

**TOWNSHIP OF ABINGTON**

**(4) PUBLIC AFFAIRS COMMITTEE**

**March 4, 2015**

**7:00 P.M.**

**CALL TO ORDER**

**ROLL CALL: SPIEGELMAN - FARREN, SR. - SCHREIBER - SANCHEZ - JONES, JR.**

**Township Manager LEFEVRE  
Assistant Township Manager WEHMEYER  
Township Solicitor CLARKE  
Director of Parks and Recreation WENDELL**

**MINUTES:**

**Motion to approve the minutes of the February 4, 2015 Public Affairs Committee Meeting.**

**Parks and Recreation Report - Call on Doug Wendell**

**PA1. Resolution No. 15-013 - Designating the Township of Abington as a National Audubon Bird Town**

**Motion to approve Resolution No. 15-013 designating the Township of Abington as a National Audubon Bird Town.**

**(Call on Greta Brunschwyler, Director of BBNC, Jenn Sherwood, Chair of EAC, Dr. Leigh Altadonna and Abington Senior High School Students)**

**PA2. Business Integrity Policy**

**Motion to adopt the attached Business Integrity Policy which establishes guidelines to ensure all business conducted by the Township observes the highest standards of honesty and integrity.**

**PA3. TD Bank Grant for Green Streets**

**Motion to approve the acceptance of the TD Green Streets Grant in the amount of \$20,000. No match is required but this is a reimbursement grant. Grant expenses will be paid for out of an account that will be set up at a later date by the Finance Department and then reimbursed at the end of the project after a final report has been submitted and approved.**

**PA4. Deer Hunt in Karebrook**

**Motion to approve controlled hunts in the Karebrook Nature Study Area by Abington Deer Management for the entire season from September 19, 2015 to January 23, 2016. Signs will be posted along the perimeter of the area noting that the area will be closed inclusively for the dates noted above.**

**PA5. Controlled Hunt in Alverthorpe Park**

**Motion to approve a one-day controlled hunt to take place in Alverthorpe Park during the 2015-2016 season.**

**PA6. Resolution No. 15-012 – Authorizing the Disposition of Certain Parks and Recreation Office Records**

**Motion to adopt Resolution No. 15-012, authorizing the disposition of certain Parks and Recreation Office records as set forth in Exhibit “A”.**

**PA7. Bid Award – Sandblasting of the Penbryn and Crestmont Pools**

**Motion to accept the lowest Responsible Bid of \$ \_\_\_\_\_ and enter into a contract with \_\_\_\_\_ for the sandblasting of the Penbryn and Crestmont Pools.**

**PA8. Star Community Rating System**

**FOR INFORMATION ONLY**

**Presentation by the Township Environmental Advisory Council on their interest in participating in the Star Community Rating System on Local Sustainability, the cost of which to be funded from existing EAC balances.**

BOARD ACTION REQUEST  
PUBLIC AFFAIRS COMMITTEE

March 04, 2015  
Date

PA1

Agenda Item Number

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Parks & Recreation



Resolution to nominate  
Township of Abington as a  
"Bird Town"



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PREVIOUS ACTIONS

None.

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RECOMMENDED BOARD ACTION

Motion to approve resolution Number 15- 013 designating the Township of Abington as a National Audubon Bird Town.

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COMMENTS

- The "Bird Town" designation allows the Township to be eligible for a number of future awards and programs through National Audubon.
- The Township of Abington meets most of the criteria to be eligible for the designation.
- The Bird Town designation will help to raise environmental awareness among citizens by providing a base for future programming that promotes a more sustainable community.
- The Bird Town designation will not incur any monetary cost to the Township.
- Community partners include Briar Bush Nature Center, the Abington Township Environmental Advisory Council, the Wyncote Audubon Society and the Abington Senior High School Earth Serve Club.

RESOLUTION NO. 15-013

ABINGTON TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA

A RESOLUTION TO NOMINATE TOWNSHIP OF ABINGTON  
AS A "BIRD TOWN"

**WHEREAS**, Abington Township recognizes that birds are indicators of environmental health and has a proud record of support of bird conservation through the maintenance of important bird habitat through the Township Parks system, including Briar Bush Nature Center and the establishment of the Abington Township Environmental Advisory Council; and

**WHEREAS**, Audubon Pennsylvania has created Bird Town to encourage municipalities to educate their residents, schools, and businesses about birds; and

**WHEREAS**, the citizens of Abington Township desire a healthy life that includes sustainable green space for the people, plants, and wildlife of future generations; and

**WHEREAS**, as elected representatives to Abington Township, we committed to continue our efforts to provide leadership which will seek community-based sustainable solutions to strengthen our community, increase property value;

**NOW, THEREFORE, BE IT RESOLVED**, that to engage in efforts to provide a healthy environment for the people and birds of our town, that on this 12<sup>th</sup> day of March, 2015, the Board of Commissioners of Abington Township wishes to continue and extend our efforts with our community partners including Briar Bush Nature Center, the Abington Township Environmental Advisory Council, the Wyncote Audubon Society and the Abington Senior High School Earth Serve Club efforts to protect birds and their habitats, and by doing so be recognized by Audubon Pennsylvania as an Audubon Bird Town.

**ADOPTED** this 12<sup>th</sup> day of March, 2015.

BOARD OF COMMISSIONERS

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Wayne C. Luker, President

**ATTEST:**

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Michael LeFevre, Secretary



# Audubon PENNSYLVANIA

Audubon



BIRD TOWN  
PENNSYLVANIA

## Bird Town Municipal Application

**PLEASE COMPLETE APPLICATION AND RETURN BY MAIL OR EMAIL. If you are only completing pledge (section 1), please do not print/send entire four-page application)**

### PLEDGE: SECTION 1: Basic Information

1. Name of Municipality: Abington Township

City  Township  Borough  Neighborhood

\* When "town" is used in this application, it refers to any of the above.

2. Applicant is a(n):

EAC  Township Board  Township staff  Resident  Other

3. Contact Name: Jennifer Sherwood

Title: Abington Township Environmental Advisory Committee Chair

Email: jas750@comcast.net

Phone: (215) 663-8798

4. Population of town: 55,310 (2010 Census Data)

5. Number of Households: 21,382 Family Households (2010 Census Data)

6. How would you describe your town's setting:

Urban  Suburban  Rural  Combination

7. Acreage of public parks in the town: 424 +/- Acres

8. County of municipality: **Montgomery County**

9. Does your town have an EAC (environmental advisory council) or green committee or similar?  Yes  No (if no skip to question 15)

10. Number of EAC/committee members: **(7) Seven**

11. Meeting are held: (for example: "First Tuesday of each month.")  
**Second Wednesday of each month**

12. Meetings are held at:  Township building  Library  Home  Other:

13. Does your EAC have its own budget?  Yes  No

14. What is the main source of revenue for the EAC? **Grants/Contributions/Other**

15. Please list successful environmental initiatives your group has brought to the town:

16. Does your town have any ecological ordinances (i.e. native plant ordinance, etc)?

**Yes**

If so, please list and include adoption date:

# 2055 passed 10/09/2014, Bamboo weed prohibitions and restrictions; # 2067 passed 3/13/2014, Stormwater Management; # 1909 passed 4/08/2004, Use of staging areas by contractors and public utility companies. Prohibits construction staging on township-owned parks and open space, except by permitted use, which requires tree protection; # 1406 passed 7/10/1975 Shade Tree Commission established

17. Are there any ecologically significant elements to your town? (i.e. mountain,

Important Bird Area, State Park, etc.) **Yes, Lorimer Park(IBA)/Crosswicks Sanctuary(NAS)**

18. Does your town hold a "community day" (or similar) each year?  Yes  No If

yes, when?: **PreNight Out, first Monday evening each August**

19. How did you first hear of Bird Town? **Bird Town presentation by Audubon PA**

20. What are your primary goals in partnering with Audubon to create a Bird Town in your municipality? (i.e. Meet MS-4 permit outreach requirements, more informed public, etc.)

**Sustain and extend bird protection initiatives in Abington Township; Promote the Abington Township's Bird Town designation; Install Bird Town Signs; Expand the Bird Town Partnerships; Encourage residents to take the "Healthy Yard" Pledge; Encourage residents to register their properties in the Bird Habitat Recognition Program; Conduct activities and events that support stewardship and a sustainable environment.**

**STOP HERE** if your municipality is simply interested *in learning more* about Bird

Town. By making this "pledge" you'll be included in some Bird Town correspondence which will enable you to see how other Bird Towns function. You will not be designated a Bird Town until you're ready to commit to section 2 . There is **no** fee for this level.





- Town regularly plants new native trees in parks or other public land.
- Town has planned or created a demonstration garden on public property. Please attach plan or photo of existing demonstration.
- Other: Demonstrate in an attached narrative

**FLIGHT – Section 2, Part B, What you need (you have one year to complete this list)**

**New towns must then meet the following criteria to be fully designated a Bird Town:**

**A. GOAL: Engagement/Education/Outreach**

- 50 people in township have taken the healthy yard pledge:  
pa.audubon.org/pledge
- Audubon and citizen science literature is made available at public outlets (library, twp bldg., etc)
- Speaker series, minimum of three talks scheduled (for example winter series or seasonal)
- Bird Town newsletter and logo posted on township website
- A table event promoting Bird Town at ONE township community event

**B. GOAL: Conservation**

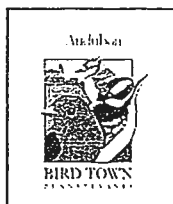
- School project proposal developed
- Stewardship workshop (if funding available)
- Review of and action plan for the Native Plant Ordinance

**C. GOAL: Create sustainable program with partners**

- Identify one corporate/business partnership for Audubon (where possible)
- Identify three Habitat Discount Card businesses

After year one, annual Bird Town program fee is \$500 per year.

Please return this application to:



**Bird Town**

Audubon Pennsylvania, 1201 Pawlings Rd. Audubon PA 19403  
Or Email to: [ssaffier@audubon.org](mailto:ssaffier@audubon.org)



**BOARD ACTION REQUEST**

**PUBLIC AFFAIRS COMMITTEE**

March 4, 2015  
DATE

PA2  
AGENDA ITEM NUMBER

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Administration

Business Integrity Policy



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**PREVIOUS ACTIONS**

None

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**RECOMMENDED BOARD ACTION**

Motion to adopt the attached Business Integrity Policy which establishes guidelines to ensure all business conducted by the Township observes the highest standards of honesty and integrity.

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**COMMENTS**

The Township is currently considering entering into a maintenance and contribution agreement with the Pennsylvania Department of Transportation for the Noble (611) Bridge Replacement Project. One of the requirements of this agreement is the Local Municipality have a written Business Integrity Policy in place.

## ABINGTON TOWNSHIP BUSINESS INTEGRITY POLICY

It is essential that any contract entered into and/or business conducted by Abington Township (hereinafter sometimes referred to as the "Township") observe high standards of honesty and integrity. All Township parties must conduct themselves in a manner that fosters public confidence in the integrity of the Township procurement process.

In furtherance of this policy, the Township institutes the following:

1. The Township shall maintain the highest standards of honesty and integrity during the performance of any business contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Township or that govern contracting with any party.
2. The Township, its affiliates, agents and employees shall not influence, or attempt to influence any employee to breach the standards of ethical conduct set forth in the *Public Official and Employees Ethics Act*, 65 Pa.C.S. §1101, *et seq.*, the *State Adverse Interest Act*, 71 P.S. §776.1, *et seq.*, and the *Governor's Code of Conduct, Executive Order 1980-18*, 4 Pa. Code §7.151, *et seq.*, or to breach any other state or federal law or regulation.
3. The Township, its affiliates, agents and employees shall not offer, give, or agree or promise to give any gratuity to an official or employee or to any other person, the acceptance of which would violate the *Governor's Code of Conduct, Executive Order 1980-18*, 4 Pa. Code §7.151, *et seq.*, or any statute, regulation, statement of policy, management directive or any other published standard of the Commonwealth.
4. The Township, its affiliates, agents and employees shall not, directly or indirectly, offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any official or employee whom the Township is engaging in business with or entering into a contract with.
5. The Township, its affiliates, agents, employees, or anyone in privity with the Township shall not accept or agree to accept, from any person, any gratuity in connection with the performance of work under any contract, except as provided in the contract.
6. The Township, its affiliates, agents and employees shall not disclose to others any information, documents, reports, data, or records provided to, or prepared by, Township under any contract without the prior written approval of the contracting party, except as required by the *Pennsylvania Right-to-Know Law*, 65 P.S. §67.101, *et seq.*, or other applicable law, or directed by a court or other tribunal of competent jurisdiction, or as otherwise provided in any Township contract. Any information, documents, reports, data, or records secured by the Township from the contracting party or a third party in connection with the performance of this contract shall be kept confidential unless disclosure of such information is:
  - a. Approved in writing by the contracting party prior to its disclosure; or

- b. Directed by a court or other tribunal of competent jurisdiction; or
  - c. Required for compliance with federal or state securities laws or the requirements of national securities exchanges; or
  - d. Necessary for purposes of Township's internal assessment and review; or
  - e. Deemed necessary by Township in any action to enforce the provisions of this contract or to defend or prosecute claims by or against parties other than the Commonwealth; or
  - f. Permitted by the valid authorization of a third party to whom the information, documents, reports, data, or records pertain: or
  - g. Otherwise required by law.
7. When a contractor or anyone in privity with the Township has reason to believe that any breach of ethical standards as set forth in law, the *Governor's Code of Conduct*, or in these provisions has occurred or may occur, including but not limited to contact by a contracting officer or employee which, if acted upon, would violate such ethical standards, the contractor or person in privity with the Township shall immediately notify the Township in writing.
8. For purposes of the Abington Township Business Integrity Policy, the following terms shall have the meanings found in this Paragraph 8.
- a. "Confidential information" means information that a) is not already in the public domain; b) is not available to the public upon request; c) is not or does not become generally known to the Township from a third party without an obligation to maintain its confidentiality; d) has not become generally known to the public through an act or omission of the Township; or e) has not been independently developed by Township without the use of confidential information of the Commonwealth.
  - b. "Consent" means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by pre-qualification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of execution of this contract.
  - c. "Township" means the Township of Abington, including those directors, officers, partners, managers, and owners who may enter into contractual and business relationships on behalf of the citizens of Abington Township.
  - d. "Financial interest" means:
    - (1) Ownership of more than a five percent interest in any business; or

- (2) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.
- e. “Gratuity” means tendering, giving or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the *Governor’s Code of Conduct, Executive Order 1980-18*, 4 Pa. Code §7.153(b), shall apply.
- f. “Immediate family” means a spouse and any unemancipated child.

BOARD ACTION REQUEST  
PUBLIC AFFAIRS COMMITTEE

March 04, 2015  
Date

PA 3  
Agenda Item Number

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Parks & Recreation

TD Bank Grant for  
Green Streets



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PREVIOUS ACTIONS

None.

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RECOMMENDED BOARD ACTION

Motion to approve the acceptance of the TD Green Streets Grant in the amount of \$20,000. No match is required but this a reimbursement grant. Grant expenses will be paid for out an account that will be set up at a later date by the Finance Department and then reimbursed at the end of the project after a final report has been submitted and approved.

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COMMENTS

This grant was applied for by the Shade Tree Commission. A two page summary of the project is attached.



## ROSLYN REVITALIZATION 2015 TDBANK GREEN STREETS GRANT



**BACKGROUND AND GOALS** The Abington Township Shade Tree Commission (STC) , in partnership with The Pennsylvania Horticulture Society (PHS), township staff, and the owner of the Roslyn Valley Shopping Center have been awarded a \$20,000 TD Bank Green Streets Grant to enjoy pedestrian enjoyment and safety by planting trees that serve to connect, beautify educate and divert stormwater runoff. This is the second step towards implementing the Roslyn Revitalization plan, following the Pennsylvania Community Forest MTRP grant of \$5,500 for planting appropriate trees in the vicinity of power lines.

A sequence of three planting areas will form a green corridor that connects residents, park and shopping. From north to south these are: 1. residential streets north of Grove Park near Nylsor Avenue; 2. Grove Park; and 3. the north end of the Roslyn Valley Shopping Plaza at Woodland Road. This project will integrate and complement plantings proposed for the MTRP project, which extends further south into the Roslyn Valley Business District.

The goals of this project include community outreach and education as well as the planting itself. PHS and the STC will partner in volunteer recruitment and training necessary to successfully plant and care for the trees. TD Bank employees will assist township staff and volunteers to complete 2 major planting projects.



**PROJECT TIMELINE** The major milestones for this project are listed below. Acceptance of funds must be completed by March 16, 2015. The proposed project must be completed and a final accomplishment report submitted by November 30, 2015.

**Kickoff at Grove Park- April 25, 2015** (Press release 4 weeks in advance- by March 28, 2015)

- Annual Township Arbor Day proclamation
- DCNR Award of Abington Township's 8<sup>th</sup> year as Tree City USA accompanied by the 4<sup>th</sup> year Growth award
- Planting of trees within Grove Park, including the education circle and demonstration bare root trees
- Volunteer recruitment to register for training and support the major fall planting project
- 2<sup>nd</sup> Annual watercolor workshop

**Outreach- spring and summer 2015**

- Place door hangs in the residential area to offer free trees
- Recruit volunteer groups to train and support fall planting

**PHS Tree Tenders<sup>®</sup> training- fall 2015**

- This hands-on tree care training will be offered free of charge to volunteers for this project
- The training covers tree biology, identification, planting, proper care and working within your community.

**Tree Planting- fall 2015**

- Planting of trees in the residential and business areas

**Ongoing monitoring and maintenance- beginning November 2015**

- watering, mulching and training pruning





**BUDGET AND CASH FLOW** The total budget for this project is \$20,000. Abington Township and PHS will cover costs to carry out the project. The Arbor Day Foundation will issue a refund check in the amount of \$20,000 to Abington Township upon project completion and submission of final report and completed W-9 form. The budget breakdown is listed below.

**PHS direct support: \$5,790**

- Planning and coordination of community events \$3,500
- Tree Tenders training staff \$1,000
- Tree Tenders training materials \$1,200
- Travel expense \$90

**Tree planting and maintenance: \$13, 010**

- Trees \$7,600
  - 20 balled and burlap at \$200 each
  - 40 bare root trees @\$90 each
- Supplies \$2,530
  - include protective fencing and watering supplies
- Maintenance \$2,880
  - include costs associated with watering and structural pruning

**Program evaluation: \$1,200**

- Interpretive signs \$1,000
- Brochures \$200



**In Kind: no required match, but necessary to complete the project**

- Design
- Project management
- Volunteer recruitment
- Soil amendments and mulch
- Site preparation
- Labor for planting and maintenance

BOARD ACTION REQUEST  
PUBLIC AFFAIRS

3/4/2015  
Date

PA4  
Agenda Item Number

<u>DEPARTMENT</u>	<u>AGENDA ITEM</u>	<u>TOWNSHIP MANAGER</u>
Parks & Recreation 	Deer Hunt in Karebrook	

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PREVIOUS ACTIONS

The Board approved the hunt in 2006, 2007, 2008, 2011, 2012, 2013, and 2014.

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RECOMMENDED BOARD ACTION

Motion to approve controlled hunts in the Karebrook Nature Study Area by Abington Deer Management for the entire season from September 19, 2015 to January 23, 2016. Signs will be posted along the perimeter of the area noting that the area will be closed inclusively for the dates noted above.

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COMMENTS

The Bureau and the Abington Deer Management organization had a successful season last year and removed 6 deer from Karebrook. Deer vs car accidents along this stretch of Valley Road are still high. The Bureau is recommending that the controlled hunt be scheduled again for this coming season. All ADM hunters will follow the PA Game Commission rules and regulations as well as the guidelines detailed in the Commissioner's letter. Hunters from Abington Deer Management will be parking their vehicles in the waste-water pumping station on Valley Road. Each ADM vehicle will have an ADM sticker displayed on it. At the mid-point of the season, the Director of Parks and Recreation will file a report on the number and type of deer taken out of Karebrook. The dates for the proposed hunt has not been formally adopted by the PA Game Commission. They expect to adopt the dates at the April meeting.

# Valley Road Deer/Vehicle Accident Statistics

## 2011 to 2014

There have been seventeen Deer related incidents on Valley Rd and on its adjacent roadways, from June 2010, through June 2011. There were twenty-two Deer related incidents on the same roadways, from June 2011 through June 2012. Although these numbers alone do not appear significant, a similar increase in Deer related incidents has occurred in Abington Township on many of its roadways. The total number of Deer related accidents for Abington Township for the calendar year of 2012 was one hundred and nine. This alarming number was an increase of forty percent, thirty Deer Related Accidents over the previous year, Seventy-nine. It is in the opinion of the Animal Control Officer that the Deer Management program at Karebrook is effective at maintaining a manageable number of Deer in that area, but because of the growing Deer population in the surrounding areas it will be difficult to recognize its impact. It is also in the opinion of the Animal Control Officer that the Deer management program continues at Karebrook and expands throughout the Township.

### 2011

### 2012

Valley Rd @ Mill (5)	Valley Rd @ Mill (3)	Mill Rd @ Moredon (2)
Valley Rd @ Meadowbrook (2)	Valley Rd @ Meadowbrook (1)	Mill Rd @ train tracks (1)
Valley Rd @ Washington Ln (2)	Valley Rd @ Washington Ln (1)	Meadowbrook Station (2)
Valley Rd @ Herkness (2)	Valley Rd @ Herkness (3)	1717 Valley Rd (2)
Valley Rd @ Paul Brook (2)	Valley Rd @ Cox (1)	Susquehanna Rd @ Sewell (1)
1419 Valley Rd (2)	Valley Rd @ Deer Run (2)	
1717 Valley Rd (1)	Valley Rd @ Valley View (2)	
Rydal Train station (1)	Valley Rd @ Springhouse (1)	

The locations and numbers below reflect the Deer related Incidents, on, and adjacent to, Valley Rd. Listed are the Deer related incidents that occurred between June 2012 through June 2013, and June 2013 through June 2014.

The twenty Deer related Incidents for 2013 are higher than desired. The continual growth of the deer herd, and its travel across and about Valley Rd continues to be an imminent risk of injury and life to drivers of the Karebrook area. The existing "Karebrook Hunt" appears to be controlling the herd, by not permitting the herd to grow to an unmanageable size.

The seventeen Deer Related incidents for 2014, is on target to reach the trending numbers for 2011, 2012, and 2013. These numbers indicate that the "Karebrook Hunt" is necessary to manage the existing Deer problem.

**2013**

1515 Valley Rd (3)      Valley @ Herkness (3)  
1717 Valley (2)      Valley @ Mill (2)  
1593 Mill Rd (1)      Valley @ Meadowbrook Ln (1)  
Mill @ Moredon (2)      Valley @ Springhouse Ln (1)  
Valley @ Cox (1)      Valley @ Valley View Dr (1)  
Valley @ Deer Run (2)      Valley @ Washington Ln (1)

**2014**

1270 Valley (1)      1300 Valley(1)  
Valley @ Cox (1)      1128 Penmore Ln  
Valley @ Dorel (2)      Valley @ Mill (1)  
Valley @ Herkness (4)  
Valley @ Spring Valley (2)  
Valley @ Woodland (4)  
Valley @ Washington Ln (1)  
Valley @ Springhouse (1)

BOARD ACTION REQUEST

PUBLIC AFFAIRS

March 4, 2015  
Date

PA5  
Agenda Item Number

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Parks & Recreation

Controlled Hunt In  
Alverthorpe Park

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PREVIOUS ACTIONS

An approved controlled hunt was held in 2007 in Alverthorpe Park.

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RECOMMENDED BOARD ACTION

Motion to approve a one day, controlled hunt to take place in Alverthorpe Park during the 2015-2016 season.

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COMMENTS

The last hunt was held in 2007. At the time, it was recommended to have a hunt on a yearly basis. A deer count performed in February of 2015 noted a total of 12 deer in the park. By this time of the year, there are likely to be at least eight new deer after the Spring fawning. The Game Commission recommends one deer for an area the size of Alverthorpe. Car/deer accidents have continued to be a problem around the Park.

**PUBLIC AFFAIRS COMMITTEE**

**BOARD ACTION REQUEST**

MARCH 4, 2015

**DATE**

**PA 6**

**AGENDA ITEM NUMBER**

**DEPARTMENT**

**AGENDA ITEM**

**TOWNSHIP MANAGER**

Parks and Recreation

Resolution No. 15-012



A Resolution of the Board of Commissioners of

The Township of Abington, Montgomery County, Pennsylvania,  
Authorizing the Disposition of Certain Parks and Recreation Office Records



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**PREVIOUS ACTIONS**

- March 9, 1989      Board adopted Ordinance No. 1652 providing for the retention and destruction or transfer of municipal records of the Township of Abington, adopting the provisions of Chapter 13 of Title 46 of the Pennsylvania Code, effective as of the date of adoption of this Ordinance, for the Township of Abington.
- March 10, 2011      Board adopted Resolution No. 11-009, declaring the Township of Abington's intention to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008.

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**RECOMMENDED BOARD ACTION**

Motion to adopt Resolution No. 15-012, authorizing the disposition of certain Parks and Recreation Office records as set forth in Exhibit "A".

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**COMMENTS**

Exhibit "A" attached.



**RESOLUTION NO. 15-012 (continued)**

**Page Two**

**EXHIBIT "A"**

**DISPOSITION OF PARKS AND RECREATION OFFICE RECORDS  
AS LISTED BELOW:**

2012 and Prior

Reference:

- **PR-5 Park Program Files** Retain 2 years\* (Program Registration Forms)
- **PS-2 Applications for Employment (Not Hired)** Retain for 2 years\*

2011 and Prior

Reference:

- **PR-7 Park Use Records** Retain 3 years\* (Field Use Permits and Pool Applications)
- **FN-12 Daily Cash Records** Retain 3 years\* (Deposit Remittances and Pool Money Reports)

2009 and Prior

Reference:

- **PR-3 Operation and Maintenance Records** Retain 5 years\* (Alverthorpe Park Daily Reports)
- **PS-8 Employee Personnel Records – Employees Who Separate Without Post-Termination Benefits** Retain 5 years\*

\*as stated in Municipal Records Manual approved December 16, 2008

**TOWNSHIP OF ABINGTON  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 15-012**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF  
ABINGTON, MONTGOMERY COUNTY, PENNSYLVANIA, AUTHORIZING THE  
DISPOSITION OF CERTAIN PARKS AND RECREATION OFFICE RECORDS**

**WHEREAS**, by virtue of Resolution No.11-009, adopted March 10, 2011, the Township of Abington declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and,

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

**NOW, THEREFORE, BE IT RESOLVED** this 12<sup>th</sup> day of March, 2015, that the Board of Commissioners of the Township of Abington, Montgomery County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the public records as set forth in Exhibit "A" hereto.

TOWNSHIP OF ABINGTON

Attest:

\_\_\_\_\_  
Michael LeFevre, Secretary

By:

\_\_\_\_\_  
Wayne C. Luker, President  
Board of Commissioners

**BOARD ACTION REQUEST**  
**PUBLIC AFFAIRS COMMITTEE**

3/4/2015  
Date

PA 7  
Agenda Item Number

DEPARTMENT

AGENDA ITEM

TOWNSHIP MANAGER

Parks & Recreation

Sandblasting Bid Award

*mg*

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**PREVIOUS ACTIONS**

The Township Manager authorized the advertising of the contract for bids for the sandblasting of the Penbryn and Crestmont Pools. Bids were received and opened on 2/27/2015. The Bid Tabulation is attached.

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**RECOMMENDED BOARD ACTION**

Motion to accept the lowest responsible bid of: \_\_\_\_\_ for the sandblasting of the Penbryn and Crestmont Pools.

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**COMMENTS**

The Bureau has spoken to the references of \_\_\_\_\_ . The Bureau finds them to be the lowest responsible bidder for the above designated project.

**BOARD ACTION REQUEST**

**PUBLIC AFFAIRS COMMITTEE**

March 4, 2015

**DATE**

*PA 8*

**AGENDA ITEM NUMBER**

**DEPARTMENT**

**AGENDA ITEM**

**TOWNSHIP MANAGER**

Administration

STAR Community Rating System

*[Signature]*

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**PREVIOUS ACTIONS**

None

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**RECOMMENDED BOARD ACTION**

**FOR DISCUSSION ONLY**

Presentation by the Township Environmental Advisory Council on their interest in Participation in the STAR Community Rating System on Local Sustainability, the cost of which to be funded from existing EAC balances.

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**COMMENTS**

STAR Communities is a Washington, DC based 501C3 non-profit organization that works to evaluate, improve and certify sustainable communities.