

AGENDA
WORKSHOP MEETING – BOARD OF COMMISSIONERS OF SPRINGFIELD TOWNSHIP
MONDAY, OCTOBER 9, 2023, 7:00 PM

1. **Maple Lane, Grace Lane and Fleming Road** – consider a recommendation to establish a 25 MPH speed limit on the aforementioned streets
2. **Volunteer Firefighter Incentive Program** – review of tax relief incentives pursuant to Act 172 of 2016 and Act 91 of 2020
3. **Open Space Preservation** – continue to discuss the creation of a matching donation program for the preservation of open space
4. **Recycling Report** – review the monthly recycling activities
5. **1725 Walnut Avenue** – review and consider authorizing an additional services agreement with BL Companies to perform soil sampling and groundwater monitoring
6. **Township Manager’s Report** – discuss operational issues as outlined in the Monthly Report
7. **October Bill Listing** – review and approve the monthly bill listing and check reconciliation of the previous month
8. **2024 Budget Meeting Schedule** – announce the tentative meeting schedule through the adoption of the 2024 budget
9. **State Pension Aid** – consider a resolution distributing the annual state aid to the pension plans
10. **Township Auditor** – review an engagement letter from Bee, Bergvall & Co., township auditors, and consider appointment
11. **Business Tax Auditor** – review an engagement letter from Marcum Accountants and Advisors to perform business tax compliance audits and consulting services
12. **Zoning Hearing Board Agenda** – announce the agenda of any special or regular meeting of the zoning hearing board
13. **Trails and Connectivity Plan** – receive a presentation from the Montgomery County Planning Commission at the October 11, 2023 business meeting
14. **Request for Proposals** – review and consider authorizing the advertisement of an RFP to conduct a Needs Assessment, Conditions Analysis, and Design Services for the Township’s recreation center property
15. **Wyndhill Park** – consider a recommendation from the Parks and Recreation Advisory Committee regarding the future use of the tennis court for pickleball activities

NEW BUSINESS

Michael Taylor
Township Manager

NOTE: AGENDA ITEMS ARE SUBJECT TO CHANGE WITHOUT FURTHER NOTICE!

ANY INDIVIDUAL WITH A DISABILITY WISHING TO ATTEND THE ABOVE SCHEDULED MEETING AND REQUIRING AN AUXILIARY AID, SERVICE OR OTHER ACCOMMODATION TO PARTICIPATE IN THE PROCEEDINGS, PLEASE CONTACT THE OFFICE OF THE TOWNSHIP MANAGER AT 215-836-7600, 72 HOURS PRIOR TO THE MEETING.

VOLUNTEER FIREFIGHTER TAX CREDIT GUIDANCE

ACT 172-2016 | JULY 2017



Shrewsbury, PA

GUIDANCE ON ACT 172-2016



Summerdale, PA

The Pennsylvania Municipal League, the Pennsylvania State Association of Boroughs, the Pennsylvania State Association of Township Commissioners, and the Pennsylvania State Association of Township Supervisors prepared this guidance in consultation with the Pennsylvania State Fire Commissioner and the Department of Community and Economic Development.

Act 172 of 2016 provides municipalities with the option to offer a real estate or earned income tax credit to active members of volunteer fire companies and nonprofit emergency medical service agencies through a volunteer service credit program. Active volunteers who meet the service credit criteria established by the municipality in consultation with the fire chief or supervisor of the EMS agency would be eligible for the tax credit. Each municipality may choose whether to offer the earned income tax credit, the real estate tax credit, or both.



REAL ESTATE TAX CREDIT

The real estate tax credit is limited to 20 percent of the municipal real estate tax liability for residential real property owned and occupied as the domicile of an active volunteer.

- The real estate tax credit will work as follows: active volunteers would pay their municipal real estate tax bill and then file an application for the real estate tax credit with the municipality. If approved, the municipality would issue a check to the active volunteer as a real estate tax credit rebate. The municipality would need to approve the application if it was for residential real property owned and occupied by the applicant and they met the criteria required by the municipality to be considered an active volunteer for the prior year.
- The credit will not be printed on real estate tax bills.
- The municipality should verify with the county that an active volunteer is an owner-occupant of property within its jurisdiction by verifying that the property is registered for the Homestead Exemption. The tax bill that is submitted with the application may contain this documentation.

EARNED INCOME TAX CREDIT

The municipal earned income tax credit must be set at a flat amount.

- If the volunteers' tax liability is less than the flat amount, their credit is limited to their total tax liability.
- The credit only applies to an earned income tax levied by the municipality under the Local Tax Enabling Act.
- It does not apply to an earned income tax levied for open space purposes or to replace the occupational assessment tax.
- Only residents of the municipality who are active volunteers could apply for the tax credit. A nonresident option is not available.
- The active volunteers would apply for the credit when they file their earned income taxes for 2017 in 2018 and in later years and will provide documentation from the municipality that they are entitled to the tax credit.

ORDINANCE ADOPTION PROCESS

At least 30 days prior to adoption of the ordinance, the municipality must place a legal advertisement of its intent to adopt an ordinance implementing the tax credit and then must conduct at least one public hearing on the issue. Once adopted, the ordinance would need to be sent to the Office of the State Fire Commissioner, as well as the county law library.

WHO WOULD QUALIFY FOR THE TAX CREDIT?

A member of a volunteer fire company or a nonprofit emergency medical services agency identified by the municipality that meets service criteria established by the municipality in consultation with the VFC and EMS companies. Members who are volunteer emergency responders would qualify, as well as volunteers who are members, but serve in other roles, such as ladies auxiliary. The municipality should set criteria or participation levels for the different classes of membership.

WHAT HAPPENS IF MANY OF OUR VOLUNTEERS LIVE OUTSIDE OF OUR MUNICIPALITY?

Since each municipality can only offer the credits to volunteers who are residents, we recommend working with the neighboring municipalities that are also served by the same VFC or EMS agency to see if they would be willing to implement the program and consider using the same tax credit levels and requirements for all municipalities served.

ELIGIBILITY PERIOD

If implementing the tax credit, it may be set up so that the service is earned in 2017 and the credit would apply toward the 2018 real estate tax or the 2017 earned income tax liability when filing tax forms in 2018. These timeframes could be adjusted for future years.

HOW WILL THE VOLUNTEERS EARN CREDIT?

While the tax credit program must be established by ordinance, program criteria for earning the credit should be set by the municipality by resolution. Act 172 states that the municipality must consider the following activities when creating its tax credit program:

- the number of emergency calls to which a volunteer responds;
- the level of training and participation in formal training and drills for a volunteer;
- the total amount of time expended by a volunteer on administrative and other support services, including, but not limited to: fundraising, providing facility or equipment maintenance, financial bookkeeping; and
- the involvement in other events or projects that aid the financial viability, emergency response, or operational readiness of a volunteer fire company or a nonprofit emergency medical services agency.

Other considerations for earning credit:

- Municipalities should also consider the total number of years the volunteer has served.
- If the fire company has a Length of Service Award Program (LOSAP) in place, the municipality should consider using the criteria for that program for consistency and to limit recordkeeping for the fire chief.
 - For existing LOSAP programs, most require a participation level of 20 to 35 percent of activities for volunteer firefighters to qualify for the program benefits. This could include participation in emergency calls, meetings, training, certifications earned, work detail, time spent on standby, and holding an elected or appointed position within the organization.
 - Non-firefighter members are usually required to have a higher participation level, often at 30-35 percent participation. This could include meetings, fundraisers, administrative support, equipment maintenance, and holding an elected or appointed position within the organization.
- The municipality will determine the guidelines and criteria for participation in its program in consultation with the chief of a volunteer fire company and the supervisor of a nonprofit emergency medical services agency. The required criteria should be adopted by resolution and reference or include forms and applications necessary to implement the program.
- Social members should not be eligible for the tax credit.

INJURED VOLUNTEER

If a volunteer who is an emergency responder is injured during a response to an emergency response call and can no longer serve as an active volunteer because of the injury, he or she is entitled to receive the tax credit under Act 172. The injured volunteer must submit self-certification and an application with documentation from a licensed physician. An injured emergency responder may receive the credit for up to five consecutive tax years.

TRACKING SERVICE ACTIVITIES

The chief of a volunteer fire company and the supervisor of a nonprofit emergency medical services agency are responsible for logging service records of active volunteers to document the activities of each qualified volunteer for credit and the calculation of total credits earned for each volunteer in their organization. These records are subject to periodic review by the Fire Commissioner, the Auditor General, and the municipality enacting the ordinance.

NOTARIZED LIST

The chief and supervisor must provide a notarized list of volunteers that qualify for the tax credit each year no later than 45 days before the tax notices are distributed. Note that tax notices are distributed between January 15 and March 1 of each year. In order to comply with the 45-day notice timeframe, the annual credit period may need to end as early as November 30.

APPLICATION PROCESS

An active volunteer who wants to take advantage of the credit must sign and submit an application for certification to their chief or supervisor, who will sign and attest that the active volunteer meets the qualifications of the program or can no longer serve due to an injury. The application is then forwarded to the municipality for review.

REVIEW PROCESS

The municipality cross-references the application with the notarized eligibility list. If the active volunteer is on the notarized list, they should be approved by the governing body at a public meeting and the municipality then issues a tax credit certificate to the active volunteer. The municipality maintains an official tax credit register of all active volunteers that were issued tax credit certificates for a particular year, and provides the list and any updates to the fire chief, EMS supervisor, and the tax officer for the tax collection district (if applicable).

APPEALS

The municipality must provide a process for appealing a denial of an earned income tax credit and/or real property tax credit. Appeals of the earned income tax credit denials should be made under the municipality's procedure in its Local Taxpayer Bill of Rights ordinance. Appeals of real estate tax credit denials should be made under the Local Agency Law.

Please keep in mind that this guidance document is intended to be an informational resource only. DCED does not guarantee its legal effectiveness nor its appropriateness to any particular situation. DCED encourages township officials to review and discuss all proposed ordinances and resolutions with their solicitor.

OFFICE OF THE STATE FIRE COMMISSIONER

Program Guidance

Incentives for Municipal Volunteers of Fire Companies and Nonprofit Emergency Medical Services Agencies

Act 91 of 2020 and Act 172 of 2016

35 Pa. C.S. §§79A01-79A33

Act 172 of 2016 established incentives for volunteers of fire companies and nonprofit emergency medical services agencies by providing municipalities with the option to offer a real estate or earned income tax credit to active members of volunteer fire companies and nonprofit emergency medical service agencies through a volunteer service credit program. Each local government may choose whether to offer the earned income tax credit, the real estate tax credit, or both. Active volunteers who meet the service credit criteria established by the local government in consultation with the fire chief or supervisor of the EMS agency are eligible for the tax credit, if offered by the local government. Act 91 of 2020 expanded the tax relief incentive to counties and school districts and established statewide reporting requirements on the tax credits. Act 91 also increased the allowable value of the real estate tax credit from 20% of the tax liability to 100% of the tax liability imposed by a local government.

Real estate tax credit: The real estate tax credit may establish a credit of up to 100% percent of the real estate tax liability for residential real property owned and occupied as the domicile of an active volunteer.

- The real estate tax credit operates as follows: an active volunteer pays their municipal real estate tax bill, then files an application for the real estate tax credit with the local government. If the application is approved, the local government issues a check to the active volunteer as a real estate tax credit rebate. The local government must approve the application if the real estate in question is real property owned and occupied by the applicant, and the applicant meets the active volunteer certification requirements implemented by the local government.
- The credit will **not** be printed on real estate tax bills.
- The local government should verify that an active volunteer is an owner-occupant of property within its jurisdiction. The local government may determine this by verifying that the property is registered for the Homestead Exemption or by developing any other criteria it deems appropriate. The tax bill that is submitted with the application may contain this documentation.

Earned income tax credit: The earned income tax credit must be set at a flat amount.

- If a volunteer’s tax liability is less than the flat amount, their credit is limited to their total tax liability.
- The credit only applies to an earned income tax levied by the local government under the Local Tax Enabling Act.
- It does **not** apply to an earned income tax levied for open space purposes or to replace the occupational assessment tax.
- Only residents of the local government who are active volunteers may apply for the tax credit. A nonresident option is not available.
- The Pennsylvania Department of Community and Economic Development (DCED) will update the statewide earned income tax form to account for the new flat rate tax credit for local governments that choose to implement the credit and will provide for separation of the school earned income tax liability from the local government’s earned income tax liability. (Note that under Act 150 of 2016, DCED is responsible for developing statewide forms for earned income tax collection, which all tax officers must accept.)
- The active volunteer would apply for the credit when they file their EIT taxes for the prior tax year in the current calendar year (for example, in 2023 an applicant will file documentation related to 2022) and in later years and will provide documentation from the local government that they are entitled to the tax credit.
- Local governments must provide an option for volunteers filing joint returns to still claim the credit. The return form shall also “provide a mechanism for separating the liability of an individual for any earned income tax imposed by the school district of residence from the liability of an individual for any earned income tax imposed by the municipality.”

Ordinance or Resolution adoption process: At least 30 days prior to adoption of the ordinance, the local government must place a legal advertisement of its intent to adopt an ordinance or resolution implementing the tax credit and then must conduct at least one public hearing on the issue. Once adopted, the ordinance or resolution needs to be sent to the Office of the State Fire Commissioner, as well as the county law library and the tax officer for the local government’s tax collection district (*if adopting an EIT tax credit.*) Before adopting any such ordinance or resolution the local government should consult with their solicitor to ensure that they are following all rules applicable to passing tax related legislation as these vary for different types of local government.

Who qualifies for the tax credit? A member of a volunteer fire company (VFC) or a nonprofit emergency medical services (EMS) company identified by the local government that meets service criteria established by the local government in consultation with the VFC and EMS companies. Local governments are required to consult with leaders of local VFCs and EMS companies that will be affected by their program. Members who are volunteer emergency responders would qualify, as well as volunteers who are members, but serve in other roles. The local government has final authority to set criteria or participation levels for the different classes of membership, subject to the required criteria outlined in section 79A21 of Title 35 (35 Pa. C.S. § 79A21).

What happens if many of our volunteers live outside of the boundaries of the local government? Since each local government can only offer the credits to volunteers who are residents, we recommend working with the neighboring municipalities that are also served by the same VFC or EMS agency to see if they would be willing to implement the program and consider using the same tax credit levels and requirements for all municipalities served.

Intergovernmental Cooperation. Section 79A32 of Title 35 (35 Pa. C.S. § 79A32) specifically authorizes units of local government to designate a council of governments, consortium, or similar organization to administer volunteer service credit programs, as well as rejections and appeals. If multiple local governments in one area all use the same entity it may ease the burden on volunteers to gain access to the benefits provided by these programs. If a local government desires to take advantage of this provision it needs to formally delegate its authority by resolution or ordinance.

How will the volunteers earn credit? Section 79A21 of Title 35 (35 Pa. C.S. § 79A21) states that the local government must consider the following activities when creating its tax credit program:

- the number of emergency calls to which a volunteer responds;
- the level of training and participation in formal training and drills for a volunteer;
- the total amount of time expended by a volunteer on administrative and other support services, including, but not limited to: fundraising, providing facility or equipment maintenance, financial bookkeeping; and
- the involvement in other events or projects that aid the financial viability, emergency response, or operational readiness of a volunteer fire company or a nonprofit emergency medical services agency.

The local government will determine the guidelines and criteria for participation in its program in consultation with the chief of a volunteer fire company and the supervisor of a nonprofit emergency medical services agency. The required criteria should be adopted by resolution and reference or include forms and applications necessary to implement the program. Purely social members should not be eligible for the tax credit.

Injured Volunteer: If a volunteer who is an emergency responder is injured during a response to an emergency response call and can no longer serve as an active volunteer because of the injury he or she is entitled to receive the tax credit. The injured volunteer must submit self-certification and an application with documentation from a licensed physician. An injured otherwise eligible volunteer may receive the credit for up to five consecutive tax years after the injury.

Tracking service activities: The chief of a volunteer fire company and the supervisor of a nonprofit emergency medical services agency are responsible for logging service records of active volunteers to document the activities of each volunteer that qualifies for credit and the calculation of total credits earned for each volunteer in their organization. These records are subject to periodic review by the Fire Commissioner, the Auditor General, and the local government enacting the ordinance.

Notarized list: The chief and supervisor must provide a notarized list of volunteers that qualify for the tax credit each year, no later than 45 days before the tax notices are distributed. The ordinance or resolution authorizing the program should state how to calculate the date for each tax year.

Application process: An active volunteer who wants to take advantage of the credit must sign and submit an application for certification to their chief or supervisor, who will sign and attest that the active volunteer meets the qualifications of the program or can no longer serve due to an injury. The application is then forwarded to the local government for review.

Review process: The local government cross-references the application with the notarized eligibility list. If the active volunteer is on the notarized list, they should be approved and the local government then issues a tax credit certificate to the active volunteer. If adopting an EIT tax credit, the local government should work with the tax officer for its tax collection district to develop a certificate acceptable to the tax officer, which the active volunteer would include with their EIT return. The local government maintains an official tax credit register of all active volunteers that were issued tax credit certificates for a particular year and provides the list and any updates to the fire chief, EMS supervisor, and the tax officer for the tax collection district (*if applicable*).

Appeals: The local government must provide a process for appealing a denial of an earned income tax credit and/or real property tax credit. The resolution or ordinance authorizing the tax credit should establish the process that will be used to reject applications as well as the process for applicants to appeal a rejection.

Please keep in mind that this guidance document is intended to be an informational resource only. Local government officials should review and discuss all proposed ordinances and resolutions with their solicitor.

HEALTH AND SAFETY (35 PA.C.S.) - OMNIBUS AMENDMENTS

Act of Oct. 29, 2020, P.L. 739, No. 91

Cl. 35

Session of 2020

No. 2020-91

HB 1673

AN ACT

Amending Title 35 (Health and Safety) of the Pennsylvania Consolidated Statutes, in Commonwealth services, further providing for scope of subchapter, for legislative findings and declaration of purpose, for definitions, for assistance to volunteer fire companies, ambulance service and rescue squads, for Volunteer Companies Loan Fund, for powers and duties of office, for disposition and use of proceeds, for Volunteer Company Loan Sinking Fund and investments, for repayment obligations for principal and interest, for temporary financing authorization, for authorization of contracts, reimbursement procedure and amount and for reimbursement procedure and amount, providing for referendum to expand loan assistance and for annual report and distribution of information, further providing for definitions and for State Fire Commissioner, providing for curriculum and training and further providing for Pennsylvania State Fire Academy, for Pennsylvania Volunteer Loan Assistance Program and for Fire Safety Advisory Committee; in volunteer firefighters, further providing for definitions, for statement of purpose, for funds and for audits and providing for fire relief formula study; in grants to fire companies and emergency medical services companies, further providing for definitions, for establishment, for publication and notice, for award of grants, for consolidation incentive, for establishment, for publication and notice and for award of grants, providing for consolidation incentive, further providing for Fire Company Grant Program, for Emergency Medical Services Company Grant Program, for additional funding, for allocation of appropriated funds, for expiration of authority and for special provisions and providing for annual reports; in incentives for municipal volunteers of fire companies and nonprofit emergency medical services agencies, further providing for definitions, for program authorization, for real property tax credit and for rejection and appeal; and making editorial changes.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. The heading of Subchapter E of Chapter 73 of Title 35 of the Pennsylvania Consolidated Statutes is amended to read:

SUBCHAPTER E
[VOLUNTEER FIRE COMPANY, AMBULANCE SERVICE
AND RESCUE SQUAD ASSISTANCE]
**FIRE AND EMERGENCY MEDICAL SERVICES
LOAN PROGRAM**

Section 2. Sections 7361 and 7362(b) of Title 35 are amended to read:

§ 7361. Scope of subchapter.

This subchapter relates to [volunteer fire company, ambulance service and rescue squad assistance] **fire companies and emergency medical services companies.**

§ 7362. Legislative findings and declaration of purpose.

* * *

(b) Purpose. It is the purpose of this subchapter to

(8) A list of the fire companies and EMS companies that utilized the grants to pay off loans under the Pennsylvania Fire and Emergency Medical Services Loan Program.

(b) Submission.--The commissioner shall submit the annual report by October 1, 2020, and by October 1 of each year thereafter, to all of the following:

(1) The chair and minority chair of the Veterans Affairs and Emergency Preparedness Committee of the Senate.

(2) The chair and minority chair of the Veterans Affairs and Emergency Preparedness Committee of the House of Representatives.

(c) Posting.--The commissioner shall post the annual report on the Office of the State Fire Commissioner's publicly accessible Internet website.

Section 22. The definitions of "governing body" and "municipality" in section 79A03 of Title 35 are amended to read: § 79A03. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

* * *

"Governing body." A **governing body of a county**, city council, borough council, incorporated town council, board of township commissioners, board of township supervisors, **governing body of a school district**, governing council of a home rule municipality or optional plan municipality or a governing council of any similar purpose government which may be created by statute after the effective date of this section and which has adopted a tax credit under this chapter.

* * *

"Municipality." Any **county**, city, borough, incorporated town, township, home rule municipality, optional plan municipality, optional charter municipality [or any], similar general purpose unit of government which may be created or authorized by statute **or any school district**.

* * *

Section 23. Sections 79A11(a) and (b), 79A13 and 79A24(b) of Title 35 are amended to read:

§ 79A11. Program authorization.

(a) Establishment.--A municipality that levies an earned income tax may establish by ordinance **or resolution** a tax credit against an individual's liability imposed under Chapter 3 of the Local Tax Enabling Act for active service as a volunteer.

(b) Amount.--A municipality shall set forth in the ordinance **or resolution** the total amount of the tax credit that will be offered to an individual. If an individual's earned income tax liability is less than the amount of the tax credit offered, the individual's tax credit must equal the individual's tax liability.

* * *

§ 79A13. Real property tax credit.

The governing body of a municipality may provide, by ordinance **or resolution**, for a tax credit against real property tax to be granted to an active volunteer. The tax credit shall apply to tax levied on residential real property owned and occupied by an active volunteer who is certified under section 79A23 (relating to certification). The amount of the tax credit authorized by an ordinance [shall not exceed 20%] **or resolution may not exceed 100%** of the tax liability of the active volunteer.

§ 79A24. Rejection and appeal.

* * *

(b) Appeal.--An active volunteer shall have the right to appeal a claim that has been rejected by a governing body. The governing body shall establish, by ordinance **or resolution**, the procedure by which a rejected claim can be appealed.

Section 24. Title 35 is amended by adding sections to read:

§ 79A32. Intergovernmental cooperation.

A council of governments, consortium or other similar entity of which the municipality is a member may provide for the joint creation and administration of a volunteer service credit program and tax credits adopted by its members. A governing body may, by ordinance or resolution, delegate to the entity its powers and duties under Subchapter C (relating to volunteer service credit), including the process of rejecting and appealing claims under section 79A24 (relating to rejection and appeal).

§ 79A33. Duties of State Fire Commissioner.

The State Fire Commissioner shall:

- (1) Establish guidelines for municipalities, volunteer fire companies and nonprofit EMS agencies regarding the tax credit and post the guidelines online.
- (2) Require municipalities and entities under this section to notify the State Fire Commissioner of the adoption of a tax credit.
- (3) Provide an annual report on the tax credit authorized under this chapter to the chairperson and minority chairperson of the Veterans Affairs and Emergency Preparedness Committee of the Senate and the Veterans Affairs and Emergency Preparedness Committee of the House of Representatives which shall include:
 - (i) Each municipality that provides the tax credit.
 - (ii) The amount of the tax credit.

Section 25. The following shall apply for the fiscal year beginning after June 30, 2020, and ending before July 1, 2021:

- (1) The following shall apply to fire company grants under 35 Pa.C.S. Ch. 78 Subch. B:

- (i) Notwithstanding 35 Pa.C.S. § 7812, the State Fire Commissioner shall, within five days of the effective date of this section, transmit notice of the Fire Company Grant Program availability to the Legislative Reference Bureau for publication in the Pennsylvania Bulletin.

- (ii) Notwithstanding 35 Pa.C.S. § 7813(c), the following shall apply:

- (A) Within 15 days of the date of publication of the notice under subparagraph (i), the State Fire Commissioner shall provide written instructions for grants under 35 Pa.C.S. Ch. 78 Subch. B to:

- (I) except as set forth in subclause (II), the fire chief and president of every fire company; or

- (II) in the case of a municipal fire company, the chief executive of the municipality.

- (B) Within 45 days of the date of publication of the notice under subparagraph (i), the State Fire Commissioner shall provide applications to individuals specified in clause (A). Fire companies seeking grants under 35 Pa.C.S. Ch. 78 Subch. B shall submit completed applications to the State Fire Commissioner. The application period shall remain open for 45 days. The State Fire Commissioner shall act to approve or disapprove applications within 60 days of the application submission deadline. Applications which have not been approved or disapproved by the State Fire Commissioner within 60 days after the close of the application period shall be deemed approved.

- (2) The following shall apply to emergency medical services grants under 35 Pa.C.S. Ch. 78 Subch. C:

- (i) Notwithstanding 35 Pa.C.S. § 7822, the State Fire Commissioner shall, within five days of the effective date of this section, transmit notice of the Emergency Medical Services Grant Program availability to the Legislative Reference Bureau for publication in the Pennsylvania Bulletin.

- (ii) Notwithstanding 35 Pa.C.S. § 7823(c), the

following shall apply:

(A) Within 15 days of the date of publication of the notice under subparagraph (i), the State Fire Commissioner shall provide written instructions for grants under 35 Pa.C.S. Ch. 78 Subch. C to the president of every emergency medical services company in this Commonwealth.

(B) Within 45 days of the date of publication of the notice under subparagraph (i), the State Fire Commissioner shall provide applications to individuals specified in clause (A). Emergency medical services companies seeking grants under 35 Pa.C.S. Ch. 78 Subch. C shall submit completed applications to the State Fire Commissioner. The application period shall remain open for 45 days. The State Fire Commissioner shall act to approve or disapprove applications within 60 days of the application submission deadline. Applications which have not been approved or disapproved by the State Fire Commissioner within 60 days after the close of the application period shall be deemed approved.

Section 26. This act shall take effect as follows:

(1) The following provisions shall take effect immediately:

(i) Section 25 of this act.

(ii) This section.

(iii) The amendment of 35 Pa.C.S. § 7841.

(2) The amendment or addition of the following shall take effect in six months:

(i) 35 Pa.C.S. Ch. 74 Subch. B heading.

(ii) 35 Pa.C.S. § 7412.

(iii) 35 Pa.C.S. § 7413 introductory paragraph, (1),

(4) and (6.1).

(iv) 35 Pa.C.S. § 7416(a) and (f)(13), (14), (19), (20), (21), (22), (23), (24) and (25).

(v) 35 Pa.C.S. § 7418(b).

(vi) 35 Pa.C.S. § 7419.1.

(3) The amendment of 35 Pa.C.S. § 7383(c) shall take effect on January 1, 2022.

(4) The remainder of this act shall take effect in 60 days.

APPROVED--The 29th day of October, A.D. 2020.

TOM WOLF

**HEALTH AND SAFETY (35 PA.C.S.) - INCENTIVES FOR MUNICIPAL
VOLUNTEERS OF FIRE COMPANIES AND NONPROFIT EMERGENCY MEDICAL
SERVICES AGENCIES**

Act of Nov. 21, 2016, P.L. 1509, No. 172

Cl. 35

Session of 2016
No. 2016-172

HB 1683

AN ACT

Amending Title 35 (Health and Safety) of the Pennsylvania Consolidated Statutes, providing for incentives for municipal volunteers of fire companies and nonprofit emergency medical services agencies.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Title 35 of the Pennsylvania Consolidated Statutes is amended by adding a chapter to read:

CHAPTER 79A

**INCENTIVES FOR MUNICIPAL VOLUNTEERS OF FIRE COMPANIES AND
NONPROFIT EMERGENCY MEDICAL SERVICES AGENCIES**

Subchapter

- A. Preliminary Provisions
- B. Tax Credits
- C. Volunteer Service Credit
- D. Miscellaneous Provisions

SUBCHAPTER A

PRELIMINARY PROVISIONS

Sec.

79A01. Scope of chapter.

79A02. Purpose.

79A03. Definitions.

§ 79A01. Scope of chapter.

This chapter relates to incentives for municipal volunteers of fire companies and nonprofit emergency medical services agencies.

§ 79A02. Purpose.

The purpose of this chapter is to authorize municipalities to enact a tax credit against an active volunteer's tax liability as a financial incentive to:

(1) Acknowledge the value and the absence of any public cost for volunteer fire protection and nonprofit emergency medical services provided by active volunteers.

(2) Encourage individuals to volunteer or for former volunteers to consider rejoining as active volunteers in a volunteer fire company or nonprofit emergency medical services agency.

§ 79A03. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Active volunteer." A volunteer for a volunteer fire company or nonprofit emergency medical services agency who has complied with the requirements of the volunteer service credit program and who is certified under section 79A23 (relating to certification).

"Commissioner." The State Fire Commissioner of the Commonwealth.

"Earned income tax." A tax on earned income and net profits levied under Chapter 3 of the Local Tax Enabling Act.

"Governing body." A city council, borough council, incorporated town council, board of township commissioners, board of township supervisors, governing council of a home rule municipality or optional plan municipality or a governing council of any similar purpose government which may be created by statute after the effective date of this section and which has adopted a tax credit under this chapter.

"Individual." A volunteer.

"Local Tax Enabling Act." The act of December 31, 1965 (P.L.1257, No.511), known as The Local Tax Enabling Act.

"Municipality." Any city, borough, incorporated town, township, home rule municipality, optional plan municipality, optional charter municipality or any similar general purpose unit of government which may be created or authorized by statute.

"Nonprofit emergency medical services agency." An emergency medical services agency as defined in section 8103 (relating to definitions) and chartered as a nonprofit corporation.

"Tax credit." The tax credit granted under section 79A11 (relating to program authorization) or 79A13 (relating to real property tax credit).

"Volunteer." A member of a volunteer fire company or a nonprofit emergency medical services agency.

"Volunteer fire company." A nonprofit chartered corporation, association or organization located in this Commonwealth that provides fire protection services and may offer other voluntary emergency services within this Commonwealth.

"Volunteer service credit program." The program established under section 79A21 (relating to volunteer service credit program) to determine the active status of a volunteer.

SUBCHAPTER B TAX CREDITS

Sec.

79A11. Program authorization.

79A12. Claim.

79A13. Real property tax credit.

79A14. Limitations.

§ 79A11. Program authorization.

(a) Establishment.--A municipality that levies an earned income tax may establish by ordinance a tax credit against an individual's liability imposed under Chapter 3 of the Local Tax Enabling Act for active service as a volunteer.

(b) Amount.--A municipality shall set forth in the ordinance the total amount of the tax credit that will be offered to an individual. If an individual's earned income tax liability is less than the amount of the tax credit offered, the individual's tax credit must equal the individual's tax liability.

(c) Public notice.--At least 30 days prior to adoption of the ordinance or resolution, the governing body shall give public notice of its intent to adopt an ordinance or resolution to establish a tax credit and conduct at least one public hearing on the issue.

(d) Specific notice.--A municipality that establishes a tax credit under this chapter shall notify the commissioner in the manner prescribed by the commissioner.

§ 79A12. Claim.

(a) Eligibility.--An individual who satisfies all of the following criteria may claim a tax credit established under this chapter:

(1) The individual is subject to a tax of a municipality that has established a tax credit under this chapter.

(2) The individual is certified under section 79A23 (relating to certification).

(b) Return.--An active volunteer may claim a tax credit provided for under this chapter when filing a joint return. The tax return form shall provide a mechanism for separating the liability of an individual for any earned income tax imposed by the school district of residence from the liability of an individual for any earned income tax imposed by the municipality. § 79A13. Real property tax credit.

The governing body of a municipality may provide, by ordinance, for a tax credit against real property tax to be granted to an active volunteer. The tax credit shall apply to tax levied on residential real property owned and occupied by an active volunteer who is certified under section 79A23 (relating to certification). The amount of the tax credit authorized by an ordinance shall not exceed 20% of the tax liability of the active volunteer.

§ 79A14. Limitations.

A tax credit established under this chapter may be used against the active volunteer's tax liability for the current taxable year and every year thereafter. The tax credit established under this chapter shall remain in effect until the governing body of the municipality repeals the tax credit.

SUBCHAPTER C VOLUNTEER SERVICE CREDIT

Sec.

79A21. Volunteer service credit program.

79A22. Service record.

79A23. Certification.

79A24. Rejection and appeal.

§ 79A21. Volunteer service credit program.

(a) Establishment.--The governing body may establish a volunteer service credit program that establishes the annual requirements for the certification of a volunteer in active service at a volunteer fire company or a nonprofit emergency medical services agency.

(b) Activities.--The volunteer service credit program shall consider the following activities in determining credit toward a certification of active service:

(1) The number of emergency calls to which a volunteer responds.

(2) The level of training and participation in formal training and drills for a volunteer.

(3) The total amount of time expended by a volunteer on administrative and other support services, including fundraising and facility or equipment maintenance.

(4) The involvement in other events or projects that aid the financial viability, emergency response or operational readiness of a volunteer fire company or a nonprofit emergency medical services agency.

(c) Guidelines.--The governing body shall, with the advice of the chief of a volunteer fire company and the supervisor or chief of a nonprofit emergency medical services agency or their designees, adopt guidelines, including forms and applications, necessary to implement this section.

(d) Eligibility list.--A notarized list of eligible active volunteers shall be submitted to the governing body, no later than 45 days before tax notices are to be distributed, by the following:

(1) The chief of a volunteer fire company, where applicable.

(2) The supervisor or chief of a nonprofit emergency medical services agency, where applicable.

§ 79A22. Service record.

(a) Log.--The chief of a volunteer fire company or the supervisor or chief of a nonprofit emergency medical services agency or their designees shall establish and maintain a service log that documents the activities of each volunteer that qualify for credit toward active service under the volunteer service credit program and the calculation of the total credits earned for each volunteer in the volunteer fire company or nonprofit emergency medical services agency.

(b) Review.--Service logs established and maintained by volunteer fire companies or nonprofit emergency medical services agencies shall be subject to periodic review by the commissioner, the Auditor General, the governing body where the volunteer fire company or nonprofit emergency medical services agency is located and the governing body where the volunteer fire company or nonprofit emergency medical services agency provides services.

§ 79A23. Certification.

(a) Self-certification.--The active volunteer shall sign and submit an application for certification to the chief of the volunteer fire company or the supervisor or chief of the nonprofit emergency medical services agency where the volunteer serves.

(b) Injured volunteer.--An active volunteer who was injured during a response to an emergency call and can no longer serve as an active volunteer because of the injury and who would otherwise be eligible for a tax credit shall be eligible for the tax credit for the succeeding five tax years.

(c) Local sign-off.--The chief and another officer of the volunteer fire company and the supervisor or chief and another officer of the nonprofit emergency medical services agency shall sign the application attesting to the individual's status as an active volunteer or that the individual can no longer serve as an active volunteer due to injury. The application shall then be forwarded to the municipality, as appropriate, for final review and processing.

§ 79A24. Rejection and appeal.

(a) General rule.--A governing body that establishes a tax credit under this chapter shall adopt, by ordinance, a process for rejecting a claim by an active volunteer who does not satisfy all of the criteria established under this chapter for each type of tax credit provided under this chapter.

(b) Appeal.--An active volunteer shall have the right to appeal a claim that has been rejected by a governing body. The governing body shall establish, by ordinance, the procedure by which a rejected claim can be appealed.

SUBCHAPTER D
MISCELLANEOUS PROVISIONS

Sec.

79A31. Penalties for false reporting.

§ 79A31. Penalties for false reporting.

The following shall apply:

(1) Any person who knowingly makes or conspires to make a false service record report under this chapter commits a misdemeanor of the first degree punishable by a fine of \$2,500.

(2) Any person who knowingly provides or conspires to provide false information that is used to compile a service record report under this chapter commits a misdemeanor of the first degree punishable by a fine of \$2,500.

Section 2. This act shall take effect in 60 days.

APPROVED--The 21st day of November, A.D. 2016.

TOM WOLF

**RECYCLING REPORT
STATISTICAL DATA
FOR THE MONTH OF SEPTEMBER 2023**

	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>	<u>2023 BUDGET</u>
Materials Collected (tons)			
Single Stream Recyclables	154.6	1,485.8	2,172
Householder Participation			
No. of Curb Stops	21,799	195,588	278,534
Percent of Total (7,200)	79.3	69.7	74.0
Avg. Lbs. per Curb Stop	14.2	15.2	15.6
Sales Value of Recyclables (net)			
Single Stream Recyclables (\$70.07)*	(10,832.82)	(93,307.54)	(77,594.84)
Disposal Savings/Cost Avoidance			
COVANTA Tipping Fee @ \$75.24	11,632.10	111,791.59	163,398.71
State Performance Grant			
Prorated Annual Award	1,905.17	17,146.52	22,862.00
Grand Total Sales/Savings			
	2,704.45	35,630.57	108,665.87
Cost of Collection (prorated)			
Labor and Overhead	(26,011.42)	(234,102.78)	(312,137.00)
Equipment Cost	(4,216.67)	(37,950.03)	(50,600.00)
General Expense/Recycling Center	(83.33)	(749.97)	(1,000.00)
Total Cost	(30,311.42)	(272,802.78)	(363,737.00)
Net Income and Saving			
	(27,606.97)	(237,172.21)	(255,071.13)

* ESTIMATED; Sales value adjusts monthly



Additional Services Agreement No. 10
Re: Exploratory Excavation and Groundwater Sampling

This is an Agreement between BL Companies, Inc., on behalf of itself and its affiliated companies d/b/a BL Companies (the “**Consultant**”) and the Client for services in connection with an existing Project. Pursuant to a Base Contract, dated February 9, 2017, Client authorized BL Companies to conduct certain environmental consulting services to investigate and remediate the Project under Pennsylvania’s Act 2 program. In the Base Contract, BL Companies provided estimated costs and general descriptions for many of these services (the “Estimated Services”), and the parties agreed that prior to completing all or any portion of the Estimated Services, BL Companies would provide supplemental proposals for “Additional Services” including more specific descriptions and detailed pricing terms for the Estimated Services to be completed. This Agreement is the 10th such Agreement for “Additional Services.” The services provided under this Agreement will be provided under the terms and conditions set forth in the Base Contract and the Master Technical Services Agreement.

1. The **Client** is:

Springfield Township
c/o Aaron S. Mapes, Esquire
Fox Rothschild LLP
2000 Market Street, 20th Floor
Philadelphia, PA 19103

2. The **Project** which is the subject of this Agreement is:

Former TCCA Site
1725 Walnut Avenue
Oreland, Pennsylvania

BL’s Project Number: **17L5438**

3. There is an existing **Base Contract** and Master Technical Services Agreement applicable to the Project as follows:

- **Base Contract:** Act 2 Proposal and Estimate of Probable Costs, dated February 9, 2017, executed amongst BL Companies and Client.
- **Master Technical Services Agreement:** Master Technical Services Agreement, dated February 9, 2017, executed amongst BL Companies, Post & Schell, P.C., and Client.

4. The **Additional Services** that the Consultant will complete are intended to further evaluate conditions at the Site.

The specific tasks the Consultant will perform are as follows:

4.1 **Exploratory Excavation.** The Consultant will oversee the installation of several test pits into the stockpiled fill material in the vicinity of monitoring well MW-6, where concentrations of benzene in the groundwater have been increasing. The intent of this task is to document either the presence or the absence of benzene (and/or related petroleum compounds) in the fill materials, to either confirm or rule out this material as a potential source of groundwater contamination.

To pursue this objective, the Consultant will field-screen soils with a photoionization detector (PID) as they are excavated from the test pits within the stockpiled materials. This instrument provides a relative measurement of total vapor-phase volatile organic compounds (VOCs) that may be present in the soil material and is a commonly used field-screening tool during environmental assessments. If elevated measurements are identified by the PID within a particular test pit, a soil sample will be collected from the material exhibiting the highest readings. If field screening does not identify any measurable readings, those conditions will be documented in the scientist's field notes. A total of three (3) soil samples will be submitted for laboratory analysis to document the soil quality associated with the field screening results (whether elevated PID readings are identified or not). The samples will be collected using laboratory-provided and appropriately preserved bottleware, which will be placed into an ice-filled cooler through delivery to a Pennsylvania-certified analytical laboratory. The samples will be analyzed for benzene, naphthalene, and 2-methylnaphthalene (the three compounds that have been detected in groundwater above state cleanup standards in MW-6), via EPA Methods 8260 and 8270.

The Consultant will evaluate the results of the soil samples relative to applicable state cleanup standards to determine whether a source of groundwater contamination exists in the stockpiled soil. The results will be provided to the Client for discussion.

The pricing provided below assumes that the Township will be able to provide a backhoe or mini-excavator and operator to install the test pits.

4.2 **Groundwater Sampling.** Based on the recent sampling data and local area resident comments, the Consultant proposes to collect groundwater samples from four (4)

monitoring wells (MW-1, MW-6, MW-9, and MW-11) during a single sampling event. Water level measurements will be obtained from all monitoring wells prior to the sampling activities. Sampling methods will be consistent with the previously conducted events, including purging the wells using a submersible pump and measuring indicator parameters (pH, temperature, dissolved oxygen, specific conductance, and oxidation-reduction potential) as the wells are being purged. Groundwater will be retrieved using new, disposable polyethylene sampling bailers and transferred directly into laboratory-supplied sample containers with the appropriate preservative(s). The samples will be placed into an ice-filled cooler through delivery to the testing laboratory for analysis of VOCs.

The pricing provided assumes that the samples will be submitted to the laboratory on a standard 7- to 10-day turnaround time basis and that the groundwater sampling event will require no more than one field day to complete. The pricing also assumes that the Exploratory Excavation and the Groundwater Sampling work will be conducted on the same day.

5. **Schedule.** Consultant will work with the Client to develop a schedule that is mutually agreeable to both parties.
6. **Fees.** Client will pay for the Additional Services specified above on the following basis:
 - (X) **Fixed Fee.** Consultant will provide the Additional Services for the Fixed Fee set forth below regardless of the time spent. Fees for each phase will be billed monthly on the basis of percentage completion.

<u>Task</u>	<u>Service</u>	<u>Fee</u>	<u>Type</u>
		<u>Amount</u>	
BASIC SERVICES			
4.1	Exploratory Excavation	\$ 2,620	Fixed
4.2	Groundwater Sampling	\$ 3,665	Fixed
TOTAL FIXED FEE		\$ 6,285	

7. **Further Additional Services.** The only services being provided within the Fee for Additional Services specified above are those set forth in this Agreement. The results of the individual tasks detailed above may dictate that additional investigation is required or that a different approach may be warranted. The above scope of work does not include any additional investigation or remediation that may be required, based on the results of these tasks. Any additional services needed to bring the Site into compliance with applicable Federal or State regulations are not included in this Scope of Services and will be contracted separately with the Client.
8. **Base Contract Still in Effect.** Except as provided in this Agreement for Additional Services, all of the terms and conditions of the Base Contract remain in effect.

9. **Acceptance of Agreement.** This Agreement becomes effective when the Consultant receives a signed copy of this Agreement. The Agreement may be executed by the exchange of signatures sent by facsimile or electronically which shall be binding to the same extent as original signatures.

AGREED AND ACCEPTED:

BL COMPANIES, INC.

SPRINGFIELD TOWNSHIP

By:

By:

Authorized Representative

(Signature)

(Signature)

Michael P. McGowan

(Printed Name)

(Printed Name)

Title: Senior Project Manager

Title: _____

Date: _____

Date: _____



FIGURE 5
GROUND WATER ELEVATION CONTOUR MAP (04/12/18)

SPRINGFIELD TOWNSHIP
1725 WALNUT AVENUE
ORELAND, PENNSYLVANIA

Drawn K.B.
Reviewed R.S.
Scale (Approx.) 1"=100'
Project No. 17L5438
Date 05/22/2018
CAD File EV17L5438-GW.



NOTE: Aerial Imagery from Google Earth.

BILL LISTING

October 5, 2023

GENERAL FUND

PRE-PAID	-
PRE-PAID	
PRE-PAID	-
CURRENT 10-5-23	663,400.37
ADDENDUM	
COVID-19 REFUNDS	-
TOTAL - GENERAL FUND	663,400.37

CAPITAL RESERVE

PRE-PAID	
PRE-PAID	
CURRENT 10-5-23	158,577.00
ADDENDUM	
TOTAL - CAPITAL RESERVE	158,577.00

HIGHWAY AID

PRE-PAID	-
PRE-PAID	
CURRENT 10-5-23	379,034.78
ADDENDUM	
TOTAL - HIGHWAY AID	379,034.78

RECYCLING

CURRENT 10-5-23	-
ADDENDUM	
TOTAL - RECYCLING	-

TOTAL BILLS TO BE APPROVED	1,201,012.15
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GENERAL FUND

Bill Listing

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
21st CENTURY MEDIA					
Bill	09/25/2023	2510983	Advertise Zoning Hearing Board agenda	400-210 . ADVERT.&PRINTING	1,322.01
Total 21st CENTURY MEDIA					<u>1,322.01</u>
ADVANTAGE PRINT & DESIGN LLC					
Bill	10/04/2023	391	Fall /Winter 2023 Newsletter	400-200 . GENERAL EXPENSE	4,455.45
Total ADVANTAGE PRINT & DESIGN LLC					<u>4,455.45</u>
AINSWORTH					
Bill	10/04/2023	SCPAY 17632	Q4 2023 Communications Service Contract	402-400 . MAINTENANCE REPAIRS	1,469.17
Total AINSWORTH					<u>1,469.17</u>
ALL SEASONS UNIFORMS					
Bill	09/27/2023	IN0122657	Sweatshirts, Long Sleeve T-Shirts,	430-100 . MAT & SUPPLIES	140.05
Total ALL SEASONS UNIFORMS					<u>140.05</u>
ALLEN DOOR & SERVICE					
Bill	09/27/2023	37810	Public Works Door serviced	402-400 . MAINTENANCE REPAIRS	170.00
Total ALLEN DOOR & SERVICE					<u>170.00</u>
ALLIED LANDSCAPE					
Bill	10/03/2023	154604	2 CY Premium Blended Soil	451-420 . MAINT & REPAIR	130.50
Total ALLIED LANDSCAPE					<u>130.50</u>
ALPHA SPACE CONTROL CO					
Bill	09/25/2023	58361	2023 INTERSECTION LINE PAINTING PROJECT (see Invoice #: 58361 1430-400 . MAIN. & REPAIRS		0.00
Bill	09/25/2023	58361	2023 INTERSECTION LINE PAINTING PROJECT (see Invoice #: 58361 1430-400 . MAIN. & REPAIRS		11,762.00
Total ALPHA SPACE CONTROL CO					<u>11,762.00</u>
AQUA PA					
Bill	10/03/2023	0356819 092623	September 2023 Water Service Invoice 707 E Hartwell	451-420 . MAINT & REPAIR	20.58
Bill	10/03/2023	0035701 092623	September 2023 Water Service Invoice 201 Montgomery	451-420 . MAINT & REPAIR	21.10
Bill	10/03/2023	0035672 092623	September 2023 Water Service Invoice 100 Allison Road	451-420 . MAINT & REPAIR	75.00
Bill	10/03/2023	1402384 092623	September 2023 Water Service Invoice 1200 E Willow Grove	451-420 . MAINT & REPAIR	75.19
Bill	10/03/2023	0035652 092623	September 2023 Water Service Invoice Police Pistol Range	402-110 . UTILITY EXPENSES	29.71
Bill	10/03/2023	1425061 092623	September 2023 Water Service Invoice 1510 Paper Mill	402-110 . UTILITY EXPENSES	233.03
Bill	10/03/2023	1402383 092623	September 2023 Water Service Invoice 1200 E Willow Grove	451-420 . MAINT & REPAIR	61.53
Bill	10/03/2023	0037208 092623	September 2023 Water Service Invoice 1432 Beth Pike	402-110 . UTILITY EXPENSES	33.09
Bill	10/03/2023	1425062 092623	September 2023 Water Service Invoice 1510 Paper Mill - Fire	402-110 . UTILITY EXPENSES	110.92
Bill	10/03/2023	1425059 092623	September 2023 Water Service Invoice 8900 Hawthorne	440-110 . UTILITY EXPENSES	193.02

GENERAL FUND

Bill Listing

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
Bill	10/03/2023	1425060 092623	September 2023 Water Service Invoice 8900 Hawthorne - Fire	440-110 . UTILITY EXPENSES	110.92
Bill	10/03/2023	1425058 092623	September 2023 Water Service Invoice 1600 Paper Mill - Fire	402-110 . UTILITY EXPENSES	110.92
Bill	10/03/2023	1425055 092623	September 2023 Water Service Invoice 1600 Paper Mill	402-110 . UTILITY EXPENSES	270.15
Total AQUA PA					1,345.16
ARMOUR & SONS					
Bill	09/25/2023	910035430	Installation of Replacement Traffic Signal Cabinet at Paper Mill and Cheltr 430-400 . MAIN. & REPAIRS		2,145.47
Total ARMOUR & SONS					2,145.47
BAKER & TAYLOR BOOKS					
Bill	09/25/2023	5018537951	36 Books	440-150 . BOOKS AND MATERIALS	656.57
Bill	09/29/2023	5018548744	90 Books	440-150 . BOOKS AND MATERIALS	1,110.31
Bill	09/29/2023	5018546068	58 bOOKS	440-150 . BOOKS AND MATERIALS	1,040.63
Bill	10/04/2023	5018559897	35 Books	440-150 . BOOKS AND MATERIALS	544.11
Total BAKER & TAYLOR BOOKS					3,351.62
BERGEY'S INC					
Bill	10/03/2023	709236	Replace Faulty Tube & Elbow - Ext Serv Deductable	410-500 . VEHICLE EXPENSE	100.00
Bill	10/03/2023	TK726502R	2 Tires Mount & Dismount	424-500 . VEHICLE EXPENSES	739.50
Bill	10/03/2023	TK725984R	Mount 4 Tires	430-500 . VEHICLE EXPENSES	1,112.72
Bill	10/03/2023	TK725942R	Mount/Dismount 2 Tires	424-500 . VEHICLE EXPENSES	666.50
Total BERGEY'S INC					2,618.72
BERKHEIMER					
Deposit	09/29/2023		September 2023 Earned Income Tax Collections commission	401-210 . EIT COLLECTION	1,644.12
Deposit	09/29/2023		September 2023 LST Tax Collections Commission	401-205 . LST COLLECTION	21.28
Deposit	09/29/2023		September 2023 LST Tax Collections Postage	401-205 . LST COLLECTION	205.44
Total BERKHEIMER					1,870.84
BILLOWS ELECTRIC					
Bill	10/03/2023	6404373-00	1 Fid LED light	451-420 . MAINT & REPAIR	266.11
Total BILLOWS ELECTRIC					266.11
BRYAN STUCKERT PLUMBING, INC.					
Bill	09/25/2023	22199-44683	Repair flush valve in Police building	402-400 . MAINTENANCE REPAIRS	276.00
Total BRYAN STUCKERT PLUMBING, INC.					276.00
BUCKS CO WATER & SEWER					
Bill	10/03/2023	5050678-00 092222	September 2023 Water Invoice BHI	402-110 . UTILITY EXPENSES	29.93
Bill	10/03/2023	5057039-00 092222	September 2023 Water Invoice 1725 Walnut	402-110 . UTILITY EXPENSES	26.05

**GENERAL FUND
Bill Listing
September 14 through October 5, 2023**

Type	Date	Num	Memo	Account	Amount
Bill	10/03/2023	5057786-00 09222	September 2023 Water Invoice 1200 Willow Grove	451-425 . REC HALL	23.68
Total BUCKS CO WATER & SEWER					79.66
CANDLESTICK COMM					
Bill	09/25/2023	Ret230923	Retainer Replenishment	402-400 . MAINTENANCE REPAIRS	782.12
Total CANDLESTICK COMM					782.12
CLARKE PRINTING					
Bill	09/25/2023	10434	Road Signs for paving project	430-200 . GENERAL EXPENSES	336.66
Total CLARKE PRINTING					336.66
COLROM LLC					
Bill	09/25/2023	#5-FALL	Fall 2023 6 week Soccer program 49 Registrants	450-071 . SOCCER CAMP	6,372.00
Total COLROM LLC					6,372.00
COMCAST					
Bill	09/25/2023	0133535 091723	Internet Service at Range September 2023	410-308 . COMMUNICATIONS	168.05
Bill	09/27/2023	0119021 091423	9/21-10/20/23 Xfinity Service	410-300 . COMMUNICATIONS COFP	37.72
Bill	09/27/2023	0119021 091423	9/21-10/20/23 Xfinity Service	400-300 . COMMUNICATION	37.71
Bill	10/04/2023	0135290 091523	Xfinity Subscription 9/20-10/19/2023	440-400 . MAIN. & REPAIRS	10.53
Total COMCAST					254.01
COVANTA ENERGY LLC					
Bill	09/25/2023	461621MINTLP	Waste Disposal 9/1/2023-9/15/2023 280.720 tons	424-280 . COUNTY DISPOSAL FEES	21,121.38
Bill	10/04/2023	463433MNYLP	Waste Disposal 9/18/2023-9/29/2023 259.830 tons	424-280 . COUNTY DISPOSAL FEES	19,549.57
Total COVANTA ENERGY LLC					40,670.95
CROWN TROPHY					
Bill	09/29/2023	9965	Community Day Race Medals	400-200 . GENERAL EXPENSE	23.50
Total CROWN TROPHY					23.50
DEL. VALLEY WORKERS COMP					
Bill	09/27/2023	WCPREM23-SPRII Q4 2023	Workers Compensation	471-100 . WKRS COMPENSATION	46,854.50
Total DEL. VALLEY WORKERS COMP					46,854.50
DENNEY ELECTRIC SUPPLY					
Bill	10/03/2023	S102120097.001	8 Female Cord end/100 Vinyl fork term	430-400 . MAIN. & REPAIRS	139.56
Total DENNEY ELECTRIC SUPPLY					139.56
DVHIT					
Bill	09/28/2023	25793	October 2023 Employee Health Insurance Premiums	470-040 . MEDICAL INSURANCE	146,193.36
Total DVHIT					146,193.36

**GENERAL FUND
Bill Listing**

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
DVPLT					
Bill	09/27/2023	PREM23-SPRING4 2023	Q4 Property & Liability Coverage	471-010 . PROPERTY	23,452.00
Bill	09/27/2023	PREM23-SPRING4 2023	Q4 Property & Liability Coverage	471-020 . CRIME	2,794.00
Bill	09/27/2023	PREM23-SPRING4 2023	Q4 Property & Liability Coverage	471-030 . AUTO LIABILITY	5,154.00
Bill	09/27/2023	PREM23-SPRING4 2023	Q4 Property & Liability Coverage	471-040 . AUTO PHYS. DAMAGE	4,016.00
Bill	09/27/2023	PREM23-SPRING4 2023	Q4 Property & Liability Coverage	471-050 . GENERAL LIABILITY	8,026.00
Bill	09/27/2023	PREM23-SPRING4 2023	Q4 Property & Liability Coverage	471-060 . POLICE LIABILITY	6,223.00
Bill	09/27/2023	PREM23-SPRING4 2023	Q4 Property & Liability Coverage	471-070 . PUB. OFFICIALS	7,173.00
Bill	09/27/2023	PREM23-SPRING4 2023	Q4 Property & Liability Coverage	471-080 . HEART LUNG	2,499.00
Total DVPLT					59,337.00
Dyan Krajnikovich					
Bill	10/03/2023	70	2023 Lantern Workshop - 19 students	450-181 . CREATIVE ARTS	855.00
Total Dyan Krajnikovich					855.00
ELITE TENNIS GROUP					
Bill	10/03/2023	101	Fall Tennis 2023 - total 9 Registrats	450-064 . TENNIS	787.50
Total ELITE TENNIS GROUP					787.50
EVERLASTING FENCE CO					
Bill	10/03/2023	50462	5 Split Rail/2 Pressure Treated Post	451-420 . MAINT & REPAIR	127.78
Bill	10/03/2023	50467	10 Split Rail	451-420 . MAINT & REPAIR	159.60
Total EVERLASTING FENCE CO					287.38
EXCEL ELEVATOR & ESCALATOR					
Bill	10/01/2023	252456	Semi Annual Billing	402-200 . GENERAL EXPENSES	308.00
Total EXCEL ELEVATOR & ESCALATOR					308.00
FEDERAL EXPRESS CORP					
Bill	09/25/2023	8/245/71861	Federal Express Overnight package PD matter	410-102 . M & S - JI	103.99
Total FEDERAL EXPRESS CORP					103.99
FLOURTOWN CAR WASH LLC					
Bill	09/25/2023	496	Car wash - 14 full service	410-500 . VEHICLE EXPENSE	224.00
Total FLOURTOWN CAR WASH LLC					224.00
FLOURTOWN COUNTRY CLUB					
Bill	09/25/2023	2023-032	Gold Clinic 9/11-10/2/2023 12 Participants	450-180 . GOLF CLINIC	1,500.00
Total FLOURTOWN COUNTRY CLUB					1,500.00
FMP					

**GENERAL FUND
Bill Listing**

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
Bill	10/04/2023	201-229473	Gear Oil	430-500 . VEHICLE EXPENSES	111.24
Bill	10/04/2023	201-222999	40 LB bag Speedy Dry	430-500 . VEHICLE EXPENSES	268.25
Bill	10/04/2023	201-222999	40 LB bag Speedy Dry	410-500 . VEHICLE EXPENSE	268.25
Bill	10/04/2023	140-2162721	EPV System	424-500 . VEHICLE EXPENSES	221.18
Bill	10/04/2023	140-2160862	Brake Booster	430-500 . VEHICLE EXPENSES	487.12
Bill	10/04/2023	202-079641	Tire Sensor	430-500 . VEHICLE EXPENSES	44.28
Bill	10/04/2023	201-220978	Standard Miniature Lamps	430-500 . VEHICLE EXPENSES	11.40
Bill	10/04/2023	202--078478	Oil Filter	430-500 . VEHICLE EXPENSES	6.23
Bill	10/04/2023	201-211527	Rotor Assembly	410-500 . VEHICLE EXPENSE	53.99
Credit	10/04/2023	201-212804	Return	410-500 . VEHICLE EXPENSE	-53.99
Total FMP					1,417.95
Fox Rothschild LLP					
Bill	10/03/2023	3259666	TCCA Act 2	400-291 . LEGAL EXPENSES	617.50
Total Fox Rothschild LLP					617.50
GALE/CENGAGE					
Bill	09/25/2023	82487218	5 books	440-150 . BOOKS AND MATERIALS	146.20
Bill	09/25/2023	82454745	6 books	440-150 . BOOKS AND MATERIALS	173.94
Bill	09/25/2023	82454513	7 books	440-150 . BOOKS AND MATERIALS	195.68
Bill	09/29/2023	82622627	2 books	440-150 . BOOKS AND MATERIALS	50.23
Bill	10/04/2023	82687207	5 Books	440-150 . BOOKS AND MATERIALS	121.49
Total GALE/CENGAGE					687.54
GENERAL ASPHALT PAVING					
Bill	09/29/2023	E35023 APP #1	2023 Scheduled Paving Projects	439-260 . CONTRACTED SERVICES	67,313.09
Total GENERAL ASPHALT PAVING					67,313.09
GEORGE ALLEN					
Bill	09/25/2023	I213073	Community Day Cisco Park	400-200 . GENERAL EXPENSE	680.00
Bill	09/25/2023	I213306	PortPotty	451-420 . MAINT & REPAIR	101.00
Bill	09/25/2023	I213307	PortPotty	451-420 . MAINT & REPAIR	101.00
Bill	09/25/2023	I213308	PortPotty	451-420 . MAINT & REPAIR	101.00
Bill	09/25/2023	I213309	PortPotty	451-420 . MAINT & REPAIR	101.00
Bill	09/25/2023	I213310	PortPotty	451-420 . MAINT & REPAIR	101.00
Total GEORGE ALLEN					1,185.00
Impact Fire					

**GENERAL FUND
Bill Listing**

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
Bill	09/25/2023	28001558	Trouble shoot internet connection at Rec Center	451-425 . REC HALL	300.00
Total Impact Fire					300.00
IT Saavy					
Bill	09/25/2023	05077306	Adobe VIP subscription	400-200 . GENERAL EXPENSE	994.95
Total IT Saavy					994.95
Jump Start Stax, LLC					
Bill	09/25/2023	Fall Soccer 2023	Fall Soccer 2023 Deposit - 294 Registrants	450-070 . PW SOCCER	11,025.00
Bill	09/28/2023	Fall Basketball 2023	Fall Basketball 2023 - 50 Registrants	450-072 . BASKETBALL CAMP	3,562.50
Total Jump Start Stax, LLC					14,587.50
KEYSTONE DIGITAL IMAGING					
Bill	09/25/2023	1276395	Contract Coverage 8/15/2023-9/14/2023	400-230 . OFFICE EQUIP RENTAL	543.77
Total KEYSTONE DIGITAL IMAGING					543.77
KEYSTONE MUNI SRVS					
Bill	09/25/2023	36407	BI/PR 8/21/2023-9/1/2023	416-300 . BUILDING INSPECTIONS	3,431.00
Bill	09/26/2023	36466	BI/PR 9/5/2023-9/15/2023	416-300 . BUILDING INSPECTIONS	2,445.50
Total KEYSTONE MUNI SRVS					5,876.50
KIMBERLY A BURSNER					
Bill	09/27/2023	Z092623	9/27/2023 ZHB Appearance/Reporting	416-200 . GENERAL EXPENSE	325.00
Total KIMBERLY A BURSNER					325.00
LAW ENFORCEMENT ACCREDITATION SRVCS LLC					
Bill	10/04/2023	1172	PLEAC Consulting for Accrediation	410-200 . GEN. EXP. C OF P	7,000.00
Total LAW ENFORCEMENT ACCREDITATION SRVCS LLC					7,000.00
MCDONALD UNIFORMS					
Bill	10/04/2023	223410	Uniform - Mersky	410-123 . UNIFORMS - PATROL	47.50
Total MCDONALD UNIFORMS					47.50
MCLINC INC					
Bill	09/29/2023	23-491-FLS	ANNUAL ENVISION SOFTWARE MAINTENANCE	440-150 . BOOKS AND MATERIALS	240.84
Total MCLINC INC					240.84
MICHAEL BONACCI					
Bill	09/25/2023	CD2023-9142023	Community Day 2023	400-200 . GENERAL EXPENSE	250.00
Total MICHAEL BONACCI					250.00
MICHELLE HILL					

GENERAL FUND
Bill Listing

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
Bill	10/04/2023	093023	September 2023 BHI Common Area Cleaning	402-200 . GENERAL EXPENSES	280.00
Total MICHELLE HILL					280.00
MIDWEST TAPE					
Bill	09/25/2023	504344642	1 DVD	440-150 . BOOKS AND MATERIALS	22.49
Bill	09/29/2023	504373224	4 DVDs	440-150 . BOOKS AND MATERIALS	85.46
Bill	10/04/2023	504408019	1 DVD	440-150 . BOOKS AND MATERIALS	14.99
Total MIDWEST TAPE					122.94
MONTGO LAW LIBRARY					
Bill	09/25/2023	MEMO 091823	File Proposed Ordinance Change	400-210 . ADVERT.&PRINTING	25.00
Total MONTGO LAW LIBRARY					25.00
MUNICIPAL CAPITAL FINANCE					
Bill	09/26/2023	102090	Payment 11 of 35	400-230 . OFFICE EQUIP RENTAL	480.98
Total MUNICIPAL CAPITAL FINANCE					480.98
NAPA AUTO					
Bill	10/04/2023	4607-751049	Grease Seal & Caps - 2	430-500 . VEHICLE EXPENSES	12.60
Bill	10/04/2023	4607-749751	1 8MM Deep Socket	430-500 . VEHICLE EXPENSES	6.29
Total NAPA AUTO					18.89
PAUL SCHMIDT					
Bill	10/03/2023	2023-033	Marital Arts Session V - 9/11 - 10/26/2023	450-182 . FITNESS	1,980.00
Total PAUL SCHMIDT					1,980.00
PECO					
Bill	09/25/2023	01703 091823	September 2023 Invoice Basement BHI	402-110 . UTILITY EXPENSES	29.86
Bill	09/25/2023	01703 091823	September 2023 Invoice House Meter BHI	402-110 . UTILITY EXPENSES	116.84
Bill	09/25/2023	01703 091823	September 2023 Wiss Storage	402-110 . UTILITY EXPENSES	49.97
Bill	09/25/2023	01703 091823	September 2023 1510 Paper Mill	402-110 . UTILITY EXPENSES	2,431.07
Bill	09/25/2023	01703 091823	September 2023 Invoice Pistol Range	402-110 . UTILITY EXPENSES	133.18
Bill	09/25/2023	01703 091823	September 2023 Invoice Stenton & Wiss Pump	402-110 . UTILITY EXPENSES	37.84
Bill	09/25/2023	01703 091823	September 2023 Invoice 1600 Paper Mill	402-110 . UTILITY EXPENSES	1,180.47
Bill	09/25/2023	01703 091823	September 2023 Invoice Mermaid Lane	451-420 . MAINT & REPAIR	52.47
Bill	09/25/2023	01703 091823	September 2023 Invoice Cisco Park	451-420 . MAINT & REPAIR	34.66
Bill	09/25/2023	01703 091823	September 2023 Invoice Veterans Park	451-420 . MAINT & REPAIR	36.23
Bill	09/25/2023	01703 091823	September 2023 Invoice Clement & Allison	451-420 . MAINT & REPAIR	79.40
Bill	09/25/2023	01703 091823	September 2023 Invoice Parking Light Walnut	451-420 . MAINT & REPAIR	39.61

GENERAL FUND

Bill Listing

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
Bill	09/25/2023	01703 091823	September 2023 Invoice 1200 Willow Grove	451-425 . REC HALL	1,207.15
Bill	09/25/2023	01703 091823	September 2023 Invoice 1200 Willow Grove Hall	451-425 . REC HALL	0.00
Bill	09/25/2023	01703 091823	September 2023 Invoice 1200 Willow Grove Rectory	451-425 . REC HALL	18.77
Bill	09/25/2023	01703 091823	September 2023 Invoice Library	440-110 . UTILITY EXPENSES	4,950.74
Total PECO					10,398.26
PECO SL					
Bill	09/25/2023	32022 091323	September 2023 Bruce Road S/L electric	434-010 . STREET LIGHTING	38.95
Bill	10/04/2023	01009 Sept 2023	September 2023 Street Light Energy Invoice	434-010 . STREET LIGHTING	10,097.05
Total PECO SL					10,136.00
POSITIVE FLOW DRAIN SERVICES					
Bill	10/04/2023	2107	SEWER LATERAL VIDEO INSPECTION	402-400 . MAINTENANCE REPAIRS	300.00
Total POSITIVE FLOW DRAIN SERVICES					300.00
PRIMEX GARDEN CENTER					
Bill	09/25/2023	2-379936	1 ton Topsoil	402-100 . MATERIAL & SUPPLIES	68.50
Total PRIMEX GARDEN CENTER					68.50
RECYCLE OIL CO					
Bill	10/04/2023	070993	Wast Oil Disposal 300 gallons	410-500 . VEHICLE EXPENSE	100.00
Total RECYCLE OIL CO					100.00
RUSTY HAWK STUDIO					
Bill	10/04/2023	23539	2023 Community Day 5K T-Shirts	400-200 . GENERAL EXPENSE	1,784.00
Total RUSTY HAWK STUDIO					1,784.00
SAFELITE					
Bill	10/04/2023	01803-988959	REPAIR	410-500 . VEHICLE EXPENSE	137.99
Total SAFELITE					137.99
SHERWIN WILLIAMS					
Bill	10/04/2023	8785-8	10 Gallons of Pavement Marking Paint	430-100 . MAT & SUPPLIES	376.20
Total SHERWIN WILLIAMS					376.20
SIEMENS					
Bill	10/04/2023	5331108976	Fire Monitoring Only Service Agreement 10/1/23 to 9/30/24	402-200 . GENERAL EXPENSES	435.00
Total SIEMENS					435.00
SPRINGFIELD TOWNSHIP FIRE RELIEF ASSOC.					
Bill	09/19/2023	2023 Relief Payme	2023 Relief Proceeds	490-101 . TRANSFERS TO AGENCIES	171,471.67
Total SPRINGFIELD TOWNSHIP FIRE RELIEF ASSOC.					171,471.67

**GENERAL FUND
Bill Listing**

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
STANLEY'S OF ORELAND					
Bill	09/25/2023	A463565	Saw Blades	430-100 . MAT & SUPPLIES	37.78
Bill	09/25/2023	A464904	Spray paint/Bug Zapper	430-100 . MAT & SUPPLIES	72.16
Bill	09/25/2023	A463391	Hasp/Lockset	451-482 . FLOURTOWN CC	44.07
Bill	09/27/2023	A465786	Flat Black Paint	430-100 . MAT & SUPPLIES	23.97
Bill	09/27/2023	A463854	Tape Ruler/iPhone Jack/Cord	430-100 . MAT & SUPPLIES	42.09
Total STANLEY'S OF ORELAND					220.07
STAPLES BUS					
Bill	10/04/2023	1651257385	Sharpies/dish soap	402-100 . MATERIAL & SUPPLIES	117.56
Bill	10/04/2023	1651257385	Color Copy Paper/chalk/Bubble Mailer/Pens	440-100 . OFFICE SUPPLIES	193.59
Bill	10/04/2023	1651257385	Batteries/Copy Paper/NotePads/Envelopes	402-100 . MATERIAL & SUPPLIES	375.71
Bill	10/04/2023	1651257385	Door Sign Holder/Redi-Tag Arrow Flags	440-100 . OFFICE SUPPLIES	51.38
Total STAPLES BUS					738.24
STARDUST ENTERTAINMENT					
Bill	09/27/2023	CD2023-8142023	Character walk around	400-200 . GENERAL EXPENSE	125.00
Total STARDUST ENTERTAINMENT					125.00
THE PHILADELPHIA INQUIRER					
Bill	10/04/2023	455150 102123	5 week subscription pay through 10/21/2023	440-150 . BOOKS AND MATERIALS	102.00
Total THE PHILADELPHIA INQUIRER					102.00
TRADITIONAL SIGN					
Bill	10/04/2023	878	Trash Truck Lettering	424-500 . VEHICLE EXPENSES	725.00
Total TRADITIONAL SIGN					725.00
TRAISSR, LLC					
Bill	09/25/2023	2156	Monthly Subscription - August	416-200 . GENERAL EXPENSE	450.00
Bill	09/25/2023	2156	Monthly Subscription - August	451-200 . GENERAL EXPENSES	450.00
Bill	09/25/2023	2156	Monthly Subscription - August	430-200 . GENERAL EXPENSES	450.00
Bill	09/25/2023	2156	Monthly Subscription - August	400-500 . VEHICLE EXPENSES	27.00
Bill	09/25/2023	2156	Monthly Subscription - August	410-500 . VEHICLE EXPENSE	126.00
Bill	09/25/2023	2156	Monthly Subscription - August	424-500 . VEHICLE EXPENSES	139.00
Bill	09/25/2023	2156	Monthly Subscription - August	430-500 . VEHICLE EXPENSES	158.00
Total TRAISSR, LLC					1,800.00
TRI-STATE TAX BUREAU					
Bill	09/25/2023	763SF	BPT & MT Collections commission	401-201 . BP COLLECTION EXP.	245.86

**GENERAL FUND
Bill Listing**

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
Total TRI-STATE TAX BUREAU					
TRUCK PRO					245.86
Bill	10/04/2023	194-0098827	Filter	430-500 . VEHICLE EXPENSES	30.10
Bill	10/04/2023	194-0098771	14 Filters (Air/Lube/HD)	430-500 . VEHICLE EXPENSES	462.73
Total TRUCK PRO					
UNIFIRST CORPORATION					
Bill	10/04/2023	093023 25021	September 2023 Uniform & Mat Service	402-200 . GENERAL EXPENSES	148.10
Bill	10/04/2023	093023 25021	September 2023 Uniform & Mat Service	430-100 . MAT & SUPPLIES	177.72
Bill	10/04/2023	093023 25021	September 2023 Uniform & Mat Service	424-100 . MAT & SUPPLIES	148.10
Bill	10/04/2023	093023 25021	September 2023 Uniform & Mat Service	430-500 . VEHICLE EXPENSES	59.24
Bill	10/04/2023	093023 25021	September 2023 Uniform & Mat Service	424-500 . VEHICLE EXPENSES	59.24
Total UNIFIRST CORPORATION					
UNITED INSPECTION					
Bill	10/04/2023	148329	Electrical Inspections & PR through 9/17/2023	416-400 . ELECTRICAL INSPECTION	2,555.00
Total UNITED INSPECTION					
VECCHIONE FLEET					
Bill	09/26/2023	70247	4 GoodYear Eagle tires	410-500 . VEHICLE EXPENSE	908.00
Bill	10/04/2023	70361	4 Tire Scraps	430-500 . VEHICLE EXPENSES	20.00
Bill	10/04/2023	70361	4 Tire Scraps	410-500 . VEHICLE EXPENSE	20.00
Total VECCHIONE FLEET					
VERIZON					
Bill	09/25/2023	000129 09132023	September 2023 Fios Service 1510 Papermill	400-300 . COMMUNICATION	109.50
Bill	09/25/2023	000129 09132023	September 2023 Fios Service 1510 Papermill	410-300 . COMMUNICATIONS COFP	109.50
Bill	09/25/2023	000162 0912023	Paid by Credit Card Rec Center	451-425. REC HALL	0.00
Total VERIZON					
VERIZON WIRELESS					
Bill	09/27/2023	9944328559	September 2023 Wireless Invoice	410-308 . COMMUNICATIONS	417.85
Bill	09/27/2023	9944328559	September 2023 Wireless Invoice	410-208 . COMMUNICATIONS - GEN	485.25
Bill	09/27/2023	9944328559	September 2023 Wireless Invoice	400-300 . COMMUNICATION	269.58
Bill	09/27/2023	9944328559	September 2023 Wireless Invoice	430-200 . GENERAL EXPENSES	175.23
Total VERIZON WIRELESS					
WILLOW TREE SERVICE					
Bill	09/25/2023	68174-1	Tree Clean up at Fulginiti Park	451-400 . PARK LAND	600.00
Total WILLOW TREE SERVICE					

**GENERAL FUND
Bill Listing**

September 14 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
Bill	10/04/2023	68473	Deep Root Oak across from 317-330 Lyster Rd, Menlo Ball Field	451-420 . MAINT & REPAIR	850.00
Bill	10/04/2023	68524	TRIM AND REMOVE DEAD LIMBS FROM OAK TREES ALONG LYSTEF	451-420 . MAINT & REPAIR	3,250.00
Bill	10/04/2023	68523	REMOVE LARGE ASH TREE FROM CREEK (LOCATION: 8514 PATTON	430-230 . CREEK MAINTENANCE	3,250.00
Total WILLOW TREE SERVICE					7,950.00
WISLER PEARLSTINE LLC					
Bill	10/04/2023	10022023	2023 Q4 Retainer	400-290 . LEGAL QUARTERLY FEES	8,500.00
Total WISLER PEARLSTINE LLC					8,500.00
WITMER PUBLIC SAFETY					
Bill	09/25/2023	INV321789	LTL Rounds	410-103 . M & S - PATROL	319.72
Total WITMER PUBLIC SAFETY					319.72
WORTH & CO					
Bill	09/25/2023	32613	Trouble shoot Boiler at Country Club	451-482 . FLOURTOWN CC	584.48
Total WORTH & CO					584.48
TOTAL					663,400.37

**SPR.TWP. CAPITAL RESERVE
BILL LISTING**

September 14 through October 4, 2023

Type	Date	Num	Memo	Account	Amount
FERGUSON PAINTING INC					
Bill	09/26/2023	1313	Update Painting in Various Locations on Admin side of Municipal Building	437-900 . BUDGET CARRYOVER	0.00
Bill	09/26/2023	1313	Update Painting in Various Locations on Admin side of Municipal Building	437-900 . BUDGET CARRYOVER	7,887.00
Total FERGUSON PAINTING INC					<u>7,887.00</u>
TRAFFIC PRODUCTS					
Bill	09/26/2023	2023-555	Repair - Charger won't chage batteries	437-900 . BUDGET CARRYOVER	0.00
Bill	09/26/2023	2023-555	Repair - Charger won't chage batteries	437-900 . BUDGET CARRYOVER	690.00
Total TRAFFIC PRODUCTS					<u>690.00</u>
Wyndmoor Hose Company #1					
Bill	09/26/2023	MEMO-92023	Contribution 2023 Rosenbauer Rescue Pumper - Project #014	460-001 ARPA EXPENSES	150,000.00
Total Wyndmoor Hose Company #1					<u>150,000.00</u>
TOTAL					<u><u>158,577.00</u></u>

**SPR.TWP.HWY.AID FUND
BILL LISTING**

September 7 through October 5, 2023

Type	Date	Num	Memo	Account	Amount
GENERAL ASPHALT PAVING					
Bill	09/29/2023	E35023 APP #1	2023 Scheduled Paving Projects	439-260 . CONTRACTED SERVICES	378,219.19
Total GENERAL ASPHALT PAVING					<u>378,219.19</u>
HIGHWAY MATERIALS					
Bill	09/12/2023	343785	2.38 Tons Blacktop	438-100 . MATERIALS & SUPPLIES	135.30
Total HIGHWAY MATERIALS					<u>135.30</u>
PECO ENERGY					
Bill	10/04/2023	01001 092723	September 2023 Traffic Signal Energy invoices	433-030 . TRAFFIC SIGNAL ENERGY	413.01
Total PECO ENERGY					<u>413.01</u>
US MUNICIPAL SUPPLY					
Bill	09/12/2023	6211846	8 Street Signs	433-100 . MATERIALS&SUPPLIES	267.28
Total US MUNICIPAL SUPPLY					<u>267.28</u>
TOTAL					<u><u>379,034.78</u></u>

**CHECK RECONCILIATION
(INCLUDING PRE-PAIDS) September 2023**

GENERAL FUND	\$446,648.37
REFUNDS (COVID-19)	
CAPITAL RESERVE	\$96,647.91
HIGHWAY AID	\$6,038.25
RECYCLING	\$0.00
TOTAL CHECKS PAID	\$549,334.53

GENERAL FUND Check Reconciliation

Type	Date	Num	September 14 through October 5, 2023	Amount	Balance
Bill Pmt -Chec	09/14/2023	33392	21st CENTURY MEDIA	-530.26	-530.26
Bill Pmt -Chec	09/14/2023	33393	ADVANTAGE PRINT & DESIGN LLC	-3,512.02	-4,042.28
Bill Pmt -Chec	09/14/2023	33394	AFLAC	-1,355.50	-5,397.78
Bill Pmt -Chec	09/14/2023	33395	ALBERT M. TAYLOR	-400.00	-5,797.78
Bill Pmt -Chec	09/14/2023	33396	ALLIED LANDSCAPE	-87.00	-5,884.78
Bill Pmt -Chec	09/14/2023	33397	AMAZON CAPITAL SERVICES	-1,317.80	-7,202.58
Bill Pmt -Chec	09/14/2023	33398	ANTHONY SCATTON	-90.00	-7,292.58
Bill Pmt -Chec	09/14/2023	33399	AQUA PA	-2,591.17	-9,883.75
Bill Pmt -Chec	09/14/2023	33400	B IRVINE ENTERPRISES	-7,640.00	-17,523.75
Bill Pmt -Chec	09/14/2023	33401	BAG SPOT	-543.60	-18,067.35
Bill Pmt -Chec	09/14/2023	33402	BAKER & TAYLOR BOOKS	-5,348.12	-23,415.47
Bill Pmt -Chec	09/14/2023	33403	BECO EQUIPMENT LLC	-757.75	-24,173.22
Bill Pmt -Chec	09/14/2023	33404	BEE, BERGVAL & COMPANY	-10,000.00	-34,173.22
Bill Pmt -Chec	09/14/2023	33405	BERGEY'S INC	-1,244.54	-35,417.76
Bill Pmt -Chec	09/14/2023	33406	BLUE TARP	-282.32	-35,700.08
Bill Pmt -Chec	09/14/2023	33407	BRYAN STUCKERT PLUMBING, INC.	-2,716.00	-38,416.08
Bill Pmt -Chec	09/14/2023	33408	BRYNER CHEVROLET	-24.19	-38,440.27
Bill Pmt -Chec	09/14/2023	33409	BSN SPORTS	-680.00	-39,120.27
Bill Pmt -Chec	09/14/2023	33410	BUCKS CO WATER & SEWER	-74.57	-39,194.84
Bill Pmt -Chec	09/14/2023	33411	C & C TECHNOLOGIES	-400.00	-39,594.84
Bill Pmt -Chec	09/14/2023	33412	CAMPBELL DURRANT	-455.00	-40,049.84
Bill Pmt -Chec	09/14/2023	33413	CLARKE PRINTING	-521.14	-40,570.98
Bill Pmt -Chec	09/14/2023	33414	Clemons Food Group	-75.90	-40,646.88
Bill Pmt -Chec	09/14/2023	33415	COMCAST	-254.31	-40,901.19
Bill Pmt -Chec	09/14/2023	33416	CONCRETE SERVICE	-173.80	-41,074.99
Bill Pmt -Chec	09/14/2023	33417	COUPE FLOWERS	-113.00	-41,187.99
Bill Pmt -Chec	09/14/2023	33418	COVANTA ENERGY LLC	-67,093.78	-108,281.77
Bill Pmt -Chec	09/14/2023	33419	CRAIG LLOYD	-195.73	-108,477.50
Bill Pmt -Chec	09/14/2023	33420	CROWN TROPHY	-170.38	-108,647.88
Bill Pmt -Chec	09/14/2023	33421	Crystal Rivers & Rosemary Nissley	-23.27	-108,671.15
Bill Pmt -Chec	09/14/2023	33422	DAVID H LIGHTKEP	-71.75	-108,742.90
Bill Pmt -Chec	09/14/2023	33423	DAVIDHEISER'S INC.	-256.00	-108,998.90
Bill Pmt -Chec	09/14/2023	33424	DEL VAL INTL TRUCKS	-3,882.71	-112,881.61
Bill Pmt -Chec	09/14/2023	33425	DEL. VALLEY WORKERS COMP	-2,804.00	-115,685.61
Bill Pmt -Chec	09/14/2023	33426	DVHIT	-144,236.41	-259,922.02
Bill Pmt -Chec	09/14/2023	33427	EAGLE POINT GUN/J MORRIS & SON	-6,003.14	-265,925.16
Bill Pmt -Chec	09/14/2023	33428	EDWIN BROWER	-90.00	-266,015.16
Bill Pmt -Chec	09/14/2023	33429	EJ USA	-2,200.65	-268,215.81
Bill Pmt -Chec	09/14/2023	33430	ERIC MCGLADE	-90.00	-268,305.81
Bill Pmt -Chec	09/14/2023	33431	FABULOUS FACES	0.00	-268,305.81
Bill Pmt -Chec	09/14/2023	33432	FLOURTOWN CAR WASH LLC	-352.00	-268,657.81
Bill Pmt -Chec	09/14/2023	33433	FLOURTOWN SUNOCO	-125.00	-268,782.81
Bill Pmt -Chec	09/14/2023	33434	FMP	-993.50	-269,776.31
Bill Pmt -Chec	09/14/2023	33435	FSS SOLUTIONS	-207.60	-269,983.91
Bill Pmt -Chec	09/14/2023	33436	G L SAYRE INC	-71.90	-270,055.81

GENERAL FUND Check Reconciliation

Type	Date	Num	September 14 through October 5, 2023	Amount	Balance
Bill Pmt -Chec	09/14/2023	33437	GALE/CENGAGE	-992.66	-271,048.47
Bill Pmt -Chec	09/14/2023	33438	GENERAL CODE PUBLISHERS	-1,385.84	-272,434.31
Bill Pmt -Chec	09/14/2023	33439	GEORGE ALLEN	-505.00	-272,939.31
Bill Pmt -Chec	09/14/2023	33440	GEOVENTURES	-3,450.00	-276,389.31
Bill Pmt -Chec	09/14/2023	33441	GEPPERT LUMBER (CAPITAL ONE)	-780.83	-277,170.14
Bill Pmt -Chec	09/14/2023	33442	GRAINGER INC	-162.24	-277,332.38
Bill Pmt -Chec	09/14/2023	33443	GRAN TURK EQUIPMENT CO.	-917.08	-278,249.46
Bill Pmt -Chec	09/14/2023	33444	GRANITE TELECOMMUNICATIONS	-505.72	-278,755.18
Bill Pmt -Chec	09/14/2023	33445	Great Lakes Recreation	-482.00	-279,237.18
Bill Pmt -Chec	09/14/2023	33446	Impact Fire	-372.50	-279,609.68
Bill Pmt -Chec	09/14/2023	33447	Intellicom Systems, Inc.	-1,950.00	-281,559.68
Bill Pmt -Chec	09/14/2023	33448	INTERSTATE BATTERY	-1,304.40	-282,864.08
Bill Pmt -Chec	09/14/2023	33449	JAMES MUSCIANO	-90.00	-282,954.08
Bill Pmt -Chec	09/14/2023	33450	JOHN CASCIANO	-90.00	-283,044.08
Bill Pmt -Chec	09/14/2023	33451	JOHN CORLEY	-78.00	-283,122.08
Bill Pmt -Chec	09/14/2023	33452	JOHN MCCLINTON	-90.00	-283,212.08
Bill Pmt -Chec	09/14/2023	33453	JOHN PAUL UNGUREAN	-90.00	-283,302.08
Bill Pmt -Chec	09/14/2023	33454	JOSEPH MELLON JR	-90.00	-283,392.08
Bill Pmt -Chec	09/14/2023	33455	Jump Start Stax, LLC	-7,950.00	-291,342.08
Bill Pmt -Chec	09/14/2023	33456	KEYSTONE DIGITAL IMAGING	-543.77	-291,885.85
Bill Pmt -Chec	09/14/2023	33457	KEYSTONE MUNI SRVS	-6,752.50	-298,638.35
Bill Pmt -Chec	09/14/2023	33458	KIMBERLY A BURSNER	-190.00	-298,828.35
Bill Pmt -Chec	09/14/2023	33459	KIMBERLY SCHREFFLER	-2,343.00	-301,171.35
Bill Pmt -Chec	09/14/2023	33460	KRISTINA DELABIO	-141.00	-301,312.35
Bill Pmt -Chec	09/14/2023	33461	LIBRARY STORE	-129.42	-301,441.77
Bill Pmt -Chec	09/14/2023	33462	Mary Ellen Landreth	-198.56	-301,640.33
Bill Pmt -Chec	09/14/2023	33463	MAS MODERN MARKETING INC.	-191.25	-301,831.58
Bill Pmt -Chec	09/14/2023	33464	MCDONALD UNIFORMS	-20.00	-301,851.58
Bill Pmt -Chec	09/14/2023	33465	MICHAEL GROVE	-90.00	-301,941.58
Bill Pmt -Chec	09/14/2023	33466	MICHELLE HILL	-280.00	-302,221.58
Bill Pmt -Chec	09/14/2023	33467	MIDWEST TAPE	-161.93	-302,383.51
Bill Pmt -Chec	09/14/2023	33468	MONTCO LODGE 14 PISTOL LEAGUE	-220.00	-302,603.51
Bill Pmt -Chec	09/14/2023	33469	MUNICIPAL CAPITAL FINANCE	-480.98	-303,084.49
Bill Pmt -Chec	09/14/2023	33470	NAPA AUTO	-254.64	-303,339.13
Bill Pmt -Chec	09/14/2023	33471	NET CARRIER	-755.53	-304,094.66
Bill Pmt -Chec	09/14/2023	33472	PA LIBRARY ASSOCIATION	-1,121.00	-305,215.66
Bill Pmt -Chec	09/14/2023	33473	PA ONE CALL SYSTEM	-164.70	-305,380.36
Bill Pmt -Chec	09/14/2023	33474	PAUL LOSCHIAVO	-90.00	-305,470.36
Bill Pmt -Chec	09/14/2023	33475	PAUL SCHMIDT	-2,227.50	-307,697.86
Bill Pmt -Chec	09/14/2023	33476	PECO	-10,544.12	-318,241.98
Bill Pmt -Chec	09/14/2023	33477	PECO SL	-10,100.72	-328,342.70
Bill Pmt -Chec	09/14/2023	33478	PENN TURF	-5,340.50	-333,683.20
Bill Pmt -Chec	09/14/2023	33479	PENN TURF MGMT	-850.00	-334,533.20
Bill Pmt -Chec	09/14/2023	33480	PETROLEUM TRADERS CORPORATION	-21,648.50	-356,181.70
Bill Pmt -Chec	09/14/2023	33481	PITNEY BOWES INC.	-688.31	-356,870.01
Bill Pmt -Chec	09/14/2023	33482	PRIMEX GARDEN CENTER	-80.94	-356,950.95

GENERAL FUND Check Reconciliation

Type	Date	Num	September 14 through October 5, 2023	Amount	Balance
Bill Pmt -Chec	09/14/2023	33483	PROMO WORKS	-2,034.00	-358,984.95
Bill Pmt -Chec	09/14/2023	33484	RAINMAKER, INC.	-150.00	-359,134.95
Bill Pmt -Chec	09/14/2023	33485	RAYMOND DAWES	-90.00	-359,224.95
Bill Pmt -Chec	09/14/2023	33486	REPUBLIC SERVICES, INC	-11,658.36	-370,883.31
Bill Pmt -Chec	09/14/2023	33487	RITTENHOUSE LUMBER CO.	-311.20	-371,194.51
Bill Pmt -Chec	09/14/2023	33488	Robert W & Patricia E Harrington	-287.49	-371,482.00
Bill Pmt -Chec	09/14/2023	33489	ROSS PIKE	-90.00	-371,572.00
Bill Pmt -Chec	09/14/2023	33490	RUCH EXCAVATION INC	-1,250.00	-372,822.00
Bill Pmt -Chec	09/14/2023	33491	SAFETY KLEEN	-228.12	-373,050.12
Bill Pmt -Chec	09/14/2023	33492	SCHOOL DIST. OF SPRINGFIELD TW	-150.00	-373,200.12
Bill Pmt -Chec	09/14/2023	33493	Selma T Cohn & Cheryl Cohn Feather Trs.	-150.27	-373,350.39
Bill Pmt -Chec	09/14/2023	33494	Skate The Foundry	-300.00	-373,650.39
Bill Pmt -Chec	09/14/2023	33495	SOUND UNIFORM SOLUTIONS	-127.50	-373,777.89
Bill Pmt -Chec	09/14/2023	33496	STANLEY'S OF ORELAND	-456.78	-374,234.67
Bill Pmt -Chec	09/14/2023	33497	STAPLES	-115.59	-374,350.26
Bill Pmt -Chec	09/14/2023	33498	STAPLES BUS	-868.20	-375,218.46
Bill Pmt -Chec	09/14/2023	33499	STEVE RUMER	-78.00	-375,296.46
Bill Pmt -Chec	09/14/2023	33500	STR SOLUTIONS	-375.00	-375,671.46
Bill Pmt -Chec	09/14/2023	33501	TD CARD SERVICES	-3,759.55	-379,431.01
Bill Pmt -Chec	09/14/2023	33502	TERESA HEEBNER	-179.26	-379,610.27
Bill Pmt -Chec	09/14/2023	33503	THE HOME DEPOT	-127.59	-379,737.86
Bill Pmt -Chec	09/14/2023	33504	THE PHILADELPHIA INQUIRER	-102.00	-379,839.86
Bill Pmt -Chec	09/14/2023	33505	THEATRE HORIZON INC	-3,690.00	-383,529.86
Bill Pmt -Chec	09/14/2023	33506	TIMONEY KNOX LLP	-559.00	-384,088.86
Bill Pmt -Chec	09/14/2023	33507	TOWNSHIP PEST CONTROL CO.	-175.00	-384,263.86
Bill Pmt -Chec	09/14/2023	33508	TRAISR, LLC	-1,800.00	-386,063.86
Bill Pmt -Chec	09/14/2023	33509	TRI-STATE TAX BUREAU	-9,281.07	-395,344.93
Bill Pmt -Chec	09/14/2023	33510	TRUCK PRO	-264.33	-395,609.26
Bill Pmt -Chec	09/14/2023	33511	UNIFIRST CORPORATION	-599.17	-396,208.43
Bill Pmt -Chec	09/14/2023	33512	UNITED INSPECTION	-4,750.00	-400,958.43
Bill Pmt -Chec	09/14/2023	33513	US MUNICIPAL SUPPLY	-375.00	-401,333.43
Bill Pmt -Chec	09/14/2023	33514	VAN'S LOCK SHOP	-217.50	-401,550.93
Bill Pmt -Chec	09/14/2023	33515	VECCHIONE FLEET	-258.00	-401,808.93
Bill Pmt -Chec	09/14/2023	33516	VERIZON	-373.99	-402,182.92
Bill Pmt -Chec	09/14/2023	33517	VERIZON WIRELESS	-1,378.09	-403,561.01
Bill Pmt -Chec	09/14/2023	33518	WESLEY HOLLOWAY	-78.00	-403,639.01
Bill Pmt -Chec	09/14/2023	33519	WILLIAM HETRICK	-90.00	-403,729.01
Bill Pmt -Chec	09/14/2023	33520	WILLIAM STEINMETZ	-90.00	-403,819.01
Bill Pmt -Chec	09/14/2023	33521	WILLOW TREE SERVICE	-22,600.00	-426,419.01
Bill Pmt -Chec	09/14/2023	33522	WISLER PEARLSTINE LLC	-12,198.38	-438,617.39
Bill Pmt -Chec	09/14/2023	33523	WITMER PUBLIC SAFETY	-85.85	-438,703.24
Bill Pmt -Chec	09/14/2023	33524	WOODROW AND ASSOCIATES, INC.	-5,073.00	-443,776.24
Bill Pmt -Chec	09/14/2023	33525	WORTH & CO	-2,122.13	-445,898.37
Bill Pmt -Chec	09/14/2023	33526	FABULOUS FACES	-375.00	-446,273.37
Bill Pmt -Chec	09/14/2023	33527	FABULOUS FACES	-375.00	-446,648.37

CAPITAL RESERVE
CHECK RECONCILIATION REPORT

September 14 through October 5, 2023

Type	Date	Num	Name	Amount	Balance
Bill Pmt -Check	09/14/2023	3246	BL COMPANIES INC	-3,640.00	-3,640.00
Bill Pmt -Check	09/14/2023	3247	EVERLASTING FENCE	-2,870.00	-6,510.00
Bill Pmt -Check	09/14/2023	3248	HYLANT-CLEVELAND	-15,198.75	-21,708.75
Bill Pmt -Check	09/14/2023	3249	PJL REALTY	-1,000.00	-22,708.75
Bill Pmt -Check	09/14/2023	3250	RUCH EXCAVATION, Inc	-9,450.00	-32,158.75
Bill Pmt -Check	09/14/2023	3251	Shearon Enviromental Design Co.	-7,004.16	-39,162.91
Bill Pmt -Check	09/14/2023	3252	TRAFFIC PRODUCTS	-2,885.00	-42,047.91
Bill Pmt -Check	09/14/2023	3253	Whitmoyer Ford	-48,000.00	-90,047.91
Bill Pmt -Check	09/14/2023	3254	WORTH & CO.	-6,600.00	-96,647.91

HIGHWAY AID FUND
CHECK RECONCILIATION REPORT

September 7 through October 5, 2023

Type	Date	Num	Name	Amount	Balance
Bill Pmt -Check	09/14/2023	1331	GLASGOW, INC	-296.51	-296.51
Bill Pmt -Check	09/14/2023	1332	HIGHWAY MATERIALS	-135.30	-431.81
Bill Pmt -Check	09/14/2023	1333	PECO ENERGY	-412.43	-844.24
Bill Pmt -Check	09/14/2023	1334	US MUNICIPAL SUPPLY	-5,194.01	-6,038.25

MEMORANDUM

TO: J.C. Cobb
FROM: A.M. Taylor
SUBJECT: 2024 Budget Schedule
DATE: October 2, 2023

Below is the tentative budget schedule through the adoption of the 2024 Budget. As a part of your October 11, 2023 business meeting, you may wish to make an announcement with regard to the following meetings:

<u>Purpose</u>	<u>Date</u>	<u>Time</u>
Budget Workshop	10/18/2023	7:00 PM
Budget Presentation	11/8/2023	7:30 PM
Budget Hearing	12/13/2023	7:30 PM
Budget Adoption	12/13/2023	7:30 PM

All meetings will be held at the Springfield Township Building, 1510 Paper Mill Road, Wyndmoor PA 19038.

We anticipate that the budget books will be delivered to the Board of Commissioners on or about October 13, 2023. The budget presentation, budget hearing and budget adoption will be held as part of the regular business meetings in November and December, respectively.

AMT:cmt
10/2/2023

RESOLUTION NO. 1619

WHEREAS, under Act 205 of 1984, the Municipal Pension Funding Standard and Recovery Act, the municipalities have been given the responsibility to distribute the annual State allocation to municipal pension plans; and

WHEREAS, such distribution of State allocation must be authorized by Resolution of the governing body, and

WHEREAS, the sum of \$565,305.16 was received from the Office of the Pennsylvania Auditor General under date of September 29, 2023 and deposited in a timely manner to the credit of the Township of Springfield Pension Fund Concentration Account; and

WHEREAS, the 2023 minimum municipal pension obligations were established by Resolution No. 1576 dated September 19, 2022.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Commissioners of Springfield Township has authorized and directed the distribution of State and Township pension fund allocations as follows:

<u>Pension Plan</u>	<u>State Allocation</u>	<u>Township Allocation</u>	<u>2023 Minimum Municipal Obligation</u>
Police DB Pension Plan	199,391.46	13,908.54	213,300
Hourly DB Pension Plan	272,625.98	19,017.02	291,643
Salary DB Pension Plan	39,847.44	2,779.56	42,627
Salary DC Pension Plan	<u>53,440.28</u>	<u>3,727.72</u>	<u>57,168</u>
TOTAL	565,305.16	39,432.84	604,738

AND BE IT FURTHER RESOLVED: That the Township Manager be directed to report to the Auditor General's Office the manner in which the State allocation has been distributed.

ADOPTED this 11th day of October, 2023.

BOARD OF COMMISSIONERS OF
SPRINGFIELD TOWNSHIP

By: _____
James M. Lee, President

ATTEST:

A. Michael Taylor, Secretary

BEE BERGVALL & Co.
Certified Public Accountants

936 Easton Rd., PO Box 754, Warrington, PA 18976 | 130 Almshouse Rd. Suite 201A, Richboro, PA 18954
215-343-2727 | www.bbco-cpa.com

October 3, 2023

Michael Taylor
Springfield Township
1510 Paper Mill Road
Wyndmoor, PA 19038

Dear Mike:

Enclosed you will find the 2023 engagement letter. The fee will be as follows:

- \$25,900 for the Township's financial statements for the year ended December 31, 2023.
- Potential additional fee of \$500 to \$2,000 for the implementation of GASB 96 Subscription-Based Information Technology Arrangements (ONE-TIME fee), depending on the amount of assistance you need to implement this standard.

We hope that you will find the engagement terms to be satisfactory and that we can continue working with you. If the terms are satisfactory, please sign, date and return the engagement letter to us.

Please contact me if you have any questions or would like to discuss the fee.

Sincerely,



Jennifer McHugh, CPA
Director

Encl.



936 Easton Rd., PO Box 754, Warrington, PA 18976 | 130 Almshouse Rd. Suite 201A, Richboro, PA 18954
215-343-2727 | www.bbco-cpa.com

October 3, 2023

Board of Commissioners and Township Manager
Springfield Township

We are pleased to confirm our understanding of the services we are to provide Springfield Township for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Springfield Township as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Springfield Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Springfield Township's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. GASB Required Supplemental Pension and OPEB Information

We have also been engaged to report on supplementary information other than RSI that accompanies Springfield Township's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Combining Statements by Fund Type

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- 1) General overall risk of management override and segregation of duties
- 2) General overall risk of using QuickBooks software
- 3) Escrows are held for others in custodial funds
- 4) Improper revenue recognition risk
- 5) Use of credit cards
- 6) Proper capitalization of capital assets

Audit Procedures Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Springfield Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also perform the following nonattest functions:

- 1) Prepare a draft of the Annual Audit and Financial Report for reporting to the Department of Community and Economic Development. We will not submit the report.
- 2) Prepare a concise financial statement for reporting in the newspaper.
- 3) Propose adjusting or correcting journal entries that will be reviewed and approved by management.
- 4) Assist in preparing the depreciation schedules.
- 5) Propose the full accrual conversion for the government-wide financial statements.
- 6) Compile the pension activity from investment statements provided by you.
- 7) Prepare the financial statements in conformity with accounting principles generally accepted in the United States of America based on information in the trial balance and other relevant information that is provided by, and is the responsibility of, management provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide, oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities for the selection and application of accounting principles and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP, (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP, (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.

The audit documentation for this engagement is the property of Bee Bergvall & Co. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight agencies or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bee Bergvall & Co. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Jennifer McHugh, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in December and to issue our reports no later than June 15, 2024.

The fees for these auditing services are as follows:

- \$25,900 for the Township’s financial statements for the year ended December 31, 2023.
- Potential additional fee of \$500 to \$2,000 for the implementation of GASB 96 Subscription-Based Information Technology Arrangements (ONE-TIME fee), depending on the amount of assistance you need to implement this standard.

We will also prepare the Department of Community & Economic Development Report, concise financial statement, and management letter.

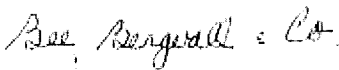
Our fee for services will be based on our standard hourly rates, and includes travel and other plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Springfield Township’s financial statements. Our report will be addressed to the Board of Commissioners. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Springfield Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Bee, Bergvall and Company, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Springfield Township.

Management Signature: _____ Title: _____ Date: _____

Governance Signature: _____ Title: _____ Date: _____

Springfield Township Zoning Hearing Board Notice

Notice is hereby given that the Zoning Hearing Board of Springfield Township, Montgomery County, will hold a meeting as required by the Zoning Ordinance of Springfield Township. This meeting will be held in the Boardroom of the Springfield Township Administration Building, located at 1510 Paper Mill Road, Wyndmoor, PA 19038.

On Monday, October 23, 2023, with a start time of 7:00 P.M.

Case #23-21: This is the application of **Holy Martyrs Catholic Church**, owner of the property located at 120 Allison Road, Oreland, PA 19075, known as Parcel #5200-1207-6004 & Parcel #5200-0016-6007. The applicant has requested a variance from Section 114-91 of the Springfield Township Zoning Ordinance. The applicant seeks approval to operate a pre-school at the site that will offer childcare and educational services for children between the ages of 18 months and 5 years of age. The property is zoned within the B-Business District of Ward #3 of Springfield Township.

Case #23-22: This is the application of **Jonathan Bykowski**, owner of the property located at 208 Yeakel Avenue, Erdenheim, PA 19038, known as Parcel #5200-1934-8004. The applicant has requested a special exception from Section 114-64 and in the alternative, a variance has been requested from Section 114-138.G of the Springfield Township Zoning Ordinance. The applicant seeks approval to construct a second-floor addition to the home that is proposed to be 7 feet from the side property line, instead of the required 10 feet. The proposed addition will be constructed over the existing first floor. The property is zoned within the B-Residential District of Ward #4 of Springfield Township.

Case #23-23: This is the application of **LaSalle College High School**, owner of the property located at 8605 Cheltenham Avenue, Wyndmoor, PA 19038, known as Parcel #5200-0327-4004. The applicant has requested a variance from Section 114-144.A.3, {Attachment 3:1} of the Springfield Township Zoning Ordinance. The applicant seeks approval to replace the existing monument style sign fronting on Cheltenham Avenue in the area of Lower Bartley Field. The new sign is 45 square feet in size and is proposed to replace a 71 square foot sign in the same location. The property is zoned within the Institutional District of Ward #7 of Springfield Township.

Copies of the application packets are available for review in the Community Development Office during normal business hours, located at 1510 Paper Mill Road, Wyndmoor, PA 19038 or on our website at springfieldmontco.org. Any questions you may have can be addressed by contacting the Zoning Department at 215-836-7600, ext. 1114.

By Order of the Springfield Township
Zoning Hearing Board
Mark A. Penecale
Director of Planning & Zoning



Springfield Township Trails & Connectivity Plan

*Board of Commissioners Presentation
October 11, 2023*

Brian J. Olszak
Principal Trails & Open Space Planner
Montgomery County Planning Commission



1



Goals of the Plan

1. Provide for the recreational needs of Township residents
2. Identify routes that maximize connectivity between key destinations, including parks, businesses and neighborhoods, in an equitable manner
3. Find routes that are safe, inviting, accessible and easy for users of all ages and abilities
4. Create list of clear, implementable projects for Township



2



Plan Deliverables

- Inventory of Existing Trails
- Gap Analysis
- List of Recommended Trail Improvements
- Future Trails Map
- Implementation Matrix

10/5/2023

3

3



Inventory of Existing Conditions



Existing Pedestrian + Bicycle Network

Sidewalks, trails, greenways, bike lanes, low-stress streets, unofficial trails, crosswalks.



Environmental Features

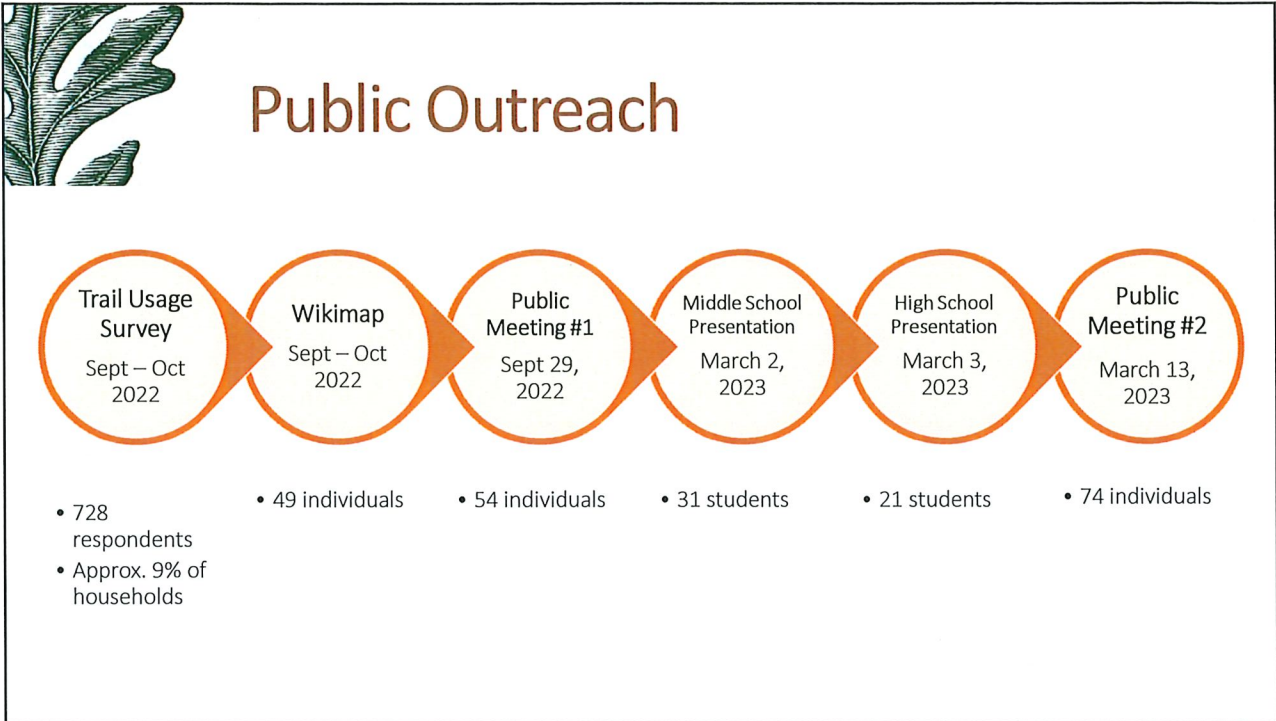
Floodplains, water features, woodlands, preserved open space, steep slopes



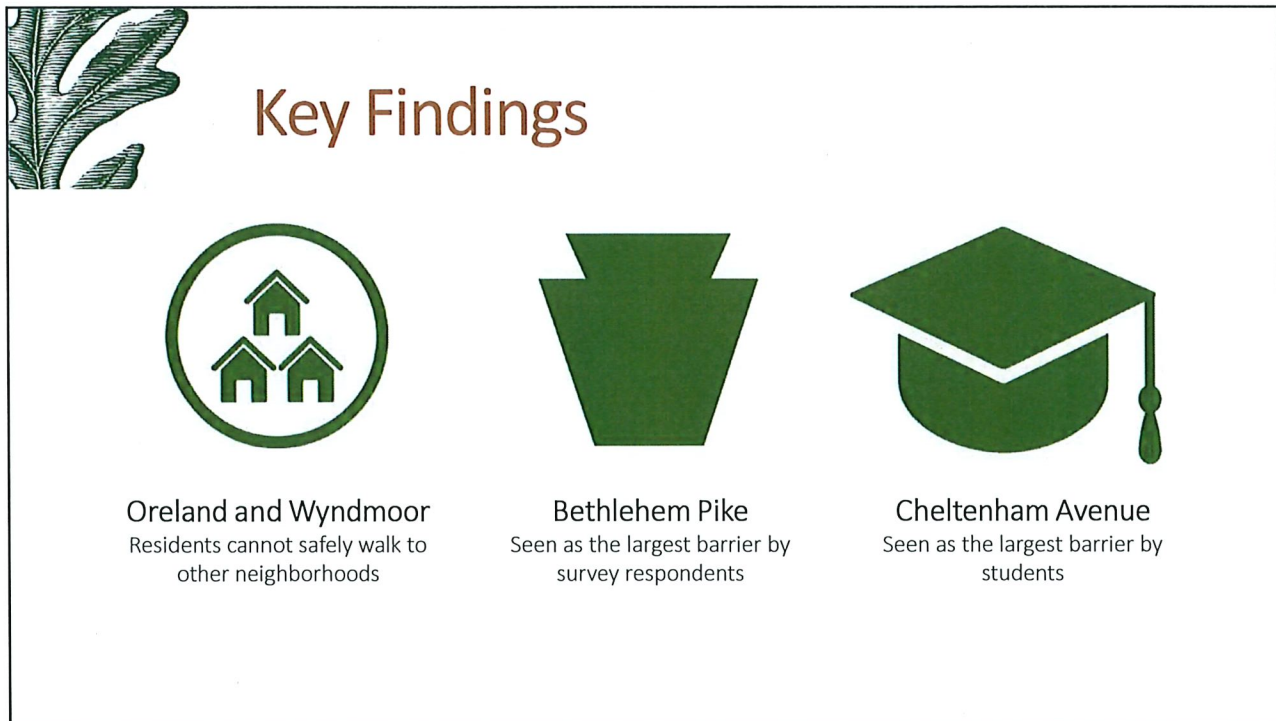
Community Features

Schools, recreation center, parks, shopping centers, employment locations

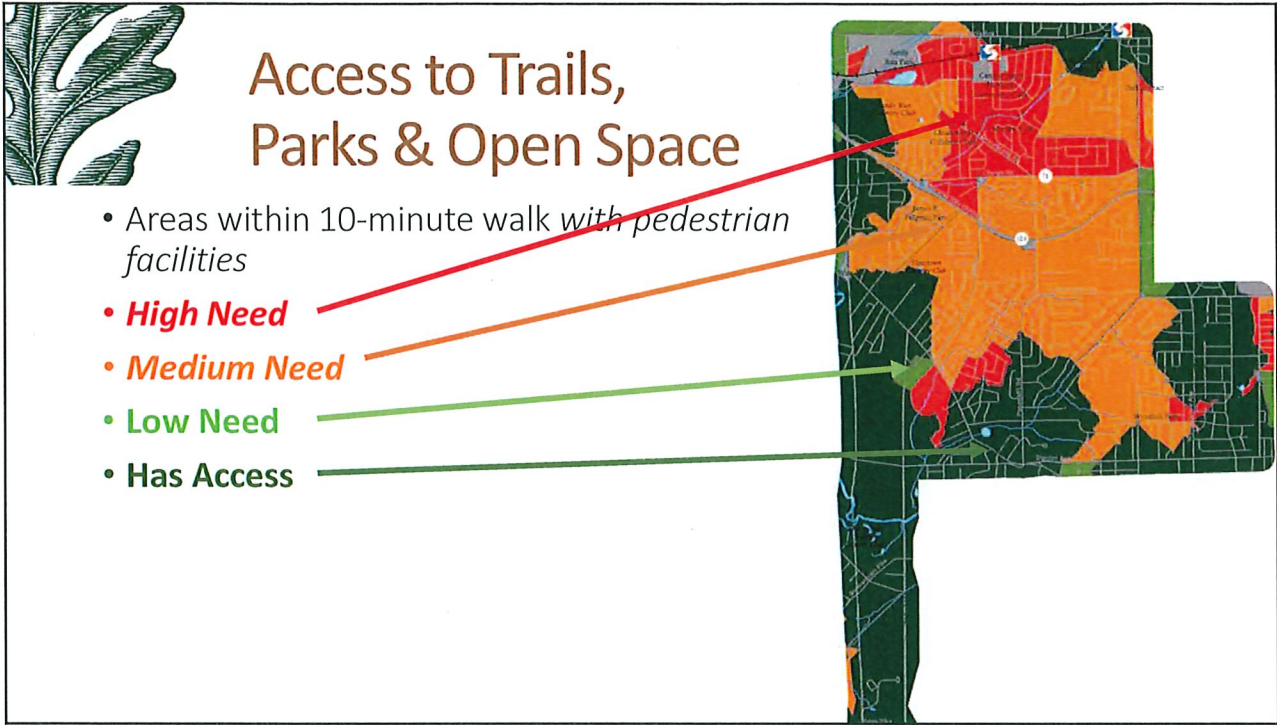
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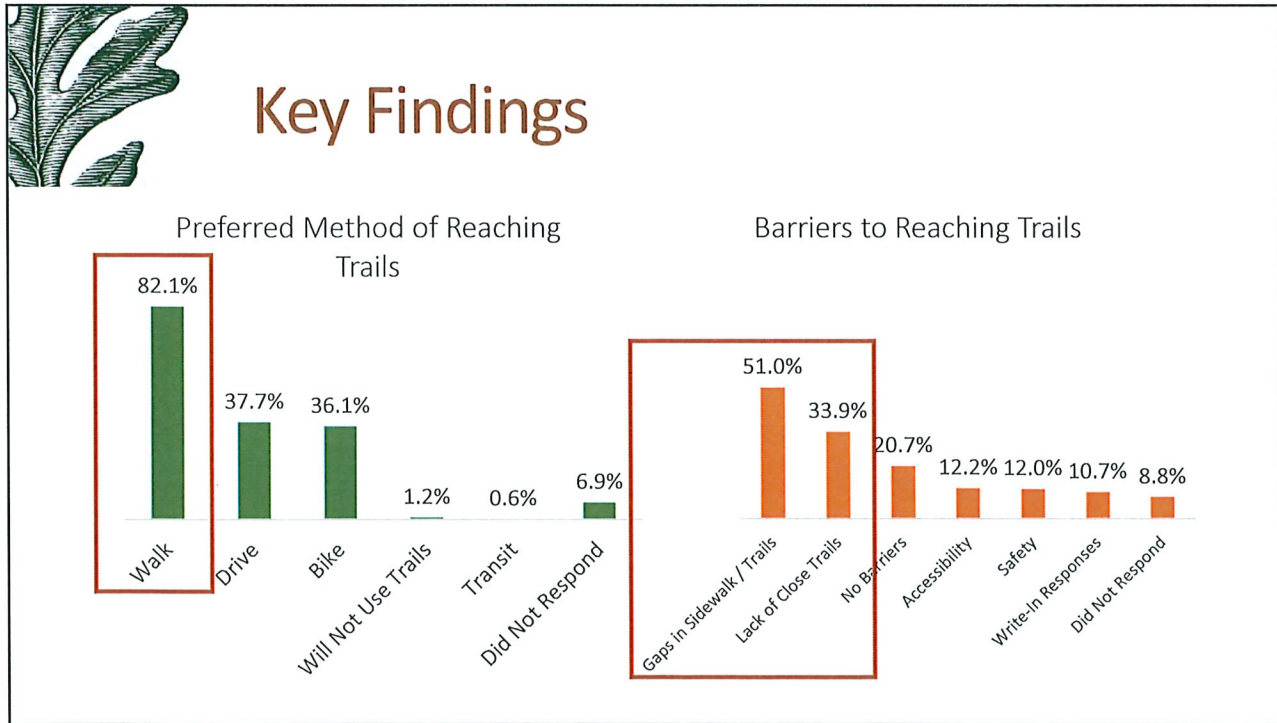
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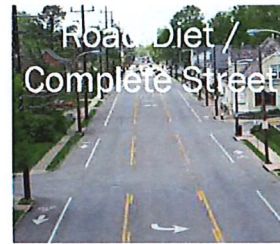
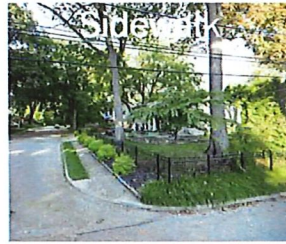
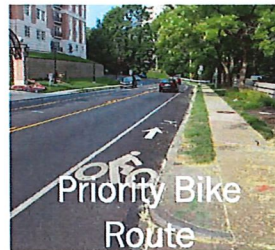
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Proposed Facility Types



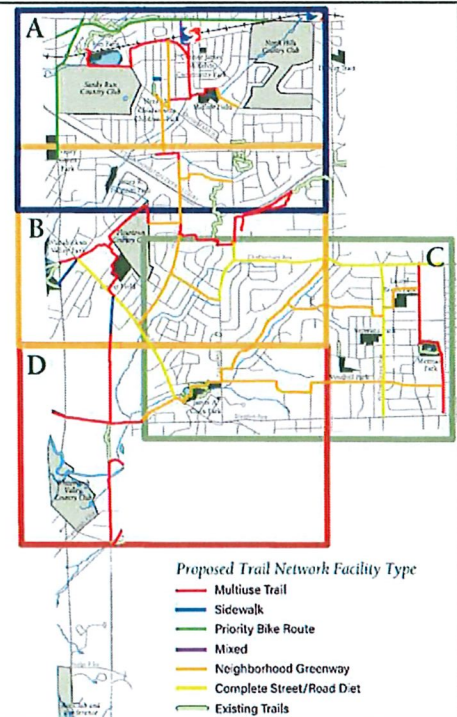
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Proposed Network

By the numbers:

- 28 New Proposed Trails & Routes
- 25+ Miles of New Trails & Routes:
 - 9.76 mi of Multiuse Trails
 - 2.5 mi of Priority Bike Network
 - 7.98 mi of Neighborhood Greenways
 - 4.1 mi of Complete Streets + Road Diets



10



Segment Profiles

- Project Scope and Status
- Gap & Service Analysis
- Connectivity
- Feasibility Rating
- Cost Rating
- Priority Rating
- Responsible Parties and Partnerships

NG-1: Haws Lane Connector/Greenway

Project Scope and Status: Haws Lane is a significant collector street in the Township. This neighborhood greenway would extend from Bethlehem Pike to Church Road. Once the greenway arrives at Church Road, it would transition into a multiuse sidepath trail along the south side of Church Road to its conclusion at the intersection of Church Road and Lorraine Avenue, at which point a signalled RBF crossing would be proposed to be installed. Potential improvements could include pavement markings and signage encouraging bicycle usage and slow speeds, curb extensions, bike lanes and enhanced crossings.

Gap and Service Analysis: This route is the basis for one of the major north-south routes up and down the Township, especially to connect Overland with the Elementary, Middle and High School complexes. Much of the area to be connected by this trail is classified as a Medium Need area, with part of the area rated as a High Need area for Access to Parks, Trails & Open Space.


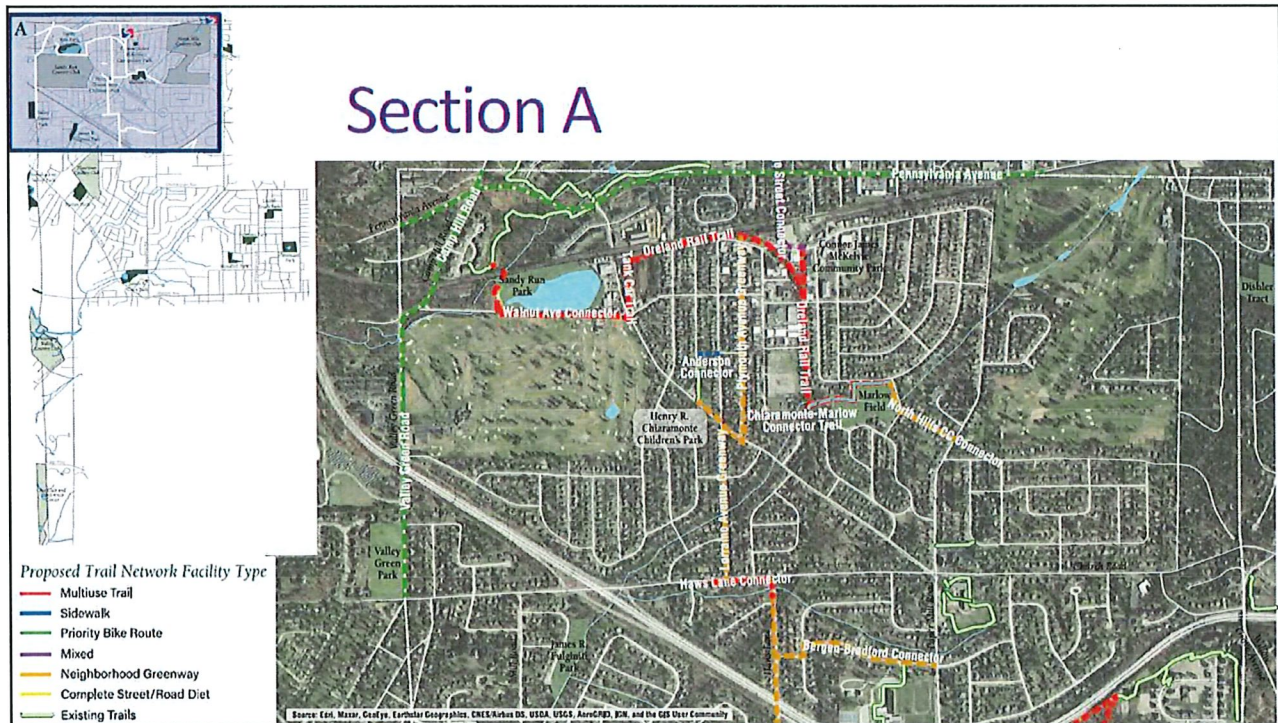
Connectivity: Trails and routes connected include: Lorraine Avenue Greenway; Crechrum Trail; Frezton Road Greenway and Bethlehem Pike Complete Street/Road Diet

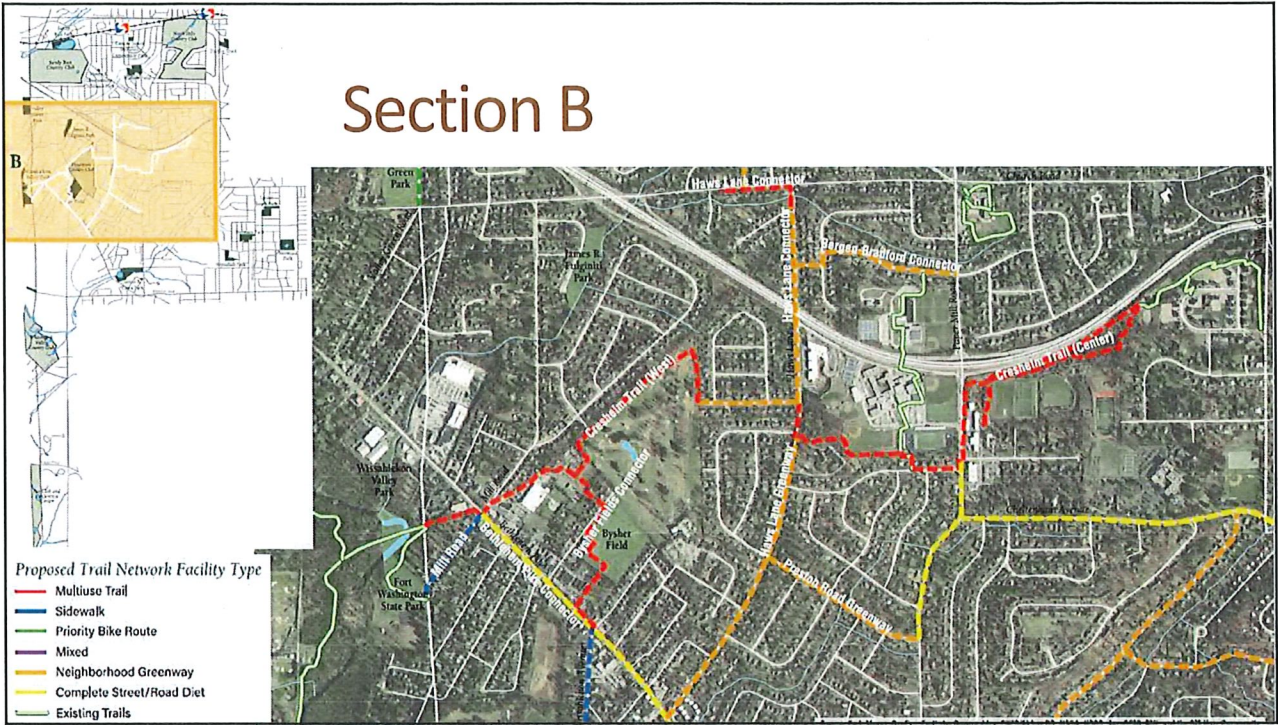
Feasibility: Medium. The legal right of way of Haws Lane is variable and changes from its intersection with Bethlehem Pike until its conclusion at Church Road; it is narrower the further south it extends, which will provide challenges in design. Speed humps will not be possible on this road because, even though it is a Township-owned road, there is high enough volume on this road to make it infeasible. However, there are opportunities for curb extensions at select locations. Involvement with PennDOT will be required in order to facilitate the crossing at Church Road and Lorraine Avenue and to enable usage of Church Road right of way for a short trail segment.

Cost: \$\$. The improvements considered in this neighborhood greenway are generally more involved than those in most other greenways in this plan. With the more structural improvements contemplated, more engineering will be required.

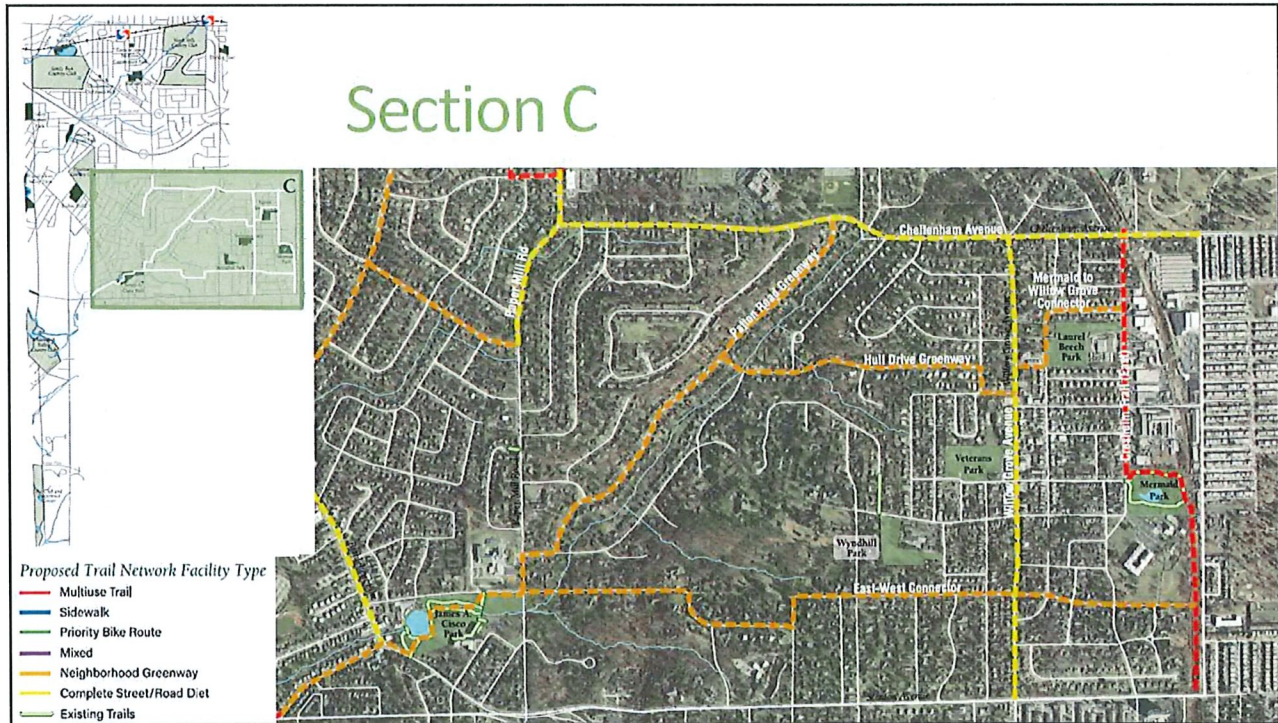
Priority: High. This greenway could act as a sort of pilot project for the rest of those contemplated in the plan, since it represents such an important corridor in the Township.

Responsible Party and Potential Partners: Township. Partners include: PennDOT

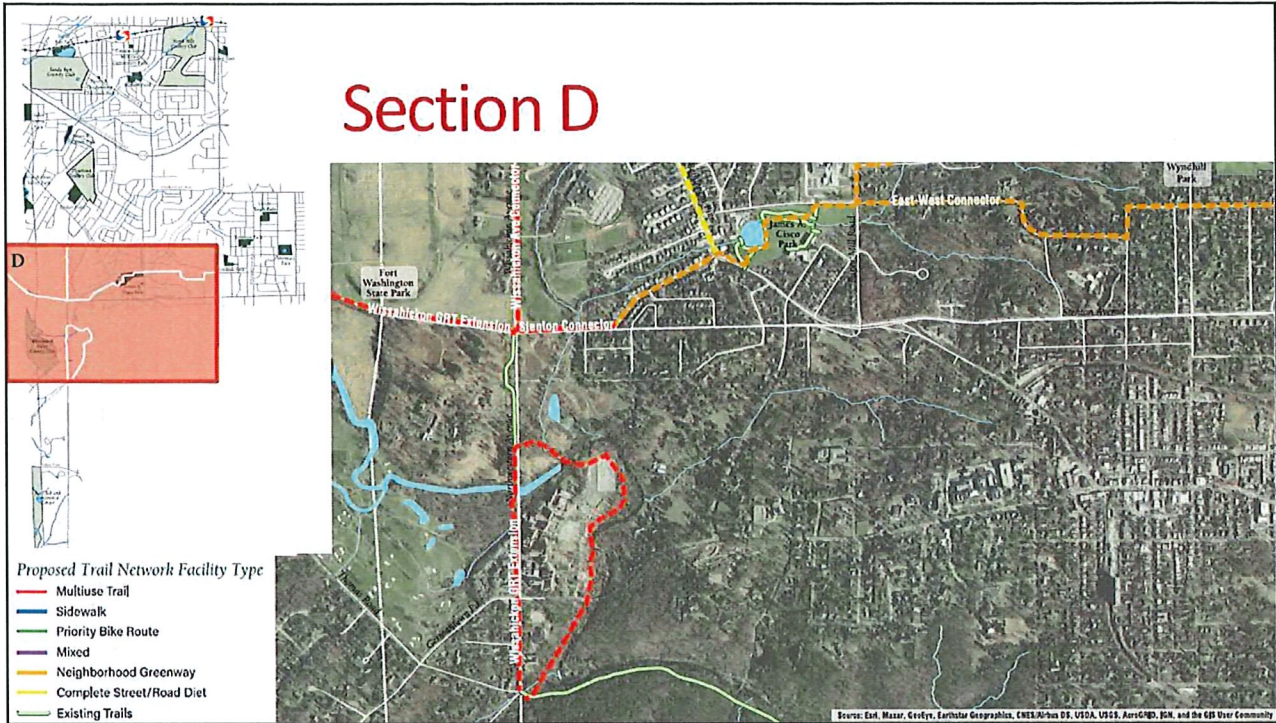





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Additional Resources

A: Implementation Matrix

Segment Number	Name	Type	Feasibility	Cost	Priority	Responsible Party	Partners	Potential Funding Sources
MT-1	Cresheim Trail (West)	Multiuse Trail	Medium	\$\$\$	High	Township/County	PennDOT, business owners	Montco2040 Imp Grant, DCNR C3P2, DVRPC RTP, DCED GTRP, TA-Set Aside
MT-2	Cresheim Trail (Central)	Multiuse Trail	Medium	\$\$\$	High	Township/County	Springfield Township School District, La Salle College High School, PennDOT, PECO	Montco2040 Imp Grant, DCNR C3P2, DVRPC RTP, DCED GTRP, TA-Set Aside
MT-3	Cresheim Trail (East)	Multiuse Trail	Medium	\$\$\$	High	Township/County	PennDOT, PECO, City of Philadelphia	Montco2040 Imp Grant, DCNR C3P2, DVRPC RTP, DCED GTRP, TA-Set Aside
MT-4	Walnut Avenue Connector	Multiuse Trail	High	\$\$	High	Township	Woszahickon Trails, SEPTA, HOA on north side of tracks	Montco2040 Imp Grant, DCNR C3P2, DVRPC RTP, DCED GTRP, TA-Set Aside
MT-6	Woszahickon Green Ribbon Trail Extensions	Multiuse Trail	High	\$\$\$	High	County	Eisenheim Farm, PA DCNR	Montco2040 Imp Grant, DCNR C3P2, DVRPC RTP, DCED GTRP, TA-Set Aside
MT-8	Oreland Rail Trail (and Talk Car Trail)	Multiuse Trail	Medium	\$\$\$	High	Township	CSX Transportation, SEPTA	Montco2040 Imp Grant, DCNR C3P2, DVRPC RTP, DCED GTRP, TA-Set Aside
MT-9	Byzher Fields Connector	Multiuse Trail	Medium	\$\$	High	Township	Flourtown Fire Company	Montco2040 Imp Grant, DCNR C3P2, DVRPC RTP, DCED GTRP, TA-Set Aside
BN-2	Pennsylvania Avenue	Priority Bike Network Route	Medium	\$	High	Township & PennDOT	Upper Dublin Township and Montgomery County	PennDOT-DCED Multimodal, Montco2040 Imp Grant
BN-3	Hawas Lane Connector/Greenway	Neighborhood Greenway	Medium	\$\$	High	Township	PennDOT	PennDOT-DCED Multimodal, Montco2040 Imp Grant
NG-5	Stenton Connector and East-Waist Connector	Neighborhood Greenway	Medium	\$\$	High	Township		PennDOT-DCED Multimodal, Montco2040 Imp Grant

Example of Recommended Maintenance Standards for Trails
(typical 1 mile section of a 12 inch/curb trail)
Adapted from Montgomery County's Division of Parks, Trails, and Historic Sites

FUNCTION	FREQUENCY	SEASON	EST. TIME PER YEAR	EST. PERSONNEL	AVERAGE HOURLY RATE	TOTAL ANNUAL HOURS
Vegetation Control						
Mowing tall grasses	1 event	April-October	30	4	120	
Mowing tall grasses (w/ mulch)	1 event	April-October	30	1	30	
Mow & trim grasses	1 event	April-October	30	4	120	
Mow & trim grasses (w/ mulch)	1 event	April-October	30	1	30	
Tree & shrub tree trimming/pruning tall grasses	1 season - as needed	March - June (w/ Oct/Nov/Dec/Jan)	24	4	96	
Tree & shrub tree trimming/pruning tall grasses (w/ mulch)	1 season - as needed	March - June (w/ Oct/Nov/Dec/Jan)	24	1	24	
Staking (w/ mulch)	Bi-annually - as needed	Late Spring and late Summer	2	4	8	
Wood pile inspection	Minimum 1 year	Spring	1	2	2	
Wood pile removal	Minimum 1 year	Late winter/early spring	2	Varies	Varies	
Surface Maintenance						
Paved, Wet Area Paved						
Pothole crack, chip, repair (w/ hot mix)	1 year (if needed)	Late winter/early spring (w/ hot mix)	2	Varies	Varies	
Resurfacing of pavement markings	1 year	Early spring	1	Outside Contractor	Outside Contractor	
Compaction	As needed post storm damage	Year round	30	2	60	
Resurfacing	1 every 7-10 years (if needed)	Should be done in "off" season	2-12 years	Outside Contractor	Outside Contractor	
Repair of erosion (excavate, use BMP)	As needed post storm damage	Year round	10	4	40	
Resurfacing	1 every 3-5 years (if needed)	Should be done in "off" season if possible	1-3 years	Outside Contractor	Outside Contractor	
Drainage inspection	1 year + post storm damage	Beginning of each season	4	1	4	
Clear drainage systems	1 year + post storm damage	Late spring/late fall	8	1	8	
Sign for removal (overhead signs and other adjacent, non trail related structures)	As needed	Late spring	8	1	8	
Benches						
Repair replace sign and trailhead area	As needed	Late winter/early spring	As needed	4	4	
Repair replace bench, sign and tree markers	As needed	As needed	As needed	8	32 (4 years)	
Repair replace fencing	As needed	Year round	6	8	48	
Repair replace all benches, tables and stools	As needed	Early spring	6	Varies	Varies	
Personal attractants						
Inspect trail to signs	1 year	Early spring	1 year	Outside Contractor	Outside Contractor	
Repair trail to signs	As needed	Should be done in "off" season if possible	As needed	Varies	Varies	
Repair replace signs, retaining walls	As needed	As needed	Varies	Varies	Varies	

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Springfield Township
Trails & Connectivity Plan

Questions?

Brian J. Olszak
Principal Trails & Open Space Planner
Montgomery County Planning Commission



Township Trails & Connectivity Plan

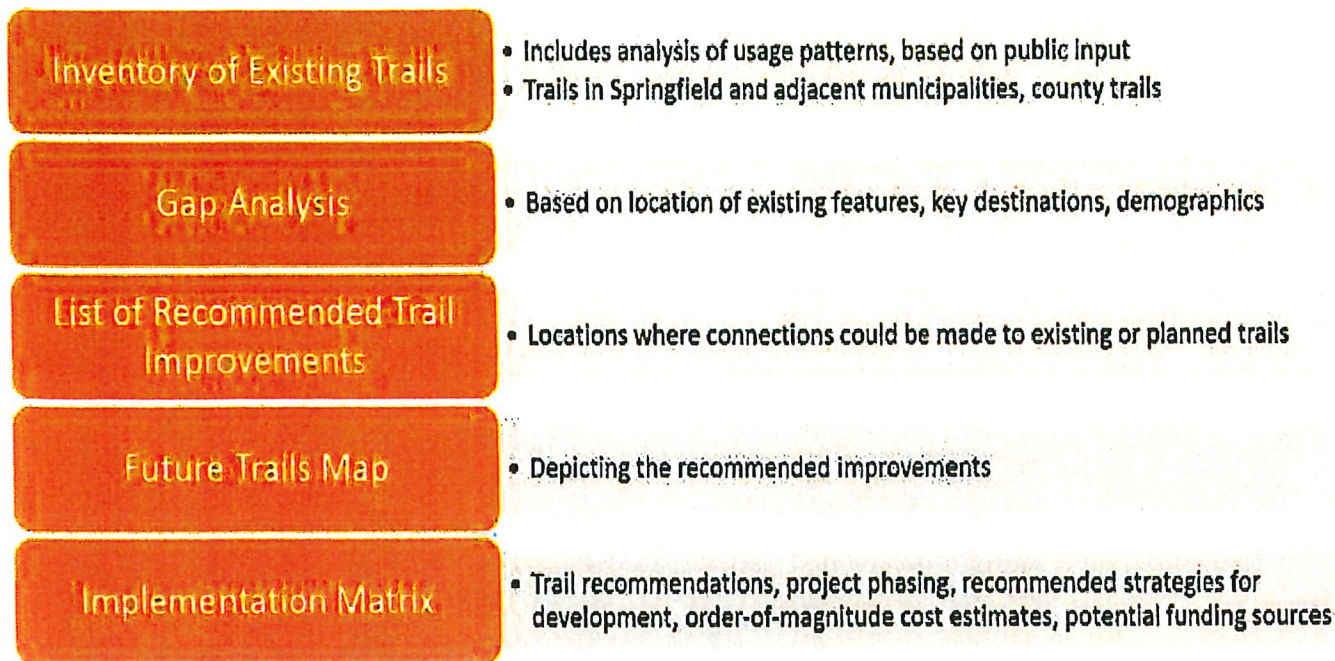
Take Part in Developing our first Community-wide Trails & Connectivity Plan for Springfield Township



Draft Trails & Connectivity Plan Available; Public Presentation Scheduled for October 11, 2023

Safety, connectivity and walkability are the basis for a recent decision by the Springfield Township Board of Commissioners to undertake a community-wide trail plan. From enhancing pedestrian safety by providing the public with more off-road opportunities to walk, run, and bike, to making it easier to travel to different parts of the Township without a vehicle, trails are increasingly seen as popular public amenities that the entire community may enjoy. Please explore the documents to learn more about the [DRAFT TRAILS AND CONNECTIVITY PLAN](#) and the plan's proposed trail segments.

The Springfield Township Trails & Connectivity Plan is intended to outline overarching goals of a Community-wide trail network and identify a list of potential trail projects that Springfield Township could pursue that would maximize connectivity between key destinations, including parks, businesses and neighborhoods, in an equitable manner.



DRAFT Trail & Connectivity Planning Documents

- [Springfield Trails And Connectivity Plan Draft 2023](#)
- [Public Meeting Trails Presentation Mar 2023](#)
- [What Is A Neighborhood Greenway](#)
- [Examples Of Treatment Of Trails Near Residential Properties Revised](#)
- [Springfield Level Of Stress For Bicycling 48X36 Portrait](#)
- [Springfield Sidewalks 48X36 Portrait](#)
- [Springfield Trail Access 48X36 Portrait](#)

Public Input: Creating the Trail Plan

Members of the public who live or work in Springfield Township are encouraged to voice their opinions on the development of trails and connectivity in the community!

Our first open house meeting took place on Thursday, September 29, 2022 at the Free Library of Springfield Township, where we received great feedback from residents. A second public meeting took place on Monday, March 13, 2023 at 7pm in the Township Administration Building! The turnout was amazing!

The Trails and Connectivity Plan is **expected to be presented to the community at the October 11, 2023 meeting of the Board of Commissioners**. This meeting begins at 7:30PM in the Springfield Administration Building. The DRAFT plan is the first of the documents listed above.

Sept. 29, 2022 Trail Plan Open House



March 13, 2023 Trail Plan Meeting



[Cresheim Trail Feasibility Study - Friends of Cresheim Trail](#)

[Bike Montco: The Bicycle Plan for Montgomery County - Montgomery County Planning Commission](#)

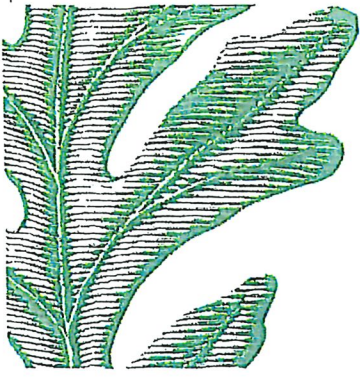
[Bike Montco Plan \(PDF\)](#)

[Bike Montco Interactive Map](#)

[Walk Montco: The Walkability Plan for Montgomery County - Montgomery County Planning Commission](#)

[Walk Montco Plan \(PDF\)](#)

[Walk Montco Interactive Map](#)



Springfield Township

Trails & Connectivity Plan

MONTGOMERY COUNTY, PA



Draft
July 2023

**SPRINGFIELD TOWNSHIP
BOARD OF COMMISSIONERS**

James Lee, President
Ward 3

Baird Standish, Vice President
Ward 5

Peter Wilson
Ward 4

Michael Maxell
Ward 1

Jonathan Cobb
Ward 6

Susanna Ratsavong
Ward 2

Brendan May
Ward 7

**SPRINGFIELD TOWNSHIP
PLANNING COMMISSION**

Amanda Helwig
Chair

James Mascaro
Vice-Chair

Stacey Blankin

Joseph Devine

Angela Murray

David Sands

George Schaefer

Gerald Quill

Jeff Harbison

**SPRINGFIELD TRAILS
MASTER PLAN
TASK FORCE:**

Jonathan Cobb
Commissioner

Susanna Ratsavong
Commissioner

Baird Standish
Commissioner

Brandon Ford
*Staff Liaison,
Assistant Township Manager*

Emily Baiada
*Staff Liaison,
Director Parks & Recreation*

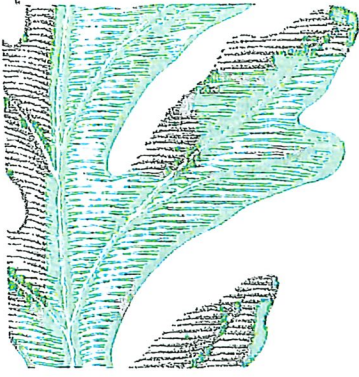
Patrick Hynes
Environmental Advisory Commission

Gerry Quill
*Springfield Township
Planning Commission*

Adrienna Smythe
Parks & Recreation Board

Neil DiFranco
*Board Director,
School District
of Springfield Township*

Melissa Brookes
Friends of Cresheim Trail



Springfield Township

Trails & Connectivity Plan

PREPARED BY MONTGOMERY COUNTY PLANNING COMMISSION

*Unless otherwise noted, all photos are provided by MCPC or Springfield Township.
Cover photos by MCPC and Brad Maule, Friends of the Cresheim Trail.*

Draft
July 2023



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Introduction

Excerpts from Springfield's
2012 *Comprehensive Plan
Update: A Vision for 2025:*

Transportation Objective

6.1: *Increase resident access to all modes of transportation including walking, bicycling, and public transit by **creating safe pedestrian and bicycle connections between existing/proposed parks, trail systems, institutional open space, commercial areas, neighborhoods and public transit stops.***

Transportation Objective

6.3: *Maintain and improve the existing pedestrian network and create new sidewalks or trail networks to enhance community walkability. Fill in gaps in the existing sidewalk network. Explore ways to convert informal pedestrian paths to a public pedestrian network.*

GOAL 8: ENERGY AND RESOURCE CONSERVATION:

*Adopt policies and practices that make Springfield more environmentally sustainable.
...*

Energy and Resources Conservation Objective

8.2: *Complete the pedestrian network throughout the township that links neighborhoods with commercial districts, schools, parks, and trails.*

Purpose of Plan

Springfield Township is already known for its desirable neighborhoods, beloved businesses, popular parks, and excellent schools and civic institutions. But to best leverage these assets and enable all residents and visitors of the Township to enjoy them to the fullest extent possible, a robust plan to connect them all together is in order. While driving a motor vehicle to one's destination has been the default for the majority of people over the last many generations, more and more people have recognized the significant recreation, transportation, environmental, health and wellness and economic benefits that foregoing the automobile can offer. The onset and residual effects of the COVID-19 pandemic have brought much attention to the importance of having access to the outdoors and to a network of trails, paths, and other routes. Sidewalks and public streets are an important component of this, but a comprehensive network of trails and routes of varying levels of planning and design is fundamental to fulfill the goals of increased connectivity and recreational opportunities across the Township.

Whether it's enjoying the outdoors, exercising, walking the dog, or just getting from Point A to Point B, residents and visitors of Springfield have different needs depending on whether they are on foot or using a bike, scooter, or other personal mobility device, and whether they are out for fun or for getting where they need to go. This plan will enable the Township to prioritize, advocate for and develop a Community-wide Trail Network.

Why Trails? Why Routes?

Trails are simply pathways for nonmotorized users—that is, people *not* using cars or other types of motor vehicles like motorcycles, ATVs or snowmobiles. Trails can take many different forms: they can range from a narrow, foot-beaten dirt path only permitting pedestrians on foot, to a 12-foot-wide asphalt trail able to be used simultaneously by pedestrians, cyclists and others (these are called “multiuse trails” or “shared-used paths”). The thing that they all have in common is that they are *off-road* and *separated from vehicular traffic*.

However, because Springfield has matured in its physical growth and less land is available for new, “greenfield” development, there are also fewer opportunities to build extensive networks of new, separated trails across the Township. To account for this, this plan includes many other types of network improvements that increase the number and reach of routes for pedestrians, cyclists and more.

A Note on Terminology

The reader will oftentimes see the terms “trails,” “routes,” and “trails and routes,” but should understand that they are intended to be used interchangeably and to refer to all possible components of a non-motorized or active transportation network. This plan will also use the terms “walking,” “biking,” “pedestrians” and “cyclists” when referring to the potential users of the network and the modes of transportation permitted within the network; however, it should be understood that included within these terms are those who use assistive mobility devices like wheelchairs or power scooters, as well as other pedestrian conveyances such as skateboards, scooters, roller skates or rollerblades, unless otherwise restricted by law. While it is also common to include horseback riding and cross-country skiing as permitted uses on multiuse trails, these uses are excluded from discussion unless specifically included otherwise.

Plan Organization

The following chapters discuss the issues analyzed and data collected during the planning process. This includes describing previous planning efforts, the types of public involvement performed, the methods used to inventory and analyze the several factors impacting connectivity in the Township and the recommended trail and route improvement projects.

Goals of This Plan

- Identify routes for a trail network that would maximize connectivity between key destinations in an equitable manner.
- Find routes that are safe, inviting, accessible, and easy for users of all ages and abilities.
- Create a list of clear, implementable projects to guide Springfield’s decision making in developing a trail network.

Planning Process

Springfield Township partnered with the Montgomery County Planning Commission (MCPC) to create this plan. In order to provide guidance, oversight and direction on the planning process, the township appointed a Task Force composed of local elected officials, township staff, and representatives from local advisory and stakeholder groups. The Task Force reviewed and commented upon the research reports, maps and recommendations of the MCPC project team.

As a part of the efforts to inform and receive input from the public, the project team conducted a public outreach survey from August to November 2022 (in which over 800 Springfield residents participated), an interactive mapping application which gave the public opportunities to visually describe current barriers and future opportunities for pedestrians and cyclists, presentations and discussions with students from both Springfield Middle and High Schools, and two public open houses which introduced

the project to meeting attendees and solicited their feedback on preferred routes, the results of which are discussed further in the next chapter.

The project team additionally performed analyses on the gaps in the existing pedestrian and cycling networks in the Township, including where neighborhoods and populations may be disproportionately impacted by these gaps, and identified key linkages between key destinations identified through public outreach using existing and proposed connections. Lastly, the project team weighted the feasibility of each proposed route and consulted with the Task Force on rating the relative priority of each recommended trail and route segment.

How to Use This Plan

This plan provides guidance to Springfield staff, elected and appointed officials on prioritizing important trail and connectivity projects to implement. While Springfield Township might be the initiating entity in most projects indicated in this plan, it will require ongoing coordination and partnership with a number of agencies and organizations, such as MCPC, Pennsylvania Department of Transportation (PennDOT), adjacent municipalities and advocacy organizations such as the Friends of Cresheim Trail and the Circuit Trails Coalition. These entities can also use the plan as a resource and as evidence of Township priorities. The Township may also work with private developers and property owners to ensure trail or route plans impacting properties proceeding through land development can be accommodated in the future or incorporated into construction plans.



**SPRINGFIELD TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA
1510 Paper Mill Road
Wyndmoor, PA 19038**

**Request for Proposals For
Parks and Recreation Needs Assessment,
Master Site Plan, and Design Services -
Springfield Township Recreation Center**

**Date Issued: October 11, 2023
Proposal Due: December 1, 2023, 12:00 PM**

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SECTION I

1.0 TOWNSHIP BACKGROUND

Springfield Township, Montgomery County, Pennsylvania (the “Township”) occupies approximately six (6) square miles of area and serves about 20,500 residents. The Township has proudly preserved its exceptional heritage of history, landscape, architecture, and diverse people to maintain a uniquely American identity.

In an effort to continue serving the many growing needs of the ever-expanding community, the Board of Commissioners has determined that the operation of a Parks and Recreation Community Center (the “Recreation Center”), providing recreational activities and social support for all residents, is in the best interests of the Township. In 2015, the property located at 1200 Willow Grove Avenue, formerly known as the “Seven Dolors Church” (the “Property”) was purchased by the Township. During the construction of the Township’s Municipal Complex at 1510 Paper Mill Road, Wyndmoor, the Township used the Property as temporary administration offices and the public library. Following the completion of the Municipal Campus, the Property shifted use to serve as a recreation facility and has served thereas since such time.

1.1 PROJECT BACKGROUND

The Board of Commissioners of Springfield Township, Montgomery County, Pennsylvania is requesting proposals (“Proposals” and/or “Bids”) to provide a basic Needs Assessment, Master Site Plan and Design Services for the existing structure(s) on the Property and the renovation or construction of a new Recreation Center thereon (the “Project”). The new Recreation Center facility (the “New Recreation Facility”) will be located on the site of the existing Recreation Center at 1200 E. Willow Grove Avenue in Wyndmoor, Pennsylvania. General siting of the Project buildings will be determined as part of the Master Plan process. The Property consists of approximately 69,696 square feet (approximately 1.6 acres) and is adjacent to the approximately 6.36-acre Township-owned Laurel Beech Park.

The objective of the New Recreation Facility is to serve as a hub of activities for youth, families, senior citizens, and municipal Parks and Recreation programming. The Property currently accommodates a gymnasium (referred to as “Rec A”) and a multi-purpose space (referred to as “Rec B”), a youth playground, and adjacent multi-purpose fields. Springfield Township has prepared this Request for Proposals (the “RFP”) with the intent of engaging a firm to provide the leadership, expertise, and services for the Project, as described herein, to address current and future social and recreation needs of the community.

The Township expects that any recommended improvements will include energy efficiency features and will utilize sustainable and efficient building principles; in addition, it will reflect creative design, connectedness to the community, and cost consciousness. Energy modeling shall be included at each design phase to model the energy use for new or existing buildings and evaluate the various options for reducing energy use.

The Basic Services for the Project will include: (1) Predesign Phase, (2) Schematic Design Phase, (3) Design Development Phase, (4) Construction Document Phase, (5) Bidding & Negotiation Phase, and (6) Construction Phase - Administration of Construction Contract.

1.2 GUIDING PRINCIPLES

1. Must meet the financial expectations of the Township for capital and operations.
2. Must have a strong community focus.
3. Must serve all age groups and support diversity, equity, and inclusion.
4. Provides a location for existing Township Parks and Recreation activities and programs, while allowing for the expansion of Township offerings.
5. Provides offices for staffing of the Recreation Center.
6. Serves both active and passive recreation needs.
7. Should be able to function as comfort station for Township residents during events such as natural disasters or other emergencies.
8. Minimize the impact on adjacent property owners with concern to traffic & noise.
9. Consider the opportunity to support operations with income from rentals.
10. Must have strong multi-use capabilities with attention to acoustics.
11. Should have connectivity to the adjacent Laurel Beech Park field and playground.
12. Design and build using sustainable design principles, ensuring that new or existing building(s) will use 100% renewable energy, in compliance with Resolution 1469 passed unanimously by the Board of Commissioners in January 2019.
13. Indoor Air Quality as part of MEP narrative.

1.3 KEY DATES (Tentative)

1. Request for Proposal Release Date: October 11, 2023
2. Pre-proposal Meeting Date: November 3, 2023, 10:00 AM (Springfield Township Administration Building, 1510 Paper Mill Road, Wyndmoor, PA 19038)
3. Questions Submission Deadline: November 17, 2023
4. Proposal Due Date: December 1 2023, 12:00 PM (Springfield Township Administration Building, 1510 Paper Mill Road, Wyndmoor, PA 19038)
5. Short List of Proposals established: December 11, 2023
6. Interviews of Short-Listed firms conducted: January 4, 2024
7. Board of Commissioners, Award of Contract (Anticipated): January 10, 2024

1.4 SUBMISSION INSTRUCTIONS

Interested firms or “Consultants” should submit twelve (12) hard copies and one copy in electronic format (PDF) of their submission by commercial courier, USPS or hand delivery. The Respondent must ensure the submission arrives at the Springfield Township Administration Building, 1510 Paper Mill Road, Wyndmoor, PA 19038, no later than 12:00 PM on the submission due date. Emailed submissions will not be accepted. All submittals must be labeled on the outside with the Respondent’s name and the name of the Project. Project Name is:

**SPRINGFIELD TOWNSHIP PARKS AND RECREATION:
RECREATION CENTER NEEDS ASSESSMENT, MASTER SITE PLAN AND DESIGN SERVICES**

Late submittals will not be considered.

Submissions should be delivered to:

Michael Taylor
Township Manager
Springfield Township
1510 Paper Mill Road
Wyndmoor, PA 19038

Firms responding to this RFP must clearly demonstrate, through their written proposal and interview, the capacity and experience to properly and successfully perform the services required.

To enable the Township to efficiently evaluate the responses, it is important that Respondents follow the required format in preparing their responses. **RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT WILL NOT BE EVALUATED.**

Each hard copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter size (8 ½” by 11”) or, if folded to that dimension, twice letter size (11” by 17”). Each section shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required. Include a cover letter, signed by an authorized representative of the lead firm or joint venture and attesting that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Electronic copies shall be provided in .pdf format on a thumb drive.

1.5 CONTENTS OF SUBMISSION OF PROPOSAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project, and cover letter as described above.

Divider #1: Proposed Project Firm & Personnel Team

Firm Name, Address, and Role in this Proposal. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this Proposal. List the lead firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. If a joint venture, enter the office of the firm point of contact first. Include the following information for each firm:

- a. Firm name, addresses, contact email, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Years firm has been in business.
- d. Names of principals in firm.
- e. Primary contact.
- f. Organizational/corporate structure description.
- g. Description of firm’s philosophy.

Organizational Chart of Proposed Personnel Team. Present an organizational chart of the proposed personnel team showing the names and roles of all key personnel and the firm they are associated with, including expected primary contacts within the Township. Illustrate lines of communication between team members and identify main point of contact for team.

Resumes of Key Personnel Proposed for This Project. Present the resumes of key personnel proposed for the Project by firm, with personnel of the lead firm or joint venture partner firms first. The following information must be provided for each resume:

- a. Name.
- b. Role in this Proposal.
- c. Years Experience. Total years of relevant experience, and years of relevant experience with current firm, but not necessarily the same branch office.
- d. Firm Name and Location. Name, city, and state of the name of firm.
- e. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
- f. Current Professional Registration. Provide information on current relevant professional registration(s) in the Commonwealth of Pennsylvania.
- g. Other Professional Qualifications. Provide information on specific experience and/or any other professional qualifications relating to this project.
- h. Similar Representative Projects. Provide a list of similar projects which said personnel has been a part of (if any).

Divider #2: Example Projects

Eligible firms should have previous experience with recreation and/or community center-focused Needs Assessment, Master Site Plan, and Design Services for comparable projects.

Selected example projects should include those where multiple of the firms/team members included in the Proposal worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Specialty consultants that have not worked with the lead firm may submit their own projects in this section. Present no more than ten projects, and limit project information for each to no more than two pages, including photographs and/or drawings. If more projects are submitted, scoring will be based on the first ten only. Provide the following information for each project:

Example Project Key Number. Start with "1" for the first project and number consecutively.

- a. Title and Location. Title and location of project.
- b. Year Commenced & Completed. Enter the month and year that said project was commenced and completed, for the design services (such as planning, engineering study, design, or surveying) and/or the construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in the project description.
- c. Project Owner. Project owner or user, such as a government contracting authority or installation, an institution, a corporation or private individual. Include:

1. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
 2. Point of Contact Telephone Number.
 3. Point of Contact E-mail Address.
- d. Brief Description of Project and Relevance to this Proposal. Indicate scope, size, principal elements and special features of the project. Discuss the relevance of the example project to this project. Include information on renewable energy, LEED registered and certified status of the project. Indicate project delivery and contractor selection methods. Include project budget and construction cost. Include photographic representations or other images of the project.
 - e. Firms Involved with the Project. Indicate which firms (or branch offices, if appropriate) in the project team for the Proposal were involved in the example project, and their roles.
 - f. Key Personnel Involved with the Project. Indicate which key personnel from each firm on the project team for the Proposal were involved in the example project, and their roles.

Divider #3: Project Understanding and Organizational Approach

Describe your management and organizational approach to the Project. The following should be addressed within this description:

- a. Your team's understanding of the Project and guiding principles.
- b. Describe the team organizational approach proposed to accomplish simultaneous design and phased construction of the library and the public works facilities.
- c. Describe the team's methods of consensus building within the design team, with the community, and with Township staff, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed a similar method.
- d. Description of the team approach and qualifications for environmentally responsible design.

1.6 GENERAL TERMS

Springfield Township reserves the right to reject any or all Proposals, or to accept a Proposal in whole or in part, if deemed to be in the best interest of the Township to do so. Springfield Township shall have the authority to award to the firm that it deems in its sole discretion best meets requirements set forth in the RFP, price and other factors considered, or in the alternative accept none of the Proposals.

The Bid award is subject to the approval of the Springfield Township Board of Commissioners and is effective only upon their approval.

Proposal shall remain effective for Springfield Township review and approval for 90 days from the Proposal Due Date.

Proposers are bound by the deadline and location requirements for submittals in response.

Springfield Township reserves the right to negotiate with all Respondents or to solicit additional proposals.

Interviews may be conducted by the Township's elected officials, administrative staff and/ or the Township's designated representatives.

Respondents and their sub-consultant(s) may not change assigned staff identified in their Proposal without review of the proposed change(s) and acceptance of the change by the Township.

The successful Respondent shall furnish proof of current insurance policies for the categories listed below for the duration of the project and shall list Springfield Township, its employees and appointed officials as "Additional Insured" on each policy. The Respondent's sub-contractors shall provide proof of the same insurance and additional insured for the duration of the project.

INSURANCE REQUIREMENTS

Respondent shall be required to furnish Certificates of Insurance evidencing the following insurance policy coverages and limits from insurance companies rated A- or better in A.M. Best:

- Professional Liability and Errors and Omissions Insurance – minimum \$3,000,000 per occurrence and in the aggregate
- Commercial General Liability - minimum \$2,000,000 in the aggregate and \$1,000,000 per occurrence
- Automobile Liability – combined single limit coverage of at least \$1,000,000
- Umbrella Coverage – minimum \$5,000,000
- Workers' Compensation Insurance at statutory limits

In the event that the Respondent is the successful bidder, then the Township shall be added to such policies as a secondary insured.

Springfield Township reserves the right to discontinue the Scope of Services at any point during the process after completion of scope of work milestones as listed: Project Assessment & Needs Assessment; Design-Development; and Construction Documents. Township agrees to financial remuneration of all consultant's expenses including staff costs, sub-consultant expenses and reimbursable expenses as of the date of termination but shall not reimburse for any lost profit expenses whether realized or unrealized.

The Respondent is encouraged to add to, modify or clarify any of the scope of work items identified in this RFP it deems appropriate to develop a high quality and complete scope of work in the most cost-effective manner. All changes or deviations must be listed and explained in the proposal. However, without exception the scope of work proposed must at a minimum accomplish the goals and work identified within this RFP.

The Scope of Services in this RFP includes oversight and coordination of design, documents and constructability with all consultants and contractors engaged directly with the Township.

SECTION II

2.0 PROJECT DESCRIPTION

The Springfield Township Recreation Center is located at the Property, being the former Seven Dolores Church at 1200 Willow Grove Avenue, Wyndmoor, as defined and described in Section 1.0, above. The site is approximately 69,696 SF square feet or (approximately 1.6 acres) in size with 200 feet of street frontage on Willow Grove Avenue and is currently being used as the Township's recreation center. It is adjacent to Laurel Beech Park, which is a 6.36-acre park containing multi-purpose athletic fields, and a playground.

The Township conducted a brief resident survey in the summer of 2022 to measure current use of the Recreation Center campus and desire for future amenities and programming.

The development of a comprehensive Assessment and Needs Assessment is part of the scope of services in this RFP. The Assessment developed will then be used as the guideline for any improvements to the Recreation Center, and the potential development of a New Recreation Facility, subject to the consensus from designated key Township staff, consultants and representatives and approval by the Board of Commissioners.

The project generally includes the design and construction of improvements that maximize available space, site development (including off-street parking facilities), building utilities (including stormwater management), and on-site amenities for a New Recreation Facility, as determined during design development. The expected project scope can more specifically be described as follows:

Interiors: The desired facility will generally include the following:

- 2 Basketball Courts (*regulation size courts with wall padding*)
 - 2 end baskets with 4 side baskets on each court
 - Drop down netting between courts.
 - **Floor** net adaptability
 - Lines to accommodate indoor athletics
 - Player benches
 - Spectator bleachers
 - 1 Large storage closet (*accessible via court for equipment*)
- 2 Classrooms
 - 1 large group fitness room (*Example: Martial Arts, 20-25 participants*)
 - 1 medium classroom with wash sink (*Example: Pottery, participants using clay*)
 - Both rooms should have laminate or comparable flooring for durability and ease of maintenance
 - Both classrooms should have storage closets for tables and chairs.
- 1. 1 Front Desk / Lobby Area
 - Check-in area for facility membership or program users
 - Incorporate free little library sitting/waiting area
- 2. Park and Recreation Staff Offices
 - 1 small meeting room
 - 1 small storage closet for camp supplies / office supplies
 - 1 office restroom for staff use only.

- Public Restrooms (*assessable via lobby, not court or classroom*)
 - 1 Women (*3 stalls*)
 - 1 Men (*1 stall, 2 urinals*)
 - 1 Family (*single use*)
- 3. Exterior Roll Down Garage Storage Units for local sports to access outdoors.
- 4. Parking Space - No Drop Off Lane (*Parents are required to sign children into programs*)
- 5. Upper-Level Walking Track (*requires elevator installation for ADA*)

On-Site and Off-Site Utilities: Design and coordination with Respondent’s civil engineer for all on-site and off-site utility requirements, layout, design, placement, and coordination with building requirements. The electrical, plumbing, mechanical, sprinkler, sanitary, and stormwater design and requirements in this scope shall be coordinated to provide a complete package of information. The responsibility to provide a complete utility design package is part of the scope of this RFP.

Equipment and Furnishings: May include, but is not limited to, telescoping bleachers; and transitional athletic equipment.

The Scope of Services within this RFP shall include Assessment of Existing Facilities and Needs Assessment, Design Development, Construction Documents, Bidding Phase, and Construction Administration Services.

SECTION III

3.0 SCOPE OF SERVICES

The scope of the Project Assessment and Needs Assessment will be broken down into three phases.

Phase I – Research, Data Collection and Needs Assessment

During Phase I, the selected firm will prepare a needs analysis and evaluation of community preferences relative to program activities conducted or desired by the Township to be conducted at the Recreation Center. The selected firm will implement a comprehensive and innovative strategy for resident and public involvement in the needs assessment process including but not limited to:

- a. Providing well organized and directed community input meetings that will ensure a positive, open and proactive public participation process.
- b. Conducting stakeholder meetings, focus groups and public meetings and answering individual stakeholder questions as needed.

Deliverables for this phase will include a written summary of data collected; all raw market data collected; written summary of resident and community preferences.

The final Needs Analysis and Needs Assessment report shall capture the results in an easily read, user-friendly format. All project documents shall be provided in hard copy and electronic format.

Phase II – Facility Programming Analysis

Based on the information gathered during Phase I, work effort in this phase shall involve:

- a. Evaluation of existing facilities and their ability to serve current and future community needs and preferences.
- b. Preparing facility program information, including facility usage and program space requirements, both indoor and outdoor.
- c. Preparing conceptual floor and site plans illustrating alternative facility and site space allocations, both interior and exterior, and basic building and site layout including entry points, traffic patterns, parking and play areas.

Deliverables will include a written/graphic summary of programs proposed and space requirements for each program activity including preliminary cost estimates.

Phase III – Conceptual Design Phase

Based on information from Phase II, work effort in this phase will involve preparing a minimum of two conceptual site layouts and building designs including graphic illustrations of floor plans, exterior building elevations and site details for interior and exterior uses, prepared by professional engineers, licensed architects and other professionals commercially expected to be necessary to design such concept layouts in a first class manner. The selected firm will need to engage the Board of Commissioners and Recreation Center Advisory Committee to decide upon optional building layouts that best meet the needs of the community.

The two conceptual plans should include one low and one medium cost option. A construction cost estimate shall also be provided for each option. This pro forma shall include complete pricing and cost recovery projections, staffing projections, market analysis to minimize service duplication and potential partners.

All plans, conceptual or otherwise, provided in conjunction with the Recreation Center project shall conform, to the greatest extent possible, to the design standards outlined and detailed in the Springfield Township Land Use Ordinances.

Deliverables will include the conceptual site layouts and building design plans presented in digital file format and written summaries of construction, operating, economic analyses and proposed operating structure.

3.1 DESIGN DEVELOPMENT

Work shall be in general conformance with the responsibilities detailed in AIA Document B101-2017- Standard Form of Agreement Between Owner and Architect. The scope descriptions below are intended to supplement and clarify that which is in the AIA B101 Contract.

After approval by the Township of the Concept Design Documents (if any), and any Township-authorized changes, the Consultant shall prepare and submit for review by the Township, its Construction Manager, and any applicable authorities, fully engineered site plans and any other documents and reports ancillary thereto that are typical for commercial developments of a similar scale (the “Design Development Documents”). These drawings and other documents shall fix the building size, delineate and describe the various construction materials to be used and indicate the structural, mechanical and electrical systems upon which the design is based.

The Consultant shall conduct regularly scheduled design review meetings (frequency as determined by firm) with Owner to update design progress and obtain consensus during Design-Development.

The Consultant shall provide updates of the Construction Cost Estimate and schedule and advise the Township immediately of any anticipated adjustments.

The Consultant shall submit the Design Development Documents to the Township and request the Township's approval before proceeding with Construction Documents.

If the Township has retained a Construction Manager or an independent cost estimator, the Consultant shall work with the Construction Manager or independent cost estimator to reconcile any differences in the cost estimates of both parties and consider adjustments to align with project estimates.

3.2 CONSTRUCTION DOCUMENTS

After Township approval of the Design Development Documents and any further Township authorized changes in Project scope or construction budget, the Consultant shall prepare and submit to the Township for approval, construction drawings and specifications/project manual including civil/site construction documents and coordinated into the Bid and Construction documents (hereinafter referred to as the "Construction Documents") required by the Township for said approval. These Construction Documents shall delineate, detail and completely specify all materials and equipment required to fully complete construction of the Project in every respect, consistent with current standards of the profession. The Construction Documents shall completely describe all work necessary to bid and construct the Project.

Construction documents shall be reviewed with the Township and Construction Manager at 50% Completion, 80% Completion and 100% Completion.

Any review and approval by the Township of the Construction Documents shall not be deemed to diminish the Consultant's obligations under this Agreement.

The Consultant shall provide an update of the Construction Cost Estimate and schedule and shall advise the Township immediately of any adjustments.

The Consultant shall be responsible for completing all of the appropriate planning modules, soil and erosion control plans and other documents which may be required.

The Consultant shall be responsible for obtaining, in cooperation with the Consultant's chosen civil engineer, on behalf of the Township, any necessary approvals from outside regulatory agencies and utilities including, but not limited to, the Montgomery County Conservation District, the Pennsylvania Department of Transportation, PECO Energy, Bucks County Water & Sewer Authority, and Aqua Pennsylvania.

The Consultant shall coordinate the Construction Documents and trade packages (per the requirements of Multi-Prime Contracting), as required and shall employ all reasonable and

necessary efforts to prevent omissions, conflicts, overlaps, or duplications of any items of work or materials on the Project. The Consultant shall coordinate and oversee coordination of the Construction Documents with all documents provided by Township consultants hired separately for this Project.

The Consultant shall coordinate the services of all design consultants for the Project, including those retained by the Township.

3.3 BIDDING PHASE

After approval by the Township of the Construction Documents, the Consultant shall provide the Township with a complete set of bid documents in hard copy and electronic format. These documents include but are not limited to a complete set of architectural, structural, MEP, civil drawings and required technical and general specifications for a complete set of documents for bidding and construction. The Township shall own all drawings and documents.

The Consultant will prepare the Bid Manual and provide the Invitation to Bid, Instructions to Bidders, Prevailing Wage Act Documentation and Wage Rate Determination, Public Work Employment Verification Act, Bid Form, Form of Agreement, No-Lien Agreement Form and any other documents required by the Township for the Project, subject to review and approval by the Township and Township Solicitor. This project will be bid, contracted and executed on a Multi-Prime basis and all documents shall be prepared in accordance with this contracting and management method in mind. Bid Manual and documents shall be provided to the Township for review and comment before distribution.

The Consultant shall attend the pre-bid meeting and any other subsequent pre-bid meetings or site visits as part of Basic Services. The Consultant shall take meeting minutes which shall be distributed to all concerned parties within three (3) business days following the meeting or site visit for issuance to the bidders in an Addendum. Any required supporting documents shall also be provided with the meeting minutes.

The Consultant shall provide answers along with supporting documentation such as specifications, drawings, or sketches to Requests for Information (RFI) from bidders for issuance to the bidders within 5 days after the Final Questions Submission Date in an Addendum.

The Consultant shall assist the Township in the valuation of the bids and alternates and participate in contractor de-scope meetings. The Consultant shall take meeting minutes which shall be submitted to the Township within three (3) business days following the de-scope meeting for inclusion in the Letter of Intent and Contract by the Township.

3.4 CONSTRUCTION ADMINISTRATION

Work in this Phase shall be in general conformance with the responsibilities detailed in AIA Document B101-2017- Standard Form of Agreement Between Owner and Architect. The scope descriptions below are intended to supplement and clarify that which is in the AIA B101 Contract.

The Consultant shall issue a set of sealed Construction Documents that incorporate all bidding documents and revisions per Addenda prior to the start of construction.

The Consultant's responsibility under this Agreement for Construction Phase services commences with the execution of the Contracts between the Prime Contractors and the Township and terminates no earlier than the expiration of the Contractor's one-year guarantee period against defective materials, equipment and/or workmanship. This paragraph is not intended to and shall not be construed as affecting in any way the calculation of any applicable legal statutes of limitation.

The Consultant shall not be responsible for the Contractor's construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. However, if the Consultant has actual knowledge of safety violations, the Consultant shall immediately alert the relevant Contractor or Subcontractor and shall give prompt written notice to the Township. However, the Consultant shall provide all required assistance to the Contractor, Subcontractors and/or agents and employees in order to facilitate the appropriate and timely performance of the Work.

Upon receipt from the Contractor, the Consultant shall carefully review and examine the Contractor's Schedule of Values, together with any supporting documentation or data which the Township or the Consultant may require from the Contractor. The purpose of such review and examination will be to protect the Township from an unbalanced Schedule of Value which allocates greater value to certain elements of the Work than is indicated by such supporting documentation or data or than is reasonable under the circumstances. If the Schedule of Values is found to be inappropriate, or if the supporting documentation or data is deemed to be inadequate, the Schedule of Values shall be returned to the Contractor for revision or supporting documentation or data.

The Consultant and any sub-consultants retained by the Consultant, or an authorized and qualified representative, shall visit the Project periodically as required by the Township during periods of active construction in order to review the progress of the Work, and take such actions as are necessary or appropriate to achieve the requirements of the Construction Documents in the Work of the responsible Contractors, including advising the Township's representatives as to particular matters of concern. It shall also be the duty of the Consultant to have its sub-consultants visit the site periodically as required during their respective Phases of the work, at such intervals as may reasonably be deemed necessary.

The purpose of such site visits and reviews will be to determine the quality, quantity and progress of the Work in Comparison with the requirements of the Construction Documents. In making such reviews, the Consultant shall exercise care to protect the Township from defects or deficiencies in the Work, from unexcused delays in the schedules and from overpayment to the Contractor.

Based on the Consultant's reviews of the Project, the Consultant will make a recommendation, in consultation with the Township's Construction Manager, regarding approval or rejection of payment on the Application-Certificate of Payment. Approval of the Certificate of Payment shall constitute a representation by the Consultant to the Township that the Work has progressed to the point indicated on the Application, and that to the best of the Consultant's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents.

The Consultant will be, in the first instance, the interpreter of the requirements of the Contract Documents. The Consultant will, within a reasonable time as determined by the Township, render such interpretation as it may deem necessary for the proper execution or Progress of the Work. All interpretations by the Consultant shall be defined in writing and/or by drawing and shall be consistent with the intent of the Contract Documents.

In addition to the above, the Consultant shall be required to attend, any and all Project site conferences dealing with interpretation of the Contract Documents.

The Consultant shall review, take action, and process, subject to the right of review by the Township, Shop Drawings to ensure compliance with the Contract Documents and all product data, samples, materials and other submissions of the Contractor required by the Contract Documents for conformity to and in harmony with the design concept of the project and for compliance with the requirements of the Contract Documents.

The Consultant shall return the approved shop drawings, or detailed notation for resubmission, if required, within fourteen (14) calendar days after receipt from the Contractor unless mutually agreed otherwise by the Consultant, Township and Contractor. A detailed log shall be maintained by the Consultant as to time of receipt of the shop drawings and time of return, with adequate notes as to their disposition.

The Consultant shall attend the biweekly Job Conference and Field Coordination meetings conducted by the Prime General Contractor (who shall prepare and distribute summary minutes) of each meeting within five (5) calendar days to the Consultant, Construction Manager, Township, Contractors and all other interested parties.

The Consultant, in conjunction with the Township's Construction Manager, shall review all Change Order requests within seven (7) calendar days and shall advise Township, in writing, with respect to the necessity or advisability of same. The Consultant shall also evaluate the costs and include a cost estimate or provide detailed cost information to substantiate the proposal as submitted by the contractors. The Consultant shall prepare and issue the Change Order for the approval by the Consultant, Contractor and Township. The Consultant and Construction Manager shall also maintain an appropriate Change Order log.

The Consultant is authorized and obligated to reject Work which does not conform to the Contract Documents and shall notify the Township of the recommendation of rejection in writing. The Consultant is further authorized to recommend stoppage of Contractor's Work whenever, in the Consultant's reasonable opinion, such action is necessary for the proper performance of the construction Work. Recommendation of stoppage shall be made orally to the Township's representative and immediately confirmed, in writing, within twenty-four hours of the recommendation. The confirmation must include the reasons for such recommendation.

The Consultant and its sub-consultants shall participate in Substantial Completion and Final Completion Inspections to affix the dates of Substantial and Final Completion and shall concur in the report of Final Completion to the Township prior to approving the Contractor's application for Final Payment. The Consultant shall produce the punch list document and provide follow-up to ensure all items are completed to the satisfaction of the Township before any Final Completion approval is issued.

The Consultant and its sub-consultants shall participate in an inspection prior to the expiration of the one (1) year guarantee period against defective materials, equipment and/or workmanship to determine any defects in materials, equipment and/or workmanship since the date of Substantial Completion. The Consultant shall produce the (1) year guarantee period punch list document for distribution to the Contractor(s) and provide follow-up to ensure all items are completed to the satisfaction of the Township.

At the time of Substantial Completion of the Project, the Consultant shall review for approval all required close-out documentation required per the Specifications including, but not limited to, manufacturers' operating instructions, maintenance instructions, certificates, warranties, guaranties and other pertinent operating and maintenance data.

At the time of Final Completion of the Project, the Consultant shall collect from the Contractor their complete sets of as-built drawings and will, within 30 days after receipt from the Contractors, transpose all of the changes recorded by the Contractors, onto a full set of reproducible drawings which shall become the record (as-built) drawings of the Project. The record drawings must also be put on electronic media compatible with the Township's software system.

The Consultant shall electronically scan all approved shop drawings being returned to the Contractor and provide a complete set of the approved shop drawings for the Project in electronic pdf and dwg format (organized by CSI division) to the Owner within one (1) month after Substantial Completion of the Project.

SECTION IV

4.0 SELECTION AND EVALUATION CRITERIA

Springfield Township will select, if any, the Respondent it determines in its sole discretion to be best qualified for this Project based on the information submitted and the offer considered most advantageous to the Township including price, schedule, experience, completeness of proposal, comparable projects, qualifications of staff and other factors.

All Proposals will be reviewed by the Township's elected officials, administrative staff and, the Township's designated representatives to determine responsiveness and completeness of proposals. Non-responsive or incomplete proposals may be rejected without evaluation. Select firms may be invited to give an oral presentation of their proposal. Interviews will be conducted by the Township's elected officials, administrative staff and their designated representatives.

Proposal will be evaluated on, among other things, the following:

Technical Expertise and Experience *(in no particular order of priority)*

- The Respondent's experience in performing similar work.
- The Respondent's experience in successfully completing contracts of a similar size and scope to the project described in this RFP.
- The expertise and professional level of the individuals assigned to conduct the work.

- The overall ability of the Respondent to mobilize, undertake and successfully complete all of the responsibilities in the RFP Scope of Work in a timely manner at a high standard of quality.
- The completeness of the proposal and the Respondent's understanding of the project.
- Consideration of the design functionality and appearance of completed projects by the Respondent and the compatibility with existing surrounding architecture.
- Experience of any subconsultants.
- The systems, methodology and techniques for collecting and managing data.
- The methods for managing the work to ensure timely and orderly completion.
- The Respondent's demonstrated ability to maintain the project schedule.

Cost

- The level of expertise of the individuals proposed to do the work.
- Cost and Fee Schedules
- The number of hours of work to be performed.

EXHIBIT A – Fee Proposal Form

THIS FORM MUST BE PLACED ON PROPOSING FIRM'S LETTERHEAD, COMPLETED AND SIGNED BY THE FIRM AND INCLUDED AS PART OF THE PROPOSAL.

Lump Sum Fees for the Feasibility, Architectural and Engineering Services as described in this RFP for this Project are as follows. The Township reserves the right to award each phase separately before proceeding to the next sequential phase.

Research, Data Collection and Needs Assessment

Lump Sum Fee \$ _____
Reimbursables \$ _____
Total Lump Sum Fee \$ _____
Estimated Duration for this Phase of Work _____

Project Design Development Documents

Lump Sum Fee \$ _____
Reimbursables \$ _____
Total Lump Sum Fee \$ _____
Estimated Duration for this Phase of Work _____

Project Construction Documents (50%)

Lump Sum Fee \$ _____
Reimbursables \$ _____
Total Lump Sum Fee \$ _____
Estimated Duration for this Phase of Work _____

Project Construction Documents (80%)

Lump Sum Fee \$ _____
Reimbursables \$ _____
Total Lump Sum Fee \$ _____
Estimated Duration for this Phase of Work _____

Project Construction Documents (100%)

Lump Sum Fee \$ _____
Reimbursables \$ _____
Total Lump Sum Fee \$ _____
Estimated Duration for this Phase of Work _____

Project Bidding Phase

Lump Sum Fee \$ _____
Reimbursables \$ _____
Total Lump Sum Fee \$ _____
Estimated Duration for this Phase of Work _____

Project Construction Administration

Lump Sum Fee \$ _____

Reimbursables \$ _____

Total Lump Sum Fee \$ _____

Estimated Duration for this Phase of Work _____

TOTAL LUMP SUM FEE PROPOSAL AMOUNT \$ _____

This proposal is also based on the following Addenda which are herein acknowledged and received.

Addendum #1 dated _____

Addendum #2 dated _____

Addendum #3 dated _____

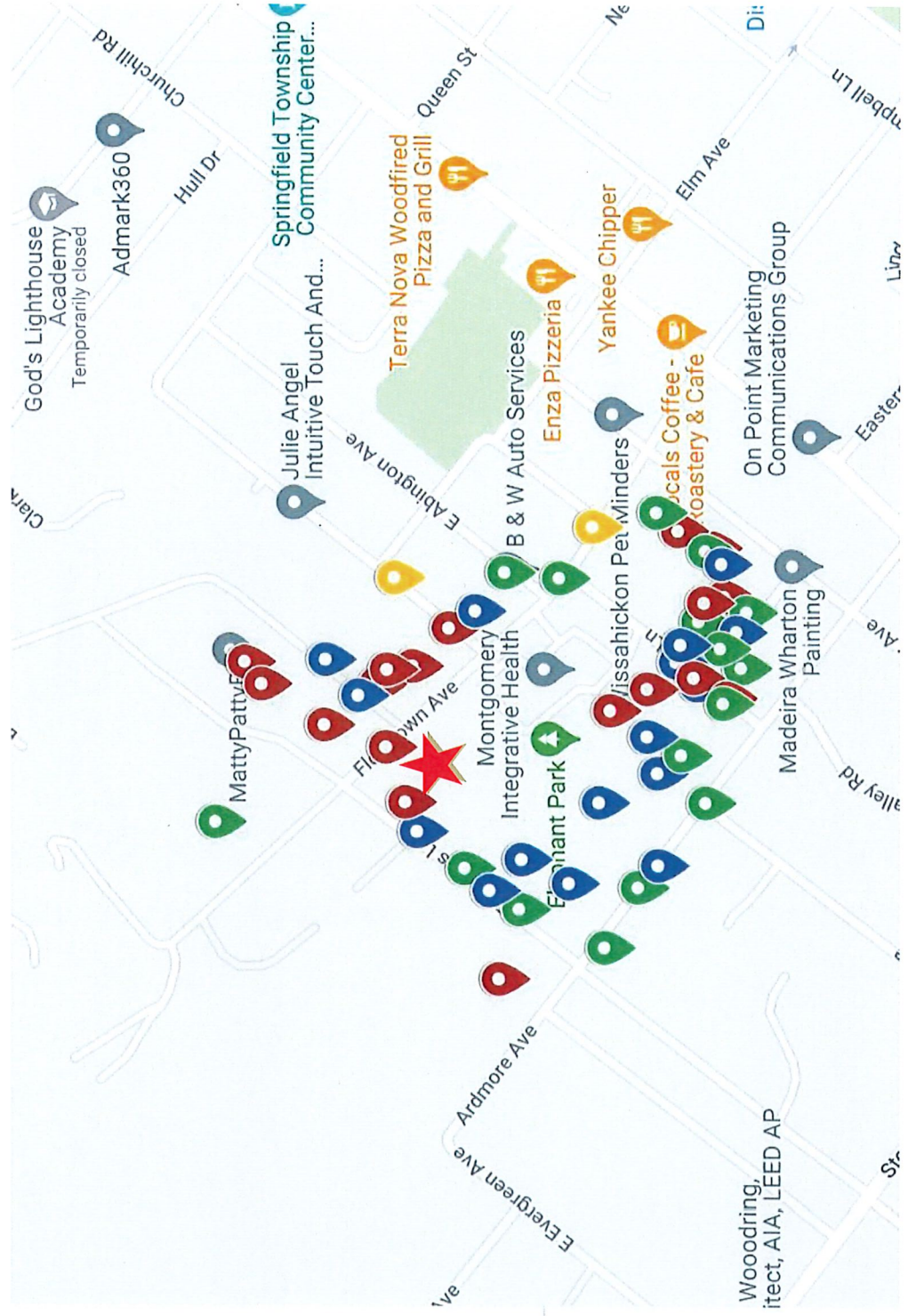
Attached to this Proposal Form is _____ *(Firm Name)*
Schedule of hourly billing rates for all personnel and sub-consultants working on this project the unit costs for expendables expected to be charged to this project.

The undersigned hereby confirms that he/she is an individual authorized by the firm to sign and submit this proposal. The undersigned offers and agrees that if the firm becomes the intended awardee, the firm will execute without exception, deletion or addition a final agreement based on the amounts listed in this proposal.

Firm Name and Address

Signature and Title

Wyndhill Park - Pickleball 2023



- Wyndhill Park
- Keep lines as currently exist.
- Limit use to tennis.
- Refine daily hours of play.
- Bringing their own net.
- Other / No value