



AGENDA
MONTGOMERY TOWNSHIP
BOARD OF SUPERVISORS
AUGUST 9, 2021
7:00 PM

www.montgomerytwp.org

Tanya C. Bamford
Candyce Fluehr Chimera
Annette M. Long
Matthew W. Quigg
Beth A. Staab

Carolyn McCreary
Township Manager

1. Call Meeting to Order
2. Pledge of Allegiance
3. Announcements
4. Public Comment
5. Announcement of Executive Session
6. Consent Agenda:

Consider Approval of Minutes of July 26, 2021 Meeting and Payment of the Bills

7. Presentation: CRC Incentive Program for Volunteer Firefighters - Rachel Gibson, FDMT
8. Solicitor's Report

Planning and Zoning:

9. Consider Adoption of Resolution for Approval of Sewer Planning Module: Village of Windsor
10. Consider Appointment of Building Code of Appeals Board Member

Public Safety:

11. Swearing-In of FDMT Fire Police Officer, John Fulford
12. Consider Approval of Purchase of Fire Record Management System
13. Consider Approval to Utilize Municibid for Sale of Ladder 18

Administration & Finance:

14. Consider Acceptance of Audit Engagement for Year Ending 12/31/21
15. Consider Adoption of Investment Policy for Police Pension Fund
16. Consider Amendment to Police Pension Committee Bylaws
17. Consider Revised Policy for 401a Participation

Other Business:

18. Adjournment

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 3

SUBJECT: Announcements
MEETING DATE: August 9, 2021
BOARD LIAISON:
INITIATED BY: Tanya C. Bamford, Chair

- **Build-A-Bag Backpack & School Supply Drive** – Please consider purchasing and donating some supplies to the Build-a-Bag School Supply Drive. Supplies can be dropped off in the Township Administration lobby (8:30am to 4:30pm weekdays) or the Montgomery Township Community and Recreation Center (5:30am to 7:30pm weekdays; 8am – 2pm weekends). The deadline for donations is August 16th. For accepted items, please check our Facebook page or pick up a flyer in the lobby. Thank you!
- **Battle of the Badges Blood Drive** – The Township is proud to host our first ever Battle of the Badges drive with the American Red Cross on August 24th from 9am to 7pm at the Community and Recreation Center. The Police Department and Fire Department will square off to see who can drum up more support and blood donations. You can cast your vote for Team Police or Team Fire after your donation. Free T-Shirts and mugs will be available. Please come out for a good cause and some good fun. Bragging rights will be announced after the drive.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY
Item # 4

SUBJECT: Public Comment
MEETING DATE: August 9, 2021
BOARD LIAISON:
INITIATED BY:

BACKGROUND:

Persons wishing to make public comment during this meeting on any items not listed on the agenda may do so at this time.

Please come forward to the microphone and state your name and address for the record.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 5

SUBJECT: Announcement of Executive Session
MEETING DATE: August 9, 2021
BOARD LIAISON:
INITIATED BY: Sean P. Kilkenny, Esq., Township Solicitor

BACKGROUND:

The Board of Supervisors met in Executive Session at 6:30 PM to discuss one matter of litigation.

The topic discussed is a legitimate subject of an Executive Session pursuant to the Commonwealth of Pennsylvania's Sunshine Law.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 6

SUBJECT:	Consent Agenda:
	Approval of Minutes of July 26 Meeting and Payment of Bills
MEETING DATE:	August 9, 2021
BOARD LIAISON:	
INITIATED BY:	

BACKGROUND:

MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED for the following:

- Minutes of the July 26, 2021 Board meeting and Payment of Bills for August 9, 2021

**MINUTES OF MEETING
MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
JULY 26, 2021**

1. Call to Order: The July 26, 2021 action meeting of the Montgomery Township Board of Supervisors was held at the Montgomery Township Municipal Building, 1001 Stump Road, Montgomeryville, PA. Chair Tanya C. Bamford called the meeting to order at 7:05 p.m.

IN ATTENDANCE:

Chair Tanya C. Bamford
Vice Chair Matthew W. Quigg
Supervisor Candyce Fluehr Chimera
Supervisor Annette M. Long
Supervisor Beth A. Staab
Township Manager, Carolyn McCreary
Township Solicitor, Sean Kilkenny, Esq.

ALSO IN ATTENDANCE:

Police Chief, J. Scott Bendig
Director of Finance, Brian Shapiro
Director of Fire Services, William Wiegman
Director of Information Technology, Rich Grier
Director of Planning & Zoning, Bruce Shoupe
Director of Public Works, Greg Reiff
Director of Recreation & CRC, Floyd Shaffer
Public Information Coordinator, Derek Muller
Recording Secretary, Deborah A. Rivas

2. & 3. Pledge of Allegiance and Announcements: Following the Pledge of Allegiance, the following announcements were made:

Ms. Bamford announced that the Montgomery Township Day event will be held on Saturday, October 9, from 1pm to 6pm. The day will celebrate our residents and community with delicious food options, live music, fall activities, amusements, and displays by Township departments and volunteer committees. The 20th anniversary of Autumn Festival is scheduled to return in October 2022.

Ms. Bamford reported that National Night Out will be held on Tuesday, August 3, 2021 from 6pm to 9pm at the William F. Maule Park at Windlestrae. Bring a chair, enjoy refreshments, listen to music, touch a truck and meet our Police canines.

Ms. Bamford also announced that the Township building will serve as a drop off donation site for the collection of new backpacks and school supplies for children in need. The North Penn Community Build-A-Bag Backpack & School Supply Drive will positively impact the start of the school year for these students. The drive will end on Monday, August 16.

4. Public Comment – There was no public comment from the audience.

5. Announcement of Executive Session – Township Solicitor Sean Kilkenny, Esquire, announced that the Board of Supervisors met in an Executive Session at 6:30 p.m. on July 12, 2021 utilizing Microsoft TEAMS to discuss one matter of litigation. The Board of Supervisors also met in Executive Session at 6:30 p.m. prior to this public meeting to discuss one personnel matter and

two litigation matters. Mr. KilKenny stated that the topics discussed are legitimate subjects of an Executive Session pursuant to the Commonwealth of Pennsylvania's Sunshine Law.

6. Consent Agenda:

MOTION: Upon motion by Ms. Bamford, seconded by Mr. Quigg and unanimously carried, the minutes of the June 28, 2021 meeting, as amended with regard to the outdoor dining discussion, and the ratification of the bills for July 12, 2021 and the bills list dated July 26, 2021 were approved as presented.

7. Public Hearing: Ordinance #21-321Z – Text Amendment I-Industrial Zoning District –

Westrum Development Company: Ms. Bamford opened the public hearing at 7:12 p.m. Notes of testimony were taken by Court Stenographer Tim Kurek. Carrie Nase, Esquire, representing the applicant, provided a summary of the request for a text amendment to add lifestyle apartments to the LI – Limited Industrial District which would permit the Westrum Development Company to submit a plan proposal for conditional use to build a lifestyle apartment building on a 10-acre parcel accessible from Stump Road. Testimony was given from the following witnesses: Michael Maier of Westrum Development Company, Anthony Caponigro, P.E., Brian Seidel, Land Planner and Damon Drummond, P.E., the Township's Traffic Engineer. Discussion followed. The Board members expressed concerns about traffic in and out of the development on Stump Road, the commitment to make a pedestrian crossing at Bethlehem Pike and Knapp Road, the possible future sale of the building to other ownership, the effect of lighting on existing resident's homes; a stormwater management plan; protection for the Little Neshaminy Creek nearby, and inclusion of electric charging stations. It was noted that most of these concerns will be addressed during the conditional use hearing and land development process.

Under public comment, Ben Hartranft of 105 Bellows Way stated that he was in favor of the development as it could serve as inclusive housing for special needs individuals, like himself, who would like to live independently someday.

Joanne Cunningham of 117 Narcissus Place, stated that she disapproved of the change to zoning to allow for a luxury apartment development. Ms. Cunningham voiced concerns about negative feedback she has received on this project, the development's competition with the Township's community and recreation center, erosion and flooding, selling of the property and future management, burden on the school district with the addition of children, proposed unsafe pedestrian crossing of Route 309, and the one day advertising of the hearing was not enough for residents to be aware of or have the opportunity to come to the meeting and express their concerns. Ms. Bamford stated that the Westrum Development Company has been before the Board at public meetings to discuss the proposed development three or four times.

Vincent Tulio of 101 Glasgow Circle commented that he has attended every Board meeting that this plan has been discussed and there have been a few. Mr. Tulio stated that he was in favor of this development and not in favor of additional industrial buildings.

Dave McPeak of 166 Jonathan Drive stated that he does not see the value added to the Township with this development and he strongly opposes this amendment.

Upon motion by Ms. Bamford, seconded by Ms. Long and unanimously carried, the hearing was closed at 8:30 p.m. Discussion followed regarding concerns about the number of properties affected by this text amendment, traffic on Stump Road and the status of the Montgomery Mall property.

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Staab and unanimously carried, Ordinance #21-321Z – Text Amendment I-Industrial Zoning District – Westrum Development Company Lifestyle Apartments was approved.

8. Presentation: Park and Recreation Board: Linda Brooks and Marybeth Meehan, members of the Park and Recreation Board, stated that the entire Park and Recreation Board would like to propose the creation of a legal ordinance for the current and future protection of the areas in Windlestrae Park encompassing the natural undeveloped areas of Rose Twig, Zehr and the Wiseman tract. Ms. Brooks presented a letter from the Park and Recreation Board outlining their proposition and which has been made part of these minutes. The Supervisors thanked Ms. Brooks and Ms. Meehan for their passion and concern regarding the parkland and their commitment to serve on the Park and Recreation Board.

Planning & Zoning:

9. Presentation of Survey Results for Backyard Chickens on Residential Parcels – Public Information Coordinator, Derek Muller presented the results of the recent survey created to assess residents' opinions on the raising of chickens on residential properties in the Township. The survey received 582 responses, of which 378 were in support of raising chickens, 196 were not in support and 8 had no opinion or did not know enough about the subject.

Under public comment, Amy Hanson of 116 Gwymont Circle thanked the Board for the survey and stated that she was happy to see most residents agree with raising chickens in the Township. Ms. Hanson reported on the backyard chicken educational event that she hosted at the community center. Ms. Bamford inquired if Ms. Hanson was the administrator of the Montgomery Township Backyard Chicken Facebook page and if she had run paid advertising to promote the survey to groups in favor of the practice. Ms. Hanson responded that she did. Ms. Bamford stated that this practice tends to create a favorable response and draws into question the validity of the results of the survey. Ms. Staab stated that she was shocked by the amount of passion on both sides by the comments that were provided in the survey.

Harry Ettenger of 305 Cowpath Road stated that he has had chickens for the past one and a half years and he was not aware that it was not permitted. He said he started the practice when the pandemic began and they became his COVID therapy chickens. Mr. Ettenger stated that his parrot makes twice the amount of noise as his chickens.

Ms. Bamford inquired of the Board members as to what they wanted to do regarding the raising of chickens. Mr. Quigg stated that he still prefers that the lot size be one acre or larger and that any property smaller than that would need a special exception variance from the Zoning Hearing Board. Ms. Chimera stated that she feels that neighbors need to be advised if their neighbor wants to raise chickens next door. She also believes that the burden on staff would increase, possibly with the need to hire more staff and she agrees with Mr. Quigg's recommendation. Ms. Long is concerned that the zoning matters would take a lot of staff time and she originally agreed with one acre or larger. She understands that everyone is equally passionate on this subject, but she would agree with one acre or larger and Zoning Hearing Board for matters for special exception. Ms. Staab stated that she has been pro-chicken, but she understands the complications that can happen between neighbors. Ms. Staab understands why people are against it and having to utilize staff to manage it. Ms. Staab stated that she feels the number of residents who would apply for chickens would be minimal as you must be committed to raising chickens. Discussion followed and Ms. Bamford stated that the Board has discussed this matter over many meetings, and it appears that they cannot arrive at a solution. Under the current ordinance, if you want to raise chickens, you can apply to the zoning hearing board for a special exception if you are not in the Industrial District.

MOTION: Upon motion by Ms. Long, seconded by Ms. Chimera and carried by a vote of 4 to 1, with Ms. Staab opposing, the Board agreed to make no changes to the current ordinance.

10. Ordinance Amendment to Permit Outdoor Dining: The Board considered extending the guidelines for limited outdoor sales of merchandise and outdoor dining through November 30, 2021. There was discussion concerning whether this would be allowed considering the Governor's emergency declaration orders had expired and the Township's code had not changed. It was recommended that staff and professionals review the existing Zoning Ordinance to determine if it can be amended to permit outdoor seating as a by-right use and draft an ordinance amendment which the Board can authorize this evening for advertisement and consideration for a future meeting, subject to the review of the Township Solicitor.

Under public comment, Jason Harris of 303 Dillon Drive thanked the Board for their consideration and support of local businesses over the past year. Mr. Harris stated that outdoor seating is important to his business, and he was told that he must discontinue it within 30 days. He understands that he must apply to the Zoning Hearing Board for relief, but that will take a considerable amount of time. Mr. Harris asked for time to make the application while permitting him to continue to use the outdoor seating. The Township Solicitor stated that he would expect that the Zoning Officer would not aggressively enforce the current ordinance while the amended ordinance is being drafted, but recommended that Mr. Harris make his application to the Zoning Hearing Board for a variance as soon as possible.

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Staab and unanimously carried, the Board authorized the advertisement of the ordinance amendment to

permit outdoor seating as a by-right use for consideration at a future meeting, subject to the review of the Township Solicitor.

11. Escrow Release #12 – Higher Rock Partners – Phase 2 (LDS 694)

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Chimera and unanimously carried, the Board authorized a construction escrow release in the amount of \$13,200.00 as recommended by the Township Engineer for Higher Rock Partners, LP.

Public Safety:

12. Authorization to Advertise a No Parking Ordinance Amendment for Bridle Path Road: Chief Bendig reported that the Police Department Highway Safety Unit evaluated Bridle Path Road to address recent traffic complaints regarding the safe passage of vehicles traveling on Bridle Path Road utilizing the northern ingress/egress to Bridle Path Elementary School. Upon consultation with the Township Traffic Engineer, it is recommended that parking be prohibited on the North side of Bridle Path Road, from Greenbriar Drive to the property line of Bridle Path Elementary School and the south side of Bridle Path Road, between Greenbriar Drive and a point 100 feet in a westerly direction from the property line of Bridle Path Elementary School.

MOTION: Upon motion by Ms. Bamford, seconded by Mr. Quigg and unanimously carried, the Board authorized staff to advertise for an amendment to Chapter 222, Article IV Stopping, Standing, and Parking, section 222-20 *Parking prohibited at all times.*

13. Appointment of Bill Wiegman as EMS Coordinator: Ms. McCreary reported that in order to obtain information from Montgomery County concerning EMS activity within the Township, the Board must formally appoint Bill Wiegman as the EMS Coordinator.

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Long and unanimously carried, the Board appointed Bill Wiegman as the EMS Coordinator for Montgomery Township.

Public Works:

14. Approval of Participation in 2021-22 Montgomery County Consortium Fuel Contract:

MOTION: Upon motion by Ms. Long, seconded by Ms. Staab and unanimously carried, the Board approved the Township's participation in the Montgomery County Consortium Fuel Contract awarded to Colonial Oil Industries, Inc. for the purchase of petroleum products for a period of one year ending on August 31, 2022.

Administration and Finance:

15. Approval of Quotation for GIS License Agreement: Ms. McCreary reported that the Township received a quote from Environmental Systems Research Institute, Inc. (ESRI) for the licensing of GIS software. This program will have a wide variety of uses for our Township and provide greater control, accuracy and transparency in our operations as it relates to our infrastructure and capital assets. It will also provide the public with the opportunity to garner information via our website. The proposed fee would be \$9,350.00 for year one, \$18,500.00 for year two and \$27,500.00 for year three.

MOTION: Upon motion by Ms. Bamford, seconded by Mr. Quigg and unanimously carried, the Board accepted the quote from ESRI dated 4/13/21 in the amount of \$55,350.00 payable as outlined and authorized the Township Manager to execute the document on behalf of the Township.

16. Authorization to Issue Bond for Capital Investment Plan: Ms. McCreary reported that at the June 28 public meeting, staff presented a five-year Capital Investment Plan (CIP) totalling \$16.7 million to the Board of Supervisors. The CIP is an important tool to utilize as part of the annual budget process and to support the Township's goals and objectives relating to the replacement of its infrastructure and capital. During the presentation, it was noted that all of the items included in the CIP have a useful life of 5 to 30 years and as such, serious consideration should be given to borrowing money to fund part of the CIP. This would remove the need to utilize current resources and stretches the reserves further to meet unexpected capital needs that could arise. Staff sought and received Board consensus to investigate the costs of borrowing money to help fund the CIP, noting interest rates were at historic lows. Information was provided by the Delaware Valley Regional Finance Authority (DVRFA) using several scenarios. Staff is recommending that the Board provide authorization to borrow money necessary to provide funding for the CIP. Ms. Chimera stated that she is not a fan of borrowing so much money and she needs more time and information to consider it. Ms. Staab indicated that interest rates are very low right now. Mr. Quigg stated that it would be best to consider borrowing the money now while rates are at historic lows, rather than wait two years when the Township might really be in need of the money and rates would be higher. The reserves are currently at \$8 million. Ms. Chimera indicated that she recalled year after year while serving on this Board that the surplus money would be transferred to the capital reserve at the end of each year. Ms. McCreary responded that the years of putting significant amounts of money aside have passed. Discussion followed.

MOTION: Upon motion by Ms. Bamford, seconded by Mr. Quigg and carried by a vote of 3 to 2, with Ms. Chimera and Ms. Long opposing, the Board authorized Township staff to work with Delaware Valley Regional Finance Authority to prepare the necessary documents to issue debt in the amount of \$15 million with a payback period of 30 years and to prepare and advertise the required ordinance for adoption at an upcoming meeting.

17. Formation of Ready for 100 Ad Hoc Committee: Ms. McCreary reported that the Board voted to adopt the Ready for 100 Renewable Energy resolution at their meeting on May 10. The resolution states that the Board will provide guidance for commissioning a committee to draft an energy transition plan by May 2022. At the direction of the Board, staff has prepared a resolution which would establish the Ad Hoc committee. Staff is recommending the Board seek candidates who are not only interested in this plan, but who will commit to meeting monthly, focusing solely on this work. Additionally, staff is recommending that we contract with a consultant to guide the committee in the process and ensure that work does not stall given the timeframe required. Staff is waiting on a quote for services from Practical Energy Solutions who has worked with several other municipalities on this task.

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Staab and unanimously carried, the Board adopted Resolution No. 2021-32, establishing the Ready for 100 Advisory Ad Hoc Committee.

Other Business:

18. Other Business: Department and Committee Liaison Reports: There were no questions for the Department Heads regarding their reports for the month of June.

At the request of Ms. Bamford, each Department has been asked to be featured each month and provide an update at the meeting. The Planning Department was selected for this meeting. Mr. Shoupe provided a detailed summary of statistics and information regarding Planning Department activity for the month of June.

Under Committee Liaison reports: Ms. Staab stated the Environmental Advisory Committee (EAC) will be hosting a Solar Summit on July 27 at 7:00 p.m. where information will be provided to residents about the process for solar energy panel installation.

Ms. Bamford reported on the latest Bio Bot study and that the current COVID cases are way down in the Township with detection at 0% in the month of June. Ms. Bamford recommended that everyone continue to use safety protocols.

Adjournment: Upon motion by Ms. Bamford and seconded by Ms. Chimera, the meeting was adjourned at 10:02 p.m.

Respectfully submitted,

Deborah A. Rivas, Recording Secretary

08/06/2021 09:39 AM
 User: msanders
 DB: Montgomery Twp

CHECK REGISTER FOR MONTGOMERY TOWNSHIP
 CHECK DATE FROM 07/26/2021 - 08/09/2021

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Check Date	Bank	Check	Vendor	Vendor Name	Amount	
Bank 01 UNIVEST CHECKING						
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07/28/2021	01	89135	00001873	EGOV STRATEGIES LLC	2,434.00	
07/28/2021	01	89136	00000817	GILMORE & ASSOCIATES, INC.	70,805.80	
07/28/2021	01	89137	00000817	VOID	0.00	V
07/28/2021	01	89138	00000817	VOID	0.00	V
07/28/2021	01	89139	00000117	RIGGINS INC	1,303.74	
07/28/2021	01	89140	MISC	S & S ELECTRICAL SERVICES INC	230.00	
08/03/2021	01	89141	100001797	DHAVAL SHAH	320.00	
08/03/2021	01	89142	00002030	DON DOUGHERTY	225.00	
08/03/2021	01	89143	100000933	E5 MOBILE ENTERTAINMENT	1,983.00	
08/03/2021	01	89144	100000171	NFPA	175.00	
08/06/2021	01	89145	00000496	21ST CENTURY MEDIA NEWSPAPERS LLC	513.31	
08/06/2021	01	89146	100001780	ABRAHAM OVADIA	1,500.00	
08/06/2021	01	89147	00000006	ACME UNIFORMS FOR INDUSTRY	573.09	
08/06/2021	01	89148	100000892	ADAM ZWISLEWSKI	60.00	
08/06/2021	01	89149	00001202	AIRGAS, INC.	81.30	
08/06/2021	01	89150	100000814	AMAZON.COM SERVICES, INC	448.20	
08/06/2021	01	89151	100000888	ANDREW WEINER	125.00	
08/06/2021	01	89152	00000031	AT&T	135.48	
08/06/2021	01	89153	MISC	ATLANTIC ROOFING CORPORATION	1,232.55	
08/06/2021	01	89154	00000340	B SAFE INC.	837.72	
08/06/2021	01	89155	00000043	BERGEY'S	1,623.48	
08/06/2021	01	89156	00902946	BETTE'S BOUNCES, LLC	386.10	
08/06/2021	01	89157	00000209	BOUCHER & JAMES, INC.	12,067.24	
08/06/2021	01	89158	100001244	BRANDI BLUSIEWICZ	75.00	
08/06/2021	01	89159	100000979	BRANDON UZDZIENSKI	90.00	
08/06/2021	01	89160	100001762	BRITTON INDUSTRIES, INC.	269.25	
08/06/2021	01	89161	03214625	BUX-MONT AWARDS & ENGRAVING	19.00	
08/06/2021	01	89162	00000069	C L WEBER CO INC.	42.00	
08/06/2021	01	89163	100000405	C.E.S.	386.60	
08/06/2021	01	89164	100000878	CARL HERR	40.00	
08/06/2021	01	89165	00001601	CDW GOVERNMENT, INC.	5,565.37	
08/06/2021	01	89166	100001798	CHRIS CARDAMONE	100.00	
08/06/2021	01	89167	00000363	COMCAST	30.98	
08/06/2021	01	89168	00001937	CONCOURS AUTOMOTIVE	178.20	
08/06/2021	01	89169	100001799	CORA SERVICES, INC.	2,800.00	
08/06/2021	01	89170	100001209	DALE ALDERFER	100.00	
08/06/2021	01	89171	00000629	DAVIDHEISER'S INC.	312.00	
08/06/2021	01	89172	100000103	DEEP RUN AQUATIC SERVICES, INC.	2,095.40	
08/06/2021	01	89173	00000118	DEL-VAL INTERNATIONAL TRUCKS, INC.	102.35	
08/06/2021	01	89174	100001796	DISPLAY AND SIGN CENTER, INC.	3,491.00	
08/06/2021	01	89175	100000893	DONALD TUCKER	40.00	
08/06/2021	01	89176	00000967	DVHT DELAWARE VALLEY HEALTH TRUST	162,238.56	
08/06/2021	01	89177	00000152	ECKERT SEAMANS CHERIN &	2,980.00	
08/06/2021	01	89178	00001466	FEDEX OFFICE	112.30	
08/06/2021	01	89179	00000174	FISHER & SON COMPANY, INC.	3,557.80	
08/06/2021	01	89180	100001602	FRANK BLUSIEWICZ	60.00	
08/06/2021	01	89181	100001744	FUNDAMENTAL TENNIS	1,440.00	
08/06/2021	01	89182	00000188	GALLS, AN ARAMARK CO., LLC	294.91	
08/06/2021	01	89183	00001524	GEMPLER'S	92.97	
08/06/2021	01	89184	00000817	GILMORE & ASSOCIATES, INC.	33,851.97	
08/06/2021	01	89185	00000817	GILMORE & ASSOCIATES, INC.	855.20	
08/06/2021	01	89186	00000198	GLASGOW, INC.	10,141.54	
08/06/2021	01	89187	00001323	GLICK FIRE EQUIPMENT COMPANY INC	475.15	
08/06/2021	01	89188	00000219	GLOBAL EQUIPMENT COMPANY	633.67	
08/06/2021	01	89189	00001784	GOOGLE INC.	24.00	
08/06/2021	01	89190	00000608	GOOSE SQUAD L.L.C.	900.00	
08/06/2021	01	89191	00001709	GOULDEY WELDING & FABRICATIONS, INC	56.00	
08/06/2021	01	89192	00000229	GRAINGER	63.99	
08/06/2021	01	89193	100000478	GRANAHAN ELECTRICAL CONTRACTORS, IN	3,465.00	
08/06/2021	01	89194	100001738	HASSETT ENTERPRISES INC.	8,500.00	
08/06/2021	01	89195	100001791	HEATHER JOHNSON	155.00	
08/06/2021	01	89196	100001792	HOLLY STAUGAITIS	155.00	
08/06/2021	01	89197	00000903	HOME DEPOT CREDIT SERVICES	190.73	
08/06/2021	01	89198	00000102	INTERSTATE BATTERY SYSTEMS OF	139.95	
08/06/2021	01	89199	00000531	INTERSTATE GRAPHICS	695.00	
08/06/2021	01	89200	100001620	J & J AUTO + TRUCK REPAIRS	1,193.80	
08/06/2021	01	89201	100000882	JACOB MILLEVOI	15.00	
08/06/2021	01	89202	100001667	JACOB SCHMIDT & SON	55.50	
08/06/2021	01	89203	100000881	JOHN H. MOGENSEN	60.00	
08/06/2021	01	89204	100001801	KATE SANFRATELLO	160.00	
08/06/2021	01	89205	100001789	KATIE CROMPTON	155.00	
08/06/2021	01	89206	100000554	KEITH GRIERSON	15.00	
08/06/2021	01	89207	100001592	KILKENNY LAW, LLC	8,672.00	
08/06/2021	01	89208	00090202	KIRTI SHIRKHANDHE	160.00	
08/06/2021	01	89209	100001384	KRISTINA CARR	640.00	
08/06/2021	01	89210	100001661	KYLE STUMP	30.00	

08/06/2021 09:39 AM
 User: msanders
 DB: Montgomery Twp

CHECK REGISTER FOR MONTGOMERY TOWNSHIP
 CHECK DATE FROM 07/26/2021 - 08/09/2021

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Amount
08/06/2021	01	89211	100001795	LANSDALE LOCK SHOP	580.00
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08/06/2021	01	89213	100001790	LORI FAMULARO	155.00
08/06/2021	01	89214	00001706	LOWE'S COMPANIES INC.	80.79
08/06/2021	01	89215	00000675	MAGLOCLEN	400.00
08/06/2021	01	89216	100000332	MARCY LYNCH FITNESS	975.00
08/06/2021	01	89217	100001446	MARK KOSMACESKI	160.00
08/06/2021	01	89218	00000201	MASTERTECH AUTO SERVICE, LLC	1,905.37
08/06/2021	01	89219	100000875	MICHAEL BEAN	45.00
08/06/2021	01	89220	100000885	MICHAEL SHEARER	30.00
08/06/2021	01	89221	100001802	MITTMAN NORMAN & TERESA J &	333.52
08/06/2021	01	89222	00000312	MOBILE LIFTS, INC.	506.94
08/06/2021	01	89223	100001794	MONTGOMERY COUNTY CONSORTIUM	250.00
08/06/2021	01	89224	00000324	MOYER INDOOR / OUTDOOR	299.70
08/06/2021	01	89225	100001589	NAGLE ELEVATOR INSPECTION & TESTING	80.00
08/06/2021	01	89226	00905070	NORTH WALES LIBRARY	260.00
08/06/2021	01	89227	00001134	OFFICE DEPOT, INC	121.75
08/06/2021	01	89228	03214653	OVERHEAD DOOR CORPORATION	220.00
08/06/2021	01	89229	00000597	PATRICIA A. GALLAGHER	674.65
08/06/2021	01	89230	100000890	PAUL MOGENSEN	120.00
08/06/2021	01	89231	00000397	PECO ENERGY	11,654.41
08/06/2021	01	89232	00000399	PECO ENERGY	6,858.05
08/06/2021	01	89233	00000595	PENN VALLEY CHEMICAL COMPANY	1,478.55
08/06/2021	01	89234	00000726	PENN-HOLO SALES & SERVICES	160.86
08/06/2021	01	89235	00001256	PETER ESHELMAN	1,500.00
08/06/2021	01	89236	00000446	PHISCON ENTERPRISES, INC.	200.00
08/06/2021	01	89237	00000945	PIPERSVILLE GARDEN CENTER, INC.	257.12
08/06/2021	01	89238	00000252	PURE CLEANERS	499.05
08/06/2021	01	89239	100001010	RACHEL GIBSON	85.00
08/06/2021	01	89240	00001146	RESERVE ACCOUNT	2,000.00
08/06/2021	01	89241	00000117	RIGGINS INC	1,871.04
08/06/2021	01	89242	00000115	RIGGINS, INC	4,331.87
08/06/2021	01	89243	100000873	RYAN ALLISON	30.00
08/06/2021	01	89244	100000884	RYAN RUDELLE	30.00
08/06/2021	01	89245	00000465	SHAPIRO FIRE PROTECTION COMPANY	759.00
08/06/2021	01	89246	100001800	SOUND EFCECK LLC	2,000.00
08/06/2021	01	89247	100000701	STAPLES BUSINESS CREDIT	1,031.13
08/06/2021	01	89248	100001803	TARGET CORP T-1159	10,172.80
08/06/2021	01	89249	00906111	THE PROTECTION BUREAU	4,932.00
08/06/2021	01	89250	00002020	THOMSON REUTERS	247.74
08/06/2021	01	89251	100000290	TRIAD TRUCK EQUIPMENT	819.30
08/06/2021	01	89252	00000040	VERIZON	356.79
08/06/2021	01	89253	00000040	VERIZON	269.00
08/06/2021	01	89254	00000040	VERIZON	257.72
08/06/2021	01	89255	00000040	VERIZON	575.90
08/06/2021	01	89256	00000038	VERIZON WIRELESS SERVICES, LLC	1,987.31
08/06/2021	01	89257	100000854	VINAY SETTY	120.00
08/06/2021	01	89258	100000891	VINCENT ZIRPOLI	120.00
08/06/2021	01	89259	00001329	WELDON AUTO PARTS	508.33
08/06/2021	01	89260	00001084	WITMER ASSOCIATES, INC.	2,564.00
08/06/2021	01	89261	00000760	WM CORPORATE SERVICES, INC	2,101.50
08/06/2021	01	89262	100001315	YI LIN	160.00
08/06/2021	01	89263	100001042	ZACHARY EIDEN	15.00
08/06/2021	01	89264	00001812	ROBERT J. JOHNSON JR.	345.80

01 TOTALS:

(2 Checks Voided)

Total of 130 Disbursements:

427,192.09

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 7

SUBJECT: CRC Incentive Program for Volunteers of the FDMT
MEETING DATE: August 09, 2021
BOARD LIAISON: Annette M. Long
INITIATED BY: William Wiegman, Director of Fire Services &
Rachel Gibson, President of FDMT

BACKGROUND:

The number of volunteer firefighters and fire police officers continues to drastically decline throughout the Commonwealth of Pennsylvania. The Fire Department of Montgomery Township continually engages in the recruitment and retention of volunteers. Recently, the Membership Committee has partnered with Township Staff to increase the Department's marketing efforts in attracting and retaining volunteers. These market efforts include a stronger presence on social media, increase signage throughout the township, a residential mailer, and community engagement through planned activities and positive interactions on fire emergencies. The Township has assisted with these efforts as well as the continual support of the volunteers of the FDMT through various initiatives including the active member stipend program which pays a yearly stipend to active members. This incentive program would also support the Department's continual efforts with health and safety programming. The number one killer of firefighters is cardiac events.

The FDMT is requesting the Board's consideration to offer a reduced-price membership to the CRC for active members of the FDMT. The criteria for active membership would be determined in accordance with the Bylaws of the FDMT and is currently utilized with the existing active member stipend program. The FDMT is requesting that volunteers that achieve active status receive half price membership rates to the CRC. The reduced membership would be purchased by the FDMT therefore providing free membership to the active volunteers.

BUDGET IMPACT:

The CRC Incentive Program for the volunteers of the FDMT would have a positive impact on the Township budget. This program would provide FDMT active members with annual memberships at a reduced price to the CRC. There is added value in having volunteers of the FDMT present at the CRC.

RECOMMENDATION:

It is the recommendation of Staff that the Board of Supervisors approve the CRC Incentive Program for Volunteers of the FDMT. This Incentive Program would provide for half price memberships for active members of the FDMT. The memberships would be paid for by the FDMT which would provide free memberships to the CRC for active volunteers.

MOTION/RESOLUTION:

- 1) **Motion** to approve the Community and Recreation Center Incentive Program for the Volunteers of the Fire Department of Montgomery Township.
- 2) Motion by: _____ Second by: _____
- 3) Chair will call for Public Comment.
- 4) Chair will call for a vote.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY

Item # 8

SUBJECT:	Solicitor's Report
MEETING DATE:	August 9, 2021
BOARD LIAISON:	
INITIATED BY:	Sean Kilkenny, Esq., Township Solicitor

The Solicitor will update the Board on any matter he deems appropriate for the meeting including, but not limited to pending or new legislation affecting the Township.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 9

SUBJECT: Consider Approval of DEP Sewage Facilities Planning Module – Village at Windsor
MEETING DATE: August 9, 2021
BOARD LIAISON: Tanya C. Bamford, Chair
INITIATED BY: Bruce Shoupe, Director of Planning & Zoning

BACKGROUND:

The Act 537 Plan is the Township's plan for sewer service. The Montgomery Township Municipal Sewer Authority is responsible for the implementation of this plan. Occasionally, the plan must be changed due to development and a planning module must be submitted to DEP.

This application is for the Village of Windsor land development, which is located on the vacant land behind Airport Square Shopping Center. The plan provides for 256 Independent/Assisted/Memory care units along with 85,000+sf of office buildings and a 6,400-sf free standing restaurant at the corner of North Wales Road and Horsham Road.

ALTERNATIVES/OPTIONS:

Approve or not approve the revised DEP Sewage Facilities Planning Module.

RECOMMENDATION:

Acceptance of the DEP Sewage Facilities Planning Module.

MOTION/RESOLUTION:

MOTION/RESOLUTION:

- 1) **Motion** to adopt Resolution 2021-33, approving the DEP Sewage Facilities Planning Module for Village at Windsor.
- 2) Motion by: _____ Second by: _____
- 3) Chair will call for Public Comment.
- 4) Chair will call for a vote.

WHEREAS the Department of Environmental Protection requires that a municipality amend its Sewage Facilities Plan for any new development; and

WHEREAS an application has been submitted to DEP for the Village at Windsor land development; and

WHEREAS, this Planning Module has been reviewed by the Montgomery Township Municipal Sewer Authority and found to be acceptable.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Montgomery Township that we hereby approve the application for the Village at Windsor.

MOTION BY:

SECOND BY:

VOTE:

DATE:

xc: Applicant, S. Kilkenny, MTMSA, B. Shoupe

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY
Item # 10

SUBJECT: Consider Appointment of Building Code of Appeals Board Member
MEETING DATE: August 9, 2021
BOARD LIAISON:
INITIATED BY: Bruce Shoupe, Director of Planning & Zoning

BACKGROUND:

The Board of Supervisors established a Building Code of Appeals Board in June of 2004. The Board was created to hear and rule on appeals, requests for variances and requests for extensions of time when a claim is made that the true intent of the act or Uniform Construction Code (UCC) has been incorrectly interpreted, the provisions of the UCC do not fully apply, or an equivalent form of construction is to be used.

The board was originally established with three members and two alternates. There are currently three vacancies. The PA statute requires that a member of the board of appeals shall be qualified by training and experience to pass on matters pertaining to building construction. Training or experience may consist of licensure as an architect or engineer, experience in the construction industry, and training or experience as an inspector or plan reviewer.

Township resident David Fetzer has expressed an interest in serving on this board. Mr. Fetzer has been a member of the Planning Commission since August of 2017.

RECOMMENDATION:

Staff recommends the Board of Supervisors appoint David Fetzer to serve on the Building Code of Appeals Board to fill a four-year term ending January 1, 2025.

MOTION/RESOLUTION:

- 1) **Motion** to appoint David Fetzer to the Building Code of Appeals Board for a four-year term ending on January 1, 2025.
- 2) Motion by: _____ Second by: _____
- 3) Chair will call for Public Comment.
- 4) Chair will call for a vote.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 11

SUBJECT:	Swearing in of new FDMT Special Fire Police Officer John Fulford
MEETING DATE:	August 09, 2021
BOARD LIAISON:	Annette M. Long
INITIATED BY:	William Wiegman, Director of Fire Services

BACKGROUND:

Mr. John Fulford recently joined the Fire Department of Montgomery Township (FDMT). Mr. John Fulford is being nominated by FDMT to be appointed as a Special Fire Police Officers under the Pennsylvania State Fire Police Statute - Act of 1941, P.L. 137, No. 74, Amended July 11, 1980. P.L. 580, No.122.

Under this law, before the applicant can perform the duties as a Special Fire Police Officer, the nominated candidate must be confirmed by the Board of Supervisors and sworn in by the Chairperson of the Board of Supervisors.

Mr. John Fulford has been interviewed by Lt. Dougherty of the Montgomery Township Police Department and based on all the information Lt. Dougherty believes that Mr. Fulford has the understanding and ability to perform the duties of a Special Fire Police Office in Montgomery Township. Mr. Fulford also recently completed a 16-hour course in Basic Fire Police Training through the Bucks County Public Safety Training Center at the Colmar Volunteer Fire Company in Hatfield, PA

RECOMMENDATION:

It is the recommendation of Staff that the Board of Supervisors appoint Mr. John Fulford to the position of Special Fire Police Officer, effective August 09, 2021, and welcome him to Montgomery Township.

MOTION/RESOLUTION:

- 1) **Motion** to appoint Mr. John Fulford to the position of Special Fire Police Officer, effective August 09, 2021, and welcome Mr. Fulford to Montgomery Township.
- 2) Motion by:_____ Second by:_____
- 3) Chair will call for Public Comment.
- 4) Chair will call for a vote.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 12

SUBJECT: Purchase of Fire Records Management System
MEETING DATE: August 09, 2021
BOARD LIAISON: Annette M. Long
INITIATED BY: William Wiegman, Director of Fire Services

BACKGROUND:

The Department was notified in the Spring of 2021 that the Department's current Fire Record Management System, Firehouse Software, will no longer be supported in 2022. The DFS and IT Departments began the process of exploring options for the replacement of Firehouse Software. The Departments conducted virtual meetings with two fire record management companies ESO Solutions, Inc., and Emergency Reporting. The Departments were provided sandbox environments by both companies to further explore the software programs. In July of 2021, ESO Solutions Inc. acquired Emergency Reporting.

The Department is seeking the Board of Supervisors' approval to work with the IT Department and ESO Solutions, Inc to transfer the Department's extensive collection of data from Firehouse Software to ESO Solutions, Inc. The Department is anticipating a go live date with ESO Solutions, Inc. on January 1, 2022. The Department must sign the contract and fulfill all financial obligations to ESO Solutions, Inc. for the data transfer to begin between Firehouse Software and ESO. The transfer of data and transition from Firehouse Software to ESO Solution, Inc. will take approximately 90 days to complete. ESO Solutions, Inc is the parent company of Firehouse Software.

The Fire Services Agreement dated May 11, 2009 states in Section 3 (j) Township Shall pay any and all maintenance fees for NFIRS software.

BUDGET IMPACT:

The purchase of the new Fire Record Management System from ESO Solutions, Inc will have an impact on both the Department's operating and capital budgets. The purchase of the new Fire Records Management System will have an impact on the 2021 capital budget of \$9,716.50. The impact on future operating budgets will be a yearly subscription fee of \$7,931.50 beginning in 2022.

RECOMMENDATION:

It is the recommendation of Staff that the Board of Supervisors approve the purchase of ESO Solutions, Inc. Fire Records Management System in the amount of \$9,716.50.

MOTION/RESOLUTION:

- 1) **Motion** to approve the purchase of ESO Solutions, Inc. Fire Records Management System in the amount of \$9,716.50.
- 2) Motion by: _____ Second by: _____
- 3) Chair will call for Public Comment.
- 4) Chair will call for a vote.



Quote Date: 04/16/2021
Customer Name: Montgomery Township
Department Fire Services
Quote #: Q-35968
Quote Expiration date: 07/15/2021
ESO Account Manager: Paul Sauer

CUSTOMER CONTACT

Customer: Montgomery Township
Department Fire Services
Name: William Wiegman
Email: wwiegman@montgomerytwp.org
Phone: 215-393-6935

BILLING CONTACT

Payor: Montgomery Township
Department Fire Services
Name: William Wiegman
Email: wwiegman@montgomerytwp.org
Phone: 215-393-6935
Address: Accounts Payable
Montgomeryville PA, 18936
Billing Frequency: Annual
Initial Term: 12 months

Fire RMS Bundle

Product	Total	Fee Type
FIRE RMS Bundle	\$4,341.50	Recurring
RMS Bundle - ESO Fire Incidents		
RMS Bundle - ESO Inspections		
RMS Bundle - ESO Properties		
RMS Bundle - Personnel Management		
RMS Bundle - ESO Hydrants		
RMS Bundle - ESO Activities		

Fire

Product	Volume	Total	Fee Type
Fire Incidents CAD Integration	600 Incidents	\$1,495.00	Recurring
Properties/Inspections Data Import	1 Stations	\$0.00	One-time
Fire Setup & Online Training	3 Sessions	\$1,785.00	One-time
Fire Incidents NFIRS Data Import	600 Incidents	\$0.00	One-time

Asset Management/Checklist

Product	Volume	Total	Fee Type
Assets-Checklist Bundle	6 Vehicles	\$2,095.00	Recurring

Personnel Management

Product	Volume	Total	Fee Type
Personnel Management Data Migration	75 Employees	\$0.00	One-time

*Additional fees may be applied by Customer's billing or CAD vendor for certain integrations or interfaces, and Customer is encouraged to discuss this with the applicable vendor.



Quote Date: 04/16/2021
Customer Name: Montgomery Township
Department Fire Services
Quote #: Q-35968
Quote Expiration date: 07/15/2021
ESO Account Manager: Paul Sauer

Total Recurring Fees	\$	7,931.50
Total One-Time Fees	\$	1,785.00
<hr/>		
TOTAL FEES	\$	9,716.50



Quote Date: 04/16/2021
Customer Name: Montgomery Township
Department Fire Services
Quote #: Q-35968
Quote Expiration date: 07/15/2021
ESO Account Manager: Paul Sauer

TERMS AND CONDITIONS:

1. If the Customer indicated above has an ESO Master Subscription and License Agreement (MSLA) dated on or after February 20, 2017, then that MSLA will govern this Quote. **Otherwise, Customer intends and agrees that this Quote adopts and incorporates the terms and conditions of the MSLA and associated HIPAA business associate agreement hosted at the following web address, and that the products and services ordered above are subject thereto:**

<http://bit.ly/MSLAW>

2. The Effective Date of this Quote shall be the final date of signature.

3. Customer shall be responsible for the payment of all Fees listed herein. If Customer has elected to use a Third Party Payor (as indicated above as Payor) and such party has executed an appropriate agreement with ESO, ESO shall accept payment of Fees from such Third Party Payor.

**Montgomery Township Department Fire
Services**

[Signature]

[Print Name]

[Title]

[Today's Date]

For Fire, Personnel Management, Asset Management/Checklist, the following payment terms apply:

Fees are invoiced at the Billing Frequency 15 days after the Effective Date, with recurring fees due on the anniversary.



Quote Date: 04/16/2021
Customer Name: Montgomery Township
Department Fire Services
Quote #: Q-35968
Quote Expiration date: 07/15/2021
ESO Account Manager: Paul Sauer

Fire

Product	Description
RMS Bundle - ESO Fire Incidents	Includes Auto EHR-import or Auto-CAD import, federal NFIRS data reporting, software updates and upgrades.
RMS Bundle - ESO Inspections	Includes the ability to manage multiple code sets, using those to develop customized Check-lists for inspections. The application allows you to schedule, manage, execute and finalize inspections as well as reschedule any required follow up inspections.
RMS Bundle - ESO Properties	Includes CAMEO integration, Pre-Plan view. Stores property and occupant history (presence of chemicals and tanks, Incidents, and previous inspections).
RMS Bundle - ESO Hydrants	Inventory and document testing and status of hydrants.
RMS Bundle - ESO Activities - Fire and Fire/EMS Agencies	Application for tracking non-response activities, including Operations and Community Risk Reduction and Daily Log.
Fire Incidents NFIRS Data Import	Data migration from previous RMS platform.
Properties/Inspections Data Import	Data migration of Properties data and inspection reports into ESOs Properties and Inspections applications from a previously used RMS.
Fire Setup & Online Training	Setup and Webinar Training Session for ESO Fire.
Fire Incidents CAD Integration	Allows for integration of CAD data into the FIRE application. Ongoing maintenance included. Additional fees from your CAD vendor may apply.

Personnel Management

Product	Description
RMS Bundle - ESO Personnel Management	Includes tracking of Training classes, certifications, credentials, immunization records. Discounted as a part of the RMS Bundle.
Personnel Management Data Migration	Migration of Information in Personnel Management that includes Demographics, Training Classes, Certifications, and Drivers License information.

Asset Management/Checklist

Product	Description
Assets-Checklist Bundle	Web-based asset management and apparatus checklist for Fire and EMS.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item #13

SUBJECT: Consider Approval to Utilize Municibid for Sale of Ladder 18
MEETING DATE: August 09, 2021
BOARD LIAISON: Annette M. Long
INITIATED BY: William Wiegman, Director of Fire Services

BACKGROUND:

The Department of Fire Services is anticipating the arrival of the new Tower Ladder 18 (Spartan/Smeal 100' Mid Mount Platform Tower Ladder) in the fall of 2021. The new Tower Ladder 18 will replace the current Ladder 18 (2002 E-One Rear Mount Platform). Staff previously recommended and the Board of Supervisors approved the sale of Ladder 18 in the fourth quarter of 2021. Staff also recommend and the Board of Supervisors approved the utilization of broker(s) to assist in the sale of Ladder 18. Staff is requesting authorization from the Board of Supervisors to utilize online auction through Municibid to assist the Department in the sale of Ladder 18.

The Department of Fire Services has the following available to be sold at auction at this time:
Ladder 18 (2002 E-One Rear Mount Platform)

PREVIOUS BOARD ACTION:

The BOS approved the use of brokers to assist in the sale of the Ladder at the BOS Meeting on 03/22/2021.

BUDGET IMPACT:

The sale of the current Ladder 18 (2002 E-One Rear Mount Platform) will have a positive impact to the budget. The Ladder has been appraised by Fireline for \$225,000.00 to \$275,000.00. The list price for Municibid would be \$275,000.00

RECOMMENDATION:

It is the recommendation of Staff that the Board of Supervisors authorize the sale of the current Ladder 18 (2002 E-One Rear Mount Platform) through Municibid. The Board must pass a resolution authorizing the sale of Ladder 18 once the bid is awarded through Municibid.

MOTION/RESOLUTION:

- 1) **Motion** to authorize the sale of Ladder 18 via online auction through Municibid.
- 2) Motion by: _____ Second by: _____
- 3) Chair will call for Public Comment.
- 4) Chair will call for a vote.



Fire Line Equipment, LLC
307 Twin Springs Court
New Holland, PA 17557

October 22, 2020

Fire Department of Montgomery Township

Attn: John Scheiter

PO Box 18

Montgomeryville, Pa 18936

John

This letter is a follow up to my visit to your station regarding the 2002 E-One Cyclone 95' Rear Mount Platform that the Fire Department of Montgomery Township owns.

We believe that we could broker these units for your fire department:

2002 E-One Cyclone 95' Rear Mount Platform \$225,000.00 to \$275,000.00

We would be open to working with your department in brokering both units. Our fees for brokering are as follows 5% if you work exclusively with Fire Line Equipment or 7% should you want to work with other used fire apparatus brokers.

Should you or any of your members of the fire department have any questions please feel free to contact me at 717-354-8106 ext 111 or email me at rbainbridge@firelineequipment.com

Kind Regards

Robert Bainbridge

Fire Line Equipment, LLC

Used Fire Apparatus

Your Central Pennsylvania E-ONE Dealer
Sales - Service - Parts - Used Fire Apparatus
Phone: 877-346-1373 Fax: 717-427-1607



MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 14

SUBJECT: Consider Acceptance of Annual Audit Engagement Letter
MEETING DATE: August 9, 2021
BOARD LIAISON:
INITIATED BY: Carolyn McCreary, Township Manager

BACKGROUND:

The Township received an engagement letter from Maillie LLP for the audit of the Township's financial statements for the year ending 12/31/2021.

BUDGET IMPACT:

The proposed fee of \$26,000 is \$7,800 less than the fee paid for the 2020 audit.

RECOMMENDATION:

Staff recommends the Board of Supervisors accept and approve the engagement letter.

MOTION/RESOLUTION:

- 1) **Motion** to approve the engagement letter from Maillie LLP for the audit of the Township's financial statements and activities for the period ending 12/31/2021.
- 2) Motion by _____ Second by: _____
- 3) Chair will call for Public Comment.
- 4) Chair will call for a vote.

June 23, 2021

To the Board of Supervisors
c/o Ms. Carolyn McCreary, Township Manager
Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936-9605

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units (with the exception of the Sewer Authority which is audited by a separate auditor), each major fund and the aggregate remaining fund information of the Montgomery Township as of December 31, 2021, and for the year then ended and the related notes to the financial statements, which collectively comprise the Montgomery Township's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule
3. Schedule of Changes in Net Police Pension Plan Liability and Related Ratios
4. Schedule of Police Pension Plan Contributions
5. Schedule of Police Pension Plan Investment Returns
6. Schedule of Changes in the Total Other Postemployment Benefit Plan Liability and Related Ratios
7. Trend Data on Infrastructure Condition

To the Board of Supervisors
c/o Ms. Carolyn McCreary, Township Manager
Montgomery Township
June 23, 2021
Page 2

Supplementary information other than RSI will accompany the Montgomery Township's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. General Fund
 - Schedule of Revenues and Other Financing Sources
 - Schedule of Functional Expenditures by Activity and Other Financing Uses
2. Other Governmental Funds
 - Combining Balance Sheet
 - Combining Schedule of Revenues, Expenditures and Changes in Fund Balance
3. Capital Reserve Fund
 - Budgetary Comparison Schedule
4. Nonmajor Special Revenue Funds
 - Schedule of Revenues, Expenditures and Changes in Fund Balances-Budget and Actual
5. Nonmajor Capital Projects Funds
 - Schedule of Revenues, Expenditures and Changes in Fund Balances-Budget and Actual
6. Nonmajor Debt Service Fund
 - Schedule of Revenues, Expenditures and Changes in Fund Balances-Budget and Actual

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. Introductory Section
2. Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

To the Board of Supervisors
c/o Ms. Carolyn McCreary, Township Manager
Montgomery Township
June 23, 2021
Page 3

AUDITOR RESPONSIBILITIES

We will conduct our audit in accordance with GAAS. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with third parties (e.g., creditors or financial institutions). As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.
- Obtain reasonable assurance about whether the financial statements are free of material misstatement, and will perform tests of the Montgomery Township's compliance with certain provisions of laws, regulations, contracts and grants that could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit, and, accordingly, we will not express such an opinion.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Montgomery Township's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

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As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

REPORTING

We will issue a written report upon completion of our audit of the Montgomery Township's basic financial statements. Our report will be addressed to the governing body of the Montgomery Township. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

MANAGEMENT RESPONSIBILITIES

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report, if applicable; and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report, if applicable.

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4. For including the auditors' report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities; and
6. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work; and
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets; and
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided; and
11. For informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

Nonattest Services

We will perform the following nonattest services:

1. Preparation of financial statements based on your trial balances

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2. Preparation of the Commonwealth of Pennsylvania Department of Community and Economic Development Municipal Annual Audit and Financial Report.

We will not assume management responsibilities on behalf of Montgomery Township. However, we will provide advice and recommendations to assist management of Montgomery Township in performing its responsibilities.

With respect to any nonattest services we perform, the Montgomery Township's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

As part of our audit process, we will request from management and those charged with governance, written confirmation concerning representations made to us in connection with the audit.

OTHER

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' 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.

In accordance with the terms and conditions of this agreement, Montgomery Township shall be responsible for the accuracy and completeness of all data, information and representations provided to us for purposes of this engagement. Because of the importance of oral and written management representations to the effective performance of our services, Montgomery Township releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

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We may from time to time and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms with a third-party service provider, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature below, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Christopher N. Herr, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Maillie LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required by the individuals assigned to the engagement, plus direct out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Invoices will be rendered as work progresses and expenses are incurred and are payable upon presentation. We estimate that our fee for the audit will be \$26,000. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. The estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not resume until your account is paid in full. Montgomery Township further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of Montgomery Township's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. If we elect to terminate our services for nonpayment, our engagement will be deemed complete upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

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During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

The audit documentation for this engagement is the property of Maillie LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to various regulators pursuant to authority given to them by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Maillie LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to various regulators. The various regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. It is our policy to keep records related to this engagement for seven years. Original client records will be returned to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for any future use, including potential examination by government or regulatory agencies. Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete and that upon the expiration of the seven year period, Maillie LLP shall be free to destroy our records related to this engagement.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultation with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

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Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

MAILLIE LLP



Christopher N. Herr, CPA

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the **Montgomery Township** by:

Name: _____

Signature: _____

Title: _____

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 15.

SUBJECT:	Consider Adoption of Investment Policy for Police Pension Fund
MEETING DATE:	August 9, 2021
BOARD LIAISON:	Tanya C. Bamford, Chairperson
INITIATED BY:	Carolyn McCreary, Township Manager Brian Shapiro, Finance Director

BACKGROUND:

At their public meeting on June 28, the Board of Supervisors awarded the contract for investment consultant to AndCo Consulting.

Members of the Police Pension Fund Committee met with the new investment consultant and were presented with an updated Investment Policy. The Committee found the document to be comprehensive and transparent with clear definitions and processes.

BUDGET IMPACT: None

RECOMMENDATION:

The Committee recommends the Board of Supervisors adopt the revised investment policy.

MOTION/RESOLUTION:

- 1) **Motion** to adopt the Investment Policy for the Montgomery Township Police Pension Fund.
- 2) Motion by _____ Second by: _____
- 3) Chair will call for Public Comment.
- 4) Chair will call for a vote.

MONTYGOMERY TOWNSHIP POLICE PENSION FUND

INVESTMENT POLICY STATEMENT

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I. Executive Summary

This document defines the investment policies, objectives, and procedures applicable to the Montgomery Township Police Pension Plan (the “Plan”) Assets.

The purpose of this document is threefold. First, it will constitute the guidelines for investing the assets. Second, it will serve as a communication tool between Montgomery Township (the “Plan Sponsor”) and the service providers. Third, it will provide a framework to measure the ongoing progress of the assets.

The Plan Sponsor, in adopting the following Investment Policy Statement, has relied in good faith on information, opinions, reports or statements, including financial statements, investment data and other financial or investment data provided to the Plan Sponsor by its Investment Consultant, and its representatives, including any such information provided to Plan Sponsor by Investment Manager(s) with the knowledge of the Investment Consultant and/or its representatives. The Plan Sponsor understands that the Investment Policy Statement is designed to maximize the return on the Plan’s assets in a prudent and cost effective manner without compromising the security of the Plan assets and in a manner designed to meet or exceed the Plan’s actuarial investment assumption over time. It is the intent of the Plan Sponsor to maintain the Plan as a defined benefit plan for the Montgomery Township Police and to comply with all applicable Pennsylvania regulations.

II. Statement of Purpose

Mission Statement

The fundamental mission of the Plan is to provide funding of scheduled benefit payments, both current and future obligations. The Plan is funded by contributions from both the Plan Sponsor and the active participants in the Plan.

Investment Philosophy

Asset allocation is the key determinant of return and therefore, commitments to asset allocation targets will be maintained through a disciplined rebalancing policy. Historical performance results and future expectations suggest that stocks and equities will provide higher total investment returns than bonds and fixed-income securities over a long-term investment horizon. However, one can expect an increase in portfolio volatility as the exposure to equity investments is increased. In an effort to maximize return, the Plan will maintain an appropriately balanced portfolio of equities and fixed income securities; and in an effort to mitigate risk, the Plan will contain diversifying asset classes, as appropriate.

An important element embedded in the Plan’s investment philosophy will be recognition of the Plan’s obligation for current and future benefit payments. To that end, the Plan must be cognizant of its future obligations, and be diligent to monitor its net cash flow, relative to Plan Sponsor and participant contributions, and net of fee investment returns. Both active and passive management of Plan assets are considered suitable investment strategies, with passive management preferable in highly efficient markets. Market timing is strictly precluded as an acceptable investment strategy.

Goals and Objectives

The primary objective of the Plan is to maintain the actuarial soundness of the Plan in order to meet future obligations by preserving the inflation adjusted value of the Plan's assets after all of the investment expenses, administrative costs, benefit payments, and refunds. This will be accomplished by obtaining an average annual rate of investment return equal to or greater than the actuarial assumed rate with an emphasis over a longer term (i.e. fifteen year) trailing period.

III. Roles and Responsibilities

Plan Sponsor

General duties of the Plan Sponsor are the responsibility of establishing and maintaining broad policies and objectives for the Plan.

Investment-related duties of the Plan Sponsor will be to review, on a periodic basis, and approve the development or revision of the following documents:

- The Investment Policy Statement
- The Asset Allocation Policy and Performance Benchmarks

The "Prudent Person Rule" is applicable to investments in the Plan. In general, the "Prudent Person Rule" requires the same judgment and care that men of prudence, discretion, and intelligence exercise in the management of their own affairs. The decision makers must consider both the probable income to be earned from an investment and the probable safety of the underlying capital.

Internal Staff

The staff will administer the Plan and its financial records. The Plan Sponsor will work closely with the Plan's professional advisors, including, but not limited to the Investment Consultant, Investment Managers, Actuaries, and Custodian to ensure that proper internal controls are developed and maintained to safeguard the assets of the Plan.

Investment Consultant

The Investment Consultant's responsibility is to monitor overall compliance to the Plan's stated investment policies and objectives. Such responsibilities include, but are not limited to, working with the Plan Sponsor, and internal staff to manage the investment process. This shall include:

- Review of asset allocations and manager performance;
- Assist with Investment Manager searches and selections; and make any and all necessary recommendations to the Plan Sponsor;
- Inform the Plan Sponsor and discuss the impact of material changes taking place within any current manager's investment process;
- Meet periodically with the Plan Sponsor to provide an independent perspective on the Plan's goals, policies, structure, performance and objectives, net of fees.

Investment Consultant will acknowledge in writing its fiduciary responsibility.

Investment Manager(s)

The Investment Manager(s) will have discretion to manage the assets according to their professional judgment and fiduciary obligations, subject to the constraints imposed by law and this document. Investment Manager(s) will select, buy, and sell specific securities pursuant to this Investment Policy Statement. Detailed investment strategies and the ultimate purchases and sales of securities are deemed to be within the discretion of the professional Investment Manager(s).

The Investment Manager's strategy and performance shall be communicated through the Investment Consultant and shall be reviewed with the Plan Sponsor at regularly scheduled meetings. Investment Manager(s) will provide the Plan with quarterly reporting and communicate any major changes in policy, economic outlook, or investment process: ownership structure; key personnel; management; or any other matter for which the manager has an obligation to disclose to the Plan Sponsor. More importantly, notification must be provided in the event of any change in key or administrative personnel directly related to the Plan, any loss of a significant client, any other factors materially changing the manner of portfolio management, or any conflict of interest that should arise affecting or impacting the Investment Manager and its responsibilities in managing assets for the Plan Sponsor.

The standard of prudence applied to Investment Manager(s) shall be the prudent investor rule and this standard shall be applied in the context of managing the overall portfolio.

Investment Manager(s) will acknowledge its fiduciary responsibility and relationship to the Pension Plan and provide a written statement acknowledging the acceptance of this document; and the Investment Manager(s) will acknowledge in writing that they are and will be in compliance with the Global Investment Performance Standards (GIPS).

Any variance from the Investment Policy Statement must be approved in writing by the Plan Sponsor.

The Plan Sponsor entrusts to its Investment Manager(s) the responsibility to vote proxies related to securities held by the manager(s) in portfolios they manage on behalf of the Plan and its participants.

Other External Providers

The Plan may retain a Custodian, an Actuary, Independent Auditors, other Attorneys/Litigators and a Depository Institution(s) to implement and execute its investment program.

The Custodian shall hold cash and securities. The Custodian shall sweep all the Fund's accounts daily into a cash management account to ensure no Fund assets are left uninvested. The Custodian will be responsible for providing a records maintenance system, fund accounting on a trade date basis, and other services as defined in the contract, such as performance reporting. The Custodian of the Plan is expected to provide monthly statements of portfolio transactions and investment positions (by cost and market). The Custodian shall make periodic disbursements and provide annual tax reporting documents to beneficiaries.

The Depository Institution(s) will be utilized to accept and hold cash prior to allocating it to the Investment Manager(s) or to Plan participants or beneficiaries receiving monthly benefits.

The Plan shall retain an Actuary to prepare actuarial valuations and periodically analyze the actuarial assumptions and experience of the Plan.

IV. Asset Allocation Policy

Asset allocation is generally regarded as the most important decision in the investment process.

The purpose of an Asset Allocation Policy is to provide an optimal mix of investments that has the potential to produce the desired returns and meet current and future liabilities, with the least amount of volatility and fluctuation in the overall value of the investment portfolio. By allocating funds among asset classes, and investment types, there is an increased probability that if one investment class or type is decreasing in value, another asset class or type may be increasing in value.

Asset allocation ranges established by this investment policy represent a long-term perspective in a favorable securities market environment. However, rapid conditions may cause the asset mix to fall outside of the policy range. It is expected that any deviation shall be reported by the Investment Consultant and discussed with the Plan Sponsor. Any deviation shall be of a short-term nature.

The equity portion of the Plan may be allocated among the following types of asset classes: a domestic portfolio including Large-capitalization, Mid-capitalization, and Small-capitalization; and, a well-diversified international portfolio, including emerging and developed markets.

The fixed income portion of the Plan may be allocated among the following types of asset classes: Long-term Bonds, Intermediate-term Bonds, Short-term Bonds, Treasury Inflation Protected Securities (TIPS); a well-diversified international portfolio, and high-yield bonds.

The real-estate portion of the Plan may be allocated among the following types of asset classes: Real Estate Investment Trusts (REITs) and open-ended commingled real estate funds.

Based on the investment goals and risk tolerances stated in this Investment Policy Statement, the following Asset Allocation Policy is appropriate for the long-term goals and objectives of the Plan, as set forth in Section II of this document. Investments shall not exceed the minimum and/or maximum levels, valued at market, without approval from the Plan Sponsor.

Asset Allocation Policy				
Asset Class	Minimum		Target	Maximum
Large Cap Core	15%		25%	35%
Mid Cap Core	5%		10%	15%
Small Cap Core	5%		10%	15%
International Equity	5%		10%	15%
Core Fixed Income	5%		10%	15%
Core Plus Fixed Income	10%		15%	20%
Global Tactical Asset Allocation (GTAA)	5%		10%	15%
Real Estate Investment Trusts	5%		10%	15%

Rebalancing Policy

The Investment Consultant will monitor the Asset Allocation Policy and shall recommend any necessary rebalancing on a periodic basis. At each periodic meeting, the Investment Consultant will provide the Plan's actual and target allocations (including ranges). Upon any Plan Sponsor approval, the Investment Consultant will initiate rebalancing.

The process of rebalancing is to ensure the Plan adheres to its Asset Allocation Policy, which is the Plan's explicit statement of its investment approach. More importantly, historical portfolio analysis indicates that rebalancing reduces volatility and increases returns in comparison to a similar portfolio that is not rebalanced. Money or securities can be transferred from the over-allocated asset classes, to the under-allocated asset classes. All strategies should anticipate the future cash-flow needs.

V. Investment Guidelines

Permissible Investments

Listed below are examples of permissible investment vehicles:

- All domestic and international equity investments publicly traded on an exchange
- Common stock
- Preferred stock
- Convertible stocks and convertible bonds
- Real Estate Investment Trusts (REITs)
- Hedge funds
- Mutual Funds
- Electronically Traded Funds (ETFs)

Listed below are examples of permissible Bonds & Fixed Income Investments:

- Obligations issued or guaranteed by the U.S. government, any federal agency, and/or a government-sponsored corporation.
- Obligations of domestic or foreign corporations, including:
 - Commercial Paper, Notes, Bonds, and Debentures.
- Obligations of domestic or foreign commercial banks or bank holding companies, including:
 - Commercial Paper, Bankers Acceptances, Certificates of Deposit, Notes, and Bonds.
- Repurchase agreements with major banks otherwise eligible for investment and “primary” government securities firms, fully secured by U.S. government or federal agency collateral.
- Treasury Inflation Protected Securities
- Money Market Funds

The Plan Sponsor may elect to invest Plan assets in a commingled fund (i.e. Mutual Fund and ETFs), and the investment shall be managed in accordance with the objectives and guidelines of the fund, recognizing that the Plan Sponsor cannot impose specific investment objectives and guidelines on a commingled fund. To the extent possible, the Investment Manager of the commingled fund shall be required to report significant changes in its business operations or investment strategy to the Plan Sponsor.

Alternative Investment Policies

Alternative investments can be defined as investments that are generally not included in the traditional investment classes of stocks, bonds, real estate, commodities and cash.

The Plan Sponsor may elect to include alternative investments as part of the Plan’s Asset Allocation Policy. When evaluating alternative investments, the Plan Sponsor should consider additional policies and special criteria including, but not limited to: fees (expenses) charged by the investment firm; the tenure and track-record of the firm’s management; the liquidity and leverage provisions of the investment fund; and the diversification and duration of the fund’s investments.

Prohibited Investments

Prohibited investments include those not specifically identified in the Plan's Asset Allocation Policy without prior approval of the Plan Sponsor, upon the recommendation of the Investment Consultant.

Diversification

An equity Investment Manager of a separate account should diversify their portfolio in an attempt to minimize the impact of a substantial loss in any specific sector, industry, or company and therefore, shall not hold more than 5% of the portfolio valued at market in any one company. The economic sector weighting shall not exceed the greater of two and half times the appropriate benchmark, valued at market, or 15% of the equity portfolio. The market for individual security holdings in the equity portfolio shall be liquid enough to allow for easy monetization.

A fixed-income Investment Manager of a separate account should diversify their portfolio in an attempt to minimize the adverse effects of interest rate fluctuations and default risk; and, therefore shall not hold more than 5% of the fixed-income portfolio in any one issuer, excluding direct and/or indirect obligations of the U.S. Government. The market for individual security holdings in the fixed-income portfolio shall be liquid enough to allow for easy monetization.

Quality

There are no qualitative guidelines suggested with regard to equity ratings, rankings, et cetera, except that prudent standards should be developed and maintained by the Investment Manager(s). Convertible bonds will be considered as an equity investment and must be rated investment grade ("Baa/BBB") or better by at least one credit rating agency. Specific constraints include the avoidance of restricted issues, which have limited marketability, and liquidity.

The minimum quality rating for any fixed-income security is an "investment grade" rating as determined by at least one nationally recognized credit rating agency. Bonds held in the fixed-income portfolio must be rated investment grade ("Baa/BBB") or better by at least one agency, except for securities held in a high-yield bond fund. In the event that a security is downgraded below the minimum, the Investment Manager shall immediately notify the Plan Sponsor.

The duration of the bonds held in the portfolios are at the discretion of the Investment Manager(s). However, the effective duration of a fixed-income portfolio should be within $\pm 20\%$ of the index.

If commercial paper is used for short-term investments, it must be of high quality, rated at least the equivalent of "A-1" or "P-1" by at least one nationally recognized credit rating agency.

Benchmarks

Investment plan objectives are intended to provide quantifiable benchmarks to measure and evaluate portfolio return and risk. The following objectives apply to actively and passively managed assets, and will be measured on a one, three, five, ten and fifteen year period (net-of-fees):

Investment Plan Objectives		
Asset Class	Index	Return Expectation
Large Cap Core	S&P 500	Equal or exceed index
Mid Cap Core	S&P Mid Cap 400 Index	Equal or exceed index
Small Cap Core	S&P SmallCap 600 Index	Equal or exceed index
International Equity	MSCI ACWI Ex US	Equal or exceed index
Core Fixed Income	Blmbrg Barclays US Aggregate Flt Adjusted Index	Equal or exceed index
Core Plus Fixed Income	Blmbrg Barclays US Aggregate Flt Adjusted Index	Equal or exceed index
Global Tactical Asset Allocation	CPI +3%	Equal or exceed index
Real Estate Investment Trusts (REITs)	MSCI REIT Index	Equal or exceed index
Cash and Equivalents	91-day T-Bill Index	Equal or exceed index

Total Plan Benchmark is 25% S&P 500, 10% S&P Mid Cap 400 Index, 10% S&P SmallCap 600 Index, 10% MSCI ACWI Ex US Index, 25% Bloomberg Barclay's Aggregate Flt Adjusted Index, 10% CPI+3, 10% MSCI REIT Index.

VI. Reporting / Performance Monitoring

The purpose of monitoring and reporting on investment performance is for the Plan Sponsor to be able to:

- Manage the risk of the portfolio;
- Measure the performance of investment manager(s);
- Monitor the compliance with Plan policy and applicable law;

Periodically, the Plan Sponsor shall receive the following information from the Investment Consultant:

- Portfolio performance versus the assigned benchmark index and peer group;
- Portfolio composition relative to the Asset Allocation Policy.

In addition to the specified elements of a quarterly report, an annual report should contain:

- A review of performance versus assigned benchmarks for the most recent quarter end, for one- three-, five- and ten year periods, if available, ending with the most recent quarter.
- A summary of performance versus assigned benchmarks will be reported for the total portfolio including an analysis of the portfolio by asset class, net of fees.

VII. Selection and Termination of External Investment Professionals

Selection criteria for Investment Consultants.

The Plan Sponsor will follow the general guidelines for external investment professionals. In developing selection criteria, consideration will be given, but not limited to, the following criteria:

- Independence—refers to practices that ensure the consulting firm does not have other business relationships that could be construed as a conflict of interest.
- Amount of education, experience, and stability of key personnel;
- Time the firm has been in business; and
- Number of clients and the size of clients.

Selection criteria for Investment Managers.

The Plan Sponsor will follow the general guidelines for external investment professionals. In developing selection criteria, consideration will be given, but not limited to, the following criteria:

- Independence—refers to practices that ensure the consulting firm does not have other business relationships that could be construed as a conflict of interest.
- Amount of education, experience, and stability of key personnel;
- Time the firm has been in business;
- Number of clients and the size of clients.

Additionally, the Plan Sponsor will consider the manager's investment experience with a comparable portfolio, and the manager's investment performance versus the appropriate benchmarks.

Furthermore, the Plan Sponsor will consider the dollar amount of other public pension assets under current management, and also the dollar amount of the total assets under current management. Finally, the Plan Sponsor will determine if the manager is GIPS compliant.

Review Criteria For Investment Manager(s).

Termination may be necessitated by a change in Asset Allocation Policy, or by changes in the factors that had resulted in the selection of the investment management firm.

A manager may be terminated for any reason, including the following criteria:

- **Qualitative changes** – structural or other organizational changes by the Investment Manager, including any personnel changes or policy/legal violations.
- **Quantitative changes** – underperformance by the Investment Manager relative to investment objectives over a full market cycle and style deviations.

The Plan Sponsor and its Investment Consultant will review performance on an on-going basis, and determine if the Investment Manager continues to outperform the benchmark over longer periods of time; or continues to meet risk-adjusted return expectations. The Plan Sponsor maintains its authority to add or remove Investment Managers, with or without cause, as soon as practical according to the provisions of the agreement with the Investment Manager; and nothing in this Investment Policy Statement should be read to limit or diminish that authority.

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
BOARD ACTION SUMMARY
Item # 16

SUBJECT: Consider Amendment to Police Pension Committee Bylaws
MEETING DATE: August 9, 2021
BOARD LIAISON: Tanya C. Bamford, Chairperson
INITIATED BY: Carolyn McCreary, Township Manager
Brian Shapiro, Finance Director

BACKGROUND:

As part of its due diligence, staff reviewed the bylaws for the Police Pension Committee to determine if any modifications needed to be made or should be made with the transition to a new investment advisor.

The bylaws were established by Board resolution in 1995 and last amended by resolution in 2009.

In your packet is a redlined version of the bylaws so you can clearly see the changes being proposed. All are administrative in nature.

BUDGET IMPACT: None

RECOMMENDATION:

Staff recommends the Board approve the changes and amend the bylaws.

MOTION/RESOLUTION:

- 1) **Be it resolved** by the Montgomery Township Board of Supervisors that we hereby amend the bylaws for the Police Pension Advisory Committee as presented.
- 2) Motion by: _____ Second by: _____
- 3) Chair to call for public comment.
- 4) Chair to call for vote.

MONTGOMERY TOWNSHIP

ADVISORY COMMITTEE

POLICE PENSION COMMITTEE

BYLAWS

A. AUTHORIZATION

The authorization of the Police Pension Plan Committee was formally established by Resolution #10 by the Board of Supervisors of Montgomery Township on May 22, 1995.

Police Pension Plan Committee bylaws were amended by resolution of the Board of Supervisors of Montgomery Township on January 5, 2009.

B. PURPOSE

The purpose of the Police Pension Plan Committee ("Committee") shall be to advise, review, monitor, and make recommendations to the Board of Supervisors of Montgomery Township ("Supervisors") as to the administration, operation and investment of the Police Pension Plan. This can include an annual review of the investment policies, evaluation of consultants and investment managers, and determination that the investment mix conforms to the approved investment policy.

The Committee Members shall also perform such other duties and responsibilities as directed by the Supervisors.

C. MEMBERSHIP

Committee Members shall be composed of employees of Montgomery Township and residents of Montgomery Township.

Two (2) Montgomery Township sworn Police Officers, the Township Manager, Finance Director ~~Treasurer and the Human Resources Director~~ and Payroll Administrator shall be members of the Committee. These members shall have voting rights.

Up to five (5) Montgomery Township residents shall be appointed by the approval of the Board of Supervisors. At least ~~two (2)~~ **three (3)** Residents Committee Members should have financial expertise, such as accounting, insurance, or investment management. It

also preferred that the Resident Committee Members have some basic knowledge of laws that govern pension plans, as well as have a basic knowledge of a pension plan's investment policy, risk management, and actuarial valuation of a defined benefit pension plan. These Resident Committee Members shall have voting rights.

~~Co-Chairs may serve as liaison to the Committee.~~ A member of the Supervisors may also serve as liaison to the Committee and shall not have voting rights.

An agenda will be distributed to the Committee Members prior to each meeting. Committee Members are expected to prepare in advance for all meetings, including reading of agenda packet materials.

D. TERMS

Resident and Employee Committee Members shall serve a one-year term from the first meeting of the Supervisors in January to the first meeting of the Supervisors in January of the subsequent year. At the expiration of the term of any Committee Member, the Supervisors shall appoint a successor. A Committee Member may be reappointed annually by the Supervisors.

At the expiration of the term of any Committee Member, the Supervisors shall appoint a successor. A Committee Member may be reappointed annually by the Supervisors.

A copy of the bylaws shall be presented to an acknowledged by the Committee Member at the time of appointment.

The position of any Resident Committee Member residing within the Township at the time of appointment, but thereafter moves his/her residence from the Township shall automatically become vacant. The Supervisors shall appoint a successor to fill the vacancy. Such appointment shall be only for the unexpired portion of the term.

E. OFFICERS

Committee officers are not required. The members of the Committee shall consist of:

~~Co-Chairmen: Two Co-Chairmen shall share the duty of conducting meetings. The Finance Director Treasurer and Human Resources Director will be Co-Chairmen of the Committee. These positions shall also act as Co-Administrators of the Plan.~~

- **Chief Administrative Officer – Township Manager**
- **Chairperson – The Chairperson shall preside at meetings of the Committee and perform all other duties required by law and these bylaws.**

- **Vice-Chairperson – The Vice-Chairperson presides at meetings of the Committee in the absence of the Chairperson**

~~Co-Chairmen~~, as A staff liaison, shall prepare the agenda and record the minutes of the regular and special meetings, provide notice of all meetings to Committee Members, attend to correspondence of the Committee and such other duties.

The ~~Co-Chairmen~~ **Chairperson** may request assistance from the ~~Township Treasurer~~ **Township Manager** or designee, to provide administrative assistance in such matters as research, record-keeping, distribution and preparation of minutes and notice to Committee Members.

F. CONFLICTS OF INTEREST

It is understood that Employee Committee Members may have a direct or indirect financial interest in matters before the Committee as a result of their employment with the Township. Notwithstanding anything to the contrary contained in these by-laws, such an interest shall not preclude an Employee Committee Member from participation in any such Committee matters.

In all other cases, Committee Members shall not participate in matters in which they have a direct or indirect financial interest.

Committee Members shall also refrain from any use of their membership that gives the appearance of being motivated by a desire for private gain.

Committee Members are not permitted to submit a proposal for services on their behalf or on their employer's behalf.

Committee Members are required to disclose any possible conflicts of interest to the **Chairperson** or Committee Liaison immediately and shall recuse themselves from discussion or voting on the item.

G. MEETINGS

The Committee shall meet at least four (4) times per year ~~at 7:30 p.m.~~ on the third Thursday of January, April, July, and October. The Committee may meet more frequently as circumstances require. **Meetings may be held virtual if deemed necessary.**

All regular and special meetings of the Committee shall be scheduled, advertised, and conducted in accordance with the requirements of the provisions of the Pennsylvania Sunshine Act. The schedule of the regular ~~quarterly~~ **monthly** meetings shall be advertised

annually by the Township Manager in accordance with the requirements of Pennsylvania law.

Recommendations to the Supervisors are made based on consensus. No minimum quorum is required. The Committee Members shall initiate proposals to the Supervisors via recommendation by a consensus of members (residents and employees) present at the meeting. Upon consensus agreement, members shall authorize the ~~Co-Chairmen~~ **Chairperson Township Manager or Finance Director** to create and submit a recommendation to the Supervisors for approval.

The minutes shall include all motions presented to the Committee, including the vote tally, for and against a motion, listing number of residents votes and number of employee votes. ~~Co-Chairmen~~ **The Township Manager** will deliver all recommendations to the Board of Supervisors.

Meetings are advertised and open to the public. Executive sessions can be conducted as authorized by Pennsylvania law. Minutes of the meeting shall be prepared and forwarded to all members of the Committee prior to the date of any scheduled meeting. In all matters of parliamentary procedure not specifically governed by the bylaws, Robert Rules of Order shall prevail.

A special meeting may be called by the ~~Co-Chairmen or by the Township Manager~~ **Chairperson or by the Township Manager** upon appropriate compliance with the provisions of Pennsylvania law.

H. RULES AND REGULATIONS

All members of the Committee are required to follow the rules, regulations and procedures as set forth by the Township with respect to, but not limited to, ordinances, resolutions and adopted policies.

All members of the Committee must comply with state and federal laws.

I. CONDUCT AND PERFORMANCE

Committee Members shall attend regularly scheduled meetings and actively participate in discussions, particularly those requiring consensus Committee recommendations.

After three (3) consecutive absences, without reasonable excuse, the Supervisors shall declare that the Committee Member has been derelict and/or neglectful and his/her seat vacant and appoint another member to the Committee. The ~~Chairman~~ **Chairperson** of the Committee shall be responsible for reporting the attendance of all meetings, in writing, to the Township Manager.

The Township has certain expectations for volunteer conduct and performance. When behavior and performance falls below these expectations, a Committee Member may be relieved of his/her advisory position. The ~~Committee Co-Chairmen are~~ Chairperson, or designee is responsible for the conduct and performance of Committee Members. At least on an annual basis, the ~~Co-Chairmen are~~ Chairperson, or designee is responsible for evaluating the conduct and performance of all Committee Members. The ~~Co-Chairman~~ Chairperson, or designee shall ensure that the Township Manager is forwarded copies of these evaluations. Decisions to relieve Committee Members of their appointments shall be made by the Supervisors, in accordance with applicable law.

The Township's Rules of Conduct at all regular and special meetings of the Committee shall apply to all matters under consideration by the Committee except for ceremonial matters and are as follows:

1. Committee Members shall treat staff members, each other, and members of the public with respect and courtesy.
2. Disagreements shall not result in personal comments or attacks against a staff member, another Committee Member, or members of the public.
3. When any Committee Member is recognized to speak at a Committee meeting, the Committee Member shall address the ~~Co-Chairmen~~ Chairperson, or designee.
4. When two (2) or more members address the ~~Co-Chairmen~~ Chairperson, or designee at the same time, the ~~Co-Chairmen~~ Chairperson, or designee shall name the member who is to be the first to speak.
5. When speaking, a Committee Member shall confine his or her remarks to the topic under debate or discussion.

Participation by members of the public shall be governed by the Township's Guidelines for Public Participation in Board of Supervisors meetings. As is noted in those Guidelines, members of the public are asked to refrain from making personal attacks or statements about Committee Members, other members of the public or Township staff. Members of the public shall treat Committee Members, staff members and each other with respect and courtesy.

J. AMENDMENTS

Amendments to these bylaws may be adopted revised or replace by a majority vote of the Supervisors, following a recommendation by the Township Staff or the Committee.

K. REPEALER

Any bylaws that previously may have been adopted and approved for the Committee are hereby repealed.

Board of Supervisors, Chairperson

Committee Representative

Date

Date

MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS

BOARD ACTION SUMMARY

Item # 17

SUBJECT: Consider Revised Policy for 401a Participation
MEETING DATE: August 9, 2021
BOARD LIAISON: Tanya C. Bamford, Chair
INITIATED BY: Carolyn McCreary, Township Manager
Brian Shapiro, Finance Director

BACKGROUND:

In 2020 the Township transitioned to a new Third Party Administrator for the 401a and 457b employee pension plans. During the transition staff reviewed the plan documents to ensure compliance with applicable laws.

The Township's Employee Handbook, section 6.17.1 (Future Investments), was last revised on August 23, 2012.

In your packet is a redlined version of the bylaws so you can clearly see the changes being proposed.

RECOMMENDATION:

The Township's Employee Handbook, section 6.17.1 (Future Investments), was last revised on August 23, 2012. Staff is recommending revising this section of the handbook to match the plan documents.

MOTION:

- 1) **Motion** to revise Section 6.17.1 of the Montgomery Township Employee Handbook to ensure compliance with all applicable laws.
- 2) Motion by: _____ Second by: _____
- 3) Chair to call for public comment.
- 4) Chair to call for vote.

FUTURE INVESTMENT Pension Benefit Plans

Purpose

The Township provides two benefits to invest for your future: Deferred Compensation 457 (gb) Plan and Defined Contribution 401 (a) Plan.

These Plans are currently administered by a Third-Party Administrator specifically for Public Sector employees. Enrollment forms, change forms, and beneficiary forms are obtained from the Human Resources Coordinator. **to be directed to the Finance Department**

Guidelines

A. **Deferred Compensation 457 (gb) Plan** – Voluntary participation is offered to both regular full time and part time employees, who become eligible to participate on their start date of employment. **The Plan is a type of retirement plan commonly referred to as a Governmental Eligible 457 Plan with a voluntary participation option for all eligible employees.**

1. **Eligibility – The Plan is offered to all full time and regular part time employees, excluding seasonal and temporary employees.**
2. **Contributions Options:**
 - i. **Pre-Tax Deferral – You elect to contribute a certain percentage or fixed amount of your salary, before taxes. Federal taxes are deferred until your assets are withdrawn.**
 - ii. **Roth Deferrals – You elect to contribute a certain percentage or fixed amount of your salary after taxes.**
3. **Contributions Limits – The maximum amount of annual contributions and age 50 catch-up are set by the IRS each year.**
4. **Withdrawals/Hardships**
 - i. **457 (b) Plan funds are, generally, for retirement purposes only; however, the IRS permits “hardships” withdrawals of these funds in certain IRS-approved instances.**
 - ii. **You may withdraw the amounts in your “rollover account” at any time.**
 - iii. **Withdrawals or rollovers are permitted after termination of employment**

B. The 457 (g) Plan allows you to set aside a certain percentage or fixed amount of your salary, before taxes, for the purpose of investment. Federal taxes are deferred until your assets are withdrawn.

C. The maximum amount of annual contributions is set by the IRS. Please see the Human Resources Coordinator for current limits.

~~D. 457 (g) Plan funds are, generally, for retirement purposes only; however, the IRS permits "hardships" withdrawals of these funds in certain IRS-approved instances.~~

~~B. **Defined Contribution 401 (a) Plan – Montgomery Township Non-Uniform Pension Plan –** Mandatory participation is required for all full time and part time employees who, beginning December 31, 2000, are eligible to contribute beginning 12 months following their start date of employment, as long as eligibility requirements are met. Specifically, the Township contributes a percentage of employee's gross compensation and employee's contribute a percentage of their gross compensation via before-tax payroll deductions.~~

~~C. The IRS does not permit withdrawals of 401 (a) Plan funds. Generally, 401 (a) Plan funds are for retirement purposes only.~~

~~D. Refer to the Summary Plan Description for specific details, including the terms, conditions, restrictions, and other eligibility requirements.~~

B. 401 (a) Money Purchase Pension Plan – The Plan is a type of qualified retirement plan with mandatory participation for all eligible employees. Generally, you are not taxed on the amounts contributed to the Plan until you withdraw these amounts from the plan.

1. Eligibility to participate in the Plan: Eligibility begins 12 months following the start date of employment as long as eligibility requirements are met for the following:

- I. Regular full-time or Regular part-time employees**
- II. Completion of one (1) year of service**
- III. Hours of service – you have been credited with *at least* 1,820 hours of service at the end of the twelve-month period beginning your date of hire.**
- IV. Regular part-time employees hired prior to 8/10/2021 who work 30 or more hours per week.**

2. Excluded Employees to Participate in the Plan: If you are a member of a class of employees identified below, you are an Excluded Employee and you are not entitled to participate in the Plan. The Excluded Employees are:

- I. Union employees whose employment is governed by a collective bargaining agreement under which retirement benefits were the subject of good faith bargaining, unless the collective bargaining agreement requires the employee to be included within the Plan.**
- II. Certain nonresident aliens who have no earned income from sources within the United States.**
- III. Part-Time, temporary or seasonal employees (part-time employees whose regularly scheduled service is less than 35 hours per week, per computation period).**
- IV. As to All Contributions, exclude reclassified employees.**

3. Contributions:

- I. The employee contributes 4% of their gross compensation as a *pre-taxed* pay deduction for each pay.
- II. The employer contributes 8% of the employee's gross compensation for each pay.

4. Withdrawals:

- I. The IRS does not permit withdrawals of the 401(a) Plan. Generally, 401 (a) Plan funds are for retirement purposes only.
- II. Withdrawals and rollovers are permitted after termination of employment

Refer to the Summary Plan Description for specific details, including the terms, conditions, restrictions, and other eligibility requirements. In the event of any inconsistency between this summary and the Plan Document, the Plan Document will govern.