



# LOWER PROVIDENCE TOWNSHIP POLICE DEPARTMENT

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100 Parklane Drive • Eagleville, PA 19403 • [www.lowerprovidence.org](http://www.lowerprovidence.org)  
• Phone: 610-539-5901 • Fax: 610-630-2219

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**Michael Jackson, Chief of Police**

## **Ryan A. Frederick Biography**

Ryan A. Frederick was raised in East Norriton Township, Montgomery County, and attended Pope John Paul II High School, where he graduated in 2013. Upon graduation, Ryan attended Pennsylvania State University, Altoona Campus, and then transferred to Pennsylvania State Main Campus, where he received a Bachelor of Arts degree in Advertising and Public Relations. In 2019, Ryan was accepted into the Montgomery County Municipal Police Academy and graduated in June of that year. After graduation, he accepted a position with the Montgomery County Sheriff's Department and then left in 2020 when he was hired as a Patrol Officer with the Upper Saucon Township Police Department. Ryan resides in Quakertown, Bucks County with his wife.



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**Michael Jackson, Chief of Police**

## **Richard L. Henning III Biography**

Richard L. Henning III was raised in Hatfield Township, Montgomery County and attended North Penn High School, where he graduated in 2017. Upon graduation, Richard attended Kutztown University where he received a Bachelor of Science degree in Criminal Justice. In 2023, Richard was accepted into the Montgomery County Municipal Police Academy and graduated in December of that year. Prior to the profession of law enforcement, Richard worked as a laborer, carpenter, and iron worker. He currently resides in Dublin, Lower Gwynedd Township, Montgomery County.



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**Michael Jackson, Chief of Police**

## **Albert N Passanante Biography**

Albert N. Passanante was raised in Lafayette Hill, Whitemarsh Township, Montgomery County and attended Plymouth-Whitemarsh High School, where he graduated in 2010. Upon graduation, Albert attended Montgomery County Community College and then transferred to Widener University, where received his Bachelor of Arts degree in Criminal Justice in 2014. While attending Widener University, Albert completed an internship with the U.S. Marshals Service in Philadelphia. In December 2014, Albert was accepted into the Philadelphia Police Academy and graduated in August 2015. Upon graduation, he accepted a position with the Philadelphia Police Department as a patrol officer and served primarily in the 14<sup>th</sup> District. Albert and his longtime girlfriend reside in Oaks, Upper Providence Township, Montgomery County.

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS BUSINESS MEETING  
February 1, 2024**

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**Call to Order:** Chair Darby called the hybrid live/virtual meeting to order at 7:10 p.m. Mr. Mentry noted that because of technical issues, those in the meeting room are not able to hear anyone attending via Zoom. Those on Zoom are able to hear the meeting.

**Pledge of Allegiance**

**Protocol for Hybrid Meetings:** Chair Darby provided an overview of the protocols for public participation for members of the public attending the meeting virtually over Zoom.

**Roll Call:**

- a. The following members were in attendance: Chair Darby, Vice Chair Neights, and Supervisor Charles. Supervisor MacFarland attempted to participate via Zoom but because of the audio issue and his inability to be heard, he was marked absent.
- b. Also in attendance were: E.J. Mentry, Township Manager; Michael Clarke, Township Solicitor; Paul Donnelly, Assistant Township Manager; Tim Woodrow, Township Engineer; Mike Mrozinski, Community Development Director, Joe Chillano, Public Works Director, and Mike Jackson, Chief of Police.

**Chair's Comments**

- Chair Darby announced that an Executive Session was held prior to the meeting to discuss litigation and land acquisition. She stated that public comments would be limited to three minutes.
- Chair Darby read a Black History Month Proclamation.
- Chair Darby announced that the Conditional Use Public Hearing would be moved up in the agenda, taking place before the presentations.

**1) Conditional Use Hearing – 2601 Egypt Road**

*Court reporter Tim Kurek was present to transcribe a complete record of testimony.*

- A. **MOTION:** Chair Darby made a motion to open the public hearing, seconded by Vice Chair Neights. The motion *passed* 3-0.
- B. Solicitor Clarke said that the hearing had been advertised as required. The property is located in the General Commercial zoning district and the applicant is proposing a retail smoke shop. Solicitor Clarke said that earlier in the day, he had been contacted by the applicant's counsel requesting that the hearing be continued until February 15, 2024.
  - i. Solicitor Clarke announced that the hearing would adjourn until February 15, 2024. He noted that public comment could be made at the end of tonight's meeting but if made at that time, it would not be part of the record for the hearing.

**2) Presentations**

**A. Recognition of former Supervisor Cara Coless**

- i. Chair Darby read the inscription on a plaque to be presented to former Ms. Coless and thanked her for her service.
- ii. Vice Chair Neights cited Ms. Coless's service, persistence, and dedication to helping the community and those in need. He noted that one of her accomplishments was driving the

Township's Comprehensive Plan in an inclusive manner. He said it had been a privilege to serve with her.

- iii. Supervisor MacFarland, via text, thanked Ms. Coless for her dedication and service.

#### B. Police Commendations

- i. Detective Scott Dreibelbis was awarded a Merit Commendation for his work as the lead investigator on a case involving the alleged physical, emotional and sexual abuse of a child that led to the arrest of the offender for serious violations.
- ii. Corporal Ryan Gill was awarded a Merit Commendation for his actions following a traffic stop that resulted in the arrest of an offender for a serious drug violation.
- iii. Officer Matthew Barber and Detective Michael Nastasi were awarded Merit Commendations for their efforts and investigative work that resulted in the arrest of two offenders for serious drug and gun violations.

- C. Student Representative Report – Victoria Fan shared Methacton School District news: Mid-terms, Keystone exams and Senior Banquet are being scheduled; the restaurant at the North Monto Technical Career Center is open to the public for breakfast and lunch on Wednesdays and Thursdays; the high school Campus Planning Committee held an open forum on January 18; and tickets for high school events can now be purchased online through “Hometown Ticketing.”

### 3) **Consent Agenda**

- i. **MOTION:** Chair Darby made a motion to approve the consent agenda, accepting the minutes of January 18, 2024, and moving them into the record. Vice Chair Neights seconded the motion.
- ii. There was no public comment.
- iii. The motion *passed* 3-0.

### 4) **Old Business**

#### A. Consideration of Resolution 2024-13 Approving Minor Land Development Plan – 3868 Germantown Pike

- i. Mr. Mentry said the plan had been presented at the January 18, 2024 Board of Supervisors meeting. It involves a lot line change to divide one parcel into two; no land development is planned at this time. He said the approval is conditioned on outside agency approvals and Township consultant review letters. He explained that the resolution contains some “Reserved” comments in the Resolution under Conditions of Subdivision Approval because these sections don't apply in this case.
- ii. Mr. Mentry read the waivers that are delineated in the resolution; all were granted.
- iii. **MOTION:** Chair Darby made a motion to approve Resolution 2024-12, seconded by Vice Chair Neights
- iv. There was no public comment.
- v. The motion *passed* 3-0.

#### B. Consideration of Appointment to Library Board of Trustees

- i. Chair Darby said the Board is considering the appointment of Vaishali Ketkar.
- ii. **MOTION:** Chair Darby made a motion to appoint Vaishali Ketkar to the Library Board of Trustees. Vice Chair Neights seconded the motion.
- iii. There was no public comment.
- iv. The motion *passed* 3-0.

## 5) New Business

### A. Consideration of Resolution 2024-13 Designating Signatory for PennDOT Roadway Lighting, Right-of-Way and Construction Improvement, and Roundabout Maintenance Agreements for the Ridge and Germantown Intersection Realignment Project

- i. Mr. Mentry said that these three (3) agreements are standard maintenance agreements that had been reviewed by staff, the Township traffic engineer, and the solicitor.  
Highlights include:
  - a. The agreements do not oblige the Township to any construction work, which will be done by PennDOT and their contractors. These agreements outline the ongoing maintenance obligations the Township will have once the project is complete.
  - b. PennDOT will retain the responsibilities of paving and plowing because it will remain a State Road.
  - c. PennDOT will acquire the right-of-way for improvements to the local road on behalf of the Township. Once the project is complete, the title and responsibilities for the right-of-way will go to the Township.
- ii. The resolution designates the Board chair as signatory for the agreements.
- iii. Chair Darby noted that the project is located near the Collegeville Bridge.
- iv. **MOTION:** Chair Darby made a motion to approve Resolution 2024-13, seconded by Vice Chair Neights.
- v. There was no public comment.
- vi. The motion passed 3-0.

### B. Acceptance of the Resignation of Randy Klein from the Zoning Hearing Board

- i. Mr. Mentry said that Mr. Klein had notified the Township that he is no longer able to maintain the commitment to the Zoning Hearing Board. Chair Darby thanked Mr. Klein for his service.
- ii. **MOTION:** Chair Darby made a motion to accept the resignation of Mr. Klein from the Zoning Hearing Board. Supervisor Neights seconded the motion.
- iii. There was no public comment.
- iv. The motion *passed* 3-0.

### C. Consideration of Resolution 2024-14 Appointing Zoning Hearing Board Full Member

- i. Mr. Mentry said that with the resignation of Mr. Klein, there is now a vacancy on the Zoning Hearing Board. The Zoning Hearing Board has two alternates and Mr. Mentry said that typically the longest serving alternate would be appointed to fill the vacancy as a full member.
- ii. **MOTION:** Chair Darby made a motion to appoint Zoning Hearing Board alternate Mark Kuberski to full membership on the Zoning Hearing Board. Supervisor Charles seconded the motion.
- iii. There was no public comment.
- iv. The motion *passed* 3-0.

### D. Consideration of Resolution 2024-15 Approving Disposition of Records

- i. Mr. Mentry said that the Township maintains records following a strict schedule of retention as outlined in the PA Records Retention manual. The records included in the resolution for disposition follow that schedule.
- ii. **MOTION:** Chair Darby made a motion to approve Resolution 204-15 approving disposition of records. Vice Chair Neights seconded the motion.

- iii. There was no public comment.
- iv. The motion *passed* 3-0.

E. Consideration of Traffic Signal Maintenance Contract One-Year Extension

- i. Mr. Mentry said the Township awarded the traffic signal maintenance contract two years ago to Armour and Sons Electric and the contract allows for two (2) one-year extensions with Board approval. The yearly fee for inspections/repairs remains unchanged. The hourly labor and equipment fees for emergencies are increasing by \$10 and \$15, respectively.
- ii. Mr. Chillano said he is happy with the service.
- iii. **MOTION:** Chair Darby made a motion to approve a one-year extension to the traffic signal maintenance contract with Armour and Sons Electric, seconded by Vice Chair Neights.
- iv. There was no public comment.
- v. The motion *passed* 3-0.

F. Consideration of Streetlight Maintenance Contract One-Year Extension

- i. Mr. Mentry said that the contract with Charles A. Higgins Electric for streetlight maintenance also contains an option for two (2) one-year extensions. There will be no increase in pricing.
- ii. **MOTION:** Chair Darby made a motion to approve a one-year extension to the streetlight maintenance with Charles A. Higgins Electric. Vice Chair Neights seconded the motion.
- iii. There was no public comment.
- iv. The motion *passed* 3-0.

6) **Announcements/Meetings**

- Sewer Authority – Feb. 12 at 4:30 p.m.
- Library Board – Feb. 19 at 7:00 p.m.
- Parks and Recreation Board – Feb. 20 at 7:00 p.m.
- Zoning Hearing Board – Feb. 22 at 7:00 p.m.
- Environmental Advisory Council – Feb. 26 at 7:00 p.m.
- Planning Commission – Feb. 28 at 7:00 p.m.
- Vice Chair Neights mentioned cyber-attacks that have been in the new and said the Township has taken proactive steps for protection. He said that the Environmental Advisory Council met on January 22 and heard a presentation by Paige Menton of Journeywork on transforming lawns into pollinator gardens.
- Chair Darby said that Parks and Recreation will be holding the annual Easter Egg Hunt on March 16.
- Mr. Donnelly said that in coordination with the Parks and Recreation Department, a survey has been made available to gather feedback on planning and major improvements for Redtail Park. The survey, which will also assist with grant requests, will be available online and at the Township Building.

7) **Courtesy of the Floor**

- Michael Ryan, Apple Valley Lane, said that lack of sidewalks makes it difficult for the Apple Valley neighborhood residents to access amenities in the area, such as the MARA ballfield complex, John James Audubon Center, and trail network. He presented a proposal for a sidewalk connection from Lantern Lane to Audubon Road.

**8) Adjournment**

- a. **MOTION:** Chair Darby made a motion to adjourn, seconded by Vice Chair Neights. The motion *passed* 3-0. The meeting adjourned at 8:05 p.m.

**Next Business Meetings:**            **February 15, 2024**  
   **March 7, 2024**

DRAFT



## **Environmental Advisory Council Meeting Minutes – December 18, 2023**

Roll Call - Amber Minnick, Richard Pastor, Douglas White, Erin McCool, Madison Roeger, and Avinh Li were present, along with Assistant Township Manager Paul Donnelly.

1. Approval of Minutes - Ms. Minnick made a motion, seconded by Mr. Pastor, to approve the minutes for October 2023 and November 2023. Motion passed 5-0.

### 2. Old Business

- a. Education / Communication: Ms. Winslow provided a post for the EAC social media pages.
  - Ms. McCool to correct spelling of Mr. Li's name in future agendas.
  - Mianna Li introduced herself for induction into the EAC as a student representative – Mr. White made a motion to approve Ms. Li as a student representative, seconded by Ms. Minnick, which passed 5-0
- b. No update
- c. Mr. Zollers summarized the state of code review process as explained by Mike Mrozinski. Mr. Zollers also mentioned that Paige Menton of Journey Work is available to present in January.
- d. Ms. Minnick will attend the February Parks & Recreation meeting representing the EAC (on the agenda for the Parks and Recreation meeting) for February 20. Ms. Minnick and Ms. Roeger met to discuss ideas for Gold Award relating to Bird Town.
- e. Ms. Minnick recommended the EAC create an Instagram Page to better communicate with younger members of the community. Ms. McCool summarized the history of EAC social media efforts and the difficulties associated with adding another social media platform.
- f. Green Energy  
The Sustainability Resolution will be up for a vote by the Board of Supervisors in January or February
  - No update
  - No update

### 3. New Business

- a. There was an extended conversation about scheduling the February council meeting but no changes were made. Mr. Zollers made a motion, seconded by Mr. White, to approve the proposed meeting schedule, which passed 5-0.
- b. Two candidates have put forward applications to join EAC in 2024.

- c. Ms. McCool introduced ways to focus better on specific EAC initiatives and bring them to reality.
- d. Ms. Minnick wants to bring more structure to preparing for community events. Ms. Roeger advised recruiting more student manpower for events and better structure for preparing them.
- e. Mr. Pastor reminded the EAC that if the new sustainability addendum passes, it will add a lot of work to the EAC to coordinate and implement.
- f. Ms. McCool asked each EAC member to identify resources needed to accomplish the items chosen to work on in the work plan.
- g. Mr. Donnelly suggested building off of Parks & Recreation's outreach abilities.
- h. Ms. Minnick noted that she had ordered Bird Town supplies including t-shirts and Ms. McCool agreed to order polo shirts.
- i. Ms. McCool requested images, lists of accomplishments of the EAC, etc. for the summary presentation before the Board of Supervisors.

4. No comments

5. Community member Julia Nakleh made several comments:

- Requested meetings be recorded or done as hybrid online / in person.
- Suggested bike rodeo for kids – rules of the road, etc. (local shop, police, etc)
- Suggested a native plant giveaway at Eagleville Park
- Suggested Ready for 100 as a supporting organization for Lower Providence' Green Energy sustainability push
- She suggested using the Library bulletin board, and tv monitor to advertise EAC events
- Mr. White in response also suggested local political newsletters for advertising events.

6. Mr. Pastor motioned to adjourn, seconded by Ms. Minnick, and passed 5-0.

**LOWER PROVIDENCE TOWNSHIP  
PARKS & RECREATION  
December 19, 2023, MEETING MINUTES**

**1) Call to Order.**

A) Amy Johnston-Smith called the meeting to order at 7:07 p.m.

**2) Pledge of Allegiance**

**3) Roll Call:**

A) The following Parks & Recreation board members were in attendance: Amy Johnston-Smith, Beth Ann Mazza, Erin DiPaolo, Ray Lotfi, Kasey Walker, and Stephanie Padula. Michelle Brown was absent.

B) Also in attendance: Jane Delaney, Director of Parks & Recreation, Karen Barron, Minutes Secretary, Dr. Janine Darby, Board Liaison, Kaitlyn Phan, Student Representative and Rylie Cox, Parks & Recreation Intern.

**4) Meeting Minutes:**

A) The meeting minutes of November 19, 2023, were approved and submitted.

**5) Old Business**

A) Pet Photo event – A huge Thank you to Gary Brown for volunteering as Santa, again this year. It was a huge turnout. 47 dogs and 2 cats.

B) Thank you to all the Park Board members that volunteered their time at our Tree Lighting event. We all had a great time regardless of the rain.

C) Thank you to Kaitlyn Phan and Thomas MacNeel, and Marissa Di Paolo for participating at our Tree Lighting event. You all were a huge help.

D) Thank you to the Optimist Club for providing the hot cocoa and cookies at our Tree Lighting event.

E) Santa Hotline – 37 families participated. – Thank you to the Optimist and especially Tom Bobst for all his help with the calls! We received many “Thank you” emails saying how much their kids loved getting a call from Santa.

F) Thank you to everyone who donated to Caring and Sharing, we really appreciate it.

**6) New Business**

A) Just a reminder that there will be a breakfast for Karen Hegedus on December 20, 2023 at 9:30am in the auditorium to give her a much-deserved farewell.

B) Caring and Sharing update, all presents have been wrapped and ready for pick up by the families.

**Comments from the Board**

A) Beth Ann Mazza mentioned Fisher Park and a walk-through light display.

B) Ray Lotfi mentioned having reached out to orchestras in the area.

**8) Supervisor Liaison Report**

Dr. Janine Darby let the board know that there is a dinner at Chadwick’s for the community. Encompass Health – Physical Rehab in Audubon will be opening. The re-organizational meeting will be held on January 4<sup>th</sup> at 6:00p.m.

**9) Resident Comments**

Cathy Mullin is a resident and lives on Sweet Gum Lane. She spoke about the Bluebird boxes and how they are in disrepair. She offered to repair and maintain the boxes if the board would allow.

**10) Motion to Adjourn.**

G) **MOTION:** Kasey Walker made a motion to adjourn. Erin Di Paolo seconded the motion. The motion *passed* 7-0. The meeting was adjourned at 7:49 p.m.

**Next Meeting: January 16, 2024**

**REGULAR MEETING**

**LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY  
MINUTES OF DECEMBER 11, 2023**

The Regular Meeting of the Lower Providence Township Sewer Authority was held on Monday, December 11, 2023, at 4:30 PM in the Authority's Board Room at the Sewer Authority Office, located at 20 Parklane Drive, Eagleville, PA, pursuant to public notice and posting of time and place of said meeting.

Present were Authority Members:

Mr. Fred Walker, Chairman; Mr. Charles Rose, Vice Chairman; Mr. Robert Tschoepe, Secretary; Dr. Jason Sorgini, Treasurer and Mr. Frank McDonough, Assistant Treasurer

In addition, thereto, the following persons were present:

Mr. Alan Rubendall, System Superintendent; Ms. Lori Connolly, Office Manager; Mr. Eric Frey, Solicitor; Mr. Ed Woyden, Engineer and Ms. Theresa Funk, Engineer

Visitor not on Agenda: Ms. Leah Baird

**CALL TO ORDER**

The Chairman called the meeting to order at 4:30 PM and led everyone in the Pledge of Allegiance.

The Chairman stated that there was an Executive Session prior to the meeting to discuss legal and personnel issues.

**MINUTES**

The minutes of the October 9, 2023 and November 13, 2023, meeting was presented. Upon motion of Mr. McDonough seconded by Mr. Rose and unanimously carried, the reading of the minutes was waived and approved.

**TREASURER'S REPORT - EXHIBIT 'A'**

Dr. Sorgini presented to the Board the bills to be paid from the Revenue & Administration and Capital Improvement accounts.

Upon motion of Dr. Sorgini seconded by Mr. Tschoepe and unanimously carried, the Board approved payment of bills from the Revenue & Administration and Capital Improvement accounts hereto marked as Exhibit 'A'.

**BUDGET & RATES**

Charles Schwab Certificate of Deposit

Dr. Sorgini stated to the Board that a Certificate of Deposit matured at Charles Schwabb and asked the Board how they would like to proceed.

After discussion, a motion was made by Mr. McDonough, seconded by Dr. Sorgini and unanimously carried; the Board approved to reinvest the funds for one year in a Certificate of Deposit.

**PERSONNEL & PENSION**

End of Year Adjustment

Mr. Tschoepe presented to the Board the year-end adjustments and asked for any comments.

A motion was made by Mr. Tschoepe, seconded by Mr. Rose and unanimously carried, to approve the year-end adjustments as presented.

**EQUIPMENT & BUILDING**

Mr. McDonough stated to the Board that we received the muffin monster, and it has been installed at Mile Hill Pump Station.

**CAPITAL PROJECTS**

**2021 Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that an email was sent to Anrich on December 7, 2023 requesting a status update on closing the Contract. As of December 11, 2023 Anrich responded that they will have the information to us by January.

**2022 Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that the project is complete, however minor warranty items were completed by the contractor, Doli.

**2023 Sanitary Sewer Line Replacement**

Mr. Rose stated to the Board that the Notice of Award was sent to JOAO & Bradley November 17, 2023. Notice of Intent to Award was sent to JOAO & Bradley October 19, 2023. Insurance coverage is currently under review by the Engineer. The pre-construction Job Conference was held December 7, 2023 at the Sewer Authority Office.

**ENGINEER'S REPORT - EXHIBIT 'B'**

There were no questions on the Engineer's Report.

Upon motion of Mr. Rose, seconded by Dr. Sorgini and unanimously carried the Board directed the Engineer to issue a Notice to Proceed to JOAO Bradley.

**SYSTEM SUPERINTENDENT'S REPORT - EXHIBIT 'C'**

There were no questions on the System Superintendent's Report.

**ATTORNEY REPORT**

Mr. Frey reported that all his comments on legal matters had been previously discussed in Executive Session.

**OLD BUSINESS**

**Ordinance for Sewer Lateral Inspection Prior to Sale of Property**

Mr. Frey reported to the Board that he reached out to the Township Solicitor and is waiting to hear back from her regarding the prior discussions with the staff in addition to getting a meeting date with the Township Solicitor and Manager.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 4:55 PM by motion of Mr. Rose seconded by Dr. Sorgini and unanimously carried.

  
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Mr. Robert Tschoepe, Secretary



## LOWER PROVIDENCE COMMUNITY DEVELOPMENT DEPARTMENT MONTHLY REPORT – FEBRUARY 2024

The Township Planning Commission did not meet in January 2024. In February, the Commission will re-organize for this year. We also anticipate that the proposed text amendment regarding the Resources for Human Development (RHD) project will be discussed. If so, the Commission will be focused on sharing their comments and hearing from the public.

The ZHB met on January 25th for three appeals: Davis-2779 Lantern Lane continued from December 28<sup>th</sup>; RHD-100 Eagleville Road requested a continuance until the April 25<sup>th</sup> meeting; and Baldassarre-3877 Germantown Pike to legalize an existing unpermitted detached garage that was present when he recently purchased the house. All requests were granted.

The ZHB will not meet on February 22<sup>nd</sup> as there are no matters ready for consideration. The proposal for a two-lot subdivision at 1153 Pawlings will come to the Board in March.

Construction continues at Whitetail Ridge on Brimfield and Woodland. The Department is working with businesses on expansions and fit outs at Bella Rosy, 3801 Germantown, at Branch Medical, 1111 Adams, and the renovation work at the main firehouse.

Baba's Hot Chicken and Brews is coming to 725 S Trooper, formerly Teriyaki Madness. Fallien Cosmeceuticals, a small cosmetic manufacturer from West Norriton, is moving to 2621 Van Buren. Family members are re-establishing Vincent's Auto Service at 3464 Germantown Pike.

Staff and consultants are working with a potential car wash project at Ridge and S. Park. We understand that the approved Tidal Wave car wash project may be sold to another similar operator. Also, we are working with applicants to refine plans at 960 Rittenhouse and Encompass Health, 2660 Audubon.

Members of the Zoning Ordinance Working Group are actively working with Greg Heleniak from the Solicitor's Office on the new zoning ordinance. We are working on incorporating ideas from the Comprehensive Plan and in simplifying zoning in the revised ordinance.

After appearing before the District Justice, it appears that we are making progress with a long-standing code enforcement matter on Fourth St.

We issued 53 building permits, 16 zoning permits, 7 new business licenses, 14 resale U&Os, and handled 46 service requests in January.

Also of note, we anticipate the arrival of the large-scale scanner-printer later this month after which time we will be able to digitize our backlog of paper files and overall improve efficiency.

As always, please contact us with any questions or concerns.

**LOWER PROVIDENCE TOWNSHIP  
COMMUNITY RELATIONS DEPARTMENT  
MONTHLY REPORT  
JANUARY 2024**

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**HIGHLIGHTS**

**COMMUNICATIONS / COMMUNITY OUTREACH**

Website, social media, and digital sign messages of note:

- ZHB Meeting update re: RHD extension
- Employment Opportunity: Highway Maintenance Worker
- Mascaro service changes due to inclement weather
- Delayed Admin. Office opening and closure due to inclement weather
- Martin Luther King Jr. holiday
- PECO power outage reporting information
- Share of Methacton School District open forum notice
- Park Ave./Eagleville Rd./Crawford Rd intersection project updates
- Oaths of Office: Supervisors Neights, Charles, Auditor Yanak
- PA American Water main replacement project
- Board/commission/council meetings/cancellations
- Good Morning Lower Providence posts

A webpage was created for the Resources for Human Development (RHD proposal. Links posted to the page include Frequently Asked Questions and RHD brochures.

During the month, many tasks were related to the 2024 reorganization including correspondence to board/commission candidates, administering oath of office to appointees; revision of the Boards and Commission Directory; placement of ads and PSATS convention registration.

Work was finalized on the winter newsletter, with delivery anticipated for late January. Finalizing of the newsletter was somewhat delayed to be able to include photos and information from the Board of Supervisors' January 2<sup>nd</sup> Reorganization Meeting.

**RIGHT-TO-KNOW OFFICE**

During the month, requests for information under the Right-to-Know Law were logged and processed, totaling 10 police and 13 non-police. (Copies of reports prepared as a result of an accident investigation conducted by the Lower Providence Township Police Department are obtained through Carfax.)

**ON-GOING RESPONSIBILITIES**

**Communications**

- Website posts, updates
- Facebook, X and Instagram posts
- Digital sign messages
- Press releases
- Constant Contact emails
- Trash & recycling service issues

**LOWER PROVIDENCE TOWNSHIP  
COMMUNITY RELATIONS DEPARTMENT  
MONTHLY REPORT  
JANUARY 2024**

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**Administration**

- Legal advertisements as needed
- Scheduling, correspondence and miscellaneous tasks as needed
- Preparation and distribution of Board of Supervisors' agenda packets
- Weekly email to Board of Supervisors with informational items
- Completion of post-Board meeting tasks, including posting of meeting summary and approved minutes on website
- Scheduling, setup of auditorium
- Attendance at various meetings; preparation and distribution of meeting notes
- Maintenance of Resolution, Minute and Ordinance books

**Meetings / Training**

- Board of Supervisors (prepared minutes) – Jan. 2, 18
- Staff Meeting - Jan. 9
- DVHT Wellness Webinar – Jan. 10
- Mascaro monthly meeting – Jan. 25

Respectfully submitted,



Denise Walsh  
Community Relations Coordinator





# LOWER PROVIDENCE TOWNSHIP

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Administration: 610 539-8020 • Fax: 610 539-6347

Police: 610-539-5901 • Fax: 610-630-2219

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## LOWER PROVIDENCE TOWNSHIP INTER-OFFICE CORRESPONDENCE

TO: Board of Supervisors

FROM: Finance Department

DATE: February 1, 2024

SUBJECT: January 2024 Finance Department Monthly Report

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### *Payroll*

- Reconciled benefit time for various employees
- Prepared payroll for January 12, 2024 payroll. This included paying employees with their 2023 & 2024 payroll rates and deductions
- Processed Payroll for January 12<sup>th</sup> and January 26<sup>th</sup>
- Calculated accrued payroll entry

### *Software Conversion*

- Caselle Accounting software went live 1/1/2024
- Supplied and reconciled trail balances from Freedom Software
- Reconciled escrow balances against Freedom Software
- Reviewed and adjusted cash deposits
- Started automating reoccurring journal entries
- Began design of budgeting module

### *Audit*

- Updated capital asset schedule
- Supplied requested payroll registers
- Provided check registers, 457 statements, MS-965 Reports, W2's, etc.
- Scheduled field work to begin on 2/26/2024 for the 2023 audit

### *Miscellaneous*

- Auditor Reorganization meeting
- Worked with Help Now LLC regarding various I.T. issues
- Filed 1099's using new IRS FIRE System
- Wrote budget article for newsletter
- Submitted tax information to DCED (DCED CLGS-2565)
- Submitted Liquid Fuels report to DCED (MS -965)
- Submitted Elected Officials report to DCED (DCED CGLS-19)
- Submitted Financial Conditions Survey to DCED (DCED CGLS-69)

- Tested deposit filed for H.S.A starting on 3/1/2024.

*Ongoing tasks*

- Reinvest matured Certificate of Deposit (C.D.) to continue the maturity schedule that has Certificate of Deposits maturing approximately every 30 days
- Complete Cash Flow, Revenue and Expenditure, Treasurer's, and Revenue Trends reports
- Contact Freedom Accounting Software to address numerous issues
- Follow the purchasing policy for proper approval of all purchases. Review open Purchase Orders.
- Distribute for approval, enter, and pay invoices
  - Follow up with vendors regarding unpaid/past due invoices
- Daily reconciliation of receipts for front counter, permits, and LPT rec
- Bill developers/residents for legal/engineering, alarm violations, and other fees due to the Township
- Review all entries to the General Ledger
- Reconcile all bank accounts
- Reconcile escrow account balances
- Transfer funds to the library



# LOWER PROVIDENCE TOWNSHIP

100 Parklane Drive • Eagleville, PA 19403 • [www.lowerprovidence.org](http://www.lowerprovidence.org)

Administration: 610 539-8020 • Fax: 610 539-6347

Police: 610-539-5900 • Fax: 610-630-2219



## Fire Marshal & Emergency Management Coordinator

### January 2024 Report

During the month of January 2024:

- Lower Providence Fire Department responded to 45 emergency incidents within the Township
- Bette McMorrow achieved certification through the National Professional Qualification System (Pro Board) in Hazardous Materials Awareness
- Investigated three building fires
  - Barrington Road
  - Woodland Lane
  - Yerkes Road
- Performed a walk through of the Montgomery County Public Safety Warehouse to help determine layout
- Spoke with representatives of Shannondell to discuss egress issues in dining halls
- Participated in adverse weather preparation meeting with Montgomery County Emergency Management
- Participated in the Monthly County Emergency Management meeting
- Performed numerous fire alarm acceptance tests
- Scheduled fire extinguisher testing for Township extinguishers
- All Township building fire alarms have been inspected.
- Met with regional Emergency Management Coordinators to discuss best practices

Notes: Special thanks to Denise Walsh for her continued assistance with the Fire Marshal webpage.

**LOWER PROVIDENCE TOWNSHIP  
PARKS AND RECREATION**

**MONTHLY REPORT  
January 2024**

**Administration:**

- Daily communication with Joe Chillano, Director of Public Works, to discuss job tasks/duties for parks crew.
- Attended the staff meeting.
- Transfer monthly CCFee report.
- Met with the Park and Recreation staff to prepare for Summer Camp registrations.
- Sent out letters to the past summer camp staff to see if they plan on returning this year.
- Working on preparing for the Annual Easter Egg Hunt event with Karen Barron, Nick Walker, and Rylie Cox (intern)– ordered supplies, prepared flier and working on secure volunteers.
- Secured a spot at Methacton High School job fair for April 5<sup>th</sup> to talk to students about summer camp employment.
- Camp registrations starts Monday, February 26<sup>th</sup> for residents.
- Prepare and lead the Park Board Meeting January 23<sup>rd</sup>. I had to cancel January 16<sup>th</sup> due to snow.
- Met with Paul and Jean Akers to discuss the Redtail Park plan.
- Clean and prepare the Parks office for our new Program Coordinator, Nick Walker, he will start on Monday January 8<sup>th</sup>.
- Prepared a new hirer breakfast for Nick Walker. Introduced Nick Walker to the staff and gave him a tour of the building.
- Continue to explain/ show Nick Walker the daily expectations of his position.
- Attended the District III meeting at Lansdale Borough.
- Attended a monthly meeting for Montgomery County Senior Games. We will continue to meet as a committee monthly to prepare for the games. The Senior Games will be played May 6<sup>th</sup> -May 10<sup>th</sup>.
- Researched bands for the Concerts in the Park. I secured two bands for this summer, one in June and one in August, still searching for our final band.
- Had a zoom meeting with Drew Gilchrist, from DCNR, and Paul Donnelly, to discuss the C2P2 grant.
- We sold 8 discounted Movie Tavern tickets in January. Movie Tavern tickets are sold for \$9.00 year -round.
- We continue to offer Memorial Donation Program which allows residents to purchase a bench, a tree, or a brick in a loved one's honor and have it placed in a special location in one of our beautiful parks. We sold 1 brick in January.
- We continue to offer our Hometown Heroes Program and have been replacing the banners throughout Eagleville Park as they are purchased.

**All Parks/ Facilities Maintenance:**

- Continue to communicate with Mike Nester on any matters that need attention over the winter months.
- Trash is picked up weekly or as needed at area parks.
- Continue to check and replenish Mutt Mitts in area parks.
- Continue to inspect area parks daily and make repairs as needed.
- Mike, Zach, and John are inspecting the memorial flags and making sure they are secure.
- Prepare a cleaning schedule for John Simons for the Schoolhouse as we have programs running Monday -Friday and rentals on the weekends.

- Weekly check at the parks for any issues during the winter months.

**Programs in session:**

- Firebirds Theatre Acting Class Session
- Line Dancing Fusion Class

**Upcoming Programs and Trips:**

- Pottery Heart Workshop
- Kids Pottery Class
- Shining Knights Chess Club
- Babysitting Class
- Medicare Workshop

**Daily Tasks:**

- Return calls and emails daily.
- Respond to requests from the residents.
- Multiple meetings with Nick Walker, Karen Barron, and Rylie Cox regarding winter/spring programs as well as ongoing programs and events.
- Continue to participate in Zoom/ in person meetings and webinar with PRPS.
- Update P & R web page, Facebook, Instagram, MyRec and the marquee as needed.

Respectfully Submitted,

Jane C. Delaney  
Director of Parks and Recreation



# LOWER PROVIDENCE TOWNSHIP POLICE DEPARTMENT

100 Parklane Drive • Eagleville, PA 19403 • [www.lowerprovidence.org](http://www.lowerprovidence.org)  
Phone: 610-539-5901 • Fax: 610-630-2219



**Michael Jackson, Chief of Police**

**Submitted By: Michael Jackson, Chief of Police**

<b><i>POLICE FLEET</i></b>	Jan-24	Total
<i>Miles Traveled</i>	25,109	25,109

<b><i>INCIDENTS</i></b>	Jan-24	Total
<i>Police Activity (CAD)</i>	2,144	2,144

<b><i>ENFORCEMENT ACTIVITY</i></b>	Jan-24	Total
<i>Traffic Stops</i>	503	503
<i>Traffic Citations</i>	121	121
<i>Non-Traffic Citations</i>	7	7
<i>Criminal Arrests</i>	28	28
<i>Foot and Bike Patrols</i>	218	218
<i>Traffic Details</i>	166	166
<i>Public Contacts (Minimum)</i>	914	914
<i>Formal Personnel Complaints</i>	0	0
<i>Personnel Compliments</i>	4	4

<b><i>JUVENILE CONTACTS</i></b>	Jan-24	Total
<i>Juvenile Contacts</i>	48	48
<i>Juveniles Petitioned</i>	0	0
<i>Warnings Issued</i>	11	11
<i>Citations Issued</i>	1	1
<i>Referral to Other Agencies</i>	2	2

<b><i>ACCIDENTS</i></b>	Jan-24	Total
<i>Total Number of Accidents</i>	51	51
<i>Reportable Accidents</i>	15	15
<i>Non-Reportable Accidents</i>	36	36



# LOWER PROVIDENCE TOWNSHIP POLICE DEPARTMENT

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Phone: 610-539-5901 • Fax: 610-630-2219



**Michael Jackson, Chief of Police**

<b>ALARM RESPONSES</b>	Jan-24	Total
<i>Total Alarms</i>	72	72
<i>Security Alarms</i>	50	50
<i>Fire Alarms</i>	22	22

<b>DETECTIVE DIVISION</b>	Jan-24	Total
<i>Investigations</i>	30	30

<b>SUBPOENAS FOR COURT</b>	Jan-24	Total
<i>District Court 38-1-20</i>	54	54
<i>Montgomery County</i>	3	3
<i>All Others</i>	0	0

<b>DUI TASK FORCE</b>	Jan-24	Total
<i>Reimbursed Overtime Hours</i>	0	0

<b>AGGRESSIVE DRIVING</b>	Jan-24	Total
<i>Reimbursed Overtime Hours</i>	0	0

<b>DRUG TASK FORCE</b>	Jan-24	Total
<i>Reimbursed Overtime Hours</i>	8	8

<b>PA LIQUOR CONTROL BOARD</b>	Jan-24	Total
<i>Reimbursed Overtime Hours</i>	0	0



# LOWER PROVIDENCE TOWNSHIP POLICE DEPARTMENT

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---



**Michael Jackson, Chief of Police**

## **The following is a list of Community Relations details for January 2024:**

On Monday, January 22, Sgt. Stead presented alcohol and the law lessons to several 8<sup>th</sup>-grade health classes at the Arcola Intermediate School

On Monday, January 22, the D squad provided a tour of the station for a local Cub Scout troop.

On Monday, January 29, Sgt. Stead met with representatives from Methacton High School to discuss school-wide drug awareness presentations for students and the community.

On Tuesday, January 30, the Community Policing Unit attended training regarding the FBI's Community Anti-Threat Officer program.

On Wednesday, January 31, Sgt. Stead and Cpl. Heim met with First Student bus drivers to discuss recommendations for improving daily operating procedures.

## **The following is a list of notable TSU activity for January 2024:**

There was only one traffic complaint made by a resident during the month. It was regarding additional signage and speeding vehicles.

Bus Patrol did not submit any violations for review during the month. The company is awaiting the amendment of current legislation.

### **Youth Aid Panel:**

The police department submitted two (2) juveniles to the Montgomery County District Attorney's Office Youth Aid Panel Program in January 2024.

### **Curfew:**

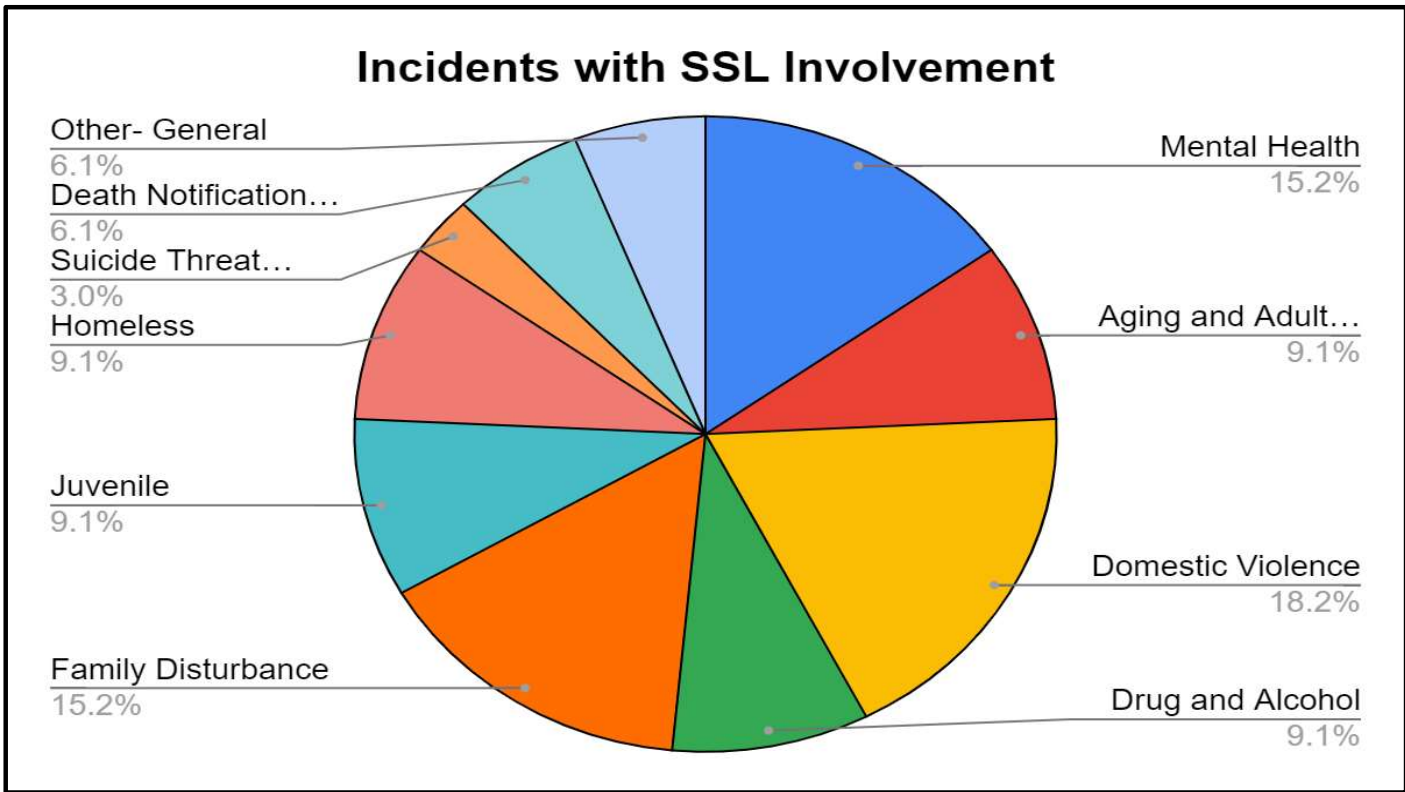
There were no violations of the Lower Providence Township curfew ordinance during the month.



## Social Services Liaison Monthly Report - January 2024

Type of Service Provided	Description	Number of Instances		Presenting Issues	Number of Incidents
Contact/ Assisting Resident	Contacting residents to determine needs and providing resources as needed.	47	}	Acute Mental Health	5
Referrals	SSL makes referrals to local agencies - examples include: MCORT, Mobile Crisis, Mental Health Agencies, Senior Services.	19		Aging and Adult Services	3
Co-Response/ Community Outreach	SSL responds to calls or outreach to residents accompanied by an officer to offer assistance at the scene.	6		Domestic Violence	6
Incidents	Incidents involving social service needs	33		Drug and Alcohol	3
Handle with Care	Trauma informed initiative, partnership between MSD and Law Enforcement	4		Family Disturbance	5
Resource Bags	Bags that contain resources for homeless population, including list of community resources, food, water, toiletries, and hot meal cards	2		Juvenile	3
Septa Passes	Key Partnership established with Septa- one way passes offered	1		Developmental/ Intellectual Disability	0
Annual Officer Wellness	Confidential Officer wellness meetings with Social Services Liaison to be held annually.	0		Homeless	3
LEO Trainings	Trainings provided to Law Enforcement promoting trauma informed care, cultural competency and officer wellness	1		Physical Disability	0
				Suicide	0
			Suicide Threat/ Attempt	1	
			Death Notification	2	
			Other- General Public Service	2	

Trainings Attended
Valor's Officer Resiliency Training
Violence Prevention Project - Research Webinar
Community Anti-Threat Team Quarterly Training
Liability for Mental Health Providers Webinar



# LOWER PROVIDENCE TOWNSHIP

## PUBLIC WORKS DEPARTMENT

### MONTHLY REPORT

**January 2024**

Below is a list of some items that the Public Works Department accomplished during the month of January.

- Meet with Jane Delaney daily to review/ discuss departmental needs
- All PA One call notifications were reviewed, field marked and responded to appropriately
- Director reviewed road opening permits, performed inspections where required
- The department completed various and multiple building maintenance tasks
- Street signs were repaired/replaced
- Meet with PW Foreman, PW Crew Leader and Parks Crew Leader to discuss work assignments and scheduling
- Director had several meetings with staff on various topics
- Mechanics performed routine maintenance on Township fleet and equipment
- Director approved bills associated with the department
- Janitor cleaned our buildings during the month
- Janitor cleans multiple Parks restrooms and stocks paper products
- PW & Parks guys did trash runs twice this week in our Parks. Every Monday and Friday
- Director returned phone calls and emails addressing residents' concerns.
- Director worked on the monthly report
- Storm sewer inlets were cleaned prior to any rainstorms
- Multiple storm sewer inlet on various Twp roadways were repaired in place. Work associated includes cleaning out the inlet, repairing with brick, lentels and concrete. Replacing the top and restoration work. We are constantly working on our storm sewer system
- Traffic signals and streetlights were repaired during the month
- Parks members inspected all playground equipment during the month
- Emphasis on pothole patching during the month
- Crews removed two fallen trees from the roadways
- I worked on the 2024 budget during the month
- PW Dept. prepared all vehicles and equipment for the upcoming winter
- We continued cleaning up the naturalized basins, removing dead trees, vines and plant invasive species
- Crews placed barricades along flooded roads as needed
- Parks members replaced wood on benches throughout the parks
- We installed a new power outlet for the Community Development's new scanner

- PW's cleaned and moved furniture into the new office for the community officer
- Roadways were brined as needed in anticipation of winter storms
- We had three winter storms during the month and crews were called in each time to plow and salt roadways
- The Sewer Authority's new project started and PA Water's project continues. Even though these aren't Twp projects we are still involved as the work takes place along our roadways and impacts our residents
- The bucket truck has finally arrived and is now in use!! Thank you

Respectfully submitted,

Joseph R. Chillano



# LOWER PROVIDENCE TOWNSHIP

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DEC 14 2023 AM 8:45

## LOWER PROVIDENCE TOWNSHIP CONDITIONAL USE APPEAL APPLICATION

NAGIB ALBADANI

Applicant's(s) Name

2601 Egypt Rd

Street Address

EAGLEVILLE, PA 19403

City, State & Zip Code

(267) 504 - 6695

Phone Number

CU. 23-16

Appeal Number

Advertised Dates

\$ 2000 -

Application Fee/Ck#

Date Received

(For Official Use Only)

The following is a list of questions designed to assist you and the Board of Supervisors in the efficient and timely review of your Conditional Use Appeal. Please thoroughly answer all questions that are applicable to your appeal. If you believe the question does not pertain to your appeal, please indicate as such on this form by answering "Not Applicable". **All questions must be answered to consider this appeal form complete.**

A complete site plan and construction documents must be attached to this application. Please refer to the **Lower Providence Township Conditional Use Appeal Procedures and Policy for this requirement.** Please return this form to the Planning & Development Department when you file your application. **Please type or print clearly.**

**Please complete the following questions:**

1. What is the applicant's interest in the premises affected? (i.e. owner, equitable owner, tenant.)

TENANT

2. If applicant is represented by an attorney or counsel please provide their full name, address, phone and fax number.

3. If the property owner is not the applicant, list the full name, address and phone number of the property owner. If the applicant is not the property owner, the applicant must provide a signed and notarized letter from the property owner stating his/her permission to allow the applicant to represent the property owner at the Board of Supervisors with this Conditional Use appeal.

LANDLORD: FLOEMIL TRUST EXECUTED- SANDRA L. JUBB, TRUSTEE,

ADDRESS: 11 WOODLYN AVE, EAGLEVILLE, PA 19403

4. Please provide the requested information about the property involved in this Conditional Use Hearing appeal as described below:

Location: 2601 Egypt Rd, EAGLEVILLE, PA 19403

(Street Address)

Tax Map ID#: 43015B040

Lot Size: 1.023 ACRES

Zoning District: GC

Present Use:

RESTAURANT AND CAFE

Date of when Present Use began: 02/23/2016

Date of acquisition of this property by the owner: 02/23/2016

Please list each structure and it's use currently located on this property:

STORE USED AS DUNKIN DONUTS RESTAURANT



5. What type of sewage and water facilities are available on the property and what type of sewage and water facilities are currently in use on the property?

RESTROOM, SINK IN THE KITCHEN

6. Are there any outstanding state or federal violations cited on this property at the time of this application?

NO If yes, please explain these violations:

7. Has any previous zoning appeal been filed in connection with this property?

NO If yes, please explain:

(List applicant's name, date & nature of appeal)

8. List all sections of the Lower Providence Township Subdivision and Development of Land Ordinance in which you are seeking relief from (waivers): (Please note that if this section is not complete, the appeal will not be heard)

Under Zoning Ordinance section 143-100

9. State in narrative form the nature of your appeal including the primary relevant facts intended to be presented to the Board of Supervisors. Please include a description of all explosive or toxic materials to be stored on this site. Please reference to your attachment if additional space is needed.

I WOULD LIKE TO APPLY TO CHANGE THE USE FROM THE PREVIOUS RESTAURANT  
TO A RETAIL USE

10. What is the exact use proposed for the property? List hours of operation, number and type of employees, business equipment to be used or stored at the site, nature of normal business operations. (Please reference to your attachment if additional space is needed.)

IT IS GOING TO BE A RETAIL SMOKE SHOP, WHICH WILL OPEN FROM 08:00AM TO 10:00 PM

WILL HAVE MINIMUM 4 EMPLOYEES AND WILL HAVE SOME COOLERS AND SHELVES

11. Are any additional state, federal or other permits required to operate the proposed use or construct the structure? YES If yes, please provide the list of permits (and their status) required to operate the proposed use or structure.

PA SALES TAX LICENSE AND PA TOBACCO LICENSE

12. Describe the landscaping proposed for this property is planned, if any. Please indicate the type of landscape buffering proposed, if any.

NONE

13. What is the character of the buildings and uses on abutting properties and what is the general character of the surrounding neighborhood? (Please reference to your attachment if additional space is needed.)

THE STORE WILL HAVE PARKING SPACE AND THE NEIGHBOURING STORE  
IS AN OFFICE FOR A CONSTRUCTION BUSINESS

14. What will the impact of this use be on existing traffic patterns and volumes for this Conditional Use Appeal? Also, please specify the amount of parking spaces and unloading areas as specified in the Lower Providence Township Zoning Ordinance. (Please reference to your attachment if additional space is needed.)

NO EFFECT ON EXISTING TRAFFIC, IT HASE A WIDE PARKING SPACE OF 8 CARS

15. What will the impact of this use be on the existing stormwater infrastructure? Has a copy of the stormwater grading plan been reviewed by the Montgomery County Conservation District, if applicable?

IT WILL NOT AFFECT

16. What type of new and or existing improvements are being proposed for this use?

WILL RENOVATE THE STORE FROM INSIDDE ACCORDING TO PLANS, AND WILL INSTALL NEW SIGNS

17. What degree will the proposed use emit smoke, dust, odor or other air pollutants, noise, vibration, light, electrical disturbances, water pollutants, or chemical pollutants? Such evidence may include the proposed use of proven special structural or technological innovations. Please provide specific and detailed information on all of the aforementioned topics. Please reference to your attachment if additional space is needed.

IT WILL NOT EMIT ANYTHING

18. Will any waivers granted by the Board of Supervisors, alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the appropriate use of development of adjacent property, or be detrimental to the public welfare? Please give reasons for your answers to the aforementioned questions by explaining below: (Please reference to your attachment if additional space is needed.)

NO


19. (I) (WE) believe that the Board of Supervisors should approve this request because: (include the grounds for the Conditional Use appeal or reasons both with respect to case law and fact for granting this use requested. Please reference to your attachment if additional space is needed.)

IT WILL BE A UNIQUE USE IN THE AREA WHICH WILL AFFECT THE ECONOMY POSITIVELY

20. Comments, Other Relevant Information or Additional Space for Answering Questions. Please indicate if additional attachments are with this appeal application:

I hereby certify that all of the above statements contained in this Conditional Use appeal application and any papers or plans submitted with this Conditional Use appeal to the Lower Providence Township Board of Supervisors herewith are true and correct to the best of my knowledge and belief.

Date 12/13/2023 NAGIB ALBADANI  
(Print Name of applicant(s))

Date 12/13/2023   
(Signature of applicant(s))

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF MONTGOMERY

As subscribed and sworn to before me this 13 day of Dec., 2023

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year aforesaid.

(SEAL)

Raed Altayeb  
NOTARY PUBLIC



Commonwealth of Pennsylvania - Notary Seal  
Raed Altayeb, Notary Public  
Philadelphia County  
My commission expires March 29, 2026  
Commission number 1254793



**Commonwealth of Pennsylvania  
Department of Revenue**

**TOBACCO PRODUCTS LICENSE**

VICTORIA SMOKE SHOP LLC  
2601 EGYPT RD EAGLEVILLE PA 19403-2301

License Number: 46268373



License Type: CIG/OTP Retail  
Expiration Date: 02/28/2025

**pennsylvania**  
DEPARTMENT OF REVENUE

**THIS LICENSE MUST BE PROMINENTLY DISPLAYED IN THE LOCATION FOR WHICH IT WAS ISSUED.**  
This license is not assignable or transferable.

A tobacco products license is valid until the expiration date that appears on the license, unless it is surrendered by the licensee or suspended or revoked by the Department of Revenue. Tobacco products licenses may not be transferred.

To correct any information on the license, note the corrections on the license, make a copy of the corrected license for your records and return the original license to the PA Department of Revenue, PO Box 280909, Harrisburg, PA 17128-0909.

**Commonwealth of Pennsylvania  
Department of Revenue**

**SALES TAX LICENSE**

**VICTORIA SMOKE SHOP LLC  
2601 EGYPT RD EAGLEVILLE PA 19403-2301**

**Sales License ID: 67812081**



**License Type: Retail  
Expiration Date: 12/31/2028**

**pennsylvania  
DEPARTMENT OF REVENUE**

**This license authorizes the holder to collect state and/or local sales, use and hotel occupancy tax. Licenses are issued for tax collection purposes and shall remain in force as specified herein unless sooner surrendered, suspended or revoked.**

**THIS LICENSE MUST BE PROMINENTLY DISPLAYED.  
This license is not assignable or transferable.**

**LOWER PROVIDENCE TOWNSHIP  
INTER-OFFICE COMMUNICATION**

**PUBLIC WORKS**

**January 31, 2024**

**TO:** E.J. Mentry, Township Manager  
Paul Donnelly, Assistant Township Manager

**FROM:** Joseph R. Chillano  
Director of Public Works

**SUBJECT:** Approval to Advertise and Bid 2024 Road Reconstruction Projects

---

I am requesting authorization to advertise and bid the 2024 Road Reconstruction Projects. The base bid will include Hildebilde Road, Highley Road, Stoughton Road and Smith Road. The alternate bid includes Allison Circle, Wilson Blvd. and Theresa Street. Alternate roads will be completed based on the availability of funding. Both bids combined totals approximately 2.63 miles. The Township's 2024 budget includes \$606,371.00 for the project.

Additionally, Second Street will be paved this year which was part of the 2022 Sewer Authority Project. As the Sewer Authority completes its main replacement project and the roads are ready to pave, they are combined with our bid. This allows the Township and Authority an opportunity to obtain better overall pricing. Second Street has a total mileage of .09 miles.

Along with the Township Engineer, I have been reviewing our road projects and working on the preparation of the bid documents. This should allow for the road reconstruction projects to get under way sometime in early summer.

Please review, should you have any questions let me know.

Joseph R. Chillano



# LOWER PROVIDENCE TOWNSHIP

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## MEMORANDUM

TO: Board of Supervisors

FROM: E.J. Mentry, Township Manager

SUBJECT: Police Pension Ordinance Amendment - Agenda Item 4.b.

DATE: February 7, 2024

---

The recently settled Police Collective Bargaining Agreement (CBA) for 2024-2028 contains one new enhancement to the Police Pension Plan (“the Plan”): Military Buyback option. This provision allows officers with prior years of active duty military service the option to “purchase” up to five years to count towards their years of service for pension purposes. This would in essence allow an eligible officer to retire early with a full pension benefit, but they have to pay for the actuarial cost of the years of military service.

Anytime there is a change or enhancement to the police pension benefits, we are required by law to complete an actuarial study and then adopt an ordinance amending the Plan documents to add the new provision. The actuarial study has been completed, so now the Plan must be formally amended. The ordinance before the Board for consideration at the February 15, 2024 meeting amends the Plan to add the Military Buyback provision consistent with the agreed-upon terms in the new CBA. Attached to this memo for reference is the relevant page from the new CBA with the Military Buyback language.

Please let me know if you have any questions in advance of the meeting. I am happy to discuss in more detail with any of you individually.

**LOWER PROVIDENCE TOWNSHIP**  
**POLICE CONTRACT 2024 – 2028**

Statewide Police Pension Plan. If the State of Pennsylvania approves an increase in the pension or approves a statewide Police Pension Plan, the Township or Police Officer's Association reserves the right to open the contract and visit only this provision.

Military Service Buyback. Effective January 1, 2024, after completion of a pension actuarial study pursuant to the requirements of Act 600, the cost of which shall be divided equally between the Township and the Association, Officers may purchase service credit for up to five (5) years of active military service with the United States armed forces that occurred prior to their employment as Township Police Officers, provided that the officer is not entitled or eligible to receive and is not currently receiving, retirement benefits for such service from any retirement system administered and wholly or partially paid for by any other governmental agency. The amount due for the purchase of credit for military service other than intervening military service shall be computed in accordance with Section 4 of Act 600, 53 P.S. § 770. The amount due shall be calculated by applying the average normal cost rate for borough, town, township and regional police pension plans as certified by the Commonwealth of Pennsylvania (or the Commonwealth Agency/Office responsible for same) , but not to exceed ten percent (10%), to the Officer's average annual rate of compensation over the first three (3) years of Township service and multiplying the result by the number of years and fractional part of a year of creditable non-intervening military service being purchased together with interest at the rate of four and three-quarters (4.75%) compounded annually from the date of the initial entry into Township service to the date of payment.

Prior Police Service Buyback. If, during the term of this agreement, the Commonwealth of Pennsylvania enacts legislation amending Act 600 to provide for portability of Act 600 pension service or which authorizes a police officer to purchase pension service for prior Pennsylvania municipal police service buyback, this agreement may be re-opened for the purpose of pension provisions only, including, but not limited to, the allocation of costs between the parties of such new benefits.

**23. False Arrest Insurance**

The Township shall provide Police professional liability insurance (false arrest) for Officers while on duty or acting as agent of the Township when approved and/or assigned by the Chief of Police. Legal counsel for any action/suit shall be determined by the insuring agency.

**24. Miscellaneous Provisions**

A. Uniforms

Township shall supply standardized uniforms for all Officers required to be in uniform.

# TOWNSHIP OF LOWER PROVIDENCE

ORDINANCE NO. 680

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AN ORDINANCE OF THE TOWNSHIP OF LOWER PROVIDENCE, MONTGOMERY COUNTY, PENNSYLVANIA, AMENDING PROVISIONS OF THE LOWER PROVIDENCE TOWNSHIP RESTATED POLICE PENSION PLAN TO INCORPORATE CHANGES AGREED TO THROUGH COLLECTIVE BARGAINING

## CERTIFICATION

I, E.J. MENTRY, BEING DULY SWORN ACCORDING TO LAW, DEPOSE AND SAY THAT I AM THE TOWNSHIP MANAGER IN LOWER PROVIDENCE TOWNSHIP, MONTGOMERY COUNTY, PA AND THAT ATTACHED HERETO IS A TRUE AND COMPLETE CORRECT COPY OF ORDINANCE NO. 680.

---

E.J. Mentry, Township Manager

\_\_\_\_\_, 202\_\_

ENACTED: \_\_\_\_\_

# TOWNSHIP OF LOWER PROVIDENCE

ORDINANCE NO. 680

---

AN ORDINANCE OF THE TOWNSHIP OF LOWER PROVIDENCE, MONTGOMERY COUNTY, PENNSYLVANIA, AMENDING PROVISIONS OF THE LOWER PROVIDENCE TOWNSHIP RESTATED POLICE PENSION PLAN TO INCORPORATE CHANGES AGREED TO THROUGH COLLECTIVE BARGAINING

---

**WHEREAS**, the Township of Lower Providence (the "Township") has previously enacted an Ordinance establishing the Lower Providence Township Police Pension Plan (the "Plan"); and

**WHEREAS**, the Plan was totally amended and restated, effective April 17, 2002, and amended further in 2016; and

**WHEREAS**, following the most recent round of collective bargaining with the labor organization which represents the Township's Police Officers, as well as following the receipt and review of an actuarial study, the Township and the Union agreed to certain pension-related changes involving non-intervening military time purchase; and

**WHEREAS**, it is in the best interest of the Plan to incorporate the above changes into the Plan document to remain in compliance with applicable law.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED**, by the Board of Supervisors of Lower Providence Township, as follows:

**SECTION 1. Service.** Section 1.10(e) of the Police Pension Plan is hereby amended to provide as follows:

(e). Credit for Military Service - Any employee employed as a member of the police force who has been a regularly appointed employee for a period of at least six months and who thereafter enters into the military service of the United States shall receive credit for all such military service, if he returns to employment with the employer within six months after his separation from military service.

In addition, an Officer may purchase service credit for up to five (5) years of active military service with the United States armed forces provided that such service occurred prior to the individuals employment as a Township Police Officer,

provided that the Officer is not entitled or eligible to receive and is not currently receiving, retirement benefits for such service from any retirement system administered and wholly or partially paid for by any other governmental agency. The amount due for the purchase of credit for military service other than intervening military service shall be computed in accordance with Section 4 of Act 600, 53 P.S. § 770. The amount due shall be calculated by applying the average normal cost rate for borough, town, township and regional police pension plans as certified by the Public Employee Retirement Commission or its successor, but not to exceed ten percent (10%), to the Officer's average annual rate of compensation over the first three (3) years of Township service and multiplying the result by the number of years and fractional part of a year of creditable non-intervening military service being purchased together with interest at the rate of four and three-quarters (4.75%) compounded annually from the date of the initial entry into Township service to the date of payment.

Notwithstanding the preceding, effective December 12, 1994, contributions, benefits, and service credit with respect to qualified military service will be provided in accordance with IRC section 414(u).

**SECTION 2. REPEALER.**

All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

**SECTION 3. EFFECTIVE DATE.**

The terms of this Ordinance shall take effect immediately.

**ENACTED AND ORDAINED** this \_\_\_ day of \_\_\_\_\_, 2024 by the Board of Supervisors of the Township of Lower Providence.

**TOWNSHIP OF LOWER PROVIDENCE  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Dr. Janine Darby, *Chair*

Attested by:

\_\_\_\_\_  
E.J. Mentry  
*Township Manager & Secretary*





# LOWER PROVIDENCE TOWNSHIP

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100 Parklane Drive • Eagleville, PA 19403 • [www.lowerprovidence.org](http://www.lowerprovidence.org)  
Administration: 610 539-8020 • Fax: 610 539-6347  
Police: 610-539-5901 • Fax: 610-630-2219

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## MEMORANDUM

To: Board of Supervisors  
From: Paul Donnelly, Assistant Township Manager  
Subject: Letter of Intent for DCED technical support to form a Council of Government  
Date: February 9, 2024

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I am presenting for your consideration a proposal to issue a Letter of Intent (LOI) as a demonstration of our municipality's commitment to exploring regional collaboration. This initiative is led by Upper Providence Township, in conjunction with the support of the Governor's Center for Local Government Services.

### *Background:*

In October 2023, a Regional Roundtable convened staff and elected officials from neighboring municipalities in Upper Providence. The discussion focused on the potential advantages of collaborating to provide coordinated services across our municipalities. The services explored included, but were not limited to, purchasing, emergency services, stormwater management, large equipment, and IT services.

### *Letter of Intent:*

The proposal involves issuing an LOI as the initial step in the process to potentially establish a Council of Government (COG). This document signifies Lower Providence's commitment to collaborating with the Governor's Center for Local Government Services, a part of DCED, which will provide technical support as we explore opportunities for regionalized services. It is important to note that the LOI carries no binding obligations other than an agreement to cooperate with the Center. By endorsing this document, Lower Providence secures a seat at the table, enabling us to investigate the potential benefits of regionalized services for our residents.

### *Next Steps:*

This LOI does not require a resolution. Pending your approval, Lower Providence staff will proceed with the process, keeping the Board updated as information becomes available.



# LETTER OF INTENT

This Letter of Intent is submitted to the Governor's Center for Local Government Services to request technical assistance. By submitting this request, the municipality agrees to cooperate with the Center.

The governing body must approve this request for assistance by motion prior to submission. No resolution is required.

Complete and return the form either by mail or fax. Center personnel will evaluate the request to determine the level of assistance. The contact person designated below will receive all future information regarding this request.

**PLEASE COMPLETE THE FOLLOWING**

Type of technical assistance being requested:

- |   |   |
|---|---|
| <input type="checkbox"/> Regional Police Consolidation                        | <input type="checkbox"/> Finance                  |
| <input type="checkbox"/> Police Management                                    | <input type="checkbox"/> Public Works             |
| <input type="checkbox"/> Fire & Emergency Services                            | <input type="checkbox"/> Administrative/Secretary |
| <input type="checkbox"/> Council of Governments/Intergovernmental Cooperation | <input type="checkbox"/> Home Rule                |
| <input type="checkbox"/> Land Use Planning                                    | <input type="checkbox"/> Boundary Change          |
| <input type="checkbox"/> Uniform Construction Code                            | <input type="checkbox"/> Other _____              |

Are you currently a part of any intergovernmental agreement?

Yes  No

If yes, describe briefly: \_\_\_\_\_  
\_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHIEF ELECTED OFFICIAL (PRINT)**

Municipality: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

County: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipal Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTACT PERSON**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SIGNATURE AND VERIFICATION**

I hereby certify that the governing body, at a public meeting held on \_\_\_\_\_, has approved this Letter of Intent.

\_\_\_\_\_  
Attest (Secretary)

\_\_\_\_\_  
Date



# LOWER PROVIDENCE TOWNSHIP

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Administration: 610 539-8020 • Fax: 610 539-6347

Police: 610-539-5900 • Fax: 610-630-2219



## INTER-OFFICE MEMORANDUM

**To:** Lower Providence Township Board of Supervisors

**From:** Michael C. Rohlfing, Fire Marshal

**Date:** February 9, 2024

**Re:** Consideration of Adopting the Compliance Engine

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I am writing to request the Board's approval for the implementation of The Compliance Engine within our Township. This contract is essential for enhancing our fire safety measures and ensuring the highest level of compliance with local and state regulations.

The Compliance Engine is a comprehensive software solution designed to streamline and manage all fire alarm, sprinkler, and cooking hood inspection reports efficiently. After a contractor completes an inspection of a fire protection system, they upload their inspection report into the Compliance Engine. The Compliance Engine generates daily reports notifying the Fire Marshal's office of any systems that are currently lapsed or needing repairs, thus eliminating the manual tracking of these reports.

There is no cost to the Township to implement this program. All costs associated with the program are paid by the contractors submitting the report. After speaking with local Fire Marshals that are already using this program, the contractors are more than happy to pay the fee to submit the report as it ensures their customers are getting their inspections performed in a timely manner, thus generating revenue for their company.

I am available to provide any additional information or address any questions that may come up.