

## MEMO

to: Board of Supervisors

cc: Eunice Kriebel, Assistant Township Manager  
Amanda Zimmerman, Assistant Township Manager

from: Tommy Ryan, Township Manager

date: December 22, 2015

re: **annual appointments and proposed schedules**

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Below find my recommendations for the annual appointments, schedules and other matters. At the January 4 Reorganization Meeting the Members will discuss and may decide upon these items. The items may be considered by a motion of the Board, and this motion may encompass more than one item. For example, if, at this meeting, the Members discuss and are agreeable to all items listed, one motion can be made that enumerates all items to be considered for approval. And if, at this meeting, it is found that any item is not agreeable to the entire Board, then this item may be considered by a separate motion.

### OFFICIAL APPOINTMENTS

1. Township Manager, Tommy Ryan
2. Secretary, Tommy Ryan
3. Zoning Officer, Tommy Ryan
4. Right To Know Officer, Tommy Ryan
5. Pension Plan Administrative Officer, Tommy Ryan
6. Assistant Township Manager, Amanda Zimmerman
7. Treasurer, Erica Lucey
8. Assistant Treasurer, Amanda Zimmerman
9. Assistant Zoning Officer, Kristen Marin
10. Assistant Zoning Officer, CKS, Inc.
11. Assistant Secretary, Laura Simpson
12. Public Works Director, Robert D'Hulster
13. Road Master, Robert D'Hulster
14. Fire Marshal, David Cornish
15. Building Code Official, Keystone Municipal Services, Inc.
16. Township Engineer, CKS, Inc.
17. Township Solicitor, Wisler Pearlstine, LLP
18. Township Auditor, Bee Bergvall & Co., P.C.
19. PSATS Convention Delegate, Arthur Bustard
20. PSATS Convention Delegate, Susan Caughlan
21. PSATS Convention Delegate, Stephen Quigley
22. PSATS Convention Voting Delegate, Arthur Bustard
23. Deputy Tax Collector, Laurie Augustine

## **VOLUNTEER APPOINTMENTS**

1. Gordon Todd, to the position of Vacancy Board Chairman, for a one-year term to expire on December 31, 2016
2. Gordon Todd, to the position of Planning Commission Member, for a four-year term to expire on December 31, 2019
3. Anthony Sherr, to the position of Planning Commission Member, for a four-year term to expire on December 31, 2019
4. John D'Lauro, to the position of Zoning Hearing Board Member, for a three-year term to expire on December 31, 2018

## **SCHEDULES**

1. holiday schedule (office observance dates)
  - a) President's Day (February 15)
  - b) Memorial Day (May 30)
  - c) Independence Day (July 4)
  - d) Labor Day (September 5)
  - e) Thanksgiving Day (November 24)
  - f) the day after Thanksgiving (November 25)
  - g) Christmas Eve Day (not applicable)
  - h) Christmas Day (December 26)
  - i) New Year's Eve Day (not applicable)
  - j) New Year's Day, (January 2, 2017)
2. meeting schedule
  - a) Board of Auditors 2016 Reorganization meeting, to be held January 5, at 8:30AM, at the Township Building, 1721 Valley Forge Road.
  - b) Board of Supervisors Work Sessions and Business Meetings, to be held on January 20, February 17, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16 and December 21. The Work Sessions will start at 6:00PM and the Business Meeting will start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - c) Planning Commission, to be held on January 28, February 25, March 24, April 28, May 26, June 23, July 28, August 25, September 22, October 27, November 10, and December 8, all meetings to start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - d) Zoning Hearing Board meetings, to be held on January 26, February 23, March 22, April 26, May 24, June 28, July 26, August 23, September 27, October 25, November 22, and December 27, all meetings to start at 6:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - e) Board of Supervisors 2017 Reorganization meeting, to be held on January 3, 2017 at 11AM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

## **OTHER ESTABLISHMENTS**

1. Township depositories – Pennsylvania Local Government Investment Trust, Ambler Savings Bank, First Niagara, and Uninvest-Union National Bank
2. Treasurer's Bond – to require the Treasurer to be bonded in the amount of \$10 million
3. vehicle reimbursement rate – IRS-approved rate for miles driven for business purposes
4. 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>		
for the first 500 sf	\$	125.00
for each additional 100 sf or fraction thereof	\$	15.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>		
for the first \$1,000 of total cost	\$	75.00
for each additional \$1,000 of total cost or fraction thereof	\$	10.00
<b>accessory structures 500 sf and greater</b>		
for the first 100 sf of floor area	\$	75.00
for each additional 100 sf of floor area or fraction thereof	\$	10.00
<b>miscellaneous construction</b>		
for the first \$1,000 of total cost	\$	65.00
for each additional \$1,000 of total cost or fraction thereof	\$	20.00
<b>generators</b>	\$	60.00
<i>plus electrical and mechanical permit fee, as applicable</i>		
<b>windows &amp; doors requiring structural change</b>		
for the first 5 windows and/or doors	\$	75.00
for each additional window/door	\$	10.00
<b>driveway gates</b>	\$	75.00
<b>Use &amp; Occupancy permit, temporary of permanent, new homes only</b>	\$	100.00

## 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>accessory buildings 401 sf and greater, decks &amp; porches</b>		
for the first 200 sf of floor area	\$	150.00
for each additional 100 sf of floor area or fraction thereof	\$	10.00

## Section II - NON-RESIDENTIAL BUILDING PERMITS *(continued)*

<b>windows &amp; doors requiring structural change; driveway gates</b>	
for the first 5 windows and/or doors	\$ 75.00
for each additional window/door	\$ 10.00
<b>driveway gates</b>	\$ 75.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	
for the first \$1,000 of total cost	\$ 100.00
for each additional \$1,000 of total cost or fraction thereof	\$ 25.00
<b>generators, plus electrical and mechanical permit fee, as applicable</b>	\$ 250.00
<b>construction trailers, plus electrical and mechanical permit fee, as applicable</b>	\$ 75.00
<b>miscellaneous construction</b>	
for the first \$1,000 of total cost	\$ 85.00
for each additional \$1,000 of total cost or fraction thereof	\$ 20.00
<b>Use &amp; Occupancy permit, temporary of permanent, new construction only</b>	\$ 100.00
<b>Use &amp; Occupancy inspection, tenant change, resale, use change</b>	\$ 250.00

## Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

<b>mechanical</b>	
for the first \$1,000 of total cost	\$ 60.00
for each additional \$1,000 of total cost or fraction thereof	\$ 10.00
<b>gas piping installation</b>	\$ 75.00
<b>electrical</b>	\$ 50.00
<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>	\$ 50.00
<b>sewer tapping fee, per EDU</b>	\$ 3,500.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES

<b>retaining walls 4' or greater in height</b>		
for the the first 500 lf	\$	65.00
for each additional 100 lf or fraction thereof	\$	10.00
<b>fences 6' or greater in height</b>		
for the the first 500 lf	\$	65.00
for each additional 100 lf or fraction thereof	\$	10.00
<b>pools, spas &amp; hot tubs</b>		
above-ground	\$	100.00
in-ground	\$	200.00
<b>signs</b>		
building inspector review, if applicable	\$	100.00
zoning officer review	\$	65.00
<b>flag poles</b>	\$	50.00
<b>cell &amp; radio antennas 50 feet and greater in height</b>	\$	275.00
<b>demolition permit</b>		
per building demolished or load bearing walls	\$	350.00
interior alteration that does not include load-bearing walls	\$	200.00
accessory structure up to 1,001 sf or greater	\$	100.00
accessory structure up to 1,000 sf		no charge
<b>below-ground tank, installation or removal, <i>non-propane</i></b>	\$	75.00
<b>plan review fees</b>		
building plans, <i>minimum \$50; per sf</i>	\$	0.10
accessibility plans, <i>minimum \$50; per sf</i>	\$	0.05
mechanical plans, <i>minimum \$50; per sf</i>	\$	0.05
fire plans, <i>minimum \$50; per sf</i>	\$	0.05
plumbing plans, <i>per fixture</i>	\$	10.00

## Section V - ZONING PERMITS

retaining walls up to 4' in height	\$	65.00
fences up to 6' in height	\$	65.00
driveway permit	\$	65.00
decks up to 30" above grade and patios	\$	65.00
moving or relocating existing accessory structures, up to 500 sf	\$	65.00
moving or relocating existing accessory structures, 501 sf and greater for the first 1000 sf of floor area	\$	100.00
for each additional 500 sf of floor area or fraction thereof	\$	10.00
general zoning permit	\$	65.00
solicitation permit, <i>per individual soliciting</i>	\$	50.00
yard sale, <i>per two event days</i>	\$	5.00
grading & excavation permit up to three inspections	\$	275.00
each additional inspection	\$	85.00

## Section VI - PERMIT & INSPECTION PENALTIES

starting or performing work without required permit first offense	\$	50.00
second and subsequent offenses	\$	100.00
failure to provide 24 hours notice to cancel inspection cancellation	\$	50.00
not ready for inspection, per occurrence	\$	50.00
failure to correct deficiencies found after two inspections, <i>per occurrence</i>	\$	100.00
penalty fee for failure to obtain a permit, <i>in addition to permit fee</i>	\$	100.00
penalty for trash hauler failure to obtain annual permit	\$	100.00

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

<b>application to the Zoning Hearing Board, residential use</b>		
application fee	\$	750.00
fee to postpone or continue hearing, per occurrence	\$	250.00
<b>application to the Zoning Hearing Board, non-residential use</b>		
application fee	\$	1,500.00
fee to postpone or continue hearing, per occurrence	\$	250.00
<b>appeal of Zoning Officer decision</b>		
appeal fee	\$	2,500.00
fee to postpone or continue hearing, per occurrence	\$	250.00
<b>Zoning Officer determination letter</b>	\$	65.00
<b>application to the UCC Board of Appeals</b>		
application fee	\$	300.00
hearing fee	\$	450.00
fee to postpone or continue hearing, per occurrence	\$	250.00

## Section VIII - BOARD OF SUPERVISOR FEES

<b>application for Conditional Use Approval</b>		
applicaton fee	\$	2,000.00
escrow	\$	3,000.00
Montgomery County Planning Commission fee		actual
fee to postpone or continue hearing, per occurrence	\$	250.00
<b>application to amend the Zoning Map</b>		
application fee	\$	1,500.00
escrow	\$	1,500.00
fee to postpone or continue hearing, per occurrence	\$	500.00
<b>application to amend the Zoning Ordinance</b>		
application fee	\$	1,500.00
escrow	\$	1,500.00
fee to postpone or continue hearing, per occurrence	\$	500.00
<b>validity challenge to the Zoning Ordinance or Zoning Map</b>		
application fee	\$	5,000.00
escrow	\$	5,000.00
fee to postpone or continue hearing, per occurrence	\$	500.00
<b>application for a Curative Amendment</b>		
application fee	\$	5,000.00
escrow	\$	5,000.00
fee to postpone or continue hearing, per occurrence	\$	500.00

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

<b>Subdivision &amp; Land Development, Residential or Non-residential, Sketch Plan</b>		
application fee	\$	100.00
escrow	\$	500.00
<b>Subdivision, Residential, 1 to 3 lots</b>		
application fee	\$	750.00
escrow	\$	1,500.00
<b>Subdivision, Residential, 4 to 20 lots</b>		
base application fee	\$	750.00
additional per dwelling unit fee	\$	300.00
escrow	\$	2,500.00
<b>Subdivision, Residential, 21 to 50 lots</b>		
base application fee	\$	750.00
additional per dwelling unit fee	\$	300.00
escrow	\$	5,000.00
<b>Subdivision, Residential, 51 or more lots</b>		
base application fee	\$	750.00
additional per dwelling unit fee	\$	300.00
escrow	\$	10,000.00
<b>Land Development, Non-residential</b>		
application fee	\$	750.00
escrow	\$	5,000.00
<b>Transferable Development Rights</b>		
application for 1 to 10 lots	\$	1,000.00
application for 11 to 20 lots	\$	1,500.00
application for 21 or more lots	\$	2,000.00
<b>Escrow Releases</b>		
10% of total escrow release amount, not to exceed \$100 per request		as noted
<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

<b>Highway/Road Occupancy permit</b>		
application fee	\$	50.00
supplement fee	\$	10.00
emergency permit Fee	\$	10.00
<b>Highway/Road Occupancy inspection fees, surface opening up to 40 sf</b>		
cartway opening	\$	50.00
shoulder opening	\$	30.00
opening outside pavement and shoulder	\$	10.00
<b>Highway/Road Occupancy inspection fees, surface opening 41 sf and greater</b>		
\$50 base, pluse for each additional 100 sf in cartway	\$	20.00
\$30 base, pluse for each additional 100 sf in shoulder	\$	10.00
\$10 base, pluse for each additional 100 sf of area outside of pavement an shoulder	\$	5.00
<b>Highway/Road Occupancy inspection fees, utilities pole, <i>per pole</i></b>	\$	20.00

## Section XI - SEWER RENTAL FEES & CERTIFICATIONS

<b>sewer rental fee</b>		
quarterly fee, residential	\$	126.45
quarterly fee, commercial, per 1,000 gallons	\$	8.25
<b>sewer certification</b>		
certified letter fee	\$	20.00
property posting	\$	15.00
water shut off & turn on	\$	25.00
return check fee	\$	25.00
return check fee	\$	10.00
<b>tax certification</b>		
duplicate	\$	30.00
returned check fee	\$	5.00
returned check fee	\$	10.00

## Section XII - FALSE ALARM FEES

<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

### Community Hall rental fee

per event, Township resident, *business or organization use only* \$ 50.00  
 security deposits, *by separate check, must be submitted with application* 2X rental fee

### pavilion rental fee, Township resident, business or organization

up to 25 individuals \$ 25.00  
 26-50 individuals \$ 50.00  
 51-75 individuals \$ 75.00  
 76-100 individuals, *maximum 100 persons per event* \$ 100.00  
 security deposits, *by separate check, must be submitted with application* 2X rental fee

### pavilion rental fee, non-Township resident, business or organization

up to 25 individuals \$ 50.00  
 26-50 individuals \$ 100.00  
 51-75 individuals \$ 150.00  
 76-100 individuals, *maximum 100 persons per event* \$ 200.00  
 security deposits, *by separate check, must be submitted with application* 2X rental fee

### field rental fee, single use, Township resident, business or organization

up to four hours \$ 25.00  
 each additional hour \$ 5.00

### field rental fee, single use, non-Township resident, business or organization

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%  
*discounts may be combined*

### 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%  
*discounts may be combined*

## Section XV - OTHER FEES AND CHARGES

<b>credit card convenience charge</b> , <i>varies by credit card company</i>		actual
<b>Township-authorized services by Township Engineer</b> , <i>rates per hour</i>		
Township Engineer	\$	118.00
Assistant Engineer/Construction Manager	\$	108.00
Building Inspector/Tech Assistant/Inspector	\$	85.00
Administrative Assistant	\$	45.00
travel charge		IRS rate
out-of-pocket expenses away from office		actual
postage, reproduction, toll telephone charges		actual
<b>Township-authorized services by Township Solicitor</b> , <i>per hour</i>		
Township Solicitor	\$	160.00
<b>Township-authorized services by Township Building Inspector</b> , <i>per hour</i>		
UCC Inspector, building construction	\$	62.00
UCC Inspector, plan review	\$	62.00
UCC Inspector, plumbing construction	\$	62.00
UCC Inspector, mechanical construction	\$	62.00

### 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 basements, attached garages & attics over six feet in height, and shall exclude 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. Past due invoices 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.*

