

AGENDA
WORCESTER TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE - WORCESTER, PA
WEDNESDAY, JULY 20, 2016 - 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

INFORMATIONAL ITEMS

PUBLIC COMMENT

- A five-minute limit per person.

PRESENTATIONS

- a) Peter Wentz Farmstead trail connections
 - Shane Greenburg, Montgomery County Planning Commission, will discuss possible trail connections to the Peter Wentz Farmstead.
- b) trail emergency signage plan
 - Nathan DiDonato, volunteer firefighter and paramedic, will present a proposed trail emergency signage plan.
- c) Worcester Community Day
 - The Assistant Township Manager will present a proposed community event.

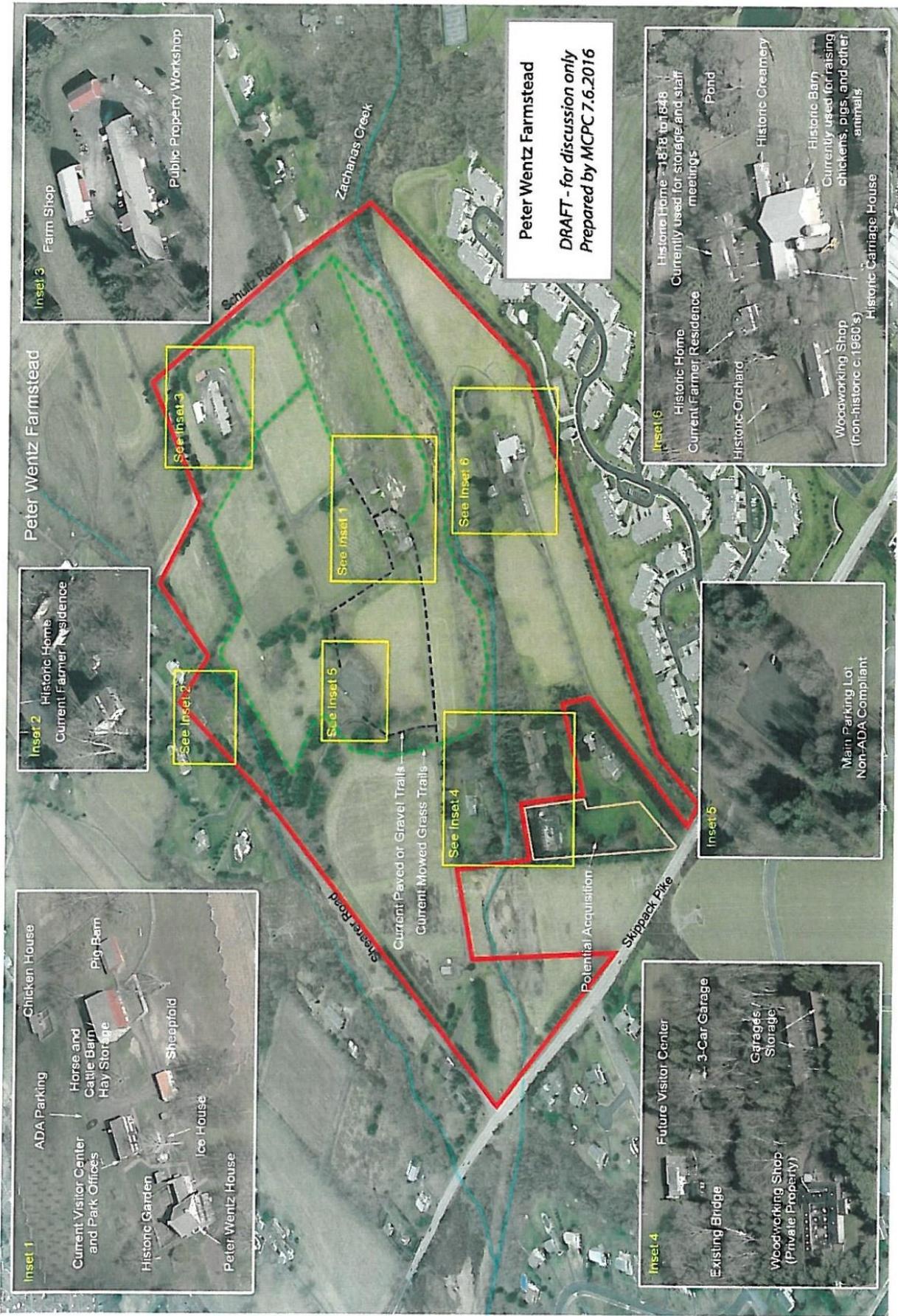
OTHER BUSINESS

ADJOURNMENT

UPCOMING MEETINGS

| | | |
|---------------------------------------|----------------------|---------|
| Planning Commission | Thursday, July 28 | 7:30 PM |
| Zoning Hearing Board | Tuesday, August 2 | 6:30 PM |
| Board of Supervisors, Work Session | Wednesday, August 17 | 6:00 PM |
| Board of Supervisors, Monthly Meeting | Wednesday, August 17 | 7:30 PM |

All meetings are held at the Worcester Township Community Hall, 1031 Valley Forge Road.



Peter Wentz Farmstead

Peter Wentz Farmstead
DRAFT - for discussion only
Prepared by MCPC 7.6.2016

Inset 1

- ADA Parking
- Current Visitor Center and Park Offices
- Historic Garden
- Peter Wentz House
- Ice House
- Sheepfold
- Pig Barn
- Horse and Cattle Barn
- Hay Storage
- Chicken House

Inset 2

- Historic Home
- Current Farmer Residence

Inset 3

- Farm Shop
- Public Property Workshop

See Inset 3

See Inset 2

See Inset 1

See Inset 5

See Inset 4

See Inset 6

Inset 4

- Existing Bridge
- Future Visitor Center
- 3-Car Garage
- Garages/Storage
- Woodworking Shop (Private Property)

Inset 5

- Main Parking Lot
- Non-ADA Compliant

Inset 6

- Historic Home - 1878 to 1848
- Currently used for storage and staff meetings
- Historic Orchard
- Historic Creamery
- Historic Barn
- Currently used for raising chickens, pigs, and other animals
- Historic Carriage House
- Woodworking Shop (non-historic c. 1960's)
- Pond

Schulz Road

Zacharias Creek

Sheep Road

Current Paved or Gravel Trails

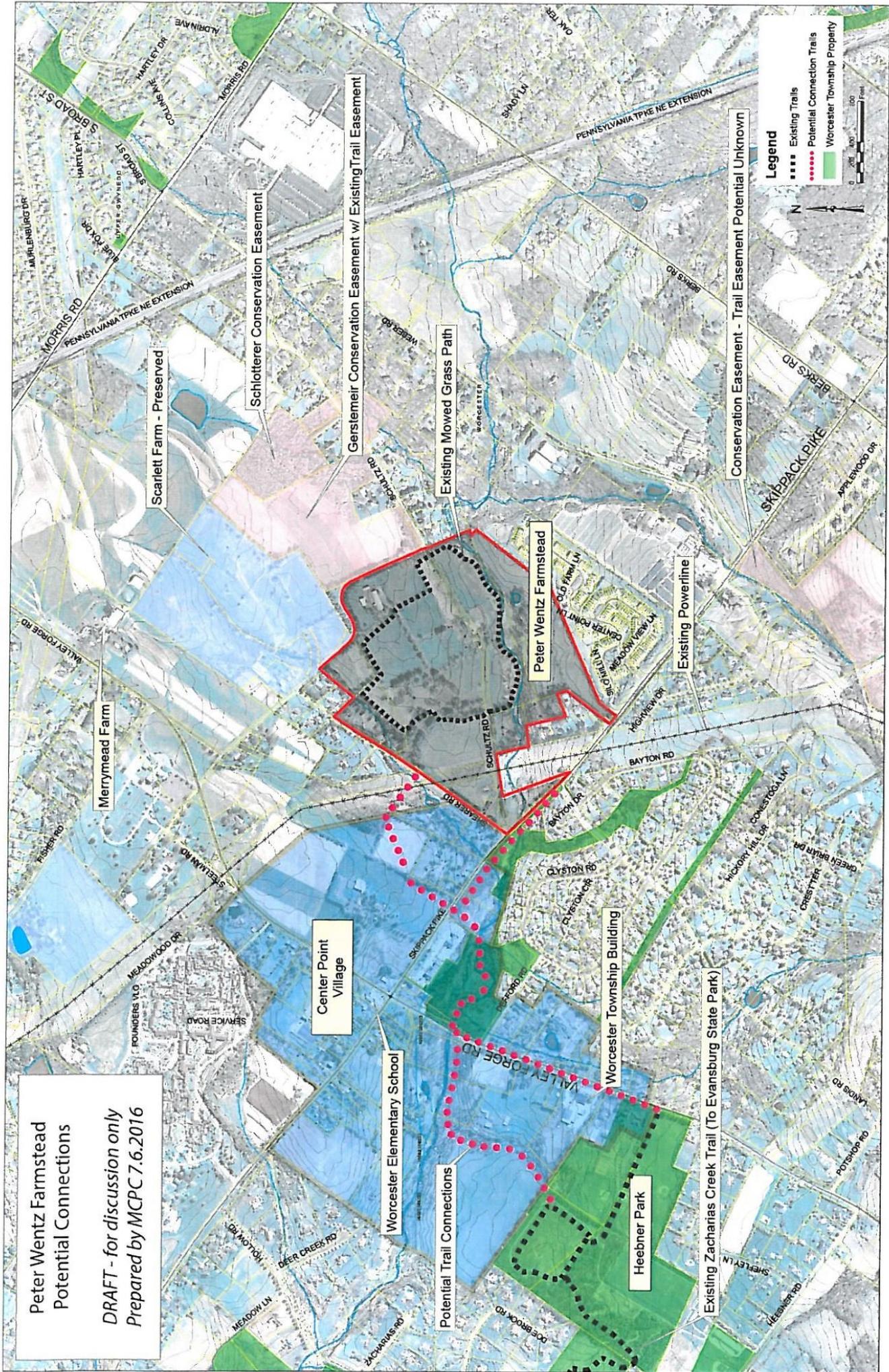
Current Mowed Grass Trails

Potential Acquisition

Stippack Pike

**Peter Wentz Farmstead
Potential Connections**

*DRAFT - for discussion only
Prepared by MCPC 7.6.2016*



Zacharias Trail Emergency Signage Plan

Program Overview

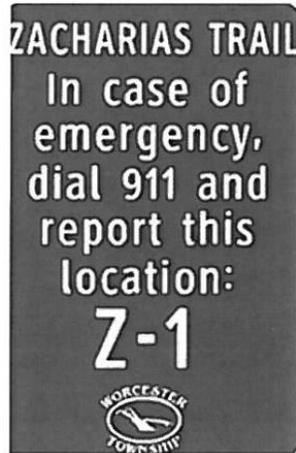
Install emergency location signs every quarter mile along the Zacharias Creek Trail providing a location marker for those with emergencies along the trail. The location markers will allow responding personal a faster way to locate the emergency situation, especially for those who are not familiar with the trail. Location markers will be labeled Z-1 through Z-6 along the 1.57 mile trail.

Program Costs

The emergency location marker signs will be designed by Letterco, Inc. The signs will be 12 x 18 and resemble similar signs in the park.

Each sign, including post and hardware: \$37.00.

Total Cost of Signs: \$222 (6 signs are needed)



Agency Coordination

Township staff will meet with the following agencies to provide maps with sign locations and inform them of the placement of the signs and what each location code means.

- Montgomery County Department of Public Safety
- Worcester Volunteer Fire Company
- Pennsylvania State Police
- Skippack EMS
- Volunteer Medical Services of Lansdale
- Lower Providence Community Center Ambulance Association
- Plymouth Community Ambulance Association

2017 Worcester Township Community Day Event Overview

Purpose of Event

Worcester Township would like to thank its residents for their year round support of the Township with a free day of family friendly fun and activities. Community Day will be a great way to showcase the Township, various community groups, and raise money for the Fire Department.

Proposed Event Date and Time

Saturday, May 20, 2017 from 11:00 am to 4:00 pm at Heebner Park.

Community Day Funding

The event will be funded through community/corporate sponsorships and Township Park and Recreation General Fund.

Potential Events Overview

- Inflatable Zone
- Big Rig Display
- Petting Zoo/Pony Rides
- Face Painting/Balloon Animals
- Main Event Competition
- Community Group Activity Booths
- Silent Auction for the Worcester Volunteer Fire Department
- Musical Entertainment
- Food

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BUSINESS MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE - WORCESTER, PA
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PUBLIC COMMENT

- A five minute per person limit for any items not listed on this agenda for official action.

OFFICIAL ACTION ITEMS

- a) consent agenda
 - A motion to approve a consent agenda that includes the following items:
 - i. Treasurer's Report and other Monthly Reports for June 2016;
 - ii. bill payment for June 2016; and,
 - iii. June 15, 2016 Business Meeting minutes.
- b) Proclamation 2016-01
 - A proclamation to recognize the Peter Wentz Farmstead, presented to Site Administrator Dianne Cram.
- c) Resolution 2016-25
 - A resolution to approve the submission of certain roadways to the Pennsylvania Department of Transportation's Liquid Fuels inventory.
- d) Resolution 2016-26
 - A resolution to authorize the execution of a grant agreement with the Pennsylvania Department of Transportation.
- e) franchise agreement renewal & franchise agreement audit
 - A motion to engage the Cohen Law Group to renew the Township's franchise agreement with Verizon and to conduct a franchise agreement audit.
- f) consent assessment
 - A motion to approve a consent assessment with the Pennsylvania Department of Environmental Protection.

(over)

OTHER BUSINESS

ADJOURNMENT

UPCOMING MEETINGS

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**TREASURER'S REPORT
AND OTHER MONTHLY REPORTS**

JUNE 2016

1. Treasurer's Report
2. Land Use, Zoning and Planning Report
3. Permit Activity Report
4. Public Works Department Report
5. Fire Marshal Report
6. Township Engineer Report
7. Worcester Volunteer Fire Department Report
8. Pennsylvania State Police Report

**TREASURER'S REPORT
AND OTHER MONTHLY REPORTS**

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note:
interest to be adjusted as may be
required by bank statement reconciliation

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

Revenue Account Range: First to Last
Expend Account Range: First to Last
Print Zero YTD Activity: No

Include Non-Anticipated: No
Include Non-Budget: No

Year To Date As Of: 06/30/16
Current Period: 06/01/16 to 06/30/16
Prior Year As Of: 06/30/16

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|------------------------------|---------------------|---------------------|-------------------|---------------------|-------------|----------------------|------------|
| 001-301-100-000 | Real Prop Tax - Current | 45,499.53 | 47,337.00 | 2,116.25 | 45,122.62 | 0.00 | 2,214.38- | 95 |
| 001-301-500-000 | Real Proptax - Liened | 695.92 | 600.00 | 82.47 | 432.74 | 0.00 | 167.26- | 72 |
| 001-301-600-000 | Real Prop Tax - Interim | 308.09 | 250.00 | 18.54 | 145.38 | 0.00 | 104.62- | 58 |
| | Segment 3 Total | 46,503.54 | 48,187.00 | 2,217.26 | 45,700.74 | 0.00 | 2,486.26- | 95 |
| 001-310-010-000 | Per Cap Tax - Current | 4,697.23 | 5,000.00 | 0.98 | 49.06 | 0.00 | 4,950.94- | 1 |
| 001-310-030-000 | Per Cap Tax - Delinquent | 978.48 | 750.00 | 147.40 | 330.64 | 0.00 | 419.36- | 44 |
| 001-310-100-000 | Real Estate Transfer Tax | 319,660.39 | 250,000.00 | 30,183.23 | 138,288.38 | 0.00 | 111,711.62- | 55 |
| 001-310-210-000 | Earned Income Tax | 2,142,026.48 | 2,400,000.00 | 118,359.15 | 1,447,809.82 | 0.00 | 952,190.18- | 60 |
| 001-310-220-000 | Earned Income Tax Prior Year | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00- | 0 |
| 001-310-900-000 | Impact Fee Revenue | 50,078.00 | 56,776.00 | 2,556.40 | 24,084.40 | 0.00 | 32,691.60- | 42 |
| | Segment 3 Total | 2,517,440.58 | 2,712,626.00 | 151,247.16 | 1,610,562.30 | 0.00 | 1,102,063.70- | 59 |
| 001-321-340-000 | Trash Hauler's License | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-321-800-000 | Cable Television Franchise | 144,233.05 | 220,000.00 | 0.00 | 114,622.70 | 0.00 | 105,377.30- | 52 |
| | Segment 3 Total | 144,733.05 | 220,000.00 | 0.00 | 114,622.70 | 0.00 | 105,377.30- | 52 |
| 001-322-820-000 | Street Encroachments | 580.00 | 750.00 | 120.00 | 180.00 | 0.00 | 570.00- | 24 |
| 001-322-900-000 | Sign Permits | 77.65 | 200.00 | 25.66 | 147.81 | 0.00 | 52.19- | 74 |
| 001-322-910-000 | Yard Sale Permits | 175.00 | 175.00 | 15.00 | 140.00 | 0.00 | 35.00- | 80 |
| 001-322-920-000 | Solicitation Permits | 330.00 | 100.00 | 0.00 | 900.00 | 0.00 | 800.00 | 900 |
| | Segment 3 Total | 1,162.65 | 1,225.00 | 160.66 | 1,367.81 | 0.00 | 142.81 | 112 |
| 001-331-120-000 | Violations of Ordinances Etc | 3,467.31 | 2,500.00 | 300.00 | 740.44 | 0.00 | 1,759.56- | 30 |
| | Segment 3 Total | 3,467.31 | 2,500.00 | 300.00 | 740.44 | 0.00 | 1,759.56- | 30 |
| 001-341-000-000 | Interest Earnings | 16,860.00 | 20,000.00 | 4,177.29 | 14,244.53 | 0.00 | 5,755.47- | 71 |
| | Segment 3 Total | 16,860.00 | 20,000.00 | 4,177.29 | 14,244.53 | 0.00 | 5,755.47- | 71 |
| 001-342-000-000 | Rents & Royalties | 18,121.54 | 25,000.00 | 0.00 | 6,016.00 | 0.00 | 18,984.00- | 24 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|--|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 001-342-120-000 | Cell Tower | 120,284.48 | 130,764.00 | 7,552.41 | 64,455.30 | 0.00 | 66,308.70- | 49 |
| | Segment 3 Total | 138,406.02 | 155,764.00 | 7,552.41 | 70,471.30 | 0.00 | 85,292.70- | 45 |
| 001-355-010-000 | Public Utility Realty Tax | 3,032.59 | 3,050.00 | 0.00 | 0.00 | 0.00 | 3,050.00- | 0 |
| 001-355-040-000 | Alcoholic Beverage License | 1,000.00 | 800.00 | 0.00 | 200.00 | 0.00 | 600.00- | 25 |
| 001-355-050-000 | Gen'L Municipal Pension System State Aid | 54,891.68 | 52,000.00 | 0.00 | 0.00 | 0.00 | 52,000.00- | 0 |
| 001-355-070-000 | Foreign Fire Insurance Premium | 101,459.67 | 105,000.00 | 0.00 | 0.00 | 0.00 | 105,000.00- | 0 |
| | Segment 3 Total | 160,383.94 | 160,850.00 | 0.00 | 200.00 | 0.00 | 160,650.00- | 0 |
| 001-357-080-000 | Grants- US Tennis Association | 97,003.00 | 10,000.00 | 0.00 | 1,822.00 | 0.00 | 8,178.00- | 18 |
| 001-357-081-000 | DCEZ Zacharias Trail -2014 / 2 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00- | 0 |
| | Segment 3 Total | 97,003.00 | 20,000.00 | 0.00 | 1,822.00 | 0.00 | 18,178.00- | 9 |
| 001-361-300-000 | Subdivision & Land Development | 15,150.00 | 5,000.00 | 750.00 | 2,450.00 | 0.00 | 2,550.00- | 49 |
| 001-361-330-000 | Condit Use - Bos | 250.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00- | 0 |
| 001-361-340-000 | Zoning Hearing Board | 2,900.00 | 1,000.00 | 0.00 | 3,750.00 | 0.00 | 2,750.00 | 375 |
| 001-361-500-000 | Sale Of Maps And Publications | 18.00 | 15.00 | 0.00 | 49.66 | 0.00 | 34.66 | 331 |
| | Segment 3 Total | 18,318.00 | 7,215.00 | 750.00 | 6,249.66 | 0.00 | 965.34- | 87 |
| 001-362-410-000 | Building Permits | 203,177.64 | 200,000.00 | 13,172.17 | 87,121.86 | 0.00 | 112,878.14- | 44 |
| 001-362-420-000 | Zoning Permits | 12,423.00 | 10,000.00 | 715.00 | 6,362.50 | 0.00 | 3,637.50- | 64 |
| 001-362-450-000 | U & O Permits | 275.00 | 500.00 | 0.00 | 525.00 | 0.00 | 25.00 | 105 |
| 001-362-460-000 | Driveway Permits | 880.00 | 880.00 | 40.00 | 360.00 | 0.00 | 520.00- | 41 |
| | Segment 3 Total | 216,755.64 | 211,380.00 | 13,927.17 | 94,369.36 | 0.00 | 117,010.64- | 45 |
| 001-367-342-000 | Park Towers Rental | 20,818.68 | 20,820.00 | 0.00 | 6,939.56 | 0.00 | 13,880.44- | 33 |
| 001-367-400-000 | Park & Recreation Concessions (Tickets) | 8,328.48 | 8,000.00 | 977.00 | 3,505.95 | 0.00 | 4,494.05- | 44 |
| 001-367-408-000 | Parks: Organized Sports/Lessons | 27,171.00 | 30,000.00 | 6,599.00 | 19,802.00 | 0.00 | 10,198.00- | 66 |
| 001-367-409-000 | Park Trips | 7,030.73 | 7,500.00 | 325.00 | 6,597.65 | 0.00 | 902.35- | 88 |
| 001-367-420-000 | Parks & Rec Misc Receipts | 3,465.50 | 1,500.00 | 75.00- | 4,300.40 | 0.00 | 2,800.40 | 287 |
| | Segment 3 Total | 66,814.39 | 67,820.00 | 7,826.00 | 41,145.56 | 0.00 | 26,674.44- | 61 |
| 001-381-000-000 | Miscellaneous Revenue | 8,408.62 | 1,000.00 | 138.75 | 2,511.87 | 0.00 | 1,511.87 | 251 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|-------------------------------|---------------|--------------|--------------|--------------|--------|----------------|--------|
| | Segment 3 Total | 8,408.62 | 1,000.00 | 138.75 | 2,511.87 | 0.00 | 1,511.87 | 251 |
| 001-383-200-000 | Spec Assess Admin | 2,101.00 | 800.00 | 0.00 | 300.00 | 0.00 | 500.00- | 38 |
| | Segment 3 Total | 2,101.00 | 800.00 | 0.00 | 300.00 | 0.00 | 500.00- | 38 |
| 001-392-300-000 | Transfer From Capital Reserve | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00- | 0 |
| | Segment 3 Total | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00- | 0 |
| | Revenue Total | 3,438,357.74 | 4,013,239.00 | 188,296.70 | 2,004,308.27 | 0.00 | 2,008,930.73- | 50 |
| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
| | LEGISLATIVE GOVERNING BODY: | | | | | | | |
| 001-400-000-000 | Legislative- Payroll | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-400-110-000 | Legislative Benefits | 7,560.00 | 7,500.00 | 630.00 | 3,780.00 | 0.00 | 3,720.00 | 50 |
| 001-400-150-000 | Legislative Consult Services | 64,937.90 | 65,750.00 | 5,475.73 | 32,854.38 | 0.00 | 32,895.62 | 50 |
| 001-400-312-000 | Legis Auto Allowances | 44,207.32 | 49,590.00 | 0.00 | 23,605.75 | 0.00 | 25,984.25 | 48 |
| 001-400-337-000 | Dues & Subscriptions | 220.80 | 250.00 | 0.00 | 207.36 | 0.00 | 42.64 | 83 |
| 001-400-420-000 | Legis Meetings & Conf | 4,596.00 | 2,500.00 | 0.00 | 163.00 | 0.00 | 2,337.00 | 7 |
| 001-400-460-000 | | 3,457.32 | 3,500.00 | 7.00 | 3,793.67 | 0.00 | 293.67- | 108 |
| | Segment 3 Total | 124,979.34 | 129,090.00 | 6,112.73 | 64,404.16 | 0.00 | 64,685.84 | 50 |
| | MANAGER: | | | | | | | |
| 001-401-000-000 | Management Payroll | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-401-120-000 | Management Benefits | 94,784.59 | 96,250.00 | 10,384.62 | 67,190.35 | 0.00 | 29,059.65 | 70 |
| 001-401-150-000 | Management - Auto/Travel | 32,394.37 | 46,488.00 | 5,413.72 | 32,917.18 | 0.00 | 13,570.82 | 71 |
| 001-401-231-000 | Management Consulting Serv | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0 |
| 001-401-312-000 | Management-Mobile Phone | 480.00 | 10,000.00 | 0.00 | 3,164.58 | 0.00 | 6,835.42 | 32 |
| 001-401-321-000 | Auto/Gas/Maint | 323.09 | 600.00 | 50.00 | 300.00 | 0.00 | 300.00 | 50 |
| 001-401-337-000 | Management Meetings/Seminars | 3,500.00 | 4,800.00 | 400.00 | 2,400.00 | 0.00 | 2,400.00 | 50 |
| 001-401-460-000 | | 1,148.50 | 1,800.00 | 0.00 | 32.00 | 0.00 | 1,768.00 | 2 |
| | Segment 3 Total | 132,630.55 | 160,038.00 | 16,248.34 | 106,004.11 | 0.00 | 54,033.89 | 66 |
| | FINANCIAL ADMINISTRATION: | | | | | | | |
| 001-402-000-000 | Financial Payroll | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-402-120-000 | Financial Benefits | 80,772.30 | 60,391.00 | 4,509.28 | 53,689.89 | 0.00 | 6,701.11 | 89 |
| 001-402-150-000 | Finance-Mobile Phone | 26,081.70 | 23,977.00 | 1,843.51 | 14,406.36 | 0.00 | 9,570.64 | 60 |
| 001-402-321-000 | | 595.41 | 384.00 | 0.00 | 18.94 | 0.00 | 365.06 | 5 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--|---------------|------------|--------------|--------------|--------|------------|--------|
| 001-409-136-000 | Admin - Utilities | 8,769.41 | 10,000.00 | 426.34 | 4,349.71 | 0.00 | 5,650.29 | 44 |
| 001-409-137-000 | Admin - Mtce & Repairs | 14,290.54 | 12,500.00 | 676.03 | 11,008.38 | 0.00 | 1,491.62 | 88 |
| 001-409-142-000 | Admin - Alarm Service | 3,533.96 | 3,500.00 | 173.00 | 1,038.00 | 0.00 | 2,462.00 | 30 |
| 001-409-147-000 | Admin - Other Services | 2,300.63 | 1,000.00 | 0.00 | 327.01 | 0.00 | 672.99 | 33 |
| 001-409-171-000 | WIP-Admin Entryway Glass Protection | 0.00 | 25,000.00 | 0.00 | 4,460.00 | 0.00 | 20,540.00 | 18 |
| 001-409-236-000 | Garage - Utilities | 9,755.22 | 15,000.00 | 606.18 | 6,183.07 | 0.00 | 8,816.93 | 41 |
| 001-409-237-000 | Garage - Mtce & Rep | 10,872.84 | 10,000.00 | 434.35 | 4,036.75 | 0.00 | 5,963.25 | 40 |
| 001-409-242-000 | Garage - Security/Alarm Service | 639.80 | 650.00 | 507.96 | 1,127.40 | 0.00 | 477.40- | 173 |
| 001-409-247-000 | Garage - Other Expenses | 229.97 | 250.00 | 0.00 | 1.70 | 0.00 | 248.30 | 1 |
| 001-409-373-000 | Preserve Farmhouse | 10,568.98 | 15,000.00 | 2,230.00 | 8,835.95 | 0.00 | 6,164.05 | 59 |
| 001-409-436-000 | W T C H - Utilities | 4,099.19 | 5,200.00 | 127.60 | 1,816.95 | 0.00 | 3,383.05 | 35 |
| 001-409-437-000 | W T C H - Maintenance & Repair | 3,605.81 | 3,000.00 | 214.50 | 1,934.19 | 0.00 | 1,065.81 | 64 |
| 001-409-447-000 | W T C H - Other Expenses | 84.55 | 500.00 | 292.18 | 412.07 | 0.00 | 87.93 | 82 |
| 001-409-536-000 | Ct Pt Hall-Historical Bldg Utility / A | 3,992.23 | 5,000.00 | 63.31 | 1,008.05 | 0.00 | 3,991.95 | 20 |
| 001-409-537-000 | Center Point Mtce & Repair | 772.68 | 2,000.00 | 1,500.00 | 2,245.00 | 0.00 | 245.00- | 112 |
| 001-409-636-000 | 1622 Hollow Road - Utilities | 2,342.04 | 0.00 | 0.00 | 41.91 | 0.00 | 41.91- | 0 |
| 001-409-637-000 | 1622 Hollow Road - Maintenance | 8,851.81 | 5,000.00 | 348.00 | 673.00 | 0.00 | 4,327.00 | 13 |
| 001-409-702-000 | WIP-Public Works Alarm / Cameras | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0 |
| 001-409-703-000 | wip - Salt Building | 0.00 | 544,573.00 | 2,677.92 | 398,622.89 | 0.00 | 145,950.11 | 73 |
| 001-409-737-000 | Springhouse | 0.00 | 500.00 | 350.00 | 350.00 | 0.00 | 150.00 | 70 |
| | Segment 3 Total | 84,709.66 | 663,673.00 | 10,627.37 | 448,472.03 | 0.00 | 215,200.97 | 68 |
| 001-411-000-000 | FIRE: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-411-380-000 | Hydrant Rentals | 22,933.69 | 25,000.00 | 822.17 | 19,002.15 | 0.00 | 5,997.85 | 76 |
| 001-411-540-000 | Contributions To Fire Co | 301,659.67 | 305,000.00 | 0.00 | 200,000.00 | 0.00 | 105,000.00 | 66 |
| | Segment 3 Total | 324,593.36 | 330,000.00 | 822.17 | 219,002.15 | 0.00 | 110,997.85 | 66 |
| 001-413-000-000 | UCC & CODE ENFORCEMENT: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-413-110-000 | Fire Marshall Payroll | 0.00 | 8,500.00 | 361.60 | 2,086.60 | 0.00 | 6,413.40 | 25 |
| 001-413-110-150 | Fire Marshall Benefits | 0.00 | 650.00 | 27.66 | 168.59 | 0.00 | 481.41 | 26 |
| 001-413-140-000 | Code Enf-Payroll | 102,847.84 | 105,750.00 | 3,290.26 | 21,543.77 | 0.00 | 84,206.23 | 20 |
| 001-413-150-000 | Code Enf- Benefits | 75,194.68 | 61,152.00 | 1,719.03 | 10,559.75 | 0.00 | 50,592.25 | 17 |
| 001-413-210-000 | Code Enf- Supplies/Books | 2,735.62 | 7,000.00 | 0.00 | 2,322.50 | 0.00 | 4,677.50 | 33 |
| 001-413-312-000 | Code Enf - Consultant Services | 70,470.00 | 73,000.00 | 4,154.00 | 30,205.50 | 0.00 | 42,794.50 | 41 |
| 001-413-313-000 | Code Enf- Engineering | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 001-413-314-000 | Code Enf - UCC Appeal | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 001-413-321-000 | Code Enf- Mobile Phone | 374.29 | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0 |
| 001-413-337-000 | Code Enf - Auto Allowance | 490.78 | 750.00 | 76.14 | 228.96 | 0.00 | 521.04 | 31 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--|---------------|------------|--------------|--------------|--------|------------|--------|
| 001-413-460-000 | Code Enf- Meetings & Seminars | 2,450.61 | 500.00 | 0.00 | 214.50 | 0.00 | 285.50 | 43 |
| | Segment 3 Total | 254,563.82 | 258,602.00 | 9,628.69 | 67,330.17 | 0.00 | 191,271.83 | 26 |
| 001-414-000-000 | PLANNING & ZONING: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-414-140-000 | Zoning- Payroll | 200.00 | 2,400.00 | 0.00 | 700.00 | 0.00 | 1,700.00 | 29 |
| 001-414-150-000 | Zoning Benefits | 15.32 | 184.00 | 0.00 | 53.62 | 0.00 | 130.38 | 29 |
| 001-414-310-000 | Zoning- Professional Services | 452.00 | 4,000.00 | 0.00 | 1,295.50 | 0.00 | 2,704.50 | 32 |
| 001-414-313-000 | Zoning - Engineering | 14,042.35 | 12,000.00 | 0.00 | 3,640.28 | 0.00 | 8,359.72 | 30 |
| 001-414-314-000 | Zoning - Legal | 5,383.89 | 15,000.00 | 560.00 | 8,888.00 | 0.00 | 6,112.00 | 59 |
| 001-414-315-000 | Zoning - Conditional Use Professional Co | 112,468.53 | 15,000.00 | 4,886.00 | 15,223.50 | 0.00 | 223.50- | 101 |
| 001-414-341-000 | Zoning- Advertising | 814.66 | 1,500.00 | 0.00 | 1,373.84 | 0.00 | 126.16 | 92 |
| 001-414-460-000 | Zoning- Seminars/Meetings | 71.00 | 250.00 | 0.00 | 62.82 | 0.00 | 187.18 | 25 |
| | Segment 3 Total | 133,447.75 | 50,334.00 | 5,446.00 | 31,237.56 | 0.00 | 19,096.44 | 62 |
| 001-419-000-000 | OTHER PUBLIC SAFETY: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-419-242-000 | Pa One Call Expense | 637.82 | 600.00 | 40.18 | 1,192.99 | 0.00 | 592.99- | 199 |
| | Segment 3 Total | 637.82 | 600.00 | 40.18 | 1,192.99 | 0.00 | 592.99- | 199 |
| 001-430-000-000 | PUBLIC WORKS - ADMIN: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-430-140-000 | Salaries-Public Works | 336,509.69 | 370,867.00 | 28,225.00 | 182,126.59 | 0.00 | 188,740.41 | 49 |
| 001-430-150-000 | Public Works Benefits | 169,574.95 | 148,252.00 | 10,508.54 | 65,332.20 | 0.00 | 82,919.80 | 44 |
| 001-430-238-000 | Public Works - Uniform Rental | 5,546.21 | 6,000.00 | 963.74 | 3,510.03 | 0.00 | 2,489.97 | 58 |
| 001-430-326-000 | Public Works- Cell Phones / Communicatio | 2,749.98 | 3,000.00 | 261.58 | 1,588.67 | 0.00 | 1,411.33 | 53 |
| 001-430-460-000 | Public Works - Meetings & Seminars | 1,005.52 | 1,000.00 | 0.00 | 784.08 | 0.00 | 215.92 | 78 |
| 001-430-470-000 | Public Works - Other Expenses | 1,876.84 | 1,500.00 | 263.47 | 848.49 | 0.00 | 651.51 | 57 |
| | Segment 3 Total | 517,263.19 | 530,619.00 | 40,222.33 | 254,190.06 | 0.00 | 276,428.94 | 48 |
| 001-433-000-000 | TRAFFIC CONTROL DEVICES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-433-313-000 | Traffic Light Engineering | 6,749.65 | 15,000.00 | 0.00 | 1,267.33 | 0.00 | 13,732.67 | 8 |
| 001-433-361-000 | Traffic Light Electric | 3,752.61 | 4,500.00 | 305.12 | 1,996.02 | 0.00 | 2,503.98 | 44 |
| 001-433-374-000 | Traffic Light Maintenance | 25,931.25 | 20,000.00 | 320.82 | 13,765.23 | 0.00 | 6,234.77 | 69 |
| | Segment 3 Total | 36,433.51 | 39,500.00 | 625.94 | 17,028.58 | 0.00 | 22,471.42 | 43 |
| 001-437-000-000 | REPAIRS OF TOOLS AND MACHINERY: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-437-250-000 | vehicle Maintenance/Machinery/Supplies | 67,979.60 | 45,000.00 | 1,839.93 | 25,062.65 | 0.00 | 19,937.35 | 56 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--------------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 001-437-260-000 | Small Tools & Equipment | 7,930.69 | 6,000.00 | 496.65 | 2,964.76 | 0.00 | 3,035.24 | 49 |
| 001-437-370-000 | Repairs/Tools:Repair And Maintenance | 0.00 | 500.00 | 0.00 | 173.07 | 0.00 | 326.93 | 35 |
| | Segment 3 Total | 75,910.29 | 51,500.00 | 2,336.58 | 28,200.48 | 0.00 | 23,299.52 | 55 |
| 001-438-000-000 | ROADS & BRIDGES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-438-231-000 | Gasoline | 4,313.07 | 6,000.00 | 329.28 | 1,681.44 | 0.00 | 4,318.56 | 28 |
| 001-438-232-000 | Diesel Fuel | 19,235.45 | 25,000.00 | 1,188.27 | 5,696.47 | 0.00 | 19,303.53 | 23 |
| 001-438-242-000 | Signs | 2,523.39 | 3,000.00 | 487.61 | 1,669.02 | 0.00 | 1,330.98 | 56 |
| 001-438-245-000 | Road Maintenance Supplies | 19,821.06 | 25,000.00 | 98.88 | 10,668.41 | 0.00 | 14,331.59 | 43 |
| 001-438-300-000 | Twp Contractor | 5,339.25 | 15,000.00 | 0.00 | 7,062.50 | 0.00 | 7,937.50 | 47 |
| 001-438-313-000 | Road Mtce - Engineering | 23,932.39 | 45,000.00 | 2,594.36 | 20,980.92 | 0.00 | 24,019.08 | 47 |
| 001-438-370-000 | Roads - Subcontractor | 461,717.95 | 500,000.00 | 0.00 | 3,564.00 | 0.00 | 496,436.00 | 1 |
| | Segment 3 Total | 536,882.56 | 619,000.00 | 4,698.40 | 51,322.76 | 0.00 | 567,677.24 | 8 |
| 001-439-701-000 | FIXED ASSETS PURCHASED | 0.00 | 139,250.00 | 0.00 | 0.00 | 0.00 | 139,250.00 | 0 |
| | Segment 3 Total | 0.00 | 139,250.00 | 0.00 | 0.00 | 0.00 | 139,250.00 | 0 |
| 001-446-000-000 | STORM WATER MANAGEMENT: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-446-313-000 | Stormwater Management | 29,591.96 | 60,000.00 | 426.20 | 9,899.60 | 0.00 | 50,100.40 | 16 |
| | Segment 3 Total | 29,591.96 | 60,000.00 | 426.20 | 9,899.60 | 0.00 | 50,100.40 | 16 |
| 001-451-000-000 | RECREATION - ADMINISTRATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-451-140-000 | Park & Recreation - Payroll | 41,644.59 | 32,500.00 | 5,000.00 | 32,500.00 | 0.00 | 0.00 | 100 |
| 001-451-150-000 | Park & Rec - Benefits | 25,513.89 | 16,331.00 | 1,882.45 | 19,005.95 | 0.00 | 2,674.95- | 116 |
| 001-451-326-000 | Park Phone Expense | 0.00 | 408.00 | 0.00 | 0.00 | 0.00 | 408.00 | 0 |
| | Segment 3 Total | 67,158.48 | 49,239.00 | 6,882.45 | 51,505.95 | 0.00 | 2,266.95- | 105 |
| 001-452-000-000 | PARTICIPANT RECREATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-452-247-000 | Recreation Tickets (Prps) | 8,013.00 | 7,750.00 | 130.00 | 2,670.00 | 0.00 | 5,080.00 | 34 |
| 001-452-248-000 | Camps | 26,399.25 | 27,000.00 | 0.00 | 1,690.00 | 0.00 | 25,310.00 | 6 |
| 001-452-249-000 | Bus Trips | 6,685.01 | 6,500.00 | 5,186.28 | 7,449.34 | 0.00 | 949.34- | 115 |
| 001-452-520-000 | Culture Misc | 6,000.00 | 6,000.00 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0 |
| | Segment 3 Total | 47,097.26 | 47,250.00 | 5,316.28 | 11,809.34 | 0.00 | 35,440.66 | 25 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|-------------------------------|---------------|--------------|--------------|--------------|--------|--------------|--------|
| 001-486-350-000 | Insurance Expense | 112,344.80 | 110,000.00 | 1,375.00 | 97,976.58 | 0.00 | 12,023.42 | 89 |
| | Segment 3 Total | 112,344.80 | 110,000.00 | 1,375.00 | 97,976.58 | 0.00 | 12,023.42 | 89 |
| 001-492-300-000 | Transfer To Capital Reserve F | 0.00 | 0.00 | 383,872.00- | 383,872.00- | 0.00 | 383,872.00 | 0 |
| | Segment 3 Total | 0.00 | 0.00 | 383,872.00- | 383,872.00- | 0.00 | 383,872.00 | 0 |
| | Expend Total | 3,073,560.10 | 4,013,238.00 | 226,524.51- | 1,384,593.88 | 0.00 | 2,628,644.12 | 34 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|-----------------------------------|--------------|-------------|-------------|--------------|--------|----------------|--------|
| 008-341-000-000 | Interest Earnings | 5,617.21 | 187.00 | 105.80 | 334.17 | 0.00 | 147.17 | 179 |
| 008-341-100-000 | Interest - Residents | 0.00 | 13,763.00 | 0.00 | 0.00 | 0.00 | 13,763.00- | 0 |
| | Segment 3 Total | 5,617.21 | 13,950.00 | 105.80 | 334.17 | 0.00 | 13,615.83- | 2 |
| 008-364-110-000 | Sewage Connection/Tapping Fee | 5,255.00 | 17,500.00 | 5,700.00 | 469,755.00 | 0.00 | 452,255.00 | *** |
| 008-364-114-000 | SEWER EXPENSION HICKORY HILL AREA | 0.00 | 71,130.00 | 0.00 | 0.00 | 0.00 | 71,130.00- | 0 |
| 008-364-120-000 | Sewer Use Charge | 375,211.25 | 425,592.00 | 7,691.57 | 209,780.63 | 0.00 | 215,811.37- | 49 |
| 008-364-130-000 | Sewer Use-Commercial | 144,877.95 | 155,536.00 | 9,996.86 | 72,426.62 | 0.00 | 83,109.38- | 47 |
| 008-364-140-000 | Late Fee | 4,749.95 | 5,200.00 | 587.53 | 3,295.57 | 0.00 | 1,904.43- | 63 |
| 008-364-150-000 | Certification Fee | 1,025.00 | 1,200.00 | 20.00 | 380.00 | 0.00 | 820.00- | 32 |
| 008-364-190-000 | Litens | 60.00 | 280.00 | 0.00 | 361.00 | 0.00 | 81.00 | 129 |
| | Segment 3 Total | 531,179.15 | 676,438.00 | 23,995.96 | 755,998.82 | 0.00 | 79,560.82 | 112 |
| 008-381-000-000 | Miscellaneous Revenue | 785.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| | Segment 3 Total | 785.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-392-300-000 | Transfer from Capital Reserve | 0.00 | 142,043.00 | 0.00 | 0.00 | 0.00 | 142,043.00- | 0 |
| | Segment 3 Total | 0.00 | 142,043.00 | 0.00 | 0.00 | 0.00 | 142,043.00- | 0 |
| 008-393-130-000 | Proceeds-Gen Obligation Note | 0.00 | 140,823.00 | 607,553.28 | 607,553.28 | 0.00 | 466,730.28 | 431 |
| | Segment 3 Total | 0.00 | 140,823.00 | 607,553.28 | 607,553.28 | 0.00 | 466,730.28 | 431 |
| | Revenue Total | 537,581.36 | 973,254.00 | 631,655.04 | 1,363,886.27 | 0.00 | 390,632.27 | 140 |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|-----------------------------|---------------|-----------|--------------|--------------|--------|-----------|--------|
| 008-402-000-000 | Financial Admin Accounting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-402-470-000 | FINANCIAL / CD FEES | 63.19- | 0.00 | 10.00 | 10.00 | 0.00 | 10.00- | 0 |
| | Segment 3 Total | 63.19- | 0.00 | 10.00 | 10.00 | 0.00 | 10.00- | 0 |
| 008-405-000-000 | WASEMATER CLERK: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-405-150-000 | Administratiave Staff Costs | 52,836.82 | 47,154.00 | 0.00 | 0.00 | 0.00 | 47,154.00 | 0 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|-------------------|-----------|
| 008-486-350-000 | Insurance Expense | 3,243.20 | 3,134.00 | 0.00 | 0.00 | 0.00 | 3,134.00 | 0 |
| | Segment 3 Total | <u>3,243.20</u> | <u>3,134.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>3,134.00</u> | <u>0</u> |
| | Expend Total | <u>507,421.34</u> | <u>973,255.00</u> | <u>43,740.44</u> | <u>461,357.24</u> | <u>0.00</u> | <u>511,897.76</u> | <u>47</u> |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/deficit | % Real |
|-----------------|------------------------------|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 030-341-000-000 | Interest Earnings | 9,662.11 | 6,629.00 | 368.83 | 1,987.78 | 0.00 | 4,641.22- | 30 |
| | Segment 3 Total | 9,662.11 | 6,629.00 | 368.83 | 1,987.78 | 0.00 | 4,641.22- | 30 |
| 030-392-010-000 | Transfer From General Fund | 0.00 | 0.00 | 383,872.00- | 383,872.00- | 0.00 | 383,872.00- | 0 |
| 030-392-040-000 | Transfer from Revolving Fund | 0.00 | 0.00 | 0.00 | 349,823.02 | 0.00 | 349,823.02 | 0 |
| | Segment 3 Total | 0.00 | 0.00 | 383,872.00- | 34,048.98- | 0.00 | 34,048.98- | 0 |
| | Revenue Total | 9,662.11 | 6,629.00 | 383,503.17- | 32,061.20- | 0.00 | 38,690.20- | 484- |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 030-402-000-000 | FINANCE ADMINISTRATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 030-402-470-000 | Financial / Cd Fees | 1,646.14 | 750.00 | 0.00 | 183.45 | 0.00 | 566.55 | 24 |
| | Segment 3 Total | 1,646.14 | 750.00 | 0.00 | 183.45 | 0.00 | 566.55 | 24 |
| 030-492-010-000 | Transfer to General Fund | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00 | 0 |
| | Segment 3 Total | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00 | 0 |
| | Expend Total | 1,646.14 | 384,622.00 | 0.00 | 183.45 | 0.00 | 384,438.55 | 0 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|--------------------------|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 035-341-000-000 | Interest Earnings | 251.21 | 198.00 | 366.43 | 528.06 | 0.00 | 330.06 | 267 |
| | Segment 3 Total | 251.21 | 198.00 | 366.43 | 528.06 | 0.00 | 330.06 | 267 |
| 035-355-020-000 | Motor Vehicle Fuel Taxes | 277,220.69 | 315,332.00 | 0.00 | 325,426.98 | 0.00 | 10,094.98 | 103 |
| | Segment 3 Total | 277,220.69 | 315,332.00 | 0.00 | 325,426.98 | 0.00 | 10,094.98 | 103 |
| | Revenue Total | 277,471.90 | 315,530.00 | 366.43 | 325,955.04 | 0.00 | 10,425.04 | 103 |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|----------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 035-432-000-000 | WINTER MAINTENANCE SNOW REMOVAL: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 035-432-250-000 | Snow & Ice Removal | 48,064.82 | 40,000.00 | 0.00 | 22,666.57 | 0.00 | 17,333.43 | 57 |
| | Segment 3 Total | 48,064.82 | 40,000.00 | 0.00 | 22,666.57 | 0.00 | 17,333.43 | 57 |
| 035-438-000-000 | ROADS & BRIDGES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 035-438-370-000 | Road Maintenance-Subcontract | 275,000.00 | 275,530.00 | 0.00 | 0.00 | 0.00 | 275,530.00 | 0 |
| | Segment 3 Total | 275,000.00 | 275,530.00 | 0.00 | 0.00 | 0.00 | 275,530.00 | 0 |
| | Expend Total | 323,064.82 | 315,530.00 | 0.00 | 22,666.57 | 0.00 | 292,863.43 | 7 |

ERECTED INTO A TOWNSHIP IN 1733
TOWNSHIP OF WORCESTER
AT THE CENTER POINT OF MONTGOMERY COUNTY
PENNSYLVANIA

Board of Supervisors:

SUSAN G. CAUGHLAN, CHAIR
STEPHEN C. QUIGLEY, VICE CHAIR
ARTHUR C. BUSTARD, MEMBER

1721 Valley Forge Road
P.O. Box 767
Worcester, PA 19490

Planning, Land Use, and Zoning Report
June 2016

Planning Commission Current Activity

- Reviewing Center Point Zoning Ordinance
- Active Plan Reviews
 - Whitehall Estates Subdivision
 - 38 lot single family homes with public sewer
 - 2044 Berks Road
 - Sketch plan for a 7 lot single family home subdivision with public utilities
 - 3044 Germantown Pike, Church of the Nazarene
 - Construction of a 2,100 square foot addition
- Approved Land Developments
 - IBEW Land Development Plan-
 - Developer agreement being drafted
 - 17,340 Square Foot Addition to training facility for indoor training simulations and classes; parking lot expansion
 - 2750 Morris Road
 - Developers' agreement executed
 - Building plans under review
 - Addition of parking lot and loading dock

Zoning Hearing Board Current Activity

- No applications or activity for June 2016

Bids Being Prepared

- None at this Time

Other Current Activity

- 2017 Road Program will commence July 11, 2016 and wrap up around the end of summer.
- "Green Parking Lot" grant was submitted to Montgomery County Planning Commission under the new Montco 2040 grant program. Should hear mid-July



WORCESTER TOWNSHIP
Building and Codes Department
June 2016

Report Dates: 6/1/2016 - 6/30/2016

| | |
|-----------------------------|-------------------------|
| Item | Count / Fee |
| Total Issued Permits | 45 / \$26,068.98 |

| Issued Permits | | | |
|---|--------------------|---------------------------|--------------------|
| Fee Item | No. Permits | Construction Value | Permit Fee |
| Building | | | |
| 1 Accessory Structure | 1 | \$3,650.00 | \$79.00 |
| 2 Commercial Alterations | 2 | \$975,000.00 | \$1,364.80 |
| 3 Demolition | 1 | \$11,500.00 | \$354.00 |
| 4 Garage | 1 | \$300,000.00 | \$1,414.00 |
| 5 General Construction | 1 | \$2,850.00 | \$179.00 |
| 6 New Single Family Dwelling | 1 | \$215,000.00 | \$8,838.00 |
| 7 Residential Alterations | 9 | \$248,391.00 | \$3,730.12 |
| 8 SEWER CONNECTION | 3 | \$14,000.00 | \$6,162.00 |
| 9 Swimming Pool: In Ground | 1 | \$39,500.00 | \$745.60 |
| 10 Wooden Deck | 2 | \$10,600.00 | \$401.80 |
| Electrical | | | |
| 11 New Electrical Work | 2 | \$6,985.00 | \$108.00 |
| Mechanical | | | |
| 12 New Mechanical | 6 | \$46,773.00 | \$964.00 |
| Plumbing | | | |
| 13 Miscellaneous Plumbing | 2 | \$5,000.00 | \$158.00 |
| Road Opening | | | |
| 14 Road Opening | 2 | \$0.00 | \$120.00 |
| Zoning | | | |
| 15 Accessory Structure | 2 | \$6,500.00 | \$130.00 |
| 16 Fence | 2 | \$6,987.00 | \$130.00 |
| 17 Grading | 4 | \$39,500.00 | \$1,100.00 |
| 18 PATIO & DECK LESS THAN 30" ABOVE GRADE | 1 | \$900.00 | \$65.00 |
| 19 Sign | 2 | \$400.00 | \$25.66 |
| TOTALS: | 45 | \$1,933,536.00 | \$26,068.98 |

| | |
|-----------------------------|----------|
| Other Fees Collected | |
| State Fee | \$128.00 |

Public Works Department Report

June 2016

- 1) Road Maintenance**
 - A. Cleared inlets and drains throughout the Township**
 - B. Filled potholes throughout the Township**
 - C. Straightened and pruned around roadway signage throughout the Township**
 - D. String Trimmed around all bridges and guiderails**
 - E. Completed first round of Edge of Roadway mowing for the year**

- 2) Storm Maintenance**
 - A. No significant storm events during the month of June**

- 3) Parks**
 - A. Twice weekly cleaning of public restrooms, emptying trash receptacles, and filling dog bag stations**
 - B. Repairing washouts and general trail maintenance**
 - C. Mowing and trimming of all Township Properties**
 - D. Completed adding wood chips to the Moran trail**
 - E. Detailed park pavilions**
 - F. Restored infields on both 90' baseball fields in Heebner Park**
 - G. Pruning of trees in Heebner Park and along the Zacharias Trail**
 - H. Pruned and started install of wood chips on the Heyser Trail**
 - I. Repaired chain link fencing at Heebner playing fields**
 - J. Repaired and resurfaced Tennis Courts in Heebner Park**

- 4) Vehicle Maintenance**
 - A. Performed weekly maintenance of all Township vehicles**
 - B. Detailed all vehicle exteriors**
 - C. Performed maintenance and cleaning of (2) loaders**

- 5) Miscellaneous**
 - A. Completed paving of parking area and grading around the new salt storage building**
 - B. Setting up and cleaning of Community Hall for rentals, Township events**
 - C. Watering new plant material throughout the Township**
 - D. Implemented and installed emergency notification signage on all Township properties**

June 2016 Fire Marshal Report to Board of Supervisors

- 1/ Fire Marshal investigations on 8 miscellaneous dispatches with fire department.
- 2/ \$3200.00 Fire Damage on property valued at \$3800.00 for the month.
- 3/ Investigated 3 open burn complaints and wrote follow up letter to owners
- 4/ Advised FD of sprinkler system shutoff at 155Meadow View Lane due to nonpayment of water bill
- 5/ Reviewed and forwarded to Fire Department MSDS sheets for chemicals at Advance Realty 2750 Morris Road
- 6/ Completed Montgomery County Department of Public Safety reports:
County Special Situation report

Respectfully Submitted,

David Cornish
Fire Marshal

MEMORANDUM

TO: Worcester Township Board of Supervisors
FROM: Joseph J. Nolan, P.E., Township Engineer
DATE: July 1, 2016
SUBJECT: Engineering Report - Project Status

This memorandum will provide an update and status report on the various projects that are ongoing within the Township as of July 1, 2016. The projects are in various stages of development, ranging from preliminary feasibility studies to actual ongoing construction.

1. Hickory Hill Sewer Project

This project is now complete. We are now in the one year maintenance bond period.

2. Artmar Road – Preliminary Drainage Study - No Change

A meeting was held with the property owner to discuss the required easements. The property owner also brought his attorney and engineer. A preliminary sketch plan for development of the adjoining property was presented for consideration in exchange for the required easements. This will be reviewed by the Township.

3. Salt Storage Building

The building construction is complete. All paving is complete. Punch Lists are being prepared for the building and electrical contracts. The contract should be closed out in the next two weeks.

4. Heebner Road Soccer Field

Bids were opened on April 13, 2016, and the Township awarded this contract to Grassbusters, Inc. on April 20, 2016. The "Notice to Proceed" will be effective July 1, 2016, so the Contractor can complete the earthwork in time for seeding in early September.

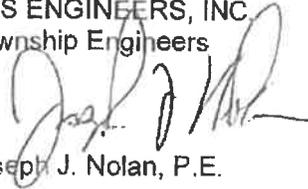
5. 2016 Road Program

Bids were received on March 23, 2016, and this contract was awarded by the Township on April 20, 2016. We have submitted the required documentation to PennDOT for use of Liquid Fuels Funds for this project. We have obtained PennDOT approval and have held the pre-construction meeting. Work will start the week of July 10. All paving should be completed by the end of August.

6. Meadowood Pumping Station Generator Replacement. We are preparing the bidding documents for this project. This project will be publically bid shortly.
7. Miscellaneous Items
 - a. CKS Engineers assisted the Township on numerous zoning and land development related issues as requested during the month.
 - b. CKS Engineers performed various site inspections in conjunction with finalizing Use & Occupancy Permits and zoning violations during the month.
 - c. CKS reviewed numerous grading permit applications for the Township during the month.
 - d. CKS Engineers provided office hours at the Township on Wednesday afternoons during the month as requested.
 - e. CKS Engineers, Inc. continued to provide inspection services in conjunction with all ongoing land development and subdivision projects throughout the Township. This also included verifying completion of items and preparation of escrow releases for these projects.

The above represents a status report on the projects and services currently being performed by CKS Engineers, Inc. Please contact me if you have any questions on any of these items.

Respectfully submitted,
CKS ENGINEERS, INC.
Township Engineers


Joseph J. Nolan, P.E.

JJN/paf

cc: Tommy Ryan, Township Manager
File

JUNE 2016 WORCESTER VOLUNTEER FIRE DEPARTMENT REPORT

WORCESTER TOWNSHIP

MUTUAL AID

NUMBER OF CALLS

LOCATION

TYPE

NUMBER OF CALLS

TYPE

| | |
|--|---|
| | 2 |
| | 1 |
| | 3 |

| | |
|--------------------|--|
| Lansdale | |
| Upper Frederick | |
| Total Outside Twp. | |

| | |
|----------|--|
| Building | |
| Building | |
| Relocate | |

| | |
|--|----|
| | 3 |
| | 3 |
| | 1 |
| | 2 |
| | 1 |
| | 10 |

| | |
|--------------------------|--|
| Automatic Fire Alarm | |
| Accident With Injuries | |
| Building | |
| Electrical In/Out | |
| Vehicle | |
| TOTAL WORCESTER TOWNSHIP | |

FIRE POLICE

| | |
|--|--------------------|
| | 2 |
| | 2 |
| | 3.5 |
| | 2 Hours 28 minutes |

| | |
|---------------------------|--|
| Accident w/Injuries | |
| Total Calls | |
| Average Manpower per Call | |
| Hours in Service | |

| | |
|--|-----------------|
| | 13 |
| | 14.69 |
| | 16 hours 48 Min |
| | 4 |
| | 12 hours |
| | 21.75 |

| | |
|-----------------------------|------------|
| TOTAL CALLS | |
| AVERAGE MANPOWER PER CALL | |
| HOURS IN SERVICE | |
| DRILLS FOR THE MONTH | |
| HOURS IN SERVICE FOR DRILLS | |
| AVERAGE MANPOWER PER DRILL | |
| FIRE LOSS | |
| LOSS AMOUNT | \$3,200.00 |

| | |
|--|----------------------|
| | 262 hours 46 minutes |
| | 8 hours 34 minutes |
| | 0 |
| | 258 hours 45 minutes |
| | 530 hours 5 minutes |

| | |
|--|--|
| Man Hours in service on fire calls | |
| Man Hours in Service for Fire Police | |
| Man Hours in Service for Officers only | |
| Man Hours in Service on Drills | |
| Total for Month | |

| | |
|----------------|------------|
| PROPERTY VALUE | |
| | \$3,800.00 |

| | |
|--|---|
| | 0 |
| | 0 |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

Search Criteria:

which_cad='P' and occ_date between '06/01/2016' and '06/30/2016'
and case_type<>'TS' and municipality='46226' and jurisdiction='PA'

Number of Records Returned: 156

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Found | Report # | Cleared By |
|-------------|----------|-------------|-----------|----------------|--|-------|-------------|----------------------------|
| Jun-01-2016 | 07:31:46 | 274994 | | | DISABLED MOTORIST ON ROAD | YES | 2016-274994 | CLOSED C/D CALL AIMS |
| Jun-01-2016 | 07:38:20 | 275014 | | | ALARM - BURGLA/ALARM FALSE FAU | YES | 2016-275014 | CLOSED C/D CALL AIMS |
| Jun-01-2016 | 09:04:03 | 275295 | | | POLICE INFORMATION | YES | 2016-275295 | CLOSED C/D CALL AIMS |
| Jun-01-2016 | 16:09:51 | 276821 | | | DISTURBANCE/NOISE COMPLAINT | YES | 2016-276821 | CLOSED C/D CALL AIMS |
| Jun-01-2016 | 20:42:01 | 277706 | | | REQUEST ASSIST - LOCAL PD | YES | 2016-277706 | CLOSED C/D CALL AIMS |
| Jun-02-2016 | 15:52:57 | 280220 | | | TRAFFIC CONTROL/DISABLED MOTORI | YES | 2016-280220 | CLOSED C/D CALL AIMS |
| Jun-02-2016 | 18:03:20 | 280640 | | | ALARM - BURGLA/CANCELLED BY CO | YES | 2016-280640 | CLOSED C/D CALL AIMS |
| Jun-04-2016 | 11:26:42 | 286444 | | | CRIMINAL MISCH/SEE OFFICER | YES | 2016-286444 | CLOSED C/D CALL AIMS |
| Jun-04-2016 | 13:31:53 | 286819 | | | MVC - REPORTAB/MVC - NON- REPOR | YES | 2016-286819 | CLOSED C/D CALL AIMS |
| Jun-04-2016 | 19:35:47 | 287841 | | | DISTURBANCE/NO/GONE ON ARRIVAL | YES | 2016-287841 | CLOSED C/D CALL AIMS |
| Jun-04-2016 | 21:32:11 | 288146 | | | DISTURBANCE/NO/GONE ON ARRIVAL | YES | 2016-288146 | CLOSED C/D CALL AIMS |
| Jun-04-2016 | 23:26:51 | 288373 | | | POLICE INFORMATION | YES | 2016-288373 | CLOSED C/D CALL AIMS |
| Jun-05-2016 | 13:30:22 | 289745 | | | ALARM - BURGLA/CANCELLED BY CO | YES | 2016-289745 | CLOSED C/D CALL AIMS |
| Jun-05-2016 | 15:15:27 | 289969 | | | SEE OFFICER | YES | 2016-289969 | CLOSED C/D CALL AIMS |
| Jun-06-2016 | 04:45:19 | 291399 | | | /DISTURBANCE/NOI POLICE INFORMATION | YES | 2016-291399 | CLOSED C/D CALL AIMS |
| Jun-06-2016 | 07:00:17 | 291565 | | | ROAD HAZARD - ANIMAL - DEBRIS | YES | 2016-291565 | CLOSED C/D CALL AIMS |
| Jun-06-2016 | 08:07:58 | 291769 | | | MVC - INJURIES | YES | 2016-291769 | CLOSED C/D CALL AIMS |
| Jun-06-2016 | 10:18:35 | 292321 | | | DOMESTIC - IN /DOMESTIC - OTHE | YES | 2016-292321 | CLOSED C/D CALL AIMS |
| Jun-06-2016 | 14:55:52 | 293456 | | | MVC - NON-REPORTABLE | YES | 2016-293456 | CLOSED C/D CALL AIMS |
| Jun-06-2016 | 23:16:40 | 294974 | | | MVC - NON-REPORTABLE | YES | 2016-294974 | CLOSED C/D CALL AIMS |
| Jun-07-2016 | 08:08:05 | 295698 | | | DISABLED MOTORIST | YES | 2016-295698 | CLOSED C/D CALL AIMS |
| Jun-07-2016 | 09:50:20 | 296050 | | | MVC - NON-REPORTABLE | YES | 2016-296050 | CLOSED C/D CALL AIMS |
| Jun-07-2016 | 11:25:21 | 296447 | | | ALARM - BURGLA/ALARM FALSE FAU | YES | 2016-296447 | CLOSED C/D CALL AIMS |
| Jun-07-2016 | 15:17:10 | 297200 | | | SEE OFFICER GO | YES | 2016-297200 | CLOSED C/D CALL AIMS |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|---|----------------|----------|---------|-------------|---------------------------------|
| Jun-07-2016 | 21:53:27 | 298219 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-298219 | CLOSED CAD |
| Jun-08-2016 | 05:51:20 | 298736 | REQUEST ASSIST - LOCAL PD | | | YES | 2016-298736 | CALL |
| Jun-08-2016 | 08:04:05 | 298990 | MVC - HIT AND RUN, NO INJURIES | | | YES | 2016-298990 | CLOSED CAD |
| Jun-08-2016 | 10:10:48 | 299441 | MVC - NON-REPO/CANCELLED BY CO | | | YES | 2016-299441 | CALL |
| Jun-08-2016 | 11:58:49 | 299820 | DISABLED MOTOR/DISABLED MOTOR | | | YES | 2016-299820 | TRACS CRASH REPORT ADVISE |
| Jun-08-2016 | 14:42:53 | 300362 | MVC - INJURIES | | | YES | 2016-299820 | CLOSED CAD |
| Jun-08-2016 | 17:13:36 | 300849 | THEFT | | | YES | 2016-300362 | CALL |
| Jun-08-2016 | 17:32:30 | 300910 | ROAD HAZARD - /GONE ON ARRIVAL | | | YES | 2016-300849 | TRACS CRASH REPORT AIMS |
| Jun-08-2016 | 19:47:52 | 301309 | ROAD HAZARD - ANIMAL - DEBRIS | | | YES | 2016-300910 | CLOSED CAD |
| Jun-08-2016 | 19:49:48 | 301317 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-301309 | CALL |
| Jun-08-2016 | 23:36:40 | 301753 | ALARM - BURGLA/ALARM FALSE NO | | | YES | 2016-301317 | CALL |
| Jun-09-2016 | 04:51:26 | 302129 | ALARM - BURGLA/ALARM FALSE NO | | | YES | 2016-301753 | AIMS |
| Jun-09-2016 | 08:46:00 | 302503 | MVC - NON-REPORTABLE | | | YES | 2016-302129 | CLOSED CAD |
| Jun-09-2016 | 09:05:27 | 302557 | DISABLED MOTOR/DISABLED MOTOR | | | YES | 2016-302503 | CALL |
| Jun-09-2016 | 10:02:08 | 302737 | ALARM - BURGLA/ALARM FALSE NO | | | YES | 2016-302557 | TRACS CRASH REPORT |
| Jun-09-2016 | 12:22:24 | 303171 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-302737 | CLOSED CAD |
| Jun-09-2016 | 20:42:45 | 304532 | SUSPICIOUS | | | YES | 2016-303171 | CALL |
| Jun-10-2016 | 07:17:45 | 305413 | VE/DISTURBANCE/NOI ROAD CONDITION/ROAD HAZARD - A | | | YES | 2016-304532 | AIMS |
| Jun-10-2016 | 13:43:14 | 306594 | DISABLED MOTORIST ON ROAD | | | YES | 2016-305413 | CLOSED CAD |
| Jun-10-2016 | 18:00:45 | 307373 | MVC - NON-REPORTABLE | | | YES | 2016-306594 | CALL |
| Jun-10-2016 | 21:29:37 | 307982 | POLICE INFORMATION | | | YES | 2016-307373 | TRACS CRASH REPORT AIMS |
| Jun-10-2016 | 21:47:12 | 308027 | MVC - UNKNOWN /MVC - NON- REPO | | | YES | 2016-308027 | TRACS CRASH REPORT |
| Jun-11-2016 | 00:08:13 | 308342 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-308342 | CLOSED CAD |
| Jun-11-2016 | 06:46:59 | 308945 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-308945 | CALL |
| Jun-11-2016 | 09:20:17 | 309240 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-309240 | CANCELLE |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|-----------------------------------|----------------|----------|---------|-------------|-----------------------|
| Jun-11-2016 | 13:29:17 | 308960 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-308960 | CANCELLED |
| Jun-11-2016 | 14:57:10 | 310167 | MVC - REPORTABLE, NO INJURIES | | | YES | 2016-310167 | TRACS CRASH REPORT |
| Jun-11-2016 | 17:30:58 | 310597 | DISABLED MOTORIST | | | YES | 2016-310597 | CLOSED C/D CALL |
| Jun-11-2016 | 19:47:21 | 311010 | MVC - NON-REPORTABLE | | | YES | 2016-311010 | TRACS CRASH REPORT |
| Jun-12-2016 | 01:49:38 | 311865 | REQUEST ASSIST - LOCAL PD | | | YES | 2016-311865 | CLOSED C/D CALL |
| Jun-12-2016 | 02:40:44 | 311978 | SUSPICIOUS PER/DISTURBANCE/NOI | | | YES | 2016-312142 | AIMS |
| Jun-12-2016 | 04:45:43 | 312142 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-312142 | CLOSED C/D CALL |
| Jun-12-2016 | 09:31:18 | 312495 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-312495 | CLOSED C/D CALL |
| Jun-12-2016 | 09:34:27 | 312501 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-312501 | CLOSED C/D CALL |
| Jun-12-2016 | 12:19:42 | 312954 | 911 HANG UP CALL | | | YES | 2016-312954 | CLOSED C/D CALL |
| Jun-12-2016 | 13:04:57 | 313079 | DISABLED MOTORIST | | | YES | 2016-312954 | CLOSED C/D CALL |
| Jun-12-2016 | 13:45:15 | 313181 | POLICE INFORMATION | | | YES | 2016-313079 | CLOSED C/D CALL |
| Jun-12-2016 | 14:38:08 | 313308 | ANIMAL CRUELTY/SEE OFFICER | | | YES | 2016-313181 | CLOSED C/D CALL |
| Jun-12-2016 | 17:13:45 | 313765 | BURGLARY OR AT/SEE OFFICER | | | YES | 2016-313308 | CLOSED C/D CALL |
| Jun-12-2016 | 21:49:42 | 314378 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-313765 | GENERAL OFFENSE |
| Jun-13-2016 | 07:22:57 | 315013 | MVC - INJURIES | | | YES | 2016-313765 | AIMS |
| Jun-13-2016 | 12:24:20 | 315975 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-314378 | CANCELLED |
| Jun-13-2016 | 20:21:34 | 317292 | 911 HANG UP CALL | | | YES | 2016-315013 | TRACS CRASH REPORT |
| Jun-14-2016 | 02:46:00 | 317817 | MVC - UNKNOWN /MVC - HIT AND R | | | YES | 2016-315975 | CANCELLED |
| Jun-14-2016 | 13:13:52 | 319261 | MVC - NON-REPO/MVC - REPORTABL | | | YES | 2016-317292 | CLOSED C/D CALL |
| Jun-14-2016 | 16:40:46 | 319890 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-317817 | TRACS CRASH REPORT |
| Jun-14-2016 | 23:41:24 | 320924 | CRIMINAL MISCH/DISTURBANCE/NOI | | | YES | 2016-319261 | TRACS CRASH REPORT |
| Jun-15-2016 | 06:54:51 | 321294 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-319890 | CLOSED C/D CALL |
| Jun-15-2016 | 08:54:21 | 321645 | POLICE INFORMATION | | | YES | 2016-320924 | GENERAL OFFENSE |
| Jun-15-2016 | 14:00:17 | 322663 | SEE OFFICER GO | | | YES | 2016-321294 | CANCELLED |
| Jun-15-2016 | 14:00:17 | 322663 | SEE OFFICER GO | | | YES | 2016-321645 | CLOSED C/D CALL |
| Jun-15-2016 | 14:00:17 | 322663 | SEE OFFICER GO | | | YES | 2016-322663 | GENERAL OFFENSE |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Found | Report # | Cleared By |
|-------------|----------|-------------|--------------------------------|-----------------|----------|-------|-------------|--------------------|
| Jun-15-2016 | 15:05:41 | 322852 | POLICE INFORMATION | TRAFFIC CONTROL | | YES | 2016-322852 | CLOSED CAD CALL |
| Jun-15-2016 | 16:16:05 | 323065 | POLICE INFORMATION | | | YES | 2016-323065 | CLOSED CAD CALL |
| Jun-15-2016 | 19:44:06 | 323720 | POLICE INFORMATION | | | YES | 2016-323720 | CLOSED CAD CALL |
| Jun-16-2016 | 06:02:22 | 324543 | WELFARE CHECK | | | YES | 2016-324543 | CLOSED CAD CALL |
| Jun-16-2016 | 07:56:06 | 324697 | SUSPICIOUS CO | VE/CANCELLED BY | | YES | 2016-324697 | CLOSED CAD CALL |
| Jun-16-2016 | 16:57:04 | 326076 | DISABLED MOTORIST | | | YES | 2016-326076 | CANCELLED |
| Jun-16-2016 | 16:54:17 | 326107 | IDENTITY THEFT | | | YES | 2016-326107 | CLOSED CAD CALL |
| Jun-16-2016 | 17:47:47 | 326213 | MVC - NON-REPO/MVC - GONE ON A | | | YES | 2016-326213 | PAPER REPORT |
| Jun-17-2016 | 06:44:57 | 327409 | DRUG - POSSESS/SEE OFFICER | | | YES | 2016-327409 | CLOSED CAD CALL |
| Jun-17-2016 | 09:35:08 | 327789 | DOMESTIC - IN/DOMESTIC - OTH | | | YES | 2016-327789 | ADVISE |
| Jun-17-2016 | 13:10:49 | 328478 | BURGLARY OR ATTEMPTED BURGLARY | | | YES | 2016-328478 | PAPER REPORT |
| Jun-18-2016 | 01:00:48 | 330563 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-330563 | PAPER REPORT |
| Jun-18-2016 | 08:51:20 | 331247 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-331247 | CANCELLED |
| Jun-18-2016 | 13:16:11 | 331901 | TRAF VIOL OTHER | | | YES | 2016-331901 | CANCELLED |
| Jun-18-2016 | 13:32:52 | 331944 | MVC - REPORTABLE, NO INJURIES | | | YES | 2016-331944 | CLOSED CAD CALL |
| Jun-18-2016 | 16:17:13 | 332342 | MVC - REPORTAB/CANCELLED BY CO | | | YES | 2016-332342 | TRACS CRASH REPORT |
| Jun-19-2016 | 00:42:26 | 333703 | REFER TO OTHER AGENCY - PD | | | YES | 2016-333703 | CANCELLED |
| Jun-19-2016 | 09:12:30 | 334375 | DISTURBANCE/NO/SUSPICIOUS PERS | | | YES | 2016-334375 | REFER |
| Jun-20-2016 | 08:04:45 | 336949 | REQUEST ASSIST - OTHER AGENCY | | | YES | 2016-336949 | GENERAL OFFENSE |
| Jun-20-2016 | 09:46:54 | 337312 | SEE OFFICER GO | | | YES | 2016-337312 | AIMS |
| Jun-20-2016 | 10:36:19 | 337498 | MVC - NON-REPORTABLE | | | YES | 2016-337498 | AIMS |
| Jun-20-2016 | 13:51:07 | 338249 | THEFT /CANCELLED BY CO | | | YES | 2016-338249 | TRACS CRASH REPORT |
| Jun-20-2016 | 15:13:50 | 338485 | MVC - REPORTAB/MVC - NON-REPOR | | | YES | 2016-338485 | CANCELLED |
| Jun-21-2016 | 05:17:33 | 340254 | CRIMINAL MISCH/BURGLARY OR ATT | | | YES | 2016-340254 | TRACS CRASH REPORT |
| Jun-21-2016 | 10:33:17 | 341129 | REFER TO OTHER AGENCY - PD | | | YES | 2016-341129 | PAPER REPORT |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared | By |
|-------------|----------|-------------|--------------------------------|----------------|----------|---------|-------------|--------------------|----|
| Jun-22-2016 | 14:15:09 | 345570 | SUSPICIOUS PER/SUSPICIOUS VEH | | | YES | 2016-345570 | GENERAL OFFENSE | |
| Jun-22-2016 | 14:53:21 | 345688 | POLICE INFORMATION | | | YES | 2016-345688 | CLOSED C/D | |
| Jun-22-2016 | 15:02:29 | 345709 | POLICE INFORMATION | | | YES | 2016-345709 | CLOSED C/D | |
| Jun-22-2016 | 18:32:24 | 346450 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-346450 | CALL | |
| Jun-22-2016 | 20:58:22 | 346855 | 911 HANG UP CALL | | | YES | 2016-346855 | CLOSED C/D | |
| Jun-23-2016 | 11:36:11 | 348376 | POLICE INFORMATION | | | YES | 2016-348376 | CALL | |
| Jun-23-2016 | 14:16:12 | 348867 | BURGLARY OR ATTEMPTED BURGLARY | | | YES | 2016-348867 | CALL | |
| Jun-23-2016 | 16:18:13 | 349227 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-349227 | ADVISE | |
| Jun-23-2016 | 19:04:48 | 349724 | MVC - NON-REPO/MVC - REPORTABL | | | YES | 2016-349724 | PAPER REPOR | |
| Jun-24-2016 | 00:45:22 | 350366 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-350366 | CALL | |
| Jun-24-2016 | 07:23:42 | 350822 | MVC - HIT AND RUN, NO INJURIES | | | YES | 2016-350822 | TRACS CRASH REPORT | |
| Jun-24-2016 | 17:37:18 | 352841 | TRAF VIOL D.L. 640 | | | YES | 2016-352841 | CLOSED C/D | |
| Jun-24-2016 | 18:13:03 | 352968 | TRAFFIC CONTROL | | | YES | 2016-352968 | CALL | |
| Jun-25-2016 | 03:56:47 | 354533 | SEE OFFICER /GONE ON ARRIVAL | | | YES | 2016-354533 | CLOSED C/D | |
| Jun-25-2016 | 10:29:05 | 355144 | HOUSE CHECK | | | YES | 2016-355144 | CALL | |
| Jun-25-2016 | 12:25:44 | 355501 | MVC - REPORTAB/MVC - NON-REPOR | | | YES | 2016-355501 | CLOSED C/D | |
| Jun-25-2016 | 15:49:30 | 356050 | MVC - NON-REPO/GONE ON ARRIVAL | | | YES | 2016-356050 | TRACS CRASH REPORT | |
| Jun-25-2016 | 18:32:27 | 356589 | DEATH - NATURAL | | | YES | 2016-356589 | CLOSED C/D | |
| Jun-25-2016 | 21:22:09 | 357127 | DISABLED MOTORIST ON ROAD | | | YES | 2016-357127 | CALL | |
| Jun-25-2016 | 22:54:03 | 357368 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-357368 | CLOSED C/D | |
| Jun-25-2016 | 23:57:30 | 357535 | THEFT /SEE OFFICER | | | YES | 2016-357535 | CALL | |
| Jun-26-2016 | 07:37:13 | 358286 | REFER TO OTHER AGENCY - PD | | | YES | 2016-358286 | GENERAL OFFENSE | |
| Jun-26-2016 | 08:11:09 | 358341 | WELFARE CHECK | | | YES | 2016-358341 | REFER | |
| Jun-26-2016 | 10:47:58 | 358704 | MVC - PRIVATE PROPERTY | | | YES | 2016-358704 | CLOSED C/D | |
| Jun-26-2016 | 15:57:26 | 359547 | ROAD HAZARD - ANIMAL - DEBRIS | | | YES | 2016-359547 | CALL | |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|-----------|----------------|----------------------------------|---------|-------------|--------------------|
| Jun-26-2016 | 17:19:09 | 359856 | | | CRIMINAL MISCHIEF | YES | 2016-359856 | PAPER REPORT |
| Jun-26-2016 | 19:07:40 | 360133 | | | ROAD HAZARD - /GONE ON ARRIVAL | YES | 2016-360133 | CLOSED C/D |
| Jun-26-2016 | 20:38:19 | 360367 | | | POLICE INFORMATION | YES | 2016-360367 | CALL |
| Jun-26-2016 | 22:35:22 | 360624 | | | DISTURBANCE/NO/SEE OFFICER | YES | 2016-360624 | CLOSED C/D |
| Jun-26-2016 | 23:03:36 | 360669 | | | DISABLED MOTORIST | YES | 2016-360624 | CALL |
| Jun-27-2016 | 08:58:20 | 361580 | | | ALARM - BURGLA/CANCELLED BY CO | YES | 2016-360669 | GENERAL OFFENSE |
| Jun-27-2016 | 09:25:24 | 361695 | | | DRUG - FOUND INCL. PARAPHERNAL | YES | 2016-361580 | CLOSED C/D |
| Jun-27-2016 | 19:39:31 | 363860 | | | MVC - INJURIES | YES | 2016-361580 | CALL |
| Jun-27-2016 | 19:58:39 | 363928 | | | 911 HANG UP CALL | YES | 2016-361695 | CANCELLED |
| Jun-27-2016 | 20:52:17 | 364061 | | | ALARM - BURGLA/ALARM FALSE FAU | YES | 2016-363860 | PAPER REPORT |
| Jun-27-2016 | 23:03:51 | 364323 | | | ALARM - BURGLA/ALARM FALSE FAU | YES | 2016-363928 | TRACS CR/SH REPORT |
| Jun-28-2016 | 16:39:34 | 367088 | | | HARRASSMENT - CILANDLORD - DIVO | YES | 2016-364061 | CLOSED C/D |
| Jun-28-2016 | 18:03:22 | 367427 | | | MVC - NON-REPO/CANCELLED BY CO | YES | 2016-364323 | CALL |
| Jun-28-2016 | 16:39:34 | 367465 | | | HARRASSMENT - COMM - STALK-OT | YES | 2016-367088 | CLOSED C/D |
| Jun-28-2016 | 20:41:28 | 367923 | | | 911 HANG UP C/CANCELLED BY CO | YES | 2016-367427 | CALL |
| Jun-29-2016 | 00:50:30 | 368386 | | | 911 HANG UP CALL | YES | 2016-367465 | CANCELLED |
| Jun-29-2016 | 15:21:36 | 370838 | | | THEFT | YES | 2016-367923 | DUPLICATE |
| Jun-29-2016 | 16:48:13 | 371186 | | | SUSPICIOUS PERSON | YES | 2016-367923 | CALL |
| Jun-30-2016 | 02:42:56 | 372880 | | | ALARM - BURGLA/ALARM FALSE FAU | YES | 2016-368386 | CLOSED C/D |
| Jun-30-2016 | 07:35:47 | 373196 | | | REQUEST ASSIST - LOCAL PD | YES | 2016-370838 | CALL |
| Jun-30-2016 | 08:45:37 | 373393 | | | MVC - INJURIES | YES | 2016-371186 | CLOSED C/D |
| Jun-30-2016 | 08:47:40 | 373404 | | | ALARM - BURGLA/ALARM FALSE BY CO | YES | 2016-372880 | CALL |
| Jun-30-2016 | 11:11:29 | 373988 | | | WELFARE CHECK | YES | 2016-373196 | GENERAL OFFENSE |
| Jun-30-2016 | 12:06:01 | 374215 | | | ALARM - BURGLA/ALARM FALSE NO | YES | 2016-373393 | TRACS CR/SH REPORT |
| Jun-30-2016 | 15:28:25 | 375063 | | | SEE OFFICER /BURGLARY OR ATT | YES | 2016-373404 | CANCELLED |
| Jun-30-2016 | 16:24:35 | 375345 | | | SUSPICIOUS VE/SEE OFFICER | YES | 2016-373988 | CLOSED C/D |
| | | | | | | YES | 2016-374215 | CALL |
| | | | | | | YES | 2016-375063 | PAPER REPORT |
| | | | | | | YES | 2016-375345 | PAPER REPORT |



PENNSYLVANIA STATE POLICE

CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Indexed | Report # | Cleared By |
|-------------|----------|-------------|---------------------------------|----------------|----------|---------|-------------|--------------------|
| Jun-30-2016 | 17:19:34 | 375623 | HOUSE CHECK | | | YES | 2016-375623 | CLOSED C.A.D |
| Jun-30-2016 | 18:19:21 | 375783 | MVC - HIT AND RUN, NO INJURIES | | | YES | 2016-375783 | CALL |
| Jun-30-2016 | 18:35:18 | 375849 | ALARM - BURGLAR/ALARM FALSE | | | YES | 2016-375849 | TRACS CRASH REPORT |
| Jun-30-2016 | 18:58:51 | 375927 | FAU | | | YES | 2016-375927 | CLOSED C.A.D |
| Jun-30-2016 | 19:18:38 | 375997 | MVC - NON-REPO/CANCELLED BY CO | | | YES | 2016-375997 | CALL |
| Jun-30-2016 | 20:35:56 | 376289 | ALARM - BURGLAR/CANCELLED BY CO | | | YES | 2016-376289 | CLOSED C.A.D |
| | | | THREATS - ACTO/SEE OFFICER | | | | | CALL |
| | | | | | | | | GENERAL OFFENSE |

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS BUSINESS MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
WEDNESDAY, JUNE 15, 2016 – 7:30 PM**

CALL TO ORDER by Chair Caughlan at 7:39 PM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: SUSAN G. CAUGHLAN [X]
STEPHEN C. QUIGLEY [X]
ARTHUR C. BUSTARD [X]

INFORMATIONAL ITEMS

- Chair Caughlan noted North Penn Water Authority Executive Director Anthony Bellitto had been awarded the 2016 Governor's Award for Local Government Excellence.
- Bob Brant, Township Solicitor, announced the Board of Supervisors had met in Executive Session immediately following the May 18 Business Meeting to discuss a matter of litigation, in specific The Cutler Group v. Worcester Township, Montgomery County Court of Common Pleas docket #15-13769; and, a matter of threatened litigation, related to the Hickory Hill Sewer project. Mr. Brant also announced the Board of Supervisors had met in Executive Session immediately preceding this meeting to discuss a matter of litigation, in specific Mollick v. the Worcester Township Board of Supervisors and individual Board members, Montgomery County Court of Common Pleas, docket number 15-13760, with an action on this matter to be taken at this evening's meeting; and, a matter of litigation, in specific The Cutler Group v. Worcester Township, Montgomery County Court of Common Pleas docket #15-13769, with an action on this matter to be taken at this evening's meeting.

In the matter of Mollick v. the Worcester Township Board of Supervisors and individual Board members, Tony Sherr, Counsel for this litigation, provided an overview of a proposed action against the Plaintiff to seek an award for damages incurred by the Defendants.

Supervisor Bustard motioned to authorize the filing of the action as presented by Mr. Sherr. The motion was seconded by Supervisor Quigley.

Jim Mollick, Worcester, commented on the Court of Common Pleas ruling on this litigation, and fees invoiced by the former Township Solicitor. Mr. Sherr commented on the Court of Common Pleas ruling on this litigation.

By unanimous vote the Board adopted the motion to approve.

In the matter of The Cutler Group v. Worcester Township, Mr. Brant commented on the Court of Common Pleas ruling on this litigation, and noted the Board of Supervisors consideration of an appeal to the Commonwealth Court.

Supervisor Bustard motioned to authorize the filing of an appeal to the Commonwealth Court, and the hiring of Carl Primavera, Klehr, Harrison, Harvey & Branzburg, to serve as Counsel on this appeal. The motion was seconded by Supervisor Quigley.

Bob Andorn, Worcester, commented on the appeals process and this expense. Dave Plader, Worcester, commented on the potential impact of the Plaintiff's proposed development. Dr. Mollick commented on the proposed litigation, previous court decisions, and Supervisor performance. Bill Goulding, Worcester, commented on the Plaintiff's proposed development, the Township appeal to the Commonwealth Court, and treatment of proposed development's sanitary sewage.

By unanimous vote the Board adopted the motion to approve.

PUBLIC COMMENT

- Roberta Body, owner of Palmer Tract, thanked the Board for its work on the proposed Center Point Village zoning ordinance, and commented on this project schedule.
- Mr. Andorn, commented on the permitted public comment period at public meetings, the appeal to the Commonwealth Court in the matter of The Cutler Group v. Worcester Township, the expense of this litigation, the proposed Center Point Village zoning ordinance, current and past uses in the Village of Center Point, and the use of transfer development rights.
- Dr. Mollick commented on the permitted public comment period at public meetings, current litigation, and a donation paid to the Conservatory of Montgomery County for the preservation of a property in the Township.

OFFICIAL ACTION ITEMS

- a) Consent Agenda – Chair Caughlan asked if any Member wished to remove an item from the consent agenda. There were no requests to remove an item from the consent agenda.

Supervisor Bustard made a motion to approve a consent agenda that includes (a) the Treasurer's Report and other Monthly Reports for May 2016, (b) bill payment for May 2016 in the amount of \$211,299.51, (c) the May 18, 2016 Work Session minutes; and, (d) the May 18, 2016 Business Meeting minutes. The motion was seconded by Supervisor Quigley.

Dr. Mollick commented on previous Township Solicitor work and fees, Township payment of this invoice, and an estimated value of The Cutler Group's proposed development.

By unanimous vote the Board adopted the motion to approve.

- b) Proclamation 2016-01 – This matter was tabled to the July 20, 2016 Business Meeting.
- c) Resolution 2016-24 – Bernadette Kearney, Counsel for the Applicant, provided an overview of a proposed 17,340 sf addition to an existing education and training use, the IBEW facility, at 3455 Germantown Pike. Ms. Kearney commented on relief obtained from the Zoning Hearing Board, Planning Commission consideration and approval recommendation, and Township Engineer review. Joe Nolan, Township Engineer, noted he was not opposed to a requested waiver for maximum stormwater basin dewatering time.

Supervisor Bustard made a motion to approve Resolution 2016-24, to grant Preliminary/Final approval of a plan of land development at 3455 Germantown Pike. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- d) Resolution 2016-23 – Amanda Zimmerman, Assistant Manager, proposed an overview of proposed improvements, which include a parking area, pedestrian walkway and the a loading dock reconfiguration, at a manufacturing facility at 2750 Morris Road.

Supervisor Quigley commented on the installation of previously required landscape buffers, and Mr. Nolan confirmed the materials had been installed.

Supervisor Bustard made a motion to approve Resolution 2016-23, to grant Preliminary/Final approval of a plan of land development at 2750 Morris Road. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- e) agreement – Mr. Ryan provided an overview of a revised agreement with Lower Providence Township and the Lower Providence Township Sewer Authority to provide sanitary sewer service to four properties at Germantown Pike.

Supervisor Bustard made a motion to approve the revised agreement with Lower Providence Township and the Lower Providence Township Sewer Authority to provide sanitary sewer service to four properties at Germantown Pike. The motion was seconded by Supervisor Quigley.

Ms. Kearney thanked the Board of Supervisors for their efforts on this matter. Dr. Mollick commented on Pennsylvania Department of Environmental Protection involvement in this matter, and the required intermunicipal agreement. Steve Lutz, IBEW, thanked the Board of Supervisors for their efforts on this matter.

By unanimous vote the Board adopted the motion to approve.

- f) Ordinance 2016-259 – Chair Caughlan opened the Public Hearing at 8:35 pm.

Mr. Ryan provided an overview of a proposed ordinance to amend Township hunting regulations as to the possession of certain weapons and the presumption of hunting activities.

Mr. Brant confirmed advertisement and distribution dates of the proposed ordinance.

Charles Pedano, Worcester, commented on the amendment proposed. Mr. Ryan read that section of Township Code proposed to be deleted.

There being no additional public comments, Chair Caughlan closed the Public Hearing at 8:40 pm.

Supervisor Bustard made a motion to adopt Ordinance 2016-259, to amend Township hunting regulations as to the possession of certain weapons and the presumption of hunting activities. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- g) Ordinance 2016-260 – Chair Caughlan opened the Public Hearing at 8:42 pm.

Mr. Ryan provided an overview of a proposed ordinance to amend Ordinance 2015-254 regarding payment of the Hickory Hill Sewer Project assessments.

Mr. Brant confirmed advertisement and distribution dates of the proposed ordinance.

Dr. Mollick commented on authorization to advertise the proposed ordinance.

There being no additional public comments, Chair Caughlan closed the Public Hearing at 8:44 pm.

Supervisor Bustard made a motion to adopt Ordinance 2016-260, to amend Ordinance 2015-254 regarding payment of the Hickory Hill Sewer Project assessments. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- h) waiver – Mr. Ryan provided an overview of request to install an on-lot septic system within a front yard setback at 1467 North Trooper Road. Mr. Nolan noted the property is a double-frontage lot, and he commented on the type of on-lot septic system proposed.

Supervisor Bustard made a motion to approve a waiver request to install an on-lot septic system within a front yard setback at 1467 North Trooper Road. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- i) ordinance advertisement – Mr. Ryan provided an overview of an ordinance to establish a designated service area for the North Penn Water Authority.

Tony Bellitto, North Penn Water Authority Executive Director, commented on the benefits of Authority service. Supervisor Quigley noted he had toured NPWA facilities, and stated the information obtained was helpful.

Supervisor Bustard made a motion to authorize the advertisement of the proposed ordinance for a Public Hearing to be conducted at the next Business Meeting at which all three Supervisors are in attendance. The motion was seconded by Supervisor Quigley.

Mr. Andorn commented on benefits to the community, and on the mandate to utilize a public water provider. Mr. Bellitto commented on the Authority organizational structure and fees charged.

By unanimous vote the Board adopted the motion to approve.

- j) waiver – Mr. Ryan noted receipt of a request from Montgomery County to waive payment of the permit fee for proposed recognition signage to be posted at certain preserved farms. Mr. Ryan noted the permit fee is \$65 per sign.

Supervisors Bustard noted the Township had waived payment of the permit fee for similar signage installed at the Peter Wentz Farmstead. Chair Caughlan read a June 14, 2016 letter from Anne Leavitt-Gruberger, Assistant Section Chief of County Planning for Montgomery County, on this matter.

Supervisor Bustard made a motion to approve the waiver of permit fees for recognition signs installed at properties preserved through the Montgomery County farmland preservation program. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

OTHER BUSINESS

No other business was discussed at this evening's meeting.

ADJOURNMENT

There being no further business brought before the Board, Chair Caughlan adjourned the regularly scheduled meeting at 9:01 PM.

Respectfully Submitted:

Tommy Ryan
Township Manager

*Township of Worcester
Proclamation 2016-01*

A Proclamation to Recognize the Peter Wentz Farmstead

Whereas, the Peter Wentz Farmstead property is one of five historic sites owned and maintained by Montgomery County; and,

Whereas, the Farmstead did serve as a temporary headquarters for General George Washington and his staff on October 2 and October 3, 1777, during which time General Washington planned the Battle of Germantown; and,

Whereas, generations of the Schultz family did live upon and farm this land until 1969, at which time the 100-acre property was purchased by Montgomery County and preserved as a historic site; and,

Whereas, the Farmstead is celebrating its 40th anniversary under the care of Montgomery County; and,

Whereas, today the Farmstead stands among our Community's most significant historic lands, of great and valuable benefit to all residents of Worcester Township.

Now, therefore, be it and it is hereby resolved that the Board of Supervisors does recognize the Peter Wentz Farmstead, and does support continuing efforts to protect and preserve this property for generations to come.

Resolved this 20th day of July, 2016

Attest:

Tommy Ryan, Secretary

*Township of Worcester
Board of Supervisors:*

Susan G. Caughlan, Chair

Steven C. Quigley, Vice Chair

Arthur C. Bustard, Member



Date: July 20, 2016

Resolution No. 2016-25

Recorded in Court Docket Book

No. _____, Page No. _____

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
ENGINEERING DISTRICT 6-0
7000 GEERDES BOULEVARD
KING OF PRUSSIA, PA 19406-1523

Gentlemen:

We, the undersigned Board of Township Supervisors of Worcester Township,
Montgomery County, hereby certify that the following described road has been in use by the
Public and has been maintained by the expenditure of township funds for a period of twenty-one (21)
years or more: _____

Length: see Exhibit A attached
Width: _____
Right-of-Way: _____
Type: _____
Location: _____

Seal

Supervisors Signature:

Secretary Signature _____

Subscribed and sworn to before me this _____ day of _____, 20__

My commission expires _____

Notary Public

EXHIBIT A

| street name | length (LF) | width (LF) | ROW (LF) | type | location |
|-------------------|-------------|------------|----------|-----------|---|
| Artmar Road | 763 | 20 | 50 | tertiary | 225' north of the intersection of Valley Forge Road and Griffith Road |
| Beyer Lane | 548 | 28 | 50 | tertiary | 1,270' west of the intersection of Bean Road and Whitehall Road |
| Ernest Lane | 900 | 24 | 60 | tertiary | 605' south of the intersection of Skippack Pike and Cedars Road |
| Ethel Avenue | 718 | 20 | 50 | tertiary | 735' east of the intersection of Valley Forge Road and Artmar Road |
| Fieldcrest Way | 674 | 28 | 50 | tertiary | 325' south of the intersection of Valley Forge Road and Water Street Road |
| Hogarth Lane | 1,250 | 30 | 50 | tertiary | 780' south of the intersection of Stump Hall Road and Hollow Road |
| Little Creek Lane | 1,384 | 30 | 50 | tertiary | 1,370' west of the intersection of Kriebel Mill Road and Stump Hall Road |
| Nicole Drive | 1,044 | 30 | 50 | tertiary | 355' east of the intersection of Valley Forge Road and Artmar Road |
| Old Orchard Road | 560 | 24 | 50 | tertiary | 1,090' west of the intersection of Skippack Pike and Berks Road |
| Overhill Drive | 1,955 | 28 | 50 | tertiary | 620' north of the intersection of Berks Road and Bean Road |
| Reiner Road | 3,297 | 26 | 50 | tertiary | at terminus of Spring Hill Road |
| Shearer Road | 1,988 | 20 | 60 | secondary | 1,970' east of the intersection of Valley Forge Road and Skippack Pike |
| Spring Hill Road | 1,703 | 26 | 50 | tertiary | 425' north of the intersection of Trooper Road and Woodlyn Avenue |

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2016-26

**A RESOLUTION TO AUTHORIZE THE EXECUTION OF A GRANT AGREEMENT
WITH THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, Worcester Township submitted a grant application to the Pennsylvania Department of Transportation Green Light-Go Program, for preventative maintenance improvements at thirteen traffic signals throughout the Township; and,

WHEREAS, the Pennsylvania Department of Transportation has awarded this grant application in the amount of \$4,725; and,

WHEREAS, in order to implement the improvements the Township must first execute a Grant Agreement with the Pennsylvania Department of Transportation, and likewise process other documents required to properly effect the grant award.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the Township Manager is authorized to execute Grant Agreement No. 2015GLG087, and any other documents required to properly effect the grant award.

RESOLVED THIS 20TH DAY OF JULY, 2016.

FOR WORCESTER TOWNSHIP

By:

Susan G. Caughlan, Chair
Board of Supervisors

Attest:

Tommy Ryan, Secretary

| | |
|---|---|
| Effective Date: | EALA #: BMS46226 |
| Date of Offer: May 16, 2016 | Funds Commitment #: |
| Internal Order Number: 89975 | Agreement #: 2015GLG087 |
| Grantee: Worcester Township | SAP Vendor#: 138862 |
| Project Title: Traffic Signal Maintenance | MPMS#: 105694 |
| Total Grant Amount Not to Exceed:\$4,725 | ECMS# |
| PennDOT Fiscal Year: 15/16 | <input type="checkbox"/> Local Grant Element <input checked="" type="checkbox"/> PennDOT Project Element |

GRANT/REIMBURSEMENT AGREEMENT

Green Light-Go Program

This Grant/Reimbursement Agreement is made by and between the Commonwealth of Pennsylvania, Department of Transportation (PENNDOT)

and

Worcester Township (GRANTEE).

WITNESSETH:

WHEREAS, 74 Pa.C.S. Chapter 92, added by Act 89 of 2013, provides for the establishment and implementation of a program to allocate funds to municipalities for traffic signals, provided that the municipality match PENNDOT funding in an amount not less than 50% of the amount of the financial assistance being provided; and,

WHEREAS, Under 74 Pa.C.S. Chapter 92 (relating to traffic signals) and 75 Pa.C.S. § 9511(e.1) (relating to allocation of proceeds), the PENNDOT established the Green Light-Go: Pennsylvania's Municipal Partnership Program, also known as the "Green Light-Go Program." The Green Light-Go Program is a competitive application requiring a 50% municipal or private cash match for municipalities to request financial assistance for existing traffic signal maintenance and operations activities identified in 75 Pa.C.S. § 9511(e.1), and,

WHEREAS, PENNDOT invited municipalities to submit grant applications, and GRANTEE's application was selected for participation in the Green Light-Go program; and,

WHEREAS, GRANTEE has signified its willingness to participate in the Green Light-Go program and the PENNDOT agrees to partially fund the GRANTEE's project to the grant amount, in accordance with the terms, conditions and provisions set forth below.

N O W, T H E R E F O R E:

For and in consideration of the foregoing premises, the mutual covenants hereinafter contained and with the intent to be legally bound hereby, the parties agree as follows:

1. **Incorporation by reference.** The foregoing recitals are incorporated by reference as if fully set forth among the terms and conditions of this Grant/Reimbursement Agreement.

2. **Scope of Work.** The Project consists of the annual maintenance of the traffic signals in Worcester Township, as more particularly described in the attached Grant/Reimbursement Application(s) (Exhibit D). The Project was competitively selected, and therefore PENNDOT will not allow substantial scope changes or substitute projects after an award is made.

3. **Scope of this Agreement.**

(a) This Grant/Reimbursement Agreement comprises:

- (i) this document, including its exhibits (Exhibits E, F, G, H, I and J);
- (ii) the Project Estimated Costs (Exhibit A);
- (iii) the Grant Terms and Conditions (Exhibit B);
- (iv) the Grant Offer Letter (Exhibit C);
- (v) the Grant Application (Exhibit D); and,
- (ix) any other document referenced or incorporated in the Grant Application.

(b) Each Grant/Reimbursement Agreement, including its exhibits and referenced documents, applies to only the particular Grant and Project covered by that Grant/Reimbursement Agreement. If there is any ambiguity or inconsistency between the documents constituting this Grant/Reimbursement Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

(c) This Grant/Reimbursement Agreement represents the Parties' entire agreement in relation to each Grant provided under it and the relevant Project and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

4. **Scope of Funding.** The total amount of the Grant is \$4,725. Funding by activity will be as follows:

| | <u>Grant Amount</u> | <u>Municipal Match</u> | <u>Total Amount</u> |
|-------------------------|---------------------|------------------------|---------------------|
| Preliminary Engineering | \$0 | \$0 | \$0 |
| Final Design | \$0 | \$0 | \$0 |
| Utilities | \$0 | \$0 | \$0 |
| Right-of-Way | \$0 | \$0 | \$0 |
| Construction | \$4,725 | \$4,725 | \$4,725 |
| Total Cost | \$4,725 | \$4,725 | \$4,725 |

5. Term of Grant. The Project funding begins on Grant/Reimbursement Agreement Execution and ends on October 31, 2017, the Expiration Date.

(a) Project activities for which this Grant Agreement is written must be completed by the following deadlines:

| | |
|--|---------------------------------------|
| Grant Offer/Agreement Returned to Department (Within 60 days of offer) | August 10, 2016 |
| Kick-Off Meeting and Field View (Within 60 days of Department receiving signed agreement) | November 7 – November 11, 2016 |
| Completion of Construction | June 30, 2017 |
| Submission of Final Invoice to Department | October 31, 2017 |
| Agreement Expiration | October 31, 2017 |

Project deadlines may be extended at PENNDOT's discretion. If not extended, then if a deadline is not met, PENNDOT may:

- (i) suspend payment of the Grant funds until the Project schedule is made current; or
- (ii) terminate this Grant/Reimbursement Agreement in accordance with the Grant Terms and Conditions regarding liability, forfeiture of funds, and repayment.

(b) If the Project is not completed and final invoice submitted by the Expiration Date, no additional payments will be made to the GRANTEE, and the remaining funds will revert back to the Green Light-Go program.

6. Local Project Element – Payment of Grant Funds.

(a) If the Project is within a designated corridor, it will be considered a local project element. selected, GRANTEE shall have management responsibility for the Project. GRANTEE shall administer all aspects of the performance of the Project.

- (i) The work shall be performed by the GRANTEE's employees, contractors and/or consultants.
- (ii) GRANTEE shall be responsible for preparing final design plans, specifications and estimates, environmental documents, and right-of-way plans, as necessary, and to perform any required utility relocation.

(b) PENNDOT will make payments to the GRANTEE through the Automated Clearing House ("ACH"). Within 10 days of the contract execution date, the recipient of the funding must submit or must have already submitted its ACH and electronic addenda information, if desired, to the PennDOT's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Service Center, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101. A copy of the ACH enrollment form can be obtained online at www.vendorregistration.state.pa.us/cvemu/paper/Forms/ACH-EFTenrollmentform.pdf

- i) The GRANTEE must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth's ACH remittance advice to enable the GRANTEE to properly apply the DEPARTMENT's payment to the respective invoice or program.
 - ii) It is the responsibility of the GRANTEE to ensure that the ACH information contained in the Commonwealth's Central Vendor Master File is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
- (c) GRANTEE shall maintain full and complete records of all receipts and disbursements of all Project funds for three (3) years from the date of final payment of grant funds under this Grant/Reimbursement Agreement to GRANTEE for inspection and/or audit. PENNDOT, or any of its authorized officers, agents or employees, shall have full and complete access to the records to inspect, copy, or carry them away, at any reasonable time during the term of this Grant/Reimbursement Agreement or the three (3) year retention period. The account and records shall comply with generally accepted accounting practices.
- (d) Each payment will be made following submission by the GRANTEE of an itemized invoice. To be correctly itemized, the invoice must be in the form of Exhibit (E).

7. PENNDOT Project Element – Use of Grant Funds.

- (a) If the Project is within a critical corridor, it will be considered a PENNDOT project element. PENNDOT shall have management responsibility for the Project. PENNDOT shall administer all aspects of the performance of the Project.
- (i) The work shall be performed by PENNDOT employees, contractors and/or consultants, except as may be otherwise provided in this Grant/Reimbursement Agreement.
 - (ii) PENNDOT shall be responsible for preparing final design plans, specifications and estimates, environmental documents, and right-of-way plans, as necessary, and to perform any required utility relocation.
 - (iii) PENNDOT shall be responsible for the bidding and award of any necessary contracts for construction and construction inspection. If the amounts bid exceed the Project estimated costs, the parties agree to meet within seven business days to discuss project funding. The parties may agree to re-bid, reduce or alter the Project scope, terminate the Project, or proceed with the Project at the higher cost.
 - (iv) During the conduct of the work, PENNDOT is authorized to proceed with and approve any change order provided that the aggregate cost associated with all change orders does not exceed 10% of the total project estimated costs. If the change order cost exceeds 10% of the total project estimated costs, the GRANTEE shall be presented with a change order request for each subsequent change order request. If GRANTEE does not approve any proposed change order, GRANTEE shall notify PENNDOT, in writing, of its disapproval within three business days and the parties shall meet within one business day after the notice is given in an effort to resolve the objection. If no notice of

disapproval is given within three business days, the change order shall be deemed approved. The parties shall use their respective best efforts to resolve any objection to a change order raised by GRANTEE. Additionally, once the aggregate of change orders exceeds 10% of the total Project estimated costs, the parties shall promptly meet within seven business days to discuss the change order needs.

(b) The GRANTEE shall reimburse PENNDOT for the municipal match. In any instance where Project costs are incurred in excess of the grant amount, including but not limited to instances where change orders are approved, GRANTEE shall reimburse PENNDOT the excess amount within 30 days after receipt of an invoice from PENNDOT which itemizes the costs and expenses to be reimbursed.

(c) The GRANTEE authorizes PENNDOT to withhold as much of the grant amount and municipal match as may be needed to complete any necessary work and to reimburse PENNDOT in full for all costs incurred, and authorizes PENNDOT to apply those funds to perform and complete the Project.

(d) The scope of funding and Project estimated costs are based on information supplied by the GRANTEE in its application, and PENNDOT relied upon that information to offer the Grant. The grant amount will not be increased, and GRANTEE bears all risk for costs exceeding the project estimates.

(e) PENNDOT shall acquire all rights-of-way necessary to perform the Project in accordance with all applicable federal and state laws, policies and procedures. PENNDOT shall be responsible for all negotiations, defense of all claims and initial payment of all property damages or right-of-way costs resulting from any acquisition and/or condemnation. Acquisition cost shall include, but shall not be limited to, payment of claims of affected property owners, photographic, appraisal and engineering services; title reports; counsel fees; expert witness fees required for the adjudication of all property damage claims; transcripts of testimony before the board of view; and all record costs, including printing costs, in case of appeal to an appellate court. In the event that PENNDOT exercises its power of eminent domain over any real property owned by GRANTEE, GRANTEE agrees to waive just compensation for right-of-way necessary for the Project.

(f) PENNDOT may perform multiple projects for different grants and/or GRANTEES together through a bundled procurement, in order to perform similar projects in the most cost-effective manner. Projects awarded under the PENNDOT Project Element will be evaluated to determine the most fiscally responsible manner of project delivery, considering cost and project management requirements.

(g) GRANTEE shall have the right at all reasonable times and upon reasonable notice to PENNDOT to review PENNDOT's records addressing the bidding, letting, contracting, invoicing and payment for work done on the Project.

8. Reporting. GRANTEE agrees to comply with the reporting requirements contained in PENNDOT Publication 191. GRANTEE also agrees to create and provide a report to the PENNDOT representative at the completion of the Project showing that the work was completed in accordance with this Grant/Reimbursement Agreement, and this report shall include an accounting summary of all funds expended toward the Project.

9. Effective date. This Grant/Reimbursement Agreement will not be effective until it has been executed by all necessary PENNDOT officials as required by law. Following full execution, PENNDOT will insert the effective date at the top of Page 1. This Grant/Reimbursement Agreement shall remain in effect until the Project is abandoned or the Expiration Date, whichever occurs first.

10. Availability of funds. The GRANTEE, by executing this Grant/Reimbursement Agreement, certifies that it has on hand sufficient funds to meet all of its obligations under the terms of this Grant/Reimbursement Agreement, and that the GRANTEE, and not PENNDOT, shall bear and provide for all costs incurred in excess of the grant amount.

11. Points of Contact. All notices or other communications that are required or any to be given under this Grant/Reimbursement Agreement shall be addressed as follows:

If to PENNDOT:

Daniel Farley
Traffic Operations Deployment and Maintenance Section
Bureau of Maintenance and Operations, Department of Transportation
403 North Street, 6th Floor
Harrisburg, PA 17120
RA-PDSIGNALFUNDING@pa.gov

If to GRANTEE:

Lee Mangan
Township Manager, Worcester Township
1721 Valley Forge Road
Worcester, PA 19490
manager@worcestertwp.com

or to such other person or address as the parties may provide to each other in writing.

12. Other Contributions. "Other Contributions" means the financial or in-kind contributions other than the Grant set out below:

| Contributor | Nature of Contribution | Amount | Timing |
|--------------------|-------------------------------|---------------|---------------|
| N/A | N/A | N/A | N/A |
| | | \$ | |

GRANTEE agrees to provide, or to ensure the provision of, the Other Contributions and to use them to undertake the Project. If the Other Contributions are not provided in accordance with this clause, then PENNDOT may:

- (a) suspend payment of the Grant until the Other Contributions are provided; or
- (b) terminate this Grant/Reimbursement Agreement in accordance with the General Grant Terms and Conditions regarding liability, forfeiture of funds, and repayment.

13. Equipment and assets.

(a) GRANTEE agrees to obtain PENNDOT's prior written approval to use the Grant to purchase any equipment or asset for more than \$5,000, apart from those listed in the Grant Application and/or detailed below:

[insert list of approved equipment and assets]

(b) GRANTEE agrees to use the equipment and assets for the purposes of the Project.

(c) GRANTEE agrees that the proceeds of any equipment and assets purchased with the Grant disposed of during the Project must be treated as part of the Grant and used for the purposes of the Project.

14. Relevant qualifications or skills.

(a) GRANTEE agrees to ensure that personnel performing work in relation to the Project are appropriately qualified to perform the tasks indicated. In order to properly maintain the traffic signal equipment covered by this applicant, the GRANTEE agrees to provide, as minimum, the following staff throughout the useful life of equipment.

(i) Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs. The Traffic Engineer must possess, at a minimum:

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

(ii) Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment. The Signal Specialist must possess, at a minimum:

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

(iii) Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment. The Signal Technician must possess, at a minimum:

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

(b) The staffing requirements may not be altered by the GRANTEE except by request to PENNDOT and receipt of PENNDOT's written approval, or as superseded by specific staffing requirements provided in PENNDOT's Publication 191.

15. Compliance with law, policies and industry standards. GRANTEE agrees to comply with the requirements of the following legislation, policies and industry standards when undertaking the Project:

- The Manual on Uniform Traffic Control Devices (MUTCD) is approved by the Federal Highway Administrator as the National Standard in accordance with Title 23 U.S. Code, Sections 109(d), 114(a), 217, 315, and 402(a), 23 CFR 655, and 49 CFR 1.48(b)(8), 1.48(b)(33), and 1.48(c)(2).
- Transportation Research Boards Highway Capacity Manual 2010
- Pa Vehicle Code (75 Pa. C.S. §§3111 – 3115 and §§6101 – 6129)
- PA Regulations (67 Pa. Code §§205 and 212)
- PennDOT Publication 13M (Design Manual 2: Highway Design).
- PennDOT Publication 35 (Bulletin 15) Approved Construction Materials
- PennDOT Publication 46 (Traffic Engineering Manual)
- PennDOT Publication 72M (Roadway Construction Standards)
- PennDOT Publication 111 (Traffic Control Pavement marking and Signing Standards)
- PennDOT Publication 148 (Traffic Standards (TC-8800 Series) Signals)
- PennDOT Publication 191 (Guidelines for the Maintenance and Operation of Traffic Signals)
- PennDOT Publication 213 (Temporary Traffic Control Guidelines)
- PennDOT Publication 236 (Handbook of Approved Signs)
- PennDOT Publication 408 (Highway Specifications)
- PennDOT Publication 669 (Traffic Signal Inspection Pocket Guide)
- PennDOT Traffic Engineering Forms
- All active Department Strike-Off Letters

16. Diverse Business Participation for Non-Federal-Funded Projects. Local transportation organizations, including municipalities that function as transit providers, shall comply with the

provisions of Section 303 of Title 74 of Purdon's Statutes. 74 Pa. C.S. §303 (Diverse business participation).

17. Jurisdiction. This Grant/Reimbursement Agreement shall be governed by, interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania and the decisions of the Pennsylvania courts. The GRANTEE consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. The GRANTEE agrees that any such court shall have in personam jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

18. No attachment by creditors; no cause of action. The parties do not intend the benefits of this Grant/Reimbursement Agreement to inure to any third party. No portion of PENNDOT's commitment to make the Grant will be subject to attachment or levy by any creditor of the GRANTEE or by any contractor, subcontractor, materialman, or supplier, or any creditor of any contractor, subcontractor, materialman, or supplier. Notwithstanding anything contained in any document executed in connection with this transaction, or any conduct or course of conduct by any of the parties hereto, before or after signing this Grant Agreement, this Grant/Reimbursement Agreement shall not be construed as creating any rights, claims, or causes of action against the Commonwealth, or any agency, officer, agent, or employee thereof, in favor of any contractor, subcontractor, supplier of labor or materials, or any of their respective creditors, or any other person or entity other than as specifically provided in this Grant/Reimbursement Agreement.

19. Save harmless. During the term of this Agreement, the GRANTEE shall indemnify and save the DEPARTMENT harmless from and against any damages recoverable under the Political Subdivision Tort Claims Act, 42 Pa. C.S. §§8541-8564, up to the limitations on damages under said law arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of GRANTEE and for which a court has held GRANTEE, its officials or employees to be liable under said law. This provision shall not be construed to limit the GRANTEE in asserting any rights or defense. Maintenance of a traffic signal under this or any other agreement or permit is a maintenance obligation under 42 Pa. C.S. §8542(b)(6)(ii).

20. Required contract provisions. The parties agree, and the GRANTEE shall also provide in its contracts for the Project, that all designs, plans, specifications, estimates of cost, construction, utility relocation work, right-of-way acquisition procedures, acceptance of the work and procedures in general, shall at all times conform to all applicable laws, rules, regulations, orders and approvals, including specifically the procedures and requirements relating to labor standards, equal employment opportunity, non-discrimination, antisolicitation, information and reporting provisions. The GRANTEE shall comply, and shall cause its consultant(s) and contractor(s) to comply, with the conditions set forth in the current version of the Commonwealth Non-discrimination/Sexual Harassment Clause, which is attached as Exhibit "F" and made a part of this Grant/Reimbursement Agreement. As used in this clause, the term "Contractor" means the GRANTEE.

21. Contractor Integrity Provisions. The GRANTEE shall comply, and shall cause its consultant(s) and contractor(s) to comply, with the current version of the Contractor Integrity Provisions, which are attached as Exhibit "G" and made a part of this Grant Agreement. As used in these provisions, the term "Contractor" means the GRANTEE.

22. Offset Provision. The GRANTEE agrees that the Commonwealth of Pennsylvania ("Commonwealth") may set off the amount of any state tax liability or other obligation of the GRANTEE or its subsidiaries to the Commonwealth against any payments due the GRANTEE under any contract with the Commonwealth.

23. Provisions Concerning the Americans with Disabilities Act. GRANTEE shall comply, and shall cause its consultant(s) and contractor(s) to comply, with the current version of the Provisions Concerning the Americans with Disabilities Act, which are attached as Exhibit "H" and made a part of this Grant/Reimbursement Agreement. As used in these provisions, the term "Contractor" means the GRANTEE.

25. Contractor Responsibility Provisions. GRANTEE shall comply, and shall cause its consultant(s) and contractor(s) to comply, with the current version of the Contractor Responsibility Provisions, which are attached as Exhibit "I" and made a part of this Agreement. As used in these provisions, the term "Contractor" means the GRANTEE.

26. Right-to-Know Law. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101—3104, applies to this Grant/Reimbursement Agreement. Therefore, this Grant/Reimbursement Agreement is subject to, and the GRANTEE shall comply with, the clause entitled Contract Provisions – Right to Know Law, attached as Exhibit "J" and made a part of this Grant/Reimbursement Agreement. As used in this exhibit, the term "Contractor" refers to the GRANTEE.

IN WITNESS WHEREOF, the parties have executed this Grant/Reimbursement Agreement on the date first above written.

ATTEST:

GRANTEE

Title: DATE

BY _____
Title: DATE

DO NOT WRITE BELOW THIS LINE--FOR COMMONWEALTH USE ONLY

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION

BY _____
Deputy Secretary of Transportation DATE

APPROVED AS TO LEGALITY
AND FORM

FUNDS COMMITMENT DOC. NO. _____
CERTIFIED FUNDS AVAILABLE UNDER
SAP NO. _____
SAP COST CENTER _____
GL. ACCOUNT _____
AMOUNT _____

BY _____
for Chief Counsel Date

BY _____
Deputy General Counsel Date

BY _____
for Comptroller Date

BY _____
Deputy General Counsel Date

Contract No. 2015GLG087, is split 100%, expenditure amount of 0% for federal funds and 100%, expenditure amount of \$4,725.00 for state funds. The related federal assistance program name and number is _____; _____. The state assistance program name and SAP Fund is 1107300113; _____.

Project Estimated Costs

| | <u>Grant Amount</u> | <u>Municipal Match</u> | <u>Subtotals</u> |
|-------------------------|---------------------|------------------------|------------------|
| Preliminary Engineering | \$0.00 | \$0.00 | \$0.00 |
| Final Design | \$0.00 | \$0.00 | \$0.00 |
| Utilities | \$0.00 | \$0.00 | \$0.00 |
| Right-of-Way | \$0.00 | \$0.00 | \$0.00 |
| Construction | \$4,725.00 | \$4,725.00 | \$9,450.00 |
| <hr/> | | | |
| Total Cost | \$4,725.00 | \$4,725.00 | \$9,450.00 |

Municipal Match %

County

Municipality

Project Title

Terms & Conditions

Eligibility.

- (a) Municipalities are eligible grantees in the Green Light – Go Program.
- (b) Grants require at least a 50% local match of the total project costs.
- (c) Projects awarded in critical corridors will be designed and managed by the Department in accordance with applicable Department specifications and total project costs will include all costs incurred by the Department. Projects awarded in designated corridors will be designed and managed by the grantee.
- (d) Grants are available for maintenance and capital projects.
 - (1) Maintenance projects may include recurring costs for regional operations such as retiming, developing special event plans, monitoring traffic signals and for maintaining and operating traffic signals.
 - (i) Eligible maintenance projects must have a minimum estimated useful life of at least 5 years.
 - (ii) Eligible maintenance projects may not include costs for the acquisition of land, rights to land, buildings or building materials to construct a new building or buildings.
 - (2) Eligible capital projects must have an estimated useful life of at least 18 years and may include non-recurring costs related to maintaining and operating traffic signals, including purchase of any of the following:
 - (i) Equipment upgrades.
 - (ii) new equipment for system expansion.
 - (iii) Land or rights to land or buildings.

Application period and deadlines.

- (a) Applications are to be electronically submitted during the open application period.
- (b) The open application period will be determined by the Department on an annual basis and published in the *Pennsylvania Bulletin*.
- (c) Only electronic applications received during the open application period are considered to meet the application deadline for a particular fiscal year.

Application submission procedure.

(a) Applications shall be filed electronically using the dotGrants web-based application or as otherwise determined by the Department.

(b) Applications shall be fully completed by the applicant upon submission and must include, among other criteria specified on the particular application:

- (1) Documentation from participating municipalities establishing that the lead municipality is authorized to submit an application on their behalf for a multi-municipal application submission.
- (2) Map that identifies the location(s) of traffic signals for which funding is requested.
- (3) Anticipated project implementation schedule with identified milestones and completion date (include all key project phases, if applicable).
- (4) Documentation of the availability of matching funds and any proposed in-kind services, maintenance agreement, or any other non-financial form of a proposed match.
- (5) Detailed cost estimate. All costs will be deemed estimates until the time a formal grant offer is made.
- (6) Documentation demonstrating the applicant project's capacity to provide the 50% local funds match, meet inspection requirements, standard contract provisions, and competitive bid requirements.
- (7) Documentation demonstrating the applicant project's ability to meet the selection criteria set forth below.

(c) The Department may reject an application which does not include the data required by the application, program policies or applicable laws or regulations.

Public records.

Submissions to the Department may be subject to the requirements of the Right-to-Know Law (65 P. S. §§ 67.101—67.3104) and exceptions thereto.

Selection process and criteria.

(a) The Department will evaluate each eligible project in terms of:

- (1) The project's effect on improving safety, enhancing mobility, reducing congestion and greenhouse gases.
- (2) How the project supports the regional transportation system consistent with goals of the Statewide Long-Range Transportation Plan, Municipal Comprehensive Plan, local

Department Engineering District, and representative metropolitan planning organization or rural planning organization.

- (3) Achieving a positive benefit/cost ratio.
 - (4) Leveraging available project funds.
 - (5) The applicant's ability to provide an effective level of maintenance and operations over the useful life of the improvements.
 - (6) Consistency with priority programs established by the Department, including but not limited to enhancing key freight corridors, transit corridors, and safety/mobility targets.
 - (7) Cooperation among municipalities in advancing multi-municipal projects and corridors.
- (b) Unless otherwise restricted by law, the Department has discretion in the selection of projects and in the determination of funding levels, priorities, critical project selection criteria, project phasing, project design, and specifications and performance criteria.
- (1) The Department may establish a formal scoring formula to assist in evaluating project proposals and may amend or adjust that formula from time to time. The Department, however, is not obligated to follow any particular scoring formula and may apply its discretion as necessary to allocate scarce grant funds among eligible projects and applicants in any manner it determines appropriate.
 - (2) The Department will not disclose evaluation scores or rank to individual applications, except as required by law.
- (c) As part of the application evaluation process, the Department may determine that the scope or specifications of a proposed project should be modified to accommodate available funding, anticipated use or to better accommodate potential user needs.
- (d) The Department may confer with an applicant to clarify the intent of, or to amend the scope or specifications of, a proposed project. The consultation may not be construed as a commitment by the Department to offer an award under this chapter.
- (e) The Department may visit the site of a proposed project to clarify the intent of, or to amend the scope or specifications of, a proposed project. The consultation may not be construed as a commitment by the Department to offer an award under this chapter.

Offer and acceptance.

- (a) The Department will, in writing, notify each applicant which has submitted a completed application whether or not its application was successful.

(b) A written award letter issued to an applicant will describe specific award terms, conditions, and matching fund requirements, and will be accompanied by a grant agreement.

(1) The award letter will have a clearly identified date of issuance or mailing.

(2) The applicant will sign the grant agreement to accept the offer. The award offer letter will also contain instructions to notify an applicant how to decline an offer.

(c) The applicant shall, within 60 days of the date of issuance or mailing of the award offer (whichever is later) and by certified mail, notify the Department, as provided in subsection (b)(2), whether the offer is accepted or declined.

(d) If the applicant fails to return a signed agreement within the time limit set in subsection (c), the offer will lapse and become void. The Department may, at the discretion of the Secretary, extend the deadline for acceptance of the award offer.

(e) At the request of an applicant, the Department may conduct a debriefing with an applicant whose application has been denied.

(1) The applicant may request a debriefing by emailing the Department at RA-PDSIGNALFUNDING@pa.gov.

(2) The debriefing request shall provide the name of the municipality, application, and any initial questions regarding the application.

(3) The debriefing will evaluate the requestor's application based on the selection criteria and will not be compared against any other application submissions.

(f) If one or more offers are declined or voided in accordance with subsections (c) and (d), the Department may make an award offer to an applicant initially notified under subsection (a) that an offer would not be made. Timely response to an offer made under this subsection shall be in accordance with subsections (c) and (d).

Project Kick-off Meeting and Field View

(a) A project kick-off meeting and field view are suggested for larger Green Light - Go Program projects. The Department will determine if a project kick-off meeting and field view are necessary.

(b) The purpose of the kick-off meeting is for the project team to meet and begin to focus on the specific elements of what will be achieved from start to completion of the project.

(c) The meeting should be conducted within 60 days after the Department receives a signed the agreement.

Standards, methods, techniques, designs and special conditions.

(a) The Department reserves the right to specify or make determination as to the standards, methods, techniques, design and dimensional criteria acceptable in projects funded by awards under this chapter.

(b) The design and construction of an approved project are subject to the review and approval of the Department, including costs, materials, plans, specifications, design and operational details.

(c) Failure to meet special conditions, performance criteria or specifications may result in the withdrawal of the award, disqualification from future consideration for an award under this chapter or declaration of an award recipient to be in default of the terms of the agreement.

(d) Steel products used in a project funded by an award issued under this chapter must comply with the Steel Products Procurement Act (73 P. S. §§ 1881—1887).

Prevailing wage.

Projects funded by awards under this chapter are subject to prevailing wage requirements as required under the Pennsylvania Prevailing Wage Act (43 P. S. §§ 165.1—165.17).

Audits and recordkeeping.

(a) General.

(1) An applicant receiving an award under this chapter shall keep records as the Department may prescribe, including records which facilitate an effective audit and fully disclose:

(i) The amount and disposition by the applicant of the award proceeds.

(ii) The total cost of the plan or program in connection for which the award is given or used.

(iii) The amount and nature of that portion of the cost of the plan or program supplied by other sources.

(2) The Department shall have access to books, documents, papers and records of the award recipient that are pertinent to an award issued under this chapter for the purpose of audit and examination. This includes progress audits during the project.

(3) An award recipient shall establish and maintain an adequate accounting record for an individual project which will allow the Department to determine the legitimacy of costs incurred for the project.

(4) The award recipient shall maintain effective control over and accountability for all funds, property and other assets. Applicants shall adequately safeguard assets and ensure that assets are used solely for authorized purposes.

(5) A award recipient shall establish procedures to minimize the time elapsing between the transfer of funds from the Department and the distribution by the applicant whenever funds are advanced by the Department.

(6) The award recipient shall include a clause in any contract related to the award that allows Department access to the applicant's contractor's records for purposes of accounting and audit.

(b) *Retention of records.*

(1) An award recipient shall retain for 5 years after the date of the submission of the final Department payment documentary evidence such as invoices, cost estimates and negotiation documents regarding any items of project cost. These documents include the following:

(i) Monthly status updates.

(ii) Vendor's invoices.

(iii) Applicable purchase orders.

(iv) Plans.

(v) Inspection reports.

(vi) Final inspection report showing acceptance for the project.

(vii) A record of disposition or correction of unsatisfactory work.

(2) An award recipient shall retain for 5 years after the date of the submission of the final Department payment evidence of payments for items of project costs including the following:

(i) Vouchers.

(ii) Cancelled checks or warrants.

(iii) Receipts for cash payments.

(3) If audit findings have not been resolved, records shall be retained until the findings have been resolved.

Inspection.

(a) The Department or an agency of the Commonwealth, or both, or a person designated or authorized by the Department has the absolute right to inspect the project sites, proposed project sites, records and construction materials regarding a project funded by an award issued under this chapter.

(b) An inspection ordered by the Department or conducted under this chapter may include the following:

(1) The reproduction and examination of records.

(2) The taking of samples applicable to evaluation or project quality control.

(3) The assessment of any factor relevant to the project, application or contract terms related to the award process.

(c) An award recipient's denial of access to records, failure to produce records or obstruction of an inspection may result in the withdrawal of the award and disqualification from future consideration for awards issued under this chapter.

Payment procedures.

(a) Prior to the disbursement of funds, the Department may conduct inspections, testing, review or audit records of accounts to validate, to the satisfaction of the Department, that the disbursement of funds is warranted.

(b) An award recipient, having received payment or partial payment or reimbursement under an award under this chapter, shall, within 7 calendar days of receipt of funds from the Department, make payments to vendors and contractors for services and materials properly invoiced under the project.

(c) The award recipient shall provide proof to the Department that payment for project subcontractors has been made within 30 calendar days of receipt of award funds.

(d) A award recipient shall forward requests for payment to the Department on the forms provided, the Department's Grant Management System (dotGrants), or in a manner specified by the Department. A request must include submission of actual cost documentation consisting of approved contract estimates of work-in-place, approved invoices or other evidence of incurred costs satisfactory to the Department.

(e) Ten percent of each award payment will be withheld by the Department as retainage until final inspection and approval of the project by the Department.

(f) Payment requests may be made for projects in progress but are limited to one request per month.

(g) All in-kind services should be documented and submitted with each invoice using the In-Kind Contributions Documentation Form available at www.dot.state.pa.us/signals.

Liability; forfeiture of funds; repayment.

(a) If an award recipient fails to comply with the terms and conditions of an award issued under this chapter, the following conditions apply:

(1) The award recipient shall immediately reimburse the Department the amount demanded by the Department, up to the total amount of the award.

(2) The Department may, at the discretion of the Director, disqualify the award recipient from future consideration for issued under this chapter.

(b) An award recipient aggrieved by a decision of the Department under this section may take an appeal under 2 Pa.C.S. §§ 501—508 and 701—704 (relating to Administrative Agency Law) and 1 Pa. Code Part II (relating to General Rules of Administrative Practice and Procedure).

Waiver.

(a) The Department may waive requirements to submit specific information or data normally required for an application.

(b) Waivers may be provided after written request to the Secretary and formal written response to the applicant by the Secretary or his or her designee prior to submission of the completed application.

(c) In the event of an emergency or other event deemed of critical concern to the Commonwealth, the Secretary may waive any, or all, of the requirements of this chapter otherwise not prohibited by law.



May 31, 2016

Lee Mangan, Township Manager
 Worcester Township
 1721 Valley Forge Road
 Worcester, PA 19490

Dear Mr. Mangan:

I am pleased to inform you that your application for Pennsylvania's 2015 Green Light-Go Program was approved. The Traffic Signal Maintenance Project will be awarded the requested amount of \$4,725.00, once the following steps have been completed and submitted in one package back to the Department:

- (1) **Acceptance Letter.** Provide a municipal letter stating acceptance of the grant award. If you wish to decline this grant, please notify the Department as soon as possible.
- (2) **Grant Agreement.** An Authorized Official, (as per your appropriate municipal code), must sign, date, and complete the attached Grant Agreement.
 - (a) **Resolution.** Provide a signature resolution that identifies the signature authority of the individual signing the Grant Agreement
- (3) **Funding Match.** Identify the source of the funding match and indicate how the funding can be obtained.

This Grant Agreement must be completed and the original copy returned no later than August 10, 2016 (sixty (60) days after the date of this grant offer). Once the original copy is received and processed, the Department will provide a grant award letter along with the fully executed grant agreement. By accepting the grant, the municipality agrees to the Terms and Conditions outlined in the Grant Application and on the Traffic Signal Portal: (<http://www.penndot.gov/signals>).

Your application is considered a PennDOT Project Element, which has the following project expectations:

- Project will be a Department Managed Project through the Engineering and Construction Management System (ECMS).
- 50% match commitment from local and/or private funds.

Thank you for your interest in the Commonwealth's transportation system and advancing the Green Light-Go Program. We look forward to seeing your project implemented. Should you have any questions, please contact Daniel Farley, Chief, Traffic Operations Deployment and Maintenance Section, at (717) 783-0333 or dfarley@pa.gov.

Sincerely,

A handwritten signature in black ink that reads "Richard N. Roman". The signature is written in a cursive, flowing style.

Richard N. Roman, P.E., Director
 Bureau of Maintenance and Operations

Green Light-Go Program Application
(2015)



(A) Contact Information

First Name

Lee

Last Name

Mangan

Job Title

Township Manager

Street Address

1721 Valley Forge Road

City

Worcester

State

PA

Zip Code

19490

Phone Number

610-584-1410

Alternative Phone Number

E-mail Address

manager@worcestertwp.com

County

Montgomery

Municipality

Worcester Township

(B) Project Summary

Project Title

Traffic Signal Maintenance

Project Type

Signal Maintenance

Description of Proposed Project

This project includes the annual maintenance of the traffic signals located along the state highways within Worcester Township.

(C) Project Location

Location Description

This project includes the 13 intersections, as shown on the attached project location map, which are all of the signalized intersections that are along state roadways within Worcester Township.

Attach copy of project location map

Site Map.pdf

Please Indicate

- Single Municipality
- Lead Municipality (multi-municipal application)

How many participating municipalities in total?

(1) Participating Municipality

(2) Participating Municipality

(3) Participating Municipality

Attach copy of municipal letter(s) of project support

Attention: If all traffic signals specified below are located on designated corridors only, it will be the responsibility of the municipality to manage the project. If one or more traffic signals specified within this application are located on critical corridors, it will be the responsibility of PennDOT to manage the project.

How many traffic signals associated to the project?

13

To located the unique "Map Key #" for each traffic signal, refer to one of the following resources: [Interactive GIS Map](#) or [Traffic Signal Corridor Identification List \(.xlsx\)](#)

If unable to find the traffic signal "Map Key #", contact us via e-mail: RA-PDSIGNALFUNDING@pa.gov.

Map Key #

46226265

Critical Corridor ?

Yes

Intersection Description

Skippack Pike (SR 73) and Valley Forge Road

(SR 363)

462261263

Yes

Valley Forge Road/Park Avenue (SR 363) and Germantown Pike

462261298

Yes

Whitehall Road (SR 3006) and Township Line Road (SR 3001)

462261454

Yes

Valley Forge Road (SR 363) and Morris Road (Sr 2001)

462261703

Yes

Morris Road (SR 2001) and West Point Pike

462261767

Yes

Skippack Pike (SR 73) and North Wales Road

462262006

Yes

Township Line Road (SR 3001) and North Wales Road

462262164

Yes

Valley Forge Road (SR 363) and Township Line Road (3001)

462262204

Yes

Morris Road (SR 2001) and Reserve at Gwynedd

462262291

Yes

Skippack Pike (SR 73) and Bethel Road (SR 3006)

462262292

Yes

Skippack Pike (SR 73) and Whitehall Road (SR 3006)

462262410

Yes

Skippack Pike (SR 73) and Berks Road (SR 3004)

462262749

Yes

Skippack Pike (SR 73) and Bustard Road (SR 1002)

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(D) Project Justification

Description of existing problem(s) to be addressed

The existing problem that this project will address would be to assist the Township in funding the ongoing preventive maintenance and response maintenance for the traffic signals within the boundaries of Worcester Township. This is an ongoing process that will keep the traffic signal equipment on the street operating as needed to serve the dual purpose of extending the life of the equipment and keeping the motoring public safe.

Description of anticipated project benefits

The benefits from this project will be the ability to keep the existing traffic signals functioning in their most optimal conditions and in accordance with their permitted plans. With this grant to assist in funding the maintenance plan, The Township will be able to utilize its current resources for other transportation related improvements that have been typically applied to the traffic signal maintenance.

How does the proposed project impact the region

By following a preventive maintenance schedule, the severity and frequency of response maintenance calls can be significantly reduced. This saves the Township money allowing them to apply it toward other traffic improvements in the township and also ensures that the existing signals are operating as needed to maintain traffic flow throughout the township. Since several critical corridors run through the Township, any disruption in traffic flow can be significant. These corridors carry significant regional traffic volumes through the Township.

Describe the proposed project's consistency with any regional (MPO/RPO), county, local plans, official maps, etc.

The project is in conformance with PennDOT Publication 191 for the operation and maintenance of traffic signals within the state of Pennsylvania. Additionally, maintaining traffic signal operation as efficiently as possible is a goal of both DVRPC and Worcester Township in order to improve traffic flow to the extent possible.

Describe the proposed maintenance and operations plan

The Township has an existing maintenance contract in place with a signal contractor, which follows PennDOT publication 191. This contract includes bi-annual inspections of each traffic signal. These traffic signals will continue to be owned by Worcester Township.

Attach copy of maintenance and operations plan

worcester glg maintenance.pdf

(E) Project Funding

Estimated Project Cost(s) by Activity:

| | Funding Requested | Municipal Match |
|------------------------------|----------------------|----------------------|
| Preliminary Engineering Cost | <input type="text"/> | <input type="text"/> |
| Final Design Cost | <input type="text"/> | <input type="text"/> |
| Utilities Cost | <input type="text"/> | <input type="text"/> |
| Right-of-Way Cost | <input type="text"/> | <input type="text"/> |
| Construction Cost | \$4,725.00 | \$4,725.00 |

| Total Funding Requested | Total Municipal Match | Percent Match |
|-------------------------|-----------------------|---------------|
| \$4,725.00 | \$4,725.00 | 50% |

Total Estimated Project Cost

\$9,450.00

Attach copy of cost estimate and detailed project schedule

worcester GLG maintenance cost.pdf;
Worcester GLG maintenance schedule.pdf

Indicate source(s) of funding and provide the appropriate document for Municipal Cost Match

Liquid Fuels Funds (County)

Attach copy of MS-991

Liquid Fuels Funds (Municipality)

Attach copy of MS-965

General Fund Distribution

Attach copy of Municipal Letter

Notarized Green Light Go Program Action.pdf;
Green Light Go Maintenance Letter.pdf

Financed (PIB, bond, etc.)

Attach copy Commitment Letter

Act 209 - Municipal Transportation Impact Fees

Attach copy of Commitment Letter

In-Kind Services

Attach copy of Municipal Letter

Developer Contribution

Attach copy of Commitment Letter

Private Funds

Attach copy of Commitment Letter

Other

Please explain:

Attach copy of Municipal Letter

Terms & Conditions

[Click Here to view the Terms & Conditions](#)

I agree to these Terms & Conditions as the applicant.

Yours Summary

doi Grants U.S. Department of the Interior

Grant ID: GIG-EM-2018-21103-00 3

Project Title: [REDACTED]

Applicant: [REDACTED]

Agency: [REDACTED]

Start Date: [REDACTED]

End Date: [REDACTED]

Amount: [REDACTED]

Status: [REDACTED]

Comments: [REDACTED]

Attachments: [REDACTED]

Next Steps: [REDACTED]

Contact: [REDACTED]

Approval: [REDACTED]

Signature: [REDACTED]

Date: [REDACTED]

REG-EN-2018-2100-10F

ANEXO 1
CANTON
PROVINCIA
MUNICIPIO

SECRETARÍA DE ECONOMÍA

ESTADO DE CUENTAS

PERIODO

MONEDA

ESTADO DE CUENTAS

DOI Grants

AG-11-115-100-105

OFFICE
OF THE
SECRETARY

U.S. DEPARTMENT OF
THE INTERIOR

AG-11-115-100-105



AG-11-115-100-105



NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE [Contracts]

The Contractor agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate in violation of the PHRA and applicable federal laws against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract.
3. The Contractor and each subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.
4. The Contractor and each subcontractor shall not discriminate in violation of PHRA and applicable federal laws against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
5. The Contractor and each subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Contractor and each subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers subject to *Title VII* of the *Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Contractor and each subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the contracting agency and the Bureau of Small Business Opportunities (BSBO), for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

Exhibit F

February 24, 2015

- 6.** The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor.
- 7.** The Contractor's and each subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor and each subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the contract, it becomes aware of any actions or occurrences that would result in violation of these provisions.
- 8.** The Commonwealth may cancel or terminate the contract and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

Exhibit F

CONTRACTOR INTEGRITY PROVISIONS

It is essential that those who seek to contract with the Commonwealth of Pennsylvania ("Commonwealth") observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

1. **DEFINITIONS.** For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:
 - a. **"Affiliate"** means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.
 - b. **"Consent"** means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.
 - c. **"Contractor"** means the individual or entity, that has entered into this contract with the Commonwealth.
 - d. **"Contractor Related Parties"** means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.
 - e. **"Financial Interest"** means either:
 - (1) Ownership of more than a five percent interest in any business; or
 - (2) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.
 - f. **"Gratuity"** means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b), shall apply.
 - g. **"Non-bid Basis"** means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.
2. In furtherance of this policy, Contractor agrees to the following:
 - a. Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth.

- b. Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the Commonwealth and Commonwealth employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.
- c. Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.
- d. Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest prior to Commonwealth execution of the contract. Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.
- e. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:
 - (1) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
 - (2) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
 - (3) had any business license or professional license suspended or revoked;
 - (4) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
 - (5) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract it becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

Exhibit G

- f. Contractor shall comply with the requirements of the *Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.)* regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the *Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a)*.
- g. When Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.
- h. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
- i. Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third party beneficiaries shall be created thereby.
- j. For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

Exhibit G

PROVISIONS CONCERNING THE *AMERICANS WITH DISABILITIES ACT*

For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offeror, supplier, or grantee, who will furnish or perform or seeks to furnish or perform, goods, supplies, services, construction or other activity, under a purchase order, contract, or grant with the Commonwealth of Pennsylvania (Commonwealth).

During the term of this agreement, the contractor agrees as follows:

1. Pursuant to federal regulations promulgated under the authority of the *Americans with Disabilities Act*, 28 C. F. R. § 35.101 et seq., the contractor understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this agreement or from activities provided for under this agreement. As a condition of accepting and executing this agreement, the contractor agrees to comply with the "General Prohibitions Against Discrimination," 28 C. F. R. § 35.130, and all other regulations promulgated under *Title II* of the *Americans with Disabilities Act* which are applicable to the benefits, services, programs, and activities provided by the Commonwealth through contracts with outside contractors.
2. The contractor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth as a result of the contractor's failure to comply with the provisions of paragraph 1.

EXHIBIT H

Contractor Responsibility Provisions

For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offer or, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term contractor includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

- 1.** The Contractor certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.
- 2.** The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
- 3.** The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.
- 4.** The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.
- 5.** The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
- 6.** The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at <http://www.dgs.state.pa.us/> or contacting the:

Department of General Services
Office of Chief Counsel
603 North Office Building
Harrisburg, PA 17125
Telephone No: (717) 783-6472
FAX No: (717) 787-9138

Contract Provisions – Right to Know Law

a. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, (“RTKL”) applies to this Contract. For the purpose of these provisions, the term “the Commonwealth” shall refer to the contracting Commonwealth agency.

b. If the Commonwealth needs the Contractor’s assistance in any matter arising out of the RTKL related to this Contract, it shall notify the Contractor using the legal contact information provided in this Contract. The Contractor, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.

c. Upon written notification from the Commonwealth that it requires the Contractor’s assistance in responding to a request under the RTKL for information related to this Contract that may be in the Contractor’s possession, constituting, or alleged to constitute, a public record in accordance with the RTKL (“Requested Information”), the Contractor shall:

1. Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the Contractor’s possession arising out of this Contract that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and
2. Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Contract.

d. If the Contractor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from production under the RTKL, the Contractor must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the Contractor explaining why the requested material is exempt from public disclosure under the RTKL.

e. The Commonwealth will rely upon the written statement from the Contractor in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, the Contractor shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth’s determination.

f. If the Contractor fails to provide the Requested Information within the time period required by these provisions, the Contractor shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result

of the Contractor's failure, including any statutory damages assessed against the Commonwealth.

g. The Commonwealth will reimburse the Contractor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

h. The Contractor may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Contractor shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, the Contractor agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

i. The Contractor's duties relating to the RTKL are continuing duties that survive the expiration of this Contract and shall continue as long as the Contractor has Requested Information in its possession.



**REVISED PROPOSAL TO PERFORM
VERIZON CABLE FRANCHISE RENEWAL SERVICES**

submitted to the

MONTGOMERY COUNTY CONSORTIUM

by the

COHEN LAW GROUP

**413 South Main Street
Pittsburgh, PA 15215**

www.cohenlawgroup.org

(412) 447-0130

June 13, 2016

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I. INTRODUCTION

The Cohen Law Group (“CLG”) welcomes this opportunity to submit a revised proposal for legal services to assist the applicable municipalities of the Montgomery County Consortium (“Consortium”) in a cable compliance review and franchise renewal negotiations with Verizon of Pennsylvania, Inc. (“Verizon”). The franchise agreements between the Consortium municipalities and Verizon will be expiring soon. As such, now is the time to begin the franchise renewal process. Franchise renewal is the best opportunity for the municipalities to obtain significant benefits and to assert their legal rights with their cable company.

We anticipate that the renewal negotiations with Verizon will be more challenging than the last Verizon negotiations. When we negotiated the current agreements on behalf of the Consortium in 2005-2006, Verizon was just entering the cable television market and needed to obtain franchises from the municipalities to begin offering cable service. Now that Verizon is entrenched in the cable market with a solid subscriber base, we expect the company to take a more confrontational approach to renewal negotiations. Performing a cable compliance review and identifying non-compliance issues will help provide the Consortium with more leverage in these renewal negotiations.

There have also been dramatic changes in video technology since the inception of the current franchise agreements, including enhanced digital technology, increased high definition, expansion of video-on-demand, and internet-based video programming (sometimes referred to as video streaming or “over-the-top” technology). There have also been major changes in both Verizon’s cable operations and the level of priority the company now gives to municipalities. Finally, there have been changes in federal law and regulations applicable to cable franchising.

Given that the Consortium municipalities are now eligible for renewal, we recommend that

they do the following: 1) perform a cable compliance review to determine whether the cable operator has complied with its obligations under the current agreement; and 2) negotiate a new agreement that addresses the changes since the last franchise and secures maximum benefits for Consortium municipalities. Our law firm had the privilege of assisting the Consortium in its last franchise negotiations with Verizon and would appreciate the opportunity to do so again.

Municipal officials have three critical roles when it comes to renewing (or, in the rare circumstance, not renewing) a cable franchise. First, municipal officials are effectively the landlords of their cable company. The cable company utilizes the municipality's public rights-of-way to operate its cable system. Municipal officials manage those rights-of-way as a public trust and are entitled to a fair return for the cable company's use of those public properties. This includes both financial and non-financial benefits for the municipality.

Second, municipal officials have an obligation to protect and advance the interests of their residents. This means not only getting the best services from the cable operator today, but also doing everything possible to prepare for the future. The field of telecommunications is changing so rapidly that it is difficult to predict with certainty the technologies that will be offered in the future. A cable franchise agreement must provide for the benefits available from existing technologies as well as those that may become available from future technologies.

Third and finally, municipal officials are consumers of telecommunications services in all three forms – television, internet, and telephone. From internet access at the Municipal Building to television service at the Fire Station, municipalities use a wide range of telecommunications services. They are entitled, therefore, to the most efficient, state-of-the-art services at the best possible prices.

CLG is uniquely qualified to represent the Consortium in cable franchise renewal negotiations. For over 18 years, our firm has specialized in cable franchise matters on behalf of

municipalities, and our attorneys have negotiated many more franchise agreements than any other law firm in Pennsylvania and surrounding states. We have represented over four hundred (400) municipalities in six states negotiations with their cable companies. Our firm has also negotiated numerous agreements with Verizon. We know Verizon's corporate policies and we know their negotiating tactics.

The principal of the firm is Dan Cohen. Aside from his credentials as a telecommunications attorney, Mr. Cohen is especially qualified to represent municipalities because he was a municipal official himself. As a member of the Pittsburgh City Council from 1990 to 2002, Mr. Cohen has first hand knowledge of the challenges and opportunities confronting municipal governments. With twelve years' experience in municipal government, he understands the practical needs and the financial constraints facing municipal officials. In addition, the Cohen Law Group includes attorney Phil Fraga, attorney Stacy Browdie, attorney Natausha Horton, law clerk Mike Roberts, and administrative assistant Akila Iyer.

CLG has developed a three-step approach to cable franchise renewal projects. The first step is identifying the client's specific needs. Since these needs often become better defined as the negotiation progresses, our attorneys maintain flexibility throughout the process to achieve a cable franchise agreement that accomplishes the client's specific goals. Second, our attorneys negotiate firmly and deliberately in order to reach agreement in a timely fashion. Our franchise agreements achieve maximum benefits for our clients. Finally, our attorneys work efficiently in a manner that is cost effective for our clients. We are keenly aware of the fiscal constraints facing municipalities, and focus, therefore, on keeping attorneys' fees and costs as low as possible.

II. POTENTIAL FRANCHISE BENEFITS

There are significant benefits available to municipalities in a cable franchise renewal agreement. The key to receiving these benefits is to know the law and regulations relating to each benefit and to negotiate firmly to obtain them from the cable operator. The following is a list of some of the more important potential benefits:

1. **Franchise Fee Revenue:** Under federal law, municipalities may assess a franchise fee of up to five percent (5%) of the cable company's "gross revenues" for cable services derived from their municipality. The central subject of negotiation with the cable operator is the specific revenue sources to be included in the definition of "gross revenues". CLG has developed a comprehensive list of cable operator revenue sources to which municipalities may apply the franchise fee. Currently numbering 26 revenue sources, the list is expanded regularly depending on the increasing number of fees being charged by the cable operator. While the definition of "gross revenues" in the Consortium's current agreements was comprehensive in 2006, Verizon now charges additional fees that should be added to the definition of "gross revenues" in the new agreement.

2. **Franchise Fee Accountability:** In addition to franchise fee revenue, it is also essential for municipalities to require franchise fee protection and accountability. In a franchise agreement, these include detailed franchise fee verification reports, the right to conduct comprehensive franchise fee audits with penalties for underpayments, as well as new protections against franchise fee reduction due to bundled service packages (also referred to as the "triple play" of television, internet, and phone services).

3. **Cash Franchise Grant:** In addition to franchise fee revenue, we will attempt to negotiate for cash franchise grants from Verizon. The availability, amount, and distribution schedule of such grants depend upon the give-and-take of the cable franchise negotiations. Our firm was able

to secure a cash grant from Verizon for each of the participating municipalities in the last negotiation and it will be our goal to obtain a greater grant in this renewal.

4. **Free Services:** It is common in a franchise agreement for cable companies to agree to provide complimentary cable television and/or internet services to community facilities. The types and amount of free services are different for different cable operators. The major subjects of negotiation are the number of community facilities (including municipal buildings, public and private schools, and public libraries) that obtain the service, and the type and level of service obtained.

5. **Cable System Upgrade:** Depending on technical features of the current cable systems serving the Consortium, it may wish to negotiate a time frame for an upgrade or rebuild of the cable system. It is important to know the specifications of the cable system and whether or not it is technologically current. Even if the system is technologically current, it is important to include the technical specifications of the system in the franchise renewal agreement.

6. **Customer Service Standards:** In a franchise agreement, municipalities may impose customer service standards on the cable company to which the company must adhere. It is important to include comprehensive and enforceable standards, including but not limited to, telephone answering time limits for customer service representatives, refunds for service interruptions, rules for resolving customer billing disputes, time limits for cable technicians to arrive at your home, a prohibition against the premature application of late fees, and rules respecting subscriber privacy.

7. **Public, Educational and Governmental (PEG) Channels:** Municipalities have a legal right under federal law to dedicated channel space for public, educational and governmental ("PEG") programming. The PEG Channels may be used to inform citizens by broadcasting public safety alerts, announcements regarding local government activities, public meetings and/or community, educational and athletic programs. For municipalities that currently operate PEG

Channels or wish to activate them in the future, we will include protections regarding the municipality's control over the channel(s), distribution of PEG signals to all customers, installation of return lines, technical quality of the channel(s), and other related requirements.

8. Reporting Requirements: It can be helpful for municipalities to obtain periodic information from the cable operator related to financial and customer service issues. A franchise agreement may require the cable operator to provide written reports to the municipality on such matters as franchise fee verification, customer complaints, construction activity in the public rights-of-way, and the cable company's financial condition.

9. Legal Protections of the Rights-of-Way: Because cable companies place wires and equipment in the public rights-of-way, it is critical that a cable franchise agreement include legal protections for any damages or injuries that may occur. These protections include safety standards for construction and installation, requirements for repair and restoration of property damage, emergency removal of equipment, indemnification of the municipality, and full insurance coverage.

10. Enforcement: Once the cable operator agrees in a franchise agreement to provide certain benefits, the Consortium municipalities must be able to enforce these obligations. It is essential to include strict and practical enforcement tools to ensure the company's faithful performance of its obligations under the agreement. These tools may include, but are not limited to, monetary fines on a daily basis, a substantial performance bond, and the right to revoke the franchise in extreme circumstances.

11. Length of Term: Because telecommunications technology changes so rapidly, municipalities typically seek a shorter length of term in the franchise renewal agreement. On the other hand, cable companies typically seek longer terms to protect their capital investment in the cable system. The difference between these two positions is resolved through negotiation.

III. SCOPE OF SERVICES

The following is the scope of services that the Cohen Law Group will perform if hired to assist the municipalities of the Consortium in cable franchise renewal with Verizon.

A. Preliminary Setting of Priorities

We will arrange an initial client meeting with municipal officials from all participating municipalities. During the meeting, we will describe the cable franchise process, including both the formal and informal processes prescribed by Section 626 of the federal Cable Act, 47 U.S.C. §546. We will also advise the officials regarding their legal rights, including the substantive areas in which the Consortium municipalities have legal authority over the cable operator and those areas in which their legal authority is limited. In addition, we will outline the potential financial and non-financial benefits available to the municipalities as well as solicit the concerns and needs of the officials with respect to the cable operator.

In addition, we will provide the Consortium municipalities with public notice and written talking points for a public hearing on cable franchise renewal. Section 626 includes a “notice and comment” requirement, and we typically recommend that this requirement be satisfied by a public hearing inviting citizen input. We will also advise the municipalities with respect to any other legal and regulatory requirements pertaining to franchise renewal.

During this preliminary phase, we recommend that the municipalities perform a cable compliance review to determine whether Verizon has complied with its obligations under the current agreements. The current Verizon agreements contain numerous financial, legal, and technical obligations and vest the municipalities with the power to enforce these obligations. Franchise renewal is the single best time to perform such a review, because, if violations are discovered, the Consortium has more leverage to address and resolve them in the context of cable franchise renewal

and a better chance of obtaining more benefits in the renewal agreement. The scope of services for a cable compliance review is discussed in more detail below.

B. Cable Compliance Review

The federal Cable Act requires that municipalities, as part of cable franchise renewal, review the cable operator's past performance and identify their future cable-related community needs. A cable compliance review is a key component of assessing the cable operator's past performance. It is the best method to hold the operator accountable for requirements set forth in the agreement and to ensure that any violations are corrected. A compliance review will also increase the municipalities' leverage in franchise renewal negotiations.

CLG has extensive experience in performing cable compliance reviews on behalf of municipalities throughout Pennsylvania. We often find cable operator violations on a variety of issues ranging from build-out requirements to franchise fee underpayments to customer service violations. The major obligations that will be investigated through a cable compliance review include the following:

- 1. Cable System Build-Out and Service to Unserved Areas:** The Verizon agreements with Consortium municipalities include a requirement that the entire geographical area of the municipality be built out for FiOS cable service, subject to certain density requirements, within specified time frames. Typically, there are two deadlines—an initial service area deadline and an extended service area deadline. The agreements further include liquidated damages (pre-determined monetary fines) if such construction has not occurred in a timely fashion. We will investigate whether Verizon has complied with this requirement and, if not, recommend enforcement measures.

2. Accurate Payment of Franchise Fees: The Consortium agreements include the requirement that Verizon apply the franchise fee percentage to 21 separate revenue sources (there are now, 10 years later, approximately 27 eligible revenue sources). We will investigate whether Verizon has accurately paid franchise fees to each municipality, including: 1) whether the company included all revenue sources (and sub-sources) in the computation of franchise fees; 2) whether it included both subscriber based and non-subscriber based sources; 3) whether it correctly allocated revenues from “triple play” revenue sources (encompassing cable, internet, and phone revenues); and 4) related franchise fee computation issues. Over the past 3 years, our law firm has performed over 100 franchise fee reviews and has found cable operator underpayments in 73% of them.

3. Accurate Payment of Cash Franchise Grants: Verizon committed to pay franchise grants to the participating municipalities in two installments—typically one in the 5th year of the franchise term and one in the 10th year of the franchise term. We will investigate whether Verizon has paid the grants on or before these due dates and whether the payment amounts were correct. We expect the upcoming negotiations to take a different approach to franchise grants.

4. Adherence to Customer Service Standards: The current Verizon agreement includes numerous customer service standards covering eight pages of the agreement. These include, but are not limited to, telephone answering time limits for customer service representatives, refunds for service interruptions, rules for resolving customer billing disputes, time limits for cable technicians to arrive at your home, and a prohibition against the premature application of late fees. We will investigate whether Verizon has complied with these customer service standards, including identifying and collecting customer service complaints from the municipalities and determining whether Verizon adequately resolved the complaints.

5. Provision of Free Services to Community Facilities: The current agreements include a requirement that Verizon provide complimentary cable services to municipal buildings, fire stations, schools, and public libraries, subject to setback requirements. They also include a list of eligible facilities in Exhibits A of the agreements. By obtaining information from Verizon and the municipalities, we will determine whether these complimentary services are being provided to all eligible facilities and, if not, which facilities need to be connected.

6. Satisfaction of Reporting Requirements: The Consortium agreements include several Verizon reporting requirements, including, in addition to franchise fee reports, reports regarding customer complaints, service outages, service calls, installations/reconnections, and service area maps. We will obtain this reporting information, review the findings, and determine whether there are non-compliance issues and whether the findings require specific provisions in the franchise renewal agreement.

7. Insurance, Indemnification, and Performance Bond Requirements: The Consortium agreements with Verizon include multiple insurance coverage, indemnification, and performance bond requirements. We will obtain information from Verizon confirming whether it has satisfied the insurance and performance bond requirements and whether it properly indemnified any applicable municipalities.

8. Educational and Governmental (EG) Channel Requirements: The Verizon agreements include multiple EG Channel requirements, including dedication of educational and governmental channels, interconnection of the Verizon system with the incumbent cable system, etc. For those municipalities and/or school districts that have activated channels, we will investigate whether Verizon has complied with these requirements. This portion of the compliance review will also give us an opportunity to investigate the future EG needs of the applicable municipalities.

The first step in the compliance review process will be to draft a Request for Information and Documents (“RFID”) to Verizon for all relevant information and documents pertaining to the areas of inquiry outlined above. We will request five years’ worth of compliance documentation, since that is the amount of time Verizon is required to maintain its records. We will also draft a separate compliance questionnaire to submit to the municipalities. Verizon will demand a non-disclosure agreement (“NDA”), which we will negotiate, prior to providing information and documents.

Based on past compliance reviews we have conducted, we will not receive all of the requested information in Verizon’s first round of responses to the RFID. It typically requires two or three rounds of requests to obtain all the relevant information, as well as clarification of initial responses. We also expect that we will need to follow up with certain municipalities to obtain their questionnaire responses. We will carefully and systematically review the information received and ascertain Verizon’s level of compliance with its obligations. We will identify any potential areas of non-compliance, as well as inconsistencies between the responses provided by the municipalities and the cable operator. We will then determine whether Verizon has committed specific, measurable and enforceable violations. If so, we will decide on the best course of action to enforce each violation, including possible penalties.

Finally, we will draft a compliance report containing a description of our investigation and an itemization of our findings. The report will include an introduction, procedural history, areas of inquiry, results of inquiry, specific recommendations, and conclusion. It will detail any and all areas of non-compliance and will reference the applicable sections in the Agreement. With respect to any areas of non-compliance, we will recommend a specific course of action to enforce the non-compliance, including possible penalties.

C. Drafting of Proposed Agreement

After the setting of priorities stage and the cable compliance review is completed, our attorneys will draft a proposed master franchise agreement with Verizon that provides the Consortium municipalities with all of the benefits and legal protections to which they are entitled under current law and current technology. The agreement will include the results of the setting of priorities and cable compliance review stages discussed above, as well as our judgment as to the legal provisions that would advance the Consortium's interests and meet the municipalities' future cable-related needs. We will then submit the draft agreement to each municipality for informal review and comment. Any suggested changes will be incorporated into the agreement and the proposed agreement will be presented to representatives of Verizon.

D. Negotiation with Cable Operator

The most important stage in the process is negotiating a franchise renewal agreement with representatives of Verizon. CLG has negotiated hundreds of agreements with Verizon on behalf of Pennsylvania municipalities. We know Verizon's company's policies and its negotiating tactics. The working document for these negotiations will be the draft franchise agreement informally approved by the clients. We will preserve the Consortium's legal rights under the formal process, but negotiate with Verizon under the informal process outlined in the federal Cable Act.

We anticipate that the renewal negotiations with Verizon will be more challenging than the last Verizon negotiations. When we negotiated the current agreements in 2005-06, Verizon was entering the cable television market and needed to obtain franchises from the municipalities in to begin offering cable service. Now that Verizon is entrenched in the cable market, we expect the company to take a more confrontational approach to renewal negotiations. That being said, this time we will most likely have non-compliance issues resulting from the cable compliance review which

will be helpful in the negotiations. We are confident that we will be able to negotiate strong renewal agreements with Verizon.

The negotiation typically consists of at least two face-to-face negotiation sessions with representatives of the cable operator, multiple conference call negotiations, status conferences with the clients, multiple revisions of the proposed franchise agreement, redrafting specific franchise agreement provisions, and editing the final draft of the master agreement. We will then proceed to customize the master agreement to each individual municipality, including substantive provisions requested by each of the municipalities.

E. Consideration by the Municipal Governing Bodies

After tentative agreement with Verizon has been reached, CLG will report to each municipality on the substantive provisions of the deal. Specifically, we will present each participating municipality with its final customized franchise agreement (and any side agreements) negotiated by the parties and recommended by CLG. We will also draft an executive summary of the major provisions of the final agreement. Finally, we will draft a customized short-form ordinance authorizing approval of the agreement for consideration by each Township Board and Borough Council.

Given the amount of work involved in the cable compliance review, the challenges inherent in obtaining information and documents from Verizon, the anticipated time frame for negotiating a master renewal agreement with Verizon, and the fact that the current agreements expire in 2018, we **expect that this entire project will take approximately two years in duration.**

IV. PROFESSIONAL BACKGROUND

The Cohen Law Group specializes in representing municipalities in cable and telecommunications matters. Collectively, our attorneys have worked on cable and telecommunications issues on behalf of municipalities for fifty (50) years. CLG has represented over four hundred (400) municipal clients in six states in negotiations with cable companies and telecommunications providers.

Our firm has negotiated with major national companies as well as smaller regional companies to obtain benefits for our clients. We have also negotiated many agreements with Verizon.

CLG's full array of legal services to municipal clients include the following:

- Drafting cable franchise agreements
- Review of current and proposed franchise agreements/ordinances
- Cable franchise renewal negotiations with cable companies
- Franchise fee audits
- Drafting of right-of-way ordinances and development of right-of-way fees
- Right-of-way management and enforcement
- Drafting pole attachment agreements
- Pole attachment negotiations with cable and telephone companies
- Transfer or sale of franchise ownership or control
- Cable compliance reviews
- Evaluation of public, education and governmental ("PEG") channels
- Identification and marketing of municipality's vertical assets to wireless firms
- Development of wireless facilities ordinances
- Negotiation with cellular tower and antenna companies
- Wireless facility litigation

As an active member of the National Association of Telecommunications Officers and Advisors (NATOA) and other professional organizations, CLG stays current with frequent changes in cable and telecommunications law. Dan Cohen has written articles on cable franchising and telecommunication matters that have been published in *Public Management Magazine*, *Government Procurement Magazine*, *Pennsylvania Township News* and *Pennsylvania Borough News*. He is also a frequent speaker at regional and national municipal conferences.

In addition to providing professional counsel to municipalities on cable and telecommunications matters, Mr. Cohen served as an elected municipal official for twelve (12) years. He served on the Pittsburgh City Council from 1990 to 2002. As a result, he has first hand knowledge of the challenges and opportunities confronting municipal governments. Mr. Cohen served as Chair of City Council's Cable Television Committee for ten years and also served on the Mayor's Telecommunications Committee. Mr. Cohen led Pittsburgh's efforts to regulate cable rates in the early 1990's. Those efforts resulted in a refund ordered by the Federal Communications Commission for all City of Pittsburgh cable customers. Mr. Cohen graduated from Yale University and Stanford Law School.

Attorney Phil Fraga brings significant private sector experience to his role in serving as outside counsel to municipalities. Mr. Fraga served as assistant general counsel to a major cable company and was counsel to two telecommunications companies prior to joining the firm in January of 2006. His industry experience and his understanding of the operations of cable and telecommunications providers have proven invaluable for our clients. Mr. Fraga has negotiated hundreds of cable franchise agreements with cable providers. Mr. Fraga has undergraduate degrees from Bethany College (finance) and Carlow College (accounting), an MBA from the University of Steubenville, and a law degree from the Duquesne University School of Law.

Attorney Natausha Horton served as a Law Clerk to the Pennsylvania Supreme Court prior to starting with the Cohen Law Group. Ms. Horton also served as the Law Clerk for the Chapter 13 Bankruptcy Trustee for the Western District of Pennsylvania. There she worked with debtors and creditors to establish bankruptcy repayment plans and monitored the accounting and computation of such payments to the Trustee. At CLG, Ms. Horton has concentrated primarily on franchise fee audits, cable franchise negotiations, and wireless facilities negotiations. She graduated *summa cum*

laude from the University of Pittsburgh and received her law degree at the University of Pittsburgh School of Law.

Attorney Stacy Browdie has been an integral part of the firm since its inception. She has many years of experience working with municipalities in cable and telecommunications matters. While adept in many areas of the firm's practice, Ms. Browdie concentrates primarily in cable franchise agreements, franchise fee audits, right-of-way management and PEG channels. Ms. Browdie also oversees the business management of the firm. She graduated from the University of Pennsylvania and from the University of Pittsburgh School of Law.

V. COST OF SERVICES

The following represents CLG's cost of services to perform cable compliance review and cable franchise renewal services. We propose to perform these services on a flat fee basis, because our significant experience in performing cable compliance reviews and in negotiating cable franchise agreements lends predictability to our efforts on behalf of the Consortium. In addition, a flat fee provides "price certainty" to the municipalities.

As shown below, we are offering our services to the Consortium at a discounted rate depending on the population of each municipality and the number of municipalities that participate. We offer these discounts because there are economies of scale in representing a multi-municipal group and because the Consortium is a returning client to our firm. The following shows our standard flat fees followed by the discounted fees being offered to the Consortium.

**FLAT FEE PRICE SCHEDULE FOR CABLE COMPLIANCE REVIEW AND
FRANCHISE RENEWAL NEGOTIATIONS WITH VERIZON***

Standard Single Municipality Fees (by population prior to discount)

| | |
|---------------|----------|
| 1-6,000 | \$6,500 |
| 6,001-15,000 | \$7,500 |
| 15,001-20,000 | \$8,500 |
| 20,001-30,000 | \$9,500 |
| 30,001+ | \$10,500 |

Consortium Discounted Fees (based on population and the number of participating municipalities)

2-10 Municipalities - 10% Discount from the fees shown above based on population

| | |
|---------------|---------|
| 1-6,000 | \$5,850 |
| 6,001-15,000 | \$6,750 |
| 15,001-20,000 | \$7,650 |
| 20,001-30,000 | \$8,550 |
| 30,001+ | \$9,450 |

11-20 Municipalities – 15% Discount from the fees shown above based on population

| | |
|---------------|---------|
| 1-6,000 | \$5,525 |
| 6,001-15,000 | \$6,375 |
| 15,001-20,000 | \$7,225 |
| 20,001-30,000 | \$8,075 |
| 30,001+ | \$8,925 |

21-30 Municipalities – 25% Discount from the fees shown above based on population

| | |
|---------------|---------|
| 1-6,000 | \$4,875 |
| 6,001-15,000 | \$5,625 |
| 15,001-20,000 | \$6,375 |
| 20,001-30,000 | \$7,125 |
| 30,001+ | \$7,875 |

30+ Municipalities - 30% Discount from the fees shown above based on population

| | |
|---------------|---------|
| 1-6,000 | \$4,550 |
| 6,001-15,000 | \$5,250 |
| 15,001-20,000 | \$5,950 |
| 20,001-30,000 | \$6,650 |
| 30,001+ | \$7,350 |

*For those municipalities in which their current Verizon franchise agreements do not expire for several years, but that still wish to participate in the cable compliance review, the fee for the cable compliance review portion of the project is 50% of the applicable fee above. A municipality that participates only in the cable compliance review portion will be counted as 50% of a municipality for purposes of counting the number of municipalities for the discount categories above.

The flat fees above do not include the unlikely possibility of extraordinary services outside the scope of services contained in this proposal or any significant unforeseeable developments. In the event of such extraordinary or unforeseeable developments, CLG will contact the affected municipalities to discuss such developments prior to rendering services related to them. If such services are authorized, CLG would charge a fee of \$225 per hour, including travel time. Finally, the flat fee above does not include expenses, such as any travel, postage and copying expenses, which are kept to a minimum and divided among all participating municipalities.

Please note that our normal billing policy is to bill one-third of the fee at the commencement of the project, one-third at the middle of the project, and one-third at the conclusion of the project. **We expect this project to take approximately two years in duration.** Thank you for the opportunity to submit this proposal.

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

In the Matter of:

| | | |
|--------------------------------------|---|--------------------------------|
| Worcester Township | : | SEWAGE |
| Valley Green STP – Berwick Place STP | : | Violation of Clean Streams Law |
| Worcester Township | : | |
| Montgomery County | : | |

CONSENT ASSESSMENT OF CIVIL PENALTY

This Consent Assessment of Civil Penalty (“CACP”) is entered into this ___ day of _____ 2016, by and between the Commonwealth of Pennsylvania, Department of Environmental Protection (“Department”), and Worcester Township (“Worcester”).

The Department has found and determined the following:

A. The Department is the agency with the authority to administer and enforce the Clean Streams Law, the Act of June 22, 1937, P.L. 1987, as amended, 35 P.S. §§ 691.1 et seq. (“Clean Streams Law”), and the Rules and Regulations promulgated thereunder.

B. Worcester Township has business offices at 1721 Valley Forge Road, P. O. Box 767, Worcester PA 19490. Worcester is considered a Pennsylvania “municipality,” as that term is defined in Section 1 of the Clean Streams Law, 35 P.S. § 691.1.

C. Worcester owns and operates the sewage treatment plant Berwick Place STP (“Berwick”), located at E. Mt. Kirk Road, Worcester, PA, 19490. Worcester also owns and operates the sewage treatment plant Valley Green STP (“Valley Green”); located at the intersection of Valley Forge Road and Defford Roads, Worcester PA 19490 (Berwick and Valley Green are referred to herein as the “Plants”).

D. On October 13, 2011, the Department issued NPDES Permit No. PA0055671 to Worcester authorizing discharges from Berwick and establishing effluent limits for those discharges under the terms and conditions of the NPDES Permit to an Unnamed Tributary to the Skipack Creek, a “water of the Commonwealth” as defined in Section 1 of the Clean Streams Law, 35 P.S. § 691.1. On July 17, 2013, the Department issued NPDES Permit No. PA0050393 to Worcester authorizing

discharges from Valley Green under the terms and conditions of the NPDES Permit to Zacharias Creek , a “water of the Commonwealth” as defined in Section 1 of the Clean Streams Law, 35 P.S. § 691.1 (Permit Nos., PA0055671 and PA0050393 are referred to herein as the “Permit “Permits”).

E. Discharge Monitoring Reports (DMRs) submitted by Worcester for the Plants pursuant to the Permits revealed effluent limitation violations as detailed in Attachment A.

F. Worcester owns and operates the sanitary sewage collection system in Worcester Township.

G. Worcester experienced Sanitary Sewer Overflows (“SSOs”) on the following dates in its collection system:

- September 8, 2011;
- November 29, 2012;
- May 3, 2013;
- May 23, 2013;
- June 4, 2013;
- June 14, 2013;
- July 26, 2013(at two separate locations on this date);
- February 7, 2014; and
- February 22, 2016

H. Valley Green experienced an overflow from the Digester on January 13, 2013, and from the Sand Filter on January 28, 2013.

I. Department inspections conducted on November 17, 2012 revealed that an uncertified operator was making process control decisions without adequate Standard Operating Procedures (“SOP”s) in place. The inspections also revealed improper operation and maintenance of the Plants.

J. Sections 201 and 202 of the Clean Streams Law, 35 P.S. §§ 691.201 and 691.202, prohibit the discharge of sewage into waters of the Commonwealth, except as provided under the Clean Streams Law and the Rules and Regulations of the Department.

K. Section 401 of the Clean Streams Law, 35 P.S. § 691.401, prohibits the discharge of any polluting substance into waters of the Commonwealth resulting in pollution.

L. The discharges of sewage into waters of the Commonwealth by Worcester, as described in paragraphs E, G and H herein, were not authorized by permit or regulation and thereby constitute violations of §§ 201 and 202 of the Clean Streams Law, 35 P.S. §§ 691.201 and 691.202.

M. The discharges of sewage into waters of the Commonwealth by Worcester, as described in paragraphs E, G and H, herein, caused pollution and thereby constitute violations of Section 401 of the Clean Streams Law, 35 P.S. § 691.401.

N. Section 91.33(a) of the Department's Rules and Regulations, 25 Pa. Code § 91.33(a), states that "[i]f, because of an accident or other activity or incident, a toxic or taste and odor-producing substance or another substance, which would endanger downstream users of the waters of this Commonwealth, would otherwise result in pollution or create a danger of pollution of the waters, or would damage property, is discharged into these waters including sewers, drains, ditches or other channels of conveyance into the waters or is so placed that it might discharge, flow, be washed or fall into them, it shall be the responsibility of the person or municipality at the time in charge of the substance or owning or in possession of the premises, facility, vehicle or vessel from or on which the substance is discharged or placed to forthwith notify the Department by telephone of the location and nature of the danger and, if reasonably possible to do so, to notify downstream users of the waters."

O. Worcester's failures to immediately report the SSOs listed in paragraph G herein constitute violations of 25 Pa. Code Section 91.33(a).

P. Section 91.34(a) of the Department's Rules and Regulations, 25 Pa. Code § 91.34(a), states: "Persons engaged in an activity which includes the impoundment, production, processing, transportation, storage, use, application or disposal of pollutants shall take necessary measures to prevent the substances from directly or indirectly reaching waters of this Commonwealth, through accident, carelessness, maliciousness, hazards of weather or from another cause."

Q. Worcester's failures to take appropriate measures to prevent the release of a polluting substance from being released to waters of the Commonwealth constitute violations of 25 Pa. Code §91.34(a).

R. Section 402(b) of the Clean Streams Law, 35 P.S. § 691.402(b), states: "Whenever a permit is required by rules and regulations issued pursuant to this section, it shall be unlawful for a person or municipality to conduct the activity regulated except pursuant to a permit issued by the department. Conducting such activity without a permit, or contrary to the terms or conditions of a permit or conducting an activity contrary to the rules and regulations of the department or conducting an activity contrary to an order issued by the department, is hereby declared to be a nuisance."

S. Part B, Section I, Paragraph D of the Permits states "The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control..."

T. Worcester's failures to properly operate and maintain treatment units as described in Paragraphs H and I herein, constitute violations of the Permits and of Section 402(b) of the Clean Streams Law, 35 P.S. § 691.402(b).

U. Section 13(e)(3) of the Water and Wastewater Systems Operator Certification Act, 63 P.S. §1013(e)(3), requires that an operator of a wastewater system provide for the suitable operation of the wastewater system utilizing available resources to comply with all applicable laws, rules and regulations and permit conditions or requirements.

V. The facts described in paragraph I demonstrate that Worcester failed to provide for the proper operation of the wastewater system, which constitutes a violation of Section 13(e)(3) of the Water and Wastewater Systems Operators' Certification Act 63 P.S. §1013(e)(3).

W. The violations described in paragraphs L, M, O, Q and S constitute unlawful conduct under Section 611 of the Clean Streams Law, 35 P.S. § 691.611; and subject Worcester to a claim for civil penalties under Section 605 of the Clean Streams Law, 35 P.S. § 691.605.

After full and complete negotiation of all matters set forth in this CACP and upon mutual exchange of the covenants herein, the parties desiring to avoid litigation and intending to be legally bound, it is hereby **ASSESSED** by the Department and **AGREED** to by Worcester as follows:

1. **Assessment.** In resolution of the Department's claim for civil penalties, which the Department is authorized to pursue under Section 605 of the Clean Streams Law, 35 P.S. § 691.605, the Department hereby, assesses a civil penalty of **TWENTY TWO THOUSAND FIVE HUNDRED SEVENTY FIVE DOLLARS (\$22,575)**, which Worcester hereby agrees to pay.

2. **Civil Penalty Settlement.** Upon signing this CACP, Worcester shall pay the civil penalty assessed in paragraph 1.a. The payment is in settlement of the Department's claim for civil penalties for the violations set forth in paragraphs L, M, O, Q, T and V, above, for the dates set forth in paragraph E, G, H, and I, above. The payment of \$22,575 shall be by corporate check or the like, made payable to "The Commonwealth of Pennsylvania, Clean Water Fund" and shall be sent to:

Mr. Steve Flannery
Compliance Specialist
PA Department of Environmental Protection
Southeast Regional Office
2 East Main Street
Norristown, PA 19401

3. **Findings.**

(a) Worcester agrees that the findings in paragraphs A through W are true and correct and, in any matter or proceeding involving Worcester and the Department, Worcester shall not challenge the accuracy or validity of these findings.

(b) The parties do not authorize any other persons to use the findings in this CACP in any matter or proceeding.

4. **Reservation of Rights.** The Department reserves all other rights with respect to any matter addressed by this CACP, including the right to require abatement of any conditions resulting from the events described in the Findings. Worcester reserves the right to challenge any action which the Department may take, but waives the right to challenge the content or validity of this CACP.

IN WITNESS WHEREOF, the parties have caused this CACP to be executed by their duly authorized representatives. The undersigned representatives of Worcester certify, under penalty of law, as provided by 18 Pa.C.S. § 4904, that they are authorized to execute this CACP on behalf of Worcester; that Worcester consents to the entry of this CACP as an **ASSESSMENT** of the Department; that Worcester hereby knowingly waives any right to a hearing under the statutes referenced in this CACP and that Worcester knowingly waives his right to appeal this CACP, which rights may be available under Section 4 of the Environmental Hearing Board Act, the Act of July 13, 1988, P.L. 530, No. 1988-94, 35 P.S. § 7514; the Administrative Agency Law, 2 Pa.C.S. § 103(a) and Chapters 5A and 7A; or any other provision of law.

FOR WORCESTER TOWNSHIP:

**FOR THE COMMONWEALTH OF
PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL
PROTECTION:**

Name:

Jenifer Fields, P.E.
Regional Manager
Water Management

Title:

Name:

William H. Gelles
Supervisory Counsel
Office of Chief Counsel

Title:

Re 30

ATTACHMENT A

| Permit No. | Facility | Violation Date | Parameter Name | SBC | Permit Limit | Result |
|------------|---------------------------------|----------------|------------------------|-----------------------|--------------|--------|
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 12/31/2013 | Nitrate-Nitrite as N | Weekly Average | 15 | 18 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 12/31/2012 | Nitrate-Nitrite as N | Weekly Average | 15 | 21 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 12/31/2011 | Ammonia-Nitrogen | Weekly Average | 4.5 | 5.88 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 12/31/2011 | Nitrate-Nitrite as N | Average Monthly | 10 | 14.9 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 12/31/2011 | Nitrate-Nitrite as N | Average Monthly | 12.5 | 13 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 12/31/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 24.2 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 12/31/2011 | Nitrate-Nitrite as N | Weekly Average | 18.8 | 29 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 12/31/2011 | Total Suspended Solids | Weekly Average | 15 | 18.4 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2012 | Nitrate-Nitrite as N | Average Monthly | 10 | 19 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2012 | Nitrate-Nitrite as N | Weekly Average | 15 | 33 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2011 | Ammonia-Nitrogen | Weekly Average | 4.5 | 7.03 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2011 | Fecal Coliform | Instantaneous Maximum | 1000 | 16000 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 15.9 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2011 | Total Phosphorus | Average Monthly | 0.7 | 1 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2011 | Total Suspended Solids | Average Monthly | 10 | 16.6 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2011 | Total Suspended Solids | Average Monthly | 12.5 | 14 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2011 | Total Suspended Solids | Weekly Average | 15 | 31.5 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 11/30/2011 | Total Suspended Solids | Weekly Average | 18.8 | 25 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 10/31/2012 | Nitrate-Nitrite as N | Weekly Average | 15 | 16 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 10/31/2011 | Nitrate-Nitrite as N | Average Monthly | 10 | 13.1 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 10/31/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 15.9 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 9/30/2014 | Total Phosphorus | Average Monthly | 0.7 | 0.8 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 8/31/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 17.7 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 7/31/2013 | Fecal Coliform | Instantaneous Maximum | 1000 | 3400 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 7/31/2011 | Nitrate-Nitrite as N | Average Monthly | 10 | 21.3 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 7/31/2011 | Nitrate-Nitrite as N | Average Monthly | 12.5 | 13.5 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 7/31/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 23.2 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 6/30/2011 | Nitrate-Nitrite as N | Average Monthly | 10 | 18 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 6/30/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 23 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 5/31/2011 | Nitrate-Nitrite as N | Average Monthly | 10 | 19 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 5/31/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 26 |

ATTACHMENT A

| | | | | | | |
|-----------|---------------------------------|-----------|------------------------|-----------------------|------|------|
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 4/30/2014 | Total Suspended Solids | Weekly Average | 15 | 17 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 4/30/2011 | Nitrate-Nitrite as N | Average Monthly | 10 | 11.5 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 4/30/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 16.1 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 3/31/2014 | Total Suspended Solids | Weekly Average | 15 | 21 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 3/31/2014 | Total Suspended Solids | Weekly Average | 18.8 | 19.2 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 3/31/2013 | Ammonia-Nitrogen | Weekly Average | 4.5 | 4.9 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 3/31/2012 | Fecal Coliform | Instantaneous Maximum | 1000 | 1100 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 3/31/2012 | Nitrate-Nitrite as N | Weekly Average | 15 | 22 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 2/29/2012 | Nitrate-Nitrite as N | Average Monthly | 10 | 23.3 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 2/29/2012 | Nitrate-Nitrite as N | Average Monthly | 12.5 | 14 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 2/29/2012 | Nitrate-Nitrite as N | Weekly Average | 15 | 31.2 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 2/28/2011 | Nitrate-Nitrite as N | Average Monthly | 10 | 22 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 2/28/2011 | Nitrate-Nitrite as N | Average Monthly | 12.5 | 16 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 2/28/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 34 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 2/28/2011 | Nitrate-Nitrite as N | Weekly Average | 18.8 | 25.6 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 1/31/2015 | Nitrate-Nitrite as N | Weekly Average | 15 | 16 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 1/31/2012 | Nitrate-Nitrite as N | Average Monthly | 10 | 18.2 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 1/31/2012 | Nitrate-Nitrite as N | Weekly Average | 15 | 25.2 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 1/31/2011 | Nitrate-Nitrite as N | Average Monthly | 10 | 27 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 1/31/2011 | Nitrate-Nitrite as N | Average Monthly | 12.5 | 19 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 1/31/2011 | Nitrate-Nitrite as N | Weekly Average | 15 | 34 |
| PA0055671 | WORCESTER TWP BERWICK PLACE STP | 1/31/2011 | Nitrate-Nitrite as N | Weekly Average | 18.8 | 27 |
| PA0050393 | VALLEY GREEN STP | 9/30/2011 | Ammonia-Nitrogen | Weekly Average | 3 | 4.2 |
| PA0050393 | VALLEY GREEN STP | 9/30/2011 | Ammonia-Nitrogen | Weekly Average | 5.5 | 6.5 |
| PA0050393 | VALLEY GREEN STP | 5/31/2014 | Fecal Coliform | Instantaneous Maximum | 1000 | 3400 |
| PA0050393 | VALLEY GREEN STP | 2/28/2014 | Fecal Coliform | Instantaneous Maximum | 1000 | 6000 |

**AGENDA
WORCESTER TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE - WORCESTER, PA
WEDNESDAY, AUGUST 17, 2016 - 6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

INFORMATIONAL ITEMS

PUBLIC COMMENT

- A five-minute limit per person.

PRESENTATIONS

- a) transportation planning
 - The Township Manager will discuss the development of a local plan of transportation improvements.

OTHER BUSINESS

ADJOURNMENT

UPCOMING MEETINGS

| | | |
|---------------------------------------|--|---------|
| Planning Commission | Thursday, August 25 | 7:30 PM |
| Board of Supervisors, Work Session | Wednesday, September 21 | 6:00 PM |
| Board of Supervisors, Monthly Meeting | Wednesday, September 21 | 7:30 PM |
| Zoning Hearing Board | <i>next hearing date to be confirmed</i> | |

All meetings are held at the Worcester Township Community Hall, 1031 Valley Forge Road.

LOCAL PLAN OF TRANSPORTATION IMPROVEMENTS

objectives:

1. establish and maintain a transportation improvement inventory
2. support long-term planning
3. aid budgeting
4. assist grant applications

components:

1. list improvements, by type
 - a. bridge repairs
 - b. widening, turn lanes
 - c. new signals
 - d. signal upgrades
 - e. drainage & roadside
 - f. traffic calming measures
 - g. other projects (i.e., realignment, sound barriers)
2. estimate costs
3. identify potential funding sources

other items:

1. prioritize/tier improvements, by type
2. include as an exhibit in annual budget

**AGENDA
WORCESTER TOWNSHIP BOARD OF SUPERVISORS
BUSINESS MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE - WORCESTER, PA
AUGUST 17, 2016 - 7:30 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

INFORMATIONAL ITEMS

PUBLIC COMMENT

- A five minute per person limit for any items not listed on this agenda for official action.

OFFICIAL ACTION ITEMS

a) consent agenda

- A motion to approve a consent agenda that includes the following items:
 - i. Treasurer's Report and other Monthly Reports for July 2016;
 - ii. bill payment for July 2016;
 - iii. July 20, 2016 Work Session minutes; and,
 - iv. July 20, 2016 Business Meeting minutes.

b) Resolution 2016-27

- A resolution to grant Preliminary/Final Plan approval to a proposed plan of land development for the Fairview Village Church of the Nazarene, 3044 Germantown Pike.

c) Resolution 2016-28

- A resolution to authorize the destruction of certain public records in accordance with Act 428 of 1968 and the Municipal Records Manual.

d) Resolution 2016-29

- A resolution to authorize the submission of a grant application to the Pennsylvania Department of Conservation and Natural Resources Riparian Forest Buffer Grant Program.

e) resignation

- A motion to accept the resignation of the Assistant Manager.

OTHER BUSINESS

ADJOURNMENT

(over)

UPCOMING MEETINGS

| | | |
|---------------------------------------|--|---------|
| Planning Commission | Thursday, August 25 | 7:30 PM |
| Board of Supervisors, Work Session | Wednesday, September 21 | 6:00 PM |
| Board of Supervisors, Monthly Meeting | Wednesday, September 21 | 7:30 PM |
| Zoning Hearing Board | <i>next hearing date to be confirmed</i> | |

All meetings are held at the Worcester Township Community Hall, 1031 Valley Forge Road.

**TREASURER'S REPORT
AND OTHER MONTHLY REPORTS**

JULY 2016

1. Treasurer's Report
2. Land Use, Zoning and Planning Report
3. Permit Activity Report
4. Public Works Department Report
5. Fire Marshal Report
6. Township Engineer Report
7. Worcester Volunteer Fire Department Report
8. Pennsylvania State Police Report

**TREASURER'S REPORT
AND OTHER MONTHLY REPORTS**

JULY 2016

1. Treasurer's Report
2. Land Use, Zoning and Planning Report
3. Permit Activity Report
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5. Fire Marshal Report
6. Township Engineer Report
7. Worcester Volunteer Fire Department Report
8. Pennsylvania State Police Report

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

Revenue Account Range: First to Last
 Expend Account Range: First to Last
 Print Zero YTD Activity: No
 Year To Date As Of: 07/31/16
 Current Period: 07/01/16 to 07/31/16
 Prior Year As Of: 07/31/16

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|------------------------------|--------------|--------------|-------------|--------------|--------|----------------|--------|
| 001-301-100-000 | Real Prop Tax - Current | 45,499.53 | 47,337.00 | 473.42 | 45,596.04 | 0.00 | 1,740.96- | 96 |
| 001-301-500-000 | Real Prop Tax - Liened | 695.92 | 600.00 | 55.70 | 488.44 | 0.00 | 111.56- | 81 |
| 001-301-600-000 | Real Prop Tax - Interim | 308.09 | 250.00 | 26.62 | 172.00 | 0.00 | 78.00- | 69 |
| | Segment 3 Total | 46,503.54 | 48,187.00 | 555.74 | 46,256.48 | 0.00 | 1,930.52- | 96 |
| 001-310-010-000 | Per Cap Tax - Current | 4,697.23 | 5,000.00 | 1,958.00 | 2,007.06 | 0.00 | 2,992.94- | 40 |
| 001-310-030-000 | Per Cap Tax - Delinquent | 978.48 | 750.00 | 228.68 | 559.32 | 0.00 | 190.68- | 75 |
| 001-310-100-000 | Real Estate Transfer Tax | 319,660.39 | 250,000.00 | 50,255.94 | 188,544.32 | 0.00 | 61,455.68- | 75 |
| 001-310-210-000 | Earned Income Tax | 2,142,026.48 | 2,400,000.00 | 89,099.26 | 1,548,456.82 | 0.00 | 851,543.18- | 65 |
| 001-310-220-000 | Earned Income Tax Prior Year | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00- | 0 |
| 001-310-900-000 | Impact Fee Revenue | 50,078.00 | 56,776.00 | 0.00 | 24,084.40 | 0.00 | 32,691.60- | 42 |
| | Segment 3 Total | 2,517,440.58 | 2,712,626.00 | 141,541.88 | 1,763,651.92 | 0.00 | 948,974.08- | 65 |
| 001-321-340-000 | Trash Hauler's License | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-321-800-000 | Cable Television Franchise | 144,233.05 | 220,000.00 | 0.00 | 114,622.70 | 0.00 | 105,377.30- | 52 |
| | Segment 3 Total | 144,733.05 | 220,000.00 | 0.00 | 114,622.70 | 0.00 | 105,377.30- | 52 |
| 001-322-820-000 | Street Encroachments | 580.00 | 750.00 | 100.00 | 280.00 | 0.00 | 470.00- | 37 |
| 001-322-900-000 | Sign Permits | 77.65 | 200.00 | 25.66- | 122.15 | 0.00 | 77.85- | 61 |
| 001-322-910-000 | Yard Sale Permits | 175.00 | 175.00 | 5.00 | 145.00 | 0.00 | 30.00- | 83 |
| 001-322-920-000 | Solicitation Permits | 330.00 | 100.00 | 0.00 | 900.00 | 0.00 | 800.00 | 900 |
| | Segment 3 Total | 1,162.65 | 1,225.00 | 79.34 | 1,447.15 | 0.00 | 222.15 | 118 |
| 001-331-120-000 | Violations of Ordinances Etc | 3,467.31 | 2,500.00 | 0.00 | 740.44 | 0.00 | 1,759.56- | 30 |
| | Segment 3 Total | 3,467.31 | 2,500.00 | 0.00 | 740.44 | 0.00 | 1,759.56- | 30 |
| 001-341-000-000 | Interest Earnings | 16,860.00 | 20,000.00 | 4,235.42 | 18,543.26 | 0.00 | 1,456.74- | 93 |
| | Segment 3 Total | 16,860.00 | 20,000.00 | 4,235.42 | 18,543.26 | 0.00 | 1,456.74- | 93 |
| 001-342-000-000 | Rents & Royalties | 18,121.54 | 25,000.00 | 1,395.00 | 7,411.00 | 0.00 | 17,589.00- | 30 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|--|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 001-342-120-000 | Cell Tower | 120,284.48 | 130,764.00 | 15,120.79 | 79,576.09 | 0.00 | 51,187.91- | 61 |
| | Segment 3 Total | 138,406.02 | 155,764.00 | 16,515.79 | 86,987.09 | 0.00 | 68,776.91- | 56 |
| 001-355-010-000 | Public Utility Realty Tax | 3,032.59 | 3,050.00 | 0.00 | 0.00 | 0.00 | 3,050.00- | 0 |
| 001-355-040-000 | Alcoholic Beverage License | 1,000.00 | 800.00 | 0.00 | 200.00 | 0.00 | 600.00- | 25 |
| 001-355-050-000 | Gen'L Municipal Pension System State Aid | 54,891.68 | 52,000.00 | 0.00 | 0.00 | 0.00 | 52,000.00- | 0 |
| 001-355-070-000 | Foreign Fire Insurance Premium | 101,459.67 | 105,000.00 | 0.00 | 0.00 | 0.00 | 105,000.00- | 0 |
| | Segment 3 Total | 160,383.94 | 160,850.00 | 0.00 | 200.00 | 0.00 | 160,650.00- | 0 |
| 001-357-080-000 | Grants- US Tennis Association | 97,003.00 | 10,000.00 | 0.00 | 1,822.00 | 0.00 | 8,178.00- | 18 |
| 001-357-081-000 | DCED Zacharias Trail -2014 / 2 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00- | 0 |
| | Segment 3 Total | 97,003.00 | 20,000.00 | 0.00 | 1,822.00 | 0.00 | 18,178.00- | 9 |
| 001-361-300-000 | Subdivision & Land Development | 15,150.00 | 5,000.00 | 0.00 | 2,450.00 | 0.00 | 2,550.00- | 49 |
| 001-361-330-000 | Condit Use - Bos | 250.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00- | 0 |
| 001-361-340-000 | Zoning Hearing Board | 2,900.00 | 1,000.00 | 750.00 | 4,500.00 | 0.00 | 3,500.00 | 450 |
| 001-361-500-000 | Sale Of Maps And Publications | 18.00 | 15.00 | 0.00 | 49.66 | 0.00 | 34.66 | 331 |
| | Segment 3 Total | 18,318.00 | 7,215.00 | 750.00 | 6,999.66 | 0.00 | 215.34- | 97 |
| 001-362-410-000 | Building Permits | 203,177.64 | 200,000.00 | 5,195.90 | 92,317.76 | 0.00 | 107,682.24- | 46 |
| 001-362-420-000 | Zoning Permits | 12,423.00 | 10,000.00 | 2,025.00 | 8,387.50 | 0.00 | 1,612.50- | 84 |
| 001-362-450-000 | U & O Permits | 275.00 | 500.00 | 0.00 | 525.00 | 0.00 | 25.00 | 105 |
| 001-362-460-000 | Driveway Permits | 880.00 | 880.00 | 0.00 | 360.00 | 0.00 | 520.00- | 41 |
| | Segment 3 Total | 216,755.64 | 211,380.00 | 7,220.90 | 101,590.26 | 0.00 | 109,789.74- | 48 |
| 001-367-342-000 | Park Towers Rental | 20,818.68 | 20,820.00 | 3,469.78 | 10,409.34 | 0.00 | 10,410.66- | 50 |
| 001-367-400-000 | Park & Recreation Concessions (Tickets) | 8,328.48 | 8,000.00 | 326.00 | 3,831.95 | 0.00 | 4,168.05- | 48 |
| 001-367-408-000 | Parks: Organized Sports/Lessons | 27,171.00 | 30,000.00 | 570.00 | 20,372.00 | 0.00 | 9,628.00- | 68 |
| 001-367-409-000 | Park Trips | 7,030.73 | 7,500.00 | 0.00 | 6,597.65 | 0.00 | 902.35- | 88 |
| 001-367-420-000 | Parks & Rec Misc Receipts | 3,465.50 | 1,500.00 | 1,068.75 | 5,369.15 | 0.00 | 3,869.15 | 358 |
| | Segment 3 Total | 66,814.39 | 67,820.00 | 5,434.53 | 46,580.09 | 0.00 | 21,239.91- | 69 |
| 001-381-000-000 | Miscellaneous Revenue | 8,408.62 | 1,000.00 | 25,184.51 | 27,696.38 | 0.00 | 26,696.38 | *** |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/deficit | % Real |
|-----------------|-------------------------------|---------------|--------------|--------------|--------------|--------|----------------|--------|
| | Segment 3 Total | 8,408.62 | 1,000.00 | 25,184.51 | 27,696.38 | 0.00 | 26,696.38 | *** |
| 001-383-200-000 | Spec Assess Admin | 2,101.00 | 800.00 | 200.00 | 500.00 | 0.00 | 300.00- | 62 |
| | Segment 3 Total | 2,101.00 | 800.00 | 200.00 | 500.00 | 0.00 | 300.00- | 62 |
| 001-392-300-000 | Transfer From Capital Reserve | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00- | 0 |
| | Segment 3 Total | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00- | 0 |
| | Revenue Total | 3,438,357.74 | 4,013,239.00 | 201,718.11 | 2,217,637.43 | 0.00 | 1,795,601.57- | 55 |
| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
| | LEGISLATIVE GOVERNING BODY: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-400-000-000 | Legislative- Payroll | 7,560.00 | 7,500.00 | 630.00 | 4,410.00 | 0.00 | 3,090.00 | 59 |
| 001-400-100-000 | Legislative Benefits | 64,937.90 | 65,750.00 | 5,475.73 | 38,330.11 | 0.00 | 27,419.89 | 58 |
| 001-400-312-000 | Legislative Consult Services | 44,207.32 | 49,590.00 | 1,600.00 | 25,205.75 | 0.00 | 24,384.25 | 51 |
| 001-400-337-000 | Legis Auto Allowances | 220.80 | 250.00 | 0.00 | 207.36 | 0.00 | 42.64 | 83 |
| 001-400-420-000 | Dues & Subscriptions | 4,596.00 | 2,500.00 | 0.00 | 163.00 | 0.00 | 2,337.00 | 7 |
| 001-400-460-000 | Legis Meetings & Conf | 3,457.32 | 3,500.00 | 250.00 | 4,043.67 | 0.00 | 543.67- | 116 |
| | Segment 3 Total | 124,979.34 | 129,090.00 | 7,955.73 | 72,359.89 | 0.00 | 56,730.11 | 56 |
| | MANAGER: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-401-000-000 | Management Payroll | 94,784.59 | 96,250.00 | 7,692.31 | 74,882.66 | 0.00 | 21,367.34 | 78 |
| 001-401-150-000 | Management Benefits | 32,394.37 | 46,488.00 | 5,211.59 | 38,128.77 | 0.00 | 8,359.23 | 82 |
| 001-401-231-000 | Management - Auto/Travel | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0 |
| 001-401-312-000 | Management Consulting Serv | 480.00 | 10,000.00 | 0.00 | 3,164.58 | 0.00 | 6,835.42 | 32 |
| 001-401-321-000 | Management-Mobile Phone | 323.09 | 600.00 | 50.00 | 350.00 | 0.00 | 250.00 | 58 |
| 001-401-337-000 | Auto/Gas/Maint | 3,500.00 | 4,800.00 | 400.00 | 2,800.00 | 0.00 | 2,000.00 | 58 |
| 001-401-460-000 | Management Meetings/Seminars | 1,148.50 | 1,800.00 | 785.06 | 817.06 | 0.00 | 982.94 | 45 |
| | Segment 3 Total | 132,630.55 | 160,038.00 | 14,138.96 | 120,143.07 | 0.00 | 39,894.93 | 75 |
| | FINANCIAL ADMINISTRATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-402-000-000 | Financial Payroll | 80,772.30 | 60,391.00 | 9,355.88- | 44,334.01 | 0.00 | 16,056.99 | 73 |
| 001-402-150-000 | Financial Benefits | 26,081.70 | 23,977.00 | 1,913.52 | 16,319.88 | 0.00 | 7,657.12 | 68 |
| 001-402-321-000 | Finance-Mobile Phone | 595.41 | 384.00 | 0.00 | 18.94 | 0.00 | 365.06 | 5 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--|---------------|------------|--------------|--------------|--------|------------|--------|
| 001-409-136-000 | Admin - Utilities | 8,769.41 | 10,000.00 | 587.47 | 4,937.18 | 0.00 | 5,062.82 | 49 |
| 001-409-137-000 | Admin - Mtce & Repairs | 14,290.54 | 12,500.00 | 1,487.89 | 12,496.27 | 0.00 | 3.73 | 100 |
| 001-409-142-000 | Admin - Alarm Service | 3,533.96 | 3,500.00 | 173.00 | 1,211.00 | 0.00 | 2,289.00 | 35 |
| 001-409-147-000 | Admin - Other Services | 2,300.63 | 1,000.00 | 0.00 | 327.01 | 0.00 | 672.99 | 33 |
| 001-409-171-000 | WIP-Admin Entryway Glass Protection | 0.00 | 25,000.00 | 0.00 | 4,460.00 | 0.00 | 20,540.00 | 18 |
| 001-409-236-000 | Garage - Utilities | 9,755.22 | 15,000.00 | 401.45 | 6,584.52 | 0.00 | 8,415.48 | 44 |
| 001-409-237-000 | Garage - Mtce & Rep | 10,872.84 | 10,000.00 | 3,022.60 | 7,059.35 | 0.00 | 2,940.65 | 71 |
| 001-409-242-000 | Garage - Security/Alarm Service | 639.80 | 650.00 | 45.00 | 1,172.40 | 0.00 | 522.40- | 180 |
| 001-409-247-000 | Garage - Other Expenses | 229.97 | 250.00 | 0.00 | 1.70 | 0.00 | 248.30 | 1 |
| 001-409-373-000 | Preserve Farmhouse | 10,568.98 | 15,000.00 | 24,239.04- | 15,403.09- | 0.00 | 30,403.09 | 103- |
| 001-409-436-000 | W T C H - Utilities | 4,099.19 | 5,200.00 | 277.08 | 2,094.03 | 0.00 | 3,105.97 | 40 |
| 001-409-437-000 | W T C H - Maintenance & Repair | 3,605.81 | 3,000.00 | 597.56 | 2,531.75 | 0.00 | 468.25 | 84 |
| 001-409-447-000 | W T C H - Other Expenses | 84.55 | 500.00 | 13.45 | 425.52 | 0.00 | 74.48 | 85 |
| 001-409-536-000 | Ct Pt Hall-Historical Bldg Utility / A | 3,992.23 | 5,000.00 | 63.31 | 1,071.36 | 0.00 | 3,928.64 | 21 |
| 001-409-537-000 | Center Point Mtce & Repair | 772.68 | 2,000.00 | 179.00 | 2,424.00 | 0.00 | 424.00- | 121 |
| 001-409-636-000 | 1622 Hollow Road - Utilities | 2,342.04 | 0.00 | 0.00 | 41.91 | 0.00 | 41.91- | 0 |
| 001-409-637-000 | 1622 Hollow Road - Maintenance | 8,851.81 | 5,000.00 | 179.00 | 852.00 | 0.00 | 4,148.00 | 17 |
| 001-409-702-000 | WIP-public works Alarm / Cameras | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0 |
| 001-409-703-000 | wip - salt building | 0.00 | 544,573.00 | 95,590.38 | 494,213.27 | 0.00 | 50,359.73 | 91 |
| 001-409-737-000 | Springhouse | 0.00 | 500.00 | 0.00 | 350.00 | 0.00 | 150.00 | 70 |
| | Segment 3 Total | 84,709.66 | 663,673.00 | 78,378.15 | 526,850.18 | 0.00 | 136,822.82 | 79 |
| 001-411-000-000 | FIRE: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-411-380-000 | Hydrant Rentals | 22,933.69 | 25,000.00 | 822.20 | 19,824.35 | 0.00 | 5,175.65 | 79 |
| 001-411-540-000 | Contributions To Fire Co | 301,659.67 | 305,000.00 | 0.00 | 200,000.00 | 0.00 | 105,000.00 | 66 |
| | Segment 3 Total | 324,593.36 | 330,000.00 | 822.20 | 219,824.35 | 0.00 | 110,175.65 | 67 |
| 001-413-000-000 | UCC & CODE ENFORCEMENT: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-413-110-000 | Fire Marshall Payroll | 0.00 | 8,500.00 | 461.80 | 2,548.40 | 0.00 | 5,951.60 | 30 |
| 001-413-110-150 | Fire Marshall Benefits | 0.00 | 650.00 | 39.93 | 220.44 | 0.00 | 429.56 | 34 |
| 001-413-140-000 | Code Enf-Payroll | 102,847.84 | 105,750.00 | 8,447.55 | 29,991.32 | 0.00 | 75,758.68 | 28 |
| 001-413-150-000 | Code Enf- Benefits | 75,194.68 | 61,152.00 | 2,164.73 | 12,724.48 | 0.00 | 48,427.52 | 21 |
| 001-413-210-000 | Code Enf- Supplies/Books | 2,735.62 | 7,000.00 | 0.00 | 2,322.50 | 0.00 | 4,677.50 | 33 |
| 001-413-312-000 | Code Enf - Consultant Services | 70,470.00 | 73,000.00 | 5,890.00 | 36,095.50 | 0.00 | 36,904.50 | 49 |
| 001-413-313-000 | Code Enf- Engineering | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 001-413-314-000 | Code Enf - UCC Appeal | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 001-413-321-000 | Code Enf- Mobile Phone | 374.29 | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0 |
| 001-413-337-000 | Code Enf - Auto Allowance | 490.78 | 750.00 | 42.66 | 271.62 | 0.00 | 478.38 | 36 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--|---------------|------------|--------------|--------------|--------|------------|--------|
| 001-413-460-000 | Code Enf- Meetings & seminars | 2,450.61 | 500.00 | 0.00 | 214.50 | 0.00 | 285.50 | 43 |
| | Segment 3 Total | 254,563.82 | 258,602.00 | 17,046.67 | 84,388.76 | 0.00 | 174,213.24 | 33 |
| 001-414-000-000 | PLANNING & ZONING: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-414-140-000 | Zoning- Payroll | 200.00 | 2,400.00 | 0.00 | 700.00 | 0.00 | 1,700.00 | 29 |
| 001-414-150-000 | Zoning Benefits | 15.32 | 184.00 | 0.00 | 53.62 | 0.00 | 130.38 | 29 |
| 001-414-310-000 | Zoning- Professional services | 452.00 | 4,000.00 | 0.00 | 1,295.50 | 0.00 | 2,704.50 | 32 |
| 001-414-313-000 | Zoning - Engineering | 14,042.35 | 12,000.00 | 0.00 | 3,640.28 | 0.00 | 8,359.72 | 30 |
| 001-414-314-000 | Zoning - Legal | 5,383.89 | 15,000.00 | 0.00 | 8,888.00 | 0.00 | 6,112.00 | 59 |
| 001-414-315-000 | Zoning - Conditional use Professional Co | 112,468.53 | 15,000.00 | 8,948.13 | 24,171.63 | 0.00 | 9,171.63- | 161 |
| 001-414-341-000 | Zoning- Advertising | 814.66 | 1,500.00 | 0.00 | 1,373.84 | 0.00 | 126.16 | 92 |
| 001-414-460-000 | Zoning- Seminars/Meetings | 71.00 | 250.00 | 0.00 | 62.82 | 0.00 | 187.18 | 25 |
| | Segment 3 Total | 133,447.75 | 50,334.00 | 8,948.13 | 40,185.69 | 0.00 | 10,148.31 | 80 |
| 001-419-000-000 | OTHER PUBLIC SAFETY: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-419-242-000 | Pa One Call Expense | 637.82 | 600.00 | 82.94 | 1,275.93 | 0.00 | 675.93- | 213 |
| | Segment 3 Total | 637.82 | 600.00 | 82.94 | 1,275.93 | 0.00 | 675.93- | 213 |
| 001-430-000-000 | PUBLIC WORKS - ADMIN: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-430-140-000 | Salaries-Public Works | 336,509.69 | 370,867.00 | 27,994.39 | 210,120.98 | 0.00 | 160,746.02 | 57 |
| 001-430-150-000 | Public Works Benefits | 169,574.95 | 148,252.00 | 10,811.38 | 76,143.58 | 0.00 | 72,108.42 | 51 |
| 001-430-238-000 | Public works - Uniform Rental | 5,546.21 | 6,000.00 | 726.60 | 4,236.63 | 0.00 | 1,763.37 | 71 |
| 001-430-326-000 | Public works- Cell Phones / Communicatio | 2,749.98 | 3,000.00 | 261.79 | 1,850.46 | 0.00 | 1,149.54 | 62 |
| 001-430-460-000 | Public works - Meetings & Seminars | 1,005.52 | 1,000.00 | 27.94 | 812.02 | 0.00 | 187.98 | 81 |
| 001-430-470-000 | Public works - Other Expenses | 1,876.84 | 1,500.00 | 90.39 | 938.88 | 0.00 | 561.12 | 63 |
| | Segment 3 Total | 517,263.19 | 530,619.00 | 39,912.49 | 294,102.55 | 0.00 | 236,516.45 | 55 |
| 001-433-000-000 | TRAFFIC CONTROL DEVICES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-433-313-000 | Traffic Light Engineering | 6,749.65 | 15,000.00 | 1,042.50 | 3,417.91 | 0.00 | 11,582.09 | 23 |
| 001-433-361-000 | Traffic Light Electric | 3,752.61 | 4,500.00 | 262.19 | 2,258.21 | 0.00 | 2,241.79 | 50 |
| 001-433-374-000 | Traffic Light Maintenance | 25,931.25 | 20,000.00 | 477.55 | 14,242.78 | 0.00 | 5,757.22 | 71 |
| | Segment 3 Total | 36,433.51 | 39,500.00 | 1,782.24 | 19,918.90 | 0.00 | 19,581.10 | 50 |
| 001-437-000-000 | REPAIRS OF TOOLS AND MACHINERY: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-437-250-000 | Vehicle Maintenance/Machinery/Supplies | 67,979.60 | 45,000.00 | 299.01 | 25,361.66 | 0.00 | 19,638.34 | 56 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--------------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 001-437-260-000 | Small Tools & Equipment | 7,930.69 | 6,000.00 | 1,320.30 | 4,285.06 | 0.00 | 1,714.94 | 71 |
| 001-437-370-000 | Repairs/Tools:Repair And Maintenance | 0.00 | 500.00 | 0.00 | 173.07 | 0.00 | 326.93 | 35 |
| | Segment 3 Total | 75,910.29 | 51,500.00 | 1,619.31 | 29,819.79 | 0.00 | 21,680.21 | 58 |
| 001-438-000-000 | ROADS & BRIDGES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-438-231-000 | Gasoline | 4,313.07 | 6,000.00 | 362.41 | 2,043.85 | 0.00 | 3,956.15 | 34 |
| 001-438-232-000 | Diesel Fuel | 19,235.45 | 25,000.00 | 887.95 | 6,584.42 | 0.00 | 18,415.58 | 26 |
| 001-438-242-000 | Signs | 2,523.39 | 3,000.00 | 543.97 | 2,212.99 | 0.00 | 787.01 | 74 |
| 001-438-245-000 | Road Maintenance Supplies | 19,821.06 | 25,000.00 | 963.00 | 11,631.41 | 0.00 | 13,368.59 | 47 |
| 001-438-300-000 | Twp Contractor | 5,339.25 | 15,000.00 | 0.00 | 7,062.50 | 0.00 | 7,937.50 | 47 |
| 001-438-313-000 | Road Mtce - Engineering | 23,932.39 | 45,000.00 | 4,578.76 | 25,559.68 | 0.00 | 19,440.32 | 57 |
| 001-438-370-000 | Roads - Subcontractor | 461,717.95 | 500,000.00 | 0.00 | 3,564.00 | 0.00 | 496,436.00 | 1 |
| | Segment 3 Total | 536,882.56 | 619,000.00 | 7,336.09 | 58,658.85 | 0.00 | 560,341.15 | 9 |
| 001-439-701-000 | FIXED ASSETS PURCHASED | 0.00 | 139,250.00 | 0.00 | 0.00 | 0.00 | 139,250.00 | 0 |
| | Segment 3 Total | 0.00 | 139,250.00 | 0.00 | 0.00 | 0.00 | 139,250.00 | 0 |
| 001-446-000-000 | STORM WATER MANAGEMENT: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-446-313-000 | Stormwater Management | 29,591.96 | 60,000.00 | 821.94 | 10,721.54 | 0.00 | 49,278.46 | 18 |
| | Segment 3 Total | 29,591.96 | 60,000.00 | 821.94 | 10,721.54 | 0.00 | 49,278.46 | 18 |
| 001-451-000-000 | RECREATION - ADMINISTRATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-451-140-000 | Park & Recreation - Payroll | 41,644.59 | 32,500.00 | 2,500.00 | 35,000.00 | 0.00 | 2,500.00- | 108 |
| 001-451-150-000 | Park & Rec - Benefits | 25,513.89 | 16,331.00 | 1,746.20 | 20,752.15 | 0.00 | 4,421.15- | 127 |
| 001-451-326-000 | Park Phone Expense | 0.00 | 408.00 | 0.00 | 0.00 | 0.00 | 408.00 | 0 |
| | Segment 3 Total | 67,158.48 | 49,239.00 | 4,246.20 | 55,752.15 | 0.00 | 6,513.15- | 113 |
| 001-452-000-000 | PARTICIPANT RECREATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-452-247-000 | Recreation Tickets (Prps) | 8,013.00 | 7,750.00 | 1,167.00 | 3,837.00 | 0.00 | 3,913.00 | 50 |
| 001-452-248-000 | Camps | 26,399.25 | 27,000.00 | 16,235.99 | 17,925.99 | 0.00 | 9,074.01 | 66 |
| 001-452-249-000 | Bus Trips | 6,685.01 | 6,500.00 | 582.00 | 8,031.34 | 0.00 | 1,531.34- | 124 |
| 001-452-520-000 | Culture Misc | 6,000.00 | 6,000.00 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0 |
| | Segment 3 Total | 47,097.26 | 47,250.00 | 17,984.99 | 29,794.33 | 0.00 | 17,455.67 | 63 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Canceled | Balance | % Expd |
|-----------------|-------------------------------|---------------|--------------|--------------|--------------|----------|--------------|--------|
| 001-486-350-000 | Insurance Expense | 112,344.80 | 110,000.00 | 192.20- | 97,784.38 | 0.00 | 12,215.62 | 89 |
| | Segment 3 Total | 112,344.80 | 110,000.00 | 192.20- | 97,784.38 | 0.00 | 12,215.62 | 89 |
| 001-492-300-000 | Transfer To Capital Reserve F | 0.00 | 0.00 | 0.00 | 383,872.00- | 0.00 | 383,872.00 | 0 |
| | Segment 3 Total | 0.00 | 0.00 | 0.00 | 383,872.00- | 0.00 | 383,872.00 | 0 |
| | Expend Total | 3,073,560.10 | 4,013,238.00 | 241,003.26 | 1,625,609.06 | 0.00 | 2,387,628.94 | 41 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|-----------------------------------|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 008-341-000-000 | Interest Earnings | 5,617.21 | 187.00 | 36.44 | 389.96 | 0.00 | 202.96 | 209 |
| 008-341-100-000 | Interest - Residents | 0.00 | 13,763.00 | 0.00 | 0.00 | 0.00 | 13,763.00- | 0 |
| | Segment 3 Total | 5,617.21 | 13,950.00 | 36.44 | 389.96 | 0.00 | 13,560.04- | 3 |
| 008-364-110-000 | Sewage Connection/Tapping Fee | 5,255.00 | 17,500.00 | 8,917.25 | 478,672.25 | 0.00 | 461,172.25 | ** |
| 008-364-114-000 | SEWER EXPENSION HICKORY HILL AREA | 0.00 | 71,130.00 | 0.00 | 0.00 | 0.00 | 71,130.00- | 0 |
| 008-364-120-000 | Sewer Use Charge | 375,211.25 | 425,592.00 | 83,783.14 | 293,576.42 | 0.00 | 132,015.58- | 69 |
| 008-364-130-000 | Sewer Use-Commercial | 144,877.95 | 155,536.00 | 13,447.98 | 85,874.60 | 0.00 | 69,661.40- | 55 |
| 008-364-140-000 | Late Fee | 4,749.95 | 5,200.00 | 350.89 | 3,633.81 | 0.00 | 1,566.19- | 70 |
| 008-364-150-000 | Certification Fee | 1,025.00 | 1,200.00 | 240.00 | 620.00 | 0.00 | 580.00- | 52 |
| 008-364-190-000 | Liens | 60.00 | 280.00 | 0.00 | 361.00 | 0.00 | 81.00 | 129 |
| | Segment 3 Total | 531,179.15 | 676,438.00 | 106,739.26 | 862,738.08 | 0.00 | 186,300.08 | 128 |
| 008-381-000-000 | Miscellaneous Revenue | 785.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| | Segment 3 Total | 785.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-392-300-000 | Transfer from Capital Reserve | 0.00 | 142,043.00 | 0.00 | 0.00 | 0.00 | 142,043.00- | 0 |
| | Segment 3 Total | 0.00 | 142,043.00 | 0.00 | 0.00 | 0.00 | 142,043.00- | 0 |
| 008-393-130-000 | Proceeds-Gen Obligation Note | 0.00 | 140,823.00 | 0.00 | 0.00 | 0.00 | 140,823.00- | 0 |
| | Segment 3 Total | 0.00 | 140,823.00 | 0.00 | 0.00 | 0.00 | 140,823.00- | 0 |
| | Revenue Total | 537,581.36 | 973,254.00 | 106,775.70 | 863,128.04 | 0.00 | 110,125.96- | 89 |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|-----------------------------|---------------|-----------|--------------|--------------|--------|-----------|--------|
| 008-402-000-000 | Financial Admin Accounting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-402-470-000 | FINANCIAL / CD FEES | 63.19- | 0.00 | 0.00 | 10.00 | 0.00 | 10.00- | 0 |
| | Segment 3 Total | 63.19- | 0.00 | 0.00 | 10.00 | 0.00 | 10.00- | 0 |
| 008-405-000-000 | WASEWATER CLERK: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-405-150-000 | Administratiave Staff Costs | 52,836.82 | 47,154.00 | 23,576.36 | 23,576.36 | 0.00 | 23,577.64 | 50 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|---------------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| | Segment 3 Total | 52,836.82 | 47,154.00 | 23,576.36 | 23,576.36 | 0.00 | 23,577.64 | 50 |
| 008-429-000-000 | WASTEWATER COLLECTION AND TREATMENT: | | | | | | | |
| 008-429-242-000 | Alarm Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-429-300-000 | Other Expense / Dep Sampling | 862.98 | 1,200.00 | 0.00 | 466.05 | 0.00 | 733.95 | 39 |
| 008-429-313-000 | Engineering | 4,668.32 | 6,000.00 | 23,941.25 | 24,495.21 | 0.00 | 18,495.21 | 408 |
| 008-429-314-000 | Legal | 9,375.88 | 12,000.00 | 236.00 | 10,296.91 | 0.00 | 1,703.09 | 86 |
| 008-429-316-000 | Plant Operations | 1,333.00 | 5,000.00 | 10,419.77 | 330.23 | 0.00 | 4,669.77 | 7 |
| 008-429-321-000 | wastewater:Telephone | 167,428.12 | 173,196.00 | 13,916.61 | 96,690.97 | 0.00 | 76,505.03 | 56 |
| 008-429-361-000 | Wastewater Utilities | 817.02 | 850.00 | 103.86 | 520.89 | 0.00 | 329.11 | 61 |
| 008-429-366-000 | Wastewater Water Usage | 109,844.09 | 109,940.00 | 6,513.68 | 73,309.88 | 0.00 | 36,630.12 | 67 |
| 008-429-374-000 | Wastewater Equipment Mtce & Rep | 268.06 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 0 |
| 008-429-421-001 | Center Point Farms-Pump Station | 20,550.99 | 16,000.00 | 0.00 | 6,571.28 | 0.00 | 9,428.72 | 41 |
| 008-429-421-002 | Center Pt Utilities / Repairs | 10,734.46 | 11,011.00 | 978.06 | 6,483.77 | 0.00 | 4,527.23 | 59 |
| 008-429-422-001 | Meadowood Pumpstation | 3,644.18 | 4,000.00 | 358.33 | 4,843.21 | 0.00 | 843.21 | 121 |
| 008-429-422-002 | Meadowood Utilities / Repairs | 20,420.89 | 21,907.00 | 1,893.29 | 16,881.17 | 0.00 | 5,025.83 | 77 |
| 008-429-423-001 | Heritage Village Pump Station | 3,150.74 | 350.00 | 18.27 | 271.48 | 0.00 | 78.52 | 78 |
| 008-429-423-002 | Heritage Village Utilities / Repairs | 9,543.59 | 10,297.00 | 877.60 | 5,780.55 | 0.00 | 4,516.45 | 56 |
| 008-429-424-001 | Fawn Creek Pump Station | 3,165.18 | 2,500.00 | 184.88 | 2,509.72 | 0.00 | 9.72 | 100 |
| 008-429-424-002 | Fawn Creek Utilities / Repairs | 10,038.06 | 9,790.00 | 919.31 | 6,263.99 | 0.00 | 3,526.01 | 64 |
| 008-429-425-001 | Chadwick Place Pump Station | 7,780.98 | 2,700.00 | 193.98 | 1,948.40 | 0.00 | 751.60 | 72 |
| 008-429-425-002 | Chadwick Place Utilities / Repairs | 10,191.61 | 10,460.00 | 930.98 | 6,322.60 | 0.00 | 4,137.40 | 60 |
| 008-429-426-001 | Adair Pump Station | 3,722.57 | 3,500.00 | 198.61 | 2,352.73 | 0.00 | 1,147.27 | 67 |
| 008-429-426-002 | Adair Pump Utilities / Repairs | 7,867.46 | 8,070.00 | 736.20 | 4,790.80 | 0.00 | 3,279.20 | 59 |
| 008-429-670-000 | Wip-Valley Green Plant Upgrades | 5,438.51 | 4,000.00 | 133.76 | 1,604.48 | 0.00 | 2,395.52 | 40 |
| 008-429-671-000 | Wip-Hickory Hill Area Sewer Expansion | 9,576.26 | 0.00 | 0.00 | 845.49 | 0.00 | 845.49 | 0 |
| 008-429-700-000 | Wastewater:Capital Purchases | 0.00 | 200,000.00 | 0.00 | 204,792.66 | 0.00 | 4,792.66 | 102 |
| | Segment 3 Total | 401,270.43 | 783,371.00 | 41,714.90 | 478,372.47 | 0.00 | 304,998.53 | 61 |
| 008-471-200-000 | Gen Obligation Note Principal | 0.00 | 90,868.00 | 0.00 | 0.00 | 0.00 | 90,868.00 | 0 |
| | Segment 3 Total | 0.00 | 90,868.00 | 0.00 | 0.00 | 0.00 | 90,868.00 | 0 |
| 008-472-000-000 | DEBT INTEREST: | | | | | | | |
| 008-472-200-000 | Gen Obligation Interest- Note | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| | Segment 3 Total | 50,134.08 | 48,728.00 | 0.00 | 24,947.38 | 0.00 | 23,780.62 | 51 |
| 008-475-000-000 | Fiscal Agent Fees- 2016 Bond | 0.00 | 0.00 | 0.00 | 74,471.67 | 0.00 | 74,471.67 | 0 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|-------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| | Segment 3 Total] | 0.00 | 0.00 | 0.00 | 74,471.67 | 0.00 | 74,471.67- | 0 |
| 008-486-000-000 | INSURANCE: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-486-350-000 | Insurance Expense | 3,243.20 | 3,134.00 | 1,567.20 | 1,567.20 | 0.00 | 1,566.80 | 50 |
| | Segment 3 Total] | 3,243.20 | 3,134.00 | 1,567.20 | 1,567.20 | 0.00 | 1,566.80 | 50 |
| | Expend Total] | 507,421.34 | 973,255.00 | 66,858.46 | 602,945.08 | 0.00 | 370,309.92 | 62 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|------------------------------|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 030-341-000-000 | Interest Earnings | 9,662.11 | 6,629.00 | 183.42 | 2,171.20 | 0.00 | 4,457.80- | 33 |
| | Segment 3 Total | 9,662.11 | 6,629.00 | 183.42 | 2,171.20 | 0.00 | 4,457.80- | 33 |
| 030-392-010-000 | Transfer From General Fund | 0.00 | 0.00 | 0.00 | 383,872.00- | 0.00 | 383,872.00- | 0 |
| 030-392-040-000 | Transfer from Revolving Fund | 0.00 | 0.00 | 0.00 | 349,823.02 | 0.00 | 349,823.02 | 0 |
| | Segment 3 Total | 0.00 | 0.00 | 0.00 | 34,048.98- | 0.00 | 34,048.98- | 0 |
| | Revenue Total | 9,662.11 | 6,629.00 | 183.42 | 31,877.78- | 0.00 | 38,506.78- | 481- |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 030-402-000-000 | FINANCE ADMINISTRATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 030-402-470-000 | Financial / Cd Fees | 1,646.14 | 750.00 | 0.00 | 183.45 | 0.00 | 566.55 | 24 |
| | Segment 3 Total | 1,646.14 | 750.00 | 0.00 | 183.45 | 0.00 | 566.55 | 24 |
| 030-492-010-000 | Transfer to General Fund | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00 | 0 |
| | Segment 3 Total | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00 | 0 |
| | Expend Total | 1,646.14 | 384,622.00 | 0.00 | 183.45 | 0.00 | 384,438.55 | 0 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|--------------------------|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 035-341-000-000 | Interest Earnings | 251.21 | 198.00 | 0.42 | 528.48 | 0.00 | 330.48 | 267 |
| | Segment 3 Total | 251.21 | 198.00 | 0.42 | 528.48 | 0.00 | 330.48 | 267 |
| 035-355-020-000 | Motor Vehicle Fuel Taxes | 277,220.69 | 315,332.00 | 0.00 | 325,426.98 | 0.00 | 10,094.98 | 103 |
| | Segment 3 Total | 277,220.69 | 315,332.00 | 0.00 | 325,426.98 | 0.00 | 10,094.98 | 103 |
| | Revenue Total | 277,471.90 | 315,530.00 | 0.42 | 325,955.46 | 0.00 | 10,425.46 | 103 |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|----------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 035-432-000-000 | WINTER MAINTENANCE SNOW REMOVAL: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 035-432-250-000 | Snow & Ice Removal | 48,064.82 | 40,000.00 | 0.00 | 22,666.57 | 0.00 | 17,333.43 | 57 |
| | Segment 3 Total | 48,064.82 | 40,000.00 | 0.00 | 22,666.57 | 0.00 | 17,333.43 | 57 |
| 035-438-000-000 | ROADS & BRIDGES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 035-438-370-000 | Road Maintenance-Subcontract | 275,000.00 | 275,530.00 | 0.00 | 0.00 | 0.00 | 275,530.00 | 0 |
| | Segment 3 Total | 275,000.00 | 275,530.00 | 0.00 | 0.00 | 0.00 | 275,530.00 | 0 |
| | Expend Total | 323,064.82 | 315,530.00 | 0.00 | 22,666.57 | 0.00 | 292,863.43 | 7 |

ERECTED INTO A TOWNSHIP IN 1733
TOWNSHIP OF WORCESTER
AT THE CENTER POINT OF MONTGOMERY COUNTY
PENNSYLVANIA

Board of Supervisors:

SUSAN G. CAUGHLAN, CHAIR
STEPHEN C. QUIGLEY, VICE CHAIR
ARTHUR C. BUSTARD, MEMBER

1721 Valley Forge Road
P.O. Box 767
Worcester, PA 19490

Planning, Land Use, and Zoning Report
July 2016

Planning Commission Current Activity

- Reviewing Center Point Zoning Ordinance
- Active Plan Reviews
 - Whitehall Estates Subdivision
 - 38 lot single family homes with public sewer
 - 2044 Berks Road
 - Sketch plan for a 7 lot single family home subdivision with public utilities
 - 3044 Germantown Pike, Church of the Nazarene
 - Construction of a 2,100 square foot addition
- Approved Land Developments
 - IBEW Land Development Plan-
 - Developer agreement being drafted
 - 17,340 Square Foot Addition to training facility for indoor training simulations and classes; parking lot expansion
 - 2750 Morris Road
 - Developers' agreement executed
 - Building plans under review
 - Addition of parking lot and loading dock

Zoning Hearing Board Current Activity

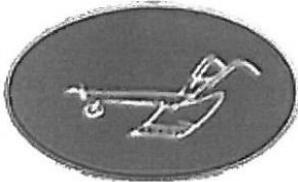
- Hearing was rescheduled and held on August 2, 2016
- **16-05: 3389 Saddlewood Court** in the LPD Zoning District. Seeking a variance from Section 150-177.A(3) to allow a pool and pool equipment within a setback.
 - Application was approved.

Bids Being Prepared

- None at this Time

Other Current Activity

- 2017 Road Program will commence July 11, 2016 and wrap up around the end of summer.
- Heebner Road soccer field work has begun and will wrap up by the end of September, 2016.



WORCESTER TOWNSHIP
Building and Codes Department
July 2016

Report Dates: 7/1/2016 - 7/31/2016

| Item | Count / Fee |
|-----------------------------|-------------------------|
| Total Issued Permits | 24 / \$20,553.65 |

| Issued Permits | | | |
|---|-------------|---------------------|--------------------|
| Fee Item | No. Permits | Construction Value | Permit Fee |
| Building | | | |
| 1 Generator | 1 | \$4,000.00 | \$114.00 |
| 2 New Single Family Dwelling | 1 | \$215,000.00 | \$8,192.00 |
| 3 Residential Addition | 1 | \$326,150.00 | \$3,670.50 |
| 4 Residential Alterations | 3 | \$93,910.00 | \$2,203.15 |
| 5 SEWER CONNECTION | 2 | \$26,048.00 | \$4,058.00 |
| 6 TANK REMOVAL | 1 | \$2,498.00 | \$79.00 |
| Electrical | | | |
| 7 New Electrical Work | 1 | \$700.00 | \$54.00 |
| Mechanical | | | |
| 8 New Mechanical | 2 | \$14,744.00 | \$318.00 |
| Road Opening | | | |
| 9 Road Opening | 1 | \$0.00 | \$100.00 |
| Zoning | | | |
| 10 Fence | 3 | \$12,317.00 | \$195.00 |
| 11 Grading | 5 | \$25,000.00 | \$1,375.00 |
| 12 PATIO & DECK LESS THAN 30" ABOVE GRADE | 2 | \$24,000.00 | \$130.00 |
| 13 Walk-Way | 1 | \$10,000.00 | \$65.00 |
| TOTALS: | 24 | \$754,367.00 | \$20,553.65 |

| Other Fees Collected | |
|-----------------------------|---------|
| State Fee | \$48.00 |

Public Works Department Report

July 2016

1) Road Maintenance

- A. The annual Road Improvements Program is now underway
- B. Repaired failing inlets on Hickory Hill Drive
- C. Cleared inlets and drains throughout the Township
- D. Filled potholes throughout the Township
- E. Straightened and pruned around roadway signage throughout the Township
- F. String Trimmed around all bridges and guiderails
- G. Completed second round of Edge of Roadway mowing for the year

2) Storm Maintenance

- A. Rain and wind on 7.25.16 brought down tree limbs and affected several roadways

3) Parks

- A. Twice weekly cleaning of public restrooms, emptying trash receptacles, and filling dog bag stations
- B. Repairing washouts and general trail maintenance
- C. Mowing and trimming of all Township Properties
- D. Detailed park pavilions, painted doors and posts
- E. Pruning of trees in Heebner Park and along the Zacharias Trail
- F. Completed Heyser Trail restoration
- G. Performed pesticide application on all athletic fields

4) Vehicle Maintenance

- A. Performed weekly maintenance of all Township vehicles
- B. Detailed all vehicle exteriors
- C. Picked up (2) new trailers for new brine system the Township will be utilizing starting this winter season

5) Miscellaneous

- A. Emptied old salt storage building and stocked the new building
- B. Setting up and cleaning of Community Hall for rentals, Township events
- C. Watering new plant material throughout the Township
- D. Line striping completed at Public Works complex and Firehouse

July 2016 Fire Marshal Report to Board of Supervisors

- 1/ Fire Marshal investigations on 13 miscellaneous dispatches.
- 2/ \$2175.00 Fire Damage on property valued at \$2175.00 for the month.
(includes additional damage from a June car fire incident)
- 3/ Investigated 1 open burn complaints and wrote follow up letter to owners
- 4/ Requested bushes at Worcester Elementary be trimmed/ removed for access to fire department sprinkler connection
- 5/ Replaced building layout at Methacton High School
- 6/ Met with county dispatch coordinators regarding improved 911 call information for Meadowood complex. Meeting to be schedule in September.
- 7/ Assisted fire department member in filing insurance report for Worcester firefighter injured at assist to Lansdale FD house fire
- 8/ Obtained site maps for fire department for Variety Club complex

Respectfully Submitted,

David Cornish
Fire Marshal

MEMORANDUM

TO: Worcester Township Board of Supervisors
FROM: Joseph J. Nolan, P.E., Township Engineer
DATE: August 1, 2016
SUBJECT: Engineering Report - Project Status

This memorandum will provide an update and status report on the various projects that are ongoing within the Township as of August 1, 2016.

1. Hickory Hill Sewer Project

This project is complete. We are now in the one year maintenance bond period.

2. Salt Storage Building

The building construction is complete. All paving is complete. The General Construction contract has been finalized, and the Electrical Contractor is completing the remaining punch list items for this contract. A one year maintenance bond has been provided for both contracts. The Township has moved the salt and cinder material into the new building.

3. Heebner Road Soccer Field

Bids were opened on April 13, 2016, and the Township awarded this contract to Grassbusters, Inc. on April 20, 2016. The "Notice to Proceed" is effective July 1, 2016. A pre-construction meeting has been held and work should begin the beginning of August, so seeding can be done in September. The Contractor has provided a schedule of his work for the project.

4. 2016 Road Program

Bids were received on March 23, 2016, and this contract was awarded by the Township on April 20, 2016. Work is now underway on the milling of the various roads, and on the required concrete work. Work should be completed before school begins.

5. Meadowood Pumping Station Generator Replacement.

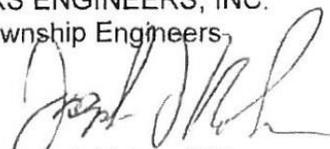
Bid documents have been sent to six (6) electrical contractors. We are seeking direct quotes since this project should be below the threshold for public bidding. The Township will purchase the generator directly through the COSTARS program.

6. Miscellaneous Items

- a. CKS Engineers assisted the Township on numerous zoning and land development related issues as requested during the month.
- b. CKS Engineers performed various site inspections in conjunction with finalizing Use & Occupancy Permits during the month.
- c. CKS reviewed numerous grading permit applications for the Township during the month.
- d. CKS Engineers provided office hours at the Township on Wednesday afternoons during the month as requested.
- e. CKS Engineers, Inc. continued to provide inspection services in conjunction with all ongoing land development and subdivision projects throughout the Township. This also included verifying completion of items and preparation of escrow releases for these projects.
- f. CKS Engineers assisted the Township in conjunction with the NPDES permits for the wastewater treatment plants, and also in evaluating the operation of the sewer system.

The above represents a status report on the projects and services currently being performed by CKS Engineers, Inc. Please contact me if you have any questions on any of these items.

Respectfully submitted,
CKS ENGINEERS, INC.
Township Engineers



Joseph J. Nolan, P.E.

JJN/paf

cc: Tommy Ryan, Township Manager
File

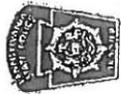
JULY 2016 WORCESTER VOLUNTEER FIRE DEPARTMENT REPORT

WORCESTER TOWNSHIP

MUTUAL AID

| TYPE | NUMBER OF CALLS | TYPE | LOCATION | NUMBER OF CALLS |
|-----------------------------------|------------------|--|--------------------|-----------------|
| Automatic Fire Alarm | 7 | Building | Lansdale | 1 |
| Accident With injuries | 3 | Building | Skippack | 1 |
| Electrical In/Out | 2 | Building | Towamencin | 1 |
| Appliance | 1 | Relocate | Montgomery | 1 |
| TOTAL WORCESTER TOWNSHIP | 13 | | Total Outside Twp. | 4 |
| FIRE POLICE | | | | |
| TOTAL CALLS | 17 | Accident w/Injuries | 2 | |
| AVERAGE MANPOWER PER CALL | 13.47 | Tree & Wires | 1 | |
| HOURS IN SERVICE | 12 hours 36 Mins | Total Calls | 3 | |
| DRILLS FOR THE MONTH | 4 | Average Manpower per Call | 3 | |
| HOURS IN SERVICE FOR DRILLS | 10 hours 30 min | Hours in Service | 1 hr 58 min | |
| AVERAGE MANPOWER PER DRILL | 17 | Man Hours in service on fire calls | 198 hr 7 | |
| FIRE LOSS | | Man Hours in Service for Fire Police | 8 hours 47 min | |
| LOSS AMOUNT | | Man Hours in Service for Officers only | 1 hr 40 min | |
| \$2175.00* | | Man Hours in Service on Drills | 180 hours 30 min | |
| * includes additional June damage | | Total for Month | 391 hours 4 min | |
| PROPERTY VALUE | | | | |
| \$2,175.00 | | | | |
| | | | | |
| Odor of gas | 1 | 1 firefighter injury due to | | |
| Alarm System | 1 | heat exhaustion / dehydration | | |
| Open Burning | 1 | | | |
| Total FM/Officer Only Call | 3 | | | |

worcester



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

Search Criteria:

which_cad='P' and occ_date between '07/01/2016' and '07/31/2016'
and municipality='46226' and jurisdiction='PA'

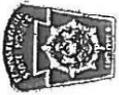
Number of Records Returned: 187

| Call Date | Time | Call Number | Call Type Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|--------------------------------|----------|---------|-------------|-----------------------------------|
| Jul-01-2016 | 01:02:26 | 376968 | SUSPICIOUS VEHICLE | | YES | 2016-376968 | GENERAL OFFENSE |
| Jul-01-2016 | 05:49:04 | 377276 | ALARM - BURGLA/ALARM FALSE NO | | YES | 2016-377276 | CLOSED CAD CALL |
| Jul-01-2016 | 09:06:14 | 377727 | ALARM - BURGLA/ALARM FALSE FAU | | YES | 2016-377727 | CLOSED CAD CALL |
| Jul-01-2016 | 12:34:39 | 378494 | TRAFFIC STOP | | YES | 2016-378494 | TRAFFIC CITATION |
| Jul-01-2016 | 13:46:13 | 378768 | TRAFFIC STOP | | YES | 2016-378768 | TRAFFIC CITATION |
| Jul-01-2016 | 16:35:17 | 379307 | TRAFFIC STOP | | YES | 2016-379307 | TRAFFIC CITATION |
| Jul-01-2016 | 17:33:16 | 379534 | TRAFFIC STOP | | YES | 2016-379534 | TRAFFIC CITATION |
| Jul-02-2016 | 06:17:44 | 381867 | TRAFFIC STOP | | YES | 2016-381867 | WARNING (TRAFFIC STOP) |
| Jul-02-2016 | 06:33:57 | 381895 | TRAFFIC STOP | | YES | 2016-381895 | TRAFFIC CITATION |
| Jul-02-2016 | 13:10:39 | 384500 | POLICE INFORMATION | | YES | 2016-384500 | TRAFFIC CITATION |
| Jul-02-2016 | 15:51:44 | 385514 | TRAFFIC STOP | | YES | 2016-385514 | CLOSED CAD CALL |
| Jul-02-2016 | 16:12:45 | 385694 | TRAFFIC STOP | | YES | 2016-385694 | TRAFFIC CITATION |
| Jul-02-2016 | 17:23:36 | 386255 | ALARM - BURGLA/CANCELLED BY CO | | YES | 2016-386255 | TRAFFIC CITATION |
| Jul-02-2016 | 21:47:06 | 387843 | POLICE INFORMATION | | YES | 2016-387843 | CLOSED CAD CALL |
| Jul-02-2016 | 22:57:05 | 388178 | ALARM - BURGLA/ALARM FALSE FAU | | YES | 2016-388178 | CLOSED CAD CALL |
| Jul-03-2016 | 00:04:44 | 388495 | TRAFFIC STOP | | YES | 2016-388495 | CLOSED CAD CALL |
| Jul-03-2016 | 02:39:07 | 389130 | MVC - REPORTAB/MVC - DUI - ALC | | YES | 2016-389130 | WARNING (TRAFFIC STOP PAPER REPOR |
| Jul-03-2016 | 16:38:54 | 392837 | TRAFFIC STOP | | YES | 2016-392837 | TRAFFIC CITATION |
| Jul-03-2016 | 17:01:13 | 393019 | TRAFFIC STOP | | YES | 2016-393019 | TRAFFIC CITATION |
| Jul-03-2016 | 17:20:11 | 393172 | TRAFFIC STOP | | YES | 2016-393172 | TRAFFIC CITATION |
| Jul-03-2016 | 17:53:19 | 393410 | TRAFFIC STOP | | YES | 2016-393410 | WARNING (TRAFFIC STOP) |
| Jul-03-2016 | 18:44:51 | 393744 | TRAFFIC STOP | | YES | 2016-393744 | TRAFFIC CITATION |
| Jul-03-2016 | 19:24:10 | 393955 | ALARM - BURGLA/CANCELLED BY CO | | YES | 2016-393955 | TRAFFIC CITATION |
| Jul-03-2016 | 22:28:30 | 394957 | TRAFFIC STOP | | YES | 2016-394957 | CLOSED CAD CALL (TRAFFIC STOP) |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|-----------|----------------|---------------------------------|---------|-------------|------------------------|
| Jul-03-2016 | 23:41:25 | 395220 | | | TRAFFIC STOP | YES | 2016-395220 | WARNING (TRAFFIC STOP) |
| Jul-03-2016 | 23:52:36 | 395269 | | | DISABLED MOTORIST | YES | 2016-395269 | CLOSED CAD |
| Jul-03-2016 | 23:55:50 | 395277 | | | ALARM - BURGLAR/ALARM FALSE FAU | YES | 2016-395277 | CALL |
| Jul-04-2016 | 01:59:55 | 395690 | | | ALARM - BURGLAR/ALARM FALSE FAU | YES | 2016-395690 | CLOSED CAD |
| Jul-04-2016 | 08:19:49 | 396311 | | | TRAFFIC STOP | YES | 2016-396311 | CLOSED CAD |
| Jul-04-2016 | 08:35:32 | 396383 | | | TRAFFIC STOP | YES | 2016-396383 | CALL |
| Jul-04-2016 | 08:45:20 | 396426 | | | TRAFFIC STOP | YES | 2016-396426 | TRAFFIC CITATION |
| Jul-04-2016 | 08:58:40 | 396493 | | | TRAFFIC STOP | YES | 2016-396493 | TRAFFIC CITATION |
| Jul-04-2016 | 21:15:40 | 399925 | | | POLICE INFORMATION | YES | 2016-399925 | WARNING (TRAFFIC STOP) |
| Jul-05-2016 | 06:24:10 | 400567 | | | THEFT /SEE OFFICER | YES | 2016-400567 | TRAFFIC CITATION |
| Jul-05-2016 | 08:19:49 | 400780 | | | TRAFFIC STOP | YES | 2016-400780 | CLOSED CAD |
| Jul-06-2016 | 00:41:12 | 403587 | | | SEE OFFICER GO | YES | 2016-403587 | CALL |
| Jul-06-2016 | 06:54:10 | 403946 | | | DISORDERLY CONDUCT | YES | 2016-403946 | GENERAL OFFENSE |
| Jul-06-2016 | 16:03:00 | 405785 | | | IDENTITY THEFT | YES | 2016-405785 | CLOSED CAD |
| Jul-07-2016 | 00:14:35 | 406952 | | | REQUEST ASSIST - LOCAL PD | YES | 2016-406952 | CALL |
| Jul-07-2016 | 02:26:35 | 407148 | | | ALARM - BURGLAR/CANCELLED BY CO | YES | 2016-407148 | CANCELLED |
| Jul-07-2016 | 10:49:16 | 408003 | | | MVC - HIT AND /MVC - NON-REPOR | YES | 2016-408003 | TRACS CRASH REPORT |
| Jul-07-2016 | 21:53:38 | 409780 | | | CRIMINAL MISCH/BURGLARY OR ATT | YES | 2016-409780 | PAPER REPOR |
| Jul-07-2016 | 23:25:24 | 409948 | | | TRAFFIC STOP | YES | 2016-409948 | WARNING (TRAFFIC STOP) |
| Jul-08-2016 | 05:38:35 | 410457 | | | ALARM - BURGLAR/ALARM FALSE FAU | YES | 2016-410457 | CLOSED CAD |
| Jul-08-2016 | 11:49:12 | 411332 | | | WARRANT/SUBPOENA SERVICE | YES | 2016-411332 | CALL |
| Jul-08-2016 | 12:19:19 | 411421 | | | TRAF VIOL ERRA/GONE ON ARRIVAL | YES | 2016-411421 | CLOSED CAD |
| Jul-08-2016 | 16:19:17 | 411983 | | | THEFT | YES | 2016-411983 | CALL |
| Jul-08-2016 | 18:56:40 | 412428 | | | DISTURBANCE/NOISE COMPLAINT | YES | 2016-412428 | AIMS |
| Jul-09-2016 | 12:16:27 | 414502 | | | 911 HANG UP CALL | YES | 2016-414502 | AIMS |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|------------------------------------|----------|---------|-------------|-------------------------------------|
| Jul-09-2016 | 16:39:27 | 415068 | MVC - HIT AND /MVC - PRIVATE P | | YES | 2016-415068 | TRACS CRASH REPORT AIMS |
| Jul-09-2016 | 18:33:09 | 415390 | WELFARE CHECK /SEE OFFICER | | YES | 2016-415390 | |
| Jul-09-2016 | 21:23:04 | 415795 | ALARM - BURGLA/ALARM FALSE FAU | | YES | 2016-415795 | CLOSED CAD CALL |
| Jul-09-2016 | 23:24:56 | 416089 | TRAFFIC STOP | | YES | 2016-416089 | WARNING (TRAFFIC STOP |
| Jul-10-2016 | 02:01:20 | 416566 | TRAFFIC STOP | | YES | 2016-416566 | WARNING (TRAFFIC STOP |
| Jul-10-2016 | 09:18:56 | 417054 | ROAD HAZARD - ANIMAL - DEBRIS | | YES | 2016-417054 | (TRAFFIC STOP CLOSED CAD CALL |
| Jul-10-2016 | 12:44:04 | 417528 | MVC - REPORTAB/MVC - NON- REPOR | | YES | 2016-417528 | TRACS CRASH REPORT |
| Jul-10-2016 | 17:34:31 | 418146 | TRAFFIC STOP | | YES | 2016-418146 | TRAFFIC CITATION |
| Jul-11-2016 | 10:16:07 | 419888 | ALARM - BURGLA/ALARM FALSE NO | | YES | 2016-419888 | CLOSED CAD CALL |
| Jul-11-2016 | 12:01:00 | 420252 | CRIMINAL MISCHIEF | | YES | 2016-420252 | PAPER REPOR |
| Jul-11-2016 | 13:30:51 | 420549 | MVC - INJURIES | | YES | 2016-420549 | TRACS CRASH REPORT |
| Jul-11-2016 | 14:57:01 | 420812 | SUSPICIOUS PER/CANCELLED BY CO | | YES | 2016-420812 | CANCELLED |
| Jul-11-2016 | 16:31:46 | 421079 | RUNAWAY /PFA ORDER SERVI | | YES | 2016-421079 | CLOSED CAD CALL |
| Jul-11-2016 | 18:56:13 | 421617 | DISTURBANCE/NO/GONE ON ARRIVAL | | YES | 2016-421617 | CLOSED CAD CALL |
| Jul-11-2016 | 20:23:32 | 421861 | ASSAULT /HARASSMENT - CO | | YES | 2016-421861 | PAPER REPOR |
| Jul-11-2016 | 20:43:56 | 421936 | WELFARE CHECK | | YES | 2016-421936 | CLOSED CAD CALL |
| Jul-12-2016 | 05:05:28 | 422604 | MVC - NON-REPORTABLE | | YES | 2016-422604 | TRACS CRASH REPORT |
| Jul-12-2016 | 07:02:43 | 422690 | MVC - REPORTABLE, NO INJURIES | | YES | 2016-422690 | TRACS CRASH REPORT |
| Jul-12-2016 | 11:04:01 | 423443 | MVC - REPORTABLE, NO INJURIES | | YES | 2016-423443 | TRACS CRASH REPORT |
| Jul-12-2016 | 16:03:23 | 424391 | MVC - NON-REPO/MVC - INJURIES | | YES | 2016-424391 | TRACS CRASH REPORT |
| Jul-13-2016 | 09:43:41 | 426447 | DISORDERLY CON/SEE OFFICER | | YES | 2016-426447 | GENERAL OFFENSE |
| Jul-13-2016 | 15:49:36 | 427646 | MVC - NON-REPORTABLE | | YES | 2016-427646 | TRACS CRASH REPORT |
| Jul-13-2016 | 17:44:03 | 428049 | POLICE INFORMATION | | YES | 2016-428049 | CLOSED CAD CALL |
| Jul-14-2016 | 09:08:25 | 429627 | CRIMINAL MISCHIEF | | YES | 2016-429627 | PAPER REPOR |
| Jul-14-2016 | 09:08:29 | 429642 | SEE OFFICER GO | | YES | 2016-429642 | GENERAL OFFENSE |



PENNSYLVANIA STATE POLICE

CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type-Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|------------------------------------|----------|---------|-------------|-------------------------------|
| Jul-14-2016 | 11:02:14 | 429961 | POLICE INFORMATION | | YES | 2016-429961 | CLOSED CAD |
| Jul-14-2016 | 11:01:58 | 429962 | IDENTITY THEFT | | YES | 2016-429962 | CALL PAPER REPORT |
| Jul-14-2016 | 11:11:17 | 430000 | DISABLED MOTORIST ON ROAD | | YES | 2016-430000 | CLOSED CAD |
| Jul-14-2016 | 11:22:11 | 430014 | ALARM - BURGLA/ALARM FALSE FAU | | YES | 2016-430014 | CALL CLOSED CAD |
| Jul-14-2016 | 12:13:50 | 430171 | MVC - NON-REPORTABLE | | YES | 2016-430171 | TRACS CRASH REPORT |
| Jul-14-2016 | 12:46:00 | 430281 | SEE OFFICER GO | | YES | 2016-430281 | PAPER REPORT |
| Jul-14-2016 | 15:03:41 | 430649 | ROAD HAZARD - ANIMAL - DEBRIS | | YES | 2016-430649 | CLOSED CAD |
| Jul-14-2016 | 16:12:14 | 430825 | DISABLED MOTORIST | | YES | 2016-430825 | CALL CLOSED CAD |
| Jul-14-2016 | 16:49:06 | 430939 | MVC - REPORTAB/MVC - NON- REPOR | | YES | 2016-430939 | CALL TRACS CRASH REPORT |
| Jul-14-2016 | 17:09:04 | 431003 | REFER TO OTHER AGENCY - PD | | YES | 2016-431003 | CLOSED CAD |
| Jul-14-2016 | 20:00:56 | 431499 | DISABLED MOTOR/MVC - INJURIES | | YES | 2016-431499 | CALL TRACS CRASH REPORT |
| Jul-14-2016 | 22:04:38 | 431794 | SUSPICIOUS VE/CANCELLED BY CO | | YES | 2016-431794 | CANCELLED |
| Jul-15-2016 | 08:22:19 | 432667 | REQUEST ASSIST - OTHER AGENCY | | YES | 2016-432667 | CLOSED CAD |
| Jul-15-2016 | 13:42:41 | 433538 | DISABLED MOTOR/GONE ON ARRIVAL | | YES | 2016-433538 | CALL CLOSED CAD |
| Jul-15-2016 | 16:27:32 | 433985 | MVC - REPORTABLE, NO INJURIES | | YES | 2016-433985 | TRACS CRASH REPORT |
| Jul-15-2016 | 19:01:51 | 434459 | ALARM - BURGLA/ALARM FALSE FAU | | YES | 2016-434459 | CLOSED CAD CALL |
| Jul-15-2016 | 21:19:07 | 434888 | ASSAULT | | YES | 2016-434888 | ADVISE |
| Jul-16-2016 | 02:24:44 | 435640 | TRAF VIOL ERR/REFER TO OTHER | | YES | 2016-435640 | REFER |
| Jul-16-2016 | 08:43:04 | 436078 | THEFT /SEE OFFICER | | YES | 2016-436078 | GENERAL OFFENSE |
| Jul-16-2016 | 13:03:49 | 436688 | SEE OFFICER GO | | YES | 2016-436688 | PAPER REPORT |
| Jul-16-2016 | 17:12:32 | 437326 | MVC - HIT AND RUN, NO INJURIES | | YES | 2016-437326 | TRACS CRASH REPORT |
| Jul-15-2016 | 17:35:16 | 437396 | MVC - REPORTABLE, NO INJURIES | | YES | 2016-437396 | TRACS CRASH REPORT |
| Jul-16-2016 | 19:28:42 | 437686 | TRAF VIOL ERR/AGONE ON ARRIVAL | | YES | 2016-437686 | CLOSED CAD CALL |
| Jul-17-2016 | 03:07:27 | 438752 | ALARM - BURGLA/ALARM FALSE FAU | | YES | 2016-438752 | CLOSED CAD CALL |
| Jul-17-2016 | 09:13:56 | 439117 | TRAFFIC STOP | | YES | 2016-439117 | CLOSED CAD CALL |
| Jul-17-2016 | 16:40:29 | 440153 | FIRE MARSHAL INVESTIGATION | | YES | 2016-440153 | CALL AIMS |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|--------------------------------|----------------|----------|---------|-------------|------------------------|
| Jul-17-2016 | 20:19:06 | 440683 | ROAD HAZARD - /GONE ON ARRIVAL | | | YES | 2016-440683 | CLOSED CAD CALL |
| Jul-18-2016 | 00:21:11 | 441156 | DISTURBANCE/NOISE COMPLAINT | | | YES | 2016-441156 | CLOSED CAD CALL |
| Jul-18-2016 | 03:53:16 | 441410 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-441410 | CLOSED CAD CALL |
| Jul-18-2016 | 15:45:25 | 443425 | REQUEST ASSIST - LOCAL PD | | | YES | 2016-443425 | CLOSED CAD CALL |
| Jul-18-2016 | 18:23:33 | 443948 | THEFT | | | YES | 2016-443948 | AIMS |
| Jul-18-2016 | 23:29:18 | 444608 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-444608 | CLOSED CAD CALL |
| Jul-19-2016 | 00:09:10 | 444667 | TRAFFIC STOP | | | YES | 2016-444667 | WARNING (TRAFFIC STOP) |
| Jul-19-2016 | 01:36:42 | 444822 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-444822 | CLOSED CAD CALL |
| Jul-19-2016 | 06:37:36 | 445110 | MVC - NON-REPORTABLE | | | YES | 2016-445110 | TRACS CRASH REPORT |
| Jul-19-2016 | 07:36:17 | 445198 | MVC - HIT AND RUN, NO INJURIES | | | YES | 2016-445198 | TRACS CRASH REPORT |
| Jul-19-2016 | 11:30:36 | 446065 | CRIMINAL MISCH/THEFT | | | YES | 2016-446065 | PAPER REPORT |
| Jul-19-2016 | 11:35:28 | 446082 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-446082 | CLOSED CAD CALL |
| Jul-19-2016 | 17:16:53 | 447233 | MVC - NON-REPORTABLE | | | YES | 2016-447233 | AIMS |
| Jul-19-2016 | 17:37:31 | 447295 | DOMESTIC - IN /DOMESTIC - OTHE | | | YES | 2016-447295 | AIMS |
| Jul-20-2016 | 08:21:29 | 448946 | REQUEST ASSIST - OTHER AGENCY | | | YES | 2016-448946 | CLOSED CAD CALL |
| Jul-20-2016 | 09:36:05 | 449299 | TRAFFIC STOP | | | YES | 2016-449299 | TRAFFIC CITATION |
| Jul-20-2016 | 09:43:23 | 449333 | TRAFFIC STOP | | | YES | 2016-449333 | TRAFFIC CITATION |
| Jul-20-2016 | 09:45:19 | 449368 | THEFT | | | YES | 2016-449368 | PAPER REPORT |
| Jul-20-2016 | 09:58:56 | 449418 | IDENTITY THEFT/THEFT | | | YES | 2016-449418 | PAPER REPORT |
| Jul-20-2016 | 10:18:17 | 449528 | TRAFFIC STOP | | | YES | 2016-449528 | WARNING (TRAFFIC STOP) |
| Jul-20-2016 | 10:36:02 | 449620 | TRAFFIC STOP /TOWED VEHICLE | | | YES | 2016-449620 | TRAFFIC CITATION |
| Jul-20-2016 | 11:25:55 | 449892 | DISABLED MOTORIST | | | YES | 2016-449892 | CLOSED CAD CALL |
| Jul-20-2016 | 13:47:08 | 450530 | ROAD HAZARD - /POLICE INFORMAT | | | YES | 2016-450530 | CLOSED CAD CALL |
| Jul-20-2016 | 17:02:32 | 451241 | REQUEST ASSIST - OTHER AGENCY | | | YES | 2016-451241 | CLOSED CAD CALL |
| Jul-20-2016 | 17:57:37 | 451439 | MVC - NON-REPORTABLE | | | YES | 2016-451439 | CLOSED CAD CALL |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|----------------------------------|----------------|----------|---------|-------------|------------------------|
| Jul-20-2016 | 18:14:48 | 451525 | MVC - REPORTABLE/MVC - NON-REPOR | | | YES | 2016-451525 | TRACS CRASH REPORT |
| Jul-20-2016 | 21:33:51 | 452226 | MVC - NON-REPORTABLE | | | YES | 2016-452226 | TRACS CRASH REPORT |
| Jul-20-2016 | 23:00:58 | 452430 | INTERSTATE HIGHWAY - STATIONAR | | | YES | 2016-452430 | CLOSED CAD CALL |
| Jul-20-2016 | 23:20:51 | 452475 | REQUEST ASSIST - LOCAL PD | | | YES | 2016-452475 | CLOSED CAD CALL |
| Jul-21-2016 | 06:53:43 | 452986 | ROAD HAZARD - ANIMAL - DEBRIS | | | YES | 2016-452986 | CLOSED CAD CALL |
| Jul-21-2016 | 15:34:56 | 454425 | MVC - INJURIES | | | YES | 2016-454425 | AIMS |
| Jul-21-2016 | 18:20:30 | 454893 | MVC - NON-REPORTABLE | | | YES | 2016-454893 | AIMS |
| Jul-21-2016 | 22:43:32 | 455512 | DISTURBANCE/NO/CANCELLED BY CO | | | YES | 2016-455512 | CLOSED CAD CALL |
| Jul-22-2016 | 06:55:14 | 456073 | MVC - REPORTABLE, NO INJURIES | | | YES | 2016-456073 | TRACS CRASH REPORT |
| Jul-22-2016 | 08:26:34 | 456273 | MVC - HIT AND RUN, NO INJURIES | | | YES | 2016-456273 | TRACS CRASH REPORT |
| Jul-22-2016 | 09:23:24 | 456424 | REQUEST ASSIST/CANCELLED BY CO | | | YES | 2016-456424 | CANCELLED |
| Jul-22-2016 | 17:02:34 | 457687 | LANDLORD - DIVORCE - PROPERTY | | | YES | 2016-457687 | CLOSED CAD CALL |
| Jul-22-2016 | 19:13:34 | 458071 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-458071 | CLOSED CAD CALL |
| Jul-22-2016 | 21:57:58 | 458546 | SUSPICIOUS | | | YES | 2016-458546 | CLOSED CAD CALL |
| Jul-22-2016 | 23:41:41 | 458739 | VE/DISTURBANCE/NOI | | | YES | 2016-458739 | CLOSED CAD CALL |
| Jul-23-2016 | 02:38:36 | 459167 | DISTURBANCE/NO/LANDLORD - DIVO | | | YES | 2016-459167 | CLOSED CAD CALL |
| Jul-23-2016 | 12:30:38 | 460131 | TRAFFIC STOP | | | YES | 2016-460131 | TRAFFIC CITATION |
| Jul-23-2016 | 16:38:29 | 460700 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-460700 | CLOSED CAD CALL |
| Jul-23-2016 | 17:13:29 | 460828 | TRAFFIC STOP | | | YES | 2016-460828 | CLOSED CAD CALL |
| Jul-23-2016 | 18:15:59 | 460991 | ROAD HAZARD - ANIMAL - DEBRIS | | | YES | 2016-460991 | WARNING (TRAFFIC STOP) |
| Jul-24-2016 | 02:00:47 | 462040 | ANIMAL LOST - FOUND | | | YES | 2016-462040 | CLOSED CAD CALL |
| Jul-24-2016 | 02:08:08 | 462059 | TRAF VIOL OTHER | | | YES | 2016-462059 | CLOSED CAD CALL |
| Jul-24-2016 | 02:11:27 | 462078 | TRAFFIC STOP /TRAF VIOL-DUI | | | YES | 2016-462078 | PAPER REPORT |
| Jul-25-2016 | 00:57:09 | 464527 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-464527 | CLOSED CAD CALL |
| Jul-25-2016 | 00:58:03 | 464528 | ROAD HAZARD - ANIMAL - DEBRIS | | | YES | 2016-464528 | CLOSED CAD CALL |



PENNSYLVANIA STATE POLICE CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|-----------------------------------|------------------|----------|---------|-------------|--------------------------|
| Jul-25-2016 | 06:21:28 | 464775 | LOST ITEM - NON NCIC | | | YES | 2016-464775 | CLOSED CAD CALL |
| Jul-25-2016 | 16:28:34 | 466574 | THEFT | | | YES | 2016-466574 | PAPER REPORT* |
| Jul-25-2016 | 16:41:10 | 466616 | THEFT | /CANCELLED BY CO | | YES | 2016-466616 | CANCELLED |
| Jul-25-2016 | 17:30:02 | 466782 | DISABLED MOTORIST | | | YES | 2016-466782 | CLOSED CAD CALL |
| Jul-25-2016 | 17:55:15 | 466857 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-466857 | CLOSED CAD CALL |
| Jul-25-2016 | 18:40:22 | 466994 | ROAD HAZARD - ANIMAL - DEBRIS | | | YES | 2016-466994 | CLOSED CAD CALL |
| Jul-25-2016 | 20:02:25 | 467232 | ALARM - BURGLA/CANCELLED BY CO | | | YES | 2016-467232 | CLOSED CAD CALL |
| Jul-25-2016 | 22:31:30 | 467657 | DISTURBANCE/NO/GONE ON ARRIVAL | | | YES | 2016-467657 | CLOSED CAD CALL |
| Jul-25-2016 | 23:37:39 | 467738 | TRAFFIC STOP | | | YES | 2016-467738 | WARNING (TRAFFIC STOP |
| Jul-26-2016 | 16:39:17 | 470052 | MVC - NON-REPORTABLE | | | YES | 2016-470052 | TRACS CRASH REPORT |
| Jul-26-2016 | 19:11:11 | 470564 | REFER TO OTHER AGENCY - PD | | | YES | 2016-470564 | CLOSED CAD CALL |
| Jul-27-2016 | 10:26:24 | 472247 | POLICE INFORMATION | | | YES | 2016-472247 | CLOSED CAD CALL |
| Jul-27-2016 | 13:58:19 | 472972 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-472972 | CLOSED CAD CALL |
| Jul-27-2016 | 22:25:33 | 474540 | SUSPICIOUS PER/GONE ON ARRIVAL | | | YES | 2016-474540 | CLOSED CAD CALL |
| Jul-28-2016 | 01:24:56 | 474844 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-474844 | CLOSED CAD CALL |
| Jul-28-2016 | 08:22:51 | 475307 | TRAFFIC STOP | | | YES | 2016-475307 | TRAFFIC CITATION |
| Jul-28-2016 | 09:13:18 | 475432 | THEFT | | | YES | 2016-475432 | PAPER REPORT* |
| Jul-28-2016 | 09:48:45 | 475516 | MVC - REPORTABLE, NO INJURIES | | | YES | 2016-475516 | TRACS CRASH REPORT |
| Jul-28-2016 | 15:26:02 | 476451 | MVC - HIT AND RUN, NO INJURIES | | | YES | 2016-476451 | TRACS CRASH REPORT |
| Jul-28-2016 | 18:58:13 | 476989 | MVC - REPORTAB/MVC - DUI - ALC | | | YES | 2016-476989 | PAPER REPORT* |
| Jul-28-2016 | 20:36:48 | 477183 | SEE OFFICER GO | | | YES | 2016-477183 | GENERAL OFFENSE |
| Jul-29-2016 | 13:00:40 | 478919 | TRAFFIC STOP | | | YES | 2016-478919 | TRAFFIC CITATION |
| Jul-29-2016 | 18:45:28 | 479948 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-479948 | CLOSED CAD CALL |
| Jul-29-2016 | 22:27:28 | 480545 | DISTURBANCE/NO/GONE ON ARRIVAL | | | YES | 2016-480545 | ADVISE |
| Jul-29-2016 | 23:57:27 | 480755 | ALARM - BURGLA/ALARM FALSE FAU | | | YES | 2016-480755 | CLOSED CAD CALL |

Printed On: Mon Aug 01 2016
For User: 537706



PENNSYLVANIA STATE POLICE

CAD Call Print Synopsis

| Call Date | Time | Call Number | Call Type | Original/Final | Location | Founded | Report # | Cleared By |
|-------------|----------|-------------|-----------|----------------|---|---------|-------------|-----------------------|
| Jul-30-2016 | 00:05:02 | 480780 | | | POLICE INFORMATION | YES | 2016-480780 | ADVISE |
| Jul-30-2016 | 09:44:54 | 481728 | | | POLICE INFORMATION | YES | 2016-481728 | CLOSED CAD CALL |
| Jul-30-2016 | 13:20:35 | 482219 | | | ALARM - BURGLARALARM FALSE FAU | YES | 2016-482219 | CLOSED CAD CALL |
| Jul-30-2016 | 16:06:58 | 482557 | | | ROAD HAZARD - ANIMAL - DEBRIS | YES | 2016-482557 | CLOSED CAD CALL |
| Jul-30-2016 | 16:28:52 | 482607 | | | 911 HANG UP CALL | YES | 2016-482607 | CLOSED CAD CALL |
| Jul-30-2016 | 17:50:53 | 482775 | | | 911 HANG UP | YES | 2016-482775 | GENERAL OFFENSE |
| Jul-30-2016 | 20:21:10 | 483057 | | | CA/DISTURBANCE/NOI ALARM - BURGLARALARM FALSE FAU | YES | 2016-483057 | CLOSED CAD CALL |
| Jul-31-2016 | 00:16:17 | 483532 | | | SUSPICIOUS PER/GONE ON ARRIVAL | YES | 2016-483532 | PAPER REPORT |
| Jul-31-2016 | 04:48:28 | 483997 | | | MVC - REPORTABLE, NO INJURIES | YES | 2016-483997 | TRACS CRASH REPORT |
| Jul-31-2016 | 09:44:55 | 484314 | | | REQUEST | YES | 2016-484314 | GENERAL OFFENSE |
| Jul-31-2016 | 15:46:12 | 485163 | | | ASSIST/DISTURBANCE/NOI SUSPICIOUS PER/MENTAL HEALTH A | YES | 2016-485163 | GENERAL OFFENSE |
| Jul-31-2016 | 18:47:16 | 485573 | | | 911 HANG UP CA/MENTAL HEALTH A | YES | 2016-485573 | GENERAL OFFENSE |

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS WORK SESSION
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
WEDNESDAY, JULY 20, 2016 – 6:00 PM**

CALL TO ORDER by Chair Caughlan at 6:04 PM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: SUSAN G. CAUGHLAN [X]
STEPHEN C. QUIGLEY [X]

INFORMATIONAL ITEMS

- Tommy Ryan, Township Manager, announced that immediately following the June 15 Business Meeting the Board of Supervisors met in Executive Session to discuss a matter of threatened litigation, in specific the consideration of a consent agreement with the Department of Environmental Protection in lieu of litigation, and it is expected that the Board of Supervisors will take action on this matter this evening's Business Meeting. Mr. Ryan also announced that immediately prior to or following this evening's Business Meeting the Board of Supervisors will meet in Executive Session to discuss a matter of real estate, in specific the possible acquisition of the North Penn Army Reserve Base, and a personnel matter, in specific potential revisions to the terms of employment and to the benefits provided to Township employees.

PUBLIC COMMENT

- Jim Mollick, Worcester, commented on the possible acquisition of the North Penn Army Reserve Base, funds expended on this project, and studies conducted for this project.

PRESENTATIONS

- a) Peter Wentz Farmstead trail connections – Mike Stokes and Shane Greenburg, Montgomery County Planning Commission, presented an overview of the County's ongoing efforts to guide the future development of the Peter Wentz Farmstead. Mr. Greenburg commented on existing structures and uses and potential structures and uses. Mr. Greenburg commented on existing trails, potential trail connects to nearby parks and neighborhoods, and the property's relation to the county-wide trail network. Dianne Cram, Peter Wentz Farmstead Site Administrator, commented on the property's trail system.

Chair Caughlan commented on property hours of operation, site parking, and trail usage by pedestrians and equestrians. Supervisor Quigley commented on guest demographics, and the potential development of non-residential uses in nearby Center Point Village.

Maeve Vogan, Worcester, commented on the planning and improvement timelines.

Supervisor Quigley commented on the rental of the facility for larger, private events. Ms. Cram noted the property does not possess the facilities required to accommodate these events at this time.

- b) trail emergency signage plan – Nathan DiDonato, volunteer firefighter and paramedic, presented proposed emergency signage to be installed along the Township trail network. Mr. DiDonato noted the signage will help persons to communicate their location to emergency responders. Mr. DiDonato provided an overview of the sign design, and noted the signs would be installed at approximate quarter-mile intervals.

Supervisor Quigley commented on emergency response providers in the Township. Chair Caughlan commented on cell phone GPS capabilities, and Amanda Zimmerman, Assistant Township Manager, commented on technology shortcomings in this regard. Chair Caughlan recommended that any signs posted be secured in a manner that minimizes vandalism.

- c) Worcester Community Day – Ms. Zimmerman presented an overview of a proposed community event. Ms. Zimmerman commented on possible attractions and activities, including moon bounces and like inflatables, a petting zoo, pony rides, face painting, food and live music. Ms. Zimmerman noted potential event partnerships with the Boys and Girls Scouts, the Worcester Volunteer Fire Department and other community organizations.

Supervisor Quigley commented on a rain date, and Ms. Zimmerman noted the following day, a Sunday, would likely be reserved as a rain date. Chair Caughlan commented on a potential fireworks display.

Ms. Cram commented on a possible 5K run. Stuart Land, Worcester, commented on event planning.

OTHER BUSINESS

- Supervisor Quigley noted the Board of Supervisors had received a request from Scott Misus, Worcester, to televise public meetings.

ADJOURNMENT

There being no further business brought before the Board, Chair Caughlan adjourned the Work Session at 7:07 PM.

Respectfully Submitted:

Tommy Ryan
Township Manager

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS BUSINESS MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
WEDNESDAY, JULY 20, 2016 – 7:30 PM**

CALL TO ORDER by Chair Caughlan at 7:32 PM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: SUSAN G. CAUGHLAN [X]
STEPHEN C. QUIGLEY [X]

INFORMATIONAL ITEMS

- Bob Brant, Township Solicitor, announced that immediately following the June 15 Business Meeting the Board of Supervisors met in Executive Session to discuss a matter of threatened litigation, in specific the consideration of a consent agreement with the Department of Environmental Protection in lieu of litigation, and it is expected that the Board of Supervisors will take action on this matter this evening's Business Meeting. Mr. Brant also announced that immediately prior to this evening's Business Meeting the Board of Supervisors met in Executive Session to discuss a matter of real estate, in specific the possible acquisition of the North Penn Army Reserve Base, and a personnel matter, in specific potential revisions to the terms of employment and to the benefits provided to Township employees.

PUBLIC COMMENT

- Jim Mollick, Worcester, commented on ongoing litigation, an order issued by the Court of the Common Pleas, the review of e-mails by the previous Township Solicitor, and studies conducted as to the possible acquisition of the North Penn Army Reserve Base.
- Kim McClintock, Worcester, commented on the status of the Stony Creek Village land development, and sanitary sewer lines installed in this area.
- Dan Dreher, Worcester, commented on the permitted public comment period at public meetings, and the opportunity to ask questions at public meetings.
- Bob Goulding, Worcester, commented on the permitted public comment period at public meetings, and the status of the Stony Creek Village land development.
- Scott Misus, Worcester, commented on assistance provided by Township staff regarding the a matter pertaining to the Hickory Hill Sewer Project, the Township website and the televising of public meetings. Mr. Ryan will contact individual Board Members as to the possible addition of this issue on the agenda of a future meeting.

OFFICIAL ACTION ITEMS

- a) Proclamation 2016-01 – Chair Caughlan made a motion to approve Proclamation 2016-01, recognizing the Peter Wentz Farmstead. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

The Board thanked Dianne Cram, Peter Wentz Farmstead Site Administrator, for her efforts.

- b) Consent Agenda – Chair Caughlan asked if any Member wished to remove an item from the consent agenda. There were no requests to remove an item from the consent agenda.

Supervisor Quigley made a motion to approve a consent agenda that includes (a) the Treasurer's Report and other Monthly Reports for June 2016, (b) bill payment for June 2016 in the amount of \$352,331.95, and, (c) the June 15, 2016 Business Meeting minutes. The motion was seconded by Chair Caughlan.

Dr. Mollick commented on the invoices of the sanitary sewer operator invoice and previous Township Solicitor, current fees charged by the previous Township Solicitor, and an assessment of past fees charged by the previous Township Solicitor.

By unanimous vote the Board adopted the motion to approve.

- c) Resolution 2016-25 – Supervisor Quigley made a motion to approve Resolution 2016-25, to submit certain roadways to the Pennsylvania Department of Transportation for inclusion on the Township's Liquid Fuels Fund inventory. The motion was seconded by Chair Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- d) Resolution 2016-26 – Tommy Ryan, Township Manager, provided an overview of a Green Light-Go grant received by the Township. Mr. Ryan noted the grant assists funding of preventative maintenance services at thirteen traffic signals.

Supervisor Quigley made a motion to approve Resolution 2016-26, to authorize the execution of a grant agreement with the Pennsylvania Department of Transportation, as to Green Light-Go grant award for traffic signal maintenance. The motion was seconded by Chair Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- e) franchise agreement renewal & franchise fee audit – Mr. Ryan provided an overview of a multi-municipal effort to undertake franchise agreement renewal negotiations with Verizon, and to conduct an audit of the current franchise agreement. Mr. Ryan noted Verizon has the option to allow the Township to renegotiate the current franchise agreement, as this agreement is currently outside the renewal period. Mr. Ryan noted if the Township is unable to negotiate the agreement it may stall participate in the audit portion of this project.

Supervisor Quigley made a motion to engage the Cohen Law Group to undertake franchise agreement renewal negotiations with Verizon, and to conduct an audit of the current franchise agreement. The motion was seconded by Chair Caughlan.

Mr. Misus commented on the franchise fee agreement and franchise fees.

By unanimous vote the Board adopted the motion to approve.

- f) consent agreement – Mr. Ryan provided an overview of a proposed consent agreement with the Pennsylvania Department of Environmental Protection for the payment of a fine for effluent, overview and other violations pertaining to the Township’s sanitary sewer system.

Supervisor Quigley made a motion to approve the consent agreement with the Pennsylvania Department of Environmental Protection, as presented. The motion was seconded by Chair Caughlan.

Mr. Misus commented on the consent agreement. Joe Nolan, Township Engineer, commented on violations in the consent agreement, and improvement measures taken by the Township in recent years.

Mr. Dreher commented on sanitary sewer system maintenance responsibilities.

Dr. Mollick commented on the violations, management of the sanitary sewer system, the sanitary sewer system contractor and the contractor’s performance, and past reviews of the sanitary sewer system. Chair Caughlan noted the matter would be reviewed by Mr. Ryan.

By unanimous vote the Board adopted the motion to approve.

OTHER BUSINESS

No other business was discussed at this evening’s meeting.

ADJOURNMENT

There being no further business brought before the Board, Chair Caughlan adjourned the regularly scheduled meeting at 8:27 PM.

Respectfully Submitted:

Tommy Ryan
Township Manager

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2016-27

**A RESOLUTION TO GRANT PRELIMINARY/FINAL LAND DEVELOPMENT
APPROVAL OF CHURCH OF THE NAZARENE OF FAIRVIEW VILLAGE**

WHEREAS, Church of the Nazarene of Fairview Village (hereinafter referred to as “Applicant”) has submitted a Land Development plan to Worcester Township and has made application for Preliminary/Final plan approval of a plan known as Building Addition, - Fairview Village Church Plan. The Applicant is the legal owner of an approximate 19.274 acre tract of land located at 3044 Germantown Pike, Worcester Township, Montgomery County, Pennsylvania in the AGR – Agricultural Zoning District of the Township, being Tax Parcel Nos. #67-00-01585-00-4 and #67-00-01585-10-4, as more fully described in the Deed recorded in the Montgomery County Recorder of Deeds Office; and

WHEREAS, the Applicant proposes to construct a 2,100 square foot addition to the existing church building; and,

WHEREAS, said plan has received a recommendation for preliminary/final plan approval by the Worcester Township Planning Commission at their meeting on July 28, 2016; and,

WHEREAS, the preliminary/final plan for the proposed land development, prepared by Woodrow and Associates, Inc., titled, “Building Addition – Fairview Village Church” consisting of 4 sheets, dated May 13, 2016 with no revisions, and a document entitled, “Post Construction Stormwater Management Report” dated May, 2016, is now in a form suitable for preliminary/final plan approval by the Worcester Township Board of Supervisors, subject to certain conditions.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING,

IT IS HEREBY RESOLVED by the Board of Supervisors of Worcester Township, as follows:

1. **Approval of Plan.** The preliminary/final plan prepared by Woodrow and Associates, Inc. as described above, is hereby approved, subject to the conditions set forth below.
2. **Conditions of Approval.** The approval of the preliminary/final plan is subject to strict compliance with the following conditions:
 - A. Compliance with all comments and conditions set forth in the CKS Engineers, Inc. letter of June 28, 2016.
 - B. Compliance with all comments and conditions set forth in the Montgomery County Planning Commission review letter of July 5, 2016.

- C. Compliance with the Decision and Order of the Worcester Township Zoning Hearing Board entered on May 20, 2016 regarding Application No. 16-04.
- D. The approval and/or receipt of permits required from any and all outside agencies, including but not limited to, Montgomery County Conservation District, Pennsylvania Department of Environmental Protection, Pennsylvania Department of Transportation, and all other authorities, agencies, municipalities, and duly constituted public authorities having jurisdiction in any way over the development.
- E. Prior to recording the Plans, Applicant shall enter into a Land Development and Financial Security Agreement (“Agreement”) with the Township. The Agreement shall be in a form satisfactory to the Township Solicitor, and the Applicant shall obligate itself to complete all of the improvements shown on the Plans in accordance with applicable Township criteria and specifications, as well as to secure the completion of the public improvements by posting satisfactory financial security as required by the Pennsylvania Municipalities Planning Code.
- F. Although the maintenance of all detention basins and surface stormwater drainage easements shall be the responsibility of the Applicant, or its successor or assigns at the Property, Applicant shall, prior to the Township executing the Plans, execute a declaration to reserve easements in favor of the Township so that the drainage facilities may be maintained by the Township, at the Township’s sole discretion, with all expenses being charged to the Applicant, in the event said maintenance responsibilities are not fulfilled by the Applicant after the Township provides reasonable notice to the Applicant to do so. The declaration shall be satisfactory to the Township Solicitor and shall be recorded simultaneously with the Plans.
- G. The Applicant shall provide to the Township for signature that number of Plans required for recordation and filing with the various Departments of Montgomery County, plus an additional three (3) Plans to be retained by the Township, and the Applicant shall have all Plans recorded, and the Applicant return the three (3) Plans to the Township within seven (7) days of Plan recordation.
- H. The Applicant shall provide a copy of the recorded Plan in an electronic format acceptable to the Township Engineer, within seven (7) days of Plan recordation.
- I. The Applicant shall make payment of all outstanding review fees and other charges due to the Township prior to Plan recordation.
- J. The Development shall be constructed in strict accordance with the content of the Plans, notes on the Plans and the terms and conditions of this Resolution.
- K. The cost of accomplishing, satisfying and meeting all of the terms and conditions and requirements of the Plans, notes to the Plans, this Resolution, and the

Agreement shall be borne entirely by the Applicant, and shall be at no cost to the Township.

- L. Applicant shall provide the Township Manager and the Township Engineer with at least seventy-two (72) hour notice prior to the initiation of any grading or ground clearing, whether for the construction of public improvements or in connection with any portion of the Development.
- M. Applicant understands that it will not be granted Township building or grading permits until the record plan, financial security, and all appropriate development and financial security agreements, easements, and other required legal documents are approved by the Township and recorded with the Montgomery County Recorder of Deeds and all appropriate approvals and/or permits from Township or other agencies for the above mentioned project are received. Any work performed on this project without the proper permits, approvals, and agreements in place will be stopped.

3. **Waivers.** The Worcester Township Board of Supervisors hereby grants the following waivers requested with respect to this Plan:

- A. Section 130-16.C. of the Worcester Township Subdivision and Land Development Ordinance – Road frontage improvements;
- B. Section 130-18.A. of the Worcester Township Subdivision and Land Development Ordinance – Sidewalks to be provided along all streets;
- C. Section 130-18.B. of the Worcester Township Subdivision and Land Development Ordinance – curbing to be installed along each side of every residential, secondary or commercial street;
- D. Section 130-23.A. & C. of the Worcester Township Subdivision and Land Development Ordinance – Setting monuments along right-of-way and permanent markers on all property corners;
- E. Section 130-23.B. of the Worcester Township Subdivision and Land Development Ordinance – Benchmarks to be on Township Sewer and/or USGS Datum;
- F. Section 130-28.G. (4) of the Worcester Township Subdivision and Land Development Ordinance – Street trees to be planted;
- G. Section 130-28.G. (5) of the Worcester Township Subdivision and Land Development Ordinance – Perimeter buffers;
- H. Section 130-28.G. (6) of the Worcester Township Subdivision and Land Development Ordinance – Parking lot buffering;

- I. Section 130-28.G. (7) of the Worcester Township Subdivision and Land Development Ordinance – One shade tree per 50 LF of basin perimeter;
 - J. Section 130-33.C. of the Worcester Township Subdivision and Land Development Ordinance - Proving existing features within 500 feet of any part of the land development being subdivided;
 - K. Section 130-33.G. of the Worcester Township Subdivision and Land Development Ordinance – Providing a natural resource protection plan; and,
 - L. Section 130-24.B.(4)(e)[2] of the Worcester Township Subdivision and Land Development Ordinance – seepage bed to drain within 24 hours.
4. **Acceptance.** The Conditions of Approval set forth in paragraph 2 above shall be accepted by the Applicant, in writing, within ten (10) days from the date of receipt of this Resolution.
5. **Effective Date.** This Resolution shall become effective on the date upon which the Conditions are accepted by the Applicant in writing.

BE IT FURTHER RESOLVED that the Plans shall be considered to have received final approval once staff appointed by the Worcester Township Board of Supervisors determines that any and all conditions attached to said approval have been resolved to the satisfaction of Township staff and appropriate Township officials have signed said Plans and submitted them for recording with the Montgomery County Recorder of Deeds. Applicant shall provide the Township with executed final plans, record plans, development agreements, easements, and other associated documentation, according to Township procedures. Any changes to the approved site plan will require the submission of an amended site plan for land development review by all Township review parties.

RESOLVED and **ENACTED** this 17th day of August, 2016 by the Worcester Township Board of Supervisors.

FOR WORCESTER TOWNSHIP

By: _____
 Susan G. Caughlan, Chair
 Board of Supervisors

Attest: _____
 Tommy Ryan, Secretary

ACCEPTANCE

The undersigned states that he/she is authorized to execute this Acceptance on behalf of the Applicant and owner of the property which is the subject matter of this Resolution, that he/she has reviewed the Conditions imposed by the Board of Supervisors in the foregoing Resolution and that he/she accepts the Conditions on behalf of the Applicant and the owner and agrees to be bound thereto. This Acceptance is made subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsifications to authorities.

**CHURCH OF THE NAZARENE OF
FAIRVIEW VILLAGE**

Date: _____

By: _____

(PRINT NAME AND TITLE)

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2016-28

**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(2) General correspondence files and housekeeping records - 2010 and prior
- AL-8(1) Bids, Proposals, Price Quotes and Qualified Contractor Memos - 2002 and prior
- AL-8(2) Bid Contracts and Agreements - 2002 and prior
- AL-12(4) Ethics Commission Statements of Financial Interest - 2010 and prior
- AL-17 Insurance Policies - 2010 and prior
- AL-20 Liquid Fuel Tax Records - 2008 and prior
- AL-24(2) Recordings of Public Meetings - 2015 and prior
- AL-35 Public Meeting/Hearing Notices and Proof of Publications - 2005 and prior
- AL-46 Right to Know Requests - 2012 and prior
- FN-2 Accounts Payable Files and Ledgers - 2008 and prior
- FN-3 Accounts Receivable Files and Ledgers- 2008 and prior
- FN-8 Balance Sheet - 2008 and prior
- FN-9 Bank Statements and Reconciliations - 2008 and prior
- FN-10 Cancelled Checks - 2008 and prior

- FN-11** Check Registers - 2008 and prior
- FN-13** Deposit Slips - 2008 and prior
- FN-18** Purchase Order Files - 2008 and prior
- PS-10** Job Descriptions and Announcements - 2013 and prior
- TA-6** Tax Ledgers and Related Records - 2000-2006
- TA-13** Tax Collector's Reports - 2000-2006

RESOLVED THIS 17TH DAY OF AUGUST, 2016.

FOR WORCESTER TOWNSHIP

By: _____
Susan G. Caughlan, Chair
Board of Supervisors

Attest: _____
Tommy Ryan, Secretary



RESOLUTION PAGE

COMMONWEALTH OF PENNSYLVANIA

www.dcnr.state.pa.us/grants

| | | |
|--------------------------------|---|------------------------------|
| DCNR-2015-C2P2-16 | Application Information (*Indicates required information) | |
| Applicant/Grantee Legal Name:* | Worcester Township | Web Application ID:* 1102047 |
| Project Title:* | Zacharias Creek Riparian Buffer Project | |

WHEREAS, Worcester Township

("Applicant") desires to undertake the following project

Zacharias Creek Riparian Buffer Project; and
(Project Title)

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources ("Department") a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled "Terms and Conditions of Grant" and a document entitled "Grant Agreement Signature Page"; and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department if the applicant is awarded a grant; and

NOW THEREFORE, it is resolved that:

1. The "Grant Agreement Signature Page" may be signed on behalf of the applicant by the Official who, at the time of signing, has TITLE of Township Manager.
2. If this Official signed the "Grant Agreement Signature Page" prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the "Grant Agreement Signature Page", signed by the above Official, will become the applicant/grantee's executed signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the TITLE specified in paragraph 1 and the grantee will be bound by the amendment.

I hereby certify that this Resolution was adopted by the

Worcester Township Board of Supervisors
(identify the governing body of the applicant, e.g. city council, borough council, board of supervisors, board of directors)

of the applicant this 17th day of August, 2016.

Secretary (Signature of the Secretary of the governing body)

DCNR USE ONLY

Project Number: _____

AGENDA
WORCESTER TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE - WORCESTER, PA
WEDNESDAY, SEPTEMBER 21, 2016 - 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

INFORMATIONAL ITEMS

PUBLIC COMMENT

- A five-minute limit per person.

PRESENTATIONS

- a) 2017 Budget
 - The Township Manager will provide an update on development of the 2017 Budget.

DISCUSSION

- a) Army Reserve Base
 - The Township Manager will provide an update on the PFOA and PFOS issue at the Army Reserve Base.

OTHER BUSINESS

ADJOURNMENT

UPCOMING MEETINGS

| | | |
|---------------------------------------|------------------------|---------|
| Planning Commission | Thursday, September 22 | 7:30 PM |
| Zoning Hearing Board | Tuesday, September 27 | 6:30 PM |
| Board of Supervisors, Work Session | Wednesday, October 19 | 6:00 PM |
| Board of Supervisors, Monthly Meeting | Wednesday, October 19 | 7:30 PM |

All meetings are held at the Worcester Township Community Hall, 1031 Valley Forge Road.

GENERAL FUND

| RECEIPTS | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------------|-----------------|-----------------|-----------------|
| Taxes | \$ 2,760,813.00 | \$ 2,946,440.00 | \$ 2,834,095.00 |
| Licenses & Permits | \$ 221,225.00 | \$ 229,140.00 | \$ 221,140.00 |
| Fines & Forfeits | \$ 2,500.00 | \$ 1,100.00 | \$ 1,000.00 |
| Interest & Rents | \$ 175,764.00 | \$ 168,200.00 | \$ 159,313.32 |
| Intergovernmental Revenue | \$ 180,850.00 | \$ 171,199.99 | \$ 166,634.99 |
| Charges for Services | \$ 284,915.00 | \$ 281,320.00 | \$ 174,995.00 |
| Miscellaneous Revenue | \$ 2,500.00 | \$ 36,100.00 | \$ 14,260.00 |
| Other Financing | \$ 384,672.00 | \$ 384,772.00 | \$ 800.00 |
| | \$ 4,013,239.00 | \$ 4,218,271.99 | \$ 3,572,238.31 |

| EXPENDITURES | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------------|-----------------|-----------------|-----------------|
| Legislative | \$ 129,090.00 | \$ 104,945.00 | \$ 106,901.88 |
| Management | \$ 160,038.00 | \$ 142,859.00 | \$ 221,225.43 |
| Finance | \$ 85,552.00 | \$ 108,610.00 | \$ 94,516.65 |
| Tax Collection | \$ 49,548.00 | \$ 40,051.00 | \$ 40,144.74 |
| Legal | \$ 110,000.00 | \$ 117,000.00 | \$ 81,000.00 |
| Clerical | \$ 188,469.00 | \$ 197,990.00 | \$ 201,368.68 |
| Engineering | \$ 30,000.00 | \$ 33,400.00 | \$ 41,500.00 |
| Township Building | \$ 27,000.00 | \$ 30,200.00 | \$ 33,231.00 |
| Garage | \$ 25,900.00 | \$ 22,800.00 | \$ 24,539.40 |
| Community Hall | \$ 8,700.00 | \$ 9,090.00 | \$ 11,112.00 |
| Historical Building | \$ 7,000.00 | \$ 4,900.00 | \$ 5,528.92 |
| Hollow Road Rental | \$ 5,000.00 | \$ 3,925.00 | \$ 4,330.00 |
| Springhouse | \$ 500.00 | \$ 400.00 | \$ 1,000.00 |
| Fire Protection | \$ 330,000.00 | \$ 329,000.00 | \$ 341,783.67 |
| Code Enforcement | \$ 258,602.00 | \$ 229,910.00 | \$ 173,647.09 |
| Zoning Hearing Board | \$ 50,334.00 | \$ 64,523.00 | \$ 24,172.56 |
| PA One Call | \$ 600.00 | \$ 2,950.00 | \$ 3,840.00 |
| Public Works | \$ 530,619.00 | \$ 536,750.00 | \$ 586,546.23 |
| Snow Removal | \$ - | \$ - | \$ 59,268.75 |
| Traffic Signals | \$ 39,500.00 | \$ 27,400.00 | \$ 27,790.00 |
| Machinery & Tools | \$ 51,500.00 | \$ 47,310.00 | \$ 90,414.00 |
| Road Maintenance | \$ 619,000.00 | \$ 582,800.00 | \$ 137,197.00 |
| Stormwater Management | \$ 60,000.00 | \$ 24,800.00 | \$ 44,500.00 |
| Recreation Administration | \$ 50,740.00 | \$ 58,609.00 | \$ 76,541.73 |
| Recreation & Culture | \$ 47,250.00 | \$ 40,700.00 | \$ 56,650.00 |
| Parks | \$ 78,224.00 | \$ 59,650.00 | \$ 58,690.00 |
| Public Relations | \$ 20,250.00 | \$ 12,600.00 | \$ 15,800.00 |
| Other | \$ 1,049,823.00 | \$ 1,385,099.99 | \$ 1,005,709.01 |
| | \$ 4,013,239.00 | \$ 4,218,271.99 | \$ 3,568,948.75 |

2017 GENERAL FUND **\$ 3,289.56**

GENERAL FUND RECEIPTS

| Taxes | code | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------------|-------------|------------------------|------------------------|------------------------|
| property, current | 301-100 | \$ 47,337.00 | \$ 47,300.00 | \$ 47,200.00 |
| property, liened | 301-500 | \$ 600.00 | \$ 790.00 | \$ 770.00 |
| property, interim | 301-600 | \$ 250.00 | \$ 300.00 | \$ 260.00 |
| per capita, current | 310-010 | \$ 5,000.00 | \$ 4,800.00 | \$ 4,755.00 |
| per capita, delinquent | 310-030 | \$ 750.00 | \$ 1,050.00 | \$ 1,010.00 |
| real estate transfer | 310-100 | \$ 250,000.00 | \$ 300,000.00 | \$ 245,000.00 |
| earned income | 310-210 | \$ 2,400,000.00 | \$ 2,550,000.00 | \$ 2,535,000.00 |
| earned income, prior year | 310-220 | \$ 100.00 | \$ - | \$ 100.00 |
| impact fees | 310-900 | \$ 56,776.00 | \$ 42,200.00 | \$ - |
| | | \$ 2,760,813.00 | \$ 2,946,440.00 | \$ 2,834,095.00 |

| Licenses & Permits | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-------------------------------|-------------|----------------------|-----------------------|----------------------|
| trash hauler fees | 321-340 | \$ - | \$ - | \$ - |
| franchise fees | 321-800 | \$ 220,000.00 | \$ 227,300.00 | \$ 220,000.00 |
| road opening permits | 322-820 | \$ 750.00 | \$ 500.00 | \$ 500.00 |
| sign permits | 322-900 | \$ 200.00 | \$ 250.00 | \$ 250.00 |
| yard sale permits | 322-910 | \$ 175.00 | \$ 190.00 | \$ 140.00 |
| solicitation permits | 322-920 | \$ 100.00 | \$ 900.00 | \$ 250.00 |
| | | \$ 221,225.00 | \$ 229,140.00 | \$ 221,140.00 |

| Fines & Forfeits | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------------|-------------|--------------------|-----------------------|--------------------|
| ordinance violations | 331-120 | \$ 2,500.00 | \$ 1,100.00 | \$ 1,000.00 |
| | | \$ 2,500.00 | \$ 1,100.00 | \$ 1,000.00 |

| Interest & Rents | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------------|-------------|----------------------|-----------------------|----------------------|
| interest | 341-000 | \$ 20,000.00 | \$ 27,000.00 | \$ 1,000.00 |
| rents & royalties | 342-000 | \$ 25,000.00 | \$ 15,900.00 | \$ 17,681.00 |
| cell tower rental | 342-120 | \$ 130,764.00 | \$ 125,300.00 | \$ 140,632.32 |
| | | \$ 175,764.00 | \$ 168,200.00 | \$ 159,313.32 |

| Intergov. Revenue | code | 2016 Budget | 2016 Projected | 2017 Budget |
|--------------------------|-------------|----------------------|-----------------------|----------------------|
| grants | 354-090 | \$ 10,000.00 | \$ - | \$ 4,275.00 |
| utility realty tax | 355-010 | \$ 3,050.00 | \$ 3,050.00 | \$ 3,030.00 |
| alcohol license fees | 355-040 | \$ 800.00 | \$ 1,000.00 | \$ 1,000.00 |
| foreign casualty | 355-050 | \$ 52,000.00 | \$ 56,870.32 | \$ 56,870.32 |
| foreign fire | 355-070 | \$ 105,000.00 | \$ 101,459.67 | \$ 101,459.67 |
| tennis court grant | 357-080 | \$ 10,000.00 | \$ 8,820.00 | \$ - |
| | | \$ 180,850.00 | \$ 171,199.99 | \$ 166,634.99 |

| Charges for Services | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------------|-------------|----------------------|-----------------------|----------------------|
| land development fees | 361-300 | \$ 5,000.00 | \$ 2,450.00 | \$ 2,250.00 |
| Conditional Use fees | 361-330 | \$ 1,200.00 | \$ - | \$ 2,000.00 |
| Zoning Hearing Board fees | 361-340 | \$ 1,000.00 | \$ 6,000.00 | \$ 5,000.00 |
| zoning amendment fees | 361-350 | \$ - | \$ - | \$ 1,500.00 |
| map & publication sales | 361-500 | \$ 15.00 | \$ 75.00 | \$ 50.00 |
| building permit fees | 362-410 | \$ 200,000.00 | \$ 200,000.00 | \$ 120,000.00 |
| zoning permit fees | 362-420 | \$ 10,000.00 | \$ 13,300.00 | \$ 8,500.00 |
| commercial U&O fees | 362-450 | \$ 500.00 | \$ 775.00 | \$ 500.00 |
| driveway permit fees | 362-460 | \$ 880.00 | \$ 600.00 | \$ 195.00 |
| park cell tower rental | 367-342 | \$ 20,820.00 | \$ 20,820.00 | \$ - |
| PRPS ticket sales | 367-400 | \$ 8,000.00 | \$ 7,800.00 | \$ 8,000.00 |
| sports & lesson fees | 367-408 | \$ 30,000.00 | \$ 20,800.00 | \$ 20,000.00 |
| park trips | 367-409 | \$ 7,500.00 | \$ 8,700.00 | \$ 7,000.00 |
| | | \$ 284,915.00 | \$ 281,320.00 | \$ 174,995.00 |

| Miscellaneous Revenue | code | 2016 Budget | 2016 Projected | 2017 Budget |
|------------------------------|-------------|--------------------|-----------------------|---------------------|
| park miscellaneous | 367-420 | \$ 1,500.00 | \$ 7,800.00 | \$ 4,900.00 |
| miscellaneous income | 381-000 | \$ 1,000.00 | \$ 28,300.00 | \$ 8,160.00 |
| service charge fees | 381-001 | \$ - | \$ - | \$ 1,200.00 |
| | | \$ 2,500.00 | \$ 36,100.00 | \$ 14,260.00 |

| Other Financing | code | 2016 Budget | 2016 Projected | 2017 Budget |
|------------------------|-------------|----------------------|-----------------------|--------------------|
| escrow administration | 383-200 | \$ 800.00 | \$ 900.00 | \$ 800.00 |
| interfund transfer | 392-300 | \$ 383,872.00 | \$ 383,872.00 | \$ - |
| | | \$ 384,672.00 | \$ 384,772.00 | \$ 800.00 |

GENERAL FUND EXPENDITURES

| Legislative | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|-------------|----------------------|-----------------------|----------------------|
| payroll | 400-110 | \$ 7,500.00 | \$ 7,500.00 | \$ 7,500.00 |
| benefits | 400-150 | \$ 65,750.00 | \$ 65,709.00 | \$ 73,526.88 |
| consultant services | 400-312 | \$ 49,590.00 | \$ 26,205.00 | \$ 15,000.00 |
| mileage reimbursement | 400-337 | \$ 250.00 | \$ 360.00 | \$ 500.00 |
| dues & subscriptions | 400-420 | \$ 2,500.00 | \$ 827.00 | \$ 5,650.00 |
| meetings & seminars | 400-460 | \$ 3,500.00 | \$ 4,344.00 | \$ 4,725.00 |
| | | \$ 129,090.00 | \$ 104,945.00 | \$ 106,901.88 |

| Management | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|-------------|----------------------|-----------------------|----------------------|
| payroll | 401-120 | \$ 96,250.00 | \$ 82,258.00 | \$ 139,050.00 |
| benefits | 401-150 | \$ 46,488.00 | \$ 49,918.00 | \$ 69,425.43 |
| consultant services | 401-312 | \$ 10,000.00 | \$ 4,165.00 | \$ 5,000.00 |
| mobile phone | 401-321 | \$ 600.00 | \$ 600.00 | \$ 600.00 |
| mileage reimbursement | 401-337 | \$ 4,900.00 | \$ 4,800.00 | \$ 4,800.00 |
| meetings & seminars | 401-460 | \$ 1,800.00 | \$ 1,118.00 | \$ 2,350.00 |
| | | \$ 160,038.00 | \$ 142,859.00 | \$ 221,225.43 |

| Finance | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|-------------|---------------------|-----------------------|---------------------|
| payroll | 402-120 | \$ 60,391.00 | \$ 76,880.00 | \$ 63,375.90 |
| benefits | 402-150 | \$ 23,977.00 | \$ 31,030.00 | \$ 29,240.75 |
| mobile phone | 402-321 | \$ 384.00 | \$ 20.00 | \$ 300.00 |
| mileage reimbursement | 402-337 | \$ 300.00 | \$ 250.00 | \$ 300.00 |
| meetings & seminars | 402-460 | \$ 500.00 | \$ 430.00 | \$ 1,300.00 |
| | | \$ 85,552.00 | \$ 108,610.00 | \$ 94,516.65 |

| Tax Collection | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|-------------|---------------------|-----------------------|---------------------|
| payroll | 403-110 | \$ 2,367.00 | \$ 2,260.00 | \$ 2,411.50 |
| benefits | 403-150 | \$ 181.00 | \$ 174.00 | \$ 36.94 |
| office supplies | 403-210 | \$ 5,000.00 | \$ 3,947.00 | \$ 4,740.00 |
| professional services | 403-310 | \$ 42,000.00 | \$ 33,670.00 | \$ 32,956.30 |
| | | \$ 49,548.00 | \$ 40,051.00 | \$ 40,144.74 |

| Legal | code | 2016 Budget | 2016 Projected | 2017 Budget |
|------------------|-------------|----------------------|-----------------------|---------------------|
| general services | 404-310 | \$ 60,000.00 | \$ 68,500.00 | \$ 69,000.00 |
| RTK services | 404-320 | \$ 50,000.00 | \$ 48,500.00 | \$ 12,000.00 |
| | | \$ 110,000.00 | \$ 117,000.00 | \$ 81,000.00 |

GENERAL FUND EXPENDITURES *(continued)*

| Clerical | code | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------|-------------|----------------------|-----------------------|----------------------|
| payroll | 405-140 | \$ 77,980.00 | \$ 84,900.00 | \$ 78,862.98 |
| benefits | 405-150 | \$ 45,319.00 | \$ 51,450.00 | \$ 32,181.70 |
| office supplies | 405-210 | \$ 8,000.00 | \$ 5,770.00 | \$ 7,900.00 |
| payroll services | 405-310 | \$ 13,520.00 | \$ 13,800.00 | \$ 14,850.00 |
| telephone | 405-321 | \$ 6,000.00 | \$ 5,800.00 | \$ 6,585.00 |
| postage | 405-325 | \$ 4,500.00 | \$ 4,050.00 | \$ 4,181.00 |
| auto allowance | 405-337 | \$ 150.00 | \$ 140.00 | \$ 240.00 |
| advertisement | 405-340 | \$ 7,000.00 | \$ 3,900.00 | \$ 9,000.00 |
| meetings & seminars | 405-460 | \$ 1,000.00 | \$ 880.00 | \$ 5,150.00 |
| computer expense | 405-465 | \$ 15,000.00 | \$ 14,100.00 | \$ 25,918.00 |
| other expense | 405-470 | \$ 10,000.00 | \$ 13,200.00 | \$ 16,500.00 |
| | | \$ 188,469.00 | \$ 197,990.00 | \$ 201,368.68 |

| Engineering | code | 2016 Budget | 2016 Projected | 2017 Budget |
|----------------------|-------------|---------------------|-----------------------|---------------------|
| engineering services | 408-310 | \$ 30,000.00 | \$ 33,400.00 | \$ 41,500.00 |
| | | \$ 30,000.00 | \$ 33,400.00 | \$ 41,500.00 |

| Township Building | code | 2016 Budget | 2016 Projected | 2017 Budget |
|--------------------------|-------------|---------------------|-----------------------|---------------------|
| utilities | 409-136 | \$ 10,000.00 | \$ 8,900.00 | \$ 10,440.00 |
| maintenance & repairs | 409-137 | \$ 12,500.00 | \$ 18,300.00 | \$ 16,779.00 |
| alarm service | 409-142 | \$ 3,500.00 | \$ 2,500.00 | \$ 3,612.00 |
| other expenses | 409-147 | \$ 1,000.00 | \$ 500.00 | \$ 2,400.00 |
| | | \$ 27,000.00 | \$ 30,200.00 | \$ 33,231.00 |

| Garage | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|-------------|---------------------|-----------------------|---------------------|
| utilities | 409-236 | \$ 15,000.00 | \$ 10,800.00 | \$ 12,420.00 |
| maintenance & repairs | 409-237 | \$ 10,000.00 | \$ 10,500.00 | \$ 9,203.40 |
| alarm service | 409-242 | \$ 650.00 | \$ 1,300.00 | \$ 1,416.00 |
| other expenses | 409-247 | \$ 250.00 | \$ 200.00 | \$ 1,500.00 |
| | | \$ 25,900.00 | \$ 22,800.00 | \$ 24,539.40 |

| Community Hall | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|-------------|--------------------|-----------------------|---------------------|
| utilities | 409-436 | \$ 5,200.00 | \$ 4,440.00 | \$ 5,340.00 |
| maintenance & repairs | 409-437 | \$ 3,000.00 | \$ 4,200.00 | \$ 5,172.00 |
| other expenses | 409-447 | \$ 500.00 | \$ 450.00 | \$ 600.00 |
| | | \$ 8,700.00 | \$ 9,090.00 | \$ 11,112.00 |

GENERAL FUND EXPENDITURES *(continued)*

| Historical Building | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|---------|-------------|----------------|-------------|
| utilities | 409-536 | \$ 5,000.00 | \$ 2,200.00 | \$ 3,829.00 |
| maintenance & repairs | 409-537 | \$ 2,000.00 | \$ 2,700.00 | \$ 1,699.92 |
| | | \$ 7,000.00 | \$ 4,900.00 | \$ 5,528.92 |

| Hollow Road Rental | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|---------|-------------|----------------|-------------|
| utilities | 409-636 | \$ - | \$ 125.00 | \$ 250.00 |
| maintenance & repairs | 409-637 | \$ 5,000.00 | \$ 3,800.00 | \$ 4,080.00 |
| | | \$ 5,000.00 | \$ 3,925.00 | \$ 4,330.00 |

| Springhouse | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|---------|-------------|----------------|-------------|
| maintenance & repairs | 409-737 | \$ 500.00 | \$ 400.00 | \$ 1,000.00 |
| | | \$ 500.00 | \$ 400.00 | \$ 1,000.00 |

| Fire Protection | code | 2016 Budget | 2016 Projected | 2017 Budget |
|--------------------|---------|---------------|----------------|---------------|
| hydrant rentals | 411-380 | \$ 25,000.00 | \$ 24,000.00 | \$ 25,374.00 |
| WVFD contributions | 411-540 | \$ 305,000.00 | \$ 305,000.00 | \$ 316,409.67 |
| | | \$ 330,000.00 | \$ 329,000.00 | \$ 341,783.67 |

| Code Enforcement | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|-------------|---------------|----------------|---------------|
| Fire Marshal payroll | 413-110 | \$ 8,500.00 | \$ 5,100.00 | \$ 9,640.80 |
| Fire Marshal benefits | 413-110-150 | \$ 650.00 | \$ 390.00 | \$ 738.49 |
| Codes payroll | 413-140 | \$ 105,750.00 | \$ 104,900.00 | \$ 43,775.00 |
| Codes benefits | 413-150 | \$ 61,152.00 | \$ 49,100.00 | \$ 27,577.81 |
| supplies | 413-210 | \$ 7,000.00 | \$ 3,100.00 | \$ 7,855.00 |
| consultant services | 413-312 | \$ 74,000.00 | \$ 66,600.00 | \$ 82,400.00 |
| mileage | 413-337 | \$ 1,050.00 | \$ 370.00 | \$ 660.00 |
| meetings & seminars | 413-460 | \$ 500.00 | \$ 350.00 | \$ 1,000.00 |
| | | \$ 258,602.00 | \$ 229,910.00 | \$ 173,647.09 |

GENERAL FUND EXPENDITURES *(continued)*

| Zoning Hearing Board | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------------|-------------|---------------------|-----------------------|---------------------|
| payroll | 414-140 | \$ 2,400.00 | \$ 1,250.00 | \$ 1,600.00 |
| benefits | 414-150 | \$ 184.00 | \$ 95.00 | \$ 122.56 |
| professional services | 414-310 | \$ 4,000.00 | \$ 2,400.00 | \$ 2,700.00 |
| engineering | 414-313 | \$ 12,000.00 | \$ 4,100.00 | \$ 1,500.00 |
| legal | 414-314 | \$ 15,000.00 | \$ 14,808.00 | \$ 10,800.00 |
| conditional use | 414-315 | \$ 15,000.00 | \$ 39,650.00 | \$ 4,500.00 |
| advertising | 414-341 | \$ 1,500.00 | \$ 2,120.00 | \$ 2,750.00 |
| meetings & seminars | 414-460 | \$ 250.00 | \$ 100.00 | \$ 200.00 |
| | | \$ 50,334.00 | \$ 64,523.00 | \$ 24,172.56 |

| PA One Call | code | 2016 Budget | 2016 Projected | 2017 Budget |
|--------------------|-------------|--------------------|-----------------------|--------------------|
| PA One Call | 419-242 | \$ 600.00 | \$ 2,950.00 | \$ 3,840.00 |
| | | \$ 600.00 | \$ 2,950.00 | \$ 3,840.00 |

| Public Works | code | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------|-------------|----------------------|-----------------------|----------------------|
| payroll | 430-140 | \$ 370,867.00 | \$ 365,100.00 | \$ 396,706.44 |
| benefits | 430-150 | \$ 148,252.00 | \$ 159,900.00 | \$ 173,482.79 |
| uniform rental | 430-238 | \$ 6,000.00 | \$ 6,650.00 | \$ 9,397.00 |
| cell phones | 430-326 | \$ 3,000.00 | \$ 2,550.00 | \$ 1,320.00 |
| meetings & seminars | 430-460 | \$ 1,000.00 | \$ 1,200.00 | \$ 3,100.00 |
| other expenses | 430-470 | \$ 1,500.00 | \$ 1,350.00 | \$ 2,540.00 |
| | | \$ 530,619.00 | \$ 536,750.00 | \$ 586,546.23 |

| Snow Removal | code | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------|-------------|--------------------|-----------------------|---------------------|
| materials | 432-200 | \$ - | \$ - | \$ 44,268.75 |
| contractor | 432-450 | \$ - | \$ - | \$ 15,000.00 |
| | | \$ - | \$ - | \$ 59,268.75 |

| Traffic Signals | code | 2016 Budget | 2016 Projected | 2017 Budget |
|------------------------|-------------|---------------------|-----------------------|---------------------|
| engineering | 433-313 | \$ 15,000.00 | \$ 6,100.00 | \$ 6,500.00 |
| electricity | 433-361 | \$ 4,500.00 | \$ 4,400.00 | \$ 3,240.00 |
| maintenance | 433-374 | \$ 20,000.00 | \$ 16,900.00 | \$ 18,050.00 |
| | | \$ 39,500.00 | \$ 27,400.00 | \$ 27,790.00 |

GENERAL FUND EXPENDITURES *(continued)*

| Machinery & Tools | code | 2016 Budget | 2016 Projected | 2017 Budget |
|------------------------------|-------------|---------------------|-----------------------|---------------------|
| vehicle maintenance | 437-250 | \$ 45,000.00 | \$ 38,700.00 | \$ 83,064.00 |
| small tools | 437-260 | \$ 6,000.00 | \$ 8,210.00 | \$ 6,850.00 |
| small tool repairs | 437-370 | \$ 500.00 | \$ 400.00 | \$ 500.00 |
| | | \$ 51,500.00 | \$ 47,310.00 | \$ 90,414.00 |

| Road Maintenance | code | 2016 Budget | 2016 Projected | 2017 Budget |
|--------------------------|-------------|----------------------|-----------------------|----------------------|
| gasoline | 438-231 | \$ 6,000.00 | \$ 4,100.00 | \$ 5,267.00 |
| diesel | 438-232 | \$ 25,000.00 | \$ 15,300.00 | \$ 22,330.00 |
| signs | 438-242 | \$ 3,000.00 | \$ 2,700.00 | \$ 3,200.00 |
| supplies | 438-245 | \$ 25,000.00 | \$ 19,100.00 | \$ 35,900.00 |
| contractor, snow | 438-300 | \$ 15,000.00 | \$ 9,100.00 | \$ - |
| engineering | 438-313 | \$ 45,000.00 | \$ 57,500.00 | \$ 55,000.00 |
| contractor, road program | 438-370 | \$ 500,000.00 | \$ 475,000.00 | \$ 15,500.00 |
| | | \$ 619,000.00 | \$ 582,800.00 | \$ 137,197.00 |

| Stormwater Management | code | 2016 Budget | 2016 Projected | 2017 Budget |
|------------------------------|-------------|---------------------|-----------------------|---------------------|
| engineering | 446-313 | \$ 60,000.00 | \$ 24,800.00 | \$ 44,500.00 |
| | | \$ 60,000.00 | \$ 24,800.00 | \$ 44,500.00 |

| Recreation Administration | code | 2016 Budget | 2016 Projected | 2017 Budget |
|----------------------------------|-------------|---------------------|-----------------------|---------------------|
| payroll | 451-140 | \$ 32,500.00 | \$ 35,000.00 | \$ 47,586.00 |
| benefits | 451-150 | \$ 16,331.00 | \$ 22,135.00 | \$ 27,665.73 |
| mobile phone | 451-326 | \$ 409.00 | \$ - | \$ - |
| mileage reimbursement | 451-337 | \$ 500.00 | \$ 374.00 | \$ 300.00 |
| meetings & seminars | 451-460 | \$ 1,000.00 | \$ 1,100.00 | \$ 990.00 |
| | | \$ 50,740.00 | \$ 58,609.00 | \$ 76,541.73 |

| Recreation & Culture | code | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------------------|-------------|---------------------|-----------------------|---------------------|
| discounted tickets | 452-247 | \$ 7,750.00 | \$ 7,700.00 | \$ 8,050.00 |
| camps & sport leagues | 452-248 | \$ 27,000.00 | \$ 18,500.00 | \$ 27,000.00 |
| trips | 452-249 | \$ 6,500.00 | \$ 8,500.00 | \$ 8,800.00 |
| Community Day | 452-250 | \$ - | \$ - | \$ 6,500.00 |
| library | 452-520 | \$ 6,000.00 | \$ 6,000.00 | \$ 6,300.00 |
| | | \$ 47,250.00 | \$ 40,700.00 | \$ 56,650.00 |

GENERAL FUND EXPENDITURES *(continued)*

| Parks | code | 2016 Budget | 2016 Projected | 2017 Budget |
|------------------------------|-------------|---------------------|-----------------------|---------------------|
| Heebner Park - utilities | 454-436 | \$ 3,000.00 | \$ 3,200.00 | \$ 3,180.00 |
| Heebner Park - fields | 454-437-001 | \$ 15,000.00 | \$ 14,200.00 | \$ 16,400.00 |
| Heebner Park - expenses | 454-437-002 | \$ 20,000.00 | \$ 10,500.00 | \$ 12,000.00 |
| Mt. Kirk Park - fields | 454-438-001 | \$ 5,000.00 | \$ 2,000.00 | \$ 3,000.00 |
| Mt. Kirk Park - expenses | 454-438-002 | \$ 500.00 | \$ 450.00 | \$ 1,450.00 |
| Sunny Brook Park - fields | 454-439-001 | \$ 4,000.00 | \$ 3,800.00 | \$ 4,400.00 |
| Sunny Brook Park - expens. | 454-439-002 | \$ 2,400.00 | \$ 1,500.00 | \$ 4,900.00 |
| Sunny Brook Park - utilities | 454-446 | \$ 1,200.00 | \$ 1,200.00 | \$ 1,560.00 |
| Heyser Park - horse ring | 454-470 | \$ 500.00 | \$ - | \$ 500.00 |
| Heyser Park - expenses | 454-471 | \$ 2,000.00 | \$ 1,000.00 | \$ 1,300.00 |
| trails | 454-480 | \$ 5,000.00 | \$ 5,300.00 | \$ 5,600.00 |
| other parks | 454-490 | \$ 19,624.00 | \$ 16,500.00 | \$ 4,400.00 |
| | | \$ 78,224.00 | \$ 59,650.00 | \$ 58,690.00 |

| Public Relations | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-------------------------|-------------|---------------------|-----------------------|---------------------|
| community newsletter | 459-340 | \$ 20,000.00 | \$ 12,500.00 | \$ 14,400.00 |
| other communications | 459-341 | \$ 250.00 | \$ 100.00 | \$ 1,400.00 |
| | | \$ 20,250.00 | \$ 12,600.00 | \$ 15,800.00 |

| Other | code | 2016 Budget | 2016 Projected | 2017 Budget |
|--------------------------|-------------|------------------------|------------------------|------------------------|
| real estate taxes | 481-430 | \$ 6,000.00 | \$ 6,321.00 | \$ 7,160.00 |
| insurances | 486-350 | \$ 110,000.00 | \$ 107,400.00 | \$ 119,037.00 |
| transfer to Capital Fund | 492-300 | \$ 933,823.00 | \$1,271,378.99 | \$ 879,512.01 |
| | | \$ 1,049,823.00 | \$ 1,385,099.99 | \$ 1,005,709.01 |

CAPITAL FUND

| RECEIPTS | 2016 Budget | 2016 Projected | 2017 Budget |
|-------------------------|--------------------|-----------------------|--------------------|
| Interest | \$ 6,629.00 | \$ 7,300.00 | \$ 17,000.00 |
| Other Government Levels | \$ - | \$ - | \$ - |
| Fees | \$ - | \$ - | \$ 51,857.00 |
| Transfers In | \$ - | \$ 1,271,378.99 | \$ 879,512.01 |
| | \$ 6,629.00 | \$ 1,278,678.99 | \$ 948,369.01 |

| EXPENDITURES | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------|--------------------|-----------------------|--------------------|
| General Government | \$ 384,622.00 | \$ 385,022.00 | \$ 69,500.00 |
| Public Works | \$ - | \$ - | \$ 721,300.00 |
| Parks & Recreation | \$ - | \$ - | \$ 157,500.00 |
| | \$ 384,622.00 | \$ 385,022.00 | \$ 948,300.00 |

2015 CAPITAL FUND \$ **69.01**

CAPITAL FUND RECEIPTS

| Interest | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------|-------------|--------------------|-----------------------|---------------------|
| interest | 341-000 | \$ 6,629.00 | \$ 7,300.00 | \$ 17,000.00 |
| | | \$ 6,629.00 | \$ 7,300.00 | \$ 17,000.00 |

| Other Government Level | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-------------------------------|-------------|--------------------|-----------------------|--------------------|
| grants | 354-351 | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - |

| Fees | code | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------|-------------|--------------------|-----------------------|---------------------|
| traffic impact fees | 363-346 | \$ - | \$ - | \$ 45,857.00 |
| open space fees | 367-353 | \$ - | \$ - | \$ - |
| miscellaneous | 395-302 | \$ - | \$ - | \$ 6,000.00 |
| | | \$ - | \$ - | \$ 51,857.00 |

| Transfers In | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------|-------------|--------------------|------------------------|----------------------|
| General Fund transfer | 392-010 | \$ - | \$ 1,271,378.99 | \$ 879,512.01 |
| | | \$ - | \$ 1,271,378.99 | \$ 879,512.01 |

CAPITAL FUND EXPENDITURES

| General Government | code | 2016 Budget | 2016 Projected | 2017 Budget |
|---------------------------|-------------|----------------------|-----------------------|---------------------|
| office equipment | 400-720 | \$ - | \$ - | \$ 29,800.00 |
| investing/CD fees | 402-470 | \$ 750.00 | \$ 1,150.00 | \$ - |
| building improvements | 409-600 | \$ - | \$ - | \$ 39,700.00 |
| interfund transfer | 492-300 | \$ 383,872.00 | \$ 383,872.00 | \$ - |
| | | \$ 384,622.00 | \$ 385,022.00 | \$ 69,500.00 |

| Public Works | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-------------------------|-------------|--------------------|-----------------------|----------------------|
| capital roads | 430-600 | \$ - | \$ - | \$ 504,000.00 |
| equipment purchase | 430-740 | \$ - | \$ - | \$ 207,200.00 |
| traffic signs & signals | 433-600 | \$ - | \$ - | \$ 10,100.00 |
| | | \$ - | \$ - | \$ 721,300.00 |

| Parks & Recreation | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-------------------------------|-------------|--------------------|-----------------------|----------------------|
| parks and trails | 454-600 | \$ - | \$ - | \$ 77,500.00 |
| land acquisition | 454-710 | \$ - | \$ - | \$ 80,000.00 |
| | | \$ - | \$ - | \$ 157,500.00 |

SEWER FUND

| RECEIPTS | 2016 Budget | 2016 Projected | 2017 Budget |
|------------|---------------|-----------------|---------------|
| Wastewater | \$ 973,254.00 | \$ 1,071,796.00 | \$ 660,945.87 |
| | \$ 973,254.00 | \$ 1,071,796.00 | \$ 660,945.87 |

| EXPENDITURES | 2016 Budget | 2016 Projected | 2017 Budget |
|--------------|---------------|----------------|---------------|
| Wastewater | \$ 973,255.00 | \$ 925,885.00 | \$ 660,934.66 |

| | | | |
|-----------------|--|--|----------|
| 2015 SEWER FUND | | | \$ 11.21 |
|-----------------|--|--|----------|

SEWER FUND RECEIPTS

| Wastewater | code | 2016 Budget | 2016 Projected | 2017 Budget |
|----------------------------|---------|----------------------|------------------------|----------------------|
| interest | 341-000 | \$ 187.00 | \$ 625.00 | \$ 600.00 |
| interest, special district | 341-100 | \$ 13,763.00 | \$ - | \$ - |
| tapping fees | 364-110 | \$ 17,500.00 | \$ 484,695.00 | \$ 11,400.00 |
| sewer fees, residential | 364-120 | \$ 425,592.00 | \$ 426,000.00 | \$ 490,104.66 |
| sewer fees, commercial | 364-130 | \$ 155,536.00 | \$ 153,000.00 | \$ 151,561.21 |
| late fees | 364-140 | \$ 5,200.00 | \$ 6,100.00 | \$ 6,000.00 |
| certification fees | 364-150 | \$ 1,200.00 | \$ 1,000.00 | \$ 1,080.00 |
| liens | 364-190 | \$ 280.00 | \$ 376.00 | \$ 100.00 |
| miscellaneous income | 381-000 | \$ 353,996.00 | \$ - | \$ 100.00 |
| | | \$ 973,254.00 | \$ 1,071,796.00 | \$ 660,945.87 |

SEWER FUND EXPENDITURES

| Wastewater Treatment | code | 2016 Budget | 2016 Projected | 2017 Budget |
|------------------------------|---------|----------------------|----------------------|----------------------|
| alarm services | 429-242 | \$ 1,200.00 | \$ 933.00 | \$ 982.00 |
| maintenance supplies | 429-272 | \$ - | \$ - | \$ - |
| other expenses | 429-300 | \$ 6,000.00 | \$ 24,800.00 | \$ 63,570.00 |
| engineering | 429-313 | \$ 12,000.00 | \$ 11,000.00 | \$ 10,750.00 |
| legal | 429-314 | \$ 5,000.00 | \$ 1,350.00 | \$ 3,900.00 |
| plant operations | 429-316 | \$ 173,196.00 | \$ 154,500.00 | \$ 126,512.40 |
| telephone | 429-321 | \$ 850.00 | \$ 845.00 | \$ 888.00 |
| utilities | 429-361 | \$ 109,940.00 | \$ 113,550.00 | \$ 101,460.00 |
| water | 429-366 | \$ 400.00 | \$ 400.00 | \$ - |
| equipment & repairs | 429-374 | \$ 16,000.00 | \$ 12,500.00 | \$ 12,600.00 |
| CPF, operations | 429-421 | \$ 11,011.00 | \$ 11,400.00 | \$ 9,042.00 |
| CPF, utilities & repairs | 429-461 | \$ 4,000.00 | \$ 5,805.00 | \$ 4,452.00 |
| MW, operations | 429-522 | \$ 21,907.00 | \$ 18,600.00 | \$ 9,042.00 |
| MW, utilities & repairs | 429-561 | \$ 350.00 | \$ 575.00 | \$ 1,752.00 |
| FC, operations | 429-624 | \$ 9,790.00 | \$ 10,900.00 | \$ 9,042.00 |
| FC, utilities & repairs | 429-661 | \$ 2,700.00 | \$ 2,800.00 | \$ 3,804.00 |
| HV, operations | 429-721 | \$ 10,297.00 | \$ 10,175.00 | \$ 9,042.00 |
| HV, utilities & repairs | 429-761 | \$ 2,500.00 | \$ 3,600.00 | \$ 4,380.00 |
| CP, operations | 429-821 | \$ 10,460.00 | \$ 11,000.00 | \$ 9,042.00 |
| CP, utilities & repairs | 429-861 | \$ 3,500.00 | \$ 3,800.00 | \$ 4,488.00 |
| AD, operations | 429-921 | \$ 8,070.00 | \$ 8,475.00 | \$ 9,042.00 |
| AD, utilities & repairs | 429-961 | \$ 4,000.00 | \$ 4,821.00 | \$ 3,228.00 |
| capital improvements | 429-670 | \$ 170,200.00 | \$ 170,200.00 | \$ 90,000.00 |
| staff costs | 405-150 | \$ 47,154.00 | \$ 47,154.00 | \$ - |
| insurance | 429-350 | \$ 3,134.00 | \$ 3,134.00 | \$ 3,095.00 |
| WIP - Valley Green repairs | 429-670 | \$ - | \$ 850.00 | \$ - |
| WIP - Hickory Hill expansion | 429-671 | \$ 200,000.00 | \$ 204,800.00 | \$ - |
| GOB - principal | 471-200 | \$ 90,868.00 | \$ 37,560.00 | \$ 120,000.00 |
| GOB - interest | 472-200 | \$ 48,728.00 | \$ 50,358.00 | \$ 50,821.26 |
| | | \$ 973,255.00 | \$ 925,885.00 | \$ 660,934.66 |

STATE FUND

| RECEIPTS | 2016 Budget | 2016 Projected | 2017 Budget |
|----------|---------------|----------------|---------------|
| Interest | \$ 198.00 | \$ 575.00 | \$ 250.00 |
| Licenses | \$ 315,530.00 | \$ 325,426.98 | \$ 351,000.00 |
| | \$ 315,728.00 | \$ 326,001.98 | \$ 351,250.00 |

| EXPENDITURES | 2016 Budget | 2016 Projected | 2017 Budget |
|--------------|---------------|----------------|---------------|
| Public Works | \$ 315,530.00 | \$ 385,290.00 | \$ 350,000.00 |

2017 STATE FUND \$ 1,250.00

STATE FUND RECEIPTS

| Interest | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------|-------------|--------------------|-----------------------|--------------------|
| interest | 341-000 | \$ 198.00 | \$ 575.00 | \$ 250.00 |
| | | \$ 198.00 | \$ 575.00 | \$ 250.00 |

| Licenses | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-------------------|-------------|--------------------|-----------------------|--------------------|
| Liquid Fuel Funds | 355-020 | \$ 315,530.00 | \$ 325,426.98 | \$ 351,000.00 |
| | | \$ 315,530.00 | \$ 325,426.98 | \$ 351,000.00 |

STATE FUND EXPENDITURES

| Public Works | code | 2016 Budget | 2016 Projected | 2017 Budget |
|-----------------------------|---------|---------------|----------------|---------------|
| snow & ice removal | 432-250 | \$ 40,000.00 | \$ 41,290.00 | \$ - |
| road maintenance contractor | 438-370 | \$ 275,530.00 | \$ 344,000.00 | \$ 350,000.00 |
| | | \$ 315,530.00 | \$ 385,290.00 | \$ 350,000.00 |

**AGENDA
WORCESTER TOWNSHIP BOARD OF SUPERVISORS
BUSINESS MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE - WORCESTER, PA
SEPTEMBER 21, 2016 - 7:30 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

INFORMATIONAL ITEMS

PUBLIC COMMENT

- A five minute per person limit for any items not listed on this agenda for official action.

OFFICIAL ACTION ITEMS

a) consent agenda

- A motion to approve a consent agenda that includes the following items:
 - i. Treasurer's Report and other Monthly Reports for August 2016;
 - ii. bill payment for August 2016;
 - iii. July 20, 2016 Work Session minutes;
 - iv. July 20, 2016 Business Meeting minutes;
 - v. August 17, 2016 Work Session minutes; and,
 - vi. August 17, 2016 Business Meeting minutes.

b) Public Hearing

- A Public Hearing to consider an ordinance to establish the North Penn Water Authority as the preferred water service provider in the Township, and to establish the Authority's designated service area.

c) Ordinance 2016-261

- An ordinance to establish the North Penn Water Authority as the preferred water service provider in the Township, and to establish the Authority's designated service area.

d) Public Hearing

- A Public Hearing to consider a resolution to ratify the Worcester Township Agricultural Security Area.

e) Resolution 2016-30

- A resolution to ratify the Worcester Township Agricultural Security Area.

(over)

- f) Resolution 2016-31
 - A resolution to revise the Township’s Act 537 Plan to permit an on-lot septic system to be installed at 1424 Valley Forge Road.
- g) Resolution 2016-32
 - A resolution to designate a depository for Township funds.
- h) waiver
 - A motion to approve a waiver request to install an on-lot septic system in the front yard at 1850 Green Hill Road.
- i) waiver
 - A motion to approve a waiver request to install an on-lot septic system within a setback to a property line at 1265 Dell Road.
- j) waiver
 - A motion to approve a waiver of land development to install a pavilion at the Worcester Elementary School, and a motion to waive required permit fees.
- k) settlement
 - A motion to approve a settlement as to Mollick v. Worcester Township, Montgomery County Court of Common Pleas Docket #08-25358.
- l) settlement
 - A motion to approve a settlement as to Kuber v. Montgomery County Board of Assessment Appeals, et al., Montgomery County Court of Common Pleas Docket #97-20560.
- m) settlement
 - A motion to approve a settlement as to Maloney v. Montgomery County Board of Assessment Appeals, et al., Montgomery County Court of Common Pleas Docket #11-31369.
- n) Minimum Municipal Obligation (MMO)
 - A motion to approve the 2017 MMO contribution to the Worcester Township pension plan.
- o) Personnel Manual
 - A motion to adopt the Worcester Township Personnel Manual.

OTHER BUSINESS

ADJOURNMENT

UPCOMING MEETINGS

| | | |
|---------------------------------------|------------------------|---------|
| Planning Commission | Thursday, September 22 | 7:30 PM |
| Zoning Hearing Board | Tuesday, September 27 | 6:30 PM |
| Board of Supervisors, Work Session | Wednesday, October 19 | 6:00 PM |
| Board of Supervisors, Monthly Meeting | Wednesday, October 19 | 7:30 PM |

All meetings are held at the Worcester Township Community Hall, 1031 Valley Forge Road.

**TREASURER'S REPORT
AND OTHER MONTHLY REPORTS**

AUGUST 2016

1. Treasurer's Report
2. Planning & Zoning Report
3. Permit Activity Report
4. Public Works Department Report
5. Fire Marshal Report
6. Township Engineer Report
7. Worcester Volunteer Fire Department Report
8. Pennsylvania State Police Report

**TREASURER'S REPORT
AND OTHER MONTHLY REPORTS**

AUGUST 2016

1. Treasurer's Report
2. Planning & Zoning Report
3. Permit Activity Report
4. Public Works Department Report
5. Fire Marshal Report
6. Township Engineer Report
7. Worcester Volunteer Fire Department Report
8. Pennsylvania State Police Report

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|---|------------------------------|---------------------|---------------------|-------------------|---------------------|-------------|--------------------|------------|
| Revenue Account Range: First to Last Expend Account Range: First to Last Print Zero YTD Activity: No Include Non-Anticipated: No Include Non-Budget: No Year To Date As Of: 08/31/16 Current Period: 08/01/16 to 08/31/16 Prior Year As Of: 08/31/16 | | | | | | | | |
| 001-301-100-000 | Real Prop Tax - Current | 45,499.53 | 47,337.00 | 240.20 | 45,836.24 | 0.00 | 1,500.76- | 97 |
| 001-301-500-000 | Real Proptax - Liened | 695.92 | 600.00 | 26.25 | 514.69 | 0.00 | 85.31- | 86 |
| 001-301-600-000 | Real prop Tax - Interim | 308.09 | 250.00 | 2.20 | 174.20 | 0.00 | 75.80- | 70 |
| | Segment 3 Total | 46,503.54 | 48,187.00 | 268.65 | 46,525.13 | 0.00 | 1,661.87- | 97 |
| 001-310-010-000 | Per Cap Tax - Current | 4,697.23 | 5,000.00 | 1,505.74 | 3,512.80 | 0.00 | 1,487.20- | 70 |
| 001-310-030-000 | Per Cap Tax - Delinquent | 978.48 | 750.00 | 133.10 | 692.42 | 0.00 | 57.58- | 92 |
| 001-310-100-000 | Real Estate Transfer Tax | 319,660.39 | 250,000.00 | 29,072.76 | 217,617.08 | 0.00 | 32,382.92- | 87 |
| 001-310-210-000 | Earned Income Tax | 2,142,026.48 | 2,400,000.00 | 380,093.83 | 1,928,550.65 | 0.00 | 471,449.35- | 80 |
| 001-310-220-000 | Earned Income Tax Prior Year | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00- | 0 |
| 001-310-900-000 | Impact Fee Revenue | 50,078.00 | 56,776.00 | 0.00 | 24,084.40 | 0.00 | 32,691.60- | 42 |
| | Segment 3 Total | 2,517,440.58 | 2,712,626.00 | 410,805.43 | 2,174,457.35 | 0.00 | 538,168.65- | 80 |
| 001-321-340-000 | Trash Hauler's License | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-321-800-000 | Cable Television Franchise | 144,233.05 | 220,000.00 | 57,658.21 | 172,280.91 | 0.00 | 47,719.09- | 78 |
| | Segment 3 Total | 144,733.05 | 220,000.00 | 57,658.21 | 172,280.91 | 0.00 | 47,719.09- | 78 |
| 001-322-820-000 | Street Encroachments | 580.00 | 750.00 | 60.00 | 340.00 | 0.00 | 410.00- | 45 |
| 001-322-900-000 | Sign Permits | 77.65 | 200.00 | 0.00 | 122.15 | 0.00 | 77.85- | 61 |
| 001-322-910-000 | Yard Sale Permits | 175.00 | 175.00 | 5.00 | 150.00 | 0.00 | 25.00- | 86 |
| 001-322-920-000 | Solicitation Permits | 330.00 | 100.00 | 0.00 | 900.00 | 0.00 | 800.00 | 900 |
| | Segment 3 Total | 1,162.65 | 1,225.00 | 65.00 | 1,512.15 | 0.00 | 287.15 | 123 |
| 001-331-120-000 | Violations Of Ordinances Etc | 3,467.31 | 2,500.00 | 0.00 | 740.44 | 0.00 | 1,759.56- | 30 |
| | Segment 3 Total | 3,467.31 | 2,500.00 | 0.00 | 740.44 | 0.00 | 1,759.56- | 30 |
| 001-341-000-000 | Interest Earnings | 16,860.00 | 20,000.00 | 2,181.92 | 20,725.18 | 0.00 | 725.18 | 104 |
| | Segment 3 Total | 16,860.00 | 20,000.00 | 2,181.92 | 20,725.18 | 0.00 | 725.18 | 104 |
| 001-342-000-000 | Rents & Royalties | 18,121.54 | 25,000.00 | 2,100.00 | 9,511.00 | 0.00 | 15,489.00- | 38 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|--|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 001-342-120-000 | Cell Tower | 120,284.48 | 130,764.00 | 7,552.41 | 87,128.50 | 0.00 | 43,635.50- | 67 |
| | Segment 3 Total | 138,406.02 | 155,764.00 | 9,652.41 | 96,639.50 | 0.00 | 59,124.50- | 62 |
| 001-355-010-000 | Public Utility Realty Tax | 3,032.59 | 3,050.00 | 0.00 | 0.00 | 0.00 | 3,050.00- | 0 |
| 001-355-040-000 | Alcoholic Beverage License | 1,000.00 | 800.00 | 0.00 | 200.00 | 0.00 | 600.00- | 25 |
| 001-355-050-000 | Gen'L Municipal Pension System State Aid | 54,891.68 | 52,000.00 | 0.00 | 0.00 | 0.00 | 52,000.00- | 0 |
| 001-355-070-000 | Foreign Fire Insurance Premium | 101,459.67 | 105,000.00 | 0.00 | 0.00 | 0.00 | 105,000.00- | 0 |
| | Segment 3 Total | 160,383.94 | 160,850.00 | 0.00 | 200.00 | 0.00 | 160,650.00- | 0 |
| 001-357-080-000 | Grants- US Tennis Association | 97,003.00 | 10,000.00 | 7,000.00 | 8,822.00 | 0.00 | 1,178.00- | 88 |
| 001-357-081-000 | DCED Zacharias Trail -2014 / 2 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00- | 0 |
| | Segment 3 Total | 97,003.00 | 20,000.00 | 7,000.00 | 8,822.00 | 0.00 | 11,178.00- | 44 |
| 001-361-300-000 | Subdivision & Land Development | 15,150.00 | 5,000.00 | 0.00 | 2,450.00 | 0.00 | 2,550.00- | 49 |
| 001-361-330-000 | Condit Use - Bos | 250.00 | 1,200.00 | 0.00 | 0.00 | 0.00 | 1,200.00- | 0 |
| 001-361-340-000 | Zoning Hearing Board | 2,900.00 | 1,000.00 | 0.00 | 4,500.00 | 0.00 | 3,500.00 | 450 |
| 001-361-500-000 | Sale Of Maps And Publications | 18.00 | 15.00 | 0.00 | 49.66 | 0.00 | 34.66 | 331 |
| | Segment 3 Total | 18,318.00 | 7,215.00 | 0.00 | 6,999.66 | 0.00 | 215.34- | 97 |
| 001-362-410-000 | Building Permits | 203,177.64 | 200,000.00 | 20,171.50 | 112,489.26 | 0.00 | 87,510.74- | 56 |
| 001-362-420-000 | Zoning Permits | 12,423.00 | 10,000.00 | 1,505.00 | 9,892.50 | 0.00 | 107.50- | 99 |
| 001-362-450-000 | U & O Permits | 275.00 | 500.00 | 250.00 | 775.00 | 0.00 | 275.00 | 155 |
| 001-362-460-000 | Driveway Permits | 880.00 | 880.00 | 0.00 | 360.00 | 0.00 | 520.00- | 41 |
| | Segment 3 Total | 216,755.64 | 211,380.00 | 21,926.50 | 123,516.76 | 0.00 | 87,863.24- | 58 |
| 001-367-342-000 | Park Towers Rental | 20,818.68 | 20,820.00 | 0.00 | 10,409.34 | 0.00 | 10,410.66- | 50 |
| 001-367-400-000 | Park & Recreation Concessions (Tickets) | 8,328.48 | 8,000.00 | 1,453.00 | 5,284.95 | 0.00 | 2,715.05- | 66 |
| 001-367-408-000 | Parks: Organized Sports/Lessons | 27,171.00 | 30,000.00 | 156.00 | 20,528.00 | 0.00 | 9,472.00- | 68 |
| 001-367-409-000 | Park Trips | 7,030.73 | 7,500.00 | 0.00 | 6,597.65 | 0.00 | 902.35- | 88 |
| 001-367-420-000 | Parks & Rec Misc Receipts | 3,465.50 | 1,500.00 | 750.01 | 6,119.16 | 0.00 | 4,619.16 | 408 |
| | Segment 3 Total | 66,814.39 | 67,820.00 | 2,359.01 | 48,939.10 | 0.00 | 18,880.90- | 72 |
| 001-381-000-000 | Miscellaneous Revenue | 8,408.62 | 1,000.00 | 15.00 | 27,711.38 | 0.00 | 26,711.38 | *** |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|------------------------|----------------------------------|---------------------|---------------------|-------------------|---------------------|-------------|----------------------|-----------|
| Segment 3 Total | | | | | | | | |
| 001-383-200-000 | Spec Assess Admin | 8,408.62 | 1,000.00 | 15.00 | 27,711.38 | 0.00 | 26,711.38 | *** |
| | | 2,101.00 | 800.00 | 100.00 | 600.00 | 0.00 | 200.00- | 75 |
| Segment 3 Total | | | | | | | | |
| 001-392-300-000 | Transfer From Capital Reserve | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00- | 0 |
| Segment 3 Total | | | | | | | | |
| 001-395-000-000 | Refund Of Prior Yr Expenditures: | 0.00 | 0.00 | 159.95 | 159.95 | 0.00 | 383,872.00- | 0 |
| Segment 3 Total | | | | | | | | |
| | Revenue Total | <u>0.00</u> | <u>0.00</u> | <u>159.95</u> | <u>159.95</u> | <u>0.00</u> | <u>159.95</u> | <u>0</u> |
| | | <u>3,438,357.74</u> | <u>4,013,239.00</u> | <u>512,192.08</u> | <u>2,729,829.51</u> | <u>0.00</u> | <u>1,283,409.49-</u> | <u>68</u> |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|------------------------------------|------------------------------|---------------|------------|--------------|--------------|--------|-----------|--------|
| LEGISLATIVE GOVERNING BODY: | | | | | | | | |
| 001-400-000-000 | Legislative- Payroll | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-400-110-000 | Legislative Benefits | 7,560.00 | 7,500.00 | 630.00 | 5,040.00 | 0.00 | 2,460.00 | 67 |
| 001-400-150-000 | Legis Auto Allowances | 64,937.90 | 65,750.00 | 5,475.73 | 43,805.84 | 0.00 | 21,944.16 | 67 |
| 001-400-312-000 | Dues & Subscriptions | 44,207.32 | 49,590.00 | 0.00 | 25,205.75 | 0.00 | 24,384.25 | 51 |
| 001-400-420-000 | Legis Meetings & Conf | 220.80 | 250.00 | 103.68 | 311.04 | 0.00 | 61.04- | 124 |
| 001-400-460-000 | | 4,596.00 | 2,500.00 | 0.00 | 163.00 | 0.00 | 2,337.00 | 7 |
| | | 3,457.32 | 3,500.00 | 0.00 | 4,043.67 | 0.00 | 543.67- | 116 |
| Segment 3 Total | | | | | | | | |
| | | 124,979.34 | 129,090.00 | 6,209.41 | 78,569.30 | 0.00 | 50,520.70 | 61 |
| MANAGER: | | | | | | | | |
| 001-401-000-000 | Management Payroll | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-401-120-000 | Management Benefits | 94,784.59 | 96,250.00 | 5,000.00 | 79,882.66 | 0.00 | 16,367.34 | 83 |
| 001-401-150-000 | Management - Auto/Travel | 32,394.37 | 46,488.00 | 4,962.84 | 43,091.61 | 0.00 | 3,396.39 | 93 |
| 001-401-312-000 | Management Consulting Serv | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0 |
| 001-401-321-000 | Management-Mobile Phone | 480.00 | 10,000.00 | 0.00 | 3,164.58 | 0.00 | 6,835.42 | 32 |
| 001-401-337-000 | Auto/Gas/Maint | 323.09 | 600.00 | 50.00 | 400.00 | 0.00 | 200.00 | 67 |
| 001-401-460-000 | Management Meetings/Seminars | 3,500.00 | 4,800.00 | 400.00 | 3,200.00 | 0.00 | 1,600.00 | 67 |
| | | 1,148.50 | 1,800.00 | 0.00 | 817.06 | 0.00 | 982.94 | 45 |
| Segment 3 Total | | | | | | | | |
| | | 132,630.55 | 160,038.00 | 10,412.84 | 130,555.91 | 0.00 | 29,482.09 | 82 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|----------------------------------|---------------|------------|--------------|--------------|--------|-----------|--------|
| 001-402-000-000 | FINANCIAL ADMINISTRATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-402-120-000 | Financial Payroll | 80,772.30 | 60,391.00 | 4,617.00 | 48,951.01 | 0.00 | 11,439.99 | 81 |
| 001-402-150-000 | Financial Benefits | 26,081.70 | 23,977.00 | 1,851.75 | 18,171.63 | 0.00 | 5,805.37 | 76 |
| 001-402-321-000 | Finance-Mobile Phone | 595.41 | 384.00 | 0.00 | 18.94 | 0.00 | 365.06 | 5 |
| 001-402-337-000 | Financial - Automobile Allowance | 375.31 | 300.00 | 0.00 | 200.92 | 0.00 | 99.08 | 67 |
| 001-402-460-000 | Finance - Meeting & Seminars | 381.64 | 500.00 | 0.00 | 226.94 | 0.00 | 273.06 | 45 |
| | Segment 3 Total | 108,206.36 | 85,552.00 | 6,468.75 | 67,569.44 | 0.00 | 17,982.56 | 79 |
| 001-403-000-000 | TAX COLLECTION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-403-110-000 | Tax Collection - Payroll | 2,548.69 | 2,367.00 | 2,257.86 | 2,383.42 | 0.00 | 16.42 | 101 |
| 001-403-150-000 | Tax Collection - Benefits | 194.97 | 181.00 | 172.73 | 182.33 | 0.00 | 1.33 | 101 |
| 001-403-210-000 | Tax Collection:Office Supplies | 3,963.95 | 5,000.00 | 0.00 | 3,448.49 | 0.00 | 1,551.51 | 69 |
| 001-403-310-000 | Tax Collection - Professional | 32,189.87 | 42,000.00 | 4,873.70 | 24,174.77 | 0.00 | 17,825.23 | 58 |
| | Segment 3 Total | 38,897.48 | 49,548.00 | 7,304.29 | 30,189.01 | 0.00 | 19,358.99 | 61 |
| 001-404-000-000 | LEGAL SERVICES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-404-310-000 | Legal Professional Services | 73,603.88 | 60,000.00 | 3,336.00 | 38,111.37 | 0.00 | 21,888.63 | 64 |
| 001-404-320-000 | Right To Know Legal | 66,222.65 | 50,000.00 | 2,099.00 | 37,137.95 | 0.00 | 12,862.05 | 74 |
| | Segment 3 Total | 139,826.53 | 110,000.00 | 5,435.00 | 75,249.32 | 0.00 | 34,750.68 | 68 |
| 001-405-000-000 | CLERICAL: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-405-140-000 | Clerical Payroll | 78,698.50 | 77,980.00 | 7,795.49 | 48,040.82 | 0.00 | 29,939.18 | 62 |
| 001-405-150-000 | Clerical Benefits | 54,006.69 | 45,319.00 | 3,546.04 | 26,832.95 | 0.00 | 18,486.05 | 59 |
| 001-405-210-000 | Clerical Office Supplies | 5,635.66 | 8,000.00 | 0.00 | 3,682.92 | 0.00 | 4,317.08 | 46 |
| 001-405-310-000 | Payroll Services | 13,167.44 | 13,520.00 | 1,062.20 | 8,901.89 | 0.00 | 4,618.11 | 66 |
| 001-405-321-000 | Telephone Expense | 5,489.75 | 6,000.00 | 378.19 | 4,364.32 | 0.00 | 1,635.68 | 73 |
| 001-405-325-000 | Postage | 3,012.06 | 4,500.00 | 1.38 | 3,712.94 | 0.00 | 787.06 | 83 |
| 001-405-337-000 | Auto Allowance | 164.10 | 150.00 | 0.00 | 114.91 | 0.00 | 35.09 | 77 |
| 001-405-340-000 | Advertising | 8,928.26 | 7,000.00 | 0.00 | 2,085.86 | 0.00 | 4,914.14 | 30 |
| 001-405-460-000 | Meetings & Seminars | 784.50 | 1,000.00 | 2.00 | 789.31 | 0.00 | 210.69 | 79 |
| 001-405-465-000 | Computer Expense | 20,937.84 | 15,000.00 | 1,787.66 | 11,313.67 | 0.00 | 3,686.33 | 75 |
| 001-405-470-000 | Other Office Expense | 12,572.74 | 10,000.00 | 573.95 | 10,375.05 | 0.00 | 375.05 | 104 |
| | Segment 3 Total | 203,397.54 | 188,469.00 | 15,144.15 | 120,214.64 | 0.00 | 68,254.36 | 64 |
| 001-408-000-000 | ENGINEERING SERVICES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-408-310-000 | Engineering Services - Cks | 44,151.64 | 30,000.00 | 1,931.69 | 19,449.57 | 0.00 | 10,550.43 | 65 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|------------------------------------|--|---------------|------------|--------------|--------------|--------|------------|--------|
| Segment 3 Total | | | | | | | | |
| 001-409-000-000 | BUILDINGS & PLANT: | 44,151.64 | 30,000.00 | 1,931.69 | 19,449.57 | 0.00 | 10,550.43 | 65 |
| 001-409-136-000 | Admin - Utilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-409-137-000 | Admin - Mtce & Repairs | 8,769.41 | 10,000.00 | 406.04 | 5,343.22 | 0.00 | 4,656.78 | 53 |
| 001-409-142-000 | Admin - Alarm Service | 14,290.54 | 12,500.00 | 1,670.35 | 14,166.62 | 0.00 | 1,666.62 | 113 |
| 001-409-147-000 | Admin - Other Services | 3,533.96 | 3,500.00 | 567.44 | 1,778.44 | 0.00 | 1,721.56 | 51 |
| 001-409-171-000 | WIP-Admin Entryway Glass Protection | 2,300.63 | 1,000.00 | 0.00 | 327.01 | 0.00 | 672.99 | 33 |
| 001-409-236-000 | Garage - Utilities | 0.00 | 25,000.00 | 0.00 | 4,460.00 | 0.00 | 20,540.00 | 18 |
| 001-409-237-000 | Garage - Mtce & Rep | 9,755.22 | 15,000.00 | 263.66 | 6,848.18 | 0.00 | 8,151.82 | 46 |
| 001-409-242-000 | Garage - Security/Alarm Service | 10,872.84 | 10,000.00 | 713.36 | 7,772.71 | 0.00 | 2,227.29 | 78 |
| 001-409-247-000 | Garage - Other Expenses | 639.80 | 650.00 | 349.44 | 822.96 | 0.00 | 172.96 | 127 |
| 001-409-373-000 | Preserve Farmhouse | 229.97 | 250.00 | 0.00 | 1.70 | 0.00 | 248.30 | 1 |
| 001-409-436-000 | W T C H - Utilities | 10,568.98 | 15,000.00 | 0.00 | 15,403.09 | 0.00 | 30,403.09 | 103 |
| 001-409-437-000 | W T C H - Maintenance & Repair | 4,099.19 | 5,200.00 | 102.17 | 2,196.20 | 0.00 | 3,003.80 | 42 |
| 001-409-447-000 | W T C H - Other Expenses | 3,605.81 | 3,000.00 | 382.95 | 2,914.70 | 0.00 | 85.30 | 97 |
| 001-409-536-000 | Ct Pt Hall-Historical Bldg Utility / A | 84.55 | 500.00 | 0.00 | 425.52 | 0.00 | 74.48 | 85 |
| 001-409-537-000 | Center Point Mtce & Repair | 3,992.23 | 5,000.00 | 72.41 | 1,143.77 | 0.00 | 3,856.23 | 23 |
| 001-409-636-000 | 1622 Hollow Road - Utilities | 772.68 | 2,000.00 | 0.00 | 2,424.00 | 0.00 | 424.00 | 121 |
| 001-409-637-000 | 1622 Hollow Road - Maintenance | 2,342.04 | 0.00 | 62.41 | 104.32 | 0.00 | 104.32 | 0 |
| 001-409-702-000 | WIP-Public Works Alarm / Cameras | 8,851.81 | 5,000.00 | 862.51 | 1,714.51 | 0.00 | 3,285.49 | 34 |
| 001-409-703-000 | Wip - Salt Building | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0 |
| 001-409-737-000 | Springhouse | 0.00 | 544,573.00 | 1,387.76 | 495,601.03 | 0.00 | 48,971.97 | 91 |
| | | | 500.00 | 0.00 | 350.00 | 0.00 | 150.00 | 70 |
| Segment 3 Total | | | | | | | | |
| | | 84,709.66 | 663,673.00 | 6,141.62 | 532,991.80 | 0.00 | 130,681.20 | 80 |
| FIRE: | | | | | | | | |
| 001-411-000-000 | Hydrant Rentals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-411-380-000 | Contributions To Fire Co | 22,933.69 | 25,000.00 | 822.20 | 20,646.55 | 0.00 | 4,353.45 | 83 |
| 001-411-540-000 | | 301,659.67 | 305,000.00 | 0.00 | 200,000.00 | 0.00 | 105,000.00 | 66 |
| Segment 3 Total | | | | | | | | |
| | | 324,593.36 | 330,000.00 | 822.20 | 220,646.55 | 0.00 | 109,353.45 | 67 |
| UCC & CODE ENFORCEMENT: | | | | | | | | |
| 001-413-000-000 | Fire Marshal Payroll | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-413-110-000 | Fire Marshal Benefits | 0.00 | 8,500.00 | 373.20 | 2,921.60 | 0.00 | 5,578.40 | 34 |
| 001-413-110-150 | Code Enf-Payroll | 0.00 | 650.00 | 32.29 | 252.73 | 0.00 | 397.27 | 39 |
| 001-413-140-000 | Code Enf- Benefits | 102,847.84 | 105,750.00 | 13,630.77 | 43,622.09 | 0.00 | 62,127.91 | 41 |
| 001-413-150-000 | Code Enf- Supplies/Books | 75,194.68 | 61,152.00 | 2,666.65 | 15,391.13 | 0.00 | 45,760.87 | 25 |
| 001-413-210-000 | Code Enf - Consultant Services | 2,735.62 | 7,000.00 | 0.00 | 2,322.50 | 0.00 | 4,677.50 | 33 |
| 001-413-312-000 | | 70,470.00 | 73,000.00 | 5,022.00 | 41,117.50 | 0.00 | 31,882.50 | 56 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--|---------------|------------|--------------|--------------|--------|------------|--------|
| 001-413-313-000 | Code Enf- Engineering | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 001-413-314-000 | Code Enf - UCC Appeal | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 001-413-321-000 | Code Enf- Mobile Phone | 374.29 | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0 |
| 001-413-337-000 | Code Enf - Auto Allowance | 490.78 | 750.00 | 0.00 | 271.62 | 0.00 | 478.38 | 36 |
| 001-413-460-000 | Code Enf- Meetings & Seminars | 2,450.61 | 500.00 | 0.00 | 214.50 | 0.00 | 285.50 | 43 |
| | Segment 3 Total | 254,563.82 | 258,602.00 | 21,724.91 | 106,113.67 | 0.00 | 152,488.33 | 41 |
| 001-414-000-000 | PLANNING & ZONING: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-414-140-000 | Zoning- Payroll | 200.00 | 2,400.00 | 150.00 | 850.00 | 0.00 | 1,550.00 | 35 |
| 001-414-150-000 | Zoning Benefits | 15.32 | 184.00 | 11.49 | 65.11 | 0.00 | 118.89 | 35 |
| 001-414-310-000 | Zoning- Professional Services | 452.00 | 4,000.00 | 204.50 | 1,500.00 | 0.00 | 2,500.00 | 38 |
| 001-414-313-000 | Zoning - Engineering | 14,042.35 | 12,000.00 | 0.00 | 3,640.28 | 0.00 | 8,359.72 | 30 |
| 001-414-314-000 | Zoning - Legal | 5,383.89 | 15,000.00 | 520.00 | 9,408.00 | 0.00 | 5,592.00 | 63 |
| 001-414-315-000 | Zoning - Conditional Use Professional Co | 112,468.53 | 15,000.00 | 4,527.29 | 28,698.92 | 0.00 | 13,698.92 | 191 |
| 001-414-341-000 | Zoning- Advertising | 814.66 | 1,500.00 | 245.66 | 1,619.50 | 0.00 | 119.50 | 108 |
| 001-414-460-000 | Zoning- Seminars/Meetings | 71.00 | 250.00 | 0.00 | 62.82 | 0.00 | 187.18 | 25 |
| | Segment 3 Total | 133,447.75 | 50,334.00 | 5,658.94 | 45,844.63 | 0.00 | 4,489.37 | 91 |
| 001-419-000-000 | OTHER PUBLIC SAFETY: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-419-242-000 | Pa One Call Expense | 637.82 | 600.00 | 68.28 | 1,344.21 | 0.00 | 744.21 | 224 |
| | Segment 3 Total | 637.82 | 600.00 | 68.28 | 1,344.21 | 0.00 | 744.21 | 224 |
| 001-430-000-000 | PUBLIC WORKS - ADMIN: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-430-140-000 | Salaries-Public works | 336,509.69 | 370,867.00 | 27,955.09 | 238,076.07 | 0.00 | 132,790.93 | 64 |
| 001-430-150-000 | Public Works Benefits | 169,574.95 | 148,252.00 | 10,478.36 | 86,621.94 | 0.00 | 61,630.06 | 58 |
| 001-430-238-000 | Public Works - Uniform Rental | 5,546.21 | 6,000.00 | 419.38 | 4,656.01 | 0.00 | 1,343.99 | 78 |
| 001-430-326-000 | Public Works- Cell Phones / Communicatio | 2,749.98 | 3,000.00 | 249.70 | 2,100.16 | 0.00 | 899.84 | 70 |
| 001-430-460-000 | Public Works - Meetings & Seminars | 1,005.52 | 1,000.00 | 0.00 | 812.02 | 0.00 | 187.98 | 81 |
| 001-430-470-000 | Public Works - Other Expenses | 1,876.84 | 1,500.00 | 102.47 | 1,041.35 | 0.00 | 458.65 | 69 |
| | Segment 3 Total | 517,263.19 | 530,619.00 | 39,205.00 | 333,307.55 | 0.00 | 197,311.45 | 63 |
| 001-433-000-000 | TRAFFIC CONTROL DEVICES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-433-313-000 | Traffic Light Engineering | 6,749.65 | 15,000.00 | 0.00 | 3,417.91 | 0.00 | 11,582.09 | 23 |
| 001-433-361-000 | Traffic Light Electric | 3,752.61 | 4,500.00 | 262.19 | 2,520.40 | 0.00 | 1,979.60 | 56 |
| 001-433-374-000 | Traffic Light Maintenance | 25,931.25 | 20,000.00 | 215.53 | 14,458.31 | 0.00 | 5,541.69 | 72 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|------------------------|--|---------------|------------|--------------|--------------|--------|------------|--------|
| Segment 3 Total | | | | | | | | |
| 001-437-000-000 | REPAIRS OF TOOLS AND MACHINERY: | 36,433.51 | 39,500.00 | 477.72 | 20,396.62 | 0.00 | 19,103.38 | 52 |
| 001-437-250-000 | Vehicle Maintenance/Machinery/Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-437-260-000 | Small Tools & Equipment | 67,979.60 | 45,000.00 | 275.93 | 25,637.59 | 0.00 | 19,362.41 | 57 |
| 001-437-370-000 | Repairs/Tools:Repair And Maintenance | 7,930.69 | 6,000.00 | 1,055.74 | 5,340.80 | 0.00 | 659.20 | 89 |
| | | 0.00 | 500.00 | 0.00 | 173.07 | 0.00 | 326.93 | 35 |
| Segment 3 Total | | | | | | | | |
| 001-438-000-000 | ROADS & BRIDGES: | 75,910.29 | 51,500.00 | 1,331.67 | 31,151.46 | 0.00 | 20,348.54 | 60 |
| 001-438-231-000 | Gasoline | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-438-232-000 | Diesel Fuel | 4,313.07 | 6,000.00 | 387.16 | 2,431.01 | 0.00 | 3,568.99 | 41 |
| 001-438-242-000 | Signs | 19,235.45 | 25,000.00 | 845.76 | 7,430.18 | 0.00 | 17,569.82 | 30 |
| 001-438-245-000 | Road Maintenance Supplies | 2,523.39 | 3,000.00 | 80.06 | 2,293.05 | 0.00 | 706.95 | 76 |
| 001-438-300-000 | Twp Contractor | 19,821.06 | 25,000.00 | 13.17 | 11,644.58 | 0.00 | 13,355.42 | 47 |
| 001-438-313-000 | Road Mtce - Engineering | 5,339.25 | 15,000.00 | 0.00 | 7,062.50 | 0.00 | 7,937.50 | 47 |
| 001-438-370-000 | Roads - Subcontractor | 23,932.39 | 45,000.00 | 12,414.44 | 37,974.12 | 0.00 | 7,025.88 | 84 |
| | | 461,717.95 | 500,000.00 | 0.00 | 3,564.00 | 0.00 | 496,436.00 | 1 |
| Segment 3 Total | | | | | | | | |
| 001-439-701-000 | FIXED ASSETS PURCHASED | 536,882.56 | 619,000.00 | 13,740.59 | 72,399.44 | 0.00 | 546,600.56 | 12 |
| | | 0.00 | 139,250.00 | 0.00 | 0.00 | 0.00 | 139,250.00 | 0 |
| Segment 3 Total | | | | | | | | |
| 001-446-000-000 | STORM WATER MANAGEMENT: | 0.00 | 60,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-446-313-000 | Stormwater Management | 29,591.96 | 60,000.00 | 4,019.50 | 14,741.04 | 0.00 | 45,258.96 | 25 |
| Segment 3 Total | | | | | | | | |
| 001-451-000-000 | RECREATION - ADMINISTRATION: | 29,591.96 | 60,000.00 | 4,019.50 | 14,741.04 | 0.00 | 45,258.96 | 25 |
| 001-451-140-000 | Park & Recreation - Payroll | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-451-150-000 | Park & Rec - Benefits | 41,644.59 | 32,500.00 | 0.00 | 35,000.00 | 0.00 | 2,500.00- | 108 |
| 001-451-326-000 | Park Phone Expense | 25,513.89 | 16,331.00 | 1,382.34 | 22,134.49 | 0.00 | 5,803.49- | 136 |
| | | 0.00 | 408.00 | 0.00 | 0.00 | 0.00 | 408.00 | 0 |
| Segment 3 Total | | | | | | | | |
| 001-452-000-000 | PARTICIPANT RECREATION: | 67,158.48 | 49,239.00 | 1,382.34 | 57,134.49 | 0.00 | 7,895.49- | 116 |
| 001-452-247-000 | Recreation Tickets (Prps) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-452-248-000 | Camps | 8,013.00 | 7,750.00 | 176.00 | 4,013.00 | 0.00 | 3,737.00 | 52 |
| 001-452-249-000 | Bus Trips | 26,399.25 | 27,000.00 | 550.00 | 18,475.99 | 0.00 | 8,524.01 | 68 |
| | | 6,685.01 | 6,500.00 | 0.00 | 8,031.34 | 0.00 | 1,531.34- | 124 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--|---------------|------------|--------------|--------------|--------|------------|--------|
| 001-452-520-000 | Culture Misc | 6,000.00 | 6,000.00 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0 |
| | Segment 3 Total | 47,097.26 | 47,250.00 | 726.00 | 30,520.33 | 0.00 | 16,729.67 | 65 |
| 001-454-000-000 | PARKS: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-454-337-000 | Park Auto / Mileage | 200.78 | 500.00 | 0.00 | 373.10 | 0.00 | 126.90 | 75 |
| 001-454-436-000 | Heebner Park Utilities | 2,429.31 | 3,000.00 | 223.03 | 2,370.28 | 0.00 | 629.72 | 79 |
| 001-454-437-001 | Heebner Park Athletic Field Maint | 15,127.57 | 15,000.00 | 242.80 | 5,675.51 | 0.00 | 9,324.49 | 38 |
| 001-454-437-002 | Heebner Park Expenses | 9,901.69 | 20,000.00 | 1,197.12 | 3,122.32 | 0.00 | 16,877.68 | 16 |
| 001-454-438-001 | Mt Kirk park Athletic Field Maint | 1,275.17 | 5,000.00 | 0.00 | 1,021.10 | 0.00 | 3,978.90 | 20 |
| 001-454-438-002 | Mt. Kirk Park Expenses | 487.61 | 500.00 | 0.00 | 388.19 | 0.00 | 111.81 | 78 |
| 001-454-439-001 | Sunny Brook Athletic Field Maint | 3,626.41 | 4,000.00 | 0.00 | 1,590.78 | 0.00 | 2,409.22 | 40 |
| 001-454-439-002 | Sunny Brook Expenses | 1,204.57 | 2,400.00 | 0.00 | 1,340.43 | 0.00 | 1,059.57 | 56 |
| 001-454-440-000 | Trail Expenses | 850.15 | 5,000.00 | 731.02 | 4,093.38 | 0.00 | 906.62 | 82 |
| 001-454-446-000 | Sunny Brook Park Utilities | 1,310.51 | 1,200.00 | 68.12 | 593.76 | 0.00 | 606.24 | 49 |
| 001-454-450-000 | Nike Park Expense | 0.00 | 500.00 | 0.00 | 48.58 | 0.00 | 451.42 | 10 |
| 001-454-460-000 | Parks- Seminars & Meetings | 836.74 | 1,000.00 | 0.00 | 1,095.04 | 0.00 | 95.04- | 110 |
| 001-454-470-000 | Heyser Field Horse Ring | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 001-454-471-000 | Heyser Field Expenses | 0.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0 |
| 001-454-480-000 | Moran Trail Expenses | 0.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0 |
| 001-454-701-000 | Wip -Resurface Tennis Courts | 6,015.66- | 20,000.00 | 0.00 | 18,041.69 | 0.00 | 1,958.31 | 90 |
| 001-454-702-000 | WIP Heebner Park Soccer Field | 0.00 | 120,000.00 | 1,853.80 | 13,418.80 | 0.00 | 106,581.20 | 11 |
| 001-454-703-000 | WIP- Defford Road Park | 0.00 | 0.00 | 0.00 | 1,246.50 | 0.00 | 1,246.50- | 0 |
| | Segment 3 Total | 31,234.85 | 202,600.00 | 4,315.89 | 54,419.46 | 0.00 | 148,180.54 | 27 |
| 001-459-000-000 | PUBLIC RELATIONS: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-459-340-000 | Public Relations - Newsletter | 11,857.22 | 20,000.00 | 0.00 | 6,213.49 | 0.00 | 13,786.51 | 31 |
| 001-459-430-000 | Public Relations | 0.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0 |
| | Segment 3 Total | 11,857.22 | 20,250.00 | 0.00 | 6,213.49 | 0.00 | 14,036.51 | 31 |
| 001-461-000-000 | CONSERVATION OF NATURAL RESOURCES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-461-710-000 | Nat'L Res/Open Space Land Acquisition | 17.00 | 1,624.00 | 0.00 | 0.00 | 0.00 | 1,624.00 | 0 |
| 001-461-711-000 | North Penn Lra Acquisition | 17,419.33 | 80,500.00 | 1,914.25 | 11,476.75 | 0.00 | 69,023.25 | 14 |
| | Segment 3 Total | 17,436.33 | 82,124.00 | 1,914.25 | 11,476.75 | 0.00 | 70,647.25 | 14 |
| 001-481-000-000 | EMPLOYER PAID BENEFITS AND WITHHOLDING I | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-481-430-000 | Inter Gov-Re Taxes | 307.80 | 6,000.00 | 2,816.52- | 2,816.52 | 0.00 | 3,183.48 | 47 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|-------------------------------|---------------------|---------------------|-------------------|---------------------|-------------|---------------------|-----------|
| | Segment 3 Total | 307.80 | 6,000.00 | 2,816.52- | 2,816.52 | 0.00 | 3,183.48 | 47 |
| 001-486-000-000 | INSURANCE: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 001-486-350-000 | Insurance Expense | 112,344.80 | 110,000.00 | 1,551.00 | 99,335.38 | 0.00 | 10,664.62 | 90 |
| | Segment 3 Total | 112,344.80 | 110,000.00 | 1,551.00 | 99,335.38 | 0.00 | 10,664.62 | 90 |
| 001-492-300-000 | Transfer To Capital Reserve F | 0.00 | 0.00 | 0.00 | 383,872.00- | 0.00 | 383,872.00 | 0 |
| | Segment 3 Total | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>383,872.00-</u> | <u>0.00</u> | <u>383,872.00</u> | <u>0</u> |
| | Expend Total | <u>3,073,560.10</u> | <u>4,013,238.00</u> | <u>153,169.52</u> | <u>1,778,778.58</u> | <u>0.00</u> | <u>2,234,459.42</u> | <u>44</u> |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|-----------------------------------|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 008-341-000-000 | Interest Earnings | 5,617.21 | 187.00 | 35.60 | 425.56 | 0.00 | 238.56 | 228 |
| 008-341-100-000 | Interest - Residents | 0.00 | 13,763.00 | 0.00 | 0.00 | 0.00 | 13,763.00- | 0 |
| | Segment 3 Total | 5,617.21 | 13,950.00 | 35.60 | 425.56 | 0.00 | 13,524.44- | 3 |
| 008-364-110-000 | Sewage Connection/Tapping Fee | 5,255.00 | 17,500.00 | 2,039.08 | 480,711.33 | 0.00 | 463,211.33 | *** |
| 008-364-114-000 | SEWER EXPENSION HICKORY HILL AREA | 0.00 | 71,130.00 | 0.00 | 0.00 | 0.00 | 71,130.00- | 0 |
| 008-364-120-000 | Sewer Use Charge | 375,211.25 | 425,592.00 | 18,327.72 | 311,904.14 | 0.00 | 113,687.86- | 73 |
| 008-364-130-000 | Sewer Use-Commercial | 144,877.95 | 155,536.00 | 12,803.64 | 98,678.24 | 0.00 | 56,857.76- | 63 |
| 008-364-140-000 | Late Fee | 4,749.95 | 5,200.00 | 1,096.84 | 4,730.65 | 0.00 | 469.35- | 91 |
| 008-364-150-000 | Certification Fee | 1,025.00 | 1,200.00 | 100.00 | 720.00 | 0.00 | 480.00- | 60 |
| 008-364-190-000 | Liens | 60.00 | 280.00 | 0.00 | 361.00 | 0.00 | 81.00 | 129 |
| | Segment 3 Total | 531,179.15 | 676,438.00 | 34,367.28 | 897,105.36 | 0.00 | 220,667.36 | 133 |
| 008-381-000-000 | Miscellaneous Revenue | 785.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| | Segment 3 Total | 785.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-392-300-000 | Transfer from Capital Reserve | 0.00 | 142,043.00 | 0.00 | 0.00 | 0.00 | 142,043.00- | 0 |
| | Segment 3 Total | 0.00 | 142,043.00 | 0.00 | 0.00 | 0.00 | 142,043.00- | 0 |
| 008-393-130-000 | Proceeds-Gen Obligation Note | 0.00 | 140,823.00 | 0.00 | 0.00 | 0.00 | 140,823.00- | 0 |
| | Segment 3 Total | 0.00 | 140,823.00 | 0.00 | 0.00 | 0.00 | 140,823.00- | 0 |
| 008-395-000-000 | Refund of Prior Yr Expenditures: | 0.00 | 0.00 | 32.55 | 32.55 | 0.00 | 32.55 | 0 |
| | Segment 3 Total | 0.00 | 0.00 | 32.55 | 32.55 | 0.00 | 32.55 | 0 |
| | Revenue Total | 537,581.36 | 973,254.00 | 34,435.43 | 897,563.47 | 0.00 | 75,690.53- | 92 |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|----------------------------|---------------|----------|--------------|--------------|--------|---------|--------|
| 008-402-000-000 | Financial Admin Accounting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-402-470-000 | FINANCIAL / CD FEES | 63.19- | 0.00 | 0.00 | 10.00 | 0.00 | 10.00- | 0 |
| | Segment 3 Total | 63.19- | 0.00 | 0.00 | 10.00 | 0.00 | 10.00- | 0 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|---------------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 008-405-000-000 | WASTEWATER CLERK: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-405-150-000 | Administrative Staff Costs | 52,836.82 | 47,154.00 | 0.00 | 23,576.36 | 0.00 | 23,577.64 | 50 |
| | Segment 3 Total | 52,836.82 | 47,154.00 | 0.00 | 23,576.36 | 0.00 | 23,577.64 | 50 |
| 008-429-000-000 | WASTEWATER COLLECTION AND TREATMENT: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-429-242-000 | Alarm Service | 862.98 | 1,200.00 | 466.05 | 932.10 | 0.00 | 267.90 | 78 |
| 008-429-300-000 | Other Expense / Dep Sampling | 4,668.32 | 6,000.00 | 0.00 | 24,495.21 | 0.00 | 18,495.21 | 408 |
| 008-429-313-000 | Engineering | 9,375.88 | 12,000.00 | 334.00 | 10,630.91 | 0.00 | 1,369.09 | 89 |
| 008-429-314-000 | Legal | 1,333.00 | 5,000.00 | 0.00 | 330.23 | 0.00 | 4,669.77 | 7 |
| 008-429-316-000 | Plant Operations | 167,428.12 | 173,196.00 | 13,916.61 | 110,607.58 | 0.00 | 62,588.42 | 64 |
| 008-429-321-000 | Wastewater:Telephone | 817.02 | 850.00 | 67.56 | 588.45 | 0.00 | 261.55 | 69 |
| 008-429-361-000 | Wastewater Utilities | 109,844.09 | 109,940.00 | 7,795.77 | 81,105.65 | 0.00 | 28,834.35 | 74 |
| 008-429-366-000 | Wastewater Water Usage | 268.06 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 0 |
| 008-429-374-000 | Wastewater Equipment Mtce & Rep | 20,550.99 | 16,000.00 | 372.57 | 6,943.85 | 0.00 | 9,056.15 | 43 |
| 008-429-421-001 | Center Point Farms-Pump Station | 10,734.46 | 11,011.00 | 978.06 | 7,461.83 | 0.00 | 3,549.17 | 68 |
| 008-429-421-002 | Center Pt Utilities / Repairs | 3,644.18 | 4,000.00 | 17.13 | 4,860.34 | 0.00 | 860.34 | 122 |
| 008-429-422-001 | Meadowood Pumpstation | 20,420.89 | 21,907.00 | 3,285.54 | 20,166.71 | 0.00 | 1,740.29 | 92 |
| 008-429-422-002 | Meadowood Utilities / Repairs | 3,150.74 | 350.00 | 133.85 | 405.33 | 0.00 | 55.33 | 116 |
| 008-429-423-001 | Heritage Village Pump Station | 9,543.59 | 10,297.00 | 877.60 | 6,658.15 | 0.00 | 3,638.85 | 65 |
| 008-429-423-002 | Heritage Village Utilities / Repairs | 3,165.18 | 2,500.00 | 146.37 | 2,656.09 | 0.00 | 156.09 | 106 |
| 008-429-424-001 | Fawn Creek Pump Station | 10,038.06 | 9,790.00 | 919.31 | 7,183.30 | 0.00 | 2,606.70 | 73 |
| 008-429-424-002 | Fawn Creek Utilities / Repairs | 7,780.98 | 2,700.00 | 96.80 | 2,045.20 | 0.00 | 654.80 | 76 |
| 008-429-425-001 | Chadwick Place Pump Station | 10,191.61 | 10,460.00 | 930.98 | 7,253.58 | 0.00 | 3,206.42 | 69 |
| 008-429-425-002 | Chadwick Place Utilities / Repairs | 3,722.57 | 3,500.00 | 182.72 | 2,535.45 | 0.00 | 964.55 | 72 |
| 008-429-426-001 | Adair Pump Station | 7,867.46 | 8,070.00 | 736.20 | 5,527.00 | 0.00 | 2,543.00 | 68 |
| 008-429-426-002 | Adair Pump Utilities / Repairs | 5,438.51 | 4,000.00 | 2,577.07 | 4,181.55 | 0.00 | 181.55 | 105 |
| 008-429-670-000 | Wip-Valley Green Plant Upgrades | 9,576.26 | 0.00 | 0.00 | 845.49 | 0.00 | 845.49 | 0 |
| 008-429-671-000 | Wip-Hickory Hill Area Sewer Expansion | 0.00 | 200,000.00 | 0.00 | 204,792.66 | 0.00 | 4,792.66 | 102 |
| 008-429-700-000 | Wastewater:Capital Purchases | 0.00 | 170,200.00 | 0.00 | 0.00 | 0.00 | 170,200.00 | 0 |
| | Segment 3 Total | 401,270.43 | 783,371.00 | 33,834.19 | 512,206.66 | 0.00 | 271,164.34 | 65 |
| 008-471-200-000 | Gen Obligation Note Principal | 0.00 | 90,868.00 | 0.00 | 0.00 | 0.00 | 90,868.00 | 0 |
| | Segment 3 Total | 0.00 | 90,868.00 | 0.00 | 0.00 | 0.00 | 90,868.00 | 0 |
| 008-472-000-000 | DEBT INTEREST: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-472-200-000 | Gen Obligation Interest- Note | 50,134.08 | 48,728.00 | 0.00 | 24,947.38 | 0.00 | 23,780.62 | 51 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|------------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| | Segment 3 Total | 50,134.08 | 48,728.00 | 0.00 | 24,947.38 | 0.00 | 23,780.62 | 51 |
| 008-475-000-000 | Fiscal Agent Fees- 2016 Bond | 0.00 | 0.00 | 0.00 | 74,471.67 | 0.00 | 74,471.67- | 0 |
| | Segment 3 Total | 0.00 | 0.00 | 0.00 | 74,471.67 | 0.00 | 74,471.67- | 0 |
| 008-486-000-000 | INSURANCE: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 008-486-350-000 | Insurance Expense | 3,243.20 | 3,134.00 | 0.00 | 1,567.20 | 0.00 | 1,566.80 | 50 |
| | Segment 3 Total | 3,243.20 | 3,134.00 | 0.00 | 1,567.20 | 0.00 | 1,566.80 | 50 |
| | Expend Total | 507,421.34 | 973,255.00 | 33,834.19 | 636,779.27 | 0.00 | 336,475.73 | 65 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/deficit | % Real |
|-----------------|------------------------------|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 030-341-000-000 | Interest Earnings | 9,662.11 | 6,629.00 | 3,336.76 | 5,507.96 | 0.00 | 1,121.04- | 83 |
| | Segment 3 Total | 9,662.11 | 6,629.00 | 3,336.76 | 5,507.96 | 0.00 | 1,121.04- | 83 |
| 030-392-010-000 | Transfer From General Fund | 0.00 | 0.00 | 0.00 | 383,872.00- | 0.00 | 383,872.00- | 0 |
| 030-392-040-000 | Transfer from Revolving Fund | 0.00 | 0.00 | 0.00 | 349,823.02 | 0.00 | 349,823.02 | 0 |
| | Segment 3 Total | 0.00 | 0.00 | 0.00 | 34,048.98- | 0.00 | 34,048.98- | 0 |
| | Revenue Total | 9,662.11 | 6,629.00 | 3,336.76 | 28,541.02- | 0.00 | 35,170.02- | 431- |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|--------------------------|---------------|------------|--------------|--------------|--------|------------|--------|
| 030-402-000-000 | FINANCE ADMINISTRATION: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 030-402-470-000 | Financial / Cd Fees | 1,646.14 | 750.00 | 462.23 | 645.68 | 0.00 | 104.32 | 86 |
| | Segment 3 Total | 1,646.14 | 750.00 | 462.23 | 645.68 | 0.00 | 104.32 | 86 |
| 030-492-010-000 | Transfer to General Fund | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00 | 0 |
| | Segment 3 Total | 0.00 | 383,872.00 | 0.00 | 0.00 | 0.00 | 383,872.00 | 0 |
| | Expend Total | 1,646.14 | 384,622.00 | 462.23 | 645.68 | 0.00 | 383,976.32 | 0 |

TOWNSHIP OF WORCESTER
Statement of Revenue and Expenditures

| Revenue Account | Description | Prior Yr Rev | Anticipated | Current Rev | YTD Revenue | Cancel | Excess/Deficit | % Real |
|-----------------|--------------------------|--------------|-------------|-------------|-------------|--------|----------------|--------|
| 035-341-000-000 | Interest Earnings | 251.21 | 198.00 | 10.33 | 538.81 | 0.00 | 340.81 | 272 |
| | Segment 3 Total | 251.21 | 198.00 | 10.33 | 538.81 | 0.00 | 340.81 | 272 |
| 035-355-020-000 | Motor Vehicle Fuel Taxes | 277,220.69 | 315,332.00 | 0.00 | 325,426.98 | 0.00 | 10,094.98 | 103 |
| | Segment 3 Total | 277,220.69 | 315,332.00 | 0.00 | 325,426.98 | 0.00 | 10,094.98 | 103 |
| | Revenue Total | 277,471.90 | 315,530.00 | 10.33 | 325,965.79 | 0.00 | 10,435.79 | 103 |

| Expend Account | Description | Prior Yr Expd | Budgeted | Current Expd | YTD Expended | Cancel | Balance | % Expd |
|-----------------|----------------------------------|---------------|------------|--------------|--------------|--------|-----------|--------|
| 035-432-000-000 | WINTER MAINTENANCE SNOW REMOVAL: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 035-432-250-000 | Snow & Ice Removal | 48,064.82 | 40,000.00 | 18,614.50 | 41,281.07 | 0.00 | 1,281.07- | 103 |
| | Segment 3 Total | 48,064.82 | 40,000.00 | 18,614.50 | 41,281.07 | 0.00 | 1,281.07- | 103 |
| 035-438-000-000 | ROADS & BRIDGES: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 035-438-370-000 | Road Maintenance-Subcontract | 275,000.00 | 275,530.00 | 182,856.30 | 182,856.30 | 0.00 | 92,673.70 | 66 |
| | Segment 3 Total | 275,000.00 | 275,530.00 | 182,856.30 | 182,856.30 | 0.00 | 92,673.70 | 66 |
| | Expend Total | 323,064.82 | 315,530.00 | 201,470.80 | 224,137.37 | 0.00 | 91,392.63 | 71 |

ERECTED INTO A TOWNSHIP IN 1733
TOWNSHIP OF WORCESTER
AT THE CENTER POINT OF MONTGOMERY COUNTY
PENNSYLVANIA

Board of Supervisors:
SUSAN G. CAUGHLAN, CHAIR
STEPHEN C. QUIGLEY, VICE CHAIR
ARTHUR C. BUSTARD, MEMBER

1721 Valley Forge Road
P.O. Box 767
Worcester, PA 19490

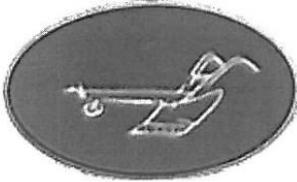
Planning & Zoning Report
August 2016

Planning Commission (August 25)

1. Center Point Village
 - proposed zoning ordinance
 - continued review
2. 1424 Valley Forge Road
 - Planning Module for small flow treatment facility
 - granted approval

Zoning Hearing Board (August 2)

1. ZHB 16-05
 - pool and pool equipment within a setback
 - variance granted for pool, variance denied for pool equipment



WORCESTER TOWNSHIP
Building and Codes Department
August 2016

Report Dates: 8/1/2016 - 8/31/2016

| Item | Count / Fee |
|-----------------------------|-------------------------|
| Total Issued Permits | 38 / \$73,671.85 |

| Issued Permits | | | |
|---|-------------|-----------------------|--------------------|
| Fee Item | No. Permits | Construction Value | Permit Fee |
| Building | | | |
| 1 Commercial Addition | 1 | \$1,855,000.00 | \$14,359.00 |
| 2 Commercial Alterations | 2 | \$1,160,095.00 | \$35,718.00 |
| 3 General Construction | 1 | \$0.00 | \$129.00 |
| 4 New Single Family Dwelling | 2 | \$240,000.00 | \$16,377.00 |
| 5 Residential Alterations | 4 | \$266,950.00 | \$3,073.85 |
| 6 SOLAR PANELS | 1 | \$14,449.80 | \$199.00 |
| 7 Swimming Pool: In Ground | 2 | \$82,725.00 | \$588.00 |
| 8 TANK REMOVAL | 1 | \$2,435.00 | \$79.00 |
| 9 Use & Occupancy Resale, Tenant / Use change | 1 | \$0.00 | \$254.00 |
| 10 Wooden Deck | 4 | \$36,640.00 | \$616.00 |
| Electrical | | | |
| 11 New Electrical Work | 2 | \$7,000.00 | \$108.00 |
| Mechanical | | | |
| 12 New Mechanical | 6 | \$56,948.00 | \$1,034.00 |
| Plumbing | | | |
| 13 Plumbing Repairs And Alterations | 3 | \$6,000.00 | \$272.00 |
| Road Opening | | | |
| 14 Road Opening | 2 | \$0.00 | \$120.00 |
| Zoning | | | |
| 15 Fence | 1 | \$10,792.95 | \$65.00 |
| 16 Grading | 2 | \$82,725.00 | \$550.00 |
| 17 PATIO & DECK LESS THAN 30" ABOVE GRADE | 1 | \$7,000.00 | \$65.00 |
| 18 Sign | 2 | \$5,200.00 | \$65.00 |
| TOTALS: | 38 | \$3,833,960.75 | \$73,671.85 |

| Other Fees Collected | |
|-----------------------------|----------|
| State Fee | \$120.00 |

Public Works Department Report

August 2016

- 1) Road Maintenance
 - A. The annual Road Improvements Program continues throughout the Township
 - B. Cleared inlets and drains throughout the Township
 - C. Filled potholes throughout the Township
 - D. Straightened and pruned around roadway signage throughout the Township
 - E. String Trimmed around all bridges and guiderails
 - F. Repaired failing planks on the Woodbridge Road bridge
 - G. Replaced 12" storm pipe on Green Hill Road just north of Anders Road

- 2) Storm Maintenance
 - A. No significant storm events impactation Township Roadways in August

- 3) Parks
 - A. Twice weekly cleaning of public restrooms, emptying trash receptacles, and filling dog bag stations
 - B. Repairing washouts and general trail maintenance
 - C. Mowing and trimming of all Township Properties
 - D. Detailed all park pavilions
 - E. Pruning of trees in Mt Kirk and Sunnybrook parks
 - F. Installed pipe and performed grading along the Zacharias Trail in washout prone areas
 - G. Stained entire exterior of both Heebner Park Pavilions
 - H. Construction of the new Heebner Park Soccer Field is now under way

- 4) Vehicle Maintenance
 - A. Performed weekly maintenance of all Township vehicles
 - B. Detailed all vehicle exteriors

- 5) Miscellaneous
 - A. Demo completed of old salt building at the Public Works complex
 - B. Demo of outbuilding completed at 1622 Hollow Road property
 - C. Setting up and cleaning of Community Hall for rentals, Township events
 - D. Watering new plant material throughout the Township
 - E. Line striping completed at the Administrative office

August 2016 Fire Marshal Report to Board of Supervisors

- 1/ Fire Marshal investigations on 3 dispatches.
- 2/ Supplied information to fire department for Active 911 phone dispatch system on Variety Club, Worcester Elementary School, Advance Realty, Worcester Twp Building, and Schwenkfeld Church.
- 3/ Investigated exit access at Methacton High School. No problem found.
- 4/ Completed overseeing Nathan Didonato project to locate and document PA American hydrant locations. Hydrant locations will be added to Active 911 Phone dispatch map.

Respectfully Submitted,



David Cornish

Fire Marshal

MEMORANDUM

TO: Worcester Township Board of Supervisors
FROM: Joseph J. Nolan, P.E., Township Engineer
DATE: September 6, 2016
SUBJECT: Engineering Report - Project Status

This memorandum will provide an update and status report on the various projects that are ongoing within the Township as of September 1, 2016.

1. Hickory Hill Sewer Project

This project is complete. We are now in the one year maintenance bond period.

2. Salt Storage Building

Construction is now complete. The General Construction contract has been finalized, and the Electrical Contractor has a few remaining punch list items. A one year maintenance bond has been provided for both contracts. The Township has moved the salt and cinder material into the new building.

3. Heebner Road Soccer Field

Bids were opened on April 13, 2016, and the Township awarded this contract to Grassbusters, Inc. on April 20, 2016. All grading work and pipe installation is complete. The Contractor will be seeding and stabilizing the site in the next week.

4. 2016 Road Program

Work is now complete on the repair and milling of the various roads, and on the required concrete work. Final paving is underway and should be completed by September 9, 2016.

5. Meadowood Pumping Station Generator Replacement.

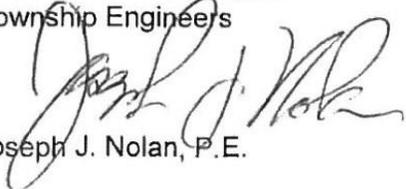
The project is now underway. The generator has been ordered and is expected in October. Installation will be performed by Response Electric, who provided the low quote for this work.

6. Miscellaneous Items

- a. CKS Engineers assisted the Township on numerous zoning and land development related issues as requested during the month.
- b. CKS Engineers performed various site inspections in conjunction with finalizing Use & Occupancy Permits during the month.
- c. CKS reviewed numerous grading permit applications for the Township during the month.
- d. CKS Engineers provided office hours at the Township on Wednesday afternoons during the month as requested.
- e. CKS Engineers, Inc. continued to provide inspection services in conjunction with all ongoing land development and subdivision projects throughout the Township. This also included verifying completion of items and preparation of escrow releases for these projects.
- f. CKS Engineers assisted the Township in conjunction with the NPDES permits for the wastewater treatment plants, and also in evaluating the operation of the sewer system.
- g. CKS is assisting the Township with two (2) grant applications.

The above represents a status report on the projects and services currently being performed by CKS Engineers, Inc. Please contact me if you have any questions on any of these items.

Respectfully submitted,
CKS ENGINEERS, INC.
Township Engineers


Joseph J. Nolan, P.E.

JJN/paf

cc: Tommy Ryan, Township Manager
File

AUGUST 2016 WORCESTER VOLUNTEER FIRE DEPARTMENT REPORT

WORCESTER TOWNSHIP

MUTUAL AID

| TYPE | NUMBER OF CALLS | TYPE | LOCATION | NUMBER OF CALLS |
|------------------------------------|------------------------|--|--------------------|-----------------|
| Automatic Fire Alarm | 2 | Building | Skippack | 1 |
| Accident With Injuries | 4 | Relocate | West Norriton | 1 |
| Electrical In/Out | 1 | | Total Outside Twp. | 2 |
| Gas Leak | 1 | | | |
| TOTAL WORCESTER TOWNSHIP | 8 | FIRE POLICE | | |
| TOTAL CALLS | 10 | Accident w/Injuries | 1 | |
| AVERAGE MANPOWER PER CALL | 14.3 | Total Calls | 1 | |
| HOURS IN SERVICE | 10 hrs 10 min | Average Manpower per Call | 2 | |
| DRILLS FOR THE MONTH | 3 | Hours in Service | 1 hr 16 min | |
| HOURS IN SERVICE FOR DRILLS | 7 hours 30 mins | | | |
| AVERAGE MANPOWER PER DRILL | 23.3 | Department Totals | | |
| FIRE LOSS | | Man Hours in service on fire calls | 163 hr 6 min | |
| LOSS AMOUNT | \$0.00 | Man Hours in Service for Fire Police | 2 hr 32 min | |
| | | Man Hours in Service for Officers only | 0 | |
| | | Man Hours in Service on Drills | 175 hr 0 min | |
| | | Total for Month | 340 hr 38 min | |
| | | PROPERTY VALUE | | |
| | | \$0.00 | | |

PENNSYLVANIA STATE POLICE
CALL INFORMATION

Date Report Run : Thu, 2016-Sep-01

SEARCH CRITERIA: cc_data.date_added between '08/01/2016' and '08/31/2016' and cc_data.municipality='46226' and cc_summ ary.final_case_type<'TS'

| DATE | TIME | CALL # | TYPE OF CALL | REPORT EXPECT | FOUND | CLEARED BY |
|-------------|-------|-------------|---------------------------------|---------------|-------|------------|
| 2016-Aug-01 | 11:13 | PA16-487319 | INFORM POLICE INFORMATION | NO | YES | CLOSED CAD |
| 2016-Aug-01 | 13:10 | PA16-487728 | CANCEL CANCELLED BY COMPLAINANT | NO | YES | CANCELLED |
| 2016-Aug-01 | 13:34 | PA16-487810 | CANCEL CANCELLED BY COMPLAINANT | NO | YES | CANCELLED |
| 2016-Aug-01 | 18:47 | PA16-488771 | MVCNR MVC - NON-REPORTABLE | YES | YES | TRACS CRAS |
| 2016-Aug-02 | 19:43 | PA16-492407 | TRADRG TRAF VIOL-DUI DRUG | YES | YES | PAPER REPO |
| 2016-Aug-02 | 23:37 | PA16-492922 | TRADUI TRAF VIOL-DUI ALCOHOL | YES | YES | PAPER REPO |
| 2016-Aug-03 | 01:50 | PA16-493114 | ALRMF ALARM FALSE FAULT | NO | YES | CLOSED CAD |
| 2016-Aug-03 | 10:01 | PA16-493972 | MVCPP MVC - PRIVATE PROPERTY | YES | YES | TRACS CRAS |
| 2016-Aug-03 | 10:35 | PA16-494116 | SUSPV SUSPICIOUS VEHICLE | YES | YES | CLOSED CAD |
| 2016-Aug-03 | 12:23 | PA16-494567 | CANCEL CANCELLED BY COMPLAINANT | YES | YES | CLOSED CAD |
| 2016-Aug-03 | 15:53 | PA16-495193 | ALRMF ALARM FALSE FAULT | NO | YES | CANCELLED |
| 2016-Aug-03 | 16:04 | PA16-495241 | MVCNR MVC - REPORTABLE, NO INJ | YES | YES | TRACS CRAS |
| 2016-Aug-03 | 17:20 | PA16-495511 | MVCNR MVC - NON-REPORTABLE | YES | YES | TRACS CRAS |
| 2016-Aug-03 | 21:09 | PA16-496269 | INFORM POLICE INFORMATION | NO | YES | CLOSED CAD |
| 2016-Aug-04 | 09:32 | PA16-497404 | INFORM POLICE INFORMATION | NO | YES | CLOSED CAD |
| 2016-Aug-04 | 10:57 | PA16-497660 | ALRMF ALARM FALSE FAULT | NO | YES | CLOSED CAD |
| 2016-Aug-04 | 12:00 | PA16-497847 | CIVIL LANDLORD - DIVORCE - PROI | NO | YES | CLOSED CAD |
| 2016-Aug-04 | 13:18 | PA16-498059 | CANCEL CANCELLED BY COMPLAINANT | NO | YES | CLOSED CAD |
| 2016-Aug-04 | 13:22 | PA16-498070 | DISMT DISABLED MOTORIST ON ROAI | NO | YES | CLOSED CAD |
| 2016-Aug-04 | 15:17 | PA16-498342 | MVCI MVC - INJURIES | NO | YES | CANCELLED |
| 2016-Aug-04 | 15:56 | PA16-498448 | RAPD REQUEST ASSIST - LOCAL PI | YES | YES | TRACS CRAS |
| 2016-Aug-04 | 16:30 | PA16-498559 | DISMT DISABLED MOTORIST ON ROAI | NO | YES | CLOSED CAD |
| 2016-Aug-04 | 17:15 | PA16-498731 | HOUSCK HOUSE CHECK | NO | YES | CLOSED CAD |
| 2016-Aug-04 | 18:07 | PA16-498841 | 911 HANG UP CALL | NO | YES | CLOSED CAD |
| 2016-Aug-05 | 01:49 | PA16-499824 | RAPD REQUEST ASSIST - LOCAL PI | NO | YES | CLOSED CAD |
| 2016-Aug-05 | 09:25 | PA16-500483 | RAO REQUEST ASSIST - OTHER AC | NO | YES | CLOSED CAD |
| 2016-Aug-05 | 16:32 | PA16-501684 | THEFT | YES | YES | PAPER REPO |
| 2016-Aug-05 | 17:12 | PA16-501832 | DOMO DOMESTIC - OTHER | YES | YES | GENERAL OF |
| 2016-Aug-05 | 19:33 | PA16-502254 | WELCK WELFARE CHECK | NO | YES | CLOSED CAD |
| 2016-Aug-05 | 19:54 | PA16-502302 | ALRMF ALARM FALSE FAULT | NO | YES | CLOSED CAD |
| 2016-Aug-05 | 20:38 | PA16-502419 | DIST DISTURBANCE/NOISE COMPLA: | YES | YES | GENERAL OF |
| 2016-Aug-06 | 10:35 | PA16-503840 | CANCEL CANCELLED BY COMPLAINANT | NO | YES | CANCELLED |
| 2016-Aug-06 | 16:45 | PA16-504762 | SEDFC SEE OFFICER GO | YES | YES | GENERAL OF |
| 2016-Aug-07 | 00:50 | PA16-505944 | D5CHK DOMESTIC SECURITY CHECK | NO | YES | CLOSED CAD |
| 2016-Aug-07 | 07:38 | PA16-506507 | ALRMF ALARM FALSE FAULT | NO | YES | CLOSED CAD |
| 2016-Aug-07 | 09:16 | PA16-506646 | DISH DISABLED MOTORIST | NO | YES | CLOSED CAD |
| 2016-Aug-07 | 15:05 | PA16-507499 | INFORM POLICE INFORMATION | NO | YES | CLOSED CAD |
| 2016-Aug-08 | 11:17 | PA16-509802 | MVCNR MVC - REPORTABLE, NO INJ | NO | YES | CLOSED CAD |
| 2016-Aug-08 | 12:46 | PA16-510163 | CANCEL CANCELLED BY COMPLAINANT | YES | YES | TRACS CRAS |
| 2016-Aug-08 | 16:07 | PA16-510746 | MVCPP MVC - PRIVATE PROPERTY | NO | YES | CLOSED CAD |
| 2016-Aug-08 | 19:35 | PA16-511418 | CANCEL CANCELLED BY COMPLAINANT | NO | YES | GENERAL OF |
| 2016-Aug-08 | 20:46 | PA16-511636 | DIST DISTURBANCE/NOISE COMPLA: | YES | YES | GENERAL OF |
| 2016-Aug-09 | 08:34 | PA16-512649 | MVCNR MVC - NON-REPORTABLE | YES | YES | TRACS CRAS |
| 2016-Aug-09 | 19:17 | PA16-514858 | CANCEL CANCELLED BY COMPLAINANT | YES | YES | CANCELLED |
| 2016-Aug-10 | 07:23 | PA16-515816 | MVCNR MVC - NON-REPORTABLE | NO | YES | TRACS CRAS |
| 2016-Aug-10 | 11:58 | PA16-516777 | ALRMF ALARM FALSE FAULT | NO | YES | TRACS CRAS |
| 2016-Aug-11 | 14:46 | PA16-520415 | THEFT | NO | YES | AINS |
| 2016-Aug-11 | 15:48 | PA16-520577 | 911 HANG UP CALL | YES | YES | PAPER REPO |
| 2016-Aug-11 | 16:49 | PA16-520764 | MVCNR MVC - NON-REPORTABLE | NO | YES | CLOSED CAD |
| 2016-Aug-12 | 08:12 | PA16-522422 | MVCI MVC - INJURIES | YES | YES | TRACS CRAS |
| 2016-Aug-12 | 09:49 | PA16-522756 | SEDFC SEE OFFICER GO | YES | YES | GENERAL OF |

PENNSYLVANIA STATE POLICE
CALL INFORMATION

Date Report Run : Thu, 2016-Sep-01

| | | | | |
|-------------------------------|--------|---------------------------|-----|------------|
| 2016-Aug-15 10:38 PA16-532416 | SUSP | SUSPICIOUS VEHICLE | YES | GENERAL OF |
| 2016-Aug-15 12:17 PA16-532852 | MVCRNI | MVC - REPORTABLE, NO INJU | YES | TRACS CRAS |
| 2016-Aug-15 12:58 PA16-533057 | ALRMF | ALARM FALSE FAULT | NO | CLOSED CAD |
| 2016-Aug-15 13:38 PA16-533239 | MVCI | MVC - INJURIES | YES | TRACS CRAS |
| 2016-Aug-15 15:56 PA16-533690 | SEOFCC | SEE OFFICER GO | NO | DUPLICATE |
| 2016-Aug-15 16:50 PA16-533929 | ALRMF | ALARM FALSE FAULT | NO | CLOSED CAD |
| 2016-Aug-15 17:20 PA16-534058 | MVCRNI | MVC - REPORTABLE, NO INJU | YES | TRACS CRAS |
| 2016-Aug-15 18:06 PA16-534232 | CIVIL | LANDLORD - DIVORCE - PROP | NO | CLOSED CAD |
| 2016-Aug-15 18:32 PA16-534313 | GOA | GONE ON ARRIVAL | NO | CLOSED CAD |
| 2016-Aug-15 21:26 PA16-534949 | CMR | CRIMINAL MISCHIEF | NO | AIMS |
| 2016-Aug-15 21:33 PA16-534968 | CANCEL | CANCELLED BY COMPLAINANT | YES | CLOSED CAD |
| 2016-Aug-16 17:12 PA16-537572 | RAO | REQUEST ASSIST - OTHER AG | YES | CLOSED CAD |
| 2016-Aug-16 17:22 PA16-537600 | DOMO | DOMESTIC - OTHER | NO | GENERAL OF |
| 2016-Aug-16 20:02 PA16-538050 | ROAD | ROAD HAZARD - ANIMAL - DE | YES | CLOSED CAD |
| 2016-Aug-17 20:24 PA16-541548 | RAO | REQUEST ASSIST - OTHER AG | NO | CLOSED CAD |
| 2016-Aug-18 00:49 PA16-542027 | 302 | MENTAL HEALTH ACT | NO | CLOSED CAD |
| 2016-Aug-18 07:27 PA16-542449 | ALRMF | ALARM FALSE FAULT | NO | PAPER REPO |
| 2016-Aug-18 23:58 PA16-542887 | DISH | DISABLED MOTORIST | NO | CLOSED CAD |
| 2016-Aug-18 19:03 PA16-544400 | ALRMF | ALARM FALSE FAULT | NO | CLOSED CAD |
| 2016-Aug-19 15:32 PA16-546935 | MVCRNI | MVC - REPORTABLE, NO INJU | YES | TRACS CRAS |
| 2016-Aug-19 15:32 PA16-546997 | MVCRNI | MVC - NON-REPORTABLE | YES | TRACS CRAS |
| 2016-Aug-19 20:14 PA16-547810 | DIST | DISTURBANCE/NOISE COMPLA | NO | AIMS |
| 2016-Aug-20 15:03 PA16-550127 | MVCI | MVC - INJURIES AND ENTRAP | YES | TRACS CRAS |
| 2016-Aug-20 16:25 PA16-550340 | ALRMF | ALARM FALSE FAULT | NO | TRACS CRAS |
| 2016-Aug-20 20:28 PA16-551012 | ALRMF | ALARM FALSE FAULT | NO | TRACS CRAS |
| 2016-Aug-20 21:02 PA16-551129 | ALRMF | ALARM FALSE FAULT | NO | TRACS CRAS |
| 2016-Aug-20 23:21 PA16-551495 | RAO | REQUEST ASSIST - OTHER AG | NO | TRACS CRAS |
| 2016-Aug-21 01:05 PA16-551800 | UNDERA | UNDERAGE DRINKING | YES | TRACS CRAS |
| 2016-Aug-21 07:17 PA16-552272 | ALRMF | ALARM FALSE FAULT | NO | TRACS CRAS |
| 2016-Aug-21 11:21 PA16-552696 | DOAN | DEATH - NATURAL | NO | TRACS CRAS |
| 2016-Aug-21 12:57 PA16-552922 | MVCRNI | MVC - REPORTABLE, NO INJU | YES | TRACS CRAS |
| 2016-Aug-21 13:00 PA16-552939 | MVCRNI | MVC - REPORTABLE, NO INJU | YES | TRACS CRAS |
| 2016-Aug-22 01:48 PA16-554512 | CANCEL | CANCELLED BY COMPLAINANT | YES | TRACS CRAS |
| 2016-Aug-22 08:48 PA16-555072 | THEFTV | VEHICLE THEFT | NO | TRACS CRAS |
| 2016-Aug-22 08:55 PA16-555098 | THEFT | THEFT | YES | TRACS CRAS |
| 2016-Aug-22 09:53 PA16-555304 | ALRMF | ALARM FALSE FAULT | YES | TRACS CRAS |
| 2016-Aug-22 10:55 PA16-555526 | ALRMF | ALARM FALSE FAULT | YES | TRACS CRAS |
| 2016-Aug-22 14:17 PA16-556264 | 911 | 911 HANG UP CALL | NO | TRACS CRAS |
| 2016-Aug-22 15:32 PA16-556449 | ALRMF | ALARM FALSE FAULT | NO | TRACS CRAS |
| 2016-Aug-22 16:37 PA16-556686 | CANCEL | CANCELLED BY COMPLAINANT | NO | TRACS CRAS |
| 2016-Aug-23 03:30 PA16-558088 | SEOFCC | SEE OFFICER GO | NO | TRACS CRAS |
| 2016-Aug-23 08:46 PA16-558577 | ALRMF | ALARM FALSE FAULT | NO | TRACS CRAS |
| 2016-Aug-23 12:22 PA16-559449 | DIST | DISTURBANCE/NOISE COMPLAI | YES | TRACS CRAS |
| 2016-Aug-23 17:37 PA16-560467 | GOA | GONE ON ARRIVAL | YES | TRACS CRAS |
| 2016-Aug-23 19:38 PA16-560853 | REFER | REFER TO OTHER AGENCY - F | YES | TRACS CRAS |
| 2016-Aug-24 12:16 PA16-562927 | ALRMF | ALARM FALSE FAULT | NO | TRACS CRAS |
| 2016-Aug-24 12:43 PA16-563028 | THRET | THREATS - ACTOR NOT ON SC | NO | TRACS CRAS |
| 2016-Aug-25 06:29 PA16-565458 | ROAD | ROAD HAZARD - ANIMAL - DE | NO | TRACS CRAS |
| 2016-Aug-25 11:49 PA16-566348 | CANCEL | CANCELLED BY COMPLAINANT | NO | TRACS CRAS |
| 2016-Aug-25 12:30 PA16-566479 | SEOFCC | SEE OFFICER GO | YES | TRACS CRAS |
| 2016-Aug-25 19:28 PA16-567700 | ANIMAL | ANIMAL LOST - FOUND | NO | TRACS CRAS |
| 2016-Aug-25 21:31 PA16-568038 | DRUGP | DRUG - POSSESSION | NO | TRACS CRAS |
| 2016-Aug-25 22:46 PA16-568196 | DISH | DISABLED MOTORIST | NO | TRACS CRAS |
| 2016-Aug-25 23:00 PA16-568221 | MVCRNI | MVC - NON-REPORTABLE | NO | TRACS CRAS |
| 2016-Aug-26 06:23 PA16-568733 | ROAD | ROAD HAZARD - ANIMAL - DE | NO | TRACS CRAS |

PENNSYLVANIA STATE POLICE
CALL INFORMATION

Date Report Run : Thu, 2016-sep-01

| | | | | | |
|-------------------------------|--------|---------------------------|-----|-----|------------|
| 2016-Aug-27 17:10 PA16-573573 | ALRMF | ALARM FALSE FAULT | NO | YES | CLOSED CAD |
| 2016-Aug-27 22:06 PA16-574388 | GOA | GONE ON ARRIVAL | NO | YES | CLOSED CAD |
| 2016-Aug-28 00:58 PA16-574979 | GOA | GONE ON ARRIVAL | NO | YES | CLOSED CAD |
| 2016-Aug-28 09:29 PA16-575812 | DISM | DISABLED MOTORIST | NO | YES | CLOSED CAD |
| 2016-Aug-28 09:40 PA16-575843 | SEEOFC | SEE OFFICER GO | YES | YES | GENERAL OF |
| 2016-Aug-28 09:54 PA16-575874 | DISM | DISABLED MOTORIST | NO | YES | CLOSED CAD |
| 2016-Aug-28 17:29 PA16-577051 | CANCEL | CANCELLED BY COMPLAINANT | NO | YES | CLOSED CAD |
| 2016-Aug-29 11:04 PA16-579051 | CANCEL | CANCELLED BY COMPLAINANT | NO | YES | DUPLICATE |
| 2016-Aug-29 18:53 PA16-580724 | WELCK | WELFARE CHECK | NO | YES | CLOSED CAD |
| 2016-Aug-30 07:54 PA16-582031 | GOA | GONE ON ARRIVAL | NO | YES | CLOSED CAD |
| 2016-Aug-30 08:10 PA16-582094 | CANCEL | CANCELLED BY COMPLAINANT | NO | YES | CLOSED CAD |
| 2016-Aug-30 09:27 PA16-582406 | HOUSCK | HOUSE CHECK | NO | YES | CLOSED CAD |
| 2016-Aug-30 11:10 PA16-582836 | THEFT | THEFT | NO | YES | PAPER REPO |
| 2016-Aug-30 11:44 PA16-582973 | CANCEL | CANCELLED BY COMPLAINANT | YES | YES | CANCELLED |
| 2016-Aug-30 13:26 PA16-583393 | GOA | GONE ON ARRIVAL | NO | YES | CLOSED CAD |
| 2016-Aug-30 17:03 PA16-584059 | RAO | REQUEST ASSIST - OTHER AG | NO | YES | CLOSED CAD |
| 2016-Aug-30 17:16 PA16-584095 | ALRMF | ALARM FALSE FAULT | NO | YES | CLOSED CAD |
| 2016-Aug-30 20:32 PA16-584689 | DIST | DISTURBANCE/NOISE COMPLAI | NO | YES | AIMS |
| 2016-Aug-30 21:16 PA16-584797 | INFORM | POLICE INFORMATION | NO | YES | CLOSED CAD |
| 2016-Aug-30 21:21 PA16-584820 | INFORM | POLICE INFORMATION | NO | YES | CLOSED CAD |
| 2016-Aug-31 14:44 PA16-587251 | RAPD | REQUEST ASSIST - LOCAL PD | NO | YES | CLOSED CAD |

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS WORK SESSION
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
WEDNESDAY, JULY 20, 2016 – 6:00 PM**

CALL TO ORDER by Chair Caughlan at 6:04 PM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: SUSAN G. CAUGHLAN [X]
STEPHEN C. QUIGLEY [X]

INFORMATIONAL ITEMS

- Tommy Ryan, Township Manager, announced that immediately following the June 15 Business Meeting the Board of Supervisors met in Executive Session to discuss a matter of threatened litigation, in specific the consideration of a consent agreement with the Department of Environmental Protection in lieu of litigation, and it is expected that the Board of Supervisors will take action on this matter this evening's Business Meeting. Mr. Ryan also announced that immediately prior to or following this evening's Business Meeting the Board of Supervisors will meet in Executive Session to discuss a matter of real estate, in specific the possible acquisition of the North Penn Army Reserve Base, and a personnel matter, in specific potential revisions to the terms of employment and to the benefits provided to Township employees.

PUBLIC COMMENT

- Jim Mollick, Worcester, commented on the possible acquisition of the North Penn Army Reserve Base, funds expended on this project, and studies conducted for this project.

PRESENTATIONS

- a) Peter Wentz Farmstead trail connections – Mike Stokes and Shane Greenburg, Montgomery County Planning Commission, presented an overview of the County's ongoing efforts to guide the future development of the Peter Wentz Farmstead. Mr. Greenburg commented on existing structures and uses and potential structures and uses. Mr. Greenburg commented on existing trails, potential trail connects to nearby parks and neighborhoods, and the property's relation to the county-wide trail network. Dianne Cram, Peter Wentz Farmstead Site Administrator, commented on the property's trail system.

Chair Caughlan commented on property hours of operation, site parking, and trail usage by pedestrians and equestrians. Supervisor Quigley commented on guest demographics, and the potential development of non-residential uses in nearby Center Point Village.

Maeve Vogan, Worcester, commented on the planning and improvement timelines.

Supervisor Quigley commented on the rental of the facility for larger, private events. Ms. Cram noted the property does not possess the facilities required to accommodate these events at this time.

- b) trail emergency signage plan – Nathan DiDonato, volunteer firefighter and paramedic, presented proposed emergency signage to be installed along the Township trail network. Mr. DiDonato noted the signage will help persons to communicate their location to emergency responders. Mr. DiDonato provided an overview of the sign design, and noted the signs would be installed at approximate quarter-mile intervals.

Supervisor Quigley commented on emergency response providers in the Township. Chair Caughlan commented on cell phone GPS capabilities, and Amanda Zimmerman, Assistant Township Manager, commented on technology shortcomings in this regard. Chair Caughlan recommended that any signs posted be secured in a manner that minimizes vandalism.

- c) Worcester Community Day – Ms. Zimmerman presented an overview of a proposed community event. Ms. Zimmerman commented on possible attractions and activities, including moon bounces and like inflatables, a petting zoo, pony rides, face painting, food and live music. Ms. Zimmerman noted potential event partnerships with the Boys and Girls Scouts, the Worcester Volunteer Fire Department and other community organizations.

Supervisor Quigley commented on a rain date, and Ms. Zimmerman noted the following day, a Sunday, would likely be reserved as a rain date. Chair Caughlan commented on a potential fireworks display.

Ms. Cram commented on a possible 5K run. Stuart Land, Worcester, commented on event planning.

OTHER BUSINESS

- Supervisor Quigley noted the Board of Supervisors had received a request from Scott Misus, Worcester, to televise public meetings.

ADJOURNMENT

There being no further business brought before the Board, Chair Caughlan adjourned the Work Session at 7:07 PM.

Respectfully Submitted:

Tommy Ryan
Township Manager

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS BUSINESS MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
WEDNESDAY, JULY 20, 2016 – 7:30 PM**

CALL TO ORDER by Chair Caughlan at 7:32 PM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: SUSAN G. CAUGHLAN [X]
STEPHEN C. QUIGLEY [X]

INFORMATIONAL ITEMS

- Bob Brant, Township Solicitor, announced that immediately following the June 15 Business Meeting the Board of Supervisors met in Executive Session to discuss a matter of threatened litigation, in specific the consideration of a consent agreement with the Department of Environmental Protection in lieu of litigation, and it is expected that the Board of Supervisors will take action on this matter this evening's Business Meeting. Mr. Brant also announced that immediately prior to this evening's Business Meeting the Board of Supervisors met in Executive Session to discuss a matter of real estate, in specific the possible acquisition of the North Penn Army Reserve Base, and a personnel matter, in specific potential revisions to the terms of employment and to the benefits provided to Township employees.

PUBLIC COMMENT

- Jim Mollick, Worcester, commented on ongoing litigation, an order issued by the Court of the Common Pleas, the review of e-mails by the previous Township Solicitor, and studies conducted as to the possible acquisition of the North Penn Army Reserve Base.
- Kim McClintock, Worcester, commented on the status of the Stony Creek Village land development, and sanitary sewer lines installed in this area.
- Dan Dreher, Worcester, commented on the permitted public comment period at public meetings, and the opportunity to ask questions at public meetings.
- Bob Goulding, Worcester, commented on the permitted public comment period at public meetings, and the status of the Stony Creek Village land development.
- Scott Misus, Worcester, commented on assistance provided by Township staff regarding the a matter pertaining to the Hickory Hill Sewer Project, the Township website and the televising of public meetings. Mr. Ryan will contact individual Board Members as to the possible addition of this issue on the agenda of a future meeting.

OFFICIAL ACTION ITEMS

- a) Proclamation 2016-01 – Chair Caughlan made a motion to approve Proclamation 2016-01, recognizing the Peter Wentz Farmstead. The motion was seconded by Supervisor Quigley.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

The Board thanked Dianne Cram, Peter Wentz Farmstead Site Administrator, for her efforts.

- b) Consent Agenda – Chair Caughlan asked if any Member wished to remove an item from the consent agenda. There were no requests to remove an item from the consent agenda.

Supervisor Quigley made a motion to approve a consent agenda that includes (a) the Treasurer’s Report and other Monthly Reports for June 2016, (b) bill payment for June 2016 in the amount of \$352,331.95, and, (c) the June 15, 2016 Business Meeting minutes. The motion was seconded by Chair Caughlan.

Dr. Mollick commented on the invoices of the sanitary sewer operator invoice and previous Township Solicitor, current fees charged by the previous Township Solicitor, and an assessment of past fees charged by the previous Township Solicitor.

By unanimous vote the Board adopted the motion to approve.

- c) Resolution 2016-25 – Supervisor Quigley made a motion to approve Resolution 2016-25, to submit certain roadways to the Pennsylvania Department of Transportation for inclusion on the Township’s Liquid Fuels Fund inventory. The motion was seconded by Chair Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- d) Resolution 2016-26 – Tommy Ryan, Township Manager, provided an overview of a Green Light-Go grant received by the Township. Mr. Ryan noted the grant assists funding of preventative maintenance services at thirteen traffic signals.

Supervisor Quigley made a motion to approve Resolution 2016-26, to authorize the execution of a grant agreement with the Pennsylvania Department of Transportation, as to Green Light-Go grant award for traffic signal maintenance. The motion was seconded by Chair Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- e) franchise agreement renewal & franchise fee audit – Mr. Ryan provided an overview of a multi-municipal effort to undertake franchise agreement renewal negotiations with Verizon, and to conduct an audit of the current franchise agreement. Mr. Ryan noted Verizon has the option to allow the Township to renegotiate the current franchise agreement, as this agreement is currently outside the renewal period. Mr. Ryan noted if the Township is unable to negotiate the agreement it may stall participate in the audit portion of this project.

Supervisor Quigley made a motion to engage the Cohen Law Group to undertake franchise agreement renewal negotiations with Verizon, and to conduct an audit of the current franchise agreement. The motion was seconded by Chair Caughlan.

Mr. Misus commented on the franchise fee agreement and franchise fees.

By unanimous vote the Board adopted the motion to approve.

- f) consent agreement – Mr. Ryan provided an overview of a proposed consent agreement with the Pennsylvania Department of Environmental Protection for the payment of a fine for effluent, overview and other violations pertaining to the Township's sanitary sewer system.

Supervisor Quigley made a motion to approve the consent agreement with the Pennsylvania Department of Environmental Protection, as presented. The motion was seconded by Chair Caughlan.

Mr. Misus commented on the consent agreement. Joe Nolan, Township Engineer, commented on violations in the consent agreement, and improvement measures taken by the Township in recent years.

Mr. Dreher commented on sanitary sewer system maintenance responsibilities.

Dr. Mollick commented on the violations, management of the sanitary sewer system, the sanitary sewer system contractor and the contractor's performance, and past reviews of the sanitary sewer system. Chair Caughlan noted the matter would be reviewed by Mr. Ryan.

By unanimous vote the Board adopted the motion to approve.

OTHER BUSINESS

No other business was discussed at this evening's meeting.

ADJOURNMENT

There being no further business brought before the Board, Chair Caughlan adjourned the regularly scheduled meeting at 8:27 PM.

Respectfully Submitted:

Tommy Ryan
Township Manager

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS WORK SESSION
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
WEDNESDAY, AUGUST 17, 2016 – 6:00 PM**

CALL TO ORDER by Chair Caughlan at 6:03 PM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: SUSAN G. CAUGHLAN [X]
ARTHUR C. BUSTARD [X]

INFORMATIONAL ITEMS

- Tommy Ryan, Township Manager, announced that immediately following this evening's Work Session Meeting the Board of Supervisors will meet in Executive Session to discuss a matter of real estate, in specific the possible acquisition of the North Penn Army Reserve Base, a matter of real estate, in specific the consideration of an offer received to purchase property, a matter of litigation, in specific The Cutler Group v. Worcester Township, Montgomery County Court of Common Pleas docket #15-13769, and a personnel matter, in specific a potential amendment of duties assigned to certain positions.

PUBLIC COMMENT

- Jim Mollick, Worcester, commented on the possible acquisition of the North Penn Army Reserve Base, the demolition of structures at this property, the Act 2 remediation process, and decisions made regarding the possible acquisition of the North Penn Army Reserve Base.
- Scott Misus, Worcester, commented on grass height at a Township property, and the televising of public meetings. Chair Caughlan commented on a past review regarding the televising of public meetings.
- Bob Andorn, Worcester, commented on the televising of public meetings, and on questions asked during the public comment period.
- John Diesel, Worcester, commented on the televising of public meetings, and the Pennsylvania State Police monthly report. Mr. Ryan commented in the format of the Pennsylvania State Police monthly report.

PRESENTATIONS

- a) local plan of transportation improvements – Mr. Ryan provided an overview of a proposed local plan of transportation improvements. Mr. Ryan stated the plan would establish and maintain a transportation improvement inventory, encourage long-term planning efforts, assist budgeting decisions, and support grant applications.

Mr. Ryan noted the plan would include a list of infrastructure improvements by type, including bridge repairs, roadway and signal improvements, roadside upgrades and traffic calming measures. Mr. Ryan stated the plan would provide project cost estimates, identify potential grant funding sources, and prioritize improvement implementation.

Supervisor Bustard commented on the inclusion of Act 209 improvements in the plan. Mr. Ryan noted Act 209 improvements would be included in the plan.

Chair Caughlan commented on public input in the plan. Mr. Ryan noted the plan would be presented at a future workshop, and included in future budgets.

Chair Caughlan commented on the utilization of roadside drainage swales.

OTHER BUSINESS

- There was no other business discussed at this evening's Work Session Meeting.

ADJOURNMENT

There being no further business brought before the Board, Chair Caughlan adjourned the Work Session Meeting at 6:35 PM.

Respectfully Submitted:

Tommy Ryan
Township Manager

**WORCESTER TOWNSHIP BOARD OF SUPERVISORS BUSINESS MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
FAIRVIEW VILLAGE, WORCESTER, PA
WEDNESDAY, AUGUST 17, 2016 – 7:30 PM**

CALL TO ORDER by Chair Caughlan at 7:31 PM

PLEDGE OF ALLEGIANCE

ATTENDANCE

PRESENT: SUSAN G. CAUGHLAN [X]
ARTHUR C. BUSTARD [X]

INFORMATIONAL ITEMS

- Tommy Ryan, Township Manager, announced that immediately preceding this evening's Business Meeting the Board of Supervisors met in Executive Session to discuss a matter of real estate, in specific the possible acquisition of the North Penn Army Reserve Base, a matter of real estate, in specific the consideration of an offer received to purchase property, a matter of litigation, in specific The Cutler Group v. Worcester Township, Montgomery County Court of Common Pleas docket #15-13769, a personnel matter, in specific a potential amendment of duties assigned to certain positions, and a matter of litigation, in specific Mollick v. Worcester Township, Montgomery County Court of Common Pleas docket #08-25358.

PUBLIC COMMENT

- Cheryl Brumbaugh, commented on the September 8 Planning Commission meeting, the Stony Creek Farms Wastewater Treatment Plant oversight agreement, ownership status of the Stony Creek Farms sanitary sewer system, easements at the Stony Creek Farms development, and restoration standards in the Stony Creek Farms declaration.
- Bob Goulding, Worcester, commented on easements at the Stony Creek Farms development, future connections to the Stony Creek Farms Wastewater Treatment Plant, the Stony Creek Farms Wastewater Treatment Plant oversight agreement, expansion of the Stony Creek Farms sanitary sewer system, and environmental impacts of the expansion of the Stony Creek Farms sanitary sewer system.
- Laurie Henrich, Worcester, commented on easements at the Stony Creek Farms development, Stony Creek Farms sanitary sewer system odors, wildlife at the Stony Creek Farms development and Whitehall Estates properties, past experiences working with the Stony Creek Farms developer, and future connections to the Stony Creek Farms Wastewater Treatment Plant.

- Kim McClintock, Worcester, commented on past experiences working with the Stony Creek Farms developer and future connections to the Stony Creek Farms Wastewater Treatment Plant.
- Jim Mollick, Worcester, commented on municipalities voted best places to live, Board of Supervisors performance, the Haines property transaction, the salt building project and salt building project expenses. Tommy Ryan, Township Manager, commented on budgeted expenses for the salt building project. Supervisor Bustard commented on the salt building and brine system.
- Bob Andorn, Worcester, commented on the brine system, the public comment period at public meetings, proposed local plan of transportation improvements, public input in the proposed local plan of transportation improvements, and the Heebner Park soccer field project.

OFFICIAL ACTION ITEMS

- a) Consent Agenda – Chair Caughlan asked if any Member wished to remove an item from the consent agenda. Supervisor Bustard noted he did not attend the July 20 Work Session and Business Meeting, and as such consideration of the minutes for both meetings will be considered at the September 21 Business Meeting.

Supervisor Bustard made a motion to approve a consent agenda that includes (a) the Treasurer’s Report and other Monthly Reports for August 2016, and (b) bill payment for August 2016 in the amount of \$418,194.91. The motion was seconded by Chair Caughlan.

Dr. Mollick commented on a matter of current litigation, the performance of the previous Township Solicitor, and fees charged by the previous Township Solicitor.

By unanimous vote the Board adopted the motion to approve.

- b) Resolution 2016-27 – Tim Woodrow, Engineer for the Applicant, provided an overview of a proposed 2,100 sf addition the Church of the Nazarene at Fairview Village, Germantown Pike.

Chair Caughlan commented on the requested waiver of the installation of sidewalks. William Bondi, Church of the Nazarene, stated that installation of sidewalks would prove a financial hardship for the church. Mr. Bondi agreed to conditioning approval upon a deferral of sidewalk installation until such time as the Township directs sidewalks to be installed.

Supervisor Bustard made a motion to approve Resolution 2016-27, to grant Preliminary/Final Plan Approval for a land development plan at the Church of the Nazarene at Fairview Village, Germantown Pike, with this Resolution revised to include a deferral of sidewalk installation until such time as the Township directs sidewalks to be installed. The motion was seconded by Chair Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- c) Resolution 2016-28 – Mr. Ryan provided an overview of a resolution to dispose of certain public records in accordance with the disposal procedures as set forth in the Pennsylvania Historical and Museum Commission *Municipal Records Manual*.

Supervisor Bustard made a motion to approve Resolution 2016-28, to dispose of certain public records in accordance with the disposal procedures as set forth in the Pennsylvania Historical and Museum Commission *Municipal Records Manual*. The motion was seconded by Chair Caughlan.

Dr. Mollick commented on the disposal of electronic files, in specific audio recordings of meetings, and the disposal of Right-To-Know Law requests and documents. Mr. Goulding commented on disposal timing.

By unanimous vote the Board adopted the motion to approve.

- d) Resolution 2016-29 – Mr. Ryan provided an overview of a new grant program to fund riparian buffer improvements. Mr. Ryan stated the Township will submit a grant application for the installation of trees along a portion of the Zacharias Creek.

Supervisor Bustard made a motion to approve Resolution 2016-29, to authorize the submission of a grant application to the Pennsylvania Department of Conservation and Natural Resources Riparian Forest Buffer Program. The motion was seconded by Chair Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

- e) resignation – Mr. Ryan noted the resignation of Amanda Zimmerman, Assistant Township Manager, who has accepted a position with another municipality.

Supervisor Bustard made a motion to accept a letter of resignation submitted by Amanda Zimmerman, Assistant Township Manager. The motion was seconded by Chair Caughlan.

There was no public comment.

By unanimous vote the Board adopted the motion to approve.

OTHER BUSINESS

No other business was discussed at this evening's meeting.

ADJOURNMENT

There being no further business brought before the Board, Chair Caughlan adjourned the regularly scheduled meeting at 8:36 PM.

Respectfully Submitted:

Tommy Ryan
Township Manager

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE 2016-261

**AN ORDINANCE AMENDING TOWNSHIP CODE, CHAPTER 4,
AUTHORITIES, ESTABLISHING A DESIGNATED SERVICE AREA
FOR THE NORTH PENN WATER AUTHORITY.**

WHEREAS, on June 10, 1964, the Board of Supervisors of Worcester Township ("Township"), with six other municipalities, created North Penn Water Authority ("Authority"); and,

WHEREAS, the Authority was created for the purpose of acquiring, holding, constructing, improving, interconnecting, maintaining, owning and operating a public water supply system within the various municipalities, including the Township; and,

WHEREAS, throughout the years, in addition to the Authority, other water service providers have been utilized to provide water service in the Township; and,

WHEREAS, after due consideration, including the distinctions between public versus private water service, the Board of Supervisors has determined that the general welfare of the citizens and residents of the Township will be served by designating the Authority as the preferred water service provider in the Township and establishing the Authority's designated service area.

NOW, THEREFORE, the Board of Supervisors of Worcester Township, Montgomery County, Pennsylvania hereby ordains and enacts as follows:

SECTION I – Chapter 4, Authorities, Municipal, is hereby amended by adding the following as Section 4-8:

1. §4-8. North Penn Water Authority Service Area. The Township hereby establishes North Penn Water Authority's service area as that service area noted on the Water Service Area Map attached hereto and made a part hereof as Exhibit A. In this area all new connections proposed to be made to a public water system shall be made to the North Penn Water Authority system, if the North Penn Water Authority is agreeable to providing service, in its sole discretion. If the North Penn Water Authority does not wish to provide said service, public water service may be obtained from another provider.

SECTION II

1. In the event that any section, subsection or portion of this Ordinance shall be declared by any competent court to be invalid for any reason, such decision shall not be deemed to affect the validity of any other section, subsection or portion of this Ordinance. The invalidity of section, clause, sentence, or provision of this Ordinance shall not affect the validity of any other part of this Ordinance, which can be given effect without such invalid part or parts. It is hereby declared to be the intention of the Township that this Ordinance would have been adopted had such invalid section, clause, sentence, or provision not been included therein.

2. To the extent this Ordinance is inconsistent with the Code of Worcester Township, the provisions of this Ordinance shall take precedence. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.
3. The failure of the Township to enforce any provision of this ordinance shall not constitute a waiver by the Township of its rights of future enforcement hereunder.
4. This Ordinance shall become effective immediately upon enactment.

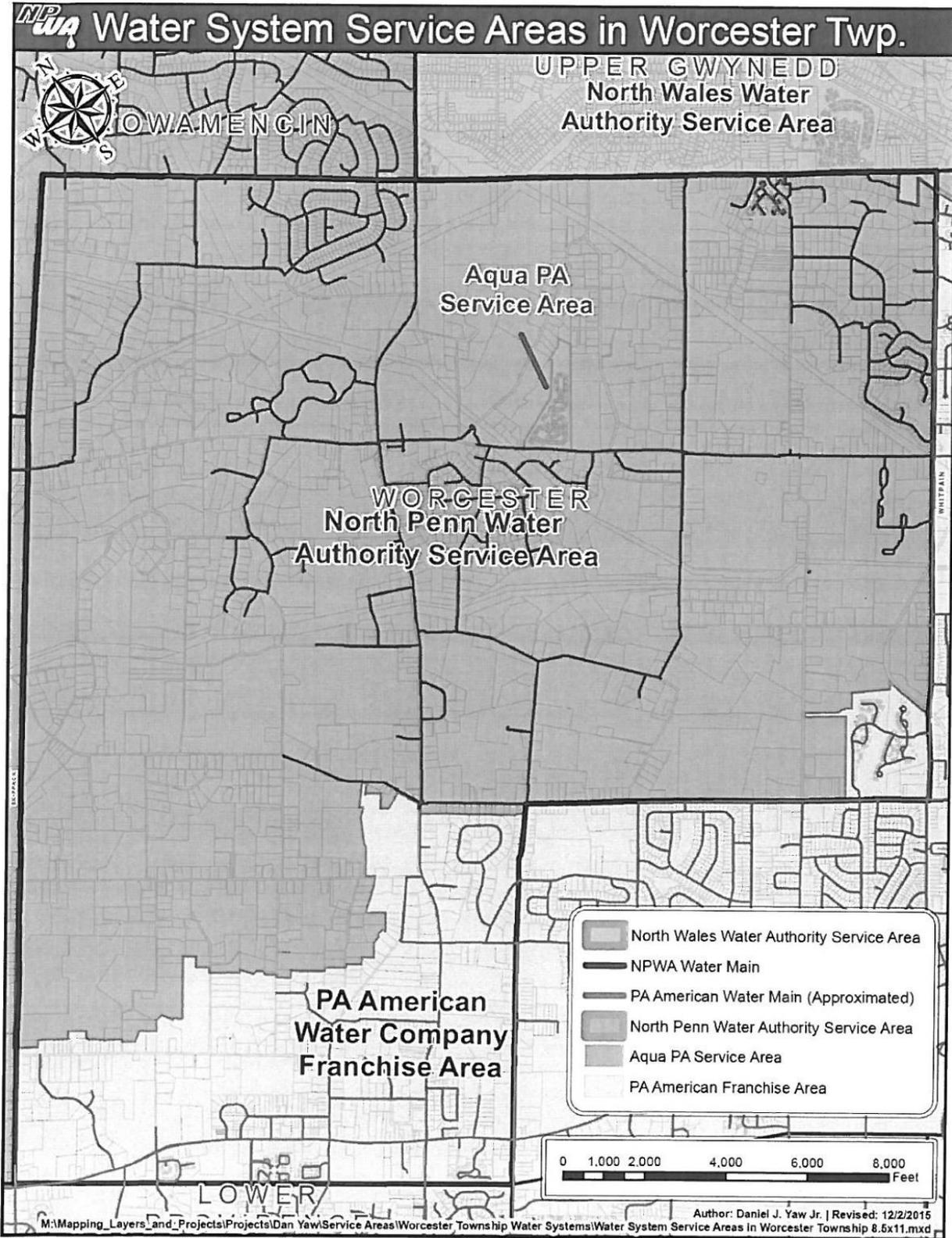
ENACTED AND ORDAINED by the Supervisors of the Township of Worcester, Montgomery County, Pennsylvania on this 21st day of September, 2016.

FOR WORCESTER TOWNSHIP

By: _____
Susan G. Caughlan, Chair
Board of Supervisors

Attest: _____
Tommy Ryan, Secretary

EXHIBIT A



**MONTGOMERY COUNTY
BOARD OF COMMISSIONERS**

JOSH SHAPIRO, CHAIR

VALERIE A. ARKOOSH, MD, MPH, VICE CHAIR

JOSEPH C. GALE



**MONTGOMERY COUNTY
PLANNING COMMISSION**

MONTGOMERY COUNTY COURTHOUSE • PO Box 311
NORRISTOWN, PA 19404-0311
610-278-3722

FAX: 610-278-3941 • TDD: 610-631-1211
WWW.MONTCOPA.ORG

JODY L. HOLTON, AICP
EXECUTIVE DIRECTOR

August 1, 2016

Amanda Zimmerman, Assistant Township Manager

Worcester Township

1721 Valley Forge Road P.O. Box 767

Worcester PA 19490

Dear Ms. Zimmerman:

I have reviewed the proposed amendments to the Worcester Township Agricultural Security Area and at this point I have no substantial comments. The property that is proposed for removal, parcel 67-00-03448-00-4, is part of a new residential development and does not need to remain in the agricultural security area.

As such, I do not see this modification having any potential effect upon the local government's planning policies and objectives.

Sincerely,

A handwritten signature in cursive script that reads 'Anne Leavitt-Gruberger'.

Anne Leavitt-Gruberger, AICP

Assistant Section Chief of County Planning

**WORCESTER TOWNSHIP PLANNING COMMISSION MEETING
WORCESTER TOWNSHIP COMMUNITY HALL
1031 VALLEY FORGE ROAD, WORCESTER, PA 19490
THURSDAY, JULY 28, 2016, 7:30 PM**

CALL TO ORDER by Mr. Todd at 7:35 PM

ATTENDANCE

PRESENT: GORDON TODD [X]
 CHRIS DAVID [X]
 RICK DELELLO [X]
 DOUGLAS ROTONDO [X]
 ANTHONY SHERR [X]

1. SK 16-04- 2044 Berks Road –Sparango Subdivision- Joseph Estock, engineer for the applicant, reviewed the proposed 8 lot subdivision and the yield plan for a 16 acre parcel on Berks Road in the AGR zoning district. Mr. Estock also discussed the public sewer option and where they would have to connect into Applewood Estates per a meeting with the Township engineer. Mr. Sherr requested that the sewer issue be resolved and approved by the Township Engineer. Mr. Estock also discussed the Township Growing Greener and the requirement to comply with it. There was a discussion between Mr. Estock and Mr. Todd about the “may” verses “shall” wording and a request for a legal interpretation was requested by the applicant and the Planning Commission. A discussion was had regarding the application of the Greener Ordinance and the available lot numbers with the ordinance.

Mr. Sherr had a question regarding the yield plan and the corner lot sizes, indicating that a waiver would be needed. There was a follow up discussion regarding the ability to have waivers under Growing Greener.

2. LD 16-05 3044 Germantown Pike- Fairview Village Church- Tim Woodrow, engineer for the applicant, provided an overview of the project, including that all necessary variances were already approved by the Zoning Hearing Board. Mr. Woodrow stated that the impact on density is low and the addition of this addition will have very little visual impact due to it closing a gap between classroom and sanctuary space.

Mr. Sherr asked about the notation in the Township engineer’s review about buffering, which Mr. Woodrow stated his clients will comply. There were no other comments from the Planning Commission

Mr. Sherr made a motion to approve Land Development 16-05 at 3044 Germantown Pike and send it before the Board of Supervisors. The motion was seconded by Mr. Rotondo, and was passed unanimously.

3. Agricultural Security Area- Amanda Zimmerman, Assistant Township Manager, explained the requirement to perform a review of the Township Agricultural Security Area. This review was just completed and the Planning Commission needs to grant their approval of the properties remaining and the one property that will be removed. Mr. Todd made a motion to approve the list as presented. Mr. Sherr seconded and the motion was carried with a 5-0 vote.

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2016-30

**A RESOLUTION TO CERTIFY THE WORCESTER TOWNSHIP
AGRICULTURAL SECURITY AREA, WITH MODIFICATIONS**

WHEREAS, the Worcester Township Board of Supervisors wishes to conduct a seven year certification of its Agricultural Security Area ("ASA"), in accordance with the Agricultural Area Security Law, Act of June 30, 1981, P.L. 128, No. 43, §2, as revised ("Act"), and,

WHEREAS, the Board of Supervisors has complied with and completed the procedures and considerations set forth in Sections 5, 6 and 7 of the Act; and,

WHEREAS, after a duly advertised Public Hearing, and after consideration of the factors noted in Section 7 of the Act, the Board of Supervisors desires to certify certain properties currently enrolled in ASA, and to approve the deletion of one property currently enrolled in the ASA, as noted on Exhibit A attached hereto.

ENACTED AND ORDAINED by the Supervisors of the Township of Worcester, Montgomery County, Pennsylvania on this 21st day of September, 2016.

FOR WORCESTER TOWNSHIP

By: _____
Susan G. Caughlan, Chair
Board of Supervisors

Attest: _____
Tommy Ryan, Secretary

EXHIBIT A

PROPERTIES TO BE RETAINED

| <i>OWNER OF RECORD</i> | <i>ADDRESS</i> | <i>TAX PARCEL NO(s)</i> | <i>ACRES</i> |
|---------------------------|-----------------------------------|--|--------------|
| BRYANT | 1809 VALLEY FORGE ROAD | 67-00-01075-00-1 | 51.0 |
| BURGOON | 1440 KRIEBEL MILL ROAD | 67-00-01951-00-7 | 15.0 |
| BURKEY | 1743 GREEN BRIAR DRIVE | 67-00-02808-00-5 | 25.0 |
| CHAMBERS | 1570 CHURCH ROAD | 67-00-00608-00-9; 67-00-00610-00-7 | 97.0 |
| CROSSROADS REALTY COMPANY | WHITEHALL ROAD; 1600 POTSHOP ROAD | 67-00-04102-00-7; 67-00-02797-00-7 | 116.1 |
| CUCE | WENTZ CHURCH ROAD; BARLEY LANE | 67-00-00116-60-9; 67-00-04024-01-3; 67-00-04024-02-2; 67-00-04021-11-2; 67-00-04024-20-2; 67-00-04026-00-2; 67-00-00116-68-1; 67-00-00116-70-8; 67-00-04006-00-4 | 38.0 |
| DELAWARE VALLEY COLLEGE | 606 DEKALB PIKE | 56-00-08830-00-6; 56-00-3679-00-9; 56-00-8806-00-3; 56-00-3607-00-9; 56-00-0012-00-6 | 124.4 |
| D'LAURO | 1415 VALLEY FORGE ROAD | 67-00-01024-00-7 | 30.4 |
| FARMS, INC | VALLEY FORGE ROAD | 67-00-01022-40-5 | 2.2 |
| FIRST NIAGARA BANK | 3090 GERMANTOWN PIKE | 67-00-01579-00-1 | 30.0 |
| FMS DEVELOPMENT LLC | 1607 WHITEHALL ROAD | 67-00-04099-00-1 | 29.0 |
| GLS / SMITH | 1415 KRIEBEL MILL ROAD | 67-00-02011-00-1 | 24.0 |
| GRAHAM | 1515 VALLEY FORGE ROAD | 67-00-00892-50-8 | 20.0 |
| HARRIS | 1133 KRIEBEL MILL ROAD | 67-00-02002-00-1 | 59.0 |
| WILLOW CREEK FARMS | 3220 HEEBNER ROAD | 67-00-01360-00-4 | 134.0 |
| KRANICH | 3461 GERMANTOWN PIKE | 67-00-01369-00-4 | 25.0 |
| M.B. INVESTMENTS | 3001 MILL ROAD | 67-00-02350-00-4 | 29.2 |
| M.B. INVESTMENTS | 1224 VALLEY FORGE ROAD | 67-00-00871-00-7 | 38.5 |
| M.B. INVESTMENTS | 3229 GERMANTOWN PIKE | 67-00-01399-00-1 | 17.5 |
| M.B. INVESTMENTS | 3243 GERMANTOWN PIKE | 67-00-01397-00-3 | 9.9 |
| MARKEL | 1125 MERRYBROOK ROAD | 67-00-02173-00-1 | 42.0 |
| MARKLEY REVOC TRUST | 2325-2407 CHESTNUT STREET | 63-00-01108-00-8 | 44.0 |
| MCGRANE | 3025 STUMP HALL ROAD | 67-00-03550-00-1 | 16.4 |

| | | | |
|---------------------------------|--|--|-------|
| MCKEOWN | 2365 HICKORY ROAD | 49-00-08092-00-4; 49-00-08083-00-4; 49-00-04936-00-1 | 27.4 |
| MED-O-VIEW LLC | 2119 SCHULTZ ROAD | 67-00-03014-00-6 | 33.0 |
| MONTGOMERY COUNTY | 2851 SKIPPACK PIKE | 67-00-03238-20-5 | 15.0 |
| SOUTHFIELD FARMS | HOLLOW ROAD | 67-00-01270-00-4; 67-00-30539-00-3 | 27.6 |
| OCELUS | 2815 SKIPPACK PIKE | 67-00-03241-00-4 | 29.0 |
| PALMER | 2920 SKIPPACK PIKE | 67-00-03223-00-4; 67-00-03427-00-7; 67-00-03424-00-1 | 55.2 |
| PERGOLESE | 1152 VALLEY FORGE | 67-00-00865-00-4 | 10.0 |
| RAPOZA | 1857 BERKS ROAD | 67-00-00283-50-5 | 7.0 |
| RIEGER | 1443 HOLLOW ROAD; 3239 WATER STREET ROAD | 67-00-01322-03-3; 67-00-03850-00-7 | 20.8 |
| ROTHENBERGER FAMILY PARTNERSHIP | 2222 VALLEY FORGE ROAD | 67-00-00946-00-4; 67-00-02491-00-7 | 120.0 |
| RUPP, INC. | 501 HANCOCK ROAD | 56-00-03685-00-3 | 108.0 |
| SCARLETT | 2064 SHEARER ROAD | 67-00-03097-55-3 | 54.0 |
| SMITH | 3120 FISHER ROAD | 67-00-01190-00-3 | 10.0 |
| SMITH | 3102 FISHER ROAD | 67-00-01195-00-7 | 22.5 |
| STEIGERWALT | 1028 GRANGE AVENUE | 67-00-01642-00-1 | 11.0 |
| STUMP HALL ROAD ASSOCIATES LLC | CHURCH ROAD | 67-00-00661-00-1 | 56.0 |
| TAGUE | 2162 SCHULTZ | 67-00-02986-00-7 | 17.3 |
| TOWNSHIP | VALLEY FORGE ROAD | 67-00-03826-23-8 | 46.0 |
| VALERI | 2015 BERKS ROAD | 67-00-00280-50-8 | 6.0 |
| MANDERLEY LARMS LLC | 250 PENLLYN BLUE BELL PIKE | 66-00-05410-00-5; 66-00-05410-00-4 | 72.2 |
| WOOD FARMS LLP | 1416 KRIEBEL MILL ROAD | 67-00-01948-00-1 | 30.0 |

PROPERTY TO BE REMOVED

| <i>OWNER OF RECORD</i> | <i>ADDRESS</i> | <i>TAX PARCEL NO(s)</i> | <i>ACRES</i> |
|---------------------------------|--------------------|-------------------------|--------------|
| SPRANGO LAND PARTNERSHIP III LP | 2806 SKIPPACK PIKE | 67-00-03448-00-4 | 25.0 |

RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

RESOLUTION OF THE (SUPERVISORS) (COMMISSIONERS) (COUNCILMEN) of WORCESTER
(TOWNSHIP) (BOROUGH) (CITY), MONTGOMERY COUNTY, PENNSYLVANIA (hereinafter "the municipality").

WHEREAS Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the "Pennsylvania Sewage Facilities Act", as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS DAVID BURNS has proposed the development of a parcel of land identified as
land developer

VALLEY FORGE RD TREATMENT FACILITY, and described in the attached Sewage Facilities Planning Module, and
name of subdivision

proposes that such subdivision be served by: (check all that apply), sewer tap-ins, sewer extension, new treatment facility, individual onlot systems, community onlot systems, spray irrigation, retaining tanks, other, (please specify). SMALL FLOW TREATMENT FACILITY (SFTF)

WHEREAS, WORCESTER TOWNSHIP finds that the subdivision described in the attached
municipality

Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the (Supervisors) (Commissioners) (Councilmen) of the (Township) (Borough) (City) of WORCESTER hereby adopt and submit to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

I _____, Secretary, Worcester
(Signature)

Township Board of Supervisors (Borough Council) (City Councilmen), hereby certify that the foregoing is a true copy of the Township (Borough) (City) Resolution # 2016-31, adopted, September 21, 2016.

Municipal Address:

WORCESTER TOWNSHIP
1721 VALLEY FORGE ROAD
WORCESTER, PA 19464
Telephone 610-584-1410

Seal of
Governing Body

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2016-32

A RESOLUTION TO DESIGNATE A DEPOSITORY FOR TOWNSHIP FUNDS

WHEREAS, Section 708 of the Commonwealth of Pennsylvania Second Class Township Code requires the Board of Supervisors to appoint a depository for Township funds; and,

WHEREAS, First Niagara Bank, a Township-appointed depository for Township funds, will transition to Key Bank on or about October 11, 2016;

NOW, THEREFORE, BE IT RESOLVED: the Board of Supervisors hereby appoints Key Bank to serve as a depository of Township funds, effective at the time of the above-noted transition.

RESOLVED THIS 21ST DAY OF SEPTEMBER, 2016.

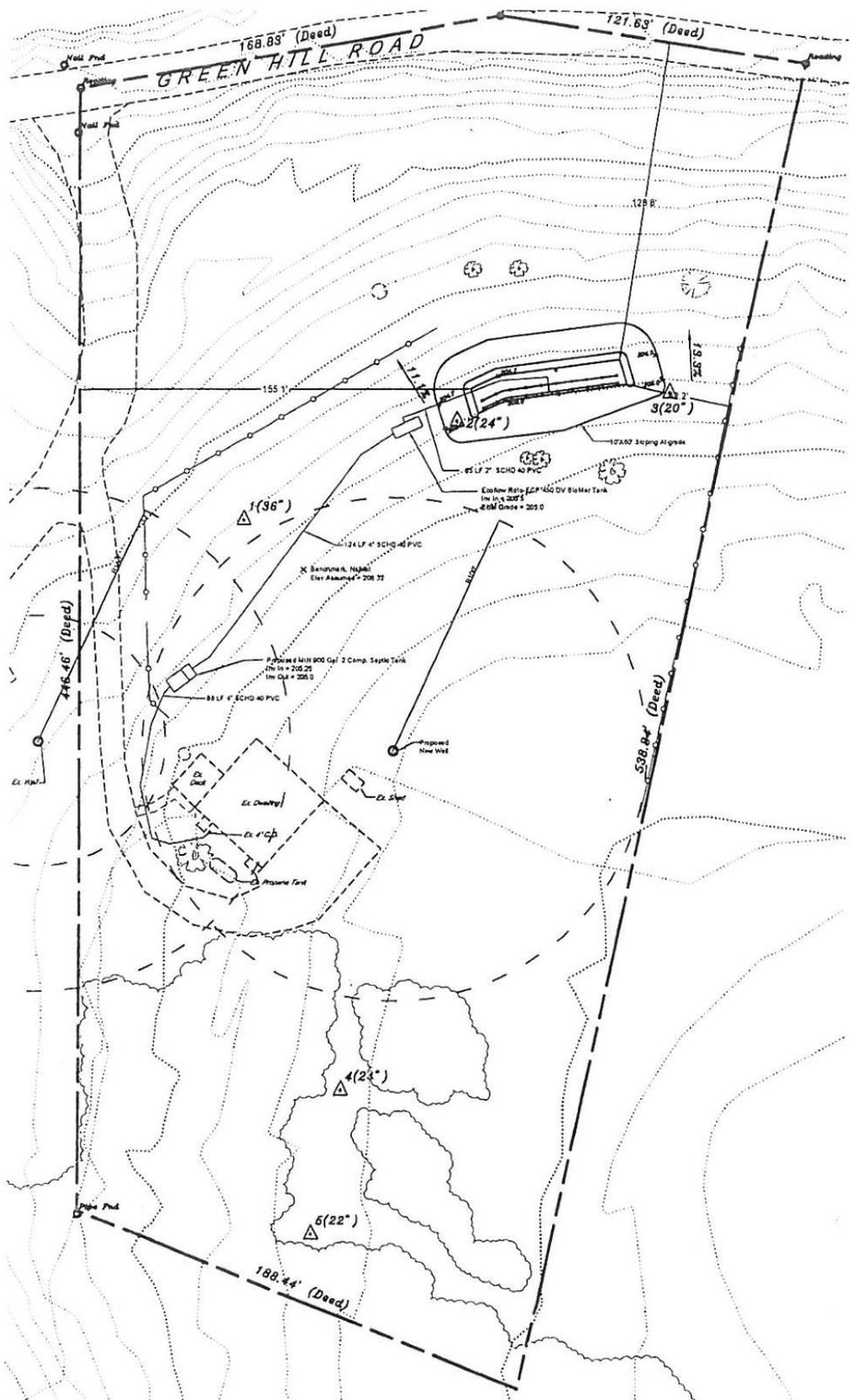
FOR WORCESTER TOWNSHIP

By: _____

Susan G. Caughlan, Chair
Board of Supervisors

Attest: _____

Tommy Ryan, Secretary



SITE PLAN

1" = 50'

NOTE:

No wells located within 100 feet of the proposed design location of the absorption area. No wells located within 50 feet of the proposed design location of the tanks. Any new wells are not to be located closer than 50 feet to the tanks nor any closer than 100 feet to the absorption area, (including tanks and absorption areas on neighboring properties).

SYMBOLS

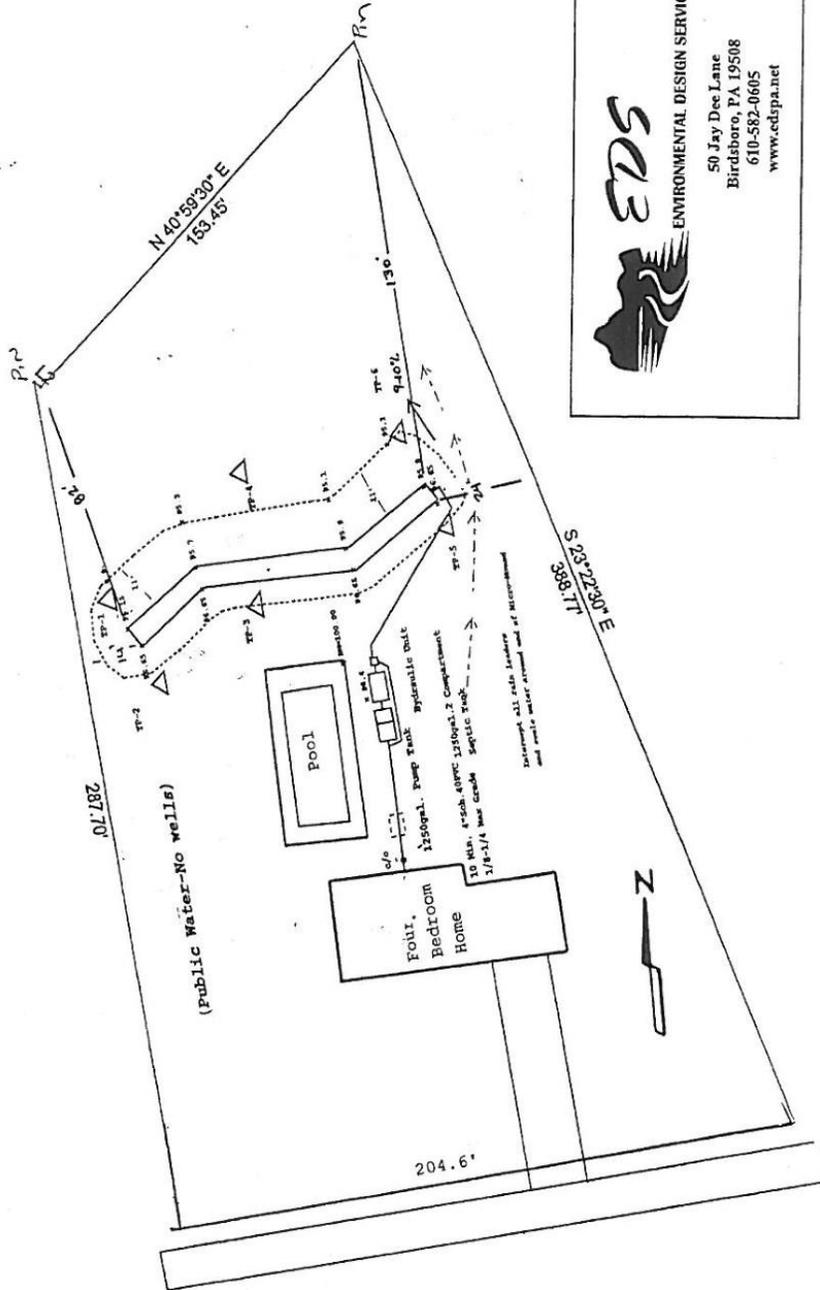
- - Property Corner Marker
- ⊙ - Well
- △ - Soil Probe
- - Percolation Test
- ~~~~~ - Tree Line
- Slanted Text* - Existing Features



Know what's below.
Call before you dig.

Notes

1. System shall conform to all local and state codes.
2. System design shall be approved by local SEO prior to installation.
3. Elevations given using top of hub as bench mark with assumed elevation of 100.00.
4. Elevations shall be verified by contractor prior to installation.
5. Any changes must be approved by designer and local SEO prior to installation.
6. All surface water shall be diverted away from system and tanks.
7. Owner or installer are responsible for verifying all isolation distances before construction.
8. Owner shall be responsible for having all utility lines marked before installation.
9. It is strongly recommended that owners install water saving devices and practice water conservation measures.
10. Owner is advised that micromound systems are installed on marginal soils which during wet times of the year may be saturated at the surface especially down slope of system.
11. Tanks to have extra synthetic rubber boots at inlet(s) and outlet(s).
12. All tanks shall be coated on exterior at factory with bitumensous coating.
13. Construct swales to divert water around the system.
14. Cement concrete sand Type A or ASTM C-33 concrete sand with $\le 5\%$ material passing through #200 sieve is recommended.
15. No substitutes in specific equipment specified without approval from the Designer and Sewage Enforcement Officer.
16. The control panel shall be installed at least 3' above ground.
17. Drains to daylight shall be provided at hydraulic unit and tanks if possible.
18. Taper sand on side slopes to the edge of the berm.
19. Use two 6" sanding rods 6' apart at hydraulic unit panel.
20. Pump out and fill in, or remove old tank(s).
21. All tanks that have lids to grade must be airtight and be secured by bolts or locking mechanisms, or have sufficient weight to prevent unauthorized access.
22. Control panel shall be mounted with a NEMA 4X rated enclosure with rigid latching door.
23. The manufacturer's representative or a properly trained contractor must oversee installation.





EDS
ENVIRONMENTAL DESIGN SERVICE

50 Jay Dee Lane
Birdsboro, PA 19508
610-582-0605
www.edspa.net

| | |
|--------------------------------------|-----------------|
| Name: | ROBYN O'HAGAN |
| Date: | AUGUST 1, 2016 |
| Type Of System: | MICROMOUND |
| Comments: | SCALE: 1" = 40' |
| WORCESTER TOWNSHIP CHESTER COUNTY | |

Construction of an Outdoor Pavilion at Worcester Elementary School

In keeping with our continued collaborative partnership to provide the best educational experience for the students of Worcester Elementary School, our Home and School Association and school staff have been considering various projects that will provide new opportunities for our students. We are excited to announce our intent in the year ahead, with the approval of the Board of School Directors, to construct an outdoor covered pavilion adjacent to our playground. Throughout the course of the school year, a variety of events are held on the grounds behind our school, including but not limited to daily recess, the Walk-a-Thon, Field Day, Fun Day, and Environmental Club activities. Additionally, teachers often conduct lessons outside the building. The construction of a covered pavilion will provide a centralized area for these activities and lessons to take place. The covered nature of the pavilion will provide shade and shelter from the elements. Additionally, the intent to run electrical service to the pavilion will greatly enhance our ability to include various technology components into our activities. The creation of this pavilion is slated to be a true joint collaborative effort between the school organization and the Home and School Association. Home and School has generously offered to provide major funding, in the amount of \$10,000.00 for the construction of the pavilion. In addition to the funding from the Home and School Association, we received a profoundly generous gift of \$7,000.00 from the Carfagno Family to be donated toward construction of the project. The remainder of the cost of construction, less than \$2,000.00, will be paid through the Activities Account. Student Council has offered to provide funding for the purchase of the tables and benches that will be incorporated into the pavilion. The construction of an outdoor pavilion on the campus of Worcester Elementary will further enhance our efforts to transcend the education of our students beyond the confines of the school building.



- Size 20x20
- White Vinyl
- Square Cupola with Glass
- 8 x 8 Posts
- Blue Metal Roof

Large Custom Pavilions

We recognize the special needs and unique styles of each of our customers. That is why we are more than happy to create a custom pavilion, just for you. Our engineer helps us throughout the design process, with custom post and beam sizes to ensure that it meets the required codes for your area. So give us a call! We are excited to help you create a pavilion that will satisfy your specific needs and desires.



20'x24'

- Size 16x24
- Almond Vinyl
- Dual Brown Shingles

**IN THE COURT OF COMMON PLEAS OF
MONTGOMERY COUNTY, PENNSYLVANIA**

ASHOKKUMAR M. & NAINI A. KUBER : Docket No. 1997-20560
vs. : Assessment Appeal
:
MONTGOMERY COUNTY BOARD OF : Property location: 2590 Sibel Circle
ASSESSMENT APPEALS, *et al* : Tax Parcel No.: 67-00-03127-80-2

ORDER

AND, NOW, this _____ day of _____, 2016, it is hereby ORDERED and DECREED that the terms and conditions of the attached Settlement Stipulation are accepted as terms and conditions of a binding Court Order.

IT IS FURTHER ORDERED and DECREED that the Montgomery County Board of Assessment Appeals shall make the appropriate change in assessment as agreed to in the attached Settlement Stipulation and that the Prothonotary shall mark the above-captioned action "settled, discontinued and ended."

BY THE COURT:

J.

Copies of the above Order mailed on _____ to:
Elliott N. Pincus, Esquire
Joan R. Price, Esquire
Frank R. Bartle, Esquire
Robert J. Iannozzi, Esquire
Nicole R. Forzato, Esquire
James J. Garrity, Esquire
Court Administration - Civil

Judicial Secretary

FRANK R. BARTLE, ESQUIRE

Attorney ID #25509

ROBERT J. IANNOZZI JR., ESQUIRE

Attorney ID #89957

Dischell Bartle & Dooley, PC

P.O. Box 107

1800 Pennbrook Parkway

Lansdale, PA 19446

215-362-2474

Attorneys for Intervenor

METHACTON SCHOOL DISTRICT

**IN THE COURT OF COMMON PLEAS OF
MONTGOMERY COUNTY, PENNSYLVANIA**

ASHOKKUMAR M. & NAINI A. KUBER : Docket No. 1997-20560
vs. : Assessment Appeal
: :
MONTGOMERY COUNTY BOARD OF : Property location: 2590 Sibel Circle
ASSESSMENT APPEALS, *et al* : Tax Parcel No.: 67-00-03127-80-2

SETTLEMENT STIPULATION

Parties

1. Appellants are the Property Owners, Ashokkumar M. and Naini A. Kuber.
2. Appellee is the Montgomery County Board of Assessment Appeals.
3. Intervenor are the Methacton School District and Montgomery County. Worcester Township, although a taxing authority, did not intervene.

Property

4. The property, which consists of approximately 2.1 acres, is located at 2590 Sibel Circle, within Worcester Township, and is further identified as Tax Parcel No. 67-00-03127-80-2.
5. The property is improved with a 2-story, single-family, colonial style dwelling which was constructed in 1994.
6. The property's current assessment is \$410,000.

Appeal

7. In 1997, the Property Owners filed an assessment appeal with the Board of Assessment Appeals challenging the property's \$411,640 assessment for the 1998 tax year (effective January 1, 1998).
8. On October 7, 1997, after conducting a hearing on the appeal, the Board issued a "reduction" determination, reducing the property's assessment to \$403,380.¹
9. On November 3, 1997, the Property Owners appealed to this Court from the Board's "no change" determination.

Settlement Terms

10. Based upon the risks and costs of litigation, the parties have decided it is in their best interests to settle this matter based upon the terms and conditions set forth in this Stipulation.
11. Accordingly, the parties, intending to be legally bound, and to bind their respective clients, agree to the following settlement terms:

1997 through 2015: The appeal is withdrawn for tax years 1997 through 2015, effective January 1st through December 31st of each year at issue for County and Township tax years; and effective July 1st through June 30th of each year at issue for School District tax years.

2015 Assessment: Effective January 1, 2015 for County and Township tax years and July 1, 2015 for the School District tax year, the assessment on the property shall be decreased from its assessment of

¹ In 2002, the parties added an addition to the house, and the assessment was subsequently increased to \$410,000.

\$410,000 to \$402,500. Applying the County's 2015 common level ratio of .575 this assessment results in an indicated market value of \$700,000.

2016 Assessment: Effective January 1, 2016 for County and Township tax years and July 1, 2016 for the School District tax year, the assessment on the property shall be decreased from its assessment of \$410,000 to \$393,400. Applying the County's 2016 common level ratio of .562 this assessment results in an indicated market value of \$700,000.

2017 Assessment: Effective January 1, 2017 for County and Township tax years and July 1, 2017 for the School District tax year, the assessment on the property shall be decreased from its assessment of \$410,000 to \$393,400. Applying the County's 2017 common level ratio of .562 this assessment results in an indicated market value of \$700,000.

12. The property's assessment shall remain at \$393,400 for each subsequent tax year after 2017, and tax bills will be issued according to this assessment, until a change as otherwise permitted by Pennsylvania law has been made.
13. Based upon the assessments established in this Stipulation, the taxing authorities owe Property Owner the following overpayment amounts: ²

METHACTON SCHOOL DISTRICT

| Fiscal Tax Year | Old Assessment | New Assessment | Decrease | Millage Rate | Refund |
|-----------------|----------------|----------------|----------|--------------|---------------|
| 2015 | \$410,000 | \$402,500 | \$7,500 | .02790 | \$ 209 |
| 2016 | \$410,000 | \$393,400 | \$16,600 | .02790 | \$ 463 |
| TOTAL: | | | | | \$ 672 |

MONTGOMERY COUNTY

| Fiscal Tax Year | Old Assessment | New Assessment | Decrease | Millage Rate | Refund |
|-----------------|----------------|----------------|----------|--------------|--------------|
| 2015 | \$410,000 | \$402,500 | \$7,500 | .003152 | \$ 24 |
| 2016 | \$410,000 | \$393,400 | \$16,600 | .003459 | \$ 57 |
| TOTAL: | | | | | \$ 81 |

² The amount of the refund owed to Property Owner will be adjusted depending upon whether the taxes were paid within the discount, face, or penalty period for the tax year(s) at issue.

WORCESTER TOWNSHIP

| Fiscal Tax Year | Old Assessment | New Assessment | Decrease | Millage Rate | Refund |
|----------------------------|---------------------------|---------------------------|-----------------|-------------------------|---------------|
| 2015 | \$410,000 | \$402,500 | \$7,500 | .0005 | \$ 4 |
| 2016 | \$410,000 | \$393,400 | \$16,600 | .0005 | \$ 8 |
| TOTAL: | | | | | \$ 12 |

14. These calculations are subject to verification by the tax collector and/or treasurers of each taxing authority and their determinations are final.
15. The taxing authorities agree that all overpayments set forth in Paragraph 13, as verified by the tax collector and/or business manager of each taxing authority in accord with Paragraph 14, shall be paid directly to Property Owner within 30-days of the Court's approval of this Settlement Stipulation. The taxing authorities shall forward such payments to the Property Owner at the following address:

Ashokkumar M. and Naini A. Kuber
c/o Elliott N. Pincus, Esquire
One Montgomery Plaza
Suite 608
Norristown, PA 19401
16. The tax collectors and/or treasurers for the applicable taxing authorities shall forward new tax bills to the Taxpayer in due course based upon the assessment stipulated to herein.
17. This Stipulation contains the statement of each and every term and provision agreed to by all parties. No other promises, representations or other inducements, oral or written, have been made to any of the other parties in exchange for this Stipulation.
18. The attorneys entering into this Stipulation represent that they and their clients have full authority to enter into this Stipulation and they have been authorized by their clients to enter into this Stipulation.
19. This Stipulation may be executed in one or more counterparts and by facsimile or electronic mail, each of which shall be deemed an original and all of which when taken together shall constitute a single agreement.
20. Each party shall bear its own costs as incurred.
21. This Stipulation shall be binding upon, and inures to the benefit of the undersigned, their clients, successors, grantees, heirs and assigns.

22. This appeal shall be marked as "Settled, Discontinued and Ended" upon Court-approval of this Stipulation.

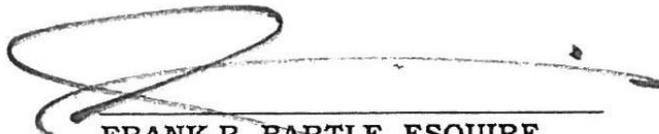
[Signatures on Next Page]



ELLIOTT N. PINCUS, ESQUIRE
Attorney for Property Owner
Ashokkumar M. & Naini A. Kuber

JOAN RIGHTER-PRICE, ESQUIRE

Attorney for Appellee
Montgomery County Board of Assessment Appeals



FRANK R. BARTLE, ESQUIRE
ROBERT J. IANNOZZI, ESQUIRE
Attorneys for Intervenor
Methacton School District

NICOLE R. FORZATO, ESQUIRE

Attorney for Intervenor
Montgomery County

JAMES J. GARRITY, ESQUIRE

Attorney for Worcester Township

**IN THE COURT OF COMMON PLEAS OF
MONTGOMERY COUNTY, PENNSYLVANIA**

ROBERT J. MALONEY
and TRACY S. MALONEY

vs.

MONTGOMERY COUNTY BOARD
OF ASSESSMENT APPEALS, *et al*

: Docket No. 2011-31369
:
: Assessment Appeal
:
: Property location: 2975 Potshop Road
: Tax Parcel No.: 67-00-02846-00-3

ORDER

AND, NOW, this _____ day of _____, 2016, it is hereby ORDERED and DECREED that the terms and conditions of the attached Settlement Stipulation are accepted as terms and conditions of a binding Court Order.

IT IS FURTHER ORDERED and DECREED that the Montgomery County Board of Assessment Appeals shall make the appropriate change in assessment as agreed to in the attached Settlement Stipulation and that the Prothonotary shall mark the above-captioned action "settled, discontinued and ended."

BY THE COURT:

J.

Copies of the above Order mailed on _____ to:

Frank R. Bartle, Esquire
Robert J. Iannozzi, Esquire
Joan R. Price, Esquire
Nicole R. Forzato, Esquire
Robert L. Brant Jr., Esquire
Keith B. McLennan, Esquire
Brandon H. Zanon, Esquire
Court Administration - Civil

Judicial Secretary

FRANK R. BARTLE, ESQUIRE
ATTORNEY ID.: 25509
ROBERT J. IANNOZZI JR., ESQUIRE
ATTORNEY ID.: 89957
DISCHELL, BARTLE & DOOLEY, PC
P.O. BOX 107
1800 PENNBROOK PARKWAY
LANSDALE, PA 19446
215-362-2474

Attorneys for Intervenor
METHACTON SCHOOL DISTRICT

**IN THE COURT OF COMMON PLEAS OF
MONTGOMERY COUNTY, PENNSYLVANIA**

| | | |
|-------------------------------------|---|--------------------------------------|
| ROBERT J. MALONEY | : | Docket No. 2011-31369 |
| and TRACY S. MALONEY | : | Assessment Appeal |
| | : | |
| vs. | : | |
| | : | Property location: 2975 Potshop Road |
| MONTGOMERY COUNTY BOARD | : | Tax Parcel No.: 67-00-02846-00-3 |
| OF ASSESSMENT APPEALS, <i>et al</i> | : | |

SETTLEMENT STIPULATION

Parties

1. Appellants are the Property Owners, Robert J. Maloney and Tracy S. Maloney.
2. Appellee is the Montgomery County Board of Assessment Appeals.
3. Intervenorers are the Methacton School District and Montgomery County. Worcester Township, although a taxing authority, did not intervene.

Property

4. The Property, which consists of approximately 2.74 acres, is located at 2975 Potshop Road, within Worcester Township, and is further identified as Tax Parcel No. 67-00-02846-00-3.

5. The Property is improved with a 3,320 square-foot colonial style single-family dwelling built in 2003.
6. The Property's current assessment is \$377,000.

Appeal

7. In 2011, the Property Owners filed an assessment appeal with the Board of Assessment Appeals challenging the property's \$408,610 assessment for the 2012 tax year (effective January 1, 2012).
8. On October 17, 2011, after conducting a hearing on the appeal, the Board issued a "reduction" determination, reducing the property's assessment to \$377,000.
9. On November 16, 2011, the Property Owners appealed to this Court from the Board's "reduction" determination.

Settlement Terms

10. Based upon the risks and costs of litigation, the parties have decided it is in their best interests to settle this matter based upon the terms and conditions set forth in this Stipulation.
11. Accordingly, the parties, intending to be legally bound, and to bind their respective clients, agree to the following settlement terms:

2012 Assessment: Effective January 1, 2012 for County and Township tax years and July 1, 2012 for the School District tax year, the assessment on the property shall be decreased from its assessment of \$377,000 to \$300,000. Applying the County's 2012 common level ratio of .58 this assessment results in an indicated market value of \$517,241.

2013 Assessment: Effective January 1, 2013 for County and Township tax years and July 1, 2013 for the School District tax year, the assessment on the property shall be decreased from its assessment of \$377,000 to \$300,000. Applying the County's 2013 common level ratio of .62 this assessment results in an indicated market value of \$483,871.

2014 Assessment: Effective January 1, 2014 for County and Township tax years and July 1, 2014 for the School District tax year, the assessment on the property shall be decreased from its assessment of \$377,000 to \$300,000. Applying the County's 2014 common level ratio of .634 this assessment results in an indicated market value of \$473,186.

2015 Assessment: Effective January 1, 2015 for County and Township tax years and July 1, 2015 for the School District tax year, the

assessment on the property shall be decreased from its assessment of \$377,000 to \$300,000. Applying the County's 2015 common level ratio of .575 this assessment results in an indicated market value of \$521,739.

2016 Assessment: The assessment on the property shall remain at \$377,000. Applying the County's 2016 common level ratio of .562 this assessment results in an indicated market value of \$670,819.

2017 Assessment: The assessment on the property shall remain at \$377,000. Applying the County's 2017 common level ratio of .562 this assessment results in an indicated market value of \$670,819.

12. The Property's assessment shall remain at \$377,000 for each subsequent tax year after 2017, and tax bills will be issued according to this assessment, until a change as otherwise permitted by Pennsylvania law has been made.
13. Based upon the assessments established in this Stipulation, the taxing authorities owe Property Owner the following overpayment amounts: ¹

METHACTON SCHOOL DISTRICT

| Fiscal Tax Year | Old Assessment | New Assessment | Decrease | Millage Rate | Refunds |
|------------------------|-----------------------|-----------------------|-----------------|---------------------|----------------|
| 2012 | \$377,000 | \$300,000 | \$77,000 | .02683 | \$2,066 |
| 2013 | \$377,000 | \$300,000 | \$77,000 | .02733 | \$2,104 |
| 2014 | \$377,000 | \$300,000 | \$77,000 | .02790 | \$2,148 |
| 2015 | \$377,000 | \$300,000 | \$77,000 | .02790 | \$2,148 |
| Total | | | | | \$8,466 |

MONTGOMERY COUNTY

| Fiscal Tax Year | Old Assessment | New Assessment | Decrease | Millage Rate | Refunds¹ |
|------------------------|-----------------------|-----------------------|-----------------|---------------------|----------------------------|
| 2012 | \$377,000 | \$300,000 | \$77,000 | .003152 | \$ 243 |
| 2013 | \$377,000 | \$300,000 | \$77,000 | .003152 | \$ 243 |
| 2014 | \$377,000 | \$300,000 | \$77,000 | .003152 | \$ 243 |
| 2015 | \$377,000 | \$300,000 | \$77,000 | .003152 | \$ 243 |
| Total | | | | | \$ 972 |

¹ The amount of the refund owed to Property Owner will be adjusted depending upon whether the taxes were paid within the discount, face, or penalty period for the tax year(s) at issue.

WORCESTER TOWNSHIP

| Fiscal Tax Year | Old Assessment | New Assessment | Decrease | Millage Rate | Refunds¹ |
|----------------------------|---------------------------|---------------------------|-----------------|-------------------------|----------------------------|
| 2012 | \$377,000 | \$300,000 | \$77,000 | .0005 | \$ 39 |
| 2013 | \$377,000 | \$300,000 | \$77,000 | .0005 | \$ 39 |
| 2014 | \$377,000 | \$300,000 | \$77,000 | .0005 | \$ 39 |
| 2015 | \$377,000 | \$300,000 | \$77,000 | .0005 | \$ 39 |
| | | | | Total | \$ 156 |

14. These calculations are subject to verification by the tax collector and/or treasurers of each taxing authority and their determinations are final.
15. The taxing authorities agree that all overpayments set forth in Paragraph 13, as verified by the tax collector and/or business manager of each taxing authority in accord with paragraph 14, shall be paid directly to Property Owner within 6-months of the Court's approval of this Settlement Stipulation, with the first half of the overpayment being paid within the first 3-months of the Court's approval. The taxing authorities shall forward such payments to the Property Owner at the following address:

Robert J. and Tracy S. Maloney
2975 Potshop Road
Norristown, PA 19403
16. This Stipulation contains the statement of each and every term and provision agreed to by all parties. No other promises, representations or other inducements, oral or written, have been made to any of the other parties in exchange for this Stipulation.
17. The attorneys entering into this Stipulation represent that they and their clients have full authority to enter into this Stipulation and they have been authorized by their clients to enter into this Stipulation.
18. This Stipulation may be executed in one or more counterparts and by facsimile or electronic mail, each of which shall be deemed an original and all of which when taken together shall constitute a single agreement.
19. Each party shall bear its own costs as incurred.
20. This Stipulation shall be binding upon, and inures to the benefit of the undersigned, their clients, successors, grantees, heirs and assigns.

21. This appeal shall be marked as "Settled, Discontinued and Ended" upon Court-approval of this Stipulation.

[Signatures on the Next Page]



BRANDON H. ZANAN, ESQUIRE
Attorney for Appellants/Property Owners
Robert J. Maloney and Tracy S. Maloney

JOAN RIGHTER-PRICE, ESQUIRE
Attorney for Appellee
Montgomery County Board of Assessment Appeals



FRANK R. BARTLE, ESQUIRE
ROBERT J. IANNOZZI, ESQUIRE
Attorneys for Intervenor
Methacton School District

NICOLE R. FORZATO, ESQUIRE
Attorney for Intervenor
Montgomery County

JAMES J. GARRITY, ESQUIRE
Attorney for Worcester Township

**TOWNSHIP OF WORCESTER NON-UNIFORMED PENSION PLAN
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2017 MUNICIPAL BUDGET**

A. Normal Cost

| | |
|---|-------------------------|
| 1. Normal Cost as a Percent of Payroll | 7.592% |
| 2. Estimated 2016 Payroll for Active Participants | \$ <u>583,029</u> |
| 3. Normal Cost (A1 x A2) | \$ <u><u>44,264</u></u> |

B. Financial Requirement

| | |
|--|-------------------------|
| 1. Normal Cost (A3) | \$ 44,264 |
| 2. Anticipated Insurance Premiums | 0 |
| 3. Anticipated Administrative Expense | 11,078 |
| 4. Amortization Payment, if any | <u>0</u> |
| 5. Financial Requirement (B1 + B2 + B3 + B4) | \$ <u><u>55,342</u></u> |

C. Minimum Municipal Obligation

| | |
|--|-------------------------|
| 1. Financial Requirement (B5) | \$ 55,342 |
| 2. Anticipated Employee Contributions | 0 |
| 3. Funding Adjustment, if any | <u>5,848</u> |
| 4. Minimum Municipal Obligation (C1 - C2 - C3) | \$ <u><u>49,494</u></u> |

NOTES:

1. 2017 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
 2. Deposit into the Plan's assets must be made by December 31, 2017 to avoid an interest penalty.
 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2017 budget along with an interest penalty.
-

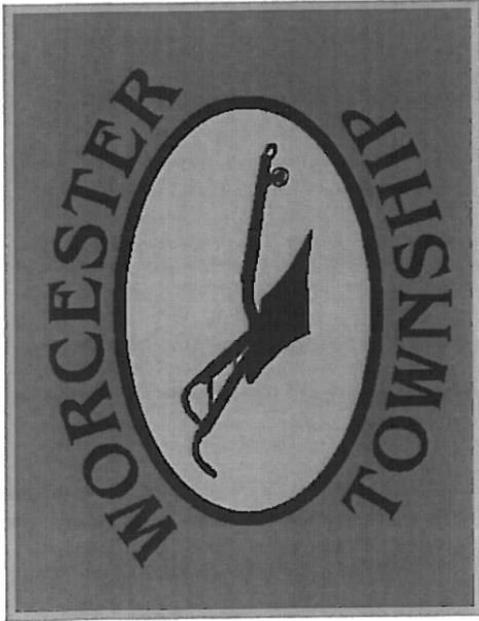
I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

Prepared using the January 1, 2015 Valuation.



ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL MANUAL

I hereby acknowledge receipt of this Personnel Manual containing the currently effective policies and procedures of Worcester Township, as of the date entered below. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures in this Personnel Manual, and I also understand that I have the opportunity to ask questions about any policy or procedure in this Personnel Manual, which is unclear to me.

I understand that these policies and procedures have been formulated to achieve order and consistency among Township employees.

I understand that my employment with the Worcester Township is at-will, and that nothing in this Personnel Manual creates or is intended to create a promise or representation of continued employment. I understand that the Township can change any of the policies, procedures or practices in this Personnel Manual at any time, at the sole discretion of the Township.

Witness' Signature

Employee's Signature

Date

WORCESTER TOWNSHIP PERSONNEL MANUAL

September 2016

September 2016

MISSION STATEMENT

Worcester Township employees shall offer municipal services and facilities to promote quality of life, anticipate and act on future needs in a timely and responsive manner while encouraging our citizens to become a part of the community.

PURPOSE

This Personnel Manual is established to provide for the fair and consistent treatment of Township employees in order to encourage a responsive, competent and efficient work force. The rules and procedures included in this policy are intended to provide employees with information on which they can rely in dealing with matters affecting their work related conduct, responsibilities, rights and benefits. This policy does not constitute a contract with any employee or group of employees.

The Township Manager will be responsible for the administration of this Personnel Manual and is authorized to act on behalf of the Supervisors to hear and resolve grievances, to investigate offenses and take disciplinary action, to meet with employees to discuss terms and conditions of employment and to select and hire employees, subject to specific limitations as the Supervisors may impose.

STATEMENT OF AT-WILL EMPLOYMENT

Employment with Worcester Township is at-will. Employment with the Township is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Worcester Township may terminate the employment relationship at will at any time, with or without notice.

This Personnel Manual is not an employment contract. Policies set forth herein are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Township and its employees. The provisions of this Personnel Manual have been developed at the discretion of management and, except for its policy of employment at-will, may be amended or cancelled at any time, at the Township's sole discretion.

These provisions supersede all existing policies and practices, except those covered by an applicable collective bargaining agreement.

I. EMPLOYMENT POLICY

A) NONDISCRIMINATION

1. The Township is an equal opportunity employer. It is the Township's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran's status, marital status, political affiliation or non-job-related physical or mental handicap or disability. The Township will provide equal opportunities in recruitment, employment, training, promotion, retention, discipline, benefits, conditions of work, or any other aspect of personnel administration. In addition, the Township will attempt to make reasonable accommodations to enable otherwise qualified employees and applicants with disabilities to be employed pursuant to the Americans with Disabilities Act.

B) NEW EMPLOYEES

1. As a condition of employment newly-hired employees will be required to take a pre-employment physical and drug screening at a facility as directed by the Township Manager. As a condition of employment the Township may also conduct any criminal background, reference, educational, past employment, credit or other check as it deems warranted, in the sole discretion of the Township. Any test and check costs will be borne by the Township.
2. All positions requiring a CDL license will be subject to a pre-employment drug test in addition to the physical; thereafter random, or for cause, testing for both drugs and alcohol will be conducted.
3. New employees will be subject to a six (6) month probationary period to determine whether they are suitable for the position for which they were hired. The Township reserves the right to dismiss anyone during this probationary period, in its sole discretion, and without recourse or detriment to the Township or its officers.

C) NEPOTISM

1. While Worcester Township has no prohibition against employing relatives of current employees, the Township is mindful that such relationships sometimes may create problems in the workplace, including suspicions of favoritism if the related employees are in a supervisor-subordinate relationship. As such:
 - a) An employee who has, or who acquires, a familial relationship (as defined below) with another employee shall not have any direct or indirect administrative or operational authority over the other person.

- b) An employee cannot use his or her authority or position to benefit or to disadvantage another employee in a familial relationship. Although all such potential misuses of authority cannot be listed here, examples include an employee signing an evaluation for a family member or approving a check payable to a family member.
- c) An employee shall promptly notify the Township Manager of (a) any existing familial relationships, (b) any familial relationships that are created among employees (for example, by the marriage of two employees), and (c), the potential employment of a family member.
- d) "Familial relationship" within the meaning of this policy means two employees (or an employee and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage.

II. POSITION, WORK SCHEDULE & PAY REGULATIONS

A) EMPLOYEE CLASSIFICATIONS

- 1. Full-Time Employees. Full-time employees are those that are normally scheduled to work forty (40) hours per work week.
- 2. Part-Time Employees. Part-time employees are those that are normally scheduled to work less than forty (40) hours per work week.
- 3. Seasonal Employees. Seasonal employees are those that are hired for a specific period of time (i.e. summer or vacation) regardless of the amount of hours they are scheduled to work in a work week.

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 and Public Works Director.
- 2. Professional and Clerical staff. The work week for the Professional and Clerical staff is from 7:00 am to 4:30 pm, Monday through Friday. Professional and Clerical staff shall be assigned to work a shift from 7:00 am to 3:30 pm, or from 8:00 am to 4:30 pm, as assigned by the Township Manager. Professional and Clerical staff shall have a one-half hour unpaid lunch period and two 15-minute paid breaks for each work day, with the permitted lunch and break period time and location to be approved by the Township Manager.
- 3. Public Works staff. The work schedule for the Public Works staff is from 7:00 am to 3:30 pm, Monday through Friday. The Public Works Director may shift the work schedule to accommodate daylight savings time, as needed. Public Works staff shall have a one-half hour unpaid lunch period and two 15-minute paid breaks for each work day, with the permitted lunch and break period time and location to be approved by the Public Works Director.
- 4. No employee shall amend his or her daily work schedule or hours without first obtaining approval of the Township Manager.

C) ATTENDANCE & PUNCTUALITY

1. Attendance and punctuality are important factors for the productivity and success of Worcester Township employees. In order to effectively work as a team, employees are required to be ready for work at the time their shift begins. If an employee requires time to arrange for personal matters prior to the start of the work shift, these matters must be fully addressed and resolved before the work shift begins. Personal matters include, but are not limited to, storing personal items, using rest facilities and making coffee.
2. If an employee is going to be late for work or absent, the employee shall immediately notify his or her immediate supervisor as soon as possible.
3. Personal issues requiring time away from work, such as doctor's appointments or other matters, should be scheduled during nonworking hours, when possible.
4. If an employee is absent for three (3) days without notifying the Township, it is assumed that employee has voluntarily abandoned his or her position with the Township, and the Township may immediately move to sever employment with the employee, in the Township's sole discretion.
5. Employees who violate the attendance and punctuality policy shall be subject to disciplinary action, up to and including the termination of employment.

D) OVERTIME & COMP TIME

1. Full-time, exempt employees shall not receive overtime pay.
2. Overtime pay for full-time, non-exempt employees will be paid at a rate of one and one-half (1.5) times the employee's hourly rate. All overtime hours worked must have the prior approval of the employee's supervisor. Overtime will be paid for time worked in any week over forty (40) hours subject to the following:
 - a) The employee work week, for purposes of calculating overtime, starts at 12:00 am on Sunday and ends at 11:59 pm on Saturday.
 - b) For scheduled overtime, the forty hours shall not include any holiday hours shall not include PTO days or any other time during which the employee was not working.
 - c) For non-scheduled overtime, the forty hours shall include any holiday listed in this Personnel Manual, including the float holiday. The forty hours shall also include PTO days only if these days were scheduled and approved by the employee's supervisor prior to the event that created the need for overtime work.

- d) Scheduled overtime is work that has been scheduled with the employee before the beginning of the work week in which the overtime is planned; usually scheduled overtime work involves an event that has been scheduled for a specific date, such as a community event.
 - e) Non-scheduled overtime is work that occurs because of an unforeseen event, such as snow storm and/or equipment failure that requires the employee to spend additional time on the job.
3. Overtime pay for part-time and seasonal employees will be paid at a rate of one and one-half (1.5) times the employee's hourly rate. All overtime hours worked must have the prior approval of the employee's supervisor. Overtime will be paid for time worked in any week over forty hours (40) subject to the following:
 - a) The employee work week, for purposes of calculating overtime, starts at 12:00 am on Sunday and ends at 11:59 pm on Saturday.
 - b) For scheduled and non-scheduled overtime, the forty hours shall not include any holiday, PTO day or other leave as part-time and seasonal employees are not eligible to receive these days. The forty hours shall not include time during which the employee was not working.
 4. Only employees who are eligible to receive overtime pay may receive comp time in lieu of overtime pay. An employee may request comp time in lieu of overtime pay, which request shall be approved at the sole discretion of the employee's supervisor. Comp time shall be calculated at the rate of one and one-half (1.5) times the number of hours worked, and in accordance with manner of calculation of overtime hours as noted in this Personnel Manual. Employees may accrue no more than 24 hours of comp time at any given time, and any accrued comp time must be used before the use of PTO days. Comp hours must be used in, at minimum, four-hour increments, and comp time off shall be scheduled in advance with, and approved by, the employee's supervisor, in the same manner as PTO days.
 5. No employee shall incur overtime without the prior approval of the Township Manager or his or her designee, unless the overtime is required to address a matter of immediate public safety, or a similar urgent matter, in which instance the employee shall, as soon as practical, notify the Township Manager of the overtime incurred.

E) SEASONAL SCHEDULE

1. All full-time employees may participate in a seasonal work schedule program that provides a shortened workday every other week. The program allows employees to "work through" each day's two fifteen-minute paid break periods only during a consecutive nine workday period, and on the tenth day, which shall be a Friday, the total hours accrued during the period shall be

used to shorten this work day. For example, if an employee works through his two fifteen-minute breaks for each of the nine days, a total of 4.5 hours of time is accrued, and on the tenth day the employee may depart work after 3.5 hours of work.

2. For non-Public Works employees the seasonal work schedule program shall include a 14-week period between Memorial Day and Labor Day, and for Public Works employees the seasonal work schedule program shall include the 14-week period immediately following Labor Day, with said periods to be established by the Township Manager.
3. Employees must schedule their half days in such a manner that a minimum complement of employees is maintained at all times, in order to ensure that no Township operations are adversely effected. If the Township Manager, in his or her sole discretion, determines the minimum employee complement is not met, he or she may require an employee(s) to defer the use of the accrued comp time for use at a later date.
4. For the purposes of the seasonal work schedule program no employee may accrue more than 30 minutes of time on each day in the nine consecutive workday period. No hours shall be accrued during PTO days, holidays, or any other day on which an employee is not at work.

F) ON-CALL

1. It may be necessary for employees in certain positions to be available by telephone after hours during the week or on the weekend. Employees who are called-in for work shall be paid beginning at the time they depart for work to the time they end work, and employees shall receive a minimum 2 hours of pay for each call-in.

G) HAZARDOUS WEATHER & DECLARED EMERGENCIES

1. When hazardous weather conditions or a declared emergency exists, the Township Manager shall determine the work schedule and may permit excused paid absence from work. However, it is recognized that the Township is responsible for providing critical services to its citizens during these times, and our staff are expected to make every effort to report to work when directed to do so.

H) REIMBURSED EXPENSES

1. An employee engaged in official Township business, and as authorized by the employee's direct supervisor or Township Manager, may be reimbursed for all or part of necessary business related expenses incurred. All expenses must be submitted, along with receipts, for approval by the Township Manager.

2. Mileage reimbursement for use of a personal vehicle on Township business will be at the rate as adopted by the Board of Supervisors.
3. The cost of meals taken by an employee while engaged in official Township business may be reimbursed only when prior approval has been granted by the employee's supervisor or the Township Manager. The per employee meal cost, not including tax and gratuity, shall not exceed \$10 for breakfast, \$10 for lunch, and \$15 for dinner.

I) HOUR SUBMISSION, DIRECT DEPOSIT & PAY ADVANCES

1. All non-exempt employees are required to accurately report their hours worked during each pay period on forms, and in a manner, established by the Township.
2. All employees are required to have their payroll directly deposited into an account at a financial institution of their choice. Employees are paid on a biweekly basis for the period that ends on the previous Saturday. When payday is a holiday, employees are normally paid on the last working day before the holiday.
3. Employees shall review their paycheck for errors. If a mistake is made the employee must immediately report this to the Township Manager and Treasurer.
4. The Township does not provide pay advances.

III. BENEFITS

A) HEALTH INSURANCE AND OTHER BENEFITS

- A) The Township offers various benefits to its full-time employees. Because the Township retains sole discretion over the provision and extent of benefits provided to its full-time employees, and because benefit specifics (i.e., scope of coverage, premiums) change on a frequent basis, the following list serves only to provide an overview of benefits the Township may provide at any one time. Generally, these below benefits are available to the employee beginning on the first of the month following the date employment begins. For detailed information on any benefit please refer to the controlling documents for that benefit.
 - a) Medical, prescription drug, dental & vision coverages. The Township provides "single" health care coverage to employees at no cost. If an employee opts for other coverage the employee pays one half of the difference between the monthly premiums paid for this coverage and the "single" coverage.
 - b) Pension. The Township provides a defined-benefit pension plan that does not require an employee match.
 - c) Flexible Spending Accounts. Employees may contribute to this tax-advantaged savings account for certain qualifying medical expenses.
 - d) Life Insurance. The Township provides a \$50,000 policy for each employee at no cost to the employee.
 - e) Short-term & Long-term Disability Coverage. The Township provides these insurances at no cost to the employee.
 - f) Accidental Death & Dismemberment. The Township provides these insurances at no cost to the employee.
 - g) Social Security. The Township and the employee make matching contributions as required by law.
 - h) Unemployment Compensation and Workers' Compensation. The Township makes required unemployment compensation contributions, and furnishes workers' compensation insurances, as required by law.
 - i) COSCO. The Township provides a membership in this shoppers club at no cost to employees.
 - j) COBRA. Employees may continue to participate in the Township health care program under certain "qualifying events".

B) PAID TIME OFF

1. In lieu of separate allotments of vacation days, personal days and sick days, the Township provides Paid Time Off (PTO) days for full-time employees. PTO days will be accrued according to the following schedule:

| | |
|-------------------------------|----------|
| service year | PTO days |
| up to 1 year of service | 5 days |
| up to 2 years of service | 17 days |
| up to 5 years of service | 22 days |
| up to 10 years of service | 27 days |
| up to 15 years of service | 32 days |
| more than 15 years of service | 37 days |
2. PTO leave will be prorated according to date of hire. For example, an employee who begins employment with the Township on July 1, 2016 will receive 2.5 PTO days for the period from July 1, 2016 to December 31, 2016. This employee will then receive 2.5 PTO days for the period from January 1, 2017 to June 30, 2017, and 7.5 PTO days for the period from July 1, 2017 to December 31, 2017.
3. A PTO day equals 8 hours. PTO leave may be requested in increments not less than 4 hours. For special circumstances and non-recurring events, PTO leave may be approved in increments not less than 2 hours, with the approval of the employee's immediate supervisor.
4. PTO leave shall be scheduled with the employees' immediate supervisor at least 2 business days prior to the requested leave, with exception of PTO leave for purposes of the employee's illness or injury. The Township Manager may require a physician's statement to confirm any PTO leave attributable to illness or injury.
5. The Township shall make every reasonable attempt to grant PTO leave as requested, but the Township retains the right to deny any PTO leave request in the event the employee's absence creates an undue hardship upon Township operations or otherwise endangers the provision of public services.
6. No more than 5 unused PTO days may be carried over to the next calendar year.
7. Employees may bank up to 10 unused PTO days, to be held in reserve for the purpose of (a) supplementing the short-term disability waiting period or (b) to be used in conjunction with unpaid personal leave only. Once banked, the PTO days may be carried over from year to year.
8. PTO days that are not (a) utilized, (b) carried over to the next calendar year per Section III.B.6, or (c) banked per Section III.B.7, shall be extinguished on December 31 of each year.

9. In the event of separation, unused accrued and banked PTO days will be added to the employee's final pay at the employee's then current hourly rate. The calculation of unused accrued PTO days shall be prorated to the employment separation date.

C) HOLIDAYS

1. Worcester Township observes the following ten (10) holidays each year:
 - a) New Year's Day;
 - b) Presidents' Day;
 - c) Memorial Day;
 - d) Independence Day;
 - e) Labor Day;
 - f) Thanksgiving Day;
 - g) the day after Thanksgiving;
 - h) Christmas Eve Day;
 - i) Christmas; and,
 - j) New Year's Eve Day.

2. If one of the above holidays falls on Saturday, the holiday will be observed on the preceding Friday. If one of the above holidays falls on Sunday, the holiday will be observed on the following Monday. This shall not apply to Christmas Eve Day or New Year's Eve Day.

3. In addition to the above-noted holiday schedule, the Township provides 1 float holiday in recognition of any other holiday that is customarily celebrated during the year, including but not limited to Martin Luther King Day, Columbus Day, Veterans' Day, Good Friday or other day of religious observation. The float holiday may be taken at any time during the calendar year. Employees shall schedule the float holiday in the same manner as done with a PTO day.

D) TUITION REIMBURSEMENT

1. In effort to encourage the professional development of its employees, Worcester Township offers a tuition assistance program to employees who complete job related courses. To participate in the tuition assistance program, an employee must be a full-time employee, and the employee must have completed at least 2 years of employment with the Township at the time the course begins.
2. The employee must obtain the approval of the Township Manager before enrolling in the course, and the course of study must pertain to the employee's position, or provide for the future development of the employee while working for the Township. The Township Manager, in his or her sole discretion, shall determine whether the course of study qualifies for the tuition reimbursement program.

3. Reimbursement will be in the amount of 75% of tuition costs, up to \$5,000 per employee per calendar year. Employees will not be reimbursed for textbooks, lab equipment, transportation, living expenses, graduation, examination or other costs. Reimbursement will be made after the employee submits a report card that documents achievement of a "B" grade or better in the course. The Township will not reimburse any cost for any course in which the employee has achieved a lower grade.
4. Employees are expected to schedule courses during non-work hours. If a course is offered during work hours only, the employee must obtain the approval of the Township Manager before the employee enrolls in the course. The Township Manager may, in his or her discretion, decline to accept such a course in the tuition assistance program if doing so disrupts Township operations, or for any other reason. If the Township Manager accepts such a course in the tuition assistance program, the employee must utilize PTO leave for any part of the work day missed. This includes, but is not limited to, any time the employee misses due to commuting to the course.

D) BEREAVEMENT LEAVE

1. Employees are eligible for 3 paid days for the death of an immediate family member. Immediate family members include spouses, domestic partners, parents, brothers, sisters, children, and children of domestic partners.
2. Employees are eligible for 1 paid day for the death of grandchildren, grandparents, parents-in-law and parents of domestic partners, aunts, uncles, nieces, nephews and first cousins.
3. 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.

E) JURY DUTY LEAVE

1. Full-time employees summoned for jury duty are paid their normal rate of pay for up to five (5) days over any two-year period. An employee must notify and make arrangements with the Township Manager as soon as the employee receives any notice of jury service. The Township reserves the right to request proof of jury service as issued by the court.
2. Employees must provide the Township with a copy of any court payment records in order to be compensated, and employees must surrender any court payments to the Township in exchange for payment at their normal rate.

F) MILITARY DUTY LEAVE

1. The Township supports employees with military obligations. Therefore, with respect to military leaves of absence and re-employment rights, the Township will comply fully with all applicable state and federal laws.
2. Accrued PTO days, if any, may be used for this military leave if the employee so chooses, but the Township will not require the employee to use PTO days.
3. Military orders should be presented to Township Manager and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Township Manager, unless military necessity makes this impossible, in which instance the employee shall notify the Township Manager at the earliest time practical.
4. The employee must notify the Township Manager of the intent to return to employment based on requirements of the law. Employee benefits may continue to accrue during the period of leave in accordance with state and federal law.

G) UNPAID PERSONAL LEAVE

1. Worcester Township provides a period of unpaid personal leave, to full-time employees only, to fulfill personal obligations.
2. Employees are eligible to take a period of unpaid personal leave upon completion of 1 year of employment.
3. Unpaid personal leave may be granted for a period of up to 45 calendar days during any 365-day period.
4. Employees may utilize PTO days during the period of unpaid personal leave, with approval of the Township Manager.
5. The Township will continue to provide benefits to an employee while the employee is on unpaid personal leave, subject to the terms, conditions and limitations of applicable plans. PTO days and holiday benefits will continue to accrue while the employee is on unpaid personal leave.
6. When unpaid personal leave ends, the Township will make reasonable effort to return the employee to his or her same position or, if possible, to a similar position to which the employee is qualified. However, the Township cannot guarantee reinstatement in all cases.
7. If an employee fails to report to work, at the expiration of an approved leave period, the Township may assume the employee has resigned his or her position, and may terminate employment.

H) VOLUNTEER EMERGENCY WORKER LEAVE

1. Employees who serve as a volunteer firefighter or as a volunteer fire police officer with the Worcester Fire Department shall receive paid leave when responding to an emergency call for services during normal business hours. Employees shall not be paid for responses during all other hours. All pay shall be calculated as straight time only. For example, if an employee responds to an emergency call two hours prior to his scheduled start of work, and remains on scene for a total of four hours, then returns to work and works for six hours – the balance of the work day – the employee shall be paid for eight hours at the straight time rate.
2. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.
3. Prior to missing work, the employee need contact his or her supervisor to inform the supervisor of the dispatch to an emergency call. The Township Manager may, at his or her sole discretion, require an employee to furnish a statement from the chief executive officer of the volunteer fire company confirming the employee's response to the emergency call.

I) PREGNANCY AND CHILDBIRTH

1. Worcester Township does not discriminate against any employee who requests an absence for documented medical disabilities associated with pregnancy or childbirth. Such leave requests will be evaluated in accordance with the leave provisions outlined in this Personnel Manual, and applicable law.
2. Requests for leave associated with pregnancy or childbirth that are not attributable to documented medical disabilities associated with pregnancy or childbirth will be considered in the same manner as requests for unpaid personal leave.

J) EMPLOYEE ASSISTANCE PROGRAM

3. Full-time employees may participate in Worcester Township's employee assistance program (EAP), BalanceWorks®. This program helps employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Employee participation in the program, conversations had, and all records are held in strict confidence. The administrative cost of this program is paid by the Township. Additional information regarding this program is available at eniweb.com, or by calling 1-800-EAPCALL, or by contacting the Township Manager.

K) MOBILE PHONES

1. The Township may provide mobile phones to certain employees to enable these employees to carry out their job responsibilities. These phones are considered Township property and are to be used primarily for official Township business. On-call employees must inform their supervisor when they will not be able to be contacted by phone.
2. An employee shall reimburse the Township for the loss or damage, due to negligence, of a Township-provided phone.

IV. WORK RULES

A) GENERAL WORK RULES

1. Employees will be responsible to accomplish the responsibilities of their position.
2. Employees shall observe reasonable work rules as established by their immediate supervisor.
3. Employees shall strive to work in a safe manner. Safety rules must be observed, and attention to proper maintenance and cleanliness of work areas and equipment must be given to prevent accidents. Employees must report all injuries and accidents, regardless of severity to their supervisor, as soon as possible.

B) DRUG & ALCOHOL USE

1. The Township is confident that its employees are well aware of the obvious dangers in use or abuse of drugs and alcohol. The Township is therefore committed to establishing and maintaining an alcohol-free and drug-free workplace.
2. No employee shall report to work, use Township equipment, or conduct Township business while impaired or under the influence of a drug or alcohol. Possession or use of an illegal or controlled substance or alcohol also is prohibited while on the job and shall result in immediate dismissal.
3. The Township expressly reserves the right to conduct searches of lockers, desks, equipment and personal property located in or on, or brought in or onto Township property, worksites or other equipment. Refusal to cooperate in the conducting of a search provided for in this provision will be considered to be a violation of this policy.

C) WORKPLACE VIOLENCE

1. Worcester Township is committed to providing a workplace free from violence. Therefore, every employee must understand that such behavior will not be tolerated and the importance of reporting any behavior that may lead to violence.
2. Prohibited workplace violence includes, but is not limited to, intimidation, threats, physical attack, domestic violence, or property damage. It includes acts of violence committed by employees, relatives, acquaintances, or strangers against a Township employee or customer in the workplace.

3. When it is reasonable to suspect the potential for violence exists, an employee may be required to undergo an assessment coordinated with a trained professional to determine the risk of danger. Compliance with recommended treatment will be mandatory.
4. It is important for all employees to be alert to the possibility of violence by employees, former employees, customers, and strangers. Safety should be of the highest concern. Employees must report all acts and threats of violence to their immediate supervisor. And if the situation warrants the employee should call 9-1-1.
5. Any retaliation against an employee who, in good faith, reports the behavior described in this section will be strictly prohibited. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence. Information will only be released on a need-to-know basis.

D) HARASSMENT

1. The Township prohibits harassment of its employees, including, but not limited to, harassment based on sex, race, religion, national origin, and/or disability.
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement;
 - b) submission to or rejection of such conduct by an individual is used or is threatened to be used as the basis for employment decisions affecting such individual; or
 - c) such conduct has the purpose or effect of interfering with any individual's work performance or creating an intimidating, hostile, or offensive working environment.
3. Any incident of harassment or conduct in violation of this Policy by a Township employee, resident or other who deals with the Township should be reported immediately to the employee's supervisor or the Township Manager. If the matter involves both the employee's supervisor and the Township Manager, the employee should report the matter to the Chair of the Board of Supervisors. To the extent practicable, all complaints of harassment will remain confidential. It may be necessary, however, to disclose the nature or the origin of the complaint in order to investigate it properly or to take corrective action. The Township will take all necessary steps to ensure that a person who makes a good faith complaint, or any witness who comes forward in an investigation, will not be retaliated against in any way, even if it is determined that the complaint is not well-founded. If the Township concludes that harassment prohibited by this Policy has occurred, it will take immediate steps to ensure that the harassment is

4. All Township employees shall be aware of the Township's Harassment Policy and familiar with examples of behavior that constitutes harassment. Township employees are responsible for cooperating with any investigation, review, or activities initiated within the framework of the Township's Policy. All employees are responsible for reporting witnessed incidents of harassment, even if actions were not directed towards them, to their supervisor or the Township Manager.
5. Department Heads are responsible for making sure that the employees they supervise are aware of the Township's Harassment Policy and that their immediate work environment does not foster a hostile work environment. Department Heads are responsible for receiving initial complaints from the employees under their charge and letting the offender know in definite terms that the conduct is offensive. Department Heads must inform the Township Manager of all reported violations of the Township Policy.

E) TECHNOLOGY USE

1. Information Technology (IT) equipment includes all hardware, software, and tools owned by Worcester Township and available for use by employees and officials including, but not limited to, electronic mail, voice mail, telephone, fax machine, copy machine, printers, computers, and systems such as the Internet.
2. Ownership. All IT equipment, software, temporary or permanent files, and any related systems or devices are the property of the Township. Employees who use electronic systems and/or tools provided by the Township cannot be guaranteed privacy related to that use. As Township property, the contents of any files, calendars, usage history, or electronic mail maintained on Township IT systems shall be subject to inspection by the Township Manager or a law enforcement agency with jurisdiction. The encryption of any files is not authorized without prior approval of the Township Manager. Software may not be loaded nor any changes made to hardware by employees. The Township Manager will handle all requests for software and hardware changes and any required troubleshooting. Any outside media that has data to be used or copied onto the Township's IT network shall be provided to the IT consultant/staff for virus scanning prior to its use.
3. Security. Employees are issued and are required to maintain passwords to utilize the Township IT systems. This is to protect both the Township and employees from misuse of the network. Employees shall not reveal their passwords in a manner inconsistent with this policy or otherwise breach the security of Township electronic information systems. Employees shall immediately notify the Township Manager of any suspected security breach.
4. Internet Use. Some employees are provided access to the Internet and external e-mail in order to be able to undertake their jobs more efficiently.

The employee's Department Head must approve requests for Internet access and external e-mail. Time is to be limited on the internet to that necessary to conduct Township-related business. All internet users are expected to be responsible "cyber-citizens." This includes understanding the tools, rules, and etiquette, and behaving accordingly. Employees are expected to exercise good judgment while using the Internet. The Township may monitor the Internet access and use of all employees.

5. Township employees are strongly encouraged to use good judgment when communicating via personal social media accounts. Any social media activity that adversely affects an employee's job performance, the performance of fellow employees or otherwise adversely affects Township residents, clients, vendors or suppliers may result in disciplinary action. Employees shall never disclose confidential or sensitive Township information, and should overall abstain from comment on any matter of Township business or interest. Employees shall not assert themselves to be Township spokespersons or officials acting in any official capacity on social media accounts. Employees shall not use personal social media during the work day, unless during lunch or break periods, and employees shall not use Township computers or equipment to access personal social media accounts.

F) ATTIRE & UNIFORMS

1. Non-Public Works employees shall wear, at minimum, business casual attire during work hours.
2. Public Works employees shall wear uniforms as provided by the Township. The uniforms shall be worn in a presentable manner. Short-pants shall not be worn during work activities that pose a burn or cut hazard, exposure to poison ivy or oak, or like risk. Safety gear shall be used as appropriate. Safety gear includes, but is not limited to, steel-toe boots, gloves, eye protection, hearing protection, safety vest, hardhat and leg chaps. The Public Works Director, in his or her sole discretion, shall determine the appropriate uniform and equipment to be worn for specific working conditions and environments.
3. The Township shall provide one pair of safety boots to all full-time and regular part-time Public Works employees at a cost not to exceed \$125.00 per year. Employees purchasing safety shoes will be reimbursed the actual purchase amount up to \$125.00, upon supplying the Township with a receipt for the purchase.

G) TOWNSHIP VEHICLES

1. Any employee who operates municipal vehicles or equipment must have received any required training and/or license. This includes, but is not limited to, a valid Pennsylvania Driver's License for the class of vehicle, that the employee is required to operate. Employees must provide their license

to the Township Manager on an annual basis in order to be listed on the Township's insurance coverage.

2. Vehicles shall be operated in a safe manner according to prevailing conditions and when traveling on public roads in observance of traffic laws and regulations.
3. Any employee that is required to have a valid license as condition of their employment, and shall have that license suspended or revoked, shall be considered not available for work. Employees that have had their license suspended or revoked shall inform their Department Head. The employee may be considered for termination of employment, after review by the Township Manager.
4. Should a municipal employee be found responsible for an accident deemed preventable in the operation of a municipal vehicle, the following action will occur using a monitoring period of 36 months. Responsibility for such accident shall be determined after review with the employees' immediate supervisor and the Township Manager. Police reports may be a part of this review.
 - a. One preventable accident or moving traffic violation shall result in a written warning.
 - b. Two preventable accidents or moving traffic violations shall result in a 5-day suspension from work without pay.
 - c. Any combination of 3 preventable accidents and/or moving traffic violations shall result in termination of employment.
 - d. Any employee who shall operate a municipal vehicle in a reckless manner so as to be a hazard to fellow workers and/or other individuals shall be subject to immediate termination of employment.
5. Employees that are required to have a commercial driver's license (CDL) are also required to abide by required random and other required drug tests, and all applicable Township, State and Federal laws regarding the possession and retention of a CDL license.

H) FACILITY ACCESS

1. Employees may be issued physical keys and/or a key card for facility access. Alarm codes will be issued on an as needed basis to employees. Keys and cards must be returned to the Township Manager upon leaving employment. Employees shall not loan or make copies of their keys/cards or provide their alarm codes to any other individual. Violation of these work rules may result in disciplinary action up to and including dismissal from employment.

I) PERSONNEL FILE ACCESS

1. The Township maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, benefit plan enrollment forms, performance evaluations and other employment records. Personnel files are the property of the Township, and access to this information is restricted. Generally, only the Township Manager and Treasurer have access to the personnel file.
2. With advance notice employees may review their own personnel file. The personnel file shall be reviewed in the Township Building, and in the presence of the Township Manager or Treasurer.

J) SMOKING

1. Employees shall neither smoke, nor use e-cigarettes, in Township buildings and offices, Township vehicles, and Township parks.
2. Township employees may not smoke during work times, except only as may be permitted during approved lunch and break times, and only at designated areas approved by the Township, in the Township's sole discretion.

K) WEAPONS

1. The possession, use or sale of weapons, firearms or explosives on work premises, while operating Township machinery, equipment or vehicles for work-related purposes, or while engaged in Township business off-premises, is forbidden, except where expressly authorized by the Township and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.
2. If an employee becomes aware of a violation of this policy, or if employee has reason to believe another may intend to violate this policy, the employee shall be required to immediately report this information to his or her supervisor or the Township Manager.

L) VISITORS

1. Employees who expect to receive a visitor during work hours must notify their supervisor in advance of the visit. The supervisor may restrict or prohibit visitors, if the visit is does not pertain to Township business. Visitors shall first check in at the Township Building reception area. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

M) ACCEPTANCE OF GIFTS

1. Employees are prohibited from accepting any gift or favor of any value greater than five dollars, or any gift or favor which may reasonably be expected to influence an employee.

N) SOLICITATION

1. Employees shall not solicit or distribute literature pertaining to non-Township business matters in the workplace at any time.

V. DISCIPLINARY ACTIONS

A) PROCEDURE

1. An employee who violates any policy noted in this Personnel Manual or another established work rule, or who fails to follow the lawful and proper direction of a supervisor or to otherwise satisfactorily meet the requirements of his or her job description, shall be subject to disciplinary action. The Township, in its sole discretion, reserves the right to take any of the following actions, depending on the seriousness of the offense and/or the number of times a violation has occurred. For example, for serious offenses the Township reserves its right to dismiss an employee, even if the employee did not previously receive a verbal or written warning or suspension. Recurring violations, however, shall incur progressively more stringent disciplinary action.
 - a. Verbal Warning – The employee will meet with his or her supervisor and Department Head to discuss the violation and what procedure is needed to rectify the situation. A memo will be placed in the employee's personnel file outlining the violation and its resolution.
 - b. Written Warning - The employee will meet with his or her supervisor and Department Head to discuss the violation and what procedure is needed to rectify the situation. A letter will be provided to the employee with a copy to the personnel file outlining the violation and its resolution.
 - c. Suspension Without Pay – The employee will be suspended for a period of time without pay. Vacation time will not accrue during the suspension.
 - d. Dismissal – The employee will be dismissed from employment.

VI. GRIEVANCES

A) PROCEDURE

1. It is Worcester Township's sincere intent to be fair and reasonable with all employees at all times. However, in the working environment, employee problems may develop. Generally, satisfactory solutions to a problem that employees may encounter are not found by discussing it with fellow employees or with other members of the staff not empowered to resolve a problem. Fair handling of a problem can only be accomplished by letting the proper people know of its existence. If any employee has a question about interpretation or application of Township policy, is in disagreement with a fellow worker or supervisor, feels that he/she has been treated unfairly, or has some problem that has not been resolved to their satisfaction, they may use the following steps for resolution of such problems without fear of recrimination.
 - a. The best way for an employee to clarify a misunderstanding, solve a complaint, or resolve a difference of opinion is to discuss the problem directly with his or her supervisor. The supervisor is generally the person who knows the most effective way to address the problem. If the complaint involves the supervisor, if an employee is uncomfortable discussing the matter with the supervisor, or if the employee feels a satisfactory resolution has not been reached, the employee may speak with the Department Head.
 - b. If the complaint involves the Department Head, if an employee is uncomfortable discussing the matter with the Department Head, or if the employee feels a satisfactory resolution has not been reached, the employee may speak with the Township Manager.
 - c. If the complaint involves the Township Manager, if an employee is uncomfortable discussing the matter with the Township Manager, or if the employee feels a satisfactory resolution has not been reached, the employee may submit his or her concern, in writing, to the Board of Supervisors.
 - d. The decision made by the Board of Supervisors shall be final and binding.

VI. AMENDMENT

A) PROCEDURE

1. This Personnel Manual may be amended by approval of the Board of Supervisors only.