

AGENDA
MONTGOMERY TOWNSHIP
BOARD OF SUPERVISORS
September 23, 2013

www.montgomerytwp.org

Joseph P. Walsh
Robert J. Birch
Candyce Fluehr Chimera
Michael J. Fox
Jeffrey W. McDonnell

Lawrence J. Grogan
Township Manager

ACTION MEETING – 8:00 PM

1. Call to Order by Chairman
2. Pledge of Allegiance
3. Public Comment
4. Announcement of Executive Session
5. Consider Approval of Minutes of the September 9, 2013 Meeting
6. Autumn Festival Update
7. Consider Transfer of Funds to the Autumn Festival Fund
8. Consider Approval of Update to Facilities and Field Use Policy
9. Consider Resolution to Recognize Fire Prevention Week
10. Consider Request for Approval of DFS & FDMT 2013-2014 PA Fire Commissioners Grant Application
11. Consider Approval of 2013/2014 DUI Grant Application
12. Consider Proposal to Complete Assessment of Stormwater Basins and Approve for Entry into Stormwater Basin Naturalization Program
13. Consider Approval of Acceptance of Stormwater Basins into Stormwater Basin Naturalization Program
14. Consider Request for Waiver of Land Development – Capital Telecom Cell Tower
15. Consider Approval of Escrow Release #4 – LDS#653A - Montgomery Preserve Phase I
16. Consider Certification of 2014 Minimum Municipal Obligation (MMO) for the Police Pension Fund and the Non-Uniform Employee Pension Fund
17. Consider Approval of Disposal of Non-Permanent Township Records
18. Consider Authorization to Advertise 2014 Budget Workshop Meetings
19. Consider Payment of Bills
20. Other Business
21. Adjournment

Future Public Hearings/Meetings:

09-24-2013 @7:00 pm – Environmental Advisory Committee
09-24-2013 @7:30 pm – Zoning Hearing Board Validity Challenge
09-26-2013 @7:30 pm – Finance Committee Meeting
10-01-2013 @7:30 pm – Zoning Hearing Board
10-03-2013 @7:30 pm – Planning Commission Meeting
10-05-2013 @10:00am – Autumn Festival

10-07-2013 @7:00 pm – 300th Anniversary Committee
10-08-2013 @7:30 pm – Open Space Committee
10-09-2013 @6:45 pm – Autumn Festival Committee
10-09-2013 @7:30 pm – Park & Recreation Board
10-15-2013 @12:30pm – Business Development Partnership
10-15-2013 @8:00 pm – Board of Supervisors Meeting

NOTICE: Please be advised that all regular and special meetings of the Board of Supervisors are recorded for replay on the Township cable channels, Comcast 22 and Verizon 34.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Public Comment

MEETING DATE: September 23, 2013

ITEM NUMBER: #3

MEETING/AGENDA: WORK SESSION

ACTION XX

NONE

REASON FOR CONSIDERATION: Operational: XX Information: Discussion: Policy:

INITIATED BY: Lawrence J. Grogan
Township Manager

BOARD LIAISON: Joseph P. Walsh, Chairman

BACKGROUND:

The Board needs to remind all individual(s) making a comment that they need to identify themselves by name and address for public record.

The Board needs to remind the public about the policy of recording devices. The individual(s) needs to request permission to record the meeting from the chairman and needs to identify themselves, by name and address for public record.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

None.

MOTION/RESOLUTION:

None.

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

MONTGOMERY TOWNSHIP

GUIDELINES

PUBLIC PARTICIPATION IN BOARD OF SUPERVISORS' MEETINGS

1. All official action and deliberations by a quorum of the Board of Supervisors shall take place at meetings that are open to the public unless closed under Sections 707 (relating to exceptions to open meetings) or 708 (relating to executive sessions) of the Sunshine Act: Open Meetings Law. *See*, 65 Pa.C.S. §704 [Open meetings].
2. The Board of Supervisors shall provide a reasonable opportunity at each advertised regular meeting and advertised special meeting for residents and/or taxpayers of Montgomery Township to comment on matters of concern, official action or deliberation which are or may be before the Board of Supervisors prior to taking official action. The Board of Supervisors has the option to accept all public comment at the beginning of the meeting. If the Board of Supervisors determines that there is not sufficient time at a meeting for the residents and/or taxpayers of Montgomery Township to comment, the Board of Supervisors may defer the comment period to the next regular meeting or to a special meeting occurring in advance of the next regular meeting. *See*, 65 Pa.C.S. §710.1(a) [Public Participation. General Rule].
3. Montgomery Township residents and taxpayers are encouraged to contact the Township Manager in advance if they have an issue to raise with the Board of Supervisors so that it can be formally placed on an agenda and to better enable the Board to deal with the issue on the same evening at which it is initially raised.
4. In order to participate in a meeting, members of the audience are asked to raise their hand and wait to be acknowledged by the Chairperson of the Board of Supervisors prior to addressing the Board of Supervisors. Once acknowledged of the Chair of the Board, state your name and address. At times, the Board of Supervisors may require a signature on a sign-in sheet in order to be recognized to speak. This may be required when the Board of Supervisors is faced with a major issue, there is a large public attendance or it is facing time constraints.
5. A recognized speaker is to come to the front of the room and use a microphone for speaking so that they can be heard by other members of the audience and the Board of Supervisors. This will also ensure that a summary of their comments can be reflected in the written minutes of the open meeting.
6. The Board of Supervisor's meeting minutes must include date, time and place of the meeting, the names of the members present, the substance of all official actions and a record of all votes, and the name and address of all citizens who appear officially at the meeting and the subject of their testimony. Minutes will include the nature of each individual(s) discussion, not word for word statements. The minutes are not meant to be a transcript of a public meeting and will provide only a summary of each individual(s) comments.
7. Anyone wishing to speak at a public meeting will be asked to state their name and address.

8. The Board of Supervisors hereby sets a time limit for each individual speaker of five (5) minutes and may also set an overall time limit for all comments by the audience when there is a complex issue or a large turnout. This is done to permit the greatest number of individuals to express their views in a reasonable time frame. If appropriate, the Board of Supervisors may waive the time limit.
9. Members of the audience are requested to limit their statements to comments which have not already been made by others.
10. Please refrain from making personal attacks or statements about Board Members or other members of the public or Township staff.
11. You may be asked to sign a sign-in sheet if you wish to be recognized to speak. This may be required by the Board when it is faced with a major issue, there is a large public attendance or it is facing time constraints.
12. Please refrain from calling out or speaking out of turn. When more than one person speaks at a time, neither the Board nor other members of the audience can benefit from hearing your comments and it is difficult to record your comments for the minutes.
13. Please be advised that all regular and special meetings of the Board of Supervisors are recorded for replay on the Township cable channels.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Announcement of Executive Session

MEETING DATE: September 23, 2013

ITEM NUMBER: **#4**

MEETING/AGENDA: WORK SESSION

ACTION XX

NONE

REASON FOR CONSIDERATION: Operational: XX Information: Discussion: Policy:

INITIATED BY: Lawrence J. Grogan
 Township Manager

BOARD LIAISON: Joseph P. Walsh, Chairman

BACKGROUND:

Frank Bartle will announce that the Board of Supervisors met in Executive Session and will summarize the matters discussed.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

None.

MOTION/RESOLUTION:

None.

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Approval of Minutes for September 9, 2013 Meeting

MEETING DATE: September 23, 2013

ITEM NUMBER: #5

MEETING/AGENDA: WORK SESSION

ACTION XX

NONE

REASON FOR CONSIDERATION: Operational: XX Information: Discussion: Policy:

INITIATED BY: Lawrence J. Grogan
Township Manager

BOARD LIAISON: Joseph P. Walsh, Chairman

BACKGROUND:

Just a reminder – Please call Deb Rivas or Shirley Snyder on Monday, September 23, 2013 before noon with any changes to the minutes.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

None.

MOTION/RESOLUTION:

None.

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

DRAFT

**MINUTES OF MEETING
MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
SEPTEMBER 9, 2013**

Chairman Joseph Walsh called the executive session to order at 7:30 p.m. In attendance were Supervisors Robert Birch, Candyce Fluehr Chimera, Michael Fox and Jeffrey McDonnell. Also in attendance were Lawrence Gregan and Frank Bartle, Esquire,

Chairman Joseph Walsh called the action meeting to order at 8:01 p.m. In attendance were Supervisors Robert Birch, and Jeffrey McDonnell. Candyce Fluehr Chimera and Michael Fox were absent. Also in attendance were Frank Bartle, Esquire, Lawrence Gregan, Chief J. Scott Bendig, Kevin Costello, Bruce Shoupe, Shannon Drosnock, Ann Shade, Rick Lesniak, Stacy Crandell, Rich Grier and Shirley Snyder.

Following the Pledge of Allegiance, Chairman Joseph Walsh called for public comment from the audience and there was none.

Township Solicitor Frank Bartle, Esquire reported that the Board met in an executive session earlier in the evening at 7:30 p.m. Mr. Bartle reported that two personnel matters, one potential litigation matter and 1 potential lease/purchase of real estate matter were discussed. Mr. Bartle also reported that these matters are legitimate subjects of executive session pursuant to Pennsylvania's Sunshine Law.

Chairman Joseph Walsh made a motion to approve the minutes of the August 26, 2013 Board meeting, and Vice Chairman Jeffrey McDonnell seconded the motion. The minutes of the meeting were unanimously approved as submitted.

Bruce Shoupe, Director of Planning and Zoning reported that a public hearing has been scheduled to consider adoption of proposed Ordinance #13-275Z, Section 230-5 – Definition of Family. Notes of testimony were taken by Court Reporter Tim Kurek. Mr. Shoupe explained that the amendment was to amend the current definition of family in the zoning code that is consistent with the requirements of the Fair Housing Amendment Act of 1968. Resolution #1 made by Chairman Joseph Walsh, seconded by Supervisor Robert Birch and adopted

unanimously, approved Ordinance #13-275Z, which amends Section 230-5 of the Zoning Code regarding the Definition of Family.

Chief of Police J. Scott Bendig reported that bids had been received and were opened on August 29, 2013 for the purchase of new police uniforms. Only one bid was received from Red the Uniform Taylor, which was under the budgeted amount for this purchase. Resolution #2 made by Chairman Joseph Walsh, seconded by Vice Chairman Jeffrey McDonnell and adopted unanimously, awarded the contract for new police uniforms to Red the Uniform Tailor in accordance with the unit prices in their bid dated August 19, 2013, with a total contract cost of \$40,856.00.

Assistant to the Township Manager Stacy Crandell reported that bids were opened on September 5, 2013 for the Township Leaf Waste Collection. Ms. Crandell reported that bids were received from Republic Services and J.P. Mascaro & Sons. Upon review of the bid documents, staff recommends the award of the bid to Republic Services as the lowest responsible bidder. Resolution #3 made by Supervisor Robert Birch, seconded by Vice Chairman Jeffrey McDonnell and adopted unanimously, awarded the bid for Leaf and Yard Waste Collection Services for a three year contract to Republic Services, at a cost of \$29,023.44 per year, with a total three year cost of \$87,070.32.

Stacy Crandell reported that the Township has been participating in the Wissahickon Watershed's Year 2 Multi-Municipal MS4 Education Outreach Program. Participation in this program helps satisfy community outreach and training requirements in the Pennsylvania's Municipal Stormwater Program. This multi-municipal stormwater program is designed to complement the Township's MS4 permit, which requires community outreach and staff training. While the Year 1 programs were free, Year 2 of the program, the Township may incur costs associated with certain events. The fees are optional and would be applicable only if the Township chooses to participate in the activities. Resolution #4 made by Supervisor Robert

Birch, seconded by Vice Chairman Jeffrey McDonnell and adopted unanimously, authorized the Township to participate in the Year 2 Wissahickon Multi-Municipal MS4 Stormwater Education Outreach Program.

Resolution #5 made by Chairman Joseph Walsh, seconded by Supervisor Robert Birch and adopted unanimously, approved the escrow release for Raymond Au for 675 Bethlehem Pike in the amount of \$25,478.11.

Resolution #6 made by Chairman Joseph Walsh, seconded by Supervisor Robert Birch and adopted unanimously, approved construction Escrow Release #2 for Keystone Homebrew LDS#657 in the amount of \$96,519.00.

Director of Public Works Kevin Costello reported that as part of the 2013 approved budget, \$20,000.00 was allocated for extra curb and sidewalk concrete work throughout the Township. The work will be performed under the current contract with Drumheller Construction, based on unit prices in their approved contract. Resolution #7 made by Supervisor Robert Birch, seconded by Vice Chairman Jeffrey McDonnell and adopted unanimously, authorized the expenditure in the amount of \$20,797.00 to perform repairs/replacement of sidewalks throughout the Township under the contract with Drumheller Construction in accordance with the approved 2013 Budget.

Township Manager Lawrence Gegan reported that in September 2012 the Cutler Group authorized Wolverine Constructors to proceed with improvements to the Township's Friendship Park located on Enclave Boulevard. The work involves site grading and paving improvements on the property in accordance with plans prepared by Chambers and Associates and in compliance with the approved NPDES permit for this work. During a recent inspection of the project, the need for additional storm drainage improvements was identified to eliminate two groundwater problem areas that are impacting final stabilization of the site and the final paving of the asphalt trail around the perimeter of the park. Change Order #4 has been submitted to

Minutes of Meeting of September 9, 2013

Page 4

Wolverine Constructors, Inc. for work on Swale "C" and Swale "D". Resolution #8 made by Supervisor Robert Birch, seconded by Chairman Joseph Walsh and adopted unanimously, accepted the Township Engineer's recommendation that the scope of the site work for Friendship park be revised per Change Order #4 for a total increase in the project cost of \$30,782.00.

Chairman Joseph Walsh made a motion to approve the payment of bills. Supervisor Robert Birch seconded the motion. The payment of bills was unanimously approved as submitted.

There being no further business to come before the Board, the meeting adjourned at 8:17 p.m.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Autumn Festival Update

MEETING DATE: September 23, 2013

ITEM NUMBER: #6

MEETING/AGENDA:

ACTION

NONE XX

REASON FOR CONSIDERATION: Operational: Policy: Discussion: Information: XX

INITIATED BY: Sharon Tucker 
Recreation Coordinator

BOARD LIAISON: Robert J. Birch/Candyce F. Chimera
Liaisons to Autumn Festival Committee

BACKGROUND:

Mary Alfarano and Sue Dessner, members of the Autumn Festival Committee, will be present at this evening's meeting to provide highlights and a summary of activities relative to the upcoming Autumn Festival event.

Montgomery Township's 13th Annual Community Event, Autumn Festival, will take place on Saturday, October 5, 2013 from 10AM to 4PM at the William F. Maule Park at Windlestrae.

The Committee would like to provide an update on Autumn Festival:

- Autumn Festival has received \$10,370 in sponsorships with 20 organizations contributing to the event.
- Autumn Festival has over 50 vendors with various crafts and services represented. The Festival also has 8 food vendors.
- This year's volunteer shirt color will be gold. The Autumn Festival Committee will have long sleeve Texas orange shirts to make them more visible when assistance is needed during the event. All shirts will have the names of the sponsors printed on the back.
- The Opening Ceremony will begin at 10AM with the presentation of the American Flag by the North Penn High School Junior ROTC Color Guard and the singing of the National Anthem by the students of Theresa DiCosimo Voice Studio.
- Day-long highlights include amusement rides, the corn maze, Fire and Police participation and demonstrations, hay rides, pony rides, petting zoo, pumpkin decorating, karate demonstrations, scarecrow making and special appearances by The Amazing Spiderman and some of the Star Wars characters. As in previous years, a DJ will be at the event the entire day.
- The following is the ticket information for the event (no price changes from 2012):
 - Bracelets are \$10 at the event (\$8 if purchased prior to the event at the Township Building). The bracelet includes unlimited amusements, 1 pumpkin and 1 scarecrow to make.
 - Individual tickets are \$1 (1 ticket=1 amusement or 1 pumpkin; 5 tickets=1 scarecrow)

The Autumn Festival Committee and Township staff has worked since January planning for this event and encourage all Township Residents to join us at Autumn Festival.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Consider announcement of Autumn Festival and encourage Township Residents to attend this community event.

MOTION/RESOLUTION:

None.

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

2013 Autumn Festival Sponsors Vendors

2013 Autumn Fest		Sponsorship Information
Sponsorship Level		Organization
1	Fall Foliage	Spinieo Inc.
2	Fall Foliage	Avery Foundation
3	Fall Foliage	Bed Bath & Beyond
4	Pumpkin	General Hancock Partnership
5	Fall Foliage	Lizell Office Furniture
6	Pumpkin	Fulton Bank
7	Scarecrow	Sensor and Antenna Systems/Cobham
8	Scarecrow	Ambrose Moving and Rigging
9	Scarecrow	Univest
10	Pumpkin	Law Office of Dischell, Bartle and Dooley, PC
11	Pumpkin	Doylestown Hospital
12	Scarecrow	Holiday House Pet Resort
13	Scarecrow	Counseling Center at Heritage, LLC
14	Scarecrow	Boucher & James, Inc.
15	Scarecrow	Traffic Planning and Design, Inc.
16	Pumpkin	Susquehanna Bank
17	Fall Foliage	Walsh Pancio, LLC
18	Scarecrow	Gilmore & Associates, Inc.
19	Fall Foliage	Joseph Ambler Inn
20	Scarecrow	Wegmans
2013 Autumn Fest		Vendor Information
Vendor Type		Organization
1	For-Profit	Sand-Art
2	Non-Profit-State Representative	State Representative Kate Harper
3	Non-Profit	The Giving Tree
4	Township	Montgomery 300 Anniversary Committee
5	Non-Profit-Church	Calvary Chapel Central Bucks
6	For-Profit - Sponsor	Fulton Bank
7	Township	FDMT
8	Township	Environmental Advisory Committee
9	Non-Profit-Bookmobile	Montgomery County - Norristown Public Library
10	For-profit	Kitchen Saver
11	For-profit	Bath Saver
12	For-profit	Milestones in Music
13	Non-Profit	Delaware Valley Siberian Husky Rescue
14	Sponsor	Holiday House Pet Resort
15	Sponsor	Counseling Center at Heritage, LLC
16	For-profit	Portolese Family Chiropractic
17	Political	Montgomery Township Republican Committee
18	For-profit	Doylestown Intelligencer
19	Non-profit	North Wales Water Authority
20	For-profit - Jewelry	Origami Owl
21	For-profit	Patient First
22	Non-profit-State Senator	Stewart Greenleaf
23	Non-profit-School	Mary, Mother of the Redeemer School
24	Non-profit-Church	Mary, Mother of the Redeemer Parish
25	Non-profit	Impact Thrift Stores
26	For-profit	Private Tutoring

2013 Autumn Festival

Sponsors Vendors

27	Non-profit-Church	Tiferes B'Nai Israel Synagogue
28	For-profit	J&K Office Detailing
29	For-profit - Jewelry	Premier Designs Jewelry
30	Township	Fire Services (next to FDMT)
31	Non-profit - Political Party	Montgomery Township Democratic Committee
32	For-profit	BucksMont ISC
33	For-profit	Anytime Fitness
34	For-profit	Walker Wellness and Chiropractic
35	Non-Profit - State Representative	State Representative Todd Stephens
36	For-profit - Dance	Delaware Valley Dance Academy
37	Non-profit	North Penn Nursing Mothers
38	For-profit	Carone Chiropractic Center
39	For-profit	Gymboree Play & Music
40	For-profit	Joseph Ambler Inn
41	Non-profit	Montgomery Township Historical Society
42	For-profit-cleaning/organize/declutter	Something Better, Inc.
43	For-profit-photographer	Photos by Julie Michelle
44	Non-profit	W.S. Hancock Society
45	For-profit	Philadelphia Sports Clubs at Highpoint
46	For-profit	ING Financial Partners
47	For-profit	Marylynns Arts
48	For-profit	SMELEGALPLANS.COM
49	For-profit	Abacus Montessori Academy
50	For-profit	Sorelle Hair Studio
51	For-profit	American Gymnastics
52	For-profit	Pearle Vision
53	For-profit	Mary Kay Cosmetics

2013 Autumn Fest		Food Vendor Information
	Vendor Type	Organization
1	Pulled pork, sausage & peppers, chips, soda & water	The Stadium North
2	Hot dogs, hot sausages, jumbo pretzels & drinks	Matty G Dogz
3	Pizza, steak & hoagies	Mystic Pizza
4	Sno cones, cotton candy, popcorn, soda cans/water	Allen Giaquinto
5	sandwiches, nuggets	Chick-fil-A
6	Drinks, pizza, hot dogs	Lucas Pizza
7	funnel cakes, fries, beverages	Wilke
8	hoagies, soda	Lee's Hoagies

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Transfer of Funds to Autumn Festival Fund

MEETING DATE: September 23, 2013

ITEM NUMBER: # 7

MEETING/AGENDA:

ACTION XX

NONE

REASON FOR CONSIDERATION: Operational: XX Policy: Discussion: Information:

INITIATED BY: Sharon Tucker 
Recreation Coordinator

BOARD LIAISON: Robert J. Birch/Candyce F. Chimera
Liaisons to Autumn Festival Committee

BACKGROUND:

Autumn Festival 2013 is almost here! This premiere community event of the Township is enjoyed by everyone, and is a great way to promote our community. It has been the annual practice of the Board of Supervisors to assist in the financial underwriting of this event by transferring budgeted monies from the General Fund to the Autumn Festival Fund. In 2013, the amount budgeted for this transfer is \$7,000. This transfer would support the budgeted revenue to cover 2013 expenditures currently budgeted at \$23,125.

Attached is a copy of the 2013 Autumn Festival Budget for your review showing budget and actual figures.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Consider approval of the transfer of \$7,000 to the Autumn Festival Fund per the 2013 Budget.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby approve the transfer of \$7,000 from the General Fund to the Autumn Festival Fund.

MOTION: _____ SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

Montgomery Township 2013 Autumn Festival Budget		(Updated as of 9/17/13)		
REVENUE	TITLE	2013 BUDGET	ACTUAL	NOTES
	INTEREST	\$ 100.00		
	CONTRIBUTIONS			
	Donations	\$ 6,000.00	\$10,370	
	From previous year		\$ 35,346.58	
	Activity fees	\$ 10,000.00		
	Presale Bracelets			
	Crafter/Vendor Fees	\$ 2,000.00	\$1,460	
	Food Vendors		\$600	
	GENERAL FUND	\$ 7,000.00		
SUBTOTAL AUTUMN FESTIVAL REVENUE		\$ 25,100.00	\$ 47,776.58	
EXPENDITURES	TITLE	2013 BUDGET	ACTUAL	
	OPERATING SUPPLIES			
	Advertisements/Signs	\$ 800.00		
	Amusements	\$ 7,500.00	\$6,361.20	
	Entertainment	\$ 775.00	\$350.00	
	Clothes for Scarecrow Making	\$ 500.00	\$300.00	
	DJ	\$ 1,200.00	\$1,095.00	
	Donation-501st Garrison	\$0	\$250.00	
	Dumpster (20 yds)		\$446.00	
	Equipment Rental (BobCat)		\$293.00	
	Hay Bales	\$ 500.00		
	Paper Supplies	\$ 1,000.00		
	Petting Zoo/Pony Rides	\$ 1,700.00	\$1,950.00	
	Portable Toilets	\$ 950.00	\$720.00	
	Postage	\$ 600.00	\$592.02	
	Pumpkins/Pumpkin Decorating	\$ 2,500.00	\$1,365.00	
	Tents, tables, chairs	\$ 3,100.00	\$2,616.00	
	T-Shirts	\$ 1,000.00	\$1,427.75	
	Volunteer Lunches	\$ 1,000.00		
SUBTOTAL AUTUMN FESTIVAL EXPENDITURES		\$ 23,125.00	\$17,765.97	

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Approval of Update to Facilities and Field Use Policy

MEETING DATE: September 23, 2013

ITEM NUMBER: #8

MEETING/AGENDA:

ACTION XX

NONE

REASON FOR CONSIDERATION: Operational: XX Policy: Discussion: Information:

INITIATED BY: Sharon Tucker 
Recreation Coordinator

BOARD LIAISON: Michael J. Fox, Liaison to
Park & Recreation Board

BACKGROUND:

In conjunction with the Park and Recreation Board, Staff has reviewed the Tournament Section (Section VII) of the Facilities and Field Use Policy and is recommending one revision. The current policy states that tournaments held between November 1 and April 30 must receive prior approval from the Board of Supervisors. Since instituting this policy we have annually granted approval for a tournament to be held the second weekend of November.

To avoid the need to ask for approval each year, Township Staff and the Park Board recommend the following change to the Facilities and Field Use Policy, Section VII. Tournament Play:

- B. "No tournaments of any type will be allowed following the second weekend in November through April 30 without special approval from the Montgomery Township Board of Supervisors."

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

The Board of Supervisors approved the original Facilities and Field Use Policy on January 24, 2011.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

It is recommended that the Board adopt the amendment to the Tournament section of the Facilities and Field Use Policy.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby approve the amended Facilities and Field Use Policy (Rev 9/18/13).

MOTION: _____ SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.



Montgomery Township Park & Recreation

1001 Stump Road, Montgomeryville, PA 18936-9605

215-939-6900 • 215-855-6656 (Fax)

MONTGOMERY TOWNSHIP FACILITIES AND FIELDS USE POLICY

PURPOSE:

To establish a uniform policy relating to the use of various Township-owned facilities, including but not limited to parks, athletic fields, and pavilions, hereinafter referred to as "Facilities/Fields", and to establish rules, procedures and fees related to the use of those Facilities/Fields. These Facilities/Fields can be reserved by Township or non-Township based individuals, athletic groups/associations, corporations, associations, firms or similar entities hereinafter referred to as "Individual(s)/Group(s)." However, priority will be given to Township-based Individual(s)/Group(s).

Montgomery Township Facilities/Fields must be maintained for the enjoyment and use of all residents and visitors. An effective usage policy is essential for safe and quality Facilities/Fields and this document is also specifically intended to prevent injury to Facilities/Fields users and to prevent damage to the playing surfaces. The Individual(s)/Group(s) using the Facilities/Fields are expected to assist Montgomery Township by accepting and adhering to the policies and procedures outlined in this document.

In addition to this Facilities and Fields Use policy, all Individual(s)/Group(s) using the Facilities/Fields must abide by the Township's applicable ordinances, including but not limited to, Chapter 166, of the Montgomery Township Code, entitled "Parks and Recreation Areas", the Recreation Refund Policy and Facility and Field Use and Tournament Permit forms.

I. POLICIES

- A. These procedures shall apply to the use of all Facilities/Fields owned by the Township.
- B. The Montgomery Township Board of Supervisors retains the authority to amend this Policy from time to time as it deems appropriate.
- C. Township Staff is authorized to administer such procedures and policies as are necessary to insure safe and efficient operation of Facilities/Fields.

- D. Uses of Facilities/Fields are contingent upon Individual(s)/Group(s) observance of established policies and procedures. A copy of this policy will be attached to and made a part any Facility and Field Use Permit.
- E. Montgomery Township-sponsored programs or activities will have first priority for use of all Facilities/Fields. Montgomery Township reserves the right to cancel any permitted activity if a Facility/Field is needed for its own use.
- F. All other Individual(s)/Group(s) may apply to reserve Facilities/Fields on a first come, first served basis.
- G. Montgomery Township residents will take priority over non-residents if reservations are requested for the same time and location.

II. APPLICATION CONSIDERATIONS FOR FACILITIES/FIELDS

- A. Montgomery Township Recreation Office Staff, in coordination with applicable Township Departments (i.e., Public Works, Police, & Fire, etc.), is authorized to administer, schedule, and approve Facility and Field Use Permits received in accordance with provisions of this policy. The Recreation Office will be the point of contact for processing permits.
- B. Individual(s)/Group(s) may apply to reserve Facilities/Fields on a first come, first serve basis beginning in January of each year.
- C. The Recreation Office will develop schedules for all Facilities/Fields by coordinating all Facility and Field Use Permit applications as they are received. The Township reserves the right to move teams or leagues, or to reduce the number of fields or days assigned or length of time on particular permits at any time.
- D. Facilities/Fields may not be used for the following uses:
 - i. To conduct political activities or whose intent is to influence legislation or participate or intervene, either directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office.
 - ii. To endorse or promote a candidate or political party, for partisan or promotional gatherings, or for debates for election to political office.
 - iii. Gambling of any form.
 - iv. Religious instruction or religious services.

- E. All specialized equipment and materials brought onto Facilities/Fields must be specifically mentioned on the Facility and Field Use Permit Application form and approved (*i.e.*, large tent(s), large sports equipment, food vendors, etc).

III. FEES FOR FACILITIES/FIELDS USE

- A. There are no fees associated with the use of Facilities/Fields for Montgomery Township residents, organizations, or businesses. For non-Township Groups/Individuals, organizations or businesses, a permit fee may be charged in accordance with the Township Fee Schedule.
- B. Fees, if applicable, must be submitted with the Facility and Field Use Permit Application.
- C. Violation of any portion of this policy or application may result in cancellation or termination of the Facility and Field Use Permit and forfeiture of any or all payments and fees.

IV. RESERVATION PROCESS FOR FACILITIES AND FIELDS

- A. Individual(s)/Group(s) who wish to reserve any of the Township's Facilities/Fields must complete a Facility and Field Use Permit Application (available at the Recreation Office or at the Township's website at www.montgomerytwp.org) for submission to the Recreation Office, along with any required documentation (*i.e.*, fee payment, Certificate of Liability Insurance).
- B. Approval to use the requested Facility/Field is not in effect until all paperwork has been received and approved by the Township.
- C. Facility and Field Use Permit Applications must be submitted to the Recreation Office at least 30 days prior to the desired date of use. The Certificate of Liability Insurance, if required, must be submitted to the Recreation Office at the time of application and prior to the review of the permit. Applications submitted less than 30 days in advance of the desired event date, may not be issued in sufficient time to meet the Individual(s)/Group(s) requested start date.
- D. In order to manage a reasonable Facilities/Fields use calendar, seasonal or multi-use Individual(s)/Group(s) must submit their Facility and Field Use Permit Application(s) by category according to practices and games. (Note: For Tournament Permits, see Section VIII).

- E. Individual(s)/Group(s), with 25 or more participants, applying for use of one of the Township's Facilities/Fields must provide a Certificate of Liability Insurance prior to issuance of a Facility and Field Use Permit.
- F. Facilities and Fields Use Permits will be granted contingent upon the condition that all rules and regulations established by the Township will be observed.
- G. The Township reserves the right of full access to all activities at any time in order to ensure that all rules, regulations, and laws are being observed.
- H. The Individual(s)/Group(s) must sign a hold harmless agreement, as provided on the Facility and Field Use Permit Application form, and assume all liability for damage to, or theft of, Township property.
- I. The Individual(s)/Group(s) making use of the Facilities/Fields are not afforded public liability, property damage, or any other type of insurance protection under the insurance policies of Montgomery Township.
- J. The Individual(s)/Group(s) will be responsible for reimbursing Montgomery Township for damage or missing Township items. In order to recover costs, the Township may pursue all collections and legal remedies at its disposal.
- K. Facility and Field Use Permits shall only be issued to adults 18 years of age and older.
- L. Facility and Field Use Permits are not transferrable to another Individual(s)/Group(s).
- M. Individual(s)/Group(s) must have a copy of their approved Facilities and Field Use Permit with them during the event.
- N. The Montgomery Township Recreation Office and/or Board of Supervisors may deny or revoke any permit should circumstances warrant.

V. RULES AND REGULATIONS FOR USE OF FACILITIES AND FIELDS

- A. Individual(s)/Group(s) must comply with state laws, local ordinances, and rules of the various Township Departments (i.e., Police, Fire, and Planning).
- B. Cancellation of scheduled games/events must be made within a time frame that could allow rebooking of the /Field. If proper notification is not given, the Individual(s)/Group(s) may be liable for any charge initially assessed for administrative costs, if applicable.

- C. Individual(s)/Group(s) shall assume responsibility for making appropriate announcements to all in attendance pertaining to the rules and regulations of Montgomery Township.
- D. Montgomery Township is not responsible for any lost, stolen, or damaged articles.
- E. Individual(s)/Group(s) are responsible for their own set-up and clean-up. All Facilities/Fields must be left in a clean and orderly fashion.
- F. Any work performed on Montgomery Township property may only be performed by Montgomery Township employees or Township-approved contractors. Permission to have work of any nature performed on Township Facilities/Fields must be applied for and approved by the Director of Public Works.
- G. Montgomery Township reserves the right to limit the amount of scheduled and non-scheduled use of any Facility/Field to prevent excessive damage.

VI. CANCELLATION OF FACILITIES AND FIELD USAGE

Closure of Township Facilities and Fields may occur on occasion and reasons may include, but are not limited to, field resting, maintenance (including repair, pesticide and fertilization applications) and inclement weather.

Conditions of the Facilities and Fields will be assessed by the Public Works Department and the Recreation Office. The North Penn School District cancellation policy for use of fields during inclement weather will be followed.

When weather or any other conditions make the Facilities/Fields unsuitable for activity or play, a "No Play" provision will be in effect for all Individual(s)/Group(s). For inclement weather, it is the Individual(s)/Group(s) responsibility to verify the play status of the Field(s) prior to use either by notification by North Penn School District, or by accessing the North Penn website @ www.npenn.org for "No Play" notices. If an Individual(s)/Group(s) use a closed field, the Individual(s)/Group(s) will be responsible for any damage caused to that field.

Any Individual(s)/Group(s) that ignores the "No Play" notification and uses a closed field will be subject to immediate cancellation of their permits and could be subject to fees to restore the Facilities/Fields back to an acceptable condition as determined by Montgomery Township.

VII. TOURNAMENT PLAY

Whereas Montgomery Township recognizes that some Individual(s)/Groups have requirements for Tournament play, the primary responsibility of the Township is to the community with regards to safety and overall conditions of the fields. All processes set forth in this policy pertaining to use of Facilities and Fields Usage shall be followed for Tournament Play. In addition, the following regulations shall apply:

- A. Any Individual(s)/Group(s) proposing to host a tournament must submit a Tournament Permit Application form for each specific tournament, including any applicable fees. Based on the information received, Montgomery Township will make a determination whether a permit will be issued for the tournament.
- B. No tournaments of any type will be allowed during the months of November 1 through April 30 without special approval from the Montgomery Township Board of Supervisors.
- C. Any Individual(s)/Group(s) using any of the Township's Facilities/Fields shall be financially responsible for the cost of repair and restoration of any damage caused during use that is beyond reasonable wear and tear.
- D. Adequate police supervision must be provided for any Tournament as may be required by the Chief of Police. Arrangements must be made with the Montgomery Township Police Department and fees may apply. The requirement for police coverage may be waived, based upon information provided on the Tournament Permit Application form.
- E. A Special Events Permit will also be required for all Tournaments's to be held on Township Facilities/Fields. This permit is available at www.montgomerytwp.org or by contacting the Planning/Zoning Department at 215-393-6900.

Adopted by the Montgomery Township Board of Supervisors this 24th day of January] 2011.

I acknowledge that I have received] read] understand and agree to abide by the "Montgomery Township Facilities and Field Use Policy.

Name: _____

On behalf of: _____

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Resolution to Recognize Fire Prevention Week

MEETING DATE: September 23, 2013

ITEM NUMBER: #9

MEETING/AGENDA:

ACTION XX

CONSENT

NONE

REASON FOR CONSIDERATION: Operational: Policy: Discussion: Information:xx

INITIATED BY: Richard M. Lesniak
Director of Fire Services

BOARD LIAISON: Robert J. Birch, Public Safety
Committee Liaison



BACKGROUND:

The national observance of Fire Prevention Week 2013 will be held October 6th through October 12th. This year's theme is "Prevent Kitchen Fires". There will be a fire safety educational display at the township building from October 7th through October 11th. Prior to the official beginning of Fire Prevention Week, the FDMT will be participating in the annual Autumn Festival on Saturday October 5th, with fire apparatus displays and distribution of public education materials. The Department of Fire Services will be conducting fire drills, fire safety inspections and fire prevention talks at all schools, day care centers, health care facilities and hotels throughout the township during the month of October.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Recognize Fire Prevention Week October 9th through October 15th.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby recognize October 6th through October 12th 2012 as Fire Prevention Week.

MOTION: _____

SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

**MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY**

SUBJECT: Consider Request for Approval of DFS & FDMT 2013-2014 PA Fire Commissioner's Grant Application

MEETING DATE: September 23, 2013

ITEM NUMBER: #10

MEETING/AGENDA:

ACTION X

NONE

REASON FOR CONSIDERATION: Operational: xx Policy: Discussion: xx Information:

INITIATED BY: Richard M. Lesniak
Director of Fire Services

BOARD LIAISON: Robert J. Birch, Supervisor
Liaison – Public Safety Committee



BACKGROUND:

The Montgomery Township Department of Fire Services (DFS) and Fire Department of Montgomery Township (FDMT) are requesting the Board of Supervisor's approval to submit applications through the Pennsylvania State Fire Commissioner's Office annual Volunteer Firefighter/ Volunteer Ambulance Service Grant program. Each grant application will be approximately \$15,000.00.

The DFS intends to use this funding to purchase three (3) portable radios to be used on Montgomery County's new radio system. The FDMT intends to use this funding to purchase one (1) new thermal imaging camera (TIC) and one (1) 5-gas meter. If awarded this grant, the purchase of the thermal imaging camera and meter will replace aging equipment used by the Department.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

There are no local matching funds required for this grant program.

RECOMMENDATION:

It is recommended that the Board of Supervisors grant approval for the DFS and FDMT to submit applications to the PA Fire Commissioners Volunteer Firefighter/Ambulance Service Grant in the amount totaling \$30,000.00 (\$15,000.00 for each organization).

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby grant approval to the DFS and FDMT to submit applications to the PA Fire Commissioners Volunteer Firefighter /

Ambulance Service Grant program in the amount totaling \$30,000.00.

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Approval of 2013/2014 DUI Enforcement Program Grant Application

MEETING DATE: September 23, 2013 ITEM NUMBER: ~~#~~11

MEETING/AGENDA: WORK SESSION ACTION XX NONE

REASON FOR CONSIDERATION: Operational: XX Information: Discussion: Policy:

INITIATED BY: Scott Bendig, Chief of Police BOARD LIAISON: Robert Birch, Supervisor
Liaison – Public Safety Committee

BACKGROUND:

The attached Grant application to the Pennsylvania Department of Transportation has been prepared by Highway Safety Officer David Dunlap on behalf of the Montgomery Township Regional DUI Enforcement Team. The Team was established in 1993 to combat the serious problem of drivers operating vehicles while impaired due to alcohol or drugs and removing those drivers from the highways.

Montgomery Township serves as the administrator for this multi-jurisdictional program involving Police Departments from Montgomery and Buck Counties. The grant funds are used to support sobriety checkpoint operations and roving DUI patrols.

The Task Force has received grants to support the DUI enforcement program for the past several years. The grant amount requested is \$49,996.00 and will provide funding for the purchase of equipment and payment of overtime for enforcement activities.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Approve the request to submit the 2013/2014 DUI Grant application.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby approve the submission of the 2013/2014 DUI Grant on behalf of the North Penn Area DUI Task Force in the amount of \$49,996.00.

MOTION: _____ SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

September 13, 2013

SUBJECT: Consider Proposal to Complete Assessments of Stormwater Basins for entry into the Stormwater Basin Naturalization Program

MEETING DATE: September 23, 2013

ITEM NUMBER: #12

MEETING/AGENDA:

ACTION

NONE

REASON FOR CONSIDERATION: Operational: Policy: Discussion: xx Information:

INITIATED BY: Bruce Shoupe

BOARD LIAISON: Michael J. Fox

Director of Planning & Zoning

Liaison to Shade Tree Commission

BACKGROUND: In 2009, Montgomery Township initiated a program of naturalizing stormwater basins owned and maintained by the Township. The Shade Tree Commission has researched the benefits of naturalizing these basins and has identified additional basins to be entered into the Basin Naturalization Program in 2013.

The following basins are being recommended to be assessed by Boucher & James in order to be qualified for entry into the Basin Naturalization Program:

#10 Penn Forest (Addison Lane) – wet conditions

6 Victoria Woods (Montgomery Avenue) – the perimeter, field and backside will continue to be maintained

9 Victoria Woods (Torey Circle) – wet conditions and steep

#19 West Gate (Longleat Drive) – steep

#17 Meadow Lane Farms (Horseshoe Lane) – steep

#50 Windlestrae/Raven Hollow (3 basins) – will continued to maintain fence and perimeter

#28 Gift Circle – currently do not maintain

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

Previous approvals have been granted to naturalize basins in 2011 and 2012.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT: \$3300 (\$2500 – Assessments and \$800 - Signs)

RECOMMENDATION:

The members of the Shade Tree Commission would like the Board of Supervisors to approve the proposed project.

MOTION/RESOLUTION:

Resolution attached.

MOTION: _____

SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

RESOLUTION #

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby approve the completion of the basin assessments of the following detention basins, approve them to be returned to a natural state, and be formally entered into the Naturalized Basin Program:

1. #10 Penn Forest (Addison Lane)
2. # 6 Victoria Woods (Montgomery Avenue)
3. # 9 Victoria Woods (Torey Circle)
4. #19 West Gate (Longleat Drive)
5. #17 Meadow Lane Farms (Horseshoe Lane)
6. #50 Windlestrae/Raven Hollow (3 basins)
7. #28 Gift Circle

BE IT FURTHER RESOLVED that the Board of Supervisors authorizes that a letter be sent to the residents located near the basins, notifying them of this and also that a sign be posted at each basin location.

MOTION BY:

SECOND BY:

VOTE:

DATE: September 23, 2013

xc: F. Bartle, B. Shoupe, Shade Tree Commission, Minute Book, Resolution File, File

Marianne J. McConnell

From: Valerie Liggett [vliggett@bjengineers.com]
Sent: Tuesday, August 20, 2013 4:43 PM
To: Marianne J. McConnell
Cc: Judy Stern Goldstein; Bruce S. Shoupe
Subject: RE: Basin Assessments

Marianne;

Our quote for the assessment of the eight basins (seven sites) listed below is a cost not to exceed \$2,500.00. Please feel free to contact myself or Judy if you have any questions or comments.

1. #10 Penn Forest (Addison Lane) – wet conditions
2. # 6 Victoria Woods (Montgomery Avenue) – the perimeter, field and backside will continue to be maintained
3. # 9 Victoria Woods (Torey Circle) – wet conditions and steep
4. #19 West Gate (Longleaf Drive) – steep
5. #17 Meadow Lane Farms (Horseshoe Lane) – steep
6. #50 Windlestrae/Raven Hollow (3 basins)– will continued to maintain fence and perimeter
7. #28 Gift Circle – currently do not maintain

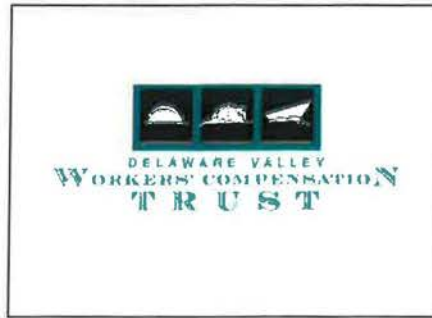


Valerie L. Liggett, ASLA, R.L.A.
Planner / Landscape Architect
Boucher & James, Inc.

1456 Ferry Road
Doylestown, PA 18901
E-mail: vliggett@bjengineers.com
Internet: www.bjengineers.com
Tel: 215-345-9400 - Fax: 215-345-9401

This message contains confidential information and is intended for the above recipient. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

From: Marianne J. McConnell [<mailto:MMcconnell@montgomerytp.org>]
Sent: Tuesday, August 20, 2013 4:17 PM
To: Valerie Liggett; Judy Stern Goldstein
Cc: Bruce S. Shoupe
Subject: Basin Assessments



August 16, 2013

Ms. Marianne McConnell, Deputy Zoning Officer
Montgomery Township
1001 Stump Road
Montgomeryville PA 18936-9605

RE: Basin Fencing and Naturalization Recommendations

Dear Marianne:

Per your request, this report documents the results of the basin evaluations conducted on July 15, 2013. At the time of the inspections, the weather was sunny and dry.

The stated objective of these inspections was two fold: (1) to determine whether basin fencing required by township ordinance was justified from a risk management perspective, and (2) to determine any risk management concerns for not proceeding with basin naturalization.

Applicable Regulations and/or Requirements

In preparing for the inspections, I conducted a limited literature review to determine whether any regulations or guidelines apply. My search included a review of:

- International Building Codes – No requirements
- Pa. Dept. of Environmental Protection Website – Guidelines exist; see Attachment 1
- US Dept. of Environmental Protection Website – Guidelines exist; see Attachment 1

Criteria

Based on the literature review and my professional judgment, the following risk-based criteria were used to determine whether fencing of the basins should be retained:

- Berm/embankment slope greater than 3:1
- Top of embankment slope level with adjacent sidewalk
- Basin proximity to sensitive receptors (i.e., school, day-care, etc.)
- Pond lacking a 10 ft. safety bench (as measured from start of water into the pond; maximum depth of water at the end of the safety bench 18 inches)

Results

The results of the inspections are summarized in Table 1.

Table 1. Results of Basin Inspections

Location	Recommendation
#6 Tree Line Drive	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.
#9 Torey Circle	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.
#11 Forest Trail	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.
#10 Addison Lane	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.
#15/#16 Stone Ridge	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.
#17 Horseshoe Lane	OK to allow basin to grow out. Maintain existing split rail fencing.
#18 West Gate	OK to allow basin to grow out. Maintain existing chain link fencing.
#19 West gate "D"	OK to allow basin to grow out. Maintain existing chain link fencing.
#21 Montgomery Hill	OK to allow basin to grow out. Maintain existing split rail fencing.
#22 Winner Circle	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.
#28, #29, #50 Gwynwood Pond	OK to allow basin to grow out. Maintain existing split rail fencing.
#30 Tall Gables	OK to allow basin to grow out. Currently unfenced.
#32 Heather Ridge	OK to allow basin to grow out. Maintain existing chain link fencing.
#42 Township Building	OK to allow basin to grow out. Currently unfenced.
#45 Mallard Pond	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.
#48 Montgomery Lea	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.
#59 Montgomery Hollow	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.
#60 Montgomery Hollow	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.
#61 Shelbourne (Autumn Grove)	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.
#? Raven Hollow / Poe Court Basin	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.

Feel free to call if there are any questions or if I can be of any other service. I can be reached at 267-803-5713 or perndwein@dvit.com.

Sincerely,

A handwritten signature in dark ink, appearing to read "Peter Erndwein". The signature is fluid and cursive, with the first name "Peter" and last name "Erndwein" clearly distinguishable.

Peter Erndwein, CIH, ARM, CPEA, CPSI
Director of Risk Control

ATTACHMENT 1

Pa. DEP GUIDELINES

Infiltration Basin

An infiltration basin can be used for recreation (usually informal) in dry periods. Heavy machinery and/or vehicular traffic of any type should be avoided so as not to compact the infiltration area.

Pa. Stormwater Best Management Practices Manual, Pa. Department of Environmental Protection, Document No. 363-0300-002, December 2006, page 29

The berms surrounding the basin should be compacted earth with a slope of not steeper than (3:1 (H:V), and a top width of at least two feet.

Pa. Stormwater Best Management Practices Manual, Pa. Department of Environmental Protection, Document No. 363-0300-002, December 2006, page 30.

Wet Pond/Retention Basin

Slopes in and around Wet Ponds should be 4:1 to 5:1 (H/V) or flatter wherever possible (10:1 max. for safety/aquatic benches).

Pa. Stormwater Best Management Practices Manual, Pa. Department of Environmental Protection, Document No. 363-0300-002, December 2006, page 167.

All areas that are deeper than 4 feet should have two safety benches, totaling 15 feet in width. One should start at the normal water surface and extend up to the pond side slopes at a maximum slope of 10 percent. The other should extend from the water surface into the pond to a maximum depth of 18 inches, also at slopes no greater than 10 percent.

Pa. Stormwater Best Management Practices Manual, Pa. Department of Environmental Protection, Document No. 363-0300-002, December 2006, page 167.

Dry Extended Detention Basin

Embankments should be less than 15 feet in height and should have side slopes no steeper than 3:1 (H:V).

Ref: Pa. Stormwater Best Management Practices Manual, Pa. Department of Environmental Protection, Document No. 363-0300-002, December 2006, page 176.

Dry Extended Detention Basin

Extended detention ponds should not be utilized as recreation areas due to health and safety issues. Design features that discourage access are recommended.

Ref: Pa. Stormwater Best Management Practices Manual, Pa. Department of Environmental Protection, Document No. 363-0300-002, December 2006, page 178.

US EPA GUIDELINES

Dry Detention Basins – Design Criteria

Basin Side Slopes

Basin side slopes must remain stable under saturated soil conditions. They also need to be sufficiently gentle to limit erosion, facilitate maintenance and address the safety issue of individuals falling in when the basin is full of water. Side slopes of four units horizontal to one unit vertical (4:1 H:V) and flatter provide well for these concerns.

Stormwater Best Management Practice Design Guide – Volume 3 Basin Best Management Practices, U.S. Environmental Protection Agency, Document No. EPA/600/R-04/121B, September 2004, page 2-23.

Retention Pond Design Criteria

Side Slopes

Side slopes along the shoreline of the retention pond should be 4:1 (H:V) or flatter to facilitate maintenance (such as mowing) and reduce public risk of slipping and falling into the water. In addition, a littoral zone should be established around the perimeter of the permanent pool to promote the growth of emergent vegetation along the shoreline and deter individuals from wading.

This bench for emergent wetland vegetation should be at least 3 m (10 ft) wide with a water depth of 0.15 to 0.45 m (0.5 to 1.5 ft). The total area of the aquatic bench should be 25 to 50% of the permanent pool's water surface area.

Stormwater Best Management Practice Design Guide – Volume 3 Basin Best Management Practices, U.S. Environmental Protection Agency, Document No. EPA/600/R-04/121B, September 2004, page 3-22.

Maintenance and Operation

Safety Features

Fencing of ponds is not generally desirable but may be required by the local review authority. A preferred method is to manage the contours of the pond to eliminate drop-offs and other safety hazards. In any case, warning signs prohibiting swimming and skating should be posted.

Internal side slopes to the pond should not exceed 3:1 (H:V) and should terminate on a safety bench. Both the safety bench and the aquatic bench may be landscaped to prevent access to the pond. Often, the bench requirement may be waived if slopes are 4:1 or gentler.

Riser openings should not permit unauthorized access. Riser tops shall include railings for safety. Endwalls above pipe outfalls greater than 48 in. in diameter shall be fenced to prevent injury.

Stormwater Best Management Practice Design Guide – Volume 3 Basin Best Management Practices, U.S. Environmental Protection Agency, Document No. EPA/600/R-04/121B, September 2004, page 6-9.

:

Consider Proposal to Complete Assessments of Stormwater Basins for entry into the Stormwater Basin Naturalization Program

	BASIN	MOW? As of OCT 2012	ASSESSMENT COMPLETED	NATURALIZED PROGRAM (BOS)	DVIT INSP DATE	DVIT RECOMMENDATIONS	SIGN INSTALLED AT BASIN
1	Andrew Lane	NO	MAY 2011	2011	4/30/10	Basins 1 and 2 - Once basin grows in, existing chain link fence may be left in place or removed	YES
2	Douglas Road	NO	MAY 2011	2011	4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
3	Pauline Circle	YES					
4	Veronica Lane	YES					
5	Bethlehem Pike	YES					
6	Tree Line Drive	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	
7	Pioneer Drive	NO	FALL 2012	2012	4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
8	Walden Lane	OPEN SPACE					
9	Torey Circle	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	
10	Addison Lane	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	
11	Forest Trail	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	YES
12	Heather Knoll	YES					
13	Thornbury	YES	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	NO
14	Gwynmere	NO	FALL 2012	2012	4/30/10	Due to proximity of sidewalk to edge of basin and steep embankment slope in areas (1:1 H/V), retain and maintain the existing chain link fence to prevent potential falls.	YES
15	Stone Ridge	NO	MAY 2011		7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	
16	Stone Ridge	YES			7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	
17	Horseshoe Lane	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Maintain existing split rail fencing.	
18	West Gate	YES			7/31/13	OK to allow basin to grow out. Maintain existing chain link fencing.	
19	West Gate	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Maintain existing chain link fencing.	

Consider Proposal to Complete Assessments of Stormwater Basins for entry into the Stormwater Basin Naturalization Program

20	The Ridings	YES					
21	Montgomery Hill	NO	FALL 2012	2012	7/31/13	OK to allow basin to grow out. Maintain existing split rail fencing.	YES
22	Winners Circle - Pimlico	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	YES
23	Winners Circle - Ascot	YES					
24	Summer Ridge	YES					
25	Summer Ridge	YES					
26	Summer Ridge	YES					
27	Heather Lea	YES					
28	Gift Circle (RavenHollow)	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Maintain existing split rail fencing.	
29	Gwynwood Pond	NO	FALL 2012	2012	7/31/13	OK to allow basin to grow out. Maintain existing split rail fencing.	YES
30	Tall Gables	NO	FALL 2012	2012	7/31/13	OK to allow basing to grow out. Currently unfenced.	
31	Lea Drive						
32	Heather Ridge	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Maintain existing chain link fencing.	YES
33	Autumn Woods Park	WOODED AREA	FALL 2012	2012	8/27/10	No risk management concerns.	
34	Cambridge Knoll A	YES					
35	Knapp Farm - Avondale	NO	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
36	Knapp Farm - Dekalb & Knapp pond	NO	MAY 2011		4/30/10	Wet pond has steep banks and does not appear to have a safety bench. Maintain current split rail fence to deter access by pre-school aged children.	YES
37	Witchwood Park	NO	FALL 2012	2012			YES
38	The Orchard	NO	FALL 2012	2012	8/27/10	No risk management concerns.	YES
39	Canterbury	NO	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	????
40	Spring Valley Park	NO	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
41	Spring Valley Park	NO	MAY 2011		4/30/10	Wet pond is currently densely vegetated around its entire perimeter. Existing split rail fence may be left in place or removed.	YES
42	Township Building	NO	MAY 2011		7/31/13	OK to allow basin to grow out. Currently unfenced.	
43	Springville Farm	YES					
44	Zehr Tract	YES	MAY 2011	CANNOT NATURALIZE	8/27/10	No risk management concerns.	

Consider Proposal to Complete Assessments of Stormwater Basins for entry into the Stormwater Basin Naturalization Program

45	Mallard Pond	NO	FALL 2012	2012	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	YES
46	Mallard Pond	YES					
47	Montgomery Lea	YES					
48	Montgomery Lea	NO	FALL 2012	2012	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	YES
49	Estates of Montgomery	YES					
50	Estates of Windlestrae - Davis Dr	YES	scheduled FALL 2013	2013	7/31/13		
51	Estates of Windlestrae - Davis Dr	NO	FALL 2012	2012	8/27/10	No risk management concerns.	
52	Montgomery Crossing	NO	FALL 2012	2012	8/27/10	on road bridge over creek with welded fencing to create a more	YES
53	Montgomery Crossing	WOODED AREA	FALL 2012	2012	8/27/10		
54	Montgomery Crossing	WOODED AREA	FALL 2012	2012	8/27/10	Recommend installing a child-resistant fencing on both sides of the bridge over the creek near Regency Drive and Drake Lane.	YES
55	Montgomery Crossing	WOODED AREA	FALL 2012	2012	8/27/10		YES
56	Gwynedd Lea	NO	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
57	Whistlestop Park (Hatfield)	YES	MAY 2011	CANNOT NATURALIZE	8/27/10	No risk management concerns.	N/A
58	Tall Gables	YES			8/27/10	No risk management concerns.	
59	Montgomery Hollow	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	YES
60	Montgomery Holow	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	YES
61	Autumn Grove	NO			7/31/13		

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

September 16, 2013

SUBJECT: Consider Approval of acceptance of stormwater basins into the Basin Naturalization Program

MEETING DATE: September 23, 2013

ITEM NUMBER: #13

MEETING/AGENDA:

ACTION

NONE

REASON FOR CONSIDERATION: Operational: Policy: Discussion: xx Information:

INITIATED BY: Bruce Shoupe

BOARD LIAISON: Michael J. Fox

Director of Planning & Zoning

Liaison to Shade Tree Commission

BACKGROUND: In 2009, Montgomery Township initiated a program of naturalizing stormwater basins owned and maintained by the Township. The Shade Tree Commission has researched the benefits of naturalizing these basins and has identified additional basins to be entered into the Basin Naturalization Program.

The following basins are not currently being maintained and have already had assessments completed by Boucher & James in 2011 and inspections completed by DVIT, but have not been formerly entered into the Naturalized Basin Program by resolution:

1. #13 - Thornbury
2. #15 - Stone Ridge
3. #35 - Knapp Farm at N. Wales Rd and Avondale Dr
4. #36 - Knapp Farm at Dekalb Pike and Knapp Rd
5. #39 - Canterbury
6. #40 - Spring Valley Park along Upper State Rd, south of Spring Valley Dr
7. #41 - Spring Valley Park along Upper State Rd, between Spring Valley Dr and Claremont Dr (pond)
8. #42 - Township Building
9. #56 - Gwynedd Lea - difficult to access, high maintenance - chain link fence exists already

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

Previous approvals have been granted to naturalize basins in 2011 and 2012.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None

RECOMMENDATION:

The members of the Shade Tree Commission would like the Board of Supervisors to approve the acceptance of these basins into the program.

MOTION/RESOLUTION:

Resolution attached

MOTION: _____

SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

RESOLUTION #

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that the following stormwater detention basins be formally entered into the Naturalized Basin Program:

1. #13 - Thornbury
2. #15 - Stone Ridge
3. #35 - Knapp Farm at N. Wales Rd and Avondale Dr
4. #36 - Knapp Farm at Dekalb Pike and Knapp Rd
5. #39 - Canterbury
6. #40 - Spring Valley Park along Upper State Rd, south of Spring Valley Dr
7. #41 - Spring Valley Park along Upper State Rd, between Spring Valley Dr & Claremont Dr (pond)
8. #42 - Township Building
9. #56 - Gwynedd Lea

BE IT FURTHER RESOLVED that the Board of Supervisors authorizes that a letter be sent to the residents located near the basins, notifying them of this and also that a sign be posted at each basin location.

MOTION BY:

SECOND BY:

VOTE:

DATE: September 23, 2013

xc: F. Bartle, B. Shoupe, Shade Tree Commission, Minute Book, Resolution File, File

Consider Approval of Acceptance of Stormwater Basins into the Basin Naturalization Program

	BASIN	MOW? As of OCT 2012	ASSESSMENT COMPLETED	NATURALIZED PROGRAM (BOS)	DVIT INSP DATE	DVIT RECOMMENDATIONS	SIGN INSTALLED AT BASIN
1	Andrew Lane	NO	MAY 2011	2011	4/30/10	Basins 1 and 2 - Once basin grows in, existing chain link fence may be left in place or removed	YES
2	Douglas Road	NO	MAY 2011	2011	4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
3	Pauline Circle	YES					
4	Veronica Lane	YES					
5	Bethlehem Pike	YES					
6	Tree Line Drive	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	
7	Pioneer Drive	NO	FALL 2012	2012	4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
8	Walden Lane	OPEN SPACE					
9	Torey Circle	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	
10	Addison Lane	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	
11	Forest Trail	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	YES
12	Heather Knoll	YES					
13	Thornbury	YES	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	NO
14	Gwynmere	NO	FALL 2012	2012	4/30/10	Due to proximity of sidewalk to edge of basin and steep embankment slope in areas (1:1 H/V), retain and maintain the existing chain link fence to prevent potential falls.	YES
15	Stone Ridge	NO	MAY 2011		7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	
16	Stone Ridge	YES			7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	
17	Horseshoe Lane	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Maintain existing split rail fencing.	
18	West Gate	YES			7/31/13	OK to allow basin to grow out. Maintain existing chain link fencing.	
19	West Gate	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Maintain existing chain link fencing.	

Consider Approval of Acceptance of Stormwater Basins into the Basin Naturalization Program

20	The Ridings	YES					
21	Montgomery Hill	NO	FALL 2012	2012	7/31/13	OK to allow basin to grow out. Maintain existing split rail fencing.	YES
22	Winners Circle - Pimlico	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	YES
23	Winners Circle - Ascot	YES					
24	Summer Ridge	YES					
25	Summer Ridge	YES					
26	Summer Ridge	YES					
27	Heather Lea	YES					
28	Gift Circle (RavenHollow)	YES	scheduled FALL 2013	2013	7/31/13	OK to allow basin to grow out. Maintain existing split rail fencing.	
29	Gwynwood Pond	NO	FALL 2012	2012	7/31/13	OK to allow basin to grow out. Maintain existing split rail fencing.	YES
30	Tall Gables	NO	FALL 2012	2012	7/31/13	OK to allow basing to grow out. Currently unfenced.	
31	Lea Drive						
32	Heather Ridge	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Maintain existing chain link fencing.	YES
33	Autumn Woods Park	WOODED AREA	FALL 2012	2012	8/27/10	No risk management concerns.	
34	Cambridge Knoll A	YES					
35	Knapp Farm - Avondale	NO	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
36	Knapp Farm - Dekalb & Knapp pond	NO	MAY 2011		4/30/10	Wet pond has steep banks and does not appear to have a safety bench. Maintain current split rail fence to deter access by pre-school aged children.	YES
37	Witchwood Park	NO	FALL 2012	2012			YES
38	The Orchard	NO	FALL 2012	2012	8/27/10	No risk management concerns.	YES
39	Canterbury	NO	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	
40	Spring Valley Park	NO	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
41	Spring Valley Park	NO	MAY 2011		4/30/10	Wet pond is currently densely vegetated around its entire perimeter. Existing split rail fence may be left in place or removed.	YES
42	Township Building	NO	MAY 2011		7/31/13	OK to allow basin to grow out. Currently unfenced.	
43	Springville Farm	YES					
44	Zehr Tract	YES	MAY 2011	CANNOT NATURALIZE	8/27/10	No risk management concerns.	

Consider Approval of Acceptance of Stormwater Basins into the Basin Naturalization Program

45	Mallard Pond	NO	FALL 2012	2012	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	YES
46	Mallard Pond	YES					
47	Montgomery Lea	YES					
48	Montgomery Lea	NO	FALL 2012	2012	7/31/13	OK to allow basin to grow out. Once vegetated, existing chain link fence may be left in place or removed.	YES
49	Estates of Montgomery	YES					
50	Estates of Windlestrae - Davis Dr	YES	scheduled FALL 2013	2013	7/31/13		
51	Estates of Windlestrae - Davis Dr	NO	FALL 2012	2012	8/27/10	No risk management concerns.	
52	Montgomery Crossing	NO	FALL 2012	2012	8/27/10	on road bridge over creek with welded fencing to create a more	YES
53	Montgomery Crossing	WOODED AREA	FALL 2012	2012	8/27/10	Recommend installing a child-resistant fencing on both sides of the bridge over the creek near Regency Drive and Drake Lane.	
54	Montgomery Crossing	WOODED AREA	FALL 2012	2012	8/27/10		YES
55	Montgomery Crossing	WOODED AREA	FALL 2012	2012	8/27/10		YES
56	Gwynedd Lea	NO	MAY 2011		4/30/10	Once basin grows in, existing chain link fence may be left in place or removed.	YES
57	Whistlestop Park (Hatfield)	YES	MAY 2011	CANNOT NATURALIZE	8/27/10	No risk management concerns.	N/A
58	Tall Gables	YES			8/27/10	No risk management concerns.	
59	Montgomery Hollow	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	YES
60	Montgomery Holow	NO	MAY 2011	2011	7/31/13	OK to allow basin to grow out. Once vegetated, existing split rail fence may be left in place or removed.	YES
61	Autumn Grove	NO			7/31/13		

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Land Development Waiver LDS # 668 – Capital Telecom Acquisitions, LLC 608 Upper State Road

MEETING DATE: September 23, 2013

ITEM NUMBER: #14

MEETING/AGENDA:

ACTION XX

NONE

REASON FOR CONSIDERATION: Operational: Policy: Discussion: Information:

INITIATED BY: Bruce Shoupe
Director of Planning and Zoning

BOARD LIAISON: Joseph P. Walsh
Chairman

BACKGROUND:

Capital Telecom Acquisitions, LLC is requesting a waiver of the land development process for the installation of a new cell tower at 608 Upper State Road. The applicant is required to seek Land Development approval based on the installation of the driveway servicing the facility and the length of the lease for the cell tower on this property.

Please see the attached letter from their attorney explaining the reasoning for this request. Also attached are letters from the Township's consultants.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

Conditional Use was approved on July 22, 2013. Opinion and Order was adopted August 26, 2013.

ALTERNATIVES/OPTIONS:

Approve or not approve the waiver request from the requirement to file a land development application.

BUDGET IMPACT:

None.

RECOMMENDATION:

That the waiver request be approved.

MOTION/RESOLUTION:

The resolution is attached.

MOTION: _____

SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

RESOLUTION #

MONTGOMERY TOWNSHIP

MONTGOMERY COUNTY, PENNSYLVANIA

A RESOLUTION GRANTING A WAIVER OF THE REQUIREMENT OF A LAND DEVELOPMENT APPLICATION FOR CAPITAL TELECOM ACQUISITIONS, LLC FOR THE PROPERTY LOCATED AT 608 UPPER STATE ROAD FOR A CELL TOWER

The Board of Supervisors of Montgomery Township, Montgomery County, Pennsylvania, hereby resolves to grant a waiver of the requirement of a land development application to **Capital Telecom Acquisitions, LLC** for the property located at **608 Upper State Road, for improvements** as more fully detailed on the plans listed on Exhibit "A" attached hereto and made part hereof and further grant the waiver conditioned upon the following being satisfied by the Applicant:

1. Fulfilling all obligations and requirements of the comments of Gilmore & Associates, Inc. dated September 13, 2013; Boucher & James, Inc. dated August 13, 2012, September 3, 2013; Traffic Planning & Design, Inc. dated August 30, 2013; Montgomery Township Planning Commission dated August 15, 2012; Montgomery County Planning Commission dated September 13, 2013; and Kenneth Amey dated July 17, 2013.
2. The Applicant shall satisfy the requirements of all Montgomery Township Codes, the Montgomery Township Municipal Sewer Authority and North Wales Water Authority. A copy of the Authorities' permits and/or agreements from the above must be provided to the Township.
3. The Applicant shall be responsible for payment of all Township Consultant fees related to this project.
4. The Applicant shall be responsible for obtaining all other Regulatory Authority Permits having jurisdiction over this project.
5. All future development of this parcel shall be subject to new application and approval by the Board of Supervisors.
6. All conditions of the Decision and Order, dated August 26, 2013, regarding the Conditional Use application must be satisfied.

Resolution #

Page 2 of 3

Be it further resolved, that the following waivers are hereby requested to be **granted only to the extent that they concur with the recommendation of the consultants:**

1. Section 205-18 – the requirement regarding storm water retention and detention. Proposed increase in impervious surface will increase run-off during the 100 year storm by approximately .09. cfs. ***The Township Engineer supports this request whereas the increase is negligible.***
2. Section 205-52.B(2)(b) which allows the use of fencing for landscaping and screening required by Section 230-155 as approved by the Board of Supervisors to meet the screen buffer requirements. ***The Townships Landscape Architect has no objection to this waiver request provided one row of evergreen trees is located around the outside of the fencing as opposed to the usually required two rows.***
3. Section 205-52.F to provide a vegetated filter strip in-lieu of the of the required storm water management facility landscaping. ***The Township Landscape Architect has no objection to this waiver request.***
4. Section 205-52.J which allows the use of existing vegetation to satisfy the buffering requirements required by Section 230-233.B as approved by the Board of Supervisors. ***The Township Landscape Architect has no objection to this waiver request.***
5. Section 205-54.D – the requirement for replacement trees to be provided. The applicant is proposing to provide a fee in lieu of installing the required quantity of 6 replacement trees in the amount of \$2,100 to be remitted at the time of recording plan. ***The Township Landscape Architect has no objection to this waiver request.***
6. Section 205-78.B(1) – requirement to show features within 400 feet of any part of the land development. An aerial exhibit showing the location of the feature within 400 feet of the site has been provided.

This Resolution shall become null and void, and any waivers requested shall be deemed denied, and the plan shall be denied for failure to comply with Sections of the Township Zoning Ordinance and/or Township Subdivision and Land Development Ordinance for the reasons cited herein or as set forth in the letters referenced herein.

DULY PRESENTED AND ADOPTED by the Board of Supervisors of Montgomery Township, Montgomery County, Pennsylvania, at a public meeting held this 23rd day of September 2013.

MOTION BY:

SECOND BY:

VOTE:

The above conditions are agreed to by _____
representing **Capital Telecom Acquisitions, LLC** this _____ day of _____, 2013.

Applicant

xc: Applicant, F. Bartle, R. Dunlevy, B. Shoupe, M. Stoerrle, K. Johnson, J. Stern-Goldstein, MCPC, Minute Book, Resolution File, File

EXHIBIT "A"

PLANS-STUDIES

<u>DESCRIPTION</u>	<u>ORIGINAL DATE</u>	<u>REVISED DATE</u>
1. Title Sheet	11/2/12	6/14/13
2. Site Plan	11/2/12	6/14/13
3. Compound Plan & Elevation	11/2/12	6/14/13
4. Construction Details & Notes	11/2/12	6/14/13
5. Shelter Elevations & Details	11/2/12	6/14/13
6. Landscaping Plan & Details	11/2/12	6/14/13
7. Landscaping Notes	11/2/12	6/14/13



RILEY RIPER HOLLIN & COLAGRECO
ATTORNEYS AT LAW

CHRISTOPHER H. SCHUBERT
chriss@rrhc.com
Extension 216

RECEIVED

AUG - 2 2013

MONTGOMERY TOWNSHIP

Please reply to Exton

August 2, 2013

VIA HAND-DELIVERY

Bruce Shoupe, Director of Zoning/Planning
Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936-9605

RE: Capital Telecom Acquisition, LLC, for Use and Benefit of
New Cingular Wireless PCS, LLC, d/b/a Applicant Mobility
Land Development Application
608 Upper State Road
Our File No.: 5759-08

Dear Bruce:

As you know, our office represents Capital Telecom Acquisition, LLC ("Capital") for the use and benefit of New Cingular Wireless PCS, LLC, d/b/a Applicant Mobility ("Applicant") with regard to the above referenced land development application (the "Application"). Recall that on July 22, 2013, the Montgomery Township Board of Supervisors granted conditional use approval to Applicant for the proposed monopole to be erected on the Property located at 608 Upper State Road. I now enclosed Applicant's Land Development Application ("Application") for processing.

As you may further recall from the conditional use application, Applicant proposes to construct a new telecommunications facility at the rear of the Property for use in AT&T's telecommunications network. The facility will include a 130-foot tall monopole antenna support structure and radio equipment cabinets to be located at the base of the support structure. Applicant has a lease agreement with the underlying landowner to proceed with securing approvals which shall be necessary for such use. **Considering that the proposal was extensively vetted by the Township during the conditional use process, Applicant respectfully requests that the Township process this Application as a minor site plan and combined preliminary and final plan submission for expedited review. Applicant therefore requests all pertinent waivers from the terms of the Montgomery Township Subdivision and Land Development Ordinance as necessary for that purpose.**

www.rrhc.com

312 West State Street
Second Floor
Kennett Square, PA 19348-3025
337264.7 Tel 610.444.8800
Fax 610.444.6599

Eagleview Corporate Center
Post Office Box 1265
Exton, PA 19341
Tel 610.458.4400
Fax 610.458.4441

1201 North Orange Street
Wilmington, DE 19801-1155
Tel 302.655.7010

Bruce Shoupe, Director
Planning and Zoning
Montgomery Township
August 2, 2013
Page 2 of 3

In support of the Application, enclosed for filing please find the following:

1. One (1) original and five (5) copies of the Land Development Application and Checklist form;
2. One (1) original and five (5) copies of the Act 247 Municipal Request for Review, for submission to the Montgomery County Planning Commission. Please complete the form and submit in accordance with the instructions of the County;
3. One (1) original and one (1) copy of the Consultant Escrow Fee Agreement executed on behalf of the Applicant;
4. Two (2) copies of the Stormwater Management Report prepared for the project by the consulting engineers;
5. Two (2) copies of the deed for the Property;
6. Two (2) copies of the lease agreement with the underlying property owner, redacted as to financial terms;
7. One (1) check in the amount of \$3,000 payable to Montgomery Township representing the application fee;
8. One (1) check in the amount of \$1,000 payable to Montgomery Township representing the review escrow fee;
9. One (1) check in the amount of \$210 payable to Montgomery County, representing the county review fee. I understand that the Township will be preparing and submitting the Act 247 Application to Montgomery County for its review of the Application pursuant to the Pennsylvania Municipalities Planning Code.

Please note that five (5) sets of full-sized Site Plans prepared by NB&C Engineering Service, LLC, last revised June 14, 2013, have been separately delivered by overnight mail to the Township for delivery today. In addition, an electronic version of the Site Plans was previously delivered to the Township for use during the conditional use process. I understand from our prior discussions that this submission will be sufficient for the processing of the land development application. Nevertheless, please advise whether additional copies of the plan sets are required.

Finally, I understand that this Application will be placed on the meeting agenda of the Montgomery Township Planning Commission for discussion on August 15, 2013. I will plan on attending with my consultants and will be prepared to discuss the Application with the Planning Commission at that time.

Bruce Shoupe, Director
Planning and Zoning
Montgomery Township
August 2, 2013
Page 3 of 3

Thank you for your attention, and assistance provided in this matter. I look forward to presenting this Application before the Planning Commission and the Board of Supervisors. If you require any further information, please do not hesitate to contact my office.

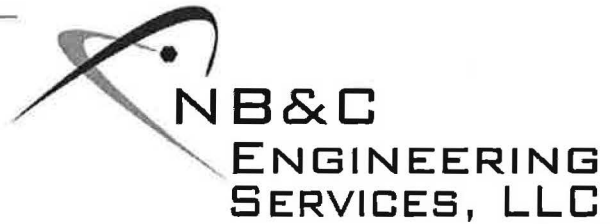
Very truly yours,

A handwritten signature in black ink, appearing to read 'Chris Schubert', with a long horizontal flourish extending to the right.

CHRISTOPHER H. SCHUBERT

CHS/kw
Enclosures

cc: Scott Von Rein (via e-mail)(w/encl.)
Dale Kellman (via e-mail)(w/encl.)



September 20, 2013

Mr. Lawrence Gregan, Manager
Montgomery Township
1001 Stump Road
Collegeville, PA 19426

Subject: Capital Telecom – Montgomery
New Construction – Erosion and Sediment Control Permit

Dear Mr. Gregan:

This office is in receipt of a review letter prepared by Gilmore & Associates, Inc. dated September 13, 2013 and we offer the following response(s).

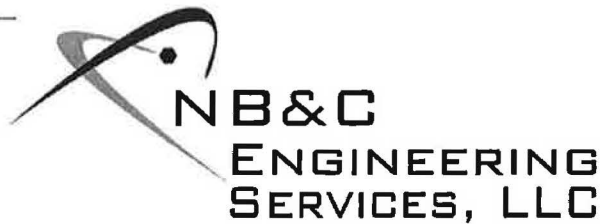
III. REVIEW COMMENTS

A. Zoning Ordinance

1. No response required.
2. This office is in receipt is in receipt of a review letter from the Township Landscape Architect and has addressed all comments accordingly.
3. This office is in receipt is in receipt of a review letter from the Township Landscape Architect and has addressed all comments accordingly.
4. A copy of the tower design drawings and a certified letter from a Pennsylvania-registered PE testifying to structural integrity of the proposed tower has been included with this submission.
5. A note has been added to the plans indicating that the tower will be designed so that no climbing rungs are accessible for the first 20 feet above the ground.
6. Documentation indicating that the tower will be designed to ensure a 50 foot drop zone has been previously submitted. A copy has been included with this submission for your use.

B. Subdivision and Land Development Ordinance

1. Due to the De'Minimus increase in stormwater run-off we are formally requesting a waiver section 205-18, stormwater retention and detention requirements of the SALDO.
2. The plan has been revised to note the specific sections as requested.
3. A "No parking by order of the Fire Marshal" sign will be provided at the driveway as requested.



4. An application for Erosion and Sediment Control Permit has been submitted to the MCCD. A copy of the permit will be provided upon receipt.
5. We anticipate minimum grading on the site and therefore removing soil from the site will not be necessary. The plan has been revised to include a note stating that "There shall be no release of excess topsoil from the site until examination by the Township Engineer".
6. Will comply
7. We are formally requesting a waiver from section 205-78.B.(1) of the SALDO requirement to show features within 400 feet of any part of the land to be developed. An aerial exhibit showing the location of feature within 400 feet of the site has been provided.
8. Will comply.

C. General

1. The note indicating that the parking spaces will be gravel has been removed from the plan.
2. Will comply
3. Will comply

Thank you for your timely attention to this matter. Should you have any question or require further information please feel free to contact me at this office.

Sincerely;
NETWORK BUILDING & CONSULTING, LLC


Dale Kellman
Staff Engineer-Civil
Email: dkellman@nbcllc.com
Cell: 917-705-8648
Office: 267-460-0122 x2010



GILMORE & ASSOCIATES, INC.
ENGINEERING & CONSULTING SERVICES

September 13, 2013

File No. 13-03052

Bruce S. Shoupe
Director of Planning and Zoning
Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936-9605

Reference: Capital Telecom Acquisitions, LLC – LD/S #668
608 Upper State Road
Tax Map Parcel No. 46-00-03916-00-7
Tax Block #13; Tax Unit #22

Dear Bruce:

Pursuant to your request, Gilmore & Associates, Inc. has reviewed the Preliminary/Final Land Development Plans for the above-referenced project. We offer the following comments for consideration by the Township:

I. SUBMISSION

- A. Preliminary/Final Land Development Plans, as prepared by NB&C Engineering Services, LLC, 10 sheets, dated November 2, 2012 and last revised June 14, 2013.

II. PROJECT DESCRIPTION

The property is owned by Tradewinds Investment Corporation and the Applicant is Capital Telecom Acquisition, LLC. The property is located at 608 Upper State Road, Montgomery Township, PA at Tax Parcel Number 46-00-03916-00-7, Block 13, Unit 22. The net lot size is 1.91 acres. The property falls within the Commercial (C) and Limited Industrial (LI) Zoning Districts with an Expressway Corridor Preservation Overlay District (EPCOP). The present use is Commercial Retail (Adult Novelties) with a 3,300 square feet commercial retail building and ancillary off-street parking.

The Applicant was granted approval of a Conditional Use for a Wireless Telecommunications Facilities in the Limited Industrial (LI) Zoning District by the Montgomery Township Board of Supervisors on August 26, 2013.

The Preliminary/Final Land Development Plans show that the proposed development will consist of a proposed Wireless Telecommunications Facilities including a 130-foot antenna support structure. The antennas will extend to an overall height of 134 feet above the ground. The tower will be designed to be able to accommodate four (4) additional telecommunications providers, which is a requirement of the Township Code. Also, this application proposes an equipment shelter and a 20-foot access driveway along with two parking spaces.

III. REVIEW COMMENTS

A. Zoning Ordinance

On August 26, 2013, the Montgomery Township Board of Supervisors granted the following conditional use approval from the Township Zoning Ordinance:

BUILDING ON A FOUNDATION OF EXCELLENCE

65 E. Butler Avenue | Suite 100 | New Britain, PA 18901 Phone: 215-345-4330 | Fax: 215-345-8606
www.gilmore-assoc.com

1. §230-103.A.(5) – A conditional use was granted to permit the installation and operation of a use of Wireless Telecommunications Facilities in the Limited Industrial (LI) Zoning District in compliance with Article XXX (Wireless Telecommunications Facilities).

Based on our review, the following items do not appear to comply with the Zoning Ordinance. Upon further development of the plans additional items may become apparent.

2. §230-155 – The plans do not appear to meet the requirements of this section for landscaping and screening. The applicant should refer to the requirements in this section and Article VI of Chapter 205, the Montgomery Township Subdivision and Land Development Ordinance. We defer this comment to the Montgomery Township Landscape Architect.
3. §230-223.B. – Landscape plantings should be located around the base of antennas, support structures and equipment building facilities. Also, the location of the replacement trees should be shown on the Landscape Plan. We defer this comment to the Montgomery Township Landscape Architect.
4. §230-223.C.(2) – The Applicant should submit certification from a Pennsylvania-registered professional engineer for structural integrity per this section.
5. §230-223.C.(4) – When required by the Township, all communications antenna support structures should be fitted with anti-climbing devices, as approved by the manufacturer. The Applicant has indicated that the tower will be designed so that no climbing rungs are accessible for the first 20 feet above the ground. This should be noted on the plans and verified by the Township as part of Building Permit review.
6. §230-225.A.(4) – A drop zone with a radius of 50 feet is indicated on the plans. The Township should indicate if the indicated radius is adequate.

B. Subdivision and Land Development Ordinance

The following waiver requests are listed on the plan:

1. Article III, §205-18. – A waiver is requested from the requirement regarding stormwater retention and detention. The applicant did not provide details regarding the waiver request. However, our calculations indicate the proposed increase in impervious surface will increase run-off during the 100-yr storm by approximately 0.09 cfs.
2. Article VI. – A waiver is requested from the requirement regarding landscaping. The specific section(s) under which relief is sought shall be listed on the plans. We defer this comment to the Montgomery Township Landscape Architect.

Based on our review the following items do not appear to comply with the Subdivision and Land Development Ordinance. Upon further development of the plans additional items may become apparent.

3. §205-10.G.(9) – Driveways should be posted with signs reading “No parking by order of the Fire Marshal”.
4. §205-18.1.C. & §205-29. – The limit of disturbance is indicated to be 9,888 sq. ft. An Erosion and Sedimentation Control Plan should be submitted to the Montgomery County Conservation District (MCCD) for review and approval. No permit shall be approved unless there has been a plan approved by the MCCD.
5. §205-28.D.(2) – After final grading there should be a minimum of eight inches of topsoil on the entire site other than that portion of the site where there are buildings or other impervious surface coverage. There shall be no release of excess topsoil from the site until examination by the Township Engineer. A note stating the above should be added to the Site Plan.

6. §205-49. to §205-56. – The Landscape Architect responsible for preparing the plans should sign and seal the Landscape and Landscape Details Plans. We defer the review of the plans with respect to the landscape requirements of the Ordinance to the Montgomery Township Landscape Architect.
7. §205-78.B.(1) – Features within 400 feet of any part of the land to be developed should be shown on the plans or a waiver requested from this section. If a waiver is requested, we recommend that an aerial photograph be provided showing the surrounding area within 400 feet.
8. §205-79.B.(2)(b) – Courses and distances should be shown on the Site Plan for all easement lines. Also, legal descriptions along with exhibits should be submitted to the Township for review and approval.

C. General

1. The limits of asphalt paving and gravel areas should be shown on the plans.
2. A maintenance and or lease agreement should be provided indicating the responsible party for the maintenance of the proposed driveway and parking area within the access easement.
3. The Applicant should obtain all required approvals, permits, declarations of restrictions and covenants, etc. (e.g. Fire Marshall, Montgomery County Conservation District, etc.). Copies of these approvals and permits should be submitted to the Township and our office.

In order to help expedite the review process of the resubmission of the plans, the Applicant should submit a response letter which addresses each of the above comments. Changes that have been made to the application that are unrelated to the review comments should also be identified in the response letter.

If you have any questions regarding the above, please contact this office.

Sincerely,



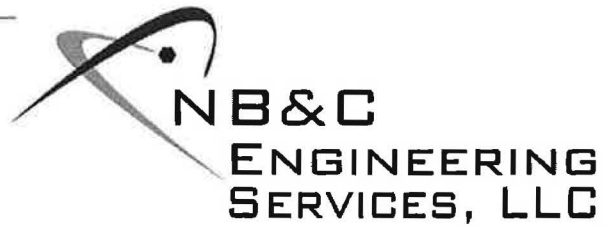
Russell S. Dunlevy, P.E.
Executive Vice President
Gilmore & Associates, Inc.



James P. Dougherty, P.E.
Project Manager
Gilmore & Associates, Inc.

RSD/JPD/si

cc: Lawrence J. Grogan, Manager - Montgomery Township
Marita A. Stoerrle, Development Coordinator - Montgomery Township
Kevin Johnson, P.E. - Traffic Planning & Design, Inc.
Judith Stern Goldstein, ASLA, R.L.A. - Boucher & James, Inc.
Ken Amey, AICP
Scott Von Rein - Capital Telecom Acquisition, LLC
Tradewinds Investment Corp. (700 W. Germantown Pike, East Norriton, PA 19403
Christopher Schubert, Esq. - Riley, Riper, Hollin & Colagrecio
Philip Burtner, P.E., NB&C Engineering Services, LLC



September 20, 2013

Mr. Lawrence Gegan, Manager
Montgomery Township
1001 Stump Road
Collegeville, PA 19426

Subject: Capital Telecom – Montgomery
New Construction – Erosion and Sediment Control Permit

Dear Mr. Gegan:

This office is in receipt of a review letter prepared by Boucher & James, Inc., Inc. dated August 13, 2013 and we offer the following response(s).

1. Will comply.

2. Landscape Requirements

A. The plan has been revised to show the zoning boundaries on the location map.

B,C & D – Per our conversation with the Township Landscape Architect, Boucher and James Inc. (B&J) these comments have been removed from the letter. No response required.

E. Will comply

F&G. A tree count survey was conducted on August 27th, 2013 by this office and supervised by a representative from Boucher and James, Inc.(B&J) A tabulation of the results from the tree count and a calculation of replacement trees have been provided in a letter prepared by B&J, dated September 3, 2013. The plans have been revised to show the total number of existing trees and require replacement trees as indicated in this letter. We are formally requesting a waiver from SLDO Section 205-53.C(4) with a fee in-lieu of providing the replacement trees as there is currently no existing room on the site to plant new trees.

3. Landscape Requirements

A. We are formally requesting a waiver SLDO section 205-52.C (4) (c) provide a single row of evergreen trees along the sides of the compound facing the hotel and the restaurant as well as the area between the proposed

parking spaces and the fence in combination with a proposed fence and existing vegetation in lieu of the required double row planting screening buffer.

B. The plan has been revised to offset the property line 20' inwards and label it as "Required 20' Softening Buffer". Per our conversation with B&J, the existing landscaping is sufficient to satisfy the buffer requirement. We are formally requesting a waiver from SLDO 205-52.B(2)(b) to allow a transformer pad within the softening buffer area.

C. Please refer to response A.

D. We are formally requesting a waiver from SLDO section 205-52.F to provide a vegetated filter strip in-lieu of the required stormwater management facilities landscaping. The seeding specs for the filter strip has been revised to a "Naturalized see mix" which is low maintenance and more suited for this purpose. .

4. Preservation, Protection and Replacement of Trees

A. The plans have been revised to provide orange construction fence behind the proposed silt fence. This will service as tree protection fencing.

B. The plans have been revised accordingly.

C. The plans have been revised to add a note stating that "Existing trees which have not been adequately protected are to be removed and replaced".

D. Please refer to response 2. F&G.

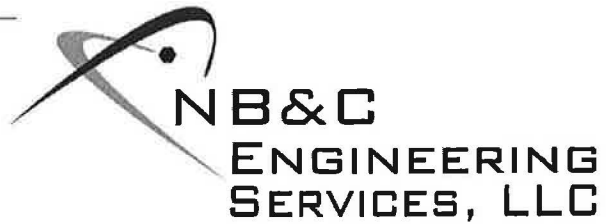
E. No response required.

5. General Comments

A. Will comply

B. Will comply

C. Will comply



D. The vegetation along the area of the proposed utility runs is mainly brush. As requested by B&J the plan has been revised to show a brush line to make it clear that we are not removing any trees in this area.

E. Will comply.

Thank you for your timely attention to this matter. Should you have any question or require further information please feel free to contact me at this office.

Sincerely:
NETWORK BUILDING & CONSULTING, LLC


Dale Kellman
Staff Engineer-Civil
Email: dkellman@nbcllc.com
Cell: 917-705-8648
Office: 267-460-0122 x2010



Boucher & James, Inc.
CONSULTING ENGINEERS

INNOVATIVE ENGINEERING

Fountainville Professional Building
1456 Ferry Road, Building 500
Doylestown, PA 18901
215-345-9400
Fax 215-345-9401

2738 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0306

P.O. Box 799
Morgantown, PA 19543
610-913-1212
Fax 215-345-9401

www.bjengineers.com

August 13, 2013

Lawrence Gregan, Township Manager
Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936

**SUBJECT: CAPITAL TELECOM
PRELIMINARY/FINAL LAND DEVELOPMENT PLANS
TOWNSHIP #LD/S #668
PROJECT NO. 1355268R**

Dear Mr. Gregan:

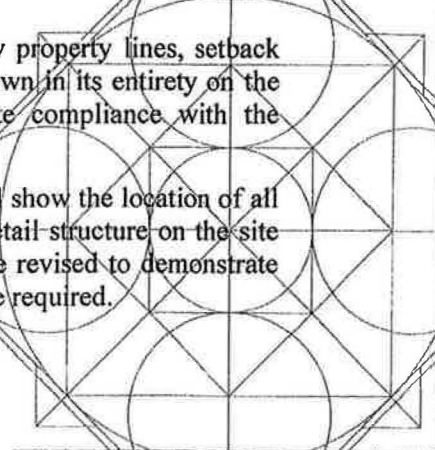
Please be advised that we have reviewed the Capital Telecom Preliminary/Final Land Development Plans prepared by NB&C Engineering Services, LLC dated November 2, 2012 with a last revision date of June 14, 2013. The site is located at the intersection of Bethlehem Pike and Upper State Road, to the rear of the existing adult retail establishment, and is located within the existing Commercial (C) and Limited Industrial (LI) zoning districts and also falls within the Expressway Corridor Preservation Overlay District (ECPOD).

The plans propose the construction of a 130' antenna support structure with twelve attached antennas for an overall height of 134'. A fenced compound at ground level is proposed to contain radio equipment cabinets and carrier lease areas. A driveway is proposed to provide access from the rear parking lot of the existing building to the gate of the compound. Two new parking spaces are proposed outside this gate.

Conditional Use Approval was granted by the Board of Supervisors at a Public Hearing on June 22, 2013.

We offer the following comments for your consideration.

1. Note No. 1 under the waiver requests on Sheet Z-1 indicates that the applicant is requesting a waiver from the entirety of Article VI, Landscaping Requirements. The waiver request should be revised to reference the specific ordinance sections from which relief is being requested.
2. Landscape Plan Requirements
 - A. SLDO Section 205-51.A(1) requires that the landscape plan shall show a location map with zoning district designations for the site and adjacent properties. A location map has been provided, but it does not indicate the zoning designations of surrounding properties. The plan should be revised to demonstrate compliance with the ordinance requirement, or a waiver would be required.
 - B. SLDO Section 205-51.A requires that the landscape plan show property lines, setback lines, and easements. The proposed access easement is not shown in its entirety on the landscape plan. The plan should be revised to demonstrate compliance with the ordinance requirement, or a waiver would be required.
 - C. SLDO Section 205-51.A(3) requires that the landscape plan shall show the location of all existing and proposed buildings. The entirety of the existing retail structure on the site has not been shown on the landscape plan. The plan should be revised to demonstrate compliance with the ordinance requirement, or a waiver would be required.



- D. SLDO Section 205-51.A(4) requires that the landscape plan shall show the location of all existing and proposed roads, parking, service areas and other paved areas. The landscape plans do not show the extent of the existing parking area, or the extent of the access lane within the proposed access easement. The plans should be revised to demonstrate compliance with the ordinance requirements, or a waiver would be required.
- E. SLDO Section 205-51.A(8) requires that the landscape plan shall show the location of existing and proposed underground, surface and above-grade utilities such as utility lines, utility easements, transformers, hydrants, manholes, and mechanical equipment. Several notes on the plan indicate the locations of proposed utility poles and proposed overhead utility service. However, the leader lines do not connect to anything. It appears that a number of utility features have been omitted from the plan set. The plans should be revised to demonstrate compliance with the ordinance requirement, or a waiver would be required.
- F. SLDO Section 205-51.A(9) requires the landscape plan to show the location of existing individual trees with trunks eight inches in diameter or more, measured at four and one half feet (diameter at breast height (DBH) above the ground. Trees in hedge rows, groves and woodlands with trunk diameters of eight inches in diameter or more may be shown by indicating the outer canopy or drip line of the tree grouping. Existing trees shown as masses must be labeled with an approximate quantity and caliper (refer to Section 205-53) as calculated. This information may be shown on the existing features plan. It appears that existing trees have been surveyed for only the portion of the site on which construction is proposed to take place. However, the quantity of trees must be calculated for the entire site in accordance with the requirements of this section and Section 205-53. The plan should be revised to demonstrate compliance with the ordinance requirements or a waiver would be required.
- G. SLDO Section 205-51.A(10) requires the landscape plan to show the location, caliper and common name of all trees greater than 23" in caliper measured four and one half feet (DBH) above the ground. All such trees shall be shown on the existing conditions plan or landscape plan whether these trees exist in open areas, hedge rows or continuous wooded areas. One such tree has been labeled within the area of trees surveyed on the site. However, it appears that only a portion of the trees on the site have been surveyed. If other trees greater than 23" in caliper exist on the site, they are required to be labeled as well. The plans should be revised to demonstrate compliance with the ordinance requirements, or a waiver would be required.

3. Landscape Requirements

- A. ZO Section 230-223.B(1)(c) requires that communications equipment buildings and/or support structures shall require the provision of a screen buffer in accordance with the requirements of SLDO section 205-52.C. The required screen buffer has not been provided. The plans should be revised to demonstrate compliance with the ordinance requirement, or a variance would be required.
- B. SLDO Section 205-52B(2)(a) states that softening buffers are required in all Zoning Districts and for all uses. Softening buffers shall be aligned adjacent and parallel to the entire property perimeter including rights-of-way, and shall be used for no purpose other than the planting of trees, shrubs and lawn to meet planting requirements. Additionally, in accordance with SLDO Section 205-52.B(2)(c), the applicant shall not be required to provide a buffer yard planting if existing planting, topography or man-made structures are acceptable to the Board of Supervisors. The softening buffer requirements have not

been addressed in the submitted plan set. The plans should be revised to demonstrate compliance with the ordinance requirements or a waiver would be required.

- C. SLDO Section 205-52.C and Table 2 outline the requirements for Screen Buffers. A screen buffer is required around the perimeter of the compound area. While the applicant has noted the existing trees and other vegetation surrounding the compound area provide buffering, it should be noted that the nearby restaurant and hotel are semi-visible through the vegetation during the summer. Therefore, the compound will be highly visible during the late fall, winter and early spring when deciduous vegetation will be bare. Therefore, the plans should be revised to provide the required screen buffer to be field located around existing vegetation to remain in accordance with the ordinance requirements, or a waiver would be required.
- D. SLDO Section 205-52.F outlines the requirements for stormwater management facility landscaping. A vegetated filter strip has been proposed to handle stormwater runoff for the site. In accordance with Table 1, One (1) shade tree and two (2) shrubs are required for each thirty (30) feet of perimeter of the facility. In addition, a note on the vegetated filter strip detail on sheet C-3 indicates that the "vegetated area shall comprise of turf grasses, meadow grasses and shrubs (typ.)." However, permanent seeding specifications on sheet ES-1 indicate only that this area will be seeded with a creeping red fescue and a perennial ryegrass. The plans should be revised to demonstrate compliance with the ordinance requirements, or a waiver would be required.

4. Preservation, Protection and Replacement of Trees

- A. SLDO Section 205-53.B requires that during the construction of any site, trees and shrubs, as defined herein, shall be protected by snow fencing or similar protection fencing to ensure that there is no encroachment within the area of their drip line by changing grade, trenching, stockpiling of building materials or topsoil or the compaction of the soil and roots by any motor vehicle. An 18" high silt fence has been proposed between the pervious vegetated berm and the proposed treeline as an E&S measure, and no tree protection fencing has been proposed behind it. The proposed silt fence is not adequate to provide sufficient protection for the trees to remain on the site. Acceptable forms of tree protection fencing include 30" supersilt fence, 30" orange silt fence, 30" orange construction fence, or 48" high snow fence. The plans should be revised to demonstrate compliance with the ordinance requirements, or a waiver would be required.
- B. SLDO Section 205-53.B(1) and (2) permits that the root area within the drip line of any tree or group of trees may be encroached upon to a maximum of $\frac{1}{4}$ of the total root area. Existing trees whose root area (drip line) has been encroached upon by more than $\frac{1}{4}$ of the total area will not be considered to be preserved and must be replaced.

The Landscape Plan shows a number of trees that are to be preserved on the site. However, at least one of these trees has proposed grading within close proximity of the trunks and within the canopy so that it appears that more than $\frac{1}{4}$ of the root area of this tree is to be disturbed.

The plans should be revised to accurately show which trees are to be preserved based on the $\frac{1}{4}$ root area disturbance requirement, and to recalculate the tree preservation requirements. If more than $\frac{1}{4}$ of the root area is to be disturbed, the tree cannot be counted as preserved, and must be counted as removed when calculating the tree replacement requirements.

- C. SLDO Section 205-53.B(3) states that at the direction of the Township Engineer, Township Shade Tree Commission or Township Landscape Architect, existing trees which have not been adequately protected are to be removed and replaced. The plans should be revised to provide a note demonstrating compliance with this ordinance requirement. In addition, a number of notes in various locations throughout the plan set indicate that the treeline is to be cut back "as necessary." This indicates that trees may not be sufficiently protected as shown. The plans should be revised to demonstrate compliance with the tree protection requirements and to accurately show the proposed treelines and limits of disturbance, or a waiver would be required.
- D. SLDO Section 205-53.C(1) requires that on all parts of the site, except for those within the legal or ultimate right-of-way, whichever is greater, of existing streets, all trees shall be protected in accordance with the following requirements: trees 8 to 23 inches in caliper shall have a 60% protection ratio, trees over 23 to 48 inches in caliper shall have a 60% protection ratio, and trees over 48 inches in caliper shall have a 100% protection ratio. In the event that an applicant removes more than the allotted percentage of trees, the applicant shall be required to reforest the lot in accordance with the requirements of SLDO Section 205-53.C(4). Trees within woodland areas may be estimated in accordance with the procedure outlined in SLDO Section 205-54.B(2). Trees within the first two preservation categories are shown on the Existing Features Survey and the Landscaping Plan. However, trees on the portion of the site to be disturbed have been surveyed and calculated. The plans should be revised to demonstrate compliance with the ordinance requirements, or a waiver would be required.
- E. SLDO Section 205-53.C(2) states that trees which are diseased and should be removed for safety or for the protection of other healthy trees, as determined by a certified arborist, may be removed and will not be subject to the requirements for tree preservation or tree replacement if the report of the arborist is submitted to and approved by the Township. Due to outbreaks within Pennsylvania of Emerald Ash Borer, removal of Ash Trees on the property will also not be counted against the tree removal calculation total.

5. General Comments

- A. The tree protection fencing details should be revised to state that tree protection fencing shall be located a minimum of 15' from the trunk of the tree or at the dripline, whichever is farther from the tree.
- B. It appears that one (1) 18" Elm was not included in the Existing Tree Removal Chart. The plans should be revised to correct this discrepancy.
- C. A number of the proposed contour lines are shown extending beyond the limits of the tree protection fence and into the treeline. This indicates that the proposed treeline, as it is currently shown, is not accurate. The limits of all proposed contour lines should be contained completely within the tree protection fencing, within the limits of disturbance. It appears that the disturbance to the treeline along the northern side of the driveway will be greater than what is currently shown. The plans should be revised to accurately show the limits of the proposed treeline, and to show all of the proposed contours completely within the boundaries of the tree protection fencing.
- D. A number of overhead and underground utilities are proposed to run along the northern property line through a 10' utility easement and connect to a pad transformer and a Mesa XL Cabinet. However, no proposed tree disturbance is shown within this area. The plans should be revised to correct this discrepancy, to show the proposed tree disturbance, and

Mr. Lawrence Gregan, Township Manager
Capital Telecom
August 13, 2013
Page 5

to add the proposed disturbance to the required tree disturbance and tree replacement calculations.

- E. A large number of Landscape Notes have been shown on Sheet L-2, many of them referencing landscape plant, installation and maintenance requirements. However, no plants have been shown on the landscape plan. The Landscape Notes should be revised to correct this discrepancy. Should Landscape Plants be proposed, notes and details should be provided in accordance with the requirements of SLDO Appendix C.
- F. A detailed response letter addressing the above noted comments and any other changes to the plans should be included with future submissions.

Sincerely,



Judith Stern Goldstein, ASLA, R.L.A.
Managing Director



Valerie L. Liggett, ASLA, R.L.A.
Planner/Landscape Architect

JSG/vll/kam

cc: Board of Supervisors
Planning Commission
Bruce Shoupe, Director of Planning and Zoning
Marita Stoerrle, Development Coordinator
Marianne McConnell, Deputy Zoning Officer
Frank R. Bartle, Esq., Dischell Bartle & Dooley, PC
James P. Dougherty, P.E., Gilmore & Associates, Inc.
Russell S. Dunlevy, P.E., Gilmore & Associates, Inc.
Kevin Johnson, P.E., Traffic Planning & Design
Ken Amey, AICP
Christopher H. Schubert, Esq., Riley Riper Hollin & Colagrecio
Philip Burtner, PE, NB&C Engineering Service, LLC
Dale Kellman, NB&C Engineering Service, LLC



Boucher & James, Inc.
CONSULTING ENGINEERS

Roundville Professional Building
1050 Peitz Road, Building 300
Doylestown, PA 18901
215-345-9400
Fax 215-345-9401

2733 Simerly Drive
Smithsburg, PA 18350
717-629-0100
Fax 717-629-0306

P.O. Box 799
Morgantown, PA 17954
610-913-1212
Fax 215-345-9401

www.bjengineers.com

August 29, 2013
REVISED September 3, 2013

Marita Stoerrle, Development Coordinator
Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936

**SUBJECT: CAPITAL TELECOM TREE COUNTS
PRELIMINARY/FINAL LAND DEVELOPMENT PLANS
TOWNSHIP LD/S NO. 668**

Dear Marita:

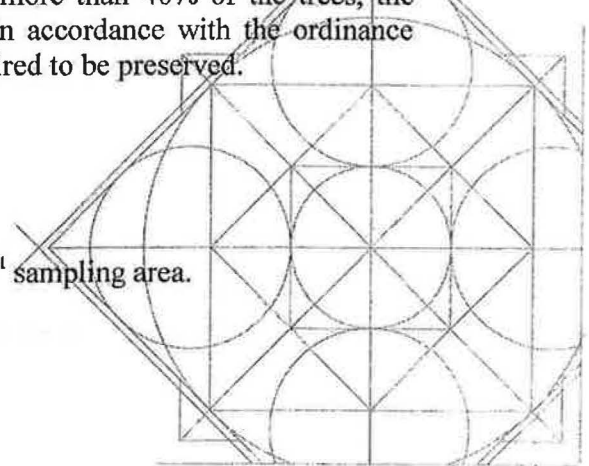
Please be advised that on Tuesday, August 27, 2013, I met Dale Kellman of NB&C Engineering Services, LLC at the Capital Telecom site in order to conduct a sample count of the existing trees within woodlands on the site. The site is located at the intersection of Bethlehem Pike and Upper State Road, to the rear of the existing adult retail establishment, and is located within the existing Commercial (C) and Limited Industrial (LI) zoning districts and also falls within the Expressway Corridor Preservation Overlay District (ECPOD). Two (2) 100' x 100' sampling areas were measured within the wooded area to the south of the existing building on the site, and one (1) 100' x 100' sampling area was delineated from the existing survey area on the plans where adequate tree survey information had been provided. All trees were measured at breast height, approximately four and one-half feet above the natural ground line.

SLDO Section 205-53.C requires 60% preservation of all trees 8-23" in caliper and 60% preservation of all trees over 23" to 48". The preservation percentage for the 8-23" range is calculated on a tree-for-tree basis and the percentage for trees over 23" to 48" is calculated on an inch-for-inch basis. In the event that an applicant removes more than 40% of the trees, the applicant is required to reforest wooded sections of the lot in accordance with the ordinance requirements. All trees with a caliper greater than 48" are required to be preserved.

Our findings are as follows:

A. 1st Sampling Area:

- a. Twenty (20) trees of 8"-23" in caliper exist within the 1st sampling area.



- b. Zero (0) trees measuring greater than 23" in caliper exist within the 1st sampling area.
- c. Zero (0) trees measuring greater than 48" in caliper exist within the 1st sampling area.

B. 2nd Sampling Area:

- a. Eighteen (18) trees of 8"-23" in caliper exist within the 2nd sampling area.
- b. Four (4) trees measuring greater than 23" in caliper exist within the 2nd sampling area. Two (2) trees of 24" in caliper, one tree of 27" in caliper, and one (1) tree of 30" in caliper were measured for a total of 105 caliper inches.
- c. Zero (0) trees measuring greater than 48" in caliper exist within the 2nd sampling area.

C. 3rd Sampling Area:

- a. Sixteen (16) trees of 8"-23" in caliper exist within the 3rd sampling area.
- b. Four (4) trees measuring greater than 23" in caliper exist within the 3rd sampling area. Two trees of 24" in caliper, one tree of 40" in caliper, and one tree of 42" in caliper were measured for a total of 130 caliper inches.
- c. Zero (0) trees measuring greater than 48" in caliper exist within the 3rd sampling area.

D. Permitted Disturbance - Trees 8-23":

$$20+18+16 = 54/3 = 18$$

An average of eighteen (18) trees of 8-23" in caliper exist per 10,000 SF.

SLDO Section 205-53.C(1) requires a preservation ratio of 60% for trees of this size.

$$18 \times 0.40 = 7.2 \text{ or } 7 \text{ trees}$$

For every 10,000 SF of proposed disturbance on the site, seven (7) trees of 8-23" in caliper are permitted to be disturbed.

E. Permitted Disturbance - Trees 23-48":

$$0+105+130 = 235/3 = 78.3 \text{ or } 78 \text{ caliper inches}$$

An average of seventy-eight (78) caliper inches of trees 23" to 48" exist per 10,000 SF.

SLDO Section 205-53.C(1) requires a preservation ratio of 60% for trees of this size.

$$78 \times 0.40 = 31.2 \text{ or } 31 \text{ caliper inches}$$

For every 10,000 SF of proposed disturbance on the site, 31 caliper inches of trees greater than 23" to 48" are permitted to be disturbed.

F. Permitted Disturbance - Trees greater than 48":

No trees greater than 48" in caliper were found within the surveyed woodland area.

G. Proposed Disturbance

The following proposed disturbance calculations are based on the plan set dated November 2, 2012 and last revised June 14, 2013. Should the plan set be revised, these calculations may no longer be accurate.

According to the Erosion & Sedimentation Control Plan & Details, Sheet ES-1 of the submitted plan set, approximately 9,888 SF, or 10,000 SF +/- of area is proposed to be disturbed. The following trees are proposed to be removed:

Trees 8-23" in caliper:

Three (3) Ash Trees. (Due to recent Emerald Ash Borer outbreaks within Pennsylvania, these trees are not required to be included within the replacement calculations.)

One (1) Sycamore

Two (2) Willow

Eight (8) Maple

Two (2) Cherry

Total: Thirteen (13) Trees of 8-23" in caliper.

This is six (6) trees in excess of the seven (7) trees of disturbance permitted per 10,000 SF as calculated under section D.

Trees over 23" to 48" in caliper:

One Maple 24" in caliper. Plan notes mark this tree as 42" in caliper, however measurements in the field indicate that this tree is accurately measured at 24".

This is less than the thirty-one (31) caliper inches of disturbance permitted per 10,000 SF as calculated under section E.

H. Replacement Trees:

SLDO Section 205-53.C(4) requires in the event that an applicant removes more than 40% of the trees of eight inches to 23 inches in caliper, then the applicant shall be required to reforest the lot in accordance with the requirements of SLDO Sections 205-53.C(4)(a). This ordinance section requires: the total number of trees removed in excess of the required preservation rate for eight-inch to twenty-three-inch trees shall be replaced at a rate of 1:1.

Therefore, a total of six (6) replacement trees of 2 ½ caliper inches are required to be planted on the site.

Capital Telecom Tree Counts
August 29, 2013
REVISED September 3, 2013
Page 4

Please do not hesitate to contact me if you have any questions or require further information.

Sincerely,



Valerie L. Liggett, ASLA, R.L.A.
Planner/Landscape Architect

VLL/kam

cc: Board of Supervisors
Planning Commission
Bruce Shoupe, Director of Planning and Zoning
Marita Stoerrle, Development Coordinator
Marianne McConnell, Deputy Zoning Officer
Frank R. Bartle, Esq., Dischell Bartle & Dooley, PC
James P. Dougherty, P.E., Gilmore & Associates, Inc.
Russell S. Dunlevy, P.E., Gilmore & Associates, Inc.
Kevin Johnson, P.E., Traffic Planning & Design
Ken Amey, AICP
Christopher H. Schubert, Esq., Riley Riper Hollin & Colagreco
Philip Burtner, PE, NB&C Engineering Service, LLC
Dale Kellman, NB&C Engineering Service, LLC



TRAFFIC PLANNING AND DESIGN, INC.

2500 EAST HIGH STREET, STE 650
POTTSTOWN, PA 19464

PHONE: 610.326.3100
FAX: 610.326.9410

TPD@TRAFFICPD.COM
WWW.TRAFFICPD.COM

August 30, 2013

Mr. Bruce S. Shoupe
Township Director of Planning and Zoning
Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936-9605

Re: Capital Telecom Acquisition, LLC
Montgomery Township LD/S #668
TPD# MOTO-A-00074

Dear Bruce:

In our role as Township Traffic/Street Lighting Engineer, Traffic Planning and Design, Inc. (TPD) has reviewed the land development application for the above referenced project prepared dated August 2, 2013 and received electronically in our office on August 28, 2013.

In the application, Capital Telecom Acquisitions, LLC has requested a waiver of land development. TPD previously reviewed this plan during the Conditional Use phase of the project and all outstanding traffic and street lighting comments were addressed at that time. Additionally, given the limited traffic this facility is expected to generate, TPD does not see the need to prepare a traffic impact study, as required in §205-102A of the Township code.

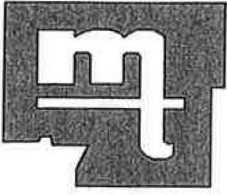
Therefore, based on the information provided, TPD would be supportive of a waiver of land development at this time.

We reserve the right to make additional comments as additional information is submitted. Please call if you have any questions.

Sincerely,

Kevin L. Johnson, P.E.
President

cc: Larry Gregan, Township Manager
Marita Stoerrle, Township Development Coordinator
Kevin Costello, Township Public Works Director
Russ Dunlevy, P.E., Township Engineer
Christopher Shubert, Esq., Applicant's attorney
Joseph Platt, P.E., TPD



MEMORANDUM

TO: Board of Supervisors

FROM: Planning Commission
Jonathan Trump, Chairman

DATE: August 15, 2013

RE: Capital Telecom Acquisitions

The Planning Commission has reviewed the land development waiver request from Capital Telecom Acquisitions and would like to recommend to the Board of Supervisors that the land development plan be approved and the wavier granted.

**MONTGOMERY COUNTY
BOARD OF COMMISSIONERS**
JOSHUA D. SHAPIRO, CHAIR
LESLIE S. RICHARDS, VICE CHAIR
BRUCE L. CASTOR, JR., COMMISSIONER



**MONTGOMERY COUNTY
PLANNING COMMISSION**
MONTGOMERY COUNTY COURTHOUSE • PO Box 311
NORRISTOWN, PA 19404-0311
610-278-3722
FAX: 610-278-3941 • TDD: 610-631-1211
WWW.MONTCOPA.ORG/PLANNING

JODY HOLTON, AICP
EXECUTIVE DIRECTOR

September 13, 2013

Mr. Larry Gregan, Manager
Montgomery Township
1001 Stump Road
Montgomeryville, Pennsylvania 18936

Re: MCPC #13-053-002; #C-61
Plan Name: Capital Telecom
(1 lot comprising 1.91 acres)
Situates: Upper State Road (east)/
North of Bethlehem Pike
Montgomery Township

Applicant's Name and Address
Capital Telecom Acquisition, LLC
717 Constitution Drive—Suite 201
Exton, PA 19341

Contact: Christopher Schubert
610-458-4400 - chrisss@rrhc.com

Dear Mr. Gregan:

We have reviewed the above referenced land development in accordance with Section 502 of Act 247, "The Pennsylvania Municipalities Planning Code," as you requested on August 9, 2013. We forward this letter as a report of our review and recommendations.

Background

The application is a new proposal seeking preliminary and final land development approval for the installation and development of a new telecommunications facility in the rear of a 1.91-acre lot located at 608 Upper State Road, Tax Parcel #46-00-03916-00-7, N/L. The development site is split-zoned with the front portion zoned C - Commercial District and the rear portion zoned LI - Limited Industrial Zoning District. The installation of the new facility is proposed to be located in the rear of the site, wholly within the LI - District, with a dedicated access roadway connection to the wireless facility and antennae support. The front portion of the parcel along Upper State Road has an existing building and a business called Adult World occupying this site.

The proposal comprises the construction of a 134-foot tall monopole antennae support structure and the placement of 12 panel style antennas at the top of the tower. The antennae will extend to an overall height of 134 feet above the existing ground elevation. An equipment shelter, enclosed by a board-on-board fence, will be constructed at the base of the monopole-structure to house radio equipment. The telecommunications facility will support 4-G operations of New Cingular Wireless, PCS, d/b/a/ AT&T Mobility, to provide reliable coverage to customers of AT&T in the

area. In addition the plan shows several future pad sites for the additional development of wireless facilities on the site.

The applicant's documentation we received includes land development site plans prepared by NB&C Engineering Services, LLC, an addendum which includes a narrative for the request for variance relief, an exhibit packet, which includes documents to address various plan submission requirements for telecommunications facilities. Include are 8x10 images that photo-simulate the height of the pole from a variety of mapped locations in the vicinity of the development.

According to the township's Zoning Regulations for Wireless Telecommunications Facilities, a conditional use approval is required. The telecommunications facility regulations establish criteria and standards for conditional use approval found in both Section 230-156.2.C. - Standards and Section 230-224 - Conditional Use Requirements for wireless communication facilities. The planning commission provided a review letter for conditional use to the township in a letter dated April 17, 2013. Conditional use approval was granted by the Board of Supervisors on July 22, 2013.

According to application documentation and site plan notes, the applicant is seeking relief from the Township for the following:

1. A waiver from Article VI - Landscaping Requirements.
2. A waiver from Article III, Section 205-18, Stormwater Detention/Retention Requirements.

Review Comment

1. Waiver of Landscape Requirements. We reiterate our concern as expressed in our conditional Use letter of April 17, 2013 regarding the waiver of township's landscape requirements. We suggest that the landscape requirements and the required five replacement trees are needed environmental improvements on this site. If the applicant is unable to use the required trees and landscape improvements within this development footprint, we recommend the improvements be used in other areas of the site, perhaps near the existing commercial building or to green the rear parking lot with landscape islands by including shade trees. It appears from an aerial photography that the rear parking lot currently lacks any interior greening or shade trees. We suggest the township's landscape code is a useful vehicle to help achieve various environmental goals and objectives, especially shading of parking lots, stormwater bio-infiltration and similar objectives. We suggest these requirements be implemented in this development to assist the township in improving the community's landscape greening objectives.

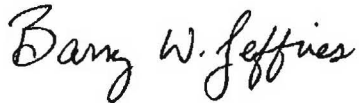
Recommendation

We recommend approval of the proposed land development plan provided the above mentioned review comment is addressed to the satisfaction of the township and all local regulations are met.

Please note that the review comments and recommendations contained in this report are advisory to the municipality and the final disposition for the approval of any proposal will be made by the municipality.

Should the governing body approve a final plat of this proposal, the applicant must present the plan to our office for stamp and signatures prior to recording with the Record of Deeds Office. A paper copy bearing the municipal seal and signature of approvals must be supplies for our files.

Sincerely,

A handwritten signature in cursive script that reads "Barry W. Jeffries".

Barry W. Jeffries, ASLA, Senior Design Planner
610-278-3444, Email: bjeffrie@montcopa.org

c: Capital Telecom Acquisition, LLC, Applicant
Marita Stoerrle, Twp. Development Coordinator
Jonathan Trump, Chrm., Twp. Planning Commission
Bruce Shoupe, Twp. Zoning Officer/Planning Consultant
Frank A. Bartle, Twp. Solicitor
Russell Dunlevy, Twp. Engineer

Attachment: Reduced Copy of Applicant's Plan

[illegible]

KENNETH AMEY, AICP
professional land planner

July 17, 2013

(via e-mail)

Lawrence J. Gegan, Township Manager
MONTGOMERY TOWNSHIP
1001 Stump Road
Montgomeryville, PA 18936

Re: Capital Telecom Acquisition, LLC
608 Upper State Road
Conditional Use Application
Township File #C-61

Dear Mr. Gegan:

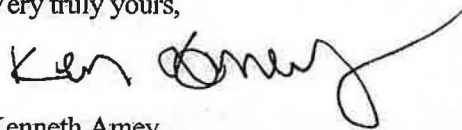
I am in receipt of the following supplemental documents:

1. A letter dated April 16, 2013 from Christopher Schubert, Esq. in response to my April 7, 2013 review.
2. Revised plans for the project with a last revision date of June 14, 2013.
3. An amended 'Addendum A' to the conditional use application dated June 20, 2013.

Based upon this new information, the comments in my April 7, 2013 review have been adequately addressed. The Board of Supervisors will need to consider the requested waiver of buffering requirements, and may want to condition any approval upon a satisfactory review by the Township's Landscape Architect during land development.

Please let me know if there are any questions or comments.

Very truly yours,



Kenneth Amey

1122 Old Bethlehem Pike
Lower Gwynedd, PA 19002



phone: 215.283.9619
fax: 215.646.3458
kenamey@aol.com

cc: Bruce S. Shoupe, Township Director of Planning and Zoning
Marita Stoerrle, Development Coordinator
Marianne McConnell, Deputy Zoning Officer
Russell Dunlevy, PE, Township Engineer
Frank Bartle, Esq., Township Solicitor
Kevin Johnson, PE, Township Traffic Engineer
Christopher Schubert, Esq., Applicant's Attorney

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Construction Escrow Release #4- Montgomery Preserve Phase I –
LDS#653A

MEETING DATE: September 23, 2013

ITEM NUMBER: #15

MEETING/AGENDA: WORK SESSION ACTION XX NONE

REASON FOR CONSIDERATION: Operational: XX Information: Discussion: Policy:

INITIATED BY: Bruce Shoupe
Director of Planning and Zoning

BOARD LIAISON: Joseph P. Walsh
Chairman

BACKGROUND:

Attached is a construction escrow release for Montgomery Preserve Phase I, as recommended by the Township Engineer. The original amount of the escrow was \$378,179.34, held as a Letter of Credit. This is the fourth escrow release for this project. The current release is in the amount of \$100,870.00. The new balance would be \$137,953.64.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None

PREVIOUS BOARD ACTION:

None

ALTERNATIVES/OPTIONS:

Approve or not approve the construction escrow release.

BUDGET IMPACT:

None.

RECOMMENDATION:

That this construction escrow be released.

MOTION/RESOLUTION:

The Resolution is attached.

MOTION _____

SECOND _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

RECEIVED

SEP 16 2013

CHAMBERS ASSOCIATES, INC.

RELEASE OF ESCROW FORM

Joseph P. Hanna, P.E.,
Chambers Associates, Inc.,
2962 Skippack Pike
P.O. Box 678
Worcester, PA 19490
484-991-8187

Date:

9/11/2013

Development Name:
Release #

105 653A
Montgomery Preserve Phase I

CA Job #: 105-51011.01

Dear Mr. Hanna:

This is an escrow release request from in the amount of \$ 100,870.00. Enclosed is a copy of our escrow spreadsheet with the quantities noted.

Developer Signature

ESCROW RELEASE REQUESTS ARE LIMITED TO ONE PER MONTH.

Mr. Lawrence Grogan
Township Manager
Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936

Date:

9/19/2013

Dear Mr. Grogan:

We have reviewed the developer's request for an escrow release. We therefore, recommend that \$ 100,870.00 be released. These improvements will be subject to a final observation prior to dedication and again at the end of the maintenance period. Any deficiencies will be required to be corrected.

Joseph P. Hanna
Joseph P. Hanna, P.E., Chambers Associates, Inc.

Resolution # _____

WHEREAS, a request for release of escrow was received from the CUTLER GROUP for MONTGOMERY PRESERVE PHASE I in the amount of \$ 100,870.00, on the representation that work set forth in the Land Development Agreement to that extent has been completed and; WHEREAS, said request has been reviewed by the Township Engineer who recommends release of \$ 100,870.00; NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we do hereby authorize release of \$ 100,870.00; in accordance with the developer's request, and the officers of the Township are authorized to take the necessary action to obtain release of said sum. BE IT FURTHER RESOLVED that Township records indicate that escrow has been deposited via CUTLER IF CREDIT with Montgomery Township in a total sum of \$ 578,179.34 pursuant to a signed Land Development Agreement and that \$ 139,305.70 has previously been release from this escrow. Therefore, the action of the Board is releasing said sum leaves a new balance of \$ 137,953.64 in escrow.

MOTION BY: _____
SECOND BY: _____
DATED: _____
RELEASED BY: _____
Department Director

VOTE: _____



Chambers Associates, Inc.
Civil Engineers & Surveyors
2962 Skippack Pike
P.O. Box 678
Worcester, PA 19490
484-991-8187
staff@chambersassoc.com

September 19, 2013

Mr. Lawrence Gregan
Township Manager
Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936-9605

Subject: *Montgomery Preserve - Escrow Release #4* *LOS# 653A*
C.A. Job #105-510H.01 *PHASE I*

Dear Mr. Gregan:

In accordance with Section 509(j) of the Pennsylvania Municipal Planning Code, the David Cutler Group has requested the release of \$100,870.00 on the Release of Escrow Form dated September 11, 2013, via an email transmission from Chip Reeves of the David Cutler Group dated September 16, 2013, for work completed in accordance with the approved Plans.

This letter is to certify that the improvements attached to this letter, in the amount of \$100,870.00 have been completed.

Be advised that these improvements will be subject to a final inspection prior to dedication and again at the end of the maintenance period. Any deficiencies will be required to be corrected.

If you have any questions or comments regarding this matter, please do not hesitate to contact our office.

Very truly yours,

Edward Slaw

/jvr

C via email: Bruce Shoupe, Montgomery Township
Marita Stoerrle, Montgomery Township
David Cutler, The Cutler Group
Chip Reeves, The Cutler Group

ESCROW FORM

PROJECT: MONTGOMERY PRESERVE PHASE 1

TWP/BOARD: Montgomery

\$100,570.00 AMOUNT PAYABLE
\$24,225.79 TOTAL RELEASED TO DATE

\$278,379.34 ORIGINAL ESCROW AMOUNT
\$239,353.70 PRIOR ESCROW RELEASED
\$100,570.00 CURRENT ESCROW RELEASE REQUEST
\$27,965.64 BALANCE AFTER CURRENT RELEASE

RELEASE #:

ESTIMATED COMPLETION DATE:

JOB #:

ITEM

UNIT PRICE	ESCROW QUANTITY	UNIT	ESCROW TOTAL	CURRENT QUANTITY	CURRENT TOTAL	RELEASED QUANTITY	RELEASED TOTAL
\$6,500.00	1 ea	1 ea	\$6,500.00			1	\$6,500.00
\$7.50	1500 lf	1500 lf	\$11,250.00			1500	\$11,250.00
\$2.00	1050 lf	1050 lf	\$2,100.00			1050	\$2,100.00
\$150.00	2 ea	2 ea	\$300.00			0	\$0.00
\$21.00	21.0 lf	21.0 lf	\$21.00			0	\$0.00
\$2.95	4250 cy	4250 cy	\$12,567.50			4250	\$12,567.50
\$4.50	6400 cy	6400 cy	\$28,800.00			6400	\$28,800.00
\$2.25	3905 cy	3905 cy	\$8,786.25			3905	\$8,786.25
\$0.08	4800 sf	4800 sf	\$384.00			0	\$0.00
\$750.00	1 ea	1 ea	\$750.00			1	\$750.00
\$38.75	345 lf	345 lf	\$13,378.75			345	\$13,378.75
\$42.30	615 lf	615 lf	\$25,924.50			409	\$16,651.70
\$57.00	183 lf	183 lf	\$10,479.00			157	\$7,389.00
\$75.00	25 lf	25 lf	\$1,875.00			0	\$0.00
\$2,500.00	16 ea	16 ea	\$40,000.00			12	\$30,000.00
\$5,985.00	1 ea	1 ea	\$5,985.00			1	\$5,985.00
\$2,750.00	1 ea	1 ea	\$2,750.00			0	\$0.00
\$16.50	1780 lf	1780 lf	\$29,370.00			1780	\$29,370.00
\$1.25	3300 sf	3300 sf	\$4,125.00			0	\$0.00
\$2.50	1286 sf	1286 sf	\$3,215.00			0	\$0.00
\$350.00	3 ea	3 ea	\$1,050.00			0	\$0.00
\$0.55	2500 cy	2500 cy	\$1,375.00			2500	\$1,375.00
\$4.15	2500 cy	2500 cy	\$10,375.00			2500	\$10,375.00
\$23.80	2500 cy	2500 cy	\$59,500.00			2500	\$59,500.00
\$385.00	21 ea	21 ea	\$8,085.00			0	\$0.00
\$385.00	2 ea	2 ea	\$770.00			0	\$0.00
\$385.00	15 ea	15 ea	\$5,775.00			0	\$0.00
\$385.00	2 ea	2 ea	\$770.00			0	\$0.00
\$385.00	2 ea	2 ea	\$770.00			0	\$0.00
\$385.00	4 ea	4 ea	\$1,540.00			0	\$0.00
\$385.00	5 ea	5 ea	\$1,925.00			0	\$0.00
\$385.00	3 ea	3 ea	\$1,155.00			0	\$0.00
\$385.00	8 ea	8 ea	\$3,080.00			0	\$0.00
\$350.00	9 ea	9 ea	\$3,150.00			0	\$0.00
\$350.00	11 ea	11 ea	\$3,850.00			0	\$0.00
\$350.00	11 ea	11 ea	\$3,850.00			0	\$0.00
\$350.00	5 ea	5 ea	\$1,750.00			0	\$0.00
\$65.00	13 ea	13 ea	\$845.00			0	\$0.00
\$65.00	7 ea	7 ea	\$455.00			0	\$0.00
\$65.00	7 ea	7 ea	\$455.00			0	\$0.00
\$65.00	9 ea	9 ea	\$585.00			0	\$0.00
\$65.00	4 ea	4 ea	\$260.00			0	\$0.00
\$65.00	8 ea	8 ea	\$520.00			0	\$0.00
\$2.50	101 ea	101 ea	\$252.50			0	\$0.00
\$2.50	101 ea	101 ea	\$252.50			0	\$0.00
\$2.50	101 ea	101 ea	\$252.50			0	\$0.00
\$2.50	101 ea	101 ea	\$252.50			0	\$0.00

ESCROW FORM

PROJECT: MONTGOMERY PRESSURE PHASE I

TIME/NOIC: Montgometry

\$100,870.00 AMOUNT PAYABLE

\$372,179.34 ORIGINAL ESCROW AMOUNT
\$129,353.70 PRIOR ESCROW RELEASED
\$100,870.00 CURRENT ESCROW RELEASE REQUEST
\$372,179.34 BALANCE AFTER CURRENT RELEASE

RELEASE:

4

DATE: 09/11/13

\$240,225.70 TOTAL RELEASED TO DATE

ESTIMATED COMPLETION DATE:

JOB #:

105-SUB LOT

ITEM

UNIT PRICE

ESCROW QUANTITY

ESCROW TOTAL

CURRENT QUANTITY

CURRENT TOTAL

RELEASED QUANTITY

RELEASED TOTAL

Labels & Stakes	\$2.30	74 ea	\$170.20	\$0.00	0	\$0.00
Paintless vegetation	\$2.30	74 ea	\$170.20	\$0.00	0	\$0.00
Stake & string	\$2.30	108 ea	\$248.40	\$0.00	0	\$0.00
Subcontractors						
Traffic Control Signs	\$150.00	4 ea	\$600.00	\$0.00	0	\$0.00
Street Lights	\$2,564.00	2 ea	\$5,128.00	\$0.00	0	\$0.00
Construction Subcontract	\$5,000.00	1 ea	\$5,000.00	\$0.00	0	\$0.00
As-Built Drawings	\$1,500.00	1 ea	\$1,500.00	\$0.00	0	\$0.00
Plus 2% Miscellaneous	\$2,500.00	1 ea	\$2,500.00	\$0.00	0	\$0.00
Escrow Sub-Total			\$94,798.40	\$100,870.00		\$240,225.70
10% Contingency	\$94,798.96	1 ea	\$94,798.96			
Escrow Total			\$279,179.34			
Engineering and Legal Cash Escrow			\$25,000.00			
Note:						
Maintenance Bond Amount for this project is:			\$55,726.30			

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Certification of 2014 Minimum Municipal Obligation (MMO) for the Police Pension Fund and Non-Uniform Employees' Pension Fund

MEETING DATE: September 23, 2013

ITEM NUMBER: #16

MEETING/AGENDA: WORK SESSION

ACTION **XX**

NONE

REASON FOR CONSIDERATION: Operational: Policy: Discussion: xx Information:

INITIATED BY: Shannon Q. Drosnock
Finance Director

BOARD LIAISON: Jeffrey McDonnell, Supervisor
Liaison – Pension Committee

BACKGROUND:

The Minimum Municipal Obligation (MMO) is the calculated funding obligation to the Township's Police and Non Uniformed Employee pension plans. Act 205, Section 304 requires that the Chief Administrative Officer submit the MMO for the upcoming budget year to the Board on or before the last business day in September. Upon acceptance, the amount of the MMO's must be incorporated into the budget for the next year and funded. Based on the instructions from Thomas J. Zimmerman, Conrad Siegel Actuaries, staff has prepared the 2014 MMO's for both the Police Pension Plan and the Non-Uniformed Pension Plan which are attached hereto.

The MMO figures for the Police Pension Plan in 2014, based on utilizing the 1-1-2011 Actuarial Valuation Report are:

State Aid (Estimated -	
Based on 2013 Actual)	\$ 240,150
Township Contribution	<u>+\$370,868</u>
MMO	\$ 611,018

The calculation of the Police Pension Plan MMO is based on the "Normal Cost Percentage" + the "Administrative Expense Percentage" times the estimated 2014 Total Gross W-2 Payroll, plus the amortized "Unfunded Contribution Requirement" costs as determined in the 2011 Actuarial Valuation Report. Member Contributions are subtracted from this total to determine the Minimum Municipal Obligation for the Township. The 2014 MMO is a 2.5% decrease from 2013 as a result of staffing turnover..

Figures for the Non-Uniform Plan in 2014 are:

State Aid (Estimated -	
Based on 2013 Actual)	\$ 194,900
Township Contribution	<u>+ 54,940</u>
MMO	\$ 249,840

The Non Uniformed Employee Pension Plan MMO is based on the estimated 2014 covered payroll times the Township's 8% contribution. The 2014 Non Uniform MMO is an increase of 3.8% as compared to the 2013 MMO.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

The 2014 MMO's will be factored into the 2014 Budget.

RECOMMENDATION:

Consider approval of the Resolutions accepting the MMO calculations for 2014.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that the 2014 Minimum Municipal Obligation for the Montgomery Township Police Pension Fund in the amount of \$611,018 is accepted, and

BE IT FURTHER RESOLVED by the Board of Supervisors of Montgomery Township that the 2014 Minimum Municipal Obligation for the Montgomery Township Non Uniform Employees' Pension Fund in the amount of \$249,840 is accepted.

MOTION: _____ SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

Montgomery Township Non-Uniformed Pension Plan
2014 Minimum Municipal Obligation

1 Employer Contribution Percentage		8.00%
2 Administrative Expense Percentage		0.00%
3 Total Percentage (1 + 2)		8.00%
4 Estimated 2014 Covered Payroll	\$	3,123,000.00
5 Financial Requirements (3 x 4)	\$	249,840.00
6 Advance Employer Contribution	n/a	
7 Minimum Municipal Obligation (5 - 6) (Due Before 12-31-2014)	\$	249,840.00

Authorized Signature

Date

Conrad Siegel *Actuaries*

Montgomery Township Police Pension Plan
2014 Minimum Municipal Obligation

1 Normal Cost Percentage'		12.50%
2 Administrative Expense Percentage		1.00%
3 Total Percentage (1 + 2)		13.50%
4 Estimated 2013 Total Gross W-2 Payroll	\$	3,018,920.00
5 Annual Cost (3 x 4)	\$	407,550.00
6 Amortization Contribution Requirement	\$	354,318.00
7 Financial Requirements (5 + 6)	\$	761,868.00
8 Member Contributions Anticipated	\$	150,850.00
9 10% of Negative Unfunded Liability '		\$0
10 Minimum Municipal Obligation (7 - 8 - 9) (Due Before 12-31-2014)	\$	611,018.00

Authorized Signature

Date

1 Based upon 1/1/2011 Actuarial Valuation

Conrad Siegel *Actuaries*

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Approval of Disposal of Non-Permanent Township Records

MEETING DATE: September 23, 2013

ITEM NUMBER: #17

MEETING/AGENDA:

ACTION

NONE

REASON FOR CONSIDERATION: Operational: Policy: Discussion: xx Information:

INITIATED BY: Shannon Q. Drosnock
Finance Director

BOARD LIAISON: Robert J. Birch, Supervisor
Liaison – Finance Committee

BACKGROUND:

On April 13, 2009, the Board of Supervisors adopted Resolution #7 declaring the Township's intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual dated December 16, 2008. The procedures under the Act require that the Board of Supervisors adopt a resolution to adopt each individual act of destruction of Non-Permanent records.

The attached Exhibit lists Non-Permanent records of the Township that may be destroyed in accordance with the approved retention schedule. The Exhibit lists the particular documents, years requested for destruction and required retention period.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

The Board adopted a similar resolution in September of 2011.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Approve Resolution authorizing destruction of the listed Non-permanent records in accordance with the Retention and Disposition schedule for Records of Pennsylvania Municipal Governments.

MOTION/RESOLUTION:

WHEREAS, by virtue of Resolution # 7, adopted April 13, 2009, the Montgomery Township Board of Supervisors declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual, as may be amended and adopted from time to time; and

WHEREAS, each individual act of disposition shall be approved by resolution of the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Montgomery Township, Montgomery County Pennsylvania, in accordance with the above cited Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments, hereby authorizes the disposition of the public records as listed in the Attachment.

MOTION: _____ SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

Disposal of Assets- Administration Department

- AL-1 Administrative and Subject Files (General Correspondence/Invitations to Events/Duplicate Copies of Resolutions 2003 to 2006) – 1980 to 2010/Volunteer Brunch Working Documents/Duplicate Tax Forms (2000)/consultant Correspondence & RFP's 2008/PELRAS Training Books/NPWA General Correspondence/DVRPC Letters & Invitations to Meetings & Mobility Alternate Programs and Reports 1990 – 1995 & Draft Executive Summary 2005/PA Local Government Grant Resource Directories 2005 and 2006/Dry Erase Board Information-2005/Draft Drainage Study 2001 – Lansdale Avenue/Pentamation Training Materials & Schedules/Website Proposals 2000/Piggyback Purchases 1992-2000/DEP MTMSA Exemption Requests 2001 – 2005 Duplicates/Local Government Week 1991 – 1998/MCATO Conference Invitations 2000 to 2006/
- Employee Training Request Forms – 2005 to 2008
- Pentamation Working Files
- 2006 Employee Training Requests
- Salary Surveys (Other Municipalities) 1993 to 1998
- Citizen Surveys 1998 – ok'd by LJG
- RFP's for Solicitors – OK'd by LJG
- Pre 2009 Job Descriptions
- 2009 Emergency Management Plan
- 2005 BIS/BAS
- Telephone Message Books 1999 to 2000 (\$ books)
- Job Descriptions (Duplicate Copies)
- AL-12 Ethics Commission Statements of Financial Interest – 2006 and Prior
- AL-14 Grant & Resource Directories 2005 and 2006
- PS-2 Applications for Employment (Not Hired) – 2005 through 2010
- AL-24 Board Videos (DVDs)
- PR-7 2006, 2007, 2008 Park Permits
- Expired Certificates of Insurance – Park Permits (2009 & Prior)

PR-5

Program Files – Registration Forms

- Winter 2008/2009/2010
- Spring/Summer 2009/2010
- 2009
- Discount Ticket Sale Documents 2009
- Discount Ski Ticket Sales Documents/2010 Summer Discount Ticket Receipts 2008/2009; 2002/2003/2006 Discount Ticket Sale Reports & Receipts
- Receipt Books – 2007 through September 2010
- Kids University 2010 Parent Handbook Acknowledgements
- Kids University – 2010 Medication and Allergy Administration Permission Forms
- Park Facility Reservation Permits 2007/2008
- Park Certificates of Liability 2006 to 2008
- Kids University Trip Rosters/Registrations 2007 & 2009
- Kids University Medical Forms 2009/2010

ATTACHMENT
PUBLIC RECORDS FOR DESTRUCTION

FN-1 Weekly/Monthly Account Distribution Summaries (Treasurer's Reports) - Consisting of records showing a summary of receipts, disbursements and other activity against each account.

All for years 2009 and prior. (Retention period – 3 years).

FN-1 Year End Account Distribution Summaries (Treasurer's Reports) – Consisting of records showing a summary of receipts, disbursements and other activity against each account. All for years 2005 and prior. (Retention period – 7 years).

FN-2 Accounts Payable Files and Ledgers – Consisting of bills, check vouchers, invoices, purchase orders and requisitions, receiving reports and other records of payment for goods and services used to document monies spent by the department or cost center. All for years 2005 and prior. (Retention period – 7 years).

FN-3 Accounts Receivable Files and Ledgers – Consisting of records that document monies owed and paid to the Township. Generally shows date, department or fund, amount received and account totals. All for years 2005 and prior. (Retention period – 7 years).

FN-4 Annual Audit and Financial Reports – Consisting of Elected and Appointed Officials, Survey of Financial Condition and Tax Information submitted to the Pennsylvania Department of Community and Economic Development. All for years 2007 and prior. (Retention period – 5 years).

FN-5 Duplicate copies of Annual Budgets and Related Records – Consisting of final budgets approved departmental requests, review files, correspondence and related papers. All for years 2005 and prior. (Retention period – 7 years).

FN-7 Audit Work Papers – Consisting of accounting notes and papers used in preparation of official audit reports. All for years 2008 and prior. (Retention period – current plus 3 prior audit cycles).

FN-8 Balance Sheet Lists – Consisting of reports showing assets and liabilities, and the financial condition of the municipality on the last day of the accounting period. All for years 2005 and prior. (Retention period – 7 years).

FN-9 Bank Statements and Reconciliations Prepared by Banks – Consisting of records indicating date, municipal deposits and withdrawals, and account totals. All for years 2005 and prior. (Retention period – 7 years).

FN-10 Cancelled Checks – Consisting of checks that have been paid by the bank and returned to the depositor as evidence that the payee has received the funds. All for years 2005 and prior. (Retention period – 7 years).

FN-11 Check Registers – Consisting of records showing date, check number, vendor name or number, gross amount, discount and final amount of check. All for years 2005 and prior. (Retention period – 7 years).

FN-12 Daily Cash Records – Consisting of records of daily cash balances, receipts and disbursements for each department. All for years 2009 and prior. (Retention period – 3 years).

FN-13 Deposit Slips – Consisting of copies of slips listing and accompanying bank deposits showing date, account, check numbers and amounts. All for years 2005 and prior. (Retention period – 7 years).

FN-15 Expense Reports (Employee) – Consisting of records of expenditures by employees traveling on official business, May also include receipts, permission slips or authorization forms, and other records relating to travel expenses. All for years 2005 and prior. (Retention period – 7 years).

FN-16 Periodic Financial Statements – Consisting of records indicating dates, accounts, receipts, expenditures (actual and budget) and balances. All for years 2011 and prior. (Retention period – until final completion of audit).

FN-17 Investment Records – Consisting of records relating to original financial instruments executed to invest municipal funds showing amount of certificate, term and rate of interest. All for years 2006 and prior. (Retention period – 6 years *after cancellation*).

FN-18 Purchase Order Files – Consisting of copies of purchase order with number, name and address of vendor, department and account, date quantity, unit price and total cost. File may also include invoices, bills of lading and purchase requisitions. All for years 2005 and prior. (Retention period – 7 years).

FN-19 Purchasing Files – Consisting of records of acquisition of services, goods and equipment. File may include specifications, bids, quotes, contracts and other related papers. All for years 2006 and prior. (Retention period – 6 years).

FN-20 Supply Requisitions – Consisting of date, department requesting supplies, and items needed, total cost and account number. All for years 2010 and prior. (Retention period – 2 years).

FN-22 Surplus Property – Consisting of legal advertisements, quotes or offers from vendors, inventory of sale items, receipts or transmittals for funds received and title transfers. All for years 2009 and prior. (Retention period – 3 years)

FN-23 Street Light Utility and Paid Service Receipts. All for years 2005 and prior. (Retention period – 7 years).

FN-24 Vendor Files – Consisting of vendor's name and address, product and service information, vendor identification and name of contact person. All for years 2005 and prior. (Retention period- 7 years).

FN-25 Voucher Files Record – Consisting of number, date, description of goods or services, and amount and including copy of check or check request indicating date, department, vendor name and amount. All for years 2005 and prior. (Retention period – 7 years).

IT-2 Computer Systems Documentation – Consisting of obsolete hardware and software manuals and program coding. All for 2009 and prior. (Retention period – 1 year after migration of all records with ongoing value to new system).

IT-10 System Backup Files – Consisting of copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of disaster. All for 2009 and prior. (Retention period – until superseded).

PL-2 Employee Payroll Adjustment Records – Consisting of employee's name and social security number and amounts withheld for Federal and State taxes, insurance, bonds and any other deductions. All for years 2008 and prior. (Retention period – 4 years).

PL-5 Pay Period Payroll Earnings and Deductions Registers – Consisting of reports showing employee's name and social security number, gross earnings, taxes withheld deductions, net earnings check number and date of employment. All for years 2008 and prior. (Retention period – 4 years).

PL-6 Payroll Voucher (Check) Registers – Consisting of registers showing date, check number and amount, employee's name and social security number, and department. All for years 2005 and prior. (Retention period – 7 years).

PL-11 Quarterly Returns of Withholding of Federal Income Tax – Consisting of reports showing Federal Income taxes withheld from employee's pay by quarter. All for years 2008 and prior. (Retention period – 4 years).

PL-12 Quarterly Statements of State and Local Taxes Withheld – Consisting of reports showing state and local taxes withheld from employee's pay by quarter. All for years 2008 and prior. (Retention period – 4 years).

PL-13 Social Security Reports – Consisting of reports of social security withholdings from employee's pay including employer's name, reporting period, number of employees, wages paid and contributions to the fund. All for years 2008 and prior. (Retention period – 4 years).

PL-14 Time Cards and Attendance Records – Consisting of Vacation and Leave Slips and Work Schedules and usually include employee's name, date, and hours worked each day. All for years 2009 and prior. (Retention period – 3 years).

PL-15 Unemployment Compensation Records – Consisting of Contributory Form UC-2/2A/2B and Supporting Records including quarterly reports showing unemployment compensation contributions paid by municipality and wage reports indicating social security numbers, employee's names and total wages. All for years 2008 and prior. (Retention period – 4 years).

PL-16 Wage and Tax Statements – Consisting of W-2 Forms with employer's name and address; employee's identification and social security numbers, name and address; gross earnings; and amounts withheld for Federal, State and Local Taxes. All for years 2008 and prior. (Retention period – 4 years).

PL-18 1099 Forms – Consisting of employer's copy of U.S. Information Return for Calendar Year. All for years 2008 and prior. (Retention period – 4 years).

PS-11 Labor Negotiations File – Consisting of correspondence, reports and other documents used to negotiate contracts with Police Labor Union. All for years 2007 and prior. (Retention period – 5 years after expiration of contract).

PS-12 Police Labor Union Contracts – Consisting of contracts negotiated with Police Union includes date, terms of agreements and signatures of appropriate officials. All for years 1992 and prior. (Retention period 20 years after expiration).

PS-14 Worker's Compensation Records – Consisting of employer's report of occupational injury or disease, hospital statements, doctor's reports, correspondence and other papers relating to claims. Retain 4 years after the signing of final settlement receipts, or 4 years after death of recipient. Retain 10 years if suspension agreement has been filed.

TA-1 Bill of Taxes – Consisting of a list of all unpaid taxes outstanding against any property advertised for by sheriff sale. (Filed by Tax Collector with Sheriff) All for years 2010 and prior. (Retention period – 2 years).

TA-2 Certifications for Taxes Paid on Real Estate – Consisting of Certifications provided by Tax Collector on taxes paid on real estate. All for years 2010 and prior. (Retention period – 2 years).

TA-5 Exoneration Certificates – Consisting of documents provided to the Tax Collector by the governing body discharging the Tax Collector from collecting a particular tax. All for years 2007 and prior. (Retention period – 5 years).

TA-6 General and Special Tax Ledgers and Related Records – Consisting of Real Estate, Per Capita, Occupation, Earned Income, Mercantile, Business Privilege, Amusement and other Local Taxes. All for years 2005 and prior. (Retention period – 7 years).

TA-9 Tax Return Forms/Cards – Consisting of records showing date; taxpayer's name; address and social security number. All for years 2007 and prior. (Retention period – 5 years).

TA-10 Public Utility Realty Reports – Consisting of reports submitted to the Pennsylvania Department of Revenue. All for years 2005 and prior. (Retention period – 7 years).

TA-11 Real Estate Transfer Records (From Recorder of Deeds) Consisting of records of transfer data, property location, valuation data, exemption data, signature and date. All for years 2011 and prior. (Retention period – as long as of administrative value).

TA-13 Tax Collector's Monthly Report to Township – Consisting of lists all taxes collected for the reporting period, including beginning balance, total amount collected, discounts, penalties, amount remitted, interest earnings, signatures of tax collector and taxing district and date. All for years 2005 and prior. (Retention period – 7 years).

ATTACHMENT
PUBLIC RECORDS FOR DESTRUCTION

PLANNING AND ZONING

PZ-611 Planning Commission File – E.J. Brooks preliminary application 1977
PZ-612 Planning Commission File – Heartwood Rise preliminary application 1980
PZ-613 Planning Commission File – Mark Hankin/Applewood Subdivision – duplicate of LD/S #154
PZ-614 Planning Commission File – Richard Held Sketch Plan 1977
PZ-615 Planning Commission File – McKee/Neshaminy Falls Preliminary Plans
PZ-616 Planning Commission File – R. Nappen Welsh Valley Ind. Park Lot 7 –duplicate of LD/S #190
PZ-617 Planning Commission File – Pennwood Gardens Jonas Hagey
PZ-618 Planning Commission File – Rapco Muffler – now World Wide Stereo
PZ-619 Planning Commission File – R A Industries/Alan Apter – duplicate of LD/S #205
PZ-620 Planning Commission File – Rockland Construction Company – duplicate of LD/S #152
PZ-621 Planning Commission File – Harry Arton – duplicate of LD/S #105
PZ-622 Planning Commission File – Basco 1973 – duplicate of LD/S #76
PZ-623 Planning Commission File – Carl Bigoney
PZ-624 Planning Commission File – County Line Land Corp./S Volchok – duplicate of LD/S #94
PZ-625 Planning Commission File – Covest Inc. – duplicate of LD/S #132
PZ-626 Planning Commission File – Richard S. Cowan & Associates - billing information 1976
PZ-627 Planning Commission File – Denny's Restaurant – duplicate of LD/S # 127
PZ-628 Planning Commission File – Eric Theater – duplicate of LD/S #88
PZ-629 Planning Commission File – Helen DiCandilo – sketch Plan 1977
PZ-630 Planning Commission File – Thomas A. Dunn – duplicate of LD/S #133
PZ-631 Planning Commission File – Eifferman – duplicate of LD/S #86
PZ-632 Planning Commission File – Richard Fagan & Sons Printers – duplicate of LD/S # 121
PZ-633 Planning Commission File – Samuel Edelson – duplicate of LD/S #13
PZ-634 Planning Commission File – Goodwin – duplicate of LD/S # 129
PZ-635 Planning Commission File – Gloria Hamilton – duplicate LD/S #142
PZ-636 Planning Commission File – Heckler Sandybrook Plaza – duplicate of LD/S #87
PZ-637 Planning Commission File – Hoffman Tire – duplicate of LD/S #77
PZ-638 Planning Commission File – Clark Hopkins Campbell – duplicate of LD/S #84
PZ-639 Planning Commission File – Hudson Oil Company – preliminary plan 1973
PZ-640 Planning Commission File – I.T.E. Imperial Corp. – preliminary plan 1977
PZ-641 Planning Commission File – Jonn's Contemporary, Inc., - duplicate of LD/S #97
PZ-642 Planning Commission File – John Koss – Duplicate of LD/S #113
PZ-643 Planning Commission File – Lazovitz – duplicate of LD/S #128
PZ-644 Contractor Registrations 1999
PZ-645 Contractor Registrations 2000
PZ-646 Contractor Registrations 2001
PZ-647 Contractor Registrations 2002
PZ-648 Contractor Registrations 2003
PZ-649 Contractor Registrations 2004
PZ-650 Contractor Registrations 2005
PZ-651 Contractor Registrations 2006
PZ-652 Planning Commission File - North Penn Savings Assoc. 1979 – duplicate of LD/S #146
PZ-653 Planning Commission File - Lincoln Prop Co – prelim plan Montgomery Glen

PZ-654 Planning Commission File - Montgomeryville Mart – various correspondence *
 PZ-655 Planning Commission File - Lapio – duplicate of LD/S #117
 PZ-656 Planning Commission File - LBM Corp. – duplicate of LD/S #74
 PZ-657 Planning Commission File – Malco Corp. Sketch Plan 1975
 PZ-658 Planning Commission File – Marra – duplicate of LD/S # 106
 PZ-659 Planning Commission File – McDonald’s Corp. – duplicate of LD/S #82, #99, #231
 PZ-660 Planning Commission File – Market Center Realty – duplicate of LD/S #101
 PZ-661 Planning Commission File – Mastroieni – duplicate of LD/S #63
 PZ-662 Planning Commission File – Margaret Moore/John Emmell – duplicate of LD/S #96
 PZ-663 Planning Commission File – Montgomery Inn – permanent LD/S #131
 PZ-664 Code Enforcement Plan – Montgomery Walk 1016 E. Kennedy Dayton Model 2006 scanned
 PZ-665 Code Enforcement Plan – Montgomery Walk 1014 E. Kennedy Barclay Model 2006 scanned
 PZ-666 Code Enforcement Plan – Montgomery Walk 1010 E. Kennedy Avalon Model 2006 scanned
 PZ-667 Code Enforcement Plan – Montgomery Walk 1008 E. Kennedy Eversley Model 2006 scanned
 PZ-668 Code Enforcement Plan – Montgomery Walk 1006 E. Kennedy Avalon Model 2006 scanned
 PZ-669 Code Enforcement Plan – Montgomery Walk 1004 E. Kennedy Canterbury Model 2006 scanned
 PZ-670 Code Enforcement Plan – Montgomery Walk 812 E. Kennedy Canterbury Model 2006 scanned
 PZ-671 Code Enforcement Plan – Montgomery Walk 810 E. Kennedy Avalon Model 2006 scanned
 PZ-672 Code Enforcement Plan – Montgomery Walk 806 E. Kennedy Avalon Model 2006 scanned
 PZ-673 Code Enforcement Plan – Montgomery Walk 804 E. Kennedy Canterbury Model 2006 scanned
 PZ-674 Code Enforcement Plan – Montgomery Walk 202 W. Kennedy Barclay Model 2006 scanned
 PZ-675 Code Enforcement Plan – Montgomery Walk 200 W. Kennedy Dayton Model 2006 scanned
 PZ-676 Code Enforcement Plan – Montgomery Walk 216 W. Kennedy Dayton Model 2006 scanned
 PZ-677 Code Enforcement Plan – Montgomery Walk 214 W. Kennedy Barclay Model 2006 scanned
 PZ-678 Code Enforcement Plan – Montgomery Walk 212 W. Kennedy Canterbury Model 2006 scanned
 PZ-679 Code Enforcement Plan – Montgomery Walk 210 W. Kennedy Avalon Model 2006 scanned
 PZ-680 Code Enforcement Plan – Montgomery Walk 206 W. Kennedy Eversley Model 2006 scanned
 PZ-681 Code Enforcement Plan – Montgomery Walk 204 W. Kennedy Canterbury Model 2006 scanned
 PZ-682 Code Enforcement Plan – Lincoln Prop Co – Overall Conceptual Plan 1977 – duplicate
 PZ-683 Code Enforcement Plan – Lincoln Prop Co – Site Development Plan 1982 – duplicate
 PZ-684 Planning Commission File – P.G. Associates – duplicate of LD/S #114
 PZ-685 Planning Commission File – Anna Pfeiffer – duplicate of LD/S #102
 PZ-686 Planning Commission File - Joseph Pileggi – duplicate of LD/S #100
 PZ-687 Planning Commission File – Reading Dress Company 1973– no longer in business
 PZ-688 Planning Commission File – Ware’s Van and Storage – duplicate of LD/S #151
 PZ-689 Planning Commission File - Harbob, Inc., Trailwood – duplicate of LD/S #89
 PZ-690 Planning Commission File – Wass Subdivision – duplicate of LD/S #118
 PZ-691 Planning Commission File – Welsh Road Properties – duplicate of LD/S #75
 PZ-692 Planning Commission File – Wislawn Auto Parts – duplicate of LD/S #73
 PZ-693 Planning Commission File – Zadlo – duplicate of LD/S #64

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Authorization to Advertise for 2014 Budget Workshop Meetings

MEETING DATE: September 23, 2013

ITEM NUMBER: #18

MEETING/AGENDA: Action

ACTION **XX**

NONE

REASON FOR CONSIDERATION: Operational: Policy: Discussion: xx Information:

INITIATED BY: Shannon Q. Drosnock
Finance Director

BOARD LIAISON: Robert J. Birch, Supervisor
Liaison – Finance Committee

BACKGROUND:

Each year the Board of Supervisors and the township staff participate in budget workshops. The workshops are held in the Board Conference Room, starting at 7:00 p.m. and normally run until approximately 9:00 p.m. It is anticipated that we will need four (4) dates to complete this process. The following dates are available for workshop meetings:

Wednesday, October 9, 2013
Thursday, October 10, 2013
Thursday, October 17, 2013
Thursday, October 24, 2013
Wednesday, October 30, 2013 (Alternate)

We are scheduled for the Board to consider preliminary adoption of the 2014 budget on Monday, November 25, 2013 after 8:00 p.m. After preliminary adoption, the Township is required to place the budget on display for public view and comment for a period of no less than 20 days. After that period has passed, the Board considers final adoption. We are scheduled to consider final adoption on Monday, December 16, 2013 after 8:00 p.m.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

Ensure compliance with all requirements in the Second Class Township Code for the Budget of a Township.

RECOMMENDATION:

Staff recommends that the Board adopt the 2014 Budget Workshop schedule as presented.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby authorize the Township Manager to advertise for public meetings for the proposed 2014 Budget Workshops to be held on:

Wednesday, October 9, 2013

Thursday, October 10, 2013

Thursday, October 17, 2013 and

Thursday, October 24, 2013 beginning at 7:00 p.m. each evening with an alternate date of October 30, 2014.

MOTION: _____

SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
Candyce Fluehr Chimera	Aye	Opposed	Abstain	Absent
Michael J. Fox	Aye	Opposed	Abstain	Absent
Jeffrey W. McDonnell	Aye	Opposed	Abstain	Absent
Joseph P. Walsh	Aye	Opposed	Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

2014 BUDGET TIMETABLE

Friday, October 4, 2013	Submit Preliminary Operating Budgets, 2014 Fixed Asset and Road Plan Budgets to Board of Supervisors (BOS)
Wednesday October 9, 2013	7:00 P.M. - BOS Budget Work Session – Overview and Capital Budgets 7:30 P.M. - BOS Budget Work Session – Revenues 8:00 P.M. - BOS Budget Work Session – Planning, Zoning and Shade Tree 8:30 P.M. - BOS Budget Work Session – Finance
Thursday, October 10, 2013	7:00 P.M. – BOS Budget Work Session General Engineering – Gilmore and Associates 7:30 P.M. - BOS Budget Work Session – Traffic Engineers (TPD) 8:00 P.M. - BOS Budget Work Session – Public Works 8:15 P.M. – BOS Budget Work Session – Park and Recreation 8:30 P.M. – BOS Budget Work Session – Autumn Fest/300 th
Thursday, October 17, 2013	7:00 P.M. – BOS Budget Work Session – Sewer Authority 7:30 P.M. - BOS Budget Work Session – Fire (FDMT and FDMTR, DFS) 8:00 P.M. - BOS Budget Work Session - EAC 8:15 P.M. - BOS Budget Work Session - IT
Thursday, October 24, 2013	7:00 P.M - BOS Budget Work Session – Police 7:15 P.M. - BOS Budget Work Session – Administration 7:15 P.M. – BOS Budget Work Session - Personnel 8:00 P.M. - BOS Budget Work Session – Conclusion
Wednesday, October 30, 2013	Alternate Date
Monday, November 25, 2013	BOS will <u>adopt</u> Preliminary Budget for all funds.
Tuesday, November 26, 2013	Township Manager will <u>publish</u> notice of formal budget meeting (including time and place along with summary of Preliminary Budget (including location and time of examination).
Monday, December 16, 2013	BOS will <u>adopt</u> Final Budget for all Funds.

NOTES:

- This budget timetable is established in accordance with applicable state laws.
- According to Pennsylvania law, any amendment to the Preliminary Budget for all Funds which results in a change of more than 25% for on line item or 10% in the aggregate, shall be re-advertised and open to inspection for another 20 days.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Payment of Bills

MEETING DATE: September 23, 2013

ITEM NUMBER: #19

MEETING/AGENDA: WORK SESSION

ACTION XX NONE

REASON FOR CONSIDERATION: Operational: XX Information: Discussion: Policy:

INITIATED BY: Lawrence J. Gregan
Township Manager

BOARD LIAISON: Joseph P. Walsh, Chairman

BACKGROUND:

Please find attached a list of bills for your review.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Approval all bills as presented.

MOTION/RESOLUTION:

None.

DISTRIBUTION: Board of Supervisors, Frank R. Bartle, Esq.

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
25367	9/12/13	00000499	MONTGOMERY TWP. PROFESSIONAL	170.26
25368	9/12/13	1264	MORGAN STANLEY SMITH BARNEY INC	5,775.79
55409	9/13/13	00902125	BROOKE LEIBFREID	106.57
55410	9/13/13	00000306	MICHAEL JENKINS	1,786.95
55421	9/23/13	00000187	ABOUT FLAGS, INC.	71.00
55422	9/23/13	00001875	ADVANCED COLOR AND GRIND LLC	1,400.00
55423	9/23/13	00000027	ARMOUR & SONS ELECTRIC, INC.	300.00
55424	9/23/13	00000043	BERGEY'S	64.29
55425	9/23/13	00000303	JAMES SCALA	3,180.60
55426	9/23/13	00001938	BILL WIEGMAN	60.00
55427	9/23/13	00902815	BRENDA C. MAYER	1,200.00
55428	9/23/13	00001903	BRIAN JANSSENS	30.00
55429	9/23/13	00000072	CANON FINANCIAL SERVICES, INC	1,197.00
55430	9/23/13	00000071	CANON SOLUTIONS AMERICA, INC.	508.00
55431	9/23/13	00000380	CARL HERR	45.00
55432	9/23/13	00001601	CDW GOVERNMENT, INC.	3,794.12
55433	9/23/13	00000363	COMCAST CABLE	216.90
55434	9/23/13	00000335	COMCAST CORPORATION	961.49
55435	9/23/13	00902822	COMMERCE REALTY GROUP, INC.	100.00
55436	9/23/13	00902816	CONSTANCE A. MCKENNA	1,200.00
55437	9/23/13	00001763	COPY-POST PRINTING, LLC	202.68
55438	9/23/13	00000108	COUNTY ELECTRIC SUPPLY COMPANY, I	133.89
55439	9/23/13	00001891	CREATIVE PRODUCT SOURCING, INC.	1,209.89
55440	9/23/13	00000024	DAVID P. BENNETT	30.00
55441	9/23/13	00001945	DAVID S. WOLFE	15.00
55442	9/23/13	00001941	DAVID W. VASCONEZ	60.00
55443	9/23/13	00001627	DEER PARK DIRECT	155.43
55444	9/23/13	00000118	DEL-VAL INTERNATIONAL TRUCKS, INC.	11,010.99
55445	9/23/13	00001520	DELAWARE VALLEY INSURANCE TRUST	150.00
55446	9/23/13	00001520	DELAWARE VALLEY INSURANCE TRUST	316.00
55447	9/23/13	00000612	DELAWARE VALLEY MUNICIPAL	200.00
55448	9/23/13	00001293	MARC SCHUMACHER	1,090.00
55449	9/23/13	00000161	EUREKA STONE QUARRY, INC.	24,216.48
55450	9/23/13	00000169	FEDEX	23.44
55451	9/23/13	00001466	FEDEX OFFICE	274.80
55452	9/23/13	00000474	FRIENDS OF BRIAR BUSH	150.00
55453	9/23/13	00001852	G.L. SAYRE, INC.	1,657.21
55454	9/23/13	00000198	GLASGOW, INC.	2,726.44
55455	9/23/13	00001323	GLICK FIRE EQUIPMENT COMPANY INC	860.49
55456	9/23/13	00001784	GOOGLE INC.	1,500.00
55457	9/23/13	00000060	GRAF ENGINEERING, LLC	8,250.00
55458	9/23/13	00000229	GRAINGER	249.06
55459	9/23/13	00000114	HARLEYSVILLE MATERIALS, LLC	152.44
55460	9/23/13	00000903	HOME DEPOT CREDIT SERVICES	1,297.83

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
55461	9/23/13	00000133	BYM INC.	101.00
55462	9/23/13	00000576	INDIAN VALLEY APPRAISAL COMPANY	5,912.50
55463	9/23/13	00000102	INTERSTATE BATTERY SYSTEMS OF	24.95
55464	9/23/13	00000555	J & J TRUCK EQUIPMENT	280.98
55465	9/23/13	00902814	JACQUELINE DEPUE	27.50
55466	9/23/13	00902819	JAWAD ALAMIRI	1,200.00
55467	9/23/13	00902479	JENNIFER MERCADO	100.00
55468	9/23/13	00902381	JESSICA LANDIS	27.50
55469	9/23/13	00000522	JOE BIFOLCO	40.00
55470	9/23/13	00902813	JOEDY JOHNSON	400.00
55471	9/23/13	00001964	JOHN CATALDI	15.00
55472	9/23/13	00000890	JOHN H. MOGENSEN	30.00
55473	9/23/13	00001042	JOHN MILLER AND SON, INC.	3,267.88
55474	9/23/13	00001581	JOSEPH J. SIMES	120.00
55475	9/23/13	00000740	K.J. DOOR SERVICES INC.	777.00
55476	9/23/13	00001995	KALER MOTOR COMPANY, LLC	1,296.20
55477	9/23/13	00000572	KEVIN COSTELLO	84.95
55478	9/23/13	00902759	KIM WILSON	61.00
55479	9/23/13	00000283	WILLIAM A. CRANE, V.M.D.,P.C.	32.00
55480	9/23/13	00902817	MARGARET M. MALEY	1,200.00
55481	9/23/13	00000201	LAWRENCE J. MURPHY	47.86
55482	9/23/13	00000290	MCATO-MONTG CO ASSOC OF TWNSHP	75.00
55483	9/23/13	00001330	MCCALLION STAFFING SPECIALISTS	1,075.50
55484	9/23/13	00000974	MCCARTHY AND COMPANY, PC	2,600.00
55485	9/23/13	00902818	MGM LANDSCAPE DESIGN LLC	40.00
55486	9/23/13	00001961	MICHAEL LONG	40.00
55487	9/23/13	00000867	MICHAEL SHEARER	30.00
55488	9/23/13	00002016	MICHAEL SHINTON	15.00
55489	9/23/13	00902821	MICHELLE EWING	60.00
55490	9/23/13	00001381	NATIONAL DECALCRAFT CORP.	142.00
55491	9/23/13	00000376	NORTH PENN SCHOOL DISTRICT	1,080.00
55492	9/23/13	00000534	NORTH PENN YMCA	352.00
55493	9/23/13	00001916	NRPA-NATIONAL RECREATION AND	9.00
55494	9/23/13	00000356	NORTH WALES WATER AUTHORITY	68.24
55495	9/23/13	00001134	OFFICE DEPOT, INC	360.80
55496	9/23/13	00001840	PAUL R. MOGENSEN	95.00
55497	9/23/13	00000095	PAUL SMITH	60.00
55498	9/23/13	00000399	PECO ENERGY	9,940.78
55499	9/23/13	00000397	PECO ENERGY	7,690.40
55500	9/23/13	00000595	PENN VALLEY CHEMICAL COMPANY	625.97
55501	9/23/13	00000388	PENNSYLVANIA ONE CALL SYSTEM, INC.	156.20
55502	9/23/13	00001358	PENNSYLVANIA RECREATION AND PARK	11,972.00
55503	9/23/13	00000009	PETTY CASH	1,000.00
55504	9/23/13	00000009	PETTY CASH	200.00

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
55505	9/23/13	00001155	PITNEY BOWES GLOBAL FINANCIAL	222.24
55506	9/23/13	00001055	PROMO DIRECT	724.70
55507	9/23/13	00000657	PUBLIC AGENCY TRAINING COUNCIL, IN	295.00
55508	9/23/13	00000519	RACHEL TROUTMAN	30.00
55509	9/23/13	00000408	REGINA E. SMITH	250.00
55510	9/23/13	00001146	RESERVE ACCOUNT	1,500.00
55511	9/23/13	00902820	RICHARD M. SANTOS	1,200.00
55512	9/23/13	00000117	RIGGINS INC	4,026.56
55513	9/23/13	00000115	RIGGINS, INC	5,056.15
55514	9/23/13	00000407	ROBERT A. HEDDEN JR	240.58
55515	9/23/13	00000530	ROBERT L. ADSHEAD	840.00
55516	9/23/13	00000653	SCATTON'S HEATING & COOLING, INC.	2,536.75
55517	9/23/13	00000465	SHAPIRO FIRE PROTECTION COMPANY	850.04
55518	9/23/13	00001030	SIGNAL CONTROL PRODUCTS, INC.	488.00
55519	9/23/13	00001901	SLEEPY HOLLOW ENTERPRISES, INC.	1,225.00
55520	9/23/13	00000575	JENNIFER H. SILVER	1,450.25
55521	9/23/13	00001745	SONIA ISABEL THOMSON	354.00
55522	9/23/13	00000015	NEXTEL PARTNERS OPERATING CORP	384.64
55523	9/23/13	00001394	STANDARD INSURANCE COMPANY	7,010.79
55524	9/23/13	00001847	STAPLES CONTRACT & COMMERCIAL, IN	467.40
55525	9/23/13	00000636	STAPLES CREDIT PLAN	110.99
55526	9/23/13	00902812	SUSAN BRATT	80.00
55527	9/23/13	00000496	21ST CENTURY MEDIA NEWSPAPER LLC	1,448.76
55528	9/23/13	00001771	TIMAC AGRO USA	380.00
55529	9/23/13	00000506	TRANS UNION LLC	41.47
55530	9/23/13	00000032	VISA	1,875.67
55531	9/23/13	00000520	VALLEY POWER, INC.	537.00
55532	9/23/13	00000040	VERIZON PENNSYLVANIA INC	181.33
55533	9/23/13	00001839	VINAY SETTY	45.00
55534	9/23/13	00000442	VINCENT ZIRPOLI	75.00
55535	9/23/13	00000131	WAREHOUSE BATTERY OUTLET	39.95
55536	9/23/13	00001191	WARREN FUCHS	30.00
55537	9/23/13	00001329	GENUINE PARTS COMPANY - NAPA	306.97
55538	9/23/13	00001948	WILLIAM H. FLUCK IV	20.00
55539	9/23/13	00000249	WILLIAM R. GOLTZ	105.00
55540	9/23/13	00001084	WITMER ASSOCIATES, INC.	1,329.22
55541	9/23/13	00000590	YOCUM FORD	425.40
55542	9/23/13	00000209	BOUCHER & JAMES, INC.	6,440.92
55543	9/23/13	00000085	CHAMBERS ASSOCIATES, INC.	3,351.81
55544	9/23/13	00000125	DISCHELL, BARTLE, YANOFF & DOOLEY	10,203.00
55545	9/23/13	00000817	GILMORE & ASSOCIATES, INC.	39,735.54
55546	9/23/13	00001023	KERNS, PEARLSTINE, ONORATO	1,248.00
55547	9/23/13	00001984	TRAFFIC PLANNING AND DESIGN, INC.	13,667.76

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
TOTAL				241,665.14

MONTGOMERY TOWNSHIP ELECTRONIC PAYROLL TAX PAYMENTS

<u>DATE</u>	<u>VENDOR NAME</u>	<u>REASON FOR PAYMENT</u>	<u>AMOUNT</u>
09/12/2013	IRS	941 Payment	\$81,283.04
09/12/2013	BCG	401/457 Plan Payment	\$23,452.60
09/12/2013	SCDU	Withholding Payment	\$2,975.27
09/18/2013	Commonwealth of PA	State Tax Payment	\$8,451.56
Total Paid as of 09/23/2013			\$116,162.47