

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

MEMO

to: Board of Supervisors
from: Sean Halbom, Township Manager
cc: Amanda Lafty, Assistant Township Manager
date: December 30, 2023
re: annual appointments, schedules & establishments

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, Vacant
- c. Finance Director, Nicole Quagliariello
- d. Public Works Director, Robert D'Hulster
- e. Secretary, Sean Halbom
- f. Assistant Secretary, Stephen Quigley
- g. Treasurer, Nicole Quagliariello
- h. Assistant Treasurer, Stephen Quigley
- 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, Stephen Quigley
- 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 12/31/22*)
 - i. *Jim Mollick, MD*
- b. Zoning Hearing Board Member (*three-year term to expire on 12/31/23*)
 - i. *Michael Libor (expired 12/31/23)*
 - ii. *Bradford Smith (alternate, expired 12/31/23)*
- c. Planning Commission Member (*four-year term to expire on 12/31/23*)
 - i. *Tony Sherr (expires 12/31/23)*
 - ii. *Bob Andorn (expires 12/31/23)*

SCHEDULES

- a. holiday schedule (office observance dates):
 - i. Presidents' Day (February 19)
 - ii. Memorial Day (May 27)
 - iii. Independence Day (July 4)
 - iv. Labor Day (September 2)
 - v. Thanksgiving Day (November 28)
 - vi. the day after Thanksgiving (November 29)
 - 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, 2025)
- b. meeting schedule:
 - i. Board of Auditors 2022 Reorganization Meeting, to be held January 6, 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 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18. 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 25, February 22, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 14, and December 11, 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 will be held on the third 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 6, 2023 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 Uninvest-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.

2024 FEE SCHEDULE

Section I - RESIDENTIAL BUILDING PERMITS

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

Section II - NON-RESIDENTIAL BUILDING PERMITS

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

Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

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

Section IV - OTHER BUILDING PERMIT & REVIEW FEES

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

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

demolition permit	
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
below-ground tank, installation or removal, non-propane	\$ 58.00
plan review fees	
building plan	\$ 140.00
accessibility plans	\$ 73.00
mechanical plans	\$ 73.00
fire plans	\$ 55.00
plumbing plans	\$ 73.00
stucco repair	\$ 55.00

Section V - ZONING PERMITS

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

Section VI - PERMIT & INSPECTION PENALTIES

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

Section VII - ZONING HEARING BOARD & UCC APPEAL BOARD FEES

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

Section VIII - BOARD OF SUPERVISOR FEES

application for Conditional Use hearing		
applicaton fee	\$	1,000.00
fee to continue Conditional Use hearing	\$	175.00
fee to postpone Conditional Use hearing	\$	225.00
application to amend the Zoning Map		
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
application to amend the Zoning Ordinance		
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
validity challenge to the Zoning Ordinance or Zoning Map		
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

Subdivision & Land Development, Sketch Plan		
application fee	\$	200.00
escrow	\$	1,000.00
Subdivision, Residential, 1 to 3 lots		
application fee	\$	750.00
escrow	\$	5,000.00

Section IX - SUBDIVISION & LAND DEVELOPMENT FEES (continued)

Subdivision, Residential, 4 or more lots	
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
Land Development, Non-residential	
application fee	\$ 975.00
escrow	\$ 15,000.00
Transferable Development Rights	
application fee	\$ 475.00
escrow	\$ 2,500.00
Escrow Releases	\$ 110.00
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	\$ 53.00
highway/road inspection fees	by escrow

Section XI - SEWER RENTAL FEES & CERTIFICATIONS

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

Section XII - FIRE ALARM FEES

fire alarm system registration fee		no fee
false alarm penalty		
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

Community Hall rental fee		
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
pavilion rental fee, Township resident, Township business/organization		
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
pavilion rental fee, non-Township resident, Non-Township business/organization		
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
field rental fee, single use, Township resident, Township business/organization		
up to four hours	\$	25.00
each additional hour	\$	5.00
field rental fee, single use, non-Township resident, Non-Township business/organization		
up to four hours	\$	50.00
each additional hour	\$	5.00
field rental fee, Spring season use (March 1 to July 31)		
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

credit card convenience charge , <i>varies by credit card company</i>		actual
Township-authorized services by Township consultants, hourly fee		actual
Township-authorized services by Township consultants, reimbursables		actual
UCC building permit fee, per building permit	\$	4.50
copies for Right-to-Know requests , in-house copies, per 8.5"x11" single-sided page	\$	0.25
copies for Right-to-Know requests , in-house copies, per 8.5"x11" double-sided page	\$	0.50
copies for Right-to-Know requests , in-house copies, per 11"x17" single-sided page	\$	0.50
copies for Right-to-Know requests , in-house copies, per 11"x17" double-sided page	\$	1.00
copies for Right-to-Know requests , <i>out-of-house copies</i>		actual
media for Right-to-Know requests , thumb drives, DCs, tapes and other storage		actual
mileage reimbursement		IRS rate
miscellaneous charges , <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 2024-04

**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-I** General correspondence files and housekeeping records — 2018 and prior
- AL-8** Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements — 2012 and prior
- AL-12** Ethics Commission Statements of Financial Interest — 2018 and prior
- AL-17** Insurance Policies and Settled Claims — 2017 and prior
- AL-19** Litigation Case Files — closed cases of no administrative or legal value
- AL-20** Liquid Fuel Tax Records — 2016 and prior
- AL-24** Recordings of Public Meetings — prior to October 1, 2023
- AL-35** Public Meeting/Hearing Notices and Proof of Publications — 2013 and prior
- AL-45** Treasurer's Bond Certificates — 2016 and prior
- AL-46** Right to Know Requests — 2021 and prior
- FN-I** Account Distribution Summaries (Treasurer's Reports) — 2016 and prior
- FN-2** Accounts Payable Files and Ledgers — 2016 and prior
- FN-3** Accounts Receivable Files and Ledgers — 2016 and prior
- FN-4** Annual Audit and Financial Reports — 2016 and prior
- FN-8** Balance Sheet — 2016 and prior

- FN-9** Bank Statements and Reconciliations — 2016 and prior
- FN-10** Cancelled Checks — 2016 and prior
- FN-11** Check Registers — 2016 and prior
- FN-12** Daily Cash Records — 2016 and prior
- FN-13** Deposit Slips — 2016 and prior
- FN-15** Expense Reports — 2016 and prior
- PL-2** Employee Payroll Adjustment Records — 2019 and prior
- PL-5** Payroll Earnings and Deductions Register — 2019 and prior
- PL-14** Time Cards and Attendance Records — 2020 and prior
- PL-16** Wage & Tax Statements — 2019 and prior
- PR-5** Park Program Files — 2021 and prior
- PR-7** Park Program Files — 2020 and prior
- PS-2** Applications for Employment (Not Hired) — 2021 and prior
- PS-8** Employee Personnel Records — 2018 and prior
- PS-10** Job Descriptions and Announcements — 2018 and prior
- PZ-2** Building and Housing Construction Records — 2016 and prior

RESOLVED THIS OF 2ND DAY OF JANUARY, 2024.

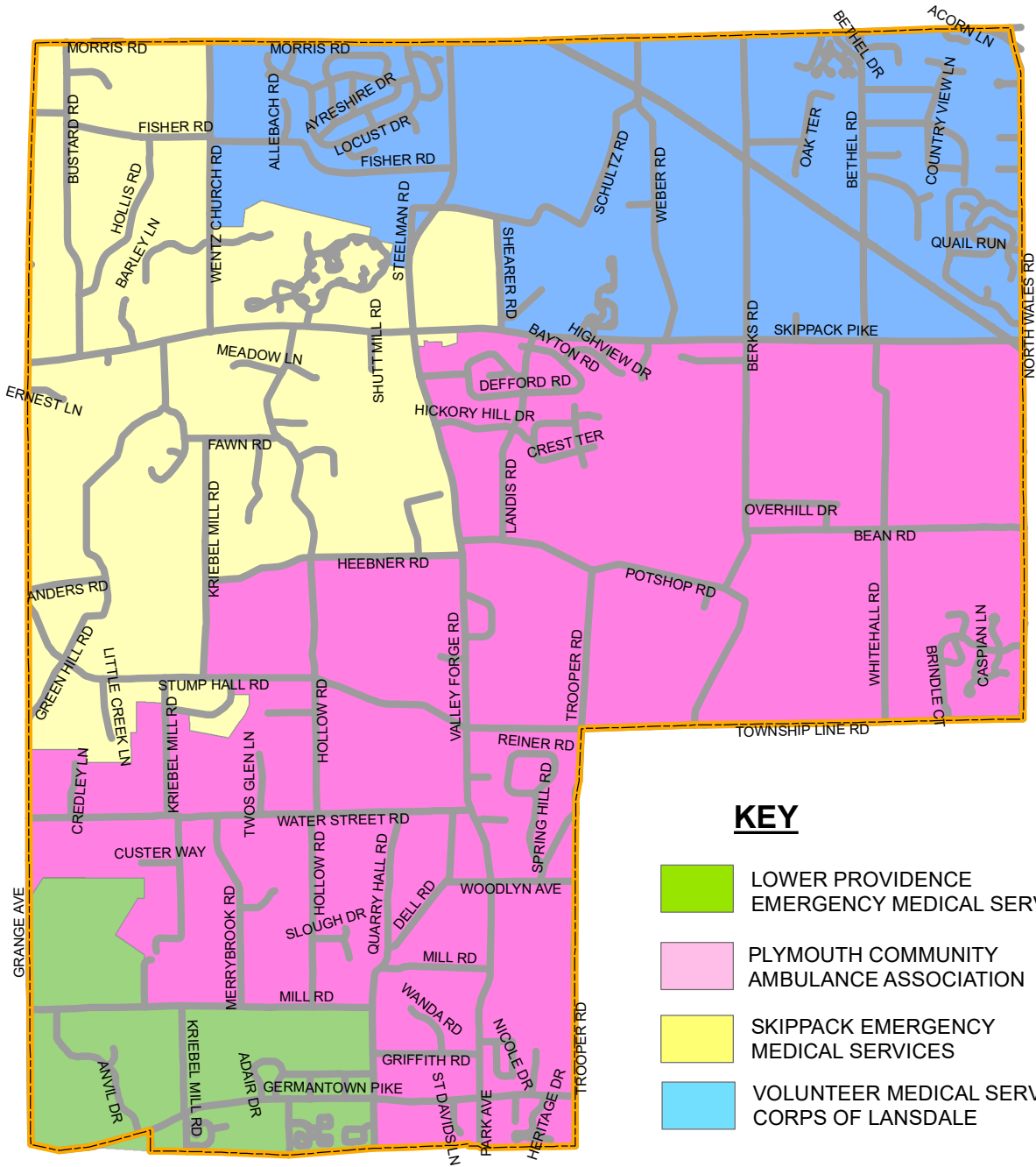
FOR WORCESTER TOWNSHIP

By: _____
 _____, Chair Board of Supervisors





Attest: _____
 _____, Secretary



WORCESTER TOWNSHIP



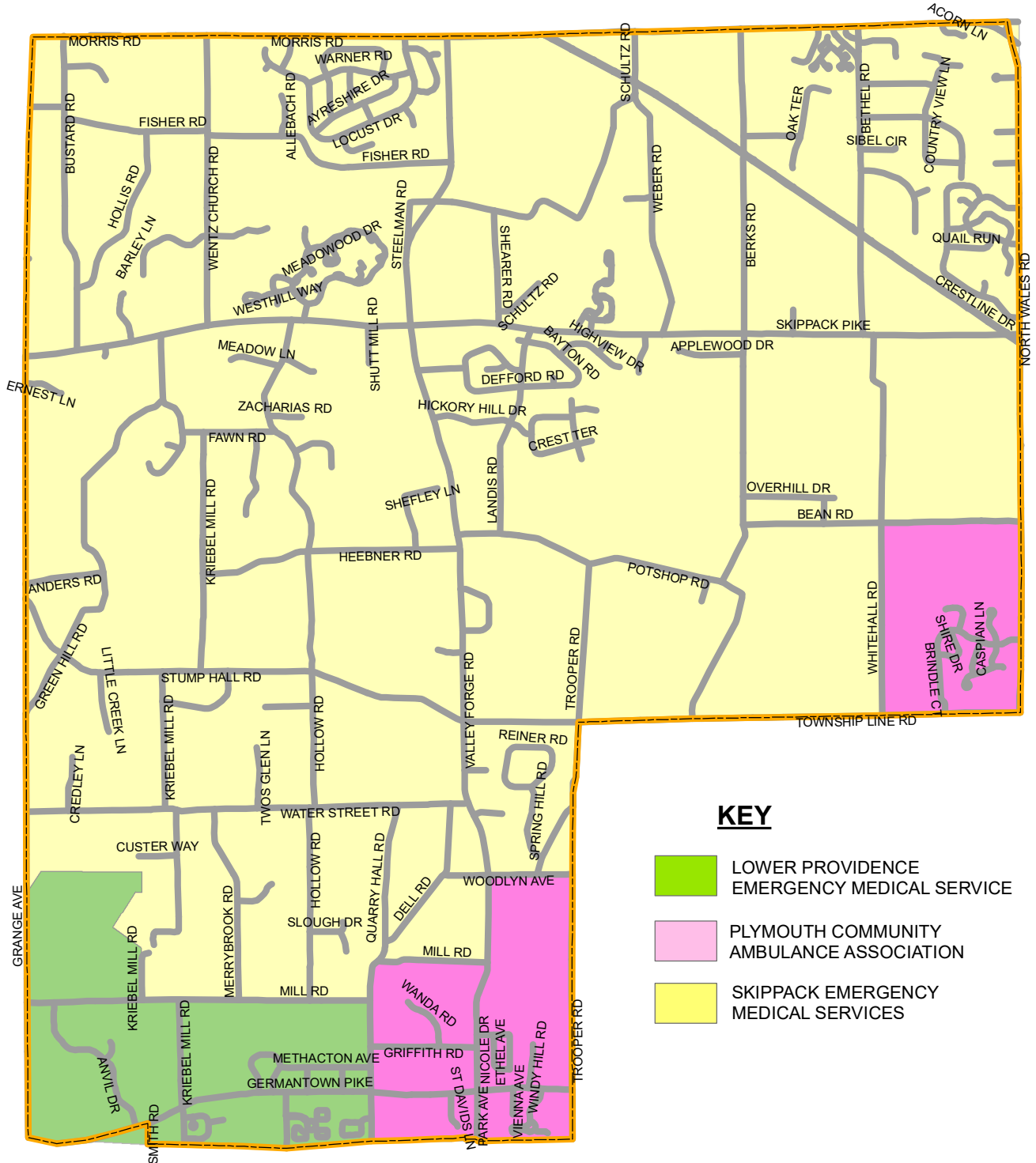
KEY

-  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



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

