

East Rockhill Township Board of Supervisors

February 28, 2023

Regular Business Meeting Minutes

DRAFT

The regular business meeting of the East Rockhill Township Board of Supervisors was held at 7:00p.m. on February 28, 2023, in the meeting room at the East Rockhill Township Municipal Office, 1622 North Ridge Road, Perkasie, PA 18944.

Present:	Dave Nyman	Supervisor Chairperson
	Gary Volovnik	Supervisor Vice-Chairperson
	Jim Nietupski	Supervisor Member
	Marianne Morano	Township Manager
	Colby Grim, Esq.	Township Solicitor
	Jeff Scholl	Public Works Director
	Chief Dickinson	Pennridge Regional Police Department

The meeting was called to order at 7:00p.m. by Mr. Nyman with the Pledge of Allegiance.

Members of the public were present.

Announcements or Presentations:

- Next Board of Supervisors Meeting March 28, 2023 7:00pm
- Next Conditional Use Hearing for 809 Three Mile Run Road March 20, 2023 7:00pm
- Executive Session to take place following the meeting for potential real estate acquisition

Public Comment #1:

There was none.

Approval of Minutes and Bills Payable:

Approval of Minutes from January 24, 2023, Regular Meeting.

- Jennifer Wright, 400 Three Mile Run Road, requested her public comment be revised.

On motion by Mr. Nietupski, seconded by Mr. Nyman, to approve the meeting minutes from the Board of Supervisors' January 24, 2023 Regular Meeting contingent on removing the last two sentences of Ms. Wright's first public comment. With no additional discussion, all present voted in favor.

Payment of Unpaid Bills dated February 24, 2023, in the amount of \$188,190.33.

On motion by Mr. Volovnik, seconded by Mr. Nietupski, to approve payment of the Bills List dated February 24, 2023, for a total amount of \$188,190.33 as presented. With no additional discussion, all present voted in favor.

Board and Commission Reports

Pennridge Regional Police Department: Chief Dickinson

The Chief shared the January 2023 Pennridge Regional Police activity report. The report is on file.

On motion by Mr. Nietupski, seconded by Mr. Volovnik, to accept the Pennridge Regional Police Department report. With no additional discussion, all present voted in favor.

Pennridge Wastewater Treatment Authority: Dave Nyman

The January 2023 minutes and flow reports were provided to the Board.

On motion by Mr. Volovnik, seconded by Mr. Nietupski, to accept the Pennridge Wastewater Treatment Authority report. With no additional discussion, all present voted in favor.

Pennridge Area Coordinating Committee: Dave Nyman

The January 26, 2023 and February 23, 2023 meeting notes were provided to the Board.

On motion by Mr. Nietupski, seconded by Mr. Volovnik, to accept the Pennridge Wastewater Treatment Authority report. With no additional discussion, all present voted in favor.

Township Manager's Report: Marianne Morano

Zoning Hearing Board Application at 1600 N. Fifth Street. Application of Renew Bible Church at 1600 N. Fifth Street Tax Map Parcel 12-014-004 in the C-E Cultural Education zoning district. Applicant is seeking a variance for parking requirements, impervious surface and woodland disturbance. Mr. Greg Landis and Mr. Dave Artman were present. Mr. Landis stated as a result of an open house held by the Church and neighbors expressing concerns they have requested a continuance.

Zoning Hearing Board Application at 1516 W. Park Avenue. Application of Frederick A. Wedman at 1516 W. Park Avenue Tax Map Parcel 12-008-092-001 in the R-1 Residential zoning district. Applicant was denied and has resubmitted seeking a variance for building coverage impervious surface. Mr. Andy Wedman and Mrs. Wendy Wedman were present. Mr. Nyman stated he saw the neighborhood and did not understand the rationale of the Zoning Hearing Board denial and noted Mr. Wedman is a volunteer firefighter who stores the vehicle at the property and believes a neighboring property has more impervious surface than this application.

On motion by Mr. Nyman, seconded by Mr. Nietupski, to recommend support of the application. With no additional discussion, all present voted in favor.

CKS Engineers Proposal for East Rockhill Treatment Plant #1 Capital Reserve Study.

On motion by Mr. Nietupski, seconded by Mr. Volovnik, to authorize execution of the CKS Engineers Proposal dated February 9, 2023 for a not to exceed fee of \$5,500.00 with anticipated completion in 6 weeks as presented. With no additional discussion, all present voted in favor.

Public Works Maintenance Complex. Mrs. Morano stated she has met with Board members individually and presented revised building and site plans with their feedback. Steel building size and cost has been reduced; adding an automatic sprinkler system is estimated to be \$180,000; infrared heat in equipment bay & hydronic radiant heat to maintenance bay cost is \$59,400; tool

storage area is to be enlarged by moving HVAC to mezzanine; by moving the building closer to Schwenkmill Road there will be less site work and closer to utilities.

- Andy Wedman, 1516 W. Park Avenue, stated sprinkling the building will be worth the cost.

On motion by Mr. Nietupski, seconded by Mr. Volovnik, authorizing a proposal to prepare final plans and documentation for the Public Works Maintenance Complex Project as presented. With no additional discussion, all present voted in favor.

Donation, installation and maintenance of 10 blue bird boxes at Willard H. Markey Centennial Park by Colin Monahan was affirmed.

Consortium to amend Act 12 of 2016 related to water and sewer. A draft resolution was provided to the Board to join a new consortium to amend, remove or introduce laws that will impact a private utility company's ability to acquire water and sewer systems; annual fee of \$250.00; additional costs over the annual fee will be passed to consortium members. No formal action was taken.

Public Water Connection Ordinance and Conveyance of Sewer Flow Agreement. Perkasio Regional Authority (PRA) provided draft documents for comment. Mrs. Morano noted the draft Ordinance would require mandatory water connections within area of West Rockhill Township and Perkasio Borough borders, Schoolhouse Road and East Rockhill Road if there is a PFAS contamination. The draft Agreement would allow flows from East Rockhill sewer customers to PRA infrastructure and gave Green Ridge Estates West as an example and conversely allow PRA customers through East Rockhill infrastructure and gave Old Bethlehem Pike as an example. Cursory comments from the Township Solicitor and Engineer were provided to the Board. Mrs. Morano is to invite Perkasio Regional Authority to a meeting with the Board to answer questions.

Road Closure Richlandtown Road March 14 to 17, 2023. Mrs. Morano provided a detour plan to allow Apple+ to film on Richlandtown Road private property and noted there would be no disturbance to a conservation easement and no pyrotechnics.

On motion by Mr. Volovnik, seconded by Mr. Nietupski, to approve the Township Manager report. With no additional discussion, all present voted in favor.

Public Works Report: Jeff Scholl

Mr. Scholl updated the Board on Public Works activities as of February 24, 2023. The report is on file.

On motion by Mr. Volovnik, seconded by Mr. Nietupski, to approve the Township Public Works report. With no additional discussion, all present voted in favor.

Township Solicitor Report: Colby Grim, Esq.

Stormwater Operation and Maintenance Agreement.

On motion by Mr. Nietupski, seconded by Mr. Volovnik, to authorize Chairperson execution of a Stormwater Operation and Maintenance Agreement and Access Easement at 2101 Hill Road Bucks County Tax Map parcel 12-020-008 as presented. With no additional discussion, all present voted in favor.

Emergency Services Fee-In-Lieu of.

On motion by Mr. Volovnik, seconded by Mr. Nietupski, to adopt **Resolution 2023-04** establishing a policy for the collection and distribution of an emergency services fee-in-lieu of requested waivers as presented. With no additional discussion, all present voted in favor.

Roadway Improvement Fee-in-Lieu of.

On motion by Mr. Volovnik, seconded by Mr. Nietupski, to adopt **Resolution 2023-05** establishing a policy for the collection of a roadway improvement fee-in-lieu of contingent on revising the amount to 65%. With no additional discussion, all present voted in favor.

Department and Emergency Services Reports

On motion by Mr. Volovnik, seconded by Mr. Nietupski, to acknowledge receipt of the Department and Emergency Services reports. With no additional discussion, all presented voted in favor.

New or Other Business – Supervisors’ Items:

- Mr. Nietupski acknowledged thank you notes were received for American Rescue Funds distributions and asked for the status of Mr. Volovnik meeting with PPL. PPL will be attending the May Board of Supervisor’s meeting.

Public Comment #2:

- Jennifer Wright, 400 Three Mile Run Road, asked if train on railroad tracks is storing chemicals; who is responsible for potential flooding on her property when development is constructed and believes Pennridge Airport is flooding her property. Her insurance company is to be contacted for flooding and Pennridge Airport stormwater basins will be inspected.
- Tina O’Rourke, 1819 Old Bethlehem Pike, asked for status of Old Bethlehem Pike sewer extension. Township will submit to DEP when McClennen Tract receives planning module approval.
- Mike Bibic, 117 Three Mile Run Road, thanked the Township for providing information Jarrett Coleman is the new State Senator as a result of redistricting.
- Ron Schulberger, 2386 Hill Road, asked for timeline of improvements on Hill Road. No date at this time.
- Greg Landis, Renew Church, stated a neighbor called with lighting concerns they were not aware of which made office workers feel threatened and lighting is being corrected.

Adjournment:

On motion by Mr. Nietupski, seconded by Mr. Volovnik, to adjourn the regular meeting into Executive Session. With no additional discussion, the meeting was adjourned at 8:17p.m.

Respectfully submitted,

DRAFT

Marianne Morano
Township Manager

East Rockhill Township Board of Supervisors

March 9, 2023

Special Business Meeting Minutes

DRAFT

The advertised special business meeting of the East Rockhill Township Board of Supervisors was held at 5:00p.m. on March 9, 2023, in the meeting room at the East Rockhill Township Municipal Office, 1622 North Ridge Road, Perkasio, PA 18944.

Present:	Dave Nyman	Supervisor Chairperson
	Gary Volovnik	Supervisor Vice-Chairperson
	Jim Nietupski	Supervisor Member
	Marianne Morano	Township Manager
	Will Oetinger, Esq.	Township Solicitor
	Steve Baluh, P.E.	Township Engineer
	Nick Fretz	Perkasie Regional Authority Manager
	David Watt	Perkasie Regional Authority Board Chairperson

The meeting was called to order at 5:00p.m. by Mr. Nyman with the Pledge of Allegiance.

Members of the public were present.

Public Comment #1:

- Jennifer Wright, 400 Three Mile Run Road, questioned the Special Meeting. Meeting is held to get project underway and state requirement is 24-hour notice.

Business:

Discussion and consideration of Perkasie Regional Authority request for draft mandatory public water connection Ordinance for properties impacted by PFAS and conveyance of sewer flow Agreement through sewer infrastructure

Mr. Fretz and Mr. Watt were present. PENNVEST grant award allowed public water connection free of charge on Old Bethlehem Pike to Forrest Road and Tabor Road; well decommissioning cost was believed to not be included and be a DEP issue under the PFAS investigation; wells that continued to be in operation could draw the PFAS plume; properties who did not connect to public water under the grant would need to pay for public water connection should they want public water; DEP and PRA recommends all properties connect to public water to prevent the PFAS plume contaminating other wells; regulatory levels were recently amended from 70ppt to 14-16ppt; at this time the plume moving is not specifically known.

- Jennifer Wright, 400 Three Mile Run Road, questioned if only Old Bethlehem Pike was getting public water connection and the number of properties with high levels of PFAS. Map with DEP water test results was on the projection screen that depicted above 70ppt with red dots all of which would get public water as part of the PRA grant award or McClennen Tract construction with one exception that was not in the vicinity and believed to be related to something that occurred on that property. DEP has jurisdiction of the well testing and PFAS investigation.

Consensus of the Board was to authorize consideration of a draft mandatory public water connection Ordinance at their March 28, 2023 meeting and consider adoption at their April 18, 2023 meeting and for a mailing to go out to all East Rockhill residents with notice of said meeting.

Consider authorizing Chairperson execution of a Development Agreement and a Stormwater Operation and Maintenance Agreement and Access Easement at 1303 N. 5th Street Bucks County Tax Map parcel 12-014-023-002 and signature on plans for recordation

On motion by Mr. Nietupski, seconded by Mr. Volovnik, to authorize Chairperson execution of the Agreements as presented. With no additional discussion, all present voted in favor.

Public Comment #2:

There was none.

Adjournment:

On motion by Mr. Nietupski, seconded by Mr. Volovnik, to adjourn the regular meeting into Executive Session. With no additional discussion, the meeting was adjourned at 5:50p.m.

Respectfully submitted,

Marianne Morano
Township Manager

East Rockhill Township
Unpaid 2023 Bills List

March 24, 2023

Summary of Fund Expenses

FUND NAME	DESCRIPTION	TOTAL
General	<i>General Purposes</i>	\$ 143,080.62
Fire	<i>Revenue from Real Estate 1.0 mil. Expenses related to Fire Volunteer Services.</i>	\$ 160.06
Open Space	<i>Revenue from Earned Income 0.25. Expenses for preservation and maintenance per HB1523.</i>	\$ 7,631.18
Sewer	<i>Revenue from sewer rates and connections. Expenses for sewer operations.</i>	\$ 81,530.99
Park & Recreation / Golf Driving Range	<i>Revenue from token sales, park reservations & contributions. Expenses for driving range and park maintenance.</i>	\$ 1,189.20
Street Light	<i>Revenue from annual street light assessment for properties in district. Expenses payable to PPL for street light rental and maintenance.</i>	\$ 1,975.95
Capital Improvement	<i>Revenue from Real Estate 1.25 mil. Expenses for capital projects as budgeted and approved by Board of Supervisors.</i>	\$ -
Building Debt	<i>Revenue from Real Estate 1.26 mil. Expenses for Police Headquarter and Municipal Complex building debt.</i>	\$ 5,797.22
Capital Reserve	<i>Revenue from grants and contributions. Expenses per allocations as budgeted and approved by Board of Supervisors.</i>	\$ -
State Aid (Liquid Fuels)	<i>Revenue from State fuel tax. Expenses according to PennDOT guidelines for road and vehicle maintenance.</i>	\$ 2,990.24
Escrow	<i>Revenue for consultant review time. Expenses for projects under review with escrow requirements.</i>	\$ 8,626.48
Unpaid Bills Total		\$ 252,981.94

East Rockhill Township
Unpaid 2023 Bills List

March 24, 2023

Detail of Fund Expenses

<u>Payable To</u>	<u>Memo</u>	<u>Amount</u>
General Fund - 01		
21st Century Media	Zoning Hearing Advertising	377.27
Arlo Eby	Zoning Hearing	25.00
BIU	Code Services 1/2023	1,102.50
BIU	Code Services 2/2023	1,228.50
BR Scholl	Trailer Inspection	1,517.21
CDF Industries	Tool Repair	346.69
Chase Credit Card	Costco Credit	(13.64) *
Chase Credit Card	Amazon	143.85 *
Chase Credit Card	Intuit Annual QB Subscription	1,099.00 *
Chase Credit Card	PSATS Seminar - JN	55.00 *
Chase Credit Card	PA Notary Renewal - MM	404.85 *
Chase Credit Card	Lowe's	309.58 *
Chase Credit Card	Linde	92.39 *
Chase Credit Card	Doylestown Waste Recycling - Shed	286.90 *
Chase Credit Card	G&S Fastening	129.40 *
Clemens Uniform	Uniforms	142.43
Clemons Richter & Reiss	Wedman	277.50
Clemons Richter & Reiss	Giant Inc	314.50
Clemons Richter & Reiss	RENEW Bible Church	166.50
County of Bucks	Permit Software	292.44 *
Delaware Valley Health Insurance (DVHT)	Insurance Premium	12,451.55
Derstine Company	Trailer Refinished	5,350.00
Dunlap SLK	2022 Audit	10,000.00
Grim, Biehn & Thatcher	Township Solicitor General	1,272.00
Grim, Biehn & Thatcher	Township Solicitor Litigation	478.50
Grim, Biehn & Thatcher	Township Solicitor Pennington	285.00
Grim, Biehn & Thatcher	Township Solicitor Greenshire School	64.00
Heacock Lumber	Supplies	656.33
Home Depot	Supplies	76.32
IPFone	Phone Service	272.35 *
IT Business Solutions	Monthly Service	471.00
IT Business Solutions	DVIT Compliance	47.50
Kathleen Hart	Zoning Hearing	25.00
Kathleen Percetti, Tax Collector	2023 Real Estate Taxes - 1920 N Ridge Rd	820.21
Kathleen Percetti, Tax Collector	2023 Real Estate Taxes - 1802 N Ridge Rd	1,105.55
Kathleen Percetti, Tax Collector	2023 Real Estate Taxes - 426 Three Mile Run Rd	1,143.40
Keystone Collections Group	EIT Commission	2,016.40 *

East Rockhill Township
Unpaid 2023 Bills List

March 24, 2023

Detail of Fund Expenses

<u>Payable To</u>	<u>Memo</u>	<u>Amount</u>
Keystone Collections Group	Costs Retained by Tax Officer (Act 192)	550.60 *
Keystone Collections Group	EIT Taxpayer Refunds	68.01 *
Keystone Collections Group	LST Commission	154.29 *
Lawson	Supplies	260.90
Linde	Gas Supplies	92.39
Manko Gold Katcher Fox	Township Environmental Solicitor	350.00 *
Neat & Clean	Township Office	280.00 *
Patricia McAnally	Zoning Hearing	25.00
Pennridge Regional Police	Police Service	86,255.33 *
Phillips & Donovan Architects	Public Works Complex	1,492.50
PP&L Electric	Parking Lot Lights	335.83
PP&L Electric	Municipal Office	331.16
PP&L Electric	Garage/Shop	102.98
PP&L Electric	426 Three Mile Run Rd	246.52 *
Principal Financial Group	Insurance Premium Adjustment	475.89 *
Principal Financial Group	Insurance Premium	698.41
Raifsnider's Exterminating	Quarterly Pest Control	100.00
Reiss Hauling & Recycling, Inc.	Trash & Recycling Service	785.00
Ricoh	Prepay Copier Rental	132.23
Schoellers Inc	Shop Heater Repair	546.73
Shadywood Communications	Enewsletter	215.00
Staples Credit Plan	Supplies	65.44 *
Sprint	Cell Phone Service	132.75
Verizon	FIOS Service	119.33 *
Wynn Associates	Township Engineer Tohickon Campground	50.40
Wynn Associates	Township Engineer Rockhill Quarry	693.00
Wynn Associates	Township Engineer 809 Three Mile Run Rd	641.25
Wynn Associates	Township Engineer General	1,064.30
Wynn Associates	Township Engineer Twp Maint Complex	907.90
Wynn Associates	Township Engineer Stone Edge Road	1,074.50
<i>General Fund</i>		<u><u>\$ 143,080.62</u></u>

Fire Fund - 03

PP&L Electric	Substation	160.06
<i>Fire Fund</i>		<u><u>\$ 160.06</u></u>

Open Space Fund - 05

Chase Credit Card (OS Maint)	Doylestown Waste Recycling - Trailer Demo	177.31 *
Davis Feed (OS Maint)	Schwenkmill Road Trailer Demo	99.00

East Rockhill Township
Unpaid 2023 Bills List

March 24, 2023

Detail of Fund Expenses

<u>Payable To</u>	<u>Memo</u>	<u>Amount</u>
GT&E (OS Maint)	Schwenkmill Road Trailer Demo	1,450.00
H&K Materials (OS Maint)	Schwenkmill Road Trailer Demo	70.12
Keystone Collections Group	EIT Commission	992.54 *
Keystone Collections Group	Taxpayer Refunds	34.00 *
ORE (OS Maint)	Schwenkmill Road Trailer Demo	148.50
Reiss Hauling & Recycling, Inc. (OS Maint)	Schwenkmill Road Trailer Demo	3,056.50
Sunbelt Rentals (OS Maint)	Schwenkmill Road Trailer Demo	1,603.21
<i>Open Space Fund</i>		<u>\$ 7,631.18</u>

Sewer Fund - 08

Bullseye	Pumping Station Alarm Service	159.98
CKS Engineers	Engineering Treatment Plant Capital Plan	959.00
Comcast	Treatment Plant Phone Service	110.42
Delaware River Basin Commission	Annual Fee	715.00
Delaware Valley Health Insurance (DVHT)	Insurance Premium	793.64
Grim, Biehn & Thatcher	Township Solicitor Sewer	949.16
Kevin Franks	Treatment Plant	1,850.00
LB Water	Supplies	149.52
MJ Reider Associates	Lab Analysis	559.90
PA DEP	3 Year Wastewater Operation Certificate - JS	60.00 *
PA DEP	3 Year Wastewater Operation Certificate - KR	60.00 *
PA Dept of Agriculture	Pesticide Applicator Cert - KR	10.00
PP&L Electric	Pump Station	545.21
PP&L Electric	Treatment Plant	2,353.46
Principal Financial Group	Insurance Premium Adjustment	91.47 *
Principal Financial Group	Insurance Premium	166.57
Riggins	Unleaded Fuel	504.19
Riggins	Diesel Fuel	1,168.79
Sprint	Cell Phone Service	88.53
Star Buick GMC Cadillac	GMC Truck	64,732.00 *
USA Blue Book	Supplies	720.19
Wind River Environmental	Treatment Plant Grease Cleanout	3,377.25
Wynn Associates	Township Engineer Sewer	741.88
Wynn Associates	Township Engineer Old Bethlehem Pike Sewer	664.83
<i>Sewer Fund</i>		<u>\$ 81,530.99</u>

Park & Recreation / Driving Range Fund -09

Chase Credit Card	Doylestown Waste Recycling - Tee Dividers	135.19 *
Chase Credit Card	Flag & Banner Co	334.22 *

East Rockhill Township
Unpaid 2023 Bills List

March 24, 2023

Detail of Fund Expenses

<u>Payable To</u>	<u>Memo</u>	<u>Amount</u>
Dog Waste Depot	Bags	399.96
George Allen Portable Toilets Inc.	Markey Centennial Park	160.00
Grainger	Parts	81.28
PP&L Electric	Markey Centennial Park Sign	28.60
PP&L Electric	Markey Centennial Park Buildings	49.95
	<i>Park & Rec / Driving Range Fund</i>	<u><u>\$ 1,189.20</u></u>

Street Light Fund - 13

PP&L Electric	Street Lights	1,713.15
US Postal Service	2023 Streetlight Billing	262.80 *
	<i>Street Light Fund</i>	<u><u>\$ 1,975.95</u></u>

Capital Improvement Fund - 19

Capital Improvement Fund \$ -

Building Debt Fund - 22

Pennridge Regional Police Department	Principle and Interest Debt Payment	5,797.22 *
	<i>Building Debt Fund</i>	<u><u>\$ 5,797.22</u></u>

Capital Reserve Fund - 30

Capital Reserve Fund \$ -

State Aid (Liquid Fuel) Fund - 35

Auto Plus	Parts	76.79
BR Scholl	Parts	13.78
BR Scholl	Service	71.00
Established Traffic Control	Supplies	508.55
GT&E	Equipment Repair	288.90
H&K Materials	Supplies	217.50
Kenco Hydraulics	Road Mower Repair	985.00
Nyco	Parts	230.61
PP&L Electric	Signal 313 & 5th	30.21
PP&L Electric	Flasher 5th Street	25.87
PP&L Electric	Signal Campus & 5th	35.29
PP&L Electric	Signal 313 & 563	30.34
PP&L Electric	Flasher Schwenkmill Road	25.70

East Rockhill Township
Unpaid 2023 Bills List

March 24, 2023

Detail of Fund Expenses

<u>Payable To</u>	<u>Memo</u>	<u>Amount</u>
PP&L Electric	Signal 313 & Mountain View	46.50
PP&L Electric	Flasher Mountain View	25.70
Ringo Hill Farms Equipment Co	Parts	378.50
	<i>State Aid Fund</i>	<u>\$ 2,990.24</u>

Escrow Fund - 90

Faith Baptist Church	Escrow Closure	3,950.00 *
Grim, Biehn & Thatcher	Township Solicitor McClennan	1,064.00
Grim, Biehn & Thatcher	Township Solicitor Boice	304.00
Grim, Biehn & Thatcher	Township Solicitor Pennridge SD	988.00
Michael Stitzinger	Escrow Closure	460.13
Wynn Associates	Township Engineer Pennridge SD	522.90
Wynn Associates	Township Engineer McClennan	239.40
Wynn Associates	Township Engineer Scholl	151.20
Wynn Associates	Township Engineer Green Ridge West	169.05
Wynn Associates	Township Engineer JMD Group	428.40
Wynn Associates	Township Engineer Boice	37.80
Wynn Associates	Township Engineer Lynn Builders	154.40
Wynn Associates	Township Engineer Tranchitella	157.20
	<i>Escrow fund</i>	<u>\$ 8,626.48</u>

Total Unpaid Bills \$ 252,981.94

**denotes already paid*

**EAST ROCKHILL TOWNSHIP
BUCKS COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2023-06

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF
SPECIFIC TOWNSHIP RECORDS**

WHEREAS, by virtue of Resolution 2009-09, adopted March 17, 2009, East Rockhill Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, and,

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

NOW, THEREFORE, BE IT RESOLVED, that East Rockhill Township, Bucks County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records as listed on attached Appendix "A".

ADOPTED by the Board of Supervisors of the Township of East Rockhill, County of Bucks, the Commonwealth of Pennsylvania, this 28th day of March, A.D. 2023.

**EAST ROCKHILL TOWNSHIP
BOARD OF SUPERVISORS**

David R. Nyman, Chairperson

NOT APPROVED

~~Gary W. Volovnik, Vice-Chairperson~~

ATTEST:

Marianne K. Morano, Manager

James C. Nietupski, Member

RECORDS DESTRUCTION REPORT EAST ROCKHILL TOWNSHIP

This report captures the description and quantity of physical records being disposed of at East Rockhill Township. Physical records means those records that are visible such as paper, microfilm, microfiche, CS's, DVD's, etc. This form should not be used for electronic records with Disposal Code 6 (delete). This form shall be part of a resolution which shall be passed at a meeting of the Board of Supervisors prior to destruction of the records recorded below.

RECORDS COMPILATION: 3/3/23

Name: Samantha Salemno Position: Administrative Assistant

RECORDS INFORMATION:

Record Retention Schedule Item No.	Years of Retention	Record Series Title	Inclusive Dates
FN-2	7 yrs	Liquid Fuels AP & Statements	2015
AL-1	No Value	PW Hourly Breakdown Report & Fuel Logs	2015
FN-23	7 yrs	Sewer Receipts (stubs)	2015
FN-3	7 yrs	Receipts Books	2014-2015
PZ-7	7 yrs	Plumbing Licenses	2015
--	--	Tenant IDs	2015
FN-9	7 yrs	Bank Statements	2015
FN-2	7 yrs	Vendors – Accounts Payable	2015
FN-23	7 yrs	Sewer Billing	2015
FN-5		Budget Workpapers	2015
AL-12	5 yrs	Statements of Financial Interest	2015
PR-7	3 yrs	Park Use Permits	2015
TA-6	7 yrs	Delinquent Real Estate Collections	2015
TA-11	No value	Real Estate Transfer Records	2015
FN-13	7 yrs	Deposit slips & journal entries	2015
--	--	Certificates of liability insurance	2015
FN-3	7 yrs	Fine receivables	2015
AL-44	--	Survey Records	1990
PR-5	2 yrs	Park Program Files	1992-1994
PS-2	2 yrs	Employment Applications	2003
ES-2	3 yrs	Comprehensive Emergency Management Plan & Records	1987-1995
AL-17	6 yrs	Insurance Policy	2006

Records Destroyed on: _____
Date

Witnessed by: _____