



# MEMORANDUM

To: Worcester Board of Supervisors  
From: Dan DeMeno, Township Manager  
Date: January 6<sup>th</sup>, 2024  
Subject: Annual Reappointments, Scheduling & Establishments

Please find below my recommendations and information for the required annual appointments, schedules and other matters. The Board will discuss these items at the January 6<sup>th</sup> Reorganization Meeting.

## **OFFICIAL APPOINTMENTS**

- a. Township Manager – Dan DeMeno
- b. Assistant Township Manager – Christian Jones
- c. Finance Director – Nicole Quagliariello
- d. Public Works Director – Robert D’Hulster
- e. Secretary – Dan DeMeno
- f. Deputy Secretary – Christian Jones
- g. Treasurer – Nicole Quagliariello
- h. Deputy Treasurer – Dan DeMeno
- i. Right-To-Know Officer – Dan DeMeno
- j. Deputy Right-To-Know Officer – Christian Jones
- k. Pension Plan Administrative Officer – Dan DeMeno
- l. Zoning Officer – Dan DeMeno
- m. Deputy Zoning Officer – Christian Jones
- n. Deputy Zoning Officer – CKS, Inc., an ARRO Consulting Company
- o. Code Enforcement Officer – Dan DeMeno
- p. Code Enforcement Officer – Christian Jones
- q. Fire Marshal – Barry Isett Associates
- r. Emergency Management Coordinator – John Kelly
- s. Deputy Emergency Management Coordinator – Dan DeMeno
- t. Building Code Official – Keystone Municipal Services, Inc.
- u. Township Engineer – CKS, Inc., an ARRO Consulting Company
- v. Township Traffic Engineer – Bowman Consulting Group
- w. Township Solicitor – Brant and Associates, LLC
- x. Township Open Space Consultants – Natural Lands Trust
- y. PSATS Convention Delegate – Rick DeLello
- z. PSATS Convention Delegate – Lou Betz
- aa. PSATS Convention Delegate – Stephen Quigley
- bb. PSATS Convention Voting Delegate – Stephen Quigley
- cc. Delegate, Montgomery County Tax Collection Committee – Dan DeMeno
- dd. Alternate Delegate, Montgomery County Tax Collection Committee – Christian Jones
- ee. Alternate Delegate, Montgomery County Tax Collection Committee – Nicole Quagliariello
- ff. Deputy Tax Collector – Laurie Augustine

## **VOLUNTEER APPOINTMENTS, STANDING POSITIONS**

- a. Vacancy Board Chair (*one-year term to expire on 12/31/24*)
  - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/27*)
  - i. *John D'Lauro (expires 12/31/24)*

## **SCHEDULES**

- a. Holiday Schedule (office observance dates):
  - i. Presidents' Day (February 17<sup>th</sup>)
  - ii. Memorial Day (May 26<sup>th</sup>)
  - iii. Independence Day (July 4<sup>th</sup>)
  - iv. Labor Day (September 1<sup>st</sup>)
  - v. Thanksgiving Day (November 27<sup>th</sup>)
  - vi. Day after Thanksgiving (November 28<sup>th</sup>)
  - vii. Christmas Eve Day (December 24<sup>th</sup>)
  - viii. Christmas Day (December 25<sup>th</sup>)
  - ix. New Year's Eve Day (December 31<sup>st</sup>)
  - x. New Year's Day (January 1<sup>st</sup>, 2026)
- b. Meeting Schedule:
  - i. Board of Auditors 2024 Reorganization Meeting - To be held January 7<sup>th</sup>, 2025, at 8:30AM, at the Township Building, 1721 Valley Forge Road.
  - ii. Board of Supervisors Business Meetings - To be held on:  
January 15<sup>th</sup>  
February 19<sup>th</sup>  
March 19<sup>th</sup>  
April 16<sup>th</sup>  
May 21<sup>st</sup>  
June 18<sup>th</sup>  
July 16<sup>th</sup>  
August 20<sup>th</sup>  
September 17<sup>th</sup>  
October 15<sup>th</sup>  
November 19<sup>th</sup>  
December 17<sup>th</sup>  
  
The Business Meetings will start at 7:00PM, and are held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - iii. Board of Supervisors Work Sessions – To be held on:  
March 19<sup>th</sup>  
June 18<sup>th</sup>  
September 17<sup>th</sup>  
December 17<sup>th</sup>

The Work Sessions will start at 6:00PM, and are held at Worcester Township Community Hall, 1031 Valley Forge Road.

- iv. Planning Commission - To be held on:  
 January 23<sup>rd</sup>  
 February 27<sup>th</sup>  
 March 27<sup>th</sup>  
 April 24<sup>th</sup>  
 May 22<sup>nd</sup>  
 June 26<sup>th</sup>  
 July 24<sup>th</sup>  
 August 28<sup>th</sup>  
 September 25<sup>th</sup>  
 October 23<sup>rd</sup>  
 December 11<sup>th</sup>

The Planning Commission Meetings will start at 7:00PM, and are held at Worcester Township Community Hall, 1031 Valley Forge Road.

- v. Zoning Hearing Board Meetings - To be held on the third Tuesday of each month at Worcester Township Community Hall, 1031 Valley Forge Road, and each meeting is individually advertised.
- vi. Board of Supervisors 2026 Reorganization Meeting – To be held on January 6, 2026, at 7:00PM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

**OTHER ESTABLISHMENTS**

- a. Township Depositories – Pennsylvania Local Government Investment Trust, Key Bank, and Uninvest
- 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
- g. Group 1 parks & facility seasonal rental registration period - includes Township-based organizations that primarily serve Township residents only – opens the second Monday of January for spring season rentals, and the second Monday of May for Fall season rentals.
- h. Group 2 park & facility seasonal rental registration period - includes organizations not included in Group 1 that primarily serve youth ages 17 and under – opens the third Monday of January for spring season rentals, and the third Monday of May for Fall season rentals.
- i. Group 3 park & facility seasonal rental registration period - includes all other organizations not included in Group 1 or Group 2 – opens the fourth Monday of January for spring season rentals, and the fourth Monday of May for Fall season rentals.

**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2025-01**

**A RESOLUTION TO AUTHORIZE CERTAIN FIRE DEPARTMENT ACTIVITIES**

**WHEREAS**, the Worcester Township Volunteer Fire Department has requested permission to engage in the following ancillary activities in 2025:

1. Fire Department picnics;
2. the Fire Department's annual 5K race and annual chicken barbecue;
3. the Fire Department Ladies Craft Show, and seasonal Santa visits and tours; and,
4. the provision of traffic control for the Montgomery County annual flu shot program and at community parades.

**WHEREAS**, the Board of Supervisors of Worcester Township also grants permission for the Fire Department and Fire Police to assist other Montgomery County Fire Departments and other organizations with traffic control, crowd control, or similar assistance that may be needed at certain events and civic activities. The authorization to provide said support must be approved in advance by the Township Manager, and this approval, when granted, should be considered to have been done at the specific request of the Board of Supervisors.

**NOW, THEREFORE, BE IT RESOLVED**, that the Worcester Township Board of Supervisors approves and authorizes the Fire Department to participate in the above activities, in addition to those activities recognized and designated under 73 P.S., 601(a)(1) of the Pennsylvania Worker's Compensation Act; and further, in accordance with this authorization, the Fire Department may only participate in the above-approved ancillary activities through December 31, 2025, after which time the Worcester Township Board of Supervisors will review the ancillary activities.

**BE IT RESOLVED THIS 6<sup>TH</sup> DAY OF JANUARY 2025.**

**FOR WORCESTER TOWNSHIP**

By: \_\_\_\_\_  
Rick DeLello, Board of Supervisors

Attest: \_\_\_\_\_  
Dan DeMeno, Secretary

**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2025-02**

**RESOLUTION TO SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS  
CHARGED FOR CERTAIN TOWNSHIP SERVICES**

**WHEREAS**, various Township Ordinances and State Law provides for the establishment of fees for certain permits, reviews, inspections and/or other services, and as having said fees listed in a single document is of assistance and convenience to the general public;

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** the fees and charges listed in the schedule attached hereto as Exhibit A shall be charged by Worcester Township effective this date, and until such time as so amended by the Board of Supervisors by resolution.

**BE IT RESOLVED THIS 6<sup>TH</sup> DAY OF JANUARY 2025.**

**FOR WORCESTER TOWNSHIP**

By: \_\_\_\_\_  
Rick DeLello, Chair  
Board of Supervisors

Attest: \_\_\_\_\_  
Dan DeMeno, Secretary

# 2025 FEE SCHEDULE

## Section I - RESIDENTIAL BUILDING PERMITS

new dwellings, <i>per sf</i>	\$	0.37
building additions & renovations, <i>minimum \$50; per sf</i>	\$	0.37
decks 30" or more above grade	\$	105.00
fire suppression or detection systems, standpipes & hose cabinets	\$	120.00
accessory structures 500 sf and greater	\$	75.00
generators, <i>plus electrical permit fee</i>	\$	70.00
windows & doors requiring structural change	\$	75.00
driveway gates, <i>plus electrical permit fee, if applicable</i>	\$	75.00
Use & Occupancy permit, <i>temporary of permanent, new homes only</i>	\$	100.00
miscellaneous construction		by escrow

## Section II - NON-RESIDENTIAL BUILDING PERMITS

new buildings, <i>per sf</i>	\$	0.43
building additions & renovations		
for the first 500 sf of floor area	\$	295.00
for each additional 500 sf of floor area or fraction thereof	\$	200.00
windows & doors requiring structural change; driveway gates	\$	70.00
driveway gates, <i>plus electrical permit fee, if applicable</i>	\$	75.00
fire suppression or detection systems, standpipes & hose cabinets	\$	220.00
generators, <i>plus electrical permit fee</i>	\$	120.00
construction trailers, <i>plus electrical and mechanical permit fee, if applicable</i>	\$	90.00
Use & Occupancy permit, <i>temporary or permanent, new construction only</i>	\$	100.00
Use & Occupancy inspection, <i>tenant change, resale, use change</i>	\$	100.00
miscellaneous construction		by escrow

## Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

<b>mechanical</b>	\$	85.00
<b>gas piping installation</b>	\$	70.00
<b>electrical</b>	\$	28.00
<b>plumbing</b>		
up to three fixtures	\$	70.00
each additional fixture	\$	23.00
<b>water service</b>	\$	70.00
<b>sewer lateral</b>	\$	90.00
<b>grinder pump</b>	\$	63.00
<b>sewer tapping fee, per EDU</b>	\$	3,200.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES

<b>retaining walls 4' or greater in height</b>	\$	90.00
<b>fences 6' or greater in height</b>	\$	28.00
<b>pools, spas &amp; hot tubs</b>		
above-ground	\$	60.00
in-ground	\$	125.00
<b>solar panels</b>	\$	120.00
<b>signs</b>		
requires building inspector and zoning officer reviews	\$	60.00
requires zoning officer review only	\$	28.00
<b>flag poles</b>	\$	23.00
<b>antennas &amp; rays</b>		
cell & radio antennas, 50 ft and greater in height	\$	480.00
small wireless facility antenna/array, up to 4 antenna/arrays	\$	500.00
small wireless facility antenna/array, each additional array	\$	100.00
small wireless facility pole	\$	1,000.00
small wireless facility right-of-way use fee, per facility, per year	\$	270.00
wireless/cell tower	\$	1,350.00
wireless/cell tower antenna/array, up to 5 antennae/arrays	\$	365.00
wireless/cell tower, each additional antenna/array	\$	115.00

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

<b>demolition permit</b>		
per building demolished or load bearing walls	\$	150.00
interior alteration that does not include load-bearing walls	\$	85.00
accessory structure 1,001 sf or greater	\$	90.00
accessory structure up to 1,000 sf		no fee
<b>below-ground tank, installation or removal, non-propane</b>		
	\$	58.00
<b>plan review fees</b>		
building plan	\$	140.00
accessibility plans	\$	73.00
mechanical plans	\$	73.00
fire plans	\$	55.00
plumbing plans	\$	73.00
<b>stucco repair</b>		
	\$	55.00

## Section V - ZONING PERMITS

retaining walls up to 4' in height	\$	28.00
fences up to 6' in height	\$	28.00
driveway permit	\$	28.00
decks up to 30" above grade and patios	\$	28.00
moving or relocating existing accessory structures	\$	28.00
general zoning permit	\$	28.00
solicitation permit, <i>per individual soliciting</i>	\$	28.00
<b>grading &amp; excavation permit</b>		
up to three inspections	\$	365.00
each additional inspection	\$	145.00
stormwater management escrow, <i>7500 sf and greater</i>	\$	1,000.00

## Section VI - PERMIT & INSPECTION PENALTIES

failure to provide 24 hours notice to cancel inspection cancellation	\$	50.00
not ready for inspection, <i>per occurrence</i>	\$	80.00
failure to correct deficiencies found after two inspections, <i>per occurrence</i>	\$	80.00



## Section VI - PERMIT & INSPECTION PENALTIES (continued)

penalty fee for failure to obtain a permit, in addition to permit fee	2x permit fee
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## Section VII - ZONING HEARING BOARD & UCC APPEAL BOARD FEES

<b>application fee, includes appeals of Zoning Officer determination</b>	
existing residential	\$ 875.00
escrow	\$ 500.00
all others	\$ 1,500.00
escrow	\$ 1,000.00
<b>fee to continue Zoning Hearing Board or UCC Board of Appeals hearing</b>	\$ 325.00
<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>	\$ 200.00

## Section VIII - BOARD OF SUPERVISORS FEES

<b>application for Conditional Use hearing</b>	
application fee	\$ 1,500.00
escrow	\$ 1,000.00
fee to continue Conditional Use hearing	\$ 200.00
fee to postpone Conditional Use hearing	\$ 250.00
<b>application to amend the Zoning Map</b>	
application fee	\$ 1,500.00
fee to continue Zoning Map amendment hearing	\$ 400.00
fee to postpone Zoning Map amendment hearing	\$ 450.00
Zoning Map amendment escrow	\$ 2,000.00
<b>application to amend the Zoning Ordinance</b>	
application fee	\$ 1,500.00
fee to continue Zoning Ordinance amendment hearing	\$ 200.00
fee to postpone Zoning Ordinance amendment hearing	\$ 250.00
Zoning Ordinance amendment escrow	\$ 2,000.00
<b>validity challenge to the Zoning Ordinance or Zoning Map</b>	
application fee	\$ 2,000.00
fee to continue challenge hearing	\$ 200.00
fee to postpone challenge hearing	\$ 250.00

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

<b>Concept Meeting</b>		
application fee	\$	500.00
escrow	\$	1,000.00

<b>Subdivision &amp; Land Development, Sketch Plan</b>		
application fee	\$	1,000.00
escrow	\$	1,500.00

### Subdivision, Residential, 1 to 3 lots

application fee	\$	2,000.00
escrow	\$	6,000.00

### Subdivision, Residential, 4 or more lots

base application fee	\$	4,500.00
additional dwelling unit fee, <i>per unit, beginning with the 4th lot or unit</i>	\$	150.00
escrow for plans with 4 to 20 lots/units	\$	20,500.00
escrow for plans with 21 to 50 lots/units	\$	24,500.00
escrow for plans with 51 or more lots/units	\$	34,500.00

### Land Development, Non-residential

base application fee	\$	5,500.00
additional fee per 1,000 sq. ft. of gross floor area	\$	50.00
escrow	\$	16,500.00

### Transferable Development Rights

application fee	\$	475.00
escrow	\$	2,500.00

### Escrow Releases

	\$	110.00
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### 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	\$	53.00
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highway/road inspection fees		by escrow
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## Section XI - SEWER RENTAL FEES & CERTIFICATIONS

<b>sewer rental fee</b>		
quarterly fee, residential	\$	135.51
quarterly fee, commercial, per 1,000 gallons	\$	8.83

## Section XI - SEWER RENTAL FEES & CERTIFICATIONS (continued)

sewer certification	\$	30.00
certified letter fee	\$	25.00
property posting	\$	50.00
water shut off & turn on	\$	30.00
return check fee		actual

## Section XII - FIRE ALARM FEES

fire alarm system registration fee		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
per event, <i>non-Township resident, non-Township business/organization use only</i>	\$	100.00
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 or court rental fee, single use, Township resident, Township business/organization</b>		
up to four hours	\$	25.00
each additional hour	\$	5.00

<b>field or court rental fee, single use, non-Township resident, Non-Township business/organization</b>		
up to four hours	\$	50.00
each additional hour	\$	5.00

## Section XIII - PARK RENTAL FEES (continued)

<b>field or court rental fee, Spring season use (March 1 to July 31)</b>	
one to two days per week, per field	\$ 550.00
three to four days per week, per field	\$ 770.00
five to seven days per week, per field	\$ 1,100.00
discount for minimum 65% Worcester resident participants	50%
discount for minimum 90% youth participants	25%
<i>discounts may be combined</i>	
<b>field or court rental fee, Fall season use (August 1 to November 30)</b>	
one to two days per week, per field	\$ 450.00
three to four days per week, per field	\$ 630.00
five to seven days per week, per field	\$ 900.00
discount for minimum 65% Worcester resident participants	50%
discount for minimum 90% youth participants	25%
<i>discounts may be combined</i>	

## Section XIV - TAX COLLECTOR FEES

tax certification	\$ 30.00
duplication of tax bill	\$ 5.00
insufficient funds <i>(does not include bank fees)</i>	\$ 13.00

## Section XIV - 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>copies for Right-to-Know requests, in-house copies, per 8.5"x11" single-sided page</b>	\$ 0.25
<b>copies for Right-to-Know requests, in-house copies, per 8.5"x11" double-sided page</b>	\$ 0.50
<b>copies for Right-to-Know requests, in-house copies, per 11"x17" single-sided page</b>	\$ 0.50
<b>copies for Right-to-Know requests, in-house copies, per 11"x17" double-sided page</b>	\$ 1.00
<b>copies for Right-to-Know requests, out-of-house copies</b>	actual
<b>media for Right-to-Know requests, thumb drives, DCs, tapes and other storage</b>	actual
<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

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

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

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

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*

**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2025-03**

**A RESOLUTION TO APPOINT THE TOWNSHIP AUDITOR**

**WHEREAS**, Worcester Township may and does utilize an appointed auditor, as permitted by the Second Class Township Code;

**NOW, THEREFORE**, the Board of Supervisors appoints Bee, Bergvall & Co. to fulfill the duties of this position, relative to the Township accounts for Fiscal Year 2024, as per Section 917 of the Second Class Township Code.

**RESOLVED THIS 6<sup>TH</sup> DAY OF JANUARY, 2025.**

**FOR WORCESTER TOWNSHIP**

By: \_\_\_\_\_  
Rick DeLello, Chair  
Board of Supervisors

Attest: \_\_\_\_\_  
Dan DeMeno, Secretary

**TOWNSHIP OF WORCESTER**  
**MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2025-04**

**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-I**            General correspondence files and housekeeping records — 2019 and prior
- AL-8**            Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements — 2013 and prior
- AL-12**          Ethics Commission Statements of Financial Interest — 2019 and prior
- AL-14**          Grant Administration Records — dispose of when funder says it is appropriate
- AL-17**          Insurance Policies and Settled Claims — 2017 and prior
- AL-19**          Litigation Case Files — closed cases of no administrative or legal value
- AL-20**          Liquid Fuel Tax Records — 2017 and prior
- AL-21**          Mailing Lists — Obsolete or superseded
- AL-25**          Municipal Lien Files — One year after resolution
- AL-29**          Oaths of Municipal Officials — 2019 and prior
- AL-35**          Public Meeting/Hearing Notices and Proof of Publications — 2014 and prior
- AL-45**          Treasurer's Bond Certificates — 2017 and prior
- AL-46**          Right to Know Requests — 2022 and prior
- FN-I**            Account Distribution Summaries (Treasurer's Reports) — 2017 and prior
- FN-2**            Accounts Payable Files and Ledgers — 2017 and prior

- FN-3** Accounts Receivable Files and Ledgers — 2017 and prior
- FN-4** Annual Audit and Financial Reports — 2019 and prior
- FN-5** Annual Budgets and Related Records — related records 2017 and prior
- FN-8** Balance Sheet — 2017 and prior
- FN-9** Bank Statements and Reconciliations — 2017 and prior
- FN-10** Cancelled Checks — 2017 and prior
- FN-11** Check Registers — 2017 and prior
- FN-12** Daily Cash Records — 2021 and prior
- FN-13** Deposit Slips — 2017 and prior
- FN-14** Depreciation Schedules — Life of equipment plus three years. (equipment disposed of in 2021)
- FN-15** Expense Reports — 2017 and prior
- IT-1** Computer Inventory Records — computers removed from service in 2020 and prior
- IT-4** Equipment Records — life of equipment
- PR-5** Park Program Files — 2022 and prior
- PR-7** Park Use Records — 2021 and prior
- PL-2** Employee Payroll Adjustment Records — 2020 and prior
- PL-4** Payroll Deduction Authorizations — dispose of 4 years (2020 and prior) after cancelled or superseded
- PL-5** Payroll Earnings and Deductions Register — 2020 and prior
- PL-14** Time Cards and Attendance Records — 2021 and prior
- PL-16** Wage & Tax Statements — 2020 and prior
- PS-2** Applications for Employment (Not Hired) — 2022 and prior
- PS-8** Employee Personnel Records — Employees leaving 2019 and prior
- PS-10** Job Descriptions and Announcements — 2019 and prior
- PZ-2** Building and Housing Construction Records — 2017 and prior



**RESOLVED THIS OF 6<sup>TH</sup> DAY OF JANUARY, 2025.**

**FOR WORCESTER TOWNSHIP**

By: \_\_\_\_\_  
Rick DeLello, Chair Board of Supervisors

Attest: \_\_\_\_\_  
Dan DeMeno, Secretary

**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2025-05**

**A RESOLUTION TO ESTABLISH EMERGENCY SERVICE RESPONSE AREAS**

**WHEREAS**, the Board of Supervisors of Worcester Township is responsible under the Pennsylvania Second Class Township Code for the public safety of Township residents; and,

**WHEREAS**, the Board of Commissioners of the County of Montgomery has requested the Township provide a Resolution outlining those agencies selected to fulfill the public safety needs of the Township, so to assist in the efficient administration of the emergency communications system of the Montgomery County Department of Emergency Services;

**NOW, THEREFORE, BE IT RESOLVED** the Worcester Volunteer Fire Department will provide fire protection and related rescue services throughout the Township, in its entirety;

**FURTHER, BE IT RESOLVED THAT** Lower Providence Emergency Medical Service, Plymouth Community Ambulance Association, Skippack Emergency Medical Services, and the Volunteer Medical Service Corps of Lansdale will provide ambulance service in the areas shown on Exhibit A and Exhibit B attached hereto, effective the date the Montgomery County Department of Emergency Services establishes and confirms said areas; and,

**AND FURTHER, BE IT RESOLVED THAT** the Pennsylvania State Police, Skippack Barracks, will provide police protection throughout the Township, in its entirety;

**BE IT RESOLVED THIS 6<sup>TH</sup> DAY OF JANUARY, 2025.**

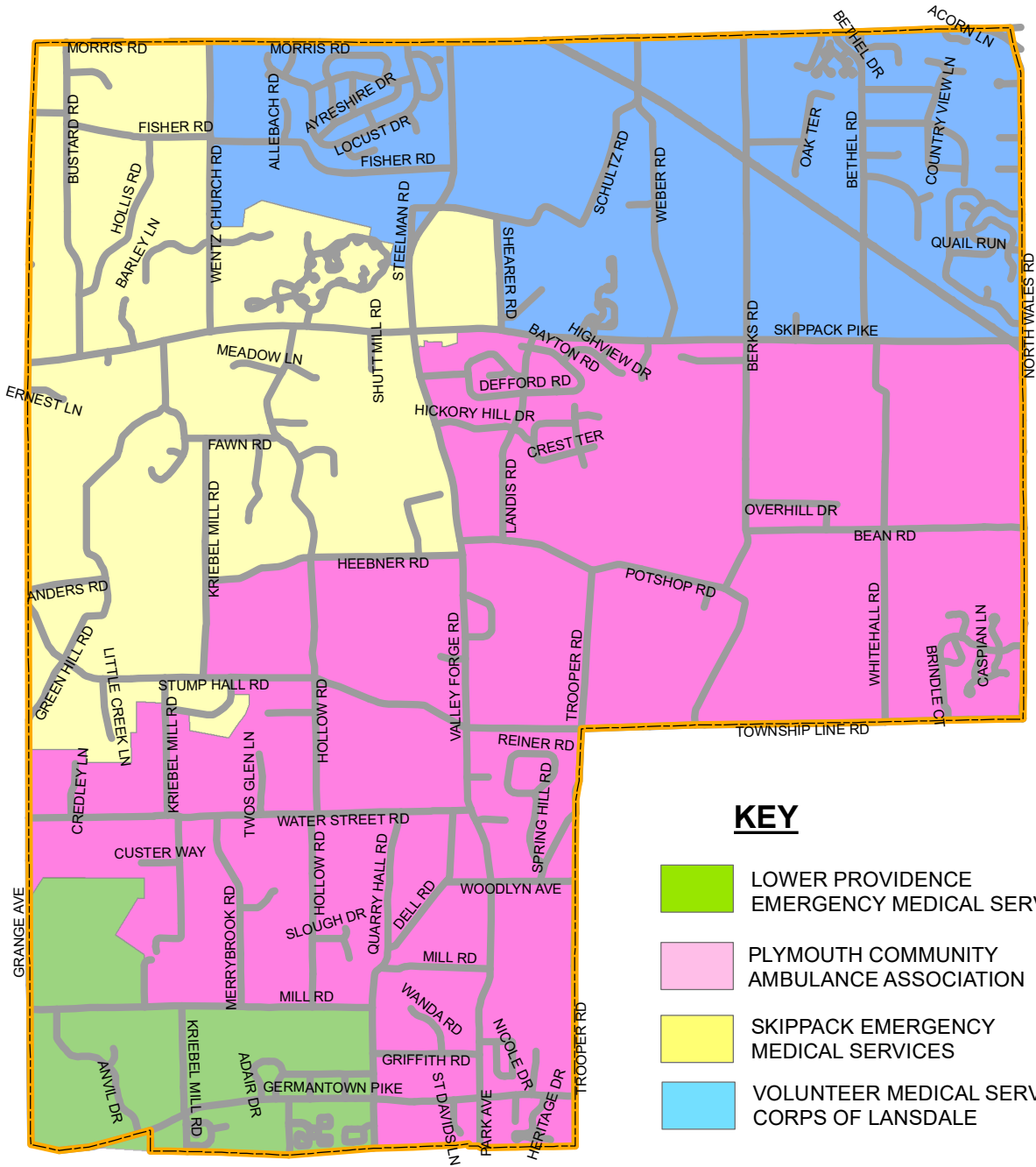
**FOR WORCESTER TOWNSHIP**

By: \_\_\_\_\_  
Rick DeLello, Chair  
Board of Supervisors





Attest: \_\_\_\_\_  
Dan DeMeno, Secretary



# WORCESTER TOWNSHIP



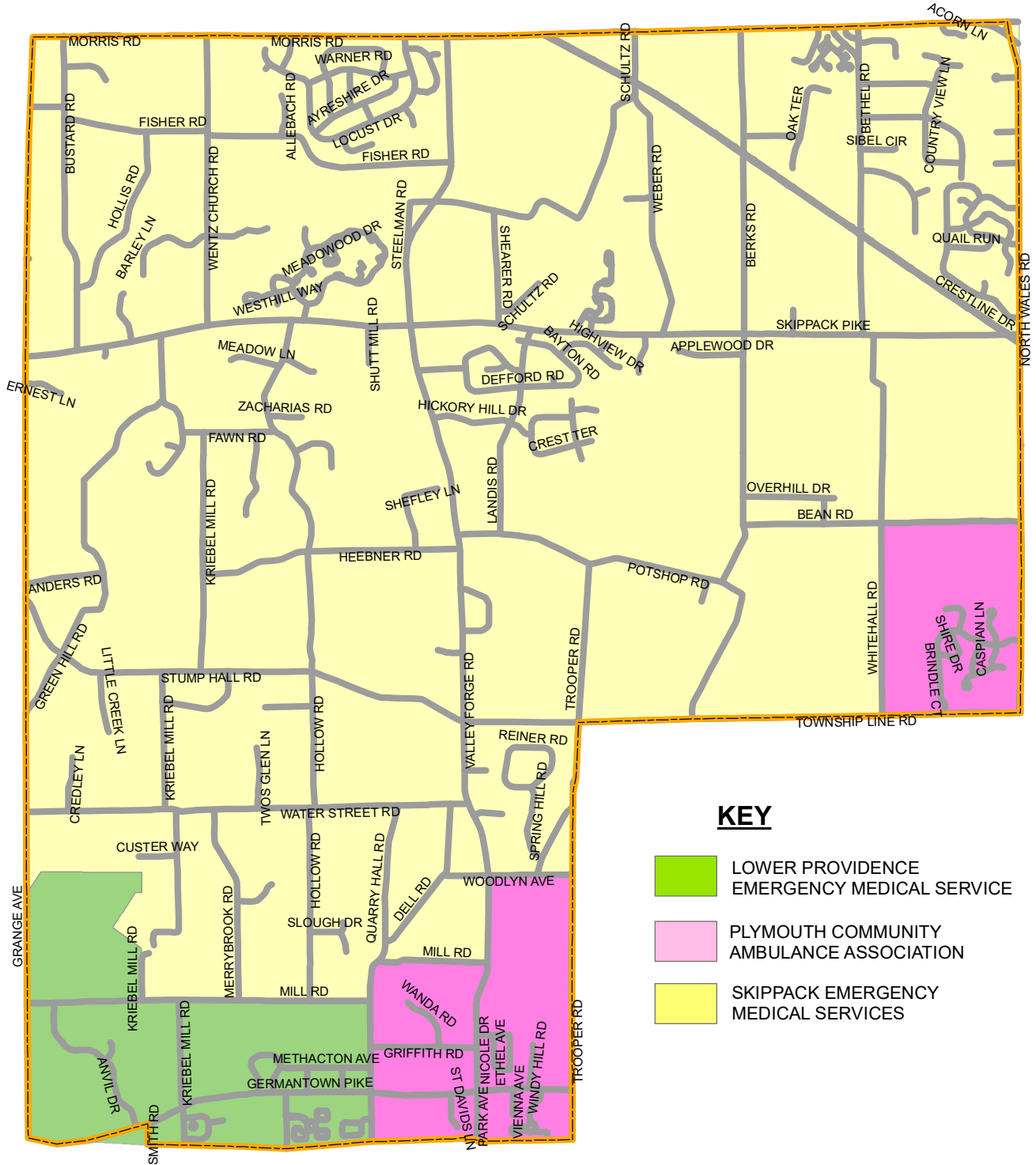
## KEY

-  LOWER PROVIDENCE EMERGENCY MEDICAL SERVICE
-  PLYMOUTH COMMUNITY AMBULANCE ASSOCIATION
-  SKIPPACK EMERGENCY MEDICAL SERVICES
-  VOLUNTEER MEDICAL SERVICE CORPS OF LANSDALE

## EMS COVERAGE ZONES ALL OTHER TIMES



# WORCESTER TOWNSHIP



## KEY

- LOWER PROVIDENCE  
EMERGENCY MEDICAL SERVICE
- PLYMOUTH COMMUNITY  
AMBULANCE ASSOCIATION
- SKIPPACK EMERGENCY  
MEDICAL SERVICES

**EMS COVERAGE ZONES**  
**MONDAY TO FRIDAY, 8 A.M. TO 4 P.M.**

