

ABINGTON TOWNSHIP

JANUARY 2017



BOARD AGENDA

Tom Hecker, Director
Tom Farren, Asst. Director
Steven Kline
Peggy Myers
Drew Rothman

**ABINGTON TOWNSHIP
BOARD OF COMMISSIONERS**

(1) PUBLIC WORKS

PW1. CMAQ Grant Application

Motion to accept a CMAQ Grant in the amount of \$975,245.75 for improvements to the Easton Road corridor, including new signal equipment and interconnection with the Easton Road corridor and Susquehanna Road corridor. Funds for the grant match will be drawn from Permanent Improvement Fund.

PW2. Engineering and Design Services for Easton Road CMAQ Grant Project

Motion to enter into an agreement with McMahon Associates for Engineering and Design Services for the CMAQ Grant for Easton Road in the amount of \$70,250.00.

**PUBLIC WORKS
BOARD ACTION REQUEST**

PW1

January 12, 2017
DATE

AGENDA ITEM NUMBER

DEPARTMENT

Public Works



AGENDA ITEM

CMAQ Grant
Application

TOWNSHIP MANAGER



PREVIOUS ACTIONS

None

RECOMMENDED BOARD ACTION

Motion to accept a CMAQ Grant in the amount of \$975,245.75 for improvements to the Easton Road corridor, including new signal equipment and interconnection with the Easton Road corridor and Susquehanna Road corridor. Funds for the grant match will be drawn from the Permanent Improvement Fund.

COMMENTS

- 1.) The project will include an interconnect system similar to the ones we currently have on York Road and on Huntingdon Pike. It will also include new traffic signal poles where needed. All new wiring, signal heads, and anything else necessary to get the signal equipment up to current standards.
- 2.) The Easton Road Corridor signals are in need of an upgrade as the equipment is now in need of replacement. This project will bring us close to 70% of our intersections having been upgraded in the last 6 years.
- 3.) The match will be 20% of the cost for the project. It is anticipated that the match will be approximately \$189,000.00.
- 4.) We anticipate that if we are awarded the grant, that the project start up would take another year to begin.

DVRPC 2016 Competitive CMAQ Program: Project Abstract

Project Name: Easton Road Traffic Signal System Project

Project Abstract: In the space below, provide a brief project abstract that accurately and concisely summarizes the candidate project or program.

The Township has identified the potential for expanding the existing traffic signal system which is located along Susquehanna Road to include eight (8) additional intersections along Easton Road. The Easton Road corridor is an arterial within Abington Township and serves as an alternate to Route 611, which is a major arterial. Easton Road is limited to future roadway improvements due to available right-of-way.

In order to address the future traffic demands on this corridor, as well as provide for incident management, a traffic signal system consistent with current Township system is necessary to provide the best management and operation of the existing traffic signals along the corridor which include:

1. Easton Road and Hamilton Avenue
2. Easton Road and Woodland Road
3. Easton Road and Bradfield Road
4. Easton Road and Susquehanna Road (S.R. 2017)
5. Easton Road and Edge Hill Road
6. Easton Road and Castlewood Road\Copper Beach Elementary
7. Easton Road and Jenkintown Road
8. Easton Road and Keswick Avenue
9. Easton Road and Mt. Carmel Avenue

The project intersections would be connected with the existing Eagle Marks system located along Susquehanna Road. The Susquehanna Road system is currently monitored at a central computer with a dial connection to the master controller located at the intersection of Susquehanna Road and Easton Road. The existing system would be expanded to include the Easton Road intersections and would communicate via spread spectrum radio. Additionally, minor traffic signal improvements at the intersections are included in the project, including traffic signal controller upgrades, battery back-up, video detection, and pedestrian signal upgrades.

7. Project Description: Provide a detailed description of the candidate project or program. Identify how the project will reduce emissions (nitrogen oxides [NO_x], volatile organic compounds [VOC], and/or fine particles [PM_{2.5}]) or VMT. Identify attachments as needed. Be sure to review the selection criteria and address the criteria in the project narrative.

The Township has identified the potential for the expansion of the existing traffic signal system along Susquehanna Road. The Township currently maintains and operates an Eagle Marx system for the Susquehanna Road corridor from Bradfield Road to Edge Hill Road. The system is accessible from the Township's central computer through a dial connection with the master controller at the intersection of Susquehanna Road and Easton Road. The existing system would be expanded to include an additional eight (8) intersections along the Easton Road corridor. Additionally, Easton Road serves as an alternate route for the heavily traveled Old York Road (S.R. 0611) corridor. A Location Map has been included in **Appendix A**.

The Township has evaluated the corridor through various studies throughout the years, including comprehensive plans. The Township has also identified the Easton Road corridor as a high potential for redevelopment of the existing commercial properties. Several recent land developments have been submitted for this corridor. The existing roadway network is limited for expansion due to existing right-of-way and location of buildings.

In order to address the future traffic demands on this corridor, as well as provide for incident management, the expansion of the existing traffic signal system is necessary to provide the best management and operation of the additional eight (8) existing traffic signals along the Easton Road corridor. The improvements to the traffic signals are anticipated to include, but not be limited to, the following:



- Expansion of the existing Traffic Signal System to include eight (8) additional intersections along Easton Road. The existing system software would be updated to include the additional intersections. The additional intersections would communicate with the master controller located at the intersection of Susquehanna Road and Easton Road through the use of spread spectrum radio. The Township currently has systems operating with spread spectrum radio and the Township has experience in maintaining these systems. For example the Huntingdon Pike Corridor operates with a spread spectrum radio system.
- Improvements to the intersections will be provided under this project for connection to the existing signal system, as well as, minor signal improvements to enhance the operation. The proposed signal improvements have been identified in **Attachment B** which has been included.

The installation of an adaptive signal system was evaluated for this project; however, it was determined that the traffic signal system with a central computer was the more appropriate design approach as well as more cost effective. The current intersections are not interconnected nor connected to a central monitoring system. Creating the traffic signal system will provide a significant benefit to the signal operation. This system should be implemented and monitored for its effectiveness prior to evaluating the need for an adaptive signal system.

**BOARD OF COMMISSIONERS
BOARD ACTION REQUEST**

January 12, 2017
DATE

 PW2
AGENDA ITEM NUMBER

<u>DEPARTMENT</u>	<u>AGENDA ITEM</u>	<u>TOWNSHIP MANAGER</u>
Public Works 	Engineering and Design Services For Easton Road CMAQ Grant Project	

PREVIOUS ACTIONS

None

RECOMMENDED BOARD ACTION

Motion to enter into an agreement with McMahon Associates for Engineering and Design Services for the CMAQ Grant for Easton Road in the amount of \$70,250.00.

COMMENTS

1. We sent RFP's out to three (3) Engineering Firms. We received 2 quotes back. The RFP's were opened on January 11th of this year.
2. The project will include an interconnect system similar to the ones we currently have on York Road and on Huntingdon Pike. The RFP's include Design, Meetings, Bid Specs, etc.
3. This RFP is for the Engineering and Design Phase of the project. We will go out for another RFP for the Inspection and Construction phase of the project. We anticipate our share of the match to be approximately \$189,000.00.
4. The grant is for close to \$1,000,000.00.

Cost Proposal

Detailed below is Traffic Planning and Design, Inc. (TPD)'s proposed fee structure.

The estimated cost for performing the tasks listed in the Scope of Work, including expenses, is as follows:

EASTON ROAD TRAFFIC SIGNAL DESIGN

PART 1 – PRELIMINARY ENGINEERING

- PROFESSIONAL SERVICES: \$134,580.00*

PART 2 – FINAL DESIGN

- PROFESSIONAL SERVICES: \$60,700.00*

PART 3 – CONSTRUCTION CONSULTATION

- PROFESSIONAL SERVICES: \$11,960.00*

Project Expenses - \$4,145.00**

TOTAL DESIGN COST - \$211,385.00

* See attached breakdown of unit costs/hourly rates for TPD's costs.

** Expenses for Part I include mileage, reproductions, postage.

Out of Scope Work

Any work requested that is not described in the provided scope of work sections or any changes to the actual scope of work that occur based on changes to the actual bridge repairs will be identified by TPD to the County and an approved Out of Scope Agreement will be developed for approval prior to TPD performing such additional design or construction services tasks.

This cost proposal has been prepared and approved by:



Signature

Robert G. Richardson, Senior Vice-President

Printed Name & Title



PROPOSAL FEE

<i>Part I. Preliminary Engineering</i>	\$ 38,250
<i>Part II. Final Design</i>	\$ 24,500
<i>Part III. Construction Services</i>	\$ 5,750
<i>Expenses (Not to exceed)</i>	<u>\$ 1,750</u>
<i>Total</i>	\$ 70,250

Please note that the above proposal fee is based upon the traffic signal improvements as listed in the RFP. If either an increase or decrease in the physical improvements, is determined through review of the preliminary analysis by The Township, then the above noted fees are subject to review by the Township and McMahon Associates, Inc.

The above fee includes a not to exceed total for out-of-pocket expenses, including reproduction, plotting, graphics, reimbursement of personal automobile usage, permit fees, and other incidental expenses in accordance with our Standard Provisions.

It is noted that The Board of Commissioners reserves the right to suspend or terminate the project at any time. The consultants shall be paid for services provided through the date of suspension or termination.

Ben Sanchez, Director
Michael Markman, Asst. Director
Jimmy DiPlacido
Dennis Zappone
Carol Gillespie

**ABINGTON TOWNSHIP
BOARD OF COMMISSIONERS**

(2) CODE ENFORCEMENT AND LAND DEVELOPMENT

CE1. Resolution No. 2017-007 – Liquor License Transfer – Giant Food Store, LLC/737 Huntingdon Pike

Motion to authorize the advertisement for a formal hearing and final action on the application of the Giant Food Store located at 737 Huntingdon Pike, for the inter-municipal transfer of a liquor license to that location. The hearing will be held on February 9, 2017 at 7:30 PM in the 2nd Floor Board Room of the Abington Township Administration Building, located at 1176 Old York Road, Abington, PA 19001.

BOARD OF COMMISSIONERS BOARD ACTION REQUEST

CEI

JANUARY 12, 2017

AGENDA ITEM

CODE ENFORCEMENT

TOWNSHIP MANAGER



AGENDA ITEM

Liquor License Transfer
Resolution No. 2017-007

Giant Food Stores, LLC/737 Huntingdon Pike

Previous Action:

- In December of 2000 the Pennsylvania Liquor Code was amended to require municipalities to hold a public hearing when an application is made to transfer an existing restaurant liquor license into another municipality.
- Giant Food Store, LLC operates a retail space at 737 Huntingdon Pike, Huntingdon Valley, Pa. 19006.
- Pursuant to the Pennsylvania Liquor Code, a public hearing must be held on the proposed transfer.

Overview:

- Township of Abington has received a request for an Inter-Municipal Transfer of Liquor License No. R-18487 from Pottstown Borough to be used by the Giant Food Stores LLC located at 737 Huntingdon Pike, Huntingdon Valley, Pa. 19006.

Recommended Board Action:

- Motion to authorize the advertisement for a formal hearing and final action on the application of the Giant Food Store located at 737 Huntingdon Pike, for the inter-municipal transfer of a liquor license to that location. The hearing will be held in the 2nd Floor Board Room of the Abington Township Administration Building, located at 1176 Old York Road, Abington, Pa. 19001.

**NOTICE OF PUBLIC HEARING
LIQUOR LICENSE APPLICATION
TOWNSHIP OF ABINGTON**

Notice is hereby given that the Board of Commissioners of the Township of Abington, at its public meeting on February 9, 2017, at 7:30 p.m. in the Township Building, 2nd Flood Board Room, 1176 Old York Road, Abington, Pennsylvania, 19001, will hold a public meeting on the following matter:

Applicant: Giant Food Stores, LLC. @ 737 Huntingdon Pike, Huntingdon Valley, Pa.

Subject: Applicant for an inter-municipal transfer of a liquor license to Applicant's business at 737 Huntingdon Pike, Huntingdon Valley, Abington Township from Pottstown Borough, Montgomery County. The hearing will be held for the purpose of receiving comment and recommendations of intersected individuals residing within the municipality concerning Applicant's intent to transfer a liquor license into the municipality of Abington Township.

Mark A. Penecale
Planning & Zoning Officer
Township of Abington
1176 Old York Road
Abington, Pa. 19001

Lori Schreiber, Director
Jimmy DiPlacido, Asst. Director
Tom Bowman
John Spiegelman
Stephen Kalinoski

**ABINGTON TOWNSHIP
BOARD OF COMMISSIONERS**

(3) PUBLIC SAFETY

PS1. Ordinance No. 2132 - To Amend Chapter 156 (Vehicles and Traffic), Article III - (Parking Regulations), (Section 28 "Special Purpose Parking Zones"

Motion to adopt Ordinance No. 2132 amending Chapter 156 (Vehicles and Traffic), Article III (Parking Regulations), and Section 28 - Special Purpose Parking Zones.

PS2. Ordinance No. 2134 - To Amend Chapter 156 (Vehicles and Traffic), Article III - (Parking Regulations), and Section 26 (Parking Prohibited During Certain Hours)

Motion to advertise Ordinance No. 2134 amending Chapter 156 (Vehicles and Traffic), Article III - (Parking Regulations) and Section 26 (Parking Prohibited During Certain Hours) for adoption at the regularly scheduled meeting of the Board of Commissioners on February 9, 2017 at 7:30 p.m.

PS3. Firemen's Association of the State of Pennsylvania (FASP) Recruitment and Retention Local Grant Award

Motion to authorize Township Officials to accept a Grant Award from the Firemen's Association of the State of Pennsylvania (FASP) Recruitment and Retention Local Grant Award in the amount of \$5,000.00.

**BOARD OF COMMISSIONERS
BOARD ACTION REQUEST**

January 12, 2017

Date

PS1

Agenda Item Number

Department

Agenda Item

Township Manager

Police



Ordinance No. 2132
To Amend Chapter 156
"Vehicles and Traffic"
Article III "Parking Regulations"
Section 28 "Special Purpose Parking
Zones"



Previous Action

On December 8, 2016 at a regularly scheduled meeting, the Board of Commissioners approved a motion to advertise Ordinance No. 2132 for adoption on January 12, 2017.

Recommend Board Action

Motion to adopt Ordinance No. 2132 (attached) amending Chapter 156 (Vehicles and Traffic) Article III (Parking Regulations) Section 28 – (Special Purpose Parking Zones) at the regularly scheduled meeting of the Board of Commissioners on January 12, 2017 at 7:30 p.m.

Comments

Ordinance No. 2132 (attached) will **repeal** the following:

Handicapped Parking in front of 943 Penn Avenue

- Approved by Commissioner Zappone (Ward 9) and the Administration

**TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2132

**AN ORDINANCE AMENDING CHAPTER 156 – “VEHICLES AND TRAFFIC,”
ARTICLE III – “PARKING REGULATIONS”
SECTION 28 – “SPECIAL PURPOSE PARKING ZONES”**

WHEREAS, the Township of Abington is a Township of the First Class, duly organized and existing pursuant to the applicable laws of the Commonwealth of Pennsylvania; and

WHEREAS, pursuant to section 1502.44 of the First Class Township Code of the Commonwealth of Pennsylvania, 53 P.S. §56544, the Board of Commissioners has the authority to enact and amend provisions of the Abington Township Code (“Code”) at any time it deems necessary for the health, safety, morals, general welfare, cleanliness, beauty, convenience and comfort of the Township and the inhabitants thereof; and

WHEREAS, pursuant to section 1502.10 of the First Class Township Code of the Commonwealth of Pennsylvania, 53 P.S. §56510, the Board of Commissioners has the authority to take all needful means for securing the safety of persons or property within the Township; and

WHEREAS, pursuant to section 1502.49 of the First Class Township Code of the Commonwealth of Pennsylvania, 53 P.S. §56549, the Board of Commissioners has the authority to regulate parking; and

WHEREAS, the Board of Commissioners of the Township of Abington has determined that Chapter 156 – “Vehicles and Traffic,” Article III – “Parking Regulations,” Section 28 “Special Purpose Parking Zones” should be amended for the health, safety, morals, general welfare, cleanliness, beauty, convenience and comfort of the Township and the inhabitants thereof.

NOW, THEREFORE, the Board of Commissioners of the Township of Abington does hereby **ENACT** and **ORDAIN** as follows:

1. Chapter 156 – “Vehicles and Traffic,” Article III, “Parking Regulations,” Section 28 – Special Purpose Parking Zones” shall be amended to **repeal** the following restriction:

Name of Highway	Authorized Purpose of Vehicle	Location
Penn Avenue [Added 10-10-2013 by Ord. No. 2058]	Handicapped Parking	in front of 943 Penn Avenue

2. All other ordinances, portions of ordinances, or any section of the Code inconsistent with this Ordinance are hereby repealed.
3. This Ordinance shall become effective five (5) days after enactment.

ORDAINED AND ENACTED this _____ day of _____, 2017.

TOWNSHIP OF ABINGTON
BOARD OF COMMISSIONERS

Attest:

Michael LeFevre, Secretary

By: _____
Wayne Luker, President

**BOARD OF COMMISSIONERS
BOARD ACTION REQUEST**

January 12, 2017

Date

PS 2

Agenda Item Number

Department

Agenda Item

Township Manager

Police

Paul Ba/WJK

Ordinance No. 2134
To Amend Chapter 156
"Vehicles and Traffic"
Article III "Parking Regulations"
Section 26 "Parking Prohibited
During Certain Hours"

net

Previous Action

None

Recommend Board Action

Motion to advertise Ordinance No. 2134 (attached) amending Chapter 156 (Vehicles and Traffic) Article III (Parking Regulations) Section 26 (Parking Prohibited During Certain Hours) for adoption at the regularly scheduled meeting of the Board of Commissioners on February 9, 2017 at 7:30 p.m.

Comments

Ordinance No. 2134 (attached) will **establish** the following:

No Parking on the north side of Maplewood Avenue from Fairview Avenue to Davisville Road 8:00 a.m. and 4:00 p.m. Monday – Friday

- Approved by Commissioner Luker (Ward 5) and the Administration

**TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2134

**AN ORDINANCE AMENDING CHAPTER 156 – “VEHICLES AND TRAFFIC,”
ARTICLE III – “PARKING REGULATIONS”
SECTION 26 – “PARKING PROHIBITED DURING CERTAIN HOURS”**

WHEREAS, the Township of Abington is a Township of the First Class, duly organized and existing pursuant to the applicable laws of the Commonwealth of Pennsylvania; and

WHEREAS, pursuant to section 1502.44 of the First Class Township Code of the Commonwealth of Pennsylvania, 53 P.S. §56544, the Board of Commissioners has the authority to enact and amend provisions of the Abington Township Code (“Code”) at any time it deems necessary for the health, safety, morals, general welfare, cleanliness, beauty, convenience and comfort of the Township and the inhabitants thereof; and

WHEREAS, pursuant to section 1502.10 of the First Class Township Code of the Commonwealth of Pennsylvania, 53 P.S. §56510, the Board of Commissioners has the authority to take all needful means for securing the safety of persons or property within the Township; and

WHEREAS, pursuant to section 1502.49 of the First Class Township Code of the Commonwealth of Pennsylvania, 53 P.S. §56549, the Board of Commissioners has the authority to regulate parking; and

WHEREAS, the Board of Commissioners of the Township of Abington has determined that Chapter 156 – “Vehicles and Traffic,” Article III – “Parking Regulations”, Section 26 - “Parking Prohibited During Certain Hours” should be amended for the health, safety, morals, general welfare, cleanliness, beauty, convenience and comfort of the Township and the inhabitants thereof.

NOW, THEREFORE, the Board of Commissioners of the Township of Abington does hereby **ENACT** and **ORDAIN** as follows:

1. Chapter 156 – “Vehicles and Traffic,” Article III, “Parking Regulations,” Section 26 – “Parking Prohibited During Certain Hours,” shall be amended to **add** the following restrictions:

Name of Highway	Side	Hours	Location
Maplewood Avenue	North	8 a.m. to 4 p.m. Monday through Friday	Fairview Avenue to Davisville Road

2. All other ordinances, portions of ordinances, or any section of the Code inconsistent with this Ordinance are hereby repealed.

3. This Ordinance shall become effective five (5) days after enactment.

ORDAINED AND ENACTED this _____ day of _____, 2017.

TOWNSHIP OF ABINGTON
BOARD OF COMMISSIONERS

Attest:

Michael LeFevre, Secretary

By: _____
Wayne Luker, President

BOARD OF COMMISSIONERS
BOARD ACTION REQUEST

January 12, 2017

DATE

PS3

AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Abington Township
Fire Department

Firemen's Association of the State
of Pennsylvania (FASP)
Recruitment and Retention Local Grant Award



PREVIOUS ACTIONS

None

RECOMMENDED BOARD ACTION

Motion to authorize Township Officials to accept a Grant Award from the Firemen's Association of the State of Pennsylvania (FASP) Recruitment and Retention Local Grant Award in the amount of \$5,000.00. (Copy of Award Letter Attached)

COMMENTS

FASP Recruitment and Retention Local Grant Award funding will be used to develop a concept, design, write and print awareness and recruitment brochures. No fund match requirement.



December 1, 2016

Dave Schramm, Fire Service Administrator
Abington Township Fire Department
1176 Old York Road
Abington, PA 19001

RE: FIREMEN'S ASSOCIATION OF THE STATE OF PENNSYLVANIA (FASP)
RECRUITMENT AND RETENTION LOCAL GRANT AWARD

Dear Administrator Schramm:

Congratulations, a Firemen's Association of the State of Pennsylvania Recruitment and Retention Local Grant award has been made for \$ 5000 to:

Abington Township Fire Department

In care of:

Dave Schramm

For the following activities:

Develop a concept, design, write and print
awareness and recruitment brochure

By June 30, 2017 an accounting of the funds and the following information needs to be submitted for grant compliance to:

Bill Jenaway
FASP Safer Grant Program Manager
%VFIS-ETC
183 Leader Heights Road
York, PA 17402

REMEMBER CLASS A UNIFORMS, CLASS B UNIFORMS, JOB SHIRTS/SWEATSHIRTS DO NOT QUALIFY FOR REIMBURSEMENT

**John Spiegelman, Director
Tom Bowman, Asst. Director
Lori Schreiber
Drew Rothman
Stephen Kalinoski**

**ABINGTON TOWNSHIP
BOARD OF COMMISSIONERS**

(4) PUBLIC AFFAIRS

PA1. Ordinance No. 2133 – Amendment to the Human Relations Commission Ordinance

Motion to adopt Ordinance No. 2133 amending the Township Human Relations Ordinance by expanding the membership of the Commission from five (5) to seven (7) members.

PA2. Ordinance No. 2135 – To Amend Chapter 137, Section 137-4 (Snow and Ice Removal)

Motion to advertise Ordinance No. 2135 amending Chapter 137-4 of the Township Code (snow and ice, violations and penalties) increasing the fine per violation up to a maximum of \$1,000 per offense.

PA3. Agreement of Sale – Old York Road/Susquehanna Road Project

Motion to approve the form of Agreement of Sale, subject to final review by Solicitor, and to authorize Township officials to make offers to the property owners at 1100, 1102, 1104, 1106 Old York Road, and 1907 Susquehanna Road, for purchase of those properties, as part of the Old York Road/Susquehanna Road project.

PA4. Economic Development Business District Landscape Maintenance Bid

Motion authorizing the proper Township officials to contract with Louis F. Biase, Landscape Contractor, for the 2017 service year in an amount not to exceed \$75,000 for the Business District Landscape Maintenance Contract. Funds will be drawn from Economic Development Capital accounts reserved for this purpose.

PA5. Resolution No. 17-010 – Economic Development – Easton Road Streetscape – PennDOT Multimodal Transportation Fund Program

Motion to adopt Resolution No. 17-010 approving Abington Township to submit an application to PennDOT for the Multimodal Transportation Fund Program. The grant submission will support Easton Road Streetscape Enhancements.

PA6. Repair of Main Electrical Trunk Line into Penbryn Pool

Motion to approve an expenditure of no more than \$18,000 to be taken from the Contingency Fund for the repair of the main electrical trunk line that supplies power to the Penbryn Pool complex.

PA7. Reject All Mowing Bids and Re-advertise Mowing Contract

Motion to reject all bids received for the Mowing of Township facilities for the years 2017, 2018, and 2019 and to approve the re-advertising of the mowing contract.

BOARD OF COMMISSIONERS
BOARD ACTION REQUEST

January 12, 2017
DATE

PA 1
AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Administration

Ordinance No. 2133
Amendment to the
Human Relations Commission Ordinance



PREVIOUS ACTIONS

April 12, 2012 – The Board of Commissioners established the Township Human Relations Ordinance by Ordinance No. 2029.

June 12, 2014 – The Board of Commissioners by Ordinance No. 2074 amended the Human Relations Ordinance to add age and familial status to the specific protected classes.

RECOMMENDED BOARD ACTION

Motion to adopt Ordinance No. 2133 which will amend the Township Human Relations Ordinance by expanding the membership of the Commission from five (5) to seven (7) members.

COMMENTS

Ordinance No. 2133 is attached.

Township of Abington
Montgomery County, Pennsylvania

Ordinance No. 2133

AN ORDINANCE TO AMEND ORDINANCE 2029, KNOWN AS THE ABINGTON TOWNSHIP HUMAN RELATIONS ORDINANCE. AND SPECIFICALLY THE MEMBERSHIP OF THE HUMAN RELATIONS COMMISSION BY EXPANDING THE NUMBER OF MEMBERS FROM FIVE (5) TO SEVEN (7).

The Board of Commissioners of the Township of Abington does hereby **Enact and Ordain** as follows:

Section 1. Establishment of Human Relations Commission. Chapter 99 titled Human Relations of the Code of the Township of Abington shall be amended by revising the language of subsection 99-6(B) to be and read as follows:

99-6(B) – The Abington Township Human Relations Commission shall consist of seven (7) members, who shall be appointed to terms of three years by the Board. The terms of the members of the commission shall be staggered, such that the terms of 1/3 of the members of the commission shall expire each year. All members of the Commission shall be residents or business owners of the Township of Abington and serve without compensation.

Section 2. Effective Date. This ordinance shall become effective as of the date of adoption and enactment by the Board of commissioners of Abington Township.

Enacted and Ordained this ___ day of _____, 20__.

Township of Abington
Board of Commissioners

Attest:

Michael LeFevre, Secretary

By: _____
Wayne C. Luker, President

BOARD OF COMMISSIONERS
BOARD ACTION REQUEST

January 12, 2017
DATE

PA 2
AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Administration

Ordinance No. 2135
Snow and Ice Removal
Chapter 137



PREVIOUS ACTIONS

The Board of Commissioners by Ordinance No. 1025 enacted the Township's initial Snow and Ice regulations on April 13, 1961.

The violation and penalty section of Chapter 137 – Snow and Ice was last amended on December 12, 1996 by Ordinance No. 1778.

RECOMMENDED BOARD ACTION

Motion to advertise Ordinance No. 2135 amending Chapter 137-4 of the Township Code (Snow and Ice, Violations and Penalties) increasing the fine per violation up to a maximum of \$1,000 per offense.

COMMENTS

Ordinance No. 2135 attached.

ORDINANCE NO. 2135
**AN ORDINANCE OF THE TOWNSHIP OF ABINGTON, MONTGOMERY COUNTY,
PENNSYLVANIA, AMENDING CHAPTER 137 – “SNOW AND ICE REMOVAL,”
AT SECTION 4 – “VIOLATIONS AND PENALTIES”**

WHEREAS, Abington Township is a Township of the First Class, organized and operating in accordance with the laws of the Commonwealth of Pennsylvania, and

WHEREAS, pursuant to the First Class Township Code of the Commonwealth of Pennsylvania, the Board of Commissioners of Abington Township (“Board of Commissioners”) has the authority to enact and amend provisions of the Abington Township Code (the “Code”) at any time it deems proper; and

WHEREAS, the Board of Commissioners has determined that portions of Chapter 137 – “Snow and Ice Removal,” at Section 4 – “Violations and Penalties” of the Code should be amended for the health, welfare, and safety of the residents of Abington Township.

NOW, THEREFORE, be it and it is hereby resolved as follows:

1. The Board of Commissioners hereby amends Chapter 137 – “Snow and Ice Removal,” at Section 4 – “Violations and Penalties,” to read as follows, with the underlined text indicating the revised provisions of the Code and the stricken text indicating the removed provisions of the Code:
“Any person who shall violate any of the provisions of this chapter or who shall fail to comply with the conditions or requirements in accordance with the provisions of this chapter shall, upon conviction thereof, be liable to pay a fine of up to \$1,000 per offense. ~~For each subsequent offense committed within the same calendar year, the amount of the fine shall increase by \$20 per offense.~~ The amount of the fines set forth herein may be reset from time to time by resolution of the Board of Commissioners. A new and separate offense shall be deemed to have been committed for each day that said violation exists. All fines imposed by this chapter are recoverable by summary proceedings before any District Justice in the Township of Abington, and, upon recovery thereof, all such fines shall be paid into the treasury of the township. In

default of the payment of any fine imposed by any District Justice under the provisions of this chapter, the person so offending may be committed to the jail for a period of one day.

2. All other ordinances, portions of ordinances, or any section of the Code inconsistent with this Ordinance, are hereby repealed.
3. This Ordinance shall become effective five (5) days after enactment.

ORDAINED AND ENACTED this _____ day of _____, 2017.

ATTEST:

TOWNSHIP OF ABINGTON
BOARD OF COMMISSIONERS

Michael LeFevre, Secretary

By: _____
Wayne C. Luker, President

Board of Commissioners

BOARD ACTION REQUEST

PA 3

Agenda Item Number

January 12, 2017

AGENDA ITEM

DEPARTMENT
Administration



TOWNSHIP MANAGER



**Agreements of Sale
Old York Road / Susquehanna Road Project**

PREVIOUS ACTIONS:

- The Board of Commissioners accepted the DCED MTF grant in November 2016 supporting the Old York Road / Susquehanna Road Project.
- The grant funds will be used for the purpose of purchasing and demolishing 1100, 1102, 1104, & 1106 Old York Road, and 1907 Susquehanna Road in order to support the vision of the Old York Road / Susquehanna Road project.
- The Board of Commissioners approved a Cooperation Agreement and Intergovernmental Cooperation Agreement to partner with the Montgomery County Redevelopment Authority for the Old York Road / Susquehanna Road project.

RECOMMENDED BOARD ACTION:

- Motion to approve the form of Agreement of Sale, subject to final review by Solicitor, and to authorize Township officials to make offers to the property owners at 1100, 1102, 1104, 1106 Old York Road, and 1907 Susquehanna Road, for purchase of those properties, as part of the Old York Road/Susquehanna Road project.

COMMENTS:

- Under the current Cooperation Agreements, the RDA will assist the Old York Road / Susquehanna Road project team in getting the acquired properties from the Multimodal Fund grants under agreement.

Board of Commissioners

BOARD ACTION REQUEST

January 12, 2017

P44
Agenda Item Number

AGENDA ITEM

DEPARTMENT
Administration *JW*

TOWNSHIP MANAGER

**Economic Development
Business District Landscape
Maintenance Bid**

PREVIOUS ACTIONS:

- The 2017 capital budget provides funding for continuation of the economic revitalization program maintenance as approved by the Board of Commissioners.
- The bid was duly advertised as a potential three-year bid depending on budget and satisfactory performance. Staff recommends continuance for year 2017.

RECOMMENDED BOARD ACTION:

- Motion authorizing the proper township official to contract with Louis F. Biase, Landscape Contractor, for the 2017 service year in an amount not to exceed \$ 75,000 for the Business District Landscape Maintenance Contract. Funds will be drawn from economic development capital accounts reserved for this purpose.

COMMENTS:

- The primary bid relates to landscape maintenance in all business district planning areas with respect to tree pit care, flower bed restoration, weed control in paver areas, and the like.
- In addition, the bid provides for work as necessary or directed for brick and concrete repair, tree root damage repairs, and unforeseen work which may be necessary to properly maintain the public areas.
- Biase has agreed to a zero percent increase over last year's pricing.

Board of Commissioners
Public Affairs Committee

BOARD ACTION REQUEST

January 12, 2017

PA5
Agenda Item Number

AGENDA ITEM

DEPARTMENT
Administration



TOWNSHIP MANAGER

Resolution #17-010
Economic Development – Easton Road Streetscape
PennDOT Multimodal Transportation Fund Program

PREVIOUS ACTIONS:

- The Roslyn Community Revitalization Plan was adopted in 2010.

RECOMMENDED BOARD ACTION:

- Motion to adopt Resolution #17-010 approving Abington Township to submit an application to PennDOT for the Multimodal Transportation Fund Program. The grant submission will support Easton Road Streetscape Enhancements.

COMMENTS:

- The matching funds requirement will be an amount not to exceed 30% of the project costs. The total grant request equals \$331,000.00 with a township match not to exceed \$78,000.00.
- The grant funds will be used for the purpose of enhancing the Easton Road Corridor from Easton Road / Woodland Road to Easton Road / Susquehanna Road by installing stamped crosswalks, new banners on the decorative street lights, wayfinding signage, information kiosks, sidewalk repairs, and a new entrance wall with signage at the Roslyn Valley Shopping Center.

RESOLUTION NO. 17-010

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA FOR A MULTIMODAL
TRANSPORTATION FUND PROGRAM FOR THE
EASTON ROAD STREETScape**

Be it RESOLVED, that Abington Township of Montgomery County hereby requests a Multimodal Transportation Fund grant of \$331,000.00 from the Pennsylvania Department of Transportation to be used for the Easton Road Streetscape Enhancements.

Be it FURTHER RESOLVED, that the Applicant does hereby designate the appropriate Township official to execute all documents and agreements between Abington Township and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

I, Michael LeFevre, duly qualified Secretary of the Board of Commissioners of Abington Township, Montgomery County, PA, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of Commissioners at a regular meeting held January 12, 2017 and said Resolution No. 17-010 has been recorded in the Minutes of the Board of Commissioners of Abington Township and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of Abington Township, this 12th day of January, 2017.

BOARD OF COMMISSIONERS

Wayne C. Luker, President

ATTEST:

Michael LeFevre, Secretary

BOARD ACTION REQUEST
Public Affairs

1/12/2017

Date

PAG

Agenda Item Number

DEPARTMENT

Parks & Recreation

ofu

AGENDA ITEM

Repair of Main Electrical
Trunk Line Into Penbryn Pool

TOWNSHIP MANAGER

nz

PREVIOUS ACTIONS

None

RECOMMENDED BOARD ACTION

Motion to approve an expenditure of no more than \$18,000 to be taken from the Contingency Fund for the repair of the main electrical trunk line that supplies power to the Penbryn Pool complex.

COMMENTS

At the end of November of 2016, the Bureau was notified by the burglar alarm company of a power failure at the Penbryn Pool main building. The Bureau's maintenance staff investigated the problem and with the help of the Township electricians, determined that the main line coming in from the street had failed. Because this was an unexpected occurrence, the project could not be included in the current Capital Budget and the repair needs to be completed before the pool can open for the 2017 season.

**BOARD OF COMMISSIONERS
BOARD ACTION REQUEST
PUBLIC AFFAIRS**

January 12, 2017
Date

PA 7
Agenda Item Number

DEPARTMENT
Parks & Recreation



AGENDA ITEM
Reject all Mowing Bids
And re-advertise
Mowing Contract

TOWNSHIP MANAGER



PREVIOUS ACTIONS

Advertising of Mowing Contract approved

RECOMMENDED BOARD ACTION

Motion to reject all bids received for the Mowing of Township facilities for the years 2017, 2018, and 2019 and to approve the re-advertising of the mowing contract.

COMMENTS

The reason for this recommendation is twofold. First, two of the three bids were more than 30% higher in price than the bids from three years ago. The amount of new mowing, including the additional two cuts per year, should not have impacted the cost of the contract 30+%. The second reason for the re-bid, is that, on the Township Solicitor's recommendation, due to the fact that an addendum was not issued regarding the missing non-collusion affidavit after two of the contractors requested the form and one of the bidders did not receive the non-collusion affidavit, the bid process was flawed. The bid tabulation is attached.

BID TABULATION
CONTRACT MOWING 2017-2018-2019

CLOSING DATE FOR RECEIPT OF PROPOSAL – JANUARY 5, 2016 @ 3:00 P.M.

Company	Zone #1	Zone #2	Zone #3	Zone #4	Alternate	Lump Sum Total
M & M LAWCARE	\$27,500	\$30,500	\$22,000	\$12,150	\$300	\$92,300
BIASE LANDSCAPING	\$26,745	\$27,645	\$24,835	\$13,365	\$1,200	\$92,590
GORECON	\$14,000	\$22,000	\$30,050	\$22,000	\$3,625	\$88,050

**Steven Kline, Director
Tom Hecker, Asst. Director
Tom Farren
Ben Sanchez
Wayne Luker**

ABINGTON TOWNSHIP BOARD OF COMMISSIONERS

(5) FINANCE COMMITTEE

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

FC1. Investments

Motion to approve investments for the month of November as previously circulated to the Board. It was noted that investments for the month totaled \$2,115,000.00. Interest rate yields ranged from 0.900% to 1.55%.

FC2. Expenditures/Salaries and Wages

Motion to:

- (A) Approve the November expenditures as previously circulated to the Board, in the amount of \$4,114,378.76 and salaries and wages in the amount of \$1,750,815.46.**
- (B) Authorize the proper officials to sign vouchers in payment of bills and contracts as they mature through the month of February 2017.**

(Motion and Roll Call)

FC3. Training and Conference Expenses

Motion to approve the Advance and Travel Expense activity for November 2016 as previously circulated to the Board. Advance and Travel Expense reports were \$0.00 and \$648.74 respectively.

Eleven-month expenses totaled \$40,849.61.

FC4. 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 2016 were \$19,799.02 and (\$19,231.37), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of November 2016 were \$6,027.00 and (\$982.55) respectively.

FC5. Resolution No. 17-001 – Investment of Township Funds

Motion to adopt Resolution No. 17-001 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.

FC6. Resolution No. 17-002 – Disposition of Certain Finance Office Records

Motion to adopt Resolution No. 17-002 authorizing the disposition of certain Finance Office records as set forth in Exhibit “A”.

FC7. Resolution No. 17-003 – Disposition of Certain Tax Office Records

Motion to adopt Resolution No. 17-003, authorizing the disposition of certain Tax Office records as set forth in Exhibit “A.”

FC8. Resolution No. 17-005 – Setting the Compensation of the Abington Township Tax Collector

Motion to adopt Resolution No. 17-005 setting the compensation for the office of Abington Township Tax Collector for the period 2018-2021 as follows:

\$10,000	Salary for Tax Collector duties
6,000	Billing and collection of current sewer rentals
<u>6,000</u>	Billing and collection of current refuse fees
\$22,000	Total Township Compensation

FINANCE COMMITTEE
BOARD ACTION REQUEST

January 12, 2017
DATE

FC5

AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Finance

KLB

Resolution No. 17-001
Investment of Township Funds

[Signature]

PREVIOUS ACTIONS

The Board has approved this action over the last twenty-nine years.

RECOMMENDED BOARD ACTION

Motion to adopt Resolution No. 17-001 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.

COMMENTS

Required by financial institutions with which we place investments.

RESOLUTION NO. 17-001
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 12th day of January, 2017, 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:

Michael LeFevre, Secretary

**TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 17-002

**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 12th day of January, 2017, 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:

Michael LeFevre, Secretary

By:

Wayne C. Luker, President
Board of Commissioners

RESOLUTION NO. 17-002 (continued)

Page Two

EXHIBIT "A"

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

2009 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)

2009 Cash Receipts –

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

2009 Canceled Checks –

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

2009 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)

2012 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)

2009 Accounts Payable Records –

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

2009 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. 17-002 (continued)

Page Three

2009 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)

2009 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)

2009 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

2009 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)

2012 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)

2009 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)

1995 Act 205 Reporting Forms – Pension Plan Data Sheets – Submitted to Pennsylvania Public Employee Retirement Commission

- Retain 10 years – forms as done every two years (as stated in Municipal Records Manual approved December 16, 2008 – reference PL-8; Payroll Records – 2)

2009 and Prior Excess Workers' Compensation Quarterly Loss Run Reports –

- Not specifically categorized; Based on judgment

2005 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)

FINANCE COMMITTEE
BOARD ACTION REQUEST

January 12, 2017
DATE

FC7
AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Tax Office	<i>KSB</i> Resolution No. 17-003 A Resolution of the Board of Commissioner of The Township of Abington, Montgomery County, Pennsylvania, Authorizing the Disposition of Certain Tax Office Records	<i>mx</i>
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PREVIOUS 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. 16-036, 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. 17-003, authorizing the disposition of certain Tax Office records as set forth in Exhibit "A".

COMMENTS

**TOWNSHIP OF ABINGTON
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 17-003

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF
ABINGTON, MONTGOMERY COUNTY, PENNSYLVANIA, AUTHORIZING THE
DISPOSITION OF CERTAIN TAX 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 12th day of January, 2017, 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:

Michael LeFevre, Secretary

By:

President, Wayne C. Luker
Board of Commissioners

RESOLUTION NO. 17-003 (continued)

Page Two

EXHIBIT "A"

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

Tax Office Records:

2014 and prior – Certificate for Taxes Paid on Real Estate

- ❖ Retain 2 years (as stated in Municipal Records Manual – reference TA-2; Tax Collection and Assessment Records)

2014 and prior – Change of Address Records

- ❖ Retain 2 years (as stated in Municipal Records Manual – reference TA-3; Tax Collection and Assessment Records)

2009 and prior – Mercantile/Business Privilege Tax Returns

2009 and prior – Local Services Tax payments

2009 and prior – Real Estate / School Tax Ledgers and Records

- ❖ Retain 7 years (as stated in Municipal Records Manual – reference TA-6; Tax Collection and Assessment Records)

2014 and prior – Tax Bills and Paid Receipt

- ❖ Retain 2 years (as stated in Municipal Records Manual – reference TA -12; Tax Collection and Assessment Records)

2009 and prior – Tax Collector’s Monthly Report to Taxing Districts

- ❖ Retain 7 years (as stated in Municipal Records Manual – reference TA -13; Tax Collection and Assessment Records)

2011 and prior – Change of Assessment Notices

- ❖ Retain 5 years (as stated in Municipal Records Manual – reference TA-20; Tax Collection and Assessment Records)

2013 and prior – Account Distribution Summaries (Treasurer’s Report)

- ❖ Retain 3 years (as stated in Municipal Records Manual – reference FN-1; Financial and Purchasing Records)

FINANCE COMMITTEE
BOARD ACTION REQUEST



January 12, 2017
DATE

FC8
AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Finance Office 	Resolution No. 17-005 Setting the Compensation of the Abington Township Tax Collector for the Period 2018-2021	
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PREVIOUS ACTIONS

State law requires that the compensation of the tax collector be set by February 15th of the year an election for tax collector is held.

RECOMMENDED BOARD ACTION

Motion to adopt Resolution No. 17-005, setting the compensation for the office of Abington Township Tax Collector for the period 2018-2021 as follows:

\$10,000	Salary for tax collector duties
6,000	Billing and collection of current sewer rentals
<u>6,000</u>	Billing and collection of current refuse fees
\$22,000	Total Township Compensation

COMMENTS

Salary of \$10,000 set by First Class Township Code.

Compensation for billing and collection of current sewer rents and refuse fees have remained the same since 2002.

Rent for office space has been paid at \$100 per month since 1994.

RESOLUTION NO. 17-005

**SETTING THE COMPENSATION OF THE
ABINGTON TOWNSHIP TAX COLLECTOR FOR THE PERIOD 2018
THROUGH 2021**

WHEREAS, Abington Township has implemented the office of Tax Collector in accordance with State law; and

WHEREAS, it is appropriate for Abington Township to compensate the Tax Collector for the duties he performs for the Township; and

WHEREAS, State law requires that the compensation of the Tax Collector be set by February 15th of the year an election for Tax Collector is held.

NOW, THEREFORE, BE IT RESOLVED, that the Abington Township Board of Commissioners does hereby set the compensation for the office of Tax Collector for the years 2018 through 2021 as follows:

\$10,000.00	Salary for Tax Collector duties
\$6,000.00	Billing and collection of current sewer rentals
<u>\$6,000.00</u>	Billing and collection of current refuse fees
\$22,000.00	Total Township Compensation

BE IT FURTHER RESOLVED, that the Township will provide the computer and software and permit the Tax Collector to use the existing furnished office space in the Township Building, or a space of equal size, for a rental fee of \$100 per month.

RESOLVED this 12th day of January, 2017.

Wayne C. Luker, President
Board of Commissioners

ATTEST:

Michael LeFevre, Secretary