

## MEMO

to: Board of Supervisors  
from: Sean Halbom, Township Manager  
cc: Amanda Lafty, Assistant Township Manager  
date: December 30, 2022  
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 3 Reorganization Meeting.

### OFFICIAL APPOINTMENTS

- a. Township Manager, Sean Halbom
- b. Assistant Township Manager, Amanda Lafty
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Amanda Lafty
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Amanda Lafty
- i. Right-To-Know Officer, Sean Halbom
- j. Pension Plan Administrative Officer, Sean Halbom
- k. Zoning Officer, Sean Halbom
- l. Assistant Zoning Officer, CKS, Inc.
- m. Fire Marshal, Andrew Raquet
- n. Emergency Management Coordinator, John Kelly
- o. Deputy Emergency Management Coordinator, Brian Newhall
- p. Building Code Official, Keystone Municipal Services, Inc.
- q. Township Engineer, CKS, Inc.
- r. Township Traffic Engineer, McMahon Associates
- s. Township Solicitor, Robert L. Brant & Associates
- t. Township Open Space Consultants, Natural Lands
- u. PSATS Convention Delegate, Rick DeLello
- v. PSATS Convention Delegate, Lou Betz
- w. PSATS Convention Delegate, Stephen Quigley
- x. PSATS Convention Voting Delegate, Stephen Quigley
- y. Delegate, Montgomery County Tax Collection Committee, Sean Halbom
- z. Alternate Delegate, Montgomery County Tax Collection Committee, Amanda Lafty
- aa. Alternate Delegate, 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 12/31/23*)
  - i. *Jim Mollick, MD, seeking reappointment.*
  
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/25*)
  - i. *Michael Libor*
  - ii. *Caesar Gambone (expires 12/31/2022), seeking reappointment.*
  - iii. *John D'Lauro*
  - iv. *Bradford Smith (alternate)*
  
- c. Planning Commission Member (*four-year term to expire on 12/31/26*)
  - i. *Tony Sherr*
  - ii. *Michelle Greenawalt*
  - iii. *Bob Andorn*
  - iv. *Lee Koch (expires 12/31/2022), seeking reappointment,*
  - v. *Michael Holsonback (expires 12/31/2022), not seeking reappointment.*

*note: State Law allows appointment of up to three (3) Planning Commission Alternate Members by resolution. If so motioned by the Board of Supervisors at the January Reorganization Meeting, a resolution shall be prepared and considered at the January 18 Business Meeting.*

## SCHEDULES

- a. holiday schedule (office observance dates):
  - i. Presidents' Day (February 20)
  - ii. Memorial Day (May 29)
  - iii. Independence Day (July 4)
  - iv. Labor Day (September 4)
  - v. Thanksgiving Day (November 23)
  - vi. the day after Thanksgiving (November 24)
  - vii. Christmas Eve Day\* (December 24) (Sunday)
  - viii. Christmas Day (December 25)
  - ix. New Year's Eve Day\* (December 31) (Sunday)
  - x. New Year's Day, (January 1, 2024)

\*Per the employee handbook, Christmas Eve Day and New Year's Eve Day are not observed holidays when they fall on a Saturday or Sunday.
  
- b. meeting schedule:
  - i. Board of Auditors 2023 Reorganization Meeting, to be held January 4, 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 18, February 15, March 15, April 19, May 16, June 15, July 21, August 16, September 20, October 18, November 15 and December 20. 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 26, February 23, March 23, April 27, May 25, June 22, July 27, August 24, September 28, October 26, November 9, and

December 14, 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 2023 Reorganization meeting, to be held on January 2, 2024 at 7:30PM, 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
- g. Group 1 park & facility seasonal rental registration period, includes Township-based organizations that primarily serve Township residents only – opens the second Monday of January for spring season rentals, and the second Monday of May for Fall season rentals.
- h. Group 2 park & facility seasonal rental registration period, includes organizations not included in Group 1 that primarily serve youth ages 17 and under – opens the third Monday of January for spring season rentals, and the third Monday of May for Fall season rentals.
- i. Group 3 park & facility seasonal rental registration period, includes all other organizations not included in Group 1 or Group 2 – opens the fourth Monday of January for spring season rentals, and the fourth Monday of May for Fall season rentals.





# 2023 FEE SCHEDULE

## Section I - RESIDENTIAL BUILDING PERMITS

<b>new dwellings, per sf</b>	\$	0.37
<b>building additions &amp; renovations, minimum \$50; per sf</b>	\$	0.37
<b>decks 30" or more above grade</b>	\$	105.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	120.00
<b>accessory structures 500 sf and greater</b>	\$	75.00
<b>generators, plus electrical permit fee</b>	\$	70.00
<b>windows &amp; doors requiring structural change</b>	\$	75.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	75.00
<b>Use &amp; Occupancy permit, temporary of permanent, new homes only</b>	\$	100.00
<b>miscellaneous construction</b>		by escrow

## Section II - NON-RESIDENTIAL BUILDING PERMITS

<b>new buildings, per sf</b>	\$	0.43
<b>building additions &amp; renovations</b>		
for the first 500 sf of floor area	\$	295.00
for each additional 500 sf of floor area or fraction thereof	\$	200.00
<b>windows &amp; doors requiring structural change; driveway gates</b>	\$	70.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	75.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	220.00
<b>generators, plus electrical permit fee</b>	\$	120.00
<b>construction trailers, plus electrical and mechanical permit fee, if applicable</b>	\$	90.00
<b>Use &amp; Occupancy permit, temporary or permanent, new construction only</b>	\$	100.00
<b>Use &amp; Occupancy inspection, tenant change, resale, use change</b>	\$	100.00
<b>miscellaneous construction</b>		by escrow

## Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

<b>mechanical</b>	\$	85.00
<b>gas piping installtion</b>	\$	70.00
<b>electrical</b>	\$	28.00
<b>plumbing</b>		
up to three fixtures	\$	70.00
each additional fixture	\$	23.00
<b>water service</b>	\$	70.00
<b>sewer lateral</b>	\$	90.00
<b>grinder pump</b>	\$	63.00
<b>sewer tapping fee, per EDU</b>	\$	3,200.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES

<b>retaining walls 4' or greater in height</b>	\$	90.00
<b>fences 6' or greater in height</b>	\$	28.00
<b>pools, spas &amp; hot tubs</b>		
above-ground	\$	60.00
in-ground	\$	125.00
<b>solar panels</b>	\$	120.00
<b>signs</b>		
requires building inspector and zoning officer reviews	\$	60.00
requires zoning officer review only	\$	28.00
<b>flag poles</b>	\$	23.00
<b>antennas &amp; rays</b>		
cell & radio antennas, 50 ft and greater in height	\$	480.00
small wireless facility antenna/array, up to 4 antenna/arrays	\$	500.00
small wireless facility antenna/array, each additional array	\$	100.00
small wireless facility pole	\$	1,000.00
small wireless facility right-of-way use fee, per facility, per year	\$	270.00
wireless/cell tower	\$	1,350.00
wireless/cell tower antenna/array, up to 5 antennae/arrays	\$	365.00
wireless/cell tower, each additional antenna/array	\$	115.00

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

<b>demolition permit</b>	
per building demolished or load bearing walls	\$ 150.00
interior alteration that does not include load-bearing walls	\$ 85.00
accessory structure 1,001 sf or greater	\$ 90.00
accessory structure up to 1,000 sf	no fee
<b>below-ground tank, installation or removal, non-propane</b>	\$ 58.00
<b>plan review fees</b>	
building plan	\$ 140.00
accessibility plans	\$ 73.00
mechanical plans	\$ 73.00
fire plans	\$ 55.00
plumbing plans	\$ 73.00
<b>stucco repair</b>	\$ 55.00

## Section V - ZONING PERMITS

<b>retaining walls up to 4' in height</b>	\$ 28.00
<b>fences up to 6' in height</b>	\$ 28.00
<b>driveway permit</b>	\$ 28.00
<b>decks up to 30" above grade and patios</b>	\$ 28.00
<b>moving or relocating existing accessory structures</b>	\$ 28.00
<b>general zoning permit</b>	\$ 28.00
<b>solicitation permit, per individual soliciting</b>	\$ 28.00
<b>grading &amp; excavation permit</b>	
up to three inspections	\$ 365.00
each additional inspection	\$ 145.00
<b>stormwater management escrow, 7500 sf and greater</b>	\$ 1,000.00

## Section VI - PERMIT & INSPECTION PENALTIES

<b>failure to provide 24 hours notice to cancel inspection cancellation</b>	\$ 50.00
<b>not ready for inspection, per occurrence</b>	\$ 80.00
<b>failure to correct deficiencies found after two inspections, per occurrence</b>	\$ 80.00
<b>penalty fee for failure to obtain a permit, in addition to permit fee</b>	2x permit fee



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

<b>application fee</b> , <i>includes appeals of Zoning Officer determination</i>	\$	850.00
<b>fee to continue Zoning Hearing Board or UCC Board of Appeals hearing</b>	\$	310.00
<b>fee to postpone Zoning Hearing Board or UCC Board of Appeals hearing</b>	\$	340.00
<b>transcript copy</b>		actual
<b>Zoning Officer determination letter</b>	\$	90.00

## Section VIII - BOARD OF SUPERVISOR FEES

<b>application for Conditional Use hearing</b>		
applicaton fee	\$	1,000.00
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	\$	1,150.00
fee to continue Zoning Map amendment hearing	\$	375.00
fee to postpone Zoning Map amendment hearing	\$	425.00
Zoning Map amendment escrow	\$	1,500.00
<b>application to amend the Zoning Ordinance</b>		
applicaton fee	\$	950.00
fee to continue Zoning Ordinance amendment hearing	\$	175.00
fee to postpone Zoning Ordinance amendment hearing	\$	225.00
Zoning Ordinance amendment escrow	\$	2,000.00
<b>validity challenge to the Zoning Ordinance or Zoning Map</b>		
applicaton fee	\$	1,250.00
fee to continue challenge hearing	\$	175.00
fee to postpone challenge hearing	\$	225.00

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

<b>Subdivision &amp; Land Development, Sketch Plan</b>		
application fee	\$	200.00
escrow	\$	1,000.00
<b>Subdivision, Residential, 1 to 3 lots</b>		
application fee	\$	750.00
escrow	\$	5,000.00

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

<b>Subdivision, Residential, 4 or more lots</b>	
base application fee	\$ 700.00
additional dwelling unit fee, <i>per unit, beginning with the 4th lot or unit</i>	\$ 140.00
escrow for plans with 4 to 20 lots/units	\$ 10,000.00
escrow for plans with 21 to 50 lots/units	\$ 15,000.00
escrow for plans with 51 or more lots/units	\$ 20,000.00
<b>Land Development, Non-residential</b>	
application fee	\$ 975.00
escrow	\$ 15,000.00
<b>Transferable Development Rights</b>	
application fee	\$ 475.00
escrow	\$ 2,500.00
<b>Escrow Releases</b>	\$ 110.00
<b>Act 209 Traffic Impact Fee</b>	
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	\$ 53.00
highway/road inspection fees	by escrow

## Section XI - SEWER RENTAL FEES & CERTIFICATIONS

<b>sewer rental fee</b>	
quarterly fee, residential	\$ 134.04
quarterly fee, commercial, per 1,000 gallons	\$ 8.74
<b>sewer certification</b>	\$ 30.00
certified letter fee	\$ 25.00
property posting	\$ 50.00
water shut off & turn on	\$ 30.00
return check fee	actual

## 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
per event, <i>non-Township resident, non-Township business/organization use only</i>	\$	100.00
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
<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)

**field rental fee, Fall season use (August 1 to November 30)**

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%

*discounts may be combined*

## Section XIV - TAX COLLECTOR FEES

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

## Section XIV - 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>copies for Right-to-Know requests</b> , in-house copies, per 8.5"x11" single-sided page	\$	0.25
<b>copies for Right-to-Know requests</b> , in-house copies, per 8.5"x11" double-sided page	\$	0.50
<b>copies for Right-to-Know requests</b> , in-house copies, per 11"x17" single-sided page	\$	0.50
<b>copies for Right-to-Know requests</b> , in-house copies, per 11"x17" double-sided page	\$	1.00
<b>copies for Right-to-Know requests</b> , <i>out-of-house copies</i>		actual
<b>media for Right-to-Know requests</b> , thumb drives, DCs, tapes and other storage		actual
<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:**

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

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.



**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2023-04**

**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 – 2017 and prior
- AL-8**            Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements – 2011 and prior
- AL-12**           Ethics Commission Statements of Financial Interest – 2017 and prior
- AL-17**           Insurance Policies and Settled Claims – 2016 and prior
- AL-19**           Litigation Case Files – closed cases of no administrative or legal value
- AL-20**           Liquid Fuel Tax Records – 2015 and prior
- AL-24**           Recordings of Public Meetings – prior to October 1, 2022
- AL-35**           Public Meeting/Hearing Notices and Proof of Publications – 2012 and prior
- AL-45**           Treasurer’s Bond Certificates – 2015 and prior
- AL-46**           Right to Know Requests – 2020 and prior
- FN-1**           Account Distribution Summaries (Treasurer’s Reports) – 2015 and prior
- FN-2**           Accounts Payable Files and Ledgers – 2015 and prior
- FN-3**           Accounts Receivable Files and Ledgers – 2015 and prior
- FN-4**           Annual Audit and Financial Reports – 2015 and prior

- FN-8** Balance Sheet – 2015 and prior
- FN-9** Bank Statements and Reconciliations – 2015 and prior
- FN-10** Cancelled Checks – 2015 and prior
- FN-11** Check Registers – 2015 and prior
- FN-12** Daily Cash Records – 2015 and prior
- FN-13** Deposit Slips – 2015 and prior
- FN-15** Expense Reports – 2015 and prior
- PL-2** Employee Payroll Adjustment Records – 2018 and prior
- PL-5** Payroll Earnings and Deductions Register – 2018 and prior
- PL-14** Time Cards and Attendance Records – 2019 and prior
- PL-16** Wage & Tax Statements – 2018 and prior
- PR-5** Park Program Files – 2020 and prior
- PR-7** Park Program Files – 2019 and prior
- PS-2** Applications for Employment (Not Hired) – 2020 and prior
- PS-8** Employee Personnel Records – 2017 and prior
- PS-10** Job Descriptions and Announcements – 2017 and prior
- PZ-2** Building and Housing Construction Records – 2015 and prior

**RESOLVED THIS 3<sup>RD</sup> OF JANUARY, 2023.**

**FOR WORCESTER TOWNSHIP**

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

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

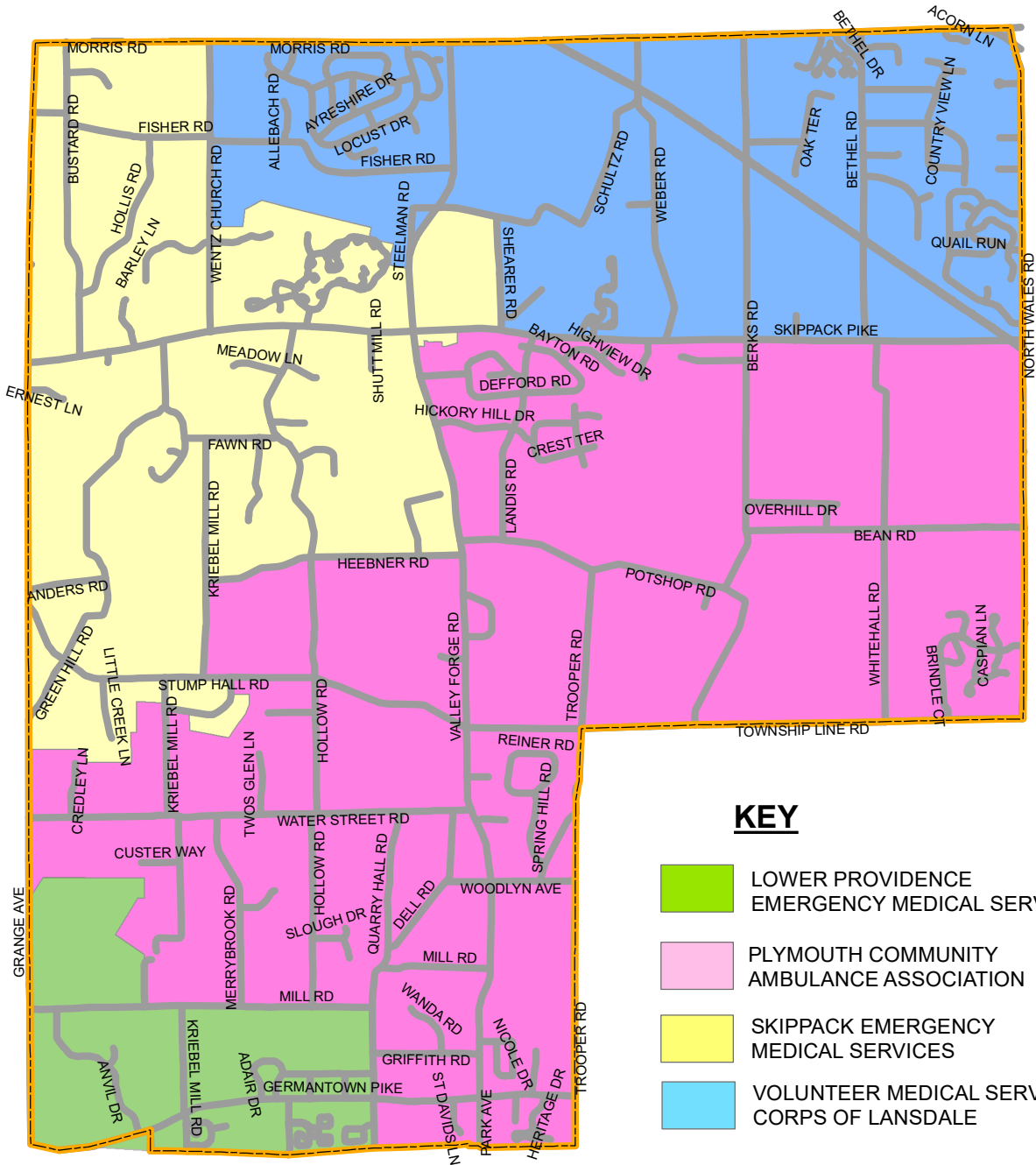












# WORCESTER TOWNSHIP



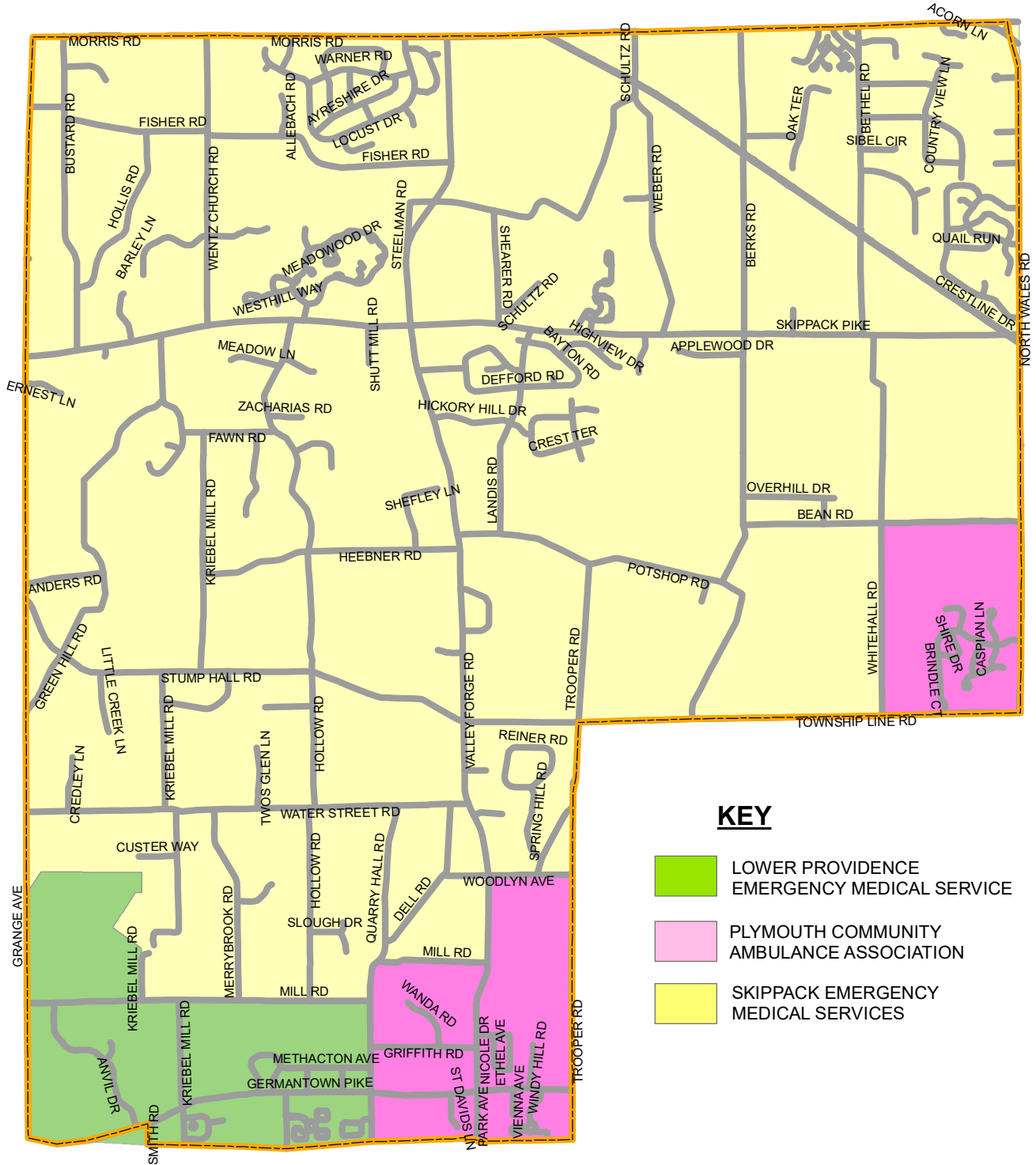
## KEY

-  LOWER PROVIDENCE EMERGENCY MEDICAL SERVICE
-  PLYMOUTH COMMUNITY AMBULANCE ASSOCIATION
-  SKIPPACK EMERGENCY MEDICAL SERVICES
-  VOLUNTEER MEDICAL SERVICE CORPS OF LANSDALE

## EMS COVERAGE ZONES ALL OTHER TIMES



# WORCESTER TOWNSHIP



## KEY

- LOWER PROVIDENCE  
EMERGENCY MEDICAL SERVICE
- PLYMOUTH COMMUNITY  
AMBULANCE ASSOCIATION
- SKIPPACK EMERGENCY  
MEDICAL SERVICES

**EMS COVERAGE ZONES**  
**MONDAY TO FRIDAY, 8 A.M. TO 4 P.M.**

