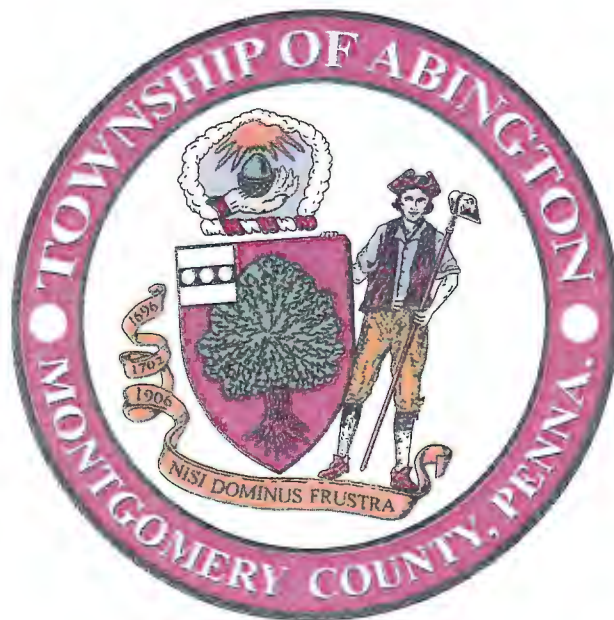


ABINGTON TOWNSHIP

JANUARY 11, 2018



BOARD AGENDA

AGENDA

TOWNSHIP OF ABINGTON BOARD OF COMMISSIONERS

January 11, 2018
7:30 P.M.

CALL TO ORDER

ROLL CALL MYERS, BRODSKY, ROTHMAN, DIPLACIDO, SANCHEZ,
THOMPSON, KLINE, LUKER, SCHREIBER, HECKER,
SPIEGELMAN, VAHEY, GILLESPIE, ZAPPONE, BOWMAN

PLEDGE OF ALLEGIANCE

BOARD PRESIDENT ANNOUNCEMENTS

Announcement honoring the Rev. Dr. Martin Luther King, Jr. Memorial Service and
Adoption of RESOLUTION NO. 18-004

PRESENTATIONS

Posthumous Recognition of Crossing Guard Barbara "Bobbie" Loeffler
(Chief John Livingood)

Eagle Scout Brian Quigley
(Commissioner Carol Gillespie)

APPROVAL OF MINUTES

Motion to approve the Board of Commissioners Special Meeting of December 14, 2017
adopting the 2018 Final Budget and the December 14, 2017 Regular Meeting.

APPOINTMENTS SPECIFIC BOARDS, COMMISSIONS AND POSITIONS

APPOINTMENT - Deputy Tax Collector - Resolution No. 18-005

APPOINTMENT - Treasurer and Deputy Treasurer - Resolution No. 18-006

APPOINTMENT - Township Engineer - Michael Powers as interim until a successor is
appointed.

RESOLUTION No. 18-004

WHEREAS, Martin Luther King, Jr. was a man committed to peaceful coexistence, where all men would be free from racism, bigotry and discrimination; and

WHEREAS, many people look to the Reverend Martin Luther King, Jr. as a source of inspiration for promoting harmony, cooperation and understanding; and

WHEREAS, the third Monday in January has been declared a national holiday and on that day, January 15, 2018, Abington Township will conduct a Memorial Service at 12:00 PM which will be attended by civic, religious, school, and government leaders; and

WHEREAS, Abington Township is herewithin honoring Reverend Charles W. Quann and Ms. Romaine L. Crawford as the 2018 recipients of the **Martin Luther King Memorial Award**;

NOW, THEREFORE, the Board of Commissioners of Abington Township does hereby proclaim January 15, 2018 as Martin Luther King Day and encourages all interested citizens to participate in the Township Memorial Service.

RESOLVED, this 11th day of January, 2018.

BOARD OF COMMISSIONERS

Wayne C. Luker, President

ATTEST:

Richard J. Manfredi, Secretary

Please join me in remembering Crossing Guard Barbara Loeffler

Bobbie, as she preferred to be called, started her career as a Crossing Guard in May of 1976. She was the guard for Queen of Peace and her post was at Jenkintown Road and Penn Avenue. She served Abington Township and protected the children at that location for forty years.

On the morning of May 10th Bobbie had finished her morning crossing and was out food shopping when her vehicle was struck by another vehicle. She was taken by ambulance to Abington Hospital where she sadly passed away. She was 77 years old.

Bobbie will be remembered by all for her many years of dedicated service to the children of Abington and for her devotion to her family, her husband of sixty years, Fritz , sister Janet, three sons Fred, Rick and Rob and six grandchildren, Ryan, Madison, Keeli, Derek, Justin and Trevor.



**ABINGTON TOWNSHIP
RESOLUTION NO. 2018-005**

**A RESOLUTION OF ABINGTON TOWNSHIP,
COUNTY OF MONTGOMERY, COMMONWEALTH OF PENNSYLVANIA,
TO APPOINT DEPUTY TAX COLLECTOR**

WHEREAS, Section 511.2 of the Pennsylvania Local Tax Collection Law authorizes tax collectors, with the approval of a taxing district and his surety, to deputize in writing a deputy tax collector, who, when so deputized, shall be authorized to receive and collect any or all of the taxes in like manner and with like authority as the tax collector appointing them; and

WHEREAS, the Board of Commissioners of the Township of Abington deems it advisable for a deputy tax collector to be appointed, in order to maintain continuity in the operations of the Tax Collector's office, in the event that the duly elected Treasurer and Tax Collector should be unable to serve; and

WHEREAS, the duly elected Tax Collector for the Township of Abington, Jay W. Blumenthal, proposes to appoint, in writing, Carol Thrasher as Deputy Tax Collector.

NOW, THEREFORE, the Board of Commissioners of the Township of Abington does hereby RESOLVE as follows:

1. The appointment of Carol Thrasher as Deputy Tax Collector for the collection of all Township taxes shall be collectible by the duly elected Tax Collector is hereby **APPROVED**, subject to the approval of Mr. Blumenthal's surety.
2. Mr. Blumenthal shall be responsible for and account to the Township of Abington for all taxes received or collected by Carol Thrasher when acting in her capacity of Deputy Tax Collector, as required by section 511.2 of the Pennsylvania Local Tax Collection Law.
3. All resolutions or parts of resolutions that are inconsistent with this Resolution shall be and hereby are repealed to the extent of such inconsistency.
4. This Resolution shall be effective as of the date of adoption.

RESOLVED and **ADOPTED** at its public meeting held on the _____ day of _____, 2018.

ATTEST:

ABINGTON TOWNSHIP

Richard J. Manfredi
Township Secretary

Wayne C. Luker, President
Board of Commissioners

**ABINGTON TOWNSHIP
RESOLUTION NO. 2018-006**

**A RESOLUTION OF ABINGTON TOWNSHIP,
COUNTY OF MONTGOMERY, COMMONWEALTH OF PENNSYLVANIA,
TO APPOINT A TREASURER AND DEPUTY TREASURER**

WHEREAS, Section 511.2 of the Pennsylvania Local Tax Collection Law authorizes tax collectors, with the approval of a taxing district and his surety, to deputize in writing a deputy tax collector, who, when so deputized, shall be authorized to receive and collect any or all of the taxes in like manner and with like authority as the tax collector appointing them; and

WHEREAS, section 801-A of the Pennsylvania First Class Township Code requires that the Board of Commissioners appoint a Township Treasurer, which may be the Township Tax Collector; and

WHEREAS, section 801-A of the Pennsylvania First Class Township Code authorizes the township treasurer to appoint a deputy in the absence of such appointment being made by the Board of Commissioners; and

WHEREAS, the Board of Commissioners of the Township of Abington deems it advisable for a the Township Tax Collector to be appointed as the Township Treasurer; and

WHEREAS, the Board of Commissioners of the Township of Abington deems it advisable for a deputy treasurer to be appointed, in order to maintain continuity in the operations of the Treasurer's Office and the Tax Collector's office, in the event that the Treasurer should be unable to serve.

NOW, THEREFORE, the Board of Commissioners of the Township of Abington does hereby RESOLVE as follows:

1. The duly elected Township Tax Collector, Jay W. Blumenthal, is hereby appointed the Township Treasurer for the Township of Abington.
2. Carol Thrasher is hereby appointed as the Deputy Township Treasurer, to fulfil the duties of the office of Treasurer at any time that Mr. Blumenthal is unable to perform the duties of the office of Township Treasurer.
3. All resolutions or parts of resolutions that are inconsistent with this Resolution shall be and hereby are repealed to the extent of such inconsistency.
4. This Resolution shall be effective as of the date of adoption.

RESOLVED and **ADOPTED** at its public meeting held on the _____ day of _____, 2018.

ATTEST:

ABINGTON TOWNSHIP

Richard J. Manfredi
Township Secretary

Wayne C. Luker, President
Board of Commissioners

**TOWNSHIP OF ABINGTON
BOARD OF COMMISSIONERS**

(1) PUBLIC WORKS

PW-01-011118

Approve Resolution No. 18-008 of the Township of Abington Authorizing the Approval of the Right-Of-Way Plans Prepared by the Project Engineer, Pennoni Associates, Inc., for the Acquisition of Rights-Of-Way from Certain Real Property Located Along or Near State Route 2034 (Edge Hill Road), Section MG1 R/W, and/or State Route 2036 (Tyson Avenue), Section MG1 R/W, for the Purpose of Roadway and Other Public Improvements' for the Edge Hill Road and Tyson Avenue Reconstruction Project, Federal Project Number X064193-L240, Pennsylvania Department of Transportation Project MPMS 57865

Motion to adopt Resolution No. 18-008 accepting and approving the Right-Of-Way plans for the Edge Hill Road/Tyson Avenue Flood Control reconstruction project.



PUBLIC WORKS COMMITTEE

AGENDA ITEM

01-11-2018

PW-01-01118

DATE

AGENDA ITEM NUMBER

Public Works

DEPARTMENT

FISCAL IMPACT

Cost > \$10,000.

Yes

No

PUBLIC BID REQUIRED

Cost > \$20,100

Yes

No

AGENDA ITEM:

Approve Resolution No. 18-008 of the Township of Abington Authorizing the Approval of the Right-Of-Way Plans Prepared by the Project Engineer, Pennoni Associates, Inc. for the Acquisition of Rights-Of-Way from Certain Real Property Located Along or Near State Route 2034 (Edge Hill Road), Section MG1 R/W, and/or State Route 2036 (Tyson Avenue), Section MG1 R/W, for the Purpose of Roadway and Other Public Improvements' for the Edge Hill Road and Tyson Avenue Reconstruction Project, Federal Project Number X064193-L240, Pennsylvania Department of Transportation Project MPMS 57865

EXECUTIVE SUMMARY:

PennDOT requires a Resolution from the Township for the project. Last update of the right-of-way for the Solicitor's office is attached.

PREVIOUS BOARD ACTIONS:

July 5, 2017 Board approved Pennoni Associates proposal for Reimbursement Agreement Supplement "E" for Edge Hill Road/Tyson Avenue Flood Control/Street Reconstruction Project, in the amount of \$144,905, which includes services for MS4 Grant design. 80% of funding will be reimbursed from the State in the amount of \$115,924 and 20% from the MS4 Program in the amount of \$28,981.

RECOMMENDED BOARD ACTION:

Motion to approve Resolution No. 18-008 accepting and approving the right-of-way plans for the Edge Hill Road/Tyson Avenue Flood Control reconstruction Project.

RESOLUTION 2018- 008

**RESOLUTION OF THE TOWNSHIP OF ABINGTON
AUTHORIZING THE APPROVAL OF THE RIGHT-OF-WAY PLANS PREPARED BY
THE PROJECT ENGINEER, PENNONI ASSOCIATES, INC., FOR THE ACQUISITION
OF RIGHTS-OF-WAY FROM CERTAIN REAL PROPERTY LOCATED ALONG OR
NEAR STATE ROUTE 2034 (EDGE HILL ROAD), SECTION MG1 R/W, AND/OR
STATE ROUTE 2036 (TYSON AVENUE), SECTION MG1 R/W, FOR THE PURPOSE
OF ROADWAY AND OTHER PUBLIC IMPROVEMENTS FOR THE EDGE HILL
ROAD AND TYSON AVENUE RECONSTRUCTION PROJECT, FEDERAL PROJECT
NUMBER X064193-L240, PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
PROJECT MPMS 57865**

WHEREAS, the Township of Abington, Montgomery County, Pennsylvania, is a township of the first class, organized and operating in accordance with the laws of the Commonwealth of Pennsylvania (the “Township”); and

WHEREAS, the Township, in the exercise of its lawful powers, intends to make certain roadway and other public improvements along or near State Route 2034 (Edge Hill Road), Section MG1 R/W, and/or State Route 2036 (Tyson Avenue), Section MG1 R/W, for the Edge Hill Road and Tyson Avenue Reconstruction Project, Federal Project Number X064193-L240, Pennsylvania Department of Transportation Project MPMS 57865 (the “Project”); and

WHEREAS, it is necessary for the Township to obtain permanent rights-of-way, permanent drainage easements, other permanent easements and temporary construction easements (collectively, “Rights-of-Way”) from, across, and under certain real property not owned by the Township which is located along or near State Route 2034 (Edge Hill Road), Section MG1 R/W, and/or State Route 2036 (Tyson Avenue), Section MG1 R/W, for the construction of the intended roadway and other public improvements for the Project; and

WHEREAS, the Project Engineer, Pennoni Associates, Inc., has prepared the drawings for the Rights-of-Way (dated November 29, 2017 by the signatories for Pennoni Associates, Inc.) from, across, and under certain real property not owned by the Township which is located along

or near State Route 2034 (Edge Hill Road), Section MG1 R/W, and/or State Route 2036 (Tyson Avenue), Section MG1 R/W, for the construction of the intended roadway and other public improvements for the Project (“Right-of-Way Plans”); and

WHEREAS, the Right-of-Way Plans are required to be recorded in the Office of the Recorder of Deeds of Montgomery County, Pennsylvania; and

WHEREAS, prior to recording the Right-of-Way Plans with the Office of the Recorder of Deeds of Montgomery County, Pennsylvania, it is necessary for the Township to approve the Right-of-Way Plans, authorize the acquisition of the Rights-of-Way in accordance with the Right-of-Way Plans, and to acknowledge the Township’s authorization of the acquisition of the Rights-of-Way in accordance with the Right-of-Way Plans by signing the cover sheet of the Right-of-Way Plans. The cover sheet for the Right-of-Way Plans is attached hereto as Exhibit A and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED that, the Township hereby approves the Right-of-Way Plans, authorizes the acquisition of the Rights-of-Way in accordance with the Right-of-Way Plans, authorizes the signing of the cover sheet of the Right-of-Way Plans (attached hereto as Exhibit A), and authorizes the recording of the Right-of-Way Plans with the Office of the Recorder of Deeds of Montgomery County, Pennsylvania.

FURTHER RESOLVED, that the proper officers of the Township, along with the Solicitor of the Township, are authorized and directed to take all steps necessary to carry out the purposes of this Resolution including, but not limited to, the signing of the cover sheet of the Right-of-Way Plans which is attached hereto as Exhibit A; the recording of the Right-of-Way Plans with the Office of the Recorder of Deeds of Montgomery County, Pennsylvania; the

completion, signing or other disposition of any other requisite forms; the satisfaction of any other requirements of the Pennsylvania Department of Transportation for the Project; and

FURTHER RESOLVED, this Resolution shall be effective immediately upon its adoption.

ADOPTED at a regular meeting of the Board of Commissioners of the Township of Abington this ____ day of _____, **2018**.

TOWNSHIP OF ABINGTON

Wayne C. Luker, President
Board of Commissioners

ATTEST:

Richard J. Manfredi, Secretary

TOWNSHIP OF ABINGTON
BOARD OF COMMISSIONERS

(2) CODE ENFORCEMENT AND LAND DEVELOPMENT

CE-01-011118

Consider Text Amendment to the Zoning Ordinance 2151 Request
by BET Investments

Motion to consider text amendment to the zoning ordinance
request by BET Investments.



CODE ENFORCEMENT AND LAND DEVELOPEMENT COMMITTEE

BOARD ACTION REQUEST

01-11-2018

DATE

CE-01-011118

AGENDA ITEM NUMBER

Code Enforcement

DEPARTMENT

FISCAL IMPACT

Cost > \$10,000.

Yes

No

PUBLIC BID REQUIRED

Cost > \$21,000.

Yes

No

AGENDA ITEM:

Consider Text Amendment to the Zoning Ordinance 2151 Request by BET Investments

EXECUTIVE SUMMARY:

PREVIOUS BOARD ACTIONS:

RECOMMENDED BOARD ACTION:

November 22, 2017

Richard Manfredi
Abington Township Manager
1176 Old York Road
Abington, PA 19001

Re: Re-Zone Application of BET Investments, Inc.

Mr. Manfredi,

I write on behalf of BET Investments, Inc. requesting the rezoning to AO Apartment-Office District of certain real property along Old York Road designated as Montgomery County Tax Parcels 30-00-49720-002; 30-00-49724-007; and 30-00-49728-003. The property is approximately 4.7 acres in area, and is depicted by the red outline on the enclosed tax map.

The Applicant proposes development of that tract as age-qualified Senior Apartment Units pursuant to a draft Plan enclosed.


Also enclosed are two proposed Ordinances effectuating the requested re-zoning: 1) an Ordinance providing for a map change placing the entire X acre parcel wholly within the AO Apartment-Office District; and 2) an Ordinance proposing modification of the regulations applicable in the AO Apartment-Office District.

As the Township does not have a standardized formal application form for re-zoning, please allow this letter to serve as a request to commence the re-zoning process pursuant to the procedures set forth in the Abington Township Code, and the Pennsylvania Municipalities Planning Code which, among other things, requires a properly advertised public hearing. A check made payable to Abington Township in the amount of \$2,000 is also enclosed in payment of the Application Fee.

Please let me know when you can meet with me to discuss specifics of moving forward. I will bring to that meeting an executed Professional Services Agreement and a check to fund the \$10,000 Professional Services Escrow, for payment of any Township Consultant charges arising from review of this Application and attendance at requested meetings.

Thanks very much for your attention. I look forward to working with you and the rest of the Abington Township team on this exciting project. Have a wonderful Thanksgiving.

Sincerely,



Joseph C. Kuhls

ORDINANCE NO. ___

**ABINGTON TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

AN ORDINANCE OF ABINGTON TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA, AMENDING THE ABINGTON TOWNSHIP ZONING ORDINANCE OF 2017, AS AMENDED, BY AMENDING ARTICLE VII AO APARTMENT-OFFICE DISTRICT, ADDING H-12 SENIOR APARTMENT UNITS AS A USE PERMITTED BY CONDITIONAL USE IN AO APARTMENT-OFFICE DISTRICT; BY AMENDING ARTICLE XXI USE REGULATIONS, ADDING H-12 SENIOR APARTMENT UNITS AS A USE; AND BY AMENDING ARTICLE XXIII PARKING AND TRANSPORTATION TO INCLUDE USE H-12 SENIOR APARTMENT UNITS

BE IT ORDAINED AND ENACTED by the Board of Commissioners of Abington Township, Montgomery County, as follows:

SECTION I. ZONING TEXT AMENDMENT. The Abington Township Zoning Ordinance, as heretofore amended, is hereby amended to add the following to the AO Apartment-Office District (Article VII):

Use H-12 Senior Apartment Units

A. Section 700. Intent: E. –To provide a wider range of housing options for senior citizens at locations in the Township where medical facilities, access to arterial highways and public transportation options are readily available.

B. Section 703. Other District Regulations: H. – Special Regulations for **H-12 Senior Apartment Units.**

1. A hospital shall be located within 2,000 feet.
2. The tract shall have frontage on two roads.
3. Access to public transportation shall be within 400 feet.

C. Figure 7.5. AO Apartment-Office District: Dimensional Requirements

Type	Density	Tract		Lot	
		Minimum Area	Minimum Area	Minimum Width	Minimum Depth
H-12 Senior Apartment Units	50 DU/Ac.	4 Ac.	4 Ac.	100 ft.	100ft.

Setbacks				Lot Coverage		
Front Yard Minimum	Side Yard Minimum	Rear Yard Minimum	Parking	Building Coverage Maximum	Impervious Coverage Maximum	Green Area Minimum
15 ft.	15 ft. From a Residential Zoned Property: 25 ft.	15 ft. From a Residential Zoned Property: 25 ft.	From Tract Boundary: 10 ft.	75%	80%	20%

Building		
Maximum Height	Maximum Separation	Maximum Length
65 ft.	50 ft.	600 ft.

SECTION II. ZONING TEXT AMENDMENT. The Abington Township Zoning Ordinance, as heretofore amended, is hereby amended to add the following to the Use Regulations (Article XXI):

Use H-12: Senior Apartment Units: A senior apartment/condominium building is a single, detached, residential building containing at least three, separate dwelling units, with units arranged in a variety of combinations, including side-by-side, over and under, or back-to-back with another dwelling unit. The regulations for this use category do not apply to townhouses or duplexes with a condominium form of ownership. The units shall be age restricted in compliance with the Federal Fair Housing Act. For the purpose of this Ordinance, the use of each unit of condominium real estate shall require a use permit and is subject to other regulations of the Township.

1. The dwelling units may share outside access and internal hallways, lobbies and similar facilities.
2. Each dwelling unit shall be contained on one floor of the building.
3. The dwelling units cannot be individually lotted, but must share a lot or parcel on which the building is located; except under condominium law.
4. The building and grounds shall be under one operating unit, such as a rental or condominium management service.
5. Parking spaces shall be located as conveniently as possible to the dwelling units and may be common or shared areas. All parking must be designed so that cars may enter and leave without the need to move other parked vehicles.
6. Dimensional requirements unless specified differently in the zoning district containing the use:
 - a. The minimum lot area per Senior Apartment Unit development shall be 4 acres.
 - b. The minimum floor area per dwelling unit shall be calculated according to the following ratios:

Figure 21.11

Minimum Floor Area/Dwelling Unit

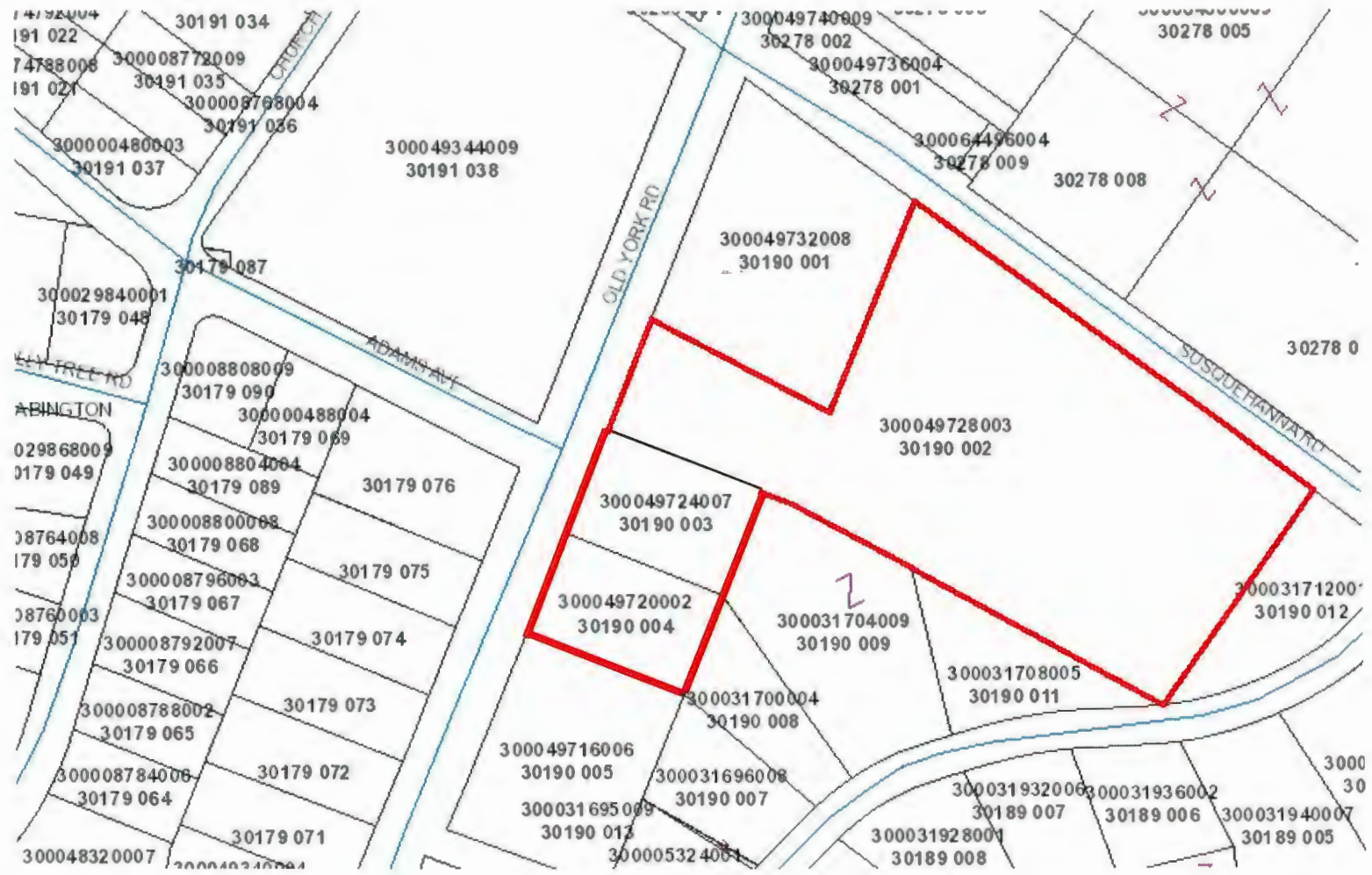
Unit Size	Minimum Floor Area/DU
Efficiency	400 s.f.
1 Bedroom	500 s.f.
2 Bedroom	650 s.f.
3 Bedroom	800 s.f.

7. Use of an apartment/condominium unit for any business activity are not permitted, except as expressly permitted by Use A-15: No-Impact Home-Based Business.
8. On a parcel(s) proposed to be re-developed which contain man-made steep slopes, up to 50% of precautionary slopes may be disturbed and up to 50% of prohibitive slopes may be disturbed provided, the Applicant demonstrates there is no increased erosion potential.
9. Accessory Uses:
 - a. Use A-3: Car Share.
 - b. Use A-15: No-Impact Home Based Business.
 - c. Use C-10: Convenience Store (when limited to 2,000 s.f.).
 - d. Use C-11: Dry Cleaners (Drop-Off).
 - e. Use C-16: Laundry (Self-Service).
 - f. Use C-20: Personal Care Business.
 - g. Use C-21: Professional Service Business.
 - h. Use C-26: Restaurant, Sit-Down.
 - i. Use C-29: Retail Store (when limited to 2,000 s.f.).
 - j. Use C-35: Supermarket or Grocery (when limited to 2,000 s.f.).
 - k. Use G-11: Studio, Artist.

SECTION III. ZONING TEXT AMENDMENT. The Abington Township Zoning Ordinance, as heretofore amended, is hereby amended to add the following to the Parking and Transportation (Article XXIII):

Use H-12 Senior Apartment Units

Section 2304. Parking Use Requirements: H. 12. – Use H-12: Senior Apartment Units: 1.33 Space per dwelling unit. Up to 10 percent of required parking for Senior Apartment Units Uses may be held in reserve, provided the reserve parking complies with all other zoning provisions.**SECTION IV. EFFECTIVE DATE.** This Ordinance shall become effective five (5) days from enactment.



ORDINANCE NO. ___

ABINGTON TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA

AN ORDINANCE OF ABINGTON TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA, ENACTED PURSUANT TO THE FIRST CLASS TOWNSHIP CODE AND THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE AMENDING THE ABINGTON TOWNSHIP CODE (the "Code") AND THE OFFICIAL ZONING MAP OF ABINGTON TOWNSHIP TO REZONE A CERTAIN TRACT OF REAL PROPERTY FROM CS COMMUNITY SERVICE DISTRICT AND R-3 MEDIUM-DENSITY RESIDENTIAL DISTRICT TO AO APARTMENT-OFFICE DISTRICT

BE IT ORDAINED AND ENACTED by the Board of Commissioners of Abington Township, Montgomery County, as follows:

SECTION I. ZONING MAP AMENDMENT. The Code and the Abington Township Zoning Map enacted pursuant to Abington Township Ordinance 2136, as amended, are hereby further amended to rezone that certain tract of real property described on Exhibit "A" attached hereto and designated as Montgomery County Tax Parcels 30-00-49720-002; 30-00-49724-007; and 30-00-49728-003 from respective zoning district designations of CS Community Service District or R-3 Medium-Density Residential District to henceforth be included wholly within the AO Apartment-Office District.

SECTION II. REPEALER. All other Ordinances, portions of Ordinances, or any section of the Code expressly inconsistent with this Ordinance are hereby repealed.

SECTION III. EFFECTIVE DATE. This Ordinance shall be become effective five (5) days after its enactment.

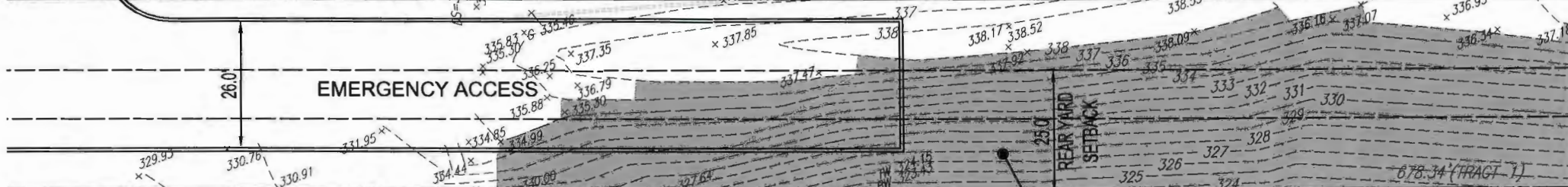
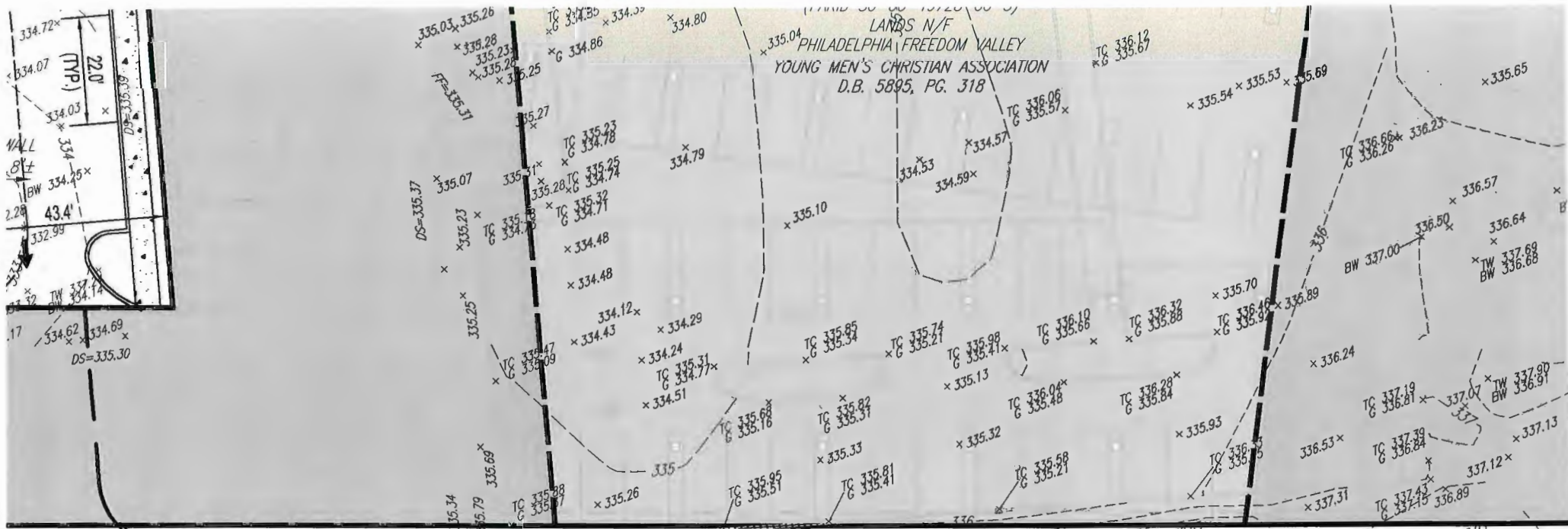
ENACTED AND ORDAINED this _____ day of _____, 2017 by the Board of Commissioners of Abington Township.

BOARD OF COMMISSIONERS
ABINGTON TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA

ATTEST:

By: _____

By: _____



BLOCK 90
UNIT 9
(PARID 30-00-31704-00-9)
LANDS N/F
BETHANY M. LIPA
& MICHAEL ESRICK
D.B. 5899, PG. 774

GENERAL NOTES

1.) THIS PLAN REFERENCES THE FOLLOWING DOCUMENTS:

A.) A PLAN ENTITLED: "ALTA/NSPS LAND TITLE SURVEY"
PREPARED FOR: ABINGTON TERRACE, LLC
PREPARED BY: JOSEPH J. WRIGHT, PA PLS# SU-37826-E
C/O BLUE MARSH ASSOCIATES, INC.
P.O. BOX 563 - 2385 TABITHA DRIVE
WARRINGTON, PA 18976-2370
PROJECT NO: 17-A058-160
DATED: 7-7-2017
LAST REVISED: 11/7/2017

B.) A PLAN ENTITLED: "ABINGTON AGE INCLUS"
PREPARED FOR: BET INVESTMENTS, INC.
PREPARED BY : BERNARDON
THE PHILADELPHIA BUILDING | 1315 WALNUT
PHILADELPHIA, PA 19107
PROJECT NUMBER: 7047.00-17
ISSUED DATE: 10/27/2017

APPROXIMATE
G BOUNDARY

FISCAL IMPACT ANALYSIS
Proposed Abington Terrace Development
Abington Township, Montgomery County

November 19, 2017

Prepared for:
BET Investments
200 Witmer Road, Suite 200
Horsham, PA 19044

Prepared by:
David C. Babbitt, AICP
David C. Babbitt & Associates, LLC
P.O. Box 922
Frazer, PA 19355-0922
Phone 610-651-5717
Fax 610-651-5718
www.babbittplanning.com
david@babbittplanning.com

Fiscal Impact Analysis
Proposed Abington Terrace Development
Abington Township
Montgomery County
 November 19, 2017

This report examines the annual fiscal impact to Abington Township and the Abington School District (ASD) of the Abington Terrace development proposed by BET Investments. The report examines the fiscal impact to the Township and School District during any given year after the completion of the proposed project and full occupancy, based on 2017 levels of revenue, expenditures, and taxation.

The proposed age qualified development consists of the following elements:

- 56 one bedroom apartment units, to be rented for an average of approximately \$2,400 per month.
- 169 two bedroom apartment units, to be rented for an average of approximately \$2,600 per month.
- 428 structured parking spaces. The remainder of the parking will be surface parking.

In all, the proposed development includes 225 multifamily apartment units and 428 structured parking spaces.

According to federal law, each unit in an age qualified development must house at least one person who is 55 years old or older, and no resident can be under the age of 18. Therefore, no school age children are projected to reside in the proposed development.

The table below shows the annual net fiscal impact (revenue minus expenditures) to the Township and School District of each proposed dwelling type and use. Below the table are sections on assessments and demographics, Township expenditures and revenue, and School District expenditures and revenue. At the end of this report are the spreadsheets for the Township and School District impact, which show the major expenditure and revenue categories for each entity. All cell addresses in the text refer to these spreadsheets.

Proposed Use	Number of Units/ Spaces	Annual Net Township Impact	Annual Net School District Impact	Annual Net Combined Impact	Annual Net Combined Impact per Unit/Space
1 BR Apartments	56	\$25,438	\$145,467	\$170,905	\$3,052
2 BR Apartments	169	\$88,572	\$495,728	\$584,300	\$3,457
Structured Parking	428	\$10,906	\$81,639	\$92,545	\$216
Total Proposed	225 /428	\$124,916	\$722,834	\$847,750	--

The annual net fiscal impact of the proposed project is projected to be highly favorable for the Township and School District, creating annual surpluses for each entity. **The annual net combined fiscal impact for the proposed development is projected to total positive (or surplus) \$847,750.** The annual combined revenue is projected to exceed the annual combined expenditures by 1,461.9 percent.

There are three important reasons for the positive annual net fiscal impacts projected here:

- First, the proposed development is comprised of smaller apartment units, which house fewer persons than four bedroom single family detached dwellings, the predominant dwelling type in the Township. The lower number of persons results in lower expenditures for the Township, which leads to annual surpluses.
- Second, the age restriction itself also results in fewer persons and no school age children at all, eliminating all School District expenditures. The only impact of the proposed development on the School District is significant annual revenue.
- Third, the proposed apartments are high end, which generate higher revenue in the real estate tax, earned income tax, and business privilege tax categories.

Projected Assessments

The projected assessed value of the proposed age qualified apartments is based on a comparable high end age qualified apartment complex recently constructed nearby, called Dublin Terrace on Limekiln Pike in Upper Dublin Township. That development has an overall assessed value of \$15,619,450 in 192 units, for an average assessment of \$81,351 per unit. The proposed apartments at Abington Terrace are projected to have assessments of \$75,000 for the one bedroom units and \$85,000 for the two bedroom units (cells C6-C7). The assessed value of the structured parking is projected to be \$6,000 per space (cell C8), which is comparable to the assessment per space of the Abington Hospital garage along Old York Road.

The total projected assessed value of the entire proposed project is determined by multiplying the number of units and parking spaces (cells B6-B8) by the assessment per unit or space (cells C6-C8). The assessed value of the proposed development at buildout is projected to total \$21,133,000 (cells D6-D9). This projected assessed value represents 0.5 percent of the entire assessed value of all properties in Abington Township (\$4,000,412,104, from the Montgomery County Board of Assessment Appeals). Please note that the County Board of Assessment Appeals will determine the actual assessments only when the proposed development is constructed and inspected.

Demographics

The number of persons per unit is projected to be 1.20 for all one and two bedroom units (cells E6-E7). This figure is from *Who Lives in New Jersey Housing?*, by David Listokin, Ioan Voicu, William Dolphin and Matthew Camp of the Rutgers University Center for Urban Policy Research (CUPR), published in November, 2006 (available at pppolicy.rutgers.edu/cupr/otherreports/njDemos.pdf).

In addition to the demographic multipliers for different dwelling types in the state of New Jersey (which were not used in this report), this document also presents demographic multipliers for age qualified developments in the northeastern United States, from the 2003 American Housing Survey of the U.S. Census Bureau. The multipliers are 1.57 persons per unit for all single family detached dwellings, 1.39 persons per unit for all attached dwellings (including townhouses), and 1.20 persons per unit for all multifamily dwellings (including apartments). Please note that these multipliers do not differentiate by dwelling size or value, only by dwelling type for age qualified developments.

The number of persons projected to reside in the proposed development is determined by multiplying the number of units (cells B6-B7) by the number of persons per unit for each dwelling type (cells E6-E7). The number of persons projected to reside in the proposed development at buildout and full occupancy totals 270 (cells F6-F9). No persons are projected to reside in the proposed structured parking.

The number of school age children per unit is projected to be 0.00 for all units, given the age restriction of the proposed development (cells E39-E40 of the School District spreadsheet). The number of public school students is determined by multiplying the number of units (cells B39-B40) by the number of school age children per unit for each dwelling type (cells E39-E40), and by 83.3 percent (cell D61), to account for those children who will attend private schools or be schooled at home. The figure of 83.3 percent is from the 2015 American Community Survey, a function of the U.S. Census, specifically for Abington Township, which reported 7,072 public school students out of 8,489 school age children (ages 5-18). The number of ASD students projected to reside in the proposed development at buildout and full occupancy is 0 (cells F39-F42).

Annual Abington Township Expenditures

The Abington Township budget includes the following funds, shown in the table below with their respective 2017 expenditure totals:

Fund	Budgeted Expenditure
General Fund	\$38,026,723
Sewer Operations Fund	\$8,844,000
Highway Aid Fund	\$1,534,178
Tuition Reimbursement Fund	\$15,000
Workers Compensation Fund	\$1,007,280
Refuse Fund	\$5,782,381
Retiree Medical Fund	\$1,397,290
TOTAL 2017 EXPENDITURES	\$56,606,852

The total Township budgeted expenditures in 2017 are \$56,606,852, which includes all seven Township funds. In order to find a more accurate measure of the average annual expenditures for the proposed development, this analysis focuses on the regular, ongoing operating expenditures of the Township. Such operations are quantified in the following two funds, shown in the table below with their respective sums in the 2017 budget.

Operating Fund	Budgeted Expenditure
General Fund	\$38,026,723
Highway Aid Fund	\$1,534,178
TOTAL 2017 EXPENDITURES	\$39,560,901

The two operating funds total \$39,560,901 in expenditures for 2017 (cell D28). These two funds cover nearly all Township expenditures, including Board of Commissioners, administration, legal fees, economic development, computer expenses, municipal buildings, tax collection, police protection (including police administration, patrol, communications, traffic safety, K-9 unit, juvenile, detectives, records, training, emergency management, community policing, crime prevention, public safety facility, etc.), finance, code enforcement, engineering, public works (including lights, administration, labor and materials, vehicle maintenance, etc.), fire prevention, library, parks and recreation, contributions to retirement and health care funds, insurance, debt service, and road maintenance.

The following funds are excluded because they are capital funds which fluctuate significantly year to year, represent transfers between funds (and therefore double counting), and/or are not associated with ongoing

operations:

- Sewer Operations Fund is a proprietary fund where revenue from sewer rents equals expenditures for sewage conveyance and treatment. In general, the revenue from all developments in the Township, whether new or existing, roughly equal the expenditures, making this a break even fund.
- Tuition Reimbursement Fund pays for Township employee tuition, and is not anticipated to rise with the proposed development.
- Workers Compensation and Retiree Medical Funds use transfers from the other funds to pay for future expenditures. The General Fund transfers of \$500,000 to the Workers Compensation Fund and \$1,065,290 to the Retiree Medical Fund are included in this report, but the expenditures from these two funds are not, in order to avoid double counting the same money.
- The Refuse Fund is another proprietary fund, which is excluded because refuse collection and disposal will be handled privately at the proposed development.

In order to find a more accurate measure of the average annual expenditures for future residents of the proposed development, four categories of funds are subtracted from the total 2017 operating expenditures of \$39,560,901 (cell D28):

1. Pass-Through Funds. Pass-through funds are excluded because the proposed development will have no net impact on these funds, since revenue always equals expenditures. Pass-through funds that are excluded are as follows, shown in the table below with their respective sums in the Township's 2017 budget.

Source	Fund	Budgeted Amount
Fire Inspection Fees	General	\$25,000
Beverage Licenses	General	\$12,000
Rent of Property	General	\$715,000
Public Utility Realty Tax	General	\$35,000
State & County Snow Reimbursement	General	\$90,000
Recyclable Materials	General	\$5,000
DEA Task Force	General	\$153,273
Police Reimbursable Overtime	General	\$160,000
Video Arraignment Process	General	\$110,000
Training Center Rental	General	\$5,000
SRO Reimbursement	General	\$100,900
Recreational Facilities	General	\$290,000
Swimming Pools	General	\$330,000
Parks & Recreation Special Programs	General	\$320,000
State Reimbursement Pension Plan	General	\$1,363,000
State Liquid Fuels Revenue	Highway Aid	\$1,516,178
TOTAL		\$5,230,351

The State Liquid Fuels revenue of \$1,516,178 is excluded because the proposed development is on two State roads (Old York Road and Susquehanna Road), and there will be no additional Township maintenance of local roads from the proposed development.

2. Development Related Funds. The other pass-through category is charges related to the processing and administration of proposed subdivisions and land developments in the Township, shown in the table below with their respective sums in the Township's 2017 budget (all are in the General Fund). Such charges for services and departmental earnings are excluded because they are in essence one-time pass-through funds for specific functions normally associated with new development. For example, the Township is budgeted to receive \$800,000 in building and zoning revenue (mostly permit fees), which will be expended on the building inspections and the administration of those permits while a development is under construction, not on other functions associated with the time after a development is completed. Once a development is completed, the revenue and expenditures for such permits and application fees decreases significantly, but not completely.

Source	Budgeted Amount
Building and Zoning	\$800,000
Plumbing Licenses and Permit Fees	\$70,000
Engineering Permit Fees	\$125,000
TOTAL	\$995,000

Ninety percent of the development related pass-through funds of \$995,000 (or \$895,500) is excluded from the total expenditures. Only 90 percent of the development related funds is excluded from the expenditure analysis, in acknowledgment that there will still be some expenditures on subdivisions and land developments once they are complete, for things like building renovations and inspections for violations. Please note that in the revenue analysis, below, only 10 percent of the revenue from development related funds (or \$99,500) is included in the category of miscellaneous revenue.

The excluded pass-through and development related funds total \$6,125,851 (cell D29). The 2017 net Township operating expenditures (minus pass-through and development related funds) are \$33,435,050 (cell D30). Please note that just as the expenditures for the above funds are not included in the expenditure calculations of this section, the revenue from these sources is also not included in the revenue analysis, below.

Then, the Township expenditures associated with existing nonresidential development are subtracted from the net expenditures using the "proportional valuation method" of *The New Practitioner's Guide to Fiscal Impact Analysis*. First, a portion of the total Township expenditures is assigned to existing nonresidential development, based on the average value of property. According to the Montgomery County Board of Assessment's January, 2017 Land Use Classification Report, the total assessed value of the 20,165 properties in Abington Township was \$4,000,412,104, yielding an average assessed value of \$198,384. Of those properties, 1,037 were nonresidential (commercial, industrial, institutional, utility, etc., whether taxable or exempt), with a total assessed value of \$1,126,322,900 (representing 28.2 percent of the Township total), and an average assessed value of \$1,086,136. The proportion of average nonresidential assessed value to average Township assessed value (residential and nonresidential combined) is 5.47, which is then used to determine the refinement coefficient of 1.07 from a graph in the *New Practitioner's Guide*. The refinement coefficient is based on empirical research by the Rutgers University CUPR, and is necessary to adjust the costs of existing nonresidential development in communities without extensive nonresidential development of very high average assessed value, such as Abington Township. By comparison, in communities where the ratio between the average nonresidential assessment and the average overall assessment is above 6, an economy of scale reduces the nonresidential expenditures on a

per square foot basis, and the refinement coefficient is below 1.00.

The proportion of Township assessed value in nonresidential uses (28.2 percent) is then multiplied by the refinement coefficient of 1.07, and by the 2017 net Township operating expenditures of \$33,435,050 (cell D30). The result of this calculation is that \$10,072,654 of the net Township operating expenditures (representing 30.1 percent) is attributable to existing nonresidential development (cell D31). This sum is subtracted from the 2017 net Township operating expenditures (\$33,435,050, cell D30), and the remainder (\$23,362,396 in expenditures attributable to existing residential development) is divided by the estimated number of Township residents in 2017, which is 55,773 (cell I28). The estimated number of Township residents is determined by taking the U.S. Census estimate for 2015 (the most recent estimate available) of 55,641, and adding two year's worth of the average annual increase between 2010 and 2015 (331 over those five years, or 66 additional residents per year and 132 over two years) to find the current estimate of 55,773.

The per capita Township operating expenditures attributable to existing standard residential development are \$418.88 (cell D32).

On average, residents of an age qualified development generate far lower Township expenditures when compared to residents of standard housing. A study by the Del Webb corporation (the industry leader in age qualified development) estimated that its Sun City Grand development in Surprise, Arizona near Phoenix imposed lower demands on most municipal services when compared to standard housing, in numerous demand categories (as cited in *Developing Active Adult Retirement Communities*, by Diane R. Schuman, et. al., The Urban Land Institute, 2001, pp. 21-26). The table below shows each of the eight demand categories studied; for each category, the table shows the 2017 Abington Township expenditure (if any), and the modified expenditure, which is the Township expenditure multiplied by the percent of level of demand imposed by age qualified developments.

Demand Category	Level of Demand	2017 Expenditure	Modified Expenditure
Traffic volume	33%	\$0	\$0
Street maintenance	35%	\$3,920,585	\$1,372,205
Water consumption	60%	\$0	\$0
Wastewater generation	74%	\$0	\$0
Solid waste generation	67%	\$0	\$0
Police protection	25%	\$18,041,104	\$4,510,276
Fire protection services	33%	\$2,549,216	\$841,241
Emergency medical	110%	\$0	\$0
Total		\$24,510,905	\$6,723,722
Difference			\$17,787,183
Minus Pass-Thru (15.5%)			\$15,032,907
Residential Share (69.9%)			\$10,504,088
Difference per Capita			\$188.34

Other than emergency medical services (for which the Abington Township budget has no direct expenditures), an age qualified facility has far lower expenditure impacts than other housing. The area of greatest expenditure in Abington Township – police protection – is the precise area in which an age qualified development's expenditure is significantly lower than that of standard housing. Please note that

all public works expenditures are in the Street Maintenance category, instead of the Traffic Volume category, since the former is slightly higher, resulting in a more conservative (and higher) annual expenditure. Also, please note that the Solid Waste Generation expenditures are not included in this table because the proposed development will have this function handled privately, and there will be no Township expenditures at all.

The difference between the total Township expenditures for the listed demand categories (\$24,510,905) and the modified Township expenditures (\$6,723,722) is \$17,787,183. This figure is then further modified to account for the pass-through funds by subtracting 15.5 percent, similar to the total Township expenditures. Of the remaining \$15,032,907 in expenditures, only 69.9 percent is attributable to residential development. The resulting \$10,504,088 represents the difference between the Township expenditures for these Township functions for standard housing versus age qualified housing. This figure is then divided by the estimated 2017 Township population of 55,773 (cell I28) to find a per capita difference of \$188.34. This figure is then subtracted from the Township per capita expenditure for standard development (\$418.88, cell D32) to find the Township per capita expenditure for age qualified development (\$230.55, cell I27). This per capita figure is then multiplied by the number of persons projected to reside in the proposed age qualified development at buildout (270, cells F6-F7) to find the total annual residential expenditures for the proposed age qualified development of \$62,247 (cells G6-G9). The annual expenditures per unit are projected to be \$277 (cells H6-H7).

No Township expenditures are associated with the proposed structured parking (cell G8). Instead, all expenditures are associated with the dwelling units themselves.

Annual Abington Township Revenue

The annual Township revenue is determined by adding the following sources:

- Real estate tax revenue, based on the Township tax rate of 4.203 mills (cell I29) applied to the projected assessed value of the proposed development (totaling \$21,133,000, cells D6-D9). The annual real estate tax revenue is projected to total \$88,822 (cells B14-B17). Please note that the projected real estate tax revenue exceeds the annual Township expenditures (\$62,247, cells G6-G9) by \$26,575 or 42.7 percent.
- Earned income tax revenue, based on the tax rate of 0.5 percent applied to the household income of residents. Household income is calculated by multiplying the monthly rent for each dwelling type (averaging \$2,400 for the one bedroom units and \$2,600 for the two bedroom units, see the introduction, above) by twelve months and dividing by 25 percent, which is the industry standard for maximum percentage of household income used for rent for prospective tenants of a proposed multifamily development. The minimum annual household income for each unit is projected to be \$115,200 for the one bedroom units and \$124,800 for the two bedroom units. These minimum annual income levels are then multiplied by the number of units in each category (cells B6-B7) and by the tax rate of 0.5 percent, to determine the tax revenue. The revenue is then reduced by 50 percent to reflect the likelihood that many residents will be retired and have no earned income, though they may have interest or dividend income, which is not subject to the earned income tax. The revenue is then further reduced by 25.9 percent to account for those residents who will work in the City of Philadelphia, and therefore pay the City's wage tax instead of Abington Township's earned income tax. The 2015 American Community Survey of the U. S. Census Bureau reports 7,358 resident workers living in the Township and working in the City out of a total of 28,366 resident workers, or 25.9 percent. The annual earned income tax revenue is projected to total \$50,995 (cells C14-C17). No earned income tax revenue is projected from the proposed structured parking spaces.
- Business privilege tax revenue, determined by applying the tax rate of 4 mills to the projected total annual rents of \$6,885,600 (56 one bedroom units at \$2,400 per month plus 169 two bedroom units at

\$2,600 per month). The annual business privilege tax revenue is projected to total \$27,542 (cells D14-D17).

- Franchise fees and miscellaneous revenue, based on the Township's budgeted revenue from these sources (\$1,379,500 comprised of \$1,280,000 in franchise fee revenue and \$99,500 in development related revenue, representing 10 percent of the total revenue in this category associated with existing and not new development, which is \$995,000; see the expenditure analysis, above) divided by the estimated number of units in the Township (22,290, cell I30), and that per unit revenue of \$61.89 (cell I31) is applied to the units in the proposed development (totaling 225, cells B6-B7). The annual franchise fee and miscellaneous revenue is projected to total \$13,925 (cells E14-E17). The estimated number of 22,290 units in the Township (cell I30) is from the 2015 American Community Survey of the U.S. Census Bureau.
- Liquid Fuels revenue, based on PennDOT's 2017 per person revenue of \$18.3506 applied to the number of persons projected to reside in the proposed development at buildout and full occupancy (totaling 270, cells F6-F9). The annual Liquid Fuels revenue is projected to total \$4,955 (cells F14-F17). Please note that the Township will not receive any additional revenue per mile, since the proposed development has no internal streets to be dedicated to the Township.
- Interest earnings, based on the projected assessed value of the proposed development (totaling \$21,133,000, cells D6-D9) divided by the Township's total assessed value (\$4,000,412,104, according to the Board of Assessment as of January, 2017), and multiplying by the Township's projected revenue from interest earnings in the 2017 budget, totaling \$175,000 (cell I32), which includes \$170,000 from the General Fund and \$5,000 from the Liquid Fuels Fund. The annual interest earnings are projected to total \$924 (cells G14-G17).

The annual Township revenue from all sources is projected to total \$187,164 (cells H14-H17). The annual Township revenue is projected to be \$731 for each one bedroom unit, \$801 for each two bedroom unit, and \$25 per structured parking space (cells I14-I16).

The annual net Township impact (revenue minus expenditures) is projected to total positive \$124,916 (cells B21-B24). The annual net Township revenue is projected to be positive \$454 for each one bedroom unit, positive \$524 for each two bedroom unit, and positive \$25 per structured parking space (cells C21-C24). Annual revenue is projected to exceed annual expenditures by 164.26 percent for the one bedroom units, 189.4 percent for the two bedroom units, and 200.7 percent overall (cells D21-D24). Since the structured parking spaces have no Township expenditures associated directly with them, all \$10,906 of annual revenue becomes surplus.

Annual Abington School District Expenditures

The number of units and parking spaces, as well as the projected assessment per unit/space and the total projected assessment are the same as for the Township impact, above.

The Abington School District General Fund budgeted expenditures total \$159,283,771 for the 2017-2018 year (cell D62 of the School District spreadsheet). The following pass-through funds are subtracted from this total:

Pass-Through Fund	Budgeted Amount
Public Utility Realty Tax	\$115,000
Revenue from Intermediary Sources	\$1,162,542
Rentals	\$120,000
Tuition from Patrons	\$36,000
TOTAL	\$1,433,542

The pass-through funds total \$1,433,542 (cell D63), with the remaining net School District expenditures totaling \$157,850,229 (cell D64). This figure is then divided by the projected 2017-2018 District-wide enrollment of 8,107 students (cell I60) to find the 2017-2018 ASD net expenditure of \$19,471 per student (cell I61). This per student expenditure is applied to the 0 students from the proposed development projected to attend public schools (cells F39-F42) to determine the annual projected School District expenditures of \$0 (cells G39-G42). The annual School District expenditure per unit is projected to be \$0 for all units and parking spaces (cells H39-H41).

Annual Abington School District Revenue

The annual School District revenue is determined by adding the following sources:

- Real estate tax revenue, based on the School District's 2017-2018 tax rate of 31.77 mills (cell I62) applied to the projected assessed value of the proposed development (totaling \$21,133,000, cells D39-D42). The annual real estate tax revenue is projected to total \$671,395 (cells B47-B50).
- Earned income tax revenue, determined using the same method as was used for the Township impact, above. The annual earned income tax revenue is projected to total \$50,995 (cells C47-C50).
- State and Federal revenue, based on the 2017-2018 ASD budgeted revenue from those sources totaling \$34,902,283 divided by the projected 2017-2018 ASD enrollment of 8,107 (cell I60), or \$4,305 per public school student (cell I63), applied to the projected number of students from the proposed development (totaling 0, cells F39-F42). The annual state and federal revenue is projected to total \$0 (cells D47-D50).
- Earnings on investments, based on the projected assessed value of the proposed development (totaling \$21,133,000, cells D39-D42) divided by the School District's total assessed value (\$3,576,566,884, according to the 2017-2018 ASD budget), and multiplying by the School District's projected revenue from earnings on investments in the budget (\$75,000, cell I64). The annual earnings on investments is projected to total \$443 (cells E47-E50).

The annual School District revenue from all sources is projected to total \$722,834 for the proposed development (cells F47-F50). The annual School District revenue per unit is projected to be \$2,598 for the one bedroom units, \$2,933 for the two bedroom units, and \$191 per structured parking space (cells G47-G49).

The annual net School District impact (revenue minus expenditures) is projected to total positive \$722,834 (cells B54-B57). The annual net School District revenue per unit is projected to be positive \$2,598 for the one bedroom units, positive \$2,933 for the two bedroom units, and positive \$191 per structured parking space (cells C54-C56). Since there are no School District expenditures projected from the proposed development, every dollar of annual revenue becomes surplus.

	A	B	C	D	E	F	G	H	I
1	ANALYSIS OF THE ANNUAL FISCAL IMPACT TO ABINGTON TOWNSHIP								
2	Of the roposed Abington Terrace Development						November 19, 2017		
3									
4	Proposed Use/	Number of	Average Assessed	Total	Persons	Total	Annual Township	Expenditures	
5	Dwelling Type	Units/Spaces	Value per Unit/Space	Assessed Value	per Unit	Persons	Expenditures	per Unit/Space	
6	Age Qualified 1 BR	56	\$75,000	\$4,200,000	1.20	67	\$15,493	\$277	
7	Age Qualified 2 BR	169	\$85,000	\$14,365,000	1.20	203	\$46,755	\$277	
8	Structured Parking	428	\$6,000	\$2,568,000	0.00	0	\$0	\$0	
9	Total	225 / 428		\$21,133,000		270	\$62,247		

10									
11	Annual Township Revenue								
12	Proposed Use/	Real Estate	Earned Income	Business	Franchise Fee &	Liquid Fuels	Interest	Total Annual	Revenue per
13	Dwelling Type	Tax	Tax	Privilege Tax	Misc. Revenue	Revenue	Earnings	Revenue	per Unit/Space
14	Age Qualified 1 BR	\$17,653	\$11,944	\$6,451	\$3,466	\$1,233	\$184	\$40,931	\$731
15	Age Qualified 2 BR	\$60,376	\$39,051	\$21,091	\$10,459	\$3,722	\$628	\$135,327	\$801
16	Structured Parking	\$10,793	\$0	\$0	\$0	\$0	\$112	\$10,906	\$25
17	Total	\$88,822	\$50,995	\$27,542	\$13,925	\$4,955	\$924	\$187,164	

18				
19	Proposed Use/	Annual Net	Net Township	Revenue >
20	Dwelling Type	Township Revenue	Revenue per Unit/Space	Expenditure
21	Age Qualified 1 BR	\$25,438	\$454	164.2%
22	Age Qualified 2 BR	\$88,572	\$524	189.4%
23	Structured Parking	\$10,906	\$25	--
24	Total	\$124,916	--	200.7%

25				
26	NOTES:			
27	2017-2018 STEB Common Level Ratio (Market Value to Assessed Value)	54.1%	2017 Township per Capita Expenditure (Age Qualified Dev.)	\$230,55
28	2017 Township Operating Expenditures (2 Funds)	\$39,560,901	2017 Township Population Estimate	55,773
29	Minus 2017 Pass-Through and Excluded Expenditures	\$6,125,851	2017 Township Real Estate Tax Millage	4.23
30	2017 Net Township Operating Expenditures	\$33,435,050	2017 Township Housing Unit Estimate	22,90
31	2017 Township Non-Residential Expenditures	30.1%	2017 Township Franchise Fee & Misc. Revenue per Unit	\$6189
32	2017 Township per Capita Expenditure (Standard Development)	\$418.88	2017 Township Interest Earnings	\$171,000

	A	B	C	D	E	F	G	H	I
34	ANALYSIS OF THE ANNUAL FISCAL IMPACT TO THE ABINGTON SCHOOL DISTRICT								
35	Of the roposed Abington Terrace Development						November 19, 2017		
36							Annual		
37	Proposed Use/	Number of	Average Assessed	Total	School Age	ASD	School District	Expenditures	
38	Dwelling Type	Units/Spaces	Value per Unit/Space	Assessed Value	Children per Unit	Students	Expenditures	per Unit/Space	
39	Age Qualified 1 BR	56	\$75,000	\$4,200,000	0.00	0	\$0	\$0	
40	Age Qualified 2 BR	169	\$85,000	\$14,365,000	0.00	0	\$0	\$0	
41	Structured Parking	428	\$6,000	\$2,568,000	0.00	0	\$0	\$0	
42	Total	225 / 428		\$21,133,000		0	\$0		
43									
44	Annual School District Revenue								
45	Proposed Use/	Real Estate	Earned Income	State & Federal	Earnings on	Total Annual	Revenue		
46	Dwelling Type	Tax	Tax	Revenue	Investments	Revenue	per Unit/Space		
47	Age Qualified 1 BR	\$133,434	\$11,944	\$0	\$88	\$145,467	\$2,598		
48	Age Qualified 2 BR	\$456,376	\$39,051	\$0	\$301	\$495,728	\$2,933		
49	Structured Parking	\$81,585	\$0	\$0	\$54	\$81,639	\$191		
50	Total	\$671,395	\$50,995	\$0	\$443	\$722,834			
51									
52	Proposed Use/	Annual Net School	Net School District	Revenue >					
53	Dwelling Type	District Revenue	Revenue per Unit/Space	Expenditure					
54	Age Qualified 1 BR	\$145,467	\$2,598	--					
55	Age Qualified 2 BR	\$495,728	\$2,933	--					
56	Structured Parking	\$81,639	\$191	--					
57	Total	\$722,834	--	--					
58									
59	NOTES:								
60	2017-2018 STEB Common Level Ratio (Market Value to Assessed Value)			54.1%	2017-2018 ASD Projected Student Enrollment			8,107	
61	Percentage of Abington Township School Age Children in Public Schools			83.3%	2017-2018 ASD Net Expenditure per Student			\$19,471	
62	2017-2018 ASD Total Expenditures			\$159,283,771	2017-2018 ASD Real Estate Tax Millage			31.77	
63	Minus Pass-Through Expenditures			\$1,433,542	2017-2018 ASD State/Federal Revenue per Student			\$4,305	
64	2017-2018 ASD Net Expenditures			\$157,850,229	2017-2018 ASD Earnings on Investments			\$75,000	

**METES & BOUNDS DESCRIPTION
PROPOSED RE-ZONING AREA FOR ABINGTON TERRACE, LP
BLOCK 90, UNITS 1, 3 & 4
ABINGTON TOWNSHIP
MONTGOMERY COUNTY
COMMONWEALTH OF PENNSYLVANIA**

BEGINNING AT A POINT ON THE SOUTHEASTERLY TITLE LINE AND RIGHT OF WAY LINE OF OLD YORK ROAD (AKA S.R. 611, L.R. 151 – VARIABLE WIDTH RIGHT OF WAY) AT THE INTERSECTION WITH THE COMMON DIVIDING LINE BETWEEN BLOCK 90, UNIT 5, LANDS NOW OR FORMERLY TEMPENNS ASSOCIATES AND BLOCK 90, UNIT 4, LANDS NOW OR FORMERLY DIANA HELWEG NEWTON, ET AL, AND FROM SAID POINT OF BEGINNING; THENCE,

- 1- ALONG THE SOUTHEASTERLY RIGHT OF WAY LINE OF OLD YORK ROAD, NORTH 25°24'00" EAST A DISTANCE OF 115.46 FEET TO A POINT; THENCE,
- 2- ALONG A LINE THROUGH THE BED OF OLD YORK ROAD, NORTH 64°36'00" WEST A DISTANCE OF 40.10 FEET TO A POINT; THENCE,

THE FOLLOWING TWO (2) COURSES AND DISTANCES ALONG THE TITLE LINE IN THE BED OF OLD YORK ROAD:

- 3- NORTH 25°24'00" EAST A DISTANCE OF 115.49 FEET TO A POINT; THENCE,
- 4- NORTH 25°27'00" EAST A DISTANCE OF 127.16 FEET TO A POINT; THENCE,
- 5- ALONG A THE DIVIDING LINE BETWEEN BLOCK 90, UNIT 1, LANDS NOW OR FORMERLY PHILADELPHIA FREEDOM VALLEY YOUNG MEN'S CHRISTIAN ASSOCIATION AND BLOCK 90, UNIT 1, LANDS NOW OR FORMERLY ABINGTON PRESBYTERIAN CHURCH, SOUTH 58°10'00" EAST A DISTANCE OF 247.12 FEET TO A POINT; THENCE,
- 6- ALONG THE SAME NORTH 27°06'00" EAST A DISTANCE OF 255.02 FEET TO A POINT ON THE TITLE LINE IN THE BED OF SUSQUEHANNA ROAD (AKA S.R. 2017- 33 FEET WIDE RIGHT OF WAY), SOUTH 50°31'00" EAST A DISTANCE OF 506.32 FEET TO A POINT; THENCE,
- 7- ALONG THE DIVIDING LINE BETWEEN BLOCK 90, UNIT 1 AND BLOCK 90, UNIT 12, LANDS NOW OR FORMERLY CHRISTOPHER GERMAIN, SOUTH 39°29'00" WEST A DISTANCE OF 288.70 FEET TO A POINT; THENCE,
- 8- ALONG THE COMMON DIVIDING LINE BETWEEN BLOCK 90, UNIT 1, BLOCK 90, UNIT 11, LANDS NOW OR FORMERLY BRIAN JAMES AND BLOCK 90, UNIT 9, LANDS NOW OR FORMERLY BETHANY M. LIPA, NORTH 58°10'00" WEST A DISTANCE OF 434.11 FEET TO A POINT; THENCE,
- 9- ALONG THE DIVIDING LINE BETWEEN BLOCK 90, UNIT 1 AND BLOCK 90, UNIT 9, NORTH 64°36'00" WEST A DISTANCE OF 33.97 FEET TO A POINT; THENCE,
- 10- ALONG THE DIVIDING LINE BETWEEN BLOCK 90, UNIT 3, LANDS NOW OR FORMERLY DIANA HELWEG NEWTON, ET AL AND BLOCK 90, UNIT 9, SOUTH 25°24'00" WEST A DISTANCE OF 115.43 FEET TO A POINT; THENCE,
- 11- ALONG THE DIVIDING LINE BETWEEN BLOCK 90, UNIT 4 AND BLOCK 90, UNIT 9, SOUTH 25°24'00" WEST A DISTANCE OF 115.46 FEET TO A POINT; THENCE,
- 12- ALONG THE DIVIDING LINE BETWEEN BLOCK 90, UNIT 4 AND BLOCK 90, UNIT 5, NORTH 64°33'00" WEST A DISTANCE OF 168.75 FEET TO A POINT; BEING THE FIRST MENTIONED POINT AND PLACE OF BEGINNING.



CONTAINING 221,116 QUARE FEET OR 5.076 ACRES

THIS DESCRIPTION PREPARED WITH REFERENCE TO A PLAN ENTITLED "ALTA/NSPS LAND TITLE SURVEY, ABINGTON TERRACE, LLC, #1059, 1067 & 1073 OLD YORK ROAD, BLOCK 90, UNITS 1,3 & 4, ABINGTON TOWNSHIP, MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA", PREPARED BY BLUE MARSH ASSOCIATES, INC., DATED 7/7/2017, REVISION #4, DATED 11/7/2017.

JOSEPH J. WRIGHT
PENNSYLVANIA PROFESSIONAL LAND SURVEYOR
LICENSE #SU-37826-E

P.O. Box 563 - Tabatha Drive
Warrington, PA 18976-2370
215-622-1002 FX 215-343-0218

www.BlueMarshAssociates.com

BLUE MARSH ASSOCIATES, INC.

Page 2 of 2

1541 Route 37 East, Suite B
Toms River, NJ 08753
848-448-3964 FX 732-793-3389

**TOWNSHIP OF ABINGTON
BOARD OF COMMISSIONERS**

(3) PUBLIC SAFETY

THE COMMITTEE HAS NO BUSINESS AT THIS TIME

**TOWNSHIP OF ABINGTON
BOARD OF COMMISSIONERS**

(4) PUBLIC AFFAIRS

PA-01-011118

Ardsley Wildlife Sanctuary Trail Phase 1 Bid for Construction Services (DCNR Project BCR-PRD-22-37)

To consider two motions:

Motion to reject all bids submitted for the Ardsley Wildlife Sanctuary project as advertised and submitted on December 20, 2017 and reapprove the project and authorize rebidding of this project with a reduced scope, and;

Motion to reapprove the Ardsley Wildlife Sanctuary project with a reduced scope and authorize advertisement of the same.

BOC-01-011118

Consider approving a Township Board of Commissioners and Board of Commissioners Committee Agenda Policy and Procedures.

Motion to adopt Resolution No 2018 - 010 approving a Township of Abington Board of Commissioners Policy establishing a policy governing certain rules of order, Board and committee agendas, public participation and scope of committees.



PUBLIC AFFAIRS COMMITTEE

AGENDA ITEM

01-11-2018

PA-01-011118

DATE

AGENDA ITEM NUMBER

Parks and Recreation

DEPARTMENT

FISCAL IMPACT

Cost > \$10,000.

Yes

No

PUBLIC BID REQUIRED

Cost > \$20,100

Yes

No

AGENDA ITEM:

Ardasley Wildlife Sanctuary Trail Phase 1 Bid for Construction Services
(DCNR Project BCR-PRD-22-37)

EXECUTIVE SUMMARY:

This is the first of a series of stewardship projects to restore and improve access to the Ardsley Wildlife Sanctuary. It includes an accessible pedestrian path, restoration of degraded forest, and educational features. The series of projects implements the master plan for the sanctuary developed by Land Concepts, and supports implementation of larger strategies including Abington Township Open Space Plan and MS-4; and Montgomery County 2020. Target completion for Phase 1 is April 2018. We hope to apply for funding for Phase 2 in April 2018.

Project milestones:

March 2017: Contract with Land Concepts for design services

November 2017- December 2017- bid advertisement and mandatory prebid meeting; seven bids received, all above budget; proposal to reject bids, and to rebid project with a reduced scope.

PREVIOUS BOARD ACTIONS:

March 2016: Approval to apply for a DCNR C2P2 development grant for improvements to the Ardsley Wildlife Sanctuary, MS4 Program. Cash match of \$20,000 is to come from the 2017-2018 MS4 funding. Match of \$20,000 in kind services is to be managed by the Shade Tree Commission.

February 2017: Approval to accept DCNR Grant grant BCR-PRD-22-37 of \$40,000 and township match of \$20,000

RECOMMENDED BOARD ACTION:

To consider two motions:

Motion to reject all bids submitted for the Ardsley Wildlife Sanctuary project as advertised and submitted on December 20, 2017 and re-approve the project and authorize rebidding of this project with a reduced scope, and;

Motion to re-approve the Ardsley Wildlife Sanctuary project with a reduced scope and authorize advertisement of the same

DRAFT 1-1-2018 RWS

Re: Ardsley Wildlife Sanctuary Trail Project BCR-PRD-222-37 Request for Approval to Award Contract to Think Green LLC

Recommendation:

Award the Ardsley Wildlife Sanctuary Trail- Phase 1 Project to Think Green LLC, for a total of \$49,940. Target project completion is April 2018

Timeline:

- January 1, 2017: Abington Township was awarded the referenced C2P2 Grant of \$40,000, with township cash match of \$20,000 and STC in-kind match of \$20,000, for construction of phase 1 trail and associated forest restoration and educational features
- March 17, 2017: Abington Township retained the Land Concepts Group to provide design services valued at \$7,500
- November 20, 2017: Abington Township posted an invitation to bid, followed by two newspaper notices
- December 4, 2017: Mandatory Pre-bid meeting was held, and was attended by 9 potential bidders
- Addendums to the original bid package were provided to each who attended the mandatory pre-bid meeting as follows:
 - December 5, 2017: Answers to questions posed at the Pre-Bid Meeting
 - December 5, 2017: Revised bid sheet to address questions posed at the pre-bid meeting
 - December 13, 2017: Answers to additional questions posed up through close of business on December 8, 2017
 - December 18, 2017: Reminder of the bid due date (December 20) with all addendums attached
- December 20, 2017: 7 bids received from entities who participated in the pre-bid meeting. Lowest to highest bids:
 - All Seasons Landscaping Co., Inc. \$65,356
 - Think Green LLC \$69,814
 - Polaris Construction Company, Inc. \$79,362
 - Land-Tech Enterprises, Inc. \$94,495
 - James R Kenney Excavating and Paving Inc. \$102,370
 - Marino Corporation \$108,448
 - Promark Landscaping \$139,392
- All Seasons Landscaping failed to use the revised bid sheet. As a result, this bid is incomplete.
- All other bidders used the revised bid sheet. Of these, Think Green LLC is the lowest bidder at \$69,814. This bid sheet is attached.

- The project budget is \$50,000 for the items included in the bid. In order to meet this budget, we propose to transfer responsibility for 3 items to Abington Township as follows:
 - Eliminate line item 4- Parking Area, and schedule Abington Township Public Works to construct the parking area. This reduces the lowest bid by \$10,449.
 - Eliminate line items 5A- 9 evergreen trees for parking area- and assign to the STC. This reduces the lowest bid by an additional \$3,825
 - Eliminate line item 5C- 140 shrubs- and assign to the STC. This reduces the lowest bid by an additional \$5,600.
 - The resulting total is \$49,940, which falls under the \$50,000 that we allocated for the project construction.

PROJECT BID FORM

ARDSLEY WILDLIFE SANCTUARY TRAIL - PHASE 1

I/We, the undersigned, propose to furnish all labor, material, tools, equipment and services necessary to

			Estimated Bidders			
Item		Unit	Quantity *	Quantity	Unit Price	Total
1. SET-UP						
A	Mobilization	LS	1	1	\$2,500.00	\$2,500.00
B	Stake-out	LS	1	1	\$2,000.00	\$2,000.00
	Subtotal Item 1					\$4,500.00
2. DEMOLITION & EROSION CONTROL						
A	Install Filter Sock	LF	50	50	\$11.00	\$550.00
B	Install construction entrance & remove	EA	1	1	\$6,500.00	\$6,500.00
C	E & S maintenance	LS	1	1	\$350.00	\$350.00
	Subtotal Item 2					\$7,400.00
3. TRAIL						
A	Bulk grade	CY	50	50	\$66.00	\$3,300.00
B	Stone Base 6" 2A	CY	35	35	\$168.50	\$5,897.50
C	19mm Bituminous Binder (2,5")	SY	126	126	\$63.00	\$7,938.00
D	Stone Dust	SY	87	87	\$16.00	\$1,392.00
E	Final grade, rake, seed & mulch	SF	1250	1250	\$0.25	\$312.50
	Subtotal Item 3					\$18,840.00
4. PARKING AREA						
A	Install asphalt parking area (2 spaces)	SY	57	86	\$121.50	\$10,449.00
	Subtotal Item 4					\$10,449.00
5. NEW PLANTINGS						
A	Evergreen trees for parking area	EA	9	9	\$425.00	\$3,825.00
B	Trees woodland restoration (whips)	EA	100	100	\$40.00	\$4,000.00
C	Shrubs	EA	140	140	\$40.00	\$5,600.00
D	Groundcover (wildflowers/grasses)	LS	1	1	\$2,100.00	\$2,100.00
	Subtotal Item 5					\$15,525.00

6. REMOVAL OF INVASIVES & INSTALL DEER FENCE

A	Fell dead trees & chip; cut & remove vines	LS	1	1	\$2,600.00	\$2,600.00
B	Deer Enclosure & gates	LF	410	410	\$20.00	\$8,200.00
C	Remove invasive plant material (8,000 sf)	LS	1	1	\$2,300.00	\$2,300.00
	Subtotal Item 6					\$13,100.00

7. SITE FURNISHINGS & SIGNAGE

	Abington Township to Supply	LS	1			NIC
--	-----------------------------	----	---	--	--	-----

BASE BID TOTAL

\$69,814.00

NOTE: Quantities are provided as the design consultants estimate only. The Bidder is responsible for verifying quantities. Bidder shall enter their verified quantity in the column as noted above

Acknowledgement of Addendum(s) (initial)

TOTAL BASE BID PRICE: SIXTY NINE THOUSAND EIGHT HUNDRED FOURTEEN DOLLARS AND 00/100
(WRITTEN AMOUNT IN DOLLARS AND CENTS)

This bid is made subject to the terms and conditions contained in your Instructions to Bidders and are executed pursuant to thereof.

The bidder must submit a bid for the Total Bid Price
Abington Township reserves the right to reject any and all bids.

In addition, the Township reserves the right to waive any informalities or irregularities in the bidding when, in the sole discretion of the Township of Abington, such rejections or waivers shall be to its interest or advantage.

The determination of whether an error or a departure of substance exists rests within the sole domain of Abington Township.

Abington Township also reserves the right to reduce, increase, delete or supplement items or quantities from the lowest qualified Bidder when making the award, without negotiating the Total Price Bid, or unit price per item with the lowest qualified Bidder.

DATE
12/20/2017
OFFICIAL ADDRESS
P.O. Box 528 Glenside, PA 19038

NAME OF BIDDER THINKGREEN LLC
TITLE Tom Johnston, Principal
PHONE NUMBER 267.549.3180



BOARD OF COMMISSIONERS

AGENDA ITEM

01-11-2018

BOC-01-011118

DATE

AGENDA ITEM NUMBER

FISCAL IMPACT

Cost > \$10,000.

Yes

No

Office of the Township Manager

DEPARTMENT

PUBLIC BID REQUIRED

Cost > \$20,100.

Yes

No

AGENDA ITEM:

Consider approving a Township Board of Commissioners and Board of Commissioners Committee Agenda Policy and Procedures.

EXECUTIVE SUMMARY:

In an effort to re affirm the Meetings of the Township of Abington Board of Commissioners shall promote positive discussion, collaboration and assure members the opportunity to serve the people of Abington Township. The Commission President shall be responsible for conducting the meetings of the Township of Abington Board of Commissioners with decorum and sound parliamentary rules of order. It shall be the practice of the Commission to abide by this policy, and adhere to Sunshine Act, 65 Pa. C.S. §§ 701 et seq. As amended by Act of June 30, 2011, No. 56, and as may be amended from time to time by the Commonwealth of Pennsylvania General Assembly; more commonly known as the Sunshine Act. Nothing written herein shall conflict with the Sunshine Act. The attached Board policy is being promulgated to affirm the policies previously adopted, add unfinished business, new business, use of a consent agenda within the agenda and make clear certain provisions on the conduct of meetings.

PREVIOUS BOARD ACTIONS:

The Board of Commissioners on the 10th day of April 2014 adopted Resolution 14-007 A Resolution setting forth procedures for meetings of the Committees for meetings of the committees of the Board of Commissioners and Meetings of the Board of Commissioners of the Township of Abington. This Resolution also established speaking rules and the responsibilities of each committee and on the 14th day of July 2016 adopted Resolution 16-023 a Resolution setting forth procedures for meetings of the Board of Commissioners of the Township of Abington.

RECOMMENDED BOARD ACTION:

Motion to adopt Resolution No 2018 - 010 approving a Township of Abington Board of Commissioners Policy establishing a policy governing certain rules of order, Board and committee agendas, public participation and scope of committees.



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

TOWNSHIP OF ABINGTON MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION 18-010

A RESOLUTION SETTING FORTH AGENDA POLICY AND PROCEDURES FOR MEETINGS OF THE BOARD OF COMMISSIONERS AND IT'S COMMITTEES

I. *Purpose*

Meetings of the Township of Abington Board of Commissioners shall promote positive discussion, collaboration and assure members the opportunity to serve the people of Abington Township. The Commission President shall be responsible for conducting the meetings of the Township of Abington Board of Commissioners with decorum and sound parliamentary rules of order. It shall be the practice of the Commission to abide by this policy, and adhere to Sunshine Act, 65 Pa. C.S. §§ 701 et seq. As amended by Act of June 30, 2011, No. 56, and as may be amended from time to time by the Commonwealth of Pennsylvania General Assembly; more commonly known as the Sunshine Act. Nothing written herein shall conflict with the Sunshine Act.

II. *Rules of Order*

- a. Except as otherwise required by law or Township code, all proceedings shall be governed by these rules of order. The Township Solicitor shall render opinions as to procedure or matters not contained in these rules of order.
- b. The Board of Commissioners shall *generally follow* but not be governed by (*emphasis added*) the Rules of Order established by the latest version of Roberts Rules of Order.
- c. The Presiding Officer shall have the authority to exercise discretion on the conduct of the meeting and the rules and procedures, provided that no such change violates the Sunshine Act or other Laws of the Commonwealth.
- d. In a roll call vote, the order will be at the discretion of the Presiding Officer.

III. *Agenda*

- a. Preparation
 - i. The Township Manager shall prepare the Board of Commissioners and the Board of Commissioners Committee agenda(s) in advance, and finalize the agenda(s). The Township Manager shall finalize the agenda with the advice of the President of the Board of Commissioners, and in preparation of the Board of Commissioner Committee meetings, the Township Manager shall finalize the agenda with the advice of the Chair of the respective Committee.
 - ii. The Township Manager shall prepare the agenda for all meeting(s) based upon the agenda items meeting the following criteria:



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

1. Deliberation(s) or Action(s) acted upon by a duly authorized Board Committee, or action required by the Township Manager in the conduct of the day to day policy and departmental business of the Township;
 - a. Action items passed by a majority on a motion as introduced by a Board Member at a duly advertised public Board of Commissioner's committee meeting;
 2. Action items that have been reported out by a majority vote of the committee for action by the full Board of Commissioners, and;
 3. All items on the agenda shall be accompanied by supporting documentation. The agenda and supporting information or executive summary shall, whenever possible, be made available to each member of the Commission on or before 6:00 p.m., seven calendar days preceding a regularly scheduled Board of Commissioners meeting, or at least 24 hours in advance of any special meeting.
- b. Additions or deletions to the Agenda by Board Members
- i. Once and agenda is finalized by the Township Manager in accordance with this policy, items may only be added or deleted to the agenda at the start of a duly advertised public meeting by a majority vote of the Board of Commissioners or the respective Board Committee. Items added are to be limited to emergencies, herein defined as affecting the public safety, or time-sensitive items of a major significance affecting Township operations.
- c. Distribution and Public Notice
1. The Township Manager, or his designee, shall distribute the draft tentative public agenda to the respective Board or Board Committee by 6:00pm, seven calendar days immediately prior to the regularly scheduled public committee or Board of Commissioner meeting date. Copies of the agenda will be duly posted electronically as appropriate and in accordance with legal public notice requirements, and at those locations that the Board of Commissioners may from time to time require. The final agenda set by the Township Manager, shall be distributed to the appropriate Board or Committee members, no later than 6:00pm seven calendar days preceding a regularly scheduled Board of Commissioners meeting, or at least 24 hours in advance of any special meeting.



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

d. Order of Business for All Public Meetings

- i. A quorum of the Board Members present at the hour called to order by the Board President or the Board Committee Chair, whichever the case shall be, shall convene the meeting and proceed to business.
- ii. Should a quorum be assembled at the hour appointed, and the President or Chair be absent, the Vice-President or Vice Chair shall serve during the meeting, or until the Chair shall appear. In the event that the President or Chair and the Vice-President or Vice-Chair is not present, the Senior Member shall conduct the meeting until the President or Vice- President arrives. The appropriate Member as described above conducting the meeting, shall be the Presiding Officer for the meeting.
- iii. If a quorum is not present at the time a meeting is scheduled to begin, the meeting shall not be called to order until a quorum is present.
- iv. Public Comment at Committee meetings will be after a matter has been moved and seconded and upon call of the Chair for public comment.
- v. The order by which Township business shall be conducted at duly advertised regular Board of Commissioner Committee meetings is:
 1. Call to Order
 2. Consider approval of Minutes
 3. Presentations
 4. Unfinished Business
 5. New Business
 6. Adjournment
- vi. The order by which Township business shall be conducted at duly advertised regular public Board of Commissioners meetings is:
 1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Presentations
 5. Public Comment on Agenda Items only
 6. Consent Agenda:
 - i. Consent Agenda Items of business and matters listed under the Consent Agenda are considered to be routine or non-controversial and will be enacted by one motion and one vote. There will be no separate discussion of these items. If Board of Commission Members desires discussion, that item is to be



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

identified by the Commission member and will be removed from the Consent Agenda, and will be considered separately at the appropriate place on the Agenda.

7. Unfinished Business
8. New Business
9. Public Comment on Non-Agenda Items Only
10. Adjournment

e. **Public Participation**

The Township shall conduct business in accordance with the Commonwealth of Pennsylvania Laws governing the conduct of public meetings and only establish guidelines that shall govern public participation at meetings consistent with the law.

Each commenter shall:

- Direct their comments to the Presiding Officer;
- Speak from the podium or into a microphone designated by the presiding officer;
- State their name for the record;
- Either orally or in writing provide their address for the record;
- Have a maximum of three minutes to make their comments. Each commenter when speaking to a specific agenda item, is to keep their comments relative to that identified agenda item;
- Speak one time per agenda item;
- When commenting on non-agenda items, the commenter is to keep their comments related to matters of the Township of Abington, Montgomery County, Pennsylvania.
- State a question to the Presiding Officer after all commenters have spoken, and;
- Be seated after speaking or upon the request of the presiding officer;
- Not engage in debate, dialogue or discussion;
- Disrupt the public meeting, and;
- Exercise restraint and sound judgement in avoiding the use of profane language, and the maligning of others.

f. *Minutes*

i. Preservation of Records

1. The Township Board of Commissioners may appoint a Recording Secretary to serve as minute-taker at the public meetings of the Township Board of Commissioners and its Board Committees.



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

- ii. Minutes shall show:
 1. Date, place, and time of meeting
 2. A list of all Board of Commissioner members present, ensuring that member late arrivals are recognized and not penalized should they not miss a vote.
 3. The accurate wording of motions.
 4. The *general substance* of all official actions
 5. The name of the member who moved for the adoption of a motion, and the name of the member who seconded the motion.
 6. A record of all negative votes as well as any defeated motions
 7. A *general record* of all public comments
 8. The hour of adjournment

- iii. Audio and Video Recordings: The written minutes of the Board of Commissioners meetings shall be the sole official record of public meetings. Audio or video recordings of the meetings of the Board of Commissioners *may* be produced to assist the Recording Secretary in the compilation of minutes.
 1. Audio or video recordings of the Board of Commissioner meetings, if any are made, may be discarded after the Board of Commissioners approves that meeting's minutes.

Adopted and affirmed by the **Board of Commissioners** January __, 2018.

Attest:

TOWNSHIP OF ABINGTON

Richard J. Manfredi, *Secretary*

By: _____
Wayne C. Luker, *President*
Board of Commissioners



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

Composition, Scope and Duties

Summary

The Township of Abington Board of Commissioners, to assure *all* Board Members are integral to policymaking, to assure each elected member is informed by fact finding, in receipt of all information shared by the Office of the Township Manager, and engaged in the discussion regarding the services delivered by the Township and its various Departments, the Board of Commissioners has established policies, rules and procedures for Board member involvement, discussion and decision-making. The Board of Commissioners also seeks to assure that public comments and input are heard by all Board committee members at the same time in duly advertised public committee meetings, to assure the public is receiving timely responses to their comments from their elected officials or the administration.

The Board of Commissioners has integrated select committees into the policy-making role in the public service delivery system of the Township by honing committee roles and functions. Board Committee Chairs function as liaisons to the Township Manager. A key role of the Board of Township Commissioner Committees, through its Chairs, is to serve as liaison working in concert with the Township Manager and his designees, for making management aware of Board member issues related to Administrative Code and Land Use, Finance, Pension, Public Affairs, Public Safety, and Public Works matters, that either require attention or discussion by the Board of Commissioners.

SECTION 1. Composition and Authority of The Committees

Section 1.1 Each Committee shall consist of five (5) Board members whom the Board President shall appoint. The Committee shall ideally include persons knowledgeable in fields related to the scope and duties of each Committee; however, it is not required.



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

Section 1.2 Each Committee, when duly authorized by the Board of Commissioners, shall work through the Township Manager or his designee in utilizing such experts, as may be deemed necessary to carry out the work of the Committee, but due diligence shall be exercised by the Committee to enlist such voluntary assistance as may be available from research organizations, and other Inter-local or Commonwealth agencies, generally recognized as qualified to aid the Committee.

SECTION 2. Administrative Code and Land Use Committee Scope and Duties

Section 2.1 The administrative code and land use committee shall have as its core scope and duty, policy matters that pertain to Zoning, Subdivision, Land Development, Property Maintenance, the Township Administrative Code and review and consideration of all Township ordinances.

SECTION 3. Finance Committee Scope and Duties

Section 3.1 The Finance committee shall have as its core scope and duty, policy matters pertaining to budget, revenue and expenses.

SECTION 4. Pension Committee Scope and Duties

Section 4.1 The Pension committee shall have as its core scope and duty, policy matters pertaining to Township pension plans and related investment policies.

SECTION 5. Public Affairs Committee Scope and Duties

Section 5.1 The Public Affairs committee shall have as its core scope and duty, policy matters that pertaining to parks, recreation services, library services, environmental policy, shade trees, economic development and human relations.



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

SECTION 6. Public Safety Committee Scope and Duties

Section 6.1 The Public Safety committee shall have as its core scope and duty, policy matters pertaining to police, fire and emergency medical services.

SECTION 7. Public Works Committee Scope and Duties

Section 7.1 The Public Works committee shall have as its core scope and duty, policy matters that pertain to engineering, storm water management, streets, refuse and wastewater systems.

SECTION 8. Committee Chair as liaison:

Section 8.1 Serve as the point of contact for the Township Manager where questions or issues arise related to matters pertaining to the scope and duties of each committee, and;

Section 8.2 Serve as the designated Board member to attend meetings held and requested by Township Administration, where a quorum of Board members present would constitute a violation of the Sunshine Act, or other laws, and;

Section 8.3 Serve as the lead person on behalf of the Board and Committee on any matter(s) to come before the Board, where Board member input is required on matters relating to the scope and duties of the committee; provided, the Board Liaison shall not under any circumstance make a policy decision or determination without the express prior authorization and duly authorized approval of the Board of Commissioners.



TOWNSHIP OF ABINGTON

OFFICE OF THE TOWNSHIP MANAGER

SECTION 9. Meetings

Section 9.1 Each committee shall meet as necessary or on the day and time set by the Board of Commissioners for regular committee meetings. All work of the committee shall be through the Office of the Township Manager and his designee(s), as is needed, to review, assess and make recommendations to the Board of Commissioners. Meetings of the committee shall be conducted in accordance with duly adopted Board of Commissioner policy, and:

Section 9.2 The Committee shall meet as necessary or as the work with the Administration becomes necessary.

Section 9.3 The Committee shall meet at such time and places as is practical. Notice of such meeting shall be given by official notice or by electronic mail or telephone to each member at least five (5) days prior to the time affixed for such meeting.

Section 9.4 Active member attendance at Committee meetings is a member responsibility. In the event of absence for three consecutive meetings, the Chair shall, notify the member to discuss the situation, and notify the Board President of the member's attendance record and its negative impact on the work of the Committee.

SECTION 10. Agenda

Section 10.1 The Township Manager or his designee, shall prepare an agenda for each meeting of the Committee in accordance with duly adopted Board of Commissioner policy.



TOWNSHIP OF ABINGTON

BOARD OF COMMISSIONERS Regular Public Meeting

A G E N D A December 14, 2017 7:30 P.M.

CALL TO ORDER

ROLL CALL ZAPPONE, SPIEGELMAN, SANCHEZ, ROTHMAN, MYERS,
BRODSKY, SCHREIBER, BOWMAN, DiPLACIDO, FARREN,
GILLESPIE, HECKER, KALINOSKI, KLINE, LUKER

PLEDGE OF ALLEGIANCE

BOARD PRESIDENT ANNOUNCEMENTS

1. PRESENTATIONS

- a. **Swearing In** Swearing in of Officer Joseph Blei to the Rank of Sergeant by the Honorable, Judge Juanita Price. (*Chief John Livingood*)
- b. **Presentation of Commendation to:** Just Fight Foundation Ally, Brad, Bridget and Liam Turner Kevin from Heaven Foundation (*Commissioner, Tom Farren*)

2. PUBLIC COMMENT ON AGENDA ITEMS

3. CONSENT AGENDA

- a. Approve Board of Commissioners Meeting of November 9, 2017.
- b. PW-01-120617 Approve Resolution #17-032 Authorizing the Green Light Go Grant
- c. PW-02-120617 Authorize the Sale of Township Property
- d. PS-05-120616 Approving the Crossing Guard Memorandum of Understanding for 2018-2019
- e. PA-02-120617 Resolution #17-035 Closing Out Community Conservation Partnership Grant Project (BRC-TAG-20-12)



TOWNSHIP OF ABINGTON

BOARD OF COMMISSIONERS *Regular Public Meeting*

A G E N D A December 14, 2017 7:30 P.M.

-
- f. PA-01-120617 Adoption of the Fair Housing – Resolution #17-033
 - g. FC-02-112117 Expenditures/Salaries and Wages
 - i. Approve the October expenditures as previously circulated to the Board, in the amount of \$5,048,516.19 and salaries and wages in the amount of \$1,818,342.99 and Authorizing the proper officials to sign vouchers in payment of bills and contracts as they mature through the month of January 2018.
 - h. FC-03-112117 Training and Conference Expenses
 - i. Approve the Advance and Travel Expense activity for October 2017 as previously circulated to the Board. Advance and Travel Expense reports were \$0.00 and \$2,422.38 respectively. Ten-month expenses totaled \$25,252.31.
 - i. FC-04-112117 Clearing Fund/Deferred Revenue and Expense/Petty Cash
 - i. Approve the Clearing Fund, the Deferred Revenue/Expense activity and Petty Cash balances for the month of October as previously circulated to the Board. Clearing fund receipts and disbursements for the month of October 2017 were \$845.31 and (\$2,234.34), respectively. Deferred Revenue/Expense receipts and disbursements for the month of October 2017 were \$40,000.00 and (\$93,349.00) respectively.
4. UNFINISHED BUSINESS
5. NEW BUSINESS
- a. CODE AND LAND USE COMMITTEE COMMISSIONER BEN SANCHEZ, CHAIR
- CE-01-121417 Consider Request for Consideration of Text Amendment by Hightop Real Estate Group.



TOWNSHIP OF ABINGTON

BOARD OF COMMISSIONERS Regular Public Meeting

A G E N D A December 14, 2017 7:30 P.M.

CE-02-120617 Reverse Subdivision Plan for Philadelphia Presbytery Homes, Inc. for the property known as the Rydal Waters Site

Approve the reverse subdivision and land development plan submitted by Philadelphia Presbytery Homes for the Rydal Water Tract made up of Rydal Way, Noble Circle and Harbison Way zoned within the Senior Neighborhood Residential District of Ward #7.

CE-03-121417 Consider Zoning Text Amendment by Philadelphia Presbytery Homes

Approve zoning text amendment by Philadelphia Presbytery Homes.

CE-04-120617 Ordinance No. 2150 Amending Chapter 162, "Zoning," At Article XXI- "Use Regulations, " And the Use Matrix Appendix: Repealing and Replacing Article XXVIII - "Wireless Communications" And Repealing Ordinances #1793 and #1800

Authorize Advertisement of Ordinance No. 2150 Amending Chapter 162, "Zoning," At Article XXI- "Use Regulations, " And the Use Matrix Appendix: Repealing and Replacing Article XXVIII - "Wireless Communications" And Repealing Ordinances #1793 and #1800.

b. PUBLIC SAFETY COMMITTEE COMMISSIONER LORI SCHREIBER, CHAIR

PS-02-120617 Adopt Ordinance No. 2149 amending Chapter 156 (Vehicles and Traffic) Article II (Traffic Regulations) Section 14 (Stop Intersections); Article III (Parking Regulations) Section 25 (Parking Prohibited At All Times; No Parking Between Signs; No Parking Here To Corner; Parking Prohibited Except Certain Hours; No Stopping Or Standing) Ordinance No. 2149 (attached) will establish the following: Stop Sign on Tallyho Road (south) at Meadowbrook Road, No Parking Anytime on the south side of Maplewood Avenue from Davisville Road to Fairview Avenue, No Parking Here to Corner on the south side Maplewood Avenue the intersection of Fairview Avenue extending 30 feet east, No Parking Monday through Friday from 8:00 a.m. to 4:00 p.m. on the south side of Maplewood Avenue 30 feet east of the intersection of 1800 block of



TOWNSHIP OF ABINGTON

BOARD OF COMMISSIONERS Regular Public Meeting

A G E N D A December 14, 2017 7:30 P.M.

Fairview Avenue to the driveway of 2232 Maplewood Avenue, Ordinance No. 2149 (attached) will repeal the following: Prohibited Parking on the north side of Maplewood Avenue from Fairview Avenue east to the dead-end, Prohibited Parking on the south side of Maplewood Avenue from Fairview Avenue to the railroad property.

PS-03-100417 Adopt Ordinance 2143 Creating Tax Incentives for Members of the Abington Township Fire Department and Montgomery County Second Alarmers (EMS).

PS-04-120617 Adopting Resolution #17-034 of Abington Township, County of Montgomery, Commonwealth of Pennsylvania, Establishing Annual Requirements For The Certification Of Active Volunteer Service.

c. FINANCE COMMITTEE VICE-PRESIDENT STEVEN KLINE, CHAIR

Approve the Treasurer's Report: Township Treasurer, Jay W. Blumenthal

FC-01-112117 Investments

Approve investments for the month of October as previously circulated to the Board. It was noted that investments for the month totaled \$735,000.00. Interest rate yields were 1.250%.

(Motion and Roll Call)

FC-05-112117 Authorize the Budget Transfers and Supplemental Appropriations going from fund balance to the appropriate departmental personal service expense cost objects for the Fiscal Year 2017.

FC-06-112117 Appropriate \$100,000.00 in funding from fund balance for legal fees.

FC-07-112117 Authorize the President of the Board of Commissioners and Township Manager to execute a three-year agreement with Maillie Falconiero & Co. for purposes of providing fire audit services for the years 2017 in the amount of \$19,000, 2018 in the amount of \$19,500 and 2019 in the amount of \$20,000. Funds to be drawn from Fire in-lieu-of taxes.



TOWNSHIP OF ABINGTON

BOARD OF COMMISSIONERS Regular Public Meeting

A G E N D A December 14, 2017 7:30 P.M.

d. PENSION COMMITTEE COMMISSIONER TOM BOWMAN, CHAIR

PENS-01-112117 Adopt Resolution No. 17-030 - Amending Police Pension Document Pertaining to member Contributions setting Police Pension contribution rate for 2018 at five percent (5%) of compensation.

PENS-02-112117 Adopting Resolution No. 17-031 revising and amending the Township's minimum municipal funding obligation to the Municipal Non-Uniformed Employees' Defined Contribution Pension Plan, for the calendar year 2018 with respect to the Municipal Defined Contribution Pension Plan, which is amended from \$27,687 to \$53,486 due to additional employees being hired since original Resolution No. 17-025 was adopted on September 14, 2017.

6. PUBLIC COMMENT

7. ADJOURNMENT



TOWNSHIP OF ABINGTON

BOARD OF COMMISSIONERS *Regular Public Meeting*

A G E N D A
December 14, 2017
7:30 P.M.

BOARD POLICY ON AGENDA ITEMS

For information Purposes Only

Board President Announcements

This item on the Board of Commissioners Agenda is reserved for the Board President to make announcements that are required under law for public disclosure, such as announcing executive sessions, or for matters of public notice.

Public Comment

Public Comment on Agenda Items is taken at the beginning of the Public Meeting prior to any votes being cast. When recognized by the presiding Officer, the commenter will have three minutes to comment on agenda items at this first public comment period. All other public comment(s) not specific to an agenda item, if any, are to be made near the end of the public meeting prior to adjournment.

Presentations

Should the Board of Commissioners have an issue or entity that requires time to present an issue to the Board, that is more than an oral description relating to an agenda item under consideration, The Board may have that matter listed under Presentations. If nothing is listed under presentations, then there is no business to conduct in that manner.

Consent Agenda

Items of business and matters listed under the Consent Agenda are considered to be routine and non-controversial and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired by Board of Commissioner Members, that item is to be identified by the Board member and will be identified and removed from the Consent Agenda, and will be considered separately at the appropriate place on the Agenda.

Unfinished Business

Items for consideration as unfinished business are matters that have been considered for action at a public Board Meeting and have not been tabled to a date certain or voted upon.

New Business

Items for consideration as new business are matters that have been considered for action at the Board Committee Meeting. It is Board practice to not introduce new business at Board Committee Meetings.

TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION 14-007

A RESOLUTION SETTING FORTH PROCEDURES FOR MEETINGS OF THE
COMMITTEES OF THE BOARD OF COMMISSIONERS AND MEETINGS OF
THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ABINGTON

The Board of Commissioners of the Township of Abington does hereby
RESOLVE as follows:

1. **Purpose.** The purpose of this Resolution is to formally state the procedures to be followed at meetings of the Committees of the Board of Commissioners and meetings of the Board of Commissioners of the Township of Abington, for the information and reference of all interested parties.

2. **Committee Meetings.**

Traditional, in-depth, detailed discussions of agenda items before the Board of Commissioners are held during each committee meeting. Public participation is encouraged. The five main committees that meet monthly are Public Works, Code Enforcement & Land Development, Public Safety, Public Affairs and Finance. A brief description of the subjects each committee addresses is as follows:

Public Works: Engineering Department (storm water management project), Streets Department (paving, curbing, snow removal, etc.), Refuse Department (trash collection, recycling, etc.) and Sewer Treatment Plant (sanitary sewer system, plant operations, etc.)

Code Enforcement & Land Development: Subdivisions, Land Development projects, Property Maintenance.

Public Safety: Police Department, Fire Department, EMS.

Public Affairs: Parks & Recreation Department, Liaison for Human Relation Commission, Environmental Advisory Council, Shade Tree Commission, Library and Economic Development Committee.

Finance: Budget, Revenue and Expenses.

Ordinances to be considered for adoption will be discussed during the meeting of the committee whose business is most closely related to the ordinance.

Committee meetings are traditionally held on the Monday (Public Works and Code Enforcement & Land Development) and Wednesday (Public Safety and Public

Affairs) the week prior to the Board of Commissioner's Business meeting. The Finance Committee meeting meets the third Tuesday of each month. Residents are encouraged to consult the township calendar and website to confirm meeting dates and times, because conflicting events occasionally require that Committee meetings be held on other than the traditional days.

Committee Meeting Procedures:

- A. Each agenda item will be read by the presiding director of the committee.
- B. After the agenda item is read and seconded, the presiding director may ask for an explanation by an applicant/consultant, staff member, or a commissioner responsible for or most familiar with the agenda item.
- C. During or after the explanation, the members of the committee and any other commissioners in attendance may ask questions or make comments concerning the agenda item.
- D. The presiding director will then ask for comments by any staff member
- E. The presiding director will then ask for any public comment. The public is asked to follow these guidelines:
 - i. Each speaker is to come up to the podium in the center of the Board Room and use the microphone. If speaker is unable to get to the podium a wireless microphone can be provided.
 - ii. Each speaker will be asked to state their name and address for the record.
 - iii. Each speaker will have up to three (3) minutes to make their comments. When speaking to a specific agenda item, please keep your comments relevant to that item.
 - iv. Each speaker may speak one time per agenda item. If the speaker exceeds three (3) minutes, the presiding director will advise the speaker to close their comments.
 - v. During the public comment period, the speaker may comment and/or ask questions. If a question cannot be answered at the time of the meeting, their commissioner or a staff member will follow up in a timely manner. Public comment is encouraged; however, debate will be discontinued at the discretion of the presiding director.

- vi. All comments are to be addressed to the presiding director and questions will be handled after the speaker's comments are completed.
 - vii. Upon completion of comments, all speakers will be asked to be seated. At that time, the committee director, other commissioner(s) and/or staff may address the speaker's comments or questions.
- F. The presiding director will then call for the vote on the motion.
- G. No foul language or the maligning of others will be tolerated.
- H. At the end of each agenda for each committee meeting the presiding director will ask for general public comment regarding issues relevant to the specific committee. The same rules listed in Paragraph E. of this section are to be followed by any speaker during this general comment period.
- I. All of the above is subject to change at the presiding director's discretion, provided that no such change shall be in violation of the Sunshine Act.

3. **Board of Commissioners Meetings**

The Board of Commissioners meeting is held on the second Thursday of the month. Residents are encouraged to consult the township calendar and website to confirm meeting dates and times, because conflicting events occasionally require that Board meetings be held on other than second Thursday of the month. Any presentation and awards will be conducted at the beginning of the meeting. The Board of Commissioners will formally act on all agenda items listed. Committee agendas will be read in the following order:

Public Works

Code Enforcement & Land Development

Public Safety

Public Affairs

Finance

Pension (if applicable)

Board of Commissioners Meeting Procedures:

- A. The presiding officer of the meeting, at their discretion, may allow public comment to occur prior to the Board of Commissioners considering the agenda items listed. Speakers who choose to use this public comment period are required to limit their comments to township related issues and not items listed on the agenda. Speakers will be asked to follow the rules under Paragraph E. of this section of the resolution.
- B. Each agenda item motion will be read by the presiding officer.
- C. Once the agenda item is read, the presiding officer will ask for any comments by Commissioners.
- D. After the Commissioner's comments are completed the presiding officer will ask for any comments by staff.
- E. After the staff comments are completed the presiding officer will ask for any comments by the public. The public is asked to follow these guidelines:
 - i. Each speaker is to come up to the podium in the center of the Board Room and use the microphone. If speaker is unable to get to the podium a wireless microphone can be provided.
 - ii. Each speaker will be asked to state their name and address for the record.
 - iii. Each speaker will have up to three (3) minutes to make their comments. When speaking to a specific agenda item, please keep your comments relevant to that item.
 - iv. Each speaker may speak one time per agenda item. If the speaker exceeds three (3) minutes, the presiding officer will advise the speaker to close their comments.
 - v. During the public comment period, the speaker may comment and/or ask questions. If a question cannot be answered at the time of the meeting, their commissioner or a staff member will follow up in a timely manner. Public comment is encouraged; however, debate will be discontinued at the discretion of the presiding director.
 - vi. All comments are to be addressed to the presiding director and questions will be handled after the speaker's comments are completed.

vii. Upon completion of comments, all speakers will be asked to be seated. At that time, the presiding officer, other commissioner(s) and/or staff may address the speaker's comments or questions.

F. The Board of Commissioners will then vote on the agenda item.

G. No foul language or the maligning of others will be tolerated.

H. There will be no public comment after the completion of each committee's agenda. The public will be afforded public comment on any topic related to the township after all agenda items have been handled at the end of the meeting. The public is expected to follow the same rules for public comment as listed in Paragraph E. of this section.

J. All of the above is subject to change at the presiding officer's discretion, provided that no such change shall be in violation of the Sunshine Act.


RESOLVED and **ADOPTED** this 10th day of April, 2014.

TOWNSHIP OF ABINGTON

Attest:



Michael LeFevre, Secretary

By: 

Wayne C. Luker, President
Board of Commissioners

TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION NO. 16-023

A RESOLUTION SETTING FORTH PROCEDURES FOR MEETINGS OF THE
BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ABINGTON

The Board of Commissioners of the Township of Abington does hereby
RESOLVE as follows:

1. **Purpose.** The purpose of this Resolution is to formally state the procedures to be followed at meetings of the Committees of the Board of Commissioners and meetings of the Board of Commissioners of the Township of Abington, for the information and reference of all interested parties.

2. **Committee Meetings.**

Traditional, in-depth, detailed discussions of agenda items before the Board of Commissioners are held during each committee meeting. Public participation is encouraged. The five main committees that meet monthly are Public Works, Code Enforcement & Land Development, Public Safety, Public Affairs and Finance. A brief description of the subjects each committee addresses is as follows:

Public Works: Engineering Department (storm water management project), Streets Department (paving, curbing, snow removal, etc.), Refuse Department (trash collection, recycling, etc.) and Sewer Treatment Plant (sanitary sewer system, plant operations, etc.)

Code Enforcement & Land Development: Subdivisions, Land Development projects, Property Maintenance.

Public Safety: Police Department, Fire Department, EMS.

Public Affairs: Parks & Recreation Department, Liaison for Human Relation Commission, Environmental Advisory Council, Shade Tree Commission, Library and Economic Development Committee.

Finance: Budget, Revenue and Expenses.

Ordinances to be considered for adoption will be discussed during the meeting of the committee whose business is most closely related to the ordinance.

Committee meetings are traditionally held on the Monday (Public Works and Code Enforcement & Land Development) and Wednesday (Public Safety and Public Affairs) the week prior to the Board of Commissioner's Business meeting. The Finance

Committee meeting meets the third Tuesday of each month. Residents are encouraged to consult the township calendar and website to confirm meeting dates and times, because conflicting events occasionally require that Committee meetings be held on other than the traditional days.

Committee Meeting Procedures:

- A. Each agenda item will be read by the presiding director of the committee.
- B. After the agenda item is read and seconded, the presiding director may ask for an explanation by an applicant/consultant, staff member, or a commissioner responsible for or most familiar with the agenda item.
- C. During or after the explanation, the members of the committee and any other commissioners in attendance may ask questions or make comments concerning the agenda item.
- D. The presiding director will then ask for comments by any staff member
- E. The presiding director will then ask for any public comment. The public is asked to follow these guidelines:
 - i. Each speaker is to come up to the podium in the center of the Board Room and use the microphone. If speaker is unable to get to the podium a wireless microphone can be provided.
 - ii. Each speaker will be asked to state their name and address for the record.
 - iii. Each speaker will have up to three (3) minutes to make their comments. When speaking to a specific agenda item, please keep your comments relevant to that item.
 - iv. Each speaker may speak one time per agenda item. If the speaker exceeds three (3) minutes, the presiding director will advise the speaker to close their comments.
 - v. During the public comment period, the speaker may comment and/or ask questions. If a question cannot be answered at the time of the meeting, their commissioner or a staff member will follow up in a timely manner. Public comment is encouraged; however, debate will be discontinued at the discretion of the presiding director.

- vi. All comments are to be addressed to the presiding director and questions will be handled after the speaker's comments are completed.
 - vii. Upon completion of comments, all speakers will be asked to be seated. At that time, the committee director, other commissioner(s) and/or staff may address the speaker's comments or questions.
- F. Each agenda item will be read by the presiding director of the committee.
 - G. After the agenda item is read and seconded, the presiding director may ask for an explanation by an applicant/consultant, staff member, or a commissioner responsible for or most familiar with the agenda item.
 - H. During or after the explanation, the members of the committee and any other commissioners in attendance may ask questions or make comments concerning the agenda item.
 - I. The presiding director will then ask for comments by any staff member.

3. Board of Commissioners Meetings

The Board of Commissioners meeting is held on the second Thursday of the month. Residents are encouraged to consult the township calendar and website to confirm meeting dates and times, because conflicting events occasionally require that Board meetings be held on other than second Thursday of the month. Any presentation and awards will be conducted at the beginning of the meeting. The Board of Commissioners will formally act on all agenda items listed. Committee agendas will be read in the following order:

Public Works

Code Enforcement & Land Development

Public Safety

Public Affairs

Finance

Pension (if applicable)

Board of Commissioners Meeting Procedures:

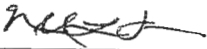
- A. The presiding officer will ask for any comments by the public on agenda items. The public is asked to follow these guidelines:
- i. Each speaker is to come up to the podium in the center of the Board Room and use the microphone. If speaker is unable to get to the podium a wireless microphone can be provided.
 - ii. Each speaker will be asked to state their name and address for the record.
 - iii. Each speaker will have one opportunity to speak up to three (3) minutes to make their comments related to agenda items. Please keep your comments relevant to those items.
 - iv. If the speaker exceeds three (3) minutes, the presiding officer will advise the speaker to close their comments.
 - v. During the public comment period, the speaker may comment and/or ask questions. If a question cannot be answered at the time of the meeting, their commissioner or a staff member will follow up in a timely manner. Public comment is encouraged; however, debate will be discontinued at the discretion of the presiding director.
 - vi. All comments are to be addressed to the presiding director and questions will be handled after the speaker's comments are completed.
 - vii. Upon completion of comments, all speakers will be asked to be seated. At that time, the presiding officer, other commissioner(s) and/or staff may address the speaker's comments or questions.
- B. The presiding officer of the meeting, at their discretion, may allow public comment on non-agenda items to occur prior to the Board of Commissioners considering the agenda items listed. On occasion an agenda item by its complex nature, such as a land development or change in zoning, may generate the need for additional public insight. In these cases, the presiding officer, again at his or her discretion, may allow additional public comment before considering that specific agenda item. Speakers will be asked to follow the rules under Subparagraph A of this section of the Resolution.
- C. Each agenda item motion will be read by the presiding officer.

- D. Once the agenda item is read, the presiding officer will ask for any comments by Commissioners.
- E. After the Commissioner's comments are completed the presiding officer will ask for any comments by staff.
- F. The Board of Commissioners will then vote on the agenda item.
- G. No foul language or the maligning of others will be tolerated.
- H. There will be no public comment after the completion of each committee's agenda. However, the public will be afforded another public comment opportunity on any topic related to the township after all agenda items have been handled, at the end of the meeting. The public is expected to follow the same rules for public comment as listed in Paragraph A. of this section.
- I. All of the above is subject to change at the presiding officer's discretion, provided that no such change shall be in violation of the Sunshine Act.
- J. On those months when Committee meetings are not held (August, January), public comment will be solicited before each item on the agenda is considered.
- K. All of the above is subject to change at the presiding officer's discretion, provided that no such change shall be in violation of the Sunshine Act.

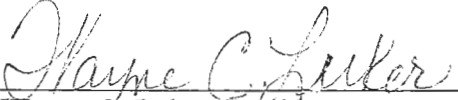
RESOLVED and **ADOPTED** this 14th day of July, 2016.

TOWNSHIP OF ABINGTON

Attest:



Michael LeFevre, Secretary

By: 

Wayne C. Luker, President
Board of Commissioners

**TOWNSHIP OF ABINGTON
BOARD OF COMMISSIONERS**

(5) FINANCE COMMITTEE

Treasurer's Report: Call on Township Treasurer Jay W. Blumenthal

FC-01-011118 Expenditures/Salaries and Wages

Motion to:

- (A) Approve the November expenditures as previously circulated to the Board, in the amount of \$4,019,912.35 and salaries and wages in the amount of \$1,844,098.21.
- (B) Authorize the proper officials to sign vouchers in payment of bills and contracts as they mature through the month of February 2018.

(Motion and Roll Call)

FC-02-011118 Training and Conference Expenses

Motion to approve the Advance and Travel Expense activity for November 2017 as previously circulated to the Board. Advance and Travel Expense reports were \$0.00 and \$909.68 respectively. Eleven-month expenses totaled \$26,161.99.

FC-03-011118 Clearing Fund/Deferred Revenue and Expense/Petty Cash

Motion to approve the Clearing Fund, the Deferred Revenue/Expense activity and Petty Cash balances for the month of November as previously circulated to the Board.

Clearing fund receipts and disbursements for the month of November 2017 were \$20,624.31 and (\$20,061.49), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of November 2017 were \$8,781.71 and (\$208.00) respectively.

FC-04-011118 Investment of Township Funds

Motion to adopt Resolution No. 18-007 authorizing the finance director and his/her designate to invest Township funds in any and all such financial institutions as permitted by First Class Township Code.

FC-05-011118

Disposition of Certain Finance Office Records

Motion to adopt Resolution No. 18-009 authorizing the disposition of certain Finance Office records as set forth in Exhibit "A".



FINANCE COMMITTEE

AGENDA ITEM

01-11-2018

FC-04-011118

DATE

AGENDA ITEM NUMBER

Finance

DEPARTMENT

FISCAL IMPACT

Cost > \$10,000.

Yes

No

PUBLIC BID REQUIRED

Cost > \$20,100.

Yes

No

AGENDA ITEM:

Investment of Township Funds

EXECUTIVE SUMMARY:

Required by financial institutions with which we place investments.

PREVIOUS BOARD ACTIONS:

The Board has approved this action over the last thirty years.

RECOMMENDED BOARD ACTION:

Motion to adopt Resolution No. 18-007 authorizing the finance director and his/her designate to invest Township funds in any and all such financial institutions as permitted by First Class Township Code.

RESOLUTION NO. 18-007

INVESTMENT OF TOWNSHIP FUNDS

WHEREAS, Abington Township invests its funds in various financial institutions utilizing financial instruments permitted by state law; and

WHEREAS, the finance director on a daily basis monitors these investments and acts on behalf of the Township.

NOW, THEREFORE, be it resolved that on this 11th day of January, 2018, the Board of Commissioners of the Township of Abington does hereby authorize the finance director and his/her designate to invest Township funds in any and all instruments and with any and all institutions as so listed and in accordance with Section 1705.1 of the First Class Township Code.

TOWNSHIP OF ABINGTON

Wayne C. Luker, President
Board of Commissioners

ATTEST:

Richard J. Manfredi, Secretary



FINANCE COMMITTEE

AGENDA ITEM

01-11-2018

DATE

Finance

DEPARTMENT

FC-05-011118

AGENDA ITEM NUMBER

FISCAL IMPACT

Cost > \$10,000.

Yes

No

PUBLIC BID REQUIRED

Cost > \$20,100.

Yes

No

AGENDA ITEM:

Disposition of Certain Finance Office Records

EXECUTIVE SUMMARY:

PREVIOUS BOARD ACTIONS:

March 9, 1989 Board adopted Ordinance No. 1652 providing for the retention and destruction or transfer of municipal records of the Township of Abington, adopting the provisions of Chapter 13 of Title 46 of the Pennsylvania Code, effective as of the date of adoption of this Ordinance, for the Township of Abington.

March 10, 2011 Board adopted Resolution No. 11-009, declaring the Township of Abington's intention to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008.

RECOMMENDED BOARD ACTION:

Motion to adopt Resolution No. 18-009 authorizing the disposition of certain Finance Office records as set forth in Exhibit "A".

**TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 18-009

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF
ABINGTON, MONTGOMERY COUNTY, PENNSYLVANIA, AUTHORIZING THE
DISPOSITION OF CERTAIN FINANCE OFFICE RECORDS**

WHEREAS, by virtue of Resolution No.11-009, adopted March 10, 2011, the Township of Abington declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and,

WHEREAS, in accordance with Act 428 of 1968 each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED this 11th day of January, 2018, that the Board of Commissioners of the Township of Abington, Montgomery County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the public records as set forth in Exhibit "A" hereto.

TOWNSHIP OF ABINGTON

Attest:

Richard J. Manfredi, Secretary

By:

Wayne C. Luker, President
Board of Commissioners

RESOLUTION NO. 18-009 (continued)

Page Two

EXHIBIT "A"

**DISPOSITION OF FINANCE OFFICE RECORDS
AS LISTED BELOW:**

2010 Liquid Fuels Reports and Work Papers –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference AL-20; Liquid Fuel Tax Records)

2016 and prior Municipal Lien Files

- Retain 1 year after satisfaction –(as stated in Municipal Records Manual approved December 16, 2008 – reference AL-25; Administrative and Legal – 6)

2007 and Prior Public Meeting/Hearing Notices and Proof of Publications

- Retain 10 years –(as stated in Municipal Records Manual approved December 16, 2008 – reference AL-35; Administrative and Legal – 8)

2010 and Prior - Receipt and Distribution of Foreign Fire Insurance Premium Tax Form (verification of receipt and distribution of funds from taxes paid by foreign fire insurance companies [Act 205 of 1984] to our five Volunteer Firefighters' Relief Associations) –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference FN-1; Account distribution summaries (Treasurer's Report); As directed by Susan T. Hartman, Archivist, PA Historical and Museum Commission

2010 Accounts Payable Records –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference FN-2; Financial and Purchasing – 1)

2012 and prior Annual Audit and Financial Reports – including Elected and Appointed Officials, Survey of Financial Condition and Tax Information submitted to the Pennsylvania Department of Community and Economic Development

- Retain 5 years –(as stated in Municipal Records Manual approved December 16, 2008 – reference FN-4; Financial and Purchasing – 1)

2010 and Prior - Budget Work Papers –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference FN-5; Annual budgets and related records)

2013 and Prior - Audit Work Papers –

- Retain current plus three prior audit cycles (as stated in Municipal Records Manual approved December 16, 2008 – reference FN-7; Audit work papers)

2010 and prior Bank Statements and Reconciliations –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference FN-9; Financial and Purchasing – 2)

RESOLUTION NO. 18-009 (continued)

Page Three

2010 Canceled Checks –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference FN-10; Financial and Purchasing – 2)

2010 Cash Receipts –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference FN-25; Voucher Files)

2010 Payroll Records –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008)
Reference:

- PL-1 Cancelled payroll checks
- PL-2 Employee payroll adjustment records
- PL-4 Payroll deduction authorizations
- PL-5 Payroll earnings and deductions registers
- PL-6 Payroll voucher (check) registers
- PL-11 Quarterly returns of withholding of Federal Income Tax
- PL-12 Quarterly statements of state and local taxes withheld
- PL-13 Social Security reports
- PL-14 Time cards and attendance records
- PL-15 Unemployment compensation records
- PL-16 Wages and tax statements (W-2 forms)
- PL-17 Withholding allowance certificates (W-4 forms)

2013 1099's –

- Retain 4 years (as stated in Municipal Records Manual approved December 16, 2008 – reference PL-18 1099 Forms – Employer's copy of U. S. Information Return for Calendar Year; Payroll Records – 4)

2010 Public Utility and Realty Tax Reports –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference TA-10; Tax Collection and Assessment Records – 2)

2010 Recorder of Deeds of Montgomery County Local Transfer Tax Collection Report –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference TA-13; Tax Collection and Assessment Records – 2)

2010 and prior Commissions for Treasurer Act 511 Tax Reports –

- Retain 7 years (as stated in Municipal Records Manual approved December 16, 2008 – reference TA-13; Tax Collection and Assessment Records – 2)

2010 and Prior Excess Workers' Compensation Quarterly Loss Run Reports –

- Not specifically categorized; Based on judgment