

AGENDA

WORKSHOP MEETING – BOARD OF COMMISSIONERS – MONDAY, DECEMBER 11, 2023, 7:00 PM

1. **Police Accreditation** – presentation of award by the Pennsylvania Law Enforcement Accreditation Commission
2. **Land Development – 1301 Mermaid Lane** – consider accepting a letter of extension to the land development review process
3. **Historic Resources List** – presentation from the Historical Commission regarding the need to create a historic resources list and associated budget request
4. **Historical Commission Membership** – consider the reappointment of an existing member
5. **Recycling Report** – review the monthly recycling activities
6. **LED Streetlight Project** – review estimated savings since conversion was completed
7. **Black Horse Inn** – approval of lease extension/amendment with an existing tenant; consider extending a Multiple Listing Contract with Dan Helwig Inc. for two office vacancies
8. **Township Manager's Report** – discuss operational issues as outlined in the Monthly Report
9. **December Bill Listing** – review and approve the monthly bill listing and check reconciliation of the previous month
10. **2024 Agency Meeting Schedule** – review the draft 2024 meeting schedule and consider any changes, authorize advertisement of the schedule
11. **2024 Organizational Meeting** – announce the 2024 organizational meeting of the Board of Commissioners to be held on January 2, 2024
12. **2024 Budget Hearing** – conduct a budget hearing and discuss the 2024 preliminary budget
13. **2024 Budget Adoption** – close the business affairs of the Township for 2023 and adopt the 2024 budget
14. **Zoning Hearing Board Agenda** – announce the agenda of any special or regular meeting of the Zoning Hearing Board
15. **Zoning Hearing Board Membership** – consider the reappointment of one existing member
16. **Zoning Hearing Board Solicitor** - consider a request to increase the solicitor's hourly rate to \$150 per hour
17. **Trails and Connectivity Plan** – consider adoption of the Plan

18. **Cisco Park Renovations** – review proposed renovation plan for the playground, and a request from the Springfield Township Rotary Club to name a donated pavilion in honor of a past Rotarian
19. **Recreation Center Master Plan** – review and discuss the results of a Request for Proposals to conduct a Needs Assessment, Master Site Plan and Design Services
20. **1725 Walnut Avenue Master Plan** – review a draft Request for Proposals to prepare a Needs Assessment, Master Site Plan and Design Services for a proposed public park
21. **Library Advisory Committee Membership** – consider the reappointment of three existing members and appointment of one school district representative

NEW BUSINESS

Michael Taylor
Township Manager

MT:cmt
12/6/23

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.

Pennsylvania Chiefs of Police Association



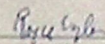
To All Who See This Certificate Know That The


Springfield Township Police Department

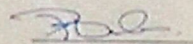
having fulfilled the necessary qualifications and mandatory requirements of the Pennsylvania Law Enforcement Accreditation Program of the Pennsylvania Chiefs of Police Association by voluntarily complying with the provisions of a professional law enforcement accreditation program by means of achieving and demonstrating the highest acknowledged standards as required by the Pennsylvania Law Enforcement Accreditation Commission is hereby recommended and approved and authorized to receive this

Certificate of Law Enforcement Accreditation

*effective as of this 22nd day of September in the year of 2023 for a term of three years.
(Original date of Accreditation - September 22, 2023)*


President


Chairman


Executive Director

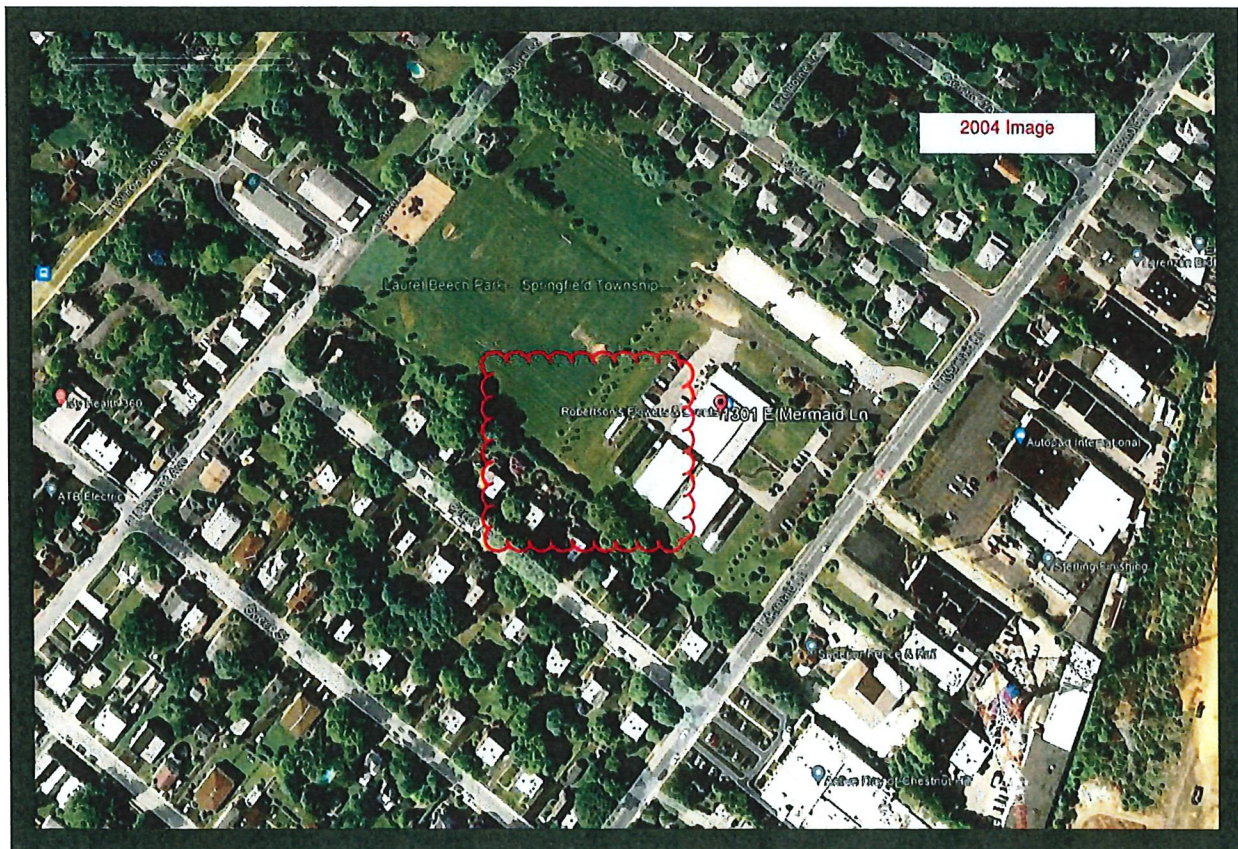
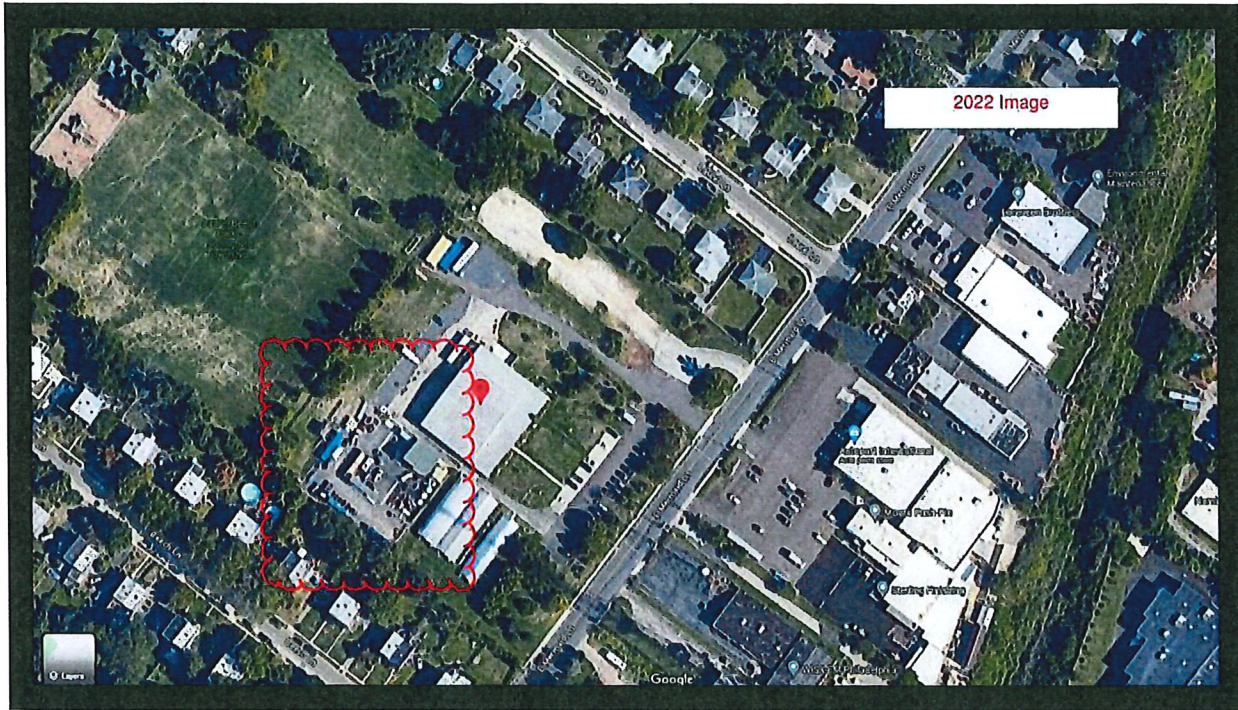


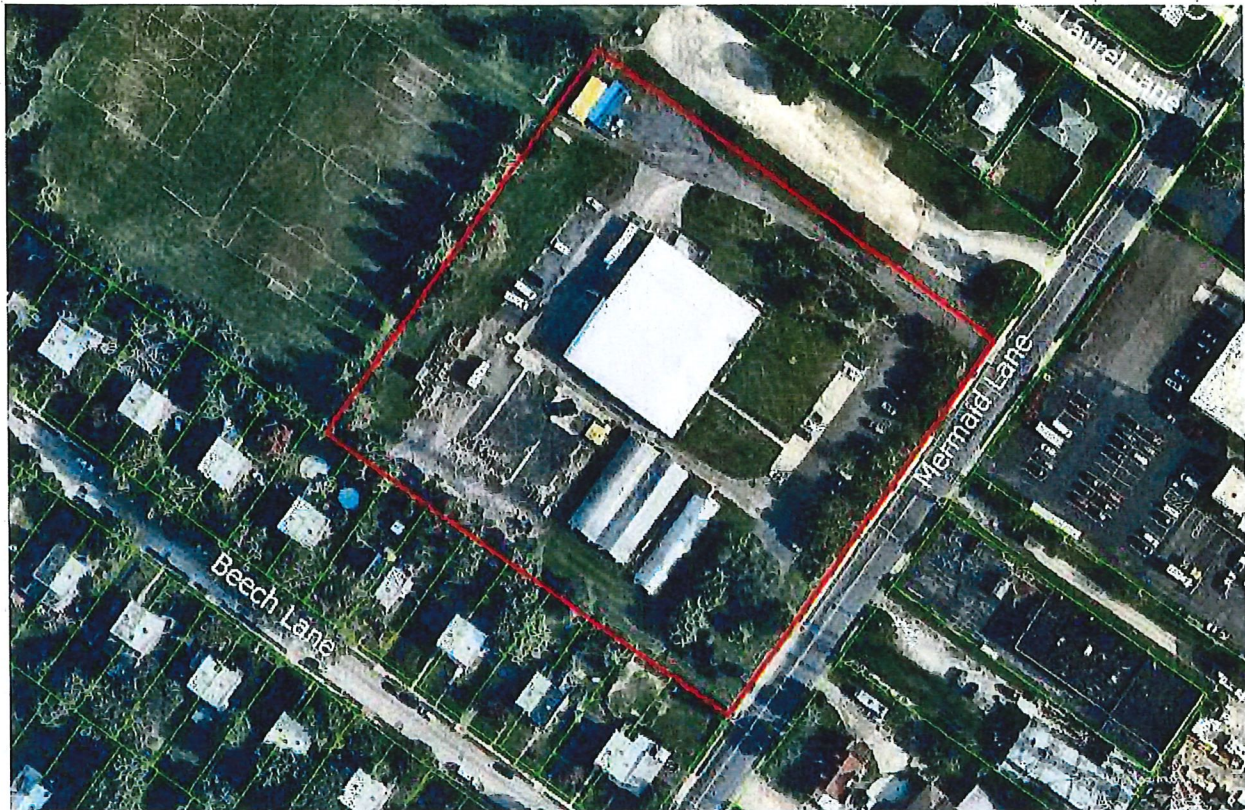
October 26, 2023

Mark Penecale, Planning Director

Springfield Township

Reference: 1301 E. Mermaid Lane – Land Development Application





Robertson's Flowers
MCPC#230203001

Montgomery
County
Planning
Commission

0 50 100 200 Feet

Montgomery County, Virginia - Planning Commission
10000 Old Dominion Road, Suite 1000
Fairfax, VA 22030-4411
703.271.1770 (ext. 2000)
www.montgomeryplanning.com



Chapter 46. Historic Resources

[HISTORY: Adopted by the Board of Commissioners of the Township of Springfield 12-11-2019 by Ord. No. 962. Amendments noted where applicable.]

§ 46-1. Creation, membership, and compensation.

The Board of Commissioners of Springfield Township, Montgomery County, Pennsylvania, (hereinafter referred to as the "Board") does hereby create the Springfield Township Historical Commission (hereinafter referred to as the "Commission"). Such Commission shall be composed of a total of five members, plus one alternate member, who shall all serve without compensation. The Board may appoint a liaison to the Historical Commission from among its members as part of its annual reorganization in January.

§ 46-2. Purpose.

It is hereby declared as a matter of public policy that the preservation and protection of buildings, structures, sites and landscapes of historic, architectural, cultural, archeological, educational and aesthetic merit are public necessities and are in the interests of the health, prosperity and welfare of the people of Springfield Township. To that end, the Township has undertaken to identify and document its historic resources. The provisions of this chapter, coupled with the provisions of Chapter **114** (Zoning), Article **XIID** (Historic Resource Overlay District), are intended to:

- A. Promote the general welfare by protecting the integrity of the historic resources of Springfield Township.
- B. Establish a clear and public process by which proposed land use changes affecting historic resources can be reviewed.
- C. Discourage the demolition of historic resources.
- D. Provide incentives for the continued use of historic resources and to facilitate their appropriate reuse.
- E. Encourage the conservation of historic settings and landscapes.
- F. Promote retention of historical integrity in the context of proposed land use and/or structural changes, including scale and texture.
- G. Encourage the historic preservation of features, including landscapes, that contribute to the Township's historic character by:
 - (1) Establishing an Historical Commission to advise owners regarding historically appropriate alterations to historic resources;
 - (2) Educating the community about historic preservation and the Township's history through publications, workshops and events;
 - (3) Assisting owners of historic resources with nomination to the National Register for Historic Preservation; and

- (4) Providing assistance to owners to make ownership of an historic resource more affordable by permitting additional uses that can generate revenue.

§ 46-3. Appointment, term, organization and vacancy.

- A. The Board shall appoint all members of the Commission for staggered three-year terms of office, with the initial terms using the following format: 1/3 of the positions as one-year terms, 1/3 as two-year terms, and the remainder as three-year terms, with all successive members' terms being three years or until a qualified successor is appointed.
- B. A majority of the Historical Commission shall constitute a quorum, and action taken at any meeting shall require the affirmative vote of a majority of the Historical Commission, regardless of the number actually present.
- C. If, by reason of absence or disqualification of any regular member of the Commission, a quorum is not reached, the Chair of the Commission shall designate the alternate member of the Commission to sit on the Commission to provide a quorum. The alternate member of the Commission shall continue to serve on the Commission in all proceedings involving the matter or case for which the alternate was initially appointed until the Commission has made a final recommendation on the matter or case.
- D. When seated pursuant to Subsection **C** above, an alternate shall be entitled to participate in all proceedings and discussions of the Commission to the same and full extent as provided by law for regular Commission members, including, specifically, the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties of a regular Commission member. When not seated pursuant to Subsection **C** above, an alternate shall not be entitled to vote as a regular member of the Commission but shall be entitled to participate in any proceeding or discussion of the Commission.
- E. The Chair of the Commission shall promptly notify the Board of Commissioners concerning vacancies in the Commission, and such vacancies shall be filled for the unexpired term by the Board.

§ 46-4. Membership qualifications.

- A. Except as otherwise prohibited by the First Class Township Code or the Municipalities Planning Code, an officer or employee of the Township may be a member of the Historical Commission, but at least four of the five members of the Commission shall be nonemployee, citizen members.
- B. Members of the Historical Commission shall either be residents of the Township or the operator of a business which is located in the Township. A majority of the members shall be Township residents.
- C. To the extent possible, the Historical Commission shall include at least one of each of the following: a registered architect with a minimum of five years' experience with historic preservation, an architectural historian, a member of the Board of Directors of the Springfield Township Historical Society, a member of the Township Planning Commission, an operator of a business located within the Township and any other person that the Board shall deem to have sufficient knowledge in the field of historic preservation. A single member may qualify for more than one area of expertise. The resume showing the qualifications of the members shall be filed with the Township Secretary.

§ 46-5. Duties of the Historical Commission.

- A. The Historical Commission shall perform those duties established by this chapter and by Chapter **114** (Zoning), Article **XIID** (Historic Resource Overlay District) and shall recommend to the Board of Commissioners those properties to be placed on, or removed from, the Historic Resource Inventory.

B. The Commission shall have the following duties:

- (1) Establish procedures for evaluating, compiling, maintaining and publishing an updated Historic Resource Inventory.
- (2) Propose additions, updates and changes to the Historic Resources Inventory to the Board.
- (3) Provide recommendations to the Board, Planning Commission, Zoning Hearing Board and Community Development Department, as provided for in this chapter and in the Township Zoning Ordinance, regarding the use, alteration, preservation or demolition of resources of historic significance located in the Township.
- (4) Keep records of resolutions, transactions, and findings of the Commission. These records shall be considered public, except for archaeologically sensitive locations, subject to the public disclosure laws of the Commonwealth of Pennsylvania, as amended.
- (5) Make a written report by March 1 of each year of the Historical Commission's activities to the Board. Interim reports may be made as often as necessary, or as requested by the Board.
- (6) Provide advice on historic resources concerning the appropriateness of the proposed erection, reconstruction, alteration, restoration, rehabilitation, repair, demolition or razing of a building, structure or site, which may have historical significance.
- (7) Provide advice on historic resources in regards to repairs, maintenance methods and technologies, adaptive reuse, and other preservation strategies.
- (8) Maintain communication with state and federal historical agencies to obtain current lists of National Historic Landmarks or eligibility for the National Register of Historic Places.
- (9) Support the Township's efforts to promote the benefits of historic preservation through media and educational programs.
- (10) Prepare and maintain a list of properties in the Township that the Historical Commission finds to be desirable or eligible for inclusion in the Historic Resource Inventory.

§ 46-6. Rules and regulations.

- A. The Commission may, for its own organization and procedure, make and alter rules and regulations consistent with this chapter and the laws of the Commonwealth, subject to the approval of the Board of Commissioners.
- B. The Commission may cooperate with the Springfield Township Historical Society or similar resources in investigations of historical matters.
- C. Commission members shall obtain permission of the owner before entering into or onto private property.

§ 46-7. Historic Resource Inventory established; criteria.

An Historic Resource Inventory is hereby established of buildings, objects, structures and sites in the Township designated for preservation. The inventory and a system for the survey and inventory of the Township's historic buildings, objects and structures and sites shall be appended to the Township Code and shall be available for public inspection in the office of the Township Community Development Department. Initially, the Historic Resource Inventory shall consist of those resources designated on the list appended to Chapter 46, Historic Resources. Resources may be added or removed from the Historic Resource Inventory as follows:

- A. Criteria for designation. A building, object, structure or site, or a complex of the same, may be placed on the Historic Resource Inventory if it is found to meet any of the following criteria:

- (1) The resource has significant character, interest, or importance as part of the development, heritage, or cultural characteristics of the Township, county, region, state, or nation, or is associated with the life of a person significant in the Township's past.
- (2) There exists architecture, archaeology, engineering, or culture in the resource, whether in buildings, objects, structures or sites, which possess design, setting, materials, workmanship, feeling, or association of historical significance.
- (3) The resource is associated with events or persons of historical importance; or that have significant character, interest or value as part of the development of the Township, county, region, state, or nation; or exemplify its cultural, political, economic, social or historical heritage; or that have yielded, or may be likely to yield, information important in history or prehistory.
- (4) The resource embodies the distinctive characteristics of a type, period, architectural style, engineering technique or process, or method of construction or contains elements of design, detail, materials or craftsmanship which represent a significant innovation; or that represent a significant and distinguishable entity whose components may lack individual distinction, or that is the noteworthy work of a designer, architect, landscape architect or engineer whose work has influenced the historical, architectural, economic, social or cultural development of the Township, county, region, state or nation.
- (5) The resource is part of or related to a commercial center, park, community or other distinctive area which should be preserved according to an historic, cultural or architectural motif; or that owing to its unique location or singular physical characteristic, represents an established and familiar visual feature of the neighborhood, community or Township.
- (6) The resource has yielded, or may be likely to yield, information important in prehistory or history.
- (7) The resource exemplifies the cultural, political, economic, social, or historical heritage of the community.
- (8) Any resource which is included on the National Register of Historic Places shall be included on the Historic Resource Inventory.

B. Procedure for designation or removal. Any property proposed for designation on or removal from the Historic Resource Inventory shall be proposed by or shall first be referred to the Historical Commission, which shall hold a public meeting thereon.

- (1) A landowner shall be permitted to submit an application to the Township Historic Commission requesting that the landowner's property be included on, or removed from, the Historic Resource Inventory. Applications for inclusion on the Historic Resource Inventory shall not be permitted to be submitted by any person not having an ownership interest in the property proposed to be included.
- (2) At least 30 days before holding a public meeting to consider the proposed designation or removal of a building, structure or site as historic, the Historical Commission shall send notice to the owner of the property proposed for designation. Such notice shall indicate the date, time and place of the public meeting at which the Historical Commission will consider the proposed designation or removal. Notice shall be sent to the registered owner's last known address as the same appears in the real estate tax records of the Township Treasurer and sent to the "owner" at the street address of the property in question.
- (3) Any interested party may present testimony or documentary evidence regarding the proposed designation or removal at the public meeting.
- (4) The Historical Commission shall present its written report to the Board of Commissioners, the applicant and any person granted party status at the public meeting within 60 days following the last public meeting, basing its recommendation upon those criteria for designation established in this section. A property shall be recommended for removal from the Historic

Resource Inventory if it does not currently meet the criteria for designation. The report shall include a summary of the information and copies of all documents presented at the meeting and used by the Historical Commission in making its recommendation.

- (5) Based upon the criteria set forth in this section and after receiving the recommendations of the Historical Commission, the Board of Commissioners shall, from time to time, add or delete buildings, structures and sites to or from the Historic Resource Inventory. Written notice of the action of the Board of Commissioners shall be given to the property owner and to any person appearing at the public meeting of the Historical Commission who requests notification.
- C. Publication. The Historic Resource Inventory shall be made available to the public for inspection at the Springfield Township Building during regular business hours. The Inventory, or parts thereof, may also be made public through other means, including but not limited to display on the Township's website or at a local library.

§ 46-8. Alteration or demolition of identified historic resources.

- A. The terms "alteration," "alter," "demolition" or "demolish" shall refer to the definitions provided in Chapter 114, entitled "Zoning," of this Code.
- B. No identified historic resource listed on the Historic Resource Inventory shall be altered, demolished, removed or relocated until the provisions as provided herein have been satisfied, whereupon alteration, demolition, removal or relocation of the historic resource shall be allowed. For the purposes of this chapter, a removal or relocation of an historic resource shall constitute an alteration, and shall be covered by an historic resource alteration permit. These provisions shall not be construed to prevent the ordinary maintenance or repair of any building, structure, site, or object where such work does not otherwise require a permit and where the purpose and effect of such work is to correct any deterioration or decay of, or damage to, a building, structure, site, or object and to restore the same to its condition prior to the occurrence of such deterioration, decay, or damage.
- C. Alteration permit and demolition permit requirements for identified historic resources.
- (1) A complete Historic Resource Alteration Permit and Demolition Permit Application shall be submitted to the Township Zoning Officer. A building permit or demolition permit application may not be submitted until the historic resource alteration permit and demolition permit has been issued.
 - (2) In addition to the location, identification, and the type and project cost information for the regular building permit or demolition permit, the Historic Resource Alteration Permit and Demolition Permit Application shall require the applicant to provide the following information. The remainder of the normal building permit or demolition permit requirements will be necessary after the approval of the historic resource alteration permit and demolition permit.
 - (a) Date of purchase of the property, party from which purchased, and full amount paid for the property.
 - (b) Assessed value of the land and improvements, using the common level ratio currently in use in Montgomery County, Pennsylvania.
 - (c) A scaled site plan showing all buildings and structures on the property.
 - (d) Recent photographs of the resource proposed for demolition, removal, or relocation from the front, sides and rear and representative photography (if applicable) of the interior of any buildings.
 - (e) Detailed reasons for the alteration, demolition, removal, or relocation, along with financial explanation (if applicable).

- (f) Intended future use of the site and of the materials from the altered or demolished resource.
- (g) Timeline for implementation of proposed use for the site.
- (h) The applicant shall sign a statement that the applicant has received a list of additional uses allowed for historic resources provided in Chapter **114**, Zoning, Article **XIID** from the Township Zoning Officer.

D. Procedures for review.

- (1) The Township shall have a maximum of 15 business days to determine if the Historic Resource Alteration Permit or Demolition Permit Application is complete and notify the applicant.
- (2) The Historical Commission shall review the application at a public meeting within 30 calendar days of the determination of completeness of the Historic Resource Alteration Permit or Demolition Permit Application.
- (3) The Historical Commission shall make recommendations to the Board of Commissioners within a maximum of 60 calendar days from the date of the first Historical Commission meeting where the application has been discussed. The recommendations shall include any conditions and the extent of documentation of the structure(s) to be altered or demolished if such documentation is required by the Board.
- (4) The Board of Commissioners shall render a decision on the application at a public meeting within 45 calendar days after receiving the recommendation from the Historical Commission. The applicant shall be notified of the meeting by the Township at least seven calendar days prior to its date. The Board of Commissioners shall either approve the application, approve the application with conditions, deny the application or defer its decision, affording a delay of alteration or demolition for up to 60 calendar days from the date of the meeting. The Board may, if they deem the resource significant enough, delay the alteration or demolition an additional 90 calendar days for the purposes of gathering additional information, discussing alternatives to alteration or demolition with the applicant, or other factors.

E. Issuance of historic resource alteration permit or demolition permit.

- (1) Before the historic resource alteration permit or demolition permit is issued, the following conditions shall be met:
 - (a) A bond or escrow may be required by the Township, in an amount determined in the sole discretion of the Township Board of Commissioners or its designated and qualified employee or consultant, to ensure compliance with the parameters and conditions of the permit.
 - (b) The applicant shall document the historic resource as required by the Board of Commissioners prior to the alteration or demolition.

F. Upon the issuance of the historic resource alteration permit or demolition permit, the applicant may submit an application for a regular building permit or demolition permit.

§ 46-9. Design guidelines.

In determining the recommendations to be made to the Board of Commissioners concerning the issuance of an historic resource alteration permit or demolition permit, the Historic Commission shall consider only those matters that are pertinent to the preservation of this historic and/or architectural aspect and nature of the building, site, area or district, certified to have historical significance, including the following:

- A. Broad historical values representing the cultural, political, economic or social history of Springfield Township.

- B. The relationship of the building or structure to historic personages or events.
- C. Significant architectural styles representative of a certain historical period or a style of method of construction.
- D. The effect of the proposed change upon the general historic and architectural nature of the district.
- E. The appropriateness of the exterior architectural features which can be seen from a public street.
- F. The general design, arrangement, texture, material and color of the building or structure and the relation of such factors to similar features of other buildings for structures in the Township.
- G. Consideration shall be given but not limited to the following:
 - (1) Proportion of building(s) front facades. (The relationship between the width of the front of the building and the height of the front of the building).
 - (2) Proportion of openings within the building. The relationship of width to height of windows and doors.
 - (3) Rhythms of solids to voids in the front facade. Since rhythm is a repeated and recurrent reflection of strong and weak architectural elements, a rhythm of masses to openings in a building should be maintained.
 - (4) Rhythm of spacing of buildings on streets. In moving past a series of buildings, a rhythm of recurrent or repeated building masses to spaces between them should be experienced.
 - (5) Rhythm of entrance and/or porch projections. Moving past a series of structures, a rhythm of entrances or projections.
 - (6) Relationship of materials. Within an area, the predominant materials may be brick, stone, stucco, wood siding or other material.
 - (7) Relationship of textures. The predominant textures of an area may be smooth, such as stucco, or rough, as bricks with tooled joints or horizontal wood siding or other textures.
 - (8) Relationship of color. Insofar as the mass and detail such as trim are concerned, a predominant color that may be of a natural material or a patina colored by time. Blending colors of trim is also a factor.
 - (9) Relationship of architectural details. Architectural details and their relationship to the structure in question and adjacent ones, including but not limited to cornices, lintels, arches, quoins, balustrades and iron work, chimneys, etc.
 - (10) Relationship of roof shapes. Buildings should have compatible roof shapes such as gable, mansard, hip, flat, gambrel and/or other kinds of roof shapes.
 - (11) Walls of continuity. Physical ingredients such as brick walls, wrought iron fences, evergreen landscape masses, building facades or combinations of these form continuous, cohesive walls of enclosures along the street and should be maintained.
 - (12) Directional expression of front elevation. Preserving the orientation of structural shapes, plan of openings and architectural detail that reflect a predominantly vertical or horizontal character to the building's facade.
 - (13) Scale. Scale is created by the size of units of construction and architectural detail that relate to the size of man. It can also be determined by building mass and how it relates to open space. The major elements of scale may be brick or stone units, window or door openings, porches and balconies, etc.
 - (14) In making its recommendation, the Historic Commission shall also consider the specific elements of a property, including such features as traffic gates, fences, railings, windows, doors, porches, balustrades, columns, balconies, facades and roof, whether in the nature of

replacements or just repairs, even though these features may not necessarily require formal building permits under other codes of the Township.

H. Financial feasibility.

- (1) The Historic Commission may consider the financial feasibility of its recommendations in response to a request for an historic resource alteration permit or demolition permit for the erection, reconstruction, alteration and restoration of a building or structure. Financial feasibility shall be determined by the Historic Commission on the basis of an unreasonable economic hardship caused by the cost of the repair or replacement in-kind of whole or part of a building or structure, which determination shall be made based on evidence presented by the applicant.
- (2) The applicant shall submit a minimum of three estimates from bona fide contractors and/or vendors substantiating his or her claim that the financial feasibility of repair in-kind is an unreasonable economic hardship. The Board shall determine the condition of said architectural feature based on its inspection, photographs or report from the Building Inspector or preservation staff or consultant. No substitute material shall be approved which is inappropriate, incompatible or is destructive or has the potential to be destructive to the original fabric of the building or structure.

I. Variations. The Historic Commission may consider recommending variations from the existing conditions in a manner that will be in harmony with the character of the other buildings or structures on the street.

J. Sustainable/modern improvements. The Historic Commission shall recommend the addition of modern improvements to historic resources which materially contribute to the environmental sustainability of the historic resource, provided that such modern, sustainable improvement shall not alter the essential character of the historic resource. An example of such a modern, sustainable improvement is a solar panel, provided that the placement of such solar panel is proposed in a location which shall not alter the essential character of the historic resource.

K. The height of any new building or structure shall not exceed the height of the tallest adjacent building or structure by 10%. This requirement shall also apply to any proposed modifications to existing buildings or structures.

L. Where the Historic Commission recommends and the Board of Commissioners approves demolition of an historic building or structure, a good faith effort shall be made by the Township and the owner(s) to move said building or structure to a proximate site. If moving a building or structure slated to be demolished is economically or practically infeasible, efforts shall be made to salvage architectural features of said building or structure for use within the Township.

M. Upon review, structures determined by the Historic Commission to be noncontributing to the historic value and architectural character of the historic resource will not be required to obtain an historic resource alteration permit or demolition permit.

N. In addition to the above, all other Township laws and ordinances shall be complied with, including the Zoning and Subdivision Ordinances.

§ 46-10. Unreasonable economic hardship.

A. When a claim of unreasonable economic hardship is made due to the effect of this chapter, the owner of record must present evidence sufficient to prove that, as a result of Article **XIID** (Historic Resource Overlay District) of the Zoning Ordinance and this chapter, he is unable to obtain a reasonable return or a reasonable beneficial use from a resource. The owner of record shall submit by affidavit to the Historical Commission information which shall include but not be limited to the following:

- (1) Date the property was acquired by its current owner.

- (2) Price paid for the property (if acquired by purchase) and the relationship (if any) between the buyer and the seller of the property.
 - (3) Mortgage history of the property, including current mortgages.
 - (4) Current market value of the property in the opinion of the owner.
 - (5) Owner's equity in the property.
 - (6) Income and expense statements for the past two years.
 - (7) Past capital expenditures during ownership of current owner.
 - (8) Appraisals of the property obtained within the previous two years.
 - (9) Income and property tax factors affecting the property.
 - (10) All appraisals obtained within the previous two years by the owner or applicant in connection with purchase, offerings for sale, financing or ownership of the property, or state that none were obtained.
 - (11) All studies commissioned by the owner as to profitable renovation, rehabilitation or utilization of any structures or objects on the property for alternative use, or a statement that none were obtained.
 - (12) Estimate(s) of the cost of the proposed erection, reconstruction, alteration, restoration, demolition or razing and an estimate(s) of any additional cost(s) that would be incurred to comply with the recommendations of the Planning Board for changes necessary for it to approve an historic resource alteration permit or demolition permit.
 - (13) Form of ownership or operation of the property, whether sole proprietorship, for-profit or nonprofit corporation, limited partnership, joint venture or other.
- B. The Historical Commission may require that an applicant furnish additional information relevant to the Historical Commission's determination of unreasonable economic hardship.
- C. The Historical Commission may receive and consider studies and economic analyses from other Township agencies and from private organizations relating to the property in question.
- D. Should the Historical Commission determine that the owner's present return is not reasonable, it shall consider whether there are other uses currently allowed that would provide a reasonable return and whether such a return could be obtained through investment in the property for rehabilitation purposes. The Historical Commission may choose to recommend to the Board that special economic incentives be developed to assist the owner of the resource in maintaining it and obtaining a suitable economic return or achieving a reasonable beneficial use.
- E. The Historical Commission may seek the assistance of appropriate local, statewide or national preservation organizations in developing solutions which would relieve the owner's economic hardship. If the Historical Commission chooses to explore such options, the Historical Commission may delay issuing a recommendation for an historic resource alteration permit or demolition permit on the basis of economic hardship for a period of 90 days, in addition to time periods otherwise applicable.
- F. Should the applicant satisfy the Board of Commissioners, after having received a recommendation from the Historical Commission, that the applicant will suffer an unreasonable economic hardship if an historic resource demolition permit is not approved, and should the Historical Commission be unable to develop with the Township or appropriate local, statewide and national preservation organization a solution which can relieve the owner's economic hardship, the Board must approve the historic resource demolition permit.

§ 46-11. Violations and penalties.

Any person who violates the terms of this chapter shall be subject to the fines and penalties imposed under this chapter, as well as applicable fines and penalties imposed under any other applicable provision(s) of the Code of Springfield Township. The Township shall be entitled to impose any remedies provided in this Code or as allowed by state or federal law. In addition:

- A. Any person who alters or demolishes an historic resource in violation of the provisions of this chapter, or in violation of any parameters or conditions specified in a permit issued under the terms of this chapter, shall be required to restore the building, structure, object, resource, or site to its appearance prior to the violation. Such restoration shall be in addition to, and not in lieu of, any penalty or remedy available under this chapter or any other applicable law.
- B. The Township shall withhold issuance of any building permit for any property which, at the date of enactment of this chapter or any amendment thereto, was included on the Historic Resource Inventory and that subsequently involved an alteration or demolition in violation of this chapter, for three years from the date of the notice of violation, unless the building permit is to be issued for the purpose of restoring the historic resource to its condition and appearance immediately prior to the violation or to an historically significant condition.
- C. Any special exception application, zoning application, or subdivision or land development application involving any property which, at the date of enactment of this chapter or any amendment thereto, was included on the Historic Resource Inventory and that subsequently was altered or demolished in violation of this chapter shall not be approved for three years from the date of notice by the Township to the property owner of the violation, except upon the condition of satisfactory restoration of any such resources unless the approval is for the purpose of restoring the historic resource to its condition and appearance immediately prior to the violation or to an historically significant condition.
- D. Any person, property owner, occupant, or contractor who alters or demolishes an historic resource, but fails to obtain the appropriate historic resource alteration permit or demolition permit pursuant to this chapter or any other applicable ordinance of the Township needed to alter or demolish a structure, shall be liable, upon conviction of such a violation, to a fine not to exceed \$1,000 for each and every violation, plus court costs and reasonable attorneys' fees. Each day that the violation is uncorrected shall constitute a separate violation subject to the same penalties. This remedy shall be in addition to, and not in lieu of, any other remedy available under this chapter or under other applicable law.

§ 46-12. Enforcement.

In addition to the above remedies, the Township may take other appropriate legal action, which may include equitable and injunctive relief, to enforce the provisions of this chapter.

§ 46-13. Appeals.

Upon receipt of the written decision of the Board of Commissioners, the Zoning Officer shall notify the applicant for an historic resource alteration permit or demolition permit. The applicant or any person or entity made a party to the hearing may appeal the decision on the historic resource alteration permit or demolition permit as provided by law.

§ 46-14. Historic Resource Inventory.

The buildings, structures, objects, resources, and sites identified and/or located on the list approved by resolution of the Board of Commissioners shall comprise the Historic Resource Inventory of Springfield Township, and such Historic Resource Inventory may be amended from time to time by further resolution of the Commissioners, provided that the procedures set forth in this chapter, and as may be

more fully described in any Pennsylvania Historic Resource Form associated with such properties, have been satisfied.

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

	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>	<u>2023 BUDGET</u>
Materials Collected (tons)			
Single Stream Recyclables	173.4	1,800.4	2,172
Householder Participation			
No. of Curb Stops	26,212	265,013	278,534
Percent of Total (7,200)	91.0	78.3	74.0
Avg. Lbs. per Curb Stop	13.2	13.6	15.6
Sales Value of Recyclables (net)			
Single Stream Recyclables (\$57.35)*	(9,944.49)	(110,338.77)	(77,594.84)
Disposal Savings/Cost Avoidance			
COVANTA Tipping Fee @ \$75.24	13,046.62	135,462.10	163,398.71
State Performance Grant			
Prorated Annual Award	1,905.17	20,956.86	22,862.00
Grand Total Sales/Savings	5,007.30	46,080.19	108,665.87
Cost of Collection (prorated)			
Labor and Overhead	(26,011.42)	(286,125.62)	(312,137.00)
Equipment Cost	(4,216.67)	(46,383.37)	(50,600.00)
General Expense/Recycling Center	(83.33)	(916.66)	(1,000.00)
Total Cost	(30,311.42)	(333,425.65)	(363,737.00)
Net Income and Saving	(25,304.12)	(287,345.46)	(255,071.13)

*ESTIMATED; Sales value adjusts monthly

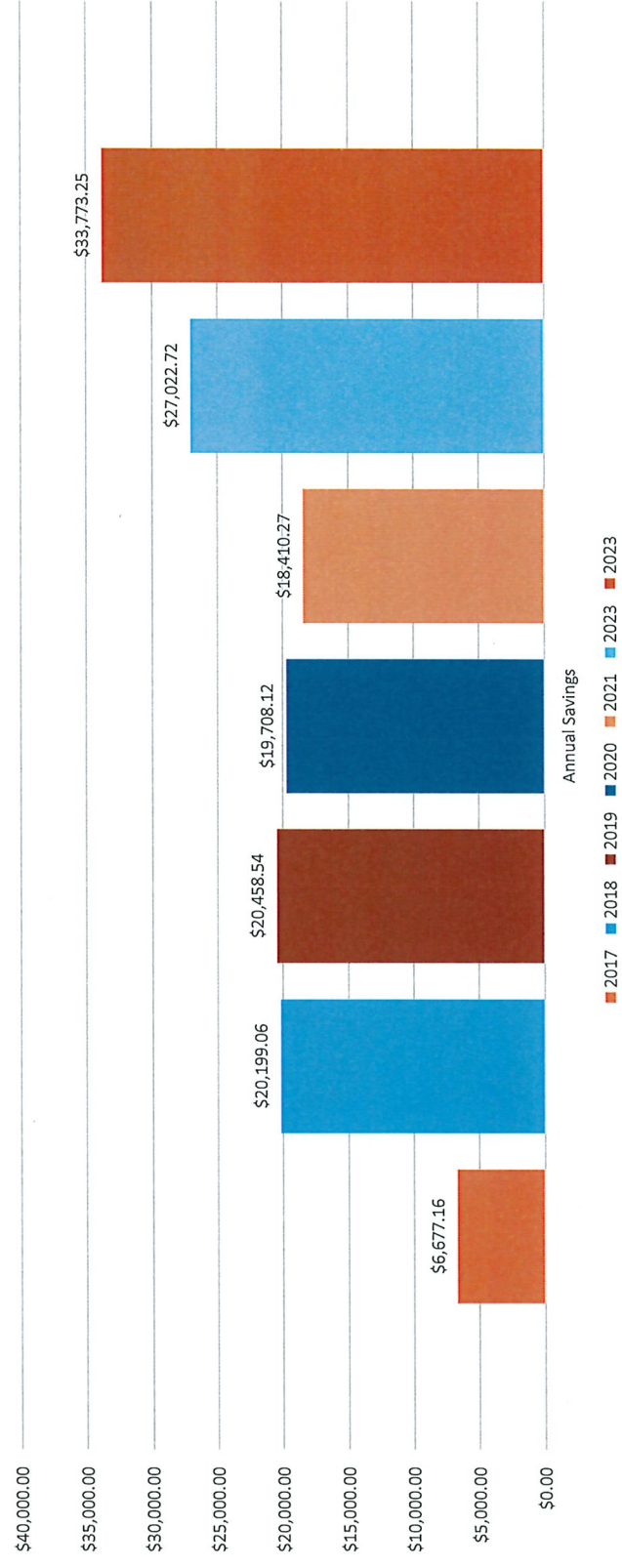


LED Street Light Conversion kWh Usage Savings

LED Street Light Conversion kWh Usage Savings



LED Street Light Conversion kWh Usage Savings



LED Street Light Conversion kWh Usage Savings



Springfield Township
MONTGOMERY COUNTY PENNSYLVANIA

Average kWh Usage Savings & kWh Rates

Year	Average kWh Used	Average kWh Reduction	Average kWh Rate
• 2017	22,291	29,579	\$0.056435
• 2018	22,291	29,571	\$0.056923
• 2019	23,749	28,113	\$0.060734
• 2020	24,041	27,821	\$0.059033
• 2021	24,041	27,821	\$0.055145
• 2022	21,903	29,484	\$0.075878
• 2023	21,190	30,672	\$0.100101

LED Street Light Conversion kWh Usage Savings



Springfield Township
MONTGOMERY COUNTY PENNSYLVANIA

Project Notes

- Prior to September 2017 monthly street light kWh usage was 51,862.
- Beginning in September 2017 kWh usage dropped to 22,291. (57% reduction of energy usage.)
- In March 2019, 57 more lights were added to the invoice.
- In the second quarter of 2022, a number of Bethlehem Pike ornamental lights were converted over to LED to add to the monthly savings.
- Total savings project to date \$146,249.



1 / 2

\$1,000.00

Commercial Lease

\$1.67 per SQFT

1409 Bethlehem Pike #ONE
Flourtown, PA 19031



1 / 14

\$4,500.00

Commercial Lease

0 Building SqFt, **1.10** Acres,

\$1.50 per SQFT

717 Bethlehem Pike
Erdenheim, PA 19038



1 / 10

\$20.00

Commercial Lease

1.55 Acres, **\$0.01** per SQFT

1 Allison Rd
Oreland, PA 19075



1 / 39

\$3,250.00

Commercial Lease

0 Building SqFt, **0.59** Acres,

\$2.03 per SQFT

1300 Bethlehem Pike #12
Flourtown, PA 19031





1 / 39

\$6,500.00

Commercial Lease

0 Building SqFt, **0.59** Acres,
\$2.03 per SQFT

1300 Bethlehem Pike #11
Flourtown, PA 19031



1 / 19

\$1,650.00

Commercial Lease

0 Building SqFt, **0.16** Acres,
\$2.36 per SQFT

1110 Bethlehem Pike #1108
Flourtown, PA 19031



1 / 10

\$600.00

Commercial Lease

0 Building SqFt, **0.37** Acres,
\$2.50 per SQFT

808 Bethlehem Pike #6
Glenside, PA 19038



1 / 14

\$750.00

Commercial Lease

\$2.27 per SQFT

709 Bethlehem Pike #D
Erdenheim, PA 19038





1 / 15

\$1,100.00

Commercial Lease

\$3.14 per SQFT

**1432 Bethlehem Pike #F"
Flourtown, PA 19031**



1 / 12

\$1,200.00

Commercial Lease

\$2.32 per SQFT

**1432 Bethlehem Pike #B
Flourtown, PA 19031**



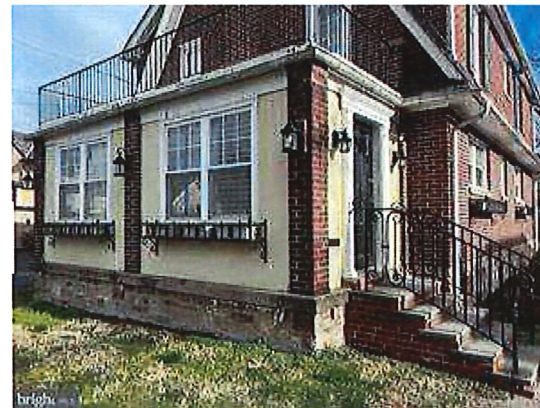
1 / 7

\$750.00

Commercial Lease

**2,500 Building SqFt, 0.25 Acres,
\$1.21 per SQFT**

**6 Montgomery Ave #L
Glenside, PA 19038**



1 / 19

\$1,750.00

Commercial Lease

**2,500 Building SqFt, 0.25 Acres,
\$1.47 per SQFT**

**6 Montgomery Ave #1
Glenside, PA 19038**





1 / 1

1 / 3

\$3,334.00
Commercial Lease
\$2.08 per SQFT
1660 Bethlehem Pike
Flourtown, PA 19031

\$8,125.00
Commercial Lease
\$2.08 per SQFT
1620 Bethlehem Pike
Flourtown, PA 19031



1 / 2

\$1,900.00
Commercial Lease
0.17 Acres, \$1.58 per SQFT
713 Bethlehem Pike
Erdenheim, PA 19038



All information courtesy of Dan Helwig

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2023. Created: 12/05/2023 02:18 PM



BILL LISTING

December 6, 2023

GENERAL FUND

PRE-PAID	-
PRE-PAID	
PRE-PAID	-
CURRENT 12/6/2023	379,385.63
ADDENDUM	-
COVID-19 REFUNDS	-
TOTAL - GENERAL FUND	379,385.63

CAPITAL RESERVE

PRE-PAID	
PRE-PAID	
CURRENT 12/6/2023	428,179.15
ADDENDUM	-
TOTAL - CAPITAL RESERVE	428,179.15

HIGHWAY AID

PRE-PAID	-
PRE-PAID	
CURRENT 12/6/2023	663.37
ADDENDUM	-
TOTAL - HIGHWAY AID	663.37

RECYCLING

CURRENT 12/6/2023	-
ADDENDUM	
TOTAL - RECYCLING	-

TOTAL BILLS TO BE APPROVED	808,228.15
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GENERAL FUND BILL LISTING

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
1110 WGA LLC					
Bill	11/14/2023	Tax Refund	2023 Tax Refund Penalty - Demolition	200-200 . ACCOUNTS PAYABLE	177.39
Total 1110 WGA LLC					<u>177.39</u>
21st CENTURY MEDIA					
Bill	11/14/2023	2529537	Cancel - Planning Commission Meeting	200-200 . ACCOUNTS PAYABLE	71.25
Bill	11/14/2023	2527623	Rec Center Proposals	200-200 . ACCOUNTS PAYABLE	309.67
Bill	11/27/2023	2533587	Administrative Assisnat Advertisement - 11/12/2023	200-200 . ACCOUNTS PAYABLE	494.00
Bill	11/27/2023	2533164	ZHB Announcement - 11/12/2023	200-200 . ACCOUNTS PAYABLE	400.00
Total 21st CENTURY MEDIA					<u>1,274.92</u>
AFLAC					
Bill	11/22/2023	880292	Remittance of Employee AFLAC Premiums	200-200 . ACCOUNTS PAYABLE	1,202.38
Total AFLAC					<u>1,202.38</u>
AINSWORTH					
Bill	11/16/2023	SRVCE09675	Outside Air Temp Hum Sensor	200-200 . ACCOUNTS PAYABLE	846.90
Total AINSWORTH					<u>846.90</u>
AMAZON CAPITAL SERVICES					
Bill	11/30/2023	1F3L-9RGF-CD11	Miscellaneous Office Supplies	200-200 . ACCOUNTS PAYABLE	292.62
Bill	11/30/2023	1X93-TV1Q-C4DD	2 Boxes File Folder	200-200 . ACCOUNTS PAYABLE	55.10
Bill	11/30/2023	1XQM-DLM1-C16Y	Miscellaneous Supplies	200-200 . ACCOUNTS PAYABLE	465.01
Bill	11/30/2023	19H4-CNXD-C9PK	Miscellaneous Supplies	200-200 . ACCOUNTS PAYABLE	1,865.05
Credit	11/30/2023	144Q-LD6X-9WDM	Credit for invoice 19H4-CNXD-C9PK	200-200 . ACCOUNTS PAYABLE	-134.88
Credit	11/30/2023	1VQR-NN13-DFJ7	Credit for invoice 19H4-CNXD-C9PK	200-200 . ACCOUNTS PAYABLE	-53.99
Credit	11/30/2023	14QN-3K9V-CCL6	Credit for invoice 19H4-CNXD-C9PK	200-200 . ACCOUNTS PAYABLE	-53.99
Total AMAZON CAPITAL SERVICES					<u>2,434.92</u>
APEX ELEVATOR					
Bill	12/06/2023	54185	BHI Inspection	200-200 . ACCOUNTS PAYABLE	70.00
Total APEX ELEVATOR					<u>70.00</u>
APMM					
Bill	12/01/2023	2558	2024 APMM Dues/Taylor	200-200 . ACCOUNTS PAYABLE	165.00
Total APMM					<u>165.00</u>
AQUA PA					
Bill	12/01/2023	0035672 112723	November 2023 Water Service Invoice 100 Allison Road	200-200 . ACCOUNTS PAYABLE	20.79
Bill	12/01/2023	0035652 112923	November 2023 Water Service Invoice Police Pistol Range	200-200 . ACCOUNTS PAYABLE	29.68

**GENERAL FUND
Bill LISTING**

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
Bill	12/04/2023	1425060 112823	November 2023 Water Service Invoice 8900 Hawthorne - Fir	200-200 . ACCOUNTS PAYABLE	111.37
Bill	12/04/2023	1425059 112823	November 2023 Water Service Invoice 8900 Hawthorne Ln.	200-200 . ACCOUNTS PAYABLE	194.95
Bill	12/04/2023	1425058 112823	November 2023 Water Service Invoice 1600 Paper Mill - Fir	200-200 . ACCOUNTS PAYABLE	112.03
Bill	12/04/2023	1425055 112823	November 2023 Water Service Invoice 1600 Paper Mill	200-200 . ACCOUNTS PAYABLE	265.73
Bill	12/04/2023	1402384 112823	November 2023 Water Service Invoice 1200 E Willow Grov	200-200 . ACCOUNTS PAYABLE	81.43
Bill	12/04/2023	1402383 112823	November 2023 Water Service Invoice 1200 E Willow Grov	200-200 . ACCOUNTS PAYABLE	61.38
Bill	12/04/2023	0037208 112823	November 2023 Water Service Invoice 1432 Beth Pike	200-200 . ACCOUNTS PAYABLE	43.69
Bill	12/04/2023	1425062 112823	November 2023 Water Service Invoice 1510 Paper Mill - Fir	200-200 . ACCOUNTS PAYABLE	112.03
Bill	12/04/2023	1425061 112823	November 2023 Water Service Invoice 1510 Paper Mill	200-200 . ACCOUNTS PAYABLE	152.31
Bill	12/04/2023	0356819 112823	November 2023 Water Service Invoice 707 E Hartwell	200-200 . ACCOUNTS PAYABLE	20.53
Bill	12/04/2023	0035701 112823	November 2023 Water Service Invoice 201 Montgomery	200-200 . ACCOUNTS PAYABLE	21.05
Total AQUA PA					1,226.97
ARMOUR & SONS					
Bill	11/22/2023	910036370	Street Light work Bruce Road 10/11/2023	200-200 . ACCOUNTS PAYABLE	353.90
Bill	11/22/2023	910036371	Street Light work Bethlehem Pike & Hillcrest Ave 10/9/2023	200-200 . ACCOUNTS PAYABLE	415.65
Total ARMOUR & SONS					769.55
AT&T					
Bill	11/14/2023	484061	File Code #3782873	200-200 . ACCOUNTS PAYABLE	70.00
Bill	11/14/2023	485761	File Code #3790508	200-200 . ACCOUNTS PAYABLE	70.00
Total AT&T					140.00
BEE, BERGVAL & COMPANY					
Bill	11/13/2023	39366	2022 Audit	200-200 . ACCOUNTS PAYABLE	4,100.00
Total BEE, BERGVAL & COMPANY					4,100.00
BERGEY'S INC					
Bill	12/01/2023	TK728225R	TIRE CHARGES	200-200 . ACCOUNTS PAYABLE	2,735.28
Bill	12/04/2023	TK727849R	Rim/New Tire Mount	200-200 . ACCOUNTS PAYABLE	578.93
Bill	12/04/2023	TK727851R	Remount Tire - Loose	200-200 . ACCOUNTS PAYABLE	208.49
Total BERGEY'S INC					3,522.70
BRYNER CHEVROLET					
Bill	12/06/2023	1009314	Front bumper cover/Seat Pad	200-200 . ACCOUNTS PAYABLE	237.90
Total BRYNER CHEVROLET					237.90
BUCKS CO WATER & SEWER					
Bill	11/22/2023	5057039-00 11/17/23	November 2023 Water Invoice 1725 Walnut	200-200 . ACCOUNTS PAYABLE	28.88

**GENERAL FUND
Bill LISTING
November 10 through December 6, 2023**

Type	Date	Num	Memo	Account	Amount
Bill	11/22/2023	5050678-00	11/17/23 November 2023 Water Invoice BHI	200-200 . ACCOUNTS PAYABLE	35.32
Bill	11/22/2023	5057786-00	11/17/23 November 2023 Water Invoice 1200 Willow Grove	200-200 . ACCOUNTS PAYABLE	26.25
Bill	11/22/2023	5055124-01	11/17/23 November 2023 Water Invoice 1502 Paper Mill Road	200-200 . ACCOUNTS PAYABLE	23.34
Total BUCKS CO WATER & SEWER					113.79
ChargePoint, Inc.					
Bill	11/14/2023	IN220871	Software Renewal for EV Charging Stations on Municipal C:	200-200 . ACCOUNTS PAYABLE	2,012.00
Total ChargePoint, Inc.					2,012.00
CLARKE PRINTING					
Bill	11/14/2023	10476	4 Service Award Plaques	200-200 . ACCOUNTS PAYABLE	249.70
Bill	11/22/2023	10478	12 ea - Time Off Request & Non-Acceptable Collections for	200-200 . ACCOUNTS PAYABLE	1,403.31
Total CLARKE PRINTING					1,653.01
COLLIFLOWER, INC					
Bill	11/27/2023	02179253	Hose assembly	200-200 . ACCOUNTS PAYABLE	425.48
Total COLLIFLOWER, INC					425.48
COLROM LLC					
Bill	11/27/2023	#6-FALL2.0-2023	Fall 2023 6 Week 2.0 Soccer shots - 41	200-200 . ACCOUNTS PAYABLE	4,428.00
Total COLROM LLC					4,428.00
COMCAST					
Bill	11/27/2023	0133535	11/17/23 Internet Service at Range November 2023	200-200 . ACCOUNTS PAYABLE	168.05
Bill	11/27/2023	0119021	11/14/23 Xfinity Service	200-200 . ACCOUNTS PAYABLE	75.43
Bill	12/01/2023	0135290	11/19/23 Xfinity Subscription 11/20-12/19/2023	200-200 . ACCOUNTS PAYABLE	10.53
Total COMCAST					254.01
COVANTA ENERGY LLC					
Bill	11/22/2023	469943MNTLP	11/15/23 Waste Disposal 11/1-11/15/23 260.110 Tons	200-200 . ACCOUNTS PAYABLE	19,570.69
Bill	12/05/2023	471995MNTLP	11/30/23 Waste Disposal 11/16-11/30/2023 256.730 Tons	200-200 . ACCOUNTS PAYABLE	19,316.36
Total COVANTA ENERGY LLC					38,887.05
DAVIDHEISER'S INC.					
Bill	12/04/2023	27814	12/04/23 Test & Cert 8 Stop Watches, 2 ESP Check, 1 Battery Repla	200-200 . ACCOUNTS PAYABLE	271.00
Total DAVIDHEISER'S INC.					271.00
DENNEY ELECTRIC SUPPLY					
Bill	12/01/2023	S102150668.001	2" PVC service Head	200-200 . ACCOUNTS PAYABLE	20.56
Total DENNEY ELECTRIC SUPPLY					20.56
DVHIT					

**GENERAL FUND
Bill LISTING
November 10 through December 6, 2023**

Type	Date	Num	Memo	Account	Amount
Bill	12/01/2023	26140	December 2023 Employee Health Insurance Premiums	200-200 . ACCOUNTS PAYABLE	145,870.20
Total DVHIT					145,870.20
DVPLT					
Bill	11/17/2023	DEFENSE23-SPRING	Excess Defense Costs Claim #E2325013102	200-200 . ACCOUNTS PAYABLE	2,265.72
Total DVPLT					2,265.72
DWYER					
Bill	12/04/2023	25182	398.5 Gal Heating Fuel 1200 Willow Grove Ave.	200-200 . ACCOUNTS PAYABLE	1,713.15
Total DWYER					1,713.15
Dyan Krajnikovich					
Bill	11/14/2023	80	Watercolor Class - 18 Registered	200-200 . ACCOUNTS PAYABLE	2,160.00
Total Dyan Krajnikovich					2,160.00
FLOURTOWN CAR WASH LLC					
Bill	11/16/2023	498	Car Wash - 17 Full Service	200-200 . ACCOUNTS PAYABLE	272.00
Total FLOURTOWN CAR WASH LLC					272.00
FMP					
Bill	12/04/2023	140-2276286	3 LED 12V Red	200-200 . ACCOUNTS PAYABLE	25.62
Bill	12/04/2023	201-258282	Washer Pump	200-200 . ACCOUNTS PAYABLE	27.23
Bill	12/04/2023	201-254419	Rotarasy Brake	200-200 . ACCOUNTS PAYABLE	192.48
Bill	12/04/2023	140-2251216	Brakelining Kit	200-200 . ACCOUNTS PAYABLE	94.20
Bill	12/04/2023	201-253388	Oil, High Temp Red Grease	200-200 . ACCOUNTS PAYABLE	603.28
Bill	12/05/2023	201-272811	Red Stinger LED Headlight	200-200 . ACCOUNTS PAYABLE	224.44
Bill	12/05/2023	201-272816	Red Stinger LED Headlight	200-200 . ACCOUNTS PAYABLE	224.44
Total FMP					1,391.69
Fox Rothschild LLP					
Bill	11/27/2023	3295843	TCCA Act 2	200-200 . ACCOUNTS PAYABLE	712.50
Total Fox Rothschild LLP					712.50
FRANK CALLAHAN CO INC					
Bill	11/27/2023	10150121-1	Clutch Release Bearing	200-200 . ACCOUNTS PAYABLE	96.99
Total FRANK CALLAHAN CO INC					96.99
FSS SOLUTIONS - VAULT HEALTH					
Bill	12/06/2023	FL00610985	DOT Drug Test - 2 Breath Alcohol/5 DOT Urine	200-200 . ACCOUNTS PAYABLE	327.30
Total FSS SOLUTIONS - VAULT HEALTH					327.30
GALE/CENGAGE					

**GENERAL FUND
Bill Listing
November 10 through December 6, 2023**

Type	Date	Num	Memo	Account	Amount
Bill	12/01/2023	82950881	9 Books	200-200 . ACCOUNTS PAYABLE	257.16
Bill	12/01/2023	82955918	6 Books	200-200 . ACCOUNTS PAYABLE	167.94
Total GALE/CENGAGE					425.10
GENERAL CODE PUBLISHERS					
Bill	12/01/2023	GC00123604	eCode 360 Annual Maintenance	200-200 . ACCOUNTS PAYABLE	1,195.00
Total GENERAL CODE PUBLISHERS					1,195.00
GEORGE ALLEN					
Bill	11/14/2023	1215734	Port Potty 11/9/2023-12/6/2023 Bysheer Park	200-200 . ACCOUNTS PAYABLE	101.00
Total GEORGE ALLEN					101.00
GRANITE TELECOMMUNICATIONS					
Bill	11/16/2023	623578882	October 2023 Invoice	200-200 . ACCOUNTS PAYABLE	256.19
Bill	12/05/2023	626537087	November 2023 Invoice	200-200 . ACCOUNTS PAYABLE	256.19
Total GRANITE TELECOMMUNICATIONS					512.38
GRIFFITH POTTERY					
Bill	11/15/2023	8787	2 Plaques - Awards Dinner	200-200 . ACCOUNTS PAYABLE	270.00
Total GRIFFITH POTTERY					270.00
JENNIFER SCHELTER					
Bill	12/06/2023	2023-041	Yoga Fall II Session 11/14-12/19/2023 (6 Mondays)	200-200 . ACCOUNTS PAYABLE	2,211.00
Total JENNIFER SCHELTER					2,211.00
Jump Start Stax, LLC					
Bill	11/14/2023	Fall 2023 Basketball	Late Fall Basketball 2023 - 91 Registrants	200-200 . ACCOUNTS PAYABLE	6,483.75
Total Jump Start Stax, LLC					6,483.75
KEYSTONE DIGITAL IMAGING					
Bill	12/01/2023	1291973	Contract Coverage 10/15-11/14/2023	200-200 . ACCOUNTS PAYABLE	675.59
Total KEYSTONE DIGITAL IMAGING					675.59
KEYSTONE MUNI SRVS					
Bill	11/14/2023	36652	Building Inspections/Plan Revis 10/16/2023-10/27/20223	200-200 . ACCOUNTS PAYABLE	4,234.00
Bill	12/01/2023	36758	BI/PR 11/13-11/22/2023	200-200 . ACCOUNTS PAYABLE	2,628.00
Bill	12/01/2023	36716	BI/PR 10/30-11/9/2023	200-200 . ACCOUNTS PAYABLE	3,285.00
Total KEYSTONE MUNI SRVS					10,147.00
KIMBERLY A BURSNER					
Bill	12/01/2023	Z112723	11/27/2023 ZHB Appearance/Reporting	200-200 . ACCOUNTS PAYABLE	235.00
Total KIMBERLY A BURSNER					235.00

**GENERAL FUND
Bill LISTING**

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
LIFE INSURANCE COMPANY OF NORTH AMERICA					
Bill	12/01/2023	211527-100123	October 2023 Premium	200-200 . ACCOUNTS PAYABLE	1,951.05
Total LIFE INSURANCE COMPANY OF NORTH AMERICA					<u>1,951.05</u>
Marycatherine McGarvey					
Bill	11/10/2023	REIMB DUES	Marycatherine McGarvey Renewal Membership Dues	200-200 . ACCOUNTS PAYABLE	185.00
Total Marycatherine McGarvey					<u>185.00</u>
MICHELLE HILL					
Bill	12/05/2023	113023	November 2023 BHI Common Area Cleaning	200-200 . ACCOUNTS PAYABLE	280.00
Total MICHELLE HILL					<u>280.00</u>
MIDWEST TAPE					
Bill	12/01/2023	504640919	1 DVD	200-200 . ACCOUNTS PAYABLE	26.24
Total MIDWEST TAPE					<u>26.24</u>
MIKE REYNOLDS					
Bill	12/04/2023	2310001	Property clean up & Grace Cutting	200-200 . ACCOUNTS PAYABLE	1,650.00
Total MIKE REYNOLDS					<u>1,650.00</u>
MUNICIPAL CAPITAL FINANCE					
Bill	11/27/2023	118513	Payment 13 of 35	200-200 . ACCOUNTS PAYABLE	480.98
Total MUNICIPAL CAPITAL FINANCE					<u>480.98</u>
NALCO WATER					
Bill	11/22/2023	6660221347	Water Treatment Fees Nov 2023 - Jan 2024	200-200 . ACCOUNTS PAYABLE	1,213.44
Total NALCO WATER					<u>1,213.44</u>
NAPA AUTO					
Bill	12/05/2023	4607-759270	Brake Cylinder	200-200 . ACCOUNTS PAYABLE	27.99
Total NAPA AUTO					<u>27.99</u>
NET CARRIER					
Bill	11/16/2023	869086	October 2023 Telecom Invoice	200-200 . ACCOUNTS PAYABLE	760.47
Total NET CARRIER					<u>760.47</u>
OLD DOMINION BRUSH					
Bill	12/01/2023	8793856	PARTS FOR THE LEAF MACHINE	200-200 . ACCOUNTS PAYABLE	1,514.30
Total OLD DOMINION BRUSH					<u>1,514.30</u>
ONE ELEVEN					
Bill	11/16/2023	5057	August 2023 Cleaning	200-200 . ACCOUNTS PAYABLE	4,800.00
Bill	11/16/2023	5058	September 2023 Cleaning	200-200 . ACCOUNTS PAYABLE	4,800.00

**GENERAL FUND
Bill LISTING**

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
Bill	11/16/2023	5059	October 2023 Cleaning	200-200 . ACCOUNTS PAYABLE	4,800.00
Total ONE ELEVEN					14,400.00
ORELAND LION'S CLUB					
Bill	11/14/2023	Memo 111323	Basketball Tournament Advertisement	200-200 . ACCOUNTS PAYABLE	100.00
Bill	11/14/2023	33733	Basketball Tournament Advertisement	200-200 . ACCOUNTS PAYABLE	-100.00
Total ORELAND LION'S CLUB					0.00
PA DEPT OF LABOR					
Bill	11/14/2023	1208104	4 Boiler Certificates Library/Municipal Bldgs	200-200 . ACCOUNTS PAYABLE	413.92
Total PA DEPT OF LABOR					413.92
PA MUNICIPAL LEAGUE					
Bill	12/01/2023	6541	2024 PELRAS DUES	200-200 . ACCOUNTS PAYABLE	450.00
Total PA MUNICIPAL LEAGUE					450.00
PA ONE CALL SYSTEM					
Bill	12/06/2023	001032539	November Subscription	200-200 . ACCOUNTS PAYABLE	101.26
Total PA ONE CALL SYSTEM					101.26
PAUL SCHMIDT					
Bill	11/22/2023	2023-040	Marial Arts Session VI, October 30-December 21, 2023	200-200 . ACCOUNTS PAYABLE	2,385.00
Total PAUL SCHMIDT					2,385.00
PECO					
Bill	11/15/2023	01027 110623	November 2023 Electric & Gas Charges BHI 2nd Floor	200-200 . ACCOUNTS PAYABLE	148.54
Bill	11/15/2023	66095 110623	BHI Ste 101 November 2023 Electric Invoice	200-200 . ACCOUNTS PAYABLE	49.79
Bill	11/17/2023	01703 111523	November 2023 Invoice	200-200 . ACCOUNTS PAYABLE	7,873.10
Total PECO					8,071.43
PECO (L)					
Bill	12/04/2023	18191 112823	1200 Willow Grove Ave - Rec A Hall	200-200 . ACCOUNTS PAYABLE	31.66
Total PECO (L)					31.66
PECO SL					
Bill	11/16/2023	32022 111023	November 2023 Bruce Road S/L electric	200-200 . ACCOUNTS PAYABLE	41.13
Bill	12/04/2023	01009 Nov 2023	Novemberr 2023 Street Light Energy Invoice	200-200 . ACCOUNTS PAYABLE	9,943.84
Total PECO SL					9,984.97
PENN TURF					
Bill	11/15/2023	202078	Police/ TWP / PW Weed & Feed application	200-200 . ACCOUNTS PAYABLE	885.00
Bill	11/15/2023	202047	Traffic Islands Late Fall Fertilizing	200-200 . ACCOUNTS PAYABLE	860.00

**GENERAL FUND
Bill LISTING**

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
Bill	11/15/2023	202020	Police/ TWP / PW Spray	200-200 . ACCOUNTS PAYABLE	716.00
Bill	11/16/2023	202018	Cisco Park Creek Beds	200-200 . ACCOUNTS PAYABLE	1,378.00
Bill	11/27/2023	202434	Cisco Park Aeratoin and Seeding	200-200 . ACCOUNTS PAYABLE	3,941.50
Bill	11/27/2023	202435	Laurel Beech Park Aeration and Seeding	200-200 . ACCOUNTS PAYABLE	3,440.00
Bill	11/27/2023	202437	Veterans Park Aeraton and Seeding	200-200 . ACCOUNTS PAYABLE	950.00
Total PENN TURF					<u>12,170.50</u>
PENN TURF MGMT					
Bill	12/01/2023	202392	BHI Late Fall Fertilizer Application	200-200 . ACCOUNTS PAYABLE	126.00
Total PENN TURF MGMT					<u>126.00</u>
PETRO CHOICE					
Bill	11/16/2023	51370178	1 Diaphragm Pump/Valve Assembly/Tote Cap	200-200 . ACCOUNTS PAYABLE	1,088.21
Bill	11/16/2023	51372186	1 Diesel Exhaust Fluid (330 Gal Tote)	200-200 . ACCOUNTS PAYABLE	907.50
Total PETRO CHOICE					<u>1,995.71</u>
PETROLEUM TRADERS CORPORATION					
Bill	12/01/2023	1942269	11/27/2023 Fuel Delivery 4000 Gal Gas,3900 Diesel	200-200 . ACCOUNTS PAYABLE	22,262.25
Total PETROLEUM TRADERS CORPORATION					<u>22,262.25</u>
PITNEY BOWES INC.					
Bill	11/16/2023	1123-2142 110823	November 2023 Postage Machine Invoice	200-200 . ACCOUNTS PAYABLE	790.74
Total PITNEY BOWES INC.					<u>790.74</u>
PRPS District III					
Bill	11/16/2023	2023-038	2023 District III - Winter Expo	200-200 . ACCOUNTS PAYABLE	15.00
Total PRPS District III					<u>15.00</u>
RAZZI'S RADIATOR					
Bill	12/06/2023	34141	1 New Radiator	200-200 . ACCOUNTS PAYABLE	185.00
Total RAZZI'S RADIATOR					<u>185.00</u>
RELIABLE HIGH PERFORMANCE					
Bill	11/16/2023	308005	2023 Fall Clothing Order - Sweatshirts	200-200 . ACCOUNTS PAYABLE	3,767.44
Total RELIABLE HIGH PERFORMANCE					<u>3,767.44</u>
REPUBLIC SERVICES, INC					
Bill	11/16/2023	4586-000063443	157.17 Tons October 2023 Recycling	200-200 . ACCOUNTS PAYABLE	9,013.39
Total REPUBLIC SERVICES, INC					<u>9,013.39</u>
RITTENHOUSE LUMBER CO.					
Bill	11/16/2023	59855	1 1x4 stud	200-200 . ACCOUNTS PAYABLE	21.00

**GENERAL FUND
Bill LISTING**

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
Bill	11/16/2023	59782	2 4x8 1/2" Drywall/3 1x3 stops/Flush Masonary Nails	200-200 . ACCOUNTS PAYABLE	48.86
Bill	11/16/2023	59651	3 8' 31/2" wood	200-200 . ACCOUNTS PAYABLE	40.80
Bill	11/16/2023	59647	1 1/2' Drywall/ 4 10' 2x4	200-200 . ACCOUNTS PAYABLE	50.75
Total RITTENHOUSE LUMBER CO.					161.41
ROBERT & ANDREA ORSHER					
Bill	11/14/2023	TAX REFUND	2023 Tax Refund - Demolition	200-200 . ACCOUNTS PAYABLE	224.97
Total ROBERT & ANDREA ORSHER					224.97
SABRINA ROYE					
Bill	11/22/2023	2023-039	Baby Sensory Playtime - 4 Wednesdays 11/1-11/22/24	200-200 . ACCOUNTS PAYABLE	384.00
Total SABRINA ROYE					384.00
SAFETY KLEEN					
Bill	11/27/2023	93025714	30 Gal Parts Solvent	200-200 . ACCOUNTS PAYABLE	230.77
Total SAFETY KLEEN					230.77
SEEDLING AND SAGE					
Bill	12/04/2023	E05031	Awards Dinner	200-200 . ACCOUNTS PAYABLE	3,239.10
Total SEEDLING AND SAGE					3,239.10
SHERWIN WILLIAMS					
Bill	11/16/2023	9379-5	5 3:b bag sand/patch repair/1 Qt paint	200-200 . ACCOUNTS PAYABLE	51.72
Bill	11/22/2023	9823-6	6 Highway White Paint	200-200 . ACCOUNTS PAYABLE	80.94
Total SHERWIN WILLIAMS					132.66
SIRCHIE FINGERPRINT LABS					
Bill	11/27/2023	0619756-IN	Fingerprint Supplies	200-200 . ACCOUNTS PAYABLE	1,336.92
Total SIRCHIE FINGERPRINT LABS					1,336.92
STANLEY'S OF ORELAND					
Bill	11/16/2023	A472511	3 - Spring Brace Rake	200-200 . ACCOUNTS PAYABLE	94.47
Bill	11/16/2023	A472795	Hinge Pin	200-200 . ACCOUNTS PAYABLE	4.49
Bill	11/17/2023	A473805	2 Sand Sponges	200-200 . ACCOUNTS PAYABLE	12.58
Bill	11/22/2023	A474823	3 10PK Black Cable Tie	200-200 . ACCOUNTS PAYABLE	17.52
Bill	11/22/2023	A467044	2 Rolls Green Electric Tape	200-200 . ACCOUNTS PAYABLE	10.78
Bill	12/01/2023	A476304	Primer/Fastners	200-200 . ACCOUNTS PAYABLE	9.90
Bill	12/01/2023	A476516	1 4PK 9V Batteries	200-200 . ACCOUNTS PAYABLE	22.99
Bill	12/05/2023	A477563	Washer Box	200-200 . ACCOUNTS PAYABLE	8.09
Total STANLEY'S OF ORELAND					180.82

**GENERAL FUND
Bill LISTING**

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
STAPLES BUS					
Bill	11/30/2023	1652416481		200-200 . ACCOUNTS PAYABLE	1,238.70
Total STAPLES BUS					<u>1,238.70</u>
T-MOBILE					
Bill	11/17/2023	9550640776	Area Dump - Investigative Tool for locating devices	200-200 . ACCOUNTS PAYABLE	25.00
Bill	11/17/2023	9550640775	Tower Dump - Investigative Tool to find devices connected	1200-200 . ACCOUNTS PAYABLE	25.00
Total T-MOBILE					<u>50.00</u>
TD CARD SERVICES					
Bill	12/05/2023	Nov 2023 Hammer	November 2023 Statement Hammer	200-200 . ACCOUNTS PAYABLE	591.74
Bill	12/05/2023	Nov 2023 Pitkow	November 2023 Statement Pitkow	200-200 . ACCOUNTS PAYABLE	215.00
Bill	12/05/2023	Nov 2023 Lloyd	November 2023 Statement Lloyd	200-200 . ACCOUNTS PAYABLE	439.35
Bill	12/05/2023	Nov 2023 Taylor	November 2023 Statement Taylor	200-200 . ACCOUNTS PAYABLE	1,953.70
Total TD CARD SERVICES					<u>3,199.79</u>
TESSCO INC					
Bill	12/04/2023	9400069889	Mounting Kit - Fiberglass Omni Antenna	200-200 . ACCOUNTS PAYABLE	216.02
Bill	12/04/2023	9400176172	Flexibel Whip and Base Roof Mount/ Mini UHF	200-200 . ACCOUNTS PAYABLE	443.66
Total TESSCO INC					<u>659.68</u>
THE PHILADELPHIA INQUIRER					
Bill	12/01/2023	455150 111823	5 week subscription pay through 12/30/2023	200-200 . ACCOUNTS PAYABLE	102.00
Total THE PHILADELPHIA INQUIRER					<u>102.00</u>
TIMONEY KNOX LLP					
Bill	12/04/2023	11188	ZHB Appeal of S. Jain re 40 Grove Avenue, LLC	200-200 . ACCOUNTS PAYABLE	143.00
Bill	12/05/2023	11187	General ZHB Legal Services through 11/9/2023	200-200 . ACCOUNTS PAYABLE	195.00
Total TIMONEY KNOX LLP					<u>338.00</u>
TRAISR, LLC					
Bill	11/17/2023	2280	Monthly Subscription - October	200-200 . ACCOUNTS PAYABLE	1,800.00
Total TRAISR, LLC					<u>1,800.00</u>
TRI-STATE TAX BUREAU					
Bill	11/17/2023	765SF	October 2023 BPT & MT Collection Commission	200-200 . ACCOUNTS PAYABLE	960.28
Total TRI-STATE TAX BUREAU					<u>960.28</u>
TRUCK PRO					
Bill	12/04/2023	194-0100363	6 Filters/Separator	200-200 . ACCOUNTS PAYABLE	131.06
Bill	12/04/2023	194-0100525	HD Fuel spin on	200-200 . ACCOUNTS PAYABLE	40.40
Total TRUCK PRO					<u>171.46</u>

**GENERAL FUND
Bill LISTING**

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
Total TRUCK PRO					171.46
US MUNICIPAL SUPPLY					
Bill	11/17/2023	6214022	Tri-Pod Sign Stand	200-200 . ACCOUNTS PAYABLE	935.40
Total US MUNICIPAL SUPPLY					935.40
VAN'S LOCK SHOP					
Bill	12/01/2023	140379	Duplicate Key/Padlock	200-200 . ACCOUNTS PAYABLE	60.76
Total VAN'S LOCK SHOP					60.76
VECCHIONE FLEET					
Bill	12/04/2023	70875	2 Firestone Transforce Tires	200-200 . ACCOUNTS PAYABLE	273.24
Total VECCHIONE FLEET					273.24
VERIZON					
Bill	11/17/2023	000162	11122023	October 2023 Rec Center Fios	144.99
Bill	11/20/2023	000129	11132023	November 2023 Fios Service 1510 Papermill	209.00
Total VERIZON					353.99
VERIZON WIRELESS					
Bill	12/01/2023	9949193520	November 2023 Wireless Invoice	200-200 . ACCOUNTS PAYABLE	1,351.80
Total VERIZON WIRELESS					1,351.80
WILLOW TREE SERVICE					
Bill	11/17/2023	69020	REMOVAL OF LARGE OAK TREE, HAUL WOOD, GRIND	200-200 . ACCOUNTS PAYABLE	6,500.00
Bill	12/05/2023	69292	Tree Removal - 1510 Church Road Oreland	200-200 . ACCOUNTS PAYABLE	450.00
Bill	12/05/2023	69021	2 DAYS (2023: 10/27 & 10/28) NEEDED TO REMOVE LAR	200-200 . ACCOUNTS PAYABLE	6,500.00
Total WILLOW TREE SERVICE					13,450.00
WISLER PEARLSTINE LLC					
Bill	11/17/2023	344752	Legal Services October 2023 - General Representation	200-200 . ACCOUNTS PAYABLE	1,728.00
Bill	11/17/2023	344722	Legal Services October 2023 - BHI	200-200 . ACCOUNTS PAYABLE	36.00
Bill	11/17/2023	344705	Legal ServiceOctober 2023 - Tank Car Property	200-200 . ACCOUNTS PAYABLE	323.00
Bill	11/17/2023	344706	Legal Services October 2023 - Carson Valley SW Easemen	200-200 . ACCOUNTS PAYABLE	360.00
Bill	11/17/2023	344707	Legal Services October 2023 - BP Tax Agreement	200-200 . ACCOUNTS PAYABLE	418.00
Bill	11/17/2023	344708	Legal Services October 2023 - Haws Ln Condemnation	200-200 . ACCOUNTS PAYABLE	152.00
Bill	11/17/2023	344710	Legal Services October 2023 - Walnut Ave Trail Phase I	200-200 . ACCOUNTS PAYABLE	108.00
Bill	11/17/2023	344712	Legal Services October 2023 - 13 Sheppards Way	200-200 . ACCOUNTS PAYABLE	1,558.00
Bill	11/17/2023	344716	Legal Services October 2023 - BHI - Seven Wall Financial	200-200 . ACCOUNTS PAYABLE	14.75
Bill	11/17/2023	344718	Legal Services October 2023 - FCC Cell Tower	200-200 . ACCOUNTS PAYABLE	285.00

**GENERAL FUND
Bill LISTING**

November 10 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
Bill	11/17/2023	344719	Legal Services October 2023 - 1502 Papermill	200-200 . ACCOUNTS PAYABLE	180.00
Bill	11/17/2023	344720	Legal Services October 2023 - Santander Bank Sign	200-200 . ACCOUNTS PAYABLE	684.00
Bill	11/17/2023	344709	Legal Services October 2023 - Squires Ridge Dedication	200-200 . ACCOUNTS PAYABLE	36.00
Bill	11/17/2023	344711	Legal Services October 2023 - Wyndmoor Court	200-200 . ACCOUNTS PAYABLE	1,224.00
Bill	11/17/2023	344713	Legal Services October 2023 - Jain ZHB Appeal	200-200 . ACCOUNTS PAYABLE	133.00
Bill	11/17/2023	344714	Legal Services October 2023 - Mt St Joseph Academy Masi	200-200 . ACCOUNTS PAYABLE	606.50
Bill	11/17/2023	344715	Legal Services October 2023 - 1110 Willow Grove Ave	200-200 . ACCOUNTS PAYABLE	288.00
Bill	11/17/2023	344717	Legal Services October 2023 - 1301 mermaid Lane Land Dk	200-200 . ACCOUNTS PAYABLE	323.00
Bill	11/17/2023	344721	Legal Services October 2023 - Towns at Pennybrook (Haws	200-200 . ACCOUNTS PAYABLE	252.00
Total WISLER PEARLSTINE LLC					8,709.25
WITMER PUBLIC SAFETY					
Bill	12/01/2023	INV358924	Holster	200-200 . ACCOUNTS PAYABLE	17.04
Total WITMER PUBLIC SAFETY					17.04
WORTH & CO					
Bill	11/17/2023	34091	3 of 4 Quarterly PM Maintenance Admin, Police, PW & Rar	200-200 . ACCOUNTS PAYABLE	1,651.00
Bill	11/17/2023	34092	2 of 4 Quarterly PM Maintenance Library	200-200 . ACCOUNTS PAYABLE	1,070.00
Bill	11/17/2023	34132	3 of 4 Quarterly PM Maintenance Library	200-200 . ACCOUNTS PAYABLE	1,070.00
Bill	11/17/2023	34097	Inspect Steam Boiler and radiators	200-200 . ACCOUNTS PAYABLE	420.00
Total WORTH & CO					4,211.00
Y-PERS					
Bill	11/17/2023	0192482-IN	Rain Gear	200-200 . ACCOUNTS PAYABLE	59.95
Total Y-PERS					59.95
					379,385.63

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

November 9 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
ASSOCIATED PAVING CONTRACTORS					
Bill	11/14/2023	MEMO 111323	Bysker fields ADA Improvement Project	437-900 . BUDGET CARRYOVER	106,750.00
Total ASSOCIATED PAVING CONTRACTORS					106,750.00
BL COMPANIES INC					
Bill	11/13/2023	17L5438-57	#2016-33 TCCA	437-900 . BUDGET CARRYOVER	5,124.75
Bill	12/06/2023	17L5438-58	#2016-33 TCCA	437-900 . BUDGET CARRYOVER	3,907.75
Total BL COMPANIES INC					9,032.50
C & C TECHNOLOGIES					
Bill	12/06/2023	9990	Project 2023-08	410-030 . POLICE EQUIPMENT	2,000.00
Bill	12/06/2023	9990	Project 2023-14	430-030 . RADIO-PUBLIC WORKS	400.00
Total C & C TECHNOLOGIES					2,400.00
HAVIS INC					
Bill	12/06/2023	SIN239473	2023-20 H-56/Outfit New Public Works Truck	430-070 . AUTO FLEET HIGHWAY	210.00
Total HAVIS INC					210.00
HOME DEPOT					
Bill	11/22/2023	WJ38330952	Milwaukee Cordless Band Saw	430-060 . OTHER EQUIPMENT	498.00
Bill	12/06/2023	9611903	2023-20 H-56/Outfit New Public Works Truck	430-070 . AUTO FLEET HIGHWAY	389.00
Total HOME DEPOT					887.00
IMSA					
Bill	11/14/2023	M2308223	Create New Call Sign Frequency	437-900 . BUDGET CARRYOVER	350.00
Total IMSA					350.00
IT Savvy					
Bill	11/17/2023		2 Dell Latitude 3440 Laptops	437-900 . BUDGET CARRYOVER	0.00
Bill	11/17/2023		2 Dell Latitude 3440 Laptops	437-900 . BUDGET CARRYOVER	0.00
Bill	11/17/2023		Dell Latitude 3440 Laptop Reference Quote #3794674 Project #2019-437-900 . BUDGET CARRYOVER		1,441.46
Total IT Savvy					1,441.46
John Kennedy Dealerships					
Bill	12/06/2023	382844	2023-20 H-56/Outfit New Public Works Truck	430-070 . AUTO FLEET HIGHWAY	286.58
Total John Kennedy Dealerships					286.58
TANK CAR CORPORATION OF AMERICA					
Bill	11/29/2023	Memo 11/28/2023	Per May 18, 2021 Court Order	437-900 . BUDGET CARRYOVER	201,983.85
Total TANK CAR CORPORATION OF AMERICA					201,983.85
TD CARD SERVICES					

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

November 9 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
Bill	12/06/2023	Nov 2023 Hammer	2023-20 H-56/Outfit New Public Works Truck	430-070 . AUTO FLEET HIGHWAY	22.44
Total TD CARD SERVICES					22.44
TRADITIONAL SIGN CO					
Bill	12/06/2023	899	2023-21 H-53/Lettering on New Public Works Truck	430-070 . AUTO FLEET HIGHWAY	138.00
Total TRADITIONAL SIGN CO					138.00
TRAFFIC PRODUCTS					
Bill	11/22/2023	2023-711	Alpha UPS System and Automatic Transfer Switch	437-900 . BUDGET CARRYOVER	0.00
Bill	11/22/2023	2023-711	Alpha UPS System and Automatic Transfer Switch	437-900 . BUDGET CARRYOVER	2,640.00
Total TRAFFIC PRODUCTS					2,640.00
WAYTEK, INC					
Bill	12/06/2023	3633148	Electrical Components for 2023-21 H-53	430-070 . AUTO FLEET HIGHWAY	169.33
Total WAYTEK, INC					169.33
Whitmoyer Ford					
Bill	11/28/2023	F 3570	2022 F-250 4x4 SD Regular Cab 8' box (New H-56) with 9' Western Snc 460-001 ARPA EXPENSES		0.00
Bill	11/28/2023	F 3570	2022 F-250 4x4 SD Regular Cab 8' box (New H-56) with 9' Western Snc 437-900 . BUDGET CARRYOVER		46,459.00
Bill	12/06/2023	F7116	2022 F-250 4x4 SD Regular Cab 8' box (New H-53)	460-001 ARPA EXPENSES	0.00
Bill	12/06/2023	F7116	2022 F-250 4x4 SD Regular Cab 8' box (New H-53)	437-900 . BUDGET CARRYOVER	54,553.00
Total Whitmoyer Ford					101,012.00
ZORO.COM					
Bill	11/17/2023	INV13297799	20 Ton Bottle Jack Shop Press	430-070 . AUTO FLEET HIGHWAY	855.99
Total ZORO.COM					855.99
TOTAL					428,179.15

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

November 9 through December 6, 2023

Type	Date	Num	Memo	Account	Amount
PECO ENERGY					
Bill	12/05/2023	01001 112823	November 2023 Traffic Signal Energy invoices	433-030 . TRAFFIC SIGNAL ENERGY	390.30
Total PECO ENERGY					<u>390.30</u>
US MUNICIPAL SUPPLY					
Bill	11/17/2023	6214076	3 White on Green Street Signs	433-100 . MATERIALS&SUPPLIES	172.01
Bill	11/21/2023	6214145	Signs - 1 Watch Children - 1 Cross Traffic Does Not	433-100 . MATERIALS&SUPPLIES	101.06
Total US MUNICIPAL SUPPLY					<u>273.07</u>
TOTAL					<u><u>663.37</u></u>

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

GENERAL FUND	\$369,295.72
REFUNDS (COVID-19)	
CAPITAL RESERVE	\$11,205.26
HIGHWAY AID	\$413.01
RECYCLING	\$0.00
TOTAL CHECKS PAID	\$380,913.99

GENERAL FUND Check Reconciliation

November 2 through December 6, 2023

Type	Date	Num	Name	Amount	Balance
Bill Pmt -Check	11/09/2023	33631	21st CENTURY MEDIA	-949.46	-949.46
Bill Pmt -Check	11/09/2023	33632	ADVANCED DOOR	-1,720.00	-2,669.46
Bill Pmt -Check	11/09/2023	33633	ADVANTAGE PRINT & DESIGN LLC	-225.00	-2,894.46
Bill Pmt -Check	11/09/2023	33634	ALARMAX	-215.20	-3,109.66
Bill Pmt -Check	11/09/2023	33635	AMAZON CAPITAL SERVICES	-1,147.68	-4,257.34
Bill Pmt -Check	11/09/2023	33636	AMY AMBLER	-87.23	-4,344.57
Bill Pmt -Check	11/09/2023	33637	AQUA PA	-1,230.79	-5,575.36
Bill Pmt -Check	11/09/2023	33638	B IRVINE ENTERPRISES	-2,860.00	-8,435.36
Bill Pmt -Check	11/09/2023	33639	BAKER & TAYLOR BOOKS	-2,773.95	-11,209.31
Bill Pmt -Check	11/09/2023	33640	BERGEY'S INC	-5,516.08	-16,725.39
Bill Pmt -Check	11/09/2023	33641	BIG GAME HOOPS	-6,335.00	-23,060.39
Bill Pmt -Check	11/09/2023	33642	BILLOWS ELECTRIC	-1,416.30	-24,476.69
Bill Pmt -Check	11/09/2023	33643	BRODART CO.	-236.30	-24,712.99
Bill Pmt -Check	11/09/2023	33644	BRYNER CHEVROLET	-1,270.69	-25,983.68
Bill Pmt -Check	11/09/2023	33645	BUCKS CO WATER & SEWER	-81.60	-26,065.28
Bill Pmt -Check	11/09/2023	33646	C & C TECHNOLOGIES	-350.72	-26,416.00
Bill Pmt -Check	11/09/2023	33647	CAMPBELL DURRANT	-1,040.00	-27,456.00
Bill Pmt -Check	11/09/2023	33648	CLARKE PRINTING	-1,015.29	-28,471.29
Bill Pmt -Check	11/09/2023	33649	COMCAST	-254.01	-28,725.30
Bill Pmt -Check	11/09/2023	33650	COVANTA ENERGY LLC	-39,684.58	-68,409.88
Bill Pmt -Check	11/09/2023	33651	DAVID H LIGHTKEP	-1,745.98	-70,155.86
Bill Pmt -Check	11/09/2023	33652	DEL VAL INTL TRUCKS	-252.80	-70,408.66
Bill Pmt -Check	11/09/2023	33653	DEMCO	-2,114.00	-72,522.66
Bill Pmt -Check	11/09/2023	33654	DENNEY ELECTRIC SUPPLY	-1,152.37	-73,675.03
Bill Pmt -Check	11/09/2023	33655	DUDA ACTUARIAL	-10,575.00	-84,250.03
Bill Pmt -Check	11/09/2023	33656	DVHIT	-145,966.20	-230,216.23
Bill Pmt -Check	11/09/2023	33657	DVPLT	-5,000.00	-235,216.23
Bill Pmt -Check	11/09/2023	33658	DWYER	-1,281.53	-236,497.76
Bill Pmt -Check	11/09/2023	33659	Dyan Krajnikovich	-540.00	-237,037.76
Bill Pmt -Check	11/09/2023	33660	EASTERN AUTO	-22.18	-237,059.94
Bill Pmt -Check	11/09/2023	33661	FASTENAL CO	-354.50	-237,414.44
Bill Pmt -Check	11/09/2023	33662	FEDERAL EXPRESS CORP	-8.32	-237,422.76
Bill Pmt -Check	11/09/2023	33663	FLOURTOWN FIRE COMPANY	-8,500.00	-245,922.76
Bill Pmt -Check	11/09/2023	33664	FMP	-3,980.07	-249,902.83
Bill Pmt -Check	11/09/2023	33665	FOLEY INC	-180.30	-250,083.13
Bill Pmt -Check	11/09/2023	33666	GALE/CENGAGE	-595.30	-250,678.43
Bill Pmt -Check	11/09/2023	33667	GENERAL CODE PUBLISHERS	-1,185.00	-251,863.43
Bill Pmt -Check	11/09/2023	33668	GEORGE ALLEN	-1,269.76	-253,133.19
Bill Pmt -Check	11/09/2023	33669	Impact Fire	-1,942.00	-255,075.19
Bill Pmt -Check	11/09/2023	33670	INTERSTATE BATTERY	-1,124.00	-256,199.19
Bill Pmt -Check	11/09/2023	33671	JENNIFER SCHELTER	-2,361.00	-258,560.19
Bill Pmt -Check	11/09/2023	33672	JOHN J MCGETTIGAN, INC.	-155.00	-258,715.19
Bill Pmt -Check	11/09/2023	33673	Jump Start Stax, LLC	-11,100.00	-269,815.19
Bill Pmt -Check	11/09/2023	33674	KERRY BOCCELLA	-67.33	-269,882.52
Bill Pmt -Check	11/09/2023	33675	KEYSTONE DIGITAL IMAGING	-698.73	-270,581.25

GENERAL FUND Check Reconciliation

November 2 through December 6, 2023

Type	Date	Num	Name	Amount	Balance
Bill Pmt -Check	11/09/2023	33676	KEYSTONE MUNI SRVS	-7,190.50	-277,771.75
Bill Pmt -Check	11/09/2023	33677	KIMBERLY A BURSNER	-190.00	-277,961.75
Bill Pmt -Check	11/09/2023	33678	KRISTINA DELABIO	-356.10	-278,317.85
Bill Pmt -Check	11/09/2023	33679	LIFE INSURANCE COMPANY OF NORTH AMERIK	-1,943.63	-280,261.48
Bill Pmt -Check	11/09/2023	33680	MAGLOCLN	-400.00	-280,661.48
Bill Pmt -Check	11/09/2023	33681	MARK PENECALE	-117.60	-280,779.08
Bill Pmt -Check	11/09/2023	33682	Marycatherine McGarvey	-2,935.13	-283,714.21
Bill Pmt -Check	11/09/2023	33683	MCDONALD UNIFORMS	-299.47	-284,013.68
Bill Pmt -Check	11/09/2023	33684	MICHELLE HILL	-350.00	-284,363.68
Bill Pmt -Check	11/09/2023	33685	MIDWEST TAPE	-147.69	-284,511.37
Bill Pmt -Check	11/09/2023	33686	MOBILE LIFTS INC	-1,142.06	-285,653.43
Bill Pmt -Check	11/09/2023	33687	MOTOROLA	-1,317.90	-286,971.33
Bill Pmt -Check	11/09/2023	33688	MUNICIPAL CAPITAL FINANCE	-480.98	-287,452.31
Bill Pmt -Check	11/09/2023	33689	NAPA AUTO	-87.21	-287,539.52
Bill Pmt -Check	11/09/2023	33690	NET CARRIER	-752.20	-288,291.72
Bill Pmt -Check	11/09/2023	33691	ORELAND FIRE CO	-7,250.00	-295,541.72
Bill Pmt -Check	11/09/2023	33692	PA LIBRARY ASSOCIATION	0.00	-295,541.72
Bill Pmt -Check	11/09/2023	33693	PA ONE CALL SYSTEM	-128.08	-295,669.80
Bill Pmt -Check	11/09/2023	33694	PA STATE ASSOC OF TOWNSHIP COMMISSION	-4,184.08	-299,853.88
Bill Pmt -Check	11/09/2023	33695	PECO	-8,876.46	-308,730.34
Bill Pmt -Check	11/09/2023	33696	PECO (L)	-174.87	-308,905.21
Bill Pmt -Check	11/09/2023	33697	PECO SL	-10,136.91	-319,042.12
Bill Pmt -Check	11/09/2023	33698	PENN TURF	-974.80	-320,016.92
Bill Pmt -Check	11/09/2023	33699	PENN TURF MGMT	-273.00	-320,289.92
Bill Pmt -Check	11/09/2023	33700	PETRO CHOICE	-3,920.00	-324,209.92
Bill Pmt -Check	11/09/2023	33701	Pitney Bowes Bank, Inc. Reserve Account	-78.90	-324,288.82
Bill Pmt -Check	11/09/2023	33702	PITNEY BOWES INC.	-944.54	-325,233.36
Bill Pmt -Check	11/09/2023	33703	POWER DMS	-1,845.00	-327,078.36
Bill Pmt -Check	11/09/2023	33704	RHOMAR INDUSTRIES, INC.	-1,523.64	-328,602.00
Bill Pmt -Check	11/09/2023	33705	RITTENHOUSE LUMBER CO.	-11.90	-328,613.90
Bill Pmt -Check	11/09/2023	33706	SHERWIN WILLIAMS	-90.30	-328,704.20
Bill Pmt -Check	11/09/2023	33707	STANLEY'S OF ORELAND	-583.38	-329,287.58
Bill Pmt -Check	11/09/2023	33708	STAPLES	-50.17	-329,337.75
Bill Pmt -Check	11/09/2023	33709	STAPLES BUS	-892.20	-330,229.95
Bill Pmt -Check	11/09/2023	33710	STR SOLUTIONS	-293.40	-330,523.35
Bill Pmt -Check	11/09/2023	33711	Suzanne McNally	-172.37	-330,695.72
Bill Pmt -Check	11/09/2023	33712	SWANK MOTION PICTURES, INC.	-693.00	-331,388.72
Bill Pmt -Check	11/09/2023	33713	TARGET WORLD, INC	-152.60	-331,541.32
Bill Pmt -Check	11/09/2023	33714	TD CARD SERVICES	-3,319.83	-334,861.15
Bill Pmt -Check	11/09/2023	33715	TEAM LIFE	-3,408.00	-338,269.15
Bill Pmt -Check	11/09/2023	33716	THE PHILADELPHIA INQUIRER	-102.00	-338,371.15
Bill Pmt -Check	11/09/2023	33717	TIMONEY KNOX LLP	-1,066.00	-339,437.15
Bill Pmt -Check	11/09/2023	33718	TOM DOLAN HOME IMPROVEMENTS	-575.00	-340,012.15
Bill Pmt -Check	11/09/2023	33719	TRAFFIC PRODUCTS LLC	-160.00	-340,172.15
Bill Pmt -Check	11/09/2023	33720	TRAISSR, LLC	-1,800.00	-341,972.15

GENERAL FUND Check Reconciliation

November 2 through December 6, 2023

Type	Date	Num	Name	Amount	Balance
Bill Pmt -Check	11/09/2023	33721	TRUCK PRO	-2,734.28	-344,706.43
Bill Pmt -Check	11/09/2023	33722	UNIFIRST CORPORATION	-728.94	-345,435.37
Bill Pmt -Check	11/09/2023	33723	US MUNICIPAL SUPPLY	-926.79	-346,362.16
Bill Pmt -Check	11/09/2023	33724	VAN'S LOCK SHOP	-387.00	-346,749.16
Bill Pmt -Check	11/09/2023	33725	VECCHIONE FLEET	-4,896.84	-351,646.00
Bill Pmt -Check	11/09/2023	33726	VERIZON	-339.82	-351,985.82
Bill Pmt -Check	11/09/2023	33727	VERIZON WIRELESS	-1,464.75	-353,450.57
Bill Pmt -Check	11/09/2023	33728	WILLOW TREE SERVICE	-1,600.00	-355,050.57
Bill Pmt -Check	11/09/2023	33729	WISLER PEARLSTINE LLC	-522.00	-355,572.57
Bill Pmt -Check	11/09/2023	33730	WOODROW AND ASSOCIATES, INC.	-7,228.15	-362,800.72
Bill Pmt -Check	11/09/2023	33731	WYNDMOOR HOSE COMPANY	-6,250.00	-369,050.72
Bill Pmt -Check	11/09/2023	33732	ZETA CROSS	-145.00	-369,195.72
Bill Pmt -Check	11/14/2023	33733	ORELAND LION'S CLUB	-100.00	-369,295.72

**CAPITAL RESERVE
CHECK RECONCILIATION REPORT**

November 1 through December 6, 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Bill Pmt -Check	11/09/2023	3260	C & C TECHNOLOGIES	-6,069.76	-6,069.76
Bill Pmt -Check	11/09/2023	3261	CHARLES E SHOEMAKER, INC	-2,382.50	-8,452.26
Bill Pmt -Check	11/09/2023	3262	ERDENHEIM CIVIC ASSOCIATION	-1,400.00	-9,852.26
Bill Pmt -Check	11/09/2023	3263	WEST GENERATOR	-1,353.00	-11,205.26

HIGHWAY AID FUND CHECK REGISTER

November 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	11/09/2023	1337	PECO ENERGY	-413.01

NOTICE

In accordance with the Sunshine Law, Act. No. 84 of 1986, notice is hereby given that the following agencies of Springfield Township, Montgomery County, Pennsylvania, will meet in 2024 for the purpose of transacting the general business of that agency in accordance with the schedule listed below.

<u>OFFICIAL BOARD OR AGENCY</u>	<u>TIME</u>	<u>PLACE</u>
Board of Commissioners* Monday preceding second Wednesday	7:00 P.M.	Springfield Township Building
Board of Commissioners* Second Wednesday	7:30 P.M.	Springfield Township Building
Zoning Hearing Board* Fourth Monday	7:00 P.M.	Springfield Township Building
Planning Commission* First and Third Tuesdays	7:00 P.M.	Springfield Township Building
Recreation Advisory Committee First Wednesday	6:30 P.M.	Springfield Township Building
Library Advisory Committee Fourth Tuesday, every other month	7:00 P.M.	Free Library of Springfield Township
Emergency Services Board First Wednesday, every third month	5:30 PM	Springfield Township Building
Shade Tree Commission Fourth Thursday	7:00 P.M.	Free Library of Springfield Township
Police Civil Service Commission*	As Announced	Springfield Township Building
Environmental Advisory Commission Fourth Wednesday	7:00 PM	Free Library of Springfield Township
Recreation Center Advisory Committee First Thursday	6:00 PM	Free Library of Springfield Township
1725 Walnut Ave Steering Committee First Wednesday	6:00 PM	Springfield Township Building

*Public Meetings As Required By Law.

ALL MEETING DATES AND TIMES ARE SUBJECT TO CHANGE.

MICHAEL TAYLOR
TOWNSHIP MANAGER/SECRETARY

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

2024 BUDGET STATEMENT
SPRINGFIELD TOWNSHIP, MONTGOMERY COUNTY, PA

The Springfield Township Board of Commissioners proposes a balanced operating budget for 2024 of \$19,646,947 with a real estate tax rate of 4.516 mills and an earned income tax rate of 1.0%.

2024 REAL ESTATE TAX RATE

General Purpose Tax (Max. 30 Mills)	4.516 Mills
Court Approved (Max. 5 Mills)	0 Mills
Special Purpose Taxes	<u>0 Mills</u>
	4.516 Mills

To summarize the impact on the “typical” residential taxpayer as a result of the 2024 budget projections, the taxpayer will realize no change to their 2024 real estate tax, and a \$13.98 increase to the annual refuse service fee. ***The 2024 real estate tax is the same tax rate that was levied in 2021, 2022 and 2023, marking the third year in a row with no tax increase.*** In 2023, the refuse fee was increased by \$12.56, but was reduced by \$6.32 in 2022.

The “typical” household in Springfield Township with a \$175,400 property assessment will pay \$792.10 in real estate taxes in 2024, which is the same as in 2023, 2022 and 2021. The Township is able to maintain the same tax rate as in 2021 due to revenue increases associated with earned income and other local enabling taxes, license and permit fees, and interest earnings. These savings are offset by anticipated increases in employee wages, pension expenses, property and liability insurance premiums, medical benefits and contributions and incentives to the volunteer fire companies.

The 2024 *discounted* refuse service fee will increase from \$238.10 to \$252.08, or 5.9% per household due to increases in recycling processing fees, waste disposal fees, employee wages and vehicle expenses. Pursuant to the terms of a new waste disposal contract with COVANTA Sustainable Solutions, the cost to dispose of household waste will rise from \$75.24 per ton in 2023 to \$79.00 per ton in 2024. The average monthly cost to process and market single stream recyclables was \$35.73 per ton in 2023 but is projected to increase to \$62.05 per ton in 2024. After increasing during the COVID pandemic, the amount of household refuse and recyclables collected by the Township is projected to decrease by approximately 331 tons in 2024.

The Township will continue to fund its general budgetary obligations through traditional revenue sources such as real state tax, earned income tax, real estate transfer tax, mercantile and business privilege tax, licenses and permits, fines and department earnings. In 2019 a local services tax was enacted whereby individuals employed within Springfield Township now pay

\$1 per week or \$52 annually through a payroll deduction. Those who do not earn more than \$12,000 annually are exempt from the tax. The Township anticipates the receipt of an additional \$25,000 in revenues from the local services tax in 2024.

The 2024 preliminary budget will be made available for inspection in the office of the Township Manager, 1510 Paper Mill Road, Wyndmoor, and in the Township Library, 8900 Hawthorne Lane, Wyndmoor, beginning 5:00 PM on November 9, 2023. The 2024 preliminary budget will also be posted to the Township website on or before the above date. Summary copies of the budget are also available upon request. The Board of Commissioners will accept questions and comments on the Budget at their workshop meeting on December 11, 2023 at 7:00 PM and again as a part of a budget hearing and budget adoption on December 13, 2023 at 7:30 PM. All aforementioned meetings will be conducted at the Springfield Township Administration Building, 1510 Paper Mill Road, Wyndmoor, PA 19038.

AMT:cmt
10/20/23

AGENDA
SPECIAL MEETING
BOARD OF COMMISSIONERS, SPRINGFIELD TOWNSHIP
DECEMBER 13, 2023, 7:30 P.M.

PURPOSE: TO CLOSE OUT THE FINANCIAL BUSINESS OF 2023 AND ADOPT THE 2024 BUDGET.

The 2024 Budget is \$19,646,947 with a real estate tax rate of 4.516 mills and an earned income tax rate of 1.0%. The average household with a real estate tax assessment of \$175,400 will realize no change in their 2024 real estate tax. The discounted refuse service fee will increase by \$13.98 from \$238.10 to \$252.08.

1. **Accept Public Comment**
2. **Resolution No. 1622** - Flourtown Country Club lease rental
3. **Resolution No. 1623** - Amending the 2023 Budget Appropriations
4. **Ordinance No. 977** - Adopt the 2024 Tax Levy and Budget Appropriations
5. **Resolution No. 1624** - Setting the refuse service fee for 2024

AMT:cmt
12/6/23



The Township of Springfield

MONTGOMERY COUNTY, PENNSYLVANIA

Township Bldg., 1510 Paper Mill Rd., Wyndmoor, PA 19038

website: www.SpringfieldMontco.org

Phone: 215-836-7600

Fax: 215-836-7180

COMMISSIONERS

James M. Lee
President

Baird M. Standish
Vice President

Peter D. Wilson
Michael E. Maxwell
Jonathan C. Cobb
Susanna O. Ratsavong
Brendan May

OFFICERS

A. Michael Taylor
Secretary-Manager

James J. Garrity
Solicitor

Joelle Kleinman
Treasurer / Tax Collector

Timothy P. Woodrow, PE
Engineer

NOTICE OF PUBLIC HEARING CANCELLATION

The December 18, 2023 meeting of the Zoning Hearing Board of Springfield Township has been cancelled as there were no new applications for hearings received during the month.

The next regularly scheduled meeting of the Zoning Hearing Board will be on Monday, January 22, 2024 at 7:00 PM at the Springfield Township Building, 1510 Paper Mill Road, Wyndmoor, PA 19038.

Michael Taylor,
Township Manager

12/6/2023

RESOLUTION NO. 1621

**ADOPTION OF THE SPRINGFIELD TOWNSHIP
TRAILS & CONNECTIVITY PLAN**

WHEREAS, the Board of Commissioners of Springfield Township Department is dedicated to enriching the lives of the people who live, work or visit Springfield Township, through attractive parks and recreation facilities, diverse recreation opportunities, and excellent public service, and

WHEREAS, the Board of Commissioners established a goal to create a robust plan to connect neighborhoods, businesses, schools and civic institutions and recreational facilities together, and

WHEREAS, Springfield Township partnered with the Montgomery County Planning Commission to create the desired plan, and appointed a Task Force composed of elected officials, township staff, and representatives from local advisory and stakeholder groups to guide the planning process, and to solicit and receive public input throughout the planning process, and

WHEREAS, the Task Force conducted a public outreach survey from August to November 2022, conducted two open house meetings and met with students from both the Springfield Middle and High Schools to introduce the project to the community and to solicit feedback on transportation gaps and preferred routes, and

WHEREAS, the draft plan was presented to the Board of Commissioners at a public meeting held on October 11, 2023, and public comments were encouraged through December 1, 2023, and

WHEREAS, the plan is intended as an aspirational guide for Township officials to achieve the desired Township connectivity.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Commissioners of Springfield Township does hereby adopt the Springfield Township Trails & Connectivity Plan of 2023.

ADOPTED this 13th day of December, 2023.

BOARD OF COMMISSIONERS OF
SPRINGFIELD TOWNSHIP

By: _____
James M. Lee, President

ATTEST:

A. Michael Taylor, Secretary



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

12/6/2023

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

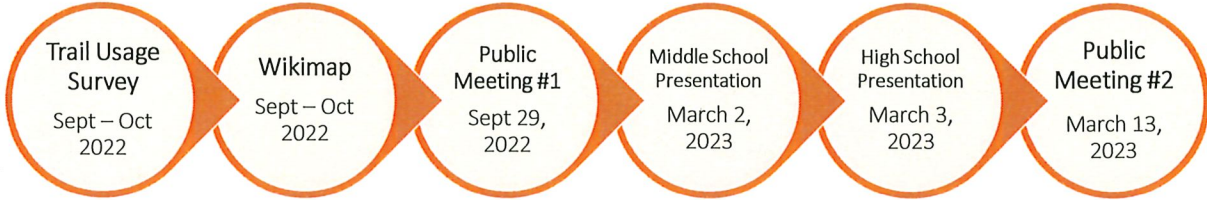


Community Features
 Schools, recreation center, parks, shopping centers, employment locations

4



Public Outreach



- 728 respondents
- Approx. 9% of households
- 49 individuals
- 54 individuals
- 31 students
- 21 students
- 74 individuals

5



Key Findings



Oreland and Wyndmoor
Residents cannot safely walk to other neighborhoods

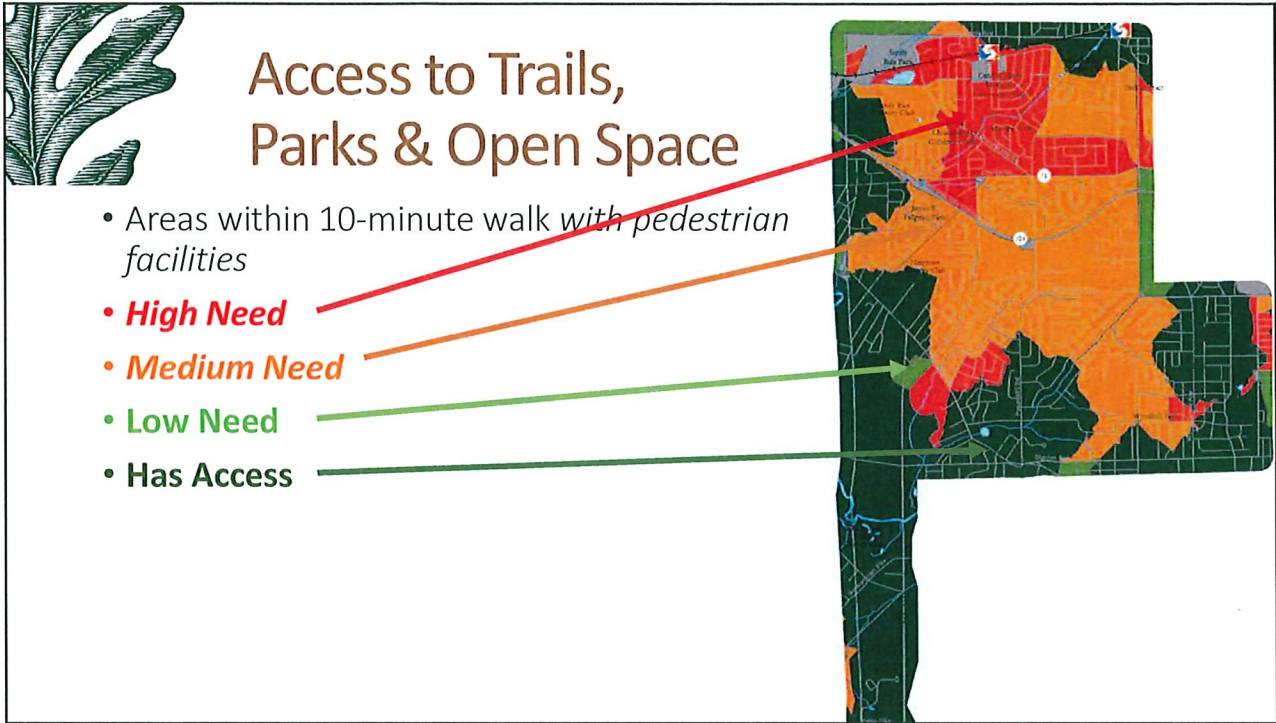


Bethlehem Pike
Seen as the largest barrier by survey respondents

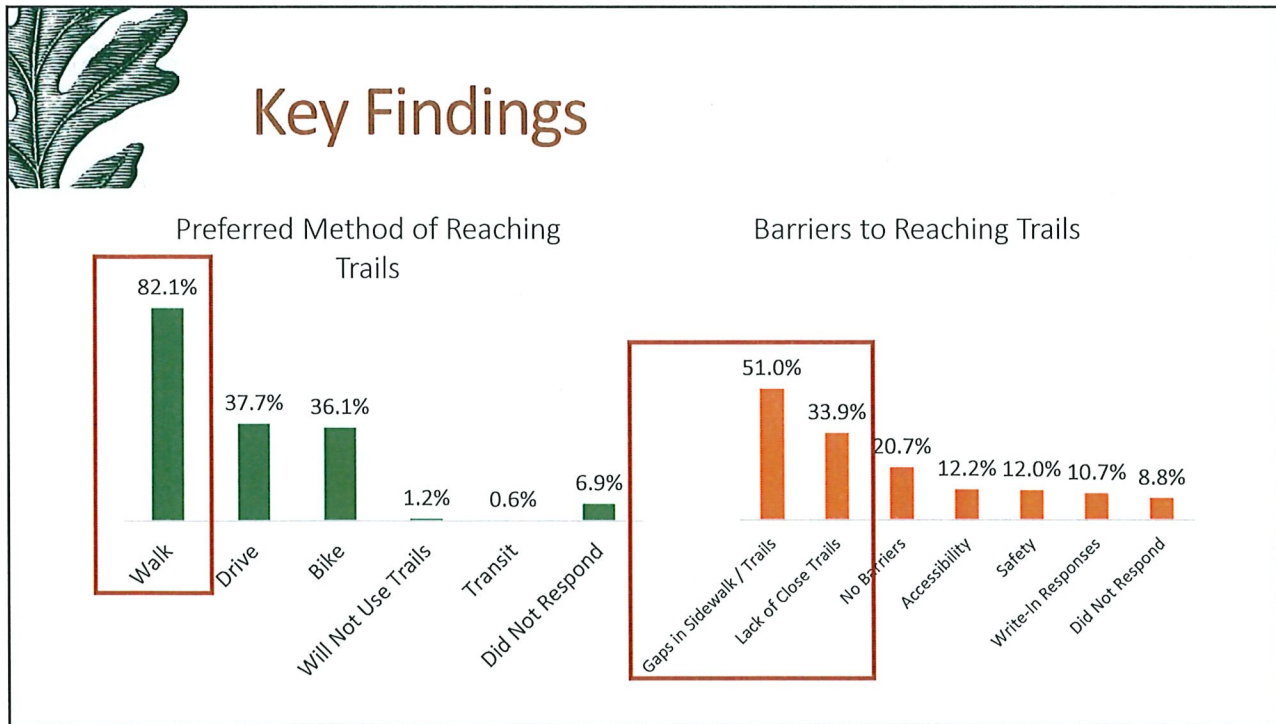


Cheltenham Avenue
Seen as the largest barrier by students

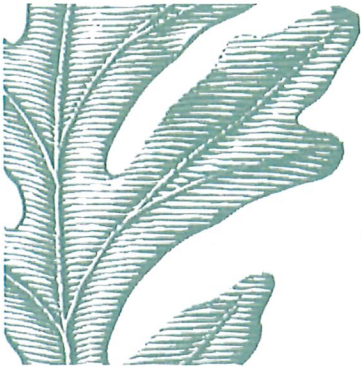
6



7



8



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.

Burke.
PLAY THAT MOVES YOU
BCBURKE.COM • 800-266-1250

SPRINGFIELD TOWNSHIP - CISCO PARK

PROPOSAL #: 36-160195-4



Recreation resource USA
EST. 1982 Made in America

SPRINGFIELD TOWNSHIP - CISCO PARK

PROPOSAL #: 56-160195-4



COLOR KEY

●	BROWN
●	TAN
●	GREEN
●	LIME
●	BROWN/TAN
●	GREEN/TAN

PROPOSAL #: 56-160195-4
SPRINGFIELD TOWNSHIP - CISCO PARK





PROPOSAL #: 56-160195-4

SPRINGFIELD TOWNSHIP - CISCO PARK

Burke
PLAY THAT MOVES YOU
BCBURKE.COM • 800.266.1250



Recreation
resource USA
Since 1982
Made in America

3D Designer: Cristian



503 N. Walnut Road Bldg 200
 Kennett Square, PA 19348
 610-444-4402 1-800-220-4402
 FAX: 610-444-3359
 E-mail: info@recreation-resource.com
 Website: www.recreation-resource.com



Quote

DATE	Quote No.
11/27/2023	Q22-581AR-2

TO:
 Springfield Township
 Emily Baiada
 ebaiada@springfieldmontco.org

CONDITIONS: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.
 Typographical and stenographic errors subject to corrections. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the Purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.
 Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.

Appropriate State Sales Tax Will Be Added Upon Ordering If Applicable

REP
Steve

Quote valid for 30 days. If past 30 days, contact us to verify pricing.

ITEM	DESCRIPTION	QTY	UOM	UNIT	TOTAL
	RE: Cisco Park ' 23				
BCI	Burke Proposal 56-160195-4, Play Structures for Ages 2-5 and 5-12yrs			141,537.00	141,537.00
Ship-PA	Estimated Truckload Freight - (1) 53' Contract Carrier plus (1) LTL Trailer Load (11,114 lbs. with packaging)			8,000.00	8,000.00
Install	Installation of above play equipment per manufacturer's installation instructions. Uses Prevailing Wage Rates			49,538.00	49,538.00
SurfaceAme...	PlayBound Poured-in-Place Rubber Safety Surfacing, 5,655 SF 50% Color / 50% Black Speckled Mix 3-1/2" for 8ft Max Fall Height 1/2" Thick EPDM Top Layer (installed at industry-leading 2.44lbs/sq ft) 3" Thick Cushion Base Layer Installed over Crushed stone base with fines (2A Modified, Crusher Run, etc.) - ** BASE BY OTHERS **			116,870.00	116,870.00
	* These colors WILL be slightly off-color when installed with aromatic binder (yellowish hue) but will normalize with use and wear. Premium colors require use of premium binder, and are available for additional charge: Teal, Yellow, Purple, or Primary Red.				
	IPEMA Certified System				

To Accept Order, Sign: _____ Date: _____ **TOTAL**

Quote is based upon shipment of all items to a single destination, unless noted.
 Changes subject to price adjustment. Your signature here accepts all of our terms & conditions.
 A deposit or payment in full may be required to place your order.





503 N. Walnut Road Bldg 200
 Kennett Square, PA 19348
 610-444-4402 1-800-220-4402
 FAX: 610-444-3359
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Steve

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ITEM	DESCRIPTION	QTY	UOM	UNIT	TOTAL
------	-------------	-----	-----	------	-------

- If stone base with fines is installed by others, we MUST INSPECT IT BEFORE mobilizing.

- Asphalt is NOT an appropriate edge and WILL fail - We are not responsible for asphalt edge failures and gaps at edges due to asphalt failure

- Temps to install must be 40F and rising, not to drop below 40F during 24-36hr cure time

- PRICING SHOWN IS FOR ONE MOBILIZATION TO JOBSITE

- Standard Aromatic Binder will discolor slightly initially (this is normal), but film will wear off and reveal actual rubber color with use and wear.

Temps Installation of surfacing system shall occur only when minimum ambient temperatures are 40° F or above throughout the day and overnight.

NOTES:

- Does not include any additional licenses or permits (if required) - if these are required, the cost to obtain them will be added to the final invoice.

- This assumes the site is currently level and adheres to typical site conditions and that excavated solid from the site can be disposed of

TOTAL

To Accept Order, Sign: _____ Date: _____
 Quote is based upon shipment of all items to a single destination, unless noted.
 Changes subject to price adjustment. Your signature here accepts all of our terms & conditions.
 A deposit or payment in full may be required to place your order.





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TO:
 Springfield Township
 Emily Baiada
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REP
Steve

Quote valid for 30 days. If past 30 days, contact us to verify pricing.

ITEM	DESCRIPTION	QTY	UOM	UNIT	TOTAL
------	-------------	-----	-----	------	-------

at the building site or within close proximity. Excavation beyond the normal standard due to rock, debris, old foundations, etc. shall incur additional charges.

- Installation services are likely to cause dirt on pavement and/or damage to grass/turf from a paved access point to the install location, along with grass/dirt surrounding the work site. Unless specifically stated above, site restoration (smoothing, reseeding, etc.) is not included. ***

- Does not include private underground line locating service - to be responsibility of the client. We do One-Call prior to start but these do not identify lines on private property. We are not responsible for damage to underground lines if private locating service is not performed.

- Administration fees will be added if inspections, building code inspections, etc. are required.

SEQUENCING OF CONSTRUCTION

1. Site excavation (OTHERS)
2. Equipment installation (RRUSA)
3. Concrete curb, drainage system and stone (OTHERS)
4. Safety surfacing (RRUSA)

COSTARS 014-E22-249

TOTAL	\$315,945.00
--------------	---------------------

To Accept Order, Sign: _____ Date: _____
 Quote is based upon shipment of all items to a single destination, unless noted.
 Changes subject to price adjustment. Your signature here accepts all of our terms & conditions.
 A deposit or payment in full may be required to place your order.

PLEASE NOTE-OUR ADDRESS HAS CHANGED TO 503 N. WALNUT ROAD, SUITE 200, KENNETT SQUARE, PA 19348. PLEASE CHANGE YOUR DATABASE.



Est. 1936
John F. Murray
FUNERAL HOME



William



[SEND FLOWERS](#)

[PLANT A TREE](#)

[SEND A CARD](#)

William P. Piszek

d. August 28, 2022

William Peter Piszek, 63 of Lower Gwynedd, passed away on August 28, 2022. He is the beloved husband of Beth (Beadle) Piszek of 28 years.

Born June 2, 1959 in Philadelphia. He was the son of the late Edward J. and Olga P. (McFadden) Piszek.

In addition to his wife, he is survived by his children, Ashley T Piszek (Ryan R Rothenberger) and Andrew J Piszek; and two brothers, Edward J. Piszek, Jr. and George W. Piszek.

He was preceded in death by his two sisters, Ann Reitenbaugh and Helen Nelson.

Bill graduated from Germantown Academy in 1977 and attended St. Joseph's University.

His illustrious career started by working for his family business, Mrs. Paul's Kitchens. He then transitioned to working as the marketing research manager for the Campbell Soup Company after which, he ventured out on his own with two sports apparel franchise stores, Show Case. He later returned to assist his father with his philanthropic endeavors and served as Co-Chairman of the Copernicus Society of America, a private family foundation, with his sister Helen Nelson and brother-in-law Erik Nelson.

Bill was an exceptionally gentle and affable man, devoted to a life serving others as he played vital roles in supporting many organizations.

Bill was a founding Board Member of Pitch In For Baseball & Softball, a long standing Rotarian in the Springfield Rotary Club, and served as a member on the Board of Trustees at Germantown Academy.

He had devoted much of his life to promoting youth projects and programs, first and foremost in Poland, the land of his forefathers.

In 1990, together with his father, Edward J. Pizek and Stan Musial, member of the Major League Baseball Hall of Fame, Bill organized a fundraising drive to help finance the building of the International Little League Baseball Center in Kutno, Poland. The building of this Center allows Little League Teams from Asia, The Middle East, Africa, and Europe to compete in Poland for a trip to the Little League World Series each year.

In 2006, Bill helped launch an exchange program between the choirs of Germantown Academy of Fort Washington, PA and the choir of Nowodworski Secondary School in Kraków, Poland. This endeavor led to closer academic contacts between the two schools as well as annual trips to Poland and the US for dozens of student choristers from both countries.

He also volunteered his services as an auctioneer for numerous fundraisers in Montgomery County.

An avid Philadelphia sports fan, he celebrated each and every Philadelphia team championship.

A visitation will be held between 9:00 and 11:00 a.m. Wednesday September 7, 2022 at Christ Lutheran Church, 700 East Pennsylvania Ave, Oreland, PA 19075. The Funeral Service will follow at 11:00 a.m.

In lieu of flowers, the family requests donations be made in Bill's memory to either Pitch In For Baseball & Softball (www.pifbs.org) or Little League (<https://www.littleleague.org/who-we-are/making-a-donation/>).

To order [memorial trees](#) or send flowers to the family in memory of William P. Pizek, please visit our [flower store](#).

Service Schedule

Past Services

Visitation

- 📅 Wednesday, September 7, 2022
9:00 - 11:00am (Eastern time)
- 📍 Christ Lutheran Church
700 Pennsylvania Ave, Oreland, PA 19075

[Get Directions](#)

[Plant Trees](#)

Funeral Service

- 📅 Wednesday, September 7, 2022
Starts at 11:00am (Eastern time)
- 📍 Christ Lutheran Church
700 Pennsylvania Ave, Oreland, PA 19075

[Get Directions](#)

[Plant Trees](#)

**SPRINGFIELD TOWNSHIP, MONTGOMERY COUNTY, PA
PARKS AND RECREATION DEPARTMENT
PARKS, OPEN SPACE, TRAILS AND FACILITIES NAMING / RENAMING POLICY**

I. PURPOSE

This policy outlines a systematic and consistent procedure for processing and reviewing requests for the naming or renaming of Springfield Township parks, open space, trails and facilities. The Parks and Recreation Department will follow this policy while processing requests to name or rename parks, open space, trails and facilities.

II. OBJECTIVE

1. Ensure that Township parks, open space, trails and facilities are easily identified and located.
2. Ensure that names appointed to parks, open space, trails and facilities are consistent with the values of Springfield Township founded on community history, geography, environmental, civic, and services specific to the Springfield Township community.
3. Provide criteria for the process of naming parks, park areas or park facilities.
4. Provide opportunities for public input.

III. DEFINITION

Parks, open space, trails and facilities – includes all property assets under Township ownership and Parks and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

IV. NAMING AND RENAMING CRITERIA

All requests to name or rename a park, open space, trail or facility must align with one of more of the following criteria:

1. Geographically significant names descriptive of the location or significant geographic feature including flora, fauna, etc.
2. Geographically significant location with respect to adjoining neighborhood, subdivision, significant areas, etc.
3. Historically significant element such as industrial trade, historic family, farm, creek or reservoir of historical or cultural significance to Springfield Township.

4. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual – this to be fully substantiated by person making recommendation.
5. Any individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.
6. Organization or individual that contributes significant funding that underwrites the cost of renovation or construction of Township property. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly enable Township projects such as construction of major parks, buildings or property acquisition. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.
7. Parks and facilities that are donated to the Township can be named by the donor. The naming and acceptance of land is subject to approval by the Park and Recreation Advisory Committee and the Township Board of Commissioners.
8. Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

V. NAMING EXCLUSIONS

1. Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.
2. The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables shall be addressed under a separate parks policy.

VI. PROCEDURE

All person(s) or groups requesting the naming or renaming of a township park, open space, trail or facility must follow the following procedure.

1. Request for naming new or renaming existing Springfield Township parks, open spaces, trails and facilities must be submitted in writing to the Director of Parks and Recreation. The letter must include contact information for the person(s) or group requesting the naming or name changing of a park including address and day and evening contact numbers.
2. Request must include in detail the reasons for the suggested naming or renaming of a specific Springfield Township park, open space, trail or facility.

3. Upon receipt the request and all associated paperwork are to be forwarded to the office of the Township Manager for initial review.
4. After being reviewed by the Managers' office, the request will be reviewed at the next regularly scheduled Parks and Recreation Advisory Committee meeting.
5. Upon review by the Parks and Recreation Advisory Committee, the request and a recommendation will be forwarded to the office of the Township Manager.
6. The request will be reviewed at the next weekly scheduled Staff meeting.
7. The Township Manager will schedule a review of the request at a future Board of Commissioners' work shop meeting.

VII. PARK RENAMING

Critical examination will be conducted to ensure that renaming will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the Township Park, open space, trail or facility.

1. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming.
2. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

VIII. NOTICE

Waiting Period to Receive and Review Public Comment will proceed as follows:

After the review by the Board of Commissioners' is completed there will be a waiting period of sixty (60) days for receipt and review of public comment. Upon completion of the review of public comment the requestor will be notified of the Board of Commissioners' decision through the office of the Township Manager. The Board of Commissioners reserves the right to revoke the name of any Township park.

Springfield Twp Recreation Center
Needs Assessment, Master Plan and Design Services

<u>FIRM</u>	<u>CITY</u>	<u>Research</u>	<u>Design</u>	<u>Construction (50%)</u>	<u>Construction (80%)</u>	<u>Construction (100%)</u>	<u>Bidding</u>	<u>Admin</u>	<u>LUMP SUM (listed by firm)</u>
KMA Design Studio, PC	Ambler	\$ 73,150.00	\$ 101,160.00	\$ 70,500.00	\$ 47,140.00	\$ 42,800.00	\$ 12,290.00	\$ 89,060.00	\$ 436,100.00
Kimmel Bogrette Architecture	Blue Bell	\$ 30,000.00	\$ 126,000.00	\$ 84,000.00	\$ 50,400.00	\$ 33,600.00	\$ 12,600.00	\$ 113,400.00	\$ 450,000.00
Schrader Group	Philadelphia	\$ 86,250.00	\$ 120,737.00	\$ 61,633.00	\$ 61,633.00	\$ 61,633.00	\$ 23,000.00	\$ 93,900.00	\$ 508,786.00
Seiler + Drury Architecture	Norristown	\$ 48,500.00	\$ 230,200.00	\$ 74,850.00	\$ 44,410.00	\$ 30,440.00	\$ 14,700.00	\$ 98,200.00	\$ 541,300.00
MG Architects	Wyomissing	\$ 66,500.00	\$ 140,000.00	\$ 141,000.00	\$ 91,000.00	\$ 52,345.00	\$ 67,500.00	\$ 127,500.00	\$ 685,845.00
MKSD Architects	Allentown	\$ 141,100.00	\$ 180,500.00	\$ 117,215.00	\$ 62,355.00	\$ 42,965.00	\$ 20,715.00	\$ 131,680.00	\$ 696,350.00
Alloy5, LLC	Bethlehem	\$ 121,330.00	\$ 217,000.00	\$ 233,950.00	\$ 111,075.00	\$ 78,125.00	\$ 35,800.00	\$ 185,080.00	\$ 982,360.00
Phillips & Donovan Architects	Bedminster	\$ 98,695.00	\$ 328,555.00	\$ 153,395.00	\$ 101,286.00	\$ 61,799.00	\$ 25,360.00	\$ 225,580.00	\$ 994,670.00
MW Studios Architecture	White Marsh	\$ 159,330.00	\$ 178,425.00	\$ 170,000.00	\$ 141,420.00	\$ 119,225.00	\$ 32,875.00	\$ 233,850.00	\$ 1,025,125.00
BKP Architects	Philadelphia	\$ 89,738.00	\$ 206,396.00	\$ 233,021.00	\$ 150,787.00	\$ 126,085.00	\$ 26,212.00	\$ 237,484.00	\$ 1,069,723.00
LAN Associates	Bethlehem	\$ 345,000.00	\$ 560,000.00	\$ 365,000.00	\$ 380,000.00	\$ 230,000.00	\$ 25,000.00	\$ 1,075,000.00	\$ 2,980,000.00



**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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- 1.1 Project Background
- 1.2 Guiding Principles
- 1.3 Key Dates
- 1.4 Submission Instructions
- 1.5 Contents of Submission
- 1.6 General Terms

SECTION II

- 2.0 Project Description

SECTION III

- 3.0 Scope of Service
- 3.1 Design Development
- 3.2 Construction Documents
- 3.3 Bidding Phase
- 3.4 Construction Administration

SECTION IV

- 4.0 Selection and Evaluation Criteria

EXHIBIT A – Fee Proposal Form

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.

- 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*

REQUEST FOR PROPOSAL (RFP) TEMPLATE Planning Projects

NOTE TO ALL USERS: All items in brackets ([]) and bold are instructional and must be deleted or substituted with project-specific information.

ANNOUNCEMENT

REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSALS FOR PARKS AND RECREATION NEEDS ASSESSMENT, MASTER SITE PLAN, AND DESIGN SERVICES - 1725 WALNUT AVENUE

The **Board of Commissioners** of the **Springfield Township, Montgomery County**, Pennsylvania is accepting proposals for a one-time contract to perform certain professional services work for the **Springfield Township for the Needs Assessment, Master Site Plan and Design Services of 1725 Walnut Avenue in Oreland, PA 19075**. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Sealed proposals (**12 Copies**) must be received by **Township Manager, Michael Taylor** at the **Springfield Township Administration Building** no later than **[Submission Date]**. If mailed, the proposal should be addressed to **1510 Paper Mill Road, Wyndmoor, PA 19038**.

[Optional] A pre-bid meeting to discuss the project scope of work will be held **[Date and Time]** at **[Address]**

For additional information, please contact **Michael Taylor, Township Manager** at **215-836-7600**.

If you are interested in submitting a proposal, you may obtain an RFP by contacting:

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

[Name, Title]

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**REQUEST FOR PROPOSALS FOR PARKS AND RECREATION NEEDS ASSESSMENT,
MASTER SITE PLAN, AND DESIGN SERVICES - 1725 WALNUT AVENUE**

Springfield Township

- Section 1. BACKGROUND
- Section 2. GENERAL TERMS
- Section 3. SCOPE OF WORK
- Section 4. CONSULTANT QUALIFICATIONS
- Section 5. REQUIRED SUBMITTALS
- Section 6. EVALUATION CRITERIA
- Section 7. CONTRACT FOR PROFESSIONAL SERVICES (Form)

Appendices to Contract:

- Appendix A: Nondiscrimination/Sexual Harassment Clause **[required]**
- **[Include any other appendices as appropriate]**

[Attach any other information that may be helpful to the proposer such as brochures describing the community and form of government, organizational charts, maps, and documents describing existing systems pertaining to the work being proposed.]

NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

SECTION 1. BACKGROUND

[Insert general information on the project and the community and any special circumstances that the proposers should be made aware of]

The Walnut Avenue Site, historically known as, The Tank Car Corporation of America (TCCA) Site is the former location of a railroad tank car rehabilitation facility operating in Oreland, PA, for most of the 20th century. Operations at the facility included the rebuilding, repair, alteration, and conversion of rail cars; major and minor fabrication and welded repairs to tanks; and sandblasting and painting of railroad cars. The Site is located in a mixed-use area surrounded by residences, a golf course, commercial operations, and an active rail line. TCCA's former industrial operations at the facility produced hazardous wastes and liquids containing hazardous substances that were placed in a lagoon, and later into several buried tanker cars, at the Property. In addition, sandblasting grit containing lead was used and disposed of at the Property. When TCCA ceased operations in 2001, the lagoon, tanker cars, and sandblast grit were left in place on the Property. Environmental sampling performed by prospective purchasers of the property revealed the presence of organic contaminants in soil and groundwater.

The EPA initiated a Superfund removal site evaluation at the Site in 2006 and elected to conduct a Removal Action. This action included the identification of above- and below-ground tanks; securing tank openings and piping systems to prevent releases of hazardous substances; and sampling, characterizing, removing, and disposing of off-site liquids in the tanks. It did not, however, remediate all known contaminants on the site. Residual contaminants in soil and groundwater were left behind. BL Companies, on behalf of the Township, is currently in the process of fully delineating these impacts. The site also contains numerous wells that continue to monitor contaminants in water including benzene. Due to cap restrictions, digging in the soil, depending on the level, is prohibited by EPA in order to limit the disturbance of soil.

Background information found: https://www.epaossc.org/site/site_profile.aspx?site_id=2694 and <https://www.springfieldmontco.org/information/township-projects/former-tank-car-site-redevelopment/>

[This Provision is Required] This project is partially funded by a grant from the Community Conservation Partnerships Program administered by the Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by **Springfield Township** and its contracted consultant. This Request for Proposal (RFP) has been prepared in accordance with Bureau requirements and standards. The Bureau will monitor the project and certain documents will be subject to Bureau review and approval.

The DCNR Grant Agreement number is [e.g. **BRC-TAG-22-125**].

SECTION 2. GENERAL TERMS

- **Springfield Township** reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the **Springfield Township**.

- The contract is subject to the approval of the **Springfield Township Board of Commissioners** and is effective only upon their approval.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for **Springfield Township** review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the **Springfield Township**, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.
- The proposer is encouraged to add to, modify, or clarify any scope of work items it deems appropriate to develop a high-quality plan at the lowest possible cost. All changes should be identified with an explanation. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 3. SCOPE OF WORK

[Insert a general description of the work to be performed along with a detailed list of the work requirements and tasks for each major element of the scope of work. State the goal of the work and the major product or outcome to be accomplished for each major work element. This must be a narrative in compliance with the Bureau Scope of Work Guidelines for your specific project type.]

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. Serves both active and passive recreation needs.
6. Minimize the impact on adjacent property owners with concern to traffic & noise.
7. Must have strong multi-use capabilities with attention to acoustics.
8. Provide connectivity to the Springfield Township Trails & Connectivity Plan (Draft July 2023).
9. Design and build using sustainable design principles, ensuring that new building(s) will use 100% renewable energy, in compliance with Resolution 1469 passed unanimously by the Board of Commissioners in January 2019.

Work with the Springfield Township Walnut Avenue Master Plan Steering Committee to design and implement a plan to develop the site into a public park featuring trees and shrubs, open space with benches, playing fields, preservation of existing plants, and parking. In these categories, preliminary considerations include the following:

Vegetation: Include a variety of native trees, shrubs, and plants in the low-maintenance landscaping. Preserve existing trees and utilize existing vegetation to create a privacy berm along the adjacent residential and commercial properties.

Open space: Utilizing a multi-functional approach to create open space areas within the park for multi-generational use.

ADA Walking Path: Utilize the perimeter of the property to incorporate an ADA, paved walking trail to join the Springfield Township Trails & Connectivity Plan (Draft July 2023).

Multi-Use Athletic: Install one or more multi-use athletic rectangles.

Parking lot: Strategically position the parking lot to maximize the capacity of park recreational visitors, sports teams, and spectating families. Take into consideration the traffic pattern as guests enter and exit the parkland property.

Noise/Neighborhood Impacts: Due to the proximity of the parkland property to residential homes, sound and traffic impacts should be taken into consideration while designing the layout and function.

Additional considerations: As this is an EPA-regulated brownfield property, all designs must comply with specified building and construction restrictions, which may include the preservation of the existing fence along Walnut and Orlemann Avenues so as not to disturb the cap.

Tasks of the successful applicant will include:

1. Meeting as needed with members of the Springfield Township administration to (a) understand the township's goals and intentions for the project; (b) learn necessary background regarding the history of the site, environmental considerations and restrictions on development that reflect the completed remediation and on-going expectations for maintenance and monitoring.
2. Meeting at least once per month with the Walnut Avenue Master Plan Steering Committee.
3. Facilitating meetings with the Committee and the community to conduct a needs assessment for infrastructure, resources, and amenities to be provided by the park.
4. Develop the design, maintenance plans, and budget to complete the project in an iterative process with the Committee, which may include regular community engagement to obtain feedback.
5. Create a presentation describing the project that is accessible via the Springfield Township website.
6. Work with the Committee to prepare a complete set of materials and documentation for presentation to the Springfield Township Board of Commissioners.
7. Engage in the refinement of the design, plan, and budget in response to Commissioner feedback.
8. Develop a final implementation plan.

SECTION 4. CONSULTANT QUALIFICATIONS

[The Bureau will provide the Grantee with Consultant Qualifications applicable to their specific project type. This document should be inserted in this section of the RFP. The Grantee may also add additional requirements, as appropriate]

1. Documented history of completed park design projects in collaboration with municipal government clients
2. Documented experience developing designs for brownfield properties that have undergone remediation
3. Expertise in local, state, and federal brownfield development regulations
4. Experience engaging in community-based needs assessments to inform the design process
5. Ability to work within specified budgets

SECTION 5. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- A statement confirming that the firm meets the Consultant Qualifications (see Section 4 above).
- The firm's contact person and telephone number.

B. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each in relation to the work. DCNR requires that the project consulting team have the minimum qualifications outlined in Section 4 Consultant Qualifications.
- A reference list of other municipal clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

C. Methods and Procedures

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

D. Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

E. Cost

For each major work element, the costs must be itemized showing:

- For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked

- The reimbursable expenses to be claimed

The itemized costs must be totaled to produce a contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by the **Springfield Township**. However, approval will not be denied if the staff replacement is determined by the **Springfield Township** to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of **Springfield Township** is to pay upon completion of the work and receipt of the required report. However, the **Springfield Township** will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, a minimum of 10% of the DCNR Grant Award will be withheld until the final product is approved by DCNR and all project costs are paid in full.

F. Contract

The contract form and DCNR "Nondiscrimination/Sexual Harassment Clause" is provided in Section 7. DCNR requires that the "Nondiscrimination/Sexual Harassment Clause" be incorporated and/or attached to the contract in its entirety.

SECTION 6. EVALUATION CRITERIA

A. Technical Expertise and Experience

The following factors will be considered:

- The firm's experience in performing similar work
- The expertise and professional level of the individuals assigned to conduct the work
- The clarity and completeness of the proposal and the firm's demonstrated understanding of the work to be performed

B. Procedures and Methods

The following factors will be considered:

- The techniques for collecting and analyzing data
- The sequence and relationships of major steps
- The methods for managing the work to ensure timely and orderly completion

C. Cost

The following factors will be considered:

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

D. Oral presentation

Any or all firms submitting proposals may be invited to give an oral presentation of their proposal.

SECTION 7. CONTRACT FOR PROFESSIONAL SERVICES

A proposed contract is included for review. If it is satisfactory to the firm, it should be completed, executed, and submitted with the proposal. If the firm prefers an alternative contract, the firm may submit it as a part of the proposal submission. However, **Springfield Township** reserves the right to enter into the enclosed contract with the successful firm or to negotiate the terms of a professional services contract.

[The Grantee solicitor/attorney should be consulted concerning the contract form used for this RFP, including insertion of any contractual terms not addressed in this proposed contract, such as termination, breach, remedies for breach, etc.]

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made and entered into this _____ day of _____, 20[___], by and between **Springfield Township, Montgomery County**, Pennsylvania ("**Springfield Township**"), and _____ ("**Consulting Firm**").

WHEREAS, **Springfield Township** desires to have certain one-time professional consulting work performed involving **[Insert here title or short description of work (same as used in RFP)]**;

WHEREAS, **Springfield Township** desires to enter into a contract for this work pursuant to a Request for Proposals ("RFP") issued by **Springfield Township**;

WHEREAS, the Consulting Firm desires to perform the work in accordance with the proposal it submitted in response to the RFP;

WHEREAS, the Consulting Firm is equipped and staffed to perform the work;

NOW, THEREFORE, the parties, intending to be legally bound, agree as follows:

THE CONSULTING FIRM WILL:

1. Provide professional consulting services in accordance with the RFP, its proposal in response to the RFP, and the Nondiscrimination/Sexual Harassment Clause, which is attached hereto and incorporated herein as Appendix A. **Springfield Township may add other appendices as appropriate.**
2. Obtain approval from **Springfield Township** of any changes to the staffing stated in its proposal. However, approval will not be denied if the staff replacement is determined by **Springfield Township** to be of equal ability or experience to the predecessor.

SPRINGFIELD TOWNSHIP WILL:

1. Compensate the Consulting Firm based on the actual hours worked and actual reimbursable expenses for a total amount not to exceed \$_____.

2. Provide the Consulting Firm with reasonable access to **Springfield Township** personnel, facilities, and information necessary to properly perform the work required under this Contract.
3. Except as provided in item 4 below, make payment to the Consulting Firm within 30 days after receipt of a properly prepared invoice for work satisfactorily performed.

[Revise

this provision to reflect actual payment arrangement agreed to.]

4. Make final payment of 10% of the funds available to the Consulting Firm under this Contract within 30 days after final product approval by the Department of Conservation and Natural Resources.

IT IS FURTHER AGREED THAT:

1. All copyright interests in work created under this Contract are solely and exclusively the property of **Springfield Township**. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the Consulting Firm agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the **Springfield Township**.
2. In the performance of services under this Contract, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.
3. The Consulting Firm may terminate this Contract at any time upon giving the **Springfield Township** written notice of not less than **[insert number]** calendar days. **Springfield Township** may terminate this Contract at any time if the Consulting Firm violates the terms of this Contract or fails to produce a result that meets the specifications of this Contract. In the event of termination of this Contract by either party, **Springfield Township** shall within **[insert number]** of calendar days of termination pay the Consulting Firm for all services rendered by the Consulting Firm up to the date of termination, in accordance with the payment provisions of this Contract.

In witness thereof, the parties hereto have executed this Contract on the day and date set forth above.

WITNESS:

WITNESS:

FOR **SPRINGFIELD TOWNSHIP**:

TITLE: _____

FOR THE CONSULTING FIRM:

TITLE: _____

APPENDIX A
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local

laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers’ subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

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

Based on Management Directive 215.16 Amended (8/2/18)

DCNR-2021-Gen
Gen-GPM – 1 Rev. 8/18