

AGENDA
MONTGOMERY TOWNSHIP
BOARD OF SUPERVISORS
September 12, 2011 - 8:00 P.M.

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

Lawrence J. Gregan
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 August 22, 2011 Meeting
6. Consider LDS 658 – Preliminary/Final Land Development Plan – Hawthorne Court
7. Recognition of Police Promotions – Recruits Thomas Ward and Jason English
8. Announce Settlement of Police Contract Negotiations & Consider Approval of Authorization to Execute New Police Collective Bargaining Agreement
9. Consider Approval of Disposal of Non-Permanent Township Records
10. Consider Proposal for Building Inspection Services – Staybridge Suites Hotel Project
11. Discussion – Electronic Board Packets
12. Payment of Bills
13. Other Business
14. Adjournment

Future Public Hearings/Meetings

9-14-11 @ 6:45 PM – Autumn Festival Committee
9-14-11 @ 7:30 PM – Park & Recreation Board
9-14-11 @ 7:00 PM – Senior Committee
9-15-11 @ 7:30 PM – Planning Commission
9-20-11 @ 12:30 PM – Business Development Partnership
9-21-11 @ 7:30 PM – Shade Tree Commission
9-21-11 @ 7:00 PM – Sewer Authority
9-21-11 @ 7:30 PM – Public Safety Committee
9-22-11 @ 7:00 PM – Finance Committee
9-26-11 @ 8:00 PM – Board of Supervisors

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Public Comment

MEETING DATE: September 12, 2011

ITEM NUMBER: 43

MEETING/AGENDA: WORK SESSION

ACTION XX

NONE

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

INITIATED BY: Lawrence J. Grogan
Township Manager

BOARD LIAISON: Robert J. Birch, 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 BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Announcement of Executive Session

MEETING DATE: September 12, 2011

ITEM NUMBER: #4

MEETING/AGENDA: WORK SESSION

ACTION XX

NONE

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

INITIATED BY: Lawrence J. Gegan
Township Manager

BOARD LIAISON: Robert J. Birch, 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 August 22, 2011 Meeting

MEETING DATE: September 12, 2011

ITEM NUMBER: #5

MEETING/AGENDA: WORK SESSION

ACTION XX NONE

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

INITIATED BY: Lawrence J. Gregan
Township Manager

BOARD LIAISON: Robert J. Birch, Chairman



BACKGROUND:

Just a reminder – Please call Shirley Snyder on Monday, September 12, 2011 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.

**MINUTES OF MEETING
MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
AUGUST 22, 2011**

Vice Chairman Candyce Fluehr Chimera called to order the executive session at 7:00 p.m. In attendance were Supervisors Michael Fox, Jeffrey McDonnell and Joseph Walsh. Chairman Robert Birch was absent. Also in attendance were Lawrence Gregan and Frank R. Bartle, Esquire. Two matters of possible real estate acquisition, one matter of litigation regarding the R.D. Management validity challenge, and one personnel matter regarding police department staffing were discussed.

Vice Chairman Candyce Fluehr Chimera called the regular action meeting to order at 8:00 p.m. In attendance were Supervisors Michael Fox, Jeffrey McDonnell and Joseph Walsh. Chairman Robert Birch was absent. Also in attendance were Frank R. Bartle, Esquire, Lawrence Gregan, Richard Brady, Rick Lesniak, Bruce Shoupe, Kevin Costello, Ann Shade, Shannon Drosnock, Vicki Zidek, Stacy Crandell, Richard Grier and Deb Rivas.

Following the Pledge of Allegiance, Vice Chairman Candyce Fluehr Chimera called for public comment from the audience and there was none.

Frank R. Bartle, Esquire, reported that the Board met in an executive session earlier in the evening at 7:00 p.m. Mr. Bartle reported that there were two matters of possible real estate acquisition discussed. There was also one matter of litigation regarding the R. D. Management validity challenge before the Township's Zoning Hearing Board, and one personnel matter regarding Police Department staffing or potential Police Department staffing issues. Mr. Bartle reported that all of these matters are legitimate subjects of executive session pursuant to Pennsylvania's Sunshine Law.

Supervisor Joseph Walsh made a motion to approve the minutes of the August 8, 2011 Board meeting and Supervisor Michael Fox seconded the motion. The minutes of meeting were unanimously approved as submitted.

Vice Chairman Candyce Fluehr Chimera reported that the Township had received a request from Bear Ye One Another's Burdens Family Ministry Church to waive all fees associated with the special event permit for their picnic to be held on September 4, 2011 at the William F. Maule Park at Windlestrae. Supervisor Michael Fox made a motion to approve the request and Resolution #1, adopted unanimously, approved the waiver of fees as requested.

Police Chief Richard Brady reported that the Police Canine Unit presently consists of three canine teams, with two of the teams' canines nearing the age of retirement. One of the handlers, Corporal Glenn Davis, will not be retraining with another canine as he was recently promoted and desires to dedicate additional time to his supervisory position. Chief Brady reported that after interviewing the police officers desiring to be assigned to the Canine Unit, Officer Brian Schreiber had been recommended to be the next canine officer. Chief Brady also reported that the canine will be purchased and trained by the Tarheel Canine Training Academy in North Carolina. The cost of purchasing and training the Canine Team is \$12,000.00, of which District Attorney Risa Ferman has offered to donate \$6,000.00. This will be the second Canine Team that D.A. Ferman has assisted in sponsoring this year. Resolution #2, adopted unanimously, authorized the purchase of a new canine from the Tarheel Training Academy and approved the attendance of Officer Brian Schreiber for the four weeks of Handler's Training.

Planning Director, Bruce Shoupe reported that during last winter, a number of snow removal contractors deposited the snow from various private property driveways and parking lots out onto Township streets. This practice makes our snow removal operations more difficult. Mr. Shoupe reported that the staff would like to amend the ordinance to clarify the language in the code as to what is a nuisance, as well as responsibilities and methods of snow and ice removal under property maintenance standards and enforcement, and to allow the Police Department to respond to complaints and issue citations up to \$600. Mr. Shoupe reported that the current ordinance places enforcement responsibility on the Department of Planning and

Zoning. Resolution #3, adopted unanimously, authorized the advertisement of the Amendments to the Snow and Ice Removal Ordinance to be heard in a public meeting on September 12, 2011.

Public Works Director, Kevin Costello, reported that the four tennis courts at Fellowship Park are in desperate need of leveling and recoating. The Park Board has identified this project as a maintenance priority and is recommending that the work be moved up for completion in September of this year. Mr. Costello reported that the project was originally going to be proposed for the 2012 Budget until it was observed how rapidly the surface was deteriorating as a result of the extended heat wave experienced this summer. Resolution #4, adopted unanimously, authorized the Public Works Department to perform the Fellowship Park Tennis Court Leveling and Recoating Project with a not to exceed cost of \$20,000.00.

Technology Manager, Richard Grier, reported that the Board had approved funds in 2010 to partially upgrade the audio system in the Public Meeting Room. The upgrade included new microphones and a mixer for the Board members. The upgrade significantly improved the capture of the audio for the televised Board meetings and closed captioning turnaround times. Mr. Grier reported that the next step in upgrading the Township Meeting room system is to address the issues of sound quality and reliability inside the room itself due to the age and poor condition of the amplifiers and remaining original mixer. Mr. Grier reported that during a well-attended public meeting in July, the audio cut out completely, leaving residents unable to hear what was being said at the front of the room. Mr. Grier stated that the upgrades will greatly improve the audio quality and resolve the reliability problem. Resolution #5, adopted unanimously, approved the audio upgrades to the Public Meeting Room to be completed by Clear Sound for \$9,668.00.

Fire Services Director, Richard Lesniak, reported that the Fire Department desires to have a vehicle evaluation performed on its three engines, rescue and ladder truck. The fleet will

be evaluated in terms of age, condition, tool and equipment layout and hose loads. Mr. Lesniak reported that the evaluation will recommend a replacement schedule for the Fire Department fleet. Proposals were obtained from two companies and the lowest responsible proposal was received from VFIS Education, Training and Consulting to perform a vehicle evaluation at the cost of \$4,500.00. Resolution #6, adopted unanimously, approved the proposal from VFIS Education, Training and Consulting, dated August 16, 2011, to perform an emergency service vehicle evaluation in the amount of \$4,500.00.

Supervisor Joseph Walsh made a motion to approve the payment of bills. Supervisor Michael Fox 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 8:22 p.m.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consideration Preliminary/Final Land Development Plan – Hawthorne Court – LD/S# 658

MEETING DATE: September 12, 2011

ITEM NUMBER: #6

MEETING/AGENDA: WORK SESSION

ACTION XX

CONSENT

NONE

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

INITIATED BY: Bruce Shoupe

Director of Planning
And Zoning

BOARD LIAISON: Candyce Fluehr Chimera

Supervisor

Liaison – Planning Commission

BACKGROUND:

The applicant, Hawthorne Court Associates, has submitted application and plans for Preliminary/Final approval for a 12+ acre parcel of ground located on the eastside of DeKalb Pike (Route 202) at the signalized intersection with Gwynmont Drive in the Commercial Zoning District.

The Preliminary/Final plans propose the construction of a three-story 27,000 square foot per floor office building; a four-story, 83-room hotel; and an 11,000 square foot day care center. This project will be done in phases. A total of 526 parking spaces are proposed. The extension of Gwynmont Drive to the intersection of Route 202 is proposed. A traffic signal has been already installed at this intersection under a previous development.

In 2003, this site received Land Development approval to develop the site with two three-story office buildings, totaling 120,000 square feet. That project did not proceed to construction.

The Township staff and consultant have reviewed this plan for compliance with Township Codes. The applicant had requested six waivers, one of which was in response to a request by the neighbors involving the planting of buffer trees on top of the berm at the rear of the site. The consultants have indicated that they are generally in support of these waivers. Boucher & James recommends that a fee be provided for any trees and shrubs not planted.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

The Applicant sent a letter on July 19, 2011 withdrawing their indefinite extension for this land development, which requires to Board to render a decision by October 17, 2011.

PREVIOUS BOARD ACTION:

At the Board meeting of June 27, 2011, a motion was made to table action on this project and requested the applicant to investigate installing a wall instead of a fence along the east and northern property line, dedicating the Gwynmont Drive road extension right-of-way to the Township, contributing the unused Gwynmont Drive extension funds to the Township for other purpose; and directing the Township Traffic Engineer to conduct a traffic study of the intersection of Gwynmont Drive and Route 202 (DeKalb Pike)

ALTERNATIVES/OPTIONS:

The Board could approve this plan or deny this plan with the conditions/waivers as outlined in the attached resolution.

BUDGET IMPACT:

None.

RECOMMENDATION:

The resolution be adopted by the Board of Supervisors.

MOTION/RESOLUTION:

MOTION _____

SECOND _____

ROLL CALL:

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
Robert J. Birch	Aye	Opposed	Abstain	Absent

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

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Recognition of Police Promotions – Recruits Thomas Ward and Jason English

MEETING DATE: September 12, 2011

ITEM NUMBER: #7

MEETING/AGENDA: ACTION XX CONSENT NONE

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

INITIATED BY: Chief Richard Brady

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

BACKGROUND:

On August 27, 2010, Thomas Ward and Jason English were hired as Recruit Police Officers with the Montgomery Township Police Department. On August 27, 2011, both police officers completed their one year probationary period. At this time both officers are eligible to be promoted to Patrol Officer III. Over the past year, the officers have been proactive and aggressive police officers. They have attended several schools to further enhance their criminal justice knowledge. Both have received above average performance evaluations from their respective patrol sergeants.

It is with great pleasure that I recommend Officer Thomas Ward and Officer Jason English be promoted to the rank of Patrol Officer III effective August 27, 2011.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT: None.

PREVIOUS BOARD ACTION: None

ALTERNATIVES/OPTIONS: None.

BUDGET IMPACT: Funds for the promotions were included in the 2011 Budget.

RECOMMENDATION:

It is requested that Officer Thomas Ward and Officer Jason English be promoted to the rank of Patrol Officer III, effective August 27, 2011.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby approve the promotion of Recruit Officers Thomas Ward and Jason English to the rank of Patrol Officer III, effective August 27, 2011.

ROLL CALL:

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
Robert J. Birch	Aye	Opposed	Abstain	Absent

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


MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Announce Settlement of Police Contract Negotiations and Consider Approval of and Authorization to Execute New Police Collective Bargaining Agreement

MEETING DATE: September 12, 2011 , ITEM NUMBER: #8

MEETING/AGENDA: ACTION **XX** CONSENT NONE

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

INITIATED BY: Lawrence J. Gegan,  Township Manager BOARD LIAISON: Robert Birch, Chairman
Liaison – Public Safety Committee

BACKGROUND:

Following Collective Bargaining efforts in accordance with the provisions of Act 111, the Board of Supervisors and Montgomery Township Police Officers Collective Bargaining Unit have reached a settlement on a new five year Collective Bargaining Agreement for the years 2012 - 2016. In summary of the changes negotiated in the agreement include:

1. Wage increases of 3% (2012), 2.5% (2013), 2.5% (2014), 3% (2015) and 3.5% (2016).
2. Wage freeze for the starting Recruit position for all five years of the contract.
3. Elimination of the Cadet position from the Collective Bargaining Unit.
4. Medical benefit cost containment changes including:
 - a. Increasing the deductibles for the PPO Medical Benefit plan.
 - b. Restricting new Officers hired after 1/1/2012 to only the HMO Medical plan.
 - c. Providing an incentive program for officers who convert from the PPO plan to the HMO Medical Benefit plan during contract years 2012 - 2015.
 - d. Mandatory conversion of all officers to HMO Medical Benefit plan for contract year 2016.
5. Changes to the Police Pension Plan including:
 - a. Extension of the drop period from 36 to 48 months.
 - b. Increasing the retirement bonus for services in excess of 25 years.
6. Addition of an education bonus for attainment of Master's Degree
7. .Increase in the tuition reimbursement.

The Police Collective Bargaining Unit has approved and executed the Agreement, a copy of which is attached.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None

BUDGET IMPACT:

To be incorporated into the 2012 Proposed Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors approve and authorize the execution of the new Police Collective Bargaining Agreement for the years 2012 – 2016.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors that we hereby approve and authorize the execution of the new Police Collective Bargaining Agreement for the years 2012 – 2016.

ROLL CALL:

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
Robert J. Birch	Aye	Opposed	Abstain	Absent

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

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

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

MEETING DATE: September 12, 2011

ITEM NUMBER:

#9

MEETING/AGENDA: WORK SESSION

ACTION xx

NONE

REASON FOR CONSIDERATION:

Operational:

xx

Policy:

Discussion:

Information:

INITIATED BY: Shannon Q. Drosnock
Finance Director

BOARD LIAISON:

Robert J. Birch, Chairman
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 March 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.

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 on 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.

ROLL CALL:

Candyce F. 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
Robert J. Birch	Aye	Opposed Abstain	Absent

DISTRIBUTION: Board of Supervisors, Frank Bartle, Esq.

ATTACHMENT
PUBLIC RECORDS FOR DESTRUCTION

PLANNING AND ZONING

- PZ -2 **Building and Housing Construction Records** – consisting of plans, specs, permits, inspections, plan review, certifications and verifications of payment for all of the following single family homes. (Retention period – 5 years after Certificate of Occupancy has been issued or final approval of project.) And retail / commercial buildings that have been demolished or never built.
- PZ-469 Planning Commission File SGS Enterprises – Duplication of Permanent LD/S File #501
- PZ-470 Toys R Us Partial Site Plan Dated 12-1-97 – Duplicated in Permanent Plan Storage Box #2-B1
- PZ-471 Planning Commission File Ordinance #98-95 – Duplicated in Permanent Admin File #98-95
- PZ-472 Planning Commission File Ordinance #97-84 – Duplicated in Permanent Admin File #9784
- PZ-473 Planning Commission File Westrum/Lansdale Catholic – Duplicated in permanent LD/S File #505
- PZ-474 Planning Commission Plan of T.G.I. Fridays – Duplicate of Permanent LD/S Approved Plan #439
- PZ-475 **Planning Commission Zehr Tract – Duplicated in Permanent LD/S File #503** **
- PZ-476 Planning Commission Final Montgomery Square Retail – Duplicate of Permanent LD/S File #499A
- PZ-477 **Planning Commission Preliminary Montgomery Square Retail – Duplicate of Permanent LD/S File #499** **
- PZ-478 Planning Commission File – Montgomery Square Residential – Duplicate of Permanent LD/S File #504
- PZ-479 Planning Commission File – Mobil Oil – Duplicate of Permanent LD/S File #488
- PZ-480 Planning Commission File – MIC Lots 7 & 8 – Duplicate of Permanent LD/S File #496
- PZ-481 **Miscellaneous Folder marked "Filing" contents from 1964-1969 found among old ordinance files** **
- PZ-482 Indian Lake Farm – 117 Veronica Lane Lot 9
- PZ-483 Indian Lake Farm – 104 Indian Lake Circle – Lot #14
- PZ-484 Indian Lake Farm – 103 Indian Lake Circle – Lot #16
- PZ-485 NV Homes – Carter's Grove Model – 303 Bridle Path Road – Lot #2
- PZ-486 NV Homes – Remington Model – 301 Bridle Path Road – Lot #1
- PZ-487 Autumn Grove – Wyndham Model – Quaker Group
- PZ-488 909 Beechwood Drive – Fernwood Model – Lot #3
- PZ-489 911 Beechwood Drive – Crestwood Traditional – Lot #2
- PZ-490 917 Beechwood Drive – Steinheiser Residence
- PZ-491 Cambridge Knoll Lot #14 Worthington Model
- PZ-492 2117 Goodwin Lane – Custom Residential Plan
- PZ-493 103 Grays Lane – Custom Residential Plan
- PZ-494 981 Horsham Road – Custom Residential Plan
- PZ-495 123 Knapp Road – Custom Residential Plan
- PZ-496 121 Knapp Road – Custom Residential Plan
- PZ-497 1012B Lansdale Avenue – Custom Residential Plan
- PZ-498 1013 Pecan Drive – Custom Residential Plan
- PZ-499 1015 Pecan Drive – Custom Residential Plan
- PZ-500 1045 Pecan Drive – Custom Residential Plan
- PZ-501 **111 Roberts Lane – Custom Residential Plan** **
- PZ-502 Deed Registrations – various months 1996, 1997, 2002 - Box #1
- PZ-503 Deed Registrations - various months 1994, 1996, 1997, 1998 – Box #2
- PZ-504 Deed Registrations - various months 1996, 1997, 1998, 2002 – Box #3
- PZ-505 Deed Registrations – various months 1990, 1993, 1995, 1997, 1998, 2002, - Box#4
- PZ-506 Deed Registrations - various roads and developments 1993 to 1996- Box #5

PZ-507	Deed Registrations – various months 1992, 1993, 1994, 1995 – Box #6	
PZ-508	Deed Registrations - various months 1994 and 1995 – Box #7	
PZ-509	Miscellaneous receipts from Business Tax Office 1993-1999 – Box #8	
PZ-510	Deed Registrations – various months 2000, 2001, 2004 – Box #9	
PZ-511	Deed Registrations – various months 1999, 2000, 2004, 3005 – Box #10	
PZ-512	Deed Registrations – various months 2004, 2005 – Box #11	
PZ-513	Planning Commission File Gwynmont West Office Center – duplicate of permanent LD/S file #425	
PZ-514	Planning Commission File Gwynmont Farms Phases IV & V – duplicate of permanent LD/S file #424	
PZ-515	Planning Commission File Gwynmont Farms Phases VA & VB – duplicate of permanent LD/S file #436	
PZ-516	Planning Commission File Gwynmont Farms Phase IVB – duplicate of permanent LD/S file #437	
PZ-517	Planning Commission File General Hancock Partnership Golf Center – duplicate of permanent LD/S file #460	
PZ-518	Planning Commission File Gwyndale Phase II – duplicate of permanent LD/S file #463	
PZ-519	Planning Commission Miscellaneous File 1998-1999	
PZ-520	Planning Commission Landscape Ordinance File 1992 to 1994	
PZ-521	Planning Commission Institutional District File 1987	
PZ-522	Horsham Township Comprehensive Plan 1989	
PZ-523	Horsham Township Open Space Plan 1995	**
PZ-524	Closed Complaint Files 1989-1999	
PZ-525	Old Code Inspector files – McDonald's North Wales Road	
PZ-526	Various correspondence of Code Inspector 1977-1983	
PZ-527	Various Assistant to the Township Manager files	
PZ-528	Former Code Inspector J. Munshower files 1983	
PZ-529	Various Plumbing Diagrams 1968-1982	
PZ-530	Deed Registrations – various months 1995-2000 – Box #12	
PZ-531	Planning Commission File Holl Tract – Kenas Road – duplicate of permanent LD/S file #448	**
PZ-532	Planning Commission File Holly Manor – duplicate of permanent LD/S file #355-A	**
PZ-533	Planning Commission File Sears Homelife Furniture – duplicate of permanent LD/S file #472	
PZ-534	Planning Commission File House Subdivision – duplicate of permanent LD/S file #474	
PZ-535	Planning Commission File Jiffy Lube – duplicate of permanent LD/S file #469	
PZ-536	Planning Commission File Gwynmont Farm Lots 49,51 & 52 – duplicate of permanent LD/S file #411	
PZ-537	Planning Commission File Gwynmont West Office Center – duplicate of permanent LD/S file #425	
PZ-538	Planning Commission File Estates of Montgomery – The Cutler Group – duplicate of permanent LD/S file #482	
PZ-539	Planning Commission File The Goddard School – duplicate of permanent LD/S file #487	
PZ-540	Planning Commission File David and Elsie Detwiler Subdivision – duplicate of permanent LD/S file #435	
PZ-541	Planning Commission File Thomas and Sandra Dale Subdivision – duplicate of permanent LD/S file #471	
PZ-542	Planning Commission File Stephen J. Cook Subdivision Beechwood Drive – duplicate of permanent LD/S file #475	
PZ-543	Planning Commission File Colmar Fire Company – duplicate of permanent LD/S file #537	
PZ-544	Planning Commission File Clearview Estates – duplicate of permanent LD/S file #380	
PZ-545	Planning Commission File Clarebridge at Montgomery – duplicate of permanent LD/S file #476	**
PZ-546	Planning Commission File Christman Subdivision – duplicate of permanent LD/S file #468	
PZ-547	Planning Commission File Thomas P. Calhoun Subdivision – duplicate of permanent LD/S file #461	
PZ-548	Planning Commission File Brogley 3 Lot Subdivision – duplicate of permanent LD/S file #449	
PZ-549	Planning Commission File Bally Gwynedd 3 Lot Subdivision – duplicate of permanent LD/S file #467	**
PZ-550	Planning Commission File Bennigans/Gimaro – duplicate of permanent LD/S file #483	
PZ-551	Planning Commission File John Ball Subdivision – duplicate of permanent LD/S file #351	**

PZ-552	Planning Commission File Fullmer/Horvath Tract – duplicate of permanent LD/S file #518	**
PZ-553	Planning Commission File Goodwin Tract – duplicate of permanent LD/S file #486	
PZ-554	Planning Commission File Goddard School – duplicate of permanent LD/S file #487	
PZ-555	Planning Commission File Green Baron – duplicate of permanent LD/S file #500	**
PZ-556	Planning Commission File Autumn Grove – duplicate of permanent LD/S file #363-A	
PZ-557	Planning Commission File Amoco Oil Company – duplicate of permanent LD/S file #490	
PZ-558	Planning Commission File Au Land Development – duplicate of permanent LD/S file #454	
PZ-559	Planning Commission File K-Mart Addition – duplicate of permanent LD/S file #442	
PZ-560	Planning Commission File Landscape Ordinance	
PZ-561	Planning Commission File Lansdale Catholic High School – duplicate of permanent LD/S file #505	
PZ-562	Planning Commission File Leader Nursing & Rehab Center – duplicate of permanent LD/S file #332-B	
PZ-563	Planning Commission File Leader Nursing Home Extension – duplicate of permanent LD/S file #332	
PZ-564	Planning Commission File Levine Tract – duplicate of permanent LD/S file #473	**
PZ-565	Planning Commission File Lizell Property – duplicate of permanent LD/S file #544	
PZ-566	Planning Commission File Lizell Retail Stores (LBM) – duplicate of permanent LD/S file #450	
PZ-567	Planning Commission File Magdalena 3 Lot Subdivision – duplicate of permanent LD/S file #478	
PZ-568	Planning Commission File Manor Health care Expansion – duplicate of permanent LD/S file #332-A	
PZ-569	Planning Commission File McDonald's Restaurant at English Village – duplicate of permanent LD/S file #485	
PZ-570	Planning Commission File Miscellaneous Complaints	
PZ-571	Planning Commission File 202 Marketplace	
PZ-572	Planning Commission File Montgomery Crossing – duplicate of permanent LD/S file #396	
PZ-573	Planning Commission File Montgomery Crossing Phase II – duplicate of permanent LD/S file #396-A	
PZ-574	Planning Commission File Montgomery Greene Resubdivision – duplicate of permanent LD/S file #378-A	
PZ-575	Planning Commission File Montgomery Township Commercial Growth Steering Committee	
PZ-576	Planning Commission File Montgomery Lea Phase II-B – duplicate of permanent LD/S file #403-B	
PZ-577	Planning Commission File Montgomeryville Industrial Center – duplicate of permanent LD/S file #126	
PZ-578	Planning Commission File Montgomery Township Municipal Building – duplicate of permanent LD/S file #462	
PZ-579	Planning Commission File Montgomery Lea Phase II – duplicate of permanent LD/S file #403-B	
PZ-580	Planning Commission File Moser 2 Lot Subdivision – duplicate of permanent LD/S file #464	
PZ-581	Planning Commission File Moyco Industries Addition – duplicate of permanent LD/S file #45	
PZ-582	Planning Commission File Penny Lane – duplicate of permanent LD/S file #385	**
PZ-583	Planning Commission File North Penn Estates Phase I – duplicate of permanent LD/S file #356-A	
PZ-584	Planning Commission File North Penn Transfer – duplicate of permanent LD/S file #457	
PZ-585	Planning Commission File The Orchard – duplicate of permanent LD/S file #277	
PZ-586	Planning Commission File Pine Crest Golf Club – duplicate of permanent LD/S file #374	
PZ-587	Planning Commission File Pine Tree Ridge – duplicate of permanent LD/S file #407	
PZ-588	Planning Commission File Calhoun 4 Lot Subdivision Richardson Road – duplicate of permanent LD/S file #461	
PZ-589	Planning Commission File Shoney's Sketch Plan	
PZ-590	Planning Commission File Spagnolo 5 Lot Subdivision – duplicate of permanent LD/S file #477	
PZ-591	Planning Commission File McNamee Sketch Plan – duplicate of permanent LD/S file #494	
PZ-592	Planning Commission File TSG – duplicate of permanent LD/S file #481	
PZ-593	Planning Commission File Turner/Hirokawa – duplicate of permanent LD/S file #395	**
PZ-594	Planning Commission File Unique Machine Company – duplicate of permanent LD/S file #484	
PZ-595	Planning Commission File Woodland Professional Building – duplicate of permanent LD/S file #345	
PZ-596	Planning Commission File Wagner 3 Lot Subdivision – duplicate of permanent LD/S file #479	
PZ-597	Planning Commission File Welsh Village Area G – duplicate of permanent LD/S file #344-D	

PZ-598	Planning Commission File Zoning Hearing Board	
PZ-599	Planning Commission File Eureka Treatment Plant – duplicate of permanent LD/S file #413	
PZ-600	Planning Commission File Municipalities Planning Codes for Second Class Townships	
PZ-601	Planning Commission File Tax Reform Act 145 of 1988	
PZ-602	Plumbing Drainage Diagrams – 1962 to 1979	
PZ-603	Master Plan of Windlestrae Park – paper plans	**
PZ-604	Green Paper Aerial Photo between Knapp Road and Horsham Road – undated –	**
PZ-605	Undeveloped Land Routes 309 & 202 Corridors – presentation board	**
PZ-606	Land Use Area Plan – Heckler Tract – presentation board	**
PZ-607	Context Plan – Zehr Property – presentation board	**
PZ-608	Whistlestop Park - presentation board	**
PZ-609	Existing Features Plan – Spring Valley Park – presentation board	**
PZ-610	Whispering Pines Park – presentation board	**

**** Items requested by the Montgomery Township Historical Society**

PARKS AND RECREATION

PR-1 – Accident/Incident Reports
2006 and prior reports

PR-5 - Park Program Files
2006 and prior records

PR-7 – Park Use Records
2004 and prior records

ADMINISTRATION

- AL-1 Administrative and Subject Files: Routine correspondence and program files – 2010 and prior years
- Actuarial Information
 - Confirmation of Termination of Services – Watson Wyatt 2000
 - Proposal of Services Letter – Thomas J. Anderson & Associates 2000
 - Assoc of PA Municipal Mgmt – General Memos & Membership Directory 2000 & 2001
 - Meeting Agenda 2001
 - Membership Directories 2000
 - Annual Credit Report – 2001
 - Audit File – 2004 & 2005
 - Autumn Festival – General Correspondence 2005 & Prior
 - Block Party Applications – 2005 to 2009
 - BOS Invitations to Events 2010
 - BOS – Invitation to Events & Training/Seminar Opportunities – 2008

- BOS – 2008 Retreat Information
- BOS – Town Meetings w/Residents – General Correspondence & Attendance Lists – 2000 & 2001
- Boucher & James – Invitations to Events 2004 – 2006
- Committee Re-appointment Letters (copies) 2008/2009
- Community Map & Information Guide – 2003/2005/2007 – General Correspondence/Drafts
- Consumer Price Index Reports – 1980 to 2007
- DCED – Workshop Invitations 2000 – 2006
- Delaware Valley Energy Consortium – Letter 2000 – Re: Info – Bids on electricity & Natural Gas
- Drug and Alcohol Task Force Memo 1999
- DVHIT – BAS – 2009 – General Report
 - Ballot – 1997
 - Letter – Letter Proposing Feasibility Study for a Third Self Insurance Group – 1997
 - Letter – 1998 Renewal
 - Letter – Update – First Meeting of DVHIC – 1997
- DVMMA – Letter Confirming Resolution to Issues Presented
- DV Workers Comp
 - Training Invitation 1999
 - Letter - Vacancy on Board – 1999
 - Ballot for Election of Officers 1999
 - Letter – Boro of Pottstown left DVWC
 - Memo – 1998 – Goldenberg Group – appeal of Common Pleas Ct Decision
- Ethics Commission
 - Annual Reports 1984 – 1989
 - Announcement of Special Meetings
 - Updated Bill #75 – 1989
- Floodplain Management 2000 – Instructions for Completion of Form
- Gilmore Associates – RFP to be Township Engineer
- S. Greenleaf – Correspondence - Response to Board Letters
- House Hearings – 2008 – Held at Montgomery Township
- HOA Correspondence – 2002/2004
- L & I – Right to Know – Training Forms – Fire – General Correspondence
 - Rules & Regulations 1985
 - Wage Survey – 1993
 - R to K Sign In Sheets – Training Sessions – No Dates
 - Hazardous Substance Survey Form 1991
- McGill – Correspondence 2003/2006
- MCATO – Training 2009
 - Convention Registrations/Info 2010
- MCPC – 2009 Annual Report
- PA League of Cities
- PELRAS Bulletins 1996 – 2007
- PSATS Conference Hotel Reservations/Etc. 2000 – 2009; Workshop 2010
- PTMA – General Correspondence 2005

AL-12 Election Records: Ethics Commission Statements of Financial Interest – Retain 5 years – Dispose 2005 and Prior

PS-2 Applications for Employment (Not Hired) – Retain 2 years – Dispose 2008 and Prior

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Proposal for Building Inspection Services – Hotel Construction Project

MEETING DATE: September 12, 2011

ITEM NUMBER: #10

MEETING/AGENDA:

ACTION XX

NONE

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

INITIATED BY: Bruce S. Shoupe
Director of Planning and Zoning

BOARD LIAISON: Robert J. Birch
(Chairman)

BACKGROUND:

In June 2008, the Township received two applications for hotels to be built off Garden Golf Boulevard. These hotels are Hilton Garden Inn approximately 77,000 square feet and Hilton Staybridge Suites approximately 95,886 square feet. In June 2009, the developer of this project contacted the Township advising that they would be putting this project on hold due to economic conditions. The permit fees collected in 2008 were \$105,999 and \$98,589 respectively.

In August, the developer advised that they would proceed with the construction of the Hilton Staybridge starting in September. Based on the size of this project and the manpower demand to manage this project would require an inspector capable of providing the proper time to manage this project.

A project the size of new Hilton hotel can take up to nine months to complete and require up to 720 man-hours. This time would include enough time to coordinate the phasing with the applicant, contractors and subcontractors, perform the required field inspections, review/approve and maintain all change orders and maintain and coordinate work with other departments of the Township. This does not include possible unforeseen situations and obstacles that may arise during the project that may require the attention of, and/or input from, the inspector and this time estimate may need to be revisited during construction.

Based on the proposed demand of this project, and possible future demands, staff is recommending hiring a separate Third-Party Inspection Company to perform the inspection of the Staybridge project.

Attached is a proposal from Boucher & James to provide construction oversight and inspection of the Staybridge Suites Hotel located at Garden Golf Boulevard. Kevin W. Kochanski, Director of Zoning Code Enforcement Services, Boucher & James, outlines their proposal and funding requirements to manage the Staybridge Suites Hotel construction project.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

The proposal is for a "not to exceed" cost of \$51,220 to perform the construction oversight/inspection services which has been covered by the \$98,589 fee collected in 2008.

RECOMMENDATION:

That the attached proposal for construction oversight and inspection of the Staybridge Suites Hotel project be accepted.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby accept and approve the proposal submitted by Boucher & James dated September 7, 2011 to provide construction oversight and inspection services of the Staybridge Suites Hotel project, located at 119 Garden Golf Boulevard for a total not to exceed price of \$51,270.

MOTION: _____ SECOND: _____

ROLL CALL:

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
Robert J. Birch	Aye	Opposed	Abstain	Absent

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



Boucher & James, Inc.
CONSULTING ENGINEERS

Montgomery Professional Building
1110 Valley Road, Garden Grove
Boulevard, PA 19103
Montgomery, PA 19103
Phone: 215-381-1000

1110 Valley Road
Garden Grove, PA 19103
19103-1000
Fax: 215-381-1000

PO Box 280
1001 N. Garden Blvd
Garden
Montgomery, PA 19103
19103-1240
Fax: 215-381-1000

www.bjce.com

September 7, 2011

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

**SUBJECT: BUILDING INSPECTION SERVICES
PROJECT NO. P114912**

Dear Mr. Gregan:

Boucher & James, Inc is pleased to submit this proposal to provide Building Inspection Services for the Staybridge Suites Hotel, located at 119 Garden Golf Boulevard in Montgomery Township, Montgomery County, Pennsylvania. Based upon our discussions, we propose to provide the following services.

I. SCOPE OF SERVICES

- A. Building Plan Review as necessary to become familiar with the project and proposed construction methods used for this project and general administration and coordination time.
- B. Building Inspection Services for the above noted project as required in accordance with the Uniform Construction Code and applicable regulations contained within the Codified Code of Ordinances as adopted by Montgomery Township. These services include general building construction observation and building inspections as requested by the building contractors and general administration and coordination time.

II. CONDITIONS OF SERVICE

- A. This proposal does not include inspection services related to Electrical Plan Review and/or Inspections. It is our understanding that these services have been / will be performed by others.
- B. The plan review portion of this proposal does not include a thorough review of the building plans or issuance of any review or approval letters. It is assumed that the building plans have already been reviewed by a 3rd party and building permits are to be issued based on that 3rd party's review.
- C. The "Not-to-Exceed" total for Building Inspection Services includes one (1) initial inspection and one (1) re-inspection for a failed initial inspection for both rough and final inspections. Any additional inspections for a second failed inspection would be invoiced on a time and materials basis in accordance with the attached rate schedule. It is understood that any re-inspections beyond the two (2) contemplated above will require prior written approval from the Township.

- D. The "Not to Exceed" total for Building Inspection Services is based on the assumption that building construction will be completed in phases for each floor; i.e., the contractor will finish one wing of a floor and call for an inspection prior to starting work on the other wings on that same floor. It is anticipated that multiple inspections will be scheduled by the contractors for each of the disciplines as the contractors complete a portion of each floor.
- E. The "Not to Exceed" total for Building Inspection Services includes attendance at three (3) pre-construction meetings at the Township Building. If additional meetings are necessary, or specifically requested by the Township, each additional meeting would be invoiced on an hourly basis, in accordance with the fee schedule attached to this proposal provided prior written approval is first obtained from the Township.
- F. The "Not to Exceed" total for Building Inspection Services includes time for **Boucher & James, Inc.** staff to be on-site on a weekly basis and for general coordination with the General Contractor to ensure building construction is proceeding in accordance with the approved building plans. On site time will supplement time spent performing requested inspections to insure the project is proceeding in a proper manner. It is anticipated that the project will be under construction for nine (9) months. For months 1-3, we anticipate spending an average of 6 hours per week on site. For months 4-6, we anticipate spending an average of 5 hours per week on site. For months 7-9, we anticipate spending an average of 8 hours per week on site.
- G. **Boucher & James, Inc.** will carry and maintain professional liability insurance, in accordance with the attached Certificate of Liability Insurance for the duration of this project. Montgomery Township will be named as an additional insured upon execution of this proposal.

III. COMPENSATION FOR SERVICES

The fees for services as specified in **SCOPE OF SERVICES** Item **IA** will be invoiced at an applied hourly rate basis according to our Standard Rate Schedule currently in effect at the time the work is performed (schedule enclosed) with a total cost not to exceed \$1,920.00.

The fees for services as specified in **SCOPE OF SERVICES** Item **IB** will be invoiced at an applied hourly rate basis according to our Standard Rate Schedule currently in effect at the time the work is performed (schedule enclosed) with a total cost not to exceed \$49,350.00

As the project progresses, information revealed may require changes that could affect the scope of work and the associated cost. Additional services beyond the above Item **I. SCOPE OF SERVICES** and/or called for by the client, as ordered and authorized will be invoiced for a fee negotiated and agreed upon after the scope has been defined; or, at an applied hourly rate basis according to our Standard Rate Schedule currently in effect at the time the work is performed (schedule enclosed).

Reproductions and reimbursable expenses will be invoiced in addition to our professional fees.

Mr. Lawrence J. Gregan, Manager
Montgomery Township
September 7, 2011
Page 3 of 3

IV. METHOD OF PAYMENT

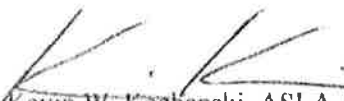
Invoices will be issued on an approximate monthly basis or upon completion of the work. These invoices will become due and payable within thirty (30) days of date issued. Invoices outstanding for more than thirty (30) days will be subject to a 1.5% service charge per month. If the client fails to make payments when due, **Boucher & James, Inc.** reserves the right to suspend performance of services. Such suspension of services shall not be deemed to cause a breach of contract by **Boucher & James, Inc.** and **Boucher & James, Inc.** shall have no liability whatsoever to the client for any costs or damages as a result of such suspension.

The proposed quote herein will remain effective for sixty (60) days from the date of this letter. **Boucher & James, Inc.** must be notified in writing within fifteen (15) working days upon receipt of an invoice of any disputed invoice charges. Any disputed billing claims arising after the fifteen (15) day time frame will be the responsibility of the client to pay in full.

Please return one (1) executed copy of this proposal to **Boucher & James, Inc.** as your authorization to commence project activities pursuant to the scope of work and the terms provided herein.

Thank you for your consideration on this project. We look forward to working with you on this and future projects.

Sincerely,



Kevin W. Kochanski, ASLA, R.L.A.
Director of Zoning/Code Enforcement Services

KWK/bpa

Enclosure(s)

Accepted this _____ day of _____, 2011

By: _____
Authorized Signature

**MONTGOMERY TOWNSHIP
BUILDING INSPECTION SERVICES
2011 RATE SCHEDULE**

Company Principal	\$110.00
Construction Coordinator	\$ 75.00
Commercial/Residential Building Inspector I	\$ 60.00
Commercial/Residential Building Inspector II	\$ 55.00
Administrative Assistant	\$ 45.00

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Discussion - Electronic Board Packets

MEETING DATE: September 12, 2011

ITEM NUMBER: #11

MEETING/AGENDA: ACTION **XX** CONSENT NONE

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

INITIATED BY: Richard Grier
Technology Manager

BOARD LIAISON: Robert J. Birch, Chairman

BACKGROUND:

The Board requested that staff look into the cost/benefits of moving Board Packets from paper to tablet computer for electronic distribution. The cost analysis of preparing paper Board packets includes the following factors: estimated-staff time to copy and collate, estimated police delivery cost in time and fuel, and paper usage.

The attached spreadsheet details these potential cost savings vs. the cost of purchasing tablet computers for the Board of Supervisors. An average cost of \$550 per tablet was used as a basis for calculating the buyback period. This average is based on the prices of the Motorola Xoom, the Apple iPad2 and the Samsung Galaxy 10. Each device was priced with WiFi capability, which means that a wireless connection would be required to access online information. 3G/4G service is not included and would be extra.

Based on the attached cost analysis, we estimate that the savings from the conversion would pay for the cost of the tablets in 21 months.

In addition to these cost savings we are investigating additional savings in future copier costs should the Board agree to the change to the electronic distribution format. In the first quarter of 2010 the Township entered into a new 3-year copier lease. In order to meet the demands of processing the packets in a timely manner a higher speed copier was acquired for the Administration Department adding approximately \$300 to the monthly copier lease. A move to electronic distribution would, when the copier lease expires in 2013, allow us to acquire a less robust copier for the Administrative office which could reduce our costs by up to an additional \$3,600/year.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

Options to reduce the Township cost could be:

- Staff could email packets to the Board for them to print and bring with them to the meetings. This option just pushes printing costs off onto the Board Members.
- Board members purchase or bring their personal electronic devices (laptop or tablet) to the meetings.
 - A tablet averages 11 hours of use with a full charge and a laptop averages just 2 hours. Power requirements for the dais would need to be determined should the need occur to charge a low battery.

BUDGET IMPACT:

The cost to move to electronic distribution would be a one-time cost of \$2,750 and the cost to produce paper packets is \$1,594.13/year resulting in an estimated buyback period of 21 months. The buyback period could be reduced even further when the current copier lease expires in 2013. Staff estimates that a less robust copier could be leased for the Administrative office at that time which could reduce costs by an additional \$3,600/year.

RECOMMENDATION:

Provide staff with direction.

MOTION/RESOLUTION:

To be determined.

MOTION: _____ SECOND: _____

ROLL CALL:

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
Robert J. Birch	Aye	Opposed	Abstain	Absent

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

Cost Analysis

Estimate Annual Paper Totals for a Single Board Packet

Year	Pages
2009	3,000
2010	2,750
2011 (projected)	2,750
Average over three years	2,833

Estimated annual paper for 5 packets 14,167 Pages or
28 Reams

\$5.44/Ream	\$154.13	Estimated Annual Costs
Admin Staff @1 hour per meeting	\$480.00	
Delivery @1 hour per meeting	\$960.00	
	\$1,594.13	Total

Average Tablet cost \$550.00
Total for 5 tablets \$2,750.00

Buy back time 21 Months

Motorola Xoom	\$599
Samsung Galaxy 10	\$550
Apple iPad 2	\$499

BY TONI SHOPE AND KAREN THORESON

HAS THE IPAD FOUND ITS NICHE IN LOCAL GOVERNMENT?

Added value being examined

In August 2010, *USA Today* reported that many localities are turning to iPads to conduct government business.¹ *Governing* magazine called 2010 the “Year of the iPad.”² In an attempt to discover exactly how local governments are using this emerging technology, the Alliance for Innovation inquired about local governments’ use of iPads in September 2010, and several localities shared their success stories.

Since we first inquired, localities have adopted this revolutionary product at an exponential growth rate. A quick Internet search shows thousands of links highlighting localities deploying iPads for various uses: by elected officials, school districts, court systems, public safety, and libraries. Three reasons why localities are investing in this innovative technology are cost efficiency, environmental friendliness, and convenience.

Examples of Use

The majority of those using iPads began by testing their use with elected bodies, boards, and senior staff to assist with eliminating huge amounts of paper. Hampton, Virginia, presented each councilmember with approximately 10,000 pages of information last year, spending \$18,000 to produce agenda packets, not including the staff time to assemble the material or transportation cost to deliver.³ It’s now using iPads.

Likewise, North Myrtle Beach, South Carolina, is employing iPads among senior staff and elected officials as a platform for sharing documents.

Patrick Dowling, public information officer for North Myrtle Beach, states, “We all trundle along from meeting to meeting carrying mounds of paper. It is challenging enough to wade through one event’s worth of documents, and even more challenging to be able to commonly and readily access past documents that are applicable to a current discussion. The iPad allows us all to access a library of information with the same ease and quickness.”

The price tags on the iPads range from \$499 to \$829 depending on the amount of memory and which version is purchased. The consensus among local governments seems to be that purchasing the Wi-Fi version and tapping into organization and home wireless networks is the most efficient.

Savings in paper and print costs are helping many justify the up-front capital cost of purchasing the innovative technology. The iPads purchased by Hampton for seven councilmembers and six senior staff paid for themselves in six months.

Likewise, Freemont, California, estimates the city easily recouped the cost of purchasing five iPads for council use within the first six months. Beyond dollars saved, localities are demonstrating an environmentally responsible workplace by printing less.

Another local government, Manatee County, Florida, started by assigning iPads to several IT staff to test, with the goal of eliminating laptop computers in the administrator’s office. They have since deployed 27 iPads to county administration and department directors.

Karen Windon, deputy county administrator for Manatee County, reports the flexibility, ability to find answers in real time, and using time more wisely have been the biggest benefits.

Although some would argue the iPad is not a replacement for laptops, it does appear to have added value over a laptop. Longer battery life, portability and light weight, absence of logging in and booting up, user-friendly features, and built-in memory are just a few of the advantages.

Having only one device for contacts, calendars, and e-mail is also a plus. Additional applications make life easier for reading and annotating lengthy documents, while the web browser allows further research. Local governments have found value in the following applications: Documents to Go, Dropbox, iAnnotate, and ReaddleDocs.

Case Study: Williamsburg, Virginia (population 12,481)

Williamsburg, Virginia, has placed its council agenda packet online for years but copied roughly 20 packets per meeting for councilmembers and senior staff. In 2010, this totaled 34,320 pieces of paper, costing the city \$2,000 in direct printing costs.

In July 2010, councilmembers were issued 32GB Wi-Fi iPads. Those employees who were required to attend council meetings were offered the option of purchasing an iPad at 50 percent of Williamsburg’s cost. After a year, the iPad would become the property of the employee (see Employee iPad Purchase Agreement in Knowledge Network at www.transformgov.org/williamsburgipad).

Williamsburg purchased and installed all software city business requires on the iPad (iAnnotatePDF and Documents to Go). The city uploads agenda materials to its server with a direct link on the iPad browser that automatically opens in iAnnotate.

Additional applications can be purchased and installed at councilmember or employee expense unless deemed

a business expense. The IT department provided training to councilmembers and staff on how to use the device. Within 10 months, Williamsburg recouped its costs.

Currently, Williamsburg is piloting the use of iPads in building inspections, choosing to replace its Panasonic Toughbooks with less costly iPads. Future plans include the possibility of using iPads in disaster response and public safety.

Williamsburg is purchasing the 3G version for employees who are using them in the field. For further information, contact Mark Barham, IT director, mbarham@williamsburgva.gov.

Run the Numbers

News reports are questioning whether iPads impede transparency in local government. State open records laws vary across the nation, and iPads are raising

concerns about the ability of councilmembers to e-mail, text, or chat during a meeting without those conversations becoming part of the public record.

Current users of iPads feel it adds nothing new to the mix that hasn't been available for years, including e-mail, text messaging, and private conversations. Localities in California—Hayward and Redwood City—are addressing this through policies to prohibit councilmembers from receiving or sending e-mail and text messages during council meetings.

Early-adopting localities recommend running the numbers and being objective: Do you know your paper, print, and staff cost to produce agenda packets?

Localities also need to assess the readiness of their council and staff: Are they tech savvy already or willing to learn new technology?

Because of concerns about transparency, knowledge of how iPads relate to your state open records laws is paramount.

Although it's not yet confirmed that this technology has filled a need in local governments, early-adopting communities have helped move the signs in a positive direction. **PM**

ENDNOTES

- 1 Katharine Lackey, "iPads Saving Cities Paper Costs," USA Today, August 10, 2010, www.usatoday.com/news/nation/2010-08-09-ipad-government_N.htm.
- 2 Elizabeth Daigneau, "Tablets: Government's Newest Tool," Governing, March 2011, www.governing.com/topics/technology/Tablets-Governments-Newest-Tool.html.
- 3 John C. Eagle, "Hampton's Experiment with iPads Draws Attention of National Media, Other Cities," Hampton Chronicle, August 12, 2010, www.hamptoncommons.com/ipad-story.



TONI SHOPE is east regional director, Alliance for Innovation, Cornelius, North Carolina (tshope@transformgov.org), and **KAREN THORESON** is president, Alliance for Innovation, Phoenix, Arizona (kthoreson@transformgov.org).



transformgov.org), and **KAREN THORESON** is president, Alliance for Innovation, Phoenix, Arizona (kthoreson@transformgov.org).

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Hugh Walker
Deputy City Manager
City of Bryan, Texas
ICMA Member since 1989
ICMA-CM since 2004

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Leaders at the Core of Better Communities

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Payment of Bills

MEETING DATE: September 12, 2011

ITEM NUMBER: #12

MEETING/AGENDA: WORK SESSION

ACTION XX NONE

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

INITIATED BY: Lawrence J. Grogan
Township Manager

BOARD LIAISON: Robert J. Birch, 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:

Approve 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
23807	9/1/11	00000967	DELAWARE VALLEY HEALTH INSURANCE	236.84
23839	9/1/11	1264	MORGAN STANLEY SMITH BARNEY INC	5,350.96
23840	9/6/11	802	CITY OF PHILADELPHIA	13.00
48598	8/23/11	00000771	MONTGOMERY TOWNSHIP HISTORICAL	20,000.00
48599	9/1/11	00000113	ALBERT G. EDLING	55,054.50
48600	9/1/11	00000112	JT LAFFREDO BUILDING & DESIGN, INC.	69,048.82
48601	9/8/11	00000315	MONTG CO CONSORTIUM OF COMMUNITIES	25.00
48602	9/12/11	00000842	911 SAFETY EQUIPMENT	129.00
48603	9/12/11	00000001	VICTOR T. CRAIG	49.00
48604	9/12/11	00000006	ACME UNIFORMS FOR INDUSTRY	749.30
48605	9/12/11	00000068	ADAM WEBSTER	45.00
48606	9/12/11	00000340	ADVENT SECURITY CORPORATION	183.00
48607	9/12/11	00000053	ALLIED WASTE SERVICES #320	700.48
48608	9/12/11	00000053	ALLIED WASTE SERVICES #320	821.36
48609	9/12/11	00000053	ALLIED WASTE SERVICES #320	732.40
48610	9/12/11	00902403	AMERICAN SIGNATURE	125.00
48611	9/12/11	00000173	AMERICAN TENNIS COURTS, INC.	7,100.00
48612	9/12/11	00000820	AMPRO	215.40
48613	9/12/11	00001291	ANCHOR FIRE PROTECTION CO., INC.	530.00
48614	9/12/11	00002002	DOROTHY B. MCCOUN	1,290.24
48615	9/12/11	00000031	AT&T	229.27
48616	9/12/11	00001997	AUTOMATIC SYNC TECHNOLOGIES, LLC	92.40
48617	9/12/11	00902124	BARBARA PREUNINGER	13.80
48618	9/12/11	00000999	BCG-BENEFIT CONSULTANTS GROUP	1,493.75
48619	9/12/11	00000043	BERGEY'S	496.73
48620	9/12/11	00001938	BILL WIEGMAN	90.00
48621	9/12/11	00000113	ALBERT G. EDLING	26,565.79
48622	9/12/11	00000134	BOB JOHNSON'S COMPUTER STUFF, INC.	860.00
48623	9/12/11	00902404	BREE WALSH	13.80
48624	9/12/11	00001903	BRIAN JANSSENS	30.00
48625	9/12/11	00001336	BRIAN SCHREIBER	345.71
48626	9/12/11	00000069	C L WEBER CO INC.	65.78
48627	9/12/11	00000071	CANON BUSINESS SOLUTIONS, INC.	508.00
48628	9/12/11	00000072	CANON FINANCIAL SERVICES, INC	1,197.00
48629	9/12/11	00902405	CAROL PERRY	13.80
48630	9/12/11	00901782	CAROLYN MICHENER	10.00
48631	9/12/11	00001601	CDW GOVERNMENT, INC.	679.01
48632	9/12/11	00000855	CHRISTOPHER MANN	90.00
48633	9/12/11	00000050	CODY MILLER	90.00
48634	9/12/11	00001937	CONCOURS AUTOMOTIVE	280.23
48635	9/12/11	00000108	COUNTY ELECTRIC SUPPLY COMPANY, INC	510.86

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
48636	9/12/11	00902406	CRYSTAL GRAHAM	13.80
48637	9/12/11	00000111	DAVID H. LIGHTKEP, INC.	160.23
48638	9/12/11	00000024	DAVID P. BENNETT	30.00
48639	9/12/11	00001945	DAVID S. WOLFE	15.00
48640	9/12/11	00001941	DAVID W. VASCONEZ	180.00
48641	9/12/11	00902411	DEBORAH STEVENS	10.00
48642	9/12/11	00000967	DELAWARE VALLEY HEALTH INSURANCE	13,594.56
48643	9/12/11	00000967	DELAWARE VALLEY HEALTH INSURANCE	126,677.94
48644	9/12/11	00001809	ECYNBRO TRUCKING LLC	220.00
48645	9/12/11	00001957	EDMOND SKRZAT	60.00
48646	9/12/11	00001293	MARC SCHUMACHER	897.00
48647	9/12/11	00001943	ERIC C. FREAS	15.00
48648	9/12/11	BT005303	FEDEX GROUND PACKAGE SYSTEM INC	1,827.58
48649	9/12/11	00001693	FIRST NATIONAL SAFE DEPOSIT CORP	1,881.00
48650	9/12/11	00001669	FIRST HOSPITAL LABORATORIES, INC.	163.75
48651	9/12/11	00000174	FISHER & SON COMPANY, INC.	3,411.15
48652	9/12/11	BT005546	FOUNDATION FOR ICHTHYOSIS	50.00
48653	9/12/11	00000167	FUEL SYSTEM SERVICES, LLC	275.00
48654	9/12/11	00000188	GALLS, AN ARAMARK CO., LLC	241.33
48655	9/12/11	00000193	GEORGE ALLEN PORTABLE TOILETS, INC.	552.00
48656	9/12/11	00000195	GEORGE'S TOOL RENTAL INC.	230.00
48657	9/12/11	00000198	GLASGOW, INC.	86,656.34
48658	9/12/11	00001842	GLEN ROETMAN	15.00
48659	9/12/11	00000337	GLENN HEBERLIG	89.96
48660	9/12/11	00001323	GLICK FIRE EQUIPMENT COMPANY INC	347.44
48661	9/12/11	00000229	GRAINGER	163.03
48662	9/12/11	00000223	GUIDEMARK, INC.	3,812.00
48663	9/12/11	00000215	HAVIS, INC.	351.60
48664	9/12/11	00902045	HEATHER MCGLYNN	27.60
48665	9/12/11	00000133	HORSHAM CAR WASH	145.00
48666	9/12/11	00000002	IMPACT SPORTS	554.40
48667	9/12/11	00000148	JONATHAN S. BEER	500.00
48668	9/12/11	00902407	JENNIFER ARMELI	13.80
48669	9/12/11	00001964	JOHN CATALDI	15.00
48670	9/12/11	00000890	JOHN H. MOGENSEN	105.00
48671	9/12/11	00001042	JOHN MILLER AND SON, INC.	6,048.44
48672	9/12/11	00001581	JOSEPH J. SIMES	150.00
48673	9/12/11	00001843	JOSEPH M. BENNETT	80.00
48674	9/12/11	00000740	K.J. DOOR SERVICES INC.	179.25
48675	9/12/11	00000574	KEVIN CARNEY	69.99
48676	9/12/11	00001667	MIDWEST MOTOR SUPPLY CO.,INC	640.15

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
48677	9/12/11	00000270	JDN BLOCK INC.	553.50
48678	9/12/11	00000271	LANSDALE CHRYSLER PLYMOUTH INC.	106.00
48679	9/12/11	00001886	LOUIS RANIERI	30.00
48680	9/12/11	00001706	LOWE'S COMPANIES INC.	7.11
48681	9/12/11	00902408	MARIA BUERA	13.80
48682	9/12/11	00001968	MATTHEW VITUCCI	60.00
48683	9/12/11	00000093	MATTHEW MCCULLA	30.00
48684	9/12/11	00002000	MATTHEW SHINTON	45.00
48685	9/12/11	00001330	MCCALLION STAFFING SPECIALISTS	2,330.25
48686	9/12/11	00001920	MICHAEL H. BEAN	75.00
48687	9/12/11	00001961	MICHAEL LONG	30.00
48688	9/12/11	00000867	MICHAEL SHEARER	15.00
48689	9/12/11	00002016	MICHAEL SHINTON	30.00
48690	9/12/11	00902414	MICHELLE GEIGER	85.00
48691	9/12/11	00000147	MIJ SERVICES INC	160.00
48692	9/12/11	00000172	MILHAM FORD	46,920.00
48693	9/12/11	00001381	NATIONAL DECALCRAFT CORP.	156.00
48694	9/12/11	00000356	NORTH WALES WATER AUTHORITY	78.44
48695	9/12/11	00001134	OFFICE DEPOT, INC	477.09
48696	9/12/11	00001550	KCJ IANNELLI INC	16.89
48697	9/12/11	00000367	P.K. MOYER & SONS, INC.	90,407.50
48698	9/12/11	00001840	PAUL R. MOGENSEN	100.00
48699	9/12/11	00000095	PAUL SMITH	45.00
48700	9/12/11	00902412	PECO ENERGY COMPANY	210.00
48701	9/12/11	00000397	PECO ENERGY	9,081.32
48702	9/12/11	00000595	PENN VALLEY CHEMICAL COMPANY	161.00
48703	9/12/11	00000388	PENNSYLVANIA ONE CALL SYSTEM, INC.	123.80
48704	9/12/11	00001880	PHILIP C. STUMP	60.00
48705	9/12/11	00000439	RED THE UNIFORM TAILOR	4,090.65
48706	9/12/11	00001146	RESERVE ACCOUNT	1,500.00
48707	9/12/11	00001822	KIMBERLY MABRY	1,024.10
48708	9/12/11	00000445	RICHARD J. BRADY	248.74
48709	9/12/11	00000117	RIGGINS INC	5,815.17
48710	9/12/11	00000115	RIGGINS, INC	6,515.81
48711	9/12/11	00902409	RITA MCCUSKER	13.80
48712	9/12/11	00000061	ROBERT MCMONAGLE	30.00
48713	9/12/11	00000556	SCOTT DEILEY	98.99
48714	9/12/11	00000465	SHAPIRO FIRE PROTECTION COMPANY	652.65
48715	9/12/11	1264	MORGAN STANLEY SMITH BARNEY INC	72,082.83
48716	9/12/11	00000015	NEXTEL PARTNERS OPERATING CORP	1,224.94
48717	9/12/11	00000469	SPRINT SPECTRUM, L.P.	59.99

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
48718	9/12/11	00902410	STACI GRAYSON	27.60
48719	9/12/11	00001847	STAPLES CONTRACT & COMMERCIAL, INC.	1,118.74
48720	9/12/11	00001939	SERVICE TIRE TRUCK CENTERS	962.44
48721	9/12/11	00000483	SUBURBAN OFFICE SUPPLIERS, INC.	21.56
48722	9/12/11	00000091	TARHEEL CANINE TRAINING, INC.	6,000.00
48723	9/12/11	00000496	GOODSON HOLDING COMPANY	520.19
48724	9/12/11	00001273	TIM KUREK	409.00
48725	9/12/11	00000680	ROBERT E. TRAIL	1,015.92
48726	9/12/11	00000506	TRANS UNION LLC	10.00
48727	9/12/11	00902413	TURN 14 DISTRIBUTION INC.	650.00
48728	9/12/11	00000327	U.S. MUNICIPAL SUPPLY, INC.	859.38
48729	9/12/11	00001645	USA - UNITED SOCCER ACADEMY INC	386.40
48730	9/12/11	00000520	VALLEY POWER, INC.	992.25
48731	9/12/11	00000040	VERIZON PENNSYLVANIA INC	891.05
48732	9/12/11	00000040	VERIZON PENNSYLVANIA INC	7,563.77
48733	9/12/11	00001033	VERIZON CABS	529.65
48734	9/12/11	00001492	VERIZON CABS	237.00
48735	9/12/11	00000170	VERIZON COMMUNICATIONS	209.98
48736	9/12/11	00000170	VERIZON COMMUNICATIONS	129.99
48737	9/12/11	00000038	VERIZON WIRELESS SERVICES, LLC	577.97
48738	9/12/11	00000132	VIMCO	913.86
48739	9/12/11	00001839	VINAY SETTY	35.00
48740	9/12/11	00001191	WARREN FUCHS	30.00
48741	9/12/11	00000760	WASTE MANAGEMENT OF	426.34
48742	9/12/11	00001329	WELDON AUTO PARTS	172.94
48743	9/12/11	00001948	WILLIAM H. FLUCK IV	115.00
48744	9/12/11	00001317	WIRELESS ELECTRONICS, INC	2,200.00
48745	9/12/11	00000590	YOCUM FORD	1,572.24
48746	9/12/11	00000550	ZEP MANUFACTURING COMPANY	573.18
TOTAL				720,461.39

MONTGOMERY TOWNSHIP ELECTRONIC PAYROLL TAX PAYMENTS

<u>DATE</u>	<u>VENDOR NAME</u>	<u>REASON FOR PAYMENT</u>	<u>AMOUNT</u>
08/24/2011	Commonwealth of PA	State Tax Payment	\$7,948.07
09/01/2011	IRS	945 Payment	\$2,625.60
09/01/2011	ICMA	DROP Plan Payment	\$17,087.07
09/01/2011	IRS	941 Payment	\$66,273.57
09/01/2011	BCG	401/457 Plan Payment	\$21,741.80
09/01/2011	PA-SCDU	Withholding Payment	\$1,853.06
09/06/2011	City of Philadelphia	August Wage Tax Payment	\$555.07
09/07/2011	Commonwealth of PA	State Tax Payment	\$7,626.19
Total Paid as of 09/12/2011			\$125,710.43