



Whitemarsh TOWNSHIP

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BOARD of SUPERVISORS

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Township Manager

WHITEMARSH TOWNSHIP BOARD OF SUPERVISORS DEPARTMENTAL WORKSHOP MEETING OF MAY 7, 2020 5:30 PM ZOOM MEETING PARTICIPATION INFORMATION

The Whitemarsh Township Board of Supervisors will hold their Departmental Workshop meeting on Thursday, May 7, 2020 at 5:30 p.m. In response to the COVID 19 health pandemic, and to promote social distancing this meeting will be conducted via ZOOM. Members of the Board, staff and public will participate remotely. The public may join this meeting by either telephone using the dial in number or entering the URL on an internet browser. Below you will find instructions on how to access and participate in the meeting:

- **Meeting Date:** Thursday, May 7, 2020
- **Meeting Time:** 5:30 PM
- **Meeting URL:** <https://us02web.zoom.us/j/81465974591?pwd=cXRzaFVaZDBLOGpMTVhGVG9KVmF4dz09>
- **Meeting via Zoom App:** if you have the Zoom App on your smartphone, tablet, or computer, open the program, click join a meeting, and enter the Meeting ID: 814-6597-4591
- **Meeting dial in number (no video):** 1-646-558-8656
- **Meeting ID number (to be entered when prompted):** 814-6597-4591
- **Meeting Password:** 709986

Public comment via email to Township Manager Rick Mellor, rmellor@whitemarshtwp.org must be submitted one hour before the start of the meeting. Public comment will also be accepted via the ZOOM chat button during the meeting. In both cases you will need to provide your name and address for the record.

Persons with a disability who wish to participate in the public hearing and require an auxiliary aid, service or other accommodation to participate in the hearing should contact Whitemarsh Township at 484-594-2601.

**WHITEMARSH TOWNSHIP BOARD OF SUPERVISORS
DEPARTMENTAL MEETING OF MAY 7, 2020 5:30 PM**

BOYLE-NESTER ____ DROSSNER ____ MANUELE ____ McCUSKER ____ TOLL ____

1. Departmental Reports

- 1st Quarter Reports provided by each Department Head

2. Announcements

- 2020 Pennsylvania Primary Election – June 2, 2020

3. COVID 19

- Update on Township Operations
- Continuation of Local Emergency Declaration
- Budget Update

4. Capital Projects

- Creekside Intersection Improvements
- 2020-2022 Capital Improvement Plan
- Stormwater Updates

5. Executive

WHITEMARSH TOWNSHIP

TO: Richard L. Mellor, Jr., Township Manager
FROM: Sean Halbom, Asst. Township Manager
RE: 2nd Quarter 2020 Report – Administration

Website and Social Media

Website and social media have played an important role in these past few months. With the COVID-19 pandemic essentially halting business as we know it, web and social media platforms have been relied upon almost exclusively for communication. With remote work schedules and social distancing, our Township is keeping pace with the situation thanks to a deep bench of staff members with access to social media, and regular communication between staff.

Pandemic aside, I believe our social media prowess has improved organization-wide in the quarter. Having had several opportunities to experiment with our response tactics, we are now seeing more positive outcomes when addressing the public's concerns on social media pages. We have also added a healthy mix of positive content to keep the sites constructive. Examples include sharing announcements for local charities, thanking local agencies for community service, and sharing event announcements. We will continue this strategy moving ahead.

Whitemarsh Living

It was disappointing to see most of the great events advertised in Whitemarsh Living cancelled due to the pandemic. Once again, Mike Lannutti did a great job assembling the document. Rob Brown from WTV was also included this year to assist with development and editing of infographics. Overall, the development process of this edition was very smooth, and was published and shipped on time. We will continue to include WTV staff moving ahead to allow Mike and I time to focus on interaction with the departments and organizing and editing the material.

A permanent addition to Whitemarsh Living will be the "opt-out" advertisement on the back cover. We are not seeing a staggering number of folks opting out of the print version, but people seem to appreciate the choice. On a positive financial note, the opt-outs do seem to be keeping the cost of printing steady from year-to-year against inflation. For this reason, I believe we can hold this cost even for next year's budget.

Whitemarsh TV

I am extremely pleased with Rob Brown's performance. Despite fewer staff hours worked since Stan's departure, Rob has been able to increase the quantity and quality of work created. This includes dozens of infographics and several videos. Rob has also done very well working remotely, and was a huge help organizing our Zoom Board of Supervisors' meeting.

Rob is currently working with Code Enforcement to design an instructional video for filing permit applications remotely. Likewise, we plan to work with Finance and other departments to better inform

residents how they can conduct business with the Township while respecting social distancing. My hope is to churn these videos out at a rate of one video per week or two, depending on the complexity. As always, we welcome any suggestions for specific content.

Rick, Tom Gailey, and I met with a media firm over a month ago to discuss fast tracking some video production projects. This has also been delayed due to social distancing. This experiment should let us know if farming out video production work is more cost-effective, or yields better quality than our home grown work. Should we find that video production is best farmed out, Rob could focus his attention on meeting videos, WTV updates, infographic design, and a variety of predictably recurring assignments throughout the year.

With the arrival of the pandemic and so many unknowns regarding tax revenue, I suggest that we postpone our WTV projects for sound and broadcast equipment improvements. One silver lining of recent events is that it has – quite literally - forced us to look at how we broadcast these meetings through a different lens. While I do not imagine we will continue to meet via Zoom, we are learning new things about combining TV and internet broadcasts. I would like to use Q3 of 2020 to investigate less expensive alternatives to the status quo. As a reminder, the replacement costs for a new broadcast device is about \$10,000-\$15,000. The new audio system in our meeting room would also likely run around \$15,000. The township is still in possession of \$30,000 in grant funding from our Cable Franchise Agreement.

Boards and Committees:

Environmental Advisory Board

Unfortunately, the pandemic could not have arrived at a worse time for the EAB. Chair Shreero and I both felt we were gaining positive momentum pre-pandemic. The Working Groups had recently created an Energy Transition Plan (ETP) that was palatable to the Resiliency Partnership (A group of roughly twelve local municipalities represented by municipal staff.) Ongoing issues between the Working Groups and the Resiliency Partnership up until that point had prevented the two bodies from working collaboratively.

Typically, problems existed because of a basic misunderstanding of roles and responsibilities. An example of these early problems was the Working Groups and Ready for 100 volunteers designing an RFP for the municipalities which would have been legally impossible to advertise. In the final weeks before the pandemic, I felt as though the two parties were finally coming to an understanding about our roles, limitations, and desired outcome. The Working Group created a final ETP that Deb Shreero and I both reviewed and felt was palatable for both groups. However, my understanding is that the ETP document has now been “reopened” and material changes have been made.

The ETP is a necessary benchmark for our Ready for 100 commitments, and is extremely important to the EAB. My hope is that this ETP can be sold to the Resiliency Partnership to use as a guiding document for all twelve communities, thereby increasing our impact and changes of future grant support. I am hopeful that the ETP will not change to the point where it is no longer of interest to the partnership, or if it has already, that the Working Group and Ready for 100 volunteers will be amenable to changes for the sake of a partnership.

Schuylkill River Restoration Grant – I was disappointed to learn that our grant to naturalized basin maintenance was not approved. We were encouraged to apply again next year; however, I believe the project itself may have been flawed due to the fact that the largest basin (McCarthy Basin) was originally naturalized

with money from this agency. I suspect that the review committee felt that grant funding should be spent on new projects. All that said, I plan to meet with our Engineering Firm's grant manager prior to next year to gather his thoughts prior to redesigning the project and submitting again next year.

Media and Communications Advisory Board

The MCAB has not met since the reorganization meeting due to the pandemic. They continue to work on the creation of a mission statement.

Shade Tree Commission

Another project interrupted by the pandemic, the joint meetings between the Shade Tree Commission and Planning Commission have halted. The two meetings organized were productive but took a considerable length of time to move from issue to issue. However, I believe the efforts will pay dividends in the future by making our ordinances clearer.

Aside from the revision of our ordinance, not much else has been discussed by the Shade Tree Commission since their last meeting in early March. The Arbor Day celebration has been postponed until the fall when school has resumed. We have not yet heard from the Arbor Day Foundation regarding our status with Tree City USA.

One ongoing issue of concern is unpermitted tree removal. I suspect that many contractors are taking a "ask forgiveness rather than permission" approach to our tree ordinance. The ordinance theoretically addresses this through the "Look Back" provisions, obligating the property owners to include in their tree replacement formulas any trees that have been removed in the past five years. However, unless the Township is aware a tree was removed and the tree's size, it is impossible to enforce.

Our current approach when we either observe or receive a report of clear cutting or suspicious tree removal is to first assess the situation (by dispatching Code Enforcement), stop the work (if necessary), and document the events. Documentation is made by the Township Arborist in a memo that describes the number of trees removed, total caliper inches lost, the date and location of the work, and any other significant information. This memo is then added to the Zoning records for that address in case permits are applied for within the look back period.

Arbor Day: At this time, we have postponed the Arbor Day celebration until a time and date to be determined. I alerted the STC to this via email on April 21st. Since the Township normally holds this event in collaboration with Whitmarsh Elementary School, the commission was very understanding knowing that the district had already closed for the year, and discussion of a rescheduled date would need to wait until more is known about the COVID-19 impact on the 2020/2021 school year.

Grants

Department Heads were recently reminded to share all grant information with me so it can be filed and tracked in one place. Our current grants include:

- GreenLight Go (Josh/Stenton) – on extension until 9/30/2020
- GreenLight Go (Joint w/ Upper Dublin) – UD manages this grant
- DEP 904 Grant
- DEP 902 (Close out pending)

- TIP-DVRPC-SAFETA-LU (Engineer is researching)
- TIP (DVRPC) (Engineer is researching)
- DCED – Multimodal Transportation Grant
- Workplace Wellness Grant (due to expire in April 2020)*
- PECO Miracle Trail Feasibility Study (DCNR)
- PECO MTFS (Provides 50% match to PECO/DCNR grant)
- MontCo Transportation Grant
- PECO Green Region Grant

The 2018 902 Grant award in the amount of \$94,057 was submitted to PA DEP on April 29, 2020. The workplace wellness grant that pays for our fruit deliveries has about an additional month of longevity since deliveries were cancelled following the building closure. However, I expect that fund to be exhausted by Q3. If we wish to continue fruit deliveries, there is ample padding in the WTV budget line.

Projects

Energy Audit: The energy audit is nearly ready to be conducted. I am nearly finished organizing our energy records for Practical Energy Solutions who will review them prior to a walkthrough of our buildings. This task would likely be done by now; however, social distancing requirements have prevented a walkthrough, and clerical staff have had to focus their efforts elsewhere during our alternate work schedule. Once the walkthrough is underway, I should have a better idea when we can expect our results. The results will eventually be used to create goals for energy reduction in Township Buildings which will save money and move us closer to our RF100 goals.

DISC Training: I have been coordinating a DISC training series for senior staff over the past few weeks. The goal of this training is for the senior staff to become aware of their communication needs and traits as well as those needs and traits of their coworkers. I am working with DVIT to coordinate a joint training with another Township that will result in no cost to Whitmarsh Township.

Trash and Recycling

Things continue to ebb and flow with trash, recycling, and yard waste collection. I recently purchased a dashboard camera that can be used to randomly monitor collections. Monitoring collections will allow the Township to keep residents and our contractor honest about several key issues. Our two most common complaints are missed trash/recycling/yard waste, and comingling trash/recycling/yard waste. These complaints are a result of one of the following scenarios:

Missed Items:

- 1) Mascaro is truly missing collection points. This could be caused by:
 - a) Inattentiveness by crews
 - b) Willful action by the contractor (willfully missing streets in order to speed up collections, decrease volume, etc.).
- 2) Residents are not truthfully reporting a miss:
 - a) Misreporting by residents (falsely reporting a miss when trash/recycling/yard waste was not out at the time of collection.)

Comingling:

- 1) Mascaro is truly comingling trash/recycling/yard waste. This could be caused by:
 - a) Inattentiveness by crews (inability to decipher between receptacles).

- b) Dishonest actions by the contractor (willfully mixing missed items with whatever truck to save time or energy).
- 2) Residents do not know what they are witnessing:
 - a) The most commonly reported comingled items are yard waste with recycling, or trash with recycling. When I last monitored the route, I noticed that yard waste is collected by emptied Recycling Trucks. Residents may assume that yard waste emptied into a truck labeled “Recycling” is being mixed when in fact the truck is only loading yard waste. Similarly, a resident with similar looking trash and recycling receptacles may assume that our contractor is able to identify their contents.

In order to address these issues and ensure that the Township’s contract is being followed, I propose ongoing video monitoring of the route. Ongoing video monitoring keeps us informed of the collection route used by crews (which often changes), the level of service, and allows us to verify misses and false reports of misses. Video monitoring can also be targeted at areas where complaints are received often to troubleshoot solutions. Finally, if the Township feels that the contract is not being followed, video evidence provides irrefutable evidence of missed addresses, or comingling.

Generally speaking, Mascaro is rarely inclined to change their operations unless pressure is applied at higher levels. I believe the following solutions represent low-cost, low-energy solutions to some of the issues mentioned above. However, I believe these requests will need to be made above my level in order to be heard and implemented:

- On yard waste collection days, Mascaro uses trucks normally reserved for recycling collection. Two magnetic signs per truck labeled “Yard Waste” could be placed over the area reading “Recycling” and would likely lower the number of reports for comingling.
- Use video evidence from “random route monitoring” to tactfully inform residents who falsely report misses that they need to have their items out on time, or;
- Use video evidence from “random route monitoring” to identify service pitfalls with our contractor.

Electronic Recycling:

Another popular event that residents were disappointed to see canceled was Electronic Recycling Day. Similarly, all county-sponsored hazardous waste events have been cancelled. I am working with the County Planning Commission to advertise those events once rescheduled, but I believe we will see fewer total events this year. With that in mind, we should expect a larger volume of electronics to be recycled come Fall. To reduce that number as much as possible we will promote Retreivr, a service available to all residents year round to recycle electronics or clothing prior to the next Electronic Recycling Day event.

Training/Personal Development

I was disappointed to learn that the Zoning training had to be postponed due to COVID-19. I believe planning and zoning are two areas where I can potentially add depth to our bench. I will work closely with Charlie to stay abreast of training opportunities in the near future.

My coordinator role with the consortium of communities continues to be a positive experience. Like everything else, our training schedule has recently been up-ended, but we are using the consortium to share information between communities regarding pandemic responses. Most recently we have broached the idea of retaining a team of economists to perform revenue forecasts following the pandemic. We will also be meeting with other municipalities who are proceeding with Collective Bargaining with their Police

Departments this year. I expect the collaboration will shed light on cost-saving opportunities as we head into a potential economic recession.

Human Resources

The DISC training mentioned above in the projects section is designed to improve workplace communication. I am hopeful that we will be able to conduct in-person training soon and demonstrate how these ideas work in a practical sense. Based off of previous experience, this training will alert us to our communication faux pas, as well as the communication needs of our target audiences. This is a perishable skill that will require ongoing trainings, but the dividends are certainly worth the investment.

Update on 2020 Goals:

During my 2019 Q4 report the following goals were made. An update is provided below:

- Simultaneous updating of the Chapter 105 and Chapter 55 Ordinances.

The Shade Tree Commission and Planning Commission have now met twice to discuss “touch points” between the Chapter 55 and Chapter 105 ordinances. While these groups have a tendency to get bogged down in minutia, I believe firmly that this is a necessary step to gain buy-in from those commissions. We have become aware of several opportunities through this process, and staff has had better success communicating nuances to the commission members. All in all, I expect this will be a slow process but will ultimately deliver clearer ordinances. The major threat against this process is the desire by a handful of residents to dictate the revision of those ordinances.

- Publish bids for new cleaners for the Police and Admin Buildings.

After discussion with the Township Manager, it was decided this is not a high-priority item at the moment. In all likelihood, bidding this work out would not increase service quality as we are obliged to take the lowest bidder. We have noticed an increase in service quality since the crew was last replaced; however, the turnover rate among their staff has created an inconvenient situation where our Police Department is frequently running background checks on new candidates. When this bid is redesigned, I will look for ways to shift the financial burden of these background checks to the winning bidder.

As always, thank you for your time. I am free to answer questions at your convenience.

Respectfully submitted,

Sean Halbom



MEMORANDUM

TO: Mr. Richard L. Mellor, Jr. - Township Manager

FROM: James J. Hersh, PE-Township Engineer

DATE: April 27, 2020

RE: Engineering Report for the period of
January 1, 2020 through March 31, 2020

PROJECT NUMBER: 2020-01015

The following information is provided to summarize the status of all projects currently being worked on by the Township Engineer's office.

Earth Disturbance Permits

1. 337 Barren Hill Road (2016-17)
The construction of a new single-family dwelling, is currently underway and inspections of the project continue on a regular basis.
2. 6201 Henry Lane (#2018-04)
The applicant submitted plans showing construction of a new home and associated stormwater control measures at an existing residential lot. Regular inspections were performed during construction, which is now substantially complete. The developer will install final landscaping when weather is favorable for planting.
3. 6205 Henry Lane (#2018-08)
The applicant submitted plans showing construction of a new home and associated stormwater control measures at an existing residential lot. Regular inspections were performed during construction, which is now substantially complete. The developer will install final landscaping when weather is favorable for planting.

4. 6203 Henry Lane (#2018-09)
The applicant submitted plans showing construction of a new home and associated stormwater control measures at an existing residential lot. Regular inspections were performed during construction, which is now substantially complete. The developer will install final landscaping when weather is favorable for planting.
5. 4066 Butler Pike (#2018-19)
The applicant submitted plans showing an addition to an existing office building. The project is currently under construction and inspections of the project continue on a regular basis.
6. 5200 Butler Pike (ECRI) (#2018-21)
The applicant submitted plans showing installation of access driveway improvements at the ECRI facility on Butler Pike. The project is currently under construction and inspections of the project continue on a regular basis.
7. 6029 Joshua Road (2018-25)
The applicant submitted plans showing construction of a detached dwelling on an existing residential lot. The project is currently under construction and inspections of the project continue on a regular basis.
8. Veterans Monument (2019-06)
The applicant submitted plan showing a proposed Veterans Monument at Miles Park. A Pre-construction meeting was held on February 27, 2020. It is our understanding that construction will commence in Spring 2020.
9. Erdenheim Farm (2019-09)
The applicant submitted plans showing the addition of a garage building. The plans were reviewed, and a letter issued August 26, 2019 which requires the applicant to revise and resubmit the plans.
10. PQ Corporation (2019-10)
The applicant submitted plans showing the addition of a HVAC Platform and Tank Pad. The project is currently under construction and inspections of the project continue on a regular basis.
11. Whitemarsh Township Authority (S/LD #04-19, 2019-11)
The applicant is proposing to construct a new administration building at the Sewerage Treatment Facility partially on/or adjacent to the Dept. of Public Works Facility. The applicant requested a waiver of land development contingent on the applicant obtaining an earth disturbance permit. Earth Disturbance Permit Plans were submitted, reviewed, and letters were issued February 27, 2019, August 12, 2019, September 18, 2019 and March 2, 2020 which required the applicant to revise and resubmit the plans. Revised plans were submitted and an Earth Disturbance Permit will be issued once the applicant executes a Grading Improvements Security Agreement.

12. 6010 W. Mill Road (2019-12)
The applicant submitted plans showing the addition of a detached garage with an apartment. The plans were reviewed, and review letters issued September 26, 2019, October 31, 2019 and February 5, 2020 which required the applicant to revised and resubmit the plans. Revised plans were submitted and an Earth Disturbance Permit was issued February 13, 2020.
13. 4106 Fountain Green Road (2019-17)
The applicant submitted plans showing construction of a new home on existing foundation. The plans were reviewed, and review letters issued December 4, 2019 and February 10, 2020 which require the applicant to revise and resubmit the plans.
14. 4134 Fields Drive (2019-19)
The applicant submitted plans showing additions to a Residential dwelling. The plans were reviewed, and review letters issued January 10, 2020 and March 4, 2020 which required the applicant to revise and resubmit the plans. Revised plans were submitted and an Earth Disturbance Permit was issued March 12, 2020.
15. 404 Pennsylvania Avenue (S/LD #11-19, 2019-20)
The applicant submitted plans showing a proposed Canopy over an existing drive-up service drop-off area at the Mercedes Benz of Fort Washington. The applicant has requested a waiver of land development contingent upon obtaining an earth disturbance permit. Earth Disturbance Permit Plans were reviewed and a letter issued January 29, 2020 which requires the applicant to revise and resubmit the plans.
16. 7000 Dorsam Way (2020-01)
The applicant submitted plans showing the construction of a new home on a vacant parcel. The plans were reviewed, and a letter issued March 4, 2020 which requires the applicant to revise and resubmit the plans.
17. 3006 1/2 Crescent Ave (2020-02)
The applicant submitted plans showing the construction of a new residential detached garage. The plans were reviewed, and a review letter issued March 9, 2020. Revised plans were submitted and an Earth Disturbance Permit will be issued.
18. 815 Thomas Road (2020-03)
The applicant submitted plans showing the construction of 3 pedestrian / golf cart footbridges at the Whitemarsh Valley Country Club. The plans were reviewed, and a letter issued March 20, 2020 which requires the applicant to revise and resubmit the plans.
19. 4000 Foxhound Drive (2020-04)
The applicant submitted plans showing the installation of subsurface roof foundation drains. The plans were reviewed, a letter issued March 18, 2020, and an Earth Disturbance Permit will be issued.

20. 2277 Mulberry Lane (2020-05)

The applicant submitted plans showing construction of a new dwelling in place of a dwelling recently destroyed by a fire. The plans were reviewed, and a letter issued April 22, 2020 which requires the applicant to revise and resubmit the plans.

Land Development Projects

1. The Oaks at Lafayette Hill (S/LD #06-04)

The applicant is constructing 159 attached dwelling units and associated site improvements. The project is currently under construction and inspections of the project continue on a daily basis.

2. The Hill at Whitemarsh Ph 2 (S/LD #03-13)

The applicant is constructing 54 multi-family independent living units in 5 separate buildings, a clubhouse, outdoor pool, a 15,000 square foot addition to the main health care building and associated site improvements. At the contractor's request, inspections were performed and a letter recommending partial release of payment was issued March 16, 2020. The project is currently under construction and inspections of the continue on a daily basis.

3. 901 Washington Street (S/LD #05-14)

The applicant is proposing to construct 62 townhomes in the Riverfront District. Revised plans have been submitted, and a review letter was issued December 20, 2019 which require the applicant to revise and resubmit the plans.

4. The Knolls at Whitemarsh (S/LD #06-15)

The applicant is proposing 4 single-family detached residences in the A Residential District and 9 townhomes in the VC-1 Village Commercial District, including associated site improvements. At the contractor's request, inspections were performed and a letter recommending partial release of payment was issued February 12, 2020. The project is currently under construction and inspections of the continue on a daily basis.

5. Cellco – Verizon Wireless (S/LD #09-15)

The applicant is proposing an addition to an existing building housing equipment supporting Verizon Cellular Telephone Service. The project is currently under construction and inspections of the project continue on a daily basis.

6. Villages at Whitemarsh (S/LD #11-15)

The applicant is proposing the construction of Townhouses in the Village Commercial District at a site known as the 'Corson Estate'. Plans were reviewed, and review letters issued July 26, 2019 and October 30, 2019 which require the applicant to revise and resubmit the plans.

7. Whitemarsh Shopping Center (S/LD #04-16)
The applicant is proposing the addition of an 8,975 square foot building, reconfigured parking and improvements to the Ridge Pike access at the Whitemarsh Shopping Center. The project is currently under construction and inspections of the project continue on a daily basis.
8. Holman PA Automotive – Audi Fort Washington, 432 PA Avenue (S/LD #09-16 / 07-18)
The applicant is constructing a new car dealership at an existing commercial tract located at 432 Pennsylvania Avenue. Construction is substantially complete, with inspections having been conducted on a regular basis.
9. Lee Park Commons (S/LD #05-17)
The proposal is to demolish the existing building and replace it with a three-story building. The first floor is proposed for offices and the second and third floors for apartments, for a total of 12 units. The project is currently under construction and inspections of the project continue on a regular basis.
10. 633 Germantown Pike (S/LD #06-17)
The applicant is proposing to demolish a gas station/auto repair building and construct a two-story office building with a building footprint of 3,163± square feet, along with required associated parking. The project is currently under construction and inspections of the project continue on a regular basis.
11. 252 Roberts Avenue (S/LD #05-18)
The applicant originally proposed the renovation of the existing Lincoln Fire Company facility to an attached 5-unit residential building; however, the plans were revised to develop the site to consist of 2-single family homes. A preconstruction meeting was held on February 4, 2020. The project is currently under construction and inspections of the project continue on a regular basis.
12. Longfield Farms (S/LD #02-19)
The applicant is proposing a 58-unit townhome development in the Village Commercial District, at the intersection of Butler and Skippack Pikes. A Sketch plan was submitted and a review letter issued March 29, 2019. Revised plans were submitted in June 2019, which were subsequently withdrawn. Revised plans were resubmitted which are currently under review.
13. Sunnybrook Golf Club (S/LD #03-19)
The applicant is proposing a subdivision creating 2 new residential lots and also proposing a lot line change subtracting lot area from the Golf Club and adding it to an existing residential Lot. Revised plans were submitted, reviewed and a letter was issued February 28, 2019. Revised plans were resubmitted and a letter authorizing production of mylars was issued March 16, 2020.
14. 6020 Cricket Road S/LD #08-19
The applicant is proposing to subdivide an existing residential Lot on Cricket Road into two separate lots. The plans were reviewed, and letter issued October 23, 2019 which requires the applicant to revise and resubmit the plans.

15. 800 Ridge Pike S/LD #09-19

The applicant is proposing to subdivide the existing golf course / conference facilities into to 2 separate lots. The larger Lot would contain the golf course, and a smaller lot would contain the conference facilities. The plans were reviewed, and letter issued October 28, 2019 which requires the applicant to revise and resubmit the plans.

16. 650 Germantown Pike S/LD #10-19

The applicant is proposing to fit-out an existing auto-repair shop as a 3-bay golf-clinic facility, including an expanded parking area, site lighting, modifications to the driveway access to Germantown Pike (State Route 3053) and other associated improvements. The plans were reviewed, and letter issued March 24, 2020 which requires the applicant to revise and resubmit the plans.

Township Capital Improvement Projects

1. Handicap Accessible Ramp Program

The Department of Public Works has begun a program where the required handicap accessible ramps are installed by DPW forces prior to start of each year's road program. The Township Engineer's office design of these ramps continues on a schedule to allow the DPW to stay at least one year ahead of each road repaving program. Ramps which would need to be installed in anticipation of the 2020 Road Improvements Program have been identified. Base mapping and preparation of construction documents for this year's ramps has been completed, and provided to the DPW.

2. 2019 Road Improvement Program

Segments of the following roadways had been scheduled for rehabilitation: Pear Tree Lane, Spring Mill Road, Lincoln Lane, Cedar Grove Road, Carey Drive, Crescent Avenue, Sycamore Lane, Vera Lane, Detweiler Road and Sheaff Lane. Base mapping and preparation of construction documents was completed, the project was advertised and a bid opening held on March 12, 2019 with Highway Materials, Inc. as lowest responsive bidder at a cost of \$949,866.27. A Notice of Intent to Award was issued March 15, 2019. A Responsible Contractor Determination Letter was issued May 3, 2019. PennDOT Project Approval was obtained May 20, 2019. A preconstruction meeting was held May 30, 2019, Construction is substantially complete. At the contractor's request, inspections were performed and a letter recommending final release of payment and certificate of completion were issued February 6, 2020.

3. 2020 Road Improvement Program

Segments of the following roadways have been scheduled for rehabilitation: Foxwood Circle, Militia Way, Harry Street, Whitemarsh Valley Road, Williams Road, Dileo Drive, Dogwood Lane, Tamara Court, Wagner Road, Cedar Drive, Cedar Place, Hain Drive. Base mapping and preparation of construction documents was completed, and the Board of Supervisors Authorized bidding of this project on January 23, 2020. It is anticipated that this project will be advertised for bidding in May 2020.

4. The Reserve at Creekside Intersection Improvements:

As part of the Reserve at Creekside Development, the Township is required to design and construct improvements to five intersections within 18 months from the first issuance of a building permit (or as soon as practicable thereafter) in accordance with the approved traffic study and PennDOT regulations. These intersections are Joshua Road and Flourtown Road, Joshua Road and Stenton Avenue, Flourtown Road, Cricket Road and Stenton Avenue, and both intersections of Militia Hill Road and Stenton Avenue. The Township received a Green-Light-Go Grant for the Joshua Road/Stenton Avenue intersection in the amount of \$593,312.00 and a 2019 County Transportation Program (CTP) grant for the Joshua Road/Flourtown Road intersection in the amount of \$199,504.00 which will help offset the cost of construction.

The traffic light installation project at the two intersections of Militia Hill Road and Stenton Avenue is complete and the signals were put into full operation on July 11, 2018.

The current status of the three remaining major intersection improvement projects is as follows:

Stenton/Flourtown/Cricket – The Township received the Highway Occupancy Permit for the construction of this intersection on March 30, 2018 and bids were received on April 11, 2018 with James D. Morrissey, Inc. (JDM) as the lowest responsive bidder at a cost of \$2,507,338.90. PECO and Verizon began utility pole relocations the week of April 9, 2018 and PECO finished the wire relocation to the new poles on July 21, 2018. Relocation of Crown Castle’s fiber optic cables, Comcast’s communication facilities and Verizon’s facilities are substantially complete. A PADEP General Permit was issued in May, 2019. Preconstruction meetings were held on April 23rd and May 1st in order to reinitiate construction activities. JDM began construction on or about May 13th. PECO is currently on-site relocating gas mains in the fourth and final phase of the work, in advance of JDM’s work to finalize the work.

Joshua/Stenton – The final submission for this intersection was made to PennDot on April 23, 2018 with all outstanding issues resolved along with all the required documents that demonstrate the Township now owns the required rights-of-way and easements. The Township received the PennDOT Highway Occupancy Permit for construction of these intersection improvements on May 23, 2018. The Department of Public Works has completed the required tree trimming and removal and PECO, Comcast, and other utilities have substantially completed utility pole relocations and wire transfers. The Board of Supervisors Authorized bidding of this project June 13, 2019.

Joshua/Flourtown –The Board of Supervisors Authorized bidding of this project June 13, 2019. The Township received the PennDOT Highway Occupancy Permit for the construction of this intersection on October 18, 2019.

Bid documents were prepared for the construction work for both the Joshua/Stenton and Joshua/Flourtown intersections. The bids were opened on January 10, 2020 with Highway Materials, Inc. as the lowest responsive bidder at a cost of \$4,231,068.00. On January 22, 2020, the Board of Supervisors authorized the issuance of a Notice of Intent to Award the bid of \$4,231,068.00. A written Contractor Responsibility

Determination, Notice of Award and Notice to Proceed were issued February 24, 2020. A preconstruction meeting was held on February 25, 2020. The project is currently under construction and inspections of the project continue on a daily basis. Correspondence from the Department of Community and Economic Development (DCED) was received indicating that the Governor's calling for the closure of non-life-sustaining businesses does not appear to require the construction to cease. At the contractor's request, inspections were performed and a letter recommending partial release of payment was issued April 13, 2020.

The conditions of the contract documents and the Green-Light-Go Grant require that construction of work equal to the grant award amount at the intersection of Joshua Road & Stenton Avenue to be complete by May 15, 2020.

5. Miles Park Field Improvements

The purpose of this project is to construct connective pathways in Miles Park. Field Survey and Base Mapping were performed and Construction Plans prepared. It is our understanding that the Department of Public Works will construct portions of the connective asphalt paths in the upcoming months.

6. Barren Hill Road Pre-Emption

The Traffic Signal Permit Plan has been revised to show the installation of emergency pre-emption devices at the intersection of Barren Hill Road, Cedar Grove Road and Hector Street. The plans were submitted to PennDOT for review and permitting. The revised signal permit plans were approved May 2, 2019 and the Township is authorized to proceed with the work. DPW and Engineering are in process of coordinating with contractor to install a supplemental optical pre-emption detector. In order to do so, the Township must obtain permits from PECO in order to attach equipment on their utility pole. The application and supporting information were submitted to PECO on March 19, 2020, which are currently under review.

7. Germantown Pike Pedestrian Crossing

The purpose of this project is to improve the mid-block pedestrian crossing of Germantown Pike, near its intersection with Mayflower Road. The principal items of work to be performed under this project include: The installation of a new signal mast arm and signal pedestal with pushbutton activated Rectangular Rapid Flashing Beacons (RRFB) and associated signage as well as the construction of three (3) new ADA ramps with new crosswalk striping and other pavement markings. Field Survey, base mapping and preparation of construction documents have been completed. A new Traffic Signal Permit Plan was prepared and submitted to PennDOT for review and permitting (HOP App No. 193514) and a Highway Occupancy Permit (HOP) was issued on December 23, 2019. Preparation of bid documents is complete and the bid has been advertised to be publicly opened on May 14, 2020.

8. Bethlehem Pike \ Skippack Pike \ Camp Hill Road Intersection

The purpose of this project is to add painted dashed lane extension lines through the intersection, to guide drivers through this 5-way intersection with poor sight distance. The PennDOT Traffic Signal Permit Plan was revised to show supplemental striping and signage in order to improve safety at this intersection. The plans was submitted to PennDOT and approved on June 26, 2019. Final Signed Mylar Signal Plans have been provided from PennDOT, and The Department of Public Works is proceeding to install striping per the approved plans.

9. Flourtown & Colonial Intersection Improvements

The purpose of this project is to install a new traffic control signal at the intersection of Flourtown Road and Colonial Drive. Field Survey and Base Mapping were performed and Engineering Design and Preparation of Construction Plans and Traffic Signal Permit Plans for PennDOT approval is underway.

Environmental Issues

Provide technical assistance as requested.

1. Outfall Field Screening – Permit Coverage

As part of the requirements of the Township's NPDES General Permit for Small MS4s, Minimum Control Measure (MCM) #3 requires illicit Discharge Detection and Elimination (IDD&E). Part of this MCM requires the Township to conduct outfall field screening, identify the source of any illicit discharges, and remove or correct any illicit discharges. Ongoing outfall screening is being performed and documented in accordance with these requirements.

Road Opening Permits

Review of permits continue on an as needed basis.

Resident Drainage/ Stormwater Concerns

Provide technical assistance as requested.

Township Map Updates

Review and update of Township Maps are performed on an ongoing basis.

Zoning Hearing Board Application Reviews

Review of applications continue on an as needed basis.

If you have any questions regarding this matter, please do not hesitate to contact me at this office.

WHITEMARSH TOWNSHIP
MEMORANDUM
PUBLIC WORKS DEPARTMENT

April 22, 2020

To: Rick Mellor, Township Manager

From: John J. Fields, Public Works Director

Re: Quarterly Report 1/1/2020 – 3/31/2020

-
- 9 Scarlet Oak Drive Light replacement replaced On 1/29/2020
 - Two Public Works Employees attended a Work Zone and Flagging Class on 02/19/2020
 - 149 Chinaberry wood pole replacement for street light is ordered.
 - Skippack and Bethlehem Pike, Guide Mark finished line striping on
 - Hector and Cedar Grove Preemption update from Krista
 - Pennsylvania Ave and Summit cast iron street light replacement is ordered. (completed on 4/13/2020)
 - 25 Laurence Place sink hole. Need to show Krista that a pipe was installed, causing the sink hole.
 - 200 Block of Hill Crest Ave pot holes from utility cuts, Krista is contacting builder.
 - 309 Summit Street sink Hole under shed, I am scheduling Authority to do a camera inspection and Krista is looking to right of ways and prints
 - Roof at art center was temporary repaired.
 - Aqua to repair traffic loop at North lane and hector. (completed on February 27th)
 - Bank Steps, Jack is going to price with contractor and waiting on Nate for billing of shared cost.
 - Replaced sidewalk in front of 4021 Joshua Road, due to tripping hazard.
 - Removed bushes at Ambulance driveway for better line of site at 4021 Joshua Road.
 - Fences repaired in rear of 4021 Joshua.
 - Repaired fence around McCarthy Basin.
 - Repaired fence along walking path on Joshua Road between Ridge Pike and Germantown Pike.
 - Started grinding Leaf Compost and WTV came out to film.
 - Mathers lane property was cut and broken fence was removed .
 - Trees removed from Swale behind Foxwood Circle from storm damage. Still a little work to be completed.
 - Shoulder of River Road cleared of debris at Harts Lane.
 - Street Sweeper is out cleaning roads from heavy Rain that we had on Saturday 1/25/2020.
 - Next Traisr / Public Works meeting on 2/19/2020.
 - Meeting with Whitpain Twp. To go over Traisr 1/12/2020.
 - Had meeting with Upper Merion Township about Traisr on 1/4/2020.
 - Hampton Lane Fire Hydrant was replaced.
 - Five Public Works Employees attended a PA1 class for Excavator Operators at DVIT on 1/23/2020.
 - Locker room renovations have started in Fleet Garage, so each employee will have a locker.
 - I am working with the Montgomery County Correctional Facility to schedule community service Hours, to pick up trash on River Roads and Manor Road.
 - Flood Gates are scheduled to have Preventative Maintenance and repairs made the week of 2/10/2020.

- Joe Brown is working on the installation of the water bottle filling Station in the Administration building.
 - I am in process of scheduling the Driveway drain at the Library to be replaced.
 - Working with Krista and Gary Hill to come up with plan to redirect water at new ball field behind Whitemarsh Ambulance, started on Monday 2/24/2020
 - Working with Lt. Keenan on 2020 police vehicle specs.
 - 3024 Crescent Ave, General Pipe Cleaning Co. is scheduling to come out and Jet Clogged Pipe and remove all debris from inlet. We will have the sewer authority do a camera inspection upon cleaning to inspect pipe.
 - All leaf compost was run through the grinder and Grinder was taken back to Plymouth Township.
 - Started working on the lower area of Koontz Park / trail 2/18/2020
 - Working with Plymouth Township on the replacement tub grinder with grant money.
 - Traffic signal electric box at PECO Pole at 251 Stenton ave. is all wrapped up.
 - Saturday 2/22/2020 Gary Hill is going to start on cleaning up Miles Park and start working on the ball fields.
 - 2/21/2020, we are demoing an underground utility locator with the intent to purchase with D.V.I.T Grant money.
 - Iron bridge signs, we are actively working on.
 - Bob and I are working on some locations throughout the township that have Bamboo issues when we get wet and heavy snow.
 - Butler pike update, sent an to Rick with meeting minutes.
 - Fire Hydrant in Public Works yard was paid for by the Authority and Aqua installed at no charge.
 - Traisr started implementing forms for work orders.
 - Mike Whalon is scheduled to have dual knee replacement on Friday 2/21/2020
 - Working with Nick on the replacement of the damaged Flood Gate at Flourtown and Stenton.
 - The Cleaning Company was at the Public Works Department on 3/20/2020 and Disinfected and clean the Public Works office, Break Room, Public Works Bathroom, Fleet Maintenance Office and Fleet Bathroom and Locker Room.
 - The Public Works Department has started its modified work schedule on Monday 3/16/2020. We divided the work force in half and they are working every other day until the end of next week at which time we will reevaluate.
 - We have been keeping a good inventory on Disincentive Cleaners on hand and reordering when needed.
 - All employees have been disinfecting the vehicles and Buildings before and after each use.
 - Ryan and Nathan have set up our lap top computers with V.P.N. (Jack and Tina)
 - Nathan was able to get our Cell Phones to work with our Desk top phones.
 - ¾ of our 2019 leaf Compost is already gone as of 3/20/2020
 - Line striping on Stenton between Flourtown and West Valley has been completed.
 - Tax Mail Box was installed in Foyer at the entrance to Township Building.
- 309 Summit Ave. sink Hole under shed, the metal drain pipe is rotted causing the sink hole. We had SWERP come out to give us quote on relining entire pipe on 3/17/2020. The estimated price is \$19,000.00 Krista and I are going to work up prices to see what it would cost if we were to excavate.

- Signal Services update as of 3/20/2020
 - 149 Chinaberry wooden Pole, May ship date
 - Pennsylvania Ave and Summit cast iron street light replacement is ordered and will be installed in week or two.
 - Butler and Cedar Grove Road Traffic Signal Pole still scheduled for the beginning of April 2020.
- Miles park update as of 3/20/2020:
 - Starting footers for Doug out roofs next week.
 - As of today, the Doug out roofs are still on schedule from the manufacture.
 - Bolt kits for dugout roofs are in hand.
 - Rebar cages for footers are in hand.
- Will schedule black top with C and D driveway once prep work is completed.
- Signed agreement for P.M. schedule for all traffic signals with Signal Services.
- All signs that Whitemarsh Township agreed with Montgomery County with for the Iron Bridge opening were installed on 3/18/2020----
 All new Stop Signs at West Valley Green Road and Hunter Lane were installed, All Stop Signs at Creek lane were installed and the Sign mounted to the overhead traffic signals on Bethlehem pike have been installed for no truck turns for both Northbound and Southbound traffic.
- Completed working on the lower area of Koontz Park / path and trees on 3/20/2020
- Locker room renovations in Fleet are completed on 3/30/2020.
- Working with Plymouth Township on the replacement tub grinder with grant money.
- The Public Works Department has started its modified work schedule on Monday 3/16/2020. We divided the work force in half and they are working every other day until the end of next week at which time we will reevaluate.
- We have been keeping a good inventory on Disincentive Cleaners on hand and reordering when needed.
- All employees have been disinfecting the vehicles and Buildings before and after each use.
- Ryan and Nathan have set up our lap top computers with V.P.N. (Jack and Tina)
- Nathan was able to get our Cell Phones to work with our Desk top phones.
- The cleaning Company has been coming weekly on Monday Mornings to do standard cleaning of the Public Works Facilities.
- Public Works is going to order two boxes of level 3 masks.3/31/2020
- John Close has infected cut and is running a fever, he did visit his Primary Doctor.
- All Public Works vehicles are in the process of getting deep cleaned.
- We cleaned and put all snow equipment away for the summer.
- In the process of putting a list together for Govdeals.com, going to delay because of Governors orders. Will be three mowers and some other items.

John J. Fields

**PLANNING AND ZONING DEPARTMENT
FIRST QUARTER 2020 REPORT**

Zoning Permits Processed

- 102 Zoning Permit applications processed. (See breakdown below.)

TOTAL PERMITS PROCESSED FIRST QUARTER 2019: 89

	Non- Residential	Single Family Residential	Other Residential	TOTALS
Accessory Structures	3	25	3	31
Interior Alterations / Renovations	8	8		16
Demolition				0
New Construction		1	31	32
Additions		3		3
Signage	4			4
Solar Panels		3		3
Use & Occupancy	8	2		10
Cell Towers / Antennae				0
Other	3			3
TOTALS	26	42	34	102

*Zoning Permits for Residential Interior Alterations only not required as of 1.1.19.

Zoning Hearing Board Cases Processed &/or Heard

- 19 Zoning Hearing Board applications Processed &/or Heard. (See breakdown below.)

TOTAL APPLICATIONS PROCESSED &/OR HEARD FIRST QUARTER 2019: 23

ZHB Case #	Applicant & Property Address	Description	Status/ Decision
2019-21	601 Washington Street Associates, LP 601 Washington Street Conshohocken, PA 19428	Variations/Special Exception; 270 unit multi-family residential complex	Second Hearing held 7.10.19; continued to 9.11.19, 11.6.19, 11.13.19; ZHB Denied Application; Decision Appealed
2019-32	Verity Associates, LP 6020 Cricket Road Flourtown, PA 19031	Variations; 2-Lot Subdivision (Dimensional, Location Requirements)	Originally Scheduled to be Heard 10.2.19; Continued to 11.13.19, 12.11.19; Heard and continued to 1.8.20, 2.12.20; Continued to 4.21.20; Extended until 5.31.20 due to COVID-19.
2019-43	Anthony Hughes 9 Cedar Grove Road Conshohocken, PA 19428	Variance; Roof over Existing Porch (Building Coverage)	Approved 1.8.20
2019-44	David and Heather Kay 26 Sugar Maple Lane Lafayette Hill, PA 19444	Variations; Circular Driveway (Impervious Coverage)	Approved 1.8.20
2019-45	Daniel and Joan Greenspon 4122 Jackson Drive Lafayette Hill, PA 19444	Variations; Shed (Dimensional Requirements, Impervious Coverage)	Approved 2.12.20
2019-46	Matthew and Tristan Ault 437 Holly Lane Lafayette Hill, PA 19444	Variations; Patio (Side Yard Setback, Impervious Coverage)	Approved 2.5.20

2019-47	Michael and Erica Lenzner 3122 Spring Mill Road Plymouth Meeting, PA 19462	Variances; Addition (Side Yard Setback, Impervious Coverage)	Approved 2.5.20
2020-01	Colleen & William Ward 3181 Mayflower Road Lafayette Hill, PA 19444	Variance; Addition (Side Yard Setback & Building Coverage)	Approved 3.4.20
2020-02	Edward and Shannon Gross 4023 Fairway Road Lafayette Hill, PA 19444	Variances; 2-Car Garage & Master Suite (Impervious Coverage)	Approved 3.4.20
2020-03	Duane and Bernadette McCarthy 4024 Fairway Road Lafayette Hill, PA 19444	Variance; Addition (Side Yard Setback)	Approved 3.4.20
2020-04	Whitemarsh Valley Country Club 815 Thomas Road Lafayette Hill, PA 19444	Variances/Special Exception; Replacement of two golf cart/pedestrian bridges	Approved 3.4.20
2020-05	Christopher Quarino & Natalie DiFulvio 4038 N. Warner Road Lafayette Hill, PA 19444	Variance; Addition (Side Yard Setback)	Approved 3.11.20
2020-06	Crown Castle 400 Stenton Avenue Plymouth Meeting, PA 19462	Variances; 88' unipole within an existing fenced compound	Scheduled to be Heard 3.11.20; Continuance requested/granted to 5.13.20
2020-07	Alfred and Kathleen Dezzi 857 Hamilton Drive Lafayette Hill, PA 19444	Variance; Generator (Location)	Scheduled to be Heard 4.1.20. Extended until 5.31.20 due to COVID-19
2020-08	MHP Conshohocken, LLC 10 Ridge Pike Conshohocken, PA 19428	Special Exception; Urgent Care Clinic/Physician's Office	Scheduled to be Heard 4.1.20. Extended until 5.31.20 due to COVID-19
2020-09	Benjamin Pabst and Briana Kreger 2 Village Way Plymouth Meeting, PA 19462	Variance; Fence (Location & Dimensional Requirements)	Scheduled to be Heard 4.1.20. Extended until 5.31.20 due to COVID-19
2020-10	Whitemarsh Hotel Associates, LP 432 Pennsylvania Avenue Fort Washington, PA 19034	Variances; Restaurant Use, outdoor seating, parking signage & floodplain	Scheduled to be Heard 4.21.20. Extended until 5.31.20 due to COVID-19
2020-11	John and Kristine Gallagher 4133 Buttercup Lane Plymouth Meeting, PA 19462	Variance; Deck (Use Limitations & Rear Yard Setback)	Scheduled to be Heard 4.1.20. Extended until 5.31.20 due to COVID-19
2020-12	Mark and Anne Dooley 7215 Sheaff Ln & 274 woodcock Ln Fort Washington, PA 19034	Request for Modification of ZHB#2017-29 conditions.	Time Waiver granted until 5.6.20

Conditional Use Applications Processed &/or Heard

- 1 New Application
TOTAL APPLICATIONS FIRST QUARTER 2019: 1

CU#		Type	Status
#01-20	Anusa Nail Studio, LLC 428 Germantown Pike Lafayette Hill, PA 10444	Use/Personal Service Shop (VC-1 District)	Board of Supervisors voted to APPROVE the application for the conditional use 2.27.20

Subdivision & Land Development Applications Processed &/or Heard

- 1 New Application
TOTAL APPLICATIONS FIRST QUARTER 2019: 4

SLD#	Project Name	Description	Status
#10-19	McKay Family Holdings 650 Germantown Pike Lafayette Hill, PA 10444	Minor Land Development / 3- Bay Golf Clinic	Received 2.25.20; Under Review

Actions Taken on Prior Subdivision & Land Development Applications

SLD#	Project Name	Description	Status
#02-13	Washington Street Associates III LP 401 & 433 Washington Street Conshohocken, PA 19428	598 Residential Units/ 4 Buildings	Conditional Final Approval 5.28.15; revised finals 7.2017; inactive since then
#05-14	901 Washington Partners, LP 901 Washington Street Conshohocken, PA 19428	Townhomes; Sketch Plan	Sketch reviewed by PC 7.24.18; ZHB Approval 2.13.19. Preliminary Plan Submitted 10.4.19; Reviews Underway.
#11-15	Corson Estate 4006 Butler Pike Plymouth Meeting, PA 19462	Originally 48 Townhouse Units (Sketch); Now 67 Townhouse Units (Additional Property added)	Conditional Use approved with 22 conditions 10.25.18; decision appealed. Initial Preliminary Plans Reviewed; Revised Preliminary Plans Filed 9.12.19; reviewed. PC recommended denial 12.10.19.
#12-15	60 Flourtown Road 60 Flourtown Road Plymouth Meeting, PA 19462	1-story Storage Garage	Preliminary Plan approved; building constructed; Site improvements to be completed prior to Final Plan approval.
#06-18	Ben Sparango 14 E. Germantown Pike Plymouth Meeting, PA 19462	21-Single Family Attached Dwellings	Informal reviews of plan by HARB; PC reviewed sketch 9.25.18. ZHB Denied Variances 7.16.19. HARB reviewed proposed demolition of Barn 9.11.19, 10.16.19, 11.13.19 & 12.11.19 - tabled pending withdrawl of application.
#08-18	Judd Associates, LP Militia Hill Rd & Stenton Ave Plymouth Meeting, PA 19462	Zoning Text Amendment for Single-Family Attached Dwellings in CLI District; 61 Unit Townhouse Concept Plan	Zoning Text Amendment received 12.21.18; PC recommended denial and that BOS not hold hearing, 4.9.19. No hearing held.
#09-18	601 Washington Street Associates 601 Washington Street Conshohocken, PA 19428	270 Unit Residential Apartment Complex	PC reviewed Sketch Plan 3.12.19; PC reviewed ZHB application 6.25.19/ZHB denied application 11.13.19. Preliminary plans not reviewed.
#02-19	Argos Associates/Adelphia Butler Pike Blue Bell, PA 19422	Sketch Plan / 60 Townhomes	PC reviewed Sketch Plan 5.28.19. Preliminary Plan (58 Units) filed 6.13.19; Review to follow Conditional Use Decision (10.10.19). Applicant asked Township hold reviews pending revised preliminary plans.
#03-19	Sunnybrook Golf Club 398 Stenton Avenue Plymouth Meeting, PA 19462	Minor Subdivision / Lot Line Change	ZHB approved on 4.10.19. PC reviewed 4.23.19; BOS heard 5.9.19; Tabled.
#05-19	Whitemarsh Township 616 Germantown Pike Lafayette Hill, PA 19444	Selective Comprehensive Plan Update	PC reviewed on 7.23.19; continued discussions 8.19.19, 8.27.19, 9.10.19 & 9.24.19 & 10.22.19. Review to be completed early 2020.

#06-19	FYBM, Inc. (Scoogi's Classic Italian) 738 Bethlehem Pike Flourtown, PA 19031	Sketch Plan/Minor Addition, Outdoor Patios & Associated Improvements	Received 5.10.19; Reviewed by staff. On hold at applicant's request.
#08-19	Verity Associates, LP 6020 Cricket Road Flourtown, PA 19031	2-Lot Minor Subdivision	Received 7.26.19; Scheduled for ZHB 10.2.19; Continuance Requested to 11.13.19, 12.1.19 when heard, then continued to 1.8.20, 2.12.20 (heard); continued to 5.31.20
#09-19	Conference Facilities, Inc. 800 Ridge Pike Lafayette Hill, PA 19444	2-Lot Minor Subdivision	PC reviewed on 1.28.20; No motion succeeded. A message will be sent to the Board of Supervisors that the Planning Commission was unable to take action; no recommendation.
#10-19	McKay Family Holdings, LLC 650 Germantown Pike Lafayette Hill, PA 19444	Land Development Waiver/ 1-Story 1,448 sq.ft. Building/3-Bay Golf Clinic	Not pursued; see new submission below
#11-19	Mercedes Benz of Fort Washington 404 Pennsylvania Avenue Fort Washington, PA 19034	Land Development Waiver/ 3-Lane Canopy & Associated Parking	PC reviewed on 1.28.20; Waiver recommended for approval subject to obtaining appropriate permits. Held up since due to question of compliance with impervious coverage limit set by previous ZHB decision.

Violations

- Peter M. Pollock, 4136 Jackson Drive, Lafayette Hill, PA; Illegal Parking of Commercial Vehicles, Illegal Business; fined in 2019 by District Court; continued suspicious activity pending further investigation once COVID-19 crisis is past.
- Terri Skalecki, 535 Bethlehem Pike, Fort Washington, PA; Illegal Installation of Trailer; needs further investigation once COVID-19 crisis is past.
- Harner Realty 1, LLC, c/o Reid Buerger, 6101 Sheaff Lane, Fort Washington, PA; Illegal Parking of Commercial Vehicles, possible Illegal business; needs further investigation once COVID-19 crisis is past.

Additional Activities:

- Director attended Ridge Pike status meetings for sections between Crescent Avenue and the city line and between Butler Pike and Crescent Avenue.
- Director hosted and attended a meeting of the Montgomery County Zoning Officers Association at which state of hemp/CBD manufacturing and sales regulations and the state of the definition of 'family' and functional equivalents, were discussed; Director was elected Vice President of Association.
- Director attended a week-end site walk of 901 Washington Street (proposed 62-home townhouse site) with other Township officials and the developer and some of its team members.

Whitemarsh Township, PA

616 Germantown Pike

Lafayette Hill, PA 19444-1921

Phone: 610-825-3535 | Fax: 610-825-6252



Monthly Financial Report For 01/01/2020 to 03/31/2020

Residential

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Alterations / Additions	33 \$14,420.00	33 \$14,420.00	31 \$10,375.00
Cell Tower Equipment	0 \$0.00	0 \$0.00	1 \$215.00
Covered Patios / Decks	1 \$175.00	1 \$175.00	0 \$0.00
Driveways / Walkway / Steps / Retaining Walls	6 \$585.00	6 \$585.00	2 \$180.00
Fences	15 \$1,325.00	15 \$1,325.00	12 \$1,515.00
Misc. Temporary Permits	0 \$0.00	0 \$0.00	0 \$0.00
New Dwellings	41 \$53,525.00	41 \$53,525.00	28 \$25,965.00
Pools	1 \$295.00	1 \$295.00	1 \$885.00
Roofing & Siding	35 \$4,840.00	35 \$4,840.00	42 \$4,930.00
Sheds / Accessory Building / Pergola / Gazebo	0 \$0.00	0 \$0.00	2 \$175.00
Sheds, Decks & Patios	7 \$1,630.00	7 \$1,630.00	6 \$985.00
Solar Panels	0 \$0.00	0 \$0.00	1 \$190.00
Temporary Dumpster / PSU / Trailer	7 \$0.00	7 \$0.00	6 \$0.00
Uncovered Patios / Decks	4 \$880.00	4 \$880.00	2 \$860.00
TOTAL	150 \$77,675.00	150 \$77,675.00	134 \$46,275.00

Non-Residential

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Alterations / Additions	8 \$57,800.00	8 \$57,800.00	8 \$5,968.00
Cell Tower Equipment	1 \$255.00	1 \$255.00	3 \$1,100.00
Covered Patios / Decks	0 \$0.00	0 \$0.00	0 \$0.00
Demolition	0 \$0.00	0 \$0.00	0 \$0.00
Driveways / Walkway / Steps / Retaining Walls	1 \$150.00	1 \$150.00	0 \$0.00
Fences	0 \$0.00	0 \$0.00	0 \$0.00
Misc. Temporary Permits	3 \$525.00	3 \$525.00	1 \$175.00
New Construction	2 \$13,100.00	2 \$13,100.00	2 \$13,275.00
Pools	0 \$0.00	0 \$0.00	0 \$0.00
Roofing & Siding	1 \$490.00	1 \$490.00	1 \$110.00
Sheds / Accessory Building / Pergola / Gazebo	1 \$110.00	1 \$110.00	0 \$0.00
Sheds / Accessory Structure / Windmills	0 \$0.00	0 \$0.00	2 \$700.00
Signs	4 \$350.00	4 \$350.00	3 \$350.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Temporary Dumpster / PSU / Trailer	3 \$0.00	3 \$0.00	0 \$0.00
Uncovered Patios / Decks	1 \$175.00	1 \$175.00	0 \$0.00
TOTAL	25 \$72,955.00	25 \$72,955.00	20 \$21,678.00

Whitemarsh Township, PA

616 Germantown Pike
 Lafayette Hill, PA 19444-1921
 Phone: 610-825-3535 | Fax: 610-825-6252



Monthly Financial Report For 01/01/2020 to 03/31/2020

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Building Permit	0 \$0.00	0 \$0.00	0 \$0.00
Electrical	102 \$141,250.00	102 \$141,250.00	88 \$9,061.00
Fire Protection	28 \$6,428.00	28 \$6,428.00	24 \$2,545.00
Land Development Project	0 \$0.00	0 \$0.00	0 \$0.00
Mechanical	84 \$11,060.00	84 \$11,060.00	70 \$8,000.00
Plumbing	80 \$8,860.00	80 \$8,860.00	69 \$8,809.50
Rental Properties	0 \$0.00	0 \$0.00	0 \$0.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Use and Occupancy	28 \$1,525.00	28 \$1,525.00	35 \$1,075.00
Zoning	3 \$135.00	3 \$135.00	1 \$45.00
Zoning Hearing Board	0 \$0.00	0 \$0.00	0 \$0.00
TOTAL	325 \$169,258.00	325 \$169,258.00	287 \$29,535.50

Whitemarsh Township, PA

616 Germantown Pike
Lafayette Hill, PA 19444-1921
Phone: 610-825-3535 | Fax: 610-825-6252



Monthly Financial Report For 01/01/2020 to 01/31/2020

Residential

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Alterations / Additions	14 \$4,635.00	14 \$4,635.00	12 \$5,045.00
Cell Tower Equipment	0 \$0.00	0 \$0.00	1 \$215.00
Covered Patios / Decks	0 \$0.00	0 \$0.00	0 \$0.00
Driveways / Walkway / Steps / Retaining Walls	4 \$380.00	4 \$380.00	0 \$0.00
Fences	3 \$295.00	3 \$295.00	4 \$530.00
Misc. Temporary Permits	0 \$0.00	0 \$0.00	0 \$0.00
New Dwellings	14 \$17,425.00	14 \$17,425.00	4 \$525.00
Pools	0 \$0.00	0 \$0.00	0 \$0.00
Roofing & Siding	19 \$2,145.00	19 \$2,145.00	11 \$1,080.00
Sheds / Accessory Building / Pergola / Gazebo	0 \$0.00	0 \$0.00	1 \$80.00
Sheds, Decks & Patios	1 \$365.00	1 \$365.00	3 \$640.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Temporary Dumpster / PSU / Trailer	2 \$0.00	2 \$0.00	4 \$0.00
Uncovered Patios / Decks	0 \$0.00	0 \$0.00	0 \$0.00
TOTAL	57 \$25,245.00	57 \$25,245.00	40 \$8,115.00

Non-Residential

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Alterations / Additions	3 \$9,775.00	3 \$9,775.00	3 \$1,300.00
Cell Tower Equipment	0 \$0.00	0 \$0.00	1 \$280.00
Covered Patios / Decks	0 \$0.00	0 \$0.00	0 \$0.00
Demolition	0 \$0.00	0 \$0.00	0 \$0.00
Driveways / Walkway / Steps / Retaining Walls	0 \$0.00	0 \$0.00	0 \$0.00
Fences	0 \$0.00	0 \$0.00	0 \$0.00
Misc. Temporary Permits	0 \$0.00	0 \$0.00	0 \$0.00
New Construction	2 \$13,100.00	2 \$13,100.00	1 \$11,875.00
Pools	0 \$0.00	0 \$0.00	0 \$0.00
Roofing & Siding	1 \$490.00	1 \$490.00	0 \$0.00
Sheds / Accessory Building / Pergola / Gazebo	1 \$110.00	1 \$110.00	0 \$0.00
Sheds / Accessory Structure / Windmills	0 \$0.00	0 \$0.00	1 \$0.00
Signs	2 \$200.00	2 \$200.00	1 \$125.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Temporary Dumpster / PSU / Trailer	1 \$0.00	1 \$0.00	0 \$0.00
Uncovered Patios / Decks	0 \$0.00	0 \$0.00	0 \$0.00
TOTAL	10 \$23,675.00	10 \$23,675.00	7 \$13,580.00

Whitemarsh Township, PA

616 Germantown Pike

Lafayette Hill, PA 19444-1921

Phone: 610-825-3535 | Fax: 610-825-6252



Monthly Financial Report For 01/01/2020 to 01/31/2020

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Building Permit	0 \$0.00	0 \$0.00	0 \$0.00
Electrical	40 \$10,155.00	40 \$10,155.00	32 \$4,291.00
Fire Protection	15 \$3,355.00	15 \$3,355.00	7 \$200.00
Land Development Project	0 \$0.00	0 \$0.00	0 \$0.00
Mechanical	32 \$5,685.00	32 \$5,685.00	26 \$2,985.00
Plumbing	35 \$4,110.00	35 \$4,110.00	22 \$3,330.00
Rental Properties	0 \$0.00	0 \$0.00	0 \$0.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Use and Occupancy	10 \$550.00	10 \$550.00	10 \$175.00
Zoning	0 \$0.00	0 \$0.00	1 \$45.00
Zoning Hearing Board	0 \$0.00	0 \$0.00	0 \$0.00
TOTAL	132 \$23,855.00	132 \$23,855.00	98 \$11,026.00

Whitemarsh Township, PA

616 Germantown Pike
Lafayette Hill, PA 19444-1921
Phone: 610-825-3535 | Fax: 610-825-6252



Monthly Financial Report For 02/01/2020 to 02/29/2020

Residential

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Alterations / Additions	13 \$8,110.00	27 \$12,745.00	21 \$7,445.00
Cell Tower Equipment	0 \$0.00	0 \$0.00	1 \$215.00
Covered Patios / Decks	1 \$175.00	1 \$175.00	0 \$0.00
Driveways / Walkway / Steps / Retaining Walls	1 \$85.00	5 \$465.00	0 \$0.00
Fences	5 \$515.00	8 \$810.00	8 \$1,115.00
Misc. Temporary Permits	0 \$0.00	0 \$0.00	0 \$0.00
New Dwellings	18 \$21,875.00	32 \$39,300.00	17 \$14,165.00
Pools	0 \$0.00	0 \$0.00	1 \$885.00
Roofing & Siding	10 \$1,355.00	29 \$3,500.00	24 \$2,520.00
Sheds / Accessory Building / Pergola / Gazebo	0 \$0.00	0 \$0.00	1 \$80.00
Sheds, Decks & Patios	5 \$1,125.00	6 \$1,490.00	4 \$720.00
Solar Panels	0 \$0.00	0 \$0.00	1 \$190.00
Temporary Dumpster / PSU / Trailer	4 \$0.00	6 \$0.00	6 \$0.00
Uncovered Patios / Decks	3 \$700.00	3 \$700.00	1 \$500.00
TOTAL	60 \$33,940.00	117 \$59,185.00	85 \$27,835.00

Non-Residential

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Alterations / Additions	3 \$41,475.00	6 \$51,250.00	7 \$4,550.00
Cell Tower Equipment	0 \$0.00	0 \$0.00	2 \$685.00
Covered Patios / Decks	0 \$0.00	0 \$0.00	0 \$0.00
Demolition	0 \$0.00	0 \$0.00	0 \$0.00
Driveways / Walkway / Steps / Retaining Walls	0 \$0.00	0 \$0.00	0 \$0.00
Fences	0 \$0.00	0 \$0.00	0 \$0.00
Misc. Temporary Permits	3 \$525.00	3 \$525.00	1 \$175.00
New Construction	0 \$0.00	2 \$13,100.00	1 \$11,875.00
Pools	0 \$0.00	0 \$0.00	0 \$0.00
Roofing & Siding	0 \$0.00	1 \$490.00	0 \$0.00
Sheds / Accessory Building / Pergola / Gazebo	0 \$0.00	1 \$110.00	0 \$0.00
Sheds / Accessory Structure / Windmills	0 \$0.00	0 \$0.00	1 \$0.00
Signs	1 \$50.00	3 \$250.00	2 \$250.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Temporary Dumpster / PSU / Trailer	2 \$0.00	3 \$0.00	0 \$0.00
Uncovered Patios / Decks	1 \$175.00	1 \$175.00	0 \$0.00
TOTAL	10 \$42,225.00	20 \$65,900.00	14 \$17,535.00

Whitemarsh Township, PA

616 Germantown Pike
 Lafayette Hill, PA 19444-1921
 Phone: 610-825-3535 | Fax: 610-825-6252



Monthly Financial Report For 02/01/2020 to 02/29/2020

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Building Permit	0 \$0.00	0 \$0.00	0 \$0.00
Electrical	40 \$125,705.00	80 \$135,860.00	60 \$6,691.00
Fire Protection	8 \$1,025.00	23 \$4,380.00	15 \$1,345.00
Land Development Project	0 \$0.00	0 \$0.00	0 \$0.00
Mechanical	35 \$3,635.00	67 \$9,320.00	49 \$5,850.00
Plumbing	29 \$3,115.00	64 \$7,225.00	46 \$6,089.50
Rental Properties	0 \$0.00	0 \$0.00	0 \$0.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Use and Occupancy	10 \$450.00	20 \$1,000.00	18 \$350.00
Zoning	2 \$90.00	2 \$90.00	1 \$45.00
Zoning Hearing Board	0 \$0.00	0 \$0.00	0 \$0.00
TOTAL	124 \$134,020.00	256 \$157,875.00	189 \$20,370.50

Whitemarsh Township, PA

616 Germantown Pike
Lafayette Hill, PA 19444-1921
Phone: 610-825-3535 | Fax: 610-825-6252



Monthly Financial Report For 03/01/2020 to 03/31/2020

Residential

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Alterations / Additions	6 \$1,675.00	33 \$14,420.00	31 \$10,375.00
Cell Tower Equipment	0 \$0.00	0 \$0.00	1 \$215.00
Covered Patios / Decks	0 \$0.00	1 \$175.00	0 \$0.00
Driveways / Walkway / Steps / Retaining Walls	1 \$120.00	6 \$585.00	2 \$180.00
Fences	7 \$515.00	15 \$1,325.00	12 \$1,515.00
Misc. Temporary Permits	0 \$0.00	0 \$0.00	0 \$0.00
New Dwellings	9 \$14,225.00	41 \$53,525.00	28 \$25,965.00
Pools	1 \$295.00	1 \$295.00	1 \$885.00
Roofing & Siding	6 \$1,340.00	35 \$4,840.00	42 \$4,930.00
Sheds / Accessory Building / Pergola / Gazebo	0 \$0.00	0 \$0.00	2 \$175.00
Sheds, Decks & Patios	1 \$140.00	7 \$1,630.00	6 \$985.00
Solar Panels	0 \$0.00	0 \$0.00	1 \$190.00
Temporary Dumpster / PSU / Trailer	1 \$0.00	7 \$0.00	6 \$0.00
Uncovered Patios / Decks	1 \$180.00	4 \$880.00	2 \$860.00
TOTAL	33 \$18,490.00	150 \$77,675.00	134 \$46,275.00

Non-Residential

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Alterations / Additions	2 \$6,550.00	8 \$57,800.00	8 \$5,968.00
Cell Tower Equipment	1 \$255.00	1 \$255.00	3 \$1,100.00
Covered Patios / Decks	0 \$0.00	0 \$0.00	0 \$0.00
Demolition	0 \$0.00	0 \$0.00	0 \$0.00
Driveways / Walkway / Steps / Retaining Walls	1 \$150.00	1 \$150.00	0 \$0.00
Fences	0 \$0.00	0 \$0.00	0 \$0.00
Misc. Temporary Permits	0 \$0.00	3 \$525.00	1 \$175.00
New Construction	0 \$0.00	2 \$13,100.00	2 \$13,275.00
Pools	0 \$0.00	0 \$0.00	0 \$0.00
Roofing & Siding	0 \$0.00	1 \$490.00	1 \$110.00
Sheds / Accessory Building / Pergola / Gazebo	0 \$0.00	1 \$110.00	0 \$0.00
Sheds / Accessory Structure / Windmills	0 \$0.00	0 \$0.00	2 \$700.00
Signs	1 \$100.00	4 \$350.00	3 \$350.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Temporary Dumpster / PSU / Trailer	0 \$0.00	3 \$0.00	0 \$0.00
Uncovered Patios / Decks	0 \$0.00	1 \$175.00	0 \$0.00
TOTAL	5 \$7,055.00	25 \$72,955.00	20 \$21,678.00

Whitemarsh Township, PA

616 Germantown Pike

Lafayette Hill, PA 19444-1921

Phone: 610-825-3535 | Fax: 610-825-6252



Monthly Financial Report For 03/01/2020 to 03/31/2020

PERMIT TYPE	CURRENT MONTH	YEAR-TO-DATE	LAST YEAR-TO-DATE
Building Permit	0 \$0.00	0 \$0.00	0 \$0.00
Electrical	22 \$5,390.00	102 \$141,250.00	88 \$9,061.00
Fire Protection	5 \$2,048.00	28 \$6,428.00	24 \$2,545.00
Land Development Project	0 \$0.00	0 \$0.00	0 \$0.00
Mechanical	17 \$1,740.00	84 \$11,060.00	70 \$8,000.00
Plumbing	16 \$1,635.00	80 \$8,860.00	69 \$8,809.50
Rental Properties	0 \$0.00	0 \$0.00	0 \$0.00
Solar Panels	0 \$0.00	0 \$0.00	0 \$0.00
Use and Occupancy	8 \$525.00	28 \$1,525.00	35 \$1,075.00
Zoning	1 \$45.00	3 \$135.00	1 \$45.00
Zoning Hearing Board	0 \$0.00	0 \$0.00	0 \$0.00
TOTAL	69 \$11,383.00	325 \$169,258.00	287 \$29,535.50

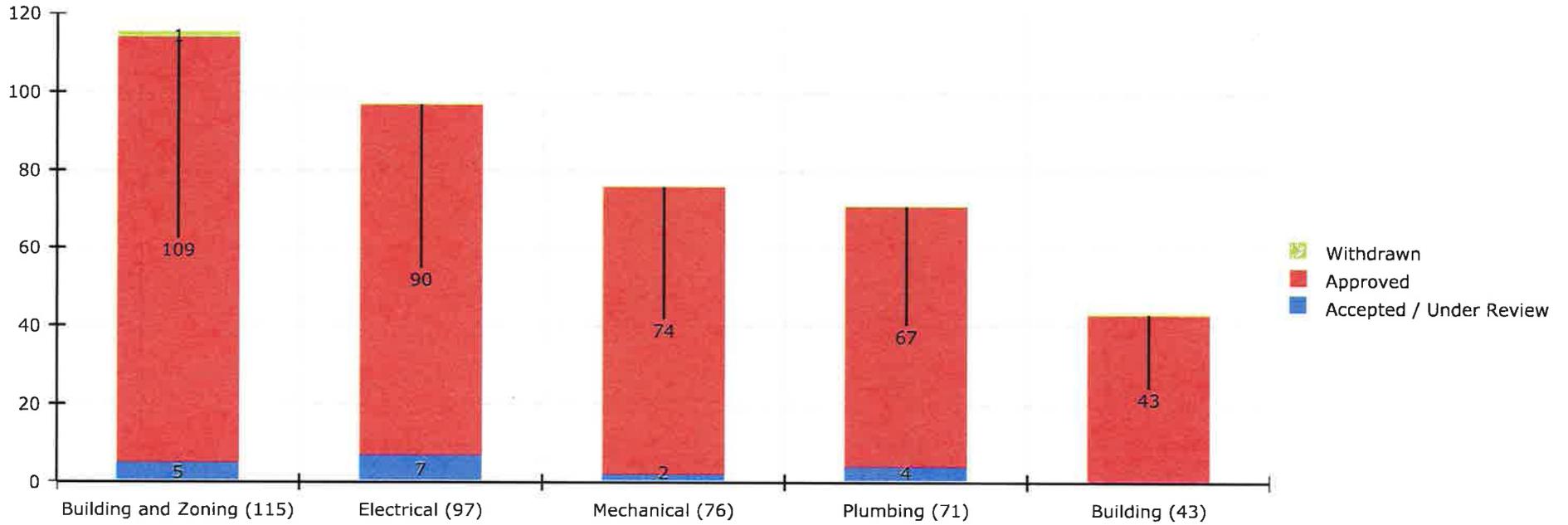
Permit Report

Jan 1st - March 31st

Total: 402



Permits by Type and Status



An error has occurred while processing DetailSection 'detail':
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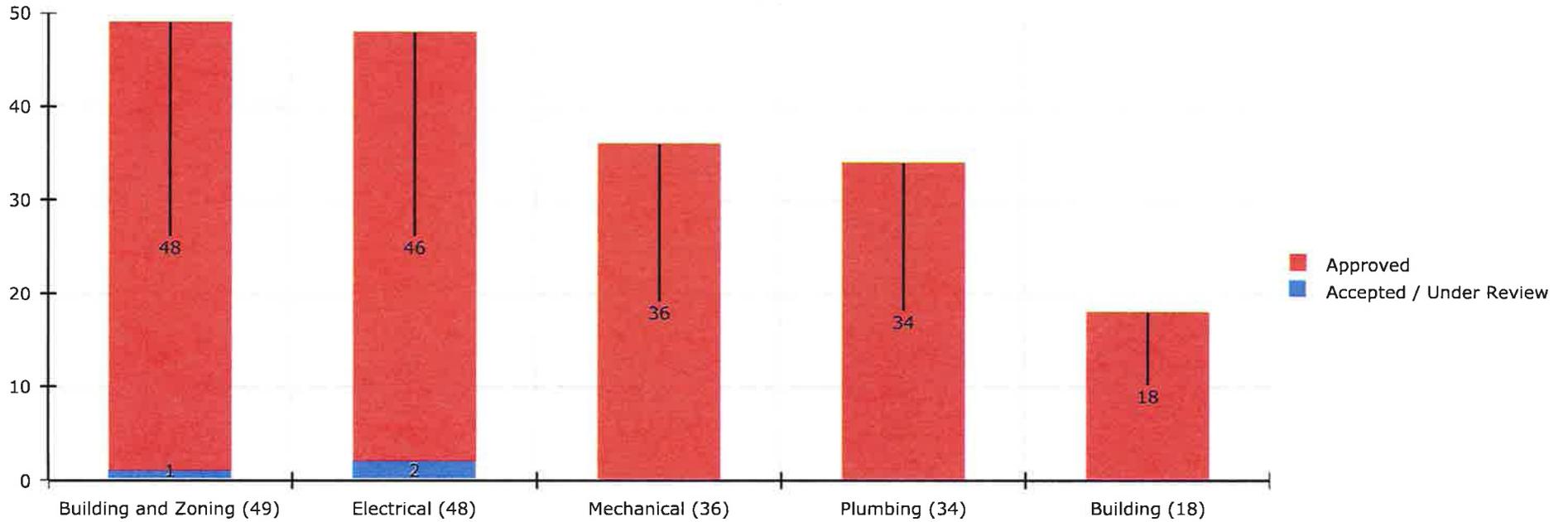
Permit Report

JAN 2020

Total: 185



Permits by Type and Status



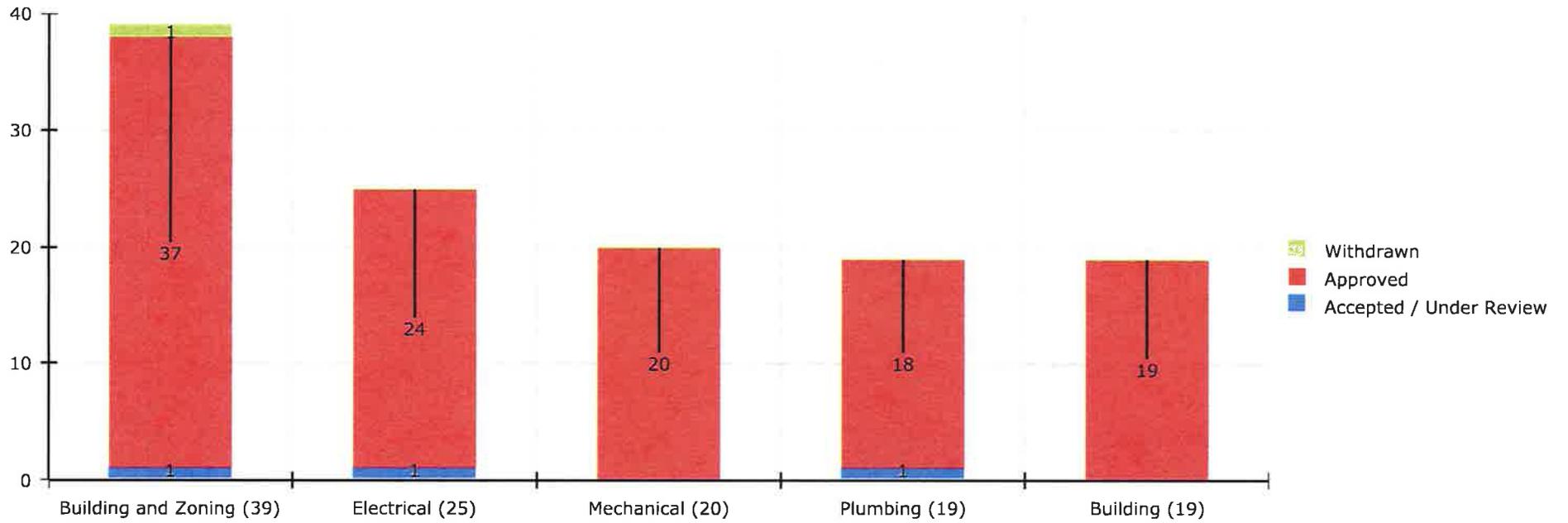
An error has occurred while processing DetailSection 'detail':
Object reference not set to an instance of an object.

Permit Report Feb 2020

Total: 122



Permits by Type and Status



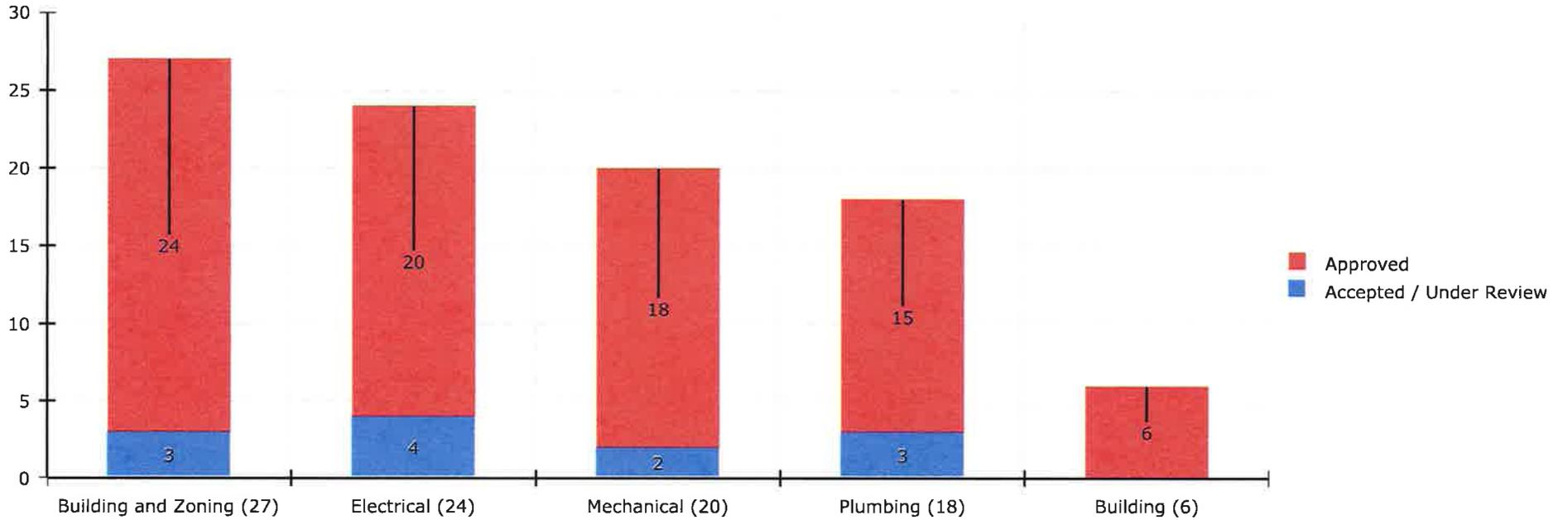
Permit Report

March 2020

Total: 95



Permits by Type and Status



WHITEMARSH TOWNSHIP

To: Rick Mellor, Township Manager

From: NICHOLAS W. WEAVER, FIRE MARSHAL

Subject: **2020 1st Quarter Report**

Date: April 10, 2020

cc:

This first quarter of 2020 has brought to us the COVID-19 pandemic and our county is the epicenter for our Commonwealth. This is an unprecedented event and challenges all of us on a daily basis. I feel our employees, first responders, and residents are stepping up to the trial it manifests. Our emergency management team has been working every day to acquire the necessary supplies, equipment, and personal protective equipment needed to ensure services are maintained. We remain vigilant and fiscally responsible to provide those services. The peak usage for resources is predicted to be April 13th for Pennsylvania, this does not mean it is over-just the worst is. We will see spikes after this; however we have weathered the storm so far and will continue to do so. The temporary social distancing policies put in affect will have to be maintained for quite some time in the upcoming months and may alter permanent policies for the future. Please see my report below for our first quarter of 2020:

- Notable Incidents:
 - 1/21/20-Sherry Lake Apartments: Fire affected 16 residential units & investigation to be completed this week
 - 1/25/20-Flooding due to storms, flood gates in service
 - 2/19/20-Whitemarsh Shopping Center
 - Contractors struck the incorrectly marked 4 inch gas service
 - 2/26/20- 16 Honey Locust Ct
 - Natural Gas leak found while installing smoke detectors
 - 2/29/20-The Glen Apartments
 - Resident stuck in Elevator
 - Fire department and residents complained about this and other occurrences. Bob is following up with L&I Elevator inspectors to correct the issue
 - 3/5/20- Washington Towers
 - Fire alarm with issues with standpipe system. Address are also changed at the property
 - 3/5/20- Plymouth Township

Nicholas W. Weaver
Fire Marshal
616 Germantown Pike
Lafayette Hill, PA 19444
Phone: 610-825-3535 ext. 2614
Email: nweaver@whitemarshwp.org

- Assisted Plymouth Township's Fire Marshal with an apartment fire investigation
 - 3/8/20-301 Militia Hill
 - Accidental Dishwasher Fire
- Fire & EMS Departments:
 - Status: Fully operational
 - Call volume significantly down, approximately 50%
 - Whitemarsh Ambulance has provided the fire companies with proper personal protective (PPE) equipment during the initial outbreak
 - Whitemarsh Ambulance has become a leader in resource acquisition for PPE regionally in Emergency Medical Services (EMS)
 - Conducted a pre-plan walkthrough at Whitemarsh Senior Living (29 Ridge Pike) with Spring Mill Fire's career staff
 - Training:
 - Provided training opportunities for distance learning to fire companies
 - Checked status of all departments mandatory training for 2020
 - Application Submitted to PECO for pre-emption at Hector/Cedar Grove
 - Waiting on reply, expecting a delay due to COVID-19
- Emergency Management:
 - See below for COVID-19 info
 - Ordered a new flood gate for Flourtown Rd & Stenton Ave
 - This gate was struck by a car previously and is to be repaired as part of the intersection project
 - Conducted County Training, Tour, and Meet & Greet.
 - Attended G290 Basic Public Information Officer at Chester County Public Safety Training Center
 - This is the last course to obtain the PEMA Local Professional Certification, which is the highest certification for a local Emergency Management Coordinator in the Commonwealth. I will be working with MontCo DPS to finalize my application
 - Attended G557 Rapids Needs Assessment with Lt. Keenan at MontCo EOC
 - Participated in J&J's Tabletop Exercise on 3/9/20 at 0900
 - Upcoming events may be postponed or cancelled
 - SEPTA Train Mass Casualty Drill is planned for 9/19/20 by Whitemarsh Ambulance. This will be a full scale exercises in conjunction with county, local, and railroad agencies to simulate a train accident on the passenger rail lines. These full scale exercises utilize tabletop and functional exercises to prepare for the main event. The full scale exercise will test the agencies abilities to respond and mitigate such a disaster-even transporting "patients" to hospitals.
 - Cricket Club is having a Tournament on May 21-27, 2020
 - Small USGA Amateur Four Ball Championship with little to no impact of the community

- Working with Whitemarsh Ambulance to ensure our emergency services follow the proper protocols while interacting with the public, as well as ensuring EMS has what they need
- Keeping contact with surrounding municipalities' Emergency Management
 - Upper Dublin & Stadium (Philadelphia) test sites are shutting down Friday 4/10/20. All hospitals locally can test and prescriptions are still required
 - Expo Center is equipment distribution center for the county
 - Regional Emergency Management Agencies (EMAs) are coordinating picking up supplies together
- Have made contact with all medical care facilities, grocery stores, and pharmacies in town. Will continue to follow up with them to see their status
- Responders are instructed to be vigilant and utilize social distancing if possible
 - In discussions with peers in both Montgomery and Bucks Counties, even though the information is limited from the county in regards to cases they are providing far more vital information. Emergency responders want more timely warnings, but must work within the system provided
- Montgomery County (MontCo) Department of Public Safety (DPS) contacted me 4/3/20 to advise use that there are 5 out of area Limerick Generating Station Contract workers staying in town at Air BnB's most likely since they aren't booked into at hotels
 - The data is not complete, they have 500/1500 accounted for
- Projections are predicting peak national resource usage on April 15th or 16th
- Resource list drafted and distributed emergency services to aid in resource requisitions, allocations, and possible distribution. Individual agencies will update their own resources quantities
- Request for Public Assistance
 - Compiling data & information of expenses due to the emergency to submit for future reimbursement.
 - This emergency is being handled differently with required periodic updates n expenses due to the length of time involved
- FEMA Community Disaster Loan Program is available; provide a 0% interest loan to municipalities to offset expenses. This may turn into a grant since the state is under a declaration of emergency. Required to have a 5% loss or expense of tax revenue to be considered for current fiscal or next fiscal year.



Whitemarsh Township Parks and Recreation Department Quarterly Report

PARKS AND RECREATION DEPARTMENTAL REPORT – MAY 2020

Announcements

Wine, Cheese, and Chocolate Fundraiser	WJML	Saturday, May 2 nd - CANCELLED
Mini Spring Fling	Cedar Grove Barn	Tuesday, May 12th 10am-12pm – VIRTUAL FORMAT
WJML Spring Book Sale	WJML	Sat. June 6 th /Sun. June 7 th - TENTATIVE
Plein Air & Art in the Park	WAC – Cedar Grove Park	Saturday, June 13 th – TENTATIVE VIRTUAL FORMAT
Annual 4th of July Parade	Germantown Pike	Saturday, July 4th – 10am
Cornhole Tournament	Cedar Grove Park	Saturday, September 12th
Touch-A-Truck	Miles Park – Lower Lot	Saturday, September 26th 11am-2pm
Fall Shredding Day	Miles Park – Lower Lot	Saturday, October 10th
Spooktacular Family Night	Cedar Grove Park	Friday, October 16th
Wells Street Clean Up	Wells Street Open Space	Saturday, October 17th
Teenie Halloweenie	Cedar Grove Barn	Tuesday, October 20th
Gingerbread House Decorating Party	PR Miles Park Building	Sunday, December 20th
Clothing Drive Fundraiser	Cedar Grove Barn	Thursday, January 14th – January 18th 2021

Administration

The early December registration period for the Parks and Recreation Department proved fruitful producing a record \$91,678.71 in registration fees towards 2020 programs.

The Parks and Recreation Department received a donation check in the amount of \$3,000 from the Colonial Soccer Club towards the annual maintenance at the Lower Miles Park Soccer Field.

The Department replaced an aging vehicle (white Ford Expedition) with a passed down vehicle from the police department – a brown Ford Explorer.

In light of the coronavirus, the Department has adjusted to a modified work schedule. With social distancing as a goal, the staff has continued to work from the office and home to serve and meet the needs of the residents. The Parks and Recreation Team is also holding a daily 10am conference call to discuss updates/assignments/opportunities during this fluid situation. All Parks and Recreation programs-special events-facility rentals are being cancelled through April 30th initially. Township Parks remain open with the playground areas being closed and park users reminded to practice social distancing.

The Department is diligently working on recreational opportunities that will respect social distancing in accordance with CDC guidelines for residents that will include on-line (website, facebook live, webinars, etc.), wellness initiatives (nutrition, mental health, nature, education, etc.), and individual recommendations for exercise (trails, hiking, tennis, golf, etc.). We are planning on having something posted by early April on our outlets. These elements developed by our creative programming team will hopefully bring some positive cheer and stress reduction to the community during this challenging time.

The Whitemarsh Athletic Association (WAA) meeting scheduled for Monday, March 23rd at the PWHS-Library was cancelled and will be rescheduled for later in the year as schedules permit.

The Department posted the fun "Can't Touch This" video on Friday, March 20th on Facebook as the first item of our on-line engagement roll-out to the community this spring.

On March 23rd, the Department launched a new on-line engagement which was posted to Whitemarsh Weekly, a PR Eblast, and Facebook, and that will link to the beginning of a comprehensive recreation resource page on the Township Website - Parks and Recreation site. It is called "In-Home Recreation". These elements developed by our creative programming team will hopefully bring some positive cheer and stress

reduction to the community during this challenging time. The link to the page is: www.whitemarshparks.org/InHomeRec. It is broken into the following categories: Arts, Crafts & Education – Charitable Actions - Environment & Nature – Health & Wellness – Movement & Exercise – The Performing Arts – Virtual Field Trips. We tried to keep categories broad so we don't end up with a nonuser friendly number of tabs. Our goal is to share the random and variety of items throughout the week through our media outlets.....all driving the public back to our evolving "In-Home Recreation" resource list. We currently have over 100 resources for the community to access with a few clicks.

The week of March 30th, the Department launched the below list of recreational engagements, and activities.

DAILY ENGAGEMENT - (weekly schedule) - note #1 began on Monday 3/23:

- 1) Daily (Monday through Sunday) - NEW In-Home Recreation activity posted to Facebook, Instagram, and Eblast ---- added to resource page (<https://www.whitemarshwp.org/503/In-Home-Recreation>) - 8:00 AM
- 2) Monday - "We Are Whitemarsh" - Weekly on-line Facebook contest with different theme (home activity, pet photo, etc.) - winner selected and posted on Friday (receive 4 free movie tickets) - 12:00 PM
- 3) Tuesday - "Take-Out Tuesdays" - Feature on Facebook a Whitemarsh Take-Out place and the resource page which has a complete list - 9:00 AM
- 4) Wednesday - "Seniors Day" - Outreach for Seniors -- Weekly outreach through mediums which may include on-line Games, Webinars, Calls, Pen Pal, Check-in's, etc. - Team building outreach database with phone calls, etc. - 10:00 AM
- 5) Thursday - "Throwback Thursdays" - Post Old Photos on facebook of Department and Township with a description - 3:00 PM
- 6) Friday - PROGRAM - must register in Community Pass - FREE - "Dance Party" - Friday night community Zoom dance party hosted by our Dance Instructor Ashlyn - 6:00 PM (began on 3-27 – 65 families participated)
- 7) Weekend - "The Escape Virtual Trip" - Each weekend via eblast and facebook we send our residents and families on a wonderful escape virtual trip that Saturday - 11:00 AM

The Department received a nice write-up in the Montco Today media outlet on Saturday, April 4th (and republished on Monday, April 6th) highlighting the Whitemarsh Township efforts with engagement with In-Home Recreation Resources and Virtual Programming. Note the link: https://montco.today/2020/04/whitemarsh-parks-and-recreation-releases-in-home-recreation-resources-webpage/?utm_source=MONTCO+Today&utm_campaign=1ee432a989-SaturdayEmailCampaign-Montco&utm_medium=email&utm_term=0_ef7c125e39-1ee432a989-275155537.

I am happy to note that NRPA (National Recreation and Parks Association), PRPS (Pennsylvania Recreation and Parks Society), DCNR (PA Department of Conservation and Natural Resources – “Good for PA” campaign), and the Montgomery County Department of Health and Human Services all responded lauding the Township for our efforts and sharing it on Facebook, Eblasts, or on their websites. I am pleased to share that we have been contacted by Townships in PA (Lower Salford, North Huntingdon, etc.) and professionals from across the country (Tennessee, Louisiana, etc.) thanking us for our efforts and requesting to mimic and share our resources page on their outlets. You will note that many communities across the country are following in our footsteps with our virtual engagement blueprint.

The initial “We Are Whitemarsh” weekly photo contest was about a favorite activity in Whitemarsh Township that you recall during the stay-at-home order. The second weekly contest was a Pet Photo contest at home during the virus. The third weekly contest was your favorite sports themed photo. The fourth weekly contest was a Nature Photo in honor of Earth Day on April 22nd. The week five photo contest was “Life is Good” and was a photo of something that brings you joy. The winner each week receives 4 free movie tickets and a Tonelli’s Pizza (donated). Take-Out Tuesday has been well received supporting local small business restaurants with Tonelli’s Pizza in week one, T’Dori Restaurant in week two, and Ye Olde Ale House in week three, From the Boot in week four and week five featured Toyosu Sushi and Poke. The Senior Scoop on Wednesdays features great resource information, activities, and a virtual tour and trips for our older adults.

The PR Department noted the Website and Facebook Data below which supported the success of the “In-Home Recreation” Resources and Virtual Programming campaign.

- **Jan 1st – Feb 29th, 2020 (60 Days)**
 - o Township Website Overall
 - 23,537 visits (avg. 392/day)
 - 38,232 unique pageviews (avg. 637/day)
 - **Mar 1st – Apr 7th, 2020 (37 Days)**
 - o Township Website Overall
 - 16,623 visits (avg. 449/day)
 - 26,569 unique pageviews (avg. 718/day)
 - **Mar 23rd – Apr 7th, 2020 (14 days) – (March 23rd is day In-Home Rec Resources page went live)**
 - o **Township Website Overall**
 - 7,202 visits (avg. 514/day)
 - 10,788 unique pageviews (avg. 770/day)
 - o **In-Home Rec Page**
 - 1,393 unique pageviews (99/day)
 - 3rd highest viewed page of site, second only to homepage & news carousel
 - Highest single day was March 31st – 184 pageviews
- Parks & Rec. Facebook Page Data: March 10th- April 6th (28 Days)**
- **Page Views:** 614
 - o 168% Increase over previous 28 days
 - **New Page Likes:** 29

- o 61% Increase over previous 28 days
- **Post Reach:** 5,979
 - o 56% Increase over previous 28 days
- **Post Engagement:** 1,432
 - o 278% Increase over previous 28 days
- **Page Followers:** 32
 - o 68% Increase over previous 28 days
- Between 4pm & 6:30pm is peak of engagement

The Department created a “Stay at Home” season registration page in the Community Pass registration software system to help user ease and negate confusion with regular seasonal operations.

The Department is sending a “Birthday Gram” to all individuals 18 and under in our database to brighten their special day.

The summer camp discount period has been extended to April 30th to assist families during the COVID-19 crisis. In addition, we are offering the opportunity to extend Payment Plans for the same reason. The Miles Park Team has been planning in April camp logistics and parental handbooks. In addition, the Department has performed on-line Zoom interviews with potential candidates for remaining summer positions at Miles Park, the Cedar Grove Barn, and Teen Camp. The team is also coordinating all background clearances and DHS requirements needed for staffing (a difficult task given business shut-downs and the COVID-19). The team is examining Virtual Training for the summer seasonal staff that will take place in late May. In addition, we are examining summer parent meetings in a virtual fashion and are communicating with registrants monthly.

Elections are slated to take place at the Cedar Grove Barn and Miles Park Building on Tuesday, June 2nd.

Due to the COVID-19 Crisis, the Department has cancelled and refunded any May usage of Township Buildings interior, Greenhouse, and the Pavilion. It is important to note that many permitted users were inquiring and also that several chose to call and cancel given the pandemic and restrictions. In addition, out of an abundance of caution and in-line with the Governor’s Orders, all field usage permits through May are being cancelled and refunded accordingly. These items will be reevaluated again in late May for June facility usage.

The PR Team sent a tribute virtual outreach (Eblast-Facebook) on Wednesday, April 22nd in honor of the 50th Anniversary of Earth Day. In addition, there was an email blast in recognition of Arbor Day on Friday, April 24thGo Trees!

The Whitemarsh Art Center held an emergency meeting on Monday, March 30th to discuss future operations, programs, and events. The Board decided to continue operations with Hadley Yates, Executive Director for an additional six weeks and review the budget, crisis, and work progress in four weeks. The vote was unanimous. The Whitemarsh Art Center held “Special” Board Meetings on April 7th and 27th to discuss operations amidst the COVID-19 crisis. The next meeting is scheduled for May 11th.

The Department has received DHS waivers for the Cedar Grove Barn Day Camp recognizing the facility as a child care facility for essential workers and also a for a 45-day extension for staffing clearance requirements. Both items are due to the COVID-19 crisis.

Tom Blomstrom was on a call for the Southeastern PA Spotted Lanternfly Community Engagement Committee on Wednesday, April 1st from 10am-12pm.

The Montgomery County Senior Games scheduled for Monday, May 11th through Friday, May 15th have been cancelled due to the COVID-19 crisis.

Programs

On Friday, February 14th Parents Night Out ran with 41 participants at the Parks and Recreation building at Miles Park. Participants a movie, had a dance party, and made valentine cards. Officer Hannon and Officer MacMain from the Whitemarsh Police Department stopped by to play with the kids and do a mini show and tell. Afterwards participants played a mini soccer game followed by a movie. For dinner participants enjoyed heart shaped pizzas from Tonelli’s and valentine themed cupcakes and cookies for dessert. Supervisor Annie Mascio worked with Kelli Coles and Jake Hannon, Jackie Beebe stopped by in the beginning to help with check in for the large number of participants. The Parents Night Out scheduled for Saturday, March 14th, Saturday, April 18th, and Saturday, May 16th were cancelled in accordance with the CDC guidelines for the coronavirus.

On Tuesday March 3rd the Connecting Exceptional People Junior program held is monthly social at the William Jeans Library. Participants enjoyed activities such as playing the Wii, magna-tiles, and board games while working on their social skills. Before the social started, the staff wrote new activity ideas on the whiteboard and asked participants which ones they were interested in. The participants also gave suggestions for new activities at future programs. One idea was to do Karaoke, which the staff is planning to have at the next event in April. Other ideas included cupcake decorating, making ice cream sundaes, and sand art. There were 8 participants, 6 caregivers, 2 volunteers, 2 WJML Staff, and 2 Whitemarsh Township Parks and Recreation Staff (Jackie Beebe and Ryan Lundy).

On Friday, February 21st the Connecting Exceptional People program held its monthly social at the William Jeanes Library with the theme “Glow Party”. The DJ Group: The Dream Team, former CEP participants who started their own DJ’ing business after CEP Has Talent. Participants enjoyed a fun night of dancing with plenty of glow sticks and other glow accessories. Other games such as Apples to Apples, Nintendo Wii, and coloring were set up in the children’s area for participants to use if the room was too loud. There were a total of 22 participants, 17 parents /caregivers, 1 volunteer, 3 William Jeanes Memorial Library staff, and 5 Whitmarsh Township Parks and Recreation staff. The next CEP is scheduled for Friday, March 27th where we will be exploring space with Dwight Dulsky from the Bucks-Mont Astronomical Association. Participants will make planets of their own and weather permitting we will be able to go outside and use a telescope.

The Connecting Exceptional People programs scheduled for March and April have been cancelled (or virtually formatted) in accordance with CDC guidelines for the coronavirus.

On Tuesday, April 7th the Connecting Exceptional People Junior program held its monthly social **via Zoom for its first virtual program**. Participants and staff participated in Chair Yoga lead by the Yoga instructor at the William Jeanes Library, Jana. There was 1 participant and their parent, 1 William Jeanes Memorial Library staff, 1 volunteer, and 2 Whitmarsh Township Parks and Recreation Staff (Jackie Beebe and Ryan Lundy). Although there was only 1 participant, they were very excited to do yoga and to talk to everyone. We heard from another family that their child was struggling with using Zoom and seeing themselves on the computer. After hearing this we decided for the next CEP on April 17th that we would offer ‘practice zooms’ for participants to familiarize themselves with Zoom and seeing themselves and others on the screen. The virtual social overall went very well and this laid the ground work for future virtual CEP and CEP Junior. The next CEP Junior is scheduled for Tuesday, May 5th.

On Friday, April 17th the Connecting Exceptional People Program held its very first Virtual CEP. Participants and staff were able to meet up virtually using Zoom. The social began with a 30 minute Chair Yoga session led by Janna, the William Jeanes Library yoga instructor. After the yoga session, participants started their talent show including singing, dancing, and showing off art work. There were a total of 12 participants on the call, 2 parents, 1 William Jeanes Memorial Library staff, and 1 Whitmarsh Township Parks and Recreation staff on the zoom call. On Friday, April 24th Connecting Exceptional People (CEP and Jr. CEP) hosted a Virtual Concert with Turtle Dance Music. The program lasted roughly an hour and was facilitated primarily by Matt Mazur. He started the event by singing a “Connecting Exceptional People” song and blew really large bubbles while harmonizing. He played some cover songs and tied in “William Jeanes Library” and “Connecting Exceptional People” into the lyrics. He showed the participants unique instruments like a thumb piano. While the program was not fully interactive where the participants could see one another, they could interact by e-mailing song requests to Sara who would then send them to Matt who had his screen open. He showed off some apps that he uses to create songs and noises for the participants to play with on their own time. He finished the program by doing ‘virtual karaoke’ where he played songs and encouraged participants to sing along. In total there were 15 participants signed into the video. After the program, a couple of parents e-mailed Sara thanking her for the program and that their children enjoyed singing and dancing along. The next CEP is scheduled for Friday, May 15th where the “Community Arts Norristown” will be doing guided art lessons.

The 2020 Winter-Spring “Eat and Enjoy Social Series” for the senior citizens in our community has been set. All socials are held from 12-2pm at the Miles Park Building and include lunch and entertainment for a minimal fee. On Friday, February 14th, our department hosted the 2nd Annual Valentine’s Day Eat & Enjoy Social. With the success of last year’s inaugural event, the 2020 Valentine’s Day Social was highly anticipated. This year, we had a total of 41 individuals in attendance – one of the largest crowds to date. To help celebrate the special holiday, the social received some extra attention & details. Program Room A of the Parks & Recreation Building was decked out in Valentine’s Day decorations. The seating tables had special Valentine’s Day table runners, heart-shaped candy dishes, and handmade flower arrangements generously arranged & donated by Linda Labowitz. The lunch included handmade appetizers, salad, tomato pie from the Conshohocken Bakery, potatoes, carrots, and braised short rib with au jus. For the entertainment portion of the event, love was in the air as Jeff Krick, Jr. performed as Elvis. Those in attendance absolutely raved about his performance and requested we ask him to return in the future. All-in-all, the 2nd Annual Valentine’s Day Social was a success. The socials scheduled for March and May were cancelled due to COVID-19.

On Saturday, March 7th, 2020 the first lecture of the two part Environmental Education Series was held at Koontz Park located at 2391 Harts Lane, Lafayette Hill, PA 19444. The series is presented by the Whitmarsh Township Greenhouse Program and the EAB. The lecture topic was “Why Natives?” and covered general information about native plants and their ecological importance. Recommendations for planting and caring for beautiful and useful gardens was also highlighted. The lecture occurred from 10:00am-12:00pm and had 21 individuals pre-register, with 6 walk-ins.

On Saturday, April 18th, 2020 the second lecture of the two part Environmental Education Series was held virtually through Zoom. The series is presented by the Whitmarsh Township Greenhouse Program and the EAB. The lecture topic was “Attracting Hummingbirds to Your Yard” and covered general information about hummingbirds and what plants attract the birds to the Whitmarsh area. The lecture occurred from 10:00am-11:30am and had 57 individuals pre-register, and 30 that actually logged in and virtually attended. Of those 57, there were 53 unique registrations. An email was sent out on Friday, April 17th and again on the morning of the lecture, with the Zoom log in information. The free lecture was presented by Penn State Master Gardeners Leslie Bass. We received multiple emails with positive feedback! We look forward to having another lecture in the near future.

Below are some new Virtual Programs that we have added to our roster. Note that we completely restructured our large Dance Program to keep that running smoothly. We are also exploring an adult night (Comedy, Trivia, etc.), Crossfit, Moore Brothers Basketball (Virtual Skills Development), Virtual Sing-A-Long, Engineering for Kids, and Kid Fitness. We are also exploring some sponsor opportunities by reallocating funds from spring events for the Virtual Programs. We are also examining running some of our recorded virtual programs on WTV as is possible. Through April 24th we have engaged over 276 unique participants for our in-house virtual programs. If we include the Dance Program we are well north of 500 engagements. This does not include the In-Home Recreation Resources or Daily Activities engagement.

On-Line Guided Meditation with Jason Blau

Join Jason Blau and his on-line Meditation programs powered thru Zoom. Whitmarsh Township residents receive 50% off using coupon code "parks". For a complete list of classes and to register: www.mymeditation.coach/online

Dog Training Q&A with The Positive Pooch

Join Loretta Cleveland, CPDT, owner & training of The Positive Pooch, for a Q&A on dog training! She will take time to answer the questions that you have about training your dog, give helpful tips & tricks for training, and will show you how to teach your dog some commands & tricks! Loretta has been training dogs for over 15 years, and is a certified dog trainer with the Council for Pet Dog Trainers and a member of the Association of Pet Dog Trainers (APDT). Offered in partnership with The Positive Pooch at no cost. Program will run on Tuesdays from 5pm-5:45pm beginning Tuesday, April 14th. The first class had 11 participants. Scheduled to run through April (14th, 21st, and 28th).

Little Kickers at HOME

Little Kickers program online and providing lesson plans for parents to use at home to teach their kids the skills of soccer. Each week participants will receive detailed lesson plans in their email on how to use household items to introduce your child to the game of soccer. This is a free program but does require registration. This program will start next Wednesday 4/15 and run through May 20th.

Magic Show with Ari-Paul Felber

**Pre-Registration Is Required*

Fridays at 7:30pm

Zumba by Fit with Witt

**Pre-Registration Is NOT Required*

Every Tuesday @ 7:00pm via Zoom

Pilates with Missy Scheer

**Pre-Registration Is NOT Required*

Every Thursday @ 6:00pm via Zoom

Yoga with Kimberly Brock

**Pre-Registration Is NOT Required*

Every Thursday @ 12:00pm via Zoom

Friday Night Dance Parties with Miss Ashlyn

**Pre-Registration Is Required*

April Fridays: 5:30-6:00pm, Ages 3-6; April 24th, 6:00-6:30pm, Ages 7-9; April 24th, 6:30-7:00pm, Ages 10+

UPDATES:

Thursday, April 1st – 6pm – Pilates with Missy Scheer: This was our first try for the virtual programs. All-in-all, everything went pretty smoothly and 16 participants joined Missy for the free class.

Thursday, April 2nd – 12pm – Yoga with Kimberly Brock: This was Kim's first virtual class through us. Offered through our Zoom account, Kim's mid-day yoga class had 30 participants.

Tuesday, April 7th – 7pm – Zumba by Fit with Witt: We added Zumba to the program lineup this week, after getting some experience with virtual classes last week. Our Zumba instructor, Carolyn Witt, lead the class of 38 individuals, which is an outstanding number.

Friday, April 10th – 7:30pm – Magic Show with Ari-Paul Felber: This was our first Magic Show and a big hit with 33 families and 78 participants to enjoy the illusionist.

Friday, April 17th and 24th - 7:30pm – Magic Show with Ari-Paul Felber: The 17th was our second Magic Show and a big hit with 53 participants to enjoy the illusionist. The 24th Magic Show had 35 families and 100 participants.

Programmer Report

Pilates & Functional Bootcamp

The Pilates & Functional Bootcamp programs each had their first Winter/Spring sessions come to a close in February. Both programs began their 2nd Winter/Spring sessions in late February, but have since been cancelled due to the COVID-19 pandemic. Participants will be receiving pro-rated credit for the classes that were cancelled.

Adult CoEd Volleyball

The Adult CoEd Volleyball program had been running smoothly since the start of the year. However, due to the COVID-19 pandemic, the program has been postponed until further notice. The program was originally scheduled to conclude in May, but due to the pandemic, the program has more-than-likely met for the last time until fall. A final decision on the last few scheduled May dates will be made in accordance with Township, CSD, State, County and CDC guidance.

Afternoon Games

Afternoon Games continued to run through the first session of the year. There are 19 people registered for Bridge and 10 people registered for Mah Jongg. On Friday, March 13th Afternoon Games were postponed through April 30th due to the COVID-19 outbreak. Sessions will be made up once programs resume.

Cardio, Core, & Strength Programs

The Cardio, Core, & Strength with Mat and C, C, & S with Chair programs each had their first Winter/Spring sessions come to a close in February. Both programs began their 2nd Winter/Spring sessions in late February, but have since been cancelled due to the COVID-19 pandemic. Participants will be receiving pro-rated credit for the classes that were cancelled.

ABC Come Swim With Me

The winter/spring 2020 schedule for ABC Come Swim With Me was supposed to occur at Plymouth Whitemarsh High School pool on Saturdays 9:00am-9:30am and 10:30am-11:00am 3/28-5/30 with no class on 4/11, 4/25, or 5/23. There were 8 registered for the 9:00am timeslot and 2 for the 10:30am slot. At this point in time we most likely will cancel the entire session because extending the season until late June may not be work due to PWHS schedule. A final decision will be made and participants will be contacted about refunds or credits within the month.

Private Swim Lessons

Private Swim Lessons were to be held at Plymouth Whitemarsh High School pool. The winter/spring 2020 schedule was supposed to occur on Saturdays offering four timeslots 3/28-5/30 with no class on 4/11, 4/25, or 5/23. All time slots are filled and there are children on the waitlist. The 8:00am timeslot has 5, the 8:30am timeslot is full with 5, 9:30am has 5, and the 10:00am has 5. If ABC Swim With Me 10:30am does not run we will open that time up for those on the waitlist. All staff has been contacted and are aware of the programs cancellation as of now until April 30th. At this point in time we most likely will cancel the entire session because extending the season until late June may not be work due to PWHS schedule. A final decision will be made and participants will be contacted about refunds or credits within the month.

Morning Lap Swim

Morning lap swim was taking place at Plymouth Whitemarsh High School pool. The winter/spring 2020 schedule takes place on Monday, Wednesdays, and Fridays and began 3/9 and was supposed to end 5/1 with no class on 3/16, 4/6, 4/8, or 4/10. There are currently 13 adults registered. Mark Daulerio had been lifeguarding this program and Kayla Heincer was a substitute if Mark cannot attend. At this point in time we most likely will cancel the remaining session because extending the season until late June may not be work due to PWHS schedule. A final decision will be made and participants will be contacted about pro-rated refunds or credits within the month.

Tiny Town

Due to Messy Masters cancellations, we have went back to the drawing board and have decided to offer a program that has not been run since winter/spring of 2015, which was quite successful. This unique program called Tiny Town introduces children to the services in their community such as the fire house, the police station, the grocery store, and more through interactive play and education. The session will also feature stories, games, crafts, and lots of fun! Tiny Town was to be offered on Thursdays 10:00am-11:00am at the Cedar Grove Barn 4/16-5/21. There is currently no one registered for this program. Given the COVID-19, we have cancelled the program and plan on offering it again the fall.

Purposeful Play

Purposeful Play winter session 1 ended on Wednesdays 1/15-2/19. There were 2 registered for the Baby Bears 11:00-11:45am class and 8 for the Little Bears 10:00-10:45am class, totaling to 10 overall participants. All classes are held at the Parks & Recreation Building. Session 2 began 2/26 and will end 4/1. There are 4 in the Baby Bears class and 8 in the Little Bears, totaling 12 participants. The three remaining classes were cancelled and pro-rated with refunds to each participant due to the closing of buildings due to COVID-19. Session 3 was slated to run 4/22-6/3 (no class on 5/27). However, we will tentatively push the start date back to 5/6-6/10. Purposeful Play continues to be another excellent partnership. Purposeful Play plans on attending Mini Spring Fling on May 12th and having interactive play area and registration information at a table.

Sing, Sign, and Grow

Sing, Sign, and Grow winter/spring 2020 schedule was taking place on Thursdays 1/23-3/12 at the Parks & Recreation Building-4021 Joshua Road, Lafayette Hill, PA 19444 but with a time change of 9:45am-10:30am. It was noted that earlier classes have less a chance in interfering with sleep schedules for the younger children. This session of SS&G is called Let's Be Friends and is now 8 classes rather than two separate sessions of 4 classes. There were two families that registered for this program and 3 classes were pro-rated for a refund due to the closing of the buildings due to COVID-19. Classes will be offered again the fall.

Little Kickers

Indoor Little Kickers completed its session on Saturday March 7th. This program was led by Kayla Heincer. This was our second successful session of this program held at St. Thomas Church in Flourtown.

Fun Club

Whitemarsh Elementary School Fun Club takes place every Wednesday 3:30-5:00pm at the school's gym. There was only one child registered for Monday's so we had to cancel. The winter/spring 2020 schedule runs 1/8-6/3 with no class on 4/8. Wednesday Fun Club has a total of 13 children enrolled, which makes up for no Monday Fun Club. Annie Mascio is the lead Supervisor and oversees Wednesday Fun Club. In addition, part-time staff Reis Wynne and Kelly Cahill also work Wednesdays. Kayla Heincer fills in when needed on Wednesdays and works with Annie. We are waiting to gather more information about closings, but most likely will refund the remaining classes of fun club to all 13 participants due to the COVID-19.

Dance Programs

The Whitemarsh Dancers program continues to grow each season and there was a record high of 36 dance classes that were offered for the fall 2019 season. The winter/spring 2020 season has the same amount of classes that was offered. Registration was held on Monday, December 16th, a separate day from other registrations. This occurred simply because the demand to register for classes is so high and special attention needed to be made to answer phone calls, walk-in registrations, and emails. In addition, it is noted that registration should be held after the recital so any questions can be answered promptly by Whitemarsh staff and dance instructors. There are 24 classes currently running and almost all are filled to their capacity. There were originally 7 classes that had a waitlist with over 40 children. We were able to move and offer other options and decrease that waitlist number to 3. This season we offered the Introduction to Voice for three different age groups, however it did not run due to low registration. In addition, we offered the popular Adult Hip Hop class, which has 9 participants. There was also a new boy only class called Pre-Boys Hip Hop, which did not run due to low registration. Classes are offered evenings Monday-Thursday at the Parks & Recreation Building. There are a total of 164 total dancers and 48 dancers who are enrolled in multiple classes. We have purchased an additional portable mirror to keep in Program Room A and should be arriving in April. The carpeting in the upstairs waiting room is still in good condition, which was installed in-house during spring of 2019. We're looking into redoing the floors in the main dance room upstairs in the near future. The dance recital was scheduled for Saturday, May 16th at Plymouth Whitemarsh High School Auditorium from 3:00pm-4:30pm. The rehearsal was supposed to be the night before on, Friday, May 15th from 5:30pm-7:30pm. With the sudden changes and cancellations of classes through April 30th due to the COVID-19 outbreak, we're working on a virtual class schedule for all dancers. With this being said the prior mentioned recital dates, will most likely be cancelled as well. Offering virtual classes will enable students to stay active and eliminate any refunds from hundreds of families. Dancers will keep their costumes and at the end of the season each class will perform under the Pavilion at Miles Park. We potentially will still sell bouquets for \$5.00 and pretzels, chips, and boxed water for \$1.00. Pre-sale for the bouquets will tentatively occur in May, when we have better understanding of the situation. In addition, we will skip dance photo packages due to the circumstances. Dancers will not perform at Township Day on Saturday, April 25th, 2020 12:30-2:00pm, due to the cancellation of all events.

Engineering For Kids Classes

The Engineering For Kids program had the first Winter/Spring sessions wrap-up in February. This session was the first instance that we were able to run the EFK program for both age groups. Prior to the 2nd session starting, the COVID-19 pandemic forced us to cancel.

Jump, Jive, & Jam Music Classes

Jump, Jive, and Jam Music & Rhythmic Play and MOGA winter/spring 2020 schedule will occur on Fridays and there will be 3 sessions. The switch of Mondays to Fridays was due to feedback from participants. The first session was offered 1/10-2/28, but was cancelled due to low registration. The second session will run 3/20-5/8, and the third session 6/12-7/31. Music and Play classes will run 10:30am-11:15am and MOGA class 9:30am-10:15am at the Parks & Recreation Building. We will continue to market this youth program through various outlets such as email, social media, and websites. Currently, no one is registered for the second session and we have cancelled due to the current situation. We have continued to utilize our ongoing partnership with Jump, Jive, and Jam during tot special events. JJ&J plans on attending Mini Spring Fling in May and putting on another concert.

Back To Work After Having a Baby Workshop

The Back to Work after Having a Baby Workshop is scheduled for Saturday, April 4th 9:00am-11:00am at the Parks & Recreation Building. The workshop was cancelled twice already due to low registration. This will be the last time we offer the program if it does not run, simply because there has been no true interest in the workshop. Its purpose is to focus on successful ways to detail with this transition phase and step by step plans to make changes. Currently, no one is registered for the workshop, but we plan on continuing marketing the event. Currently, we have zero registrations and have decided to cancel the workshop.

Tennis Lessons

The second session of indoor tennis lessons at Magarity Tennis Club started on Saturday, February 15th. There were a total of 21 of participants. Due to the COVID-19 outbreak, the final class on Saturday, March 14th was cancelled and participants were refunded for the missed class. The third session of Indoor Tennis Lessons at Magarity Tennis Club was scheduled to run Saturday, March 21st through Saturday, April 25th. Unfortunately due to the COVID-19 outbreak, the third session was cancelled. There were a total of 17 participants registered and they were issued refunds for the cancelled program.

Overall the Indoor Tennis Lessons at Magarity Tennis Club was a great addition to our programs this spring. We did not have any scheduling issues due to staff availability or weather. Most participants signed up for 2 or 3 sessions which run consecutively, something we have not been able to offer until now. A survey is planned to go out to participants this spring asking for feedback about their experience with indoor lessons.

Yoga Programs (Vinyasa , Gentle Flow, & Chair)

The Yoga programs each had their first Winter/Spring sessions come to a close in February. Both programs began their 2nd Winter/Spring sessions in late February, but have since been cancelled due to the COVID-19 pandemic. Participants will be receiving pro-rated credit for the classes that were cancelled.

Zumba

The Zumba Program completed its first ever session as a part of our Department's program lineup in February. The program began the 2nd scheduled session in Mid-February, but was ultimately cancelled due to the COVID-19 pandemic. Participants will be receiving a pro-rated credit for the classes that were cancelled.

Birthday Parties

We currently have already had two birthday parties run in January of 2020. One party was a slime party and one party was a glow in the dark. We have not run either of these themes as of yet but both parties were a success. It seems that the Birthday parties have taken off. The participants attended other parties that we held last year. This seems to be the best form of advertising for us. We had two additional parties

scheduled for March and April. The April party was already cancelled due to COVID-19 and the party in April has been notified of possible cancellation.

Teen Extreme Camp

Teen Extreme Camp registrations opened on December 9th. The new fee schedule for camp is as follows; Fee prior to April 30st: \$205.00 Whitemarsh Residents/\$223.00 Non-Residents. Fee Starting May 1st: \$219.00 Whitemarsh Residents/\$245.00 Non-Residents. In addition, the 4th of July week fee schedule is adjusted for no camp on Friday, July 3rd; Fee prior to April 30th - Week 3: \$164.00 Whitemarsh Res / \$178.00 Non-Res and starting April 30th: Week 3:\$175.00 Whitemarsh Res / \$196.00 Non-Res. Fee increases are simply because of trip, bus, and supplies costs. Camp calendar scheduling has begun and will continue through May. All trips have been booked and deposits paid. Back by popular demand and feedback from campers and staff, Wednesday will have different food themes. Also, Program Coordinator, Emily Labowitz has been in contact with 2019 Teen Camp staff to confirm whether or not they will be returning for summer 2020. New hire, Hadley Bloemeke will be leading Supervisor for Teen Camp. In addition, new hire Dennis Duett will be working with Hadley as a Supervisor as well. Casey Quinn is returning and will also be working Teen Camp as a counselor. Mark Daulerio and Phil Quinn will sometimes be available to fill in when needed if Teen Camp staff is sick or we need extra staff for a trip day. An email blast went out to 2016, 2017, 2018, and 2019 Teen Camp participants with registration information on February 11th and again on February 25th with trip locations and dates. Another email went out on March 10th as a reminder for the early registration cut off of on March 31st. Currently, registration is as follows; Week 1: 4, Week 2: 3, Week 3: 6, Week 4: 4, Week 5: 5, Week 6: 6, Week 7: 8, Week 8: 6, Week 9: 5, with a total of 47 teen campers for the summer so far. Registration is normal for this time of the year and will pick up closer to the discount cutoff date. In addition, it is expected that registration will spike the weeks of camp, simply because that is the past pattern of registration for teen camp parents/guardians. The Teen Camp Parent Meeting will take place at the Parks & Recreation Building on Wednesday, June 3rd at 7:00pm. In addition, we will hold a camp staff training on Sunday, June 7th at 12:00pm at the Parks & Recreation Building. A Teen Camp specific meeting will be determined soon but will most likely occur in early May.

Miles Park Camp

Miles Park Camp currently has the following registrations: Week 1- 57, Week 2- 52, Week 3- 50, Week 4- 45, Week 5- 48, Week 6- 48, Week 7- 49, Week 8- 56, Week 9- 56. The command staff for summer 2020 will be as follows. Camp Director – Mike Adornetto, Assistant Director – Annie Mascio, Head Counselor – Kayla Heincer, Chris Diorio, and Sydney Mellilo. All camp trips have been booked at this time. The Miles Park Parent Meeting will take place on June 3rd, at 7:00 PM. An open house will also be held prior to camp starting, date TBD.

Cedar Grove Camp

Cedar Grove Camp has enjoyed steady registration numbers again this year. Each week, outside of the shortened July 4th week, are full or nearly-full. The camp calendar, schedule of activities & events, and other planning details are currently being worked on. Many of the Cedar Grove Camp staff from 2019 will be returning in 2020, including both Camp Supervisors and the Head Counselor. The Parent Meeting is scheduled to take place on June 2nd.

Specialty Camps

Dance Camp: Emily Labowitz and Ashlyn Brady are working to create a new and appealing dance camp. Many previous summers dance camp was offered but did not run due to low registration. The camp would tentatively run the week of June 22nd-June 26th and take place at Koontz Park- Program Room A. The camp would take place 9:00am-12:00pm and would be included as a camp hopper option. Whitemarsh Residents fee would be \$150.00 and Non-Residents fee \$175.00. There are more details to come and the plan is to have the information for the supplemental brochure in spring/summer.

Gold Glove Softball Camp: Emily Labowitz has been in contact with Megan O'Rourke and organizing a softball camp to be held at Cedar Grove Park. Session 1 will run June 22nd-June 26th for girl's ages 6-8 and Session 2 July 6th-10th for girls ages 9-12. This camp was offered last year but both weeks were cancelled due to low registration. However, Whitemarsh Girls Softball has recently decided that they will run this camp and will not need the Parks Department to be involved. They will use the Cedar Grove Softball field for the camps.

The first session of Cooking Camp (7/20-7/24) filled to capacity and a second session was opened for the week of 7/13-7/17. There is currently one person registered for the second session. We are offering 2 sessions of Theatre Horizon Camp this summer as the camp has filled with a waitlist for the past couple years. The first session (7/6-7/10) has 7 participants registered, and the second session (8/10-8/14) has 11 participants registered. 19 Summer Camps are as follows: Lacrosse – 1; Baseball – 3; Cheerleading – 0; Flag Football – 4; Soccer – 5; Track & Field – 1.

Discount Tickets

AMC, Regal, and Movie Tavern tickets are in stock and are purchased ever so often. There are 50 Movie Tavern, 63 AMC, and 57 Regal tickets remaining. We constantly check the inventory and will most likely re-order in the summer. We recently found out that the Movie Tavern tickets changed their policy and their tickets do not expire anymore. In addition, we sold discount tickets to the Philadelphia Flower Show. 100 Adult Flower Show tickets sold out on March 4th. All winter discount tickets were returned the week of March 16th. Spring/Summer PRPS discount tickets are slated to arrive early May. The order has not yet been placed but information will most likely arrive in early April for summer discount adventures.

Facility Rentals

2020 Facility rentals officially opened to the public on Monday, December 16th and included both indoor facility rentals and the Miles Park Pavilion. There are currently 4 pavilion rentals booked for 2020 and 12 indoor facility rentals bringing the total to 16 rentals for the year so far. Two of the rentals for 2020 at the Cedar Grove Barn were cancelled due to the COVID-19 outbreak and were issued refunds.

Summer Camp Staff Applications/Interviews

Applications for available Summer Camp Staff positions were accepted through Wednesday, March 11th. The applications were reviewed by Department staff and the qualified applicants were contacted. Due to the timing of the application deadline and the COVID-19 pandemic, applicants were notified that we would not be conducting interviews immediately, as originally planned. With the timeline of the pandemic continuing to expand, we have decided that first round of interviews will be conducted over the phone. A 2nd round of interviews will be considered depending on the need & availability after the initial interviews are completed and may be done with Zoom.

Enterprise

Emily Labowitz requested the Clothing Drive recap be highlighted in the February Enterprise, along with other event news and programs. A full-page ad for the March Enterprise was requested for Township Day. Upcoming Whitemarsh Township Parks & Recreation programs and events were requested as well for March.

Montco Career Fair

On Wednesday, February 12th, 2020 Emily Labowitz and Jackie Beebe represented Whitemarsh Township Parks & Recreation at the Montgomery County Community College Career Fair. The event was held at the college's main campus located 340 Dekalb Pike, Blue Bell, PA 19422. The event took place from 11:00am-2:00pm in the student lobby. The new Whitemarsh Township Parks & Recreation table cover was displayed for all to see. There were the following flyers displayed; Mini Spring Fling, History Tour, Shredding Day, Parents Night Out, Discount Tickets, Purposeful Play, Township Day, Staff Hiring, Part-Time Position description, and copies of the winter/spring/summer brochure. Drawstring bags, t-shirts, pens, and WTPR magnets were giveaways. Over 30 students passed by and many took flyers and giveaways. In addition, many asked questions and showed interest in working for the township. Specifically, one of the students has been hired to supervisor Teen Camp this summer! This was a free event and worth spending a few hours searching for qualified candidates.

Facebook Events

We continue to utilize Facebook events as they have been instrumental in promoting our events and programs such as Parents Night Out, Township Day, History Tour, etc. They allow us to update the information if the programs are postponed or cancelled due to weather and to post updates to the events. Most recently, all events for 2020 were added.

Whitemarsh Elementary E-Folders

Emily Labowitz has continued to coordinate with Beatrice Deangelis and Dave Sherman, from Colonial School District, in regards to marketing Whitemarsh Township Parks & recreations upcoming programs and events. Most recently, Emily shared information about the Flower Show, Discount Ski Tickets, Schools Out Program, and Township Day.

Free Event Posting

Jackie Beebe continues to use the free event websites offered such as Patch.com, the Chamber of Commerce for Greater Montgomery County, and MetroKids to promote our events. These sites provide a free and effective marketing tool for the department's special events and programs.

Excursions

Our Department, in conjunction with the Conshohocken Borough Parks & Recreation Dept. and the Springfield Parks & Recreation Dept. were scheduled to run a DIY NYC Trip on Saturday, May 9th. Due to the COVID-19 pandemic, this trip was cancelled. Participants will be receiving a full refund for the cancellation.

Special Events

On Saturday, March 7th, from 8:00am – 12:00pm in the Lower Parking Lot of Miles Park, our department hosted the 2020 Spring Shredding Day event, which promotes environmental sustainability through recycling, and helps protect against identity theft. The event was extremely busy throughout the day, with an estimated 450+ vehicles passing through. The Whitemarsh Township Parks & Recreation Department partnered with the members of the Whitemarsh Community Ambulance Association for a windy, but wonderful event. Volunteers assisted with shredding 32,100lbs (or 16.05 tons) of paper over the course of the 4-hour event. Through the recycling of the shredded paper, the Township was able to save the equivalent of 273 trees, 64,200 kilowatts of energy, 48.15 cubic yards of landfill space, and 112,350 gallons of water. In addition the residents of Whitemarsh were once again very generous with the local organizations donating \$3,466.00 of in day-of donations. We express our gratitude to Treasure Sign for being a sponsor of the event. As a "thank you" for providing volunteers for the event, Whitemarsh Township will be donating a portion of the proceeds, \$990.27 in total, to the Whitemarsh Community Ambulance Association.

On Sunday, March 8th at 10am, Whitemarsh Township held their first-ever "Smash Mob" event at Miles Park to combat the invasive Spotted Lanternfly. The event was held to help to educate the community about the Spotted Lanternfly issue and teach techniques in managing their eradication. The Township had three experts in attendance including Karoline Anderson from the United States Department of Agriculture, John Hosbach from Rockwell Urban Forestry and the Certified Whitemarsh Township Arborist, and Joe Breznicky from Red Tail Restoration and Management. Karoline gave a thorough background on the Spotted Lanternfly issue and had a wealth of handouts for the 36 attendees comprised of adults and families. John Hosbach led an interactive "how to recognize egg masses" demonstration via a ladder on a nearby tree. Next the group split into active working groups going to McCarthy Park with super volunteer and event co-coordinator Nick Bell, Miles Park with Joe Breznicky, and Leeland Park with John Hosbach. Attendees received educational handouts, an official Whitemarsh "Smash Mob" egg mass scraper, and an "Enviroteer" t-shirt. All in all it was a wonderful community event and many thanks from the attendees.

The Annual Environmental Education spring clean-up day at the Wells Street Open Space scheduled for Saturday, April 4th from 8am-11am was cancelled in accordance with CDC guidelines for the coronavirus.

The Lions Club of Whitmarsh Annual Egg Hunt at the Miles Park Pavilion on Saturday, April 11th at 10am was cancelled in accordance with CDC guidelines for the coronavirus.

The Trash Mobs scheduled for April 19th and May 3rd were cancelled due to the COVID-19 crisis.

It is with heavy heart and out of an abundance of caution that Township Day was cancelled in accordance with CDC guidelines for the coronavirus. The Parks and Recreation team is contacting those who have registered for these activities regarding credits or refunds.

The Bi-Annual History Tour scheduled for Sunday, May 17th was cancelled due to COVID-19.

The 2020 "Summer Movies in the Parks" Series is being reformatted and rescheduled due to the COVID-19 crisis. We are planning on having a schedule available in late May with a movie in mid-June, July, August, and one in September. All movies are FREE and will begin at Dusk.

The Annual Mini Spring Fling is scheduled for Tuesday, May 12th 10am-12pm at the Cedar Grove Barn. The event is going to be a Virtual Event that day which will have a FREE Children's Concert hosted by Miss Allison of Jump, Jive, and Jam. Participants need to pre-register.

The Department is cautiously preparing for the 2020 Annual 4th of July Parade. The 4th of July Parade Committee will meet in May through June monthly to plan the wonderful community event. Entertainment has been booked for the event.

Parks/Facilities/Fields – Projects-Updates

The Miles Park Grant Project is over 90% completed. Completion of the pathways remain for 2020. The path connecting the upper and middle areas of the park has been surveyed and work is slated to begin in the next few weeks. The Township corresponded with DCNR in the end of April to update them on the project status given the COVID-19 delay and to notify that it would be completed by the end of fall 2020. – ON HOLD

The DVRPC Grant (Phase 1- \$10,000) of the \$40,000 feasibility study for the Miracle-Nature Trail has begun. This phase involves an engineering topographic study and determining trail opportunities given PECO parameters. The Township has received PECO approval to apply once a feasibility study is completed and the plan is formulated. The approval to move forward with a submittal is based on the concept discussions. The phase 1 report is due in December of 2020 but was submitted to the DVRPC 2020 Quarterly Report (Qtr. 1) and accepted. The Township received notification that it received a grant for \$40,000 from DCNR-C2P2 which will match the funding for the feasibility study (no Township Match required). The Township received and returned the agreement from DCNR and held the introductory call in March to initiate process. The Township staff is working with the Township engineer to provide the scope and budget for the remainder of the project to DVRPC and DCNR for approvals to proceed with funding. The Township received the initial funding payment from DCNR in the amount of \$20,000 which has been deposited to Finance.

The Township has continued with environmental maintenance at Koontz Park. The area looks much improved. Gary Hill and Township Arborist John Hosbach developed a planting plan for a grove of trees in that back corner that will provide shade, screening, and privacy for park users and neighbors. Trees that have been planted include 1 Hackberry, 2 Rutgers Pink Dogwoods, and 2 Black Gum Trees. The trees were installed by the Public Works crew. The ground has received topsoil and received natural turf seed in some areas and Hard Fescue (*Festuca Brevipilla*) in other areas. We also created a wood chip path that wraps around from the fence side of the playground at the beginning of the wood area to the back of the park fence through that area towards the back stairs. The project is complete. It is a lovely natural path and nature play area for park users to enjoy.

The Department has ordered and received a New Befco BCA-072 Core Aerator - Ground Engage Equipment for park turf and ballfield maintenance by the Public Work Grounds Crew. The equipment will allow for safer and thick natural grass turf areas. In addition, this machine will allow the grounds crew to perform their tasks more efficiently and effectively which will save time and money. Finally, with the purchase of the core aerator, the Township will have cost savings on rentals of the equipment or having to contract the service.

The Miles Park Building had a new HVAC system (Daikin Ductless Mini-Split System Heat Pump and indoor wall mount/thermostat) installed in the large main room and also the coils cleaned in the interior units.

An energy efficient photo lens was installed at the Greenhouse.

New exterior energy efficient lighting was installed the entry way main door at the Koontz Park Building.

A bench at the Miles Park Basketball courts was fixed.

The walls in the large room and the lobby area at the Miles Park Building were painted.

The Department is having the exterior of the Concession Stand painted red once the COVID-19 crisis ends. It will be the color opposite the blue from the WLL logo (and we painted the Pavilion in the blue). We are looking to coordinate and have the first base dugout roofs in the park be blue and the third base roofs are red. The Park Board reviewed and supported the proposal on February 4th at their meeting. In addition, we

purchased stainless steel letters and the Whitemarsh Logo for the backside of the building. The sign will read – “Miles Park – Whitemarsh Township” with the Township Logo above it. The letters will be installed following the painting. Finally the main counter area at the Concession Stand has had new swing doors built and installed to prevent vandalism and will have cork board on the inside for menu and price notices at games. We are looking forward to completing this project in May.

The Veteran’s Monument at Miles Park will begin construction in spring and with completion in mid-September. Staff and Township Engineers had a pre-construction meeting to coordinate logistics and limit the impact on park activity. This project is delayed due to COVID-19. – ON HOLD

The water in the parks has been turned on and the comfort stations in the parks cleaned. The bathroom areas will remain closed during the coronavirus crisis. The basketball court lights are also not being turned on until after the coronavirus crisis.

The Park Playgrounds have been closed and caution tape placed around them. The Exercise Equipment areas at Miles Park are closed and have caution tape and signage.

“Leave No Trace” signs were laminated and hung in the Parks that encourage social distancing and the removal of trash and dog waste.

Lt. Kennan is working with Public Works to install security cameras at the Miles Park Pavilion – thanks! – ON HOLD

Moyer performed the parks annual spring maintenance turf application on April 22nd.

The Miles Park Building 2nd Floor Dance Room is having the aged and worn (gaps and humps) floor replaced in May for safety reasons (trip-fall hazards).

Public Works has been busy preparing the fields and they have been dressed and groomed with soil conditioned and diamond-tex as needed. New ballfield inserts were ordered and installed as needed. They fixed the Minors baseball scoreboard and installed a new shut off switch at the back of the scoreboard and power feed wire to the shed at the batting cages. Split rail fence was installed around the dugout areas at Pony Field. The storm drain pipes have been replaced behind the ambulance building improving the stormwater flow and effect on the ballfields.

The large freezer at the Koontz Park Building motor died and it can not be fixed. The Department will look into replacing following the COVID-19 crisis.

A broken bench was fixed at Miles Park. A broken shutter was fixed at the Miles Park Building. A rotted piece of railing was replaced on the back stairwell at Koontz Park.

Jimmy McGuire repaired the broken playground equipment at the WJML.

The Miles Park Dugouts are being manufactured and will be scheduled for delivery and storage at the Public Works Facility until time and priority schedule permits for installation. The areas need footers to be installed prior to installation of the dugout shelters.

Shearon Environmental performed maintenance at the Miles Park Lower Soccer Field in the end of April. The work included aeration, overseed, tenacity weed application, and starter fertilizer to promote germination for newly planted seedlings. This program is done in partnership with the Colonial Soccer Club who provides a \$3,000 donation to Whitemarsh Township.

Jimmy McGuire cleaned all air-handlers and filters at the Cedar Grove Barn, Miles Park Building, and Koontz Park, and also tested the Air Conditioner system. A new filter was purchased and installed in Koontz – Room A and Koontz – 2nd Floor Hallway Central Unit.

The trail markers in the Wells Street Open Space were repainted.

Earlier in the spring and as planned, Jolly Green Giant Landscaping roto-tilled strip beds around the Wells Street Open Space meadow, placed mulch from township yard waste grinding on these beds, and planted 650 perennial wildflowers in these beds as per the Natural Lands Trust plan.

Jimmy McGuire installed a new double-door lock on the interior dispatch doors in the back stairwell in the Miles Park Building to allow easier access for staff and emergency personnel.

The air conditioning units were installed in the Whitemarsh Art Center.

A door sweep was installed on the exterior door of the Cedar Grove Barn. Weather stripping and a door sweep were installed at Storage C.

ADA accessible and safety standard guideline woodcarpet was installed in the Township Playground areas (Miles Park, Leeland Park, Cedar Grove Park, Valley Green Park) in mid-March.

The Koontz Park Building boiler had the nozzle replaced for the oil injector and also replaced the filter for the oil supply line.

The Miles Park fitness equipment near the playground had 4x4 edging replaced for safety.

The Whitemarsh Art Center had some bad shingles replaced.

The Whitemarsh Art Center had the windows caulked to help prevent leaks.

A bulletin board at Valley Green Park was painted.

The ballast on the first floor light at the Koontz Park Building was replaced.

The Cedar Grove Barn received spray foam and caulk to seal overhang front windows.

Jon Walker performed an updated key inventory for the park system and created a board and a master ring set for ease of access as needed.

Miscellaneous

Tom Blomstrom was selected by the Montgomery County Conservation District to serve on the Southern PA Spotted Lanternfly Task Force Group.

Tom Blomstrom attended a free webinar entitled "Preparing Your Organization For A COVID-19 Coronavirus Outbreak" offered by CareerLearning through the Nonprofit Web Advisors on Wednesday, March 18th.

The PRPS Annual State Conference in March was cancelled.

The PA Land Preservation Conference in April was cancelled.

Emily Labowitz attended FREE Webinars on 3-17 (Community Pass Registration Software – Message Manager), 3-25 (PRPS Health and Wellness Roundtable), 3-27 (Managing Pool Operations during Closures), 3-30 (BMP's for Working Remotely) and 3-31 (Community Pass Registration Software – Family Merge and Individual Merge).

Tom Blomstrom and Jackie Beebe attended a FREE Webinar on 4-1 titled "Coronavirus and Youth Sports: What the Future Holds" presented by The Aspen Institute – Project Play Webinar.

Tom Blomstrom attended a FREE webinar on 4-2 by the Rails to Trails Conservancy titled "Closing Streets to Create Space for Walking and Biking During COVID-19".

Emily Labowitz attended FREE Webinars on Friday, April 3rd (PRPS Programs and Events Roundtable) and (Back to Basics Zoom). In addition she attended the FREE ACA Webinar on Friday, April 10th (Rally the Troops: Relationship Based Leadership Amid the Pandemic). On Tuesday, April 14th she attended a FREE virtual roundtable discussion by PRPS (Programs and Events – Summer Plan).

Mike Lannutti and Emily Labowitz attended a FREE Webinar on Tuesday, April 7th (PRPS Summer Camp Roundtable).

Tom Blomstrom attended a Zoom FREE Instructional "How to Host a Webinar" on April 8th. Also, on April 8th he attended a Webinar from the NRPA Leadership Development Network – "How Parks are Essential During COVID-19: The Good, The Bad, and The Ugly". In addition, he attended an ICAA (International Council on Active Aging) FREE Webinar on April 13th (Social Isolation, Loneliness, and anxiety amplified by COVID-19: A call for keeping people safe and connected).

Tom Blomstrom and Emily Labowitz attended the FREE Webinar from The Aspen Institute – Project Play (Coronavirus and Youth Sports: How to Manage the Crisis) on April 15th. They also attended the FREE Webinar on the PRPS District III Leadership (Summer Camps, Special Events, and Pools) on April 16th.

Jackie Beebe attended a FREE Webinar by the City Parks Alliance – "Programming While Social Distancing: Creative Strategies to Engage Communities" on April 9th.

Kudos to Michael Lannutti for in accordance with the Whitemarsh Township DHS License – for receiving a Professional Development Certificate of Completion for "Get Started with Center-Based Care: Building Blocks for Quality" from the PennState Extension – Penn State Better Kid Care Program.

Congrats to Emily Labowitz for receiving a Certificate of Completion for the FREE Webinar Based Instruction "Effectively Working Remotely" on March 30th and April 7th.

Important note that our Dance Instructor Ashlyn Brady has gone above and beyond on her own doing "Drive-by" dance for her participants on their Birthdays if she was contacted by a parent. A great effort in a scary time for children to help them feel connected on their special day.

Emily Labowitz attended a FREE Webinar via zoom on April 21st – NRPA Young Professional Network (Marketing – Thinking Beyond Program Guides and Flyers). She also attended a FREE Webinar by Zoom (Administrator Training) on April 21st. On April 24th she attended the City Parks Alliance FREE Webinar (Planning for Summer and Beyond in Our Parks).

Tom Blomstrom attended a FREE Webinar via zoom on April 22nd and April 29th by the Aspen Institute – Project Play (Coronavirus and Youth Sports: What Kids Need from Coaches Now; How to Play During the Crisis).

Tom Blomstrom and Emily Labowitz attended a PRPS DIII Leadership Free Zoom Webinar on Summer Camps, Events, and Pools on April 30th.

Tom Blomstrom, Jon Walker, Mike Lannutti, and Emily Labowitz attended a FREE Webinar via zoom on April 22nd by the ACA (Virtual Training Activities for Camp Staff).

Jimmy McGuire attended the PA Park Maintenance Institute Talk Series – FREE Zoom Webinar on Friday, April 24th.

Respectfully submitted,
Thomas J. Blomstrom
Director of Parks and Recreation

WHITEMARSH TOWNSHIP

To: Richard Mellor, Township Manager
From: Thomas Blomstrom, Director of Parks and Recreation
Subject: Facility Improvements and Projects Updates
Date: May 1st, 2020

The Parks and Recreation Department is happy to provide the following facility updates during the past several months. Please let me know if you have any questions.

Miles Park Building at 4021 Joshua Road –

- The Miles Park Building had a new HVAC system (Daikin Ductless Mini-Split System Heat Pump and indoor wall mount/thermostat) installed in the large main room and also the coils cleaned in the interior units.
- The walls in the large room and the lobby area at the Miles Park Building were painted.
- The Miles Park Building 2nd Floor Dance Room is having the aged and worn (gaps and humps) floor replaced in May for safety reasons (trip-fall hazards).
- Jimmy McGuire installed a new double-door lock on the interior dispatch doors in the back stairwell in the Miles Park Building to allow easier access for staff and emergency personnel.

Whitemarsh Art Center -

- The air conditioning units were installed in the Whitemarsh Art Center.
- The Whitemarsh Art Center had some bad shingles replaced.
- The Whitemarsh Art Center had the windows caulked to help prevent leaks.

Cedar Grove Park/Barn –

- A door sweep was installed on the exterior door of the Cedar Grove Barn. Weather stripping and a door sweep were installed at Storage C.
- The Cedar Grove Barn received spray foam and caulk to seal overhang front windows.

Koontz Park/Building/Greenhouse –

- The Township has continued with environmental maintenance at Koontz Park. The area looks much improved. Gary Hill and Township Arborist John Hosbach developed a planting plan for a grove of trees in that back corner that will provide shade, screening, and privacy for park users and neighbors. Trees that have been planted include 1 Hackberry, 2 Rutgers Pink Dogwoods, and 2 Black Gum Trees. The trees were installed by the Public Works crew. The ground has received topsoil and received natural turf seed in some areas and Hard Fescue (*Festuca Brevipilla*) in other areas. We also created a wood chip path that wraps around from the fence side of the playground at the beginning of the wood area to the back of the park fence through that area towards the back stairs. The project is complete. It is a lovely natural path and nature play area for park users to enjoy.
- An energy efficient photo lens was installed at the Greenhouse.
- New exterior energy efficient lighting was installed the entry way main door at the Koontz Park Building.
- The large freezer at the Koontz Park Building motor died and it can not be fixed. The Department will look into replacing following the COVID-19 crisis.
- The Koontz Park Building boiler had the nozzle replaced for the oil injector and also replaced the filter for the oil supply line.

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Phone: 610-828-7276 x 2401
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Miles Park – Pavilion/Concession Stand/Fields/Playgrounds/Basketball Courts –

- The Miles Park Grant Project is over 90% completed. Completion of the pathways remain for 2020. The path connecting the upper and middle areas of the park has been surveyed and work is slated to begin in the next few weeks. The Township corresponded with DCNR in the end of April to update them on the project status given the COVID-19 delay and to notify that it would be completed by the end of fall 2020. – ON HOLD
- A bench at the Miles Park Basketball courts was fixed.
- The Department is having the exterior of the Concession Stand painted red once the COVID-19 crisis ends. It will be the color opposite the blue from the WLL logo (and we painted the Pavilion in the blue). We are looking to coordinate and have the first base dugout roofs in the park be blue and the third base roofs are red. The Park Board reviewed and supported the proposal on February 4th at their meeting. In addition, we purchased stainless steel letters and the Whitemarsh Logo for the backside of the building. The sign will read – “Miles Park – Whitemarsh Township” with the Township Logo above it. The letters will be installed following the painting. Finally the main counter area at the Concession Stand has had new swing doors built and installed to prevent vandalism and will have cork board on the inside for menu and price notices at games. We are looking forward to completing this project in May.
- The Veteran’s Monument at Miles Park will begin construction in spring and with completion in mid-September. Staff and Township Engineers had a pre-construction meeting to coordinate logistics and limit the impact on park activity. This project is delayed due to COVID-19. – ON HOLD
- Lt. Kennan is working with Public Works to install security cameras at the Miles Park Pavilion – thanks! – ON HOLD
- The Miles Park Dugouts are being manufactured and will be scheduled for delivery and storage at the Public Works Facility until time and priority schedule permits for installation. The areas need footers to be installed prior to installation of the dugout shelters.
- Shearon Environmental performed maintenance at the Miles Park Lower Soccer Field in the end of April. The work included aeration, overseed, tenacity weed application, and starter fertilizer to promote germination for newly planted seedlings. This program is done in partnership with the Colonial Soccer Club who provides a \$3,000 donation to Whitemarsh Township.
- The Miles Park fitness equipment near the playground had 4x4 edging replaced for safety.

Valley Green Park –

- A bulletin board at Valley Green Park was painted.

Wells Street Open Space –

- The trail markers in the Wells Street Open Space were repainted.
- Earlier in the spring and as planned, Jolly Green Giant Landscaping roto-tilled strip beds around the Wells Street Open Space meadow, placed mulch from township yard waste grinding on these beds, and planted 650 perennial wildflowers in these beds as per the Natural Lands Trust plan.

McCarthy Park-Trails -

Miracle-Nature Trail (Grant) -

- The DVRPC Grant (Phase 1- \$10,000) of the \$40,000 feasibility study for the Miracle-Nature Trail has begun. This phase involves an engineering topographic study and determining trail opportunities given PECO parameters. The Township has received PECO approval to apply once a feasibility study is completed and the plan is formulated. The approval to move forward with a submittal is based on the concept discussions. The phase 1 report is due in December of 2020 but was submitted to the DVRPC 2020 Quarterly Report (Qtr. 1) and accepted. The Township received notification that it received a grant for \$40,000 from DCNR-C2P2 which will match the funding for the feasibility study (no Township Match required). The Township received and returned the agreement from DCNR and held the introductory call in March to initiate process. The Township staff is working

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with the Township engineer to provide the scope and budget for the remainder of the project to DVRPC and DCNR for approvals to proceed with funding. The Township received the initial funding payment from DCNR in the amount of \$20,000 which has been deposited to Finance.

Parks/Facilities/Equipment/Vehicles - General –

- The Department has ordered and received a New Befco BCA-072 Core Aerator - Ground Engage Equipment for park turf and ballfield maintenance by the Public Work Grounds Crew. The equipment will allow for safer and thick natural grass turf areas. In addition, this machine will allow the grounds crew to perform their tasks more efficiently and effectively which will save time and money. Finally, with the purchase of the core aerator, the Township will have cost savings on rentals of the equipment or having to contract the service.
- The water in the parks has been turned on and the comfort stations in the parks cleaned. The bathroom areas will remain closed during the coronavirus crisis. The basketball court lights are also not being turned on until after the coronavirus crisis.
- The Park Playgrounds have been closed and caution tape placed around them. The Exercise Equipment areas at Miles Park are closed and have caution tape and signage.
- “Leave No Trace” signs were laminated and hung in the Parks that encourage social distancing and the removal of trash and dog waste.
- Moyer preformed the parks annual spring maintenance turf application on April 22nd.
- Public Works has been busy preparing the fields and they have been dressed and groomed with soil conditioned and diamond-tex as needed. New ballfield inserts were ordered and installed as needed. They fixed the Minors baseball scoreboard and installed a new shut off switch at the back of the scoreboard and power feed wire to the shed at the batting cages. Split rail fence was installed around the dugout areas at Pony Field. The storm drain pipes have been replaced behind the ambulance building improving the stormwater flow and effect on the ballfields.
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- Jimmy McGuire repaired the broken playground equipment at the WJML.
- Jimmy McGuire cleaned all air-handlers and filters at the Cedar Grove Barn, Miles Park Building, and Koontz Park, and also tested the Air Conditioner system. A new filter was purchased and installed in Koontz – Room A and Koontz – 2nd Floor Hallway Central Unit.
- ADA accessible and safety standard guideline woodcarpet was installed in the Township Playground areas (Miles Park, Leeland Park, Cedar Grove Park, Valley Green Park) in mid-March.
- Jon Walker performed an updated key inventory for the park system and created a board and a master ring set for ease of access as needed.

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MEMORANDUM

Whitemarsh Township Police

616 Germantown Pike, Lafayette Hill, PA 19444

TO: Board of Supervisors

FROM: Chief Christopher P. Ward

DATE: April 13, 2020

REF: 1st Quarter Report for 2020 (January, February and March)

CC: Rick Mellor, Township Manager

COMPLETED

Administrative:

- **Staffing-** The following Staffing Issues have affected the 1st Quarter of 2020
 - On January 13, 2019 Cpl. Howard Laskey sustained a shoulder injury while assisting Plymouth Police with an arrest at the Plymouth Meeting Mall. The shoulder injury was determined to be a torn rotator cuff that required surgery.
 - Cpl. Laskey remained on Light Duty until he could have arthroscopic surgery on January 31, 2019 at Rothman Institute. Recovery time was expected to be six months.
 - In late June Cpl. Laskey re-injured his shoulder during re-hab and underwent another surgery on July 11, 2019. Recovery time for the second surgery is projected to be nine months. We were recently informed that his return to full-duty would be delayed until at least May 2020.
 - On February 17, 2020 we were able to bring Cpl. Laskey back to duty on "light-duty." Corporal Laskey's physician finally reduced his restrictions to the point that we were able to bring him back for desk duty in the station. Cpl. Laskey is not scheduled to visit his doctor again until April 14, 2020.
 - On September 27, 2019 Chief Chris Ward sustained a full tear of his right quadriceps muscle and had surgery on October 4, 2019. Chief Ward had at least six-months of recovery before he would be able to return to full-duty.
 - Chief Ward missed approximately two weeks of work before returning to work fulltime on light duty.

- On March 16, 2020 Chief Ward discontinued Physical Therapy due to the COVID-19 pandemic and his fear of infecting the physical therapy staff and other patients.
- On March 2, 2020 Ofc. Adrian Stead resigned from the Police Department to return to the Pottstown Police Department as a patrol officer. Ofc. Stead joined our agency eight years ago from the Pottstown Police Department.
- On March 16, 2020 both Lt. Jeff Nowak and Ofc. Rick Stemple were placed in quarantine due to contact with a presumed positive tested person while off-duty. Both of our officers had contact with the same Montgomery County Sheriff Deputy who had tested positive.
 - Both of our officers were tested at the County Testing site in Eagleville and four days later learned that they were “negative.” Both officers remained quarantined for 14 days from the date of contact.
- On March 18, 2020 the Administrative staff went to a modified schedule in response to the COVID-19 Pandemic. Administrative personnel went to alternating days. Administrative officers went to split shifts of 7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM.
- On March 23, 2020 the Detective Division switched to 12-hour days, with a maximum of two detectives on-duty at the same time in response to the COVID-19 Pandemic.
- On March 23, 2020 Ofc. Kevin Galie advised that his spouse was showing signs of COVID-19. Ofc. Galie was placed on quarantine status. Ofc. Galie’s wife was tested and advised that her test was “negative”, so Ofc. Galie returned to work. On April 2, 2020, Ofc. Galie was advised that his wife’s test may have been a “false negative.” Ofc. Galie advised that his wife was still sick, so he was placed back on a 14-day quarantine status.
- **COVID-19 Related Changes to Police Operations**
 - March 10, 2020 started receiving first reports of Police personnel in other local jurisdictions being diagnosed with COVID-19 (Lower Providence).
 - March 12, 2020 Chief Ward, Lt. Nowak and Lt. Keenan participated in a Department Heads Staff Meeting in reference to COVID-19.
 - March 13, 2020

- Department wide Memorandum Issued about possible member exposures and emergency information. (All personnel were polled to make sure that they had received this information). <attached>
- Detectives were assigned to specific vehicles as single use vehicles.
- K-9 Officers approved for taking cars home to reduce the need to report to the station to report on-duty (reducing personal contacts in the station).
- March 17, 2020
 - Temporary Police Operation Guidelines- Coronavirus/COVID-19 were issued via Memorandum. <attached>
 - Scheduled Time-Off and Training was addressed in a Memorandum. <attached>
 - Lt. Greg Keenan and Sgt. Brian Mack were appointed to handle all department needs specifically related to the COVID-19 Pandemic. They are working directly with Fire Marshal Nick Weaver to address not only Police needs, but all Emergency Service and Township Staff needs.
 - Chief Ward began to participate in Conference calls for the Eastern Montgomery County Chiefs of Police. These conference calls continue every Monday and as needed to address issues.
 - Best Practices are discussed.
 - Personal Protective Equipment use and supplies are discussed.
 - Crime trends
 - Dealing with the Court System
 - Dealing with Custodial Arrests
 - Staffing issues and trends are discussed.
- March 18, 2020
 - Fire Marshal Nick Weaver, Lt. Greg Keenan and Chief Ward started to participate in the Eastern Montgomery County Emergency Management Zoom Conference calls in reference to COVID-19. These conference calls continue every Wednesday and as needed.
 - The Montgomery County Department of Public Safety has joined these conferences with County wide information updates.

- March 23, 2020
 - Shift trades among officers, which is normally allowed with Administrative approval, were discontinued until further notice by Chief Ward.
 - Lt. Jeff Nowak was appointed to oversee COVID-19 and the Governor's Closure of all Non-Life Sustaining Businesses for the Police Department in Whitemarsh Township. Lt. Nowak was charged with researching our responsibilities, guidelines and making sure that we were doing this in cooperation with our own Buildings and Codes and Zoning Departments. The original Memorandum is attached. (The Governor's list is constantly changing.)
- March 31, 2020
 - Lt. Jeff Nowak was appointed the COVID-19 Exposure Control Officer for the Police Department. Lt. Nowak researched the current best practices and a Memorandum explaining those practices to our membership was issued. A tracking form was also developed for all employees in the event of an exposure. <attached>
- **Transition to a new County Radio Platform- 700 MHz-** We have been advised that the Montgomery County Department of Public Safety and the Montgomery County Commissioners are in negotiations with Motorola about the whole "New Radio Project", which is no longer new. We have been advised that Motorola has admitted that the whole project was engineered wrong. The original engineering group, all Motorola employees, has been fired and replaced with a brand new Motorola engineering team. Problems discovered already suggests that new towers that were built are inadequate and will have to be modified or rebuilt.

Traffic Safety:

- See attached TSU Update.
- Be advised that almost all Traffic related activities were curtailed in early March due to the COVID-19 Pandemic.

Public Relations:

- The Department continued to participate in numerous Public Relations activities in the January and February. Most of our March activity was cancelled due to the COVID-19 Pandemic.

- All of the March through the end of the School year activities had to be postponed or cancelled. Unfortunately, this is one of our busiest time periods for Public Relations through our School based activities. A full school assembly on Drug Addiction by a nationally noted speaker, Chris Herren, our DUI Simulator presentation with State Farm, our mock crash scene for Prom season, just to name a few of the cancelled activities.
 - Community Relations Sgt. Brian Mack continued to make frequent visits to our schools in January and February.
 - **The PW/GA Coalition continues to thrive in our high schools, with regular meetings every Friday at PW and less frequent meetings at GA.**
 - **Sgt. Mack continues to teach the REACH Program at St. Philip Neri, making two or three visits a week to different classes.**
 - **Lt. Nowak, Sgt. Mack, Sgt. Johnson and Ofc. Mundy are frequent guest speakers in high school history and government classes at both high schools.**
 - **Please see attached Public Relations Reports**

ONGOING

Administrative:

- **School/Workplace Safety-** Sgt. Mack continues to work with all of the schools and any businesses that seek our assistance in Whitemarsh Township to provide training for staff on emergency action plans and safety procedures. We assisted in planning, scheduling and executing lock-down drills at Germantown Academy and all of the Colonial School District schools in Whitemarsh. We continue to give special attention to all of the schools in Whitemarsh Township to promote safe and healthy schools in our Township. Our goal is to broaden the scope of our safety message to businesses and the community alike.

Lt. Nowak and Sgt. Mack continue to work on Safety Plans for all of our Township Offices and facilities, and have recently given safety assessments and Active Shooter presentations to various businesses and facilities in our township.
- **Staffing-** Aside from what was reported earlier, our staffing has remained consistent.

- In early March we started Hiring Process to replace Ofc. Stead. The application deadline has been set for April 20, 2020. Since the first event in the Hiring Process that would require social interaction, the Physical Agility Testing, is not scheduled until May 20, 2020, we have not modified our Hiring Process yet. We will make decisions on the Process as more information is available in the future.

Investigations:

- Fortunately, there are no new major investigations to report at this time.

Grants:

- **DUI Checkpoints-** Whitmarsh Township will continue to participate in the Eastern Montgomery County DUI Task Force in 2020. This program consists of DUI checkpoints that were scheduled in Abington, Springfield, Cheltenham, Lower Moreland, Upper Moreland, Upper Dublin and Whitmarsh Townships during the spring and summer, with roving patrols scheduled when grant money is available. Due to the COVID-19 Pandemic, the 2020 Schedule has not been established.
- **2020 Aggressive Driver and Buckle-Up-PA Grants-** These grants continue to be administered by Sgt. Michael O'Doherty and the Traffic Safety Unit through-out the year. Officers are deployed on State Highways and adjoining roads and focus on aggressive (dangerous) drivers and seatbelt violators. This program will continue into 2020, but is temporarily on hold due to the COVID-19 Pandemic.

Community Outreach Programs:

- **Senior Assist Program (SAP) -** We continue to offer senior residents assistance with obtaining additional services. Lt. Nowak, Sgt. Brian Mack and Ken Stout coordinate with senior residents to make sure they are receiving the services they need. Plans are being formulated to include "special needs" individuals of all ages into this type of program.
- **PW/GA Student Coalition-** Students assist with portions of the programs designed to address topics that are specifically geared to the high school population, Sgt. Mack and Assistant Lori Fair oversee this program.

UPCOMING

Staffing:

- The Hiring Process will continue, but the schedule may need to be altered as we move forward.

Accreditation:

Due to the COVID-19 Pandemic our on-site Accreditation visit scheduled for April 7, 2020, had to be postponed. However, since we do our written proofs in a program that is Internet based, we are going to be able to allow our assessors access to our written files remotely. This will allow our accreditation process to stay on schedule for the future and our accreditation status to remain current. The parts of our accreditation that require on-site visitation will be re-scheduled for a later, more appropriate, time.

Upcoming Events:

- Preparations for the Spring and Summer activities are underway;
 - Lt. Greg Keenan has been Nominated to the FBI National Academy in Quantico, Virginia for the 281 Session, July 5- September 11, 2020.
 - We are already starting to prepare to host our Annual Cop Camp in late June. Similar to Whitemarsh Parks and Recreation's Summer Camp Program, we are waiting to see where we are with the COVID-19 Pandemic before we make any changes to our schedule.
- Our Traffic Safety Unit continues to work very closely with the Township Engineers Office to plan for the impending Intersection Improvement Construction on Stenton Avenue and Flourtown Roads, Stenton Avenue and Joshua Road and Joshua Road and Flourtown Road. Traffic Safety has been studying proposed detours and offering guidance and advice on safer and more efficient detours.
- The Police Department is also assisting with the planning for both the traffic signal at Flourtown and Colonial and the improved, lighted crosswalk in front of PW at Germantown and Mayflower.



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POLICE DEPARTMENT**
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BUSINESS: 610-825-6530 • FAX: 610-825-5078



Lt. Jeffrey J. Nowak

CHIEF OF POLICE
Christopher P. Ward

Lt. Greg S. Keenan

MEMORANDUM

FROM: Chief Christopher P. Ward #35

TO: All Personnel

DATE: 3/13/2020

SUBJECT: Coronavirus/ COVID-19

*****CONFIDENTIAL*** Not for Public Information**

Last evening two members of our Department, Lt. Nowak and Ofc. Stemple, were contacted by the Montgomery County Health Department, with the knowledge of the Department of Public Safety, because they had direct contact with another law enforcement officer, from outside of our agency, who has tested presumptive positive for COVID-19. This contact occurred outside of our jurisdiction. Both of our officers have been quarantined and will be going to the EOC in Eagleville today for testing.

Since this whole process is new to us, I am not exactly sure what will occur from this point. These officers will be contacting me when they have completed the process and can provide further information.

Like many of you, I was in contact with these two officers over the last few days. It is our responsibility to now "self-monitor" and attempt to limit our direct contacts with others. I know this is difficult and will cause all of us great concern, as we have all interacted with loved ones and other people. Please remember, in our profession, we can come into contact with people who are contagious with an unknown number of things, including COVID-19, so we should always be practicing protective precautions.

As soon as we have more information we will pass it along to all of you.

Please remember, if you feel sick, do not come to work and continue to monitor your symptoms. We have paid sick leave and this is the time to use it, if necessary. Please continue to wash your hands and utilize the cleaning materials provided to disinfect your area.

Naturally, if you are contacted for testing or questioning by the Health Department I would like to be notified. If you have any questions please contact me and I will do my best to answer all questions.



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Lt. Jeffrey J. Nowak

CHIEF OF POLICE

Christopher P. Ward

Lt. Greg S. Keenan

MEMORANDUM

FROM: Chief Christopher P. Ward #35

TO: All Personnel

DATE: 3/17/2020

SUBJECT: Temporary Police Operation Guidelines- Coronavirus/ COVID-19

*****These procedures will be in effect until further notice.*****

First, please understand that we cannot write temporary directives to cover every situation that we may face during the emergency that we are experiencing right now. All officers will be tasked with making decisions in the best interest of public safety, with supervisors being consulted when possible. Remember that making a decision is often more important than indecisiveness and make the best decision that you can. This is why you were all chosen to members of the Whitemarsh Township Police Department and the administration of this department and township will support your decisions in these difficult times.

The following procedures will begin immediately;

- One officer from each shift will be assigned as the station officer and remain in the station, at a work station, to handle as many calls for service as possible via telephone. This officer will always be prepared to respond to calls outside the station when the situation dictates. This officer will be primarily from Patrol, but TSU, Detectives, Administration and Officers on light duty will also cover this detail as needed. Coverage will be assigned by the OIC. Dispatchers will still handle 911 hang-ups and similar, but a sworn officer will handle calls for service.
- In person interviews in the station should be avoided, if possible. All interviews that are necessary and walk-ins that cannot be handled through the glass window will occur in the interview room next to dispatch (unless the weather is nice and the subject matter can be discussed standing outside in open air). Cleaning supplies will be available in this room to clean after each usage. In-custody interviews will occur in the interview room in the cell block. Please maintain as large a personal distance as possible.
- Custodial arrests are things that cannot be avoided in certain circumstances. In those cases we need to do what is required. In other cases, arrests may occur, but custody in our facility should be avoided if at all possible. Utilizing other options will be the discretion of the arresting officer and the OIC on-duty. (Drive them home???)



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CHIEF OF POLICE

Lt. Jeffrey J. Nowak

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- Courtesy rides are to be avoided unless there is absolutely no other option and the safety and well-being of a citizen is in jeopardy. Custodial transports are similar. All vehicles will be cleaned after each transport.
- Officers should avoid meetings and gatherings with multiple people. Phone and electronic communications are recommended. (i.e. email me your fraud paperwork.)
- Selective Enforcement details and interior property checks (schools, banks) are suspended.
- Officer discretion is advised on all other enforcement actions. Remember, the safety and well-being of citizens and other officers is our primary responsibility. Those people that choose to egregiously violate the law or pose a great risk to public safety need to be addressed immediately. (90 MPH on Ridge Pike is not acceptable, ever, for example.)
- Visual Property Checks and general officer presence in the community is now one of our priority functions.
 - o The schools, the library, some businesses, etc. will be closed. We need to visually check these properties.
 - o Our parks are open and they should also be visually checked.
 - o Our residents will be looking for us as the calm face in the storm, so drive around, wave to the people and show them that we are still here for them.
- Detectives
 - o All detectives will be issued single use vehicles from their assigned vehicles.
 - o Their prisoner transport vehicle will remain on stand-by and clean if needed.
 - o All detectives have been advised to have two uniforms available at all times in case they are needed to fill uniformed staffing. (This also applies to all Administrative officers.)
- We will continue to wash our hands.
- We will continue to clean our vehicles and work stations at the beginning and end of our shifts.
- I will continue to update everyone whenever important information becomes available.
- All General Orders remain in affect with G.O. 1.4.1 Command Protocol being very important for continuity of operation.



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Lt. Jeffrey J. Nowak

CHIEF OF POLICE

Christopher P. Ward

Lt. Greg S. Keenan

MEMORANDUM

FROM: Chief Christopher P. Ward #35

TO: All Personnel

DATE: 3/17/2020

SUBJECT: Scheduled Time-Off and Training as related to Coronavirus/ COVID-19

As we navigate the current Coronavirus/ COVID-19 Pandemic we are experiencing many things that are new and different to all of us both personally and professionally. I know that we are all trying to navigate this situation the best we can. I also realize that we all have to think more about our families and our family needs more than we might on a normal basis.

Our chosen professions in the law enforcement field says that we know/knew what the risks might be and we accepted them. That being said, I would never want to ask any of you to put yourself in a position that would jeopardize your safety and, possibly, that of your family and loved ones. The Coronavirus is not a split second decision that we might have to make. This is a long term decision making process.

Effective immediately, I am canceling all approvals to attend training through April 6, 2020. Most, if not all, have been cancelled by the host, but, so there is no confusion, I am rescinding all approvals and returning personnel to their original schedule. The date of April 6, 2020 will be re-evaluated as we move forward.

As for scheduled time-off, which includes Vacation, Personal and Comp. Time. If you wish to cancel your time-off that was previously scheduled you are free to do so. However, you need to do so in a timely fashion, 48 hours in advance (if possible), so that we do not have officers appearing for overtime or part-time personnel reporting for previously scheduled shifts. Cancellation of time off requires an email to the Chief, both Lieutenants, Sgt. Mack and the Sergeant who approved your original time-off request. Failure to make these requests in a timely fashion MAY be denied.

Personnel scheduled to cover shifts caused by training or time-off requests may be cancelled if staffing is restored.

There is currently no restriction on the use of time-off. Requests will be reviewed according to policy. Sick time is recommended for all employees that feel ill.

If there are any questions or concerns please call or email Chief Ward.



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Lt. Jeffrey J. Nowak

CHIEF OF POLICE
Christopher P. Ward

Lt. Greg S. Keenan

MEMORANDUM

FROM: Lt. Jeffrey J. Nowak #39
TO: Sworn Officers
DATE: 3/23/2020
SUBJECT: Covid-19 & Governor's Closure of All Non-Life Sustaining Businesses

All,

Please be directed that effective immediately, we will be following the below protocol regarding complaints of businesses operating in contradiction of the Governor's Order closing all Non-Life-Sustaining Businesses, effective March 19th, 2020 until further notice:

- Upon receipt of a complaint, officers shall investigate the complaint, adhering to previously established protocols pursuant to the Coronavirus outbreak. Officers will make every effort to investigate without placing themselves into undue contact with other persons, crowds, places, etc. Investigations that can be completed by phone, shall be done so. Drive-by of businesses reported to be open, of course, would be appropriate.
- If the officer determines that a business may be operating outside of the Governor's Order, and no waiver can be produced by the business, Officers shall provide to the business owner (electronically or by other delivery) a copy of the Governor's Order and the most current listing of businesses permitted to operate during this "public health emergency of international concern". Both of these documents are located in dispatch and on Shared Docs under the Dispatch tab. They can also be referenced on-line:
<https://www.pa.gov/guides/responding-to-covid-19/#ForBusinesses>
- The same website provides guidance on obtaining waivers.
- Officers shall prepare a report on their findings and actions, specifically noting the officer identifying himself and the purpose of the investigation, the distribution of the Governor's Order, and the presence of, or lack of, a waiver issued by the Governor's officer permitting business operation.
- All reports of this nature are to be forward to Lieutenant Nowak, who will maintain these records. Non-compliance with the Governor's Order and/or repeated violations will be dealt with accordingly, after review by administration, via citations for 71 P.S. § 1409 (Violation of an Order from Department of Health) and/or 35 P.S. § 521.20(a) (Disease Prevention and



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Control Law), or in extreme cases, 18 Pa C.S. § 5101 (Obstructing Administration of law or other governmental function M2).

- Officers shall confer with Police Administration (Lt. Nowak) prior to any enforcement actions. We will be coordinating our efforts with those of the Township's Building and Codes department.
- Any questions at all, please contact Lt. Nowak.

**WAIVER EXTENSION, REVISED TIMING OF ENFORCEMENT: Monday, March 23
at 8:00 AM**

[Updated Business Guidance](#)
[Business Waiver Application Form](#)
[FAQ on Business Guidance](#)

Harrisburg, PA – Due to the high volume of waiver requests, the Wolf Administration is delaying enforcement of Governor Tom Wolf's order and the Secretary of Health's order that all non-life-sustaining businesses in Pennsylvania must close their physical locations to slow the spread of COVID-19. Per Governor Wolf's and Dr. Levine's orders, businesses that were non-life sustaining were ordered to close their physical locations on March 19, at 8:00 PM. This order stands, only the enforcement timing will change and become effective on Monday, March 23, at 8:00 AM.

Those businesses requesting clarification on whether they are defined as life-sustaining should check [this list](#), email the Department of Community and Economic Development (DCED) customer service resource account at ra-dcedcs@pa.gov, or call 1-877-PA-HEALTH and select option 1 to reach DCED staff. For businesses that determine from the list that they are non-life sustaining, but would like to seek a waiver, there is an [online waiver application](#).

When a business completes a waiver form, a team of professionals at DCED will review each request and respond based on the guiding principle of balancing public safety while ensuring the continued delivery of critical infrastructure services and functions. Those requesting a waiver will be notified via email if their operations may re-open. Businesses applying for a waiver must remain closed until a decision is made about their application.

DCED offers working capital loans that could be of assistance to businesses impacted by COVID-19. Resources and information will be posted to <http://dced.pa.gov/resources> as they become available. Yesterday, [Governor Wolf announced](#) the availability of low-interest loans for small businesses and eligible non-profits in all 67 counties in Pennsylvania through the U.S. Small Business Administration (SBA).

For the most up-to-date information on COVID-19, Pennsylvanians should follow www.governor.pa.gov and www.doh.pa.gov.

MEDIA CONTACT: Casey Smith, casesmith@pa.gov

###

Christopher Ward

From: Steele, Kevin <KSTEELE@montcopa.org>
Sent: Sunday, March 22, 2020 20:08
To: Adam, Joseph - Upper Perk; Bendig, Scott - Montgomery; Bereda, Todd - Bridgeport; Bernstiel, Mark; Berry, Adam; Bucher, Barton - Collegeville; Christie, James - FBI Fort Washington; Daly, William - Horsham; Dickinson, Paul - Towamencin; DiValentino, Al - Jenkintown; Duffy, David - Upper Gwynedd; Eves, Michael - North Wales; Fennelly, Scott - Royersford; Fisher, James - Upper Pottsgrove; Floyd, Randall - Telford; Foltz, Michael - Lower Pottsgrove; Frye, John (Cheltenham); Gallagher, John - Narberth; Gallen, Samuel; James Gardner; Gray, Steve - Bryn Athyn; Hoffman, Robert - Ambler; Jackson, Mike - Lower Providence; Kemm, James - PSP Belmont; Kenny, Paul - Lower Gwynedd; Kilkenny, Sean; Lawson, Ken - Whitpain; Leary, James - Souderton; Mabry, Dale - West Norriton; Markovich, Michael - Pottstown Acting Chief; Martin, Michael - Franconia; Maxey, Paul - Lower Frederick; McGrath, Michael - Lower Merion; McKeon, Kevin - New Hanover; Medwid, Thomas - Lower Salford; Metz, George - Conshohocken; Miller, Gerald - Rockledge; Molloy, Patrick - Abington; Morgan, Darren - Marlborough; Morris, Randy - OIC East Greenville; Murphy, S. Michael - Upper Moreland; Myrsiades, John - Plymouth; Nolan, Tom - Upper Merion; Pasquale, Brandon - East Norriton; Pitkow, Michael - Springfield; Scirroto, David - Lower Moreland; Sinclair, Michael - West Conshohocken; Skelton, Brian - Limerick; Steele, Dan (PSP Skippack); Stofflet, Matthew - West Pottsgrove; Talbot, Mark - Norristown; Templin, Barry - Douglass; Tierney, William (Hatfield); Toomey, Mark - Upper Providence; Trail, Michael - Lansdale; Christopher Ward; Wheatley, Fran - Upper Dublin; Williams, Bruce (PSP Philadelphia)
Subject: 3/22/20 Update
Attachments: 3.22.20SPEnforcementofBusinessesRLS.pdf; Letter LEO Community.pdf

Chiefs:

I am attaching a press release from the Pennsylvania State Police and Business Closure Order Enforcement Guidance.

Although we are in agreement with the guidance for the most part, if you or one of you officers is considering charging under 18 Pa. C.S. § 5101, Obstructing Administration of Law or Other Governmental Function I wanted to go through a few steps that need to be taken prior to charging. Based upon our review of the case law, in order to sustain a conviction under § 5101, a party has to first be put on notice that a police officer is engaged in his official duties; the notice establishes the intent element of the offense. *See, e.g., Commonwealth v. Reed*, 851 A.2d 958 (Pa. Super. 2004); *Commonwealth v. Neckerauer*, 617 A.2d 1281 (Pa. Super. 1992). Any interference with the officer, after having been given notice, would constitute interference with the administration of law as per the statute. Therefore, prior to charging someone with § 5101, an officer should first endeavor to obtain voluntary compliance with the governor's closure order by advising the person operating the non-life-sustaining business that he is there to enforce the closure order. This puts an individual on notice that the officer is engaged in official duties. If, and only if, the person fails to comply with the officer's request and continues to operate the business should he/she be charged with obstructing/interfering with the administration of law.

As in my previous e-mails we continue to encourage that before turning to even the summary enforcement tools outlined in the Business Closure Enforcement Guidance strong consideration be given to first providing businesses that do not seem to be complying with any of the Governor's orders or future orders those orders so that they have the opportunity to do the right thing. Hopefully, supplying a copy of the order or future orders to the business owner will encourage them to voluntarily close before you and your officers have to issue any citations or bring criminal charges.

There may be other penalties available to law enforcement or other regulatory agencies, such as citations, fines, or license suspensions that may apply depending upon the specific circumstance. We encourage you to consult with your solicitors to determine whether any additional penalties are available. My staff will remain available to consult with you or your officers on a case by case basis.

*District Attorney Kevin R. Steele
Montgomery County District Attorney's Office
Montgomery County Courthouse
P.O. Box 311
Norristown, Pa. 19404*

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Business Closure Order Enforcement Guidance

As you are aware, on March 19, 2020, Governor Tom Wolf, along with Dr. Rachel Levine, Secretary of the Department of Health, ordered all non-life-sustaining businesses in Pennsylvania to close their physical locations as of 8 p.m. , March 19, to slow the spread of COVID-19 (hereinafter referred to as “the Orders”). See list of life-sustaining businesses, attached. Enforcement actions against businesses that do not close physical locations will begin at 0:800 a.m. Monday, March 23. The Orders are attached hereto.

The closure of non-life sustaining businesses is a measure that has been taken to control the spread of a communicable disease, COVID-19, and has been ordered by the Governor and the Secretary of Health. The closures are enforceable through criminal penalties, under the Disease Control and Prevention Law of 1955 and the Administrative Code of 1929.

While other criminal penalties in those laws may apply, the following are the most directly applicable provision for enforcement of the Orders.

First, pursuant to the Administrative Code of 1929, 71 P. S. § 1409, states that:

Every person who violates any order or regulation of the Department of Health, or who resists or interferes with any officer or agent thereof in the performance of his duties in accordance with the regulations and orders of the Department of Health, shall, upon conviction thereof in a summary proceeding before a justice of the peace, alderman, or magistrate of the county wherein such violation or offense is committed, be sentenced to pay a fine of not less than ten (\$10.00) dollars and costs nor more than fifty (\$50.00) dollars and costs, such fine to be paid to the county in which the violation or offense is committed. In default of payment of such fine and costs the offender shall be sentenced to be confined in the proper county jail for a period of thirty days.

Thus, pursuant to 71 P.S. § 1409, any person that fails to abide by the Orders, or any other order of the Department of Health or who resists or interferes with any officer or agent thereof in the performance of his or her duties, is in violation of 71 P.S. § 1409, and subject to the criminal penalties stated therein.

Furthermore, under the Disease Prevention and Control Law of 1955, 35 P.S. § 521.1 et seq., the Secretary of Health has the authority to issue orders for isolation, quarantine and other control measures, such as the Orders. See 35 P.S. § 521.5. Under that act, Section 521.20 provides that any person violating a provision of the Disease Prevention and Control Law (such as control measures under section 521.5 and the Department’s regulations at 28 Pa. Code Ch. 27, Subch. C) is guilty of a

summary offense and shall be fined \$25 - \$300. According to subsection(b) of section 521.20, "Prosecutions may be instituted by the department, by a local board or department of health or by any person having knowledge of a violation of any provisions of this act or any regulation." This section provides authority for local law enforcement agencies to issue citations for violation of the Orders issued by the Secretary of Health and the Governor.

Thus, citations for businesses in violation of the Orders would reference 71 P.S. § 1409 and/or 35 P.S. § 521.20(a).

Finally, for more serious violators, there are also provisions under the Crimes Code for obstructing the administration of law or government function, including 18 Pa. C.S. § 5101, that may be applicable if someone refuses to abide by the restrictions ordered by the Governor or Department of Health.

I, of course, defer to you as law enforcement executives and District Attorneys to determine appropriate charges for suspected violations. However, given the unique nature of this event, and how quickly it is evolving, the Commonwealth is sharing its current understanding with regard to enforcement of the issued Orders. We strive to ensure enforcement of the orders will be consistent throughout the Commonwealth. We also expect that any discipline for violation of the orders will be progressive such that enforcement will begin with a warning to any suspected violator. Furthermore, enforcement should be prioritized to focus on businesses where people congregate.

Below is a quick digest of other criminal penalties the Commonwealth has identified that may be applicable to enforce the control measures ordered by the Governor and the Department of Health to stop the spread of COVID -19.

A. The Pennsylvania's Disease Prevention and Control Law of 1955

35 P.S. § 521.20(a):

Any person who violates any of the provisions of this act or any regulation shall, for each offense, upon conviction thereof in a summary proceeding before any magistrate, alderman or justice of the peace in the county wherein the offense was committed, be sentenced to pay a fine of not less than twenty-five dollars (\$25) and not more than three hundred dollars (\$300), together with costs, and in default of payment of the fine and costs, to be imprisoned in the county jail for a period not to exceed thirty (30) days.

27 Pa. Code § 27.8(a):

A person who violates any provision of the [Disease Prevention and Control Act of 1955] shall, for each offense, upon conviction thereof in a summary proceeding before a district justice in the county wherein the offense was committed, be sentenced to pay a fine of not less than \$25 and not more than \$300, together with costs, and in default of payment of the fine and costs, shall be imprisoned in the county jail for a period not to exceed 30 days.

B. The Administrative Code:

71 P. S. § 1409:

Every person who violates any order or regulation of the Department of Health, or who resists or interferes with any officer or agent thereof in the performance of his duties in accordance with the regulations and orders of the Department of Health, shall, upon conviction thereof in a summary proceeding before a justice of the peace, alderman, or magistrate of the county wherein such violation or offense is committed, be sentenced to pay a fine of not less than ten (\$10.00) dollars and costs nor more than fifty (\$50.00) dollars and costs, such fine to be paid to the county in which the violation or offense is committed. In default of payment of such fine and costs the offender shall be sentenced to be confined in the proper county jail for a period of thirty days.

C. The Liquor Code:

47 P.S. § 4-462:

The [B]oard may, with the approval of the Governor,

(a) temporarily close all licensed places within any municipality during any period of emergency proclaimed to be such by the Governor.

(b) advance by one hour the hours prescribed in this act as the hours during which liquor and malt or brewed beverages may be sold in any municipality during such part of the year when daylight saving time may be observed generally in such municipality.

47 P.S. § 4-471:

(a) Upon learning of any violation of this act or any laws of this Commonwealth relating to liquor, alcohol or malt or brewed beverages, or of any regulations of the board adopted pursuant to such laws, or any violation of any laws of this Commonwealth or of the Federal Government relating to the payment of taxes on liquor, alcohol or malt or brewed beverages by any licensee within the scope of this article, his officers, servants, agents or employes, or upon any other sufficient cause shown, the enforcement bureau may, within one year from the date of such violation or cause appearing, cite such licensee to appear before an administrative law judge, not less than ten nor more than sixty days from the date of sending such licensee, by registered mail, a notice addressed to him at his licensed premises, to show cause why such license should not be suspended or revoked or a fine imposed, or both. The bureau shall also send a copy of the hearing notice to the municipality in which the premises is located.

47 P.S. § 4-494:

(a) Any person who shall violate any of the provisions of this article, except as otherwise specifically provided, shall be guilty of a misdemeanor and, upon conviction thereof, shall be sentenced to pay a fine of not less than one hundred dollars (\$100), nor more than five hundred dollars (\$500), and on failure to pay such fine, to imprisonment for not less than one month, nor more than three months, and for any subsequent offense, shall be sentenced to pay a fine not less than three hundred dollars (\$300), nor more than five hundred dollars (\$500), and to undergo imprisonment for a period not less than three months, nor more than one year, or both. If the person, at or relating to the

licensed premises, violates section 493(1), (10), (14), (16) or (21),¹ or if the owner or operator of the licensed premises or any authorized agent of the owner or operator violates the act of April 14, 1972 (P.L. 233, No. 64),² known as "The Controlled Substance, Drug, Device and Cosmetic Act," or 18 Pa. C.S. § 5902 (relating to prostitution and related offenses) or 18 Pa. C.S. § 6301 (relating to corruption of minors), he shall be sentenced to pay a fine not exceeding five thousand dollars (\$5,000) or to undergo imprisonment for a period not less than three months, nor more than one year, or both.

(b) The right to suspend and revoke licenses granted under this article shall be in addition to the penalty set forth in this section.

D. The Crimes Code

18 Pa. C.S. § 5101:

Obstructing administration of law or other governmental function (M2) - a person commits a misdemeanor of the second degree if he intentionally obstructs, impairs or prevents the administration of law or other governmental function by force, violence, physical interference or obstacle, breach of official duty, or any other unlawful act, except that this section does not apply to flight by a person charged with crime, refusal to submit to arrest, failure to perform a legal duty other than an official duty, or any other means of avoiding compliance with law without affirmative interference with governmental function



pennsylvania

STATE POLICE

FOR IMMEDIATE RELEASE
March 22, 2020

State Police to Assist in Enforcement of Closure of Non-Life-Sustaining Businesses, Encourages Compliance

Enforcement action begins at 8:00 a.m., Monday, March 23

Harrisburg, PA – Colonel Robert Evanchick, commissioner of the Pennsylvania State Police (PSP), issued the following statement today on the agency's enforcement of Governor Tom Wolf's [order](#) closing physical locations of non-life-sustaining businesses:

"The priority of the Pennsylvania State Police is protecting lives and maintaining order in the commonwealth. In light of the ongoing COVID-19 epidemic, troopers and liquor control enforcement officers are prepared to ensure compliance with Governor Wolf's order.

"Private businesses, organizations, and other noncompliant entities face possible criminal penalties under the Administrative Code of 1929, 71 P.S. § 1409 and/or the Pennsylvania Disease Prevention and Control Law of 1955, 35 P.S. § 521.20(a). Both violations are summary offenses punishable by fines and even jail time. Violators may also be subject to additional administrative penalties under certain circumstances.

"We believe most Pennsylvanians want to act responsibly and do their part to help slow the spread of this deadly virus. Troopers and liquor control officers will make every effort to achieve voluntary compliance by educating business owners and using discretion when appropriate. But our message is clear: COVID-19 is a serious health and public safety risk that requires an extraordinary response from law enforcement and the public. I urge everyone to stay home, stay calm, and stay safe."

The governor has directed the following state agencies and local officials to enforce the closure orders to the full extent of the law:

- Pennsylvania Liquor Control Board
- Department of Health
- Department of Agriculture
- Pennsylvania State Police
- Local officials, using their resources to enforce closure orders within their jurisdictions

The Wolf administration has provided all local law enforcement with enforcement [guidance](#) that mirrors PSP's.

To report a noncompliant business, contact your local law enforcement agency's non-emergency number or the nearest [PSP station](#). Please do not call 911 to file reports.

For more information on the Pennsylvania State Police, visit psp.pa.gov.

MEDIA CONTACT: Trooper Brent Miller or Ryan Tarkowski, 717-783-5556

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COMMONWEALTH OF PENNSYLVANIA

OFFICE OF THE GOVERNOR

ORDER OF

**THE GOVERNOR OF THE COMMONWEALTH OF PENNSYLVANIA REGARDING THE
CLOSURE OF ALL BUSINESSES THAT ARE NOT LIFE SUSTAINING**

WHEREAS, the World Health Organization and the Centers for Disease Control and Prevention ("CDC") have declared a novel coronavirus ("COVID-19") a "public health emergency of international concern," and the U.S. Department of Health and Human Services ("HHS") Secretary has declared that COVID-19 creates a public health emergency; and

WHEREAS, as of March 6, 2020, I proclaimed the existence of a disaster emergency throughout the Commonwealth pursuant to 35 Pa. C.S. § 7301(c); and

WHEREAS, I am charged with the responsibility to address dangers facing the Commonwealth of Pennsylvania that result from disasters. 35 Pa. C.S. § 7301(a); and

WHEREAS, in addition to general powers, during a disaster emergency I am authorized specifically to control ingress and egress to and from a disaster area and the movement of persons within it and the occupancy of premises therein; and suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, and combustibles. 35 Pa. C.S. § 7301(f); and

WHEREAS, in executing the extraordinary powers outlined above, I am further authorized during a disaster emergency to issue, amend and rescind executive orders, proclamations and regulations and those directives shall have the force and effect of law. 35 Pa. C.S. § 7301(b); and

WHEREAS, in addition to my authority, my Secretary of Health has the authority to determine and employ the most efficient and practical means for the prevention and suppression of disease. 71 P.S. § 532(a), 71 P.S. 1403(a); and

WHEREAS, these means include isolation, quarantine, and any other control measure needed. 35 P.S. § 521.5.

NOW THEREFORE, pursuant to the authority vested in me and my Administration by the laws of the Commonwealth of Pennsylvania, I do hereby ORDER and PROCLAIM as follows:

Section 1: Prohibition on Operation of Businesses that are not Life Sustaining

All prior orders and guidance regarding business closures are hereby superseded.

No person or entity shall operate a place of business in the Commonwealth that is not a life sustaining business regardless of whether the business is open to members of the public. This prohibition does not apply to virtual or telework operations (e.g., work from home), so long as social distancing and other mitigation measures are followed in such operations.

Life sustaining businesses may remain open, but they must follow, at a minimum, the social distancing practices and other mitigation measures defined by the Centers for Disease Control to protect workers and patrons. A list of life sustaining businesses that may remain open is attached to and incorporated into this Order.

Enforcement actions will be taken against non-life sustaining businesses that are out of compliance effective March 21, 2020, at 12:01 a.m.

Section 2: Prohibition on Dine-In Facilities including Restaurants and Bars

All restaurants and bars previously have been ordered to close their dine-in facilities to help stop the spread of COVID-19.

Businesses that offer carry-out, delivery, and drive-through food and beverage service may continue, so long as social distancing and other mitigation measures are employed to protect workers and patrons. Enforcement actions will be taken against businesses that are out of compliance effective March 19, 2020, at 8 p.m.

Section 3: Effective Date and Duration

This order is effective immediately and will remain in effect until further notice.



GIVEN under my hand and the Seal of the Governor, at the city of Harrisburg, on this nineteenth day of March two thousand twenty, the year of the commonwealth the two hundred and forty-fourth.

Tom Wolf
TOM WOLF
Governor

Order of the Secretary of the Pennsylvania Department of Health Regarding the Closure of All Businesses That Are Not Life Sustaining

To protect the public from the spread of Coronavirus (COVID-19), it is necessary that no person or entity shall operate a place of business that is not a life sustaining business regardless of whether the business is open to members of the public. Therefore, under the authority granted to me by law, I hereby order:

- 1) No person or entity shall operate a place of business that is not a life sustaining business regardless of whether the business is open to members of the public. This prohibition does not apply to virtual or telework operations (e.g., work from home). Life sustaining businesses may remain open, but they must employ social distancing practices and other mitigation measures defined by the Centers for Disease Control to protect their workers and patrons. A list of life sustaining businesses that may remain open is attached to and incorporated into this Order.

Enforcement actions will be taken against non-life-sustaining businesses that are out of compliance effective March 21, 2020, at 12:01 a.m.

- 2) All restaurants and bars are ordered to close their dine-in facilities to help stop the spread of COVID-19. Businesses that offer carry-out, delivery, and drive-through food and beverage service may continue, so long as social distancing and other mitigation measures are employed to protect workers and patrons.

Enforcement actions will be taken against businesses that are out of compliance effective March 19, 2020, at 8 p.m.

COVID-19 is a contagious disease that is rapidly spreading from person-to-person. People infected are capable of exposing others to COVID-19 even if their symptoms are mild, such as a cough. Additionally, exposure is possible by touching a surface or object that has the virus on it and then touching one's mouth, nose, or eyes. Spread by persons who are asymptomatic has not been ruled out.

Multiple areas of the United States are experiencing "community spread" of COVID-19, which means that the illness is being transmitted through unknown sources, not from known areas of infection. Mass gatherings increase the risk of transmission and community spread. Case counts of COVID-19 are rapidly increasing in the urban areas of the Commonwealth and especially our eastern counties, and cases are beginning to appear in other counties suggesting that community spread is occurring.

Symptoms of COVID-19 may include fever, cough, and shortness of breath. Older adults and people who have serious chronic medical conditions are at a higher risk for serious illness. Early symptoms may also include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

On March 6, 2020, the Governor issued a Proclamation of Disaster Emergency due to the emergence of COVID-19 in the United States and the Commonwealth of Pennsylvania. Since the Commonwealth of Pennsylvania confirmed its first case of COVID-19, positive cases have continued to rise. As of March 19, 2020, the Commonwealth of Pennsylvania has 185 positive cases.

Non-life sustaining businesses present the opportunity for unnecessary gatherings, personal contact and interaction that will increase the risk of transmission and the risk of community spread of COVID-19.

COVID-19 is a threat to the public's health, for which the Secretary of Health may order general control measures, including, but not limited to, closure, isolation, and quarantine. This authority is granted to the Secretary of Health pursuant to Pennsylvania law. *See* Section 5 of the Disease Prevention and Control Law, 35 P.S. §§ 521.1; 521.5, sections 2102(a) and 2106 of the Administrative Code of 1929, 71 P.S. § 532(a) and 536 and the Department of Health's (Department) regulations found at 28 Pa. Code §§ 27.60-27.68 (relating to disease control measures; isolation; quarantine; movement of persons subject to isolation or quarantine; and release from isolation and quarantine). Particularly, the Department has the authority to take any disease control measure appropriate to protect the public from the spread of infectious disease. *See* 35 P.S. §§ 521.5; 71 P.S. § 532(a), and 1402(a); 28 Pa. Code § 28.60. The Department determines that the appropriate disease control measure based upon COVID-19, the manner of its spread in the Commonwealth and in the world, and its danger to Pennsylvanians, is the closure of non-life sustaining businesses as outlined in this order to prevent and control the spread of disease.

Accordingly, the closure of non-life sustaining businesses is necessary to protect the public's health. This Order shall take effect immediately and remain in full force and effect until further notice.



Rachel Levine, MD
Secretary of Health

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes
In extenuating circumstances, special exemptions will be granted to businesses that are supplying or servicing health care providers.					
Natural Resources and Mining	Agriculture, Forestry, Fishing, and Hunting	Crop Production	Oilseed and Grain Farming	Yes	
			Vegetable and Melon Farming	Yes	
			Fruit and Tree Nut Farming	Yes	
			Greenhouse, Nursery, and Floriculture Production	Yes	
			Other Crop Farming	Yes	
		Animal Production	Cattle Ranching and Farming	Yes	
			Hog and Pig Farming	Yes	
			Poultry and Egg Production	Yes	
			Sheep and Goat Farming	Yes	
			Animal Aquaculture	Yes	
		Forestry and Logging	Timber Tract Operations	No	
			Forest Nurseries and Local Gathering of Forest Products	No	
	Logging		No		
	Fishing, Hunting, and Trapping	Fishing	Yes		
		Hunting and Trapping	Yes		
	Support Activities for Agriculture & Forestry	Support Activities for Crop Production	Yes		
		Support Activities for Animal Production	Yes		
		Support Activities for Forestry	No		
	Mining, Quarrying, and Oil and Gas Extraction	Oil and Gas Extraction	Yes		
Mining		Coal Mining	No		
		Metal Ore Mining	No		
		Nonmetallic Mineral Mining and Quarrying	No		
		Support Activities for Mining	No		
Construction	Construction of Buildings	Residential Building Construction	No		
		Nonresidential Building Construction	No		
		Utility Subsystem Construction	No		
		Land Subdivision	No		
		Highway, Street, and Bridge Construction	No		
	Heavy and Civil Engineering Construction	Other Heavy and Civil Engineering Construction	No		
		Foundation, Structure, and Building Exterior Contractors	No		
		Building Equipment Contractors	No		
	Specialty Trade Contractors	Building Finishing Contractors	No		
		Other Specialty Trade Contractors	No		
	Manufacturing	Manufacturing	Food Manufacturing	Animal Food Manufacturing	Yes
Grain and Oilseed Milling				Yes	
Sugar and Confectionery Product Manufacturing				Yes	
Fruit and vegetable preserving and specialty food Manufacturing				Yes	
Dairy Product Manufacturing				Yes	
Animal Slaughtering and Processing				Yes	
Seafood Product Preparation and Packaging				Yes	
Bakeries and Tortilla Manufacturing				Yes	
Other Food Manufacturing				Yes	
Beverage and Tobacco Product Manufacturing				Yes	
Tobacco Manufacturing			No		
Textile Mills			Fiber, Yarn, and Thread Mills	No	
			Fabric Mills	No	
			Textile and Fabric Finishing and Fabric Coating Mills	No	
Textile Product Mills			Textile Furnishing Mills	No	
			Other Textile Product Mills	No	
Apparel Manufacturing			Apparel Knitting Mills	No	
			Cut and Sew Apparel Manufacturing	No	
Leather & Allied Product Manufacturing			Apparel Accessories and Other Apparel Manufacturing	No	
			Leather and Hide Tanning and Finishing	No	
			Footwear Manufacturing	No	
Wood Product Manufacturing			Other Leather and Allied Product Manufacturing	No	
			Sawmills and Wood Preservation	No	
			Veneer, Plywood, and Engineered Wood Product Manufacturing	No	
Paper Manufacturing			Other Wood Product Manufacturing	No	
			Pulp, Paper, and Paperboard Mills	Yes	
Printing & Related Support Activities			Converted Paper Product Manufacturing	Yes	
			Printing & Related Support Activities	No	
Chemical Manufacturing			Petroleum & Coal Products Manufacturing	Yes	
			Basic Chemical Manufacturing	Yes	
			Resin, Synthetic Rubber, and Artificial Synthetic Fibers and Filaments Manufacturing	Yes	
			Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing	Yes	
			Pharmaceutical and Medicine Manufacturing	Yes	
	Paint, Coating, and Adhesive Manufacturing	No			
	Soap, Cleaning Compound, and Toilet Preparation Manufacturing	Yes			
	Other Chemical Product and Preparation Manufacturing	Yes			

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes
Manufacturing (continued)	Manufacturing (Continued)	Plastics & Rubber Products Manufacturing	Plastics Product Manufacturing	Yes	
			Rubber Product Manufacturing	Yes	
		Nonmetallic Mineral Product Manufacturing	Clay Product and Refractory Manufacturing	No	
			Glass and Glass Product Manufacturing	No	
			Cement and Concrete Product Manufacturing	Yes	
			Lime and Gypsum Product Manufacturing	No	
			Other Nonmetallic Mineral Product Manufacturing	No	
		Primary Metal Manufacturing	Iron and Steel Mills and Ferroalloy Manufacturing	Yes	
			Steel Product Manufacturing from Purchased Steel	Yes	
			Alumina and Aluminum Production and Processing	Yes	
			Nonferrous Metal (except Aluminum) Production and Processing	No	
		Fabricated Metal Product Manufacturing	Foundries	No	
			Forging and Stamping	No	
			Cutlery and Handtool Manufacturing	No	
			Boiler, Tank, and Shipping Container Manufacturing	No	
			Hardware Manufacturing	No	
			Spring and Wire Product Manufacturing	No	
			Machine Shops, Turned Product, and Screw, Nut, and Bolt Manufacturing	No	
			Coating, Engraving, Heat Treating, and Allied Activities	No	
			Other Fabricated Metal Product Manufacturing	No	
			Machine Manufacturing	Agriculture, Construction, and Mining Machinery Manufacturing	Yes
		Industrial Machinery Manufacturing		No	
		Commercial and Service Industry Machinery Manufacturing		Yes	
		Ventilation, Heating, Air-Conditioning, and Commercial Refrigeration Equipment Manufacturing		Yes	
		Metalworking Machinery Manufacturing		No	
		Engine, Turbine, and Power Transmission Equipment Manufacturing		Yes	
		Other General Purpose Machinery Manufacturing		No	
		Computer and Peripheral Equipment Manufacturing		No	
		Computer & Electronic Product Manufacturing	Communications Equipment Manufacturing	No	
			Audio and Video Equipment Manufacturing	No	
			Semiconductor and Other Electrical Component Manufacturing	Yes	
		Electrical Equipment, Appliance, & Component Manufacturing	Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	Yes	
			Manufacturing and Reproducing Magnetic and Optical Media	No	
			Electric Lighting Equipment Manufacturing	No	
			Household Appliance Manufacturing	No	
			Electrical Equipment Manufacturing	No	
		Transportation Equipment Manufacturing	Other Electrical Equipment and Component Manufacturing	No	
			Motor Vehicle Manufacturing	No	
			Motor Vehicle Body and Trailer Manufacturing	No	
			Motor Vehicle Parts Manufacturing	No	
			Aerospace Product and Parts Manufacturing	No	
			Railroad Rolling Stock Manufacturing	No	
			Ship and Boat Building	No	
		Furniture & Related Product Manufacturing	Other Transportation Equipment Manufacturing	No	
			Household and Institutional Furniture and Kitchen Cabinet Manufacturing	No	
			Office Furniture (including Fixtures) Manufacturing	No	
		Miscellaneous Manufacturing	Other Furniture Related Product Manufacturing	No	
			Medical Equipment and Supplies Manufacturing	Yes	
			Other Miscellaneous Manufacturing	No	

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes		
Trade, Transportation, & Utilities	Wholesale Trade	Merchant Wholesalers, Durable Goods	Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers	Yes			
			Furniture and Home Furnishing Merchant Wholesalers	No			
			Lumber and Other Construction Materials Merchant Wholesalers	No			
			Professional and Commercial Equipment and Supplies Merchant Wholesalers	Yes			
			Metal and Mineral (except Petroleum) Merchant Wholesalers	Yes			
			Electrical and Electronic Goods Merchant Wholesalers	Yes			
			Hardware, and Plumbing and Heating Equipment and Supplies Merchant Wholesalers	Yes			
			Machinery, Equipment, and Supplies Merchant Wholesalers	Yes			
			Miscellaneous Durable Goods Merchant Wholesalers	Yes			
			Merchant Wholesalers, Nondurable Goods	Paper and Product Merchant Wholesalers	Yes		
				Drugs and Druggists' Sundries Merchant Wholesalers	Yes		
				Apparel, Piece Goods, and Notions Merchant Wholesalers	No		
				Grocery and Related Product Wholesalers	Yes		
				Farm Product Raw Material Merchant Wholesalers	Yes		
				Chemical and Allied Products Merchant Wholesalers	Yes		
		Petroleum and Petroleum Products Merchant Wholesalers		Yes			
		Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers		Yes			
		Miscellaneous Nondurable Goods Merchant Wholesalers		No			
		Wholesale Electronic Markets and Agents & Brokers		No			
		Retail Trade		Motor Vehicle & Parts Dealers	Automobile Dealers	No	
					Other Motor Vehicle Dealers	No	
					Automotive Parts, Accessories, and Tire Stores	Yes	
				Furniture & Home Furnishing Stores	Furniture Stores	No	
					Home Furnishings Stores	No	
			Electronics & Appliance Stores			No	
			Building Material, Garden Equipment, & Supplies Dealers	Building Material and Supplies Dealers	Yes		
				Lawn and Garden Equipment and Supplies Stores	No		
			Food & Beverage Stores	Grocery Stores	Yes		
				Specialty Food Stores	No		
				Beer, Wine, and Liquor Stores (Beer Distributors to Remain Open)	Yes		
	Health & Personal Care Stores			No			
	Gasoline Stations			Yes			
	Clothing & Clothing Accessories Stores		Clothing Stores	No			
			Shoe Stores	No			
			Jewelry, Luggage, and Leather Goods Stores	No			
	Sporting Goods, Hobby, Book, & Music Stores		Sporting Goods, Hobby, and Musical Instrument Stores	No			
			Book, Periodical, and Music Stores	No			
	General Merchandise Stores		Department Stores	No			
			Other General Merchandise Stores	Yes			
	Miscellaneous Store Retailers		Florists	No			
			Office Supplies, Stationery, and Gift Stores	No			
			Used Merchandise Stores	No			
			Other Miscellaneous Store Retailers	No			
	Nonstore Retailers		Electronic Shopping and Mail-Order Houses	Yes			
			Vending Machine Operators	No			
	Transportation and Warehousing		Air Transportation	Direct Selling Establishments	No		
				Scheduled Air Transportation	Yes		
				Nonscheduled Air Transportation	Yes		
			Rail Transportation			Yes	
			Water Transportation	Deep Sea, Coastal, and Great Lakes Water Transportation	Yes		
				Inland Water Transportation	Yes		
			Truck Transportation	General Freight Trucking	Yes		
				Specialized Freight Trucking	Yes		
			Transit and Ground Passenger Transportation	Urban Transit Systems	Yes		
				Interurban and Rural Bus Transportation	Yes		
				Taxi and Limousine Service	Yes		
				School and Employee Bus Transportation	Yes		
				Charter Bus Industry	No		
			Pipeline Transportation	Other Transit and Ground Passenger Transportation	Yes		
				Pipeline Transportation of Crude Oil	Yes		
				Pipeline Transportation of Natural Gas	Yes		
			Scenic and Sightseeing Transportation	Other Pipeline Transportation	Yes		
				Scenic and Sightseeing Transportation, Land	No		
				Scenic and Sightseeing Transportation, Water	No		
		Support Activities for Transportation	Scenic and Sightseeing Transportation, Other	No			
			Support Activities for Air Transportation	Yes			
			Support Activities for Rail Transportation	Yes			
			Support Activities for Water Transportation	Yes			
			Support Activities for Road Transportation	Yes			
			Freight Transportation Arrangement	Yes			
		Postal Service			Yes		
		Couriers and Messengers	Couriers	Yes			
			Local Messengers and Local Delivery	Yes			
		Warehousing and Storage			Yes		
		Utilities	Utilities	Electric Power Generation, Transmission, and Distribution	Yes		
				Natural Gas Distribution	Yes		
				Water, Sewage and Other Systems	Yes		

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes
Information	Information	Publishing Industries (except Internet)	Newspaper, Periodical, Book, and Directory Publishers	Yes	
			Software Publishers	No	
		Motion Picture and Sound Recording Industries	Motion Picture and Video Industries	No	
			Sound Recording Industries	No	
		Broadcasting (except Internet)	Radio and Television Broadcasting	Yes	
			Cable and Other Subscription Programming	Yes	
		Telecommunications	Wired Telecommunications Carriers	Yes	
			Wireless Telecommunications Carriers (except Satellite)	Yes	
			Telecommunications Resellers	No	
			Satellite Telecommunications	Yes	
			Cable and Other Program Distribution	Yes	
			Other Telecommunications	Yes	
			Data Processing, Hosting, and Related Services	Yes	
Other Information Services	Yes				
Financial Activities	Finance and Insurance	Monetary Authorities - Central Bank		Yes	
		Credit Intermediation and Related Activities	Depository Credit Intermediation	Yes	
			Nondepository Credit Intermediation	Yes	
			Activities Related to Credit Intermediation	Yes	
		Securities, Commodity Contracts, and Other Financial Investments and Related Activities	Securities and Commodity Contracts Intermediation and Brokerage	No	
			Securities and Commodity Exchanges	No	
			Other Financial Investment Activities	No	
		Insurance Carriers and Related Activities	Insurance Carriers	No	
			Agencies, Brokerages, and Other Insurance Related Activities	No	
		Funds, Trusts, and Other Financial Activities	Insurance and Employee Benefit Funds	No	
	Other Investment Pools and Funds		No		
	Real Estate and Rental and Leasing	Real Estate	Lessors of Real Estate	No	
			Offices of Real Estate Agents and Brokers	No	
			Activities Related to Real Estate	No	
			Automotive Equipment Rental and Leasing	Yes	
		Rental and Leasing Services	Consumer Goods Rental	Yes	
			General Rental Centers	Yes	
			Commercial and Industrial Machinery and Equipment Rental and Leasing	Yes	
			Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	No	
Legal Services			No		
Professional and Business Services	Professional, Scientific, and Technical Services	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	No		
		Architectural, Engineering, and Related Services	No		
		Specialized Design Services	No		
		Computer Systems Design and Related Services	No		
		Management, Scientific, and Technical Consulting Services	No		
		Scientific Research and Development Services	Yes		
		Advertising and Related Services	No		
		Other Professional, Scientific, and Technical Services	Yes		
		Management of Companies and Enterprises	No		
		Administration and Support and Waste Management and Remediation Services	Administrative and Support Services	Office Administrative Services	No
	Facilities Support Services			Yes	
	Employment Services			No	
	Business Support Services			No	
	Travel Arrangement and Reservation Services			No	
	Investigation and Security Services			Yes	
	Services to Building and Dwellings			Yes	
	Other Support Services		No		
	Waste Management and Remediation Services		Waste Collection	Yes	
		Waste Treatment and Disposal	Yes		
Remediation and Other Waste Management Services	Yes				
Education and Health Services	Educational Services	Elementary and Secondary Schools	No		
		Junior Colleges	No		
		Colleges, Universities, and Professional Schools	No		
		Business Schools and Computer and Management Training	No		
		Technical and Trade Schools	No		
		Other Schools and Instruction	No		
		Education Support Services	No		
		Health Care and Social Assistance	Ambulatory Health Care Services	Offices of Physicians	Yes
	Offices of Dentists			Yes	Elective procedures prohibited
	Offices of Other Health Practitioners			Yes	Elective procedures prohibited
	Outpatient Care Centers			Yes	Elective procedures prohibited
	Medical and Diagnostic Laboratories			Yes	Elective procedures prohibited
	Home Health Care Services			Yes	Elective procedures prohibited
	Other Ambulatory Health Care Services			Yes	Elective procedures prohibited
	Hospitals		General Medical and Surgical Hospitals	Yes	Elective procedures prohibited
			Psychiatric and Substance Abuse Hospitals	Yes	Elective procedures prohibited
			Specialty (except Psychiatric and Substance Abuse) Hospitals	Yes	Elective procedures prohibited
	Nursing and Residential Care Facilities		Nursing Care Facilities	Yes	
			Residential Mental Retardation, Mental Health and Substance Abuse Facilities	Yes	
			Community Care Facilities for the Elderly	Yes	
			Other Residential Care Facilities	Yes	
	Social Assistance		Individual and Family Services	Yes	
			Community Food and Housing, and Emergency and Other Relief Services	Yes	
			Vocational Rehabilitation Services	Yes	
			Child Day Care Services	No	

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes	
Leisure and Hospitality	Arts, Entertainment, and Recreation	Performing Arts, Spectator Sports, and Related Industries	Performing Arts Companies	No		
			Spectator Sports	No		
			Promoters of Performing Arts, Sports, and Similar Events	No		
			Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures	No		
			Independent Artists, Writers, and Performers	No		
			Museums, Historical Sites, and Similar Institutions	No		
			Amusement, Gambling, and Recreation Industries	No		
	Accommodation and Food Services	Accommodation		Amusement Parks and Arcades	No	
				Gambling Industries	No	
				Other Amusement and Recreation Industries	No	
		Food Services and Drinking Places		Traveler Accommodation	No	
				RV (Recreational Vehicle) Parks and Recreational Camps	Yes	Residential only
				Rooming and Boarding Houses	Yes	Residential only
				Full-Service Restaurants	Yes	Takeout only
				Limited-Service Eating Places	Yes	Takeout only
				Special Food Services	No	
				Drinking Places (Alcoholic Beverages)	No	
Other Services (Except Public Administration)	Other Services (except Public Administration)	Repair and Maintenance	Automotive Repair and Maintenance	Yes		
			Electronic and Precision Equipment Repair and Maintenance	Yes		
			Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	Yes		
			Personal and Household Goods Repair and Maintenance	Yes		
		Personal and Laundry Services		Personal Care Services	No	This category includes barbershops, nail salons, beauty salons, gyms (including yoga, barre and spin facilities).
				Death Care Services	Yes	
				Drycleaning and Laundry Services	No	
				Other Personal Services	No	
		Religious, Grantmaking, Civic, Professional, and Similar Organizations		Religious Organizations	Yes	
				Grantmaking and Giving Services	Yes	
				Social Advocacy Organizations	Yes	
				Civic and Social Organizations	Yes	
				Business, Professional, Labor, Political, and Similar Organizations	No	
		Private Households			No	



**WHITEMARSH TOWNSHIP
POLICE DEPARTMENT**
616 GERMANTOWN PIKE
LAFAYETTE HILL, PA 19444-1821
BUSINESS: 610-825-6530 • FAX: 610-825-5078



Lt. Jeffrey J. Nowak

CHIEF OF POLICE
Christopher P. Ward

Lt. Greg S. Keenan

MEMORANDUM

FROM: Chief Christopher P. Ward
TO: Department Members
DATE: 3/31/2020
SUBJECT: Coronavirus – Member Exposure Protocol

Anytime an employee is directed to quarantine or isolate due to an exposure or positive test for COVID-19, that employee's supervisor must notify the designated COVID-19 Exposure Control officer so that the proper tracking of the quarantine and isolation protocols are followed. The designated COVID-19 Exposure Control officer will be the sole point of contact during this period to ensure all notifications and follow-up are made.

1. If a member has been infected by the virus and has a confirmed positive test:
 - a. The member is not allowed in the workplace
 - b. CISM Team member will contact the Officer
 - c. Prior to returning to work, the member must:
 - i. Have one negative test result, and
 - ii. They must meet both criteria:
 1. At least 3 days after resolution of their fever (off fever-reducing medications like acetaminophen (Tylenol) or ibuprofen, and improvement of respiratory symptoms; and
 2. At least 7 days have passed since the symptoms started
2. If a Member comes in close contact with a confirmed case, or a suspected case that does or does not display symptoms from a member of the public without wearing PPE:
 - a. The Member will contact a supervisor
 - i. The Member will be sent home and self-quarantine for 14 days to see if they become symptomatic
 - ii. If the Member becomes symptomatic, they should notify the designated COVID-19 Exposure Control officer immediately. The Exposure Control officer will then consult with the Montgomery County Department of Health and/or medical staff to coordinate testing for the member.
 - iii. If the member is asymptomatic after 7 days of quarantine, they may be directed to get tested in an abundance of caution, but will still be required to complete the 14 day quarantine.
 - iv. The Member's vehicle and all shared equipment will be cleaned.



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Lt. Jeffrey J. Nowak

Christopher P. Ward

Lt. Greg S. Keenan

3. If a Member comes in close contact with a confirmed case, or a suspected case that displays symptoms from a member of the public while wearing PPE:
 - a. The Member will contact a supervisor
 - b. The Supervisor will replace PPE
 - c. Reaffirm cleaning procedures
4. If a Member comes in close contact with a suspected case that is asymptomatic from the public (ex. DOA) without wearing PPE:
 - a. The Member will notify a Supervisor
 - b. The Member will monitor themselves for symptoms
 - c. If the Member becomes symptomatic, they will follow the protocol for an infected Member
5. If a Member comes to work or calls out with symptoms consistent with Covid-19 symptoms as defined by the CDC:
 - a. The Supervisor will send the Member home to self-quarantine
 - b. The Member will follow the protocol for an infected Member
 - c. Employees who were sent home because they self-reported, or were observed to have a fever or feel feverish and any other symptom may return to work when they meet BOTH of the following criteria:
 - i. At least 3 days after resolution of their fever (off fever-reducing medications like acetaminophen (Tylenol) or ibuprofen) and improvement of respiratory symptoms: and
 - ii. At least 7 days have passed since symptoms started
6. Employees who reported a household member diagnosed with COVID-19 may not return until 7 days after their household member's quarantine is discontinued.
7. If a Member calls out sick and is not consistent with COVID-19 symptoms as defined by the CDC:
 - a. The Member will follow our current sick policy and return to work when symptom free
8. Time Calculation
 - a. If an employee is sent home to quarantine due to an exposure, or testing positive for COVID-19 themselves pursuant to the guidelines set forth above, the time will be calculated as follows:
 - i. If the exposure can be directly connected to a call for service with a person who has tested positive for COVID-19 or was displaying symptoms of COVID-19, or can otherwise be directly and objectively connected to that employee's duties with the department, a claim will be filed with our Workman's Compensation Insurer to have that time be considered IOD.
 - ii. If the exposure cannot be objectively connected to a specific call for service or specific interaction with a person who has tested positive for COVID-19



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Lt. Jeffrey J. Nowak

Christopher P. Ward

Lt. Greg S. Keenan

that occurred as part of that employee's duties with the department, the time will be counted as Sick Time.

Example A: If an officers is required to quarantine for 14 days due to an exposure that can be directly connected to their duties as a police officer, if approved, this time should be counted as IOD.

Example B: An officer becomes symptomatic or tests positive for COVID-19 and is required to quarantine pursuant to the guidelines set forth above, and there have been no contacts between the officer and a confirmed COVID-19 patient during the course of their duties, this time should be calculated as Sick Time. Likewise if an officer is subject to quarantine due to close contact with a confirmed COVID-19 patient outside of official police duties, that time would be calculated as Sick Time.

9. Immunocompromised Employees

If the department becomes aware of an employee that is immunocompromised and would therefore be at a significantly greater risk of either contracting COVID-19 or experiencing life threatening complications in the event that they do contract COVID-19, the following considerations should be made to accommodate that employee's ability to continue to work and contribute to the goals and mission of the department while balancing the need to ensure that they are protected as much as possible from undue chance of exposure.

- a. The immunocompromised employee must provide documentation from their physician explaining that they are at an increased risk of either contracting COVID-19 or experiencing life threatening complications should they contract COVID-19
- b. The department should make accommodations to offer the opportunity to allow that employee to continue work in an environment that will allow them to continue work while still maintaining best practices for a sanitized work space and maintaining social distancing.
 - i. The alternative job duties will take into account the individual employee's training and experience where practical
 - ii. The employee would not be required to accept the alternative job duties if they or their doctor feel they cannot perform even the alternative duties without endangering their health.
- c. If the employee chooses to work according to the alternative duty plan that is established for that employee, they will work a schedule that is mutually agreeable to the employee and their supervisor
- d. If the employee chooses not to work according to the alternative duty plan. They will be permitted to use Sick Time. Use of Sick Time will follow all protocols, rules and regulations as set forth in the contract, General/Special orders, and employee handbook that covers that specific employee.



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Lt. Jeffrey J. Nowak

CHIEF OF POLICE
Christopher P. Ward

Lt. Greg S. Keenan



WHITEMARSH TOWNSHIP POLICE DEPARTMENT

Personal Information

First Name

Last Name

Badge No.

Last 4 SSN:

Platoon/ Division

Home Address

Address (Line 2)

City

State

ZIP Code

Cell Phone

Date of Birth



Exposure Information

Date of Exposure

Date of Expected Return to Work

Date of Symptoms Beginning

Date of NO Symptoms

Expected Return Date

Date Range on ISOLATION



WHITEMARSH TOWNSHIP POLICE DEPARTMENT



Exposure - IOD

Call Type

Incident Report # (ALEIS)

Event # (County)



* THIS SECTION WILL BE COMPLETED BY ASSIGNED CONTACT PERSON *

Medical Testing Information

Testing Site Location

Date of Test

Result	NEGATIVE	<input type="checkbox"/>
	POSITIVE	<input type="checkbox"/>

Date of Result Received

Additional Testing Needed	YES	<input type="checkbox"/>
---------------------------	-----	--------------------------

Testing Site Location

Date of Test

Result	NEGATIVE	<input type="checkbox"/>
	POSITIVE	<input type="checkbox"/>

Date of Result Received

Assigned Contact Person

Other information



MEMORANDUM

616 E. Germantown Pike Lafayette Hill Pa 19444

FROM: Sergeant Brian Mack
DATE: January 31st, 2020
RE: Public Relations Activities for January 2020

Members of the Department were assigned to and preformed the following public relation details during the month of January:

Date: January 3rd, 2020

11:00-11:30 AM

Assigned: Sgt. Mack, Lori Fair

Detail: PW/GA Student Coalition

Activity: We met with students at PW today as part of our weekly coalition. We talked about the schools lock down procedures, due to student questions. We also began to work on the groups slogan and poster project. We discussed any current issues going on at the school.

Date: January 10th, 2020

7:35-2:15 PM

Assigned: Sgt. Mack

Detail: PWHS Sociology Classes

Activity: Sgt. Mack addressed four Sociology classes for about 65 mins each at PWHS. He discussed with them the role of police in today's community and society. He also discussed how police handle arrests and current social issues. He also spent much time answering questions from the students about different topics they had learned about this semester in their Sociology class.

Date: January 10th, 2020

11:00-11:30 AM

Assigned: Sgt. Mack, Lori Fair

Detail: PW/GA Student Coalition

Activity: We met with students at PW today as part of our weekly coalition. We had a discussion on the legalization of marijuana and the legal issues and social issues to be dealt with if it ever became legal in the state of Pennsylvania.

Date: January 17th, 2020

11:00-11:30 AM

Assigned: Cpl. Burton, Lori Fair

Detail: PW/GA Student Coalition

Activity: Cpl. Burton spoke to the coalition group today about patrol functions of the police department. He answered students questions about how patrol operates and the patrol response to issues at the school when they happen.

Date: January 17th, 2020

6:00-7:30 PM

Assigned: Cpl. Burton, Ofc. MacMain

Detail: Connecting Exceptional People – Parks & Rec

Activity: Cpl. Burton and Officer MacMain spoke to the Connecting Exceptional People group at the library. The joined other first responders in the community to talk to the group about what police do and the police can help them in their everyday lives. The Officers spoke for about 10 minutes and then answered several questions from the group.

Date: January 22nd, 2020

9:10-10:00 AM

Assigned: Lt. Keenan, Sgt Mack

Detail: Germantown Academy - Lockdown Drill

Activity: Assigned officers assisted school staff with a test of the CLASS alarm and a lockdown drill throughout the entire school. The alarm worked without a problem and the drill went smoothly. At the end of the drill we met to discuss the staff/student's performance during the drill and ideas to move forward with future drills.

Date: January 27th, 2020

8:15-11:15 AM

Assigned: Sgt. Mack

Detail: Germantown Academy Freshman Seminar

Activity: Sgt. Mack addressed two freshman seminar classes for about 45 mins each at Germantown Academy. He discussed with them the dangers of underage drinking and distracted driving, and the potential legal ramifications of such behaviors. This is part of an on-going program being run by Mr. Martin and Mrs. Maurer as part of their health classes.

Date: January 31st, 2020

11:00-11:30 AM

Assigned: Sgt. Mack, Lori Fair

Detail: PW/GA Student Coalition

Activity: We met with students at PW today as part of our weekly coalition. We had a discussion on distracted driving issues and the use of cell phones while operating vehicles. We also discussed traffic issues in the area, how they are created, and what the police do to help alleviate the issues.



MEMORANDUM

616 E. Germantown Pike Lafayette Hill Pa 19444

FROM: Sergeant Brian Mack
DATE: February 29th, 2020
RE: Public Relations Activities for February 2020

Members of the Department were assigned to and preformed the following public relation details during the month of February:

Date: February 5th, 2020

6:15-7:45 PM

Assigned: Sgt. Johnson, Cpl. Burton, Ofc. Sweeney

Detail: Daisy Troop Tour of the station

Activity: Sgt. Johnson provided a presentation to a local Daisy Troop at the police station. She spoke with them in Roll Call about being a police officer and the various types of jobs the police do each day, and then provided them a tour of the station.



Date: February 7th, 2020

11:00-11:30 AM

Assigned: Sgt. Mack, Lori Fair

Detail: PW/GA Student Coalition

Activity: We met with students at PW today as part of our weekly coalition. We talked about the recent murder this past week in Montgomery County and the effects of domestic violence. We also talked about roles witnesses play in investigations and what did, could have occurred in this incident and how police piece things together.

Date: February 12th, 2020

10:00-11:15 AM

Assigned: Sgt. Mack

Detail: Germantown Academy Safety Committee Mgt

Activity: I met with the safety committee at Germantown Academy for their monthly meeting. We discussed safety issues at the school, to include internet security and student passwords. We also spoke about traffic issues they are having on their property and theft issues at the school cafeteria.

Date: February 13th, 2020

1:30-2:00 PM

Assigned: Lt. Nowak, Lt. Keenan, Sgt. Mack

Detail: PWHS - Lockdown Drill

Activity: Assigned officers assisted school staff with a test of the CLASS alarm and a lockdown drill throughout the entire school. The alarm worked without a problem and the drill went smoothly. At the end of the drill we met to discuss the staff/student's performance during the drill and ideas to move forward with future drills.

Date: February 21st, 2020

11:00-11:30 AM

Assigned: Sgt. Mack, Lori Fair

Detail: PW/GA Student Coalition

Activity: We met with students at PW today as part of our weekly coalition. We decided on a design and color for this years assembly shirts for the coalition members. We also got the students yearly slogan and image printed up on an advertisement board.

Date: February 28th, 2020

10:30-11:00 AM

Assigned: Chief Ward, Sgt. Mack, Lori Fair

Detail: Assembly planning – PWHS, CMS

Activity: On this date, we met with the principals from Plymouth Whitemarsh High School to discuss a cooperative effort in presenting the 2020 assembly to all students on behalf of the student coalition. Today's meeting served to try and solidify a schedule for the day of the presentation and to make sure all needed equipment would be available.

Date: February 28th, 2020

11:00-11:30 AM

Assigned: Sgt. Mack, Lori Fair

Detail: PW/GA Student Coalition

Activity: We met with students at PW today as part of our weekly coalition. We decided on a group of students that would introduce our assembly speaker to whole student body. We also picked members to help promote the assembly during the morning announcements at the school leading up to the presentation date.



MEMORANDUM

616 E. Germantown Pike Lafayette Hill Pa 19444

FROM: Sergeant Brian Mack
DATE: March 31st, 2020
RE: Public Relations Activities for March 2020

Members of the Department were assigned to and preformed the following public relation details during the month of March:

Date: March 2nd, 2020

7:00-7:45 PM

Assigned: Ofc. Mundy

Detail: Boy Scout Troop Tour of the station

Activity: Ofc. Mundy provided a presentation to a local Boy Scout Troop at the police station. He spoke with them in Roll Call about being a police officer and the various types of jobs the police do each day, and then provided them a tour of the station and answered any questions they had.

Date: March 6th, 2020

11:00-11:30 AM

Assigned: Sgt. Mack, Lori Fair

Detail: PW/GA Student Coalition

Activity: We met with students at PW today as part of our weekly coalition. We spoke about some encounters students have had at the school as it relates to marijuana and current laws.

Date: March 9th, 2020

6:15-7:45 PM

Assigned: Ofc. Sweeney

Detail: Girl Scout Junior & Cadet Troop K9 Demo

Activity: Ofc. Sweeney provided a presentation to local Girl Scout Junior and Cadet Troop 7814. He spoke with them about being a police officer and the various types of jobs the police do each day, and then provided them a K9 demo with Diesel.





WHITEMARSH TOWNSHIP POLICE DEPARTMENT 2020 Traffic Safety Unit Quarterly Report

This report contains activity that was conducted by the Traffic Safety Unit during the months of January, February and March 2020. The Traffic Safety Unit currently consists of a Sergeant and two officers. The Traffic Safety Unit investigated a total of 26 crashes within the township during this quarter. The Traffic Safety Unit conducted 74 traffic stops, issuing 23 citations and 52 warnings during this quarter.

Traffic Studies/Speed Surveys/Accident Statistics

Traffic studies are review of applicable laws, ordinances, regulations, geography, traffic conditions and traffic restrictions used to improve traffic safety and traffic conditions in a designated area. Speed surveys are actual reports generated from a classifier. A classifier is a device that counts volumes, speed and classifications of vehicles. Accident statistics requests are typically a review of the accident history of a particular location for the past three years.

This is usually initiated by the Chief or the Township to first determine if there are any accidents at a particular location and if there are what factors caused the accidents and if there any ways to minimize accidents in these locations.

- W. Valley Green Road and Hunt (Survey location for Stop Sign installation)
- W. Valley Green Road and Creek Lane (Survey location for Stop Sign installation)
- Ridge Pike and Spring Mill Road (Accident Study)

Sight obstructions/Assist Codes-Zoning Department/Abandoned Vehicles

- 735 Bethlehem Pike – Assist Zoning Department – sight distance survey
- 646 Germantown Pike – Abandoned Vehicle
- 2 Evergreen Place – Abandoned Vehicle
- Broad Axe CVS - Abandoned Vehicle

Traffic Safety Unit Details

The Traffic Safety Unit conducts Motor Carrier Safety Enforcement Details throughout the Township and assists other departments in Montgomery County with their details. MCSAP details are conducted by certified officers who have successfully passed the Federal Regulations exams. At this time the Traffic Safety Unit has one officer who is trained to perform Level 1 safety inspections. The Traffic Safety Unit is also responsible for assisting with certain traffic related details which involve highways within Whitemarsh Township.

- January 30th, 2020 Montgomery/Bucks MCSAP Team in Cheltenham Twp
- February 13th, 2020 Montgomery/Bucks MCSAP Team in Warrington Twp
- February 27th, 2020 Montgomery/Bucks MCSAP Team in Abington Twp
- March 12th, 2020 Montgomery/Bucks MCSAP Team in Horsham Twp
- March 26th, 2020 Whitemarsh Detail cancelled due to Coroavirus

SAFETY IMPROVEMENTS - SIGNAGE REQUESTS

Requests are made by residents/township officials or initiated by the TSU to improve safety and/or improve signage at particular locations. The TSU reviews PennDOT warrants to determine if new signage will meet guidelines. If the roadway is a state road, information is gathered and a letter of request is forwarded to PennDOT.

- Pin Oak Ct – Survey location for replacement/additional Fire Marshal signs
- Holly Ct - Survey location for replacement/additional Fire Marshal signs
- White Pine Ct - Survey location for replacement/additional Fire Marshal signs
- Forsynthia Ct - Survey location for replacement/additional Fire Marshal signs
- Viburnum Ct - Survey location for replacement/additional Fire Marshal signs
- Cherry Ct - Survey location for replacement/additional Fire Marshal signs
- Honey Locust Ct - Survey location for replacement/additional Fire Marshal signs
- Almond Ct - Survey location for replacement/additional Fire Marshal signs
- E. Valley Green Rd – Survey location for additional speed limit signs
- Fairway Road - Survey location for additional speed limit signs
- W. Valley Green Rd and Hunt – Survey location for Stop sign installation
- W. Valley Green Rd and Creek – Survey location for Stop sign installation

Assist Other Agencies

The Traffic Safety Unit at times assists other agencies with serious or fatal crash investigations. Below is a list of Police Department's that requested assistance during this quarter:

- January 7th, 2020 Montgomery PD – 2 CDR download's – fatal crash
- February 11, 2020 Montgomery PD – 2 CDR download's – serious crash
- February 12, 2020 Upper Dublin PD – CDR download – fatal crash
- February 24, 2020 Plymouth PD – CDR download – serious crash

GRANT ADMINISTRATION

BUCKLE UP PA

The police department receives a grant from the state to increase seatbelt usage among drivers. Sgt O'Doherty is the coordinator of the program for the department. He is responsible for attending the meetings, allocating the overtime, and entering the data from each participating officer into the state website.

- Whitemarsh will receive a grant during the months of May and June for Buckle-Up Pa.

AGGRESSIVE DRIVING PA

The police department receives a grant from the state to decrease aggressive driving among motorists. Sgt O'Doherty is the coordinator of the program for the department. He is responsible for attending the meetings, allocating the overtime, and entering the data from each participating officer into the state website.

- Whitemarsh received a grant for \$2225.00 from Aggressive Driving PA; however, the details were cancelled due to the Corona Virus Pandemic.

WHITEMARSH TOWNSHIP

To: Richard L. Mellor, Jr., Township Manager

From: SEAN HALBOM, ASST. TOWNSHIP MANAGER

Subject: **2020 Primary Election Fact Sheet**

Date: April 30, 2020

cc:

The Montgomery County Voter Services office will be providing updated information on Friday, May 1st. I will update this memorandum following those updates. As of today, the following information applies to the upcoming Primary Election set for June 2nd, 2020.

- The deadline to apply for a mail-in ballot and absentee ballots is Tuesday, May 26th at 5:00 PM
- The deadline to register to vote is May, 18, 2020
- Residents can register to vote, or request mail-in or absentee ballots at: www.PAvotes.com
- Who should apply for absentee ballots versus main in ballots is described [here](#).
- Whitemarsh currently has ten polling places:

East No. 1 St. Thomas Church, Bethlehem Pike
East No. 2 St. Paul's U.C.C., Bethlehem Pike
Middle No. 1 Old Township Building, 4021 Joshua Road
Middle No. 2 Plymouth Meeting E.C.C. Church, Germantown Pike
Middle No. 3 Messiah United Methodist Church, Ridge Pike
Middle No. 4 St. Peter's Evangelical Lutheran Church
Middle No. 5 Barren Hill Volunteer Fire Company, Germantown Pike
West No. 1 Spring Mill Fire Company, North Lane
West No. 2 Cedar Grove Barn, Cedar Grove Road
West No. 3 Masonic Home, Ridge Pike

This morning I spoke with Sharon from the County Voter Services Office. According to Sharon, Voter Services intends to reduce the total number of polling places significantly, between 50-60% fewer locations in total. Which locations will be combined has not yet been decided, but the County Commissioners' office expects decisions to be made by May 1st.

Sean Halbom, MPA
Assistant Township Manager
616 Germantown Pike
Lafayette Hill, PA 19444
Phone: 610-825-3535 ext. 2604
Email: shalbom@whitemarshwp.org

WHITEMARSH TOWNSHIP

To: Board of Supervisors

From: RICHARD L. MELLOR, JR., TOWNSHIP MANAGER

Subject: **Whitemarsh Township's COVID 19 Operational Update**

Date: May 1, 2020

cc:

Whitemarsh Township, as an essential municipal operation, started a return to the office in a modified manner for employees on Monday, April 27th. This modified work schedule allows for employees in each department to be split and work alternating days in the office. Days in which employees are not in the office they will work remotely in order to promote social distancing. This schedule will remain in place through Friday, May 8th and re-evaluated prior to the following week.

No public will be permitted in the buildings during this time. We are monitoring the Governor's phased re-opening approach and will determine when it is appropriate to allow the public back in the offices. Also, guidelines and protocols will be in place to protect the safety of the employees and public when that is permitted. Information will be posted through our social media outlets alerting the public of these policies.

In order to create a safe work environment for our employees, the Township implemented 4 new COVID 19 policies and protocols.

- **Personal Protective Equipment (PPE) Policy**
- **Handwashing and Cleaning Policy**
- **Health Monitoring Policy**
- **Employee Exposure Policy**

Each policy was written following the protocols and best management practices provided by the Federal, State and Local authorities. Also, the following best management practices were put in place for the safety of the employees for the next two weeks.

- Interior doors (where permitted) will be propped open during business hours to prevent multiple touching of door handles. This will occur while no public is permitted in the building.
- Various windows will be cracked when weather permits to allow air circulation.

We continue to follow very closely any new guidelines are set forth by Federal, State and local agencies and will revise and reissue Township COVID 19 policies based on new protocols.

Richard L. Mellor, Jr.
Township Manager
616 Germantown Pike
Lafayette Hill, PA 19444
Phone: 610-825-3535 ext. 2601
Email: rmellor@whitemarshtwp.org

WHITEMARSH TOWNSHIP

To: Board of Supervisors

From: RICHARD L. MELLOR, JR., TOWNSHIP MANAGER

Subject: **Continuation of the Local Emergency Disaster Declaration**

Date: May 1, 2020

cc:

Please be advised the Board approved the Local Emergency Disaster at their April 4, 2020 meeting to run indefinitely and concurrent with the State's Emergency Disaster Declaration. This is to report both remain in effect.

In accordance with the Township's Emergency Operation Plan, the Township Manager is responsible to declare a local emergency. The Local Emergency Disaster Declaration allows for the performance of public work as may be required to meet the public emergency (COVID 19 Pandemic) all without regard to those time consuming procedures and formalities normally prescribed by law. They include such items as;

- Entering into contracts
- The occurring of obligations
- Employment of temporary workers
- Rental of equipment
- Purchase of supplies and materials
- The levying of taxes
- Appropriation and expenditure of public funds

As of the date of this memo, the Township has not had to forgo any bidding requirements to purchase material or equipment. This declaration does give the Township that ability if needed while the declaration is in effect. We have continued to track any expenses related to material or equipment purchased for COVID 19 of which the majority are Personal Protective Equipment (PPE). The hope is that we will be reimbursed for these expenses through Federal and State funds.

Attachment

Richard L. Mellor, Jr.
Township Manager
616 Germantown Pike
Lafayette Hill, PA 19444
Phone: 610-825-3535 ext. 2601
Email: rmellor@whitemarshtwp.org

DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about _____ a COVID-19 Epidemic has caused or threatens to cause injury, damage, and suffering to the persons and property of _____ (City/Township/Borough); and

WHEREAS, the COVID-19 Epidemic has endangered the health, safety and welfare of a substantial number of persons residing in _____(City/Township/Borough), and threatens to create problems greater in scope than problems _____(City/Township/Borough), may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in _____ (City/Township/Borough);

NOW, THEREFORE, we, the undersigned Commissioners/Supervisors/Mayor of _____ (City/Township/Borough) pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, do hereby declare the existence of a disaster emergency in _____ indefinitely.

FURTHER, I/we direct the _____ (City/Township/Borough) Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, I/we authorize officials of _____ (City/Township/Borough) to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Declaration shall take effect immediately.

Laura Boyle Nester /s/

Laura Boyle Nester, Chair

Michael Drossner /s/

Michael Drossner

Fran McCusker /s/

Fran McCusker, Vice Chair

Vincent Manuele /s/

Vincent Manuele

Jacy Toll /s/

Jacy Toll

Attest: _____

Date: _____

(NOTE: THE AUTHORIZING OFFICIAL(S) ARE BASED ON THE TYPE OF GOVERNMENT UNDER WHICH THE MUNICIPALITY OPERATES. THE MUNICIPAL SOLICITOR SHOULD BE CONSULTED TO ENSURE THE PROPER PROCEDURES ARE FOLLOWED.)

**WHITEMARSH TOWNSHIP
DEPARTMENTAL REPORT**

INDEX

March 31, 2020

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**WHITEMARSH TOWNSHIP
DEPARTMENTAL REPORT**

Department: Finance

Month Ending: March 31, 2020

Submitted by: Nathan L. Crittendon, MSB
Finance Director

The attached report includes transactions applicable to the 2020 budget year as of March 31, 2020. The Quarterly Report includes a comparison of 2020 Budgeted Revenue and Expenditures for the General Fund along with the year to date actuals for the quarter ended March 31, 2020, and 2019, with the most notable highlight below. Also, as a proactive measure, the Comparative report will include Forecasting of Revenues & Expenditures for the next quarter as the Township seeks was to stay aware of its financial standing throughout the pandemic crisis.

Barring the checking balance forward & liquid fuels transfer, the General Fund realized a combined \$776,262 favorable variances in both revenues and expenditures between years. Significant increases in revenues are seen both in the Act 511 tax collection and the license & permits lines, representing an increase of \$479,077 between years, which is primarily due to commercial construction and a favorable increase in collection receipts. The lines above make up 61% of the favorable variance as of March 31, 2020. General Fund Expenditures have seen a decrease of almost 7% between years, roughly \$334,544. This decrease is due attributed to conservative spending and the completion of some capital projects, which impact labor expenses, and overall soften potentially higher bottom line expenditure costs.

Business Privilege Tax Collections for the Quarter have increased by 62% as compared to the prior year numbers. With that said, Mercantile Tax has seen a significant decrease in collections resulting in a 92% shortfall as compared to prior year performance. Prior years' shortfalls have begun to impact the Township's ability to transfer money to cover expenses incurred at the beginning of the year. Customarily, the Township has been able to rely upon the transfer of funds from the Business Tax account held with PLGIT to support the General Fund until tax receipts/revenues are realized. Unfortunately, the multi-year compounding shortfalls have resulted in the Township not being able to depend on those transfers this year and have had to resort to other methods.

**WHITEMARSH TOWNSHIP
DEPARTMENTAL REPORT**

Complications in receiving timely submissions of requested reports are still plaguing the Township's operations. Continued difficulties in report submissions caused 2019 to become the second year, since enacting Act 511 tax collections, without compliance audits, performed by RSM, which have produced much-needed budget windfalls in prior years.

eCollect's continued lack of compliance with producing viable reports, reasonable timelines with regards to reporting submissions, along with increasing complaints by taxpayers, continues to be a cause for concern.

Included in the General Fund Comparative Summary report are other explanations of crucial revenue and expenditure line-item fluctuations.

Following the General Fund Report, is an accounting of Open Space activity and an update of the Township's Reserve Funds totaling \$24,279,002 as of March 31, 2020. These reserve funds are set aside for specific future purposes, should the need arise. The Open Space Fund \$8,877,373 and Capital Reserve Fund \$7,529,667 balances comprise 67% of the Township's reserves.

The Reserves set aside in General Fund totaling \$5,795,961 provide funds for future Business Tax appeals, Insurance Cost increases, trash disposal, and potential budgetary needs (See detail in the Reserve Fund Section of the Report for activity and a description of the Township Reserve balances).

**WHITEMARSH TOWNSHIP
QUARTERLY REPORTS
FOR THE QUARTER ENDED
MARCH 31, 2020**

**COMPARATIVE BUDGET PERFORMANCE REPORT MARCH 2020 VS. MARCH 2019 & 2ND QUARTER
FORECASTING**

The following is a summary of General Fund variances between current and prior year to date actual balances. Comparison between current year actual and budgeted amounts is also noted to assess current year performance compared to the 2020 budget. Also, a three year look back was conducted to develop an average scale to measure overall budget performance and help to provide insight into what the Township's quarterly performance will be moving forward and cultivate projections throughout the Pandemic.

General Fund Revenues

- ❖ **Real Estate Taxes** – The year to date 2020 collections decreased by \$7,262 from the 2019 level for the category. The decrease is in the year to date collections for current real estate taxes, which are -4% below the 2019 level. Increases in both delinquent and interim tax collection exceeded prior year performance allowing for the recovery of 71% of the mentioned shortfall. This variance comes as a result of an increase in home sales within the past two years. Period to date Real Estate Tax collection efforts resulted in the Township receiving 17% of its budgeted Real Estate Taxes Revenue.

- ❖ **Act 511 Taxes** – This category represents taxes collected in accordance with the Local Enabling Tax Act (Act 511). Overall, revenue increased by \$348,827 between years. The primary contributor to this increase is the Real Estate Transfer Tax, which increased by 71% or \$57,494 between years. The Act 511 Tax collection efforts resulted in the Township receiving 23% of its budgeted revenue.

- ❖ **Licenses and Permits** – revenue has increased by \$130,250 due to increases in both commercial and residential construction. Building Permits make up a majority of the gains, exceeding the 2019 level by \$167,259. Overall, this revenue line is 75% realized.
- ❖ **Interest Earnings** – decreased by \$ 20,223 between years as interest rates have declined on the Township’s interest-bearing accounts as a result of the Covid-19 pandemic outfall. These lower returns represent a 42% decrease between the years.
- ❖ **Payments In Lieu of Taxes** – Increased by \$12,527 between years due to receiving funds earlier than in past years. This revenue line is 76% to budgeted amounts for the year.
- ❖ **Executive** – The variance of roughly 10% between years is primarily due to planned expenditures in computer tech services costs and budgeted salary expenses.
- ❖ **Finance** – Year to date variance of \$11,706 is primarily due to budgeted salary expenses and again planned technology upgrades.
- ❖ **Tax Collection** – The decrease of \$8,786 between years is a product of delays in receiving invoicing from e-collect. Increases in this expense line are expected for the quarter to follow as invoicing for Business Tax collection commission is received.
- ❖ **Engineering** – Decreased by \$33,187 due to a reduction in engineering costs per billings and delayed submissions of current invoices.
- ❖ **Building** – Decreased by \$55,840 between years due to Public Work’s labor costs with regards to prior year capital projects.
- ❖ **Police** – The 2019 expenditures decreased by \$107,473 from the prior-year level is primarily due to the timing of Replacement vehicle purchases, and the timing of year-end accrual adjustments for compensatory absences contributed to variances.

- ❖ **Solid Waste Collection & Disposal** – Cost increases due to the newly entered Mascaro agreement have resulted in a \$440,414 increase. This increase roughly represents a 146% difference between years

- ❖ **Public Works** – departmental costs increased by \$10,407. The increase is primarily due to budgeted salary increases and the timing of supply purchases. Some of the additional Highway labor expenses realized were offset by staffing changes in the prior year as a result of retirements.

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020 BUDGET	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE
REAL ESTATE TAXES														
RE TAXES - CURRENT	(646,510.50)	(522,634.98)	(662,225.95)	(637,133.08)	(3,742,456.00)	17.02%	93.05%	(3,482,424.03)	95.14%	(3,560,418.25)	97.22%	(3,638,412.47)		(3,560,418.25)
RE TAXES - T.I.F. REVENUE	-	-	-	-	(71,000.00)	0.00%	96.90%	(68,796.08)	98.26%	(69,765.04)	99.63%	(70,734.00)		(70,734.00)
RE TAXES - DELINQUENT	(9,086.45)	(3,359.20)	(3,908.42)	(14,366.55)	(30,000.00)	47.89%	68.58%	(20,574.20)	84.81%	(25,442.16)	101.03%	(30,310.12)		(25,442.16)
RE TAXES - INTERIM	(7,656.38)	(1,607.92)	(2,642.51)	(10,015.26)	(20,000.00)	50.08%	21.47%	(4,294.63)	69.42%	(13,883.70)	117.36%	(23,472.78)		(13,883.70)
REAL ESTATE TAXES	(663,253.33)	(527,602.10)	(668,776.88)	(661,514.89)	(3,863,456.00)	17.12%	92.56%	(3,576,088.94)	94.98%	(3,669,509.16)	97.40%	(3,762,929.37)	95%	(3,670,478.12)
ACT 511 TAXES														
RE TRANS TAX	(147,728.62)	(117,770.96)	(80,596.37)	(138,090.07)	(850,000.00)	16.25%	61.05%	(518,955.14)	87.03%	(739,731.84)	113.00%	(960,508.55)		(629,343.49)
EARNED INCOME TAX	(1,579,419.00)	(1,507,273.59)	(1,587,912.62)	(1,698,780.59)	(6,300,000.00)	26.96%	58.46%	(3,682,837.00)	60.77%	(3,828,706.75)	63.09%	(3,974,576.50)		(3,828,706.75)
OPEN SPACE EARNED INCOME TAX	(528,979.25)	(528,706.49)	(551,410.47)	(585,239.52)	(2,175,000.00)	26.91%	59.86%	(1,302,058.78)	64.80%	(1,409,304.52)	69.73%	(1,516,550.27)		(1,409,304.52)
MERCANTILE TAX	(33,306.32)	(71,603.89)	(153,080.17)	(12,978.75)	(720,000.00)	1.80%	96.16%	(692,369.36)	99.54%	(716,700.94)	102.92%	(741,032.52)		(692,369.36)
LOCAL SERVICES TAX	(174,511.02)	(171,051.16)	(177,883.56)	(173,480.66)	(705,000.00)	24.61%	49.93%	(351,983.54)	51.46%	(362,819.30)	53.00%	(373,655.05)		(362,819.30)
ADMISS TAX - AMUSEMENT	(7,533.18)	-	(377.73)	(800.42)	(43,000.00)	1.86%	4.75%	(2,040.93)	21.65%	(9,308.59)	38.55%	(16,576.24)		(9,308.59)
BUSINESS PRIVILEGE TAX	(165,544.18)	(194,111.92)	(89,508.25)	(380,226.11)	(2,070,000.00)	18.37%	78.46%	(1,624,201.75)	92.12%	(1,906,839.09)	105.77%	(2,189,476.43)		(1,624,201.75)
COMPLIANCE AUDITS	(1,549.20)	-	-	-	(60,000.00)	0.00%	0.00%	0.00	23.83%	(14,298.03)	47.66%	(28,596.05)		0.00
ACT 511 TAXES	(2,638,570.77)	(2,590,518.01)	(2,640,769.17)	(2,989,596.12)	(12,923,000.00)	23.13%	63.26%	(8,174,446.50)	69.55%	(8,987,709.06)	75.84%	(9,800,971.61)	66%	(8,556,053.76)

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020 BUDGET	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE
LICENSE & PERMITS														
BEVERAGE LICENSE - LIQUOR	(4,785.95)	(4,786.60)	(2,400.00)	-	(6,000.00)	0.00%	79.77%	(4,785.95)	103.24%	(6,194.23)	126.71%	(7,602.50)		(6,194.23)
BUILDING PERMITS	(69,559.00)	(86,693.13)	(101,190.00)	(268,448.50)	(300,000.00)	89.48%	89.48%	(268,440.00)	92.24%	(276,720.00)	95.00%	(285,000.00)		(268,448.50)
PLUMBING PERMITS	(7,340.00)	(9,355.00)	(8,670.00)	(8,695.00)	(25,000.00)	34.78%	61.93%	(15,483.15)	69.89%	(17,473.45)	77.86%	(19,463.75)		(17,473.45)
ROAD ENCROACHMENT FEES	(7,460.00)	(2,920.00)	(38,875.00)	(3,240.00)	(13,000.00)	24.92%	39.67%	(5,156.67)	179.70%	(23,360.83)	319.73%	(41,565.00)		(5,156.67)
ZONING PERMITS	(4,785.00)	(5,700.00)	(4,950.00)	(5,655.00)	(22,000.00)	25.70%	55.61%	(12,235.00)	62.84%	(13,825.75)	70.08%	(15,416.50)		(12,235.00)
S E O CONSULTATIONS	(2,020.00)	(2,325.00)	(2,310.00)	(1,345.00)	(8,500.00)	15.82%	34.30%	(2,915.50)	55.56%	(4,722.75)	76.82%	(6,530.00)		(2,915.50)
S E O APPLICATIONS/CONSULTANTS	(75.00)	-	-	-	-									
GRADING PERMIT FEES	(1,540.00)	(1,055.00)	(465.00)	(870.00)	(4,000.00)	21.75%	18.38%	(735.00)	39.09%	(1,563.50)	59.80%	(2,392.00)		(1,563.50)
FIRE MARSHAL	(5,175.00)	(6,575.00)	(6,784.50)	(8,015.00)	(17,500.00)	45.80%	54.71%	(9,574.50)	147.61%	(25,831.00)	240.50%	(42,087.50)		(9,574.50)
OTHER FEES	(491.75)	(100.00)	(450.00)	(76.00)	(1,200.00)	6.33%	52.09%	(625.05)	71.46%	(857.53)	90.83%	(1,090.00)		(857.53)
LICENSE & PERMITS	(103,231.70)	(119,509.73)	(166,094.50)	(296,344.50)	(397,200.00)	74.61%	80.55%	(319,950.82)	93.29%	(370,549.03)	106.03%	(421,147.25)	82%	(324,418.87)
FINES														
VEHICLE CODE VIOLATIONS	(12,586.92)	(12,443.86)	(7,078.26)	(9,186.02)	(50,000.00)	18.37%	49.13%	(24,565.15)	62.62%	(31,310.35)	76.11%	(38,055.55)		(16,875.59)
VIOLATION OF ORDINANCES	(4,423.71)	(4,531.07)	(1,853.68)	(2,797.94)	(17,500.00)	15.99%	25.41%	(4,446.57)	43.09%	(7,541.10)	60.78%	(10,635.63)		(4,446.57)
OTHER	-	(500.00)	-	-	-									
FINES	(17,010.63)	(17,474.93)	(8,931.94)	(11,983.96)	(67,500.00)	17.75%	42.98%	(29,011.72)	57.56%	(38,851.45)	72.14%	(48,691.18)	32%	(21,322.16)
INTEREST EARNED														
INTEREST EARNED	(9,321.82)	(27,617.29)	(47,621.67)	(27,398.66)	(100,000.00)	27.40%	73.57%	(73,572.80)	125.85%	(125,847.57)	178.12%	(178,122.35)		(50,485.73)
INTEREST EARNED	(9,321.82)	(27,617.29)	(47,621.67)	(27,398.66)	(100,000.00)	27.40%	73.57%	(73,572.80)	125.85%	(125,847.57)	178.12%	(178,122.35)	50%	(50,485.73)

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			BUDGET	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt
RENTS & FRANCHISE FEES														
RENT - SOVERIGN BANK	(86,250.00)	(86,250.00)	(86,250.00)	(14,401.87)	(90,000.00)	16.00%	91.76%	(82,579.79)	91.76%	(82,579.79)	91.76%	(82,579.79)		(82,579.79)
CABLE FRANCHISE FEES	-	-	-	(50,922.75)	(490,000.00)	10.39%	24.25%	(118,831.71)	25.19%	(123,439.79)	26.13%	(128,047.86)		(128,047.86)
RENTS & FRANCHISE FEES	(86,250.00)	(86,250.00)	(86,250.00)	(65,324.62)	(580,000.00)	11.26%	34.73%	(201,411.50)	35.52%	(206,019.57)	36.32%	(210,627.65)		36% (210,627.65)
STATE SHARED REVENUES														
PUBLIC UTILITY BY STATE	-	-	-	-	(15,000.00)	0.00%								
ST FOREIGN CAS INS PENSIONS	-	-	-	-	(500,000.00)	0.00%								
ST FOREIGN FIRE INS	-	-	-	-	(160,000.00)	0.00%								
OTHER GRANTS	-	-	-	-	-	0.00%								
STATE SHARED REVENUES	-	-	-	-	(675,000.00)	0.00%								
PAYMENTS IN LIEU OF TAXES														
PAYMENT IN LIEU OF TAXES	(12,901.76)	(29,172.08)	(29,172.08)	(41,699.27)	(55,000.00)	75.82%	75.82%	(41,701.00)	75.97%	(41,781.62)	76.11%	(41,862.25)		(41,699.27)
PAYMENTS IN LIEU OF TAXE	(12,901.76)	(29,172.08)	(29,172.08)	(41,699.27)	(55,000.00)	75.82%	75.82%	(41,701.00)	75.97%	(41,781.62)	76.11%	(41,862.25)		76% (41,699.27)
GENERAL GOVERNMENT														
RE TAX CERTIFICATIONS	(3,501.00)	(3,427.00)	(2,491.00)	(4,710.00)	(12,500.00)	37.68%	49.55%	(6,194.00)	78.41%	(9,801.16)	107.27%	(13,408.32)		(6,194.00)
R/E TAX CERTIFICATIONS	-	-	(1,600.00)	(2,000.00)	-									
ESCROW ADMINISTRATION FEES	(2,150.00)	(1,450.00)	(3,252.73)	(500.00)	(5,000.00)	10.00%	29.00%	(1,450.00)	77.03%	(3,851.37)	125.05%	(6,252.73)		(975.00)
FILING FEES SUB DIV	-	-	(1,000.00)	-	(1,000.00)	0.00%	0.00%	0.00	50.00%	(500.00)	100.00%	(1,000.00)		(500.00)
ZONING AMENDMENTS	-	-	(75.00)	-	-									
ZONING HEARING FEES	(6,975.00)	(6,438.48)	(8,425.00)	(8,250.00)	(20,000.00)	41.25%	64.91%	(12,982.61)	82.65%	(16,529.78)	100.38%	(20,076.96)		(12,982.61)
MAPS ORDINANCS CODES	(50.00)	-	-	-	(100.00)	0.00%	30.00%	(30.00)	40.00%	(40.00)	50.00%	(50.00)		0.00
TAX COLLECTION SERVICES	(13,088.33)	(10,050.82)	(9,397.80)	(12,358.25)	(28,000.00)	44.14%	46.52%	(13,025.05)	57.78%	(16,179.70)	69.05%	(19,334.35)		(19,334.35)
GENERAL GOVERNMENT	(25,764.33)	(21,366.30)	(26,241.53)	(27,818.25)	(66,600.00)	41.77%	50.57%	(33,681.66)	70.42%	(46,902.01)	90.27%	(60,122.36)		60% (39,985.96)

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			BUDGET	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt
POLICE REVENUE														
POLICE SPECIAL DUTY	(7,910.92)	(6,576.00)	(13,928.24)	(19,946.92)	(50,000.00)	39.89%	33.38%	(16,688.40)	54.26%	(27,132.11)	75.15%	(37,575.82)		(27,132.11)
POLICE ALARM FEES & PERMITS	(428.47)	(3,741.71)	(1,764.03)	(2,906.95)	(11,000.00)	26.43%	8.39%	(923.12)	30.47%	(3,351.19)	52.54%	(5,779.26)		(4,565.22)
CROSSING GUARD REIMBURSEMENT	-	-	(5,461.77)	-	(14,500.00)	0.00%	0.00%	0.00	21.54%	(3,123.55)	43.08%	(6,247.11)		(3,123.55)
POLICE GRANT FUNDS REVENUE	(2,764.00)	-	-	-	(7,500.00)	0.00%	0.00%	0.00	20.26%	(1,519.34)	40.52%	(3,038.68)		0.00
POLICE MISC INCOME	(2,490.00)	(3,255.00)	(2,505.00)	(3,039.00)	(7,500.00)	40.52%	60.10%	(4,507.42)	81.10%	(6,082.33)	102.10%	(7,657.24)		(6,082.33)
POLICE REVENUE	(13,593.39)	(13,572.71)	(23,659.04)	(25,892.87)	(90,500.00)	28.61%	37.59%	(22,118.93)	46.00%	(41,208.52)	54.41%	(60,298.10)	45%	(40,903.21)
PUBLIC WORKS CHARGES														
MULCH CHARGES	(252.00)	(72.00)	(675.00)	(560.00)	(3,500.00)	16.00%	53.40%	(1,869.00)	81.60%	(2,856.00)	109.80%	(3,843.00)		(2,856.00)
PUBLIC WORKS CHARGES	(252.00)	(72.00)	(675.00)	(560.00)	(3,500.00)	16.00%	53.40%	(1,869.00)	81.60%	(2,856.00)	109.80%	(3,843.00)	82%	(2,856.00)
MISCELLANEOUS REVENUE														
SALE OF PROP	-	(6,038.85)	(5,299.76)	-	(20,000.00)	0.00%	0.00%	0.00	22.66%	(4,532.09)	45.32%	(9,064.17)		0.00
EV CHARGING STA PROCEEDS	-	-	-	(106.04)	(500.00)	21.21%	21.21%	(106.04)	32.00%	(160.00)	44.60%	(223.00)		(160.00)
MISCELLANEOUS INCOME	(207.50)	(932.50)	(814.96)	(4,341.00)	(5,000.00)	86.82%	86.82%	(4,341.00)	-24.59%	1,229.50	-136.00%	6,800.00		(4,341.00)
ROAD MAINTENANCE REIMB	(20,527.50)	(248,286.60)	-	(1,337.71)	(9,000.00)	14.86%	14.86%	(1,337.71)	129.87%	(11,688.68)	244.88%	(22,039.65)		(1,337.71)
INSURANCE POOLS DIVIDENS & CR	-	-	-	-	(120,000.00)	0.00%								0.00
INS CLAIMS DVIT	-	-	(6,926.44)	(7,163.94)	(3,000.00)	238.80%	238.80%	(7,163.94)	555.44%	(16,663.35)	872.09%	(26,162.75)		(7,163.94)
BENEFIT REIMBURSEMENTS	(23,971.70)	(25,120.92)	(29,086.33)	(20,647.42)	(100,000.00)	20.65%	50.02%	(50,018.05)	53.69%	(53,691.42)	57.36%	(57,364.78)		(53,691.42)
P CARD REBATE	-	-	-	-	(12,500.00)	0.00%								0.00
WASTE REBATES/REFUNDS	(6,816.00)	(3,750.90)	-	(308.50)	-	0.00%								(308.50)
MISCELLANEOUS REVENUE	(51,522.70)	(284,129.77)	(42,127.49)	(33,904.61)	(270,000.00)	12.56%	23.32%	(62,966.74)	31.67%	(85,506.02)	40.02%	(108,054.35)	25%	(67,002.57)

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March 2017 ACTUALS	March 2018 ACTUALS	March 2019 ACTUALS	March 2020 ACTUALS	2020 BUDGET	1ST QTR Percent to Budget	% Bdgt	LOW \$ VALUE	3 YEAR AVERAGE AVERAGE \$ VALUE	HIGHEST \$ VALUE	2ND QTR Projection \$ VALUE
INTERFUND TRANSFERS											
FROM STATE LIQUID FUEL	-	-	-	(550,000.00)	(530,000.00)	103.77%					
FROM REFUSE FEE FUND	-	-	-	-	(1,404,550.00)	0.00%					
INTERFUND TRANSFERS	-	-	-	(550,000.00)	(1,934,550.00)	28.43%					
FUND BALANCE FORWARD											
CHECKING BALANCE FORWARD	(3,560,092.18)	(3,870,662.40)	(4,711,790.51)	-	(2,340,474.00)	0.00%	100.00%	(2,340,474.00)	159.32%	(3,728,862.24)	(2,340,474.00)
FUND BALANCE FORWARD	(3,560,092.18)	(3,870,662.40)	(4,711,790.51)	-	(2,340,474.00)	0.00%	100.00%	(2,340,474.00)	159.32%	(3,728,862.24)	(2,340,474.00)
LEGISLATIVE											
SHADE TREE	1,043.75	368.75	3,242.50	1,994.50	3,500.00	56.99%	56.99%	1,994.50	233.09%	8,158.25	5,076.38
ENVIORNMENTAL	-	237.40	-	-	2,000.00	0.00%	0.00%	0.00	38.45%	769.05	0.00
SUPERVISERS	3,124.62	3,124.95	3,124.95	2,083.30	12,500.00	16.67%	49.99%	6,249.24	50.00%	6,249.57	6,249.90
LEGISLATIVE	4,168.37	3,731.10	6,367.45	4,077.80	18,000.00	22.65%	45.80%	8,243.74	84.32%	15,176.87	11,326.28

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			2020 BUDGET	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt
EXECUTIVE														
ADMINISTRATIVE SALARY	94,378.25	90,434.82	87,546.38	97,682.96	458,732.00	21.29%	44.24%	202,923.45	45.90%	210,545.36	47.56%	218,167.27		218,167.27
MATERIALS & SUPPLIES	2,052.09	3,626.69	4,074.78	4,884.82	20,000.00	24.42%	28.11%	5,622.40	34.53%	6,906.01	40.95%	8,189.61		6,906.01
BUSINESS EXPENSE	10,867.62	14,000.65	6,147.83	4,438.25	27,390.00	16.20%	65.88%	18,043.18	77.96%	21,353.66	90.05%	24,664.15		21,353.66
COVID-19 EXPENDITURES	-	-	-	158.89	-							158.89		158.89
AUDITING/FINANCIAL EVALUATION	-	-	745.98	-	27,000.00	0.00%	53.93%	14,559.75	69.84%	18,855.72	85.75%	23,151.69		23,151.69
LEGAL	48,196.54	19,165.01	41,901.01	44,689.67	300,000.00	14.90%	18.46%	55,388.60	33.79%	101,360.74	49.11%	147,332.88		101,360.74
HMI REMEDIATION	-	37,706.47	920.00	471.50	-	0.00%								
CODIFICATION	-	-	-	-	5,000.00	0.00%								
COMPUTER TECH SERVICE	22,218.63	10,379.19	17,363.89	27,443.13	50,000.00	54.89%	30.00%	14,997.68	46.11%	23,052.59	62.21%	31,107.49		23,052.59
TELEPHONE	7,892.37	7,217.16	11,610.39	7,306.02	44,840.00	16.29%	38.11%	17,089.40	52.43%	23,507.45	66.74%	29,925.49		17,089.40
POSTAGE	2,778.18	4,699.18	5,045.04	3,930.92	9,000.00	43.68%	61.91%	5,572.12	73.09%	6,578.41	84.27%	7,584.69		5,572.12
GAS AND OIL	541.82	386.53	371.97	180.71	2,500.00	7.23%	29.84%	745.88	33.97%	849.17	38.10%	952.46		745.88
VOE GENERAL	1,332.92	2,070.04	1,839.14	1,190.35	6,046.00	19.69%	44.46%	2,687.90	50.85%	3,074.17	57.24%	3,460.45		2,687.90
ADVERTISING	1,439.08	2,606.18	3,627.21	4,291.64	12,000.00	35.76%	26.14%	3,136.52	39.98%	4,797.56	53.82%	6,458.61		6,458.61
PRINTING	-	-	-	-	5,000.00	0.00%	0.00%	0.00	148.13%	7,406.67	296.27%	14,813.33		0.00
GENERAL LIABILITY	7,089.00	7,815.00	9,855.68	9,011.00	36,436.00	24.73%	50.00%	18,218.64	51.55%	18,782.86	53.10%	19,347.08		18,218.64
BOILER INSURANCE	63.00	70.00	70.00	86.00	327.00	26.30%	49.12%	160.63	49.56%	162.07	50.00%	163.50		163.50
BONDING	-	-	-	-	4,216.00	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00
JANITORIAL SERVICES	-	-	-	-	15,000.00	0.00%	50.00%	7,500.00	65.00%	9,750.00	80.00%	12,000.00		9,750.00
MAINT & REPAIRS - MACH & EQUIP	-	-	18.00	-	1,750.00	0.00%	0.00%	0.00	0.51%	9.00	1.03%	18.00		0.00
RENTAL- COPY MACHINE & EQUIP	1,267.52	279.53	643.49	2,555.70	2,750.00	92.93%	46.94%	1,290.98	65.82%	1,809.93	84.69%	2,328.88		1,290.98
CONTRACTED SERVICES	-	6,345.00	10,000.00	12,800.00	20,000.00	64.00%	18.72%	3,744.00	72.81%	14,562.00	126.90%	25,380.00		19,971.00
CAPITAL OUTLAY - MACH & EQUIP	19,078.00	-	-	-	15,000.00	0.00%	0.00%	0.00	34.71%	5,206.03	69.41%	10,412.06		0.00
EXECUTIVE	219,195.02	206,801.45	201,780.79	221,121.56	1,062,987.00	20.80%	34.97%	371,681.13	45.02%	478,569.38	55.09%	585,616.52	45%	476,098.88

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020 BUDGET	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE
FINANCIAL ADMINISTRATION														
FINANCE F/T	44,123.04	64,247.88	43,350.04	51,973.45	274,458.00	18.94%	34.52%	94,742.71	43.23%	118,650.42	51.94%	142,558.13		142,558.13
BUSINESS EXPENSE	-	-	-	490.00	2,750.00	17.82%	17.82%	490.00	34.91%	960.00	52.00%	1,430.00		960.00
COMPUTER SERVICES	-	28,314.49	22,492.42	25,085.22	43,000.00	58.34%	58.79%	25,278.85	68.59%	29,493.50	78.39%	33,708.16		33,708.16
FINANCIAL ADMINISTRATION	44,123.04	92,562.37	65,842.46	77,548.67	320,208.00	24.22%	37.64%	120,511.56	46.56%	149,103.93	55.49%	177,696.30	55%	177,226.30
TAX COLLECTION														
TAX COLL SALARY	4,896.45	6,052.02	5,090.76	6,420.60	27,823.00	23.08%	45.77%	12,734.46	47.89%	13,323.09	50.00%	13,911.72		13,911.72
COMMISSION - MERCANTILE	317.67	461.86	3,835.54	-	15,000.00	0.00%	78.70%	11,804.32	100.18%	15,027.05	121.67%	18,249.77		18,249.77
COMMISSION - BUSINESS PRIV	1,883.91	7,795.52	7,052.98	-	60,000.00	0.00%	57.13%	34,276.04	76.34%	45,804.72	95.56%	57,333.41		57,333.41
COMMISSION LST /O.P.T.	3,016.12	2,982.56	3,090.74	3,021.03	13,500.00	22.38%	47.37%	6,395.47	47.88%	6,464.08	48.39%	6,532.69		6,532.69
COMMISSION - AMUSEMENT TAX	143.96	18.01	393.61	-	1,100.00	0.00%	1.80%	19.81	20.77%	228.51	39.75%	437.21		437.21
AUDITING/FINANCIAL EVALUATION	-	406.25	-	362.24	30,000.00	1.21%	0.00%	0.00	0.63%	188.03	1.25%	376.06		376.06
POSTAGE	3,094.15	158.00	2,945.68	2,890.23	1,200.00	240.85%	22.53%	270.37	144.15%	1,729.83	265.78%	3,189.30		3,189.30
PRINTING	2,295.45	4,807.08	1,388.38	3,005.45	4,000.00	75.14%	-28.80%	(1,152.06)	33.67%	1,346.80	96.14%	3,845.66		3,845.66
TAX REFUNDS - R E & OTH TAXES	-	-	-	-	25,000.00	0.00%								
EIT TAX COLLECTION FEES	17,255.87	14,986.17	17,806.19	17,118.61	75,000.00	22.82%	46.20%	34,648.31	50.27%	37,705.43	54.35%	40,762.54		40,762.54
TAX COLLECTION	32,903.58	37,667.47	41,603.88	32,818.16	252,623.00	12.99%	39.19%	98,996.72	48.22%	121,817.54	57.25%	144,638.37	57%	144,638.37
ENGINEERING SERVICES														
ENGINEERING SRVICES	45,252.00	109,329.27	40,210.44	8,247.05	350,000.00	2.36%	25.01%	87,518.85	40.40%	141,416.55	55.80%	195,314.25		114,467.70
HMI REMEDIATION	15,253.75	-	2,955.00	1,731.25	-	0.00%								4,000.00
ENGINEERING SERVICES	60,505.75	109,329.27	43,165.44	9,978.30	350,000.00	2.85%	25.01%	87,518.85	40.40%	141,416.55	55.80%	195,314.25	34%	118,467.70

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			BUDGET	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt
GENERAL GOV'T BUILDINGS & PLNT														
FACILITIES SALARY	55,880.70	8,263.92	64,042.79	21,583.46	120,000.00	17.99%	16.11%	19,329.22	60.70%	72,838.53	105.29%	126,347.84		72,838.53
FACILITIES O/T	4,062.09	645.96	1,518.26	78.29	6,500.00	1.20%	17.55%	1,140.61	54.62%	3,550.39	91.69%	5,960.17		1,140.61
FACILITIES PART TIME	2,443.22	1,199.63	2,109.00	2,148.50	8,000.00	26.86%	25.35%	2,028.30	40.09%	3,207.47	54.83%	4,386.63		3,207.47
MATERIALS & SUPPLIES	2,270.46	1,451.39	3,266.30	1,782.87	8,000.00	22.29%	41.66%	3,332.93	145.86%	11,668.81	250.06%	20,004.68		3,332.93
FUEL OIL	3,044.79	2,455.88	3,640.57	2,809.70	7,500.00	37.46%	52.18%	3,913.54	53.10%	3,982.71	54.03%	4,051.88		3,913.54
ELECTRICITY	8,981.64	9,845.15	12,785.53	8,083.55	50,000.00	16.17%	29.30%	14,647.84	43.97%	21,987.47	58.65%	29,327.11		14,647.84
NATURAL GAS	1,375.58	2,835.46	2,630.67	1,523.85	6,000.00	25.40%	36.93%	2,215.54	48.78%	2,926.94	60.64%	3,638.34		2,215.54
WATER	1,011.86	575.20	1,828.42	834.73	8,100.00	10.31%	26.23%	2,124.43	34.42%	2,787.90	42.61%	3,451.38		2,124.43
MAIN & REPAIRS - OTHER BLDGS	870.00	-	-	452.21	-	0.00%	0.00%	0.00	38.80%	0.00	77.60%	0.00		452.21
JANITORIAL SERVICES	-	6,780.00	7,791.24	6,647.38	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00
MAINT & REPAIRS - 616-618	19,291.65	29,021.79	19,196.80	9,374.11	60,000.00	15.62%	20.64%	12,383.12	32.84%	19,704.57	45.04%	27,026.01		12,383.12
MAIN & REPAIRS - HARTS LANE	3,118.04	26,067.18	607.37	8,258.20	5,000.00	165.16%	42.39%	2,119.65	293.19%	14,659.64	543.99%	27,199.63		14,659.64
GENERAL GOV'T BUILDINGS	102,350.03	89,141.56	119,416.95	63,576.85	279,100.00	22.78%	22.66%	63,235.19	56.36%	157,314.42	90.07%	251,393.66	47%	130,915.86
POLICE GENERAL														
UNIFORM GENERAL	456.36	3,610.99	7,634.93	2,401.45	58,700.00	4.09%	9.13%	5,357.43	22.86%	13,417.16	36.59%	21,476.89		13,417.16
TRAINING	4,845.93	3,892.86	7,892.02	6,435.01	28,840.00	22.31%	26.33%	7,594.48	32.32%	9,320.00	38.30%	11,045.51		9,320.00
TUITION REIMBURSEMENT	5,250.00	-	-	5,250.00	36,750.00	14.29%	14.58%	5,357.03	27.33%	10,045.52	40.09%	14,734.01		10,045.52
MATERIALS & SUPPLIES	2,940.46	3,942.36	3,298.86	4,455.72	25,900.00	17.20%	9.14%	2,366.00	16.42%	4,251.92	23.70%	6,137.83		6,137.83
PUBLIC RELATIONS	160.83	1,270.75	132.90	7,561.80	12,000.00	63.02%	63.02%	7,561.80	66.51%	7,980.90	70.00%	8,400.00		7,980.90
BUSINESS EXPENSE	121.70	649.70	92.80	76.78	2,000.00	3.84%	0.00%	0.00	15.22%	304.42	30.44%	608.83		608.83
AMMUNITION & SIMILAR MATTER	5,159.34	8,856.61	5,902.17	6,526.68	34,842.00	18.73%	28.02%	9,763.97	30.88%	10,757.57	33.73%	11,751.18		10,757.57
COMPUTER MAINTENANCE AGREEMENT	9,860.78	12,184.00	6,500.00	20,636.78	41,476.00	49.76%	49.71%	20,615.88	55.08%	22,843.03	60.45%	25,070.17		25,070.17

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020 BUDGET	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE
IT CONTRACTED & MAINTENANCE	-	-	-	3,273.00	12,000.00	27.28%	27.28%	3,273.00	38.64%	4,636.50	50.00%	6,000.00	6,000.00	
TELEPHONE	125.13	125.38	560.14	-	-	#DIV/0!	0.00%	0.00	28.01%	0.00	56.02%	0.00	0.00	
CELL PHONES & MODEMS	2,307.11	3,026.27	3,142.85	6,222.33	20,640.00	30.15%	28.69%	5,921.29	33.03%	6,817.86	37.38%	7,714.44	7,714.44	
RADIOS	-	207.10	-	-	8,550.00	0.00%	0.00%	0.00	3.00%	256.49	6.00%	512.98	0.00	
GAS OIL LUBRICATION	17,880.50	15,352.80	15,220.75	8,784.89	85,100.00	10.32%	33.95%	28,889.02	36.61%	31,154.55	39.27%	33,420.08	33,420.08	
VOE GENERAL	33,835.68	51,958.67	46,163.17	29,339.98	149,022.00	19.69%	44.46%	66,251.52	50.85%	75,772.33	57.24%	85,293.14	66,251.52	
ADVERTISING	-	-	-	-	1,500.00	0.00%							0.00	
PRINTING	296.00	569.50	526.00	-	4,500.00	0.00%	19.22%	865.01	21.92%	986.26	24.61%	1,107.50	865.01	
GENERAL LIABILITY	12,650.00	13,946.00	17,863.42	16,266.00	65,150.00	24.97%	50.00%	32,574.42	52.35%	34,108.20	54.71%	35,641.98	35,641.98	
JANITORIAL SERVICES	-	-	63.60	-	15,000.00	0.00%	50.00%	7,500.00	65.00%	9,750.00	80.00%	12,000.00	9,750.00	
MAIN & REPAIRS - MACH & EQUIP	3,848.09	4,703.52	6,681.83	6,914.03	25,000.00	27.66%	38.19%	9,547.01	55.00%	13,751.12	71.82%	17,955.23	13,751.12	
POLICE TESTING	100.00	(1,250.00)	-	1,156.68	2,500.00	46.27%	46.27%	1,156.68	63.13%	1,578.34	80.00%	2,000.00	1,578.34	
SUBSCRIPT PERIODICALS	650.00	700.00	1,406.00	1,420.00	3,000.00	47.33%	36.25%	1,087.46	41.87%	1,256.08	47.49%	1,424.70	1,256.08	
VEHICLE EQUIPMENT / REPAIRS	-	-	-	56.94	5,500.00	1.04%	1.04%	56.94	25.52%	1,403.47	50.00%	2,750.00	1,403.47	
REPLACEMENT - VEHICLES	2,062.15	-	101,064.60	-	117,230.00	0.00%	0.00%	0.00	50.00%	58,615.00	100.00%	117,230.00	0.00	
COMPUTER - MACH & EQUIP CAP	-	(25.99)	21,361.67	8,338.90	26,500.00	31.47%	31.47%	8,338.90	48.22%	12,777.96	64.97%	17,217.01	12,777.96	
MDT COMPUTERS / MAINT & RPAIRS	-	-	-	-	22,900.00	0.00%	0.00%	0.00	25.00%	5,725.00	50.00%	11,450.00	5,725.00	
REPLACEMENT- MACH & EQUIP	-	-	-	1,500.00	7,000.00	21.43%	21.43%	1,500.00	40.71%	2,850.00	60.00%	4,200.00	2,850.00	
EMERGENCY MANAGEMENT COSTS	-	-	-	-	7,000.00	0.00%	19.40%	1,358.31	40.14%	2,809.59	60.87%	4,260.87	2,809.59	
CANINE UNIT	359.62	227.87	1,046.53	2,464.37	12,700.00	19.40%	19.40%	2,464.37	27.32%	3,469.78	35.24%	4,475.19	3,469.78	
POLICE GENERAL	102,909.68	125,122.59	246,554.24	139,081.34	831,300.00	16.73%	27.60%	229,400.52	41.70%	346,639.04	55.80%	463,877.55	35% 288,602.37	

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			BUDGET	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt
CHIEF														
CHIEF OF POLICE F/T	28,325.00	31,987.20	29,723.97	34,102.26	147,699.23	23.09%	46.43%	68,578.96	49.18%	72,635.91	51.93%	76,692.86		76,692.86
CHIEF LONGEVITY	-	6,930.56	7,156.24	7,388.82	7,384.96	100.05%	93.76%	6,924.06	96.91%	7,156.44	100.05%	7,388.81		7,388.81
CHIEF ED BONUS	-	-	-	-	475.00	0.00%	0.00%	0.00	50.00%	237.50	100.00%	475.00		475.00
CHIEF CONTRACT PAYMENTS	-	1,000.00	1,000.00	-	1,900.00	0.00%	0.00%	0.00	50.00%	950.00	100.00%	1,900.00		1,900.00
CHIEF	28,325.00	39,917.76	37,880.21	41,491.08	157,459.19	26.35%	47.95%	75,503.03	51.43%	80,979.85	54.91%	86,456.67	55%	86,456.67
LIEUTENANTS														
LIEUTENANTS SALARY F/T	56,333.04	58,312.32	59,204.02	62,178.00	269,378.55	23.08%	49.62%	133,653.08	50.50%	136,042.72	51.39%	138,432.37		138,432.37
LT SPECIAL DUTY	441.84	1,099.14	1,175.65	1,422.73	2,000.00	71.14%	71.14%	1,422.73	90.57%	1,811.37	110.00%	2,200.00		1,811.37
LT LONGEVITY	-	-	-	-	12,000.00	0.00%	0.00%	0.00	22.22%	2,666.99	44.45%	5,333.99		5,333.99
LT EDUCATION BONUS	-	-	-	-	1,100.00	0.00%								0.00
LT CONTRACT PAYMENTS	-	2,000.00	2,000.00	2,000.00	4,400.00	45.45%	45.45%	2,000.00	72.73%	3,200.00	100.00%	4,400.00		4,400.00
LIEUTENANTS	56,774.88	61,411.46	62,379.67	65,600.73	288,878.55	22.71%	47.45%	137,075.81	49.75%	143,721.08	52.05%	150,366.36	52%	149,977.73
SERGEANTS														
SERGEANTS SALARY F/T	164,888.90	181,937.34	148,125.05	192,191.96	864,244.83	22.24%	40.73%	352,008.42	45.53%	393,449.48	50.32%	434,890.54		434,890.54
SGTS OVERTIME	1,599.93	1,081.67	154.66	576.61	18,500.00	3.12%	8.10%	1,498.69	20.84%	3,855.42	33.58%	6,212.15		1,498.69
SGT SPECIAL DUTY	212.37	-	648.64	-	4,000.00	0.00%	0.00%	0.00	8.11%	324.32	16.22%	648.64		324.32
SGT LONGEVITY	11,904.46	6,922.66	2,227.26	14,761.72	33,250.00	44.40%	44.40%	14,761.72	51.21%	17,027.30	58.02%	19,292.89		19,292.89
SGT HOLIDAY	-	-	-	-	36,450.00	0.00%	57.14%	20,828.28	65.44%	23,854.17	73.74%	26,880.05		20,828.28
SGT EDUCATION BONUS	1,050.00	950.00	1,575.00	1,900.00	3,400.00	55.88%	74.26%	2,525.00	101.88%	3,463.78	129.49%	4,402.56		3,463.78
SGT CONTRACT PAYMENTS	1,500.00	2,300.00	3,500.00	2,900.00	9,000.00	32.22%	30.49%	2,743.90	42.47%	3,821.95	54.44%	4,900.00		4,900.00
SERGEANTS	181,155.66	193,191.67	156,230.61	212,330.29	968,844.83	21.92%	40.70%	394,366.02	46.01%	445,796.42	51.32%	497,226.83	50%	485,198.50

WHITEMARSH TOWNSHIP
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March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			BUDGET	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt
CORPORALS														
CORPORAL SALARY F/T	99,531.70	106,177.48	103,529.60	114,054.53	480,628.16	23.73%	45.93%	220,759.61	51.88%	249,358.39	57.83%	277,957.17		277,957.17
CPL OVERTIME	1,061.55	4,006.40	918.39	3,620.61	20,000.00	18.10%	26.93%	5,386.30	33.98%	6,796.93	41.04%	8,207.55		6,796.93
CPL SPECIAL DUTY	1,937.00	711.34	959.68	2,057.69	8,000.00	25.72%	25.72%	2,057.69	30.71%	2,457.07	35.71%	2,856.44		2,856.44
CPL LONGEVITY	2,102.88	2,242.24	-	5,976.77	14,350.00	41.65%	45.40%	6,515.06	57.67%	8,276.09	69.95%	10,037.12		10,037.12
CPL HOLIDAY	-	-	-	-	20,250.00	0.00%	49.98%	10,121.03	63.70%	12,899.69	77.42%	15,678.35		10,121.03
CPL EDUCATION BONUS	350.00	475.00	475.00	625.00	2,250.00	27.78%	48.89%	1,100.00	82.78%	1,862.50	116.67%	2,625.00		1,100.00
CPL CONTRACT PAYMENTS	400.00	1,900.00	1,900.00	2,300.00	5,500.00	41.82%	40.00%	2,200.00	56.67%	3,116.67	73.33%	4,033.33		4,033.33
CORPORALS	105,383.13	115,512.46	107,782.67	128,634.60	550,978.16	23.35%	45.04%	248,139.69	51.68%	284,767.33	58.33%	321,394.96	57%	312,902.02
PATROLMEN & DETECTIVES														
PATROLMEN F/T	465,054.97	544,398.78	547,434.96	627,777.65	2,508,200.00	25.03%	48.56%	1,217,907.63	49.82%	1,249,613.34	51.09%	1,281,319.04		1,281,319.04
PATROL OVERTIME	9,594.63	17,309.64	5,748.16	14,314.24	77,500.00	18.47%	36.99%	28,670.11	44.12%	34,190.70	51.24%	39,711.28		34,190.70
PTRL SPECIAL DUTY	8,503.32	7,476.78	13,114.16	20,875.69	41,500.00	50.30%	63.45%	26,330.76	74.19%	30,789.90	84.94%	35,249.04		30,789.90
PATROLMEN LONGEVITY	14,295.01	9,993.36	11,242.40	15,085.62	49,900.00	30.23%	47.51%	23,707.56	48.79%	24,344.37	50.06%	24,981.18		24,981.18
PATROLMEN HOLIDAY	-	3,345.76	-	-	104,600.00	0.00%	47.24%	49,409.10	60.62%	63,405.14	74.00%	77,401.19		49,409.10
PATROLMEN EDUCATION BONUS	1,750.00	3,225.00	2,850.00	3,525.00	9,000.00	39.17%	60.77%	5,469.23	63.16%	5,684.62	65.56%	5,900.00		5,469.23
ACTIVITY CONTRACT PAYMENTS	10,400.00	16,500.00	18,075.00	20,600.00	33,690.00	61.15%	52.67%	17,745.24	76.28%	25,699.70	99.89%	33,654.16		33,654.16
PATROLMEN & DETECTIVES	509,597.93	602,249.32	598,464.68	702,178.20	2,824,390.00	24.86%	48.48%	1,369,239.63	50.76%	1,433,727.77	53.05%	1,498,215.90	52%	1,459,813.31
CROSS GUARD(PT)														
CROSSING GUARD P/T	6,665.28	7,642.86	7,784.00	8,247.60	29,000.00	28.44%	28.44%	8,247.60	43.39%	12,581.73	58.33%	16,915.85		8,247.60
CROSS GUARD(PT)	6,665.28	7,642.86	7,784.00	8,247.60	29,000.00	28.44%	28.44%	8,247.60	43.39%	12,581.73	58.33%	16,915.85	28%	8,247.60

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March 31, 2020

GENERAL FUND	March	March	March	March	2020 BUDGET	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE
DISPATCHER														
DISPATCHERS F/T	43,414.69	50,245.26	60,076.87	46,810.90	219,240.60	21.35%	35.10%	76,953.41	47.72%	104,628.03	60.35%	132,302.64		132,302.64
DISPATCHER OVERTIME	4,526.38	1,106.73	1,826.67	-	12,000.00	0.00%	17.71%	2,125.02	51.23%	6,147.82	84.76%	10,170.62		2,125.02
DISPATCHER HOLIDAY	-	-	-	-	9,600.00	0.00%	0.00%	0.00	35.09%	3,368.64	70.18%	6,737.28		6,737.28
DISPATCHER P/T	13,749.08	9,538.62	5,064.53	7,780.18	46,700.00	16.66%	24.73%	11,548.01	56.01%	26,156.02	87.29%	40,764.04		26,156.02
DISPATCHER	61,690.15	60,890.61	66,968.07	54,591.08	287,540.60	18.99%	31.52%	90,626.44	48.79%	140,300.51	66.07%	189,974.58	58%	167,320.96
CLERICAL														
POLICE CLERICAL F/T	10,307.46	5,839.46	-	16,903.17	55,167.00	30.64%	30.64%	16,903.17	40.32%	22,243.37	50.00%	27,583.56		27,583.56
POLICE CLERICAL OVERTIME	-	-	-	655.64	5,000.00	13.11%	13.11%	655.64	31.56%	1,577.82	50.00%	2,500.00		1,577.82
SALARIES P/T CLER	17,568.73	17,448.03	10,962.99	7,864.36	51,555.00	15.25%	36.15%	18,635.08	41.65%	21,474.77	47.16%	24,314.47		21,474.77
CLERICAL	27,876.19	23,287.49	10,962.99	25,423.17	111,722.00	22.76%	32.40%	36,193.89	40.54%	45,295.96	48.69%	54,398.03	45%	50,636.16
FIRE & EMERGENCY SERVICES														
FIRE MARSHAL F/T	15,650.22	16,079.78	14,942.99	12,600.00	78,000.00	16.15%	47.69%	37,199.86	48.85%	38,099.24	50.00%	38,998.63		38,998.63
UNIFORMS	-	115.96	140.00	4,665.00	1,500.00	311.00%	311.00%	4,665.00	355.50%	5,332.50	400.00%	6,000.00		4,665.00
MATERIALS & SUPPLIES	354.20	118.41	182.59	41.22	2,000.00	2.06%	7.89%	157.88	25.09%	501.80	42.29%	845.72		501.80
BUSINESS EXPENSE	-	(92.54)	440.47	2,175.55	4,000.00	54.39%	54.39%	2,175.55	57.19%	2,287.78	60.00%	2,400.00		2,400.00
RADIOS	109.34	164.85	285.15	240.16	1,000.00	24.02%	24.02%	240.16	69.01%	690.14	114.01%	1,140.12		240.16
GAS OIL LUBRICATION	2,232.14	386.53	371.97	180.71	2,500.00	7.23%	29.84%	745.88	33.97%	849.17	38.10%	952.46		849.17
VOE - GENERAL	1,332.92	2,070.04	1,839.14	1,190.35	6,046.00	19.69%	44.46%	2,687.90	50.85%	3,074.17	57.24%	3,460.45		3,074.17

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	3 YEAR AVERAGE						2ND QTR Projection		
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			BUDGET	LOW	AVERAGE	HIGHEST	% Bdg	\$ VALUE	% Bdg	\$ VALUE	% Bdg
MAIN & REPAIRS - MACH & EQUIP	182.75	9.00	-	-	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00
CONTRIB TO FIRE CO	-	-	-	-	258,450.00	0.00%	33.33%	86,150.00	51.97%	134,323.47	70.61%	182,496.94		134,323.47	
CONTRIB TO FIRE CO - G/F ADD'L	61,534.46	70,257.83	18,097.12	16,347.23	562,104.00	2.91%	38.28%	215,168.91	46.96%	263,945.25	55.63%	312,721.59		312,721.59	
CONTRIB TO AMBULANCE OPERATING	50,000.00	-	-	-	200,000.00	0.00%	0.00%	0.00	17.24%	34,482.76	34.48%	68,965.52		0.00	
EMERGENCY MANAGEMENT COSTS	-	-	1,368.55	-	10,000.00	0.00%	0.00%	0.00	35.01%	3,501.24	70.02%	7,002.48		3,501.24	
PAY PER CALL	-	-	-	-	60,000.00	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00	
FIRE & EMERGENCY SERVICE	131,396.03	89,109.86	37,667.98	37,440.22	1,185,600.00	3.16%	29.45%	349,191.14	41.08%	487,087.52	52.71%	624,983.90	42%	501,275.24	
CODES & PROTECTIVE INSPECTION															
CODES F/T	49,995.70	58,977.06	59,387.47	61,486.38	266,442.00	23.08%	42.63%	113,572.77	46.47%	123,811.56	50.31%	134,050.34		134,050.34	
MATERIALS & SUPPLIES	177.25	498.48	834.78	453.76	2,700.00	16.81%	6.56%	177.25	21.80%	588.60	37.04%	999.95		999.95	
BUSINESS EXPENSE	-	741.00	65.00	380.35	9,600.00	3.96%	3.80%	364.88	17.29%	1,660.00	30.78%	2,955.11		1,660.00	
CELLPHONES	458.74	838.51	570.30	278.05	2,820.00	9.86%	40.43%	1,140.12	52.27%	1,474.12	64.12%	1,808.11		1,808.11	
GAS OIL LUBRICATION	541.82	386.53	371.97	180.71	2,500.00	7.23%	29.84%	745.88	33.97%	849.17	38.10%	952.46		849.17	
VOE - GENERAL	1,332.92	2,070.04	1,839.14	1,190.35	6,046.00	19.69%	44.46%	2,687.90	50.85%	3,074.17	57.24%	3,460.45		3,074.17	
PRINTING	-	-	-	-	1,000.00	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00	
MAIN REPAIRS - MACH & EQUIP	607.78	1,219.77	852.38	1,173.50	4,080.00	28.76%	40.65%	1,658.60	59.93%	2,444.99	79.20%	3,231.37		1,658.60	
SOFTWARE CONTRACTS	9,843.33	6,736.19	6,480.00	2,160.00	29,500.00	7.32%	44.80%	13,216.19	58.28%	17,192.40	71.76%	21,168.60		13,216.19	
CONTRACTED INSPECTION SERVICE	-	-	-	2,023.96	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		2,023.96	
CONTRACTED INSPECTION SERVICE	-	-	-	42.50	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		42.50	
CONTRACTED INSPECTION SERVICE	-	-	5,889.05	5,877.02	20,000.00	29.39%	29.39%	5,877.02	39.69%	7,938.51	50.00%	10,000.00		7,938.51	
CONTRACTED INSPECTION SERVICE	-	5,369.98	-	-	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00	
CODES & PROTECTIVE INSPE	62,957.54	76,837.56	76,290.09	75,246.58	344,688.00	21.83%	40.45%	139,440.62	46.14%	159,033.50	51.82%	178,626.39	49%	167,321.50	

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March 31, 2020

GENERAL FUND	March 2017	March 2018	March 2019	March 2020	2020 BUDGET	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	ACTUALS	ACTUALS	ACTUALS	ACTUALS			% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE
PLANNING & ZONING														
PLANNING & ZONING F/T	35,072.39	37,605.78	36,337.39	39,895.92	172,883.00	23.08%	48.57%	83,973.03	49.29%	85,207.37	50.00%	86,441.70		86,441.70
PLANNING & ZONING PART TIME	1,650.00	3,000.00	2,500.00	3,350.00	19,000.00	17.63%	45.00%	8,550.00	50.69%	9,630.39	56.37%	10,710.78		8,550.00
MATERIALS & SUPPLIES	-	-	-	32.50	200.00	16.25%	16.25%	32.50	38.13%	76.25	60.00%	120.00		76.25
BUSINESS EXPENSE	220.00	265.00	-	-	3,875.00	0.00%	1.58%	61.11	18.55%	718.86	35.53%	1,376.61		718.86
LEGAL	12,738.42	17,137.39	20,662.25	15,375.00	77,200.00	19.92%	47.56%	36,717.83	56.98%	43,989.98	66.40%	51,262.13		36,717.83
TELEPHONE	109.34	164.85	165.12	200.01	700.00	28.57%	39.20%	274.42	43.15%	302.02	47.09%	329.61		329.61
POSTAGE	-	323.35	-	336.00	2,750.00	12.22%	26.12%	718.19	32.21%	885.73	38.30%	1,053.28		885.73
ADVERTISING	-	2,169.82	4,877.34	5,111.78	15,000.00	34.08%	34.08%	5,111.78	47.04%	7,055.89	60.00%	9,000.00		7,055.89
PRINTING	-	150.00	-	-	150.00	0.00%	0.00%	0.00	75.00%	112.50	150.00%	225.00		112.50
MAIN REPAIRS - MACH & EQUIP	296.18	231.47	475.79	293.36	1,000.00	29.34%	29.34%	293.36	49.67%	496.68	70.00%	700.00		496.68
SUBSCRIPT PERIODICALS	695.00	695.00	-	95.00	825.00	11.52%	11.52%	95.00	49.20%	405.86	86.88%	716.72		405.86
PLANNING & ZONING	50,781.33	61,742.66	65,017.89	64,689.57	293,583.00	22.03%	46.27%	135,827.23	50.71%	148,881.53	55.16%	161,935.83	48%	141,790.92
SOLID WASTE COLLECTION & DSPSL														
CONTRACTED SERVICES	221,395.70	303,496.00	155,488.00	663,260.00	956,468.00	69.34%	100.00%	956,468.00	105.00%	1,004,291.40	110.00%	1,052,114.80		1,004,291.40
TRASH DISPOSAL	49,480.58	47,630.95	146,102.17	78,744.46	448,082.00	17.57%	46.20%	207,002.56	61.32%	274,766.11	76.44%	342,529.67		207,002.56
SOLID WASTE COLLECTION &	270,876.28	351,126.95	301,590.17	742,004.46	1,404,550.00	52.83%	82.84%	1,163,470.56	91.07%	1,279,057.51	99.29%	1,394,644.47	86%	1,211,293.96

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March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			BUDGET	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt
HIGHWAY GENERAL														
HIGHWAY ADMIN F/T	24,045.74	26,962.62	26,859.24	43,036.28	120,000.00	35.86%	39.18%	47,014.58	44.59%	53,506.78	50.00%	59,998.98		59,998.98
MATERIALS & SUPPLIES	3,531.04	2,769.53	3,336.46	3,818.64	18,000.00	21.21%	38.33%	6,898.70	45.33%	8,159.39	52.33%	9,420.08		8,159.39
BUSINESS EXPENSE	1,620.18	1,236.62	1,123.02	4,644.51	6,580.00	70.59%	70.59%	4,644.51	85.29%	5,612.26	100.00%	6,580.00		5,612.26
SAFETY SUPPLIES	1,163.45	-	883.42	2,000.40	6,000.00	33.34%	33.34%	2,000.40	46.67%	2,800.20	60.00%	3,600.00		2,800.20
TOOLS	1,531.84	924.41	1,784.29	4,203.78	6,000.00	70.06%	70.06%	4,203.78	85.03%	5,101.89	100.00%	6,000.00		5,101.89
TELEPHONE	1,225.28	1,198.35	2,080.57	2,683.16	8,580.00	31.27%	34.04%	2,920.73	37.01%	3,175.62	39.98%	3,430.50		3,430.50
GAS OIL LUBRICATION	3,428.90	10,957.23	12,077.17	15,693.34	93,200.00	16.84%	23.72%	22,107.52	26.10%	24,326.04	28.48%	26,544.57		24,326.04
VOE - GENERAL	47,369.95	75,245.37	66,852.46	39,399.55	200,115.00	19.69%	44.46%	88,966.22	50.85%	101,751.29	57.24%	114,536.36		101,751.29
ELECTRICITY	1,330.20	1,956.95	1,756.34	1,089.22	6,000.00	18.15%	40.08%	2,404.62	43.94%	2,636.25	47.80%	2,867.88		2,404.62
NATURAL GAS	848.99	1,558.19	1,886.30	958.06	4,200.00	22.81%	35.66%	1,497.57	59.57%	2,501.85	83.48%	3,506.13		2,501.85
MAIN & REPAIR BUILDING	5,706.68	-	1,317.65	675.00	15,000.00	4.50%	4.50%	675.00	17.25%	2,587.50	30.00%	4,500.00		2,587.50
MAIN & REPAIR - MACH & EQUIP	732.23	730.88	196.42	108.60	6,000.00	1.81%	6.06%	363.87	14.54%	872.36	23.01%	1,380.84		872.36
CONTRACTED MAINTENANCE	358.33	-	877.91	4,335.53	6,020.00	72.02%	72.02%	4,335.53	86.01%	5,177.77	100.00%	6,020.00		6,020.00
CAPITAL OUTLAY - MACH & EQUIP	1,313.34	-	-	-	60,000.00	0.00%	0.00%	0.00	25.96%	15,578.22	51.93%	31,156.44		15,578.22
HIGHWAY GENERAL	94,206.15	123,540.15	121,031.25	122,646.07	555,695.00	22.07%	33.84%	188,033.04	42.07%	233,787.41	50.30%	279,541.78	43%	241,145.10
HIGHWAY STREET CLEANING														
STREET CLEANING FT	4,874.21	5,389.18	13,923.24	20,508.91	90,000.00	22.79%	6.83%	6,149.55	14.78%	13,306.01	22.74%	20,462.48		20,462.48
STREET CLEANING OVERTIME	-	-	140.00	1,713.60	6,500.00	26.36%	26.36%	1,713.60	43.18%	2,806.80	60.00%	3,900.00		2,806.80
SALARIES PART TIME	3,991.68	1,509.60	3,765.44	1,650.48	10,000.00	16.50%	16.50%	1,650.48	34.27%	3,426.96	52.03%	5,203.44		3,426.96
MAINT & REPAIR MACH & EQUIPMT	9,262.02	-	3,268.16	6,018.15	30,000.00	20.06%	20.06%	6,018.15	26.93%	8,079.90	33.81%	10,141.64		8,079.90
HIGHWAY STREET CLEANING	18,127.91	6,898.78	21,096.84	29,891.14	136,500.00	21.90%	11.38%	15,531.78	20.23%	27,619.67	29.09%	39,707.56	25%	34,776.14

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			BUDGET	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt
HIGHWAY SNOW REMOVAL														
SNOW REMOVAL F/T	18,806.85	34,994.54	29,997.47	7,610.50	67,000.00	11.36%	11.36%	7,610.50	38.56%	25,835.91	65.76%	44,061.32		7,610.50
SNOW REMOVAL OVERTIME	8,624.47	17,319.97	25,979.18	1,070.60	51,500.00	2.08%	2.08%	1,070.60	27.02%	13,914.58	51.96%	26,758.56		1,070.60
SNOW REMOVAL PART TIME	-	-	-	4,404.00	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00
MATERIALS & SUPPLIES	31,950.44	62,519.71	48,413.33	17,937.20	80,000.00	22.42%	35.50%	28,400.39	55.30%	44,240.05	75.10%	60,079.71		28,400.39
TOOLS	557.71	-	-	451.98	1,000.00	45.20%	45.20%	451.98	72.60%	725.99	100.00%	1,000.00		1,000.00
MAIN & REPAIRS - MACH & EQUIP	5,102.93	11,139.73	4,701.74	4,583.88	17,000.00	26.96%	27.66%	4,701.74	57.83%	9,831.51	88.01%	14,961.28		9,831.51
HIGHWAY SNOW REMOVAL	65,042.40	125,973.95	109,091.72	36,058.16	216,500.00	16.66%	19.51%	42,235.21	43.67%	94,548.04	67.83%	146,860.87		22% 47,913.00
HIGHWAY TRAFFIC SIGNS														
HWY TRAFFIC SIGNS F/T	11,738.70	6,921.04	8,970.02	15,245.51	25,000.00	60.98%	60.98%	15,245.51	82.69%	20,672.10	104.39%	26,098.68		26,098.68
TRAFFIC SIGNS OVERTIME	-	745.65	-	-	500.00	0.00%	0.00%	0.00	149.13%	745.65	298.26%	1,491.30		0.00
MATERIALS & SUPPLIES	4,065.50	584.41	252.46	3,939.20	15,000.00	26.26%	26.26%	3,939.20	31.07%	4,659.76	35.87%	5,380.32		5,380.32
TRAFFIC SIGNAL ELECTRICITY	9,129.36	1,765.92	5,230.56	1,659.94	21,900.00	7.58%	32.22%	7,055.86	43.64%	9,557.63	55.07%	12,059.39		7,055.86
TRAFFIC SIGNAL MAINTENANCE	8,771.72	2,503.88	7,897.61	423.75	40,000.00	1.06%	1.06%	423.75	28.03%	11,211.88	55.00%	22,000.00		423.75
HIGHWAY TRAFFIC SIGNS	33,705.28	12,520.90	22,350.65	21,268.40	102,400.00	20.77%	26.04%	26,664.32	45.75%	46,847.01	65.46%	67,029.69		38% 38,958.61
HIGHWAY STORM SEWERS														
DRAINS F/T	8,958.07	5,805.18	6,405.37	6,613.62	100,000.00	6.61%	10.84%	10,841.33	21.22%	21,218.29	31.60%	31,595.26		31,595.26
DRAINS OVERTIME	-	150.73	-	-	3,000.00	0.00%	3.15%	94.48	11.42%	342.46	19.68%	590.44		342.46
MATERIALS & SUPPLIES	3,396.03	158.74	19.35	4,664.15	40,000.00	11.66%	11.66%	4,664.15	25.83%	10,332.08	40.00%	16,000.00		10,332.08
EQUIPMENT RENTAL	-	-	-	-	12,000.00	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00
CONTRACTED SERVICES	-	-	-	740.00	5,000.00	14.80%	14.80%	740.00	22.40%	1,120.00	30.00%	1,500.00		1,120.00
HIGHWAY STORM SEWERS	12,354.10	6,114.65	6,424.72	12,017.77	160,000.00	7.51%	10.21%	16,339.96	20.63%	33,012.83	31.05%	49,685.70		27% 43,389.80

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020 BUDGET	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE
HIGHWAY PARKS & GROUNDS														
GROUND MAINTENANCE F/T	27,977.80	35,941.60	2,650.62	23,779.26	170,000.00	13.99%	45.56%	77,449.97	66.68%	113,347.90	87.79%	149,245.84		149,245.84
GROUND MAINTENANCE OVERTIME	1,036.14	211.62	427.44	1,700.87	5,000.00	34.02%	58.55%	2,927.25	215.38%	10,769.13	372.22%	18,611.00		2,927.25
GROUND MAINTENANCE PART TIME	2,914.56	2,837.76	1,546.52	5,918.36	60,000.00	9.86%	15.75%	9,449.63	42.91%	25,748.09	70.08%	42,046.56		9,449.63
MATERIALS & SUPPLIES	1,941.35	581.24	-	1,760.22	6,000.00	29.34%	29.34%	1,760.22	43.89%	2,633.46	58.45%	3,506.70		2,633.46
TOOLS	218.64	-	-	-	5,000.00	0.00%	13.50%	674.84	18.47%	923.51	23.44%	1,172.18		923.51
GAS OIL LUBRICATION	969.04	139.27	674.50	265.49	5,200.00	5.11%	5.11%	265.49	24.56%	1,276.90	44.01%	2,288.31		1,276.90
VOE - GENERAL	1,537.99	2,005.49	1,781.80	1,067.90	5,424.00	19.69%	27.16%	1,473.35	42.20%	2,288.90	57.24%	3,104.44		2,288.90
MAINT.& REPAIR MACHINERY & EQ	513.32	23.90	1,115.89	1,807.85	5,000.00	36.16%	36.16%	1,807.85	45.32%	2,265.95	54.48%	2,724.06		2,265.95
CONTRACTED SERVICES	-	-	-	1,923.09	10,000.00	19.23%	36.94%	3,694.00	39.00%	3,900.22	41.06%	4,106.43		3,694.00
HIGHWAY PARKS & GROUNDS	37,108.84	41,740.88	8,196.77	38,223.04	271,624.00	14.07%	36.63%	99,502.60	60.07%	163,154.06	83.50%	226,805.52	64%	174,705.44
HIGHWAY MAINTENANCE & REPAIR														
HIGHWAY MAINTENANCE F/T	66,315.56	91,548.37	32,214.64	80,727.73	400,000.00	20.18%	26.81%	107,257.54	43.92%	175,683.28	61.03%	244,109.02		244,109.02
HIGHWAY MAINTENANCE O/T	441.60	604.28	133.58	-	10,000.00	0.00%	8.14%	814.04	15.25%	1,524.73	22.35%	2,235.43		814.04
HWY MAINTENANCE P/T	-	2,360.28	-	2,165.59	2,500.00	86.62%	86.62%	2,165.59	103.31%	2,582.80	120.00%	3,000.00		2,582.80
MATERIALS & SUPPLIES	17,232.26	4,677.57	11,616.06	2,501.06	75,000.00	3.33%	22.66%	16,994.87	35.23%	26,423.84	47.80%	35,852.82		26,423.84
TOOLS	348.57	2,035.10	3,017.53	200.64	8,000.00	2.51%	18.82%	1,505.37	29.28%	2,342.42	39.74%	3,179.47		1,505.37
MAINT & REPAIRS - MACH & EQUIP	-	-	-	-	5,000.00	0.00%	0.49%	24.73	8.86%	442.80	17.22%	860.86		442.80
EQUIPMENT RENTAL	-	-	118.50	-	7,000.00	0.00%	0.00%	0.00	0.85%	59.25	1.69%	118.50		0.00
HIGHWAY MAINTENANCE & RE	84,337.99	101,225.60	47,100.31	85,595.02	507,500.00	16.87%	25.37%	128,762.14	41.19%	209,059.12	57.02%	289,356.09	54%	275,877.86
HIGHWAY CONSTRUCTION & REBLDNG														
CONTRACTED SERVICES	-	-	780,014.06	-	550,000.00	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00
HIGHWAY CONSTRUCTION & R	-	-	-	-	550,000.00	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March	March	March	March	2020 BUDGET	1ST QTR Percent to Budget	LOW		3 YEAR AVERAGE AVERAGE		HIGHEST		2ND QTR Projection	
	2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS			% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE	% Bdgt	\$ VALUE
LIBRARY SUPPORT														
BOILER INSURANCE	79.00	87.00	87.00	156.00	407.00	38.33%	49.01%	199.49	49.59%	201.82	50.16%	204.15		204.15
LIBRARY CONTRIBUTION	89,908.22	89,908.26	91,778.76	93,724.50	374,898.00	25.00%	49.48%	185,499.29	49.74%	186,474.16	50.00%	187,449.02		187,449.02
LIBRARY CONTRIBUTION- ADD'L	88,428.28	88,428.24	95,928.24	99,582.51	398,330.00	25.00%	50.00%	199,164.98	50.00%	199,165.00	50.00%	199,165.02		199,165.02
LIBRARY SUPPORT	178,415.50	178,423.50	187,794.00	193,463.01	773,635.00	25.01%	49.75%	384,863.76	49.87%	385,840.97	50.00%	386,818.19	50%	386,818.19
PUBLIC EVENTS SPONSORSHIP														
PUBLIC EVNT/PROJECT SPONSORSH	2,248.00	-	-	-	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00
PUBLIC EVENTS SPONSORSHI	2,248.00	-	-	-	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00
COMMUNICATIONS & PUBLIC RELTNS														
WTV SALARY F/T	12,629.37	14,190.84	11,936.84	4,872.00	65,239.00	7.47%	7.47%	4,872.00	28.73%	18,745.92	50.00%	32,619.84		4,872.00
SALARIES PART TIME	-	60.00	-	-	15,600.00	0.00%	0.00%	0.00	5.63%	877.50	11.25%	1,755.00		0.00
EXPEN EDUC	728.81	514.70	1,286.77	794.02	4,440.00	17.88%	17.88%	794.02	43.41%	1,927.36	68.93%	3,060.70		1,927.36
MARKETING MEDIA RELATIONS	896.84	1,191.84	12,392.48	3,226.22	24,340.00	13.25%	13.25%	3,226.22	35.17%	8,560.30	57.08%	13,894.39		13,894.39
CONTRACTED SERVICES	-	51.61	8,432.54	9,847.95	56,350.00	17.48%	17.48%	9,847.95	46.22%	26,042.80	74.96%	42,237.66		42,237.66
CAPITAL OUTLAY	3,625.00	-	-	-	-	0.00%	0.00%	0.00	0.00%	0.00	0.00%	0.00		0.00
COMMUNICATIONS & PUBLIC	17,880.02	16,008.99	34,048.63	18,740.19	165,969.00	11.29%	11.29%	18,740.19	33.83%	56,153.89	56.38%	93,567.58	38%	62,931.40
DEBT SERVICE														
DEBT SERVICE	-	-	-	-	955,944.00	0.00%	0.00%	0.00	0.00%	0.00	20.74%	198,297.00		198,297.00
T.I.F. PAYMENT	-	-	-	-	71,000.00	0.00%	96.90%	68,796.08	98.26%	69,765.04	99.63%	70,734.00		70,734.00
DEBT SERVICE	-	-	-	-	1,026,944.00	0.00%	6.70%	68,796.08	6.79%	69,765.04	26.20%	269,031.00	26%	269,031.00

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March 2017 ACTUALS	March 2018 ACTUALS	March 2019 ACTUALS	March 2020 ACTUALS	2020 BUDGET	1ST QTR Percent to Budget	% Bdgt	LOW \$ VALUE	3 YEAR AVERAGE AVERAGE % Bdgt	\$ VALUE	HIGHEST % Bdgt	\$ VALUE	2ND QTR Projection % Bdgt	\$ VALUE
MISCELLANEOUS EXPENDITURES														
CONTRIB - FIREMEN RELIEF	-	-	-	-	160,000.00	0.00%								
MISCELLANEOUS EXPENDITUR	-	-	-	-	160,000.00	0.00%								
WORKERS COMPENSATION														
WORKERS COMPENSATION	63,201.00	67,346.67	147,533.50	65,696.17	307,584.00	21.36%	50.11%	154,130.99	60.28%	185,410.04	70.45%	216,689.09		154,130.99
WORKERS COMPENSATION	63,201.00	67,346.67	147,533.50	65,696.17	307,584.00	21.36%	50.11%	154,130.99	60.28%	185,410.04	70.45%	216,689.09	50%	154,130.99
INSURANCE														
FIRE AUTO PROPERTY INS	21,853.00	24,091.00	30,799.00	28,102.00	112,311.00	25.02%	50.00%	56,154.92	52.15%	58,570.09	54.30%	60,985.26		58,570.09
INSURANCE	21,853.00	24,091.00	30,799.00	28,102.00	112,311.00	25.02%	50.00%	56,154.92	52.15%	58,570.09	54.30%	60,985.26	52%	58,570.09
EMPLOYEE BENEFITS														
L T D INSURANCE	4,048.40	4,211.97	4,155.98	4,406.78	17,700.00	24.90%	38.20%	6,760.59	42.45%	7,513.50	46.70%	8,266.42		8,266.42
HEALTH & ACCIDENT INSURANCE	556,143.97	593,468.82	593,175.21	586,058.36	2,300,000.00	25.48%	39.00%	896,924.97	45.20%	1,039,514.36	51.40%	1,182,103.75		1,182,103.75
SHORT TERM DISABILITY & MISC	1,080.91	638.48	1,439.80	1,399.59	4,500.00	31.10%	31.35%	1,410.89	40.90%	1,840.30	50.44%	2,269.70		2,269.70
LIFE INSURANCE	4,634.19	4,684.89	4,605.19	4,596.91	19,260.00	23.87%	37.19%	7,162.29	42.25%	8,137.99	47.32%	9,113.70		9,113.70
RETIREMENT	42,531.15	41,221.20	43,037.86	126,770.20	1,287,631.00	9.85%	9.85%	126,770.20	14.92%	192,148.20	20.00%	257,526.20		192,148.20
F I C A	67,490.28	67,785.36	67,229.28	67,335.94	305,892.00	22.01%	46.60%	142,531.58	47.65%	145,764.87	48.71%	148,998.16		145,764.87
UNEMPLOYMENT COMPENSATION	-	-	17.64	-	5,750.00	0.00%	0.00%	0.00	30.78%	1,770.02	61.57%	3,540.03		0.00
EMPLOYEE BENEFITS	675,928.90	712,010.72	713,660.96	790,567.78	3,940,733.00	20.06%	29.98%	1,181,560.52	35.44%	1,396,689.24	40.90%	1,611,817.96	39%	1,539,666.64

WHITEMARSH TOWNSHIP
HISTORICAL ACTUALS COMPARISON REPORT & 2ND QUART FORECASTING
March 31, 2020

GENERAL FUND	March 2017 ACTUALS	March 2018 ACTUALS	March 2019 ACTUALS	March 2020 ACTUALS	2020 BUDGET	1ST QTR Percent to Budget	% Bdgt	LOW \$ VALUE	3 YEAR AVERAGE AVERAGE \$ VALUE	% Bdgt	HIGHEST \$ VALUE	% Bdgt	2ND QTR Projection \$ VALUE
INTERFUND TRANSFERS OUT													
TO CAPITAL FUND - DEBT SERVICE	13,539.09	16,821.66	-	-	-	0.00%							
TO LIGHT & HYDRANT FUND	-	-	-	-	16,500.00	0.00%							
TO CAPITAL RESERVE FUND	-	-	-	-	502,627.00	0.00%							
TO PARK & RECREATION	-	-	-	-	123,805.00	0.00%							
TO OPEN SPACE RESERVE	-	-	-	-	2,175,000.00	0.00%							
INTERFUND TRANSFERS OUT	13,539.09	16,821.66	-	-	2,817,932.00	0.00%							
ANSFERS IN	(7,181,764.61)	(7,587,947.32)	(8,452,109.81)	(4,732,037.75)	(23,366,780.00)	20.25%	63.67%	(14,877,293.61)	74.23%	(17,345,602.26)	84.80%	(19,813,919.94)	66% (15,366,307.28)
TRANSFERS OUT	3,377,583.05	3,779,993.92	3,702,878.59	4,148,349.01	23,366,779.33	17.75%	32.13%	7,508,224.85	38.65%	9,031,725.84	46.02%	10,753,682.72	40% 9,417,424.55
EXPENDITURES	(3,804,181.56)	(3,807,953.40)	(4,749,231.22)	(583,688.74)	(0.67)			(7,369,068.77)		(8,313,876.41)		(9,060,237.21)	(5,948,882.73)

**WHITEMARSH TOWNSHIP
QUARTERLY REPORTS
FOR THE QUARTER ENDED
MARCH 31, 2020**

OPEN SPACE FUND

The following is an overview of this section with highlights of some of the key numbers.

The first page is the Cumulative Cash Flow (since inception) for the Open Space Fund. There are no changes to this report since it provides a detailed summary of revenues and distributions by year from the inception of the Open Space Fund in 2006 to the present.

Pages two through four provide the data given in the first document in graphical format.

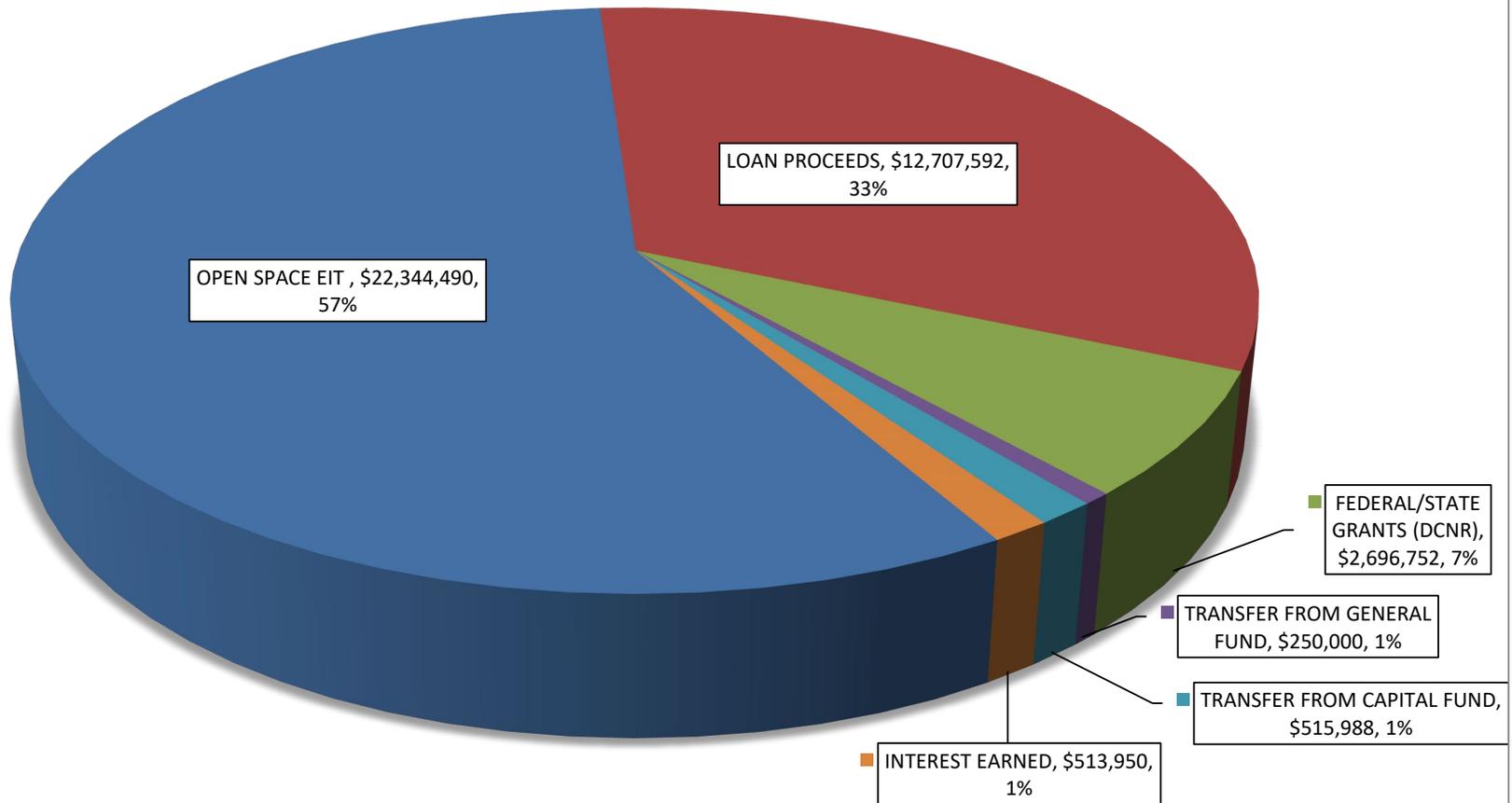
The fifth page provides Supplemental information for the Open Space Fund's share of the 2018 General Obligation Bond Debt Service & Maintenance Reserve. Please note, the Township has not increased the Maintenance Reserve Balance since the close of 2016. Considering this fact, the Finance Department recommended the transfer of a quarter percent (25%), the maximum, be transferred at year-end to maintain sufficient funds for future purchases and inflation in maintenance cost for current Open Space property held.

OPEN SPACE FUND SOURCE OF REVENUE

2006 - 2020

TOTAL REVENUE \$39,028,772

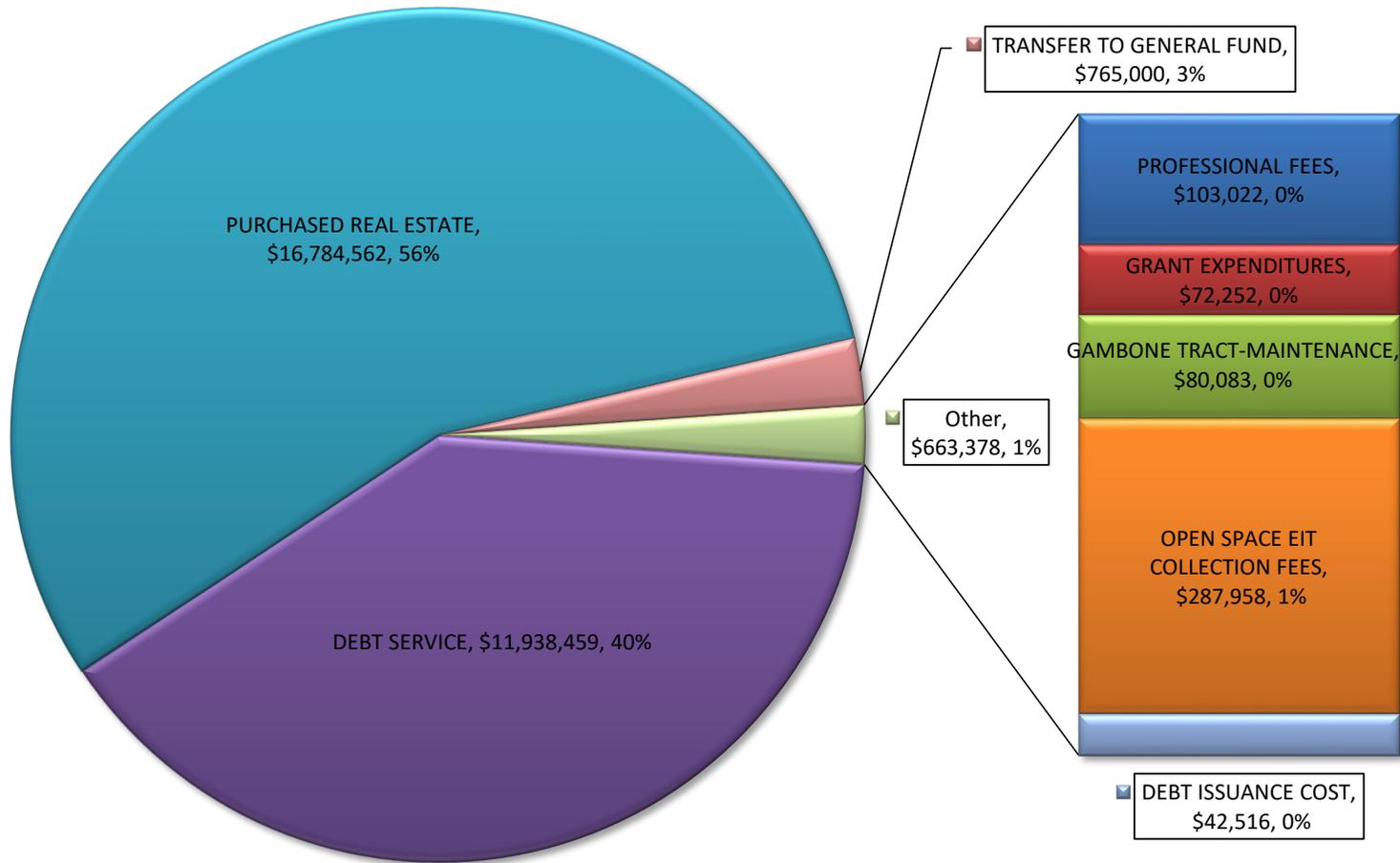
(SINCE INCEPTION)



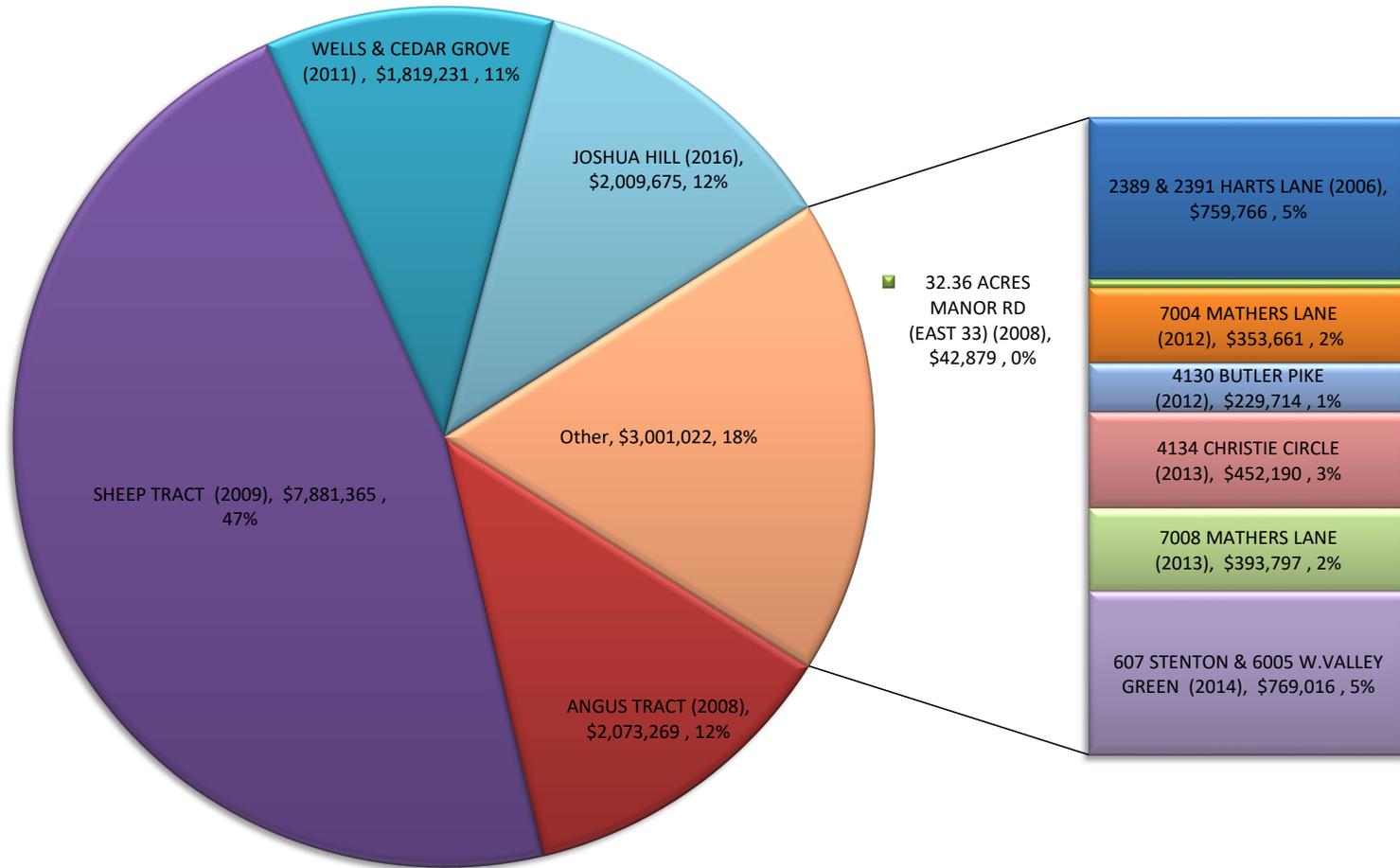
OPEN SPACE FUND SOURCE OF EXPENDITURES

2006 - 2020

TOTAL EXPENDITURES \$30,151,399
(SINCE INCEPTION)



**OPEN SPACE FUND REAL ESTATE PURCHASE
2006 - 2020
\$16,784,562
(SINCE INCEPTION)**



OPEN SPACE FUND - SUPPLEMENTAL INFORMATION FROM INCEPTION TO MARCH 31, 2020

OPEN SPACE DEBT SERVICE

OPEN SPACE DEBT OUTSTANDING PRINCIPAL AS OF 3-31-2020	<u>\$2,098,200</u>
COMPRISED OF:	
GENERAL OBLIGATION BOND SERIES OF 2018	<u>\$2,098,200</u>
TOTAL OUTSTANDING PRINCIPAL AS OF 3-31-2020	<u>\$2,098,200</u>

NOTE:

THE REPAYMENT OF THE 2009 SHEEP TRACT LOAN PORTION OF THE 2018 GOB WILL BE SATISFIED 61% FROM THE GENERAL FUND & 39% FROM THE OPEN SPACE FUND. THE TOWNSHIP CAN EXERCISE AN OPTIONAL REDEMPTION DATE OF NOVEMBER 15, 2023, IF DESIRED.
(SEE THE ATTACHED PAYMENT SCHEDULE FOR ESTIMATED PAYMENT AMOUNTS AND PAYOFF DATE)

MAINTENANCE RESERVE

MAINTENANCE RESERVE BALANCE AS OF MARCH 31, 2020		<u>\$1,825,017</u>
ACT 153 - MAINTENANCE RESERVE COMPRISED OF	COLLECTIONS	%
2013 OPEN SPACE EARNED INCOME TAX	\$1,998,360	X 25%
2014 OPEN SPACE EARNED INCOME TAX	\$1,888,631	X 25%
2015 OPEN SPACE EARNED INCOME TAX	\$1,863,831	X 25%
2016 OPEN SPACE EARNED INCOME TAX	\$1,938,834	X 25%
SUB- TOTAL - MAINTENANCE RESERVE		<u>\$1,922,414</u>
LESS: EXPENDITURES APPLIED TO RESERVE		
2015 - GAMBONE TRACT EXPENDITURES		(\$10,205)
2016 - GAMBONE TRACT EXPENDITURES		(\$14,081)
2017 - GAMBONE TRACT EXPENDITURES		(\$26,578)
2018 - GAMBONE TRACT EXPENDITURES		(\$21,669)
2019 - GAMBONE TRACT EXPENDITURES		(\$24,863)
2020 - GAMBONE TRACT EXPENDITURES		<u>\$0</u>
SUB-TOTAL EXPENDITURES APPLIED TO MAINTENANCE RESERVE		<u>(\$97,396)</u>
MAINTENANCE RESERVE BALANCE AS OF MARCH 31, 2020		<u>\$1,825,017</u>

EXPLANATION OF MAINTENANCE RESERVE:

STARTING IN 2013, THE TOWNSHIP ESTABLISHED A MAINTENANCE RESERVE PER ACT 2013-115 BY ANNUALLY SETTING ASIDE 25% OF THE OPEN SPACE EARNED INCOME TAX COLLECTED TO MAINTAIN ACQUIRED OPEN SPACE. THE RESERVE WAS INCREASED IN 2016 BY \$484,709 REPRESENTING 25% OF THE \$1,938,834 OPEN SPACE EARNED INCOME TAX COLLECTED FROM WHITEMARSH TOWNSHIP RESIDENTS IN 2016. TOWNSHIP RESIDENTS PAY AN ADDITIONAL .25% EARNED INCOME TAX THAT IS DESIGNATED FOR OPEN SPACE PRESERVATION.

**WHITEMARSH TOWNSHIP
QUARTERLY REPORTS
FOR THE QUARTER ENDED
MARCH 31, 2020**

COMBINED STATEMENT OF RESERVE FUNDS

The Combined Statement of Reserves provides a Detail by Funds of restricted amounts set aside for specific purposes, including contingencies or designated projects.

General Fund Reserves of \$5,795,961 includes a Budgetary Reserve of \$3,198,501 the Township may use to balance a future budget shortfall. Through conservative budgeting of revenue and expenditures and favorable operating results, the Township has not had to use the General Fund Reserves. General Fund has additional reserves to cover potential increases in insurance costs (\$677,195), Business Tax Refunds (\$1,785,264) and Trash Disposal costs (\$135,000). These reserves are set aside to mitigate the adverse impact of cost increases or the realization of Business Tax Revenues resulting from appeals or litigation. (Please note, amounts shown above for both the Budgetary Reserve and the Insurance Cost Reserve is a combination of Investment Account Balances as well as Certificate of Deposit Purchases. Refer to the Certificate of Deposit Schedule to follow for further detail about Certificate of Deposit holdings.

Capital Reserve Fund has a total fund balance of \$7,529,697. A separate Sinking Fund Account (\$2,827,380) represents unexpended Loan proceeds plus interest earned on the \$6,000,000 TD Bank Loan of 2014. Funds are drawn down from the Sinking Fund account for budgeted capital project expenditures. The Capital Reserve Fund also includes a reserve for Fire Company Equipment and Apparatus (\$175,367) established in 2016 as part of the changes to Emergency Services in the Township. Also, the Township maintains an account, required by the State, for DCNR Grant Money (\$105,275). Lastly, Proceeds from the GO Bond Series 2018 (\$4,421,645) are housed in the PLGIT – ARM account for the intersections capital project. (Please note, \$183,703 was distributed to the Volunteer Companies and reflects in the balance above. Refer to the Fire Company Capital Reserve Schedule for further detail.)

Open Space Fund has a total fund balance of \$8,877,373. See Open Space Fund Section of the Quarterly Report.

Liquid Fuels Fund: The Township ended the Quarter with \$569,795 in the Liquid Fuels Fund. The Liquid Fuels Fund transferred \$550,000 to the General Fund, in the 1ST quarter of 2020 to offset incurred expenses of the 2019 Road Program. This transfer continues the Township's practice of maintaining a reserve balance in the Liquid Fuels Fund and utilizing said reserve to enable the Township to reduce the financial burden for the General Fund.

Light & Hydrant Fund: The current balance on hand (\$245,649) will provide sufficient funding for the Township to fund the Costs of Street Lighting improvements.

Other Reserve Funds include:

Traffic Improvement Fund \$77,249: Derived from contributions received net of inter-fund transfers to the General Fund in prior years and investment interest accruals throughout the year.

Capital Equipment Reserve Fund \$239,147: Funding from unexpended Public Works' Capital Equipment Replacement Fund Budget to be used for large capital equipment purchases to reduce the burden on the General Fund in future years.

Impact Fee Reserve Fund \$893,940: Restricted for improvements related to the impact of development regarding traffic, parks, and stormwater.

Unemployment Comp Reserve Fund \$36,632: Since the Township is self-insured for unemployment claims, funds are set aside to defray future claims costs paid out of the General Fund.

Insurance Reserve Fund \$13,588: Budgetary Reserve the Township may use to source fund Parks & Recreation associated Insurance Premium, which exceeds budgeted estimates. This funding source will alleviate unanticipated burdens on the General Fund by avoiding additional fund transfers.

COMBINED SCHEDULE OF RESERVE FUNDS
As of March 31, 2020

GENERAL FUND (01)

Budgetary Reserve Fund	Reserve for Budgetary Needs	\$ 2,138,919
- Certificard Deposit	Reserve for Budgetary Needs	\$ 1,059,582
Business Tax Refund Reserve	Reserve for Tax Refunds	\$ 1,785,264
Insurance Rate Stabilization Reserve	Reserve for Insurance Cost Increase	\$ 157,027
- Certificard Deposit	Reserve for Insurance Cost Increase	\$ 520,168
Trash Collection	Reserve for Removal and Disposal Costs	\$ 135,000
TOTAL GENERAL FUND RESERVES		<u>\$ 5,795,961</u>

CAPITAL RESERVE FUND (06)

Sinking Fund Account	Unexpended Loan Proceeds from 2014 TD Bank Loan	\$ 2,827,380
Fire Company Capital Reserve	Reserved for Fire Company Equipment and Apparatus	\$ 175,367
Balance from Township Interfund Transfers	Capital items not acquired by Commonwealth for Grant	\$ -
DCNR Keystone Rec Grant	Separate account required by Commonwealth for Grant	\$ 105,275
PLGIT - ARM	Reserved for Capital Expenditures	\$ 4,421,645
TOTAL CAPITAL RESERVE FUND		<u>\$ 7,529,667</u>

TRAFFIC IMPROVEMENT FUND (14)

Contributions

Ace Golf Course	Unrestricted	\$ 22,500
ECRI	Unrestricted	\$ 89,500
Plymouth Crossing	Unrestricted	\$ 37,500
Reserve (Andorra Springs)	Unrestricted	\$ 59,500
River Park	Unrestricted	\$ 135,000
Realen/Militia Hill	Unrestricted	\$ 92,500
Quaker Park	Unrestricted	\$ 45,000
Philadelphia Cricket C.C.	Unrestricted	\$ 3,000
Green Valley C.C.	Unrestricted	\$ 3,000
Hilton Gardens	Unrestricted	\$ 25,000
The Hill @ Whitemarsh	Unrestricted	\$ 88,000
General	Unrestricted	\$ 17,749
	SUB TOTAL	<u>\$ 618,249</u>

Less, 2012 Budgeted Revenue Transfer to General Fund	\$ (300,000)
Less, 2014 Budgeted Revenue Transfer to General Fund	\$ (80,000)
Less, 2015 Budgeted Revenue Transfer to Capital Fund	\$ (161,000)
SUB TOTAL	<u>\$ (541,000)</u>

BALANCE - TRAFFIC IMPROVEMENT FUND **\$ 77,249**

LIQUID FUELS FUND (02)

Restricted by Commonwealth of Pennsylvania Mandated Special Revenue Fund	<u>\$ 569,795</u>
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LIGHT & HYDRANT FUND (03)

Special Assessments to cover treet Lighting and Hydrant costs and capital improvements	<u>\$ 245,649</u>
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EQUIPMENT RESERVE FUND (11)

Restricted for Major Equipment Purchases - Funding from Unexpended Public Works Capital Replacement Expenditures	<u>\$ 239,147</u>
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COMBINED SCHEDULE OF RESERVE FUNDS
As of March 31, 2020

<u>OPEN SPACE RESERVE FUND (17)</u>		
FUND BALANCE - DESIGNATED	Restricted to Open Space acquisition	\$ 7,062,652
FUND BALANCE - MAINTENANCE RESERVE	Act 115 Maintenance Reserve	\$ 1,814,721
TOTAL OPEN SPACE RESERVE FUND		<u>\$ 8,877,373</u>
<u>IMPACT FEES RESERVE FUND (14,18)</u>		
Traffic Impact Fees (Fund 14)	Restricted	\$ 55,374
Parks Impact Fees (Fund 18)	Restricted to Parks Projects	\$ 45,076
Stormwater Impact Fees (Fund 18)	Unrestricted	\$ 11,901
Fees in Lieu of Sidewalks, Trees, etc (Fund 18)	Unrestricted	\$ 774,111
- Certificard Deposit	Unrestricted	\$ 7,479
TOTAL IMPACT FEE RESERVE FUND		<u>\$ 893,940</u>
<u>UNEMPLOYMENT COMP RESERVE (13)</u>		
FUND BALANCE	Restricted to fund unemployment costs since Township is self insured.	<u>\$ 36,632</u>
<u>INSURANCE RESERVE FUND (09)</u>		
FUND BLANCE	Reserve for insurance cost increases	<u>\$ 13,588</u>
TOTAL RESERVE FUNDS As of March 31, 2020		<u>\$ 24,279,002</u>

Reserve Funds	Current Invested Funds	Total Interested Earned Since Inception	Current Balance Held
<u>Budgetary Reserve (01)</u>	\$ 996,000	\$ 63,582.33	\$ 1,059,582.33
<u>Insurance Reserve (01)</u>	\$ 498,000	\$ 22,168.41	\$ 520,168.41
<u>Impact Fees (18)</u>	\$ -	\$ 7,479.02	\$ 7,479.02
TOTALS	\$ 1,494,000	\$ 93,229.76	\$ 1,587,229.76

**WHITEMARSH TOWNSHIP
CERTIFICATE OF DEPOSITS**

	BANK OF THE OZARKS	CREST- MARK BANK	MODERN BANK	SONA BANK	HUNTINGDON VALLEY BANK	NEW OMNI BANK	TIPTOP LATHAM BANK	TRISTATE CAPITAL BANK	TRISTATE CAPITAL BANK
ORIGINAL INVESTMENT	MATURED	MATURED	\$ 249,000	MATURED	\$ 249,000	\$ 249,000	\$ 249,000	MATURED	MATURED
INTEREST	2.14%	2.50%	2.85%	3.00%	2.30%	2.40%	2.80%	2.05%	2.85%
2018 - 2019	\$ 4,060.40	\$ 3,154.87	\$ 5,676.18	\$ 6,201.12	\$ 9,766.34	\$ 10,224.67	\$ 9,358.64	\$ 2,573.23	\$ 7,158.58
JANUARY			\$ 380.66	\$ 634.44					
FEBRUARY			\$ 380.66	\$ 634.44	\$ 522.88	\$ 537.90	\$ 475.83		
MARCH			\$ 356.10		\$ 489.11	\$ 520.45	\$ 475.83		
APRIL			\$ 380.66		\$ 522.88	\$ 520.45	\$ 445.13		
MAY									
JUNE									
JULY									
AUGUST									
SEPTEMBER									
OCTOBER									
NOVEMBER									
DECEMBER									
JANUARY									
FEBRUARY									
MARCH									
APRIL									
MAY									
JUNE									
JULY									
AUGUST									
TOTAL INTEREST	\$ 4,060.40	\$ 3,154.87	\$ 7,174.26	\$ 7,470.00	\$ 11,301.21	\$ 11,803.47	\$ 10,755.43	\$ 2,573.23	\$ 7,158.58

TOTAL FUNDS
\$1,061,451.45

**WHITEMARSH TOWNSHIP
CERTIFICATE OF DEPOSITS**

	SPIRIT BANK	UNION NATIONAL BANK & TRUST	GRAND RIDGE NATIONAL BANK	BANK OF THE OZARKS
ORIGINAL INVESTMENT	MATURED	MATRUED	\$ 249,000	\$ 249,000
INTEREST	2.59%	2.80%	2.60%	1.87%
2018 - 2019	\$ 6,449.28	\$ 10,471.29	\$ 3,263.62	
JANUARY			\$ 549.85	
FEBRUARY			\$ 549.85	
MARCH			\$ 514.37	\$ 370.15
APRIL			\$ 549.85	\$ 395.68
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
TOTAL INTEREST	\$ 6,449.28	\$ 10,471.29	\$ 5,427.54	\$ 765.83

TOTAL FUNDS	
\$	521,113.94

**WHITEMARSH TOWNSHIP
CERTIFICATE OF DEPOSITS**

	FIRST MID BANK	BANK NAME OR DESCRIPTION	BANK NAME OR DESCRIPTION	BANK NAME OR DESCRIPTION
ORIGINAL INVESTMENT	MATURED	\$ -	\$ -	\$ -
INTEREST	3.10%	0.00%	0.00%	0.00%
2019 - 2019	\$ 7,479.02			
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
TOTAL INTEREST	\$ 7,479.02	\$ -	\$ -	\$ -

TOTAL FUNDS	
\$	7,479.02

**WHITEMARSH TOWNSHIP - CAPITAL RESERVE FUND
2020 YEAR TO DATE - SCHEDULE FOR FIRE COMPANY CAPITAL RESERVE
AS OF MARCH 31, 2020**

<u>ACCOUNT GROUP</u>	<u>NOTES</u>	<u>VDR NAME</u> <u>BARREN HILL</u> <u>FIRE CO</u>	<u>SPRING</u> <u>MILL</u> <u>FIRE CO</u>	<u>CURRENT</u> <u>YEAR</u> <u>TOTALS</u>	<u>PRIOR</u> <u>YEAR</u> <u>HISTORY</u>	<u>COMBINED</u> <u>TOTALS</u>	<u>YEAR</u> <u>TO DATE</u> <u>ACTUAL</u> <u>3/31/2020</u>
<u>BOOK BALANCE RECONCILIATION</u>							
TOWNSHIP CONTRIBUTION TO FIRE CO CAPITAL RESERVE DISTRIBUTION	1	50,130	113,833	0	347,667	347,667	
INTEREST ACCRUED	2			0	(183,703)	(183,703)	
	3	5,702	5,702	709	10,695	11,404	
SUB-TOTALS		55,832	119,535	709	174,658	175,367	
<u>BANK BALANCE RECONCILIATION</u>							
BEGINNING OF THE YEAR BALANCE	4						174,658
CURRENT YEAR INTEREST	5						709
WITHDRAWALS	6						0
DEPOSITS	7						0
TOTAL BANK BALANCE							175,367
<u>FIRE CAPITAL RESERVE BALANCE COMPARISON</u>	8					175,367	175,367

Explanation of Expenditures:

The above schedule reflects both the recorded and held balance for the Fire Company Capital Reserve Account.

- 1) The 2020 Township Budget Contribution of \$106,150 transfer will occur on the last week of June as a majority of the current year collections for Real Estate Taxes have been received from Berkheimer allowing the General Fund Transfer.
- 2) In 2019, Spring Mill Fire Company requested a \$60,000 distribution. A Check was issued & received on 4/26/2019 in whole for the requested amount. Barren Hill requested a distribution of \$123,703. A check was issued & received on 10/18/2019
- 3) Interest posted in the amount \$709 to book balance as per monthly bank statements received in 2020.
- 4) The account balance for the Fire Capital Reserve account as per January 1, 2020 was \$174,658, which comprised of prior year deposits and interest earned
- 5) The Township earned \$709 in interest based on balances held. Interest earned is rolled over into the bank balance to maximize compound interest.
- 6) The Township has not received any distribution requests in the current year.
- 7) No funds have been wired into the Reserve for current year Township contribution.
- 8) The Township's Records and the Bank balance mirror leaving no variance to be reconciled.

From Township Engineer's Status Report

The Reserve at Creekside Intersection Improvements:

As part of the Reserve at Creekside Development, the Township is required to design and construct improvements to five intersections within 18 months from the first issuance of a building permit (or as soon as practicable thereafter) in accordance with the approved traffic study and PennDOT regulations. These intersections are Joshua Road and Flourtown Road, Joshua Road and Stenton Avenue, Flourtown Road, Cricket Road and Stenton Avenue, and both intersections of Militia Hill Road and Stenton Avenue. The Township received a Green-Light-Go Grant for the Joshua Road/Stenton Avenue intersection in the amount of \$593,312.00 and a 2019 County Transportation Program (CTP) grant for the Joshua Road/Flourtown Road intersection in the amount of \$199,504.00 which will help offset the cost of construction.

The traffic light installation project at the two intersections of Militia Hill Road and Stenton Avenue is complete and the signals were put into full operation on July 11, 2018.

The current status of the three remaining major intersection improvement projects is as follows:

- **Stenton/Flourtown/Cricket** – The Township received the Highway Occupancy Permit for the construction of this intersection on March 30, 2018 and bids were received on April 11, 2018 with James D. Morrissey, Inc. (JDM) as the lowest responsive bidder at a cost of \$2,507,338.90. PECO and Verizon began utility pole relocations the week of April 9, 2018 and PECO finished the wire relocation to the new poles on July 21, 2018. Relocation of Crown Castle's fiber optic cables, Comcast's communication facilities and Verizon's facilities are substantially complete. A PADEP General Permit was issued in May, 2019. Preconstruction meetings were held on April 23rd and May 1st in order to reinstate construction activities. JDM began construction on or about May 13th. PECO is currently on-site relocating gas mains in the fourth and final phase of the work, in advance of JDM's work to finalize the work.
- **Joshua/Stenton** – The final submission for this intersection was made to PennDot on April 23, 2018 with all outstanding issues resolved along with all the required documents that demonstrate the Township now owns the required rights-of-way and easements. The Township received the PennDOT Highway Occupancy Permit for construction of these intersection improvements on May 23, 2018. The Department of Public Works has completed the required tree trimming and removal and PECO, Comcast, and other utilities have substantially completed utility pole relocations and wire transfers. The Board of Supervisors Authorized bidding of this project June 13, 2019.
- **Joshua/Flourtown** –The Board of Supervisors Authorized bidding of this project June 13, 2019. The Township received the PennDOT Highway Occupancy Permit for the construction of this intersection on October 18, 2019.

Bid documents were prepared for the construction work for both the Joshua/Stenton and Joshua/Flourtown intersections. The bids were opened on January 10, 2020 with Highway Materials, Inc.

as the lowest responsive bidder at a cost of \$4,231,068.00. On January 22, 2020, the Board of Supervisors authorized the issuance of a Notice of Intent to Award the bid of \$4,231,068.00. A written Contractor Responsibility

Determination, Notice of Award and Notice to Proceed were issued February 24, 2020. A preconstruction meeting was held on February 25, 2020. The project is currently under construction and inspections of the project continue on a daily basis. Correspondence from the Department of Community and Economic Development (DCED) was received indicating that the Governor's calling for the closure of non-life-sustaining businesses does not appear to require the construction to cease. At the contractor's request, inspections were performed and a letter recommending partial release of payment was issued April 13, 2020.

The conditions of the contract documents and the Green-Light-Go Grant require that construction of work equal to the grant award amount at the intersection of Joshua Road & Stenton Avenue to be complete by May 15, 2020.

WHITEMARSH TOWNSHIP

To: Board of Supervisors

From: RICHARD L. MELLOR, JR., TOWNSHIP MANAGER

Subject: **2020-2022 Capital Improvement Plan**

Date: May 1, 2020

cc:

Attached is the 2020-2022 Capital Improvement Plan approved by the Board as part of the 2020 budget. I have included this document as it shows the capital projects in which we will be working on this year as well as others discussed for the following two years. This plan is evaluated on an annual basis as part of the budget process.

Attachment

Richard L. Mellor, Jr.
Township Manager
616 Germantown Pike
Lafayette Hill, PA 19444
Phone: 610-825-3535 ext. 2601
Email: rmellor@whitemarshtwp.org

WHITEMARSH TOWNSHIP CAPITAL IMPROVEMENT PLAN 2020-2022

	Total BUDGET	2019 Actual	2020	2021	2022
Township Building					
Township Building Improvements	\$30,000	\$10,000	\$10,000	\$10,000	\$10,000
WTV Upgrades (Franchise Fee Grants)	\$30,000		\$30,000		
*Sustainable Projects (RF100)	\$30,000		\$10,000	\$10,000	\$10,000
Electric Charging Stations (3)	\$20,000	\$54,123			
*Replace Generator Switch	\$40,000			\$40,000	
*Replace Shingle Roof above Meeting Room	\$40,000		\$20,000	\$20,000	
Public Works Facility					
*Salt Shed Renovation	\$25,000		\$25,000		
*Central Air with Gas Heat	\$15,000			\$15,000	
*Salt Brine Equipment	\$25,000			\$25,000	
*Additional Garage Installation	\$18,000				\$18,000
Public Works Equipment					
Large Dump Truck	\$155,000	\$132,428			\$148,000
*Black Top Roller	\$70,000			\$70,000	
Leaf Machine (1 per year)	\$186,000	\$58,819	\$60,000	\$62,000	\$64,000
Pickup F-250 4x4 w/Plow (2)	\$72,300		\$39,800	\$39,800	
*Tow Behind Air Compressor	\$60,000				\$60,000
*New Zero Turn Mowers (3)	\$30,000		\$30,000		
Cedar Grove Barn					
Water Seal Back Wall	\$10,000			\$10,000	
Roof Replacement	\$50,000			\$50,000	
Cedar Grove Barn Courtyard Wall Repoint	\$15,000			\$15,000	
Courtyard Stone, Tables	\$10,000			\$10,000	
Miles Park Building (4021 Joshua Road)					
Exterior Repair to Wall to Prevent Leaks	\$10,000		\$10,000		
Install ADA Bathrooms	\$30,000			\$30,000	
Fire Alarm System	\$8,000	11,050			
Koontz Park					
Replace First Floor Windows	\$10,000	\$10,000		\$10,000	
*Install Backup Generator	\$15,500		\$15,500		
Parks and Park Equipment					
Miles Park Field/Stormwater Improvement DCNR Grant Match – ADA Pathways	\$136,000	\$275,000	\$136,000		
Koontz Park – Playground Resurfacing	\$10,000				\$10,000
Miles Park – Basketball Court Resurfacing	\$100,000			\$100,000	
Replace park structures	\$45,000	\$5,000	\$15,000	\$15,000	\$15,000
Wells St. Open Space Parking Lot	\$64,000		\$64,000		
Wells St. Open Space – Footbridge	\$50,000				\$50,000

WHITEMARSH TOWNSHIP CAPITAL IMPROVEMENT PLAN 2020-2022

	Total BUDGET	2019 Actual	2020	2021	2022
Parks and Park Equipment (con't)					
ADA Play structures – Various Playgrounds	\$60,880	\$42,800	\$19,000	\$22,880	\$19,000
2019 Ford F-250 with plow	\$38,500	\$38,500			
PECO Trail – Feasibility/Plan w/DCED grant	\$55,000			\$55,000	
*New Township Sign Board	\$60,000			\$60,000	
*John Deere Utility Vehicle	\$14,000				\$14,000
*Miles Park Fencing and Dugout Roofs	\$40,000		\$40,000		
Police					
Motorcycle (2) @ \$21,500	\$43,000			\$43,000	
Portable Speed Signs	\$10,000	\$9,028			
Canine	\$40,000			\$20,000	\$20,000
*Variable Message Board	\$15,500		\$15,500		
Building and Codes					
Emergency Management					
Radio's (Police/Fire/Ambulance)	\$144,800	\$144,800	\$144,800		
Planning/Zoning					
Comprehensive Plan Update	\$33,000	\$5,000	\$33,000		
Washington Street Feasibility Study	\$15,000		\$15,000		
Wayfinding Signage	\$20,000				\$20,000
Infrastructure Projects					
Germantown Pike Streetscape Project (including engineering)					
Creekside Traffic Improvements	\$6,500,000	\$1,500,000	\$3,500,000	\$1,500,000	
Germantown Pk/Flourtown Rd Safety Signals	\$100,000	\$84,760	\$100,000		
Library Parking Lot Expansion	\$75,000			\$75,000	
TOTAL	\$8,724,480	\$2,381,317	\$4,156,800	\$2,136,800	\$211,000
*NEW ITEM					
Revenues					
Capital Reserve	\$385,092	\$202,820	\$638,900	\$399,680	\$243,000
Bank Loan/2018 Bond Issue	\$7,328,213	\$1,744,918	\$3,703,380	\$1,500,000	
Equipment Reserve	\$508,300	\$158,800	\$193,000	\$130,000	\$195,000
Cable Franchise Fee Grant	\$30,000		\$30,000		
EMS and Fire Radio Reimbursement	\$72,400	\$72,400	\$72,400		



GILMORE & ASSOCIATES, INC.
ENGINEERING & CONSULTING SERVICES

MEMORANDUM

TO: Mr. Richard L. Mellor, Jr., Township Manager

FROM: Jim Hersh, PE, Township Engineer

DATE: April 29, 2020

RE: Westaway Drive Stormwater Collection & Conveyance

PROJECT NUMBER: 2020-01015

On January 20, 2005, the Board of Supervisors adopted Resolution # 2005-4 creating the Whitemarsh Township Stormwater Management Improvement Task Force as an ad hoc committee with membership consisting of resident representatives from severely affected neighborhoods throughout the Township as well as Township staff personnel. The 13-month accumulation of the studies performed by the Task Force may be found in the “Stormwater Task Force Report” presented to the Board of Supervisors on March 9, 2006. The Report can be found at <https://www.whitemarshwp.org/DocumentCenter/View/305/Full-Report-PDF>.

Since that time, many of the recommended projects in the Report have been completed. Project #25 of the “Stormwater Task Force Report” was scheduled as the next project to be constructed, and consisted of a stormwater collection and conveyance system along Westaway Drive, from Fields Drive to Germantown Pike (See Map 2 of the Report, attached). There is currently no stormwater infrastructure in this area, and this system would help to collect stormwater originating on Germantown Pike directed through the ‘Knolls of Whitemarsh’, and from the ‘Whitemarsh Woods’ basin that currently discharges directly onto Fox Lane.

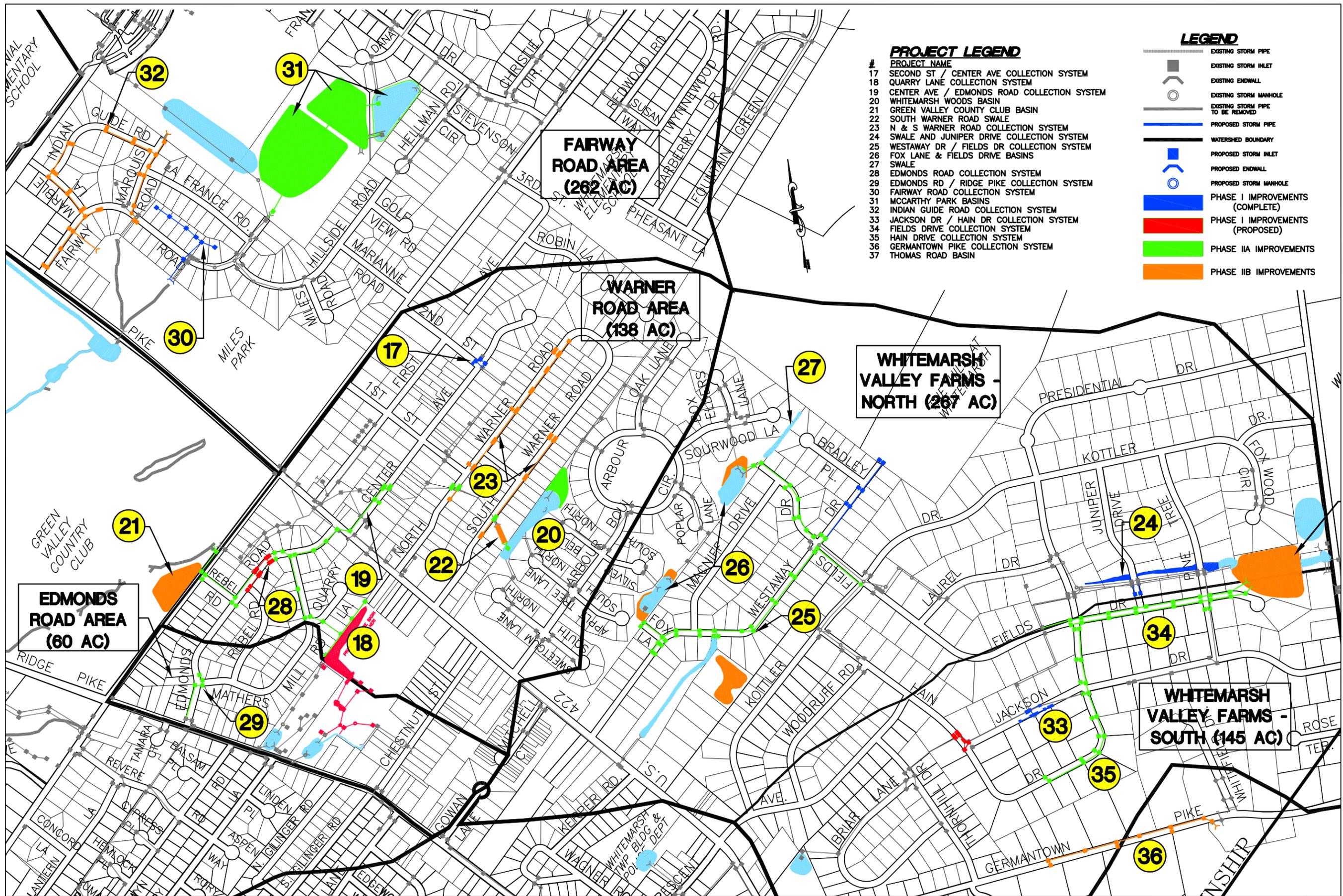
Survey and base mapping were completed, engineering design plans prepared, and the project was publicly bid as part of the 2018 Road Improvements Program. Bids were opened on June 13, 2018, with a total bid amount for the Westaway Drive Stormwater System of \$758,988.40. The project was not awarded, since the bid amount exceeded the available budget at the time. Bid documents are complete and ready to be re-bid, if authorized by the Board of Supervisors subject to the availability of funding.

Should you have any questions or need further information regarding this matter, please do not hesitate to contact me at this office.

O:\MUNICIPAL\2020\2001015-WshT_Whitemarsh Twp General Services\memo_Westaway-Fields.doc

65 East Butler Avenue | Suite 100 | New Britain, PA 18901 | Phone: 215-345-4330 | Fax: 215-345-8606

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PROJECT LEGEND

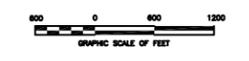
- | | |
|----|---|
| # | PROJECT NAME |
| 17 | SECOND ST / CENTER AVE COLLECTION SYSTEM |
| 18 | QUARRY LANE COLLECTION SYSTEM |
| 19 | CENTER AVE / EDMONDS ROAD COLLECTION SYSTEM |
| 20 | WHITEMARSH WOODS BASIN |
| 21 | GREEN VALLEY COUNTY CLUB BASIN |
| 22 | SOUTH WARNER ROAD SWALE |
| 23 | N & S WARNER ROAD COLLECTION SYSTEM |
| 24 | SWALE AND JUNIPER DRIVE COLLECTION SYSTEM |
| 25 | WESTAWAY DR / FIELDS DR COLLECTION SYSTEM |
| 26 | FOX LANE & FIELDS DRIVE BASINS |
| 27 | SWALE |
| 28 | EDMONDS ROAD COLLECTION SYSTEM |
| 29 | EDMONDS RD / RIDGE PIKE COLLECTION SYSTEM |
| 30 | FAIRWAY ROAD COLLECTION SYSTEM |
| 31 | MCCARTHY PARK BASINS |
| 32 | INDIAN GUIDE ROAD COLLECTION SYSTEM |
| 33 | JACKSON DR / HAIN DR COLLECTION SYSTEM |
| 34 | FIELDS DRIVE COLLECTION SYSTEM |
| 35 | HAIN DRIVE COLLECTION SYSTEM |
| 36 | GERMANTOWN PIKE COLLECTION SYSTEM |
| 37 | THOMAS ROAD BASIN |

LEGEND

- | | |
|--|-----------------------------------|
| | EXISTING STORM PIPE |
| | EXISTING STORM INLET |
| | EXISTING ENDWALL |
| | EXISTING STORM MANHOLE |
| | EXISTING STORM PIPE TO BE REMOVED |
| | PROPOSED STORM PIPE |
| | WATERSHED BOUNDARY |
| | PROPOSED STORM INLET |
| | PROPOSED ENDWALL |
| | PROPOSED STORM MANHOLE |
| | PHASE I IMPROVEMENTS (COMPLETE) |
| | PHASE I IMPROVEMENTS (PROPOSED) |
| | PHASE IIA IMPROVEMENTS |
| | PHASE IIB IMPROVEMENTS |

NO.	DATE	REVISIONS
1	1/19/08	GENERAL REVISIONS

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WHITEMARSH TOWNSHIP
WHITEMARSH VALLEY FARMS, FARWAY ROAD,
WARNER ROAD & EDMONDS ROAD AREAS
WHITEMARSH TOWNSHIP MONTGOMERY COUNTY PENNSYLVANIA

PROJECT NO.	080221501	DATE	11/1/05
DRAWN BY	KLU/MFC	DESIGNED BY	KLU/MFC
CHECKED BY	MSD	SCALE	1" = 600'
SCHOOOR DEPALMA		PAGE NO.	
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