

Agenda

Township of Marple – Board of Commissioners – Michael Molinaro, President
Work Session – February 3, 2014 – 7:00 pm

1. Call to Order

2. Pledge of Allegiance

3. Roll Call – Commissioners & Staff

♦ **Executive Session** – held at 6:00PM prior to the meeting to discuss Real Estate & Litigation.

4. Public Forum

5. Staff Reports

- Public Works
- Code Enforcement
- Engineering
- Finance
- Police
- Administration
- Planning and Development

6. Legislative

- A.) Responsible Contractor Policy Ordinance
- B.) Duplicate Real Estate Tax Bill Fee
- C.) Permission to Advertise Proposed Ordinances
 - 1. Group Homes
 - 2. Special Events

7. Administrative

- A.) Proposed Resolution – 1 year Mowing Agreement
- B.) Bid Awards – Chemicals PHCC, Bituminous Concrete & Crushed Stone
- C.) Senior Citizen Commission Appointments – 6 members
- D.) Public Works Department Promotion – Director of Public Works
- E.) Proposed Resolution – County Aid Application \$34,628.00
- F.) Township Treasurer Job Description
- G.) Capital Purchase – Traffic Signal Conflict Monitor & 40 Yard Roll Off Dumpster
- H.) Preliminary/Final Land Development Plan Review – Crozer Ambulatory Care Center, 30 Lawrence Road
- I.) Appointment of Chairperson – Environmental Advisory Commission.
- J.) Travel Policy
- K.) Permission to Advertise – Sale of Used Vehicles

8. Other Business

- Police Station/District Court Building Discussion
- Proposed Traffic Signal – West Chester Pike & Langford Run Road

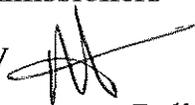
9. Adjourn

6A



MEMORANDUM

TO: Board of Commissioners

FROM: A. T. Hamaday 

SUBJECT: Responsible Contractor Policy Ordinance – Apprenticeship Program Requirement

DATE: January 29, 2014

As requested, I have researched the issue regarding the requirement in the proposed ordinance that requires contractors bidding on a Township project participate in a Class A Apprenticeship program. The US Department of Labor’s Bureau of Apprenticeship and Training maintains an approved Class A Apprenticeship Program database on their website. This database includes all apprenticeship programs that meet all federal and state requirements for formal apprenticeship and prevailing wage work programs. The database is grouped by state and county. I searched the database in an attempt to determine how many local contractors or apprenticeship program there are in Delaware County and how many of those contractors have bid on any of our projects in the past. I found the following:

1. Not all trades/ occupations are represented or have program sponsors. There are no programs for site contractors, heavy equipment operators, steel workers, etc. While they may exist, they are not identified by the Dept of Labor. The trades I noted would certainly be part of the construction of the new police station/ district court offices.
2. The trades/ occupations that are identified and have program sponsors are limited. Bricklayers and carpenters have only 2 or 3 apprenticeship program sponsors while electricians and plumbers have 14 and 25 respectively. The limited number of Delaware County programs and program sponsors in may limit the number of local companies that can or would bid on our projects.

3. None of the 56 sponsors or programs listed for Delaware County have ever submitted a bid for a Township project. (a copy of the database search is attached)

I must stress that the Department of Labor's database is large so there are numerous programs and program sponsors in other Counties and States. It is possible to find contractors and subcontractors that meet the apprenticeship requirements to bid on Township Contracts. However, it does appear that the pool of contractors who could meet this requirement is very small.

Several Pennsylvania municipalities have adopted a Responsible Contractor Policy with the apprenticeship provision. They include Upper Darby, Tinicum, Delaware County, Norristown, Conshohocken, Montgomery County and several others. East Norriton Township, Montgomery County, adopted an ordinance with the provision that allows the Township to opt out of the requirements if it is extremely difficult to find a qualified bidder that meets all of them.

The proposed ordinance that is presently before you for review is similar to the ordinances adopted by most other municipalities (apprenticeship provision included), with three exceptions: 1. Our threshold for applying the Policy is \$50,000 while the others have set the threshold between \$10,000 and \$50,000. This high threshold will allow those smaller local contractors or companies to bid on most of our projects since only certain projects like roads, HVAC repairs and some drainage projects, exceed that threshold. The construction of the proposed future police station and district court offices would fall within the Policy provisions. 2. We have already added some language to exempt certain projects/procurement contracts that are excluded from the bidding requirements established by the First Class Township Code. 3. The proposed ordinance contains a provision that permits the Board to award a bid to a responsible contractor if after two bid attempts if no bidder is determined to meet the requirements of the Policy.

While the purpose of the Responsible Contractors Ordinance is to promote the best interest of the Township, create competition and "level the playing field" among contractors bidding for public work, there is concern that it actually eliminates competition, causes project delays and increases construction costs.

I do want to point out that municipalities already have most of the safeguards provided for in a responsible contractor policy in place through normal bidding and prevailing wage regulations. A responsible contractor policy would only further ensure that a contractor possess the required expertise and hold that contractor to a higher standard.

Our proposed ordinance incorporates those higher standards but also allows for more latitude in applying the provisions. As a result, it does not restrict or eliminate the competitive bidding process as much as in other ordinances. It doesn't preclude any responsible contractor from competitively bidding on our smaller projects (under \$100,000). It also doesn't require the Township to adhere to the Policy provisions when awarding a bid or contract that is expressly exempt from bidding in the First Class Township Code, and finally, the proposed ordinance allows the Board to waive the requirements in certain situations.

Should the Board consider moving forward with a policy, I offer the following comments:

1. Keep the Threshold limit at \$50,000.
2. Retain the provision that exempts certain contracts as permitted by the First Class Township Code.
3. Retain and modify the provision that permits the Township to the award a contract to a responsible bidder after one or two bid attempts if no bidder is determined to meet the requirements of the Policy. A provision that allows the Board to waive some or all of the provisions of the ordinance if it is determined to be in the best interest of the Township should be added.

I have attached information from the Department of Labor's Apprenticeship database for your review. The ordinance is on your February Work Session Agenda for discussion. Please let me know if you need any additional information.

cc: J. Adam Matlawski, Esq.

**MARPLE TOWNSHIP,
DELAWARE COUNTY, PENNSYLVANIA**

ORDINANCE NO.

**AN ORDINANCE OF THE TOWNSHIP OF MARPLE,
DELAWARE COUNTY, PENNSYLVANIA, ADOPTING
RESPONSIBLE CONTRACTOR PROVISIONS, CONTAINING A
SEVERABILITY CLAUSE AND A REPEALER CLAUSE AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Board of Commissioners of Marple Township desires to adopt certain provisions to ensure that contractors and subcontractors that perform work valued at over Fifty Thousand Dollars (\$50,000.00) on any public facility or public works project meet certain minimum requirements to insure that they have the capacity, expertise, personnel and other qualifications and resources necessary to successfully perform public contracts in a timely, reliable and cost-effective manner; and

WHEREAS, the Board of Commissioners finds that such provisions shall serve the best interests of the citizens of Marple Township, by requiring that all bidders for public projects shall possess the highest qualifications necessary to perform public contracts; and

WHEREAS, the Township is required, pursuant to law, to award public contracts to the lowest "responsible" bidder, and the Township deems "responsible" bidders to possess all of the qualifications, expertise, personnel and resources set forth under these regulations;

NOW, THEREFORE, be it, and it is hereby **ENACTED** and **ORDAINED** by the Board of Commissioners of Marple Township as follows:

SECTION I. RESPONSIBLE CONTRACTOR PROVISIONS

Responsible Contractor Requirements for Contracts Exceeding

\$50,000.00

(1) Purpose.

- (a) The Township of Marple (hereinafter "Marple") recognizes that there is a need to ensure that all work on public construction and maintenance contracts is performed by responsible, qualified firms that maintain the capacity, expertise, personnel and other qualifications and resources necessary to successfully perform public contracts in a timely, reliable and cost-effective manner.
- (b) To effectuate the purpose of selecting responsible contractors for public contracts and to protect Marple's investments in such contracts, prospective contractors and sub-contractors should be required to meet pre-established, clearly defined, minimum standards relating to contractor responsibility,

including requirements and criteria concerning technical qualifications, competency, experience, adequacy of resources, including equipment, financial and personnel, and satisfactory records regarding past project performance, safety, law compliance and business integrity.

- (c) Further, due to the critical impact that skilled construction craft labor has on public works projects, and due to the limited availability of skilled construction craft labor and imminent craft labor skill shortages, it is necessary to require contractors and subcontractors to participate in established, formal apprenticeship training programs as a condition of bidding, for the purpose of both promoting successful project delivery and ensuring future workforce development. Marple also recognizes that it is beneficial to the local community to ensure that firms receiving public contracts provide adequate wages and benefits to their employees and utilize fair business, employment and training practices that have a positive impact on local communities affected by such contracts.
- (d) Therefore, Marple shall require compliance with the provisions of this section by business entities seeking to provide services to Marple as specified herein. The requirements of this section are intended to supplement, not replace, existing contractor qualification and performance standards or criteria currently required by law, public policy or contracting documents. However, in the event that any of the provisions of this section conflict with any law, public policy or contracting documents of Marple this section shall prevail.

(2) Definitions:

- (a) "Awarding Authority" – The Board of Commissioners of Marple Township
- (b) "Contract" - any agreement for the performance of any work or service, the provision of any goods, equipment, materials or supplies, or the rendition of any service to Marple or to the public, or a public lease or license, which is let, awarded or entered into by, or on behalf of, Marple. Contracts for services which are exempted by or less than the bidding requirements established by Section 1802 of the PA First Class Township Code, as amended, are not covered by this Article.
- (c) "contractor" - any person, firm, corporation, partnership, association or any combination thereof, which enters into a Contract with the Township of Marple.
- (d) "subcontractor" - any person not an employee who enters into a contract with a contractor to assist the contractor in performing a contract.
- (e) "bidder" - any person or entity that applies for any Contract whether or not the application process is through an Invitation for Bid, Request for Proposal, Request for Qualifications or other procurement process.

- (f) "bid" - any application submitted by a bidder in response to an Invitation for Bid, Request for Proposal or Request for Qualifications or other procurement process.
- (g) "Invitation for Bid" - the process through which the Township solicits Bids including Requests for Proposals and Requests for Qualifications.

(3) Responsible Contractor Requirements

- (a) All contractors and subcontractors of any tier that perform work valued at over One Hundred Thousand Dollars (\$100,000.00) pursuant to a Contract on any public facility or public works project, including construction, alteration, renovation, repair, service or maintenance work, shall meet the requirements of this section.
- (b) All firms engaged in Contracts covered by this section shall be qualified, responsible contractors or subcontractors that have sufficient capabilities in all respects to successfully perform contracts on which they are engaged, including the necessary experience, equipment, technical skills and qualifications and organizational, financial and personnel resources. Firms bidding on public Contracts shall also be required to have a satisfactory past performance record and a satisfactory record of law compliance, integrity and business ethics.
- (c) If after two attempts by Marple to award a Contract to a responsible bidder, as defined in this section, no bidder is determined to meet the requirements of this section, this section shall not apply to subsequent attempts to bid the project.

(4) Contractor Responsibility Certifications.

- (a) As a condition of performing work on a public works Contract subject to this section, a general contractor, construction manager or other lead or prime contractor seeking award of a contract shall submit a Contractor Responsibility Certification at the time it submits its bid for a contract.
- (b) A public works Contract subject to this section, a general contractor, construction manager or other lead or prime contractor seeking award of a contract shall submit a Contractor Responsibility Certification at the time it submits its bid for a contract.
- (c) The Contractor Responsibility Certification shall be completed on a form provided by Marple and shall reference the project for which a bid is being submitted by name and Contract or project number.
- (d) In the Contractor Responsibility Certification, the construction manager, general contractor or other lead or prime contractor (hereafter the "Firm") shall confirm the following facts regarding its past performance and work history and its current qualifications and performance capabilities:

- (1) The firm has all valid, effective licenses, registrations or certificates required by federal, state, county, or local law, including, but not limited to, licenses, registrations or certificates required to: (a) do business in the designated locale; and (b) perform the contract work it seeks to perform. These shall include, but not limited to, licenses, registrations or certificates for any type of trade work or specialty work which the firm proposes to self-perform,
- (2) The firm meets the bonding requirements for the Contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or Contract specifications, including general liability insurance, workers compensation insurance and unemployment insurance requirements.
- (3) The firm has not been debarred by any federal, state or local government agency or authority in the past three years.
- (4) The firm has not defaulted on any project in the past three years.
- (5) The firm has not had any type of business, contracting or trade license, registration, or other certification suspended or revoked in the past three years.
- (6) The firm has not been cited for a willful violation of federal or state safety laws in the past three years.
- (7) The firm and its owners have not been convicted of any crime relating to the contracting business by a final decision of a court or government agency in the past ten years.
- (8) The firm has not within the past three years been found in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, prompt payment laws, wage and hour laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$1,000 or more.
- (9) The firm will pay all craft employees that it employs on the project the current wage rates and benefits as required under applicable federal, state or local wage laws.
- (10) The firm participates in a Class A Apprenticeship Program for each separate trade or classification in which it employs craft employees and shall continue to participate in such program or programs for the duration of the project.
 - (A) For purposes of this section a Class A Apprenticeship Program is an apprenticeship program that is currently registered with and approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyman status for at least three of the past five years.

- (B) If a firm is identified as the lowest responsible bidder or otherwise selected as the prospective awardee or as a subcontractor of an awardee, it shall provide appropriate documentation, as determined by Marple, to verify it meets the requirements of this section for each trade or classification of craft workers it will employ on the project. This verification shall be provided prior to performance of work by the firm.
- (11) The firm has all other technical qualifications and resources, including equipment, personnel and financial resources, to perform the referenced Contract, or will obtain same through the use of qualified, responsible subcontractors.
- (12) The firm will maintain all qualifications, resources and capabilities referenced in this certification throughout the duration of the project.
- (13) The firm shall notify Marple within seven days of any material changes to all matters attested to in this certification.
- (14) The firm understands that the Contractor Responsibility Certification required by this section shall be executed by a person who has sufficient knowledge to address all matters in the certification and shall include an attestation stating, under the penalty of perjury, that the information submitted is true, complete and accurate.
- (e) Execution of the Contractor Responsibility Certification required by this section shall not establish a presumption of contractor responsibility and Marple may require any additional information it deems necessary to evaluate a firm's status as a responsible contractor, including technical qualifications, financial capacity or other resources and performance capabilities. Marple may require that such information be included in a separate Statement of Qualifications and Experience or as an attachment to the Contractor Responsibility Certification.
- (f) The submitting firm shall stipulate in the Contractor Responsibility Certification that, if it receives a Notice of Intent to Award Contract, it will provide a Subcontractor List and required subcontractor information as specified in subsection 5 of this section.
- (g) If the submitting firm has ever operated under another name, or controls, is controlled by another company or business entity or in the past five years controlled or was controlled by another company or business entity, whether as a parent company, subsidiary or in any other business relation, it shall attach a separate statement to its Contractor Responsibility Certification that explains in detail the nature of any such relationship. Additional information may be required from such an entity if the relationship in question could potentially impact contract performance.
- (h) If a firm fails to provide a Contractor Responsibility Certification required by this section, it shall be disqualified from bidding. No action of any nature shall lie against Marple because of its refusal to accept a bid for failing to provide information required by this section.

- (5) Notice of Intent to Award Contract.
- (a) After it has received bids for a project, Marple shall issue a *Notice of Intent to Award Contract* to the firm offering the lowest responsive bid.
 - (b) Such Notice shall be issued immediately or as soon as practicable after bids are submitted and shall stipulate that the Contract award will be conditioned on the issuance of a written Contractor Responsibility Determination, as required by subsection 6 of this section and any other conditions determined appropriate by Marple.
- (6) Subcontractor Lists, Subcontractor Responsibility Certifications.
- (a) Within seven days from the date of Notice of Intent to Award Contract, a prospective awardee shall submit to Marple a Subcontractor List containing the names of subcontractors that will be used for the referenced project, their addresses and a description of the work each listed subcontractor will perform on the project.
 - (b) At the time a prospective awardee submits the Subcontractor List it shall also submit Subcontractor Responsibility Certifications for all listed subcontractors to Marple. Subcontractor Responsibility Certifications shall be executed by the respective subcontractors on forms prepared by Marple and shall contain the same information and representations required in Contractor Responsibility Certifications, including verification of apprenticeship qualifications as required by Section 3(c)(10), for each trade or classification of craft workers it will employ on the project.
 - (c) Subcontractor Responsibility Certifications shall be executed by persons having sufficient knowledge to address all matters in the certification and shall include an attestation stating, under the penalty of perjury, that all information submitted is true, complete and accurate.
- (7) Contractor Responsibility Review and Determination.
- (a) After a Notice of Intent to Award Contract has been issued, Marple shall undertake a review process for a period of at least thirty (30) days to determine whether the prospective awardee is a qualified, responsible contractor in accordance with the requirements of this section and other applicable laws and regulations and has the resources and capabilities to successfully perform the contract.
 - (b) As part of this review process, Marple shall ensure that the Contractor Responsibility Certification, the Subcontractor List and the Subcontractor Responsibility Certifications, as required by this act, have been submitted and properly executed.
 - (c) Marple may conduct any additional inquiries to verify that the prospective awardee and its subcontractors have the technical qualifications and performance capabilities necessary to successfully perform the contract and that the firms have a sufficient record of law compliance and business integrity to justify the award

of a public contract. In conducting such inquiries, Marple may seek relevant information from the firm, its prior clients or customers, its subcontractors or any other relevant source.

- (d) If, at the conclusion of its internal review, Marple determines that all responsibility certifications have been properly competed and executed and if it concludes that the qualifications, background and responsibility of the prospective awardee and the firms on its Subcontractor List are satisfactory, it shall issue a written Contractor Responsibility Determination verifying that the prospective awardee is a qualified, responsible contractor. In the event a firm is determined to be non-responsible, Marple shall advise the firm of its finding in writing and proceed to conduct a responsibility review of the next lowest, responsive bidder or, if necessary, re-bid the project. Marple shall award a contract in accordance with all applicable laws.
- (e) Marple shall not issue a written Contractor Responsibility Determination until at least ten (10) days after it determines that the contractor is a qualified responsible contractor in accordance with the requirements of this section. A written Contractor Responsibility Determination may be revoked or revised in any manner at any time if Marple obtains relevant information warranting such action.

(8) Subcontractor Responsibility Review Requirements.

- (a) A construction manager, general contractor or other lead or prime contractor shall not be permitted to use a subcontractor on any work performed for Marple unless it has identified the subcontractor on its Subcontractor List and provided a Subcontractor Responsibility Certification in accordance with the requirements of subsection 5 of this section.
- (b) A subcontractor listed on a firm's Subcontractor List shall not be substituted unless written authorization is obtained from Marple and a Subcontractor Responsibility Certification is provided for the substitute subcontractor.
- (c) In the event that Marple determines that a prospective subcontractor listed by the apparent low bidder does not meet the responsibility standards of this section, it may, after informing the prospective awardee, exercise one of the following options:
 - (1) permit the awardee to substitute a qualified, responsible, subcontractor in accordance with the requirements of this section;
 - (2) require the awardee to self-perform the work in question if the firm has the required experience, licenses and other qualifications to perform the work in question; or
 - (3) disqualify the prospective awardee.
- (d) In the event that a subcontractor is disqualified under this section, the general contractor, construction manager or other lead or prime contractor shall not be

permitted to make any type of contractual claim against Marple on the basis of a subcontractor disqualification.

(9) Public Review Process.

- (a) The Contractor Responsibility Certification for a firm identified in a Notice of Intent to Award Contract, Subcontractor Lists and Subcontractor Responsibility Certifications shall be made immediately available to the public for inspection through a publicly accessible website or other comparable means.
- (b) During the Public Review Period, any person or organization may protest a contractor or subcontractor for failing to meet applicable requirements of this section or on any other relevant grounds by submitting a letter with supporting evidence to Marple.
- (c) If Marple determines that a Contractor or Subcontractor Responsibility Certification contains false or misleading material information that was provided knowingly or with reckless disregard for the truth or omits material information knowingly or with reckless disregard of the truth, the firm for which the certification was submitted shall be prohibited from performing work for Marple for a period of three years and shall be subject to any other penalties and sanctions, including contract termination, available to Marple under law. A contract terminated under these circumstances shall further entitle Marple to withhold payment of any monies due to the firm as damages.
- (d) A procurement Contract subject to this section shall not be executed until all requirements of this section have been fulfilled and until Contractor and Subcontractor Responsibility Certifications and Subcontractor Lists have been made available for public inspection for at least ten (10) days following submission of such information.

(10) Emergencies

Should the Board of Commissioners determine that emergency circumstances exist that render the requirements and procedures set forth in this section unduly burdensome, then in that event the Township may award a procurement contract without application of the terms of this section.

Section II. Severability, Repealer; Effective Date.

- (a) If any provision of this ordinance shall be held to be invalid or unenforceable by a court of competent jurisdiction, any such holding shall not invalidate any other provisions of this ordinance and all remaining provisions shall remain in full force and effect.
- (b) This ordinance shall become effective five (5) days following its legal enactment.

- (e) The requirements of this ordinance shall not apply to contracts executed prior to the effective date of this ordinance, except that the exercise of an option on a contract covered by this ordinance shall be deemed to create a new contract for purposes of this ordinance.
- (d) All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

ENACTED and ORDAINED by the Board of Commissioners of Marple Township, Delaware County, Pennsylvania, on this day of 2014.

Township of Marple

ATTEST: _____
Sharon Angelaccio
Township Secretary

BY: _____
Michael K. Molinaro, President
Board of Commissioners

6B

NOTICE
TOWNSHIP OF MARPLE

Notice is hereby given that the Board of Commissioners of Marple Township, at their February 10, 2014 meeting will consider and take action on a proposed ordinance amending Chapter 274 of the Township Code to establish fees to be charged for the duplication of a Township Real Estate Bills, Real Estate Tax Certifications and a reduced fee for the submission of bulk/electronic payments of Township Real Estate Taxes. The following of which is a summary:

TOWNSHIP OF MARPLE
ORDINANCE NO.
(summary)

AN ORDINANCE OF TOWNSHIP OF MARPLE, DELAWARE COUNTY, PENNSYLVANIA AMENDING CHAPTER 274, TAXATION, ARTICLE VII, TAX CERTIFICATIONS, TO AMEND SECTION 274-107 TO ESTABLISH A \$10 FEE CHARGED FOR THE DUPLICATION OF TOWNSHIP REAL ESTATE TAX BILLS; FEE FOR TAX CERTIFICATIONS AS SET BY RESOLUTION OF THE BOARD OF COMMISSIONERS AND A REDUCED FEE OF \$5 FOR THE SUBMISSION OF BULK/ELECTRONIC REAL ESTATE TAX PAYMENTS.

The full text of the ordinance is available for review in the office of the Township Secretary, 227 S. Sproul Road, Broomall, PA., during normal business hours, M-F, 8:30 AM to 5PM; in the Delaware County Law Library and in the offices of this newspaper.

Sharon L. Angelaccio
Township Secretary

TOWNSHIP OF MARPLE

ORDINANCE No. _____

AN ORDINANCE OF TOWNSHIP OF MARPLE, DELAWARE COUNTY, PENNSYLVANIA AMENDING CHAPTER 274, TAXATION, ARTICLE VII, TAX CERTIFICATIONS, TO AMEND SECTION 274-107 TO ESTABLISH A FEE CHARGED FOR THE DUPLICATION OF TOWNSHIP REAL ESTATE TAX BILLS; FEE FOR TAX CERTIFICATIONS AND REDUCED FEES FOR BULK/ELECTRONIC PAYMENTS.

The Board of Commissioners of the Township of Marple does hereby enact and ordain:

SECTION I: That Chapter 274, Section 107, Fee required to obtain tax certification; Duplicate tax bills, be amended read as follows:

274-107. Fee required to obtain tax certification; Duplicate tax bills.

- A. From and after passage of this article, all persons or entries, including but not limited to title insurance companies, title abstract companies, attorneys and others engaged in the business or practice of holding real estate settlements and/or closings, who contact the Treasurer or Tax Collector of the Township of Marple or his or her agent for the purpose of obtaining a certification as to the status of real estate taxes for real property situated within Marple Township, shall be required, in consideration for the providing of such a service, to pay to the Township of Marple and to the Tax Collector such fee(s) as shall established by resolution of the Board of Commissioners of Marple Township.
- B. All persons or entries, including but not limited to title insurance companies, title abstract companies, attorneys and others engaged in the business or practice of holding real estate settlements and/or closings who or which either (1) contact the Tax Collector or his or her agent and request the Tax Collector or his or her agent to provide duplicate bill(s)

and/or receipt(s) for real estate taxes for real property situated within Marple Township or (2) submit to the Tax Collector payment of real estate taxes which payment is not accompanied by a copy of the tax bill being paid, shall be required, in consideration for the providing of such a service, to pay to the Tax Collector such duplicate tax bill fee(s) as shall established by resolution of the Board of Commissioners of Marple Township, which such fee for 2014 shall be \$10.00 per property or folio for each duplicate Township tax bill. The Tax Collector may charge and be entitled to receive a reduced fee for bulk submissions (being the combined payment of real estate taxes for 20 or more properties or folios at one time and including electronic submission containing appropriate and compatible data in form and content acceptable to the Tax Collector, such fee(s) as shall established by resolution of the Board of Commissioners of Marple Township, which such bulk duplicate tax bill fee for 2014 shall be \$5.00 per property or folio included in such bulk payment. The Tax Collector shall retain all such fees collected.

SECTION II: This Ordinance is intended only to amend Chapter 274 of said Code, and such parts of said Chapter or Code that are not inconsistent with the terms of the Ordinance shall remain in full force and effect

ENACTED AND ORDAINED this day of 2014.

Township of Marple
Board of Commissioners

BY: _____
Michael K. Molinaro, President
Board of Commissioners

ATTEST: _____
Sharon L. Angelaccio
Township Secretary

Township of Marple
ORDINANCE NO.

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF MARPLE (THE CODE) CHAPTER 300, ZONING, TO ESTABLISH A DEFINITION FOR GROUP HOME; DESIGNATED PERMITTED ZONING DISTRICTS; ESTABLISH PROVISIONS FOR THE REGULATION AND OPERATION OF GROUP HOMES; PROVIDE CRITERIA FOR CRITERIA FOR APPROVAL BY CONDITIONAL USE; PROVIDE ADDITIONAL REQUIREMENTS FOR PERMITS AND FEES FOR GROUP HOMES AND PROVIDE A SAVINGS CLAUSE

THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF MARPLE, DELAWARE COUNTY, PA, DOES HEREBY ENACT AND ORDAIN:

SECTION I: That Section 300 - 14 shall be amended to add the following definition:

Group Home - A dwelling unit operated by a responsible individual, family or organization with a program to provide a supportive living arrangement for residential clients and attendant (24 hours or less) staff, living together in a dwelling unit and functioning as a single housekeeping unit under a common housekeeping management plan based upon an intentionally structured relationship providing organization and stability. The resident clients of a group home must be limited to persons who need specialized housing because of age, disability or illness, and may include, but not necessarily limited to children, the mentally or physically handicapped and elderly, but shall not include drug and alcohol rehabilitation facilities, or adult pre-release correctional facilities such as work release, halfway houses or similar uses. This definition shall expressly include facilities for the supervised care of persons with disabilities subject to protection under the Federal Fair Housing Act as amended.

SECTION II: That Section 300 shall be amended to add the following new sub-section 300-34.1. Group Homes:

300-34.1 Group Homes.

- A. Group Homes, as defined in Article II of this Chapter, shall be authorized as a Conditional Use in accordance with §300-19.
- B. Conditional Use: Application for conditional use shall be made to the Board of Commissioners in accordance with Section 300-131. The Board of Commissioners shall process the application in accordance with with section 300-133 applying the criteria and standards of Article XVII, Section 300-136 G & H. Additionally, the conditional use application shall establish that the proposed group home use shall meet the operational criteria set forth in Section 300-34.1.C below.
- C. Operation. When authorized by the Board of Commissioners as a conditional use, the operation of any group home shall be subject to the following:
 - 1. A written narrative shall be submitted describing the purpose and general operation of the proposed facility, including the following:

- a) The owner of the property, operator of the facility and emergency contact information of all individuals responsible for the facilities operation.
 - b) The number of residents, staff, level of supervision, and parking needs.
 - c) A plot plan of the property indicating any necessary site or exterior improvements required to operate the facility.
 - d) A plan indicating off-street parking in accordance with the provisions of this section, Article XI of this Chapter and Chapter 108 of the Township Code.
2. A proposed facility shall be indistinguishable from the exterior of other residential dwellings in the immediate neighborhood. However, improvements required by code for access or exit from the building shall not be deemed incompatible merely because surrounding buildings lack such facilities.
 3. Any counseling or other services provided shall be solely for the benefit of residents of the facility.
 4. The facility shall receive the license or permit of any applicable State, County or local agencies prior to the commencement of operations.
 5. The facility shall not generate traffic greater in volume or different in nature than would normally occur in the neighborhood in which it is proposed to be located.
 6. No identification signs shall be permitted, except as required by law.
 7. The facility shall be located no closer to another group home than 1,000 feet measured on a straight line radius from the property line so used, to the property line to be used.
 8. For each staff person greater than one, one off-street parking space shall be provided, using the largest daily shift per week as a base.
 9. For the facilities where clients may drive and own vehicles, the Board, after hearing the testimony for the Conditional Use approval, shall stipulate the total required number of off-street parking spaces. The required number of parking spaces shall be one space per driver-vehicle owner.
 10. A minimum of one parking space shall be required for visitors to the facility in addition to all other required spaces.
 10. The parking requirement established herein shall be a continuing requirement which shall be met at all times during the life of the permit.
 11. All group homes shall conform to the Township's Building, Property Maintenance and Fire Codes.
 12. The Township may require annual inspections of the facility to ensure compliance with the provisions of this chapter, the Township Code and any conditions of a Conditional Use approval.

SECTION III: SECTION 1: Permitted Uses- Residential. From and after the passage of this Ordinance Section 300-19, 300 Attachment 1, Permitted Uses – Residential is amended to add the following use classification:

Use Classification	R-A	R-B	R-C	R-1	R-1A	R-2	R-3	R-4
Group Homes	CU	CU	CU	CU	CU	CU	CU	CU

Notes: CU = Conditional Use

SECTION IV: This Ordinance is intended only to amend Chapter 300 of said Code, and such parts of said Chapter or Code that are not inconsistent with the terms of the Ordinance shall remain in full force and effect

SECTION V: Any Ordinance or part of any Ordinance to the extent it is inconsistent herewith is hereby repealed

SECTION VI: This Ordinance shall become effective five (5) days after passage.

ENACTED AND ORDAINED this day of

Township of Marple

ATTEST: _____
Sharon Angelaccio
Township Secretary

BY: _____
Michael K. Molinaro, President
Board of Commissioners

Township of Marple

ORDINANCE NO. .

60

AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF MARPLE (THE CODE) CHAPTER 300, ZONING, SECTION 300-113, SEASONAL SALES, TO FURTHER PROVIDE REGULATIONS AND PERMITTING OF SEASONAL SALES; SECTION 300-114, PROMOTIONAL SALES, TO MODIFY THE PROVISIONS FOR APPROVING, PERMITTING AND CONDUCTING PROMOTIONAL SALES; SECTION 300-115 SPECIAL EVENTS, TO MODIFY THE CRITERIA FOR THE AUTHORIZATION OF SPECIAL EVENTS BY THE BOARD OF COMMISSIONERS AND PROVIDE ADDITIONAL REQUIREMENTS GOVERNING THE CONDUCTING OF SPECIAL EVENTS.

THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF MARPLE, DELAWARE COUNTY, PA, DOES HEREBY ENACT AND ORDAIN:

SECTION I: That Section 300-113 be amended to read as follows:

§ 300-113 Seasonal Sales.

The Board of Commissioners may authorize seasonal sales, limited to sales of flowers, plants, trees and arrangements of the same, subject to the following:

- A. A permit shall be obtained for the sale. A permit fee, as set from time to time by resolution of the Board of Commissioners, must accompany the permit application and be submitted at least 45 days prior to the sale.
- B. Such sales shall be limited to a period of ten (10) days preceding Valentine's Day, Easter, and Mother's Day, Father's Day or other Special Occasion or holiday. Sales of trees shall be limited to a period of twenty-five (25) prior to Christmas.
- C. No sales shall be permitted in any residential Zoning District.
- D. Such sales shall not be conducted from a motor vehicle or trailer.
- E. Any designated temporary sales area shall not eliminate required off-street parking spaces on the property on which the sale occurs.
- F. Signage for the event shall comply with the sign regulations contained in Chapter 300, Article XII of the Township Code. In no case shall any signage be permitted within the right-of-way of any street.
- G. A permit shall be obtained for the event. A permit fee, as set from time to time by resolution of the Board of Commissioners, must accompany the permit application and be submitted at least 45 days prior to the event.

SECTION II: That section 300-114 be amended to read as follows:

§ 300 – 114 Promotional Sales.

The Board of Commissioners may authorize temporary, short term retail activities associated with established commercial property owners and businesses in the Township, including but not limited to sidewalk sales and product promotions including displays, introductions, expositions and presentations, subject to the following:

- A. A permit shall be obtained for the sale. A permit fee, as set from time to time by resolution of the Board of Commissioners, must accompany the permit application and be submitted at least 45 days prior to the sale.
- B. Such uses may occur for a maximum duration of four continuous days up to four (4) times each calendar year for any business.
- C. The display area for such uses shall not exceed 10 % of the lot area.
- D. Such uses shall not obstruct any exit, pedestrian sidewalk or impede vehicle traffic.
- E. Any designated temporary sales area shall not eliminate required off-street parking spaces on the property on which the sale occurs.
- F. Goods or displays shall be located a minimum of six (6) feet from any cartway, vehicle travel lane or property entrance/exit.
- G. Signage for the event shall comply with the sign regulations contained in Chapter 300, Article XII of the Township Code. In no case shall any signage be permitted within the right-of-way of any street.

SECTION III: That Section 300 -115 be amended to read as follows:

§ 300-115 Special events.

The Board of Commissioners may authorize temporary, short-term special events oriented to the general public such as but not limited to fairs, carnivals and festivals, subject to the following:

- A. The organization conducting the event shall submit an event action plan to the Township providing for event duration, security, fire prevention and medical assistance needs for the event; trash collection/recycling disposal plan; a traffic flow and parking plan and contact information for all event organizers and operators.
- B. Parking demand generated by such an event must be accommodated on the site or other arranged event parking without undue disruption to or interference with the normal flow of traffic or with the rights of adjacent and neighboring property owners.
- C. All litter generated by the special event shall be removed at no expense to the Township.
- D. A permit shall be obtained for the event. A permit fee, as set from time to time by resolution of the Board of Commissioners, must accompany the permit application and be submitted at least 45 days prior to the event.
- E. The applicant will be required to post a \$1000 bond or other surety as approved by the Board of Commissioners to ensure compliance with the conditions of the permit.
- F. Such events shall run for no longer than seven (7) days.
- G. Signage for the event shall comply with the sign regulations contained in Chapter 300, Article XII of the Township Code. In no case shall any signage be permitted within the right-of-way of any street. Such signs shall be subject to immediate removal and may warrant forfeiture of the posted surety.
- H. All other necessary Federal, State and Local permits must be obtained.

SECTION IV: This Ordinance is intended only to amend Chapter 300 of said Code, and such parts of said Chapter or Code that are not inconsistent with the terms of the Ordinance shall remain in full force and effect

SECTION V: Any Ordinance or part of any Ordinance to the extent it is inconsistent herewith is hereby repealed

SECTION VI: This Ordinance shall become effective five (5) days after passage

ENACTED AND ORDAINED this day of

Township of Marple

ATTEST: _____
Sharon Angelaccio
Township Secretary

BY: _____
Michael K. Molinaro, President
Board of Commissioners

RESOLUTION NO.

BE IT RESOLVED, by authority of the Board of Commissioners of the Township of Marple, Delaware County, and it is hereby resolved by authority of the same, that the Township Manager of said Municipality be authorized and directed to sign the attached 1 year mowing agreement with PennDOT on its behalf.

RESOLVED, this 10th day of February, 2014.

TOWNSHIP OF MARPLE
Board of Commissioners

ATTEST:

Anthony T. Hamaday
Township Manager

Michael K. Molinaro, President
Board of Commissioners

I, Sharon Angelaccio, Township Secretary do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the 10th day of February, 2014.

Sharon L. Angelaccio,
Township Secretary

Recommended by the Senior Citizen Commission to appoint the following 6 members to the Commissioner for 2014.

Kathleen Kahill, 2609 Oriole road

Jean Faustino, 2879 Old Cedar Grove

Eleanor Alberti, 710 Barclay Lane

Wilma Tononi, 416 Milford Drive

Dorothy Cutshaw, 212 Laurel Lane

Chris Heinerichs, 2755 Brierwood

7E



MS-339
(Rev 04/09)

APPLICATION FOR COUNTY AID

PROJECT NUMBER:

SECTION 1: To be completed by Municipality. Upon completion submit to the County

THEREFORE BE IT RESOLVED, that we, the Officials of the Township of Marple,
MUNICIPALITY (NAME)
Delaware County, Pennsylvania, in Regular Session, do hereby make application to the County for an allocation of County Liquid Fuels Tax Funds.

PROJECT DESCRIPTION: 2014 Road Program, including manhole adjustments, resurfacing with PennDot Superpave, installing concrete paving, milling, base repair, pavement marking installation and sealing various Township Roads

TOTAL ESTIMATED PROJECT COST: \$210,000

ALLOCATION REQUESTED: \$ 34,628.00

It is certified by the Municipality and the officers who execute this application that all materials used and work done hereunder shall conform to the current Pennsylvania Department of Transportation Specifications and that all work will be done within the legal right of way or with permission of the abutting property owners.

DULY ADOPTED ON (Date): / /

ATTEST: (Seal)

Signature of Municipal Officials

SIGNATURE - SECRETARY/CITY CLERK

Sharon L. Angelaccio
Township of Marple

NAME OF MUNICIPALITY

227 S. Sproul Road, Broomall

ADDRESS

Michael Molinaro, President
Board of Commissioners

SECTION 2: To be completed by County Officials. Upon completion submit to the Pennsylvania Department of Transportation

WHEREAS, the County Officials of _____ County, having been presented with the foregoing application for the expenditure of County Liquid Fuels Tax Funds for improvements as indicated above.

THEREFORE BE IT RESOLVED, that we, the said Officials, in Regular Session, agree on behalf of said County to contribute the amount listed below from the County Liquid Fuels Tax Funds toward the above specified project provided that all work done shall conform to the current Pennsylvania Department of Transportation Specifications.

DULY ADOPTED ON (Date): / /

ALLOCATION APPROVED: \$

ATTEST: (Seal)

Signature of County Officials

SIGNATURE - COUNTY CLERK

ADDRESS

SECTION 3: To be completed by the Pennsylvania Department of Transportation

APPROVED: _____
MUNICIPAL SERVICES REPRESENTATIVE

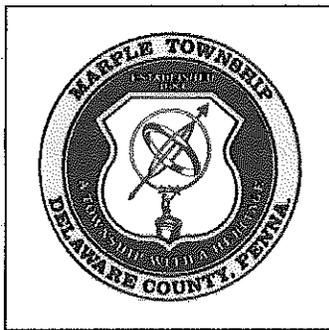
DATE: / /

Original: District Office

cc: Municipality / /

cc: County / /

JOB DESCRIPTION



POSITION TITLE:

TOWNSHIP TREASURER

Township of Marple
227 S. Sproul Road
Broomall, PA 19008

General Definition:

The Township Treasurer, a position appointed annually by the Board of Commissioners, is responsible for the receipt, depositing, accounting and control of all monies due the Township. The Treasurer is also responsible for the payment of moneys of the Township on all orders as approved by the Board of Commissioners.

Salary: \$7,500 annually

Job Duties/Functions:

(The examples of functions listed below are representative but not necessarily exhaustive or descriptive of the position. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a

Job Location/Department: Township Administration Building

(job, on a case-by case basis.)

Scheduled Hours: As needed

Essential Functions:

The duties of the Treasurer shall be as set forth in the PA First Class Township Code, including specifically Section 803-A of the Code which provides that the Treasurer shall:

- (a) Receive all moneys due the Township and promptly deposit them in a designated depository in the name of the Township.
- (b) Keep distinct and accurate accounts of all sums received from taxes and other sources, which accounts shall be open to the inspection of the Board of Commissioners, Township auditor or Controller;
- (c) Annually state the accounts with the books and vouchers for audit by the Township auditors or Controller.

Essential Functions (cont.)

(d) Pay out all moneys of the Township only on orders signed by the President or Vice President and attested by the Secretary or Assistant Secretary of the Board of Commissioners and designating the appropriation out of which the orders shall be paid. The signature of the President or Vice President may be by facsimile signature. When a Treasurer pays out moneys except upon orders or pays moneys in excess of the appropriation, he shall receive no credit in the settlement of his accounts for those amounts, nor shall he have any claim or right of action against the Township;

(e) Preserve the account books, papers, documents and other things held in right of his office and turn them over to the successor in office; and

(f) Pay over to the successor any balance in money remaining in his hands or charged against him in the settlement of his accounts.

KNOWLEDGE, SKILLS AND ABILITIES

Township Government Operations

- (a) Demonstrates knowledge about township government responsibilities, functions and powers
- (b) Understands the statutory duties and responsibilities of the office of township treasurer
- (c) Aware of the roles and responsibilities of other elected and appointed offices in the township
- (d) Demonstrates knowledge of the various committees, boards and commissions serving the township, including their roles and responsibilities
- (e) Understands how township policies and procedures are set
- (f) Demonstrates knowledge of how ordinances are lawfully adopted and legally enforced

Interpersonal Skills

- (a) Communicates effectively
- (b) Listens attentively
- (c) Works effectively with individuals, departments and committees to achieve desired outcomes

Administrative Skills

- (a) Demonstrates knowledge of uniform chart of accounts, generally accepted accounting practices and proper internal controls
- (b) Implements sound cash management procedures and proper handling of funds
- (c) Aware of what constitutes lawful township expenditures
- (d) Has ability to generate required financial reports and statements, which are accurate and timely
- (e) Understands the audit process
- (f) Possesses knowledge of the township budget
- (g) Understands purchasing policies and the bid process
- (h) Demonstrates knowledge of general property tax administration process, including collection and distribution of tax revenues
- (i) Ability to operate office equipment including computers, cash register, phones, etc
- (j) Proficiency in computer programs (e.g. MS Office Suite)

Education: Minimum High School Diploma and other educational requirements as established by the Board of Commissioners.

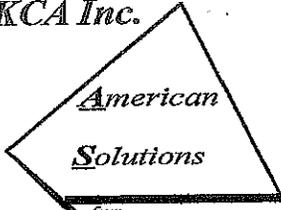
Physical/Other Requirements:

- (a) Able to routinely lift, crouch, sit, and write
- (b) Possession of a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.
- (c) Compliance with the Township's Vehicle Policy
- (d) subject to criminal background check

BOC Approval Date : _____

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ASKCA Inc.



from Klinge Corporation & Associates

MATERIAL ESTIMATE

PO Box 145 - Parkesburg, PA 19365-0145 -
Phone: 610-857-2530 - Fax: 610-857-3293 -
Email: solutions@askca.com

Date	Reference Number
11/14/13	A13Q4465

Please include the above Reference Number on your purchase order.

Quoted To: Marple Township
Oliver Wood
227 S Sproul Road
Broomall, PA 19008

Phone:
Fax:

Ship To: Marple Township
Oliver Wood
227 S Sproul Road
Broomall, PA 19008

End User Reference: ATSI Test Equipment updated quote from original September 2013 quote.

Resulting purchases scheduled for delivery 120 days or more after the Estimate date are subject to potential price increases.	FOB	Ship Via
	Shipping Point	UPS Ground

Qty	Part Number	Description	Unit Price	Ext. Price
1	PCMT8000-T	ATSI Automated Conflict Monitor Tester (computer not included). Includes 6' USB Cable, Installation Guide, Software CD and 1 year ATSI Factory Warranty. The PCMT (with the correct cables) will test all Conflict Monitors and MMU's that are designed to current industry standards.	\$10,520.00	\$10,520.00
1	Test Cable	This PCMT-8000 Tester as requested includes the Monitor Cable(s) to test the NEMA TS1-12 channel and the NEMA TS2-16 channel monitors at \$465.00 each per needed test cable: One NEMA TS2 16Ch Monitor Test Cable (will also test the NEMA TS1 12Ch monitor)	\$465.00	\$465.00

Shipping from ATSI to Marple Twp. is included in the quoted price. Payment is due at the time of order. ASKCA accepts Agency check, Visa, Master Card and AMEX.

Unless noted differently in this Estimate, prices are valid for 30 days and the "Shipping & Handling" charges are prepaid & added to your invoice.

Estimate Total: \$10,985.00

Payment Terms: Due at Time of Order

Notes:

1. UPS Ground shipping included in quoted price.
2. Quotation is valid for 15 Days.

Purchases of lower quantities may affect the Unit Selling Prices.

IMPORTANT MESSAGE - Any sale resulting from this estimate shall be accepted on the following conditions: This is a sale of materials only, installation is to be done by others. The buyer agrees to all tax obligations and if applicable agrees to provide with their PO a Tax Exempt certificate or other documentation of exemption. The delivery of material to the buyer is dependent on the factory schedules at the time the buyer releases the order for production. Title of goods passes to purchaser at time of shipment. Before purchasing and using; the buyer shall determine the suitability of the materials for the buyer's intended use, including the gaining of all required approvals, and assumes all risk and liability in connection therewith. ASKCA Inc. shall not be held liable for any injury, or damages either direct or consequential arising out of the use, or the inability to use the materials purchased from ASKCA Inc. Factory warranty terms and conditions are the sole warranty remedies offered with the sale of these materials unless specified differently in this estimate.

Salesperson: *Michael J. Klinge*

MARPLE TOWNSHIP

227 SOUTH SPROUL ROAD
BROOMALL, PA 19008
610-356-4040
610-356-8751 (fax)

Purchase Order ⁷⁶

4162

Ship To:

PO Type: Regular
PO Date: 1/29/2014
Req. #:
Req. Date: 1/29/2014

Ordering Unit:

Buyer: BILL CREIGHTON

Vendor #: 4808
VALLEY ENTERPRISE CONTAINER, INC.
PO BOX 230 111 EAGLEVILLE ROAD
BLANCHARD PA 16826

Qty.	Unit	Mfg #	Description	Unit Price	Total
1.0000	EACH		40 YARD ROLL OFF CONTAINER	4,395.00	4,395.00
1.0000	EACH		SHIPPING	500.00	500.00
		Fund/Acct	004 0.427.7400.000.0000 Capital Equipment-General	4,895.00	

Original invoices must be mailed to Accounts Payable Department at above address.

Total: 4,895.00

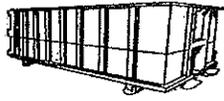
Signature

Date

Valley Enterprise

Phone (888) 995-8199
 Phone (570) 962-2194

Invoice
 8917



Container, Inc.

P O Box 230
 111 Eagleville Road
 Blanchard, PA 16826

Bill To	Ship To
Marple Township Ed Cross 227 South Sproul Road Broomall, PA 19008	

Date	P.O. No.	Terms	Reference	Due Date
1/15/2014	4106			1/15/2014

Quantity	Description	Serial#	Unit Price	Amount
1	40 yd roll off container	14100	4,395.00	4,395.00
1	shipping		500.00	500.00

I CERTIFY THAT MATERIAL AND/OR SERVICES COVERED BY THIS INVOICE HAVE BEEN RECEIVED BY MARPLE TWP - PAYMENT APPROVED
 SIGNED [Signature]
 DATE 1-24-14
 ACCT. # _____

Thank you

A finance charge of 2% per month will be added to accounts not paid within 30 days. Annual percentage rate 24%

Subtotal	\$4,895.00
Sales Tax (6.0%)	\$0.00
Total	\$4,895.00
Deposits	\$0.00
Balance Due	\$4,895.00

TH

RESOLUTION NO.

WHEREAS, the Final Land Development Plan filed by Crozer Ambulatory Care Center for the property located at 30 Lawrence Road, Broomall, PA 19008 prepared by Cairone & Kaup, Inc. dated December 12, 2013 last revised January 10, 2014 to further develop 5.5 acres with a 1,900 sq.ft. addition to a medical office building, and

WHEREAS, the Delaware County Planning Commission at their January 16, 2014 Meeting recommended approval, and

WHEREAS, the Township Engineer in his review letter dated December 31, 2013 recommended approval subject with the condition that the applicant's Engineer address all items in said letter, and

WHEREAS, the Marple Township Planning Commission at their January 2, 2014 Meeting recommended approval, and

NOW, THEREFORE BE IT RESOLVED, the Land Development Plan filed by Crozer Ambulatory Care Center prepared by Cairone & Kaup, Inc. for the property located at 30 Lawrence Road dated December 12, 2013 last revised January 10, 2014 be considered approved subject to compliance with all comments and conditions of the Township Engineer's letter dated December 31, 2013. The Township Solicitor is hereby directed to prepare a Land Development Agreement in accordance with the Township Subdivision Ordinance, which upon completion thereof, the proper Township Officials are authorized to execute on behalf of the Township.

Resolved this

Township of Marple
Board of Commissioners

Michael K. Molinaro, President

Attested: _____
Sharon Angelaccio
Township Secretary

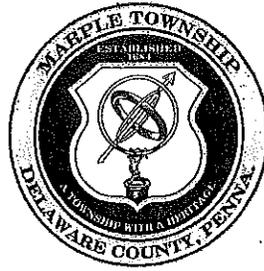
Board of Commissioners

Michael K. Molinaro, President
John J. Lucas, Vice President
Joseph A. Rufo
Jan G. Ceton
Robert Fortebuono
John R. Longacre, II
Daniel D. Leefson

Anthony T. Hamaday
Township Manager

Sharon L. Angelaccio
Township Secretary

J. Adam Matlawski, Esq.
Township Solicitor



227 South Sproul Road
Broomall, PA 19008-2397
www.marpletwp.com

December 31, 2013

John P. Capuzzi, Jr.
Treasurer

Kathleen M. Yanoshak
Controller

Edward E. O'Lone, CPA
Director of Finance

Joseph C. Romano
Director of Code Enforcement

Edward T. Cross
Director of Public Works

Joseph A. Mastronardo, P.E.
Township Engineer

Jan G. Ceton
Emergency Management Coordinator

MRPL 0126

Joseph Romano, Director of Code Enforcement
Marple Township
227 S. Sproul Road
Broomall, PA 19008

**RE: Final Plan
Crozer Ambulatory Care Center at Broomall- 30 Lawrence Road**

Dear Mr. Romano:

As requested, we have reviewed the following documents in connection with the referenced project:

- "Crozer Ambulatory Care Center at Broomall" (eight sheets) prepared by Cairone & Kaupp, Inc. dated December 12, 2013.
- "Stormwater Management Narrative" prepared by Cairone & Kaupp, Inc. dated December 11, 2013
- "Trip Generation Assessment" prepared by Harner & Canter Associates dated December 11, 2013

The applicant, Broomall VII Associates, LP., proposes a 1,900 square foot addition to the existing building and a change in use for the principal structure to an ambulatory care center. The applicant also proposes parking lot improvements, which include re-paving areas, new lighting and landscaping as-well as and stormwater management for the new building addition. The site is a 5.5 acre parcel located on Lawrence Road, southwest of the intersection of Lawrence Road and Old West Chester Pike, in the B-1 Business District. Public water and sewer will continue to serve the lot.

We offer the following comments:

ZONING

1. The applicant shall confirm that normal business hours, defined as directly dealing with customers or clients on the premises only between the hours of 6:00 a.m. and 11:00 p.m., are anticipated with the new use (§300-10).
2. Landscape buffers shall be provided consistent with high-impact commercial districts adjoining the ultimate right-of-way of the adjacent streets (§300-69). The landscape buffer requires 1 canopy tree per 40 linear feet of frontage along a collector street. The applicant should provide a landscape buffer in accordance with this requirement for the approximately 320 linear feet of frontage along Lawrence Road adjacent to the existing building.
3. Each off-street parking space shall be measured to 10 feet in width by 18 feet in length (§300-77). The applicant has not provided the size of the interior parking spaces.
4. A landscape strip of at least five feet in width between the off-street parking area and any right-of-way or contiguous property is required (§300-80). This landscape strip shall be planted and perpetually maintained with shade trees, with at least one tree per 35 linear feet of frontage. The applicant should provide the required landscaping along Lawrence Road between the two existing driveways to the west and to the east of the above mentioned landscape buffer.
5. Shade trees shall be planted in interior landscaped areas with at least one shade tree per 300 square feet of interior landscaped area (§300-81.E).
6. Detailed plans for site signage were not included with the submission package. The applicant shall confirm if signage is part of the submission package and if so detailed plans should be submitted in accordance with Article XII of the Marple Township Zoning Code.

SUBDIVISION AND LAND DEVELOPMENT

7. The applicant has indicated the plans are submitted as a final application. A waiver of the Preliminary Plan (§ 265-9) is required to be considered as a Preliminary/Final application.
8. The plan should indicate the datum to which contour elevations refer. (§265-9.B(8))
9. The zoning boundaries within 300 feet of the area covered by the plan shall be shown. (§265-9.B(17))
10. The boundaries of tract shall be shown in entirety on the record plan (§265-14.C(6))

STORMWATER MANAGEMENT

1. The applicant has requested to delay performing detailed soils evaluation, to determine the suitability of infiltration facilities, until the start of construction (§265-17). If these tests are to occur with construction activities, the requirements for the evaluation as well as proposed test locations shall be shown on the final plans. Requirements include that the evaluation shall be performed by a qualified design professional and at minimum address soil permeability, depth to bedrock, and subgrade stability. (§257-14.C). The requirements also include that the infiltration testing shall be performed at the elevation of the proposed infiltration surface and a minimum depth of 24 inches between the bottom of the BMP and the top of the limiting zone is required (§257-14.B(1)(a)). The results of the infiltration testing are to be submitted to confirm compliance with the stormwater management design assumptions.
2. The applicant shall provide a drainage easement for the portion of Langford Run which transverses the property (§257-12.H).
3. An Erosion and Sediment Control plan should be prepared and submitted (§257-14). Additional erosion and sediment control design standards and criteria are recommended to be applied where infiltration BMPs are proposed. (§257-12.F) The plan should indicate silt fence and construction fence around the proposed seepage bed locations. Infiltration BMPs shall not be constructed nor receive runoff until the entire drainage area contributory to the infiltration BMP has achieved final stabilization. (§257-12.F(2)) Construction notes are required to be added to specify stabilization and installation requirements for the seepage beds.
4. The stormwater management narrative calculations reference a study area of 5,500 square feet however this area does not coincide with the limit of disturbance as noted on the Site Improvement Plan, sheet C200. The design engineer may clarify the basis of stormwater design by submitting drainage area plans for the extent of the study area. The applicant is required to comply with SWM Site Plan Requirements, Nonstructural Project Design, Water Quality Requirements, and Stormwater Peak Rate Control in accordance with Table 257-6.1.
5. A separate stormwater management site plan is required (§257-12.A). In addition to general plan requirements, the stormwater management plan needs to include operations and maintenance of permanent stormwater BMPs (§257-10 (N)) and a signature block, signed and sealed by the design engineer in accordance with (§257-21.B(23)).
6. The stormwater management narrative states that “the entire difference in the volume between the pre and post 2 year -24 hour storm is being infiltrated in the rain garden.” Information shall be provided showing the area being managed by the rain garden.

GENERAL

7. The applicant shall confirm that proposing infiltration adjacent to the proposed wall of the addition will not impact the structural stability of the addition.
8. The proposed grading for the depressed curb area to the east of the existing building, for the new parking area to the north of the existing building, and for the sidewalk area around the addition shall be shown to ensure positive drainage away from the building to the existing collection system (§265-29).
9. ADA van accessible parking spaces are provided within the indoor garage and the entrance clearance is noted to be 6'-3". The applicant shall confirm the indoor parking provides sufficient clearance for the ADA van accessible parking spaces and if there is not sufficient clearance, these parking spaces shall be relocated to the surface parking area.
10. The applicant shall clarify the area of the limit of disturbance. Sheet C200 has 2 separate notes for the limit of disturbance which both reference difference total areas.
11. The following should be provided:
 - a. Details for the rain garden and outlet structure including how runoff is being directed to the rain garden and any energy dissipation provided at the end of this conveyance pipe.
 - b. Clarify the top of grate elevation for the outlet structure. Sheet C211 lists the bottom of the basin at elevation 37.50 and the outlet structure top at 39.50 however sheet C200 shows the top of grate 1 foot above the bottom of the basin.
 - c. Confirm the top elevation of the outlet structure in relation to the adjacent sidewalk to ensure the grate will collect runoff from the basin.
 - d. Information of size, material and elevation of storm pipe as shown on sheet C200. Clarify what is the purpose of this new pipe.
 - e. A yard drain detail is provided on sheet C211 however no yard drains are called out on sheet C200, please clarify.
12. The applicant is reminded that the following are required:
 - a. Land Development/Improvement Securities Agreement, approved by the Township solicitor. (§265-16)
 - b. A Stormwater Management Operations and Maintenance Agreement. Operations and Maintenance procedures should also be included on the plan and referenced in the agreement. (§257-36)

- c. A contribution to the Township's Stormwater BMP Fund in the amount of \$2,500, required to defray the cost of inspection and maintenance for a 10-year period. (§257-37)
- d. An easement agreement for the proposed drainage easement as mentioned above to be submitted to the township solicitor.
- e. Sewage Facilities Planning Module, or an exemption. Information was submitted from the design engineer supporting the case that the sewage demands are less than the existing demand however, a mailer is still required to request an exemption since there is additional construction and possibly an increase in occupancy.
- f. A sewer connection permit, grading permit and any necessary building permits required by the Marple Township Department of Code Enforcement.

If you have any questions or concerns, please feel free to contact the undersigned.

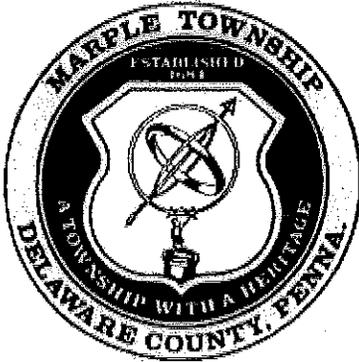
Sincerely,



Joseph A. Mastronardo, PE
Project Engineer
PENNONI ASSOCIATES INC.
Township Engineers

JAM/jmc

cc: Anthony Hamaday, Township Manager ✓
Adam Matlawski, Esq., Township Solicitor
Joseph A. Mina, PE, Cairone & Kaupp



MEMORANDUM

TO: Board of Commissioners

FROM: A. T. Hamaday *[Signature]*

SUBJECT: Draft Travel Reimbursement Policy

DATE: January 31, 2014

Attached please find a copy of the draft Travel Policy prepared by Mr. O'Loone and me. As discussed on previous occasions, the Township does not have any specific provisions or policies in place addressing the travel of an employee on Township business.

We have five Department Heads (Manager, Dir of Finance, Chief of Police, PHCC Superintendent & Golf Pro) that are permitted to attend annual conventions or training seminars that require overnight travel. Only two Department Heads (Chief of police & Golf Course Superintendent) attend annually. The reimbursement cost for these two employees per function is between \$3000 and \$4000 and is a budgeted expense. Also, all employees are permitted to attend training seminars and if approved would be permitted to attend a multi-day seminar requiring overnight travel subject to each departments budgeted amount for training and education.

Currently, we reimburse for travel expenses either by using the IRS Per Diem rates or receipt costs. We do not have any do's and don'ts when traveling and no non-permitted expenses. Some of you may recall several years ago that the Township reimbursed an employee for FBI Academy memorabilia.

The goal of the travel policy is to establish rules and provisions to manage costs associated with attending education seminars that benefit the employee and Township. I also believe that we need to have provisions for an employee's behavior while attending a function and representing the Township. Keep in mind that the travel policy, if adopted by the Board would also include the Commissioners.

I would like to fully discuss this Monday evening and be in a position to have a final draft for your consideration in March.

POLICY: Travel Expense Reimbursement Policy

OBJECTIVE: To establish guidelines and procedures for payment and reimbursement of reasonable travel and out of pocket meal expenses related to a pre-approved conventions, conferences, seminars, meetings, or training programs.

SCOPE: All Township employees who incur reasonable out of pocket expenses from a work related pre-approved trip.

RESPONSIBILITY: The Director of Finance is responsible for maintaining and up-dating this policy together with the approval of the Township Manager and Board of Commissioners.

It is the responsibility of the Traveler to keep all travel and related costs to a minimum by using the most economic forms of transportation, lodging and food service available. **Keep in mind to always exercise good judgment and stewardship with the use of Township's resources.**

PROCEDURE:

1. Travel involving an overnight stay must be approved by the Township Manager or Department Head prior to leaving on a work related trip.
2. A check request needs to be completed and submitted to Accounts Payable in order to pre-pay a registration fee for the upcoming event. A ***check request form*** (see attachment A) must be completed by the employee attending the event, approved by the department head, and accompanied with the brochure or other printed material describing the schedule, agenda, and other details of the convention, conference, seminar, meeting, or training program, etc.
3. A check request for registration for an event should be submitted to Accounts Payable well in advance (at least 3 weeks) of the event for processing and payment.
4. Upon returning from the work related event, every Township employee shall, within ten (10) business days, submit to their department head for approval, a completed ***Travel Expense Report "T & E"*** (see attachment B) including documentation of all eligible travel related expenses.
5. Travel expense reports are reviewed by Accounts Payable and subject to additional examination by the Finance Director and/or Township Manager before final processing by Accounts Payable.
6. Failure to obtain the required approvals prior to traveling will render all expenses incurred ineligible for reimbursement except for emergency travel which means travel necessitated by

an unexpected or unanticipated event requiring the traveler to leave within one business day of being informed of such event.

7. T & E Report needs to include the following information in order to receive a timely reimbursement:
- Name of employee and the business purpose of the trip including location.
 - Date(s) of the trip.
 - Total cost of travel broken down by day and category on the T & E report.
 - Proper documentation.
 - Sign and date expense report.

RECEIPTS FROM TRAVEL:

1. Receipts are required for all eligible cost incurred.
2. All original receipts must be itemized and preferably have a name of the restaurant/store and the date. Credit card receipts showing only totals will not be accepted for reimbursement.
3. The Township does not reimburse the cost of alcoholic beverages, tips, personal items purchased or obtained during travel, over the counter medications, souvenirs and those items identified in Section 6 .
4. Meal expenses (breakfast, lunch, and dinner) will be reimbursed up to a **maximum of \$50.00 per day** for each day that includes an overnight stay, so long as original receipts supporting the expenditures are provided. No "carry-over" unused balances are permitted.
5. Meals incurred while in route to and from a work related overnight destination will also be reimbursed only with an original receipt.
6. The following guidelines shall be used to determine what is/is not reimbursable:
 - Meals will be reimbursed when involving an overnight stay. Tipping is at the discretion of the employee and not reimbursed by the Township.
 - Sharing the cost of a dinner amongst several individuals (non-employees) and paying an equal portion of the bill is acceptable. In the event there is no receipt, your reimbursable share cannot exceed **\$40.00 or the remaining balance of your maximum daily meal expense.**
 - Training/meeting cost for a work-related event is reimbursable. Employee should not pay for training/meeting with a personal check. The Township shall pay for the training/meeting in advance. If an event is authorized to be paid by the employee with a personal check, a copy of both sides of the cancelled personal check must be submitted with a check request to Accounts Payable in order to be reimbursed.

- When a convention, seminar, conference, etc. provides for meals as part of its program, there shall be no reimbursement for substitute meals. The Township pre-paid for these meals in the registration fee.
 - Tuition/Registration fees for a work related event are all reimbursable.
 - Receipts for food items purchased at a grocery store or market other than a restaurant, will be reviewed on a case by case basis, and reimbursed for only those items purchased for the person(s) traveling. Such receipts will not be reimbursed if the traveler is staying at a private residence rather than a hotel.
 - Items of a personal nature are not reimbursable, including but not limited to movies, entertainment, premium television services, dry-cleaning, spas, gyms, clothing, toiletries, tickets, fines, traffic violations, excess baggage, spouse and/or guest accommodations, etc.
 - Meal costs incurred on a **one-day work-related event** with no overnight stay may be reimbursed if documented with a detailed receipt up to a **maximum of \$20.00 per day**. Tips are not reimbursed by the Township.
7. It shall be the responsibility of the employee to clarify with the Township Manager or Finance Director what is/is not reimbursable prior to attending a convention, seminar, conference, etc. so to eliminate any confusion and misunderstanding.
 8. No reimbursements shall be granted for the cost of optional social events, e.g. golf outings, special tours, or any other event not directly related to the real purpose of the event.
 9. Hotel and lodging charges should be at the **lowest reasonable** rate available.

TRAVEL ADVANCES:

1. Travel advances are not issued by the Township. The use of a personal credit card while traveling on Township business is acceptable. All eligible charges on a personal credit card will be reimbursed within 10 business days of submission of a completed and approved T & E Report.

TRANSPORTATION AND TOWNSHIP/PRIVATE VEHICLES:

1. Township employees are strictly prohibited to consume alcohol before or while driving on Township business. Employee must follow the provisions of the Township vehicle Policy while operating a Township vehicle.

2. All air, train, and bus fares will be reimbursed only at the coach fare rates or equivalent. Ticketing and reservations must be made at least fourteen (14) days in advance of any trip.
3. Many airfares are now **non-refundable and non-changeable**. **If the employee purchases such a ticket and does not use it, (unless an emergency circumstance arises) payment for the ticket will be the personal financial responsibility of the employee.**
4. Use of Township vehicle, if practical, is preferred when traveling on Township Business. If Township vehicle is not available, a privately owned vehicle will be permitted with prior authorization from the Township Manager. An employee permitted to use a private vehicle must comply with the provisions of the Township Vehicle Policy regarding private vehicles. Fuel and tolls are reimbursable.
5. Ground transportation may be by public transit, limousine or taxicab. All expenditures must be documented with original receipts. Shuttle service should be used if it is available.
6. If permitted to utilize a privately owned vehicle while traveling to a work related event, the Township will reimburse for mileage to and from the event at the prevailing Internal Revenue Service rate. Driver must have a valid license and carry automobile insurance meeting the minimum requirements provided for in the Township vehicle Policy. Parking fees will be reimbursed based upon submission of receipts.
7. **Car rental** – Pre-approval from Township Manager is required. A leased vehicle for out-of-town travel can be used if the reimbursement costs for an employee's private vehicle would be higher than the cost of using a rental vehicle. Vehicles may be leased at an out-of-town destination when it is more economical than other available modes of public travel. Nothing larger than a mid-size sedan is acceptable. Leased vehicles must be registered in the name of the Township employee. Only the Township employee is permitted to operate the leased vehicle.

EXCEPTIONS:

1. These general policies are not expected to address every issue, exception, or contingency that may arise in the course of Township travel. Accordingly, the basic standard that should always prevail in dealing with exceptions is to exercise of good judgment in the use and stewardship of the Township's resources. Unless otherwise specified herein, exceptions will require the approval of the Township Manager, Finance Director, and/or Board of Commissioners.

I _____, have received a copy of
Marple Township's Travel Expense Reimbursement Policy. I have read and
understand the policy and all its procedures. I will follow the policy
whenever I travel on behalf of Marple Township.

EMPLOYEE SIGNATURE: _____

DATE: _____