

LOWER PROVIDENCE TOWNSHIP  
MONTGOMERY COUNTY, PA

*Proclamation*  
*Black History Month*

**WHEREAS**, Black History Month is observed annually to recognize the crucial role African Americans have played in U.S. history and the development of American democracy; and

**WHEREAS**, Black History Month affords citizens a special opportunity to learn more about Black heritage and to celebrate the achievements of African-Americans; and

**WHEREAS**, the theme for 2024 observance is *African Americans and the Arts* exploring the role of African Americans artists as change agents and highlighting their achievements in the fields of visual and performing arts, literature, fashion, folklore, language, film, music, architecture, culinary and other forms of cultural expression.

**THEREFORE**, in recognition of the accomplishments of African Americans, the Board of Supervisors of Lower Providence Township hereby proclaims February 2024 to be ***BLACK HISTORY MONTH*** and encourages all citizens to celebrate this important observance.

**PROCLAIMED** this 1<sup>st</sup> day of February 2024.

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**Dr. Janine Darby, Chair**  
**Lower Providence Township**  
**Board of Supervisors**

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS BUSINESS MEETING  
January 18, 2024**

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**Call to Order:** Chair Darby called the hybrid live/virtual meeting to order at 7:06 p.m.

**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 (via Zoom) and Supervisors Charles and MacFarland.
- b. Also in attendance were: E.J. Mentry, Township Manager; Lauren Gallagher and Greg Heleniak, Township Solicitors; Paul Donnelly, Assistant Township Manager; Tim Woodrow, Township Engineer; Mike Mrozinski, Community Development Director, and Mike Jackson, Chief of Police.

**Chair's Comments**

- Chair Darby announced that Executive Sessions were held prior to the meetings on January 18, 2024 and January 8, 2024 to discuss personnel matters and potential litigation.

**1) Presentations**

- A. Recognition of outgoing Zoning Hearing Board member Kathie Eskie – Chair Darby recognized Mrs. Eskie for her many years of service. Mrs. Eskie was not present.
- B. Student Representative Report – Mina Liu provided an update on Methacton School District news including: Mid-terms being held at the high school, Dr. Deb Euker being welcomed as the new high school principal, and the Varsity Cheerleaders competing at the PIAA state championship. She noted that the student council had partnered with Lower Providence Police Community Outreach Officer Sgt. Mark Stead and the Norristown Salvation Army for food distribution to local food banks.
- C. Resources for Human Development (RHD) Supportive Short-Term Housing Presentation
  - i. Owen Camuso, RHD Regional Director; Christine Jordan, Program Director; and Mark Jonas, Counsel for RHD; provided an overview of the proposed facility known as “Genny’s Place”.
  - ii. The proposal calls for constructing a new facility on the grounds of Eagleville Hospital but operated as a separate entity from the hospital. The facility would provide individual or two-person rooms with shared laundry, bath, and living spaces. The facility would serve a maximum of 60 adults who are at least 18 years of age. Meals would be provided. There would be 2-3 on-site staff at all times. RHD made a clear distinction between a walk-in shelter and the proposed short-term supportive housing facility. RHD would utilize an existing Eagleville Hospital building for their program while the new facility is under construction.
  - iii. Mr. Camuso explained the intake and screening processes, and the rules and regulations that would be in place. He said the expectation is that individuals will work with RHD staff and outside resources toward the goal of permanent housing with a target stay of 60 to 90 days at

- the facility. In response to a question from Chair Darby, Mr. Camuso said that Lower Providence Township residents would be prioritized.
- iv. Solicitor Gallagher explained that the agenda item under consideration is authorization to advertise a public hearing for a text amendment. She said that if the Board authorizes the advertisement, the application for the text amendment will be sent to both the Township and Montgomery County Planning Commissions. The Township Planning Commission will hold a public meeting on the text amendment and the county Planning Commission will review the proposed text amendment and issue comments. The text amendment ordinance will then be advertised with a further public hearing to be held in front of the Board of Supervisors.
  - v. Supervisor MacFarland noted that the presentation was an introduction to what RHD would like to do in the Township and that the process is just starting with no decision to be made until after several more additional public hearings. He asked about success rates and funding sources. There was discussion about free time activities and how any problems with individuals at local businesses would be handled. Transportation options for residents were discussed.
  - vi. Supervisor Charles asked how the facility would benefit the Township and why Lower Providence had been chosen. Mr. Camuso said they were supportive of setting aside beds for township residents. Supervisor Charles asked who would be providing security. Mr. Camuso discussed 24-hour staffing, on-call staff and said Eagleville Hospital security would be part of the lease agreement.
  - vii. Supervisor Neights asked if the proposed text amendment contains provisions to screen for those convicted of crimes. Mr. Camuso said it does but noted that fair housing practices must be followed.
  - viii. Dr. Darby opened the floor for questions and comments from Township residents.
  - ix. Jude Schwegel expressed his full support of the facility.
  - x. Kathie Eskie discussed funding, layout of the facility, and criteria to be accepted into the program. After asking a series of questions, Dr. Darby requested Mrs. Eskie to allow others to ask their questions.
  - xi. Sherri Beale said that it is a needed service but expressed concerns with public safety. She asked about success rates, what would disqualify individuals, and for details on the intake and screening processes.
  - xii. At the request of Chair Darby, Mr. Camuso explained that RHD had previously provided homeless services in Montgomery County on the grounds of Norristown State Hospital at a facility that has since closed. He said they are pivoting to providing services for the homeless in a new way with this proposal.
  - xiii. Rebecca Catagnus expressed concern with public safety, increased taxes, impact of the zoning change, and the appropriateness of the location.
  - xiv. Anthony Furst asked if it was an immigration facility.
  - xv. Kathy Laws expressed support for the proposal.
  - xvi. Diane Helm expressed support for the proposal.
  - xvii. The Rev. Ted Mingle read a letter from the Leadership Board of the Lower Providence Presbyterian Church expressing support for the proposal.
  - xviii. Bayless Place resident expressed concern with public safety.
  - xix. Kier Maloney asked about the former proposed location, the possibility of a community decision and discussed government involvement.
  - xx. Those attending on Zoom were given a chance to comment. No one provided comment.
  - xxi. Kathie Eskie acknowledged the need to help the homeless, discussed lack of communication from the Township, questioned the suitability of the location, and expressed security issue concerns.

- i. Marc Jonas, counsel for RHD, objected to Mrs. Eskie’s line of questioning, claiming that it amounted to cross examination in what is meant to be a public presentation. He said the opportunity would be provided for more questions at a future public hearing. He instructed his clients not to answer any further questions.
- ii. Mr. Mentry noted that a dedicated page on the Township website had been created to provide information on the proposal and that it will be continually updated.
- iii. In response to a question from Supervisor Neights, Mr. Mentry said residents can provide comments via email using the supervisors’ contact forms on the website, emailing Mr. Donnelly or him, or using admin@lowerprovidence.org.
- xxii. **MOTION:** Chair Darby made a motion to authorize advertisement of a public hearing for a text amendment, seconded by Supervisor MacFarland.
- xxiii. There was no additional public comment.
- xxiv. The motion *passed* 4-0.

## 2) Consent Agenda

- A. **MOTION:** Chair Darby announced that the consent agenda included the following: Moving the meeting minutes of December 20, 2023, and January 2, 2024 into the record; accepting various meeting minutes and monthly reports; approving payment of bills in the amount of \$604,711.07. She noted a correction to Item 16 on the Jan. 2 minutes, changing “Planning Commission” to “Zoning Hearing Board”.
  - i. Chair Darby, seconded by Supervisor Charles, made a motion to approve the consent agenda.
  - ii. Supervisor Neights asked about the Zoning Ordinance working group mentioned in the Community Development monthly meeting notes. It was noted that a staff group has been working with the Township solicitor on a multi-year process.
  - iii. There was no public comment.
  - iv. The motion *passed* 4-0.

## 3) Public Hearing – Zoning Ordinance Amendment

- A. **MOTION:** Chair Darby made a motion to open the public hearing, seconded by Supervisor MacFarland. The motion *passed* 4-0.
- B. Solicitor Gallagher said the ordinance had been advertised as required. It amends use regulations in the IP and LI zoning districts, removing warehousing from the sectors and any overlays. The ordinance also addresses food distribution and truck terminals.
- C. **MOTION:** Chair Darby made a motion to close the public hearing, seconded by Supervisor MacFarland. The motion *passed* 4-0.
- D. **MOTION:** Chair Darby, seconded by Supervisor Neights, made a motion to adopt Ordinance #679.
  - i. There was no public comment.
  - ii. The motion *passed* 4-0.

## 4) Old Business

- A. Consideration of Resolution 2024-10 Appointing Transportation Impact Fee Advisory Committee
  - i. Mr. Mentry explained that resolution reflects board feedback. Formation of the committee is required to formally begin the Township’s Traffic Impact Fee update study, also known as an Act 209 Study, which allows the Township to assess impact fees to developers to improve traffic flow. Once the committee is formed, the Township has 18

months to complete the study, which will be primarily driven by the Township's traffic consultant.

- ii. **MOTION:** Chair Darby made a motion to approve Resolution 2024-10, seconded by Supervisor Neights.
- iii. There was no public comment.
- iv. The motion *passed* 4-0.

**B. Consideration of Resolution 2024-11 Appointing Alternate to Zoning Hearing Board**

- i. Mr. Mentry said Mark Kuberski has indicated interest in filling the alternate vacancy on the Zoning Hearing Board and that appointments to the board must be made by resolution.
- ii. **MOTION:** Chair Darby made a motion to approve Resolution 2024-11, appointing Mark Kuberski as an alternate to the Zoning Hearing Board. Supervisor MacFarland seconded the motion.
- iii. There was no public comment.
- iv. The motion *passed* 4-0.

**C. Consideration of Appointment to Library Board of Trustees**

- i. Mr. Mentry said there are two vacancies on the Library Board. A candidate, Shannon Chase, had been incorrectly thought to be ineligible because of term limits. He clarified that she is eligible to be reappointed.
- ii. **MOTION:** Chair Darby, seconded by Supervisor Charles, made a motion to approve the appointment of Shannon Chase to the Library Board of Trustees.
- iii. There was no public comment.
- iv. The motion *passed* 4-0

**D. Award of Bid for Green Light-Go Grant**

- i. Mr. Mentry said this is a signal improvement project for three intersections: Egypt Road at Park Avenue, Surrey Lane, and Crawford Road. It is primarily funded by a PennDOT grant, with the Township responsible for 20 percent. The project was bid with two options, fiber optic and wireless. Three bids were received with each option having a different low bidder. Staff recommends awarding Bid #2, the wireless option, to the low bidder, Armour & Sons Electric, Inc. at a cost of \$284,103.55. He said the amount came in under budget, allowing for additions which include Accessible Pedestrian System (APS) for visually impaired individuals.
- ii. Supervisor MacFarland asked what effect the upgrades will have on traffic. Matt Kozsuch of Bowman, the Township's Traffic Consultant, said the upgrades allow for remote access to the signals and automated performance measures to better manage traffic flow. He said no security is lost by going wireless.
- iii. **MOTION:** Chair Darby made a motion to approve the award of the Green Light-Go grant bid to Armour & Sons Electric, Inc. in the amount of \$284,103.55. Supervisor Neights seconded the motion.
- iv. Kyle Vanleer asked about ADA crosswalks.
- v. The motion *passed* 4-0.

**5) New Business**

**A. Consideration of Minor Subdivision/Lot Line Change – 3868 Germantown Pike**

- i. Mr. Mrozinski said the property is already developed with two small apartment buildings. The proposal is to divide the existing parcel into two lots. He said there are no plans for

any new construction or land development at this time. The applicant has received relief from the Zoning Hearing Board for one of the lots for impervious coverage and for minimum lot width as part of plan; the lots are legally non-conforming.

- ii. Mr. Mrozinski said the applicant is requesting multiple waivers from the requirements of subdivision/land development including roadway widening, storm sewers, sidewalks and curbing. He said the board has three options: Deny the waiver requests, make compliance with the requirements part of any future land development or grant the waivers.
- iii. **MOTION:** Chair Darby made a motion to approve the minor subdivision/lot line change at 3868 Germantown Pike.
  - a) There was discussion regarding the waivers. There was consensus that the Solicitor would prepare a resolution for the board's consideration at the next meeting. Chair Darby withdrew her motion.

#### B. Consideration of Request for Waiver of Special Event Time Restrictions

- i. Mr. Mentry said the University of Pennsylvania Orphan Disease Center is hosting a charity bicycle race on June 8, 2024 beginning and ending at the university with a portion going through the Township. A special event permit is required and the Township's special event ordinance contains time restrictions. A waiver of the 10 a.m. start time restriction is sought.
- ii. **MOTION:** Chair Darby made a motion to approve the waiver of special event time restrictions. Supervisor Charles seconded the motion.
- iii. In response to a question from Supervisor MacFarland, Chief Jackson stated he does not anticipate any traffic concerns.
- iv. There was no public comment.
- v. The motion *passed* 4-0.

#### C. Acceptance of Resignation of Supervisor Cara Coless

- i. Chair Darby said the board had received a letter of resignation from Supervisor Cara Coless on January 10, 2024.
- ii. **MOTION:** Chair Darby made a motion to accept the resignation of Supervisor Cara Coless. Supervisor MacFarland seconded the motion.
- iii. There was no public comment.
- iv. The motion *passed* 4-0.

#### 6) **Announcements/Meetings**

- Environmental Advisory Council – January 22 at 7:00 p.m.
- Park and Recreation Board – January 23 at 7:00 p.m. (*rescheduled from January 16, cancelled due to inclement weather*)
- Planning Commission meeting – January 24 - *Cancelled*
- Zoning Hearing Board meeting – January 25 at 7:00 p.m.
- Supervisors Neights noted that the Sewer Authority held its reorganization meeting, re-electing Fred Walker and Charlie Rose, as chair and vice chair, respectively.

#### 7) **Courtesy of the Floor**

- Nanette Lafors, Township resident, thanked the board and staff for their time and talent.

#### 8) **Adjournment**

- a. **MOTION:** Chair Darby, seconded by Supervisor Charles, made a motion to adjourn. The motion *passed* 4-0. The meeting adjourned at 9:28 p.m.

**Next Business Meetings: February 1, 2024  
February 15, 2024**

DRAFT



# 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



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**  
**RESOLUTION FOR AMENDED FINAL**  
**LAND DEVELOPMENT PLAN APPROVAL**

**RESOLUTION NO. 2024-12**

**WHEREAS**, Michael Radatti (hereinafter referred to as “Applicant”) has submitted an application for Preliminary and Final Subdivision approval of a plan to divide an existing parcel of approximately 1.3 acres into two lots, for property located at 3868 Germantown Pike, Norristown, Lower Providence Township, further identified as Montgomery County Tax Map Parcel Number 43-00-05275-00-1 (hereinafter referred to as the “Property”), as set forth in a one (1) sheet Plan, prepared by OTM, LLC Surveying, Land Planning and Design Services, dated October 26, 2023 (hereinafter collectively referred to as “Plans”); and

**WHEREAS**, the Property consists of approximately 1.3 acres and is zoned within the EVC – Evansburg Village Commercial District; and

**WHEREAS**, the Plans propose to divide the property into two lots, with Lot 1 containing the existing west apartment building on 0.73 acres and Lot 2 containing the existing east apartment building on 0.59 acres, and the existing shared driveway serving both apartment buildings with an easement for access and utilities provided that includes the entirety of the driveway on both proposed lots, as further depicted on the Plans; and

**WHEREAS**, the Township Engineer has issued a review letter dated November 28, 2023 and the Township Traffic Engineer has issued a review letter dated December 11, 2023 (collectively, “Engineering Review Letters”); and

**WHEREAS**, the Township Chief of Police has issued review comments dated May 1,

[{01744765;V2}1](#)

2023; and

**WHEREAS**, the Montgomery County Planning Commission issued a review letter dated December 21, 2023; and

**WHEREAS**, the Lower Providence Township Zoning Hearing Board issued a written decision on July 28, 2023 granting relief related to maximum impervious coverage and minimum lot width for one of the proposed lots.

**WHEREAS**, the Board of Supervisors of Lower Providence Township (hereinafter referred to as “Board”) is prepared to grant conditional approval of Applicant’s Preliminary and Final Subdivision Application, subject to certain conditions.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, by the Board of Supervisors of Lower Providence Township this 1<sup>st</sup> day of February, 2024, that said application for Preliminary and Final Subdivision Plan Approval is GRANTED, subject to the following conditions:

1. **Plans**: The Board grants approval subject to the conditions described herein, to the Plans prepared by prepared by OTM, LLC Surveying, Land Planning and Design Services, dated October 26, 2023.
2. **Zoning Ordinance**.
  - a. Applicant was granted zoning relief related to maximum impervious coverage and minimum lot width for one of the proposed lots, as set forth in the July 28, 2023 written decision of the Lower Providence Township Zoning Hearing Board. Applicant shall comply with all conditions of approval, including but not limited to the following:
    - i. Construction placement shall be as per the plans introduced into



evidence in the Zoning Hearing Board proceedings as Exhibit A-3;

- ii. Strict compliance with the testimony and evidence presented at the Zoning Hearing Board hearing and the information set forth in the Zoning Hearing Board application; and
- iii. Compliance with all other applicable Township ordinances.

3. **Required Permits and Outside Agency Approvals.** The Applicant or successors or assigns shall provide evidence of securing the following permits or approvals where needed:

- a. Sanitary Sewer Permits from the Lower Providence Township Sewer Authority.
- b. Approved DEP Land Planning Module/Waiver.
- c. Receipt of Montgomery County Conservation District Adequacy Letter.
- d. NPDES Permit for Construction Activity.
- e. Approval of PA American Water.
- f. PennDOT Highway Occupancy Permit and/or Montgomery County Roads & Bridge Highway Occupancy Permit, if required.
- g. Building permits, construction permits, road opening permits, electrical permits, grading permits from Lower Providence Township, as applicable.
- h. Shop drawings for all materials associated with water, sanitary sewer and/or storm sewer utilities shall be submitted, reviewed and approved by the Township Engineer prior to commencement of construction.

4. **Conditions of Subdivision Approval.** Subdivision Plan Approval is GRANTED subject to the following conditions:

- a. Applicant shall comply with the provisions of the review letter of the Township Engineer, Woodrow & Associates, dated November 28, 2023 (or the latest revision thereof) unless otherwise modified herein, to the satisfaction of the Township.
- b. Applicant shall comply with the provisions of the review letter of the Township Traffic Engineer, McMahon, dated December 11, 2023 to the satisfaction of the Township.
- c. Applicant shall comply with the provisions of the review letter of the Montgomery County Planning Commission dated December 21, (or the latest revision thereof) to the satisfaction of the Township.
- d. RESERVED
- e. All outstanding Township fees associated with the review and approval of the foresaid plan shall be paid in full prior to the recording of the final plan.
- f. Prior to plan recording, the Applicant shall verify that there are no existing easements, deed restrictions or covenants that would affect the proposed development.
- g. Applicant agrees to submit a final plan to Lower Providence Township and the Lower Providence Township Engineer for review and approval prior to recording. This plan shall indicate compliance with all conditions set forth in this Resolution and all Engineer review comments including those contained in the Woodrow &

Associates and McMahon Associates, Inc., Engineering Review Letters (or the latest revision thereof).

- h. Prior to recording of the final plan, the Applicant shall provide the following executed agreements for recording in a form acceptable to the Township Solicitor, each of which shall be recorded concurrently with the final record plans:
- i. Land Development Agreement. Applicant shall enter into a Land Development Agreement with the Township.
  - ii. Escrow Agreement. Applicant shall enter into an Escrow Agreement and shall post adequate securities in order to construct public improvements, as determined by the Township Engineer.
  - iii. Stormwater Operation and Maintenance Agreement. Applicant shall enter into a Stormwater Operations and Maintenance Agreement, in a form acceptable to the Township Solicitor, which provides ongoing maintenance obligations for the Stormwater Management BMPs for the lot owners or Home Owners' Association, as applicable. Facilities, areas or structures used as Stormwater Management BMPs shall be enumerated as permanent real estate appurtenances and encumbered by the Applicant as deed restrictions or conservation easements that run with the land. The ownership and maintenance of these Stormwater Management BMPs shall be the responsibility of the individual Lot Owners and their heirs, successors or assigns.

- iv. Easement Agreements. Applicant shall provide all required Easement Agreements, including the required cross access/shared parking agreement.
- i. The Applicant shall, within ninety (90) days from the date of Subdivision Approval, if requested by Applicant and approved by the Board of Supervisors, submit final Mylars and papers to the Township for signature and recording at the Montgomery County Recorder of Deeds. There shall be one (1) electronic and five (5) papers submitted. Following release and recording of the record plan, the Applicant shall notify the Township Manager and the Township Solicitor in writing of the plan book, page number and date of recording by the Montgomery County Recorder of Deeds.
- j. RESERVED
- k. RESERVED
- l. RESERVED
- m. RESERVED
- n. RESERVED
- o. RESERVED
- p. RESERVED
- q. RESERVED
- r. RESERVED
- s. All administrative, legal and engineering expenses owed to the Township for plan review and/or planning services shall be paid in full by the Applicant prior to

release of signed record plans.

- t. The Applicant shall comply in all respects with the rules, regulations and requirements of all governmental agencies and/or bodies having jurisdiction with respect to this Application and shall assume all costs, expense and responsibility in connection therewith, without any liability whatsoever on the part of the Township.

5. **Waivers.**

- a. The Board of Supervisors has granted the following waivers from the Lower Providence Township Subdivision and Land Development Ordinance (hereinafter "SALDO").
- b. Section 123-31.B(2) – requiring that Germantown Pike be widened to a width of 52 feet. The Applicant has requested a waiver from this section of the Ordinance due to the existing site conditions. Given the current site conditions which provides width averages of 31 feet (15.5 feet from centerline) along the frontage of the Property and the scope of the project, the Board has GRANTED this waiver from the SALDO.
- c. Section 123-32 – requiring installation of curbing and storm sewers. The Applicant has requested a waiver from this section of the Ordinance due to the existing site conditions. In the alternative, the Applicant has requested a partial waiver from this section of the Ordinance, deferring the requirement to install the required curbing and storm sewers until such time as the Township deems same necessary. Based upon the scope of the project and the existing site

conditions, the Board has GRANTED this waiver from the SALDO, in part only.

The Board has deferred compliance with the provisions of this section of the SALDO until such time as the Township deems the provision of curbs and storm sewers necessary, at which time same will be installed by the then-current owner(s) of the Property, at no cost to the Township. A note shall be added to the Plan accordingly.

- d. Section 123-33 – requiring the installation of sidewalks. Applicant has requested a waiver from this section of the Ordinance due to the existing site conditions. In the alternative, the Applicant has requested a partial waiver from this section of the Ordinance, deferring the requirement to install the required sidewalks until such time as the Township deems same necessary. Based upon the scope of the project and the existing site conditions, the Board has GRANTED this waiver from the SALDO, in part only. The Board has deferred compliance with the provisions of this section of the SALDO until such time as the Township deems the provision of sidewalks necessary, at which time same will be installed by the then-current owner(s) of the Property, at no cost to the Township. A note shall be added to the Plan accordingly.
- e. Section 123-36.B(1) – requiring a minimum of 200 feet separation between driveways. Applicant has requested a waiver of this section of the Ordinance for the existing egress driveway located on proposed Lot 2, which is located approximately 45 feet from the driveway located on the neighboring Maris property (to the East). Given the existing site conditions and the scope of the

project, the Board has GRANTED this waiver from the SALDO.

- f. Section 123-37.L – requiring a parking lot landscaping plan. Applicant has requested a waiver of this section of the Ordinance due to the scope of the project. Due to the scope of the project, the Board has GRANTED this waiver from the SALDO.
- g. Section 123-50 – requiring a landscaping plan. Applicant has requested a waiver from this section of the Ordinance due to the existing buffering from adjoining properties with existing landscaping. Due to the existing site conditions, the Board has GRANTED this waiver from the SALDO.
- h. Section 123-55 – requiring the submission of a lighting plan. Applicant has requested a waiver from this section of the Ordinance due to the scope of the project. Due to the scope of the project, the Board has GRANTED this waiver from the SALDO.
- i. The waivers set forth herein and the approvals granted herein are subject to the following conditions of approval:
  - i. Applicant shall bring the property into compliance with all applicable Township ordinances, except as set forth herein.
  - ii. If an electric permit is required, the Applicant shall consider installation of a 240vac / 50A circuit near a parking spot to support the later addition of a Level 2 EV charger.

**BE IT FURTHER RESOLVED** by the Board of Supervisors of Lower Providence Township that this amended final plan approval is further conditioned upon acceptance of the

conditions contained herein by the Applicant and signifying acceptance thereof by signing a copy of this Resolution. In the event that the execution of this Resolution is not delivered to the Township within ten (10) days from receipt, it shall be deemed that the Applicant does not accept these conditions and approvals conditioned upon his or her acceptance are hereby revoked, and the aforementioned Applicant's plan is considered to be denied for the reasons set forth above.

**RESOLVED and APPROVED** this 1<sup>st</sup> day of February, 2024.

BOARD OF SUPERVISORS OF LOWER  
PROVIDENCE TOWNSHIP

ATTEST:

\_\_\_\_\_  
E.J. Mentry, Secretary

By :

\_\_\_\_\_  
Dr. Janine Darby, Chairperson



**ACCEPTANCE OF CONDITIONS:**

Michael Radatti, the Applicant and owner of Parcel No. 43-00-05275-00-1 located at 3150 Ridge Pike, Lower Providence Township, does hereby acknowledge and accept Subdivision Plan Approval issued by the Board of Supervisors of Lower Providence Township and accept the conditions contained herein as recited above.

Witness:

Applicant: Michael Radatti

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

DRAFT

Vaishali Ketkar



14Jan2024

To  
E. J. Mentry  
Manager, Lower Providence Township

Reference: Application for Lower Providence Library board of trustee

Dear Mr. Mentry:

I have been a resident of Lower Providence Township since the year 2002. Following a conversation I had with Ms. Marija Skoog last week about the open position on the board of trustees at the Lower Providence Library, I am writing to notify you about my interest to apply for the same.

My family and I have enjoyed being the residents of Audubon for the last 22 years. By profession, I am a pharmaceutical product development scientist and I have worked for local pharmaceutical and contract research organizations. Currently, I am employed at Teva Pharmaceuticals, which is located in West Chester, PA.

In 2012, through my passion to provide clean and green skin care products, I founded my small business, Sanjeevita by Audubon, LLC. I develop skin care and cleansing products for problem skin. For this business, I have participated in local farmers markets and craft shows for few years to directly connect with area residents and have hired the services of few local professionals.

I have actively supported, trained, and mentored young graduates as they joined the workforce in the FDA regulated pharmaceutical industry. These interactions have been mutually beneficial as I have been able to share my skills and gain new perspectives and expand my own skill set. As a result, I like the mission of libraries to support communities through fostering an environment of learning.

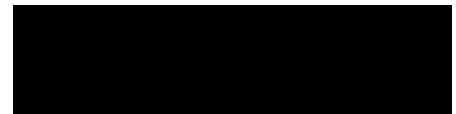
My family has supported the Lower Providence Library and I would like to participate in efforts to support its growth and plans for its expansion, which will contribute toward the vibrancy of our community and the township.

Given the opportunity to serve on the board of trustees, I will participate in monthly meetings and would look for ways to contribute towards an active and vibrant library space. Please find attached my resume and you can reach me either at the above address or via cell phone if you need further information.

Kind regards,

Vaishali Ketkar

# vaishali ketkar, Ph.D.



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## My Objective

As a product development scientist and an entrepreneurial self-motivated leader, I seek opportunities for personal growth while contributing to drug product development that would have positive impact on quality of life and health. I have an established track record of taking initiative to lead CMC teams and help peers in successful execution of numerous drug product applications.

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## Achievements

I am the founder of a clean and green skin care brand that develops certified cruelty-free and vegan cosmetics for problem skin that include cleansing formulations that have received letter of allowance from the US patent office. The brand has successfully secured US trademark and copyright on content.

Contributed to product development of about 100 Active Pharmaceutical Ingredients (APIs) in support of drug applications for NCEs, high barrier to entry complex generic drug products and biologic products.

At a startup CRO, successfully established formulation development group that expanded to undertake manufacture of clinical trial materials (Phase I). Supported drug product development for pre-clinical studies (non-GLP and GLP), IND applications, and generic drug product development.

Effectively led formulation development projects to meet challenging project timelines and budgets while engaging with diverse groups such as; API synthesis/processing, pre-clinical testing labs, bioanalytical testing, QC, QA, regulatory, business development, and project management, contract-testing laboratories, material and equipment vendors.

Tracked revenue targets, collaborated with 50+ project sponsors on development projects, managed internal resources and manufacturing schedules to accommodate changes in project priorities.

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Supported technology transfer activities and process performance qualification campaigns for Teva's biologic drug products at the commercial manufacturing site. Provided technical support for resolving process and equipment related challenges.

Represented product development group in cross-functional matrix teams to support the progress of biosimilar and novel biologic drug products.

Supported injectable and ophthalmic projects for pre-clinical, Phase I, and high barrier to market entry generic product applications. Worked with cross-functional teams to tackle technical and regulatory challenges to successfully design and execute development studies. Authored and reviewed relevant CMC documents for regulatory submission.

Developed and characterized a variety of dosage forms for different routes of administration e.g. ophthalmic, injectable (IV, SC, IM, IP, ophthalmic), topical, oral, and nasal routes.

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## Key Contributions

Authored/reviewed SOPs and equipment qualification procedures for implementation in the R & D lab and clinical trial material manufacturing facility built to manufacture sterile/non-sterile products and potent compounds. Supervised the implementation of the environmental monitoring program and procedures.

Directly overseen manufacturing of 75 batches of clinical trial material: injectable solutions, neat API and powder filled capsules, immediate and sustained (IR/SR) tablets, delayed release tablet-in-tablet, nasal solution, ophthalmic solutions, topical gels and ointments.

As a member of the pre-PAI readiness task force, reviewed CMC documents for deficiencies. Prepared and reviewed; FDA deficiency letter responses, GMP audit responses, investigation reports, variances, change controls, CAPA resolutions, manufacturing deviation and incident reports.

Supported QA in review and execution of; sponsor issued Technical & Quality Agreements, periodic GMP training sessions for the CMC group, client QA led audits (about 10/year) of the manufacturing facility.

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Prepared project proposals and budgetary quotes per sponsor's Requests for Quotes. Worked with US based start-up companies with minimal internal resources and multicultural teams from global and internationally based project sponsors/consultants to support business development and project management to first win project contracts successfully and subsequently, to monitor and report on project progress and milestones.

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## Work Experience

Oct 2021- Present	<p>Scientist - Sr. Scientist, Drug Product Development &amp; Operations</p> <ul style="list-style-type: none"> <li>Supported late stage product development studies for three biologic drug products.</li> <li>Supported drug product manufacturing of clinical batches at CMO, filter validation studies, technology transfer to commercial manufacturing site for engineering runs and process performance qualification campaigns.</li> <li>Authored formulation development, process characterization, and validation sections of license applications.</li> </ul>	Teva Branded Pharmaceuticals
May 2012 – Present	<p>Founder and owner</p> <ul style="list-style-type: none"> <li>Developed diverse skin care and hygiene formulations for problem skin.</li> <li>Direct to consumer sales through various distribution channels.</li> </ul>	Sanjeevita By Audubon, LLC
Feb 2004 – Apr 2012	<p>Director, Product Development and Clinical Trial Material Manufacturing</p> <ul style="list-style-type: none"> <li>Directly supervised a team of 8 formulation scientists, who contributed to product development studies and manufacturing of clinical trial materials.</li> <li>Supervised cleaning/deactivation studies, reverse engineering of drug products, formulation and process development studies for: colloidal parenterals, IM suspensions, lyophilized products, ophthalmic solutions, IR/SR tablet formulations, topical gels and ointments, nasal spray, oral self-emulsifying drug delivery systems etc.</li> <li>Reviewed and approved material specifications, executed batch records, SOPs, executed equipment and facility qualification protocols, material and product inventory records, facility and equipment logs.</li> </ul>	Frontage Laboratories, Inc.
Jun 1998 – Nov 2002	<p>Senior Scientist, Analytical and Pharmacy Development</p> <ul style="list-style-type: none"> <li>Department lead for ten injectable ANDA projects at various stages of development and filing.</li> </ul>	Wyeth (ESI Lederle Division)
Jan 1992 – Mar 1997	<p>Graduate Research Assistant</p> <ul style="list-style-type: none"> <li>Conducted formulation and analytical development studies to support early phase clinical projects. Employed diverse analytical techniques for drug product development, batch release and stability evaluation.</li> </ul>	Pharmaceutical Service Division, University of Iowa
Mar 1990 - Mar 1991	<p>Graduate Apprentice</p> <ul style="list-style-type: none"> <li>Prepared formulations of hair cream, shampoo, and liquid orals to evaluate excipients from India based vendors. Prepared tablet formulations for screening excipients, packaging material, and manufacturing equipment.</li> <li>Assisted in the supervision of extraction of aromatic principles from flowers, manufacturing of creams, liquid orals, aqueous and oil based injectables, tablet unit operations, packing lines for creams/tablets/suppositories.</li> </ul>	German Remedies, Mumbai, India

## Education

December 1997	<p>Ph.D. (Pharmaceutics)</p> <p><u>Dissertation</u>: Catalytic decomposition of <math>\alpha</math>-naphthyl acetate in mixed micellar media.</p> <p>Awards and Honors</p>	The University of Iowa, USA
August 1989	<p>Bachelor of Pharmaceutical Sciences</p>	Rho Chi Pharmacy Honor Society University of Bombay, India

## Technical Trainings and Workshops

Participated in trainings on technology transfer, regulatory affairs, process validation, process development, product development, analytical development, excipient, equipment, and process component evaluation

## Non-technical trainings and workshops

<p>Varied seminars for small business entrepreneurs</p> <p>Women's Leadership Forum</p> <p>Member of the ELevate! 2016 cohort, a 12-month growth program for 'early stage' businesses</p>	<p>Small Business Administration and SCORE</p> <p>Penn State Smeal College of Business</p> <p>The Enterprise Center, Philadelphia</p>
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**LOWER PROVIDENCE TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2024-13**

**A RESOLUTION AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS  
TO SIGN DOCUMENTS PERTAINING TO MAINTENANCE AGREEMENTS  
FOR THE RIDGE PIKE AND GERMANTOWN PIKE  
INTERSECTION RE-ALIGNMENT PROJECT**

**WHEREAS**, the Lower Providence Township Board of Supervisors approve a submission regarding maintenance agreements with the Pennsylvania Department of Transportation for public improvements to be constructed as a result of the Ridge Pike and Germantown Pike Intersection Realignment Project, SR 4031 Section PH1; and

**WHEREAS**, the agreements include:

- Roadway Lighting Agreement - #0641279, MPMS #102273, Federal ID #23-6000402
- Roundabout Maintenance Agreement - #0641281, MPMS #102273, Federal ID #23-6000402
- Right-of-Way and Construction Improvement Agreement - #0641283, Federal ID #23-6000402

**NOW THEREFORE**, the Board of Supervisors of Lower Providence Township hereby resolves that the Board grants the Chair of the Board the authority to sign any documents related to maintenance agreements #0641279, #0641281, and #0641283 with the Pennsylvania Department of Transportation.

**RESOLVED and ADOPTED** this 1<sup>st</sup> day of February 2024.

Attest:

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
E.J. Mentry, Township Manager

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

**From:** Randy Klein <[randy@pyromet999.com](mailto:randy@pyromet999.com)>  
**Sent:** Wednesday, January 24, 2024 11:33 AM  
**To:** Keith McLennan <[KMclennan@millerturetsky.com](mailto:KMclennan@millerturetsky.com)>  
**Subject:** RE: LP Zoning Board\_Lantern Ln solar project revised

**CAUTION:** This email originated from outside of the firm. **Do not click links or open attachments** unless you recognize the sender and know the content is safe. To confirm its authenticity, call a known number for the sender and not the one listed in the signature.

Keith,

My schedule recently has been crazy and this is making me an absent board member. I think in the interest of the board, I should probably resign. It's also looking like I will probably move out of LoPo later this year anyhow.

It's been fun and I wish I could contribute more to the township and community but right now it doesn't make sense for me to remain on the Board and hold a seat someone who's more able and eager could fill.

Randy

**LOWER PROVIDENCE TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA  
RESOLUTION NO. 2024-14**

**A RESOLUTION OF LOWER PROVIDENCE TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA, APPOINTING A MEMBER OF THE LOWER PROVIDENCE TOWNSHIP ZONING HEARING BOARD IN ACCORDANCE WITH THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE**

**WHEREAS**, Section 903 of the Pennsylvania Municipalities Planning Code, 53 P.S. 10903 requires that members of the Lower Providence Township Zoning Hearing Board be appointed by written resolution of the Board of Supervisors; and

**WHEREAS**, the Board of Supervisors desires to appoint a member to the Zoning Hearing Board.

**NOW, THEREFORE**, be it hereby resolved that the Lower Providence Township Board of Supervisors appoints the following Zoning Hearing Board member with the respective term:

\_\_\_\_\_

Term expires 2027

**SO RESOLVED** this 1<sup>st</sup> day of February, A.D., 2024.

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
Dr. Janine Darby, Chair

**ATTEST:** \_\_\_\_\_  
E.J. Mentry, Secretary

**LOWER PROVIDENCE TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA  
RESOLUTION #2024-15**

**BE IT RESOLVED** that the Board of Supervisors of Lower Providence Township, Montgomery County, Pennsylvania, declared its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual, approved on July 16, 1993; and,

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality; and,

**NOW, THEREFORE, BE IT RESOLVED** in accordance with the above cited Municipal Records Manual that the Board of Supervisors of Lower Providence Township hereby authorizes the disposition of the following public records:

<b>Year</b>	<b>Document</b>	<b>Required Retention</b>
Through 2016	Accounts Payable	7 years
Through 2016	Bank Statements/Journal Entries	7 years
Through 2019	Payroll deductions/quarterly reports	4 years
Through 2017	Insurance policies/claims	6 years
2020-2021	Right-to-Know files	2 years
Through 2021	Tax Collector Report	2 years
Through 2017	Pension Reports	6 years
Through 2021	Resumes/Applications	2 years
Through 2018	Part-time employee personnel files	5 years
Through 2018	Assessment Appeals	5 years
Various	Routine Administrative Records	As long as of value
Through 2018	Personnel Files-No post-retirement benefit	5 years after termination
Through 2018	Labor Negotiation Files	5 years after expiration
Through 2016	Public Utility Realty Reports	7 years
Through 2016	Liquid Fuels Tax Records	7 years
Through 2016	Accounts Receivable Files	7 years
Through 2019	W-2s and 1099s	4 years

**RESOLVED and ADOPTED** this 1<sup>st</sup> day of February 2024.

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS**

Attest:

\_\_\_\_\_  
E.J. Mentry, Secretary

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



**LOWER PROVIDENCE TOWNSHIP  
INTER-OFFICE CORRESPONDENCE**

TO: E.J. Mentry, Township Manager

FROM: Joseph Chillano, Public Works Director

DATE: 1/23/2024

RE: One Year Contract Extension Street Light Maintenance RFP

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The current two-year Traffic Signal Maintenance RFP with Charles A. Higgins Electric is set to expire 3/08/2024.

As part of the term of the agreement, both parties can negotiate pricing and mutually consent to extend the contract twice for an additional term of one (1) year each.

With confirmation of no price increase and based on past work, I recommend extending the current contract to Charles A.Higgins Electric who is located in Media, PA for the term of one year. All maintenance work shall be completed in accordance with the bid specifications.

Please review. Should you have any questions, please let me know.

Thank you,

Joseph Chillano

**oe Chillano**

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**rom:** Stephanie Higgins Mcgough <higginselec25@verizon.net>  
**ent:** Thursday, January 11, 2024 9:48 AM  
**o:** Joe Chillano  
**ubject:** Re:

**ollow Up Flag:** Follow up  
**lag Status:** Flagged

es that is correct

Stephanie Higgins McGough  
Charles A. Higgins & Sons, Inc.  
P.O. Box 647  
Media, PA 19063  
Office: 610-566-3700  
Fax: 610-566-1409  
Cell: 484-266-9931

on Thursday, January 11, 2024 at 09:36:35 AM EST, Joe Chillano <jchillano@lowerprovidence.org> wrote:

another year right Stephanie?

Thank you,

Joseph Chillano

Public Works Director

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**rom:** Stephanie Higgins Mcgough <higginselec25@verizon.net>  
**ent:** Thursday, January 11, 2024 9:05 AM  
**o:** Joe Chillano <jchillano@lowerprovidence.org>  
**ubject:**

er conversation Higgins is good to renew at the same price for another day.

Thank you,

Stephanie Higgins McGough

Charles A. Higgins & Sons, Inc.

P.O. Box 647

Media, PA 19063

Office: 610-566-3700

Fax: 610-566-1409

Cell: 484-266-9931

**LOWER PROVIDENCE TOWNSHIP  
INTER-OFFICE CORRESPONDENCE**

TO: E.J. Mentry, Township Manager

FROM: Joseph Chillano, Public Works Director

DATE: 1/23/2024

RE: One Year Contract Extension Traffic Signal RFP

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The current two-year Traffic Signal Maintenance RFP with Armour and Sons Electric is set to expire 2/22/2024.

As part of the term of the agreement, both parties can negotiate pricing and mutually consent to extend the contract twice for an additional term of one (1) year each.

Their current pricing of \$3,925.00 for yearly traffic signal inspections will remain the same. Armour has increased the labor rates, \$10/hr for normal business hour calls and \$15/hr for overtime call outs. Based on past history of work I recommend extending the current contract to Armour and Sons Electric, who is located in Langhorne, PA for the term of one year. All maintenance work shall be completed in accordance with the bid specifications.

Please review. Should you have any questions, please let me know.

Thank you,

Joseph Chillano



# ARMOUR & SONS ELECTRIC, INC.

## Traffic Department On-Call Hourly Rate Schedule

Rates effective 1/1/24 through 12/31/24

<u>Labor</u>	<u>Regular</u>	<u>Overtime</u>	<u>Double Time</u>
Traffic Signal Tech	\$80.00	\$120.00	\$160.00
Street Light Tech	\$80.00	\$120.00	\$160.00
Operator	\$115.00	\$172.50	\$230.00
Fiber Tech	\$145.00	\$217.50	\$290.00

### Equipment

Service Truck	\$45.00
Bucket Truck	\$50.00
Knuckleboom Truck	\$85.00
Compressor Package	\$15.00
Concrete Saw	\$10.00
Small Dump Truck	\$45.00
Large Dump Truck	\$55.00
Auger Truck	\$100.00
Backhoe	\$45.00
Wheel/Trencher	\$150.00

Overtime rate applies to all work performed between the hours of 3:00 PM and 7:00 AM, Monday through Friday and all day Saturday. Sundays and holidays are considered double time and will be billed accordingly. Holidays are as follows:

New Years Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day