUTION NO. 2022-19 (RACP BUSINESS APPLICATION)

RESOLUTION NO. 2022-19

A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE TOWNSHIP MANAGER TO FILE THE FORMAL APPLICATION AND BUSINESS PLAN FOR THE TOWNSHIP'S REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP) AWARD.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adopt Resolution No. 2022-19 authorizing the Township Manager to file the formal application and business plan for the Township's Redevelopment Assistance Capital Program (RACP) Award. Motion carried unanimously 5-0.

ADJOURNMENT/SPECIAL MEETING

MOTION BY Supervisor Hollibaugh and SECONDED BY Supervisor Frey to adjourn the special meeting at 5:05 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator, Jr., Township Manager

6A

MONTHLY FINANCIAL REPORT

A) FINANCE OFFICER'S REPORT

ATTACHED IS THE FINANCE OFFICER'S REPORT.

ARE THERE ANY QUESTIONS ON THE MONTHLY FINANCIAL REPORT?

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

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

FINANCE OFFICER'S REPORT

October 31, 2022

I - GENERAL FUND:

	<u>October</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	274,401.65	7,857,816.63	87.15%
Expenditures	372,326.69	6,402,688.91	71.01%

Cash and Cash Equivalents:

Sweep Account

989,144.36

989,144.36

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted

79,831.50

Fire Tax Fund:

Restricted

45,968.55

State/Liquid Fuels Fund:

Restricted

195,941.03

321,741.08

Investments:

Operating Reserve Fund:

Reserved

776,417.61

Capital Reserve Fund:

Reserved

964,764.41

1,741,182.02

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

0.00

0.00

TOTAL CASH BALANCE 10/31/22

3,052,067.46

Interest Earned October 2022

2,206.97

	<u>10/1/2022</u>		<u>October</u>		<u>10/31/2022</u>
	<u>Debt Balance</u>		<u>Principal</u>		<u>Debt Balance</u>
			<u>Payment</u>		
Mars National - VFC #3	75,982.95	\$	2,607.94		73,593.36
NexTier Bank VFC #2	377,739.96	\$	2,680.96		377,238.68

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

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

INTEREST EARNED - 2022

	<u>OCTOBER</u>	<u>YTD</u>
GENERAL FUND	\$5.12	\$92.14
STREET LIGHT FUND	\$0.00	\$0.00
FIRE TAX FUND	\$0.40	\$4.19
OPERATING RESERVE	\$6.60	\$65.27
STATE FUND	\$470.13	\$1,597.52
CAPITAL RESERVE	<u>\$1,724.72</u>	<u>\$2,800.23</u>
TOTAL INTEREST EARNED	<u>\$2,206.97</u>	<u>\$4,559.35</u>

6B

B) LIST OF BILLS

WHAT ACTION DOES THE BOARD WISH TO TAKE?

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

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

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 12:37 pm
Date: 11/04/2022
Page: 1

By Name
Cutoff as of: 12/31/9999

Due Dates: 11/15/2022 thru 11/15/2022

Vendor Name/Desc	Acct#/Proj Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: AIR-VAC INC		3800.00				3800.00		
Name: AMERIKOHL AGGREGATES INC		1613.10				1613.10		
Name: AMERIKOHL TRANSPORT INC		1313.06				1313.06		
Name: BEARCOM		292.47				292.47		
Name: BEST WHOLESALE TIRE CO, INC		792.46				792.46		
Name: HEI-WAY, LLC		321.53				321.53		
Name: JORDAN TAX SERVICE, INC.		107.93				107.93		
Name: KRESS TIRE		3226.88				3226.88		
Name: MRM WORKERS' COMP FUND		27003.78				27003.78		
Name: NORTHEAST PAVING		762.08				762.08		
Name: OFFICE DEPOT		224.34				224.34		
Name: SHOUP ENGINEERING INC.		3343.75				3343.75		
Name: TOSHIBA FINANCIAL SERVICES		503.89				503.89		
Name: TUCKER/ARENSBERG ATTORNEYS		4330.75				4330.75		
FINAL TOTALS:		47636.02				47636.02		

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 12:36 pm
Date: 11/04/2022
Page: 1

By Name
Cutoff as of: 12/31/9999

Due Dates: 11/15/2022 thru 11/15/2022

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00026	AIR-VAC INC	430.372	43133	3800.00				3800.00		
Road:Tar Kettle Rental	1022	10/14/2022		11/15/2022	10/21/2022				N	
Name: AIR-VAC INC				3800.00				3800.00		
00337	AMERIKOHL AGGREGATES	430.611	61941	1278.60				1278.60		
Road: Limestone	1022	10/31/2022		11/15/2022	11/01/2022				N	
00337	AMERIKOHL AGGREGATES	430.611	61942	334.50				334.50		
Road: Limestone	1022	10/31/2022		11/15/2022	11/01/2022				N	
Name: AMERIKOHL AGGREGATES INC				1613.10				1613.10		
00338	AMERIKOHL TRANSPORT	430.611	40754	1040.78				1040.78		
Road: Delivery of Limestone	1022	10/31/2022		11/15/2022	11/01/2022				N	
00338	AMERIKOHL TRANSPORT	430.611	40755	272.28				272.28		
Road: Delivery of Limestone	1022	10/31/2022		11/15/2022	11/01/2022				N	
Name: AMERIKOHL TRANSPORT INC				1313.06				1313.06		
00674	BEARCOM	430.327	5462730	57.47				57.47		
Road: Radio Equip Maint	1122	11/01/2022		11/15/2022	11/02/2022				N	
00674	BEARCOM	410.328	5463806	235.00				235.00		
POL:Radio Equip Maint	1122	11/02/2022		11/15/2022	11/03/2022				N	
Name: BEARCOM				292.47				292.47		
00553	BEST WHOLESale TIRE	410.374	23769	609.30				609.30		
Pol:Car #31-lower control arm/1022	1022	10/01/2022		11/15/2022	11/03/2022				N	
00553	BEST WHOLESale TIRE	410.374	23894	62.26				62.26		
Pol:Car #33-oil change/filter 1022	1022	10/10/2022		11/15/2022	11/03/2022				N	
00553	BEST WHOLESale TIRE	410.374	23908	60.45				60.45		
Pol:Car #38-oil change/filter 1022	1022	10/11/2022		11/15/2022	11/03/2022				N	
00553	BEST WHOLESale TIRE	410.374	23913	60.45				60.45		
Pol:Car #37-oil change/filter 1022	1022	10/12/2022		11/15/2022	11/03/2022				N	
Name: BEST WHOLESale TIRE CO, INC				792.46				792.46		
00005	HEI-WAY, LLC	430.372	10330076	321.53				321.53		
Road: Cold Patch	1022	10/21/2022		11/15/2022	10/27/2022				N	

By Name
Cutoff as of: 12/31/9999

Due Dates: 11/15/2022 thru 11/15/2022

Vendor Name/Desc	Acct#/Proj Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name: HEI-WAY, LLC		321.53				321.53		
00106 JORDAN TAX SERVICE, 403.140 Delinquent R E Tax Commission 1022	10-#C-#115 10/18/2022	107.93	11/15/2022	10/19/2022		107.93		N
Name: JORDAN TAX SERVICE, INC.		107.93				107.93		
00362 KRESS TIRE Police: Car #33-TIRES	410.374 1022 10365-12 10/18/2022	718.88	11/15/2022	11/03/2022		718.88		N
00362 KRESS TIRE Road:Trk #4: TIRES	430.374 1022 10369-19 10/31/2022	1585.00	11/15/2022	11/01/2022		1585.00		N
00362 KRESS TIRE Road: :TIRES	430.374 1022 10371-48 10/21/2022	525.00	11/15/2022	10/21/2022		525.00		N
00362 KRESS TIRE Road:Too1 Trk- TIRES	430.374 1022 10449-1 10/14/2022	398.00	11/15/2022	10/14/2022		398.00		N
Name: KRESS TIRE		3226.88				3226.88		
00325 MRM WORKERS' COMP FU 486.354 Install 2 of 4: Workmen's Comp1122	2223PRJ8458 11/15/2022	27003.78	11/15/2022	10/20/2022		27003.78		N
Name: MRM WORKERS' COMP FUND		27003.78				27003.78		
00207 NORTHEAST PAVING Road: Asphalt	430.372 1022 68006548-6270-2 10/20/2022	762.08	11/15/2022	10/24/2022		762.08		N
Name: NORTHEAST PAVING		762.08				762.08		
00657 OFFICE DEPOT Office Supplies	406.210 1022 267570915001 10/07/2022	162.57	11/15/2022	10/18/2022		162.57		N
00657 OFFICE DEPOT Office Supplies	406.210 1022 267570915002 10/11/2022	8.79	11/15/2022	10/21/2022		8.79		N
00657 OFFICE DEPOT Police: Office supplies	410.210 1022 270963100001 10/24/2022	52.98	11/15/2022	10/21/2022		52.98		N
Name: OFFICE DEPOT		224.34				224.34		
00830 SHOUP ENGINEERING IN 408.319 Engineering:Steel City Supply 1022	22-304 10/31/2022	51.50	11/15/2022	11/01/2022		51.50		N
00830 SHOUP ENGINEERING IN 408.313 Engineering:Miscellaneous 1022	22-305 10/31/2022	372.00	11/15/2022	11/01/2022		372.00		N

ACCOUNTS PAYABLE - UNPAID VOUCHER REGISTER

WEST DEER TOWNSHIP

Time: 12:36 pm
Date: 11/04/2022
Page: 3

By Name
Cutoff as of: 12/31/9999

Due Dates: 11/15/2022 thru 11/15/2022

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00830	SHOUP ENGINEERING IN 408.319 Engineering:Deer Creek Rentals1022	22-306	10/31/2022	77.25	11/15/2022	11/01/2022		77.25		N
00830	SHOUP ENGINEERING IN 408.319 Engineering:Cond Use-Concert V1022	22-307	10/31/2022	88.00	11/15/2022	11/01/2022		88.00		N
00830	SHOUP ENGINEERING IN 408.319 Engineering:Unionville Plan 1022	22-308	10/31/2022	25.75	11/15/2022	11/01/2022		25.75		N
00830	SHOUP ENGINEERING IN 408.313 New Municipal Bldg 9/27-10/21/1122	22-311	11/01/2022	2729.25	11/15/2022	11/02/2022		2729.25		N
Name: SHOUP ENGINEERING INC.				3343.75				3343.75		
00577	TOSHIBA FINANCIAL SE 406.261 Lease & Maintenance of Copiers1022	5022323240	10/21/2022	258.95	11/15/2022	10/31/2022		258.95		N
00577	TOSHIBA FINANCIAL SE 410.261 Lease & Maintenance of Copiers1022	5022323240	10/21/2022	244.94	11/15/2022	10/31/2022		244.94		N
Name: TOSHIBA FINANCIAL SERVICES				503.89				503.89		
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: Retainer 1022	642327	10/31/2022	500.00	11/15/2022	11/04/2022		500.00		N
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: General 1022	642328	10/31/2022	3643.75	11/15/2022	11/04/2022		3643.75		N
00813	TUCKER/ARENSBERG ATT 404.111 Legal:Appeal-Dionysus Well Pad1022	6423289	10/31/2022	187.00	11/15/2022	11/04/2022		187.00		N
Name: TUCKER/ARENSBERG ATTORNEYS				4330.75				4330.75		

FINAL TOTALS:

47636.02 47636.02

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POLICE CHIEF'S REPORT

ATTACHED IS THE POLICE CHIEF'S REPORT.

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

OFFICER'S MONTHLY REPORT

To: Robert J. Loper, Chief of Police
From: Jennifer Borczyk, Administrative Assistant
Subject: Officer's Monthly Report
Date: November 7, 2022

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

JB

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

OFFICER'S MONTHLY REPORT
October 2022

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
REPORTABLE CALLS FOR SERVICE	55	460	515
CALLS FOR SERVICE/FIELD CONTACTS	391	3,567	3958
ALL OTHER CALLS	497	4,016	4513
TOTALS CALLS FOR SERVICE	943	8,043	8986
<u>ARRESTS</u>			
ADULT	6	58	64
JUVENILE	0	5	5
TRAFFIC CITATIONS	8	434	442
NON TRAFFIC CITATIONS	4	34	38
PARKING CITATIONS	0	30	30
WARNINGS	34	494	528
<u>PERSONNEL</u>			
GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	0	0	0
<u>VEHICLE REPORTS</u>			
TOTAL MILES TRAVELED	7,654	88,465	96,119
GALLONS OF GASOLINE USED	559.4	7,069.40	7628.8
REPAIRS/MAINTENANCE	2,463.57	16,096.62	18,560.19
<u>OVERTIME PAID</u>			
COURT (OFF DUTY)	24	196.50	220.5
PRELIMINARY HEARINGS	4	26.50	30.5
PRETRIAL	0	0.00	0
INVESTIGATIONS	2	15.50	17.5
ARRESTS	2	27.50	29.5
SPEED CHECKS	0	0.00	0
PRIVATE CONTRACTS	0	0.00	0
MISC. HOURS - FILLED SHIFTS	8	64.00	72
MISC. HOURS - ADMIN. HOURS	0	0.00	0
MISC. HOURS	2	128.50	130.5
TOTAL HOURS	42	458.50	500.5

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

Points of Interest

October 2022

Budget Figure YTD –81.76%

Chief Robert Loper

- October 12- Meet and greet with potential part time officer candidate.
- October 18– Meet with architect firm and township manager.
- October 21- Attended Safety Day at Curtisville Primary Center.

K9 Officer Edward Newman

- October 7- Maintenance
- October 14- Tracking training at West Deer K9 area.
- October 21- Obedience training held at West Deer K9 area.
- October 26- Obstacle training held at West Deer K9 area.

Sergeant Petosky & Officer Fedunok

- October 14- Training was held at Jeffrey Elementary in Shaler. Operators worked on active shooter, hostage rescue, and downed officer.
- October 27- Training was held at Hampton Township's Firearms Range. During firearms training, the NHSRT team was called out to assist with a warrant service. Operators staged at the Ross Township Annex. Operators took the suspect into custody without incident.

EMA- Sergeant Shurina

- See attached report.

Deer Lakes School District

- October 14- Sgt. Shurina, Officers Wikert, Trocki, Rigous, Vulakovich, Brand, Dobransky, and Cherevka provided road closure assistance and general security at the Deer Lakes Homecoming parade and football game.
- October 15- Officers Vulakovich and Cherevka provided general security for the Homecoming dance.
- October 21- Safety Day held at Curtisville Primary. Sergeant Shurina, Officers Vulakovich, Newman, and Elza participated.
- October 21- Sgts. Mikus and Petosky, Officers Newman and Lindner provided general security for the Deer Lakes football game.

Explorers

- No Meetings.

Misc. Details

- October 1- Officer Lindner provided general security for the Deer Lakes Youth Soccer Night Under the Lights.
- October 2- Sergeant Mikus attended the Community Health Clinic to hand out bike helmets.
- October 5- Officer Trocki attended a training hosted by Children Youth and Families.
- October 7- Officers Newman, Wikert, Trocki, Lindner, and Cherevka provided general security for Knoch School District's use of Deer Lakes Stadium.
- October 18- Sergeants Mikus and Petosky, Officers Elza, Dobransky, and Hutchison attended mandatory Defensive Tactics training. (Sgt. Shurina and Officer Rigous instructed)
- October 25- Officers Fedunok, Lindner, Newman, Brand, and Cherevka attended mandatory Defensive Tactics training. (Sgt. Shurina and Officer Rigous instructed)
- October 26- Officer Vulakovich spoke with the children at Deer Creek Preschool.

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

OCTOBER 2022

WDPD INCIDENT REPORTS

TOTAL: 7

- 1 Harassment – Communication
- 1 Trespass – Business
- 1 Disorderly Conduct – General
- 1 Assault – Strong Arm
- 1 Theft – Other
- 1 MVA – Non Reportable
- 1 Animal – Cruelty

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

SRO / SECURITY DETAILS & LOGS

TOTAL: 69

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

TOTAL ACTIVITY

TOTAL: 76

TOTAL ACTIVITY BY SCHOOL

HIGH SCHOOL	22	ADMIN. BUILDING	0
MIDDLE SCHOOL	15	BUS GARAGE	0
E.U. INTERMEDIATE	12	OTHER	7
CURT. PRIMARY	20		

FREQUENT STUDENT INVOLVEMENT

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

DARE / SRO CLASSES AND PROGRAMS

DARE

CLASSES INSTRUCTED DURING THIS PERIOD

<u>Number of Classes</u>	<u>Grade Level</u>
None	None

SRO Programs / Miscellaneous

INSTRUCTED DURING THIS PERIOD

<u>Program</u>	<u>School</u>	<u>Date</u>
Safety Day Program	Curtisville Primary	October 21, 2022
ALICE Active Shooter Drills	All	Oct. 19, 20, & 26, 2022

Submitted by:



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

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

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



EMA Team
Robert Loper
Joshua Wiegand
Mark Lovey
Aaron Skrbín

John Krauland
Donald Gerlach
Gary Borsuk

EMERGENCY MANAGEMENT

Monthly Report OCTOBER 2022

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

INCIDENT: **WD Township Emergency Operation Procedures - Basic**

DATE: October 19, 2022

MICS INFO: Completed and passes resolution adopting the new West Deer Township Emergency Operation Procedures – Basic Plan. This will be submitted to the county as required.

Submitted by:

A handwritten signature in black ink, appearing to read "Sgt Michael J Shurina", written over a horizontal line.

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

West Deer Township Police Department Calls For Service Activity Report

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

Report Start Date: 10/1/2022

Report End Date: 10/31/2022

Calls For Service:

911 HANG UP - GENERAL	1
ALARM ACTIVATION - BUSINESS	2
ALARM ACTIVATION - BUSSINESS/FALSE	8
ALARM ACTIVATION - C02	2
ALARM ACTIVATION - FIRE / FALSE	6
ALARM ACTIVATION - MEDICAL	2
ALARM ACTIVATION - RESIDENTIAL	3
ALARM ACTIVATION - RESIDENTL/FALSE	4
ANIMAL - BITE	1
ANIMAL - COMPLAINT	21
ANIMAL - CRUELTY	1
ASSAULT - STRONG ARM	1
ASSIST - EMS	20
ASSIST - EMS - WORKPLACE	1
ASSIST - EMS (AED USED)	1
ASSIST - EMS (DOA)	2
ASSIST - EMS (NARCAN)	2
ASSIST - OTHER	2
ASSIST - POLICE	9
ASSIST - RESIDENT	6
ASSIST - WELFARE CHECK	10
CHILD - CHILD LINE REPORTS	1
CIVIL - COMPLAINT	1
CIVIL - LANDLORD TENANT	1
COURT - CRIMINAL	1
COURT - WARRANT SERVICE	1
CRIMINAL MISCHIEF - GENERAL	1
DISABLED VEHICLE - GENERAL	2
DISORDERLY CONDUCT - GENERAL	3
DOMESTIC - PHYSICAL	2
DOMESTIC - VERBAL	6
DRUG LAWS - GENERAL	2
DUI - OVER LEGAL AGE	1
FIRE - OTHER	1
FRAUD - GENERAL	5
HARASSMENT - COMMUNICATIONS	2
HARASSMENT - GENERAL	3
HAZARDOUS CONDITION - TREE DOWN	1
LOCAL ORDINANCE - DUMPING	1
MENTAL COMMITMENT - INVOLUNTARY	1
MENTAL COMMITMENT - VOLUNTARY	1
MVA - DUI	2
MVA - LEAVING THE SCENE	3
MVA - NON REPORTABLE	5

Calls For Service:

MVA - PRIVATE PROPERTY	1
MVA - REPORTABLE	6
NOT ASSIGNED	4
PARKING COMPLAINT - RESIDENTIAL	1
PATROL - GENERAL	66
PFA - SERVICE	2
PHONE CALLS - GENERAL	3
POLICE INFORMATION - FOLLOW UP INVEST	10
POLICE INFORMATION - GENERAL	22
PROPERTY - FOUND	4
RUNAWAY - JUVENILE MALE	1
SEX CRIMES - INDECENT ASSAULT	1
SOLICITATION COMPLAINT - GENERAL	1
SPECIAL DETAIL - ADMINISTRATIVE	16
SPECIAL DETAIL - OTHER / MISC.	5
SPECIAL DETAIL - PATROL	1
SPECIAL DETAIL - PUBLIC RELATIONS	1
SPECIAL DETAIL - SECURITY	5
SRO DETAIL - ASSIST ADMINISTRATOR	1
SRO DETAIL - ASSIST STUDENT	3
SRO DETAIL - ATTEND MEETING	1
SRO DETAIL - INSTRUCT DARE PROGRAM	1
SRO DETAIL - INSTRUCT SRO PROGRAM (ST	1
SRO DETAIL - SCHOOL SAFETY DRILL	4
SRO DETAIL - SECURITY (GENERAL)	55
SRO DETAIL - STUDENT MONITORING	3
SUSPICIOUS - OTHER	2
SUSPICIOUS - PERSON	3
SUSPICIOUS - VEHICLE	2
THEFT - IDENTITY	1
THEFT - OF MOTOR VEHICLE	1
THEFT - OTHER	2
THEFT - RESIDENTIAL	4
TRAFFIC - COMPLAINT	7
TRAFFIC - DETAIL	21
TRAFFIC - ROAD RAGE	1
TRAFFIC - SCHOOL ZONE	1
TRAFFIC - STOP	29
TRESPASS - BUSINESS	1

TOTAL CALLS FOR SERVICE: 446

Subtract Reportable DI# : 55

TOTAL N.R. CALLS FOR SERVICE:

Date Printed:
11/3/2022

West Deer Township Police Department

Total Arrest Report

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

Report Start Date: 10/1/2022

Report End Date: 10/31/2022

ARREST DATE	D I #	SIGNAL CODE	JUVENILE ARREST
10/2/2022	20221003000	SEX CRIMES - INDECENT ASSAULT	
10/9/2022	20221009000	DUI - OVER LEGAL AGE	
10/11/2022	20221004000	THEFT - OTHER	
10/13/2022	20220827000	DUI - OVER LEGAL AGE	
10/16/2022	20221016001	MVA - DUI	
10/23/2022	20221024000	MVA - DUI	

TOTAL ARRESTS: 6

TOTAL ADULT ARRESTS:

TOTAL JUV. ARRESTS:

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PUBLIC WORKS FOREMAN'S REPORT

ATTACHED IS THE PUBLIC WORKS FOREMAN'S REPORT.

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

2022
MONTHLY REPORT FOR OCTOBER
PUBLIC WORKS DEPARTMENT

ROADS

- Crack seal.
- Install wedge curb on Marshall Street.
- Vactor catch basins on Blanchard Road.
- Start base repair on Rittman Road.
- Finish hot asphalt on Martin Road.
- Patch base repair on Anna Dale.
- Patch alleys and trim bushes on alleys.
- Clean catch basins and debris on various roads.
- Patch holes on Monier Road.
- Repair washout at Center Lane Alley.

TRUCKS & EQUIPMENT

- Work on Boom mower (fuel issue).
- Replace tail light on Peterbilt.
- Pickup new Gravely mower.
- Change oil in pickup and wash.
- Change mirror on Truck #2.
- Clean mowers.

MISCELLANEOUS

- Hang new Veteran banners and rehang banners.
- Change door handle for Jodi.
- Install stop sign and new street sign on Hawthorne Road.
- Reinstall no on street parking at Palmer Way.
- Help Police install no parking signs for Homecoming Parade.
- Haul salt spreaders and plows from Nike Site.
- Pick up steel for Police brackets.
- Replace stop sign at Trump Road.
- Replace light for Police in hallway.
- Push up 500 ton of salt.
- Reinstall Donaldson Road sign.
- Hang plaque for Shawn Maudhuit with light and cover.
- Cut grass.

PA1 Calls

82

OT

13.5 hrs


Kevin Olar

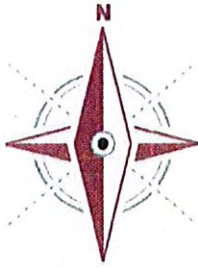
10-4-22
Date

9

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

OCTOBER 2022 ENGINEER'S REPORT
WEST DEER TOWNSHIP
Prepared November 8, 2022

VIA EMAIL

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meetings:

Board of Supervisors Meeting – October 19, 2022

2. DEVELOPMENTS/PROJECTS

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

Projects:

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

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

- None

Respectfully Submitted,
SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer

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PLANNING, ZONING, & CODE ENFORCEMENT REPORT

ATTACHED IS THE PLANNING, ZONING & CODE ENFORCEMENT REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?



Zoning and Planning Report
November 16, 2022

1. Issued 18 Occupancy Permits.
2. Issued 7 Building Permits.
3. PCS performed 28 Building Inspections.
4. See November Project Status Report.
5. No Planning Commission Meeting was held in October
6. No Zoning Hearing Board was held in October.

1

1

WEST DEER #1 VFC REPORT

ATTACHED IS THE WEST DEER #1 VFC REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

WEST DEER VFD #1

1520 Saxonburg Blvd Tarentum PA 15084

OCTOBER 2022 REPORT

- 20 firecalls
- Met with Chuck from fire study
- Met with Glenn for the ISO
- Vehicle training & extraction
- 3 hall rentals
- Waiting for the township to release our budgeted \$9,000
- Applied for state grant
- Applied for gas well grant

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WEST DEER #2 VFC REPORT

ATTACHED IS THE WEST DEER #2 VFC REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

West deer #2 monthly Chiefs report for October 20 2022 to November 8th 2022

For the month of Oct/Nov we responded to 16 calls total

- 5 false fire alarm
- 2 natural gas smell inside a residence
- 7 motor vehicle crashes
- 1 mulch pile fire
- 1 containment/ hazmat detail

West deer # 2 has responded to a total 175 calls for 2022.

- Crews trained on vehicle stabilization and vehicle extrication
- Crews did our monthly truck checks
- We had our air packs tested
- 5 Members are prepping for fire fighter 1 test

13

WEST DEER #3 VFC REPORT

ATTACHED IS THE WEST DEER #3 VFC REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

West Deer Twp. VFC # 3
FIRE CHIEF'S REPORT
November 2022

Call Report for October – 92 total calls

46 - QRS Calls with response, 9 - QRS calls with no response (16%)

36 - Fire Calls with response, 1 – Fire Call with no response (3%)

0 - Commercial Structure Fire

12 - Commercial Fire Alarm

0 - Residential Structure Fire

8 - Residential Fire Alarm

11 - MVC

0 - MVC w/ entrapment

0 - Rescue, other than MVC

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

1 - Brush Fire

1 - Vehicle Fire

1 - False Call

10 - Richland

1 - Middlesex

21 - West Deer

3 - Hampton

1 - Indiana

1 - Ross Twp.

24 - 0500-1700

13 - 1700-0500

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

- Operations meeting – no meeting scheduled for November

Upcoming events:

- 11/8 – Training (Walk through at TNT Metals)

- 11/10 & 11/13 – FF1 Testing

- 11/15 – Training

- 11/22 – Work Night

- 11/29 – 3 Company Training

- Fire Station project – Waiting permits

- Pump testing – Needs scheduled

- Township – Fire Study interviews completed with the 3 fire chiefs

- \$9,000 Township contribution was released but needs to be approved at the Nov. Twp. meeting

- Volunteer Firefighters Worker's compensation insurance lapsed 10/1/22, policy renewed 10/14/22

- ISO Fire Study – Interview completed with the 3 fire chiefs

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

- Radios were ordered through County, delivery delayed till December

- CV2 needs lettered, at Best Tire for battery issue

- Replaced 8 smoke detectors in residence, replaced 5 smoke detector batteries

- Act 13 grant submitted for gas meters

- SCBA Bench Testing scheduled with ProAm Safety for November 28th

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

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

- Monthly P&L

Income \$36,546.50

Expenses \$24,498.95

Respectfully submitted by:

Josh Wiegand, Fire Chief

14

WEST DEER EMS REPORT

ATTACHED IS THE WEST DEER EMS REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

West Deer EMS

October of 2022

- 206 Totals calls for service. (Most requests ever)
- We applied for a couple of small grants to try to help with needed equipment.
- There is still a delay in delivery for the vehicle we purchased last August. There is some talk that chassis have been allotted and we are awaiting assignment of a VIN number.
- Income for September was \$42,814 with expenses totaling \$52,918.
- Daniel and I have continued conversing about the replacement of the AC unit for the offices. We received two quotes for two different systems so each company is writing a second quote. The third company we contacted has still not returned any phone calls or emails.
- We are working on our 2022 budget as well as employee evaluations and raises. Our staff is already underpaid so we are looking at every option possible to increase starting wages and yearly raises. If we were to receive help in other areas of need we could focus more towards our staff, which is already around 70% of our budget. The highest paid operational provider barely makes \$20 per hour with EMT's starting at \$13. We've got to work on some kind of recruitment and retention plan but we cannot do that with help.

15

ADOPTION: ORDINANCE NO. 450 (ACT 57 TAX WAIVER)

ORDINANCE NO. 450

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

(ORDINANCE ATTACHED)

WHAT ACTION DOES THE BOARD WISH TO TAKE.

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

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

**WEST DEER TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 450

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

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

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

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

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

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

SECTION 1.

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

Article IX Waiver Requests

§ 189-103 Definitions.

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

"A Qualifying Event" shall mean:

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

"Tax Collector" shall mean the Township of West Deer's tax collector.

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

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

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

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

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

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

§189-105 Granted Waiver.

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

SECTION 2. Effective Date.

This Ordinance shall take effect on 1 January 2023.

SECTION 3. Severability.

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

SECTION 4. Repealer.

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

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

ATTEST:

TOWNSHIP OF WEST DEER

Daniel J. Mator, Jr.
Township Manager

Beverly S. Jordan, Chairperson
Board of Supervisors

CERTIFICATE

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

Yes

No

Abstain

Absent

Beverly S. Jordan, Chairperson

Shirley A. Hollibaugh, Vice Chair

Vernon Frey

David Harrison

James Smullin

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

By:

Daniel Mator
Township Manager

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**ADOPTION: RESOLUTION NO. 2022-20 (STEEL CITY SUPPLY
SEWAGE FACILITIES PLANNING MODULE)**

RESOLUTION NO. 2022-20

RESOLUTION 2022-20 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE PLAN LOCATED AT SAXONBURG BLVD. CHESWICK, PA IN THE C-2 HIGHWAY COMMERCIAL ZONING DISTRICT.

(SEE ATTACHED)

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

MR. SHOUP.....

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO ADOPT RESOLUTION 2022-20 APPROVING THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE STEEL CITY SUPPLY SEWAGE PLANNING MODULE PLAN.

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



RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

Resolution No. 2022-20

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

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

WHEREAS DANA WANGLER -
STEEL CITY SUPPLY has proposed the development of a parcel of land identified as
STEEL CITY SUPPLY ^{land developer}
SITE PLAN, and described in the attached Sewage Facilities Planning Module, and
name of subdivision

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

WHEREAS, WEST DEER TOWNSHIP finds that the subdivision described in the attached
municipality

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

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

I, _____, Secretary, West Deer Township
(Signature)

Township Board of Supervisors (~~Borough Council~~) (~~City Councilmen~~), hereby certify that the foregoing is a true copy of the Township (~~Borough~~) (~~City~~) Resolution # 2022-20, adopted, November 16, 2022.

Municipal Address:

WEST DEER TOWNSHIP
109 EAST UNION ROAD
CHESWICK, PA 15024
Telephone 724-265-3680

Seal of
Governing Body



TRANSMITTAL LETTER FOR SEWAGE FACILITIES PLANNING MODULE

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

TO: Approving Agency (DEP or delegated local agency)

Date 9/22/ 2022

PaDEP Southwest Regional Office

400 Waterfront Drive

Pittsburgh, PA 15222-4745

Dear Sir/Madam:

Attached please find a completed sewage facilities planning module prepared by Carmen A. DiDiano, Project Manager
(Name)

MDM Surveyors & Engineers, LLC

(Title)

for Kerrigan Development, LLC

(Name)

a subdivision, commercial, or industrial facility located in Saxonburg BoulevardWest Deer Township, Allegheny

(City, Borough, Township)

County.

Check one

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

OR

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

Check Boxes

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

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

- ☒ Resolution of Adoption
☐ Module Completeness Checklist
☐ 2 Individual and Community Onlot Disposal of Sewage

- ☒ 3 Sewage Collection/Treatment Facilities
☐ 3s Small Flow Treatment Facilities

- ☒ 4A Municipal Planning Agency Review
☐ 4B County Planning Agency Review
☒ 4C County or Joint Health Department Review

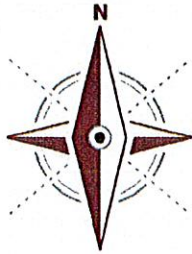
Daniel J. Mator, Jr.

Municipal Secretary (print)

November 16, 2022

Signature

Date



SHOUP ENGINEERING

FOR OVER 50 YEARS

329 Summerfield Drive, Baden, PA 15005

Phone: 724-869-9560

info@shoupengineering.com

November 9, 2022

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

Via Email

Re: Steel City Supply
Sewage Facilities Planning Module

Dear Mr. Mator,

Enclosed is a Resolution and Transmittal Letter form for a Pennsylvania DEP Planning Module submittal for the above-referenced land development.

I have reviewed the planning module documents and have found them to be in proper form and complete. Therefore, I would recommend that the Township Board of Supervisors approve the attached Resolution.

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

Sincerely,

SHOUP ENGINEERING INC.

Scott A. Shoup/dwg

Scott A. Shoup, P.E.

Enclosure(s)

cc: Jodi French, via email
Joseph Shook, via email
Dorothy Moyta, via email

17

AUTHORIZATION: FIRE COMPANY CONTRIBUTIONS

THE BOARD OF SUPERVISORS INCLUDED POSSIBLE CONTRIBUTIONS OF UP TO \$9,000 FOR EACH TOWNSHIP VOLUNTEER FIRE COMPANY IN THE 2022 BUDGET, CONTINGENT UPON CRITERIA SET AT THE SECOND BUDGET WORKSHOP IN 2021.

ONE REQUIREMENT WAS THAT THE BOARD RECEIVE MONTHLY ACTIVITY AND FINANCIAL REPORTS. ANY ACTIVITY REPORTS RECEIVED HAVE BEEN PART OF THE AGENDAS, AND THE FINANCIAL REPORTS RECEIVED HAVE BEEN DISTRIBUTED TO THE SUPERVISORS UNDER SEPARATE COVER.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO AUTHORIZE THE CONTRIBUTION OF \$_____ TO VOLUNTEER FIRE COMPANY(IES) #_____.

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

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AUTHORIZATION: HIRING OF PART-TIME POLICE OFFICER

THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LOPER RECOMMENDING THE HIRING OF COLIN KADLICK FOR THE POSITION OF PART-TIME POLICE OFFICER.


SATISFACTORY BACKGROUND CHECK WAS PERFORMED ON THE APPLICANT.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO HIRE COLIN KADLICK AS A PART-TIME POLICE OFFICER OF WEST DEER TOWNSHIP, CONTINGENT UPON COMPLETION OF ALL THE NECESSARY STEPS TO OBTAIN CERTIFICATION FROM THE PA MUNICIPAL OFFICERS TRAINING COMMISSION.

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

INTERDEPARTMENTAL MEMORANDUM

To: Daniel Mator, Township Manager
From: Robert J. Loper, Chief of Police 
Subject: Hiring of Part Time Police Officer
Date: November 7, 2022

Mr. Mator,

The police department continues to encounter issues staffing officers. Recently Officer Orlor started a new career with the Butler County Sheriff's Office. Officer Cherevka is in the final phase of the hiring process for the City of Pittsburgh Police Department. He is slated to attend their academy in February 2023. I am requesting the hiring of a new part time police officer be added to the agenda for the Board of Supervisors meeting scheduled on November 16, 2022.

I am asking that the Board of Supervisors hire Colin Kadlick as a part time police officer for West Deer Township, pending graduation from Indiana University of Pennsylvania Police Academy. Mr. Kadlick is scheduled to graduate the academy on November 18, 2022. Mr. Kadlick is currently serving as a squad leader at IUP Police Academy. Prior to attending the academy, Mr. Kadlick obtained an associate's degree in criminal justice from Slippery Rock University, while participating on the football team. Mr. Kadlick is a graduate of Deer Lakes High School and still resides in West Deer Township with his family.

A background check of Mr. Kadlick was performed by Sgt. Mikus. There wasn't any disqualifiers learned through this investigation that would prohibit Mr. Kadlick from becoming an officer with West Deer Township.

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AUTHORIZATION: PFM LETTER OF ENGAGEMENT

AT ITS LAST MEETING, THE BOARD WAS GIVEN A PRESENTATION BY PFM FINANCIAL ADVISORS IN REGARD TO THE PROCESS OF FINANCING THE NEW MUNICIPAL BUILDING. PFM HAD GIVEN THE BOARD A TIMETABLE THAT INCLUDED RETAINING THEIR SERVICES AT THIS MEETING.

DOCUMENTATION IS ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE?

I MOVE TO APPROVE AN ENGAGEMENT LETTER IN A FORM ACCEPTABLE TO THE TOWNSHIP SOLICITOR, AND TO AUTHORIZE THE TOWNSHIP MANAGER TO WORK WITH PFM FINANCIAL ADVISORS, LLC, AS THE TOWNSHIP'S FINANCIAL ADVISOR IN CONJUNCTION WITH THE FINANCING OF ITS GENERAL OBLIGATION BONDS/NOTES, SERIES OF 2023, IN THE APPROXIMATE AMOUNT OF \$7,000,000.

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



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

Dear Mr. Daniel Mator:

pfm

100 Market Street
Harrisburg, PA 17101
717.231.6265

pfm.com

The purpose of this letter (this "Engagement Letter") is to confirm our agreement that PFM Financial Advisors LLC ("PFM") will act as financial advisor to the West Deer Township (the "Client"). PFM will provide, upon request of the Client, services related to financial planning, budget and strategic advice and planning, policy development and services related to debt issuance, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task.

PFM is a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. If Client has designated PFM as its independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA exemption"), then services provided pursuant to such designation shall be the services described in Exhibit A hereto, subject to any agreed upon limitations. Verification of independence (as is required under the IRMA exemption) shall be the responsibility of such third party seeking to rely on such IRMA exemption. PFM shall have the right to review and approve in advance any representation of PFM's role as IRMA to Client.

MSRB Rules require that municipal advisors make written disclosures to their clients of all material conflicts of interest, certain legal or disciplinary events and certain regulatory requirements. Such disclosures are provided in PFM's Disclosure Statement delivered to Client prior to or together with this Engagement Letter.

PFM's services will commence as soon as practicable after the execution of this Engagement Letter by the Client and a request by the Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this Engagement Letter shall be completed as agreed in



writing in advance between the Client and the PFM. Upon request of Client, PFM or an affiliate of PFM may agree to additional services to be provided by PFM or an affiliate of PFM, by a separate agreement between the Client and PFM or its respective affiliate.

For the services described in Exhibit A, PFM will be paid a flat fee to be determined for each transaction and as mutually agreed upon between the Client and PFM. In addition to fees for services, PFM may charge for certain out of pocket expenses incurred in connection with its services.

This Engagement Letter shall be effective from November 9, 2022 and shall remain in effect unless canceled in writing by either party upon thirty (30) days written notice to the other party. Upon any such termination, PFM will be paid for all services performed and costs and expenses incurred up to the termination date. PFM shall not assign or transfer any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of the Client; provided that PFM retains the right to enter into a sale, merger, internal reorganization, or similar transaction involving PFM's business without any such consent.

All information, data, reports, and records in the possession of the Client or any third party necessary for carrying out any services to be performed under this Engagement Letter ("Data") shall be furnished to PFM. PFM may rely on the Data in connection with its provision of the services under this Engagement Letter and the provider thereof shall remain solely responsible for the adequacy, accuracy and completeness of such Data.

All notices and other communication required under this Engagement Letter will be in writing and shall be sent by certified mail, return receipt requested, or by nationally recognized courier, with written verification of receipt. Notices shall be addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of the Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver to the Client copies of any and deliverables pertaining to this Engagement Letter.

The following professional employees of PFM will provide the services set forth in this Engagement Letter: ; Zach Williard, Managing Director; Benjamin Kapenstein, Senior Managing Consultant; Garrett Moore, Senior Analyst; Patrick Doherty, Analyst; Brandy McLendon, Senior Municipal Bond Assistant; Sarah Bede, Municipal Bond Assistant; Erica Schmidt, Municipal Bond Assistant II; Britney Stone, Associate. PFM may, from time to time, supplement or otherwise amend team members. The Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should the Client make such a request, PFM will promptly suggest a substitute for approval by the Client.



PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit B. Except to the extent caused by its willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter, PFM shall have no liability to any party under this Engagement Letter.

PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint venturers of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter. Nothing in this Engagement Letter is intended or shall be construed to give any person, other than the parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Engagement Letter or any provisions contained herein. In no event will PFM be liable for any act or omission of any third party or for any circumstances beyond PFM's reasonable control including, but not limited to, fire, flood, or other natural disaster, war, riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.

This Engagement Letter shall be construed, enforced, and administered according to the laws of the Commonwealth of Pennsylvania. PFM and the Client agree that, should a disagreement arise as to the terms or enforcement of any provision of this Engagement Letter, each party will in good faith attempt to resolve said disagreement prior to pursuing other action.

This Engagement Letter represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by both parties. For the sake of clarity, any separate agreement between Client and an affiliate of PFM shall not in any way be deemed an amendment or modification of this Engagement Letter. The invalidity in whole or in part of any provision of this Engagement Letter shall not void or affect the validity of any other provision.



Please have an authorized official of the Client sign a copy of this Engagement Letter and return it to us to acknowledge the terms of this engagement. This Engagement Letter may be signed in any number or counterparts, each of which shall be an original and all of which when taken together shall constitute one and the same document.

Sincerely,
PFM FINANCIAL ADVISORS LLC

Zach Willard
Managing Director

Accepted by:

WEST DEER TOWNSHIP

Authorized Signature

Daniel Mator
Name

Township Manager
Title

Date



EXHIBIT A
SCOPE OF SERVICES

Services Related to Debt Transactions (includes short term financings, notes, loans, letters of credit, line of credit and bonds), upon the request of the Client:

- Assist the Client in the formulation of Financial and Debt Policies and Administrative Procedures.
- Review current debt structure, identifying strengths and weaknesses of structure so that future debt issues can be designed to maximize ability to finance future capital needs. This will include, but not be limited to, reviewing existing debt for the possibility of refunding that debt to provide the Client with savings.
- Provide special financial services as requested by the Client.
- Analyze financial and economic factors to determine if the issuance of bonds is appropriate.
- Develop a financing plan in concert with Client's staff which would include recommendations as to the timing and number of series of bonds to be issued.
- Attend meetings with Client's staff, consultants and other professionals and the Client.
- Assist the Client in preparing financial presentations for public hearings and/ or referendums.
- Discuss with the Client the method of sale, either as a negotiated sale, private placement or a public sale. In a public sale, make recommendation as to the determination of the best bid. In the event of a negotiated sale, as applicable assist in the solicitation, review and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such selection.
- Advise as to the various financing alternatives available to the Client.
- Develop alternatives related to debt transaction including evaluation of revenues available, maturity schedule and cash flow requirements.
- Assist the Client in the drafting of any Preliminary Official Statement or Official Statement that may be required in connection with the issuance of bonds, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents.
- Evaluate benefits of bond insurance and/or security insurance for debt reserve fund.
- If appropriate, develop credit rating presentation and coordinate with the Client the overall presentation to rating agencies.
- Review underwriter's proposals and submit an analysis of same to the Client.
- Assist the Client in the procurement of other services relating to debt issuance such as printing and paying agent, etc.



- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond indentures, resolutions or other governing documents regarding security, creation of reserve funds, flow of funds, redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond governing documents.
- Review the requirements and submit analysis to bond insurers, rating agencies and other professionals as they pertain to the Client's obligation.
- Review the terms, conditions and structure of any proposed debt offering undertaken by the Client and provide suggestions, modifications and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with Client's staff and other advisors regarding the furnishing of data for offering documents, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents.
- As applicable, advise the Client on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise the Client in negotiations with investment banking groups regarding fees, pricing of the bonds and final terms of any security offering, and make recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- Assist the Client's legal and financing team for the closing of the transaction.



EXHIBIT B
INSURANCE



Insurance Statement

PFM Financial Advisors LLC ("PFM") has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$5 million and \$5 million single loss/ \$10 million aggregate, respectively. PFM also carries a \$5 million cyber liability policy.

Our Professional Liability policy is a "claims made" policy and our General Liability policy claims would be made by occurrence.

Deductibles/SIR:

Automobile \$100 comprehensive & \$1,000 collision
Cyber Liability \$100,000
General Liability \$0
Professional Liability (E&O) \$200,000
Financial Institution Bond \$50,000

Insurance Company & AM Best Rating

Professional Liability (E&O).	Lloyds of London; (A; Stable)
.....	AXIS Surplus Insurance Company; (A; Stable)
Financial Institution Bond.	Berkley Regional Insurance Company; (A+; Stable)
Cyber Liability.	Greenwich Insurance Company (A+; Stable)
General Liability.....	Valley Forge Insurance Company; (A Stable)
Automobile Liability.	Continental Insurance Company; (A Stable)
Excess /Umbrella Liability.....	Continental Insurance Company; (A Stable)
Workers Compensation.....	Continental Insurance Company; (A Stable)
& Employers Liability	



PFMILL-01

JBOLAND2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/4/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Crystal IBC, LLC
32 Old Slip 29th Fl
New York, NY 10005

CONTACT NAME: Janice Boland

PHONE
(A/C, No, Ext):FAX
(A/C, No):

E-MAIL ADDRESS: Janice.Boland@alliant.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Valley Forge Insurance Company

20508

INSURER B: Continental Insurance Company

35289

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

PFM Financial Advisors, LLC
1735 Market St, 42nd Floor
Philadelphia, PA 19103-2770

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	7018019790	12/7/2021	12/7/2022	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						
	OTHER:						
B	AUTOMOBILE LIABILITY			7018019806	12/7/2021	12/7/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			7018019840	12/7/2021	12/7/2022	EACH OCCURRENCE \$ 20,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 20,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			7018019823	1/1/2022	1/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N	N/A					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

EVIDENCE OF COVERAGE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/3/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Crystal IBC, LLC 32 Old Slip 29th Fl New York NY 10005	CONTACT NAME: Brian Rozynski PHONE (A/C, No, Ext): 212-504-1882 E-MAIL: brian.rozynski@alliant.com ADDRESS: brian.rozynski@alliant.com	FAX (A/C, No):
License#: BR-1359321 PFMILL-01	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED PFM Financial Advisors LLC 1735 Market Street, 42nd Floor Philadelphia PA 19103	INSURER A : Lloyds of London	15792
	INSURER B : AXIS Surplus Insurance Company	26620
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 829393091

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A B	Professional Liability (E&O)			HMPL21-0407 ENN603700	12/7/2021 12/7/2021	12/7/2022 12/7/2022	Limit of Liability: \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of coverage only.

CERTIFICATE HOLDER**CANCELLATION**

To Whom It May Concern

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER
IMPORTANT MUNICIPAL ADVISORY INFORMATION
PFM Financial Advisors LLC**

I. Introduction

PFM Financial Advisors LLC and PFM Swap Advisors LLC (hereinafter, referred to as “We,” “Us,” or “Our”) are registered municipal advisors with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by Us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). We employ a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

How We Identify and Manage Conflicts of Interest

Code of Ethics. The Code requires that all employees conduct all aspects of Our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and Our clients.

Policies and Procedures. We have adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allows Us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to Our analysis of potential conflicts of interest.

Supervisory Structure. We have both a compliance and supervisory structure in place that enables Us to identify and monitor employees’ activities, both on a transaction and Firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, Our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows Us to evaluate any situations that may be an actual or potential conflict of interest.

Disclosures. We will disclose to clients those situations that We believe would create a material conflict of interest, such as: 1) any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work We perform for such client; 2) any payment made to obtain or retain a municipal advisory engagement with a client; 3) any fee-splitting arrangement with any provider of an investment or services to a client; 4) any conflict that may arise from the type of compensation arrangement We may have with a client; and 5) any other actual or potential situation that We are or become aware of that might constitute a material conflict of interest that could reasonably expect to impair Our ability to provide advice to or on behalf of clients consistent with regulatory requirements. If We identify such situations or circumstances, We will prepare meaningful disclosure that will describe the implications of the situation and how We intend to manage the situation. We will also disclose any legal or disciplinary events that are material to a client’s evaluation or the integrity of Our management or advisory personnel. We will provide this disclosure (or a means to access this information) in writing prior to starting Our proposed engagement, and will provide such additional information or clarification as the client may request. We will also advise Our clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, Our plan to manage that situation, and any additional information such client may require.

II. General Conflict of Interest Disclosures

Disclosure of Conflicts Concerning the Firm’s Affiliates

Our affiliates offer a wide variety of financial services, and Our clients may be interested in pursuing services separately provided by an affiliate. The affiliate’s business with the client could create an incentive for Us to recommend a course of action designed to increase the level of the client’s business activities with the affiliate or to recommend against a course of action that would reduce the client’s business activities with the affiliate. In either instance, We may be perceived as recommending services for a client that are not in the best interests of Our clients, but rather are in Our interests or the interests

of Our affiliates. Accordingly, We mitigate any perceived conflict of interest that may arise in this situation by disclosing it to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, We receive no compensation from Our affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, We require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

Disclosure of Conflicts Related to the Firm's Compensation

From time to time, We may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since We may appear to have an incentive to recommend to the client a transaction that is larger in size than is necessary. Further, We may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest, if the transaction requires more work than contemplated and We are perceived as recommending a less time consuming alternative contrary to the client's best interest so as not to sustain a loss. Finally, We may contract with clients on an hourly fee bases. If We do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as We would not have a financial incentive to recommend an alternative that would result in fewer hours. We manage and mitigate all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients

We regularly provide financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While Our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of Our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees Our engagement with any other particular client as a conflict, We will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes an "Informational Bubble" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, We will withdraw from the engagement.

Disclosure Related to Legal and Disciplinary Events

As registered municipal advisors with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, Our legal, disciplinary and judicial events are required to be disclosed on Our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s) ("DRP"). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically access PFM Financial Advisors LLC filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed, at:

PFM Financial Advisors LLC –

<http://www.sec.gov/cgi-bin/browse-edgar?company=PFM+Financial&owner=exclude&action=getcompany>

III. Specific Conflicts of Interest Disclosures – West Deer Township, Series of 2023

To Our knowledge, following reasonable inquiry, we are not aware of any other actual or potential conflict of interest that could reasonably be anticipated to impair Our ability to provide advice to or on behalf of the client in accordance with applicable standards of conduct of MSRB Rule G-42.

IV. Municipal Advisory Complaint and Client Education Disclosure

The MSRB protects state and local governments and other municipal entities and the public interest by promoting fair and efficient municipal securities markets. To that end, MSRB rules are designed to govern the professional conduct of brokers, dealers, municipal securities dealers and municipal advisors. Accordingly, if you as municipal advisory customer have a complaint about any of these financial professionals, please contact the MSRB's website at www.msrb.org, and consult the MSRB's Municipal Advisory Client brochure. The MSRB's Municipal Advisory Client brochure describes the protections available to municipal advisory clients under MSRB rules, and describes the process for filing a complaint with the appropriate regulatory authority.

PFM's Financial Advisory services are provided by PFM Financial Advisors LLC. PFM's Swap Advisory services are provided by PFM Swap Advisors LLC. Both entities are registered municipal advisors with the MSRB and SEC under the Dodd Frank Act of 2010.

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AUTHORIZATION: PITNEY BOWES POSTAGE MACHINE AGREEMENT

THE TOWNSHIP'S CURRENT LEASE AGREEMENT WITH PITNEY BOWES FOR ITS POSTAGE METER EXPIRES NOVEMBER 29TH. THE TOWNSHIP MANAGER NEGOTIATED A NEW AGREEMENT FOR A NEW, COMPLIANT POSTAGE METER.

DOCUMENTS ARE ATTACHED.

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE TOWNSHIP MANAGER TO ENTER INTO A POSTAGE MACHINE AGREEMENT WITH PITNEY BOWES AS PRESENTED.

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



Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

WEST DEER TOWNSHIP

256003437

Sold-To: Address

109 E UNION RD, CHESWICK, PA, 15024-1719, US

Sold-To: Contact Name

Sold-To: Contact Phone #

Sold-To: Account #

West Deer Township

(724) 265-3680

0016443853

Bill-To: Address

109 E UNION RD, CHESWICK, PA, 15024-1719, US

Bill-To: Contact Name

Bill-To: Contact Phone #

Bill-To: Account #

Bill-To: Email

Daniel Mator

(724) 265-3680

0016443852

dmator@westdeertownship.com

Ship-To: Address

109 E UNION RD, CHESWICK, PA, 15024-1719, US

Ship-To: Contact Name

Ship-To: Contact Phone #

Ship-To: Account #

Daniel Mator

(724) 265-3680

0016443853

PO #

Your Business Needs

US356007.1 6/17
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Pitney Bowes Confidential Information

1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip
1	PTJA	SPO-PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS1	C200 SoftGuard
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Series - Version 4)
1	ZH24	Manual Weight Entry
1	ZH26	HZ02 50 LPM Speed
1	ZHC2	SendPro C200 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 48.31	\$ 144.93

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- () Tax Exempt Certificate Attached
 () Tax Exempt Certificate Not Required
 () Purchase Power® transaction fees included
 (X) Purchase Power® transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states>. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

4400015965, Lease/Purchase Option Agreement
State/Entity's Contract#

Lessee Signature
Print Name
Title
Date
Email Address

Pitney Bowes Signature
Print Name
Title
Date

Sales Information

Joseph Ruseski	joseph.ruseski@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

Potential Savings Statement

WEST DEER TOWNSHIP
109 E UNION RD
CHESWICK PA 15024-1719
0016443853

Mail Volumes from 11/21-09/22 Mail Class	Total Pieces	Total Postage	Average Piece Price
First-Class Mail® Letters	2,530	\$1,390.26	\$0.55
First-Class Mail® Flats	59	\$113.00	\$1.92
First-Class Package Service - Retail™	3	\$14.80	\$4.93
Priority Mail®	4	\$36.10	\$9.03
Priority Mail Express®			
Package Services	18	\$152.20	\$8.46
International			
Certified Mail® Service			
First-Class Mail® Automation Letters and Flats			
First-Class Mail® Presort Letters and Flats			
USPS Marketing Mail Automation - Incl. Non Profit if Applicable			
USPS Marketing Mail Presort - Incl. Non Profit if Applicable			
Key In Postage - Not run through a class or category	30	\$170.71	\$5.69
Zero Postage - Usually for seal only or permit projects.			
Others			
Total for Period 11/21-09/22	2,644	\$1,877.07	\$0.71
12 Month Estimated Permit Spend			

Current Savings Initiatives	Estimated Annual Volume	Estimated Annual Savings
\$0.03 savings for each First Class metered mail piece compared to stamped First Class mail® piece	2,760	\$82.80
Total Current Savings		\$82.80

Potential Savings Opportunities / Contact Pitney Bowes to learn more	Estimated Annual Spend	Estimated Annual Savings
Save 25% on average on Priority Mail® and Priority Mail Express® when producing an IMpb compliant shipping label**		
Save 25% on average on First Class package Services when producing an IMpb compliant shipping label**	\$182.18	\$45.55
\$1.25 savings on all certified mail with electronic return receipt per piece		
Save up to 53% by converting flats into 6x9 envelopes*		
By bar-coding mailings in your office you can get additional savings, mailings need to meet USPS commercial pricing regulations. For more details contact Pitney Bowes.		
Opportunity to save by presorting your First Class Letters and First Class Flats.		
Total Potential Savings		\$45.55

*A 1 oz. Metered Flat, weight max 1oz. Is \$1.20, convert to 1 oz. metered letter at \$0.57, saving \$0.63 per piece.

** Qualify for USPS Commercial rates by printing the USPS IMpb label (trackable label) using Pitney Bowes SendPro software, SendPro device, or SendSuite software.

This report includes usage of 1 meter viz. 4740057_PR00.

Potential results stated in any models in this document are for illustration purposes and should serve as examples only. Actual results may vary depending on a number of factors and assumptions, some of which may differ from the ones stated in this model, including mix of mail classes, types of material, and seasonal volume changes. As such, Pitney Bowes cannot guarantee that any potential results expressed or implied herein will actually be achieved.
The corporate logo, Pitney Bowes and PresortXtra are trademarks owned by Pitney Bowes Inc.
Priority Mail, Express Mail, First-Class Mail, Media Mail, Delivery Confirmation, Certified Mail, First-Class, Standard Mail, CASS, NCOALink, and USPS are trademarks owned by the United States Postal Service.



Shipping & Mailing



SendPro® C200

Make the smart sending choice every time.

Eliminate guesswork with our all-in-one solution.

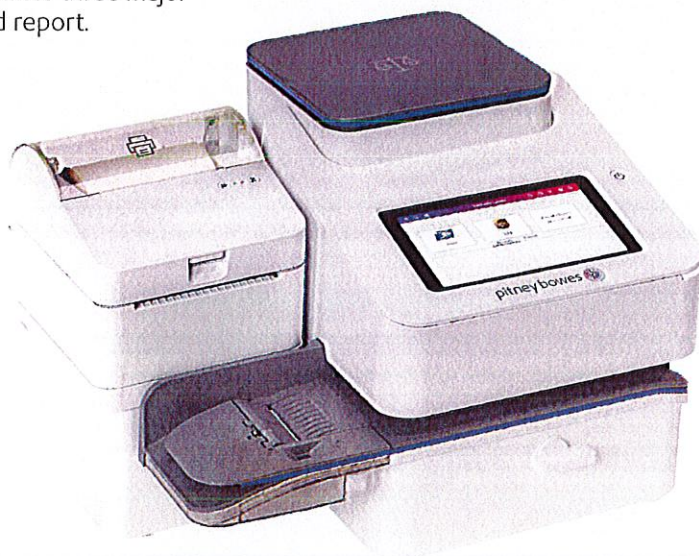
The SendPro C200 is the simplest, all-in-one technology for office mailing and package shipping. It's a complete sending solution that makes it easy to process mail and send packages all from one place. You'll be able to:

- Process daily mail and print postage quickly and accurately.
- Access USPS® shipping rates which offer discounts of up to 39% off retail rates*.
- Compare options from three major carriers, like USPS and UPS®.
- Print shipping labels for three carriers right from the system.
- Track packages and costs across three major carriers in one consolidated report.

Plus, with the integrated scale you can accurately calculate postage and shipping charges for all of your letters, flats and packages. The C200 makes it easy for your office to consistently choose the ideal mailing or shipping option.

Save money and eliminate overspend.

Using a color touchscreen display, the C200 makes your selections of carrier, class and services simple and accurate. For letter mail, simply select the postal class and services you want, then seal and print postage in one easy step. For larger items, you can compare each carrier's shipping options and print a shipping label. Plus, the C200 is digitally connected so you'll always be up-to-date with automatic postal and carrier updates, low ink alerts, service warnings and diagnostic notifications.



*Actual savings may vary depending on weight, zone and services requested.

Make the confident choice, no matter what you send.

With the SendPro® C200, you can consistently choose the ideal carrier, class or service to get your items delivered—all at the best price for your needs. Just weigh the item to see your carrier's options with a cost and estimated delivery time. A common address book works across all three carriers and verifies the recipient addresses to ensure accurate delivery. Then, after selecting the ideal choice for your unique business needs, the C200 will print a shipping label from the attached label printer or your network printer.



Ship and track from anywhere.

Access C200's shipping and tracking capabilities away from your mail area with secure access from your desktop computer. You'll always have a consolidated view of your cost history and tracking information for carrier shipments. By having multiple information on a single platform, the C200 eliminates having to use multiple carriers' websites to process a package or track a shipment.

Maximize savings every time you send.

The C200 is designed to save you and your office staff time and money in many ways. You can get automatic ink replenishments at savings of 20% off the retail price when you enroll in the AutoInk™ program. When shipping, you immediately save with USPS® shipping discounts for Priority Mail and other package services. As a certified Ready Provider of UPS®, Pitney Bowes offers savings of 18% on UPS Next Day Air® and 9% off UPS Ground Commercial and Residential.

Specifications

User display	Color touchscreen
Envelope processing	Up to 40 letters per minute; semi-automatic feeding
Envelope moistener	Standard
Integrated scale	Standard: Up to 5 lbs.
External scale	Optional
USPS retail rates and extra services	Standard; No Presort rate option
Electronic return receipt	Not available—use standard USPS return receipt
USPS shipping (Commercial Base Pricing)	Standard
Multi-carrier shipping	Optional; Use existing business account (UPS and other carrier)
Multi-user access	Optional
Shipping label printer (4" x 6")	Optional; Compliant to USPS and alternate carriers
Label and report printing	Standard: Print to network printer Optional: Laser printer for reports
Cost accounting	Optional: 25 accounts, 100, 500 or more
Connectivity	Standard: LAN (wired) or Wi-Fi (wireless)
Envelope sizes	Up to 3/8" thickness. Media sizes: 3" x 5" up to 13" x 15"
Differential weighing	Optional
Electrical and approvals	100 – 120 VAC, 50/60 Hz, 1.0A
Dimensions	16 1/2" L x 15 1/2" D x 11 1/2" H (with integrated scale)

For more information, visit us online: pitneybowes.com/us/sendpro-c-series



United States
3001 Summer Street
Stamford, CT 06926-0700

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Shipping & Mailing
Postage Meters



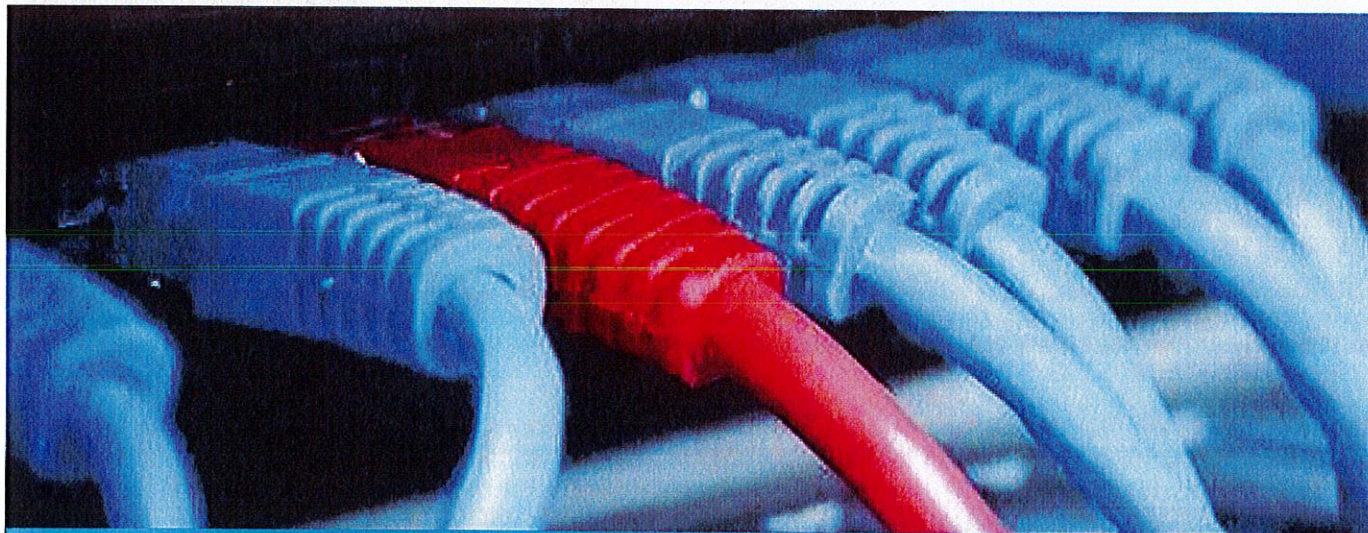
Get connected to stay connected.

Avoid disruptions to your mail operations. Switch your postage meter connection to a digital internet connection today.

With telecommunication companies moving away from traditional analog phone lines, you'll need to connect your Pitney Bowes meter via an internet connection (e.g. ethernet cable). This will help avoid any disruptions in your business operations. If you continue to connect your meter via a traditional analog phone line, you'll be unable to reach our servers once analog phone services are discontinued. Pitney Bowes meters connected via an internet connection can refill postage and download the latest USPS® postal rates with greater ease after analog phone services are discontinued.

Here's how you'll benefit when you upgrade to a digital internet connection.

- Avoid any possible disruptions to your business operations.
- Save money by eliminating the need for a dedicated analog phone line.
- Enjoy a far more reliable connection than with an analog connection.
- Take advantage of faster transmissions for USPS postal rate updates, software updates and refilling postage.



For more information, visit us online: pitneybowes.com/us/connect

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AUTHORIZATION: SALE OF POLICE CAR

THE TOWNSHIP ADVERTISED FOR THE SALE OF THE 2007 FORD EXPLORER. V6 AUTOMATIC TRANSMISSION. INSPECTION IS EXPIRED. COLOR: BLUE. MILEAGE: APPROX: 109,962 – AS-IS CONDITION.

SEALED BIDS WERE RECEIVED AND OPENED ON JULY 8, 2021 AT 2:00 PM.

THE FOLLOWING BIDS WERE RECEIVED:

1) ZAKARY FEDUNOK.....\$1200.00

WHAT ACTION DOES THE BOARD WISH TO TAKE.

I MOVE TO AUTHORIZE THE SALE OF THE 2007 FORD EXPLORER TO ZAKARY FEDUNOK IN THE AMOUNT OF \$1200.00 AND IN AS-IS CONDITION.

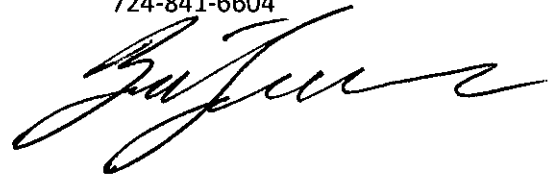
	MOTION	SECOND	AYES	NAYES
MR. HARRISON	_____	_____	_____	_____
MRS. HOLLIBAUGH	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____

West Deer Township

I, Zakary Fedunok place a bid to West Deer Township for the 2007 Ford Explorer Blue in color for \$1200
(One thousand two hundred).

Zakary Fedunok

724-841-6604

A handwritten signature in black ink, appearing to read 'Zakary Fedunok', written in a cursive style.

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DISCUSSION: ZONING ORDINANCE

MR. ROBB & MR. MATOR...

23

OLD BUSINESS

24

NEW BUSINESS

25

ADJOURNMENT

I MOVE TO ADJOURN AT _____ P.M.

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