AGENDA

TOWNSHIP OF WILKINS
BOARD OF COMMISSIONERS MEETING
APRIL 14, 2025

VIA ZOOM: https://us02web.zoom.us/j/81676024889

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: Second Stated Meeting of March 31, 2025

COMMUNICATIONS: Email communication from Natalie Kurn, Energy Savers, Inc.

CITIZENS' COMMENTS:

REPORTS:

1. Engineer
2. Police
3. Public Works
4. Fire Departments
5. Building Inspector
6. Manager (Deed Transfer Tax)
7. Tax Collector
8. Act 511 Taxes
9. Solicitor
10. Recreation

PAYMENT OF BILLS:

FUND	*AMOUNT*
General Fund	$164,975.15
Combined Sewer Fund	$197,275.24
Police Pension Fund	$1,547.50
Procurement Card	$3,911.52
Total:	**$367,709.41**

OLD BUSINESS:

NEW BUSINESS:

1. Resolution #8-2025, applying for a PA Small Water and Sewer Grant in the amount of $201,900 for the purpose of a sewer relining project on Penhurst Drive.

2. Recommendation to rescind the acceptance of the award of ALCOSAN GROW Grant 2017_01-004 in the amount of $112,500.00 and to instead accept ALCOSAN GROW Grant 2025_01-019 in the amount of $1,241,400.00, a reimbursement grant for Phase II of the Linhart Area Separation Project.

3. Recommendation to authorize Keystone Staffing to employ _____ for the purpose of providing staffing for the open position of Accounts Payable / Payroll Specialist at a cost of $37.50 per hour, for a maximum of 520 hours.

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4. Request from Chief Lamb to purchase a 2025 Ford Police Interceptor SUV from Whitmoyer Ford, Inc., for $46,610.00 through Costars Contract number 013-E23-302.

5. Request for authorization to apply for a Chapter 105 General Permit for the Montgomery Sewer Aerial Crossing (Brown Avenue hanging sewer) project.

6. Request from the Hart Drive Circle Association for a donation for the Hart Drive Circle butterfly and tree gardens.

COMMISSIONERS' COMMENTS

ADJOURNMENT

WILKINS TOWNSHIP BOARD OF COMMISSIONERS
SECOND STATED MEETING
MONDAY, MARCH 31, 2025

The Second Stated Meeting of Monday, March 31, 2025 was brought to order at 7:00 PM by President, Sylvia J. Martinelli. A quorum was present as follows:

Mrs. Martinelli, Ms. Pepper, Mr. Wells, Mr. Boyd & Ms. Benning

(70-2025) MOVED BOYD-WELLS to approve the minutes of the Regular Meeting of Monday, March 10, 2025. The motion was adopted by unanimous roll call vote.

Correspondence:

Ms. Debra Dinnocenzo submitted a letter regarding her parents' property located at 937 Larimer Ave. This letter is requesting that the required sewer lateral inspection prior to the sale of this property be waived by the Board due to the structure on the property only being utilized for storage for the last 60 years.

Citizens' Comments:

Mr. Greg Swatchick of 648 Gramac Lane, Penn Hills, addressed the Board asking if they were aware that the proposed Churchill Borough billboard to be placed by Maple Lane was denied by the judge presiding the case. The Board stated they were aware. Mr. Swatchick then invited the Board to walk the property that the Advancing Youth Initiative will most likely purchase located at 703 Rodi Road.

Ms. Debra Dinnocenzo, attending the meeting by Zoom, addressed the Board to plead her case as to why she believes the sewer lateral inspection for the property located at 937 Larimer should be waived in this particular instance. Ms. Dinnocenzo stated that the property has only been utilized for storage and has been uninhabited for the last 60 years with no utilities on during that entire time. Ms. Dinnocenzo claims that the only recourse a buyer has is to demo the property. Ryan Flaherty & Scott Matthews visited the site and, using the Township's sewer camera, were able to determine that there is a "Y" in the main sewer line that appears to go towards the property but verifying if there is a lateral connected from the structure to the main line was impossible to determine. Rebecca Vargo reiterated that the Township's Ordinance requires that any property within 250 feet of a main sewer line must connect to this. All appearances indicate this never occurred. The Board took all the information into consideration.

(71-2025) MOVED PEPPER-BENNING to approve the payment of the schedule of bills in the amount of $387,071.62. The motion was adopted by unanimous roll call vote.

Old Business:

There was no old business.

New Business:

ORDINANCE NUMBER 1134

AN ORDINANCE OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 310, PROPERTY MAINTENANCE, ARTICLE II, OCCUPANCY

PERMIT REQUIREMENTS, SECTION 310-6, TO ADD PARAGRAPH 310-6 A (3), REQUIRING COMPLIANCE WITH THIS CHAPTER PRIOR TO THE RELEASE OF A NO LIEN LETTER

(72-2025) MOVED WELLS-BENNING to read Ordinance Number 1134 for the first time by title only.

(73-2025) MOVED WELLS-BOYD to accept the first reading of Ordinance Number 1134.

(74-2025) MOVED WELLS-BENNING to read Ordinance Number 1134 for the second time by title only.

(75-2025) MOVED BOYD-WELLS to adopt Ordinance 1134.

Motions 72-2025 to 75-2025 inclusive were adopted by unanimous roll call vote.

ORDINANCE NUMBER 1135

AN ORDINANCE OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 425, VEHICLES, ABANDONED OR NUISANCE, SECTION 425-2, TO AMEND PARAGRAPH 425-2 A(2), TO ADD THAT THE KEEPING OR LEAVING OF NUISANCE VEHICLES WITHIN 10 FEET OF A PUBLIC STREET FOR MORE THAN 72 HOURS IS A PROHIBITED ACT

(76-2025) MOVED WELLS-BENNING to read Ordinance 1135 for the first time by title only.

(77-2025) MOVED WELLS-PEPPER to accept the first reading of Ordinance Number 1135.

(78-2025) MOVED WELLS-PEPPER to read Ordinance Number 1135 for the second time by title only.

(79-2025) MOVED WELLS-BENNING to adopt Ordinance 1135.

Motions 76-2025 to 79-2025 inclusive were adopted by unanimous roll call vote.

RESOLUTION NUMBER 6-2025

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 14-2009 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON DECEMBER 16, 2008

(80-2025) MOVED BOYD-WELLS to adopt Resolution #6-2025. The motion was adopted by unanimous roll call vote.

RESOLUTION NUMBER 7-2025

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE FILING OF AN APPLICATION FOR GRANT FUNDS WITH THE DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES FOR THE STEPHEN AND LUCIA CATARINELLA BIKE PARK

(81-2025) MOVED BOYD-BENNING to adopt Resolution #7-2025. The motion was adopted by unanimous roll call vote.

(82-2025) MOVED MARTINELLI-BOYD to appoint Raymond James as Underwriters and Dinsmore & Shohl, LLP as Bond Counsel for the new municipal building project.

(83-2025) MOVED WELLS-BENNING to authorize LSSE to prepare bid specifications and advertise for the 2025 road paving project.

(84-2025) MOVED MARTINELLI-PEPPER to authorize LSSE to prepare bid specifications and advertise for the concrete, landscape and electrical work for the Community Center fireplace project.

(85-2025) WELLS-BENNING to authorize LSSE to prepare & submit a Letter of Interest to ALCOSAN for Cycle 11 of the GROW Grant for the purposes of lining portions of the sanitary sewers on Patterson, Harrison & Linhart.

(86-2025) MOVED BOYD-PEPPER to approve the advertising of the sale of the vacant lot on Frazier Drive.

(87-2025) MOVED BOYD-WELLS to approve the advertising of the sale of Truck 65 on Municibid.

(88-2025) MOVED WELLS-BOYD to approve the agreement between the Township & Acrisure for actuary services for the police pension & continued OPEB services.

(89-2025) MOVED BOYD-BENNING to approve Chief Lamb's request to send 5 officers to Advanced Patrol Response & Active Shooter training at a cost of $25 per officer and for Chief Lamb to attend a law enforcement training seminar at a cost of $200.

(90-2025) MOVED BOYD-WELLS to approve Ryan Flaherty's request to purchase books for an Emergency Management Coordinator training at a cost of $26 per book and to purchase the 2021 ICC Code Enforcement & Fire Inspection books at a cost of $1,032.00.

(91-2025) MOVED BOYD-BENNING to appoint Ryanne Bower, Deneen Pepper, Karen Petrow, Deborah Radokovik, Simone Tanz & Janet Winschel to the Recreation Advisory Board.

(92-2025) MOVED BENNING-BOYD to approve the Recreation Advisory Committee's request to donate $250 to the Munhall Community Band for their Light-Up Night performance.

Motions 822025 to 92-2025 inclusive were adopted by unanimous roll call vote.

Commissioners' Comments:

Mr. Boyd stated he attended a bike trail construction class. Mr. Boyd also stated that Ms. Carley Young is still interested in teaching bike riding to young children at the future bike trail's pump track.

Mr. Wells inquired if there were any updates regarding the former Lidl property that was recently purchased by Hawk. Both Mr. Saunders & Mr. Matthews informed the Board that an on-site meeting was conducted last week where the surveyor & engineer for Hawk were shown where the new sewer lateral

needs to be installed using the existing 20' easement. Mr. Wells also inquired if there were any updates regarding the Benderson property. Mrs. Vargo stated she has not heard anything from them in quite some time.

Mrs. Martinelli inquired on the progress of the Heritage Heights development. Mrs. Vargo stated that Sunset Homes has started bonding the roads that their heavy equipment will travel on to get to the site and she expects they will apply for a cut & grade permit in the very near future. Mrs. Martinelli went on to state that the Easter Egg Hunt will occur on April 12th at the Community Center and that there will also be magicians at the event. She went on to state that there will be a jazz night, also held at the Community Center, on September 20th.

(93-2025) MOVED WELLS-BOYD to adjourn. The meeting adjourned at 8:09 PM. The motion was adopted by unanimous roll call vote.

Respectfully submitted,

Rebecca Vargo
Secretary

Rebecca Vargo

From: Natalie Kurn <kurnn@energysaversinc.com>
Sent: Monday, April 7, 2025 9:09 AM
To: Rebecca Vargo
Subject: Re: Electric Renewal

Good morning, Rebecca -

I am sending this to you as a 'heads-up' for a change in law that was recently passed by PJM (the electric grid operator) that will effect every electricity client in Pennsylvania:

The impact of the results of PJM (the electric grid operator) capacity auction for the upcoming program year, starting in June of this year are just being made known to us regarding our customers. Capacity is typically around 30% of the cost of your power and is baked in to your current fixed rate based on your estimated usage patterns. Starting June of this year, PJM capacity is increasing in cost over 900% and this will affect all utilities and all suppliers (not just Constellation).

As a result of this extreme increase, suppliers and utilities have to pass this through to customers since it is a change in law. One of the reasons we've always put Constellation (CNE) first as our recommended supplier is that in the past, they've been very conservative about this and have eaten the cost, holding pass-through charges to $0. But with this increase, they cannot bear the full burden of it.

They've calculated what they consider the "Change in Law" (CIL) increase for the Township of Wilkins at $4,327 for the remaining 18 months in your contract from June '25 – Dec '26. However, they've decided to share in the cost of that and limit the Township of Wilkins' amount to $2,356. This amount will be divided into the 18 months ($130.89/month) remaining in your contract starting in June 2025 if you choose not to renew.

If you renew now for a 36-month term they are offering to reduce this amount further to $1,762 and roll it into your new rate so you will not see the out-of-pocket expense.

I wanted to provide you with this information now as you will be receiving a letter from Constellation in June and will need to make a quick decision. Please note that what is happening with capacity is all across the board for every electric consumer whether they are with a supplier or with the utility directly.

I know this is a lot of information so I am breaking it down in the line items below. After you've had time to review this email, please let me know and I would be happy to setup a zoom call with you to review and discuss further.

Township of Wilkins options:

1. 1. **Pay the Capacity outright**
    a. **Capacity Owed June '25 – Dec '26:** $2,356 ($130.89/month for 18 mths)
2. 2. **Renew for 36-months @ 8.572 cents/kWh**
    a. No need to pay upfront

b. Reduces total amount owed from $2,356 to $1,762 over time

Natalie Kurn
President
Ph: 412.364.6468 x15
Fax: 412.364.6503
KurnN@energysaversinc.com
Energy Savers, Inc • 306 McKnight Park Drive • Pittsburgh, PA 15237-6534 • 412.364.6468

From: Rebecca Vargo <rvargo@wilkinstownship.com>
Sent: Monday, November 13, 2023 7:47 PM
To: Natalie Kurn <kurnn@energysaversinc.com>
Subject: RE: Electric Renewal

Hi Natalie,

See attached.

Rebecca
Rebecca Vargo, Manager
Wilkins Township
110 Peffer Road
Turtle Creek, PA 15145
(412) 824-6650 x 10

From: Natalie Kurn <kurnn@energysaversinc.com>
Sent: Monday, November 13, 2023 12:32 PM
To: Rebecca Vargo <rvargo@wilkinstownship.com>
Cc: John Rushford <jrushford@cfwattorneys.com>
Subject: Re: Electric Renewal

Great thank you!

From: Rebecca Vargo <rvargo@wilkinstownship.com>
Sent: Monday, November 13, 2023 11:43:20 AM
To: Natalie Kurn <kurnn@energysaversinc.com>
Cc: John Rushford <jrushford@cfwattorneys.com>
Subject: RE: Electric Renewal

Thanks Natalie,

Looks like the rate came down a tad, wee-bit. I'll get this back to you tonight.

Rebecca
Rebecca Vargo, Manager
Wilkins Township
110 Peffer Road

LSSE
Civil Engineers and Surveyors
Fike • LSI • LSSE • Rabell • Senate
846 Fourth Avenue, Coraopolis, PA 15108
(412) 264-4400 • (412) 264-1200 Fax

TO:	Wilkins Township Board of Commissioners	DATE:	April 10, 2025
		S. O. NO.:	737-001
FROM:	Kevin A. Brett, P.E. Shawn R. Wingrove, P.E.	cc:	Rebecca Vargo, Manager Tim Saunders, Assistant Manager
SUBJECT:	**Monthly Engineer's Report** **April 14, 2025 Meeting**		

Following is an update to the Summary of the Engineering Work performed for projects in the last 30 days:

Public Improvement Projects

1. **2025 Roadway Improvements:** *LSSE to meet with Township to discuss potential 2025 paving improvements program. LSSE to schedule meeting to discuss paving and potential program in mid to late January for an April Bid opening. LSSE preparing preliminary opinion of probable costs for review with Township. LSSE provided Township with Final Opinion of Probable Costs. LSSE request authorization to advertise. Bid opening is tentatively for April 23, 2025.* **LSSE sent Township Advertisement on March 28, 2025. Base Bid—Negley Ave From Highland Ave to Rebecca Ave**
   a. **Add Alternate 1 Coal street from Orchard Street to Meadow Street**
   b. **Add Alternate 2 Meadow Street from Farnsworth St. to Coal Street**
   c. **Add Alternate 3. Farnsworth Ave from Church Hill Road to Meadow Street**
   d. **Add Alternate 4 Orchard Street from Coal to Dead End**

2. **106 Dorothy Demo:** *LSSE preparing Request for Proposals for demolition of property; LSSE to provide summary for Board consideration. LSSE sent Summary of the Requests for Proposal for demolition on February 4, 2025 for Board's review. Pre Construction meeting occurred on March 3, 2025 with Township and Contractor. LSSE sent a no occupancy letter on February 27, 2025 to Township and Contractor.* **Contractor to start demolition the week of April 14, 2025, weather dependent.**

3. **Eastmont Park:** LSSE received punchlist from HRG on January 2, 2025; LSSE to review outstanding items with Public Works. *LSSE sent punchlist items to Contractors on February 26, 2025.* **LSSE sent Contractor a request for schedule on April 9, 2025.**

4. **The Stephen and Lucia Catarinella Bike Park:** *LSSE met with Township to do a walkthrough of site on March 3, 2025.* **LSSE submitted DCNR grants on April 2, 2025.**

5. **Maple Lane Guiderail:** *LSSE to issue Memo and Opinion of Probable Cost to Township. LSSE requests authorization to Bid guiderail on Maple Lane to replace the cable guiderail. Bid opening is tentatively for April 23, 2025.* **LSSE request authorization to bid.**

6. **Community Center:** *LSSE and Township held a site visit on March 3, 2025. LSSE is preparing RFPs and Design Concepts for the concrete patio.* **Bid Opening is tentatively scheduled for May 28, 2025.**

7. **2024 Road Program:** *LSSE issued punchlist letter to Contractor on February 26, 2025.* **LSSE followed up with Contractor April 10,2025 requesting schedule for work to be completed.**

8. **Municipal Complex Survey:** LSSE is 90% complete with field work and topography will be provided and mapping over the next two weeks. **Survey has been completed. Property being finalized.**

Developments

1. **703 Rodi Road:** *LSSE issued subdivision letter dated January 7, 2025. LSSE is reviewing Sewage Planning Module. LSSE issued subdivision letter dated January 20, 2025.* **LSSE sent Review No. 3 to Developer and Township on February 21, 2025. LSSE to meet with Developer and Township to discuss the access easement, location of utilities easements, and location of pavement.**

2. **Heritage Heights:** Pre-construction meeting was held with Developer and Township on February 26, 2025. Construction is to begin within the next two weeks. **LSSE sent shop drawing letter to Contractor on April 3, 2025. Township and LSSE met with Developer on April 10,2025 to confirm final plans for contraction and get an update on project.**

Grants

1. **Grant Application Summary (Submitted Applications)**

Project	Grant Source	Grant Request	Township Match	Submission Date
The Stephen and Lucia Catarinella Bike Park	DCNR C2P2	$213,440.00	50% Required $ 213,440.00	April 2, 2025

2. **Grant Application Summary (Open/Anticipated Funding Sources)**

Project/Eligible Project Types	Grant Source	Grant Request	Township Match	Submission Date
The Stephen and Lucia Catarinella Bike Park	CFA – Greenways Trails and Recreation		15% Required	May 31, 2025
Flooding, Stream Improvements	CFA – Watershed Restoration and Protection Program		15% Required	May 31, 2025
Penhurst Dr Sewer Repairs	CFA – Small Water and Sewer	$ 201, 900	15% Required $ 35, 708.	April 30, 2025

Upcoming Grants for next 4 months:

CFA – Act 13 Programs: Open February 1, 2025 / Due May 31, 2025

- Greenways, Trails and Recreation (GTRP)
  - Max Grant Award $250,000
  - 15% Local Match
  - Development, Rehab and improvements to public parks, recreation areas, greenways, trails and river conservation

- Watershed Restoration and Protection Program (WRPP)
  - Max Grant Award $300,000
  - 15% Local Match
  - Projects which involve the construction, improvement, expansion, repair, maintenance or rehabilitation of new or existing watershed protection Best Management Practices (BMPs).

- Sewage Facilities Program
  - Max Grant Award $100,000
  - 50% Local Match
  - Costs associated with the planning work required under Act 537.

- Flood Mitigation Program
  - Max Grant Award $500,000
  - 15% Local Match
  - Projects authorized by a flood protection authority, the Department of Environmental Protection (DEP), the U.S. Army Corps of Engineers (Corps) or the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) or identified by a local government for flood mitigation are eligible for the program.

- Abandoned Mine Drainage Abatement & Treatment Program (AMDATP)
  - Max Grant Award $1 Million
  - 15% Local Match

- Baseline Water Quality Data Program

- Max Grant Award $250,000
- 15% Local Match
- Projects which involve practices for water sample collection and analysis to document existing groundwater quality conditions on private water supplies.

CFA – Multimodal: Open March 1, 2025 / Due July 31, 2025

- Projects with total cost over $100,000
- Max Grant Award - $3 Million
- 30% Match
- Development, rehabilitation and enhancement of transportation assets to existing communities, streetscape, lighting, sidewalk enhancement, pedestrian safety, connectivity of transportation assets and transit-oriented development.

DEP – Growing Greener: Open end of April / Due end of June

- Watershed restoration projects
- 15% minimum match

PennDOT ARLE

- Pre-Scoping form typically due in April.
- Application typically due end of June.
- The pot of money for the ARLE grant is much smaller than the Green Light Go program.
- Suggested projects include, roadway capacity upgrades such as auxiliary lanes and radii improvements, as well as signing and stripping improvements, guiderail improvements, school zone designations, bicycle and pedestrian improvements, and traffic signal improvements.
- The ARLE applications will be submitted electronically through the DCED Single Application for Funding System.
- The ARLE Grant program is a reimbursement grant program.
- There is no match requirement but cost sharing is encouraged. There is no minimum or maximum grant request requirement and no limitation on the number of applications submitted.
- Projects are required to be completed within three years and the municipality is responsible for overruns.

MS4

Pollution Reduction Plan – *LSSE to review PRP for Township and provide summary memo of steps to have completed.*

MS4 Permit Memo Update was sent on March 14, 2025 to Township.

- *Draft General Permit has been issued by DEP and is currently out for review for comment. Comments are due to DEP by March 19, 2025. Draft permit indicates NOI due to DEP September 2026 and Volume Management Plan (VMP) is due September 2028 in draft document. LSSE is reviewing draft permit and will have*

draft memo of all changes / requirements in the new permit. LSSE to provide memo to Township in late February.

Sanitary Sewers

1. **Queenston Sanitary Sewer Lining:** *LSSE to review documents from HRG once received to developer bid strategy. Township is reviewing project scope. Meeting to be held in March to discuss Township findings.* **No Change**

2. **Ariel Crossing on Brown Avenue Sewer:** *LSSE to begin design once authorized by the Board. LSSE has completed surveying and began on preliminary designs and permitting. This project is funded by a grant that the Township received in the amount of $120,000.00* **LSSE completed field surveys, preliminary design plans for submittal of permit for Aerial crossing over the stream. Permit to be submitted April 11-15, 2025. Bid documents to be prepared for June Bid opening and award with Construction to be completed in July.**

3. **Sanitary Sewer Operation and Maintenance Plan:** *LSSE began draft of the Operations and Maintenance Plan.*

4. **To be provided for review by Mid April—drafted currently under internal review.**

5. **CSO Separation:** *CSO#2 TR-03 has been closed off and eliminated by the Township and ALCOSAN. CSO#1 is being tested by the Township. Third test has been completed, results have been higher than required but are dropping significantly with each test. Test will be ongoing until compliance is achieved. Once testing is resolved within limits CSO permit will be terminated.*

   Township continued to test water until three required results are reached.

6. **Regionalization of Interceptors—Both are progressing, goal is to be completed in 2025.**

WILKINS TOWNSHIP POLICE DEPARTMENT

110 PEFFER ROAD TURTLE CREEK, PA 15145

EMERGENCY 911
NON-EMERGENCY(412) 473-3056

POLICE OFFICE: (412) 824-0032
POLICE FAX: (412) 824-6647

CHIEF RANDY O. LAMB

MONTHLY POLICE REPORT - March, 2025

I. Total Police Calls Logged 303

II. Law Enforcement

1. Criminal Offenses Reported	33
2. Criminal Arrests/Persons Charged	20
3. Criminal Offenses Cleared	21

III. Traffic, Parking, Ordinance Enforcement

1. Traffic Citations Issued	89
2. Parking Tags Issued	17
3. Parking Citations Issued	5
4. Non-Traffic Citations Issued	6

IV. Training

5 officers	x 16 hours	=	80 Hours
1 officer	x 16 hours	=	16 Hours
10 officers	x 4 hours	=	40 Hours

TOTAL: 136 Hours

V. Police Vehicles

1. Fleet Miles Accumulated 7,689
   a. Odometer Readings

Car 1	2021 Ford SUV	38,430
Car 2	2021 Ford SUV	39,775
Car 3	2023 Ford SUV	22,077
Car 4	2018 Ford SUV	66,946
Car 5	2022 Ford F-150	19,552
Car 6	2020 Ford SUV	59,929
Car 7	2023 Ford SUV	6,107
Car 8	2023 Ford SUV	28,341

VI. Receipts

1.	Fines - Court	3,761.14
2.	Parking Tags	120.00
3.	Alarm Fees	36.00
4.	Mechanical Devices	1,200.00
5.	Copies of Police Reports	90.00
6.	Dumpster Permits	50.00
	TOTAL:	5,257.14

VII. Special Details

DUI Roving Patrols
(Throughout Wilkins Township)

3-14-2025 15:00-19:00 and 3-15-2025 22:00-02:00

Traffic Citations	15
Traffic Warnings	9
Traffic Stops	24
Arrests	1

WILKINS TOWNSHIP POLICE DEPARTMENT

110 PEFFER ROAD TURTLE CREEK, PA 15145

EMERGENCY 911
NON-EMERGENCY(412) 473-3056

POLICE OFFICE: (412) 824-0032
POLICE FAX: (412) 824-6647

CHIEF RANDY O. LAMB

03/01/2025 16:28 Police were dispatched to the area of William Penn Highway at Kinston Drive for a male who was involved in a fight inside of a pickup truck. The pickup truck had pulled over to the side of the road, and the male exited. The pickup truck reportedly drove off in an unknown direction. Officers searched the area for the vehicle and the male who had gotten out, but could not locate either.

03/02/2025 13:21 Police were called to Lougeay Road at Lower Rodi Road for a vehicle crash with injuries. There, an officer spoke with motorists involved. They reported that a vehicle travelled down Lougeay Road and as it approached the stop sign at Lower Rodi Road, the brakes failed. That vehicle entered the intersection, striking the other vehicle. Both vehicles were towed. An accident investigation and report were completed.

03/03/2025 00:21 Police and medics were dispatched to a home on Kingston Drive for a female experiencing mental health issues. There, officers spoke with the female who stated she needed some help and wanted to sign herself in for a mental health evaluation. An officer gave the female a ride to a local hospital.

03/04/2025 01:18 Officers responded to Laurel Village Apartments for a reported domestic disturbance in one of the apartments. While checking the floor where the disturbance was reported, officers came into contact with a male. The officers confirmed that this male had been arguing with another inside his apartment. The officers checked on the other individual, and were advised that the first male was wanted on a warrant from Butler County. The male was taken into custody, and later transported to jail.

03/05/2025 20:00 An officer on patrol saw a vehicle travelling on William Penn Highway with no headlights or tail lights activated. As the officer followed behind the vehicle, he saw that the vehicle was not staying within its lane, and was drifting back and forth between two lanes. The officer initiated a traffic stop of the vehicle. Officers saw that the inspection and emissions stickers on the vehicle were fraudulent. The officers observed that the driver had signs of intoxication, and administered field sobriety tests, which the driver failed. She was arrested, and transported to a hospital for a blood draw. She was later released to a family member, and advised that charges would be filed, via summons, for DUI and the fraudulent stickers.

03/06/2025 19:15 Police were dispatched to Washington Street for a female that was highly intoxicated. When officers arrived, they saw the female fall to the ground. The female was unable to get back to her feet. Officers checked on the female and observed obvious signs of intoxication. Medics were called to the scene, and advised they would transport the female to a hospital due to her extreme intoxication. A public drunkenness citation was issued to the female.

03/07/2025 19:52 Police responded to Sheetz for a retail theft with the actors still in the store. When officers arrived two minutes later, the two males had already fled in a vehicle. None of the employees working at the time had access to the surveillance camera footage. The investigation is on-going.

03/08/2025 19:52 Police were dispatched to a home on Alpine Blvd for a domestic disturbance, involving a brother and sister. There, officers met and spoke with the adult brother and sister, and their father. The brother and sister reported getting into an argument and the brother wanting the sister to leave. At one point, the brother grabbed his sister and picked her up, trying to physically remove her from the home. The brother was cited for harassment. He agreed to leave the home for the night to avoid any further confrontation.

03/09/2025 22:30 Officers were called to Briaridge Apartments to conduct a welfare check. There, the complainant reported hearing an alarm earlier coming from an elderly neighbor's apartment. When the complainant went to check, he found the apartment door to be unsecure. Officers advised the complainant that the neighbor had fallen earlier, and was transported to a hospital. The apartment door was secured.

03/10/2025 16:17 Police responded to Lower Rodi Road for an intoxicated male in the roadway. Officers found the male, and confirmed he was intoxicated. They also found that he was a wanted person on a warrant from West Mifflin. During a search incident to arrest, officers seized marijuana and drug paraphernalia from the male. He was taken to the police station for processing, and then transported to jail.

03/11/2025 10:17 An officer responded to Brentmore Apartments to take a theft report. There, he spoke with management, who reported that sometime overnight, person(s) unknown removed the change machine that was in the first-floor hallway near the recreation room. An investigation was started. There are no suspects at this time.

03/12/2025 15:38 An officer was on routine patrol in the area of the Comfort Inn hotel. He observed a vehicle traveling through the parking lot. As the officer got closer to the vehicle, the driver stopped, and quickly reversed through the lot. The vehicle exited the main parking lot then, and the officer checked the vehicle's registration. At this time, the vehicle entered the lower parking lot of the hotel, and quickly parked. The male and female occupants of the vehicle exited and ran into the hotel. The officer was then advised that the registered owner of the vehicle was wanted on a warrant for dangerous drugs, from the Allegheny County Sheriff's Department. The officer confirmed the photograph of the wanted person was consistent with the appearance of the male driver. The officer called for assistance, and other Wilkins and Churchill Police officers responded. Officers found that the wanted person had rented a room at the hotel. Officers went to the room and were able to take the male into custody without incident. The female was identified and was found to be a wanted person, also, on a warrant from Port Authority Police. Both were taken to jail.

03/13/2025 16:00 An officer was dispatched to a residence on Dowling Avenue for a reported burglar alarm, with the point of activation being the front door. The officer responded and found all the doors and windows to be secure. There were no vehicles in the driveway. There was no keyholder information through the alarm company.

03/14/2025 14:42 Police were dispatched to the Comfort Inn Hotel for a female experiencing mental health issues. The complainant reported being a friend of the female, and advised the female had threatened suicide earlier. Officers responded and spoke with the female. She advised she was going through a rough time and had recently been evicted from her home. The female asked for help, and wanted to sign herself in to a hospital for a voluntary mental health evaluation. An officer gave the female a ride to a hospital.

03/15/2025 22:19 Police were dispatched to a home on Washington Street for a harassment report. There, an officer spoke with the complainant, who reported her ex-boyfriend has repeatedly come to her house and phoned/texted her, against her wishes. The complainant showed the officer numerous text messages from the ex-boyfriend, and numerous text messages from her to him, advising him to stop communicating with her. The male ignored those directions, and continued to text the complainant. After verifying the phone number and account belonged to the ex-boyfriend, the officer filed harassment by communications charges, via summons. The officer also explained the process of obtaining a PFA to the complainant.

03/16/2025 18:11 An officer responded to a home on Lilly Lane for a non-violent dog in the resident's back yard. There, the resident had the dog on his front porch. The small, brown dog had a collar and a rabies tag, but no owner information. The officer had our animal control company respond to the police station to take control of the dog.

03/17/2025 16:00 An officer on patrol saw a tractor trailer traveling on Lower Rodi Road at Penn Center Blvd. The commercial motor vehicle drove by a weight restricted roadway sign. The officer followed the truck down Larimer Avenue, and stopped it in Turtle Creek. The officer confirmed the vehicle was well over 10,000 pounds overweight for the roadway, and issued the driver a citation.

03/18/2025 06:24 Police responded to the Plaza Lounge for a burglary report. There, officers met with an employee, who reported the front glass door to the bar was shattered out when he arrived for work this morning. Plaza Lounge management reported cash stolen from inside the business. The investigation is on-going.

03/19/2025 14:46 Police were dispatched to the Churchill Haus Bar for a third-party call of a male in a vehicle waiving a gun at another male. Two officers were close to this location, and responded from opposite directions. Officers neither passed any possible suspects, nor saw anything in the Churchill Haus parking lot. Nobody in the area saw anything out of the ordinary. The call was unfounded.

03/20/2025 22:57 Police responded to a business on Lower Rodi Road, for a burglar alarm activation. An officer found the business to be secure. There was no keyholder information available from the alarm company.

03/21/2025 03:30 Police were dispatched to Greensburg Pike for a vehicle that struck a parked car. The driver of the vehicle reportedly fled. When officers arrived, they located the parked vehicle and saw that it had extensive damage. They also located the suspect vehicle up the street, unoccupied, with extensive damage. Officers obtained the owner's information from the suspect vehicle, and went to that person's house in Wilkinsburg. As they arrived there, a vehicle was leaving the address, and officers stopped it. The mother of the suspect advised officers her son had been driving the vehicle, and after he crash, ran because he has a suspended driver's license. Both vehicles were towed. The suspect was issued citations, via summons, for driving under suspension and leaving the scene of an accident.

03/22/2025 13:21 Officers responded to an address on Larimer Avenue for a trespassing complainant. There, officers encountered two individuals inside a parked vehicle on the street. The registration plate on the vehicle did not belong on that car. The occupants refused police instruction to exit the vehicle, and were eventually told they were under arrest. They were taken into custody. During the arrest, officers saw suspected heroin and drug paraphernalia. A search warrant for the vehicle was obtained, and illegal controlled substances and drug paraphernalia were seized. The two occupants of the vehicle were charged various crimes.

03/23/2025 15:29 An officer on patrol saw a vehicle pass him at a high rate of speed on William Penn Highway. The officer ran the vehicle's registration and found it to be expired and suspended for insurance cancellation. The vehicle was stopped. The officer then saw that the inspection and emissions stickers were expired. The officer issued citations, and the vehicle was towed.

03/24/2025 11:49 Police were called to Home Depot for a retail theft I progress. A male had attempted to push a cart full of merchandise out of the store, and was stopped by a loss prevention employee. The male fled on foot, across William Penn Highway. Officers responded and searched the area, but not locate the male. The investigation is on-going.

03/25/2025 23:31 Police were dispatched to Brown Avenue near Washington Street for a found child. When officers arrived, the complainant reported finding an eight-year-old child walking on Brown Avenue. The child told officers she was walking to her grandmother's home in Wilkinsburg from her mother's home in Turtle Creek. The child would not tell officers her mother's address, but agreed to take them to her grandmother's house. Officers took the child to her grandmother. The grandmother phoned the mother, who was unaware the child had left her home. An officer went to the mother's residence then, on Larimer Avenue. While enroute, he found a bicycle on the side of the road on Brown Avenue, which turned out to be the child's bike. The officer took the bicycle to the mother's house. Allegheny County CYF was notified of this incident.

03/26/2025 12:16 Police were dispatched to Highland Manor Apartments for a four-year-old child found wandering in the hallways of one of the buildings, wearing only a diaper. Officers responded and met with the complex manager, who advised this was the second time today that the child was found wandering the hallways alone. Officers accompanied the manager and child to an apartment, where the child's mother was contacted. The mother told officers she had been sleeping and did not know the child had left the apartment. Allegheny County CYF, L.E.A.D. and Childline were all notified.

03/27/2025 14:36 Police responded to several 911 calls of a young child wandering the hallways in only a diaper at Highland Manor Apartments. Officers responded and met with multiple complainants who had seen the child both inside the building's hallways and outside in the parking lot. Officers made contact with the child and mother in an apartment. The mother advised she had been sleeping and did not know the child had left the apartment. The day before, officers handled a similar call, where this child was found on two separate occasions wandering the common hallways of the building, when the mother had reportedly been asleep. After consulting with the Allegheny County District Attorney's Office, the mother was arrested for child endangerment. It should be noted that the day before, the mother had been given a warning. Also, a Childline report was completed, a referral to L.E.A.D. was completed, and the officer spoke with Allegheny County CYF.

03/28/2025 17:56 Police responded to Washington Street just below Haze Street for a tractor trailer that was stuck on the switch back turn. There, officers saw that a Dollar General 18-wheeler had driven down Hazel to Washington, and was unable to negotiate the extreme left turn on the downhill grade roadway. The truck was now stuck within this turn. A tow company responded to the scene, and after approximately four hours, got the truck removed. The driver was cited for failing to obey signs prohibiting trucks in this area.

03/29/2025 05:26 Police were dispatched to a hit-n-run crash on Roland Road, where a vehicle struck a parked car and did not stop. Officers responded and began to investigate the crash scene. A motorist with a disabled vehicle was found further down Roland Road, and the officer determined this was the suspect and suspect vehicle involved in the crash. The driver of this vehicle was subsequently arrested for suspicion of DUI. A search warrant was later served on the vehicle, and controlled substances were found and seized. Charges have been filed against the driver, via summons.

03/30/2025 02:48 An officer on patrol in the area of Sheetz noticed a vehicle with an inoperable tail light. The officer ran the vehicle's registration, and found it to be suspended. The officer stopped the vehicle and spoke with the driver, who admitted that the registration was suspended for unpaid tolls. The officer was informed then that the driver had a suspended driver's license, and a suspended concealed carry gun permit. The officer then found that the driver had a firearm concealed inside the center console of the vehicle. The driver's permit to carry a concealed weapon expired in September of 2023. The firearm was seized, and the vehicle was towed. The driver had someone come to give him a ride. He was advised that charges would be filed against him, via summons.

03/31/2025 18:16 An officer was dispatched to a home on Lucinda Drive for a one-year-old child locked inside a vehicle. An officer quickly responded and when he arrived, was advised that the child had been able to unlock the door, and was safely with her mother. The officer confirmed the child was okay and that there was no need for medics to respond.

Board of Commissioners
Sylvia J. Martinelli, President
Michael Boyd, Vice President
Mark E. Wells
Brittney Pepper
Simone Benning

WILKINS TOWNSHIP

Township Officers
Rebecca Vargo, Township Manager
Tim Saunders, Assistant Manager
Michelle Criner, Treasurer
John Rushford, Solicitor
Randy Lamb, Police Chief
Scott Matthews, Public Works

TO: The Board of Commissioners
Rebecca Vargo, Township Manager

FROM: Scott Matthews

SUBJECT: Public Works Department Monthly Report

DATE: April 7, 2025

The following work was done by the Department of Public Works during the month of March, 2025

Roads and Bridges

1) Cold patched three times.
2) Cut tree on Penn Center Boulevard that was blocking a street light.
3) Cleaned up glass on the road Ridge Avenue @ Wallace Avenue.
4) Picked up dumped trash on Lougeay Road and Thompson Run.
5) Cut the intersection of Cline Street @ Greensburg Pike.
6) Cleared a down tree Linhart Park road.
7) Cleaned debris off the road Tongalucas Street dead end.
8) Picked up a dead animal on Stevendale Drive.
9) Renumbered the Cleanup Day signs.
10) Picked up donated tables and chairs.
11) Edged and mulched the Larimer and Roland islands.
12) I attended a WPJWA meeting on the new paving limits and measured the Townships area.
13) I attended a preconstruction meeting for the Dorothy Street demolition.
14) I attended two pump track meetings on site.

Storm Sewer System

1) GIS work continued on inlets and manhole locations, pipe sizes and flow direction.
2) Checked inlets one time.
3) Pond inspections were completed.
4) Repaired two inlets on John Street.

Sanitary Sewer System

1) Cleared 25 PA 1-calls.
2) GIS work continued on manhole locations, pipe sizes and flow direction.
3) The CSO was checked three times per week.
4) Cut roots out of the mainline at 320 Cline Street and cleaned and inspected the line at 161-155 Sunset Drive.
5) Inspected the line on Balint Lane due to sinkhole.
6) I had a meeting with representatives from Hawk VW to discuss their lateral issue.
7) I attended a ALCOSAN meeting for T-07 and T-09.
8) Opened and inspected the line at 947 Larimer Avenue to verify a factory tap.
9) Cleaned and inspected the line at 135 Tynewood Drive due to a resident's issue.
10) ALCOSAN and Robinson Pipe inspected T-05 section eligible for transfer.
11) Reviewed laterals for Wilkins and Churchill as needed.

Signs and Markings

1) Repaired Stop sign Stevendale Drive @ Elizabeth Street.
2) Installed an 8-ton weight limit sign on Baker Street Bridge.
3) Moved two No Parking signs on Greensburg Pike that were blocked by other signs.

Parks

1) Emptied trash as needed.
2) Filled doggie bags as needed.
3) Eastmont Park removed pallet from Dek Hockey court, picked up barricades from basketball court, replaced and painted wood above restrooms, groomed ballfields and checked hand dryers.
4) Linhart Park repaired doggie bag dispenser and checked hand dryers.
5) Lions Park groomed field, checked hand dryers, cleaned off walking trail and removed old planter box and replaced.

Vehicle Maintenance
Police

1) 41-2 serviced and washed twice.
2) 41-3 washed twice.
3) 41-5 washed.
4) 41-6 washed.
5) 41-7 washed twice.
6) 41-8 washed.

Vehicle Maintenance

Public Works

1) Truck 67 welded the rear hitch.
2) Truck 69 plugged left front tire, checked for inspection replaced front brakes and got inspected.
3) Fire Marshal/Code car replaced oil pressure switch.
4) Vaccon repaired hydraulic leak.
5) Grass trailer replaced tires.
6) Z-Master changed oil and filter, cutting blades, rear tires and greased.
7) Turf Tiger changed oil and filters.
8) Backhoe changed oil and filter, fuel filter, air filters and greased.
9) Roller changed oil and filter, fuel filter, air filter, hydraulic filter and greased.
10) Installed external hard drive in new camera truck.
11) Washed staff car.
12) Old camera truck was sold and picked up.
13) Repaired wiring for overhead crane.

Building Maintenance

1) Township offices were cleaned daily.
2) Set up for meetings as needed.
3) Cleaned out janitors' room, installed new wall, electric, internet, carpet and painted.
4) Repaired flush head in women's room and in squad room.
5) Replaced boiler motor.
6) Cleaned front of building, edged and applied new mulch.

Community Center

1) Cleaned as needed for rentals.
2) Set up as needed for rentals and classes.
3) Replaced Exit sign in big room.
4) Work continued on the water fountain project.
5) Pulled out patio furniture.
6) Replaced a broken toilet seat in the women's restroom.
7) I attended a meeting on the next phase of renovations.

Wilkins Township VFC #1

835 Railroad Street
Turtle Creek, PA 15145

SOUND THE ALARM
Save a Life

Monthly Fire Department Statistics Report
For the Month of March 2025

Activity	Occurrences	Work Hours
Emergency Incidents	58	186.75
Trainings	18	530
Non-Incident Activities (Meetings, Station Staffing, Admin Work, Etc.)	14	1038.25
TOTAL	**90**	**1755**

Emergency Incidents Breakdown	
Fires/Possible Fires	127
Fire Alarms	10
Vehicle Crashes/Rescue	19
Gas/Haz Mat Related Incidents	13
Other	4
TOTAL	58

Additional Response Data	
Average No. of Responding Personnel	4
Average Response Time	00:06:29
Busiest Day by Call Volume	Tuesday
Busiest Time of Day	1500-2300

Year to Date Emergency Incidents

01/01/2025 – 3/31/2025

Incidents
160

Work Hours
3647

Line Officers	
Position	**Name**
Chief	Jason Davis
Deputy Chief	Ryan Flaherty
Captain	Anthony Davis
Lieutenant	Anthony McCracken
Engineer	Jeffrey Payne
Engineer	Michael Talerico

Executive Officers	
Position	**Name**
President	Jenine Davis
Secretary	Ryan Flaherty
Treasurer	Robert Stouffer
Executive Board	Jeffrey Payne
Executive Board	Anthony Davis
Executive Board	Chelsea Cook

Report Created on 4-6-2025
Ryan Flaherty
Deputy Chief

first due

Wilkins Township Volunteer Fire Company No. 1
Address: 835 Railroad St, Turtle Creek, PA, 15145

3/1/2025 - 3/31/2025

Response Zone

RESPONSE ZONE	TOTAL
Wilkins Township-302	20
Churchill-122	17
Wilkins Township-303	6
Forest Hills-153	1
North Braddock-207	2
Penn Hills-227	3
Turtle Creek - 283	4
Wilmerding-306	1
Edgewood-137	1
Monroeville 1 - 192	1
Holiday Park-236	1
Penn Hills #3-223	1
Total	58

first due

Wilkins Township Volunteer Fire Company No. 1
Address: 835 Railroad St, Turtle Creek, PA, 15145

1/1/2025 - 3/31/2025

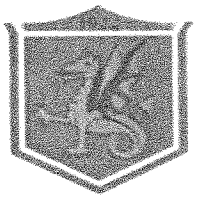
Response Zone

RESPONSE ZONE	TOTAL
Wilkins Township-302	59
Churchill-122	42
Wilkins Township-303	16
Forest Hills-153	1
Braddock-113	2
North Braddock-207	6
Penn Hills-227	8
Turtle Creek - 283	10
Monroeville 4 - 194	1
Wilmerding-306	3
West Wilmerding-211	1
Edgewood-137	3
Swissvale-278	1
Monroeville 1 - 192	1
United-135	1
Holiday Park-236	2
Penn Hills #2-222	1
Duquesne-133	1
Penn Hills #3-223	1
Total	160

Wilkins Twp VFC #3 | 109 Powell Street | East Pittsburgh, PA 15112

Monthly Fire Department Statistics: February 2025

Activity	Occurrences	Work Hours
Emergency Incidents	24	25.49
Trainings	4	112
- Fire School	5	41.5
Non-Incident Activities	19	91.25
TOTAL MEMBER HOURS		270.24



303 Basic Incident Info w/Responding Apparatus

INCIDENT NUMBER	INCIDENT TYPE	ADDRESS	PSAP CALL DATE/TIME	TOTAL INCIDENT PERSONNEL	SCENE TO CLEAR
56	900 - Special type of incident, other	118 Queenston Dr	2025-02-28 11:29:41	1	
55	611 - Dispatched & canceled en route	3455 William Penn Hwy	2025-02-27 21:19:51	10	
55	611 - Dispatched & canceled en route	3455 William Penn Hwy	2025-02-27 21:19:51	10	
55	611 - Dispatched & canceled en route	3455 William Penn Hwy	2025-02-27 21:19:51	10	
55	611 - Dispatched & canceled en route	3455 William Penn Hwy	2025-02-27 21:19:51	10	
54	324 - Motor vehicle accident with no injuries.	208 Churchill Rd	2025-02-27 01:11:19	3	00:10:12
54	324 - Motor vehicle accident with no injuries.	208 Churchill Rd	2025-02-27 01:11:19	3	00:10:12
53	622 - No incident found on arrival at dispatch address	3983 Greensburg Pike	2025-02-25 18:57:31	3	00:04:54
53	622 - No incident found on arrival at dispatch address	3983 Greensburg Pike	2025-02-25 18:57:31	3	00:04:54
52	900 - Special type of incident, other	699 Rodi Rd	2025-02-24 09:51:58	3	
51	900 - Special type of incident, other	500 Penn Center Blvd	2025-02-20 00:30:31	1	
50	445 - Arcing, shorted electrical equipment	100 Briaridge Dr	2025-02-16 23:44:04	6	00:25:18
49	324 - Motor vehicle accident with no injuries.	808 I376 EB	2025-02-16 15:14:20	6	00:12:32
48	324 - Motor vehicle accident with no injuries.	810 I376 WB	2025-02-16 14:30:55	6	00:09:35
48	324 - Motor vehicle accident with no injuries.	810 I376 WB	2025-02-16 14:30:55	6	00:09:35
47	611 - Dispatched & canceled en route	700 PENN CENTER BLVD	2025-02-15 22:31:12	7	
47	611 - Dispatched & canceled en route	700 PENN CENTER BLVD	2025-02-15 22:31:12	7	
46	611 - Dispatched & canceled en route	810 I376 WB	2025-02-15 08:49:47	3	

303 Basic Incident Info w/Responding Apparatus

Wilkins Township Fire Company #3 PA
Address: 109 Powell St, East Pittsburgh, PA, 15112



INCIDENT NUMBER	INCIDENT TYPE	ADDRESS	PSAP CALL DATE/TIME	TOTAL INCIDENT PERSONNEL	SCENE TO CLEAR
45	324 - Motor vehicle accident with no injuries.	GREENSBURG PIKE	2025-02-15 08:25:27	4	00:18:17
45	324 - Motor vehicle accident with no injuries.	GREENSBURG PIKE	2025-02-15 08:25:27	4	00:18:17
44	900 - Special type of incident, other	855 RAILROAD ST	2025-02-15 05:24:44	2	
43	900 - Special type of incident, other	24 HOLLAND RD	2025-02-14 22:41:05	5	
42	700 - False alarm or false call, other	3430 WILLIAM PENN HWY	2025-02-14 02:59:43	1	00:49:19
41	900 - Special type of incident, other	130 PROSPECT DR	2025-02-13 10:51:56	1	
40	700 - False alarm or false call, other	3430 WILLIAM PENN HWY	2025-02-12 21:11:18	5	00:08:14
40	700 - False alarm or false call, other	3430 WILLIAM PENN HWY	2025-02-12 21:11:18	5	00:08:14
40	700 - False alarm or false call, other	3430 WILLIAM PENN HWY	2025-02-12 21:11:18	5	00:08:14
39	900 - Special type of incident, other	317 HOMER DR	2025-02-12 17:06:40	5	
38	700 - False alarm or false call, other	3430 WILLIAM PENN HWY	2025-02-12 05:46:20	2	00:33:41
37	900 - Special type of incident, other	207 KINGSTON DR	2025-02-11 11:21:44	1	
36	900 - Special type of incident, other	120 PEFFER RD	2025-02-11 10:29:23	1	
35	611 - Dispatched & canceled en route	3457 WILLIAM PENN HWY	2025-02-06 17:07:02	2	
34	700 - False alarm or false call, other	3420 WILLIAM PENN HWY	2025-02-05 09:42:30	1	00:10:06
33	611 - Dispatched & canceled en route	810 I376 WB	2025-02-05 04:32:49	3	
32	900 - Special type of incident, other	3420 William Penn Hwy	2025-02-04 14:46:25	3	

TOWNSHIP OF WILKINS

BUILDING PERMIT REPORT

AS OF MARCH 2025

PERMIT NO	NAME & ADDRESS	DESCRIPTION	ESTIMATED COST OF CONSTRUCTION	AMOUNT OF PERMIT FEE
9.25	MARK PRYOR	DECK	$90,000.00	$94.50
	3903 DOWLING AVENUE			
16.25	PCE PARTNERS	INTERIOR ALTERATIONS	$213,917.00	$2,369.01
	400 PENN CTR STE. 111			
17.25	PCE PARTNERS	RELOCATE HVAC DUCTS	N/A	$310.50
	3424 WILLIAM PENN			
20.25	JAMES BRONOWICZ	GENERATOR	N/A	$171.50
	321 FRAZIER DRIVE			

Board of Commissioners
Sylvia J. Martinelli, President
Michael Boyd, Vice President
Mark E. Wells
Brittney Pepper
Simone Benning

WILKINS TOWNSHIP

Township Officers
Rebecca Vargo, Township Manager
Timothy Saunders, Assistant Township Manager
Michelle Criner, Treasurer
John Rushford, Solicitor
Randy Lamb, Chief of Police
Scott Matthews, Public Works Superintendent

TO: Board of Commissioners

FROM: Rebecca Vargo
Township Manager

SUBJECT: Real Estate Transfer Tax – February 2025

DATE: April 3, 2025

The Township received $5,378.97 in deed transfer tax in March, representing real estate transfers occurring during the month of February. The budget is currently at 40.6%. The top five transfers for February are listed below.

New Owner	Address	Consideration
Wesley Family Services	279 Penhurst Drive	$382,500
Nickolas Hicks	100 Farnsworth Drive	$275,000
Laura & Thomas Chadwick	81 Ridgecrest Drive	$184,000
Morgan & Ryan Crumpler	136 Wallace Avenue	$176,250
Jeffrey M. Cella	3916 Dowling Avenue	$80,000

Township of Wilkins
Act 511 Tax Report
for
March
2025

Earned Income Taxes						Difference
	Current Month	$109,548.84		Previous Year	$121,982.26	
33.95%	Current YTD	$259,739.35		Previous YTD	$271,608.40	($11,869.05)
			2025 Budget - $1,055,000			
Local Service Tax						
	Current Month	$5,159.54		Previous Year	$20,311.96	
28.18%	Current YTD	$43,118.74		Previous YTD	$29,154.45	$13,964.29
			2025 Budget - $155,000			
Mercantile Tax						
	Current Month	$6,492.22		Previous Year	$0.00	
12.20%	Current YTD	$32,013.51		Previous YTD	$0.00	$32,013.51
			2025 Budget - $400,000			
Business Privilege Tax						
	Current Month	$76,461.71		Previous Year	$0.00	
41.98%	Current YTD	$98,645.79		Previous YTD	$0.00	$98,645.79
			2025 Budget - $400,000			

WILKINS TOWNSHIP

Monthly Tax Collector's Report Tax Year 2025

03/01/25 - 03/31/25

Balance Collectable - Beginning of the Month	0.00
Assessments	2,842,859.89
Homesteads	0.00
Farmsteads	0.00
Discounts	0.00
Total Collectable	2,842,859.89
Change Orders for this month	
Additions	444.79
Exonerations	-483.53
Net Adjustments	-38.74
Net Collectable	2,842,821.15
Face Collections this month	-344,500.89
Balance - End of the Month	2,498,320.26
Face Exonerations	$43.76
Actual Face Due Balance	$2,498,364.02
Face Amount of Collections	344,500.89
Less Discounts	-6,890.14
Plus Penalties	0.00
Other (under/over)	$-189.78
Total Collected	$337,800.53
Less Face Exonerations	$-43.76
Less Refunded Overpayments	$0.00
Net Collections	**$337,756.77**
Exoneration Refund Amount	$42.88
Refunded Overpayments	$0.00

Building and Fire Inspector Report

Permits & Inspections

March 2025

Occupancy Inspections Performed: *28*

Occupancy Permits Issued: 21

Temporary Occupancy Permits Issued: 7

Zoning/Sign/PODS Permits Issued: 5

Fire Inspections & Permits:

Training/Classes:

- 3-10-2025: BCO's & Air BnB's
- 3-11-2025: Dangerous and unsafe structures
- 3-12-2025: Traffic Incident Management Training at Smallman St

Miscellaneous:

- 3-11-2025: Traffic Incident Management Meeting at ACES
- 3-12-2025: I376 Incident Management Meeting
- 3-14-2025: Twp Building Program Meeting

Location	Occupancy Inspection	Occupancy Permit	Temp Occ Permit	Zoning & Bulk Storage Permit	Fire Inspection & Permits
314 Braddsley Dr	1	1			
100 Briaridge Dr Apt A	1	1			
102 Briaridge Dr Apt J		1			
108 Briaridge Dr Apt B	1	1			
108 Briaridge Dr Apt D	1	1			
635 Brown Ave			1		
346 Churchill Rd (Ct)	1				
438 Dunbar Dr			1		
969 Elizabeth St	1	2			
400 Elwood Dr	1				
420 Elwood Dr	1				
112 Farnsworth Ave	1	1			
329 Frazier Dr	2	1			
123 Gardenia Dr	1	1			
155 Gilmore Dr	2	1			
305 Heritage Dr				1	
631 Highland Ave			1	1	
244 James St	1				
259 Kingston Dr		1			
937 Larimer Ave					
1459 Laurel Drive	1				
136 Leneake St			1		
958 Lilly Ln	2	1			
487 Lucia Dr	2	2			
490 Lucia Dr	1				
591 Negley Ave	1		1		
804 Negley Ave				1	
400 Penn Center Blvd				1	

Location	Occupancy Inspection	Occupancy Permit	Temp Occ Permit	Zoning & Bulk Storage Permit	Fire Inspection & Permits
400 Penn Center Blvd Ste 305	1	1			
125 Penhurst Dr	1				
257 Penhurst Dr				1	
103 Quarry St		1			
129 Queenston Dr	1				
891 Rita Dr	1	1			
937 Roland Rd	1	1			
950 Roland Rd		1			
101 Semmens St			1		
133 Tynewood Dr	1	1			
448 Wilbur Ave			1		
Total	**28**	**21**	**7**	**5**	

TOWNSHIP of WILKINS
Office of the Building and Fire Inspector
110 Peffer Road - Turtle Creek, PA 15145
412-824-6650 x13 Fax 412-824-3808 rflaherty@wilkinstownship.com

Code Enforcement Activity Report

Wilkins

Reporting Period:
Sat 01 Feb 2025 to Mon 31 Mar 2025
Notes:

Report Summary from Sat 01 Feb 2025 to Mon 31 Mar 2025

Total cases open as of start of reporting period: Sat 01 Feb 2025: 85

Cases opened: 106

Cases closed: 75

Total cases open as of end of reporting period: Mon 31 Mar 2025: 105

New violations: 120

Violations that have come into compliance: 73

Number of events logged: 796

Closed Cases

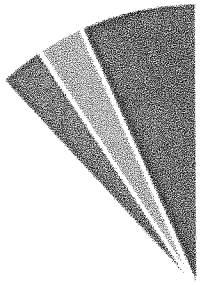
Total closed count: 75

color Compliance: 66

color No violations found: 2

color Unintentional Case Creation: 2

color Property Transfer; with violations: 5



Code Violation Status as of Mon 31 Mar 2025

The following categories pull from all violations entered into the system before Mon 31 Mar 2025

Compliance achieved: 414

Within compliance window: 54

Requiring ongoing action (but not cited): 82

Violations cited: 54

Citations

Citations (at any stage) on active cases within the reporting period: 54

Citations by status as of Mon 31 Mar 2025

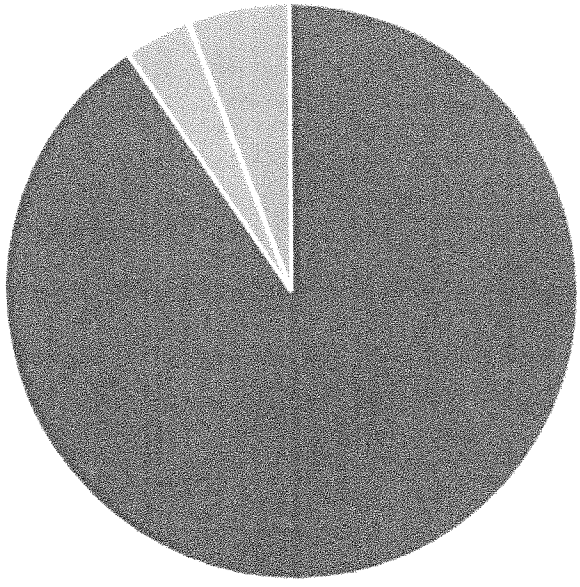
Total citations as of Mon 31 Mar 2025: 54

The following breakdown may not total 54 because only citations with one or more status log entries are tallied.

color Issued to magistrate; awaiting hearing date: 47

color Withdrawn (no hearing held): 2

color Hearing outcome: Continuance: 3



Street name	New Cases this period	Continuing cases	Closed cases
ALPINE BLVD	3	2	2
BRIARIDGE DR	0	0	7
BROWN AVE	0	2	1
CHARNWOOD DR	0	4	1
CHURCHILL RD	2	4	0
CLINE ST	4	3	3
CLUGSTON AVE	1	2	1
DELANEY DR	1	1	1
DOROTHY ST	4	0	0
DUNBAR DR	4	3	3
ELIZABETH ST	3	1	2
ELWOOD DR	2	4	5
FRAZIER DR	0	0	2
GARDENIA DR	2	2	0
GEORGE ST	0	0	1
GILCHREST DR	0	2	0
GILMORE DR	2	2	1
GREENSBURG PIKE	4	4	4
HARRISON RD	1	1	0
HAZEL ST	1	2	0
HIGHLAND AVE	3	1	4
IVY ST	0	3	0
JEFFERSON HEIGHTS RD	2	1	1
KINGSTON DR	5	2	3
LARCHWOOD DR	0	0	1
LARIMER AVE	9	12	1
LAUREL DR	0	2	0
LENEAKE ST	2	2	1
LILLY LN	0	1	0
LINHART ST	1	1	1
LUCIA DR	7	7	2
LUCINDA DR	2	1	1
MCMASTERS AVE	2	2	2
MORTIMER AVE	1	2	1
NEGLEY AVE	2	2	1
OLD WILLIAM PENN HWY	1	0	0
PATTERSON ST	4	4	1
PEFFER RD	9	0	5
PENN CENTER BLVD	1	1	0
PETER ST	1	0	1
POWELL ST	0	1	0
QUARRY ST	1	0	2

Street name	New Cases this period	Continuing cases	Closed cases
QUEENSTON DR	1	1	0
RAILROAD ST	1	1	0
REBECCA AVE	1	1	1
RIDGEWOOD DR	0	0	1
RITA DR	3	2	1
RODI RD	0	1	1
ROLAND DR	2	1	2
SUNSET DR	1	1	0
THOMPSON ST	2	4	1
THORNCREST DR	2	2	0
TONGALUCAS ST	0	1	0
WALLACE AVE	1	2	0
WASHINGTON ST	1	0	1
WILBUR AVE	1	0	1
WILLIAM PENN HWY	3	4	4

Date From 2/1/2025
Date To 2/28/2025
ALL by MCD
MCD Code Wilkins Township

ID	Date	Time	Unit	Location	Outcome
95456095	2/1/2025	20:09	Unit 344	6 Sylvia Ln	Refused
95456566	2/1/2025	20:44	Unit 344	3745 Old William Penn Hwy	Refused
95465932	2/2/2025	11:35	Unit 344	MedExpress Urgent Care	Transported
95472340	2/2/2025	18:12	Unit 344	108 LENEAKE ST	Transported
95487220	2/3/2025	13:00	Unit 344	964 ELIZABETH ST	Transported
95497916	2/3/2025	19:01	Unit 344	MedExpress Urgent Care	Transported
95507946	2/4/2025	11:50	Unit 344	263 Harrison Rd	Transported
95509206	2/4/2025	12:40	Unit 344	MedExpress Urgent Care	Transported
95510069	2/4/2025	13:26	Unit 344	657 Mortimer Ave	Transported
95511909	2/4/2025	14:37	Unit 344	42 THORNCREST DR	Transported
95512021	2/4/2025	14:41	Unit 341	755 GREENSBURG PIKE	Transported
95523380	2/5/2025	1:52	Unit 344	133 GARDENIA DR	Refused
95528642	2/5/2025	10:20	Unit 344	101 PETER ST	Transported
95550508	2/6/2025	9:12	Unit 342	SEVILLE SQUARE APTS WIL 4297 #3306	Transported
95552061	2/6/2025	10:48	Unit 344	585 CLUGSTON AVE	Transported
95553118	2/6/2025	11:45	Unit 344	109 TYNEWOOD DR	Transported
95557016	2/6/2025	14:22	Unit 342	206 WALLACE AVE	Transported
95556946	2/6/2025	14:34	Unit 344	126 PATTERSON ST	Transported
95570270	2/7/2025	6:49	Unit 342	3606 RIDGEWOOD DR	Refused
95577237	2/7/2025	13:18	Unit 342	585 CLUGSTON AVE	Transported
95587326	2/7/2025	21:22	Unit 344	101 PETER ST	Transported
95589115	2/7/2025	23:07	Unit 344	507 CLUGSTON AVE	Transported
95626005	2/10/2025	1:47	Unit 344	COMFORT INN WIL #311	Transported
95641675	2/10/2025	17:58	Unit 344	818 LARIMER AVE	Refused
95644807	2/10/2025	20:40	Unit 342	565 LUCIA DR	Transported
95652689	2/11/2025	9:06	Unit 344	6 GRAYHURST DR	Transported
95682388	2/12/2025	12:37	Unit 344	355 CHURCHILL RD	Transported
95687202	2/12/2025	16:01	Unit 344	263 HARRISON RD	Refused
95694373	2/12/2025	23:24	Unit 344	113 IVY ST	Transported

Date From 2/1/2025
Date To 2/28/2025
ALL by MCD
MCD Code Wilkins Township

ID	Date	Time	Unit	Location	Outcome
95699593	2/13/2025	8:30	Unit 342	978 GREENSBURG PIKE	Transported
95703764	2/13/2025	11:55	Unit 342	206 WALLACE AVE	Transported
95717237	2/13/2025	22:58	Unit 344	159 QUEENSTON DR	Refused
95736375	2/14/2025	20:19	Unit 342	2924 GILMORE AVE	Refused
95739145	2/14/2025	23:14	Unit 344	TEXAS ROADHOUSE WIL	Transported
95743214	2/15/2025	7:03	Unit 344	617 LARIMER AVE	Transported
95750450	2/15/2025	15:07	Unit 341	263 HARRISON RD	Transported
95752566	2/15/2025	17:04	Unit 342	507 CLUGSTON AVE	Transported
95772796	2/16/2025	14:32	Unit 344	EXIT 81 RODI RD WIL	Transported
95768674	2/16/2025	15:17	Unit 342	Interstate 376	Refused
95771852	2/16/2025	17:50	Unit 344	318 DUNBAR DR	Transported
95777725	2/17/2025	2:12	Unit 344	SHEETZ WIL	Transported
95790511	2/17/2025	16:11	Unit 342	MedExpress Urgent Care	Refused
95792030	2/17/2025	17:14	Unit 344	972 ELIZABETH ST	Transported
95802156	2/18/2025	7:15	Unit 344	342 Braddsley Dr	Transported
95814276	2/18/2025	17:21	Unit 344	100 BRIARIDGE DR	Transported
95820893	2/19/2025	0:35	Unit 344	254 KINGSTON DR	Refused
95824937	2/19/2025	8:28	Unit 344	614 MCMASTERS AVE	Transported
95838535	2/19/2025	19:34	Unit 344	407 NORTHERN PIKE	Refused
95844347	2/20/2025	5:28	Unit 344	755 GREENSBURG PIKE	Transported
95849536	2/20/2025	11:16	Unit 344	109 CALMONT DR	Transported
95854208	2/20/2025	14:57	Unit 341	438 DECATUR AVE	Refused
95856600	2/20/2025	16:36	Unit 344	355 CHURCHILL RD	Dead at Scene - Resuscitation Attempted - No Transport
95858316	2/20/2025	17:58	Unit 341	525 LUCIA DR	Transported
95910640	2/23/2025	11:47	Unit 344	MedExpress Urgent Care	Refused
95916983	2/23/2025	18:26	Unit 344	206 Wallace Ave	Transported
95923545	2/24/2025	4:46	Unit 344	1007 GILCHREST DR	Refused
95924379	2/24/2025	6:38	Unit 342	110 BRIARIDGE DR	Refused
95924802	2/24/2025	7:18	Unit 344	251 CHURCHILL RD	Transported

Date From 2/1/2025
Date To 2/28/2025
ALL by MCD
MCD Code Wilkins Township

ID	Date	Time	Unit	Location	Outcome
95946766	2/25/2025	6:54	Unit 344	915 ROLAND RD	Transported
95949326	2/25/2025	9:51	Unit 344	201 PENN CENTER BLVD	Transported
95951725	2/25/2025	11:57	Unit 344	113 LUCINDA DR	Transported
95963640	2/25/2025	21:20	Unit 344	BRENTMORE TOWERS #703	Transported
95974185	2/26/2025	11:40	Unit 342	978 GREENSBURG PIKE	Transported
95985856	2/26/2025	21:31	Unit 344	970 GREENSBURG PIKE	Transported
95991046	2/27/2025	6:59	Unit 344	SEVILLE SQUARE APTS WIL 4295 #2411	Transported
95995738	2/27/2025	11:38	Unit 341	Seville Square Apts - 4295	Transported
95998144	2/27/2025	13:08	Unit 342	202 BRIARIDGE DR	Transported
96000941	2/27/2025	15:35	Unit 344	3436 WILLIAM PENN HWY	Transported
96006230	2/27/2025	20:14	Unit 342	500 PENN CENTER BLVD	Transported
96008716	2/27/2025	22:45	Unit 344	CHURCHILL GARDEN APTS #304	Transported
96024357	2/28/2025	16:52	Unit 342	PANERA BREAD WIL WILLIAM PENN	Transported

71 records returned

Date From 3/1/2025
Date To 3/31/2025

MCD Code Wilkins Township

ID	Date	Time	Unit	Location	Outcome
96047558	3/1/2025	20:35	Unit 342	119 HART DR	Transported
96048761	3/1/2025	22:04	Unit 344	101 PETER ST	Transported
96051082	3/2/2025	0:42	Unit 344	110 LINHART ST	Transported
96075336	3/3/2025	11:53	Unit 342	MedExpress Urgent Care	Transported
96087265	3/3/2025	22:09	Unit 342	LAUREL VILLAGE APTS #712	Refused
96100957	3/4/2025	15:13	Unit 342	300 CHURCHILL RD	Refused
96103085	3/4/2025	16:53	Unit 343	300 Churchill Rd	Transported
96118705	3/5/2025	12:17	Unit 342	MedExpress Urgent Care	Transported
96127025	3/5/2025	15:25	Unit 343	MedExpress Urgent Care	Transported
96133544	3/5/2025	17:55	Unit 342	353 FRAZIER DR	Transported
96151447	3/6/2025	9:05	Unit 342	308 Delaney Dr	Transported
96163888	3/6/2025	19:25	Unit 342	509 Washington St	Transported
96174853	3/7/2025	10:00	Unit 343	PD WIL WILKINS PD	Transported
96180490	3/7/2025	14:34	Unit 343	RESIDENCE INN WIL	Transported
96184875	3/7/2025	17:41	Unit 343	1350 LAUREL DR	Transported
96187963	3/7/2025	20:24	Unit 342	BRENTMORE TOWERS #306	Transported
96189324	3/7/2025	22:16	Unit 342	523 LARIMER AVE	Transported
96190775	3/8/2025	0:06	Unit 342	507 CLUGSTON AVE	Transported
96198558	3/8/2025	12:25	Unit 342	108 Leneake St	Refused
96213400	3/9/2025	9:51	Unit 343	112 BRIARIDGE DR	Transported
96214134	3/9/2025	10:51	Unit 343	PENN TOWERS WIL #1008	Transported
96235303	3/10/2025	13:18	Unit 343	561 LUCIA DR	Refused
96235742	3/10/2025	13:18	Unit 342	263 Harrison Rd	Refused
96244022	3/10/2025	18:19	Unit 343	109 GILMORE DR	Transported
96253077	3/11/2025	9:37	Unit 342	MedExpress Urgent Care	Transported
96256438	3/11/2025	12:04	Unit 342	404 ELWOOD DR	Transported
96399639	3/11/2025	14:07	Unit 342	MEDEXPRESS WIL #4	Transported
96278353	3/12/2025	12:28	Unit 343	1299 RODI RD	Refused
96282933	3/12/2025	15:37	Unit 343	507 1/2 WASHINGTON ST	Refused
96291014	3/12/2025	23:24	Unit 342	131 POWELL ST	Transported
96293151	3/13/2025	3:19	Unit 343	137 GARDENIA DR	Transported
96303884	3/13/2025	15:00	Unit 341	572 LUCIA DR	Transported
96317531	3/14/2025	8:29	Unit 342	934 ROLAND RD	Transported
96328311	3/14/2025	17:37	Unit 342	113 PENHURST DR	Lift Assist, No Patient Transported
96330493	3/14/2025	19:15	Unit 342	229 SUNSET DR	Refused
96360446	3/16/2025	12:47	Unit 342	Seville Square Apartments	Transported
96369098	3/16/2025	22:40	Unit 342	SEVILLE SQUARE APTS WIL 4293 #1212	Refused
96378163	3/17/2025	11:39	Unit 342	241 HARRISON RD	Transported
96380272	3/17/2025	13:31	Unit 342	139 QUEENSTON DR	Transported
96382556	3/17/2025	15:18	Unit 342	1412 JEFFERSON HEIGHTS RD	Transported
96384168	3/17/2025	16:37	Unit 342	969 GREENSBURG PIKE	Refused
96396785	3/18/2025	9:40	Unit 342	755 GREENSBURG PIKE	Transported
96401306	3/18/2025	13:44	Unit 342	562 Lucia Dr	Transported
96420804	3/19/2025	11:46	Unit 342	585 CLUGSTON AVE	Transported
96425163	3/19/2025	15:17	Unit 342	1002 ELIZABETH ST	Transported
96430485	3/19/2025	19:31	Unit 342	1423 JEFFERSON HEIGHTS RD	Transported
96430445	3/19/2025	19:32	Unit 343	621 WASHINGTON ST	Transported
96439752	3/20/2025	9:27	Unit 342	302 Kingston Dr	Transported
96481313	3/22/2025	8:41	Unit 342	221 HARRISON RD	Transported
96493856	3/22/2025	22:16	Unit 343	COMFORT INN WIL #268	Transported

Date From 3/1/2025
Date To 3/31/2025

MCD Code Wilkins Township

ID	Date	Time	Unit	Location	Outcome
96495174	3/23/2025	0:47	Unit 342	522 Lucia Dr	Transported
96545761	3/25/2025	16:21	Unit 343	1009 LOUGEAY RD	Refused
96562998	3/26/2025	13:15	Unit 343	MedExpress Urgent Care	Transported
96569449	3/26/2025	19:13	Unit 343	263 HARRISON RD	Transported
96584719	3/27/2025	14:18	Unit 343	204 HART DR	Transported
96588646	3/27/2025	17:22	Unit 342	APPLEBEES WIL	Transported
96588949	3/27/2025	17:45	Unit 343	818 LARIMER AVE	Transported
96606061	3/28/2025	15:00	Unit 343	657 MORTIMER AVE	Transported
96607025	3/28/2025	15:38	Unit 343	MedExpress Urgent Care	Transported
96640264	3/30/2025	12:08	Unit 342	LAUREL VILLAGE APARTMENTS #102	Transported
96643372	3/30/2025	15:00	Unit 342	MedExpress Urgent Care	Transported
96662471	3/31/2025	15:06	Unit 343	5 THORNCREST DR	Transported
96666182	3/31/2025	18:36	Unit 343	961 ROLAND RD	Refused

C.C. MELLOR MEMORIAL LIBRARY

CCM EDGEWOOD
1 PENNWOOD AVE

CCM FOREST HILLS
4400 GREENSBURG PIKE

MARCH 2025

STRATEGIC PLAN

Our staff working groups continue to meet monthly around each of our strategic initiatives.

FINANCIAL SUSTAINABILITY

APPEALS

LIBRARY GIVING DAY

We are planning a electronic only appeal on April 1st for Library Giving Day. The fundraising goal for this campaign is 5,000.

BUSINESS

BUSINESS COMMUNITY PARTNERSHIP

This program is rolling out. We have mailed the letters; follow-up calls and visits from board members and volunteers has begun. We have seen 11 businesses enroll so far.

BLOCK PARTY SPONSORSHIPS

We are in the midst of looking for sponsors for our annual Block Party. This is a family-focused event that pulls together over 20 local non-profits to provide a family friendly party for the families of CCM. The date this year is June 9th.

GRANTS

GRABLE

We have submitted a LOI for Grable to fund our remote lockers at the WHHS for a 3-year cycle.

EVENTS

BOOKSALE

Our booksale was a success! We raised just over 21,000 dollars this year.

I think almost as important as the money (because it is a LOT of work for that amount of money) is the community building that comes from this program. All of the folks who donate their books to the library, volunteer for the event (over 700 hours!) and shop at the event are connected to the library in a way that is one-step-up from a typical patron.

BLOCK PARTY

Our Block Party is not a fundraising event, but rather a friend raising event. It regularly draws between 700 and 1000 people, brings together over 20 local non-profits to provide a summer reading kick off for the families of CCM. Planning is in full swing! The event will be on June 9th.

CAPITAL CAMPAIGN

TMOBILE HOMETOWN GRANT

We are applying for a $50,000 dollar grant from T-Mobile in support of our capital campaign.

BUNCHER FOUNDATION

We are applying for a grant from Buncher Foundation in support of our capital campaign.

COMMUNITY AWARENESS, TRUST AND BELONGING

ADVOCACY

In light of the recent announcement to the cuts at the IMLS, and the patron questions we were fielding around that issue, we have created an advocacy piece to let people know how they can best support us.

STAFF INVESTMENT AND SUPPORT

STAFFING

We have one new hire, Jostin Solanske. Jostin is currently working on his MLIS and seeking experience in a public library during his graduate school experience. Jostin is here Tuesday and Wednesday evenings, as well as working several Saturdays a month. Please welcome him if you see him!

Becka Ashton-Hall, who does our teen and adult programming, is out on maternity leave. We don't expect her to return until mid-late June.

STAFF TRAINING

All staff will be participating in a training offered by PA Library Academy on working with patrons with mental health issues in the library.

Erin P and Erin T are participating in a 3-week course offered by Library Journal on ensuring that our library collections are diverse.

Erin P and Christine Probert are participating in fundraising essentials course that is put on by the Regional Capacity Building Initiative.

SERVICES AND OUTREACH

LIBRARY COLLECTIONS

We have moved about our non-fiction browsing neighborhoods to highlight our gardening and local interest collections. Graphic Novels and Manga have been collected into one place for ease of patron use.

We have established a way to circulate streaming services for our patrons who do not always have access to the one they want. We are seeking funding for a pilot collection of streaming services.

Our board game collection is going great guns. Only 6 months after opening, we have a 70% circulation rate of the adult game collection.

We are in the final stages of completing our Bestseller collection. We hope that it will be in-house and revealed to the public in early May. Just in time for summer!

OUTREACH

We are working with folks at the WHHS to get high school students involved in our Community Outreach Volunteer Program.

I've been doing booktalks on the children's choice titles at the elementary schools and I'm impressed by how the 4th and 5th graders are absorbing information about these books. After I talk up the books, we review and talk about them as a group, and they bring up specific details they remember and are eager to share what stands out to them. The teachers have been pleased by how well the kids are doing too. It's been lots of fun so far! – Amy Dick

ADULT

A quick note on our adult programming. We started to make a push post pandemic to better address the programming needs of our adult patrons, and to that end hired a person to do teen/adult programming in 2022. It has been a bit of throwing spaghetti against the wall in figuring out what folks want. When I ran the numbers for the state report this year, I figured out that the number of programs that we OFFER to adults has gone down by 31% but the number of folks attending programs has gone up by 60%. This is only because we are learning better how to serve our adult patrons. It is in large part the close care of Becka Ashton-Hall.

We had an insane turn-out for our gardening programs this winter, and our seed library is super active! - BAH

CHILDRENS

We hosted both Tape Town and Mario Party in the last two months. These are HUGE crowd pleasers in the children's department, drawing over 100 folks in for the single program.

The elementary schoolers at Makerspace Monday have been coding this month. We've tried out a number of simple robots with directional code buttons, but where the kids have really thrived is with the Scratch Jr. app. The kids are using a simple block coding language to animate characters and scenes, and watching their inventions come to life and grow week to week has been really satisfying. – Erin T

SOCIAL WORK

A quick shout out to Inessa Kiefer, our social work intern who has been with us 20 hours a week since September. Inessa has worked with dozens of patrons in one-on-one appointments to help them utilize services that they are unable to do on their own. (healthcare, job applications, unemployment, housing etc) These are services that are above and beyond what most of our staff can provide to folks.

She has also:

- ensured that we have free menstrual products to offer those in need
- collated information around services in our area to make readily available to staff and patrons

- started a county-wide facilitated discussion around a suite of trainings on working with problem patrons
- jumped in to take over our teen group while BAH is out on leave
- been a second set of hands in countless homeschool bookclub programs (where we are SWAMPED!)
- played a lead role in gathering patron stories for our storybank

Inessa will be sincerely missed when her time is up with us in April.

ACCOUNTS PAYABLE REGISTER April 14 2025		
ADMINISTRATION & FINANCE		**Prepaid**
APPLIANCE WAREHOUSE	427.451	79.90
CCA SOLUTIONS	401.260	427.00
CCA SOLUTIONS	SPLIT	422.49
CROSSWIND CLOUD SOLUTIONS	409.320	294.45
DUQUESNE LIGHT COMPANY	434.361	5,548.38
HARMON, DANIEL	452.451	400.00
JORDAN TAX SERVICE	403.198	165.00
M.E.I.T.	SPLIT	48,744.92
MRM TRUST WORERS COMP FUND	SPLIT	9,617.86
MUNHALL COMMUNITY BAND	452.490	250.00
OFFICE DEPOT	401.210	144.32
PA DEPARTMENT OF STATE	404.341	125.00
PTC E-Z PASS	SPLIT	21.60
REPUBLIC SERVICES	427.451	73,127.42
SECURITY BLUE HMO - POS	SPLIT	3,178.00
STATE WORKERS' INSURANCE FUND	411.151	2,067.00
U-COMP	SPLIT	2,947.52
VERIZON	409.320	119.00
VERIZON	409.320	352.45
VFIS	411.151	5,192.00
TOTAL ADMINISTRATION & FINANCE		**153,224.31**
PUBLIC WORKS		
FAYETTE AUTO PARTS	SPLIT	492.20
HOME DEPOT	SPLIT	1,236.51
MELZER'S FUEL SERVICE	SPLIT	6,259.70
PENN HILLS RENTAL	430.260	461.70
RUTTER, J.A.	427.451	194.70
TOTAL PUBLIC WORKS		**8,644.81**
PUBLIC SAFETY		
APPLEBY, ALEXANDER	410.184	17.00
BROKAW, DAVID	410.238	325.20
CHILDS, DAMON	491.001	240.00
DUQUESNE LIGHT COMPANY	410.374	640.04
FBI-LEEDA	410.480	795.00
FBINAA-WESTERN PA	410.480	200.00
HORIZON INFORMATION SERVICES	410.327	180.00
SHERMAN, JON	410.238	243.79
TCVCOG	410.480	125.00
TRAFFIC CONTROL EQUIPMENT & SUPPLIES	410.374	340.00

TOTAL PUBLIC SAFETY		**3,106.03**
PROCUREMENT CARD	ALOM	175.00
	ADOBE	119.95
	AMAZON	75.25
	ORIENTAL TRADING	89.97
	MICROSOFT	23.00
	ALOM	135.00
	2021 IPMC & BLDG. CODE BOOKS	822.90
	SEVEN SPRINGS MTN RESORT	1,714.73
	INTERNATIONAL CODE COUNCIL	65.27
	INTERNATIONAL CODE COUNCIL	170.00
	JADEN'S	520.45
TOTAL PROCUREMENT CARD		**3,911.52**
COMBINED SEWER FUND	FAYETTE AUTO PARTS	5.02
	ALCOSAN	196,967.74
	ALLEG. CO. CONSERVATION DIST.	200.00
	MICROBAC LABORATORIES, INC.	102.48
TOTAL COMBINED SEWER FUND		**197,275.24**
POLICE PENSION FUND	MOCKENHAUPT	**1,547.50**
TOTAL GENERAL FUND	$ 164,975.15	
TOTAL OTHER FUNDS	$ 202,734.26	
TOTAL	**$ 367,709.41**	

TOWNSHIP OF WILKINS

RESOLUTION NO. 8-2025

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE FILING OF AN APPLICATION FOR A PA SMALL WATER AND SEWER GRANT WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, COMMONWEALTH FINANCING AUTHORITY TO BE USED FOR THE PENHURST DRIVE SANITARY SEWER IMPROVEMENTS PROJECT.

BE IT RESOLVED, that the TOWNSHIP OF WILKINS of ALLEGHENY COUNTY is requesting a PA Small Water and Sewer grant in the amount of $201,900.00 from the Commonwealth Financing Authority to be used for the Penhurst Drive Sanitary Sewer Improvements Project.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Rebecca Vargo, Township Manager and Sylvia Martinelli, President of the Board of Commissioners as the officials to execute all documents and agreements between the TOWNSHIP OF WILKINS and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

IN WITNESS WHEREOF, I affix my hand and attach the seal of TOWNSHIP OF WILKINS, this 14th day of April, 2025.

ATTEST: **TOWNSHIP OF WILKINS**

_____ _____

Rebecca Vargo, Manager Sylvia J. Martinelli, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 8-2025

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Be it FURTHER RESOLVED, that the Applicant does hereby designate Rebecca Vargo, Township Manager and Sylvia Martinelli, President of Board of Commissioners as the officials to execute all documents and agreements between the TOWNSHIP OF WILKINS and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Rebecca Vargo, duly qualified Manager of the, TOWNSHIP OF WILKINS, Allegheny County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of Commissioners at a regular meeting held April 14, 2025 and said Resolution has been recorded in the Minutes of the Township of Wilkins and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of TOWNSHIP OF WILKINS, this 14th day of April 2025.

TOWNSHIP OF WILKINS
(Name of Applicant)

ALLEGHENY
(County)

Rebecca Vargo
(Township Manager)

alcosan
allegheny county sanitary authority

Members of the Board

Shannah Tharp-Gilliam, Ph.D.
Chair Person

Emily Kinkead
Sylvia Wilson
Harry Readshaw
Darrin Kelly
Paul Klein
Theresa Kail-Smith

Arletta Scott Williams
Executive Director

Douglas A. Jackson, P.E.
Director
Operations & Maintenance

Michelle M. Buys, P.E.
Director
Environmental Compliance

Kimberly N. Kennedy, P.E.
Director
Engineering & Construction

Karen Fantoni, CPA, CGMA
Director
Finance

Michael Lichte, P.E.
Director
Regional Conveyance

Jeanne K. Clark
Director
Governmental Affairs

Julie Motley-Williams
Director
Administration

March 31, 2025

Wilkins Township
110 Peffer Road
Turtle Creek, PA 15145

Attn: Rebecca Vargo
Manager

Re: Green Revitalization of Our Waterways Program
GROW Cycle 10 Application Submission
GROW ID: **2025_01-019**
Project Name: Linhart Area Phase II Sewer Separation

Dear Ms. Vargo:

The Allegheny County Sanitary Authority (ALCOSAN) is pleased to inform you that your application for reimbursement grant funding under the Green Revitalization of Our Waterways (GROW) program has been approved by ALCOSAN's Board of Directors.

We are pleased to herby offer $1,241,400.00 in grant funding which is 74% of determined eligible total project costs of $1,668,782.85.

ALCOSAN's award offer is contingent upon the following conditions:

1. Your acceptance of the terms outlined in the GROW Program Grant Agreement, which is included with this letter. The Agreement must be completed and signed by an authorized representative within 45 business days of issuance of this letter or this offer will be withdrawn by ALCOSAN. Please sign and return both copies to Suzanne Thomas, ALCOSAN Procurement Officer.

2. Please be sure to confirm the appropriate box in Section 2 of the Agreement, "Mutual Cooperation and Type of Project".

3. Payments will be processed using the Request for Reimbursement form as provided in Exhibit C. Two (2) copies of all reimbursement requests related to the contract must be submitted with the completed and signed form to Suzanne Thomas, ALCOSAN Procurement Officer.

Allegheny County Sanitary Authority
3300 Preble Avenue
Pittsburgh, PA 15233

LETTER OF TRANSMITTAL

PROJECT: **Linhart Area Phase II Sewer Separation** DATE: 3/31/2025

TO: **Wilkins Township**
110 Peffer Road
Turtle Creek,PA 15145

GROW ID: **2025_01-019**

ATTENTION: **Rebecca Vargo**

WE ARE SENDING:	SUBMITTED FOR:	ACTION TAKEN:
☐ Shop Drawings	☐ Approval	☐ Approved as Submitted
☒ Letter	☐ Your Use	☐ Approved as Noted
☐ Prints	☐ As Requested	☐ Returned After Loan
☐ Change Order	☐ Review and Comment	☐ Resubmit
☐ Plans	☒ Signature	☐ Submit
☐ Samples	SENT VIA:	☐ Returned
☐ Specifications	☒ Attached	☐ Returned for Corrections
☐ Memoranda	☐ Separate Cover Via:	☒ Due Date: 6/4/2025
☒ Other: GROW Agreement	☐ Overnight Delivery	

ITEM NO.	COPIES	DATE	NUMBER	REV. NO.	DESCRIPTION
1	2	3/28/2025			2025_01-019 - GROW Agreement - Linhart Area Phase II Sewer Separation

REMARKS:

Signed: _____

Timothy Prevost, P.E.
Manager of Wet Weather Programs,
Regional Conveyance

GROW ID:		2025_01-019
Cycle 10 Project Name:		Linhart Area Phase II Sewer Separation
Total Approved Project Cost:		$1,668,782.85
ALCOSAN's Share of Project Costs:	$1,241,400.00	74%
Municipality or Municipal Authority's Share of Project Costs:	$427,382.85	26%
Term of Agreement:	From: 3/28/2025	To: 9/30/2025

GRANT AGREEMENT

THIS GRANT AGREEMENT (this "Agreement") is made and entered into as of this _____ day of _____, 20__,

BETWEEN

WILKINS TOWNSHIP (hereinafter referred to as "GRANTEE"), a municipal corporation located within Allegheny County, Pennsylvania, having a business address at 110 Peffer Road, Turtle Creek, PA 15145

AND

THE ALLEGHENY COUNTY SANITARY AUTHORITY (hereinafter referred to as "ALCOSAN"), a body corporate and politic of the Commonwealth of Pennsylvania duly created and existing under the provisions of the Pennsylvania Municipality Authorities Act, 53 Pa.C.S. §§5601-5623, as amended, with its principal office located at 3300 Preble Avenue, Pittsburgh, PA 15233, by and through its Board of Directors.

RECITALS:

WHEREAS, the GRANTEE contributes sanitary sewage, stormwater inflow, and/or groundwater infiltration into ALCOSAN's conveyance and treatment system; and

WHEREAS, both the GRANTEE and ALCOSAN are subject to administrative and/or judicial consent decrees regarding their respective operation and maintenance of the "Regional Collection System" consisting of ALCOSAN's conveyance and treatment system and all the municipal collection systems; and

WHERAS, ALCOSAN's Consent Decree commits funds to assist municipalities such as GRANTEE in implementing stormwater and/or groundwater source controls ("Source Controls") and ALCOSAN instituted the Green Revitalization of Our Waterways ("GROW") Grant Program in order to award grants based on Program Guidelines, which are incorporated herein by reference; and

WHEREAS, the GRANTEE applied to ALCOSAN in GROW's tenth cycle for grant funding for certain source reduction project completed or to be completed by the GRANTEE ("Project"), a true and correct copy of the GRANTEE's Project Narrative is attached hereto, made a part hereof, and labeled **Exhibit "A"**; and

WHEREAS, ALCOSAN awarded the grant funding to the GRANTEE for the Project based upon the Budget that is attached hereto, made a part hereof, and labeled **Exhibit "B"**.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and recitals herein contained and intending to be legally bound hereby, the parties hereto hereby covenant and agree as follows:

1. **Recitals.** The foregoing recitals are hereby incorporated into this Agreement as if set forth at length.

2. **Mutual Cooperation and Type of Project.** The GRANTEE and ALCOSAN hereby agree to mutually cooperate and use their best efforts in the planning, design, budgeting, construction, and inspection of the Project, and upon completion of the Project, in the GRANTEE's operation, maintenance and post-construction reporting of the Project. The parties agree to execute such other documents, agreements, amendments, ratifications and grants as may be necessary or appropriate to carry out the intent of this Agreement.

   For the purposes of this Agreement, the Project shall be considered one of the following (check the appropriate box):

	Green Infrastructure
	Stream Inflow Removal
	Inflow & Infiltration Reduction
X	Sewer Separation
	System Optimization

   The terms and conditions of this Agreement shall apply to Green Infrastructure, Stream Inflow Removal, Inflow & Infiltration Reduction, Sewer Separation, and System Optimization Projects, except where an express reference to either is made hereinafter.

3. **Amount.** Subject to the terms of this Agreement, ALCOSAN hereby makes available to the GRANTEE out of funds appropriated a grant in the sum identified in this Agreement or such portion thereof as may be required by the GRANTEE and authorized by ALCOSAN, subject to the condition that it shall be used by the GRANTEE to carry out the activities described in the application submitted by the GRANTEE and approved by ALCOSAN, and which is incorporated herein by reference.

4. **Effective Dates.** The term of this Agreement shall commence on the effective date (as defined below) and shall end on the date identified in this Agreement, subject to the other provisions of this Agreement.

   The Effective Date shall be the date the fully executed Agreement is sent to the GRANTEE. A fully executed Agreement is one that has been signed by the GRANTEE and by ALCOSAN and contains all approvals required by ALCOSAN contracting procedures.

   This Agreement is not binding in any way, nor will ALCOSAN be bound, until this document has been fully executed and sent to the GRANTEE. Any cost incurred by the GRANTEE prior thereto are incurred at the GRANTEE's risk.

5. **GRANTEE's Responsibilities.**

a. **Green Infrastructure and Stream Inflow Removal Projects** - Consistent with the Program Guidelines, the GRANTEE is responsible for establishing its right, title, and interest in the property upon which the Project will be or was constructed ("Property"), and upon request will provide ALCOSAN with access to any and all of its records regarding such Property, including but not limited to, any deeds, dedications, ordinances, resolutions, recorded plans, easements, leases, licenses, or any other document establishing the GRANTEE's current interests in or ownership of the Property. The GRANTEE agrees to provide ALCOSAN unrestricted access to the Project any time during construction and/or operation of the Project including to perform, at ALCOSAN's sole discretion, monitoring to complete a final assessment addressing the effectiveness of the Project. If the GRANTEE used or will use contractors rather than its own employees, the GRANTEE shall be solely responsible for compliance with all applicable public contracting statutory requirements, including but not limited to, the applicable municipal code, the Prevailing Wage Act, the Public Works Contractors' Bonds law, and the Contracts for Public Works law. GRANTEE agrees to operate and maintain the Project, in accordance with approved plan, for at least twenty (20) years from the date the Project is complete, or refund the funding provided by ALCOSAN in this Agreement.

b. **Inflow & Infiltration Reduction, Sewer Separation Projects, and System Optimization** - Consistent with the Program Guidelines, the GRANTEE is responsible for establishing its right, title, and interest in the property upon which the Project will be or was constructed ("Property"), and upon request will provide ALCOSAN with access to any and all of its records regarding such Property, including but not limited to, any deeds, dedications, ordinances, resolutions, recorded plans, easements, leases, licenses, or any other document establishing the GRANTEE's current interests in or ownership of the Property. The GRANTEE agrees to provide ALCOSAN unrestricted access to the Project any time during construction and/or operation of the Project including to perform, at ALCOSAN's sole discretion, monitoring to complete a final assessment addressing the effectiveness of the Project. If the GRANTEE used or will use contractors rather than its own employees, the GRANTEE shall be solely responsible for compliance with all applicable public contracting statutory requirements, including but not limited to, the applicable municipal code, the Prevailing Wage Act, the Public Works Contractors' Bonds law, and the Contracts for Public Works law. GRANTEE agrees to operate, maintain, and repair the Project in accordance with approved plan, for at least twenty (20) years from the date the Project is complete, or refund the funding provided by ALCOSAN in this Agreement.

6. **Payment Provisions and Financial Responsibilities.** ALCOSAN will reimburse the GRANTEE for constructing the project up to the amount specified in this Agreement, minus a one percent (1%) Origination Fee, in accordance with the following:

The GRANTEE agrees that grant payments will be made on a reimbursement basis based on eligible costs incurred in the construction of the project described in **Exhibit "A"**. Payments will be processed using a standard Request for Reimbursement form that is attached hereto, made a part hereof and labeled **Exhibit "C"**. The GRANTEE will be responsible for all payments to vendors and will periodically submit for reimbursement two copies of all invoices related to the Agreement with a completed and signed Request for Reimbursement form. Invoice copies and completed Request for Reimbursement form should be submitted to:

ALCOSAN: Suzanne Thomas
Procurement Officer
ALCOSAN
3300 Preble Avenue
Pittsburgh, PA 15233

ALCOSAN will review the invoices and authorized Request for Reimbursement form. Once approved by ALCOSAN for payment, ALCOSAN will reimburse the GRANTEE for ALCOSAN's share of funding **less fifteen percent (15%)** that will be retained until the project is completed and functioning as designed.

Prior to requesting final payment for the Agreement, the GRANTEE will submit to ALCOSAN a final Request for Reimbursement form, two copies of any final invoices and proof of payment for all invoices (check copies, verification of electronic transfer); and documentation that the project operates as designed. Once the final documentation has been received, reviewed and approved by ALCOSAN and the GRANTEE has completed all project close-out procedures as described in the Project Close-Out Process section of this agreement, final payment including the release of retainage will be processed.

Funding provided by ALCOSAN pursuant to this Agreement shall be used exclusively to pay third-party vendors for eligible capital expenses and preapproved in-kind services. Pre-approved in-kind services will be an agreed upon reimbursement by both ALCOSAN and GRANTEE for use of GRANTEE labor in lieu of contractors. Funds shall not be used to pay or reimburse the GRANTEE for its internal costs, including but not limited to its employee salaries, overhead, or any form of administrative fee.

ALCOSAN's financial obligations to the GRANTEE are limited by the amount of funding awarded to date as shown in the final approved budget. If the GRANTEE incurs additional costs in excess of amounts in the approved final budget, it does so at its own risk, as these costs will not be reimbursed.

7. **Conditions of Repayment of Grant Funds**. The GRANTEE agrees that it will use the reimbursement funds granted hereunder, or as much as may be necessary, to carry out the Project in accordance with the terms of this Agreement. If after all or any part of the funds have been paid to the GRANTEE and the GRANTEE shall fail to carry out the activities, including but not limited to a failure to operate and maintain the Green Infrastructure and Stream Inflow Removal Project for a period of twenty (20) years from the completion of construction, the GRANTEE shall repay ALCOSAN the funds theretofore paid. If the ALCOSAN service area is changed within twenty (20) years from the completion of construction so that any part of the Project is no longer in the ALCOSAN service area, the GRANTEE shall repay ALCOSAN the funds theretofore paid. If the GRANTEE sells, transfers, or leases its wastewater assets an entity other than a municipality or municipal sewer authority within twenty (20) years from the date the Project is complete, the GRANTEE shall repay ALCOSAN the funds theretofore paid. If the GRANTEE does not use all or a portion of the funds paid under the terms of this Agreement for purposes of and in accordance with this Agreement, the GRANTEE shall be liable to ALCOSAN for the amount of funds unused or improperly used and shall return said funds to ALCOSAN. In the event ALCOSAN shall be entitled to repayment of all or a portion of the funds granted herein, the repayment shall include all interest, income, accumulations and the monetary equivalent of any appreciation in value of any property (real, personal or mixed) purchased with the funds granted them. A check shall be written, payable to ALCOSAN, and forwarded to ALCOSAN for: (1) the principal and (2) the total of any such interest, income, accumulations or appreciation in value.

8. **Ownership, Operation, and Maintenance of Project.** Ownership of all alterations, additions or capital improvements constructed as part of the Project shall continue to vest in the GRANTEE.

In accordance with the Program Guidelines for Green Stormwater Infrastructure and Direct Stream Inflow Removal Projects, this Agreement is not effective for such project unless and until the GRANTEE records an Instrument for the Declaration of Restrictions and Covenants (IDRC) in the Allegheny County Department of Real Estate. Such recording shall be done by the GRANTEE within forty-five (45) business days of mailing date for the notice of award. If GRANTEE is unable to record an IDRC within these forty-five (45) business days, GRANTEE shall notify ALCOSAN in writing with its schedule to record the IDRC within the next one hundred eighty (180) days. ALCOSAN shall consider the award to be declined by the GRANTEE if either timely written notice is not received by ALCOSAN or if the GRANTEE does not record the IDRC in accordance with the schedule in the GRANTEE's timely written notice.

Except for Inflow & Infiltration Reduction projects for pipe lining covered by warranty, ALCOSAN shall have a property interest in the stormwater and groundwater source controls of the Project and shall have the right, but not the duty, subject to the indemnification provision in this Agreement, to access the stormwater and groundwater source controls in the event that the GRANTEE does not maintain and repair them, the right to undertake the required maintenance and repairs, and the right to assess the GRANTEE for the costs and expenses thereby incurred by ALCOSAN, with the assessments to be placed on the applicable Property as liens in

accordance with the Municipal Claim and Tax Lien Law, 53 P.S. §7101 *et seq.*, as amended, or collected through an action in assumpsit, in the event such costs are not reimbursed by the GRANTEE.

ALCOSAN agrees that it will not assert control over GRANTEE's construction scheduling or activities. GRANTEE shall endeavor in good faith to achieve any conditions in the Agreement that are precedent to the start of construction; however, GRANTEE shall only be obligated in the Agreement to complete such conditions before the actual completion of construction activities. GRANTEE acknowledges and agrees that the Funding will be rescinded if the Project substantially deviates from the submitted application without a re-evaluation and approval by ALCOSAN. Substantial deviations are considered to be any change to the Project design as represented in the GROW application that alters the performance of the Project including, but not limited to, a change in project location, change in project footprint, reduced storage capacity, change in technology used, change in type of source control practice, and/or reduction in drainage area managed.

9. **Indemnification.** GRANTEE shall indemnify, save harmless, and defend ALCOSAN and all its officers, appointed officials, agents and employees, from and against any and all claims, losses, damages, charges, penalties or expenses, including all costs of legal actions and attorney's fees, to which it or any of them may be subjected to by reason of any damage, loss, purported damage or purported loss, injury to persons, including accidental death, or property damage, caused by and/or arising out of or related to the action or inaction of GRANTEE, its employees, and/or agents in the evaluation, issuance and/or performance of this Agreement and funding.. GRANTEE shall comply with applicable laws, ordinances, and regulations in the in the evaluation, issuance, and/or performance of work herein.

GRANTEE shall indemnify, defend and save harmless ALCOSAN from claims, loss, damages, charges, penalties or expenses, including all costs of suits and attorney's fees, arising out of or related to ALCOSAN's issuance of funding, whether caused by or contributed to by ALCOSAN, including active, passive, and/or the sole negligence of ALCOSAN. That is to say, GRANTEE shall defend and indemnify ALCOSAN for any claim of damages related to ALCOSAN's issuance of funding, regardless of whether or not the claim is caused in part or solely by the negligent or willful misconduct of ALCOSAN. Specifically, if a third-party claims or files suit against ALCOSAN on the basis that ALCOSAN negligently and/or improperly evaluated and/or issued funding to GRANTEE, causing damages to said third-party or any and all others, GRANTEE shall defend, indemnify and hold ALCOSAN harmless from said actions.

Should ALCOSAN determine in its sole discretion that GRANTEE and/or its insurer and its attorneys retained by them have inadequately fulfilled the obligations required and described in this paragraph, ALCOSAN may retain counsel of its own choosing to defend its interests. In such event, GRANTEE will be responsible for the costs and fees of all suits, including attorney's fees, incurred in assuming the defense of an action arising out of any damage, loss or injury to persons, including accidental death, or property damage caused by or resulting from the action or inaction of GRANTEE, its employees, and/or agents in the evaluation, issuance and/or performance of this Agreement, irrespective of whether such costs and fees are covered by GRANTEE's insurer.

10. **Insurance**. The GRANTEE or its contractor/consultant shall procure and maintain adequate insurance coverage to protect it from any claims for damages to person, property or otherwise which may arise both out of and during the performance of services required by the Project, whether such services be performed by itself or by any contractor, agent, subcontractor, or anyone directly or indirectly employed by it or them. In this regard, the GRANTEE or its contractor/consultant until the certification of construction completion is issued in accordance with this Agreement shall maintain the insurance policies and amounts as follows:

(a) General Liability: minimum $1,000,000 each occurrence and $2,000,000 aggregate;
(b) Professional Liability: minimum $1,000,000;
(c) Automobile Liability: minimum $100,000;
(d) Workers' Compensation: minimum coverage required by applicable law.

It is understood GRANTEE may hire contractors/consultants to perform work on this Project. The contractor(s) hired by GRANTEE shall procure and maintain comprehensive general liability or commercial general liability insurance coverage on an occurrence basis to protect it from any claims for damages to person, property or otherwise which may arise both out of and during the performance of services required by the Project, whether such services are to be performed by itself or by any contractor, agent, subcontractor, or anyone directly or indirectly employed by the contractor. The insurance policy shall cover $1,000,000.00 minimum for each occurrence and $2,000,000.00 in the aggregate and shall be endorsed to include ALCOSAN as an additional insured and shall be primary insurance and not excess over or contributory with any other valid, existing and applicable insurance carried by ALCOSAN. Certificates of all insurance required of contractors under this section shall be provided to ALCOSAN by GRANTEE on behalf of the contractor before any construction activities can begin on the Project unless the Project is already completed at the time of execution of this Agreement.

GRANTEE shall be responsible for notifying contractor(s) of the insurance section stated herein. In the event contractors hired by GRANTEE hire subcontractors on a project, the subcontractors shall obtain a policy of insurance naming ALCOSAN as an additional insured. Such policy procured by the subcontractor shall be secondary, or excess, to the contractor's primary insurance provided to ALCOSAN and shall be secondary to contractor's primary insurance provided to ALCOSAN. Subcontractors shall be required to have the minimum insurance coverage:

(a) Workers' Compensation: minimum coverage required by law;
(b) Commercial general liability insurance with a limit of $500,000.00 per occurrence, $1,000,000.00 general aggregate, including coverage for bodily injury, property damage, and completed operations; and
(c) Comprehensive automobile liability covering all owned, non-owned and hired vehicles with a combined single limit of $1,000,000.00

Prior to ALCOSAN's execution of this Agreement, and before any construction activities begin on Projects which are new construction, the GRANTEE or its contractor shall file a certificate of insurance and policy endorsement(s), in a form acceptable to the ALCOSAN Solicitor, which certificate of insurance and policy endorsement(s) shall state: (1) the amount of the insurance coverage; and (2) that ALCOSAN is an additional insured on the general liability and auto liability insurance coverage. Providing the required certificates of insurance is a condition precedent to beginning construction activities on the Project, assuming the Project is new construction. Prior to the completion of the construction of the Project, the GRANTEE shall provide ALCOSAN with prior written notice of cancellation of the aforesaid insurance as follows: (1) at least ten (10) days' prior written notice of nonpayment of premium; and (2) at least thirty (30) days prior written notice for any other reason. The preferred language for the certificate of insurance in the description of operations is as follows: "Allegheny County Sanitary Authority is an additional insured on the General Liability and Auto Liability Policies per written contract. Certificate holder will receive 10 days prior written notice for nonpayment of premium and 30 days prior written notice for any other reason."

If GRANTEE is a self-insured entity, ALCOSAN reserves the right to waive the insurance requirements in this Agreement provided that GRANTEE has executed an addendum provided by ALCOSAN which addresses indemnification and insurance.

11. **Compliance with Applicable Statutes and Regulations.** All activities authorized by this Agreement shall be performed in accordance with applicable statutes, regulations, conditions, directives, guidelines and such additional requirements as are otherwise provided by ALCOSAN. The GRANTEE acknowledges that this Agreement is subject to all requirements set forth herein and further agrees, with respect to this Agreement, that it will comply with future requirements determined by ALCOSAN as necessary.

12. **Interest of Parties and Others.** No officer, member, employee, independent contractor or elected official of ALCOSAN and no member of its governing body who exercises any functions or responsibilities in the review or approval of activities being performed under this Agreement shall participate in any decision relating to this Agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested.

The GRANTEE covenants that the GRANTEE (including directors, officers, members and employees of the GRANTEE) presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of activities required to be performed under this Agreement. The GRANTEE further covenants that no person having any such interest shall be employed in the performance of activities for this Agreement.

The GRANTEE represents and warrants that no employee of the ALCOSAN or a member of such ALCOSAN's employee's immediate family (parent, spouse, domestic partner, child, brother or sister, daughter-in-law or son-in-law, or grandchild), or any entity in which such person shall have ownership interest of 5% or greater, or in which entity such person shall have a controlling interest, has received or will receive a direct or indirect pecuniary benefit from or as a result of the full execution of this Agreement. Further, the GRANTEE represents and warrants that it has not and will not enter into any contract for goods or services with the person enumerated above using any funds made available to GRANTEE under this Agreement.

13. **Bidding Requirements**. If the GRANTEE is a political subdivision or other entity for which open and competitive bidding procedures have been established by law, the GRANTEE shall comply with those procedures if they are applicable to the Project being funded with the grant funds. Otherwise, the GRANTEE shall comply with open and competitive bidding procedures in awarding any and all grants, subgrants, contracts, subcontracts or other agreements in excess of $21,000.00 for construction, reconstruction, demolition, alteration and/or repair, for acquisition of machinery and equipment, or for engagement of the services of a professional consultant, when said grants, subgrants, contracts, subcontracts or other agreements are funded in whole or at least 50% in part with funds made available under this Agreement. ALCOSAN may require the GRANTEE to submit proof of compliance with said procedures, and failure to provide such proof to the satisfaction of ALCOSAN may result in termination of the Agreement and repayment of all or a portion of the funds available under this Agreement. Upon written request and for good cause shown, ALCOSAN may, at ALCOSAN's sole discretion, permit the GRANTEE to use an alternative procedure for solicitation of bids not consistent with law.

14. **Records.** The GRANTEE, using accepted procedures, shall maintain at its principal office or place of business complete and accurate records and accounts including documents, correspondence and other evidence pertaining to costs and expenses of this Agreement, and reflecting all matters and activities covered by this Agreement. At any time during normal business hours and as often as ALCOSAN deems necessary, the GRANTEE shall make available for inspection by ALCOSAN, or its duly authorized representative, all of its records with respect to all matters covered by this Agreement and will permit ALCOSAN to audit, examine and make copies of such records.

All required records shall be maintained by the GRANTEE for a periods of five (5) years, except the final report as described in this Agreement which will be retained by both ALCOSAN and GRANTEE for 20 years, from the date of final audit or close out of this Agreement by ALCOSAN, except in those cases where unresolved audit questions may require maintaining some or all records for a longer period. In such event, records shall be maintained until all pending matters are resolved.

15. **Progress Reports**. The GRANTEE and its subcontractors shall furnish to ALCOSAN such progress reports in such form and quantity as ALCOSAN may from time to time require, including, but not limited to, status reports of the project, project account statements, certificates, approvals, proposed budgets, invoices, copies of all contracts executed and proposed, employment placements, follow-up reports and any and all other information relative to the Agreement as may be requested. ALCOSAN or its representative shall have the right to make reasonable inspections to monitor the GRANTEE's performance under this Agreement.

In the event that ALCOSAN determines that the GRANTEE or its subcontractor(s) has not furnished such reports as required by ALCOSAN, ALCOSAN, by giving written notice to the GRANTEE, may suspend payments under this Agreement until such time as the required reports are submitted.

16. **Acknowledgement of ALCOSAN Assistance**. Any publication concerning a project financed by ALCOSAN will acknowledge ALCOSAN's financial assistance as follows:

"This Project was financed [in part] by a grant from ALCOSAN."

Signs acknowledging said financial assistance or administrative participation will be erected in the project area as soon as possible after the effective date of this Agreement. Acknowledgement of ALCOSAN financial assistance may be combined with acknowledgement of other funding sources on project signs or in project publications. The GRANTEE is granted a limited license to use ALCOSAN's trademarked logos in these acknowledgments.

ALCOSAN acknowledges and accepts that GRANTEE's obligations for signage are subject to applicable law.

17. **Audit** - This Agreement is funded entirely with public funds. If the amount of the grant is $500,000.00 or more, a final audit of the entire Agreement ("Project Audit") is required by ALCOSAN within 180 days after the termination of project activities but no later than 180 days after the Agreement termination date. This audit is the responsibility of the GRANTEE. The audit must be submitted and approved by ALCOSAN prior to the submission of the final report in the close out of the grant. Audits performed under the Single Audit Act of 1984 will not be accepted in lieu of a Project Audit required under this Agreement.

The Project Audit must be performed by a certified public accountant. The GRANTEE is responsible for securing a qualified auditor, however, ALCOSAN reserves the right of selection or prior approval of the independent auditor to perform the audit. The Project Audit must be a financial audit conducted in accordance with the provisions of the U.S. General Accounting Office's Government Auditing Standards, current revision, and contain all the requirements detailed in ALCOSAN's "Procedures for Closeout of Grants." Unless otherwise authorized by ALCOSAN, the audit must include those funds received under this Agreement as well as any required private match funds and encompass the entire Grant Activity Period. Other grant periods may also be specified at the discretion of ALCOSAN and ALCOSAN reserves the right to designate additional compliance factors for state financial assistance programs.

Additionally, for any project where the grant amount is less than $500,000 ALCOSAN reserves the right to have an audit of the project performed by an independent auditor of ALCOSAN's choice at ALCOSAN's expense. Notwithstanding the foregoing, the GRANTEE shall permit ALCOSAN to perform audits of a financial or performance nature, with respect to the Agreement, throughout the term of the Agreement and thereafter if ALCOSAN, in its sole discretion, shall deem necessary.

ALCOSAN will determine any overpayment or underpayment and any additional auditing deemed necessary and inform the GRANTEE of the settlement amount.

The GRANTEE agrees that if the final audit of the Agreement as accepted by ALCOSAN or any duly authorized representative discloses that the full amount of the Agreement was not required to complete the project or that funds were improperly used, then the funds unused, improperly used or expended but not required to complete the project, shall be repaid to ALCOSAN with interest unless otherwise directed in writing by ALCOSAN.

None of the above provisions under this article exempts the GRANTEE from maintaining records of state financial assistance programs or providing upon request, access to such records to the ALCOSAN or its authorized representative.

The submission of a Single Audit in accordance with the Single Audit Act and related Circulars does not exempt the GRANTEE from complying with all Project Audit and any closeout procedures as may be issued by the ALCOSAN, including, but not limited to, the submission of a financial statement of the project after termination of project activities.

18. **Close Out Process**. GRANTEE shall provide a certification of construction completion at the close of the Project stating that the Project was built in accordance with accepted plans and specifications. ALCOSAN shall issue a final acceptance letter after the Project has been inspected and the final report has been submitted by the GRANTEE. The final report shall be in a form approved by ALCOSAN. This report will include:

(a) as-built drawings and updated GIS files incorporating the source reduction modifications impacting the municipal sewer system by the completed Project;
(b) post-construction photographs and/or video of the completed Project;
(c) an itemization of all construction costs, with supporting documentation;
(d) a Post–Construction Monitoring Report;
(e) a final Operation and Maintenance Plan (O&M Plans for Green Infrastructure and Direct Stream Inflow Removal projects must be approved by the GRANTEE and ALCOSAN and amended to their IDRC); and,
(f) an assessment of sewer flow reduction.

For Green Infrastructure and Direct Stream Inflow Removal Projects, this report will additionally include:

(g) design specifications and other information regarding stormwater runoff reduction and/or pollutant capture; and,
(h) geotechnical report, for projects allowing infiltration, stamped by a professional engineer or professional geologist licensed in the state of Pennsylvania.

For Sewer Separation Projects, this report will additionally include:

(i) water quality sampling test results from the separate storm sewer; and,
(j) documentation of completed dye testing for both sanitary and storm sewer connections

ALCOSAN will provide the remainder of the funding specified in this Agreement after the completion of flow monitoring to assess the effectiveness, based upon the standards contained in application submitted by the GRANTEE, of the construction in reducing sewer overflows and summarized in a final report. ALCOSAN will not reimburse the last invoice until the final acceptance letter has been issued.

The additional information on audit and closeout requirements referenced in Sections 17 and 18 is attached as **Exhibit "D"** and labeled Audit and Closeout Requirements.

19. **Temporary Suspension of the Agreement**. Upon written notice and at any time during the period covered under this Agreement, ALCOSAN may suspend reimbursement payments and/or request suspension of all or any part of the Agreement activities. ALCOSAN may give such notice to suspend for the following reasons:

(a) Violations of laws and regulations, audit exceptions, misuse of funds, failure to submit required reports or when responsible public officials or private citizens make allegations of mismanagement, malfeasance or criminal activity.

(b) When, in the opinion of ALCOSAN, the activities cannot be continued in such manner as to adequately fulfill the intent of statute or regulations due to act of God, strike or disaster.

During the term of suspension, ALCOSAN and GRANTEE shall retain and hold available any and all funds previously approved for application to the activities. During this period all such funds held by the GRANTEE shall be placed in an interest bearing program expenditures account. The GRANTEE may not expend any such funds during the period that the Agreement is suspended except pursuant to order of a court of competent jurisdiction. The GRANTEE shall have the right to cure any default or other circumstance that is the basis for suspension of this Agreement within a reasonable period of time.

This Agreement is also conditioned upon: (1) the continuing performance by the GRANTEE of its financial obligations to ALCOSAN as set forth in the agreement through which the GRANTEE became a customer of ALCOSAN; and (2) the GRANTEE's complete performance of any prior grant agreements between ALCOSAN and the GRANTEE including GRANTEE's timely submission of the required final audit of past grant agreements to ALCOSAN. In the event ALCOSAN determines that the GRANTEE has not met either of these two conditions, ALCOSAN, by giving written notice to the GRANTEE, will suspend payments under this Agreement until such time as the GRANTEE has fulfilled its obligations to the satisfaction of ALCOSAN. When the GRANTEE has fulfilled its obligations under this paragraph to ALCOSAN's satisfaction, ALCOSAN will resume payments under this Agreement.

20. **Termination**. ALCOSAN may terminate this Agreement at any time for its convenience or for any other reason if it determines that termination is in its best interests, or is otherwise appropriate, by giving written notice to the GRANTEE of such termination and specifying the effective date thereof. Termination pursuant to this section shall not be applicable to funds that the GRANTEE is legally or contractually obligated to pay as a result of project activities entered into prior to the date that it receives written notice of termination. All grant monies not legally or contractually obligated, plus accrued interest, shall be returned to ALCOSAN on or before the effective date of termination and all project records shall be made available to ALCOSAN.

21. **Designated Employees.** The parties hereby designate the following individuals as the main point of contact with primary responsibility for the implementation of this Agreement:

GRANTEE:

_____
NAME

_____
TITLE

_____
STREET ADDRESS

_____
CITY, STATE, ZIP

_____
PHONE NUMBER

_____
E-MAIL

ALCOSAN: Timothy D. Prevost, P.E.
Manager of Wet Weather Programs
ALCOSAN
3300 Preble Avenue
Pittsburgh, PA 15233
412-734-8731 – Office
412-734-6209 – Fax
timothy.prevost@alcosan.org

22. **Entire Agreement, Amendments and Waivers.** This Agreement, including the Program Guidelines and application which are incorporated herein by reference, contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and the same may not be amended, modified or discharged, nor may any of its terms be waived, except by an instrument in writing signed by the parties to be bound thereby.

23. **Further Assurances.** The parties each agree to do, execute, acknowledge and deliver all such further acts, instruments and assurances and to take all such further actions as shall be necessary to fully carry out this Agreement and to fully consummate and effect the transactions contemplated hereby.

24. **No Third Party Benefits and Assignment.** This Agreement is for the sole and exclusive benefit of the parties and their respective successors and assigns, and no third party is intended to or shall have any rights hereunder. Neither GRANTEE nor ALCOSAN has the right to assign its rights or to delegate its duties hereunder without the prior written consent of the other, and any attempted assignment or delegation without such consent shall be null and void.

25. **Interpretation.** The headings and captions herein are inserted for convenience of reference only and the same shall not limit or construe the articles, sections or paragraphs to which they apply or otherwise affect the interpretation hereof. All of the recitals to this Agreement, and all exhibits hereto, are hereby incorporated herein and made a part hereof by reference.

26. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

27. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to its conflicts of law provisions.

28. **Validity/Enforceability.** If any section of this Agreement or any part of any section of this Agreement shall be held unlawful, invalid, or unenforceable, that section or part shall be deemed deleted and without prejudice to the lawfulness, validity, and enforceability of the remaining sections and parts of this Agreement.

29. **Captions.** The captions of the Sections of this Agreement are made for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.

30. **MBE/WBE/SDV Participation Encouraged.** It is the policy of ALCOSAN to award a fair share of contracts to Minority-, Women- and Service-Disabled Veteran-owned business enterprises. ALCOSAN encourages the GRANTEE to make every effort to encourage MBE/WBE/SDV participation under this program.

31. **Transfer of Ownership** – If the project includes improvements to Regionalized Inter-municipal Trunk Sewers and associated facilities, upon the Transfer of said assets to ALCOSAN, all future obligations in this Agreement shall be assigned to ALCOSAN and extinguished as to the Grantee.

IN WITNESS WHEREOF, the parties hereto have executed, sealed and delivered this Agreement as of the day and year first above written.

ATTEST:

WILKINS TOWNSHIP

_____

By: _____

Title: _____

Print Name: _____

Title: _____

ATTEST:

ALLEGHENY COUNTY SANITARY AUTHORITY

_____

By: _____

Secretary

Print Name: _____

Title: _____

GROW PROGRAM GRANT AGREEMENT

EXHIBIT "A"

PROJECT NARRATIVE

GROW ID:	2025_01-019
Municipality/Municipal Sewer Authority:	Wilkins Township
Project Name:	Linhart Area Phase II Sewer Separation

Project Description:

In terms of the physical scope of work, the 2023 Fox Chapel Road O&M Sanitary Sewer Lining project included the complete installation of 6,385 linear feet of manhole to manhole lining by Cured In-Place (CIPP) method (8-inch diameter), and the reinstatement of 26 service laterals in the Borough of Fox Chapel. Selection of the physical repair (e.g. spot lining and full manhole-to-manhole (liners) was predicated not only on the individual pipeline defect to be repaired, but consideration was given to the source flow reduction (infiltration/inflow) potential. The scope of work is shown on Figure 3 (Folder 4).

All GROW Grant funds received will be used for further sewer operation and maintenance.

Exhibit B

GROW ID: 2025_01-019

Municipality or Municipal Authority: Wilkins Township

Contract term From: 9/29/2023 To: 9/30/2025

Project name: Linhart Area Phase II Sewer Separation

	Budget line description	Original Budget	Budget Amendment	Final Budget
a.	Eligible construction costs	$ 1,569,528		$ 1,569,528
b.	Eligible design costs	$ 99,254		$ 99,254
c.	Eligible In-kind expenses	$ -		$ -
d.	Total eligible project costs	$ 1,668,783	$ -	$ 1,668,783

Exhibit "C"
Request for Reimbursement Form
ALCOSAN GROW Program

Municipality or Municipal Government
Name:
Address:
City, State, Zip PA

GROW ID#: **2023_01-0##**
Request #: 1
Project Name:

Type of Request:
x Progress
_____ Final

Period covered by request:
From (mm,dd,yy)
To (mm,dd,yy)

Amount of Project:

Original project	$ 0.00
Amendments	
Final project	$ 0.00
GROW Funding	$ 0.00

Payee: (where checks should be sent)
Name: 0
C/O: GROW ID# 2023_01-0##
Address: 0
City, State, Zip: 0 PA 0

	Status of Funds:	Current costs	Costs previously submitted	Total project costs to date
a.	Total construction costs	$ -	$ -	$ -
b.	Design costs	$ -	$ -	$ -
c.	In-kind expenses	$ -	$ -	$ -
d.	Total project costs	$ -	$ -	$ -
	Less:			
e.	Project costs ineligible	$ -	$ -	$ -
f.	Project costs eligible for reimbursement	$ -	$ -	$ -
g.	ALCOSAN share	100%	100%	100%
h.	Reimbursible Project Costs	$ -	$ -	$ -
	Less:			
i.	15% Retainage (0% on Final Request)	$ -	$ -	$ -
j.	Origination Fee (1% of GROW award)	$ 0.00	$ -	$ 0.00
k.	Amount requested for reimbursement	**$ (0.00)**		
l.	Amounts reimbursed to date		$ -	$ (0.00)
m.	Percentage of completion		0%	0%
n.	Remaining ALCOSAN funding		$ 0.00	$ 0.00

Certification:

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the ALCOSAN share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the contract.

Signature Authorized Certifying Official | Title | Date Submitted

** Two copies of all invoices and support for any in-kind costs along with the original request for reimburement must be submitted for review prior to reimbursement.

GROW PROGRAM GRANT AGREEMENT

EXHIBIT "D"

AUDIT AND CLOSEOUT REQUIREMENTS

After all progress requests for reimbursement have been submitted and approved, and upon submission of the Final Report, including the final audit report for applicable projects, the audit and closeout requirements for GROW Projects are as follows:

1) ALCOSAN reviews the Final Report and provides notification to the Procurement Department[1] that it has been approved.
2) If not already submitted, ALCOSAN notifies the GRANTEE via e-mail to prepare and submit the final Request for Reimbursement for the remaining 15% retainage.
3) The Procurement Department sends the GRANTEE a final acceptance letter indicating ALCOSAN is preparing to close out the Agreement. The documentation includes a Closeout Agreement (see attached sample) signifying the GRANTEE agrees to close out the GROW Grant Agreement. The GRANTEE signature page is executed and returned to ALCOSAN for execution by the Executive Director[2].
4) The final Request for Reimbursement is processed and goes to the Executive Director for approval.
5) Upon execution of the Closeout Agreement by the Executive Director it is returned to the GRANTEE for its records.
6) The approved final Request-for-Reimbursement is sent to Accounting.
7) Accounting issues a check to the GRANTEE by the subsequent Thursday and sends it via USMAIL.

[1] ALCOSAN Procurement Department

[2] ALCOSAN Executive Director

GROW PROGRAM GRANT AGREEMENT

EXHIBIT "D"

Sample Closeout Agreement

MODIFICATION
(Municipality or Municipal Authority)
GROW ID XXXX_XX-XXX

ALCOSAN has conducted a project review of your final report to verify that all deliverables meet performance requirements for the referenced project under ALCOSAN's GROW program. Based on the review, this project has satisfactorily met the requirements of the closeout process as defined in paragraph 18 of the GROW Grant Agreement.

The final budget for this project is as follows below.

Original Commitment Amount:	**$**
Origination Fee:	$
Actuals Approved:	$_____
Remaining Funds to be De-Obligated	**$**

The remaining funds will be de-obligated with the execution of this modification.

By executing this document, both parties agree that all work is completed and accepted, with the exception of the Municipality / Authority's obligations to operate, maintain and repair this project for the next twenty (20) years as described in paragraph 5 of the GROW Grant Agreement. The Municipality / Authority understands that failure to operate and maintain this project will result in legal action as described in paragraph 7 of the GROW Grant Agreement.

The Municipality / Authority Acceptance:

_____ Date:_____
(Name)

_____
(Title)

Allegheny County Sanitary Authority (ALCOSAN) Acceptance:

_____ Date:_____
Arletta Scott Williams
Executive Director

WILKINS TOWNSHIP POLICE DEPARTMENT

110 PEFFER ROAD TURTLE CREEK, PA 15145

EMERGENCY 911
NON-EMERGENCY(412) 473-3056

POLICE OFFICE: (412) 824-0032
POLICE FAX: (412) 824-6647

CHIEF RANDY O. LAMB

TO: Board of Commissioners
Rebecca Vargo, Township Manager

FROM: Randy O. Lamb, Chief of Police

DATE: April 11, 2025

REF: Request for Authorization to Purchase Police Vehicle

I am respectfully requesting your authorization to purchase a new, Ford Police Interceptor SUV, from Whitmoyer Ford, Inc. The price of this vehicle is $46,610.00. Whitmoyer Ford Inc, AKA Whitmoyer Auto Group, is a CoStars Vendor, and this purchase would be under CoStars contract number 013-E23-302. Whitmoyer has this vehicle available on their lot. We have purchased our last four police vehicles from Whitmoyer Ford, and those deliveries were timely and without issue.

The police department's 2025 budget includes the purchase of a new vehicle. If you have any questions or concerns, I am available at your convenience to discuss this request further. I appreciate your time and consideration in this matter. Thank you.

Prepared for: Randy Lamb, Chief, Wilkins Township PD
110 Peffer Rd
Turtle Creek , PA 15145
Office: 412-824-0032
Email: rlamb@wilkinstownship.com

2025 Police Interceptor Utility AWD Base (K8A)

VIN: 1FM5K8AB0SGB71061 | Price Level: 515



Client Proposal

Prepared by:
Greg Kohr
Office: 717-324-2388
Email: gkohr@whitmoyerautogroup.com
Quote ID: SGB71061
Date: 04/04/2025

Prepared for: Randy Lamb
Chief, Wilkins Township PD
Prepared by: Greg Kohr
04/04/2025

Kinley Ford Lancaster | 1001 East Main Street Mount Joy Pennsylvania | 175529333

2025 Police Interceptor Utility AWD Base (K8A)

Price Level: 515 | VIN: 1FM5K8AB0SGB71061 | Quote ID: SGB71061

Randy Lamb, Chief, Wilkins Township PD
110 Peffer Rd
Turtle Creek , PA 15145
Office: 412-824-0032
Email: rlamb@wilkinstownship.com

Re: Quote ID SGB71061 04/04/2025

Dear Randy,

Following is our proposal to furnish and deliver one (1) "new and unused" 2025 Police Interceptor Utility AWD Base. Please review and contact our office if you have any questions.

Your total cost to order, as per the COSTARS 013-E23-302 Purchasing Agreement, is **$46,610.00**. This price includes all new vehicle prep, initial PA state inspection, title, and registration fees. Vehicle will be filled with fuel, washed, and delivered to your location.

VEHICLE IS ON GROUND AND WILL BE READY PROMPTLY FOLLOWING PURCHASE APPROVAL

Thank you for your time and the opportunity to earn your business.

Sincerely,

Greg Kohr
Fleet Sales
717-324-2388
gkohr@whitmoyerautogroup.com

COSTARS™
Pennsylvania Department of General Services

Contact #	Supplier Name	City	State	Service Area	Product Categories Offered	Manufacturers Offered	Award Date	Expiration Date
013-E23-302	WHITMOYER FORD INC	MOUNT JOY	PA	Adams; Allegheny; Armstrong; Beaver; Bedford; Berks; Blair; Bradford; Bucks; Butler; Cambria; Cameron; Carbon; Centre; Chester; Clarion; Clearfield; Clinton; Columbia; Crawford; Cumberland; Dauphin; Delaware; Elk; Erie; Fayette; Forest; Franklin; Fulton; Greene; Huntingdon; Indiana; Jefferson; Juniata; Lackawanna; Lancaster; Lawrence; Lebanon; Lehigh; Luzerne; Lycoming; McKean; Mercer; Mifflin; Monroe; Montgomery; Montour; Northampton; Northumberland; Perry; Philadelphia; Pike; Potter; Schuylkill; Snyder; Somerset; Sullivan; Susquehanna; Tioga; Union; Venango; Warren; Washington; Wayne; Westmoreland; Wyoming; York	Ambulances; Fire Trucks; Pursuit Certified Police Vehicles; Specialty Response Vehicles	Ford Motor Company	12/07/2023	12/07/2025

LSSE
Civil Engineers and Surveyors
Est. 1985

LSSE: (412) 264-4400
Fike: (814) 226-7880
LSI: (724) 287-6865
Rabell: (814) 756-4384
Senate: (412) 826-5454
www.lsse.com

Fike ● LSI ● LSSE ● Rabell ● Senate

March 27, 2025

S. O. No. 737-10

VIA EMAIL ONLY
(rvargo@wilkinstownship.com)

Ms. Rebecca Vargo, Manager
Wilkins Township
110 Peffer Road
Turtle Creek, Pennsylvania 15145

Subject: **Montgomery Sewer Aerial Crossing**
Chapter 105 General Permit No. 5
Wilkins Township, Allegheny County, Pennsylvania

Dear Ms. Vargo:

Transmitting herewith is the Chapter 105 General Permit Registration Form for your review and signature for the Montgomery Sewer Aerial Crossing. In addition, we request the following check to cover the E&S review fee for the submission:

1. $200.00 E&S Plan Review Fee made payable to the Allegheny County Conservation District.

Please provide the requested check and signed document to the Coraopolis office for permit submission.

Should you have any questions, please contact Adam M. White directly (Ext. 501).

Sincerely,

John R. Heyl, P.E., CPESC

JRH/nwg

Attachment

3150-PM-BWEW0500 Rev. 6/2024
Form

pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATERWAYS ENGINEERING AND WETLANDS

CHAPTER 105 WATER OBSTRUCTIONS AND ENCROACHMENT GENERAL PERMIT REGISTRATION

SECTION A. APPLICANT INFORMATION

Applicant's Name / Client	DEP Client ID# (if known)	Employer ID# (EIN)
		25-6003523

Client Information - Please select Client Type / Code from drop down box under the correct entity shown below. (or may be written in) ↓

Government	Non-Government	Individual
MUNI Municipality		

Mailing Address	City	State	ZIP + 4
110 Peffer Road	Turtle Creek	PA	15145

Contact Person – Last Name	First	MI	Suffix	Telephone
Vargo	Rebecca			( )

Email Address
rvargo@wilkinstownship.com

SECTION B. CONSULTANT INFORMATION (If applicable) ☐ N/A

Contact Person – Last Name	First	MI	Suffix	Consultants Title	Consulting Firm
Heyl	John	R	P.E.,	Principal	LSSE, Inc.

Mailing Address	City	State	ZIP + 4
846 4th Avenue	Coraopolis	PA	15108

Telephone	Fax	Employer ID# (EIN)
(412) 264-4400	(412) 264-1200	25-1496249

Email
john.heyl@lsse.com

SECTION C. PROJECT INFORMATION

Project / Site Name	DEP Site ID# (if known or leave blank)
Montgomery Sewer Aerial Crossing	

Client Relationship - Please select Site-to-Client Relationship / Code from drop down box to the right. (or may be written in) →	Double-click on shaded area below to select correct Site-to-Client Relationship / Code ↓ **OWNOP Owner/Operator**

County	Municipality ☐ City ☐ Borough ☒ Township	Note: Municipal & County Notification is Required
Allegheny	Wiklins	

Site Location / Address	City	State	ZIP + 4
Brown Avenue	Turtle Creek	PA	15145

Latitude: 40.416001 **Longitude**: -79.832523

SECTION D. REGISTRATION CHECKLIST AND REQUIREMENTS

PLEASE PLACE AN "X" NEXT TO EACH ITEM (1-11) TO ENSURE IT IS COMPLETED AND/OR PROVIDED. Unless otherwise specified, **ALL ITEMS** are ***required*** to ensure a complete Registration package. *See GP Registration Instructions (3150-PM-BWEW0500) for additional details.*

1. **Registering a General Permit (GP):** Check all GPs which you are registering. Enter project details to calculate applicable fee.
See Chapter 105 Fee Calculation Worksheet (3150-PM-BWEW0553) for additional details

APPLICANT ENTRY			DEP ONLY
Federal, State, county or municipal agency or municipal authority: ☒ **EXEMPT from fees**			☐
☐ **GP-1** Fish Habitat Enhancement Structures ..... Per Project	$ 50 =	$ _____	☐
☐ **GP-2** Small Docks and Boat Launching Ramps ..... Per Dock / Ramp _____ (#) x	$ 175 =	$ _____	☐
☐ **GP-3** Bank Rehabilitation, Bank Protection and Gravel Bar Removal ..... Per Project _____ (#) x	$ 250 =	$ _____	☐
☐ **GP-4** Intake and Outfall Structures ..... Per Structure _____ (#) x	$ 200 =	$ _____	☐
☒ **GP-5** Utility Line Stream Crossings ..... Utility Lines 1 (#) x Per Crossing 1 (#) x	$ 250 =	$ 0	☐
☐ **GP-6** Agricultural Crossings and Ramps ..... Per Crossing / Ramp _____ (#) x	$ 50 =	$ _____	☐
☐ **GP-7** Minor Road Crossings ..... Per Crossing _____ (#) x	$ 350 =	$ _____	☐
☐ **GP-8** Temporary Road Crossings ..... Per Crossing _____ (#) x	$ 175 =	$ _____	☐
☐ **GP-9** Agricultural Activities ..... Per Project	$ 50 =	$ _____	☐
☐ **GP-10** Abandoned Mine Reclamation ..... Per Project	$ 500 =	$ _____	☐
☐ **GP-11** Maintenance, Testing, Repair, Rehabilitation, or Replacement of Water Obstructions and Encroachments	$ 750 =	$ _____	☐
☐ Temporary Disturbance ($400/0.1ac) ..... _____ acres x	$4,000 =	+ $ _____	☐
☐ Permanent Disturbance ($800/0.1ac) ..... _____ acres x	$8,000 =	+ $ _____	☐
GP-11 subtotal		= $ _____	☐
☐ **GP-15** Private Residential Construction in Wetlands	$ 750 =	$ _____	☐
☐ Temporary Disturbance ($400/0.1ac) ..... _____ acres x	$4,000 =	+ $ _____	☐
☐ Permanent Disturbance ($800/0.1ac) ..... _____ acres x	$8,000 =	+ $ _____	☐
GP-15 subtotal		= $ _____	☐
TOTAL OF ALL GP FEES		= $ 0	☐

APPLICANT ENTRY		DEP ONLY
2. **Location Map** with project site marked: (Note: PNDI Search Receipt Map is sufficient)	☒	☐
3. **Color Photographs** showing proposed activity and resource area, as recommended in the instructions.	☒	☐
4. **Project Description** including proposed impacts and potential coordination with the Federal Energy Regulatory Commission (FERC) or a separate/individual 401 Water Quality Certification.	☒	☐
5. **Site Plan & Other Drawings** showing all proposed project activities. *Sample Drawings are available.* NOTE - For registrations of a GP-7 or GP-11, some activities for use by the general public may require a Professional Engineer Seal and Certification. *See GP Registration Instructions for specific details.*	☒	☐
6. **Chapter 102 (Erosion and Sediment Control): Select ONE option to indicate how compliance is being obtained.** *See GP Registration Instructions for more information.*		
a. For GP-9: Has a Conservation Plan been approved by the county conservation district?	☐	☐
b. For GP-11: The E&S Plan is attached.	☐	☐
c. For Oil & Gas activities: The E&S Plan is attached OR a separate E&S permit (ESCGP) has been submitted.	☐	☐
d. All Other GPs: Will obtain an approved E&S Plan prior to commencement of construction.	☒	☐
7. **Changes in Waterway Opening and Registration of Multiple Structures:** Is this a GP-11? ☐ Yes ☒ No **If Yes, provide the information below:**		
a. Bridge Or Culvert Replacement Projects or Projects That Change the Waterway Opening form (3150-PM-BWEW0552B) or equivalent.	☐	☐
b. Registrations of multiple structures: Project Inventory form (3150-PM-BWEW0552A) or equivalent.	☐	☐
8. **Pennsylvania Natural Diversity Inventory (PNDI):** PNDI Search Receipt AND clearance letters. NOTE - Concurrent review does not apply to Chapter 105 GPs. *See GP Registration Instructions for more information.*	☒	☐
9. **Wetlands:** Are wetlands present at the project site? ☐ Yes ☒ No **If Yes, provide the information below:**		
a. A wetland delineation report following the method as detailed in the GP Registration Instructions.	☐	☐
b. Method to provide Compensatory Mitigation for impacts which require compensatory mitigation, as detailed in the GP Registration Instructions.	☐	☐
10. **Proposed Impacts:** General Permit Aquatic Resource Impact Table form (3950-PM-BWEW0560) or equivalent.	☒	☐
11. **Submerged Lands of the Commonwealth:** In certain situations, a Submerged Lands License Agreement (SLLA) is required, but not all waters are Submerged Lands of the Commonwealth. The final determination is made by DEP. *See GP Registration Instructions for more information.* **Select ONE option to indicate how an SLLA is being addressed.**		
a. I believe an SLLA is required and have attached plans including the facility area information. **OR**	☐	☐
b. I believe an SLLA is not required or I am unsure.	☒	☐

SECTION E. CERTIFICATION

I certify under penalty of law that the information provided in this permit registration is true and correct to the best of my knowledge and information and that I possess the authority to undertake the proposed action. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. (If any of the information and/or plans is found to be in error, falsified, and/or incomplete, this authorization/verification may be subject to modification, suspension, or revocation in accordance with applicable regulations.) I further certify that this project complies with all the conditions of the general permit.

Rebecca Vargo
Applicant / Owner Signature

Date 04/11/2025

Rebecca Vargo
Typed / Printed Name

This General Permit shall not be effective until the owner has had their E&S Plan reviewed by the appropriate Regional Office or District, and, where required, obtained an SLLA from DEP.

Please provide a copy of the Registration form to the Municipality & County in which the work will be performed.
Proof of receipt is not required to be provided to DEP.

THIS ACKNOWLEDGED COPY OF THIS GENERAL PERMIT REGISTRATION PACKAGE AND THE E&S PLAN MUST BE AVAILABLE AT THE PROJECT SITE DURING CONSTRUCTION.

STOP! THE REMAINDER OF THIS FORM WILL BE COMPLETED BY DEP STAFF.

SECTION F. DECISION / DISPOSITION – COMPLETED BY DEP

Decision Review:

DEP / District Reviewer Signature

Reviewer's Typed / Printed Name

GP _____
GP _____
GP _____

Disposition Status:

			Comments
☐	**ACKNOWLEDGED**	Date _____	_____
	SLLA Required	☐ Yes Attached ☐ No	_____
☐	**ELIGIBILITY DEFICIENCY ***	Date _____	_____
☐	**EXTENSION REQUEST ***	Date _____	_____
☐	**WITHDRAWN**	Date _____	_____

* If the GP registration information is incomplete/deficient a copy of this registration form and requested additional information **must be re-submitted within 60 calendar days** unless extended by the extension date listed above. *See GP Registration Instructions for more information*

FEDERAL AUTHORIZATION:

☐ As proposed, this General Permit does not require Federal Authorization.

☐ Non-reporting PASPGP verification / authorization attached.

☐ Reporting * – A copy of this General Permit registration package has been sent to the U.S. Army Corps of Engineers. Separate federal authorization may be required.

* If the reporting box is checked **you do not have Federal authorization** for this project and **such authorization may be required prior to starting your project**. In accordance with procedures established with the U.S. Army Corps of Engineers, you will be contacted directly by the Corps regarding Federal Authorization.

To: Wilkins Township Board of Commissioners

From: Hart Drive Circle Association

We are requesting a donation for the Hart Drive Circle butterfly and tree gardens. We would like to purchase some flowers, mulch and some edging bricks for the gardens on the Hart Drive Circle. If you have any questions, please let us know.

Sincerely,

Jen LeHew

2024
$150.00