



# PLYMOUTH TOWNSHIP COUNCIL

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## WORKSHOP MEETING

(In preparation for the meeting of July 14, 2025)

**Monday, July 7, 2025**

**Plymouth Township Building**

**6:00PM**

## AGENDA

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**2. PUBLIC COMMENT**

**3. ANNOUNCEMENTS**

- A. Council will meet in an Executive Session at the conclusion of the meeting to discuss personnel, collective bargaining, and potential litigation matters.

**4. PRESENTATION ITEMS (Workshop Only)**

- A. None

**5. DISCUSSION ITEMS (Workshop Only)**

- A. SEPTA Funding – Resolution of Support
- B. Sidewalk Replacement/Installation Working Group

**6. ACTION ITEMS**

- A. Motion to Adopt Resolution 2025-31: Recognizing Paul Krepto
- B. Motion to Adopt Resolution 2025-32: Parks & Recreation Professionals Week
- C. Motion to Approve the meeting minutes for the June 2, 2025, Council Workshop and June 9, 2025, Business Meeting
- D. Motion to Approve the departmental reports and schedule of bills for June 2025
- E. Motion to Approve Designation of Acting Manager in Absence of Manager
- F. Motion to Approve Mutual Aid Agreement with Whitpain Township: Fire Marshal
- G. Motion to Adopt Ordinance 1712: Amending the Code of Ordinance at Part 11 [General Legislation], Chapter 2 [Administration], Article II [Administration Code], Division II [Administration]
- H. Motion to Adopt Resolution 2025-33: Creating the Position of Administrative Sergeant to be Held Within the Plymouth Township Police Department
- I. Motion to Approve the Promotion of David Phillips to the Rank of Sergeant
- J. Motion to Approve Municipal Building Renovation Project Credit Change Orders
- K. Motion to Approve Release of \$215,000 from Capital Equipment Fund to Harmonville Fire Company
- L. Motion to Adopt Traffic Calming Policy

**7. DEPARTMENTAL UPDATES (Workshop Only)**



# PLYMOUTH TOWNSHIP COUNCIL

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## **8. INFORMATION ITEMS**

- A.** Citizens Board Vacancy Announcements
- B.** Zoning Hearings
- C.** Parks and Recreation
  - i. Upcoming Events
- D.** Connaughtown Update

## **9. AUDIENCE PARTICIPATION**

## **10. ADJOURNMENT**

DATE

Dear Gov. Shapiro and Leaders in the Pennsylvania General Assembly:

As the elected leaders of Plymouth Township, we write to urge you to approve a budget that establishes permanent, dedicated, sustainable funding sufficient to provide safe, frequent, reliable service for all transit agencies in the Commonwealth, including SEPTA. The Southeastern Pennsylvania Transportation Authority (SEPTA) is critical to Pennsylvania's regional economy and tax base, to traffic management, and to the ability of Plymouth Township residents to move around the region.

SEPTA is currently working on implementing the Bus Revolution plan, which will serve Plymouth Township with the 27, 51, 95, 96, 97, and 98 bus routes (five of which will begin and end at the Plymouth Meeting Mall) and with the Norristown GO Zone (which will connect the Plymouth Meeting Mall to Norristown through on-demand service). SEPTA also operates its Frontier Division bus depot in Plymouth Township, a critical asset for SEPTA transit, and has invested millions of dollars to update and improve this site.

More broadly, SEPTA has made significant progress on improving the overall system's safety, cleanliness, and efficiency, with the largest SEPTA police force in over a decade, over 700 cleaning and maintenance personnel, and a cost to operate bus and train service that is meaningfully lower than peer transit systems.

Despite this progress, funding for SEPTA has stagnated while costs have escalated, a situation that threatens to completely eliminate five Regional Rail lines and 50 bus routes as well as imposing 20 percent service cuts on the remaining system and increasing fares for riders by over 20 percent. This would significantly impact local Plymouth Township residents and businesses by eliminating the 95 bus and reducing service on the 27, 51, and 98 buses by up to 20 percent.

This transit funding crisis would also lead to major impacts on non-riders as well, including an estimated 275,000 additional cars on roads across southeastern Pennsylvania and an estimated \$19.9 billion total loss in property values from transit service cuts across Montgomery, Delaware, Bucks, Chester, and Philadelphia counties. This is estimated to cost Montgomery County's municipalities, school districts, and county government a combined \$115 million annually in lost property tax revenues – and would likely lead to higher property tax rates on local residents and businesses.

The Plymouth Township Council envisions a different future. We write to you in the hope that local, regional, and state policymakers can work together to address this transit funding crisis, avert the impending impacts to traffic congestion, property values, and the regional tax base, and provide the funding needed to ensure safe, frequent, and reliable transit service.

Transit is a foundational and irreplaceable service for many communities across Pennsylvania, including Plymouth Township. It helps our residents move around our communities, boosts our local economies, supports our property values, reduces traffic congestion, and elevates our quality of life, among many other things.

Please ensure that the upcoming budget includes a funding solution for SEPTA and for public transit across the Commonwealth. Thank you for your attention to this important matter, and for your service to the people of Pennsylvania.

Name  
Name  
Name  
Etc.

CC: Sen. Joe Pittman, Senate Majority Leader  
Sen. Kim Ward, Senate President Pro Tempore  
Sen. Jay Costa, Senate Minority Leader  
Sen. Judy Ward, Senate Transportation Chair (Majority)  
Sen. Marty Flynn, Senate Transportation Chair (Minority)  
Sen. \_\_\_\_\_ [Insert Your Senator], District ##  
Rep. Joanna McClinton, Speaker of the House  
Rep. Matthew Bradford, House Majority Leader  
Rep. Ed Neilson, House Transportation Chair (Majority)  
Rep. Kerry A. Benninghoff, House Transportation Chair (Minority)  
Rep. \_\_\_\_\_ [Insert Your Representative], District ##  
Scott A. Sauer, SEPTA

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the Southeastern Pennsylvania Transportation Authority (SEPTA) is critical to southeastern Pennsylvania's regional economy and tax base, to traffic management, and to the ability of Plymouth Township residents to move around the region; and

**WHEREAS**, SEPTA directly serves Plymouth Township residents and businesses with numerous bus routes, which help people commute to work, visit friends and family, travel to shops and businesses, and meet their day-to-day transportation needs; and

**WHEREAS**, SEPTA is planning to implement the Bus Revolution plan, which will serve Plymouth Township with the 27, 51, 95, 96, 97, and 98 bus routes, five of which will begin and end at the Plymouth Meeting Mall; and

**WHEREAS**, the Bus Revolution plan will also implement the Norristown SEPTA GO Zone, which will connect the Plymouth Meeting Mall to Norristown through on-demand service; and

**WHEREAS**, SEPTA also reduces regional traffic and increases property values and the tax base within its service area, benefiting Plymouth Township residents and businesses; and

**WHEREAS**, SEPTA operates its Frontier Division bus depot in Plymouth Township, a critical asset for SEPTA transit, and has invested millions of dollars to update and improve this site; and

**WHEREAS**, SEPTA has made significant progress on improving the system's safety, cleanliness, and efficiency, with the largest SEPTA police force in over a decade, over 700 cleaning and maintenance personnel, and a cost to operate bus and train service that is meaningfully lower than peer transit systems; and

**WHEREAS**, despite this progress, funding for SEPTA has stagnated while costs have escalated, a situation that threatens to completely eliminate five Regional Rail lines and 50 bus routes as well as imposing 20 percent service cuts on the remaining system and increasing fares for riders by over 20 percent; and

**WHEREAS**, this crisis would significantly impact local Plymouth Township residents and businesses by eliminating the 95 bus and reducing service on the 27, 51, and 98 buses by up to 20 percent; and

**WHEREAS**, this transit funding crisis would also lead to major impacts on non-riders as well, including an estimated 275,000 additional cars on roads across southeastern Pennsylvania and an estimated \$19.9 billion total loss in property values from transit service cuts across Montgomery, Delaware, Bucks, Chester, and Philadelphia counties; and

**WHEREAS**, this is estimated to cost Montgomery County's municipalities, school districts, and county government a combined \$115 million annually in lost property tax revenues – and would likely lead to higher property tax rates on local residents and businesses; and

**WHEREAS**, the Plymouth Township Council envisions a different future in which local, regional, and state policymakers work together to address this transit funding crisis, avert the impending impacts to traffic congestion, property values, and the regional tax base, and provide the funding needed to ensure safe, frequent, and reliable SEPTA service; and

**WHEREAS**, the Plymouth Township Council believes it is critical that the Pennsylvania Governor and the General Assembly budget for transit, and is committed to working together with our local, regional, and state partners to deliver transit solutions that serve our residents and businesses and improve our quality of life; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE PLYMOUTH TOWNSHIP COUNCIL:**

That the Plymouth Township Council urges the Governor and the General Assembly to ensure that the budget includes permanent, dedicated, sustainable funding sufficient to provide safe, frequent, reliable service for the entire SEPTA network, including the bus routes serving Plymouth Township.

**RESOLUTION 2025-31**

AWARDED TO

**Paul Krepto**  
by  
**Plymouth Township Council**

In grateful recognition of his generous and outstanding service and contributions rendered as a member of the:

**Environmental Advisory Board**

**Paul Krepto** served Plymouth Township with commitment and dedication by volunteering his time to the Environmental Advisory Board during the period extending from January 2025 through June 2025.

**NOW, THEREFORE, BE IT RESOLVED** that Plymouth Township Council hereby expresses its appreciation to **Paul Krepto**.

**BE IT FURTHER RESOLVED** that this resolution be entered in the official minutes of Plymouth Township and that a copy of this resolution be publicly tendered to **Paul Krepto**.

**PRESENTED AND APPROVED** at a duly convened meeting of Plymouth Township conducted on this 9th day of June 2025.

**ATTEST:**

**Plymouth Township Council**

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**Matt West**, Township Manager

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**Karen Bramblett**, Chair

## RESOLUTION 2025-32

Awarded to

The Parks & Recreation Department  
by  
Plymouth Township Council

**WHEREAS**, Parks and Recreation *promotes physical, emotional and mental health and wellness* through organized and self-directed fitness, play, and activity; and

**WHEREAS**, Parks and Recreation *supports the economic vitality of communities* by providing frontline jobs, childcare for the essential work force and promoting community revitalization; and

**WHEREAS**, Parks and Recreation *creates memorable experiences* through engaging virtual and physically distanced programs, dynamic online events and new learning opportunities designed to keep families active while stay-at-home orders are in place and beyond; and

**WHEREAS**, Parks and Recreation *fosters social cohesiveness* in communities by celebrating diversity, providing spaces to come together peacefully, modeling compassion, promoting social equity, connecting social networks, and ensuring all people have access to its benefits; and

**WHEREAS**, Parks and Recreation *supports human development* and endless learning opportunities that foster social, intellectual, physical and emotional growth in people of all ages and abilities; and

**WHEREAS**, Parks and Recreation *strengthens community identity* by providing facilities and services that reflect and celebrate community character, heritage, culture, history, aesthetics and landscape; and

**WHEREAS**, Parks and Recreation *facilitates community problem and issue resolution* by providing safe spaces to come together peacefully and facilitating conversations and services in order that our communities may heal both physically and emotionally; and

**WHEREAS**, Parks and Recreation *sustains and stewards our natural resources* by protecting habitats and open space, connecting people to nature, and promoting the ecological function of parkland; and

**WHEREAS**, Parks and Recreation *supports safe, vibrant, attractive, progressive communities* that make life better through positive alternatives offered in their recreational opportunities;

**WHEREAS**, Council *supports the skilled work* of park and recreation professionals to strengthen community cohesion and resiliency, connect people with nature and each other, and provide opportunities for healthful living, social equity and environmental sustainability;

**WHEREAS**, Council *values the essential services* that park and recreation professionals and volunteers perform to provide recreational and developmental enrichment for our children, youth, adults and seniors; and to ensure our parks and recreational facilities are clean, safe, and ready to use.

**NOW, THEREFORE, BE IT RESOLVED** Township Council does hereby proclaim July 14 - July 18, 2025, as “Pennsylvania Park and Recreation Professionals Week” in Plymouth Township

**DULY PRESENTED AND ADOPTED**, by Plymouth Township Council at a public meeting held on the 14<sup>th</sup> day of July, 2025.

PLYMOUTH TOWNSHIP

(Township Seal)

By: \_\_\_\_\_  
Karen R. Bramblett,  
Chair

Attest: \_\_\_\_\_  
Matt West,  
Manager/Secretary

# MEMO

PLYMOUTH TOWNSHIP



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**TO:** Township Council

**FROM:** Matt West, Township Manager

**DATE:** July 2, 2025

**SUBJECT:** Policy Memo 2025-1: Acting Manager in Absence of Manager

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Pursuant to the requirement of Article IV, Section 405 of Plymouth Township Home Rule Charter, I respectfully request Council's approval to designate Kellen Jarrett, Finance Director, to exercise the powers and duties of Township Manager in the event of my absence or disability, or in the event of vacancy of the Office of Manager.


Please note that, as defined in the Charter, Council retains the authority to revoke this designation at any time and may appoint another township employee to serve in this capacity until I return, my disability ceases, or the vacancy is otherwise filled.

If approved, this designation will become effective as of July 15, 2025, and Policy Memo 2021-1 will be rescinded as of that date.

# MEMO

PLYMOUTH TOWNSHIP



**TO:** Matt West, *Township Manager*  
**FROM:** Michael Matusheski, *Fire Marshal*   
**DATE:** June 2, 2025  
**SUBJECT:** Mutual Aid Agreement with Whitpain Township

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Investigations of the origin and cause of fires, especially buildings and other large fires, can be a complex situation. Ideally, the fire investigation begins during the fire and often continues well after the fire is extinguished. There are many tasks that must be accomplished during the incident, which need to be done seemingly at the same time. These can be daunting tasks for one person to accomplish quickly.

With the assistance of neighboring Fire Marshals, some of these tasks can be delegated to others and several things completed at the same time. For instance, one person can be conducting interviews, while another is taking photographs, and yet another documenting the scene, and so on.

Fire investigations are not something that can be done by any fire fighter or police officer. This is a specialized field which requires specific training. During large fire incidents, our Fire Marshal's Office has been requested to assist neighboring municipalities; and we have also requested assistance from their Fire Marshal's as well.

There is already an existing Mutual Aid Agreement between Plymouth Township, Whitemarsh Township, and Conshohocken Borough. Whitpain Township wishes to also formally enter into a Mutual Aid Agreement with Plymouth Township.

I have attached the proposed Mutual Aid Agreement that Whitpain Township has provided. Would you please review this, and if approved, please have yourself and Council Chair Karen Bramblett please sign it? I recommend proceeding with a formal Mutual Aid Agreement for the protection of our Fire Marshal Office personnel. Thank you.

## MUTUAL AID AGREEMENT

THIS AGREEMENT made this 1st day of May, 2025, by and between **Whitpain Township**, a Second-Class Township in the Commonwealth of Pennsylvania, having its principal place of business at 960 Wentz Road, Blue Bell, Montgomery County, Pennsylvania 19422, and **Plymouth Township**, a First Class Township in the Commonwealth of Pennsylvania, has its principal place of business at 700 Belvoir Road, Plymouth Meeting, Montgomery County, PA. Whitpain Township and Plymouth Township are hereinafter referred to as Party or Parties collectively.

### BACKGROUND

WHEREAS, each of the Parties hereto has an interest in the investigations of fire and explosions and/or other emergency support; and

WHEREAS, each of the Parties owns and maintains equipment and retains personnel who are trained to provide various levels of service in the investigation of fire and explosions, and/or other emergency support; and

WHEREAS, in the event of a fire, disaster or other emergency, either Party may need the assistance of the other Party to this Agreement to provide supplemental fire and/or explosion investigation and/or other emergency support; and

WHEREAS, each of the Parties may have the necessary equipment and personnel available to enable it to provide such services to the other Party to this Agreement in the event of a fire or explosion or other emergency; and

WHEREAS, the location of each Party is located in such a manner as to enable each Party to render mutual aid assistance to the other; and

WHEREAS, each of the Parties to this Agreement has determined that it is in the best interests of each Party to set forth guidelines for providing mutual aid assistance to each other in the case of a fire, explosion, or other emergency.

NOW, THEREFORE, the Parties hereto, in accordance with the terms, conditions, and provisions of this Agreement, and by the authority granted each Party hereto under the Pennsylvania Constitution and with the full intent to be legally bound hereby, agree as follows:

1. **PURPOSE:** The purpose of this Mutual Aid Agreement is to provide mutual assistance to the Parties for fire and explosion investigation in the event of a fire, explosion, disaster, or other emergency.


2. REQUEST FOR ASSISTANCE: The Fire Code Official or Incident Commander of the Party at the scene of an emergency within the boundaries of that Party's geographical jurisdiction (the "Requesting Party") is authorized to request assistance from the other Party to this Agreement (the "Responding Party") if and when confronted with a Fire or Explosion at which the Requesting Party has need for equipment or personnel to assist in their duties in the investigation of the fire and/or explosion.
3. RESPONSE TO REQUEST: Upon receipt of a request as provided above, the Fire Code Official or Commanding Officer, or other designated responsible person as provided within the Responding Party's chain of command, shall immediately take the following action:
  - A. Determine if the Responding Party has equipment and personnel available to respond to the Requesting Party and determine the type of equipment and number of personnel available.
  - B. Determine what available equipment and what available personnel should be dispatched, in accordance with the plans and procedures established by the Parties.
  - C. In the event the requested equipment and/or personnel are available, then the Responding Party shall dispatch such equipment and personnel to the scene of the emergency with proper operating instructions.
  - D. In the event the requested equipment and/or personnel are not available, then the Commanding Officer shall immediately advise the Requesting Party of such fact.
4. RESPONSE WITHOUT A FORMAL REQUEST: Each Party accepts that another Party may respond to one another's primary response area without a formal request, should the initial or subsequent dispatches indicate that the primary Party may need more assistance or resources.
5. AUTHORITY TO INVESTIGATE: The Parties entered into this agreement, grant the authority to investigate the origin and cause of a fire to the Fire Marshal (or their designee) of a Responding Party within one another's jurisdiction, providing that Fire Marshal (or their designee) is adequately trained and certified to conduct such an investigation.
6. DISTRIBUTION OF FIRE INVESTIGATION REPORTS: When a fire investigation is conducted by a Fire Marshal (or their designee) within another Party's jurisdiction, that report becomes the property of Party of which the incident occurred. A fire investigation report may then be released per the regulations and policies of each Party.

7. **LIABILITY:** The Parties agree that the Requesting Party shall assume liability for and hold the Responding Party harmless from any and all liabilities, which arise out of decisions or judgments of the Responding Party. Notwithstanding the foregoing, each Party hereto agrees to assume responsibility for liabilities arising out of or relating to the direct action of its own personnel and to hold the other Party harmless therefrom as to any action resulting from the other Party's performance under this Agreement. Any Party may take action against the other Party where the Party or its representative or an employee acting on behalf of the Party has acted with gross negligence.
8. **COMPENSATION:** Each Party agrees not to seek from the other Party any compensation for services rendered under this Agreement. Further, each Party hereto shall retain full responsibility for the payment of wages and other compensation and for carrying workmen's compensation upon said their respective employees; and each Party shall be responsible for its own equipment and shall bear the risk of loss thereto, irrespective of whether or not said personnel and equipment are being used within the area of primary responsibility of that Party.
9. **INSURANCE:** Each Party agrees to maintain adequate insurance coverage for its own equipment and personnel, and to provide proof of same upon request by the other Party hereto.
10. **TERMINATION:** A Party desiring to terminate this Agreement shall serve written notice upon the other Party of its intention to terminate this Agreement. Such notice shall be served not less than thirty (30) calendar days prior to the termination date set forth in said written notice. Such written notice shall automatically terminate this Agreement on the date specified.
11. **AGREEMENT NOT EXCLUSIVE:** This agreement is not intended to create an exclusive relationship as between the Parties hereto. Either of the Parties may, as necessary or expedient, enter into additional Mutual Aid Agreements with other Parties. Entry into such separate Agreements shall not alter or modify the terms and conditions of this Agreement, which may only be altered or amended by written addendum between the Parties hereto.
12. **RESPONSE PRIORITY:** Nothing in this Agreement shall be construed as creating any obligation on the part of either Party to provide equipment or personnel to the other Party in the event that a Party is unable to provide response to the Requesting Party due to pre-existing emergency response within the geographical limits of the Responding Party, or the limits of any other territory with whom Responding Party may be acting under terms of a similar Mutual Aid Agreement, or for any other reason as determined by the Commanding or ranking officer of the Responding Party. The Parties hereto intend that response


under the terms of this Agreement shall, at all times, be under and subject to the circumstances then faced by the Party requested to respond, and that, due to the nature of emergency response, such Party cannot and does not hereby make any assurances that it may be able or available to provide any such assistance at any given time.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first written above, with the intent to be legally bound hereby.

ATTEST:

By:   
Eric Traub  
Township Manager

WHITPAIN TOWNSHIP

By:   
Scott M. Badami  
Chair, Board of Supervisors

ATTEST:

By: \_\_\_\_\_  
Matt West  
Township Manager

PLYMOUTH TOWNSHIP

By: \_\_\_\_\_  
Karen Bramblett  
Chair, Council

**ORDINANCE NO. 1712**

**PLYMOUTH TOWNSHIP  
MONTGOMERY PENNSYLVANIA**

**AN ORDINANCE OF PLYMOUTH TOWNSHIP, MONTGOMERY COUNTY,  
PENNSYLVANIA, AMENDING THE CODE OF ORDINANCE AT PART 11  
[GENERAL LEGISLATION], CHAPTER 2 [ADMINISTRATION], ARTICLE II  
[Administration Code], DIVISION II [Administration]**

**WHEREAS**, The Township of Plymouth is a duly organized Home Rule municipality, existing and operating in accordance with the laws of the Commonwealth of Pennsylvania; and

**WHEREAS**, Pursuant to Section 301 of the Home Rule Charter, all powers of the Township are vested in and exercised by a Council, including the power to make and adopt ordinances and resolutions consistent with the Constitution and laws of the Commonwealth and the Home Rule Charter; and

**WHEREAS**, the Council of Plymouth Township desires to amend Chapter 2, Article II, Division II Section 2-73 and Section 2-77 of the Township Code of Ordinance; and

**WHEREAS**, THE Council of Plymouth Township has determined that it is in the best interests of the health, safety, and welfare of the Township and its residents to amend Chapter 2, Article II of the Township Code of Ordinance of the Township Code of Ordinance.

**NOW, THEREFORE**, The Council of Plymouth Township, Montgomery County, Pennsylvania, does hereby **ENACT** and **ORDAIN** that the Code of Ordinances of Plymouth Township, Pennsylvania, is hereby amended as stated below:

**SECTION 1. Amendment to Chapter 2 [Administration], Article II [Administration Code], Division 2 [Administration]**

The Township's Code, Chapter 2 [Administration], Article II [Administration Code], Division 2 [Administration] Section 2-73 which shall read as follows:

**Section. 2-73. Office of Fire Marshal.**

There shall be an office of Fire Marshal, which office may have one or more Fire Marshals. Wherever the term "Fire Marshal" is used in the Plymouth Township Code, such term shall be defined as the office of Fire Marshal. The office of Fire Marshall shall:

- (1) Ensure the safety and well-being of Township citizens and visitors through prevention, inspection, education and enforcement of all fire prevention and protection regulations;
- (2) Investigate complaints and causes of fire and prosecute violators;
- (3) Report to the Township Manager; and

- (4) Perform such other duties as required under the Plymouth Township Code as well as all applicable provisions of federal, state, county and local laws.

**Section 2-77.**

The Township's Code, Chapter 2 [Administration], Article II [Administration Code], Division 2 [Administration] Section 2-77 which shall read as follows:

(a) Purpose and objection of the Section. The Council of Plymouth Township deems it necessary and advantageous to the safety of the persons and property of the Township to establish the position of the Director of Public Safety to manage the efforts of the Police Department and Emergency Operations.

(b) Director of Public Safety. The Chief of Police shall serve as the Director of Public Safety. The Chief of Police will not receive any compensation for serving as the Director of Public Safety. The Director of Public Safety will also serve as the Emergency Management Coordinator ("EMC").

(c) Duties of Director of Public Safety. The Director of Public Safety shall be responsible for the following:

- (1) Direct and control the overall performance of the Police Department;
- (2) Conduct all emergency management needs pertinent to and ensuring the readiness of emergency forces in the event of a disaster over and above the day-to-day responses of ambulance, fire and police personnel;
- (3) Have the authority required to execute the orders of the Township Manager and Township Council and shall require the strict enforcement of ordinances of the Township in matters of public safety, the laws of the Commonwealth of Pennsylvania and the laws of the United States;
- (4) Maintain relations in an advisory capacity with volunteer fire companies to ensure prompt and efficient fire safety protection for the residents of Plymouth Township;
- (5) Assist police, fire, rescue and emergency medical services in handling and coordinating emergency and disaster situations; and
- (6) Will oversee all aspects of the community's safety and will develop and implement safety initiatives, supporting staff, coordinating emergency response plans, and working with community leaders to address safety concerns within their jurisdiction.

**ORDAINED AND ENACTED** by the Council of Plymouth Township, Montgomery County, Pennsylvania, this 14<sup>th</sup> day of July, 2025.

**COUNCIL OF PLYMOUTH TOWNSHIP**

**BY:** \_\_\_\_\_  
Karen R. Bramblett, Chair

**ATTEST:** \_\_\_\_\_  
Matt West, Manager/Secretary

**RESOLUTION NO. 2025-33**

**A RESOLUTION OF THE TOWNSHIP OF PLYMOUTH, MONTGOMERY COUNTY, PENNSYLVANIA, CREATING THE POSITION OF ADMINISTRATIVE SERGEANT TO BE HELD WITHIN THE PLYMOUTH TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, Plymouth Township (“Township”) is a Home Rule Municipality organized and existing under the laws of Commonwealth of Pennsylvania, with its offices at 700 Belvoir Road, Plymouth Meeting, Pennsylvania 19462; and

**WHEREAS**, Pursuant to Section 301 of the Home Rule Charter, all powers of the Township are vested in and exercised by a Council, including the power to make and adopt ordinances and resolutions consistent with the Constitution and the laws of the Commonwealth and the Home Rule Charter; and

**WHEREAS**, Pursuant to Section 2-76 of the Plymouth Township Home Rule Charter, the Township Council shall fix the number and rank of members of the police force. No police officer shall, at the same time, hold any other public office other than that of constable. The Council shall prescribe all necessary rules and regulations for organization of the police force; and

**WHEREAS**, The Council of Plymouth Township has determined that it is in the best interest of the health, safety, and welfare of the Township and its residents to create the position of Administrative Sergeant within the Plymouth Township Police Department; and

**WHEREAS**, This Resolution creates the position of Administrative Sergeant within the Plymouth Township Police Department to be supervised by the Chief of Police of the Plymouth Township Police Department.

**NOW THEREFORE BE IT RESOLVED** that the Council for the Township of Plymouth approves and ratifies this Resolution for the creation of the position of Administrative Sergeant within the Plymouth Township Police Department.

*[Remainder of this page intentionally left blank.]*

**DULY PRESENTED AND ADOPTED**, by Plymouth Township Council at a public meeting held on the 14<sup>th</sup> day of July, 2025.

PLYMOUTH TOWNSHIP

(Township Seal)

By: \_\_\_\_\_  
Karen R. Bramblett,  
Chair

Attest: \_\_\_\_\_  
Matt West,  
Manager/Secretary

# MEMO

PLYMOUTH TOWNSHIP



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**TO:** Council & Matt West  
**FROM:** Rick Carbo  
**DATE:** July 3, 2025  
**SUBJECT:** Credit Change Order

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Matt, I am requesting Council's approval on the attached Credit Change Order. Change Order MC-004 in the amount of \$9719.10 from Myco Mechanical is a credit back to Plymouth Township for unused Allowances included in Myco's original contract sum.



**PCCO #MC-004**

KCBA Architects  
8 East Broad Street  
Hatfield, Pennsylvania 19440  
Phone: 215-368-5806

Bittenbender Construction LP  
5 N. Columbus Boulevard, Pier 5  
Philadelphia, Pennsylvania 19106  
Phone: 215-925-9800

**Project:** CM-21001 - PLYMOUTH TWP MUNICIPAL CAMPUS  
RENOVATIONS  
700 Belvoir Road  
Plymouth Meeting, Pennsylvania 19462  
Phone: 610-233-0608  
Fax: 610-277-1452

## Prime Contract Change Order #MC-004: CE #084 - Final Allowance Credit

<b>FROM:</b>	PLYMOUTH TOWNSHIP 700 BELVOIR ROAD PLYMOUTH MEETING, Pennsylvania 19462	<b>TO:</b>	MYCO MECHANICAL, INC. 1 North Washington St. Telford, Pennsylvania 18969
<b>DATE CREATED:</b>	6/19/2025	<b>CREATED BY:</b>	Michael Borrelli (BITTENBENDER CONSTRUCTION LP)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION:</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/19/2025
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Allowance
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	
<b>FIELD CHANGE:</b>	No	<b>CONTRACT FOR:</b>	PRIME 003 - MYCO:MECHANICAL PRIME CONTRACT
		<b>TOTAL AMOUNT:</b>	(\$9,719.10)

**DESCRIPTION:**  
CE #084 - Final Allowance Credit

**ATTACHMENTS:**

### CHANGE ORDER LINE ITEMS:

PCCO #MC-004

#	SubJob	Cost Code	Description	Type	Amount
1	003 MC PRIME - MYCO MECHANICAL	70-100 - OWNER ALLOWANCES	Allowance Adjustment	OTHER	(\$9,719.10)
<b>Subtotal:</b>					(\$9,719.10)
<b>Grand Total:</b>					(\$9,719.10)

The original (Contract Sum)	\$2,998,000.00
Net change by previously authorized Change Orders	\$271,358.89
The contract sum prior to this Change Order was	\$3,269,358.89
The contract sum will be decreased by this Change Order in the amount of	(\$9,719.10)
The new contract sum including this Change Order will be	\$3,259,639.79
The contract time will not be changed by this Change Order.	

**OWNER**

**PLYMOUTH TOWNSHIP**

700 Belvoir Road  
Plymouth Meeting, Pennsylvania 19462

\_\_\_\_\_  
**SIGNATURE** **DATE**

\_\_\_\_\_  
**NAME** **TITLE**

**ARCHITECT**

**KCBA ARCHITECTS**

8 East Broad Street  
Hatfield, Pennsylvania 19440

\_\_\_\_\_  
**SIGNATURE** **DATE**

\_\_\_\_\_  
**NAME** **TITLE**

**CONSTRUCTION MANAGER**

**BITTENBENDER CONSTRUCTION LP**

5 N Columbus Boulevard, Pier 5  
Philadelphia, Pennsylvania 19106

\_\_\_\_\_  
**SIGNATURE** **DATE**

\_\_\_\_\_  
**NAME** **TITLE**

**CONTRACTOR**

**MYCO MECHANICAL, INC.**

1 North Washington Street  
Telford, Pennsylvania 18969

\_\_\_\_\_  
**SIGNATURE** **DATE**

\_\_\_\_\_  
**NAME** **TITLE**

# MEMO

PLYMOUTH TOWNSHIP



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**TO:** Council, Matt West  
**FROM:** Kellen Jarrett  
**DATE:** July 2, 2025  
**SUBJECT:** Harmonville Fire Company Capital Funds

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Harmonville Fire Company has requested a release of \$215,000 from their capital fund to pay off a loan for their Rescue 44 truck. Each year in the budget, Council approves a specific amount for capital funding that is then transferred into this capital account for Harmonville. For 2025, \$115,000 was approved. With this release of funds, the remaining balance will be \$16,968.58. I have no issue with this release as I agree with paying off the loan to cut back on future interest payments and expense. However, as with other large releases of funds and since this release of funds was not an actual budgeted expense, I think it is important to bring it to Council's attention and obtain approval.



# HARMONVILLE FIRE CO. NO.1

Station B  
904 Germantown Pike  
Plymouth Meeting PA, 19462

*Corresponding Address:*  
Station A  
2100 Butler Pike  
Plymouth Meeting PA, 19462  
Phone:610.828.0836

Plymouth Township Council  
700 Belvoir Rd  
Plymouth Meeting PA, 19462

Dear Council Members,

This letter is a request from the Officers and Members of the Harmonville Fire Company No.1 to release the amount of \$215,000 from the capital improvement fund that has been graciously funded by the Plymouth Township Council. This release of funds will be used to pay off the loan for Rescue 44 which was made in 2020.

This apparatus once has already been placed into the township's apparatus lien program.

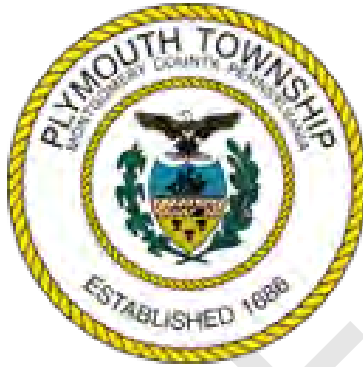
We greatly appreciate your unwavering support to assist the Harmonville Fire Company No.1 with our mission to provide the highest quality of fire and rescue services to the thousands of Plymouth Township residents and visitors.

Should you have any questions please let me know.

Sincerely,

***John Hoffman***

John Hoffman  
Fire Chief  
Harmonville Fire Co No.1  
[Chief@Hfc44.com](mailto:Chief@Hfc44.com)  
610.476.0883



Plymouth Township  
Montgomery County, Pennsylvania

# **Traffic Calming Policy**

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## **PLYMOUTH TOWNSHIP TRAFFIC CALMING POLICY**

### **INTRODUCTION**

This Traffic Calming Policy integrates the work of various subject matter experts from the Township's Police, Public Works, Emergency Services, Administration and Engineering departments to review, assess and provide recommendations to address neighborhood traffic concerns. This Policy reflects the commitment of Plymouth Township to address a wide range of community goals and objectives, which include transportation mobility, efficiency and safety. While our community strives to be more sustainable and livable, a comprehensive Traffic Calming Program will help harmonize transportation mobility with other community values.

This Traffic Calming Policy identifies the procedure that will be followed when Township residents inquire about Traffic Calming on their street or in their neighborhood. This policy in no way limits the Township's authority to erect traffic control devices in accordance with Section 6122 of the PA Motor Vehicle Code.

Although this policy does not address or affect speeding on Non-Township Roads, particularly state roadways, the Township supports and encourages legislation at the state level to allow local municipalities to enforce speeding on state-owned roadways using Traffic Calming devices and other measures and enforcement techniques such as radar. This will help residential Property Owners along state thoroughfares deal with such issues as excessive speeds within the neighborhoods abutting or near state roads, site distance issues and excessive traffic volume that might make it difficult to get out of private residential driveways.

### **PURPOSE AND GOALS**

Plymouth Township's Traffic Calming Policy is designed to address traffic concerns in residential areas of the Township, such as speeding, high volume, cut-through traffic and pedestrian safety. The main goal of the Township's Traffic Calming Program is to work in cooperation with neighborhoods to preserve the residential and commercial character of the Township's neighborhoods and improve the overall quality of life within them.

The Traffic Calming Program incorporates the following goals:

- Create safe and attractive streets;
- Reduce the negative effects of motor vehicles on pedestrians and the environment; and
- Increase the quality of life in the Township.

Traffic Calming goals should be developed with specific objectives planned on an area-wide basis. These Traffic Calming goals are achieved by including the following objectives:

- Achieve safe, slow speeds for motor vehicles;

- Reduce Transient Traffic;
- Improve the safety and the perception of safety on the street;
- Reduce and redirect the need for traffic police enforcement; and
- Reduce crash frequency and severity.

The Township's Traffic Calming goals and objectives are achieved by meeting minimum criteria in established principles and planning concepts to ensure proper implementation. The Traffic Calming principles are therefore achieved by adopting the following:

- Traffic Calming and development process must be community-based and supported;
- Traffic-calmed streets should incorporate a degree of self-enforcement of motor vehicle speeds through the design of physical features;
- Traffic Calming should directly affect driver behavior; and
- Traffic Calming must improve the safety of the street for all roadway users, including pedestrians and bicyclists.

## DEFINITIONS

***"85th Percentile Speed"*** shall mean that speed at which 85 percent of the free-flowing vehicles are traveling, or below.

***"Arterial Road"*** shall mean a roadway of considerable continuity that provides connectivity between boroughs, larger villages, and other traffic generators which generate substantial volumes of traffic where average trip lengths are usually seven miles or greater. Arterial Roads within Plymouth Township are not eligible for Traffic Calming features through the Traffic Calming Policy described herein. Traffic Calming features may be constructed on an Arterial Road as part of a Township sponsored streetscape or similar enhancement project.

### Purpose of arterial roads

- Deliver traffic from collector roads to highways or expressways
- Connect urban hubs
- Provide access to commercial and cultural resources

### Characteristics of arterial roads

- Usually have multiple lanes
- Often have limited access or restrictions on private access
- Intersections are usually at-grade and use traffic signals
- Many major roads are arterial roads, making them significant urban places

***"Collector Road"*** shall mean a road that provides connections with local roads, arterials and the state highway system network and may serve as a traffic corridor connecting villages, small boroughs, and other areas on an intra-county or township basis. Many trips are destined to such

points originate in widely diffused locations and a highway in this classification is considered as a collector. Traffic volumes and trip lengths vary greatly depending upon size and distance between locations.

#### Characteristics of Collector Roads

- **Capacity:** Collector roads have low to moderate capacity.
  - **Speed:** Collector roads typically have speed limits between 35 and 55 miles per hour.
  - **Access:** Collector roads provide access to residential properties.
  - **Traffic:** Collector roads balance mobility with land access.
- 
- There may be major and minor collector roads, with major collector roads being wider and busier.
  - Collector roads may be shorter than 3/4 of a mile in urban areas.
  - Collector roads may have a single lane with a painted centerline

***“Generally Affected”*** shall mean all properties within a neighborhood area, the boundaries of which are determined by Township staff, petitioning for Traffic Calming including those adjacent to roads on which Traffic Calming features may not be located.

***“Local Road”*** shall mean a roadway with relatively low traffic volumes that serves short trips at low speeds. For purposes of this program, Local Roads are typically residential roadways and include all roads not classified as Non-Township Roads, Arterial Roads, or Collector Roads.

***“Non-Township Road”*** shall mean a roadway not owned by Plymouth Township regardless of whether the Township maintains the roadway. Ownership may be by a private entity such as a Homeowners’ or Condominium Association;

***“Primary Access Route for Emergency Services”*** shall mean those state-owned roadways, determined by the Fire Marshal and the Township Manager that serve as primary access into neighborhood areas requiring their services. For purposes of the Traffic Calming Program, “Primary Access Routes for Emergency Services” shall not be eligible for Traffic Calming features that include vertical deflections such as speed humps and speed tables. These routes shall be shown on a map maintained by the Township Engineer.

***“Property Owner”*** shall mean the person(s) or agency that possesses title to a parcel of land, as determined by the Township. Renters or residents other than the Property Owner are not included.

***“Public Transportation Route”*** shall mean roadways where mass transportation providers, such as SEPTA, have established generally fixed routes to connect large numbers of people to many destinations throughout the region.

***“Specifically Affected”*** shall mean properties adjacent to roadways within a neighborhood area, as determined by Township staff, petitioning for Traffic Calming that are directly affected by traffic problems and the installation of Traffic Calming features. A Specifically Affected property must have at least one side or portion of the parcel abutting the roadway on which Traffic Calming features are being considered.

***“Traffic Calming”*** shall mean the combination of mainly physical features that reduce the negative effects of motor vehicle traffic use, alter driver behavior and improve conditions for non-motorized street users. While Traffic Calming features are not traffic control devices but rather physical parts of a roadway’s design characteristics, appropriate signing and pavement markings often supplement the physical features.

***“Transient Traffic”*** shall mean non-local vehicular traffic using neighborhood streets as a short-cut to other areas or to by-pass an alternate route on a main Collector Road and/or Arterial Road; also referred to as “cut-through” traffic.

## **APPLICABILITY**

Township residents are often very concerned about traffic problems, real or perceived, in their neighborhood. Reports from citizens are sometimes the only way the Township becomes aware of specific traffic concerns in residential areas. These concerns may involve speeding, Transient Traffic, real or potential risk from vehicle crashes, safety, or other issues. Because the character of residential neighborhoods is a Township-wide concern, and because Traffic Calming Programs affect daily living patterns of area residents and may involve public safety issues, the Generally Affected area (the whole neighborhood) should be informed and involved in the development of any plan which involves a major change or expenditure of public funds. All residents in a neighborhood area are provided opportunities to offer their opinions on proposed Traffic Calming Plans. A minimum number of Specifically Affected properties must then formally agree by voting on the proposed Traffic Calming Plan in order for it to be implemented. Specifically Affected residents are eligible for the formal vote because they live directly along the roads most affected by traffic problems and Traffic Calming.

## **ELIGIBLE STREETS**

A street will be considered for the installation of Traffic Calming features, provided that the street meets all of the following criteria:

- The street is located in an area zoned residential.
- The block is at least 300 feet in length and the road grade is eight percent or less.
- Parts of streets where a majority of the properties are residences, parks, and/or schools.
- The 85th Percentile Speed is in excess of 10 mph over the posted speed limit (for streets where speeding is a concern) for the preceding three-month time period.
- The street is owned and maintained by the Township.
- The street is not an alley.

## LOCATION GUIDELINES

The minimum distance from an intersection to a Traffic Calming device shall range from 100 feet for unsignalized intersections to 200 feet for signalized intersections. Any Traffic Calming feature shall be visible to oncoming traffic for at least the minimum safe stopping sight distance based on the 85th Percentile Speed. Traffic Calming shall take into account existing drainage features and bicycle facilities. Where possible, features shall be located to minimize the impacts to on-street parking. The following shall apply where feasible: features should be placed near street lights for improved nighttime visibility of the feature and required signage should be placed on property lines as opposed to directly in front of a residence.

## AMERICANS WITH DISABILITIES ACT

Traffic Calming measures must be designed to accommodate all people in the community. To accomplish this goal, features that are implemented to improve pedestrian safety, or have an effect on pedestrian travel, must be designed to meet the requirements of the federal Americans with Disabilities Act.

## TRAFFIC CALMING FEATURES

### ELEMENTS OF TRAFFIC CALMING

The selection of Traffic Calming features should be based on:

1. The features potential to address traffic problems on affected roadways;
2. The type of roadway;
3. Types of uses on or adjacent to affected roadways; and
4. Physical constraints.

Specific measures can be grouped into categories based upon the means by which they impact traffic. The following is a description of the categories:

- **Vertical deflection** – refers to Traffic Calming measures that create a change in the height of the roadway. When designed properly, vehicles must proceed slowly over these measures in order to avoid unpleasant bumping sensations. As with horizontal deflection measures, vertical deflection measures are mainly used to reduce vehicle speeds, with only minor effects on traffic volumes. Vertical deflection measures can also be used to improve the safety of pedestrian crossings. Vertical deflection measures are typically seen as “speed humps” or “speed cushions.” Vertical deflection shall not be placed on Public Transportation Routes and/or Primary Access Routes for Emergency Services.
- **Horizontal deflection** – refers to two types of Traffic Calming measures. The first type hinders the driver’s ability to drive in a straight line by creating a horizontal shift in the roadway. This shift forces drivers to slow their vehicles in order to safely navigate the

measure. The second type of horizontal deflection measure is designed to narrow the width of the travel lane. Doing so reduces the usable surface of the roadway causing drivers to slow their vehicles to maintain an acceptable level of comfort. Although horizontal deflection measures are mainly used to address speed concerns, applications that narrow the travel lane can improve pedestrian safety by reducing the width of the crossing. Horizontal deflection measures may also have the secondary effect of reducing volumes; however, the effects will typically be minor.

- **Physical Obstruction** – refers to features that prevent particular vehicle movements, thereby discouraging or eliminating cut-through traffic. The overall traffic volume reduction depends upon the nature of the Traffic Calming feature and the number of movements obstructed.
- **Landscaping** – refers to the installation of trees, bushes, shrubbery and/or other plant materials as part of a Traffic Calming Plan. The Township will maintain a list of acceptable plantings to be used and determine which types of plantings would be best suited for the adjacent neighborhood area. The installation of landscaping in conjunction with the raised curbing will prevent drivers from driving around the Traffic Calming features and help reinforce the narrowed pavement width, also narrowing the driver's field of vision and encouraging them to reduce travel speeds. The curbing also helps protect the landscaping.
- **Change in texture and color** – refers to the use of specialty concrete, asphalt or paver bricks to aid in notifying the driver of a change in pavement design and to provide an aesthetic value.
- **Alternative education and enforcement tools** – refers to information on education methods to increase awareness of neighborhood traffic concerns. These alternative education tools include, but may not be limited to: neighborhood awareness brochures on traffic issues, such as speeding and its impacts, prepared and approved by the Township, and distributed by area residents; increased neighborhood enforcement by the Police Department; and the use of a mobile speed-alert sign posted by the Police at problem locations to advise motorists of the speed at which they are traveling.

## **SPECIFIC TRAFFIC CALMING FEATURES**

Traffic Calming features that may be considered by the Township are described briefly below. All designs are subject to the approval of the Township.

- **Medians:** Elongated, curbed median islands constructed approximately midway in a roadway segment to separate driving lanes and reduce lane widths.

- **Entrance Way Features:** Treatments that provide landscaping at the entrances to the neighborhood to help give identity and remind drivers to maintain slow speeds throughout the residential area. Also referred to as “gateway features”.
- **Roadway Narrowing:** Reduction in pavement width of a roadway section while maintaining two-way traffic. Landscaping planted in conjunction with the narrowing reinforces the impression of limited pavement area and narrows field of vision.
- **Speed Cushions:** Modified speed humps installed across the roadway with spaces between each cushion to permit wider axle emergency vehicles to pass without slowing down. Speed cushions generally are approximately three inches high, six feet wide and seven feet in length.
- **Semi-diverter:** A partial (“directional”) closure of a roadway created by physically blocking half the street. Creates a narrowed roadway section, which is designated for one-way traffic.
- **Textured Crosswalks:** The use of paver bricks or other materials to demarcate crosswalks and alert motorists that they are entering a pedestrian-friendly area.
- **Intersection Redesign:** Consists of several different possible designs based on the specific needs and unique characteristics of the location. May involve eliminating excess pavement areas, creating horizontal deflections on approaches or realigning intersection to 90-degrees.
- **Rumble Strips:** a series of depressions or raised areas in pavement placed such that it changes the noise a vehicles tires make on the surface to warn drivers about speed restrictions or the edge of a road or driving lane.
- **Pavement Markings:** the use of various painted stripes or graphics to attract drivers’ attention to help reduce speed. They may be used as horizontal deflection or to provide information to drivers about reduced speed, sharp curves, or other information.

## SIGNAGE

Standard signing and pavement markings shall be in accordance with the Federally-adopted Manual of Uniform Traffic Control Devices (MUTCD) and PennDOT regulations. Signage shall include a yellow warning sign at each feature. In the event a series of features are installed without intersecting side street conflicts, one advance warning sign may be used to warn motorists of the series. Minimal additional signage and/or pavement markings, such as white edge line striping and raised pavement markers (small reflector buttons) may also be necessary.

Township staff will review each neighborhood Traffic Calming Plan for signage needs and will develop a signage plan accordingly. In an effort to reduce the number of overall warning and

regulatory signs in neighborhoods, the existing and proposed signs will be reviewed to determine if existing signs can be removed. When a new sign is required, the location of the sign will be reviewed to determine a location that least impacts the neighborhood while satisfying the sign placement requirements.

## IMPLEMENTATION PROCESS

### Overview

The following steps are followed throughout the Traffic Calming Program:

1. **Petition / Traffic Studies / Plan:** Proposals for Traffic Calming initiatives can be submitted by Township residents, members of the Plymouth Township Council, or Township staff, and can also be proactively developed by the police department. Residents inquiring about Traffic Calming in their neighborhood will be required to complete petitions, forms, and other documents available on the Township website ([www.Plymouthtownship.org/trafficcalming](http://www.Plymouthtownship.org/trafficcalming)) or at the Plymouth Township Municipal Building, that are required to begin the process of assessing the suitability of a particular Local Road(s) for Traffic Calming. If 70 percent of the Specifically Affected Property Owners sign a petition, the Police Department will initiate a Traffic Study which will include but is not limited to: crash history, traffic speed and volume, geographic location and significant geometric conditions of subjected roadway (*70 % approval of affected households and businesses is consistent with recommendations from the Pennsylvania Department of Transportation Traffic Calming Handbook*). Based on the results of the Traffic Study, a neighborhood Traffic Calming Plan may be developed by Township staff and consultants, when appropriate, for consideration by Council.
2. **Implementation:** If the Plymouth Township Council approves the Traffic Calming Plan by a Resolution of the Board, depending on the scope of the project, the approved Traffic Calming Plan is placed on a schedule for the installation of the Traffic Calming features. An approved Traffic Calming Plan is not a guarantee of implementation, as implementation of a Traffic Calming Plan depends on priority, order of approval, and availability of funding.

### Detailed Explanation

1. **Inquiry/Petition:** Upon initial contact made by a resident or Property Owner inquiring about Traffic Calming in their neighborhood, Township staff will discuss the program procedures and petition requirements with the resident. Information and forms will be shared. The Property Owner(s) will be required to submit a Traffic Calming Inquiry Form to initiate the process. Alternatively, this Traffic Calming Inquiry form may also be obtained on the Township website, [www.plymouthtownship.org/trafficcalming](http://www.plymouthtownship.org/trafficcalming), or from the Township Administration Building or Police Department. Typically, a resident will have concerns with traffic problems on one specific roadway section. However, if the implementation of Traffic Calming features on one roadway section may transfer the problems to an adjacent Local Road, the affected neighborhood area shall be addressed as a whole. This affected

neighborhood area is called the Generally Affected area and will be determined by Township staff and/or representatives, taking into consideration the natural, constructed, and traffic boundaries of an area. The Generally Affected area will be determined based on proximity to the proposed Traffic Calming feature, likelihood of traffic diverting onto adjacent roadways as a result of the proposed Traffic Calming feature, and roadways where residents will be impacted by the feature. Township representatives will discuss with the inquiring parties minimum petition requirements, as well as the boundaries of the Generally Affected area and the Specifically Affected area. A preliminary field review may be required and a meeting with the inquiring parties may also occur if needed. Township representatives will provide inquiring parties with official petition forms, informational brochures and maps detailing the Generally Affected area boundaries. If the Property Owners wish to proceed with formal petitioning for Traffic Calming, the petition will have to represent a minimum of 70 percent of the Specifically Affected Property Owners.

*The purpose of obtaining signatures from owners of a minimum of 70 percent of the Generally Affected properties is to verify there are a significant number of residents interested in Traffic Calming before proceeding through the remainder of the Traffic Calming Program. Signatures from Generally Affected Property Owners within the neighborhood boundary are required so that representatives from multiple streets within the neighborhood may be included. Although only Specifically Affected Property Owners may vote on the final Traffic Calming Plan, all Generally Affected Property Owners should remain informed during the development process and be provided opportunities for input.*

2. **Traffic Studies/ Plan Development:** After the petition has been received, Township staff and/or consultants will perform traffic studies on the critical roadways to determine 85th Percentile Speeds and average daily traffic volumes. A review of the crash history will also be performed for a period of three years. Only the roadways with an 85th Percentile Speed that exceeds the speed limit by more than 10 mph for the preceding three-month time period will be considered for Traffic Calming measures. Township staff and/or consultants will analyze the traffic data and any other safety factors to make recommendations with respect to the suitability of Traffic Calming features to improve pedestrian and vehicular safety goals.
3. **Develop Plan:** Township staff and/or consultants will develop a proposed Traffic Calming Plan. For a particular roadway section, Traffic Calming features may be most effective if applied in a series. The locations will be determined through the Traffic Calming Study and will depend on several factors, including but not limited to adequate spacing between features, driveway connections to road rights-of-way, intersecting side streets, horizontal or vertical curvature of the roadway, and drainage. Selection of locations must also take into consideration existing infrastructure such as fire hydrants, drainage inlets, utility boxes, manholes, poles, etc.

Where applicable, Township staff and/or consultants will coordinate development of the Traffic Calming Plan with representatives of PennDOT and adjacent municipalities. If required, additional traffic studies will be completed to assess the impact of constructing Traffic Calming measures and to obtain any required permits.

4. **Public Input:** All Generally Affected Property Owners within the neighborhood area being considered for Traffic Calming will be provided an opportunity to review and provide input on the proposed Traffic Calming Plan for their neighborhood at a public Council meeting. All Generally Affected Property Owners will be notified in writing by both written correspondence sent via U.S. mail, and where available, via electronic mail no less than 10 days prior to the meeting date. The notice will include the purpose of the public meeting and a description of the proposed Traffic Calming Plan for the neighborhood. The meeting may occur in person or via a generally available web conferencing platform, provided it is available for participants via telephone.

All Township residents are welcome to attend public meetings of Council and provide their opinion. A Traffic Calming Plan presentation will provide the following information:

- Brief presentation on Traffic Calming in general and the Township's Traffic Calming Program and process.
- Review of neighborhood concerns which initiated the Traffic Calming process and any other background information as needed.
- Review of the boundaries of the Generally Affected area and identification of Specifically Affected properties.
- Review results of the traffic studies from the affected area and other applicable data as needed.
- Presentation of the proposed Traffic Calming Plan for the affected area.
- Explanation of the steps required to implement the plan.

#### 5. **Implementation**

If the Plymouth Township Council approves implementation of the Traffic Calming Plan by a Resolution of the Board, the neighborhood Traffic Calming Plan is placed on a schedule for the installation of the Traffic Calming features. The Traffic Calming Plan will progress as funding allows. If there are multiple neighborhoods that have voted for Traffic Calming, a waiting list may be developed by Township staff until such time as the features can be constructed. An approved Traffic Calming Plan is not a guarantee of implementation, as implementation of a Traffic Calming Plan depends on priority, order of approval, and availability of funding.

Immediately following implementation of the Traffic Calming measures, necessary temporary signs or other warning devices may be installed, as needed, to alert drivers to an upcoming Traffic Calming project or that Traffic Calming features have been installed in a neighborhood.

## FUNDING AND PRIORITIZATION

The Township supports the Traffic Calming Program on an ongoing basis by allocating funds into a *Traffic Calming Fund*, when available, through the budgetary process. Project implementation, and potential removal of traffic calming devices, is dependent on the availability of funding in said *Traffic Calming Fund*. A successful vote does not guarantee the installation of a Traffic Calming measure.

A priority list for the purposes of distributing funds for Traffic Calming projects and scheduling them for construction shall be maintained by the Township. Future petitions received will be ranked according to severity based on the results of Traffic Calming Plans.

Each year, the priority list will be readdressed to re-rank those petitions that have been waiting for one or more years. One additional point will be added to the point total of those petitions waiting more than one year from the date the voting period expired. If a neighborhood petition waits a second year or more, it will receive an additional point that next year the prioritization list is readdressed.

It is anticipated that multiple neighborhoods may develop proposed Traffic Calming Plans through the Traffic Calming Program simultaneously and can be scheduled for implementation on an on-going basis. Therefore, the prioritization list shall be used as a guideline for the installation of Traffic Calming features. However, if one neighborhood requires additional time to complete the development of their Traffic Calming Plans but has a higher point total than another neighborhood that has completed its plan and voting process, construction of the Traffic Calming project should proceed in the neighborhood ready to go so that the Traffic Calming Program continues in an efficient and timely manner Township-wide. It is anticipated that the streamlined process described within this Traffic Calming Policy will greatly reduce the time it takes to schedule the construction of an approved Traffic Calming Plan and relying on the prioritization list to schedule projects if a waiting list develops should rarely be necessary.

A Traffic Calming Program account may be designated by the Plymouth Township Council. Developers of new and/or expanding projects may contribute funding on a voluntary basis to address community concerns. For a development or redevelopment project that impacts an adjacent residential roadway in a neighborhood that has petitioned for Traffic Calming, the developer may install one or more Traffic Calming features, such as an enhanced speed hump feature, mini-traffic circle or other appropriate feature during the construction of the project. If it

is not feasible for a developer to install Traffic Calming as part of their project, the developer may donate funds to the Township that will be reserved for use when the Township installs Traffic Calming in the adjacent affected neighborhood area.

## **OTHER TRAFFIC CALMING PROGRAM ISSUES**

### **CONTINUAL MONITORING**

After the implementation of each neighborhood Traffic Calming Plan is complete, follow-up traffic studies will be performed to continuously monitor the project for effectiveness and any remaining traffic problems for a period of one year.

### **REMOVAL OF TRAFFIC CALMING FEATURES**

The Property Owners of an area in which Traffic Calming has been implemented may request the removal of the Traffic Calming features. A petition to remove the Traffic Calming features may be considered by Council, subject to the following conditions:

- The Traffic Calming features have been in place for at least three years;
- A request for the removal of the Traffic Calming features must be signed by at least 70 percent of the Generally Affected Property Owners within the same neighborhood boundaries used for the petition initiating the original Traffic Calming process;
- A 70 percent majority vote from the Specifically Affected Property Owners is required for the removal; and
- The removal of one or more Traffic Calming features may not make the remaining overall Traffic Calming Plan less effective, unless the entire Traffic Calming Project is being petitioned for removal.

If review by Township staff and/or consultants has determined that specific Traffic Calming features are no longer fulfilling their intended purpose or that a Traffic Calming feature installed under these guidelines has become a hazard, it may recommend that Council consider immediate removal or work with the Specifically Affected Property Owners to develop alternate Traffic Calming Plans.

### **RECONSIDERATION OF TRAFFIC CALMING PETITIONS**

Should the Traffic Calming Study determine that an area does not qualify for Traffic Calming, petitions for a Traffic Calming Study will not be considered for at least one year from the date a Traffic Calming Study was completed and a decision not to implement Traffic Calming features was made. A new petition will be required after the one-year waiting period to initiate the Traffic Calming process again. The Township may allow the area to submit a new petition prior to this one-year waiting period if it is determined that significant change has taken place affecting traffic

conditions in the area. Such significant change may include, but not be limited to, new development, roadway modifications, and changes in land use or similar changes creating clearly defined neighborhood impacts.

### **EMERGENCY SERVICES ROUTES**

Studies show Traffic Calming features may cause delay in emergency response times to residences in neighborhood areas where Traffic Calming projects have been installed. The potential for these delays will be evaluated and noted in the Traffic Calming Study. However, Traffic Calming features and reduced vehicular speeds may also reduce the number of incidents requiring emergency services, due to the increased safety on the roadways within a traffic calmed area.

Traffic Calming is only permitted on roads designated as “Local Roads.” Traffic Calming may be permitted on roadways designated as “Collector Roads,” and “Primary Access for Emergency Services;” however, Traffic Calming features shall be limited to features that do not include vertical deflection.

DRAFT

# **Traffic Calming Inquiry Form**

**- Implementation Request -**



# Plymouth Township

## Traffic Calming Inquiry Form

### - Implementation Request -

We appreciate our residents and thank you for your ongoing commitment to making Plymouth Township a safe and welcoming community. One growing concern we've heard from many of you involves quality-of-life traffic issues in our neighborhoods and surrounding roads.

To help address these concerns, the Township has established a **Traffic Calming Policy**, which provides a formal process for residents to request traffic studies and potential solutions. Here's how it works:

#### 1. Initiate a Request

A resident completes a *Traffic Calming Inquiry Form - Implementation Request* to request a traffic study for a specific street and concern.

#### 2. Gather Community Support

After meeting with the Township, the applicant must collect signatures from at least **70% of Specifically Affected Property Owners**—those who live directly along the impacted roadway and would be affected by any proposed changes. Only these property owners may vote on the final traffic calming plan.

#### 3. Addressing Broader Impacts

If proposed traffic changes could shift the issue to nearby streets, the Township will identify a broader **Affected Area**, which includes **Generally Affected Property Owners**. In such cases, the applicant must also collect signatures from at least **70% of these residents** to demonstrate widespread support for moving forward.

#### 4. Conduct a Traffic Study

The Plymouth Township Police Department (PTPD) will conduct a traffic study using existing and/or newly collected data to evaluate the concern.

#### 5. Review Findings

The PTPD will summarize its findings and submit them to the Public Works Director, who will then provide recommendations to the Township Manager and Council.

#### 6. Council Review and Recommendations

If the data confirms a valid concern, the Township Council will consult with the traffic engineer, PTPD, and Public Works Department to explore solutions. The applicant will be kept informed of the findings and any proposed recommendations.

#### 7. Next Steps for Implementation

If the proposed solution involves physical traffic calming measures or other significant changes, the Township will work with the applicant on the next steps, which could include a petition process for final approval and installation.



# Plymouth Township

## Traffic Calming Inquiry Form

- Implementation Request -

### STEP 1:

#### SECTION I: APPLICANT INFORMATION

Primary Contact Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

☐ I am the legal property owner *(Requests must be submitted by property owners. Renters may contact their landlord to initiate a request.)*

#### SECTION II: TRAFFIC CONCERNS

Street(s) Affected (To include cross streets and/or specific blocks):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ Speeding  
☐ STOP Sign/Traffic Signal  
☐ Pedestrian Safety  
☐ Cyclist Safety  
☐ Other (Please Specify) \_\_\_\_\_

Describe the reason for implementation request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### SECTION III: ACKNOWLEDGEMENTS

- ☐ I understand that the Township will determine the 'Generally Affected' and 'Specifically Affected' areas.  
☐ I understand that "Non-Township Roads", "Primary Access Routes for Emergency Services", and "Public Transportation Routes" may not be eligible for some Traffic Calming features.  
☐ I understand that a traffic study or review will only be performed after petition requirements are met.  
☐ I understand that approval by Plymouth Township Council is required before any action is taken.  
☐ I understand that implementation is dependent on funding availability and prioritization.  
☐ I understand that this request does not guarantee immediate action.



# Plymouth Township

## Traffic Calming Inquiry Form

- Implementation Request -

### **STEP 2:**

#### **SECTION IV: TOWNSHIP MEETING**

- The Township will contact the Applicant to schedule an initial meeting to determine **Specifically** Affected Property Owners
- If deemed appropriate, the Township may additionally identify the need to include **Generally** Affected Property Owners

#### **SECTION V: PETITION SUBMISSION**

- After meeting with the Township, the Applicant must attach a petition with signatures representing at least 70% of **Specifically** Affected Property Owners.
- Upon further determination by the Township, the Applicant may also need to obtain signatures from a minimum of 70% of the **Generally** Affected Property Owners.

#### **SUBMISSION**

Return the completed form and petition to:

*Plymouth Township Public Works Director  
700 Belvoir Road, Plymouth Meeting, PA 19462*

- OR -

Scan completed form and petition(s) as a PDF and email to: [trafficalming@plymouthtownship.org](mailto:trafficalming@plymouthtownship.org)

For help or questions, please call 610-233-0566

#### **APPLICATION REVIEW**

(To be completed by Plymouth Township)

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

Received By: \_\_\_\_\_

Page 4 of 5



# **Traffic Calming Inquiry Form**

**- Removal Request -**



# Plymouth Township

## Traffic Calming Inquiry Form

### - Removal Request -

We appreciate our residents and thank you for your ongoing commitment to making Plymouth Township a safe and welcoming community. One growing concern we've heard from many of you involves quality-of-life traffic issues in our neighborhoods and surrounding roads.

To help address these concerns, the Township has established a **Traffic Calming Policy**, which provides a formal process for residents to request traffic studies and potential solutions. Here's how it works:

#### 1. **Initiate a Request**

A resident completes a *Traffic Calming Inquiry Form – Removal Request* to request a traffic study for a specific street and concern.

#### 2. **Gather Community Support**

After meeting with the Township, the applicant must collect signatures from at least **70% of Specifically Affected Property Owners**—those who live directly along the impacted roadway and would be affected by the removal of any proposed changes. Only these property owners may vote on the final traffic calming plan.

#### 3. **Addressing Broader Impacts**

If proposed traffic changes could shift the issue to nearby streets, the Township will identify a broader **Affected Area**, which includes **Generally Affected Property Owners**. In such cases, the applicant must also collect signatures from at least **70% of these residents** to demonstrate widespread support for moving forward.

#### 4. **Conduct a Traffic Study**

The Plymouth Township Police Department (PTPD) will conduct a traffic study using existing and/or newly collected data to evaluate the concern.

#### 5. **Review Findings**

The PTPD will summarize its findings and submit them to the Public Works Director, who will then provide recommendations to the Township Manager and Council.

#### 6. **Council Review and Recommendations**

If the data confirms a valid concern, the Township Council will consult with the traffic engineer, PTPD, and Public Works Department to explore solutions. The applicant will be kept informed of the findings and any proposed recommendations.

#### 7. **Next Steps for Removal**

If the proposed solution involves the removal of physical traffic calming measures, the Township will work with the applicant on the next steps, which could include a petition process for final approval and removal.



# Plymouth Township

## Traffic Calming Inquiry Form

- Removal Request -

### STEP 1:

#### SECTION I: APPLICANT INFORMATION

Primary Contact Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

☐ I am the legal property owner *(Requests must be submitted by property owners. Renters may contact their landlord to initiate a request.)*

#### SECTION II: TRAFFIC CONCERNS (Traffic Calming features must have been in place for at least 3 years)

Street(s) Affected (To include cross streets and/or specific blocks):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which of the following concern(s) was the original implementation request designed to address:

- ☐ Speeding  
☐ STOP Sign/Traffic Signal  
☐ Pedestrian Safety  
☐ Cyclist Safety  
☐ Other (Please Specify) \_\_\_\_\_

Describe the reason for removal request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### SECTION III: ACKNOWLEDGEMENTS

- ☐ I understand that the Township will determine the 'Generally Affected' and 'Specifically Affected' areas.  
☐ I understand that a traffic study or review will only be performed after petition requirements are met.  
☐ I understand that approval by Plymouth Township Council is required before any action is taken.  
☐ I understand that removal is dependent on funding availability and prioritization.  
☐ I understand that this request does not guarantee immediate action.



# Plymouth Township

## Traffic Calming Inquiry Form

- Removal Request -

### **STEP 2:**

#### **SECTION IV: TOWNSHIP MEETING**

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- If deemed appropriate, the Township may additionally identify the need to include **Generally** Affected Property Owners

#### **SECTION V: PETITION SUBMISSION:**

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#### **APPLICATION REVIEW**

(To be completed by Plymouth Township)

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

Received By: \_\_\_\_\_

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