

AGENDA

TOWNSHIP OF WILKINS
BOARD OF COMMISSIONERS MEETING
MONDAY, SEPTEMBER 28, 2020

6:00 PM Budget Meeting ZOOM: <https://us02web.zoom.us/j/87526346184>
7:00 PM Regular Meeting ZOOM: <https://us02web.zoom.us/j/86297400994>

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: Regularly Scheduled meeting of September 14, 2020

COMMUNICATIONS: Mark Filtz, E.I.T., Gateway Engineers

CITIZENS' COMMENTS:

PAYMENT OF BILLS:

<i>FUND</i>	<i>AMOUNT</i>
General Fund	\$
General Fund Addendum	\$
Procurement Card	\$
Total:	\$131,668.12

OLD BUSINESS:

1. Field use policy amendments

NEW BUSINESS:

1. Duquesne Light request to place telephone poles within the Township's right-of-way on Penhurst Drive.
2. Recommendation from the Solicitor to authorize the execution of a proposal for legal services between the Township and Meagan Turnbull.
3. Accept the resignation of Harry Fruecht effective December 31, 2020.
4. Authorize the Civil Service Board to begin the process of testing for entry level candidates for the Police Department.
5. Authorize the Civil Service Board to offer a noncompetitive exam to Randy Lamb for the position of Chief of Police.
6. Terminate the agreement between Wilkins Township and Edward Miller, effective December 31, 2020.
7. Trick or Treat – October 31, 2020 from 5:00 PM to 7:00 PM

COMMISSIONERS' COMMENTS

ADJOURNMENT

AGENDA

TOWNSHIP OF WILKINS
BOARD OF COMMISSIONERS MEETING
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7:00 PM Regular Meeting ZOOM: <https://us02web.zoom.us/j/86297400994>

Announcements:

- The next meeting of the Board of Commissioners is scheduled for October 12, 2020 beginning at 7:00 PM.

WILKINS TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MONDAY, SEPTEMBER 14, 2020

The Regular Meeting of Monday, September 14, 2020 was brought to order at 7:00 PM by President Sylvia J. Martinelli. A quorum was present as follows:

Mr. Costa, Mr. Wells, Mr. Boyd,
Mrs. Martinelli & Ms. Criner

Note: The Meeting was held both virtually and live. Commissioners Boyd and Costa along with Solicitor Rushford attended the meeting virtually. Commissioners Martinelli, Criner and Wells attended the meeting in person.

Executive Session: The Board met in Executive Session from 6:00 PM to 6:45 PM to discuss several items of personnel.

(173-2020) MOVED WELLS-CRINER to approve the minutes of the Conditional Use Hearing and the Regular Meeting of August 10, 2020 and the Public Hearing of August 17, 2020. The motion was adopted by unanimous roll call vote.

Correspondence:

Ms. Christine Probert, President of the Board of Trustees for C.C. Mellor Library submitted a request for consideration of funding in the amount of \$10,000 in 2021.

Ms. Paula McWilliams, President and CEO of Heritage Community Initiatives submitted correspondence to the Township advising of their successes for the year and requesting consideration of a donation.

Ms. Carol Klinko, Executive Director of the Commonwealth Finance Authority submitted correspondence advising the Township that the grant application for the relining of the Queenston Drive sanitary sewer was not funded.

Citizens' Comments:

There were no citizen's comments.

(174-2020) MOVED CRINER-WELLS to waive the reading of reports. The motion was adopted by unanimous roll call vote.

REPORTS:

The Engineer's Report is on file in the Manager's Office

Police Report for August 2020:

	<u>2019</u>	<u>2020</u>
Total Police Calls Logged	261	255
Total Criminal Offenses Reported	31	20

REGULAR MEETING MONDAY, SEPTEMBER 14, 2020 page two

Criminal Arrests/Persons Charged	7	6
Criminal Offenses Cleared	7	7
Traffic Citations Issued	25	19
Parking Tags Issued	11	11
Parking Citations Issued	17	7
Traffic Details	0	0
Monies collected	\$986.30	\$2,534.20

Chief of Police Report is on file in the Manager's Office.

Public Works Department Report is on file in the Manager's Office.

Fire Department for August 2020:

WTVFD #1 reported the following for August 2020: 92 Fire Calls, Man-Hours 123.52; 5 Trainings, Man-Hours 165; 3 Activity, Man-Hours 278; 1 Business Meeting, Man-Hours 68; 2 Station Maintenance, Man-Hours 93, 1 Building Inspection, Man-Hours 10; 1 Vehicle Maintenance, Man-Hours 14; Total Man-Hours 751.52.

Building Permits Issued for August 2020:

#3110 – Not Yet Picked Up. #3132 – Not Yet Picked Up. #3133 – Not Yet Picked Up. #3135 – 102 Ridgecrest, Above Ground Pool w/Deck \$252. #3136 – 128 Calmont, Above Ground Pool & Patio Roof \$252. #3137 – 347 Cline, Screened in Porch \$79.50. #3138 – 245 Penhurst, Generator \$110.10. #3139 – 114 Hart, Deck \$79.50.

Deed Transfer Tax August 2020:

The Township received \$6,439.09 in deed transfer tax in the month of August, representing transfer tax collected by Allegheny County in the month of July.

George Porado's Tax Collector's Report for August 2020:

Balance Collectable – beginning of the month	\$177,952.50
Assessments	\$0.00
Additions	\$0.00
Exonerations	\$0.00
Net Adjustments	\$0.00
Net Collectable	\$185,898.39
Face Collections	\$-9,032.44
Balance Collectable – End of the month	\$168,920.06
Face Exonerations	\$0.00
Actual Face Due Balance	\$168,920.06
Face amount of collections	\$9,032.44
Plus Penalties	\$903.26
Less Discounts	\$0.00

REGULAR MEETING MONDAY, SEPTEMBER 14, 2020 page three

Other (under/over)	\$0.00
Total Cash Collected	\$9,935.70
Less Face Exonerations	\$0.00
Less Overpayment Refunds	\$0.00
Net Collections	\$9,935.70
Exoneration Refund Amount	\$0.00
Refunded Overpayments	\$0.00

Act 511 for August 2020:

Earned Income Taxes: Difference

Current Month	\$92,770.85	Previous Year	\$92,836.22	
Current YTD	\$592,711.59	Previous YTD	\$583,688.89	\$9,022.70
2020 Budget-\$850,000				

Local Service Tax: Difference

Current Month	\$4,214.86	Previous Year	\$11,551.75	
Current YTD	\$95,103.91	Previous YTD	\$100,589.60	(\$5,485.69)
2020 Budget-\$170,000				

Mercantile Tax: Difference

Current Month	\$112,435.45	Previous Year	\$0.00	
Current YTD	\$307,053.61	Previous YTD	\$345,491.62	(\$38,438.01)
2020 Budget - \$350,000				

Business Privilege Tax: Difference

Current Month	\$90,106.43	Previous Year	\$189.10	
Current YTD	\$403,750.93	Previous YTD	\$236,638.37	\$167,112.56
2020 Budget - \$275,000				

The Code Officials Report is on file in the Manager's Office.

(175-2020) MOVED CRINER-BOYD to approve the payment of the schedule of bills in the amount of \$131,668.12. The motion was adopted by unanimous roll call vote.

Old Business:

(176-2020) MOVED BOYD-WELLS accepting the recommendation to advertise for bids for the Phase II Linhart Sanitary Sewer Separation project.

(177-2020) MOVED WELLS-BOYD authorizing the return of \$10,000 in grant funding received from 3RWW for the construction of a rain garden in the municipal building ball field.

Motions 175-2020 to 1776-2020 inclusive were adopted by unanimous roll call vote.

New Business:

RESOLUTION NUMBER 8-2020

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

(178-2020) MOVED CRINER-WELLS to adopt Resolution Number 8-2020. The motion was adopted by unanimous roll call vote.

(179-2020) MOVED BOYD-WELLS to table Agenda Item #2 under New Business regarding the recommendation from the Civil Service Commission. The motion was adopted by unanimous roll call vote.

Presentation of 2021 Minimum Municipal Obligation to the Pension Plan:

Police: \$291,928

Nonuniform: \$18,749

(180-2020) MOVED BOYD-WELLS to retroactively authorize the submittal of the following projects for CDBG Year 47: Demolition: 421 Cline Street, 875 Larimer Avenue, 147 Quarry Street and 441 Wilbur Avenue; Paving: Eastmont Park road and Lions Park road.

(181-2020) MOVED CRINER-WELLS tabling Agenda Item #6 regarding legal representation for the Zoning Hearing Board, pending the Commissioners' discussion in Executive Session prior to adjournment.

(182-2020) MOVED BOYD-CRINER approving Chief Fruecht's request to purchase a subscription to PoliceOne.com Police One academy at a first-year cost of \$1,197 and then subsequently \$897.00 annually for unlimited online access to training.

(183-2020) MOVED BOYD-CRINER approving Mr. Saunders' request to attend three Pennboc webinars at a cost of \$180.00.

REGULAR MEETING MONDAY, SEPTEMBER 14, 2020 page five

(184-2020) MOVED WELLS-CRINER approving Mr. Hill's request to attend two Pennboc webinars at a cost of \$120.00.

(185-2020) MOVED BOYD-WELLS approving Mr. Manganello's / Ridgewood Manor Association request, authorizing the group to clean up litter and trash on Lougeay Road and providing the necessary supplies and protection for the cleanup.

(186-2020) MOVED WELLS-BOYD to recess into executive session.

(187-2020) MOVED WELLS-CRINER to reconvene the meeting.

(188-2020) MOVED CRINER-BOYD to accept the recommendation to appoint Attorney John Bacharach as special counsel to the Zoning Hearing Board at an hourly rate of \$90.00.

Motions 180-2020 to 188-2020 inclusive were adopted by unanimous roll call vote.

Commissioners' Comments:

Mr. Wells questioned what the Township was doing about Trick or Treat. After discussion, it was decided to get more information from surrounding communities and make a decision at the September 28, 2020 meeting.

Mr. Boyd prefers to meet remotely. He recognizes that some members of the Board prefer to meet in person. He is requesting that the Board grant the department heads the option of either meeting in person or remotely.

Mr. Costa stated that it is very hard for remote users to hear what is being said by the members who are present at the meeting. There is an echo in the room. He said that the Board needs to either meet completely remotely or completely in person.

(189-2020) MOVED WELLS-CRINER to adjourn. The meeting adjourned at 7:42 PM. The motion was adopted by unanimous roll call vote.

Respectfully submitted,

Rebecca Vargo
Secretary



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GATEWAY ENGINEERS

100 MCMORRIS ROAD
PITTSBURGH, PA 15205-9401
412.921.4030 PHONE
855.634.9284 TOLL-FREE
412.921.9960 FAX

GatewayEngineers.com

September 23, 2020
C-68041-2015

CERTIFIED MAIL

Wilkins Township Commissioners
110 Peffer Road
Turtle Creek, PA 15145

ATTN: Township Commissioners

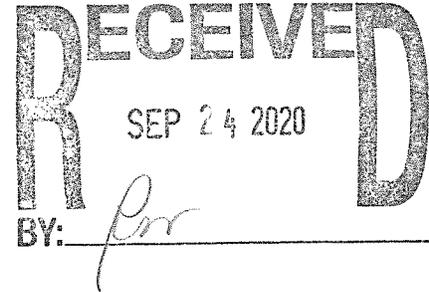
RE: **Act 14, 67, 68, 127 Notification**

Permit: Chapter 105 General Permit Registration (GP-1 & GP-3)

Project Name: Baker Avenue Stream Restoration

Project Location: Wilkins Township, Allegheny County, PA

Applicant: Municipality of Penn Hills



Dear Commissioners:

This municipal notice, under the requirements of Act 14, 97 P.S. § 510-5, is to inform you that the Municipality of Penn Hills intends to submit for Coverage under the General Permit 1 for Fish Habitat Enhancement Structures and General Permit 3 for Bank Rehabilitation, Bank Protection, and Gravel Bar Removal, for a project located off Baker Avenue in Wilkins Township, Allegheny County, Pennsylvania. A topographic map showing the approximate location of the project site is enclosed.

Also enclosed is a copy of the Chapter 105 General Permit Registration Form. If you wish to submit comments in regard to land use aspects of this project for Allegheny County Conservation District (ACCD) to consider, you must respond within 30 days from the receipt of this letter to **Allegheny County Conservation District at River Walk Corporate Centre, 33 Terminal Way, Suite 325B, Pittsburgh, PA 15219**. If there are no land use comments received by the end of the comment period, ACCD will assume that there are no substantive land use conflicts and proceed with the normal application review process.

If questions concerning the proposed project should arise, contact Richard Minsterman of The Gateway Engineers, Inc. at 412-921-4030.

Sincerely,
THE GATEWAY ENGINEERS, INC.

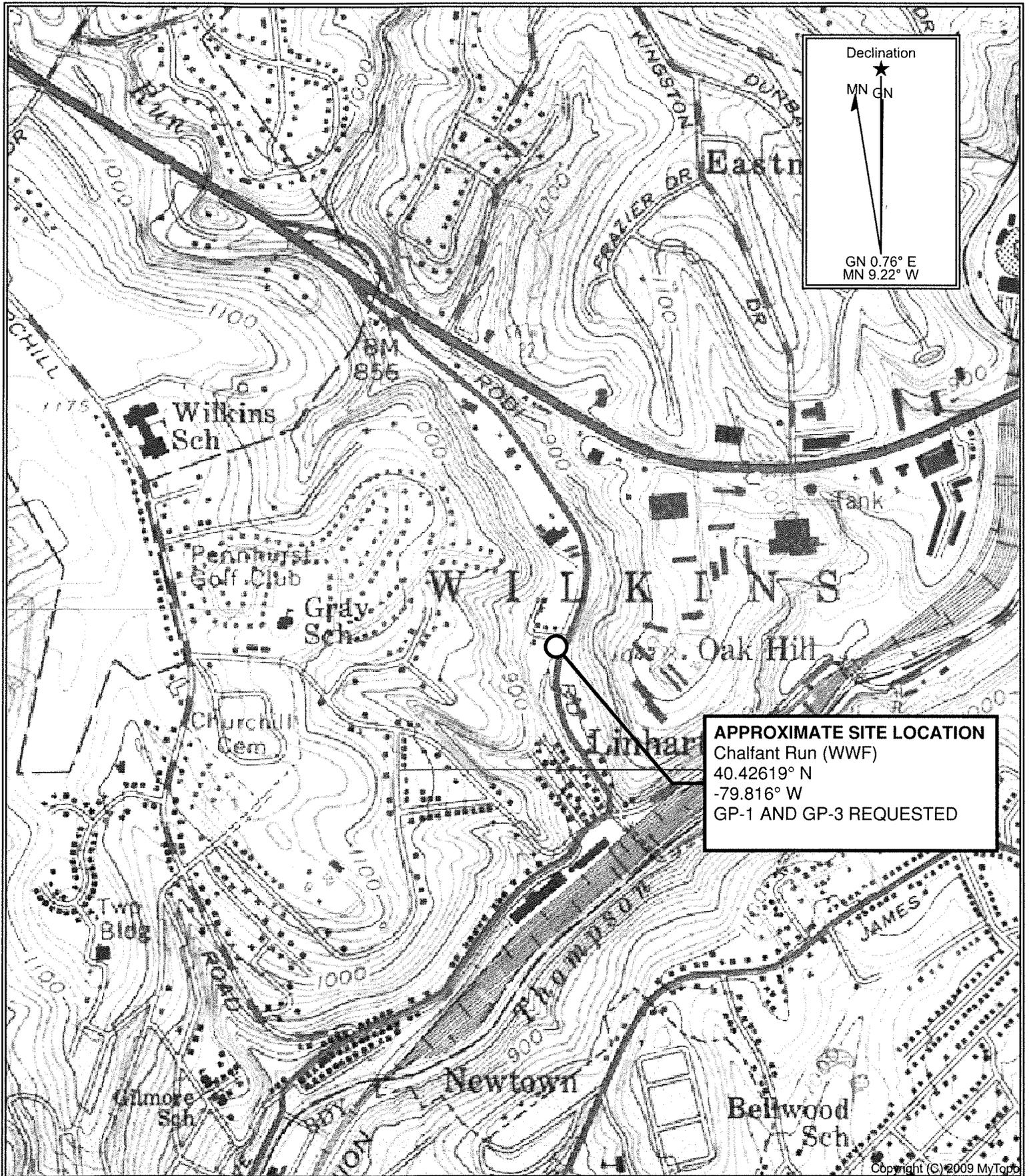
Mark A. Filtz, E.I.T.

A FULL-SERVICE CIVIL ENGINEERING FIRM

MUNICIPAL ENGINEERING • LAND DEVELOPMENT • SURVEYING • GIS MAPPING
LANDSCAPE ARCHITECTURE • STRUCTURAL ENGINEERING • TRAFFIC ENGINEERING
ENVIRONMENTAL / ECOLOGICAL • GEOTECHNICAL • INSPECTION / MATERIAL TESTING

MISSION STATEMENT

TO HELP OUR CLIENTS REACH A HIGHER
LEVEL OF SUCCESS THROUGH KNOWLEDGE,
EXPERIENCE AND RESPONSIVENESS.



APPROXIMATE SITE LOCATION
 Chalfant Run (WWF)
 40.42619° N
 -79.816° W
 GP-1 AND GP-3 REQUESTED

Map Name: BRADDOCK
 Print Date: 09/03/20
 Scale: 1 inch = 1,000 ft.
 Map Center: 040° 25' 38.14" N 079° 49' 02.85" W
 Horizontal Datum: NAD27



CHAPTER 105 WATER OBSTRUCTIONS AND ENCROACHMENT GENERAL PERMIT REGISTRATION

SECTION A. APPLICANT INFORMATION

FERC Natural Gas Activity Docket Number _____ Type of Facility _____

Has a Water Quality Certification (WQC) request been sent to DEP? Yes No

Activity Subject to FERC approval and/or Oil & Gas Exploration, Production, Storage or Transmission if the activity is regulated by FERC and provide the FERC docket number.

Applicant's Name / Client Municipality of Penn Hills	DEP Client ID# (if known)	Employer ID# (EIN) 25-6002419
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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	N/A non-applicable	N/A non-applicable

Mailing Address 102 Duff Road	City Penn Hills	State PA	ZIP + 4 15235
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Contact Person – Last Name Cohn	First Jennifer	MI	Suffix	Telephone (412) 798-2171
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Email Address
jcohn@pennhills.org

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

Contact Person – Last Name Minsterman	First Richard	MI D	Suffix	Consultants Title Municipal Engineer	Consulting Firm Gateway Engineers
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Mailing Address 100 McMorris Road	City Pittsburgh	State PA	ZIP + 4 15205
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Telephone (412) 921-4030	Fax (412) 921-9960	Employer ID# (EIN) 25-1006946
------------------------------------	------------------------------	---

Email
rminsterman@gatewayengineers.com

SECTION C. PROJECT INFORMATION

Project / Site Name Baker Avenue Stream Restoration	DEP Site ID# (if known or leave blank)
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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 ↓ OWN Owner
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County Allegheny	Municipality <input type="checkbox"/> City <input type="checkbox"/> Borough <input checked="" type="checkbox"/> Township Wilkins	Note: Municipal & County Notification is Required
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Site Location / Address Intersection of Baker Ave and Rodi Road	City Turtle Creek	State PA	ZIP + 4 15145
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Collection Method: EMAP HGIS GISDR* ITPMP GPS WAAS LORAN

Check the horizontal reference datum (or projection datum) employed in the collection method.

EMAP and HGIS (PNDI) have known datum and do not require checking here. NAD27 NAD83 WGS84
(GEO84) LAT.: 40.42619° LONG.: -79.816°

NOTE: A Submerged Lands License Agreement (SLLA) with an annual fee, if applicable, may also be required for your project. You will be notified if an SLLA is required.

The Aquatic Resources Impact Table (SECTION E. PROPOSED IMPACTS) must be completed or equivalent submitted for this registration to be complete.

SECTION D. REGISTRATION CHECKLIST AND REQUIREMENTS

Please place an "X" next to each item (1-9) to ensure it is completed and/or provided.

Unless otherwise specified, all items are required to ensure a complete Registration package.

****Provide ONE (1) ORIGINAL and ONE (1) COPY of the Registration package****

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.

1. REGISTERING A GENERAL PERMIT (GP) check all that apply

Federal, State, county or municipal agencies or municipal authorities:

EXEMPT from fees

<input checked="" type="checkbox"/> GP-1	Fish Habitat Enhancement Structures..... Per Project	\$ 50	= \$ 0
<input type="checkbox"/> GP-2	Small Docks and Boat Launching RampsPer Dock / Ramp _____ (#) x	\$ 175	= \$ _____
<input checked="" type="checkbox"/> GP-3	Bank Rehabilitation, Bank Protection and Gravel Bar Removal..... Per Project <u>1</u> (#) x	\$ 250	= \$ 0
<input type="checkbox"/> GP-4	Intake and Outfall Structures..... Per Structure _____ (#) x	\$ 200	= \$ _____
<input type="checkbox"/> GP-5	Utility Line Stream Crossings Per Individual Utility _____ (#) x _____ (#) x	\$ 250	= \$ _____
<input type="checkbox"/> GP-6	Agricultural Crossings and Ramps Per Crossing / Ramp _____ (#) x	\$ 50	= \$ _____
<input type="checkbox"/> GP-7	Minor Road Crossings ² Per Crossing _____ (#) x	\$ 350	= \$ _____
<input type="checkbox"/> GP-8	Temporary Road Crossings ² Per Crossing _____ (#) x	\$ 175	= \$ _____
<input type="checkbox"/> GP-9	Agricultural Activities Per Project	\$ 50	= \$ _____
<input type="checkbox"/> GP-10	Abandoned Mine Reclamation Per Project	\$ 500	= \$ _____
<input type="checkbox"/> GP-11	Maintenance, Testing, Repair, Rehabilitation, or Replacement of Water Obstructions and Encroachments ¹	\$ 750	+
<input type="checkbox"/>	Temporary Disturbance (\$400/0.1ac)..... _____ acres x \$4,000 =	\$ _____	+
<input type="checkbox"/>	Permanent Disturbance (\$800/0.1ac)..... _____ acres x \$8,000 =	\$ _____	= \$ _____
<input type="checkbox"/> GP-15	Private Residential Construction in Wetlands ¹	\$ 750	+
<input type="checkbox"/>	Temporary Disturbance (\$400/0.1ac)..... _____ acres x \$4,000 =	\$ _____	+
<input type="checkbox"/>	Permanent Disturbance (\$800/0.1ac)..... _____ acres x \$8,000 =	\$ _____	= \$ _____

GP(s) FEE subtotal (b) \$ 0

	Applicant Entry	DEP Use Only
2. Location Map (USGS quad map) with project site marked:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Color Photographs with dates, locations, and descriptions: <input checked="" type="checkbox"/> GP-3 <input type="checkbox"/> GP-11 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project Description: (Example: Linear pipeline project using multiple GP-5's and GP-8's; One GP-7 for an access road to my property) Stream restoration project that includes the construction of stream habitat structures such as log vanes (GP-1). In addition to the proposed fish habitat structures, bank stabilization is being proposed along the stream including brach layering, log toe, and gravel bar removal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Site Specific and/or Standard Drawings are (required for all) project's GP activities. For Activities that qualify for GP-7 or GP-11 Plans, specifications, and reports for bridges and culverts across a stream which are to be used by the general public such as an access to an industrial, commercial or residential development, etc., shall be prepared by a registered professional engineer and shall be affixed with their seal and certification which shall read as follows on the drawings: If the project includes a bridge or culvert replacement or the proposed work will change the waterway opening, please complete and provide the <u>Bridge and/or Culvert Replacement Projects or Projects That Change the Waterway Opening (3150-PM-BWEW0552B)</u> worksheet. If the project consists of similar work (replacement or change in waterway opening) on more than one structure, provide the data requested for each structure included in this Registration package. <i>"I (name) do hereby certify pursuant to the penalties of 18 Pa. C.S.A. Sec. 4904 to the best of my knowledge, information and belief, that the information contained in the accompanying plans, specifications, and reports has been prepared in accordance with accepted engineering practice, is true and correct, and is in conformance with Chapter 105 of the rules and regulations of the Department of Environmental Protection."</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Proposed Project Purpose depicting the site of the projects GP activities and impacts. Briefly discuss the need for the authorization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Erosion & Sediment Control Plan (E&S Plan) (Required for all GP's but specifically required with submission with a registration of GP-11 or GP's for oil and gas related activities submitted to DEP.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Pennsylvania Natural Diversity Inventory (PNDI): PNDI Search Receipt and clearance letters, if available. See additional requirements for submission with Avoidance Measures and/or Potential Impacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Activities which impact wetlands: (For State Regulated Impacts) Please place an "X" next to the appropriate box indicating the information provided: <ul style="list-style-type: none"> ➤ N/A because no wetland impacts are proposed or no compensatory mitigation is necessary. <input checked="" type="checkbox"/> ➤ A wetland delineation with complete data sheets in accordance with the 1987 Corps of Engineers Wetland Delineation Manual AND the appropriate Regional Supplements to the Corps of Engineers Wetland Delineation Manual for use in Pennsylvania..... <input type="checkbox"/> ➤ If direct or indirect wetland impacts are greater than 0.05 acre, a compensatory mitigation plan in accordance with the Department's Replacement criteria which provides compensation for both affected acreage, and functions at a minimum of one to one ratio. <input type="checkbox"/> ➤ If compensatory mitigation onsite is determined not feasible: A check, number _____, in the amount of \$ _____ payable to the National Fish and Wildlife Foundation, N.A. 1237, as compensatory mitigation for _____ acres of impact in wetlands, in accordance with the Pennsylvania Wetland Replacement Project..... <input type="checkbox"/> <p style="text-align: center;">(Additional Mitigation May Be Required by U.S. Army Corps) <input type="checkbox"/></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NOTE: If the Pennsylvania Wetland Replacement Fund is proposed to be used as compensatory mitigation for waters of the Commonwealth the U.S. Army Corps of Engineers may also require additional mitigation if the proposed activity impacts waters of the United States.		

Applicant's Name / Client Municipality of Penn Hills

AQUATIC RESOURCE IMPACT TABLE
FOR PENNSYLVANIA CHAPTER 105 WATER OBSTRUCTION AND ENCROACHMENT APPLICATION / REGISTRATION

Project / Site Name: Baker Avenue Stream Restoration

Date: 9/4/2020

DEP USE ONLY		Project Information					PADEP / 105							
PADEP Permit Number	Single Complete Crossing No.	Crossing Number	Fee	Structure / Activity unique identifier	Aquatic Resource Type	Latitude dd madd83	Longitude dd madd83	Waters Name	PA Code Chapter 93 Designation	Work Proposed	DEP Impact Type / perm	Watercourse Impact Top of Bank to Top of Bank Length and Width in feet	Floodway Impact Top of Bank Landward Length and Width in feet	Wetland Impact Dimension Length and Width in feet
			\$0	GP-3-1 / Gravel Bar Removal	Perennial	40.42634° N	79.8159° W	Chalfant Run	WWF	Excavation	Perm	23 - 8	0 - 0	N/A
			\$0	GP-3-1 / Gravel Bar Removal	Perennial	40.42615° N	79.81608° W	Chalfant Run	WWF	Excavation	Perm	43 - 9	0 - 0	N/A
			\$0	GP-3-1 / Bank Restoration	Perennial	40.42625° N	79.81605° W	Chalfant Run	WWF	Excavation	Perm	110 - 5	0 - 0	N/A
			\$0	GP-3-1 / Branch Layering	Perennial	40.42625° N	79.81605° W	Chalfant Run	WWF	Excavation	Perm	110 - 5	0 - 0	N/A

PADEP Impact Type: temporary or permanent.

Permanent Impacts are those areas affected by a water obstruction or encroachment that consist of both direct and indirect impacts that result from the placement or construction of a water obstruction or encroachment and include areas necessary for the operation and maintenance of the water obstruction or encroachment located in, along or across, or projecting into a watercourse, floodway or body of water.

Temporary Impacts are those areas affected during the construction of a water obstruction or encroachment that consists of both direct and indirect impacts located in, along or across, or projecting into a watercourse, floodway or body of water that are restored upon completion of construction. This does not include areas that will be maintained as a result of the operation and maintenance of the water obstruction or encroachment located in, along or across, or projecting into a watercourse, floodway or body of water (these are considered permanent impacts).

SECTION F. 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.

Signature of Applicant / Owner
Date _____
Jennifer Cohn
Typed / Printed Name
Water Pollution Control Director
Typed / Printed Title

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.

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

SECTION G. DECISION / DISPOSITION – COMPLETED BY DEP

Decision Review:

DEP / District Reviewer Signature
GP _____
Reviewer's Typed / Printed Name
GP _____

NOTE: See Aquatic Resource Impact Table for any additional authorizations.

Disposition Status

Comments

- ACKNOWLEDGED** Date _____
SLLA Required Yes Attached No
- INCOMPLETE / DEFICIENCY** Date _____
- EXTENSION REQUEST** Date _____
- WITHDRAWN** Date _____

NOTE: If the GP registration information is incomplete a copy of this registration form and requested additional information will be sent to the applicant. A copy of the returned registration form and additional information must be re-submitted within 60 calendar days unless extended by the extension date listed above.

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

NOTE: Please be advised that 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 Section 404 of the Clean Water Act, a Department of the Army authorization is required for the discharge of dredged and/or fill material into waters of the United States, including jurisdictional wetlands. Section 10 of the Rivers and Harbors Act also requires Department of the Army authorization for any work in, over, or under a navigable water of the United States. In accordance with procedures established with the U.S. Army Corps of Engineers, you will be contacted directly by the Corps regarding Federal Authorization.

Board of Commissioners
Sylvia J. Martinelli, President
Joseph D. Costa, Vice President
Michael Boyd
Michelle Criner
Mark E. Wells



Township Officers
Rebecca Vargo, Township Manager
George M. Porado, Treasurer
John Rushford, Solicitor
Harry J. Fruecht, Police Chief
Ed Miller & Scott Matthews, Public Works

TO: The Board of Commissioners
Rebecca Vargo, Township Manager

FROM: Scott Matthews

SUBJECT: Duquesne Light Pole Replacement

DATE: September 25, 2020

I was contacted by Duquesne Light requesting permission to install three new power poles. The first would be located at the corner of Penhurst Drive at Churchill Road, the second would be located between 100 and 104 Penhurst Drive and the third would be located on the corner at Penhurst Drive and Braddsley Drive. I spoke with the homeowners of 100 and 104 Penhurst Drive and 311 Braddsley Drive all three are against having new poles placed in their yards when there are currently none located there now. Duquesne Light is claiming that the feed from George Lane is densely vegetated and by putting this new feed in they would eliminate that old feed and prevent power outages to the area. I have given permission in the past for pole replacements but they were replacing existing poles. I wanted to get the Boards opinion as well as the Solicitor on this issue before I respond.

Rebecca Vargo

From: Scott <smatthews@wilkinstownship.com>
Sent: Friday, September 25, 2020 8:51 AM
To: 'Rebecca Vargo'
Subject: FW: [EXTERNAL] RE: pole installation

From: Mishra, Hari H. <HMishra@duqlight.com>
Sent: Monday, September 14, 2020 4:30 PM
To: Stackhouse, Esther A. <EStackhouse@duqlight.com>; Scott <smatthews@wilkinstownship.com>
Subject: RE: [EXTERNAL] RE: pole installation

Hi Scott,

Thanks for letting us know about your concerns. I have marked our existing lines in the area in red (lines) and proposed new line (on Penhurst Dr) in green to explain our reason to run our new lines through Penhurst.

Currently DLC's power lines run through densely vegetated area on the back of the houses as shown in bold green cloud below. This vegetation is causing lot of reliability/outage issues for our customers in this area. So, we want to re-route lines through Penhurst Dr and intercept existing lines at the intersection of Penhurst and Braddsley. At the completion of re-routing we want to remove our lines (primary lines) out of this highly vegetated right of way. This lines/circuit re-routing will improve reliability for many customers in Wilkins Township.

Penhurst Dr is a 50ft right of way road, and we are asking your permission to install these poles within municipal right of way behind the sidewalk. This way we can accomplish our project without getting private right of way from property owners. We have surveyed the road and found private property on this side of road starts 8ft from backside of the sidewalk, so we are proposing to install these two poles on the backside of the sidewalk to comply with ADA and still be within the municipal right of way.

For vegetation in access of 8ft from the sidewalk we will request property owner for vegetation clearing rights. We if cannot get vegetation clearing rights from property owners we will push our lines on side arms to keep them away from vegetation. We will clear vegetation on municipal right of way once your grant us permit to install poles and clear vegetation.

Please let me know if you have any other questions.

Your help on this matter will be greatly appreciated.



THACK W. CO.

DISTRIBUTION DESIGNER
PHONE – 412-393-2195
hmishra@duqlight.com

Duquesne Light Company
2841 New Beaver Ave, Bldg 3
Pittsburgh, PA 15233



From: Stackhouse, Esther A.
Sent: Monday, September 14, 2020 3:10 PM
To: Scott <smatthews@wilkinstownship.com>
Cc: Mishra, Hari H. <HMishra@duqlight.com>
Subject: RE: [EXTERNAL] RE: pole installation

Hi Scott,
Thank-you for your concerns,
I have requested tree trimming rights from the property owners on that side of the road and have not received the agreement back yet from the owners.
Since the poles are in the Municipality Right of way we do not need the property owners to sign off on an Agreement to install poles, that's why I need your endorsement.
I will forward your questions to Mr. Hari Mishra as to why we are installing new poles at that location his contact number is 412-393-2195. I have copied him on this response.
Thank-you..
Esther

From: Scott [<mailto:smatthews@wilkinstownship.com>]
Sent: Monday, September 14, 2020 2:26 PM
To: Stackhouse, Esther A. <ESstackhouse@duqlight.com>
Cc: 'Rebecca Vargo' <rvargo@wilkinstownship.com>
Subject: [EXTERNAL] RE: pole installation

WARNING: This email message did not originate from Duquesne Light and is from an external organization. DO NOT CLICK links or attachments unless you recognize the sender and are certain the content is safe.

Ester,

I went out and looked at that section of Penhurst Drive and there are no light poles located there now. I have a few questions and they are as follows.

1. Why are you installing poles at this location when none are present now?
2. Does Duquesne Light have a Right of Way on that side of the road?
3. Were the residents notified that their trees are going to be cut and that light poles are going to be installed in their yards?
4. If Duquesne does not have a Right of Way and are planning to install these poles on private property did they get permission from the homeowners?

Once these questions are answered I will have the Township Solicitor review and get his opinion on the drawings as well as the Board of Commissioners. Should you have any questions please feel free to contact me.

Scott

From: Stackhouse, Esther A. <ESstackhouse@duqlight.com>
Sent: Thursday, September 10, 2020 3:44 PM
To: Scott <smatthews@wilkinstownship.com>
Subject: pole installation

To Scott,

Attached is a cover letter and documents needed to install 3 poles, 1 anchor in Wilkins Township. Please review, approve and return electronically at your convenience.

Thank-you

Esther Stackhouse

Right of way Agent

412-393-8915

estackhouse@duqlight.com



Virus-free. www.avast.com

Rebecca Vargo

From: Scott <smatthews@wilkinstownship.com>
Sent: Friday, September 25, 2020 8:53 AM
To: 'Rebecca Vargo'
Subject: FW: [EXTERNAL] RE: pole installation

From: Stackhouse, Esther A. <EStackhouse@duqlight.com>
Sent: Monday, September 14, 2020 3:10 PM
To: Scott <smatthews@wilkinstownship.com>
Cc: Mishra, Hari H. <HMishra@duqlight.com>
Subject: RE: [EXTERNAL] RE: pole installation

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Sent: Monday, September 14, 2020 2:26 PM
To: Stackhouse, Esther A. <EStackhouse@duqlight.com>
Cc: 'Rebecca Vargo' <rvargo@wilkinstownship.com>
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Thank-you

Esther Stackhouse
Right of way Agent
412-393-8915
estackhouse@duqlight.com



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W B | K

WEISS
BURKARDT
KRAMER LLC
Educational & Municipal Law

September 16, 2020

VIA: EMAIL (jrushford@cfwwg.com)

John Rushford, Esquire
Cafardi Ferguson Wyrick Weiss + Gabriel, LLC
2605 Nicholson Road, Suite 2201
Sewickley, PA 15143

RE: WILKINS TOWNSHIP, HEART AND LUNG HEARING OFFICER PROPOSAL

Dear Attorney Rushford:

Please accept this letter as a proposal to serve as a Hearing Officer in a Heart and Lung Act matter pending in Wilkins Township. I have no known conflicts with the parties, and I am familiar with both the Heart and Lung Act and the Local Agency Law. A copy of my firm bio is attached. I am happy to supply additional information upon request.

We propose a rate of \$165 per hour billed in increments of one-tenth of an hour. Our statements are rendered on a monthly basis and are detailed and itemized as to categories of service and the hours charged. There are no administrative fees or charges. We do not charge for routine photocopying, routine postage, or routine telephone charges. In the event of express mail or messenger charges, we will bill the actual cost.

At the conclusion of this matter, we will retain your legal files for a period of seven (7) years after we close our file. At the expiration of the 7-year period, we will destroy these files unless you notify us in writing that you wish to take possession of them. We reserve the right to charge administrative fees and costs associated with researching, retrieving, copying, and delivering such files.

If you are agreeable to the terms of our proposal, please sign the original of this letter and return it to me. I look forward to the opportunity of working with you in this matter.

Very truly yours,


Megan M. Turnbull

AGREED TO AND ACCEPTED BY:

WILKINS TOWNSHIP

Date _____

BY _____



MEGAN M. TURNBULL, ESQUIRE
Partner
Weiss Burkardt Kramer LLC
445 Fort Pitt Boulevard, Suite 503
Pittsburgh, PA 15219
412.391.9890 Phone
412.391.9685 Fax
mturnbull@wbklegal.com

Megan M. Turnbull is a Partner at Weiss Burkardt Kramer LLC, where she works with municipalities and school districts in the role of Solicitor, Labor Counsel and Special Counsel.

Megan has represented private and public schools in all aspects of organization, management, operation and finance. She specializes in managing personnel matters of these clients, and she serves as special counsel for investigative and reporting purposes.

Megan is an experienced municipal solicitor, who presently serves as legal counsel to the Boroughs of Leetsdale, Avalon, Seven Fields and McKees Rocks, as well as several Civil Service and Planning Commissions. She has a particular focus on blight and redevelopment where she seeks creative, sustainable solutions to improve communities. She has served as Special Blight Counsel to Allegheny County communities and has offered trainings through the Congress of Neighboring Communities (CONNECT).

Megan has been named on the Pennsylvania Super Lawyers Rising Star List consistently since 2010 in the areas of municipal and school law. For 2019-2020, Megan is the Secretary to the Pennsylvania Bar Association's Municipal Section. She is a member of the Allegheny County Bar Association, where she has served as the Chair of the School and Municipal Section and the Political Action Committee. She is a named Fellow to the Allegheny Bar Foundation, which provides legal support to indigent and underrepresented persons in our community.

She has presented most recently on solicitor ethics at the Pennsylvania Bar Institute's 2019 Municipal Law Symposium and sexual harassment for public sector employers in the "MeToo" era.

Megan is admitted to practice in the Courts of the Commonwealth of Pennsylvania, the United States District Court for the Western District of Pennsylvania, and the United States Supreme Court. She received her Bachelor of Arts degree from Penn State University, and her Juris Doctor from the University of Pittsburgh School of Law in 2004.

In addition to her legal practice, she is a member of the Western Pennsylvania Conservancy Board of Directors and loves to sing in community choirs. She resides in Franklin Park with her husband, Amitava, and three children.

Township of Wilkins

Allegheny County

Founded in 1821

Board of Commissioners
Sylvia J. Martinelli, President
Joseph D. Costa, Vice President
Michael Boyd
Michelle Criner
Mark E. Wells

Irene J. Pohl Municipal Building
110 Peffer Road
Turtle Creek, PA 15145-1192

Township Officers
Rebecca Vargo, Township Manager
George M. Porado, Treasurer
John Rushford, Solicitor
Randy Lamb, Acting Police Chief
E. Miller / S. Matthews, Public Works

October 15, 2019

Chief Harry Fruecht
69 Poplar Street
Cannonsburg, PA 15317

Dear Chief Fruecht:

It is my pleasure to formally advise you that the Board of Commissioners, meeting in regular session on Monday, October 14, 2019 appointed you to the position of Wilkins Township Chief of Police. As you are aware, this is a non-civil service appointment, with an expected term of three years.

In addition, the Board of Commissioners adopted Resolution #13-2019, setting your base salary as Interim Chief of Police at \$100,000 for the period October 15, 2019 to October 14, 2020, setting the benefits of the office to be the same as those given to uniformed officers under collective bargaining or arbitration awards, and agreeing that future years' increases in salary and benefits for the position will be in the same percentages and/or amounts as those received or awarded to the uniformed members of the department, with the exception of Vacation, which has been separately negotiated as follows:

2019	2 weeks
2020	4 weeks
2021	5 weeks

If you have any questions regarding the contents of this letter, please do not hesitate to speak with me. On behalf of the Board of Commissioners and the employees of the Township, congratulations on your appointment!

Sincerely,

TOWNSHIP OF WILKINS



Rebecca Vargo
Manager

Telephone: (412) 824-6650

Fax: (412) 824-3808 * Police Fax: (412) 824-6647 * Public Works Fax: (412) 824-1986

EMPLOYMENT AGREEMENT

THIS Employment Agreement, made and concluded this 28th day of January, 2019,
by and between:

THE TOWNSHIP OF WILKINS, a First Class Township with its offices situated at 110 Peffer Road, Turtle Creek, Allegheny County, Pennsylvania, 15145 (hereinafter referred to as "Township")

A
N
D

Ed Miller, an individual residing at 934 Rita Drive, Pittsburgh, Allegheny County, Pennsylvania, 15221 (hereinafter referred to as "Employee").

WITNESSETH:

WHEREAS, the Township desires to employ Employee as the Township's Public Works Co-Superintendent; and

WHEREAS, it is the desire of the parties hereto to provide certain benefits and establish certain terms and conditions of employment, all as set forth herein; and

NOW, THEREFORE, in consideration of the promises and mutual agreements hereinafter set forth and intending to be legally bound thereby, the Township employs Employee, and he hereby accepts employment pursuant to the terms and conditions set forth in this Agreement.

SECTION 1. POWERS AND DUTIES

The Township hereby employs Employee as Public Works Co-Superintendent for Wilkins Township. He is to perform the functions and duties as set forth in the job description which is attached hereto and incorporated herein as attachment "A." As Co-Superintendent, Employee has further agreed that he will be solely responsible for the activities defined in attachment "B."

SECTION 2. TERM OF EMPLOYMENT

Employee is an At-Will employee and the Township may terminate Employee with or without cause, at any time. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the Township. Employee shall give thirty (30) days written notice to the Township prior to the effective date of his resignation

Probationary Period. Employee shall serve a one year probationary period, during which time either the employee or the Township may determine that the Employee should be returned to his previous position of Public Works Laborer. In the event that the Employee returns to his previous position during this probationary period, he shall be entitled to no loss of seniority for purpose of wages and to receive longevity commensurate with his years of service, regardless of seniority status. The Probationary term of the Contract shall commence on the 1st day of February, 2019 and shall continue until the 31st day of January, 2020.

Following the Probationary term, this Agreement shall be automatically extended from January 1, 2020 to December 31, 2020, and additional one (1) year periods of extension shall be made automatically on each successive January 1st, unless the Township or Employee shall notify the other party, in writing, on or before October 1st of any year, that this Agreement is to be terminated at the end of the then existing Contract or extension thereof.

Thirty days following a notification by Matthews or Miller that either or both plan to terminate employment in the capacity of Public Works Co-Superintendent, this agreement shall become null and void.

SECTION 3. COMPENSATION

Effective February 1, 2019, the Township shall pay the Employee a bi-weekly salary of Two Thousand Seven Hundred Sixty Nine dollars and Sixty Cents (\$2,769.60). Beginning January 1, 2020, the Township shall pay Employee an annual salary of Seventy Four Thousand Dollars (\$74,000.00).

For the years beyond December 31, 2020, the salary shall be agreed upon by mutual consideration of both parties, but in no event shall the Employee receive a percentage increase less than the highest percentage increase given to any Public Work Employee. This increase will be determined by December 1st of the year 2020, and by October 1st of any year subsequent to 2020.

There shall be no decrease in salary during the term of this Contract or any extension thereof.

Salary will be paid in twenty-six (26) bi-weekly installments scheduled to coincide with the Township's regular payroll dates.

SECTION 4. BENEFITS

The Employee shall receive the same benefits as members of the Wilkins Township Public Works Department including but not limited to, health, dental, vision, prescription, vacation, personal days, holidays, pension benefits, death benefits, sick leave coverage, and longevity. Employee must reside within five air miles of the Wilkins Township Municipal Building, or as further negotiated by the WTMEA.

Term Life Insurance shall be provided for the Employee only in the amount of 1 ½ times his annual salary.

SECTION 5. TERMINATION AND SEVERANCE PAY

In the event that Employee is terminated during the term of the Agreement and during which such time Employee is willing and able to perform his duties under this Agreement, Employee shall be entitled to select one of the following two options:

- 1) Revert back to Employee's previous position of Public Works Laborer, with no loss of seniority for the purpose of compensation, longevity and vacation.
- 2) Compensation in the amount equal to six (6) month's salary and payment for any unused vacation, personal or sick days. Said amounts to be paid within thirty (30) days after termination.

In the event the Agreement is not extended and Employee is terminated at the end of the then existing Agreement, or any extension thereof, the previous paragraph shall apply.

In the event that Employee is terminated for cause he shall not be entitled to any severance pay or the return to his previous position or any other benefits under this contract.

SECTION 6. HOURS OF WORK

Regular hours of work are 7:00 AM to 3:30 PM, Monday through Friday. The parties understand and agree that the Public Works Superintendent position is exempt under the Fair Labor Standards Act and no overtime pay will be available. Employee is expected to attend meetings of the Board of Commissioners and any other meetings as determined by the Township Manager. Employee is expected to provide backup to work crews when called out for snow removal and/or other overtime events.

SECTION 7. OTHER

The Township agrees to budget and permit attendance of Employee at conferences/seminars relating to municipal government matters or professional associations.

The Employee is permitted to be a member of the American Public Works Association (APWA) and to attend functions of those associations at Township expense subject to budgetary constraints.

Should it be necessary for the Employee to use his personal vehicle for Township business, he will be reimbursed for mileage at the IRS rate in effect at that time.

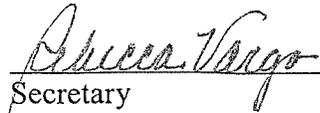
SECTION 8. GENERAL PROVISIONS

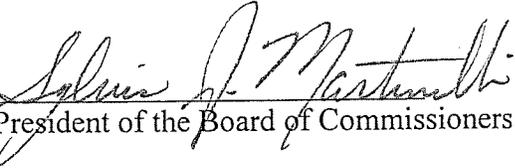
The text herein shall constitute the entire Agreement between the parties as to the subject matter hereof. If any provision hereof is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion hereof shall be deemed severable, shall not be affected, and shall remain in full force and effect. This Agreement may be amended only in writing.

IN WITNESS WHEREOF, the Township and Employee have executed this Agreement the day and year first written.

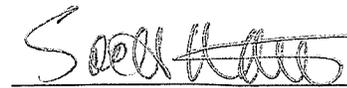
ATTEST:

TOWNSHIP OF WILKINS


Secretary

By 
President of the Board of Commissioners

WITNESS:



By 
Employee

ATTACHMENT "A"

**Wilkins Township
Department of Public Works
Job Description: Public Works Superintendent**

Position Title: Public Works Superintendent

Reports To: Township Manager

Department: Public Works

Nature of Work:

This is responsible technical and supervisory work in directing projects in various public works activities in the Township of Wilkins. The position is "At-Will" as defined by the Commonwealth of Pennsylvania. Duties involve planning, organizing, supervising and inspecting the work of subordinates to ensure that projects are completed based on oral and written instructions. Incumbent may operate equipment and may perform skilled/manual labor to participate in the completion of assigned projects. Incumbent must be available for on-call duty for emergency road work. Work is performed under the general supervision of the Township Manager.

Responsibilities and Duties:

1. First-line supervisor of the Public Works Department and its personnel.
2. Plans, organizes, schedules, supervises and inspects work; assigns the daily duties of various work crews.
3. Act as custodian of employee attendance records; prepares payroll reports.
4. Cares for all Department and Parks equipment
5. Checks and responds to resident complaints
6. Prepares specifications for new vehicles and equipment and orders supplies and services as needed.
7. Reports to the Township Manager daily on scope and method of projects, works in progress and completed projects.
8. Attends monthly meetings and special meetings as directed by the Township Manager.
9. Coordinates the major repairs and yearly inspection of all trucks and minor repair of equipment; creates/maintains vehicle maintenance records.
10. Reviews department applications for employment.
11. Act as the department coordinator during emergency management operations
12. Prepares and recommends the annual public works budget, including personnel, equipment and facilities and new projects; monitors and controls expenditures within approved funding.
13. Maintains daily logs or records of maintenance projects.

14. Ensures that work is performed in accordance with established safety rules and Township and departmental polices and procedures.
15. Acts as inspector for street permits and sewer tap-ins; coordinates requests for Pennsylvania One Call locations.
16. Schedules and coordinates work assignments with other governmental bodies (Forest Hills Borough, PennDot, etc.)
17. Such other work as assigned by the Township Manager from time to time.

Desirable Qualifications:

1. High School Diploma or Equivalent
2. Thorough knowledge of the materials, equipment, procedures and methods used in public works construction and maintenance activities.
3. Thorough knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.
4. Thorough knowledge of geography and streets of the Township of Wilkins and of the location of underground utilities.
5. Considerable knowledge of basic street construction techniques.
6. Some knowledge of carpentry and plumbing trades work.
7. Some knowledge of basic masonry techniques.
8. Ability to organize and supervise the work of others.
9. Ability to understand, interpret and carry out oral and written instructions.
10. Ability to give clear verbal instructions to public works employees.
11. Ability to understand and interpret simple diagrams and drawings of assigned projects.
12. Ability to maintain records of daily work assignments and projects.
13. Ability to establish and maintain effective working relationships with employees, other Township staff and the general public.

Other Requirements:

1. Possession of a valid Pennsylvania Driver's License and CDL Class B License and a satisfactory Motor Vehicle Report (MVR).
2. Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
3. Ability to function as an equipment operator and/or skilled laborer when needed.
4. Ability to work in a variety of weather conditions for extended periods of time.
5. Must be available to respond to service needs or maintenance problems during evenings and on weekends.
6. Must be able to meet the physical requirements of the position.
7. Requirements included in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities.
8. Wilkins Township residency is required within one year of employment.

ATTACHMENT "B"

Separation of Shared Duties:

Scott Matthews:

- Roads and Bridges – Paving, patching, plowing, road failures, etc.
- Sanitary Sewers – Cleaning, maintenance, repair, ALCOSAN and DEP Consent Decree
- Vehicle Maintenance, Payroll, Personnel, Administrative duties (Shared Duty)
- Any additional duties as assigned by the Township Manager

Ed Miller:

- Storm Sewers and MS4 Requirements
- Buildings – Maintenance, repair of all township structures
- Grounds – Grass, trees, leaves, right-of-way cutting, parks and park equipment, trails, park construction projects
- Vehicle Maintenance, Payroll, Personnel, Administrative duties (Shared Duty)
- Any additional duties as assigned by the Township Manager