## East Rockhill Township Board of Supervisors April 19, 2022



#### **Regular Business Meeting Minutes**

The regular business meeting of the East Rockhill Township Board of Supervisors was held at 7:00p.m. on April 19, 2022, in the meeting room at the East Rockhill Township Municipal Office, 1622 North Ridge Road, Perkasie, PA 18944.

Present: Gary Volovnik Supervisor Chairperson

Dave Nyman Supervisor Vice-Chairperson

Jim Nietupski Supervisor Member
Marianne Morano Township Manager
Will Oetinger, Esq. Township Solicitor
Steve Baluh, P.E. Township Engineer
Jeff Scholl Public Works Director

Chief Dickinson, Jr. Pennridge Regional Police Department

The meeting was called to order at 7:01p.m. by Mr. Volovnik with the Pledge of Allegiance.

Members of the public and press were present.

#### **Announcements or Presentations:**

An Executive Session will follow the meeting for real estate potential preservation, potential litigation and personnel.

## Public Comment #1:

- Julia Gottshall, 2201 N. Rockhill Road, stated she is seeking a Girl Scout Silver Award that requires a proposal to help the community and would like to improve Township Parks and in particular the Markey Park. Mrs. Morano will coordinate the projects with Ms. Gottshall.
- Jill Wismer, 201 Blooming Glen Road, asked if the Board of Supervisors supports the Pennridge School District salt shed and accessory building proposal that will impact properties in the vicinity citing stormwater concerns noting her property backs up to a creek.
- Nancy Weber, 401 Blooming Glen Road, stated she was not happy about the salt shed proposal and a new submission adding an accessory building.
- Jane Howe, 321 Blooming Glen Road, asked if the salt shed was moved on the recently submitted sketch plans and asked if the new location was to add parking at the high school which she believed to be done as a money maker. Yes the salt shed is proposed to be moved from the High School property.
- Cheryl Maiuro, 405 Blooming Glen Road, can see the stakes at the proposed location of the salt shed and the accessory building which are behind her garden and has concern of impact of salt to her well.
- Mr. Nietupski stated opposition to the project and would vote no to a special exception.
- Mr. Nyman stated the proposal is going through the Township review process and will make a decision once all information has been received.
- Mr. Volovnik stated he will deal with facts and does not have an answer at this time.

### **Approval of Minutes and Bills Payable:**

Approval of Minutes from March 22, 2022, Regular Meeting.

**On motion** by Mr. Nyman, seconded by Mr. Nietupski, to adopt the meeting minutes from the Board of Supervisors' March 22, 2022, Regular Meeting as presented. With no additional discussion, all present voted in favor.

#### Payment of Unpaid Bills dated April 14, 2022, in the amount of \$951,832.51.

**On motion** by Mr. Nietupski, seconded by Mr. Nyman, to approve payment of the Bills List dated April 14, 2022, for a total amount of \$951,832.51 as presented. With no additional discussion, all present voted in favor.

#### **Township Manager's Report**: Marianne Morano

**Zoning Hearing Board Application from Jonathan Rufe for 1900 N. Fifth Street.** Jonathan Rufe was present to review the application seeking a variance at 1900 N. Fifth Street, Perkasie Bucks County Tax Map Parcel 12-009-225 located in the AP — Agricultural Preservation Zoning District. The Applicant is seeking a variance to add an A-8 Farm Unit and section 27-304.A8.b of the Zoning Ordinance which requires a maximum density of 0.033 dwelling spaces per acre when the property contains 41.3506 acres. Mr. Rufe stated he resides in the dwelling and no one resides in the farm unit at this time. It was recommended Mr. Rufe have the use of the farm unit by a grandson included in the Zoning Hearing decision.

**On motion** by Mr. Nyman, seconded by Mr. Nietupski, to not take a position on the application. With no additional discussion, all present voted in favor.

**Public Works Maintenance Facility.** A feasibility study proposal from Phillips and Donovan Architects for replacement of the public works facility in the amount of \$8,420.00 with an optional 3D design service in the amount of \$3,660.00 was presented for consideration.

**On motion** by Mr. Nyman, seconded by Mr. Nietupski, to accept the proposal as presented. With no additional discussion, all present voted in favor.

#### Support the Pennsylvania Commission for the United States Semiquincentennial.

**On motion** by Mr. Nyman, seconded by Mr. Nietupski, to adopt Resolution 2022-04 as presented. With no additional discussion, all present voted in favor.

Haycock Township request for fire police personnel on August 7, 2022 for the Steelman Triathlon and May 15, 2022 for the Independence Triathlon was received today. Consensus of the Board was to support the use of fire police at the events.

**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 April 11, 2022. The report is on file.

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

### **Township Engineer Report: Steve Baluh, P.E.**

### Resutek Lot Line Adjustment.

**On motion** by Mr. Nietupski, seconded by Mr. Nietupski, to authorize signatures on the Resutek Lot Line Adjustment plans. With no additional discussion, all present voted in favor.

### Township Solicitor Report: Will Oetinger, Esq.

**Pennridge High School Parking Improvements**. Mr. Nietupski noted a typographical error on page 12 that did not state the time measurement for completion.

**On motion** by Mr. Nietupski, seconded by Mr. Nyman, to authorize signatures on plans for recordation and Chairperson execution of Development Agreement and Stormwater Management Operation and Maintenance Agreement for 1200 N. Fifth Street when received as presented. With no additional discussion, all present voted in favor.

**On motion** by Mr. Volovnik, seconded by Mr. Nyman, to accept the Township Solicitors' report. With no additional discussion, all present voted in favor.

#### **Board and Commission Reports**

### Pennridge Regional Police Department: Chief Dickinson, Jr.

The Chief shared the March 2022 Pennridge Regional Police activity report. The report is on file.

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

#### **Planning Commission: Anne Fenley**

Mrs. Fenley noted the Pennridge School District salt shed and accessory building sketch plan were reviewed and the District is holding an on-site meeting Thursday 10:30am to address neighbor's concerns. **On motion** by Mr. Nyman, seconded by Mr. Nietupski, to accept the Planning Commission report. With no additional discussion, all present voted in favor.

#### Pennridge Wastewater Treatment Authority: Dave Nyman

The February 2022 minutes and flow reports 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.

#### Pennridge Area Coordinating Committee: Dave Nyman

There was no meeting in March. The next meeting will take place April 28, 2022.

#### **Department and Emergency Services Reports**

On motion by Mr. Nyman, 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 recommended a pipe be added at the Branch Creek path culvert to address a resident's stormwater concern. The Township Engineer will review to determine what approvals may be necessary.

#### **Public Comment #2:**

- Nancy Weber, 401 Blooming Glen Road, believes Giant has time restrictions for deliveries.
- Ryan Gottshall, 2201 N. Rockhill Road, requested agenda items be placed in the public packet.
  Items are not made public until action has been taken by the Board. He noted the list of attendees
  at the last DEP Rock Hill Quarry update to elected officials was on the Township website and asked
  if the list was verified and if Bucks County Commissioners were invited. The list was not verified
  and yes Commissioner Harvie is invited. He stated concerns for rock removal and testing and wants
  political pressure to shut down the Quarry. He requested consideration of a 3<sup>rd</sup> party inspector
  during any activity at the site.
- Vicki Sellers, 505 E. Callowhill Street, stated concerns for traffic and speeding near and at Callowhill and Branch Roads. The Chief will advise his Department and neighboring departments.

#### **Adjournment:**

**On motion** by Mr. Nietupski, seconded by Mr. Nyman, to adjourn the regular meeting into Executive Session. With no additional discussion, the meeting was adjourned at 7:58p.m.



## **Summary of Fund Expenses**

FUND NAME	DESCRIPTION	TOTAL
General	General Purposes	\$ 121,544.89
Fire	Revenue from Real Estate 1.0 mil. Expenses related to Fire Volunteer Services.	\$ 8,385.59
Open Space	Revenue from Earned Income 0.25. Expenses for preservation and maintenance per HB1523.	\$ 3,112.00
Sewer	Revenue from sewer rates and connections. Expenses for sewer operations.	\$ 95,615.05
Park & Recreation / Golf Driving Range	Revenue from token sales, park reservations & contributions. Expenses for driving range and park maintenance.	\$ 2,429.18
Street Light	Revenue from annual street light assessment for properties in district. Expenses payable to PPL for street light rental and maintenance.	\$ 1,588.15
Capital Improvement	Revenue from Real Estate 1.25 mil. Expenses for capital projects as budgeted and approved by Board of Supervisors.	\$ -
Building Debt	Revenue from Real Estate 1.26 mil. Expenses for Police Headquarter and Municipal Complex building debt.	\$ 86,670.08
Capital Reserve	Revenue from grants and contributions. Expenses per allocations as budgeted and approved by Board of Supervisors.	\$ -
State Aid (Liquid Fuels)	Revenue from State fuel tax. Expenses according to PennDOT guidelines for road and vehicle maintenance.	\$ 16,229.56
Escrow	Revenue for consultant review time. Expenses for projects under review with escrow requirements.	\$ 6,121.37
	Unpaid Bills Total	\$ 341,695.87

## May 19, 2022

Payable To	<u>Memo</u>	<u>Amount</u>
neral Fund - 01		
21st Century Media	Advertising Public Notice	141.11
BIU	Code Services	1,228.50
B&C Septic	Pump tank for fire substation	210.00
Clemens Uniform	Uniforms	267.00
Clemons Richter & Reiss	General	105.00
Clemons Richter & Reiss	Rufe	385.00
Comcast	Phone & Internet	70.90
Courier Times	Advertising	287.37
Dave Chlebda	Zoning Hearing	25.00
Delaware Valley Health Insurance (DVHT)	Insurance Premium	11,468.49
Emerald Garden	Lawn Maintenance	870.00
Grim, Biehn & Thatcher	Township Solicitor General 3/2022	336.00
Grim, Biehn & Thatcher	Township Solicitor General 4/2022	368.00
Grim, Biehn & Thatcher	Township Solicitor Rockhill Quarry	1,008.00
Grim, Biehn & Thatcher	Township Solicitor PWTA 3/2022	806.00
Grim, Biehn & Thatcher	Township Solicitor PWTA 4/2022	48.00
Grim, Biehn & Thatcher	Township Solicitor Lake House Inn 3/2022	1,552.00
Grim, Biehn & Thatcher	Township Solicitor Lake House Inn 4/2022	256.00
Grim, Biehn & Thatcher	Township Solicitor Bowman	256.00
Heritage Conservancy	Donation	200.00
IPFone	Phone Service 4/2022 & 5/2022	586.98
IT Business Solutions	Monthly Service	459.00
John Fenley	Zoning Hearing	25.00
Kathleen Hart	Zoning Hearing	25.00
Kathleen Percetti	Reimbursement	815.88
Keystone Collections Group	EIT Commission	798.42
Keystone Collections Group	Costs Retained by Tax Officer (Act 192)	580.58
Keystone Collections Group	EIT Taxpayer Refunds	1,397.40
Keystone Collections Group	LST Commission	180.76
Kriebel Security	Quarterly Service	147.00
Landis Fence	Fence Repair	177.50
Manko Gold Katcher Fox	Township Environmental Solicitor 3/2022	2,640.00
Manko Gold Katcher Fox	Township Environmental Solicitor 4/2022	180.00
Neat & Clean	Township Office	280.00
Petty Cash	Reimburse Misc Expenses	100.00
Pitney Bowes	Quarterly Lease	102.00
PP&L Electric	Parking Lot Lights	210.90

## May 19, 2022

Detail of Fund Expenses	
<u>Memo</u>	<u>Amount</u>
Municipal Office	187.54
Garage/Shop	63.60
Insurance Premium	506.01
5/2022 Police Service	83,114.33
Municipal Office Water Bill	157.55
Trash & Recycling Service	2,270.00
Prepay Copier Rental	33.93
Black & White/Color Copies	106.43
Enewsletter	215.00
DOT Testing	100.00
2022 Consortium Fee	56.00
Supplies	80.93
Supplies	120.74
Cell Phone Service	132.69
PSATS Reimbursement	409.59
Equipment	4,040.79
FIOS service	109.00
Township Engineer General	720.17
· -	49.60
	185.07
Township Engineer Lake House Inn	291.13
General Fund	\$ 121,544.89
2022 Workers Comp Insurance	8,247.00
Substation	138.59
Fire Fund	\$ 8,385.59
Appraisal Report	1,750.00
Township Solicitor Land Preservation 3/2022	112.00
Township Solicitor Land Preservation 4/2022	80.00
Township Solicitor Open Space	80.00
EIT Commission	391.29
Taxpayer Refunds	698.71
Open Space Fund	\$ 3,112.00
	Municipal Office Garage/Shop Insurance Premium 5/2022 Police Service Municipal Office Water Bill Trash & Recycling Service Prepay Copier Rental Black & White/Color Copies Enewsletter DOT Testing 2022 Consortium Fee Supplies Supplies Cell Phone Service PSATS Reimbursement Equipment FIOS service Township Engineer General Township Engineer Twp Maintenance Complex Township Engineer Lake House Inn  General Fund  Appraisal Report Township Solicitor Land Preservation 3/2022 Township Solicitor Land Preservation 4/2022 Township Solicitor Open Space EIT Commission

## May 19, 2022

Payable To	Payable To Memo	
Sewer Fund - 08		
Brad S Nicholas	Pump Sludge	315.00
BSI Electrical	Electrical Pump Station	72,782.50
CKS Engineers	Engineering Pump Station	4,813.53
Comcast	Treatment Plant Phone Service	98.55 *
Comcast	Treatment Plant Phone Service	98.55
Delaware Valley Health Insurance (DVHT)	Insurance Premium	928.41
Emerald Garden	Lawn Maintenance	200.00
Kevin Franks	Treatment Plant	1,850.00
Lawson	Supplies	316.54
LB Water	Supplies	3,474.38
LRM Inc	Meter Calibration	440.00
MJ Reider Associates	Lab Analysis	559.90
MJ Reider Associates	2022 Annual Analysis	1,496.20
PP&L Electric	Pump Station	791.89
PP&L Electric	Treatment Plant	1,993.30
PAPCO	Unleaded Fuel	682.99
PAPCO	Diesel Fuel	775.43
Principal Financial Group	Insurance Premium	136.08
Quakertown National Bank	2021 Note Interest	3,562.51 *
Sprint	Cell Phone Service	88.49 *
Wynn Associates	Twp Engineer Old Bethlehem Pike Sewer	210.80
	Sewer Fund	\$ 95,615.05
ark & Recreation / Driving Range Fund -0	9	
Dog Waste Depot	Bags	399.96
Emerald Garden	Lawn Maintenance	425.00
Established Traffic Control	Sign	78.00
George Allen Portable Toilets Inc.	Markey Centennial Park	160.00
Miller Tire	Parts	190.27
ORE	Equipment Rental	1,100.00
PP&L Electric	Markey Centennial Park Sign	27.64
PP&L Electric	Markey Centennial Park Buildings	48.31
	Park & Rec / Driving Range Fund	\$ 2,429.18

## May 19, 2022

<u>Payable To</u>	<u>Memo</u>	<u>Amount</u>
eet Light Fund - 13		
PP&L Electric	Street Lights	1,588.15
	Street Light Fund	\$ 1,588.15
pital Improvement Fund - 19		
	Capital Improvement Fund	\$ -
illding Debt Fund - 22		
Pennridge Regional Police Department	Principle and Interest Debt Payment	5,797.22
Quakertown National Bank	2019 Note Principal & Interest	80,872.86
	Building Debt Fund	\$ 86,670.08
pital Reserve Fund - 30	Building Debt Fund  Capital Reserve Fund	
ate Aid (Liquid Fuel) Fund - 35	Capital Reserve Fund	\$ -
ate Aid (Liquid Fuel) Fund - 35 Auto Plus	Capital Reserve Fund Supplies	\$ - 85.98
ate Aid (Liquid Fuel) Fund - 35 Auto Plus Edward McDermott	Supplies 3/2022 Snow Plowing	\$ - 85.98 367.50
ate Aid (Liquid Fuel) Fund - 35 Auto Plus Edward McDermott H&K Materials	Supplies 3/2022 Snow Plowing Supplies	\$ - 85.98 367.50 504.16
ate Aid (Liquid Fuel) Fund - 35 Auto Plus Edward McDermott H&K Materials Lawson	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies	\$ - 85.98 367.50 504.16 152.80
ate Aid (Liquid Fuel) Fund - 35  Auto Plus  Edward McDermott  H&K Materials  Lawson  Naceville Materials	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Supplies	\$5.98 367.50 504.16 152.80 876.18
ate Aid (Liquid Fuel) Fund - 35  Auto Plus  Edward McDermott  H&K Materials  Lawson  Naceville Materials  PK Moyer	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Supplies Street Sweeper	\$ - 85.98 367.50 504.16 152.80 876.18 5,882.50
ate Aid (Liquid Fuel) Fund - 35  Auto Plus Edward McDermott  H&K Materials Lawson Naceville Materials PK Moyer Plumstead Materials	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Supplies Street Sweeper Supplies	\$ - 85.98 367.50 504.16 152.80 876.18 5,882.50 3,366.13
ate Aid (Liquid Fuel) Fund - 35  Auto Plus  Edward McDermott  H&K Materials  Lawson  Naceville Materials  PK Moyer  Plumstead Materials  PP&L Electric	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Street Sweeper Supplies Signal 313 & 5th	\$5.98 367.50 504.16 152.80 876.18 5,882.50 3,366.13 29.87
ate Aid (Liquid Fuel) Fund - 35  Auto Plus Edward McDermott  H&K Materials Lawson Naceville Materials PK Moyer Plumstead Materials PP&L Electric PP&L Electric	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Street Sweeper Supplies Signal 313 & 5th Flasher 5th Street	\$ - 85.98 367.50 504.16 152.80 876.18 5,882.50 3,366.13 29.87 25.95
ate Aid (Liquid Fuel) Fund - 35  Auto Plus Edward McDermott H&K Materials Lawson Naceville Materials PK Moyer Plumstead Materials PP&L Electric PP&L Electric	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Street Sweeper Supplies Signal 313 & 5th Flasher 5th Street Signal Campus & 5th	\$5.98 367.50 504.16 152.80 876.18 5,882.50 3,366.13 29.87 25.95 34.50
ate Aid (Liquid Fuel) Fund - 35  Auto Plus Edward McDermott  H&K Materials Lawson Naceville Materials PK Moyer Plumstead Materials PP&L Electric PP&L Electric PP&L Electric PP&L Electric	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Street Sweeper Supplies Signal 313 & 5th Flasher 5th Street Signal Campus & 5th Signal 313 & 563	\$5.98 367.50 504.16 152.80 876.18 5,882.50 3,366.13 29.87 25.95 34.50 30.11
ate Aid (Liquid Fuel) Fund - 35  Auto Plus Edward McDermott  H&K Materials Lawson Naceville Materials PK Moyer Plumstead Materials PP&L Electric PP&L Electric PP&L Electric PP&L Electric PP&L Electric PP&L Electric	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Street Sweeper Supplies Signal 313 & 5th Flasher 5th Street Signal Campus & 5th Signal 313 & 563 Flasher Schwenkmill Road	\$5.98 367.50 504.16 152.80 876.18 5,882.50 3,366.13 29.87 25.95 34.50 30.11 26.31
ate Aid (Liquid Fuel) Fund - 35  Auto Plus Edward McDermott  H&K Materials Lawson Naceville Materials PK Moyer Plumstead Materials PP&L Electric PP&L Electric PP&L Electric PP&L Electric	Supplies 3/2022 Snow Plowing Supplies Supplies Supplies Supplies Street Sweeper Supplies Signal 313 & 5th Flasher 5th Street Signal Campus & 5th Signal 313 & 563	\$5.98 367.50 504.16 152.80 876.18 5,882.50 3,366.13 29.87 25.95 34.50 30.11

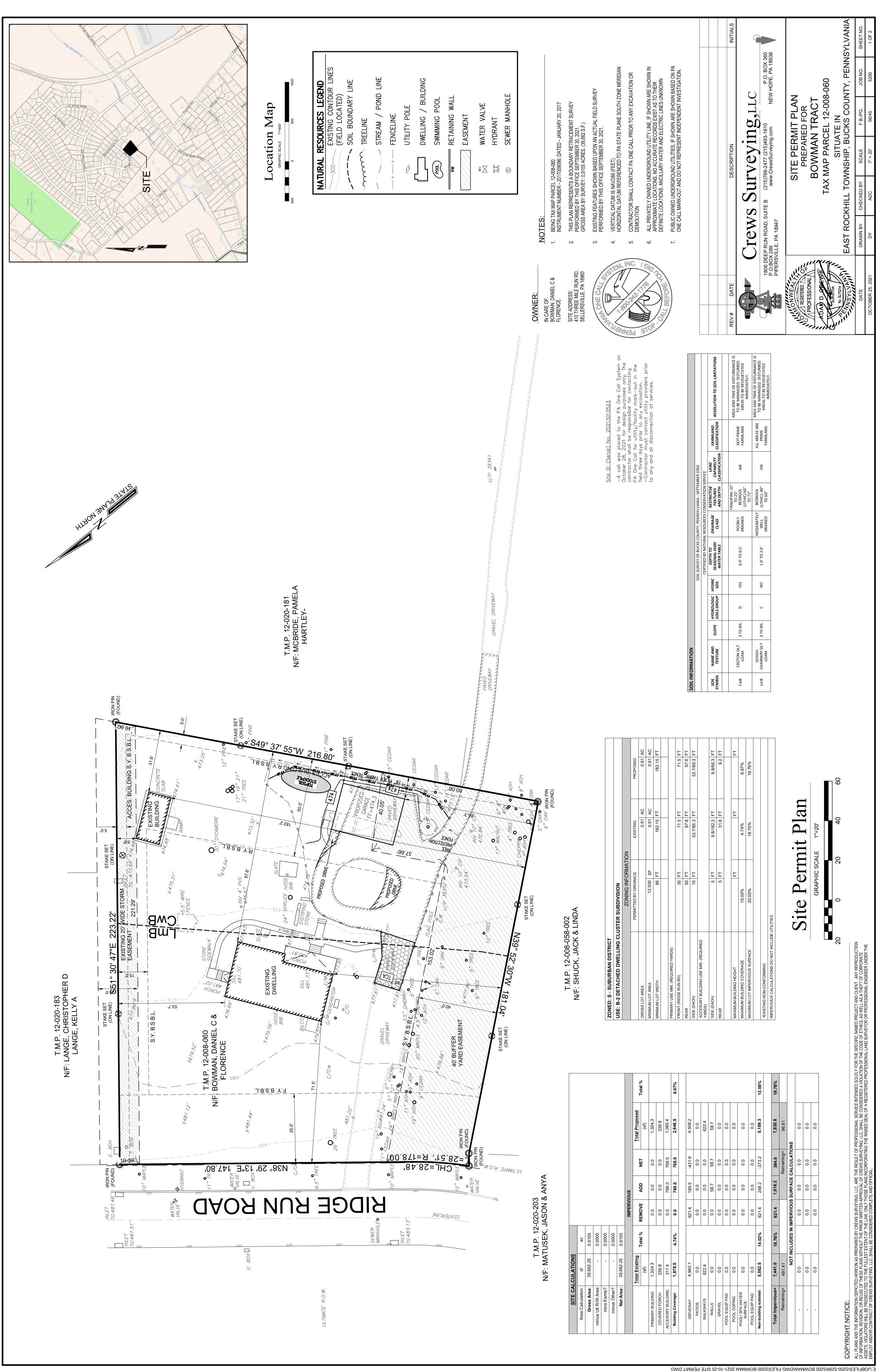
## May 19, 2022

## **Detail of Fund Expenses**

<u>Memo</u>	<u>Amount</u>
Township Solicitor Select-McClennan	1,349.00
Township Solicitor Pennridge HS 3/2022	665.00
Township Solicitor Pennridge HS 4/2022	722.00
Township Solicitor Resutek	361.00
Township Solicitor Scholl	306.00
Township Engineer Pennridge SD	191.27
Township Engineer Pennridge SD	975.07
Township Engineer McClennan Tract	142.60
Township Engineer Scholl	307.42
Township Engineer JMD Group	213.55
Township Engineer Resutek	74.40
Township Engineer Lynn Builders	33.75
Township Engineer Meyers/Blue Sky	123.07
Township Engineer Ramos	393.72
Township Engineer Stitzinger	263.52
Escrow fund	\$ 6,121.37
	Township Solicitor Select-McClennan Township Solicitor Pennridge HS 3/2022 Township Solicitor Pennridge HS 4/2022 Township Solicitor Resutek Township Solicitor Scholl Township Engineer Pennridge SD Township Engineer McClennan Tract Township Engineer Scholl Township Engineer JMD Group Township Engineer Resutek Township Engineer Lynn Builders Township Engineer Meyers/Blue Sky Township Engineer Ramos Township Engineer Stitzinger

Total Unpaid Bills \$ 341,695.87

\*denotes already paid



## EAST ROCKHILL TOWNSHIP BUCKS COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-05

## 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 24th day of May, A.D. 2022.

	EAST ROCKHILL TOWNSHIP BOARD OF SUPERVISORS
	Gary W. Volovnik, Chairperson
ATTEST:	David R. Nyman, Vice-Chairperson
 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.

RECORD	S COMPILATION: 5/17/2022	
Name: _	Samantha Salemno	Position: Receptionist

### **RECORDS INFORMATION:**

Record Retention Schedule Item No.	Years of Retention	Record Series Title	Inclusive Dates
FN-2	7 yrs	Liquid Fuels AP & Statements	2014
AL-1	No Value	PW Hourly Breakdown Report & Fuel Logs	2014
FN-23	7 yrs	Sewer Receipts (stubs)	2014
FN-3	7 yrs	Receipts Books	2013-2014
PZ-7	7 yrs	Plumbing Licenses	2014
		Tenant IDs	2014
FN-9	7 yrs	Bank Statements	2014
FN-2	7 yrs	Vendors – Accounts Payable	2014
FN-23	7 yrs	Sewer Billing	2014
FN-7	3 yrs	Audit Work papers	2014
AL-12	5 yrs	Statements of Financial Interest	2014
PR-7	3 yrs	Park Use Permits	2014
TA-6	7 yrs	Delinquent Real Estate Collections	2014
TA-11	No value	Real Estate Transfer Records	2014
PL-11 & PL-12	4 yrs	Quarterly Tax Withheld from Employees Pay Federal & Local	2014
TA-2	2 yrs	Certifications for Taxes Paid on Real Estate	2014
PZ-15	5yrs	Census Report	1990
AL-25	1 yr	Lien Files	2014
AL-36	10 yrs	Recycling records	2008
FN-13	7 yrs	Deposit slips & journal entries	2014
PL-2	4 yrs	Payroll	2014
		Certificates of liability insurance	2014
FN-10	7 yrs	Cancelled/returned checks	2014
FN-3	7 yrs	Fine receivables	2014

Records Destroyed on:		Witnessed by:
	Date	

## MUNICIPALITY/AUTHORITY RESOLUTION

BE IT RESOLVED by authority of the		
	(Borough Council, Board of Supervisors, etc.)	
of the	County, and it is	
(Municipality)	County, and it is (County)	
` <b>-</b> •/	• • • • • • • • • • • • • • • • • • • •	
	a a	
hereby resolved by authority of the same,	that the(Chairman or Designated Title)	10
	(Chairman of Designated Title)	
said Municipality/Authority be authorized	d and directed to sign the attached Agreement	
on its behalf and the	be authorized	
(Secretary or	Designated Title)	
and directed to attest the same.		
ATTEST:		
	(Name of Municipality)	
	BY	
(Signature and Title)	(Signature and Title)	
I,	, of the	,
do hereby certify that the forgoing is a tru	e and correct copy of the Resolution adopted	
	at a regular meeting of the	
	w. w vg	
	1 114	
	held the day	
of	_20 .	
Date:		
	(Signature and Title)	
(SEAL)		

Form BPR-1 (Oct 10)

#### **Department Use Only**



Agreement No:	
User ID Code:	

## AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS (POLITICALSUBDIVISIONS)

Project	THIS INTERGOVERNMENTAL AGREEMENT, made and entered into this	day of rough the Bureau of	
J		AND	
-	(NAME O	PF APPLICANT)	
-	(REGISTERED OR PRINCIPAL O	OFFICE LEGAL ADDRESS OF APPLICAN	Γ)
-	(FEDERAL ID NUMBER)	(PRINCIPAL OFFICE PHONE	NUMBER)

hereinafter referred to as APPLICANT, a political subdivision of the Commonwealth of Pennsylvania, acting through its proper officials.

WHEREAS, the APPLICANT desires to register as a DEPARTMENT business partner to be permitted electronic access to the **Engineering and Construction Management System** (hereinafter referred to as "System" whether singular or plural) for the purposes of entering information into and exchanging data with the System; and

WHEREAS, the DEPARTMENT, in furtherance of the powers and duties conferred on it by Section 2002 of the Administrative Code of 1929, as amended,71 P.S. Section 512, to design and construct state highways and other transportation facilities and to enter into contracts for this purpose, is willing to permit the APPLICANT to electronically submit technical proposals, invoices, engineering plans, designs and other documents necessary to design and construct transportation projects as part of the DEPARTMENT'S program to use the System; and

WHEREAS, Sections 2001.1 of the Administrative Code of 1929, as amended (71 P.S. §§ 511.1) authorizes the DEPARTMENT, through the Secretary of transportation, to enter into all necessary contracts and agreements with the proper agencies of any governmental, federal, state or political subdivision, "for any purpose connected in any way with the Department of Transportation of the Commonwealth of Pennsylvania."

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises expressed in this document, and intending to be legally bound, the parties agree as follows:

- 1. The APPLICANT is responsible for furnishing and assuming the total costs of all software and hardware necessary to connect to the System. Such software shall include an operating system, an Internet browser and any software needed to operate a modern. The APPLICANT is responsible for the procurement and cost of any data communications lines required to connect to the System. The APPLICANT is responsible for the cost of telephone lines and usage.
- 2. The APPLICANT will permit access to the System as the DEPARTMENT shall direct.

- 3. The APPLICANT will implement appropriate security measures to insure that only authorized employees of the APPLICANT will have access to and enter data into the System. The APPLICANT agrees to assign only its current employees User Identification Internet System access codes ("User ID codes") provided to the APPLICANT by the DEPARTMENT. The APPLICANT agrees to assign a separate and distinct User ID code to each current employee who will concur in awards, sign contracts and approve payments. The APPLICANT agrees to accept full responsibility for controlling the User ID codes that the APPLICANT assigns to the employees of the APPLICANT. The APPLICANT agrees to deactivate an employee's User ID code immediately upon the employee's separation and/or dismissal from the employ of or association with the APPLICANT. The APPLICANT agrees that the APPLICANT'S employees may not share User ID codes. The APPLICANT agrees to be liable for the items negligently submitted under one of its assigned User ID codes and for the negligent submissions, actions or omissions of anyone using a User ID code of the APPLICANT or the APPLICANT'S employee.
- 4. The DEPARTMENT shall make provisions for the APPLICANT to obtain initial training for the System. This training may not include any non-System program topics, nor may it include training on any other computer hardware or software, including, but not limited to, operation of a personal computer.
- 5. The DEPARTMENT will make reasonable attempts (barring unforeseen interruptions due to calamity, natural disaster or technical impossibility) to make the System available for on-line access 24 hours per day, seven days per week. The DEPARTMENT will provide support only during normal business hours of the DEPARTMENT offices (7:30 AM until 4:30 PM.)
- 6. This Agreement shall continue until terminated by either Party, at any time, without cause, within fifteen (15) days upon receipt of written notice thereof. Any material breach of this Agreement by either Party shall entitle the other Party to terminate this Agreement without prejudice to its rights or remedies available at law or in equity. Upon termination or expiration of this Agreement, the APPLICANT shall cease and shall cause its users to cease attempts to access the System.
- 7. The APPLICANT shall comply with the current versions of the following:
  - Right to Know Law, attached as Exhibit A
  - Contractor Integrity Provisions, attached as Exhibit B
  - Americans with Disabilities Act, attached as Exhibit C
  - Contractor Responsibility Provisions, attached as Exhibit D
  - Nondiscrimination/Sexual Harassment Clause, attached as Exhibit E
  - Offset Provision, attached as Exhibit F
- 8. This Agreement embodies the entire understanding between the DEPARTMENT and APPLICANT and there are no contracts, agreements, or understanding with reference to the subject matter hereof which are not merged herein.

ATTEST:		(Print APPLICANT'S Name)		
(Signature)	(Date)	(Signature)	(Date)	
Print Name		Print Name		
(Title)		(Title	)	
COMMONWEALTH OF PENNSYI DEPARTMENT OF TRANSPORTA				
BY:(DEPARTMENT Signate				
APPROVED AS TO LEGALITY	AND FORM			
Chief Counsel	DATE			
Preapproved form: OGC No. 18-FA-28.0 Approved OAG 02/11/2022				
eMAIL COMPLETED AGREEMEN RA-PD-BPREGISTRATION@pa.go				
For questions call 855-783-8330 and				

reference BP Registration / ECMS Help

Desk.

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