



**BOARD OF
SUPERVISORS
MEETING**

January 17, 2024

**6:00pm: Public Hearing – Ordinance No. 454 (Zoning Ordinance &
Zoning Map)**

6:30pm: Executive Session

7:00pm: Regular Business Meeting

Members present: Mr. Frey _____
Mr. Hollibaugh _____
Mr. Smullin _____
Mr. Wiegand _____
Mrs. Jordan _____

West Deer Township Board of Supervisors
January 17, 2024

6:00pm: Public Hearing – Ordinance No. 454 (Zoning Ordinance and Zoning Map)
6:30pm: Executive Session
7:00pm: Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session
5. Public Comment (Agenda Items Only)
6. Accept Minutes
7. Monthly Financial Report
 - A. Finance Officer's Report
 - B. List of Bills
8. Police Chief's Report
9. Public Works Foreman's Report
10. Engineer's Report
11. Planning, Zoning, and Code Enforcement Report
12. West Deer #1 VFC Report
13. West Deer #2 VFC Report
14. West Deer #3 VFC Report
15. West Deer EMS Report
16. 2024 Board/ Commission Appointments
 - A. Planning Commission - 2
 - B. Zoning Hearing Board - 2
 - C. Parks & Recreation - 2
17. Acceptance: Resignation – Part-Time Police Officer Damian Brand
18. Acceptance: Retirement – Sergeant Darren Mikus
19. Acceptance: Retirement – Officer Edward Newman
20. Adoption: Ordinance No. 454 (Zoning Ordinance and Zoning Map)
21. Adoption: Ordinance No. 456 – Roadway Adoption (Copper Creek Trail)
22. Approval: Hiring of Part-Time Police Officers
23. Approval: Municipal Police Cooperative Agreement
24. Approval: Promotion of Two Part-Time Police Officers to Full-Time Officers
25. Approval: Township Manager Employment Agreement (Revised)
26. Discussion: Fire Tax Disbursement Protocol Resolution
27. Discussion: Purchase of Finance Software
28. New Business for Future Discussion/Action
29. Announcements
30. Public Comment (Non-Agenda Matters of General Township Concern)
31. Adjournment

1 Call to Order

2 Pledge of Allegiance

3 Roll Call

- Mr. Mator

4 Executive Session

- Mr. Robb

5

PUBLIC COMMENT (AGENDA ITEMS ONLY)

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

6

ACCEPT MINUTES

ATTACHED ARE THE MINUTES OF THE REGULAR BUSINESS MEETING OF NOVEMBER 15, 2023 AND THE REORGANIZATION MEETING OF JANUARY 2, 2024.

DO I HAVE A MOTION TO ACCEPT THE MINUTES OF THE REGULAR BUSINESS MEETING NOVEMBER 15, 2023 AND THE REORGANIZATION MEETING OF JANUARY 2, 2024 AS PRESENTED?

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

December 20, 2023

West Deer Township
Board of Supervisors
20 December 2023
7:00pm

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

OPEN REGULAR BUSINESS MEETING

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

Pledge of Allegiance

Mr. Robb reported the Board held an executive session to discuss personnel, real estate, and litigation items.

Roll Call taken by Mr. Mator – Quorum present

COMMENTS FROM THE PUBLIC

- Josh Wiegand of Squirrel Hollow Road
 - Mr. Wiegand requested a letter of support from the Board for a North Hills SRT Team grant project. The Board agreed.

CHAIRPERSON'S COMMENTS

Mrs. Jordan thanked Mr. Harrison and Mrs. Hollibaugh for their dedication to the Board and Township, and presented a rendering of the new building dedication plaque to the public displaying the names of Mrs. Hollibaugh and Mr. Harrison.

As it would be her last meeting, Mrs. Jordan asked Mrs. Hollibaugh if she would like to run the meeting. Mrs. Hollibaugh agreed.

ADOPTION: ORDINANCE NO. 455 (FIXING THE TAX RATES FOR 2024

ORDINANCE NO. 455

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA, FIXING THE GENERAL MILLAGE RATE FOR THE 2024 TAX YEAR AT 2.90 MILLS, AND THE FIRE TAX RATE FOR THE 2024 TAX YEAR AT 0.50 MILLS.

Mr. Mator explained in detail the tax rate changes: A decrease in the general millage rate as proposed by the Board, and an increase in the fire tax millage rate as dictated by the voters of the Township through the November 2023 General Election referendum.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to adopt Ordinance No. 455 fixing the general millage rate for the 2024 tax year at 2.90 mills, and the fire tax rate for the 2024 tax year at 0.50 mills. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-9 (2024 FINAL BUDGET)**RESOLUTION NO. 2023-9**

A RESOLUTION ADOPTING THE 2024 BUDGET OF THE TOWNSHIP OF WEST DEER, ALLEGHENY COUNTY, PENNSYLVANIA.

MOTION BY Supervisor Harrison and SECONDED BY Supervisor Smullin to adopt Resolution No. 2023-9 setting the 2024 Budget of the Township of West Deer, Allegheny County, Pennsylvania. Motion carried unanimously 5-0.

ACCEPT MINUTES

MOTION BY Supervisor Frey and SECONDED BY Supervisor Harrison to accept the regular business meeting minutes of the 15 November 2023 as presented. Motion carried unanimously 5-0.

MONTHLY FINANCIAL REPORT

TOWNSHIP OF WEST DEER
FINANCE OFFICER'S REPORT
30 November 2023

I - GENERAL FUND:

	<u>November</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	503,743.24	7,263,300.74	94.83%
Expenditures	502,467.76	7,992,905.11	85.26%
Cash and Cash Equivalents:			
Sweep Account		<u>862,032.71</u>	
			<u>862,032.71</u>

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

Restricted	86,321.70
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Fire Tax Fund:

Restricted	44,606.78
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State/Liquid Fuels Fund:

Restricted	<u>184,181.52</u>
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315,110.00

Investments:**Operating Reserve Fund:**

Reserved	2,234,941.55
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Capital Reserve Fund:

Reserved	<u>1,012,985.94</u>
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3,247,927.49

III - CAPITAL PROJECT FUNDS:**Cash and Cash Equivalents:****Capital Reserve Fund**

	<u>6,070,769.15</u>
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Reserved

6,070,769.15**TOTAL CASH BALANCE 11/30/23****10,495,839.35**

Interest Earned November 2023

41,518.23

	11/1/2023 Debt Balance	November Principal Payment	11/30/2023 Debt Balance
Mars National - VFC #3	\$53,991.04	\$2,607.94	
NexTier Bank VFC #2	\$358,048.25	\$2,680.96	\$356,522.34

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

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

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

NOVEMBER LIST OF BILLS

Bearcom	692.47
Hei-Way, LLC.....	269.19
Jordan Tax Service, Inc.	1890.00
Kress Tire.....	3110.00
MRM Trust Workers Comp Fund.....	24305.05
Office Depot.....	138.90
Shoup Engineering Inc.....	23496.56
Stephenson Equipment, Inc.....	1781.52
Tristani Brothers Inc.....	1842.08
Tucker/Arensberg Attorneys.. ..	13366.15
Wine Concrete Products, Inc.....	3570.00

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey 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 provided a summary report of Police Department activities for the month of November 2023. A copy of the report is on file at the Township Building.

Chief Loper reported on the Police Christmas Toy Program and thanked all that helped make it a success.

Mrs. Hollibaugh thanked Chief Loper for organizing and handling the program.

PUBLIC WORKS FOREMAN'S REPORT

Mr. Kevin Olar provided a summary report on the Public Works Department for the month of November 2023. 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
 - Supervision of site construction work occurs as needed. Steel framing of the building is ongoing.
- Bairdford Park
 - The main project has been awarded to Youngblood Paving. Various other projects have been awarded to COSTARS vendors. Work on the project by Youngblood Paving continues. The parking lot improvements have been substantially completed. Work on the sports courts area has also been substantially completed. Work on the handicapped ramp to the pavilion is on-going.

Development/Subdivision Review

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

- Alexandrunas Plan
 - Reviews of this two-lot subdivision on Sandy Hill Road was performed and a review letters dated 20 October 2023 and 8 December 2023 was sent to the Township.
- Tristani Property Flex Building
 - Reviews of this land development plan proposing a flex us building on Route 910 were performed and review letters dated 22 November 2023 and 4 December 2023 were sent to the Township.

PLANNING, ZONING, AND CODE ENFORCEMENT REPORT

The Board received the Planning, Zoning, and Code Enforcement Report for the month of November 2023. A copy of the report is on file at the Township Building.

PARKS & RECREATION BOARD REPORT

The Board received the Parks & Recreation Report for the month of November 2023. A copy of the report is on file at the Township Building.

Mrs. Jordan reported the details on the Breakfast with Santa event.

WEST DEER #1 VFC REPORT

The Board did not receive the West Deer #1 VFC's Report for the month of November 2023.

WEST DEER #2 VFC REPORT

The Board received the West Deer #2 VFC's Report for the month of November 2023. A copy of the report is on file at the Township Building.

WEST DEER #3 VFC REPORT

The Board did not receive West Deer #3 VFC's Report for the month of November 2023.

WEST DEER EMS REPORT

The Board received the West Deer EMS Report for the month of November 2023. A copy of the report is on file at the Township Building.

Chief Humes announced that Seneca EMS was dissolving. He added that they had serviced part of Indiana Township, which would be added to the West Deer EMS service areas. He reported that West Deer EMS hired the Seneca EMS employees as a second shift.

Mr. Mator asked if Chief Humes wanted to speak on the Seneca EMS equipment.

Chief Humes responded that the dissolving letter stated that all remaining equipment would be given to West Deer EMS but – at the time – he was unsure of what the remaining equipment would be.

ADOPTION: RESOLUTION NO. 2023-10 (APPROVAL OF THE FIREFIGHTER EIT ROSTERS)

As per the Ordinance No. 418 – which established an EIT Credit for Fire and EMS Volunteers – a notarized roster must be submitted to and reviewed by the Township Manager, then accepted by the Board of Supervisors.

RESOLUTION NO. 2023-10 APPROVING THE VOLUNTEERS THAT APPEAR ON THE NOTARIZED LISTS SUBMITTED BY THE FIRE CHIEFS AND VERIFIED BY THE TOWNSHIP MANAGER.

The Board received a copy of the Resolution No. 2023-10.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Harrison to adopt Resolution No. 2023-10 approving the volunteers that appear on the notarized lists submitted by the Fire Chiefs and verified by the Township Manager. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-11 (MEMORANDUM OF AGREEMENT WITH TEAMSTERS LOCAL 249)

RESOLUTION NO. 2023-11 APPROVING A MEMORANDUM OF AGREEMENT WITH GENERAL TEAMSTERS LOCAL UNION NO. 249 TO OPEN AN EARLY RETIREMENT WINDOW FOR ELIGIBLE POLICE OFFICERS.

The Board received a copy of the Resolution No. 2023-11.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to adopt Resolution No. 2023-11 approving a Memorandum of Agreement a Memorandum of Agreement with General Teamsters Local Union No. 249 to open an early retirement window for eligible Police officers. Motion carried unanimously 5-0.

ADOPTION: RESOLUTION NO. 2023-12 (SCS DEVELOPMENT SEWER PLANNING MODULE)

RESOLUTION NO. 2023-12 APPROVES THE PA DEP SEWAGE FACILITIES PLANNING MODULE FOR THE SCS DEVELOPMENT.

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.

The Board received a copy of the Resolution No. 2023-12.

Mr. Shoup explained in detail the reason for a single residence sewage treatment facility for this property.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to adopt Resolution No. 2023-12 approving the PA DEP Sewage Facilities Planning Module for the SCS Development. Motion carried unanimously 5-0.

APPROVAL: HIRING OF FINANCE OFFICER

With Mrs. Nardis retiring in 2024, the Township advertised for and interviewed applicants to succeed her as the Township's Finance Officer.

After interviews and a successful background investigation, it is the recommendation of the Township Manager that Tracy Starr be appointed Finance Officer to succeed Mrs. Nardis upon her retirement.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to hire Tracy Starr as a full-time employee of West Deer Township, and appoint her as Finance Officer effective 1 January 2024. Motion carried unanimously 5-0.

APPROVAL: HIRING OF PUBLIC WORKS LABORERS

With Mr. Olar and Mr. Myers retiring in 2024, the Township advertised and interviewed applicants to fill two Public Works Laborer positions.

After interviews and successful background investigations, it is recommendation of the Township Manager that Cody McClintock and Corey Lasher be appointed Public Works Laborers with the Township.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to hire Cody McClintock and Corey Lasher as full-time employees of West Deer Township and appoint them as Public Works Laborers effective 1 January 2024, contingent upon successful drug and physical screenings. Motion carried unanimously 5-0.

APPROVAL/DENIAL: CONDITIONAL USE APPLICATION – TYCHE WELL PAD & ASSOCIATED PIPELINE

The Township received an application for conditional use approval filed by the applicant, Olympus Energy LLC/Hyperion Midstream, LLC for property located on Bairdford Road. The applicant proposes to construct and operate a deep well site and associated pipeline at the subject property.

Lot/Block#: 1835-G-0216
Zoning District: R-I Rural Residential

A deep well site and associated pipeline may be authorized as a conditional use in the Rural Residential Zoning District of the Township subject to the requirements of the Zoning Ordinance of West Deer Township, including Section 210-120(A)(21).

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve the conditional use application filed by Olympus Energy LLC/ Hyperion Midstream, LLC for the Olympus Tyche Well and Associated Pipeline. Motion carried unanimously with one abstention (Mr. Harrison currently holds a gas lease for his property).

APPROVAL/DENIAL: LAND DEVELOPMENT APPLICATION – TYCHE WELL PAD & ASSOCIATED PIPELINE

The Township received an application for land development approval filed by the applicant, Olympus Energy, LLC/Hyperion Midstream, LLC for property located on Bairdford Road. The applicant proposes to construct and operate a deep well site and associated pipeline at the subject property.

Lot/Block#: 1835-G-0216
Zoning District: R-I Rural Residential

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the land development application filed by Olympus Energy, LLC/Hyperion Midstream, LLC for the Tyche Well Pad & Associated Pipeline. Motion carried unanimously with one abstention (Mr. Harrison currently holds a gas lease for his property).

AUTHORIZATION: ADVERTISEMENT OF ORDINANCE NO. XXX (COPPER CREEK TRAIL ROADS)

ORDINANCE NO. XXX

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE FOLLOWING STREET IN THE COPPER CREEK PLAN: COPPER CREEK TRAIL; AND AMENDING ORDINANCE NO. 427 TO INCLUDE THE SAME.

Mr. Frey questioned if this plan had been completed and if this ordinance was to just take over maintenance of the street.

Mr. Shoup answered in affirmative.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the advertisement of Ordinance No. XXX adopting Copper Creek Trail and amending Ordinance No. 427 to include the same. Motion carried unanimously 5-0.

AUTHORIZATION: ALEXANDRUNAS PLAN OF LOTS

The Planning Commission recommended approval of the Alexandrunas Plan of Lots minor subdivision at their November 30, 2023 meeting.

Property Location: 4084 Sandy Hill Road
Zoning District: R – Rural Estate

The Planning Commission recommended approval of the Alexandrunas Plan of Lots subject to following conditions:

1. Complete the sewage module.
2. Document the utility & access easements on the subdivision plan.

3. Document 50' easement on plan; document on plan that the 50' easement cannot be developed without satisfying all the requirements of a private road.
4. Revise the request for modification to include specific sections of the Zoning Ordinance that are being referenced.

Mr. Shoup gave a detailed description of the subdivision and the applicants request to allow one of the lots to have an easement or right-of-way back to the parcel.

Mr. Robb added there's a reference in the Planning Commission conditions about a waiver or modification to a Zoning Ordinance requirement.

Mr. Shoup agreed. He confirmed that was taken care of and received by the applicant.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the Alexandrunas Plan of Lots per the recommendation of the Planning Commission with the conditions previously mentioned. Motion carried unanimously 5-0.

AUTHORIZATION: OPIOID SETTLEMENT FOR ALLEGHENY COUNTY

The Board has been requested to authorize the Township Manager to enter into the settlement agreements with Teva, Allergan, CVS, Walgreens and Walmart for Allegheny County.

Mr. Robb summarized the settlement agreements for Allegheny County.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Frey to approve "Wave 2" Opioid Settlements with Teva, Allergan, CVS, Walgreens and Walmart and to authorize the Township Manager to execute the settlement agreements and related documents. Motion carried unanimously 5-0.

AUTHORIZATION: SCS DEVELOPMENT MAINTENANCE AGREEMENT

The Board is in receipt of the SRSTP Maintenance Agreement between the West Deer Township and SCS Development, Inc.

Mr. Shoup reiterated the purpose of the maintenance agreement.

Mr. Frey questioned the Township's responsibility when the property is sold.

Mr. Shoup responded the requirement is that the agreement is assigned to the homeowner.

Mr. Robb added the agreement will be recorded at the Department of Real Estate so anyone who acquired the property in the future completed a title search, the agreement would be encumbering the property so monitoring was not necessary.

MOTIONED BY Supervisor Frey and SECONDED BY Supervisor Harrison to authorize the signing of SRSTP Maintenance Agreement between the Township and SCS Development, Inc. as presented. Motion carried unanimously 5-0.

AUTHORIZATION: TRISTANI PROPERTY FLEX BUILDING

The Planning Commission recommended approval of the Tristani Property Flex Building and Final Land Development Plan at their 30 November 2023 meeting.

Property Location: 4431 Gibsonia Road
Zoning District: SU – Special Use
Request: Construction of Flex Use Building

The Planning Commission recommended approval of the Tristani Property Flex Building and Land Development Plan subject to following conditions:

1. Satisfy all comments in the Scott Shoup Engineering letter dated 22 November 2023.
2. Submit all revisions by 8 December 2023 to be included for the 20 December 2023 Board of Supervisor's meeting.

MOTIONED BY Supervisor Smullin and SECONDED BY Supervisor Harrison to approve the Tristani Property Flex Building and Final Land Development Plan as per the recommendations by the Planning Commission with the conditions being met. Motion carried unanimously 5-0.

OLD BUSINESS

- None

NEW BUSINESS

- None

Mr. Harrison thanked everyone in attendance for the opportunity to serve. He expressed his wanting to be involved with the local politics and thanked the Board for selecting him. Mr. Harrison also thanked the 509 voters that supported him in the last election, and wished the new Board good luck.

Mrs. Jordan stressed that being on the Board was not an easy job. She expressed that it had been a pleasure working with Mr. Harrison and Mrs. Hollibaugh.

ANNOUNCEMENT: HOLIDAYS AND 2024 REORGANIZATION MEETING

The Board would like to wish everyone a Merry Christmas and a Happy New Year, and would like to formally announce the Reorganization meeting of the Board of Supervisors will take place Tuesday, January 2nd at 7:00pm.

ADJOURNMENT

MOTIONED BY Supervisor Hollibaugh and SECONDED BY Supervisor Harrison to adjourn at 8:45 p.m. Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager

January 2, 2024

West Deer Township
Board of Supervisors
2 January 2024
7:00 p.m.

The West Deer Township Board of Supervisors held a Reorganization Meeting at the West Deer Township Municipal Building. Members present were: Vernon Frey; John Hollibaugh; Beverly Jordan; James Smullin; and Joshua Wiegand. Also present were: Daniel Mator, Township Manager and Joseph Shook, Assistant Township Manager.

Mrs. Jordan opened and welcomed everyone to the Reorganization Meeting.

Pledge of Allegiance

Roll Call taken by Mr. Mator -- Quorum present.

COMMENTS FROM THE PUBLIC

Caroline Hollibaugh of Bakerstown Culmerville Road

- Mrs. Hollibaugh asked if meetings were able to be recorded.

Scott Woloszyk of Shuster Road

- Mr. Woloszyk suggested placing a second public comments section at the end of the regular meeting agendas.

NOMINATE AND ELECT CHAIRPERSON FOR THE YEAR 2024

Nominations opened for Chairperson:

- Supervisor Vernon Frey nominated Beverly Jordan.

No other nominations. Nominations closed.

A roll call vote was taken to appoint the 2024 Chairperson of the West Deer Township Board of Supervisors. Members voting for Mrs. Jordan: Mr. Frey; Mr. Hollibaugh; Mr. Smullin; Mr. Wiegand and Mrs. Jordan. Motion carried unanimously 5-0.

2024 Chairperson – Beverly Jordan

NOMINATE AND ELECT VICE CHAIRPERSON FOR THE YEAR 2024

Nominations opened for Vice Chairperson:

- Supervisor James Smullin nominated Vernon Frey.

No other nominations. Nominations closed.

A roll call vote was taken to appoint a nominee as 2024 Vice Chairperson of the West Deer Township Board of Supervisors. Members voting for Mr. Frey: Mr. Smullin; Mr. Hollibaugh; Mrs. Jordan; and Mr. Wiegand. Motion carried unanimously 5-0.

2024 Vice Chairperson – Vernon Frey

APPROVAL: TOWNSHIP MANAGER EMPLOYMENT AGREEMENT

The Board was in receipt of a draft Employment Agreement with current Township Manager Daniel Mator.

Mr. Wiegand requested an executive session to discuss the agreement, and the Board recessed to an executive session.

Upon returning to the meeting...

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to approve the Employment Agreement with Township Manager Daniel Mator as presented – effective immediately – and to authorize its execution by the Chairperson of the Board of Supervisors. Members voting yes: Mr. Hollibaugh, Mrs. Jordan, Mr. Smullin and Mr. Frey. Member voting no: Mr. Wiegand. Motion carried (four “yes” and one “no”).

APPOINTMENT: APPOINTED TOWNSHIP AUDITOR

MOTION BY Supervisor Frey and SECONDED BY Supervisor Wiegand to appoint the certified and competent public accountancy firm of Mark C. Turnley, CPA to examine all of the accounts of the Township for the 2023 fiscal year. Motion carried unanimously 5-0.

APPOINTMENT: DELEGATE AND ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2024

Mrs. Jordan commented that she is willing to remain as the delegate.

Mr. Frey stated he would like to appoint Mrs. Jordan.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Beverly Jordan as the Delegate to the North Hills Council of Governments for the Year 2024. Motion carried unanimously 5-0.

DELEGATE: Beverly Jordan

In regard to the alternate, Mr. Frey stated he would like to appoint Mr. Wiegand.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Josh Wiegand as the Alternate Delegate to the North Hills Council of Governments for the Year 2024. Motion carried unanimously 5-0.

ALTERNATE: Josh Wiegand

APPOINTMENT: DELEGATE AND ALTERNATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS

Mrs. Jordan brought up that Mrs. Hollibaugh had been a member of this Association and offered to take her position.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Beverly Jordan as the Voting Delegate to the Allegheny County Association of Township Officials for 2024. Motion carried unanimously 5-0.

DELEGATE: Beverly Jordan

Mr. Hollibaugh offered to be the alternate.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint John Hollibaugh as the Voting Alternate Delegate to the Allegheny County Association of Township Officials for 2024. Motion carried unanimously 5-0.

ALTERNATE: John Hollibaugh

APPOINTMENT: DELEGATE AND ALTERNATE TO THE ALLEGHENY NORTH TAX COLLECTION COMMITTEE

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Daniel Mator as Delegate to the Allegheny North Tax Collection Committee for the Year 2024. Motion carried unanimously 5-0.

DELEGATE: Daniel Mator

In regard to the alternate, Mr. Wiegand asked why Tracy Starr – being a new employee – would be appointed the alternate, and commented that Assistant Township Manager Joseph Shook served as the alternate in 2023.

Mr. Mator responded that Mrs. Starr previously worked with the ANTCC while at Pine Township and knew the role of the committee. He also added that the Committee only meets once per year, and that because he had never missed a meeting, the alternate choice is technically moot.

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to appoint Tracy Starr as Alternate to the Allegheny North Tax Collection Committee for the Year 2024. Motion carried unanimously 5-0.

ALTERNATE: Tracy Starr

FURNISH BONDS

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to furnish bonds for the Township Manager and the Administrative personnel for the Year 2024. The bonds will be paid from the General Fund. Motion carried unanimously 5-0.

DEPOSITORY FOR FUNDS

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to designate PNC Bank and PLGIT (PA Local Government Investment Trust) as depositories for the Township funds for the Year 2024. Motion carried unanimously 5-0.

FACSIMILE SIGNATURE

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to authorize the use of the facsimile stamp signature on all of the West Deer Township accounts. Motion carried unanimously 5-0.

SET MONTHLY MEETING DATE AND TIME

MOTION BY Supervisor Frey and SECONDED BY Supervisor Smullin to set the Township meeting on the third Wednesday of each month at 7:00 p.m. for the year 2024, and to advertise in accordance with applicable laws. Motion carried unanimously 5-0.

CONFERENCES

The Allegheny County Association of Township Officials 2024 Conferences are held in the spring and fall.

MOTION BY Supervisor Smullin and SECONDED BY Supervisor Frey to authorize the Board members to attend the spring and fall conferences of the Allegheny County Association of Township Officials and expenses to be reimbursed for the Board members. Motion carried unanimously 5-0 .

APPLICANTS: BOARD VACANCIES

As of 31 December 2023, there are vacancies on the Planning Commission, Zoning Hearing Board, and the Parks & Recreation Board. The Township advertised for all of the vacancies, and all applicants were invited to attend the Board's meeting to present any information they would like the Board to consider during their selection at the Regular Business Meeting.

PLANNING COMMISSION (TWO APPOINTMENTS)

One members' term expired on 31 December 2023: Alan Banks

Mr. Banks requested reappointment.

The Board was in receipt of a letter from Mark Schmidt stating that he had resigned from the Planning Commission effective December 31, 2023. Mr. Schmidt's term expires December 31, 2025, so there is a vacancy to fill his unexpired term.

The Board received two letters of interest from David Harrison and Will Hilinski.

Mr. Hilinski and Mr. Harrison spoke on their backgrounds and answered the Board's questions.

ZONING HEARING BOARD (ONE APPOINTMENT)

One members' term expired on 31 December 2023: Sean Parkinson

Mr. Parkinson requested reappointment.

The Township did not receive any letters of interest.

PARKS & RECREATION BOARD (TWO APPOINTMENTS)

The Board received emails from Taite Hopwood and Dave Kinniburgh stating that they have resigned from the Parks & Recreation Board effective June 2023.

Mr. Hopwood's term expires December 31, 2024 and Mr. Kinniburgh's term expires December 31, 2027, so there are vacancies to fill their unexpired terms.

The Township did not receive any letters of interest.

ADJOURNMENT

MOTION BY Supervisor Frey and SECONDED BY Supervisor Hollibaugh to adjourn the meeting at 8:00 p.m.
Motion carried unanimously 5-0. Meeting adjourned.

Daniel J. Mator Jr., Township Manager

7A

MONTHLY FINANCIAL REPORT

A) FINANCE OFFICER'S REPORT

ATTACHED IS THE FINANCE OFFICER'S REPORT.

ARE THERE ANY QUESTIONS ON THE MONTHLY FINANCIAL REPORT?

DO I HAVE A MOTION TO APPROVE THE FINANCE OFFICER'S REPORT
AS SUBMITTED?

	MOTION	SECOND	AYES	NAYS
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____

FINANCE OFFICER'S REPORT

December 31, 2023

I - GENERAL FUND:

	<u>December</u>	<u>YTD</u>	<u>% of Budget</u>
Revenues	479,314.23	7,742,456.00	82.59%
Expenditures	1,103,559.04	9,096,464.15	97.03%

Cash and Cash Equivalents:

Sweep Account

668,415.71

668,415.71

II - SPECIAL REVENUE FUNDS

Cash and Cash Equivalents:

Street Light Fund:

Restricted

81,470.73

Fire Tax Fund:

Restricted

32,563.82

State/Liquid Fuels Fund:

Restricted

184,992.55

299,027.10

Investments:

Operating Reserve Fund:

Reserved

2,265,382.14

Capital Reserve Fund:

Reserved

940,165.86

3,205,548.00

III - CAPITAL PROJECT FUNDS:

Cash and Cash Equivalents:

Capital Project Fund

Reserved

5,391,040.31

5,391,040.31

TOTAL CASH BALANCE 12/31/23

9,564,031.12

Interest Earned December 2023

38,504.10

	<u>12/1/2023</u>	<u>December</u>	<u>12/31/2023</u>
	<u>Debt Balance</u>	<u>Principal</u>	<u>Debt Balance</u>
		<u>Payment</u>	
Mars National - VFC #3	53,991.04	\$ 2,607.94	x
NexTier Bank VFC #2	356,522.34	\$ 2,680.96	354,955.19

INTEREST EARNED - 2023

	<u>DECEMBER</u>	<u>YTD</u>
GENERAL FUND	\$934.73	\$11,126.58
STREET LIGHT FUND	\$0.00	\$0.00
FIRE TAX FUND	\$0.29	\$5.30
OPERATING RESERVE	\$6,119.60	\$26,039.67
CAPITAL PROJECT FUND	\$26,408.53	\$163,613.63
STATE FUND	\$811.03	\$13,769.41
CAPITAL RESERVE	\$4,229.92	\$50,675.12
TOTAL INTEREST EARNED	<u>\$38,504.10</u>	<u>\$265,229.71</u>

7B

B) LIST OF BILLS

DO I HAVE A MOTION TO PAY THE LIST OF BILLS AS SUBMITTED, AND
ALL APPROVED REIMBURSABLE ITEMS IN COMPLIANCE WITH
GENERALLY ACCEPTED ACCOUNTING PRACTICES?

	MOTION	SECOND	AYES	NAYS
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____

By Name
Cutoff as of: 12/31/9999

Due Dates: 01/15/2024 thru 01/15/2024

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
Name:	BEARCOM			292.47				292.47		
Name:	HEI-WAY, LLC			292.22				292.22		
Name:	JORDAN TAX SERVICE, INC.			870.22				870.22		
Name:	OFFICE DEPOT			290.87				290.87		
Name:	SEI CORPORATE HEADQUARTERS			1731.77				1731.77		
Name:	SHOUP ENGINEERING INC.			1819.00				1819.00		
Name:	TUCKER/ARENSBERG ATTORNEYS			3022.52				3022.52		
FINAL TOTALS:				8319.07				8319.07		

By Name
Cutoff as of: 12/31/9999

Due Dates: 01/15/2024 thru 01/15/2024

Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00674	BEARCOM	410.328	5667249	235.00				235.00		N
POL:	Radio Equip Maint	0124	01/02/2024	01/15/2024	01/03/2024					
00674	BEARCOM	430.327	5667276	57.47				57.47		N
Road:	Radio Equip Maint	0124	01/02/2024	01/15/2024	01/03/2024					
Name:	BEARCOM			292.47				292.47		
00005	HEI-WAY, LLC	430.372	10335893	292.22				292.22		N
Road:	Cold Patch	1223	12/13/2023	01/15/2024	12/18/2023					
Name:	HEI-WAY, LLC			292.22				292.22		
00106	JORDAN TAX SERVICE, Delinquent R E Tax Commission	403.140	12-C-#102	870.22				870.22		N
		1223	12/15/2023	01/15/2024	12/18/2023					
Name:	JORDAN TAX SERVICE, INC.			870.22				870.22		
00657	OFFICE DEPOT	406.210	344555865001	15.63				15.63		N
Office Supplies		1223	12/12/2023	01/15/2024	12/18/2023					
00657	OFFICE DEPOT	409.226	344555865001	84.40				84.40		N
Cleaning Supplies		1223	12/12/2023	01/15/2024	12/18/2023					
00657	OFFICE DEPOT	410.210	346874553001	7.99				7.99		N
Pol: Office Supplies		0124	01/05/2024	01/15/2024	01/09/2024					
00657	OFFICE DEPOT	410.210	346875962001	53.80				53.80		N
Pol: Office Supplies		0124	01/05/2024	01/15/2024	01/09/2024					
00657	OFFICE DEPOT	406.210	347450091001	129.05				129.05		N
Office Supplies		0124	01/04/2024	01/15/2024	01/08/2024					
Name:	OFFICE DEPOT			290.87				290.87		
00074	SEI CORPORATE HEADQU	430.374	18073287	1695.32				1695.32		N
Road: parts		0124	01/03/2024	01/15/2024	01/10/2024					
00074	SEI CORPORATE HEADQU	430.374	18073337	36.45				36.45		N
Road: Way Naxuvak		0124	01/09/2024	01/15/2024	01/09/2024					
Name:	SEI CORPORATE HEADQUARTERS			1731.77				1731.77		
00830	SHOUP ENGINEERING IN	408.319	24-006	267.50				267.50		N
Eng: Tristani Flex Bldg		1223	12/31/2023	01/15/2024	01/03/2024					

By Name
Cutoff as of: 12/31/9999

Due Dates: 01/15/2024 thru 01/15/2024

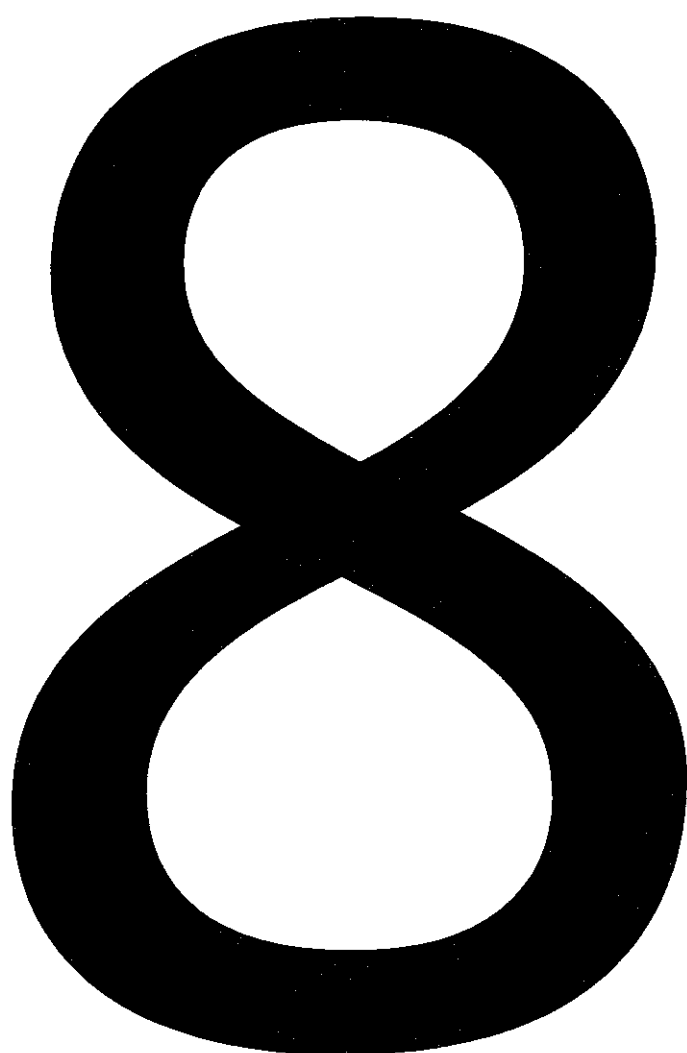
Vendor	Name/Desc	Acct#/Proj	Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
00830	SHOUP ENGINEERING IN 408.319 Eng: Miscellaneous	1223	24-007 12/31/2023	642.00 01/15/2024	01/03/2024			642.00		N
00830	SHOUP ENGINEERING IN 408.319 Eng: Heisler Plan	1223	24-008 12/31/2023	294.25 01/15/2024	01/03/2024			294.25		N
00830	SHOUP ENGINEERING IN 408.319 Eng: Alexanddhnunas Plan	1223	24-009 12/31/2023	80.25 01/15/2024	01/03/2024			80.25		N
00830	SHOUP ENGINEERING IN 408.319 Eng: SCS Deverlopment Plan	1223	24-010 12/31/2023	80.25 01/15/2024	01/03/2024			80.25		N
00830	SHOUP ENGINEERING IN 408.319 Eng: McIntyre Heights	1223	24-011 12/31/2023	80.25 01/15/2024	01/03/2024			80.25		N
00830	SHOUP ENGINEERING IN 408.319 Eng: TYRE Well Pad	1223	24-012 12/31/2023	26.75 01/15/2024	01/03/2024			26.75		N
00830	SHOUP ENGINEERING IN 408.319 Eng: Kingston Plan	1223	24-013 12/31/2023	26.75 01/15/2024	01/03/2024			26.75		N
00830	SHOUP ENGINEERING IN 408.319 Eng: Oakwood Heights 2	1223	24-014 12/31/2023	267.50 01/15/2024	01/03/2024			267.50		N
00830	SHOUP ENGINEERING IN 408.319 Eng: Ridgewo9od Heights	1223	24-015 12/31/2023	26.75 01/15/2024	01/03/2024			26.75		N
00830	SHOUP ENGINEERING IN 408.319 Eng: Bon Tool	1223	24-016 12/31/2023	26.75 01/15/2024	01/03/2024			26.75		N
Name: SHOUP ENGINEERING INC.				1819.00				1819.00		
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: Retainer	1223	663452 12/31/2023	500.00 01/15/2024	01/10/2024			500.00		N
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: 2023 General	1223	663453 12/31/2023	2457.52 01/15/2024	01/10/2024			2457.52		N
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: 2023 Litigation	1223	663454 12/31/2023	34.00 01/15/2024	01/10/2024			34.00		N
00813	TUCKER/ARENSBERG ATT 404.111 Legal Services: Ridgewood Hghts	1223	663455 12/31/2023	31.00 01/15/2024	01/10/2024			31.00		N
Name: TUCKER/ARENSBERG ATTORNEYS				3022.52				3022.52		

By Name
Cutoff as of: 12/31/9999

Time: 10:12 am
Date: 01/10/2024
Page: 3

Due Dates: 01/15/2024 thru 01/15/2024

Vendor	Name/Desc	Acct#/Proj Invoice#	Amount Due	Discount	Cancelled	Paid	Un-Paid	Check#	Check Amt.
FINAL TOTALS:			8319.07				8319.07		



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: January 9, 2024

Attached is the Officer's Monthly Report for December 2023.

JB

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

**OFFICER'S MONTHLY REPORT
December 2023**

	<u>CURRENT MONTH</u>	<u>PREVIOUS MONTH TO DATE</u>	<u>YEAR TO DATE</u>
EVENT REPORTS	195	221	416
INCIDENT REPORTS- REPORTABLE	20	2,448	2468
ALL OTHER CALLS	0	4,854	4854
TOTALS CALLS FOR SERVICE	215	7,523	7738
 <u>ARRESTS</u>			
ADULT	4	75	79
JUVENILE	0	1	1
TRAFFIC CITATIONS	14	341	355
NON TRAFFIC CITATIONS	3	53	56
PARKING CITATIONS	0	30	30
WARNINGS	34	741	775
 <u>PERSONNEL</u>			
GRIEVANCES FILED BY POLICE OFFICERS	0	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0	0
LETTERS COMMENDING POLICE OFFICERS	0	2	2
 <u>VEHICLE REPORTS</u>			
TOTAL MILES TRAVELED	7,976	118,966	126,942
GALLONS OF GASOLINE USED	636.8	8,985.50	9622.3
REPAIRS/MAINTENANCE	923.73	12,473.54	13,397.27
 <u>OVERTIME PAID</u>			
COURT (OFF DUTY)	18	396.50	414.5
PRELIMINARY HEARINGS	2	38.50	40.5
PRETRIAL	0	0.00	0
INVESTIGATIONS	0	26.00	26
ARRESTS	4	60.50	64.5
SPEED CHECKS	0	0.00	0
PRIVATE CONTRACTS	0	0.00	0
MISC. HOURS - FILLED SHIFTS	0	104.00	104
MISC. HOURS - ADMIN. HOURS	0	0.00	0
MISC. HOURS	.3	232.00	235
TOTAL HOURS	27	857.50	884.5

OFFICER'S MONTHLY REPORT
December 2023

QUARTERLY REPORT	2022 YEAR TO DATE	2023 YEAR TO DATE
REPORTABLE CALLS FOR SERVICE	593	416
CALLS FOR SERVICE/FIELD CONTACTS	4,842	2468
ALL OTHER CALLS	5,407	4854
TOTAL CALLS FOR SERVICE	10,842	7738
 <u>ARRESTS</u>		
ADULT	74	79
JUVENILE	6	1
TRAFFIC CITATIONS	468	355
NON TRAFFIC CITATIONS	41	56
PARKING CITATIONS	30	30
WARNINGS	685	775
 <u>PERSONNEL</u>		
GRIEVANCES FILED BY POLICE OFFICERS	0	0
CITIZENS COMPLAINTS ON POLICE OFFICERS	0	0
LETTERS COMMENDING POLICE OFFICERS	0	2
 <u>VEHICLE REPORTS</u>		
TOTAL MILES TRAVELED	117,583	126,942
GALLONS OF GASOLINE USED	9,189.20	9622.3
REPAIRS/MAINTENANCE	18,837.00	13,397.27
 <u>OVERTIME</u>		
COURT (OFF DUTY)	248.5	414.5
PRELIMINARY HEARINGS	32.5	40.5
PRETRIAL	0	0
INVESTIGATIONS	20.5	26
ARRESTS	29.5	64.5
SPEED CHECKS	0	0
PRIVATE CONTRACTS	0	0
MISC. HOURS - FILLED SHIFTS	72	104
MISC. HOURS - ADMIN HOURS	0	0
ALL OTHER MISC. HOURS	156.5	235
TOTAL HOURS	559.5	884.5

Points of Interest

December 2023

Budget Figure YTD –93.89 %

Chief Robert Loper

- December 1 thru 13- Worked on Toys for Children Program. Received \$10,021 in monetary donations, as well as hundreds of toy donations. 135 children in 59 families were provided toys, stocking stuffers, Shop N Save gift cards, and shoe vouchers.

K9 Officer Trevor Elza

- December 5- training held on narcotics in building searches, building searches for suspects, as well as tracking on hard surface and grass.
- December 13- Participation of a search of Butler County Prison with 4 other K9 teams. Teams cleared 4 pods and 75 cells.
- December 15- K9 building search for burglar alarm activation with unsecured door. K9 Midas cleared the building for officers to enter.
- December 19- Training held on narcotics search of building and tracking.
- December 27- K9 building search for burglar alarm activation with unsecured door. K9 Midas cleared this building for officers to enter.

Sergeant Petosky & Officer Fedunok

- December 8- NHSRT was called out to Shaler Township for a barricaded male with firearms accessible. The male surrendered without issue.
- December 15- NHSRT training included weapons and equipment inspections, as well as a yearly review of all rules and regulations.

EMA- Sergeant Shurina

- See attached report.

Deer Lakes School District

- December 1- Sergeant Petosky provided general security for the Girls Basketball Tournament.
- December 2- Officer Evan provided general security for the Girls Basketball Tournament.
- December 4- Officer Vulakovich provided general security for the Girls Basketball game versus Hampton.
- December 5- Officers Fedunok and Trocki provided general security for the Boys Basketball game versus Freeport.
- December 27- Officers Rigous and Dobransky provided general security for the Boys Basketball game versus Steel Valley.
- December 28- Officers Lindner and Brand provided general security for the Boys Basketball game Steel Valley versus Knoch.

- December 29- Sergeant Mikus and Officer Fedunok provided general security for the Boys Basketball game versus Knoch.

Misc. Details

- December 1- Officer Trocki and Administrative Assistant Borczyk attended Light up Night at Pittsburgh Brewing Company to collect toys for the toy program.
- December 4 thru 7- Officer Dobransky attended Car Seat Installation training held at Freeport Fire Department.
- December 15- Sergeant Petosky and Officer Elza participated in a DUI Roving Checkpoint held in Ross/ McCandless.

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 DECEMBER 2023

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

INCIDENT:	EMA Quarterly Training/Meeting
DATE:	December 12, 2023
MICS INFO:	Mike Shurina, along with other EMA team members, attended an Allegheny County EMA Quarterly Training/Meeting online session as required by Allegheny County EMA.

Submitted by:

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

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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?

2023
MONTHLY REPORT FOR DECEMBER
PUBLIC WORKS DEPARTMENT

ROADS

- Install 60' of 4" pipe on Poma Street.
- Remove old pipe from Crest Street & Poma Street.
- Restore Crest Street Bridge Project.
- Fill in hole in yard at 793 & 794 West Street.
- Berm & add reclaim in alleys in Curtisville #1.
- Clean up fallen tree on Pollock Street.
- Patch holes on various Township roads.
- Check & clean drains.
- Replace stop sign on Benjamin Street.
- Snow removal.

TRUCKS & EQUIPMENT

- Replace tires on Truck #6 & Truck #2.
- Replace lights on salt boxes.
- Replace windshield washer pump on Peterbilt.
- Take Truck #5 to Shultz Ford (leaking transmission pan).
- Grease skid steer & excavator.
- Wash & grease trucks.

MISCELLANEOUS

- Haul salt to Public Works garage to make room.
- Build bikes for Police Christmas Toy Program.
- Push up salt.
- Help Police prepare for Christmas Toy Program.
- Help Police with Christmas Toy program the day of give away.
- Replace plug and install switch at Nike Site for steam table.
- Change lights at Nike Site.
- Clean up garage.
- Rehang Veterans Banners.
- Meet with Fawn Township Road Department about winter maintenance on Dawson & Hemphill Roads due to Bridge Construction closure.

PA1 Calls

746

OT

17.50 hrs

(Snow removal)


Kevin Olar

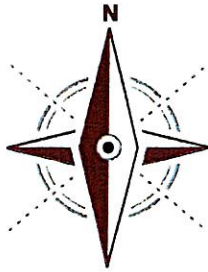
1-8-24
Date

10

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 60 YEARS

329 Summerfield Drive, Baden, PA 15005

Phone: 724-869-9560

info@shoupengineering.com

2024 ENGINEER'S REPORT WEST DEER TOWNSHIP

VIA EMAIL

Prepared January 9, 2024

1. MEETING ATTENDANCE

Shoup Engineering attended and participated in the following meetings:

Board of Supervisors Meeting – December 20, 2023

Planning Commission Meetings – December 21, 2023

2. PROJECTS/DEVELOPMENTS

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

Projects:

- Municipal Building Project – Supervision of site construction work occurs as needed. Steel framing of the building is ongoing.
- Bairdford Park – The main project has been awarded to Youngblood Paving. Various other projects have been awarded to COSTARS vendors. Work on the project by Youngblood Paving continues. The parking lot improvements have been substantially completed. Work on the sports courts has also been substantially completed. Work on the handicapped ramp to the pavilion is on-going.

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

- Heisler Plan – Reviews of this three lot subdivision plan proposed off of Quigley Road were performed and review letters dated December 7, 2023 and December 15, 2023 were sent to the Township.

Respectfully Submitted,
SHOUP ENGINEERING, INC.

Scott A. Shoup, P.E.
Township Engineer

1

1

PLANNING, ZONING, AND CODE ENFORCEMENT REPORT

ATTACHED IS THE PLANNING, ZONING, AND CODE ENFORCEMENT REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?



Zoning and Planning Report
For BOS Meeting of January 17, 2024
December 2023 Reporting

1. Issued 26 Occupancy Permits.
2. Issued 8 Building Permits.
3. Code Enforcement issued 4 Violations.
4. Code Enforcement issued 0 Citations.
5. Code Enforcement had 0 Court Visits.
6. Code Enforcement issued 1 Salvage License.
7. PCS Performed issued 19 Building Inspections.
8. See January 2024 Project Status Report.
9. Planning Commission Meeting was held in December 2023.
10. Zoning Hearing Board was held in December 2023.

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WEST DEER #1 VFC REPORT

ATTACHED IS WEST DEER # 1 VFC REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

December 2023

10 Fire calls

Received 3 new sets of turnout gear

We installed new radiator and front tires on engine-2. \$1,600

Purchased four used nozzles from Shaler Villa fire department. \$3,400

Both engines need inspection done in January

Held are breakfast with Santa

13

WEST DEER #2 VFC REPORT

ATTACHED IS THE WEST DEER #2 VFC REPORT.

ARE THERE ANY QUESTIONS REGARDING THE REPORT?

West Deer Township Volunteer Fire Department No. 2

Station 289

2163 Saxonburg Blvd.,
Cheswick, PA 15024

Phone: 724-265-1248 Fax: 724-265-1391

Station email: westdeer289@gmail.com

Chief: anthonycreaturo@gmail.com

Fire Chiefs Report

January 2024

- Total Documented Calls For The Month
 - (16) Total Calls
 - (16) In West Deer
- Type
 - (5) Residential Fire Alarm
 - (3) Commercial Fire Alarm
 - (1) Possible Residential Fire
 - (1) Residential Fire
 - (3) Motor Vehicle Crash
 - (1) Mulch / Brush Fire
 - (1) Smoke Investigation
 - (1) Gas In A Structure
- Scheduled Events For The Month
 - 1/9 Engine inspection at keystone
 - 1/11 Regular Business Meeting
 - 1/16 Air Monitoring Class / Gas Meter Class
 - 1/23 In House training TBD
 - 1/30 In house training TBD
- Miscellaneous Reporting
 - First sets of PPE came in from FEMA grant
 - Received all 3 bids back for the brush truck upfit, bids were 255,000.00, 254,000.00 & 292,000.00
 - Awarded Keystone Fire Apparatus the contract to complete the build at a cost of 254,000.00 this does not include the chassis cab at 75,000.00 bringing the total to replace the Brush truck to approximately 332,000.00 West Deer 2 membership allotted a max expense of 340,000.00
 - Truck is expected to be completed spring of 2025
 - Plan to sell old Brush truck when new one is in service
 - Awarded a 30,000.00 grant from Scott Electric this will be used to offset the cost of the new Brush truck
 - Coin Card to be mailed in late January
 - End of year report was created and posted for the residents to follow yearly progress.

Anthony M Creaturo Sr.
Fire Chief
WDVFD # 2

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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
January 2024

Call Report for December total calls - 99

60 - QRS Calls with response, 11 - QRS calls with no response (15%)

66 - QRS – West Deer

5 – QRS - Richland

28 - Fire Calls

2 - Commercial Structure Fire

4 - Commercial Fire Alarm

1 - Residential Structure Fire

7 - Residential Fire Alarm

1 - Garage Fire

4 - MVC

2 - MVC w/ entrapment

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

1 - Vehicle Fire

1 - False Call

12 - West Deer

11 - Richland

1 - Middlesex

4 - Hampton

23 - 0500-1700

5 - 1700-0500

2023 Call Summary – 1,056 total calls

559 - QRS Calls with response, 126 - QRS calls with no response (18%)

371 - Fire Calls

14 - Commercial Structure Fire

64 - Commercial Fire Alarm

24 - Residential Structure Fire

43 - Residential Fire Alarm

6 - Garage, Other Structure Fire

31 – Natural Gas Leak/Odor

10 - Brush Fire

8 - CO alarm

73 - MVC

7 - MVC w/ entrapment

9 - Physical rescue

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

5 - Vehicle Fire

7 - False call

1 - Flooding Condition

1 - Landing Zone

195 - West Deer

111 - Richland

42 - Hampton

6 – Indiana

1 – Marshall

1 – McCandless

1 – Callery

3 – Pine Twp.

1 – Shaler

1 - Harrison

218 - 0500-1700

153 - 1700-0500

6 - Middlesex

1 – Penn Twp.

2 – Saxonburg

West Deer Twp. VFC # 3

FIRE CHIEF'S REPORT

January 2024

- Equipment/truck checklists -- Meters were calibrated, Truck Checklists were completed

Upcoming events:

- 1/9 – Training (SCBA/Gear Inspection)
- 1/16 – Training (CPR)
- 1/16 - Audit
- 1/23 – Work Detail (First Aid)
- 1/30 – 3 Company Training
- State BLS protocol updates were posted and need completed
- 290 Engine steering box was replaced by Mike's Trucking \$4,283.92
- 290 Engine rear tires replaced by Kress Tire \$1,200
- 290 CV completed state vehicle inspection
- Firefighter lockers were installed
- Fire Sprinkler system was completed and inspected
- Need to replace missing Truck fire ax from Logan Road fire
- Changed 5 Smoke Detector Batteries in 1 Residence
- Kurt and Linda Dunbar completed EVOT at BCCC
- ACFA Firefighter Training Scheduled:
 - Brayden Conti – Hazmat Awareness, Mod 1-3, Hazmat Operations
 - Nathan Lee – Hazmat Awareness, Mod 1-3, Hazmat Operations
 - Kurt Dunbar – Mod 1- 3
 - Jacob Wiegand - Mod 1-3
- BCCC Firefighter Training Scheduled
 - Kurt Dunbar - Hazmat Awareness
 - Linda Dunbar - Hazmat Awareness
 - Jacob Wiegand – Hazmat Awareness
 - Logan Boyle – Interior Firefighter
- COVID/FLU/RSV –
 - PPE policy - N-95 and surgical masks were placed in the CV, wear masks for respiratory calls

Respectfully submitted by:

Josh Wiegand, Fire Chief

15

WEST DEER EMS REPORT

ATTACHED IS THE WEST DEER EMS REPORT.

ARE THERE ANY QUESTIONS REGARDING THIS REPORT?

West Deer EMS

December 2023

- 192 Totals requests for service for the month. It tied for busiest month of 2023
- The second new ambulance is still on track for delivery in the second quarter of 2024. The township has placed this unit in their budget to purchase for West Deer EMS. This unit is to replace an older ambulance that has seen its length of service and is ready to be retired.
- Income for December was \$51,777 with expenses totaling \$41,918.
- Most of December was spent preparing for the sudden dissolution of Seneca Area Emergency Services, who we had been collaborating with for the better part of three years. We found out during the second week of December that they were going to cease operations effective 12/31/2023. They were the ambulance service covering the western section of Indiana township while being housed in our station. They were also direct mutual aid to any requests where we were already committed to another emergency. We were able to hire most of their staff and immediately add a second crew starting 1/1/2024. Along with our 24 hour primary crew, the second crew is scheduled 8 am to midnight every day. There have been some hurdles but the transition went very smoothly. We also fielded several applications as well so we are still in the process of hiring more staff. Everything so far has worked very well to this point. We plan on addressing any additional issues as they arise. We were donated several pieces of equipment from Seneca. And as they are dissolving, more of their assets will follow.

16A

2024 BOARD / COMMISSION APPOINTMENTS

AS OF DECEMBER 31, 2023, THERE ARE VACANCIES ON THE PLANNING COMMISSION, ZONING HEARING BOARD, & THE PARKS AND RECREATION BOARD.

ONE OF THE APPLICANTS ATTENDED THE REORGANIZATION MEETING ON JANUARY 2, 2024 TO MEET THE BOARD OF SUPERVISORS AND TO INTRODUCE THEMSELF.

• PLANNING COMMISSION – TWO APPOINTMENTS

ONE MEMBERS' TERM EXPIRED ON DECEMBER 31, 2023:

- ALAN BANKS

MR. BANKS REQUESTED REAPPOINTMENT.

DO I HAVE A MOTION TO REAPPOINT MR. BANKS AS A MEMBER OF THE PLANNING COMMISSION FOR FOUR YEAR TERM TO EXPIRE DECEMBER 31, 2027?

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

Continued on next page...

Alan Banks

August 31, 2023

Alan M. Banks, RLA
201 Spruce Street
Gibsonia, PA 15044

West Deer Township Board of Supervisors
109 East Union Road
Cheswick, PA 15024

Re: Planning Commission Seat

To Whom It May Concern:

Please accept this as my letter of intent to retain my seat on the West Deer Township Planning Commission as Vice Chairperson. As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our township.

As a Registered Landscape Architect in the State of Pennsylvania, my professional experience with both commercial and residential development affords me a unique understanding of planning and land development.

I respectfully request your support in being re-appointed to the West Deer Township Planning Commission.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alan M. Banks', written in a cursive style.

Alan M. Banks, RLA

THE BOARD IS IN RECEIPT OF THE ATTACHED LETTER FROM MARK SCHMIDT STATING THAT HE HAS RESIGNED FROM THE PLANNING COMMISSION EFFECTIVE DECEMBER 31, 2023. MR. SCHMIDT’S TERM EXPIRES DECEMBER 31, 2025, SO THERE IS A VACANCY TO FILL HIS UNEXPIRED TERM.

THE BOARD RECEIVED TWO LETTERS OF INTEREST FROM DAVID HARRISON AND WILL HILINSKI, AND THEIR LETTERS OF INTEREST ARE ATTACHED.

DO I HAVE A MOTION TO APPOINT _____ AS A MEMBER OF THE PLANNING COMMISSION FOR THE REMAINDER OF MR. SCHMIDT’S UNEXPIRED TERM WHICH EXPIRES DECEMBER 31, 2025?

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

Mark Schmidt

**Mark B. Schmidt, P.L.S.
25 Joseph Street
Cheswick, PA 15024
(412) 767-9742**

31 May 2023

Board of Supervisors
West Deer Township
P.O. Box 2
Russellton, PA 15076

RE: Planning Commission
Notice of Resignation

To the Board of Supervisors

I wish to notify the Board that I plan to resign from the Planning Commission effective at the end of this year or December 31, 2023. It is also my intention to resign from the position of Chairperson effective immediately. Patrick Stark as Vice Chair will assume the Chairperson position.

It is my desire that I could, with the permission of the Board, continue as a member of the Traffic Impact Committee. In addition, also with the permission of the Board, I would like to pursue resurrecting the Economic Development Corporation. I feel that the Township could realize many benefits from this similar to what many of the small towns have seen.

It has been an honor to serve on the Planning Commission for the past 32 years.

Respectfully submitted,

Mark B Schmidt

Mark B. Schmidt, P.L.S.

David Harrison

November 10, 2023

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

Re: Planning Commission Vacancy

Dear Mr. Mator:

I would like to express my interest in the Planning Commission vacancy for West Deer Township – where I can use my skills to help our Township reach its objectives and full potential.

I have been a resident of West Deer since 1990 when our family moved to into the township. Both my daughter and son went though the Deer Lakes School District from 1st grade to graduation.

I graduated from the University of Pittsburgh with a B.S. in Civil Mining Engineering. As you are aware, I served as West Deer Township Supervisor from September 2022 to the end of this year. Throughout my career, I have served on various technical organization boards, including a large international board of directors. I am very familiar with the operation and procedures of board operations. I have experience in chairing meetings and reaching strategic solutions. My administrative experience and proven leadership skills should prove useful to our Township.

My wife of 39 years and I own a specialized vibration and sound consulting firm, which we have owned and operated for over 12 years. During my professional career, I have testified and presented at various township meetings in Pennsylvania. I have also consulted with township engineers and assisted in reviewing and modifying ordinances with respect to specific technical issues. I have over 36 years of professional experience that enable me to be a highly productive member of the Planning Commission.

I get along well with others and thrive on finding resolutions to problems. I am confident that these qualities, together with my commitment to work ethic, will be an asset to your team.

Some of my personal achievements in my professional capacity I can bring to your organization are as follows:

- Served as a West Deer Township Supervisor
- Take an active part in the budget planning process

Mr. Daniel Mator
Township Manager
West Deer Township

- Offer a broad knowledge of programs, policies and implementation strategies

My enclosed resume will provide you with more details regarding my qualifications and experience. I know that I can bring much benefit with my experience, educational qualifications and skills, and I look forward to putting these toward a good cause.

I look forward to hearing from you and thank you for your time.

Yours Sincerely,

A handwritten signature in cursive script that reads "David Harrison".

David Harrison

1339 Middle Road Ext.
Gibsonia, PA 15033
412-848-6690
dave.harrison@terra-mechancis.com

DAVID HARRISON
Terra-Mechanics, Inc.
1339 Middle Road Ext, Suite A
Gibsonia, PA 15044
Tel: 724-449-6250
Email: dave.harrison@terra-mechanics.com

Education

B.S. Mining Engineering, University of Pittsburgh,
Pittsburgh, Pennsylvania 1983
Accredited Civil Mining Engineering Curriculum
Math Minor – Engineering Term Honors, Spring 1983

Professional Experience

1984-1985	Philip R. Berger & Associates/ (GeoSonics, Inc.) – Geosciences & Explosive Consulting Firm Technical Representative/Mining Engineer/Vibration Consultant
1985-1986	OZA Inspection, Inc., Pittsburgh, PA – Seismic Consulting Firm Regional Manager of Consulting Services, Public Relations, Seismic and Inspection Services
1986-1986	Northern Ohio Explosives, Inc., Forest, Ohio – Explosive Company Technical Representative Trainee - Field Blaster Trainee/Quarry Operations
1986-1993	Vibra-Tech Engineers, Inc., Pittsburgh, PA- Seismic Consulting Company Mining Engineer/Vibration Consultant/Water Quality Testing Lab /Seismologist
1993-2006	Dr. Edward J. Walter & Associates, Pittsburgh, PA – Consulting Firm Vice President/Explosive Engineer/Seismologist/Senior Consultant
2007-2011	Seismic Surveys, Inc. Pittsburgh, PA – Seismic Consulting Firm Principal/Vice President/Explosive Engineer
2022-2023	West Deer Township – Supervisor
2011-present	Terra-Mechanics, Inc. Pittsburgh, Seismic & Blasting Consulting Firm Chief Operating Officer/Vice President/Explosive Engineer

David Harrison

Society and Association Memberships

Society of Explosives Engineers –
National Member – EE No. 9301800
Public Education & Public Relations Committee Co-Chairman/Vice
Chairman
Co-Developer of “Understanding Vibration from Blasting” ISEE
A Public Relations Video Production, © 2004
ISEE Presidents Award Recipient, 2005
ISEE Board of Directors – Elected 2009 & 2011
Co-Chairman of the ISEE Seismograph Section
Chairman of the ISEE Program Committee

Society of Explosives Engineers - Mid Atlantic Chapter
Board of Directors, 1990-1992 & 1996-1998, 1999-
Vice President, 2002-2004; President 2004-2006

Pile Driving Contractors Association – Environmental Committee
Member

Member of DEP/PSP/Explosives Industry Alternative Magazine
Security Methods Committee – Domestic Security of Pennsylvania

Licenses

Pennsylvania Professional Blaster's License - Class A, BL 5969
- Approved Continual Education Trainer

Federal Professional Blaster's License & Certification – OSM-942-0036

West Virginia Department of Environmental Protection Approved Pre-
Blast Surveyor – Approval No. 03-043

CSX – Roadway Worker Protection Certification – 2011

SEPTA Roadway Worker Certification – thru 12/2019

Walsh- Granite, JV – Certificate of Training, New Employee – P3 Rapid
Bridge Projects – Through 2019

David Harrison

Papers and Seminars

"Pre-Blast Surveys; A Public Relations and Claim Reduction Tool", Proceedings of the 21st Conference on Explosives and Blasting Techniques, Society of Explosives Engineers, 1995

"Pre-Blast Surveys and Handling Blasting Complaints - A Public Relations Workshop - ", Mining Blasting Safety and Application Seminar, Mine Safety and Health Administration, 1995 (9 sessions presented)

"Prevention of Blasting Complaints - Pre-Blast Surveys", Mining Blasting Safety and Application Seminar, Mine Safety and Health Administration, 1999 (9 sessions presented)

"Handling Blasting & Vibration Complaints", Annual Safety, Health, Environmental & Security Conference & Exhibit, Western Pennsylvania Safety Council, 2000

"Pre-Blast Surveys & Blasting Complaints", Explosives & Blasting Regulatory Conference, International Society of Explosives Engineers, 2001

"A Study of the Use of Signature Holes for Smaller Construction Blasting Operations", The Eleventh Pennsylvania Drilling and Blasting Conference, Penn State University, 2003 & The Best in the West Drilling & Blasting Conference, Society of Explosive Engineers, 2005, Proceedings of the 31st Conference on Explosives and Blasting Techniques, Society of Explosives Engineers, 2005

"Construction Vibrations – Monitoring, Public Relations, Problem Avoidance & Case Histories", Driven Pile Technical Seminar, Pile Driving Contractors Association of South Carolina, The Citadel, Charlestown, SC, 2004 & Inaugural Speaker for Mid-Atlantic Chapter, Annapolis, MD, 2006

"Public Relations Workshop - PR At the Doorstep" 31st Conference on Explosives and Blasting Techniques, Society of Explosive Engineers, 2005 (co-developer and presenter)

"Monitoring Pile Driving Vibrations – Problem Avoidance & Case Studies", International Foundation Congress & Equipment Expo 09, Pile Driving Contractors Association & Others, 2009

David Harrison

Special Projects & Qualifications (sample)

Clarksburg-Benedum Airport Authority Extension of
Runway Project, FAA Project
Approved Seismic Specialist & Blasting Consultant – Managed
blast monitoring program conducted pre-blast inspections and public
meetings. 10,000,000 cubic yards of blasting on project

Pennsylvania Department of Environmental Protection (DEP)
Seismic & Blasting Consultant – Contracted to evaluate damage
potential to historical structures (Meason House) from mining &
blasting vibrations

Port Authority Busway Extension – EBX2A, EBX4 & Wabash Tunnel Ramp
AB7A Projects, Pre & Post Construction Inspections & Seismic Consultants

Three Rivers Stadium Demolition Project – CDI Team
Pre-Blast Inspections, Public Relations & Seismic Consultant

PDG Development, Inc., Pittsburgh, PA – Hays Mine Site Development Project
Pre-Blast Inspections & Public Meetings - Major member of inspections team,
over 700 pre-blast inspections completed for largest earth moving project in
Pittsburgh, 20,000,000 cubic yards of excavation anticipated on project

Pennsylvania Turnpike Commission -
Mashuda Corporation, New Enterprise Stone & Lime & Smith & Johnson.
Pre-Construction Surveys & Seismic & Blasting Consultant - Fairchance
Intersection, Mon/Fayette Expressway & Findlay Connector, Contracts 52A &
52B1, 52A, 52B1, 52F2, 50D, 51B, 51C, 51D, 51E2, 51F, 52J, 52H, 52G,
54B, 54C, 55A1, 55B, Allegheny River Bridge & Turnpike Projects MP109,
MP215

Pennsylvania Department of Transportation
Seismic & Blasting Consultant, Approved Seismic Specialist & Pre-
Blast/Construction Surveys, Explosive Engineer, Well Testing – Mashuda
Corporation, Baker Heavy Highway, Hempt Bros. & Trumbull Corporation,
Dick Corporation, Wagman Inc., Brayman Construction, Inc., HRI, Inc. & Others,
SR 22 Delmont, SR22-section 495, SR 15 Blossburg, SR 322 Milroy Bypass, SR
6220 (I-99), SR222 Reading, Danville Underpass, SR 15 Milton, SR 22 C02, SR
22 A02, Fort Pitt Boulevard, Ewing Road, SR 3034-section 003, Murtha Drive,
SR219 Bradford, SR 8 Butler Bridge, Boulevard of the Allies. Baum Curve, SR
119 Chapel Hill Climb & many others

David Harrison

Special Projects & Qualifications (sample)

U. S. Corps of Engineers–PT Marion Lock & Dam, Charleroi Lock & Dam-
New River Chamber Prep, Charleroi Lock & Dam- M22-M27 Contract,
Dashshields Lock & Dam – River Wall Repair & Mooring Cell
Qualified Seismic Specialist, Structural Surveyor & Blasting Consultant

Previously City Seismologist Representative for the following cities:
Twinsburg, Parma & Bainbridge, OH – Oversee and monitor blasting
activities and public relations

Shadyside Neville Street Condominium Project, Pittsburgh, PA
Pre-Construction Inspections & Vibration Consultant

Alcosan – New Security Building Project, Pittsburgh, PA
Approved Vibration Consultant

Quaker Valley School District, Edgeworth Elementary School Project
Approved Vibration Consultant

Buckeye Pipeline, Pennsylvania Operations
Approved Seismic Consultants

Approved Licensed Explosive Engineer – Lower Salford, Lower Gwynedd
& Towamencin Townships

Davis Avenue Bridge Implosion – Brighton Heights, City of Pittsburgh
Seismic Consultant

CSX – Pinkerton Tunnel Removal & J & L Tunnel Upgrade
Projects, Pre- & Post Construction Inspections & Seismic Consultant

UPMC Magee Women's Hospital, Pittsburgh, PA
Vibration Consultant – Collected vibration data at various areas
near highly sensitive robotic surgical equipment

UPMC Presbyterian Hospital, Pittsburgh, PA
Vibration Consultant – Collected vibration data at various areas
near highly sensitive robotic surgical equipment

University of Pittsburgh – New Scaife Hall, Pittsburgh, PA
Vibration Consultant – Collected vibration data at various areas
near highly sensitive robotic surgical equipment

William Hilinski

William Hilinski Cover Letter

Thank you again for the opportunity to apply to the West Deer Township Planning Commission. Not a lot of time has passed since my last application and neither have my intentions. I still want to serve on the Commission so that I can provide service to my community and help shape its direction.

My professional background is diverse which, I believe, will provide diverse insight for the West Deer Township Planning Commission. My formal training and a bulk of my work experience has been in the Life Science Industry. I was a bench scientist at Syracuse University while I was working on my PhD dissertation. While at Syracuse University I honed my critical thinking and reasoning skills. These are vital in any role but are very valuable for long term planning. Additionally, my communication skills were greatly improved while working on my PhD. Obviously, being able to clearly and effectively communicate ideas is vital for any position. With these skills I will be an effective member on the West Deer Township Planning Commission as I will be uniquely positioned to assess information, formulate a plan/idea, and then effectively relay that to the Board of West Deer Township.

My current position is an Imaging Specialist at Hunt Optics and Imaging, a locally owned company. This position is unique as it combines many professions into one. I'm essentially a territory manager with sales, service and product management duties. I've leveraged the skills I've obtained during my PhD to service my customers of Western Pennsylvania and West Virginia for the past 7 years. Most importantly though, this career has improved my soft skills at working with a diverse group of people on a daily basis. West Deer Township is a large community that has constituents with different ideas. I'm uniquely set to listen to those varying ideas to formulate a pragmatic solution.

The last experience I would like to highlight is the year I worked on the Finance, Planning and Development Committee at Capital University in Columbus, Ohio. This is my most direct experience working in government/civil service capacity. I had to listen to various groups at Capital University and then decide how that group's mission fit into the goals of Capital University and its student body and then allocate funds accordingly. Beyond my committee role, I worked with other members of the student government to legislate bills that advanced the mission of the university.

In summer, I will bring a well rounded perspective to the West Deer Planning Commission. Specifically, my ability to synthesize information and formulate logical, actionable conclusions is vital to a member of a planning commission. I appreciate the consideration and I hope to serve my community by working on the West Deer Planning Commission.

3401 Cedar Glen Dr
Allison Park, PA 15101

William (Will) Hilinski, PhD

c:440-454-0524
whilinski@gmail.com

Professional Summary

PhD trained scientist with extensive microscopy experience within the life sciences. 7+ years in life science sales with \$2M+ gross yearly sales.

Experiences

Microscopy & Imaging Specialist

2016-present

Hunt Optics and Imaging, d.b.a. B&B Microscopes Ltd.,

- Establish and maintain customer relationships
- Lead generation within defined territory
- Understand Evident products at high level
- Keep up-to-date with microscopy field
- Provide expertise/consultation for brightfield, dark field, fluorescent, confocal, multiphoton, and TIRF imaging techniques
- Company expert in the use of TruAI, deep learning artificial intelligence, technology

Thesis: "Identifying transcription factors that specify neurotransmitter phenotypes in zebrafish spinal cords"

SUNY Upstate Medical University – P.I. Kate Lewis, PhD

2010-2016

- Designed and implemented pipeline that identified candidate genes from microarray expression profiles and validated candidates via *in situ* hybridization leading to publications & presentations
- Identified a novel mechanism for specifying/maintaining neurotransmitter phenotypes for a specific spinal neuron population leading to publication
- Successfully generated mutant zebrafish for 3 different genes via TALENs & CRISPR
- Consistently presented data in a clear and understandable manner at lab meetings, conferences, and department seminars (oral & written)
- Worked in a team to generate data for a successful large (R01) NIH grant by characterizing neuron morphologies via confocal microscopy
- Mentored and supervised undergraduate researches whom obtained competitive scholarships

Employee, Group Sales 100+ employees

Medical Mutual of Ohio, Cleveland, Ohio – Robert Klubert

summers, 2007 & 2008

- Organized and created team-building activities for 2008 group retreat
- Assisted in gathering and organizing sales/service information from various clients

Intern, Summer Research Internship in Plant Pathology

The Ohio State University – P.I. Enrico Bonello, PhD

summer, 2009

- Followed protocols to isolate, validate, and quantify a soil microbe, *Phytophthora cinnamomi*, for MSc Student's dissertation
- Designed and tested high-resolution melting temperature assay for identifying a tree specie
- Analyzed, synthesized and presented data for end of internship presentation to the department

Researcher: "Analysis of Rhizospheric Nitrogen-Fixing Bacteria in Ohio's Crops"

Capital University – P.I.s. Kerry Cheesman, PhD & Nancy Swails, PhD

2008-2009

- Designed and implemented methodology to isolate and quantify nitrogen-fixing bacteria from plant tissue
- Successfully worked in a research group to perform experiments and synthesize results
- Presented data in a clear and understandable manner at conferences and poster sessions

President, Beta Beta Beta, Xi Tau Chapter
Capital University – Nancy Swails, PhD

2009-2010

- Directed chapter activities to be in compliance of the national vision
- Coordinated inaugural Beta Beta Beta, Xi Tau chapter sponsored seminar series featuring presentation each semester by scientist
- Managed a re-writing of the chapter bylaws to be in compliance with national standards

Finance, Planning and Development Committee member, Capital University Student Government
Capital University

2009-2010

- Developed an annual operation budget for the student government
- Allocated funds to student organizations
- Authored Bills for vote by elected student government officials

Laboratory Skills

Molecular biology, site directed mutagenesis (CRISPR & TALENs), *in vivo* experimentation (model organism), zebrafish husbandry, transgenesis, PCR, qPCR, high-resolution melt temperature analysis, molecular cloning, immunohistochemistry, *in situ* hybridization, microscopy (light/confocal/2P/TIRF/SMLM/FRAP), fluorescent activated cell sorting (FACS), Western blotting, aseptic technique, micro-injections, DNA extraction, cryosectioning, gene knock-down (morpholino)

Education

SUNY Upstate Medical University, Syracuse, NY
Doctorate of Philosophy, June, 2016
Department: Neuroscience and Physiology

Capital University, Columbus, OH
Bachelor of Arts, 2010
Major: Biology, Minor: Chemistry

Publications

Hilinski, W., *et al.*, LMX1b is required for glutamatergic fates of a subset of spinal cord neurons. *Neural Development*, 11:16, 2016.

Samantha J. England, Woods, A., Mujcic, A., Kowalchuk, A., Jager, S., Hilinski, W., Juarez-Morales, J., Grieb, G., Banerjee, S., Lewis, K.E. Molecular Analyses of V0v Spinal Interneurons and Identification of Transcriptional Regulators Downstream of EVX1 and EVX2 in these Cells. *Neural Development*, 2023.

Juarez-Morales, J., Schulte, C., Pezoa, S., Vallejo, G., Hilinski, W., England, S., de Jager, S., Lewis, K.E. Evx1 and Evx2 specify excitatory neurotransmitter fates and suppress inhibitory fates through a Pax2-independent mechanism. *Neural Development*, 11:5, 2016.

England, S., Hilinski, W., de Jager, S., Andrzejczuk, L., Campbell, P., Chowdhury, T., Demby, C., Fancher, W., Gong, Y., Lin, C., Machikas, A., Rodriguez-Larrain, G., Roman Rivera, V., and Lewis, K.E. (2014) Identifying Transcription Factors Expressed by Ventral Spinal Cord Interneurons ZFIN Direct Data Submission.

Presentation

- Upstate University Biomedical Retreat, Skaneateles, NY, 2012
Interneuron specification in the zebrafish spinal cord
- Society for Developmental Biology, Montreal, CA, 2012
V0v interneuron specification in the zebrafish spinal cord
- National Conference of Undergraduate Research, University of Wisconsin-La Crosse, 2009
Rhizospheric Analysis of Nitrogen-Fixing Microbiota Among Common Crops
- Mid-Atlantic Research Conference, West Virginia Wesleyan College, 2009
An Analysis of Rhizospheric Nitrogen Fixation Among Common Crops

Professional Training

- ⑥ “Needs based selling” by Compass Development & Governance Group, Pittsburgh, PA, 2023
- ⑥ Evident Americas Fluoview Retreat, Waltham, MA, 2023
- ⑥ Hunt Optics & Imaging Sales Training: APX100 & Provi CM20, Pittsburgh, PA, 2022
- ⑥ Fluoview & Research Imaging Reps Retreat, Waltham, MA, 2021
- ⑥ Global FV Retreat, University of Texas at Dallas, TX, 2019
- ⑥ Research Imaging Reps Retreat, Waltham, MA, 2018

16B

ZONING HEARING BOARD – TWO APPOINTMENTS

ONE MEMBERS' TERMS EXPIRED ON DECEMBER 31, 2023.

- SEAN PARKINSON

MR. PARKINSON REQUESTED REAPPOINTMENT.

DO I HAVE A MOTION TO APPOINT MR. PARKINSON AS A MEMBER OF THE ZONING HEARING BOARD FOR FIVE YEAR TERM WHICH EXPIRES DECEMBER 31, 2028.

	MOTION	SECOND	AYES	NAYS
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____

Continued on next page...

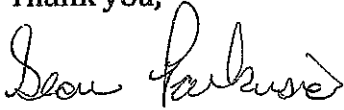
Sean Parkinson

12/7/23

Dorothy Moyta,

I, Sean Parkinson, would like to be considered for an additional term to make a difference in the community and serve as a member of the West Deer Zoning Board.

Thank you,

A handwritten signature in cursive script that reads "Sean Parkinson". The signature is written in dark ink and is positioned below the "Thank you," text.

Sean Parkinson

THE BOARD IS IN RECEIPT OF THE ATTACHED LETTER FROM JOSEPH GIZIENSKI STATING THAT HE HAS RESIGNED FROM THE ZONING HEARING BOARD EFFECTIVE DECEMBER 31, 2023. MR. GIZIENSKI'S TERM EXPIRES DECEMBER 31, 2024, SO THERE IS A VACANCY TO FILL HIS UNEXPIRED TERM.

CURRENT ALTERNATE H. NELSON CROOKS JR., HAS REQUESTED TO BE APPOINTED A FULL MEMBER. A LETTER IS ATTACHED.

IT IS THE RECOMMENDATION OF ASSISTANT MANAGER JOSEPH SHOOK THAT MR. CROOKS BE APPOINTED A FULL MEMBER DUE TO HIS PERFORMANCE AS AN ALTERNATE.

MR. SHOOK...

DO I HAVE A MOTION TO APPOINT H. NELSON CROOKS, JR. AS A FULL MEMBER OF THE ZONING HEARING BOARD FOR THE REMAINDER OF MR. GIZIENSKI'S UNEXPIRED TERM WHICH EXPIRES DECEMBER 31, 2024?

	MOTION	SECOND	AYES	NAYS
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____

Joe Gizienski

To Whom It May Concern:

December 28, 2023

This is to inform the board of supervisors that I am resigning from my position on the zoning hearing board effective as of the end of December 2023.

I have enjoyed my time on the board and appreciate all of the other board members working together for the best of our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Gizienski", with a stylized flourish at the end.

Joseph D. Gizienski

H. Nelson Crooks

From: Nelson Crooks

Sent: Tuesday, January 9, 2024 5:18 PM

To: jshook@westdeertownship.com

Cc:

Subject: Request Appointment to West Deer Township Zoning Hearing Board

Mr. Shook,

I am an alternate member of the West Deer Township Zoning Hearing Board. I was appointed 5/19/2021 to a term expiring on 12/31/2025.

I previously served on the Zoning Hearing Boards of West Deer Township (2006 – 2011), and Richland Township (~1991 – 2002).

I would like to be appointed as a full member of the West Deer Township Zoning Hearing Board.

Thank you for consideration of my request to serve West Deer Township.

- Nelson Crooks
1240 Nicklaus Way
Gibsonia, PA 15044

16C

- **PARKS & RECREATION BOARD – TWO APPOINTMENTS**

THE BOARD IS IN RECEIPT OF THE ATTACHED EMAILS FROM TAITE HOPWOOD AND DAVE KINNIBURGH STATING THAT THEY HAVE RESIGNED FROM THE PARKS AND RECREATION BOARD EFFECTIVE JUNE 2023.

THE BOARD DID NOT RECEIVE ANY LETTERS OF INTEREST, AND THE TOWNSHIP CONTINUES TO ADVERTISE. ANY RESIDENT INTERESTED IN SERVING IS ENCOURAGED TO REACH OUT TO MRS. FRENCH IN THE TOWNSHIP OFFICE.

Taite Hopwood

----- Forwarded Message -----

From: Work <hopwood_t8@comcast.net>

To: Amy Stark <amygazzo@yahoo.com>

Sent: Wednesday, June 21, 2023 at 10:21:57 PM EDT

Subject: Resignation

Amy, I'm really sorry to do this, I had a great time for a while doing what we did, but it has become too much. Thank you for understanding.

Taite

Sent from my iPhone

David Kinniburgh

From: wdkinniburgh <wdkinniburgh@gmail.com>

Date: June 29, 2023 at 3:33:50 PM EDT

This is to let you know I am resigning from my position on parks and rec board

17

**ACCEPTANCE: RESIGNATION OF PART-TIME POLICE OFFICER
DAMIAN BRAND**

THE BOARD RECEIVED THE ATTACHED LETTER OF RESIGNATION
FROM OFFICER DAMIAN BRAND EFFECTIVE JANUARY 14, 2024.

DO I HAVE A MOTION TO ACCEPT THE RESIGNATION OF PART-TIME
POLICE OFFICER DAMIAN BRAND AND WISH HIM THE BEST OF
LUCK?

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

01/02/2023

Chief Robert Loper

West Deer Township Police

To Whom It May Concern, this is my official letter of resignation as patrol officer at the West Deer Township Police Department. My effective last day will be January 14th, 2024. I appreciate the opportunity that I was given at West Deer and I am grateful for everything that I was taught over the last 3 years. I know the officers will continue to do a great job at protecting & serving the community and the residents of West Deer.

Sincerely,

Damian A. Brand

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

18

ACCEPTANCE: RETIREMENT – SERGEANT DARREN MIKUS

ON DECEMBER 24, 2023, SERGEANT DARREN MIKUS SUBMITTED HIS FORMAL NOTICE OF RETIREMENT EFFECTIVE JANUARY 26, 2024.

DO I HAVE A MOTION TO ACCEPT THE NOTICE OF RETIREMENT FROM SERGEANT DARREN MIKUS EFFECTIVE JANUARY 26, 2024?

	MOTION	SECOND	AYES	NAYS
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____

19

ACCEPTANCE: RETIREMENT - OFFICER EDWARD NEWMAN

ON DECEMBER 21, 2023, POLICE OFFICER EDWARD NEWMAN SUBMITTED HIS FORMAL NOTICE OF RETIREMENT EFFECTIVE JANUARY 26, 2024.

DO I HAVE A MOTION TO ACCEPT THE NOTICE OF RETIREMENT FROM POLICE OFFICER EDWARD NEWMAN EFFECTIVE JANUARY 26, 2024?

	MOTION	SECOND	AYES	NAYS
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____

20

ADOPTION: ORDINANCE NO. 454 (ZONING ORDINANCE & ZONING MAP)

ORDINANCE NO. 454

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, TO AMEND THE ZONING ORDINANCE AND THE ZONING MAP.

DO I HAVE A MOTION TO ADOPT ORDINANCE NO. 454 AMENDING THE ZONING ORDINANCE AND THE ZONING MAP?

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

21

ADOPTION: ORDINANCE NO. 456 – ROADWAY ADOPTION (COPPER CREEK TRAIL)

ORDINANCE NO. 456

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE FOLLOWING STREET IN THE COPPER CREEK PLAN: COPPER CREEK TRAIL; AND AMENDING ORDINANCE NO. 427 TO INCLUDE THE SAME.

DO I HAVE A MOTION TO ADOPT ORDINANCE NO. 456 ADOPTING COPPER CREEK TRAIL AND AMENDING ORDINANCE NO. 427 TO INCLUDE THE SAME?

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

OFFICIAL

**WEST DEER TOWNSHIP
County of Allegheny
Commonwealth of Pennsylvania**

ORDINANCE NO. 456

AN ORDINANCE OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE FOLLOWING STREET IN THE COPPER CREEK PLAN: COPPER CREEK TRAIL; AND AMENDING ORDINANCE NO. 427 TO INCLUDE THE SAME.

WHEREAS, Glasso Development Company, LP, is the owner of a certain tract of land situated in West Deer Township, Allegheny County, Pennsylvania, which has been subdivided into the Copper Creek subdivision; and

WHEREAS, Glasso Development Company, LP, desires to dedicate to West Deer Township for public use and enjoyment a certain right-of-way within said plan: Copper Creek Trail; and

WHEREAS, West Deer Township, upon recommendation of the Township Engineer and administration, feels that accepting and recording the Deeds of Dedication for the aforementioned right-of-way improves the Township's infrastructure, public access, and public safety; and

WHEREAS, West Deer Township maintains Ordinance No. 427, which lists all dedicated public rights-of-way/Township roads.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of West Deer Township, regularly assembled, and **IT IS HEREBY ORDAINED AND ENACTED** by the authority of the same, that:

1. West Deer Township does hereby accept the road identified as Copper Creek Trail within the Copper Creek subdivision plan, which is depicted on the Site Recording Plan dated 18 November 2015, which Plan is attached hereto and incorporated herein as **Exhibit A**, to have and to hold as a public road/right-of-way, together with the storm sewer system constructed thereunder (if any), and with the same effect as if said roadway had been opened by a Decree of the Court of Common Pleas in and for the County of Allegheny after proceedings duly held for that purpose under and in compliance with the laws of the Commonwealth of Pennsylvania.

2. This acceptance is conditioned on the inspection of the road by the Township Engineer, and is further conditioned upon the Developer's submission of maintenance security in a form to be approved by the Township Solicitor in an amount which shall be approved by the Township Engineer which shall not exceed fifteen percent (15%) of the cost of the dedicated improvements.

3. The Township Manager or his designee is hereby authorized and directed to execute and record a Deed of Dedication in a form to be approved by the Township Engineer and Solicitor.

4. Ordinance No. 427 shall be amended to include Copper Creek Trail as a Township road.

DULY ORDAINED AND ENACTED this 17th day of January 2024.

ATTEST:

WEST DEER TOWNSHIP

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 17 January 2024, 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 five; and the vote upon the Ordinance was called and duly recorded upon the minutes and that the members voted in the following manner:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
------------	-----------	----------------	---------------

Beverly S. Jordan, Chairperson

Vernon Frey, Vice Chair

John Hollibaugh

James Smullin

Josh Wiegand

WITNESS my hand and the seal of the Township on this this 17th day of January 2024.

[SEAL]

By: _____

Daniel Mator
Township Manager

22

APPROVAL: HIRING OF PART-TIME POLICE OFFICERS

THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF LOPER RECOMMENDING THE HIRING OF BOTH MICHAEL SEEFELD AND KEVIN VRESH FOR THE POSITION OF PART-TIME POLICE OFFICER.

SATISFACTORY BACKGROUND CHECKS WERE PERFORMED ON BOTH CANDIDATES.

DO I HAVE A MOTION TO HIRE MICHAEL SEEFELD AND KEVIN VRESH AS PART-TIME POLICE OFFICERS OF WEST DEER TOWNSHIP.

	MOTION	SECOND	AYES	NAYS
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____



POLICE DEPARTMENT

INTERDEPARTMENTAL MEMORANDUM

To: Daniel Mator, Township Manager
From: Robert J. Loper, Chief of Police *RJL*
Subject: Hiring of Part Time Police Officer
Date: January 8, 2024

Mr. Mator,

I am requesting that the West Deer Township Board of Supervisors hire Michael Seefeld as a part time officer for the West Deer Township Police Department. Mr. Seefeld is a graduate of North Allegheny School District and currently resides in Richland Township. On November 17, 2023 Mr. Seefeld successfully completed Act 120 Municipal Police Training through Westmoreland County Police Academy.

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



POLICE DEPARTMENT

INTERDEPARTMENTAL MEMORANDUM

To: Daniel Mator, Township Manager
From: Robert J. Loper, Chief of Police *RJL*
Subject: Hiring of Part Time Police Officer
Date: January 10, 2024

Mr. Mator,

The police department is still experiencing staffing issues providing officers to meet our contractual obligations with Deer Lakes School District. I am requesting the West Deer Board of Supervisors hire a new part time police officer during their meeting on January 17, 2024 to help fulfill those needs.

I recently obtained an application from Kevin Vresh for the position of part time police officer. Deputy Chief Burk and I met with Mr. Vresh and interviewed him for this position. Mr. Vresh was a Trooper for the Pennsylvania State Police Department. He served in good standing during his 21 year career and retired with an honorable discharge on August 5, 2022. Mr. Vresh also served in the United States Marine Corps for 4 years and obtained the rank of Infantry Sergeant.

Mr. Vresh currently resides in West Deer Township with his family. He holds all certifications required for the position and is able to begin service with our department upon approval.

23

APPROVAL: MUNICIPAL POLICE COOPERATIVE AGREEMENT

THE BOARD RECEIVED THE ATTACHED DRAFT AGREEMENT FROM SERGEANT ROB PETOSKY REGARDING THE DUI TASK FORCE.

CHIEF LOPER...

DO I HAVE A MOTION TO APPROVE THE MUNICIPAL POLICE COOPERATIVE AGREEMENT AS PRESENTED, AND TO AUTHORIZE ITS EXECUTION BY THE CHAIRPERSON OF THE BOARD OF SUPERVISORS, THE TOWNSHIP MANAGER, AND THE CHIEF OF POLICE?

	MOTION	SECOND	AYES	NAYS
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___
MR. HOLLIBAUGH	___	___	___	___
MR. SMULLIN	___	___	___	___
MRS. JORDAN	___	___	___	___

MUNICIPAL POLICE COOPERATIVE AGREEMENT

This Agreement, Made this _____ day of _____, 20__, among the municipalities of Bradford Woods Borough, Etna Borough, Indiana Township, Marshall Township, O'Hara Township, Pine Township, Richland Township, Ross Township, Shaler Township, West Deer Township, West View Borough, McCandless Township, Hampton Township, Millvale Borough, Blawnox Borough, and Franklin Park Borough hereinafter collectively referred to the "Municipalities".

Whereas, the Municipalities are authorized by law to jointly cooperate in the exercise and performance of their respective governmental functions, powers or responsibilities including mutual police aid and assistance; and enter into a joint contract for mutual police aid and assistance; and

Whereas, increasing occurrences of driving under the influence ("DUI") have adversely impacted the Municipalities and enforcement of DUI laws in the Municipalities has proven to be difficult for each Municipality's respective police force; and

Whereas, there is an urgent need for uniformity and continuity in the enforcement of DUI laws in Allegheny County; and

Whereas, Allegheny County is an area of several police forces, each operating independently; and

Whereas, The police officials of the participating Municipalities have expressed their desire to improve the ability to enforce DUI laws and provide for safer communities by forming a multi-jurisdictional task force and permitting extraterritorial jurisdiction for their officers to participate in the same; and

Whereas, the Municipalities have determined that the formation of such multi-jurisdictional police force will increase their ability to enforce DUI laws and to preserve the safety and welfare of the entire area; and

Whereas, pursuant to Section 3 of the Act of July 2, 2019, P.L. No. 58, House Bill 1614, 2019 Legislative Session, (Pa. 2019), amending the Municipal Police Jurisdiction Act, 42 Pa. C.S. 8951 — 8955, hereinafter referred to as the "Act", the requirements of the Intergovernmental Cooperation Act, 53 Pa. C.S. 2301 — 2317, are not applicable to this Agreement; and

MUNICIPAL POLICE COOPERATIVE AGREEMENT

Whereas, it is desired by the Municipalities to enter into this Agreement for the purpose of enforcing DUI laws throughout the territorial limits of all Municipalities signing the Agreement, under the conditions set forth and in compliance with the Act; and

Now Therefore, the parties hereto, in consideration of the mutual covenants and conditions herein contained, promise and agree with each other as follows:

1. The Municipalities hereby establish a multi-municipal DUI Task Force Program, the North Hills DUI Task Force, to coordinate DUI enforcement and prosecution activities.
2. The Municipalities intend to participate in and contribute resources to the North Hills DUI Task Force, to the extent that each Municipality, in its sole discretion, deems necessary.
3. All municipal boundaries of parties entering this agreement shall remain in full force and effect with the understanding and agreement that when participating in the North Hills DUI Task Force and as permitted by the Act, police officers of the Municipalities shall have all the powers and authorities conferred by the law under the Act.
4. Any employee of a police force of a Municipality that is part of this Agreement shall remain an employee of his or her employer for the purpose of any activity under this Agreement and each Municipality shall maintain and be responsible for all employee compensation, benefits, insurance and other incidents of employment.
5. Each participating Municipality shall, by becoming a signatory of this Agreement, waive any and all claims against all other participating Municipalities hereto which may arise out of their officers' police activities outside their respective jurisdictions while rendering police services under this Agreement, except for those arising out of the negligence, gross negligence, and intentional conduct of the police officers Municipalities.

MUNICIPAL POLICE COOPERATIVE AGREEMENT

6. Each Municipality shall obtain public liability insurance for both bodily injury and property damage liability to cover officers and/or vehicles while on duty in the territorial conduct of the police officers Municipalities.
7. The parties hereto agree that any participating Municipality may withdraw at any time from the Agreement, by giving notice in writing to each of the other Municipalities which are parties to the Agreement.
8. The parties hereto agree that the terms of this Agreement shall be dependent upon the availability of grant funds issued by Pennsylvania Department of Transportation, (Pa D.O.T.) and furthermore that this Agreement shall become null and void upon expiration of said funds.
9. This Agreement may be executed in any number of counterparts, each of which when so executed, shall be deemed an original, but all such counterparts shall constitute but one and the same instrument.
10. This Agreement represents the entire agreement between the parties and neither this Agreement nor any term hereof may be amended unless agreed to in writing and duly executed and approved by all parties.
11. If any covenant, provision, or term of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
12. This Agreement shall be constituted in accordance with and governed by the laws of the Commonwealth of Pennsylvania.
13. This Agreement constitutes the entire agreement between the parties concerning this particular subject and supersedes all previous agreements between the parties hereof. No other communication, either written or oral, is enforceable under the terms of this Agreement unless otherwise stated herein.

(Signature Pages to Follow)

MUNICIPAL POLICE COOPERATIVE AGREEMENT

In witness whereof, the parties hereto have caused this agreement to be executed by its authorized officials thereon the day and year written below.

ATTEST:

MARSHALL TOWNSHIP

Print and sign
Township Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

PINE TOWNSHIP

Print and sign
Township Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

RICHLAND TOWNSHIP

Print and sign
Township Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

BRADFORD WOODS BOROUGH

Print and sign
Borough Manager

Print and sign
President, Borough Council

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Northern Regional Police Department

MUNICIPAL POLICE COOPERATIVE AGREEMENT

ATTEST:

ETNA BOROUGH

Print and sign
Borough Manager

Print and sign
President, Borough Council

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Borough of Etna Police Department

ATTEST:

INDIANA TOWNSHIP

Print and sign
Township Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Indiana Township Police Department

ATTEST:

O'HARA TOWNSHIP

Print and sign
Borough Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, O'Hara Township Police Department

MUNICIPAL POLICE COOPERATIVE AGREEMENT

ATTEST:

SHALER TOWNSHIP

Print and sign
Borough Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Shaler Township Police Department

ATTEST:

WEST DEER TOWNSHIP

Print and sign
Borough Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, West Deer Police Department

ATTEST:

ROSS TOWNSHIP

Print and sign
Township Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Ross Township Police Department

MUNICIPAL POLICE COOPERATIVE AGREEMENT

ATTEST:

MCCANDLESS TOWNSHIP

Print and sign
Borough Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, McCandless Township Police Department

ATTEST:

MILLVALE BOROUGH

Print and sign
Borough Manager

Print and sign
President, Borough Council

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Borough of Millvale Police Department

ATTEST:

WEST VIEW BOROUGH

Print and sign
Borough Manager

Print and sign
President, Borough Council

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Borough of West View Police Department

MUNICIPAL POLICE COOPERATIVE AGREEMENT

ATTEST:

HAMPTON TOWNSHIP

Print and sign
Township Manager

Print and sign
President, Board of Supervisors

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Hampton Township Police Department

ATTEST:

BLAWNOX BOROUGH

Print and sign
Borough Manager

Print and sign
President, Borough Council

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Borough of Blawnox Police Department

ATTEST:

FRANKLIN PARK BOROUGH

Print and sign
Borough Manager

Print and sign
President, Borough Council

Date _____

Date _____

ATTEST:

Print and Sign
Chief of Police, Borough of Franklin Park Police Department

24

**APPROVAL: PROMOTION OF PART-TIME POLICE OFFICERS TO
FULL-TIME POLICE OFFICERS**

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

THE BOARD RECEIVED THE ATTACHED MEMORANDUM FROM CHIEF
LOPER RECOMMENDING THE PROMOTION OF BOTH OFFICERS
AARON FUESTING AND COLIN KADLICK TO THE POSITION OF FULL-
TIME POLICE OFFICER.

DO I HAVE A MOTION TO APPROVE THE PROMOTION OF CURRENT
PART-TIME POLICE OFFICERS AARON FUESTING AND COLIN
KADLICK TO THE POSITION OF FULL-TIME POLICE OFFICERS
EFFECTIVE JANUARY 26, 2024?

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



POLICE DEPARTMENT

INTERDEPARTMENTAL MEMORANDUM

To: Daniel Mator, Township Manager
From: Robert J. Loper, Chief of Police *RJL*
Subject: Hiring of 2 Full Time Officers
Date: January 8, 2024

Mr. Mator,

Due to the retirements of Sgt. Darren Mikus and Officer Edward Newman on January 26, 2024, I am requesting the West Deer Township Board of Supervisors replace these vacancies on our full time officer roster. I am respectfully submitting that Officer Colin Kadlick and Officer Aaron Fuesting be promoted from part time police officers to full time officers within the West Deer Township Police Department. Upon approval from the Board of Supervisors, their full time officer status will take effect on January 27, 2024.

25

**APPROVAL: TOWNSHIP MANAGER EMPLOYMENT AGREEMENT
(REVISED)**

AS PER THE DIRECTION OF THE BOARD, ATTACHED IS THE REVISED EMPLOYMENT AGREEMENT WITH CURRENT TOWNSHIP MANAGER DANIEL MATOR.

DO I HAVE A MOTION TO APPROVE THE REVISED EMPLOYMENT AGREEMENT WITH TOWNSHIP MANAGER DANIEL MATOR AS PRESENTED – EFFECTIVE IMMEDIATELY – AND TO AUTHORIZE ITS EXECUTION BY THE CHAIRPERSON OF THE BOARD OF SUPERVISORS?

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

EMPLOYMENT AGREEMENT
Township Manager, West Deer Township

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") made and entered into this 17th day of January 2024, by and between THE TOWNSHIP OF WEST DEER, Allegheny County, Pennsylvania, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as "Township,"

AND

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

WITNESSETH

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

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

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

- (1) secures and maintains the services of the Employee and provides inducement to remain in such employment; and
- (2) reduces to writing the terms of its agreement with the Employee and delineates the exchange of consideration; and
- (3) makes possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; and
- (4) provides a just means for terminating Employee's services at such time as he may be unable fully to discharge his duties or when the Township may desire to

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

SECTION I – DUTIES

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

SECTION II – TERM

- A. The term of this Agreement shall be from 17 January 2024 to 6 January 2026.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Township Board of Supervisors to terminate the services of the Employee at any time.
- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Township, provided, however, Employee shall give the Township thirty (30) days advance notice thereof to the Township.
- D. In the event of a termination, resignation, or retirement, the Employee shall be fully compensated for all accrued vacation, personal, and sick days in accordance with the terms of this Agreement.

SECTION III – SALARY AND REIMBURSABLES

A. Base Salary

1. For services rendered by Employee during his employment under this Agreement, the Township shall pay Employee an annual Base Salary before deductions or taxes of \$135,042.00 for the 2024 calendar year.
2. The Base Salary shall be paid at such intervals as salaries and wages are paid generally to employees of the Township.
3. Any and all increases to the Base Salary shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but in no event shall the Employee be paid less than the salary set forth in Section 3.A.1. of this Agreement except by mutual written agreement between Employee and the Township.
4. The parties agree that for 2025, Manager shall receive an annual increase to his 2024 salary at least equal to the percentage increase provided to the next highest paid Township employee not covered by a collective bargaining agreement. Notwithstanding the foregoing, the Manager's salary may be renegotiated to the mutual satisfaction of the parties at any time.

B. Vehicle Reimbursement

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

limits.

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

C. Wireless Smartphone Reimbursement

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

SECTION IV – BENEFITS

- A. General: Employee shall be entitled to participate in the benefit plans as are generally provided by the Township to its non-union employees subject to any applicable eligibility and/or employee contribution requirements. Employee shall be entitled to the benefits set forth below.
- B. Health Insurance
 - 1. Health Insurance benefits shall be provided to the Employee and his family by the Township.
 - 2. Employee's contribution rate shall be eight percent (8%) of the Health Insurance premium, and shall be payable at such intervals as contributions are generally paid by employees of the Township.
 - 3. Employee shall be entitled to receive a payment from the Township of three-hundred dollars (\$300.00) per month should Employee "opt-out" of the health insurance benefit plan provided by the Township.
 - 4. Any and all increases to the Employee's health insurance contribution rate shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but shall not exceed the contribution rate of the majority of other employees, department heads, or general employees of the Township as provided by its policies, Charter, ordinances, and/or personnel rules and regulations.
- C. Dental and Vision Insurance: Dental and Vision Insurance shall be provided to the Employee and his family by the Township, and the Township shall pay 100% of the premiums.
- D. Life Insurance: The Township shall purchase for the benefit of the Employee a fifty-thousand dollar (\$50,000) life insurance policy while the Employee is employed by the Township.

E. Pension Benefit

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

F. Deferred Contribution Plan

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

G. Vacation Days

1. The Employee shall be entitled to twenty-one (24) vacation days during the 2024 calendar year.
2. Manager shall be entitled to one (1) additional vacation day each calendar year of employment until the total annual vacation day total reaches a maximum of twenty-five (25) days.
3. No more than ten (10) consecutive vacation days may be taken at one time.
4. All vacation days shall be non-cumulative.

H. Personal Days

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

- I. Holidays: The Employee shall be awarded paid holidays consistent with those provided in the Township's Personnel Policy and Procedures Manual.
- J. Sick Days
1. Employee shall be entitled to take ten (10) sick days per calendar year.
 2. Employee may accumulate a maximum of ninety (90) unused sick days over the course of his employment with the Township for use as paid disability leave.
 3. The Township reserves the right to require medical documentation or verification of any illness or other reason for Employee's use of any sick days permitted by this Section IV(J).
- K. Bereavement Leave: The Employee shall be awarded bereavement leave consistent with that provided in the Township's Personnel Policy and Procedures Manual.
- L. Termination and Severance Pay:
1. In the event Employee is terminated by the Board of Supervisors – and during or at such time as Employee is willing and able to perform the duties of the Township Manager – then in that event the Township agrees to pay Employee a lump-sum cash payment equal to six (6) months aggregate salary, or the balance of salary that would be owed if employment continued to the end of the agreement's term, whichever is less, plus all accrued vacation, personal, and sick leave benefits, in addition to continuing to pay for Employee's health insurance, life insurance, and disability coverage for six (6) months or the balance of the agreement's term, whichever is less; provided, however, that in the event Employee is terminated because of just cause including, but not limited to, his conviction of any illegal act involving moral turpitude, fraud or dishonesty, or a violation of the Controlled and Dangerous Substance Act, any wrongful use of Township funds or misappropriation of the same, because of any drug or alcoholic dependency rendering him unable to complete his duties under this agreement, or Employee's failure or refusal to perform the duties set forth in this Agreement, then the aforesaid severance pay and benefits shall not be payable by the Township to Employee.

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

SECTION V – CONTINGENCY MATTERS

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

SECTION VI - PROFESSIONAL DEVELOPMENT AND EXPENSES

- A. The Township agrees to budget and pay for all approved Employee professional membership dues including the International City Managers Association (ICMA), the Association for Municipal Managers, the Allegheny League of Municipalities, and such other approved national, regional, state, or local government organizations and committees thereof, which Employee serves as a member.
- B. The Township shall pay all approved, ordinary, and necessary expenses incurred by Employee in furtherance of his education, or in connection with his attendance at any conferences or meetings associated with his membership in any approved professional organization. The Board of Supervisors may request that the Employee provide justification and/or reason for any membership dues or expenses incurred under this Section VI. If the Board of Supervisors determines that said expenses or membership dues are not reasonable, they may refuse to allow all or part of them. No expenses or membership dues shall be reimbursed or paid to the Employee without appropriate documentation and receipts provided by Employee to the Township.

SECTION VII - OTHER TERMS AND CONDITIONS OF EMPLOYMENT

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

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

- B. Employee shall not engage in any other business or occupation which interferes in any way with the Employee's Township position without the express written consent of the Board of Supervisors.
- C. The Employee is an exempt employee under the Federal Fair Labor Standards Act. Accordingly, while the Township maintains a policy of accountability for paid time off and an expectation of availability during normal work hours, the Employee does not have a fixed schedule and may be required to devote time outside the normal office hours to the business of the Township including, but not limited to, attendance at meetings of the Board of Supervisors or other Township boards, committees, or organizations.

SECTION VIII - GENERAL PROVISIONS

- A. This Agreement shall become effective only upon the approval of the Board of Supervisors and execution by the parties hereto, and it shall encompass the entire agreement between the parties hereto.
- B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable and deemed severable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.
- C. The waiver by the Township of any breach of any provision of this Agreement by the Employee shall not operate or be construed as a waiver of any subsequent breach by Employee.
- D. The headings to articles have been used only for convenience and constitute no part of this Agreement and shall not be used to construe or interpret this Agreement in any manner.
- E. The Employee may not assign his rights and obligations under this Agreement.
- F. This Agreement may be executed in one or more counterparts each of which shall be deemed as an original, but all of which together shall constitute one and the same instrument.
- G. This Agreement embodies the entire understanding of the parties. No amendment or

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

- H. This Agreement shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.
- I. This Agreement shall inure to the benefit of the Employee, his heirs, executors or administrators.

This Agreement is approved by the Township of West Deer by the Board of Supervisors at a duly assembled meeting of the Board on the 17th day of January 2024.

Accepted By

Township of West Deer

Daniel J. Mator

Beverly Jordan, Chairperson
Board of Supervisors

WITNESS

WITNESS

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DISCUSSION: FIRE TAX DISBURSEMENT PROTOCOL RESOLUTION

MR. MATOR...

**TOWNSHIP OF WEST DEER
ALLEGHENY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2024-3

**A RESOLUTION OF THE TOWNSHIP OF WEST DEER, COUNTY OF ALLEGHENY,
COMMONWEALTH OF PENNSYLVANIA, ADOPTING A POLICY FOR DISTRIBUTION OF FIRE
TAX FUNDS**

WHEREAS, by Ordinance No. 455 enacted 20 December 2023, the Township of West Deer (the "Township") established a Fire Tax for the year 2024 to be levied at one-half (0.5) mills; and

WHEREAS, the revenues generated by the Fire Tax will be distributed to the Township's Volunteer Fire Companies and must be expended in accordance with applicable laws, including the Home Rule Charter and Optional Plans Law and the Second Class Township Code; and

WHEREAS, to ensure compliance with all applicable laws, the Township desires to implement a policy, titled "Policy for Fire Tax Expenditures," consisting of guidelines, requirements, and procedures to be followed by the Township's Volunteer Fire Companies to receive a distribution of Fire Tax funds; and

WHEREAS, the Township further desires to repeal and replace its existing policy, contained in Resolution No. 2007-6 and adopted on 21 February 2007, with the new policy adopted by this Resolution.

NOW, THEREFORE, it is hereby RESOLVED by the Board of Supervisors of the Township of West Deer as follows:

1. The Township adopts the Policy for Fire Tax Expenditures (the "Policy"), a copy of which is attached to this Resolution as **Exhibit A** and which Policy is incorporated herein by reference. The Policy shall be the Township's official policy regarding the expenditure of funds generated by the Fire Tax for 2024 and future years until the Policy is amended by the Board of Supervisors.
2. Resolution No. 2007-6, adopted by the Township on 21 February 2007, is repealed and replaced in its entirety by this Resolution and Policy.
3. Any other resolutions in conflict with this Resolution shall be repealed to the extent of such conflict.
4. If any provision of this Resolution is found to be illegal or unconstitutional by a court of competent jurisdiction, the other provisions of this Resolution shall remain in full force and effect.
5. This Resolution shall become effective upon adoption by the Board of Supervisors.

DULY ADOPTED this 21st day of February 2023, by the Board of Supervisors of the Township of West Deer.

ATTEST:

TOWNSHIP OF WEST DEER

Daniel J. Mator, Jr.
Township Manager

Beverly Jordan, Chairperson
Board of Supervisors

POLICY FOR FIRE TAX EXPENDITURES

PURPOSE

The Township of West Deer (hereinafter the "Township") desires to implement the within Policy to establish certain guidelines, requirements, and procedures for the expenditure of revenues generated by the Township's Fire Tax and distribution of said funds to the Volunteer Fire Companies (hereinafter the "VFC's") that serve the Township and its residents. **The Fire Tax funds collected by the Township will be distributed on an annual basis equally to each of the VFC's that serve the Township.**

A. Financial Reports

Each VFC must submit the following to the Township:

1. Quarterly and year-to-date financial reports at the close of each calendar-year quarter;
2. A Volunteer Firefighter Relief Association (VFRA) financial report on an annual basis; and
3. Account balances in the form of an annual balance sheet for each account on an annual basis.

B. Monthly Activity Reports

Each VFC must submit to the Township monthly activity reports detailing the number of calls received by the VFC, addresses of any fires that occurred and any major events/news of the VFC. These reports are due on the Thursday prior to every regular meeting of the Board of Supervisors.

C. Bills Paid

The Township will pay any bill submitted by a VFC, provided the VFC is compliant with this Policy.

D. Capital Improvements

For capital improvements or purchases in excess of One Hundred Thousand Dollars (\$100,000.00), the VFC is required to notify the Township Manager prior to expenditure.

E. Non-Compliance

If any report described in Sections A or B of this Policy is not received by the Township within thirty (30) days of a deadline, a warning shall be issued by the Township to the non-compliant VFC. If any such report is not received by the Township within sixty (60) days of a deadline, no payments will be made by the Township on behalf of the VFC until that VFC submits the required report(s).

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DISCUSSION: PURCHASE OF FINANCIAL SOFTWARE

MR. MATOR...

	MOTION	SECOND	AYES	NAYS
MR. SMULLIN	___	___	___	___
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___
MR. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___

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NEW BUSINESS FOR FUTURE DISCUSSION/ACTION

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ANNOUNCEMENTS

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PUBLIC COMMENT (NON-AGENDA MATTERS OF GENERAL TOWNSHIP CONCERN)

THE BOARD WILL HEAR COMMENT ON NON-AGENDA RELATED ITEMS OF GENERAL TOWNSHIP CONCERN AT THIS TIME. PLEASE APPROACH THE MICROPHONE, CLEARLY STATE YOUR NAME AND ADDRESS, AND LIMIT YOUR COMMENTS TO THREE (3) MINUTES.

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ADJOURNMENT

DO I HAVE A MOTION TO ADJOURN AT _____ P.M.?

	MOTION	SECOND	AYES	NAYS
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____