

## MEMO

to: Board of Supervisors

cc:

from: Tommy Ryan, Township Manager

date: January 3, 2019

re: annual appointments, schedules & establishments

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Below find my recommendations and information for the annual appointments, schedules and other matters. The Members will discuss these items at the January 6 Reorganization Meeting.

### OFFICIAL APPOINTMENTS

- a. Township Manager, Tommy Ryan
- b. Secretary, Tommy Ryan
- c. Zoning Officer, Tommy Ryan
- d. Right-To-Know Officer, Tommy Ryan
- e. Pension Plan Administrative Officer, Tommy Ryan
- f. Finance Director, Erica Bangert
- g. Treasurer, Erica Bangert
- h. Assistant Treasurer, Nicole Quagliariello
- i. Assistant Zoning Officer, Andrew Raquet
- j. Assistant Zoning Officer, CKS, Inc.
- k. Assistant Secretary, Nicole Quagliariello
- l. Public Works Director, Robert D'Hulster
- m. Fire Marshal, David Cornish
- n. Emergency Management Coordinator, John Kelly
- o. Deputy Emergency Management Coordinator, Brian Newhall
- p. Deputy Emergency Management Coordinator, Nathan DiDonato
- q. Building Code Official, Keystone Municipal Services, Inc.
- r. Township Engineer, CKS, Inc.
- s. Township Traffic Engineer, McMahon Associates
- t. Township Solicitor, Robert L. Brant & Associates
- u. PSATS Convention Delegate, Rick DeLello
- v. PSATS Convention Delegate, Susan Caughlan
- w. PSATS Convention Delegate, Stephen Quigley
- x. PSATS Convention Voting Delegate, Stephen Quigley
- y. Delegate, Montgomery County Tax Collection Committee, Tommy Ryan
- z. Alternate Delate, Montgomery County Tax Collection Committee, Erica Bangert
- aa. Alternate Delate, Montgomery County Tax Collection Committee, Nicole Quagliariello
- bb. Deputy Tax Collector, Laurie Augustine

## VOLUNTEER APPOINTMENTS, STANDING POSITIONS

- a. Vacancy Board Chair (*one-year term to expire on 12/31/20*)
  - i. *Bob Andorn*
- b. Planning Commission Member (*four-year term to expire on 12/31/23*)
  - i. Bob Andorn
  - ii. Stephanie Bailey
  - iii. Andrew Cohen
  - iv. George Hiltner
  - v. Jay McKeever
  - vi. Carol Moran
  - vii. *Anthony Sherr*
  - viii. Christine Steere
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
  - i. Bob Andorn
  - ii. Stephanie Bailey
  - iii. Andrew Cohen
  - iv. George Hiltner
  - v. Jay McKeever
  - vi. Carol Moran
  - vii. *Anthony Sherr*
  - viii. Christine Steere
- d. Zoning Hearing Board Member (*three-year term to expire on 12/31/22*)
  - i. *Caesar Gambone*
  - ii. George Marks
  - iii. Carol Moran

*note: State Law requires appointment of Planning Commission Alternate Members by resolution.*

## VOLUNTEER APPOINTMENTS, AD HOC POSITIONS

- a. Comprehensive Plan Update Task Force (*one-year term to expire on 12/31/20*)
  - i. Bob Andorn
  - ii. Stephanie Bailey
  - iii. Charles Ballod
  - iv. Art Bustard
  - v. Andrew Cohen
  - vi. Karin Corbett Iannucci
  - vii. Ken Dyer
  - viii. Michelle Greenawalt
  - ix. George Hiltner
  - x. Winifred Hayes
  - xi. Mike Holsonback
  - xii. Burt Hynes
  - xiii. Lee Koch
  - xiv. Mark Landis
  - xv. Paul Leis
  - xvi. Alice Mahoney
  - xvii. George Marks
  - xviii. Jay McKeever
  - xix. Jim Mollick
  - xx. Carol Moran
  - xxi. Brian Newhall
  - xxii. Robert Pace
  - xxiii. Patricia Quigley
  - xxiv. Tony Sherr
  - xxv. Christine Steere
  - xxvi. Gordon Todd
  - xxvii. Walter Unangst
  - xxviii. John Westrum
  - xxix. David Zerbe

## SCHEDULES

- a. holiday schedule (office observance dates):
  - i. Presidents' Day (February 17)
  - ii. Memorial Day (May 25)
  - iii. Independence Day (July 3)
  - iv. Labor Day (September 7)
  - v. Thanksgiving Day (November 26)
  - vi. the day after Thanksgiving (November 27)
  - vii. Christmas Eve Day (December 24)
  - viii. Christmas Day (December 25)
  - ix. New Year's Eve Day (December 31)
  - x. New Year's Day, (January 1, 2021)
  
- b. meeting schedule:
  - i. Board of Auditors 2020 Reorganization meeting, to be held January 7, at 8:30AM, at the Township Building, 1721 Valley Forge Road.
  - ii. Board of Supervisors Work Sessions and Business Meetings, to be held on January 15, February 19, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18 and December 16. The Work Sessions will start at 6:30PM and the Business Meeting will start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - iii. Planning Commission, to be held on January 23, February 27, March 26, April 23, May 28, June 25, July 23, August 27, September 24, October 22, November 12, and December 10, all meetings to start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
  - iv. Zoning Hearing Board meetings are normally held on the fourth Tuesday of each month at Worcester Township Community Hall, 1031 Valley Forge Road, and each meeting is individually advertised.
  - v. Board of Supervisors 2021 Reorganization meeting, to be held on January 4, 2021 at 11AM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

## OTHER ESTABLISHMENTS

- a. Township depositories – Pennsylvania Local Government Investment Trust, Key Bank, and Univest-Union National Bank
- b. Township Manager's bond – to require the Township Manager to be bonded in the amount of \$100,000
- c. Treasurer's bond – to require the Treasurer to be bonded in the amount of \$9.0 million
- d. Assistant Treasurer's bond – to require the Assistant Treasurer to be bonded in the amount of \$4.5 million
- e. vehicle reimbursement rate – IRS-approved rate for miles driven for business purposes
- f. newspaper of record – *Times Herald*, Norristown





# EXHIBIT A

## Section I - RESIDENTIAL BUILDING PERMITS

<b>new dwellings, per sf</b>	\$	0.35
<b>building additions &amp; renovations, minimum \$50; per sf</b>	\$	0.35
<b>decks 30" or more above grade</b>	\$	100.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	115.00
<b>accessory structures 500 sf and greater</b>	\$	70.00
<b>generators, plus electrical permit fee</b>	\$	65.00
<b>windows &amp; doors requiring structural change</b>	\$	70.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	70.00
<b>Use &amp; Occupancy permit, temporary of permanent, new homes only</b>	\$	95.00
<b>miscellaneous construction</b>		by escrow

## Section II - NON-RESIDENTIAL BUILDING PERMITS

<b>new buildings, per sf</b>	\$	0.40
<b>building additions &amp; renovations</b>		
for the first 500 sf of floor area	\$	275.00
for each additional 500 sf of floor area or fraction thereof	\$	200.00
<b>windows &amp; doors requiring structural change; driveway gates</b>	\$	65.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	70.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	210.00
<b>generators, plus electrical permit fee</b>	\$	115.00
<b>construction trailers, plus electrical and mechanical permit fee, if applicable</b>	\$	85.00
<b>Use &amp; Occupancy permit, temporary or permanent, new construction only</b>	\$	95.00
<b>Use &amp; Occupancy inspection, tenant change, resale, use change</b>	\$	95.00
<b>miscellaneous construction</b>		by escrow

## Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

<b>mechanical</b>	\$	85.00
<b>gas piping installtion</b>	\$	65.00
<b>electrical</b>	\$	25.00
<b>plumbing</b>		
up to three fixtures	\$	60.00
each additional fixture	\$	20.00
<b>water service</b>	\$	65.00
<b>sewer lateral</b>	\$	85.00
<b>grinder pump</b>	\$	60.00
<b>sewer tapping fee, per EDU</b>	\$	1,900.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES

<b>retaining walls 4' or greater in height</b>	\$	80.00
<b>fences 6' or greater in height</b>	\$	27.50
<b>pools, spas &amp; hot tubs</b>		
above-ground	\$	60.00
in-ground	\$	120.00
<b>solar panels</b>	\$	115.00
<b>signs</b>		
requires building inspector and zoning officer reviews	\$	60.00
requires zoning officer review only	\$	27.50
<b>flag poles</b>	\$	22.50
<b>cell &amp; radio antennas 50 feet and greater in height</b>	\$	425.00
<b>demolition permit</b>		
per building demolished or load bearing walls	\$	145.00
interior alteration that does not include load-bearing walls	\$	85.00
accessory structure 1,001 sf or greater	\$	85.00
accessory structure up to 1,000 sf		no fee
<b>below-ground tank, installation or removal, non-propane</b>	\$	55.00

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

<b>plan review fees</b>		
building plan	\$	130.00
accessibility plans	\$	70.00
mechanical plans	\$	70.00
fire plans	\$	55.00
plumbing plans	\$	70.00
<b>stucco repair</b>	\$	40.00

## Section V - ZONING PERMITS

<b>retaining walls up to 4' in height</b>	\$	27.50
<b>fences up to 6' in height</b>	\$	27.50
<b>driveway permit</b>	\$	27.50
<b>decks up to 30" above grade and patios</b>	\$	27.50
<b>moving or relocating existing accessory structures</b>	\$	27.50
<b>general zoning permit</b>	\$	27.50
<b>solicitation permit, <i>per individual soliciting</i></b>	\$	22.50
<b>yard sale, <i>per two event days</i></b>	\$	10.00
<b>grading &amp; excavation permit</b>		
up to three inspections	\$	275.00
each additional inspection	\$	85.00
<b>grading &amp; excavation permit, simplified stormwater management plan</b>		
up to three inspections	\$	400.00
each additional inspection	\$	85.00
<b>grading &amp; excavation permit, full stormwater management plan</b>		by escrow



## Section VI - PERMIT & INSPECTION PENALTIES

failure to provide 24 hours notice to cancel inspection cancellation	\$	50.00
not ready for inspection, <i>per occurrence</i>	\$	75.00
failure to correct deficiencies found after two inspections, <i>per occurrence</i>	\$	75.00
penalty fee for failure to obtain a permit, <i>in addition to permit fee</i>		2x permit fee

## Section VII - ZONING HEARING BOARD & UCC APPEAL BOARD FEES

application fee, <i>includes appeals of Zoning Officer determination</i>	\$	700.00
fee to continue Zoning Hearing Board or UCC Board of Appeals hearing	\$	300.00
fee to postpone Zoning Hearing Board or UCC Board of Appeals hearing	\$	330.00
transcript copy		actual
Zoning Officer determination letter	\$	85.00

## Section VIII - BOARD OF SUPERVISOR FEES

<b>application for Conditional Use hearing</b>		
applicaton fee	\$	900.00
fee to continue Conditional Use hearing	\$	175.00
fee to postpone Conditional Use hearing	\$	225.00
<b>application to amend the Zoning Map</b>		
applicaton fee	\$	1,100.00
fee to continue Zoning Map amendment hearing	\$	350.00
fee to postpone Zoning Map amendment hearing	\$	400.00
Zoning Map amendment escrow	\$	1,500.00
<b>application to amend the Zoning Ordinance</b>		
applicaton fee	\$	900.00
fee to continue Zoning Ordinance amendment hearing	\$	175.00
fee to postpone Zoning Ordinance amendment hearing	\$	225.00
Zoning Ordinance amendment escrow	\$	1,500.00
<b>validity challenge to the Zoning Ordinance or Zoning Map</b>		
applicaton fee	\$	1,200.00
fee to continue challenge hearing	\$	175.00
fee to postpone challenge hearing	\$	225.00

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

### Subdivision & Land Development, Sketch Plan

application fee	\$	180.00
escrow	\$	750.00

### Subdivision, Residential, 1 to 3 lots

application fee	\$	700.00
escrow	\$	3,000.00

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES (continued)

### Subdivision, Residential, 4 or more lots

base application fee	\$	650.00
additional dwelling unit fee, <i>per unit, beginning with the 4th lot or unit</i>	\$	130.00
escrow for plans with 4 to 20 lots/units	\$	5,000.00
escrow for plans with 21 to 50 lots/units	\$	10,000.00
escrow for plans with 51 or more lots/units	\$	15,000.00

### Land Development, Non-residential

application fee	\$	900.00
escrow	\$	7,500.00

### Transferable Development Rights

application fee	\$	450.00
escrow	\$	2,500.00

### Escrow Releases

\$ 100.00

### Act 209 Traffic Impact Fee

North Transportation Service Area, per peak PM trip	\$	3,977.00
South Transportation Service Area, per peak PM trip	\$	3,125.00

## Section X - HIGHWAY & ROAD FEES

highway/road occupancy permit \$ 50.00

highway/road inspection fees by escrow

## Section XI - SEWER RENTAL FEES & CERTIFICATIONS

<b>sewer rental fee</b>	
quarterly fee, residential	\$ 132.05
quarterly fee, commercial, per 1,000 gallons	\$ 8.62
<b>sewer certification</b>	
certified letter fee	\$ 25.00
property posting	\$ 17.50
water shut off & turn on	\$ 33.00
return check fee	\$ 28.00
	actual
<b>tax certification</b> * contact Tax Collector *	

## Section XII - FIRE ALARM FEES

<b>fire alarm system registration fee</b>	no fee
<b>false alarm penalty</b>	
failure to register	\$ 50.00
first and second offenses per year	no fine
third offense per year	\$ 100.00
fourth offense per year	\$ 200.00
fifth and subsequent offenses per year	\$ 300.00

## Section XIII - PARK RENTAL FEES

<b>Community Hall rental fee</b>	
per event, <i>Township resident, Township business/organization use only</i>	\$ 50.00
security deposits, <i>by separate check, must be submitted with application</i>	\$ 100.00
<b>pavilion rental fee, Township resident, Township business/organization</b>	
up to 25 individuals	\$ 25.00
26-50 individuals	\$ 50.00
51-75 individuals	\$ 75.00
76-100 individuals, <i>maximum 100 persons per event</i>	\$ 100.00
security deposits, <i>by separate check, must be submitted with application</i>	2X rental fee
<b>pavilion rental fee, non-Township resident, Non-Township business/organization</b>	
up to 25 individuals	\$ 50.00
26-50 individuals	\$ 100.00
51-75 individuals	\$ 150.00
76-100 individuals, <i>maximum 100 persons per event</i>	\$ 200.00
security deposits, <i>by separate check, must be submitted with application</i>	2X rental fee

## Section XIII - PARK RENTAL FEES (continued)

<b>field rental fee, single use, Township resident, Township business/organization</b>		
up to four hours	\$	25.00
each additional hour	\$	5.00
<b>field rental fee, single use, non-Township resident, Non-Township business/organization</b>		
up to four hours	\$	50.00
each additional hour	\$	5.00
<b>field rental fee, Spring season use (March 1 to July 31)</b>		
one to two days per week, per field	\$	275.00
three to four days per week, per field	\$	385.00
five to seven days per week, per field	\$	550.00
discount for minimum 65% Worcester resident participants		50%
discount for minimum 90% youth participants		25%
<i>discounts may be combined</i>		

## Section XIII - PARK RENTAL FEES (continued)

<b>field rental fee, Fall season use (August 1 to November 30)</b>		
one to two days per week, per field	\$	225.00
three to four days per week, per field	\$	315.00
five to seven days per week, per field	\$	450.00
discount for minimum 65% Worcester resident participants		50%
discount for minimum 90% youth participants		25%
<i>discounts may be combined</i>		

## Section XIV - TAX COLLECTOR FEES

tax certification	\$	30.00
duplication of tax bill	\$	5.00
insufficient funds (does not include bank fees)	\$	5.00

## Section XV - OTHER FEES AND CHARGES

<b>credit card convenience charge</b> , <i>varies by credit card company</i>	actual
<b>Township-authorized services by Township consultants, hourly fee</b>	actual
<b>Township-authorized services by Township consultants, reimbursables</b>	actual
<b>UCC building permit fee, per building permit</b>	\$ 4.50
<b>mileage reimbursement</b>	IRS rate
<b>miscellaneous charges</b> , <i>postage, toll calls, delivery fees, out-of-office copy fees, etc.</i>	actual

### NOTES:

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1 - *Floor area. Floor Area is measured from outside wall to outside wall.*

2 - *New Residential SF Calculation. For new residential construction and additions to existing residential units, square footage shall include living spaces on all floors, basements, attached garages & attics over six feet in height; excludes crawl spaces.*

3 - *Total Cost Calculation. The total cost of all the construction portions of a project is generally based upon the sum of the construction contract(s) and other direct construction costs; this does not include the compensation paid to the engineer, architect and consultants or the cost of the land. The Township has the final determination in accepting the submitted cost of construction as provided on the permit application and may at its discretion require evidence to support said proposed cost of construction.*

4 - *Township Organization Status. For an organization to qualify as a Township-based organization, at least 65% of participants must reside in Worcester Township. Documentation that verifies participant residency must be furnished to the Township, and the Township has sole discretion in determining if the residency has been met.*

5 - *Past Due Invoices. Invoices that are past due by more than thirty (30) days are subject to interest rate charges as provided by law. Charges for services that involve a late fee as stated in this resolution are not subject to charges for interest.*

6 - *Omissions and Errors. The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee.*

7 - *"by escrow agreement". Permits for miscellaneous construction and highway/road inspections will be paid with funds posted in escrow. From this escrow the Township will deduct actual costs incurred.*

8 - *False fire alarm fines may be reduced or waived by the Fire Marshal if the Fire Marshal determines, in his or her sole discretion, the tenant or property owner is making a good faith effort to address and correct the problem.*





**Exhibit A**



**EMPLOYMENT AGREEMENT**

**THIS AGREEMENT**, made this 7<sup>th</sup> day of January, 2019 between Worcester Township, 1721 Valley Forge Road, Worcester, Pennsylvania ("Township"), of the one part, and Thomas Ryan, 1328 Brownsville Road, Romansville, Pennsylvania ("Ryan"), of the other part.

**WHEREAS**, the Township and Ryan wish to execute a contract pertaining to the employment of Ryan, to include provisions for compensation, benefits, and termination and severance payment, and other provisions, in accordance with the Second Class Township Code;

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED**, in consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto, intending to be legally bound hereby, agree as follows:

1. The employment agreement is as set forth in the letter dated July 14, 2015, attached hereto as Exhibit A to this agreement, with the following revisions to said letter:
  - a. Subsection 2.a shall be revised to read "A health care plan through the Delaware Valley Health Trust that provides family coverage for health, vision, prescription, and dental."
  - b. Subsection 2.b, Subsection 2.c and Subsection 2.h shall be deleted.
  - c. Section 2 shall be revised to include Subsection 2.i which shall read "You shall be entitled to thirty-two (32) PTO days per year."
  - d. Section 5 shall be revised to include Subsection 5.d which shall read "If Manager is terminated after completion of four years, he shall be paid six (6) months of salary at the base salary at that time, and Manager shall continue to receive the same medical insurance, prescription, dental and vision benefits for a period of six (6) months, through COBRA. During this period the Township shall pay the premiums for these coverages, and the Manager shall pay any share of a deductible that was being paid by the Manager at the time of termination."

**IN WITNESS WHEREOF,**

**ATTEST:**

  
\_\_\_\_\_

**FOR THE TOWNSHIP**

  
\_\_\_\_\_  
Date:

**ATTEST:**

  
\_\_\_\_\_

**FOR RYAN**

  
\_\_\_\_\_  
Date:

- Exhibit A -

July 14, 2015

Tommy Ryan  
1328 Brownsville Road  
Romansville, PA 19320

Dear Mr. Ryan:

On behalf of the Board of Supervisors of Worcester Township, I am pleased to provide you with this conditional offer of employment to be the Worcester Township Manager. This offer is conditioned upon the results of the Township's background investigation, drug screen test, and an affirmative vote by the Board of Supervisors, in its sole discretion, at a future public meeting of the Board of Supervisors to appoint you to the position of Township Manager. The basic terms of the Township's conditional offer are:

1. Salary—effective start of work and for all of calendar year 2015, your annualized salary shall be \$125,000 to be paid at the same payroll interval as other employees. Hours of work are to include normal Township hours of operation Monday through Friday, and any additional hours (including night meetings) necessary to properly perform the job. As this is a salaried, managerial position, there is no overtime compensation, and you will be an at-will employee. You are subject to annual reappointment and future salary amounts will be determined by the Board of Supervisors upon such reappointment.

2. Benefits—

a. Medical Insurance, Prescription, Dental, Vision—a health care plan through the Delaware Valley Health Trust (DVHT) that provides family coverage for health, vision, prescription, and dental. The health care plan has deductibles of \$10/20 and the prescription plan has deductibles of \$5/10/25. You will contribute \$100 per month toward this benefit.

b. Sick Leave—you shall be entitled to 6 days per year for sick leave.

c. Vacation—you shall be entitled to four (4) weeks each year. Your actual vacation for 2015 shall be prorated to your actual amount of time worked in 2015.

d. Life Insurance—you shall receive term life insurance coverage equal to \$50,000 for yourself. Currently there is no employee contribution toward the cost of this benefit.

e. Pension Plan—the Township will contribute 5% of your annual salary into a defined contribution pension plan, the form of which will be decided through mutual agreement between you and the Township.

f. Holidays—paid holidays shall be in accordance with those recognized in any calendar year by the Township. Currently there are ten (10) paid holidays per year.

g. Disability—the Township provides for you both short- and long-term disability plans. Currently there is no employee contribution toward the cost of this benefit.

h. Personal Days—you shall receive six (6) paid personal days per year. Your actual amount of personal days (time) available to you in 2015 will be prorated to your actual amount of time worked in 2015.

3. Cell Phone—the Township will provide you with a smart cell phone and pay the monthly bill for its use, or will agree to pay you \$50 per month for the use of your current cell phone.

4. Professional Dues and Training—the Township will pay the annual membership dues for the Association for Pennsylvania Municipal Managers (APMM) and the International City Managers Association (ICMA). Subject to the prior approval of the Board, you shall be permitted to attend at Township expense the conferences, meetings, and continuing education seminars of ICMA and APMM.

5. Termination and Severance—the following shall apply:  
If the Manager is terminated at any time for cause, or if he chooses to resign of his accord, there shall be no severance or other payment made other than payment of unused sick leave or vacation days, or other already earned payments in conjunction with this agreement. For any other termination caused by an action of the Township, the following severance payment schedule shall apply:

- a. If Manager is terminated at any time during the first two years of employment, he shall be paid one (1) month of severance at the base salary at that time;
- b. If Manager is terminated after completion of two years, but prior to completion of three years, he shall be paid two (2) months of severance at the base salary at that time;
- c. If Manager is terminated after completion of three years, he shall be paid three (3) months of severance at the base salary at that time.

6. Car Allowance—in return for use of your personal vehicle on all Township-related business, the Township shall pay you a monthly stipend of \$400.

Copies of all health, insurance, and pension plan documents are available to you for your review at any time before or after acceptance of this conditional offer. Please contact me if you have any problem accessing or obtaining these documents.

The Board of Supervisors will consider your appointment as Township Manager upon receipt of this signed conditional offer letter, your successful passing of the background investigation, and your successful passing of a drug screen. Once the Township has a signed conditional offer acceptance from you, the background investigation will begin and the Township will coordinate your drug screen examination.

If you accept this conditional offer and agree to the terms listed above, please sign below and return a copy to me.

Sincerely,

*David L. Woglom*

David L. Woglom

I have read this letter and accept the Conditional Offer contained within.

  
Signature

7/14/05  
Date

**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2020-05**

**A RESOLUTION TO DISPOSE OF CERTAIN PUBLIC RECORDS  
IN ACCORDANCE WITH THE MUNICIPAL RECORDS ACT AND  
THE MUNICIPAL RECORDS MANUAL, AS AMENDED**

**WHEREAS**, Worcester Township (“Township”) declared its intent to follow the public records retention schedule and disposal procedures as set forth in the *Municipal Records Manual*, as last revised, and as published by the Pennsylvania Historical and Museum Commission; and,

**WHEREAS**, in accordance with Act 428 of 1968, as last amended, each individual act of public record disposition shall be approved by a resolution adopted by the governing body;

**NOW, THEREFORE, BE IT RESOLVED:** the Board of Supervisors hereby authorizes the Township Secretary to dispose of the following public records:

- AL-1**            General correspondence files and housekeeping records – 2014 and prior
- AL-8**            Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements – 2008 and prior
- AL-12**          Ethics Commission Statements of Financial Interest – 2014 and prior
- AL-17**          Insurance Policies and Settled Claims – 2013 and prior
- AL-20**          Liquid Fuel Tax Records – 2012 and prior
- AL-24**          Recordings of Public Meetings – prior to October 1, 2019
- AL-35**          Public Meeting/Hearing Notices and Proof of Publications – 2009 and prior
- AL-45**          Treasurer’s Bond Certificates – 2012 and prior
- AL-46**          Right to Know Requests – 2017 and prior
- FN-1**          Account Distribution Summaries (Treasurer’s Reports) – 2012 and prior
- FN-2**          Accounts Payable Files and Ledgers – 2012 and prior
- FN-3**          Accounts Receivable Files and Ledgers – 2012 and prior
- FN-4**          Annual Audit and Financial Reports – 2012 and prior
- FN-8**          Balance Sheet – 2012 and prior

- FN-9** Bank Statements and Reconciliations – 2012 and prior
- FN-10** Cancelled Checks – 2012 and prior
- FN-11** Check Registers – 2012 and prior
- FN-12** Daily Cash Records – 2012 and prior
- FN-13** Deposit Slips – 2012 and prior
- FN-15** Expense Reports – 2012 and prior
- PL-2** Employee Payroll Adjustment Records – 2015 and prior
- PL-5** Payroll Earnings and Deductions Register – 2015 and prior
- PL-14** Time Cards and Attendance Records – 2015 and prior
- PL-16** Wage & Tax Statements – 2015 and prior
- PS-2** Applications for Employment (Not Hired) – 2017 and prior
- PS-8** Employee Personnel Records – 2014 and prior
- PS-10** Job Descriptions and Announcements – 2017 and prior

**RESOLVED THIS 6<sup>TH</sup> OF JANUARY, 2020.**

**FOR WORCESTER TOWNSHIP**

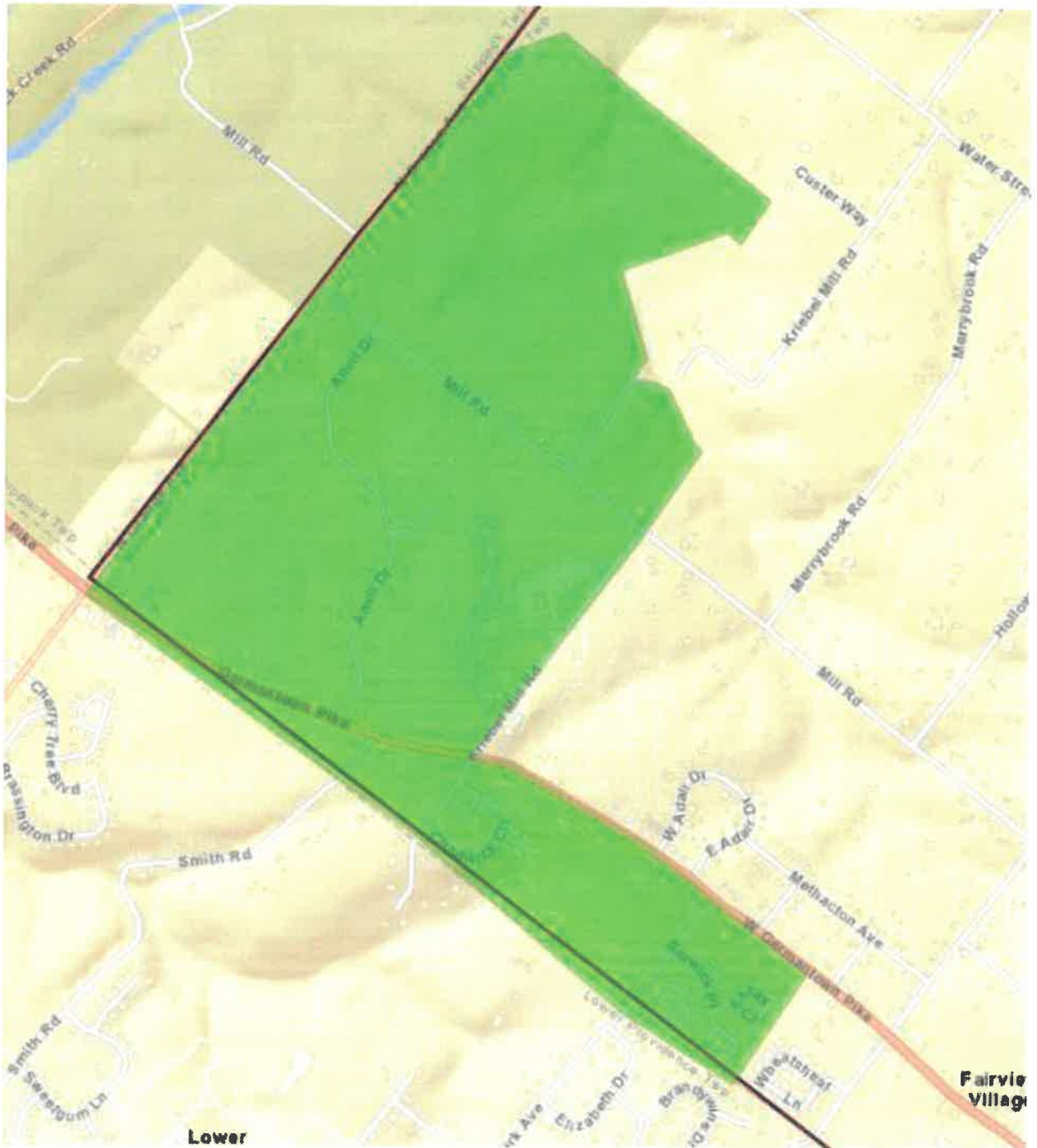
By: \_\_\_\_\_  
 \_\_\_\_\_, Chair  
 Board of Supervisors

Attest: \_\_\_\_\_  
 \_\_\_\_\_, Secretary





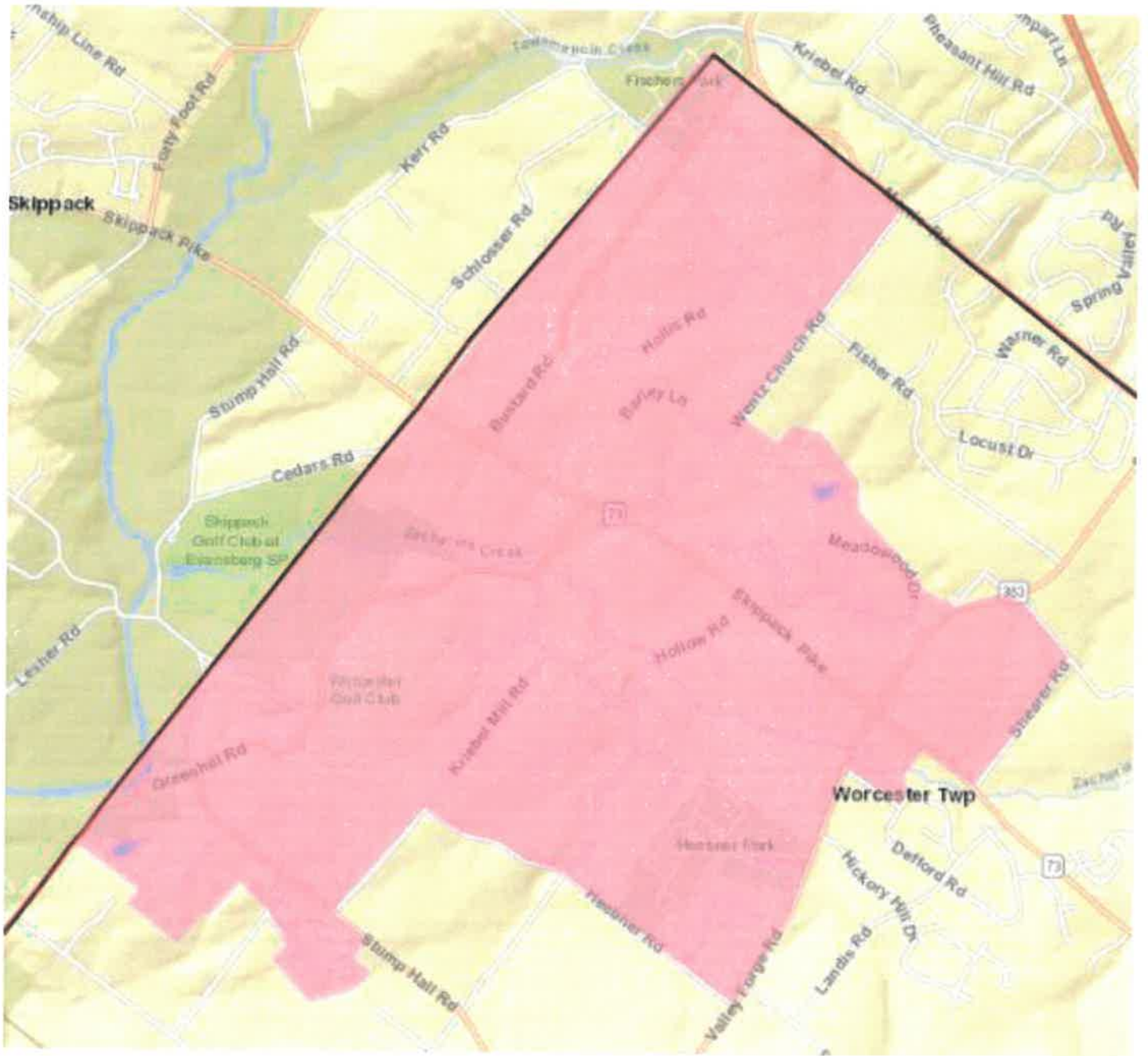
# Lower Providence Emergency Medical Services STA. 322



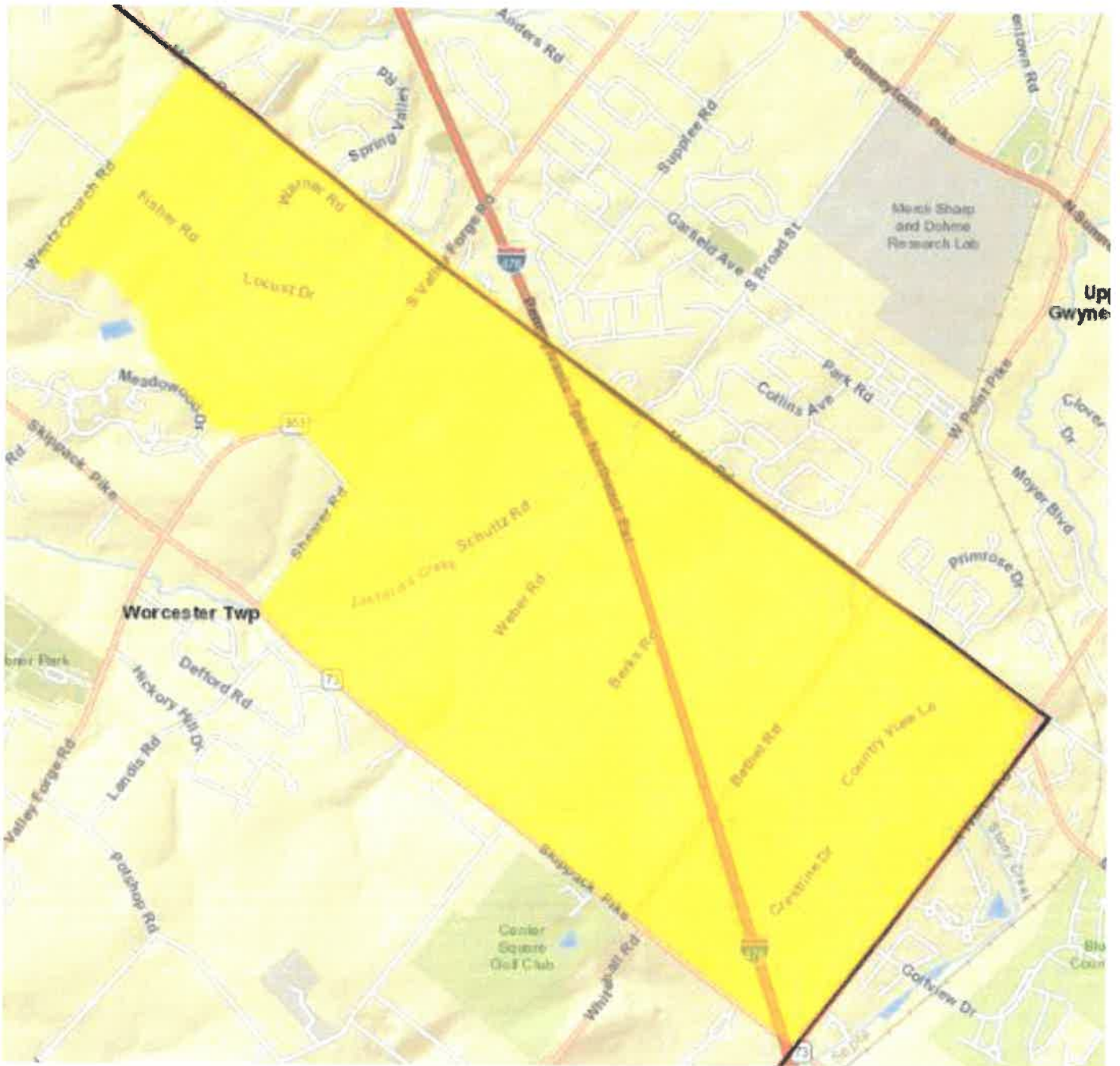


# Skippack Emergency Medical Services

STA. 336



# Lansdale Vol. Medical Service Corps. STA. 345



**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2020-07**

**A RESOLUTION TO AMEND THE  
WORCESTER TOWNSHIP PERSONNEL MANUAL**

**WHEREAS**, the Worcester Township Board of Supervisors did adopt the Worcester Township Personnel Manual (“Personnel Manual”) on September 21, 2016; and,

**WHEREAS**, the Board of Supervisors now desires to amend the Personnel Manual;

**NOW, THEREFORE, BE IT RESOLVED**, that the Personnel Manual be revised as follows:

SECTION III – BENEFITS

F) BEREAVEMENT LEAVE

1. Employees are eligible for five (5) consecutive paid days for the death of an employee’s immediate family member. Immediate family members include a spouse, domestic partner, parent, brother, sister, child, and child of a domestic partner.
2. Employees are eligible for three (3) consecutive paid days for the death of an employee’s grandchild, grandparent, parent-in-law, parent of a domestic partner, aunt, uncle, niece and nephew, and for the death of an immediate family member of the employee’s spouse or domestic partner.
3. Employees are eligible for one (1) paid day for the death of an employee’s first cousin, and for the death of a grandchild, grandparent, parent-in-law, parent of a domestic partner, aunt, uncle, niece and nephew of an employee’s spouse or domestic partner.
4. Bereavement pay shall be made for the days on which the employee is normally scheduled to work only.
5. Requests for bereavement leave should be made to Township Manager as soon as possible. The Township Manager may, at his or her sole discretion, request written verification of an employee's familial relationship to the deceased as a condition of the bereavement pay.

**AND BE IT FURTHER RESOLVED**, that the Personnel Manual be revised as follows:

SECTION II – POSITION, WORK SCHEDULE & PAY REGULATIONS

B) WORK SCHEDULE

1. Exempt staff. Certain employees are considered “exempt” staff. They have a regularly scheduled work week of forty hours. However, their duties and responsibilities vary sufficiently requiring alternate hours on an as needed basis. Exempt staff includes the following positions: Township Manager, Finance Director and Public Works Director.

**RESOLVED THIS 6<sup>TH</sup> OF JANUARY, 2020.**

**FOR WORCESTER TOWNSHIP**

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

Attest: \_\_\_\_\_  
Secretary