PLYMOUTH TOWNSHIP COUNCIL

WORKSHOP MEETING

Monday, October 5, 2026
Plymouth Township Building
6:00PM

The monthly Workshop meeting is an informational session where Council hears reports from department directors and presentations from outside organizations or applicants on matters related to township matters. The meeting is also used to review items scheduled for the upcoming Business meeting. Council generally does not take official action at Workshop meetings.

AGENDA

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
2. **ANNOUNCEMENTS**
   - **A.** Council will meet in an Executive Session at the conclusion of this meeting to discuss litigation
   - **B.** The date for the October Council Business meeting has been changed to Tuesday, October 13, 2026, due to a scheduling conflict.
3. **PRESENTATION ITEMS**
   - **A.** None.
4. **DISCUSSION ITEMS**
   - **A. 2027 Budget – Emergency Services**
     Members of the Township's Fire Companies and Plymouth Ambulance will present their budget requests for the 2027 Township Budget.
   - **B. Draft Public Comment Policy**
     Council will review and discuss a draft of a public comment policy for Township public meetings.
5. **DEPARTMENTAL UPDATES**
6. **REVIEW OF AGENDA FOR UPCOMING BUSINESS MEETING**

Potential Action Items for Business Meeting: October 13, 2026

- **A.** Motion to Adopt Resolution 2026-34: Recognizing Patti Smith – Civil Service Commission
- **B.** Motion to Appoint Zoning Officer
- **C.** Motion to Approve the meeting minutes for September 8, 2026, Workshop Meeting and September 14, 2026, Business Meeting
- **D.** Motion to Approve the departmental reports and schedule of bills for September 2026
- **E.** Motion to Approve 2026 Allocation for State Pension Aid
- **F.** Motion to Approve 2026/2027 Road Salt Supply Agreement
- **G.** Motion to Approve the 2027 GPCC Annual & Monthly Pass Rates

H. Motion to Approve GPCC Rates to Colonial School District Residents
I. Motion to Approve Change Order MC-04: Harmonville Fire Station Rebuild Project
J. Motion to Approve Change Order PC-01: Harmonville Fire Station Rebuild Project
K. Motion to Approve Change Order PC-02: Harmonville Fire Station Rebuild Project
L. Motion to Approve Change Order EC-02: Harmonville Fire Station Rebuild Project
M. Motion to Adopt Resolution 2026-35: 2027 Officer Contribution
N. Motion to Adopt Resolution 2026-36: 480 Gravers – Waiver of Land Development
O. Motion to Adopt Resolution 2026-37: 416 Ridge Pike – Assignment Agreement
P. Motion to Adopt Resolution 2026-38: Updated Investment Advisory Agreement

Information Items for Business Meeting: October 13, 2026

A. Police Department Update
B. Citizens Board Vacancy Announcements
C. Zoning Hearings
D. Parks and Recreation Upcoming Events

7. 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.

8. ADJOURNMENT

PLEASE NOTE:

The following information is provided for informational and discussion purposes only.

Final documents and any motions for Council consideration will be included in the meeting packet for the Business Meeting scheduled for:

October 13, 2026

4. DISCUSSION ITEMS

STATEMENT OF REVENUE AND EXPENDITURES				
AS OF AUGUST 31, 2026				
		YEAR		
	ACTUAL	TO DATE	BUDGET	PROPOSED
	2025	2026	2026	2027
REVENUE:				
PLYMOUTH TWP DONATION	$ 655,660.00	$ 507,433.00	$590,767.00	$620,305.00
FINANCE DRIVE	$ 30,290.00	$ 3,400.24	$32,000.00	$30,000.00
MEMBERSHIP DUES	$ 270.00	$ -	$500.00	$500.00
PAID SERVICES	$ 15,950.00	$ 12,150.00	$55,000.00	$15,000.00
FUND RAISING ACTIVITIES	$ 30,547.00	$ 5,057.14	$35,000.00	$35,000.00
INTEREST	$ 84.00	$ 3,735.14	$15,000.00	$15,000.00
OTHER DONATIONS	$ 6,626.00	$ 1,076.40	$2,500.00	$2,500.00
MISC	$ 170,474.00	$ 945,377.82	$25,000.00	$25,000.00
REIMBURSEMENTS			$2,000.00	$2,000.00
TRANSFER FROM INVESTMENTS			$12,500.00	$123,029.00
TOTAL REVENUE	$ 909,901.00	$ 1,478,229.74	$770,267.00	$868,334.00
EXPENDITURES:				
ADMINISTRATION	$ 177,878.75	$41,029.29	$100,000.00	$100,000.00
INSURANCES	$ 64,338.53	$26,639.23	$18,000.00	$28,000.00
DEBT. SERVICE	$ 12,788.18	$171.75	$8,000.00	$8,000.00
FLEET EXPENSES	$ 77,082.27	$93,585.82	$100,000.00	$110,000.00
SUPPLIES/OPERATIONS	$ 23,145.85	$17,685.38	$30,933.00	$25,000.00
BUILDING EXPENSES	$ 93,109.84	$41,052.91	$70,000.00	$125,000.00
EMPLOYEE'S WAGES	$ 225,352.00	$155,529.23	$220,000.00	$230,000.00
EMPLOYEE'S BENEFITS	$ 2,216.98	$1,984.61	$18,000.00	$28,000.00
FUND RAISING EXPENSES	$ 27,389.00	$10,917.00	$25,000.00	$25,000.00
MEMBER APPRECIATION	$ 112,629.92	$47,921.63	$16,000.00	$25,000.00
CAPITAL OUTLAY	$ 823,712.00	$1,000,000.00	$25,000.00	$25,000.00
FIRE EQUIPMENT			$5,000.00	$5,000.00
FIRE POLICE			$1,000.00	$1,000.00
STATION B REPAYMENT			$133,334.00	$133,334.00
TOTAL EXPENDITURES	$ 1,639,643.32	$1,436,516.85	$770,267.00	$868,334.00

BALANCE SHEET
AS OF AUGUST 31, 2026

ASSETS:		
CASH ACCOUNTS	$	458,364.34
SAVINGS & INVESTMENTS	$	2,331,464.74
DUE FROM OTHER GOV'T UNITS	$	-
BUILDINGS(Includ Land)	$	2,032,816.91
VEHICLES	$	3,718,030.87
EQUIPMENT	$	857,318.77
DEPRECIATION	$	(3,383,982.40)
MISCELLANEOUS	$	6,800.00
TOTAL ASSETS	$	6,020,813.23
LIABILITIES:		
ACCOUNTS PAYABLE	$	-
PAYROLL PAYABLE	$	1,397.16
DEBT SERVICE PAYABLE	$	-
OTHER		
TOTAL LIABILITIES	$	1,397.16
EQUITY:		
UNRESERVED	$	5,519,416.07
DESIGNATED FOR FUTURE PROJECTS	$	500,000.00
TOTAL EQUITY	$	6,019,416.07
TOTAL LIABILITIES & EQUITY	$	6,020,813.23

HARMONVILLE FIRE COMPANY

Capital Expenditure Outlook

- 5 Year Outlook
  - Replacement of Butler Pike Station apparatus bay garage doors
    - Projected $75K
  - Replacement of Butler Pike Station engine room heaters
    - Projected $35K
  - Resurfacing of Butler Pike Station parking lot
    - Projected $150K
  - Replacement of Squad 44 FY2029
    - Signed contract for $1,264,000 increase of $400K from 2024

- 10 Year Outlook
  - Butler Pike Station HVAC upgrades
    - Projected $100K
  - Butler Pike Station interior upgrades
    - Projected $150K

HARMONVILLE FIRE COMPANY

PLYMOUTH FIRE COMPANY

Joint Apparatus Replacement Plan

Project Replacement Year	Purchase Year	Apparatus	Estimated Age	Project Cost
2041	2024	Squad 43	2 Years	$1,500,000
2044	2024	Engine 44	2 Years	$1,300,000
2027	2001	Utility 44	25 Years	$125,000
2029	2009	Squad 44	17 Years	$1,200,000
2028	2001	Utility 43	25 Years	$125,000
2031	2006	Traffic 43	20 Years	$125,000
2027	2012	Command 43-1	14 Years	$100,000
2027	2015	Command 44	11 Years	$90,000
2033	2020	Command 44-1	6 Years	$100,000
2036	2021	Command 43	5 Years	$100,000
2031	2012	Ladder 43	14 Years	$2,000,000
2034	2016	Traffic 44	10 Years	$125,000
2036	2018	Squirt 43	8 Years	$1,500,000
2035	2017	Tower 44	9 Years	$2,500,000
2039	2019	Rescue 44	6 Years	$1,800,000

Respectfully Submitted

Chief John Hoffman

Harmonville Fire Company No. 1

Chief John Heleniak III

Plymouth Fire Company No. 1

Plymouth Township Fire Companies

Joint
Apparatus
Replacement Plan

Joint Apparatus Replacement Plan

Project replacement year	Purchase Year	Apparatus	Estimated age	Projected Cost
2041	2024	Squad 43	2 Years	$1,500,000
2024	2024	Engine 44	2 Years	$1,300,000
2025	2001	Utility 44	25 Years	$125,000
2028	2001	Utility 43	26 years	$125,000
2031	2006	Traffic 43	21 Years	$125,000
2027	2012	Command 43-1	14 Years	$100,000
2027	2015	Command 44	11 Years	$90,000
2028	2009	Squad 44	18 Years	$1,200,000
2032	2020	Command 44-1	7 Years	$100,000
2036	2021	Command 43	6 Years	$100,000
2031	2013	Ladder 43	14 Years	$2,000,000
2034	2016	Traffic 44	11 Years	$125,000
2036	2018	Squirt 43	9 Years	$1,500,000
2035	2017	Tower 44	10 Years	$2,500,000
2039	2019	Rescue 44	8 Years	$1,800,000

Respectfully Submitted.

Chief John Hoffman

Harmonville Fire Company No.1

Chief John Heleniak III

Plymouth Fire Company No.1

Plymouth Fire Co. No. 1

Plymouth Township

2027 Budget

Financial Information

Plymouth Fire Co. No. 1

Financial Statements

August 2026

Plymouth Fire Co. No.1
Balance Sheet 8/31/2026

ASSETS		
Current Assets		
Checking/Savings		
108 · Apparatus Account CD #2	$	200,000.00
107 · Tompkins-Apparatus CD	$	310,079.26
101 · Santander Checking-#6925	$	1,282.09
105 · Santander Acct # 9183	$	500.00
106 · Tompkins Payroll Acct	$	12,034.52
102 · Petty Cash	$	350.00
104 · Santander Hall Acct #9292	$	73,251.05
111 · Santander-Capital Fund #6431	$	177,470.21
113 · Santander-Operation # 5646	$	466,171.11
114 · Santander Apparatus Fund #2052	$	116,694.82
119 · Santander Bank Payroll #8105	$	17,602.99
Total Checking/Savings	$	1,375,436.05
Total Current Assets	$	1,375,436.05
Fixed Assets		
141 · Land Improvements	$	119,114.00
140 · Building Improvements	$	838,071.29
142 · Computer Equipment	$	35,808.13
145 · Land	$	40,000.00
146 · Buildings	$	244,720.00
147 · Fire Apparatus	$	3,255,032.15
148 · Fire Equipment	$	663,916.63
149 · Accumulated Depreciation	$	(2,768,048.21)
Total Fixed Assets	$	2,428,613.99
TOTAL ASSETS	$	3,804,050.04
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
232 · Federal Payroll Taxes	$	2,937.21
233 · State Payroll Taxes	$	473.76
234 · Local Payroll Taxes	$	322.20
235 · Unemployment Payroll Taxes	$	249.77
238 · LST Tax W/H	$	46.00
Total Other Current Liabilities	$	4,028.94
Total Current Liabilities	$	4,028.94
Long Term Liabilities		
217 · Township Truck Loan	$	200,000.00
Total Long Term Liabilities	$	200,000.00
Total Liabilities	$	204,028.94
Equity		
32000 · Unrestricted Net Assets	$	143,742.34
285 · Fund Balance	$	3,323,679.27
Net Income	$	132,599.49
Total Equity	$	3,600,021.10
TOTAL LIABILITIES & EQUITY	$	3,804,050.04

PLYMOUTH FIRE CO - OPERATING BUDGET

	Acct No	Account Title	Budget 2026 Amount	Actual 2026 Jan. - Aug.	Budget 2027 Amount
INCOME					
	301	Grants - Other	0.00	0.00	0.00
	302	Finance Drive	35,000.00	21,389.91	30,000.00
	303	Township - Alarm Attendance Stipends	35,000.00	0.00	35,000.00
	304	Township Donation	**473,000.00**	472,997.00	**473,000.00**
	304	Township Donation - From Capital Fund	0.00	0.00	0.00
	305	Grants - State	16,000.00	16,136.55	16,000.00
	306	Refunds & Rebates	1,500.00	2,119.64	1,500.00
	307	Grants - Federal	0.00	0.00	0.00
	308	Fund Raising Activites	1,800.00	1,448.11	1,800.00
	310	Interest Income	35,000.00	14,280.71	25,000.00
	311	Insurance Claims	0.00	0.00	0.00
	314	Hall Rentals	25,000.00	25,168.62	36,000.00
	316	Donations	2,400.00	325.00	2,000.00
	317	SAFER Grant		1,021.03	
	318	Miscellaneous	200.00	1,305.10	1,000.00
	319	Sale of Apparatus & equipment	0.00	0.00	0.00
	320	Sale of other assets	0.00	0.00	0.00
	322	Membership Dues	300.00	170.00	200.00
		TOTAL - INCOME	625,200.00	556,361.67	621,500.00
EXPENSES		**Fund Raising Expenses**			
	502	Hall Rental Exp. - Other	500.00	27.49	1,000.00
	504	Postage - Finance Drive	2,000.00	1,975.97	2,400.00
	505	Fund Drive Expense	7,000.00	7,086.02	8,000.00
	507	Grant Admin. Expenses	20,000.00	4,499.00	20,000.00
	508	Hall Chaperone & Admin. Expense	4,000.00	3,000.00	4,500.00
	510	Fund Raising Expense - Other	1,000.00	0.00	1,000.00
	545	Hall Cleaning/Repair Expense	10,000.00	5,840.00	11,000.00
		TOTAL - Fund Raising Expense	44,500.00	22,428.48	47,900.00

Fire Apparatus & Equipment

147	Apparatus Payment	25,000.00	25,000.00	25,000.00
516	Radio Repair & Equipment	3,000.00	1,790.52	4,000.00
556	Decontamination Equipt. & Supplies	500.00	0.00	1,300.00
518	Truck Repairs & Parts	36,000.00	9,540.21	28,000.00
523	Fire Equipment	40,000.00	20,311.64	32,000.00
503	Grant Funded Equipment	0.00	0.00	0.00
525	Telecommunication & MDC Exp.	4,000.00	1,529.88	4,000.00
527	Truck Insurance	18,000.00	17,207.00	22,000.00
	TOTAL - FIRE APPARATUS & EQUIPMENT	126,500.00	75,379.25	116,300.00

Fire Training & Prevention Expense

509	Travel Expenses	1,000.00	0.00	1,000.00
522	Fire Training Expense	5,000.00	0.00	4,000.00
524	Fire Prevention & Public Safety Exp.	3,000.00	0.00	3,000.00
	TOTAL - TRAINING & FIRE PREVENTION EXP	9,000.00	0.00	8,000.00

Employee Expense

519	Employee Wages	239,400.00	121,080.00	230,000.00
520	Payroll Taxes	27,000.00	9,492.06	25,000.00
521	Employee Insurance Benefits	6,500.00	2,707.86	6,000.00
529	Employee Retirement Benefits	6,000.00	2,094.31	6,000.00
570	Employee Uniforms	4,000.00	70.75	3,000.00
575	Workers Comp. Insurance	12,000.00	8,745.00	14,000.00
	TOTAL - EMPLOYEE EXPENSE	294,900.00	144,189.98	284,000.00

Member Retention Expenses

506	Banquet Expense	10,000.00	98.00	12,000.00
574	Member Uniforms	6,000.00	6,533.47	8,000.00
573	Member Awards	3,500.00	0.00	3,500.00
584	SAFER Grant Expenses		7,238.23	
580	Alarm Attendance Stipends	35,000.00	0.00	35,000.00
581	Miscellaneous Expense	1,000.00	0.00	1,000.00
	TOTAL - MEMBER RETENTION EXP	55,500.00	13,869.70	59,500.00

Building Expenses

536	Building Maint. & Supplies	25,000.00	9,961.33	25,000.00
537	Utilities - Gas & Eletric	16,000.00	11,059.12	18,000.00
538	Cable	400.00	218.68	400.00
539	Sewer & Water Expense	2,000.00	1,136.98	2,000.00
540	Building/Liability Insurance	11,000.00	12,946.00	14,000.00
542	Furniture & Fixtures	1,000.00	3,369.81	5,000.00
543	Miscellaneous	200.00	0.00	200.00
	TOTAL BUILDING EXPENSE	55,600.00	38,691.92	64,600.00

Administration Expense

550	Interest	0.00	0.00	0.00
559	License Fees	1,200.00	0.00	1,200.00
560	Web, Internet , Social Media Exp.	2,500.00	0.00	3,000.00
563	Dues & Subscriptions	5,000.00	501.99	5,000.00
565	Meals & Refreshments	5,500.00	3,378.30	5,500.00
566	Office Expenses	8,000.00	4,801.51	8,000.00
567	Legal & Accounting	9,000.00	6,091.80	9,500.00
568	Miscellaneous Expenses	1,000.00	468.77	1,000.00
569	Donations & Public Relations	3,000.00	3,549.23	4,000.00
572	Bank Fees	500.00	330.00	500.00
142	IT Equipment	3,500.00	0.00	3,500.00
	TOTAL ADMINISTRATION EXP	39,200.00	19,121.60	41,200.00
	TOTAL EXPENSES	625,200.00	313,680.93	621,500.00
		0.00	242,680.74	0.00

Plymouth Township Public Comment Policy

Purpose

The purpose of this Public Comment Policy is to provide members of the public with a reasonable opportunity to address Township Council and Township boards, commissions, and committees while ensuring that public meetings are conducted in an orderly, efficient, and respectful manner consistent with the requirements of the Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701-716.

Nothing contained in this Policy is intended to limit the public's rights under applicable law.

1. Applicability

This Policy shall apply to all regular, special, and committee meetings of Plymouth Township Council and, unless otherwise provided by law or adopted rules of procedure, all Township boards, commissions, committees, and other advisory bodies.

2. Public Comment

All public comment shall be made in person before the Township Council or the applicable advisory body.

Individuals wishing to speak shall first be recognized by the presiding officer and shall state their name and indicate whether they are a Plymouth Township resident, property owner, business owner, or other interested party. All interested persons are permitted to comment regardless of residency.

3. Public Comment on Agenda and Non-Agenda Items

Council shall provide an opportunity for public comment as required by the Pennsylvania Sunshine Act.

Pursuant to Section 309 of the Township Charter, a public comment period shall be made in the beginning for all matters appearing on the meeting's Agenda. A public comment period for all non-Agenda items shall be held at the end of the meeting.

A public comment period may be provided for matters appearing on the meeting agenda and for matters not appearing on the agenda that concern Township business or matters that are reasonably expected to come before Township Council or the applicable Township body.

4. Recognition of Speakers

Speakers shall be recognized by the presiding officer before addressing the body.

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Comments shall be made from the designated podium or other location identified by the presiding officer.

Any documents or materials intended for Township Council or the applicable Township body shall be provided to the Township Secretary or designated staff member unless otherwise directed by the presiding officer.

5. Time Limit

Each speaker shall be permitted one opportunity to speak during each public comment period and shall be limited to three (3) minutes. A designated person, either the Township Secretary or Township Manager, will let each speaker know when they have one (1) minute of time remaining.

Time allotted to one speaker may not be transferred or yielded to another individual.

The presiding officer may adjust the individual speaking time when necessary to ensure that all interested persons have a reasonable opportunity to be heard or to facilitate the orderly conduct of the meeting. Any adjustment to the individual speaking time shall be applied uniformly to all speakers during that public comment period.

6. Written Public Comment

Nothing in this Policy shall prohibit any person from submitting written comments to the Township prior to a meeting. Written comments received by the Township in accordance with procedures established by the Township Manager or Township Secretary may be distributed to Township Council or the applicable Township body as part of the meeting record but shall not be read into the record. If an individual reads a written comment on behalf of another during their public comment period, the individual may not receive additional time. Submission of written comments shall not entitle the author to additional speaking time during the meeting.

7. Scope of Comments

Comments should be directed to Township Council or the applicable Township body through the presiding officer and should relate to Township business or to the matter under consideration.

Public comment is not intended to be a question-and-answer session or a debate between speakers, Township officials, staff, or applicants.

Members of Township Council or the applicable Township body may ask questions for clarification but shall not be required to respond during the meeting.

8. Decorum

All speakers shall conduct themselves in a respectful and orderly manner.

The following is prohibited:

- Interrupting speakers or meeting participants;
- Speaking without recognition from the presiding officer;
- Engaging in shouting, yelling, or other disruptive behavior;
- Making true threats of violence;
- Physically interfering with the conduct of the meeting;

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- Refusing to comply with the reasonable procedural directions of the presiding officer after being warned.

The content of a speaker's viewpoint shall not be restricted solely because it is critical of Township officials, employees, or actions. However, the presiding officer may rule out of order conduct that materially disrupts the orderly conduct of the meeting.

9. Enforcement

The presiding officer shall be responsible for enforcing this Policy.

Any individual who materially disrupts the meeting after receiving a warning may be directed to cease the disruptive conduct, may forfeit the remainder of their speaking time, and, if necessary, may be removed from the meeting in accordance with applicable law.

10. Public Hearings

Unless otherwise required by law, the rules set forth in this Policy shall also apply to public hearings conducted by Township Council or other Township bodies.

Each speaker shall be permitted one opportunity to comment for up to three (3) minutes during the hearing unless the presiding officer determines that additional time is appropriate.

The presiding officer shall:

1. Open the public hearing.
2. Permit the applicant, Township staff, consultants, or other appropriate parties to present the matter.
3. Open the hearing for public comment.
4. Recognize speakers in an orderly manner.
5. Close the public hearing after all interested persons have had a reasonable opportunity to comment.
6. Return the matter to the Township body for discussion and action.

11. Suspension of Rules

Nothing in this Policy shall prevent Township Council or the applicable Township body, by majority vote, from modifying the time limits or procedures established herein for a particular meeting or hearing when doing so serves the public interest and remains consistent with applicable law.

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6. REVIEW OF AGENDA FOR UPCOMING BUSINESS MEETING

RESOLUTION 2026 - 34

A RESOLUTION EXPRESSING APPRECIATION AND GRATITUDE TO PATTI SMITH FOR DEDICATED SERVICE TO PLYMOUTH TOWNSHIP

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

Civil Service Commission

Patti Smith served Plymouth Township with commitment and dedication by volunteering her time to the Civil Service Commission during the period extending from June 2024 through July 2026.

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

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 **Patti Smith.**

PRESENTED AND APPROVED at a duly convened meeting of Plymouth Township conducted on this 12th day of October 2026.

Attest:	**Plymouth Township Council:**
_____	_____
Matt West, Township Manager	**Lynne M. Viscio**, Chair

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: Kevin W. Kochanski, Director of Planning and Zoning

DATE: October 1, 2026

SUBJECT: Interim Zoning Officer

Overview

The Township's Zoning Officer position was recently vacated and is responsible for administering the Township's Zoning Ordinance, including reviewing zoning applications, responding to inquiries, determining compliance, and addressing potential violations.

The Zoning Officer also works with applicants, property owners, Township staff, the Planning Agency, and Zoning Hearing Board to ensure zoning matters are processed consistently and in accordance with Township regulations.

Key Changes

Staff is proposing that the Township Engineer serve as the Interim Zoning Officer while the Township conducts a search for a qualified candidate to fill the position. The Township Engineer has extensive knowledge of the Township, its codes and ordinances, and ongoing development projects, providing a strong foundation for assuming these responsibilities on an interim basis.

Policy Considerations

Zoning services are essential to the Township's day-to-day operations and must continue without interruption. The interim assignment will allow the Township to maintain consistent service to residents, property owners, and applicants while providing sufficient time to conduct a thorough search and identify a qualified candidate for the permanent position.

Fiscal Impact

The Interim Zoning Officer assignment will maintain the Township Engineer's current hourly rate, with costs offset by funds already budgeted for the vacant position. No significant impact to the Township's approved budget is anticipated.

Recommendation

Staff recommends that Council appoint Tim Woodrow as the Interim Township Zoning Officer until a permanent replacement is hired.

WOODROW & ASSOCIATES

September 30, 2026

Matt West, Manager
Plymouth Township
700 Belvoir Road
Plymouth Meeting, PA 19462

Reference: Interim Zoning Officer

Dear Matt:

I was glad to have the opportunity to speak to you the other morning regarding my ability and desire to serve as interim zoning officer to Plymouth Township. I took on a very similar role, that ended up lasting nearly two years, for Skippack Township. My team and I stand at the ready to provide written opinions as to an applicant's or property owner's ability to comply with or define a need for relief from various aspects from the township's zoning code. We will be available on a limited basis to attend meetings should those needs arise. My understanding that the initial plan would be for Township staff to handle the administrative duties such as advertising, paperwork processing, and the setting of meeting agendas.

We would propose to invoice at the same hourly building rates as currently established for the 2026 and 2027 calendar years. We look forward to providing this service to the community and please ask that you reach out with any further questions or clarifications that become relevant.

Sincerely,

Timothy P. Woodrow, P.E.
Township Engineer
Woodrow & Associates, Inc.

LM/del

cc: Lonnie Manai, Woodrow & Associates, Inc.

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: Kellen Jarrett, Finance Director

DATE: September 25, 2026

SUBJECT: 2026 State Pension Aid Allocation

Overview

Plymouth Township has received a State Pension Aid check in the amount of $1,059,935.16. The Township's actuary, in a letter dated September 23, 2026, directed that the State Pension Aid be allocated between the Police Pension Plan and the Non-Uniformed Pension Plan: $588,852.87 to the Police Pension Plan and $471,082.29 to the Non-Uniformed Pension Plan.

Key Changes

The State Pension Aid is $20,091 more than was received in 2025 and $67,272 more than what was budgeted for 2026.

Policy Considerations

The proposed allocation is consistent with the State pension guidelines referenced by the Township's actuary and provides for the distribution of the full State Pension Aid payment between the two pension plans. Council approval is required to authorize the allocation of the funds.

Fiscal Impact

The $1,059,935.16 in funds received from the State will offset the Minimum Municipal Obligation (MMO) that was $2,704,421. The Township's remaining MMO is $1,644,585.84.

Recommendation

Staff recommends that Township Council approve the allocation of the $1,059,935.16 State Pension Aid check as directed by the Township's actuary.

CBIZ

September 23, 2026

Mr. Kellen Jarrett
Finance Director
Plymouth Township
700 Belvoir Road
Plymouth Meeting, PA 19462

Re: Allocation of 2026 Pension State Aid

Dear Kellen:

Your office has informed us that the Township has received $1,059,935.16 in state aid on behalf of the Township's pension plans.

As shown in the letter dated August 29, 2025, the 2026 Minimum Municipal Obligations (MMOs) were $1,974,750 for the Police Plan and $729,771 for the Non-Uniformed Employees' Plan. Based on these MMOs, the recommended allocation of state aid and remaining municipal contributions are as follows:

Plan	Minimum Municipal Obligation	Number of Units	State Aid Allocation	Remaining Municipal Contribution
Police	$1,974,750	90	$ 588,852.87	$1,385,897.13
Non-Uniformed	729,771	72	471,082.29	258,688.71
Total	$2,704,421	162	$1,059,935.16	$1,644,585.84

The state aid for 2026 did not cover the funding requirement of the Plans; therefore, additional contributions are required by the Township.

The Township must deposit the state aid into the pension funds within 30 days of receipt.

If you have any questions, please let me know.

Sincerely,

Kevin Stanton

Kevin Stanton, ASA, EA

CBIZ Benefits & Insurance Services, Inc.
1845 Walnut St., 10th Floor
Philadelphia, PA, 19103

Phone: 215-825-4038
cbiz.com/retirement

Third party administration, actuarial, and other consulting services offered through CBIZ Benefits & Insurance Services, Inc.

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: Christopher Loschiavo, Director of Public Works

DATE: September 24, 2026

SUBJECT: Consortium Salt Bid Contract Award

Overview

The Public Works Department recommends participating in the Montgomery County-wide salt bid consortium for the upcoming winter season. By pooling purchasing power with neighboring municipalities, the township has secured a low bid of **$73.44 per ton for delivered rock salt**. This cooperative approach ensures a reliable supply of deicing material while leveraging economies of scale to keep unit costs as low as possible.

Key Changes

No Vendor Transition: The consortium's lowest responsible bidder, **Morton Salt,** is the same as last year's supplier.

Delivery Logistics: The contract includes guaranteed delivery windows before and during peak storm events to prevent yard depletion.

Storage Requirements: The township does not have to commit to purchasing a minimum percentage of our estimated tonnage (typically 80% to 150% of the bid estimate) to lock in this pricing. We typically use between 1,000 – 2,000 ton of material

Policy Considerations

Cooperative Purchasing: Utilizing the Montgomery County Consortium satisfies all local and state competitive bidding requirements, streamlining the procurement process.

Service Levels: Securing this contract guarantees the material necessary to maintain current winter maintenance service levels and ensure public safety on township roadways.

Environmental Stewardship: Public Works will continue to combine this material with best practice spreading policies to minimize environmental runoff into local watersheds.

Fiscal Impact

Unit Pricing: The price of **$73.44 per delivered ton** represents a stable rate relative to regional market volatility.

Budget Alignment: Total projected expenditures fit within the approved **FY2026/2027 Winter Maintenance operating budget**.

Recommendation

I recommend that Council authorize participation in the Montgomery County salt consortium contract at the delivered price of **$73.44 per ton** for the 2026–2027 winter season.

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: G. Philip Brady Jr., Parks and Recreation Director

DATE: September 28, 2026

SUBJECT: **2027 GPCC Annual and Monthly Pass Rates**

Overview

GPCC annual and monthly pass rates have not been adjusted since 2024 due to the pool renovations. Staff evaluated a 2.5%, 5% and 10% increase and compared GPCC rates with fees charged by nearby public, private, and commercial facilities. Documents attached.

Based on this analysis, staff determined that a 5% increase continues to provide exceptional value for Plymouth Township residents while helping the facility meet its fiscal goals.

Key Changes

A 5% increase in GPCC pass rates is proposed for 2027:

- **Monthly passes:** Increase by approximately $1 to $3, depending on pass type.
- **Annual passes:** Increase by approximately $20 to $25 per year, depending on pass type.
- The proposed adjustment represents the first pass-rate increase since 2024.

Policy Considerations

The proposed adjustment supports GPCC's fiscal goals while maintaining an extraordinary value for Plymouth Township residents. Even with the proposed increase, GPCC pass rates remain competitive when compared with the cost of membership at nearby private and commercial facilities.

The adjustment also provides an opportunity to address increasing operating costs while continuing to offer Plymouth Township residents access to GPCC's aquatic and recreational amenities at a reasonable cost.

Fiscal Impact

The 5% increase in annual and monthly GPCC pass rates is estimated to generate approximately **$23,000 in additional annual revenue**.

Recommendation

Staff recommends that Council approve a **5% increase in GPCC annual and monthly pass rates for 2027**.

2027 Pass Rate Proposals

	PASS RATES 2026	PROPOSED 2027 FEE (2.5%)	PROPOSED 2027 FEE (5%)	PROPOSED 2027 FEE (10%)
1 MONTH				
Corp Adult	$59.00	$60	$62	$65
Primary Adult Res	$49.00	$50	$51	$54
Primary Adult NR	$65.00	$67	$68	$72
Primary Youth Res	$43.00	$44	$45	$47
Primary Youth NR	$56.00	$57	$59	$62
Primary Sr. Res	$43.00	$44	$45	$47
Primary Sr. NR	$56.00	$57	$59	$62
Additional Adult Res	$32.00	$33	$34	$35
Additional Adult NR	$38.00	$39	$40	$42
Additional Youth Res	$20.00	$21	$21	$22
Additional Youth NR	$22.00	$23	$23	$24
30 day college	$49.00	$50	$51	$54
3 MONTH COLLEGE				
College Pass	$100.00	$103	$105	$110
ANNUAL				
Primary Adult Res	$487.00	$499	$511	$536
Primary Adult NR	$624.00	$640	$655	$686
Primary Youth Res	$393.00	$403	$413	$432
Primary Youth NR	$500.00	$513	$525	$550
Primary Sr. Res	$393.00	$403	$413	$432
Primary Sr. NR	$500.00	$513	$525	$550
Primary Adult Corp.	$562.00	$576	$590	$618
Primary Sr. Corp.	$449.00	$460	$471	$494
Additional Adult Corp.	$297.00	$304	$312	$327
Additional Youth Corp	$149.00	$153	$156	$164
Additional Adult Res	$331.00	$339	$348	$364
Additional Adult NR	$331.00	$339	$348	$364
Additional Youth Res	$166.00	$170	$174	$183
Additional Youth NR	$166.00	$170	$174	$183
			Staff	
			Recommendations	

2026 Facility Fees

	Resident		Non Resident			
	Per Month	Per Year	Per Month			
GPCC	$49	$487	$65	$624		
Edge	$40/$30/15	$480/$360/$220			40 includes studio classes (spin, etc) and guest passes/ 30 inlcudes studio/ 15 is floor access	The Edge Fitness Clubs FAQs
	$45/$35/20	$540/$420/$260			no commitment fees	
LA Fitness	30/$40	430/$550			40 a month includes access to multiple locations	https://www.lafitness.com
Crunch	$12/$30/$35	$144/$360/$420			12 is just weight equip/ 30 includes group classes and online classes/	East Norriton | Crunch Fitness
					35 includes tanning, guests, spin, HIT classes (like bootcamp)	
Upper St. Claire	$39	$468	$49	$588	all classes inlcuded (over age 25 pays higher rate)	Membership Information (twpusc.org)
	$53	636 (25 and up)	$65	$840		
Ephrata	$32	$384	$70	$780	$70 includes unlimited aerobics, aquatic fitness, group cycling,	Membership Rates | Ephrata Recreation Center
					yoga and babysitting free	
Litiz	$68	$720	$80	$960	Inlcudes 130+ fitness and aquatics classes	Membership Plans – Lititz Rec
Hempfield	$50	$600	$61	$732	includes 25 different aerobic classes , 61 includes tennis	Membership Rates - Hempfield recCenter
Upper Merion	$31	$376	$39	$468	all classes inlcuded (group, spin, HIT) 33 classes included!	Upper Merion Park & Recreation Web Site
Bethleham	$26	$320	$39	$470	doesn't include any classes	Bethlehem Township Community Center Web Site
Ambler YMCA	$78	$936			reg aerobics inlcuded/ must pay for small group training (99 enrol fee)	Ambler YMCA Web Site
Kroc Center	$39	$468			reg aerobics inlcuded/ must pay for small group training	Salvation Army Philadelphia Kroc Center
Riverwinds	$21	$250	$42	$500	All calsses included (aerbics and HIT like boot camp, drop in rate is $6	Resident Annual Pass - RiverWinds Community Center
Fellowship House	$17	$155	$22	$200	some fitness classes included	Borough of Conshohocken Park & Rec Web Site
Montgomery Twp	$19	$225	$24	$285	includes classes	Montgomery Township Parks & Recreation Web Site
Forks Twp	$20	$240	$30	$360	Just fitness center	Forks Township Recreation Web Site
Palmer Twp	$20	$240	$30	$360	Just fitness center	Charles Chrin Community Center of Palmer Township Web Site
Hanover Twp	$25	$310	$39	$465	Includes classes and free babysitting	Hanover Township Community Center Web Site
Public	Private	Commercial				

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: G. Philip Brady Jr., Parks and Recreation Director

DATE: September 28, 2026

SUBJECT: **GPCC Annual Pass Rates-Colonial School District rate**

Overview

PTPR Staff is evaluating numerous new initiatives for 2027 and beyond.

Since the Township first studied the concept of a community center for the Greater Plymouth area, there has been discussion about extending Plymouth Township resident rates for GPCC annual passes to residents of Whitemarsh Township and Conshohocken. Given our shared school district and the close relationship among these communities, it makes sense to give this concept consideration.

As a good neighbor, Plymouth Township has always welcomed non-residents to use its facilities. Staff is proposing a one-year trial for 2027 that would allow Whitemarsh Township and Conshohocken residents to purchase GPCC annual passes at the same rate as Plymouth Township residents.

Key Changes

- Beginning in 2027, and for a trial basis, Whitemarsh Township and Conshohocken residents would be eligible to purchase GPCC annual passes at the Plymouth Township resident rate.
- The resident rate would apply only to **annual passes**. All other PTPR fees would remain at the non-resident rate.
- Staff would actively promote the new eligibility during 2027 to increase awareness and participation.

Policy Considerations

Plymouth Township has consistently strived to be a good neighbor and to provide opportunities for our surrounding communities. Extending the resident annual pass rate to Whitemarsh and Conshohocken residents supports that approach.

The one-year trial also provides an opportunity to evaluate participation and financial results. It could be expanded to other adjoining municipalities in the future.

Fiscal Impact

Based on current statistics, the Township would need approximately **six additional Whitemarsh residents** and **five additional Conshohocken residents** purchasing annual passes, or **11 additional annual pass holders combined**, for the proposal to generate more annual pass revenue from these communities.

Staff will actively promote the new option in 2027 with the goal of increasing awareness and participation.

Recommendation

Staff recommends that, on a trial basis for 2027, residents of Whitemarsh Township and Conshohocken be permitted to purchase GPCC annual passes at the same rate as Plymouth Township residents.

WHITEMARSH TOWNSHIP

	2024	2025	
Annual Primary Adult	33	21	
Annual Primary Senior/Youth	73	47	
Annual Additional Adult/Senior	37	26	
Annual Additional Youth	10	11	
TOTAL	153	105	258

CONSHOHOCKEN BOROUGH

	2024	2025	
Annual Primary Adult	14	17	
Annual Primary Senior/Youth	22	14	
Annual Additional Adult/Senior	11	13	
Annual Additional Youth	2	6	
TOTAL	49	50	99

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council

FROM: Matt West, Township Manager

DATE: October 1, 2026

SUBJECT: Change Order MC-04: Harmonville Fire Company Station 2 Rebuild

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Overview

Change Order MC-04 for the Harmonville Fire Company Fire Station 2 Rebuild Project relocates the condensate pump in the Day Room to a location along the wall approximately 21" from Door 206 left door jamb.

The change order was executed by the Township Manager in accordance with the authority granted by Resolution 2025-38 authorizing the Township Manager to execute change orders in a total sum not to exceed $10,000 for this project and the Greater Plymouth Community Center Natatorium Renovations. Adoption of this Change Order provides Council with formal acknowledgment and documentation of the approved change.

Key Changes

- Relocates the condensate pump in the Day Room.
- The original contract amount was $563,475.00.
- Previously authorized Change Orders totaled $(11,127.93)
- This Change Order increases the contract by $1,087.89, resulting in a new contract total of $553,434.96.
- There is no change to the Contract Time; the Substantial Completion date remains unchanged.
- The Township Manager executed this Change Order under the authority granted by Council resolution, prior to this formal acknowledgment

Policy Considerations

This Change Order adds necessary building improvements while ensuring transparent contract management. By using the Township Manager's delegated authority, the modification was implemented without delaying construction and remained within the $10,000 limit approved by Council.

Fiscal Impact

The contract sum increases by $1,087.89, which is within the previously authorized limit for Manager-approved change orders. There is no impact on the project schedule.

Recommendation

Staff recommends that Council formally acknowledge and approve Change Order MC-04 for the Harmonville Fire Station 2 Rebuild Project.

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Harmonville Fire Company 904 Germantown Pike Plymouth Meeting, PA 19462	Contract For: Mechanical Construction Date: 07-01-2025	Change Order Number: MC-004 Date: 09-21-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Harmonville Fire Company 904 Germantown Pike Plymouth Meeting, PA 19462	KCBA Architects 8 East Broad Street Hatfield, PA 19440	Integrity Mechanical Inc. 37 Appletree Lane Pipersville, PA 18947

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Relocate condensate pump in the Day Room (to location along the wall approximately 21" from door 206 left door jamb) as per Owner's request.

The original Contract Sum was	$	563,475.00
The net change by previously authorized Change Orders	$	(11,127.93)
The Contract Sum prior to this Change Order was	$	552,347.07
The Contract Sum will be increased by this Change Order in the amount of	$	1,087.89
The new Contract Sum including this Change Order will be	$	553,434.96

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Rick Stamper, RA	BY: Nick Ziegler, Project Manager	BY: Matt West, Township Manager
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
9/21/2026		9/21/2026
Date	*Date*	*Date*

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		From: Nick Ziegler	
		E-Mail: Nziegler@integmech.com	
		Markup Rates	***Material*** / ***Labor*** / ***Subcontractor***
To: Rick Stamper			
Attention:			
Address:			
		Integrity Project #:	**Date:** 9/11/2026
Project: Harmonville FC		**PCO #:** 004	**WO #:**

PROPOSED CHANGE ORDER

Subject:

Description: Relocation of Condensate pump

Exclusions: electrical work

	QTY	UNIT	MATERIAL/EQUIPMENT Price	MATERIAL/EQUIPMENT Subtotal	labor		
MATERIAL							
pipe, ftgs, insulation	**see list**	***cart***	*$ 262.51*	$ 262.51			
Notes:				$ -			
			Material & Equipment Subtotal	*$ 262.51*			
		OH	5%	*$ 13.13*			
		Profit	*10.0%*	*$ 26.25*			
			Total Material & Equipment	**$ 301.89**			

LABOR		**Hrs.**	Established rates	
Fitter journeymen	unit price	6.00	$ 131.00	$ 786.00
				$ -
				$ -
Notes:			*Labor Subtotal*	*$ 786.00*
				$ -
				$ -
				$ -
			Total Labor	**$ 786.00**

Other Notes:		
	Total Material & Equipment	
	Total Labor	

Time extension needed to complete this work: 0 days

Total Change Order Proposal: **$ 1,087.89**

*** Pricing applies for 30 days*

Prepared by:

Signature

Signature

Date *Title*

Q459453 - harmon

3 items | Created: 09/10/2026

Pricing valid until: 10/01/2026

Shipping Address
Nick Ziegler
407 School House Rd
Telford, PA 18969
(215) 766-0062

Billing Address
Nick Ziegler
37 Appletree Ln
Pipersville, PA 18947
(215) 766-0062

1-1/4" x 3' Type L Straight Copper Pipe

SKU: **125-30-LCP**

Brand: **Mueller Industries**

2 units

$95.56 each

1-1/4" Copper 90° Elbow

SKU: **31306-ELKHART**

Brand: **Elkhart**

4 units

$7.54 each

1-1/8" Pipe (O.D.) x 1" Wall Insul-Lock DS Overlap Pipe Insulation, 6'

SKU: **6RXLO100118**

Brand: **K-Flex**

1 unit

$26.37 each

Ship to: **18969**

Subtotal	**$247.65**
Shipping - UPS Ground	**FREE**
Sales Tax	**$14.86**
Total:	**$262.51**

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council

FROM: Matt West, Township Manager

DATE: October 1, 2026

SUBJECT: Change Order PC-01: Harmonville Fire Company Station 2 Rebuild

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Overview

Change Order PC-01 for the Harmonville Fire Company Fire Station 2 Rebuild Project provides a concrete housekeeping pad and vibration isolation kit with anchors for the existing air compressor.

The change order was executed by the Township Manager in accordance with the authority granted by Resolution 2025-38 authorizing the Township Manager to execute change orders in a total sum not to exceed $10,000 for this project and the Greater Plymouth Community Center Natatorium Renovations. Adoption of this Change Order provides Council with formal acknowledgment and documentation of the approved change.

Key Changes

- Provides a concrete housekeeping pad and vibration isolation kit with anchors for the existing air compressor
- The original contract amount was $444,750.00.
- Previously authorized Change Orders totaled $0.00
- This Change Order increases the contract by $2,057.53, resulting in a new contract total of $446,807.53.
- There is no change to the Contract Time; the Substantial Completion date remains unchanged.
- The Township Manager executed this Change Order under the authority granted by Council resolution, prior to this formal acknowledgment

Policy Considerations

This Change Order adds necessary building improvements while ensuring transparent contract management. By using the Township Manager's delegated authority, the modification was implemented without delaying construction and remained within the $10,000 limit approved by Council.

Fiscal Impact

The contract sum increases by $2,057.53, which is within the previously authorized limit for Manager-approved change orders. There is no impact on the project schedule.

Recommendation

Staff recommends that Council formally acknowledge and approve Change Order PC-01 for the Harmonville Fire Station 2 Rebuild Project.

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Harmonville Fire Company 904 Germantown Pike Plymouth Meeting, PA 19462	Contract For: Plumbing Construction Date: 07-01-2025	Change Order Number: PC-01 Date: 09-10-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Harmonville Fire Company 904 Germantown Pike Plymouth Meeting, PA 19462	KCBA Architects 8 East Broad Street Hatfield, PA 19440	Guy M Cooper, Inc. 300 Davisville Road Willow Grove, PA 19090

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
The Plumbing Contractor is to provide a concrete housekeeping pad that fills the space of the niche where the existing air compressor will sit. In addition they will provide and install an Ingersol Rand vibration isolation kit with anchors for the existing compressor.

The original Contract Sum was	$ 44,750.00
The net change by previously authorized Change Orders	$ 0.00
The Contract Sum prior to this Change Order was	$ 44,750.00
The Contract Sum will be increased by this Change Order in the amount of	$ 2,057.53
The new Contract Sum including this Change Order will be	$ 46,807.53

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Rick Stamper, RA	BY: Chris Peuler, Project Manager	BY: Matt West, Township Manager
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
9/16/2026		9/23/2026
Date	*Date*	*Date*

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Change Order Request

C.O.R. # **HARMFS6-001**

G.C. #

Date: 9/3/2026

Project Name: Harmonville Fire Station **Project #:** HARMFS6

To: KCBA Architects
Attn: Rick Stamper
8 E. Broad Street

Hatfield, PA 19440-2401

Phone: (215) 368-5806 **Fax:** (215) 368-3580

From: Guy M. Cooper, Inc.
Guy M. Cooper, Inc.
300 Davisville Road
Willow Grove, PA 19090-3321

Phone: (215) 659-0676 **Fax:**

We hereby propose to make the following changes:

Air compressor additions

Add housekeeping pad for air compressor

Add a Ingersol Rand vibration isolation kit with anchors

Change Order Price $2,057.53

This price is good for 30 days. If conditions change, this price is void.

We are requesting a time extension of 0 days in conjunction with this change.

Guy M. Cooper, Inc. 9/3/2026

Author Date Sent

☐ Accepted The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature Date of Acceptance

Date: 9/3/2026
Project: Harmonville Fire Station
Description of Change Order:
Add housekeeping pad and vibration isolation for owner provided air compressor

Quantity	Unit	Description	Unit Cost	Cost Total	Hours Unit	Total Hours
1	EA	IR Vibration isolation pads and anchor kit	$ 60.00	$ 60.00	2.00	2.00
8	EA	Concrete mix	$ 7.00	$ 56.00		0.00
1	LS	Forming Material	$ 80.00	$ 80.00		0.00
1	LS	Concrete labor		$ -	8.00	8.00
				$ -		0.00
				$ -		0.00
				$ -		0.00
				$ -		0.00
				$ -		0.00
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				$ -		0.00
				$ -		0.00
				$ -		0.00
				$ -		0.00
1	LS	Shop delivery	$ 100.00	$ 100.00		0.00
				$ -		0.00
	Subtotals:			**$ 296.00**		**10.00**

6% Sales Tax:		**$ 17.76**
Subtotal:		**$ 313.76**
O/H Gen. Supt & Profit:	**15.00%**	**$ 47.06**
TOTAL MATERIAL COST:		**$ 360.82**

LABOR

Number of Workers	Duration	Hours	Classification	Hour Base Rate	Total Wage Rate	Base Rate Cost	Wage Rate Cost
2	5.00	10.00	Mechanic	$67.53	$105.84	675.30	$1,058.40
1	1.00	1.00	PM		$125.00	-	$125.00
-						-	$0.00
-						-	$0.00
-						-	$0.00
	Total Hours	**$ 11.00**					
			Total Base Rate Cost			675.30	
			Total Wage Rate Cost				$1,183.40

Mandated Burden	**Rate**		
Social Security	7.65%		51.660
Unemployment Taxes	8.5100%		57.468
Workmen's Comp. Ins.	11.57%		78.132
Public Liability Ins.	1.430%		9.657

TOTAL MANDATED BURDEN:	**196.917**

Subtotal - Labor Cost		$1,380.32
O/H Gen. Supt & Profit	**15%**	$ 207.05

TOTAL LABOR COST:	**$1,587.37**

EQUIPMENT

Duration	Quantity	Equipment			Rental Rate for Duration		Rental Cost
1	1	Concrete mixer		1.00	$60.00		$60.00
				0.00			$0.00
				0.00			$0.00

Subtotal - Equipment		$60.00
O/H Gen. Supt & Profit	**15%**	$9.00

TOTAL EQUIPMENT COST:	**$69.00**

SUBCONTRACTORS

Company	Subcontractor	Duration	Rental Rate for Duration	
				$0.00
				$0.00

Subtotal - Subcontractors			$0.00
O/H Gen. Supt & Profit	**15%**	$	-

TOTAL SUBCONTRACTORS:	**$0.00**

SUMMARY

TOTAL MATERIAL COST:	**$360.82**
TOTAL LABOR COST:	**$1,587.37**
TOTAL EQUIPMENT COST:	**$69.00**
TOTAL SUBCONTRACTORS:	**$0.00**

Subtotal:		**$2,017.19**
Bond Adjustment:	**2%**	**$40.34**

TOTAL PROPOSAL:	**$2,057.53**

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council

FROM: Matt West, Township Manager

DATE: October 1, 2026

SUBJECT: Change Order PC-02: Harmonville Fire Company Station 2 Rebuild

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Overview

Change Order PC-02 for the Harmonville Fire Company Fire Station 2 Rebuild Project relocates three reels for compressed air to overhead locations to free up space on the wall to be more conducive for daily use.

The change order was executed by the Township Manager in accordance with the authority granted by Resolution 2025-38 authorizing the Township Manager to execute change orders in a total sum not to exceed $10,000 for this project and the Greater Plymouth Community Center Natatorium Renovations. Adoption of this Change Order provides Council with formal acknowledgment and documentation of the approved change.

Key Changes

- Relocates three reels for compressed air to overhead locations
- The original contract amount was $444,750.00.
- Previously authorized Change Orders totaled $2,057.53.00
- This Change Order increases the contract by $8,998.72, resulting in a new contract total of $455,806.25.
- There is no change to the Contract Time; the Substantial Completion date remains unchanged.
- The Township Manager executed this Change Order under the authority granted by Council resolution, prior to this formal acknowledgment

Policy Considerations

This Change Order adds necessary building improvements while ensuring transparent contract management. By using the Township Manager's delegated authority, the modification was implemented without delaying construction and remained within the $10,000 limit approved by Council.

Fiscal Impact

The contract sum increases by $8,998.72, which is within the previously authorized limit for Manager-approved change orders. There is no impact on the project schedule.

Recommendation

Staff recommends that Council formally acknowledge and approve Change Order PC-02 for the Harmonville Fire Station 2 Rebuild Project.

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Harmonville Fire Company 904 Germantown Pike Plymouth Meeting, PA 19462	Contract For: Plumbing Construction Date: 07-01-2025	Change Order Number: PC-02 Date: 09-10-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Harmonville Fire Company 904 Germantown Pike Plymouth Meeting, PA 19462	KCBA Architects 8 East Broad Street Hatfield, PA 19440	Guy M Cooper, Inc. 300 Davisville Road Willow Grove, PA 19090

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Mockups were installed to show how the proposed various cord reels would fit and work on the wall. After this initial mockup, the Owner decided to relocate the compressed air reels to overhead locations to free up space on the wall and to be more conducive for dialy use. This relocation involved the making of another mockup to ensure that the proposed locations and the method of suspension was suffcient. This change order includes the construction/relocation of 3 compressed air hose reels to overhead loations and the labor and materials to construction the suspended mounting assembly.

The original Contract Sum was	$	444,750.00
The net change by previously authorized Change Orders	$	2,057.53
The Contract Sum prior to this Change Order was	$	446,807.53
The Contract Sum will be increased by this Change Order in the amount of	$	8,998.72
The new Contract Sum including this Change Order will be	$	455,806.25

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Rick Stamper, RA	BY: Chris Peuler, Project Manager	BY: Matt West, Township Manager
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
9/11/2026		9/23/2026
Date	*Date*	*Date*

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User Notes: (6aa4179f246ab76c0fe3obb7)

Change Order Request

C.O.R. # **HARMFS6-002**

G.C. #

Date: 9/3/2026

Project Name: Harmonville Fire Station **Project #:** HARMFS6

To: KCBA Architects
Attn: Rick Stamper
8 E. Broad Street

Hatfield, PA 19440-2401

Phone: (215) 368-5806 **Fax:** (215) 368-3580

From: Guy M. Cooper, Inc.
Guy M. Cooper, Inc.
300 Davisville Road
Willow Grove, PA 19090-3321

Phone: (215) 659-0676 **Fax:**

We hereby propose to make the following changes:

Air reel racks

Install three air reel racks to hang reels from the bar joists

Includes cost to build mock up rack that was not sufficient to support the reels

Change Order Price $8,998.72

This price is good for 30 days. If conditions change, this price is void.

We are requesting a time extension of 0 days in conjunction with this change.

Guy M. Cooper, Inc. 9/3/2026

Author Date Sent

☐ Accepted The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature Date of Acceptance

Date: 9/3/2026
Project: Harmonville Fire Station
Description of Change Order:
Air reel rack

Quantity	Unit	Description	Unit Cost	Cost Total	Hours Unit	Total Hours
180	LF	1-5/8 gal unistrut	$ 6.75	$ 1,215.00		0.00
24	EA	L10 2 hole no twist corner angle	$ 9.99	$ 239.76		0.00
24	EA	L35 4 hole gusset corner left angle	$ 31.87	$ 764.88		0.00
12	EA	L65 3 hole adjustable corner angle	$ 12.08	$ 144.96		0.00
100	EA	3/8x1-1/2 gal bolts	$ 0.47	$ 47.00		0.00
100	EA	3/8 strut nut no spring	$ 2.40	$ 240.00		0.00
1	LS	Freight	$ 25.50	$ 25.50		0.00
1	LS	Labor		$ -	24.00	24.00
1	LS	Mock up	$ 280.00	$ 280.00	8.00	8.00
				$ -		0.00
				$ -		0.00
				$ -		0

LABOR

Number of Workers	Duration	Hours	Classification	Hour Base Rate	Total Wage Rate	Base Rate Cost	Wage Rate Cost
2	16.00	32.00	Mechanic	$67.53	$105.84	2,160.96	$3,386.88
1	2.00	2.00	PM		$125.00	-	$250.00
-						-	$0.00
-						-	$0.00
-						-	$0.00
	Total Hours	**$ 34.00**					
			Total Base Rate Cost			2,160.96	
			Total Wage Rate Cost				$3,636.88

Mandated Burden	**Rate**		
Social Security	7.65%		165.313
Unemployment Taxes	8.5100%		183.898
Workmen's Comp. Ins.	11.57%		250.023
Public Liability Ins.	1.430%		30.902

TOTAL MANDATED BURDEN:	**630.136**

Subtotal - Labor Cost			$4,267.02
O/H Gen. Supt & Profit	**15%**	$	640.05

TOTAL LABOR COST:	**$4,907.07**

EQUIPMENT

Duration	Quantity	Equipment			Rental Rate for Duration		Rental Cost
1	1	Scissor lift		1.00	$270.00		$270.00
				0.00			$0.00
				0.00			$0.00

Subtotal - Equipment			$270.00
O/H Gen. Supt & Profit	**15%**		$40.50

TOTAL EQUIPMENT COST:	**$310.50**

SUBCONTRACTORS

Company	Subcontractor	Duration	Rental Rate for Duration	
				$0.00
				$0.00

Subtotal - Subcontractors			$0.00
O/H Gen. Supt & Profit	**15%**	$	-

TOTAL SUBCONTRACTORS:	**$0.00**

SUMMARY

TOTAL MATERIAL COST:	**$3,604.70**
TOTAL LABOR COST:	**$4,907.07**
TOTAL EQUIPMENT COST:	**$310.50**
TOTAL SUBCONTRACTORS:	**$0.00**
Subtotal:	**$8,822.27**
Bond Adjustment: **2%**	**$176.45**
TOTAL PROPOSAL:	**$8,998.72**

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council

FROM: Matt West, Township Manager

DATE: October 1, 2026

SUBJECT: Change Order EC-02: Harmonville Fire Company Station 2 Rebuild

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Overview

Change Order EC-02 for the Harmonville Fire Company Fire Station 2 Rebuild Project provides selective demolition of conduit and wire from existing location to the nearest junction box and provides new conduit and wire extensions to the new condensate pump location outside bunk room 206.

The change order was executed by the Township Manager in accordance with the authority granted by Resolution 2025-38 authorizing the Township Manager to execute change orders in a total sum not to exceed $10,000 for this project and the Greater Plymouth Community Center Natatorium Renovations. Adoption of this Change Order provides Council with formal acknowledgment and documentation of the approved change.

Key Changes

- Provides relocation of new conduit and wire extensions to the new condensate pump location outside bunk room 206
- The original contract amount was $748,707.00.
- Previously authorized Change Orders totaled $6,255.00
- This Change Order increases the contract by $1,476.00, resulting in a new contract total of $756,438.00.
- There is no change to the Contract Time; the Substantial Completion date remains unchanged.
- The Township Manager executed this Change Order under the authority granted by Council resolution, prior to this formal acknowledgment

Policy Considerations

This Change Order adds necessary building improvements while ensuring transparent contract management. By using the Township Manager's delegated authority, the modification was implemented without delaying construction and remained within the $10,000 limit approved by Council.

Fiscal Impact

The contract sum increases by $1,476.00, which is within the previously authorized limit for Manager-approved change orders. There is no impact on the project schedule.

Recommendation

Staff recommends that Council formally acknowledge and approve Change Order EC-02 for the Harmonville Fire Station 2 Rebuild Project.

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Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Harmonville Fire Company	Contract For: Electrical Construction Date: 07-01-2025	Change Order Number: EC-002 Date: 09-28-2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Harmonville Fire Company 904 Germantown Pike Plymouth Meeting, PA 19462	KCBA Architects 8 East Broad Street Hatfield, PA 19440	Albarell Electric, Inc. 901 W. Lehigh Street Bethlehem, PA 18018

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Due to the relocation of the condensate pump, the EC is to perform selective demolition of the conduit and wire from the existing location back to the nearest junction box. They are then to provide new conduit and wire extensions to the new condensate pump location outside of bunk room 206.

The original Contract Sum was	$	748,707.00
The net change by previously authorized Change Orders	$	6,255.00
The Contract Sum prior to this Change Order was	$	754,962.00
The Contract Sum will be increased by this Change Order in the amount of	$	1,476.00
The new Contract Sum including this Change Order will be	$	756,438.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
BY: Rick Stamper, RA	BY: Ellis Jones, Project Manager	BY: Matt West, Township Manager
(Printed name, title, and license number if required)	*(Printed name and title)*	*(Printed name and title)*
9/28/2026		9/29/2026
Date	*Date*	*Date*

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ALBARELL
ELECTRIC INC.

Corporate Office
901 W. Lehigh Street
Bethlehem, PA 18018
Phone: 610.691.8606
Fax: 610.691.7041

October 23, 2014

KCBA Architects
8 E. Broad St.
Hatfield, PA 19440

Harmonville Fire Station
CDP-2 Relocation
Plymouth Meeting, PA 19462

Attn: Mr. Rick Stamper

Our Reference No. CP2503, COR #003

Dear Mr. Stamper,

We are pleased to offer our Lump Sum Change Order Request for the above-mentioned project as detailed below.

Scope of Work:

- ✓ **Provide selective demolition of previously installed conduit and wire back to the next available junction box.**
- ✓ **Provide and install conduit from local junction box to the revised receptacle location on the Dayroom #02 wall outside of Bunk Room #206.**
- ✓ **Provide and install wiring extensions to the new location.**

Documentation:

- ➢ **Revised relocation email from Dan Staufenberg to Rick Stamper on 9/4/2026.**
- ➢ **Scope of work and area review by Ellis Jones and Jared Pacchioli of Albarell Electric Inc.**

Qualifications:

- **Pricing assumes normal working hours of 7:00 AM – 3:30 PM, Monday through Friday.**
- **This proposal is valid for (30) days from the date above.**
- **Pricing assumes a schedule impact of less than (1) day.**
- **Supporting documentation is provided for reference.**
- ***This proposal includes materials and equipment based on current market conditions and may be subject to change without notice due to fluctuations in changing market conditions, including but not limited to the imposition or adjustment of new or existing federal, state, or local taxes, fees, or tariffs. Albarell Electric Inc. reserves the right to adjust the sell/contract price accordingly to reflect any such unforeseen circumstances.***

Exclusions:

- ❖ **Overtime and/or holiday working hours.**
- ❖ **Engineered drawings for permit.**
- ❖ **Permit & inspection fees.**
- ❖ **Materials painting to match existing surrounding area.**

(CP2503, COR #003)

Pricing: $1,476.00

Pricing Breakdown

Material	$	50.75
Labor	$	1,197.90
General Expenses	$	20.43
Overhead & Mark-up	$	190.36
Bonding	$	16.93
Adjustment	$	(0.37)
Total	$	1,476.00

We thank you for the opportunity to be of service to you on this project. If you should have any questions or we can be of further assistance, please do not hesitate to call.

Sincerely,

Ellis Jones
Estimator / Project Manager

Material Extension

Description	Quantity	Date	Trade Price	Price Unit	Disc %	Link Price	Cost Adj %	Net Cost	DB Labor	Labor	Labor Unit	Lab Adj %	Total Material	Total Hours
3/4" CONDUIT - EMT	20	7/15/2026	196.6	C	9.92	85.5	0	85.5	6.2	6.2	C	0	17.1	1.24
3/4" CONN COMP STL - EMT	2	7/15/2026	262	C	86.14	31.27	0	31.27	37	37	C	0	0.63	0.74
3/4" COUPLING COMP STL - EMT	2	7/15/2026	318	C	85.4	35.18	0	35.18	17	17	C	0	0.7	0.34
3/4" SPRING STL CONDUIT CLAMP W/ BOLT	2	7/15/2026	112.44	C	19.41	39.57	0	39.57	15.63	15.63	C	0	0.79	0.31
#12 THHN SOLID BLACK	48	7/15/2026	2437.52	M	38	255.35	0	255.35	7.5	7.5	M	0	12.26	0.36
#10 THHN SOLID GREEN	24	7/15/2026	3813.56	M	38	399.49	0	399.49	8.75	8.75	M	0	9.59	0.21
WIRE CONN RED/YELLOW	3	7/17/2026	10	C	0	0	0	10	8	8	C	0	0.3	0.24
WIRE MARKER	4	9/24/2026	37.95	C	0	0	0	37.95	0	1.1	C	0	1.52	0.04
4x 2 1/8" SQ BOX COMB KO	1	7/15/2026	4292.1	C	97.37	182.49	0	182.49	35	35	C	0	1.82	0.35
GROUND SCREW W/ INSUL #12 LEAD	1	7/15/2026	923.78	C	94.22	45.77	0	45.77	8	8	C	0	0.46	0.08
1/4" THREADED ROD - PLTD	2	7/15/2026	148.58	C	20	40	0	40	0	2.75	C	0	0.8	0.06
1/4-20 HEX NUT - PLTD STL	2	12/24/2024	3.7	C	20	1.99	0	1.99	3.25	3.25	C	0	0.04	0.07
1/4x 1 1/4 FENDER WASHER - PLTD STL	1	12/24/2024	8.72	C	20	8.35	0	8.35	0.88	0.88	C	0	0.08	0.01
1/4x 4 TGL BOLT SPRING WING P/H	1	7/15/2026	62.58	C	20	35.95	0	35.95	15	15	C	0	0.36	0.15
BEAM CLAMP 1/4-20	2	7/15/2026	498.45	C	75.12	71.24	0	71.24	37.5	37.5	C	0	1.42	0.75
DEMO UP TO 1" EMT & WIRE	10	2/26/2016	0	C	0	0	0	0	0	2.75	C	0	0	0.28
----------	5	9/24/2026	0	E	0	0	0	0	0	0	E	0	0	0
DEMO 4" SQ. BOX	1	9/24/2026	0	C	0	0	0	0	0	13.8	C	0	0	0.14
DEMO SPLICE	3	9/24/2026	0	C	0	0	0	0	0	1.8	C	0	0	0.05

Direct Labor

Labor Type	*Crew*	*Hours*	*Rate $*	*SubTotal*	*Total*	*Full Rate*
JOURNEYMAN - ST	1	5.41	125.89	681.06	681.06	125.89
Totals	1	5.41	125.89	681.06	681.06	125.89

Incidental Labor

Incidental Labor	*Hours*	*Rate $*	*SubTotal*	*Total*	*Full Rate*
AS BUILT DRAWINGS	0.5	136.84	68.42	68.42	136.84
Totals	0.5	136.84	68.42	68.42	136.84

Indirect Labor

Indirect Labor	*Lab %*	*Hours*	*Rate $*	*SubTotal*	*Total*	*Full Rate*
PROJECT MANAGER		4	95	380	380	95
GENERAL FOREMAN		0.5	136.84	68.42	68.42	136.84
Totals		4.5	99.65	448.42	448.42	99.65

General Expenses

General Expenses	Quantity	Field	Duration	Cost/Unit	Total Cost	Total
CONSUMABLES	681.06	DirLb Total	1	0.03	20.43	20.43
Totals					20.43	20.43

Final Pricing

Final Pricing	*Calculated (%)*	*Calculated ($)*	*Variance (%)*	*Modified ($)*	*Modified (%)*	*% Final Price*
Database Material (Extension)		46.36		46.36		3.141
Material Escalation						
Quoted Material (Extension)		1.52		1.52		0.103
Quoted Material						
Material Tax	6	2.87		2.87	6	0.194
Material Total		50.75		50.75		3.438
Direct Labor		681.06		681.06		46.142
Incidental Labor		68.42		68.42		4.636
Labor Factoring						
Labor Escalation						
Indirect Labor		448.42		448.42		30.381
Labor Tax						
Labor Total		1,197.90		1,197.90		81.159
Subcontractors						
General Expenses		20.43		20.43		1.384
Equipment						
Total Cost		1,269.08		1,269.08		85.981
Database Material Overhead						
Quoted Material Overhead						
Labor Overhead						
Subcontractors Overhead						
General Expenses Overhead						
Equipment Overhead						
Adjustment Overhead	10	126.91	50	190.36	15	12.897
Total Overhead	10	126.91	50	190.36	15	12.897
Database Material Markup						
Quoted Material Markup						
Labor Markup						
Subcontractors Markup						
General Expenses Markup						
Equipment Markup						
Adjustment Markup	5	69.8	-100			
Total Markup	5	69.8	-100			
Bond	1.16	17	-0.41	16.93	1.16	1.147
Adjustment #2						
Adjustment #3						
Final Adjustment				-0.37	-0.025	-0.025
Selling Price		1,482.79	-0.46	1,476.00		100
GST #						
Final Price		1,482.79	-0.46	1,476.00		

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: Kellen Jarrett, Finance Director

DATE: September 25, 2026

SUBJECT: Police Pension Contribution Rate for 2027

Overview

This resolution establishes the required member contribution rate to the Township's police pension plan at 3% of compensation for 2027. The rate is set in accordance with Township Code provisions that allow Council to adjust member contributions based on actuarial recommendations.

Key Changes

This is consistent with prior years. Maintaining the 3% contribution level supports the continued financial health of the pension fund while ensuring compliance with applicable funding standards.

Policy Considerations

This policy aligns with prior recommendations in which the contribution rate was set at 3%.

Fiscal Impact

Establishing the member contribution rate at 3% for 2027 will generate consistent member contributions to the police pension fund based on eligible payroll. These contributions will help offset the Township's minimum municipal obligation (MMO) and reduce the overall burden on the Township's General Fund. Maintaining the 3% rate provides a predictable funding stream for the pension fund. This action will contribute to the long-term financial stability of the pension plan by ensuring continued funding between members and the Township.

Recommendation

It is recommended that Council adopt the resolution establishing the police pension member contribution rate at 3% of compensation for 2027. This action supports the continued financial stability of the pension fund and maintains a balanced, shared funding approach between members and the Township.

MEMORANDUM

To: Kellen Jarrett, Finance Director
Plymouth Township Police Pension Plan

From: David Reid & Kevin Stanton

Re: Plymouth Township Police Pension Plan

Date September 23, 2026

Pursuant to Act 600, as amended, we have conducted an actuarial study to determine the member's annual contribution rate for 2027.

For 2027, member contributions are required at the rate of 3.00% of total compensation.

The 3.00% contribution requirement is calculated as follows:

1.	Funding Requirement	$ 2,337,619
2.	Estimated State Aid *	601,938
3.	Net Funding Requirement: (1) - (2), not less than 0	1,735,681
4.	Projected 2027 Payroll	
	a) Estimated 2026 payroll	7,451,905
	b) Assumed compensation increase	5.00%
	c) Estimated 2027 Payroll	7,824,500
5.	Contribution Requirement: (3) / (4), not greater than 3%	3.00%

* Based on the 2026 State Aid Unit Value of $6,542.8096 and 92 units.

RESOLUTION 2026-35

A RESOLUTION OF PLYMOUTH TOWNSHIP COUNCIL ESTABLISHING THE POLICE PENSION MEMBER CONTRIBUTION RATE FOR THE YEAR 2026.

WHEREAS, Chapter 19. Police, Article II. Pension Plan, Division 1. Generally, Sec. 19-16. Definitions, Member contributions, provides for the establishment, reduction or elimination of the contribution rate as recommended by the actuary.

NOW, THEREFORE, BE IT RESOLVED that Plymouth Township Council does hereby establish the contribution rate for the year 2027 at 3%.

DULY PRESENTED AND ADOPTED, by Plymouth Township Council at a public meeting held on the 12th day of October, 2026.

PLYMOUTH TOWNSHIP COUNCIL

ATTEST:

BY:

Matt West, Township Manager

Lynne M. Viscio, Chair

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: Kevin W. Kochanski, Director of Planning and Zoning

DATE: October 1, 2026

SUBJECT: 480 S. GRAVERS ROAD – WAIVER OF LAND DEVELOPMENT

Overview

PECO is proposing to consolidate four (4) adjoining parcels into a single parcel. The properties have frontage along Gallagher Road, Davis Drive, and S. Gravers Road. The existing use of the properties as a Public Utility Facility will continue following the consolidation.

In connection with the proposed lot consolidation, PECO is requesting to enter into an agreement with the Township in lieu of compliance with applicable Township ordinances and development requirements, based on the properties' continued use as a Public Utility Facility.

Key Changes

State law and applicable regulations establish limitations on the extent to which municipalities may regulate public utilities through local ordinances. In addition, 34 Pa. Code § 403.42(a)-(e) provides certain exemptions from permit requirements for work involving generation, transmission, distribution, metering, and other related equipment owned and controlled by public service agencies.

These provisions provide the basis for PECO's request to address the proposed consolidation and related improvements through an agreement with the Township rather than through the application of certain Township ordinance requirements.

Policy Considerations

Resolution 2026-36 authorizes the execution of an Agreement with PECO and approves a Waiver of Land Development. The Agreement will memorialize the Township's formal action regarding the lot consolidation and establish a clear record of the continued use and development of the consolidated parcel as a Public Utility.

Supporting the lot consolidation provides a community benefit by allowing PECO to manage and improve its property and infrastructure as a cohesive site. Consolidation can promote more efficient land use, facilitate coordinated site management and improvements, and support long-term investment in the property while reducing the potential for fragmented development or separate treatment of the individual parcels.

Fiscal Impact

The is no impact anticipated to the Township's adopted Budget.

Recommendation

Staff recommends Council approve Resolution 2026-36, authorizing the execution of an Agreement with PECO and approving a Waiver of Land Development for the consolidation of four (4) adjoining parcels into a single parcel.

RESOLUTION

2026-36

BE IT RESOLVED, that Plymouth Township Council ("Township") does hereby approve the Final Land Development and Lot Consolidation Plans, 480 S. Gravers Road and 1822 Gallagher Road prepared by Stantec Consulting Services Inc, for PECO Energy Company ("Owner/Developer"),("Plans"), proposing the consolidation of Montgomery County Tax Parcel Nos. 49-00-03859-007, 49-00-03862-00-4, 49-00-03865-00-1, and 49-00-04503-00-2 and confirmation of the existing and future use of the property ("Property"), in accordance with said Plans, under and subject to the following conditions:

1. It is understood that Owner/Developer is a Pennsylvania Public Utility and is therefore regulated by the Pennsylvania Public Utility Commission.

2. That Owner/Developer shall enter into an Agreement in Lieu of Zoning and Subdivision and Land Development Application and Approvals. Said Agreement shall outline the terms and conditions by which Owner/Developer shall consolidate the parcels and shall govern the develop the Property.

3. That the Owner/Developer shall comply with all comments from the Township Engineer and shall prepare and submit revisions to the Plan, if any, as required by the Township Engineer.

4. Prior to the issuance of any permits, all outstanding legal, engineering and administrative fees applicable to this land development, if any, must be paid by Owner/Developer.

5. This approval is subject to the fulfillment of all the foregoing conditions, in their entirety, and no permit shall be issued, nor shall any development take place on the Property, unless and until all such conditions are fulfilled.

DRAFT

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

DRAFT

PECO ENERGY COMPANY, as Owner/Developer, its successors and assigns, intending to be legally bound hereby, do hereby accept and agree to the conditions set forth herein and as required by Section 903.

OWNER/DEVELOPER:
PECO ENERGY COMPANY

By: _____

(CORPORATE SEAL)

Attest: _____

DRAFT

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: Kevin W. Kochanski, Director of Planning and Zoning

DATE: October 1, 2026

SUBJECT: 416 Ridge Pike Car Wash

Overview

The property recently received approvals for, and underwent, significant renovations to convert the existing car wash into a modern car wash facility. As part of the approvals and construction process, the owner/developer was required to post financial security with the Township to guarantee completion of the required improvements.

Construction is now in its final stages, and the current owner is in the process of selling the property to another operator. Because the approved improvements have not yet been fully completed, the Township must continue to maintain financial security for the remaining work and ensure that the obligations associated with the approved plans are properly transferred to the new owner.

Key Changes

Resolution 2026-37 addresses the transfer of these responsibilities by acknowledging and accepting the Assignment Agreement between the seller and buyer and approving a new Letter of Credit from the purchaser to secure completion of the remaining improvements. The Resolution also authorizes the release of the existing Letter of Credit to the former owner/developer upon acceptance of the new security.

Policy Considerations

Assignment of responsibilities to the new owner, together with a financial mechanism guaranteeing that the development is constructed in accordance with the Approved Land Development Plans and applicable approvals, is necessary to ensure continued compliance with the approved plans and the Township's requirements.

Fiscal Impact

There is no anticipated impact to the Approved Township Budget.

Recommendation

Staff recommends that Council approve Resolution 2026-37, acknowledging and accepting the Assignment Agreement and approving the new Letter of Credit to ensure the completion of the remaining required improvements.

RESOLUTION

2026-37

BE IT RESOLVED, that Plymouth Township Council ("Township") does hereby approve the Township to execute and enter into the Assignment and Assumption Agreement between 416 Ridge Property, LLC ("Assignor") and Flagship Pennsylvania Propco, LLC ("Assingee") to assign all of the Assignor's rights, title and interests in the Improvement Agreement by and between the Assignor and Plymouth Township executed by the Assignor on or about December 2, 2024 and the Memorandum of Improvement Agreement recorded in the Montgomery County Pennsylvania Recorder of Deeds office in Deed Book 6391 Page 1440 (collectively, the "**Improvement Agreement**"). The Township agrees to enter into said Agreement subject to the following conditions:

1. The Township's execution of the Assignment and Assumption Agreement is subject to final approval from the Township Solicitor.

2. The Township shall execute the Assignment and Assumption Agreement when the Assignee provides a Letter of Credit in the form acceptable to the Township Solicitor.

3. The Township shall not release the current Irrevocable Standby Letter of Credit No. 7109291 by Meridian Bank until Assignee tenders to the Township a replacement Letter of Credit in a form acceptable to the Township Solicitor.

4. This approval is subject to the fulfillment of all the foregoing conditions, in their entirety, and no permit shall be issued, nor shall any release of obligations take place, unless and until all such conditions are fulfilled.

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

DRAFT

MEMO

PLYMOUTH TOWNSHIP

TO: Township Council and Matt West, Township Manager

FROM: Kellen Jarrett, Finance Director

DATE: October 2, 2026

SUBJECT: Update Designated Appointees Resolution

Overview

Township Council is being asked to approve a Resolution to update the designated Township appointees for the Investment Advisory Agreement with PFM Asset Management LLC (PFMAM). The agreement provides for designated Township officials to communicate with and provide direction to the investment advisor regarding each Township pension fund.

Key Changes

The agreement currently has Karen Weiss, Township Manager and Timothy Creelman, Finance Director as the Township designated appointees. The resolution would appoint Matt West, Township Manager, and Kellen Jarrett, Finance Director, as the designated appointees. No other changes will be made.

Policy Considerations

The existing Resolution identifies former Township officials, and the proposed resolution will align the agreement with the Township's current organizational structure.

The Resolution provides for designated Township officials to communicate with and provide direction to the investment advisor regarding each Township pension fund. Maintaining accurate designations supports clear lines of authority, reduces the risk of confusion regarding who is authorized to communicate with the investment advisor, and promotes appropriate oversight of the Township's pension plans.

The Resolution does not alter the Township's existing investment policy or the substantive investment advisory relationship. It simply updates the individuals identified as the Township's designated appointees.

Fiscal Impact

There is no direct fiscal impact associated with this action. The Resolution only updates the individuals designated to represent the Township under the existing Investment Advisory Agreement. The action does not change the Agreement's investment advisory fee, which remains governed by the existing agreement, and does not authorize any additional expenditure or appropriation.

Recommendation

Staff recommends that Township Council adopt Resolution 2026-38 updating the designated Township appointees under the Investment Advisory Agreement. This action would authorize the appropriate Township officials to communicate with PFMAM regarding investments for all Township pension funds.

RESOLUTION 2026-38

A RESOLUTION OF PLYMOUTH TOWNSHIP COUNCIL AUTHORIZING THE EXECUTION OF AN UPDATED INVESTMENT ADVISORY AGREEMENT WITH PFM ASSET MANAGEMENT, LLC

WHEREAS, Plymouth Township Council desires to provide authorization for the investment of the Township Surplus General Funds pursuant to an Investment Advisory Agreement with PFM Asset Management, LLC, a Delaware Limited Liability Company in order to maximize the Township's return on its invested Managed Funds.

NOW, THEREFORE, BE IT RESOLVED that Plymouth Township Council does hereby authorize the Chair of Plymouth Township Council and the Manager/Secretary to enter into the Investment Advisory Agreement by and between PFM Asset Management, LLC and the Township; under the terms and conditions set forth in the forms of such Agreements attached to this Resolution.

FURTHER RESOLVED that the Township Manager/Secretary the Township Finance Director shall be appointed as Designated Persons pursuant to Section 16 of the Investment Advisory Agreement.

DULY PRESENTED AND ADOPTED, by Plymouth Township Council at a public meeting held on the 13th day of October 2026.

PLYMOUTH TOWNSHIP

BY:

_____
Lynne M. Viscio, Chair

(TOWNSHIP SEAL)

ATTEST:

_____
Matt West, Township Manager