

# LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS REGULAR PUBLIC MEETING

Tuesday, October 22, 2024, 7:00 p.m.

To join the meeting via Zoom:

<https://us02web.zoom.us/j/85082764378?pwd=az3wFYpNOnSFbdue97PASNuvX3QGzM.1>

Call #: 1-646-876-9923

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## CALL TO ORDER AND PLEDGE OF ALLEGIANCE

### ANNOUNCEMENTS AND PRESENTATIONS

The Board of Supervisors met in executive session prior to tonight's meeting to discuss matters of litigation and personnel.

### PUBLIC COMMENTS

Citizen comments, concerns, questions for items not on the agenda  
(Comments on agenda items will be taken when those items are discussed by the Board)

### BUILDING AND ZONING

1. Continued public hearing for a Conditional Use application for Ambler Yards, 300 Brookside Avenue, to modify the master plan to add two accessory storage structures behind Building #35.

### GENERAL BUSINESS

1. Resolution 2024-30 authorizing the process to pursue bond funding and advertisement of a pre-enactment notice for a bond issuance for the acquisition and design of real property for use as the Township's future Public Works Facility
2. Review of draft 2025 budget for capital projects and purchases
3. Consider approval of updated Fund Balance Policy
4. Consider approval of Investment Policy
5. Consider approval of Ordinance #549 deleting Sections 244.01 (police hiring) and 244.03 (background investigations) in Chapter 244 of the Lower Gwynedd Township Code
6. Consider authorizing initiation of selection process for Zoning Hearing Board Solicitor
7. Consider authorizing initiation of selection process for Labor Attorney
8. Township Engineer Report
9. Traffic Engineer Report
10. Finance Report – September 2024
11. Approval of invoice report

12. Approval of minutes – October 8, 2024

**SUPERVISOR LIAISON REPORTS**

Questions about Volunteer Commission Meeting Highlights

**STAFF UPDATES**

Updates from staff on municipal activities and projects

**SUPERVISORS COMMENTS**

Comments or questions from the Board of Supervisors

**Adjournment**

**UPCOMING MEETING DATES\***

HUMAN RELATIONS COMMISSION	THURS	11/07/2024	7:00 P.M.
BOARD OF SUPERVISORS	TUES	11/12/2024	7:00 P.M.
ENVIRONMENTAL ADVISORY COUNCIL	WED	11/13/2024	7:00 P.M.
ZONING HEARING BOARD	THURS	11/14/2024	6:00 P.M.
PARKS AND RECREATION	TUES	11/19/2024	6:00 P.M.
PLANNING COMMISSION	WED	11/20/2024	7:00 P.M.

\*Please check the Township website to confirm meeting dates and times.



## MEMORANDUM

**ATTN:** Board of Supervisors

**DATE:** October 18, 2024

**FROM:** Jamie P. Worman, Assistant Township Manager *Jamie Worman*

**SUBJ:** [Ambler Yards Conditional Use- #24-05CU](#)

A conditional use hearing was conducted at the regular meeting of the BOS on October 8<sup>th</sup>, 2024. Ambler Yards filed a conditional use application to permit a modification to the Master Plan to include the addition of two accessory structures (storage containers), each 12'x22' in size, behind Building #35 for the tenant occupying this building, Entegris. The accessory storage units will be used to store chemicals related to the existing warehouse portion of the campus. The Township Solicitor intends to reopen the hearing at the BOS meeting on October 22, 2024, to allow for additional testimony and exhibits to be added to the record. The Township Fire Marshal and Building Code Officials have provided memos, and the applicant has provided a list of chemicals to be stored. The applicant has also provided an extension of the timeline requiring a decision be rendered within 45 days of the original hearing.

# KEYSTONE

Municipal Services, Inc.

801 Yale Avenue - Suite 622, Swarthmore, PA 19081

Lower Gwynedd Township Contact Kelli J. Scarlett  
1130 N Bethlehem Pike, PA Box 625, Springhouse, PA 19477  
Phone: 215-646-5302 ext. 368 | Email: [kellifromkeystone@gmail.com](mailto:kellifromkeystone@gmail.com)

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October 7, 2024

This letter serves as a building and fire code review of the proposed flammable chemical storage outbuildings that Entegris would like to install.

Entegris tells us they will be storing flammable chemicals in the hazardous materials storage building and that these chemicals currently stored in a flammable storage room in the warehouse. The proposed building is a premade flammable hazardous materials storage building that has built in spill containment protection and fire suppression.

The chemicals that will be placed in it are stored in 55 gal drums and smaller containers. These include solvents such as isopropanol and methanol, monomers and other flammable chemicals. The chemicals are brought into the laboratory and dispensed into smaller containers for use in individual laboratories.

The unit will be kept locked, and Entegris will tie the unit into their fire alarm system. Drums would be transported via forklift or drum dolly back into the building and smaller containers will be transported by cart.

The proposed means of storage is code compliant and present less of a hazard than storing these materials in the building. Please reach out with any questions you might have.

*Kelli J Scarlett*

Kelli J. Scarlett, BCO  
Lower Gwynedd Township  
[Kellifromkeystone@gmail.com](mailto:Kellifromkeystone@gmail.com)





## Office of the Fire Marshal

1130 N. Bethlehem Pike--P.O.Box 625--Spring House, PA 19477-0625--(215) 646-5302--FAX (215) 646-3357

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### MEMORANDUM

TO: Jamie Worman  
FROM: Al Comly  
DATE: October 15, 2024

**RE: ENTEGRIS—STORAGE SHED PROPOSAL  
BUILDING 35  
AMBLER YARDS  
LOWER GWYNEDD TOWNSHIP, PA**

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This memorandum is intended to amend my memorandum on this proposal dated September 30, 2024, in which I summarized the Fire Code and what is covered in the Fire Code with regard to hazardous materials.

In that memorandum I presented two primary issues that specifically relate to this proposal, specifically:

Were there hazardous materials in use at the site, and  
If so, what chemicals were present?

Subsequent to my memorandum, I received a submission of Safety Data Sheets for the following chemicals:

- Acetone
- Acrylic Acid
- Ethyl-Acrylate 99-5-25 ML
- Hexane
- Isopropyl Alcohol
- Methanol
- Methyl Methacrylate
- SDA—40B 200 Proof
- Tertbutylamine
- Toluene

All of these materials are considered hazardous in terms of both toxicity and fire potential—to generalize, these are primarily solvents used in this type of industry. The building code and the fire code treat these materials by limiting the amount of any of these chemicals that can be present in a building. The submittal of these Safety Data Sheets should satisfy the Hazardous Materials Inventory Statement (HMIS) requirement in the fire code.

The remaining questions raised in my September 30, 2024 memorandum were the Hazardous Materials Management Plan (HMMP) and the Hazardous Materials Emergency Plan (HMEP). Those items were not included in the information provided.

My memorandum of September 30 contained numerous excerpts from the Fire Code—which have now been largely addressed by the provision of the chemical inventory.

In closing, my opinion that the proposed solution of adding the storage modules to the site has value. Using the modules to store bulk amounts of these materials and to retain waste (until proper removal) is a reasonable approach. As previously mentioned, use of materials like those listed is part of the operation of a laboratory occupancy. Our interest is having them be stored and handled in the safest manner possible.



HAMBURG, RUBIN, MULLIN,  
MAXWELL & LUPIN, PC

www.HRMML.com  
Lawyers@HRMML.com

29146-0010

J. Edmund Mullin  
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Christen G. Pionzio  
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Paul G. Mullin  
John J. Iannozzi  
William G. Roark  
Lisa A. Shearman, LL.M.  
Nathan M. Murawsky  
Robert J. Iannozzi Jr.  
Sean E. Cullen LL.M.  
Ron L. Woodman  
Kevin M. McGrath  
Kathleen A. Maloles  
Steven J. English  
Danielle M. Yacono  
John F. McCaul  
Zachary R. Morano  
Brittany Ann Kane  
Celso L. Leite  
J. Braun Taylor

October 14, 2024

**Via Email Only**  
Jamie P. Worman  
Assistant Township Manager  
Director of Building & Zoning  
Lower Gwynedd Township  
1130 N. Bethlehem Pike  
P.O. Box 625  
Spring House PA 19477

**Re: AY Commercial, LP**  
**300 Brookside Avenue**  
**Conditional Use Application**

Dear Jamie:

On behalf of my client, AY Commercial, LP, we hereby grant the Lower Gwynedd Township Board of Supervisors an extension of time to render a decision for the above referenced application through and until **November 12, 2024**. Please consider this correspondence a waiver of the time requirements under the Pennsylvania Municipalities Planning Code to act on our application and render a Conditional Use Decision until that date.

Please feel free to contact me should you have any questions or need any additional information.

Very truly yours,

HAMBURG, RUBIN, MULLIN,  
MAXWELL & LUPIN

*/s/ Christen G. Pionzio*

By: \_\_\_\_\_  
CHRISTEN G. PIONZIO

CGP/dcbk  
CC: AY Commercial, LP – via email

**OF COUNSEL:**  
Jonathan Samel, LL.M  
John C. Rafferty Jr. Senator  
Noah Marlier

**LANSDALE**  
1684 S. Broad Street  
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Post Office Box 1479  
Lansdale, PA 19446-5422  
Phone 215-661-0400  
Fax 215-661-0315

**PHILADELPHIA**  
123 S. Broad Street  
Suite 2102  
Philadelphia, PA 19109

# Memo

**To:** Board of Supervisors  
**From:** Mimi Gleason, Township Manager  
**Date:** October 11 , 2024  
**Re:** Bond issuance

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**Recommended Motion: To initiate the process for and advertisement of a parameters ordinance for a bond issuance**

The Township continues to make progress in the steps leading to a new Public Works Facility. GKO, the architect for the project, completed a feasibility study and needs assessment. We are in discussions for land acquisition and awaiting a proposal for design. Financing will be needed by early 2025 to pay for land acquisition and design of the new facility in the form of a \$5 million bond issuance.

In June, the Township hired PFM as a financial advisor. If everything continues to move forward, the next step – at the Board’s November 12<sup>th</sup> meeting – would be for the Board to adopt a parameters ordinance, which would authorize the financing team to proceed as long as certain parameters are met. Jamie Schlesinger from PFM will be at the meeting to explain the bond issuance process and the parameters ordinance. The actual parameters – e.g. the maximum amount to be borrowed and maximum interest rate that would be acceptable – would be finalized for the November 12<sup>th</sup> discussion.

# Lower Gwynedd Township

## *New Money Financing Discussion*

**October 22, 2024**

**Prepared by:**

**Jamie Schlesinger**

*Managing Director*

**&**

**Melissa Hughes**

*Senior Managing Consultant*

**&**

**Karli Keisling**

*Senior Managing Consultant*

**&**

**Cole Thayer**

*Analyst*



**PFM Financial Advisors LLC**

2533 Yellow Springs Road

Malvern, PA 19355

610.647.5487 (P)

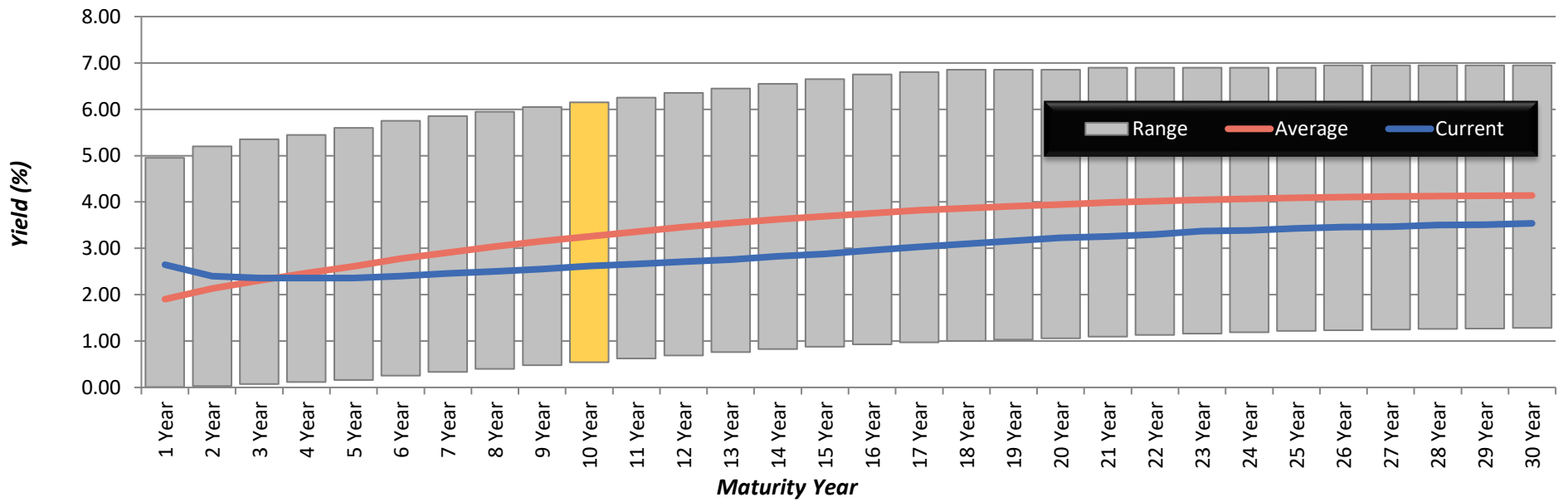
610.647.2467 (F)

[www.pfm.com](http://www.pfm.com)

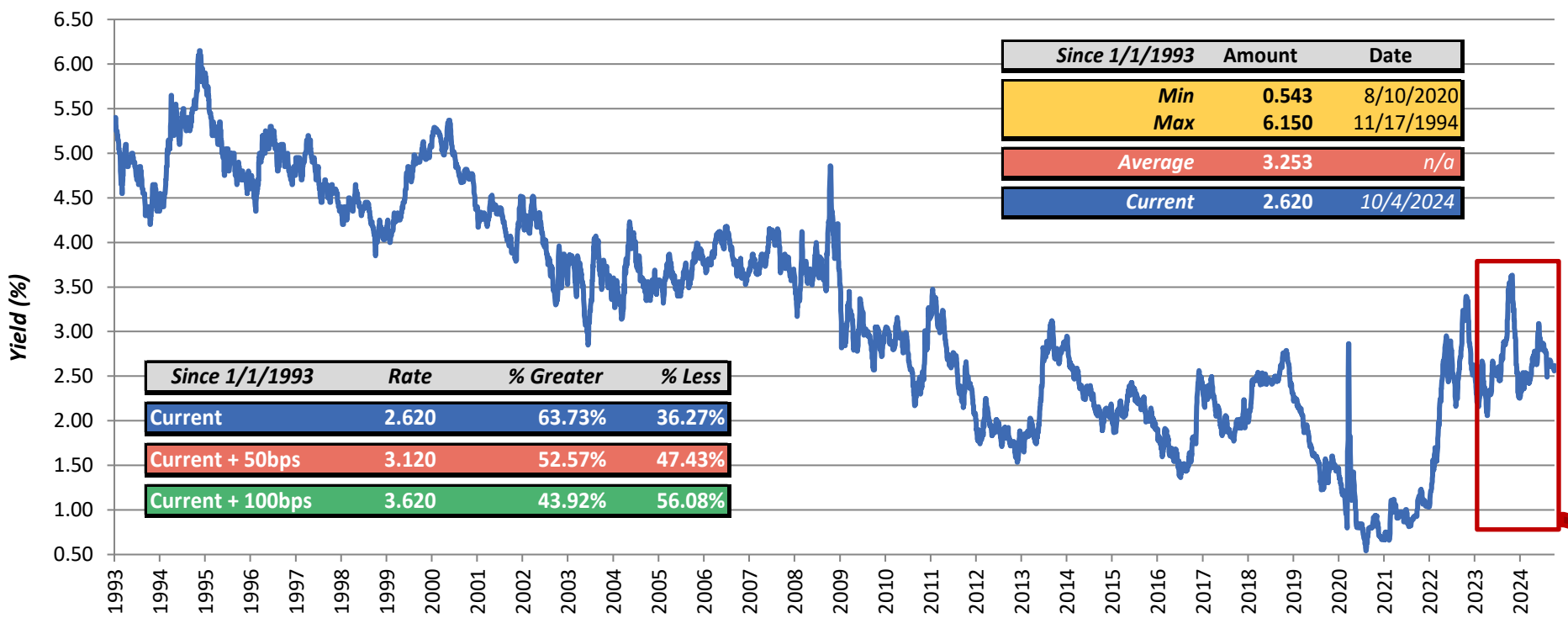
# MUNICIPAL MARKET UPDATE

October 4, 2024

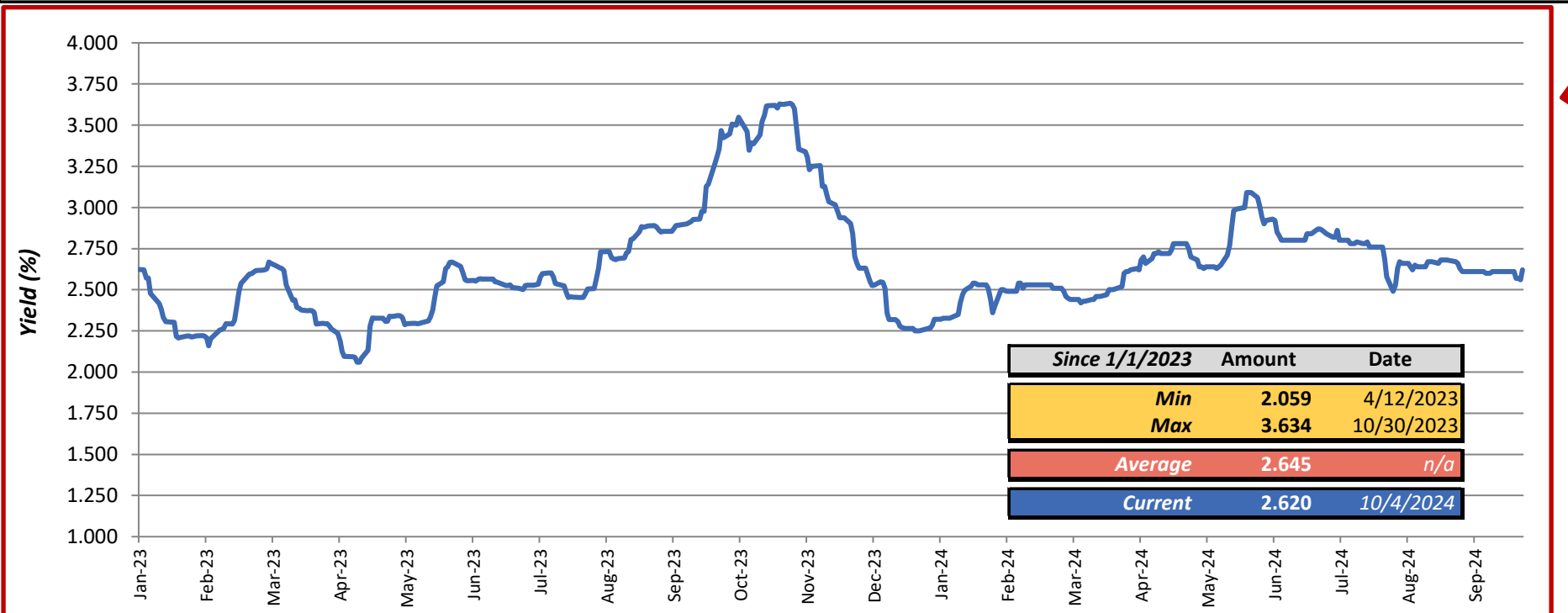
**HISTORICAL BVAL CURVE ILLUSTRATION - SINCE JANUARY 1, 1993 [1]**



**SPOT ANALYSIS - 10 YEAR BVAL - SINCE JANUARY 1, 1993 [1]**



**SPOT ANALYSIS - 10 YEAR BVAL - SINCE JANUARY 1, 2023**



[1] Datapoints prior to January 4, 2010 are provided by MMD, datapoints after January 4, 2010 are provided by BVAL.

**Lower Gwynedd Township**  
**New Money Financing Discussion**  
 October 22, 2024

**Series of 2024 – Capital Project Funding**

- 1) Lower Gwynedd Township is in the preliminary stages of a capital project for a related public works building.
  - a. The estimated project costs, including land acquisition and design, is approximately \$30,000,000.
  - b. A financing plan might consist of multiple borrowings to take advantage tax laws that result in slightly lower interest rates and better prepayment rights, the first of which would be in the amount of \$5,000,000 for land acquisition.
  - c. An estimated draw schedule is being used as a tool for planning for proposed capital needs is included with this handout. The funds from the bond closing will be reinvested, and (conservatively) estimated interest earnings on those funds must legally be included as a source of funding for the projects.
  - d. Lower Gwynedd Township could be eligible for exceptions to tax law prohibitions against generating and keeping arbitrage profits (a recent consequence of higher interest rates). Unrestricted investment earnings vary according to bond issue size and project timing. Consultation with Bond Counsel will be required.
- 2) The length of a financing must reflect the useful lives of the projects.
- 3) Non-Electoral Debt Limit & Borrowing Capacity
  - a. 250% of the 3-year average of total revenues
- 4) Federal tax laws permit an Issuer to borrow at a tax-exempt interest rate and invest the proceeds at an unlimited (taxable) yield subject to arbitrage requirements during the period of project construction, but only if the following three tests can be satisfied. The governing board must reasonably expect at the time the borrowing:
  - a. **Expenditure Test** – issuer will spend 85% of the proceeds within three years.
  - b. **Time Test** – issuer will incur a substantial binding obligation (sign a design contract, award a construction bid) within six (6) months, equal to at least 5% of the borrowing amount.
  - c. **Due Diligence Test** – construction of the project will proceed, and the bonds funds will be spent, with due diligence to completion.
- 5) As mentioned above, an issue is exempt from arbitrage rebate if they qualify under size-based and time-base exemptions:
  - a. Small Issuer Exception – As long as the issuer has governmental taxing base powers and does not expect to or has not issued more than \$5,000,000 in tax-exempt bonds in a calendar year, an exemption would apply.
    - i. A multi-purpose (refunding & new money) can also qualify.
  - b. Time Based/Spending Exception – The issuer must meet the following spending exceptions:

Spending Exception	6 Months	12 Months	18 Months	24 Months
6-Month   All Gross Proceeds	100%			
18-Month   All New Money	15%	60%	100%	
24-Month   Construction Issues	10%	45%	75%	100%

**Parameters Ordinance**

- 6) The Township is considering a Parameters Ordinance at a future meeting to authorize the financing team to proceed as long as certain parameters are met.
  - a. This gives the maximum amount of flexibility to be able to enter the market and price the bonds at an opportune time, rather than waiting for a board meeting date.
- 7) The Parameters Ordinance establishes a series of parameters that the ultimate financing must fit within.
  - a. Parameters established include maximum amount in aggregate and maximum annual interest rate and principal payments that cannot be exceeded.
  - b. The Parameters Ordinance would be for an amount greater than what is authorized as final borrowing amount. After settlement, Bond Counsel will file additional documents with DCED to remove the difference from their records.
- 8) The ultimate financing must still be approved by the Board of Supervisors and Administration.

**LOWER GWYNEDD TOWNSHIP**

Summary of New Money Scenarios

**ESTIMATED - For Illustrative Purposes Only**

	1	2	3	4	5
	<b>Step 1:</b>	<b>Step 2:</b>	<b>Step 3:</b>	<b>Total Financings</b>	<b>Other Funds (2)</b>
<b>Principal</b>	\$5,000,000	\$10,000,000	\$14,205,000	\$29,205,000	
<b>Settlement</b>	December 2024	September 2025	January 2026		
<b>Available for Projects</b>	\$4,957,521	\$9,674,951	\$14,457,831	\$29,090,302	\$1,325,000
<b>Term</b>	20 Year	20 Year	20 Year		
<b>Est. Interest Rate</b>	3.7975%	4.2650%	4.4296%		
<b>Structure</b>	Level	Modified Wrap	Modified Wrap		

6	7	8	9	10
<b>Fiscal Year Ending</b>	<b>Estimated Annual Debt Service [1]</b>	<b>Estimated Annual Debt Service [1]</b>	<b>Estimated Annual Debt Service [1]</b>	<b>Estimated Total Debt Service [1]</b>
12/31/2025	335,223			335,223
12/31/2026	370,400	560,821	1,051,692	1,982,912
12/31/2027	372,150	743,900	1,047,000	2,163,050
12/31/2028	368,400	742,650	1,053,500	2,164,550
12/31/2029	369,400	740,650	1,053,750	2,163,800
12/31/2030	369,900	742,900	1,053,000	2,165,800
12/31/2031	369,900	739,150	1,056,250	2,165,300
12/31/2032	369,400	739,650	1,053,250	2,162,300
12/31/2033	368,400	744,150	1,054,250	2,166,800
12/31/2034	369,200	742,400	1,049,000	2,160,600
12/31/2035	369,600	739,200	1,052,750	2,161,550
12/31/2036	369,600	740,400	1,055,000	2,165,000
12/31/2037	369,200	740,800	1,055,750	2,165,750
12/31/2038	368,400	740,400	1,055,000	2,163,800
12/31/2039	372,200	739,200	1,052,750	2,164,150
12/31/2040	370,400	742,200	1,049,000	2,161,600
12/31/2041	368,200	744,200	1,048,750	2,161,150
12/31/2042	365,600	740,200	1,056,750	2,162,550
12/31/2043	367,600	740,400	1,052,500	2,160,500
12/31/2044	364,000	739,600	1,061,500	2,165,100
12/31/2045		1,112,800	1,048,000	2,160,800
12/31/2046			2,163,000	2,163,000
12/31/2047				
12/31/2048				
12/31/2049				
12/31/2050				
<b>TOTAL</b>	<b>7,347,173</b>	<b>15,015,671</b>	<b>23,222,442</b>	<b>45,585,286</b>

**Notes:**

[1] Estimated rates based on current market conditions. Actual rates to be determined at time of pricing.

[2] The amount of grant/internal funds and are to be determined based on final cost of project.



**LOWER GWYNEDD TOWNSHIP  
PRELIMINARY FINANCING TIMELINE**

June 2024							July 2024							August 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				

September 2024							October 2024							November 2024							December 2024											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
1	2	3	4	5	6	7			1	2	3	4	5					1	2							1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14					
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21					
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28					
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31									

Time Period	Action
Mid-June	Discussion with Administration Regarding Project Planning
July-October	Follow up Discussion with Administration Regarding Costs
Early October	Request for Information to Draft Preliminary Official Statement
Mid-October	PFM Begins to Draft Preliminary Official Statement
September/October	Expand Financing Professionals
October 22nd	Township Meeting to Discuss Project/Authorization to Proceed/Advertise
Mid/End of October	Information Sent to Rating Agency
Early November	Rating Call
Early November	Pre-Advertisement of Ordinance
November 12th	Meeting to Adopt Parameters Ordinance
Mid-November	Post-Advertisement for Ordinance
End of November	Bond Counsel Files with DCED
End of November	Preliminary Official Statement Completed
End of November	Pricing of Bonds
End of December	Settlement



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Capital Project Plan, 2025 - 2029							
Projects	Project Years	Funding Source	Total Cost	Grant \$	Twp \$	2024 EOY	2025 Budget
<b>BUILDINGS</b>							
<b>Public Works Facility</b> -Acquire land, construct new public works garage 2024: GKO completed space analysis; 2025: land acquisition, architectural & engineering design Awarded \$1,325,000 RACP, applied for 2nd RACP; working on RACP business plan	2024-2028	Capital Fund 30 (75%); Sewer Cap Fund 09 (25%)	\$ 31,000,000	\$ 1,325,000	\$ 29,675,000	\$ 100,000	\$ 5,000,000
<b>Penlynn Woods Community Building</b> Replace HVAC	2025	Capital Fund 30	\$ 30,000	\$ -	\$ 30,000		\$ 30,000
Replace roll-up door	2025	Capital Fund 30	\$ 8,000	\$ -	\$ 8,000		\$ 8,000
Card Access Control-Similar to new system in Twp Bldg, install electronic system, set timing for locks	2025	Capital Fund 30	\$ 40,000	\$ -	\$ 40,000		\$ 40,000
<b>Township Building</b> Full roof replacement	2025	Capital Fund 30; Sewer Cap Fund 09	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000
Update landscaping in front of Twp Bldg; 2024: design (\$6,500); 2025: install landscaping	2024-25	Stormwater Fund 31 (tree bank)	\$ 30,000	\$ -	\$ 30,000	\$ 6,500	\$ 23,500
Wifi Thermostats	2025	Capital Fund 30; Sewer Cap Fund 09	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000
<b>Buildings/Properties Assessment</b> -Needs assessment for reconfiguration of the Twp Building when PWD moves; also other properties used by Twp or acquired for SH intersection for reuse or needed improvements	2026	Capital Fund 30; Sewer Capital Fund 09 (25%)	\$ 50,000	\$ -	\$ 50,000		
<b>INFRASTRUCTURE / ROADS / TRAFFIC</b>							
<b>Road Paving: To properly maintain roadsover next 10 years, \$800K needed per year;</b> supplement PA Liquid Fuels (gas tax) w/ Twp Cap Reserves; 2024 LF funding: \$364,200 2025 includes \$10,000 for Bright's Lane trail crossing, paid out of Twp Cap Reserve	2025	Highway Fund 35; Capital Fund 30; Sewer Cap Fund 09	\$ 810,000	\$ 400,000	\$ 410,000	\$ 511,553	\$ 810,000
<b>Old Bethlehem Pike Bridge Replacement</b> -Replace bridge to eliminate weight restriction that prohibits truck traffic; to be done in conjunction with streambank restoration project below Awarded LSA grant: \$786,000; design in 2024, DEP permit rec'd; bid awarded late 2024, construct 2025	2024-25	Capital Fund 30; grant	\$ 925,000	\$ 786,000	\$ 139,000	\$ 10,000	\$ 915,000
<b>Bethlehem Pike/Dager Road Traffic Signal Mast Arm Replacements</b> Address issues identified in 2022 inspection -bid awarded fall 2024; construction 2025	2025	Traffic Impact Fund 33	\$ 80,000	\$ -	\$ 80,000	\$ 5,000	\$ 75,000
<b>Traffic Signal Modernization: Welsh Road at Evans Road &amp; Darden Drive</b> 2024: awarded Green Light Go grant \$324,640; design begins late 2024	2025	Traffic Impact Fund 33; Grant	\$ 406,000	\$ 324,640	\$ 81,360	\$ -	\$ 406,000
<b>Traffic Signal Modernization - Trewellyn Avenue &amp; Penlynn Pike</b> ARLE grant and Green Light Go grant denied; applied for LSA grant Nov 2023	2025	Traffic Impact Fund 33; Grant	\$ 600,000	\$ 451,312	\$ 148,688	\$ -	\$ 600,000
<b>Traffic Signal Modernization - Norristown Road &amp; SHIP entrance</b> Discussed during previous SHIP approval processes	TBD	Grants, developer contributions	\$ 575,000	\$ 575,000	\$ -		
<b>McKean Road Traffic Study</b> - Study of McKean Road in conjunction with SHIP, YMCA and J&J to address possible road improvements	2026	Traffic Impact Fund 33	\$ 50,000	\$ -	\$ 50,000		
<b>Sumnertown Pike Corridor (Act 209 Plan)</b> -Widening Project from Bethlehem Pike to Rt.202 Preliminary traffic study , conceptual design, opinion of cost Phase 1-Segment from SHV shopping center to Evans Road Phase 2- Evans Road to Route 202	2026-2029	Traffic Impact Fund 33	\$ 100,000	\$ -	\$ 100,000		
High level construction estimate for planning: \$17,500,000 Work w/ MontCo (owner of road); pursue TIP/grant funding; eligible for Act 209 fees	2030-2033	Traffic Impact Fund 33	\$ 50,000	\$ -	\$ 50,000		
<b>Penlynn Pike &amp; Old Penlynn Pike Realignment-Project Scoping</b> Preliminary traffic study - conceptual design, opinion of cost for each alternative Alternative 1: Realign to more of a 90 degree angle & evaluate a traffic signal Alternative 2: Roundabout	2026	Traffic Impact Fund 33	\$ 60,000	\$ -	\$ 60,000		
High level construction estimate for planning: \$2,000,000; seek MMTF grant	2026	Traffic Impact Fund 33	\$ 25,000	\$ -	\$ 25,000		
<b>Bridge Inspection</b> - bridges less than 20' length not inspected by PennDOT	2025	Capital Fund 30	\$ 35,000		\$ 35,000	\$ -	\$ 35,000
<b>Bridge projects from PennDOT inspection reports</b>							
a. Hunt Seat Drive over Willow Run-Bridge Replacement	2027	Traffic Impact Fund 33	\$ 358,000	\$ -	\$ 310,000		
b. Cambridge Drive over Trewellyn Creek-Bridge Replacement	2029	Traffic Impact Fund 33	\$ 395,000	\$ -	\$ 310,000		
c. Forrest Hill Drive over Willow Run-Bridge Replacement (seek LSA grant)	2031	Traffic Impact Fund 33	\$ 1,225,000	\$ -	\$ 1,225,000		

Projects	Project Years	Funding Source	Total Cost	Grant \$	Twp \$	2024 EOY	2025 Budget
<b>STORMWATER MANAGEMENT</b>							
<b>Stormwater Management Strategic Plan</b> -Identify potential priority projects addressing flooding & mitigating other drainage problems; will include required PRP & MS4 projects <i>Expected completion: Q1 2024</i>	2024	Stormwater Fund 31	\$ 17,500	\$ -	\$ 17,500	\$ 17,500	
<b>Old Bethlehem Pike Streambank Restoration Project</b> - 300 linear feet of streambank restoration; to be done in conjunction with Old Bethlehem Pike bridge replacement Awarded \$100,000 Watershed Restoration Grant; Match to be paid by WCWP's County ARPA funds DEP GP Received; construction in 2025; WRPP grant expires June 2025	2025	Grants	\$ 159,000	\$ 159,000	\$ -	\$ 5,000	\$ 159,000
<b>Houston Creek Flood Study</b> -Identify flooding sources and mitigation projects Awarded \$44,200 Flood Mitigation Grant; Study finalized July 2023; Grant Complete Funds Received	2023-24	Capital Fund 30; Stormwater Fund 31	\$ 52,000	\$ 44,200	\$ 7,800	\$ 3,300	
<b>Houston Creek Flood Study Implementation</b> Storm sewer upgrades, road re-profiling - Knight and Francis; add inlets if needed	2024-2025	Capital Fund 30; Stormwater Fund 31; ARPA	\$ 170,000	\$ -	\$ 170,000	\$ 20,000	
Brookside/Marion driveway (serving 446 Marion Ave) culvert replacement	2024	Stormwater Fund 31	\$ 155,000		\$ 155,000	\$ 25,000	\$ 130,000
Partner with WSD for basin project - initial design, seek grants in 2025	2024-2025	Capital Fund 30; Stormwater Fund 31	\$ 900,000	\$ -	\$ 900,000	\$ -	\$ 10,000
<b>Streambank Restoration/Riparian Corridor Enhancement</b> - Partner with J&J for project identified in Twp's Pollutant Reduction Plan for the Little Neshaminy Creek-completion required by 2025; Applied for Water Restoration Protection Grant July 2024	2024-2025	Capital Fund 30, grant	\$ 260,000	\$ 186,000	\$ 74,000	\$ 20,000	\$ 240,000
<b>Penlynn Flood Study</b> - Applied for Flood Mitigation Study July 2024	2025	Capital Fund 30, grant	\$ 64,000	\$ 54,400	\$ 9,600	\$ -	\$ 64,000
<b>Penlynn Flood Study implementation</b> (placeholder)	2027-2029	Capital Fund 30, grant	\$ 500,000	\$ 300,000	\$ 200,000		
<b>Wissahickon Clean Watershed Partnership, Water Quality Plan Projects</b> -2024: Little movement re: plan adoption- more likely in 2025; WCWP awarded \$1.5M ARPA funds through Montgomery County; Costs = estimated LGT project implementation cost share	2026-2028	Stormwater Fund 31; County ARPA funding	\$ 150,000	\$ -	\$ 150,000		
<b>PARK IMPROVEMENTS</b>							
<b>INGERSOLL PARK</b> Baseball Field Fencing-Complete	2024	ARPA	\$ 2,741,000 \$ 311,000	\$ 2,150,000 \$ 311,000	\$ 591,000 -	\$ 311,000	
Concession/bathroom, press box, bullpen, seating, parking ; landscaping, batting cage pavilion DCED Small Water Sewer grant \$59K; Sen. Collett grant \$830K; LSA grant submitted Nov.2023: \$704K	2024-2026	Capital Fund 30; Grants	\$ 1,860,000	\$ 1,589,000	\$ 271,000	\$ 30,000	\$ 630,000
Tot lot, entryway, picnic grove; seek grant in 2025	2026-27	Capital Fund 30, Grant	\$ 570,000	\$ 250,000	\$ 320,000		
<b>OXFORD PARK</b> 2024: Pollinator garden - PECO Grant received 2024	2024	Capital Fund 30; Grant	\$ 2,311,000 \$ 6,000	\$ 253,000 \$ 3,000	\$ 478,000 \$ 3,000	\$ 6,000	
Playground 2-5, gaga - applied for 2024 C2P2 grant	2025-27	Capital Fund 30; Grant	\$ 725,000	\$ 250,000	\$ 475,000		\$ 75,000
Playground 5-12, envir. Ed. area	2030+		\$ 880,000				
Playground 5-12, pavilion	2030+		\$ 700,000				
<b>PEN-AMBLER PARK</b> Pollinator garden - PECO Grant received 2024	2024	Capital Fund 30; Grant	\$ 2,374,000 \$ 6,000	\$ 1,253,000 \$ 3,000	\$ 796,000 \$ 3,000	\$ 6,000	
Pickleball, restroom; seek grant in 2025	2026-28	Capital Fund 30; Grant	\$ 827,000	\$ 600,000	\$ 227,000		
Playground	2029-30	Capital Fund; Grant	#####	\$ 650,000	\$ 566,000		
Pavilion, baseball field improvements	2030+		\$ 325,000				
<b>PENLYNN PARK</b> (from 2022 strategic plan)- swings/playground; baseball backstop; dugout fencing	2026	Capital Fund 30	\$ 75,000	\$ -	\$ 75,000		
<b>TEXACO Gateway</b> -New digital sign, landscaping, path, benches at Texaco; remove existing manual sign and wall at Veterans Park; concept under review; Rotary may provide some funding	2025	Capital Fund 30; Grant	\$ 150,000	\$ 100,000	\$ 50,000		\$ 150,000
<b>TRAIL / PEDESTRIAN IMPROVEMENTS</b>							
<b>Pen-Ambler Park/Septa Trail Connection</b> - trail connection from park to train station to be addressed in 2023 master site plan; <b>MONTCO 2024 Awarded \$250K; MTF Grant submitted July 2024</b>	2024-26	Capital Fund 30; Grants	\$ 540,400		\$ 540,400	\$ 5,000	\$ 100,000
<b>Sidewalk/Trail Pedestrian Plan</b> identifying future projects/connections	2024-25	Capital Fund 30	\$ 36,500		\$ 36,500	\$ 10,000	\$ 26,500
<b>Bethlehem Pike Pedestrian Improvement, Phase 3</b> -continue connection to Dager Road	2028-29	Capital Fund 30, grants	\$ 1,160,000				
<b>SEWER CAPITAL PROJECTS</b>							
<b>Sanitary Sewer Inflow &amp; Infiltration</b> -annual televising and repairs where needed	2023-2026	Sewer Capital Fund 09	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
<b>Open Door Pump Station</b> -Redesign & construct new pump station to handle more capacity & meet regulatory requirements; <i>DCED Small Water &amp; Sewer grant</i>	2024-25	Sewer Capital Fund 09/Grant	\$ 250,000	\$ 180,000	\$ 70,000	\$ 150,000	\$ 100,000
<b>Forrest Manor Pump Station</b> -Back-up pump; <i>DCED Small Water &amp; Sewer grant</i>	2024	Sewer Capital Fund 09/Grant	\$ 80,000	\$ 60,000	\$ 20,000	\$ 80,000	
<b>CAPITAL PROJECT TOTALS</b>			<b>\$ 49,305,400</b>	<b>\$ 8,601,552</b>	<b>\$ 37,505,848</b>	<b>\$ 1,421,853</b>	<b>\$ 9,935,000</b>

## GRANT REPORT FOR CAPITAL PROJECTS

As of October 15, 2024

Project	Project Status	Funding Source	Amount
<b>GRANTS AWARDED</b>			
Spring House Intersection	Done	PennDOT MultiModal	\$1,964,300
Bethlehem Pike Ped, Phase 2	Done	MontCo 2040	\$278,700
Old Bethlehem Pike bridge	Bidding process underway Gas line moves in spring 2025, construction starts after that	PA LSA	\$786,000
Old Bethlehem Pike streambank restoration	Done in conjunction with bridge replacement above	PA WRPP MontCo ARPA	\$100,000 \$59,000
Pollinator Gardens (Oxford and Pen-Ambler Parks)	To be planted in fall 2024	Peco Green Region Award	\$6,000
Welsh Rd @ Evans & @ Darden (Gwynedd Crossing) signal upgrade	Design proposal approved Oct 2024	PA Green Light Go	\$324,640
Ingersoll Park Phase 1	Done	ARPA	\$310,980
Ingersoll Park Phase 2	Phase 2 design underway	PA Eco/Comm Development PA Small Water & Sewer	\$830,000 \$59,000
<b>TOTAL FUNDING FOR PROJECTS WITH AWARDED GRANTS:</b>			<b>\$4,718,620</b>
<b>GRANT APPLICATIONS SUBMITTED</b>			
Ingersoll Park Phase 3	Awaiting grant decision	PA LSA submitted	\$704,400
Penllyn Station Trail	Awaiting MMTF grant decision; preliminary design begins in fall	MontCo 2040 awarded PA DCED MultiModal submitted	\$250,000 \$290,000
Trewellyn Ave & Penllyn Pike signal modernization	Awaiting grant decision	PA LSA submitted	\$451,300
Oxford Park Phase 1	Awaiting grant decision	PA C2P2 submitted	\$250,000
Little Neshaminy streambank improvements (Janssen)	Awaiting grant decision Discussions underway w/ Janssen	PA WRPP submitted	\$186,000
Penllyn Flood Study	Awaiting grant decision	PA Flood Mitigation submitted	\$54,400
Public Works Facility	Land acquisition discussion and bond analysis underway; awaiting grant decision	PA RACP awarded PA RACP submitted	\$1,325,000 \$5,000,000
<b>TOTAL FUNDING FOR PROJECTS WITH REQUESTED GRANTS:</b>			<b>\$8,511,100</b>
<b>PROPOSED 2025 GRANT APPLICATIONS - NEED BOS INPUT</b>			
WSD Stormwater Basin	Houston Creek flood mitigation	Seek federal Community Project Funding	\$750,000
Pen-Ambler Park Phase 1	Pickleball, restroom	Seek LSA	\$600,000
Ingersoll Park Phase 3	Entryway, tot lot, picnic grove	Seek PA Greenway, Trails	\$250,000

Total Cost
\$2,650,000
\$550,000
\$925,000
\$159,000
\$12,000
\$406,000
\$310,980
\$1,200,000
<b>\$6,212,980</b>
\$1,340,000
\$540,000
\$565,000
\$725,000
\$239,000
\$64,000
\$31,000,000
<b>\$34,473,000</b>
\$900,000
\$827,000
\$570,000

# Memo

**To:** Board of Supervisors  
**From:** Mimi Gleason, Township Manager  
**Date:** October 11 , 2024  
**Re:** Updated Fund Balance Policy

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## **Recommended Motion: To approve the Fund Balance Policy**

A fund balance policy sets forth guidelines for the Township's financial reserves and specifies requirements for replenishing reserves as they are used. The Township's current fund balance policy was adopted in 2011 and needs to be updated to reflect our funds, requirements and practices.

The draft fund balance for consideration by the Board follows the guidance in the Government Accounting Standards Board (GASB) [Statement Number 54](#). It includes recommended minimum amounts of cash balance to maintain in the general fund and sewer operating fund. For context, the Township's reserves far exceed the recommended minimums. The policy is intended to set a true floor below which remedial steps would be needed.

The 2011 policy is included in the packet for comparison.

**LOWER GWYNEDD TOWNSHIP**  
**FUND BALANCE POLICY**

Approved by the Board of Supervisors: \_\_\_\_\_

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**I. Scope**

This policy sets forth guidelines for the Township’s financial reserves and specifies requirements for replenishing utilized reserves.

**II. Goals**

- Plan for sufficient cash reserves to pay for existing encumbrances and planned capital improvements.
- Meet seasonal shortfalls in cash flow and avoid tax anticipation borrowing.
- Reduce susceptibility to emergencies and unanticipated expenditure or revenue shortfalls.
- Maintain a high bond rating.

**III. Definitions**

FUND BALANCE is the difference between assets and liabilities reported in a fund.

FUND BALANCE CLASSIFICATIONS, as defined by GASB Statement No. 54, “Fund Balance Reporting and Governmental Fund Type Definitions”, applicable to this policy in descending order of restrictions:

- **RESTRICTED FUND BALANCE:** funds whose use is restricted by third parties or imposed by law, such as the proceeds of bond issuances, state “Liquid Fuels” funds, fees-in-lieu, fees, traffic impact fees, and federal and state grants.
- **COMMITTED FUND BALANCE:** funds that can be used only for the specific purposes determined by resolution or ordinance of the Lower Gwynedd Township Board of Supervisors. In contrast to restricted fund balance, the Board of Supervisors retains the ability to change the designation of committed funds by adopting a new resolution or ordinance to that effect.
- **ASSIGNED FUND BALANCE:** amounts that are not already restricted or committed and are presented for a planned use by the Township Manager or Finance Director to the Board of Supervisors for approval in the annual budget or other document. The unrestricted and uncommitted fund balances of all funds other than the General Fund are considered to be assigned.



- UNASSIGNED FUND BALANCE is the residual classification for the General Fund. This classification represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the General Fund. Only the General Fund will have unassigned fund balance.

#### **IV. Fund Balance Policy For The General Fund, Including Related Capital Funds**

##### **A. General Fund (Funds 01, 02, 03, 04, 05)**

1. Fund balance will be committed for operating reserves equivalent to 25% of General Fund budgeted operating expenses.
2. Recreation impact fees in the Recreation Fund paid by developers per the Subdivision and Land Development Ordinance are restricted to funding expenses related to acquisition and maintenance of park and recreation facilities.

##### **B. Capital Funds**

1. Traffic impact fees in the Transportation Improvement Fund paid by developers per the Lower Gwynedd Township Traffic Impact Fee Ordinance are restricted to funding capital projects in the Transportation Capital Improvement Plan approved in conjunction with that fee.
2. Fees in the Stormwater Fund paid by developers in lieu of tree replacement are restricted to like expenses.
3. Fund balance in any of the capital funds that is not restricted may be committed by resolution of the Board of Supervisors as matching funds for grants.
4. Fund balance in the Capital Reserve Fund will be assigned by the Township Manager as part of the budget adoption process to meet the expected the short- and intermediate-term needs for purchases of vehicles and equipment, buildings repairs and upgrades, and the annual road maintenance program to supplement Liquid Fuels funding, as identified in capital plans.
5. Fund balance in any of the capital funds will be assigned by the Township Manager as part of the budget adoption process for projects to improve roads, parks, stormwater management and other needs identified in capital plans.

### **C. Sewer Funds**

1. The Sewer Operating Fund and Sewer Capital Fund are proprietary funds and therefore “net position” is the applicable term instead of “fund balance”. All of the net position of the sewer funds is restricted to revenue and expenditures for the operation and maintenance of Lower Gwynedd’s sanitary sewer system.
2. Net position will be committed for operating reserves equivalent to 35% of the budgeted operating revenue in the Sewer Operating Fund.
3. Net position of at least \$1 million in the Sewer Capital Fund will be committed in case of emergency repairs.
4. Net position in the sewer funds will be assigned by the Township Manager as part of the budget adoption process to meet the expected short- and intermediate-term needs for vehicles, equipment, buildings and improvement projects for the sanitary sewer system, as identified in capital plans.

### **D. Procedures**

1. At the Board of Supervisors’ meeting following the completion of the audited financial statements, the Finance Director shall present to the Board of Supervisors the fund balances for each fund as of the end of the audited year. If fund balance or net position drops below the minimum requirement for operating reserves set by this policy, a plan of action to address the shortfall within one to three years must be developed by the Finance Director and Township Manager and presented to the Board of Supervisors for approval within 90 days following the presentation of the audited fund balances.
2. During the budget process each year, the Township Manager and Finance Director shall evaluate whether there is likely to be surplus revenue or unassigned fund balance in excess of the requirements of this policy that could be used to fund upcoming capital projects and purchases identified in the capital plans. If so, the proposed budget will include recommended transfers to capital funds.
3. The appropriation of restricted, committed or assigned fund balances may be considered in conjunction with the annual budget adoption process or by budget amendment approved by resolution of the Board of Supervisors during the fiscal year for applicable projects.

## LOWER GWYNEDD TOWNSHIP

### FUND BALANCE POLICY

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#### **Purpose:**

This policy expresses the intent of the Lower Gwynedd Township Board of Supervisors to maintain a strong financial position from year to year. The purposes of this policy are (1) to ensure that there will be adequate liquid resources to serve as a financial cushion against the potential effects of unforeseen circumstances and events (e.g. emergencies, revenue shortfalls, unfunded legislative mandates, unanticipated cost increases; and, (2) to provide adequate funding for future capital needs.

Adequate fund balance reserves are a necessary component of the Township's overall financial management strategic planning. Fund balance reserves are also a key factor in bond rating agencies' measurement of the Township's financial strength and performance and will assist the township in maintaining its Aaa bond rating from Moody's Investment Services.

The Government Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, to address and redefine how fund balance is reported. It is also the intent of Lower Gwynedd Township to adhere to this most current accounting pronouncement in staying current with generally accepted accounting practices for municipalities.

#### **Policy:**

The focus of the policy is the fund balance designations and requirements in the General Fund. The General Fund is the main operating fund of the Township and is unique among all of the funds of the Township in having a much broader mandate including accumulating sufficient financial resources for contingencies. The policy is intended to address the following three key considerations:

1. The appropriate level of fund balance to be maintained in the General Fund.
2. Planning for replenishing deficiencies.
3. Planning for capital needs

Target Range As a guideline, the Government Finance Officers Association recommends that the unrestricted fund balance “should represent *no less than two months of operating revenues or operating expenditures (whichever is less volatile.)*” and that one of the circumstances justifying a significantly higher minimum target level is “*Significant volatility in operating revenues or operating expenditures.*” [The New Fund Balance, Stephen J. Gauthier, Government Finance Officers Association, 2009]. An appropriate minimum balance reserve will allow the Township to realize a certain level of investment earnings, prevent the need for tax anticipation borrowing, and provide a reserve for emergencies and contingencies. Unrestricted fund balance is defined as those financial resources available for spending and therefore not reserved for specific purposes such as encumbrances.

Fund Balance Planning and Utilization Each fiscal year during the budget preparation and review cycle, the General Fund balance reserves will be evaluated by the Board of Supervisors and Township administration to determine if adequate levels of reserves are being maintained, based on the Township’s financial position and economic conditions. The Township will retain flexibility to allocate available funds based on current circumstances and the fiscal needs of maintaining Township operations. The analysis for fund balance utilization will include a long term financial plan for operating and capital needs in order to put the financial planning on a multi-year context and not solely on the demands of addressing a single year’s budget requirements.

Fund Balance Replenishment It is the determination of the Board of Supervisors that due to the volatility of the earned income tax, the main revenue source for the General Fund, any temporary, planned reduction of the year-end General Fund unrestricted fund balance below 35 percent shall require a majority approval vote of the Board of Supervisors. If the year-end fund balance has fallen below or is expected to fall below 25 percent, the Board of Supervisors shall adopt a plan to provide for a scheduled replenishment back to the minimum standard established herein by the end of the next fiscal year.

Fund Balance in excess of Target Range In the event the General Fund unrestricted fund balance shall exceed the maximum target range of 35% percent, the Township Manager will present a plan for consideration by the Board of Supervisors to take actions and necessary steps to reduce the unrestricted fund balance to within the target range of 25 to 35 percent.

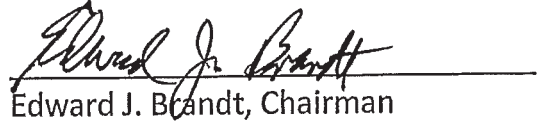
Fund Balance Review Coincident with the annual budget review and adoption process, the Board of Supervisors will review fund balance projections with the Township administration. The categories of fund balance in the General Fund under particular scrutiny shall be the Committed Fund Balance and Assigned Fund Balance, which would include funding for capital projects, and the Unassigned Fund Balance. The Board shall take action to determine specific

amounts to be held as Committed Fund Balance and Assigned Fund Balance concurrent with budget adoption in accordance with the attached addendum.

Adopted: April 26, 2011

**LOWER GWYNEDD TOWNSHIP**

  
Attest: Larry M. Comunale, Secretary

  
Edward J. Brandt, Chairman

## ADDENDUM TO FUND BALANCE POLICY

### Capital Funding

It is the goal of Lower Gwynedd Township to fund vehicles, equipment, improvement to existing buildings, and road maintenance with cash on hand. To achieve this goal the following policy is hereby adopted:

1. By the end of the fiscal year or by no later than the reconciliation of Township accounts funds in excess of the mandated fund balance shall be transferred to the Capital Reserve Fund, Open Space Fund or such other fund as directed by the Board of Supervisors.
2. All proceeds from the sale of General Fund fixed assets shall be dedicated to the Capital Reserve Fund.
3. One time or non-recurring revenues such as proceeds from asset sales, debt refinancing, grants, legal settlements and the like, shall not be used for ongoing operating expenses.
4. As part of the budget review and adoption process, the Manager shall submit a 3-year capital projects plan. The Capital Reserve Fund shall maintain sufficient balance to finance the projects in such plan, unless funding for such projects are designated for alternative financing (i.e. grants or incurrence of debt).

# Memo

**To:** Board of Supervisors  
**From:** Mimi Gleason, Township Manager  
**Date:** October 11 , 2024  
**Re:** Proposed Investment Policy

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## **Recommended Motion: To approve the Investment Policy**

The Township does not currently have a written investment policy. The proposed policy sets forth the goals, standards, and procedures for investing Township cash balances and any future bond proceeds.

The types of permitted investments is dictated in large degree by the requirements of Section 3204 of the Second Class Township Code, which follows this memo.

**LOWER GWYNEDD TOWNSHIP**  
**INVESTMENT POLICY**

Approved by the Board of Supervisors: \_\_\_\_\_

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**I. Scope**

This policy covers investments of all funds under the direction of the Township, including, but not limited to operating and reserve funds and bond proceeds. Proceeds from pension plans are outside the scope of this policy.

**II. Goals**

In priority order, the goals of the Township’s investment activities shall be:

- A. **Legality.** Investments shall be made in accordance with applicable laws.
- B. **Safety.** The Township’s investments shall be undertaken in a manner that seeks to ensure preservation of capital.
- C. **Liquidity.** The Township’s investments will remain sufficiently liquid to enable the Township to meet its cash flow requirements and will reflect the cash flow needs of each respective fund.
- D. **Return On Investment.** The Township’s investments shall be designed to attain a market rate of return consistent with the constraints imposed by its safety objective, cash flow considerations, and the PA Second Class Township Code.

**III. Standards**

- A. **Prudence.** Investment of Township funds shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by Township officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.
- B. **Ethics/Conflict of Interest.** Township officials involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.



#### **IV. Permitted Investments**

- A. **Second Class Township Code.** Township funds may only be deposited in investment types permitted under Section 3204 of the PA Second Class Township Code, as amended.
- B. **Collateralization.** Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by a written agreement, and held at an independent third-party institution in the name of the Township.
- C. **Bond proceeds.** Except where further restricted by bond covenants and applicable laws, all investments listed in Section 3204 of the PA Second-Class Township Code are permitted investments for the proceeds of a bond issue, including project funds, interest, and debt service.

#### **V. Delegation of Authority**

The management responsibility for the investment program is hereby delegated to the Finance Director who shall monitor and review all investments for consistency with this Investment Policy. No person may engage in an investment transaction except as provided under the limits of the Policy. The Township may delegate its investment decision making and execution authority to an investment advisor, in which case the advisor shall follow this Investment Policy and such other written instructions as are provided by the Township.

#### **VI. Internal controls**

The Finance Director is responsible for establishing and maintaining an internal control structure designed to provide reasonable assurance that Township funds are protected from loss, theft, or misuse. At a minimum, internal controls shall include:

- Separation of transaction authority from accounting and
- Written confirmation of telephone transactions for investments and wire transfers.

#### **VII. Reporting**

The Finance Director shall prepare an investment report monthly. The report will be provided to the Board of Supervisors in a public meeting packet that is available on the Township's website.

**PA SECOND CLASS TOWNSHIP CODE**

**Section 3204. Investment of Township Funds.—**

- (a) The board of supervisors may:
  - (1) Make investment of township sinking funds as authorized by the act of July 12, 1972 (P.L.781, No.185), known as the "Local Government Unit Debt Act."
  - (2) Make investment of moneys in the general fund and in special funds of the township.
  - (3) Liquidate any investment, in whole or in part, by disposing of securities or withdrawing funds on deposit. Any action taken to make or to liquidate any investment shall be made by the officers designated by action of the board of supervisors.
  
- (b) The board of supervisors shall invest township funds consistent with sound business practice.
  
- (c) The board of supervisors shall provide for an investment program subject to restrictions contained in this act and in any other applicable statute and any rules and regulations adopted by the board of supervisors.
  
- (d) Authorized types of investments of township funds are:
  - (1) United States Treasury bills.
  - (2) Short-term obligations of the Federal Government or its agencies or instrumentalities.
  - (3) Deposits in savings accounts or time deposits, other than certificates of deposit, or share accounts of institutions insured by the Federal Deposit Insurance Corporation, the National Credit Union Share Insurance Fund, the Pennsylvania Deposit Insurance Corporation or the Pennsylvania Savings Association Insurance Corporation, or their successor agencies, to the extent that the accounts are so insured and, for any amounts above the insured maximum, if approved collateral therefor is pledged by the depository.
  - (4) Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of

the Commonwealth or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.

- (5) Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. § 80a-1 et seq.), whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. § 77a et seq.), if the only investments of that company are in the authorized investments for township funds listed in paragraphs (1) through (4).
  - (6) Certificates of deposit purchased from institutions insured by the Federal Deposit Insurance Corporation, the National Credit Union Share Insurance Fund, the Pennsylvania Deposit Insurance Corporation or the Pennsylvania Savings Association Insurance Corporation, or their successor agencies, to the extent that the accounts are so insured. However, for any amounts above the insured maximum, the certificates of deposit shall be secured by a pledge or assignment of assets of the institution, and the collateral may include loans, including interest in pools of loans, secured by first mortgage liens on real property. Certificates of deposit purchased from commercial banks shall be limited to an amount equal to twenty percent of a bank's total capital and surplus. Certificates of deposit purchased from savings and loan associations or savings banks shall be limited to an amount equal to twenty percent of an institution's assets minus liabilities.
  - (7) Any investment authorized by 20 Pa.C.S. Ch. 73 (relating to fiduciaries investments). This paragraph is limited to investments for any pension or retirement fund.
- (e) In making investments of township funds, the board of supervisors may:
- (1) Permit assets pledged as collateral under subsection (d)(3) to be pooled under the act of August 6, 1971 (P.L.281, No.72), entitled "An act standardizing the procedures for pledges of assets to secure deposits of public funds with banking institutions pursuant to other laws; establishing a standard rule for the types, amounts and valuations of assets eligible to be used as collateral for deposits of public funds; permitting assets to be

pledged against deposits on a pooled basis; and authorizing the appointment of custodians to act as pledgees of assets."

- (2) Combine moneys from more than one fund under township control for the purchase of a single investment if each of the funds combined for the purpose is accounted for separately in all respects and the earnings from the investment are separately and individually computed and recorded and credited to the accounts from which the investment was purchased.
- (3) Join with one or more other municipal corporations, municipality authorities or school districts under the act of July 12, 1972 (P.L.762, No.180), referred to as the Intergovernmental Cooperation Law, in the purchase of a single investment if the requirements of paragraph (2) on separate accounting of individual funds and separate computation, recording and crediting of the earnings therefrom are adhered to.



# LOWER GWYNEDD TOWNSHIP POLICE DEPARTMENT

1130 N Bethlehem Pk • P.O. Box 625 • Spring House • PA • 19477-0625  
Office: (215) 646-5303 **EMERGENCIES: 911** Fax: (215) 646-8096

Chief Paul Kenny



**To:** Township Manager Mimi Gleason

**From:** Chief Paul Kenny

**Date:** October 11, 2024

**Re:** Merging of General Order 1.5 with the Township Ordinance regarding hiring of new police personnel.

I am writing to recommend taking the next step in replacing Lower Gwynedd Township Ordinance § 244.01. *Hiring procedure* with General Order 1.5 *Selection, Hiring, and Training of Police Personnel*

## **Background:**

In the last Board of Supervisors meeting on October 8, 2024, Lower Gwynedd Police General Order 1.5 *Selection, Hiring, and Training of Police Personnel* was adopted. General Order 1.5 reflects the merging of the above-mentioned Ordinance with the General Order to keep Lower Gwynedd in compliance with Act 57 requirements and the current PLEAC accreditation standards.

## **Proposed Action:**

With the revised General Order 1.5, having been adopted with all relevant sections of the Township Ordinance, the sections of the Ordinance pertaining to police hiring should now be deleted.

## **Recommended Actions:**

I suggest the following:

1. The board make a motion to adopt Ordinance 549 deleting sections deleting Sections 244.01 (police hiring) and 244.03 (background investigations) in the Township Code.

Thank you.

**LOWER GWYNEDD TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA  
BOARD OF SUPERVISORS**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF LOWER GWYNEDD TOWNSHIP, BY DELETING SECTIONS 244.01 (HIRING PROCEDURES) AND 244.03 (BACKGROUND INVESTIGATIONS) FROM TITLE SIX, CHAPTER 244; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND ALSO PROVIDING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.**

**WHEREAS**, § 1506 of the Second Class Township Code, Act of May 1, 1993, P. L. 103, No. 69, as amended by the Act of November 9, 1995, P. L. 350, No. 60, found at 53 P. S. § 66506, entitled "General Powers," authorizes the Lower Gwynedd Township Board of Supervisors ("**Board**") to make and adopt ordinances necessary for the proper management, care and control of Lower Gwynedd Township (the "**Township**"), and the maintenance of the health and welfare of the Township and its citizens; and

**WHEREAS**, § 1527 of the Second Class Township Code, found at 53 P. S. § 66527, entitled "Public Safety", *inter alia*, authorizes the Board to adopt ordinances to secure the safety of persons or property within the Township; and

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Supervisors of Lower Gwynedd Township, and it is hereby ordained and enacted by the authority of the same, to wit:

**SECTION ONE.** The Lower Gwynedd Township Code (the "**Code**"), Title Six, "Administration", shall be amended by deleting the entirety of Sections 244.01 (Hiring Procedures) and 244.03 (Background Investigations) from Chapter 244, Police.

**SECTION TWO.** Nothing in this Ordinance or in the Code, as hereby amended, shall be construed to affect any suit or proceedings in any Court, any rights acquired or liability incurred, any permit issued, or any cause of causes of action existing prior to the adoption of this Ordinance.

**SECTION THREE.** All parts and provisions of Title Six, Chapter 244, not specifically affected by the above amendments and modifications, shall remain in full force and effect.

**SECTION FOUR.** The provisions of this Ordinance are severable, and if any section, sentence, clause, part, or provision thereof shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of this court shall not affect or impair the remaining sections, sentences, clauses, parts, or provisions of this Ordinance. The intent of the Board of Supervisors is that this Ordinance would have been adopted if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision had not been included herein.

**SECTION FIVE.** This Ordinance shall take affect and be in force from and after its approval as required by law.

**ENACTED AND ORDAINED BY THE LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

***ATTEST:***

***LOWER GWYNEDD TOWNSHIP  
BOARD OF SUPERVISORS***

\_\_\_\_\_  
**MIMI GLEASON, TOWNSHIP MANAGER**

By: \_\_\_\_\_  
**DANIELLE A. DUCKETT, CHAIRPERSON**

# Memo

**To:** Board of Supervisors  
**From:** Mimi Gleason, Township Manager  
**Date:** October 11, 2024  
**Re:** RFP for ZHB Solicitor

---



**Recommended Motion: To authorize the initiation of the selection process for the Zoning Hearing Board Solicitor**

In accordance with Resolution 2023-20, which requires a review and selection process every five years for the professional service consultants that the Township uses on a regular basis, staff is requesting that the Board authorize the initiation of the selection process for the Zoning Hearing Board Solicitor. For reference, the Request for Proposals (RFP) for this position is included in the packet, along with Resolution 2023-20. The members of the Zoning Hearing Board have reviewed the RFP.

If the Board votes to start this process, the RFP will be placed on PennBID and the Township's website, and emailed to all law firms in Montgomery County with municipal law departments.

Proposals are due on November 12<sup>th</sup>. The goal is to select the ZHB Solicitor for 2025 by mid-December, well before the Board of Supervisors makes consultant appointments at your organization meeting on January 6, 2025.



**LOWER GWYNEDD TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION #2023-20**

A resolution revising the procedure for procuring professional services

**WHEREAS**, the Board of Supervisors ("**Board**") and Township Manager require the services of certain professionals to assist in the administration of Township government;

**WHEREAS**, the Second-Class Township Code, 53 P.S. 68102(h)(4), provides for the award of professional services without engaging in the public bidding process; and

**WHEREAS**, the Board believes it is in the best interest of the Township's taxpayers to ensure that its professionals provide the Township with the appropriate degree of competency and financial responsibility.

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

(1) The Township shall seek service proposals and costs for all professional service providers, not otherwise subject to the public bidding process, no less frequently than once every five (5) years.

(2) All professional service contracts shall be approved by the Board of Supervisors.

**RESOLVED**, at a duly convened meeting of the Board of Supervisors of Lower Gwynedd Township conducted on this 22 day of August, 2023.

*Attest:*

**LOWER GWYNEDD TOWNSHIP  
BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
MIMI GLEASON, TOWNSHIP MANAGER

By:   
\_\_\_\_\_  
DANIELLE A. DUCKETT, CHAIRPERSON

**LOWER GWYNEDD TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**



---

**REQUEST FOR PROPOSALS  
FOR  
ZONING HEARING BOARD SOLICITOR**

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**1. GENERAL INFORMATION**

Lower Gwynedd Township (“Township”) invites proposals for the position of Solicitor of the Lower Gwynedd Township Zoning Hearing Board (“ZHB”). The Township is seeking proposals from attorneys licensed in Pennsylvania with experience in zoning and municipal law. Although each firm’s experience and qualifications are relevant, the primary focus in the selection process will be on the individual proposed for the appointment (“Attorney”). The Township intends to select the Attorney who is most qualified and best meets the interests of the Township.

As described in more detail below, the proposal is to include evidence of the Attorney’s experience and qualifications to serve as ZHB Solicitor. Submit proposals and questions to Mimi Gleason, Township Manager, at [mgleason@lowergwynedd.org](mailto:mgleason@lowergwynedd.org).

**The submittal deadline is Tuesday, November 12, 2024 at 4:00 pm.**

**2. BACKGROUND**

Lower Gwynedd Township’s 9.4 square miles in central Montgomery County, Pennsylvania include the areas of Gwynedd, Gwynedd Valley, Penllyn and Spring House, and are home to just over 12,000 residents. The Township is a second-class township, governed by a five-member Board of Supervisors which appoints the three members of the ZHB.

A zoning hearing board is a quasi-judicial body that helps assure fair and equitable application and administration of the zoning ordinance. The zoning hearing board hears appeals from the zoning officer’s determinations and grants relief from the literal enforcement of the zoning ordinance in certain hardship situations by means of a variance. The right to appeal for relief is an important step in ensuring that due process is followed when restricting use of private property for a pre-determined public good. The zoning hearing board also hears applications for special exceptions, challenges to the substantive validity of ordinances, and appeals from certain determinations of the zoning officer.

In Lower Gwynedd, the ZHB usually meets the 2<sup>nd</sup> Thursday of the month in person in the Township Building. In 2023, the ZHB held hearings for 18 applications; through September 2024, there have been 26 applications. Jamie Worman is the Zoning Officer (and Assistant Township Manager/Director of Building & Zoning). The members of the ZHB are:

- Hank Stoebenau (serving since 2017)
- Robert Rosenthal (serving since 2019)
- Lynn Bush (serving since 2024)

### **3. SCOPE OF SERVICES**

The duties of the ZHB Solicitor include:

- attending and providing legal advice at all ZHB meetings;
- preparing legal notices for hearings;
- writing decisions with findings of facts, the conclusions based on those facts, and the reasons the conclusions were reached for all applications heard by the ZHB, regardless of whether the application is contested or denied;
- respond to appeals of ZHB decisions, including the return of record, in cooperation with the Township Solicitor; and
- assist the ZHB in any other manner where legal services may be necessary.

### **4. QUALIFICATIONS**

Qualifications of the ZHB Solicitor must include:

- being licensed to practice law in the Commonwealth of Pennsylvania and a member of the Bar in good standing,
- having a high degree of knowledge, experience, and ability in municipal and zoning law,
- performing and managing all work in a high quality, timely, and to the extent possible, cost-effective manner, and
- maintaining a high degree of professionalism and courtesy, particularly in interactions with applicants and members of the public.

### **4. PROPOSAL SUBMISSIONS**

Proposals shall include:

- a description of the experience and qualifications of the primary Attorney who would serve as the ZHB Solicitor if appointed to fulfill the scope of services described above, as well as any other key staff who may do work for the ZHB;
- a list of the Attorney's similar or related appointments with other PA municipalities;

- a list of references with contact information and a description of the services provided by the Attorney;
- a rate proposal for 2025 detailing all rates per hour and any additional expenses that would be billed;
- disclosure of actual or potential conflicts of interest with the ZHB and/or Township, and the manner in which such conflicts would be addressed; and
- a description of any litigation and/or disciplinary action the Attorney, the Attorney's firm, or any principal or employee included in response to the first bullet in this section, has been engaged in as a defendant involving their provision of professional services in the past ten years.
- a description of any ongoing investigations and/or litigation matters involving the Attorney or the Attorney's firm, its partners, shareholders, principals, officers, and any individuals employed by the firm, which relate to the performance of the Attorney or firm for the scope of services above;
- other information deemed relevant by the Attorney.

## **5. SELECTION PROCESS**

The ZHB, assisted by Township staff, will evaluate the submitted proposals, and, at their discretion, conduct interviews with some or all the submitting Attorneys. If interviews are conducted, they will take place on the morning of Wednesday, December 4, 2024 at the Lower Gwynedd Township Building.

The ZHB's intention is to select a Solicitor by December 12, 2024 to ensure the appointment can be made at the Board of Supervisors' organization meeting on January 6, 2025. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected Attorney's proposal, and any changes agreed to by the ZHB and Attorney. The Township and the ZHB reserve the right to request clarifying information subsequent to submission of any proposal.

## **6. INSURANCE**

The appointed ZHB Solicitor shall procure and maintain, in full force and effect, covering the performance of the services described in this RFP, insurance in the types and minimum amounts specified below. In addition to the insurance coverage and limits listed herein, the selected candidate shall obtain any other insurance coverage as may be required by law or as necessary to fully protect the Township's interests.

- General Liability Insurance - minimum \$1,000,000 in the aggregate and per occurrence
- Workers' Compensation and Employers' Liability Insurance
- Automobile Liability
- Professional Liability Insurance - minimum \$1,000,000 by claim and \$2,000,000 in the aggregate

Coverage for occurrences happening during the performance of services required under this agreement shall be maintained in full force and effect at all times under the applicable policies. Applicable policies shall also include "tail coverage" after the termination of representation for all work performed on behalf of the Township during the representation.

All insurance provided for in this section shall be obtained under valid and enforceable policies issued by qualified insurers which are licensed to do business in the Commonwealth of Pennsylvania. The Township requires that Certificates of Insurance evidencing the existence of such insurance be submitted to the Township at least ten (10) calendar days before work is begun and, if requested by the Township, annually during the term of representation. If the term of the selected firm's insurance coverage coincides with the calendar year, a Certificate from the expiring policy will be accepted, but a certificate evidencing renewed coverage of a new policy must be presented to the Township no later than ten (10) days after the effective date of the new policy.

The Township reserves the right to review categories and levels of insurance coverage held by the selected firm in an ongoing program of risk management. The selected firm will be notified of coverage requirements as determined by such review and the respondent agrees to secure any such requested coverage.

## **7. FINANCIAL DISCLOSURE**

The Attorney, as required by law, shall annually file with the Township a Statement of Financial Interest on the form provided by the Pennsylvania State Ethics Commissions.

## **8. FILES**

At the termination of the engagement as ZHB Solicitor, the Attorney shall promptly return to the Township all files, in paper or electronic format, complete with all documents, memos, legal research notes, correspondence and all other material contained therein, at no cost to the Township. The selected Attorney/firm shall not destroy or purge any Township files during or after the engagement as ZHB Solicitor without written authorization.

# Memo

**To:** Board of Supervisors  
**From:** Mimi Gleason, Township Manager  
**Date:** October 11, 2024  
**Re:** RFP for Labor Attorney

---



**Recommended Motion: To authorize the initiation of the selection process for Labor Attorney**

In accordance with Resolution 2023-20, which requires a review and selection process every five years for the professional service consultants that the Township uses on a regular basis, staff is requesting that the Board authorize the initiation of the selection process for the Township's Labor Attorney. For reference, the Request for Proposals (RFP) for this position is included in the packet, along with Resolution 2023-20.

If the Board votes to start this process, the RFP will be placed on PennBID and the Township's website, and emailed to all law firms in Montgomery County with public sector labor law departments.

Proposals are due on November 19<sup>th</sup>. The goal is to select the Labor Attorney for 2025 by the end of the year, in time for the Board of Supervisors to make consultant appointments at your organization meeting on January 6, 2025.



**LOWER GWYNEDD TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION #2023-20**

A resolution revising the procedure for procuring professional services

**WHEREAS**, the Board of Supervisors ("**Board**") and Township Manager require the services of certain professionals to assist in the administration of Township government;

**WHEREAS**, the Second-Class Township Code, 53 P.S. 68102(h)(4), provides for the award of professional services without engaging in the public bidding process; and

**WHEREAS**, the Board believes it is in the best interest of the Township's taxpayers to ensure that its professionals provide the Township with the appropriate degree of competency and financial responsibility.

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

(1) The Township shall seek service proposals and costs for all professional service providers, not otherwise subject to the public bidding process, no less frequently than once every five (5) years.

(2) All professional service contracts shall be approved by the Board of Supervisors.

**RESOLVED**, at a duly convened meeting of the Board of Supervisors of Lower Gwynedd Township conducted on this 22 day of August, 2023.

*Attest:*

**LOWER GWYNEDD TOWNSHIP  
BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
MIMI GLEASON, TOWNSHIP MANAGER

By:   
\_\_\_\_\_  
DANIELLE A. DUCKETT, CHAIRPERSON

**LOWER GWYNEDD TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**



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**REQUEST FOR PROPOSALS  
FOR  
LABOR ATTORNEY**

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**1. GENERAL INFORMATION**

Lower Gwynedd Township (“Township”) invites proposals from qualified law firms with experience in public sector labor and employment law to provide legal services on an as-needed basis to the Board of Supervisors (“Board”) and Township Manager (“Manager”). As described in more detail below, the proposal is to include evidence of the firm’s experience and qualifications to serve as Lower Gwynedd’s labor attorney.

Submit proposals and questions to Mimi Gleason, Township Manager, at [mgleason@lowergwynedd.org](mailto:mgleason@lowergwynedd.org).

**The submittal deadline is Tuesday, November 19, 2024 at 4:00 pm.**

**2. BACKGROUND**

Lower Gwynedd Township’s 9.4 square miles in central Montgomery County, Pennsylvania include the areas of Gwynedd, Gwynedd Valley, Penllyn and Spring House, and are home to just over 12,000 residents. The Township is a second-class township, governed by a five-member Board of Supervisors. There are currently 27 full-time and 8 part-time non-uniformed employees and 22 police officers. A collective bargaining unit represents the officers.

**3. SCOPE OF SERVICES**

The Scope of Services of the Labor Attorney includes but is not limited to the following items. Final resolution of all matters shall at all times be subject to the approval of Board of Supervisors.

- Furnish legal advice to the Board, Manager, or to staff as directed by the Manager on employment and labor-related matters.



- Represent the Township in grievance arbitration, mediation, unfair labor practice hearings, or other employment-related matters.
- Provide collective bargaining assistance, including support in the negotiation and arbitration of collective bargaining agreement, as well as other matters related to the agreement with police collective bargaining unit.
- Negotiate agreements or settlement of litigation in which the Township is involved.
- Advise the Manager on human resources-related legal issues, including the formulation and implementation of personnel policies and administration of benefits.
- Preside over or conduct employee investigations and grievance hearings and issue a written decision for each hearing, as requested.
- Attend meetings or executive sessions, and respond in a timely manner to pertinent questions, as requested by the Board or Manager
- Perform other related legal services deemed necessary or expedient by the Board or Manager.

#### **4. QUALIFICATIONS**

Qualifications of the Labor Attorney must include:

- being licensed to practice law in the Commonwealth of Pennsylvania and a member of the Bar in good standing;
- having a high degree of knowledge, experience, and ability in public sector labor and employment law;
- having extensive experience with police collective bargaining units, including the bargaining, discipline and grievance processes;
- having a strong knowledge of municipal law, including the full range of applicable state laws such as the Pennsylvania Second-Class Township Code, Right to Know Law, Sunshine Act, etc.; and
- performing and managing all work in a high quality, timely, and to the extent possible, cost-effective manner.

## 5. PROPOSAL SUBMISSIONS

### **Firm Experience and Qualifications:**

- Provide an overview of the firm and its qualifications. Include the location of the firm's primary office, as well as any other offices in Pennsylvania or other states.
- Describe the firm's relevant experience for the past ten years as Labor Attorney for municipal clients in Pennsylvania consistent with the scope of services above.
- List the firm's current or recent similar or related appointments with other PA municipalities.
- Describe the firm's equal employment opportunity policies and programs.
- Detail the firm's professional liability/malpractice insurance coverage applicable to the scope of services above; include insurance certificates summarizing such insurance coverage.
- Provide a list of municipal references with contact information and a description of the services provided by the firm.

### **Legal Services Team:**

- Specify who will serve as the lead attorney and primary point of contact if the firm is selected.
- Describe the experience and qualifications of the lead attorney to fulfill the scope of services described above.
- Describe the experience and qualifications of any other key staff who may do work for the Township, including the specific roles that each person would be expected to play.
- Provide detailed resumes for each of the attorneys whose experience is summarized above.
- Provide information about the legal services team's ability to perform on short notice and in a timely manner, including if the designated lead attorney is not available.
- Describe the team's approach to service delivery, and an explanation of how tasks and projects are managed to ensure timely response and completion.
- Include any other information about the firm or legal services team that could be relevant.

**Conflicts or Litigation:**

- Disclose and describe actual or potential conflicts of interest with the Township, and the manner in which such conflicts would be addressed.
- Describe any litigation and/or disciplinary action the firm, or any principal or employee included in the legal services team above, has been involved in as a defendant involving their provision of professional services in the past ten years.
- Describe any ongoing investigations and/or litigation matters involving the firm, its partners, shareholders, principals, officers, and any individuals employed by the firm, which relate to the performance of the firm for the scope of services above.

**Fee Proposals:**

- Provide an hourly fee proposal for the lead attorney, associates, and staff as applicable. The rate must also include what increment of time is billable. State the minimum time the firm will hold the fee proposal in effect without increases.
- List anticipated reimbursable expenses, and the rate charged for each.
- Describe any applicable rate adjustment, such as the difference between the typical versus municipal rate.

The Board reserves the right to:

- Select a proposal in its entirety or some portions thereof.
- Reject any and all proposals, in whole or in part.
- Waive irregularities.
- Request interviews from those firms determined to be in a competitive range.
- Make a final selection using criteria judged to be the maximum benefit to the Township as a whole.

**6. SELECTION PROCESS**

The Board and Manager will evaluate the submitted proposals, and, at their discretion, conduct interviews with some or all the submitting Attorneys. Candidates will be notified of an interview date as applicable.

The Board's intention is to select a Labor Attorney by the end of the year to ensure the appointment can be made at the Board of Supervisors' organization meeting on January 6, 2025. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected

firm's proposal, and any changes agreed to by the Board and the firm. The Township reserves the right to request clarifying information subsequent to submission of any proposal.

## **7. FILES**

The selected firm is expected to maintain records of all actions, suits, proceedings and matters which relate to the Township's interests in the areas of employment and labor law. At the termination of the engagement as Labor Attorney, the firm shall promptly return to the Township all files, in paper or electronic format, complete with all documents, memos, legal research notes, correspondence and all other material contained therein, at no cost to the Township. The selected firm shall not destroy or purge any Township files during or after the engagement as Labor Attorney without written authorization.

DRAFT



PROJECT	WORK PERFORMED LAST PERIOD (September 24 <sup>th</sup> to October 22 <sup>nd</sup> )	WORK TO BE PERFORMED THIS PERIOD (October 22 <sup>nd</sup> to November 26 <sup>th</sup> )
<b>GENERAL TOWNSHIP PROJECTS</b>		
1. NPDES – MS4 Reporting	<ul style="list-style-type: none"> <li>Submit MS4 Annual report and permit extension to PA DEP.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor permit status and perform work as necessary.</li> </ul>
2. Misc. Consulting Services	<ul style="list-style-type: none"> <li>Field work and reports for woodlands evaluation.</li> <li>Work on sidewalk &amp; trail plan existing connections, community nodes, and Ordinance requirements evaluation.</li> <li>Prepare proposal for Texaco property master planning.</li> <li>Coordination with WSD re: trail extension and new pedestrian crossing at Brookside &amp; Knight.</li> </ul>	<ul style="list-style-type: none"> <li>Presentation / update to Park &amp; Recreation Board for Woodlands Evaluation and Trail &amp; Sidewalk plan is scheduled for 11/19.</li> </ul>
3. Old Bethlehem Pike Bridge Replacement / Streambank Stabilization	<ul style="list-style-type: none"> <li>Finalize bid specs, plans, and anticipated schedule.</li> <li>Project to be bid for December BOS award.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor project status and perform work as necessary.</li> </ul>
4. Bethlehem Pike Pedestrian Bridges (Montco 2040 Grant)	<ul style="list-style-type: none"> <li>Grant closeout coordination.</li> </ul>	<ul style="list-style-type: none"> <li><b>Project is complete. Remove from report next month.</b></li> </ul>
5. Road Repaving Program	<ul style="list-style-type: none"> <li>Final construction observation for ultra-thin wearing course contract</li> </ul>	<ul style="list-style-type: none"> <li>Monitor project and perform work as necessary.</li> </ul>
6. Park Master Plans (Ingersoll, Pen-Ambler, Oxford) DCED Grant.	<ul style="list-style-type: none"> <li>Continue design work for next phase of improvements.</li> <li>Coordination with Township Staff, Little League, and precast building manufacturer re: design and layout of concession/restroom/press box.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting scheduled with Little League, Township, and M&amp;W precast for 10/21.</li> <li>Infiltration testing / geotechnical explorations scheduled for week of 10/21.</li> <li>Work towards finalizing building design for BOS approval by Jan 1, 2025. Building has a 6 month +/- lead time.</li> </ul>

PROJECT	WORK PERFORMED LAST PERIOD (September 24 <sup>th</sup> to October 22 <sup>nd</sup> )	WORK TO BE PERFORMED THIS PERIOD (October 22 <sup>nd</sup> to November 26 <sup>th</sup> )
<b>PRIVATE DEVELOPMENT PROJECTS</b>		
1. Saint Charles Seminary	<ul style="list-style-type: none"> <li>• Punch list construction observation.</li> <li>• Work towards cleaning up punch lists prior to winter months.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor project status and perform work as needed.</li> </ul>
2. Precision Watches	<ul style="list-style-type: none"> <li>• No work performed this period.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor project status and perform work as needed.</li> </ul>
3. Hunt Seat Drive	<ul style="list-style-type: none"> <li>• Construction observation.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor project status and perform work as needed.</li> </ul>
4. Goddard School	<ul style="list-style-type: none"> <li>• No work performed this period.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor project status and perform work as needed.</li> </ul>
5. Gwynedd Mercy Academy High School	<ul style="list-style-type: none"> <li>• Construction observation.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor project status and perform work as needed.</li> </ul>
6. GMU – Healthcare Innovation Campus	<ul style="list-style-type: none"> <li>• Construction observation and administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Construction observation.</li> <li>• Monitor project status and perform work as necessary.</li> </ul>
7. SHIP Building 14 Parking & Substation Land Development	<ul style="list-style-type: none"> <li>• Construction observation.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor project status and perform work as necessary.</li> </ul>
8. 776 Johns Lane (Hughes Subdivision)	<ul style="list-style-type: none"> <li>• Construction observation.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor project status and perform work as needed.</li> </ul>
9. ACTS (Gwynedd Estates)	<ul style="list-style-type: none"> <li>• Conditional Use plan for storm pipe encroachment into the wetland buffer recommended by PC 10/16.</li> </ul>	<ul style="list-style-type: none"> <li>• CU and amended final plan will need to be heard by BOS.</li> </ul>
10. ACTS (Spring House Estates)	<ul style="list-style-type: none"> <li>• No work performed this period.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor project status and perform work as needed.</li> </ul>

**LOWER GWYNEDD TOWNSHIP  
PROJECT STATUS REPORT  
October 2024**

**SPRING HOUSE INTERSECTION PROJECT – PHASE 2**

- Contract extended until 10/31/2024 to accommodate additional traffic signal inspection, and PennDOT required traffic signal 30-day test period.
- Traffic signal modifications to revise the phasing for left-turn movements on northbound Bethlehem Pike and westbound Norristown Road has been completed.
- 30-day test period for the traffic signal ended on 9/27/2024. PennDOT issued the final acceptance letter on 10/8/2024.
- Remaining utility poles within the project limits have been removed.
- PennDOT permit was closed out on 10/16/2024.
- Bowman coordinating with Montgomery County to close out the County permit.
- Bowman coordinating with PennDOT to close out the grant.
- Bowman coordinating with contractor to complete the final payment application.
- Balancing work order to remove unused quantities and account for as-built quantities reviewed and approved.
- Final contract total including all change orders \$54,834.15 less than original project bid.

**BETHLEHEM PIKE AND DAGER ROAD TRAFFIC SIGNAL POLE REPLACEMENTS**

- Replace two (2) traffic signal poles at the intersection based on recent traffic signal maintenance inspection report.
- Project has been awarded to Armour & Sons for the construction work. Notification of award sent to the contractor on 10/9/2024.
- Construction anticipated for Spring 2025.

**WELSH ROAD TRAFFIC SIGNAL UPGRADES**

- Traffic signal upgrades for the intersections with Evans Road and Darden Drive/Gwynedd Crossing.
- Township awarded GLG grant of \$324,640 with 20% local match requirement of \$81,160.
- Township authorized Bowman for design/permitting/construction services on 10/8/2024.
- Estimated schedule for design/permitting/bidding = 9 – 12 months, heavily dependent on PennDOT review times.
- 1<sup>st</sup> PennDOT submission to be made November 2024.

**SIDEWALK AND TRAIL PLAN**

- Kickoff meeting held on 9/28/2024.
- Compiling inventory of existing trail crossings.
- Meeting scheduled with Parks and Recreation Committee on 11/19/2024.

**PENLLYN PIKE AND TREWELLYN AVENUE/OLD PENLLYN PIKE TRAFFIC SIGNAL UPGRADES**

- Traffic signal modernization improvement project.
- DCED LSA – Statewide grant application submitted 11/30/2023.



1130 N. BETHEHEM PIKE • P.O. BOX 625 • SPRING HOUSE, PA 19477-0625 • 215-646-5302 • FAX 215-646-3357

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## Finance Memorandum

Date: October 24, 2024  
To: Mimi Gleason, Township Manager  
From: Melinda Haldeman, CPA Finance Director

RE: September 2024 LGT Financial Packet:  
❖ Fund Balances as of September 30, 2024  
❖ Summary of Cash and Investments as of September 30, 2024  
❖ YTD Budget Report with Prior Years Actuals thru September 30, 2024

### The following are items I wish to bring to your attention:

- ❖ I have added a Summary of Cash and Investments report to the monthly financial packet. This report shows the Cash Balances by Fund as of September 30, 2024, and shows the amount of deposits per Banking Institution and the Balances compared to the Reserves per Fund Balance Policy. This will be included in the Financial Packet moving forward.
- ❖ All cash account reconciliations are current through September 30, 2024
- ❖ All ARPA monies must be obligated by December 31, 2024, and paid out as of December 31, 2026. The current amount left to spend as of September 30, 2024, is \$95,336.72
- ❖ We received notification from Penn Dot that our estimated Liquid Fuels Allocation for 2025 is \$361,381.66. This payment will be received in March 2025.
- ❖ We received the Volunteer Fire Relief State Aid in September for \$137,086.34. We are issuing checks in October to Wissahickon Volunteer Fire Company Relief Fund and North Penn Volunteer Fire Co. Relief Fund in a 70%/30% allocation, respectively. Per the DCED, the monies must be distributed within 60 days of receipt.
- ❖ LGT made its annual contribution to The Community Ambulance Association of Ambler in the amount of \$30,000 in September.



**FUND BALANCE  
AND  
SUMMARY OF CASH AND INVESTMENTS**

**Lower Gwynedd Township**  
**Fund and Cash Balances as of September 30, 2024**

FUND #	FUND	FUND BALANCE @		
		01/01/2024 FINAL	(INCREASE)DECREASE THRU 09/30/2024	
		FUND BALANCE @ 09/30/2024		
01	GENERAL	-8,012,322.99	-2,070,163.13	-10,082,486.12
02	STREET LIGHT	-29,226.63	-11,898.12	-41,124.75
03	FIRE PROTECTION	-61,793.14	-49,521.36	-111,314.50
04	FIRE HYDRANT	-59,525.99	4,293.23	-55,232.76
05	RECREATION	23,901.46	-21,932.72	1,968.74
	GENERAL OPERATING FUNDS SURPLUS	-8,138,967.29	-2,149,222.10	-10,288,189.39
08	SEWER OP	-5,763,141.16	-337,639.02	-6,100,780.18
09	SEWER CAPITAL	-4,371,454.29	-167,221.25	-4,538,675.54
	SEWER FUNDS SURPLUS	-10,134,595.45	-504,860.27	-10,639,455.72
16	ACQ OPEN SPACE	-2,250,870.84	-92,771.32	-2,343,642.16
30	CAPITAL RESERVE	-4,214,533.23	-2,067,421.72	-6,281,954.95
31	STORMWATER MNGMNT	-795,605.31	-8,571.95	-804,177.26
33	TRAFFIC IMPACT	-1,819,129.36	773,244.33	-1,045,885.03
35	HIGHWAY AID	-400,571.72	-59,468.19	-460,039.91
	CAPITAL FUNDS	-9,480,710.46	-1,454,988.85	-10,935,699.31
YTD SURPLUS ALL FUNDS:			-4,109,071.22	

NEGATIVE BALANCES ARE DEPICTED IN RED

FUND BALANCE: THE FUND BALANCE IS THE CULMINATION OF INCOME NETTED AGAINST EXPENSES FROM THE INCEPTION OF THE FUND. WHEN (REVENUE) EXCEEDS EXPENSES, THE FUND BALANCE WILL BE A (CREDIT).

**Summary of Cash and Investments**  
**9/30/2024**

		9/30/2024
FUND #		Cash Balance
01	GENERAL	10,360,790.45
02	STREET LIGHT	41,857.75
03	FIRE PROTECTION	127,866.29
04	FIRE HYDRANT	67,398.93
05	RECREATION	61,601.32
	<b>GENERAL OPERATING FUNDS CASH</b>	<b>\$ 10,659,514.74</b>
08	SEWER OP	3,476,536.07
09	SEWER CAPITAL	4,542,906.85
	<b>SEWER FUNDS CASH</b>	<b>\$ 8,019,442.92</b>
16	ACQ OPEN SPACE	2,343,642.16
30	CAPITAL RESERVE	5,142,401.29
31	STORMWATER MNGMNT	831,735.66
33	TRAFFIC IMPACT	1,497,932.81
35	HIGHWAY AID	460,039.91
	<b>CAPITAL FUNDS CASH</b>	<b>\$ 10,275,751.83</b>
<b>Total Cash</b>		<b>\$ 28,954,709.49</b>

Includes ARPA

	9/30/2024
<u>Banking Institution</u>	<u>Cash Balance</u>
PLIGIT	24,697,371.50
TRUIST	4,196,814.27
CITADEL	60,523.72
	<b>\$ 28,954,709.49</b>

<u>Reserves per Fund Balance Policy</u>	<u>Reserves</u>	<u>9/30/2024</u>
	<u>Per Policy 2024</u>	<u>Cash Balance</u>
General Fund Reserves	2,573,045.00	10,360,790.45
Sewer Fund Reserves	1,296,890.00	3,476,536.07
Sewer Capital Reserves	1,000,000.00	4,542,906.85

**YTD BUDGET REPORT WITH ACTUALS  
2021/2022/2023/2024**

10/17/2024  
13:32:41

Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
FOR PERIOD 09 OF 2024

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ANNUAL 2024  
BUDGET  
CY REV  
BUDGET

ACCOUNTS FOR:  
01 GENERAL FUND

PRIOR YR3  
ACTUALS  
2021

PRIOR YR2  
ACTUALS  
2022

LAST YR  
ACTUALS  
2023

CURRENT YR  
ACTUALS  
2024

	PRIOR YR3 ACTUALS 2021	PRIOR YR2 ACTUALS 2022	LAST YR ACTUALS 2023	CURRENT YR ACTUALS 2024	BUDGET CY REV BUDGET
<b>REVENUE</b>					
301 REAL ESTATE TAXES	-961,113.29	-1,045,482.03	-1,066,256.77	-1,063,960.69	-1,075,000.00
310 LOCAL TAX ACT 511	-4,920,009.36	-6,119,275.27	-5,929,983.65	-5,862,787.46	-7,435,000.00
321 BUSINESS LICENSES & PRMTS	-233,592.04	-233,815.87	-229,215.45	-218,779.39	-291,700.00
322 NON-BUSINESS LICENSE/PRMT	-7,950.00	-11,050.00	-11,675.00	-28,230.00	-12,000.00
331 FINES	-8,779.32	-5,451.20	-7,705.61	-9,398.49	-11,500.00
341 INTEREST EARNINGS	-5,402.32	-35,172.31	-214,802.95	-299,729.72	-330,000.00
342 RENTS & ROYALTIES	-164,880.03	-169,826.41	-174,300.72	-177,246.03	-281,529.00
354 ST. CAPITAL & OP. GRANTS	.00	.00	.00	.00	-2,500.00
355 STATE SHARED REV & ENTLMT	-364,347.44	-418,221.10	-476,067.25	-516,679.65	-486,117.00
358 LOCAL GOVT ENTITLEMENT	-20,219.76	.00	.00	-17,705.38	-19,000.00
361 GEN GOVERNMENT	-36,177.53	-29,674.18	-44,341.89	-66,704.08	-40,000.00
362 PUBLIC SAFETY	-523,160.32	-523,915.21	-534,125.20	-467,280.38	-687,973.00
363 HGHWYS & STS	-3,810.00	-3,900.00	-3,990.00	-4,080.00	-4,080.00
380 MISCELLANEOUS REVENUE	-2,594.27	-47,547.72	-1,681.03	-1,217.36	-5,000.00
387 CONTRIBUTIONS & DONATIONS	-73,710.64	.00	.00	.00	-30,000.00
392 INTERFUND OPERATING TRANS	.00	-4,164.00	.00	.00	-10,394.00
<b>EXPENSE</b>					
401 EXECUTIVE	507,867.69	403,096.19	538,746.82	733,474.78	960,619.00
402 FINANCIAL ADMIN	195,272.40	178,947.20	298,561.35	229,671.25	415,092.00
403 TAX COLLECTION	74,067.86	84,204.06	84,970.69	86,292.58	112,310.00
409 BUILDNGS & PLANT	158,267.75	189,643.58	179,259.31	206,094.15	289,044.00
410 POLICE	2,518,474.80	2,732,946.28	3,060,398.70	3,071,666.74	4,674,355.96
411 FIRE	109,891.47	.00	.00	.00	137,473.00
412 AMBULANCE	33,896.00	.00	30,000.00	30,000.00	30,000.00
414 PLANING & ZONING	461,355.32	405,406.12	411,973.01	525,665.39	819,964.00
430 PW-HIGHWAY RDS STS	637,665.71	544,578.71	577,752.88	526,148.47	924,165.00
487 EMPLOYEE BENEFITS	648,136.32	297,466.72	13,251.92	36,808.10	584,158.00
492 INTERFUND OPERATING TRANS	765,000.00	1,790,000.00	600,000.00	1,217,814.04	1,345,000.00
TOTAL GENERAL FUND	-1,215,851.00	-2,021,206.44	-2,899,230.84	-2,070,163.13	-429,612.04
TOTAL REVENUES	-7,325,746.32	-8,647,495.30	-8,694,145.52	-8,733,798.63	-10,721,793.00
TOTAL EXPENSES	6,109,895.32	6,626,288.86	5,794,914.68	6,663,635.50	10,292,180.96
TOTAL 01 GENERAL FUND	-1,215,851.00	-2,021,206.44	-2,899,230.84	-2,070,163.13	-429,612.04



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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
FOR PERIOD 09 OF 2024

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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>02 STREET LIGHT FUND</b>					
301 REAL ESTATE TAXES	-15,801.91	-16,567.98	-18,220.74	-16,363.57	-19,000.00
341 INTEREST EARNINGS	-12.20	-163.05	-911.77	-1,247.94	-1,100.00
434 PW -STREET LGHTNG	6,709.28	10,421.51	7,645.42	5,713.39	13,935.00
TOTAL STREET LIGHT FUND	-9,104.83	-6,309.52	-11,487.09	-11,898.12	-6,165.00
TOTAL REVENUES	-15,814.11	-16,731.03	-19,132.51	-17,611.51	-20,100.00
TOTAL EXPENSES	6,709.28	10,421.51	7,645.42	5,713.39	13,935.00
TOTAL 02 STREET LIGHT FUND	-9,104.83	-6,309.52	-11,487.09	-11,898.12	-6,165.00

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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
FOR PERIOD 09 OF 2024

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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>03 FIRE PROTECTION FUND</b>					
301 REAL ESTATE TAXES	-181,482.39	-195,857.35	-201,104.71	-200,724.37	-202,700.00
341 INTEREST EARNINGS	-18.38	-815.14	-4,508.44	-2,822.48	-5,500.00
392 INTERFUND OPERATING TRANS	-165,000.00	-165,000.00	.00	.00	-165,000.00
480 MISC EXPENDITURES	171,247.03	184,663.46	.00	139,486.33	203,700.00
489 OTHER MISC EXP	124,509.28	15,550.00	141,121.00	14,539.16	165,000.00
TOTAL FIRE PROTECTION FUND	-50,744.46	-161,459.03	-64,492.15	-49,521.36	-4,500.00
TOTAL REVENUES	-346,500.77	-361,672.49	-205,613.15	-203,546.85	-373,200.00
TOTAL EXPENSES	295,756.31	200,213.46	141,121.00	154,025.49	368,700.00
TOTAL 03 FIRE PROTECTION FUND	-50,744.46	-161,459.03	-64,492.15	-49,521.36	-4,500.00

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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
FOR PERIOD 09 OF 2024

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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>04 FIRE HYDRANT FUND</b>					
301 REAL ESTATE TAXES	-37,172.14	-40,377.44	-39,675.61	-36,957.57	-41,650.00
341 INTEREST EARNINGS	-18.00	-466.36	-2,334.06	-2,455.57	-3,100.00
411 FIRE	32,574.72	33,401.07	39,160.62	43,706.37	50,000.00
TOTAL FIRE HYDRANT FUND	-4,615.42	-7,442.73	-2,849.05	4,293.23	5,250.00
TOTAL REVENUES	-37,190.14	-40,843.80	-42,009.67	-39,413.14	-44,750.00
TOTAL EXPENSES	32,574.72	33,401.07	39,160.62	43,706.37	50,000.00
TOTAL 04 FIRE HYDRANT FUND	-4,615.42	-7,442.73	-2,849.05	4,293.23	5,250.00



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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>05 RECREATION FUND</b>					
301 REAL ESTATE TAXES	-354,139.32	-392,119.68	-392,568.48	-396,297.09	-395,500.00
341 INTEREST EARNINGS	-113.82	-1,419.50	-8,230.55	-530.75	-12,000.00
361 GEN GOVERNMENT	-5,500.00	-6,152.50	.00	-16,252.00	-22,096.00
367 RECREATION	-9,218.00	-17,712.00	-38,065.00	-23,866.00	-67,850.00
392 INTERFUND OPERATING TRANS	.00	.00	.00	.00	-180,000.00
437 PW REPR TOOL&MAC	4,958.15	10,913.92	8,896.36	7,229.37	11,000.00
451 CULTURE-RECREATION	130,536.52	147,477.27	170,323.71	171,299.32	286,066.00
452 PARTICIPANT RECREATION	.00	.00	7,030.41	.00	19,770.00
453 RECREATION EVENTS	5,721.60	11,425.79	9,542.81	16,549.52	22,500.00
454 PARKS	216,879.40	228,910.43	279,136.51	182,175.57	300,479.00
486 INSURANCE	9,034.44	3,166.77	10,588.99	23,668.83	17,603.00
487 EMPLOYEE BENEFITS	10,682.53	10,967.58	12,563.18	14,090.51	9,972.00
TOTAL RECREATION FUND	8,841.50	-4,541.92	59,217.94	-21,932.72	-10,056.00
TOTAL REVENUES	-368,971.14	-417,403.68	-438,864.03	-436,945.84	-677,446.00
TOTAL EXPENSES	377,812.64	412,861.76	498,081.97	415,013.12	667,390.00
TOTAL 05 RECREATION FUND	8,841.50	-4,541.92	59,217.94	-21,932.72	-10,056.00

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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>08 SEWER FUND</b>					
341 INTEREST EARNINGS	-668.31	-10,893.57	-53,476.87	-15,972.22	-70,000.00
361 GEN GOVERNMENT	.00	-186.66	-50.00	.00	-100.00
364 SANITATION	-2,001,252.79	-1,930,078.98	-1,971,039.31	-2,106,129.01	-2,834,300.00
383 SPECIAL ASSESSMENTS	-1,140.04	.00	-900.00	.00	-1,000.00
392 INTERFUND OPERATING TRANS	.00	.00	.00	.00	-800,000.00
401 EXECUTIVE	12,466.78	6,188.59	-2,293.26	155.05	15,000.00
402 FINANCIAL ADMIN	17,015.78	7,947.87	15,673.94	17,404.03	27,500.00
408 ENGINEERING	8,583.23	3,841.06	4,000.00	.00	5,000.00
409 BUILDNGS & PLANT	60,534.00	62,350.00	63,600.00	63,600.00	130,000.00
429 PW-WASTEWTR COLL	864,704.50	1,097,778.16	1,187,018.31	1,531,938.30	2,991,188.00
486 INSURANCE	6,182.22	2,902.95	1,354.64	2,727.75	2,507.00
487 EMPLOYEE BENEFITS	85,895.84	76,814.17	78,986.15	68,637.08	171,342.00
492 INTERFUND OPERATING TRANS	600,000.00	604,164.00	.00	100,000.00	15,065.00
TOTAL SEWER FUND	-347,678.79	-79,172.41	-677,126.40	-337,639.02	-347,798.00
TOTAL REVENUES	-2,003,061.14	-1,941,159.21	-2,025,466.18	-2,122,101.23	-3,705,400.00
TOTAL EXPENSES	1,655,382.35	1,861,986.80	1,348,339.78	1,784,462.21	3,357,602.00
TOTAL 08 SEWER FUND	-347,678.79	-79,172.41	-677,126.40	-337,639.02	-347,798.00

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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
FOR PERIOD 09 OF 2024

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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>09 SEWER CAPITAL RESERVE</b>					
341 INTEREST EARNINGS	-976.59	-27,571.75	-142,534.09	-181,922.03	-180,000.00
392 INTERFUND OPERATING TRANS	-600,000.00	-600,000.00	.00	-100,000.00	.00
409 BUILDNGS & PLANT	5,378.50	9,149.75	.00	18,174.80	56,685.00
429 PW-WASTEWTR COLL	35,802.00	28,131.99	3,120.00	39,053.55	46,000.00
439 CONSTRUCTION & REBUILDING	16,418.32	67,956.17	28,538.41	57,472.43	439,000.00
492 INTERFUND OPERATING TRANS	.00	.00	.00	.00	800,000.00
TOTAL SEWER CAPITAL RESERVE	-543,377.77	-522,333.84	-110,875.68	-167,221.25	1,161,685.00
TOTAL REVENUES	-600,976.59	-627,571.75	-142,534.09	-281,922.03	-180,000.00
TOTAL EXPENSES	57,598.82	105,237.91	31,658.41	114,700.78	1,341,685.00
TOTAL 09 SEWER CAPITAL RESERVE	-543,377.77	-522,333.84	-110,875.68	-167,221.25	1,161,685.00

10/17/2024  
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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
FOR PERIOD 09 OF 2024

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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>16 ACQUISITION OF OPEN SPAC</b>					
341 INTEREST EARNINGS	-510.13	-14,718.92	-82,693.23	-92,771.32	-118,000.00
454 PARKS	600.00	25.00	3,712.98	.00	10,000.00
TOTAL ACQUISITION OF OPEN SPAC	89.87	-14,693.92	-78,980.25	-92,771.32	-108,000.00
TOTAL REVENUES	-510.13	-14,718.92	-82,693.23	-92,771.32	-118,000.00
TOTAL EXPENSES	600.00	25.00	3,712.98	.00	10,000.00
TOTAL 16 ACQUISITION OF OPEN SPAC	89.87	-14,693.92	-78,980.25	-92,771.32	-108,000.00



10/17/2024  
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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>30 CAPITAL RESERVE FUND</b>					
341 INTEREST EARNINGS	-6,396.59	-36,497.76	-171,196.94	-310,091.58	-230,007.00
351 FEDERAL GRANTS	.00	-603,593.36	-250,000.00	-310,980.00	.00
354 ST. CAPITAL & OP. GRANTS	.00	.00	.00	-867,819.77	-1,316,067.00
391 FIXED ASSETS PROCEEDS	.00	.00	.00	-709,980.00	-20,000.00
392 INTERFUND OPERATING TRANS	-500,000.00	-725,000.00	-600,000.00	-1,217,814.04	-200,000.00
401 EXECUTIVE	.00	.00	.00	341,734.03	762,852.00
407 DATA PROCESSING	.00	5,926.78	6,426.00	17,069.68	64,315.00
409 BUILDNGS & PLANT	82,117.53	37,849.04	19,244.29	31,237.48	386,000.00
410 POLICE	.00	11,277.26	126,578.00	135,902.90	242,000.00
430 PW-HIGHWAY RDS STS	20,976.30	.00	3,120.00	119,389.18	110,000.00
439 CONSTRUCTION & REBUILDING	97,641.30	52,495.15	40,408.33	597,346.26	1,177,000.00
454 PARKS	33,438.21	135,397.08	71,372.22	106,584.14	716,500.00
492 INTERFUND OPERATING TRANS	.00	.00	33,655.00	.00	.00
TOTAL CAPITAL RESERVE FUND	-272,223.25	-1,122,145.81	-720,393.10	-2,067,421.72	1,692,593.00
TOTAL REVENUES	-506,396.59	-1,365,091.12	-1,021,196.94	-3,416,685.39	-1,766,074.00
TOTAL EXPENSES	234,173.34	242,945.31	300,803.84	1,349,263.67	3,458,667.00
TOTAL 30 CAPITAL RESERVE FUND	-272,223.25	-1,122,145.81	-720,393.10	-2,067,421.72	1,692,593.00

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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
THRU SEPTEMBER 2021/2022/2023/2024  
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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>31 STORMWATER MANAGEMENT</b>					
341 INTEREST EARNINGS	-129.32	-2,413.35	-12,463.79	-32,793.68	-20,000.00
354 ST. CAPITAL & OP. GRANTS	.00	.00	.00	-64,497.00	-158,920.00
387 CONTRIBUTIONS & DONATIONS	-7,166.50	-85,769.50	-55,495.00	-34,727.50	-260,435.00
446 STORMWATER MANAGEMENT	14,912.34	64,092.01	34,415.84	123,446.23	478,000.00
TOTAL STORMWATER MANAGEMENT	7,616.52	-24,090.84	-33,542.95	-8,571.95	38,645.00
TOTAL REVENUES	-7,295.82	-88,182.85	-67,958.79	-132,018.18	-439,355.00
TOTAL EXPENSES	14,912.34	64,092.01	34,415.84	123,446.23	478,000.00
TOTAL 31 STORMWATER MANAGEMENT	7,616.52	-24,090.84	-33,542.95	-8,571.95	38,645.00

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Lower Gwynedd Township  
YTD BUDGET REPORT WITH PRIOR YEARS  
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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>33 TRAFFIC IMPACT FUND</b>					
341 INTEREST EARNINGS	-392.52	-9,448.63	-59,683.00	-72,817.29	-81,000.00
354 ST. CAPITAL & OP. GRANTS	.00	2,417.50	.00	-1,004,454.28	-2,416,316.00
361 GEN GOVERNMENT	-17,070.28	-79,975.00	.00	.00	-50,000.00
392 INTERFUND OPERATING TRANS	-100,000.00	-900,000.00	.00	.00	-800,000.00
433 PW -TRAFFIC	189,948.33	48,503.52	199,846.51	1,846,197.88	2,690,000.00
439 CONSTRUCTION & REBUILDING	.00	.00	10,201.18	4,318.02	665,000.00
TOTAL TRAFFIC IMPACT FUND	72,485.53	-938,502.61	150,364.69	773,244.33	7,684.00
TOTAL REVENUES	-117,462.80	-987,006.13	-59,683.00	-1,077,271.57	-3,347,316.00
TOTAL EXPENSES	189,948.33	48,503.52	210,047.69	1,850,515.90	3,355,000.00
TOTAL 33 TRAFFIC IMPACT FUND	72,485.53	-938,502.61	150,364.69	773,244.33	7,684.00

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Lower Gwynedd Township  
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ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<b>35 HIGHWAY AID FUND</b>					
341 INTEREST EARNINGS	-264.26	-4,685.42	-21,635.34	-20,116.03	-36,000.00
355 STATE SHARED REV & ENTLMT	-348,150.90	-359,978.98	-368,867.51	-368,213.97	-370,000.00
392 INTERFUND OPERATING TRANS	.00	.00	-33,655.00	.00	.00
430 PW-HIGHWAY RDS STS	36,264.99	37,144.48	6,527.77	27,200.56	30,000.00
439 CONSTRUCTION & REBUILDING	183,327.05	.00	296,793.60	301,661.25	415,000.00
TOTAL HIGHWAY AID FUND	-128,823.12	-327,519.92	-120,836.48	-59,468.19	39,000.00
TOTAL REVENUES	-348,415.16	-364,664.40	-424,157.85	-388,330.00	-406,000.00
TOTAL EXPENSES	219,592.04	37,144.48	303,321.37	328,861.81	445,000.00
TOTAL 35 HIGHWAY AID FUND	-128,823.12	-327,519.92	-120,836.48	-59,468.19	39,000.00
GRAND TOTAL	-2,483,385.22	-5,229,418.99	-4,510,231.36	-4,109,071.22	2,038,725.96



PAID INVOICES REPORT

WARRANT: 102224

TO FISCAL 2024/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
18 21ST CENTURY MEDIA NEWSPAPER, LLC	167479	10/01/24	69229		103611	P	10/22/24	01414 340	LEGAL NOTICES	1,135.02
	INVOICE: 2639496									
	167480	10/01/24	69230		103611	P	10/22/24	01401 340	LEGAL NOTICES	547.71
	INVOICE: 2846677									
	167481	10/01/24	69231		103611	P	10/22/24	01414 340	LEGAL NOTICES	911.82
	INVOICE: 2646212									
VENDOR TOTALS			19,884.71	YTD INVOICED				24,398.48	YTD PAID	2,594.55
3937 ACCESS LOCK TECHNOLOGIES INC.	167564	10/04/24	69314		103612	P	10/22/24	01409 370	R&M ALL BLDNGS	612.00
	INVOICE: 75073									
VENDOR TOTALS			1,263.64	YTD INVOICED				1,920.88	YTD PAID	612.00
3883 AMAZON CAPITAL SERVICES, INC.	167559	10/04/24	69309		103613	P	10/22/24	01401 200	OFFICE SUPPLIES	224.53
	INVOICE: 1LMC-PGTG-7MQW									
VENDOR TOTALS			8,936.35	YTD INVOICED				9,756.84	YTD PAID	224.53
2091 ARAMSCO, INC.	167519	10/04/24	69269		103614	P	10/22/24	01409 370	R&M ALL BLDNGS	63.61
	INVOICE: S6710222.001									
VENDOR TOTALS			4,706.43	YTD INVOICED				4,897.54	YTD PAID	63.61
3210 ARMOUR & SONS ELECTRIC, INC.	167573	10/22/24	69323		1013	M	10/22/24	30401 900	EXPENDITURES - ARPA FUNDS	8,186.00
	INVOICE: 09/26 & 09/30/2024									
	167573	10/22/24	69323		1013	M	10/22/24	30401 900	EXPENDITURES - ARPA FUNDS	260.00
	INVOICE: 09/26 & 09/30/2024									
	167573	10/22/24	69323		1013	M	10/22/24	30401 900	EXPENDITURES - ARPA FUNDS	245.40
	INVOICE: 09/26 & 09/30/2024									
	167573	10/22/24	69323		1013	M	10/22/24	30401 900	EXPENDITURES - ARPA FUNDS	325.00
	INVOICE: 09/26 & 09/30/2024									
	167573	10/22/24	69323		1013	M	10/22/24	30401 900	EXPENDITURES - ARPA FUNDS	1,054.80
	INVOICE: 09/26 & 09/30/2024									
	167573	10/22/24	69323		1013	M	10/22/24	30401 900	EXPENDITURES - ARPA FUNDS	1,471.00
	INVOICE: 09/26 & 09/30/2024									
	167573	10/22/24	69323		1013	M	10/22/24	30401 900	EXPENDITURES - ARPA FUNDS	2,271.40
	INVOICE: 09/26 & 09/30/2024									
VENDOR TOTALS			15,166.01	YTD INVOICED				28,979.61	YTD PAID	13,813.60
3435 AVANTI UNLIMITED, INC.	167544	10/04/24	69294		103615	P	10/22/24	01430 262	REPAIRS VEHICLES/TOOLS/MA	576.70
	INVOICE: 3985									
	167545	10/04/24	69295		103615	P	10/22/24	01430 262	REPAIRS VEHICLES/TOOLS/MA	695.00
	INVOICE: 3932									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS										
		10,297.78	YTD INVOICED					64,921.11	YTD PAID	1,271.70
500 BERGEY'S, INC.										
167495		10/04/24	69245		103616	P	10/22/24	01410 262	VEHICLE MAINTENANCE	268.31
INVOICE:		093024								
167495		10/04/24	69245		103616	P	10/22/24	01430 262	REPAIRS VEHICLES/TOOLS/MA	286.70
INVOICE:		093024								
VENDOR TOTALS		11,827.95	YTD INVOICED					13,152.68	YTD PAID	555.01
3189 BOROUGH OF NORTH WALES										
167534		10/04/24	69284		103617	P	10/22/24	03489 355	WRKS COMP INS N.PENN	8,335.00
INVOICE:		082124								
VENDOR TOTALS		.00	YTD INVOICED					8,335.00	YTD PAID	8,335.00
4049 BOUND TREE MEDICAL, LLC										
167567		10/04/24	69317		103618	P	10/22/24	01410 220	OPERATING SUPPLIES	296.85
INVOICE:		85494163								
VENDOR TOTALS		518.67	YTD INVOICED					815.52	YTD PAID	296.85
3838 BRIGHTVIEW HOLDINGS, INC.										
167557		10/04/24	69307		103619	P	10/22/24	05454 450	CONTRACTED SERVICES	7,721.00
INVOICE:		9098454								
167557		10/04/24	69307		103619	P	10/22/24	01409 370	R&M ALL BLDNGS	1,587.00
INVOICE:		9098454								
167557		10/04/24	69307		103619	P	10/22/24	31446 450	CONTRACTED SERVICES	553.00
INVOICE:		9098454								
VENDOR TOTALS		64,561.01	YTD INVOICED					74,422.01	YTD PAID	9,861.00
2612 COUNTY LINE FENCE COMPANY										
167524		10/04/24	69274		103620	P	10/22/24	01430 220	SUPPLIES PW	181.92
INVOICE:		0062399								
VENDOR TOTALS		2,082.64	YTD INVOICED					2,434.76	YTD PAID	181.92
835 DAVID A. MORGAN										
167501		10/04/24	69251		103621	P	10/22/24	01401 200	OFFICE SUPPLIES	226.00
INVOICE:		12987								
VENDOR TOTALS		1,432.77	YTD INVOICED					1,658.77	YTD PAID	226.00
129 DAVID H LIGHTKEP, INC.										
167484		10/01/24	69234		103622	P	10/22/24	01430 220	SUPPLIES PW	315.96
INVOICE:		587012								
VENDOR TOTALS		91.50	YTD INVOICED					407.46	YTD PAID	315.96



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1416 DAVIDHEISER'S INC.	167516	10/04/24	69266		103623	P	10/22/24	01410 450	CONTRACTED SERVICES	207.00
	INVOICE:	FL00648070								
VENDOR TOTALS			1,105.00	YTD INVOICED				1,596.00	YTD PAID	207.00
691 DELAWARE VALLEY WORKERS'	167500	10/04/24	69250		103624	P	10/22/24	01401 350	INSURANCE BONDING	7,437.95
	INVOICE:	AUDIT23-LGWYN								
	167500	10/04/24	69250		103624	P	10/22/24	05486 354	WORKER'S COMPENSATION	3,432.90
	INVOICE:	AUDIT23-LGWYN								
	167500	10/04/24	69250		103624	P	10/22/24	08486 354	WORKER'S COMPENSATN CNTRB	572.15
	INVOICE:	AUDIT23-LGWYN								
VENDOR TOTALS			54,555.00	YTD INVOICED				65,998.00	YTD PAID	11,443.00
3885 DENNIS GRAVINESE, JR	167571	10/04/24	69321		103625	P	10/22/24	08429 238	UNIFORMS	53.96
	INVOICE:	101824								
VENDOR TOTALS			270.95	YTD INVOICED				618.41	YTD PAID	53.96
839 DJB SPECIALTIES INC.	167502	10/04/24	69252		103626	P	10/22/24	05453 141	FALL FEST	161.20
	INVOICE:	2024-1629								
VENDOR TOTALS			1,538.27	YTD INVOICED				1,699.47	YTD PAID	161.20
3048 ELLIOTT AUTO SUPPLY CO., INC.	167531	10/04/24	69281		103627	P	10/22/24	01430 220	SUPPLIES PW	20.16
	INVOICE:	093024								
	167531	10/04/24	69281		103627	P	10/22/24	08429 370	R&M PUMP STATIONS/SEWER L	178.15
	INVOICE:	093024								
	167531	10/04/24	69281		103627	P	10/22/24	01410 262	VEHICLE MAINTENANCE	369.45
	INVOICE:	093024								
	167531	10/04/24	69281		103627	P	10/22/24	08429 262	R&M EQUIP/VEHICLES	259.74
	INVOICE:	093024								
	167531	10/04/24	69281		103627	P	10/22/24	01430 262	REPAIRS VEHICLES/TOOLS/MA	187.68
	INVOICE:	093024								
VENDOR TOTALS			6,272.73	YTD INVOICED				8,831.21	YTD PAID	1,015.18
2747 FEDEX	167525	10/04/24	69275		103628	P	10/22/24	01402 310	PROFESSIONAL SERVICES	42.40
	INVOICE:	8-644-49810								
VENDOR TOTALS			261.07	YTD INVOICED				425.19	YTD PAID	42.40
1488 FIRSTLABORATORIES, INC.	167517	10/04/24	69267		103629	P	10/22/24	01410 450	CONTRACTED SERVICES	128.55
	INVOICE:	FL00648070								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	167517	10/04/24	69267		103629	P	10/22/24	01430 450	CONTRACTED SERVICES	122.68
	INVOICE:	FL00648070								
	VENDOR TOTALS			1,162.92	YTD INVOICED			1,414.15	YTD PAID	251.23
3175 FLOUNDERS COMMUNICATIONS	167533	10/04/24	69283		103630	P	10/22/24	01409 320	COMMUNICATIONS	89.00
	INVOICE:	341103-US20								
	VENDOR TOTALS			6,203.52	YTD INVOICED			6,512.13	YTD PAID	89.00
67 GENUINE PARTS COMPANY	167483	10/01/24	69233		103631	P	10/22/24	01430 220	SUPPLIES PW	18.99
	INVOICE:	093024								
	167483	10/01/24	69233		103631	P	10/22/24	01430 262	REPAIRS VEHICLES/TOOLS/MA	421.72
	INVOICE:	093024								
	VENDOR TOTALS			1,025.61	YTD INVOICED			1,477.70	YTD PAID	440.71
1191 GEORGE ALLEN PORTABLE TOILETS, INC.	167504	10/04/24	69254		103632	P	10/22/24	01409 370	R&M ALL BLDNGS	126.00
	INVOICE:	I225474								
	167505	10/04/24	69255		103632	P	10/22/24	05454 450	CONTRACTED SERVICES	166.00
	INVOICE:	I228234								
	167506	10/04/24	69256		103632	P	10/22/24	05454 450	CONTRACTED SERVICES	166.00
	INVOICE:	I228235								
	167507	10/04/24	69257		103632	P	10/22/24	05454 450	CONTRACTED SERVICES	166.00
	INVOICE:	I228232								
	167508	10/04/24	69258		103632	P	10/22/24	05454 450	CONTRACTED SERVICES	166.00
	INVOICE:	I228233								
	VENDOR TOTALS			6,227.50	YTD INVOICED			7,017.50	YTD PAID	790.00
3626 GEORGE DAVID FRITZ	167553	10/04/24	69303		103633	P	10/22/24	01410 262	VEHICLE MAINTENANCE	545.70
	INVOICE:	1-GS24392								
	VENDOR TOTALS			4,744.88	YTD INVOICED			5,290.58	YTD PAID	545.70
1619 GILMORE & ASSOCIATES	167518	10/04/24	69268		103634	P	10/22/24	01414 313	ENGINEERING	15,744.04
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	09439 000	INFRASTRUCTURE REBUILDING	4,595.00
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	30439 300	PROFESSIONAL SERVICES	1,477.00
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	30454 600	PARK IMPROVEMENTS	2,830.00
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	30439 722	PEDESTRIAN BRIDGES	1,672.60
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	30439 721	OLD BETHLEHEM PIKE CULVER	2,812.50



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	31446 001	COMPLIANCE REQUIREMENTS	895.00
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	31446 101	SWM PROJECTS	7,490.00
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	31446 450	CONTRACTED SERVICES	708.21
	INVOICE:	091924								
	167518	10/04/24	69268		103634	P	10/22/24	01147 000	LEGAL&ENGINEER	30,025.13
	INVOICE:	091924								
	VENDOR TOTALS		534,512.74	YTD INVOICED				679,942.32	YTD PAID	68,249.48
542	HAJOCA CORPORATION									
	167496	10/04/24	69246		103635	P	10/22/24	01409 370	R&M ALL BLDNGS	37.54
	INVOICE:	S034313858.001								
	VENDOR TOTALS		830.64	YTD INVOICED				1,175.78	YTD PAID	37.54
380	HIGHWAY MATERIALS, INC.									
	167489	10/04/24	69239		103636	P	10/22/24	01430 370	R&M PW	545.36
	INVOICE:	390226								
	VENDOR TOTALS		2,811.51	YTD INVOICED				4,148.70	YTD PAID	545.36
425	HORSHAM CAR WASH INC.									
	167491	10/04/24	69241		103637	P	10/22/24	01410 262	VEHICLE MAINTENANCE	144.00
	INVOICE:	943								
	VENDOR TOTALS		1,614.98	YTD INVOICED				2,141.98	YTD PAID	144.00
4077	IPROMOTEU.COM, INC.									
	167568	10/04/24	69318		103638	P	10/22/24	01401 187	STAFF ENGAGEMENT	1,085.98
	INVOICE:	2325019PGL								
	VENDOR TOTALS		.00	YTD INVOICED				1,085.98	YTD PAID	1,085.98
3323	JOSEPH P. GROARKE									
	167542	10/04/24	69292		103639	P	10/22/24	01414 311	PROF SERV- UCC INSPECTING	1,628.00
	INVOICE:	100924								
	VENDOR TOTALS		12,913.00	YTD INVOICED				16,243.00	YTD PAID	1,628.00
3358	KEYSTONE MUNICIPAL SERVICES, INC.									
	167543	10/04/24	69293		103640	P	10/22/24	01414 311	PROF SERV- UCC INSPECTING	7,592.00
	INVOICE:	38046								
	VENDOR TOTALS		124,118.25	YTD INVOICED				159,194.75	YTD PAID	7,592.00
1287	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.									
	167510	10/04/24	69260		103641	P	10/22/24	01401 430	TECHNOLOGY	714.00
	INVOICE:	110017948								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	167511	10/04/24	69261		103641	P	10/22/24	01401 430	TECHNOLOGY	3,046.49
	INVOICE: 1107693									
	167511	10/04/24	69261		103641	P	10/22/24	08429 430	TECHNOLOGY	1,015.50
	INVOICE: 1107693									
	167512	10/04/24	69262		103641	P	10/22/24	01401 430	TECHNOLOGY	1,470.00
	INVOICE: 110017972									
	VENDOR TOTALS		59,043.23	YTD INVOICED				71,824.65	YTD PAID	6,245.99
363 M.C.A.T.O.	167487	10/04/24	69237		103642	P	10/22/24	01401 420	TRAINING/DUES/SUBS	325.00
	INVOICE: 101724									
	VENDOR TOTALS		121.00	YTD INVOICED				446.00	YTD PAID	325.00
4000 MARK MANJARDI	167566	10/04/24	69316		103643	P	10/22/24	01414 314	PROF SERV- LEGAL (ZHB)	560.00
	INVOICE: 100724									
	VENDOR TOTALS		4,620.00	YTD INVOICED				6,200.00	YTD PAID	560.00
779 MARTIN STONE QUARRIES INC.	167570	10/04/24	69320		103644	P	10/22/24	05454 370	R&M PARKS	584.06
	INVOICE: 246155									
	VENDOR TOTALS		.00	YTD INVOICED				584.06	YTD PAID	584.06
366 MATTHEW BENDER & COMPANY, INCORPORATED	167488	10/04/24	69238		103645	P	10/22/24	01410 420	TRAINING/DUES/SUBS	76.08
	INVOICE: 0000628116									
	VENDOR TOTALS		.00	YTD INVOICED				76.08	YTD PAID	76.08
3646 MCDONALD UNIFORM COMPANY, INC.	167554	10/04/24	69304		103646	P	10/22/24	01410 238	UNIFORMS	59.30
	INVOICE: 234724									
	VENDOR TOTALS		20,183.79	YTD INVOICED				23,105.22	YTD PAID	59.30
3915 MONTGOMERY COUNTY PLANNING COMMISSION	167560	10/04/24	69310		103647	P	10/22/24	30401 700	ADMIN. CAP. PURCHASES	6,489.00
	INVOICE: NO. 4									
	VENDOR TOTALS		6,489.00	YTD INVOICED				12,978.00	YTD PAID	6,489.00
689 MONTGOMERY COUNTY LAW LIBRARY	167498	10/04/24	69248		103648	P	10/22/24	01401 340	LEGAL NOTICES	25.00
	INVOICE: 101724									
	167499	10/04/24	69249		103648	P	10/22/24	01401 340	LEGAL NOTICES	25.00
	INVOICE: 10172024									

# Lower Gwynedd Township



## PAID INVOICES REPORT

WARRANT: 102224

TO FISCAL 2024/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		150.00 YTD INVOICED						200.00 YTD PAID		50.00
140 NORTH WALES WATER AUTHORITY	167485	10/04/24	69235		103649	P	10/22/24	08429 450	CONTRACTED SERVICES	1,896.00
INVOICE: SALES0002531										
VENDOR TOTALS		68,442.73 YTD INVOICED						75,513.98 YTD PAID		1,896.00
1165 OFFICE BASICS INC	167509	10/04/24	69259		103650	P	10/22/24	01401 200	OFFICE SUPPLIES	159.38
INVOICE: I-2586046										
VENDOR TOTALS		133.75 YTD INVOICED						293.13 YTD PAID		159.38
3229 ORSINI AUTO REPAIR, INC.	167537	10/04/24	69287		103651	P	10/22/24	01410 262	VEHICLE MAINTENANCE	10,401.86
INVOICE: 14063 2024										
167538	10/04/24	69288		103651	P	10/22/24	01410 262	VEHICLE MAINTENANCE	41.39	
INVOICE: 14097 2024										
167539	10/04/24	69289		103651	P	10/22/24	01410 262	VEHICLE MAINTENANCE	41.39	
INVOICE: 14223										
VENDOR TOTALS		5,790.91 YTD INVOICED						16,275.55 YTD PAID		10,484.64
596 PA ONE CALL SYSTEM, INC.	167497	10/04/24	69247		103652	P	10/22/24	08429 450	CONTRACTED SERVICES	481.51
INVOICE: 0001070215										
VENDOR TOTALS		1,304.40 YTD INVOICED						2,248.29 YTD PAID		481.51
1399 PAYCHEX OF NEW YORK, LLC	167514	10/04/24	69264		103653	P	10/22/24	01402 310	PROFESSIONAL SERVICES	269.77
INVOICE: 6719877										
VENDOR TOTALS		168.43 YTD INVOICED						438.20 YTD PAID		269.77
5 PECO - PAYMENT PROCESSING	167451	10/08/24	69201		103654	P	10/22/24	01430 360	UTILITIES	223.35
INVOICE: 5028407000 100824										
167452	09/27/24	69202		103654	P	10/22/24	02434 383	R/M WISTER WOOD DISTRICT	6.36	
INVOICE: 3397391222 092724										
167453	09/30/24	69203		103654	P	10/22/24	02434 374	R/M WOODDED POND DISTRICT	7.61	
INVOICE: 2658111222 093024										
167454	09/30/24	69204		103654	P	10/22/24	02434 379	R/M GWYNEDD RESERVE DISTR.	7.64	
INVOICE: 9503468000 100324										
167455	10/08/24	69205		103654	P	10/22/24	02434 382	R/M GWYNN OAKS DISTRICT	7.65	
INVOICE: 6075873000 100824										
167456	10/03/24	69206		103654	P	10/22/24	05454 360	UTILITIES	12.52	
INVOICE: 0548354000 100324										
167457	10/03/24	69207		103654	P	10/22/24	01430 360	UTILITIES	24.20	



PAID INVOICES REPORT

WARRANT: 102224

TO FISCAL 2024/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	8230313000	093024								
167458	10/03/24	69208			103654	P	10/22/24	05454 360	UTILITIES	25.32
INVOICE:	3270531222	100324								
167459	10/03/24	69209			103654	P	10/22/24	02434 380	R/M GWYNN CREST DISTRICT	26.67
INVOICE:	7712968000	100224								
167460	10/08/24	69210			103654	P	10/22/24	02434 381	R/M WALNUT FARMS DISTRICT	26.71
INVOICE:	0457866000	100824								
167461	09/30/24	69211			103654	P	10/22/24	05454 360	UTILITIES	27.70
INVOICE:	8666762000	093024								
167462	09/30/24	69212			103654	P	10/22/24	02434 376	R/M POLO CLUB DISTRICT	28.19
INVOICE:	38400077000	093024								
167463	09/30/24	69213			103654	P	10/22/24	02434 375	R/M FOXFIELD RESERVE DIST	33.37
INVOICE:	4934981222	093024								
167464	10/04/24	69214			103654	P	10/22/24	05454 360	UTILITIES	34.40
INVOICE:	6865873000	100424								
167465	10/08/24	69215			103654	P	10/22/24	02434 378	R/M CEDAR HILL EST DISTRI	38.28
INVOICE:	0671309000	100824								
167466	10/04/24	69216			103654	P	10/22/24	08429 360	UTILITIES	40.07
INVOICE:	3161783000	100424								
167467	10/03/24	69217			103654	P	10/22/24	01409 360	UTILITIES	42.19
INVOICE:	1975632000	100324								
167468	10/03/24	69218			103654	P	10/22/24	05454 360	UTILITIES	45.60
INVOICE:	4325804000	100324								
167469	10/03/24	69219			103654	P	10/22/24	05454 360	UTILITIES	48.77
INVOICE:	8946494000	100424								
167470	10/04/24	69220			103654	P	10/22/24	05454 360	UTILITIES	49.58
INVOICE:	5210869000	100424								
167471	10/04/24	69221			103654	P	10/22/24	01409 360	UTILITIES	118.92
INVOICE:	7019523333	100324								
167472	09/30/24	69222			103654	P	10/22/24	02434 377	R/M BETHLEHEM DISTRICT	151.35
INVOICE:	990938000	093024								
167473	09/30/24	69223			103654	P	10/22/24	02434 372	R/M PENLLYN DISTRICT	159.68
INVOICE:	3931524000	093024								
167474	09/30/24	69224			103654	P	10/22/24	02434 371	R/M PEN AMBLER DISTRICT	209.53
INVOICE:	8029443000	093024								
167475	09/30/24	69225			103654	P	10/22/24	05454 360	UTILITIES	231.45
INVOICE:	5759811222	100824								
167476	10/01/24	69226			103654	P	10/22/24	01430 360	UTILITIES	336.39
INVOICE:	6692667000	100124								
167477	10/01/24	69227			103654	P	10/22/24	05454 360	UTILITIES	357.26
INVOICE:	4161911222	100424								
167478	10/01/24	69228			103654	P	10/22/24	01409 360	UTILITIES	1,700.65
INVOICE:	1665558000	100724								
167569	10/04/24	69319			103654	P	10/22/24	08429 360	UTILITIES	665.63
INVOICE:	5166383000	100424								
VENDOR TOTALS		58,217.44 YTD INVOICED		76,023.19 YTD PAID		4,687.04				
1339	RAZZI'S RADIATOR & AIR									
167513	10/04/24	69263			103655	P	10/22/24	08429 262	R&M EQUIP/VEHICLES	333.75
	INVOICE:	35799								



PAID INVOICES REPORT

WARRANT: 102224

TO FISCAL 2024/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		700.00 YTD INVOICED		1,033.75 YTD PAID		333.75				
3514 RELIEF ASSOCIATION OF NORTH PENN VOLUNTEER FIRE CO	167548	10/04/24	69298		103656	P	10/22/24	01411 000	VOL.FIRE RELIEF AID CONTR	41,125.90
INVOICE: 101824										
VENDOR TOTALS		.00 YTD INVOICED		41,125.90 YTD PAID		41,125.90				
3458 REMCO, INC.	167546	10/04/24	69296		103657	P	10/22/24	01409 370	R&M ALL BLDNGS	3,058.34
INVOICE: 746268										
VENDOR TOTALS		25,699.54 YTD INVOICED		30,764.85 YTD PAID		3,058.34				
452 RHOADS GARDEN	167492	10/04/24	69242		103658	P	10/22/24	31446 104	TREE GIVEAWAY	1,035.00
INVOICE: 31213										
VENDOR TOTALS		.00 YTD INVOICED		1,995.00 YTD PAID		1,035.00				
1166 RICHARD H. LUTZ & SONS INC.	167503	10/04/24	69253		103659	P	10/22/24	01430 370	R&M PW	261.00
INVOICE: 107993										
VENDOR TOTALS		330.00 YTD INVOICED		765.00 YTD PAID		261.00				
2607 RICOH USA INC	167523	10/04/24	69273		103660	P	10/22/24	01401 430	TECHNOLOGY	403.98
INVOICE: 588485612										
167523	10/04/24	69273		103660	P	10/22/24	01401 450	CONTRACTED SERVICES	178.14	
INVOICE: 588485612										
VENDOR TOTALS		7,691.35 YTD INVOICED		9,750.11 YTD PAID		582.12				
2460 SANG CHUL LEE	167520	10/04/24	69270		103661	P	10/22/24	01410 238	UNIFORMS	154.60
INVOICE: 2849										
VENDOR TOTALS		578.15 YTD INVOICED		794.70 YTD PAID		154.60				
3926 SANTINO CARLOMAGNO	167561	10/04/24	69311		103662	P	10/22/24	01430 238	CLOTHING & UNIFORMS	13.44
INVOICE: 101824										
167561	10/04/24	69311		103662	P	10/22/24	08429 238	UNIFORMS	4.48	
INVOICE: 101824										
167562	10/04/24	69312		103662	P	10/22/24	01430 238	CLOTHING & UNIFORMS	104.25	
INVOICE: 10182024										
167562	10/04/24	69312		103662	P	10/22/24	08429 238	UNIFORMS	34.75	
INVOICE: 10182024										

PAID INVOICES REPORT

WARRANT: 102224

TO FISCAL 2024/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		164.93 YTD INVOICED			496.77 YTD PAID			156.92		
3871 SHAHIDA MALIK	167558	10/04/24	69308		103663	P	10/22/24	31446 104	TREE GIVEAWAY	11,720.00
	INVOICE:	2024-165								
VENDOR TOTALS		.00 YTD INVOICED			11,720.00 YTD PAID			11,720.00		
226 SHERWIN-WILLIAMS COMPANY	167486	10/04/24	69236		103664	P	10/22/24	01430 370	R&M PW	401.85
	INVOICE:	9125-8								
VENDOR TOTALS		12,096.22 YTD INVOICED			14,942.86 YTD PAID			401.85		
3733 STAPLES	167555	10/04/24	69305		103665	P	10/22/24	01401 200	OFFICE SUPPLIES	72.71
	INVOICE:	7002203151								
	167556	10/04/24	69306		103665	P	10/22/24	01401 200	OFFICE SUPPLIES	87.98
	INVOICE:	7002285461								
VENDOR TOTALS		3,930.43 YTD INVOICED			5,074.67 YTD PAID			160.69		
3288 TUSTIN MECHANICAL SERVICES	167541	10/04/24	69291		103666	P	10/22/24	01409 370	R&M ALL BLDNGS	246.00
	INVOICE:	930018075								
VENDOR TOTALS		1,924.00 YTD INVOICED			2,405.00 YTD PAID			246.00		
473 UNITED RENTALS (NORTH AMERICA), INC	167493	10/04/24	69243		103667	P	10/22/24	01430 262	REPAIRS VEHICLES/TOOLS/MA	9.33
	INVOICE:	239944161-001								
	167494	10/04/24	69244		103668	P	10/22/24	05453 300	EVENTS	552.00
	INVOICE:	239955216-001								
VENDOR TOTALS		1,779.23 YTD INVOICED			2,340.56 YTD PAID			561.33		
2906 US BANK	167528	10/04/24	69278		103669	P	10/22/24	01410 311	PROF. SERVICES - PENSION,	108.62
	INVOICE:	14439636								
	167529	10/04/24	69279		103669	P	10/22/24	01410 311	PROF. SERVICES - PENSION,	456.87
	INVOICE:	14439205								
	167530	10/04/24	69280		103669	P	10/22/24	01402 310	PROFESSIONAL SERVICES	171.60
	INVOICE:	14439927								
VENDOR TOTALS		4,980.17 YTD INVOICED			7,073.11 YTD PAID			737.09		
40 VERIZON	167482	10/01/24	69232		103670	P	10/22/24	01409 320	COMMUNICATIONS	373.02
	INVOICE:	2156461633 092424								

PAID INVOICES REPORT

WARRANT: 102224

TO FISCAL 2024/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		6,869.69 YTD INVOICED						8,022.06 YTD PAID		373.02
3202 VERIZON BUSINESS NETWORK SERVICES, INC.	167535	10/04/24	69285		103671	P	10/22/24	01409 320	COMMUNICATIONS	1,121.21
	INVOICE:	Z9933783								
VENDOR TOTALS		11,091.06 YTD INVOICED						12,855.46 YTD PAID		1,121.21
3092 VERIZON WIRELESS	167532	10/04/24	69282		103672	P	10/22/24	01401 320	COMMUNICATION	331.90
	INVOICE:	9975263731								
	167532	10/04/24	69282		103672	P	10/22/24	01410 320	COMMUNICATIONS	760.82
	INVOICE:	9975263731								
	167532	10/04/24	69282		103672	P	10/22/24	01430 320	COMMUNICATION	128.75
	INVOICE:	9975263731								
	167532	10/04/24	69282		103672	P	10/22/24	05451 320	COMMUNICATION	66.91
	INVOICE:	9975263731								
	167532	10/04/24	69282		103672	P	10/22/24	08429 320	COMMUNICATIONS	328.85
	INVOICE:	9975263731								
VENDOR TOTALS		15,699.02 YTD INVOICED						20,122.58 YTD PAID		1,617.23
3932 VIQ SOLUTIONS, INC.	167563	10/04/24	69313		103673	P	10/22/24	01410 222	DETECTIVE OPERATING SUPPL	84.35
	INVOICE:	VIQU6004								
VENDOR TOTALS		.00 YTD INVOICED						84.35 YTD PAID		84.35
3565 W.B. MASON COMPANY	167550	10/04/24	69300		103674	P	10/22/24	01401 200	OFFICE SUPPLIES	18.41
	INVOICE:	249705805								
	167551	10/04/24	69301		103674	P	10/22/24	01410 222	DETECTIVE OPERATING SUPPL	172.94
	INVOICE:	249507891								
	167552	10/04/24	69302		103674	P	10/22/24	01401 200	OFFICE SUPPLIES	145.72
	INVOICE:	249689181								
VENDOR TOTALS		2,672.02 YTD INVOICED						3,424.50 YTD PAID		337.07
2511 WEST PUBLISHING CORPORATION	167522	10/04/24	69272		103675	P	10/22/24	30410 705	POLICE PCCD GRANT EXP	157.50
	INVOICE:	850878074								
VENDOR TOTALS		1,350.00 YTD INVOICED						1,807.50 YTD PAID		157.50
3515 WISSAHICKON FIREFIGHTERS RELIEF ASSOCIATION AMBLER	167549	10/04/24	69299		103676	P	10/22/24	01411 000	VOL.FIRE RELIEF AID CONTR	95,960.44
	INVOICE:	101824								
VENDOR TOTALS		.00 YTD INVOICED						95,960.44 YTD PAID		95,960.44



PAID INVOICES REPORT

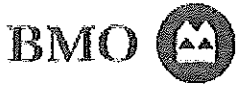
WARRANT: 102224

TO FISCAL 2024/09 01/01/2024 TO 12/31/2024

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
395 WISSAHICKON SCHOOL DISTRICT	167490	10/04/24	69240		103677	P	10/22/24	05453 141	FALL FEST	701.08
	INVOICE: 3728									
VENDOR TOTALS		318,694.41 YTD INVOICED		319,395.49 YTD PAID						701.08
1364 ZEP MANUFACTURING CO.	167515	10/04/24	69265		103678	P	10/22/24	01430 220	SUPPLIES PW	543.00
	INVOICE: 9010328311									
VENDOR TOTALS		603.14 YTD INVOICED		1,146.14 YTD PAID						543.00
									REPORT TOTALS	326,470.73

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	68	312,657.13
TOTAL MANUAL CHECKS	1	13,813.60

\*\* END OF REPORT - Generated by Mary Trocino \*\*



3044

Wire 496  
received 9/5/24

### Statement

Account Name: BILLING ACCOUNT 030522 Card Number: xxxx-xxxx-xxxx-0522  
 Company Name: LOWER GWYNEDD TOWNSHIP Account Limit: \$ 20,000.00  
 Employee ID: 772190000032397 Available Credit: \$ 14,409.96  
 Statement Date (MM/DD/YYYY): 08/27/2024 Currency: U.S. DOLLAR  
 Payment Due Date (MM/DD/YYYY): 09/23/2024

### Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance: \$ 5,456.40  
 Payments: \$ -5,456.40  
 Adjustments: \$ 0.00  
 Net Purchases: \$ 5,590.04  
 Cash Advance: \$ 0.00  
 Fees: \$ 0.00  
 Other Charges: \$ 0.00  
 New Account Balance: \$ 5,590.04

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-0522 BILLING ACCOUNT 030522					
08/05	08/05 544364907	AUTOMATIC PYMT RECEIVED	\$ -5,456.40	\$ 0.00	\$ -5,456.40

TOTAL CREDITS xxxx-xxxx-xxxx-0522 \$ -5,456.40  
 TOTAL DEBITS xxxx-xxxx-xxxx-0522 \$ 0.00

### Card Number xxxx-xxxx-xxxx-2252 KENNY, PAUL D

07/29	07/30 543746976	GEORGES MARKET AT DRES DRESHER PA	01410.220 \$ 483.38 031552	\$ 29.01	\$ 512.39 ✓
07/29	07/30 543746992	GEORGES MARKET AT DRES DRESHER PA	01410.220 \$ 677.21 099551	\$ 40.64	\$ 717.85 ✓
07/30	07/31 543913274	DD DOORDASH DUNKIN 8559731040 CA	01410.420 \$ 121.89 000445	\$ 10.51 (e)	\$ 132.40
07/31	08/01 544039803	4IMPRINT, INC 4IMPRINT.COM WI	01410 480 \$ 2,493.88 058415	\$ 0.00	\$ 2,493.88 ✓
08/20	08/21 546986809	PAYPAL COLORADORUG 4029357733 CA	30410.700 \$ -183.28 075487	\$ -16.72 (e)	\$ -200.00 ✓
08/27	08/27 547854153	JONES & BARTLETT LEARN 8008320034 MA	01410.420 \$ 295.76 085928	\$ 18.49 (e)	\$ 314.25 ✓

TOTAL CREDITS xxxx-xxxx-xxxx-2252 \$ -200.00  
 TOTAL DEBITS xxxx-xxxx-xxxx-2252 \$ 4,170.77

Card Number xxxx-xxxx-xxxx-6926 WORMAN, JAMIE P.

07/27	07/29 543367388	AMAZON.COM RV19K2XN2 SEATTLE WA	01409.220 031377	\$ 75.24	\$ 0.00	\$ 75.24 ✓
07/31	08/01 544039804	AMZN MKTP US RF5N88LR2 AMZN.COM/BILL WA	01410.220 024742	\$ 377.38	\$ 0.00	\$ 377.38 ✓
08/21	08/22 547104365	EIG CONSTANTCONTACT.CO WALTHAM MA	01401.450 027779	\$ 81.00	\$ 0.00	\$ 81.00 ✓

TOTAL CREDITS xxxx-xxxx-xxxx-6926 \$ 0.00  
 TOTAL DEBITS xxxx-xxxx-xxxx-6926 \$ 533.62

Card Number xxxx-xxxx-xxxx-3833 ZOLLERS, FRED

07/26	07/29 543367387	STAPLES 00100818 NORTH WALES PA	01430.220 039059	\$ 49.66	\$ 0.00	\$ 49.66 ✓
08/02	08/05 544403031	GIANT 6510 SPRING HOUSE PA	01409.220 036354	\$ 15.09	\$ 0.91 (e)	\$ 16.00 ✓
08/07	08/08 545087430	ISA ATLANTA GA	05454.420 022636	\$ 125.29	\$ 9.71 (e)	\$ 135.00 ✓
08/07	08/08 545087501	FOCUS ON TRAINING USA QUAKERTOWN PA	01430.460 \$ 510 05454.460 \$ 340 020250	\$ 801.88	\$ 48.12	\$ 850.00 ✓
08/15	08/16 546276101	SQ CELL DOC - MONTGOM NORTH WALES PA	01430.220 043379	\$ 32.78	\$ 2.21	\$ 34.99 ✓

TOTAL CREDITS xxxx-xxxx-xxxx-3833 \$ 0.00  
 TOTAL DEBITS xxxx-xxxx-xxxx-3833 \$ 1,085.65

VENDOR #	NAME	ADDRESS	CITY	ST	ZIP
4073	SUSAN HARRIS	816 DOWLIN FORGE ROAD	DOWNINGTOWN	PA	19335
4074	MARTIN N KECK	8224 S. SHADWELL CIRCLE	FRANKLIN	WI	53132
4075	LYNN HOFFMAN	1097 BUTLER PIKE	BLUE BELL	PA	19422
4076	HUMPTYS FOOD GROUP, LLC	277 N KENSWICK AVENUE	GLENSIDE	PA	19038
4077	IPROMOTEU.COM, INC.	P.O. BOX 200896	PITTSBURGH	PA	15251-0896
4078	EDWIN CARRERO				
4079	SIGNALSCAPE	200 REGENCY FOREST DRIVE	CARY	NC	27518
4080	JESSICA REINSET	492 SILVER AVENUE	SOUTHAMPTON	PA	18966
4081	THE PENNSYLVANIA HORTICULTURAL SOCIETY	100 NORTH 20TH STREET	PHILADELPHIA	PA	19103

**LOWER GWYNEDD TOWNSHIP  
SUPERVISOR LIAISON REPORT OF  
VOLUNTEER COMMISSION MEETING HIGHLIGHTS**

Board/Commission	Environmental Advisory Council
Members/Terms	5-7 residents, 3-year terms appointed by the BOS
Meeting Schedule	2 <sup>nd</sup> Wednesday of each month, 7:00 pm
Supervisor Liaison(s)	Tessie McNeely, Danielle Duckett
Staff Liaison	Sandi Feight-Hicks
Minute Taker	Jen O'Brien

**MEETING HIGHLIGHTS**

Meeting Date	October 9, 2024
<b>Decisions/Recommendations</b>	
<b>Major Discussion Items</b>	
<ul style="list-style-type: none"> <li>• EAC tasked with developing skill sets for members and criteria for an RF100 committee as per BoS joint meeting in Feb. 2024 .</li> <li>• Single Use Plastics – tasked with continuing to gather information, seek input from business owners and provide education.</li> <li>• Internal program handbook - Rea will be sending out information once again for a final.</li> </ul>	

Next Meeting	November 13, 2024
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NOTE: This form notes significant highlights from a public board or commission meeting; it does not supplement or replace the official minutes of the meeting. Minutes are posted on the Township's website on the "Meetings" page. This form is included in the Board of Supervisor's meeting packet, which also is posted on the "Meetings" page.



**LOWER GWYNEDD TOWNSHIP  
SUPERVISOR LIAISON REPORT OF  
VOLUNTEER COMMISSION MEETING HIGHLIGHTS**

Board/Commission	Parks & Recreation Board
Members/Terms	7 residents, 5-year terms appointed by the BOS
Meeting Schedule	3 <sup>rd</sup> Tuesday of the Month, 6:00 p.m.
Supervisor Liaison(s)	Janine Martin
Staff Liaison	Sandi Feight-Hicks
Minute Taker	Harry Hellerman, Secretary

**MEETING HIGHLIGHTS**

Meeting Date	Tuesday, October 15, 2024
<b>Decisions/Recommendations</b>	
<b>Major Discussion Items</b>	
<ul style="list-style-type: none"> <li>• Former Texaco lot, the idea of a digital message board was tabled. The board was tasked with coming up with ideas for the area so it could be relayed to Gilmore for a proposal.</li> <li>• The board discussed the 2025 concerts and special events. Staff was asked to come up with dates for events for the next meeting.</li> </ul>	

Next Meeting	Tuesday, November, 19, 2024
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**LOWER GWYNEDD TOWNSHIP  
SUPERVISOR LIAISON REPORT OF  
VOLUNTEER COMMISSION MEETING HIGHLIGHTS**

Board/Commission	PLANNING COMMISSION
Members/Terms	CRAIG MELOGRANO, CHAIR - TERM EXPIRES: 12/31/2025 RICH VALIGA, VICE-CHAIR - TERM EXPIRES: 12/31/2027 MAUREEN NUNN – TERM EXPIRES: 12/31/2027 CRAIG ADAMS – TERM EXPIRES: 12/31/2024 RUSTY BEARDSLEY - TERM EXPIRES: 12/31/2025 MIKE MROZINSKI – TERM EXPIRES: 12/31/2024 DANIELLE PORRECA – TERM EXPIRES: 12/31/2026
Meeting Schedule	3 <sup>rd</sup> Wednesday of every month
Supervisor Liaison(s)	Danielle Duckett, Mike Twersky
Staff Liaison	Jamie Worman
Minute Taker	Patty Furber

**MEETING HIGHLIGHTS**

Meeting Date	Wednesday, October 16, 2024
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**Decisions/Recommendations**

- **Gwynedd Estates – Conditional Use Riparian Buffer:**

**Approved with the following recommendations:**

1. The PC recommends approval of the stormwater and grading improvements of the riparian buffer for Part A.
2. The PC recommends approval of the stormwater, grading and trail improvements in the riparian buffer for Part B.
3. The applicant will comply with Gilmore’s review letter dated Sept. 18, 2024.  
The PC supports the additional waiver request #6 per the plans for Part A and revised Part A.
4. The PC supports the approval of the amended land development submission.

**Motion passed 5-0 vote**

- **Lower Gwynedd Township: MF-3 Text & Map Amendment – Draft Ordinance:**

1. The PC recommends adding the definition of “workforce dwelling units” to the first page (second paragraph).
2. Some of the PC members have concerns with the inclusion of the workforce units as part of the ordinance.
3. The PC’s biggest concern is regarding the front yard setback requirement. They would prefer different setbacks for each proposed use (residential/retail/office).

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<b>Major Discussion Item</b>	
Next Meeting	Wednesday, November 20, 2024

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