

MEMO

to: Board of Supervisors
cc:
from: Tommy Ryan, Township Manager
date: January 7, 2019
re: annual appointments, schedules & establishments

Below find my recommendations and information for the annual appointments, schedules and other matters. The Members will discuss these items at the January 7 Reorganization Meeting.

OFFICIAL 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 Bangert
- g. Treasurer, Erica Bangert
- h. Assistant Treasurer, Nicole Quagliariello
- i. Assistant Zoning Officer, Andrew Raquet
- j. Assistant Zoning Officer, CKS, Inc.
- k. Assistant Secretary, Nicole Quagliariello
- l. Public Works Director, Robert D'Hulster
- m. Fire Marshal, David Cornish
- n. Emergency Management Coordinator, John Kelly
- o. Deputy Emergency Management Coordinator, Brian Newhall
- p. Building Code Official, Keystone Municipal Services, Inc.
- q. Township Engineer, CKS, Inc.
- r. Township Traffic Engineer, McMahon Associates
- s. Township Solicitor, Robert L. Brant & Associates
- t. PSATS Convention Delegate, Rick DeLello
- u. PSATS Convention Delegate, Susan Caughlan
- v. PSATS Convention Delegate, Stephen Quigley
- w. PSATS Convention Voting Delegate, Stephen Quigley
- x. Deputy Tax Collector, Laurie Augustine

agenda item e)

agenda item f)

agenda item g)

agenda item h)

VOLUNTEER APPOINTMENTS

- a. Vacancy Board Chair (*one-year term to expire on 12/31/19*)
 - i. Bob Andorn
 - ii. Gordon Todd
- b. Planning Commission Member (*four-year term to expire on 12/31/22*)
 - i. Bob Andorn
 - ii. Ken Dyer
 - iii. Lee Koch
 - iv. Jay McKeever
 - v. Jim Mollick
 - vi. Jim Phillips
 - vii. Doug Rotondo
- c. Planning Commission Member (*four-year term to expire on 12/31/22*)
 - i. Bob Andorn
 - ii. Ken Dyer
 - iii. Mike Holsonbeck
 - iv. Lee Koch
 - v. Jay McKeever
 - vi. Jim Mollick
 - vii. Jim Phillips
- d. Zoning Hearing Board Member (*three-year term to expire on 12/31/21*)
 - i. John D'Lauro

note: State Law requires appointment of Planning Commission Alternate Members by resolution.

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. President's Day (February 18)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2020)

- b. meeting schedule:
- i. Board of Auditors 2019 Reorganization meeting, to be held January 8, 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 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 24, February 28, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 12, 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 2020 Reorganization meeting, to be held on January 6, 2020 at 11AM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

OTHER ESTABLISHMENTS

- a. Township depositories – Pennsylvania Local Government Investment Trust, Key Bank, and Univest-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

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

Section II - NON-RESIDENTIAL BUILDING PERMITS

new buildings, per sf	\$	0.40
building additions & renovations		
for the first 500 sf of floor area	\$	275.00
for each additional 500 sf of floor area or fraction thereof	\$	200.00
windows & doors requiring structural change; driveway gates	\$	65.00
driveway gates, plus electrical permit fee, if applicable	\$	65.00
fire suppression or detection systems, standpipes & hose cabinets	\$	200.00
generators, plus electrical permit fee	\$	110.00
construction trailers, plus electrical and mechanical permit fee, if applicable	\$	80.00
Use & Occupancy permit, temporary or permanent, new construction only	\$	95.00
Use & Occupancy inspection, tenant change, resale, use change	\$	95.00
miscellaneous construction		by escrow

Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

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

Section IV - OTHER BUILDING PERMIT & REVIEW FEES

retaining walls 4' or greater in height	\$	75.00
fences 6' or greater in height	\$	20.00
pools, spas & hot tubs		
above-ground	\$	50.00
in-ground	\$	115.00
signs		
requires building inspector and zoning officer reviews	\$	50.00
requires zoning officer review only	\$	20.00
flag poles	\$	20.00
cell & radio antennas 50 feet and greater in height	\$	425.00
demolition permit		
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	\$	80.00
accessory structure up to 1,000 sf		no fee
below-ground tank, installation or removal, non-propane	\$	45.00

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

plan review fees		
building plan	\$	125.00
accessibility plans	\$	65.00
mechanical plans	\$	65.00
fire plans	\$	50.00
plumbing plans	\$	65.00
stucco repair	\$	35.00

Section V - ZONING PERMITS

retaining walls up to 4' in height	\$	20.00
fences up to 6' in height	\$	20.00
driveway permit	\$	20.00
decks up to 30" above grade and patios	\$	20.00
moving or relocating existing accessory structures	\$	20.00
general zoning permit	\$	20.00
solicitation permit, per individual soliciting	\$	30.00
yard sale, per two event days	\$	10.00
grading & excavation permit		
up to three inspections	\$	275.00
each additional inspection	\$	85.00

Section VI - PERMIT & INSPECTION PENALTIES

failure to provide 24 hours notice to cancel inspection cancellation	\$	50.00
not ready for inspection, per occurrence	\$	75.00
failure to correct deficiencies found after two inspections, per occurrence	\$	75.00
penalty fee for failure to obtain a permit, in addition to permit fee		2x permit fee

Section VII - ZONING HEARING BOARD & UCC APPEAL BOARD FEES

application fee, includes appeals of Zoning Officer determination	\$	700.00
fee to continue Zoning Hearing Board or UCC Board of Appeals hearing	\$	300.00
fee to postpone Zoning Hearing Board or UCC Board of Appeals hearing	\$	330.00
transcript copy		actual
Zoning Officer determination letter	\$	85.00

Section VIII - BOARD OF SUPERVISOR FEES

application for Conditional Use hearing		
applicaton fee	\$	900.00
fee to continue Conditional Use hearing	\$	175.00
fee to postpone Conditional Use hearing	\$	225.00
application to amend the Zoning Map		
applicaton fee	\$	1,100.00
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
application to amend the Zoning Ordinance		
applicaton fee	\$	950.00
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
validity challenge to the Zoning Ordinance or Zoning Map		
applicaton fee	\$	1,200.00
fee to continue challenge hearing	\$	175.00
fee to postpone challenge hearing	\$	225.00

Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

Subdivision & Land Development, Sketch Plan		
application fee	\$	180.00
escrow	\$	750.00
Subdivision, Residential, 1 to 3 lots		
application fee	\$	700.00
escrow	\$	3,000.00

Section IX - SUBDIVISION & LAND DEVELOPMENT FEES (continued)

Subdivision, Residential, 4 or more lots	
base application fee	\$ 650.00
additional dwelling unit fee, per unit, beginning with the 4th lot or unit	\$ 130.00
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
Land Development, Non-residential	
application fee	\$ 900.00
escrow	\$ 7,500.00
Transferable Development Rights	
application fee	\$ 450.00
escrow	\$ 2,500.00
Escrow Releases	\$ 105.00
Act 209 Traffic Impact Fee	
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	\$ 45.00
highway/road inspection fees	by escrow

Section XI - SEWER RENTAL FEES & CERTIFICATIONS

sewer rental fee	
quarterly fee, residential	\$ 131.40
quarterly fee, commercial, per 1,000 gallons	\$ 8.58
sewer certification	
certified letter fee	\$ 25.00
property posting	\$ 17.50
water shut off & turn on	\$ 33.00
return check fee	\$ 28.00
	actual
tax certification * contact Tax Collector *	

Section XII - FIRE ALARM FEES

fire alarm system registration fee		no fee
false alarm penalty		
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

Community Hall rental fee		
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
pavilion rental fee, <i>Township resident, Township business/organization</i>		
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
pavilion rental fee, <i>non-Township resident, Non-Township business/organization</i>		
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
field rental fee, single use, <i>Township resident, Township business/organization</i>		
up to four hours	\$	25.00
each additional hour	\$	5.00
field rental fee, single use, <i>non-Township resident, Non-Township business/organization</i>		
up to four hours	\$	50.00
each additional hour	\$	5.00
field rental fee, Spring season use (March 1 to July 31)		
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)

field rental fee, Fall season use (August 1 to November 30)	
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 XIV - OTHER FEES AND CHARGES

credit card convenience charge, varies by credit card company	actual
Township-authorized services by Township consultants, hourly fee	actual
Township-authorized services by Township consultants, reimbursables	actual
UCC building permit fee, per building permit	\$ 4.50
mileage reimbursement	IRS rate
miscellaneous charges, postage, toll calls, delivery fees, out-of-office copy fees, etc.	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 2019-05

**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 - 2013
- AL-8** Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements - 2007
- AL-12** Ethics Commission Statements of Financial Interest - 2013
- AL-20** Liquid Fuel Tax Records - 2011
- AL-35** Public Meeting/Hearing Notices and Proof of Publications - 2008
- AL-45** Treasurer’s Bond Certificates - 2011
- FN-2** Accounts Payable Files and Ledgers - 2011
- FN-3** Accounts Receivable Files and Ledgers - 2011
- FN-8** Balance Sheet - 2011
- FN-9** Bank Statements and Reconciliations - 2011
- FN-10** Cancelled Checks - 2011
- FN-11** Check Registers - 2011
- FN-13** Deposit Slips - 2011
- FN-18** Purchase Order Files - 2011

- PL-2** Employee Payroll Adjustment Records - 2014
- PL-5** Payroll Earnings and Deductions Register - 2014
- PL-14** Time Cards and Attendance Records - 2014
- PL-16** Wage & Tax Statements - 2014
- PS-2** Applications for Employment (Not Hired) - 2016
- PS-8** Employee Personnel Records - 2013
- PS-10** Job Descriptions and Announcements - 2016

RESOLVED THIS 7TH OF JANUARY, 2019.

FOR WORCESTER TOWNSHIP

By: _____
Board of Supervisors, Chair

Attest: _____
Secretary

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2019-06

**A RESOLUTION TO APPOINT AN
ALTERNATE MEMBER TO THE PLANNING COMMISSION**

WHEREAS, pursuant to Act 42 of 2015, a municipality may appoint an Alternative Member to serve on its Planning Commission, in accordance with the provisions of said Act; and,

WHEREAS, the Board of Supervisors desires to appoint an Alternate Member to the Worcester Township Planning Commission; and,

NOW, THEREFORE, the Board of Supervisors does hereby appoint _____ to the position of Alternate Member of the Worcester Township Planning Commission, for the balance of a four-year term that shall expire on December 31, 2022.

APPROVED BY MOTION OF THE BOARD OF SUPERVIORS ON THE 7TH DAY OF JANUARY, 2019.

FOR WORCESTER TOWNSHIP

By: _____
Board of Supervisors, Chair

Attest: _____
Secretary