



PLYMOUTH TOWNSHIP COUNCIL

BUSINESS MEETING

Monday, February 9, 2026
Plymouth Township Building
7:00PM

The monthly Business Meeting is the primary public meeting where Council conducts official township business. During this meeting, Council considers and takes formal action on items such as ordinances, resolutions, contracts, and other matters brought before the township. The agenda may also include reports from department directors, updates on township activities, and other information of public interest.

AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENTS

- A. Council met in an Executive Session on February 2, 2026, to discuss collective bargaining and potential litigation.

3. PRESENTATION ITEMS

- A. None

4. ACTION ITEMS

- A. Motion to Adopt Resolution 2026-03: Karen Mabry – Civil Service Commission
- B. Motion to Adopt Resolution 2026-04: Paul Andersen – Environmental Advisory Board
- C. Motion to Adopt Resolution 2026-05: Abigail Leeds – Zoning Hearing Board
- D. Motion to Adopt Resolution 2026-06: William Winchester – Human Relations Commission
- E. Motion to Adopt Resolution 2026-07: Andrew Brach – Building Code Appeals Board
- F. Motion to Adopt Resolution 2026-08: Andy Katronick – Environmental Advisory Board
- G. Motion to Adopt Resolution 2026-09: Dominic Aprile – Zoning Hearing Board
- H. Motion to Adopt Resolution 2026-10: Tony Stipa – Planning Agency Commission
- I. Motion to Adopt Resolution 2026-11: Vernon Harper – Planning Agency Commission
- J. Motion to Approve the Meeting Minutes for January 5, 2026, Council Reorganization Meeting, January 5, 2026, Workshop Meeting and January 12, 2026, Regular Meeting
- K. Motion to Approve the Departmental Reports and Schedule of Bills for January 2026.
- L. Motion to Adopt Resolution 2026-12: Annual Liquid Fuels Expenditures
- M. Motion to Authorize the Civil Service Commission to Initiate Testing and Examination Process
- N. Motion to Approve Streetlight Installation: 39 Ross Street
- O. Motion to Authorize Annual Street Paving Bid Advertisement
- P. Motion to Approve Contract with YSM Landscape Architects: GPCC Park Conceptual Plan



PLYMOUTH TOWNSHIP COUNCIL

- Q.** Motion to Approve 2026 Capital Projects: Parks & Recreation
- R.** Motion to Approve Contract with Cohen Group: Verizon Franchise Renewal
- S.** Motion to Adopt Resolution 2026-13: Fire Marshal Mutual Aid Agreement for Fire Region 6
- T.** Motion to Approve Contract with Center for Watershed Protection: 2026 MS4 Program Services
- U.** Motion to Adopt Ordinance 1716: Update to Chapter 2, Section 2-25A "Responsible Contractors"
- V.** Motion to Adopt Resolution 2026-14: Approve Installation of Video Scoreboard at GPCC Baseball Field – Villanova Athletic Department
- W.** Motion to Approve 2026 Vehicle Purchases: Police
- X.** Motion to Adopt Resolution 2026-15: Appoint Tenisha Austin to the Plymouth Township Zoning Hearing Board

5. INFORMATION ITEMS

- A.** Police Department Update
- B.** Citizens Board Vacancy Announcements
- C.** Zoning Hearings
- D.** Parks and Recreation Upcoming Events
- E.** Snow Announcement

6. PUBLIC COMMENT

Members of the public are welcome to address Council during this time. Speakers are asked to keep their remarks respectful and concise to allow time for all who wish to speak. Comments should be directed to Council as a whole, not to individual members or staff. Council may choose to respond or take matters under advisement for future consideration.

7. ADJOURNMENT



4. ACTION ITEMS

MOTION 4.A



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-03: Recognizing Karen Mabry, for service on the Civil Service Commission, per the attachment.

Motioned by: William Winchester, Jr.

Seconded by:

RESOLUTION 2026 - 03

A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO KAREN MABRY FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP

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

Civil Service Commission

Karen Mabry served Plymouth Township with commitment and dedication by volunteering his time to the Civil Service Commission during the period extending from April 2020 through December 2025.

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

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 **Karen Mabry**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair

MOTION 4.B



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-04: Recognizing Paul Andersen, for service on the Environmental Advisory Board, per the attachment.

Motioned by: Kristin Frederick Leonard

Seconded by:

RESOLUTION 2026 - 04

A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO PAUL ANDERSEN FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP

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

Environmental Advisory Board

Paul Andersen served Plymouth Township with commitment and dedication by volunteering his time to the Environmental Advisory Board during the period extending from January 2024 through December 2026.

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

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 Andersen**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-05: Recognizing Abigal Leeds, for service on the Zoning Hearing Board, per the attachment.

Motioned by: Aaron Nelson

Seconded by:

RESOLUTION 2026 - 05

A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO ABIGAL LEEDS FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP

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

Zoning Hearing Board

Abigal Leeds served Plymouth Township with commitment and dedication by volunteering his time to the Zoning Hearing Board during the period extending from August 2024 through November 2025.

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

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 **Abigal Leeds**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair

MOTION 4.D



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-06: Recognizing William Winchester, for service on the Human Relations Commission, per the attachment.

Motioned by: Christopher Manero

Seconded by:

RESOLUTION 2026 - 06

**A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO
WILLIAM WINCHESTER FOR DEDICATED SERVICE TO PLYMOUTH
TOWNSHIP**

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

Human Relations Commission

William Winchester served Plymouth Township with commitment and dedication by volunteering his time to the Human Relations Commission during the period extending from February 2021 through December 2025.

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

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 **William Winchester**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair

MOTION 4.E



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-07: Recognizing Andrew Brach, for service on the Building Code Appeals Board, per the attachment.

Motioned by: William Winchester, Jr.

Seconded by:

RESOLUTION 2026 – 07

A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO ANDREW BRACH FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP

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

Building Code Appeals Board

Andrew Brach served Plymouth Township with commitment and dedication by volunteering his time to the Building Code Appeals Board during the period extending from November 2015 through December 2025.

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

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 **Andrew Brach**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair

MOTION 4.F



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-08: Recognizing Andy Katronick, for service on the Environmental Advisory Board, per the attachment.

Motioned by: Lynne Viscio

Seconded by:

RESOLUTION 2026 - 08

A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO ANDY KATRONICK FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP

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

Environmental Advisory Board

Andy Katronick served Plymouth Township with commitment and dedication by volunteering his time to the Environmental Advisory Board during the period extending from August 2015 through December 2025.

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

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 **Andy Katronick**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair

MOTION 4.G



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-09: Recognizing Dominic Aprile, for service on the Zoning Hearing Board, per the attachment.

Motioned by: Christopher Manero

Seconded by:

RESOLUTION 2026 - 09

**A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO DOMINIC
APRILE FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP**

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

Zoning Hearing Board

Dominic Aprile served Plymouth Township with commitment and dedication by volunteering his time to the Zoning Hearing Board during the period extending from January 2016 through December 2025.

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

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 **Dominic Aprile**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair

MOTION 4.H



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-10: Recognizing Tony Stipa, for service on the Planning Agency Commission, per the attachment.

Motioned by: Lynne Viscio

Seconded by:

RESOLUTION 2026 - 10

A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO TONY STIPA FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP

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

Planning Agency Commission

Tony Stipa served Plymouth Township with commitment and dedication by volunteering his time to the Planning Agency Commission during the period extending from February 2016 through December 2025.

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

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 **Tony Stipa**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair

MOTION 4.I



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council Approve adopt 2026-11: Recognizing Vernon Harper, for service on the Planning Agency Commission, per the attachment.

Motioned by: Kristin Frederick Leonard

Seconded by:

RESOLUTION 2026 - 11

A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO VERNON HARPER FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP

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

Planning Agency Commission

Vernon Harper served Plymouth Township with commitment and dedication by volunteering his time to the Planning Agency Commission during the period extending from January 2018 through December 2025.

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

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 **Vernon Harper**.

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 9th day of February 2026.

Attest:

Plymouth Township Council:

Matt West, Township Manager

Lynne Viscio, Chair

MOTION 4.J



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council Approve the meeting minutes for January 5, 2026, Council Reorganization Meeting, January 5, 2026, Workshop Meeting, and January 12, 2026, Regular Meeting.

Motioned by: Christopher Manero

Seconded by:

PLYMOUTH TOWNSHIP

REORGANIZATION MEETING

January 5, 2026

Plymouth Township Council held its Reorganization Meeting this evening at the Township Building. The following officials were in attendance:

Council: Lynne Viscio ----- Chair
Kristin Frederick Leonard ----- Vice-Chair
Aaron Nelson
William Winchester
Christopher Manero

Staff: Matt West ----- Township Manager
Alex Glassman ----- Solicitor's Office

1. PLEDGE OF ALLEGIANCE AND CALL TO ORDER - The Meeting was called to order by Mr. West at 7:30 p.m. and opened with the Pledge of Allegiance.

2. OATH OF OFFICE -

A. Christopher Manero, Councilmember - The Honorable Judge Jodi Griffis presided over the swearing in of Council member Christopher Manero.

B. Lynne Viscio, Councilmember - The Honorable Judge Jodi Griffis presided over the swearing in of Council member Lynne Viscio.

C. William Winchester, Councilmember - The Honorable Judge Jodi Griffis presided over the swearing in of Council member William Winchester.

3. Election of Chair- Mr. West asked for nominations for Chair. Ms. Leonard nominated Ms. Viscio. Mr. West asked if there were additional nominations for Chair and there were none. A roll call vote was taken on the motion for Ms. Viscio to be elected as Chair, and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Ms. Leonard, Mr. Winchester, and Mr. Manero in favor.

4. Election of Vice Chair- Chairwomen Viscio asked for nominees for Vice-Chair. Mr. Manero nominated Ms. Leonard. Chairwomen Viscio asked if there were additional nominations for Vice-Chair and there were none. A roll call vote was taken on the motion for Ms. Leonard to be elected as Vice-Chair, and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

5. ACTION ITEMS -

A. Motion to Appoint Township Consultants and Acceptance of Rates - Mr. Nelson made a motion to appoint Township Consultants and Acceptance of Rates. The motion was seconded by Mr. Winchester. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

B. Motion to Adopt Resolution 2026-01: Subdivision and Land Development and Consultant Review Fees - Ms. Leonard made a motion to adopt Resolution 2026-01: Subdivision and Land Development and Consultant Review Fees. The motion was seconded by Mr. Nelson. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

C. Motion to Approve Employment Agreement for Township Manager - Ms. Viscio made a motion to approve the employment agreement for the Township Manager. The motion was seconded by Ms. Leonard. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

D. Motion to Appoint Brittany Carosello to Plymouth Township Planning Agency - Mr. Nelson made a motion to appoint Brittany Carosello to the Plymouth Township Planning Agency. The motion was seconded by Mr. Winchester. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

E. Motion to Appoint Christine Quinn to Plymouth Township Planning Agency - Mr. Nelson made a motion to appoint Christine Quinn to the Plymouth Township Planning Agency. The motion was seconded by Mr. Manero. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

F. Motion to Appoint George Korkus III to Plymouth Township Planning Agency - Ms. Leonard made a motion to appoint George Korkus III to the Plymouth Township Planning Agency. The motion was seconded by Mr. Winchester. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

G. Motion to Appoint Ronald Plant to Plymouth Township Civil Service Commission - Mr. Manero made a motion to appoint Ronald Plant to Plymouth Township Civil Service Commission. The motion was seconded by Ms. Leonard.

A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

H. Motion to Appoint to Plymouth Township Civil Service Commission - Ms. Viscio indicated this position is currently vacant, and as a result, this will need to be tabled. Mr. Nelson made a motion and was seconded by Ms. Leonard. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

I. Motion to Appoint to Plymouth Township Civil Service Commission - Ms. Viscio indicated this position is currently vacant, and as a result, this will need to be tabled. Mr. Nelson made a motion and was seconded by Ms. Leonard. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

J. Motion to Appoint Jenn McCracken to Plymouth Township Park, Recreation & Shade Tree Advisory Board - Mr. Winchester made a motion to appoint Jenn McCracken to Plymouth Township Park, Recreation & Shade Tree Advisory Board. The motion was seconded by Mr. Nelson. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

K. Motion to Appoint Naomi Winchester to Plymouth Township Park, Recreation & Shade Tree Advisory Board - Mr. Nelson made a motion to appoint Naomi Winchester to Plymouth Township Park, Recreation & Shade Tree Advisory Board. The motion was seconded by Mr. Manero. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

L. Motion to Appoint Andrew Conboy to Plymouth Township Environmental Advisory Board - Ms. Leonard made a motion to appoint Andrew Conboy to Plymouth Township Environmental Advisory Board. The motion was seconded by Mr. Nelson. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

M. Motion to Appoint Becky Cosgrave to Plymouth Township Communications Advisory Committee - Ms. Viscio made a motion to appoint Becky Cosgrave to Plymouth Township Communications Advisory Committee. The motion was seconded by Ms. Leonard. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

N. Motion to Adopt Resolution 2026-02: Appoint Karen Bramblett to Plymouth Township Zoning Hearing Board - Ms. Leonard made a motion to adopt Resolution 2026-02: Appoint Karen Bramblett to Plymouth Township Zoning Hearing Board. The motion was seconded by Mr. Nelson.

A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

O. Motion to Adopt Resolution 2026-03: Appoint to Plymouth Township Zoning Hearing Board - Ms. Viscio indicated this position is currently vacant, and as a result, this will need to be tabled. Mr. Nelson made a motion and was seconded by Ms. Leonard. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Mr. Nelson, Mr. Winchester, Mr. Manero, and Ms. Leonard in favor.

6. PUBLIC COMMENT

7. ADJOURNMENT - There being no further business, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Annalisa Primus
Recording Secretary

PLYMOUTH TOWNSHIP

WORKSHOP MEETING

January 5, 2026

Plymouth Township Council held its Workshop Meeting in preparation for the Regular Meeting scheduled for January 12, 2026, at the Plymouth Township Building. The following officials were in attendance:

Council: Lynne Viscio ----- Chair
Kristin Frederick Leonard ----- Vice-Chair
Aaron Nelson
William J. Winchester, Jr.
Christopher Manero

Staff: Matt West ----- Township Manager
Alex Glassman ----- Solicitor's Office
Bob Jordan ----- Woodrow & Associates
Kellen Jarrett ----- Finance Director
John Myrsiades ----- Chief of Police
Christopher Loschiavo --- Public Works Director
Jim Wallace ----- Code Enforcement Director
Mike Matusheski ----- Fire Marshal
Len Hess ----- IT Director
Rebekah Berry ----- Human Resource Director
Phil Brady ----- Parks & Rec. Director
Rick Carbo ----- Bldg. & Grounds Director

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The Workshop Meeting was called to order at 8:00 p.m. and Chairwoman Viscio led the Pledge of Allegiance.

2. ANNOUNCEMENTS -

A. Council met in an Executive Session at the conclusion of this meeting to discuss collective bargaining and potential litigation.

3. PRESENTATION ITEMS

4. DISCUSSION ITEMS -

A. New Township Logo - The Communication Advisory Committee will present an updated township logo - Mr. Al Ronderous, Chair of the Communications Advisory Committee, explained a newly developed Township Logo that reflects six months of collaborative work. Mr. Ronderous describes its symbolism as a diamond shape representing the Township's layout and interlocking rings symbolizing both the road network and community connectedness.

The design is meant to be forward-looking and serve as a recognizable identity for the Township, complementing the existing seal.

Mr. Manero asked what the intended use of the new Township logo would be and is the current Township seal still in use. Mr. Ronderous stated that it is a question that will be addressed at the next Communications Advisory meeting. He stated this new logo would be used for the Township website and signage. Mr. Manero asked if other municipalities have logos aside from their seals. Mr. Ronderous stated the only Township he is aware of is Horsham Township. Mr. Manero voiced his concerns regarding the logo and the purpose of it.

Ms. Viscio stated the formal seal would be in use for formal purposes such as letterheads, business cards, email signatures, etc. Ms. Viscio indicated the concept was to create something that is lighter and more contemporary. It could be featured on shirts for Township employees. Additionally, it might serve as part of a logo on our website, presenting a more modern appearance. However, the intention is not to completely replace the seal. Mr. Ronderous stated this is something to help brand the Township.

Mr. Winchester asked how many versions of the logo were created. Ms. Leonard stated originally three by Revize, which posed a challenge due to the nature of the process, as one can only request a limited number of adjustments, a fact we were aware of from the beginning. Ms. Leonard stated she had concerns about this from the outset, given that discussing art can be quite difficult. However, the number of adjustments allowed is determined by what has been paid for. We certainly requested significantly more adjustments than were initially included.

Mr. Nelson asked if there was an explanation regarding the color usage. Mr. Ronderous stated there is not story behind the colors that were chosen. Council members discuss mixed reactions to a proposed logo, with some finding it too complex, generic, and not strongly reflective of Plymouth, though they acknowledge the thought behind it and understand its branding purpose. While not enthusiastic, they are unwilling to delay progress over personal preferences. The discussion emphasizes the need for clear direction from Council, noting that if the logo is not fully supported, the Township could continue using its historic seal. The logo is ultimately framed as a practical, visual branding tool—primarily for the website and materials—to help differentiate the township, while the official seal would remain in place.

Mr. Brian Daly, a Plymouth Township resident, expressed a neutral view of the logo, noting that it reminds him of a familiar local symbol and therefore feels somewhat connected to Plymouth.

He does not see it as unrelated to the township, emphasizes that the final decision rests with council, and commends the communications advisory committee for the time and effort they put into the work.

Mr. West stated there is a suggested motion further down on the agenda for next Monday's Business Meeting, which would allow Council to act on this matter. Therefore, take the week for Council to reflect on it and to fully consider its implications.

5. DEPARTMENTAL UPDATES- Council reviewed updates from the following departments: 1) Code Enforcement/Zoning Department, 2) Public Works Department, 3) Police Department, 4) Fire Marshal Department, 5) Building & Grounds Director, 6) Parks & Recreation Department, 7) Finance Department, 8) Human Resources Department, and 9) IT Department.

6. REVIEW OF AGENDA FOR UPCOMING REGULAR MEETING

Potential Action Items for Business Meeting: January 12, 2026

A. Motion to Approve the meeting minutes for December 1, 2025, Council Workshop and December 8, 2025, Regular Meeting - Ms. Leonard will present this item.

B. Motion to Approve the departmental reports and schedule of bills for December 2025 - Mr. Winchester will present this item.

C. Motion to Approve time extension for LD 24-3 2907 Jolly Road, St. George Coptic Church - Ms. Viscio will present this item.

D. Motion to Approve contract: Montgomery County Planning Commission - Mr. Eric Jarrell of the Montgomery County Planning Commission explained the county's community planning services, which provide assigned planners to municipalities through three-year contracts focused on long-term relationships. The planners support planning commissions with land development reviews, zoning and ordinance updates, special studies, and implementation or updates of comprehensive plans. Communities also receive flexible, on-call assistance and access to the commission's broader staff expertise in transportation, environmental planning, and landscape architecture. The program is structured as a level-of-service model rather than hourly billing, with costs shared evenly between the county and the municipality to keep professional planning services affordable and accessible. Mr. Manero will present this item.

E. Motion to Adopt new Township Logo - Ms. Leonard will present this item.

F. Motion to Approve Letter of Support to PA Public Utilities Commission - Interconnection Reforms - Mr. West stated he received a call from the outgoing chair of the Township's Environmental Advisory Board, stating that there is no longer a need for the Township to consider sending a letter of support since PUC has decided to review their process moving forward. Mr. West stated there is no need to act and will be stricken from the agenda for next week's meeting.

7. Information Items for Regular Meeting: January 12, 2026 -

A. Police Department Update - Chief Myrsiades will present this item.

B. Citizens Board Vacancy Announcements - Ms. Leonard will present this item.

C. Zoning Hearings - Mr. Nelson will present this item.

D. Parks and Recreations Upcoming Events - Mr. Winchester will present this item.

E. Snow Announcement - Mr. Winchester will present this item.

8. PUBLIC COMMENT

9. ADJOURNMENT - There being no further business, the Workshop Meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Annalisa Primus
Recording Secretary

PLYMOUTH TOWNSHIP

REGULAR MEETING

January 12, 2026

Plymouth Township Council held its Regular Meeting at the Plymouth Township Building. The following officials were in attendance:

Council: Lynne Viscio ----- Chair
Kristen Frederick Leonard ----- Vice-Chair
Aaron Nelson
William Winchester
Christopher Manero

Staff: Matt West ----- Township Manager
Alex Glassman ----- Township Solicitor
John Myrsiades ----- Chief of Police
Bob Jordan ----- Woodrow & Associates

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The Regular Meeting was called to order at 6:00 p.m. and Chairwoman Viscio led the Pledge of Allegiance.

2. ANNOUNCEMENTS -

A. Council met in Executive Session on January 5, 2026, to discuss collective bargaining and potential litigation.

3. PRESENTATION ITEMS

4. ACTION ITEMS -

A. Motion to Approve the meeting minutes for December 1, 2025, Council Workshop and December 8, 2025, Regular Meeting - Ms. Leonard made a motion to approve the meeting minutes for December 1, 2025, Council Workshop and December 8, 2025, Regular Meeting. The motion was seconded by Mr. Manero. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Ms. Leonard, Mr. Nelson, Mr. Winchester, and Mr. Manero in favor.

B. Motion to Approve the departmental reports and schedule of bills for December 2025 - Mr. Winchester made a motion to approve the departmental reports and schedule of bills for December 2025. The motion was seconded by Mr. Nelson. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Ms. Leonard, Mr. Nelson, Mr. Winchester, and Mr. Manero in favor.

C. Motion to Approve time extension for LD 24-3 2907 Jolly Road, St. George Coptic Church - Ms. Viscio made a motion to approve the time extension for LD 24-3 2907 Jolly Road, St. George Coptic Church. The motion was seconded by Ms. Leonard. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Ms. Leonard, Mr. Nelson, Mr. Winchester, and Mr. Manero in favor.

D. Motion to Approve contract with Montgomery County Planning Commission for Community Planning Services for 2026-2028 - Mr. Manero made a motion to approve the contract with Montgomery County Planning Commission for Community Planning Services for 2026-2028. The motion was seconded by Ms. Leonard. Mr. Manero asked Mr. West to give a quick overview of what this entails and the services provided. Mr. West stated this presents opportunity for the County Planner to serve as an extension of the Township staff. For instance, the responsibilities of this planner would include attending all planning agency meetings, being available for zoning reviews, providing flexible assistance, analyzing land use trends, and reviewing our comprehensive plan to determine if any updates are necessary in these areas. This initiative will empower Council to continue to take a more proactive approach to land use and future developments. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Ms. Leonard, Mr. Nelson, Mr. Winchester, and Mr. Manero in favor.

E. Motion to Adopt new Township Logo - Council discussed a proposed new Plymouth Township logo, following questions raised at a prior Workshop Meeting. Communication Advisory Committee Chair Mr. Al Ronderos explained that the logo project was an eight-month collaborative effort intended to help define the Township's identity and image, not replace the official seal. Though initially skeptical himself, Mr. Ronderos said he came to see the value of a logo as a long-term representation of how residents and outsiders perceive the township, like how landmarks like IKEA or the Community Center shaped their identity over time.

The committee argued that the abstract logo symbolizes unity, geography, environment, and progress, and emphasized it could be introduced gradually at low cost to gauge public reaction. Council members expressed mixed views: some appreciated the work and liked the idea of a phased "soft launch," while others felt the design did not inspire them personally and said they could not support a logo they did not strongly like. Public comments were similarly divided. Some residents questioned the need for a logo at all or felt the design did not resonate, while others supported having a modern brand but suggested broader community involvement, such as a public design contest.

Overall, while the committee's effort was widely appreciated, there was no clear consensus in favor of adopting the proposed logo. Ms. Leonard made a motion to table this item and was seconded by Mr. Winchester. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Ms. Leonard, Mr. Nelson, Mr. Winchester, and Mr. Manero in favor.

F. Motion to Appoint Patti Smith to Plymouth Township Civil Service Commission - Ms. Leonard made a motion to appoint Patti Smith to the Plymouth Township Civil Service Commission and was seconded by Mr. Nelson. A roll call vote was taken and the motion passed 5-0 with Ms. Viscio, Ms. Leonard, Mr. Nelson, Mr. Winchester, and Mr. Manero in favor.

5. INFORMATION ITEMS -

A. Police Department Updates - Chief Myrsiades provided an update to both the Council and residents regarding the activities of the Police Department and the events that took place last month.

B. Citizen Board Vacancy Announcement- Ms. Leonard stated the following citizen board positions are open: three positions on the Property Maintenance Code Appeals Board, two on the Human Relations Commission, two on the Historical Architectural Review Board, one position on the Civil Service Commission, one on the Zoning Hearing Board, one on the Building Code Appeals Board, and two on the Environmental Advisory Board. Anyone interested in serving on one of these boards can submit a resume or letter of interest to Matt West, the Township Manager, at 700 Belvoir Road Plymouth Meeting, PA 19462 or via email to, mwest@plymouthtownship.org.

C. Upcoming Zoning Hearings- Mr. Nelson announced that the Zoning Hearing Board of Plymouth Township will hold a public hearing on Monday, January 19, 2026, commencing at 7:00 p.m., on the following applications: 1) KH Ply Mtg LLC - 640 Fountain Drive -Special Exception and 2) Kevin Collins - 464 Fairfield Road - Variance. Any citizen of Plymouth Township or interested party may attend the public hearing and have an opportunity to be heard.

D. Parks and Recreation-

i. Upcoming Events- Mr. Manero stated the following are upcoming events: Summer Camp Resident Registration begins on February 17; Functional Strength Training Class on February 18; Egg Scramble with the Bunny on March 21; Family Bingo on January 23 and March 6; Senior Bingo on January 26, February 23, and March 30; Premium Circuit Training Class on February 13; Black Heritage Day on February 28; New Dodgeball Parties starting in January;

Celestial Stroll at HWP on February 9. Mr. Manero stated that memorial tree and brick sales are ongoing. GPCC 10% off annual passes sale start from March 10th to 16th. Submission for Veteran Banners' deadline is April 1st. Mr. Manero stated winter program sponsorships are available. Mr. Manero indicated that for updates regarding pool renovations, one should refer to the GPCC's social media platforms or the email subscription that is sent out during the first week of each month. For further information, please visit the Greater Plymouth Community Center's website or by calling (610) 277-4312.

E. Snow Announcement - Mr. Winchester reminded residents that the Township Snow Policy is in effect and then read the official policy.

6. PUBLIC COMMENT -

Ms. Viscio asked for any members of the public who were not there for the proposed sober home at 349 Brighton Road to come forward.

Ms. Paulette Jones - Plymouth Resident - Inquired about the Township's current position regarding the situation if a plow were to damage your mailbox. Mr. West stated the Township will reimburse residents up to \$100.00. If you need assistance, please contact our Public Works Director, Chris Loschiavo, either by sending an email or by calling him, and he will process your claim.

Mr. Richard Schickling - Plymouth Resident - Asked if anyone considered reaching out to other hotel chains to take over the space instead of converting it and merely replacing the sign. Ms. Viscio stated she is unsure if the property owner has done that but is something Council can look into and share feedback.

Ms. Viscio opened the public comment to any member of the public who was there regarding the proposed sobriety home located at 349 Brighton Road. Ms. Viscio stated several residents contacted Council regarding the property. Mr. Manero and Ms. Leonard shared information on sobriety housing with the public.

Ms. Amy Farrell, attorney for the applicant who purchased 349 Brighton Road, explained that the proposed use of the property as a sober living residence is permitted under federal law and township zoning in the B Residential District. The 1.4-acre property includes an eight-bedroom home with a three-car garage and ample driveway space.

The zoning code requires only two conditions for such a use: sufficient parking and a fully sprinklered building. While the building is not yet sprinklered, plans are underway to retrofit it before occupancy, and parking requirements can be met on-site.

The applicant sought and received a zoning determination in late 2025 confirming the property may house up to 14 residents plus one live-in staff member. No other exterior or interior changes are proposed. Ms. Farrell emphasized that sober living homes function as typical residences—not institutional facilities—where residents live together, share responsibilities, and support one another in recovery. These homes are not detox centers; residents are already in recovery and are rebuilding their lives.

She also clarified that the proposed facility is not state-licensed because it does not accept federal or state funding, which allows the operator to control admissions and avoid being required to accept high-risk individuals. However, the operator voluntarily follows relevant state and county standards, maintains policies and procedures, and plans to coordinate with township staff prior to occupancy to ensure transparency and compliance.

Mr. Manero asked how sober living facilities remain protected under federal law if incidents occur, such as police or ambulance responses, and whether such events would change the facility's legal status. Ms. Farrell clarified that federal protections apply on an individual basis rather than to the residence. Each person must be in recovery to enter and remain in the sober-living home. Maintaining recovery is a condition of continued residency.

Ms. Farrell stated all sober living facilities have established policies and procedures to address relapses or emergencies. When someone enters the program, they complete extensive intake paperwork, including emergency contacts and a personalized plan detailing what will happen if they relapse or experience a medical issue. Ms. Farrell stated if a resident does relapse, they are not allowed to return home and are instead transitioned to a detox program or another appropriate treatment facility. In that sense, the homes operate with a zero-tolerance policy for active substance use.

Ms. Farrell stated residents are not permitted to live passively in the home. They are required to remain fully occupied and actively engaged in recovery, which typically includes offsite group therapy, individual counseling, employment, school, or vocational training. The goal is to help residents rebuild stable, productive lives rather than simply provide housing.

While specific drug-testing practices may vary, Ms. Farrell facilities have protocols in place to monitor compliance.

Ms. Farrell stated residents are often the first to notice warning signs of relapse, since people in recovery tend to recognize behavioral changes quickly. If there is concern, drug testing may be requested, and refusal to comply is generally treated as a strong indication of relapses, resulting in the resident being removed from the program. Overall, Ms. Farrell emphasized that these homes are structured, accountable environments designed to maintain sobriety and protect both residents and the surrounding community.

Mr. Winchester asked about residents' length of stay and visitors. Ms. Farrell stated sober living homes are generally long-term, residential environments rather than short-term detox facilities. While the length of stay varies by individual and facility, the typical stay is around 90 days or longer, with some residents staying shorter or significantly longer depending on their recovery progress. Ms. Farrell stated the longer-term structure is intended to support sustained recovery by encouraging residents to participate in everyday household life and build stable routines, which research shows improvement in long-term outcomes.

Regarding visitors, Ms. Farrell stated policies vary depending on the type and stage of the sober living facility. In most cases, regular visits from family and friends are not allowed, as the focus is on recovery and maintaining a stable, distraction-free environment. Occasionally, limited visits may be permitted for special occasions, such as holidays. In facilities designed for residents who are further along in recovery—often those with jobs and many months of sobriety—visitor policies may be more flexible. However, for the type of sober living residence being discussed, visitors generally do not come and go regularly.

Ms. Marlene Hoffman - 347 Brighton Road - strongly opposed the proposed sober living home, stating she felt the applicant's attorney provided vague, "sugarcoated" answers and lacked transparency. She questioned inconsistencies in the number of residents and parking spaces, the true length of stay, and visitor policies, expressing disbelief that residents would stay for 60-90 days without family visits. She argued that despite being labeled a "sober living" or "group home," the facility is effectively a rehabilitation center, regardless of terminology.

While emphasizing that she supports recovery efforts and sharing personal loss, Ms. Hoffman expressed concern about placing such a facility in a family-oriented residential neighborhood with many young children. She worried about residents coming and going, walking the neighborhood, and the potential impact on safety and community character. Overall, Ms. Hoffman said residents are not being given clear or honest information about operations, costs, visitors, or oversight, and she felt both the neighbors and council lacked sufficient answers to fully understand what is being proposed.

Ms. Joan Martin - 348 Cambridge Road - who lives directly behind the proposed site, raised strong objections to the proposed sober living facility. She first expressed concern about the property itself, noting that the garage is a historic barn and that the farmhouse and outbuildings may have historical significance that should be protected. Ms. Martin echoed and expanded on prior concerns, drawing on personal experience with a family member who lived in a sober home for alcoholism. She questioned what sober living truly means and emphasized that these facilities are privately operated, not federally regulated, and selectively admit residents. She cited high costs—up to \$15,000 per month in her family member's case and argued that sober living homes can be highly profitable businesses rather than primarily focused on recovery. She described the model as a business opportunity and likened it to a boutique hotel, expressing skepticism that profit-driven operations truly prioritize patient care.

Ms. Martin also raised concerns about relapse rates, rule-breaking, and safety, citing her family member's experience and warning that residents may find ways to obtain drugs or alcohol despite restrictions. While acknowledging that the concept of recovery housing can be helpful, she said her family members strongly advised opposing such a facility in a residential neighborhood, especially near children and families. She concluded by expressing deep concern about the long-term impact on the surrounding community and referencing the ongoing struggles of people she knows who passed through sober living homes.

Ms. Stephanie Mainello - 348 Brighton Road - who lives directly across the street from the proposed site, strongly opposed the sober living facility. She emphasized her deep ties to the community and explained that she and her husband moved back to the neighborhood to raise their young children, who are now ages four and one. She expressed fear for the safety of her family and neighbors, particularly children, the elderly, and disabled residents. Drawing on personal experience with someone who went

through sober living and later died, she rejected distinctions being made about funding sources or resident demographics, arguing that wealth does not reduce risk. Her primary concern was public safety, and she stated that serious incidents are inevitable. She warned that if harm occurs, she will hold both the business and the Township legally responsible.

Mr. Sean Maxwell - 351 Brighton Road - who lives next door to the proposed site, strongly criticized what he described as a lack of transparency and public awareness about the project. He expressed frustration that the proposal moved forward without neighborhood input, contrasting it with minor residential changes that typically require public review. He also voiced concern that a new neighbor had recently moved in and now faces potential property value loss.

Mr. Maxwell questioned whether the proposed facility would strictly be a sober home or could include residents with mental health issues, stating that the uncertainty heightened his safety concerns. Mr. Maxwell stated his own family experiences with addiction and mental illness, he emphasized fears for neighborhood safety, particularly given the number of children in the area. He concluded by expressing anger over the project's location and strong opposition to the facility being placed in his residential neighborhood.

Mr. Sheldon Simpson - Clover Lane - stated he is under the impression that there exists an ordinance which limits the number of unrelated individuals residing in a property to no more than three. If this is true, how does this special exception apply. Mr. Glassman, the Township Solicitor, stated the definition of a sober house was incorporated around 2020 and is considered a by-right use.

Mr. Tim Knapp - 352 Brighton Road - raised technical questions about how the use was allowed, focusing specifically on parking requirements. He asked whether a formal survey had been conducted to confirm that the property can accommodate the 12 required parking spaces, including the necessary aisle width. In response, it was clarified that the proposal was not subject to discretionary approval because it is a by-right use under zoning regulations. However, the by-right allowance for up to 14 residents is contingent on the property's ability to meet the requirement of providing 12 parking spaces. Mr. Knapp expressed his concern about how they would enforce the parking situation and could possibly exceed the 12 parking spaces.

Mr. Mike Hanna - 2905 Sheffield Drive - is asking for clarification about something previously answered. He refers to a "loophole" he recently heard about and wants to confirm that because the land was zoned single-family residential, this loophole in 2022 allowed the facility to be placed there "as-of-right" under that zoning. Mr. Manero stated that what some call a "loophole" arose because, prior to 2020, the Township had no zoning rules addressing sober living homes.

Due to the Civil Rights Act and the Americans with Disabilities Act, these homes were required to be allowed in residential areas. In response, the Township updated its zoning ordinance in 2020 to add a definition for communal and sober living homes, while also distinguishing them from short-term rentals like Airbnb's.

Mr. Glassman stated that change would also change the definition of family and short-term rental. Mr. Manero stated that in 2020 the Township added parking requirements and formal definitions for these uses, but even before those changes, such facilities were already permitted in residential zoning districts. Mr. Hanna stated that the concept of a single-family dwelling in R-2 zone has been undermined, allowing many unrelated people to live together in one house, effectively turning it into a rental or hotel-like use rather than a traditional single-family home. Mr. Manero stated the Americans with Disabilities Act recognizes people in recovery as having a protected disability, which places sober living homes in a different legal category than houses simply rented to unrelated individuals, and asks for confirmation of that understanding. Mr. Glassman explains that any rental proposal would be reviewed by the Township Code Office, and a request to house an unusually large number of people could be denied. Regardless, all rentals must undergo review to ensure compliance with building, fire, and other code enforcement requirements.

Mr. Hanna also questioned about an operating license and who that authorization would come from, from the DDP, in addition to whether the facility would have any affiliation with the PAR. Mr. Manero stated an operating license is generally required only for facilities that receive state funding.

Ms. Joanne Getsy - Cambridge Road - expressed strong concern about the proposed facility's impact on neighborhood safety, particularly for children at nearby school bus stops and for residents who walk in the area, especially in the dark. She worries about the owner's lack of experience with residential facilities and feels residents are being used as guinea pigs.

She is frustrated that the community learned about the situation through Facebook rather than official communication, leading to rumors and confusion. She calls for direct communication from the property owner, greater transparency, and an official way for residents to receive accurate updates and information going forward.

Ms. Lydia Cohn - 2995 Sheffield - raises several concerns about the proposed facility - discrepancies in the number of bedrooms, the high number of residents versus bathrooms, and whether regulations exist for communal homes. She questions the short 90-day stay policy, noting research shows better recovery outcomes with longer stays, and worries about constant cycling of residents. She is also concerned about potential impacts on property values, neighborhood safety, trash management for 15 people in one house, and the overall fairness of the situation. She expresses feeling blindsided and agrees with other residents.

Mr. Marco Gidaro - Resident - questioned about the facility's capacity, noting the listing shows six bedrooms but the plan accommodates 14-15 residents. He asks whether reasonable accommodation was applied for, which could affect the number of residents allowed under the right zoning. He also questions the definition of "family," expresses concern about trash and traffic, and requests a follow-up session for public comment once the accommodation status is clarified.

Mr. Barry Boskit - 347 Brighton Road - shared detailed knowledge of the property and its layout, including the main house and a separate two-bedroom carriage house. He expresses concern about trash management, parking, and security issues, offering his expertise in security systems. He criticizes the owner for not attending the meeting to answer questions directly and emphasizes frustration with the process and reliance on social media for information. Despite his concerns, he acknowledges that officials may have limited options.

Ms. Kristin Baile - Weymouth Road - asks how the homeowner's attorney determined the number of 14 residents and one live-in staff-whether it's based on parking limits. She notes that many residents may not have cars, so the actual number of people could be higher, potentially 20-25, given the size of some bedrooms. Council acknowledged the question and will follow up with more information.

Ms. Pat Beers - Cambridge Road - expressed her concern that the house could accommodate more than 30 people and worries about noise from so many residents. She asks for written information about the Township's noise ordinance and how to report violations, as well as contact information for the attorney representing the property owner. Council agreed to provide the noise ordinance and contact details where appropriate.

Mr. Nick Salomon - Resident - urges Council to hire an attorney to represent the Township's residents, rather than relying solely on general legal references. He is concerned about children's safety and neighborhood impact and feels Council should take active steps to protect the community.

Ms. Gwen Swift - Brighton Road - stated she submitted a Right-to-Know request and is still awaiting answers. She asks what protection exists to prevent the owner from later accepting federal funding and converting the property into a different type of facility.

Mr. Jeff Bram - Knoll Road - asked several questions about the proposed sober living home, such as: How many similar facilities exist in the township and whether any have come up in neighborhoods before, how residents subject to Megan's Law would be screened and whether that responsibility falls on the owner or township, whether the owner could later accept federal funding and change the facility, property changes, such as rebuilding or expanding, and whether historic protections affect the property. Most of these questions were noted as requiring clarification from the property owner or Township officials.

Ms. Jenna Khan - Church Road - expressed fear and concern about safety in her neighborhood due to the proposed facility. She urges the property owner to consider the impact on residents' lives, emphasizing that this is their neighborhood and they do not want the facility. She appeals to the owner's sense of empathy, noting the strong turnout at the meeting as a sign of community opposition.

Mr. Sean Maxwell - 351 Brighton Road - emphasized that most officials don't understand how close-knit and family-oriented the neighborhood is. He would like transparency about who will be living in the facility-whether residents come from psychiatric wards or recovery programs-citing safety concerns. They express frustration that property values are already being negatively impacted and ask whether the owner has obtained a proper business license, noting their own experience as a local business owner.

Overall, they call for clarity and accountability from the property owner.

Mr. Winchester reassured residents that even if some Council members aren't commenting, they are aware of the situation, understand the neighborhood and care about the community's concerns. He emphasized their intent to provide answers and clarify that they are not oblivious to what is currently going on.

Ms. Dana Vancoillie - 2979 Sheffield Drive - shares a property line with the proposed sober living home, expresses deep concern about the impact on her daughter who was born with a disability and her family's safety and sense of security. While she supports disability rights and the FHA, she worries that the transient residents and lack of governance will disrupt her daughter's routine and safe environment. She stresses the need for transparency, oversight, and direct communication with the property owner, emphasizing the effect on all neighboring properties. She calls for more discussions and proper management of the facility to protect residents and neighbors alike.

Ms. Lydia Cohn - 2995 Sheffield Drive - questioned how residents will get answers to their questions about the proposed sober living home. Council acknowledges they will try to obtain answers from the property owner or clarify what they can but cannot guarantee timing. They suggest collecting email addresses through a sign-in sheet to share updates and FAQs directly, rather than relying on social media.

Mr. Mark Maxwell - 351 Brighton Road - emphasizes that if the property owner has applied for a reasonable accommodation under the Fair Housing Act to increase the number of residents, that information should be shared transparently with all neighbors. He states that any request to exceed the number of residents allowed by the home's bedrooms should, in his opinion, not be approved, calling it non-negotiable.

Ms. Sandy Flocco - Brighton Road - expressed concern about sidewalk safety, snow removal, and severe street parking issues near the property. She asks whether street parking will count toward the facility's parking and stresses frustration over the lack of transparency. She suggests posting updates on the Township website in addition to collecting emails so all residents can stay informed.

Mr. Eric Schwartz - 2981 Sheffield Drive - expressed support for careful risk management. He emphasizes concerns about potential neighborhood impact, and the safety of both the community and the

residents. He urges the Township and community to take proactive steps now, such as ordinances for fencing or privacy, rather than waiting until people move in. He clarifies he is not against recovery, but opposes uncontrolled, for-profit operations, and calls for clear mitigation measures to protect both residents and neighbors.

Mr. Phil Jansen - Knoll Road - states the facility as essentially a for-profit "hotel" disguised as a sober home. He argues that, unlike federally or state-funded programs, it lacks oversight or inspections. While acknowledging the Fair Housing Act's intent, he feels this situation is disrespectful to the community and calls it a disgrace for Plymouth and its residents.

Mr. Dave Siegler - Sheffield Drive - expresses frustration that the situation is being driven by a law requiring tolerance of others, while longtime resident rights and property interests are overlooked. He emphasizes that the property owner likely has a business plan and that the community deserves due diligence and legal review. He worries the project will decrease property values, drive residents away, and disrupt the single-family neighborhood, and criticizes the lack of prior communication, noting the announcement came through social media rather than direct engagement.

Mr. Tim Knapp - 352 Brighton Road - raises the issue of whether Council can hire an attorney to review the situation. Mr. Glassman stated he is the Solicitor for the Township and is already reviewing it with the manager. Mr. Knapp stated that if Council isn't providing answers, the neighborhood may need to hire their own attorney to protect their interests.

Ms. Joanne Getsy - Cambridge Road - questioned why the disabilities of incoming residents would take precedence over the existing disability of a neighboring child, emphasizing that the child's rights and protections should also be considered. She stresses that all Plymouth residents with disabilities deserve protection.

Ms. Viscio ended the meeting by asking the public to leave their name and email address so that way they can be informed of ongoing updates that concern this matter.

7. **ADJOURNMENT** - There being no further business, the Regular Meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Annalisa Primus
Recording Secretary

MOTION 4.K



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council Approve the departmental reports and schedule of bills for January 2026, per the attachment.

Motioned by: Aaron Nelson

Seconded by:

Range of Checking Accts: POOLED to POOLED Range of Check Dates: 01/07/26 to 02/04/26
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
POOLED GENERAL ACCOUNT					
126682	01/12/26	AEDBR005 AED BRANDS, LLC	3,700.00	01/21/26	431
126683	01/12/26	AQUAP010 AQUA PENNSYLVANIA	3,263.77	01/28/26	431
126684	01/12/26	AUTOS005 AUTO SPA & CARWASH	24.00		431
126685	01/12/26	BERGE025 BERGEY'S WHOLESALE PARTS	2.36	01/22/26	431
126686	01/12/26	BRUNN005 BEN BRUNNER	845.00	01/23/26	431
126687	01/12/26	CAMPB015 BANK OF AMERICA LOCKBOX SERVIC	300.00	01/23/26	VOID 431
126688	01/12/26	CBIZI005 CBIZ, INC.	1,187.50	01/20/26	431
126689	01/12/26	COPE005 DOUGLAS COPESTICK	322.19	01/16/26	431
126690	01/12/26	DELVA010 DEL-VAL INTERNATIONAL TRUCKS	391.58	01/20/26	431
126691	01/12/26	ERCWI005 ERC WIPING PRODUCTS, INC.	1,080.00		431
126692	01/12/26	GEOVE005 GEOVENTURES PROGRAMMING & SERV	2,380.00	01/29/26	431
126693	01/12/26	GUANZ005 RELANIE GUANZON	10.50	01/30/26	431
126694	01/12/26	GUYMC005 GUY M. COOPER, INC.	4,050.00	01/20/26	431
126695	01/12/26	INTEG005 INTEGRITY MECHANICAL, INC.	72,816.30	01/21/26	431
126696	01/12/26	INTEL005 INTELLIGENT HARDWARE INC	979.00	01/23/26	431
126697	01/12/26	JOHNK005 JOHN KENNEDY FORD	282.11	01/21/26	431
126698	01/12/26	JOHNS040 JOHNSON HEALTH TECH NA INC	11,871.22	01/21/26	431
126699	01/12/26	MICHA040 MICHAEL MCGUIGAN	480.03	01/16/26	431
126700	01/12/26	MORTO005 MORTON SALT INC	5,781.52	01/23/26	431
126701	01/12/26	MSCIN010 MSC INDUSTRIAL SUPPLY CO.	217.67	01/21/26	431
126702	01/12/26	PENNS005 PENNSYLVANIA AMERICAN WATER	754.38	01/21/26	431
126703	01/12/26	PLYMO100 PLYMOUTH TOWNSHIP P-CARD FD	20,721.45	01/20/26	431
126704	01/12/26	PSAB0005 PSAB	1,480.35	01/22/26	431
126705	01/12/26	RAYAL005 RAY ALLEN MANUFACTURING LLC	283.91	01/21/26	431
126706	01/12/26	SAFEG005 SAFEGAURD BY INNOVATIVE	263.72	01/21/26	431
126707	01/12/26	SOLOM005 FRANK SOLOMON	320.00	01/20/26	431
126708	01/12/26	SPODE005 NORMA SPODE	1,401.45	01/21/26	431
126709	01/12/26	THELI005 THE LINCOLN CENTER FOR FAMILY	5,000.00	01/20/26	431
126710	01/12/26	TRIST020 TRI-STATE FINANCIAL GROUP LLC	4,050.39		431
126711	01/12/26	UNITE065 UNITED RENTALS NORTH AMERICA	184.47	01/21/26	431
126712	01/12/26	VERIZ025 VERIZON	8.82	01/20/26	431
126713	01/12/26	WATER010 FAS II LLC	241.22	01/23/26	431
126714	01/12/26	WITME005 WITMER PUBLIC SAFETY GROUP, IN	398.94	01/21/26	431
126715	01/12/26	WOLAN005 WOLANIN CONSULTING & ASSESSMEN	500.00	01/23/26	431
126716	01/12/26	WOODR005 WOODROW & ASSOCIATES, INC	5,725.52	01/21/26	431
126717	01/12/26	ABMIN005 A.B.M. INTEL	450.00	01/22/26	432
126718	01/12/26	AFTER005 AFTERMARKET PARTS & SER. INC	800.00	01/20/26	432
126719	01/12/26	ASCAP005 ASCAP	458.00	01/21/26	432
126720	01/12/26	BERGE005 BERGEY'S INC	1,392.04	01/21/26	432
126721	01/12/26	BERGE025 BERGEY'S WHOLESALE PARTS	159.77	01/22/26	432
126722	01/12/26	BOBSA005 BOB'S AUTO PARTS, INC.	183.34	01/21/26	432
126723	01/12/26	BRADY005 THOMAS F. BRADY	100.00	02/02/26	432
126724	01/12/26	CAMPB015 BANK OF AMERICA LOCKBOX SERVIC	2,600.00	01/20/26	432
126725	01/12/26	CDILA005 CDI LAWN EQUIPMENT	233.97	01/30/26	432
126726	01/12/26	CHARL020 CHARLES ALCORN	200.00	01/16/26	432
126727	01/12/26	CONTR005 CONTRACT CLEANERS SUPPLY INC.	488.10	01/20/26	432
126728	01/12/26	DELVA010 DEL-VAL INTERNATIONAL TRUCKS	2,787.92	01/20/26	432
126729	01/12/26	DJBSP005 DJB SPECIALTIES	650.62	01/22/26	432
126730	01/12/26	EMPIR005 EMPIRE FITNESS SERVICES, INC.	237.95	01/20/26	432

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
POOLED		GENERAL ACCOUNT			Continued
126731	01/12/26	FACT0005 FACTORY MOTOR PARTS	272.38	01/22/26	432
126732	01/12/26	FRYER005 FRYER GLASS CO.	375.00	01/30/26	VOID 432
126733	01/12/26	FSSOL005 Vault Health Workforce Screen	78.80	01/23/26	432
126734	01/12/26	GALLS010 GALLS, LLC	682.98	01/22/26	432
126735	01/12/26	GRAY0005 RUDY GRAY	70.00	01/26/26	432
126736	01/12/26	HEINE005 LYNN HEINEL	50.00	01/21/26	432
126737	01/12/26	HOUGH005 HOUGH ASSOCIATES	6,000.00	01/20/26	432
126738	01/12/26	JOHNC015 JOHN C. BRUNO	48.00		432
126739	01/12/26	JOHNF010 JOHN F. SOUDER	140.00	01/20/26	432
126740	01/12/26	JOHNN005 JOHN KENNEDY FORD	456.54	01/23/26	432
126741	01/12/26	KENDA005 KENDALL ELECTRIC INC	131.34	01/20/26	432
126742	01/12/26	KEYST020 KEYSTONE MUNICIPAL SERVICES IN	9,048.01	01/22/26	432
126743	01/12/26	MAINL010 MAIN LINE SPRING WATER	215.00		432
126744	01/12/26	MCGRA005 PATRICK MCGRAIN	300.00	01/30/26	432
126745	01/12/26	MONTG175 MONTGOMERY COUNTY CORONER	160.00		432
126746	01/12/26	NAPAA005 NAPA AUTO PARTS INC	19.24	01/20/26	432
126747	01/12/26	NATIO035 NATIONAL TIME SYSTEMS INC	1,810.00	01/22/26	432
126748	01/12/26	OFFIC010 OFFICE BASICS	97.22	01/21/26	432
126749	01/12/26	OMEGA005 OMEGA SYSTEMS CONSULTANTS, INC	15,207.96	01/22/26	VOID 432
126750	01/12/26	PAULS005 PAUL'S AUTO REPAIR, INC.	32.00	01/22/26	432
126751	01/12/26	PERSO005 PERSONAL PROTECTION CONSULTANT	1,196.00	01/23/26	432
126752	01/12/26	PRIMA005 PRI MANAGEMENT GROUP	189.00	01/23/26	432
126753	01/12/26	PROCE005 PECO - PAYMENT PROCESSING	8.30	01/23/26	432
126754	01/12/26	RLSST005 RLS STUDIO LLC	86.00	01/23/26	432
126755	01/12/26	SHERW005 THE SHERWIN-WILLIAMS CO	750.79	01/20/26	432
126756	01/12/26	SUNSA005 SUNSATIONALL	52.00	01/21/26	432
126757	01/12/26	TPTRA010 TP TRAILERS, INC.	485.00		432
126758	01/12/26	UNIVE005 UNIVEST INSURANCE INC	1,589.00	01/22/26	432
126759	01/12/26	WILLI040 WILLIAM MASGIO	200.00	01/15/26	432
126760	01/12/26	WITME005 WITMER PUBLIC SAFETY GROUP, IN	8,124.48	01/21/26	432
126761	01/12/26	WOLAN005 WOLANIN CONSULTING & ASSESSMEN	1,500.00	01/23/26	432
126762	01/12/26	ZIPST005 ZIPS TRUCK EQUIPMENT INC.	209.96	01/21/26	432
126763	01/19/26	ALTER005 TRANSUNION RISK & ALTERNATIVE	179.00	02/02/26	433
126764	01/19/26	AMYHA005 AMY VOORHEES	38.00		433
126765	01/19/26	AQUAR005 HERITAGE LANDSCAPE SUPPLY GROU	51.55		433
126766	01/19/26	BERKH005 BERKHEIMER ASSOCIATES	86.27	01/27/26	433
126767	01/19/26	BOROU005 BOROUGH OF CONSHOHOCKEN AUTHOR	82,879.89	01/22/26	VOID 433
126768	01/19/26	BRADY015 PHIL BRADY	86.00	01/27/26	433
126769	01/19/26	CLARK030 CLARKE GALLAGHER BARBIERO	15,361.20		433
126770	01/19/26	CLEWE005 DANA CLEWELL	53.28	01/22/26	433
126771	01/19/26	COVAN005 REWORLD WASTE, LLC	15,826.09	01/28/26	433
126772	01/19/26	DENIS005 DENISE VASEY	57.98	01/22/26	433
126773	01/19/26	ENERG005 ENERGY TRANSFER SOLUTIONS LLC	4,167.00	01/30/26	433
126774	01/19/26	FBILE010 FBI-LEEDA INC.	795.00	01/27/26	433
126775	01/19/26	GREGO005 PAUL GREGORY	282.83	01/26/26	433
126776	01/19/26	GRIFF005 BARBARA GRIFFIS	62.00	01/26/26	433
126777	01/19/26	JAYDO005 JAYDOR COMPANY, INC.	11,595.00	01/28/26	433
126778	01/19/26	KINGO005 KING OF PRUSSIA RECYCLING	4,743.34	02/02/26	433
126779	01/19/26	KRENI005 BRADLEY KRENICKY	300.60		433
126780	01/19/26	MAZEI005 SHAWN MAZEI	62.00	01/26/26	433
126781	01/19/26	MCDON005 MCDONALD UNIFORM CO., INC.	232.50	01/29/26	433
126782	01/19/26	NATIO100 NATIONAL HIGHWAY PRODUCTS	2,012.33	01/28/26	433

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
POOLED		GENERAL ACCOUNT	Continued		
126783	01/19/26	PLYMO100 PLYMOUTH TOWNSHIP P-CARD FD	82.42	02/02/26	433
126784	01/19/26	QUADI005 QUADIENT, INC.	381.67	01/28/26	433
126785	01/19/26	SARAH005 SARAH HEITZENRATER	41.49	01/22/26	433
126786	01/19/26	SHARA005 JOANNA SHARAPAN	47.99		433
126787	01/19/26	STURM005 MICHAEL STURM	2,778.86	01/26/26	433
126788	01/19/26	TRAI005 TRAISS, LLC	1,750.00		433
126789	01/19/26	TRIST030 TRI-STATE FILTRATION PLUS INC	2,900.00		433
126790	01/19/26	VERIZ025 VERIZON	348.87	01/26/26	433
126791	01/19/26	AQUAP010 AQUA PENNSYLVANIA	24,673.56	01/30/26	434
126792	01/19/26	BERGE025 BERGEY'S WHOLESALE PARTS	891.47		434
126793	01/19/26	BERGE040 BERGEY'S	2,352.75	01/30/26	434
126794	01/19/26	BERKH005 BERKHEIMER ASSOCIATES	1,765.80	02/02/26	434
126795	01/19/26	BOBSA005 BOB'S AUTO PARTS, INC.	171.99	02/02/26	434
126796	01/19/26	CARSN005 JOHN CARISNER	426.41	01/29/26	434
126797	01/19/26	CHARL005 CHARLES A HIGGINS & SONS INC	728.94	01/29/26	434
126798	01/19/26	CHARL020 CHARLES ALCORN	200.00	01/23/26	434
126799	01/19/26	CM3BU005 CM3 BUILDING SOLUTIONS INC	1,260.00	01/28/26	434
126800	01/19/26	COLLI005 COLLIFLOWER INC	120.21	01/28/26	434
126801	01/19/26	COMMO130 COMMONWEALTH AUTO TAGS	39.00		434
126802	01/19/26	CONTR005 CONTRACT CLEANERS SUPPLY INC.	151.28	01/28/26	434
126803	01/19/26	DANIE015 DANIEL GARCZYK PAINTING	1,900.00	01/30/26	434
126804	01/19/26	DELVA010 DEL-VAL INTERNATIONAL TRUCKS	358.24	01/29/26	434
126805	01/19/26	DVAPP005 DVAPPO	50.00		434
126806	01/19/26	EASTN005 EAST NORRITON-PLYMOUTH-WHITPAI	110,431.50	02/02/26	434
126807	01/19/26	EASTN005 EAST NORRITON-PLYMOUTH-WHITPAI	288,462.00	02/02/26	434
126808	01/19/26	ELECT010 ELECTRONIC SECURITY SOLUTIONS	895.00	01/27/26	434
126809	01/19/26	FACTO005 FACTORY MOTOR PARTS	432.61	01/30/26	434
126810	01/19/26	GLSAY005 G.L. SAYRE, INC.	283.50	01/28/26	434
126811	01/19/26	GRAY005 RUDY GRAY	70.00	01/26/26	434
126812	01/19/26	HEINE005 LYNN HEINEL	50.00	01/21/26	434
126813	01/19/26	JOHNF010 JOHN F. SOUDER	140.00	01/20/26	434
126814	01/19/26	JOHNK005 JOHN KENNEDY FORD	2,052.58	02/02/26	434
126815	01/19/26	JONES005 FRANK JONES	384.00	01/30/26	434
126816	01/19/26	KAPPE005 KAPPE ASSOCIATES INC	4,812.00	01/28/26	434
126817	01/19/26	KENDA005 KENDALL ELECTRIC INC	142.14	02/02/26	434
126818	01/19/26	LEGAL005 LEGAL AND LIABILITY RISK MANAG	150.00		434
126819	01/19/26	MAINL010 MAIN LINE SPRING WATER	115.50		434
126820	01/19/26	MBENV005 M&B ENVIRONMENTAL INC	3,790.20		434
126821	01/19/26	MGLPR005 MGL PRINTING SOLUTIONS	420.50	01/29/26	434
126822	01/19/26	MICHA005 MICHAEL'S ALIGNMENT SHOP INC	80.00	01/30/26	434
126823	01/19/26	MORTO005 MORTON SALT INC	2,933.05		434
126824	01/19/26	NAPAA005 NAPA AUTO PARTS INC	9.00	01/27/26	434
126825	01/19/26	PAAMW005 PA AM WATER	12.88	01/29/26	434
126826	01/19/26	PAULS005 PAUL'S AUTO REPAIR, INC.	70.00	02/02/26	434
126827	01/19/26	PECOE005 PECO ENERGY CO	10,721.75	02/02/26	434
126828	01/19/26	PENDE005 PENDERGAST SAFETY EQUIPMENT CO	193.01	01/29/26	434
126829	01/19/26	PERSO005 PERSONAL PROTECTION CONSULTANT	110.00	01/30/26	434
126830	01/19/26	PITNE025 PITNEY BOWES	315.00	01/26/26	434
126831	01/19/26	PRIMA005 PRI MANAGEMENT GROUP	189.00		434
126832	01/19/26	PROCE005 PECO - PAYMENT PROCESSING	3,646.66	01/28/26	434
126833	01/19/26	RICHT005 RICHTER TOTAL OFFICE	865.57	01/29/26	434
126834	01/19/26	ROBER010 ROBERT E. LITTLE INC	250.21	01/30/26	434

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
POOLED		GENERAL ACCOUNT	Continued		
126835	01/19/26	SCHAN005 SCHANK PRINTING, INC.	255.00	01/30/26	434
126836	01/19/26	SHERW005 THE SHERWIN-WILLIAMS CO	57.96	01/27/26	434
126837	01/19/26	THANK005 THANKS FOR BEING GREEN LLC	180.00		434
126838	01/19/26	TPTRA010 TP TRAILERS, INC.	391.66	01/30/26	434
126839	01/19/26	TREVI005 TREVIPAY	617.11	02/02/26	434
126840	01/19/26	TRUCK005 TRUCKPRO, LLC	375.97		434
126841	01/19/26	UNITE065 UNITED RENTALS NORTH AMERICA	68.29	01/27/26	434
126842	01/19/26	VERIZ025 VERIZON	79.00	01/26/26	434
126843	01/19/26	VERIZ030 VERIZON	144.99	01/27/26	434
126844	01/19/26	WBMA005 W.B. MASON COMPANY INC	220.41	01/26/26	434
126845	01/19/26	WILLI040 WILLIAM MASCIO	350.00	01/22/26	434
126846	01/19/26	ZEPSA005 ZEP SALES & SERVICE	1,012.95	01/26/26	434
126847	01/27/26	AFSAS005 AFSA SCHUYLKILL	300.00	02/02/26	436
126848	01/27/26	ALPHA010 ALPHA RTK	1,595.00	02/02/26	436
126849	01/27/26	AXONE005 AXON ENTERPRISE, INC.	37,825.92	02/02/26	436
126850	01/27/26	BILLO005 COOPER ELECTRIC SUPPLY, INC	180.00		436
126851	01/27/26	BRIAN020 BRIAN NARDELLI	150.00		436
126852	01/27/26	CARRA005 CARR AND DUFF, LLC	100,469.70		436
126853	01/27/26	COMCA005 COMCAST CABLE	1,023.09	02/02/26	436
126854	01/27/26	COMMO100 COMMONWEALTH OF PA	650.00		436
126855	01/27/26	CONTR005 CONTRACT CLEANERS SUPPLY INC.	1,296.88	02/02/26	436
126856	01/27/26	DERRI005 DERRICK PERRY	150.00		436
126857	01/27/26	EMPIR005 EMPIRE FITNESS SERVICES, INC.	229.95		436
126858	01/27/26	ETTIN005 ET&T, INC.	1,361.86	02/02/26	436
126859	01/27/26	GRAY005 RUDY GRAY	70.00		436
126860	01/27/26	HEINE005 LYNN HEINEL	200.00		436
126861	01/27/26	JOHNF010 JOHN F. SOUDER	140.00		436
126862	01/27/26	KEYST020 KEYSTONE MUNICIPAL SERVICES IN	23,507.01		436
126863	01/27/26	LEIBY005 LEIBY'S LLC	1,780.80		436
126864	01/27/26	MICHA075 MICHAEL BURKOWSKI	150.00	01/29/26	436
126865	01/27/26	MILIT005 MILITIA HILL SECURITY INC	1,302.00	01/30/26	436
126866	01/27/26	MOTOR010 MOTOROLA SOLUTIONS, INC.	5,822.10		436
126867	01/27/26	OFFIC010 OFFICE BASICS	116.48	02/02/26	436
126868	01/27/26	OMEGA005 OMEGA SYSTEMS CONSULTANTS, INC	6,121.16		436
126869	01/27/26	PAAMW005 PA AM WATER	12.88		436
126870	01/27/26	PACAR005 PA CAREER FIRE CHIEFS ASSOC.	125.00		436
126871	01/27/26	PLYMO200 PLYMOUTH TOWNE APARTMENTS	16,588.60		436
126872	01/27/26	PROCE005 PECO - PAYMENT PROCESSING	12,807.76		436
126873	01/27/26	RICHA020 RICHARD LEISY JR.	200.00	01/28/26	436
126874	01/27/26	ROBER010 ROBERT E. LITTLE INC	932.96		436
126875	01/27/26	UNITE075 UNITED SAFETY GROUP	324.00		436
126876	01/27/26	UPPER030 UPPER PROVIDENCE TOWNSHIP	150.00		436
126877	01/27/26	VALER015 VALERIO FABRICATION INC.	998.00		436
126878	01/27/26	VALLE010 VALLEY FORGE SECURITY CENTER	125.00	02/02/26	436
126879	01/27/26	VERIZ030 VERIZON	229.69	02/02/26	436
126880	01/27/26	WHITP005 WHITPAIN TOWNSHIP	2,235.62		436
126881	01/27/26	WILLI040 WILLIAM MASCIO	200.00	02/02/26	436
126882	01/27/26	WYCOM005 WYCOM SYSTEMS, INC.	390.00		436
126889	01/27/26	BOROU005 BOROUGH OF CONSHOHOCKEN AUTHOR	82,279.89		438
126890	02/02/26	AETNA005 AETNA	42,550.65		439
126891	02/02/26	AFTER005 AFTERMARKET PARTS & SER. INC	197.00		439
126892	02/02/26	ATT00005 AT&T	95.00		439

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
POOLED		GENERAL ACCOUNT	Continued	
126893	02/02/26	BERGE025 BERGEY'S WHOLESALE PARTS	67.38	439
126894	02/02/26	BRIXM005 BRIXMOR	33.50	439
126895	02/02/26	CAMAR005 CAMARDA TRAINING & CONSULTING	2,800.00	439
126896	02/02/26	CBYSY005 CBY PROFESSIONAL SERVICES INC	45.00	439
126897	02/02/26	CHARL005 CHARLES A HIGGINS & SONS INC	1,537.60	439
126898	02/02/26	CHARL020 CHARLES ALCORN	150.00	439
126899	02/02/26	COLLI005 COLLIFLOWER INC	205.78	439
126900	02/02/26	DELVA010 DEL-VAL INTERNATIONAL TRUCKS	879.09	439
126901	02/02/26	DJBSP005 DJB SPECIALTIES	598.44	439
126902	02/02/26	FACTO005 FACTORY MOTOR PARTS	98.19	439
126903	02/02/26	FEDER010 FEDERAL EXPRESS	83.32	439
126904	02/02/26	FRYER005 FRYER GLASS CO.	375.00	439
126905	02/02/26	HOMED005 HOME DEPOT CREDIT SERVICES	1,303.03	439
126906	02/02/26	IACP0005 IACP	85.00	439
126907	02/02/26	INVER005 INVERIS	70,452.00	439
126908	02/02/26	JOHNK005 JOHN KENNEDY FORD	113.44	439
126909	02/02/26	JONES005 FRANK JONES	471.50	439
126910	02/02/26	KAPPE005 KAPPE ASSOCIATES INC	600.00	439
126911	02/02/26	KMRDP005 KMRD PARTNERS, INC.	2,850.00	439
126912	02/02/26	MABRY010 KAREN MABRY	1,150.02	439
126913	02/02/26	MACTO005 MAC TOOLS DIST	101.98	439
126914	02/02/26	MCDON005 MCDONALD UNIFORM CO., INC.	4,759.78	439
126915	02/02/26	MIKEM005 MIKE & MARYLAND HAIG	100.00	439
126916	02/02/26	MORTO005 MORTON SALT INC	34,138.84	439
126917	02/02/26	NAPAA005 NAPA AUTO PARTS INC	329.15	439
126918	02/02/26	OFFIC010 OFFICE BASICS	2.00	439
126919	02/02/26	PAULS005 PAUL'S AUTO REPAIR, INC.	35.00	439
126920	02/02/26	PENDE005 PENDERGAST SAFETY EQUIPMENT CO	366.06	439
126921	02/02/26	PETSM005 PETSMART	299.97	439
126922	02/02/26	PROCE005 PECO - PAYMENT PROCESSING	520.14	439
126923	02/02/26	PUBLI010 PUBLICOM, INC.	109.00	439
126924	02/02/26	REMIC005 R.E. MICHEL COMPANY, LLC	317.66	439
126925	02/02/26	SCOTT035 SCOTT LANDIS	450.00	439
126926	02/02/26	SITEO005 SITEONE LANDSCAPE SUPPLY, LLC	71.28	439
126927	02/02/26	STAND005 THE STANDARD	5,167.91	439
126928	02/02/26	THELI005 THE LINCOLN CENTER FOR FAMILY	10,000.00	439
126929	02/02/26	THEPE005 THE PENNSYLVANIA STATE UNIVERS	834.00	439
126930	02/02/26	TMOBI005 T-MOBILE USA, INC.	100.00	439
126931	02/02/26	UNWIN005 UNWINED & PAINT	121.00	439
126932	02/02/26	USMUN005 PA MUNICIPAL, INC.	1,707.82	439
126933	02/02/26	VERIZ025 VERIZON	409.59	439
126934	02/02/26	VERIZ030 VERIZON	43.03	439
126935	02/02/26	VISUA005 VISUAL COMPUTER SOLUTIONS, INC	10,975.80	439
126936	02/02/26	WATER010 FAS II LLC	31.93	439
126937	02/02/26	WGLN005 WGL ENERGY SERVICES	669.24	439
126938	02/02/26	WILLI040 WILLIAM MASCIO	200.00	439
126939	02/02/26	WINTE005 ROSEMARY WINTERBOTTOM	50.00	439
126940	02/02/26	YCGIN005 YCG, INC.	394.50	439
126941	02/02/26	ZEPSA005 ZEP SALES & SERVICE	3,000.00	439
126942	02/02/26	ALBAR005 ALBARELL ELECTRIC INC	12,136.83	440
126943	02/02/26	ASLRE005 ASL REFRIGERATION	97,538.75	440
126944	02/02/26	AUTOM005 GEISSELE AUTOMATICS	1,998.00	440

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
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POOLED		GENERAL ACCOUNT	Continued		
126945	02/02/26	CHAPM005 CHAPMAN FORD OF HORSHAM	2,021.34	02/04/26 VOID	440
126946	02/02/26	CHEMI005 CHEMICAL EXTERMINATING CO INC	860.00		440
126947	02/02/26	CLARK030 CLARKE GALLAGHER BARBIERO	21,556.82		440
126948	02/02/26	DAVID020 DAVID BLACKMORE & ASSOCIATES	403.64	02/03/26 VOID	440
126949	02/02/26	MORTO005 MORTON SALT INC	3,030.38		440
126950	02/02/26	PORTE005 HEFFERNAN INSURANCE BROKERS	1,000.00		440
126951	02/02/26	SBCON005 S.B. CONRAD, INC.	62,890.00		440
126952	02/02/26	UNITE065 UNITED RENTALS NORTH AMERICA	266.55		440
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Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks: 259	6	1,436,322.34	101,187.83
		Direct Deposit: 0	0	0.00	0.00
		Total: 259	6	1,436,322.34	101,187.83
<hr/>					
Report Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks: 259	6	1,436,322.34	101,187.83
		Direct Deposit: 0	0	0.00	0.00
		Total: 259	6	1,436,322.34	101,187.83
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FUND BALANCE - As of January 1, 2026	\$ 6,965,287
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REVENUE:

REAL ESTATE TAXES	\$	-
PERSONAL & BUSINESS TAXES		875,581
LICENSES & PERMITS		22,280
FINES		4,402
INTEREST EARNINGS		-
RENTAL INCOME		2,601
GRANT REVENUE		-
INSPECTION SERVICES		5,660
OTHER REVENUE		46,236
REIMBURSABLE SERVICES		165,316
RECREATION FEES		4,099
TRANSFERS FROM OTHER FUNDS		-

TOTAL REVENUE

\$ 1,126,174

EXPENDITURES:

MANAGER'S OFFICE	\$	-
ADMINISTRATION		488,684
FINANCE		8,171
TAX COLLECTION		18,524
REIMBURSABLE SERVICES		-
INFORMATION TECHNOLOGIES		13,945
MUNICIPAL BUILDINGS		24,974
POLICE		1,004,993
FIRE & EMERGENCY MANAGEMENT		56,734
CODE ENFORCEMENT		77,973
PUBLIC WORKS		
SANITATION		68,182
ADMINISTRATION		141,789
STREET MAINTENANCE		11,350
HIGHWAY SERVICES		(47,197)
EQUIPMENT MAINTENANCE & PURCHASE		18,448
PARKS & RECREATION		16,904
BUILDINGS & GROUNDS - PARKS		81,597
DEBT SERVICE		-
TRANSFERS OUT		-

TOTAL EXPENDITURES

\$1,985,072

NET GAIN/(LOSS)

\$ (858,898)

FUND BALANCE - As of January 31, 2026

\$ 6,106,389

*The Township continues to receive revenues/expenses for December 2025 after the date of report

****Adjustments & accruals will be entered through February**

**FINANCE DIRECTOR'S REPORT
STATEMENT OF REVENUE & EXPENDITURES
AS OF JANUARY 31, 2026**

COMMUNITY CENTER FUNDS

COMMUNITY CENTER OPERATING FUND

FUND BALANCE - As of January 1, 2026	\$ 240,234
REVENUE:	
INTEREST EARNINGS	\$ -
GRANTS	-
PROGRAM REVENUE	9,714
MEMBERSHIP REVENUE	4,969
OTHER SOURCES OF REVENUE	16,645
TRANSFERS FROM GENERAL FUND	-
SPONSORSHIPS AND DONATIONS	-
TOTAL REVENUE	<u>\$ 31,327</u>
EXPENDITURES:	
BUILDING MAINTENANCE	\$ 37,118
ADMINISTRATION	45,840
RECREATION PROGRAMS	20,579
FITNESS CENTER	22,387
AQUATICS	24,717
TOTAL EXPENDITURES	<u>\$ 150,640</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 120,922</u>

COMMUNITY CENTER CAPITAL FUND

FUND BALANCE - As of January 1, 2026	\$ 890,655
REVENUE:	
INTEREST EARNINGS	\$ -
GRANTS	-
TRANSFER FROM GENERAL FUND	-
TOTAL REVENUE	<u>\$ -</u>
EXPENDITURES:	
BUILDING IMPROVEMENTS AND SYSTEM UPGRADES	\$ 100,470
POOL EQUIPMENT & FEATURES	-
FITNESS CENTER EQUIPMENT	-
LIGHTS, TRUSS, DECK REPAIR	-
LOCKER ROOM UPGRADES	-
HVAC UNITS REPLACEMENT	-
ADMIN FLOOR DOORS LIGHTS	-
GYMNASIUM 7 ACTIVE ZONE IMPROVEMENTS	-
TOTAL EXPENDITURES	<u>\$ 100,470</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 790,185</u>

COMMUNITY CENTER NON-PROFIT

FUND BALANCE - As of January 1, 2026	\$ 11,626
REVENUE:	
INTEREST EARNINGS	\$ -
SALE SERV/M PROMO ITEMS	-
DONATIONS AND OTHER REVENUE	-
TOTAL REVENUE	<u>\$ -</u>
EXPENDITURES:	
MISCELLANEOUS SUPPLIES	\$ -
PURCHASE SERVICE MONUMENT BRICKS	-
TOTAL EXPENDITURES	<u>\$ -</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 11,626</u>

**FINANCE DIRECTOR'S REPORT
STATEMENT OF REVENUE & EXPENDITURES
AS OF JANUARY 31, 2026**

SEWER FUNDS

SEWER OPERATING FUND

FUND BALANCE - As of January 1, 2026	\$	4,028,554
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REVENUE:

INTEREST EARNINGS	\$	-
INTERGOVERNMENTAL REVENUE		-
INSPECTION SERVICES		9,975
OTHER REVENUE		325
COLLECTIONS		53,866
TOTAL REVENUE	\$	64,166

EXPENDITURES:

ENGINEERING & ADMINISTRATON	\$	4,008
MAINTENANCE OF SYSTEM		12,181
SEWAGE TREATMENT - ENPWJSA		288,462
SEWAGE TREATMENT - CONSHOHOCKEN AUTH.		-
SEWAGE TREATMENT - OTHER ORGS		2,236
TRANSFERS TO OTHER FUNDS		-
TOTAL EXPENDITURES	\$	306,887

FUND BALANCE - As of January 31, 2026	\$	3,785,832
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SEWER CAPITAL FUND

FUND BALANCE - As of January 1, 2026	\$	781,269
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REVENUE:

INTEREST EARNINGS & GRANTS	\$	-
SEWER CONNECTION/TAPPING FEES		-
DEV ASSESSMENTS - FEES		-
TRANSFER FROM SEWER OPERATING		-
TOTAL REVENUE	\$	-

EXPENDITURES:

CAPITAL CONTRIBUTION - ENPWJSA	\$	110,432
CAPITAL CONTRIBUTION - CONSHOHOCKEN AUTHORITY		-
SEWER CONSTRUCTION PROJECTS		
RIDGE PIKE SEWER		-
SEWER SLIP LINING PROJECT		-
PLYMOUTH INTERCEPTOR PHASE III		-
RIDGE PIKE SEWER REPLACEMENT		-
TOTAL EXPENDITURES	\$	110,432

FUND BALANCE - As of January 31, 2026	\$	670,838
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**FINANCE DIRECTOR'S REPORT
STATEMENT OF REVENUE & EXPENDITURES
AS OF JANUARY 31, 2026**

HEALTH & WELFARE FUND*

FUND BALANCE - As of January 1, 2026	\$ 53,113
REVENUE:	
INTEREST EARNINGS	\$ -
RETIREE/EMPLOYEE CONTRIBUTIONS	27,328
TRANSFER FROM OPEB TRUST FUND	-
TOTAL REVENUE	<u>\$ 27,328</u>
EXPENDITURES:	
HEALTH BENEFITS	\$ 179,911
ADMINISTRATIVE CHARGES	-
TRANSFER TO CAPITAL RESERVE	-
TOTAL EXPENDITURES	<u>\$ 179,911</u>
FUND BALANCE - As of January 31, 2026	<u>\$ (99,470)</u>

HIGHWAY AID FUND

FUND BALANCE - As of January 1, 2026	\$ 743,367
REVENUE:	
INTEREST	\$ -
STATE GRANT	-
TOTAL REVENUE	<u>\$ -</u>
EXPENDITURES:	
STREET CLEANING	\$ -
SNOW AND ICE REMOVAL	75,944
EQUIPMENT MAINTENANCE & PURCHASE	-
BRIDGE & ROAD MAINTENANCE	-
STREET SIGNS & MARKINGS	-
TOTAL EXPENDITURES	<u>\$ 75,944</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 667,423</u>

CAPITAL RESERVE FUND

FUND BALANCE - As of January 1, 2026	\$ 4,402,542
REVENUE:	
INTEREST EARNINGS	\$ -
GRANTS & ASSESSMENTS	-
TRANSFER FROM GENERAL FUND	-
TRANSFER FROM BOND PROCEEDS	-
TOTAL REVENUE	<u>\$ -</u>
EXPENDITURES:	
ADMINISTRATION	\$ -
BUILDINGS	-
POLICE	-
FIRE	-
SANITATION	-
PUBLIC WORKS	-
PARKS, BUILDINGS & GROUNDS CAPITAL IMPROV.	-
TOTAL EXPENDITURES	<u>\$ -</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 4,402,542</u>

CAPITAL PROJECTS FUND

FUND BALANCE - As of January 1, 2026	\$ 43,175
REVENUE:	
INTEREST EARNINGS	\$ -
TRANSFER FROM BOND PROCEEDS	-
TOTAL REVENUE	<u>\$ -</u>
EXPENDITURES:	
TRANSFER TO GENERAL FUND	\$ -
TOWNSHIP BUILDING REHABILITATION PROJECT	-
TOTAL EXPENDITURES	<u>\$ -</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 43,175</u>

*Health & Welfare Fund will be reimbursed by OPEB Trust Fund on quarterly basis

**FINANCE DIRECTOR'S REPORT
STATEMENT OF REVENUE & EXPENDITURES
AS OF JANUARY 31, 2026**

RESTRICTED CAPITAL FUNDS

ACT 209 - AREA 1

FUND BALANCE - As of January 1, 2026	\$ 2,014,613
REVENUE:	
INTEREST EARNINGS	\$ 63,742
ASSESSMENTS & MISC	-
TOTAL REVENUE	<u>\$ 63,742</u>
EXPENDITURES:	
RIDGE AND CHEMICAL INTERSECTION IMPV	\$ -
RIDGE AND ALAN WOOD INTERSECTION IMPV	-
BUTLER PIKE REALIGNMENT	-
TOTAL EXPENDITURES	<u>\$ -</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 2,078,355</u>

ACT 209 - AREA 2

FUND BALANCE - As of January 1, 2026	\$ 597,987
REVENUE:	
INTEREST EARNINGS	\$ -
ASSESSMENTS & MISC	-
TOTAL REVENUE	<u>\$ -</u>
EXPENDITURES:	
SANDY HILL AND BELVOIR INTERSECTION IMPROV	\$ -
COUNTY SIGNAL PROJECTS	-
TOTAL EXPENDITURES	<u>\$ -</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 597,987</u>

STORM WATER OUTFALLS

FUND BALANCE - As of January 1, 2026	\$ (2,444)
REVENUE:	
INTEREST EARNINGS	\$ -
ASSESSMENTS & MISC	-
TOTAL REVENUE	<u>\$ -</u>
EXPENDITURES:	
STORM SEWER CONSTRUCTION MATERIALS	\$ -
PW BRIDGE/STORAGE STRUCTURES	-
MS4 RELATED COSTS	-
NARCISSA ROAD CULVERT	-
INLET RECONSTRUCTION	-
TOTAL EXPENDITURES	<u>\$ -</u>
FUND BALANCE - As of January 31, 2026	<u>\$ (2,444)</u>

RECREATION IMPACT FEES

FUND BALANCE - As of January 1, 2026	\$ 299,582
REVENUE:	
INTEREST EARNINGS	\$ -
DONATIONS	-
GRANTS	-
ASSESSMENTS & MISC	-
TRANSFER FROM GENERAL FUND	-
TOTAL REVENUE	<u>\$ -</u>
EXPENDITURES:	
JFK - COURT & PLAYGROUND RNV	\$ -
EPV - DUGOUT REPLACEMENT FIELDS 1,2 & 4	-
COLWELL - RENOVATE SAND VOLLEYBALL CRT	-
CC - RENOVATE UPPER & LOWER FIELDS	-
TOTAL EXPENDITURES	<u>\$ -</u>
FUND BALANCE - As of January 31, 2026	<u>\$ 299,582</u>

**FINANCE DIRECTOR'S REPORT
PLYMOUTH TOWNSHIP REAL ESTATE TAXES
CALENDAR YEAR 2026**

<u>R.E. TAX ASSESSMENT</u>		
1/1/2026	\$	1,673,534,678.00
January		(3,902,990.00)
February		-
March		-
April		-
May		-
June		-
July		-
August		-
September		-
October		-
November		-
December		-
TOTAL	\$	<u>1,669,631,688.00</u>

REAL ESTATE TAXES BILLED AND COLLECTED				
<u>MONTH BILLED</u>	<u>TOWNSHIP</u>	<u>COUNTY</u>		
January	\$ 51,959.00	\$ -	*	
February	-	-		
March	-	-		
April	-	-		
May	-	-		
June	-	-		
July	-	-		
August	-	-		
September	-	-		
October	-	-		
November	-	-		
December	-	-		
TOTAL BILLED - FACE AMOUNT	<u>\$51,959.00</u>	<u>\$0.00</u>		
TOTAL FACE COLLECTIONS	<u>\$ 51,644.33</u>	<u>\$ -</u>		
TOTAL FACE AMOUNT DUE	<u>\$314.67</u>	<u>\$0.00</u>		

* January Report Not Received

*RESPECTFULLY SUBMITTED,
Kellen Jarrett, Finance Director*

**PLYMOUTH TOWNSHIP
COMMUNITY POLICING**

January 2026

- **Law Enforcement Appreciation Breakfast at Pinnacle**
 - ✓ The Plymouth Township Police Department was invited to breakfast & lunch at the Pinnacle with the staff and residents. We are appreciative of the relationship we have established with everyone at that facility.
- **Goddard School Visit**
 - ✓ Officer Wittenberger was invited to be part of the community appreciation day by the Goddard School. She got to play and interact with all the children.
- **Wellness Meeting**

Officers held a Wellness Program meeting to continue to structure the program in the police department.
- **Vocation Day**
 - ✓ Officer Wittenberger and Officer Watts attended the Vocation Day at Holy Rosary School. The students got to learn about police work and meet K9 Amigo.
- **E-bike Education with Einstein Hospital**
 - ✓ Officer Wittenberger attended a Zoom meeting with Chief Hoffman from Harmonville Fire Dept/Einstein Hospital regarding E-Bike safety information. Another meeting will be planned to further educate the hospital staff on the laws.
- **Cocoa With a Cop**
 - ✓ Officer Wittenberger and additional officers from the Plymouth Township Police Department attended Cocoa with a Cop hosted by Mission BBQ. We got to interact with the employees and visitors while they were at the restaurant.
-

RESPECTFULLY SUBMITTED,

**JOHN C. MYRSIADES
CHIEF OF POLICE**

PLYMOUTH TOWNSHIP POLICE DEPARTMENT

JANUARY 2026

Major Incidents:

- **Burglary @ Cleveland-Cliffs (1/2) -- Investigation Ongoing**
- **Domestic Assault (1/8) – Investigation Concluded – Warrant Issued**
- **Domestic Assault (1/19) – Investigation Concluded – Arrest Made**
- **Burglary @ Cleveland-Cliffs (1/20) – Investigation Ongoing**
- **Burglary @ A&B Towing (1/21) – Investigation Ongoing**
- **Burglary @ 80 Myles Way (1/21) – Investigation Ongoing**
- **Robbery @ Best Buy (1/23) Investigation Ongoing**
- **Aggravated Assault on a Police Officer (1/28) – Investigation Concluded – Arrest Made**
- **Domestic Assault (1/31) - Investigation Concluded – Warrant Issued**
- **29 Domestic Related Incidents; 3 Domestic Assault Arrest/1 PFA Violations**
- **3 Stolen Vehicle Complaints; 2 Recovered Stolen Vehicles**
- **28 Social Services Contacts**

Retail Thefts	62	Hotel Responses	53
Thefts	12	Unhoused/Public Assistance	16
Stolen Vehicles	3	Firearm Involved Incidents	19
Drug Investigations	8	Mental Health Incidents	14
Burglaries	4	Overdose Incidents	3
Vandalism	4	Directed Patrols	212
Assaults	4	Traffic Details	30
Robberies	1	Urban SDK Details	4
Domestic Disturbances	26	Traffic Stops	432
Forgery/Fraud	8	Traffic Citations	74
DUIs	5	Part I/Part II Offenses	156
Accidents	73	Total Arrests	149

Examples of Offenses:

- **Part I Offenses**
Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, MV Theft, Arson
- **Part II Offenses**
Forgery, Fraud, Embezzlement, Stolen Property, Vandalism, Weapons Offenses, Prostitution, Drug Violations, Gambling, DUI, Liquor Laws, Public Drunkenness, Disorderly Conduct

MONTHLY REPORT FOR JANUARY 2026
DIRECTOR OF PUBLIC WORKS

Following are highlights of Public Works activity for the Month:

Snow and Ice Control
Storm Inlet Inspections and Repairs
Pump Station Coordination
Storm and Sanitary Sewer issues
Grease Trap Inspections
Certificates of Adequacy
Resident Issues
Highway Permits
Curb and Sidewalk Inspections
Trash and Recycling Issues

Respectfully submitted,
Christopher J. Loschiavo, Director of Public Works

Code Enforcement Department Monthly Report

January 2026

Building Department

The following permit types were issued this month.

Commercial: 56 total

Residential: 42 total

New Construction	0	New Construction	1
Commercial Demo	0	Res Demo	1
Electrical	13	Electrical	7
Fire Alarm	5	Decks	1
Sprinkler	1	Fences	0
Suppression systems	0	Fire Alarms	0
Fit outs	2	Fire Sprinkler	0
Interior Demo	1	Mechanical	5
Mechanical	10	Plumbing	7
Plumbing	9	Re-Roof	7
Re-Roof	1	Renovation/addition	
Renovation	10	Sewer Lateral	2
Sign Installation	1	Domestic Water	1
Sewer Lateral	2	Fire Mains	0
Others	1	Others	1

Total Permits: 98

Use and Occupancy Permits: Residential 7 Commercial 5

Building Inspections completed 159

Code Enforcement

Complaints	16	Complaints Follow Up	16
Rental Inspections	17	Re-Inspections	0
Special Events	0	Special Event Insp.	0
Sign Removal	12	Investigations	1
No Permits	7	Citations Issued.	0
Notices	44	Violation Letters	0
Other letters	0 Note 359 E-mails of Rental applications sent instead of postal mail.		

Note:

This month, we were able to recover over \$584.09 in fees from people doing work without permits. YTD \$584.08

Respectfully:

James R. Wallace

Code Enforcement Director

MEMO

PLYMOUTH TOWNSHIP



TO: Council & Matt West
FROM: Michael Matusheski
DATE: February 2, 2026
SUBJECT: Fire Marshal Office Monthly Report – January 2026

Fire Company Activities:

- Plymouth Fire Company (Station 43)
 - Responded to 54 calls, with 44 of these in Plymouth Township. There were 378 personnel responding, and total time in service was 20 hours: 11 minutes.
- Harmonville Fire Company (Station 44)
 - Responded to 69 calls, with 56 of these in Plymouth Township. There were 668 personnel responding.
- Calls included the fire companies responding to a fire inside a home on Jolly Road, assisting Whitmarsh and Norristown at building fires, and responding to emergencies on the Blue Route and Turnpike respectively.
- *NOTE: The numbers above reflect the prior month's incident responses.*

Fire Marshal's Office:

- Performed 39 new fire inspections, 32 re-inspections and follow-ups, and closed 30 inspections. 20 Operational Permits were issued.
- Responded to 17 calls. This includes 4 fire investigations, 5 building / code enforcement investigations, 5 fire alarms, and 3 other incidents.
 - Calls of note: We were requested and responded to assist West Norriton Township Fire Marshal at a fatal building fire. There was a small fire in a house on Jolly Road that caused damage to damage to a carpet and table.
 - Several of the building / code enforcement investigations were a result of water pipes bursting due to the cold temperatures.
- Assisted Codes Dept with fire alarm testing at several businesses during final inspections.
- Researched a complaint received regarding violations at rental home on Butler Pike. Codes Department is working with the current tenant to update permit and resolve issues.
- We were invited to and participated in Holy Rosary School's Vocational Day, talked about the fire service opportunities and providing fire safety tips for the students and staff.
- Monitored fire lane parking violations; 5 courtesy letters were sent for unpaid tickets; and 5 citations were issued for additional unpaid tickets.
- Updated keys for Knox Box key-boxes at 2 businesses and several access gate locks. Updated emergency contacts for multiple businesses.
- Staff attended 3 fire investigation and inspection training classes.
- Worked with Montgomery County to update software and programming of portable and mobile radios in the Fire Marsha's Office.



PLYMOUTH TOWNSHIP

A Home Rule Municipality

MONTGOMERY COUNTY, PENNSYLVANIA

700 Belvoir Road - Plymouth Meeting, PA 19462

610.277.4100 - plymouth@plymouthtownship.org

February 4, 2026

January 2025 Monthly Report

CODE ENFORCEMENT:

PLANNING/ZONING

Met with attorneys, businesses and residents of the Township pertaining to zoning, subdivision and land development questions and concerns.

- Discussed with representative from Knights Ct regarding land development escrow.
- Discussed with resident from 3070 Plymouth Rock Rd regarding paver patio.
- Discussed with resident at 1901 Little Avenue regarding new home construction.
- Discussed with representative from 1920 Little Ave regarding 2 lot sub division.
- Discussed with representative from 640 Fountain Dr regarding Special Exception.
- Discussed with resident from 4 Arthurs Ct regarding flood plain location.
- Discussed with resident from 103 Keys St regarding garage variance.
- Discussed with representative 3070 Plymouth Rock Rd regarding setbacks and impervious.
- Discussed with representative from 1175 Conshohocken Rd regarding new training building.
- Discussed with resident from 120 Cardinal Dr regarding building setback.
- Discussed with resident from 3 Valley Rd regarding possible uses.
- Discussed with representative from 820 Brook Rd regarding allowed uses.
- Discussed with resident from 781 Belvoir Rd regarding new home construction.
- Discussed with resident from 204 Monsignor Dr regarding an extension for a zoning u&o.
- Discussed with representative from 666 Germantown Pike regarding stop bar/puncture bar.
- Discussed with representative from 1850 N Gravers Rd regarding permitted uses.

Zoning Use & Occupancy Permits

- 105 Alexander Dr – Paver Patio
- 108 Kirk St – Paver Walkway

Land Developments Under Review

- **L.D. 18-4 SMG Hotels/201 Plymouth Road**
 - Expiration date December 31, 2025
- **b. S.D. 20-2 Marchese/751 Belvoir Road**
 - Time Limit Waived
- **c. L.D. 21-1 Kelman and Magliari Realty, LLC/2070 Butler Pike**
 - Expiration date December 31, 2025
- **d. L.D. 22-1 1508 Sandy Hill Road/Riverview Land Development**
 - Extension granted to July 15, 2025
- **e. L.D. 24-1 1402 Ridge Pike Associates, LLC/KIA Service Drive- Thru Garage**
 - Time Limit Waiver

Respectfully submitted,
Joel Rowe, Zoning Officer

JANUARY 19, 2026

The Plymouth Township Zoning Hearing Board held a public meeting at the Plymouth Township Building on Monday, January 19, 2026. The meeting was called to order at 7:01 p.m.

The Pledge of Allegiance was recited.

The following were present:

Brian Daly	Chairman
Marty Higgins	Member
Vincent Frangiosa	Member
Karen Bramblett	Member
Dave Sanders	Solicitor
Joel Rowe	Zoning Officer
Paula Meszaros	Court Reporter

Reorganization for 2026

Member Mary Higgins motioned for Brian Daly to serve as Chairman. Member Vince Frangiosa seconded the motion. Brian Daly was elected unanimously to serve as Chairman.

Member Brian Daly made a motion that Vince Frangiosa serve as Vice Chairman. Member Marty Higgins seconded the motion. Vince Frangiosa was elected unanimously to serve as Vice Chairman.

Member Brian Daly made a motion that the law firm of Kilkenny Law LLC serve as Solicitor. Member Marty Higgins seconded the motion. The law firm of Kilkenny Law LLC was unanimously elected.

Member Brian Daly made a motion that Paula Meszaros serve as Court Reporter. Vince Frangiosa seconded the motion. Paula Meszaros was unanimously elected to serve as Court Reporter.

The Board heard the following:

KEVIN COLLINS: On an application for Variance from Plymouth township Zoning Ordinance No, 342, as amended, Article XIX, Section 1909.E.

The Variance requested is as follows: Allow fence over 2 feet in what is deemed a “front yard setback”. The property is located at 464 Fairfield Road in “C” Residential Zoning District.

Kevin Collins: The Board voted 4-0 to approve this Appeal.

Mullin General Services LLC: The Board voted 4-0 to approve this Appeal.

KH PLY MTG LLC: On an application for Special Exception from Plymouth Township Zoning Ordinance No. 342, as amended, Article XXXII, Section 3200.F

The Special Exception requested is as follows: Applicant proposes to convert the Hotel Use to a multiple dwelling consisting of 173 apartments (“Proposed Use”). The Proposed Use will be comprised of 40 two-bedroom units and 173 one-bedroom or studio units, the property is located at 640 Fountain Drive, Plymouth Meeting, PA 19462 in “Planned Office Park” Zoning District.

This appeal is continued until February 16, 2026

The meeting adjourned at 8:20 p.m.

**Respectfully submitted,
Joel Rowe, Zoning Officer**

Parks & Recreation Department Snap Shot -January 2026 (1/2-1/31)

GPPC	January	February	March	April	May	June	July	August	September	October	November	December	
Total Rectrac Swipes	5975	0	0	0	0	0	0	0	0	0	0	0	5975
	January	February	March	April	May	June	July	August	September	October	November	December	
General Attendance	18658	0	0	0	0	0	0	0	0	0	0	0	18658
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Total Aquatic Attendance		0	0	0	0	0	0	0	0	0	0	0	0
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Total Fitness Attendance	5599	0	0	0	0	0	0	0	0	0	0	0	5599
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Recreation Programs Attendance	888	0	0	0	0	0	0	0	0	0	0	0	888
Rentals, Parties, Gym Attendance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	7264	0	0	0	0	0	0	0	0	0	0	0	7264

Notes:

1. Pool closed and renovations underway (issuing monthly updates)
2. Building Closed 1/1 (holiday), 1/25 , 1/26 (weather)
3. Hosted a Red Cross Blood Drive.

MEMO

PLYMOUTH TOWNSHIP



TO: Council & Matt West

FROM: Len Hess

DATE: January 31, 2026

SUBJECT: Information Technology Director Monthly Report

- Performed regular maintenance of servers and PC's.
- Performed regular configuration of Barracuda Spam Firewall.
- Performed regular updates to the Township and GPCC websites.
- Performed troubleshooting and repaired various PC, network, printing, and other problems.
- Assisted and supported staff with technology-related issues as needed.
- Recommended and purchased equipment as needed.
- Performed daily backup checks.
- Worked with the electrical contractor to bring new service online.

Respectfully submitted,

Len Hess
Director of Information Technology

MEMO

PLYMOUTH TOWNSHIP



TO: Council & Matt West
FROM: Rick Carbo
DATE: January 30, 2026
SUBJECT: B & G January Monthly Report

- Sand and repaint picnic tables from various locations
- Replace bad wood on picnic tables
- Snow and ice removal
- Replace lights in GPCC gymnasium
- Replace cove base in Arts & Crafts and Pre-school rooms
- Repair RTU # 10 at GPCC
- Work on boilers at GPCC
- Work on Natatorium Renovation Project
- Work on punch list at Municipal Building
- Repair evidence fridge at Police Dept.
- Help out with Harmonville Rebuild
- Paint restrooms at Harriett Wetherill Park
- Clean trench drains at GPCC pool deck

MOTION 4.L



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council Adopt Resolution 2026-12: Annual Liquid Fuels Expenditures, per the attachment.

Motioned by: William Winchester, Jr.

Seconded by:

RESOLUTION 2026-12

A RESOLUTION OF PLYMOUTH TOWNSHIP COUNCIL AUTHORIZING THE EXPENDITURE OF LIQUID FUELS TAX ALLOCATIONS

WHEREAS, Plymouth Township receives an allocation of liquid fuel taxes from the Pennsylvania Department of Transportation; and,

WHEREAS, Act No. 114 of 1998, 2, as amended by Act No. 2004-138, establishes the authorized expenditures of liquid fuel taxes by municipalities.

NOW, THEREFORE, BE IT RESOLVED, that Plymouth Township Council does hereby authorize the expenditure of the Township allocation of liquid fuel taxes from the Pennsylvania Department of Transportation as follows:

To be expended by the authorities of the respective municipalities (i) for the maintenance, repair, construction or reconstruction of such public roads or streets, including bridges, culverts and drainage structures for which they are legally responsible and including the lining of streams incidental to the drainage of highways, and for the maintenance, repair, construction or reconstruction of curb ramps from a road, street or highway to provide for access by individuals with disabilities consistent with Federal and State law; (ii) for the acquisition, maintenance, repair and operation of street signs, traffic signs and traffic signal control systems; (iii) for the maintenance, repair, construction or reconstruction of alleys, ways and courts for which they are legally responsible. Where road, bridge, alley, way or court work is performed by the political subdivision the moneys herein allocated may be used only for labor, hiring of equipment, payrolls, purchase of material, including repair parts necessary for the maintenance of equipment, small tools, road drags and snow fences and, in addition, an amount not to exceed twenty per centum of the total annual allocation received by each municipality, may be used for the purchase of road machinery and road equipment; and, (iv) for the acquisition of computer-related hardware, software, and training required for the electronic processing of information concerning the funds appropriated and allocated under this act, including the preparation and electronic submission of the required annual reports for payment certification, provided that expenditures under this subclause may not exceed one thousand (\$1,000) annually.

DULY PRESENTED AND ADOPTED, by Plymouth Township Council at a Public Meeting held on the 9th day of February, 2026.

PLYMOUTH TOWNSHIP

Attest: _____
Matt West, Township Manager

By: _____
Lynne Viscio, Chair



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council authorize the Plymouth Township Civil Service Commission to initiate the testing and examination process to establish an eligibility list for future full-time police officer vacancies, in accordance with the Township Code, Civil Service Rules, and applicable provisions of Pennsylvania law.

Motioned by: Kristin Frederick Leonard

Seconded by:

MOTION 4.N



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council approve the installation of a new LED streetlight at 39 Ross Street, as requested by resident petition and meeting all required criteria, at a one-time installation cost of \$875 and an estimated annual electric cost of \$132.

Motioned by: William Winchester, Jr.

Seconded by:

MEMO

PLYMOUTH TOWNSHIP



TO: Matt West
FROM: Christopher Loschiavo *CL*
DATE: January 27, 2026
SUBJECT: Street Light Addition

I have received a request for a new street light across from 39 Ross Street to be mounted onto a utility pole. I confirmed that there is available power to make a tap. Attached is a quote to install an 8' Cobra Head 51 watt LED consistent with street lights in the area. The street light cost for equipment and installation is \$875.00. The approximate annual electric cost for this street light is about \$132.00. This annual electric cost-plus future maintenance cost will be in perpetuity.

The necessary petition that requires 75% of residents within 300' of the proposed location has been completed.

\$875 – Street light supply and install – fixed one time cost

\$132 – estimate annual electric cost, subject to increase per PECO electric rates

Charles A. Higgins & Sons Inc.

Electrical Contractors

P.O. Box 647

Media, PA 19063

Phone: 610-566-3700

Fax: 610-566-1409

January 22, 2026

Plymouth Township
Attn: Chris Loschiavo
700 Belvoir Road
Plymouth Meeting, PA 19462

Proposal

Ref: Ross Street street lights

Locations:

1. Across from 40 Ross Street
2. Across from 33 Ross Street

Supply and Install 8' arm, 51w LED Cobrahead, Photocell, and wire.

Unit Price.....\$875.00 (Eight Hundred Seventy-Five)

Total Price.....\$1,750.00
(One Thousand Seven Hundred Fifty)

Note: If you want the light brighter and would prefer the 143w LED add \$300.00 each

Any Questions, please feel free to call on us.

Thank you,

Donald R. Higgins, Jr.

Donald R. Higgins Jr.
President

Note: This proposal may be withdrawn by us if not accepted within 30 days.

All material is guaranteed to specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire and other necessary insurance. Our company is insured & our workers are fully covered by Workman's Compensation Insurance.

MOTION 4.0



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council authorize Public Works to advertise the annual street paving project for bid in the budgeted amount not to exceed \$300,000.00.

Motioned by: Aaron Nelson

Seconded by:

MEMO

PLYMOUTH TOWNSHIP



TO: Matt West
FROM: Christopher Loschiavo *CL*
DATE: January 27, 2026
SUBJECT: Street Paving Authorization

Public Works is seeking permission to put our annual street paving project out to bid. The budgeted amount is \$300,000.00. The suggested streets for resurfacing are below.

BLACK HILL ROAD	1	Sierra Road	Blue Ridge Road
BLUE RIDGE ROAD	1	Butler Pike	Sierra Road
BLUE RIDGE ROAD	2	Sierra Road	Rainier Road
BLUE RIDGE ROAD	3	Rainier Road	Black Hill Road
BLUE RIDGE ROAD	4	Black Hill Road	Boulder Road
BLUE RIDGE ROAD	5	Boulder Road	Shasta Road
BOULDER ROAD	1	Sierra Road	Blue Ridge Road
QUEENS ROAD	1	Yellowstone Road	Kings Road
RAINIER ROAD	1	Sierra Road	Blue Ridge Road
SHASTA ROAD	1	Butler Pike	Sierra Road
SHASTA ROAD	2	Sierra Road	Blue Ridge Road
KINGS ROAD	1	Blue Ridge Road	Queens Road
KINGS ROAD	2	Queens Road	Yellowstone Road
SIERRA ROAD	1	Germantown Pike	Yellowstone Road
SIERRA ROAD	2	Yellowstone Road	Blue Ridge Road
SIERRA ROAD	3	Blue Ridge Road	Rainier Road
SIERRA ROAD	4	Rainier Road	Black Hill Road
SIERRA ROAD	5	Black Hill Road	Boulder Road
SIERRA ROAD	6	Boulder Road	Shasta Road
YELLOWSTONE ROAD	1	Sierra Road	Kings Road
YELLOWSTONE ROAD	2	Kings Road	Queens Road
YELLOWSTONE ROAD	3	Queens Road	Blue Ridge Road



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council approve the contract with YSM Landscape Architects for the GPCC Park Conceptual Plan, per the attachment.

Motioned by: Lynne Viscio

Seconded by:

MEMO

PLYMOUTH TOWNSHIP



TO: Township Council
FROM: Matt West, Township Manager
DATE: February 5, 2026
SUBJECT: Proposal Review – YSM – GPCC Park Conceptual Plan

Overview

Township staff proposes engaging Yost Strodoski Mears, Inc. (YSM), Landscape Architects, to provide professional landscape architecture and planning services focusing on the Township-owned parcels along Germantown Pike adjacent to the Greater Plymouth Community Center Park (GPCC Park).

YSM submitted a proposal for planning-level services to evaluate potential improvements to these parcels, including possible locations for lighted basketball courts. The work is intended to support early planning and feasibility analysis and does not include final design, construction documentation, or construction-phase services unless separately authorized.

Funding for these services is included in the 2026 budget.

Proposed Scope of Services

YSM would provide professional landscape architecture and planning services, which may include, but are not limited to:

- Site analysis and evaluation of existing conditions
- Conceptual planning and layout alternatives for potential park-related improvements, including exploration of feasible locations for lighted basketball courts
- Preparation of planning-level exhibits and materials to support future decision-making, with concepts intended to inform potential future construction projects
- Coordination with Township staff as needed

Construction administration, detailed engineering, and contractor oversight are not included.

Cost and Term

The total cost is a lump sum fee of **\$7,350**. Project-related expenses, including reprographic services, photocopies, mileage, and other miscellaneous expenses directly related to the project, will be invoiced at 1.10 times their cost.

The work will be completed according to the schedule established by the Township and YSM.

Staff Recommendation

Staff recommends that Council approve the proposal from Yost Strodoski Mears, Inc. and authorize the Township Manager to execute the agreement. Approval would allow the Township to advance planning and feasibility analysis for potential recreational improvements, with any resulting plans incorporated into the Township's capital plan to guide future construction projects.



Landscape Architects

September 17, 2025

Phil Brady, Director
Parks & Recreation
Greater Plymouth Community Center
Plymouth Township
2910 Jolly Road
Plymouth Meeting, PA 19462

RE: Greater Plymouth Community Center Conceptual Plan
Project No.: 25PLY-01

Dear Phil:

It was a pleasure reconnecting with you this week to talk about the Greater Plymouth Community Center (GPCC). I was pleased to learn of the Township's ongoing commitment to recreation and the GPCC through the acquisition of surrounding properties. Based on your email, it appears that the Township has acquired all but one of the private properties between the GPCC and Germantown Pike. I understand that you would like YSM Landscape Architects (YSM) to develop a conceptual plan to explore recreation opportunities for this area.

We also discussed a streamlined planning process where we would work directly with you and Rick Carbo to develop the conceptual plan. YSM is pleased to provide this proposal for recreational planning services.

Below is an outline of our scope of services for this project and fees to perform these services.

Scope of Service

A. Conceptual Plan

YSM will:

1. Request available mapping for the acquired parcels prior to the kick-off meeting. If property maps are not available for the parcels, we will use radially available information to include aerial photographs, Lidar contours, etc.
2. Develop a base map for the GPCC property.
3. Meet with Plymouth Township representatives to kick-off the project:
 - a. Identify goals and discuss ideas for the property between the GPCC and Germantown Pike
 - b. Discuss any potential changes to other areas of the GPCC property (e.g. bocce courts)
 - c. Request information about utility service at the acquired properties that may provide sanitary and water service to a future restroom structure.

19 South Newberry Street York, Pennsylvania 17401
phone (717) 812-9959 fax (717) 812-9769
www.ysmla.com

Dedicated to the design and planning of community spaces for public recreation

- d. Discuss the project schedule.
 - e. Prepare meeting minutes
4. Visit the GPCC and investigate the undeveloped area between the Center and Germantown Pike. Also observe the existing developed portions of the GPCC and surrounding areas to analyze existing conditions and recreation opportunities. Consider the following:
 - a. Natural features such as solar orientation, soils, vegetation, topography, drainage patterns, etc.
 - b. Existing built features such as vehicular and pedestrian access and circulation, parking areas, utility availability and locations, easements, rights-of-way, adjacent land use, existing structures, existing recreation facilities and use areas, and other features.
 - c. Accessibility and compliance with the Americans with Disabilities Act (ADA).
 - d. Site opportunities, concerns, and limitations.
5. Analyze the site's compatibility with the existing and proposed facilities and activities.
6. Develop a Preliminary Conceptual Plan for the undeveloped area of the GPCC between the Center and Germantown Pike based work outlined above. Consideration will be given to the following:
 - a. Recreation facilities, activity areas, and support facilities desired by residents and/or identified by GPCC staff.
 - b. Existing municipal recreation opportunities, community characteristics, recreation trends, etc.
 - c. Municipal ordinances, applicable laws, regulations, and guidelines to include the ADA and the CPSC.
 - d. Vehicular and pedestrian circulation. Opportunities to minimize pedestrian and vehicle conflict will be explored.
 - e. Accepted design practices, as well as the standards of National Recreation and Park Association (NRPA), PA Department of Conservation and Natural Resources, etc.
 - f. Parking needs to accommodate activities.
 - g. Sustainable site design principles, green infrastructure, best management practices, and innovative stormwater management solutions.
 - h. The relationship of project area to the surrounding areas and primary access routes. Consider the impacts of noise, light, visual access, traffic, and other possible nuisances.
7. Meet with GPCC staff to review the Preliminary Conceptual Plan. Seek input and determine desired modifications.
8. Finalize the Conceptual Plan based on input from the GPCC staff meeting.
9. Develop probable construction cost opinion for the proposed improvements to the GPCC. The cost opinion will include proposed stormwater management facilities, grading, design, and engineering costs.
10. Provide the Final Conceptual Plan and the probable construction cost opinion to Plymouth Township for review.

11. Upon final approval of the Conceptual Plan and probable construction cost opinion, provide electronic copies of these items to Plymouth Township in pdf format.

Compensation

The professional fee for completing the Greater Plymouth Community Center Conceptual Plan is \$7,350. Our services will be performed on a lump sum fee basis.

Expenses such as reprographic services, photocopies, mileage, and miscellaneous expenses that are directly incidental to our professional services shall be invoiced to you at 1.10 times our cost.

Project Work & Billing Schedule

YSM will begin work within two weeks of authorization to proceed and receipt of a signed service agreement.

Our services are performed on a fixed lump sum fee basis. Services requested beyond the established scope of services will be performed on a time-and-expense basis. YSM invoices at the end of each four-week period for work performed during the previous 4-week period.

Assumptions & Additions Services

The following services are not included in the scope and fee as described above, however may be provided by YSM upon your request. These services will be performed as an addendum on lump sum fee basis should they prove to be necessary.

Assumptions

1. Existing mapping of the property, if available, will be provided digitally to YSM, at no cost.

Additional Services

1. Public outreach and public meetings.
2. Site construction engineering, drawings, and specifications.
3. Conceptual Plan report documenting the planning process and recommendations.
4. Park operations and maintenance assessment.
5. Land development plans, traffic studies, soil studies, subsurface investigation, or other engineering studies.
6. Grant funding applications.
7. Additional meetings beyond those noted in the Scope of Services and any services not specifically described in the Scope of Services.

8. Changes, modifications or revisions to any plans or data that are requested by the owner, the owner's agent or any regulatory agency.

If the scope of work as outlined changes or unforeseen circumstances arise, or if our services are not completed within one year from the date of this proposal, there may be an adjustment to the fees within this proposal. This proposal will be null and void if not accepted within three months of the date of this proposal. If this proposal is satisfactory and acceptable, and fully sets forth all the items of our understanding, please signify your acceptance by signing the enclosed Service Agreement and returning a copy to our office. This document will then constitute our completed agreement.

We look forward to working with you on this project. If you have any questions regarding this proposal or wish to discuss any item(s) contain herein; please do not hesitate to contact us.

Sincerely,



Ann E. Yost, RLA
Landscape Architect

Enclosure



SERVICE AGREEMENT

Project No. 25PLY-01

TO ENGAGE THE SERVICES OF YOST STRODOSKI MEARS, INC.

THIS AGREEMENT entered into at 19 South Newberry Street, York, PA 17401, on this ___ day of _____
2025 by and between the Plymouth Township hereinafter called "CLIENT" and YOST STRODOSKI MEARS,
INC., hereinafter called "LANDSCAPE ARCHITECT" is as follows:

THE CLIENT INTENDS TO have YSM provide services as outlined in proposal dated September 17, 2025.

THE CLIENT AND LANDSCAPE ARCHITECT AGREE AS FOLLOWS:

A. Scope and Services:

As outlined in proposal dated September 17, 2025.

B. Total Fee:

As outlined in proposal dated September 17, 2025.

C. Schedule for the Work:

As outlined in proposal dated September 17, 2025.

D. This AGREEMENT shall include the STANDARD TERMS AND CONDITIONS attached
hereto.

ACCEPTANCE AND EXECUTION OF THIS AGREEMENT:

PLYMOUTH TOWNSHIP

BY: _____
(Client)

Title _____

DATE: ____/____/____

YOST STRODOSKI MEARS, INC.

BY: [Signature]
(Landscape Architect)

Title President

DATE: 9 / 17 / 2025

STANDARD CONTRACT TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES

1.1 The Landscape Architects, (Yost Strodoski Mears, Inc., its agents, employees and sub-consultants), agrees to provide only those professional services specifically set forth in the Scope of Services portion of this Agreement. Additional services may be performed, if requested, subject to an agreed upon revision in the Scope of Services and authorized fee. Unless specifically set forth in the Scope of Services, Landscape Architects shall not provide any construction phase services including, but not limited to, the construction phase observation of any contractor's work.

1.2 In the event that the Landscape Architect and Client have not executed this Agreement, the Client's authorization to Landscape Architect to proceed with the performance of the services set forth herein shall constitute acceptance by the Client of these Terms and Conditions.

2. UNDERGROUND UTILITIES AND STRUCTURES

2.1 Client agrees to advise Landscape Architect in writing of known or suspected utilities or other underground structures or features which could affect the services to be provided and shall provide all drawings in its possession which identify underground utilities, structures or features.

2.2 Client agrees to release Landscape Architect from any liability to Client and to hold Landscape Architect harmless in accordance with Paragraph 11.1 where subterranean utility lines and other underground structures or features which were not identified to Landscape Architect as required by Paragraph 2.1 have been damaged.

3. RESTRICTIONS ON USE OF DOCUMENTS

3.1 It is understood and agreed that all drawings, sketches, specifications and other documents in any form, including CADD disks, prepared under this Agreement (collectively "Documents") are instruments of Landscape Architect's services and, as such, shall remain, the property of Landscape Architect, whether the project for which they are intended is executed or not. Client shall, upon payment of all fees and reimbursable expenses due Landscape Architect under this Agreement, be permitted to retain reproducible copies of those Documents necessary for the execution of the Project and for information and reference in connection with Client's use and occupancy of the Project. The Documents are prepared for use on this Project only and are not appropriate for use on any other project, for additions to this Project, for completion of this Project by others (unless Landscape Architect is adjudged in default) or for any purpose other than as defined by the Scope of Services, except by agreement in writing with the appropriate compensation to Landscape Architect. Any use of the Documents or the information or data contained therein, in violation of this subparagraph or any alteration or modification of such Documents or the information or data contained therein, without the express written consent of Landscape Architect is expressly prohibited. Such prohibited use is at the sole risk of the user and Landscape Architect is released from any liability for damages arising from such use.

3.2 Client agrees that any Documents in Client's possession shall not be used and shall be returned promptly to Landscape Architect, if Client is in default under this Agreement. Client agrees that Landscape Architect may obtain injunctive relief to enforce this subparagraph.

4. STANDARD OF CARE

4.1 In performing the services required by this Agreement, Landscape Architect shall use that degree of usual and customary professional skill and care ordinarily exercised by members of its profession under similar circumstances practicing in the same or similar locality. The standard of care shall exclusively be judged as of the time the services are rendered and not according to later standards. Landscape Architect makes no express or implied warranty beyond its commitment to conform to this standard.

5. OBSERVATION SERVICES

5.1 If required under the Scope of Services, Landscape Architect shall visit the site at the intervals set forth in the Scope of Services to become generally familiar with the progress and quality of that portion of the work for which Landscape Architect prepared the Documents to determine in general if such work is being performed in a manner indicating that such work when completed will be in accordance with the Documents. Landscape Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of such work. On the basis of on-site observations as a design professional, Landscape Architect shall keep client informed of the progress and quality of the work. Landscape Architect's services do not include supervision or direction of the actual work of the contractor, his employees, agents or subcontractors. Client agrees to notify the contractor accordingly. The contractor shall also be informed by Client that neither the presence of Landscape Architect's field representative nor the observation by the Landscape Architect shall excuse the contractor for defects or omissions in his work.

5.2 Under no circumstances shall Landscape Architect have control over, or be in charge of, nor shall it be responsible for, construction means, methods, techniques, sequences or procedures in connection with the Work. Landscape Architect shall not be responsible for any contractor's schedules or failure to carry out the Work in accordance with the Documents. Landscape Architect shall not have control over or charge of acts or omissions of any contractor, subcontractor, or their agents or employees, or of any other persons performing portions of the Work.

5.3 It is further understood that the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performances of the work, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's performance conducted by Landscape Architect's personnel is not intended to include review of the adequacy of the contractor safety measures in, on or near the construction site. The Landscape Architect will not be held responsible for any contractor's failure to observe or comply with the Occupational Health and Safety Act of 1970, and regulations or standards promulgated thereunder, or any state, county, or municipal law or regulation of similar import or intent.

6. TERMINATION, SUSPENSION

6.1 This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms. This Agreement may be terminated by the Client upon at least seven days written notice to Landscape Architect in the event that the Project is permanently abandoned. In the event of any termination that is not the fault of Landscape Architect, Landscape Architect will be compensated for all services performed up to the time written notice of termination is actually received by Landscape Architect, together with reimbursable expenses then due and reasonable Termination Expenses directly associated with the termination.

6.2 In the event of termination or suspension for more than three (3) months which occurs prior to completion of all services contemplated by the Agreement, the Landscape Architect may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed up to the date of receipt of written notice of termination or suspension. Termination Expenses provided for above shall include all fees and costs incurred by Landscape Architect in reporting, completed data, completing such analyses, records and reports.

7. INVOICES, PAYMENTS

7.1 Landscape Architect will submit invoices to Client every four weeks and a final invoice upon completion of services.

7.2 Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a service charge of one and one-half (1½) percent per month (18% per annum) or fraction thereof on past due payments under this Agreement.

7.3 Timely payment to the Landscape Architect in accordance with the Terms and Conditions of this Agreement is a material consideration of this Agreement. Therefore, the Client's failure to make payments in accordance with this Agreement shall constitute substantial nonperformance and a cause for termination by Landscape Architect.

If the Client fails to make payment when due Landscape Architect for services and expenses, the Landscape Architect may, at its option and without prejudice to its right to terminate as described above, upon seven (7) days written notice to the Client, suspend performance under this Agreement. Unless payment in full is received by the Landscape Architect within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of performance, the Landscape Architect shall have no liability to the Client for delay or damages caused the Client because of such suspension of performance. The Client shall hold harmless, indemnify, and defend the Landscape Architect for claims that arise due to any suspension.

7.4 It is further agreed that in the event a lien or suit is filed to enforce payment under this agreement, the Landscape Architect will be reimbursed by the Client for all court costs and reasonable attorney's fees in addition to accrued service charges.

7.5 Unless the compensation identified in this Agreement is specifically identified as a "Fixed Fee", the amounts set forth as the Total Fee shall constitute the Landscape Architect's best estimate of the effort required to complete the project as the Landscape Architect understands it to be defined. For those projects involving conceptual or process development work, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in direction, additional effort, or suspension of effort, which may alter the scope. The Landscape Architect will inform the Client of such situation so that negotiations relating to a change in scope and an adjustment to the time of performance can be accomplished as required. If such change, additional effort, or suspension of effort results in an increase or decrease in the cost of or time required for performance of the services, whether or not changed by a change order, an equitable adjustment shall be made and this Agreement modified accordingly.

8. ASSIGNS

8.1 Neither the Client nor the Landscape Architect may delegate, assign, or sublet, or transfer his duties or interest in this Agreement without written consent of the other party. Such consent shall not be unreasonably withheld. Under no circumstances may Client assign any claim arising under this Agreement or in connection with Landscape Architect's services.

9. LIMITATIONS ON REMEDIES

9.1 The Client shall promptly report to the Landscape Architect any defects in Landscape Architect's services of which Client becomes aware, so that Landscape Architect may take measures to minimize the consequences of such defect. Client warrants that Client will impose a similar notification requirement on all contractors in Client's General Contract and shall require all subcontracts at any level to contain a like requirement. Failure by Client, and the Client's contractors or subcontractors to notify Landscape Architect shall relieve Landscape Architect of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given.

9.2 If, due to Landscape Architect's error, any required item or component of the Project is omitted from the Documents, Landscape Architect shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event, will Landscape Architect be responsible for any cost or expense that provides betterment, upgrade or enhancement of the Project. Client's sole and exclusive remedy for such omission by Landscape Architect shall be for Landscape Architect to perform services necessary to correct omission without charge to Client; provided that where Landscape Architect's fees or reimbursable expenses would have been higher had the omitted item or component been included prior to construction, Landscape Architect shall be entitled to such increased fees and reimbursable expenses.

9.3 Notwithstanding any other provision of this Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of the fault or whether it was committed by Client or Landscape Architect, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

9.4 Landscape Architect's liability for damages due to breach of contract, error, omission, professional negligence or any other theory of liability will be limited to an amount not to exceed three times the Landscape Architect's fees under this Agreement. Such limitation shall apply to the aggregate of all claims that may be brought against Landscape Architect. If the Client prefers not to limit the Landscape Architect's professional liability to this sum, the Landscape Architect will waive this limitation upon the Client's request provided that the Client agrees to pay an additional consideration for this waiver equal to the cost of insuring against such risk.

9.5 It is understood that the Landscape Architect shall not be held responsible for any errors or omissions on the part of contractor, including, but not limited to, the contractor's failure to adhere to the plans and specifications regardless of whether or not the Landscape Architect is performing observational services. This provision shall be included in the contract between the Client and his contractor(s) for this project.

10. DISPUTE RESOLUTION

10.1 All claims, disputes, and other matters in question between the Landscape Architect and the Client, not in excess of \$200,000, arising out of, or relating to, this Agreement or the breach thereof or the services rendered by Landscape Architect ("Dispute"), shall be resolved as follows:

10.2 A written demand for non-binding mediation, which shall specify in detail the facts of the Dispute and the relief requested, shall be submitted, within a reasonable time after the basis for the Dispute has arisen, to the party against whom the claim is brought. If the Dispute cannot be resolved by the parties within ten (10) days, the demand shall be submitted to United States Arbitration and Mediation of the Northeast, Incorporated, or such mediation service as the parties shall otherwise agree to retain, for good faith non-binding mediation. The Mediator's fee shall be shared equally by the parties.

10.3 Any Dispute between the parties that is not fully resolved by mediation within 120 days of submission to the mediation service may be decided by litigation in a court of competent jurisdiction.

10.4 In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

10.5 In the event that Client institutes suit against the Landscape Architect because of any Dispute and if such suit is dropped or dismissed, or if judgment is rendered for the Landscape Architect, Client agrees to reimburse the Landscape Architect, or pay directly, any and all costs and any and all other expenses of defense, immediately following dropping or dismissal of the case or immediately upon judgment being rendered on behalf of the Landscape Architect.

11. INDEMNIFICATION

11.1 To the fullest extent permitted by law, Client shall indemnify, defend and hold harmless Landscape Architect, their subsidiaries, affiliates, officers, employees and consultants or such others who may have assisted the Landscape Architect in the rendering of its services in connection with the Project from and against any and all manner of demands, claims, liabilities, costs and expenses, including, without limitation, reasonable attorney's fees and any other defense costs arising out of any conduct, including the breach of any provision of this Agreement, by Client or any individual or entity for whose acts Client is responsible.

11.2 In the event the Client is required to defend the Landscape Architect under Paragraph 11.1, the Landscape Architect shall have the right to counsel of its own choosing.

12. WARRANTY OF AUTHORITY TO SIGN

12.1 The person signing this contract warrants he or she has authority to sign as, or on behalf of, the Client for whom or for whose benefit that Landscape Architect's services are rendered. If such person does not have such authority, he agrees that he or she is personally liable for all breaches of this contract and that in any action for breach of such warranty a reasonable attorney fee shall be included in any judgment rendered.

13. CHOICE OF LAW

13.1 This contract will be construed in accordance with the laws of the Commonwealth of Pennsylvania.

14. SEVERABILITY

14.1 In the event that any provisions herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect, and binding upon the parties hereto.

15. REFERENCES

15.1 Client agrees that Landscape Architect has authority to utilize the name of Client and a general description of the project work or service performed as references to other clients or potential clients.

16. INTEGRATION

16.1 There are no understandings or agreements concerning the Project except as expressly stated herein.

17. VALIDITY

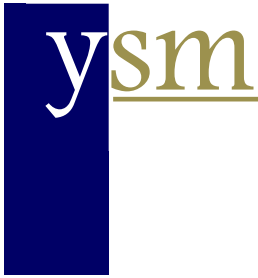
17.1 It is understood that if this Agreement is not executed by Client or accepted as set forth in Paragraph 1.2 within sixty (60) days of the date of the Agreement, Landscape Architect reserves the right to revise or withdraw this Agreement.

18. THIRD PARTY BENEFICIARIES

18.1 Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Client or the Landscape Architect.

19. WAIVER OF SUBROGATION

19.1 Except to the extent that such waiver would invalidate the applicable casualty insurance coverage, the Client and Landscape Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent such damages are covered by casualty insurance, the proceeds of which are paid to the claimant. Client and Landscape Architect each shall require similar waivers from their contractors, consultants and agents.



Rate schedule

Effective Date: January 1, 2025

Compensation for personnel shall be in accordance with the following hourly rates:

<u>Position</u>	<u>Hourly Rate</u>
Principal Landscape Architect	\$ 145
Landscape Architect	\$ 95 - 120
Designer	\$ 55 - 95
Senior CADD Technician/Manager	\$ 105 - 120
CADD Technician	\$ 65 - 90
Office Clerical/Support	\$ 55

Compensation for expenses and other charges shall be as follows:

Mileage	\$0.70/mile
Direct expenses	Cost + 10%

MOTION 4.Q



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council approve the 2026 Parks and Recreation Capital Projects as budgeted in the Capital Plan, per the attachment.


Motioned by: Kristin Frederick Leonard

Seconded by:

MEMO

PLYMOUTH TOWNSHIP



TO: Matt West
FROM: Rick Carbo 
DATE: January 28, 2026
SUBJECT: 2026 Capital Projects

I would like to request Council's approval to proceed with the following capital projects budgeted for 2026:

<u>Project</u>	<u>2026 Budgeted Amount</u>
1. JFK Park playground renovation	\$350,000 + 70,000 grant
2. EPV dugout replacement	\$250,000
3. Police men's locker replacement	\$110,000
4. New Park's dump truck	\$125,000
5. Community Center men's locker replacement	\$60,000
6. New awning at Public Works Garage	\$35,000
7. New Sallyport garage door	\$17,500
8. New mower	\$20,000
9. New spray unit	\$20,000



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council approve the contract with the Cohen Law Group to provide legal services for the Verizon cable franchise renewal, including negotiation and franchise fee audit services, in an amount not to exceed \$11,016, per the attachment.

Motioned by: Christopher Manero

Seconded by:

MEMO

PLYMOUTH TOWNSHIP



TO: Township Council
FROM: Matt West, Township Manager
DATE: February 5, 2026
SUBJECT: Verizon Cable Franchise Renewal – Legal Services Proposal – Cohen Law Group

Overview

Plymouth Township's Verizon cable franchise agreement expires **June 15, 2026**. Franchise renewal is the Township's primary opportunity to update legal protections, ensure fair compensation for Verizon's use of public rights-of-way, and address changes in technology, competition, and federal law. Plymouth Township is eligible to participate in a coordinated franchise renewal effort led by the Montgomery County Consortium of Communities (MCCC) with legal services provided by the Cohen Law Group (CLG).

Why Action Is Needed Now

Cable franchise agreements control Verizon's authority to operate within Township rights-of-way and establish enforceable standards for compensation, service quality, and accountability. Beginning the renewal process well in advance of the June 2026 expiration allows the Township to preserve its legal rights under federal law, avoid last-minute negotiations, and take advantage of group bargaining leverage through the Consortium.

Key Benefits to Plymouth Township

Participation in the renewal process with CLG would allow Plymouth Township to:

- **Protect and potentially increase franchise fee revenues** (up to the federal 5% cap) by modernizing the definition of "gross revenues" to reflect current billing and technology practices.
- **Ensure financial accountability** through enhanced reporting requirements, audit rights, and enforcement mechanisms for underpayments.
- **Strengthen right-of-way protections**, including indemnification, insurance coverage, restoration timelines, and safeguards against property damage.
- **Address service coverage and infrastructure issues**, including provisions related to unserved or underserved areas, where applicable.
- **Secure community benefits**, such as complimentary service to municipal buildings, schools, libraries, and protections or enhancements for Public, Educational, and Governmental (PEG) channels.
- **Establish enforceable customer service standards** to benefit Plymouth Township residents.

Franchise Fee Audit (Optional but Recommended)

As part of the renewal process, CLG offers franchise fee audits with a standard four-year lookback period (subject to the existing agreement). Based on recent experience, CLG has identified underpayments in approximately 50% of audits conducted. An audit provides financial accountability, may result in recovered revenues, and fulfills the federal requirement to review Verizon's past performance during franchise renewal.

Scope of Services

If engaged, the Cohen Law Group would:

1. Participate in an initial coordination and priority-setting meeting with Plymouth Township and other participating municipalities.
2. Conduct a franchise fee audit for Plymouth Township, if authorized.
3. Draft a proposed master franchise agreement reflecting Township priorities and current law.
4. Negotiate directly with Verizon as part of the multi-municipal Consortium process.
5. Prepare a Plymouth Township–specific franchise agreement, executive summary, and approval ordinance for Council consideration.

Firm Qualifications

The Cohen Law Group has more than 27 years of experience representing municipalities in cable and telecommunications matters and has negotiated hundreds of franchise agreements with Verizon. The firm has represented over 500 municipalities across seven states and has extensive experience working with Montgomery County communities.

Cost Structure

Services are proposed on a **flat-fee basis**, providing cost certainty to Plymouth Township through participation in the Montgomery County Consortium of Communities (MCCC).

- If Plymouth Township engages the Cohen Law Group **only for franchise renewal negotiations**, the total cost would be **\$6,930**, reflecting a **10% Consortium discount**.
- If Plymouth Township elects to engage CLG for **both franchise renewal negotiations and a franchise fee audit**, the total combined cost would be **\$11,016**, reflecting the Consortium discount plus an **additional 10% discount** for bundling both services.

These fees include all standard expenses associated with the proposed scope of services. Litigation and extraordinary services are not included and would require separate authorization.

Staff Recommendation

Township staff recommends that Plymouth Township participate in the Montgomery County Consortium of Communities' coordinated Verizon cable franchise renewal effort and authorize engagement of the Cohen Law Group. With the Township's current franchise agreement expiring June 15, 2026, this approach provides a timely, cost-effective means to protect public rights-of-way, ensure appropriate franchise fee revenues and accountability, modernize franchise terms, and leverage experienced legal representation through a multi-municipal negotiation process.



PROPOSAL TO PERFORM

VERIZON CABLE FRANCHISE RENEWAL SERVICES

submitted to the

MONTGOMERY COUNTY CONSORTIUM OF COMMUNITIES

by the

COHEN LAW GROUP

**413 South Main Street
Pittsburgh, PA 15215**

www.cohenlawgroup.org

(412) 447-0130

November 3, 2025

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EXHIBIT A: FLAT FEE CHART

I. INTRODUCTION

The Cohen Law Group (“CLG”) welcomes this opportunity to submit a proposal for legal services to assist the eligible municipalities of the Montgomery County Consortium of Communities (“MCCC”) in cable franchise renewal negotiations and a franchise fee audit of Verizon of Pennsylvania, Inc. (“Verizon”). Based on our records and the MCCC Managers who have contacted our law firm, our estimate is that there are more than 20 municipalities in the MCCC with Verizon franchise agreements that are set to expire either in late 2025 or 2026.

As such, now is the time to begin the franchise renewal process. Franchise renewal is the best opportunity for local governments to obtain significant benefits and to assert their legal rights with their cable company. A multi-municipal negotiation also increases the negotiating leverage of each of the municipalities and, as detailed in Section V below, reduces their attorneys’ fees through group discounts. Our law firm has been privileged to represent many MCCC municipalities in franchise renewal negotiations with both Verizon and Comcast over the last two decades. We would welcome the opportunity to assist the MCCC again in this upcoming Verizon franchise renewal.

There have been major changes in video technology since the municipalities’ current Verizon franchise agreements, especially the dramatic growth of internet-based video services (also referred to as video streaming) such as Netflix, Hulu, Apple TV, and Disney+. In addition, there have been changes in the franchise operations of Verizon as the company is experiencing more competition today than it did when the current agreements went into effect. Finally, there have been changes in federal law and regulations applicable to cable franchising in that time period.

As described in this proposal, we recommend that the municipalities: 1) **negotiate a new franchise agreement** that addresses the changes since the last franchise and secures increased financial and legal benefits; and 2) **conduct a franchise fee audit** to ensure that each municipality

has received all the franchise fee revenue to which it is entitled from Verizon.

Municipal officials have two critical roles when it comes to renewing (or, in the rare circumstance, not renewing) a cable franchise. First, they are effectively the landlords of their cable company. The cable company utilizes the public rights-of-way to operate its cable system. Municipal officials manage those rights-of-way as a public trust and are entitled under law to fair compensation for the cable company's use of those public properties.

Second, municipal officials have an obligation to protect and advance the interests of their residents. This means not only getting the best possible services from the cable company today, but also doing everything possible to prepare for the future. Video and internet technologies change very rapidly. A cable franchise agreement must provide for the benefits available from existing technologies as well as those that may become available from future technologies.

CLG is uniquely qualified to represent the MCCC in cable franchise renewal negotiations. For over 27 years, our firm has specialized in cable franchise matters on behalf of local governments, and we have negotiated more franchise agreements than any other law firm in Pennsylvania and surrounding states. We have represented over 500 municipalities in seven states in negotiations with their cable companies. We have also negotiated hundreds of franchise agreements with Verizon. We know Verizon's corporate franchise policies, its negotiators assigned to Montgomery County, and their negotiating tactics.

The principal of the firm is Dan Cohen. He has assisted local governments in cable, wireless, and broadband issues for over 28 years. He served as Board Member (2017-21) and Co-Chair of the Legal Committee (2022-23) for the National Association of Telecommunications Officers and Advisors ("NATOA"), which is the national organization that advocates for local governments in

these fields. He was also named as a 2025 Best Lawyer in Government Relations for his work in representing local governments in cable and telecommunications matters.

Aside from his work as a telecommunications attorney, Mr. Cohen is especially qualified to represent municipalities because he was a municipal official himself. With 12 years' experience in municipal government, he has first-hand knowledge of the practical needs and the financial constraints facing municipal officials. In addition, the Cohen Law Group has a strong and experienced team that includes attorney Phil Fraga, attorney Stacy Browdie, attorney Mike Roberts, and Office Manager Victoria Novak.

CLG has developed a three-step approach to cable franchise renewal projects. The first step is to identify the clients' specific needs. Since these needs often become better defined as the negotiation progresses, we maintain flexibility throughout the process to achieve a franchise agreement that accomplishes the client's specific goals. Second, we negotiate firmly and deliberately to reach agreement in a timely fashion. Third and finally, our attorneys work efficiently in a manner that is cost effective for our clients. We are keenly aware of the fiscal constraints facing municipalities, and focus, therefore, on keeping attorneys' fees and costs as low as possible.

II. POTENTIAL FRANCHISE BENEFITS

There are significant benefits available to the MCCC municipalities in a cable franchise renewal agreement with Verizon. The key to receiving these benefits is to know the law and the regulations related to each benefit and to negotiate firmly to obtain them from the cable operator. The following is a list of some of the more important potential benefits:

1. Franchise Fee Revenue

Under federal law, municipalities may assess a franchise fee of up to five percent (5%) of the cable company's "gross revenues" for cable services derived from their municipality. The central

subject of negotiation with the cable company is the specific revenue sources to be included in the definition of “gross revenues.” **CLG has developed a comprehensive list that now includes 28 eligible revenue sources, which is greater than those in the current MCCC agreements.¹ The addition of new revenue sources in the definition of “gross revenues” would increase franchise fee revenue to the municipalities.²** Please note that all franchise fees are passed through to cable subscribers as a separate line item on their bills.

2. Franchise Fee Accountability

In addition to franchise fee revenue, it is important for the municipalities to ensure franchise fee protection and accountability. In a franchise agreement, these include, but are not limited to, the following: detailed franchise fee reports, the right to conduct franchise fee audits without impediments, the ability to collect franchise fee underpayments with corresponding penalties and interest, and protections against fee reductions due to bundled service packages (also referred to as the “triple play” of television, internet, and phone).

3. Service to Unserved Areas

Depending on whether there are areas in your municipality that are not served by Verizon’s fiber network (known as “FiOS”), it is important to include requirements that the cable company extend its network to those areas. These include, but are not limited to, the following: negotiating an expansion of the cable system within a specified time frame; inserting a lower density number (the number of homes per mile necessary for Verizon to extend the system to those homes) in the franchise agreement; and securing a strong line extension requirement for homes with long setback distances from the street or road.

¹ The current MCCC-Verizon franchise agreements that our firm negotiated include 22 revenue sources. Verizon charges more types of fees today than it did when those agreements were executed.

² Note that the decrease or increase in the number of cable subscribers in each municipality will also impact franchise fee revenues.

4. Right-of-Way Protections

Because Verizon places wires and other equipment in the public rights-of-way, it is important that a franchise agreement includes operational and legal protections for the municipalities and their residents. These include protections in the event of storms, accidents, or cable company delays. Examples include fallen trees on wires, damage to property by cable contractors, installation of “double poles,” hanging wires, and any other damages or injuries that may occur. Protections in the renewal agreement should include, but not be limited to, requirements for timely repair and restoration of damage within a specified time frame, prohibition against double poles and hanging wires, access to service area maps, emergency removal of wires and equipment, indemnification of the municipality and full insurance coverage. Given that Verizon is a certified public utility in PA, negotiations for these protections will be more challenging than with other cable operators.

5. Services to Community Facilities

It is common in a franchise agreement for cable companies to agree to provide complimentary cable services to municipal facilities, schools, and public libraries. This section needs to be reworked in the franchise renewal agreement to reflect the recent Sixth Circuit Court decision on appeal from the Federal Communications Commission’s (“FCC’s”) *Third Report and Order* of 2019. The Sixth Circuit decision is more favorable to municipalities. The major subjects of negotiation in the new franchise agreement are the types of facilities (including municipal buildings, schools, and public libraries) that receive the service, and the level of service obtained.

6. Customer Service Standards

In a franchise agreement, municipalities may impose customer service standards on the cable company to which the company must comply. It is important to include comprehensive and enforceable standards that include, but are not limited to, telephone answering time limits for

customer service representatives, refunds for service interruptions, rules for resolving customer billing disputes, appointment windows for cable technicians to arrive at your home, and a prohibition against the premature application of late fees.

7. Public, Educational and Governmental (“PEG”) Channels

Municipalities have a legal right to dedicated channel space for public, educational and governmental (“PEG”) programming. A PEG channel may be used to inform citizens by cablecasting government meetings, public safety alerts, local announcements, and/or athletic events. Depending on whether a municipality currently has an active PEG channel, the renewal agreement may require improvements, such as high definition (HD) format and digital programming titles, or it may reserve the right for a channel in the future.

8. Enforcement

Once Verizon agrees to provide certain benefits in the franchise agreement, the municipalities must be able to enforce these obligations. It is important to include practical and effective enforcement tools to ensure the company’s faithful performance of its obligations under the agreement. These include, but are not limited to, predetermined monetary fines (known as liquidated damages), a performance bond, and the right to revoke the franchise under extreme circumstances.

9. Competitive Equity

Cable companies typically request that, if your municipality grants a franchise to another cable company (e.g. Comcast), then that franchise agreement cannot be more favorable to the competitor than the new agreement is to Verizon. While in theory this is a fair principle, in practice it can have the effect of impeding cable and broadband competition. We will ensure that any such provision, if demanded by the cable company, will not undermine competition in your municipality.

10. Length of Term

Because cable technology changes so rapidly, municipalities typically seek a shorter length of term in the franchise renewal agreement and cable companies typically seek longer terms to protect their capital investment in the cable system. Verizon does not embrace this industry standard, however, and to date, has sought shorter terms due to business conditions and changes in video technology. This issue will be resolved through negotiation.

III. SCOPE OF SERVICES

The following is the scope of services that the Cohen Law Group will perform if hired to assist MCCC municipalities in cable franchise renewal with Verizon.

A. Preliminary Setting of Priorities

We will first arrange an initial kickoff meeting (either in-person or virtual) with at least one representative from each participating municipality. During the meeting, we will describe the franchise renewal process, including both the formal and informal processes prescribed by the federal Cable Act. We will inform the officials of their legal rights, including the substantive areas in which they have legal authority over the cable company and those areas in which their authority is limited. We will also outline the potential benefits available to the municipalities and solicit their concerns with respect to Verizon. Finally, we will provide the municipalities with public notice and written talking points for a public hearing on cable franchise renewal. Section 626 of the Cable Act includes a “notice and comment” requirement, and we typically recommend that this requirement be satisfied by a public hearing.

B. Franchise Fee Audit

During the preliminary stage, we recommend a franchise fee audit of Verizon for each of the municipalities. Our firm conducts such audits on a regular basis. In 2023-25, we conducted over 120

audits and discovered underpayments approximately 50% of the time. During the last MCCC Verizon renewal, our firm conducted a cable compliance review that included a limited franchise fee review. That review uncovered Verizon franchise fee underpayments. Of course, we cannot guarantee that we will find franchise fee underpayments in the upcoming franchise renewal. It will depend on the specific financial records applicable to each municipality. Either way, a franchise fee audit provides a municipality with accountability.

Franchise fee revenue may be one of the most unaccounted for revenue items in the municipal budget. Section 626 of the federal Cable Act requires that municipalities, as part of cable franchise renewal, review the cable company's past performance. A franchise fee audit is a key component of assessing past performance. It is the best method to hold the company accountable for past franchise fees and to ensure the municipality receives the future revenues to which it is entitled.

The federal Cable Act allows municipalities to assess up to five percent 5% of the cable company's "gross revenues" for cable services derived from the municipality. "Gross revenues" consists of both subscriber and non-subscriber revenue sources. We will prepare a Request for Information and Documents ("RFID") to Verizon for specific franchise fee information and worksheets relevant to each municipality. CLG will then undertake the following:

- Make a determination of all eligible revenue sources for each municipality based upon the municipality's current definition of "gross revenues." There are currently 27 eligible revenue categories and many sub-categories.
- Review Verizon's supporting documentation for franchise fee revenue, including quarterly spreadsheets, worksheets, and other revenue reports for each municipality.
- Identify the revenue sources that Verizon has included in its franchise fee documentation for each municipality. Determine whether it has applied the fee to all eligible revenue sources and, if not, identify the sources that are not included in "gross revenues."
- Ensure that all eligible revenues recorded in Verizon's financial records are accurately included in the franchise fee payments in accordance with each municipality's franchise agreement.

- Determine whether non-subscriber revenues, such as advertising revenues, home shopping commissions, and leased access fees, which are typically recorded on a regional rather than a local basis, have been properly calculated and properly apportioned to each municipality.
- Review certain special revenue sources, such as “trouble call” fees, video downgrade fees, broadcast retransmission fees, franchise fee-on-fees, and others to determine proper inclusion in the determination of franchise fees for the time period under review.
- Obtain a “homes passed list” from Verizon for each municipality to determine whether the cable operator is properly coding all cable customers to the correct municipality. This includes asking each municipality to compare the homes passed database against its residential database for possible errors.
- Re-perform a select number of cable company calculations determining franchise fee revenues. These calculations include, but are not limited to, figures underlying the amounts reported for revenue sources on specific items comprising general franchise fee categories such as “miscellaneous revenues” and “installation revenues” (which include, for example, installation, disconnection, relocation, and change-in-service fees).
- Ascertain trends of major revenue categories to spot discrepancies and/or inconsistencies in the reporting of revenues over time and making inquiries with the cable company to explain such discrepancies and/or inconsistencies.
- Report trends in the number of Verizon subscribers in each municipality for the period under review.
- Determine whether there are franchise fee underpayments to each municipality for the period under review, the amount of any underpayment, and whether penalties and/or interest apply in accordance with each municipality’s franchise agreement.

We expect to review four (4) years’ worth of financial information, which is the “look back” period permitted by the current franchise agreements we have in our possession. Typically, our investigation includes follow-up requests for further information and discussions with the cable company. Once the audit is completed, we will prepare a written report for each municipality that summarizes the results of the audit, describes the areas of inquiry, and provides charts showing subscriber and revenue trends. While CLG is fully qualified to file legal action against Verizon to collect underpayments, the flat fee for this project does not include litigation (or mediation or arbitration). Such actions would require a separate engagement.

C. Drafting of Proposed Agreement

After the setting of priorities stage is completed, we will draft a proposed master franchise agreement with Verizon to provide the municipalities with all of the benefits and legal protections to which they are entitled under current law and technology. The agreement will include the results of the setting of priorities stage discussed above, as well as our judgment as to the legal provisions that would advance the municipalities' interests and meet their future cable-related needs. We will then submit the proposed agreement to Verizon's attorneys for their review.

A PEG cash grant from Verizon may be available to municipalities that currently have an active PEG channel. Such a grant may only be used for PEG capital costs. If a municipality wishes to seek PEG financial support, we will work with its representatives to prepare a PEG needs assessment report. Such a report is most likely needed to be able to obtain a PEG cash grant. There would be an additional fee for preparing the report.³

D. Negotiation with Verizon

The most important stage in the process is negotiating a franchise renewal agreement with representatives of Verizon. CLG has negotiated hundreds of franchise renewal agreements with Verizon. We know Verizon attorneys assigned to Montgomery County and the company's franchise policies. The working document for the negotiations will be the draft franchise prepared by CLG. We will preserve the municipalities' legal rights under the formal process, but negotiate with Verizon under the informal process outlined in the federal Cable Act.

The negotiation typically consists of many negotiation sessions with representatives of the cable company, status conferences with the clients, multiple revisions of the proposed franchise

³ An additional \$1,200 would be charged for CLG to obtain the relevant information from the municipality and draft the PEG needs assessment report.

agreement, redrafting specific franchise agreement provisions, and editing the final draft of the master agreement. We will then proceed to customize the master agreement to each municipality.

E. Consideration by the Municipal Governing Bodies

After tentative agreement with Verizon has been reached, CLG will report to each municipality on the substantive provisions of the deal. Specifically, we will present each municipality with its final customized franchise agreement negotiated by the parties and recommended by CLG. We will also draft an executive summary of the final agreement. Finally, we will draft an approval ordinance or resolution (depending on the classification of each municipality) for consideration by each Township Board and Borough Council.⁴

IV. PROFESSIONAL BACKGROUND

For over 27 years, the Cohen Law Group has specialized in representing municipalities in cable, wireless, and broadband matters. Collectively, our attorneys have worked on cable franchise issues on behalf of municipalities for over 70 years. CLG has represented over 500 local governments in seven states in negotiations with cable companies. Our full array of legal services includes the following:

- Drafting cable franchise agreements
- Cable franchise renewal negotiations with cable companies
- Franchise fee audits
- Cable compliance reviews
- Broadband expansion planning and implementation strategies
- Drafting wireless facilities ordinances and design standards
- Negotiation with cellular tower and antenna companies
- Wireless facility litigation
- Drafting right-of-way ordinances and development of right-of-way fees
- Drafting pole attachment agreements and pole attachment negotiations
- Broadband expansion planning and implementation

⁴ The PA Second Class Township Code requires that cable franchise agreements be approved by ordinance. The Codes for other municipal classifications do not have this requirement.

As an active member of the NATOA and other professional organizations, CLG stays current with frequent changes in cable, wireless, and broadband law. Dan Cohen served on the NATOA Board of Directors from 2017-21 and was Co-Chair of NATOA's Policy and Legal Committee from 2022-23. CLG attorneys are also frequent speakers at municipal conferences.

Mr. Cohen is especially qualified to represent municipalities because he was a municipal official himself. He served as an elected official on the Pittsburgh City Council for 12 years, including 10 years as Chair of City Council's Cable Television Committee. He led Pittsburgh's efforts to regulate cable rates, which resulted in a refund ordered by the FCC for all City of Pittsburgh cable customers. Mr. Cohen graduated from Yale University and Stanford Law School. In addition to Mr. Cohen, CLG has a strong and experienced team that includes attorney Stacy Browdie, attorney Phil Fraga, and attorney Mike Roberts. Our Office Manager is Victoria Novak.

V. COST OF SERVICES

The following is CLG's cost of services to perform franchise renewal negotiations and a franchise fee audit of Verizon on behalf of the participating MCCC municipalities. We propose to perform these services on a flat fee basis, because our significant experience in conducting these projects lends predictability to our efforts on behalf of the MCCC. In addition, a flat fee provides "price certainty" to the municipalities.

Given our longstanding relationship with MCCC and the efficiencies involved in group negotiations, we are offering our services at a discounted rate depending on the population of each municipality and the number of municipalities that participate. Exhibit A to this proposal provides a chart that shows our standard single-municipality flat fees for franchise renewal negotiations and a franchise fee audit based on a municipality's population, followed by the MCCC discounts based on the number of municipalities that participate in the project. Please note that there is no requirement

that a municipality engage our services for both projects; however, we have applied a further 10% discount if it does.

The flat fees in Exhibit A include all expenses. They do not include the unlikely possibility of extraordinary services outside the scope of services in this proposal or any significant unforeseeable developments. In the event of such extraordinary or unforeseeable developments, CLG will contact the affected municipality to discuss such developments prior to rendering services related to them. If such services were authorized, CLG would charge a fee of \$350 per hour. It is not expected that we will need to travel for this project; however, if travel is required, we would charge one-half of our hourly rate or \$175 per hour for travel time. We do not charge for mileage. Please note that our billing policy is to bill one-third of the flat fees above at the commencement of the entire project, one-third at the middle of each project, and one-third at the conclusion of each project. Thank you for the opportunity to submit this proposal.

Exhibit A: Cohen Law Group Flat Fees for Verizon Franchise Renewal Projects

Number of Participants	Single Project Discount	Population of Municipality	Fees for Franchise Renewal Negotiations	Fees for Franchise Fee Audit	Combined Fee For Both Projects	Additional Discount If Engaged for Both Projects	Total Discounted Fees for Both Projects
1	N/A	< 10,000	\$6,700	\$4,900	\$11,600	10%	\$10,440
		10,000-20,000	\$7,700	\$5,900	\$13,600		\$12,240
		>20,000	\$8,700	\$6,900	\$15,600		\$14,040
20+	20%	< 10,000	\$5,360	\$3,920	\$9,280		\$8,352
		10,000-20,000	\$6,160	\$4,720	\$10,880		\$9,792
		>20,000	\$6,960	\$5,520	\$12,480		\$11,232
11-19	15%	< 10,000	\$5,695	\$4,165	\$9,860		\$8,874
		10,000-20,000	\$6,545	\$5,015	\$11,560		\$10,404
		>20,000	\$7,395	\$5,865	\$13,260		\$11,934
2-10	10%	< 10,000	\$6,030	\$4,410	\$10,440		\$9,396
		10,000-20,000	\$6,930	\$5,310	\$12,240		\$11,016
		>20,000	\$7,830	\$6,210	\$14,040		\$12,636

MOTION 4.S



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-13: Fire Marshal Mutual Aid Agreement for Fire Region 6, per the attachment.

Motioned by: Kristin Frederick Leonard

Seconded by:

MEMO

PLYMOUTH TOWNSHIP



TO: Council & Matt West
CC: Annalisa Primus
FROM: Michael Matusheski
DATE: January 29, 2026
SUBJECT: Fire Marshal Mutual Aid Agreement

I am submitting and recommending the attached Mutual Aid Agreement (MOA) for approval by Plymouth Township Council. This agreement is for the Fire Marshal's Offices in the Fire Region 6 area as designated by Montgomery County. This includes Plymouth, Whitpain, Whitemarsh, East Norriton Springfield, and West Norriton Townships and Conshohocken and Bridgeport Boroughs.

At this time, when mutual aid is needed by surrounding municipalities, they request it through radio or via phone. This is similar to when fire companies, police departments, or EMS agencies request additional help during incidents. There is an implied agreement based on the originating municipality requesting assistance of others. The attached MOA is formalizing the agreement in writing.

In 1981, Plymouth Township entered into a MOA for Fire Marshal services with Whitemarsh Township and Conshohocken Borough. In July of 2025, Plymouth Township Council approved and entered into an agreement with Whitpain Township. As other municipalities in this region are attempting to formalize such mutual aid agreements for their Fire Marshal's Offices as well; we believe it is more beneficial to have one group MOA with each of the participating municipalities involved, similar to what Plymouth, Whitemarsh, and Conshohocken had done over 40 years ago. The alternative is for each municipality to create a separate but identical MOA with each of the other municipalities on an individual basis.

After some discussion and modifications to the originally drafted agreement, I am in favor of and recommend approval of the attached MOA. If you have any questions, please let me know. Thank you.

MUTUAL AID AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2025, by and between the participating members of the Regional Fire Investigation Team – 6. This team assists participating municipal entities in the investigations of fires and other emergency incidents. All members must understand and follow the team's Standard Operating Procedures and Standard Operating Guidelines as outlined in Appendix A as amended from time to time.

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:

WHITPAIN TOWNSHIP

By: _____

Eric Traub

Township Manager

By: _____

Scott Badami

Chair, Board of Supervisors

ATTEST:

BRIDGEPORT BOROUGH

By: _____

Keith Truman

Borough Manager

By: _____

Saba Al-Zaid

President, Borough Council

ATTEST:

CONSHOHOCKEN BOROUGH

By: _____

Stephanie Cecco

Borough Manager

By: _____

Tina Sokolowski

President, Borough Council

ATTEST:

EAST NORRITON TOWNSHIP

By: _____

Robert Hart

Township Manager

By: _____

Laura Rivera

Chair, Board of Supervisors

ATTEST:

PLYMOUTH TOWNSHIP

By: _____

Matt West

Township Manager

By: _____

Lynne M. Viscio

Chair, Council

ATTEST:

SPRINGFIELD TOWNSHIP

By: _____

Michael Taylor

Township Manager

By: _____

James Lee

Chair, Board of Supervisors

ATTEST:

WEST NORRITON TOWNSHIP

By: _____

Jason Bobst

Township Manager

By: _____

Anne Pavone

President, Board of Commissioners

ATTEST:

WHITEMARSH TOWNSHIP

By: _____

Craig McAnally

Township Manager

By: _____

Jacy Toll

Chair, Board of Supervisors

Appendix A

Standard Operating Procedure (SOP)

Multi-Agency Fire Investigation Coordination – Regional Fire Investigation Team - 6

Effective Date: 07/05/2025

1. Purpose

To establish a cooperative framework for multi-unit fire investigation teams, ensuring seamless collaboration between local, state, and federal agencies in fire origin and cause determination while upholding NFPA 1321 & 921 standards.

2. Scope

This SOP applies to all partners in the – Region Fire Investigation Team – 6, and other fire investigation agencies, including:

- Local Fire Marshal Units
- State Fire Investigators
- Federal Agencies (ATF, NIST, etc.)
- Law Enforcement (Police, Arson Task Forces)
- Private Fire Investigators (Insurance, Legal Representatives)

This policy ensures that multi-unit investigations operate under a coordinated command structure to maximize efficiency and maintain jurisdictional authority while conducting fire scene examinations.

3. Unified Command & Authority Structure

- Lead Investigating Agency: The local Fire Marshal's Office maintains primary jurisdiction, unless a state/federal agency assumes leadership due to criminal implications.
- Incident Command System (ICS): A Unified Command will be designated to coordinate multi-agency involvement.
- Authority Delegation: Each unit must adhere to jurisdictional laws while cooperating under the established memorandum of understanding (MOU) or interagency agreements.

- Legal & Compliance Oversight: Ensuring all evidence handling, scene security, and reporting comply with NFPA 921 and legal mandates.
-

4. Multi-Unit Investigation Procedures

4.1 Initial Scene Coordination

- Secure Perimeter & Entry Logs: The first responding unit establishes scene security and records personnel entry.
- Briefing & Role Assignment: The Unified Command assigns tasks based on agency expertise, ensuring no duplication of efforts.
- Safety Compliance: All teams must adhere to PPE requirements and hazardous material handling protocols.

4.2 Fire Cause & Origin Investigation

- Multi-Agency Evidence Collection: All units follow NFPA 921 standards for documentation, photography, and forensic analysis.
- Expert Collaboration: Electrical engineers, forensic fire analysts, and arson specialists may be consulted.
- Unified Reporting System: Agencies share findings through a secure digital database, ensuring transparency.
- Ignitable Liquid Canine Use: All personnel involved in fire investigations utilizing ignitable detection canines, including fire investigators, canine handlers, and other relevant professionals.

4.3 Legal & Interagency Coordination

- Law Enforcement & Arson Task Forces: Criminal cases involving arson require law enforcement participation.
 - Insurance & Private Investigators: Legal representatives may conduct independent examinations with oversight.
 - Court Testimony & Expert Witness Preparation: Fire investigators prepare reports for legal proceedings.
-

5. Compliance & Training

- Qualifications: Must meet the qualifications outlined in the SOP for “Qualifications of Fire Investigators” set to be eligible to be on the team.

- Annual Interagency Training: All agencies conduct joint fire investigation exercises based on real-case scenarios.
 - NFPA 1321 Audits: Regular reviews ensure compliance with fire investigation unit standards.
 - Policy Revisions & Updates: SOP and SOG modifications occur based on new fire science developments.
-

6. References

- NFPA 1321 – Standard for Fire Investigation Units
- NFPA 921 – Guide for Fire and Explosion Investigations
- Multi-Agency Investigation MOU Agreements
- Operating Township’s Fire Code

MOTION 4.T



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council approve the contract with the Center for Watershed Protection to provide 2026 MS4 program services in support of stormwater permit compliance, in the amount of \$39,250 funded by the General Fund, per the attachment.

Motioned by: William Winchester, Jr.

Seconded by:

MEMO

PLYMOUTH TOWNSHIP



TO: Township Council
FROM: Matt West, Township Manager
DATE: February 5, 2026
SUBJECT: Proposal Review – Center for Watershed Protection – Annual MS4 Compliance Obligations

Overview

Plymouth Township is a regulated Municipal Separate Storm Sewer System (MS4) permittee under the Pennsylvania Department of Environmental Protection (PA DEP) NPDES General Permit for Stormwater Discharges from Small MS4s. Ongoing compliance requires implementation of multiple technical programs, annual reporting, and fulfillment of additional obligations related to impaired waterways.

The Center for Watershed Protection, Inc. (CWP) submitted a proposal dated November 21, 2025, to provide MS4 compliance support services for calendar year 2026. The proposal is structured as a scope-of-work memorandum and would serve as the contract upon execution.

The proposed services align with the Township's known MS4 compliance obligations and focus on areas that are routinely reviewed during PA DEP audits, including documentation, ordinance consistency, and annual reporting. The scope reflects a compliance-support model commonly used by similarly situated municipalities and does not replace Township operational responsibilities. The proposed fee aligns with prior MS4 consulting costs and regional benchmarks and reflects a shift to a direct contract with CWP, which had previously provided services as a subcontractor to the Township Engineer.

Proposed Scope of Services

CWP would provide consultant support across the Township's core MS4 compliance obligations, including:

- **Illicit Discharge Detection & Elimination:** Development of a comprehensive written IDDE Program.
- **Post-Construction Stormwater Management:** Update of the Township's PCSM BMP inventory, including GIS and tabular data.
- **Pollution Prevention / Good Housekeeping:** Public works facility site visit, preparation of a municipal O&M program, and employee training materials.
- **Annual MS4 Reporting:** Preparation and submission of the 2026 Annual MS4 Status Report and PRP Final Report to PA DEP.
- **Pollutant Control Measures (PCBs):** Inventory and documentation of known or suspected PCB sources within applicable storm sewersheds.
- **Stormwater Ordinance Update:** Update of the Township's Stormwater Management Ordinance to align with the 2022 PA DEP Model Ordinance.
- **Technical Assistance:** Ongoing coordination meetings, compliance reminders, and a shared municipal MS4 training session.

Cost and Term

The total proposed cost is **\$39,250**, billed monthly on a time-and-expense basis. The contract term runs from **January 1, 2026, through December 31, 2026**. The proposal excludes Best Management Practices (BMP) design and construction, routine BMP inspections, and operational responsibilities that remain with the Township.

Staff Recommendation

Staff recommends that Council approve the 2026 MS4 services proposal with the Center for Watershed Protection, and authorize the Township Manager to execute the contract. Approval would provide continuity of MS4 compliance support and reduce regulatory risk for the 2026 reporting year.

Memorandum



Date: November 21, 2025

To: Matt West, Township Manager
Plymouth Township

11711 East Market Place
Suite 200
Fulton, MD 20759
410.461.8323
FAX 410.461.8324
www.cwp.org

From: Beth Uhler, Center for Watershed Protection

Re: Plymouth Township 2026 NPDES MS4 Program
Services

The Center for Watershed Protection, Inc. (CWP) is pleased to submit this scope of work and fee proposal for assisting Plymouth Township (the Client) with National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program tasks as the Township MS4 Consultant. This memorandum outlines CWP's scope of work and fee proposal and will serve as the project contract.

Scope of Work

Plymouth Township has a NPDES General Permit for Stormwater Discharges from Small MS4s (PAG130008, Effective 3/16/2018) from the Pennsylvania Department of Environmental Protection (PA DEP). As an NPDES MS4 permittee, the Township is required to maintain and implement a Stormwater Management Program (SWMP) through Best Management Practices (BMPs) under six Minimum Control Measures (MCMs). The Township also is required to implement a Pollutant Reduction Plan (PRP) for stormwater discharges to Diamond Run, Plymouth Creek and Sawmill Run due to a siltation impairment. The PRP implementation of BMPs is due December 31, 2029, and a PRP Final Report submitted to PA DEP with the following Annual MS4 Status Report.

The Township is also required to implement Pollutant Control Measures (PCMs) for stormwater discharges within five stream miles of the Schuylkill River due to a PCB impairment.

Compliance with these requirements must be demonstrated by the submission of an Annual MS4 Status Report, due to the Pennsylvania Department of Environmental Protection (PA DEP) each year by September 30.

CWP has prepared a scope of work to assist the Township with tasks related to the NPDES MS4 Permit requirements as outlined in the tasks below and specified which tasks are proposed to be completed upon contract execution.

Task 1 – MCM #3 Illicit Discharge Detection and Elimination (IDDE) Activities

CWP will develop an IDDE Written Program.

The IDDE Program will contain procedures for identifying priority areas, screening outfalls in priority areas, identifying the source of an illicit discharge when a contaminated flow is detected at a regulated small MS4 outfall, eliminating an illicit discharge, assessing the potential for illicit discharges caused by the interaction of sewage disposal systems, gaining access to private property, program documentation, evaluation and assessment, and addressing information or complaints received from the public.

Deliverables:

- **IDDE Written Program**

Task 2 – MCM #5 Post Construction Stormwater Management (PCSM) Activities

CWP will coordinate with the Township to complete the PCSM BMP inventory.

Deliverables:

- **Updated Stormwater BMP Inventory (Excel spreadsheet and GIS shapefile or geodatabase)**

Task 3 – MCM #6 Pollution Prevention/Good Housekeeping Activities

CWP will conduct the following pollution prevention/good housekeeping activities: conduct a site visit of the public works yard, develop a Good Housekeeping/Municipal Facility Operations and Maintenance (O&M) Program and develop an Employee Training Program.

The Good Housekeeping/Municipal Facility O&M Program will include an inventory of activities and facilities with the potential for stormwater pollution. The Program will address the municipal separate storm sewer system and include: management practices, policies, and procedures; maintenance activities, maintenance schedules, and inspection procedures; controls for reducing or eliminating the discharge of pollutants; and procedures for the proper disposal of waste. A site visit will be conducted to obtain information to include in the program. This will be coordinated with the Public Works Director. Any observations/recommendations from the site visit will be documented in a memorandum to the Township. In addition, an Employee Training Program will be developed to prevent and reduce the potential for stormwater pollution that is based on findings from the site visit.

Deliverables:

- **Good Housekeeping/Municipal Facility O&M Program**
- **Municipal Facility Site Visit/Memo**

- **Employee Training Program**

Task 4 – Annual MS4 Status Reporting

CWP will prepare the Township's 2026 Annual MS4 Status Reports using the most recently published PA DEP form (dated 9/2017), compile supporting information, and submit to PA DEP on behalf of the Township via the PA DEP Public Upload online submission webpage. Applicable supporting information includes educational materials distributed, public meeting presentation information, employee training documentation, outfall field screening reports, stormwater BMP inventory updates and compliance status, PCM and PRP status. A draft report will be provided to the Township for review and signature at least 1 week prior to submission to PA DEP. The final Annual MS4 Status Report will be submitted to PA DEP on behalf of the Township by September 30 each year. It is assumed the Township will provide documentation to CWP for any activities related to compliance with the Permit for inclusion in the Annual Report. The PRP Final Report will be also prepared and submitted with the 2026 Annual MS4 Status Report.

Deliverables:

- **2026 Annual MS4 Status Reports (draft and final)**

Task 5 – PCMs for Schuylkill River PCBs

CWP will assist the Township with PCMs for the Schuylkill River. It is assumed that the storm sewersheds have already been delineated as part of the PRP development. A desktop review and site visit will be conducted to generate an inventory of known and suspected sources of PCBs within the storm sewersheds. This will be documented in a memorandum to the Township. If any known and suspected sources of PCBs are identified, a separate proposal will be provided to the Township to conduct an investigation of each source.

Deliverables:

- **PCM Stormwater Sewershed Map**
- **Inventory of Known or Suspected Sources of PCB Memorandum**

Task 6 – Stormwater Ordinance Update

CWP will review and update the Township's current Stormwater Management Ordinance for compliance with the 2022 PA DEP MS4 Model Stormwater Management Ordinance, along with providing small recommended improvements. Note that CWP is not responsible for updating cross-references in other chapters of the Township Code. It is assumed that the Township will provide Word document versions of the ordinance documents to be updated and the Township solicitor will review and format the final product for adoption by the Township Council. The primary documents that will require updating include the ordinance itself and the landowner Operations and Maintenance Agreement. New options/updates will be presented to the Township with recommendations. Other required changes will be explained and updated. Updates will

be made in Microsoft Word using track changes with comment boxes explaining the changes. CWP will also develop and deliver one public meeting presentation on the ordinance updates and major changes.

The updated documents will be provided to the Township for review and formatting for adoption by the Township solicitor.

Deliverables:

- **Updated Stormwater Ordinance Documents with Track Changes (including Appendices)**
- **“Clean” Updated Stormwater Ordinance Documents and Pdfs (including Appendices)**
- **Public meeting presentation**

Task 7 – Technical Assistance

CWP will attend and facilitate up to 12 in-person project progress meetings with Township staff. Reminders will be provided to the Township via email periodically to complete MS4-related tasks. CWP will coordinate with the Township on PRP implementation once approved.

CWP will conduct one customized employee training for Plymouth Township staff to be held in conjunction with Lower Moreland Township, Lower Providence Township, Skippack Township and Springfield Township for cost-sharing purposes. Content covered will include an overview of the NPDES MS4 Permit, Illicit Discharge Detection and Elimination (IDDE) and Outfall Field Screening, and Pollution Prevention/Good Housekeeping. The training will be two hours and classroom format. Location to be agreed upon at a later date.

Deliverables:

- **Up to 12 in-person project progress meetings**
- **Up to 6 email reminders**
- **One Two-Hour Training Workshop and Handouts of PowerPoint presentation**

Fee Proposal

CWP’s fee for the above services is **\$39,250.00** to be invoiced monthly on a time and expense basis. Please see below for a task breakdown.

Task No.	Task Name	Cost
1	MCM #3- Illicit Discharge Detection and Elimination Activities	\$1,960.00
2	MCM #5- Post Construction Stormwater Management Activities	\$6,155.00
3	MCM #6- Pollution Prevention/ Good Housekeeping Activities	\$7,775.00
4	Annual MS4 Status Reporting	\$5,560.00
5	PCMs for Schuylkill River PCB	\$4,075.00

Task No.	Task Name	Cost
6	Stormwater Ordinance Update	\$7,310.00
7	Technical Assistance	\$6,415.00

Total: \$39,250.00

Period of Performance

The period of performance for this contract is from January 1, 2026 to December 31, 2026.

Assumptions and Exclusions

The following terms assumptions and exclusions to this scope of work:

- 1) All tasks relating to the new 2018 NPDES MS4 Permit will be completed according to the Special Conditions of the 2018 NPDES MS4 General Permit (3800-PM-BCW0100d) dated 5/2016 (referred to as Permit).
- 2) It is assumed that the Township has existing GIS data layers of stormwater infrastructure.
- 3) This proposal does not include design and construction of BMPs as part of PRP requirements. A separate proposal will be prepared for the Township's consideration for each of these projects.
- 4) The Township will provide CWP any necessary information, including but not limited to GIS shapefiles/layers/geodatabases, permit approvals, PRP documents, current written programs, etc.
- 5) Stormwater BMP inspections are excluded from this scope; however, CWP can provide an updated/new proposal to perform these tasks upon request.
- 6) This proposal includes CWP's tasks relating to NPDES MS4 Permit compliance. It does not represent the entire Township's effort required for compliance with the NPDES MS4 Permit. Additional tasks include, but are not limited to:
 - a. Reviewing the municipal stormwater webpage as required by PA DEP and update as necessary (including checking to ensure all links are functioning and that there is a phone # listed to report illicit discharges).
 - b. Distributing and publishing stormwater educational material as required by MCM #1 (Public Education and Outreach) and MCM #3 (Illicit Discharge Detection and Elimination).
 - c. Notifying the County Conservation District within 5 days of receiving a permit application involving greater than 1 acre of earth disturbance (MCM #4 Construction Site Runoff).
 - d. Ensuring proper O&M of PCSM BMPs.
 - e. Documenting and tracking illicit discharge reports and other stormwater-related complaints.
 - f. Documenting municipal facility and operations O&M self-inspection and record-keeping.

- g. Administering and enforcing the Township stormwater ordinance. CWP can provide an updated/new proposal to assist with these items at the Township's request.
- 7) The Township will provide CWP with documentation for any MS4 related activities for annual reporting purposes.
- 8) Electronic only deliverables will be provided to the Township as part of this scope. If hard copies are requested, this will be billed separately as time and materials.

Terms and Conditions

The following terms apply to this scope of work:

1. The current federal government rate for travel mileage reimbursement will be applied.
2. CWP will submit invoices no more than monthly and no less frequently than quarterly. Payments delinquent by more than 30 days will automatically receive a 3% charge to the total cost. This 3% will be applied each 30 day cycle that the payment is late.
3. All costs above and beyond the proposed amount will be billed only with prior approval from the client.
4. If the source of funding is federal, a Catalogue of Federal Domestic Assistance number must be supplied to CWP before the project starts.
5. CWP is permitted to re-budget expense line items as long as it does not exceed 10% of the total project.
6. The Client shall at all times indemnify and save harmless CWP and its officers, agents and employees on account of any claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of any claims, damages, personal injuries, property losses and/or economic damages sustained by or alleged to have been sustained by any person or entity, caused in whole or in part by the performance of the work or any negligent act or omission of the Client, its agents, employees, or subcontractors in connection with the project.
7. The Client acknowledges that CWP is a corporation and agrees that any claim made by the Client arising out of any act or omission of any director, officer, or employee of CWP in the performance of this or any other agreement between the parties shall be made against the corporation and not against such director, officer, or employee individually. Any breach of this section shall entitle such director, officer, or employee of CWP to, in addition to all other relief, costs and reasonable attorneys' fees.
8. The Client or CWP may terminate this Agreement at any time, by providing ten (10) days written notice to the Client, for any reason whatsoever. In the event of such termination, CWP will be paid a pro rata amount of the compensation due for work performed up to the date notice of such termination is provided.
9. CWP shall comply with all applicable federal, state, and local laws, rules, ordinances, decisions, and executive orders dealing with affirmative action and nondiscrimination in employment and with subcontracting to disadvantaged, minority-owned, and woman-owned businesses. In addition, CWP shall comply

with all policies, plans, and procedures the Client may have with respect to such matters.

10. If this Agreement involves the expenditure of federal funds all required federal clauses are incorporated herein by reference as if fully set forth, including, but not limited to, those clauses found in Title 48 of The Code of Federal Regulations, Chapter 1, Parts 52 and 53 of The Federal Acquisition Regulations. CWP is required to complete all forms and reports required by law and the Client.

Client Signature

Date



Hye Yeong Kwon, *Executive Director/CEO*
Center for Watershed Protection, Inc.

November 21, 2025

Date

MOTION 4.U



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Ordinance 1716: Update to Chapter 2, Section 2-25A "Responsible Contractors", per the attachment.

Motioned by: Lynne Viscio

Seconded by:

ORDINANCE NO. 1716
PLYMOUTH TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA

**AN ORDINANCE OF PLYMOUTH TOWNSHIP, MONTGOMERY COUNTY,
PENNSYLVANIA, AMENDING THE CODE OF ORDINANCE AT CHAPTER 2
[ADMINISTRATION] AT SECTION 2-25A [RESPONSIBLE CONTRACTORS]**

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, Section 2-25A of the Township Code of Ordinance; and

WHEREAS, The Council of Plymouth Township recognizes that there is a need to ensure that all work on public construction and maintenance contracts is performed by responsible, qualified firms that maintain the capacity, expertise, personnel and other qualifications and resources necessary to successfully perform public contracts in a timely, reliable and cost-effective manner.

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] Section 2-25A [Responsible Contractors]

The Township's Code of Ordinances Chapter 2 [Administration] Section 2-25A [Responsible Contractors] which shall read as follows:

Section. 2-25A – Responsible Contractors

(b) Responsible contractor requirements.

(1) All contractors and subcontractors of any tier that perform work valued at over three hundred thousand (\$300,000.00) dollars on any public facility or public works project, including construction, alteration, renovation, repair, service or maintenance work, shall meet the requirements of this ordinance.

(3) Prequalification requirements.

a. For contracts subject to the responsible contractor requirements of this ordinance, all firms, whether general contractors, prime or other lead contractors, or proposed subcontractors, must submit a contractor responsibility certification at least fourteen (14) calendar days before the proposed bid submission deadline for any given project. Failure to submit a contractor

responsibility certification by the deadline will automatically disqualify any firm from submitting a bid or proposal for the contract.

(c) Contractor responsibility certifications.

(3) In the contractor responsibility certification the construction manager, general contractor or other lead or prime contractor shall confirm the following facts regarding its past performance and work history and its current qualifications and performance capabilities:

m. The firm has participated in a Class A apprenticeship program for the past three years for each separate trade or classification in which it employs craft employees and shall continue to participate in such programs or programs for the duration of the project.

3. The construction manager, general contractor or other lead or prime contractor responsible for the project shall ensure that at least 70 percent of the craft labor workers employed on the project shall be comprised of either journeyperson workers who have successfully completed a Class A Apprenticeship Program as defined in this section of this ordinance or apprentices registered in such programs. The apprenticeship participation must be in the same trade or craft for which the workers are employed on the project.

(h) Public review process.

(1) Prior to execution of a final contract under this ordinance, the contractor responsibility certification for a firm identified in a Notice of Intent to Award Contract, subcontractor lists, and subcontractor responsibility certifications shall be made immediately available to the public for inspection through a publicly accessible website or other comparable means for a period of five (5) calendar days after the issuance of the contractor responsibility determination.

SECTION 2. Repeal and Ratification

Chapter 2 [Administration] Section 2-25A [Responsible Contractors] (b)(4) [Exclusion] is hereby deleted in its entirety.

All ordinances or parts of ordinances inconsistent herewith or in conflict with any of the specific terms enacted hereby, to the extent of said inconsistencies or conflicts, are hereby specifically repealed. Any other terms and provisions of the Township's Code unaffected by this Ordinance are hereby reaffirmed and ratified.

SECTION 3. Severability

Should any section, paragraph, sentence, clause, or phrase in this Ordinance be declared unconstitutional or invalid for any reason, the remainder of the Ordinance shall not be affected thereby and shall remain in full force and affect, and for this reason the provisions of this Ordinance shall be severable.

ORDAINED AND ENACTED by the Council of Plymouth Township, Montgomery County, Pennsylvania, this ____ day of ____, 2026.

COUNCIL OF PLYMOUTH TOWNSHIP

BY: _____
Lynne M. Viscio, Chair

ATTEST: _____
Matt West, Manager/Secretary



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-14: to approve the Villanova University Athletic Department proposal to install an LED video scoreboard at the GPCC Park baseball field, with all installation, maintenance, and operational costs funded by Villanova, per the attachment.

Motioned by: Christopher Manero

Seconded by:

RESOLUTION 2026 –14

A RESOLUTION OF THE TOWNSHIP OF PLYMOUTH, MONTGOMERY COUNTY, PENNSYLVANIA, GRANTING VILLANOVA UNIVERSITY APPROVAL TO INSTALL A NEW VIDEO SCOREBOARD AT THE GREATER PLYMOUTH COMMUNITY CENTER PARK BASEBALL FIELD

WHEREAS, Plymouth Township (“Township”) is a Home Rule Municipality organized and existing under the laws of the 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, the Township and Villanova University (“University”) entered into a Lease Agreement dated January 14, 2002 (“Agreement”) for the non-exclusive use of the Greater Plymouth Community Center Park Baseball Field (“Baseball Field”); and

WHEREAS, Paragraph 6.H of the Agreement requires the University to obtain written approval from the Township prior to proceeding with any alterations, additions, or improvements to any part of the Baseball Field; and

WHEREAS, the University desires to install a new video scoreboard at the Baseball Field in accordance with the Community Center Park Expansion Partial Site Development Plan attached hereto as Exhibit “A”; and

WHEREAS, the University shall pay all utility costs associated with the new video scoreboard at the next renewal of the Agreement set to expire in September of 2026.

NOW THEREFORE BE IT RESOLVED that the Council for the Township of Plymouth formally grants approval to Villanova University to proceed with the installation of a new video scoreboard at the Greater Plymouth Community Center Park contingent upon review and approval by the Township Engineer and Codes Department.

[Remainder of this page intentionally left blank.]

DULY PRESENTED AND ADOPTED, by Plymouth Township Council at a public meeting held on the _____ day of _____, 2026.

PLYMOUTH TOWNSHIP

(Township Seal)

By: _____
LYNNE M. VISCIO,
CHAIR

Attest: _____
MATT WEST,
MANAGER/SECRETARY

EXHIBIT “A”



- Diagonal Truss w/ NBacklit Letters & Logo
Custom DA-1000-28
3' high x 28' wide
- LED Display
LVX-10SMD-480x840
15.76' high x 27.57'
- ID Panel (NBacklit)
2' high x 28' wide

Video Examples



04/28/2025 (Rev 1; 09/17/2025) Concept Villanova Univ_PA Baseball LVX-10SMD-480x840 (1)

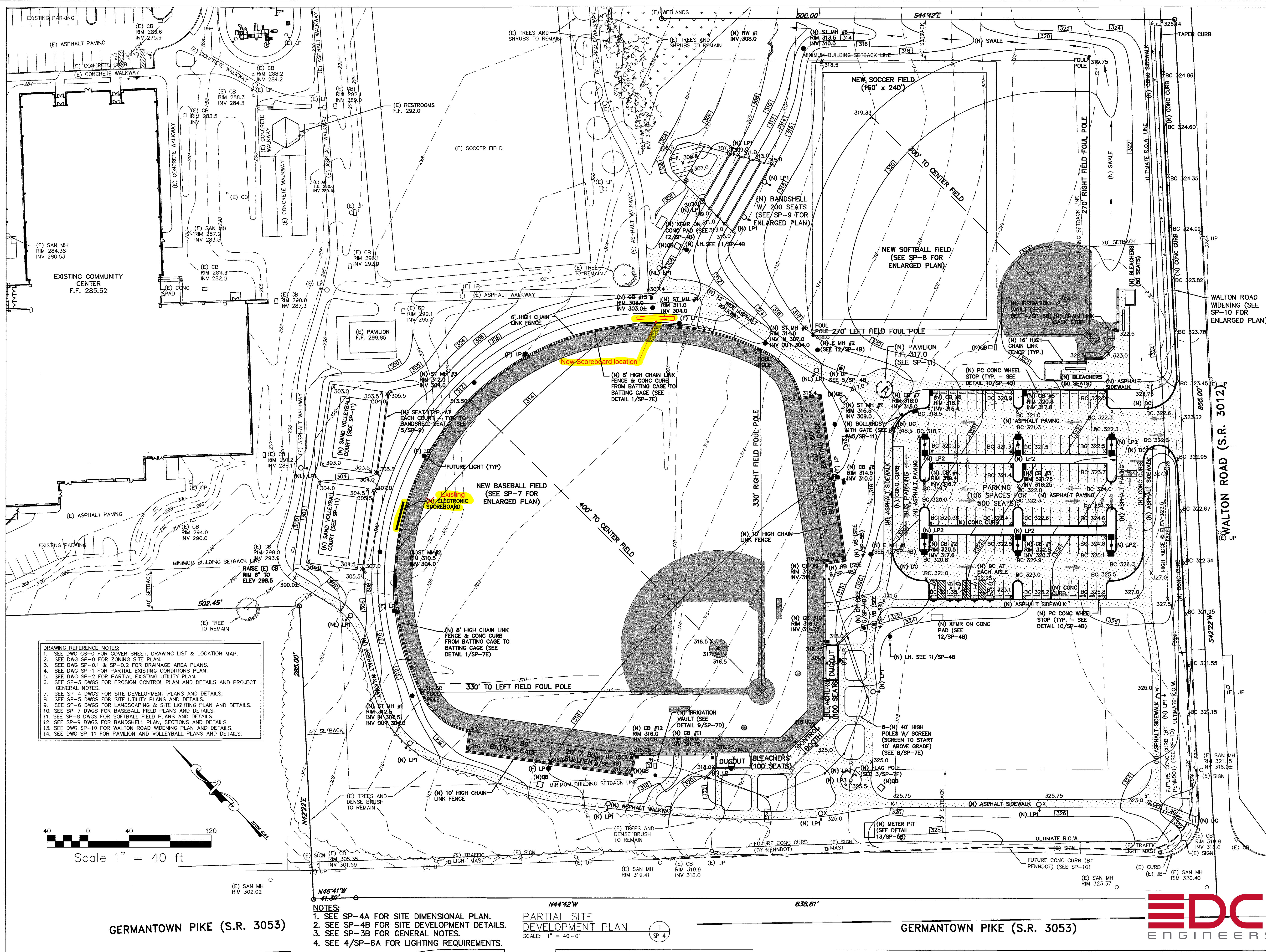
VILLANOVA UNIVERSITY VILLANOVA, PA

Production ready artwork needed for: NA

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ASSOCIATED
ENGINEERING
CONSULTANTS
INC.

Address: 485 Devon Park Drive
Suite 113
Wayne, PA. 19087
Phone: (610) 688-3980
Fax: (610) 688-4566

PLYMOUTH TOWNSHIP

COMMUNITY CENTER PARK EXPANSION
2910 JOLLY ROAD
PLYMOUTH MEETING, PENNSYLVANIA 19462
PLYMOUTH TOWNSHIP, MONTGOMERY COUNTY

DATE	REVISION
10/01/01	ISSUED FOR BID
01/04/02	ISSUED FOR CONSTR.

SHEET TITLE

PARTIAL SITE
DEVELOPMENT
PLAN

DRAWN BY: BJD

CHECKED BY: DCB

SHEET NO.

SP-4

SHEET NO. 10 OF 33

PROJECT NO. 0105.027.01

DATE: OCTOBER 1, 2001





PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council approve the 2026 vehicle purchases for the Police Department as budgeted and funded by the General Fund, per the attachment.

Motioned by: Lynne Viscio

Seconded by:

MEMO

PLYMOUTH TOWNSHIP



TO: M. West, Township Manager
FROM: J. Myrsiades, Chief of Police
DATE: February 4, 2026
SUBJECT: 2026 Vehicle Purchase Authorization

Matt,

For Monday's Business Council meeting, I seek authorization to purchase the following police vehicles previously approved in the 2026 budget:

- 2 Chevy Tahoes for the Patrol Division - \$60,000 each- Total \$120,000
- 2 unmarked vehicles for the Detective Division - 1 Chevy Traverse & 1 Ford Explorer- \$47,000 each- Total \$94,000
- 1 Chevy Silverado for Emergency Management Services (doubling as a vehicle for the Detective Sergeant) - \$56,000
- 1 Harley Davidson Motorcycle for the Motor Unit - \$25,000

Total 2026 vehicle expenditures - \$295,000

Thank you,
John



PLYMOUTH TOWNSHIP, PA

COUNCIL MOTION

I MOVE THAT: Township Council adopt Resolution 2026-15: Appoint Tenisha Austin to the Plymouth Township Zoning Hearing Board, per the attachment.

Motioned by: Lynne Viscio

Seconded by:

RESOLUTION 2026-15

A RESOLUTION OF PLYMOUTH TOWNSHIP, COUNTY OF MONTGOMERY, COMMONWEALTH OF PENNSYLVANIA, APPOINTING TENISHA AUSTIN TO THE ZONING HEARING BOARD.

WHEREAS, Plymouth Township has established a Zoning Hearing Board pursuant to the Municipalities Planning Code, 53 P.S. 10901; and

WHEREAS, the Municipalities Planning Code at Section 903(a) requires the Township appoint members to the Board by resolution; and

WHEREAS, the Township desires to appoint Tenisha Austin to the Board.

NOW, THEREFORE BE IT RESOLVED, that as of this 9th day of February 2026, Tenisha Austin is appointed as a member to the Plymouth Township Zoning Hearing Board, to fill an un-expired term that shall expire on 12/31/2026.

DULY PRESENTED AND ADOPTED by Plymouth Township Council at a public meeting held on the 9th day of February, A.D., 2026.

ATTEST:

PLYMOUTH TOWNSHIP COUNCIL

Matt West
Township Manager

Lynne M. Viscio
Council Chair



5. INFORMATION ITEMS



PLYMOUTH TOWNSHIP

A Home Rule Municipality

MONTGOMERY COUNTY, PENNSYLVANIA

700 Belvoir Road - Plymouth Meeting, PA 19462

610.277.4100 - plymouth@plymouthtownship.org

CITIZEN BOARD VACANCY ANNOUNCEMENT

Residents wishing to serve on these Citizen Boards are asked to submit their resume or a letter expressing their interest to the Township Manager at 700 Belvoir Road, Plymouth Meeting, PA 19462 or via email at mwest@plymouthtownship.org.

The following Citizen Board positions are currently open:

- 1) Property Maintenance Code Appeals Board – three positions open
- 2) Human Relations Commission – two position open
- 3) Historical Architectural Review Board – two positions open
- 4) Civil Service Commission – one position open
- 5) Building Code Appeals Board – one position open
- 6) Environmental Advisory Board – two positions open

NOTICE OF PUBLIC HEARING

The Zoning Hearing Board of Plymouth Township will hold a public hearing on Monday, February 16, 2026, commencing at 7:00 p.m., in the Plymouth Township Building, 700 Belvoir Road, Plymouth Meeting, PA 19462 on the following applications:

KH PLY MTG LLC: On an application for Special Exception from Plymouth Township Zoning Ordinance No.342, as amended, Article XXXII, Section 3200.F.

The Special Exception requested is as follows: Applicant proposes to convert the Hotel Use to a multiple dwelling consisting of 213 apartments ("Proposed Use"). The Proposed Use will be compromised of 40 two-bedroom units and 173 one-bedroom or studio units.

The property is located at 640 Fountain Drive, Plymouth Meeting, PA 19462 in "Planned Office Park" Zoning District.

**PLYMOUTH TOWNSHIP ZONING
HEARING BOARD
Joel Rowe, Zoning Officer**

PTPR SPOTLIGHTS



Date/Season: February 2026

General:

Summer Camp Resident Registration - Begins 2/17

Winter Program Sponsorships - Ongoing

Pool Renovation Updates - Social Media and email 1st week of the month

At GPCC:

GPCC 10% Off Annual Passes Sale - 3/10-3/16

Functional Strength Training Class - Begins 2/18

Egg Scramble with the Bunny - Saturday 3/21

Family Bingo - Friday, 3/6

Senior Bingo - Mondays, 2/23 & 3/30

Premium Circuit Training Class - Begins 2/13

Red Cross Babysitting Certification Course - Sunday, 3/8

Black Heritage Day - Saturday, 2/28

TENTATIVE Pool Reopening - Early March

In Our Parks:

Veteran Banners @ GPCC Park - Deadline April 1st

Details available in our brochure (QR Code below), app, website, social media, or by calling 610-277-4312

Brochure QR Code:





Winter Weather Parking & Safety Reminder



To help everyone get through the winter season safely and allow our crews to clear roads efficiently, please follow these guidelines when snow is in the forecast or has fallen:

Parking During Snow Events

- Use off-street parking whenever possible
- Where no off-street parking exists, on-street parking is limited to one side of the street
 - In even-numbered years, park only on the even-numbered side
- It is unlawful to park on any street within 12 hours after a snowfall of 3 inches or more where off-street parking exists
- Vehicles in violation may be towed at the owner's expense
- Do not park near storm drains, so melting snow can drain properly

Snow Plowing & Street Safety

- Never approach moving snow removal equipment
- Keep children and pets off the streets during snow operations
- Extended storms may mean long hours for Township crews — thank you for your patience

Shoveling & Snow Placement

- Pile snow to the right side of your driveway (facing the street)
- Do not shovel or plow snow into the street

Sidewalks & Fire Hydrants

- Clear at least 30 inches of sidewalk within 36 hours after snowfall ends
- Please keep fire hydrants clear to help emergency responders protect your neighborhood

Thank you for helping keep our Township safe and accessible during winter weather!