

COMMITTEE MEETING AGENDA
MAY 16, 2016
6:30 P.M.

PENSION INVESTMENT PRESENTATION TO THE BOARD:

1. Frank Burnette, Morrison Fiduciary Advisors, Inc.
2. Principal Group

OTHER

1. Lease Agreement for the parking lot for St. Sebastian Roman Catholic Church
2. Sewer Regionalization Committee
3. Active Allegheny Grant
4. Radar for Local Police
5. Denny Park Master Site Plan

***EXECUTIVE SESSION TO FOLLOW**

ROSS TOWNSHIP BOARD OF COMMISSIONERS

AGENDA

MAY 16, 2016

7:30 P.M.

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
INVOCATION**

PUBLIC COMMENT ON AGENDA ITEMS (5 minute limit)

PETITIONS AND COMPLAINTS –

RESOLUTION TO BE ADOPTED

Resolution No. 2205 – In support of Senate Bill 535 and House Bill 71 enabling all municipal police to use the same motor vehicle speed-timing equipment as the Pennsylvania State Police.

Resolution No. 2206 – Request for funds from the Active Allegheny Grant Program in the amount of \$41,000.00 for the proposed Creating Connections for a Healthier Ross Township.

ORDINANCES TO BE INTRODUCED

Ordinance No. 2371 – Draft Amendments Repeals PRD Regulations

ORDINANCES TO BE ENACTED

CONSENT AGENDA

- 1. Approval of Minutes –**
- 2. Payment of Bills and Financial Report**

PLANNING COMMISSION –

S-16-5 – Wesley V. Cowan III requesting Simple Subdivision approval of one lot into two lots on vacant property located on Milbert Lane in an R-1 Zoning District of the 4th Ward.

PLANNING/ZONING DEVELOPMENT COMMITTEE REPORT

SOLICITOR'S REPORT

RECREATION COMMITTEE REPORT

ADMINISTRATION/LEGISLATIVE COMMITTEE REPORT

1. Request Board signature on the two (2) lease agreements for the parking lot for St. Sebastian Roman Catholic Church

PUBLIC WORKS COMMITTEE REPORT

PUBLIC SAFETY/POLICE COMMITTEE REPORT

PUBLIC SAFETY/FIRE/FIRE POLICE/EMS COMMITTEE REPORT

MANAGER'S REPORT – Worker's Comp Panel

COMMISSIONERS COMMENTS

**Patrick Mullin
Jack Betkowski
Daniel DeMarco
Grace Stanko
David J. Mikec
Lana Mazur
Stephen L. Korbelt
Richard Avon
Jeremy Shaffer**

CITIZEN COMMENTS *(5 minute limit)*

ADJOURNMENT

RESOLUTION NO. 2205**ROSS TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ROSS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, IN SUPPORT OF SENATE BILL 535 AND HOUSE BILL 71 ENABLING ALL MUNICIPAL POLICE TO USE THE SAME MOTOR VEHICLE SPEED-TIMING EQUIPMENT AS THE PENNSYLVANIA STATE POLICE.

WHEREAS, public protection is a principal reason why municipalities are established and exist, and

WHEREAS, municipal police and the Pennsylvania State Police are statutorily authorized to protect the Public, primarily through the enforcement of the Crimes Code and Motor Vehicle Code; and

WHEREAS, all of the tools of law enforcement available to the Pennsylvania State Police are also available to municipal police, with one notable exception, that being radar, and

WHEREAS, Pennsylvania is the only state in the United States of America that gives its municipal police a law enforcement mandate and then prohibits them from using a common and effective piece of speed-timing equipment that the Pennsylvania State Police are permitted to use; and

WHEREAS, the inability of municipal police to use radar has resulted in uneven enforcement of the maximum speed laws across Pennsylvania, as well as contributed to Pennsylvania's distinction as the state with the 3rd highest number of speeding-related fatalities and the 3rd highest percentage of speeding-related fatalities to total fatalities in the country.

NOW, THEREFORE BE IT RESOLVED this 16TH day of May 2016, that the Board of Commissioners of the Township of Ross calls upon the Members of the Senate and House of Representatives of the General Assembly of Pennsylvania, the specifically, Senator Randy Vulakovich and Representatives Dom Costa and Alan Ravenstahl to support Senate Bill 535 and House Bill 71 which bills would enable all municipal police to use the same motor vehicle speed-timing equipment as the Pennsylvania State Police.

ADOPTED by the Board of Commissioners of the Township of Ross, Allegheny County, Pennsylvania, at a regular convened meeting held on the 16th day of MAY, 2016.

ATTEST:

TOWNSHIP OF ROSS

**Douglas Sample
Manager/Secretary**

By:

**Jeremy Shaffer, President
Board of Commissioners**

RESOLUTION NO. 2206

**ROSS TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ROSS, COUNTY OF ALLEGHENY AND COMMONWEALTH OF PENNSYLVANIA, REQUEST FOR FUNDS FROM THE ACTIVE ALLEGHENY GRANT PROGRAM IN THE AMOUNT OF \$41,000.00 FOR THE PROPOSED CREATING CONNECTIONS FOR A HEALTHIER ROSS TOWNSHIP.

WHEREAS, the Redevelopment Authority of Allegheny County (RAAC) has established the Active Allegheny Grant Program, and

WHEREAS, the Township of Ross has agreed to act as the Applicant on behalf of the following municipalities: The Township of Ross for the proposed Creating Connections for a Healthier Ross Township, and

WHEREAS, the Township of Ross intends to apply for funds from the Active Allegheny Grant Program in the amount of \$41,000.00 for said Proposal.

NOW THEREFORE BE IT RESOLVED that the Township of Ross is hereby authorized to enter into a Grant Contract between the Applicant and RAAC and to provide any and all documents relating to the Grant Contract as may be required or necessary.

ADOPTED this 16TH day of MAY, 2016, by the Ross Township Board of Commissioners.

ATTEST:

TOWNSHIP OF ROSS:

**Douglas Sample
Manager/Secretary**

By: _____
**Jeremy Shaffer, President
Board of Commissioners**



Active Allegheny Grant Program Application Form

GENERAL INSTRUCTIONS

- Please read the Active Allegheny Grant Program (AAGP) guidelines for program purpose, eligibility, funding, and selection criteria.
- Please complete all applicable sections on the application form. RAAC reserves the right to reject any and all applications that are incomplete at the time of submittal.
- All responses must be typewritten. No handwritten applications will be accepted. To request a digital copy of the application e-mail Ann Ogoreuc at Ann.Ogoreuc@alleghenycounty.us.
- One original grant application, supporting documentation, and one copy should be mailed or delivered to:

Ms. Ann M. Ogoreuc, AICP
Manager, Transportation Initiatives
Allegheny County Economic Development
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

- Applications must be received in hard copy by the deadline. Applications received by email will not be accepted.
- Applications will be accepted until **3:00 p.m. on Friday, May 13, 2016**. Applications received after the deadline will not be accepted.

General Information

1. Project Title: Creating Connections for a Healthier Ross Township

2. Type of Project (check one):

Planning

Engineering and Design

Events, Education, and Outreach

3. Legal Name of Lead (or Sole) Applicant

Township of Ross

4. Participating Municipalities:

Township of Ross

5. Lead or Sole Applicant Information:

Address 1000 Ross Municipal Drive

City Pittsburgh

State PA **Zip Code** 15237

Contact Person Eloise Peet

Title Director of Parks and Recreation

Phone 412-931-7055 x233

Fax 412-931-7062

Email epeet@ross.pa.us

Project Description

In this section, please provide a complete description of the proposed project by answering the following questions.

1. Project Description

- Scope and Nature of the Project:

This project is being undertaken as a 'First Step' towards providing Ross residents with alternative modes of travel as well as increased opportunities for outdoor exercise. The scope of this project is to create a Basic Plan which will prioritize sidewalk, walking path, and trail network opportunities in Ross, upon which to carry out more active and healthy lifestyles.

- Goal of the Project:

The goal of this project is to create an *overall* framework for connecting destinations (schools, shopping, activity centers, parks and natural greenways) and major neighborhoods and living centers within Ross Township. This Basic Planning process is the first critical step towards developing a Master Plan for providing our residents with healthier and more environmentally sustainable alternatives for transportation and active living. Ross will employ the services of a multi-modal transportation planner to create this framework, which is intended to produce a vision upon which we can prioritize and implement future walk/bike projects.

- Description of the reason for undertaking the project at this time:

Ross Township has an array of amazing neighborhoods, parks, schools, commercial areas, and other amenities. The vast majority of our residents live only a short distance (under 0.5 miles) from key destinations. Unfortunately, when the Township was largely being built out in the 1940s-1970s a multi-modal approach to transportation was not being considered. It was assumed that everyone would drive to each destination – even if it was only a short distance away. The result is that residents are not able to safely walk to get destinations that are easy to get to. Residents also lack places to go for walking or running for exercising. Trying to traverse from one store to another along McKnight Road is often impossible by walking since there are very few sidewalks. This problem is exacerbated by a growing population that increasingly relies upon a combination of public transportation, biking, and walking to their destinations.

- Describe how this project will result in increased opportunities for physical activity and create pedestrian and bicycle connections to existing transportation systems and community destinations?

Ross Township is an inner suburb of Pittsburgh with a population of over 31,000. Ross has a strong commercial core with major retail corridors that run parallel along McKnight Road, Babcock Boulevard, and Perry Highway. With this project, the Township seeks to connect the existing transportation systems along those corridors with pedestrian and bicycle connections. The Township also has a strong network of parks and greenways that are spread throughout the community. A priority of this planning process is to link the park and green spaces with neighborhoods and, wherever feasible, with the commercial corridors.

- What is the target population of potential beneficiaries of this project?

We have major apartment complexes (many serving primarily elderly persons) and entire shopping centers that are not safely connected to bus stops. The community has begun to ask for improved pedestrian connections. In our recent (2015) Township Comprehensive Plan we surveyed residents and business, and the need for sidewalks and trails was one of the top three items identified. Our Parks and Recreation Comprehensive Plan (2012) also identified the need for connecting the many existing parks with neighborhoods so they could be better utilized. Additionally, the plan identified the need for “greenways” to serve as both buffers and pedestrian connections.

2. Is the project identified in and/or consistent with a local plan such as comprehensive plan or a local bicycle and pedestrian plan? Please describe the connection.

Ross Township’s *Comprehensive Recreation, Park, and Open Space Plan* (The Plan), which was adopted by the Ross Board of Commissioners in September of 2012, identifies the need for this project throughout various sections of The Plan. In the ‘Recreation & Alternative Transportation Greenways’ Section of The Plan (page 106-107), this project is specifically addressed as follows:

“It was noted during the planning processes that there are no solid pedestrian connections from the residential neighborhoods to destinations such as schools, parks, and commercial centers. Additionally, there is a lack of internal sidewalk networks within the residential neighborhoods. This plan suggests that the Township’s recreation greenways network to be developed based on creating a hierarchy of recreation greenway corridors with sidewalks being the local routes; bicycle lanes and shared use paths being collector routes; and share-the-road-routes being arterial routes for recreation and alternative modes of travel.”

3. Is the project consistent with, or recommended in, *Active Allegheny* or the transportation element of *Allegheny Places*? Please describe the connection.

As described in Section 2 above, Ross Township’s *Comprehensive Recreation, Park, and Open Space Plan* directly references this project. As specifically stated on page 107 of The Plan, “Following the recommendation of the Allegheny County Comprehensive Plan, *Allegheny Places*, the plan recommends the township work to provide active transportation alternatives such as bikeways, sidewalks, and transit options in lieu of attempting to construct and maintain trails.”

Additionally, Ross was one of the first municipalities to join the County’s *Live Well Allegheny* program, and we have enthusiastically embraced the ideals of this program by strongly encouraging our residents to embrace an active lifestyles. The Township has held multiple healthy-living promotion events for residents and our employees. The Township sponsored the first “Get Out and Get Fit” 5K and 1M Fun Run at Ross Park Mall which was organized by the new Walk/Bike Ross (more information below). The Township has held educational events for our employees and programs to assist with weight loss. This summer, immediately preceding our Independence Day Parade, we are having our first 1 Mile Challenge Run for kids 16 and under.

4. Describe how citizen participation will be obtained and/or has already been obtained through earlier phases of the project.

In 2015, extensive discussion took place on how to improve the zoning ordinances related to sidewalks and rails for new construction. In 2016, a pending ordinance was adopted to require sidewalks for all new residential developments and major land redevelopments. The township is currently taking the feedback from the County legal review to finalize the ordinance. This ordinance will assist with new construction; however most of the Township is already built out. The township is exploring ways to tackle existing areas and this Grant proposal is integral to that effort.

5. Describe the stakeholders that will be engaged in the project and/or have already been engaged through earlier phases of the project.

In 2015, the township created the Ross Township Pedestrian and Bicycle Committee. At its first meeting nearly 30 residents attended. The residents have organized the Committee and have commenced an aggressive and active agenda to help improve pedestrian and bicycle needs. The residents renamed the Committee "Walk/Bike Ross" and created their own website. The Committee has undertaken a volunteer sidewalk inventory to map on GIS the existing sidewalks and to document areas of heavy pedestrian usage where sidewalks and trails do not exist.

Recently, the township also engaged the Hollow Oak Land Trust and a board member of Trail Pittsburgh to help plan out trails at one of our vacant, Township owned properties. Hollow Oak Land Trust developed a detailed trail map of a 50+ acre area along Cemetery Lane / Babcock Boulevard that we hope to serve as a key spine to connect West View to a core area of Ross. We plan to continue to also engage Hollow Oak to attempt to help connect parks such as Denny and Bellevue and also establish trails that connect/link Ross to other neighboring communities. This is one small part of an action that we hope will fit as a puzzle piece within the larger pedestrian/trail master plan.

6. Provide a detailed project schedule with a timeline of activities including beginning date, key milestones, and estimated completion date.

Start Date – July 5, 2016

Milestone 1 – July 18, 2016

Inventory of Ross Township parks, green spaces, sidewalks and bike infrastructure (e.g. bike racks)

Milestone 2 – August 1, 2016

Inventory of key destinations & corridors for alternative transportation

Milestone 3 - September 5, 2016

Identify trail network opportunities throughout Ross Township

Milestone 4 – September 26, 2016

Provide draft of the alternative transportation map and recommendations for Ross Township

Milestone 5 – October 24, 2016

Incorporate feedback from township & stakeholders for final delivery of map & recommendations

Completion Date – November 1, 2016

Project Budget Worksheet: Sources and Status

In addition to providing budget information in the table below, please provide a brief budget narrative, including detailed explanation of additional sources of funding. Expand on budget line items if necessary and explain how estimates were derived.

Budget Narrative: We consulted with Sean Brady, Executive Director of Hollow Oak Land Trust, for this project budget estimate. The Milestones and associated budget amounts below correspond to the project timeline milestones referenced in the previous section. We included an additional \$5,000.00 in project engineering fees, for any assistance we may need from our engineering firm to provide additional GIS/mapping data to complete the project.

Budget Item	Source: Hollow Oak Land Trust	Source: Probably Engineering Fees	Source:
Milestone 1	3,000.00		
Milestone 2	3,000.00		
Milestone 3	10,000.00		
Milestone 4	10,000.00		
Milestone 5	10,000.00		
Engineering/GIS Data		5,000.00	
Total	\$36,000.00	\$5,000.00	

Certification

The Board of Commissioners of Ross Township certifies the following:

- 1. All information contained in this document and attachments is true and correct to the best of our knowledge.
- 2. If the grant is awarded, the required matching funds, if any, will be immediately available or available according to the schedule submitted with this application.
- 3. The Ross Township Board of Commissioners agrees to all conditions of this grant application and related documents.

Signature of PRESIDENT/CHAIRMAN

Date

Jeremy Shaffer, President
Ross Township Board of Commissioners

Grant Application Checklist

CHECK IF ATTACHED:

- 1. Grant Application General Project Information
- 2. Project Description
- 3. Project Budget
- 4. Applicant Certification
- 5. Appropriate Resolution(s)
 - Sole Municipal Applicant Resolution
 - Sole Municipality Agency Applicant on Its Behalf
 - Lead Applicant Multi-municipal Application
 - Participating Municipality Multi-municipal Application

IF NOT ATTACHED, PLEASE EXPLAIN:

The appropriate Sole Municipal Applicant Resolution has been prepared for execution at the regularly-scheduled Board of Commissioner’s meeting on Monday, May 16, 2016. The Resolution will be delivered to the ACED promptly upon execution.

D. Sample

AGENDA

May 11, 2016



ROSS TOWNSHIP ZONING HEARING BOARD

Ross Township
Municipal Building
1000 Ross Municipal Drive
Pittsburgh, PA 15237-2725
Phone: 412-931-7055
Fax: 412-931-3508
www.ross.pa.us

OFFICERS

CHAIRMAN

James R. Atzert

VICE CHAIRMAN

Beth A. Schellhaas

SECRETARY

Tara A. Howey

SOLICITOR

Catherine A. Conley, Esq.
Phone: 412-782-5221

BOARD LIAISON

Dominic J. Rickert
Email: drickert@ross.pa.us

MEMBERS

James R. Atzert
Tara A. Howey
Frank R. Kodrich
Beth A. Schellhaas
Paul Trilli

7:00 P.M. Call to Order
Approval of Minutes: April 13, 2016

OLD BUSINESS

ZHB-9-16 Daniel Redman requesting the following variances to Chapter 27, Part 9: Section 906.D(1)(d) for a 128 square foot variance to the 600 square feet allowed; to Section 906.D(1)(c) for a 7 foot variance to the 15 foot rear yard setback requirement; and to Section 906.D(1)(d) for a 3 foot height variance to the 14 foot maximum height requirement for the purpose of erecting a garage on property located at 207 Cresthaven Lane in an R-1 Zoning District of the 4th Ward.

NEW BUSINESS

ZHB-10-16 Christine M. Falvo requesting a variance to Chapter 27, Part 10, Section 1010.1(1) to erect a 6 foot privacy fence in front yards along Bennington Woods Drive and Thompson Run Road in an R-1 Zoning District of the 9th Ward.

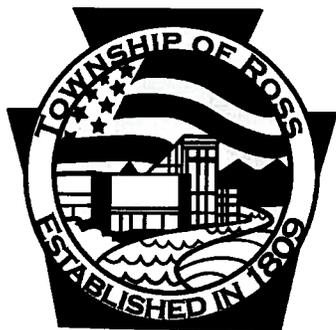
ZHB-11-16 Frederick Watts requesting a variance to Chapter 27, Part 9, Section 906.6.D(1)(d) for a 115 square foot variance to the 600 maximum square foot allowed for a residential accessory structure on property located at 109 Woodhaven Lane in an R-1 Zoning District of the 2nd Ward.

ZHB-12-16 Daniel and Courtney Fairbanks requesting a variance to Chapter 27, Part 10, Section 1010.1.A(1) to erect a privacy fence in the front yard along 10th Avenue and 9th Avenue in an R-2 Zoning District of the 3rd Ward.

ZHB-13-16 David C. Hartigan requesting a variance to Chapter 27, Part, 9, Section 907 for minimum lot size; and an interpretation of Chapter 27-202 to allow an accessory structure on a single parcel with no principal use on property located at 610 Klemont Avenue in an R-2 Zoning District of the 6th Ward.

James A. Atzert, Chairman

D. Sample



AGENDA

May 24, 2016

ROSS TOWNSHIP PLANNING COMMISSION

Ross Township
Municipal Building
1000 Ross Municipal Drive
Pittsburgh, PA 15237-2725
Phone: 412-931-7055
Fax: 412-931-3508
www.ross.pa.us

OFFICERS

CHAIRMAN
James M. Wigal

VICE CHAIRMAN
John R. Sample

SECRETARY
Deborah L. Griffin

BOARD LIAISON
Dominic J. Rickert
Email: drickert@ross.pa.us

CONSULTING ENGINEER
Ruthann L. Omer, P.E.
Phone: (412) 921-4030 x102
Fax: (412) 921-9960
Email: romer@gatewayengineers.com

MEMBERS

Joseph Argenas
Nelson H. Erb
William D. Grady, Jr.
Deborah L. Griffin
Larry D. Naimark
Edward Nassan
John R. Sample
Bridget Watson O'Brien
James M. Wigal

7:00 P.M. Call to Order
Approval of Minutes: April 28, 2016
Approval of Bills

NEW BUSINESS

- S-16-6 David Batykefer requesting consolidation and subdivision approval for property located at 252 Gass Road in an R-1 Zoning District of the 4th Ward.
- Z-16-1 Hamister Hospitality Fund, L.P. requesting Conditional Use approval to operate an assisted living facility in a former LaQuinta Inn on property located at 4859 McKnight Road in C-1 Zoning District of the 8th Ward.
- SP-16-3 Victor Wetzel Associates requesting Site Plan approval for an 85-unit townhouse development and two estate homes located off of Buckhill Road in an R-1 Zoning District of the 4th Ward.

James Wigal, Chairman



THE GATEWAY ENGINEERS, INC.

400 HOLIDAY DRIVE, SUITE 300

PITTSBURGH, PA 15220-2727

412.921.4030 PHONE

412.921.9960 FAX

May 13, 2016
C-34500

www.gatewayengineers.com

TO: Ross Township Board of Commissioners
FROM: Richard D. Minsterman, P.E., Township Engineer
SUBJECT: **Engineer's Report**

The following summarizes the status of work performed since the last Engineer's Report. The C numbers indicate the assigned Gateway project number.

Ross Township Projects

1. **C-34100-2016 – 2016 Road Program – Project Manager: Bryan W. Flaugh, P.E.**
The project was awarded by the Township Board of Commissioners. Contracts will be prepared and forwarded to the contractor for signature.
2. **C-34150-0001 – Cemetery Lane Trail Due Diligence Study – Project Manager: Jennifer J. Slagle, P.E.**
Gateway provided a preliminary cost estimate for planning purposes for the construction of a parking lot and the proposed trail.
3. **C-34500-T015 – Traffic Advisory Board Consulting – Project Manager: Michael J. Haberman, P.E., PTOE**
The Traffic Advisory Board (TAB) met on Tuesday, May 10, 2016. There were 2 'old business' items on the agenda and 1 'new business' item on the agenda. Chief Ley and Manager Sample attended the meeting. Gateway did not have an engineer present at the meeting.
4. **C-34501-2015 MS4 Permit Compliance – Project Manager: Jennifer J. Slagle, P.E.**
Gateway and Township staff plan to continue meet bi-monthly to work on permit compliance efforts. Gateway is working with the Public Work Director and the North Hills School District to provide assemblies in the elementary schools. Two of the assemblies have been completed and the program has been very successful. Public involvement and public education are an important part of permit compliance. The assembly program, so far, has reached almost 1,000 students and faculty.
5. **C-34505 – Sanitary Sewer Consent Order – Project Manager: Philip R. Strunk, P.E.**

-1600 – General COA

Gateway has been working on updating the O&M Plan and remote/stream sewer mapping based on last March's audit. Gateway attended the 3RWW Flow Target subcommittee meeting.

-1602 – MH Inspections

Gateway has been preparing inspection forms and updating MH inspection status mapping.

-1603 – Sewerline CCTV

State Pipe Services is approximately half way through the contract. Gateway has been periodically visiting them and has identified a few emergency repair locations. Gateway reviewed the first data submittal and corresponding pay application No. 1.

-1605 – Sewerline Defect Repairs

Gateway ensured that proper paperwork was received for all 4 contracts and had 3 pre-con meetings to kick-off the projects. Contracts A and D construction has started and Gateway is performing site inspection of the work.

-1608 – GIS Mapping

Gateway updated Township's sewer mapping and cloud based GIS server.

6. C-34505-1610 Flow Isolation Study – Project Manager: Richard D. Minsterman, P.E.
Gateway concluded and analyzed the 2008 flow monitoring data in Ross to assess areas of highest inflow and infiltration to develop the flow isolation subsheds and monitoring points for the Jacks Run and Spruce Run sewersheds.
7. C-34518-0003 Evergreen Park Dock Replacement – Project Manager: Kevin M. Nadalin, E.I.T.
Swede Construction has begun the construction work on the project. Swede mobilized on site on May 3rd. Gateway has been making periodic site visits to inspect the work.
8. C-34518-0004 Evergreen Park Phase II – Project Manager: Philip R. Strunk, P.E.
Gateway has completed the design of the parking lot, ADA access and rain garden at the front of the building and has been asked to wait to bid the project until CDBG funds are released.
9. C-34522-0001 Web Based GIS Implementation – Project Manager: Ryan R. Berner, GISP
Gateway has coordinated and implemented a web based GIS map for Public Works to utilize. Currently the workflows revolve around MS4 and infrastructure data collection. Capabilities can be expanded in the future to include numerous Township workflows across all Township departments. We have sent Public Works documentation regarding exporting data from GIS to Excel spreadsheet format.
10. C-34523 – McKnight Road Corridor Due Diligence Study – Project Manager: Philip R. Strunk, P.E.
Gateway has begun working on the study and should be complete next month.

Memorandum

To: **Ross Township Commissioners**
CC: Doug Sample and Daniel Berty
From: May 13, 2016
RE: General Fund Vendor Payments for May 16, 2016

The Finance Department is asking for approval for payment for the following checks.

1. Checks are being issued from the FNB Payroll Account in the amount of **\$156,023.90**. These payments are for the payroll of May 6, 2016:

Employee Checks: # 2347 to # 2354

Direct Deposit Transfers: # 36523 to # 36617

2. Checks are being issued from the FNB Payroll Account, for payroll related deductions, in the amount of **\$87,200.92**. These payments are for the payroll of May 6, 2016:

Vendor Checks: # 2355 to # 2357 for \$8,848.61

Wire Transfers: # 703 to # 707 for \$78,352.31

Voided PR Checks: # 2339 to # 2346

3. Checks are being issued from the FNB Checking Accounts, in payment for outstanding invoices, to our vendors in the amount of **\$1,555,916.17**.

Vendor Checks (General): # 3220 to # 3282 for \$444,253.42

Vendor Checks (Sewer): # 3078 to # 3079 for \$23,357.55

Vendor Checks (Cap. Camp.): # 4069 to # 4077 for \$1,069,971.45

Vendor Check (Escrow): # 5009 for \$15,533.75

PrePay Checks (General): # 3216 to # 3219 for \$2,800.00

To: ROSS TOWNSHIP COMMISSIONERS

From: Dan Berty, Director of Finance

Date: May 13, 2016

Subject: **MAY 2016 CHECK RUN**

Attached is the Check Run detail listing to be approved at the May 16, 2016 meeting. The following is a brief description of the top four vendors payments listed in the General, Sewer, Escrow and Capital Improvement Fund preliminary check register. These vendor payments comprise 51.27% of the total check register.

<u>NAME / DESCRIPTION</u>	<u>FUND</u>	<u>AMOUNT</u>
GURTNER CONSTRUCTION COMPANY PUBLIC WORKS BUILDING PROJECT	CAPITAL	\$ 317,813.00
EAST WEST MANUFACTURING & SUPPLY INC PUBLIC WORKS BUILDING PROJECT	CAPITAL	\$ 260,550.00
MUNICIPAL EMPLOYERS EMPLOYEE'S HEALTH INSURANCE	OPERATING	\$ 124,810.78
MERIT ELECTRICAL PUBLIC WORKS BUILDING PROJECT	CAPITAL	\$ 94,521.64

Listed below are total monthly payments for May 2016 to the Township Engineer, the Township Attorney, and any other Vendor with a reimburseable expense during the period, less the reimbursements by developers, grants, or bond proceeds:

Gateway Engineers and Surveyors	\$ 65,757.43
Less: Expense Reimbursements	\$ (15,533.75)
Total Costs	<u>\$ 50,223.68</u>
Brimmeier & Associate, Township Attorney	\$ 7,373.95
Less: Expense Reimbursements	\$ -
Total Costs	<u>\$ 7,373.95</u>
Gurtner Construction Company	\$ 317,813.00
Less: Bond Reimbursements	\$ (317,813.00)
Total Capital Fund Costs	<u>\$ -</u>
East West Manufacturing Company	\$ 260,550.00
Less: Bond Reimbursements	\$ (260,550.00)
Total Capital Fund Costs	<u>\$ -</u>

Please feel free to contact me with any questions. Sincerely,



Dan Berty, Director of Finance



TOWNSHIP OF ROSS

General Fund

**Vendor Payments to be Approved
for payment on May 16, 2016.**

**Checks 3220 to 3282
In the amount of \$444,253.42**

FY 2016

Ross Township

CHECK REGISTER FOR 5/16/2016 TO 5/16/2016 & CHECK NUMBERS 0 TO 2147483647
 CASH ACCT 01-100-010400

CHECK #	CHECK DATE	VENDOR NO/NAME	CHECK AMT
CHECK RUN: 186			
3220	05/16/2016	3044 AIR-VAC EQUIPMENT CO	3,000.00
		01-430-384000 EQUIPMENT RENTAL	3,000.00
3221	05/16/2016	103492 ALL-CLEAN BUILDING SERVICES	3,243.00
		01-369-369507 RENTALS - GYM	220.00
		01-409-450000 CONTRACTED SERVICES	3,023.00
3222	05/16/2016	120295 ALLEGHENY COUNTY TREASURER	300.00
		01-410-461000 TRAINING	300.00
3223	05/16/2016	119345 ARAMARK REFRESHMENT SERVICES	134.98
		01-453-240000 OPERATING SUPPLIES	134.98
3224	05/16/2016	100150 BARN	48.00
		01-454-250000 REPAIR & MAINTENANCE SUPPLIES	48.00
3225	05/16/2016	120273 BERTY, DANIEL	154.44
		01-402-460000 MEETINGS AND CONFERENCES	154.44
3226	05/16/2016	118167 BIG DADDY WILDLIFE REMOVAL	1,095.00
		01-410-450004 ANIMAL CONTROL	1,095.00
3227	05/16/2016	3372 BRIMMEIER & ASSOCIATE	7,373.95
		01-404-314000 LEGAL SERVICES	255.00
		01-404-314000 LEGAL SERVICES	7,118.95
3228	05/16/2016	118327 BSN SPORTS INC.	359.80
		01-454-250000 REPAIR & MAINTENANCE SUPPLIES	359.80
3229	05/16/2016	521 CAMPBELL DURRANT BEATTY PALOMB	7,087.94
		01-404-350000 SPECIAL LEGAL COUNSEL	2,907.77
		01-404-350000 SPECIAL LEGAL COUNSEL	4,180.17
3230	05/16/2016	3077 CARQUEST AUTO PARTS	137.76
		01-437-251000 VEHICLE PARTS	137.76
3231	05/16/2016	2685 COMCAST	470.65
		01-407-451000 MAINTENANCE CONTRACTS	105.95
		01-430-451000 MAINTENANCE CONTRACTS	144.85
		01-407-451000 MAINTENANCE CONTRACTS	144.90
		01-410-321000 TELEPHONE	74.95
3232	05/16/2016	1816 COMDOC INC	1,108.95
		01-401-451000 MAINTENANCE CONTRACTS	1,108.95
3233	05/16/2016	21 DUQUESNE LIGHT COMPA	17,276.84
		01-454-361000 ELECTRICITY	119.05
		01-433-450003 TRAFFIC SIGNAL OPERATION	100.79
		01-434-361000 ELECTRICITY	16,336.85
		01-433-450003 TRAFFIC SIGNAL OPERATION	720.15
3234	05/16/2016	120013 ENTERPRISE RENT A CAR	1,200.00
		01-250-025003 FEDERALLY FORFEITED PROPERTY	1,200.00

FY 2016

Ross Township

CHECK REGISTER FOR 5/16/2016 TO 5/16/2016 & CHECK NUMBERS 0 TO 2147483647
 CASH ACCT 01-100-010400

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VENDOR NO/NAME</u>		<u>CHECK AMT</u>
		01-454-250000 REPAIR & MAINTENANCE SUPPLIES	7,500.00	
3245	05/16/2016	2396 JAMES PERKA WINDOW		475.00
		01-409-450000 CONTRACTED SERVICES	475.00	
3246	05/16/2016	91 JORDAN TAX SERVICE I		1,200.00
		01-403-400000 FILING FEES/APPRaisal FEES	1,200.00	
3247	05/16/2016	121 LAUREL GARDENS TIRE		1,865.80
		01-437-251001 TIRES	1,559.90	
		01-437-251001 TIRES	205.90	
		01-437-251001 TIRES	100.00	
3248	05/16/2016	102404 LEFCAKIS CONSULTING		1,827.00
		01-407-451000 MAINTENANCE CONTRACTS	1,732.50	
		01-410-451002 INFORMATION SYSTEM MAINTENANC	94.50	
3249	05/16/2016	2555 LINDY PAVING INC		799.22
		01-431-252000 ASPHALT	486.54	
		01-431-252000 ASPHALT	312.68	
3250	05/16/2016	2372 MASTERMANS		614.30
		01-430-236001 SAFETY EQUIPMENT/FIRST AID	614.30	
3251	05/16/2016	228 MERTZ PLUMBING HEATI		322.25
		01-430-370000 REPAIR/MAINTENANCE SERVICES	322.25	
3252	05/16/2016	231 MIHM RENTAL & SALES		59.40
		01-430-384000 EQUIPMENT RENTAL	59.40	
3253	05/16/2016	244 MRM W.C. TRUST		29,159.67
		01-401-354000 WORKERS COMPENSATION	88.50	
		01-402-354000 WORKERS COMPENSATION	72.50	
		01-410-354000 WORKERS COMPENSATION	16,761.00	
		01-411-354000 WORKERS COMPENSATION	217.05	
		01-413-354000 WORKERS COMPENSATION	60.62	
		01-419-354000 WORKER'S COMPENSATION	938.00	
		01-430-354000 WORKERS COMPENSATION	10,148.00	
		01-451-354000 WORKERS COMPENSATION	762.00	
		01-453-354000 WORKERS COMPENSATION	112.00	
3254	05/16/2016	245 MUNICIPAL EMPLOYERS		124,810.78
		01-400-156000 HEALTH/MEIT INSURANCE	6,261.66	
		01-400-157000 STD/LTD/LIFE	66.00	
		01-401-156000 HEALTH/MEIT INSURANCE	3,100.71	
		01-401-157000 STD/LTD/LIFE	299.16	
		01-402-156000 HEALTH/MEIT INSURANCE	1,666.05	
		01-402-157000 STD/LTD/LIFE	137.48	
		01-410-156000 HEALTH/MEIT INSURANCE	62,844.56	
		01-410-157000 STD/LTD/LIFE	8,228.18	
		01-413-156000 HEALTH/MEIT INSURANCE	3,399.30	
		01-413-157000 STD/LTD/LIFE	169.42	
		01-419-157000 STD/LTD/LIFE	149.10	
		01-430-156000 HEALTH/MEIT INSURANCE	31,662.13	

FY 2016

Ross Township

CHECK REGISTER FOR 5/16/2016 TO 5/16/2016 & CHECK NUMBERS 0 TO 2147483647
CASH ACCT 01-100-010400

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VENDOR NO/NAME</u>		<u>CHECK AMT</u>
		01-401-210000 OFFICE SUPPLIES	212.63	
		01-453-240000 OPERATING SUPPLIES	2.96	
3268	05/16/2016	3245 SHULTS FORD		159.94
		01-437-374000 REPAIR/MAINTENANCE/EQUIPMENT	39.95	
		01-437-251000 VEHICLE PARTS	19.99	
		01-410-251000 VEHICLE PARTS	100.00	
3269	05/16/2016	103544 STAPLES ADVANTAGE		308.95
		01-410-210000 OFFICE SUPPLIES	308.95	
3270	05/16/2016	3316 TELEPLEX INC		69.35
		01-430-321003 ANSWERING SERVICE CALLS	69.35	
3271	05/16/2016	119369 THIESS, NATALIE		140.00
		01-407-451000 MAINTENANCE CONTRACTS	140.00	
3272	05/16/2016	119462 T & M HARDWARE & RENTAL, INC.		61.46
		01-409-250000 REPAIR & MAINTENANCE SUPPLIES	4.46	
		01-437-251000 VEHICLE PARTS	16.44	
		01-409-250000 REPAIR & MAINTENANCE SUPPLIES	25.27	
		01-454-250010 WEED CONTROL	15.29	
3273	05/16/2016	99882 TRAFFIC CONTROL		917.43
		01-433-450001 TRAFFIC SIGNAL MAINTENANCE	240.25	
		01-433-450001 TRAFFIC SIGNAL MAINTENANCE	677.18	
3274	05/16/2016	120296 Tri-Community South EMS		100.00
		01-402-460000 MEETINGS AND CONFERENCES	100.00	
3275	05/16/2016	325 UNIFIRST		377.15
		01-430-238000 UNIFORM RENTAL	122.75	
		01-430-238000 UNIFORM RENTAL	131.65	
		01-430-238000 UNIFORM RENTAL	122.75	
3276	05/16/2016	120177 U.S. BANK Phil		116,238.75
		01-472-500001 GENERAL OBLIGATION BOND INTEREST	21,950.00	
		01-472-500001 GENERAL OBLIGATION BOND INTEREST	94,288.75	
3277	05/16/2016	99907 WASTE MANAGEMENT		155.00
		01-430-250000 REPAIR & MAINTENANCE SUPPLIES	155.00	
3278	05/16/2016	339 WEST PENN LACO INC		239.98
		01-437-250000 REPAIR & MAINTENANCE SUPPLIES	239.98	
3279	05/16/2016	343 WEST VIEW WATER AUTH		46,130.58
		01-411-363000 HYDRANT SERVICE	46,130.58	
3280	05/16/2016	103289 WITMER PUBLIC SAFETY GRP, INC		14,167.12
		01-410-261000 AMMUNITION	0.27	
		01-410-740001 VEHICLE PURCHASES NEW	14,166.85	
3281	05/16/2016	2802 W.L. ROENIGK, INC.		3,750.00
		01-458-450005 SENIOR CITIZEN BUS	3,750.00	
3282	05/16/2016	103505 ZOTTOLA FAB		220.00

TOWNSHIP OF ROSS

General Fund

Vendor Payments to be Ratified

**Checks 3216 to 3219
In the amount of \$2,800.00**

FY 2016

Ross Township

CHECK REGISTER FOR 5/4/2016 TO 5/12/2016 & CHECK NUMBERS 0 TO 2147483647
CASH ACCT 01-100-010400

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VENDOR NO/ NAME</u>		<u>CHECK AMT</u>
CHECK RUN: 180				
3216	05/04/2016	16 AC&WPATC		220.00
		01-400-460000 MEETINGS AND CONFERENCES	220.00	
		CHECK RUN: 180	NUMBER OF CHECKS:	1
			NUMBER OF EPAYMENTS:	0
				220.00
CHECK RUN: 181				
3217	05/11/2016	120061 PA DEPT OF HUMAN SERVICES		80.00
		01-453-240000 OPERATING SUPPLIES	80.00	
		CHECK RUN: 181	NUMBER OF CHECKS:	1
			NUMBER OF EPAYMENTS:	0
				80.00
CHECK RUN: 182				
3218	05/12/2016	120297 2016 PSATC ANNUAL CONFERENCE		2,280.00
		01-400-460000 MEETINGS AND CONFERENCES	2,280.00	
3219	05/12/2016	16 AC&WPATC		220.00
		01-401-460000 MEETINGS AND CONFERENCES	110.00	
		01-410-460000 MEETINGS AND CONFERENCES	110.00	
		CHECK RUN: 182	NUMBER OF CHECKS:	2
			NUMBER OF EPAYMENTS:	0
				2,500.00
				0.00
				2,500.00
		TOTAL NUMBER OF CHECKS:	4	2,800.00
		TOTAL NUMBER OF EPAYMENTS:	0	0.00
				2,800.00

TOWNSHIP OF ROSS

Sewer Account

**Vendor Payments to be Approved
for payment on May 16, 2016.**

**Checks 3078 to 3079
In the amount of \$23,357.55**

FY 2016

Ross Township

CHECK REGISTER FOR 5/16/2016 TO 5/16/2016 & CHECK NUMBERS 0 TO 2147483647
CASH ACCT 08-100-010400

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VENDOR NO/NAME</u>		<u>CHECK AMT</u>
CHECK RUN: 185				
3078	05/16/2016	2496 GATEWAY ENGINEERS		11,069.55
	08-430-310000	PROFESSIONAL SERVICES	6,286.45	
	08-429-310002	PROFESSIONAL SERVICES/GIS	923.25	
	08-430-451100	SHALER-PINE CREEK	3,859.85	
3079	05/16/2016	91 JORDAN TAX SERVICE I		12,288.00
	08-402-316000	COMMISSION/JORDAN TAX	12,288.00	
	CHECK RUN: 185	NUMBER OF CHECKS:	2	<u>23,357.55</u>
		NUMBER OF EPAYMENTS:	0	0.00
				<u>23,357.55</u>
		TOTAL NUMBER OF CHECKS:	2	23,357.55
		TOTAL NUMBER OF EPAYMENTS:	0	0.00
				<u><u>23,357.55</u></u>

TOWNSHIP OF ROSS

Capital Improvement

**Vendor Payments to be Approved
for payment on May 16, 2016.**

**Checks 4069 to 4077
In the amount of \$1,069,971.45**

FY 2016

Ross Township
CHECK REGISTER FOR 5/16/2016 TO 5/16/2016 & CHECK NUMBERS 0 TO 2147483647
CASH ACCT 19-100-000000

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VENDOR NO/ NAME</u>		<u>CHECK AMT</u>
CHECK RUN: 184				
4069	05/16/2016	120279 C.H. WALTZ SONS, INC		15,167.54
	19-454-370000	PARKS IMPROVEMENT PROJECTS	15,167.54	
4070	05/16/2016	2241 DELL COMPUTER CORPOR		34.99
	19-410-500001	AED REPLACEMENT PROGRAM	34.99	
4071	05/16/2016	120188 EAST WEST MANUFACTURING&SUPPLY INC		260,550.00
	19-414-352003	ARCHITECTS - P.W. FACILITY	138,600.00	
	19-414-352003	ARCHITECTS - P.W. FACILITY	121,950.00	
4072	05/16/2016	2496 GATEWAY ENGINEERS		17,819.83
	19-408-350000	ENGINEER	1,085.75	
	19-408-350002	ENGINEER - P.W. FACILITY	14,756.08	
	19-414-352004	PROJECT MANAGER-P.W. FACILITY	1,978.00	
4073	05/16/2016	120046 GURTNER CONSTRUCTION COMPANY, INC		317,813.00
	19-439-730000	PUBLIC WORKS BUILDING PROJECT	317,813.00	
4074	05/16/2016	120050 MASSARO		15,672.00
	19-414-352004	PROJECT MANAGER-P.W. FACILITY	15,672.00	
4075	05/16/2016	118985 MCLEAN ARCHITECTS		1,648.44
	19-414-352004	PROJECT MANAGER-P.W. FACILITY	1,648.44	
4076	05/16/2016	120021 MERIT ELECTRICAL INC		94,521.64
	19-439-730000	PUBLIC WORKS BUILDING PROJECT	94,521.64	
4077	05/16/2016	120022 WHEELS MECHANICAL INC		346,744.01
	19-439-730000	PUBLIC WORKS BUILDING PROJECT	346,744.01	
CHECK RUN: 184			NUMBER OF CHECKS:	9
			NUMBER OF EPAYMENTS:	0
				<u>1,069,971.45</u>
				<u>0.00</u>
				<u>1,069,971.45</u>
TOTAL NUMBER OF CHECKS:			9	1,069,971.45
TOTAL NUMBER OF EPAYMENTS:			0	0.00
				<u><u>1,069,971.45</u></u>

TOWNSHIP OF ROSS

Escrow Payments

**Vendor Payments to be Approved
for payment on May 16, 2016.**

Check 5009

In the Amount of \$15,533.75

FY 2016

Ross Township

CHECK REGISTER FOR 5/16/2016 TO 5/16/2016 & CHECK NUMBERS 0 TO 2147483647
CASH ACCT 05-100-010003

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VENDOR NO/ NAME</u>		<u>CHECK AMT</u>
CHECK RUN: 183				
5009	05/16/2016	2496 GATEWAY ENGINEERS		15,533.75
05-250-250222		ESCROW ACCT - BABCOCK PROPERTY G57	257.00	
05-250-250133		LRC NORTHWAY MALL ACQUISTIONS	3,493.75	
05-250-250202		ESCROW ACCT- LRC DEVELOPMENT(P-142)	162.75	
05-250-250124		LIMERICK LAND PARTNERS LP	4,796.00	
05-250-250204		ESCROW ACCT - WG TOMKO (G-62)	937.00	
05-250-250219		ESCROW ACCT - YAGUSIC (P149)	440.75	
05-250-250211		ESCROW ACCT - LRC-VERIZON (P-137)	2,216.00	
05-250-250217		ESCROW ACCT-COSMO APARTMENTS SP14-2	3,230.50	
CHECK RUN: 183		NUMBER OF CHECKS:	1	<u>15,533.75</u>
		NUMBER OF EPAYMENTS:	0	<u>0.00</u>
				<u>15,533.75</u>
		TOTAL NUMBER OF CHECKS:	1	15,533.75
		TOTAL NUMBER OF EPAYMENTS:	0	0.00
				<u><u>15,533.75</u></u>

TOWNSHIP OF ROSS

Payroll Fund

**Payroll & Payroll Liabilities to be
Ratified for the period of April 18,
2016 through May 1, 2016**

**Checks 2347 through 2357
Direct Deposits 36523 to 36617,
And Wire Transfers 703 to 707
in the amount of \$243,224.82**



MEMORANDUM

TO: Planning Commission

CC: Steven Korbel, Planning Committee Chair, Commissioner Ward 2
Bonnie Brimmeier, Township Solicitor
Ruthann Omer, Township Engineer
James Thomas, Township Engineer

FROM: Dominic Rickert, Community Development Director

DATE: 25 April 2016

RE: S-16-5 Milbert Subdivision Plan Review

ROSS TOWNSHIP COMMUNITY DEVELOPMENT BUILDING INSPECTION FIRE PREVENTION

Ross Township
Municipal Building
1000 Ross Municipal Drive
Pittsburgh, PA 15237-2725
Phone: 412-931-7055
Fax: 412-931-3508
www.ross.pa.us

STAFF MEMBERS

COM. DEVELOPMENT DIRECTOR
Dominic J. Rickert
Phone: 412-931-7055 ext. 241
Email: drickert@ross.pa.us

CHIEF BLDG. INSPECTOR
Roy Johnston
Phone: (412) 931-7055, ext. 240
Email: rjohnston@ross.pa.us

FIRE MARSHALL
John Reubi
Phone: (412) 931-7055, ext. 236
Email: jreubi@ross.pa.us

ADMINISTRATIVE ASSISTANT
Stephanie Henzler
Phone: (412) 931-7055, ext. 237
email: shenzler@ross.pa.us

LOCATION: 136 Milbert Lane, Parcel ID 515-H-22

SUMMARY: This is a simple subdivision plan dividing one 3.25 acre lot into two; lot 1 at 2.9647 acres and lot 2 at 0.2867 acres.

PURPOSE OF SUBDIVISION: The subdivision is requested by the property owner (Wesley Cowan) for the sale of proposed lot 1 to the adjacent property owner of Parcel 515-D-310. Lot 2 will be retained by the applicant, Wesley Cowan, and consolidated with the adjacent property (Parcel ID: 515-H-70) as owned by his wife Karen following the recording of new deeds.

GENERAL COMMENTS:

As noted the applicant does plan to consolidate proposed lot 2 with parcel 515-H-70 on which his residence is located. He was advised that it would be advantageous to consolidate the parcel under this plan to reduce costs in recording a separate consolidation plan. The applicant noted he wants to record new deeds for both parcels (515-H-70 and Lot 2) under one ownership prior to consolidation. The applicant was further advised that if/when the deeds for both parcels are both recorded with the same owners, there are no mortgages, and the lots are contiguous it is possible to consolidate the parcels without recording a plan as permitted by the Township and the County Department of Real Estate (DRE). At such a time he should contact the Township Community Development Office.

REVIEW COMMENTS:

1. **Owner Adoption and Certificate of Title Clauses:** The owner names listed in these clauses do not exactly match the name noted on the current recorded deed (DBV/PG: 11325/649). As per online Department of Real Estate Records the recorded owner name is

“Wesley V. Cowan”, the clauses reference “Wesley V. Cowan III”. The surveyor must verify the information and either change the name noted in the clauses or record new deeds. If the name does not match the recorded deeds the plan will be rejected for recording by the Township, County Department of Economic Development (ACED) and/or DRE.

2. **Municipal Approval Clause:** The Township is governed by a Board of Commissioners rather than a Township Council as noted. The surveyor must correct accordingly.

3. **Lot Totals:** The plan denotes a total acreage for the original parcel (515-H-22) as 3.2514 acres; however DRE online records denote a total of 5.5 acres. To ensure the recording process is not delayed or the plan rejected by the county the surveyor should verify the totals and cite accordingly. If the totals are correctly cited on the plan the information should be updated with DRE.

4. **Cited Easement:** An easement is noted on the plan as recorded in Plan Book Volume and Page (PBV/PG) 71/195-198 and is sufficient for recording purposes. Bearing and distances for easements are not required for recording with the county and locating/determining such for small individual residents can be costly. Requiring this information is best for new easements/rights of way and/or for large developments.

5. **Recording Requirements:**

- The surveyor should be reminded that all signatures must be in blue ink and his/her seals (embossed and ink) must be provided on the final plan as required by ACED.
- The applicant should be reminded that the new deeds for the parcels must be recorded in order for this subdivision to take effect.

If you have any questions please do not hesitate to contact me, my cell is 740-359-4698.

MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: DOUGLAS SAMPLE
SUBJ: MEETINGS SCHEDULED IN COMMISSIONERS MEETING ROOM
DATE: MAY 13, 2016

COMBINED MEETINGS

MONDAY MAY 16, 2016 - 6:30 P.M. - General Committee Meeting

“ “ - 7:30 P.M. - Regular Meeting of the Board

WEDNESDAY MAY 18, 2016 - 7:00 P.M. - Fire Chiefs Meeting

**TUESDAY MAY 24, 2016 - 7:00 P.M. - Planning Commission Meeting
(DUE TO A SCHEDULING CONFLICT)**

WEDNESDAY MAY 25, 2016 - 6:30 P.M. - Walk and Bike Committee

THURSDAY MAY 26, 2016 - 8:00 A.M. - Police Department

FRIDAY MAY 27, 2016 - 1:00 p.m. - Police Department

COMBINED MEETINGS

MONDAY JUNE 6, 2016 - 6:30 P.M. - General Committee Meeting

“ “ - 7:30 P.M. - Regular Meeting of the Board

WEDNESDAY JUNE 8, 2016 - 7:00 P.M. - Zoning Hearing Board Meeting