

AGENDA
MONTGOMERY TOWNSHIP
BOARD OF SUPERVISORS
October 15, 2013

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

Lawrence J. Gegan
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 23, 2013 Meeting
6. Acknowledge 2013 Autumn Festival Workers and Volunteers
7. Recognition of Police Department K-9 Team Certifications
8. Announce Board/Commission Resignations
9. Consider Award of Contract – Audit of Financial Statements
10. Consider Approval of Distribution of 2013 Act 205 General Municipal Pension System State Aid
11. Presentation of Check to Fire Department of Montgomery Township Fire Relief Association
12. Consider Authorization for Unbudgeted Emergency Repairs to Ladder 18
13. Consider Requests for Out of State Training – Department of Fire Services Personnel
14. Consider Approval of Escrow Release – LDS#651P-B – Montgomery Pointe Phase IIB
15. Consider Approval of Escrow Release – LDS#651P – Montgomery Pointe Phase III
16. Consider Approval to Submit Traffic Signal Permit Amendment – No Turn on Red on Upper State Road and Horsham Road
17. Consider Approval of Agreement with Simon Property Group – Traffic Signal Improvements – North Wales and Knapp Roads
18. Consider Payment of Bills
19. Other Business
20. Adjournment

Future Public Hearings/Meetings:

10-16-13 @ 6:00 PM – Sewer Authority
10-16-13 @ 7:30 PM – Public Safety Committee
10-16-13 @ 7:30 PM – Shade Tree Commission
10-17-13 @ 7:00 PM – Budget Work Session
10-22-13 @ 7:00 PM – Environmental Advisory Committee
10-24-13 @ 7:00 PM – Budget Work Session
10-28-13 @ 8:00 PM – Board of Supervisors

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: October 15, 2013

ITEM NUMBER: #3

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:

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: October 15, 2013

ITEM NUMBER: #4

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:

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 23, 2013 Meeting

MEETING DATE: October 15, 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 Tuesday, October 15, 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.

**MINUTES OF MEETING
MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
SEPTEMBER 23, 2013**

Chairman Joseph Walsh called the executive session to order at 7:00 p.m. In attendance were Supervisors Robert Birch, Candyce Fluehr Chimera, Michael Fox and Jeffrey McDonnell. Also in attendance were Lawrence Gregan, Frank Bartle, Esquire, and Bruce Shoupe.

Chairman Joseph Walsh called the action meeting to order at 8:00 p.m. In attendance were Supervisors Robert Birch, Candyce Fluehr Chimera, Michael Fox and Jeffrey McDonnell. Also in attendance were Frank Bartle, Esquire, Lawrence Gregan, Chief J. Scott Bendig, Richard Lesniak, Kevin Costello, Bruce Shoupe, Ann Shade, Stacy Crandell, Richard Grier and Deb Rivas.

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 7:00 p.m. Mr. Bartle reported that there were four matters of potential litigation discussed, including the Zoning Hearing Board matter for 1630 County Line Road – Nand and Shashi Todi, the Zoning Hearing Board matter for 116 Red Haven Drive – Rear Yard Setback, the Zehr Tract Litigation matter and the Commerce Group vs. Montgomery Township matter. 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 September 9, 2013 Board meeting, and Supervisor Michael Fox seconded the motion. The minutes of the meeting were unanimously approved as submitted.

Recreation Coordinator Sharon Tucker and Autumn Festival Committee Chairman Mary Alfarano reported on the upcoming Township Autumn Festival activities. Ms. Alfarano reported on the current sponsorships, as well as the registered vendors and food vendors that will be a

part of the event. The day-long highlights include amusement rides, a 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.

Recreation Coordinator Sharon Tucker reported on the budget for the Autumn Festival and requested that the Board authorize the transfer of \$7,000 to the Autumn Festival fund to support the expenditures for the event. Resolution #1, made by Chairman Joseph Walsh, seconded by Supervisor Candyce Chimera and adopted unanimously, authorized the transfer of \$7,000 from the General Fund to the Autumn Festival Fund.

Recreation Coordinator Sharon Tucker reported that the Park and Recreation Board and Township Staff have reviewed the Tournament Section of the Facilities and Field Use Policy and have recommended a revision. Ms. Tucker advised that 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, the Board has annually granted approval for a tournament to be held the second weekend of November. To avoid the need to ask for approval each year, it is recommended that the following change be made to Tournament Play: "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". Resolution #2, made by Supervisor Michael Fox, seconded by Supervisor Candyce Chimera and adopted unanimously, approved the amended Facilities and Field Use Policy.

Director of Fire Services Rick Lesniak reported that National Fire Prevention Week will be held from October 6th through October 12th. The theme for this year is "Prevent Kitchen Fires". There will be a fire safety educational display at the Township building from October 7th through October 11th, the FDMT will be participating in the annual Autumn Festival and 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. Resolution #3, made by Supervisor Robert Birch, seconded by Supervisor Candyce Chimera and adopted unanimously, recognized October 6th through October 12th, 2013 as Fire Prevention Week.

Director of Fire Services Rick Lesniak reported that the PA Fire Commissioner's Office is accepting applications for grants to assist Volunteer and Combination Fire Departments. The Department of Fire Services (DFS) and the Fire Department of Montgomery Township (FDMT) are requesting that the Board approve the submission of grant applications in the amount of approximately \$15,000 each. 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 and one (1) 5-gas meter. Mr. Lesniak also reported that there are no local matching funds required for this grant program. Resolution #4 made by Supervisor Michael Fox, seconded by Supervisor Robert Birch and adopted unanimously, granted approval for the submission of applications to the PA Fire Commissioners Volunteer Firefighter/Ambulance Service Grant program in the amount totaling \$30,000.00.

Police Chief Scott Bendig reported that Montgomery Township Police Highway Safety Officer David Dunlap has prepared the annual grant application on behalf of the Montgomery Township Regional DUI Enforcement Team. The grant funds are used to support sobriety checkpoint operations and roving DUI patrols. The grant amount requested is \$49,996.00 and will provide funding for the purchase of equipment and payment of overtime for enforcement activities. Resolution #5 made by Supervisor Michael Fox, seconded by Supervisor Robert Birch and adopted unanimously, approved 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.

Director of Planning and Zoning Bruce Shoupe reported that in 2009, Montgomery Township initiated a program of naturalizing stormwater basins owned and maintained by Montgomery 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. Mr. Shoupe reported that the following basins are being recommended to be assessed by Boucher and James in order to be qualified for entry into the Basin Naturalization Program: #10 Penn Forest (Addison Lane), #6 Victoria Woods (Montgomery Avenue), #9 Victoria Woods (Torey Circle), #19 West Gate (Longleat Drive), #17 Meadow Lane Farms (Horseshoe Lane), #50 Windlestrae/Raven Hollow (3 basins) and #28 Gift Circle. Resolution #6 made by Supervisor Michael Fox, seconded by Supervisor Robert Birch and adopted unanimously, approved the referenced basins to be assessed for potential inclusion into the Naturalized Basin Program.

Director of Planning and Zoning Bruce Shoupe reported that there are nine basins which have been assessed and determined to be acceptable as being entered into the Naturalized Basin Program. Those basins are #13 Thornbury, #15 Stone Ridge, #35 Knapp Farm at N. Wales Rd and Avondale Dr., #36 Knapp Farm at DeKalb Pike and Knapp Rd., #39 at Canterbury, #40 at Spring Valley Park along Upper State Rd., south of Spring Valley Drive, #41 Spring Valley Park along Upper State Rd., between Spring Valley Dr. and Claremont Dr., #42 Township Building and #56 Gwynedd Lea. Resolution #7 made by Supervisor Michael Fox, seconded by Supervisor Candyce Chimera and adopted unanimously, authorized that the referenced basins be accepted into the Naturalized Basin Program.

Director of Planning and Zoning Bruce Shoupe reported that a request for a waiver of the land development process was received from Capital Telecom Acquisitions, LLC, for their project proposing 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 the property. The project previously received conditional use approval from the Board of Supervisors. Resolution #8 made by Chairman Joseph Walsh, seconded by Supervisor Michael Fox and adopted unanimously, approved the waiver of Land Development for LDS#668 – Capital Telecom Acquisitions, LLC, 608 Upper State Road.

Resolution #9 made by Chairman Joseph Walsh, seconded by Supervisor Robert Birch and adopted unanimously, authorized a construction escrow release #4 for Montgomery Preserve Phase I – LDS#653A in the amount of \$100,870.00.

Township Manager Lawrence Gregan reported that Act 205, Section 304 requires that the Chief Administrative Officer for Montgomery Township submit the Minimum Municipal Obligation (MMO) for the upcoming budget year to the Board on or before the last business day in September. The MMO is the calculated funding obligation to the Township's Police and Non-Uniform Employee Pension Plans. Resolution #10 made by Supervisor Michael Fox, seconded by Supervisor Candyce Chimera and adopted unanimously, accepted the 2014 MMO for the Montgomery Township Police Pension Fund in the amount of \$611,018 and the 2014 MMO for the Montgomery Township Non-Uniform Employee Pension Fund in the amount of \$249,840.

Township Manager Lawrence Gregan reported that the Municipal Records Manual dated December 16, 2008 requires that the Board of Supervisors adopt a resolution to authorize the destruction of Non-Permanent records. Township staff has prepared a list of non-permanent records that may be destroyed in accordance with the approved retention schedule for the Board's review. Resolution #11 made by Chairman Joseph Walsh, seconded by Supervisor Michael Fox and adopted unanimously, authorized the disposition of the public records as presented to the Board.

Township Manager Lawrence Gregan reported that each year the Board of Supervisors and Township staff participate in budget workshops to discuss and finalize plans for the coming

year. This year, the staff proposes the following dates for the budget workshops: Wednesday, October 9, 2013, Thursday, October 10, 2013, Thursday, October 17, 2013, Thursday, October 24, 2013, and as an alternate date if necessary, Wednesday, October 30, 2013. Resolution #12 made by Supervisor Michael Fox, seconded by Supervisor Candyce Chimera and adopted unanimously, authorized the dates as referenced for the 2014 Budget workshops.

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 8:30 p.m.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Acknowledge 2013 Autumn Festival Workers and Volunteers

MEETING DATE: October 15, 2013

ITEM NUMBER: #6

MEETING/AGENDA:

ACTION XX CONSENT NONE

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

INITIATED BY: Sharon Tucker, Recreation Coordinator
Ann Shade, Director of Administration & HR

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



BACKGROUND:

In recognition of services provided by Volunteers and Workers in the coordination of events surrounding Montgomery Township's annual Autumn Festival on October 5, 2013, the following service groups are acknowledged by Montgomery Township for their contributions as they served in various roles in conjunction with Autumn Festival:

Autumn Festival Committee
Employees of Montgomery Township
Environmental Advisory Committee
Park and Recreation Board
Senior Committee
300th Anniversary Committee
VMSC
Volunteer FDMT
North Penn High School Junior ROTC
Pennbrook Middle School Volunteer Corps
Residents of Montgomery Township

Montgomery Township wishes to acknowledge and thank the above groups and the over 150 individuals for their diligent contributions toward the success of this widely-attended community event.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Acknowledge volunteers and workers for their diligent contributions toward the success of Autumn Festival held on October 5, 2013.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby acknowledge the volunteers and workers for their diligent contributions toward the success of Autumn Festival held on October 5, 2013.

MOTION: _____

SECOND: _____

ROLL CALL:

Robert J. Birch	Aye	Opposed	Abstain	Absent
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

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

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Recognition of Police Department K-9 Team Certifications

MEETING DATE: October 15, 2013

ITEM NUMBER:

7

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:

On September 7 through September 9, 2013, two Montgomery Township Police Canine teams participated in the United States Police Canine Association Regional Trials in Delaware County, Pennsylvania. The United States Police Canine Association is a national organization dedicated to evaluating and improving the overall performance of police canine teams. The regional trials are held to evaluate a canine team's proficiency in several skill sets, including: Obedience, Agility, Evidence & Suspect Search, and Criminal Apprehension.

Officer Dan Rose and Canine Duke placed 1st in the Novice Class (4th overall), while Officer Brian Schreiber and Canine Bauer placed 2nd in the Novice Class (10th overall). Each team trophied in every evaluation category while also obtaining their Police Dog I certifications.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Recognize Officer Dan Rose/Canine Duke and Officer Brian Schreiber/Canine Bauer for their outstanding achievements at the 2013 United States Police Canine Association Regional Field Trials.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby recognize Officers Dan Rose/Canine Duke and Officer Brian Schreiber/Canine Bauer for their outstanding achievements at the 2013 United States Police Canine Association Regional Field Trials.

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: Announce Board/Commission Resignations

MEETING DATE: October 15, 2013

ITEM NUMBER: #8

MEETING/AGENDA: WORK SESSION

ACTION XX NONE

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

INITIATED BY: Lawrence J. Gegan
Township Manager

BOARD LIAISON: Jeffrey W. Mc Donnell
Liaison to Pension Committee

hany

BACKGROUND:

Maryann Hermann has submitted her letter of resignation as a member of the Industrial Development Authority (IDA) and the Pension Committee. Ms. Hermann served on the IDA since January of 2010 and the Pension Committee since February 2012.

Ms. Hermann will be moving out of Montgomery Township the end of October and unable to serve in these capacities.

Jackie Keenan has submitted her letter of resignation as an alternate member of the Zoning Hearing Board. Ms. Keenan has served in this capacity since June 2012.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None.

RECOMMENDATION:

Accept the resignation of Maryann Hermann from the IDA and the Pension Committees and Jackie Keenan from the Zoning Hearing Board.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby accept the resignation of Maryann Herman from the Montgomery Township Industrial Development Authority and the Montgomery Township Pension Committee, effective October 25, 2013 and thank Ms. Hermann for her contributions during the time she was a member of these committees.

BE IT FURTHER RESOLVED by the Board of Supervisors of Montgomery Township that we hereby accept the resignation of Jackie Keenan as an alternate to the Montgomery Township Zoning Hearing Board, effective December 31, 2013 and thank Ms. Keenan for her contributions during the time she was a member of this committee.

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 Award of Contract – Audit of Financial Statements

MEETING DATE: October 15, 2013

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 *SD*

BOARD LIAISON: Robert J. Birch, Chairman
Liaison – Finance Committee *Ramy*

BACKGROUND:

In July of 2013 the Board of Supervisors approved the request to solicit proposals for audit of the financial statements of the Township, the Fire Department of Montgomery Township (FDMT) and its relief association (FDMTRA) for 2013 with the potential for a 3 year engagement. The Finance Committee was charged with reviewing and evaluating the proposals and with providing a recommendation to the Board for awarding the audit engagement.

The Committee met several times over the course of a two month period to review the proposals. Criteria were established by which to objectively compare the proposals. The attached memo details the process used by the Finance Committee and their recommendation resulting from this process.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

The fees detailed in the approved cost proposal will be factored into the 2014 budget.

RECOMMENDATION:

Staff recommends that the Board accept the recommendation of the Finance Committee to accept the proposal from Maillie and Co. for audit of the financial statements of the Township, FDMT and FDMTRA as detailed in the attached cost proposal.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that, as recommended by the Township Finance Committee, we hereby accept the proposal from Maillie and Co. to perform the annual audits of the financial statements of the Township, Fire Department of Montgomery Township and the Fire Department of Montgomery Township Relief Association for the periods ending December 31, 2013, December 31, 2014 and December 31, 2015, at an annual cost of \$29,000 per year in accordance with their proposal dated August 9, 2013.

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.

DATE: October 10, 2013

TO: Shannon Q. Drosnock, Finance Director

FROM: Montgomery Township Finance Committee

In July of 2013 the Board of Supervisors approved the request to solicit proposals for audit of the township financial statements for 2013 with the potential for a 3 year contract. The Finance Committee was charged with reviewing and evaluating the proposals and to provide a recommendation to the Board for awarding the audit contract.

Proposals were received by:

- Barbacane, Thornton and Company
- Bee, Bergvall & Co.
- CliftonLarsonAllen
- Maillie LLP
- Mingis, Gutowski and Company
- St. Clair, CPAs

The Finance Committee developed criteria to objectively evaluate the proposals. The criteria consisted of:

- Analytics utilized during audit
- Consistency of audit team
- Cost
- Experience with Business Privilege Tax
- Experience with CAFR
- Qualifications of audit team
- Qualifications of firm
- Limitations on consultations throughout the year
- Size of firm

Three firms were selected for further review: Maillie LLP, Bee, Bergvall & Co., and CliftonLarsonAllen.

After further review, the Committee concluded that based upon strong scoring in the above criteria and an excellent record of service to the Township, a 3 year contract should be awarded to Maillie LLP. to perform the audit of the financial statements for the Township, FDMT and FDMT RA.

It is the recommendation of the committee that the BOS award this contract to Maillie LLP at the upcoming October 15th BOS meeting.

SEALED DOLLAR COST BID

The following fees apply for the work as outlined in Section IV:

	<u>2013</u>	<u>2014</u>	<u>2015</u>
Township audit (CAFR and DCED)	\$ 24,000	\$ 24,000	\$ 24,000
Fire Department of Montgomery Township	2,500	2,500	2,500
Fire Department of Montgomery Township Relief Association	2,500	2,500	2,500

The above-noted fees are based upon our understanding that your accounting department personnel will assist us to the extent practical in completing our engagement. They will provide us with detailed trial balances and supporting schedules.

If, at any time during the engagement, any extraordinary matters come to our attention and an extension of our services appears to be required, we reserve the right to increase our fees, but only after consultation with you.

Progress billings, as stated in the Request for Proposal, will be rendered during the course of our engagement and are due upon submission and, should the Township fail to remain current with respect to our billings, we reserve the right to cease all work then in progress and/or to refrain from issuing our report unless and until the Township has made payment of all its outstanding billings.

MONTGOMERY TOWNSHIP
PROPOSAL FOR AUDIT SERVICES
Years Ending December 31, 2013, 2014 and 2015



Certified Public Accountants and Business Consultants



PROPOSAL:

For the examination of the financial statements of Montgomery Township for the years ending December 31, 2013, 2014 and 2015.

PROPOSER:

Maillie LLP
PO Box 680
Oaks, PA 19456-0680

TELEPHONE:

610-935-1420

CONTACT:

Edward J. Furman
August 9, 2013

August 9, 2013

Montgomery Township
Montgomeryville, Pennsylvania

We are pleased that Montgomery Township has invited our firm to submit a proposal to be appointed to serve as independent accountants for the years ending December 31, 2013, 2014 and 2015. This proposal reflects our awareness of the importance of sound accounting and financial reporting practices in local government, especially now that governments of all sizes are faced with rising costs and shrinking revenues and greater scrutiny of their financial affairs by the public, underwriters, state and national governments and regulatory agencies. Maillie LLP provides a full range of professional services which will enable Montgomery Township to better utilize and manage the resources at its disposal and provide comprehensive, reliable financial information to those who require it.

The accompanying proposal is designed to provide you with insight and information about how we will meet your requirements by providing experienced personnel, a comprehensive approach and timely advice. The Executive Summary which follows highlights why the needs of Montgomery Township can best be met by Maillie LLP.

The opportunity to submit our qualifications to provide professional services to you is greatly appreciated. We would be proud to be reappointed independent accountants for Montgomery Township and trust this proposal conveys our enthusiastic desire to service the Township. Should you have any questions or desire any additional information, please feel free to contact me at 610-935-1420.

Very truly yours,

MAILLIE LLP



Edward J. Furman

Partners

D. Scott Delar
James M. Powers
Glenn B. Bachman
Raymond T. Mock
Robert L. Caruso
Edward J. Furman
Robert L. Boland
Donald J. Pierce
Richard A. Flanagan, IV
Craig S. Springer
Robert C. Hershey, Jr.
Gregory J. Shank
Laurie E. Harvey

Principals

Edward Fronczkowski
S. Mark Fuga
James E. Yiaski
William Breslawski Jr.
Shawn M. Cahill
Kathleen A. Wileczek



MONTGOMERY TOWNSHIP

EXECUTIVE SUMMARY

This Executive Summary enumerates the reasons why we believe that Maillie LLP (formerly, Maillie, Falconiero & Company, LLP) is the firm most qualified to serve as Montgomery Township's independent accountants. Maillie LLP can provide you with the full range of services necessary to meet your present and future requirements.

We have made a firm commitment to service governmental bodies.

We are one of the few firms in the Commonwealth of Pennsylvania that is a member of the AICPA's Governmental Audit Quality Center.

In addition, our firm has established an in-house continuing professional education program for **all** staff involved with governmental audits that meets and exceeds the training requirements established by the United States General Accounting Office.

The engagement team for Montgomery Township will include management personnel well versed in the business of government as well as the areas of governmental accounting and auditing.

We are available.

As part of our engagement, we are prepared to provide consultation and attend meetings as needed, when needed.

The complex problems facing governments require independent accountants who can provide comprehensive professional services of the highest quality.

Our existing local government practice has enabled us to earn an excellent reputation as a leader in providing the highest quality services in the areas of accounting, auditing, modern management techniques and electronic data processing. This position is the culmination of many years of constructive service to our highly valued clients. Our experience, blended together with our philosophy that **each** entity is unique and requires a fresh approach in the development of an audit plan, results in our ability to provide comprehensive professional services.

The "Services Available to Municipalities, Municipal Authorities and School Districts" section of our proposal demonstrates the preeminent position and vigorous leadership of Maillie LLP in the local government sector. This leadership position, when coupled with our expertise, experience, breadth of services, business acumen of our professionals and our commitment to you will ensure that Montgomery Township receives services that are not merely excellent, but distinguished.



Peer Review Reports

Our commitment to high professional standards includes our membership in both the American Institute of Certified Public Accountants (AICPA) and the Pennsylvania Institute of Certified Public Accountants (PICPA) societies. Moreover, we have elected to join the Private Companies Practice Section of the AICPA, which is a self-disciplinary measure to ensure quality within our firm by maintaining high standards which are subject to the AICPA Peer Review Program.

We are proud of our firm's quality work and make every effort to maintain our high standards. As part of Maillie LLP's quality control program, we perform annual internal quality control reviews on engagements. These reviews are performed by individuals in our firm who are not associated with conducting the fieldwork for those engagements.

We have successfully completed peer reviews conducted by members of the American Institute of Certified Public Accountants in 2010, 2007, 2004, 2001, 1998, 1995, 1992, 1989, 1986 and 1983.

Of particular interest to the Township:

- We have over a 50-year history of practicing in Montgomery County.
- We were the first regional firm to be appointed independent auditor for the County of Montgomery.
- We are proactive with the implementation of new accounting and auditing pronouncements. When the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 34, we aggressively assisted clients in developing an implementation plan. East Norriton Township was the first governmental entity in Montgomery County to adopt GASB Statement No. 34, three years ahead of schedule. We had the most governmental clients in Pennsylvania to early implement Statement No. 34 as filed with GASB.
- We have adopted a paperless audit approach.
- We utilize computer-assisted data extraction and auditing software to perform a more effective and efficient audit. A sample report of a Benford Test is included in our exhibits.

In summary, the value of an independent accountant to your organization is determined not by the firm's size and reputation, but rather the energy, capability and availability of the staff assigned to your engagement. We trust we will have conveyed our capabilities and sincere desire to provide such service.

PROPOSAL TO MONTGOMERY TOWNSHIP

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SECTION I

PROFILE OF MAILLIE LLP



PROFILE OF MAILLIE LLP

OVERVIEW

We are pleased to provide you with our proposal to perform auditing services for Montgomery Township.

As outlined in the following sections, **our:**

- **Size and organization,**
- **Client service philosophy,**
- **Experienced personnel,**
- **Commitment to the local governmental industry and**
- **Familiarity with key aspects of engagements** such as yours make us uniquely **qualified** to provide Montgomery Township with the **highest professional standard** of financial and accounting services on a **cost effective basis**.

FIRM BACKGROUND

Maillie LLP (formerly known as Maillie, Falconiero & Company, LLP) is a regional CPA firm with 13 partners, 6 principals and a staff of approximately 75 serving clients from its offices in Oaks, West Chester and Pottstown, Pennsylvania. Our firm is the result of mergers and affiliations between Falconiero & Company, King of Prussia, founded in 1964; Maillie, McCarragher, Lennon & Co., Pottstown, founded in 1946; Sanville & Fischer, West Chester, founded in 1953; S. I. Cohn and Associates, P.C., Exton, founded in 1973; and Croft, Drozd & Company, P.C., Exton, founded in 1976. National Management Associates, Ltd., founded in 1972, became affiliated with the firm in January 1999.

Additional firm information is as follows:

- We have no potential conflicts of interest or independence issues regarding this engagement.
- Regarding turnover, we have had two partners retire within the last three years and overall staff turnover of less than 10%.



Professional Resources

All of our partners, principals and most of our professional staff are **certified public accountants**. The size and quality of our professional staff provide an effective blend of:

- **Financial service generalists,**
- **Accounting and technical specialists,**
- **Full-time tax and deferred compensation professionals and**
- **Full-time management advisory service professionals to provide technical and managerial assistance to computer users, should supplementary expertise be required in the areas of system development or electronic data processing.**

Commitment to the Local Governmental Industry

Local municipalities and school clients form a key and important foundation of our firm's practice. To properly serve these types of clients, an accounting firm needs an experienced and dedicated team of professionals. This is an area that sets Maillie LLP apart from others.

We have developed a staff dedicated to the government environment. We are members of the AICPA Governmental Audit Quality Center. In addition, our firm has established an in-house continuing professional education program for all staff involved with governmental clients that meets and exceeds the training requirements established by the United States General Accounting Office.



We are members of the **American Institute of CPAs Governmental Audit Quality Center (GAQC)**. The GAQC is a voluntary membership center for CPA firms and state audit organizations that perform governmental audits. As a member of the GAQC, we are committed to adhering to the highest quality standards by voluntarily agreeing to the Center membership requirements, which include designating a partner responsible for the quality of our governmental and not-for-profit audit practice, establishing quality control programs, performing annual internal inspection procedures and making our peer review report findings publicly available.

In short, our professionals are uniquely trained to meet the needs of Montgomery Township.

SECTION II

TECHNICAL QUALIFICATIONS

TECHNICAL QUALIFICATIONS

ENGAGEMENT TEAM

The team approach is the most effective way to assure that our full range of services and experience is utilized within the structure of our examination of the Township's financial statements. Our team of professionals has been selected on the basis of their ability to provide the proper blend of business talent and expertise for a thorough, efficient and effective engagement.

We believe that we can provide Montgomery Township with a unique audit team. The engagement team operating out of our Oaks office will consist of:

Edward J. Furman, CPA, will be the **partner** involved with your engagement. Mr. Furman has over 30 years experience in providing auditing services and internal accounting control consulting to a wide range of organizations. Mr. Furman is a member of the AICPA and PICPA.

Laurie E. Harvey, CPA, will be the second **partner** assigned to your engagement. Mrs. Harvey is our firm's quality control partner. She assists with the planning of the engagement and final review of all reports. Mrs. Harvey has over 25 years experience and is a member of the AICPA and PICPA.

Christopher N. Herr, CPA, will be the **manager** assigned to the engagement. Mr. Herr has over 10 years experience in providing auditing services to municipalities and is a member of the AICPA and PICPA.

In addition to the partners and manager, the engagement will be staffed with at least three staff accountants employed on a full-time basis.

Members of the management team have served in governmental agencies as well as having government audit experience.



EXPERIENCE WITH SIMILAR ENGAGEMENTS

We currently provide services to several governmental entities including:

		<u>Type of Service</u>	<u>Number of Years Served</u>
<u>County</u>			
Chester County Library	Barbara Webb County Librarian 610-363-0884	Audit	Over 15
County of Chester	Robert Beckerschoff Accounting Manager 610-344-6027	Audit	8
County of Monroe	Mario Merhige Controller 570-517-3120	Audit	4
County of Montgomery	Stewart J. Greenleaf, Jr. Controller 610-278-3072	Audit	Over 10
Montgomery County Development Corporation	Brian Regli Executive Director 610-278-5954	Audit	Over 20
Waste System Authority of Eastern Montgomery County	Thomas D. Mason Finance Director 610-278-3045	Audit	20
<u>Boroughs and Townships</u>			
Borough of Kennett Square	Kathy M. Holliday Finance Director 610-444-6020	Audit	8
Borough of Lansdale	Brian Shapiro Director of Finance 215-368-1691	Audit	6
Borough of New Morgan	Carolyn Williams Borough Manager 610-286-9666	Audit	Over 15

		<u>Type of Service</u>	<u>Number of Years Served</u>
<u>Boroughs and Townships (cont'd)</u>			
Borough of Phoenixville	Stephen Nease Finance Director 610-933-8801	Audit	5
Borough of Pottstown	Janice Lee Finance Director 610-970-6534	Audit	2
Borough of Royersford	Michael A. Leonard Borough Manager 610-948-3737	Audit	Over 20
Borough of St. Lawrence	Allison Leinbach Manager 610-779-1430	DCED Audit	5
Borough of Tamaqua	Kevin Steigerwalt Borough Manager 570-668-3444	Audit	20
Bristol Township	William McCauley, Jr. Township Manager 215-785-5884	Audit	Initial Year
Chadds Ford Township	Joseph Barakat 610-388-6368	DCED Audit	3
Cheltenham Township	Bryan Havir Township Manager 215-887-1000	Audit	Over 15
City of York	Michael J. O'Rourke, Esq. Business Administrator 717-849-7026	Audit	9
East Goshen Township	Rick Smith Township Manager 610-692-7171	Audit	8
East Norriton Township	Donald D. Delamater Township Manager 610-275-2800	Audit	Over 20

		<u>Type of Service</u>	<u>Number of Years Served</u>
<u>Boroughs and Townships (cont'd)</u>			
Easttown Township	Michael J. Brown Township Manager 610-687-3000	Audit	9
Highland Township	Eric Barton 610-857-1791	DCED Audit	7
Limerick Township	Daniel Kerr Township Manager 610-495-6432	Audit	10
Lower Gwynedd Township	Larry M. Comunale Township Manager 215-646-5302	Audit	10
North Wales Borough	Nate Dysard Borough Manager 215-699-4424	DCED Audit	4
Skippack Township	Theodore Locker, Jr. Manager 610-454-0909	Audit	9
Township of Haverford	Lawrence J. Gentile Township Manager 610-446-1000	Audit	2
Upper Gwynedd Township	Leonard T. Perrone Township Manager 215-699-7777	Audit	Over 20
Upper Merion Township	David Kraynik Township Manager 610-265-2600	Audit	20
Upper Providence Township	George W. Waterman III Township Manager 610-933-9179	Audit	15
Warrington Township	Timothy Tieperman Township Manager 215-343-9350	Audit	2

		<u>Type of Service</u>	<u>Number of Years Served</u>
<u>Boroughs and Townships (cont'd)</u>			
West Pikeland Township	Vincent M. Visoskas Township Manager 610-827-7660	Audit	Initial Year
West Whiteland Township	Steven M. Wiesner Finance Director 610-363-9525	Audit	7
Whitpain Township	John Nagel Finance Director 610-277-2400	Audit	2
<u>Authorities</u>			
Chadds Ford Township Sewer Authority	Joseph Barakat Manager 610-388-6368	Audit	3
Chester County Area Airport Authority	Albert Koenig Chairman 610-383-6057	Audit	Over 30
Chester County Water Resources Authority	Janet L. Bowers, P.G. Executive Director 610-344-5400	Audit	Over 30
City of York General Authority	Michael J. O'Rourke, Esq. Business Administrator 717-849-2321	Audit	8
City of York Sewer Authority	Michael J. O'Rourke, Esq. Business Administrator 717-849-2321	Audit	8
East Goshen Municipal Authority	Rick Smith Township Manager 610-692-7171	Audit	Over 20
East Norriton-Plymouth- Whitpain Joint Sewer Authority	Timothy Boyd Executive Director 610-279-5759	Audit	Over 10

		<u>Type of Service</u>	<u>Number of Years Served</u>
<u>Authorities (cont'd)</u>			
Easttown Municipal Authority	Douglas Burnett Chairman 610-687-3000	Audit	9
Forest Park Water	Kathleen A. Pokropski Accountant 215-822-5950	Audit	8
Hilltown Township Water & Sewer Authority	James C. Groff 215-453-6065	Audit	3
Horsham Water and Sewer Authority	Tina M. O'Rourke Business Manager 215-672-8011	Audit	Over 10
Kennett Area Park Authority	Eva Verplanck Treasurer 610-444-4878	Audit	8
Lower Gwynedd Township Municipal Authority	Phil Damm Treasurer	Audit	9
Lower Moreland Township Authority	Richard L. Mellor, Jr. Project Manager 215-947-3100	Audit	Over 10
Lower Pottsgrove Township Authority	Rodney P. Hawthorne Township Manager 610-323-0436	Audit	Over 20
Lower Salford Township Authority	Connie B. Weimer Executive Director 215-256-8676	Audit	Over 15
North Penn Water Authority	Tony Bellitto Executive Director 215-855-3617	Audit	8
Oxford Area Sewer Authority	Edward A. Lennex 610-932-3493	Audit	Over 10
Pottstown Borough Authority	Janice Lee Finance Director 610-970-6534	Audit	2

		<u>Type of Service</u>	<u>Number of Years Served</u>
<u>Authorities (cont'd)</u>			
Southeastern Chester County Refuse Authority	F. Lee Fertig Secretary 610-444-3833	Audit	Over 20
Tamaqua Area Water Authority	Kevin Steigerwalt Borough Manager 570-668-3444	Audit	Over 15
Tamaqua Borough Authority	Kevin Steigerwalt Borough Manager 570-668-3444	Audit	20
Upper Gwynedd-Towamencin Municipal Authority	Steve Hickman Executive Director 215-855-8165	Audit	20
Upper Providence Township Municipal Authority	George W. Waterman III Township Manager 610-933-9179	Audit	Over 10
<u>School Districts</u>			
Abington School District	Christopher Lionetti Business Manager 215-884-4700	Audit	Over 15
Bucks County Intermediate Unit	Wendy L. McCauley Business Administrator 215-348-2940	Audit	7
Centennial School District	Christopher Berdnik Business Administrator 215-441-6000	Audit	Initial Year
Central Bucks School District	Sue Vincent Business Manager 267-893-2077	Audit	4
Chester Upland School District	Karen DeShullo Business Manager 610-447-3646	Audit	10

		<u>Type of Service</u>	<u>Number of Years Served</u>
<u>School Districts (cont'd)</u>			
Governor Mifflin School District	Mark Naylor Business Manager 610-775-1461	Audit	Over 15
Hatboro-Horsham School District	Robert A. Reichert Business Manager 215-672-5660	Audit	Over 10
Montgomery County Intermediate Unit	Stan Wisler Assistant Executive Director 610-539-8550	Audit	Over 10
Neshaminy School District	Barbara Markowitz Director of Financial Services 215-752-6313	Audit	5
Norristown Area School District	Anne Marie Rohricht Business Administrator 610-630-5000	Audit	8
North Penn School District	Robert Schoch Business Manager 215-368-0400	Audit	20
Penn-Delco School District	Tracy Marshall Business Manager 610-497-6300	Audit	4
Pennridge School District	Kathy Johnson Business Administrator 215-453-2713	Audit	7
Pennsbury School District	Joanne J. Godzieba Director of Financial Services 215-428-4127	Audit	4
School District of Cheltenham Township	Matthew J. Malinowski Director of Business Affairs 215-881-6342	Audit	9
School District of Haverford Township	Rick Henderson Business Manager 610-853-5900	Audit	Over 10

		<u>Type of Service</u>	<u>Number of Years Served</u>
<u>School Districts (cont'd)</u>			
School District of Upper Moreland Township	Michael J. Braun Business Manager 215-659-6800	Audit	5
School Districts Insurance Consortium	Cheryl M. LaPotin Executive Director 215-393-0456	Audit	Over 15
Spring-Ford Area School District	Timothy C. Anspach Business Manager 610-705-6000	Audit	8
Tredyffrin/Easttown School District	Jeff Curtis Controller 610-240-1900	Audit	5
Upper Merion Area School District	Steve Skrocki Business Administrator 610-337-6000	Audit	Over 15
Wissahickon School District	Wade Coleman Business Administrator 215-619-8000	Audit	2

Many of these engagements also include single audit reporting.

In general, approximately 33% of our firm's total practice deals with governmental entities.

QUALITY CONSIDERATIONS

Maillie LLP is a member of:

- The Private Companies Practice Section of the American Institute of Certified Public Accountants (AICPA) and
- The Pennsylvania Institute of Certified Public Accountants.

As an active supporter of the AICPA's **peer review program**, Maillie LLP has undergone an independent peer review in 2010, 2007, 2004, 2001, 1998, 1995, 1992, 1989, 1986 and 1983. These reviews resulted in the conclusion that our quality control systems and procedures **comply with the highest standards** of the Private Companies Practice Section of the AICPA. A copy of the latest peer review report is included in the Exhibits Section. **The peer reviews included our governmental practice.**

In association with selected firms of comparable size in the Greater Philadelphia Area, our firm provides a program of **continuing professional education** for all partners, principals and professional staff to assure adequate training and professional development. All partners, principals and professional staff are required to attend a minimum of 40 hours of continuing professional education each year. This education is comprised of approximately 16 hours of firm in-house training, with the remainder through outside associations with other professional organizations.

We are constantly concerned with maintaining the **highest professional standards** in our work. Our firm has published a "quality control document" explaining our quality control program.

Of specific concern to the Township is the following:

- We meet the independence standards of the United States General Accounting Office.
- We have no record whatsoever of substandard audit work (our work has been reviewed by federal and state agencies) or adverse litigation results against the firm or any partner.
- We have an exemplary record of meeting client deadlines, which can be confirmed by client references.
- We have established an in-house continuing professional education program for all staff involved with governmental audits that meets and exceeds the training requirements established by the United States General Accounting Office.

SECTION III

AUDIT PROCESS

AUDIT PROCESS

In March 2006, the American Institute of Certified Public Accountants (AICPA) issued eight new Statements on Auditing Standards (SAS) as part of the first major revision to the audit practice in almost 20 years.

Maillie LLP used this opportunity to review and revise its audit process. Our firm completed the following:

- A national educator of the AICPA was engaged to review our audit approach and workpaper documentation.
- As part of this process, our audit plan and workpaper documentation policies were rewritten to comply with the new SASs.
- Our firm acquired paperless audit workpaper software and electronic data extraction software.
- A new audit manual was created and approved by our firm's quality control department.
- Between the summer of 2006 and spring of 2007, our firm held eight days of in-house training to implement this revised audit process. This training included single audit testing.

The revised audit plan is a risk-based audit approach. The audit process is summarized on the attached page. The initial phase of the audit consists of a planning meeting with the partner, manager and all staff on the engagement. Preliminary or interim financial data is utilized as part of this process. Overall engagement and fraud risks are assessed. The preliminary financials are reviewed to determine significant accounts and transaction cycles. Inherent risk and control risk are assessed at the financial statement level to calculate audit detection risk. A tailored audit program is generated for the significant audit areas based on this overall risk assessment.

A senior accountant will be on-site daily to supervise the audit staff. The electronic workpapers are logged into the client audit file nightly. Periodic visits are made to the client's office by the partner and manager, who are also able to complete workpaper review online. The partner and manager assess the status of the audit and resolve any issues with client personnel. Open item lists are updated and presented to client personnel on a periodic basis.

A final overall review of the financial statements and workpapers is completed by a member of our firm's Quality Control Department independent of the audit process. The primary engagement quality control reviewer is a former PICPA employee responsible for review and approval of peer reviews in Pennsylvania.

AUDIT RISK PYRAMID

Audit Opinion

Fraud Risk Assessment

Financial Statement Risk

Audit Procedures

Detection Risk

Risk of Material Misstatement

Inherent Risk

Control Risk

Significant
Accounts

Significant
Transaction Cycles

Fraud Risk

Client Acceptance

Client Continuance

Engagement Risk

THE MAILLIE LLP APPROACH -- AN OVERVIEW

- Sample size and the extent of statistical sampling will follow guidelines contained in CCH Audit software.
- Township computer controls will be reviewed during our audit.
- Analytical procedures will be used on any amounts which exceed materiality levels. This will involve questions of Township personnel for explanations.
- An understanding of internal control structure will be obtained during the audit.
- EDP software will be utilized for sampling and manipulation of data in order to identify errors, problems, specific issues and trends.
- Laws and regulations subject to audit test work will be determined from appropriate Single Audit compliance supplements.
- Tests of compliance, if necessary, will be randomly selected from the expenditures involved.

SECTION IV

**SUMMARY OF OUR UNDERSTANDING
OF THE ENGAGEMENT**

SUMMARY OF OUR UNDERSTANDING OF THE ENGAGEMENT

SCOPE OF THE ENGAGEMENT

The scope of services that will be performed is as follows:

- Audited annual financial statements of the Township funds, including a single audit when required and the annual DCED report
- Assistance with Comprehensive Annual Financial Report
- Audits of the Fire Company and Fire Relief Association

In accordance with the usual practice in such an examination, we would not make a detailed audit of the transactions, and, therefore, our examination could not be relied upon to detect defalcations or irregularities. The principal reliance for the detection of irregularities is, necessarily, placed on the Township's accounting procedures and internal controls since the extent of activities and volume of transactions make it impracticable, from the standpoint of both volume and cost, to have a detailed audit made by us. Any irregularities which may come to our attention would, of course, be promptly reported to you.

As a result of our examination, we will report to you, in the form of a management letter, any material weaknesses in the system of internal accounting control that we observe so corrective measures can be taken as soon as possible. In addition, the management letter will list any recommendations and suggestions for improvement of the Township's procedures that we observe.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm name, you agree to provide us with printer's proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Our audit work would be performed in two phases. The systems review and testing would be performed prior to the closing of the Township's general ledger and the substantive audit work would be performed after the Township's accounting records have been completed. The exact scheduling would be coordinated through the business office.

SECTION V

AUDIT RISK ANALYSIS/AUDIT APPROACH

AUDIT RISK ANALYSIS/AUDIT APPROACH

Based upon our experience with the Township, we identified several areas with higher audit risk. These areas are summarized below with our planned audit approach:

- **Source and Support for General Journal Entries**

We will obtain an electronic copy of the general ledger for the year and utilize IDEA data extraction software. We will summarize material general journal entries for audit testing as well as entries from unusual posting sources.

- **Grant Compliance**

We will test for compliance with grant provisions in accordance with grant agreements and the Single Audit Act, if applicable.

- **Accounts Payable Cut-Off**

We will obtain an electronic copy of the December 31, 2013 accounts payable trial balance along with 2014 activity. We will audit material activity and test for proper year-end cutoffs.

- **Mercantile and Business Privilege Tax Revenue**

Due to the materiality of this revenue, this is a significant audit risk area. We will obtain an electronic copy of this activity for 2012 and 2013 and utilize IDEA data extraction software. We will review significant fluctuations and also select a sample of returns for compliance testing.

- **Expenditures**

We will run pivot tables for all expenditures for the year to identify material transactions and unusual activity for audit testing. We will also be testing for any duplicate payments.

- **Payroll**

We will obtain electronic copies of payroll journals and W-2 activity. Through the IDEA software, we will be testing for invalid social security numbers, significant overtime payments, names and/or addresses that appear in the accounts payable vendor file and summarize the highest compensated employees.

SECTION VI

COMPENSATION

See separate sealed dollar cost bid.

EXHIBITS

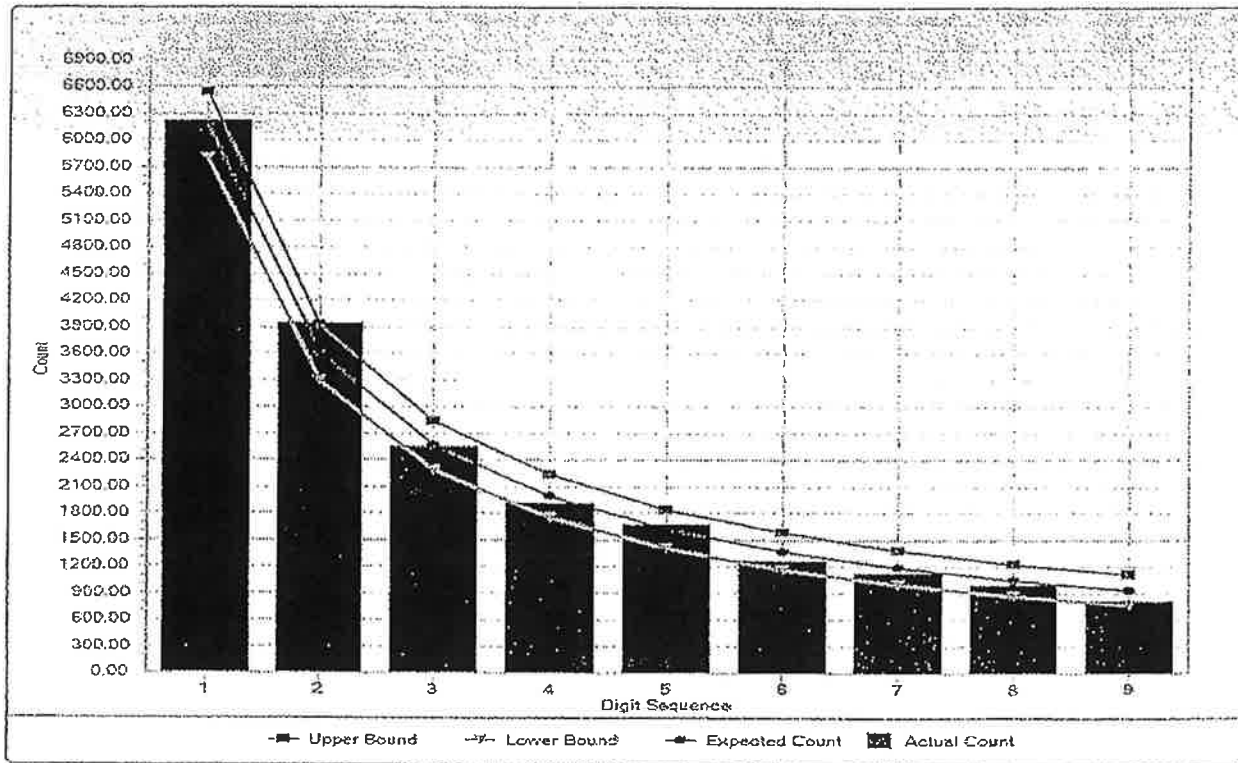
**SAMPLE BENFORD'S LAW REPORTS
USING IDEA AUDIT SOFTWARE**

Prepared by:
Input file name: General Ledger

Project name: ABC Township
Period:

2012

AMOUNT
First Digit - Positive Values



Procedure: Using IDEA, performed a 1st Digit Bendford's Law analysis on the general ledger file for 2012. Reviewed results in the chart above for reasonableness and investigated any significant variances from expectations.

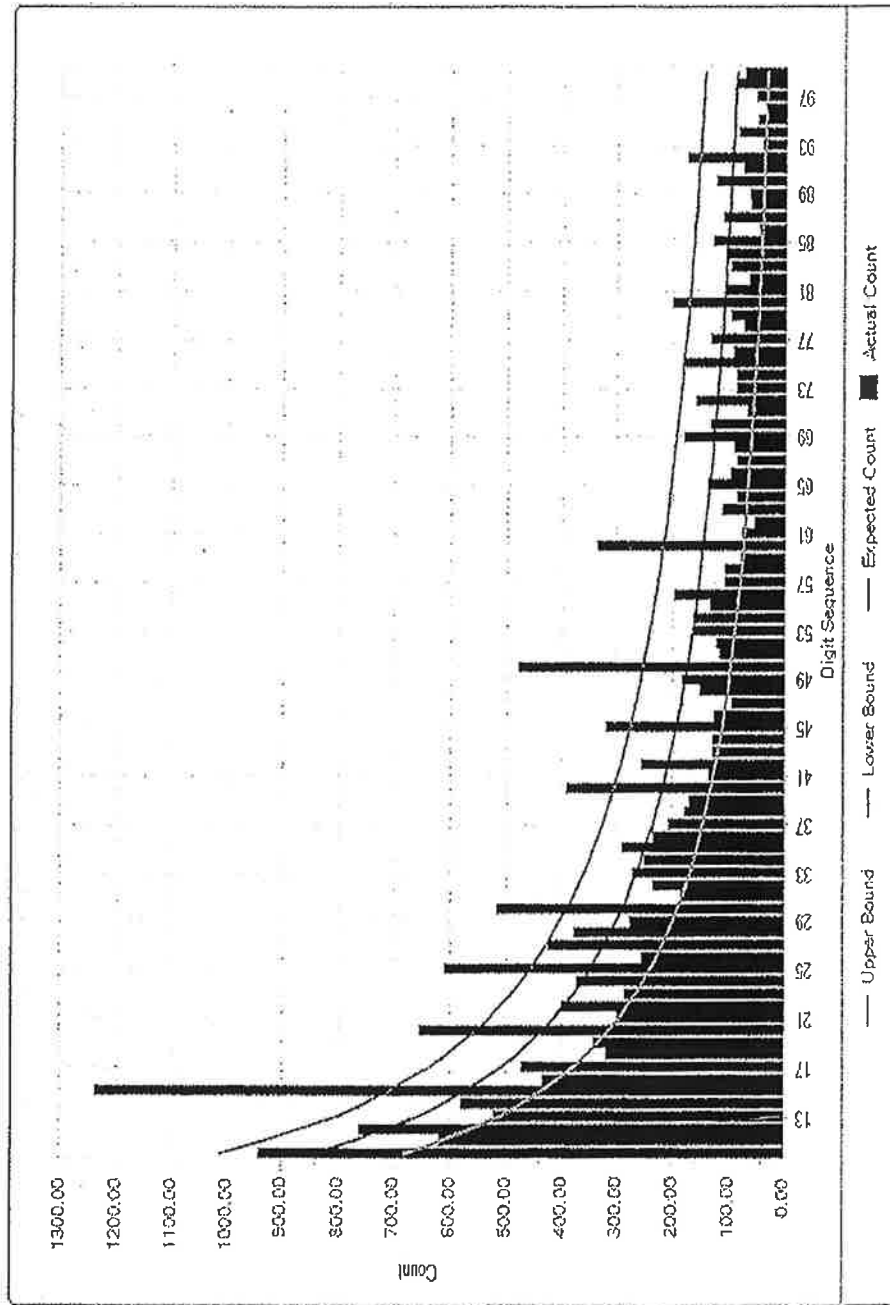
Conclusion: Using 1 digit analysis, it appears the Township's general ledger falls within expectations of Benford's Law, no exceptions were noted.

Prepared by:

Input file name: General Ledger

Project name: ABC Township
Period:

2012



Procedure: Using IDEA, performed a Bendford's Law 2 Digit analysis on the general ledger file for 2012. Reviewed results in the chart above for reasonableness and investigated any significant variances from expectations.

Expectation: We generally anticipate that the general ledger will fall into the Bendford's Law guidelines; however, please note that a higher number of postings are anticipated to fall in "10", "20", "30", "40", "50", "60", "70", "80" and "90". This is due to the fact that many of the Township's charges run \$10 per item. For example, parking tickets are charged at \$5 increments; certain permits and movie tickets are sold in \$10 increments.

See separate tab for extractions for 2-digits that have more than the anticipated number of transactions. Explanations for variances are listed on each tab. In addition, MF&CO reviewed results from "20", "30", "40", "50", "60", "70", "80" and "90" and verified there were no unusual postings. Increase in number of transactions with these numbers appears to be due to the charges running \$10 per item (see explanation under expectation above).

Conclusion: Using 2 digit analysis, it appears the Township's general ledger falls within expectations of Bendford's Law other than for those recurring transactions that cause spikes in the results as explained on the separate tabs of this wp. Appears reasonable, no further audit work deemed necessary.



Maillie

Expertise Beyond The Numbers

Professional Profile

Edward J. Furman, CPA Partner

Ed Furman is a partner in the Mont Clare office of Maillie LLP and a member of the firm's Governmental and Not-for-Profit Services Department and Quality Control Department. He has worked with clients ranging from start-up businesses to large multi-nationals, with special expertise in local government, real estate, manufacturing and transportation.

Professional Background

- Ed joined Maillie in 1987 after 11 years with Price Waterhouse
- He earned his CPA designation in 1976 and was named a partner in 1994

Education

- Drexel University – Bachelor of Science (BS), Accounting, 1976

Professional Memberships & Credentials

- Certified Public Accountant Pennsylvania
- American Institute of Certified Public Accountants (AICPA)
- Pennsylvania Institute of Certified Public Accountants (PICPA)
- Member, PICPA Peer Review Committee

Personal Activities

- Served on Towamencin Township Board of Supervisors, Infrastructure Authority, Zoning Hearing Board and was elected Township Auditor
- Served as Chairman of Wissahickon School District's Local Tax Study Commission
- Montgomery County Community College Foundation Board
- Served on Pennsylvania Association of School Business Officials GASB 34 Task Force



For more information regarding how Maillie LLP can support your personal or business needs, please contact Ed Furman at:

efurman@maillie.com

Office Locations:

Mont Clare
140 Whitaker Avenue
Mont Clare, PA 19453
610.935.1420

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17 East Gay Street, Suite 300
West Chester, PA 19380
610.696.4353

Wilmington
1521 Concord Pike
Suite 301
Wilmington, DE 19803



Maillie

Expertise Beyond The Numbers

Professional Profile

Laurie E. Harvey, CPA Partner

Laurie E. Harvey is a partner in the Mont Clare office of Maillie LLP. She is responsible for quality control in the firm's accounting and auditing practice, as well as coordinating the firm's continuing professional education.

Professional Background

- Laurie joined the firm in 2006 and earned her CPA designation in 1994. She previously worked for several public accounting firms, including Grant Thornton, LLP where she was an audit manager. Laurie also worked as Director of Professional and Technical Services for the PICPA where she administered the state peer review program and served as liaison to the state peer review, ethics & accounting, and audit committees.

Education

- Villanova University – Bachelor of Science (BS), Accounting, 1985

Professional Memberships & Credentials

- Certified Public Accountant Pennsylvania
- American Institute of Certified Public Accountants (AICPA)
- Pennsylvania Institute of Certified Public Accountants (PICPA)

Personal Activities

- YWCA Tri-County Area, Board Member
- Tookany/Tacony-Frankford Watershed Partnership, Inc., Board Member and Treasurer



For more information regarding how Maillie LLP can support your personal or business needs, please contact Laurie Harvey at:

lh Harvey@maillie.com

Office Locations:

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140 Whitaker Avenue
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17 East Gay Street, Suite 300
West Chester, PA 19380
610.696.4353

Wilmington
1521 Concord Pike
Suite 301
Wilmington, DE 19803

Professional Profile



Christopher N. Herr, CPA
Manager
cherr@maillie.com

Christopher Herr is a manager in the Oaks office of Maillie LLP, having joined the firm in 2002.

Chris received his Bachelor of Science in Accounting from West Chester University. He received his CPA designation in 2006. Chris has worked with a wide variety of clients, including construction, real estate, retail and not-for-profit organizations. He also works extensively on a large number of the firm's local government clients.

Chris believes that every client is unique and that in order to provide the superior service necessary to help each client achieve its goals, it is essential that the strategic planning process be tailored to each individual client. In this regard, communication is paramount to ensuring the client gets the absolute best service, information and advice possible. Understanding the environment in which the client operates and the underlying business processes that drive the client's financial results enables us to provide the distinguished customer service that one expects of their accountant and business consultant.

Chris is a member of the American and Pennsylvania Institutes of Certified Public Accountants.



MAILLIE LLP
Certified Public Accountants and Business Consultants
Established 1946

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Fax: 610-935-1632

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610-696-4353
Fax: 610-430-8811

Wilmington
302-358-2371



Partners

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James M. Powers
Glenn B. Bachman
Raymond T. Mock
Robert L. Caruso
Edward J. Furman
Robert L. Boland
Donald J. Pierce
Richard A. Flanagan, IV
Craig S. Springer
Robert C. Hershey, Jr.
Gregory J. Shank
Laurie E. Harvey

Principals

Edward Fronczkowski
S. Mark Fuga
James E. Yiaski
William Breslawski Jr.
Shawn M. Cahill
Kathleen A. Wileczek

MAILLIE LLP

**SERVICES AVAILABLE TO MUNICIPALITIES,
MUNICIPAL AUTHORITIES AND SCHOOL
DISTRICTS IN THE DELAWARE VALLEY**



INTRODUCTION

Maillie LLP is a large, regional certified public accounting firm dedicated to serving local municipalities and school districts in the Delaware Valley.

Our goals are to:

- Provide the highest level of quality service to our governmental clients.
- Complete a detailed diagnosis of your organization and assist you in finding solutions to your challenges.
- Advise clients in the set-up and implementation of internal control systems.
- Provide a comprehensive range of computer consulting services.
- Consult with you regarding issuance of debt instruments, debt refinancing and long-range financial planning.

With over 20 years of governmental auditing and accounting experience and a staff dedicated to this industry, Maillie LLP is well qualified to service your needs.

The following pages provide additional information on our firm.

We want to become your accounting firm!

THE INDUSTRY

Local governments and school districts have increased both the types and levels of goods and services provided to their citizens in recent years; and many governments have become complex and diversified organizations. In addition, governmental entities are often faced with increasing pressures to be accountable to federal, state and county authorities, as well as constituents, for the use of tax monies and other funds.

Our CPA firm offers a full range of services designed to meet the specific financial and accounting needs of government entities.

UNDERSTANDING YOUR NEEDS

Local governments and school districts face many of the same problems as non-government organizations--and many problems unique to government units.

All government organizations must have properly functioning internal management controls and must maintain certain financial records.

To assist you in finding solutions to your challenges, we provide a detailed diagnosis of your organization, covering structure, strategic, operational and organizational management factors. This detailed analysis enables us to focus our solutions on what is important to you.

Our diagnosis of your organization includes:

- Identifying your goals and objectives.
- Pinpointing specific success factors.
- Identifying the areas of your organization where our advice can be most effective.

In addition to your general needs, we know that local governments and school districts have special needs, such as:

- Receipt of state or federal money that may be subject to reporting requirements under the Single Audit Act.
- Local governments and school districts need current, accurate financial information with respect to their eligibility for certain funding programs.
- Local governments and school districts must be accountable to their constituents.
- As questions arise during the year, local governments and school districts need qualified outside professionals who are available to provide the necessary answers.



OUR SERVICES

Our CPA firm is a problem-solving organization. Our accounting and consulting services satisfy the requirements particular to local governments and school districts. More specifically, we can provide your organization with the following services:

Organizational Counseling

Our primary objective at Maillie LLP is to provide innovative solutions to complex problems. As advisors to management, we assist in the development of strategic plans and help to manage and evaluate opportunities. The following are examples of the counseling services we provide to our local governments and school districts:

- Assist in developing five-year management plans
- Assist in analyzing other sources of revenue in lieu of taxes
- Prepare organization analysis
- Review utilization of personnel
- Conduct return-on-investment studies
- Perform water/sewer rate studies
- Review bond funding/refinancing needs

Accounting Services

Local governments and school districts cannot successfully manage their organizations unless they have timely, accurate financial information at a given point in time. We can develop an accounting system tailored to your organization's specific operational requirements. With the information that system provides, we can prepare regular financial statements, including budget and cash flow analyses.

Auditing Services

We can provide audit services for your financial statements. Audited financial statements are a basic requirement for many federal grants. At the completion of an audit, a management letter is written outlining a variety of suggestions to help you improve existing control procedures and control your flow of financial resources.



Information Systems Services

To manage your organization effectively, you may need an efficient internal computer-based information system. Decision making often requires that data be rapidly corrected, processed and available to management sometimes on a daily basis. These requirements are best fulfilled by a computer-based information system. Maillie LLP can provide a comprehensive range of computer services tailored to meet your specific needs.

Deferred Compensation Services

Congress has continually changed legal requirements of deferred compensation plans. As a consequence, expert counseling is necessary to comply with the current law. Our deferred compensation department consists of specialists who can review your current compensation plans and identify the most effective way to structure compensation programs.

FIRM QUALIFICATIONS

To serve local governments and school districts, an accounting firm needs an experienced and dedicated team of professionals. This is an area that sets Maillie LLP apart from others.

Maillie LLP has developed a staff dedicated to the government environment. Three members of the firm have completed the extensive Government Accounting and Auditing Certificate of Educational Achievement Program developed by the American Institute of Certified Public Accountants to meet the educational requirements of the United States General Accounting Office. In addition, our firm has established an in-house continuing professional education program for all staff involved with local governments and school districts that meets and exceeds the training requirements established by the United States General Accounting Office.

Also, we have successfully completed peer reviews conducted by members of the American Institute of Certified Public Accountants in 2010, 2007, 2004, 2001, 1998, 1995, 1992, 1989, 1986 and 1983. These peer reviews included our municipal and single audit practice.

In short, our professionals are uniquely trained to meet the needs of local governments and school districts.

WHY MAILLIE LLP

The value of an independent accountant to you and your organization is determined not by the firm's size and reputation, but rather by the energy, professional capability and availability of the staff designed to solve your problems and to help you make the most of opportunities.

We will take the time to learn about your organization and its particular goals and requirements. We will take the steps necessary to help you meet these goals and satisfy those requirements. Your success is important to us.

We want to be your organization's accounting firm. Let's meet to discuss how our services can benefit you.

WILLIAM V. ALLEN, Jr.

CERTIFIED PUBLIC ACCOUNTANTS

SYSTEM REVIEW REPORT

June 14, 2011

TO:

The Partners of Maillie, Falconiero & Company, LLP and
The National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Maillie, Falconiero & Company, LLP (the firm), applicable to non-SEC issuers, in effect for the year ended March 31, 2010. Our peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Maillie, Falconiero & Company, LLP, applicable to non-SEC issuers, in effect for the year ended March 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firm's can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maillie, Falconiero & Company, LLP has received a peer review rating of *pass*.

William V. Allen, Jr.

William V. Allen, Jr., CPA

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Approval of Distribution of 2013 Act 205 General Municipal Pension System State Aid

MEETING DATE: October 15, 2013

ITEM NUMBER: #10

MEETING/AGENDA:

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:

The annual General Municipal Pension System State Aid allocation for 2013 has been received in the amount of \$435,048.16. This is an increase of 14% from the 2012 State Aid allocation and the 2013 budget figure.

The State requires that the Board of Supervisors adopt a resolution approving the allocation of the State Aid to the pension systems for its employees. Based on the 2013 Minimum Municipal (MMO) Obligations to the Police and Non-Uniformed Pension Plans, and based on the AG 385 State certifications, it is recommended that the 2013 Act 205 General Municipal Pension System State Aid be allocated as follows:

Police Pension Plan	– 55.2%	– \$ 240,147.16
Non Uniformed Pension Plan	– 44.8%	– <u>\$ 194,901.00</u>
		\$ 435,048.16

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

The State Aid provides the Township with assistance in meeting its annual pension funding obligation, and was factored into the Township's budget at the 2012 funding rate. This allocation will provide an additional \$59,548.16 to the General Fund revenues for 2013.

RECOMMENDATION:

Accept the recommended allocation and approve resolution.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby accept the recommendation to allocate the 2013 Act 205 General Municipal Pension System State Aid to the Police Pension Plan in the amount of \$ 240,147.16 and to the Non Uniformed Employee Pension Plan in the amount of \$ 194,901.00.

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**

SUBJECT: Presentation of Check to the FDMT Fire Relief Association

MEETING DATE: October 15, 2013

ITEM NUMBER: # //

MEETING/AGENDA: Work Session

ACTION X

NONE

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

INITIATED BY: Shannon Q. Drosnock
Finance Director

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

BACKGROUND:

The annual allocation by the Commonwealth of Pennsylvania of a share of the Foreign Fire Insurance Tax has been received in the amount of \$268,316.79, an increase of \$31,495.30 from the 2012 allocation. These funds are a result of taxes paid by foreign fire insurance companies to the State of Pennsylvania in accordance with Act 205 of 1984.

These funds are allocated by the State to support the Volunteer Fire Relief Association of the volunteer fire company that serves the Township. Fifty percent of the allocation is based on the populations of the Township and fifty percent is determined by the market value of real estate in the Township compared to the state average. Act 205 requires that the Township forward the proceeds to the FDMT Fire Relief Association within 60 days. The Township's check will be presented to the FDMT Fire Relief Association at the Tuesday, October 15, 2013 meeting.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

Distribution of the fire relief association allocation is in accordance with the approved 2013 Budget.

RECOMMENDATION:

Present the Township's check to the Relief Association Officers and approve the resolution.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby present a check in the amount of \$268,316.79 from the Commonwealth of Pennsylvania to the Fire Department of Montgomery Township Fire Relief Association.

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 Authorization for Unbudgeted Emergency Repairs to Ladder 18

MEETING DATE: October 15, 2013

ITEM NUMBER: #12

MEETING/AGENDA:

ACTION XX

NONE

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

INITIATED BY: Richard M. Lesniak
Director of Fire Services

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

BACKGROUND:

On November 19, 2012, Underwriters Laboratory (UL) performed an annual evaluation for compliance with the applicable provisions of NFPA Standard 1911, Inspection, Maintenance, Testing and Retirement of In-Service Automotive Fire Apparatus. During said inspection, the UL technician noted the following items related to the operation of the aerial device that need to be repaired:

- Repair of elevation cylinder rod to barrel seal hydraulic oil leakage.
- Setting the breathing air tank regulator to the manufacturer's pressure setting.
- Repair of gate latches and hinge points.
- Repair of the aerial water system relief valve.
- Meeting the requirements of the Platform Load Test (Reference Chapter 19 of Standard NFPA 1911, current Edition).

An estimate has been received from Glick Fire Equipment Company, Inc., of Bird In Hand Pennsylvania to perform the repairs at a cost of \$6,864.00

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

The Board of Supervisors approved the 2013 budget with \$25,000.00 budgeted for vehicle maintenance. The vehicle maintenance line item is over budget due to a number of unscheduled repairs in the fleet (including Ladder 18).

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

The repair costs will require a supplemental appropriation of \$6,864.00 to the Vehicle Maintenance line item 04-413-4250 in the Fire Budget

RECOMMENDATION:

Given the fact that Ladder 18 is expected to serve Montgomery Township for at least the next ten (10) years and that the aerial device is used to protect lives and property, the Department recommends that the damaged equipment be repaired. It is recommended that the Board of Supervisors approve Glick

Fire Equipment Company, Inc. to perform the repairs to Ladder 18.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby authorize Glick Fire Equipment Company, Inc., of Bird In Hand Pennsylvania to perform repairs to the hydraulic cylinders on Ladder 18 for a cost of \$6,864.00.

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.

Glick Fire Equipment Company Inc

Service Estimate

350 Mill Creek Road, Bird-in-Hand, PA 17505 Phone:717-299-4120 Fax: 717-299-4324

BILL TO:

MONT. TWP DEPT. OF FIRE SERV
MONTGOMERY TWP MUNICIPAL BLDG
1001 STUMP ROAD
MONTGOMERYVILLE, PA 18936

Customer ID: MONTTOWN

DELIVER TO:

MONTGOMERY TWP DEPT. OF FIRE SERVICES
MONTGOMERY TWP MUNICIPAL BLDG
1001 STUMP ROAD
MONTGOMERYVILLE, PA 18936

Estimate Number: S0195484

Internal Order #: 0195484

Invoice Date: 10/03/2013

Customer PO #:

Truck Mfg. #: EONE124397

Unit ID: LADDER 18

Mileage: 0

Engine Hours: 0

Pump Hours: 0

Authorization: _____

Signature of Company Representative

Date: ____/____/____

Quantity	Part #	Part Description	Unit Cost	Extended Cost
1	LABOR-G	LABOR SHOP WORK - Remove the two (2) left cylinders from the truck. Have cylinders rebuilt. Re-install cylinders on truck.	\$6,864.00	\$6,864.00

Sub Total: \$6,864.00

Tax: \$0.00

Balance Due: \$6,864.00



TERMS: NET 15; FOB BIRD IN HAND, PA; SERVICE ESTIMATE VALID FOR 30 DAYS

Thursday, October 03, 2013

Page 1 of 1

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Request to Approve Out of State Training– Department of Fire Services

MEETING DATE: October 15, 2013

ITEM NUMBER: # 13 a

MEETING/AGENDA:

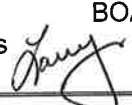
ACTION XX

NONE

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

INITIATED BY: Richard M. Lesniak
Director of Fire Services

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



BACKGROUND:

The Public Agency Training Council (PATC) offers various training seminars ranging from fire investigations to fire service administration. Instructors hired to present the seminars are nationally recognized experts in their respective disciplines.

On November 6th and 7th, PATC is offering a seminar entitled *Fire Department Administrative Investigations and Firefighter Discipline* in Wilmington, Delaware. Topics to be covered during the course include, but are not limited to:

- Five common complaints about fire service disciplinary process
- Six steps to create the ideal professional standards system
- Three key questions to be answered in any due process proceeding
- The challenges associated with "Conduct Unbecoming" allegations
- Five steps in the investigative process
- Four policies that every fire department needs (but probably don't have)
- Enhancing interviewing skills

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

Registration fee of \$275.00 and lodging costs of \$135.00

RECOMMENDATION:

It is recommended that authorization be given to allow Director of Fire Services Richard Lesniak to attend the Public Agency Training Council's *"Fire Department Administrative Investigations and Firefighter*

Discipline" course to be held on November 6th and 7th in Wilmington, Delaware.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby authorize Director of Fire Services Richard Lesniak to attend the Public Agency Training Council's "*Fire Department Administrative Investigations and Firefighter Discipline*" course to be held on November 6th and 7th 2013 in Wilmington, Delaware.

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.

Legal Liability Risk Management Institute



A division of Public Agency Training Council

Sponsored By:
Wilmington Fire Department
Wilmington, Delaware

Training Seminar **Fire Department Administrative Investigations and Firefighter Discipline**

Instructor:
Curt Varone, Attorney
Deputy Assistant Fire Chief, Retired
Providence, Rhode Island

Curt Varone has over 37 years of experience in the fire service, including 29 years as a career firefighter with the Providence Fire Department, where he retired in 2008 as a Deputy Assistant Chief. In addition, he has been a practicing attorney since 1985. Curt served as the Division Manager of the Public Fire Protection Division at the National Fire Protection Association and is a faculty member in Providence College's Fire Service Program. He has authored two books, *Legal Considerations for Fire and Emergency Services* and *Fire Officer's Legal Handbook*, as well as over 50 articles that have been published by the National Fire Academy, Firehouse, Fire Engineering, and Fire Chief magazine. Curt lectures extensively throughout the United States.

November 6 & 7, 2013
Wilmington, Delaware

Register online at: www.patc.com

Fire Department Administrative Investigations and Firefighter Discipline

Course Objectives

Fire and emergency services stand at the crossroads. We have always been the good guys, ready to risk our lives for our neighbor. However, things have changed. The taxpaying public demands accountability, even from its heroes. The media sensationalizes the smallest of stories involving firefighters. The digital age results in photo and video evidence of nearly every conceivable act of wrongdoing being captured for all to see.

The day when a fire chief could hope to manage indiscretions and improper conduct quietly behind closed doors is gone. Heightened public sensitivity to official wrongdoing makes the risk from false and unfounded allegations just as dangerous to emergency organizations and the careers of its leaders, as truthful allegations. Legal complexities make the investigation of complaints of wrongdoing a critical aspect of the progressive fire and emergency service organization. Yet time and time again we see fire departments struggling to properly address allegations.

Let's look at some examples:

- A black firefighter is served dog food as a firehouse prank by a Hispanic firefighter. Discipline is imposed on the member responsible, as well as two officers. The black firefighter sues for race discrimination and receives a \$1.5 million settlement. The two officers sue for due process violations related to their discipline, and receive \$1.7 million each.
- On duty firefighters take their fire apparatus to a Porn Star Costume Ball being held at a local hotel, and engage in the festivities, including drinking. Two are later accused of sexually assaulting a woman on their apparatus.
- An officer places a white pillow case over his head and makes racial threats toward a black firefighter. The captain is terminated. The firefighter sues for race discrimination and receives \$360,000. The captain sues alleging wrongful termination and receives \$200,000 settlement.
- Two firefighters who are drinking on duty engage in an altercation resulting on one firefighter hitting the other firefighter in the head with a chair, causing severe injuries. Officers in the station who were also drinking attempt to cover up the incident.

Improper conduct cannot be ignored, and allegations of improper conduct must be properly investigated. This program will provide the essential elements of a reasonable and responsible *Professional Standards* system. The course will cover:

- Five common complaints about fire service disciplinary processes
- Six steps to create the ideal professional standards system
- Three key questions to be answered in any due process proceeding
- The challenges associated with "Conduct Unbecoming" allegations
- Five steps in the investigative process
- Four policies that every fire department needs (but probably don't have)
- Enhancing interviewing skills

Course Objectives (Con't).

- Respecting the Weingarten and Garrity Rights of firefighters
- Three important rules for interviewing the complainant
- Tips for dealing with a hostile or angry witness
- 7 Essential components of due process
- The Code of Silence: Addressing it in a reasonable manner
- Three necessary components for establishing the chain of custody of evidence
- Seizure and documentation of evidence
- Use of photo and video to document evidence
- The law governing workplace search & seizure, including the June, 2010 US Supreme Court decision in *City of Ontario v. Quon*
- Chemical testing of employees: pitfalls and precautions
- Drafting the investigative report
- The two major disciplinary models, and knowing when to use each
- Understanding what the pre-disciplinary hearing is and isn't
- The three burdens of proof
- The corrective action balancing act: determining what penalty is appropriate for a particular individual
- How to prevent disciplinary actions from being overturned
- Use of last chance agreements
- How to handle resignations and retirements in lieu of disciplinary action
- Effective use of pro-active tools to help firefighters avoid rule violations

The program includes practical exercises to reinforce the lessons learned, including exercises on conducting a preliminary investigation, developing an investigative plan, interviewing skills, complying with firefighter bill of rights laws, and determining the appropriate type of disciplinary hearing. Get the most up-to-date information available! Learn how a *Professional Standards* system can enhance your fire department. Sample forms, cases, firefighter bill of rights legislation, and course book included.

From the Instructor:

"One of the things that bothers me the most when I read some of the bizarre firefighter misconduct cases is knowing that more often than not the bizarre behavior did not just happen one day out of the blue. It occurred because various forms of seemingly innocent misconduct were tolerated over the course of years and years. Yet when people see the misconduct described in the newspaper in black and white it seems so outrageous".

"Besides the damage to an organization's reputation, these cases also represent a tremendous drain on the attention of the fire department administration. Instead of the fire chief focusing on leading the organization, and determining where the organization needs to go, the chief is stuck meeting with lawyers and HR staff, and spending day after day in depositions and in court".

"During the course of my career I have represented dozens of firefighters who were wrongfully accused of misconduct – so I understand as well as anyone that an effective Professional Standards System must be capable of competently investigating all allegations of misconduct, and where appropriate vindicating personnel who did nothing wrong".

Seminar Agenda

Fire Department Administrative Investigations and Firefighter Discipline

November 6 & 7, 2013 • Wilmington, Delaware

Wednesday, November 6, 2013

8:00 a.m.—8:30 a.m.
8:30 a.m.— 10:00 a.m.

Registration Introduction

- 5 Common complaints about fire department disciplinary systems
- Fire and emergency service culture
- Investigation Example
- Professional standards philosophy
- Six steps to implement the ideal professional standards system
- Administrative investigation process
- Who do the investigators serve
- What is misconduct & conduct unbecoming

10:00 a.m.— 12:00 p.m.

Due Process

- Due process: procedural and substantive
- The three big questions: whether, how much, when
- Substantive due process
- Vague or ambiguous rules

12:00 p.m.—1:00 p.m.
1:00 p.m.— 2:00 p.m.

Lunch (On Your Own)

Process of handling a complaint

- What is a complaint?
- Sources & Acceptance of complaints
- Complaint forms and logging the complaints
- Withdrawal of complaints
- Preliminary investigation: preserving the case
- Special reports

2:00 p.m.— 4:00 p.m.

Investigation Process Options

- Investigative responsibility
- Initiation of the investigation
- Investigations by line supervisors
- Investigations by other agencies
- Responsibility and tracking
- Organizing the investigation
- Case folder
- Current standards

4:00 p.m.—5:00 p.m.

Evidence Use and Control

- Still photographic evidence
- Use of video
- Medical evidence
- Scene Diagram
- Communications records
- Searches
- Use of polygraph or voice stress detection equipment
- Chemical testing
- Photo and physical lineups

Thursday, November 7, 2013

8:00 a.m.—10:00 a.m.

Interviewing the Complainant & Witnesses

- Identifying potential witnesses
- Research each witness to be interviewed
- Photographs and witnesses
- Planning the interview process
- Use of more than one investigator
- Order of the interviews
- Scheduling interviews
- Record all interviews
- Verbatim transcripts of all interviews
- Representation during interviews
- General interview techniques
- Complainant interviews
- Practical tips for handling interview problems
- Interviews with agency employees who are not accused

10:00 a.m.—12:00 p.m.

Interviewing the Accused

- Introduction to Garrity
- Interviewing the accused employee— general overview
- Notice to the accused
- Admonishment of rights to accused employees
- Specific comments on interviewing accused employees
- Sealing the record

12:00 p.m.—1:00 p.m.
1:00 p.m.—2:00 p.m.

Lunch (On Your Own)

Drafting the final report

- Organizing the report
- Objectivity and exculpatory evidence

2:00 p.m.—4:00 p.m.

Adjudication

- Role of investigators in the adjudication process
- Burden of proof
- Disciplinary systems
- Written decisions
- Appeals
- Corrective options
- Determining the appropriate corrective action
- Sample administrative insight
- Last chance agreements
- Resignations and retirements

4:00 p.m.—5:00 p.m.

Early Identification Programs: Saving the Savable

- Criteria for early identification
- Program responsibility
- Reporting formats
- Supervisory responsibility
- Use of the early identification information
- Intoxicated employees
- IAFC Zero Tolerance Policy

5:00 p.m.

Certificate Presentation

Cut Along Dotted Line

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Request to Approve Out of State Training– Department of Fire Services

MEETING DATE: October 15, 2013

ITEM NUMBER: #136

MEETING/AGENDA:

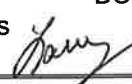
ACTION XX

NONE

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

INITIATED BY: Richard M. Lesniak
Director of Fire Services

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



BACKGROUND:

In 1999, Pennsylvania adopted legislation that enacted the Uniform Construction Code (UCC). One aspect of the UCC is the requirement for inspectors to receive and maintain certification based on the type of work performed. Inspectors are required to complete 15 credit hours of continuing education credits in courses relating to the professional competency of code administration. An applicant with multiple certification areas must complete a minimum of 15 credit hours of continuing education credits for each certification but not more than 45 credit hours during each three year certification cycle.

Continuing education credit hours are offered through a variety of means including the attendance at meetings and courses. Generally, inspectors attend courses presented by the Pennsylvania Construction Codes Academy. The courses, ranging from one to five days, are held across the state and cost between \$25.00 and \$325.00.

Firefighter Robert Hedden currently holds three certifications in the State of Pennsylvania and has recently submitted an application for renewal of those certifications for a new three year cycle (2013 - 2016). He is requesting approval to take a course titled "International Fuel Gas Code/International Mechanical Code Update" course to satisfy 8 of his required 45 Continuing Education credits. The course is being offered on October 31, 2013 through the New Jersey Center for Services at The Inn at Lambertville Station, Lambertville, NJ. Courses offered through the Center for Government Services are offered free of charge.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None. There is no charge for courses taken at the NJ Training Center.

RECOMMENDATION:

It is recommended that authorization be given to allow Firefighter Robert Hedden to attend the "International Fuel Gas Code/International Mechanical Code Update" course on October 31, 2013 at The Inn at Lambertville Station.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby authorize Firefighter Robert Hedden to attend the "International Fuel Gas Code/International Mechanical Code Update" course on October 31, 2013 at the New Jersey Center for Services at The Inn at Lambertville Station, Lambertville, NJ.

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.

R GOVERNMENT SERVICES

FLAMMABLE AND COMBUSTIBLE LIQUID TANKS

James Quigley, International Code Council
This seminar provides a basic understanding of the flammable and combustible liquids storage, use, dispensing, handling requirements in Chapter 34 of the International Fire Code and NFPA 30, Flammable and Combustible Liquids Code. It covers the fire code requirements for hazardous materials, motor vehicle fuel-dispensing (IFC Chapter 22), dry cleaning (IFC Chapter 12) and other specialized uses of flammable and combustible liquids (as detailed). 0.5 CEU

- Ramada Inn, East Hanover
- The Inn at Lambertville Station, Lambertville

HIGH-PILED COMBUSTIBLE STORAGE

James Quigley, International Code Council
This seminar provides a basic understanding of the hazards with high-piled combustible storage and introduces participants to the provisions in Chapter 23 of the 2012 International Fire Code. This seminar places emphasis on the classification of commodities and the application of criteria in Section 2303 of IFC. At the end of the seminar participants will be able to identify the various methods for high-pile combustible storage. 0.5 CEU

- Ramada Inn, Vineland

NEW
IMC DESIGN, INSTALLATION AND
PRINCIPLES

James Quigley, International Code Council
This seminar discusses critical concepts of the 2012 International Fuel Gas Code. It provides a basis for the correct application in the design, plan review, inspection, and projects. In addition, students will gain a clear understanding of correct use of the requirements identified by the provisions, tables and topics. Information provided enables users to apply the code in clear-cut situations and a better understanding of the intent of the code when making code compliance decisions. This seminar also covers provisions of the 2012 International Mechanical Code and provides practice in applying key requirements. Earning by supplying immediate feedback or it walks participants through the content outline and describes key sections. **Participants have the option of receiving building, fire, plumbing, mechanical and boiler, pressure vessel and refrigeration subcode duplicate credit for completion of this technical seminar.** 0.5 CEU

- Atlantic Cape Community College, Rutgers Building Q, Mays Landing
- Executive Inn, Fairfield

CONTINUING EDUCATION SEMINARS

D195
2012 IFGC/IMC UPDATE

Instructor: James Quigley, International Code Council
This seminar provides an overview of the changes from 2009 IFGC to the 2012 IFGC and the 2009 IMC to the 2012 IMC. It identifies changes in organization and code requirements and the applicability of these requirements to design, plan review and inspection. **Participants have the option of receiving building, fire, plumbing, mechanical and boiler, pressure vessel and refrigeration special inspector subcode duplicate credit for completion of this technical seminar.** 0.5 CEU

- Thurs, Oct 31 - The Inn at Lambertville Station, Lambertville
- Wed, Nov 20 - Ramada Inn, Vineland

D194
2012 IRC PERFORMING RESIDENTIAL MECHANICAL INSPECTIONS

Instructor: James Quigley, International Code Council
This seminar focuses on the key changes from the 2009 IRC to the 2012 International Residential Code. The details provided enhance participants' understanding of mechanical terminology, equipment, materials and methods of installation as related to residential construction. This seminar concentrates on the mechanical portion of the IRC along with the appropriate portions of the International Fuel Gas Code and the International Energy Conservation Code. It covers the minimum requirements for residential mechanical inspection. **Participants have the option of receiving building, fire, mechanical and boiler, pressure vessel and refrigeration subcode duplicate credit for completion of this technical seminar.** 0.5 CEU

- Thurs, Sept 19 - Ramada Inn, East Hanover
- Fri, Dec 20 - Renault Resort, Tuscany House Hotel, Egg Harbor City

P178
2012 NATIONAL STANDARD PLUMBING CODE AND
ICC CODE CHANGE UPDATE FOR PLUMBING CODE
OFFICIALS

Instructor: Fritz Reuss
To ensure that proper administration and enforcement of the code occurs, this seminar reviews code changes to the 2012 National Standard Plumbing Code as compared to the 2009 NSPC. In addition, applicable code changes within the 2012 International Mechanical Code and International Fuel Gas Code (as compared to the 2009 version), for which the Plumbing Code Official is responsible, are also evaluated. The participants will gain a fundamental understanding of the reasoning behind the code changes and why the portions of the code were added, modified or deleted. Manufacturers' literature, where available, is reviewed during the seminar to reinforce the new code requirements. 0.5 CEU

- Wed, Sept 18 - Manchester Town Hall, Civic Center, Manchester
- Fri, Nov 22 - Kean University, Science, Technology and Mathematics Building, Union

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Request to Approve Out of State Training– Department of Fire Services

MEETING DATE: October 15, 2013

ITEM NUMBER: #13c

MEETING/AGENDA:

ACTION XX

NONE

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

INITIATED BY: Richard M. Lesniak
Director of Fire Services

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

BACKGROUND:

In 1999, Pennsylvania adopted legislation that enacted the Uniform Construction Code (UCC). One aspect of the UCC is the requirement for inspectors to receive and maintain certification based on the type of work performed. Inspectors are required to complete 15 credit hours of continuing education credits in courses relating to the professional competency of code administration. An applicant with multiple certification areas must complete a minimum of 15 credit hours of continuing education credits for each certification but not more than 45 credit hours during each three year certification cycle.

Continuing education credit hours are offered through a variety of means including the attendance at meetings and courses. Most commonly, inspectors attend courses presented by the Pennsylvania Construction Codes Academy. The courses, ranging from one to five days, are held across the state and cost between \$25.00 and \$325.00.

Firefighter Robert Hedden currently holds three certifications in the State of Pennsylvania and has recently submitted an application for renewal of those certifications for a new three year cycle (2013 - 2016). He is requesting approval to take a course titled "UCC Special Inspections Program Requirements" course to satisfy 8 of his required 45 Continuing Education credits. The course is being offered on November 6, 2013 through the New Jersey Center for Services at the Rutgers EcoComplex in Bordentown, New Jersey. Courses offered through the Center for Government Services are offered free of charge.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT:

None.

PREVIOUS BOARD ACTION:

None.

ALTERNATIVES/OPTIONS:

None.

BUDGET IMPACT:

None. There is no charge for courses taken at the NJ Training Center.

RECOMMENDATION:

It is recommended that authorization be given to allow Firefighter Robert Hedden to attend the "UCC Special Inspections Program Requirements" course on November 6, 2013 at the Rutgers EcoComplex in Bordentown, New Jersey.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby authorize Firefighter Robert Hedden to attend the "UCC Special Inspections Program Requirements" course on November 6, 2013 at the Rutgers EcoComplex in Bordentown, New Jersey.

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.

CENTER FOR GOVERNMENT SERVICES

A500 ▲

THE FOUNDATIONS AND PILLARS OF ETHICS FOR UCC OFFICIALS

Instructor: David Nenno, Ethics Law Consulting Services

Participants will review the provisions of ethical standards contained in the Local Government Ethics Law with the duties and responsibilities of Code Officials in the UCC to sharpen their understanding of the prohibitions regarding their official actions and financial involvements. Case histories and class participation exercises provide valuable insights regarding the circumstances that lead to ethical lapses in judgment such as the dangers of gifts, impaired objectivity, favoritism, family and business relationships, dishonesty and complacency. 0.5 CEU

Wed, Oct 16 - Executive Inn, Fairfield

Thurs, Nov 21 - Ramada Inn, Vineland

H020 ▲

THE HOUSING INSPECTION PROCESS

Instructor: John Daniels

To ensure that inspections are conducted in an effective and efficient manner, a scripted process must be followed. The seminar's objective is to familiarize participants with that inspection process, from registration through notices and orders to the field inspection. The seminar provides information on how to prepare for an inspection, guidelines for completing inspection forms, conditions that impair or prevent compliance, re-inspections, and how to cooperate with other code enforcement agencies. In addition, helpful information is offered on daily inspection issues, necessary inspection tools, and inspection scheduling. 0.5 CEU

Thurs, Nov 14 - Renault Resort, Tuscany House Hotel,
Egg Harbor City

Tues, Dec 03 - Somerset Cty Emergency Services Training
Academy, Hillsborough

A501 ▲

THE TEN TIMELESS LAWS OF LEADERSHIP FOR UCC OFFICIALS

Instructor: David Nenno, Ethics Law Consulting Services

This course enhances the continuing professional development of code officials through a survey of effective management principles that maximize leadership potential. Officials will review ethical standards and UCC provisions regarding duties, responsibilities and conflicts of interest as they internalize the Timeless Leadership Laws of Empowerment, Momentum, Magnetism, and seven others. Some of the topics explored include: the importance of teamwork, trust, customer service, delegation of authority and personal integrity in their profession. 0.5 CEU

Fri, Sept 27 - Camden Cty Regional Emergency Training
Center, Blackwood

Thurs, Oct 31 - Holiday Inn, Clark

CONTINUING EDUCATION SEMINARS

A504 ▲

UCC BACK TO BASICS

Instructor: Lynn Mizer, Linda Aiello & Dawn Neil

The goal of this seminar is to update the Technical Assistant & Code Official's knowledge regarding pertinent changes affecting their job responsibilities, as well as to promote the uniformity of the New Jersey Uniform Construction Code. In addition, this seminar provides information aimed at elimination or significant reduction of inconsistencies from department to department by clarifying specific issues from the Department of Community Affairs and the regulations. Some of the topics discussed are UCC Form Acceptance, Inspection Procedures, Fee Schedules, Certificates, and Local CCO Ordinances. 0.5 CEU

Tues, Oct 22 - Clarion, Toms River

Thurs, Dec 05 - Holiday Inn, Hasbrouck Heights

A456 ▲

THE UCC: IT'S THE LAW

Instructor: Richard Osworth

The local officials who are charged to enforce health and safety laws need to know the legislative underpinning in order to understand the regulatory enforcement process. This course explains to all who work in UCC enforcement the history, structure and process by which New Jersey enforces a uniform code. It covers the legislative process, the sources of information available to the local officials, the original structure of the code enforcement process, and the amendments that have changed that process. 0.5 CEU

Tues, Oct 29 - The Inn at Lambertville Station, Lambertville

D179 ▲

UCC SPECIAL INSPECTIONS PROGRAM REQUIREMENTS

Instructor: John Daniels

This seminar is designed to identify and explain the requirements and procedures of the Special Inspections Requirement within the UCC (N.J.A.C. 5:23-2.20) and NJ 2009 IBC. The topics to be discussed include the Statement of Inspections, the various types of special inspections, identification of when these inspections are necessary, the independent 3rd party inspection agency/inspectors, and the submission of reports and closing documents to the code official. Discussions will include the requirements relating to both new and rehabilitation projects. **Participants have the option to receive building subcode credit for completion of this administrative seminar.** 0.5 CEU

Thurs, Sept 26 - Hampton Inn, Denville

Wed, Nov 06 - Rutgers EcoComplex, Bordentown

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Approval of Escrow Release - LDS#651P-B Montgomery Pointe Phase IIB

MEETING DATE: October 15, 2013

ITEM NUMBER: ~~4~~ / 4

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 requested by the Pulte Group for Montgomery Pointe Phase IIB, as recommended by the Township Engineer. The original amount of the escrow was \$33,667.81, held as a Surety Bond. This is the third escrow release for this project. The current release is in the amount of \$1,990.00. The new balance would be \$14,335.06.

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.

Resolution #

Whereas, a request for release of escrow was received from The Pulte Group for Montgomery Pointe – Phase IIB, on the representation that the work set forth in the Builder's Agreement to that extent has been completed; and

WHEREAS, inspections of this site were conducted by The Township Engineer, who found the work performed to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby authorize the release of \$1,990.00, and the officers of the Township are authorized to take the necessary action to obtain release of said sum.

BE, IT FURTHER RESOLVED that the Township records indicate that escrow has been deposited via Surety Bond in the amount of \$33,667.81 and that this is the third escrow release for this project. Therefore, the action of the Board in releasing said sum leaves a new balance of \$14,335.06.

MOTION BY:

SECOND BY:

VOTE:

DATE:

RELEASED BY:

Department Director

xc: Applicant, F. Bartle, J. Hanna, B. Shoupe, M. Stoerrle, Finance Department, Minute Book, Resolution File, File



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

October 2, 2013

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

Subject: *Montgomery Pointe Phase IIB – Bond Reduction
Job # 105-510.G.02 – Twp. Ref. # LDS-651P2B*

Dear Mr. Gregan:

The Pulte Group has requested a reduction of their Bond posted for Montgomery Pointe Phase IIB.
The recommended bond reduction is as follows:

On-lot Landscaping (based on 9/18/13 letter from Boucher & James	\$ 1,990.00
--	-------------

The balance of the Bond is as follows:

Original Bond Amount	\$ 33,667.81
Previous Reduction - On-Lot Landscaping	- \$ 10,270.00
Previous Reduction - Public Improvements	- \$ 7,072.75
Current Reduction – On-lot Landscaping	- <u>\$ 1,990.00</u>
Balance of Bond	\$ 14,335.06

If you need any additional information, please contact me.

Very truly yours,

Ed Slaw
/jvr
Enclosure

Copy via e-mail: Bruce Shoupe, Montgomery Township
Marita Stoerrle, Montgomery Township
Valerie Liggett, Boucher & James, Inc.
Joe Daciw, Pulte Group
Frank Bartle, Esquire
Richard McBride, Esquire



RECEIVED

SEP 23 2013

Boucher & James, Inc.
CONSULTING ENGINEERS

CHAMBERS ASSOCIATES, INC.

105-5106.02

Fountainville Professional Building
1456 Ferry Road, Building 500
Doylestown, PA 18901
215-345-9400
Fax 215-345-94012738 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0306P.O. Box 799
Morgantown, PA 19543
610-913-1212
Fax 215-345-9401

www.bjengineers.com

INNOVATIVE ENGINEERING

September 18, 2013

Mr. Joseph P. Hanna, P.E.
Chambers Associates
2962 Skippack Pike
P.O. Box 678
Worcester, PA 19490-0678**SUBJECT: MONTGOMERY POINTE PHASE IIB
ESCROW RELEASE INSPECTION 002
ON-LOT LANDSCAPING
TOWNSHIP LD/S NO. 651P-B
PROJECT NO. 0955252R2B**

Dear Mr. Hanna:

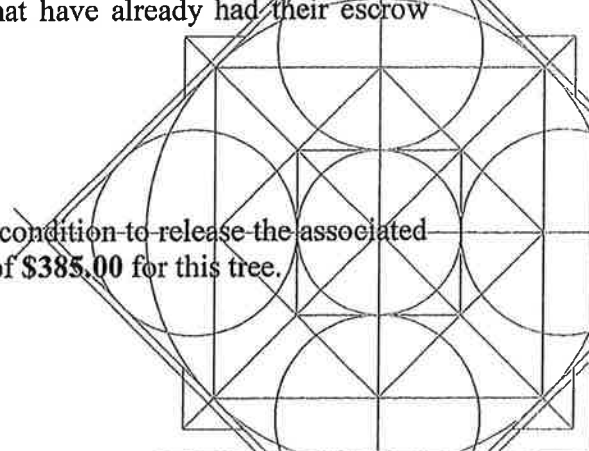
Please be advised that on September 17, 2013, I conducted an inspection of landscape material for the release of escrow funds for on-lot landscaping material for Montgomery Pointe Phase IIB in accordance with the approved landscape plan prepared by Stout, Tacconelli & Associates, Inc. dated July 15, 2009 and last revised December 7, 2009.

This inspection was conducted based on the escrow release request dated August 30, 2013 received from Joe Daciw of Pulte Group. The letter requests a reduction/release of all on-lot landscaping installed within Phase IIB. The inspection of plant material within Phase IIB is limited to the release of escrow funds for size, species, general health, and location.

It should be noted that large amounts of plant material on the site were substituted with alternate species without obtaining a prior substitution request. Pulte and the Landscape Contractor have subsequently submitted lists of plant species installed throughout the Montgomery Pointe land development as a post-planting substitution request. Our substitution request approval email has been attached to this letter. The majority of plants on the requested plant list have been approved – some have not. As all lots on the site require the installation of ten (10) shrubs and one (1) shade tree, this letter addresses what was actually installed by lot for clarification purposes, as what is shown on the plan is not accurate. Planted items that have already had their escrow released are not discussed within this letter.

We offer the following comments for your consideration:

1. Lot No 23:
 - a. One (1) Sugar Maple is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$385.00** for this tree.



2. Lot No. 24

- a. One (1) Littleleaf Linden planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to meet the on-lot shade tree requirements and may not be counted toward the submitted escrow release.
- b. One (1) Ilex crenata compacta (compact Japanese holly) is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$65.00** for this shrub.

3. Lot No. 25

- a. One (1) Littleleaf Linden is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$385.00** for this tree.
- b. One (1) Cephalanthus occidentalis (Buttonbush) planted on this lot is dead. Therefore, the shrub is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
- c. Four (4) Prunus x cistena (Sand Cherries) planted on this lot are **unapproved/unacceptable** plant species and are therefore in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

4. Lot No. 26

One (1) Sugar Maple is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$385.00** for this tree.

5. Lot No. 27

One (1) Littleleaf Linden is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$385.00** for this tree.

6. Lot No. 28:

One (1) Sugar Maple planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

7. Lot No. 29:

One (1) Sugar Maple planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

8. Lot No. 30:

One (1) Sugar Maple planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

9. Lot No. 31:

One (1) Sugar Maple planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

10. Lot No. 32:

One (1) 'Valley Forge' American Elm planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

11. Lot No. 33:

One (1) Sugar Maple planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

12. Lot No. 34:

One (1) Sugar Maple planted on this lot is more than 25% dead. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

13. Lot No. 35:

One (1) Sugar Maple is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$385.00** for this tree.

14. Lot No. 87:

- a. One (1) Ash Tree planted on this lot is considered an **unapproved/unacceptable** tree species, and therefore may not be counted toward the submitted escrow release. The tree should be removed and replaced with an acceptable tree species. In addition, we recommend that upon replacement, this tree be relocated farther from the deck of the house in order to avoid future conflicts as the tree grows.
- b. Five (5) shrubs required to be planted on this lot are missing. Therefore, we cannot recommend release of the associated escrow for these plants.

15. Lot No. 88:

- a. One (1) Ash Tree planted on this lot is considered an **unapproved/unacceptable** tree species, and therefore may not be counted toward the submitted escrow release. The tree should be removed and replaced with an acceptable tree species. In addition, we recommend that upon replacement, this tree be relocated farther from the deck of the house in order to avoid future conflicts as the tree grows.
- b. Four (4) shrubs required to be planted on this lot are missing. Therefore, we cannot recommend release of the associated escrow for these plants.

16. Lot No. 89:
 - a. One (1) Ash Tree planted on this lot is considered an **unapproved/unacceptable** tree species, and therefore may not be counted toward the submitted escrow release. The tree should be removed and replaced with an acceptable tree species. In addition, we recommend that upon replacement, this tree be relocated farther from the deck of the house in order to avoid future conflicts as the tree grows.
 - b. Four (4) shrubs required to be planted on this lot are missing. Therefore, we cannot recommend release of the associated escrow for these plants.
17. Lot No. 90:
 - a. One (1) Ash Tree planted on this lot is considered an **unapproved/unacceptable** tree species, and therefore may not be counted toward the submitted escrow release. The tree should be removed and replaced with an acceptable tree species. In addition, we recommend that upon replacement, this tree be relocated farther from the deck of the house in order to avoid future conflicts as the tree grows.
 - b. Four (4) shrubs required to be planted on this lot are missing. Therefore, we cannot recommend release of the associated escrow for these plants.
18. Lot No. 91:
 - a. One (1) Honeylocust planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release. In addition, we recommend this tree be relocated farther from the deck of the house in order to avoid future conflicts as the tree grows.
 - b. Four (4) shrubs required to be planted on this lot are missing. Therefore, we cannot recommend release of the associated escrow for these plants.
19. Lot No. 92:
 - a. One (1) Honeylocust planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release. In addition, we recommend this tree be relocated farther from the deck of the house in order to avoid future conflicts as the tree grows.
 - b. Five (5) shrubs required to be planted on this lot are missing. Therefore, we cannot recommend release of the associated escrow for these plants.
20. It should be noted that a number of undersized trees have been located throughout the Phase IIB area. Escrow funds have been established for trees to be planted at the required size of 3 to 3 ½ inches in caliper in accordance with the Montgomery Township Subdivision and Land Development Ordinance Requirements, and in accordance with the approved plan specifications as shown on sheet 17 of 32 in the Plant Schedule. Shade Trees that do not meet the minimum size requirement will **NOT** be recommended for escrow release.

Mr. Joseph P. Hanna, P.E.
Montgomery Pointe Phase IIB
September 18, 2013
Page 5

Based on our review of this escrow release request, we recommend an escrow release amount of **One Thousand Nine Hundred Ninety Dollars and No Cents (\$1,990.00)**. Please find attached an updated escrow tabulation for your reference, a copy of the submitted escrow release request, the plant species substitution requests and response, and diagrams detailing my inspection findings.

Please note, authorization of this release should not be construed as Final Approval or Acceptance of the improvements installed to date.

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

Enclosure(s)

cc: Board of Supervisors
Lawrence Gregan, Township Manager
Bruce Shoupe, Director of Planning and Zoning
Marita Stoerrle, Development Coordinator
Marianne McConnell, Deputy Zoning Officer
James P. Dougherty, P.E., Gilmore & Associates, Inc.
Russell S. Dunlevy, P.E., Gilmore & Associates, Inc.
Joe Daciw, Pulte Group

- MONTGOMERY POINTE - PHASE IIB -
- MONTGOMERY TOWNSHIP (6/28/13 REVISED 9/18/13) -

PROJECT #09 55 252R2B LD/S # 651P-B

ITEM DESCRIPTION	SIZE	UNIT PRICE	QTY.	TOTAL	PREVIOUS ESCROW RELEASED		CURRENT ESCROW RECOMMENDED FOR RELEASE		REMAINING ESCROW	
					QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
1.0 <u>Shade Trees</u>										
October Glory Red Maple	3 - 3 1/2" cal.	\$ 385.00	2	\$ 770.00	0	\$ -	1	\$ 385.00	1	\$ 385.00
Green Vase Zelkova	3 - 3 1/2" cal.	\$ 385.00	16	\$ 6,160.00	0	\$ -	2	\$ 770.00	14	\$ 5,390.00
Pin Oak	3 - 3 1/2" cal.	\$ 385.00	8	\$ 3,080.00	0	\$ -	0	\$ -	8	\$ 3,080.00
Willow Oak	3 - 3 1/2" cal.	\$ 385.00	4	\$ 1,540.00	0	\$ -	0	\$ -	4	\$ 1,540.00
Greenspire Littleleaf Linden	3 - 3 1/2" cal.	\$ 385.00	7	\$ 2,695.00	0	\$ -	2	\$ 770.00	5	\$ 1,925.00
SUBTOTAL			37	\$ 14,245.00	0	\$ -	5	\$ 1,925.00	32	\$ 12,320.00
2.0 <u>Shrubs</u>										
Am. Cranberry Viburnum	30" height	\$ 65.00	66	\$ 4,290.00	34	\$ 2,210.00	1	\$ 65.00	31	\$ 2,015.00
Winterberry Holly	30" height	\$ 65.00	48	\$ 3,120.00	48	\$ 3,120.00	0	\$ -	0	\$ -
Catawba Rhododendron	24" height	\$ 65.00	54	\$ 3,510.00	54	\$ 3,510.00	0	\$ -	0	\$ -
Japanese Holly	24" height	\$ 65.00	6	\$ 390.00	6	\$ 390.00	0	\$ -	0	\$ -
Hetz Blue Juniper	24" height	\$ 65.00	16	\$ 1,040.00	16	\$ 1,040.00	0	\$ -	0	\$ -
SUBTOTAL			190	\$ 12,350.00	158	\$ 10,270.00	1	\$ 65.00	31	\$ 2,015.00
3.0 <u>TOTAL OF ALL PLANTINGS</u>				\$ 26,595.00		\$ 10,270.00		\$ 1,990.00		\$ 14,335.00

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Approval of Escrow Release - LDS#651P - Montgomery Pointe Phase III -

MEETING DATE: October 15, 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 requested by the Pulte Group for Montgomery Pointe Phase III, as recommended by the Township Engineer. The original amount of the escrow was \$62,419.50, held as a Surety Bond. This is the third escrow release for this project. The current release is in the amount of \$7,584.96. The new balance would be \$41,358.44.

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.

Resolution #

Whereas, a request for release of escrow was received from The Pulte Group for Montgomery Pointe – Phase III, on the representation that the work set forth in the Builder's Agreement to that extent has been completed; and

WHEREAS, inspections of this site were conducted by the Township Engineer Architect, who found the work performed to be satisfactory.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby authorize the release of \$7,584.96, and the officers of the Township are authorized to take the necessary action to obtain release of said sum.

BE, IT FURTHER RESOLVED that the Township records indicate that escrow has been deposited via Surety Bond in the amount of \$62,419.50 and that this is the third escrow release for this project. Therefore, the action of the Board in releasing said sum leaves a new balance of \$41,358.44.

MOTION BY:

SECOND BY:

VOTE:

DATE:

RELEASED BY: _____
Department Director

xc: Applicant, F. Bartle, J. Hanna, B. Shoupe, M. Stoerrle, Finance Department, Minute Book, Resolution File, File



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

October 2, 2013

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

Subject: *Montgomery Pointe Phase III – Bond Reduction*
Job # 105-510.G.03 – Twp. Ref. # LDS-651P

Dear Mr. Gregan:

The Pulte Group has requested a reduction of their Bond posted for Montgomery Pointe Phase III.
The recommended bond reduction is as follows:

On-lot Landscaping (based on 9/18/13 letter from Boucher & James	\$ 6,030.00
Public Improvements – Four (4) Lots @ \$388.74 each	<u>\$ 1,554.96</u>
Total Current Bond Reduction	\$ 7,584.96

The balance of the Bond is as follows:

Original Bond Amount	\$ 62,419.50
Previous Reduction - On-Lot Landscaping	- \$ 7,645.00
Previous Reduction - Public Improvements	- \$ 5,831.10
Current Reduction – On-lot Landscaping	- \$ 6,030.00
Current Reduction – Public Improvements	- <u>\$ 1,554.96</u>
Balance of Bond	\$ 41,358.44

If you need any additional information, please contact me.

Very truly yours,

Ed Slaw
/jvr
Enclosure

Copy via e-mail Bruce Shoupe, Montgomery Township
 Marita Stoerrle, Montgomery Township
 Valerie Liggett, Boucher & James, Inc.
 Joe Daciw, Pulte Group
 Frank Bartle, Esquire
 Richard McBride, Esquire



Boucher & James, Inc.
CONSULTING ENGINEERS

RECEIVED

SEP 23 2013

CHAMBERS ASSOCIATES, INC.

105-5106.03

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

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

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

www.bjengineers.com

September 18, 2013

Mr. Joseph P. Hanna, P.E.
Chambers Associates
2962 Skippack Pike
P.O. Box 678
Worcester, PA 19490-0678

**SUBJECT: MONTGOMERY POINTE PHASE III
ESCROW RELEASE INSPECTION 002
ON-LOT LANDSCAPING
TOWNSHIP LD/S NO. 651P
PROJECT NO. 0955252R3**

Dear Mr. Hanna:

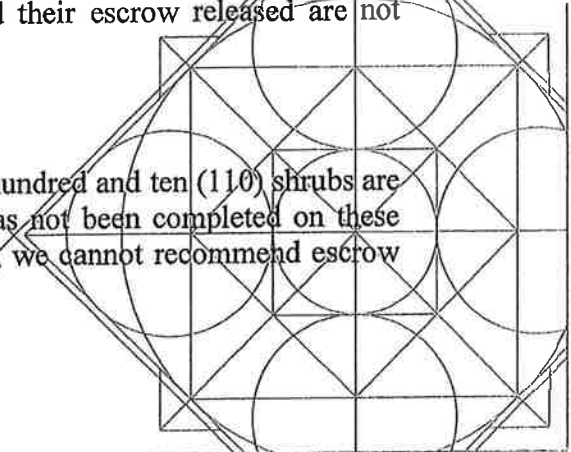
Please be advised that on September 17, 2013, I conducted an inspection of landscape material for the release of escrow funds for on-lot landscaping material for Montgomery Pointe Phase III in accordance with the approved landscape plan prepared by Stout, Tacconelli & Associates, Inc. dated July 15, 2009 and last revised December 7, 2009.

This inspection was conducted based on the escrow release request dated August 30, 2013 received from Joe Daciw of Pulte Group. The letter requests a reduction/release of all on-lot landscaping installed within Phase III. The inspection of plant material within Phase III is limited to the release of escrow funds for size, species, general health, and location.

It should be noted that large amounts of plant material on the site were substituted with alternate species without obtaining a prior substitution request. Pulte and the Landscape Contractor have subsequently submitted lists of plant species installed throughout the Montgomery Pointe land development as a post-planting substitution request. Our substitution request approval email has been attached to this letter. The majority of plants on the list have been approved – some have not. As all lots on the site require the installation of ten (10) shrubs and one (1) shade tree, this letter addresses what was actually installed by lot for clarification purposes, as what is shown on the plan is not accurate. Planted items that have already had their escrow released are not discussed within this letter.

We offer the following comments for your consideration.

1. Lots No. 1 through 11: eleven (11) shade trees and one-hundred and ten (110) shrubs are required to be planted on these lots. As construction has not been completed on these lots, these plants have not yet been installed. Therefore, we cannot recommend escrow release for these plants.



2. Lot No. 12:

- a. One (1) Red Maple planted on this lot is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$385.00** for this tree.
- b. Four (4) Ilex glabra (Inkberry Holly), three (3) Clethra alnifolia (Summersweet Clethra), and three (3) Viburnum dentatum (Arrowwood Viburnum) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$650.00** for these shrubs.

3. Lot No. 13:

- a. One (1) Red Maple planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
- b. Three (3) Ilex glabra (Inkberry Holly), four (4) Clethra alnifolia (Summersweet Clethra), and three (3) Viburnum dentatum (Arrowwood Viburnum) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$650.00** for these shrubs.

4. Lot No. 14:

- a. One (1) Red Maple planted on this lot is dead. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
- b. Three (3) Ilex glabra (Inkberry Holly), three (3) Clethra alnifolia (Summersweet Clethra), and four (4) Viburnum dentatum (Arrowwood Viburnum) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$650.00** for these shrubs.

5. Lot No. 15:

- a. One (1) Red Maple planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
- b. Three (3) Ilex glabra (Inkberry Holly), four (4) Clethra alnifolia (Summersweet Clethra), and three (3) Viburnum dentatum (Arrowwood Viburnum) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$650.00** for these shrubs.

6. Lot No. 16:

- a. One (1) Red Maple planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
- b. Three (3) Ilex glabra (Inkberry Holly), three (3) Clethra alnifolia (Summersweet Clethra), and four (4) Viburnum dentatum (Arrowwood Viburnum) are of

acceptable size and condition to release the associated escrow. Therefore, we recommend the release of **\$650.00** for these shrubs.

7. Lot No. 17:

- a. One (1) Red Maple planted on this lot is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$385.00** for this tree.
- b. Four (4) Ilex glabra (Inkberry Holly), three (3) Clethra alnifolia (Summersweet Clethra), and three (3) Viburnum dentatum (Arrowwood Viburnum) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$650.00** for these shrubs.

8. Lot No. 20:

- a. One (1) shrub is missing and has not been replaced. Therefore, the shrub is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

9. Lot No. 21:

- a. One (1) Littleleaf Linden planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
- b. One (1) shrub is missing and has not been replaced. Therefore, the shrub is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

10. Lot No. 22:

- a. One (1) Littleleaf Linden planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

11. Lots No. 73 through 78: six (6) shade trees and sixty (60) shrubs are required to be planted on these lots. As construction has not been completed on these lots, these plants have not yet been installed. Therefore, we cannot recommend escrow release for these plants.

12. Lot No 79:

- a. One (1) Littleleaf Linden planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
- b. Five (5) Hydrangea quercifolia (Oakleaf Hydrangea) planted on this lot are **unapproved/unacceptable** species and are therefore in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

- c. Five (5) *Ilex crenata compacta* (Compact Japanese Holly) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$325.00** for these shrubs.
13. Lot No. 80:
- a. One (1) Littleleaf Linden planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
 - b. Five (5) *Clethra alnifolia* (Summersweet Clethra) and three (3) *Itea virginica* (Virginia Sweetspire) planted on this lot are dead. Therefore, the shrubs are in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
 - c. Two (2) *Ilex crenata compacta* (Compact Japanese Holly) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$130.00** for these shrubs.
14. Lot No. 81:
- a. One (1) Littleleaf Linden planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
 - b. Five (5) *Itea virginica* (Virginia Sweetspire) planted on this lot are dead. Therefore, the shrubs are in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
 - c. Five (5) *Ilex crenata compacta* (Compact Japanese Holly) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$325.00** for these shrubs.
15. Lot No. 82:
- a. One (1) Littleleaf Linden planted on this lot is undersized. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
 - b. Five (5) *Hydrangea quercifolia* (Oakleaf Hydrangea) planted on this lot are **unapproved/unacceptable** species and are therefore in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
 - c. Two (2) *Itea virginica* (Virginia Sweetspire) planted on this lot are dead. Therefore, the shrubs are in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.
 - d. Three (3) *Ilex crenata compacta* (Compact Japanese Holly) are of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$195.00** for these shrubs.

Mr. Joseph P. Hanna, P.E.
Montgomery Pointe Phase I
September 18, 2013
Page 5

16. Lot No. 83:

- a. One (1) Littleleaf Linden planted on this lot is undersized and is more than 25% dead. Therefore, the tree is in an **unacceptable** condition to release the associated escrow and may not be counted toward the submitted escrow release.

17. Lot No. 85:

- a. One (1) Littleleaf Linden planted on this lot is of **acceptable** size and condition to release the associated escrow. Therefore, we recommend the release of **\$385.00** for this tree.

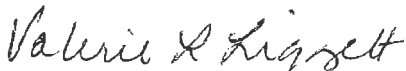
18. It should be noted that a number of undersized trees have been located throughout the Phase III area. Escrow funds have been established for trees to be planted at the required size of 3 to 3 ½ inches in caliper in accordance with the Montgomery Township Subdivision and Land Development Ordinance Requirements, and in accordance with the approved plan specifications as shown on sheet 17 of 32 in the Plant Schedule. Shade Trees that do not meet the minimum size requirement will **NOT** be recommended for escrow release.

Based on our review of this escrow release request, we recommend an escrow release amount of **Six Thousand Thirty Dollars and No Cents (\$6,030.00)**. Please find attached an updated escrow tabulation for your reference, a copy of the submitted escrow release request, the plant species substitution request and response, and diagrams detailing my inspection findings.

Please note, authorization of this release should not be construed as Final Approval or Acceptance of the improvements installed to date.

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

Enclosure(s)

cc: Board of Supervisors
Lawrence Gregan, Township Manager
Bruce Shoupe, Director of Planning and Zoning
Marita Stoerrle, Development Coordinator
Marianne McConnell, Deputy Zoning Officer
James P. Dougherty, P.E., Gilmore & Associates, Inc.
Russell S. Dunlevy, P.E., Gilmore & Associates, Inc.
Joe Daciw, Pulte Group

MONTGOMERY POINTE - PHASE III
MONTGOMERY TOWNSHIP (6/28/13 REVISED 9/18/13)

PROJECT #09 55 252R3 LD/S # 651P

ITEM DESCRIPTION	SIZE	UNIT PRICE	QTY.	TOTAL	PREVIOUS ESCROW RELEASED		CURRENT ESCROW RECOMMENDED FOR RELEASE		REMAINING ESCROW	
					QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
1.0 <u>Shade Trees</u>										
Skyline Thornless Honeylocust	3 - 3 1/2" cal.	\$ 385.00	10	\$ 3,850.00	0	\$ -	2	\$ 770.00	8	\$ 3,080.00
Green Vase Zelkova	3 - 3 1/2" cal.	\$ 385.00	16	\$ 6,160.00	0	\$ -	0	\$ -	16	\$ 6,160.00
Pin Oak	3 - 3 1/2" cal.	\$ 385.00	11	\$ 4,235.00	0	\$ -	0	\$ -	11	\$ 4,235.00
Willow Oak	3 - 3 1/2" cal.	\$ 385.00	15	\$ 5,775.00	0	\$ -	0	\$ -	15	\$ 5,775.00
Greenspire Littleleaf Linden	3 - 3 1/2" cal.	\$ 385.00	13	\$ 5,005.00	5	\$ 1,925.00	1	\$ 385.00	7	\$ 2,695.00
SUBTOTAL			65	\$ 25,025.00	5	\$ 1,925.00	3	\$ 1,155.00	57	\$ 21,945.00
2.0 <u>Shrubs</u>										
Am. Cranberry Viburnum	30" height	\$ 65.00	108	\$ 7,020.00	27	\$ 1,755.00	20	\$ 1,300.00	61	\$ 3,965.00
Winterberry Holly	30" height	\$ 65.00	108	\$ 7,020.00	27	\$ 1,755.00	20	\$ 1,300.00	61	\$ 3,965.00
Catawba Rhododendron	24" height	\$ 65.00	66	\$ 4,290.00	8	\$ 520.00	20	\$ 1,300.00	38	\$ 2,470.00
Japanese Holly	24" height	\$ 65.00	40	\$ 2,600.00	18	\$ 1,170.00	15	\$ 975.00	7	\$ 455.00
Hetz Blue Juniper	24" height	\$ 65.00	38	\$ 2,470.00	8	\$ 520.00	0	\$ -	30	\$ 1,950.00
SUBTOTAL			360	\$ 23,400.00	88	\$ 5,720.00	75	\$ 4,875.00	197	\$ 12,805.00
3.0 <u>TOTAL OF ALL PLANTINGS</u>				\$ 48,425.00		\$ 7,645.00		\$ 6,030.00		\$ 34,750.00

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

SUBJECT: Consider Approval to Submit Traffic Signal Permit Amendment – No Turn on Red on Upper State Road and Horsham Road

MEETING DATE: October 15, 2013

ITEM NUMBER: #16

MEETING/AGENDA: ACTION XX

NONE

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

INITIATED BY: Lawrence J. Gegan
Township Manager

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

BACKGROUND:

At the request of the Board of Supervisors, the Township's Traffic Engineer (TPD) has conducted a review of the need for the addition of a "No Turn on Red" restriction for the north bound approach of Upper State Road to Horsham Road.

Based on a recommendation from the Police Department, a geometric review, review of traffic speed on Horsham Road and site distance at the intersection, TPD has prepared an application to be submitted to PennDot to revise the traffic signal permit plan for this intersection to include the addition of this restriction.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT: None.

PREVIOUS BOARD ACTION: None.

ALTERNATIVES/OPTIONS: None.

BUDGET IMPACT: Nominal cost for the installation of two to three attached or free standing signs.

RECOMMENDATION:

Adopt the attached Resolution authorizing the Township Manager to submit an application to the Pennsylvania Department of Transportation for the addition of a "No Turn on Red" restriction for the north bound approach of Upper State Road to Horsham Road

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors of Montgomery Township that we hereby adopt a Resolution authorizing the Township Manager to submit an application to the Pennsylvania Department of Transportation for the addition of a "No Turn on Red" restriction for the north bound approach of Upper State Road to Horsham Road.

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 authority of the BOARD OF SUPERVISORS
(Name of governing body)
of the TOWNSHIP OF MONTGOMERY, MONTGOMERY County, and
(Name of Municipality)
it is hereby resolved by authority of the same, that the TOWNSHIP MANAGER,
(designate official title)
of said Municipality is authorized and directed to submit the attached
Application for Traffic Signal Approval to the Pennsylvania Department of
Transportation and to sign this Application on behalf of the
MUNICIPALITY.

ATTEST

MONTGOMERY TOWNSHIP
(Name of Municipality)

(Signature and designation
of official title)

By: _____
(Signature and designation
of official title)

DEBORAH A. RIVAS, ASSISTANT SECRETARY

JOSEPH P. WALSH, CHAIRMAN

(SEAL)

I, LAWRENCE J. GREGAN, SECRETARY
(Official title)

of the TOWNSHIP OF MONTGOMERY, do hereby certify that
(Name of governing body or municipality)
the foregoing is a true and correct copy of the Resolution adopted at a
regular meeting of the BOARD OF SUPERVISORS OF MONTGOMERY TOWNSHIP,
held the 15th day of October, 2013.
DATE: October 15, 2013

(Signature and designation
of official title)

LAWRENCE J. GREGAN, SECRETARY

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Lawrence J. Gegan **Title :** Township Manger
Municipal Name : Montgomery Township
Municipal Address : 1001 Stump Road, Montgomeryville, PA 18936
Municipal Phone Number : (215) 393-6900 **Alternative Phone Number :** _____
E-mail Address : LGegan@montgomerytp.com
Municipal Hours of Operation : Monday-Friday 9:00AM-5:00PM

B - Application Description

Location (intersection) : SR 0463 (Horsham Road) and Upper State Road

Traffic Control Device is : ☐ NEW Traffic Signal ☒ EXISTING Traffic Signal **(Permit Number) :** 1841

Type of Device (select one) : ☒ Traffic Control Signal (MUTCD Section 4D, 4E, 4G) ☐ Flashing Beacon (MUTCD Section 4L) ☐ School Warning System (MUTCD Section 7B)
☐ Other : _____

Is Traffic Signal part of a system? : ☒ YES ☐ NO **System Number (if applicable) :** I-0111

If YES, provide locations of all signalized intersections in system.
 Horsham Road from North Wales to Kenas

Explain the proposed improvements :
 The addition of a No Turn on Red restriction due to limited sight distance

Associated with Highway Occupancy Permit (HOP)? : ☐ YES ☒ NO **If YES, HOP Application # :** _____

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :
☐ Municipal Personnel ☐ Municipal Contractor ☒ Municipal Personnel & Contractor
☐ Other : _____

Maintenance and Operations Contact Name : Kevin Costello **Company/Organization :** Montgomery Township

Phone # : (215) 393-6900 **Alternative Phone # :** _____ **E-mail :** _____

D - Attachments Listing

<input checked="" type="checkbox"/> Municipal Resolution (required)	<input type="checkbox"/> Location Map	<input type="checkbox"/> Traffic Volumes / Pedestrian Volumes
<input type="checkbox"/> Letter of Financial Commitment	<input checked="" type="checkbox"/> Photographs	<input type="checkbox"/> Turn Lane Analysis
<input checked="" type="checkbox"/> Traffic Signal Permit	<input type="checkbox"/> Straight Line Diagram	<input type="checkbox"/> Turn Restriction Studies
<input type="checkbox"/> Warrant Analysis	<input type="checkbox"/> Capacity Analysis	<input checked="" type="checkbox"/> Other : TE 118 form
<input type="checkbox"/> Crash Analysis	<input type="checkbox"/> Traffic Impact Study (TIS)	
<input type="checkbox"/> Traffic Signal Study	<input type="checkbox"/> Condition Diagram	

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5)
- Exhibit "B": Recordkeeping (Sheet 4 of 5)
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5)

Printed Municipal Contact Name : Lawrence J. Gegan

Date : _____

Signed By : _____ Witness or Attest : _____

Title of Signatory : _____ Title of Witness or Attester: _____

**Exhibit "A":
Preventative and Response Maintenance
Requirements**

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Preventive Maintenance

The APPLICANT or its contractor will provide preventive maintenance for each individual component of the traffic signal installation covered by this application at intervals not less than those indicated in the Preventive Maintenance Summary, PA DOT Publication 191, current version. This is the recommended level of maintenance to keep the intersection control equipment and signals in mechanically, structurally and aesthetically good condition.

Response Maintenance

The APPLICANT or its contractor will provide response maintenance in accordance with the provisions of the Response Maintenance Schedule. It encompasses the work necessary to restore a traffic signal system to proper and safe operation. Includes Emergency Repair and Final Repair.

FINAL REPAIR:

Repair or replace failed equipment to restore system to proper and safe operation in accordance with permit within a 24-hour period.

EMERGENCY REPAIR:

Use alternative means or mode to temporarily restore system to safe operation within a 24-hour period. Final repair must then be completed within 30 days unless prohibited by weather conditions or availability of equipment.

Response Maintenance Schedule**KNOCKDOWNS**

Support - Mast arm
 Support - Strain pole
 Span wire/tether wire
 Pedestal
 Cabinet
 Signal heads

TYPE OF REPAIR PERMITTED

Emergency or Final
 Emergency or Final
 Final Only
 Emergency or Final
 Emergency or Final
 Final Only

EQUIPMENT FAILURE

Lamp burnout (veh. & ped.)
 Local controller
 Master controller
 Detector sensor
 - Loop
 - Magnetometer
 - Sonic
 - Magnetic
 - Pushbutton
 Detector amplifier
 Conflict monitor
 Flasher
 Time clock
 Load switch/relay
 Coordination unit
 Communication interface, mode
 Signal cable
 Traffic Signal Communications
 Traffic Signal Systems

Final Only
 Emergency or Final
 Emergency or Final
 Emergency or Final
 Emergency or Final
 Emergency or Final
 Emergency or Final
 Emergency or Final
 Final Only
 Final Only
 Emergency or Final
 Final Only
 Emergency or Final
 Emergency or Final
 Final Only
 Final Only
 Final Only

**Exhibit "B":
Recordkeeping**

County : _____
Engineering District : _____
Department Tracking # : _____
Initial Submission Date : _____

Recordkeeping

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

**Exhibit "C":
Signal Maintenance Organization**

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

NO TURN ON RED RESTRICTION ENGINEERING AND TRAFFIC STUDY

PLEASE TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK



pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dot.state.pa.us

A - LOCATION INFORMATION

COUNTY Montgomery		MUNICIPALITY Montgomery Township	
MAJOR STREET INFORMATION			
SR#/LOCAL HIGHWAY SR 0463	SEGMENT	STREET NAME Horsham Road	
APPROACH DIRECTION (NB, SB, EB, WB) Northbound			
MINOR STREET INFORMATION			
SR#/LOCAL HIGHWAY SR 2012	SEGMENT	STREET NAME Upper State Road	
APPROACH DIRECTION (NB, SB, EB, WB) Eastbound			

B - REFERENCE INFORMATION

REFERENCE Chapter 212	SECTION(S) 212.116
REFERENCE MUTCD	SECTION(S) 2B.45
REFERENCE Vehicle Code Title 75 Pa. C.S.	SECTION(S) §3112(a)(3)

C - STUDY ELEMENTS

FROM PUB 212 APPENDIX:

<input type="checkbox"/> Crash Analysis (1)	<input checked="" type="checkbox"/> Sight Distance (16)	<input type="checkbox"/> Traffic Volumes (20)
<input checked="" type="checkbox"/> Geometric Review (8)	<input checked="" type="checkbox"/> Speed Data (17)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Pedestrian Volumes (12)	<input checked="" type="checkbox"/> Traffic Signals (19)	_____

D - ATTACHMENTS LISTING

Check those that apply and attach to this form in the order listed below:

<input type="checkbox"/> 1. 10-Day Response Letter	<input type="checkbox"/> 7. Crash Extract	<input type="checkbox"/> 13. Traffic/Pedestrian Volumes
<input checked="" type="checkbox"/> 2. Letter or Memo Requesting Study	<input type="checkbox"/> 8. Crash Rate	<input type="checkbox"/> 14. STAMPP Identification Data
<input type="checkbox"/> 3. Location Map	<input type="checkbox"/> 9. Collision Diagram Plot	<input checked="" type="checkbox"/> 15. Speed Limit
<input type="checkbox"/> 4. Straight Line Diagram	<input type="checkbox"/> 10. Speed Study	<input type="checkbox"/> 16. Traffic Signal Permit Plan
<input checked="" type="checkbox"/> 5. Photographs	<input type="checkbox"/> 11. Warrant Analysis	<input type="checkbox"/> 17. Other _____
<input type="checkbox"/> 6. Field View Drawing or Condition Diagram	<input type="checkbox"/> 12. Multi-Way Stop or Truck Restriction Worksheet	_____

Confidential - Traffic Engineering and Safety Study

This document is the property of the Commonwealth of Pennsylvania, Department of Transportation. The data and information contained herein are part of a traffic engineering and safety study. This safety study is only provided to those official agencies or persons who have responsibility in the highway transportation system and may only be used by such agencies or persons for traffic safety related planning or research. The document and information are confidential pursuant to 75 Pa. C.S.3754 and 23 U.S.C. 409 and may not be published, reproduced, released or discussed without the written permission of the Pennsylvania Department of Transportation.

E - SITE OBSERVATION CHECKLIST

Operational Checklist:

1. Do obstructions block a driver's view of pedestrians or approaching vehicles? ☒ YES ☐ NO ☐ N/A
2. Do drivers respond correctly to signals, signs, or other traffic control devices? ☐ YES ☐ NO ☐ N/A
3. Is there evidence of crashes (skid marks, property damage, tree/bush damage, broken glass/vehicle parts, etc.)? ☐ YES ☐ NO ☐ N/A
4. Are there violations of parking or other traffic regulations? ☐ YES ☒ NO ☐ N/A
5. Do drivers appear confused about routes, street names, or other guidance information? ☐ YES ☒ NO ☐ N/A
6. Have you observed the location during peak hours for volume, crashes, and traffic operations? ☒ YES ☐ NO ☐ N/A
7. Are there traffic flow deficiencies or traffic conflict patterns associated with turning movements? ☐ YES ☒ NO ☐ N/A
8. Are there significant delays and/or congestion? ☐ YES ☒ NO ☐ N/A
9. Are there vehicle/pedestrians conflicts? ☒ YES ☐ NO ☐ N/A
10. Are there other traffic flow deficiencies or traffic conflict patterns? ☐ YES ☒ NO ☐ N/A

Physical Checklist:

1. Can sight obstructions be removed or lessened? ☐ YES ☒ NO ☐ N/A
2. Do the street alignments or widths adequately accommodate the type of traffic using the roadway? ☒ YES ☐ NO ☐ N/A
3. Are curb radii adequate for turning vehicles? ☒ YES ☐ NO ☐ N/A
4. Are pedestrian crosswalks properly located? ☒ YES ☐ NO ☐ N/A
5. Are signs adequate as to usefulness, message, size, conformity, and placement? ☒ YES ☐ NO ☐ N/A
6. Are traffic signals adequate as to placement, visibility, glare, conformity, number of signal heads, and timing? ☒ YES ☐ NO ☐ N/A
7. Are pavement markings adequate as to their conformance to standards and location? ☒ YES ☐ NO ☐ N/A
8. Is channelization (islands or pavement markings) adequate for reducing conflict areas, separating traffic flows, and defining movements? ☐ YES ☐ NO ☒ N/A
9. Does the existing legal parking layout affect sight distance for through or turning vehicles? ☐ YES ☒ NO ☐ N/A
10. Is the pavement condition free of potholes, washboard, slick surface, etc.? ☒ YES ☐ NO ☐ N/A

F - SITE DATA

DATE DATA COLLECTED	PERSON CONDUCTING STUDY	TITLE
08/29/2013	W. Zadrovicz	Traffic Engineering Specialist

Note: Local authorities are responsible for making the necessary engineering and traffic studies at all signalized intersections under their jurisdiction, except:

A. At intersections where the traffic signal controller is preempted during train movements, and

B. At new or revised installations where the traffic signal is being designed by the Department

Signal Permit No. 64-1841

Signal File No. 1841

1. A. Determine and list the sight distance from the approach where the Right Turn on Red Restriction has been requested. 350 feet.

B. Does this sight distance satisfy the requirements in the Table on Page B-16 of Publication 212? ☐ Yes ☒ No

2. Does the intersection have more than four approaches or restrictive geometry that is likely to cause vehicular conflicts which are not easily recognized by drivers? ☐ Yes ☒ No

3. Is the turning movement allowed from more than one lane on a specific approach? ☐ Yes ☒ No

Note that a no-turn-on-red restriction at these locations may only apply during the time periods that significant vehicular-pedestrian conflicts would occur. ☐ Yes ☒ No

4. Is there an exclusive pedestrian phase? ☐ Yes ☒ No

4a. Is there a lead pedestrian interval phase? ☐ Yes ☒ No

5. Does opposing traffic have unusual movements, such as double left turns, which would not be expected by drivers turning on a red signal? ☐ Yes ☒ No

6. Are there an unacceptable number of pedestrian conflicts with right-turn-on-red maneuvers, especially involving children, older pedestrians, or persons with disabilities? ☒ Yes ☐ No

7. Are there more than three right-turn-on-red accidents reported in a 12-month period for the particular approach? ☐ Yes ☒ No

8. Does a crash analysis indicate that the turn-on-red movement has created an unsafe condition? ☐ Yes ☒ No

9. Does a potential safety problem exist for only a portion of the day? ☐ Yes ☒ No

If yes, note that part-time or intermittent prohibition of the turn on red movement must be considered in accordance with Section 212.116(a)(2) of Publication 212.

This traffic engineering and safety study is confidential pursuant to 75 Pa. C.S. 3754 and 23 U.S.C. 409 and may not be disclosed or used in litigation without written permission from PennDOT.

F - SITE DATA (CONTINUED)

10. Is the location an intersection approach where vehicles turning on red would cross an at-grade railroad crossing within 200 feet and the traffic signal controller is preempted during train movements during the time the signal controller is preempted? ☐ Yes ☒ No

If yes, note that part-time or intermittent prohibition of the turn-on-red movement may be used in accordance with Section 212.116(a)(2) of Publication 212.

11. Attach a sketch of the intersection if necessary.

Local authorities will be responsible for purchasing and erecting all required No Turn On Red signs at signalized intersections under their jurisdiction. Written approval of the District Engineer must be obtained prior to installation of No Turn On Red signs.

The municipality agrees to purchase, erect and maintain the signs necessary to legalize the above restrictions at no cost to the Department. ☒ Yes ☐ No

Authorized Municipal Official: _____

G - REMARKS

We have attached a memo from the Township's Chief of Police in support of the restriction based on field observations and the complaints received by the Township staff. We have also conducted sight distance measurements. There is 600+ feet of sight distance however it is not continuous, vehicles are obstructed between 300-450 feet due to trees, signs and guiderail. Since this is an embankment constant trimming is not practical. We have included photos in support of this restriction. We assumed a design speed of 55 MPH.

H - ENGINEERING JUDGEMENT**I - APPROVALS**

Comments:

Reviewed and Approved by Signature	Name/Title	Date
Reviewed and Approved by Signature	Name/Title	Date

This traffic engineering and safety study is confidential pursuant to 75 Pa. C.S. 3754 and 23 U.S.C. 409 and may not be disclosed or used in litigation without written permission from PennDOT.



TRAFFIC PLANNING AND DESIGN, INC.

812 W. HAMILTON STREET, STE 402
ALLENTOWN, PA 18101

PHONE: 610.625.4242
FAX: 610.625.4250

TPD@TRAFFICPD.COM
WWW.TRAFFICPD.COM

August 13, 2013

Louis R. Belmonte, P.E.
Pennsylvania Department of Transportation
Engineering District 6-0
7000 Geerdes Blvd.
King of Prussia, PA 19406-1525

Attn: David L. Adams, P.E., Montgomery County Traffic Signal Supervisor

Re: No Turn on Red Request
Horsham Road (SR 0463) and Upper State Road
Montgomery Township, Montgomery County
TPD # MOTO.A.00076

Dear Mr. Belmonte:

On behalf of Montgomery Township, we are kindly requesting that the Department consider the posting of a No Turn on Red restriction for northbound vehicles on Upper State Road turning right onto Horsham Road eastbound.

We have attached a memo from Chief J. Scott Bendig citing the recent issues with the subject intersection. In addition, the Township staff continues to receive motorist and pedestrian complaints concerning this safety issue.

If you concur, we will modify the existing traffic signal permit plan and the Township will install the necessary sign.

As always, thank you for your consideration.

Kevin L. Johnson, PE
Montgomery Township Traffic Engineer

cc: J. Scott Bendig, Chief of Police
Larry Gregan, Township Manager
Kevin Costello, Director of Public Works



MONTGOMERY TOWNSHIP POLICE DEPARTMENT

J. Scott Bendig
Chief of Police

1001 Stump Road • P.O. Box 68 • Montgomeryville, PA 18936
215-362-2301 • Fax 215-362-6383

To: Lawrence J. Gegan, Township Manager
From: J. Scott Bendig, Chief of Police *JSB*
Date: July 25, 2013
Re: Northbound Upper State Road at Route 463 (Horsham Road)

Recently, safety concerns were raised regarding vehicles making a right turn on the red signal from northbound Upper State Road onto eastbound Route 463. I have observed this occur on one occasion personally. At present time there is no traffic control device prohibiting this turning movement.

An examination of the intersection has revealed several concerns specific to this permitted turning movement:

- The permitted movement creates an additional hazard for those pedestrians crossing this intersection. Pedestrian traffic has increased in this area due to the opening of the Route 202 Parkway trail.
- The intersection angle for northbound Upper State Road at Route 463 is such that it can be difficult for some operators intending to turn right to see approaching traffic from eastbound Route 463.
- The setback for the stop bar at the intersection for northbound Upper State Road is positioned so that it may restrict the view of eastbound Route 463 for vehicles intending to turn right on red. This location can force vehicle to advance closer to the intersection, creating a potential hazard.

Based on the aforementioned concerns it is recommended that no turn on red traffic control devices be installed on northbound Upper State Road at Route 463. Please contact me if you have any issues or concerns.







MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Consider Approval of Agreement with Simon Property Group – Traffic Signal Improvements – North Wales and Knapp Roads

MEETING DATE: October 15, 2013 ITEM NUMBER: *#17*

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

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

INITIATED BY: Lawrence J. Gegan, BOARD LIAISON: Joseph P. Walsh, Chairman
Township Manager *LJG*

BACKGROUND:

Simon Property Group, owner of the Montgomery Mall, is completing the construction of a new Wegmans Supermarket at the Mall. As part of the development, Simon has agreed to fund certain traffic improvements including improvements to the traffic signal at the intersection of Knapp Road and North Wales Road. To accomplish the improvements to this intersection, Simon has agreed to contribute \$300,000 to the Township to be used towards the design, permitting, right of way acquisition and construction of improvements at this intersection. The attached Agreement has been prepared to memorialize the terms and conditions of this contribution.

ZONING, SUBDIVISION OR LAND DEVELOPMENT IMPACT: None.

PREVIOUS BOARD ACTION: None.

ALTERNATIVES/OPTIONS: None.

BUDGET IMPACT: None.

RECOMMENDATION:

It is recommended that the Board of Supervisors authorize execution of this Agreement with Simon Property Group.

MOTION/RESOLUTION:

BE IT RESOLVED by the Board of Supervisors that we hereby authorize execution of the Agreement with Simon Properties providing for the contribution of \$300,000 to the Township to be used for design, permitting, right of way acquisition and construction of improvements at the intersection of North Wales Road and Knapp Road.

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.

DRAFT

Agreement

THIS AGREEMENT is made this ____ day of October, 2013 ("Agreement") by and between Simon Property Group ("Simon") and Montgomery Township ("Township").

Background

- A. Simon is the owner of the Montgomery Mall located at 804 Bethlehem Pike, Montgomery Township, Montgomery County, Pennsylvania (Parcel Nos. 460000340001 and 460000340505).
- B. On June 25, 2012, The Township Board of Supervisors approved Simon's Preliminary/Final Land Development Plan pursuant to Resolution #5 (See Exhibit "A" attached hereto) ("Resolution").
- C. The Resolution set forth the conditions of the approval including requirements and dates for traffic impact studies and improvements (See Resolution paragraph 14).

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein and further intending to be legally bound hereby, the parties hereto agree as follows:

1. The Background to this Agreement is incorporated herein and made a part hereof.
2. Simon shall unconditionally contribute \$300,000 to the Township for improvements at the intersection of Knapp Road and North Wales Road ("Intersection") commensurate with the issuance of the Use and Occupancy Permit for Wegmans, which shall be used by the Township, at Township's discretion, for any and all design, permitting, right-of-way acquisition and improvements at the Intersection or for any other purpose of the Township as it shall solely determine. It being understood that Simon shall have no further responsibility beyond this Agreement for the Intersection as part of the Wegmans development or future projects. Simon shall supply electronic copies of all survey work and plans at this intersection to Traffic Planning and Design, Inc., the Township's traffic consultant.
3. Regarding the installation of the traffic signal improvements at the intersections of North Wales Road and Harbob Lane and North Wales Road and Mall Entrance F, the Township agrees that Simon shall complete the permitted traffic signal improvements on the existing poles and mast arms at those two (2) intersections, and if and when the Township provides Simon with a traffic signal easement or a temporary construction easement at the North Wales Road and Mall Entrance F intersection, Simon will replace the poles and mast arms. It is understood that the replacement of the poles and mast arms may occur after the use and occupancy permit has been issued to Wegmans for its opening on November 3, 2013.
4. This Agreement shall be binding upon the successors and assigns of Simon and the Township.
5. This Agreement will be interpreted according to the law of the Commonwealth of Pennsylvania and represents the entire understanding of Simon and the Township with respect to the subject matter of this Agreement and supersedes all prior agreement, contracts, understandings, negotiations and other arrangements between Simon and the Township with regard to the subject matter of this Agreement.

DRAFT

6. This Agreement may be amended, modified or supplemented only by the written agreement between Simon and the Township and this Agreement and all its respective rights and obligations under it will be binding and inure to the benefit of and be enforceable by the successors and assignees of Simon and the Township.

7. The Township represents that the Chairman of the Board of Supervisors has been duly authorized to sign this Agreement and bind the Township and the Board of Supervisors as to the terms set forth herein.

IN WITNESS WHEREOF, the parties have duly executed this Agreement the day and year first above written.

TOWNSHIP OF MONTGOMERY

By: _____
Chairman of the Board of Supervisors

Witness/Attest

SIMON PROPERTY GROUP

Witness/Attest

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

SUBJECT: Payment of Bills

MEETING DATE: October 15, 2013

ITEM NUMBER: #18

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
25380	9/26/13	671	MONTGOMERY TOWNSHIP	1,290.00
25381	9/26/13	00000499	MONTGOMERY TWP. PROFESSIONAL	183.26
25382	9/26/13	1264	MORGAN STANLEY SMITH BARNEY INC	5,777.83
25401	10/10/13	00000967	DELAWARE VALLEY HEALTH INSURANCE	1,121.38
25402	10/10/13	00000499	MONTGOMERY TWP. PROFESSIONAL	170.26
25403	10/10/13	1264	MORGAN STANLEY SMITH BARNEY INC	5,777.83
55548	10/4/13	00001660	LINDINGER'S CATERING, INC.	497.00
55549	10/15/13	00000006	ACME UNIFORMS FOR INDUSTRY	509.80
55550	10/15/13	00001653	ADAM LION	1,500.00
55551	10/15/13	00902448	ADP	128.00
55552	10/15/13	00001875	ADVANCED COLOR AND GRIND LLC	1,400.00
55553	10/15/13	00000340	ADVENT SECURITY CORPORATION	213.00
55554	10/15/13	00000443	ALL STATE DESIGN GROUP INC	200.00
55555	10/15/13	00000053	ALLIED WASTE SERVICES #320	3,284.54
55556	10/15/13	00000030	ASSOCIATED TRUCK PARTS	753.48
55557	10/15/13	00000031	AT&T	290.35
55558	10/15/13	00000561	ATLANTIC TACTICAL	130.05
55559	10/15/13	00001997	AUTOMATIC SYNC TECHNOLOGIES, LLC	49.28
55560	10/15/13	00001917	AWCKLANDS PRODUCE	1,365.00
55561	10/15/13	BT005762	BEAUTY SYSTEMS GROUP, LLC	3,940.67
55562	10/15/13	00000043	BERGEY'S	1,172.95
55563	10/15/13	00001938	BILL WIEGMAN	60.00
55564	10/15/13	00000448	BISHOP WOOD PRODUCTS, INC	105.60
55565	10/15/13	00001903	BRIAN JANSSENS	15.00
55566	10/15/13	00001075	BROMM'S LULLABY FARM	1,845.99
55567	10/15/13	00000423	FAMILY DINING, INC.	126.06
55568	10/15/13	00000076	GREGORY BENCSIK	89.00
55569	10/15/13	BT005881	BUXMONT ACCOUNTING	17.87
55570	10/15/13	00000072	CANON FINANCIAL SERVICES, INC	1,197.00
55571	10/15/13	00000071	CANON SOLUTIONS AMERICA, INC.	721.65
55572	10/15/13	00000380	CARL HERR	45.00
55573	10/15/13	00902823	CHARLES P. KEEFE	154.00
55574	10/15/13	00000181	NCH CORPORATION	482.99
55575	10/15/13	00000363	COMCAST CABLE	216.90
55576	10/15/13	00000335	COMCAST CORPORATION	954.57
55577	10/15/13	00001937	CONCOURS AUTOMOTIVE	145.62
55578	10/15/13	00000108	COUNTY ELECTRIC SUPPLY COMPANY, INC	153.42
55579	10/15/13	00000326	COUNTY OF MONTGOMERY	101.64
55580	10/15/13	00000329	CRAFCO, INC.	2,475.00
55581	10/15/13	00001891	CREATIVE PRODUCT SOURCING, INC.	321.79
55582	10/15/13	00000159	SSL GROUP LP	84.98
55583	10/15/13	00000024	DAVID P. BENNETT	30.00
55584	10/15/13	00001945	DAVID S. WOLFE	30.00
55585	10/15/13	00001941	DAVID W. VASCONEZ	45.00

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
55586	10/15/13	00000629	DAVIDHEISER'S INC.	253.00
55587	10/15/13	00000240	BEST LINE LEASING	215.82
55588	10/15/13	00001556	DCED-PA DEPT OF COMMUNITY &	1,000.00
55589	10/15/13	00000118	DEL-VAL INTERNATIONAL TRUCKS, INC.	398.14
55590	10/15/13	00001520	DELAWARE VALLEY INSURANCE TRUST	40,789.00
55591	10/15/13	00000612	DELAWARE VALLEY MUNICIPAL	524.80
55592	10/15/13	00000120	DELAWARE VALLEY WORKERS	41,499.00
55593	10/15/13	00000208	DELL MARKETING L.P.	2,164.56
55594	10/15/13	00000577	DON DEWANE'S GARAGE &	1,090.00
55595	10/15/13	00001166	DRUMHELLER CONSTRUCTION, INC.	56,831.34
55596	10/15/13	00000967	DELAWARE VALLEY HEALTH INSURANCE	135,754.84
55597	10/15/13	00000146	E.A. DAGES, INC.	534.00
55598	10/15/13	00001905	ERIC MCKELVEY	100.00
55599	10/15/13	00000171	THE GGS GROUP INC	463.50
55600	10/15/13	00000900	FDMTRA - FIRE DEPARTMENT OF	268,316.79
55601	10/15/13	00000169	FEDEX	18.62
55602	10/15/13	00001466	FEDEX OFFICE	14.95
55603	10/15/13	00001669	FIRST HOSPITAL LABORATORIES, INC.	131.75
55604	10/15/13	00000180	FRANK CALLAHAN COMPANY, INC.	8.93
55605	10/15/13	00001852	G.L. SAYRE, INC.	772.00
55606	10/15/13	00001504	GALETON GLOVES	302.09
55607	10/15/13	00000193	GEORGE ALLEN PORTABLE TOILETS, INC.	720.00
55608	10/15/13	00000198	GLASGOW, INC.	1,669.05
55609	10/15/13	00000337	GLENN HEBERLIG	96.84
55610	10/15/13	00001323	GLICK FIRE EQUIPMENT COMPANY INC	114.87
55611	10/15/13	BT005467	GOLDRUSH LLC	425.15
55612	10/15/13	00000229	GRAINGER	315.27
55613	10/15/13	00000223	GUIDEMARK, INC.	4,478.25
55614	10/15/13	00000582	GWENDOLEN BRYANT	359.99
55615	10/15/13	00000213	HAJOCA CORPORATION	82.61
55616	10/15/13	00000133	BYM INC.	172.00
55617	10/15/13	00001095	IACP - INTERNATIONAL ASSOCIATION	470.00
55618	10/15/13	00000843	INFORMANT TECHNOLOGIES, INC.	7,835.00
55619	10/15/13	00000824	INTELLIGENT PRODUCTS INCORPORATED	936.95
55620	10/15/13	00001272	J & M TIRE & AUTO TRANSPORT INC.	96.00
55621	10/15/13	00000522	JOE BIFOLCO	40.00
55622	10/15/13	00001964	JOHN CATALDI	30.00
55623	10/15/13	00000890	JOHN H. MOGENSEN	45.00
55624	10/15/13	00902824	JOHN KOSS	41.93
55625	10/15/13	00001042	JOHN MILLER AND SON, INC.	852.28
55626	10/15/13	00001581	JOSEPH J. SIMES	120.00
55627	10/15/13	00001843	JOSEPH M. BENNETT	110.00
55628	10/15/13	00001995	KALER MOTOR COMPANY, LLC	3,850.00
55629	10/15/13	00000261	KERSHAW & FRITZ TIRE SERVICE, INC.	350.44

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
55630	10/15/13	BT006342	KETAN PATEL MD PC	104.00
55631	10/15/13	00000574	KEVIN CARNEY	100.00
55632	10/15/13	00000932	KIMMEL BOGRETTE	77,851.92
55633	10/15/13	00000271	LANSDALE CHRYSLER PLYMOUTH INC.	104.65
55634	10/15/13	00000057	LAWN AND GOLF SUPPLY COMPANY, INC.	37.11
55635	10/15/13	00902825	LESLEY BARBOSA	1,200.00
55636	10/15/13	00000578	MARVIN MOSEBY	45.00
55637	10/15/13	00000201	LAWRENCE J. MURPHY	1,112.46
55638	10/15/13	00001968	MATTHEW VITUCCI	30.00
55639	10/15/13	00001330	MCCALLION STAFFING SPECIALISTS	913.50
55640	10/15/13	00000743	MES - PENNSYLVANIA	975.62
55641	10/15/13	00001920	MICHAEL H. BEAN	30.00
55642	10/15/13	00001961	MICHAEL LONG	40.00
55643	10/15/13	00000867	MICHAEL SHEARER	15.00
55644	10/15/13	00002016	MICHAEL SHINTON	30.00
55645	10/15/13	00902826	MICROTRAC	175.00
55646	10/15/13	00000312	MOBILE LIFTS, INC.	196.38
55647	10/15/13	00001381	NATIONAL DECALCRAFT CORP.	140.00
55648	10/15/13	00000336	NFPA-NATIONAL FIRE PROTECTION ASSO	165.00
55649	10/15/13	00000356	NORTH WALES WATER AUTHORITY	1,259.64
55650	10/15/13	00000367	P.K. MOYER & SONS, INC.	28,453.50
55651	10/15/13	00000186	JAROTH INC.	178.12
55652	10/15/13	00001840	PAUL R. MOGENSEN	60.00
55653	10/15/13	00000095	PAUL SMITH	40.00
55654	10/15/13	00000399	PECO ENERGY	9,940.76
55655	10/15/13	00000397	PECO ENERGY	9,025.74
55656	10/15/13	00001876	PENN SUBURBAN CHAMBER OF	156.00
55657	10/15/13	00000595	PENN VALLEY CHEMICAL COMPANY	622.35
55658	10/15/13	00000585	PENN VIEW FARM	225.00
55659	10/15/13	00000388	PENNSYLVANIA ONE CALL SYSTEM, INC.	155.30
55660	10/15/13	00001358	PENNSYLVANIA RECREATION AND PARK	228.50
55661	10/15/13	00000009	PETTY CASH	250.00
55662	10/15/13	00000446	PHISCON ENTERPRISES, INC.	100.00
55663	10/15/13	00000514	POSTMASTER	88.00
55664	10/15/13	00000345	PRINTWORKS & COMPANY, INC.	128.88
55665	10/15/13	1047	PSATS-PA STATE ASSOCIATION OF	30.00
55666	10/15/13	00001630	PSI - PROTECTION SERVICES INC.	61.70
55667	10/15/13	00000252	SUNG K. KIM	724.50
55668	10/15/13	00000580	RANSOME RENTAL CO., LP	487.90
55669	10/15/13	00902828	RCMS JEWELERS INC	26.04
55670	10/15/13	00902829	RENEE CAVALLARO	62.50
55671	10/15/13	00000117	RIGGINS INC	4,058.65
55672	10/15/13	00000115	RIGGINS, INC	5,510.16
55673	10/15/13	00000653	SCATTON'S HEATING & COOLING, INC.	4,476.10

Montgomery Township Check Register

Check Number	Check Date	Vendor No	Payee	Amount
55674	10/15/13	00001618	SEALMASTER	927.92
55675	10/15/13	00000015	NEXTEL PARTNERS OPERATING CORP	385.34
55676	10/15/13	00000469	SPRINT SPECTRUM, L.P.	119.98
55677	10/15/13	00001847	STAPLES CONTRACT & COMMERCIAL, INC	541.81
55678	10/15/13	00000475	STEVE WIATER	100.00
55679	10/15/13	00902827	STEVEN VAN MATER	1,200.00
55680	10/15/13	00000939	SUNGARD PUBLIC SECTOR	6,905.56
55681	10/15/13	00000939	SUNGARD PUBLIC SECTOR	6,905.56
55682	10/15/13	00001621	SWANK MOTION PICTURES, INC.	271.00
55683	10/15/13	BT005301	SWATI RANA	17.11
55684	10/15/13	00001200	SYNATEK	93.00
55685	10/15/13	00001164	THE GOOSE GUYS INC.	250.00
55686	10/15/13	00000496	21ST CENTURY MEDIA NEWSPAPER LLC	2,712.90
55687	10/15/13	00001273	TIM KUREK	1,555.00
55688	10/15/13	00000065	TIMOTHY MURRAY	30.00
55689	10/15/13	00000543	TRACTOR SUPPLY CREDIT PLAN	125.69
55690	10/15/13	00000327	U.S. MUNICIPAL SUPPLY, INC.	228.16
55691	10/15/13	00000520	VALLEY POWER, INC.	437.00
55692	10/15/13	00000040	VERIZON PENNSYLVANIA INC	909.51
55693	10/15/13	00001033	VERIZON CABS	539.57
55694	10/15/13	00000170	VERIZON COMMUNICATIONS, INC.	129.99
55695	10/15/13	00000170	VERIZON COMMUNICATIONS, INC.	129.99
55696	10/15/13	00000038	VERIZON WIRELESS SERVICES, LLC	807.79
55697	10/15/13	00000038	VERIZON WIRELESS SERVICES, LLC	166.04
55698	10/15/13	00001839	VINAY SETTY	15.00
55699	10/15/13	00000442	VINCENT ZIRPOLI	95.00
55700	10/15/13	00001191	WARREN FUCHS	15.00
55701	10/15/13	00000760	WASTE MANAGEMENT OF	550.00
55702	10/15/13	00001329	GENUINE PARTS COMPANY - NAPA	959.27
55703	10/15/13	00001948	WILLIAM H. FLUCK IV	20.00
55704	10/15/13	00000249	WILLIAM R. GOLTZ	60.00
55705	10/15/13	00001317	WIRELESS COMMUNICATIONS &	2,200.00
55706	10/15/13	00001084	WITMER ASSOCIATES, INC.	51.12
55707	10/15/13	00000590	YOCUM FORD	256.54
55708	10/15/13	00000209	BOUCHER & JAMES, INC.	42,945.07
55709	10/15/13	00000085	CHAMBERS ASSOCIATES, INC.	4,855.26
55710	10/15/13	00000152	ECKERT SEAMANS CHERIN &	1,567.50
55711	10/15/13	00001902	ELLIOTT GREENLEAF &	75.00
55712	10/15/13	00000817	GILMORE & ASSOCIATES, INC.	15,883.92
55713	10/15/13	00001023	KERNS, PEARLSTINE, ONORATO	5,551.00
55714	10/15/13	00001972	ROBERT L. BRANT	3,864.55
55715	10/15/13	00001984	TRAFFIC PLANNING AND DESIGN, INC.	12,664.32
TOTAL				880,300.97

MONTGOMERY TOWNSHIP ELECTRONIC PAYROLL TAX PAYMENTS

<u>DATE</u>	<u>VENDOR NAME</u>	<u>REASON FOR PAYMENT</u>	<u>AMOUNT</u>
09/26/2013	IRS	941 Payment	\$72,403.01
09/26/2013	BCG	401/457 Plan Payment	\$22,954.18
09/26/2013	SCDU	Withholding Payment	\$2,975.27
10/01/2013	IRS	945 Payment	\$3,884.88
10/01/2013	ICMA	DROP Plan Payment	\$16,922.39
10/02/2013	Commonwealth of PA	State Tax Payment	\$7,639.06
10/08/2013	City of Philadelphia	Sept Wage Tax Payment	\$649.26
10/10/2013	IRS	941 Payment	\$72,601.30
10/10/2013	BCG	401/457 Plan Payment	\$23,058.58
10/10/2013	SCDU	Withholding Payment	\$2,975.27
Total Paid as of 10/15/2013			\$226,063.20