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RESOLUTION NO., 9-01

That the proper officers of the Township of Wilkins are authpoized to execute Resolution No. 9-01 in the attached form:

RESOLUTION NO. 9-01

The Board of Commissioners of the Township of Wilkins, pursuant to the authority of the First Class Township Code, hereby resolves as follows:

Section I. The Board of Commissioners hereby adopts an Amendment to the Manual of Rules and Procedures containing policies, procedures and regulations governing the operation of the Township Police Department and defining the duties of the Police Department employees.

Section II. The amendments herein adopted are attached hereto marked Appendix I and incorporated herein by reference thereto.

Section III. The Manual of Rules and Procedures will now consist of the original manual and the Amendments adopted by Resolutions 20-94, 25-96 and this Resolution.

Section IV. The Manual shall be issued to all employees of the Police Department in the manner set forth in the Manual.

Resolved and adopted by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held this 8th day of October, 2001.

Township of Wilkins

Attest: Paul Vargo
Secretary

By _____
President of the Board of Commissioners

4.05.0 **INSIGNIA**

4.05.1 All uniform insignia will be properly placed on the uniform and securely attached to it. No unauthorized insignia, badges, or pins will be worn on the uniform. Jackets will have the Department patch on each sleeve. On shirts, you are to have a patch on each arm. The name plate will be centered and touch the top of the pocket flap.

4.05.2 Metal or plastic collar insignia may be worn on shirts or jackets. These may be the Pennsylvania state shields in silver, for officers below the rank of Sergeant. Sergeant and above ranks may wear gold collar insignia. The Sergeant and above ranks, in lieu of a state shield insignia, may wear gold collar insignia indicative of their rank.

4.06.0 **UNIFORM MAINTENANCE**

4.06.1 Members will maintain their uniforms in good condition. They will be clean and pressed when reporting for duty. Any part of the uniform which becomes worn or damaged will be repaired or replaced as necessary.

4.06.2 Should an extraordinary situation arise where by an expensive item of uniform or equipment is damaged or destroyed, notify the Chief immediately to see what priority arrangements can be made with regard to repair or replacement.

4.07.0 **GUN BELT, HOLSTER**

4.07.1 A gun belt and holster of the type approved by the Department Rules and Procedures, will be part of the uniform. Each must be worn in the prescribed manner and kept in good condition.

4.08.0 **EQUIPMENT**

4.08.1 Officers shall be permitted to use only those weapons and items of equipment that they have been officially certified and authorized to use.

4.08.2 Members shall be responsible for treating equipment properly and not abusing it.

4.08.3 Members shall use equipment for its intended purpose only.

4.08.4 Department equipment shall be used only for official business and shall not be converted to personal use or benefit.

4.09.5 CHEVRONS & EPAULETS:

Sergeant chevrons/stripes, will be affixed directly at the bottom of the "Township Police Patch" on each arm, so that they remain above the elbow area of the arm. All uniform shirts will have shoulder epaulets. Sergeant chevrons shall be gold in color upon a dark blue or black colored background.

4.09.6 NAME TAG:

Color - Silver background or base with black lettering. The Chief of Police and Sergeant may wear a gold name tag with black lettering.

Size - The entire tag will be no larger than two and one half inches by five-eights inches, (2'1/2" x 5/8"), and no smaller than two inches by three-eights inches, (2" x 3/8").

The name tag will be centered on the right side of the shirt, and touch the top of the pocket flap. When a jacket/coat is worn, the name tag may be worn on the outer-wear garment in the same area as described on the shirt. When a sweater is worn, the name tag will be worn on the sweater, on the right side of the chest.

4.09.7 UNIFORM NECKTIE:

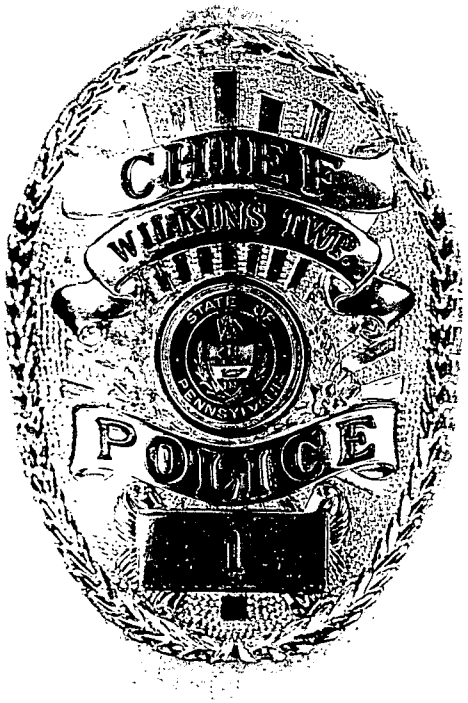
Color - Solid L.A.P.D. Blue (may be of "Navy Blue").

A "clip on" type of tie is recommended, as it will come loose in the event of a scuffle.

TIE CLASPS, TIE PINS/TACKS will not be worn. The tie should only be attached to the shirt by buttoning it with the back side of the tie, as provided.

4.09.16 OFFICIAL UNIFORM POLICE BADGE:

When on duty, all officers will wear a silver metal badge. The Chief of Police and Sergeant may wear a gold metal badge. The badge will contain the following information- "TOWNSHIP OF WILKINS," YOUR BADGE NUMBER, YOUR RANK, i.e. Patrolman, or Sergeant if applicable. The center of the badge will be a blue replica of the Pennsylvania State Shield/Logo. Except for the badge issued you by the Township, all purchased badges whether worn or exhibited on duty or off duty, will comply with the type and design as herein indicated.



BLUE LETTERING

RANK

WILKINS TOWNSHIP

BLUE PA STATE SHIELD

POLICE

BADGE NUMBER

4.11.0 **UNIFORM OF THE DAY**

4.11.1	FALL/WINTER/SPRING	October 1, through March 31
4.11.2	Shirt:	Long sleeve uniform shirt with necktie.
4.11.3	Sweater:	(Optional) If sweater is worn over uniform shirt, a necktie is required wear.
4.11.4	Uniform Coat/Jacket:	As dictated by existing weather condition.
4.11.5	Summer Uniform	June 1, through September 30
4.11.6	Shirt:	Short sleeve uniform shirt. A necktie is not required to be worn.
4.11.7	Jacket:	Lightweight uniform jacket/ wind-breaker, may be worn as per existing weather conditions.

4.11.8 Class "A" Dress Uniform The following uniform description will be the new Class "A" dress uniform. This is not a mandatory uniform but, if you choose to purchase such a uniform, the following specifications must be met:

LAPD Blue Jacket, silver buttons for Sergeants and patrolmen with black braid. For ranking officers, gold buttons with gold braid. The braid will be, 1/2" strip on trousers, 1/2" stripe around cuffs. A white shirt with patches on each sleeve.

4.11.9 NOTE: For the period, April 1st, through May 31st, and September 15th through October 15th, either the Spring or Summer designated uniform of the day may be worn provided all officers working together on the same basic shifts are dressed in the same type uniform of the day. Authority for this may be granted by the Shift Supervisor/Senior Officer.Any other deviation from the designated "Uniform of the Day", must be authorized by the Chief.

4.16.0 **USE OF SEAT BELTS**

4.16.1 While operating or riding in a vehicle, all Officers, employees, passengers, and other persons transported in a Township Police vehicle are required to use seat belts at all times in conformance with current Pennsylvania laws pertaining to seat belt restraints.

4.16.2 For those persons unable to fasten their seat belt, the driver or other officer, shall see that the passenger/ prisoner is securely seated and the seat belt secured properly. Children under four (4) years of age will be transported in a proper child's safety seat in conformance with current Pennsylvania laws pertaining to child safety seat restraints.

4.16.3 Infant and child safety seats are available at the police office. Officers shall make themselves aware of their location and operation.

4.17.0 **VEHICLE EQUIPMENT**

4.17.1 At the beginning of their respective shift, all officers reporting for duty shall see that the vehicle assigned to him contains all required and necessary equipment and forms.

4.18.0 **VEHICLE CONDITION**

4.18.1 Prior to beginning their duty or assignment, the Officers shall check their vehicle for damage, needed repairs, and general condition, and shall record any problems or damage on the "Vehicle Report Form". Failure to do so shall be considered as prima facie evidence that condition occurred on your tour of duty.

4.18.2 Officers shall maintain department vehicles in a clean and serviceable condition inside and out.

4.18.3 The assigned vehicle is to be serviced (gas, oil, coolant, battery, etc.) at the start of the tour of duty unless an emergency situation exists. At the end of your tour of duty, the officer will remove any trash, litter, and personal property. The Vehicle Maintenance Officer will determine when a vehicle needs washed.

4.19.0 **PARKING VEHICLES**

4.19.1 Officers will park vehicles in such a manner that they are in a position to exit quickly and easily in an emergency situation.

4.19.2 The Officer shall lock assigned vehicle when leaving the vehicle unattended, except when impossible due to an emergency situation.

4.20.0 **WINTER WEATHER DRIVING**

4.20.1 **STUDDED SNOW TIRES**

4.20.2 Police vehicles used on Patrol may be equipped with studded snow-type tires. The acceptable limitation for use of these tires is November 1 of each year until April 15 of the following year.

4.20.3 When driving with studded tires, keep in mind that the stopping distance can change drastically as these tires will skid sooner than regular tires. Also avoid rapid acceleration as this may cause the wheels to skid.

4.20.4 **TIRE CHAINS**

4.20.5 Tire chains are provided by the Department. Except in emergency situations when immediate installation is required, the chains will be installed by DPW personnel.

4.20.6 During the course of the winter months, the following policy will be observed when predicted weather conditions dictate:

4.20.7 a. DPW personnel will install a set of chains on any unused police vehicle parked in the police garage area when they report for snow removal duties. This vehicle will serve as a "stand-by" vehicle in the event travel without tire chains becomes impractical.

4.20.8 b. The Shift Supervisor will determine if other police vehicles need tire chains installed. If so, he will meet with the DPW Supervisor and arrange to have them installed as soon as possible.

4.21.0 **VEHICLE MAINTENANCE OFFICER**

4.21.1 The Vehicle Maintenance Officer will assume the following duties relating to vehicle servicing and maintenance.

4.21.2 a. All repairs and service shall be done by the Township Mechanic. All work will be scheduled by the Public Works Supervisor. No outside repairs will be performed without the permission of the Chief of Police.

4.21.3 b. The periods between servicing should be no less than three thousand (3,000) miles, nor more than three thousand-five hundred (3,500) miles.

4.21.4 c. Maintain records of all servicing and tire purchases for each vehicle.

4.21.5 d. See that current State Inspection Certificate, Registration Cards, and Insurance Certification are on/inside the vehicles.

4.21.6 e. Make arrangements for routine certifications regarding speedometer, VASCAR, and ESP equipment.

4.21.7 f. Maintain a supply of windshield washer fluid, coolant/anti-freeze, and snow brushes during the winter months.

4.21.8 g. Check tire wear, and replace tires when needed.

4.21.9 h. Meet and discuss with the Chief any major repairs and replacements needed to the vehicles, or any improvements that can be made in The Maintenance Program. The Vehicle Maintenance Officer will prepare and present to the Chief of Police a monthly report on each vehicle.

4.21.10 Nothing in this Procedure is intended to relieve officers from routine vehicle checks when reporting on/off duty, nor the replacement or replenishment of any vehicle fluids, or equipment, that can be done during their duty shift.

4.21.11 The duties of Vehicle Maintenance Officer shall be appointed by the Chief of Police from time to time.

5.04.0 **CHAIN OF CUSTODY**

5.04.1 When processing evidence, Officers will keep that evidence secure and in good condition and will take all necessary steps to maintain the chain of custody of evidence. Evidence/Property Tagging/Identifying, will be done according to Rules and Procedures.

5.05.0 **PROCEDURES FOR TAGGING AND IDENTIFYING EVIDENCE/FOUND PROPERTY**

5.05.1 **RESPONSIBILITIES OF THE CHIEF**
The Chief is responsible for the overall management of property and evidence. The areas of direct control for the Chief are:

5.05.2 a. The Chief will meet with the evidence custodian in January and June of each year to gather disposable evidence and oversee its proper disposal.

5.05.3 b. Conduct an annual inventory of property and evidence to include a complete audit of the evidence log at an unannounced time as designated by the Chief of Police. This will be done by July 1st of each year.

5.05.4 **RESPONSIBILITIES OF THE EVIDENCE SERGEANT**
The Sergeant is responsible for overseeing the daily operations of the evidence and property department. If evidentiary or property disposition questions arise or support is needed by the evidence custodian, the Sergeant will institute assistance.

5.05.5 The Sergeant will check all recovered property reports each month and compare entries with the physical property to insure accuracy.

5.05.6 The Sergeant will oversee the return of evidence and property to its rightful owners.

5.05.7 The Sergeant will oversee the constant recording, transfer, transportation, and security of evidence and property as it travels through its necessary chain of events; e.g. lab, preliminary hearing, common pleas court, appellate system, disposal or return to owner.

5.05.8 Shall have the same responsibilities as the Evidence Custodian Sergeant as set forth in Section 5.05.9

5.05.9 **RESPONSIBILITIES OF EVIDENCE CUSTODIAN SERGEANT**
The Evidence Custodian Sergeant is responsible for the daily operation of the property and evidence department. The duties of the evidence custodian are:

5.05.10 a. Be accountable for control of all property and evidence stored in the property and evidence storage areas.

5.05.11 b. Maintain a clean, orderly, and secure property and evidence room and all associated storage areas. Take necessary steps to insure the property and evidence in custody is protected from damage, deterioration, or theft.

5.05.12 c. When present, the evidence custodian will restrict entry into all secure areas, only allowing entry by the Chief of Police and Sergeant.

5.05.13 d. Insure that all evidence and property is stored in specific designated areas.

5.05.14 e. Deleted 08/01

5.05.15 f. Maintain refrigeration facilities for storage of perishable items and evidence needing refrigeration.

5.05.16 g. Record all appropriate information concerning property locations, lab request forms, recovered property reports, recovered motor vehicle reports, property room log books, etc., to insure continuity of property and evidence from entry into the system to its final disposition.

5.05.17 h. Insure proper identification and authorization of those requesting evidence or property prior to releasing that evidence or property.

5.05.18 i. Submit to the Chief each January and June a listing of all property and evidence that is no longer of evidentiary value or is unclaimed, to be disposed of, or contraband.

5.05.19 j. Insure that all property and evidence will be returned, destroyed, or otherwise legally disposed of within six months after legal requirements have been satisfied.

5.05.20 k. Maintain and request all appropriate equipment, forms, and facilities needed for the smooth and efficient operation of the evidence department.

5.05.21 l. Deleted 08/01

5.05.22 m. Deleted 08/01

5.05.23 **RESPONSIBILITIES OF THE RECOVERING OFFICER**
The officer finding, recovering, investigating, or reporting on any item to be confiscated, stored, or held, will be the recovering officer. The recovering officer will take the following steps after recovery of any property or evidence.

5.05.24 a. Upon return to the police station, the recovering officer shall immediately and legibly list and describe all items recovered on the Recovery/ Receipt Property Form.

5.05.25 b. Recovering officers shall check all traceable property and evidence against N.C.I.C. and C.L.E.A.N. records.

5.05.26 c. All vehicles towed by authority of an officer, or impounded by the department for any reason will be inventoried and a copy of the inventory sheet shall remain with the vehicle, the original with the Offense/Incident Report, and a copy with the impounding agent.

5.05.27 d. The recovering officer will, when applicable, place the property and evidence in a container that will protect and preserve the article in a state that is safe and will maintain its evidentiary value.

RECOVERED PROPERTY REPORT (CONT.)
(DELETED 11/15/95)

5.08.6 e.

5.08.7 f.

5.08.8 g.

5.08.9 h.

5.08.10 i.

5.08.11 j.

5.08.12 k.

5.08.13 l.

5.08.14 m.

5.08.15 n.

5.09.0 **ACCESS TO RECOVERED PROPERTY AND EVIDENCE**

5.09.1 No person will enter the evidence and property designated areas without being accompanied by the Chief of Police, Sergeant, or the Evidence Custodian Sergeant.

5.10.0 **DESIGNATION OF THE EVIDENCE CUSTODIAN**

5.10.1 **(Deleted 08/01)**

5.11.0 **NARCOTICS AND DANGEROUS DRUGS**

5.11.1 The primary concern when handling narcotics and dangerous drugs is the safety of officers and personnel. Many harmful substances can be absorbed through the skin and can be fatal. Officers should use protective clothing and be as careful as possible when handling these substances.

10.11.0 **PURSUIT RECORDS & REPORTS**

10.11.1 Every officer who is involved in a Pursuit shall make a full written report. On the Pennsylvania State Police Pursuit Report the Officer shall list all information requested as is available. This initial report shall be completed before the Officer finishes his tour of duty on the shift the Pursuit occurred. It will contain all information then available and shall be updated as needed by filing a supplemental report or reports as required.

10.11.2 If for reasons of injury or other exigency and any involved officer is unable to complete his report, the ranking officer-in-charge will make an initial report to the Chief indicating the reason the officer was not able to complete a "Pursuit Report".

10.12.0 **USE OF CONTROLLED TIRE DEFLATION DEVICE (STOP STICK DEVICE)**

10.12.1 In the event that our Department becomes involved in or is notified that a pursuit is approaching or is currently in our jurisdiction and the pursuing agency requests our assistance, when time permits and safety considerations are met, the use of the controlled tire deflation device "Stop Stick", is permitted. However, prior to deploying this device, the following criteria should be met:

10.12.2 "Stop Stick" shall not be used to stop Motorcycles, Mopeds, or similar two-wheel vehicles.

10.12.3 Other reasonable means of termination have been considered and Officers reasonably believe the risks involved in continuing the pursuit outweigh the risks associated with the use of "Stop Stick".

10.12.4 Approval of the Shift Supervisor, when possible.

10.12.5 Officer has been trained in the use and deployment of the device as recommended and established by the manufacturer.

10.12.6 If possible, the pursuing Officer/Agency will be notified of and acknowledged that the "Stop Stick" is going to be deployed, and of the approximate location.

10.12.7 The deploying Officer should exercise caution in an effort to reduce the possibility of damage or injuries to uninvolved vehicles and pedestrians.

10.12.8 The deploying Officer should be in a position at a predetermined location to allow sufficient time for deployment. After deployment, the Officer(s) should immediately seek an area of safety.

10.12.9 When safe to do so, the deploying Officer should remove the device from the roadway once the suspect's vehicle crosses it.

10.12.10 Officers should not attempt to overtake and pass a high-speed pursuit in order to deploy "Stop Stick".

10.12.11 If the "Stop Stick" is utilized by any member of this Department, the Shift Supervisor will prepare a written review of the pursuit with the assistance of any Officer involved, noting any and all damage.

10.12.12 Unless the continued movement of the pursued vehicle would result in an unusual hazard to others, "Stop Stick" should not be deployed to stop the following vehicles:

1. School buses transporting students
2. Passenger buses transporting passengers
3. Vehicles carrying hazardous loads (i.e. fuel, chemicals, etc.)

10.13.0 **UNWILLING OCCUPANTS, SUSPECT VEHICLE**

10.13.1 Officers should be aware that all vehicle occupants may not be willing participants (i.e. infants, children, hostages, etc.)

10.13.2 Officers must consider the risk to "unwilling participants" when deciding to continue the pursuit or when applying apprehension techniques.

10.13.3 Information regarding probable "unwilling participants" shall be broadcast as soon as possible.

16.10.2 a. Hostage and barricaded persons situations

16.10.3 b. Explosive and bomb removal

16.10.4 c. Any other situations requiring tactical assistance.

16.11.0 INVESTIGATIVE ASSISTANCE

16.11.1 The Allegheny County Police and other appropriate County Agencies will be called to investigate the following Crimes and Incidents:

16.11.2 a. Homicide and Attempted Homicide

16.11.3 b. Suicides, when directed by the Chief of Police

16.11.4 c. **DELETED 08/01**

16.11.5 d. Any time when directed to do so by the Chief or his designate.

16.12.0 NOTIFICATION

16.12.1 Notification of the Chief of Police

16.12.2 The Chief of Police, or if unavailable, his designate, shall promptly be notified in the following situations:

16.12.3 a. Injury to a Township Police Officer requiring immediate medical treatment, hospitalization, or relief from duty.

16.12.4 b. All crimes involving death or serious injury.

16.12.5 c. All situations listed in Sections 16.10 and 16.11 regarding requests for Tactical and Investigative Aid.

16.12.6 d. For other situations involving evacuation of buildings, major fire, or other life threatening, or impending disaster or possible catastrophe.

16.12.7 e. All accidents and fires whenever a fatality is involved.

16.12.8 f. At any time the Officer feels it is necessary.

16.13.0 **OTHER REFERRALS, REQUESTS, NOTIFICATIONS**

16.13.1 Ambulance Requests/Medical Service Requests

16.13.2 Whenever it is necessary for the officer to request an ambulance or medical service for a particular need, the following procedure will be followed:

16.13.3 a. Radio Dispatch will be advised of your need and asked to provide the appropriate medical service and assistance. The initial request by the officer shall be made for the local ambulance/medical service to respond. The current local ambulance medical service is Wilkins-Churchill Rescue I.

16.13.4 b. In instances of direct requests made for assistance by the officer, the time and service called upon will be recorded in the Log Book and all other appropriate or required reports filed for the incident.

16.13.5 All Mental Health referrals will be made in accordance with current Mental Health rules as set forth by Allegheny County.

16.14.0 **TOWING/VEHICLE REMOVAL**

16.14.1 In conformance with PA Title 75 Section 3352, and any other time it is necessary for an officer to call a towing/vehicle removal service, he shall proceed accordingly:

16.14.2 a. If practical, and time permits, contact a towing/ vehicle removal service of the owner's choice.

16.14.3 b. If impractical, and immediate removal is required, the officer shall; contact a towing service in the order that is set forth by the Chief of Police. The list and order of call will be published by the Chief at periodic intervals.

16.14.4 If those on the current list published by the Chief are unavailable, the officer may elect to contact another towing service or request the Police Radio Dispatch to obtain a towing service.

16.14.5 In all cases where Police are towing a vehicle, a "Tow Card" shall be completed.

16.15.0 **CASES TO BE REPORTED TO THE ALLEGHENY COUNTY CORONER'S OFFICE**

16.15.1 All sudden deaths not caused by readily recognizable disease, or wherein the cause of death cannot be properly certified by a physician on the basis of prior (recent) medical attendance.

16.15.2 All deaths occurring under suspicious circumstances, including but not limited to those in which alcohol, drugs, or other toxic substances may have had a direct bearing on the outcome.

16.15.3 All deaths occurring as a result of violence or trauma, whether apparently homicidal, suicidal or accidental (including, but not limited to, those due to mechanical, thermal, chemical, electrical or radiation injury, drowning, cave-ins and subsidences), and regardless of the time elapsing between time of injury and death.

16.15.4 Any stillbirth or infant death occurring within twenty-four (24) hours of birth where the mother has not been under the car of a physician.

16.15.5 All criminal abortions, regardless of the gestational age of the pregnancy.

16.15.6 All operative, peri-operative and post-operative deaths in which the death is not readily and clearly explainable on the basis of prior disease.

16.15.7 All hospital deaths which occurred as a result of accidental injury during diagnostic or therapeutic procedures, including but not limited to surgical procedures, and all deaths immediately after or at a later time following the accidental administration of excessive amounts of a drug, including but not limited to blood or blood products.

16.15.8 Any death wherein the body is unidentified or unclaimed.

16.15.9 Deaths of all persons while in legal detention, jails, or police custody, including any prisoner who is a patient in a hospital, regardless of the duration of hospital confinement.

16.15.10 Death due to disease, injury or toxic agent occurring during active employment.

16.15.11 Any death where there is uncertainty as to whether or not it should be reported to the Office of the Coroner.

16.15.12 · The fact that a death occurs within twenty-four (24) hours following admission to a hospital is not, of itself, reason for its being considered a reportable death unless, in addition, it falls into one of the specific categories herein defined.

18.00.0 PATROL PROCEDURES

18.01.0 PURPOSE

18.01.1 The following Rules and Procedures define your duties while performing routine police patrol within the Township. The purpose of these Rules and Procedures is to assure that all areas of the Township will be efficiently patrolled.

18.02.0 POLICY

18.02.1 Officers reporting for duty, when not assigned to a Special Duty, Task, or Detail, shall be prepared to go on Police Patrol Duty at their designated starting time. Prior to going on patrol, they will remain in the station only that length of time necessary to review all daily Log Entries, Bulletins, Reports, or to transact authorized police business that needs to be tended to prior to leaving on patrol.

18.03.0 PATROL DISTRICTS DEFINED

18.03.1 Patrol District Number One: District number one is comprised of that area of the Township bounded by the easterly side of Churchill Road, encompassing that area bounding the municipalities of Churchill Borough, Penn Hills, Monroeville, and Turtle Creek.

18.03.2 District number one also includes the homes on the southeast side of Larimer Avenue to the Jones Avenue intersection, and shall include the Railroad Street area.

18.03.3 Patrol District Number Two: This District is comprised of the area of the Township from the westerly side of Churchill Road, and bounded by Turtle Creek Borough, East Pittsburgh, Chalfant, Forest Hills, and Churchill Borough. It includes those homes on the District three side of Larimer Avenue from the intersection with Churchill Road to the Turtle Creek boundary.

18.04.0 PROCEDURE

18.04.1 When two or more officers are on Patrol Duty, at the same time, each officer will be assigned a Patrol District by the Shift Supervisor unless otherwise directed.

18.04.2 The officer(s) will patrol the assigned district until the end of his/her shift, or when authorized by the Shift Supervisor to leave his/her assigned District.

18.04.3 An officer is also authorized to leave his/her assigned Patrol District when his/her immediate assistance is needed elsewhere. Upon completion of this priority assistance, the officer will return to his/her assigned Patrol District. The Supervisor may also grant permission to leave the assigned district to facilitate the use of any authorized lunch or break period.

18.04.4 An officer will remain on patrol in an assigned patrol district for a minimum of two (2) hours before requesting a patrol district change from his supervisor.

18.05.0 **DUTIES OF OFFICERS IN PATROL DISTRICTS**

18.05.1 In addition to those General Duties set forth in Section 2.00.0 of this Manual, the officer on Patrol will assume the following responsibilities while in his/her assigned District, unless ordered otherwise.

18.05.2 a. Conduct initial investigation of all Offenses in his district and filing of all applicable reports.

18.05.3 b. Take charge of all evidence and recovered property and see to the appropriate recording and storing of said evidence and property.

18.05.4 c. Be the investigating and reporting officer for all traffic accidents and other incidents occurring in his assigned District.

18.05.5 d. Perform any other duties as assigned.

18.05.6 e. When more than two officers are on patrol at the same time, the shift supervisor when on patrol, will assume a patrol status encompassing the entire Township and will provide "back-up" assistance as needed.

18.05.7 f. When two or more officers of equal rank are on duty in the same district, the senior officer will be the officer in charge of the patrol district, pursuant to the commands of the shift supervisor.

18.05.8 g. Close the Park(s) in their respective Districts

18.05.09 h. Deliver all mail in that District, and, if unable, notify his Supervisor or if none, the Senior Officer on the next shift who will then assign and insure delivery.

18.06.0 ADDITIONAL PATROL DUTIES DURING SCHOOL SESSION DAYS

18.06.1 Except when a priority situation arises or exists, officers in their respective patrol districts shall make visible patrols of those areas where school students travel or congregate going to, or from schools, and school bus stops. They shall make every effort to schedule their personal "break periods" so that these do not coincide or interfere with those times when most school students are transitory.

Wilkins Township

Allegheny County, Pennsylvania

Resolution No. 10-01

A Resolution authorizing the participation of Wilkins Township in the Penn PRIME Workers' Compensation Trust.

WHEREAS, the cost of workers' compensation insurance premiums and efforts to control those costs have become a matter of great concern to elected municipal officials and managers; and

WHEREAS, intergovernmental cooperation by means of the creation of a group workers' compensation pool for the payment of workers' compensation, occupational disease and employer's liability obligations from a common fund which is mutually guaranteed by all its members can stabilize and reduce the cost of meeting those workers' compensation, occupational disease and employer's liability obligations; and

WHEREAS, the Penn PRIME Workers' Compensation Trust is a group workers' compensation pool established through the intergovernmental cooperation of Pennsylvania municipalities under the authority of the Pennsylvania Intergovernmental Cooperation Law (53 Pa. C.S.A. §2301 et. seq.) and the Pennsylvania Workers' Compensation Act (Article VII of the Act of June 2, 1915, P.L. 736 No. 338), as reenacted and amended.

The Board of Wilkins Township, Allegheny County, Pennsylvania does hereby enact and ordain;

Section I: That the Board of Wilkins Township is hereby authorized to execute the Penn PRIME Workers' Compensation Amended Agreement of Trust (or Member Participation Agreement), which Trust Agreement provides for the participation of Wilkins Township, in cooperation with other Pennsylvania municipalities and local public agencies, in the Penn PRIME Workers' Compensation Trust. The Amended Agreement of Trust, which specifies the organizational structure necessary to implement the program, is on file for inspection and review at the offices of the Pennsylvania League of Cities and Municipalities, 414 North 2nd Street, Harrisburg, Pennsylvania 17101, and is incorporated herein by reference. The Agreement may be amended after the enactment of the Resolution by a majority vote of all of the Trustees, subject to the provisions of Article 8 of the Trust Agreement.

Section II: That the participation of Wilkins Township in the Penn PRIME Workers' Compensation Trust is authorized for the purposes of enabling Wilkins Township to ultimately reduce and stabilize the cost of its workers' compensation and occupational disease obligations through the creation of a joint fund to be used for the payment of workers' compensation, occupational disease, and employer's liability claims on behalf of all participants in the Penn PRIME Workers' Compensation Trust.

Section III: As set forth in the Penn PRIME Workers' Compensation Amended Agreement of Trust, the following conditions, among others as set forth in the Trust Agreement, apply to the participation of Wilkins Township in the Penn PRIME Workers' Compensation Trust:

1. That each participating municipality meets the admission and eligibility requirements set forth

therein;

2. That each participating municipality agrees to pay all of its annual contributions and any assessments which are required for the creation and maintenance of the General Operating and Restricted Surplus Funds created pursuant to the Penn PRIME Workers' Compensation Trust, and that each agrees to be jointly and severally responsible for the obligation of each and every other party to the Trust Agreement to discharge the liabilities arising under the Pennsylvania Workers' Compensation Act and the Pennsylvania Occupational Disease Act.

3. That each participating municipality comply with the terms of the Trust Agreement as respects contributions, required loss prevention methods, cooperation with the Trust service and fiscal agents, attorneys, claims adjusters, etc., and that each participating municipality comply with all applicable statutes and regulations governing the payment of workers' compensation claims, including, but not limited to, The Pennsylvania Workers' Compensation Act and the Pennsylvania Occupational Disease Act.

Section IV: Each Participating municipality delegates to the Trustees of the Penn PRIME Workers' Compensation Trust the powers enumerated in the Trust Agreement, including the right to expel participants under certain conditions. The terms of the Trust Agreement govern the manner in which property shall be acquired, managed, licensed, or disposed of. The Trust shall be empowered to enter into contracts for policies of group insurance and employee benefits, including social security for its employees.

Section V: As a condition of participating in the Penn PRIME Workers' Compensation Trust, Wilkins Township agrees to:

1. Pay all annual contributions or assessments as may be required by the Trustees;

2. Designate a contact person for the purpose of communicating with the Trust or its representatives;

3. Perform all covenants contained in the Penn PRIME Workers' Compensation Trust Agreement and delegate to the Trustees the powers and authority enumerated in that Agreement.

Section VI: This resolution is being enacted pursuant to title 53 Pa.C.S.A. §2301 et. seq. and Article VIII of the Act of June 2, 1915, P.L. 736 No. 338, as reenacted and amended (The Pennsylvania Workers' Compensation Act).

Duly presented and unanimously adopted by the Board of Wilkins Township, in a public meeting held this 12th day of November, 2001.

Attest: _____
Secretary Paul A. Vargo

_____
President John J. Hanlon

Board of Wilkins Township

RESOLUTION NO. 11-01

The Board of Commissioners of the Township of Wilkins hereby resolves as follows:

Section I. Pursuant to Section 501 of the First Class Township Code, the proper township officials are authorized and directed to accepted from Amore Construction, Inc. a gift of a parcel of real estate situate in the Township of Wilkins, Allegheny County, Pennsylvania being more particularly identified in the Office of Deed Registry of Allegheny County as Block 453-M-Lot 140.

RESOLVED AND ADOPTED at a duly assembled public meeting of the Board of Commissioners held this 12th day of NOVEMBER, 2001.

TOWNSHIP OF WILKINS

Attest: _____
Secretary

By _____
President of the Board of Commissioners

RESOLUTION NO. 12-01

The Board of Commissioners of the Township of Wilkins hereby resolves as follows:

Section I. The fees payable under Section XVI of Ordinance No. 922 (Animal Control Ordinance) are hereby set as follows:

Pet Shops: $200 annually payable on January 2nd each year or on the date of the first application for a permit.

All other applicants for permits:

$100 annually payable on January 2nd of each year or on the date of the first application for a permit.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held this 12th day of NOVEMBER, 2001.

TOWNSHIP OF WILKINS

Attest: Paul Vaye
Secretary

By Joel Stanton
President of the Board of Commissioners

RESOLUTION NO. 13-01

The Board of Commissioners of the Township of Wilkins hereby resolves as follows:

WHEREAS, the Township of Wilkins objects to the current configuration of the Allegheny County Council's redistricting plan and map for the County; and

WHEREAS, the Township of Wilkins believes that the Township must be placed in a district which shares a community of interest with other communities; and

WHEREAS, the Township has been placed with other areas where the Township interest will be placed secondary to those other communities.

NOW, THEREFORE , BE IT RESOLVED that the Board of Commissioners authorizes the Manager to express to County Council by letter or otherwise and the County Executive objecting to the current district map recently approved by county council and indicating that the Township respectfully requests an amendment to the new district map placing the Township of Wilkins in a District where we share a community of interests with municipalities already included there, specifically other suburban municipalities.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held this 12th day of November, 2001.

TOWNSHIP OF WILKINS

By_____
John J. Hanlon
President, Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 14-01

BE IT RESOLVED and it is hereby RESOLVED by the Board of Commissioners as follows:

SECTION I. The salary of the Chief of Police of the Township of Wilkins has been established as SIXTY-THREE THOUSAND SIXTY FIVE ($63,065) DOLLARS during the year 2001.

SECTION II: Benefits of the office are the same as those given to uniformed officers of the police department under collective bargaining agreements or arbitration awards entered from time to time.

SECTION III: It is hereby declared to be the policy of the Board of Commissioners that during the year 2002 and thereafter the CHIEF OF POLICE shall receive salary increases and benefits in the same percentages and/or amounts as those received or awarded to the uniformed members of the police department.

RESOLVED AND ADOPTED at a duly assembled public meeting of the Board of Commissioners of the Township of Wilkins held this 28th day of November 2001.

TOWNSHIP OF WILKINS

By-_____
John J. Hanlon
President, Board of
Commissioners

ATTEST:

Caroline F. Ford
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 15-01

BE IT RESOLVED and it is hereby RESOLVED by the Board of Commissioners as follows:

SECTION I: The salary of the Superintendent of the Public Works Department of the Township of Wilkins has been established as FIFTY THOUSAND THREE HUNDRED SEVENTY FOUR ($50, 374) DOLLARS during the year 2001.

SECTION II: Benefits of the office are the same as those given to Bargaining Unit Employees of the Department under collective bargaining agreements entered from time to time.

SECTION III: It is hereby declared to be the policy of the Board of Commissioners that during the year 2002 and thereafter the Superintendent of the Public Works Department shall receive salary increases and benefits in the same percentages and/or amounts as those received by the Bargaining Unit Employees of the public works department.

RESOLVED AND ADOPTED at a duly assembled public meeting of the Board of Commissioners of the Township of Wilkins held this 28th day of November 2001.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 2-01

WHEREAS, on April 9, 2001 the Board of Commissioners adopted Ordinance No. 934 which provided for construction of a water line in Leax Lane and which provided in pertinent part;

Section 4. Upon completion of the construction of the water line in this district,, the Board of Commissioners hereby establishes a tapping fee, pursuant to Act 36 of 1997, for collection of costs and expenses of the project, excluding therefrom the value of any grants received by the Township; and

WHEREAS, the costs of construction of incidential expenses totaled $115,683.04; and

WHEREAS, the Township has received grants in the amount of $94,291.00 resulting in an assessable cost of $21,392.00; and

WHEREAS, the 51% of the seven assessable properties qualify for exemption from assessment as low to moderate income households pursuant to rules applicable to Allegheny County Community Development Block grant regulations; and

WHEREAS, the Board of Commissioners at its public meeting held on the 9th day of April 2001 voted to assess assessable properties at 10% of the applicable cost; and

WHEREAS, calculating the assessment on each assessable property at 10% of the applicable cost assessment of $916.80 for three properties (305.60 each).

NOW, THEREFORE, it is the finding of the Board of Commissioners that, consideering the costs of the assessment procedure, it is not economically feasible to exact an assessment in this matter.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held this 11th day of February, 2002.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Carolyne F. Ford, Secretary

RESOLUTION OF THE TOWNSHIP OF WILKINS
No. 02-02

A RESOLUTION OF THE TOWNSHIP OF WILKINS DESIGNATING MONEY IN THE TOWNSHIP'S CAPITAL RESERVE TOWARD THE PURCHASE OF VFD#3 FIRE TRUCK

WHEREAS the Board has determined to participate in the financing of purchases of fire vehicles by its Resolution 06-95,

WHEREAS Resolution 06-95 sets forth the policy relating to requests for Township participation in financing of purchases of fire and rescue vehicles, including a schedule of participation for each of the VFD in the township,

WHEREAS VFD#3 is scheduled for budget year 2002,

WHEREAS the Board at its Regular Meeting of January 9, 2001 approved the VFD #3 fire vehicle purchase (01-10),

WHEREAS VFD #3 has arranged financing using a combination of its own funds, an approved borrowing from the state at 2% of $150,000, and a grant of $128,000 from Wilkins Township to purchase a Sutphen MT 70 Mini Tower Truck,

WHEREAS VFD #3, in order to close the state loan, requires documentation from the Township stating that the Township's grant to VFD#3 of $128,000 is in the Township's Capital Reserves and available for use to purchase the truck,

WHEREAS the Township's Capital Reserve has sufficient funds available and will neither be increased nor decreased from the 2002 Capital Reserve Fund Budget amount of $289,000

The Board of Commissioners of the Township of Wilkins hereby resolves as follows:

A. To designate $128,000 of the Capital Reserve Fund to a newly created line item 300-04419 named 'VFD#3 Fire Truck'

B. To reduce the Capital Reserve Fund line item 300-04415 named 'Assessment Appeals' from $150,000 to $22,000

C. If drawn upon, to replenish the $128,000 in the Capital Reserve Fund with loan proceeds from a Township borrowing to be done in keeping with Resolution 06-95 and expected by April 30, 2002, and

D. To re-establish the following Capital Reserve Fund line items

1) 300-04415 named 'Assessment Appeals' back to its original amount of $150,000 upon condition that EITHER the Capital Reserve is replenished through the above noted loan proceeds OR in the case where the $128,000 is not drawn from Capital Reserve and is financed in keeping with Resolution 06-95, AND

2) To reduce the Capital Reserve line item 300-04419 named 'VFD#3 Fire Truck' to zero.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a meeting duly assembled this **17th** day of **January, 2002**.

ATTEST:

Carolyne F. Ford
Carolyne F. Ford
Secretary

TOWNSHIP OF WILKINS

John J. Hanlon, President
Board of Commissioners

RES_02_02

RESOLUTION OF THE TOWNSHIP OF WILKINS
No. 02-02

A RESOLUTION OF THE TOWNSHIP OF WILKINS DESIGNATING MONEY IN THE TOWNSHIP'S CAPITAL RESERVE TOWARD THE PURCHASE OF VFD#3 FIRE TRUCK

WHEREAS the Board has determined to participate in the financing of purchases of fire vehicles by its Resolution 06-95,

WHEREAS Resolution 06-95 sets forth the policy relating to requests for Township participation in financing of purchases of fire and rescue vehicles, including a schedule of participation for each of the VFD in the township,

WHEREAS VFD#3 is scheduled for budget year 2002,

WHEREAS the Board at its Regular Meeting of January 9, 2001 approved the VFD #3 fire vehicle purchase (01-10),

WHEREAS VFD #3 has arranged financing using a combination of its own funds, an approved borrowing from the state at 2% of $150,000, and a grant of $128,000 from Wilkins Township to purchase a Sutphen MT 70 Mini Tower Truck,

WHEREAS VFD #3, in order to close the state loan, requires documentation from the Township stating that the Township's grant to VFD#3 of $128,000 is in the Township's Capital Reserves and available for use to purchase the truck,

WHEREAS the Township's Capital Reserve has sufficient funds available and will neither be increased nor decreased from the 2002 Capital Reserve Fund Budget amount of $289,000

The Board of Commissioners of the Township of Wilkins hereby resolves as follows:

A. To designate $128,000 of the Capital Reserve Fund to a newly created line item 300-04419 named 'VFD#3 Fire Truck'

B. To reduce the Capital Reserve Fund line item 300-04415 named 'Assessment Appeals' from $150,000 to $22,000

C. If drawn upon, to replenish the $128,000 in the Capital Reserve Fund with loan proceeds from a Township borrowing to be done in keeping with Resolution 06-95 and expected by April 30, 2002, and

D. To re-establish the following Capital Reserve Fund line items

1) 300-04415 named 'Assessment Appeals' back to its original amount of $150,000 upon condition that EITHER the Capital Reserve is replenished through the above noted loan proceeds OR in the case where the $128,000 is not drawn from Capital Reserve and is financed in keeping with Resolution 06-95, AND

2) To reduce the Capital Reserve line item 300-04419 named 'VFD#3 Fire Truck' to zero.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a meeting duly assembled this **17th** day of **January, 2002.**

ATTEST:

Carolyne F. Ford
Carolyne F. Ford
Secretary

TOWNSHIP OF WILKINS

John J. Hanlon, President
Board of Commissioners

RES_02_02

TOWNSHIP OF WILKINS

RESOLUTION NO. 02-03

The Board of Commissioners of the Township of Wilkins resolves as follows:

SECTION I. The Township Treasurer shall provide a fidelity bond in an amount not less than fifty (50) percent of the annual duplicate $1,349,725.87 (based on 2002 valuation of $384,208,900. @ 3.513 mils)

SECTION II. The surety company must be authorized to do business in Pennsylvania and rated A or better by Bests.

SECTION III. The bond shall cover the Treasurer's responsibilities as township treasurer, as well as collector of township and school taxes.

SECTION IV. The bond shall cover all the treasurer's responsibilities for the full term of office but may be renewed annually.

SECTION V. The Township and school district shall share the cost of the bond premium in proportion to the amount of taxes in its duplicate.

SECTION VI. The bonding shall comply with the Local Tax Collection Law, Section 4 and the First Class Township Code, Section 801.

RESOLVED AND ADOPTED at a duly assembled meeting of the Board of Commissioners of the Township of Wilkins held this 28th day of January, 2002.

TOWNSHIP OF WILKINS

By_____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

Carolyne F. Ford
Carolyne F. Ford
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 02-04

The Board of Commissioners of The Township of Wilkins resolves as follows:

Section I. A Summary Plan Description of the Township of Wilkins Police Pension Plan effective February 1, 2002 has been prepared and is incorporated herein by reference thereto.

Section II. The Township Manager shall cause a copy of the Summary Plan Description to be printed in handbook form and one copy delivered to each police officer of the police department together with a form signed and dated by the individual officers acknowledging that a copy was received. A copy shall be provided to each police officer hereafter appointed by the Township.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held this 28th day of January, 2002.

TOWNSHIP OF WILKINS

Attest: Carolyne F. Ford
Secretary

By _____
President of the Board of Commissioners

TOWNSHIP OF WILKINS

RESOLUTION NO. 02-05

A resolution of the Township of Wilkins endorsing the concept design for an interchange for the Mon Fayette Expressway in Monroeville

WHEREAS, the Pennsylvania Turnpike Commission through its design engineer, Mackin Engineering Company, for the Mon/Fayette Expressway project has presented design for an entrance connector to the Mon/Fayette Expressway on November 15, 2001; and

WHEREAS, the said, Monroeville Interchange design offers convenience to the residents of Monroeville and Wilkins Township as well as increases the value of property due to enhanced accessibility; and

WHEREAS, the impact on the Municipality of Monroeville and Wilkins Township appears to be minimal; and

WHEREAS, the Mon/Fayette Expressway and its routing through the eastern suburbs of Pittsburgh provides a desperately needed alternative bypass to the traffic choked Parkway East and major inhibitor, the Squirrel Hill Tunnels.

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins does hereby endorse the Monroeville Interchange Plan of the Mon/Fayette Expressway as prepared by Mackin Engineering Company and attached hereto as "Exhibit A" and further endorses the Mon/Fayette Expressway as a much needed project for economic development in Monroeville, Wilkins Township and the East Suburbs.

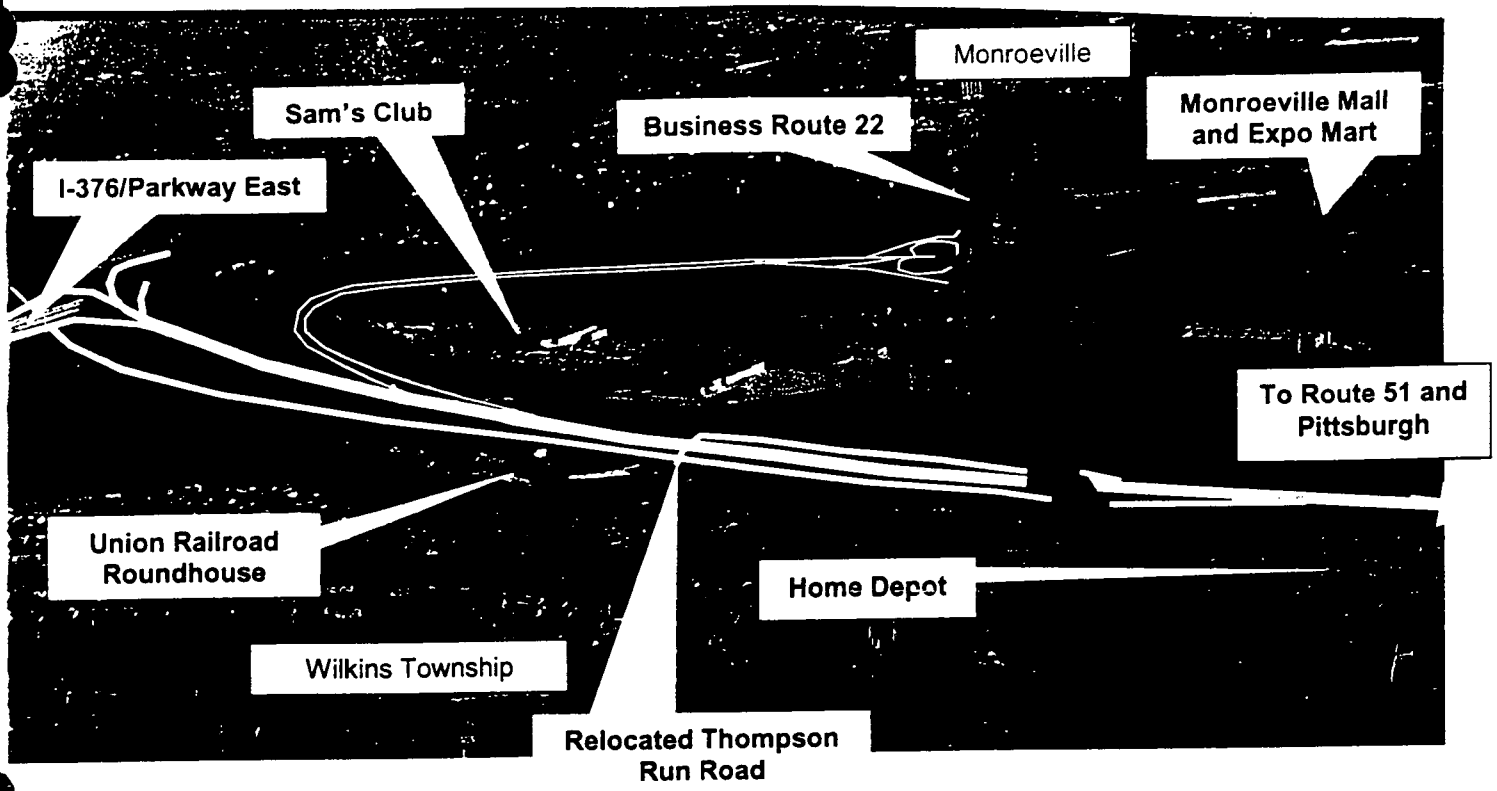
RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held this 28th day of January, 2002.

TOWNSHIP OF WILKINS

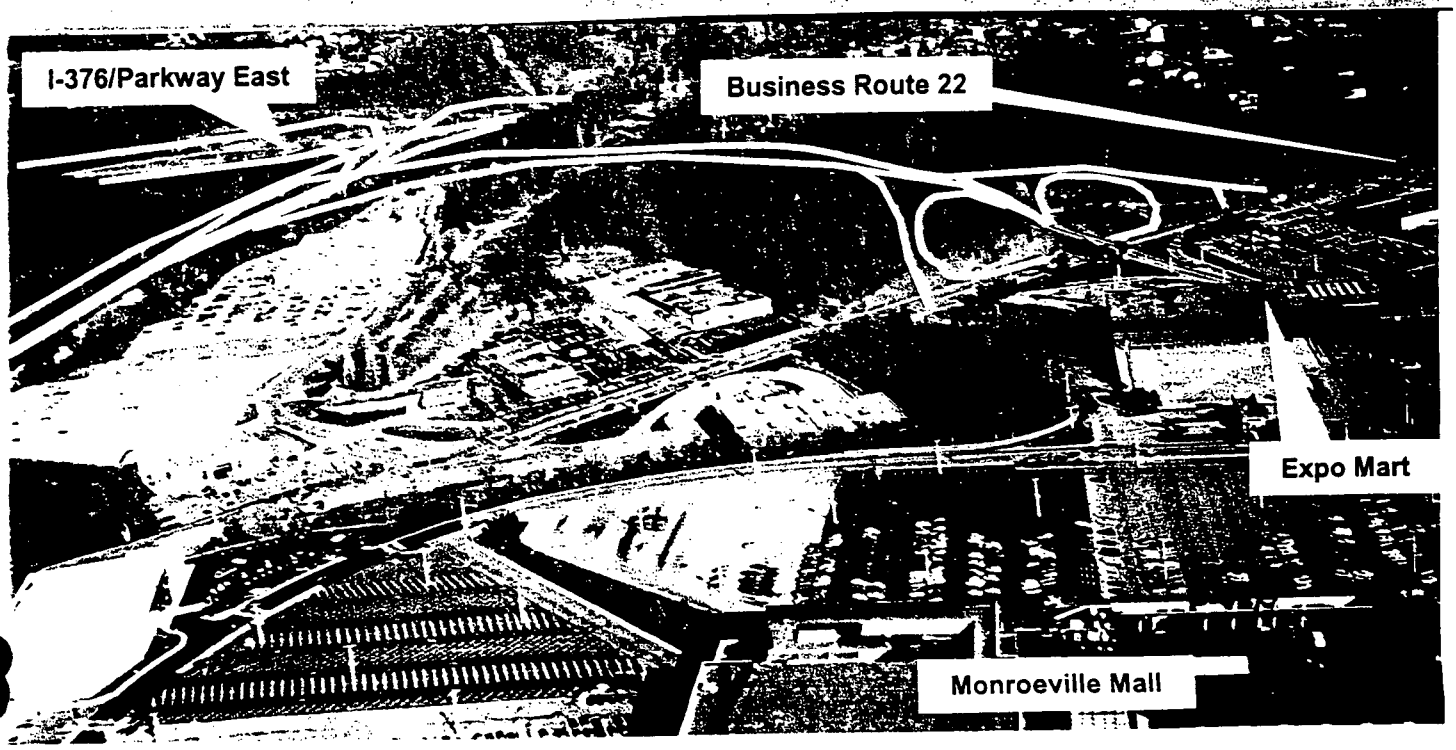
Attest: Carolyne F. Ford
Secretary

By _____
President of the Board of Commissioners

After passing through the Thompson Run Valley from Turtle Creek, the Expressway passes under Business Route 22 near the Monroeville Mall. Access to Penn Hills is proposed with a connection with relocated Thompson Run Road. The refined Business Route 22 Interchange will provide access to Business Route 22 and the Monroeville Mall/Expo Mart roadway network at the existing entrance to the Mall from Route 22.



Below is a closer view of the refined Business Route 22 Interchange, which is proposed to provide direct access to and from both Business Route 22 and the roadway network for the Monroeville Mall and Expo Mart.



RESOLUTION 02-06

RESOLUTION of the TOWNSHIP OF WILKINS, Allegheny County, Pennsylvania, authorizing the Eastern Regional Communications Center (ERC) to provide EMS dispatch services for 2002.

WHEREAS, Western Pennsylvania Allegheny Health Systems been providing emergency medical dispatch services to the Township of Wilkins (hereinafter referred to as "the Municipality", as part of the existing MED COM Program; and

WHEREAS, Western Pennsylvania Allegheny Health Systems has requested that the Eastern Regional Communications Center (ERC) provide emergency medical dispatch services for the existing MED COM Program; and

WHEREAS, Western Pennsylvania Allegheny Health Systems and the ERC have entered into an agreement whereby the ERC will provide emergency medical dispatch services to the communities who are served by the existing MED COM Program during 2002, subject to authorization and approval by the participating municipalities.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the Municipality and it is hereby resolved by the Authority of the same as follows:

SECTION 1 The Municipality hereby authorizes the ERC to provide emergency medical dispatch Services to the Municipality during 2002. As a result of the agreement between the Western Pennsylvania Allegheny Health Systems and the ERC, it is understood that there will be no cost to the Municipality for the ERC's emergency medical dispatch services during 2002. However, this arrangement will end on December 31, 2002. Any arrangement for the provision of any services by the ERC after December 31, 2002, must be separately approved by the ERC and the Municipality.

SECTION 2 Any Resolution, or any part of any Resolution, in conflict herewith is hereby repealed to the extent of such conflict.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held this 25th day of February, 2002.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President, Board of Commissioners

ATTEST:

_____
Carolyne F. Ford
Secretary

RESOLUTION NO. 02-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA RECOGNIZING AS A CIVIC AND/OR SERVICE ASSOCIATION UNDER THE LOCAL OPTIONS SMALL GAMES OF CHANCE ACT, AS AMENDED.

WHEREAS, Century Club of Wilkins Township (the "Applicant") maintains its principal place of business and conducts. its principal activities in the Township of Wilkins, and

WHEREAS, the Applicant desires to operate certain small games of chance and/or conduct raffles to generate funds to finance its operations and further its purposes, and

WHEREAS, under the Local Options Small Games of Chance Act, as amended (the "Act"), the Applicant must procure a license from the Treasurer of the County of Allegheny before doing so, and

WHEREAS, the Act provides that any non-profit organization, not affiliated with a national or state association, must procure a Resolution from the governing body of the municipality in which the association conducts its principal activities, affirming its status as a civil and/or service association within the comprehension of the Act, and

WHEREAS, the Solicitor of the Township has requested, received and reviewed appropriate documentation from the Applicant, and

WHEREAS, said documentation has verified the existence of the Applicant as a non-profit corporation authorized by its Articles of Incorporation and/or By-Laws to engage in civic or service purposes within the Commonwealth of Pennsylvania, and

WHEREAS, the Solicitor of the Township has advised the Board of Commissioners thereof that the Applicant is an organization which may be recognized by a Resolution of said Board of Commissioners as a civic and/or service association as contemplated by the Act.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS AND IT IS HEREBY RESOLVED BY AND WITH THE AUTHORITY OF THE SAME AS FOLLOWS:

FIRST: The recitations set forth herein are incorporated by reference thereto.

SECOND: The Board of Commissioners of said Township recognizes the Applicant as a non-profit corporation which is authorized by its written Articles of Incorporation and By-Laws to engage in a civic or service purpose within the Commonwealth and does engage in such activities, and which has existed in the Commonwealth for more than one year.

THIRD: The Board of Commissioners of said Township, by the adoption of this Resolution, recognizes the Applicant as a "Civic and/or Service Association" within the context of the Local Options Small Games of Chance Act, as amended.

FOURTH: That any Resolution or part of a Resolution conflicting with the terms and provisions of this Resolution be and the same is hereby repealed to the extent conflict.

BE IT DULY RESOLVED by the Board of Commissioners of the Township of Wilkins at its regularly convened meeting held on the **25th** day of **March, 2002.**

TOWNSHIP OF WILKINS

Attest: Carolyne F. Ford
Secretary

By _____
President of the Board of Commissioners

RESOLUTION #02-08

A RESOLUTION OF THE TOWNSHIP OF WILKINS HONORING MRS. ANGIE GIALLORETO FOR HER MANY YEARS OF SERVICE TO THE TOWNSHIP OF WILKINS.

WHEREAS, MRS. ANGIE GIALLORETO HAS BEEN A LIFE LONG RESIDENT OF ALLEGHENY COUNTY, AND

WHEREAS, MRS. GIALLORETO HAS BEEN A RESIDENT OF THE GILMORE ACRES AREA OF WILKINS TOWNSHIP FOR MANY YEARS, AND

WHEREAS, MRS. GIALLORETO HAS SERVED WILKINS TOWNSHIP AS DEMOCRATIC CHAIRPERSON AND COMMITTEE PERSON SINCE MOVING INTO WILKINS TOWNSHIP, AND

WHEREAS, MRS. GIALLORETO HAS SERVED ON THE VACANCY BOARD AND OTHER COMMUNITY BOARDS AND COMMISSIONS, AND NOW

BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS DECLARES THAT SATURDAY, APRIL 20, 2002, WILL BE KNOWN AS ANGIE GIALLORETO DAY IN THE TOWNSHIP OF WILKINS.

RESOLVED AND ADOPTED AT A DULY ASSEMBLED MEETING OF THE BOARD OF COMMISSIONERS THIS 25TH DAY OF MARCH, 2002.

ATTEST:

Carolyne F. Ford, Secretary

TOWSHIP OF WILKINS

John J. Hanlon, President

RESOLUTION NO. 02-09

A RESOLUTION OF THE TOWNSHIP OF WILKINS SETTING FORTH A POLICY RELATING TO REQUESTS BY VOLUNTEER FIRE COMPANIES FOR TOWNSHIP PARTICIPATION IN THE FINANCING OF PURCHASE OF FIRE AND RESCUE VEHICLES.

The Board of Commissioners of The Township of Wilkins hereby resolves as follows:

SECTION I.

The Board of Commissioners will consider applications by volunteer fire companies for assistance in the purchase of fire and rescue trucks, provided the applicants have met all of the terms and conditions hereinafter set forth.

SECTION II.

All financial assistance is subject to approval of Township loan applications by Allegheny County, the Department of Community Affairs, banks or other similar entities.

SECTION III.

All applications must be submitted with an unexecuted proposed purchase agreement prepared by the vendor of the fire or rescue truck, which agreement must be approved by the Board of Commissioners and must include, but is not limited to, conditions that:

A. Specify a specific delivery date, after which the buyer may elect to rescind the agreement subject to reasonable terms and conditions approved by the Board of Commissioners.

B. Contains warranties of labor and material under terms and conditions the same or equal to those issued by General Motors, Ford or Chrysler Corporations for vehicles most similar to fire or rescue vehicles.

C. Provide for manufacture to standards and specifications which will comply with and finally be approved by all governmental agencies having jurisdiction therein and all insurance related agencies having power to affect insurance rates related to the apparatus involved.

D. Ensure that prepayments made by the buyer shall not be subject to claims by a trustee in bankruptcy, receiver or similar entity.

SECTION IV.

The following formula, as recommended by the United States Department of Labor, will be used to establish an equitable allocation for the purchase of approved vehicles:

A. Established base allocation will be $35,000.

B. Base price index will be the January 1974 Consumer Price Index with '67 base which is 139.3.

C. The consumers price index for the month and year in which the purchase agreement is signed.

An example of this, based on a 1988 purchase, would be as follows:

January 1974 Consumer Price Index with '67 Base - 139.3
April 1988 Consumer Price Index with '67 Base - 349.5

Total Allocation - 139.3 : 349.5 : : 35,000 : x or

Total Allocation - $\frac{349.5 \times 35{,}000}{139.3}$ or 87,814,07

SECTION V.

The following guidelines are established:

A. The amount allocated cannot be more than 60% of the purchase price.

B. Any costs of the apparatus above that noted in Section IV will be paid by the Fire Company.

C. The Township may finance its share by borrowing on five year short term notes. The Township may also borrow funds for the Fire Companies to be repaid from their annual allowance from the Township.

D. The guidelines for replacement are that each company may purchase a new vehicle approximately every fifteen years. While retaining a vehicle for more than twenty-four years is discouraged, a vehicle may be kept in service longer provided it has been refurbished in an acceptable manner.

E. Vehicles can be scheduled as follows:

VFD	YEAR BUDGETED	YEARS OF PAYMENT
#1	2006	2006 - 2011
#4	2012	2012 - 2017
#3	2017	2017 - 2022

SECTION VI.

Each Wilkins Volunteer Fire Company agrees to possess at least one operational pumper in addition to having access to the Township reserve pumper.

SECTION VII.

The present Board of Commissioners, realizing the importance of both good fire and rescue apparatus and good financial planning, requests that future Boards of Commissioners give consideration to continuing this policy.

SECTION VIII.

That Resolution 6-95 is repealed.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a meeting duly assembled this 8th day of July, 2002.

TOWNSHIP OF WILKINS

Attest: Carolyne F. Ford
Secretary

By _____
President of the Board of Commissioners

TOWNSHIP OF WILKINS

RESOLUTION NO.10-02

A RESOLUTION OF THE TOWNSHIP OF WILKINS EXPRESSING APPRECIATION TO HARRY R. MILLER FOR HIS SERVICES TO THE TOWNSHIP

WHEREAS, Harry R. Miller has retired from the Township of Wilkins Public Works Department effective August 2, 2002; and

WHEREAS, Mr. Miller has admirably served the Township of Wilkins with competence, dedication, dignity and honor since March 18, 1968; and

WHEREAS, the Board of Commissioners and residents of the Township of Wilkins are grateful for his contributions for over more than thirty-four years of service.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Township of Wilkins express its thanks and appreciation to Mr. Miller for his many years of dedicated employment.

BE IT FURTHER RESOLVED that the Board express its best wishes to Mr. Miller and his family for a long and happy retirement.

RESOLVED AND ADOPTED by the Board of Commissioners at a duly assembled meeting held this 12th day of August, 2002.

TOWNSHIP OF WILKINS

John J. Hanlon, President,
Board of Commissioners

ATTEST:

Carolyne F. Ford, Secretary

TOWNSHIP OF WILKINS
RESOLUTION NO. 11-02

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS (FOR PAVING) WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $48,474.00 under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Norine Kelly as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within one hundred eighty (180) days after contractual execution.

RESOLVED AND ADOPTED this 12th day of August, 2002 by the Wilkins Township Board of Commissioners.

Proposal No. MPI-044.

ATTEST:

Carolyne F. Ford

Carolyne F. Ford, Secretary

TOWNSHIP OF WILKINS:

John J. Hanlon, President
Board of Commissioners

TOWNSHIP OF WILKINS

RESOLUTION NO. 12-02

A RESOLUTION OF THE TOWNSHIP OF WILKINS ESTABLISHING FEES FOR VARIOUS TOWNSHIP PERMITS AND SERVICES

WHEREAS, Resolution No. 15-91 established fees for various Township permits and services, and

WHEREAS, the Board of Commissioners have determined that a permit fee is appropriate for usage of the various park and pavilions and shelters.

NOW, THEREFORE, BE IT RESOLVED the following fees be provided as part of Section VI, Resolution No. 15-91.

VI. FEES FOR DEPARTMENT OF PARKS AND RECREATION SERVICES

E. All park pavilions and shelters.

1. Single Date Usage - $50.00 per date

2. Clean Up Deposit: $50.00 per date

Fifty Dollars of the clean up deposit shall be refundable if the picnic grounds and toilet facility are found to be free of debris, with trash either removed from the site or placed in the trash can provided. All permit holders should supply own plastic bags for clean up. If the Township personnel spend time cleaning an area, other than emptying trash cans, that time shall be deducted from the remaining Fifty Dollar deposit and the balance, if any, returned to the applicant.

No permit fee, shall be returned unless the Department of Parks and Recreation received request of cancellation of the permit at least thirty (30) days prior to the date of the permit. In the event of an emergency, the Manager reserves the right of decision. Weather is not considered due cause for cancellation.

Alcohol consumption permits are strictly issued under the provision of the applicable Ordinance.

No permit fee shall be required from non-profit corporations, volunteer firemen, veteran associations, church organizations, Boy Scouts, Girl Scouts and entities similar to those listed above, provided the entity is registered as headquartered in the Township of Wilkins.

All resolutions inconsistent herewith are repealed.

RESOLVED AND ADOPTED at a duly assembled meeting of the Board of Commissioners of the Township of Wilkins held this 25th day of November, 2002.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon, President of
the Board of Commissioners

ATTEST:

Carolyne F. Ford

Carolyne F. Ford, Secretary

Township of Wilkins

Resolution No. 1302

A RESOLUTION OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, REQUIRING THAT CERTAIN RECORDS OF THE TOWNSHIP BE OPEN FOR EXAMINATION AND INSPECTION BY CITIZENS OF THE COMMONWEALTH; AUTHORIZING SUCH CITIZENS UNDER CERTAIN CONDITIONS TO MAKES EXTRACTS, COPIES AND PHOTOGRAPHS OR PHOTOSTATS OF SUCH RECORDS; PROVIDING DEFINITIONS; FURTHER PROVIDING FOR APPEALS, REDACTION, FOR RESPONSE TO REQUESTS FOR ACCESS AND FOR FINAL TOWNSHIP DETERMINATIONS; FURTHER PROVIDING FOR APPEAL FROM DENIAL OF RIGHT; PROVIDING FOR COURT COSTS AND ATTORNEY FEES; REPEALING ALL INCONSISTENT RESOLUTIONS.

NOW THEREFORE BE IT RESOLVED, AND IT IS HEREBY RESOLVED WITH THE AUTHORITY OF THE SAME:

Section 1: Title.

This Resolution shall be known as the Township of Wilkins Open Records Resolution.

Section 2: Definitions.

The following words and phrases when used in this Resolution, shall have the meanings given to them in this section unless the context clearly indicates otherwise:

a) **"Agency."** Any office, department, board or commission of the Township of Wilkins which has for its purpose the performance of an essential governmental function.

b) **"Public record."** Any account, voucher or contract dealing with the receipt or disbursement of funds by the Township or its acquisition, use or disposal of services or of supplies, materials, equipment or other property and any minute, order or decision by an agency fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group of persons: Provided, That the term "public records" shall not mean any report, communication or other paper, the publication of which would disclose the institution, progress or result of an investigation undertaken by the Township

in the performance of its official duties, except those reports filed by the Township pertaining to safety and health in industrial plants; it shall not include any record, document, material, exhibit, pleading, report, memorandum or other paper, access to or the publication of which is prohibited, restricted or forbidden by statute law or order or decree of court, or which would operate to the prejudice or impairment of a person's reputation or personal security, or which would result in the loss by the Commonwealth or any of its political subdivisions or commissions or State or municipal authorities of Federal funds, excepting therefrom however the record of any conviction for any criminal act.

c) **"Record."** Any document maintained by the Township, in any form, whether public or not.

d) **"Requester."** A person who is a resident of the Commonwealth and requests a record pursuant to this Resolution.

e) **"Response."** Access to a record or the Township's written notice granting, denying or partially granting or partially denying access to a record.

f) **"Township."** The Township of Wilkins.

Section 3: Procedure for Access to Public Records.

a) **General rule.** Unless otherwise provided by law, a public record shall be accessible for inspection and duplication by a requester in accordance with this Resolution. A public record shall be provided to a requester in the medium requested if the public record exists in that medium; otherwise, it shall be provided in the medium in which it exists. Public records shall be available for access during the regular business hours of the Township. Nothing in this Resolution or the Open Records Law shall provide for access to a record which is not a public record.

b) **Requests.** The Township will not fulfill verbal requests for access to records and anonymous requests for access to records. In the event that the requester wishes to pursue the relief and remedies provided for in this Resolution or the Open Records Law, the requester must initiate such relief with a written request.

c) **Written requests.** A written request for access to records may be submitted in person, by mail, by facsimile or, to the extent provided by Township rules,

any other electronic means. A written request shall be addressed to the Township manager or other person designated in the rules established by the Township. A written request should identify or describe the records sought with sufficient specificity to enable the Township to ascertain which records are being requested and shall include the name and address to which the Township should address its response. A written request need not include any explanation of the requester's reason for requesting or intended use of the records.

d) **Electronic access.** In addition to the requirements of subsection (a), the Township may make its public records available through any publicly accessible electronic means. If access to a public record is routinely available by the Township only by electronic means, the Township shall provide access to inspect the public record at an office of the Township.

e) **Creation of a public record not required.** When responding to a request for access, the Township shall not be required to create a public record which does not currently exist or to compile, maintain, format or organize a public record in a manner in which the agency does not currently compile, maintain, format or organize the public record.

f) **Conversion of an electronic record to paper.** If a public record is only maintained electronically or in other non-paper media, the Township shall, upon request, duplicate the public record on paper when responding to a request for access in accordance with this Resolution.

g) **Retention of records.** Nothing in this Resolution is intended to modify, rescind or supersede any record retention and disposition schedule established pursuant to law.

Section 4: Intended Use.

The Township may not deny a requester access to a public record due to the intended use of the public record by the requester.

Section 5: Redaction.

If the Township determines that a public record contains information which is subject to access as well as information which is not subject to access, the Township's response shall grant access to the information which is subject to access and deny access to the information which is not subject to access. If the information which is not subject to access

is an integral part of the public record and cannot be separated, the Township shall redact from the public record the information which is not subject to access, and the response shall grant access to the information which is subject to access. The Township may not deny access to the public record if the information which is not subject to access is able to be redacted. Information which the Township redacts in accordance with this subsection shall be deemed a denial under Section 6.

Section 6: Township's Response to Written Request for Access.

a) **General rule.** Upon receipt of a written request for access to a record, the Township shall make a good faith effort to determine if the record requested is a public record and to respond as promptly as possible under the circumstances existing at the time of the request but shall not exceed ten business days from the date the written request is received by the Township Manager or other person designated by the Township for receiving such requests. If the Township fails to send the response within ten business days of receipt of the written request for access, the written request for access shall be deemed denied.

b) **Exception.** Upon receipt of a written request for access, if the Township determines that one of the following applies:

1. The request for access requires redaction of a public record in accordance with Section 5 of this Resolution;
2. The request for access requires the retrieval of a record stored in a remote location;
3. A timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;
4. A legal review is necessary to determine whether the record is a public record subject to access under the Open Records Law or this Resolution;
5. The requester has not complied with the Township's policies regarding access to public records; or
6. The requester refuses to pay applicable fees authorized by section 10 of this Resolution, the Township shall send written notice to the requester within ten business days of the Township's receipt of the request for access, a copy of which is attached hereto and made a

part hereof as Exhibit "2." The notice shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review and a reasonable date that a response is expected to be provided. If the date that a response is expected to be provided is in excess of 30 days, following the ten business days allowed for in subsection (a), the request for access shall be deemed denied.

c) **Denial.** If the Township's response is a denial of a written request for access, whether in whole or in part, a written response shall be issued and include:

1. A description of the record requested.
2. The specific reasons for the denial, including a citation of supporting legal authority. If the denial is the result of a determination that the record requested is not a public record, the specific reasons for the Township's determination that the record is not a public record shall be included.
3. The typed or printed name, title, business address, business telephone number and signature of the public official or public employee on whose authority the denial is issued.
4. Date of the response.
5. The procedure to appeal the denial of access under this Resolution.

d) **Certified copies.** If the Township's response grants a request for access, the Township shall, upon request, provide the requester with a certified copy of the public record if the requester pays the applicable fees pursuant to section 10.

Section 7: Final Township Determination.

a) **Filing of exceptions.** If a written request for access is denied or deemed denied, the requester may file exceptions with the Manager of the Township denying the request for access within 15 business days of the mailing date of the Township's response or within 15 days of a deemed denial. The exceptions shall state grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the Township for delaying or denying the request.

b) **Determination.** Unless the requester agrees otherwise, the Township Manager or his designee shall make a final determination regarding the

exceptions within 30 days of the mailing date of the exceptions. Prior to issuing the final determination regarding the exceptions, the Township Manager or his designee may conduct a hearing. The determination shall be the final order of the Township. If the Township Manager his designee determines that the Township correctly denied the request for access, the Township Manager or his designee shall provide a written explanation to the requester of the reason for the denial.

Section 8: Judicial Appeal.

a) **Appeal of Township Final Determination.** Within 30 days of a denial by the Township under Section 6(c) or of the mailing date of a final determination of the Township affirming the denial of access, a requester may file a petition for review or other document as might be required by rule of court with the Court of Common Pleas in Allegheny County, or bring an action in the local magisterial district. A requester is entitled to a reasoned decision containing findings of fact and conclusions of law based upon the evidence as a whole which clearly and concisely states and explains the rationale for the decisions so that all can determine why and how a particular result was reached.

b) **Notice.** The Township shall be served notice of actions commenced in accordance with Subsection (a) and shall have an opportunity to respond in accordance with applicable court rules.

c) **Record on appeal.** The record before a court shall consist of the request, the Township's response, the requester's exceptions, if applicable, the hearing transcript, if any, and the Township's final determination, if applicable.

Section 9: Court Costs and Attorney Fees.

a) **Reversal of Township determination.** If a court reverses the Township's final determination, the court may award reasonable attorney fees and costs of litigation or an appropriate portion thereof to a requester if the court finds either of the following:

1. The Township willfully or with wanton disregard deprived the requester of access to a public record subject to access under the provisions of the Open Records Law; or

2. The exemptions, exclusions or defenses asserted by the Township in its final determination were not based on a reasonable interpretation of law.

b) **Sanctions for frivolous requests or appeals.** If a court affirms the Township's final determination, the court may award reasonable attorney fees and costs of litigation or an appropriate portion thereof to the Township if the court finds that the legal challenge to the Township's final determination was frivolous.

c) **Other sanctions.** Nothing in this Resolution shall prohibit a court from imposing penalties and costs in accordance with applicable rules of court.

Section 10: Fee Limitations.

a) **Postage.** Fees for postage may not exceed the actual cost of mailing.

b) **Duplication.** Fees for duplication by photocopying, printing from electronic media or microfilm, copying onto electronic media, transmission by facsimile or other electronic means and other means of duplication must be reasonable and based on prevailing fees for comparable duplication services provided by local business entities.

c) **Certification.** The Township may impose reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.

d) **Conversion to paper.** If a public record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the native media as provided by subsection (b) unless the requester specifically requests for the public record to be duplicated in the more expensive medium.

e) **Enhanced electronic access.** If the Township offers enhanced electronic access to public records in addition to making the public records accessible for inspection and duplication by a requester as required by the Open Records Law or this Resolution, the Township may establish user fees specifically for the provision of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the

public records accessible for inspection and duplication by a requester as required by the Open Records Law or this Resolution. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof. The user fees for enhanced electronic access must be reasonable and may not be established with the intent or effect of excluding persons from access to public records or duplicates thereof or of creating profit for the Township.

f) **Waiver of fees.** The Township may waive the fees for duplication of a public record, including, but not limited to, when:

1. The requester duplicates the public record; or

2. The Township deems it is in the public interest to do so.

g) **Limitations.** Except as otherwise provided by statute, no other fees may be imposed unless the Township necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for the Township's review of a record to determine whether the record is a public record subject to access in accordance with the Open Records Law.

h) **Prepayment.** Prior to granting a request for access in accordance with the Open Records Law or this Resolution, the Township Manager or his designee may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed $ 100.00.

Section 11: Confidential Agreements.

If the Township receives a request for a record that is subject to a confidentiality agreement executed before the effective date of the Open Records Law, to-wit one hundred and eighty days after June 29, 2002, the law in effect at the time the agreement was executed, including judicial interpretation of the law, shall govern access to the record, even if the record is a public record unless all parties to the confidentiality agreement agree in writing to be governed by the Open Records Law or this Resolution.

Section 12: Implementation.

a) **Requirement.** The Township written policies and regulations which are attached hereto as Exhibit "1," are hereby promulgated as necessary to implement the Open Records Law and this Resolution.

b) **Content.** The written policies and regulations on Exhibit "1" shall include the name of the office to which requests for access and contain a list of applicable fees.

c) **Prohibition.** A policy or regulation may not include any of the following:

1. A limitation on the number of public records which may be requested or made available for inspection or duplication.

2. A requirement to disclose the purpose or motive in requesting access to records which are public records.

d) **Posting.** The policies shall be conspicuously posted at the Township and may be made available by electronic means.

Section 13: Repealer.

All Resolutions or parts of Resolutions conflicting herewith, are hereby repealed.

Section 14: Effective Date.

This Resolution shall be effective on December 26, 2002.

RESOLVED, and adopted this 9th day of December, 2002.

ATTEST:

Carolyne Ford
Carolyne Ford
Secretary

TOWNSHIP OF WILKINS

John J. Hanlon
John J. Hanlon
President
Board of Commissioners

SEAL

TOWNSHIP OF WILKINS

RESOLUTION NO. 3-02

The Board of Commissioners resolves as follows:

SECTION I. All persons requesting approval of use of a residence for a no-impact home-based business shall complete and file an application with the Township Manager, in the form attached hereto. Each applicant shall attach a copy of the deed or lease under which the applicant occupies the residence.

SECTION II. Each applicant shall pay an application filing fee of $300.00. If the applicant qualifies under the no-impact home-based business ordinance, the application will be referred to the Zoning Hearing Board for review. If the applicant does not qualify for ZHB review, $250.00 will be returned to the applicant forthwith.

RESOLVED AND ADOPTED at a duly assembled meeting of the Board of Commissioners of the Township of Wilkins held the 10th day of February, 2003.

TOWNSHIP OF WILKINS

Attest: Paul Vayo
Secretary

By
President, Board of Commissioners

TOWNSHIP OF WILKINS

APPLICATION FOR NO-IMPACT HOME-BASED BUSINESS

1. Address of Residence for which business use is requested.

   _____
   Street

   _____
   Mailing Address

   Telephone: _____

2. Attach a copy of the property deed or lease. You may blank out purchase price or rental.

3. Name of applicant(s)

   _____ _____

   _____ _____

4. Do all applicants live in the subject residence? Yes ☐ No ☐

   If no state name and address: _____

   _____

5. Names and addresses of employees who will conduct business on the subject residence.

Name	Name	Name
Address	Address	Address

6. Habital floor area of residence? _____ square feet.

7. Percentage of floor area to be used in business? _____%

8. Brief description of business to be conducted in residence.

_____

_____

We certify the above information to be true and correct. We acknowledge receipt of a copy of Wilkins Township Ordinance No. _____ which we have read and understood.

_____	_____
Applicant	Applicant
_____	_____
Applicant	Applicant

Dated as of this _____ day of _____ 200_.

TOWNSHIP OF WILKINS

RESOLUTION NO. 3-01

A RESOLUTION OF THE TOWNSHIP OF WILKINS
HONORING THE 2002 WOODLAND HILLS
HIGH SCHOOL FOOTBALL TEAM

WHEREAS, Wilkins Township is part of the Woodlan d Hills School District; and

WHEREAS, the Woodland Hills High School Football Team has completed an outstanding season in the year 2002; and

WHEREAS, as a result of its outstanding play, the Woodland Hills High School Football Team wen t undefeated during its regular season and won the WPIAL Class AAAA Championship title game; and

WHEREAS, in the last four years the Woodland Hills High School football team has won three WPIAL Class AAAA Championships and four Quad East titles, and

WHEREAS, the players, parents and residents of Woodland Hills recognize the outstanding coaching and leadership ability of Head Coach, George Novak and his dedicated assistants and staff; and

WHEREAS, in recognition of Coach Novak's leadership, skill and devotion to his team during the 2002 season, he was selected as Coach of the Week by the Pittsburgh Steelers and the National Football League. He also received the KDKA-TV Pittsburgh Coach's Corner 2002 High School WPIAL award; and

WHEREAS, the outstanding record and accomplishments of the Woodland Hills School District football team are a tribute to the ability, tenacity, enthusiasm and character of the players as well as the experience, intelligence and dedication of their outstanding coaches; and

WHEREAS. the dedication and success of the Woodland Hills High School football team are a source of pride and satisfaction for the residents of Swissvale; and

WHEREAS, the elected officials and residents of Wilkins Township wish to honor the accomplishments of these fine young men and their inspiring coaches.

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Commissioners hereby honor the members and coaches of the Woodland Hills High School Football team, congratulate them on their outstanding performance and wish them every success in the future.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled meeting held this 10th day of February 2003.

TOWNSHIP OF WILKINS

John J. Hanlon
President
Board of Commissioners

ATTEST:

Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 3-03

WHEREAS, on or about March 4, 2003, it was discovered that the support pole for the main beam of the Municipal Building sustained a partial collapse impairing the building roof and internal walls:

WHEREAS, the Township Engineer has advised officials that part or all of the building is in imminent danger of collapse:

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins RESOLVES that:

SECTION I: A local disaster emergency is hereby declared to exist concerning the safety of the municipal building.

SECTION II: This declaration shall be deemed to continue until the Township Engineer certifies that the municipal building has been made safe.

SECTION III: The Township assistant manager is authorized and directed to enter into contracts for services, labor and materials necessary to repair and restore the municipal building under specifications prepared by the Township Engineer, and all requirements prescribed by law pertaining to performance of public work and entering into contracts therefore are hereby deemed to have been temporarily suspended as of March 4, 2003 and all actions of the assistant manager are hereby approved and ratified.

SECTION IV: This declaration shall be filed promptly with the Pennsylvania Energy Management Agency.

SECTION V: This declaration is promulgated under the authority of the Emergency Management Service Code (35Pa.C.S.A.7501).

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held this 10th day of March, 2003.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon, President
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

RESOLUTION NO. 4-03

TOWNSHIP OF WILKINS POLICE PENSION PLAN

A RESOLUTION OF THE TOWNSHIP OF WILKINS RELATIVE TO THE MAINTENANCE OF EMPLOYEES PENSION, ANNUITY, INSURANCE AND BENEFIT FUND OR FUNDS, TO AUTHORIZE THE PURCHASE OF LIFE INSURANCE BY THE PENSION PLAN TO PREVENT THE DEPLETION OF PENSION PLAN ASSETS DUE TO THE CATASTROPHIC COST TO THE PLAN THAT RESULTS FROM A POLICE OFFICER BEING KILLED IN SERVICE.

WHEREAS, the Township of Wilkins (the "Township") has previously enacted a Resolution establishing the Township of Wilkins Police Pension Plan (the "Plan"); and

WHEREAS, the Township may or may not have amended the Plan to comply with the provisions of Act 30 of 2002; and

WHEREAS, the Township retains the obligation to protect the assets of the Plan if a police office is killed in service; and

WHEREAS, the Township intends to protect the assets of the Plan in the event that a police officer, who is a Participant in the Plan, is killed in service and pursuant to the provisions of Act 30 of 2002 a killed in service benefit becomes payable under the Plan;

BE IT RESOLVED by the Commissioners of the Township of Wilkins Police Pension Plan and it is HEREBY RESOLVED AND ENACTED by authority of the same:

Effective March 1, 20 03 the Plan is authorized to purchase life insurance for the purposes described herein through the Municipal Employers Insurance Trust. The cost for such life insurance shall be a proper and valid expense of the Plan and shall be paid from the assets of the Plan whether via direct payment to the applicable provider of such insurance or via reimbursement to the Township on an annual basis for any such cost paid by the Township.

RESOLVED AND ENACTED this 31st day of March, A.D., 20 03

ATTEST:

Paul Vay

TOWNSHIP OF WILKINS

RESOLUTION NO. 5-03

WHEREAS, the Township of Wilkins, (the "Employer"), previously established a retirement plan for certain of its employees known as the Township of Wilkins Police Pension Plan (the "Plan").

WHEREAS, on June 19, 2002 the Governor signed into law Act 64 of 2002 mandating special ad hoc adjustments for certain retired or disabled police officers and firefighters.

WHEREAS, some retired or disabled members of the Plan qualify for the special ad hoc adjustments mandated by Act 64.

WHEREAS, the following individuals have been identified as Plan members who are eligible to receive the special ad hoc adjustment required by Act 64.

NOW, THEREFORE, BE IT HEREBY RESOLVED that, effective as of July 1, 2002 the monthly benefit payments being made to the hereinafter listed former employees of the Employer shall be increased as follows:

Name	Increase in Monthly Benefit
Naccarati	$29.61
Varlotta	$58.13
Yates	$77.51

_____ _____, 20___
Signature Date

WITNESS: _____

TOWNSHIP OF WILKINS

John J. Hanlon
President, Board of Commissioners

ATTEST

Paul A. Vargo
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 6-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS HONORING THE WILKINS TOWNSHIP VOLUNTEER FIRE COMPANY #4 AND RECOGNIZING THE COMPANY'S FIFTY YEARS OF SERVICE TO THE COMMUNITY.

WHEREAS, the Wilkins Township Volunteer Fire Company was founded in 1953 at the time of development of the Eastmont neighborhood; and

WHEREAS, the Fire Company has been an integral part of both the Eastmont and Wilkins Township communities as well as the Wilkins Township and East Suburban Fire Services; and

WHEREAS, the Fire Company has been in the forefront of developing of fire supression and fire prevention procedures and technology;

NOW THEREFORE be it resolved by the Board of Commissioners that the Wilkins Township Volunteer Fire Company #4 be recognized and honored for its one half Century of Service to the community;

BE IT FURTHER RESOLVED that the Board of Commissioners express the community's thanks to the Fire Company for its service.

RESOLVED AND ADOPTED at a regular meeting of the Wilkins Township Board of Commissioners this 14th day of July, 2003.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo
Secretary and Acting Manager

TOWNSHIP OF WILKINS

RESOLUTION NO. 7-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS
DIRECTING THE CHIEF OF POLICE TO IMPOSE
TRAFFIC REGULATIONS IN CERTAIN LOCATIONS

WHEREAS, the Code of the Township of Wilkins, Article I, Section 168-2(b) allows the Board of Commissioners to direct the Chief of Police to impose such traffic regulations as may be specified by Resolution.

NOW, THEREFORE, the Board of Commissioners directs the Chief of Police to enforce the following regulations:

SECTION I. Wilkins Code Section Article II Section 168-18 is amended as follows:

Parking shall be prohibited at all times in the following locations:

Name of Street	Side	Location
John	East	Entire Length
Nanette	North	Entire Length
Orchard	North	Entire Length
Ridgewood	South	Entire Length
Sawmill Run Road	South	Entire Length
Tongalucas	East	Entire Length

SECTION II. PENALTY. Any person violating the provision of this Resolution is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of not less than Fifty ($50.00) Dollars nor more than Two Hundred ($200.00) Dollars.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled meeting held this 14th day of July, 2003.

TOWNSH IP OF WILKINS

By _____
John J. Hanlon
President, Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 8-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS, BOARD OF COMMISSIONERS, DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS APPROVED ON JULY 16, 1993, AND AS THEREAFTER AMENDED OR REVISED.

WHEREAS, a Local Government Records Committee was created by Act 428 of 1968 (53 P.S. 1381 et seq.) and empowered thereby to make rules and regulations for records disposition; and,

WHEREAS, the Municipal Records Manual was approved by said Committee on July 16, 1993; and

WHEREAS, the Township of Wilkins desires to dispose of records according to statutory requirements;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved July 16, 1993, and each act of disposition shall be approved by Resolution of aforesaid Board of Commissioners.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 14th day of July, 2003.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 9-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT. DEMOLITION OF SUNSET BOWLING LANES.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $30,000.00 under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Norine Kelly, Turtle Creek Valley COG as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within one hundred eighty (180) days after contractual execution.

RESOLVED AND ADOPTED by Board of Commissioners of the Township of Wilkins at a fully assembled meeting held on this 11th day of August, 2003.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 10-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT. DEMOLITION 2003.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $12,000.00 under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Norine Kelly, Turtle Creek Valley COG as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within one hundred eighty (180) days after contractual execution.

RESOLVED AND ADOPTED by Board of Commissioners of the Township of Wilkins at a fully assembled meeting held on this 11th day of August, 2003.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 11-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT. MONTGOMERY STREET/WASHINGTON AVENUE RECONSTRUCTION.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $28,600.00 under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Norine Kelly, Turtle Creek Valley COG as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within one hundred eighty (180) days after contractual execution.

RESOLVED AND ADOPTED by Board of Commissioners of the Township of Wilkins at a fully assembled meeting held on this 11th day of August, 2003.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 12-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT. MORTIMER AVENUE RECONSTRUCTION.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $13,305.00 under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Norine Kelly, Turtle Creek Valley COG as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within one hundred eighty (180) days after contractual execution.

RESOLVED AND ADOPTED by Board of Commissioners of the Township of Wilkins at a fully assembled meeting held on this 11th day of August, 2003.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 13-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT. IVY STREET BRIDGE REPLACEMENT.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $160,343.00 under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Norine Kelly, Turtle Creek Valley COG as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within one hundred eighty (180) days after contractual execution.

RESOLVED AND ADOPTED by Board of Commissioners of the Township of Wilkins at a fully assembled meeting held on this 11th day of August, 2003.

TOWNSHIP OF WILKINS

By_____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 14-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT. WILBUR AVENUE/CEDAR STREET RECONSTRUCTION.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $22,250.00 under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Norine Kelly, Turtle Creek Valley COG as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within one hundred eighty (180) days after contractual execution.

RESOLVED AND ADOPTED by Board of Commissioners of the Township of Wilkins at a fully assembled meeting held on this 11th day of August, 2003.

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 15-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS
STATING THAT THERE ARE SEVERAL VACANT AND
DILAPIDATED STRUCTURES LOCATED WITHIN THE
MUNICIPALITY

SLUMS AND BLIGHT
SUNSET BOWLING LANES
500 BROWN AVENUE

WHEREAS, there are several vacant and dilapidated structures located within the municipality, and

WHEREAS, such structures constitute a health and safety hazard to our residents, and

WHEREAS, such structures identified for demolition will undergo condemnation proceedings outlined within local ordinance and are in compliance with any other requirements of the applicable laws relating to the declaration of the property as a public nuisance and as being in a hazardous or dangerous condition, and

WHEREAS, Allegheny County Department of Economic Development, through the CDBG Program has funds available for the removal of such structures, and

WHEREAS, the Township of Wilkins is desirous of obtaining such funds.

BE IT THEREFORE RESOLVED, this 11th day of August 2003 that the Township of Wilkins determines and declares that such structures individually and collectively constitute blighted property in the municipality as defined by the Urban Redevelopment Law (1945, May 24, P.L. 991;1978, June 23, P.L. 94; as amended, 1988, March 30, P.L. 304, No. 39).

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 16-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS STATING THAT THERE ARE SEVERAL VACANT AND DILAPIDATED STRUCTURES LOCATED WITHIN THE MUNICIPALITY

SLUMS AND BLIGHT
904 GREENSBURG PIKE

WHEREAS, there are several vacant and dilapidated structures located within the municipality, and

WHEREAS, such structures constitute a health and safety hazard to our residents, and

WHEREAS, such structures identified for demolition will undergo condemnation proceedings outlined within local ordinance and are in compliance with any other requirements of the applicable laws relating to the declaration of the property as a public nuisance and as being in a hazardous or dangerous condition, and

WHEREAS, Allegheny County Department of Economic Development, through the CDBG Program has funds available for the removal of such structures, and

WHEREAS, the Township of Wilkins is desirous of obtaining such funds.

BE IT THEREFORE RESOLVED, this 11th day of August 2003 that the Township of Wilkins determines and declares that such structures individually and collectively constitute blighted property in the municipality as defined by the Urban Redevelopment Law (1945, May 24, P.L. 991;1978, June 23, P.L. 94; as amended, 1988, March 30, P.L. 304, No. 39).

TOWNSHIP OF WILKINS

By_____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 17-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS
STATING THAT THERE ARE SEVERAL VACANT AND
DILAPIDATED STRUCTURES LOCATED WITHIN THE
MUNICIPALITY

SLUMS AND BLIGHT
921 LARIMER AVENUE

WHEREAS, there are several vacant and dilapidated structures located within the municipality, and

WHEREAS, such structures constitute a health and safety hazard to our residents, and

WHEREAS, such structures identified for demolition will undergo condemnation proceedings outlined within local ordinance and are in compliance with any other requirements of the applicable laws relating to the declaration of the property as a public nuisance and as being in a hazardous or dangerous condition, and

WHEREAS, Allegheny County Department of Economic Development, through the CDBG Program has funds available for the removal of such structures, and

WHEREAS, the Township of Wilkins is desirous of obtaining such funds.

BE IT THEREFORE RESOLVED, this 11th day of August 2003 that the Township of Wilkins determines and declares that such structures individually and collectively constitute blighted property in the municipality as defined by the Urban Redevelopment Law (1945, May 24, P.L. 991;1978, June 23, P.L. 94; as amended, 1988, March 30, P.L. 304, No. 39).

TOWNSHIP OF WILKINS

By_____
John J. Hanlon
President,
Board of Commissioners

ATTEST:

_____
Paul A. Vargo, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 18-03

The Board of Commissioners resolves as follows:

SECTION I. The following fee schedule effective September 8, 2003, is adopted concerning permit applications for structure construction, demolition, inspection and plan review:

CONSTRUCTION, DEMOLITION, INSPECTION & PLAN REVIEW FEES

Building Inspection Fees

Residential (1 & 2 family dwellings)*

*Fees includes construction document review and mechanical inspections

New Construction	$40.00 plus 8 cents per sq. ft. of GFA*
Additions	$40.00 plus 8 cents per sq. ft. of GFA*
Repairs and alterations	$40.00 plus 1.25% of construction cost
Utility & miscellaneous Use Groups (decks, pools, towers retaining walls, fences)	$40.00 plus 1.50% of construction cost
Demolition	$40.00 plus 1.50% of demolition costs
Manufactured Dwelling (mobile home)	$100.00

*GFA = Gross floor area is defined as the total square footage of all floors within the perimeter of the outside walls, including finished basements and attics with floor to ceiling heights of 6'6" or more.

All Other Use Groups (commercial)

New construction & additions	$60.00 plus 17.5 cents per sq. ft. of GFA*
Alterations	$60.00 plus 1.75% of construction cost
Demolition	$40.00 plus 1.75% of demolition cost

*GFA = Gross floor area is defined as the total square footage of all floors within the perimeter of the outside walls, including finished basements and attics with floor to ceiling heights of 6'6" or more.

Construction Document Review

International Building Code Occupancy Classification	Fee
"B", "E", "M", "R-1", "R-2" "R-4"	Up to and including 15,000 sq. ft. = $.08/sq. ft. Greater than 15,000 sq. ft. = $1200 plus $.05/sq. ft.
"A", "I" & "H"	Up to and including 10,000 sq. ft. = $.10/sq. ft. Greater than 10,000 sq. ft. = $1000 plus $.05/sq. ft.
"F", "S" & "U"	Up to and including 20,000 sq. ft. = $.05/sq. ft. Greater than 20,000 sq. ft. = $1000 plus $.03/sq. ft.
Minimum Fee: $125.00	

Code Enforcement Services

Rate: $40.00 per occurrence.

SECTION II. Applications and Procedures.

(1) **By whom application is made:** Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the agent or design professional that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant and the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

(2) **Description of work:** The application shall contain a general description of the proposed work, the location of the proposed work, the occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building or structure, provisions for special inspections required by the Building Code, and such additional information as required by the code official.

(3) **Construction documents:** The application for permit shall be accompanied by not less than two sets of construction documents. The Code Official or his designee is permitted to waive the requirements for filing construction documents when the scope of the work is of a minor nature. When the quality of the materials is essential for conformity to the International Building Code, specific information shall be given to establish such quality, and this code shall not be cited, or the term "legal" or its equivalent used as a substitute for specific information.

(4) **Site plan:** The application for permit shall be accompanied by a site plan showing to scale the size and location of all new construction and all existing structures of the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

(5) **Engineering details:** The code official shall require to be filed adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. All construction documents and engineering computations shall bear the date issued as well as the signature and seal of the registered design professional responsible design as required by the International Building Code.

(6) **Amendments to application:** Subject to the limitations on Section (7) hereof, amendments to plan, application or other records accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments shall be deemed part of the original application and shall be filed within. Additional fees may apply.

(7) **Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the code official shall grant one or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause.

ORDAINED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held the 8th day of September, 2003.

TOWNSHIP OF WILKINS

Attest: _____
Secretary

By _____
President, Board of Commissioners

TOWNSHIP OF WILKINS

RESOLUTION NO. 19-03

WHEREAS, the Code of the Township pf Wilkins, Article I, Section 168-2(b) allows the Board of Commissioners to direct the Chief of Police to impose such traffic regulations as may be specified by Resolution.

NOW, THEREFORE, the Board of Commissioners directs the chief of Police to enforce the following regulations:

SECTION I. Wilkins Code Section Article II Section 168-17 is amended as follows:

STOP INTERSECTION

Grayhurst Drive and Harrison Road.

SECTION II. Penalty. Any person violating the provision of this Resolution is guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine of not less than Fifty ($50.00) Dollars nor more than Two Hundred ($200.00) Dollars.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled public meeting held the ____ day of September, 2003.

TOWNSHIP OF WILKINS

Attest: _____
Secretary

By _____
President, Board of Commissioners

TOWNSHIP OF WILKINS

RESOLUTION NO. 20-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPROVING, ADOPTING AND PLACING INTO IMMEDIATE EFFECT THE EMERGENCY OPERATIONS PLAN

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. Section 7101 et seq. mandates that Wilkins Township prepare, maintain and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this Township, and

WHEREAS, in response to the mandate stated above, this Township has prepared an emergency operations plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, this Township has also prepared an emergency operations plan in order to reduce the potential affects of a major emergency or disaster and to protect the health, safety and welfare of the residents of this Township;

NOW, THEREFORE, we the undersigned Commissioners of Wilkins Township do hereby approve, adopt and place into immediate effect the Emergency Operations Plan of Wilkins Township. This Plan shall be reviewed every two years to make certain that is conforms to the requirements of the Allegheny County Emergency Operations Guidelines.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled meeting held this 10th day of November 2003

TOWNSHIP OF WILKINS

By _____
John J. Hanlon
President.
Board of Commissioners

ATTEST:

_____
Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 21-03

The Board of Commissioners of The Township of Wilkins resolves as follows:

TOWNSHIP OF WILKINS ALARM SYSTEM ORDINANCE

Section I.

A. The users' fee under Ordinance Section 9 for an alarm system permit shall be:

(1) for single family residence: $12.00

(2) For multiple family residences, commercial and industrial, and manufacturing uses: $12.00

B. The late charge penalty provided in Ordinance Section 9-D shall be:

Ten percent (10%) of the initial fee per year for each calendar year, or part thereof:

Section II.

A. The user fee shall be originally payable at the time of registration or application for a permit, and thereafter shall be paid on or before the 31st day of January, each year.

B. The fee for a new applicant will be calculated by multiplying the number of months remaining in the current year by one dollar ($1.00).

C. The Township Manager shall cause to be issued each year, alarm system invoices to each alarm system permittee.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a duly assembled meeting held this 24th day of November, 2003.

TOWNSHIP OF WILKINS

Attest: Rebecca Bradley
Secretary

By: [signature]
President of the Board of Commissioners

TOWNSHIP OF WILKINS

RESOLUTION NO. 22-03

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPOINTING ROBERT TOMASIC AS AUDITOR FOR THE TOWNSHIP

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Ordinance Number 790, an Ordinance providing for audit of Township accounts by an independent auditor on December 11, 1989; and

WHEREAS, said Ordinance 790 requires the appointment of an auditor by Resolution on an annual basis; and

WHEREAS, it is the desire of the Board of Commissioners of the Township of Wilkins to appoint Mr. Robert Tomasic as auditor for the Township of Wilkins for the year 2004.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, that Robert Tomasic is hereby appointed to the post of Independent Auditor for the year 2004.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 8th day of December, 2003.

TOWNSHIP OF WILKINS

By: _____
John Hanlon
President,
Board of Commissioners

ATTEST:

_____
Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 01.-04

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE PROPER TOWNSHIP OFFICERS TO EXECUTE A CONSENT ORDER AND AGREEMENT WITH THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF ENVIRONMENTAL PROTECTION, PURSUANT TO THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION, WATER QUALITY MANAGEMENT AND ENVIRONMENTAL PROTECTION AGENCIES CLEAN WATER ACT.

WHEREAS, the Township of Wilkins was notified on or about October 10, 2003, by both the Environmental Protection Agency of the Commonwealth of Pennsylvania and the Allegheny County Health Department that it was required to execute a proposed Consent Order and Agreement as well as an Administrative Consent Order; and

WHEREAS, the Township of Wilkins is compelled to comply with the Consent Order and Agreement and the Administrative Consent Order, however, both Areements are substantially in the same form and substantially require the Township to complete certain duties and obligations; and

WHEREAS, the Allegheny County Health Department, through its legal counsel, has advised the Township that the execution of the Consent Order and Agreement with the Commonwealth of Pennsylvania, Department of Environmental Protection will be acknowledged by the Allegheny County Health Department and it is not necessary for the Township to execute the Administrative Consent Order with the Allegheny County Health Department; and

WHEREAS, the Townsh ip of Wilkins Board of Commissioners is desirous of executing said Agreement subject to certain reservations it has concerning allegations contained in paragraphs A through Z and paragraph 2, subsection (a); and

WHEREAS, the Township of Wilkins Board of Commissioners is desirous of incorporating the contents of this Resolution into the proposed Consent Order and Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commiossioners of the Township of Wilkins, and it is hereby resolved by authority of the same as follows:

SECTION I: The proper officers of the Township of Wilkins are hereby authorized to execute the Consent Order and Agreement between the Township of Wilkins and the Commonwealth of Pennsylvania, Department of Environmental Protection, subject to the following exceptions:

a. The Township of Wilkins denies contributing to the discharge of untreated sewage from its combined sewer and/or sanitary sewer systems.

b. The Township of Wilkins denies specifically contributing to the discharge of untreated sewage at points of connections within the ALCOSAN system in Allegheny County.

c. The Township of Wilkins specifically denies that it is causing any detriment to the public health of its residents or the residents of Allegheny County.

d. The Township of Wilkins specifically denies that it contributes to combined and/or sanitary sewer overflows in any other community.

e. The Township of Wilkins specifically denies any Allegheny County Health Department and/or Pennsylvania Department of Environmental Protection allegation that it has not properly operated its system.

SECTION II: The Township of Wilkins specifically retains its rights to contest and/or appeal the allegations contained in Paragraphs A through Z and paragraph 2, subsection (a) of the proposed Agreement to the extent that they do not interfere with the findings, duties and obligations of the parties as set forth in Paragraphs 1 through 38 of the proposed Order and the Township specifically agrees to be legally bound to comply with the duties and obligations as required under Paragraphs 1 through 38 of the proposed Consent Order and Agreement.

SECTION III: Any Resolution or part of a Resolution in conflict herewith is hereby repealed.

RESOLVED AND ADOPTED this 26th day of January, 2004.

TOWNSHIP OF WILKINS

BY William G. Wilson
William G. Wilson
President, Board of Commissioners

ATTEST:

Rebecca Bradley
Rebecca Bradley, Secretary

RESOLUTION NO. 2-04

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE PROPER TOWNSHIP OFFICERS TO EXECUTE A CONSENT ORDER AND AGREEMENT WITH THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF ENVIRONMENTAL PROTECTION, PURSUANT TO THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION, WATER QUALITY MANAGEMENT AND ENVIRONMENTAL PROTECTION AGENCIES CLEAN WATER ACT.

WHEREAS, the Township of Wilkins was notified on or about October 10, 2003, by both the Environmental Porotection Agency of the Commonwealth of Pennsylvania and the Allegheny County Health Department that it was required to execute a proposed Consent Order and Agreement as well as an Administrative Consent Order; and

WHEREAS, the Township of Wilkins is compelled to comply with the Consent Order and Agreement and the Administrative Consent Order, however, both Agreements are substantially in the same form and substantially require the Township to complete certain duties and obligations; and

WHEREAS, the Allegheny County Health Department, through its legal counsel, has advised the Township that the execution of the Consent Order and Agreement with the Commonwealth of Pennsylvania, Department of Environmental Protection will be acknowledged by the Allegheny County Health Department and it is not necessary for the Township to execute the Administrative Consent Order with the Allegheny County Health Department; and

WHEREAS, the Township of Wilkins Board of Commissioners is desirous of executing said Agreement subject to certain reservations it has concerning allegations contained in paragraphs A through Z and paragraph 2, subsection (a); and

WHEREAS, the Township of Wilkins Board of Commissioners is desirous of incorporating the contents of this Resolution into the proposed Consent Order and Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, and it is hereby resolved by authority of the same as follows:

SECTION I. The proper officers of the Township of Wilkins are hereby authorized to execute the Consent Order and Agreement between the Township of Wilkins and the Commonwealth of Pennsylvania, Department of Environmental Protection. A copy of the proposed Consent Order and Agreement is attached hereto and marked as Exhibit "A".

SECTION II. Any Resolution or part of a Resolution in conflict herewith is hereby repealed.

RESOLVED AND ADOPTED this 23rd day of February, 2004.

TOWNSHIP OF WILKINS

By William G. Wilson
William G. Wilson, President
Board of Commissioners

ATTEST:

Rebecca Bradley
Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 3-04

A RESOLUTION OF THE TOWNSHIP OF WILKINS AUTHORIZING THE PARTICIPATION OF THE WILKINS TOWNSHIP POLICE DEPARTMENT IN A JOINT DUI ENFORCEMENT PROGRAM

WHEREAS, a government grant of $37,000.00 has been received for the Township of Wilkins, Township of Penn Hills, Township of North Versailles, the Municipality of Monroeville, Borough of Churchill, Borough of Forest Hills, Borough of White Oak and Borough of Plum to jointly conduct driving under the influence enforcement procedures; and

WHEREAS, it is the desire of said municipalities to execute a Municipal Police Cooperative Agreement authorizing their respective police departments to engage in the aforesaid joint DUI enforcement program.

NOW, THEREFORE, Commissioners of the Township of Wilkins, in meeting assembled, resolves as follows:

SECTION I: The Wilkins Township Police Department is hereby to participate in a joint DUI enforcement program funded by a government grant of $37,000.00, the other participating municipalities to be the Township of Penn Hills, Township of North Versailles, Municipality of Monroeville, Borough of Churchill, Borough of Forst Hills, Borough of White Oak and the Borough of Plum.

SECTION II: The proper officers of the Township are authorized and directed to execute a Township Police Cooperative Agreement in the form read at this meeting, a copy is attached hereto, and incorporated in this Resolution.

RESOLVED AND ADOPTED by the Board of Commissioners at a duly assembled meeting held this 12th day of April, 2004.

TOWNSHIP OF WILKINS

By William G. Wilson
William G. Wilson
President,
Board of Commissioners

ATTEST:

Rebecca Bradley
Secretary

WILKINS TOWNSHIP POLICE DEPARTMENT

110 PEFFER ROAD • TURTLE CREEK, PA 15145

EMERGENCY 911
NON-EMERGENCY (412) 856-1111

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

KEITH D. GUTHRIE
CHIEF OF POLICE

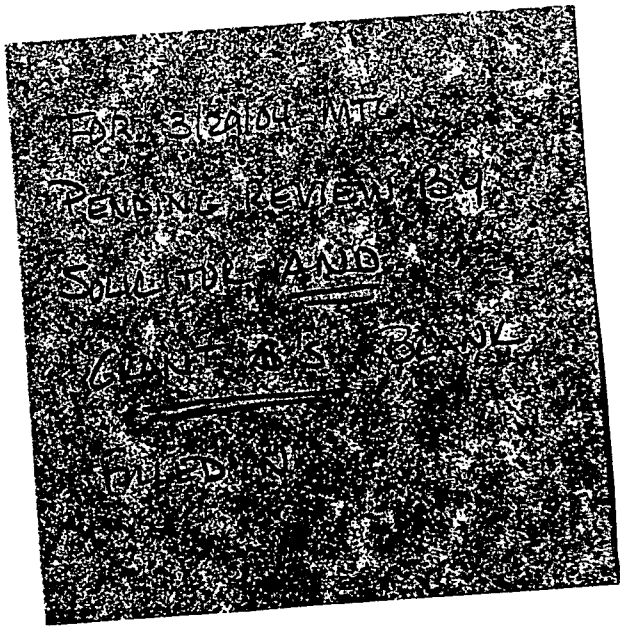
DATE: April 6, 2004

TO: Rebecca Bradley, Township Manager

FROM: KDG Chief Keith D. Guthrie

SUBJECT: DUI Grant

I have recently spoken with Chief Payne of the Plum Police Department. He has informed me that the amount of the Grant is $37,000.



OFFICIAL
TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 3-04

WHEREAS, a government grant of $ 37,000.00 has been received for the Township of Wilkins, Township of Penn Hills, Township of North Versailles, the Municipality of Monroeville, Borough of Churchill, Borough of Forest Hills, Borough of White Oak, and Borough of Plum to jointly conduct driving under the influence enforcement procedures: and

WHEREAS, it is the desire of said municipalities to execute a Municipal Police Cooperative Agreement authorizing their respective police departments to engage in the aforesaid joint DUI enforcement program.

NOW THEREFORE, Commissioners of the Township of Wilkins, in meeting assembled, resolves as follows:

Section 1. The Wilkins Township Police Department is hereby to participate in a joint DUI enforcement program funded by a government grant of $ 37,000.00, the other participating municipalities to be the Township of Penn Hills, Township of North Versailles, Municipality of Monroeville, Borough of Churchill, Borough of Forest Hills, Borough of White Oak, and the Borough of Plum.

Section 2. The proper officers of the Township are authorized and directed to execute a Township Police Cooperative Agreement in the form read at this meeting, a copy is attached hereto, and incorporated in this Resolution.

ADOPTED THIS 13TH day of April, 2004.

ATTEST:

Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

President , Board of Commissioners

MUNICIPAL POLICE COOPERATIVE AGREEMENT

THIS AGREEMENT, made this 12th day of April, 2004, between the TOWNSHIP OF WILKINS, TOWNSHIP OF PENN HILLS, TOWNSHIP OF NORTH VERSAILLES, MUNICIPALITY OF MONROEVILLE, BOROUGH OF WHITE OAK, BOROUGH OF CHURCHILLL, BOROUGH OF FOREST HILLS and BOROUGH OF PLUM.

WITNESSETH THAT:

WHEREAS, the respective municipalities are authorized by law to enter into a joint contract for mutual police aid and assistance; and

WHEREAS, increasing population and the common problem of driving under the influence have tended to obliterate municipal boundaries in its enforcement of laws in Allegheny County, Commonwealth of Pennsylvania; and

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

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

WHEREAS, Police officials of the aforementioned communities have manifested a genuine interest in safer communities through improved police service; and

WHEREAS, the aforementioned municipalities have determined that the provision of Mutual Police Aid across jurisdictional lines will increase their ability to enforce the driving under the influence and to preserve the safety and welfare of the entire area; and

WHEREAS, those same police officials desire a functional police program that contains the components of good police service; and

WHEREAS, it is desired by the signatory municipalities to enter into an agreement for the purpose of having available for use throughout the territorial limits of all municipalities signing this mutual, joint agreement, the services of police employed by the aforementioned municipalities under the conditions set forth and in compliance with Municipal Police jurisdiction 42 Pa. C.S.A.; and

MUNICIPAL POLICE COOPERATIVE AGREEMENT

THIS AGREEMENT, made this 12th day of April, 2004, between the TOWNSHIP OF WILKINS, TOWNSHIP OF PENN HILLS, TOWNSHIP OF NORTH VERSAILLES, MUNICIPALITY OF MONROEVILLE, BOROUGH OF WHITE OAK, BOROUGH OF CHURCHILLL, BOROUGH OF FOREST HILLS and BOROUGH OF PLUM.

WITNESSETH THAT:

WHEREAS, the respective municipalities are authorized by law to enter into a joint contract for mutual police aid and assistance; and

WHEREAS, increasing population and the common problem of driving under the influence have tended to obliterate municipal boundaries in its enforcement of laws in Allegheny County, Commonwealth of Pennsylvania; and

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

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

WHEREAS, Police officials of the aforementioned communities have manifested a genuine interest in safer communities through improved police service; and

WHEREAS, the aforementioned municipalities have determined that the provision of Mutual Police Aid across jurisdictional lines will increase their ability to enforce the driving under the influence and to preserve the safety and welfare of the entire area; and

WHEREAS, those same police officials desire a functional police program that contains the components of good police service; and

WHEREAS, it is desired by the signatory municipalities to enter into an agreement for the purpose of having available for use throughout the territorial limits of all municipalities signing this mutual, joint agreement, the services of police employed by the aforementioned municipalities under the conditions set forth and in compliance with Municipal Police jurisdiction 42 Pa. C.S.A.; and

WHEREAS, cooperation between the municipalities is the exercise and performance of their governmental powers, duties and functions is authorized by the various acts of the General Assembly, to wit: 42 Pa. C.S.A. et al.; and

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

1. That all municipal boundaries of parties entering this agreement shall remain in full force and effect with the understanding and agreement that police officers of the signatory municipalities shall have all the powers and authorities conferred by law on the police in whatever municipality they may be involved (42 Pa. C.S.A. 8953 (a) (4).

2. That the signatory municipalities have established a municipal DUI task force program to coordinate DUI enforcement and prosecution activities.

3. The municipalities intend to participate in a necessary part of these DUI activities.

4. Any employee of a party to this Agreement shall remain an employee of his or her employer for the purpose of any activity under this Agreement and each party shall maintain and be responsible for all employee compensation, benefits, insurance and other incidents of employment except as provided herein.

5. That each participating municipality shall, by becoming a signatory of this agreement waive any and all claims against the other municipality which may arise out of their officers police activities outside their respective jurisdiction while rendering police service under this Agreement.

6. That each municipality shall save harmless the other municipality to this Agreement from any and all claims by third parties suits, damage and losses, including costs, expenses, and attorneys fees incident to or resulting from any injury to any person or damage to property which may arise out of the rendering of police services under this Agreement; and further, that public liability insurance for both bodily injury and property damage liability covering police vehicles while on duty in the territorial limits of either of the participating municipalities shall be obtained by the individual signatory municipalities. Copies of said insurance policies shall be submitted to each signatory municipality within thirty (30) days of the execution of this Agreement.

7. The parties hereto agree that either participating municipality may withdraw at any time from the within Agreement providing for joint police services, by giving thirty (30) days notice in writing to the other municipality.

8. The parties hereto agree that the term of the Agreement shall be consistent with availability of funds through a grant furnished by the Pennsylvania Department of Transportation, and furthermore that this Agreement shall become null and void upon expiration of said funds.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by its authorized officer of officers thereon the say and year first above written.

ATTEST:

Sherrie Bradley
Secretary

TOWNSHIP OF WILKINS

BY William H. Wilson
President, Board of Commissioners

MUNICIPAL POLICE COOPERATIVE AGREEMENT

THIS AGREEMENT, made this 12th day of April, 2004, between the TOWNSHIP OF WILKINS, TOWNSHIP OF PENN HILLS, TOWNSHIP OF NORTH VERSAILLES, MUNICIPALITY OF MONROEVILLE, BOROUGH OF WHITE OAK, BOROUGH OF CHURCHILLL, BOROUGH OF FOREST HILLS and BOROUGH OF PLUM.

WITNESSETH THAT:

WHEREAS, the respective municipalities are authorized by law to enter into a joint contract for mutual police aid and assistance; and

WHEREAS, increasing population and the common problem of driving under the influence have tended to obliterate municipal boundaries in its enforcement of laws in Allegheny County, Commonwealth of Pennsylvania; and

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

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

WHEREAS, Police officials of the aforementioned communities have manifested a genuine interest in safer communities through improved police service; and

WHEREAS, the aforementioned municipalities have determined that the provision of Mutual Police Aid across jurisdictional lines will increase their ability to enforce the driving under the influence and to preserve the safety and welfare of the entire area; and

WHEREAS, those same police officials desire a functional police program that contains the components of good police service; and

WHEREAS, it is desired by the signatory municipalities to enter into an agreement for the purpose of having available for use throughout the territorial limits of all municipalities signing this mutual, joint agreement, the services of police employed by the aforementioned municipalities under the conditions set forth and in compliance with Municipal Police jurisdiction 42 Pa. C.S.A.; and

WHEREAS, cooperation between the municipalities is the exercise and performance of their governmental powers, duties and functions is authorized by the various acts of the General Assembly, to wit: 42 Pa. C.S.A. et al.; and

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

1. That all municipal boundaries of parties entering this agreement shall remain in full force and effect with the understanding and agreement that police officers of the signatory municipalities shall have all the powers and authorities conferred by law on the police in whatever municipality they may be involved (42 Pa. C.S.A. 8953 (a) (4).

2. That the signatory municipalities have established a municipal DUI task force program to coordinate DUI enforcement and prosecution activities.

3. The municipalities intend to participate in a necessary part of these DUI activities.

4. Any employee of a party to this Agreement shall remain an employee of his or her employer for the purpose of any activity under this Agreement and each party shall maintain and be responsible for all employee compensation, benefits, insurance and other incidents of employment except as provided herein.

5. That each participating municipality shall, by becoming a signatory of this agreement waive any and all claims against the other municipality which may arise out of their officers police activities outside their respective jurisdiction while rendering police service under this Agreement.

6. That each municipality shall save harmless the other municipality to this Agreement from any and all claims by third parties suits, damage and losses, including costs, expenses, and attorneys fees incident to or resulting from any injury to any person or damage to property which may arise out of the rendering of police services under this Agreement; and further, that public liability insurance for both bodily injury and property damage liability covering police vehicles while on duty in the territorial limits of either of the participating municipalities shall be obtained by the individual signatory municipalities. Copies of said insurance policies shall be submitted to each signatory municipality within thirty (30) days of the execution of this Agreement.

7. The parties hereto agree that either participating municipality may withdraw at any time from the within Agreement providing for joint police services, by giving thirty (30) days notice in writing to the other municipality.

8. The parties hereto agree that the term of the Agreement shall be consistent with availability of funds through a grant furnished by the Pennsylvania Department of Transportation, and furthermore that this Agreement shall become null and void upon expiration of said funds.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by its authorized officer of officers thereon the say and year first above written.

ATTEST:

TOWNSHIP OF WILKINS

Rebecca Bradley
Secretary

BY William B. Wilson
President, Board of Commissioners

RESOLUTION NO. 4-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF WILKINS TOWNSHIP, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE PROPER TOWNSHIP OFFICIALS TO ENTER INTO A MUNICIPAL RECYCLING PROGRAM GRANT AGREEMENT WITH THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS of the Township of Wilkins and it is hereby resolved as follows:

SECTION I. The Commissioners of the Township of Wilkins hereby authorized the proper Township Officials to execute a municipal recycling program grant with the Pennsylvania Department of Environmental Protection for the establishment of a recycling program pursuant to the Municipal Waste Planning, Recycling and Waste Reduction Act, Act 101 of July 28, 1988.

SECTION II. Any resolution or part of a resolution in conflict herewith is hereby repealed.

RESOLVED AND ADOPTED by the Board of Commissioners at a duly assembled meeting held this 10th day of May, 2004.

TOWNSHIP OF WILKINS

By William G. Wilson
William G. Wilson
President,
Board of Commissioners

ATTEST:

Rebecca Bradley
Rebecca Bradley, Secretary

RESOLUTION NO. 5-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, DESIGNATING THE STRUCTURES LOCATED 904 GREENSBURG PIKE AND 921 LARIMER AVENUE IN THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA AS PUBLIC NUISANCE STRUCTURES PURSUANT TO ORDINANCE NO. 798 OF THE TOWNSHIP OF WILKINS.

WHEREAS, the Enforcement Officer of the Township of Wilkins, has inspected the structures located at 904 Greensburg Pike and 921 Larimer Avenue and has determined that at least thirty-three (33) percent or more of the structures are damaged and deteriorated; that the structures are unfit for human habitation and that they constitute a danger to the health, safety and welfare of the public; and

WHEREAS, pursuant to Ordinance No. 798, the Board of Commissioners of Wilkins Township held a Public Hearing on April 12, 2004 to receive testimony concerning the aforesaid structures; and

WHEREAS, after receiving the report of the Enforcement Officer, photographs of the structures and testimony from surrounding neighbors, the Board of Commissioners of Wilkins Township believe that the aforesaid structures constitute a nuisance pursuant to Ordinance 798.

NOW, THEREFORE, be it resolved by the Board of Commissioners of Wilkins Township and it is hereby resolved as follows:

SECTION I. The structure located at 904 Greensburg Pike, East Pittsburgh, in the Township of Wilkins, Allegheny County, Pennsylvania, is hereby declared to be a nuisance pursuant to Ordinance No. 798.

SECTION II. The structure located at 921 Larimer Avenue, Turtle Creek, in the Township of Wilkins, Allegheny County, Pennsylvania, is hereby declared to be a nuisance pursuant to Ordinance No. 798.

SECTION III. The proper Township officials are hereby authorized to send notice of this Resolution to the owners of the aforesaid properties and requiring that the properties be repaired and brought up to Township Code within thirty (30) days from receipt of the notification pursuant to Ordinance 798.

SECTION IV. If the aforesaid structures are not repaired and made fit for human habitation, the structure shall be listed for demolition pursuant to the First Class Township Code.

SECTION V. Any Resolution or part of a Resolution in conflict herewith is hereby repealed.

RESOLVED AND ADOPTED by the Board of Commissioners at a duly assembled meeting held this 10th day of May, 2004.

TOWNSHIP OF WILKINS

By _____
William G. Wilson
President,
Board of Commissioners

ATTEST:

_____
Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 6 -2004

A RESOLUTION OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE PROPER TOWNSHIP OFFICERS TO EXECUTE A SHARED MUNICIPAL SERVICES GRANT APPLICATION WITH THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

WHEREAS, the Township of Wilkins and the Borough of Forest Hills will be operating an intermunicipally, cooperative project to purchase a sewer vactor and camera equipment; and

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grant-in-aid to such projects through the Shared Municipal Services program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Wilkins, hereby authorizes the manager of the Borough of Forest Hills to make application for such grant on our behalf and on behalf of the Borough of Forest Hills.

AND BE IT FURTHER RESOLVED that the Board of Commissioners of Wilkins Township hereby allocates municipal resources in the amount of a maximum of $150,000 to said project.

RESOLVED this 14th day of June, 2004.

WITNESS: **TOWNSHIP OF WILKINS**

Rebecca Bradley
Secretary

William G. Wilson
William G. Wilson, President

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NUMBER 7-2004

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE CONTINUED USE OF THE ALLEGHENY HEALTH DEPARTMENT DIVISION OF PLUMBING, TO CONDUCT ALL PLAN REVIEWS, INSPECTIONS AND ISSUE PERMITS AND COLLECT ALL FEES IN ALL PLUMBING ISSUES IN ACCORDANCE WITH THE UNIFORM CONSTRUCTION CODE, ACT 45 OF 1999.

WHEREAS, the Township of Wilkins, enacted by Ordinance, pursuant to the Local Health Administration Law enacted by the General Assembly in 1951, to declare itself to become subject to the Allegheny County Department of Health...the jurisdiction of the Township will avail itself of all the facilities of the said Department of Health of Allegheny County, and that the Township will cease to exercise any of the public health functions vested in it by law, which functions are provided by the Department of Health of Allegheny County; and

WHEREAS, the Allegheny County Health Department has been providing plumbing plan reviews, plumbing inspections and issuing plumbing permits for the Township of Wilkins in accordance with the provisions of the Local Health Administration Law and the Code of the Township of Wilkins adopted December 28, 1998; and

WHEREAS, Act 45 of 1999, establishing a Uniform Construction Code in the Commonwealth of Pennsylvania, Section 1101 provides that "This act shall not repeal or in any way effect the Act of August 24, 1951, (P.L. 1304, No. 315) known as the Local Health Administration Law, insofar as it applies to counties of the first class and second class, and rules and regulations adopted by counties of the first and second class under

the Act. Any construction standard adopted after October 31, 1996, by counties of the first and second class under the authority of the Local Health Administration Law shall comply with Chapters 3 and 5 of this Act; and

WHEREAS, Section 501 of Act 45 of 1999 allows each municipal jurisdiction within the Commonwealth to administer and enforce the Uniform Construction Code in five ways, including but not limited to where "two or more municipalities may provide for the joint administration and enforcement of this act through an intermunicipal agreement pursuant to 53 Pa. C.S. Chapter 23, Subchapter A (relating to intergovernmental cooperation)."

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins and it is hereby resolved as follows:

Section 1. The Township of Wilkins hereby affirms that it will continue to use the Allegheny County Health Department, Division of Plumbing to conduct all plan reviews, inspections, and to issue permits and to collect fees in all plumbing issues in accordance with the Uniform Construction Code.

Section 2. Any Resolution or part of a Resolution in conflict herewith is hereby repealed.

THIS RESOLUTION IS ADOPTED this 14TH day of JUNE, 2004.

WITNESS

Rebecca Bradley
Township Manager

TOWNSHIP OF WILKINS

William G. Wilson
President

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NUMBER 8-2004

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, RECOGNIZING THE WILKINS TOWNSHIP VOLUNTEER FIRE COMPANIES #1, #3 AND #4 AS A CIVIC AND/OR SERVICE ASSOCIATION UNDER THE LOCAL OPTIONS SMALL GAMES OF CHANCE ACT, AS AMENDED.

WHEREAS, the Wilkins Township Volunteer Fire Companies, #1, #3 and #4 ("Applicant") maintains its principal place of business and conducts its principal activities in the Township of Wilkins; and

WHEREAS, the Applicant desires to operate certain small games of chance and/or conduct raffles to generate funds to finance its operations and further its purposes; and

WHEREAS, under the Local Options Small Games of Chance Act, as amended (the "Act"), the Applicant must procure a license from the Treasurer of the County of Allegheny before doing so; and

WHEREAS, the Act provides that any non-profit organization, not affiliated with a national or state association, must procure a Resolution from the governing body of the municipality in which the association conducts its principal activities, affirming its status as a civic and/or service association within the comprehension of the Act; and

WHEREAS, the Solicitor of the Township has requested, received and reviewed appropriate documentation from the Applicant; and

WHEREAS, said documentation has verified the existence of the Applicant as a non-profit corporation authorized by its Articles of Incorporation and/or By-Laws to engage in civic or service purposes within the Commonwealth of Pennsylvania; and

WHEREAS, the Solicitor of the Township has advised the Board of Commissioners thereof that the Applicant is an organization which may be recognized by a Resolution of said Board of Commissioners as a civic and/or service association as contemplated by the Act.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by and with the authority of the same as follows:

FIRST: The recitations set forth herein are incorporated by reference thereto.

SECOND: The Board of Commissioners of the Township of Wilkins recognize the Applicant as a non-profit corporation which is authorized by its written Articles of Incorporation and By-Laws to engage in a civic or service purpose within the Commonwealth and does engage in such activities, and which has existed in the Commonwealth for more than one year.

THIRD: The Board of Commissioners of the Township of Wilkins, by the adoption of this Resolution, recognize the Applicant as a "Civic and/or Service Association" within the context of the Local Options Small Games of Chance Act, as amended.

FOURTH: That any Resolution or part of a Resolution conflicting with the terms and provisions of this Resolution be and the same is hereby repealed to the extent of said conflict.

BE IT DULY RESOLVED by the Board of Commissioners at its regularly convened meeting held on the 14th day of June, 2004.

WITNESS

Rebecca Bradley
Township Manager

TOWNSHIP OF WILKINS

William G. Wilson
President

I, Rebecca Bradley, Manager, do hereby certify that the within is a true and correct copy of the resolution duly adopted by the Board of Commissioners of the Township of Wilkins at a regularly convened meeting thereof held on June 14, 2004.

Signature: Rebecca Bradley Date: 6/14/04

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NUMBER 9-2004

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE TOWNSHIP OF WILKINS TO PARTICIPATE IN THE PA CAPITAL CITY AUTOMOTIVE AND EQUIPMENT CONTRACT ADMINISTERED BY THE CITY OF HARRISBURG.

WHEREAS, Section 1902 of Act 57 of May 15, 1998, (Title 62 Pa C.S. 1902), known as the "Commonwealth Procurement Code," permits local public procurement units, local municipalities, and authorities to sponsor, establish, participate in, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, materials, equipment or services with another local procurement unit; and

WHEREAS, a "local procurement unit" is defined as: any political subdivision, public authority, educational, health, or other institution; and to the extent provided by law, any other entity, including a council of governments or an area government; nonprofit fire, rescue or ambulance company; and any nonprofit cooperation operating a charitable hospital; and

WHEREAS, it is hereby deemed to be in the best interest of the Township of Wilkins to participate in PACC (PA Capital City) Automotive and Equipment contract, which is administered by the City of Harrisburg.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that Wilkins Township will participate in the Pa Capital City Automotive and Equipment contract by purchasing equipment from the contract and based upon the terms and conditions of the contract and at the same prices. Further, Wilkins township will be responsible for the payment of the price directly to the contractor of said expenses directly related.

BE IT DULY RESOLVED by the Board of Commissioners at its regularly convened meeting held on the 9th day of August, 2004.

WITNESS

Rebecca Bradley
Township Manager

TOWNSHIP OF WILKINS

William G. Wilson
President

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NUMBER 10-2004

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, FORMALLY REQUESTING A GRANT, DESIGNATING AN OFFICIAL TO PERFORM THE REQUIRED DUTIES BETWEEN THE TOWNSHIP AND THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ASSURING, WHERE APPLICABLE THE PROVISION OF LOCAL MATCHING FUNDS AND COMPLYING WITH ALL OTHER PROVISIONS OF THE CDBG APPLICATION.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $26,650 under the Federal Housing and Community Development Act, as amended.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that Wilkins Township does hereby designate Norine Kelly as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure,

where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED that the Township of Wilkins will assure hat the project will be awarded or under construction within 180 days after contractual execution.

ADOPTED this 9th day of August 2004, by the Board of Commissioners of the Township of Wilkins.

WITNESS

Rebecca Bradley
Township Manager

TOWNSHIP OF WILKINS

William G. Wilson
President

TOWNSHIP OF WILKINS
ALLEGHENY COUTNY, PENNSYLVANIA

Resolution No.: 11-2004

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AMENDING RESOLUTION NUMBER 18-2003 TO INCLUDE AN ADDITIONAL FEE OF TWO ($2.00) DOLLARS PURSUANT TO THE REQUIREMENTS OF ACT 13 OF 2004, WHICH ESTABLISHED A MUNICIPAL CODE TRAINING ACCOUNT AND IMPOSED A MINIMUM SURCHARGE ON EVERY CONSTRUCTION/BUILDING PERMIT ISSUED WITHIN THE COMMONWEALTH.

WHEREAS, the Board of Commissioners of the Township of Wilkins are desirous of amending Resolution Number 18-2003 by imposing an additional fee of Two ($2.00) Dollars pursuant to the requirements of Act 13 of 2004.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by the authority of the same as follows:

Section One: The Township of Wilkins is hereby desirous of amending Resolution Number 18-2003 by imposing an additional fee of Two ($2.00) Dollars imposed pursuant to the requirements of Act 13 of 2004. This fee will be paid to the Commonwealth of Pennsylvania, Department of Community and Economic Development.

Section Two: Any resolution or part of a resolution in conflict herewith is hereby repealed.

RESOLVED, this 11th day of October, 2004.

ATTEST:

Rebecca Bradley, Manager

By:

William G. Wilson,
President, Board of Commissioners

TOWNSHIP OF WILKINS
ALLEGHENY COUTNY, PENNSYLVANIA

Resolution No.: 12-2004

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AMENDING AND CONSOLIDATING RESOLUTION NUMBER 18-2003 AND RESOLUTION NUMBER 11 OF 2004 TO INCLUDE FEE SCHEDULES FOR BUILDING PERMITS AND ELECTRICAL PERMITS. FURTHER INSTITUTING AN ADDITIONAL FEE OF TWO ($2.00) DOLLARS PURSUANT TO THE REQUIREMENTS OF ACT 13 OF 2004, WHICH ESTABLISHED A MUNICIPAL CODE TRAINING ACCOUNT AND IMPOSED A MINIMUM SURCHARGE ON EVERY CONSTRUCTION/BUILDING PERMIT ISSUED WITHIN THE COMMONWEALTH.

WHEREAS, the Board of Commissioners of the Township of Wilkins are desirous of amending and consolidating Resolution Numbers 18-2003 and 11-2004 to include a fee schedule for electrical permits in addition to the fee schedule for building permits originally contained in Resolution #18-2003 and the fee of Two ($2.00) Dollars pursuant to the requirements of Act 13 of 2004 originally contained in Resolution #11-2004.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by the authority of the same as follows:

Section One: The following fee schedule effective September 8, 2003, is adopted concerning permit applications for structure construction, demolition, inspection and plan review:

CONSTRUCTION, DEMOLITION, INSPECTION & PLAN REVIEW FEES:

Building Inspection Fees:

Residential (1 & 2 family dwellings)*

* Fees include construction document review and mechanical inspections

New Construction	$40.00 plus 8 cents per sq. ft. of GFA*
Additions	$40.00 plus 8 cents per sq. ft. of GFA*
Repairs and alterations	$40.00 plus 1.25% of construction cost
Utility & miscellaneous Use Groups (decks, pools, towers, retaining walls, fences)	$40.00 plus 1.50% of construction cost
Demolition	$40.00 plus 1.50% of demolition cost
Manufactured Dwelling (mobile home)	$100.00

*GFA = Gross floor area is defined as the total square footage of all floors within the perimeter of the outside walls, including finished basements and attics with floor to ceiling heights of 6'6" or more.

All other Use Groups (commercial)

New construction & additions	$60.00 plus 17.5 cents per sq. ft. of GFA*
Alterations	$60.00 plus 1.75% of construction costs
Demolition	$40.00 plus 1.75% of demolition costs

*GFA = Gross floor area is defined as the total square footage of all floors within the perimeter of the outside walls, including finished basements and attics with floor to ceiling heights of 6'6" or more.

Construction Document Review:

International Building Code Occupancy Classification	Fee
"B," "E," "M," "R-1," "R-2" "R-4"	Up to and including 15,000 sq. ft. = $.08/sq. ft. Greater than 15,000 sq. ft. = $1200 plus $.05/sq. ft.
"A," "I," & "H"	Up to and including 10,000 sq. ft. = $.10/sq. ft. Greater than 10,000 sq. ft. = 1,000 plus $.05/sq. ft.
"F," "S" & "U"	Up to and including 20,000 sq. ft. = $.05/sq. ft. Greater than 20,000 sq. ft. = $1,000 plus $.03/sq. ft.

Minimum Fee: $125.00

Section Two: The following fee schedule effective November 8, 2004, is adopted concerning electrical permit fees:

Electrical Permit Fees:

FEE SCHEDULE
(Other than Residential)
All switches, luminaries and receptacles to be counted as outlets.

ROUGH WIRE INSPECTION

1 to 25 Outlets	$27.00
For each additional 10 outlets or fraction thereof	$ 6.00

FINISH INSPECTION

1 to 25 Outlets	$27.00
For each additional 10 outlets or fraction thereof	$ 6.00

EQUIPMENT – APPLIANCES

Outlet for single unit of 15 K.w. or less	$24.00
Each additional outlet of 15 K.w. or less	$ 9.00

MOTORS, GENERATORS, TRANSFORMERS
CENTRAL HEATING, DUCT HEATERS
AIR CONDITIONING, ELECTRIC FURNACES
AND WELDERS

Fractional HP, KW or KVA to 1 HP, KW or KVA each	$ 13.00
1 HP, KW or KVA to 3 HP, KW or KVA, each	$ 15.00
4 HP, KW or KVA to 7 HP, KW or KVA, each	$ 22.00
7 ½ HP, KW or KVA to 29 HP, KW or KVA, each	$ 27.00
30 HP, KW or KVA to 49 HP, KW or KVA, each	$ 43.00
50 HP, KW or KVA to 74 HP, KW or KVA, each	$ 54.00
75 HP, KW, or KVA to 199 HP, KW or KVA, each	$108.00
200 HP, KW or KVA to 500 HP, KW or KVA, each	$215.00
Over 500 HP, KW or KVA, each	$270.00

Over 600 Volts – Add $100.00 per category

FEEDERS OR SUBPANELS

Not over 200 AMP	$ 25.00
Over 200 AMP to 400 AMP	$ 35.00
Over 400 AMP to 600 AMP	$ 45.00
Over 600 AMP to 1600 AMP	$100.00
Over 1600 AMP	$135.00

Over 600 Volts – Add $100.00 per category

MODULAR AND MOBILE HOMES

Modular Homes – Service and Outlets	$ 75.00
Mobile Homes – Service including feeder Or receptacle	$ 60.00
Feeder or Power Cord Only	$ 55.00

SERVICE – METER EQUIPMENT
UP TO 600 VOLTS

Not over 150 AMP	$ 50.00
Over 150 AMP to 200 AMP	$ 55.00
Over 200 AMP to 400 AMP	$ 75.00
Over 400 AMP to 600 AMP	$ 95.00
Over 600 AMP to 1200 AMP	$200.00
Over 1200 AMP to 1600 AMP	$225.00
Over 1600 AMP to 2000 AMP	$275.00
Over 2000 AMP to 3000 AMP	$325.00
Over 3000 AMP	$400.00

Ground Fault Protected Services – Add $ 75.00
Over 600 Volts – Add $100.00 per category
Services Exceeding 1 Meter-$10.00 / each additional meter

PRIMARY TRANSFORMERS, VAULTS
ENCLOSURES, SUB-STATIONS

Not over 200 KVA	$200.00
Over 200 KVA to 500 KVA	$250.00
Over 500 KVA to 1000 KVA	$300.00
Over 1000 KVA	$350.00

SIGNALING SYSTEMS
Burglar Alarms, Fire Alarms, Fire Suppression Alarms
Smoke Detectors, Telemetering
(Telephones or CATV outlets are each separate systems)

For the system and first 15 devices	$ 55.00
Each additional 10 devices or fraction thereof	$ 6.00

SIGNS (Incandescent, Fluorescent & Neon)

First Sign (per occupancy)	$ 55.00
Each additional sign (per occupancy)	$ 9.00

OUTLINE LIGHTING

First Transformer	$ 55.00
Each additional transformer	$ 9.00

SWIMMING POOLS

Bonding	$ 60.00
Equipment/Wiring (Residential Only)	$ 65.00

Commercial – by fee schedule

RESIDENTIAL FEES
Flat Rate Schedule*

Single Family Dwelling – Not over 200 AMP Service	$125.00
2 Family Dwelling Units – Not over 200 AMP Service	$150.00
Over 2 Family Dwelling First 2 Units (each)	$ 70.00
Each Additional Unit	$ 40.00
Townhouses – Each	$ 60.00
Alterations and additions (service and 25 outlets or less)	$100.00

* Add Service Equipment

Single Family Dwelling with over 200 AMP Service apply Flat Rate Schedule plus Equipment, Appliances and Motor Schedule
Dwelling with a Spa, Hot Tub, Hydromassage Tub, Sauna, etc.
Apply Flat Rate Schedule plus $25.00 for each item

Section Three: Applications and Procedures

(1) **By whom application is made:** Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the agent or design professional that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant and the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

(2) **Description of work:** The application shall contain a general description of the proposed work, the location of the proposed work, the occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building or structure, provisions for special inspections required by the Building Code, and such additional information as required by the code official.

(3) **Construction Documents:** The application for permit shall be accompanied by not less than two sets of construction documents. The Code Official or his designee is permitted to waive the requirements for filing construction documents when the scope of the work is of a minor nature. When the quality of the materials is essential for conformity to the International Building Code, specific information shall be given to establish such quality, and this code shall not be cited, or the term "legal" or its equivalent used as a substitute for specific information.

(4) **Site plan:** The application for permit shall be accompanied by a site plan showing to scale the size and location of all new construction and all existing structures of the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

(5) **Engineering Details:** The code official shall require to be filed adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. All construction documents and engineering computations shall bear the date issued as well as the signature and seal of the registered design professional responsible for the design as required by the International Building Code.

(6) **Amendments to application:** Subject to the limitations on Section (7) hereof, amendments to plan, application or other records accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments shall be deemed part of the original application and shall be filed within. Additional fees may apply.

(7) **Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the code official shall grant one or more extensions of time for additional periods not exceeding ninety (90) days each if there is reasonable cause.

Section Four: Any resolution or part of a resolution in conflict herewith is hereby repealed.

RESOLVED, this 8th day of November, 2004.

ATTEST:

Rebecca Bradley, Manager

By:

William G. Wilson,
President, Board of Commissioners

TOWNSHIP OF WILKINS
ALLEGHENY COUTNY, PENNSYLVANIA

Resolution No.: 13-2004

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE FILING OF AN APPLICATION WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT FOR SEPTEMBER, 2004 FLOOD RELATED ACTVITIES; DESIGNATING THE TURTLE CREEK VALLEY COUNCIL OF GOVERNMENTS AS THE OFFICIAL TO FILE ALL APPLICATIONS, DOCUMENTS AND FORMS AND ASSURING, WHERE APPLICABLE THE PROVISION OF THE FULL LOCAL SHARE OF PROJECT COSTS AND THAT THE PROJECT WILL BE AWARDED OR UNDER CONSTRUCTION WITHIN ONE HUNDRED EIGHTY DAYS AFTER CONTRACT EXECUTION.

WHEREAS, the Board of Commissioners of the Township of Wilkins are desirous of obtaining funds from the Department of Economic Development in the amount of $_____ under the Federal Housing and Community Development Act as amended.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Township of Wilkins do hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Township of Wilkins does hereby designate the Turtle Creek Valley Council of Governments as the official to file all applications, documents and forms between the Township of Wilkins and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Township of Wilkins will assure that the project will be awarded or under construction within 180 days after contractual execution.

ADOPTED this 8th day of November, 2004, by the Board of Commissioners of the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS:

William G. Wilson, President

TOWNSHIP OF WILKINS
ALLEGHENY COUTNY, PENNSYLVANIA

Resolution No.: 14-2004

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE CHAIRMAN OF THE BOARD TOGETHER WITH THE MANAGER TO EXECUTE THE CONSENT FOR RIGHT OF ENTRY AGREEMENT ATTACHED HERETO FOR THE BENEFIT OF THE OWNER AND THE GENERAL PUBLIC; GRANTING THE GOVERNMENT A RIGHT OF ENTRY TO CONDUCT PROJECT ACTIVITY CONSISTING OF INSTALLING A MINE DRAINAGE PIPE AS A PART OF GOVERNMENT PROJECT NUMBER 04-06-387; RELEASING THE GOVERNMENT FROM ANY AND ALL LIABILITY FOR CLAIMS ARISING AS A RESULT OF SAID PROJECT ACTIVITY; HOLDING HARMLESS AND INDEMNIFYING THE GOVERNMENT FROM ANY AND ALL CLAIMS OR CONTROVERSIES ARISING FROM THE PERFORMANCE OF SAID PROJECT ACTIVITY; AND EXECUTING SUCH OTHER DOCUMENTS AND AGREEMENTS AS MAY BE NECESSARY OR REQUIRED TO PERMIT THE GOVERNMENT TO COMPLETE SAID PROJECT ACTIVITY.

WHEREAS, the Commonwealth of Pennsylvania Department of Environmental Protection, Bureau of Abandoned Mine Reclamation requests that the Township enter into a Right of Entry Agreement to permit access on Wilkins Township property for the purpose of installing a mine drainage pipe on property owned by David and Rita Bone and located on Gilmore Drive in Wilkins Township.

NOW THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Wilkins Township together with the Manager is hereby authorized 1) to execute the Consent for Right of Entry Agreement (the "Agreement") attached hereto for the benefit of the Owner (as such term is defined in the Agreement) and the general public, granting the government (as such term is defined in the Agreement) a right of entry to conduct project activity consisting of installing a mine drainage pipe as part of Government Project Number Inquiry No. 04-06-387, 2) and to release the Government from any and all liability for claims arising as a result of said project activity and 3) on behalf of the Township of Wilkins, to hold the Government harmless and to indemnify it from any and all claims as may be necessary or required to permit the Government to complete said project activity.

ADOPTED this 8th day of November, 2004, by the Board of Commissioners of the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS:

William G. Wilson, President

TOWNSHIP OF WILKINS

COMMONWEALTH OF PENNSYLVANIA

RESOLUTION No. 1-2005

A RESOLUTION OF TOWNSHIP OF WILKINS ("TAXING AUTHORITY"), COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING JORDAN TAX SERVICE, INC., IN CONNECTION WITH THE COLLECTION OF CERTAIN REVENUES ON BEHALF OF TAXING AUTHORITY TO UTILIZE COUNSEL TO ACT IN THE NAME OF AND ON BEHALF OF TAXING AUTHORITY, TO COLLECT REASONABLE ATTORNEY FEES, CHARGES, EXPENSES, AND FEES, AND TO PURSUE THE ENFORCED COLLECTION OF TAXING AUTHORITY'S REVENUES PURSUANT TO AND WITH THE FULL BENEFIT OF ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING BUT NOT LIMITED TO, THE MUNICIPAL CLAIM AND TAX LIEN LAW OF 1923, THE PENNSYLVANIA LOCAL TAX COLLECTION LAW, THE LOCAL TAX ENABLING ACT, THE PENNSYLVANIA RULES OF CIVIL PROCEDURE, THE UNITED STATES BANKRUPTCY CODE AND ANY AND ALL ORDINANCES AND RESOLUTIONS ADOPTED BY TAXING AUTHORITY IN CONNECTION WITH THE COLLECTION OF TAXING AUTHORITY'S REVENUES INCLUDING THE TAX, TAX CLAIM, TAX LIEN, MUNICIPAL CLAIM AND MUNICIPAL LIEN ATTORNEY FEES AND SERVICING CHARGES, EXPENSES, AND FEES ORDINANCE OR RESOLUTION..

WHEREAS, Jordan Tax Service, Inc. (hereinafter referred to as "JTS"), provides collection and other related services for and on behalf of the Taxing Authority, and, as Taxing Authority's Agent, collects all or some of the following on behalf of Taxing Authority: taxes, tax claims, tax liens, municipal claims, municipal liens, service charges and charges, expenses, and fees related thereto (hereinafter collectively referred to as "Revenues").

WHEREAS, JTS uses its best efforts to collect both current and delinquent Revenues for Taxing Authority through various means, all in compliance with applicable laws.

WHEREAS, JTS, in addition to its collection functions on behalf of Taxing Authority, also provides various recordkeeping services for Taxing Authority including, but not limited to, the filing, revival, and satisfaction of liens and claims and the maintenance of Taxing Authority's collection records.

WHEREAS, despite JTS's best efforts to collect Taxing Authority's current and delinquent Revenues through various means, some Revenues remain unpaid.

WHEREAS, third-party collection proceedings, including but not limited to, bankruptcies, foreclosures, and real estate transfers, to name a few, effect the collection of Taxing Authority's Revenues and require JTS to act to protect, preserve, collect, defend, and enforce Taxing Authority's Revenues.

WHEREAS, Pennsylvania Law provides for the collection of Taxing Authority's Revenues through various actions including, but not limited to, filing claims and liens and pursuing enforced collection through both In Rem and In Personam collection proceedings ("Enforced Collection").

WHEREAS, in order to pursue Enforced Collection of Taxing Authority's Revenues, JTS must utilize legal counsel to act on behalf of Taxing Authority (hereinafter referred to as "Counsel").

WHEREAS, JTS has established an in-house legal department comprising of paralegals and clerks, and has retained Counsel, Michael G. McCabe, Esquire, a Shareholder in the Pittsburgh Law Firm of Goehring, Rutter & Boehm, P.C., (both Attorney McCabe and his firm are hereinafter collectively referred to as "Counsel") said Counsel being licensed to practice law in the Commonwealth of Pennsylvania with significant collection experience, with an emphasis on tax and municipal claim collection cases as well as tax and municipal claim recordkeeping matters.

WHEREAS, JTS will utilize its legal department and Counsel to assist JTS in all aspects of its collection and recordkeeping services on behalf of Taxing Authority including Enforced Collection.

WHEREAS, Pennsylvania Law provides for the recovery of costs, attorney fees, penalties, interest, charges, expenses, and fees as part of the Revenue owed.

WHEREAS, Counsel will provide legal services to Taxing Authority at no cost to Taxing Authority for attorney fees related to collection of Taxing Authority's Revenues, except as otherwise provided herein.

NOW, THEREFORE, it is hereby RESOLVED and **ENACTED** by the Township of Wilkins, Commonwealth of Pennsylvania, as follows:

ARTICLE I.

Short Title.
This Resolution shall be known as the Revenue Enforcement Resolution.

ARTICLE II.
Enforcement Through Legal Staff And Counsel Approved:

1. Counsel and JTS are authorized to pursue the Enforced Collection of the Taxing Authority's Revenues.

2. Taxing Authority shall adopt Exhibit "A" setting a schedule of reasonable attorney fees in accordance with Act 1 of 1996 and/or Act 20 of 2003, 53 P.S. §7106 and a schedule of other charges, expenses, and fees in accordance with §§1, 2, and 3 of the Municipal Claim and Tax Lien Law, as amended, 53 P.S. §§7101, 7103 and 7106 and Taxing Authority authorizes Counsel to charge and collect such reasonable attorney fees, and Counsel and JTS to charge and collect such charges, expenses, and fees in accordance with Exhibit "A" and pursuant to applicable laws.

3. Counsel shall be permitted to bring collection proceedings by and on behalf of the Taxing Authority, in the name of the Taxing Authority, in both state and federal courts, including but not limited to, notices, correspondence, agreements, claims, liens, pleadings, motions, and petitions, and In Rem and In Personam proceedings pursuant to applicable laws.

4. Taxing Authority authorizes JTS and Counsel to exercise all of Taxing Authority's rights as a creditor pursuant to applicable provisions of local, state, and federal law including pursuing collection in response to third-party actions which might affect Taxing Authority's Revenues.

5. Counsel and JTS shall have sole discretion to select properties or delinquent property owners for Enforced Collection on all matters where reimbursement of attorney fees and charges, expenses, and fees is contingent upon collection of the Revenue due.

6. Counsel is authorized to execute any and all tax and municipal claims, bankruptcy claims, liens, satisfactions, revivals, pleadings, correspondence, notices, and any other documents relating to the Enforced Collection of Taxing Authority's Revenues, in the name of and on behalf of Taxing Authority as Counsel and/or as Solicitor for Taxing Authority in matters relating solely to the collection of Taxing Authority's Revenues in any applicable local, state, or federal department, office, or court.

7. Taxing Authority shall provide assistance and shall cooperate with Counsel and JTS in all reasonable ways to assist in the collection of Taxing Authority's Revenues.

8. JTS shall advance all applicable fees imposed by the Prothonotary, Sheriff, and any other relevant local, state, or federal agency in connection with the collection of Taxing Authority's Revenues, subject to reimbursement of such advanced costs and fees by Taxing Authority on a monthly basis and thereafter subject to reimbursement to Taxing Authority after collection by JTS. In instances where such fees are excessive because of voluminous filings on behalf of Taxing Authority, JTS may request that such fees be advanced by Taxing Authority.

9. All attorney fees collected in accordance with Act 1 of 1996 and/or Act 20 of 2003 shall serve solely and exclusively as compensation of Counsel and to reimburse JTS for its actual expenses incurred in connection with maintaining its in-house legal staff for pursuing Taxing Authority's enforcement proceedings.

10. Taxing Authority shall not be liable for payment of any attorney fees where Act 1 or Act 20 apply unless Taxing Authority directs JTS or Counsel to cease collection in any case where fees have been incurred including any refusal of the Taxing Authority to permit the sale of real estate free and clear of liens under the Municipal Claim and Tax Lien Law. In that event, Taxing Authority shall reimburse JTS and Counsel for all attorney fees and expenses associated with the enforcement proceeding and all costs, charges, expenses, and fees due. Thereafter, any recovery of these amounts by JTS or Counsel shall be paid to the Taxing Authority. In the event that Counsel chooses not to pursue an enforcement proceeding on a contingent fee basis but Taxing Authority directs Counsel to file and pursue such proceeding, then Taxing Authority shall reimburse Counsel within thirty (30) days of invoice for attorney fees incurred in prosecuting such claim or claims. The attorney fees charged shall be equal to those fees set forth on Exhibit "A" for actions pursuant to the Municipal Claim and Tax Lien Law. In the event that such action results in collection of all or a portion of Taxing Authority's

revenues, then, after payment of any amount still due Counsel and JTS, Taxing Authority shall be reimbursed for any attorney fees paid to Counsel, if there is sufficient revenue available to do so. In all other actions directed by Taxing Authority, attorney fees shall be as agreed to by Counsel and approved by Taxing Authority.

11. All charges, expenses, and fees adopted by Taxing Authority in Exhibit "A" shall be included as part of the Revenue collected and shall be recovered and retained by JTS as compensation to JTS or to any third-party service provider retained by JTS or Counsel such as a title searcher, process server, or investigator, to name a few, for services provided to Taxing Authority in the collection of Revenues.

12. Taxing Authority shall not unreasonably object to any future request by JTS or Counsel to seek a judicial compromise of any Tax or Municipal Claim or Lien or to pursue any reduction of the Upset Price at Sheriff's Sale of any Property subject to such Tax or Municipal Claim or Lien if it is determined that the value of said Property subject to each Tax of Municipal Claim or Lien is exceeded by the Upset Price at Sheriff's Sale. In the event of a Sheriff's Sale for less than the "Upset Price", Counsel shall be entitled to reimbursement of attorney fees and JTS shall be entitled to reimbursement of all costs, charges, expenses, and fees as set by Taxing Authority in Exhibit "A" prior to any distribution to Taxing Authority.

13. In pursuing collection through In Personam ("Assumpsit") proceedings for tax collection in accordance with the Local Tax Collection Law, 72 P.S. §5511, et seq., or pursuant to the Local Tax Enabling Act, Counsel shall be paid monthly by Taxing Authority at rates agreed to by Counsel and approved by Taxing Authority, except as otherwise provided herein. All such rates are chargeable at 1/10th of an hour increments and are reimbursable by Taxing Authority within thirty (30) days of invoice. Counsel is authorized to collect and retrieve from Defendant(s), in each assumpsit Judgment obtained pursuant to the Local Tax Collection Law, 72 P.S. §5511.21, the statutorily authorized additional penalty which shall be paid over to Taxing Authority to offset the compensation paid Counsel for legal services in connection with such proceedings. No Assumpsit proceeding shall be initiated by Counsel without the consent of Taxing Authority. Nothing herein shall prohibit JTS from utilizing Counsel at JTS's expense to represent Taxing Authority in the collection of Taxing Authority's Revenues. In that event, no additional approvals shall be required by Taxing Authority. If counsel pursues an assumpsit action on behalf of Taxing Authority pursuant to the Local Tax Collection Law, 72 P.S.

§5511.21 without expense to Taxing Authority, then Counsel shall be permitted to retain, as sole compensation for services rendered the statutory additional penalty incurred on any judgment obtained.

14. Except as otherwise provided herein, to the extent that Taxing Authority shall direct Counsel to provide services not reimbursable under Exhibit "A" or Paragraph 13, hereof, Counsel shall provide such additional services only upon approval of Taxing Authority for a rate approved by Taxing Authority.

15. Installment payment agreements shall be at the discretion of JTS and Counsel absent a specific policy of Taxing Authority.

16. Payments received by Counsel or JTS in connection with the collection of Taxing Authority's Revenues shall first be applied to attorney fees and then to costs, charges, expenses, and fees advanced or otherwise due and owing. Partial payments shall be applied to attorney fees first and then to costs, charges, expenses, and fees before being applied to Taxing Authority's Revenues.

17. JTS and Counsel shall act as agent for Taxing Authority in the collection of Taxing Authority's Revenues as provided herein and as provided in any other agreement between JTS and Taxing Authority. In the event that any provision of this Resolution shall conflict with the provision of any agreement between Taxing Authority and JTS, then the provision of this Resolution shall apply. Taxing Authority shall adopt or amend appropriate Ordinances and/or Resolutions and shall approve and execute appropriate Powers of Attorney and any other documents which may be necessary to assist JTS and Counsel in the collection of Taxing Authority's Revenues and otherwise performing under this Resolution and pursuant to applicable laws.

18. Counsel shall be permitted to view, inspect, and utilize Taxing Authority's Revenue information including earned income information and any other similar information or data whether or not considered to be confidential under applicable laws to carry out Counsel's representation of Taxing Authority.

ARTICLE III. Severability.

If any one or more of the provisions or terms of this Resolution shall be held invalid for any reason whatsoever, then, unless such provision or term is material to this Resolution as to render this Resolution impractical to perform, such provision or terms shall be deemed severable from the remaining provisions or terms of this Resolution and shall in no way affect the validity or enforceability of any other provision hereof.

ARTICLE IV. Repealer:

All prior resolutions or ordinances are hereby Repealed in whole or in part to the extent inconsistent herewith.

RESOLVED and ENACTED this 10th day of January, 2005.

ATTEST:

TOWNSHIP OF WILKINS

By:

#KEM0001418V001

TOWNSHIP OF WILKINS

RESOLUTION NO. 02-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPOINTING ROBERT TOMASIC AS AUDITOR FOR THE TOWNSHIP

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Ordinance Number 790, an Ordinance providing for audit of Township accounts by an independent auditor on December 11, 1989; and

WHEREAS, said Ordinance 790 requires the appointment of an auditor by Resolution on an annual basis; and

WHEREAS, it is the desire of the Board of Commissioners of the Township of Wilkins to appoint Robert Tomasic as auditor for the Township of Wilkins for the year 2005.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, that Robert Tomasic is hereby appointed to the post of Independent Auditor for the year 2005.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 10th day of January 2005.

TOWNSHIP OF WILKINS

By: William G. Wilson
William G. Wilson
Chairman

ATTEST:

Rebecca Bradley
Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

Resolution No.: 3-2005

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE CHAIRMAN OF THE BOARD TOGETHER WITH THE MANAGER TO EXECUTE THE CONSENT FOR RIGHT OF ENTRY AGREEMENT ATTACHED HERETO FOR THE BENEFIT OF THE OWNER AND THE GENERAL PUBLIC; GRANTING THE GOVERNMENT A RIGHT OF ENTRY TO CONDUCT PROJECT ACTIVITY CONSISTING OF INSTALLING A MINE DRAINAGE PIPE AS A PART OF GOVERNMENT PROJECT NUMBER 04-08-479; RELEASING THE GOVERNMENT FROM ANY AND ALL LIABILITY FOR CLAIMS ARISING AS A RESULT OF SAID PROJECT ACTIVITY; HOLDING HARMLESS AND INDEMNIFYING THE GOVERNMENT FROM ANY AND ALL CLAIMS OR CONTROVERSIES ARISING FROM THE PERFORMANCE OF SAID PROJECT ACTIVITY; AND EXECUTING SUCH OTHER DOCUMENTS AND AGREEMENTS AS MAY BE NECESSARY OR REQUIRED TO PERMIT THE GOVERNMENT TO COMPLETE SAID PROJECT ACTIVITY.

WHEREAS, the Commonwealth of Pennsylvania Department of Environmental Protection, Bureau of Abandoned Mine Reclamation requests that the Township enter into a Right of Entry Agreement to permit access on Wilkins Township property for the purpose of installing a mine drainage pipe on property owned by Chris and Amy Purdy and located on 557 Lucia Drive in Wilkins Township.

NOW THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Wilkins Township together with the Manager is hereby authorized 1) to execute the Consent for Right of Entry Agreement (the "Agreement") attached hereto for the benefit of the Owner (as such term is defined in the Agreement) and the general public, granting the government (as such term is defined in the Agreement) a right of entry to conduct project activity consisting of installing a mine drainage pipe as part of Government Project Number Inquiry No. 04-08-479, 2) and to release the Government from any and all liability for claims arising as a result of said project activity and 3) on behalf of the Township of Wilkins, to hold the Government harmless and to indemnify it from any and all claims as may be necessary or required to permit the Government to complete said project activity.

ADOPTED this 13th day of January, 2005, by the Board of Commissioners of the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS:

William G. Wilson, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 04-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, ADOPTING A SANITARY SEWER OVERFLOW RESPONSE PLAN TO SATISFY REQUIREMENTS FOR SUCH PLAN, AS LAID FORTH WITHIN THE ADMINISTRATIVE CONSENT ORDER BY AND BETWEEN THE PA DEP

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Resolution #01-04, as amended, which authorized the appropriate officials to execute a Consent Order and Agreement (CO&A) with the Commonwealth of Pennsylvania, Department of Environmental Protection, Water Quality Management and Environmental Protection Agencies Clean Water Act; and

WHEREAS, this CO&A spans a period of seven years and requires compliance based upon a time schedule delineated within its' text; and

WHEREAS, one of the compliance items of the CO&A is the adoption of a Sanitary Sewer Overflow Response Plan by May 31, 2005; and

WHEREAS, the Township of Wilkins has structured a Sanitary Sewer Overflow Response Plan to satisfy requirements for such plan as laid forth within the CO&A.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, that the attached Sanitary Sewer Overflow Response Plan is hereby adopted and incorporated herein.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 25th day of April, 2005.

TOWNSHIP OF WILKINS

By: William G. Wilson
William G. Wilson
Chairman

ATTEST:

_____
Rebecca Bradley
Secretary

SANITARY SEWER OVERFLOW RESPONSE PLAN

I. PURPOSE

The Township of Wilkins has structured this Sanitary Sewer Overflow Response Plan to satisfy requirements for such plan, as laid forth within the Administrative Consent Order by and between the PA DEP.

II. GENERAL

The Sanitary Sewer Overflow Response Plan (SSORP) is designed to define appropriate actions by the Township upon notification of a possible sanitary sewage overflow caused by problems within the municipally-owned sewer system. Township shall dispatch the appropriate crews to investigate the possible overflow, identify the responsible party(ies), and provide appropriate customer service to minimize the effects of the overflow on public health and quality of surface waters. The SSORP further includes provisions to ensure safety pursuant to the directions provided by the Allegheny County Health Department (ACHD), Pennsylvania Department of Environmental Protection (DEP) and that notification and reporting is made to the appropriate local and state agencies. For purposes of this SSORP, "confirmed sewage spill" is also sometimes referred to as "sewer overflow," "overflow," or "SO." The effective date of this plan will be referred to as "date."

A. Objectives

The primary objectives of the SSORP are to:

- Protect public health and the environment, and
- Satisfy the requirements of regulatory agencies and waste discharge permits which address procedures for managing sanitary sewer overflows.

Additional objectives of the SSORP are to:

- Provide appropriate customer service, protect the wastewater treatment plants and collection;
- Provide appropriate customer service, protect the wastewater treatment plants and collection systems including all related appurtenances and personnel; and
- Protect property from overflows resulting from problems within a publicly owned sanitary sewage system.

B. Organization of Plan

The key elements of the SSORP are addressed individually as follows:

Section I	Purpose
Section II	General
Section III	Overflow Response Procedure
Section IV	Regulatory Agency Notification Procedure
Section V	Distribution and Maintenance of SSORP

III. OVERFLOW RESPONSE PROCEDURE

The Sanitary Sewer Overflow Response Procedure presents a strategy for the Township to mobilize labor, materials, tools and equipment to correct or repair any condition, which may cause or contribute to an un-permitted discharge from a publicly owned sanitary system. A wide range of potential system failures is considered by the plan. Being prepared to respond to system failures could lessen the effect of overflows to surface waters, land or building.

A. Receipt of Information Regarding an SSO

System employees or the public may detect an overflow. The Township is primarily responsible for receiving phone calls from the public notifying the Township of possible overflows from the wastewater conveyance and system. The Township is then responsible for forwarding the possible overflow information to the appropriate party within the Township.

The emergency response shall be available 24 hours per day, 365 days of the year.

1. The person at the Township receiving the call from the public will obtain all relevant information available regarding the possible overflow including:

   a. Time and date call was received;
   b. Specific location and/or address of possible overflow;
   c. Description of problem, and
   d. Caller's name and call back phone number

2. Township pump station failures are monitored and received by the Township. The operator on duty shall convey all information regarding alarms to the Township to initiate the investigation.

3. Sanitary sewer overflows detected by any personnel in the course of their normal duties shall be reported to the Township. Dispatched personnel should record all relevant overflow information and report back information to the Township. The Township shall dispatch additional response crews, equipment or contracted services as necessary.

4. It is the responsibility of the appropriate Township personnel or the response crew to gather all spill response data and communicate this data back to the Township as soon as possible. Until verified, the report of a possible spill will be referred to as a "sewer inspection" (SI), not a "sanitary sewer overflow" (SSO).

5. A sewer inspection or sewer overflow report should be completed by the maintenance division of the Township within 24 hours of the responding crews confirmation of an overflow. The Township is responsible for reviewing, updating, signing and submitting the final sewer inspection or overflow report form to the proper agency, including but not limited to the ACHD (and/or DEP).

B. Dispatch of Appropriate Crews to Site of Sewer

Failure of any element within the Township owned and operated wastewater conveyance system that threatens to cause or causes a sanitary sewage overflow will trigger a response to isolate and correct the problem. Crews and equipment shall be available to respond to any SI/SO locations. Crews will be dispatched to any site of a reported SO as soon as possible.

1. Dispatching Crews

   Upon receipt of a report of a sewage overflow, all response crew members shall proceed to the Township maintenance facility where they will gather all necessary equipment and resources before proceeding to the site of the SI/SO. Delays or conflicts in assignments and issues regarding equipment and resources should be reported to the Township supervisor for resolution.

2. The response crew leader should report his/her findings, including possible damage to public system and if assessable to a private

party, to the Township supervisor. If the Township has not received findings from the response crew leader within an appropriate time frame then they should contact the response crew leader to determine the status of the investigation.

3. Additional Resources

Requests for additional personnel, material, supplies, and equipment from response crews shall be received by the response crew leader and conveyed to the Township.

4. Preliminary Assessment of Damage to Private and Public Property

The response crews should use discretion in assisting property owners/occupants who are affected by a SSO. Be aware that the Township could face increased liability for any further damages inflicted to private property during such assistance. Appropriate photographs and video footage, if possible, should be taken of the area of the SSO and impacted area, allowing for thorough documentation of the nature and extent of the impact. Photographs or videotape are to be forwarded to the Township for filing with the inspection/overflow report.

5. Coordination with Hazardous Material Response

(a) Upon arrival on the scene of an SSO, should suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, response crew leader should contact the Township for guidance before taking further action.

The Township will alert the local fire department if necessary. The response crew leader shall await the arrival of the local fire department.

(b) After arrival of the local fire department, response crew members will take direction from the commanding officer of the local fire department. Only when the commanding officer determines it is safe and appropriate for the response crew members to proceed, can containment, clean-up, and corrective activities by performed in accordance with the SSORP.

(c) Remember that vehicle engines, portable pumps, or open flames (e.g., cigarette lighters) can provide the ignition for an explosion or fire should flammable vapors or fluids be present at the site. Maintain a safe distance and observe caution until and after assistance arrives.

6. Post Cleanup Activities

- The appropriate Township should conduct a follow up visit to the site of the overflow, if possible, to ensure the provisions of the SSORP and other directives were properly followed.

- The response crew leader is responsible for confirming that the SI/SO Report was provided to the Township.

C. Overflow Correction, Containment, and Clean-up

Blocked sewers, pipe failures, or mechanical malfunctions can cause sanitary sewage overflows. Other natural and man-made disturbances are also possible causes of sanitary sewer overflows.

This section describes specific actions to be performed by response crews during an SSO. The objectives of these actions are to:

1.) Determine the apparent cause of the overflow, for example whether the cause lies in the publicly owned sewer or a private lateral;

2.) Protect public health, the environment, and property by minimizing SSO impacts as soon as possible;

3.) Establish perimeters with appropriate barricades and control zones with vehicles or natural topography (e.g. hills, berms);

4.) Communicate preliminary overflow information and potential impacts as soon as practical to the regulatory agency; and

5.) Contain the SSO to the maximum extent possible including preventing the discharge of sanitary sewage into surface waters.

Circumstances may arise when the Township could benefit from the support of private-sector construction assistance.

1.) Responsibilities of Response Crew Upon Arrival

a.) It is the responsibility of the first personnel who arrive at the site of a sanitary sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. Should the overflow not be the responsibility of the Township, but there is imminent danger to public health, public or private property, or to the waters of the U.S., then prudent action should be taken until the responsible party assumes control and provides remedial actions.

b.) Upon arrival at a SSO the response crew should do the following:

1.) Determine the cause of the sanitary sewer overflow;

2.) If necessary, identify and request additional resources to correct the overflow or to determine its cause;

3.) Determine if private property is impacted. If it is, the Township should inform the ACHD (and/or DEP) by faxing the standardized reporting form, which is provided as Appendix "B" to the ACHD Administrative Consent Order, to:

Allegheny County Health Department
Chief of Public Drinking Water & Waste Management
Phone: (412) 578-8040
Fax: (412) 578-8053
24 hour phone number: (412) 687-2243

Pennsylvania Department of Environmental Protection

24 hour phone number: (412) 442-4000
Fax: (412) 442-4194 or (412) 442-4303

4.) Appropriate personnel, materials, supplies, and/or equipment which can be dispatched to minimize the impact of the overflow.

2. Initial Measures for containment

Initiate measures to contain the SSO, thereby minimizing impact to public health or the environment.

3. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, a determination should be made to set up a portable by-pass pumping operation around the obstruction.

a.) Appropriate measures shall be taken to effectively handle the sewage flow.

b.) Continuous or periodic monitoring shall be implemented as required.

c.) Regulatory agency issues shall be addressed in conjunction with emergency repairs.

4. Cleanup

Sewer overflow sites are to be promptly cleaned to the highest degree possible after an overflow. No readily identifiable residue is to remain in the area of the SSO.

- The SSO site is to be secured to prevent access to the site by the public until the site has been thoroughly cleaned;
- Where practical, the area is to be thoroughly flushed and cleaned of any sewage or wash-down water. Solids or debris are to be transported for proper disposal; and
- Where appropriate, the overflow site is to be disinfected and ponds formed by the SSO will be pumped dry and the residue will be disposed of properly.

D. Overflow Report

An overflow report shall be completed by the response personnel, who shall promptly notify the Township Manager within the Township when the overflow is eliminated.

To properly complete an overflow report:

1.) Determine if the SSO may have impacted the surface waters;
2.) Characterize the SSO by evaluating the following:
   a. Sewage overflows to stormwater system;
   b. Preplanned or emergency maintenance jobs involving bypass pumping;
   c. Overflows where observation or on-site evidence clearly indicates all sanitary sewage was retained on land and did not reach surface water and where cleanup occurs; and

d. Any other pertinent information relating to each individual SSO.

3.) Use one of the following criteria to estimate the start date/time of the SSO:

a. Information reported to the Township and later substantiated by a sewer investigator or response crew, or
b. visual observation

4.) Use one of the following criteria to estimate the end date/time of the SSO:

a. The arrival time of the sewer investigator or response crew, if the overflow stopped between the time it was reported and the time of arrival;
b. When the blockage is cleared or flow is controlled or contained

5.) Estimate the flow rate of the SSO in gallons per minute (GPM)

a. Direct observations of the overflow, or
b. Estimated measurement of actual overflow.

6.) Estimate the volume of the sanitary sewer overflow when rate of overflow is known by:

a. Multiplying the duration of the overflow by the overflow rate.

7.) Photograph the event; and

8.) Describe any damage to the exterior areas of public/private property.

IV. REGULATORY AGENCY NOTIFICATION PLAN

The Regulatory Agency Notification Plan established procedures that the Township shall follow to provide formal notice to the ACHD as necessary in the event of SSOs. The following reporting criteria explain to whom various forms of notification should be sent to, and lists agencies/individuals to be contacted.

Notification Procedures:

The Township should notify the county regulatory agency representatives as soon as possible and keep them abreast of response actions and final corrective actions.

Notification will be by telephone or by fax no later than twenty-four (24) hours or the next working day after an overflow is confirmed. The initial and overflow report should be faxed on the standardized reporting form (Appendix A) to:

Allegheny County Health Department
Chief of Public Drinking Water & Waste Management
Phone: (412) 578-8040
Fax: (412) 578-8053
24-hour phone number (412) 687-2243

Pennsylvania Department of Environmental Protection
Phone: (412) 442-4000
Fax: (412) 442-4194 or (412) 442-4303

V. DISTRIBUTION AND MAINTENANCE OF SSORP

Annual updates to the SSORP should be made to reflect all changes in policies and procedures as may be required to achieve its objectives.

A. Submittal and Availability of SSORP

Copies of the SSORP and any amendments should be distributed to the following departments and functional positions:

Executive Office Complex - one copy
Maintenance Division – One copy per operations management personnel
Plants – one copy per location

All other personnel who may become incidentally involved in responding to overflows should be familiar with the SSORP. Appended to the SSORP should be a sign off sheet that states that they have read and completely understand the SSORP.

B. Review and Update of SSORP

The SSORP should be reviewed and amended as appropriate. The Township should:

- Update the SSORP with the issuance of a revised or new NPDES permit or state waste discharge permit.
- Review and update, as needed the various contact person lists included in the SSORP.

TOWNSHIP OF WILKINS

RESOLUTION NO. 05-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDS WITH THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT FOR SEPTEMBER, 2004 FLOOD RELATED ACTIVITIES.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $69,000.00 under the Federal Housing and Community Development Act as amended; and

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Noreen Kelly, Executive Director as the official to file all applications, documents and forms between the Turtle Creek Valley Council of Governments and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER REOSOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within 180 days after contractual execution.

Adopted this 9th day of May, 2005 by the Township of Wilkins.

ATTEST:

TOWNSHIP OF WILKINS

_____
Rebecca Bradley, Manager

William G. Wilson
William G. Wilson, President

ATTACHMENT A
SEPTEMBER, 2004 EMERGENCY FLOOD DISASTER RELIEF
CONCURRING RESOLUTION

IVY STREET BRIDGE REPLACEMENT

The purpose of the Resolution form is to have on record a statement confirming that the applicant has formally requested a grant, has designated an official to perform the required duties between the applicant and the Department of Economic Development, and has assured, where applicable, the provision of local matching funds. In addition, the applicant will comply with all other provisions of the CDBG application.

Resolution of the Township of Wilkins authorizing the filing of an application for funds with the Allegheny County Department of Economic Development for September, 2004 flood related activities.

WHEREAS, the Township of Wilkins is desirous of obtaining funds from the Department of Economic Development in the amount of $69,000.00 (CDBG FUNDS) under the Federal Housing and Community Development Act as amended.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Wilkins does hereby formally request a grant from the Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins does hereby designate Noreen Kelly, Executive Director (AUTHORIZED OFFICIAL) as the official to file all applications, documents and forms between the Turtle Creek Valley Council of Governments and the Allegheny County Department of Economic Development.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure, where applicable, the provision of the full local share of the project costs.

BE IT FURTHER RESOLVED, that the Township of Wilkins will assure that the project will be awarded or under construction within 180 days after contractual execution.

Adopted this 9th day of May, 2005 by the Township of Wilkins

ATTEST:

_____	William G. Wilson
Rebecca Bradley, Manager	William G. Wilson, President

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TOWNSHIP OF WILKINS

RESOLUTION NO. 06-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following list of public records.

Adopted this 13th day of June, 2005 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson, President

Disposition List
June 13, 2005

Legend

File Name

Date—sender; to recipient
Re:

(Chapter: Section (numbers) of Municipal Records Manual that applies to particular document—Chapter: Section (titles) of Manual—brief explanation)

Building Permit Fees

Sign-"Wilkins Township Demolition Permit Issued"—Blank Form

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Application for permit to open street and/or make connection to sanitary trunk line sewer
-unfilled, unsigned

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Application for cut and fill permit
-unfilled, unsigned

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Sign—"Wilkins Township Permit Issued Cut and Fill"—Blank Form

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Copy of Resolution No. 32-94
Re: sewer connection ordinance No. 860
-Michael J. Madden

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Demolition Building Permit
-unfilled, unsigned

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Alleg. Co. Compac 21

18 March 1996—Ronald R. Cowell, member
Re: Allegheny County ComPAC 21 report concerning the structure and operations of county government and related matters

(2: 1—Administrative and Legal Records: Administrative and Subject Files—General Correspondence—of no more administrative value)

Alleg. County—Development—CDBG 22

3 April 1996—M.A. Morris, Assistant Manager, Housing Division
Re: a survey conducted by the Allegheny County Department of Economic Development (attached) regarding communities' needs.

(Chapter 2: 43—Administrative and Legal Records: Survey Records—routine survey of no more administrative value)

24 May 1995—George D. Braun, Director of Development, Allegheny County
Re: community development block grant program year 22 proposal application

(2:1—Administrative and Legal Records: Administrative and Subject Files—General Correspondence of no more administrative value)

"Notice of a CDBG Public Hearing", June 14, 1995

(2:34—Administrative and Legal Records: Public Hearing Notices and Proof of Publication—to be disposed June 14, 2005)

For Municipal Development Projects: Allegheny County Community Development Proposal Year 22 Pre-application
-unfilled, unsigned

(Chapter 2:1—Administrative and Legal Records: Administrative and Subject Files—program form of no more administrative value)

Project Service Area Guidelines: Guidelines for determining the service area for sewer and water, recreation and road reconstruction activities

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Materials Only Acquisition Guidelines: Guidelines for the acquisition and installation of "materials only" projects to be submitted for community development funding.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Project Criteria Guidelines: Guidelines for selecting projects to be submitted for community development funding

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Building Insp. Underwriters

Proposal to serve Wilkins Township, March 26, 1997 from James M. Russell, PA State Manager, BIU, Inc.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General Correspondence)

Proposal to serve Wilkins Township, April 24, 1997 from James M. Russell, PA State Manager, BIU, Inc.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General Correspondence)

Allegheny Co.—Health—Housing Report 1996

6 February 1996—Bruce W. Dixon, M.D., Director Allegheny County Health Department
Re: Article VI: Housing and Community Environment

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Article VI: Housing and Community Environment Executive Summary

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Draft of Article VI: Housing and Community Environment, Jan. 23, 1996

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Alleg. Co. CDBG—Correspondence—1995

3 April 1995—Tom Foerster, chairman, board of commissioners, Allegheny County; Pete Flaherty, commissioner, Allegheny County; Larry Dunn, commissioner, Allegheny County.
Re: CDBG funds being cut, attached information on municipality's funding and federal officials

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

RAD Letter

"RADFax" Newsletter, Volume 2. No. 2, March 1997

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Roll Sheet"
Topic: David Donahue
Notes: 2271902

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

RAD/Payment Data

4 December 1996—Brian K. Jensen, program manager, Pennsylvania Economy League, Inc. Western Division
Re: attached "1996 COG Sales Tax Revenues" and attached "1997 COG Sales Tax Revenues"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"RADFax" Newsletter, Volume 2. Issue 1, January 1997 (two copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Two sheets of loose-leaf notebook paper with township names and figures written on them

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Auditor 1995 Proposal Letter

18 October 1995—John R Ficco, certified public accountant (two copies)
-regarding 1995 audit

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

(Not in a folder)

"Notice to Bidders: Request for Bids for the Sale of a Surplus 1985 Case Model Super E Backhoe" with bid form (five copies)
-from Bruce D. Jamison, township manager

(2:8—Administrative and Legal Records: Contract Files—Bids and Proposals—If successful, dispose after 6 years after termination of general written contracts. Dispose 12 years after termination of construction contracts. If unsuccessful, dispose 3 years after job completion)

6 January 1999—John M. Means, solicitor
Re: copy of rules and regulations for use of municipal building site; original on file

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Special Composting Instructions Pamphlet from Allegheny County Division of Waste Management

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Copy of Wilkins Township Ordinance No. 861, December 12, 1994

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

27 February 1995—Michael M. Dawida, 43rd Senatorial District
Re: the Department of Community Affairs accepting applications for State Planning Assistance Grants for fiscal year '95-'96

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Cable T.V./Curry Ct.

21 July 1997—Ivy W. Parish, controller, Time Warner Cable
Re: franchise fee payment

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

30 October 1996—Barbara Lukens, general manager, Time Warner Cable
Re: informing customers of community responsible Cable TV officer

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

31 March1996—Barbara Lukens, general manager, Time Warner Cable
Re: Time Warner Cable's 1995 Annual Report

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

20 May 1996—Barbara Lukens, general manager, Time Warner Cable
Re: a management committee

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Copy of 98th Congress of the U.S.A., second session, January 23, 1984 Act amending the Communications Act of 1934 to provide a national policy regarding cable television

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

30 March 1967—Arthur D. Heiny, general manager, Valley Cable T.V. Co.
Re: a $10,000 performance bond

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

$10,000 bond, no. 8032-60-47 from Shows, Inc., March 14, 1967 with a certified copy of Power of Attorney by Frederick C. Gardner, vice president, Federal Insurance Company

(2:4—Administrative and Legal Records: Bonds (performance and security)—retain 6 years after termination, which was 12 months after construction, 1967)

20 February 1995 letter from Barbara Lukens, general manager, Time Warner Cable
Re: increasing FCC user fee

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

27 February 1995—Barbara Lukens, general manager, Time Warner Cable
-regarding decreasing rates, with attached form

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

13 December 1994—Barbara Lukens, general manager, Time Warner Cable
Re: "Scholars Program", including requirements

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

16 December 1994—Allan I. Schwartz, Wilkins Resident
Re: above ground cable box

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

23 December 1994—Barbara Lukens, general manager, Time Warner Cable to Allan Schwartz
-in response to Schwartz's complaint

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

29 December 1994—John M. Means, solicitor, Wilkins Township to Barbara Lukens, general manager, Time Warner Cable
Re: Schwartz's cable box problem, enclosed Section XXII about the use of Right-of-Way

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

11 November 1994—Barbara Lukens, general manager, Time Warner Cable
Re: C.A.T. Network Demonstration, enclosed prices

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Copy of FCC Form 1240, updating maximum permitted rates for regulated cable services

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Adelphia Cable Communications, Ionian Communications, L.P.
"Monroeville System"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Adelphia Cable Communications FCC Form 1240
-summary of supporting information: Exhibits I-VIII
Exhibits I-VIII

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

18 July 1995—the Office of Government and Public Outreach Cable Services Bureau
Re: new rules and regulations for cable

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

31 March 1996—Barbara Lukens, general manager, Time Warner Cable
RE: Time Warner Cable 1995 Annual Report
Enclosed 1995 Annual Report with pamphlet, envelope

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

2nd copy of Time Warner Cable's 1995 Annual Report

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Time-Warner Cable folder from Barbara Lukens, general manager, Time Warner Cable
-contains miscellaneous information about Time Warner Cable, including information about channels, the Sega Channel, the universal remote, the interactive on-screen guide, two "hotsheets" with info on features, prices, a summary of enhanced features, and another packet of info from Barbara Lukens, June 21, 1995

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Triangle Pet-Ins

Certificate of Insurance, issued October 16, 1994

Erie Insurance Group for Triangle Pet Control

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Business Directory

Wilkins Township Business Directory, updated Feb. 17, 1995

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Electrical Inspections Duplicate Municipal Record" card, 15 August 1995
-Middle Department Inspection Agency, Inc. Inspector- Platt. Owner- Zukerman

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Code Enforcement- Prospect Terrace

Correspondence, stapled together, RE: Prospect Terrace Basketball Court:
9 September 1991—Chief of Police Raymond Naccarati to the Board of Commissioners
27 August 1991—Francis R. Kuszajewski, secretary-manager, to Chief Naccarati
30 July 1991—Harry M. Montgomery, Jr., General Council, to John M. Means
18 July 1991—Harry M. Montgomery, Jr. General Council, to Francis R. Kuszajewski, secretary-manager
10 July 1991—Francis R. Kuszajewski to Kivette Vaughn, executive director, Allegheny County Housing Authority
14 June 1991—Francis R. Kuszajewski to Kivette Vaughn, executive director, Allegheny County Housing Authority

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value,
AND 2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose 30 days after issue is settled or resolved
AND 14:5—Planning and Building/Zoning Code Enforcement Records: Complaints, Notices of Violations, and Investigations—dispose 3 years after final dispositions)

Dispatch Monroeville

4 April 1997—Bill for service at Wilkins Fire Co. #1—Guardian Protection services

(6:10—General Financial and Purchasing Records: Bills—dispose after 7 years)

4 April 1997—Bill for service at Wilkins-Churchill Rescue #1—Guardian Protection services

(6:10—General Financial and Purchasing Records: Bills—dispose after 7 years)

Code Enforcement- 661 Larimer Avenue

Domestic Return Receipt- 11 August 1994- article addressed to First South Savings Association

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

18 October 1994—Charles W. Schmidt, Assistant Vice President, Mortgage Servicing, to Philip R. Dodge, Wilkins Township
Re: 661 Larimer Ave

(14:5—Planning and Building/Zoning Code Enforcement Records: Complaints, Notices of Violations, and Investigations—dispose 3 years after final disposition)

Post-it Note: "Charles Schmidt- 661 Larimer Ave. 2 offers to purchase"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Post-it Note: "Charles Schmidt- Have Buyer, October 1994"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Business Card- Cole Plumbing, Heating, Air-Conditioning

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

10 May 1993—Mary Wilson, 657 Larimer, to Wilkins Township
Re: pot holes

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value
OR 14:5—Planning and Building/Zoning Code Enforcement Records: Complaints, Notices of Violations, and Investigations—dispose 3 years after final disposition)

Loose-leaf notebook paper- 11 August 1993: "Called Housing Mortgage Corp. and got recording"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

7 August 1992—to 661 Larimer from Philip R. Dodge, ordinance officer
Re: hedges, trees, shrubs

(2:27—Administrative and Legal Records: Notices of Violations of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

10 August 1994- to 661 Larimer from Philip R. Dodge, ordinance officer- warning to correct problems or be demolished (2 copies)

(2:27—Administrative and Legal Records: Notices of Violations of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

Property value numbers- "00661 00000 Larimer Ave." highlighted

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Inspection form for 661 Larimer Avenue- deemed unsafe- 27 July 1994, from Inspector Philip R. Dodge, building inspector

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

2 August 1994—N. Leonard Hill, Fire Marshal to Philip R. Dodge
Re: inspection of 661 Larimer Ave. for possible condemnation (original plus 2 copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Field Work Sheet Inspection Form" 27 July 1994
Re: 661 Larimer Ave, unfilled

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"23"- notebook paper, notes pm 661 Larimer Ave

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Unfilled warning sheet about ordinance 798 calling some place a public nuisance

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Copy of ordinance 798

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

COOA Enforcement- Guidebook

An Act establishing statewide building, energy, earthquake, wind resistance and fire prevention codes; and systems for their implementation and maintenance" 35 pages
-26 August 1994

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Building Officials Code Administrators pamphlet
-building codes

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Building Code Enforcement Workshop- workbook

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

23 September 1994—Bruce Jamison, Township Manager, to George Haskins Municipal Administrative consultant (3 copiers)
Re: building code enforcement workshop workbook

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

MDIA- booklet
Re: regarding consultation, code enforcement, plan review, Home inspection, municipal agreements

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Article form "Pennsylvania Township News": May 1993
Re: errors and omissions. Insurance helps protect officials, employees, volunteers

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Code Enforcement- Delaney Dr. Deabner

4 notes- handwritten on stationary, post-it note
28 December 1992, 16 October 1992, December 1988, December 1988

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

18 July 1996- advisory from Chief of Police Elias Sejko to Mr. Deabner, 131 Delaney Dr. to comply with ordinance 601: Grass, weeds, and other vegetation ordinance

(2:27—Administrative and Legal Records: Notices of Violations of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

Copy of citation to George Deabner, violation of ordinance 549, by Officer Gerald Patterson Jr. manager, 16 October 1992 (2 copies)

(8:4—Police Records: Citations—Non-traffic, dispose after 5 years if not part of Criminal History Case file)

Copies of excerpts from a police log spanning from 1 April 1992 to 15 October 1992 (11 pages). Deabner's name and information highlighted when mentioned

(8:10—Police Records: Daily Activity Records—dispose after 2 years)

Copy of ordinance 549, establishment and maintenance of yards, etc. by Joseph J. Dombrosky

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Notice of Trial summary case, Pennsylvania vs. George Deabner- 20 November 1992

(8:8—Police Records: Criminal History/Investigation Case Files—Summary Cases—dispose 5 years after close of investigation)

26 March 1992—Philip R. Dodge, ordinance officer, to George Deabner concerning Ordinance 247
-copy with note that vehicle was removed- 23 April 1992
-copy of log attached

(8:10—Police Records: Daily Activity Records—dispose after 2 years
AND 2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

Real Enforcements 1007- Gilcrest Dr. (Goretz)

23 May 1995—Bruce Jamison, Township Manager; to Michael Goretz, 1007 Gilcrest Dr.
Re: the exterior of Gilcrest Dr. is in violation of Ordinances 239 and 303

(2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

Codification- General Code

4 May 1992—Lyle A. Kitt, vice president of General Code Publishers Corp.
Re: Gerald S. Patterson Jr.'s interest in General Code Publishers codification services

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Pamphlet: "Your key to value- Codification by General Code Publishers"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

8 September 1995—Janice D. Brown, customer service representative for General Code Publishers Corp.
Re: PC/CODEBOOK

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Who, What, Where, When, Why, How?" Pamphlet- General Code Publishers Corp.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

PC/CODEBOOK: Personal Computer Program to Maximize Use of Your Code of Laws—General Code Publishers Corp.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Code Enforcement- 902 Alpine

7 September 1995—Elias Sejko, Lt. to Dominic Buccigrossi
Re: dirt, brick, and concrete blocks rolling onto Lions Park

(2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

Code Forms/Cranberry Twp

Township of Cranberry Application for Building and Zoning Permit
-unfilled, unsigned

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Township of Cranberry Land Development application
-unfilled, unsigned

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Township of Cranberry application for certificate of occupancy
-unfilled, unsigned

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Code Violations/Notices Sent

13 November 1995—Elias Sejko, chief of police
Re: 708 Thompson St in violation of ordinance 601
-Mr. and Mrs. James Graf

(2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

Bundle of 4 notices: 9 November 1995—Elias Sejko, chief of police
Re: Ms. Shawna Ireland, 708 McMasters Ave in violation of Ordinance 601
Re: Ms. Packroni's residence in violation of ordinance 703
Re: illegal sign at intersection of Greensburg Pike, Dorothy St
-violation of ordinance 834, to Brandywine Agency
Re: Mrs. Little, 131 Orchard St., in violation of Ordinance 703

(2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose of 30 days after issue is settled or resolved

General Code/PC codebook

12 July 1996—Sandra J. Eckert, Account Representative for General Code Publishers
Re: price information for PC/CODEBOOK, enclosed an advertisement for PC/CODEBOOK

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

[Not in Folder]

23 September 1986—Rona L. Peckich, Accounting Supervisor for American Cablevision
Re: October cable TV amnesty program for people stealing cable

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Theft of Cable Service" booklet, July 1985, presented by the Pennsylvania Cable Television Association

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Time Warner 1994 Annual Report

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Unmarked photographs of large piles of what look like leaves, dirt

(2:31—Administrative and Legal Records: Photographs—of no more administrative value, pending State Archives' approval)

23 May 2002- "City Scores $113,000 grant for recycling" article by Holly Matthews, Titusville

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Recycle 12-2002" Folder from Pennsylvania Department of Environmental Protection, containing:

"Recycling Electronics in Your Community" pamphlet
"Buy Recycled: How you can help close the recycling loop pamphlet
PA Department of Environmental Protection 2001 Annual Report complete with CD-ROM
"Contacts for Recycling information and Assistance"
"Recycling Professional Certification Program 2003 Schedule"
"Proper Management of Recyclable Materials" fact sheet
"ACT101: Pennsylvania's 'Municipal Waste Planning, Recycling and Waste Reduction Act' Act of July 1988" fact sheet
"Recycling Requirements: ACT101 Commercial, Institutional and Municipal Establishments" fact sheet

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

26 November 2002—Sharon Svitek, Recycling and Planning Coordinator, Waste Management, Pennsylvania Department of Environmental Protection
Re: other enclosed information in folder
Pennsylvania Municipal Government Recycling Survey with envelope
"Guide to Municipal Yard Composting" brochure
"The Midwest Leads the Nation in Recycling Business Activity"- Mid-America Council of Recycling Officials pamphlet

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Recycle Together in Allegheny County"- Recycling Resource directory, 9/2002
Allegheny County Healthy Department
Attached page from thepittsburghchannel.com- "Consumer Watch: Ideas for Old Computers"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"All about Recycling"-The Pennsylvania Resources Council: Pamphlet- Summer/Fall 1990

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Group for Recycling in Pennsylvania, Inc. (GRIP) information booklet, 1990

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

21 December 1995—Stephen R. Sales- Solid Waste Specialist, Waste Management
Re: request for a final report, Municipal Recycling Program Grant, ME 94208

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Recycling is Easy! Just Follow the Steps! How to Prepare Your Materials" Flier

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Flier, re: what plastic products are recyclable, reminder to clean recyclables

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Composting at a Glance" flier

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Wilkins Township Recycling Calendar, 1991-1992

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"Notice to bidders: Request for Bids Leaf Collection Equipment"- July 1995
Also, instructions, specifications, and bid form
2 copies

(2:8—Administrative and Legal Records: Contract Files—Bids and Proposals—If successful, dispose after 6 years after termination of general written contracts. Dispose 12 years after termination of construction contracts. If unsuccessful, dispose 3 years after job completion)

Fax Cover Sheet, 2-23-99, from Mae Franc to Tom Higgin, monthly tonnage report

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

9 December 2002—Carolyne F. Ford, Township Manager, to all departments
Re: recycling old telephone books

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Leaf Collection flier (2 copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

March 2003 pamphlet- Pennsylvania Recycling Professional Certification Program
-Recycling 231, Leaf and Yard Waste Collection

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

11 December 1997 Fax Cover Sheet from Bruce to Paul Costa

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

21 January 1994—Jeanne Dowling, Account Manager, Pennsylvania Local Government Investment Trust, to Gerald S. Patterson, Jr.
Re: opening an additional fund with PLGIT
Enclosed information on next-day transfer for new accounts

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

1 May 1996—John E. Khalil, New Business Manager, Duquesne Light
Re: a rewire not inspected by a proper agency
Included copy of letter sent to Neal Donley, 1 May 1996, regarding the same subject

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

13 March 1996—Gregory M. Alan, Governmental Representative, Duquesne Light to Bruce Jamison, Township Manager
Re: Gregory Alan's recent appointment to be Wilkins Township's new Duquesne Light Company Representative

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

26 March 1995—Edward J. and Amy L. Duli, residents of Wilkins Township, 111 Ivy St.
Re: transfer of ownership of paper street (portion of Fern Street located behind 111 Ivy Street) (2 copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

5 December 2001—Robert C. McGrath, 269 Penhurst Dr.
Re: sections 702 and 708 of the sunshine law
Attached "Wilkins Twp 11/28 Commisioners Meeting" letter from Robert C. McGrath concerning the appointment of a new manager and the township's lack of openness concerning the conditions associated with the appointment of a manager.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Code Enforcement Letters 1995

24 August 1995—Chief of Police Elias Sejko to Paul Miller, 665 Larimer Ave.

Re: property in violation of Ordinance 601

(2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

24 August 1995—Chief of Police Elias Sejko to Bruce Adamson, 111 Peterson St.
Re: property in violation of Ordinance 703

(2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

24 August 1995—Chief of Police Elias Sejko to Kathy Watkins, 102 Ivy St.
Re: property in violation of ordinance 601

(2:27—Administrative and Legal Records: Notices of Violation of Municipal Ordinance—dispose of 30 days after issue is settled or resolved)

COG- Turtle Creek 1995 Report

Turtle Creek Council of Governments 1995 Profile

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

20 September 1995—Ellis Stonecipher, Turtle Creek Valley Council of Governments
Re: HAPPI (Health Assistance for Personnel in Industry) Training for Supervisors

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

COG- Spring 96 Dinner

7 February 1996—Mark A. Griffith; Plowman, Spiegel & Lewis/P.C.
RE: Mark A. Griffith's attendance at the Turtle Creek dinner

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Correspondence

28 August 1995—V.F.W. #6681's Board- 429 Cline St. to All Wilkins Township Officials and Employees
Re: Annual V.F.W. Picnic
Included copy of the envelope

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Correspondence 1995

6 June 1995—Barbara L. Lukens, General Manager Time Warner Cable
Re: solicitation ordinance in Wilkins Township

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

June 21 1995—Paul A. Vargo, Assistant Manager, to Joseph Rubino, President Woodland Hills School Board
Re: concerns over the School District's handling of the Real Estate Tax collections

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

22 June 1995—Paul Vargo, Assistant Manager, to John Means, Township Solicitor
Re: parental release forms for children's field trips

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

27 June 1995—Paul A Vargo, Public Works Superintendent, to George W. Slusser, 320 Delaney Dr.
Re: Disposal Plant road next to property

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

29 June 1995—Bruce D. Jamison, Manager, to William J. Tangalos, 216 Hawthorne Dr.
Re: phone conversation on 28 June 1995

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

30 June 1995—Bruce D. Jamison, Manager, to the Board of Commissioners
Re: postponing a Communications Meeting

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

29 June 1995—Barbara L. Lukens, General Manager Time Warner Cable
Re: Prime Sports KBL

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"The Township has acquired a used vehicle which is to be used for Township use only." From Bruce D. Jamison, Manager

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

5 July 1995—Chief of Police Elias Sejko
Re: damage report, taken from police log book vol. 46 page 352
Also, copy of page from police log, 5 July

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value, 8:6—Police Records: Complaints, Incident Reports or Initial Activity Reports—dispose after 3 years if not part of Criminal History Case File, 8:11—Police Records: Daily Activity Records—dispose after 2 years)

13 July 1995—Bruce D. Jamison, Manager, to Chief Jay Lindner, WTVFD #1; Chief Rich Simpson, WTVFD #3; Chief William McElheny, WTVFD #4
Re: information on drivers

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

17 July 1995—Chief of Police Elias Sejko to All Police
Re: ordinance violations, Philip Dodge resigning as Ordinance Officer/Building Inspector

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

19 July 1995—Bruce D. Jamison, Township Manager to Ted McWilliams, William Penn Hwy.
Re: donation of a truck (2 copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

22 May 1995- Time Warner Cable bill

(6:10—General Financial and Purchasing Records: Bills—dispose after 7 years)

List of Park Monitors and Allegheny County Feeding Program in Wilkins Township, no year given

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

[no folder]

27 June 1995—Jay Himes, Deputy Director, Diane Bosak, Governmental Affairs Associate to PLCM/PSATC Members
Re: Legislative update fax

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

26 January 1995- Allegheny County Department of Elections Preliminary Street List for 1995. (26 pages)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value
OR 2:21—Administrative and Legal Records: Mailing Lists—dispose after 1 year after superseded or obsolete)

PA First-Class Twp. Code

6 December 1995- First Class Township Code Amend- Act of 1992, P.L. 1218, No. 159 (5 pages, 3 copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Inventory List

25 March 1999- List of patrol cars
Attached- report of inventory changes, contract #92192, 8 November 1996
Attached- 19 December 1996 inventory list

(2:22—Administrative and Legal Records: Master Property and Equipment Inventories—dispose 5 years after superseded or obsolete)

Wilkins Township Department of Public Works Equipment List
No date, at least 1998

(2:22—Administrative and Legal Records: Master Property and Equipment Inventories—dispose 5 years after superseded or obsolete)

8 November 1996- report of inventory changes

(2:22—Administrative and Legal Records: Master Property and Equipment Inventories—dispose 5 years after superseded or obsolete)

8 November 1996- report of inventory changes (blank)

(2:22—Administrative and Legal Records: Master Property and Equipment Inventories—dispose 5 years after superseded or obsolete)

Note- "please list new equipment and return this after 12/12/96"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Note- "ADP 788-1530"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

2002 HAPPI

19 July 2002—Leslie S. Hlad, MPH, Practice Manager Health Assistance Program for Personnel in Industry
Re: disturbing future of the St. Francis health system
Attached HAPPI comprehensive occupational health systems brochure

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Gas/Sales Agreement

21 July 1997—Bruce D. Jamison, Manager, to Nicole Polistina, Dan Totsky, ENERVAL L.L.C.
Re: cost of plan, normal plan price, savings to Wilkins Township

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

15 July 1997—ENERVAL, L.L.C., Nicole Polistina, Dan Totsky- "Contract Transmittal Memorandum"
Term Gas Sales Master Agreement
Copies of contract and Natural Gas Sales Agreement (2x each)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

George St./Water Problem Yemane Ghebremichael 107 George

2 June 1996—Yemane Ghebremichael, 107 George St., to Wilkins Township Public Works Department and Safety Administration
Re: water flow from 105 George St.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Elected Officials Directory

Elected Officials Directory for Braddock, Chalfont, East McKeesport, East Pittsburgh, Edgewood, Forest Hills, Monroeville, North Braddock, North Versailles, Pitcairn, Rankin, Swissvale, Turtle Creek, Wall, Wilkins, Wilkinsburg, Wilmerding
Undated (17 pages, plus cover page)

(2:21—Administrative and Legal Records: Mailing Lists—dispose 1 year after superseded or obsolete)

National Education Centers

26 July 1989—Philip R. Dodge, building inspector, to Ms. Gina Marinello, project manager, National Education Centers, Inc.
Re: potential site for the school at Penn Center East

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

31 July 1989—Francis R. Kuszajewski, secretary manager, to Ms. Gina Marinello, project manager National Education Centers, Inc.
Re: Philip R. Dodge's 26 July letter

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

25 July 1989—Gina Marinello, project manager National Education Centers, Inc to Township Manager
RE: opening Electronics Trade School in Pittsburgh

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Municipal Building Records Mngmt

2 May 1995—Art Gazdik, P.E. Project Engineer Senate Engineering Company, to Bruce Jamison
Re: file storage review

Attached floor plan, storage solutions, price (2 copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

April 1995—Bruce Jamison, Township Manager, to Cheryl Cowell, 110 Peffer Rd.
Re: tentative room assignment for office

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

30 May 1995- Fax cover page and proposal from Michael Feller to Bruce
Re: storage solutions, revised quote (2 pages, 2 copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

[no file]

4 May 1994—Greg Peduzzi, Project Manager, Three Rivers Aluminum Company to Wilkins Township
2 TRACO Maintenance and Warranty Manuals, Transmittal Sheet Only

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Movie Production: Boys on the Side

18 February 1994—Gerald S. Patterson, Jr. to Amy Grove, Side Productions, Inc.
Re: breakdown of costs to provide police officers

(6:3—General Financial and Purchasing Records: Accounts Receivable Files and Ledgers—dispose after 7 years,
OR 6:8—General Financial and Purchasing Records: Balance Sheets—dispose after 7 years,
OR 2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

-notebook paper- police officers/cruisers costs

(6:3—General Financial and Purchasing Records: Accounts Receivable Files and Ledgers—dispose after 7 years,
OR 6:8—General Financial and Purchasing Records: Balance Sheets—dispose after 7 years,
OR 2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

17 February 1994—Chief Elias Sejko to Gerald Patterson, Manager
Re: overtime hours changeable to "Side Productions"

(6:3—General Financial and Purchasing Records: Accounts Receivable Files and Ledgers—dispose after 7 years,
OR 6:8—General Financial and Purchasing Records: Balance Sheets—dispose after 7 years,
OR 2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

10 February 1994—Chief Elias Sejko to Gerald Patterson, Manager
Re: film production overtime- "Boys on the Side"

(6:3—General Financial and Purchasing Records: Accounts Receivable Files and Ledgers—dispose after 7 years,
OR 6:8—General Financial and Purchasing Records: Balance Sheets—dispose after 7 years,
OR 2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value
OR 8:10—Police Records: Daily Activity Records—dispose after 2 years)

4 February 1994—Gerald S. Patterson, Jr. to Tom Fox, PA Dept. of Transportation
Re: providing officers for traffic control, film

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

"While you were out" note- For Jerry, 2/3, from Amy Grove, Side Productions
RE: Fax

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Figure 17- Stationary Short-term operation- Four Lane, undivided highway

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

3 February 1994—Amy Grove, location assistant, Side Productions, Inc.
Re: rerouting traffic for filming of "Boys on the Side"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

4 February 1994 fax cover sheet from Amy Grove to Mr. Patterson

Re: letter to Penn Dot

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

3 February 1994 fax cover sheet from Amy Grove to Mr. Patterson

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

3 February 1994—Amy Grove, Location assistant, Side Productions, Inc.
RE: traffic rerouting and use of Business Route 22/William Penn Highway

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

3 February 1994—Amy Grove, location assistant, Side Productions, Inc. to Mr. Patterson
Re: assurance that Side Productions will reimburse Wilkins for costs of police personnel

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

1 February 1994- Temporary use and/or closure of a highway facility owned by the commonwealth of Pennsylvania
-unfilled, unsigned

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

28 January 1994- copy of certificate of insurance for Side Productions, Inc.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

1 February 1994- copy of criteria for the closure or partial closure of a highway- Attention Mr. Thomas C. Fox, P.E. District Traffic Engineer, PA Department of Transportation

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

2 February 1994 fax cover sheet from Amy Grove to Mr. Patterson
Re: insurance certificate and letter indemnifying the Twonship

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

28 January 1994—Gerald S. Patterson, Jr. Manager, to the Board of Commissioners
Re: movie filming- Conleys Motel
Attached- specifics of police department participation
Map of PA with Conley locations, notes about production on back
"While you were out" note- for GSP, 1-13-94, M Amy Grove, Side Productions
Re: making film at Conleys
Post-it note- Amy, Side Prod, Mae 1/31

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Business Card- Amy Grove, Side Productions "Boys on the Side"

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Zip Codes

List of Street Names and their zip codes
Attached 22 April 1992 Notice of Ordinance violation to Billie J. Shelley

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

Monroeville Fee Schedule

24 December 1993- "Before Municipal Council of the Municipality of Monroeville"- Ordinance No. 1875 amending Ordinance No. 1512 and 1793
Municipality of Monroeville fee schedule (2 copies)

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

MAGLEV Transportation

31 May 2002 Public Meetings Announcement
Pennsylvania high-speed MAGLEV Project

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

3 January 2002- Municipality MAGLEV questions with fax cover sheet, from Matt Hoover
Re: questions/topics for Jan 7, 2002

Attached notebook sheet with notes on "dimensions Eastmont", "zoning map", "dimensions Eastmont pool", etc.

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

11 November 1998—Fred J. Gurney, President and CEO MAGLEV, Inc. to Bruce Jamison, Township Manager

Re: support and interest for development of high-speed MAGLEV line

(2:1—Administrative and Legal Records: Administrative and Subject Files—General correspondence of no more administrative value)

(end of cabinet 1)

TOWNSHIP OF WILKINS

RESOLUTION NO. 07-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the attached list of public records.

Adopted this 11th day of July, 2005 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 08-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following list of public records.

Adopted this 8th day of August, 2005 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 08-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

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WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

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Adopted this 8th day of August, 2005 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson, President

Disposition List #4
Manager's Office
August 8, 2005
Tim Olshefski

Police Pension

Wilkins Township Resolution No. 21-80 *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No file)

Worksheet/Notes: "W-2's. Pension % taken on what figure"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Agreement between Township of Wilkins and Wage Policy Committee of the Wilkins Township Police Dept.: 1989 *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Local Government Pension Report 1997

Status Report on Local Government Pension Plans, March 1997
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Personnel – Police Pension – Trustee

"How to Open Your Account": Benham Account Application and Instructions *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Postage Paid Reply Envelope to the Benham Group
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(Various Other Banham Group letters, notices, brochures, etc.)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Valuation Report

3 June 1997—Christopher D. Anderson, Mockenhaupt Associates; to Bruce Jamison, Wilkins
Re: Township of Wilkins Police Pension Plan
Attached: Wilkins Township Police Actuarial Assumptions as of January 1, 1997
Attached: Township of Wilkins Police Pension Plan, Actuarial Study as of January 1, 1997
(3 copies, original retained in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Please Help Us Help You: Treasurer Information

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1995 Instructions to Complete Certification AG—385 for Foreign Fire Insurance Tax Distribution and/or General Municipal Pension System State Aid Program—Dept. of the Auditor General, Controller's Office, Allocation Division
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PMRS Notes & News, Vol. 6, No. 3: 3rd Quarter, 1992 *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PEBR Bulletin, September 1992
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

24 September 1992—Comparison of MMO, 1992/1993 *(worksheet, typed version on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

24 September 1992—Township of Wilkins 1993 Minimum Municipal Obligation & State Fund Projection *(worksheet, typed version on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Comparison of MMO, 1992/1993 *(copy, one retained on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1993 Minimum Municipal Obligation and State Aid Projection *(copy, one retained on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1995 Qualifications/Instructions: Police Officers and Firefighters Post-Retirement Adjustment (Act 1988-147)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Mockenhaupt Data Request Packet 1993 *(work copy, final copy on file (Police Pens.))*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

20 June 1991—Daniel P. Hynes, Mockenhaupt, Mockenhapt, Cowden & Parks, Inc.; to Francis Kuszajewski, Wilkins
Re: Reorganized Public Benefit Services division of MMC&P
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Public Employee Benefit Review, Summer 1991, MMC&P *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Notes on MMO *(of no administrative value)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

New Method of Computing Minimum Municipal Obligations, MMC&P, Inc.
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

31 December 1991—Diane L. Castner, PA Municipal Retirement System; to PMRS Plan Contact
Re: 1992 Pension Obligation
Attached: Municipal Bill – 1992
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Township of Wilkins 1991 State Aid Calculation *(copy, original on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

4 June 1993—G. Herbert Loomis, MMC&P; to Gerald Patterson, Wilkins
Re: Township of Wilkins Police Pension – 1993 Actuarial Assumptions
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Police MMO 1992 *(worksheets, typed originals on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

30 January 1992—Five Minutes with CSMcKee Investment Managers
Attached: Business card: Norman S. Allan, CSMcKee
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

The Retirement Letter, August 1992, Issue #301
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Public Employee Benefit Review Newsletter, Summer 1992
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

"Actuarially Sound is Not Enough"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Mellon Bank Institutional Trust Services Group Pension Management Services booklets *(2)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PNC Value Equity Fund, 31 March 1994—PNC Investment Management and Research
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PNC Growth Equity Fund, 30 June 1994—PNC IM&R
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PNC International Fund, 31 March 1994—PNC IM&R

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PNC Small Cap Growth Fund, 30 June 1994—PNC IM&R
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PNC Core Equity Fund, 31 March 1994—PNC IM&R
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PNC Managed Income Fund, 31 March 1994—PNC IM&R
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Five Minutes with CSMcKee newsletter, 30 April 1992
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Asset Management Services Fixed Income Pension Portfolio, Annual Report 1990
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

25 March 1992—Margaret M. Schliebner, HDH Group; to John M. Means
Re: Pension Plan Investments – Wilkins Township
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Asset Management Services Pro-file: "Don't Compare Apples to Oranges: Insurers are not the S&Ls of the '90s," "What You Should Know About Hartford Life and Junk Bonds," "Yes, We've Been Tested Before"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Hartford Life – Group Annuity: Corporate Quality Profile – 09/31/91 *(3 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

U.S. Treasury & Government Securities Mutual Funds packet—The Benham Group; contains various information, forms *(2)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Police Contract Demands

Wage Policy Committee, Wilkins Township Police Department: Contract Requests
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Wilkins Township: Tax Structure
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

23 October 1998—J. Jill Boehme; to Bruce Jamison
Re: Needed information for Act 111 arbitration

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Employers Insurance Trust 1998 Rates for groups under 50 participants
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

8/12/98 Payment Record: Municipal Employers Insurance Trust
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Employers Insurance Trust Summary Report, September 1998, Group Number 57756-00
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Employers Insurance Trust Summary Report, September 1998, Group Number 57264-65
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Employers Insurance Trust, Group Vision Care Plan
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

"Your Additional Health Care Benefits": Municipal Employers Insurance Trust, February 1998
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Police Labor Monthly, June 1998; Volume 17, Number 1
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 March 1996—Elias Sejko, Wilkins Township Police Dept.; to Michele Lucas, 331 Frazier Drive
Re: Frazier Drive Parking Problems
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 March 1996—fax cover sheet, Bruce; to Mark Griffith
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

12 March 1996—Patricia Crawford, PA Labor Relations Board; to Wilkins Township
Re: Wilkins Township Case. No.: PF-C-96-22-W
Attached: Complaint and Notice of Hearing, Case No.: PF-C-96-22-W
(copy, original retained)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

14 February 1996—PA Labor Relations Board; to Wilkins Township
Re: Wilkins Township PF-C-96-22-W
Attached: Wage and Policy Committee of the Wilkins Township Police Dept. v. Wilkins Township, Case No. PF-C-96-22-W
(copy, original retained)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Personnel – Police Arbitration 1996

26 July 1995—William G. Wilson, Wilkins Twp. Police Dept.; to Michael Madden, Pres., Board of Commissioners
Re: Binding Arbitration for contract year beginning January 1, 1996
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 December 1995—Robert E. Durant; to Bruce Jamison, Wilkins
Re: Township of Wilkins and Township of Wilkins Police Department Act 111 Interest Arbitration, AAA Case No. 55-360-0188-95
Attached: 21 December 1995—Wm. J. Hannan, Arbitrator; to Robert Durant, Esq. and James L. McAneny, Esq.
Re: Wilkins Township Police Dept. and Township of Wilkins, AAA 55-360-0188-95
Attached: Arbitration Award Act 111 of 1968, AAA Case No. 55-360-0188-95
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

1991 Police Pension Contributions *(copy, original on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Township of Wilkins, Financial Statements, December 31, 1996 *(Copy of Audited Financial Statements, original on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Police Contract 96-98 unsigned?

Agreement between Township of Wilkins and Wage Policy Committee of the Wilkins Township Police Department, January 1, 1996-December 31, 1998
(2 copies, one retained on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Personnel – Police Arbitration

27 September 1995—Robert E. Durant; to William G. Wilson, Wage and Policy Committee, Wilkins Township Police Dept.
Re: Police Collective Bargaining
Attached: 25 September 1995—Peter Nychis, Chairman of Public Safety Committee of Wilkins Township; to Board of Commissioners, Solicitor John Means, Esq., Manager Bruce Jamison
Re: Collective Bargaining with Police Wage Police Wage Policy Committee
Attached: 25 September 1995—William G. Wilson; to Peter Nychis
Re: Act III
(2 copies, one retained on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

29 August 1997—James A. Garner, PA Association of Township Commissioners; to Township Managers/Secretaries

Re: 1997 Salary and Benefits Survey

Attached: 1997 Salary and Benefits Survey

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Allegheny League of Municipalities Wage & Salary Survey – 1997: Wilkins

Attached: Note: Called: Need Vol. Fire

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 December 1995—Robert E. Durant; to Bruce Jamison, Wilkins

Re: Township of Wilkins and Township of Wilkins Police Department Act 111 Interest Arbitration, AAA Case No. 55-360-0188-95

Attached: 21 December 1995—Wm. J. Hannan, Arbitrator; to Robert Durant, Esq. and James L. McAneny, Esq.

Re: Wilkins Township Police Dept. and Township of Wilkins, AAA 55-360-0188-95

Attached: Arbitration Award Act 111 of 1968, AAA Case No. 55-360-0188-95

(copy, original on file)

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Agreement between Township of Wilkins and Wage Policy Committee of the Wilkins Township Police Department

(3 copies, original retained)

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 April 1995—Elias Sejko, Chief of Police, Wilkins; to Robert Conley, Conley's Motor Inn/Jack Mild, Harley Hotel

Re: High School Prom partying season

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Opportunities in PA in 1995: Eight Professional Development Seminars and Workshops

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

29 January 1993—Senator Mike Dawida; to Elected Officials in 43rd Senatorial District

Re: Special Report compiled by the Public Employee Retirement Commission

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

News Release—Harrisburg, November 27, 1992—PA retirement systems

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 March 1993—Dale D. Stone, Public Employee Retirement Study Commission; to Francis R. Kuszajewski, Wilkins

Re: Special Report

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Special Report: Study of the Current Structure of Local Government Retirement Systems and Recommended Establishment of a Statewide Retirement System, by the PA Public Employee Retirement Commission

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

29 June 1992—fax cover sheet, George W. Jacoby; to Public Safety Committee
Re: Keith Guthrie
Attached: 26 June 1992—George W. Jacoby, Attorney at Law; to Wilkins Public Safety Committee
Re: Grievance filed dated June 12, 1992
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

20 May 1993—Allegheny County, Keith Guthrie vs. Wilkins Twp., Old Republic Ins. Co., George W. Jacoby, Esq., Richard L. Rosenwig, Esq.: Final Decision
(copy, original retained on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

27 May 2003—Walter Widenhofer; to Wilkins Twp. Public Safety Committee
Re: Step 2, Grievance Procedure
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

27 May 2003—Ronald P. Koerner, Attorney; to Paul Vargo, Wilkins
Re: Walter Widenhofer
(3 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

2 June 1992—John C. Hanlon, Chairman, Public Safety Commission; to Officer Keith D. Guthrie
Re: Second Step Grievance – Holiday Pay
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 May 1992—Keith D. Guthrie; to Township Commissioners
Re: Grievance Holiday Pay
Attached: 5 May 1992—Raymond Naccarati, Chief of Police; to Officer Guthrie
Re: Holiday leave
Attached: 28 April 1992—Keith D. Guthrie; to Chief Naccarati
Re: Grievance: Holiday Leave
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Article XIX: Grievance Procedure, pages 21, 22 *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

5 May 1992—Raymond Naccarati, Chief of Police; to Officer Guthrie
Re: Holiday leave
Attached: 28 April 1992—Keith D. Guthrie; to Chief Naccarati
Re: Grievance: Holiday Leave
(copy, original on file)

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

22 May 1995—fax cover sheet, Bruce Jamison; to John Means
Re: Police
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Agreement between Township of Wilkins and Wage Policy Committee of the Wilkins Township Police Department 1990-1992, and January 1, 1993-December 31, 1995 *(Incomplete CBA excerpts)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

14 May 1996—fax cover sheet, RobKeenan; to Bruce Jamison, Wilkins Township
Re: Officer Greco
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Risk Experience System, Fireman's Fund Insurance Companies, Report Date: 4/15/94
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 December 1994—telecopy cover sheet, Bruce Jamison; to Mark Hisdorf
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

7 April 1994—Police cars
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

27 January 1993—to Daniel Michaud, Group America Insurance Company
Re: Township of Wilkins - #9020991
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

25 March 1993—Gerald S. Patterson, Manager; to Board of Commissioners
Re: Life Insurance, Police Department
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 August 2000—Vernon M. Barkley, Pittsburgh University Police Dept.; to Wilkins Township Board of Supervisors
Re: Chief of Police Position (application, resume)
Attached: Business Card: Sergeant Vernon M. Barkley, Pitt Police/Police Instructor
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

30 April 1996—Chief Elias Sejko; to All Police Officers
Re: Emergency Scheduling Implementation
Attached: Chief Elias Sejko; to Officer Edward Krancic
Re: Emergency Scheduling Effective May 1, 1996
Attached: 6 May 1996—Edward Krancic; to Public Safety Committee
Re: Article V Hours of Work, Overtime, Shift Differential Sections F & L (Second Step Grievance Procedure)
(5 copies, one retained in file)

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Agreement between Township of Wilkins and Wage Policy Committee of the Wilkins Township Police Department: January 1, 1993-December 31, 1995
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

12 December 1995—Robert E. Durrant; to James McAneny
Re: Wilkins Township and Wilkins Township Police Department AAA Case No. 55-360-0188-95
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 December 1995—Robert E. Durrant; to Bruce Jamison, Wilkins
Re: Wilkins Township and Wilkins Township Police Department, Act 111 Interest Arbitration, AAA Case No. 55-360-0188-95
Attached: 21 December 1995—Wm. J. Hannan, Arbitrator; to Robert Durrant, James McAneny
Re: Wilkins Township and Wilkins Township Police Department
Attached: Arbitration Award Act 111 of 1968, AAA Case No. 55-360-0188-95, Township of Wilkins and Wage Policy Committee of the Wilkins Township Police Department
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Personnel – Police – FLSA Info.

"Law Enforcement and the Fair Labor Standards Act" by William U. McCormack, from the FBI Law Enforcement Bulletin, May 1995
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Police Petitions

7 October 1996—Petition Against Part-time Police Officers
(2:30—Administrative and Legal Records: Petitions—Retain 5 years)

(No File)

13 May 1997—Peter G. Nychis, Wilkins Board of Commissioners; to David P. Klobucher, 157 Sherwood
Re: Suspension, lack of Certification
(2 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Premier Prescription Drug Network, Pharmacy Directory, Volume 4
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Employers Insurance Trust, Select Blue, Benefits, Effective January 1, 1995
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Brochure: Transition of Care for Mental Health and Substance Abuse Treatment
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

16 August 1995—Elizabeth Neumeier, Arbitration; to Bruce Jamison, Manager, James L. McAneny
Re: Township of Wilkins and Township of Wilkins Police Department (Personal Days), FMCS Case No. 95-14560
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

24 August 1995—Robert E. Durrant; to Arbitrator Elizabeth Neumeier
Re: Township of Wilkins and Township of Wilkins Police Department (Personal Days), FMCS Case No. 95-14560
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Addendum 1, Ordinance #334 as Ammended by Ordinancs 337 and 421 and Various Contract Ordinances
(2 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilmer K. Baldwin; to All employees of the Township of Wilkins
Re: Rules of Conduct and Personnel Procedures
(4 copies, one on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

22 January 2004—Chief Keith D. Guthrie; to Wilkins Township Police Department
Re: Responses to Concerns
Attached: Police Dept's concerns, Chief's responses
(copy, one retained in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

19 January 2004—Chief D. Guthrie; to Officer Robert D. Schlanger
Re: Vacation Grievance
Attached: Note: "Schlanger in 7 Springs 1/26/04; Schlanger called off sick 1/28/04"
(copy, one in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Hearing by Public Safety Committee on February 2, 2004, in re: Grievance of Wilkins Wage Committee; Decision of Public Safety Committee
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

24 May 2002—fax cover page, Tracy Porto, Public Outreach Manager, 3 Rivers Wet Weather Demonstration Program
Re: Important Meeting Notice
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Campaign for Clean Water; to municipal officials in southwestern PA

Re: Invitation to a June 17th symposium on the water resource and sewage issues facing our communities
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Flier: You are cordially invited to a Water Resources Symposium for Southwestern PA's Municipal Officials
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Flier: What people are saying about the water resource and sewage issues facing our communities
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Water Resources Symposium Registration Form
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Investing in Clean Water Executive Summary
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

DEP Newsletters 2002

Eco-Currents newsletter: Volume 4, Issue 1, January-February 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Environmental Protection Update Newsletter, with enclosed Watershed Weekly Newsletter: 6 December 2002, 15 November 2002, 1 November 2002, 25 October 2002, 18 October 2002, 11 October 2002, 4 October 2002,23 August 2002, 30 August 2002, 19 July 2002, 21 June 2002, 14 June 2002, 7 June 2002, 17 May 2002, 3 May 2002, 19 April 2002, 29 March 2002, 8 February 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

EE Connections, Spring 2002, Vol. 5, No. 2
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Prime Watch, Second Quarter 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Turtle Creek Valley & Steel Valley COGS: "3RWWDP Compliance Assistance to Communities under the EPA Administrative Consent Order", Managers are Invited to Meet with John Schombert
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Envelope: PA Turnpike Commission; to Mr. Paul A. Vargo, Wilkins *(empty)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Township of Wilkins Zoning Hearing Board Case #4-2001 (ITEM 2) *(2 copies, one retained in file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Copies of Photographs *(copy, one retained in file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

15 July 2001—Paul G. Padula, VP/Lieutenant Wilkins #3 VFC Station 303; to Members of Zoning Board
Re: sideyard variance
(3 copies, one retained in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Stanley Slaczka and Alberta Slaczka, Appellants vs. Zoning Hearing Board of Wilkins Twp., Appellee: Answer to the Appeal on Behalf of the Wilkins Township Zoning Hearing Board
(copy, one retained in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 July 2001—Paul Vargo; to Steve Morus
Re: Refuse Rules
Attached: Refuse Rules
Attached: "Contract Awarded to USA Waste on 11-23-98": Bid breakdown
Attached: Agreement for Garbage Collection and Disposal and Recycling Collection and Recycling
Attached: 20 September 1999—Raymond E. Duerr, Waste Management; to Paul Vargo, Wilkins
Re: Fully Executed Copies of Agreement
Attached: 13 September 1999—Paul Vargo; to Tom Apfelbach, USA Waste Management of PA
Re: USA awarded bid
Attached: 11 November 1998—Raymond E. Duerr, WM; to Commissioners of Wilkins Twp.
Re: Bid for Recycling Materials Collection, Removal, and Recycling
Attached: Assistant Secretary's Certificate authorizing Daniel S. Malloy to sign as District Manager
Attached: Bid Bond in the amount of 10% of the bid
Attached: Certificate of Insurance
Attached: Allegheny Co. Health Dept. listing of permitted trucks
Attached: Bid Numbers
(copies, one in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

10 June 2003—Bill Baldwin; to Paul Vargo, John Means
Re: Solid Waste Collection Bids, Specs and Contract
Attached: Solid Waste Collection Bids, Specs and Contract
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 April 2003—Bill Baldwin, Wilkins; to Bill McKeever
Re: Pocket sized zoning map
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1 April 2003—Patricia Moore, Woodland Hills School District; to Patron
Re: Sponsorship of "Hello, Dolly!"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Vendors

28 August 2002—Deborah and Michael Pushinsky; to Wilkins Township Manager
Re: A-1 Automotive Electric
Attached: Business Card: A-1 Automotive Electric
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1 October 2002—Judy Williams, Nations Rent; to Wilkins Township
Re: Application for credit approved
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

C One Day Collection Incentive Bid Form, Township of Wilkins
Attached: Notes: "Bill, Please Review..." "Alice is Still Here"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Township of Wilkins; Garbage/Refuse Collection, Removal and Disposal; Recyclable Materials Collection, Removal and Recycling Bid Documents, August 2003
(6 copies, blank)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Note: Charlene, etc.
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Flier: The Turtle Creek Valley Council of Governments Invites you to attend its 31st Annual Dinner Meeting and Installation of Officers, Friday, February 22, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

16 December 2002—Mae Franc; to Mary Kay/TCVCOG
Re: 2003 Elected Officials
Attached: 12 December 2002—Mary Kay Grill
Re: 2003 Elected Officials
Attached: Copy of Elected Officials List
Attached: 12 December 2002—Norine Kelly; to Carolyne Ford, Wilkins Township
Re: TCVCOG Board Representative
Attached: Transmission Verification Report

3 March 2003—Norine Kelly; to Paul Vargo
Re: Hospitality Room ALOM Conference: April 3-6, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Tri-Boro Assets Direc

4 November 2002—Robert M. Grom, Tri-Boro Development Forum; to Whom it May Concern
Re: Survey
Attached: Community Assets Directory Survey
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

16 July 2003—John M. Means, Solicitor; to John M. Silvestri, Esq.
Re: Appeal of Penn Hills School District, G.D. 98-12275
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 June 2003—facsimile transmittal, Jackie Wass; to Paul Vargo
Attached: Quick Reference Guide, Unemployment Compensation Procedures
Attached: PA Dept. of Labor, Office of Employment Security Forms
Attached: Employer's Notice of Application Request for Separation and Wage Information
Attached: Weekly Report of Work and Earnings
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 November 2002—Carolyne F. Ford, Manager, Wilkins; to Board of Commissioners
Re: Directory Advertising
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Brochure: Transportation Equity Act for the 21st Century: A Summary, U.S. Dept. of Transportation
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Brochure: Safety is Our Top Priority, U.S. Dept. of Transportation
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 September 1994—Sgt. Keith D. Guthrie; to Chief Elias Sejko
Re: Background Investigation, Walter Widenhofer
Attached: Interviews regarding candidate Walter Widenhofer, by Sgt. Keith D. Guthrie: Douglas Haynes, Chief, Butler County Sheriff's Department, September 22, 1994; Richard P. Gigliotti, Warden, Butler County Prison, Sept. 22, 1994; Arlene Widenhofer (Wife), Sept. 22, 1994; Gerald Patterson, Manager, Butler Township, Sept. 22, 1994; Chief Garman, Butler Township Police Dept., Sept. 22, 1994; Art Marx, Deputy Warden, Butler County Jail, Sept. 26, 1994; Jeffrey Gobles, U.S. Marshall Service, Pittsburgh, Sept. 26, 1994
(Copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

P.P. & L.

12 March 1998—fax cover sheet, Mary; to Kenneth Davidson
Re: Savings for Electricity – P.P. & L.
Attached: Worksheet: Duquesne Light: November 1997, December 1997
Attached: 19 November 1997—Ken W. Davidson, PA Power & Light Company; to Bruce Jamison, Wilkins
Re: PA Pilot Program—Electricity Savings
Attached: Duquesne Light Company Rate GS-GM sheets: Traffic Lights, Eastmont Park, St. Lights, Miller St., Lion's Park, Municipal Bldg
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Order for Business Checks
Attached: Note: "Important Message, 6/5/96. To Bruce, From Mary. Re: Checks"
Attached: Sample Check, void
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Booklet: Checks: "Carbonless Copies Now Available", Sample Checks, "Promote Your Business with Every Check"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Municipal Investment Program, rates for July 30, 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Municipal Investment Program, rates for September 24, 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Municipal Investment Program, rates for April 9, 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Municipal Investment Program, rates for June 4, 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Municipal Investment Program, How to Open Accounts with the Fund
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Municipal Investment Program, Instruction Card
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Municipal Investment Program, Fixed-Rate/Fixed-Term Investment Program
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PMIP Information Statement, November 6, 1990
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PMIP Brochure
Enclosed: 24 November 1993—Maureen Mollison, PMIP; to Gerald S. Patterson, Wilkins
Re: PMIP
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Job Junction, Positions Available, June 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

27 May 1993—Gerald S. Patterson, Manager; to Board of Commissioners
Re: Sexual Harassment Policy
Attached: Notice: Township of Wilkins Sexual Harassment Policy
(2 copies, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Envelope: to Mr. Gary Antonella, Port Authority of Allegheny County *(empty)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Industrial Appraisal Company folder; contains:
Brochure: Playing with Fire: When Insurance Coverage Falls Behind Replacement Cost
Brochure: Visual Facs: Proven Software for Fixed Asset Property Control
Brochure: For Governments at All Levels: Appraisals, Software, Reinventories, Consulting
Brochure: When Value is Worth Knowing, It's Worth Knowing Industrial
Business Card: Daniel M. Horgos, Sales Representative
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 October 2002—Daniel M. Horgos, Industrial Appraisal Company; to Carolyne Ford
Re: revised proposal
Attached: Appraisal Agreement
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Forum, Meetings, Tours

6 May 2002—Joan Barlow, Sustainable Pittsburgh; to Carolyne Ford, Wilkins Township
Re: Regional Forum, Thursday, May 2002, to discuss and provide input on the future of the Monroeville area
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

5 May 2002—Rankin Intermediate Staff, Woodland Hills School District; to Whom it May Concern
Re: Rankin Intermediate Scholastic Extravaganza
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

15 April 2002—William M. Drew, Pastor, Beulah Presbyterian Church; to Government Leader
Re: National Day of Prayer Service
Attached: Flier: America United Under God, National Day of Prayer Service at Beulah
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

12 February 2002—Di Loomis, Production Coordinator, Adelphia
Re: "Read Across America," March 2nd
Attached: "Read Across America" volunteer sheet
Attached: Talent Release Form, Child
Attached: Talent Release Form
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 August 2001—Mitchell P. Harmon, Memorial Scholarship Foundation; to Paul Vargo, Wilkins
Re: Memorial Scholarship Foundation 13th Annual Golf Outing and Dinner

Attached: Gold Outing Registration Form
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

30 October 1996—Brian K. Jensen, PA Economy League; to Bruce Jamison, Wilkins
Re: PEL Inventory of Allegheny County Municipalities
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Department of Engineering Professional Development: 27th Annual Sessions of Housing and Building Inspection Programs; Madison, Wisconsin
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

25 October 2002—Eric K., Chairman, Metropolitan Meeting and Bob O., Pittsburgh Intergroup Committee, Pittsburgh Area Central Office, Inc., Alcoholics Anonymous
Re: Alcoholics Anonymous meeting
Attached: Flier: Pittsburgh Area Alcoholics Anonymous Metropolitan Meeting, 23 Nov. 2002
Attached: 17 October 2002—Sue Anthony, Regional Business Alliance
Re: Chambers of Commerce of Southwestern PA Unity Breakfast, 22 Nov. 2002
Attached: Flier: 2nd Annual Unity Breakfast
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 October 2002—Sue Anthony, Regional Business Alliance
Re: Chambers of Commerce of Southwestern PA Unity Breakfast, 22 Nov. 2002
Attached: Flier: 2nd Annual Unity Breakfast
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Eastern Corridor Transit Study, Public Officials Briefings and Public Open Houses, October 9-15, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Notice: There will be no meeting of the Wilkins Township Board of Commissioners on Monday, August 26, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

14 April 2003—Bill Baldwin, Wilkins; to Jack Hanlon
Re: County Association Dinner, May 17, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

2003—Charles J. Carlock, Allegheny League of Municipalities
Re: Annual Conference for the Allegheny League of Municipalities, April 3, 2003-April 6, 2003
Attached: Seven Springs Hotel Registration Form, 30th Annual ALOM Conference
(2 copies)
Attached (to one copy): Flier: Knowledge is Power: 30th Annual ALOM Conference
Attached (to one copy): Flier: Join the Fun at the Spouses Programs, 30th Annual ALOM Conf.
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

25 March 2002—Norine Kelly, TCVCOG; to Member Municipalities
Re: Vactor Schedule
(copy, original on file)

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Database: PAMunicipalitiesInfo.com

28 July 2003—Terri M. DiBacco, PAMunicipalitiesInfo.com; to Carolyne Ford, Wilkins Township
Re: Municipal Information
Attached: Municipal Information Sheet
Attached: Fax Sending Report
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Pamphlet: The Fixed Income Portfolios, Institutional Class; 31 January 1994
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Pamphlet: The Equity Portfolios, Institutional Class; 31 January 1994
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Pamphlet: The Money Market Portfolios, Institutional Class; 31 January 1994
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

13 May 2003—Bill Baldwin; to Paul Vargo
Re: Time Off changes
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

14 April 2003—Bill Baldwin; to Jack Hanlon
Re: County Association Dinner, May 17, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Personnel – Public Works – Director

Business Card: Lynn M. Thomas, Sales Representative, Gateway Publications
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Personnel – DPW

26 July 1993—Joseph M. Strenko; to Manager, Wilkins
Re: Public Works Superintendent position
Attached: Joseph M. Strenko's resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

DPW Supt. Questions
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Strenko notes, interview
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 July 1993—S. Allen Schreiber; to Gerald Patterson, Wilkins
Re: Public Works Superintendent position
Attached: Resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

8 August 1993—Peter J. Barron; to Manager, Wilkins
Re: Maintenance Superintendent position
Attached: Resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Notes
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

13 August 1993—Wilkins Township Application for Employment, James E. Seese
Attached: Resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

9 August 1993—Wilkins Township Application for Employment: Supervisor of Public Works, Edward H. Bruener, Jr.
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Edward H. Bruener: Certifications, Skills, Equipment, Education
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Bruener Interview Notes, 9/21/93
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Ed Smith interview notes, 10/8/93
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Geo. Thomas interview notes, 10/7/93
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Susan Werksman interview notes, 10/6/93
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Notes: Paul Vargo, Ed Smith, Susan Werksman, Geo. Thomas, Bill Curry
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

2 October 1991—Alan R. Green, East Suburban Medical Associates, Inc.; to Francis Kuszajewski, Wilkins
Re: Wilkins as "Corporate Client" with East Suburban Medical Associates
Attached: Note: "While You Were Out", 10/18/93, Allen Green
Attached: 18 October 1993—fax cover sheet, Susan Simon, Premier Medical Associates; to Jerry, Wilkins
Re: Codes
Attached: Wilkins Twp. Job Description – Series 1991, Department of Public Works, Foreman
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Article IV Wages, page 4 *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Contract of Employment *(5 unsigned copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Notes: Allen Green's Secy., Susan Simon
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Article VI, Section 6 (con'd), page 7 *(5 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 October 1993—Alan R. Green, Premier Medical Associates; to Gerald S. Patterson, Wilkins
Re: Gerald S. Patterson, Jr. as Manager
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

22 November 1993—Kim A. Hanlon, East Suburban Medical Associates; to Corporate Client
Re: new voice-mail system
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

White Envelope: Health America Heath Assurance, Coventry Health Care Plans
Contains: Health America Health Asssurance, PA 21-50 Small Group Employee Applications
(45+ blank applications)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Brochure/Folder: Health America Health Assurance
Contains: Health America Participating Provider Directory, October 2004, Western PA & Ohio
Contains: Hospital Network Comparison, Western PA, November 2004
Contains: Brochure: Health America Health Assurance PPO, "The Choice is Yours"
Contains: Health America Premier PPO – 35292, Special Enrollment Rights
Contains: DHMO Provider Directory, General Dentists
Contains: Member Drug Formulary, Alphabetical Listing 2004
Contains: Brochure: Health America Health Assurance Members Choice Program
Contains: Caremark Envelope
Contains: Mail Service Order Form, Refill Order Continuation Form, Caremark.com ad, Instructions/Information about forms
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Invitation to Penn PRIME Regional Member Meeting, 11 July 2003 (East), 25 July 2003 (West)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Folder: PA Intergovernmental Risk Management Association Pooling Membership Kit
Contains: Intergovernmental Contract for PIRMA, Amendment 1-A/Property Rider, Proxy Statement, Model Ordinance for Boroughs, Cities, Counties, and Townships, PIRMA Membership
Contains: Notes: PIRMA, figures

Contains: PIRMA Proposal of Coverage for Wilkins Township, Allegheny County *(3 copies)*
Contains: 22 October 2002—Timothy K. Lutz, H.A. Thomson Risk Management Services; to Carolyne Ford, Wilkins
Re: Insurance Quote – PA Intergovernmental Risk Management Assoc.
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Presentation: "Insuring Public Entities: The New Realities", Cranberry Twp, Oct. 10, 2002; Presented by Daniel J. Cullen, ARM, Sr. Vice President, Marsh Global Broking
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

16 October 2002—fax cover sheet/transmission report, Carolyne Ford; to Kathleen Anderson-Seubert
Attached: 2002 Wilkins Township Drivers List
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

30 October 2002—fax cover sheets/transmission reports, Carolyne Ford; to Mark Foerster, Scott Agar, IVC
Re: Loss Runs – Ex Calibur
Attached: Loss Runs *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

22 October 2002—fax cover sheet, Kathleen Anderson, Seubert; to Caroline Ford, Wilkins Twp.
Re: Loss Runs
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

28 October 2002—fax cover sheet/transmission report, Carolyne Ford, Wilkins; to Jeanie, Selective Ino.
Re: Loss Runs – last 5 years
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

4 December 1995—John M. Means, Solicitor; to Bruce D. Jamison, Wilkins
Re: Wilkins Township vs. Time Warner, settlement proposal
(2 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Litigation – Hartford Ins. '94 *(2:20)*

14 October 1994—James R. Apple, Attorney; to Wilkins Twp.
Re: ITT Hartford Insurance Co. vs. Wilkins Township; Balance: $3037.19
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

10 August 1994—Tony Flair, Dun & Bradstreet Insurance Services; to Wilkins Twp.
Re: ITT Hartford Insurance Co, Amt: $3037.19
Attached: 26 April 1994—James Calabrese, ITT Hartford; to Wilkins Twp.
Re: Account #: PADE0050000JAC, Amount Due: 3,037.19
Attached: 28 July 1993—ITT Hartford; to Wilkins Twp.
Re: Claim Deductibles, Balance Due: $4,906.25
Attached: Raymond Naccarati, Claim #: 782LP94329, Balance Due: 4,906.25 *(2 copies)*
Attached: 6 September 1993—Thomas Kelsesky, ITT Hartford; to Steve Montebello, Home Office Claims
Re: 782 LP 94329, 02/08/93, Wilkins Township, Raymond Naccarati

Attached: Steven Montebello, Loss Recovery Unit; to John M. Means
Re: Wilkins Twp., 782 LP 94329, Balance Due: $4,906.25
Attached: 13 September 1993—Loss Recovery Unity, ITT Hartford; to Wilkins Township
Re: Unpaid Claim Deductibles, Balance Due: $4,906.25
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

24 August 1994—Tony Flair, Dun & Bradstreet; to Wilkins
Re: ITT Hartford Insurance Co.; Amt.: $3,037.19
Attached: 3 August 1994—Steven Montebello, Hartford Specialty; to Clay Borowski, Dun & Bradsteet
Re: Your Account Number: 80416852-A2, Wilkins Township, Balance Due: $3,037.19
Attached: 13 September 1993—Steven Montebello; to John M. Means
Re: Wilkins Township, 782 LP 94329, Balance: $4,906.25
Attached: 13 September 1993—Loss Recovery Unity, ITT Hartford; to Wilkins Township
Re: Unpaid Claim Deductibles, Balance Due: $4,906.25
Attached: Raymond Naccarati, Claim #: 782LP94329, Balance Due: 4,906.25
Attached: Copy of Wilkins Check to Hartford, $1,869.06
Attached: Copy of ITT Hartford Invoice to Wilkins, $4,906.25
Attached: 9 March 1993—Naccarati v. Wilkins Township et al., itemized services, 1013017
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

28 December 2000—John M. Means, Solicitor; to Board of Commissioners, Paul Vargo, William McKeever
Re: Elton-Stevenson Assessment Appeals – Upper Gardenia Drive Sewer Project
(copy, original retained)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legal – Lawsuit – Arendas

22 September 1999—Mark DeChellis, Foxco Ins. Management Services; to Jerome L. Tierney, Esq.
Re: Claimant: Joann Arendas, Insured: Wilkins Twp., Claim #2492002, 06-03-99
(2:20—Administration and Legal Records: Litigation Case Files—Retain closed cases as long as of administrative and legal value)

17 September 1999—Jerome L. Tierney, Attorney; to Joseph D'Andrea, Wine & Liquor Import, Wilkins Twp.
Re: Joann Arendas/Thomas Arendas (slip-and-fall)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 September 1999—fax cover sheet, Mae Franc; to Peter Payne
Re: Joann/Thomas Arendas
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legal – Glaser Lawsuit

12 October 2000—Mark DeChellis, Foxco Ins. Management Services; to John C. Shorall, Esq.
Re: Claimant: Rebecca Glaser, Insured: Wilkins Twp, Claim #2492004, 04-19-00
(2:20—Administration and Legal Records: Litigation Case Files—Retain closed cases as long as of administrative and legal value)

Note: Phone Call: for Paul, from Mark DeChellis, 10/11/00

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

28 September 2000—John G. Shorall, Esq.; to Paul Vargo, Wilkins
Re: Rebecca Glaser
Attached: Certified Mail Envelope
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Audit 1995

Township of Wilkins, Notes to the Financial Statements, December 31, 1995 *(Work copy, original in vault w/ 1995 audit)*
Attached: Note: Saved Notebill
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Existing Debt and Estimated 1994 Bond Debt Service, excerpt from 1994 Audit *(original in "Audit" File)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Audit Programs, General Fund, 1995 Auditor's Worksheet
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Blank Auditor's Form, 1995
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Blank Auditor's Forms, 1995
Attached: Note: "1 Copy each, 1995 audit"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

27 May 1996—John R. Ficco, Certified Public Accountant; to Wilkins Board of Commissioners
Re: 1995 Audit
(copy, original in 1995 audit binder)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Blank Auditor's Forms, 1995 *(2 sets)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Blank Auditor's Forms (RISI), 2005 *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1997 MMO, Estimated 1996 Payroll for Members Worksheet *(Blank form)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

25 May 1993—Victor A. Dinzeo, President, Board of Commissioners; to Lori Kinzler, Pittsburgh Nat'l Bank
Re: #103769-6 Wilkins Township Police Pension Plan

(copy, one in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

9 March 1993—Gerald S. Patterson, Jr., Manager; to Donald H. Pettler, PNC Bank
Re: Manager authorized to give directions from the Committee to the Trustee
(copy, one executed copy on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1995 Actuarial Valuation Report, Police Pension Plan with Defined Benefits
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PNC Bank, National Economic Outlook, October 1995
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Booklet: The Vanguard Qualified Retirement Program
Enclosed: John C. Bogle, Vanguard; to Retirement Plan Investor
Re: Vanguard Retirement Program
Enclosed: A Comparison of Qualified Retirement Plans and SEP-IRAS
Enclosed: Vanguard Profit-Sharing Plan Forms: Asset Transfer Authorization, Sample Participant Elections Form, Sample Board of Directors Resolution
Enclosed: Vanguard Money Purchase Pension Plan: Adoption Agreement, Contribution Investment Form
Enclosed: Vanguard Profit-Sharing Plan: Adoption Agreement, Contribution Investment Form
Enclosed: Vanguard Money Purchase Pension Plan Forms: Asset Transfer Authorization, Sample Participant Elections Form, Sample Board of Directors Resolution
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Blanket Exemption Certificate, Form and Instructions *(Blank Form)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

John R. Ficco, Certified Public Accountant Letterhead *(6 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Note: Retain this copy for your files
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Flier: Local Government Academy Presents: "Is Your Community Competitive in the Eyes of Investors?": March 17, 24 & 31, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Academy Notes newsletter, January 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Flier: Local Government Academy Presents: "Using Community Indicators to Plan Wisely for Tomorrow": March 11, 2003

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Local Government Academy NEOC Alumni Association presents A Tour of the new David L. Lawrence Convention Center: February 26, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Local Government Academy Newly Elected Officials Course Alumni Association FY 2002-2003 Membership Application
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

8 May 2003—fax cover page, Local Government Academy; to Wilkins Twp.
Re: Local Government Academy
Attached: Brochure: Attract Investors to Your Community
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Local Government Academy: NEOC Alumni Association Meeting: May 8, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Local Government Academy 2003-2004 Multi-Municipal Planning Grant Program
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

NEOC: Register Now, Be Part of the 2003-2004 NEOC Alumni Association
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

12 December 1997—Beverly Baxter Cwalina, Local Government Academy; to Bruce Jamison, Wilkins
Re: 1998 Graduate Intern Program
Attached: 1998 Graduate Intern Program Project Application
Attached: 1997 Graduate Intern Program Placement Site Guidelines
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legislative Week in Review, from the Capitol Office of Rep. Paul Costa, 34th Legislative District; Vol. 12, No. 22, December 2, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

The Judiciary Review, from the Senate Judiciary Committee, October 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legislative Wrap-Up from State Senator Jay Costa, Jr., November 18, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

The Judiciary Review, from the Senate Judiciary Committee, March 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

The Judiciary Review, from the Senate Judiciary Committee, Special Edition, March 2002

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

The Judiciary Review, from the Senate Judiciary Committee, June 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legislative Week in Review, from the Capitol Office of Rep. Paul Costa, 34th Legislative District; Vol. 11, No. 11, June 6, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legislative Week in Review, from the Capitol Office of Rep. Paul Costa, 34th Legislative District; Vol. 11, No. 12, June 12, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legislative Wrap-Up from State Senator Jay Costa, Jr., June 10, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legislative Locator, Volume 6, Number 4, April/May 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Legal Update Criminal

Legal Update – Course Number 2003-201, September 11, 2002: Participant Handbook
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Local Government Academy: Providing Recreational Opportunities: An Overview of Recreation and Open Space Issues for Municipalities: A Seminar on an Important Environmental Issue, June 17, 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Certificate of Liability Insurance: Mike Dendy Mechanical Contractors, 1/01/96-1/01/97 *(2:18)*
Attached: 18 October 1996—fax cover, Lorri Johnson, Woodall & Hoggle Insurance; to Mr. Jameson
Re: Dendy Mechanical Contractors
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 October 1996—D. Wayne Rankin, Zarek, Inc.; to Bruce Jamison, Wilkins
Re: Sprint Spectrum Cell Site
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Certificate of Liability Insurance: Zarek, 3/14/96-3/12/97
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 October 1996—Joanne Spisak, OSP Consultants, Inc.
Attached: Certificate of Liability Insurance: OSP, 11/01/96-11/01/97

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Certificate of Liability Insurance: Orris Fuel, Inc., 12/15/97-12/15/98
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 October 1996—Gloria, Nationwide Insurance; to Mr. Jameson
Re: Dendy Mechanical
Attached: Certificate of Insurance: Dendy Mechanical, 08/15/96-08/15/97
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Certificate of Insurance: CMI General Contractors, Inc., 5/30/96-9/22/96
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Certificate of Insurance: Time Warner Entertainment, 6/01/96-6/01/97
Attached: Note: "Bruce"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 October 2002—State Farm Insurance Companies; to State Farm Consumer
Re: Notice of Privacy Policy to Consumers
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 February 2003—Post-Gazette article: "Insurer's credit rating rates some checking"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

7 November 2002—Matt Matthews, MRM Trust; to MRM Trustees
Re: The Insurance Industry as it Affects the Economy
Attached: 2 November 2002—John L. McConaha; to Matt Matthews
Re: PC Industry Update
Attached: 24 December 2002—Post-Gazette article: "Losses help spur insurers to put the bite on suburbs"
Attached: 23 December 2002—Business Insurance article: "Exposures forcing insurers to keep rates high, CEO says"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Allegheny Co. Health Dept.—Vacant Fire Destroyed, 854 Larimer Avenue, Wilkins Twp.: Ordinance Violations
(house demolished)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

5 June 1996—Elias Sejko, Chief of Police, Wilkins; to Louis Sarantioudis, 426 Cline St.
Re: 224 Wallace Avenue violating Ordinance 601: Grass, Weeds, other Vegetation Ordinance
(2 copies)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

24 June 1996—Elias Sejko, Chief of Police; to Den Santos, 114 Semmens Street
Re: 114 Semmens Street violating Ordinance 703: Vector Control Ordinance

(2 copies)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 August 1996—Elias Sejko, Chief of Police; to Leslie Williams, 936 Roland Road
Re: 936 Roland Road violating Ordinance 703: Vector Control Ordinance
(2 copies)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilkins Township, Office of the Building Inspector: Report of permits issued and funds collected for August 1996 *(copy, original on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Industrial Appraisal

17 March 2003—Wilmer Baldwin, Wilkins; to Daniel M. Horgos, Industrial Appraisal Co.
Re: Industrial Appraisal, authorized by letter of 7 Nov. 2002 and email of 21 Nov. 2002
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

19 June 2003—Bill Baldwin, Wilkins; to Paul Vargo
Re: Status of Industrial Appraisal
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

H.A.P.P.I.

30 August 2002—HAPPI staff; to HAPPI Client
Re: HAPPI clinics
Attached: Brochure: HAPPI Comprehensive Occupational Health Services
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Copy of Thank-You Note to Paul Vargo, for DPW chipping the ice at bottom of steps
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 March 2004—Rebecca Bradley, Wilkins; to Chief Guthrie
Re: April Schedule changes
(duplicate)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

12 August 2004—Rebecca Bradley, Manager; to Chief Keith Guthrie
Re: Woodland Hills Football Season Pass
(duplicate)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

27 August 2004—Chief Keith D. Guthrie, Wilkins Police; to Rebecca Bradley, Manager

Re: Response to Request for Sick Day Study
(duplicate, one on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

2 March 2004—David Talmage, Glassmere Fuel Service; to Fuel Customer
Re: Federal exemption certificate for purchase of untaxed fuel
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

19 January 2004—Rebecca Bradley, Manager; to Board of Commissioners
Re: Seven Springs Conference
Attached: Note: cc. Paul
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 November 2003—Domenic J. Curinga, Pitcairn; to Paul Vargo, Wilkins
Re: Appreciation for Wilkins' help
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 February 2004—Patricia Moore, Rosemary Prosser, Woodland Hills School District; to Patron
Re: Ads for Woodland Hills High School's "Anything Goes"
Attached: Ad entry form
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

20 February 2004—Jay Costa, Jr., Senator, 43rd District; to Paul Vargo, Wilkins
Re: Town Meetings: March 2, 4, 11, 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

July 2004—Kathy B. Sherred; to Mayors of Allegheny County
Re: Acquiring St. Francis Central Hospital, as Kane Regional Center
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Thank-You Note—Thank-You for "No Trucks" sign, from Betsy and Bill Fullerton *(original and copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 June 2004—Robert J. O'Neill, ICMA; to Colleague
Re: Web site version of salary survey
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Thank You from the Holidays *(original and copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

The Employment Bulletin, Volume 4, Issue 4, March 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

12 March 2004—Verizon; to Valued Customer
Re: New Service

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

The Employment Bulletin, Volume 4, Issue 1, March 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

22 March 2004—Lou Larson, Video Gaming Committee Chairman; to Local Government
Re: "Slots" Bill, Liquor Licensees
Attached: Economic Impact, Liquor Licensees
Attached: Summary of House Bill 1216
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

The Employment Bulletin, Volume 4, Issue 3, March 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

12 April 2004—C.C. Mellor Memorial Library; to Rebecca
Re: Please distribute fliers
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Flier: C.C. Mellor Memorial Library Invites You to be a Guest Librarian, April 18-April 30
Attached: Note: Mae, Please distribute to the Commiss.
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

8 April 2004—Patricia Moore, Woodland Hills School District; to Patron
Re: Patron's Night, "Anything Goes", April 22
Attached: Ticket: "Anything Goes", Patron's Night
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

2 June 2004—Rebecca Bradley, Manager; to Board of Commissioners
Re: Transfer of Funds
(duplicate, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

5 October 2004—Florian Rajakovich, HDH Group, Inc.; to Sylvia Martinelli, Commissioner, Wilkins
Re: HDH Group
Attached: Envelope: HDH Group; to Rebecca Bradley, Manager
Attached: Brochure: Announcing the MRM Property & Liability Trust
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

<u>Grants – PA Urban</u>

"America the Beautiful": PA Urban & Community Forestry Council, Application Deadlines: March 15 and October 15, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Urban & Community Forestry Council Grants: Grants; from website, 1/21/2002
Attached: Note: "Paul, please see me re: possibly doing one or more of these..."

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Urban & Community Forestry Council Community Improvement Grant Information and Application
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Urban & Community Forestry Council Municipal Challenge Grants Program Information and Application
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Urban & Community Forestry Council Tree Maintenance Grant Information and Application
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

MTRP Utility Grants Program of the PA Urban & Community Forestry Council Information, Application
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Urban & Community Forestry Council Mini Grants Program Information, Application
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

29 April 2002—John M. Means; to Paul Padula, 925 Rita Drive
Re: False Alarm Ordinance
Attached: Responses to Questions by Line Officers
Attached: Proposed False Alarm Ordinance
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

28 April 2003—James C. Roddey, Allegheny Co.; to Elected Official
Re: Fire VEST: Volunteer Education, Training, and Service scholarship program
Attached: Fire Vest Information, application deadline
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Penn State Altoona, DEP, and Professional Recyclers of PA 2003 Course Catalog
Attached: Brochure: One Source Municipal Training: It's What You Say and How You Say It, October-November 2002
Attached: Invitation: Jessica Wells, to the WPSD Summer Camp Auction 2002, October 25, 2002
Attached: Invitation to PACE School's New Gymnasium and Mental Health Suite Dedication, October 23, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Recycling Professional Certification Training Program Overview and Requirements, January 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

14 November 1996—fax transmission form, Christopher Moonis, PA Association of Township Commissioners; to William Turinski, Wilkes-Barre; Bruce Jamison, Wilkins; Mark Derr, York; Lawrence Gregan, Whitemarsh; Joan Mower, Plymouth; Mary Louise Hosek, Reserve
Re: Senate Bills 1672, 1673, 1674, 1677, Senate Bill 355

Attached: "Review and Respond to following Legislative Policy Briefs"
Attached: Legislative Policy Brief: Institutions of Purely Public Charity Act, Senate Bill 355
Attached: Action Plan
Attached: Form Letter to House members
Attached: Editorial Piece
Attached: Legislative Policy Brief: Slum Landlord Bills, Senate Bills 1672, 1673, 1674, 1677
Attached: Action Plan
Attached: Form Letter to House members
Attached: Editorial Piece
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

25 November 1996—Christopher Moonis, PA League of Cities and Municipalities; to Managers and Secretaries
Re: Legislative Action Call
Attached: Status Update: Senate Bill 2: Local Tax Reform
Attached: Opposition Action Needed Now! Senate Bill 355: Institutions of Purely Public Charity
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

11 March 2003—Sharon Browne, Yearbook; to All Townships
Re: Ads Sold to Date
Attached: Brochure: Nemacolin Woodlands Resort & Spa
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

7 April 2003—W.K. Baldwin, Wilkins; to Board of Commissioners
Re: PA State Association of Township Commissioners Annual Meeting, Nemacolen Woodlands, June 8-11, 2003
(3 copies)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

19 June 2003—John A. Garner, Jr., Executive Director; to PSATC Managers & Secretaries
Re: Action Call: In-service Retirement Option Plans – House Bill 1432
Attached: 17 June 2003—Robert E. Durrant, Richard Miller; to John A. Garner, PA League of Munic.
Re: House Bill 1432
Attached: Form Letter to Representive, PA House of Representatives
Re: Opposition to House Bill 1432 (PN 1778) – In-service Retirement Option Plans (IROPs)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

9 March 2004—Larry Patterson and Peggy Myers, Yearbook Co-Chairman; to All Townships
Re: Ads Sold to Date
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Brochure: "$1 a week is a sound investment in PA's communities."
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Education, Available

26 October 2002—Alex Graziani; to Smart Growth Partnership of Westmoreland County
Re: Smart Development workshop: "Lowering Cots $$$ Through Better Design", November 15, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 October 2002—Alex Graziani; to Smart Growth Partnership of Westmoreland County
Re: GIS Workshop Announcement: "Growing Greener": Using GIS to Map Community Resources, Nov. 7, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

One Source Municipal Training: 2002-2003 Course Catalog
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Construction Codes Academy: Coordinated Training and Examinations
Attached: Brochure: PCCA Residential Energy Inspector/Plans Examiner Certification Course
Attached: ICC Examination Application
Attached: Envelope: PCCA; to Carolyne Ford, Wilkins
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

One Source Municipal Training: Penn DOT's Agility Program, May 22, 23, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

D. Labor & Industry

18 September 2001—Richard Fairfax, Dept. of Labor & Industry; to Applicant
Re: PA Conservation Corps Grant
Attached: Grant Application/Procedures Manual, Dept. Labor & Industry
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

20 November 1996—Harriet J. Baltimore, PA Dept. of General Services; to Peter G. Nychis, Wilkins
Re: Federal Surplus Property Program
Attached: PA State Agency for Surplus Property Application for Eligibility *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

16 August 1994—Harriet J. Baltimore, PA Dept. of General Services; to Victor Dinzeo, Wilkins
Re: Federal Surplus Property Program
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Eligibility Application Instructions for Public Purpose Organizations and Public Schools
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Federal Surplus Program Non-Discrimination Certification
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Acknowledgement, PA Federal Property Program Certification and Agreements
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

30 September 2002—James C. Adair, PA DEP; to Owners of Storage Tank Facilities
Re: Storage Tank Registration/Permit extended
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Environmental Protection Update, Vol. 8 No. 8, February 22, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

DCNR – Grants

June 2003—Larry G. Williamson, PA Dept. of Conservation and Natural Resources; to Prospective Grant Applicant
Re: Community Conservation Partnerships Program Grants Available, Pre-Application Workshops Schedules
Attached: Order Form: Application Manual, Community Recreation and Parks publication, Recreation and Parks Board Handbook
Attached: Brochure: Community Conservation Partnerships Program 2003 Pre-Application Workshops
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Community Conservation Partnerships Program Grant Application Manual and Forms, 2002-2003 Grant Cycle
Enclosed: Brochure: Community Conservation Partnerships Program 2003 Pre-Application Workshops
Enclosed: Application Transmittal Sheet
Enclosed: DCNR Conservation Priorities Information Guide Round 9
Enclosed: Instructions for the Signature and Resolution Pages
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

DCA Payment Requisition Form *(2 blank copies, 2:1)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Assistance Program

Chapter 135. Neighborhood Assistance Program, from www.pacode.com, 2/14/02
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

6 June 1996—Art Gastic, via Lisa; to Chief Sejko, Mr. Jamison, Mr. Vargo
Re: Helicopter – Home Depot
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1 June 1996—Bob O'Connor, Councilman, Pittsburgh; to Bruce Jamison, Wilkins
Re: Residential customers to choose natural gas provider in a competitive market place
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 May 1996—Press Release: City Councilman Bob O'Connor calls upon PUC to allow competition for residential service of natural gas in Allegheny County

Attached: More press materials, articles, resolution, proceedings, statements, references, etc.
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Gas Association Annual Meeting: "Customer Choices", Panel Presentation by Robert S. Tongren, Ohio Consumers' Counsel, May 29, 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

7 May 1996—S.A. Frye, Wilkinsburg-Penn Joint Water Authority; to Wilkins
Re: Account 443-54870-0-1, James Street Park
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

15 March 1996—Robert & Virginia Blaszak, 340 Frazier; to Wilkins Twp. Manager, Commissioners
Re: Moving up of tax payments
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Gary Campbell; to Mr. Jamison
Re: July 4th Fireworks Display
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 March 1996—Ronald R. Cowell, House of Representatives; to Bruce Jamison, Wilkins
Re: Allegheny County ComPAC 21 Committee report
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

2 April 1996—Elias Sejko, Wilkins Twp. Police Dept.; to Pizzeria Uno, Penn Center
Re: Appreciation for aid in investigation
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

16 April 1996—Al Senic, TCVCOG; to Wilkins Township Commissioners
Re: Hospitality Room, Allegheny League of Municipalities Conference
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 March 1996—Servantis Services Inc, Bill Pay Services; to Wilkins Twp. Accounts Payable Dept
Re: Confirmation of Remittance Address, Customer's Accounts Receivable Number
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

29 July 1996—Barbara Papariella, ITT Technical Institute; to Bruce D. Jamison, Manager
Re: ITT Technical Institute
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Backgrounder: ITT Educational Services, Inc. Information
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

ITT Technical Institute booklet: An Education That Works
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

7 June 1996—Paul A Vargo, Assistant Manager; to Bruce Jamison, Manager
Re: National Amusements 1996 Season Pass
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 April 1996—Raymond P. Burkhart; to Board of Commissioners
Re: Resignation from the Planning Board
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

August 1996—Board of Directors, VFW; to Board of Commissioners
Re: Annual Picnic, August 25, 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

20 November 1996—Ronald R. Cowell, House of Representatives; to Bruce Jamison, Wilkins
Re: Gasoline taxes and motor vehicle fees
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

30 July 1996—Dan Totsky, Enerval; to Sir or Madam
Re: Enerval to procure natural gas needs for next 12 months
Attached: Business Card: Daniel Totsky, Marketing Representative, Enerval
Attached: Natural Gas Sales Agreement *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Brochure: General Code Publishers Corp. PC Codebook: Personal Computer Program to Maximize Use of Your Code of Laws
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

2002 Governor's Award for Local Government Excellence, April 18, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

24 April 2002—James J. Lombard, PA DCED; to Chief Clerk/Clerk/Secretary
Re: Brochure from the 2002 Local Government Day activities
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Walt Widenhofer, Wilkins Township Police Dept.; to Bruce
Re: Incident No. 95-2395 property dispute over vacant lot at end of Orchard Street
Attached: Notes
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

General Code Publishers: PC/Codebook Demonstration Program
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA League of Cities and Municipalities, Second Quarter 2002: L3P State Contract Checklist
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Brochure: H.A. Thomson Risk Management Services: Coverage for Public Entities
Attached: Business Card: Timothy K. Lutz, H.A. Thomson
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 April 2002—fax cover sheet, Bill, World Merchandise International; to Ellis or route to appropriate person
Re: Need DVD and CD Duplicators – CR-Rs – DVD-Rs and more call us
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

20 March 2002—Robert H. Boyd, Lockwood Greene, Engineering & Construction; to Ms. Ford, Wilkins
Re: Engineering Services. CSO, SSO Issues
Attached: Business Card: Robert H. Boyd, Lockwood Greene
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

16 March 2002—Steven F. Jackson, Indiana University of PA; to Paul A. Vargo, Wilkins
Re: Information technology in local government
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

"Community Development Grants Outlook – 2002" Subscription Order
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

David E. Hess, Secretary for Environmental Protection: Important: Hard Copy UPDATE by Request Only
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Prime Watch newsletter, First Quarter 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

3 January 2002—Frank J. Bivona, Ambac Financial Group; to Wilkins Township Manager
Re: Bill Sullivan retiring as Chairman of Cadre Financial Services
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

16 November 2001—James J. Lombardo, PA DCED; to Government Representative
Re: Program to afford purchase of computer
Attached: 1 December 2001—fax cover page, Greg A. Robick, Corporate Benefits Consultants, Inc; to Bruce Jamison, Wilkins
Re: Health Insurance
Attached: Employee Census Data *(Blank)*
Attached: H.A. Thomson request for Treasurer's bond quote *(Blank)*
Attached: H.A. Thomson Treasurer's Bond Program
Attached: 7 December 2001—Rick Robrecht, Choice One Communications; to Carolyn Ford
Attached: New Choice One Communications Promotion Information
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Maroon Folder: Attached: Business Card: Scott Dempsey, Steadfast Bridges
Contains: Brochure: Steadfast Bridges: Crossing the Nation with Bridges You Can Depend On
Contains: 4 December 2001—Scott Dempsey, Steadfast Bridges; to Carolyne Ford, Wilkins
Contains: Pre-Fabricated Bridge Specifications
Contains: Warranty: Steadfast Bridge Company

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Copy of article: "Watch Out! Behind Your Back They'll Rob You Blind..." 12 March 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Account Manager at CDW-G; to Carolyne
Re: Conduct business with DCW-G
Attached: 19 November 2002—Nicci Fulkerson; to Carolyne Ford
Re: Contact Information, CDW-G
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Article: "Company chosen for NBV water, sewage project," The Valley Independent
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

28 October 2002—Harriet Lewis, AC&WPATC; to All Township Commissioners
Re: House Bill 1321—Disincorporate Townships
Attached: 30 September 2002—Richard Dunlap; to Matt Matthews
Re: House Bill 1321
Attached: 22 August 2002—Possible amendments to a bill authorizing voluntary dissolution
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 September 2002—Andrew W. Blenko, Gateway Engineers; to Carolyne Ford, Wilkins
Re: Asphalt rejuvinator
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Flier: Help the PSATC Honor Charlie Carlock, at the State Convention in June 2003
Attached: PSATC: Advertisements Sold for 2003 Yearbook
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Staff of Municipal Services, District 11-0; to Customer
Re: Program
Attached: Local Road Safety Demonstration Initiative, Record of Interest
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

General Code Publishers Corp. Folder: Law and Ordinance Codification Services
Contains: Various Codebook brochures and information sheets, booklets, business cards, etc.
Contains: Comments and Recommendations Editorial Conference, City of Clairton, PA, May 24, 1991
Contains: Chrostwaite's Pennsylvania Municipal Law Reporter, Volume LXXXIII, March-April 1992
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

General Code Publishers Corp. Folder: Law and Ordinance Codification Services
Contains: Various Codebook brochures and information sheets, booklets, business cards, etc.
Contains: Comparing Codification Proposals
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Codification Proposal and Contract for Township of Wilkins, PA; Penns Valley Publishers, 1992

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

30 July 1996—Paul J. Carrafa, Building Inspection Underwriters, Inc.; to Bruce Jamison, Wilkins
Re: Regulations for Statewide Building Code
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Building Inspection Underwriters, Inc. booklet: "Put us to work in the future you're building"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

General Code Publishers Newsletter, Vol. XXXI, No. 1, Spring 1992
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Brochure: BOCAnalysis: BOCA's new management audit service for code enforcement departments
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

8 August 1996—N. Leonard Hill, Wilkins Fire Marshal; to BOCA
Re: Building Code 1990 edition clarification
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

4 November 1996—Paul D. Coats, BOCA; to Leonard Hill, Wilkins
Re: Section 1006.4 of the BOCA National Building Code/1993
(copy, one if file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Municipal Code Inspections, Inc. Speingdale, PA 15144, Proposal: Building Inspection & Plan Review Services for Township of Wilkins
(copy, one if file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

15 July 2003—John M. Means, Solicitor; to Paul Vargo, Wilmer K. Baldwin
Re: Code Inspectors RFP
(7 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

10 July 2003—Paul A. Vargo, Acting Manager; to Board of Commissioners
Re: Building Inspection Services
(2 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

13 June 2003—Building inspection RFP's to be sent to...
Attached: 29 May 2003—Request for Proposals, Building Inspection Services, Paul Vargo
(2 copies, plus some draft copies, originals on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 October 2003—facsimile cover page, Code.sys Code Consulting, Inc.; to Rebecca Bradley, Wilkins

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

28 June 1999—Shirley Holtzman, 19 Charnwood Drive; to Paul Vargo, Acting Manager
Re: Blasting Damage
(Copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

AC & WPATC – West. PA Twp. Commissioners

4 August 2003—Harriet Lewis, AC&WPATC; to Fellow Municipal Officials
Re: 31st Annual Joint Fall Conference, September 25, 2003-September 28, 2003
Attached: Registration Form
(4 copies, 5 copies of first page)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

8 April 2003—Wilmer K. Baldwin; to Commissioners, Paul Vargo, John M. Means, William McKeever
Re: Allegheny County Association of Township Commissioners Dinner, May 17, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

30 January 1997—fax cover sheet, Bruce Jamison; to Paul Costa
Re: New Construction
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 July 2003—James C. Roddey, Chief Executive, Allegheny Co.; to Paul Vargo, Wilkins
Re: ACED appointed to be the County Planning Agency
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 June 2001—Thomas E. Donatelli, Allegheny Co. DPW; to Margaret Philbin, Dept. of Communications
Re: 2001 Microsurface Program, County project No. 7A00-0104, Notice of Road Restrictions
Attached: 7 June 2001—fax cover sheet, Mike Stohr, Alleg. Co. DPW; to Wilkins Twp. Manager
Re: Notice of Road Restrictions
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

A.C.L.A. Library Assoc.

18 March 1996—Carolyn Toth, ACLA; to Library Personnel, Trustees, Government Officials and Interested Citizens
Re: Recommendations for new, better service
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Flier: Allegheny County Library Association Announces County Planning Public Discussions, April 10, 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

A Plan for Library Service in Allegheny County, Executive Summary, March 1996
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

3 December 1996—Bruce W. Dixon, Allegheny Co. Health Dept.; to Bruce Jamison, Wilkins
Re: Allegheny County Health Department, Rules and Regulations, Article VI, "Houses and Community Environment"
Enclosed: Allegheny County Health Department, Rules and Regulations, Article VI, "Houses and Community Environment"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Eco-Currents, ACHD: Volume 3, Issue 6, November-December 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

15 July 2002—David L. Donahoe, Allegheny Regional Asset District
Re: Year 11 Committee "Year 11 Project"
Attached: Year Eleven Project, Request for Comment Description
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 May 1996—Joyce Lee Itken, Allegheny County Office of the Clerk of Courts; to Municipal Officer
Re: Report: "The First One Hundred Days of the New Allegheny County Clerk of Courts: Cleaning Up the Mess..."
Attached: Report: "The First One Hundred Days of the New Allegheny County Clerk of Courts: Cleaning Up the Mess..."
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA Local Government Financial Statistics, 1996 First Class Townships
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Local Government Financial Statistics, 1996 Allegheny County
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1996 Compilation of Assessments and Rates of Major Taxes of Allegheny County Cities, Boroughs, Townships, and School Districts
(2 copies)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Notice of Public Hearing for Proposed Revisions to Allegheny County's Air Pollution Control Regulations, August 27, 2002
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value OR 2:34—Administrative and Legal Records: Public Hearing Notices and Proof of Publication—Retain ten years?)

4 June 2004—Samuel F. Wilson, Allegheny County Dept. of Administrative Services; to Paul J. Palko, Secretary and Board Member
Re: Exemption Application No. 18520; Cline Street, VFD Post 6681
(copy, original on file)

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Actions of the Court *(3 copies, original on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

7 May 1996—John L. Eriksen, ALCOSAN; to President and Members, Wilkins Twp. Board of Commissioners
Re: Class Action Lawsuit, Nicholas Delcimmuto, et al. v. Allegheny Co. Sanitary Authority
Attached: Class Action Lawsuit, Nicholas Delcimmuto, et al. v. Allegheny Co. Sanitary Authority

20 March 2003—ALCOSAN News Release: "ALCOSAN Implements Safety Measures"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Act 339: Sewage Funding

7 April 1999—Bruce Jamison; to Paul Costa, Representative
Re: Act 339 Funding *(2 copies, one draft copy)*
Attached: 3 March 1999—Norine Kelly, TCVCOG; to Managers/Secretaries
Re: Act 339 Funding
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Soffer Correspondence

18 April 2002—R. Damien Soffer, Soffer Organization; to Caroline Ford, Wilkins Manager
Re: Christine Fulton as the Director of Community Development at the Soffer Organization
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 May 2002—fax cover sheet, R. Damian Soffer, Soffer Organization; to Caroline Ford
Re: Helicopter landing assistance
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Realtors Assoc.

Request for Information for Annual Municipal Guide (2002)
Attached: 14 May 2002—Dennis McClelland, Realtors Assoc. of Metropolitan Pittsburgh; to Wilkins
Re: 2002 Municipal Guide for Members
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Steven M. Rose, 46 Charnwood Drive resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

16 October 1996—Art Gazdik, Senate Engineering Co.; to Bruce Jamison, Wilkins
Re: Robinson Plan of Lots (Minor Supervision)
(copy, one on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

11 October 1996—Art Gazdik, Senate Engineering Co.; to Bruce Jamison, Wilkins
Re: Robinson Plan of Lots (Minor Supervision)
(copy, one on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 October 1992—Art Gazdik, Senate Engineering Co.; to Bruce Jamison, Wilkins
Re: Robinson Plan of Lots (Minor Supervision)
(4 copies, one on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

22 October 1992—Wilkins Twp. Planning Commission Decision, re: Sable Plan of Lots Laid Out for James R. and Marilyn Sable
(2 copies, one on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

26 June 1996—Art Gazdik, Senate Engineering, Co.; to Paul Vargo, Wilkins
Re: Foodland/PNC Alterations/Brown Avenue (Second Letter)
(copy, duplicate in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

8 February 1993—Agreement by and between Wilkins Township and Highland Manor Associates
(copy, originally executed Agreement in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

7 April 1993—Composite Plans: Highland Manor III *(6 copies, one retained in file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilkins Township Planned Residential Development and Conditional Use Application
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Planning Module for: Highland Manor III Apartment Complex, Situate in: Wilkins Township
(6 copies, one retained in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

29 August 1995—Art Gazdik, Senate Engineering Co.; to Matt Jacobs, Suburban Group, Inc.
Re: Grayhurst Plan of Lots
(2 copies, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

3 November 1995—John M. Means, Solicitor; to Wilkins Twp. Board of Commissioners & Manager
Re: Grayhurst
Attached: 1 November 1995—Helen Ford, Attorney; to Bruce Jamison, Wilkins
Re: Grayhurst Plan of Lots, Wilkins Twp.
Attached: 29 August 1995—Art Gazdik, Senate Engineering; to Matt Jacobs, Suburban Group, Inc.
Re: Grayhurst Plan of Lots
(copy, originals on file)

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

3 November 1995—John M. Means, Solicitor; to Wilkins Twp. Board of Commissioners & Manager
Re: Grayhurst
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

11 September 1991—Harold M. Bowser, Senate Engineering Co.; to Amy I. Glunt, Glunt Building Co.
Re: new road in Grayhurst Plan, corrections
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

14 April 1989—William S. McKeever, Senate Engineering Co.; to Francis Kuszajewski, Wilkins
Re: Grayhurst Plan #1 Review, Wilkins Township
(2 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 April 1989—Gary A. Sheffler, Sheffler & Company, Inc.; to Francis Kuszajewski, Wilkins
Re: Grayhurst Plan of Lots
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

25 October 1989—N. Leonard Hill, Fire Marshal, Wilkins; to Vincent Berklich, Wilkinsburg-Penn Joint Water
Re: Water Line and fire hydrant for the Grayhurst Plan, off of Harrison Road, in Wilkins Township
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

7 December 1989—Harold Bowser; to William McKeever
Re: Inspection Report for Grayhurst Plan Status, Wilkins Township
(3 copies, one retained on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

9 November 1992—Anthony A. Russo, Wilkinsburg-Penn Joint Water Authority; to Dennis Glunt, Glunt Buildings, Inc.
Re: Relocation of Fire Hydrant #160, Located at Greyhurst Drive, Wilkins Twp.
(duplicate, copy in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

19 June 1989—T.L. Wilson, Wilkinsburg-Penn Joint Water Authority; to J. Roger Glunt, Glunt Building, Co.
Re: Greyhurst Plan, Wilkins Township
Attached: 21 June 1989—J. Roger Glunt, Glunt Building Co., Inc.; to Francis Kuszajewski, Wilkins
Re: Proposed water service to Grayhurst Plan of Lots
(duplicate, copy in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 October 1989—Vincent Berklich, Wilkinsburg-Penn Joint Water Authority; to Francis Kuszajewski, Wilkins
Re: Extend water distribution main

Attached: 22 September 1989 Plan: Ext. No. 2477, Grayhurst Drive
(duplicate, copy in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

23 January 1993—N. Leonard Hill, Fire Marshal, Wilkins; to Phil Dodge, Building Inspector
Re: Fire hydrant on Greyhurst Drive
(duplicate, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

25 October 1989—N. Leonard Hill, Fire Marshal, Wilkins; to Vincent Berklich, Wilkinsburg-Penn Joint Water
Re: Water line and fire hydrant for the Grayhurst Plan
(duplicate, copy in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

16 October 1992—Gerald S. Patterson, Wilkins; to Anthony Russo, Wilkinsburg-Penn Joint Water Authority
Re: Fire hydrant located between Lots 2 & 3 on Grayhurst Drive can be moved backward
Attached: Anthony A. Russo, WP; to Dennis Glunt, Glunt Buildings, Inc.
Re: Relocation of Fire Hydrant #160, Located at Greyhurst Drive, Wilkins Twp.
(duplicate, copy in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Workers' Compensation Affirmation *(blank form)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

3 July 1995—John M. Means; to William E. Goehring, Esq.
Re: Free Subdivision
(2 copies, original on file)
Attached *(to one copy)*: Township of Wilkins Notice of Request for Modification of Subdivision, Requirements of Ordinance 802
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 March 1994—John M. Means, Solicitor; to Board of Commissioners
Re: Use of Township Labor or Material on Private Property
(3 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

<u>Development – Fischer Plan</u>

8 September 1995—Senate Engineering Co., Invoice No. 9883; Project #2016, Fisher Subdivision Review
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

<u>Sewer – 1995 Construction Map</u>

Map – Wilkins Township: 3-11-92

TOWNSHIP OF WILKINS

RESOLUTION NO. 09-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, DESIGNATING MONEY IN THE TOWNSHIP'S CAPITAL RESERVE TOWARD THE PURCHASE OF A FIRE TRUCK FOR VOLUNTEER FIRE DEPARTMENT #1

WHEREAS, the Board has determined to participate in the financing of purchases of fire vehicles by its Resolution 02-09 dated July 8, 2002; and

WHEREAS, Resolution 02-09 sets forth the policy relating to requests for Township participation in financing of purchases of fire and rescue vehicles, including a schedule of participation for each of the Volunteer Fire Departments in the Township; and

WHEREAS, Volunteer Fire Department #1 is scheduled for the purchase of fire apparatus in budget year 2006; and

WHEREAS, Volunteer Fire Department #1 has arranged financing using a combination of its own funds and a grant from Wilkins Township in accordance with Resolution 02-09 to purchase a Pierce Enforcer Custom Rescue/Pumper in the amount of $406,649.00; and

WHEREAS, in accordance with the terms and conditions of Wilkins Township Resolution 02-09, the Township Solicitor has reviewed and made recommendations upon the proposed contract for said purchase and Volunteer Fire Department #1 has complied with said recommendations.

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves as follows:

A. To budget for the payment to Volunteer Fire Department #1 in the Capital Reserve Fund 2006 Budget.

B. To either borrow funds for the payment to the Volunteer Fire Department #1 in accordance with Resolution Number 02-09 or finance said purchase through other funds of the Township of Wilkins.

Adopted this 8th day of August, 2005 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 10-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following list of public records.

Adopted this12th day of September, 2005 by the Township of Wilkins.

ATTEST:

Rebecca Bradley

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson

William G. Wilson, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 10-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following list of public records.

Adopted this12th day of September, 2005 by the Township of Wilkins.

ATTEST:

Rebecca Bradley

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson

William G. Wilson, President

Disposition List #5
Manager's Office
August 12, 2005
Tim Olshefski

Personnel – Police Pension Fund 94

Asset Allocation Advisors, Inc. Confidential Questionnaire, 12/4/92
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

14 September 1992—J. Michael Cosack, Asset Allocation Advisors, Inc.; to Gerald Patterson, Wilkins
Re: information for report
Attached: Note: While You Were Out, 9/17/92
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1 October 1992—Denise R. McGann, Asset Allocation Advisors; to Gerald Patterson, Wilkins
Re: Fee
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Typewritten Note: "Forward this Form to PA Public Employee Retirement Study Commission": Instructions for Filing Act 205 for Pension
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Handwritten Note: Re: Vic. Dinzeo, Date Withdrawal Began, Amount Overpaid, Method of Repayment
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Township of Wilkins Combined Statement of Revenues, Expenses and Other Financing Sources & Uses, 1988 Audit *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilkins Township 1999 Budget *(copy)*
(6: 5—General Financial and Purchasing Records: Annual Budgets and Related Records—Retain duplicate copies of budget as long as of administrative value.)

Wilkins Township Police Pension, Portfolio Review for Period Ended June 30, 1998 *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 June 1998—Statement of Fund Balance for Wilkins Township, Standard Life Insurance Company of Indiana *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Article 21: Merger, Article 22: Duration, pages 26, 27 – Police Collective Bargaining Agreement excerpt *(copy on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilkins Township 1995 Budget *(copy)*
(6:5—General Financial and Purchasing Records: Annual Budgets and Related Records—Reatin duplicate copies of budget as long as of administrative value)

Personnel – Police – Civil Service

Wilkins Township Application for Employment: Walter Widenhofer, 4-21-94
Attached: Resume
(copy)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilkins Township Application for Employment: Richard Adams, 4-28-94
Attached: Resume
(4:2—Personnel Records: Applications for Employment (Not hired): Retain 2 years)

Wilkins Township Applications for Employment: Brian Patterson, 4-13-94
(4:2—Personnel Records: Applications for Employment (Not hired): Retain 2 years)

Wilkins Township Police Officer Essential Job Functions
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

27 July 1995—James L. McAneny, Lightman Law Offices; to Ms. Jewell L. Myers, Division of Arbitration Services, Federal Mediation and Conciliation Service
Re: 95-14560, Issue: Personal Days
(copy)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilkins Township Volunteer Fire Department vehicles *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

DPW Equipment *(2 copies: handwritten/incomplete)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Personnel – Police – Arbitration – 1995

Post-it Note: Andrew Russell 823-5236
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

Mon/Fayette Expressway, PA Route 51 to I-376 Project, Open House Public Meetings – Questionnaire
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Mon/Fayette Expressway Project, Open House Public Meetings – March/April 2001
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Regular Board Meeting, Turtle Creek Valley COG Turtle Creek Council Chambers Thursday, January 23, 1997: Agenda Minutes of COG Meeting 11/96; Financial Statement 12/96; Reports
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Transportation

Hybrid Timber Bridge print-outs from ftp.dot.state.pa.us, 12/13/01 *(website download)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

FHWA Discretionary Programs, Program Summaries & Contracts *(website download)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Transportation and Community and System Preservation Pilot Program *(website download)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

29 March 2001—Benjamin Tang, Federal Highway Administration; to Division Administrators
Re: Action: Request for Projects for Fiscal Year 2002 Discretionary Bridge Program
Attached: Discretionary Bridge Program, Program Summary
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Surveys

Allegheny League of Municipalities Wage & Salary Survey-1998 *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Allegheny League of Municipalities Wage & Salary Survey-1996 *(copy)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Survey for Commonwealth of Pennsylvania Bureau of Community Corrections: Prison Release Center in Wilkins Township, Forest Hills, Churchill area *(blank survey, no date indicated)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Council-Manager Plan Task Force Survey; the International City/County ICMA Management Association
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

International City/County Management Association Membership Application *(1 typed copy, 1 handwritten)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

5 November 1996—James W. Turner, Pennsylvania Economy League; to Municipal Official
Re: Projected 1997 sales tax revenue
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

15 November 1996—Brian K. Jensen, Pennsylvania Economy League; to Bruce Jamison, Wilkins
Re: PEL's Inventory of Allegheny County Municipalities, 1996

Attached: 30 October 1996—Brian K. Jensen, PEL; to Bruce Jamison, Wilkins
Re: PEL's Inventory of Allegheny County Municipalities, 1996
Attached: Allegheny County 1996 Municipal Inventory Questionnaire
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

22 May 1996—John A. Garner, Jr., PA State Association of Township Commissioners; to Twp. Manager
Re: 1996 Salary and Benefits Survey
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Directory of Local Government Officials; ICMA
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA State Association of Twp. Commissioners Budget Information, Wage and Salary Information, and Benefit Information Survey: "Please Read Before Completing Survey"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1996 Salary and Benefits Survey; PA State Association of Twp. Commissioners *(blank)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Building 3/03

9 June 2003—William L. Hamrick, Inservco Insurance Services; to Wilmer Baldwin, Wilkins
Re: Damaged Support Pillars/Township Building, 3/10/03
(copy, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 April 2003—William L. Hamrick, Inservco Insurance Services; to Wilmer Baldwin, Wilkins
Re: Damaged Support Pillars/Township Building, 3/10/03
(2 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 April 2003—Robin M. Richardson, PA Pooled Risk Insurance for Municipal Entities; to Wilmer Baldwin, Wilkins
Re: Property damage, 2002
(2 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1 May 2003—Wilmer Baldwin, Wilkins; to William Hamrick, Inservco
Re: Structural compromise, Wilkins Township Municipal Building
Attached: 29 April 2003—fax cover sheet, Bill McKeever, Senate Engineering Company; to Bill Baldwin, Wilkins
Re: Cost breakdown, structural repairs
Attached: Bid breakdown for structural repairs
Attached: Wilkins Township Municipal Building Bid Tabulation
(2 copies, original on files)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

14 April 2003—Wilmer K. Baldwin, Wilkins; to Robin Richardson, Penn Prime
Re: Damage to Wilkins Township Municipal Building
(2 copies, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

6 May 2003—William S. McKeever, Senate Engineering Co.; to John M. Means, Solicitor
Re: Building Damage Claim, Senate #6239
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Penn PRIME Trust, Property Coverage Document, page 32 *(3 copies, original policy in file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

9 May 2003—fax cover sheet, WKB, Wilkins; to Wm. Hamrick, Jr.
Re: Mtg., Thursday 5/15/03
Attached: 9 May 2003—Wilmer K. Baldwin, Wilkins; to William L. Hamrick, Jr., Inservco
Re: Meeting regarding damage to municipal building *(3 copies, plus 1 handwritten copy)*
Attached: Fax Sending Report
(copies, original in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Certificate of Public Liability Insurance *(2 blank copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

DPW Job Applicants 1/2000 *(4:2)*

Note: "George Dees on 1-24 at 7:30 p"
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

28 January 2000—fax cover sheet, Thomas J. Semler, HAPPI Program; to Paul Vargo, Wilkins
Re: Quotes on physical examinations or drug and alcohol testing
Attached: Note: David Geric, 1:15 Monday; Karl Probola, 1:15 Tuesday; Ron Bost, 1:30 Tuesday
Attached: 27 January 2000—Thomas J. Semler, HAPPI; to Paul Vargo, Wilkins
Re: Physical examinations for drivers
Attached: Driver Physical Examination Quotes
Attached: Directions to HAPPI & St. Francis Medical Center, Penn Avenue
Attached: Directions to HAPPI & St. Francis Medical Center North, Cranberry
Attached: Directions to HAPPI & St. Francis Central Hospital, Centre Avenue
Attached: 24-Hours-A-Day Drug & Alcohol Testing
Attached: HAPPI At-A-Glance #3
Attached: Problems of Workplace Substance Abuse
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Karl Probola Public Works Interview notes
Attached: 20 December 1999—Application for Employment, Public Works, Karl Probola
(2 copies)
Attached *(to one copy)*: Karl Probola's resume
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Keith Bruener Public Works Interview notes
Attached: 18 May 1999—Application for Employment, Public Works, Keith Bruener
(3 copies)
Attached *(to one copy)*: 28 January 2000—Paul Vargo; to Keith Bruener
Re: Rejection
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

George Dees Public Works Interview notes
Attached: 14 December 1999—Application for Employment, George Dees
(3 copies)
Attached *(to one copy)*: Rejection letter
Attached *(to one copy)*: Public Works Interviews, Tuesday January 18th
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

William Kearney Public Works Interview notes
Attached: 6 January 2000—Application for Employment, William Kearney
(2 copies)
Attached *(to one copy)*: Rejection letter
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Alan Lyons Public Works Interview notes
Attached: 15 November 1999—Application for Employment, Alan Lyons
Attached: Alan Lyons' Resume
(2 copies)
Attached *(to one copy)*: Rejection letter
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Kenneth J. Fabrizi Public Works Interview notes
Attached: 18 November 1999—Application for Employment, Kenneth Fabrizi
(3 copies)
Attached *(to one copy)*: Rejection letter
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Terance Kazyak Public Works Interview notes
Attached: 1 November 1999—Application for Employment, Terance Kazyak
(3 copies)
Attached *(to one copy)*: Rejection Letter
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Frank Derzak Public Works Interview notes
Attached: 8 November 1999—Application for Employment, Frank Derzak
Attached: Frank Derzak application letter and resume
(3 copies)
Attached *(to one copy)*: Rejection Letter
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

4 January 2000—Application for Employment, Walter J. Johnston
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

30 July 1997—Application for Employment, George T. Reed
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

18 November 1999—Application for Employment, James Sedlak
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Application for Employment, Patrick Russell Humberston
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Roy Bost Public Works Interview notes
Attached: 29 December 1999—Application for Employment, Roy M. Bost
Attached: Roy M. Bost's resume
(Copies of questions asked with no answers recorded; copies of application)
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

David Geric Public Works Interview notes
Attached: 7 November 1999—Application for Employment, David Geric
Attached: David Geric's resume
(Copies of questions asked with no answers recorded; copies of application)
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Application for Employment, Martin Kucic
Attached: Martin Kucic resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

17 March 1999—Application for Employment, Randall S. Herr
Attached: Randall Herr's resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Interview Questions
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

15 November 1999—Application for Employment, Paul B. Kambic
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

29 November 1999—Jeffrey M. Hudak; to Paul A. Vargo
Re: Laborer/Mechanic application
Attached: Jeffrey M. Hudak's resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Municipality of Monroeville: Mechanic, Heavy Equipment Mechanic, and Master Mechanic job descriptions
Attached: 10 November 1999—fax transmission, Susan Werksman, Monroeville; to Mae Franc
Re: Job descriptions
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Public Works Vacancies, Township of Wilkins: Laborer/Mechanic, Laborer; Advertise, Pittsburgh Post-Gazette: Sunday, November 28, 1999; Sunday, December 5, 1999
(4:10—Personnel Records: Job Announcements—Retain 2 years after position has been filled)

15 November 1999—Application for Employment, Terrance William Miller
Attached: Terrance W. Miller's Resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

15 October 1999—Application for Employment, Douglas Paul Kody
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

6 January 2000—Application for Employment, Frank John Gregor
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

8 September 1999—Application for Employment, Brent Allen Waslis
Attached: Brent A. Waslis' Resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

22 November 1999—Application for Employment, Kenneth W. Harrold
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

18 November 1999—Application for Employment, James F. Sedlak
Attached: James F. Sedlak's resume
Attached: Reference for Jim Sedlak, from Wayne Nock, MagneTek
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

19 November 1999—Application for Employment, Kenneth Robert Fabrizi
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

29 October 1999—Application for Employment, Robert Wayne Hollinger
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Resume, Richard Culbertson
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

29 November 1999—Application for Employment, Carey Morschl
Attached: Carey Morshl's Resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Application for Employment, Harry C. Berger III
Attached: Harry C. Berger III's Resume, work experience
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

29 March 1999—Application for Employment, Frank J. Buccilli
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

12 March 1999—Application for Employment, Aaron Michael Kasten
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

30 December 1999—Application for Employment, Thomas A. Jordan
Attached: Thomas A. Jordan Jr.'s Resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

30 December 1999—Application for Employment, Ronald P. Higgins
Attached: Ronald P. Higgins' Resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

30 November 1999—Application for Employment, Robert Roy Mallick, Jr.
Attached: Robert Mallick's resume
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

16 April 1996—Application for Employment, Gary Bitely
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

22 August 1997—Application for Employment, Donald B. McCauley
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

21 August 1999—Application for Employment, Nicholas Joseph Pastor
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

20 October 1999—Application for Employment, Timothy B. Powell
(4:2—Personnel Records: Applications for Employment (Not Hired)—Retain 2 years)

Kruman Lawsuit

24 April 1997—Leonard Kruman; to Wilkins Twp.

Re: Curb line problem near 279 Penhurst Drive
(3 copies)
(2:20—Administration and Legal Records: Litigation Case Files—Retain closed cases as long as of administrative and legal value)

(No File)

27 May 1993—Wilkins; to Donald H. Pettler, Pittsburgh National Bank
Re: #103769-6 Wilkins Township Police Pension Plan; Investment Policy
(duplicate copy; retained in file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Invitations, etc.

16 October 2004—Susan G. Hockenberry, Local Government Academy; to Rosemary Bradley, Twin Rivers COG, West Mifflin Re: Invitation to Municipal Managers and Secretaries Breakfast Roundtable, Oct. 27, 2004

Attached: Road to Excellence: Potential Topic Areas, Municipal Managers & Secretaries Roundtable
Attached: Map of Pittsburgh
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

18 October 2004—George E. Conroy, PSATC; to Township Manager/Secretary
Re: PSATC Annual Convention, June 26-29, 2005
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Confirmation of Registration for the September 23-26, 2004 Joint Fall Conference
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Topics for 2004 Fall Conference Programs
Attached: Peter Ferraro, President, Allegheny Co. & West. PA Assoc. of Twp. Commissioners
Re: 32nd Annual Joint Fall Conference
Attached: Seven Springs Delegate Hotel Registration Form
Attached: Delegate Name and Badge Form
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Local Government Academy: Upcoming Programs
Attached: Brochure: Civil Service Commissions: A 2 Part Program, June 30 and July 7, 2004

(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

11 June 2004—Donald W. DeVore, PSATC; to Managers/Secretaries PSATC Member Townships
Re: Information for Annual Business Meeting, June 22, 2004 – 79th Annual Convention
Attached: Annual Business Meeting and Legislative Update Agenda
Attached: PSATC General Business Meeting, June 10, 2003
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

28 June 2004—Mayor Tom Murphy, ALOM Chairman; to AC&WPATC Municipalities
Re: Legislative Invitational and Dinner Meeting, July 26, 2004
Attached: Registration Form
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 April 2004—Larry Patterson & Peggy Myers, Yearbook Co-Chairan; to All Townships
Re: Ads Sold to Date
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

2 April 2004—Lee J. Janiczek, PASATC; to Twp. Manager/Secretary
Re: 79th Annual Convention, June 20-23, 2004
Attached: 79th Annual Convention List of Speakers
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

8 March 2004—Harriet Lewis, Alleg. Co. & W. PA Assoc. of Twp. Comm.; to Fellow Commissioners
Re: Spring Convention, May 15, 2004
Attached: Registration Form
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

15 March 2004—Lyndell F. Miller, Sky Trust; to ALOM Attendee
Re: Allegheny League of Municipalities Conference, April 1-3, 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

1 March 2004—Norine Kelly, TCVCOG; to Rebecca Bradley
Re: Hospitality Room ALOM Conference: April 1-4, 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

3 March 2004-Charles J. Carlock, Jr., ALOM; to Municipal Officials
Re: 31st Annual Conference for ALOM
Attached: Registration Form
Attached: Flier: Fight Hunger in Your Community
(2 copies)
Attached *(to one copy)*: ALOM Spring Conference, April 1-4, 2004, Tentative Program Draft
Attached *(to the other copy)*: Flier: ALOM 31st Spring Conference. Don't Miss It
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Gabriel Brothers Pre-Opening Party, March 22, 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

17 February 2004—Tim Murphy, Congress; to Municipal Managers (18th District – PA)
Re: Municipal Managers Meeting, March 1, 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

21 November 2003—Chairman George Conroy, ALOM; to All League Members
Re: New Executive Director, M. Richard Dunlap
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

20 November 2003—Donald W. DeVore, PSATC; to PSATC member Townships
Re: Annual Dues Invoice
Attached: 2004 Dues Statement *(copy, original on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

11 January 2004—Lee J. Janiczek, PSATC; to Township Manager/Secretary
Re: 79th Annual PSATC Convention, June 20-23, 2004
Attached: Reservation Request Form
Attached: Registration Information
Attached: Guest Registration Form
Attached: Township Composite Registration Form
Attached: Brochures *(2)*: Pocono Manor Golf Resort and Spa
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Invitation: TCVCOG 33rd Annual Dinner Meeting and Installation of Officers, February 27, 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

January 2004—Larry Patterson, Peggy Myers, Ad-Book Co-Chair; to Fellow Commissioners and Officials
Re: PSATC Convention Ad Forms
Attached: Advertisement Sold For 2004 Yearbook *(2 copies)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Invitation: Local Government Academy: 2003-2004 Newly Elected Officials Course, March 4, 2004
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

(No File)

19 March 2004—Rebecca Bradley, Wilkins; to Laura Pesa Applegate, Trautman & Associates, LLC
Re: 4050 Miller Street
Attached: Plot Plan, Block 372-P
Attached: Allegheny County Real Estate Web Site: Image: 0372P00120000000
(copy, original on file)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

PA State Association of Township Commissioners: 1997 Dues Statement, Invoice No. 7421 *(copy, original on file)*
(6:20—General Financial and Purchasing Records: Invoices—Retain 7 years)

25 October 1996—Bruce D. Jamison, Manager; to All Police Personnel

Re: Use of Time Clock
(copy; one copy retained)
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

19 July 1996—Joseph Kruszewski, Mellon Bank; to Bruce D. Jamison, Wilkins
Re: Information Request for TAN proposals
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Building Permits Issued: January-December 2002 *(original on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilkins Resolution No. 39-91, appointing certain residents to various board and commissions *(copy, original on file)*
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

Wilkins Directory

9 May 1999—Invoice: Typesetting and Layout, Wilkins Twp. Directory; Charles Bastion
Attached: Voucher and Warrant for Accounts Payable; to Charles Bastion
(Copy of voucher & invoice; originals on file)
(6:20—General Financial and Purchasing Records: Invoices—Retain 7 years?)

Kruman: 279 Pennhurst

Photos: 279 Penhurst *(need permission to dispose)*

(No File)

19 February 1993—fax cover sheet, Jerry Patterson, Wilkins; to Art
Re: Litman
(2:1—Administrative and Legal Records: Administrative and Subject Files—Routine Correspondence: retain as long as of administrative value)

TOWNSHIP OF WILKINS

RESOLUTION NO. 11-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA AUTHORIZING THE TOWNSHIP OF WILKINS REPRESENTATIVE TO THE BOARD OF THE EASTERN REGIONAL COMMUNICATION CENTER TO VOTE IN FAVOR OF THE DISSOLUTION OF THE EASTERN REGIONAL COMMUNICATION CENTER

WHEREAS, the Eastern Regional Communication Center ("ERC") is an entity formed under the provisions of an Inter Governmental Cooperation Agreement among various communities located in eastern Allegheny County to provide police, fire and emergency dispatching services pursuant to the Inter Governmental Cooperation Act, 53 Pa. C.S.A. §2301 et seq.; and

WHEREAS, the Township of Wilkins is a signatory member of the ERC; and

WHEREAS, the Township of Wilkins has been advised that the ERC is considering taking action to dissolve its existence as a legal entity; and

WHEREAS, the Township of Wilkins wishes to give direction to its representative to the ERC with regard to the action being contemplated.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by the authority of the same as follows:

Section 1. The Township of Wilkins' representative to the ERC is authorized and directed to cast his vote in favor of the dissolution of the ERC and participate in whatever further actions are necessary to accomplish the legal dissolution of that entity.

Section 2. The Township representative to the ERC is directed, with the assistance of the Township Solicitor, to ensure the legal and equitable distribution of any assets of the ERC in accordance with the provisions of the Inter Governmental Cooperation Agreement and the provisions of the Inter Governmental Cooperation Act, or otherwise provided by law.

Section 3. All other resolutions or part of a resolution in conflict herewith is hereby repealed.

RESOLVED, this 26TH day of September, 2005.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 12-05

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, CONSENTING TO THE ASSIGNMENT OF THE CABLE SYSTEM AND FRANCHISE

WHEREAS, Ionian Communications, L.P. ("Franchisee") operates a cable television system in the Township of Wilkins, Allegheny County, Pennsylvania ("Franchise Authority"); and

WHEREAS, pursuant to an April 25, 2005 U.S. Government forfeiture agreement with the Rigas family and an April 25, 2005 settlement agreement with Adelphia Communications Corporation ("Adelphia"), any remaining Rigas family ownership interest in Franchisee will be terminated and transferred by the U.S. Government to Adelphia (described as the "Government Settlements"): and

WHEREAS, on May 25, 2005 the Unites States Bankruptcy Court for the Southern District of New York issued a written decision approving the Government Settlements; and

WHEREAS, pursuant to an Asset Purchase Agreement dated April 20, 2005 between Adelphia and Comcast Corporation ("Comcast"), the assets of Franchisee will be acquired by Century-TCI California, L.P., a wholly-owned subsidiary of Comcast (described as the "Transaction"); and

WHEREAS, Franchise Authority has concluded its approval is necessary for the above described Transaction and has been provided an FCC Form 394 and related information for such Transaction; and

WHEREAS, the Franchise Authority is willing to consent to the Transaction described above.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

SECTION 1. The foregoing recitals are approved and incorporated herein by reference.

SECTION 2. The Franchise Authority consents to the Transaction described herein.

SECTION 3. This Resolution shall be deemed effective upon adoption.

SECTION 4. This Resolution shall have the force of a continuing agreement with the Franchisee and the Franchise Authority shall not amend or otherwise alter this Resolution without the consent of the Franchisee.

Adopted this10th day of October, 2005 by the Township of Wilkins.

TOWNSHIP OF WILKINS

ATTEST:

_____
Rebecca Bradley, Manager

William G. Wilson
William G. Wilson, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 13-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA AUTHORIZING THE TOWNSHIP OF WILKINS REPRESENTATIVE TO THE BOARD OF THE EASTERN REGIONAL COMMUNICATION CENTER TO VOTE IN FAVOR OF THE ATTACHED PLAN OF DISSOLUTION OF THE EASTERN REGIONAL COMMUNICATION CENTER

WHEREAS, the Eastern Regional Communication Center ("ERC") is an entity formed under the provisions of an Inter Governmental Cooperation Agreement among various communities located in eastern Allegheny County to provide police, fire and emergency dispatching services pursuant to the Inter Governmental Cooperation Act, 53 Pa. C.S.A. §2301 et seq.; and

WHEREAS, the Township of Wilkins is a signatory member of the ERC; and

WHEREAS, by Resolution 11-2005, the Board of Commissioners of the Township of Wilkins authorized its representative to the ERC Board to cast his vote in favor of the dissolution of the ERC and to participate in whatever further actions were necessary to accomplish the legal dissolution of that entity; and

WHEREAS, the Solicitor for the ERC Board, Mr. Timothy Barry, Esquire, has prepared and distributed the attached plan of dissolution for membership review and action at the scheduled ERC Board Meeting of November 17, 2005.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by the authority of the same as follows:

Section 1. The Board of Commissioners hereby approves and adopts the attached proposed Plan of Dissolution of the Eastern Area Regional Communications Center (ERC).

Section 2. The Township of Wilkins' representative to the ERC is authorized and directed to cast his vote in favor of the attached Plan of Dissolution of the ERC.

RESOLVED, this 14TH day of November, 2005.

ATTEST:

Rebecca Bradley

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson

William G. Wilson, President

PLAN OF DISSOLUTION OF THE EASTERN REGIONAL COMMUNICATIONS CENTER

The following is the Plan of Dissolution of the Eastern Regional Communications Center (ERC). Allegheny County has notified the ERC that the County intends to take over all 911 emergency call taking and dispatch services for the eastern area of Allegheny County, including all municipalities who are presently members of the ERC, effective December 31, 2005. The ERC will continue its current operations through the date on which Allegheny County takes over said 911 services. To the extent that the County does not take over said 911 services on December 31, 2005, and the ERC continues operations in 2006, this Plan may be amended, to the extent necessary, in order to enable the ERC to continue to provide said 911 services.

1. **Liabilities and Expenses**. Upon the discontinuance of the operations of the ERC, the ERC will pay all outstanding expenses, invoices and undisputed liabilities, including all amounts owed to the employees of the ERC. The ERC will also finalize, and make arrangements to pay for, any final collective bargaining obligations to the employees who are represented by Service Employees International Union, Local 668.

2. **Pension Plan**. Upon the discontinuance of operations, the ERC will take all steps necessary to dissolve the ERC pension plan which is administered by the Pennsylvania Municipal Retirement System (PMRS). PMRS will perform an actuarial analysis of the ERC pension including any liability resulting from an employee transferring his or her pension

benefits to another PMRS plan. Upon receipt of such analysis from PMRS, the ERC will forward a copy of the analysis to each Member Municipality. If there is any actuarial liability resulting from the dissolution of the Plan, all Member Municipalities will be notified of this obligation. If there is an actuarial surplus upon the dissolution of the Plan, the surplus funds will be distributed to the Member Municipalities in accordance with the percentages set forth hereinbelow.

3. **Equipment and Property**. To the extent that any Member Municipality has contributed equipment or property to the ERC, the ERC will return said equipment or property to the contributing Member Municipality upon dissolution of the ERC. Said equipment or property will be returned in its then "as is" condition. On or before December 15, 2005, each Member Municipality will provide the ERC with a list of equipment and property which it contributed to the ERC in order to have the property returned to the contributing Municipality.

4. **Collection of Accounts Receivable**. Following the discontinuance of operations by the ERC, the ERC Solicitor will continue to collect all accounts receivable which are owed to the ERC and will account to each Member Municipality concerning the collection of said accounts receivable including any issues relating thereto.

5. **Distribution of Assets**. After all obligations of the ERC are satisfied as set forth above, including any fees or expenses which are incurred following the discontinuance of operations, the ERC will distribute any remaining assets, including collected accounts

receivable, to the Member Municipalities who were in good standing with the ERC as of the discontinuance of operations. The following is a list of each Member Municipality's percentage share of distribution of assets, based upon the average percentage which each Municipality contributed to the ERC during the period from July 1, 1998 through December 31, 2005 (See attached Schedule):

NAME OF MUNICIPALITY	PERCENTAGES
Municipality of Monroeville	56.51%
Borough of Swissvale	13.29%
Wilkins Township	10.18%
Borough of Pitcarin	4.58%
Borough of Wilmerding	1.84%
Borough of Wall	0.55%
Borough of Braddock *	5.36%
Borough of Rankin *	2.86%
Borough of Chalfant	0.58%
Borough of East McKeesport	4.25%

*Act 47 communities - distribution will be made to Allegheny County

[redacted] [redacted] [redacted]

BRC DISTRIBUTION SCHEDULE

Community	1998 Percentage Contribution/ Vote	1999 Percentage Contribution/ Vote	2000 Percentage Contribution/ Vote	2001 Percentage Contribution/ Vote	2002 Percentage Contribution/ Vote	2003 Percentage Contribution/ Vote	2004 Percentage Contribution/ Vote	2005 Percentage Contribution/ Vote	AVERAGE CONTRIBUTION	DISTRIBUTION PERCENTAGE
BRADDOCK	3.14%	3.12%	3.12%	4.99%	4.52%	4.41%	4.46%	7.86%	4.45%	5.36%
CHALFANT					0.68%	0.69%	0.66%	0.08%	0.48%	0.58%
EAST MCKEESPORT				2.44%	3.38%	3.26%	3.43%	5.11%	3.63%	4.25%
MONROEVILLE	49.13%	48.00%	48.00%	41.44%	42.47%	43.47%	42.12%	60.72%	46.92%	56.51%
PITCAIRN	3.14%	3.12%	3.12%	4.22%	3.92%	3.89%	4.31%	4.71%	3.80%	4.58%
RANKIN	1.71%	1.66%	1.66%	2.19%	2.66%	2.49%	2.60%	4.32%	2.37%	2.86%
SWISSVALE	10.46%	9.88%	9.88%	12.09%	11.26%	11.04%	11.07%	12.57%	11.03%	13.29%
WALL	0.62%	0.64%	0.62%	0.49%	0.46%	0.46%	0.44%	0.12%	0.48%	0.55%
WILKINS TWP	10.46%	9.88%	9.88%	8.15%	8.16%	8.20%	8.63%	4.32%	8.45%	10.18%
WILMERDING	2.09%	2.08%	2.08%	1.43%	1.47%	1.46%	1.45%	0.19%	1.63%	1.84%
TOTAL	80.66%	78.28%	78.16%	77.44%	78.88%	79.29%	78.96%	100.00%	83.02%	100.00%

TOWNSHIP OF WILKINS

RESOLUTION NO. 14-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, COMMONWEALTH OF PENNSYLVANIA MANDATING THE USE OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM IN THE TOWNSHIP OF WILKINS FOR ALL INCIDENT MANAGEMENT

WHEREAS, the President in Homeland Security Directive (SHPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently prove the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is ciritcal that Federal, State, local and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications standards, uniform standards for planning, training, and exercising comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command system components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by the authority of the same and the provisions of the Emergency Management Services Code (35 Pa. C.S. Section 7101 et seq., as amended), and Governor's Proclamation of December 20, 2004 implementing the National Incident Management System, that the National Incident Management System is hereby mandated for all incident management in the Township of Wilkins.

RESOLVED, this 14TH day of November, 2005.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

William G. Wilson, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 01-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPOINTING ROBERT TOMASIC AS AUDITOR FOR THE TOWNSHIP

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Ordinance Number 790, an Ordinance providing for audit of Township accounts by an independent auditor on December 11, 1989; and

WHEREAS, said Ordinance 790 requires the appointment of an auditor by Resolution on an annual basis; and

WHEREAS, it is the desire of the Board of Commissioners of the Township of Wilkins to appoint Robert Tomasic as auditor for the Township of Wilkins for the year 2006.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, that Robert Tomasic is hereby appointed to the post of Independent Auditor for the year 2006.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 9th day of January 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco

Frank J. Greco
Chairman

ATTEST:

Rebecca Bradley

Rebecca Bradley
Secretary

Sewer Fund (Disposition)
Storage Room, Shelf 1
3 January 2006

Check Registers: ALCOSAN Payment List. 29 October 1998, 26 October 1998, 27 October 1998, 25 October 1998, 27 October 1998, 28 October 1998.

(6.12: General Financial and Purchasing Records: Check Registers: Retain 7 years. They have also been saved to a disk.)

Deposit Slips:

PLGIT: 29 October 1998, 9 October 1998, 8 October 1998, 16 November 1998, 16 November 1998, 13 December 1998, 13 November 1998, 10 November 1998, 5 November 1998, 5 October 1998, 28 September 1998, 25 September 1998, 21 September 1998, 21 September 1992, 14 September 1998, 4 September 1998, 3 September 1998, 4 September 1998, 4 September 1998, 31 August 1998, 27 August 1998, 20 August 1998, 18 August 1998, 17 August 1998, 29 July 1998, 29 July 1998, 27 July 1998, 26/12 August 1998, 9 August 1998, 29 July 1998, 12 August 1998, 6 July 1998, 19 June 1998, 16 June 1998, 16 June 1998, 10 June 1998, 9 June 1998, 5 June 1998, 27 May 1998, 27 May 1998, 20 May 1998, 20 May 1998, 15 May 1998, 12 May 1998, 11 May 1998, 7 May 1998, 7 May 1998, 27 April 1998, 23 April 1998, 1 April 1998, 26 March 1998, 26 March 1998, 9 April 1998, 15 April 1998, 6 April 1998, 19 March 1998, 12 March 1998, 25 February 1998, 9 February 1998, 6 February 1998, 4 February 1998, 1 February 1998, (No Date: Churchill Road Assessment), 28 January 1998, (No Date: Sewer Construction),, (No Date: Sewer Ass't Churchill Rd. SS), 20 January 1998, 5 January 1998, (No Date: Churchill Rd. Sewer Ass'ts), 15 December 1997, 12 December 1997, 12 December 1997, 8 December 1997, 1 December 1997, (No Date: Churchill Rd. Asst's), 11 November 1997, 10 November 1997, 7 November 1997, 29 October 1997, 9 October 1997, 30 September 1997, 24 September 1997, 23 September 1997, 16 September 1997, 10 September 1997, 10 September 1997, 2 September 1997, 26 August 1997, 13 August 1997, 11 August 1997, 12 August 1997, 24 July 1997, 17 July 1997, 10 July 1997, 9 July 1997, 1 July 1997, 8 July 1997, 30 June 1997, 24 June 1997, 18 June 1997, 17 June 1997, 12 June 1997, 9 June 1997, 10 June 1997, 9 June 1997, 29 May 1997, 21 May 1997, 13 May 1997, 12 May 1997 (Attached: Check Stubs: Commonwealth Land Title Insurance Co., 1 May 1997; American General Services Corporation, 1 May 1997), 30 April 1997, 29 April 1997, 11 April 1997, 10 April 1997, 21 March 1997, 20 March 1997, 6 March 1997, 26 February 1997, 12 February 1997, 31 January 1997, 20 January 1997, 20 December 1996, 13 December 1996, 5 December 1996, 25 November 1996, 15 November 1996, 25 October 1996, 10 October 1996, 27 September 1996, 5 September 1996, 23 August 1996, 6 August 1996, 31 July 1996 (Attached: ALCOSAN Check Stub: 7/19/96), 2 July 1996, 28 June 1996, 18 June 1996, 17 May 1996, 30 April 1996, 17 April 1996, 10 April1 1996, 28 March 1996, (No Date: Antonelli Sewer Tap, Churchill SS), 22 February 1996, 12 February 1996, 2 February 1996, 2 January 1996, 20 December 1995, 13 December 1995, 13 December 1995, 22 November 1995, 11 November 1995, 17 October 1995, 12 October 1995, 12 October 1995, 12 October 1995,

6 November 1996, 8 November 1995, 20 September 1995 (Attached: ALCOSAN Check Stub, 7 September 1995), 27 September 1995, 30 September 1995.

PNC Bank: 19 October 1998, 6 October 1998, 9 October 1998, 12 October 1998, 8 October 1998, 5 November 1998, 13 October 1998, 8 October 1998, 9 September 1998, 17 September 1998, 3 September 1998, 2 September 1998, 1 September 1998, 6 August 1998, 31 July 1998, 22 July 1998, 17 July 1998, 15 July 1998, 14 July 1998, 21 July 1998, 7 July 1998, 29 June 1998, 25 June 1998, 25 June 1998, 23 June 1998, 22 June 1998, 18 June 1998, 17 June 1998, 19 June 1998, 1 June 1998, 2 June 1998, 3 June 1998, 4 June 1998, 9 June 1998, 11 June 1998, 12 June 1998, 15 June 1998, 16 June 1998, 11 June 1998, 2 June 1998, 3 June 1998, 4 June 1998, 1 June 1998, 29 May 1998, 29 May 1998, 11 May 1998, 28 April 1998, 24 April 1998, 22 April 1998, 20 April 1998, 15 April 1998, 13 April 1998, 8 April 1998, 8 April 1998, 3 April 1998, 31 March 1998, 30 March 1998, 27 March 1998, 26 March 1998, 25 March 1998, 24 March 1998, 25 March 1998, 20 March 1998, 19 March 1998, 17 March 1998, 16 March 1998, 12 March 1998, 13 March 1998, 9 March 1998, 16 March 1998, 5 March 1998, 4 March 1998, 2 March 1998, 3 March 1998, 26 February 1998, 25 February 1998, 25 February 1998, 24 February 1998, 19 February 1998, 18 February 1998, 17 February 1998, 12 February 1998, 11 February 1998, 13 February 1998, 10 February 1998, 2 February 1998, 3 February 1998, 30 January 1998, 29 January 1998, 27 January 1998, 26 January 1998, 22 January 1998, 21 January 1997, 20 January 1998, 20 January 1998, 16 January 1998, 15 January 1998, 14 January 1998, 12 January 1998, 13 January 1998, 9 January 1998, 8 January 1998, 6 January 1998, 5 January 1998, 6 January 1998, 30 December 1997, 31 December 1997, 29 December 1997, 24 December 1997, 23 December 1997, 22 December 1997, 19 December 1997, 18 December 1997, 18 December 1997, 17 December 1997, 15 December 1997, 16 December 1997, 11 December 1997, 10 December 1997, 12 December 1997, 9 December 1997, 8 December 1997, 4 December 1997, 3 December 1997, 2 December 1997, 1 December 1997, 25 November 1997, 26 November 1997, 19 November 1997, 14 November 1997, 13 November 1997, 10 November 1997, 6 November 1997, 5 November 1997, 30 October 1997, 28 October 1997, 27 October 1997, 23 October 1997, 24 October 1997, 22 October 1997, 21 October 1997, 20 October 1997, 17 October 1997, 16 October 1997, 15 October 1997, 14 October 1997, 10 October 1997, 8 October 1997, 10 October 1997, 6 October 1997, 2 October 1997, 3 October 1997, 1 October 1997, 30 September 1997, 29 September 1997, 26 September 1997, 25 September 1997, 24 September 1997, 24 September 1997, 19 September 1997, 18 September 1997, 17 September 1997, 16 September 1997, 15 September 1997, 12 September 1997, 11 September 1997, 10 September 1997, 10 September 1997, 9 September 1997, 8 September 1997, 4 September 1997, 3 September 1997, 2 September 1997, 29 August 1997, 27 August 1997, 28 August 1997, 25 August 1997, 26 August 1997, 22 August 1997, 22 August 1997, 21 August 1997, 20 August 1997, 18 August 1997, 15 August 1997, 13 August 1997, 14 August 1997, 13 August 1997, 11 August 1997, 8 August 1997, 7 August 1997, 4 August 1997, 29 July 1997, 23 July 1997, 21 July 1997, 22 July 1997, 17 July 1997, 17 July 1997, 15 July 1997, 14 July 1997, 11 July 1997, 10 July 1997, 9 July 1997, 7 July 1997, 3 July 1997, 2 July 1997, 1 July 1997, 30 June 1997, 27 June 1997, 26 June 1997, 25 June 1997, 24 June 1997, 23 June 1997, 20 June 1997, 19 June 1997, 17 June 1997, 18 June 1997, 6 June 1997, 5 June

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PNC Bank – New Jersey Lockbox: 19 October 1998, 20 October 1998, 21 October 1998, 22 October 1998, 2 October 1998, 5 October 1998, 6 October 1998, 7 October 1998, 8 October 1998, 9 October 1998, 13 October 1998, 14 October 1998, 15 October 1998, 16 October 1998, 25 September 1998, 28 September 1998, 29 September 1998, 30 September 1998, 1 October 1998, July 17 1998, 16 July 1998, 27 October 1998, 26 October 1998, 6 November 1998, 4 November 1998, 2 November 1998, 30 October 1998, 28 October 1998, 29 October 1998, 21 September 1998, 22 September 1998, 23 September 1998, 17 September 1998, 18 September 1998, 10 September 1998, 11 September 1998, 9 September 1998, 8 September 1998, 16 September 1998, 15 September 1998, 14 September 1998, 2 September 1998, 3 September 1998, 4 September 1998, 1 September 1998, 28 August 1998, 27 August 1998, 31 August 1998, 26 August 1998, 19 August 1998, 18 August 1998, 12 August 1998, 7 August 1998, 11 August 1998, 10 August 1998, 5 August 1998, 6 August 1998, 4 August 1998, 4 August 1998, 31 July 1998, 31 July 1998, 29 July 1998, 27 July 1998, 20 July 1998, 21 July 1998, 22 July 1998, 17 July 1998, 14 July 1998, 13 July 1998, 19 July 1998, 8 July 1998, 9 July 1998, 3 July 1998, 6 July 1998, 7 July 1998, 2 July 1998, 1 July 1998, 29n June 1998, 30 June 1998, 26 June 1998, 25 June 1998, 23 June 1998, 24 June 1998, 22 June 1998, 19 June 1998, 18 June 1998, 17 June 1998, 16 June 1998, 11 June 1998, 21 June 1998, 4 June 1998, 2 June 1998, 3 June 1998, 1 June 1998, 15 June 1998, 5 June 1998, 8 June 1998, 9 June 1998, 10 June 1998, 29 May 1998, 27 May 1998, 28 May 1998, 22 May 1998, 26 May 1998, 21 May 1998, 20 May 1998, 18 May 1998, 15 May 1998, 14 May 1998, 13 May 1998, 11 May 1998, 8 May 1998, 7 May 1998, 5 May 1998, 4 May 1998, 23 April 1998, 22 April 1998, 1 May 1998, 30 April 1998, 29 April 1998, 27 April 1998, 21 April 1998, 20 April 1998, 16 April 1998, 15 April 1998, 14 April 1998, 13 April 1998, 9 April 1998, 8 April 1998, 7 April 1998, 6 April 1998, 3 April 1998, 2 April 1998, 1 April 1998, 31 March 1998, 30 March 1998, 27 March 1998, 26 March 1998, 25 March 1998, 24 March 1998, 23 March 1998, 20 March 1998, 19 March 1998, 18 March 1998, 13 March 1998, 17 March 1998, 16 March 1998, 11 March 1998, 12 March 1998, 10 March 1998, 6 March 1998, 9 March 1998, 5 March 1998, 4 March 1998, 3 March 1998, 2 March 1998, 27 February 1998, 26 February 1998.

PAMS: Transfer of Funds Confirmations: 29 May 1998, 29 May 1998, 24 April 1998, 20 February 1998, 2 January 1998, 21 November 1995.

(6.14: General Financial and Purchasing Records: Deposit Slips: Retain 3 years.)

Copy of Check from ALCOSAN, 31 March 1998.

(2.1: Administrative and Legal Records: Administrative and Subject Files: Retain as long as of administrative value.)

Bank Statement: Mellon Bank, 31 December 1997; PLGIT, 10 December 1996; PLGIT, 31 August 1996 (Attached: Checks 106, 112-118); PLGIT, 11 September 1996; Mellon Bank, 16 February 1996.

(6.9: General Financial and Purchasing Records: Bank Statements and Reconciliations: Retain 3 years.)

TOWNSHIP OF WILKINS

RESOLUTION NO. 02-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following list of public records.

Adopted this 9th day of January, 2006 by the Township of Wilkins.

ATTEST:

Rebecca Bradley

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Frank J. Greco

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 03-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, RESOLVING TO PROVIDE A FIDELITY BOND FOR THE TOWNSHIP TREASURER, COVERING ALL RESPONSIBILITIES FOR THE FULL TERM OF OFFICE, AS REQUIRED BY THE FIRST CLASS TOWNSHIP CODE.

WHEREAS, the First Class Township Code, Act of June 24, 1931 (P.L. 1206, No. 331), reenacted and amended May 27, 1949 (P.L. 1955, No. 569), as amended, Article VIII, Section 801, requires the treasurer of each township to give a fidelity bond to the Commonwealth in a sum to be prescribed by ordinance or resolution and at least equal to fifty per centum of the probable amount of the annual township tax.

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves as follows:

SECTION I. The Township Treasurer shall provide a fidelity bond in an amount not less than fifty (50) percent of the annual duplicate $1,334,371.98 (based on the 2006 Certified Assessment Valuation of 379,898,310 multiplied by the Township's millage of 3.513).

SECTION II. The surety company must be authorized to do business in Pennsylvania and rated A or better by Bests.

SECTION III. The bond shall cover the Treasurer's responsibilities as township treasurer, as well as collector of township and school taxes.

SECTION IV. The bond shall cover all the treasurer's responsibilities for the full term of office but may be renewed annually.

SECTION V. The Township and school district shall share the cost of the bond premium in proportion to the amount of taxes in its duplicate.

SECTION VI. The bonding shall comply with the Local Tax Collection Law, Section 4 and the First Class Township Code, Section 801.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 30th day of January 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco

Frank J. Greco
Chairman

ATTEST:

Rebecca Bradley

Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 04-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, ADOPTING A POLICY GOVERNING THE PURCHASE OF OFF-DUTY WEAPONS BY POLICE OFFICERS OF THE TOWNSHIP OF WILKINS WITH TOWNSHIP-ISSUED CLOTHING ALLOWANCE.

WHEREAS, by arbitration award dated February 10, 2006, the Township of Wilkins is hereby required to permit officers of the Wilkins Township Police Department to purchase off-duty weapons with Township issued clothing allowance funds; and

WHEREAS, it is the intent of the Board of Commissioners to abide by the award to the department; and

WHEREAS, it is further the intent of the Board of Commissioners to ensure that appropriate policies and procedures are in place governing the purchase of said off-duty weapons with Township funds.

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves that the attached document entitled "Off-Duty Weapons Policy" is hereby adopted by the Board for the purposes of regulating the purchase and use of said weapons.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 27th day of February, 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco
Frank J. Greco
Chairman

ATTEST:

Rebecca Bradley
Rebecca Bradley
Secretary

Township of Wilkins
Resolution #04-2006

Wilkins Township Police Department
Off-Duty Weapons Policy

A. Purchase of Weapon

1) It is not the intent of the Township, or this Department to limit or to designate from whom an officer may purchase uniforms and equipment. It is, however, the intent to have the allowance used only at those suppliers who deal with "Official Police Equipment and Uniforms." (4.01.3) Off-duty weapons must be purchased from a dealer certified to sell weapons within the Commonwealth of Pennsylvania.

2) Every officer purchasing an off-duty weapon shall seek and receive a written authorization from the Chief of Police for the weapon. All documentation for the purchase of said weapon shall be retained by the Township of Wilkins in the officers' personnel file.

3) Any weapon purchased shall be an easily concealable handgun of a caliber less than or equal to .45.

4) During the term of his employment, each officer is restricted to the purchase of one (1) off-duty weapon with Township issued clothing allowance funds. Officers are permitted to purchase off-duty weapons with their own funds at any time as long as the other terms and conditions of this policy are followed.

B. **Carrying of Weapon**

1) Officers shall be permitted to use only those weapons and items of equipment that they have been officially certified and authorized to use (4.08.01)

2) Officers may carry a firearm off duty in compliance with the state laws and Department Rules and Procedures. (12.03.1)

3) The firearm must conform to all Federal and State laws and Department Rules and procedures. (12.03.2) (a)

4) The officer must have a current and up to date Firearms Range Qualification Certificate for the firearm carried on file with the Township. The qualification must be done by a person recognized by the Municipal Police Officer's Education and Training Commission to certify range qualifications. (12.03.3) (b). The Chief of Police must sign off on the Certification.

5) No off-duty officer will carry a firearm when consuming alcoholic beverages. (12.03.4) (c)

Township of Wilkins
Resolution #04-2006

Wilkins Township Police Department
Off-Duty Weapons Policy

6) All off-duty firearms will be carried in a "concealed manner," so they are not readily visible to the public. (12.03.5)(d)

7) When carrying a firearm/weapon off duty, the officer will also carry his police badge and other forms of personal identification as designated in Section 3.20.1. (12.03.6)(e).

8) Firearms shall remain holstered unless withdrawal is necessary for a legitimate purpose, i.e., performance of duty, cleaning, storage, etc. (12.03.7)

9) The Chief may review every incident in which a firearm/weapon is discharged by an officer in the line of duty regardless of whether the discharge was accidental, intentional, or, if anyone was injured. (12.03.8)

TOWNSHIP OF WILKINS

RESOLUTION NO. 05-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, ADOPTING CIVIL SERVICE RULES AND REGULATIONS IN ACCORDANCE WITH THE POWERS GRANTED BY THE CIVIL SERVICE PROVISIONS OF THE FIRST CLASS TOWNSHIP CODE.

WHEREAS, in accordance with the powers granted by the Civil Service Provisions of the First Class Township Code, enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the municipal governing body of the Township of Wilkins, the Wilkins Township Civil Service Commission adopted the attached Civil Service Rules and Regulations at a meeting held on February 28, 2006; and

WHEREAS, the Board of Commissioners desires to approve said Civil Service Rules and Regulations adopted by the Civil Service Board.

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves that the attached document entitled "Civil Service Rules and Regulations 2006" is hereby adopted. All prior resolutions or ordinances of the Board of Commissioners regarding adoption of Civil Service Rules and Regulations are hereby stricken.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 13th day of March, 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco

Frank J. Greco
Chairman

ATTEST:

Rebecca Bradley

Rebecca Bradley
Secretary

CIVIL SERVICE RULES AND REGULATIONS 2006

TOWNSHIP OF WILKINS

Allegheny County, Pennsylvania

Adopted by the Civil Service Commission:

February 28, 2006

Adopted by the Township Commissioners:

March 13, 2006

CIVIL SERVICE COMMISSION MEMBERS:

ELIAS SEJKO
JOSEPH M. HENRY
GERRY MEYER

BOARD OF COMMISSIONERS:

FRANK J. GRECO
SYLVIA MARTINELLI
WILLIAM G. WILSON
SHARYN FIALLA
PAUL PADULA

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SECTION 1. DEFINITION OF TERMS

1.1 Definitions

Unless otherwise expressly stated, the following words and phrases, wherever used in these Rules and Regulations, shall be construed to have the meaning indicated herein:

Applicant – Any individual who applies in writing to the Commission in response to a legally advertised notice of vacancy and/or examination for any position in the police department.

Alternate Commissioner – An individual appointed by the Township Commissioners in a First Class Township to serve as an "Alternate Civil Service Commissioner." Properly appointed Alternate Commissioners shall have all the same powers and duties as a properly appointed Commissioner set forth in the First Class Township Code.

Appointing Authority – The Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania.

Certification – The submission to the appointing authority pursuant to their request of three names taken from the eligible list developed by the Civil Service Commission.

Chairperson – The Chairperson of the Civil Service Commission of the Township of Wilkins, Pennsylvania.

Commission – The Civil Service Commission of the Township of Wilkins, Pennsylvania.

Commissioner – An individual appointed by the Township of Wilkins, Pennsylvania to serve as a member of the Civil Service Commission.

Eligible – A person whose name is recorded on a current eligible list or furlough list.

Eligible list – The list of names of persons who have passed all examinations for a particular position in the police department.

Examination – The series of tests given to applicants to determine their qualifications for a position in the police department.

Furlough list – The list containing the names of persons temporarily laid off from positions in the police department because of a reduction in the number of officers.

Police Officer – For purposes of these Rules and Regulations, an entry level sworn full-time position in a police department.

Probationer – An officer in the police department who has been appointed from an eligible list, but who has not yet completed the work-test period.

Reduction in rank – A change to a different position or rank where the employee fulfilled all of the requirements of these Rules and Regulations for both the prior and current position or rank. However, a decrease in salary without a change to a different position or rank shall not necessarily constitute a reduction in rank.

Removal – The permanent separation of a police officer from the police department.

Secretary – the Secretary of the Civil Service Commission of the Township of Wilkins, Pennsylvania.

Suspension – The temporary separation without pay of a police officer from the police department.

1.2 Gender

The words "he," "his," "him," and "men" when used in these Rules and Regulations represent both the masculine and feminine genders.

SECTION 2. THE COMMISSION

2.1 Civil Service Commission.

a) The commission shall consist of three commissioners who shall be qualified electors of the Township and shall be appointed by the Board of Commissioners initially to serve for the terms of two, four and six years, and as terms thereafter expire shall be appointed for terms of six years.

   Any vacancy occurring in the commission for any reason whatsoever shall be filled by the Board of Commissioners for the unexpired term within the period of thirty (30) days after such vacancy occurs.

   Each member of the commission, before entering upon the discharge of the duties of their office, shall take an oath or affirmation to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform their official duties with fidelity. No civil service commissioner shall receive compensation.

b) **Alternate Commissioners**. The Board of Commissioners may appoint no more than three qualified electors of the Township to serve as alternate members of the commission. The term of office shall be six years. An alternate shall be entitled to participate in all proceedings and discussions of the commission to the same and full extent as provided by law for commission members, including specifically the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties set forth in the First Class Township Code and as otherwise provided by law. Alternates shall hold no other office in the Township. Any alternate may participate in any proceeding or discussion of the commission, but shall not be entitled to vote as a member of the commission unless designated as a voting alternate member pursuant to Section 628 of the First Class Township Code.

2.2 Offices Incompatible with Civil Service Commissioner.

No commissioner shall at the same time hold an elective or appointed office under the United States government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth, except that one member of the commission may be a member of the Board of Commissioners.

2.3 Organization of Commission; Quorum

a) The Commission first appointed shall organize within ten days of its appointment and shall elect one of its members as its chairperson and one as its secretary. The commission shall thereafter meet and organize on the first Monday of January of

each even-numbered year. Three members of the commission shall constitute a quorum and no action of the commission shall be valid unless it shall have the concurrence of at least two members.

b) If by reason of absence or disqualification of a member, a quorum is not reached, the chairman shall designate as many alternate members of the commission to sit on the commission as may be needed to provide a quorum. Any alternate member of the commission shall continue to serve on the commission in all proceedings involving the matter or case for which the alternate was initially designated until the commission has made a final determination of the matter or case. Designation of an alternate shall be made on a case-by-case basis in rotation according to declining seniority among all alternates. No action of the commission shall be valid unless it shall have the concurrence of at least two members.

c) For purposes of hiring and promoting police officers under these Rules, each step of the hiring or promotional process requiring official action by the commission shall be considered a separate "matter or case" under Subsection (b), above, and each step of the hiring or promotional process need not be voted upon or approved by the same composition of commissioners or alternate commissioners, as the case may be, provided that the quorum requirement has been satisfied.

2.4 Duties of Chairperson.

The chairperson, or in his or her absence, the vice-chairperson, shall preside at all meetings and hearings of the commission, decide all points of order or procedure and perform any duties required by law or these Rules and Regulations.

2.5 Duties of Secretary.

The secretary shall carry on at the direction of the commission all official correspondence of the commission, send out all notices required by law and these Rules and Regulations, keep a record of each examination or other official action of the commission, and perform all other duties required by law or these Rules and Regulations.

2.6 Meetings.

Except for the biennial organization meeting, all meetings shall be held either at the call of the chairperson or at the call of two members of the commission. The commission shall have the discretion to determine whether meetings shall be open to the public when not specifically regulated by law or these Rules and Regulations. The secretary of the commission shall give each commissioner 24 hours notice in writing of each and every meeting of the commission. In all cases regarding meetings, the Commission shall follow the provisions provided for in the "Sunshine Law." Order of business of all meetings of the Commission shall be as follows:

(A) Roll Call
(B) Approval of Previous Meeting's Minutes
(C) Communications and Reports
(D) Unfinished Business
(E) Hearing of Cases
(F) New Business
(G) Citizen Comments

2.7 Clerks and Supplies.

The governing body shall furnish the commission with such supplies and clerical assistance as may be necessary for the commission to fulfill its duties. In addition, the commission may retain counsel, and any other consultants or experts, including physicians and psychiatrists, as are necessary. The elected and appointed officials of the Township shall assist the commission with all reasonable and appropriate efforts including compensation for any counsel or experts retained by the commission.

2.8 Amendment of Rules and Regulations.

The commission may amend, revise, void or replace these Rules and Regulations for any reason by action of a majority vote of the commission at any properly convened meeting of the commission. Before any changes to these Rules and Regulations become effective, those changes must be approved by the Township Board of Commissioners. These Rules and Regulations, and any amendments thereto shall be made available to the public for distribution or inspection.

2.9 Minutes and Records.

The commission shall keep minutes of its proceedings and records of examinations and other official action. All records of the commission shall be preserved and disposed of according to the *Retention and Disposition Schedule for Records of Pennsylvania Municipalities* issued by the Local Government Records Committee under the authority of the Municipal Records Act, 1968 P.L. 961, No. 428, 53 P.S. 9001, as amended in October of 1980, February of 1998 and May of 1998. (53 Pa. C.S.A. §1381).

Any and all records related to any disciplinary action filed with the commission shall be open to public inspection subject to reasonable regulation. The secretary shall keep minutes of its proceedings showing the vote of each member upon each question. If the member is absent or fails to vote, the secretary shall indicate that fact in the minutes.

2.10 Investigations.

The commission shall have the power to make investigations concerning all matters relating to the administration and enforcement of these Rules and Regulations. The chairperson of the commission is authorized to administer oaths and affirmations in connection with such investigations.

2.10 Subpoenas.

The commission shall have the power to issue subpoenas over the signature of the chairperson, or designee, to acquire the signature of attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the courts and shall be paid from appropriations for the incidental expense of the commission.

All officers in public service and employees of the Township shall attend and testify when required to do so by the commission.

If any person shall refuse or neglect to obey any subpoena issued by the commission, upon conviction of such refusal or neglect in a summary proceeding, that person shall be

sentenced to pay a fine not to exceed one hundred dollars ($100), and in default of the payment of such fine, shall be imprisoned not to exceed thirty (30) days.

If any person shall refuse or neglect to obey any subpoena, the commission may apply by petition to the Court of Common Pleas of Allegheny County for its subpoena, requiring the attendance of such persons before the commission or the court to testify and to produce any records and papers necessary, and in default thereof shall be held in contempt of court.

2.11 Annual Report

The Commission shall make an annual report to the Board of Commissioners containing a brief summary of its work during the year and a full accounting for any expenditures of public monies. The annual report shall be available for public inspection.

SECTION 3. APPLICATIONS AND QUALIFICATIONS

3.1 Eligibility for Examinations.

In order to be eligible for participation in any examination for any position with the police department, every applicant must submit a completed application form to the commission before the deadline stated by the commission for that specific examination. The applicant must make an oath or affirmation that the application is completed truthfully, and the applicant is subject to the penalties of 18 Pa C.S.A. §4904 relating to unsworn falsification to authorities.

3.2 Discrimination.

The Township is an equal opportunity employer. It is the Township's and Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status, or non-job-related physical or mental handicap or disability. The Township and the Commission will provide equal opportunities in employment and promotion.

3.3 Availability.

Application forms shall be available to all interested persons in the office of the Township Manager, or his/her designee and from such other offices and officers that the commission, from time to time, may choose to designate. Application forms may be mailed upon written or telephone request. However, the commission assumes no responsibility for missed filing deadlines due to a delay in the mail.

3.4 Age and Residency Requirements.

All applicants must have reached their twenty-first (21st) birthday before the deadline for submitting completed applications. Residency of police officers is governed by the Collective Bargaining Agreement of the police with the Township. Currently there is no requirement to reside in the Township.

3.5 General Qualifications – All Applicants

Every applicant for a position in the police department shall possess a diploma from an accredited high school or a graduate equivalency diploma (GED) in addition to which, the applicant shall possess a Bachelor's of Arts Degree in Criminal Justice / Law Enforcement /

Criminology (or related Law Enforcement Field) from an accredited college; or an Associates Degree in Criminal Justice / Law Enforcement / Criminology (or related Law Enforcement Field) in addition to which the applicant must have at least four years of experience in the United States Military in a law enforcement position or within another Police Department as a full time officer; or the equivalent combination of military service, full time police officer service and Associates Degree.

Every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, and, prior to appointment, possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

All applicants shall submit proof with the employment application that the applicant has completed training under the Municipal Police Officers Education and Training Act (Act 120), 53 Pa. C.S.A. §2161 et seq.

3.6 General Qualifications – Applicants for Promotion.

a) In addition to currently holding the position of full-time police officer for Wilkins Township, all applicants for a promotional position, except chief, shall have not been suspended without pay for more than five (5) days in the three (3) years prior to the deadline for submitting applications. Any suspension to which the applicant has timely appealed pursuant to a contractual grievance procedure or these Rules shall be disregarded unless the appeal is resolved prior to the creation of the eligibility list.

(b) All applicants shall have continuous prior service with the Police Department of Wilkins Township as follows:

(1) an applicant for the position of corporal shall have at least two (2) years of service with the department;

(2) an applicant for the position of sergeant shall have at least five (5) years of experience within the police department;

(3) an applicant for the position of lieutenant shall have at least two (2) years experience as a sergeant within the police department.

(4) An applicant for the position of captain shall have a least two (2) years experience as a lieutenant within the police department.

3.7 Rejection of Applicant.

The commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for examination prescribed in these Rules and Regulations for the particular position for which the applicant has applied. In addition, the commission may refuse to examine, or if examined, may refuse to certify any applicant who is physically or mentally unfit to perform the full duties of the position applied for, or who is a habitual substance abuser, who is guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the forms of

government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

3.8 Recording and Filing Applications.

Applications for positions in the police department shall be received at the Township Building only after a hiring or promotional test has been properly advertised and before the deadline for receiving applications which must be set forth in the public advertisement. Applications will be received by the municipal officer designated in the public advertisement or that officer's designee. That person shall record the receipt of all applications and provide each applicant with notice of the time and place for the first portion of the testing procedure, the written examination. Any application containing material errors or omissions may, at the discretion of the commission, be returned to the applicant for correction prior to the deadline for filing applications after which no new applications or amended applications will be accepted.

3.9 Hearing for Disqualified Applicants.

Any applicants or other persons who believe that they are aggrieved by the actions of the commission, in refusing to examine or to certify them as eligible after examination, may request a hearing before the commission. Within ten days after such request, the commission shall designate a time and place for the hearing which shall be conducted pursuant to the procedures set forth in the Local Agency Law, 2 Pa. C.S. §101, et seq.

3.10 Public Notice

The commission shall conspicuously post in the Township building an announcement of the hiring or promotional testing and set forth the time and place of every examination, together with the information as to the type of position to be filled, the requirements for that position, where applications may be obtained, and the deadline for filing those applications. In addition, at least two weeks prior to the close of the application period, publication of the notice shall occur in at least one newspaper of general circulation or a newspaper circulating generally in the Township.

SECTION 4. EXAMINATION AND GRADING PROCEDURE

4.1 General Examination Requirements for the Position of Patrol Officer.

The examination for patrol officer will consist of a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing seventy percent (70%) of the final score and the oral examination representing thirty percent (30%) of the final score. In addition, each applicant will undergo a physical fitness test and a background investigation. These tests and investigation will be graded on a pass/fail basis for every applicant. After an applicant has been extended an offer of employment, final appointment shall be contingent upon the applicant passing a physical and psychological examination.

4.2 General Examination Requirements for Promotions.

The examination for the positions of corporal, sergeant, lieutenant and captain shall include a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing seventy percent (70%) of the final score and the oral examination representing thirty percent (30%) of the final score.

4.3 Notice of Examination.

The commission shall appoint a written examination administrator, an oral examination administrator, a physical fitness examiner, a medical examiner and a psychological examiner to conduct the appropriate examination required by these Rules and Regulations.

4.4 Written Examinations.

The written examination shall be graded on a 100 point scale, and an applicant must score eighty percent 80% or higher and receive one of the top twenty (20) highest scores including ties in order to continue in the application process. Applicants scoring less than eighty percent (80%) or not receiving one of the top twenty (20) highest scores shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results and passing applicants shall be scheduled for an oral examination appointment.

4.5 Oral Examinations.

Every applicant who scored eighty percent 80% or higher and receives one of the top 20 highest scores including ties in the written examination shall be given an oral examination which will be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing. The oral examination shall involve questioning applicants on how they would handle situations relevant to police work. Within thirty (30) days after the applicants' oral examination, they shall be informed of the score in their oral examination and total overall score, and each passing applicant shall be informed of the date for physical fitness testing.

4.6 Veterans' Preference Points.

Pursuant to the Veterans' Preference Act, any applicant for the position of patrol officer who qualifies as a "soldier" under this Act, shall receive an additional ten (10) points on top of their total score if that applicant had received passing scores under Sections 4.1, 4.4 and 4.5.

4.7 Physical Fitness Testing.

An applicant for the position of police officer must meet the following requirements:

(a) Stretcher Carry. Applicants will be paired off and required to carry a stretcher with a simulated patient weighing approximately 200 pounds over a distance of 100 feet. Those applicants failing on the first attempt will be allowed to retake the exercise with a person who has successfully completed the exercise.

(b) Body Drag. An applicant is required to drag a simulated body weight of approximately two hundred (200) pounds for a distance of forty feet (40') within fifteen (15) seconds.

(c) Quarter Mile Run. An applicant is required to run a distance of one quarter mile on a pre-measured course in less than 110 seconds.

(d) Window Climb. An applicant is required to climb through a six foot high level window without assistance onto a three foot level platform on the other side of

the window, and then to the ground. Applicants must then circle around a marker twenty feet beyond the window and return up the three foot high platform and out the window onto the ground below.

(e) 30-Second Trigger Pull. Within a 30-second time limit applicant is to required to pull the trigger repeatedly thirty (30) times strong hand and fifteen (15) times in thirty (30) seconds weak hand, with arm fully extended in a shooting position using a double action handgun.

4.8 Background Investigation.

The commission shall request the Chief of Police or the Chief's designee to conduct a background investigation on each applicant. The background investigation shall include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. In addition, the applicant's credit history and record of criminal convictions should be investigated. The applicant may be interviewed directly when the information collected during any background investigation requires clarification or explanation.

After the background investigation is completed, the Chief, or his designee, shall make a written recommendation to the commission on whether the applicant is appropriate for consideration for appointment as a police officer.

Appropriateness of the applicant shall be based on the criteria set forth in Section 3.7 of these Rules and Regulations. This recommendation shall be in writing and if the recommendation is to disqualify, then a detailed written explanation of the reasons for disqualification must be included. The commission shall make the final determination on whether the information collected during the background investigation warrants rejection of the candidate. Within thirty (30) days after the commission considers the recommendation of the Chief of Police or his designee, each applicant will be informed of whether they have passed the background investigation.

SECTION 5. CERTIFICATION OF THE LIST OF ELIGIBLES AND APPOINTMENT

5.1 Creation of Eligibility List.

At the completion of the examination requirements set forth in Section 4, written examination, oral examination, background investigation and physical fitness test, the commission shall rank all passing applicants on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the eligibility list.

For promotional positions, fulfilling the performance requirement set forth in Section 3.6 is also required. In the case of tied scores, the tie will be broken by giving preference to the applicant who submitted a final completed application first. If both tied applicants submitted their complete applications on the same day, then the applicants shall be ranked in alphabetical order by surname.

The eligibility list is valid for one year from the date the commission ranks all passing applicant's, assigns veterans preference points and formally adopts the eligibility list. The

commission may, at its sole discretion, before the original expiration date, by a vote of the majority of the commission at a duly authorized commission meeting extend the list for up to twenty-four (24) months. The commission may, at its discretion, void an eligibility list at any time for any reason.

5.2 Appointment.

a) The appointing authority of the Township may fill any vacancy in an existing position in the police department which occurs as a result of expansion of the police force, retirement, resignation, disability or death by the reappointment or reinstatement of a former employee of the police department who had been furloughed. Except for physical and psychological examinations, and background checks no other testing shall be required for a furloughed employee or a rehired or reappointed employee. The furloughed officer must have previously complied with the provisions of the Civil Service Requirements and the furloughed officer's reappointment is subject to any recertification requirements prescribed by the Municipal Police Officers' Education and Training Commission.

b) If no furlough list exists or if positions remain to be filled after all of the officers on the furlough list were offered reemployment, every position, except that of Chief of Police, shall be filled only in the following manner:

    1) The appointing authority of the Township shall notify the commission of any vacancy which is to be filled and shall request the certification of three (3) names from the list of eligibles;

    2) If three (3) names are not available, then the commission shall certify the name(s) remaining on the list;

    3) The Board of Commissioners shall make an appointment from one of the three names certified with reference to the merits and fitness of the candidates. However, (for initial appointment to the position of police officer,) when one of the three applicants on the certified list is a veteran, that applicant shall be selected.

c) The Board of Commissioners may object to one or more the persons certified for the reasons set forth in Section 3.7 of these Rules and Regulations. If the candidate to whom the Board of Commissioners objects fails to timely exercise the rights of appeal under Section 3.9 or if the commission declines to uphold the appeal, the commission shall strike the name of that candidate from the eligibility list and certify the next highest name for inclusion on the list of three candidates for each name stricken off.

5.3 Appointment of the Chief of Police.

In the case of a vacancy in the office of Chief of Police, the appointing authority has full discretion in selecting the individual to fill the position of Chief of Police. If the appointing authority requests the commission to subject that person to a noncompetitive examination, and if that person successfully passes the noncompetitive examination, then the commission shall notify the appointing authority of the results of the examination and that person may only be removed from the position of chief of police for the reasons set forth in Section 6.1.

5.4 Physical and Psychological Examinations.

After the appointing authority selects a candidate from the certified list of three for appointment to the vacant position, that candidate shall submit to a physical examination and a psychological examination by the appropriate medical experts. If the candidate successfully passes the physical and psychological examinations, then that candidate shall be appointed to the vacant position in the police department for which the application was submitted. The appointment shall be contingent upon successfully passing both the physical and psychological examinations. Failure to pass either examination shall result in the candidate being rejected from consideration. The rejected candidate may appeal this decision under Section 3.9. The commission shall then certify another name to be included with the two previously certified names for consideration by the appointing authority pursuant to Section 5.2.

5.5 Probationary Period.

Every successful applicant to the position of patrol officer or to a promotional position with the police department shall serve a twelve (12) month probationary period. For newly hired police officers, the one (1) year probationary period shall not commence until after the officer has received a certification number. During the probationary period, a newly hired officer may only be dismissed for cause for the reasons set forth in Section 3.7. A promoted officer, during probation, may be returned to a prior rank only for cause for the reasons set forth in Section 3.7. However, at the end of the twelve (12) month probationary period, if the conduct of the probationer has not been satisfactory to the Board of Commissioners, the probationer shall be notified in writing that the appointment will not be permanent. At that time, a newly hired officer's employment shall end, and a promoted officer shall return to a previous rank. Any officer who is not informed in writing that their performance has been unsatisfactory, shall receive a permanent appointment to the new position. Any probationer who is notified in writing that appointment will not be made permanent has no rights of appeal under these Rules and Regulations.

5.6 Provisional Appointments.

Whenever there are urgent reasons for the filling of a vacancy in any position in the police department and there are no names on the eligible list for such appointment, the Township Board of Commissioners may nominate a person to the commission for noncompetitive examination, and such nominee may be certified by the commission as qualified after such noncompetitive examination and may be appointed provisionally to fill such vacancy. It shall thereupon become the duty of the commission within three weeks to hold a competitive examination and certify a list of eligibles and then a regular appointment shall then be made from the name or names submitted by the commission; provided, that nothing within this section shall prevent the appointment, without examination, of persons temporarily as police officers in cases of riot or other emergency.

SECTION 6. SUSPENSIONS, REMOVALS AND REDUCTION IN RANK

6.1 Grounds for Disciplinary Action.

a) No person appointed to a position in the police department pursuant to these Rules and Regulations may be suspended without pay or removed and no person promoted in rank pursuant to these Rules and Regulations may be reduce in rank except for the following reasons:

1) Physical or mental disability affecting the officer's ability to continue in service, in which case the officer shall receive an honorable discharge from service;

2) Neglect or violation of any official duty;

3) Violation of any law of this Commonwealth which provides that such violation constitutes a misdemeanor or felony;

4) Inefficiency, neglect, intemperance, disobedience of orders or conduct unbecoming an officer;

5) Intoxication while on duty; or

6) Engaging or participating in or conducting of any political or election campaign other than the officer's exercise of the right of suffrage.

b) No officer shall be removed for religious, racial or political reasons. A statement of any charges made against any officer so employed shall be furnished to the officer within five (5) days after those charges have been adopted by the Township Board of Commissioners.

6.2 Furloughs.

a) If for reasons of economy or other reasons, it shall be deemed necessary by the Township to reduce the number of full-time police officers in the department, then the Township shall apply the following procedure: (1) if there are any employees eligible for retirement under the terms of any retirement or pension law, then such reductions in numbers shall be made by retirement of such employees starting with the oldest employee and following in order of age respectively; (2) if the number of full-time police officers eligible for retirement is insufficient to effect the necessary reductions in numbers, or if there are no persons eligible for retirement, or if no retirement or pension fund exists, then the reductions shall be effected by furloughing the last person or persons including probationers, last appointed to the respective force.

b) Such removal shall be accomplished by furloughing in numerical order commencing with the person last appointed until such reduction shall have been accomplished. In the event that the appointing authority decides to increase the police department, the furloughed officers shall be reinstated in order of their seniority in the department if the furloughed officer accepts reinstatement in writing within thirty (30) days of receiving notice of the opening. These reduction in force provisions are not applicable to the Chief of Police.

6.3 Notice of Suspension, Removal or Reduction in Rank.

Whenever a police officer is suspended, removed or reduced in rank, the specific charges warranting such actions shall be stated in writing by the Township Board of Commissioners. The charges shall be stated clearly and in sufficient detail to enable the officer to understand the charges and to allow the officer an opportunity to respond to those charges. The charges shall specify the subsection of Section 6.1 which provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the appointing authority relied in finding a violation of Section 6.1.

Within five days after the Board of Commissioners has voted to impose the disciplinary action, a written statement of the charges shall be delivered to the officer either by personal service or by certified registered mail. In addition the charges shall notify the officer of the right to appeal under Section 6.4 of these Rules and Regulations. A copy of the statement of charges shall also be served upon the members of the Civil Service Commission.

6.4 Hearings on Suspension, Removals and Reductions in Rank.

a) The officer who has been suspended, removed or reduced in rank may appeal the decision of the appointing authority by written notice to the secretary of the commission at 110 Peffer Road, Turtle Creek, PA 15145 requesting a hearing. This request shall be received by the commission within ten days after the officer received notice of the discipline. The officer may make written answers to any charges filed not later than the date fixed for the hearing. Failure of the officer to provide written answers to any of the charges shall not be deemed an admission by the officer.

b) The commission shall schedule a hearing within ten days from the officer's written request for a hearing unless continued by the commission for cause at the request of the commission, the Board of Commissioners or the officer. At any such hearing, the officer against whom the charges have been made may be present and represented by counsel, may call witnesses and present testimony and documentation in defense. The Township may also be represented by counsel, call witnesses and present evidence as is necessary to support the charges. A stenographic record of all testimony shall be taken at every hearing and preserved by the commission. In the event the charges are dismissed, the record shall be sealed and not be available for public inspection.

c) In conducting the hearing, the commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the commission finds that sufficient evidence has been introduced to support the charge, the commission shall not modify the penalty imposed by the Board of Commissioners unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of the Board discretion. In considering the appropriateness of the discipline, the commission shall not substitute its judgment for that of the Board of Commissioners. The commission may request post hearing briefs, and shall issue a written decision containing specific findings of fact and conclusions of law within sixty (60) days of receipt of the hearing transcript.

6.5 Hearing Procedure.

a) All testimony shall be given under oath administered by the Chairperson, or in absence of the Chair, the Vice-Chairperson. The commission shall have the power to issue subpoenas as set forth in Section 2.11. The hearing shall be open to the public, unless prior to the commencement of the hearing, a written or oral request to close the hearing is made by either the charged officer or the Township.

b) If the commission sustains the charges, the officer who was suspended, removed or reduced in rank may file an appeal with the Court of Common Pleas within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension shall be made by the commission for a period longer than one year. In the event that the commission fails to uphold the charges, then the person sought to be suspended, removed or demoted shall be reinstated with full pay for the period of

the suspension, removal or demotion, and no charges related to the suspension, removal or reduction in rank shall be officially recorded in the officer's record.

SECTION 7. RESOLUTION FOR ADOPTION

The foregoing Rules and Regulations, which are in accordance with powers granted by the Civil Service Section of the First Class Township Code, Section 625-650, enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the municipal governing body of Wilkins Township, Pennsylvania, are hereby adopted by the Civil Service Commission of Wilkins Township, Pennsylvania on _____, ____.

_____
Chairperson

_____
Vice Chairperson

_____
Secretary

Approved by the Board of Commissioners of Wilkins Township, Pennsylvania March 13, 2006.

ATTEST:

Municipal Secretary

SIGNED:

President, Board of Commissioners

TOWNSHIP OF WILKINS

RESOLUTION NO. 06-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, ADOPTING THE BY-LAWS OF THE WILKINS TOWNSHIP RECREATION ADVISORY COMMITTEE.

WHEREAS, the Board of Commissioners of the Township of Wilkins created the Wilkins Township Recreation Advisory Board subject to its' authority as defined in the First Class Township Code; and

WHEREAS, the Recreation Advisory Board adopted the attached by-laws at its' regular meeting held on March 7, 2006; and

WHEREAS, the Board of Commissioners desires to approve said Recreation Advisory Board By-Laws.

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves that the attached document entitled "Wilkins Township Recreation Advisory Board By-Laws, Effective January 1, 2006" is hereby adopted. All prior resolutions or ordinances of the Board of Commissioners regarding adoption of by-laws for the Recreation Advisory Board are hereby stricken.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 13th day of March, 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco
Frank J. Greco
Chairman

ATTEST:

Rebecca Bradley
Rebecca Bradley
Secretary

WILKINS TOWNSHIP

ESTABLISHED 1821

RECEIVED 03/09/06

Wilkins Township
Recreation Advisory Board
110 Peffer Road
Turtle Creek, Pa 15145
(412) 824-6650

BY-LAWS
Effective January 1, 2006

Article I.
Name of the Organization

Section 1. The name of the board shall be know as the Wilkins Township Recreation Advisory Board. The board shall consist of seven members, maximum eleven, **who must be residents of Wilkins Township** and will be governed by elected officers of the board.

Article II
Purpose of the Board

Section 1. The Board shall represent the Recreation Committee of the Wilkins Township Board of Commissioners, in all matters involving recreational activities and report back to the Chairperson of the Recreation Committee, who is a member of the Board of Commissioners and has no voting power on the Recreation Advisory Board. Upon approval of such activities the board shall implement those activities for the residents of Wilkins Township.

Article III
Length of Term on the Board

Section 1. Upon approval to the Recreation Advisory Board by Wilkins Township Board of Commissioners, said board members should serve a term of two (2) Years.

Article IV.
Elections of New Officers

Section 1. The Recreational Advisory Board Officers shall be elected by a majority vote of Recreation Advisory Board members present at the **First** scheduled meeting of the calendar year. The election/voting shall take place in the following order:

1st	President	Two (2) Year Term
2nd	Vice President	Two (2) Year Term
3rd	Secretary	Two (2) Year Term
4th	Treasurer	Two (2) Year Term

Section 2. No member shall be eligible for an officer position unless he/she has been an active Recreation Advisory Board member during the current year. Any past officer is eligible for an officer position only if he/she has been an active Recreation Advisory Board member during the prior year before election. Any given board member who has served a (2) year term can be re-nominated for any office.

Section 3. Voting will be done opening the nomination 3 times and closing it. If only one person is nominated; the ballot will be cast by the Secretary. If more than one nominee, a paper ballot will be done. Paper ballots will be counted by the Chairperson of the Recreational Committee. If he/she is not available it will be counted by the Secretary.

Section 4. If unable to attend, an acceptance letter shall be presented prior to election of the office he/she is interested in.

Section 5. A letter will be sent out approximately one month before the meeting advising each Recreation Advisory Board member of the election.

Article V.
Duties of the Recreation Advisory Board

Section 1. **President:** The President shall preside over all meetings, sessions, and any official or unofficial function involving the Advisory Board. He/She will assign board members to recreational committees, and will only vote on any issue in front of the board to break all ties if necessary.

Section 2. **Vice-President:** The Vice President shall assume any duties of the President or the Secretary or Treasurer in the event of their absence, and shall assume the duties of that officer until the next election of the officer of President, Secretary or Treasurer becomes vacant, or the return of the current officer.

Section 3. **Secretary:** The Secretary shall maintain the records and minutes of all meetings that involve Recreation Advisory Board business. He/She shall see to the safe keeping of all boards' records and files.

Section 4. **Treasurer:** The Treasurer shall maintain records of all monies collected or raised through fundraisers. He/She shall maintain records of all monies collected at any recreation function, and shall turn those monies over to the Chairperson of the Recreation committee, or their Representative. An annual statement of the budget transactions of each fiscal year shall be prepared by the Treasurer and given to the Board of Commissioners within three months, following the close of each fiscal year.

Article VI.
Conducting of Business

Section 1. **Meetings:** All Recreation Advisory Board meetings shall be held at 7:30 pm on the First Tuesday of each month. When a member is going to be absent from a scheduled meeting, he/she must call the President or the Secretary to notify them. In addition special meetings can be held when necessary to discuss Recreation business, or to plan recreational activities. provide a timely notice to the Board members **(approximately 24 hours notice)**. All meetings shall be public, and any Wilkins Township resident may voice their opinion on any function that the board maybe considering **only at the public forum** portion of the agenda. Any non-resident must submit a written request to be heard in front of the board **only at the public forum portion of the agenda**.

A. All Officers and Recreation Advisory Board members are to sign their name at each meeting on a roll call sheet.

B. All Officers and Recreation Advisory Board members are to attend each meeting.

C. All active board members and officers shall be considered in neglect of duty or in by-law violation, due to the following, and liable for immediate dismissal or expulsion. Appropriate legal action may be taken, if necessary:

(a) Willfully with holding Recreation Advisory Board property or funds.

(b) Verbal or physical abusive conduct detrimental to any resident of Wilkins Township.

(c) Disclosure of confidential Recreation Advisory Board information that undermines the purpose of the Recreation Advisory Board, or attacks a board member, officer, or resident of Wilkins Township.

Section 2. **Quorum for Voting:** In order to vote on an issue there must be a majority of voting members present at the meeting.

Section 3. **Action without a Meeting:** Any action required or permitted to be taken at a regular board meeting may be taken by written or phone action by majority of the members then in office. This consent under this provision has the same force and effect as a vote of the board taken at a regular meeting.

Section 4. **Removal or Resignation from the Board:** If any member of the board misses three **(3)** consecutive meetings without just cause, he/she may be removed from the board. The President of the board will notify the Chairperson that the board member has missed three **(3)** meetings, and request that the board member be removed. If any board member wishes to resign from the board he/she may do so by writing a letter of resignation to the President of the board. He/She will then forward the letter to the Chairperson of the Recreation Committee for approval. On condition that a board member verbally states his/her resignation and does not put it in writing, the Recreation Advisory Board has the right to take upon itself being factual.

Section 5. **Purchasing:** No items may be purchased without proper authorization from the Chairperson of the Recreation Committee, and without a purchase order signed by the Township Manager. On days of recreation functions, if it would become necessary to purchase items to complete the function, said purchase may be made with the permission of the President and Chairperson, Township Manager, or Assistant Township Manager. All receipts must be turned over to the Treasurer for repayment from the Townships petty cash fund.

Section 6. **Committees:** All committees to be approved by the President. Each Committee shall consist of a Chairperson and at least (1) Co- chairperson. Each committee may establish a 3 or 4 team to aid them. The Recreation Advisory Board shall supersede, and have final say on all decisions of each committee.

A. Activity
B. Newsletter
C. Fund Raising
D. Hospitality

E. Membership
F. Public Relations

Article VII
Rules and Amendments

Section 1. The Robert's Rule of Order shall be govern the deliberations of the Recreation Advisory Board.

Section 2. The fiscal year of this board shall begin on the 1st day of January and end on the 31st day of December.

Section 3. No amendment shall be made to this code of laws except at a board meeting, and must receive concurrence of 2/3 of the members present. All Board members shall be notified in writing of a meeting wherein an amendment to the by-laws is contemplated at least thirty (30) days in advance. No amendment to the by-laws may be made until voted upon by the Board of Commissioners of the Township of Wilkins.

Section 4. A complete review of the by-laws shall be conducted every three (3) years or as deemed necessary by the board, by a committee of five (5). The Committee should be chaired by the board Secretary, and shall include The President and three (3) current board members. Then re-submitted to Board of Commissioners for approval.

ALL OTHER BY-LAWS PRIOR TO THE EFFECTIVE DATE OF THESE ARE HEREBY NULL AND VOID.

COMMITTEE DESCRIPTIONS

Fund Raising – This committee investigates and coordinates all various fundraising ideas and efforts.

Hospitality - This committee is the official host/hostess at all Recreation Advisory Board functions. They purchase food and all supplies needed to host each activity.

Membership - This committee coordinates volunteers needed for all Recreation Advisory Board activities, as well as Solicits individuals to fulfill vacant board positions.

Newsletter - This committee is responsible for the entire structuring of the quarterly newsletter i.e. topics, stories, editing, photos, interviews etc.

Public Relations – This committee is responsible for posting photos, Bulletins, flyers, banners and any advertisements for Activities as well as contacting local newspapers and television.

TOWNSHIP OF WILKINS

RESOLUTION NO. 07-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, EXPRESSING ITS UNWAVERING SUPPORT OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND RECOGNIZING THE PROGRAM'S SIGNIFICANT AND UNPARALLELED IMPACT UPON THE COMMUNITIES OF THIS COUNTY; AND, FURTHER, CALLING UPON THE UNITED STATES SENATE AND HOUSE OF REPRESENTATIVES TO SUPPORT FULL FUNDING OF THE CDBG FORMULA GRANTS AT $4.5 BILLION AS WELL AS FULL FUNDING FOR OTHER CRITICALLY IMPORTANT AFFORDABLE HOUSING AND COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAMS.

WHEREAS, the Federal Fiscal Year (FY) 2007 Budget proposes just $2.775 billion in formula funding for the CDBG program, a 25% reduction or $936 million compared to the appropriated level for FY 2006 which represented nearly a 10% reduction from FY 2005; and

WHEREAS, since FY 2001, funding for the CDBG formula has declined by nearly 16% causing Allegheny County to lose over $3.2 million in CDBG funding over that period; and

WHEREAS, a FY 2007 proposed 25% reduction in CDBG funding would represent an additional $4.1 million loss in CDBG funding to Allegheny County and would dramatically affect projects and programs that help sustain Allegheny County's municipalities, non-profits and its low and moderate income residents; and

WHEREAS, Allegheny County's CDBG program has a long-term objective of developing viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, in Allegheny County, an average of 89% of CDBG funds go to or benefit low to moderate income residents of the County; and

WHEREAS, communities in Allegheny County rely heavily upon the CDBG program to alleviate blight in the communities, provide affordable housing, make public buildings accessible to all residents of the community, provide funds for infrastructure needs that our municipality would otherwise be unable to do, and allow elected officials to conduct planning that will transition their neighborhoods to a more diverse, broad-based, 21st century economy; and

WHEREAS, the Allegheny County Community Development Block Grant Program funds a myriad of social services, economic development, and housing programs in this community that has resulted in the development of a strong network of relationships between this local government, the county's residents, and the many non-profit agencies that provide services and help make possible our commitment to those neighborhoods;

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves that it expresses its unwavering support of Allegheny County's Community Development Block Grant (CDBG) Program and recognizes the program's significant and unparalleled impact upon the communities in this County.

The Township of Wilkins calls upon the United States Senate and United States House of Representatives to support funding of the CDBG program with a funding level of $4.5 billion, as well as full funding for other critically important housing and community and economic development programs empowering cities and counties in this country to continue addressing unique affordable housing and neighborhood revitalization needs.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 27th day of March, 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco, Chairman

ATTEST:

Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 08-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPOINTING A POLICE PENSION PLAN ADVISORY COMMITTEE TO ADMINISTER THE AFFAIRS OF THE PLAN AND NAMING THE FIRST THREE MEMBERS TO THE COMMITTEE.

WHEREAS, the Wilkins Township Codified Book of Ordinances, Part I, Administrative Legislation, Chapter 45, Retirement, Subsection 45-8, Administration, Paragraph B, Police Pension Plan Committee, provides the Board of Commissioners the authority to appoint a police pension plan committee to administer the affairs of the plan; and

WHEREAS, in accordance with the Codified Book of Ordinances, 45-8 (B), the Wilkins Township Board of Commissioners delegate to said committee the authority to meet, discuss and advise the Board of Commissioners of their meeting and discussions for action; and

WHEREAS, the number of members, organization of the committee and term of office are all as is specified in the Codified Book of Ordinances under 45-8 (B) and 45-8 (D); and

WHEREAS, the Board of Commissioners recognizes the first three of five members to this Committee as Officer David G. Kemp, Retired Chief Elias Sejko and Township Manager Rebecca Bradley; and

WHEREAS, two additional members must be appointed by subsequent resolution of the Board of Commissioners.

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves that the Police Pension Plan Committee is hereby established in accordance with the requirements of the above stated sections of the Township's Codified Ordinances.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 10th day of April, 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco
Frank J. Greco, Chairman

ATTEST:
Rebecca Bradley
Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 09-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, SPONSORING A BANNER ACROSS LARIMER AVENUE, STATE ROUTE 130, FOR COMMUNITY DAYS IN CONJUNCTION WITH THE REQUIREMENTS OF THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION, DISTRICT 11-0.

BE IT RESOLVED, by authority of the Township of Wilkins of Allegheny County, and it is hereby resolved by authority of the same, that a banner is sponsored across Larimer Avenue, State Route 130 which message reads:

"Wilkins Township Community Days"
June 20 – 24 2006
At Penn Center East"

The banner may not have a vertical clearance above the roadway of less than seventeen feet (17'), six inches (6"). The size of the banner is thirty inches (30") high by two hundred forty inches (240") wide. The banner is to be installed on June 1, 2006 and removed on June 28, 2006. Wilkins Township assumes full responsibility for erecting, maintaining and removing the banner and all liability for damages occurring to any person or property arising from any act or omission associated with the banner and willfully indemnify and save the Department harmless. Wilkins township also acknowledges that no more than twenty percent (20%) of the message will relate to naming or advertising a commercial product, enterprise, business or company and that traffic control will be in accordance with Publications 212 and 213.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 8th day of May, 2006.

ATTEST:

Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

Frank J. Greco, Board President

(Seal)

I, Rebecca Bradley, Secretary to the Township of Wilkins do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Wilkins Township Board of Commissioners held on the 8th day of May, 2006.

Rebecca Bradley, Secretary

05/09/06
Date

TOWNSHIP OF WILKINS

RESOLUTION NO. 10-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, SPONSORING A BANNER ACROSS WILLIAM PENN HIGHWAY, STATE ROUTE BUSINESS 22, FOR COMMUNITY DAYS IN CONJUNCTION WITH THE REQUIREMENTS OF THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION, DISTRICT 11-0.

BE IT RESOLVED, by authority of the Township of Wilkins of Allegheny County, and it is hereby resolved by authority of the same, that a banner is sponsored across Larimer Avenue, State Route 130 which message reads:

"Wilkins Township Community Days"
June 20 – 24 2006
At Penn Center East"

The banner may not have a vertical clearance above the roadway of less than seventeen feet (17'), six inches (6"). The size of the banner is thirty inches (30") high by two hundred forty inches (240") wide. The banner is to be installed on June 1, 2006 and removed on June 28, 2006. Wilkins Township assumes full responsibility for erecting, maintaining and removing the banner and all liability for damages occurring to any person or property arising from any act or omission associated with the banner and willfully indemnify and save the Department harmless. Wilkins township also acknowledges that no more than twenty percent (20%) of the message will relate to naming or advertising a commercial product, enterprise, business or company and that traffic control will be in accordance with Publications 212 and 213.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 8th day of May, 2006.

ATTEST:

Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

Frank J. Greco, Board President

(Seal)

I, Rebecca Bradley, Secretary to the Township of Wilkins do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Wilkins Township Board of Commissioners held on the 8th day of May, 2006.

Rebecca Bradley, Secretary

05/09/06
Date

TOWNSHIP OF WILKINS

RESOLUTION NO. 11-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING AND CONSOLIDATING RESOLTUION NUMBERS 9-1991, 21-1991, 13-1993, 23-1993, 25-1993, 7-1995, 3-1996, 2-1999, 6-1999, 3-2001, 12-2001, 3-2002, 12-2002, 18-2003, 21-2003, 11-2004 AND 12-2004 TO INCLUDE FEE SCHEDULES FOR VARIOUS PERMITS AND SERVICES PROVIDED BY THE TOWNSHIP OF WILKINS, DELETING FEES FOR PERMITS AND SERVICES NO LONGER APPLICABLE, AMENDING ZONING CERTIFICATE FEES AND ADDING FEES FOR OCCUPANCY INSPECTION PERMITS.

WHEREAS, the Township requires fees for various permits and services; and

WHEREAS, over the course of the last two decades, these fees have been adopted by Resolution Numbers; 9-1991, 21-1991, 13-1993, 23-1993, 25-1993, 7-1995, 3-1996, 2-1999, 6-1999, 3-2001, 12-2001, 3-2002, 12-2002, 18-2003, 21-2003, 11-2004 and 12-2004; and

WHEREAS, by Ordinance Number 976, the Board of Commissioners has adopted regulations for the provision of occupancy inspections with a fee schedule to be instituted by Resolution; and

WHEREAS, with the adoption of the Uniform Construction Code, permitting requirements for most accessory structures have been eliminated, however, zoning requirements must still be reviewed for compliance, necessitating the amendment of the fee schedule for zoning certificates; and

WHEREAS, the Board of Commissioners is desirous of creating one Resolution to be known as the Schedule of Fees encompassing the fees for all permits and services required by the various codes of the Township and eliminating fees for services and permits no longer required.

NOW, THEREFORE, the Board of Commissioners of the Township of Wilkins hereby resolves that Resolution Numbers 9-1991, 21-1991, 13-1993, 23-1993, 25-1993, 7-1995, 3-1996, 2-1999, 6-1999, 3-2001, 12-2001, 3-2002, 12-2002, 18-2003, 21-2003, 11-2004 and 12-2004 are hereby consolidated into this resolution known as the Schedule of Fees, fees for occupancy inspections are hereby added, zoning certificate fees are hereby amended, and fees for services and permits no longer required are deleted. By adoption of this Schedule of Fees, Resolution Numbers 9-1991, 21-1991, 13-1993, 23-1993, 25-1993, 7-1995, 3-1996, 2-1999, 6-1999, 3-2001, 12-2001, 3-2002, 12-2002, 18-2003, 21-2003, 11-2004 and 12-2004 are hereby rescinded.

I. **BUILDING INSPECTION FEES, CONSTRUCTION DOCUMENT REVIEW, APPLICATION AND PROCEDURES:**

A. **Building Inspection Fees:**

Residential (1 & 2 family dwellings)*

* Fees include construction document review and mechanical inspections

New Construction	$40.00 plus 8 cents per sq. ft. of GFA*
Additions	$40.00 plus 8 cents per sq. ft. of GFA*
Repairs and alterations	$40.00 plus 1.25% of construction cost
Utility & miscellaneous Use Groups (decks, pools, towers, retaining walls, fences)	$40.00 plus 1.50% of construction cost
Demolition	$40.00 plus 1.50% of demolition cost
Manufactured Dwelling (mobile home)	$100.00

*GFA = Gross floor area is defined as the total square footage of all floors within the perimeter of the outside walls, including finished basements and attics with floor to ceiling heights of 6'6" or more.

All other Use Groups (commercial)

New construction & additions	$60.00 plus 17.5 cents per sq. ft. of GFA*
Alterations	$60.00 plus 1.75% of construction costs
Demolition	$40.00 plus 1.75% of demolition costs

*GFA = Gross floor area is defined as the total square footage of all floors within the perimeter of the outside walls, including finished basements and attics with floor to ceiling heights of 6'6" or more.

B. Construction Document Review:

International Building Code Occupancy Classification	Fee
"B," "E," "M," "R-1," "R-2" "R-4"	Up to and including 15,000 sq. ft. = $.08/sq. ft. Greater than 15,000 sq. ft. = $1200 plus $.05/sq. ft.
"A," "I," & "H"	Up to and including 10,000 sq. ft. = $.10/sq. ft. Greater than 10,000 sq. ft. = 1,000 plus $.05/sq. ft.
"F," "S" & "U"	Up to and including 20,000 sq. ft. = $.05/sq. ft. Greater than 20,000 sq. ft. = $1,000 plus $.03/sq. ft.

Minimum Fee: $125.00

C. Act 13 of 2004 – Minimum Surcharge Fee

In accordance with Act 13 of 2004, the Township hereby imposes an additional fee of Two Dollars ($2.00) upon each building permit applicant for the purpose of payment to the Pennsylvania Department of Community and Economic Development.

D. Application and Procedures:

1. **By whom application is made**: Application for a permit shall be made by the owner or lessee of the building or structure; or agent of either, or by the registered design professional employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the agent or design professional that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant and the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

2. **Description of Work:** The application shall contain a general description of the proposed work, the location of the proposed work, the occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building or structure, provisions for special inspections required by the Building Code, and such additional information as required by the code official.

3. **Construction Documents:** The application for permit shall be accompanied by not less than two (2) sets of construction documents. The Code Official or his designee is permitted to waive the requirements for filing construction documents when the scope of the work is of a minor nature. When the quality of the materials is essential for conformity to the International Building Code, specific information shall be given to establish such quality and this code shall not be cited, or the term "legal" or its equivalent used as a substitute for specific information.

4. **Site Plan:** The application for permit shall be accompanied by a site plan showing to scale the size and location of all new construction and all existing structures of

the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

5. **Engineering Details:** The code official shall require to be filed adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. All construction documents and engineering computations shall bear the date issued as well as the signature and seal of the registered design professional responsible for the design as required by the International Building Code.

6. **Amendments to application:** Subject to the limitations on Section (7) hereof, amendments to plan, application or other records accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments shall be deemed part of the original application and shall be filed within. Additional fees may apply.

7. **Time limitations of application:** An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the code official shall grant one or more extensions of time for additional periods not exceeding ninety (90) days each if there is reasonable cause.

II. Zoning Fees

A. Applications for Appeal to the Zoning Hearing Board:

1. A fee of $250.00 shall be paid by all persons for each appeal to the Zoning Hearing Board plus the cost administrative overhead connected with the hearing. Legal expenses of the zoning hearing board, expenses for engineering, architectural or other technical consultants or expert witness costs are specifically excluded by the Pennsylvania Municipalities Code 617.3 (e).

2. Exceptions.

   a) No fee shall be required for hearing before the Zoning Hearing Board pertaining to special exceptions in connection with lots falling within the classification described in the Codified Book of Ordinances Section 173-22(E).

   b) The fee for an applicant requiring a hearing for Special Exception for the purpose of operating a no-impact home-based business shall be $300.00. If the applicant qualifies under the no-impact home-based business ordinance, the application will be referred to the Zoning Hearing Board for review. If the applicant does not qualify for Zoning Hearing Board review, $250.00 will be returned to the applicant forthwith.

3. Fees are payable at the time an appeal is filed.

B. Sign Permits:

1. Billboards and outdoor advertising structures:

Application Fee:	$500.00
Annual Inspection Fee:	$100.00

2. All other types of permitted signs except political signs:

Application Fee:	$250.00*

* The applicant is responsible for the Township's cost of professional consultants required as a result of the sign permit application.

3. Political Signs:

a) Deposit required at the time of application shall be a flat fee of one hundred dollars ($100.00).

b) The amount of the deposit to be returned to the permit holder upon removal of all temporary signs within seven (7) days following the election shall be Seventy-five dollars ($75.00).

C. **Zoning Certificate Fees:**

1. Zoning Certificates are required for construction of permanent accessory structures (i.e., sheds, fences and detached garages) which no longer require a building permit in accordance with the Uniform Construction Code.

2. Zoning Certificate fees are as follows:

Residential:	$35.00
Commercial:	$50.00
Industrial	$75.00

D. **Fees for Application for Planned Residential Developments under Provisions of Codified Book of Ordinances Section 173-84(B).**

1. Initial fee upon presentation of request or tentative plan - $930.00.

2. Includes a $250.00 fee attributable to administrative supervision and $680.00 to engineering and legal fees. Any unused portion of the $680.00 engineering and legal expense to be returned to the applicant if the tentative plan is rejected.

3. In addition to the initial fee, payment as billed monthly thereafter of the actual engineering, planning consultant, and legal fees billed to the Township for work connected with the proposed application.

E. **Application for Conditional Zoning Use or Application for Amendment to Zoning Ordinance Under Provisions of Codified Book of Ordinances Section 173**

1. Initial fee upon presentation of request or tentative plan: $930.00

a) Above includes a $250.00 fee attributable to administrative supervision and $680.00 to engineering and legal fees. Any unused portion of the $680.00 engineering and legal expense to be returned to the applicant if the tentative plan is rejected.

b) In addition to the initial fee, payment as billed monthly thereafter of the actual engineering, planning consultant, and legal fees billed to the Township for work connected with the proposed application.

III. Subdivision and Land Development:

A. Plan Filing Fee – fees to be submitted with subdivision application:

1. Minor Subdivision: $500.00

2. Major Subdivision: $500.00 plus $100.00 per lot.

B. Land Development without Subdivision – fees to be submitted with application:

1. $500.00 plus $100.00 per acre or fraction thereof.

C. Advertising and Stenographer Fees:

1. Actual advertising charges, if any

2. One-half (1/2) of stenographer's fee, if any.

D. Combined Filing – when applications are filed for combined review of grading under Codified Book of Ordinances Sections 148 and 94, fees paid pursuant to either Ordinance shall be credited to fees due under either Ordinance.

E. Plan Review and Inspection Fees – All applicants shall reimburse the Township for all customary and ordinary charges by the Township's engineer or professional consultants. If the services of an engineer or consultant other than the Township's engineer are used, the customary fees of such engineer or consultant shall apply.

F. Accounting and Preliminary Review – Subsequent to action on the preliminary plan by the Board of Commissioners, the developer shall be provided with an accounting of all fees paid by the developer and fees charged by the Township's professional consultants and engineers. In the event the fees due the Township exceed the fees paid, the developer shall pay the balance due on or before the date of submission of the Final Plan.

G. Accounting after Final Review – Upon approval of the Final Plan by the Board of Commissioners, the developer shall be provided with an accounting of fees paid and fees due. In the event total fees paid by the developer exceed total fees due to the Township, the excess shall be forthwith refunded to the developer; or the developer shall pay forthwith any balance due.

H. Improvement Inspection Fee – Inspection fees as provided by Section 148-42 of the Township Book of Codified Ordinances shall be estimated by the Township Engineer and advanced by the developer prior to commencement of construction of improvements.

I. Recreational Contributions – Recreational contributions shall be paid pursuant to Section 148-29.

1. Each developer of a subdivision or development which includes residential dwelling units shall, as a condition precedent to final plan approval, pay to the township, in lieu of dedication of land suitable for park and recreation purposes, the sum of five hundred dollars ($500.00) per dwelling unit.

2. The fees shall be used only for the purpose of providing park or recreational facilities accessible to the development.

IV. Other Construction/Building Related Fees:

A. Occupancy Inspection Fees:

1. One and two family residential inspections: $ 50.00

2. Multi-family (3 or more units) residential inspections: $20.00.

3. Simultaneous Inspections: $ 50.00 for first unit, $33.00 each additional unit.

4. Re-inspection fee (after two inspections) $35.00.

5. Commercial inspections $100.00.

B. Fees for grading permits

1. $161.00 per week of grading operations payable in advance based on number of weeks of work as estimated by contractor and approved by Engineer.

C. **Sewer Tap-In Fees:**

1. $186.00 per unit as defined in the Codified Book of Ordinances Section 131.
2. $151.00 of this fee is payable to Combined Sewer Fund as a Tap-in Fee. $35.00 of this fee is paid by the applicant to the County of Allegheny

D. **Driveway permits under provision of Codified Book of Ordinances Section 79-3:**

1. If no consultant review is required, fee is $620.00.

2. If a consultant review is required, fee is $800.00 plus actual cost of review over $1,000.00.

3. If an appeal is made, the fee in addition to fees in Items No. 1 and 2 is $620.00 plus the cost of a stenographer, plus all ther costs over $620.00.

4. Base fees are payable in advance.

E. **Engineering review and inspection on large building projects:**

1. A plan review and inspection by the Township Engineer shall be required for application for permits to construct or structurally alter the following types of buildings:

   Multiple occupancy residential
   Commercial
   Industrial

2. A preliminary fee in the amount of $620.00 shall be charged for this service payable upon submission of plans for review. In the event that the cost to the Township of the review is less than the fee paid, the balance will be refunded. Should the charges exceed the amount of the preliminary fee paid, the fee shall be the full amount charged and the applicant shall pay the difference before the permit is issued.

V. Public Utility and Street Opening:

A. **Fees for Street Opening Permits under provision of Codified Book of Ordinances Section 173-27**

1. Fee for individual excavation or curb cut: $10.00.

2. Fee for lineal foot of excavation: $00.25 per foot.

B. **Fees for Placement, Maintenance and Surface of Public Utility Facilities under Provisions of Codified Book of Ordinances Section 161-2:**

1. Individual opening for pole or similar structure: $ 12.50

2. Placement of a surface mounted transformer or similar facility: $434.00

VI. Administrative Services:

A. Charges for Documents:

1. Copy of Land Development and Subdivision Book: $20.00

2. Copy of Zoning Ordinance Booklet $20.00

3. Per page fee: $ .25

B. Preparation of No-Lien Letters: $15.00

C. Processing of checks with insufficient funds (NSF): $25.00

D. **Municipal Building Rental / Use**

1. Any Township resident, either as an individual, or as an authorized representative of a group, desiring the use of the facility must complete and sign an application form.
   a) The party signing the application is personally responsible for the enforcement of these regulations and is expected to be on the premises during the rental period
   b) By signing the application agreement, the applicant acknowledges receipt of the rules, which have been completely read and understood.
   c) Violations of any of the rules and regulations may terminate the agreement and end the rental.
   d) The filing of an application does not constitute approval. The application must be reviewed by the appropriate Township official and if approved, a permit will be issued.
   e) The Township reserves the right to reject an application or cancel approval at any time.

2. The rental includes the use of the auditorium, kitchen facility and rest rooms only. Movement throughout the remainder of the building is strictly prohibited.

3. Rental is available seven days a week, from the hours of 7:00 A.M. to 11:00 P.M., depending upon prior commitments.

4. The minimum rental is two hours. The hourly rental rate for use of the Municipal Building shall be $25.00.

5. Upon signing the rental agreement, all applicants must make a security deposit of $100.00 per event and pay the rental fee.

6. Ongoing rentals may pay the first month's rental fee and subsequent charges must be paid on a monthly basis no later than the first business day of the month.

7. An exemption from payment of any fees will be granted to youth organizations, civic groups, senior citizen groups and public service organizations who are based in Wilkins Township. Exemptions will also be made for governmental agencies using the facility.

8. An inspection of the facility should be done by the applicant before the start of the rental. Any damage found must be reported to the custodian prior to use. Refund of security deposit shall be made only after an inspection of the facility by a representative of Wilkins Township.

9. If the applicant cancels, the rental fee will be forfeited unless the Township receives written notification at least thirty days prior to the scheduled event.

10. This facility is used for meeting of the governing body and these meetings will take precedence over any rentals. In rare instances, it may be necessary to cancel a rental in order to hold a special meeting. In these instances all fees will be returned to the applicant.

11. General Rules and Regulations.

    a) No smoking or chewing tobacco is permitted in the building at any time.

b) No gambling is permitted.
c) All rooms must be returned to the same setup as was in place prior to the rental.
d) No use of the municipal sound system is permitted.
e) No alcoholic beverages are permitted.
f) Adjustments in heating or cooling levels may only be made by the custodian.
g) All exits must remain clear at all times.
h) Room capacities/occupancies must be observed.
i) The use of any open flame, candles, incense, smoke machines, sparklers, etc., are prohibited.
j) Interior party decorations, crepe paper, signs, posters, etc., may only be attached to walls in a manner that causes no holes, marks or leaves any remnants.
k) No signs or decorations are permitted on the exterior of the building or grounds.
l) No speakers or sound systems are permitted outside the auditorium.
m) If tables are used, they must be covered (no exceptions). Any tables and chairs used must be cleaned after use.
n) The kitchen facility, floor and all appliances must be cleaned.
o) The auditorium, including floors and walls must be left clean.
p) All bathrooms and floors must be left clean.
q) The use of the piano is not permitted without prior approval by the Township.
r) Any trash left on the grounds or parking lot must be cleaned up and removed.
s) Parking is permitted in the front lot only. No parking on the grass is permitted.
t) Building must be empty by 11:00 P.M.
u) Brooms, mops, bucket and trash bags will be available.
v) All trash must be placed in bags provided and placed in front of the outside auditorium doors.
w) Any cleanup, repairs or touchup painting costs will be deducted from the security deposit. Costs will include a $25.00 per hour labor charge plus materials.
x) No loitering outside the building after 11:00 P.M. is permitted.
y) Under the conditions of the application/ permit the Township of Wilkins does not assume responsibility for accidents that may occur on the premises, for the loss of personal valuables while individuals or groups are in attendance at a function, or for items in storage or left on the premises.

VII. Fees for Police Department Services:

A. **Vending Permits** under Provisions of Codified Book of Ordinances Section 121-7.

Application Fee:	$ 6.25
Fee per person/per day	$ 2.50
Per person/per month	$25.00
Per person/per year	$75.00

B. Reimbursement from Woodland Hills School District – **Special Police Services**

Township will bill the School District monthly for fifty percent (50%) of wages, FICA and Medicare, social security, unemployment compensation, workers compensation and uniform allowance

C. Service charge for **Traffic Accident, Theft and Similar Reports**

Fifteen dollars ($15.00).

D. **Reimbursement for use of Police Officers** by School District and Fire Companies

Users will be invoiced for the cost of wages plus overhead to cover fringe benefits as determined from time to time by the Township Manager.

E. Permit to use or transport **explosive materials**: $500.00 (Subsection J of Section 82.4 or Article II of Chapter 82 of the Code)

F. **Animal Control Ordinance.** The fees payable under Article II, Subsection 65-24 of the Wilkins Township Code (Animal Control Ordinance) are hereby set as follows:

1. Pet Shops: $200.00 annually payable on January 2nd each year or on the date of the first application for a permit.

2. All other applicants for permits: $100.00 annually payable on January 2nd of each year or on the date of the first application for a permit.

G. **Alarm System Ordinance.**

1. The users' fee under Wilkins Township Codified Book of Ordinances Section 61-8 for an alarm system permit shall be:

   a) For single family residence: $12.00
   b) For multiple family residences, commercial, industrial and manufacturing uses: $12.00
   c) The late charge penalty shall be ten percent (10%) of the initial fee per year for each calendar year, or part thereof.
   d) The user fee shall be originally payable at the time of registration or application for a permit and thereafter shall be paid on or before the 31st day of January each year.
   e) The fee for a new applicant will be calculated by multiplying the number of months remaining in the current year by one dollar ($1.00).

2. False alarm fines (Section 61-10 of Township Code)

Number of False Alarm Calls per Year	**Fine**
3	No charge
4	$ 50.00
5	$ 60.00
6	$ 70.00
7	$ 80.00
8	$ 90.00
9-15	$100.00
15 and over	$200.00

H. **Mechanical Device / Amusement License Fees**

1. Regular schedule. The regular schedule is applicable to mechanical, electrical or electronic devices, music boxes or video devices which are installed or offered to the general public or a selected number thereof for a price upon the premises of an establishment which is open to the general public to do any type of business for a period of six (6) months or more out of a license year.

2. Seasonal schedule. The seasonal schedule shall be applicable to any mechanical, electrical or electronic devices, music boxes or video devices which are installed or offered to the general public or a selected number thereof for an established price upon the premises which are open to the general public for any type of business for a period of time of less than six (6) months out of a license year.

3. The license fees heretofore mentions shall not be prorated but shall remain the same for the whole or any portion of any one (1) year. The test of which fee is applicable is not the length of time the aforesaid device may be upon the

premises, but the length of time the business establishment is open to the general public for any type of business during the license year.

4. Licenses shall expire at midnight on December 31 of each year.

5. Licensees shall obtain new licenses for each device subject to a license fee and pay the required fee on or before January 31 of each year following a license expiration, as follows:

a)	Juke Box:	$100.00
b)	Pin Ball:	$200.00
c)	Video Game:	$200.00
d)	Pool Table:	$200.00
e)	Pull Tab:	$200.00
f)	Other:	$200.00

VIII. Fees for Department of Public Works Services:

A. **Rental of equipment** to the Boroughs of Chalfant, Forest Hills, Turtle Creek and the Woodland Hills School District and for emergency accident cleanup. User shall be billed at an hourly rate of sixty percent (60%) comparable private rate plus operators wages and overhead. A tabular listing of fees shall be determined annually by the Township Manager.

B. **Rental of Township Ball fields:** Field use permit fee per four (4) hour day is $100.00. Wilkins Township Baseball Leagues are exempt from the fee.

C. **Rental of Township Parks and Recreation Services:**

1. The picnic facilities in the various park pavilions are provided for use by families, local businesses, and organizations. Picnic facilities are not to be provided to groups, unless the group has made previous reservation for the site, including the time of arrival and departure. The individual or group must have a permit in its possession signed by a Department Official.

2. The possession and consumption of alcoholic beverages will be permitted inside the pavilion and picnic shelter in the parks. Prior to transporting alcoholic beverages into a park pavilion or shelter, a permit identifying the group reserving the shelter must be obtained and be in the permittee's possession at the time of consumption.

3. All park pavilions and shelters.

   a) Single Date Usage - $50.00 per date.
   b) Clean up Deposit - $50.00 per date.

4. Fifty Dollars of the clean up deposit shall be refundable if the picnic grounds and toilet facility are found to be free of debris, with trash either removed from the site or placed in the trash can provided. All permit holders should supply own plastic bags for clean up. If the Township personnel spend time cleaning an area, other than emptying trash cans that time shall be deducted from the remaining Fifty Dollar deposit and the balance, if any, returned to the applicant.

5. No permit fee shall be returned unless the Department of Parks and Recreation received request of cancellation of the permit at least thirty (30) days prior to the date of the permit. In the event of an emergency, the Manager reserves the right of decision. Weather is not considered due cause for cancellation.

6. Alcohol consumption permits are strictly issued under the provision of the applicable Ordinance.

7. No permit fee shall be required from non-profit corporations, volunteer firemen, veteran associations, church organizations, Boy Scouts, Girl Scouts and entities similar to those listed above, provided the entity is registered as headquartered in the Township of Wilkins.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 22nd day of May, 2006.

ATTEST:

Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

Frank J. Greco, Board President

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

Resolution No.: 12-2006

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE CHAIRMAN OF THE BOARD TOGETHER WITH THE MANAGER TO EXECUTE THE CONSENT FOR RIGHT OF ENTRY AGREEMENT ATTACHED HERETO FOR THE BENEFIT OF THE OWNER AND THE GENERAL PUBLIC; GRANTING THE GOVERNMENT A RIGHT OF ENTRY TO CONDUCT PROJECT ACTIVITY CONSISTING OF INSTALLING A MINE DRAINAGE PIPE AS A PART OF GOVERNMENT PROJECT NUMBER INQUIRY NUMBER 06-02-036; RELEASING THE GOVERNMENT FROM ANY AND ALL LIABILITY FOR CLAIMS ARISING AS A RESULT OF SAID PROJECT ACTIVITY; HOLDING HARMLESS AND INDEMNIFYING THE GOVERNMENT FROM ANY AND ALL CLAIMS OR CONTROVERSIES ARISING FROM THE PERFORMANCE OF SAID PROJECT ACTIVITY; AND EXECUTING SUCH OTHER DOCUMENTS AND AGREEMENTS AS MAY BE NECESSARY OR REQUIRED TO PERMIT THE GOVERNMENT TO COMPLETE SAID PROJECT ACTIVITY.

WHEREAS, the Commonwealth of Pennsylvania Department of Environmental Protection, Bureau of Abandoned Mine Reclamation requests that the Township enter into a Right of Entry Agreement to permit access on Wilkins Township property for the purpose of installing a mine drainage pipe on property owned by Paul and Elsie Mendlowitz and located on 531 Lucia Drive in Wilkins Township.

NOW THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Wilkins Township together with the Manager is hereby authorized 1) to execute the Consent for Right of Entry Agreement (the "Agreement") attached hereto for the benefit of the Owner (as such term is defined in the Agreement) and the general public, granting the government (as such term is defined in the Agreement) a right of entry to conduct project activity consisting of installing a mine drainage pipe as part of Government Project Number Inquiry No. 06-02-036 2) and to release the Government from any and all liability for claims arising as a result of said project activity and 3) on behalf of the Township of Wilkins, to hold the Government harmless and to indemnify it from any and all claims as may be necessary or required to permit the Government to complete said project activity.

ADOPTED this 12TH day of June, 2006, by the Board of Commissioners of the Township of Wilkins.

ATTEST:

Rebecca Bradley

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS:

Frank J. Greco

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 13-2006

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following list of public records.

Adopted this 12th day of June, 2006 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Frank J. Greco, President

N. L. Hill Correspondence
Storage Room Shelf 1-D
Proposed Disposition Lists
Summary
May 26, 2006
Timothy Olshefski

The items on the disposition lists in question come from two boxes that were in the Records Room (also known as the Storage Room). These boxes are marked "N. L. Hill Correspondence: 1995-1998" and "N. L. Hill Correspondence: 1999-2002." They contain correspondence from those years from Leonard Hill, acting as Wilkins Township's Code Officer, Fire Marshal and Emergency Management Coordinator, to many different people. Many of the documents are regarding various zoning and fire code violations.

All of these items fall under the category of Administrative and Subject Files of no more administrative value as defined by Chapter 2, section 1 of the Pennsylvania Historical and Museum Commission's Municipal Records Manual. Therefore, these items are cleared for destruction.

It should be noted also that Mr. Hill himself has given his approval for the destruction of these documents.

Budget Notes and Projections: 1985-1987
Records Room Shelf 3-C
Proposed Disposition
May 30, 2006
Timothy Olshefski

According to the Pennsylvania Historical and Museum Commission's Municipal Records Manual, chapter 6 (General Financial and Purchasing Records), section 5 (Annual Budgets and Related Records), municipalities are to "Retain one copy of the annual budget permanently. Retain duplicate copies as long as of administrative value. Retain all other papers 7 years."

The file box marked "Budget Notes and Projections: 1985-1987" contains mostly documents related to the annual budgets from those 3 years, and the destruction date of those documents (1994) is long past. The contents of the box include notes (typed and handwritten) and projections relevant to the budgets from those years, budget estimate forms, summaries of revenues and expenditures, correspondence, drafts and revised drafts of the budgets, analyses of cash flow notes, securities investment schedules, Recipient Account Statements from the Treasury with their related notes, an application form for an Award for Distinguished Budget Presentation, information on budget structure, public notices of intention to adopt budgets, copies of relevant resolutions (29-86, 30-86), etc. These documents are clearly "related records," or "other papers" that can be discarded after 7 years. The file also contains Annual Budget Reports submitted to the PA Department of Community Affairs from those years, which, according to the Manual (chapter 6, section 4), can be destroyed after 5 years. Also, the file contains many copies of the budgets, all but one of which can be destroyed.

Some of the other documents seem to fit into the category of "related records" as well, but they can also fit into other categories. The file contains brochures, proposals and contracts from different businesses and offering different products and services. These documents were probably included in the file because of their relevance to the annual budget. According to the Manual, chapter 2 (Administrative and Legal Records), section 8 (Contract Files), successful bids and proposals should be retained 6 years after the termination of general written contracts or 12 years after the termination of construction contracts. If unsuccessful, these documents should be retained 3 years after job completion. Contracts and agreements should be retained 6 years after termination, and construction contracts should be retained 12 years after termination. This being the case, these kinds of documents in this particular file are still past due for destruction.

The file also contains an insurance policy. Insurance policies can be discarded 6 years after their expiration (chapter 2, section 18), which in this case was October 1, 1987.

The file also contains a number of documents related to taxes and tax assessments. For example, there is a document titled "Compilation of Assessments, Tax Rates of Allegheny County, 1985". However, these documents do not seem to fit any of the tax-related categories in the Manual, chapter 7 (Tax Collection and Assessment Records). For this reason, and because these documents were included in this file because of their relation to the budget, these documents should probably be considered documents "related" to the budget, and thus disposable after 7 years.

One copy of the 1985 budget, one copy of the 1986 budget and one copy of the 1987 budget were removed from the box to be saved permanently in compliance with the PHMC's guidelines. Also, a file regarding the Harley Hotel's tax assessment appeal was removed because it may still have some value. Finally, a sketch of a Wilkins Police badge was removed because it seemed like it could strike some interest, even if it has no real administrative value.

Accounts Payable: January through December 1998
Records Room Shelf 3-E
Proposed Disposition
May 31, 2006
Timothy Olshefski

The box marked "Accounts Payable: January through December 1998" is mostly made up of invoices, bills, vouchers, warrants, check registers, statements, expense reports, purchase orders and receipts from 1998, as well as some related notes and correspondence regarding those particular items. The box also contains some copies of publication notices and proofs of publication which basically serve as bills for the publication service. According to the PHMC's Municipal Records Manual, chapter 6: General Financial and Purchasing Records, sections 8: Balance Sheets, 10: Bills, 12: Check Registers, 16: Expense Reports (Employee), 20: Invoices, 21: Purchase Order Forms, 24: Utility and Paid Service Receipts, 26: Voucher Files and 27: Warrants, such items can be disposed after 7 years.

The box also contains an Earned Income Tax Summary from December, 1997, which is disposable after 7 years according to the PHMC Manual, chapter 7: Tax Collection, section 6: General and Special Tax Ledgers/Journals. The box also contains a few tax refund requests for different people from the tax collector. These can probably fit under the same category or a number of other tax-related categories which have retention rates from 2 years to 7 years. Also, in the file they basically serve as accounts payable vouchers.

Finally, according to chapter 6, section 2: Accounts Payable Files and Ledgers, these items should be retained 7 years. Therefore, since the latest items in the box are from December, 1998, this box was cleared to be disposed in December of 2005.

1986 Accounts Payable – Audit Papers
Records Room (Floor next to Shelf 9)
Proposed Disposition
June 6, 2006
Timothy Olshefski

The 1986 Accounts Payable box in the Records Room contains many of the same types of items that are found in the other Accounts Payable boxes, including check registers, vouchers and warrants, bank statements and reconciliations, deposit slips, wire transfer slips, invoices, receipts, bills, balances, copies of checks, refund claims, expense reports and related notes and correspondence. These documents are for such things as insurance, office supplies, phone service, publications, legal service, uniforms, auto service, worker's compensation, unemployment and postal service. The documents are separated by month, but there are also some statements and vouchers, etc. that are put into folders for particular, larger funds: the 1986 Contingency Fund, 1986 General Fund, 1986 Sinking Fund, 1986 Revenue Sharing, 1985-86 IDA Benefit Fund, 1986 Liquid Fuels Fund and 1986 Payroll Account. There were also some check registers, bank statements and old sinking fund checks that were not in any of the folders.

All of the previous items are disposable under the guidelines of the different sections of Chapter 6 of the PHMC's Municipal Records Manual, titled General Financial and Purchasing Records.

Also, the 1986 General Fund folder contains some documents related to taxes, including monthly tax collector reports, general fund receipts and some other monthly reports. According to section 6 of chapter 7 of the Records Manual, General and Special Tax Ledgers/Journals should be retained for 7 years.

The box also includes a folder that contains a 1986 Budget Investment Schedule. The maturity year of the latest investment was 1991. According to section 19 of chapter 6 of the Manual, Investment Records should be retained 6 years after their cancellation.

The box also contains 3 bundles of documents, one marked C/D Summary, one marked Accounts Receivable and one marked Accounts Receivable Check Registers. These bundles contain monthly reports. The reports in the C/D Summary bundle can be included in the category Accounts Payable Files and Ledgers (chapter 6, section 2 of the Manual), which must be retained 7 years. The Accounts Receivable and Accounts Receivable Check Registers reports can be included under the category Accounts Receivable Files and Ledgers (chapter 6, section 3), which also must be retained for 7 years.

Finally, the box contains folders that hold some payroll records for the Police Department and for the Department of Public Works from the 4 quarters of 1986. These records include Payroll Information Transmittals, time reports and account statements. According to chapter 5, section 2 of the Manual, Employee Payroll Adjustment Records are to be retained 4 years. Section 14 of the Manual states that Time Cards and Attendance Records are to be retained 3 years. Also, section 6 states that Pay period Reports are to be retained 4 years.

According to the Municipal Records Manual, all of the documents contained in the 1986 Accounts Payable box are past due for destruction and can therefore be disposed of immediately.

Accounts Payable 1994
Records Room Shelf 3-G
Proposed Disposition
June 8, 2006
Timothy Olshefski

The 1994 Accounts Payable box of files in the Records Room contains the same kinds of documents found in the other Accounts Payable boxes. In folders marked by month are documents such as check registers, checks, void checks, receipts, bank statements, vouchers and warrants, invoices, bills, purchase orders, expense reports and related notes and correspondence. These documents are for legal service, phone service, appliance disposal, waste management, oil, insurance, unemployment compensation, office supplies and salt, among other things. The box also contains folders separated for two particular funds, the 1994 Liquid Fuels Fund and the 1994 General Fund. The Liquid Fuels Fund folder contains the same kinds of documents as found in the monthly folders. The General Fund folder consists of bank statements, wire transfer slips, deposit slips, transaction confirmations and receipt. The Chapter 6 of the PHMC Municipal Records Manual gives all such documents a retention period of 7 years.

The box also contains 1994 time reports for the Police Department and the Department of Public Works. Chapter 5, section 14 of the Manual states that Time Cards and Attendance Records are to be retained 4 years.

According to the Municipal Records Manual, all of the documents contained in the 1994 Accounts Payable box are past due for destruction and can therefore be disposed of immediately.

1991 Accounts Payable – Audit Papers
Records Room Shelf 3-G
Proposed Disposition
June 8, 2006
Timothy Olshefski

The 1991 Accounts Payable box contains many of the same kinds of disposable files that are in the other Accounts Payable boxes. These include check registers, bank account statements and balances, vouchers and warrants, invoices, bills, receipts, tax refund certificates, void checks, deposit slips, wire transfer slips, expense reports and notes and correspondence regarding those types of documents. These documents contained within the monthly folders are for things such as worker's compensation, insurance, postal service, office supplies, phone service, publication of notices, banquet and conference registration, legal service, code service, tax collector compensation, etc.

These documents can also be found in folders marked for specific purposes, like the Sinking Fund, the PDA Benefit, Revenue Sharing, the Payroll Account, Capital Resolution, the Emergency Containment Fund, the Capital Reserve, the Retired Member Death Benefit and the Emergency Management Fund.

According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

The General Fund folder contains the former types of documents as well as Real Estate Tax Collection and Transfer Reports and Earned Income Tax Bureau Reports. These items fit under the category of General and Special Tax Ledgers/Journals (chapter 7, section 6 of the Manual), which must be retained for 7 years.

Finally, the box contains folders which contain time reports for the Police Department and the Department of Public Works. Chapter 5, section 14 of the Manual states that Time Cards and Attendance Records must be retained 3 years.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

One other thing should be noted. The 1991 Accounts Payable box also contained a folder marked Police Pension Fund 1991. This folder contains documents that are still valuable to the Township. The folder was removed from the box and set aside to be saved.

Accounts Payable Audit Papers: 1993
Records Room, Shelf 3-E
Proposed Disposition
June 5, 2006
Timothy Olshefski

The box marked "Accounts Payable Audit Papers: 1993" located on Shelf 3-E in the Records Room contains various documents relating to Wilkins Township's Accounts Payable from that year.

Among these documents are envelopes full of check registers from every month of the year. According to the PHMC's Municipal Records Manual, chapter 6: General Financial and Purchasing Records, section 12: Check Registers, check registers should be retained 7 years.

Financial documents like vouchers and warrants, invoices, bills, balance sheets, bank statements and reconciliations for PNC Bank, funds transfer notices, PLGIT account summaries, service receipts, purchase orders, blank checks, void checks, copies of checks, proofs of publication, wire transfer slips, brochures for equipment, stop payment authorizations from PNC Bank, funds transfer advice notices, earned income tax refund claims, certifications of tax refunds for residents, copies of relevant resolutions, expense reports, proposals and contracts, and related notes and correspondence can be found within the files in the box. These documents include bills and vouchers, etc. for phone service, energy, pet control service, insurance, unemployment compensation, lawyer fees, roadwork, uniform purchase and cleaning, tax refunds and code books, among other things.

Some of these documents are contained in folders for each month of 1993 while others are contained in folders marked for specific activities in that year. These folders include one marked for the sewer fund, IDA benefit fund, LEGAS grant computer, emergency management, general account, LEGAS grant for Eastmont, community facilities, APMM, retired men death benefit, capital reserve and GO Bond issue.

According to the Municipal Records Manual, chapter 6, none of these documents need to be retained for more than 7 years. Section 9 says that bank statements and reconciliations only need to be retained for 3 years, and the same goes for deposit slips. The tax-related documents, according to chapter 7: Tax Collection and Assessment Records, need to be retained for no more than 10 years.

These documents have no more administrative value, and I recommend that they be destroyed in keeping with the PHMC's guidelines.

Accounts Payable Vouchers 1997
Records Room Shelf 3-G
Proposed Disposition
June 6, 2006
Timothy Olshefski

The "Accounts Payable Vouchers 1997" box in the Records Room contains basically the same kinds of files that the other Accounts Payable boxes contain: warrants and vouchers, invoices, tax refund notices, bills, balances, maintenance bonds, purchase orders, receipts, check registers, reconciliation reports and bank statements, void checks, etc.

These bills and invoices and warrants were for such products and services as office supplies, membership dues, phone service, road salt, uniform cleaning, fuel, legal work, postage, publication of notices and drug tests among other things.

According to the PHMC's Municipal Records Manual, chapter 6, these items should be retained for 7 years. This being the case, these files could have been disposed at the end of 2004. In keeping with the PHMC's guidelines and in the interest of cleaning and organizing the Records Room, these items should be disposed.

Accounts Payable Vouchers 1995
Records Room Shelf 3-G
Proposed Disposition
June 6, 2006
Timothy Olshefski

The "Accounts Payable Vouchers 1995" box in the Records Room contains basically the same kinds of files that the other Accounts Payable boxes contain: warrants and vouchers, invoices, tax refund notices, bills, balances, maintenance bonds, purchase orders, receipts, check registers, reconciliation reports and bank statements, void checks, etc.

These bills and invoices and warrants were for such products and services as insurance, worker's compensation, energy, tax service, office supplies, building supplies, conference registration, unemployment compensation, phone service, waste management, recycling and pesticide among other things.

According to the PHMC's Municipal Records Manual, chapter 6, these items should be retained for 7 years. This being the case, these files could have been disposed at the end of 2002. In keeping with the PHMC's guidelines and in the interest of cleaning and organizing the Records Room, these items should be disposed.

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 14-2006

A RESOLUTION OF THE TOWNSHIP OF WILKINS ESTABLISHING JOB DESCRIPTIONS FOR POLICE PERSONNEL AND DEFINING THE AUTHORITY, RESPONSIBLITIES AND DUTIES OF THE VARIOUS RANKS AND RESCINDING RESOLUTION NO. 4-1977

WHEREAS, by Resolution Number 4 of 1977, the Board of Commissioners adopted job descriptions for Wilkins Township Police personnel; and

WHEREAS, during the year 2005, a Police Management Study was performed through the Commonwealth of Pennsylvania, Department of Community and Economic Development Peer to Peer Program; and

WHEREAS, as a part of that Management study, recommendations were made to update the job descriptions adopted by the Board of Commissioners in 1977; and

WHEREAS, the Board of Commissioners, in recognition of the recommendation of the police management consultant desire to amend the job description for each class of police personnel by and through the adoption of this resolution; and

WHEREAS, the Board additionally desires to rescind Resolution 4-1977, adopted on February 14, 1977.

NOW THEREFORE, be it resolved, as follows:

I. Pursuant to the provisions of Article I, Chapter 37 of the Wilkins Township Codified Book of Ordinances, the authority, responsibilities and duties of the various ranks in the Police Department shall be as follows:

II. **CHIEF OF POLICE:**

Immediate Supervisor: Township Manager

A. **Major responsibilities** require defining the Wilkins Township Police Department's mission and providing the vision by which the Department can achieve its mission. All assigned responsibilities are expected to be performed in an effective, efficient and safe manner. The incumbent's personal conduct and behavior (on duty as well as off duty) must be such that it promotes trust in the Department and does not bring disrepute or unnecessarily endanger the public's confidence in the Department or its members. This position requires a high level of conceptual thinking and problem-solving and decision making abilities. The Chief is the top administrator of the Department. This position requires that the incumbent be held accountable for the technical competencies of the Department's members, delivery of expected services to the public, the financial integrity of the Department and the securing of necessary resources (human and capital) by which to operate the agency effectively and efficiently.

B. Success in office lies in the Chief's ability to accomplish the goals and objectives of the Department; to strive for agreement but achieve alignment among all members in the delivery of mission, goals and objectives of the agency; as well as work harmoniously with all other public service agencies and officials.

C. **Major duties** of the Chief of Police involve staffing, planning, directing, coordinating, budgeting and evaluating the performance of all work units within the Department. A primary responsibility involves assuring public and internal accountability for the efficient, effective and safe use of the resources allocated to the Department. Duties are primarily administrative and policy making in nature. The incumbent is expected to assume the additional duties associated with being a commander and supervisor.

D. **Work conditions** are primarily indoor in nature. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations. However, as a sworn member with the responsibility to enforce violations of law; physical and mental demands can change dramatically within a few seconds, taxing the maximum human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that enables them to handle (with minimal force and often without assistance) occasional contact and involvement with dangerous and potentially dangers people, animals and equipment.

III. POLICE SERGEANT / SHIFT COMMANDER:

Immediate Supervisor: Police Chief

A. **Major responsibilities** require consistent attention and commitment to this Department's mission. All assigned duties and tasks are expected to be performed in an effective, efficient and safe manner. The jobholder must accept the responsibility to support and promote this Department's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. The position requires a high degree of problem-solving ability, self initiative, and the ability and willingness to work a majority of time without direct supervision. Successful performers are those who are capable and willing to make decisions that are consistently in line with the Department's mission, goals and objectives.

B. **Major duties** involve supervising members and the performance of other members. This includes checking reports, adjusting schedules and work routines to cover work load, counseling, coaching, training personnel, and evaluating their accomplishments. When not performing priority supervisory duties, the supervisor is expected to self-initiate and perform the priority tasks of a police officer assigned to this function. This includes taking calls for service, patrolling to deter and detect crime, investigate complaints, citing and/or arresting law violators, following up on pending reports and cases, preparing and or servicing civil processes, protecting persons and property, and securing and protection prisoners. As necessary, the jobholder may be required temporarily to assume the duties, activities and tasks of the Chief of Police.

C. **Work conditions** vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicle frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically with a few seconds, and tax the maximum of human endurance. Therefore, jobholders must maintain a physical and mental state of fitness and readiness that enables them to handle (with minimal force and often without assistance) recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

D. **Removal** can be with or without fault of the jobholder or the agency. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of this position or a consistent failure to perform competently on regular tasks are among the major reasons for jbo removal without fault. Failure to support the Department's mission, failure to uphold the oath of office, failure to behave in a manner that supports the Police Officer's Code of Ethics, failure to continually comply with preconditions for original employment, or failure to display due regard for the civil liberties of any person will lead to removal with or without fault. In addition, accruing atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

IV. POLICE OFFICER

Immediate Supervisor: Sergeant / Shift Commander

A. **Major responsibilities** require consistent attention and commitment to the Wilkins Township Police Department's mission. All assigned duties and tasks are expected to be performed in an effective, **efficient** and safe manner. The jobholder must accept the responsibility to support and promote the Wilkins Township Police Department's mission and comply with its directives. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the Wilkins Township Police Department or its members. This position requires a high degree of problem-solving ability, **self-initiative**, and the ability and willingness to **work a majority of time without direct supervision**. Successful performers are those who are capable and willing to make decisions that are consistently in line with the Department's mission, goals and objectives.

B. **Major duties** involve taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases, preparing and/or serving civil processes, protecting persons and property, and securing and protecting prisoners. When not responding to calls for service, the jobholder is expected to use self-directed time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the jobholder may be required to temporarily assume the duties, activities and tasks of the patrol sergeant/officer in charge.

C. **Work conditions** vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds, and tax the maximum of human endurance. Therefore, jobholders must maintain a physical and mental state of fitness and readiness that enables them to handle (with minimal force and often without assistance) recurrent contacts and involvement with dangerous and potentially dangerous people, animals and equipment.

D. **Removal** can be with or without fault of the jobholder or the Township. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, chronic illness, and a failure to perform competently on any of the critical tasks of the position or a consistent failure to perform competently on regular tasks are among the major reasons for job removal without fault. Failure to support the Department's mission, failure to uphold the oath of office, failure to behave in a manner that supports the Police Officer's Code of Ethics, failure to continually comply with preconditions for original employment, or failure to display due regard for the civil liberties of any person will lead to removal with or without fault. In addition, accruing

atypical amounts of dysfunctional work time or requiring atypical amounts of supervisory counseling or remedial training will lead to removal with or without fault.

V. RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a fully assembled meeting held this 12th day of June, 2006.

TOWNSHIP OF WILKINS

ATTEST:

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLUTION NO. 15-2006

A RESOLUTION OF THE TOWNSHIP OF WILKINS SETTING FORTH A POLICY RELATING TO REQUESTS BY VOLUNTEER FIRE COMPANIES FOR TOWNSHIP PARTICIPATION IN THE FINANCING OF PURCHASE OF FIRE AND RESCUE VEHICLES

The Board of Commissioners of the Township of Wilkins hereby resolves as follows:

SECTION I.

The Board of Commissioners will consider applications by volunteer fire companies for assistance in the purchase of fire and rescue trucks, provided the applicants have met all of the terms and conditions hereinafter set forth.

SECTION II.

All financial assistance is subject to approval of Township loan applications by Allegheny County, the Department of Community and Economic Development, banks or other similar entities.

SECTION III.

All applications must be submitted with an unexecuted proposed purchase agreement prepared by the vendor of the fire or rescue truck, which agreement must be approved by the Board of Commissioners and must include, but is not limited to, conditions that:

A. Specify a specific delivery date, after which the buyer may elect to rescind the agreement subject to reasonable terms and conditions approved by the Board of Commissioners.

B. Contains warranties of labor and material under terms and conditions the same or equal to those issued by General Motors, Ford or Chrysler Corporations for vehicles most similar to fire or rescue vehicle.

C. Provide for manufacture to standards and specifications which will comply with and finally be approved by all governmental agencies having jurisdiction therein and all insurance related agencies having power to affect insurance rates related to the apparatus involved.

D. Ensure that prepayments made by the buyer shall not be subject to claims by a trustee in bankruptcy, receiver or similar entity.

SECTION IV.

The following formula, as recommended by the Unites States Department of Labor, will be used to establish an equitable allocation for the purchase of approved vehicles.

A. Established base allocation will be $35,000.

B. Base price index will be the January 1974 Consumer Price Index with 1967 base which is 139.3.

C. The consumers' price index for the month and year in which the purchase agreement is signed.

D. An example of this, based on a 1988 purchase, would be as follows:

January 1974 Consumer Price Index with 1967 Base – 139.3
April 1988 Consumer Price Index with 1967 Base - 349.5

Total Allocation – 139.3:349.5::35,000 x or

Total Allocation – $\frac{349.5 \times 35{,}000}{139.3}$ or 87,814.07

SECTION V

The following guidelines are established:

A. The amount allocated cannot be more than 60% of the purchase price.

B. Any costs of the apparatus above that noted in Section IV will be paid by the Fire Company.

C. The Township may finance its share by borrowing on five year short term notes. The Township may also borrow funds for the Fire Companies to be repaid from the annual allowance from the Township.

D. The guidelines for replacement are that each company may purchase a new vehicle approximately every fifteen years. While retaining a vehicle for more than twenty-four years is discouraged, a vehicle may be kept in service longer, provided it has been refurbished in an acceptable manner.

E. Vehicles can be scheduled as follows:

VFD	YEAR BUDGETED	YEARS OF PAYMENT
#1	2006	2006-2011
#4	2012	2012-2017
#3	2017	2017-2022

SECTION VI

Each Wilkins Volunteer Fire Company agrees to possess at least one operational pumper. The Township agrees that in the future, if funds become available to the Volunteer Fire Companies to purchase a reserve pumper, to be shared among the three companies, the Township will pay the cost of the vehicle insurance as it had done prior to the donation of the reserve pumper in 2006.

SECTION VII

The present Board of Commissioners, realizing the importance of both good fire and rescue apparatus and good financial planning, requests that future Boards of Commissioners give consideration to continuing this policy.

SECTION VIII

Resolution 02-09 is hereby repealed.

RESOLVED AND ADOPTED by the Board of Commissioners of the Township of Wilkins at a meeting duly assembled this 12th day of June, 2006.

ATTEST

Rebecca Bradley

Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

Frank J. Greco

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 16-2006

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FUNDING TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, LAND USE PLANNING AND TEHCNICAL ASSISTANCE PROGRAM AND ALLOCATING MUNICIPAL RESOURCES IN THE AMOUNT OF $30,000.00 TO SAID PROJECT.

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to projects through the Land Use Planning and Technical Assistance Program.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Wilkins hereby authorizes the submission of a grant application on its behalf.

AND BE IT FURTHER RESOLVED that the Board of Commissioners of the Township of Wilkins hereby allocates municipal resources in the amount of $30,000.00 to said project.

Adopted this 10th day of July, 2006 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 17-2006

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following list of public records.

Adopted this 10th day of July, 2006 by the Township of Wilkins.

ATTEST:

TOWNSHIP OF WILKINS

Rebecca Bradley, Manager

Frank J. Greco, President

ALCOSAN Billings
Records Room Shelves 1 and 9-H
Proposed Disposition
July 7, 2006
Timothy Olshefski

On Shelf 9-H and on and outside of Shelf 1 in the Record Room are recycling bins full of various ALCOSAN billings from different years. According to chapter 2, section 36 of the PHMC's Municipal Records Manual, quarterly, monthly and other periodic routine activity reports should be retained as long as of administrative value. These ALCOSAN files have no more value. Also, even if they did have value, we have disks that contain the same information as the hard copy that is taking of so much space in the Records Room. Therefore, these items can be disposed of immediately.

Shelf 9-H holds:

Detail Billing Registers from July 2000, April 1999, September 2003, October 2003, June 2003, April 2003, January 1999 and December 2000;

Community A/R Transfers from September 2003, June 2003, April 2003, October 2003, April 1999 and December 2000;

an Aged Accounts Receivable Report from March 15, 1999;

Effluent Reports from October 2003, September 2003, June 2003 and April 2003;

and Commercial Disposal Reports from September 2003, June 2003 and April 2003.

On and outside of Shelf 1 there are:

Commercial Disposal Reports from July 2002, January 2003 and September 2002; Effluent Reports from July 2002, January 2003 and September 2002;

Community A/R Transfers from December 1999, March 2000, July 2000, October 2002, July 2002, January 2003, September 2002, December 2002 and July 2002;

Detail Billing Registers from July 1999, December 1999, October 1999, March 2000, June 1999, October 2002, July 2002, September 2002, January 2003, September 2002 and December 2002;

a Premises Listing from June 3, 1999;

Collection Registers from November 1994, February 1995, August 1995, May 1994, March 1996, May 1996, November 1995, August 1996, March 1997, November 1997, August 1998, May 1995, May 1997, May 1998 and July 1997;

Billing Registers from August 1994, May 1995, May 1996, August 1996, November 1995, February 1998, August 1995, May 1995, November 1997, March 1997, August 1998 and December 1996;

Transaction Detail Registers from 1994, 1995, 1996, 1997 and 1998;

Payment Processing Transaction Audits from 1994, 1995 1996 1997 and 1998;

an Accounts Receivable Aged Report from February 3, 1998;

a Proration Credit Register from November 19, 1997;

and an Invoice List from October 10, 1994.

1995 R.E. Taxes
1997 R.E. Tax Records
2002 Wilkins R.E. Taxes
Records Room Shelf 9-B
Proposed Disposition
July 7, 2006
Timothy Olshefski

These boxes contain tax bills and paid receipts from 1995, 1997 and 2002. According to the chapter 7, section 12 of the PHMC's Municipal Records Manual, these documents need to be retained 2 years. Therefore, they are past due for destruction and can be disposed immediately.

The 2002 box also contains Township deposit slips from that year. According to chapter 6 of the Manual, deposit slips should be retained 7 years. Since these items need to be held for 3 more years, they were moved to the Accounts Payable 2002 box in the Records Room.

Real Estate Tax Receipts 1993-1994
Real Estate Tax Receipts 1991-1992
2001 Twp. & School R.E. Tax Office Copies
2002 R.E. Tax Office Copies
1996 R.E. Tax Records: Twp. & School
1999 Real Estate Tax Info
2000 R.E. Taxes – Receipts
1998 R.E. Tax Records
Records Room Shelf 9
Proposed Disposition
July 6, 2006
Timothy Olshefski

The boxes of Real Estate Tax Records in the Records Room contain Tax Bills and Paid Receipts, which need to be retained 2 years according to chapter 7, section 12 of the Manual. The 1996, 1998 and 1999 boxes also contain items such as check registers, bank statements and deposit slips, which should be retained 7 years according to chapter 6 of the Manual. Therefore, these items are past due for disposal and can be destroyed immediately.

(Note: The 1999, 2000 and 2001 boxes also contain bank statements and deposit slips that have not yet reached their destruction dates. These items were removed from their boxes and placed in the Accounts Payable file boxes from 1999, 2000 and 2001 to be destroyed when the time comes.)

Old Office Files
From Bottom Left-hand Drawer on Right Side of Office
Proposed Disposition
July 6, 2006
Timothy Olshefski

This particular drawer contained many different files and documents from many different years. Karen Luffe removed the files and has no use for them. Many of the files included contain documents that bring up different Township programs or actions but do not mention all the information or the completion of that particular program. These documents, many of which are copies, seem to have been taken out of their context and make no sense without the other information.

Unless otherwise noted, these items fall under the Manual's category of routine correspondence and program files (chapter 2, section 1), which need to be retained as long as of administrative value.

The following is a list of the files and documents that were in the drawer, as well as the PHMC's guidelines for retaining those files types:

Ambulance Specifications for Type III Modular Ambulance: Wilkins-Churchill Rescue One, October 1987. According to the Public Works/Engineering chapter (chapter 12) in the Manual, section 9, motor vehicle records should be retained until the retirement or sale of vehicle.

Southwestern Allegheny County Cooperative Purchasing Council Tabulation of Bids for Spring Commodities, March 31, 1987. According to chapter 2, section 8 of the Manual, successful bids and proposals should be retained 6 years after termination of general written contracts or 12 years after termination of construction contracts. Unsuccessful bids should be retained 3 years after job completion.

V.F.D. Quarterly Meeting Material. This folder contains items from the late 1980s through 1990, including:

Folder titled Fire Hydrant Markers 9/84, containing information and correspondence regarding the purchasing and installation of fire hydrant markers.

Correspondence between Francis Kuszajewski and John Means regarding emergency response efficiency to Russell Lane, as well as other miscellaneous correspondence regarding Fire Department procedures and activities.

Pull

Folder titled VFD Insurance 10/89, containing information and correspondence regarding insurance coverage. According to chapter 2, section 18 of the Manual, insurance policies must be retained 6 years after expiration. Everything else in the folder fits under the chapter 2, section 1 criteria for retention.

Finally, the folder contains a lot more routine correspondence and notes including ones regarding response times, permits, weight capacity of bridges, fire hydrant locations, the budget, insurance,

meetings, agreements, restrictions regarding Junior Firefighters, etc. The folder also contains copies of resolutions and ordinances.

Bridge Insp. (Temp). Contains correspondence and information regarding a bridge rehabilitation program from 1987 and the summer of 1991. These items include a proposed schedule of work, a PennDOT Local Bridge Program Operational Manual from June 1988, equipment information, a copy of a Non-Federal Aid Project Agreement from 1985 and a copy of Resolution 16-85 authorizing the bridge rehabilitation program.

Police Activity Reports: 1982, 1983, 1984. Contains monthly Police Department Activity Reports for 1982, 1983, 1984. According to chapter 2, section 36 of the Manual, monthly routine activity reports must be retained as long as of administrative value. However, for these reports, the December report also served as the year-end report, which must be retained permanently. The December reports have been removed from the file.

Showcase – Kingston Drive Access. Contains correspondence between Manager Francis Kuszajewski and Fire Chief Ralph Marting concerning the installation of an emergency gate to Kingston Drive at the Showcase Cinemas. The folder also includes a copy of Ordinance 621 providing for the regulation of driveway access to properties supporting non-residential land uses.

Committee Items Completed 1/1/83 – 1/1/86. Contains notes and correspondence regarding pet licensing and vaccinations, Township letterhead, an obstruction to a ditch and icy conditions at Queenston Drive, other resident complaints throughout the Township, purchase of a car for the Police Department, requests for the installation of stop signs and lights. There are also copies of Resolutions and Ordinances, copies of plot plans, etc. There is also an invoice from Ralph Shelley Electrical Contractor from 1988. According to chapter 6 of the Manual, invoices must be retained 7 years.

Priority List: Guardrails and Storm Sewers. Notes and correspondence from the 1980s to 1991 regarding the Allegheny County Storm Water Management Program, sewage pump stations, a request for the installation of a guardrail, storm sewers and priority lists for guardrails and storm sewers. The folder also contained some photographs of 100 Gilmore Avenue, which need approval from the State Archives before they can be discarded.

Joint Communications (Speculative). Contains notes and correspondence from the late 1980s regarding inclusion in the Turtle Creek Borough emergency dispatch system, the Joint Communications Program, the Joint Communications budget, etc. There are also copies of the 1988 Joint Communications Budget, Ordinance 678, minutes from the June 12, 1978 Wilkins Township Commissioners Meeting, Ordinance 498, Ordinance 511, Ordinance 585. Finally, the folder contains some invoices and bids for the communications equipment. Invoices must be retained 7 years, and successful bids must be retained 6 years while unsuccessful bids must be retained 3 years.

Negley Ave. Waterline Ext. Notes and correspondence (from 1991), including cost estimates, regarding a sewer line installation and a fire hydrant installation.

TCVCOG Summer Material Bids 3/86. Contains bids for items like bituminous surfacing material, liquid asphalt, traffic paint and thinner, concrete under-drain pipes, slag, etc. According to chapter 2, section 8 of the Manual, successful bids and proposals should be retained 6 years after termination of general written contracts or 12 years after termination of construction contracts. Unsuccessful bids should be retained 3 years after job completion.

(Unmarked folder). Contains April 1991 correspondence from Larry K. Stefl of the Allegheny County Health Department to many residents regarding an area wide survey and sewage violations; also, an April 1991 letter from Stefl to Francis Kuszajewski regarding municipality responsibility in sewage program.

Committee Items from 1/85. Contains 1989 Referrals from the Allegheny County Health Department regarding rodent problem on a resident's property; other correspondence related to ordinance violations and property conditions and permits. It also contains a schedule of Pending Citations at Magistrate, dated June 30, 1989. According to chapter 14, section 5 of the Manual, complaints, notices of violations and investigations should be retained 3 years after final disposition. The folder also contains copies of Agendas of Committee Items, revised February 6, 1989, October 3, 1989, September 6, 1989, June 6, 1988, February 1, 1989 and January 4, 1988 and a copy of an Agenda for Meeting with Wilkins Township Board of Commissioners, Tuesday 6 September 1988. According to chapter 2, section 2 of the Manual, duplicate copies of agendas for meetings should be retained as long as of administrative value.

Committee Items Completed: Start 1-1-86. Contains residents' complaints/requests as well as the Township's responses, information and correspondence regarding a Commercial Driver's License Workshop, a June 1988 letter from the Office of Controller, Allegheny County to Francis Kuszajewski, regarding the use of constables; letters from Bea Schubert, school guard, requesting a raise and more benefits for the guards; a maintenance contract invoice from Homestead Business Machines (invoices should be retained 7 years, according to chapter 6 of the Manual); correspondence regarding an insurance claim, Forest Hills providing Braddock Hills with police service; letters of resignation (chapter 4, section 9 of the Manual: Individual Employee Personnel Records for Employees Who Separate without Post-Termination Benefits should be retained 5 years after termination of employee); a copy of an August 1988 dog bite investigation report by the State Dog Warden (Chapter 8, section 1 of the Manual: Animal Law Enforcement Records should be retained 2 years); a copy of the July 14, 1986 meeting minutes; information regarding new design of Police Car tires; a copy of Ordinance 604; other general correspondence, etc.

(Unmarked folder). Contains Specification and Proposal for Demolition (request for bids) (Chapter 2, section 8 of Manual: successful bids and proposals should be retained 6 years after termination of general written contracts or 12 years after termination of construction contracts. Unsuccessful bids should be retained 3 years after job completion) (does not have a date, but related correspondence is dated 1990); copies of similar proposals from Rankin and Penn Hills; correspondence

Committee Agenda Material. Contains 1991 correspondence regarding road construction; a copy of a Mt. Lebanon Ordinance; request from East Pittsburgh for construction of emergency roadway and related correspondence; requests for signs; notices of Ordinance violations and related correspondence; other routine correspondence and program documents; a copy of a an Employer's Report of Occupational Injury or Disease submitted by Keith Guthrie, October 21, 1991; an application for permit to install and operate flashing warning devices; bids and proposals to install flashing light sign.

Balint Lane. Contains a residents' request (from 1990) for acceptance of private road as well as the Township's refusal

L.I.P. – Crimewatch ($2500). Contains a contract for the Legislative Initiative Program with the PA Department of Community Affairs, beginning July 1, 1990 and ending June 30, 1992, with related correspondence. According to chapter 2, section 8 of the Manual, contracts and agreements should be retained 6 years after termination.

Wilkins Township Audit. Contains bids and proposals for the audit of financial statements of Wilkins Township for 1991 as well as related correspondence and press notices proofs of publication. The file includes the successful and the unsuccessful bids. According to chapter 2, section 8 of the Manual, successful bids and proposals should be retained 6 years after termination of general written contracts. Unsuccessful bids should be retained 3 years after job completion.

1983, 1984 Overtime Status. Contains cumulative overtime reports for 1983 and 1984 as well as correspondence regarding overtime hours.

E.S.P. Reports: 1983-1984. Contains E.S.P. reports from 1984. According to chapter 8, section 10 of the Manual, Police daily activity records should be retained 2 years.

Fire Dept.: Rescue I Quarterly Meeting Material 1982 – 6/85. Contains routine correspondence, program files and housekeeping records related to the fire department, including items related to equipment, procedure, budget, fire lanes, etc.; also contains Municipal Risk Management's Individual Report for Fiscal Year 1985, an unsigned copy of the Intermunicipal Fire and Ambulance Service Agreement, copies of invoices, copies of resolutions, etc.

Additional Items VFD Insurance. Contains information and correspondence regarding the insuring of some first line VFD fire trucks, 1985.

Committee Reports Completed 1/1/86. Contains correspondence regarding complaints of speeding at Penn Center (1989), the need for a fire lane at Conley's Motor Inn (1986), alarm systems connected to police switch boards (1986), and other residents' complaints.

Wilkins Twp. A-M 1992 (Gray Binder):

DPW Monthly Reports: 1999-2002. Contains monthly DPW activity reports from 1999, 2000, 2001, 2002 and 2003: According chapter 2, section 36 of the Manual, monthly activity reports need to be retained as long as of administrative value. It also contains correspondence

regarding the purchase of a new pickup truck, the new (as of 1999) public works contract's effect on the budget, a dump truck bid and the hiring of two new DPW employees.

Engineer's Report: 1999-2003. Contains monthly Engineer's activity reports from 1999, 2000, 2001, 2002 and 2003. According chapter 2, section 36 of the Manual, monthly activity reports need to be retained as long as of administrative value.

DPW Reports. Contains DPW attendance records/time sheets and daily/weekly DPW activity reports from 1991, 1990, 1989, 1988, 1987, 1986, 1985, 1984 and 1983.

Misc. Items For Public Meeting. Contains copies of complaints, verdicts, resolutions, minutes, ordinances and notes.

Brown Ave. Waterline Ext. Contains correspondence from 1990 and 1991 regarding sewer line assessments and extensions and a fire hydrant installation, including a receipt, check register and balance from the Wilkinsburg-Penn Joint Water Authority (which should be retained 7 years according to chapter 6 of the Manual), copies of maps, copies of Ordinances, copies of Assessments, Assessment Notices (according to chapter 13, section 11, Sewer Assessment Notification Records should be retained 3 years after payments have been made) and Line Deposit Agreements (according chapter 2, section 8 of the Manual, general written contracts should be retained 6 years after termination, and construction contracts should be retained 12 years after termination).

Bouffard Report – 84 Paving. Contains correspondence from 1984 and 1985 regarding the 1984 Asphalt Paving Program, including a report that tries to determine the causes of cracking and heaving of the new asphalt surface.

Future Sewer Projects. Contains notes and correspondence regarding a sewer project in 1987, as well as copies of resolutions and easements, etc. It also contains bid tabulations. According to chapter 2, section 8 of the Manual, successful bids and proposals should be retained 6 years after termination of general written contracts or 12 years after termination of construction contracts. Unsuccessful bids should be retained 3 years after job completion.

Tennis Court Rebuilding. Contains notes and correspondence regarding a tennis court rebuilding project from the late 1980s and early 1990s, including memos and copies of maintenance bonds, project reports, specifications, etc. It also contains an original maintenance bond, performance bond and agreement for the project. According to chapter 2, section 8 of the Manual, all contract files should be retained 6 years after termination of general written contracts or 12 years after termination of construction contracts.

ALCOSAN
Records Room Shelves 3-D, 4-G and 4-H
Proposed Disposition
June 30, 2006
Timothy Olshefski

Throughout the Records Room are ALCOSAN boxes and bundles of ALCOSAN Community A/R Transfers, Detail Billing Registers, Effluent Reports, etc. According to chapter 2, section 36 of the PHMC's Municipal Records Manual, quarterly, monthly and other periodic routine activity reports should be retained as long as of administrative value. These ALCOSAN files have no more value. Also, even if they did have value, we have disks that contain the same information as the hard copy that is taking of so much space in the Records Room. Therefore, these items can be disposed of immediately.

On shelves 3-D, 4-G and 4-H there are Community A/r Transfers from January 1999, July 2000, February 2001, May 2000, May 2001, July 2001, April 2002, October 2000, January 2001, January 2002, November 2001, March 2001, September 2001, June 2001 and February 2002.

There are Detail Billing Registers from January 1999, July 2000, February 2001, May 2000, May 2001, July 2001, April 2002, October 2000, January 2001, January 2002, April 2002, March 2002, November 2001, September 2001, June 2001 and February 2002.

There are Effluent Reports from January 1999, July 2000, February 2001, May 2000, May 2001, July 2001, October 2000, January 2001, January 2002, April 2002, November 2001, March 2001, June 2001 and February 2002.

There are Commercial Disposal Reports from January 2002, April 2002 and February 2002.

There is an Aged Accounts Receivable Report from November 2000.

There is a Wilkins Township Accounts Receivable Report from July 2000.

There are Payment Processing Transaction Audits from June and July 1998.

Finally, there is a "Premises with Old WAA Number after Update to New Wilkpenn Water Number Report" from April 14, 2000. This document contains a list of the old and new customer numbers after the Wilkinsburg-Penn Joint Water Authority changed the numbering system.

Vouchers – Purchase Orders 1981
Records Room Shelf 2-D
Proposed Disposition
June 30, 2006
Timothy Olsheski

The box marked Vouchers – Purchase Orders 1981 contains nothing but purchase orders from the following years: 1972, 1981, 1982, 1983, 1984, 1985 and 1986. According to chapter 6, section 21 of the PHMC's Municipal Records Manual, purchase order files should be retained 7 years. These documents are past due for destruction and can therefore be disposed of immediately.

1992 Tax Blotter
Records Room Shelf 9-C
Proposed Disposition
June 30, 2006
Timothy Olshefski

There is a Tax Blotter from 1992 on Shelf 9-C in the Records Room. According to the Manual, tax duplicates in which tax payments have been recorded should be retained 7 years. This blotter is past due for destruction and can therefore be disposed of immediately.

Accounts/Funds 1993, 1994, 1995
Records Room (floor next to Shelf 3)
Proposed Disposition
June 30, 2006
Timothy Olshefski

The box marked Accounts/Funds 1993, 1994, 1995 contains many different kinds of financial and purchasing related documents for a number of different funds and from a number of different years.

There are statements/reconciliations, check registers, vouchers and warrants, invoices and copies of checks for the 1993, 1994 and 1995 Sinking Funds.

There are deposit slips, copies of checks, cancelled checks and statements for the 1993, 1994 and 1995 Payroll. Also, there are Payroll Earnings Registers and Pay Period Reports for pay periods ending April 7, 1995, October 16, 1994 and March 10, 1995. According to chapter 5, section 6 of the PHMC's Municipal Records Manual, Pay Period Reports must be retained 4 years.

There are vouchers and warrants, invoices, copies of checks, check registers, deposit slips and statements for the 1994 and 1995 General Funds.

There are vouchers and warrants, invoices, statements/reconciliations and check registers for the 1995 Police Pension Fund.

There are statements/reconciliations, check registers, deposit slips, copies of checks, vouchers and warrants, purchase orders, receipts and invoices the 1993, 1994 and 1995 IDA Benefit Funds.

There are requests for refrigerator removal from 1994 and 1995. According to chapter 2, section 37 of the Manual, requests for service records must be retained 1 year after satisfaction of request.

There are statements/reconciliations, check registers, deposit slips, copies of checks, vouchers and warrants, purchase orders, invoices and receipts from the 1993, 1994 and 1995 Recreation Funds. There is also a budget report for the 1995 Arts Festival. According to the Manual, documents related to the annual budget should be retained 7 years.

There are statements/reconciliations, check registers, copies of checks, vouchers and warrants and invoices for the 1993, 1994 and 1995 Capital Reserve Funds, as well as an old blank checkbook from the 1995 Fund.

There are statements/reconciliations, check registers, copies of checks, deposit slips, vouchers and warrants, invoices and purchase orders from the 1993, 1994 and 1995 Sewer Funds.

There are statements/reconciliations, check registers, copies of checks, void checks, deposit slips, invoices and purchase orders for the 1994 and 1995 Sewer Constructions Funds. Many of the vouchers and warrants are for fees for Sewer Easements with copies of the Easements attached. These documents will be saved.

Finally, there is a copy of an unsigned copy of an Agreement for a grant from Penns Corner for Erosion Control from April 8, 1994, which holds no more administrative value and disposable according to chapter 2, section 1 of the Manual.

Except where noted otherwise, the documents mentioned above should be retained 7 years, according to the PHMC's Municipal Records Manual, chapter 6. These documents are past due for destruction and can therefore be disposed of immediately.

Activities Fund 1985-1994
Records Room Shelf 3-C
Proposed Disposition
June 28, 2006
Timothy Olshefski

The box marked Activities Fund 1985-1994 contains many different kinds of financial and purchasing related documents for a number of different funds and from a number of different years.

The General Fund 1995 folder contains bank statements and reconciliations and deposit slips from that year.

The Recreation Fund 1995 folder contains statements, deposit slips, check registers and other miscellaneous documents related to the fund, including a budget report for the 1995 Wilkins Township Arts Festival.

The Activities Fund folder contains check registers, receipts, a performance contract, a budget report for the 1994 Christmas party and statements from 1985 to 1991.

The Police Evidence Fund folder contains statements, check registers and deposit slips from 1993.

The Sinking Fund folder contains old blank checks and statements from 1995 and 1996.

The Payroll Account folder contains deposit slips from 1996 and 1997, statements from 1996 and payroll information transmittals from 1996 (time sheets/attendance records; these are to be retained 3 years according to the Records Manual).

The First Commonwealth Trust Company from 8/94 Onward folder contains statements from 1994 and correspondence related to the account.

The Community Facilities Fund folder contains old blank checkbook and a statement from 1993.

The Wilkins Township Budgetary Reserve Account folder contains vouchers and warrants, invoices, purchase orders, copies of checks, old blank checks, the application for the account (disposable under the grounds that it is of no more administrative value under the guidelines of chapter 2, section of the Manual) and statement and reconciliations from 1994 to 1997.

The Emergency Contingency Fund contains an old blank checkbook, vouchers and warrants, invoices, copies of checks, check registers and statement and reconciliations from 1993 to 1996.

The First Commonwealth Trust – Federated Automated Government Money Trust folder contains a statement from 1994 and the 1994 Agreement between Wilkins and First Commonwealth (disposable under the grounds that it is of no more administrative value under the guidelines of chapter 2, section of the Manual).

The Capital Reserve Fund folder contains vouchers and warrants, check registers and statements from 1996.

The IDA Benefit fund folder contains check registers, vouchers and warrants, invoices, copies of checks, old blank checkbooks and statements from 1995 and 1996.

The Emergency Management Fund folder contains old blank checkbooks and reconciliations and statements from 1994, 1995 and 1996.

Except where noted otherwise, the documents mentioned above should be retained 7 years, according to the PHMC's Municipal Records Manual, chapter 6. These documents are past due for destruction and can therefore be disposed of immediately.

The following items were taken out of the box because they still hold administrative value: a Police Pension Fund folder, a 1989 Municipal Risk Management, Inc. Loss Control Manual and an envelope containing photographs from the 1992 Summer Bash, held August 8, 1992 at Eastmont Park.

Employee Time Cards 1996-2002
Records Room Shelf 4-F
Proposed Disposition
June 28, 2006
Timothy Olshefski

The box marked Employee Time Cards 1996-2002 contains nothing but time cards from 1995-2001. According to the PHMC's Municipal Records Manual chapter 5, section 14, time cards must be retained 3 years. Given these guidelines, the items in this box are past due for destruction and can therefore be disposed of immediately.

1985 Accounts Payable – Audit Papers
Records Room Shelf 3-G
Proposed Disposition
June 28, 2006
Timothy Olshefski

The 1985 Accounts Payable box in the Records Room contains such documents as statements, vouchers and warrants, bills, invoices, purchase orders expense reports, receipts, tax refund certificates, check registers and related notes and correspondence for such expenses as electricity, salt, MEIT, Blue Cross and Blue Shield, workmen's compensation, PA Municipal Retirement System, insurance, postage, office supplies, BOCA, membership dues, subscriptions, phone service, publication, conference registration, legal service, tax service, building supplies, gas, unemployment compensation, auto work, WPJWA, ALCOSAN, etc. There are also balances, statements, check registers and deposit slips for these specific funds: General, Revenue Sharing, Capital Reserve, Payroll and Liquid Fuels.

According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

The box also contains bundles marked 1985 Budget Control, 1985 Accounts Receivable and 1985 Accounts Payable, containing ledgers, information sheets and check registers.

These items fit under the categories of Accounts Payable Files and Ledgers and Accounts Receivable Files and Ledgers (chapter 6, sections 2 and 3 of the Manual), which must be retained for 7 years.

Also, the box contains payroll check registers from 1985, which, according to chapter 5, section 7 of the Manual, should be retained 7 years.

Also, the box contains real estate tax, special tax and earned income tax reports, which fit under the category of general and special tax ledgers/journals (chapter 7, section 6), which should be retained 7 years.

The box contains folders that contain time reports and attendance records. Chapter 5, section 14 of the Manual states that Time Cards and Attendance Records must be retained 3 years.

Finally, the box contains a folder marked Police Back-Pay Figures – 1984. This box contains old police payroll information, including copy of an arbitration award and a W-2 from 1985. Under chapter 5, section 16 of the Manual, W-2s must be retained 4 years after due date of tax, and the rest of the files contents fits under chapter 2, section 1: administrative and subject files of no more administrative value.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

A permit fees collection report by the building inspector was removed from the box because it still holds administrative value.

A.P. 1996
Records Room Shelf 3-H
Proposed Disposition
June 28, 2006
Timothy Olshefski

The 1996 Accounts Payable box in the Records Room contains such documents as vouchers and warrants, check registers, purchase orders, bills, receipts, invoices, balances, tax refund certificates, bank statements and related notes and correspondence for such expenses as conference registration, phone service, salt, membership dues, auto work, uniforms, ordinance filing fees, gas, electricity, publication, insurance, tax service, worker's compensation, MEIT, asphalt, legal service, office supplies, postage, Senate Engineering, recycling, equipment and unemployment compensation. A folder for the 1996 General Fund contains transaction reports, wire transfer slips, statements, copies of checks and deposit slips.

According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

Also, the box contains payroll check registers from 1989, which, according to chapter 5, section 7 of the Manual, should be retained 7 years.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

The following items were taken out of the box because they still hold administrative value: a report of permit fees collected by the building inspector and a notice of a docketing appeal.

1989 Accounts Payable – Audit Papers
Records Room Shelf 3-H
Proposed Disposition
June 27, 2006
Timothy Olshefski

The 1987 Accounts Payable box in the Records Room contains such documents as vouchers and warrants, check registers, void checks, invoices, receipts, bills, statements, deposit slips, purchase orders, expense reports and related notes and correspondence for such products and services as MEIT, workmen's compensation, insurance, office supplies, mail, membership dues, conferences, Guardian Protection, phone, publication, tax service, legal service, fuel, auto work, waste management, etc. These kinds of documents are found in folders marked by month and also in folders marked for these specific funds: 1990 Payroll, 1989 Payroll, Revenue Sharing, Sinking, Emergency Contingency, Recreation Board, Liquid Fuels, IDA Benefit, Capital Reserve and the General Fund.

The box also contains bank statements from 1991 and 1992, deposit slips from 1992 and check registers from 1990.

According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

Also, the box contains blue binders marked 1989 Budget Control, 1989 Accounts Receivable and 1989 Accounts Payable, containing ledgers, information sheets and check registers.

These items fit under the categories of Accounts Payable Files and Ledgers and Accounts Receivable Files and Ledgers (chapter 6, sections 2 and 3 of the Manual), which must be retained for 7 years.

Also, the box contains special tax and earned income tax reports, which fit under the category of general and special tax ledgers/journals (chapter 7, section 6), which should be retained 7 years.

The box contains folders that contain time reports and attendance records. Chapter 5, section 14 of the Manual states that Time Cards and Attendance Records must be retained 3 years.

Also, the box contains payroll check registers from 1989, which, according to chapter 5, section 7 of the Manual, should be retained 7 years.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

The following items were taken out of the box because they still hold administrative value: a Police Pension 1989 folder and building inspector's reports of monies received for permits.

1987 Accounts Payable – Audit Papers
Records Room Shelf 3-H
Proposed Disposition
June 26, 2006
Timothy Olshefski

The 1987 Accounts Payable box in the Records Room contains such documents as vouchers and warrants, invoices, statements/balances, purchase orders, tax refund certificates, check registers, deposit slips, bills, expense reports, void checks, receipts and related notes and correspondence for such products and services as pet care, membership renewal, engineering, waste management, ALCOSAN, fuel, hardware, auto care, conferences, MEIT, insurance, workmen's compensation, postal service, phone service, Guardian Protection and publication of notices. These items can also be found for the following specific 1987 funds: Capital Reserve, Emergency Contingency, Sinking, General, Liquid Fuels, IDA Benefit and Revenue Sharing.

According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

Also, the box contains blue binders marked 1987 Budget Control, 1987 Accounts Receivable and 1987 Accounts Payable, containing ledgers, information sheets and check registers.

These items fit under the categories of Accounts Payable Files and Ledgers and Accounts Receivable Files and Ledgers (chapter 6, sections 2 and 3 of the Manual), which must be retained for 7 years.

The box also contains a bond, which should be retained 6 years after expiration, according to chapter 2, section 4 the Manual. It also contains bids and proposals and performance contracts for the Wilkins Arts Festival, which should be retained 6 years, according to chapter 2, section 8 of the Manual.

Also, the box contains special tax and earned income tax reports, which fit under the category of general and special tax ledgers/journals (chapter 7, section 6), which should be retained 7 years.

The box contains folders that contain time reports and attendance records. Chapter 5, section 14 of the Manual states that Time Cards and Attendance Records must be retained 3 years.

Finally, the box contains a copy of an Arbitration Award for a 5% wage increase for police officers in 1986/87, which has no more administrative value and can be disposed of according to chapter 2 of the Manual.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

The following items were taken out of the box because they still hold administrative value: a Police Pension 1987 folder, a document concerning the Harley Hotel and a building inspector's accounting of monies received.

1992 Accounts Payable – Audit Papers
Records Room Shelf 3-H
Proposed Disposition
June 23, 2006
Timothy Olshefski

The box marked "1992 Accounts Payable – Audit Papers" contains vouchers and warrants, bills, invoices, receipts, expense reports, purchase orders, balances, bank statements, deposit slips, check registers, tax refund certificates and related notes and correspondence for such purchases and services as the Municipal Employees Insurance Trust, workmen's compensation, unemployment compensation, BOCA International, conferences, phone, publication, taxes, engineering, fuel, auto work, pet care, uniforms, waste management, etc. These kinds of documents are also divided into these specific funds: Liquid Fuels, Payroll Account, Police Pension, Community Facilities, Computer Legislative Grant, Eastmont Park Legislative Grant, Capital Reserve, General Fund, Emergency Management, Emergency Contingency, Revenue Sharing, Recreation Board, IDA Benefit, Sewer, Sinking Fund and the Retired Member Death Benefit. The box also contains check registers divided by month, void checks, and blue binders marked Accounts Payable Check Register 1992, General Fund Budget Control 1992 and Accounts Receivable 1992. According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

The 1992 Delinquent Real Estate folder contains deposit slips and liened tax receipts for paid delinquent taxes. According to chapter 7 of the Manual, certifications for taxes paid on real estate should be retained for 2 years, delinquent tax collection records should be retained 1 year after delinquent taxes have been paid and tax bills and paid receipts should be retained 2 years.

The box also contains monthly reports from the Police Chief and the Fire Chief to the board of commissioners. There are also monthly reports of monies collected by the Police Department in 1992. According to chapter 2, section 36 of the Manual, monthly reports should be retained as long as of administrative value. There was also a year-end report for the Fire Department, which should be retained permanently, according to the Manual. This document was removed from the file.

The box also contains time reports for the Police and the DPW, which only need to be retained 3 years.

Given the guidelines outlined in the Municipal Records Manual, the above-mentioned documents have outlived their retention period and are due for destruction.

However, the box also contained monthly collection reports for building permit fees collected by the building inspector. The box also contained a folder marked "Audit Info 1992," containing audit and payroll information. These items still have value for the Township and have been removed from the box to be saved.

1995 & 1996 Accounts Payable Check Stubs
Records Room Shelf 3-H
Proposed Disposition
June 21, 2006
Timothy Olshefski

The 1995 & 1996 Accounts Payable Check Stubs box contains folders divided by month containing check registers, void checks and statements and reconciliations. According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

The box also contains one folder marked "Sewer Fund '96." This folder contains bank statements and reconciliations, vouchers and warrants, invoices, purchase orders, deposit slips, check registers, blank checks, copies of checks, bills and voided vouchers/warrants, invoices and checks. These items should also be retained 7 years.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

1997
Records Room Shelf 3-F
Proposed Disposition
June 21, 2006
Timothy Olshefski

The box marked "1997" has a label on it reading: "All Funds: Emergency Management, Emergency Contingency, Liquid Fuels, General Fund, Sewer, Sewer Construction, Payroll, Police Pension, Recreation Board, Sinking Fund, Retired Member Death Benefit, IDA Fund; Payroll Time Cards, A/P Statements and Cancelled Checks, Payroll Statement and Cancelled Checks."

The box contains folders for the above-mentioned funds. The folders contain deposit slips, copies of checks, check registers, wire transfer slips, statements/reconciliations, balances, vouchers/warrants, purchase orders, invoices, bills, receipts, expense reports and related notes and correspondence. According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

The box also contains employee time cards, which must be retained 3 years according to chapter 5, section 14 of the Manual.

The box also contains monthly reports of police fines and permit fees collected, which serve as accounts payable/receivable files and ledgers must be retained 7 years.

Finally, the box contains an extensive PNC Bank Statement for Retirement and Investment Services, which needs to be retained 7 years.

Given the guidelines outlined in the Municipal Records Manual, the above-mentioned documents have outlived their retention period and are due for destruction.

The box also contained Police Pension and Payroll folders, as well as monthly lists of permit fees collected by the building inspector, which were removed because they are still valuable to the Township.

1998
Records Room Shelf 3-F
Proposed Disposition
June 20, 2006
Timothy Olshefski

The box marked "1998" has a label on it reading: "Statements for: All Funds: Capital Reserve, Emergency Contingency, Emergency Management, General, IDA, Liquid Fuels, McWilliams Escrow, Payroll, Police Pension, Recreation, Retired Member Death Benefit, Sewer Fund, Sewer Construction, Sinking (Gen. Obligation); Time Cards, January-December 1998; Cancelled Checks, Accounts Payable; Cancelled Checks, Payroll; Copies of Accounts Payable Checks."

The box contains folders for the above-mentioned funds, which do have statements as well as deposit slips, copies of checks, wire transfer slips, vouchers/warrants, purchase orders, invoices, receipts, check registers, expense reports and related notes and correspondence. According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

The Capital Reserve folder also contains a budget report (full year to date). According to chapter 6, section 5 of the Manual, annual budget reports need to be retained 5 years. However, section 6 says that records related to the annual budget need to be retained 7 years.

There is a Real Estate Tax Collector's Report in the General Fund folder. According to the Manual, General and Special Tax Ledgers/Journals need to be retained 7 years.

The Sewer Construction folder contains an Order for a Sanitary Sewer Connection, which acted as a bill for the necessary fees for such an action.

There is also a copy of a death certificate in the Retired Member Death Benefit folder, which has no more administrative value.

Given the guidelines outlined in the Municipal Records Manual, the above-mentioned documents have outlived their retention period and are due for destruction.

The box does contain a number of folders and documents that are still valuable for the Township. These include the Payroll and Police Pension folders, an Eastmont Swim Club Relinquishment and Affidavit and a General Obligation Bond Preliminary Official Statement.

Vouchers – Purchase Orders after 6/10/1986 – 1073A-1439A
Records Room Shelf 3-D
Proposed Disposition
June 20, 2006
Timothy Olshefski

The box marked "Vouchers – Purchase Orders after 6/10/1986" in the Township's Records Room contains books of purchase orders from the years 1985, 1986, 1987, 1988, 1989, 1990, 1991 and 1992.

According to the PHMC's Municipal Records Manual, chapter 6, section 21, purchase orders should be retained 7 years. The documents are therefore past due for destruction and can be disposed of immediately.

Checks '95
Records Room Shelf 3-D
Proposed Disposition
June 20, 2006
Timothy Olshefski

The "Checks '95" box contains a number of different kinds of documents from a wide range of years. It contains a folder marked "Recreation – Arts Festival 1995" that contains PLGIT statements and transaction confirmations from 1992 and 1993, invoices, check registers, deposit slips, receipts, void and blank checks and notes and correspondence concerning the festival. According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

The folder also contains performance contracts from the 1993 Arts Festival. According to chapter 2, section 8 of the Manual, general written contracts should be retained 6 years after termination.

The box also contains check registers, bank statements and reconciliations, deposit slips and account corrections from 1996, statements from 1977, PNC payroll check registers from 1995 and December 1994, PNC general fund check registers from 1995, deposit slips from 1972 through 1974, as well as deposit slips and bank statements from Equibank from 1976, 1977, 1978, 1979 and 1980. According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

1990 Accounts Payable – Audit Papers
Records Room Shelf 3-G
Proposed Disposition
June 20, 2006
Timothy Olshefski

The 1990 Accounts Payable box in the Records Room contains many of the same types of documents the other Accounts Payable boxes contained, including check registers, payroll attendance records, warrants and vouchers, invoices, deposit slips, statements, purchase orders, expense reports, receipts, bills, copies of checks, tax refund certificates and related notes and correspondence for such things as the Municipal Employers Insurance Trust, office supplies, construction work, phone service, publication, legal service, insurance, worker's compensation, auto service, tax service and uniforms. These documents are separated by month and into the following specific funds: 1990 Revenue Sharing, 1990 Sinking Fund, Community Facility Fund, 1990 Emergency Contingency, 1990 Liquid Fuels, 1990 IDA Benefit, 1990 Rec. Board Acct., 1990 Capital Reserve and the 1990 General Fund.

According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years. The box also contains Special Tax Collection monthly reports and Earned Income Tax monthly reports, which to be retained 7 years, according to chapter 7, section 6 of the Manual.

Also, the box contains blue binders marked 1990 General Fund Budget Control, 1990 Accounts Receivable and 1988 Accounts Payable, containing ledgers, information sheets and check registers.

These items fit under the categories of Accounts Payable Files and Ledgers and Accounts Receivable Files and Ledgers (chapter 6, sections 2 and 3 of the Manual), which must be retained for 7 years.

Finally, the box contains folders that contain time reports for the Police Department and the Department of Public Works. Chapter 5, section 14 of the Manual states that Time Cards and Attendance Records must be retained 3 years.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

The box also contains a binder marked Payroll 1990 that was removed from the box. This binder still holds some value and should be retained by the Township.

1988 Accounts Payable – Audit Papers
Records Room Shelf 3-G
Proposed Disposition
June 19, 2006
Timothy Olshefski

The 1988 Accounts Payable box in the Records Room contains many of the same types of documents the other Accounts Payable boxes contained, including check registers, payroll attendance records, void checks, warrants and vouchers, invoices, deposit slips, statements, expense reports, receipts, bills, tax refund certificates, bids and proposals and related notes and correspondence for such things as the Municipal Employers Insurance Trust, identification products, office supplies, membership dues, Guardian Protection Agency, phone service, publication, treasurer's compensation, legal service, insurance, unemployment compensation, auto service, tax service and uniforms. These documents are separated by month and by the following specific funds: 1988 Payroll Account, Revenue Sharing Fund, Liquid Fuels, Sinking Fund, IDA Benefit, Emergency Cont. Fund and the Capital Reserve Fund. The folder marked 1988 General Fund also contains Real Estate Tax Collection Deposit and Transfer Reports, Earned Income Tax Bureau Reports and General Fund Receipts.

According to the PHMC's Municipal Records Manual, chapter 6, these types of documents should be retained 7 years.

Also, the box contains blue binders marked 1988 General Fund Budget Control, 1988 Accounts Receivable and 1988 Accounts Payable, containing ledgers, information sheets and check registers.

These items fit under the category of General and Special Tax Ledgers/Journals (chapter 7, section 6 of the Manual), which must be retained for 7 years.

Finally, the box contains folders that contain time reports for the Police Department and the Department of Public Works. Chapter 5, section 14 of the Manual states that Time Cards and Attendance Records must be retained 3 years.

According the Municipal Records Manual, the documents listed above are past due for destruction and can therefore be disposed of immediately.

One other thing should be noted. The 1988 Accounts Payable box also contained a folder marked Police Pension Fund 1988. This folder contains documents that are still valuable to the Township. The folder was removed from the box and set aside to be saved.

TOWNSHIP OF WILKINS

RESOLUTION NO. 19-2006

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE APPROPRIATE TOWNSHIP OFFICIALS TO MAKE APPLICATION TO THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF TRANSPORTATION FOR THE PURPOSE OF RECEIVING A PERMIT TO INSTALL AND MAINTAIN A TRAFFIC SIGNAL AT THE INTERSECTION OF RODI ROAD AND MAPLE LANE LOCATED IN THE MUNICIPALITY OF PENN HILLS, ALLEGHENY COUNTY, PENNSYLVANIA.

WHEREAS, the Township of Wilkins, Allegheny County desires to erect, operate and maintain traffic signals on Rodi Road and Maple Lane; and

WHEREAS, the Vehicle Code requires the approval of the Secretary of Transportation before any traffic signals may be legally erected or reconstructed; and

WHEREAS, the Department of Transportation requires an engineering drawing of the location, the developer, Mr. Joseph D'Andrea will prepare such a drawing in conformance with the instructions provided by the Department.

NOW THEREFORE, BE IT RESOLVED that traffic signals be erected at the above mentioned location, subject to the approval of the Secretary of the Secretary of Transportation, and that his approval is hereby requested, and

BE IT FURHTER RESOLVED, that in the event a traffic signal permit is approved after proper investigation, the Township of Wilkins will be bound by the following provisions:

The traffic signals shall be installed and maintained in accordance with the Vehicle Code and the Regulations for traffic signs, signals and markings of the Department of Transportation; and

Should future highway or traffic conditions, or legal requirements, necessitate alteration of the construction or operation, or hours of operation, or removal of the traffic signals at the above mentioned location, they shall be altered or removed when and as directed by the Secretary of Transportation.

I, Rebecca Bradley, Secretary of the Board of Commissioners do certify that the foregoing is a true and correct copy of the resolution legally adopted at the meeting held, September 18, 2006.

Resolved this 18th day of September, 2006.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 18-2006

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE CONDEMNATION OF CERTAIN PROPERTY LOCATED IN THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, FOR THE PUBLIC PURPOSE OF THE REPAIR AND MAINTENANCE OF A LANDSLIDE ON OR ABOUT HIGHLAND AVENUE

WHEREAS, the Township of Wilkins is authorized by 53 P.S. §5607 et. seq. and 26 P.S. §1-101 et seq., to acquire by eminent domain any land it deems necessary or desirable for the public purpose of the repair and maintenance of a public sewer system.

NOW, THEREFORE, be it resolved and enacted by the Commissioners of the Township of Wilkins and it is hereby resolved and enacted as follows:

Section One. That the proper officials of the Township of Wilkins are hereby authorized to execute and file a Declaration of Taking for the purpose of acquiring by Eminent Domain certain property as more particularly described on Exhibit "A" which is attached hereto and incorporated herein.

Section Two. The purpose of the Declaration of Taking is to permit the repair and maintenance of a landslide on the property more particularly described in Exhibit "A".

Section Three. The Township of Wilkins shall acquire fee simple title to the property identified in Exhibit "A".

Section Four. The amount of damages, if any, as a result of the taking shall be charged against any present or future appropriations by the Commissioners of the Township of Wilkins.

Section Five. That all Resolutions or parts of any Resolution inconsistent herewith are hereby repealed.

Resolved this 18th day of September, 2006.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 20-2006

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, OPPOSING STATEWIDE CABLE FRANCHISING LEGISLATION IN PENNSYLVANIA.

WHEREAS, the Cable Act of 1984 (the "Act") provides an important role for municipal governments to negotiate the terms under which a cable television company may provide cable television service to its residents; and

WHEREAS, under Federal Law, cable franchise agreements are non-exclusive meaning that more than one cable provider may seek franchises from and provide cable service to a municipality at the same time; and

WHEREAS, Wilkins Township affirms that the local franchising process has benefited both communities and cable customers and has not been a barrier to entry for new providers; and

WHEREAS, Wilkins Township supports maintaining the current cable franchising process that requires cable providers to obtain a local cable franchise in order to offer cable service in a municipality using the municipality's public right-of-way – a cable franchise allows for both competition and local input; and

WHEREAS, the elimination of the local cable franchising process would disable the municipality's legal ability to ensure that competition is offered on equal terms to all residents; and

WHEREAS, each municipality and its residents have a significant and specific interest in the terms and conditions attendant to the award of a cable television franchise to the cable provider(s) that serve their community; and

WHEREAS, municipalities and their residents would suffer either a reduction in services or an increase in property taxes to offset the loss of any portion of the franchise fees on which local budgets depend.

NOW, THEREFORE, BE IT RESOLVED the Township of Wilkins urges the Pennsylvania General Assembly, in the strongest possible manner, to oppose any legislation that would provide for state-issued cable video franchises.

AND, BE IT FURTHER RESOLVED that a copy of this resolution shall be certified and forwarded to members of the State Legislative delegation.

I, Rebecca Bradley, Secretary of the Board of Commissioners do certify that the foregoing is a true and correct copy of the resolution legally adopted at the meeting held, November 13, 2006

Resolved this 13th day of November, 2006.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 21-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPOINTING ROBERT TOMASIC AS AUDITOR FOR THE TOWNSHIP

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Ordinance Number 790, an Ordinance providing for audit of Township accounts by an independent auditor on December 11, 1989; and

WHEREAS, said Ordinance 790 requires the appointment of an auditor by Resolution on an annual basis; and

WHEREAS, it is the desire of the Board of Commissioners of the Township of Wilkins to appoint Robert Tomasic as auditor for the Township of Wilkins for the year 2006.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, that Robert Tomasic is hereby appointed to the post of Independent Auditor for the year 2007.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 11th day of December, 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco
Frank J. Greco
Chairman

ATTEST:

Rebecca Bradley
Rebecca Bradley
Secretary

NOTE: RES # 21-06 WAS ELIMINATED FROM THE 12/11/06 AGENDA PRIOR TO THE MEETING.

RS 6
12/13/06

TOWNSHIP OF WILKINS

RESOLUTION NO. 22-06

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE ACCEPTANCE OF AN ADVANCE DISTRIBUTION OF ASSETS FROM THE EASTERN REGIONAL COMMUNICATIONS CENTER, PURSUANT TO THE PLAN OF DISSOLUTION AND AGREEING THAT ALL OR PART OF SAID AMOUNT THAT IS FINALLY DETERMINED TO NOT HAVE BEEN DISTRIBUTED AFTER AUDIT BE RETURNED.

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Resolution Number 13-2005, authorizing a plan of dissolution for the Eastern Regional Communications Center ("ERC"); and

WHEREAS, by correspondence dated November 22, 2006 and received December 1, 2006, the Township was notified of an advance distribution of assets in accordance with said plan of dissolution.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by the authority of the same that, in consideration for an advance distribution from the ERC in the amount of Nine Thousand One Hundred Sixty Two Dollars ($9,162.00), pursuant to the Plan of Dissolution of the ERC, if it is subsequently determined, by final audit or by final order of a Court of competent jurisdiction, that all or part of said amount should not have been distributed by the ERC to Wilkins Township, then Wilkins Township agrees to return to the ERC the amount which is determined to have been improperly distributed.

BE IT FURTHER RESOLVED that any Resolution, or any part of any Resolution, in conflict herewith is hereby repealed to the extent of such conflict.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 11th day of December, 2006.

TOWNSHIP OF WILKINS

By: Frank J. Greco
Frank J. Greco
Chairman

ATTEST:

Rebecca Bradley
Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 01-07

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING RESOLUTION NUMBER 11-2006, KNOWN AS THE SCHEDULE OF FEES, ARTICLE II, SECTION B TO ADD A FEE FOR THE REPLACEMENT OF SIGN FACES.

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Resolution Number 11-2006, amending, consolidating various resolutions to include fee schedules for various permits and services provided by the Township of Wilkins; and

WHEREAS, it is the desire of the Board of Commissioners to add a fee for replacing the face of signs.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by the authority of the same that, Resolution Number 11-2006 is hereby amended as follows.

II. Zoning Fees

B. Sign Permits

4. Replacement of existing Sign Face: $50.00*

* Replacement of an existing sign face shall not include any expansion or change to the existing sign except as to the face of said sign. Any sign application that includes a change in the height, width, illumination, or other variables associated with a sign shall not qualify for this permit fee.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 8th day of January, 2007.

TOWNSHIP OF WILKINS

By: Frank J. Greco

Frank J. Greco
Chairman

ATTEST: Rebecca Bradley

Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 2-07

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPOINTING ROBERT TOMASIC AS AUDITOR FOR THE TOWNSHIP

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Ordinance Number 790, an Ordinance providing for audit of Township accounts by an independent auditor on December 11, 1989; and

WHEREAS, said Ordinance 790 requires the appointment of an auditor by Resolution on an annual basis; and

WHEREAS, it is the desire of the Board of Commissioners of the Township of Wilkins to appoint Robert Tomasic as auditor for the Township of Wilkins for the year 2006.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, that Robert Tomasic is hereby appointed to the post of Independent Auditor for the year 2007.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 8th day of January, 2007.

TOWNSHIP OF WILKINS

By: Frank J. Greco
Frank J. Greco
Chairman

ATTEST:

Rebecca Bradley
Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 03-07

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, SPONSORING A BANNER ACROSS LARIMER AVENUE, FOR COMMUNITY DAYS IN CONJUNCTION WITH THE REQUIREMENTS OF THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION, DISTRICT 11-0.

BE IT RESOLVED, by authority of the Township of Wilkins of Allegheny County, and it is hereby resolved by authority of the same, that a banner is sponsored across Larimer Avenue, which message reads:

"Wilkins Township Community Days"
June 19 – 23 2007
At Penn Center East"

The banner may not have a vertical clearance above the roadway of less than seventeen feet (17'), six inches (6"). The size of the banner is thirty inches (30") high by two hundred forty inches (240") wide. The banner is to be installed on June 1, 2007 and removed on June 28, 2007. Wilkins Township assumes full responsibility for erecting, maintaining and removing the banner and all liability for damages occurring to any person or property arising from any act or omission associated with the banner and willfully indemnify and save the Department harmless. Wilkins Township also acknowledges that no more than twenty percent (20%) of the message will relate to naming or advertising a commercial product, enterprise, business or company and that traffic control will be in accordance with Publications 212 and 213.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 29th day of January 2007.

ATTEST:

Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

Frank J. Greco, Board President

(Seal)

TOWNSHIP OF WILKINS

RESOLUTION NO. 04-07

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, SPONSORING A BANNER ACROSS WILLIAM PENN HIGHWAY, STATE ROUTE BUSINESS 22, FOR COMMUNITY DAYS IN CONJUNCTION WITH THE REQUIREMENTS OF THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION, DISTRICT 11-0.

BE IT RESOLVED, by authority of the Township of Wilkins of Allegheny County, and it is hereby resolved by authority of the same, that a banner is sponsored across William Penn Highway, State Rout Business 22 which message reads:

"Wilkins Township Community Days"
June 19 – 23 2007
At Penn Center East"

The banner may not have a vertical clearance above the roadway of less than seventeen feet (17'), six inches (6"). The size of the banner is thirty inches (30") high by two hundred forty inches (240") wide. The banner is to be installed on June 1, 2006 and removed on June 28, 2006. Wilkins Township assumes full responsibility for erecting, maintaining and removing the banner and all liability for damages occurring to any person or property arising from any act or omission associated with the banner and willfully indemnify and save the Department harmless. Wilkins Township also acknowledges that no more than twenty percent (20%) of the message will relate to naming or advertising a commercial product, enterprise, business or company and that traffic control will be in accordance with Publications 212 and 213.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 29th day of January 2007.

ATTEST:

Rebecca Bradley, Secretary

(Seal)

TOWNSHIP OF WILKINS

Frank J. Greco, Board President

1999 A/P
&
1999 Other Funds
Records Room Shelf 3-E
Proposed Disposition
January 11, 2007
Timothy Olshefski

These boxes contain Accounts Payable-related files and documents from 1999. The boxes contain A/P folders for every month in 1999, which include deposit slips, purchase orders, vouchers and warrants, bank statements, invoices, receipts, etc. Also, the boxes contain folders for the following 1999 funds: Sewer, Retired Member Death Benefit, IDA, Recreation, Sewer Construction, General, Emergency Management, Emergency Contingency, Capital Reserve, 1998 Sinking, 1994 Sinking, McWilliams Escrow and Liquid Fuels. These folders contain check registers, cancelled checks, bank statements, vouchers and warrants, purchase orders, invoices, expense reports, etc. There is also a folder marked PennDot Reports 1999, which contains expense and transaction reports related to the budget. According to Chapter 6 of the PA Municipal Records Manual, these documents must be retained 7 years, and then they can be disposed.

The boxes also contain a County Tax Blotter and Delinquent Real Estate and School Tax records. According to Chapter 7 of the Manual, Delinquent Tax records only need to be retained 1 year after the taxes have been paid, and General and Special Tax Ledgers/Journals need to be retained 7 years.

According to the guidelines in the PA Municipal Records Manual, the items contained in the 1999 A/P box and the 1999 Other Funds box can be destroyed immediately.

1983 (Accounts Payable)
Records Room Shelf 3-C
Proposed Disposition
January 10, 2007
Timothy Olshefski

The 1983 Accounts Payable box contains a number of different accounts payable related items, including the 1983 monthly check register, budget control and the accounts receivable monthly budget comparison report. It also contains monthly expense reports and financial reports from the Secretary and the Police Department, as well as check registers for the payroll and other funds. According to the PHMC's Municipal Records Manual, these items must be retained 7 years.

The box also contains counterfoils for delinquent taxes collected and satisfied, which only have to be retained 1 year after the taxes have been paid. The box also contains monthly earned income and special tax reports, which must be retained 7 years according to the Manual.

The box also contains monthly employee time sheets and attendance records from 1983, which must be retained 3 years.

The box also contains vouchers and warrants, invoices, receipts, purchase orders, expense reports, deposit slips, statements, etc. for various goods and services provided in 1983. The box also contains statements for the following 1983 funds: Motor License, Capital Reserve, General, Sinking, Revenue Sharing and Payroll. All these items need to be retained 7 years, according to the Manual.

These items are all past their retention schedules and able to be destroyed immediately.

The box also contained some payroll information, an Annual Audit and Financial Report and building permit fees collection reports, all of which still hold some value to the Township. These items were removed and placed elsewhere.

Budget Notes & Projections 1988-1992
Records Room Shelf 3-C
Proposed Disposition
January 10, 2007
Timothy Olshefski

According to chapter 6, section 5 of the PHMC's Municipal Records Manual, one copy of the annual budget must be retained permanently; duplicates must be retained as long as of administrative value and all other related papers must be retained 7 years. The majority of the contents of the box labeled Budget Notes and Projections 1988-1992 fit into the category of "all other related papers." These documents include many notes, correspondence, projections, estimates, etc. for the annual budgets from 1988 to 1995, as well as preliminary and revised annual budgets for those years and the related supplementary material.

The box also contains Annual Budget Reports for years up to 1994. These reports must be retained 5 years, according to the Manual.

The box also contains check stubs from 1988 to 1991 and balance sheets (which must be retained 7 years, according to chapter 6) as well as earned income and special tax reports (which must be retained 7 years, according to chapter 7).

Finally, the box contains copies of minutes, ordinances and a road dedication (included in the 1989 budget material).

The files in this box are past due for destruction and can therefore be disposed of immediately.

TOWNSHIP OF WILKINS

RESOLUTION NO. 05-2007

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DESTRUCTION OF SPECIFIC RECORDS IN CONFORMANCE WITH RESOLUTION NUMBER 08-03 AND THE MUNICIPAL RECORD MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON JULY 16, 1993.

WHEREAS, by virtue of Resolution Number 08-03 adopted July 15, 2003, the Township of Wilkins declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, be it resolved that the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following list of public records.

Adopted this 29th day of January, 2007 by the Township of Wilkins.

ATTEST:

Rebecca Bradley

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Frank J. Greco

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 06-2007

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE PROPER TOWNSHIP OFFICERS TO EXECUTE THE FIRST AMENDMENT TO THE CONSENT ORDER AND AGREEMENT WITH THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF ENVIRONMENTAL PROTECTION, WATER QUALITY MANAGEMENT AND ENVIRONMENTAL PROECTION AGENCY'S CLEAN WATER ACT.

WHEREAS, Wilkins Township entered into a Consent Order and Agreement (COA) with the Pennsylvania Department of Environmental Protection (PADEP) through the adoption of Resolution #2-2004; and

WHEREAS, in accordance with the COA, Wilkins Township is required to begin a program of flow monitoring for its sewage conveyance system by June 1, 2007; and

WHEREAS, the Regional Flow Monitoring Plan submitted on behalf of Wilkins Township by 3 Rivers Wet Weather and revised as a result of PADEP and the Allegheny County Health Department (ACHD) review and negotiations with the Allegheny County Sanitary Authority (ALCOSAN) identifies ALCOSAN as the entity implementing and funding: the collection of raw flow data from all proposed flow meters; the Quality Assurance and Quality Control review of data for flow meters: on or near the points of connection between ALCOSAN and the Township; at certain overflow structures and from overflows at ALCOSAN pump stations; and

WHEREAS, implementing a regional flow monitoring program in conjunction with ALCOSAN necessitates a later start date than that provided in the original COA; and

WHEREAS, the PADEP is conditionally offering to extend the COA deadline for initiating flow monitoring until February 1, 2008 to accommodate the implementation of this comprehensive coordinated Regional Flow Monitoring Plan; and

WHEREAS, the Township will be required to conduct a Quality Assurance and Quality Control analyses of the balance of the flow data collected by ALCOSAN and specifically to conduct a Quality Assurance and Quality Control analysis for: meters measuring discharge flow from collection lines near basement flooding and surcharging mahholes, municipal boundary meters; meters on a trunk sewer that collect and convey flow from more than once municipality and meters that measure the response of certain municipal sewer system sub-areas to rainfall; and

WHEREAS, because the PADEP is conditionally offering an extension of time to initiate flow monitoring, more time will also be needed for the Township to submit its Feasibility Study; and

WHEREAS, so that the COA remains effective until the Feasibility Study is due and for some reasonable time thereafter, the PADEP has also extended the termination date of the Municipality's COA until March 30, 2015; and

WHEREAS, in order to formalize this offer from the PADEP, an amendment to the original COA has been prepared and is attached.

NOW THEREFORE, be it resolved by the Board of Commissioners of the Township of Wilkins, and it is hereby resolved by authority of the same as follows:

Section 1. The proper officers of the Township of Wilkins are hereby authorized to execute the First Amendment to the Consent Order and Agreement between the Township of Wilkins and the Commonwealth of Pennsylvania, Department of Environmental Protection. A copy of the proposed First Amendment is attached hereto and marked as Exhibit "A."

Section 2. Any Resolution or part of a Resolution in conflict herewith is hereby repealed.

RESOLVED this 9th day of July, 2007.

WITNESS: **TOWNSHIP OF WILKINS**

Rebecca Bradley

Rebecca Bradley, Secretary

Frank J. Greco, Chairman of Board

TOWNSHIP OF WILKINS

RESOLUTION NO. 07-2007

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, REGARDING CABLE FRANCHISE NEGOTIATIONS WITH VERIZON.

WHEREAS, Verizon Pennsylvania, Inc. ("Verizon") has announced that it will offer cable services in the Western Pennsylvania area by means of its fiber-to-the premises ("FTTP") network; and

WHEREAS, pursuant to federal law, Verizon may not commence the provision of such cable services without first receiving a franchise from the municipalities it intends to serve; and

WHEREAS, representatives of Verizon have contacted the Turtle Creek Valley Council of Governments ("COG") and officials of certain municipal members of the COG asking to begin negotiations for cable franchises;

WHEREAS, the Cohen Law Group ("CLG"), a law firm that specializes in cable franchise matters on behalf of municipalities has submitted a proposal to the COG to assist participating municipalities in joint franchise negotiations with Verizon; and

WHEREAS, the COG, with the assistance of CLG, will negotiate a franchise agreement with Verizon on behalf of all participating municipalities that are located in the Verizon service area, and such franchise agreement will then be conformed to each individual municipality; and

WHEREAS, the Township of Wilkins has decided to participate in such joint franchise negotiations with Verizon through the COG and has decided to engage CLG to assist in such negotiations.

NOW THEREFORE, BE IT RESOLVED that the Township of Wilkins hereby agrees to participate in the Verizon cable franchise project pursuant to the written proposal submitted by CLG to the COG dated June 8, 2007; and

BE IT FURHTER RESOLVED that the Township of Wilkins hereby directs the appropriate staff person to notify the COG on or before July 13, 2007 of its decision to participate in the Verizon cable franchise project.

RESOLVED this 9th day of July, 2007.

WITNESS:

Rebecca Bradley, Secretary

TOWNSHIP OF WILKINS

Frank J. Greco, Chairman of Board

TOWNSHIP OF WILKINS

RESOLUTION NO. 08-2007

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FUNDING TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, LAND USE PLANNING AND TEHCNICAL ASSISTANCE PROGRAM AND ALLOCATING MUNICIPAL RESOURCES IN THE AMOUNT OF $30,000.00 TO SAID PROJECT.

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to projects through the Land Use Planning and Technical Assistance Program.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Wilkins hereby authorizes the submission of a grant application on its behalf.

AND BE IT FURTHER RESOLVED that the Board of Commissioners of the Township of Wilkins hereby allocates municipal resources in the amount of $30,000.00 to said project.

Adopted this 13th day of August, 2007 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Frank J. Greco, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 09-07

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING RESOLUTION NUMBER 11-2006, KNOWN AS THE SCHEDULE OF FEES, ARTICLE I, TO AMEND THE FEE SCHEDULE FOR BUILDING INSPECTION FEES AND CONSTRUCTION DOCUMENT REVIEW.

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Resolution Number 11-2006, amending, consolidating various resolutions to include fee schedules for various permits and services provided by the Township of Wilkins; and

WHEREAS, it is the desire of the Board of Commissioners to amend the fee schedule for building inspection fees and construction document review, in accordance with the recommendations of Code.sys Code Consulting, the Township's third party inspection agency.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Commissioners of the Township of Wilkins and it is hereby resolved by the authority of the same that, Resolution Number 11-2006 is hereby amended as follows.

I. **BUILDING INSPECTION FEES, CONSTRUCTION DOCUMENT REVIEW, APPLICATION AND PROCEDURES:**

A. **Building Inspection Fees:**

Residential (1 & 2 family dwellings)*

New Construction	$40.00 plus 12 cents per sq. ft. of GFA*
Additions	$40.00 plus 12 cents per sq. ft. of GFA*
Repairs and alterations	$40.00 plus .9% of construction cost
Decks	$75.00
Utility & miscellaneous Use Groups (towers, retaining walls, fences)	$50.00
Swimming Pools (in ground)	$75.00
Swimming Pools (above ground)	$50.00
Demolition	$40.00 plus .65% of demolition cost
Manufactured Dwelling (mobile home)	$40.00 plus 10 cents per square foot

All other Use Groups (commercial)

New construction & additions	$60.00 plus 25 cents per sq. ft. of GFA*
Alterations	$60.00 plus 1.25% of construction costs
Swimming Pools (in ground)	$500.00
Demolition	$40.00 plus .85% of demolition costs

*GFA = Gross floor area is defined as the total square footage of all floors within the perimeter of the outside walls, including finished basements and attics with floor to ceiling heights of 6'6" or more.

**Construction cost shall be total bid minus electrical, mechanical, plumbing and finishes

B. **Construction Document Review:**

International Building Code Occupancy Classification	Fee
"B," "E," "M," "R-1," "R-2" "R-4," Townhouses	Up to and including 15,000 sq. ft. = $.13/sq. ft. Greater than 15,000 sq. ft. = $1950 plus $.08/sq. ft.
"A," "I," & "H"	Up to and including 12,000 sq. ft. = $.15/sq. ft. Greater than 10,000 sq. ft. = $1,500 plus $.10/sq. ft.
"F," "S" & "U"	Up to and including 12,000 sq. ft. = $.10/sq. ft. Greater than 20,000 sq. ft. = $1,200 plus $.07/sq. ft.
Minimum Fee:	$400.00
Single Family Dwellings	$125.00

C. **HVAC Permits (all buildings except one & two family)**

Based on installation costs

First $1,000.00 or fraction thereof	$40.00
Each additional $1,000.00 or fraction thereof	$10.00
Minimum Fee:	$40.00

D. **Act 13 of 2004 – Minimum Surcharge Fee**

In accordance with Act 13 of 2004, as amended, the Township hereby imposes an additional fee of Four Dollars ($4.00) upon each building permit applicant for the purpose of payment to the Pennsylvania Department of Community and Economic Development.

E. **Application and Procedures:**

1. **By whom application is made**: Application for a permit shall be made by the owner or lessee of the building or structure; or agent of either, or by the registered design professional employed in connection with the proposed work. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the agent or design professional that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant and the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

2. **Description of Work:** The application shall contain a general description of the proposed work, the location of the proposed work, the occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building or structure, provisions for special inspections required by the Building Code, and such additional information as required by the code official.

3. **Construction Documents:** The application for permit shall be accompanied by not less than two (2) sets of construction documents. The Code Official or his designee is permitted to waive the requirements for filing construction documents when the scope of the work is of a minor nature. When the quality of the materials is essential for conformity to the International Building Code, specific information shall be given to establish such quality and this code shall not be cited, or the term "legal" or its equivalent used as a substitute for specific information.

4. **Site Plan:** The application for permit shall be accompanied by a site plan showing to scale the size and location of all new construction and all existing structures of the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

5. **Engineering Details:** The code official shall require to be filed adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. All construction documents and engineering computations shall bear the date issued as well as the signature and seal of the registered design professional responsible for the design as required by the International Building Code.

6. **Amendments to application:** Subject to the limitations on Section (7) hereof, amendments to plan, application or other records accompanying the same shall be filed at any time before completion of the work for which the permit is sought or issued. Such amendments shall be deemed part of the original application and shall be filed within. Additional fees may apply.

7. **Time limitations of application:** An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the code official shall grant one or more extensions of time for additional periods not exceeding ninety (90) days each if there is reasonable cause.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 8th day of October, 2007.

TOWNSHIP OF WILKINS

By: Sylvia Martinelli
Sylvia Martinelli
Chairman

ATTEST:

Rebecca Bradley
Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 10-2007

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FUNDING TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, COMMUNITY REVITALIZATION AND PLANNING PROGRAM

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to projects through the Community Revitalization and Planning Program; and

WHEREAS, Senator Jay Costa has offered his support of an application for continued renovations to the Wilkins Township Community Center in the amount of $100,000.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Wilkins hereby authorizes the submission of a grant application on its behalf.

Adopted this 8h day of October, 2007 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Sylvia Martinelli, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 11-2007

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPROVING AN AGREEMENT BETWEEN THE TOWNSHIP OF WILKINS AND REBECCA BRADLEY, MANAGER AND AUTHORIZING THE APPROPRIATE OFFICIALS TO EXECUTE THE AGREEMENT.

WHEREAS, the Board of Commissioners of the Township of Wilkins initially appointed Rebecca Bradley (hereinafter referred to as "Bradley") to the position of Manager on September 9, 2003; and

WHEREAS, subsequent to Bradley's appointment, the Board of Commissioners unanimously adopted by motion an Employment Agreement with Bradley for the period October 2003 through and including October 2008; and

WHEREAS, the Board of Commissioners and Bradley have in good faith negotiated an Agreement dated December 10, 2007, with an effective date of January 1, 2008 which shall replace any previous agreements.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Wilkins hereby approves the attached Employment Agreement, including the term of the agreement, compensation, and other benefits as outlined in the Agreement which is attached and incorporated herein as if fully written; and authorizes the appropriate officials to execute said Agreement.

Adopted this 10th day of December, 2007 by the Township of Wilkins.

ATTEST:

Rebecca Bradley

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Sylvia Martinelli

Sylvia Martinelli, President

APPROVED AS TO FORM:

Gary Matta, Solicitor

AGREEMENT

MADE as this 10th day of December, 2007, by and between the TOWNSHIP OF WILKINS, a First Class Township of the Commonwealth of Pennsylvania (herein "Wilkins")

A
N
D

REBECCA BRADLEY (herein "Bradley" or "Manager").

WHEREAS, Wilkins is desirous to continue to employ Bradley as its Township Manager; and

WHEREAS, Bradley is desirous of continuing said employment.

NOW, THEREFORE, in consideration of the mutual covenants herein contained the parties agree to the following powers, duties, term of office, compensation and other terms and conditions of Bradley's employment as Township Manager.

Section A. Term of Employment

1. The term of the Agreement shall commence on the 1st day of January, 2008 and shall continue until December 31, 2012.

2. The term of this Agreement shall be automatically extended from January 1, 2013 to December 31, 2013, on January 1, 2013 and additional one (1) year periods of extension shall be made automatically on each successive January 1st, unless the Township or Bradley shall notify the other party, in writing, on or before October 1 of any year, that this Agreement is to be terminated at the end of the then existing contract or extension thereof.

3. Nothing in this agreement shall prevent or limit the right of the Township to terminate the services of Bradley at any time, at the sole discretion of the Township Commissioners. If the Township would terminate Bradley without cause the Township shall then comply with Section D and Section 20.2 of the Wilkins Code.

4. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Bradley to resign at any time from her position with the Township. Bradley shall give thirty (30) days written notice to the Township prior to the effective date of her resignation.

Section B. Compensation. Beginning on January 1, 2008 Bradley's, compensation will be at the rate of Seventy Seven Thousand Five Hundred ($77,500.00) Dollars per annum, paid in twenty-six (26) bi-weekly installments scheduled to coincide with Wilkins regular payroll dates.

1. Annual salary increases beginning each January 1 after the date of this Agreement shall be as follows:

> So long as Bradley is a Township Employee, a percentage equal to the increase paid to the Wilkins Maintenance Employees in the years 2009 through 2012. The percentage shall be calculated on the previous fiscal years compensation. The compensation for calendar year 2008 shall be set as stated above in Section B.

Section C. Benefits. The following benefits as indicated by the current contract between Wilkins Township and the Wilkins Maintenance Employees:

1. Health-prescription, vision, dental
2. Life Insurance
3. Holidays
4. Funeral Leave
5. Personal Days

See attachments Appendix "I".

Personal Days. Five (5) personal days. No accumulation or sell back, without prior approval of the Board of Commissioners.

Sick Leave. Subject to Wilkins Code 33-10. Appendix "II". As of 01/01/08, Bradley has accrued thirty (30) sick days.

One (1) day earned per month with a maximum accumulation of One Hundred Eighty (180) days. No sell back.

Vacation. Subject to Section 33-9 of the Code of the Township of Wilkins. See Appendix "II". As provided in employees contract, however, Bradley will receive credit for years of previous and current employment (fourteen years) and will be entitled to nineteen (19) vacation days beginning in calendar year 2008.

Section D. - Termination and Severance Pay.

1. In the event that Bradley is terminated during the term of the Agreement and during which such time as Bradley is willing and able to perform the duties under this Agreement, Bradley shall be entitled to an amount equal to the full amount of compensation and benefits for any period of time remaining on the contract or any extension thereof as severance. In the event that the Agreement is not extended and the Employee is terminated at the end of the Agreement, or any extension thereof, the Employee will be entitled to an amount equal to twelve (12) months salary. The Employee will also be entitled to payment for any unused vacation, personal or sick days. Said amount to be paid within thirty (30) days after termination.

2. In the event of severance during the term of this Agreement, or any extension thereof, Bradley shall take all reasonable steps to mitigate her damages and all unemployment benefits shall be deducted from any amount due Bradley from the Township.

3. In the event the Agreement is not extended and Bradley is terminated at the end of the then existing Agreement, or any extension thereof, Section D, Paragraph 2 shall not apply and will be voided.

4. In the event of severance, the cost of the Employee's participation in all benefit plans as provided by COBRA will be borne equally by Employee and Township.

5. In the event that criminal charges are filed, in a lawful court, against Bradley for any illegal act involving personal gain or loss, the Township may terminate this Agreement without severance pay pending the final judgment outcome of a trial or other disposition of the matter, if said charges are not proven, Bradley shall be entitled to the severance payment or reinstatement with no loss or compensation, benefits or authority. Bradley shall also be reimbursed for any legal costs associated with defending her against any unproved charges.

6. Bradley shall also be reimbursed for any legal costs that may occur on her behalf to enforce any section of this Agreement.

Section E. Other Terms and Conditions of Employment.

1. The Township Manager and the Township of Wilkins are subject to Wilkins Code Article 1, Sections 20-1 through 20.7. Appendix "III" hereof.

2. Hours of Work. The parties understand and agree that the Manager position is exempt under the Fair Labor Standards Act and no overtime pay will be available.

3. Residency. The Manager need not be a resident of the Township of Wilkins.

4. Business Expenses:

   a. Mileage reimbursement per IRS regulations for Township business. Travel to and from work is excluded.

   b. Reimbursement within formal budgeting constraints and prior approval by Commissioners for training, education and conferences related to the position of Township Manager.

5. Pension. The Manager will be part of the Wilkins Pension Plan for its non-uniformed employees, i.e., the Pennsylvania Municipal Retirement System and the parties hereto will be subject to the regulations applicable to said System as enacted and amended.

6. Powers and Duties. The powers and duties of the Manager shall be as set forth in Code of the Township of Wilkins (The Code) in Section 20-6 as hereafter amended or re-enacted; the Manager shall administer the personnel program set forth in Code Sections 33.1 et seq.

7. Bond. The Manager shall give a Bond to Wilkins in the manner provided in The Code Section 20-4.

8. The Commissioners in consultation with the Manager, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any applicable law.

9. The Wilkins Manager will act as the Zoning Officer and Secretary or Assistant Secretary.

10. The Manager shall, at all times while on Wilkins business, be attired in a professional manner.

11. During the term of employment by Wilkins, the Manager agrees to remain in the exclusive employ of the Township and not to accept other employment nor to become employed by any other employer without prior approval of the Township Commissioners.

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

IN WITNESS WHEREOF, the Township of Wilkins has caused this Agreement to be signed and executed in its behalf by its President of the Board of Commissioners and Rebecca Bradley has signed and executed this Agreement, both in duplicate, as of the day and year first above written.

ATTEST:

TOWNSHIP OF WILKINS

Secretary

Sylvia Martinelli
President of the Board of Commissioners

WITNESS:

Mae S. Franc

Rebecca Bradley

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APPENDIX I

1. The members of the Association shall receive ten (10) paid Holidays as follows:

New Years Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Employee's Birthday	Christmas

2. Each Employee shall be entitled to five (5) personal days off per calendar year, with pay at such employee's normal hourly rate, subject to the following:

   1. The day must be taken between January 1 and December 31.

   2. The Supervisor shall be notified of the date in writing at least forty-eight (48) hours prior to the date except in event of illness.

   3. The day can be used in lieu of sick leave without a medical excuse.

   4. Such days shall not accumulate. Further, an employee shall not be entitled to reimbursement of any kind or type for any unused personal days.

3. Sick leave shall accumulate by the members of the Association as set forth in Wilkins Township Code, Chapter 33 as amended; but the Association members may accumulate sick leave up to a maximum of one-hundred eighty (180) days. A doctor's certificate shall be required and supplied for all sick leave of two days whether consecutive or not, within a workweek. One day of sick leave is earned each month provided the employee works a minimum of eighteen (18) days.

4. Funeral Leave will be granted to members of the Association as follows:

   When a death occurs in the immediate family, an employee, upon request, will be excused a maximum of three (3) working days within a five (5) day period which shall include the day of the funeral. Immediate family shall include father, mother, brother, sister, spouse, child, father-in-law, mother-in-law. A one day funeral leave for death of brother-in-law, sister-in-law, blood Aunt, blood Uncle, of the employee, grandfather or grandmother of employee or spouse, or any other person living in the employee's home as a member of his family, shall be granted.. Said leave shall be upon request and for the day of the funeral. Time thus paid shall not be deducted from employee's sick leave accumulation and shall not be counted as hours worked for purposes of determining overtime pay.

5. The Township will provide and pay for the following hospitalization insurance:

APPENDIX I

A. Basic health care coverage known as Select Blue health insurance through Blue Cross and Blue Shield of Western Pennsylvania. Group #57756-00, this plan is offered with $5 / $15 RX for the prescriptions.

B. The premium Family Dental Plan also through Blue Cross and Blue Shield of Western Pennsylvania under the same group #57756-00.

C. Family V.S.P. Vision Care Plan is through Vision Benefits of America.

D. The Township shall have the right to select health insurance carriers provided equivalent benefits are maintained. It is understood that "equivalent" does not mean "exactly the same," but is intended to convey the idea that there is no overall reduction in coverage. The Township shall not employ a new carrier until the Employees Association has agreed that the proposed "new" policies are equivalent to the "old" one, or until this issue has been resolved in binding arbitration (which either party may request). Also, the Township may enter into cost containment agreements with its carrier.

E. Both parties agree that any future changes in health care obtained in the Police Bargaining Agreement will also be applicable to the members of the association.

6. Association members shall be entitled each calendar year to an annual vacation with pay as follows:

COMPLETION OF YEARS	YEARS OF ACCUMULATED SERVICE VACATION DAYS
One up to five	Ten
Five up to Ten	Fifteen
Eleven	Sixteen
Twelve	Seventeen
Thirteen	Eighteen
Fourteen	Nineteen
Fifteen	Twenty
Sixteen	Twenty-one
Seventeen	Twenty-two
Eighteen	Twenty-three
Nineteen	Twenty-four
Twenty and Over	Twenty-five

***All vacation must be used prior to December 31 of each year.**

APPENDIX I

7. The paid up death benefit of NINE THOUSAND AND 00/100 DOLLARS ($9,000.00) will be provided for all retired employees. Life insurance for all full time employees at an insurance level of 150% of current yearly salary.

8. The Township agrees to provide the pension plan established with PMRS effective January 1, 1991 in accordance with Ordinance #808 (as amended).

APPENDIX II

Wilkins Township Codified Book of Ordinances

§ 33-9. Vacation [Amended 2-5-1968 by Ord. No. 421][1]

A. The Manager and department heads shall determine the time of year at which such annual leave may be taken.

B. No employee shall be permitted to waive annual leave for the purpose of receiving double pay.

C. Annual leave shall be computed from the day a person becomes an employee of the township, but the employee shall not take any paid annual leave before completing twelve (12) months' of service. Additional vacation weeks earned by service anniversary cannot be taken until after the anniversary employment date. Anniversary weeks may be combined with previous earned vacation weeks.

D. Paid holidays falling in an employee's vacation period shall not count as a part of the annual leave.

§ 33-10. Sick leave.[2] [Amended 2-7-1966 by Ord. No. 377[3]

A. Sick leave, unlike annual leave (vacation), is not something to which the employee is automatically entitled but is provided by the township in an attempt to keep the employee from being seriously handicapped financially if he is unable to work because of illness. For the purpose of this Article, "personal illness" shall include disability due to sickness, injury or accident which is not compensable under the Workmen's Compensation Laws of Pennsylvania.

1) To be entitled to benefits of this Article, employees who are off-duty sick more than three (3) days shall file with the Manager a physician's certificate certifying to the illness of such employee, the nature thereof, its cause and such additional information as may be required.

2) In the event that an employee is hospitalized, the three-day waiting period for sick-leave benefits shall be waived.

3) In the event that an employee is absent from work due to an illness as defined in this Article for a period in excess of ten (10) days, the three-day waiting period shall be waived.

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[1] Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.
[2] Editor's Note: See also Art. II of this chapter.
[3] Editor's Note. Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.

APPENDIX II

Wilkins Township Codified Book of Ordinances

B. No employee of the township shall be entitled to the benefits of this Article for any disability which shall result from any of the following:

1) The use of drugs or intoxicants.

2) Illness or injury intentionally self-inflicted.

3) Illness or injury which shall be the result of the employee's own misconduct or gross negligence.

4) Disability which existed and which was known to the employee at the time of his employment.

5) Disability or illness which shall occur while an employee is on leave of absence, furlough or suspension from work, other than on regularly earned vacation.

C. Sick-leave time shall be computed from the day a person becomes an employee of the township, but the employee shall not receive any paid sick-leave time before completing six (6) months' service.

D. Saturdays and Sundays occurring during an employees' illness shall not count as a part of the sick-leave time. Holidays occurring during a sick-leave period shall not be compensated for separately.

E. The Manager shall require an employee to file competent written certification that his absence was for an authorized reason. If he has been incapacitated for the period of his absence or a major part thereof, he shall be required to provide evidence that he is again physically able to perform his duties. Claiming sick leave or benefits under any conditions other than those permitted by this Article may be cause for disciplinary action, including suspension, demotion or dismissal.

The falsification of any sick-leave certificate by an employee of the township shall constitute grounds for dismissal of such employee, and he shall be subject to all actions and remedies at law for the recovery of all moneys paid to such employee by reason of said false certificate or certificates.

APPENDIX III

Wilkins Township Codified Book of Ordinances

[HISTORY: Adopted by the Board of Commissioners of the Township of Wilkins as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Ordinance Enforcement Officer – See C. 28.
Personnel – See Ch. 33.
Retirement – See Ch. 45.

§ 20.1. Office created.

The office of Township Manager is hereby created by the Township of Wilkins.

§ 20.2. Appointment; removal. [Amended 11-25-1991 by Ord. No. 818]

The Manager shall be appointed for an indefinite term by a majority of all members of the Board of Commissioners. The Manager shall serve at the pleasure of the Board of Commissioners, and he may be removed at any time by a majority vote of all its members. At least 30 days before such removal is to become effective, the Board of Commissioners shall furnish the Manager with a written statement setting forth its intention to remove him and the reasons therefore. The Manager shall give the Board of Commissioners at least 30 days' notice of his intention to resign. The Board of Commissioners may enter into employment contracts concerning the position of Township Manager for a definite term in accordance with applicable law.

§ 20.3. Qualifications.

The Manager shall be chosen solely on the basis of his executive and administrative abilities, with special reference to the duties of his office as herein outlined. The Manager need not be a resident of the Township of Wilkins or of the Commonwealth of Pennsylvania at the time of appointment, but during the tenure of his office he may reside outside the Township of Wilkins only with the approval of the Board of Commissioners. If the Board of Commissioners fails within a reasonable time, not to exceed 60 days after appointment, to approve the Manager's residence outside the Township of Wilkins, he must immediately become and during his tenure remain a resident of the Township of Wilkins.

§ 20.4. Bond. [Amended 11-25-1991 by Ord. No. 818]

The Manager shall give a bond to the Township of Wilkins with a bonding company as surety in an amount to be approved by the Board of Commissioners, conditioned upon the faithful performance of his duties, the premium for said bond to be paid by the Township of Wilkins.

APPENDIX III

Wilkins Township Codified Book of Ordinances

§ 20.5. Compensation.[4]

The salary of the Township Manager shall be fixed from time to time by ordinance.

§ 20.6. Powers and duties.

A. Subsequent to his appointment and after assuming office, the Manager shall be the chief administrative officer of the Township of Wilkins. He shall be responsible to the Board of Commissioners as a whole for the proper and efficient administration of the affairs of the Township of Wilkins. The powers and duties of administration of all township business shall be vested in the Manager, unless expressly imposed or conferred by statute upon other township officers.[5]

B. Subject to recall by ordinance of the Board of Commissioners, the powers and duties of the Township Manager shall include the following:

1) He shall be Ordinance Enforcement Officer as provided in Chpater 28, Ordinance Enforcement Officer, and Zoning Officer under any zoning ordinance enacted from time to time. **[Amended 11-25-1991 by Ord. No. 818].**

2) He shall supervise and be responsible for the activities of all municipal departments.

3) He shall hire and, when necessary for the good of the service, shall suspend any employee under his supervision, provided that persons covered by Chapter 33, Personnel, and the civil service provision of the Township Code shall be hired, suspended or discharged in accordance with such provisions and provided further, that the Manager shall report, at the next meeting thereafter of the Board of Commissioners, any action taken by authority of this subsection.

4) He shall have the power to fix wages and salaries of all personnel under his supervision within a range previously determined by the Board of Commissioners or as mandated by collective bargaining agreements. **[Amended 11-25-1991 by Ord. No. 818].**

5) He shall prepare and submit to the Board, before the close of each fiscal year; an explanatory budget message. In preparing the budget, the Manager shall obtain from the head of each department, agency or board or any qualified officer thereof estimates of revenues and expenditures and such other supporting data as he requires. The Manager shall review such estimates with the Finance Committee

[4] Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.
[5] Editor's Note: Amended at time of adoption of Code, see Ch. 1., General Provisions, Art. I.

Chairman and may revise them before submitting the budget to the Board of Commissioners.

6) He shall be responsible for the administration of the budget after its adoption by the Board of Commissioners.

7) He shall, with the Finance Committee and in conjunction with the preparation of the yearly budget, develop long-range fiscal plans for the municipality, such plans to be presented annually to the Board of Commissioners for its review and adoption.

8) He shall hold such other municipal offices and head such municipal departments as the Board of Commissioners may from time to time direct.

9) He shall attend meetings of the Board and, upon request, its committees with the right to take part in the discussions, and he shall receive notice of all special meetings of the Board and its committees.

10) He shall prepare the agenda for each meeting of the Board of Commissioners and supply facts pertinent thereto.

11) He shall keep the Board informed as to the conduct of township affairs, submit periodic reports on the condition of the township finances and such other reports as the Board requests and make such recommendations to the Board as he deems advisable.

12) He shall submit to the Board of Commissioners as soon as possible after the close of the fiscal year a complete report on the finances and the administrative activities of the township for the preceding year.

13) He shall see that the provisions of all franchises, leases, permits and privileges granted by the township are observed.

14) He may employ, by and with the approval of the Board, experts and consultants to perform work and to advise in connection with any of the functions of the township.[6]

15) He shall attend to the letting of contracts in due form of law, and he shall supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed by statute upon some other township officer.

[6] Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. 1.

16) He shall see that all money owed the township is promptly paid and that proper proceedings are taken for the security and collection of all the township's claims.

17) He shall be the Purchasing Officer of the township, and he shall purchase in accordance with the provisions of the Township Code all supplies and equipment for the agencies, boards, departments and other offices of the township. He shall keep an account of all purchases and shall, from time to time or when directed by the Board, make a full written report thereof. He shall also issue rules and regulations, subject to the approval of the Board, governing the procurement of all municipal supplies and equipment.

18) All complaints regarding township services shall be referred to the office of the Manager. He or any department head designated by him shall investigate and dispose of such complaints, and the Manager shall report thereon to the Board of Commissioners.

19) He shall be the chief administrative officer of Act No. 205 (pensions).[7]

§ 20.7. Procedural limitations on the Board of Commissioners.

Neither the Board, its members, nor its committees shall dictate or influence or attempt to dictate or influence the hiring of any person to or his discharge from municipal employment by the Manager or in any manner take part in the hiring, suspending or discharging of employees in the administrative service of the township except as required by the civil service provisions of the First Class Township Code. Other than for the purposes of inquiry, the Board of Commissioners or any of its members or any of the Board's committees or its members shall deal with the administrative service solely through the Township Manager, and neither the Board nor any of its members, nor any of the Board's committees nor its members shall give orders, publicly or privately, to any subordinate of the Manager.

§ 20.8. (Reserved)[8]

[7] Editor's Note: Added at time of adoption of Code; see Ch. 1, General Provisions, Art. I. Also, see 53 P.S. §895.101 et seq.

[8] Editor's Note: Former §20-8, Disability or absence of Manager, was repealed 4-10-2000 by Ord. No. 929. For current provisions, see §20-15.

TOWNSHIP OF WILKINS

RESOLUTION NO. 12-2007

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPROVING AN AMENDMENT TO THE AGREEMENT BETWEEN THE TOWNSHIP OF WILKINS AND PAUL VARGO, ASSISTANT MANAGER / SUPERINTENDENT OF PUBLIC WORKS AND AUTHORIZING THE APPROPRIATE OFFICIALS TO EXECUTE THE AGREEMENT.

WHEREAS, the Board of Commissioners of the Township of Wilkins executed an employment contract with Paul Vargo on May 21, 2001; and

WHEREAS, pursuant to Section 7 of that Agreement, the Agreement may be amended only in writing; and

WHEREAS, the Board of Commissioners desires to increase the base salary of Vargo by a lump sum of $5,000.00 effective January 1, 2008.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Wilkins hereby approves an amendment to Vargo's employment agreement, increasing base salary for the year 2008 by a lump sum of $5,000.

AND BE IT FURTHER RESOLVED that the Solicitor is hereby directed to prepare an amendment as specified herein and the appropriate officials are hereby authorized to execute such amendment.

Adopted this 17th day of December, 2007 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Sylvia Martinelli, President

APPROVED AS TO FORM:

Gary Matta, Solicitor

TOWNSHIP OF WILKINS

RESOLUTION NO. 13-2007

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, DESIGNATING ONE (1) NINETEEN NINETY EIGHT (1998) FORD CROWN VICTORIA AND ONE (1) NINETEEN NINETY SIX (1996) FORD EXPLORER TO BE DONATED TO THE SALVATION ARMY, PURSUANT TO SECTION 1501 OF THE FIRST CLASS TOWNSHIP CODE.

WHEREAS, the Township of Wilkins has in its possession and control one (1) nineteen ninety eight (1998) Ford Crown Victoria and one (1) nineteen ninety six (1996 Ford Explorer; and

WHEREAS, pursuant to Section 1501 of the First Class Township Code, the Township Commissioners have the power to "Purchase, acquire by gift, or otherwise, hold, lease, let and convey, by sale or lease, such real and personal property as shall be deemed to be to the best interest of the township....";; and

WHEREAS, also pursuant to Section 1501 of the First Class Township Code, "Except as otherwise hereinafter provided in the case of personal property of an estimated fair market value of less than One Thousand ($1,000.00) Dollars, no township personal property shall be disposed of, by sale or otherwise, except upon approval of the Board of Township Commissioners, by Ordinance or Resolution; and

WHEREAS, the nineteen ninety eight (1998) Ford Crown Victoria and the nineteen ninety six (1996) Ford Explorer were placed for public bid, and the Township has received and rejected bids for Four Hundred Thirty ($430.00) Dollars and Three Hundred Twenty ($320.00) Dollars, respectively; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins and it is hereby resolved as follows:

Section 1. The Township of Wilkins shall donate one (1) nineteen ninety eight (1998) Ford Crown Victoria to the Salvation Army, pursuant to Section 1501 of the First Class Township Code.

Section 2. The Township of Wilkins shall donate one (1) nineteen ninety six (1996) Ford Explorer to the Salvation Army, pursuant to Section 1501 of the First Class Township Code.

Section 3. Any Resolution or part of a Resolution in conflict herewith is hereby repealed.

RESOLVED this 17th day of December, 2007.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Sylvia Martinelli, President

TOWNSHIP OF WILKINS

RESOLUTION NO. 14-2007

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE PROPER TOWNSHIP OFFICIALS TO ENTER INTO A SETTLEMENT AND RELEASE AGREEMENT WITH PROCARE PHARMACY DIRECT, INC.

WHEREAS, ProCare Pharmacy Direct, Inc., has filed a request for refund claims in regard to the tax years 2004, 2005 and 2006 for Mercantile Tax paid by ProCare to the Township; and

WHEREAS, the parties are desirous of entering into a Settlement and Release Agreement wherein the Township would agree to pay approximately Nine Hundred Nineteen Thousand ($919,000.00) Dollars of the One Million Twelve Thousand Three Hundred Eighteen ($1,012,318.00) Dollars paid by ProCare to Wilkins Township for the 2007 Mercantile tax; and

WHEREAS, ProCare will withdraw its refund claim of Two Million Twenty-Five Thousand Five Hundred Twenty-Eight ($2,025,528.00) Dollars; and

WHEREAS, the Township of Wilkins will agree to waive all Business Privilege Tax, Mercantile Tax, Occupational Privilege Tax and Emergency Municipal Service Tax, related interest and penalties that are potentially due from unknown taxpayers identified as Company X, Company Y, and Company Z for all periods prior to January 1, 2008 which are anticipated to be in the amount of Two Hundred Fifty-Five Thousand ($255,000.00) Dollars plus penalty and interest.

NOW THEREFORE, be it resolved by the Board of Commissioners of Wilkins Township and it is hereby resolved as follows:

Section 1. The proper officials are hereby authorized to enter into a Settlement and Release Agreement with ProCare Pharmacy Direct, Inc., involving ProCare's request for refunds for Wilkins Township Mercantile Tax for the years 2004, 2005 and 2006 based upon the following conditions:

1. Wilkins Township will refund to ProCare approximately Nine Hundred Nineteen Thousand ($919,000.00) Dollars of the One Million Twelve Thousand Three Hundred Eighteen ($1,012,318.00) Dollars paid with ProCare's 2007 Wilkins Township Mercantile Tax Return filed in April, 2007. Wilkins Township will also pay interest to ProCare on the refund amount at the rate of interest paid to the Township during the applicable period of time;

2. Wilkins Township will agree to waive all Business Privilege Tax, Mercantile Tax, Occupational Privilege Tax and Emergency and Municipal Services Tax, related interest and penalties potentially due from the unknown taxpayers identified as Company X, Company Y and Company Z in letters dated April 4, 2007, for all periods prior to January 1, 2008;

3. Wilkins Township will agree to waive all Business Privilege Tax, Mercantile Tax and Emergency and Municipal Services Tax, related interest and penalties potentially due from the unknown taxpayers identified as Company X, Company Y and Company Z in letters dated April 4, 2007, for all periods prior to January 1, 2008;

4. Wilkins Township will agree that for all future periods, beginning with the year ending December 31, 2007, ProCare can compute its Mercantile Tax liability based on sales of property shipped to customers with mailing addresses within the Commonwealth of Pennsylvania and need not include in its tax base sales of property shipped to customers with mailing addresses outside Pennsylvania;

5. This filing methodology will continue in effect until a statutory amendment to applicable state law clearly requires a different filing method;

6. Company X, Company Y and Company Z will continue to withhold and remit Earned Income Tax directly to the residential jurisdictions of their employees;

7. Commencing January 1, 2008, Company X, Company Y and Company Z will begin to withhold and remit Local Service Tax from their employees;

8. For all future periods, ProCare, Company X, Company Y and Company Z will file separate Wilkins Township Mercantile and/or Business Privilege Tax returns as applicable;

9. The Wilkins Township Mercantile and/or Business Privilege Tax returns due April 15, 2008 from the unknown taxpayers identified as Company X, Company Y and Company Z will be based upon the actual receipts subject to Wilkins township taxation, received by each taxpayer during 2007.

10. The Township of Wilkins retains the right to continue auditing ProCare, Company X, Company Y and Company Z; and

11. The execution of a Settlement Release and Agreement is subject to disclosure of Company X, Company Y and Company Z, unless waived by the Manager.

Section 2. Any Resolution or part of a Resolution in conflict herewith is hereby repealed.

RESOLVED this 17th day of December, 2007.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Sylvia Martinelli, President

AND BE IT FURTHER RESOLVED that the Solicitor is hereby directed to prepare an amendment as specified herein and the appropriate officials are hereby authorized to execute such amendment.

Adopted this 17th day of December, 2007 by the Township of Wilkins.

ATTEST:

Rebecca Bradley, Manager

TOWNSHIP OF WILKINS

Sylvia Martinelli, President

APPROVED AS TO FORM:

Gary Matta, Solicitor

TOWNSHIP OF WILKINS

RESOLUTION NO. 1-2008

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, DESIGNATING ONE (1) NINETEEN NINETY EIGHT (1998) FORD CROWN VICTORIA AND ONE (1) NINETEEN NINETY SIX (1996) FORD EXPLORER TO BE DONATED TO GOODWILL INDUSTRIES, PURSUANT TO SECTION 1501 OF THE FIRST CLASS TOWNSHIP CODE.

WHEREAS, the Township of Wilkins has in its possession and control one (1) nineteen ninety eight (1998) Ford Crown Victoria and one (1) nineteen ninety six (1996 Ford Explorer; and

WHEREAS, pursuant to Section 1501 of the First Class Township Code, the Township Commissioners have the power to "Purchase, acquire by gift, or otherwise, hold, lease, let and convey, by sale or lease, such real and personal property as shall be deemed to be to the best interest of the township...."; and

WHEREAS, also pursuant to Section 1501 of the First Class Township Code, "Except as otherwise hereinafter provided in the case of personal property of an estimated fair market value of less than One Thousand ($1,000.00) Dollars, no township personal property shall be disposed of, by sale or otherwise, except upon approval of the Board of Township Commissioners, by Ordinance or Resolution; and

WHEREAS, the nineteen ninety eight (1998) Ford Crown Victoria and the nineteen ninety six (1996) Ford Explorer were placed for public bid, and the Township has received and rejected bids for Four Hundred Thirty ($430.00) Dollars and Three Hundred Twenty ($320.00) Dollars, respectively; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins and it is hereby resolved as follows:

Section 1. The Township of Wilkins shall donate one (1) nineteen ninety eight (1998) Ford Crown Victoria to Goodwill Industries, pursuant to Section 1501 of the First Class Township Code.

Section 2. The Township of Wilkins shall donate one (1) nineteen ninety six (1996) Ford Explorer to Goodwill Industries, pursuant to Section 1501 of the First Class Township Code.

Section 3. Any Resolution or part of a Resolution in conflict herewith is hereby repealed.

RESOLVED this 7th day of January, 2008.

ATTEST: TOWNSHIP OF WILKINS

Motion to terminate consideration of Resolution #1-2008 adopted 1/28/08

Rebecca Bradley, Manager

President

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Resolution #1-2008 was introduced on January 7, 2008. It was tabled @ that meeting. This Resolution was discussed at the meeting of January 28, 2008. At that time, a motion was made to terminate it.

TOWNSHIP OF WILKINS

RESOLUTION NO. 2-08

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPOINTING ROBERT J. TOMASIC AS AUDITOR FOR THE TOWNSHIP

WHEREAS, the Board of Commissioners of the Township of Wilkins adopted Ordinance Number 790, an Ordinance providing for audit of Township accounts by an independent auditor on December 11, 1989; and

WHEREAS, said Ordinance 790 requires the appointment of an auditor by Resolution on an annual basis; and

WHEREAS, it is the desire of the Board of Commissioners of the Township of Wilkins to appoint Robert J. Tomasic as auditor for the Township of Wilkins for the year 2008.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Wilkins, Allegheny County, Pennsylvania, that Robert J. Tomasic is hereby appointed to the post of Independent Auditor for the year 2008.

RESOLVED AND ADOPTED at a duly assembled public meeting held this 28th day of January, 2008.

TOWNSHIP OF WILKINS

By: William D Wilkes

Chairman

ATTEST:

Rebecca Bradley

Rebecca Bradley
Secretary

TOWNSHIP OF WILKINS

RESOLUTION NO. 03-2008

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, APPROVING AN AMENDMENT TO THE AGREEMENT BETWEEN THE TOWNSHIP OF WILKINS AND REBECCA BRADLEY, MANAGER AND AUTHORIZING THE APPROPRIATE OFFICIALS TO EXECUTE THE AGREEMENT.

WHEREAS, the Board of Commissioners of the Township of Wilkins initially appointed Rebecca Bradley (hereinafter referred to as "Bradley") to the position of Manager on September 9, 2003; and

WHEREAS, subsequent to Bradley's appointment, the Board of Commissioners unanimously adopted by motion an Employment Agreement with Bradley for the period October 2003 through and including October 2008; and

WHEREAS, the Board of Commissioners and Bradley negotiated an agreement in good faith dated December 10, 2007, with an effective date of January 1, 2008; and

WHEREAS, at the request of members of the Board of Commissioners, Bradley and the Board of Commissioners have agreed to certain amendments to said agreement.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Wilkins hereby approves the attached Amended Employment Agreement, including the term of the agreement, compensation, and other benefits as outlined in the Agreement which is attached and incorporated herein as if fully written; and authorizes the appropriate officials to execute said Agreement.

Adopted this 25th day of February, 2008 by the Township of Wilkins.

ATTEST: **TOWNSHIP OF WILKINS**

Rebecca Bradley, Manager

William G. Wilson, President

TOWNSHIP OF WILKINS
ALLEGHENY COUNTY, PENNSYLVANIA

RESOLTUION NO. 4 OF 2008

A RESOLUTION OF THE TOWNSHIP OF WILKINS, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, APPROVING THE TRANSFER OF RESTAURANT LIQUOR LICENSE NO. R-7792 INTO WILKINS TOWNSHIP, 3448 WILLIAM PENN HIGHWAY, PITTSBURGH, PENNSYLVANIA 15235 FROM 824-826 ISLAND AVENUE, MCKEES ROCKS BOROUGH, PENNSYLVANIA 15136

WHEREAS, Act 141 of 2000 (the "Act") amends the Commonwealth's Liquor Code, by authorizing the Pennsylvania Liquor Control Board to approve, in certain instances, the transfer of restaurant liquor licenses across municipal boundaries within the same county regardless of the quota limitations provided for in Section 461 of the Liquor Code if sales of liquor and malt or brewed beverages are legal in the municipality receiving the license; and

WHEREAS, the Act requires the receiving municipality to issue a Resolution approving the inter-municipal transfer of a liquor license from the transferring municipality prior to an applicant's submission of an application to the Pennsylvania Liquor Control Board; and

WHEREAS, amendments to the Liquor Code stipulate that, prior to adoption of a Resolution by the receiving municipality, at least one hearing be held for the purpose of permitting interested individuals residing within the municipality to make comments and recommendations regarding the applicant's intent to transfer a liquor license into the receiving municipality; and

WHEREAS, an application as filed under the Act must contain a copy of the Resolution adopted by the municipality approving the transfer of a restaurant liquor license into the municaplity.

NOW, THEREFORE, BE IT RESOLVED, that KANE RESTAURANT GROUP, LLC t/d/b/a/ Moe's Southwest Grill has requested the approval of the Township Commissioners of Wilkins Township for the proposed transfer of Pennsylvania Restaurant Liquor License R-7792 to its facility located at 3448 William Penn Highway, Pittsburgh, PA 15235, Wilkins Township, Allegheny County from Stiffy's, Inc., 824-826 Island Avenue, McKees Rocks, Pennsylvania, 15136, McKees Rocks Borough, Allegheny County, with the understanding that said transfer must be approved at a later date by the Pennsylvania Liquor Control Board; and

BE IT FURTHER RESOLVED, that Wilkins Township approves, by adoption of this Resolution, the proposed transfer of Restaurant Liquor License R-7792 into Wilkins Township by Kane Restaurant Group, LLC t/d/b/a Moe's Southwestern Grill; and

BE IT FURTHER RESOLVED, that the license transfer is subject to approval by the Pennsylvania Liquor Control Board.

RESOLVED AND ENACTED this 10th day of March, 2008; by the undersigned Commissioners of Wilkins Township in this lawful session regularly assembled.

ATTEST: **WILKINS TOWNSHIP**

Rebecca Bradley, Manager

William G. Wilson, President
Board of Commissioners