

**MEMO**

to: Board of Supervisors  
from: Tommy Ryan, Township Manager  
cc: Stacy Crandell, Assistant Township Manager  
date: December 30, 2021  
re: annual appointments, schedules & establishments

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Below find my recommendations and information for the annual appointments, schedules and other matters. The Members will discuss these items at the January 3 Reorganization Meeting.

**OFFICIAL APPOINTMENTS**

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

agenda item a)    agenda item b)    agenda item c)    agenda item d)

agenda item e)    agenda item f)    agenda item g)    agenda item h)

## VOLUNTEER APPOINTMENTS, STANDING POSITIONS

- a. Vacancy Board Chair (*one-year term to expire on 12/31/22*)
  - i. *Bob Andorn*
- b. North Penn Water Authority (*five-year term to expire on 12/31/26*)
  - i. *Art Bustard*
  - ii. *Marc Travetti*
- c. Zoning Hearing Board Member (*three-year term to expire on 12/31/24*)
  - i. *John D'Lauro*
  - ii. *Robin Sweet*
- d. Planning Commission Member (*four-year term to expire on 12/31/25*)
  - i. *Michelle Greenawalt*
  - ii. *Farid Kahn*
  - iii. *Robin Sweet*
  - iv. *Jennifer Taylor*
- e. Planning Commission Alternate Member (*four-year term to expire on 12/31/25*)
  - i. *Farid Kahn*
  - ii. *Robin Sweet*
  - iii. *Jennifer Taylor*

*note: State Law allows appointment of up to three (3) Planning Commission Alternate Members by resolution. If so motioned by the Board of Supervisors at the January 3 Reorganization Meeting, a resolution shall be prepared and considered at the January 19 Business Meeting.*

## SCHEDULES

- a. holiday schedule (office observance dates):
  - i. *Presidents' Day (February 21)*
  - ii. *Memorial Day (May 30)*
  - iii. *Independence Day (July 4)*
  - iv. *Labor Day (September 5)*
  - v. *Thanksgiving Day (November 24)*
  - vi. *the day after Thanksgiving (November 25)*
  - vii. *Christmas Eve Day (December 24)*
  - viii. *Christmas Day (December 26)*
  - ix. *New Year's Eve Day (December 31)*
  - x. *New Year's Day, (January 2, 2023)*
- b. meeting schedule:
  - i. *Board of Auditors 2022 Reorganization Meeting, to be held January 4, at 8:30AM, at the Township Building, 1721 Valley Forge Road.*
  - ii. *Board of Supervisors Work Sessions and Business Meetings, to be held on January 19, February 16, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16 and December 21. The Work Sessions will start at 6:30PM and the Business Meeting will start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.*

- iii. Planning Commission, to be held on January 27, February 24, March 24, April 28, May 26, June 23, July 28, August 25, September 22, October 27, November 10, and December 8, all meetings to start at 7:30PM, and all meetings to be held at Worcester Township Community Hall, 1031 Valley Forge Road.
- iv. Zoning Hearing Board meetings are normally held on the fourth Tuesday of each month at Worcester Township Community Hall, 1031 Valley Forge Road, and each meeting is individually advertised.
- v. Board of Supervisors 2023 Reorganization meeting, to be held on January 3, 2023 at 7:30PM, at the Worcester Township Community Hall, 1031 Valley Forge Road.

#### OTHER ESTABLISHMENTS

- a. Township depositories – Pennsylvania Local Government Investment Trust, Key Bank, and Uninvest-Union National Bank
- b. Township Manager's bond – to require the Township Manager to be bonded in the amount of \$100,000
- c. Treasurer's bond – to require the Treasurer to be bonded in the amount of \$9.0 million
- d. Assistant Treasurer's bond – to require the Assistant Treasurer to be bonded in the amount of \$4.5 million
- e. vehicle reimbursement rate – IRS-approved rate for miles driven for business purposes
- f. newspaper of record – *Times Herald*, Norristown
- g. Group 1 park & facility seasonal rental registration period, includes Township-based organizations that primarily serve Township residents only – opens the second Monday of January for spring season rentals, and the second Monday of May for Fall season rentals.
- h. Group 2 park & facility seasonal rental registration period, includes organizations not included in Group 1 that primarily serve youth ages 17 and under – opens the third Monday of January for spring season rentals, and the third Monday of May for Fall season rentals.
- i. Group 3 park & facility seasonal rental registration period, includes all other organizations not included in Group 1 or Group 2 – opens the fourth Monday of January for spring season rentals, and the fourth Monday of May for Fall season rentals.





# EXHIBIT A

## Section I - RESIDENTIAL BUILDING PERMITS

<b>new dwellings, per sf</b>	\$	0.37
<b>building additions &amp; renovations, minimum \$100; per sf</b>	\$	0.37
<b>decks 30" or more above grade</b>	\$	105.00
<b>fire suppression or detection systems, standpipes &amp; hose cabinets</b>	\$	120.00
<b>accessory structures 500 sf and greater</b>	\$	75.00
<b>generators, plus electrical permit fee</b>	\$	70.00
<b>windows &amp; doors requiring structural change</b>	\$	75.00
<b>driveway gates, plus electrical permit fee, if applicable</b>	\$	75.00
<b>Use &amp; Occupancy permit, temporary or permanent, new homes only</b>	\$	100.00
<b>miscellaneous construction</b>		by escrow

## Section II - NON-RESIDENTIAL BUILDING PERMITS

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

## Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

<b>mechanical</b>	\$	85.00
<b>gas piping installtion</b>	\$	70.00
<b>electrical</b>	\$	27.50
<b>plumbing</b>		
up to three fixtures	\$	70.00
each additional fixture	\$	22.50
<b>water service</b>	\$	70.00
<b>sewer lateral</b>	\$	90.00
<b>grinder pump</b>	\$	62.50
<b>sewer tapping fee, per EDU</b>	\$	3,200.00

## Section IV - OTHER BUILDING PERMIT & REVIEW FEES

<b>retaining walls 4' or greater in height</b>	\$	90.00
<b>fences 6' or greater in height</b>	\$	27.50
<b>pools, spas &amp; hot tubs</b>		
above-ground	\$	60.00
in-ground	\$	125.00
<b>solar panels</b>	\$	120.00
<b>signs</b>		
requires building inspector and zoning officer reviews	\$	60.00
requires zoning officer review only	\$	27.50
<b>flag poles</b>	\$	23.00
<b>antennas &amp; rays</b>		
cell & radio antennas, 50 feet and greater in height	\$	480.00
small wireless facility antenna/array, up to 5 antenna/arrays	\$	500.00
small wireless facility antenna/array, each additional array	\$	100.00
small wireless facility pole	\$	1,000.00
small wireless facility right-of-way use fee, per facility, per year	\$	270.00
wireless/cell tower	\$	1,350.00
wireless/cell tower antenna/array, up to 5 antennae/arrays	\$	365.00
wireless/cell tower antenna/array, each additional antenna/array	\$	115.00

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

<b>demolition permit</b>	
per building demolished or load bearing walls	\$ 150.00
interior alteration that does not include load-bearing walls	\$ 85.00
accessory structure 1,001 sf or greater	\$ 90.00
accessory structure up to 1,000 sf	no fee
<b>below-ground tank, installation or removal, non-propane</b>	\$ 57.50
<b>plan review fees</b>	
building plan	\$ 140.00
accessibility plans	\$ 72.50
mechanical plans	\$ 72.50
fire plans	\$ 55.00
plumbing plans	\$ 72.50
<b>stucco repair</b>	\$ 55.00

## Section V - ZONING PERMITS

<b>retaining walls up to 4' in height</b>	\$ 27.50
<b>fences up to 6' in height</b>	\$ 27.50
<b>driveway permit</b>	\$ 27.50
<b>decks up to 30" above grade and patios</b>	\$ 27.50
<b>moving or relocating existing accessory structures</b>	\$ 27.50
<b>general zoning permit</b>	\$ 27.50
<b>solicitation permit, per individual soliciting</b>	\$ 27.50
<b>grading &amp; excavation permit</b>	
up to three inspections	\$ 365.00
each additional inspection	\$ 145.00
<b>stormwater management escrow, 7,500 sf and greater</b>	\$ 1,000.00



## Section VI - PERMIT & INSPECTION PENALTIES

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

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

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

## Section VIII - BOARD OF SUPERVISOR FEES

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

## Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

### Subdivision & Land Development, Sketch Plan

application fee	\$	200.00
escrow	\$	1,000.00

### Subdivision, Residential, 1 to 3 lots

application fee	\$	750.00
escrow	\$	5,000.00

### Subdivision, Residential, 4 or more lots

base application fee	\$	700.00
additional dwelling unit fee, <i>per unit, beginning with the 4th lot or unit</i>	\$	140.00
escrow for plans with 4 to 20 lots/units	\$	10,000.00
escrow for plans with 21 to 50 lots/units	\$	15,000.00
escrow for plans with 51 or more lots/units	\$	20,000.00

### Land Development, Non-residential

application fee	\$	975.00
escrow	\$	15,000.00

### Transferable Development Rights

application fee	\$	475.00
escrow	\$	2,500.00

### Escrow Releases

\$ 110.00

### Act 209 Traffic Impact Fee

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

## Section X - HIGHWAY & ROAD FEES

highway/road occupancy permit \$ 52.50

highway/road inspection fees by escrow

## Section XI - SEWER RENTAL FEES & CERTIFICATIONS

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

## Section XII - FIRE ALARM FEES

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

## Section XIII - PARK RENTAL FEES

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

## Section XIII - PARK RENTAL FEES (continued)

<b>field rental fee, single use, Township resident, Township business/organization</b>		
up to four hours	\$	25.00
each additional hour	\$	5.00
<b>field rental fee, single use, non-Township resident, Non-Township business/organization</b>		
up to four hours	\$	50.00
each additional hour	\$	5.00
<b>field rental fee, Spring season use (March 1 to July 31)</b>		
one to two days per week, per field	\$	275.00
three to four days per week, per field	\$	385.00
five to seven days per week, per field	\$	550.00
discount for minimum 65% Worcester resident participants		50%
discount for minimum 90% youth participants		25%
<i>discounts may be combined</i>		
<b>field rental fee, Fall season use (August 1 to November 30)</b>		
one to two days per week, per field	\$	225.00
three to four days per week, per field	\$	315.00
five to seven days per week, per field	\$	450.00
discount for minimum 65% Worcester resident participants		50%
discount for minimum 90% youth participants		25%
<i>discounts may be combined</i>		

## Section XIV - TAX COLLECTOR FEES

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

## Section XV - OTHER FEES AND CHARGES

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

### NOTES:

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- 1 - Floor area. Floor Area is measured from outside wall to outside wall.
  - 2 - New Residential SF Calculation. For new residential construction and additions to existing residential units, square footage shall include living spaces on all floors, basements, attached garages & attics over six feet in height; excludes crawl spaces.
  - 3 - Total Cost Calculation. The total cost of all the construction portions of a project is generally based upon the sum of the construction contract(s) and other direct construction costs; this does not include the compensation paid to the engineer, architect and consultants or the cost of the land. The Township has the final determination in accepting the submitted cost of construction as provided on the permit application and may at its discretion require evidence to support said proposed cost of construction.
  - 4 - Township Organization Status. For an organization to qualify as a Township-based organization, at least 65% of participants must reside in Worcester Township. Documentation that verifies participant residency must be furnished to the Township, and the Township has sole discretion in determining if the residency standard has been met.
  - 5 - Past Due Invoices. Invoices that are past due by more than thirty (30) days are subject to interest rate charges as provided by law. Charges for services that involve a late fee as stated in this resolution are not subject to charges for interest.
  - 6 - Omissions and Errors. The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee.
  - 7 - "by escrow agreement". Permits for miscellaneous construction and highway/road inspections will be paid with funds posted in escrow. From this escrow the Township will deduct actual costs incurred.
  - 8 - False fire alarm fines may be reduced or waived by the Fire Marshal if the Fire Marshal determines, in his or her sole discretion, the tenant or property owner is making a good faith effort to address and correct the problem.





**Exhibit A**



**EMPLOYMENT AGREEMENT**

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

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

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

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

**IN WITNESS WHEREOF,**

**ATTEST:**

*[Signature]*

**ATTEST:**

*Nathaniel D. D'Amico*

**FOR THE TOWNSHIP**

Date: *[Signature]*

**FOR RYAN**

Date: *[Signature]*

Exhibit A

July 14, 2015

Tommy Ryan  
1328 Brownsville Road  
Romansville, PA 19320

Dear Mr. Ryan:

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

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

2. Benefits—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

*David L. Woglom*

David L. Woglom

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

  
Signature

7/14/11  
Date

**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2022-05**

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

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

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

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

- AL-1**            General correspondence files and housekeeping records – 2016 and prior
- AL-8**            Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements – 2010 and prior
- AL-12**           Ethics Commission Statements of Financial Interest – 2016 and prior
- AL-17**           Insurance Policies and Settled Claims – 2015 and prior
- AL-19**           Litigation Case Files – closed cases of no administrative or legal value
- AL-20**           Liquid Fuel Tax Records – 2014 and prior
- AL-24**           Recordings of Public Meetings – prior to October 1, 2021
- AL-35**           Public Meeting/Hearing Notices and Proof of Publications – 2011 and prior
- AL-45**           Treasurer’s Bond Certificates – 2014 and prior
- AL-46**           Right to Know Requests – 2019 and prior
- FN-1**           Account Distribution Summaries (Treasurer’s Reports) – 2014 and prior
- FN-2**           Accounts Payable Files and Ledgers – 2014 and prior
- FN-3**           Accounts Receivable Files and Ledgers – 2014 and prior
- FN-4**           Annual Audit and Financial Reports – 2014 and prior

- FN-8** Balance Sheet – 2014 and prior
- FN-9** Bank Statements and Reconciliations – 2014 and prior
- FN-10** Cancelled Checks – 2014 and prior
- FN-11** Check Registers – 2014 and prior
- FN-12** Daily Cash Records – 2014 and prior
- FN-13** Deposit Slips – 2014 and prior
- FN-15** Expense Reports – 2014 and prior
- PL-2** Employee Payroll Adjustment Records – 2017 and prior
- PL-5** Payroll Earnings and Deductions Register – 2017 and prior
- PL-14** Time Cards and Attendance Records – 2017 and prior
- PL-16** Wage & Tax Statements – 2017 and prior
- PR-5** Park Program Files – 2019 and prior
- PR-7** Park Program Files – 2018 and prior
- PS-2** Applications for Employment (Not Hired) – 2019 and prior
- PS-8** Employee Personnel Records – 2016 and prior
- PS-10** Job Descriptions and Announcements – 2016 and prior
- PZ-2** Building and Housing Construction Records – 2014 and prior

**RESOLVED THIS 3<sup>RD</sup> OF JANUARY, 2022.**

**FOR WORCESTER TOWNSHIP**

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

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

**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2022-06**

**A RESOLUTION TO ESTABLISH EMERGENCY SERVICE RESPONSE AREAS**

**WHEREAS**, the Board of Supervisors of Worcester Township is responsible under the Pennsylvania Second Class Township Code for the public safety of Township residents; and,

**WHEREAS**, the Board of Commissioners of the County of Montgomery has requested the Township provide a Resolution outlining those agencies selected to fulfill the public safety needs of the Township, so to assist in the efficient administration of the emergency communications system of the Montgomery County Department of Emergency Services;

**NOW, THEREFORE, BE IT RESOLVED** the Worcester Volunteer Fire Department will provide fire protection and related rescue services throughout the Township, in its entirety;

**FURTHER, BE IT RESOLVED THAT** Lower Providence Emergency Medical Service, Plymouth Community Ambulance Association, Skippack Emergency Medical Services, and the Volunteer Medical Service Corps of Lansdale will provide ambulance service in the areas shown on Exhibit A and Exhibit B attached hereto, effective the date the Montgomery County Department of Emergency Services establishes and confirms said areas; and,

**AND FURTHER, BE IT RESOLVED THAT** the Pennsylvania State Police, Skippack Barracks, will provide police protection throughout the Township, in its entirety;

**BE IT RESOLVED THIS 3<sup>RD</sup> DAY OF JANUARY, 2022.**

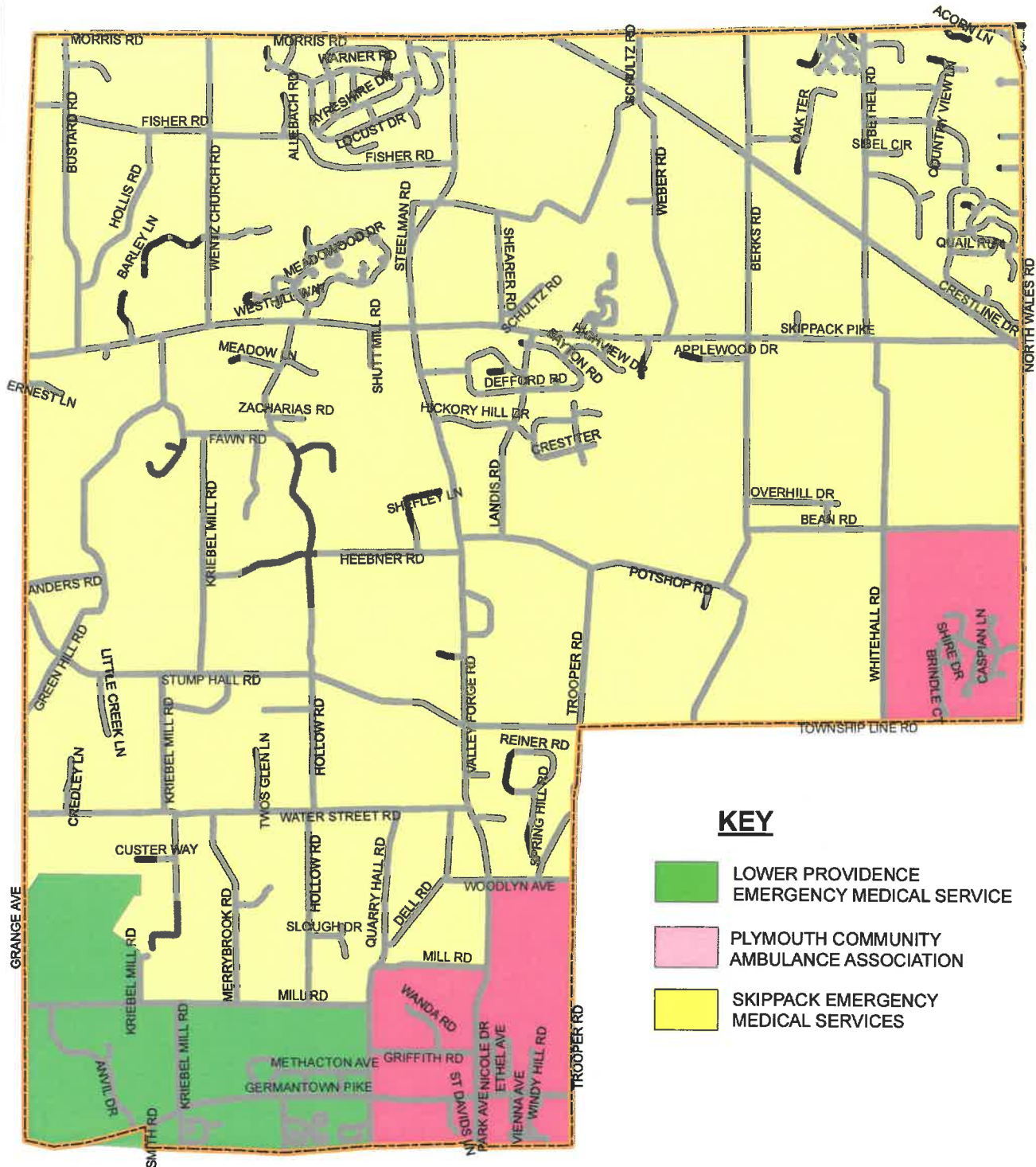
**FOR WORCESTER TOWNSHIP**

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

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



# WORCESTER TOWNSHIP



## KEY

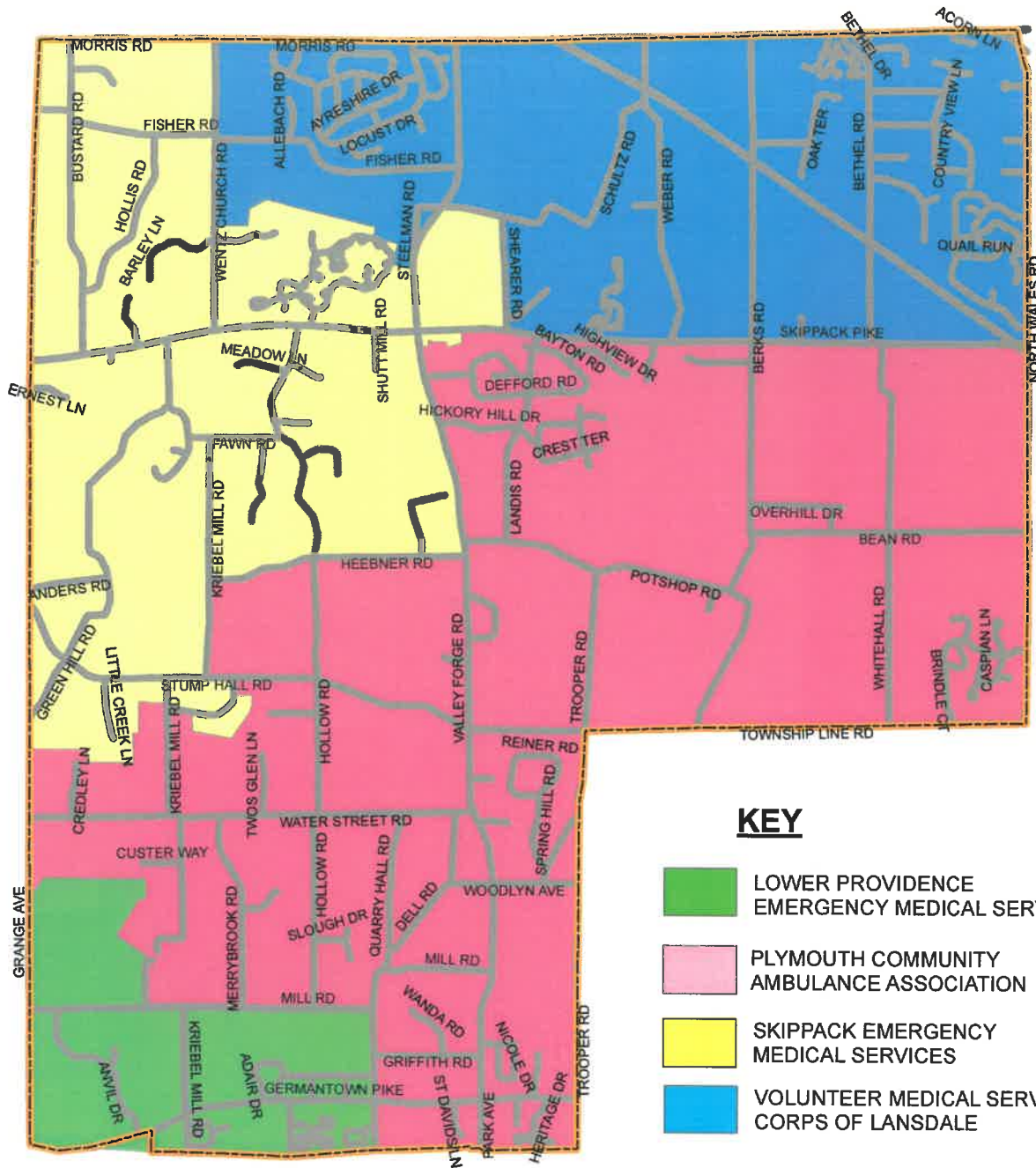
- LOWER PROVIDENCE  
EMERGENCY MEDICAL SERVICE
- PLYMOUTH COMMUNITY  
AMBULANCE ASSOCIATION
- SKIPPACK EMERGENCY  
MEDICAL SERVICES

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





# WORCESTER TOWNSHIP



## EMS COVERAGE ZONES ALL OTHER TIMES

