

## MEMO

to: Board of Supervisors  
cc:  
from: Tommy Ryan, Township Manager  
date: December 29, 2017  
re: annual appointments and proposed schedules

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Below find my recommendations for the annual appointments, schedules and other matters. The Members will discuss these items at the January 2 Reorganization Meeting.

### OFFICIAL & VOLUNTEER APPOINTMENTS

- a. Township Manager, Tommy Ryan
- b. Secretary, Tommy Ryan
- c. Zoning Officer, Tommy Ryan
- d. Right-To-Know Officer, Tommy Ryan
- e. Pension Plan Administrative Officer, Tommy Ryan
- f. Finance Director, Erica Lucey
- g. Treasurer, Erica Lucey
- h. Assistant Treasurer, Nicole Panzullo
- i. Assistant Zoning Officer, Andrew Raquet
- j. Assistant Zoning Officer, CKS, Inc.
- k. Assistant Secretary, Nicole Panzullo
- l. Public Works Director, Robert D'Hulster
- m. Fire Marshal, David Cornish
- n. Building Code Official, Keystone Municipal Services, Inc.
- o. Township Engineer, CKS, Inc.
- p. Township Solicitor, Robert L. Brant & Associates
- q. PSATS Convention Delegate, Rick DeLello
- r. PSATS Convention Delegate, Susan Caughlan
- s. PSATS Convention Delegate, Stephen Quigley
- t. PSATS Convention Voting Delegate, Stephen Quigley
- u. Deputy Tax Collector, Laurie Augustine
- v. Gordon Todd, to the position of Vacancy Board Chairman, for a one-year term to expire on December 31, 2018
- w. Michael Libor, to the position of Zoning Hearing Board Member, for a three-year term to expire on December 31, 2020
- x. Bradford Smith, to the position of Zoning Hearing Board Member, for a three-year term to expire on December 31, 2020

*Note: As of this date there will be two vacancies on the Planning Commission effective January 1, 2018, (1) a four-year term to expire on December 31, 2021, a seat currently held by Member Chris David, and (2) the balance of a four-year term to expire on December 31, 2019, a seat currently held by Alternate Member Rick DeLello.*

agenda item e)

agenda item f)

agenda item g)

## SCHEDULES

- a. holiday schedule (office observance dates):
  - i. President's Day (February 19)
  - ii. Memorial Day (May 28)
  - iii. Independence Day (July 4)
  - iv. Labor Day (September 3)
  - v. Thanksgiving Day (November 22)
  - vi. the day after Thanksgiving (November 23)
  - vii. Christmas Eve Day (December 24)
  - viii. Christmas Day (December 25)
  - ix. New Year's Eve Day (December 31)
  - x. New Year's Day, (January 1, 2018)
  
- b. meeting schedule:
  - i. Board of Auditors 2018 Reorganization meeting, to be held January 3, at 8:30AM, at the Township Building, 1721 Valley Forge Road.
  - ii. Board of Supervisors Work Sessions and Business Meetings, to be held on January 17, February 21, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21 and December 19. The Work Sessions will start at 6:30PM and the Business Meeting will start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - iii. Planning Commission, to be held on January 25, February 22, March 22, April 26, May 24, June 28, July 26, August 23, September 27, October 25, November 8, and December 13, all meetings to start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - iv. Zoning Hearing Board meetings are normally held on the fourth Tuesday of each month at Worcester Township Community Hall, 1031 Valley Forge Road, and each meeting is individually advertised.
  - v. Board of Supervisors 2018 Reorganization meeting, to be held on January 7, 2019 at 11AM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

## OTHER ESTABLISHMENTS

- a. Township depositories – Pennsylvania Local Government Investment Trust, Ambler Savings Bank, Key Bank, and Uninvest-Union National Bank
- b. Township Manager's bond – to require the Township Manager to be bonded in the amount of \$100,000
- c. Treasurer's bond – to require the Treasurer to be bonded in the amount of \$9.0 million
- d. Assistant Treasurer's bond – to require the Assistant Treasurer to be bonded in the amount of \$4.5 million
- e. vehicle reimbursement rate – IRS-approved rate for miles driven for business purposes
- f. newspaper of record – *Times Herald*, Norristown





# EXHIBIT A

## Section I - RESIDENTIAL BUILDING PERMITS

<b>new dwellings, per sf</b>	\$	0.35
<b>building additions &amp; renovations, minimum \$50; per sf</b>	\$	0.35
<b>decks 30" or more above grade</b>	\$	95.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	110.00
<b>accessory structures 500 sf and greater</b>	\$	65.00
<b>generators, plus electrical permit fee</b>	\$	65.00
<b>windows &amp; doors requiring structural change</b>	\$	65.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	65.00
<b>Use &amp; Occupancy permit, temporary or permanent, new homes only</b>	\$	95.00
<b>miscellaneous construction</b>		by escrow

## Section II - NON-RESIDENTIAL BUILDING PERMITS

<b>new buildings, per sf</b>	\$	0.40
<b>building additions &amp; renovations</b>		
for the first 500 sf of floor area	\$	275.00
for each additional 500 sf of floor area or fraction thereof	\$	200.00
<b>windows &amp; doors requiring structural change; driveway gates</b>	\$	65.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	65.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	200.00
<b>generators, plus electrical permit fee</b>	\$	110.00
<b>construction trailers, plus electrical and mechanical permit fee, if applicable</b>	\$	105.00
<b>Use &amp; Occupancy permit, temporary or permanent, new construction only</b>	\$	95.00
<b>Use &amp; Occupancy inspection, tenant change, resale, use change</b>	\$	95.00
<b>miscellaneous construction</b>		by escrow

## Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

<b>mechanical</b>	\$	80.00
<b>gas piping installtion</b>	\$	65.00
<b>electrical</b>	\$	25.00
<b>plumbing</b>		
up to three fixtures	\$	60.00
each additional fixture	\$	20.00
<b>water service</b>	\$	50.00
<b>sewer lateral</b>	\$	50.00
<b>grinder pump</b>	\$	45.00
<b>sewer tapping fee, per EDU</b>	\$	1,900.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES

<b>retaining walls 4' or greater in height</b>	\$	75.00
<b>fences 6' or greater in height</b>	\$	45.00
<b>pools, spas &amp; hot tubs</b>		
above-ground	\$	75.00
in-ground	\$	135.00
<b>signs</b>		
requires building inspector and zoning officer reviews	\$	75.00
requires zoning officer review only	\$	45.00
<b>flag poles</b>	\$	45.00
<b>cell &amp; radio antennas 50 feet and greater in height</b>	\$	425.00
<b>demolition permit</b>		
per building demolished or load bearing walls	\$	140.00
interior alteration that does not include load-bearing walls	\$	80.00
accessory structure 1,001 sf or greater	\$	100.00
accessory structure up to 1,000 sf		no fee
<b>below-ground tank, installation or removal, non-propane</b>	\$	70.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES (continued)

<b>plan review fees</b>		
building plan	\$	125.00
accessibility plans	\$	65.00
mechanical plans	\$	65.00
fire plans	\$	50.00
plumbing plans	\$	65.00
<b>stucco repair</b>	\$	40.00

## Section V - ZONING PERMITS

<b>retaining walls up to 4' in height</b>	\$	45.00
<b>fences up to 6' in height</b>	\$	45.00
<b>driveway permit</b>	\$	45.00
<b>decks up to 30" above grade and patios</b>	\$	45.00
<b>moving or relocating existing accessory structures</b>	\$	45.00
<b>general zoning permit</b>	\$	45.00
<b>solicitation permit, per individual soliciting</b>	\$	30.00
<b>yard sale, per two event days</b>	\$	10.00
<b>grading &amp; excavation permit</b>		
up to three inspections	\$	275.00
each additional inspection	\$	85.00

## Section VI - PERMIT & INSPECTION PENALTIES

<b>failure to provide 24 hours notice to cancel inspection cancellation</b>	\$	50.00
<b>not ready for inspection, per occurrence</b>	\$	60.00
<b>failure to correct deficiencies found after two inspections, per occurrence</b>	\$	60.00
<b>penalty fee for failure to obtain a permit, in addition to permit fee</b>		2x permit fee

## Section VII - ZONING HEARING BOARD & UCC APPEAL BOARD FEES

<b>application fee, includes appeals of Zoning Officer determination</b>	\$	800.00
<b>fee to continue Zoning Hearing Board or UCC Board of Appeals hearing</b>	\$	300.00
<b>fee to postpone Zoning Hearing Board or UCC Board of Appeals hearing</b>	\$	350.00
<b>transcript copy</b>		actual
<b>Zoning Officer determination letter</b>	\$	95.00

## Section VIII - BOARD OF SUPERVISOR FEES

<b>application for Conditional Use hearing</b>		
applicaton fee	\$	1,000.00
fee to continue Conditional Use hearing	\$	175.00
fee to postpone Conditional Use hearing	\$	225.00
<b>application to amend the Zoning Map</b>		
applicaton fee	\$	1,200.00
fee to continue Zoning Map amendment hearing	\$	350.00
fee to postpone Zoning Map amendment hearing	\$	400.00
Zoning Map amendment escrow	\$	1,500.00
<b>application to amend the Zoning Ordinance</b>		
applicaton fee	\$	1,000.00
fee to continue Zoning Ordinance amendment hearing	\$	175.00
fee to postpone Zoning Ordinance amendment hearing	\$	225.00
Zoning Ordinance amendment escrow	\$	1,500.00
<b>validity challenge to the Zoning Ordinance or Zoning Map</b>		
applicaton fee	\$	1,250.00
fee to continue challenge hearing	\$	175.00
fee to postpone challenge hearing	\$	225.00

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

<b>Subdivision &amp; Land Development, Sketch Plan</b>		
application fee	\$	200.00
escrow	\$	750.00
<b>Subdivision, Residential, 1 to 3 lots</b>		
application fee	\$	750.00
escrow	\$	3,000.00



## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES (continued)

<b>Subdivision, Residential, 4 or more lots</b>	
base application fee	\$ 750.00
additional dwelling unit fee, <i>per unit, beginning with the 4th lot or unit</i>	\$ 140.00
escrow for plans with 4 to 20 lots/units	\$ 5,000.00
escrow for plans with 21 to 50 lots/units	\$ 10,000.00
escrow for plans with 51 or more lots/units	\$ 15,000.00
 <b>Land Development, Non-residential</b>	
application fee	\$ 1,000.00
escrow	\$ 7,500.00
 <b>Transferable Development Rights</b>	
application fee	\$ 500.00
escrow	\$ 2,500.00
 <b>Escrow Releases</b>	
	\$ 105.00
 <b>Act 209 Traffic Impact Fee</b>	
North Transportation Service Area, per peak PM trip	\$ 3,977.00
South Transportation Service Area, per peak PM trip	\$ 3,125.00

## Section X - HIGHWAY & ROAD FEES

highway/road occupancy permit	\$ 50.00
highway/road inspection fees	by escrow

## Section XI - SEWER RENTAL FEES & CERTIFICATIONS

<b>sewer rental fee</b>	
quarterly fee, residential	\$ 130.75
quarterly fee, commercial, per 1,000 gallons	\$ 8.54
 <b>sewer certification</b>	
certified letter fee	\$ 25.00
property posting	\$ 17.50
water shut off & turn on	\$ 35.00
return check fee	\$ 30.00
	actual
 <b>tax certification</b> * <i>contact Tax Collector</i> *	

## Section XII - FIRE ALARM FEES

<b>fire alarm system registration fee</b>		no fee
<b>false alarm penalty</b>		
failure to register	\$	50.00
first and second offenses per year		no fine
third offense per year	\$	100.00
fourth offense per year	\$	200.00
fifth and subsequent offenses per year	\$	300.00

## Section XIII - PARK RENTAL FEES

<b>Community Hall rental fee</b>		
per event, <i>Township resident, Township business/organization use only</i>	\$	50.00
security deposits, <i>by separate check, must be submitted with application</i>	\$	100.00
<b>pavilion rental fee, Township resident, Township business/organization</b>		
up to 25 individuals	\$	25.00
26-50 individuals	\$	50.00
51-75 individuals	\$	75.00
76-100 individuals, <i>maximum 100 persons per event</i>	\$	100.00
security deposits, <i>by separate check, must be submitted with application</i>		2X rental fee
<b>pavilion rental fee, non-Township resident, Non-Township business/organization</b>		
up to 25 individuals	\$	50.00
26-50 individuals	\$	100.00
51-75 individuals	\$	150.00
76-100 individuals, <i>maximum 100 persons per event</i>	\$	200.00
security deposits, <i>by separate check, must be submitted with application</i>		2X rental fee
<b>field rental fee, single use, Township resident, Township business/organization</b>		
up to four hours	\$	25.00
each additional hour	\$	5.00
<b>field rental fee, single use, non-Township resident, Non-Township business/organization</b>		
up to four hours	\$	50.00
each additional hour	\$	5.00
<b>field rental fee, Spring season use (March 1 to July 31)</b>		
one to two days per week, per field	\$	275.00
three to four days per week, per field	\$	385.00
five to seven days per week, per field	\$	550.00
discount for minimum 65% Worcester resident participants		50%
discount for minimum 90% youth participants		25%
<i>discounts may be combined</i>		

## Section XIII - PARK RENTAL FEES (continued)

<b>field rental fee, Fall season use (August 1 to November 30)</b>	
one to two days per week, per field	\$ 225.00
three to four days per week, per field	\$ 315.00
five to seven days per week, per field	\$ 450.00
discount for minimum 65% Worcester resident participants	50%
discount for minimum 90% youth participants	25%
<i>discounts may be combined</i>	

## Section XV - OTHER FEES AND CHARGES

<b>credit card convenience charge, varies by credit card company</b>	actual
<b>Township-authorized services by Township consultants, hourly fee</b>	actual
<b>Township-authorized services by Township consultants, reimbursables</b>	actual
<b>UCC building permit fee, per building permit</b>	\$ 4.50
<b>mileage reimbursement</b>	IRS rate
<b>miscellaneous charges, postage, toll calls, delivery fees, out-of-office copy fees, etc.</b>	actual

### NOTES:

1 - Floor area. Floor Area is measured from outside wall to outside wall.

2 - New Residential SF Calculation. For new residential construction and additions to existing residential units, square footage shall include living spaces on all floors, basements, attached garages & attics over six feet in height; excludes crawl spaces.

3 - Total Cost Calculation. The total cost of all the construction portions of a project is generally based upon the sum of the construction contract(s) and other direct construction costs; this does not include the compensation paid to the engineer, architect and consultants or the cost of the land. The Township has the final determination in accepting the submitted cost of construction as provided on the permit application and may at its discretion require evidence to support said proposed cost of construction.

4 - Township Organization Status. For an organization to qualify as a Township-based organization, at least 65% of participants must reside in Worcester Township. Documentation that verifies participant residency must be furnished to the Township, and the Township has sole discretion in determining if the residency has been met.

5 - Past Due Invoices. Invoices that are past due by more than thirty (30) days are subject to interest rate charges as provided by law. Charges for services that involve a late fee as stated in this resolution are not subject to charges for interest.

6 - Omissions and Errors. The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee.

7 - "by escrow agreement". Permits for miscellaneous construction and highway/road inspections will be paid with funds posted in escrow. From this escrow the Township will deduct actual costs incurred.

8 - False fire alarm fines may be reduced or waived by the Fire Marshal if the Fire Marshal determines, in his or her sole discretion, the tenant or property owner is making a good faith effort to address and correct the problem.





**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2018-05**

**A RESOLUTION TO DISPOSE OF CERTAIN PUBLIC RECORDS  
IN ACCORDANCE WITH THE MUNICIPAL RECORDS ACT AND  
THE MUNICIPAL RECORDS MANUAL, AS AMENDED**

**WHEREAS**, Worcester Township (“Township”) declared its intent to follow the public records retention schedule and disposal procedures as set forth in the *Municipal Records Manual*, as last revised, and as published by the Pennsylvania Historical and Museum Commission; and,

**WHEREAS**, in accordance with Act 428 of 1968, as last amended, each individual act of public record disposition shall be approved by a resolution adopted by the governing body;

**NOW, THEREFORE, BE IT RESOLVED:** the Board of Supervisors hereby authorizes the Township Secretary to dispose of the following public records:

- AL-1**            General correspondence files and housekeeping records - 2012
- AL-8**            Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements – 2006 and prior
- AL-12**           Ethics Commission Statements of Financial Interest - 2012
- AL-20**           Liquid Fuel Tax Records - 2010
- AL-35**           Public Meeting/Hearing Notices and Proof of Publications – 2007
- AL- 45**           Treasurer’s Bond Certificates – 2011 and prior
- FN-2**            Accounts Payable Files and Ledgers - 2010
- FN-3**            Accounts Receivable Files and Ledgers - 2010
- FN-8**            Balance Sheet - 2010
- FN-9**            Bank Statements and Reconciliations - 2010
- FN-10**           Cancelled Checks - 2010
- FN-11**           Check Registers - 2010
- FN-13**           Deposit Slips - 2010
- FN-18**           Purchase Order Files - 2010



**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2018-06**

**A RESOLUTION TO OPPOSE PENNSYLVANIA HOUSE BILL 1620,  
THE WIRELESS INFRASTRUCTURE DEPLOYMENT BILL**

**WHEREAS**, broadband service is a critical catalyst for economic development, student achievement, quality healthcare, and the efficiency of local governments, and as such Worcester Township supports the deployment of broadband services – both wired and wireless – in our community and throughout the Commonwealth; and,

**WHEREAS**, a relatively new wireless technology, known as distributed antenna systems (DAS), includes the placement of wireless towers and antennae in the public rights-of-way; and,

**WHEREAS**, Pennsylvania municipalities are charged by State Law with the management of the public rights-of-way, including not only vehicular and pedestrian traffic, but also the numerous facilities installed by public utilities and related companies; and,

**WHEREAS**, municipalities must manage these facilities so to maintain public safety and to preserve the character of our communities; and,

**WHEREAS**, pursuant to Federal Law, municipalities have the right to regulate the “placement, construction, and modification” of wireless facilities through local zoning authority, so that the deployment of these facilities is achieved in an orderly fashion; and,

**WHEREAS**, the Federal Communication Commission has also issued multiple orders stating in detail that municipalities may regulate these wireless facilities; and,

**WHEREAS**, Pennsylvania House Bill 1620, the Wireless Infrastructure Deployment bill, would strip municipalities of their legal authority to regulate wireless facilities both within and outside the public rights-of-way, undermining public safety and the protection of the rights-of-way, limiting a municipality’s ability to negotiate and collect reasonable fees for co-location on municipal infrastructure, and mandating municipal cooperation in excess of that required by Federal Law;

**NOW THEREFORE BE IT RESOLVED** that the Board of Supervisors of Worcester Township does hereby express its opposition to HB 1620 because it is not in the best interests of Pennsylvania, and,

**BE IT FURTHER RESOLVED** that this resolution shall be sent to the Township’s State Representative and State Senator, to the Governor of the Commonwealth of Pennsylvania, and to all members of the House Consumer Affairs Committee, to which HB 1620 has been assigned.





## MEMO

to: Board of Supervisors  
cc:  
from: Tommy Ryan  
date: December 28, 2017  
re: bid award recommendation

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The Montgomery County Consortium recently bid its 2017-2018 Cooperative Rock Salt Contract, and awarded this contract to lowest responsive and responsible bidder, Morton Salt, Inc., at the price of \$49.42 per ton delivered. This is an approximate \$10 per ton decrease from that paid last year, and from that available this year under COSTARS contract.

At the January 2 Reorganization Meeting I will request the Board approve the bid, a ratification, and approve the Township's participation in this Consortium purchase.