

MINUTES OF MEETING  
BOARD OF COMMISSIONERS  
SPRINGFIELD TOWNSHIP

The Board of Commissioners of Springfield Township met in regular monthly meeting on Wednesday evening, December 13, 2023 at 7:30 PM at the Springfield Township Building for the purpose of transacting the general business of the Township. The meeting was also offered in a live streaming feature. All members of the Board were present. Commissioner Lee presided.

Mr. Lee asked Mr. Taylor if any remote public comments were received prior to the meeting. Mr. Taylor reported that one comment was received related to the theft of items from vehicles that were parked at Cisco Park.

Mr. Lee asked everyone to join the Board of Commissioners in a moment of silent reflection honoring the service men and women who have placed themselves in harm's way in order to help preserve our safety at home and overseas.

Mr. Lee led the Pledge of Allegiance.

Motion (Wilson-Ratsavong) carried unanimously dispensing with the reading of the minutes of the previous meeting and approving same as written and recorded in the official minute book of the Township.

Mr. Lee announced that the Board of Commissioners conducted an executive session as part of its December 11, 2023 workshop meeting to discuss one real estate matter and three personnel matters.

Mr. Lee asked Michael Pitkow, Chief of Police, to join Lee Benson, Chief of Police of West Whiteland Township and Chairman of the Pennsylvania Law Enforcement Accreditation Commission, for the presentation of a Certificate of Law Enforcement Accreditation to the Springfield Township Police Department. Chief Benson briefly explained what it means to be an accredited law enforcement agency. He stated that the process of being accredited is a voluntary commitment and commended Chief Pitkow and the entire Department for undertaking the task. Chief Benson concluded that the Department is well-disciplined, well-directed and well-organized. Furthermore, he concluded that it is apparent that the Police Department is dedicated to delivering quality police services to the Springfield community. Chief Benson presented the Certificate of Law Enforcement Accreditation to Chief Pitkow.

Commissioner Lee commented that it is a great accomplishment for the department to be accredited and thanked Chief Pitkow, Lt. Mersky and the entire department for their efforts in this regard.

Chief Pitkow reviewed the lengthy process of becoming an accredited agency. He stated that being accredited signifies that the department policies meet the standards established by the Pennsylvania Law Enforcement Accreditation Commission. Chief Pitkow expressed his appreciation for the men and women of the Springfield Township Police Department. He noted that there are 1,117 police agencies in the Commonwealth, and only 160 are accredited, so it is a great accomplishment. In conclusion, he stated that a majority of the Department's policies can be found on the Township website.

Mr. Lee opened the meeting to public comment. No public comment was received.

Mr. Lee, Chairman of the Public Safety Committee, had no report.

Mr. Standish, Chairman of the Community Development Committee, reported:

Motion (Standish-Ratsavong) carried unanimously to accept a letter dated December 4, 2023, from Joseph C. Kuhls, Esq. on behalf of Robertson & Ferry, LP, extending the 90-day subdivision/land development plan review period without limitation of time, for the construction of 3,600 square feet of new building area at 1301 Mermaid Lane, Wyndmoor. The extension of time will provide the applicants the opportunity to revise their land development plans to be in compliance with the Springfield Township Code.

Motion (Standish-Ratsavong) carried unanimously to reappoint Matthew Harris to a new, three-year term of service as a member of the Springfield Township Historical Commission. Mr. Harris' new term of service shall expire December 31, 2026.

Mr. Standish announced that there is a vacancy as an alternate member of the historical commission. Mr. Standish instructed residents who are interested in serving as an alternate member to submit a letter of interest and/or resume to the attention of Michael Taylor, Township Manager.

Mr. Wilson, Chairman of the Environmental Resources Committee, reported:

Mr. Wilson announced that during the month of November 2023, Springfield Township residents recycled 197.7 tons of materials with a householder participation rate of 82.6%. The net cost for the month was \$23,570.51.

An announcement was made that the Township's annual Christmas Tree Recycling Program will begin on January 2, 2024, and will run through January 19, 2024.

Mr. Maxwell, Chairman of the Public Works and Facilities Committee, reported:

Motion (Maxwell-May) carried unanimously to authorize the execution of a lease extension and amendment with Sandra B. Worthington, PC, trading as Worthington Law, for the occupancy of office space at the Black Horse Inn, 1432 Bethlehem Pike, Flourtown. The term of the lease shall be December 1, 2023 through November 30, 2025, during which period the base rent shall be \$900 per month.

Motion (Maxwell-Wilson) carried unanimously to authorize the Township Manager to execute an extension to the existing Listing Agreement with Dan Helwig, Inc. to market and secure tenants for office suites "B" and "F" at the Black Horse Inn, 1432 Bethlehem Pike, Flourtown. Pursuant to the terms of the agreement, Dan Helwig Realtors shall serve as the Township's Broker and Agent and shall receive compensation during the term of the Agreement in an amount equal to one month's rental per unit which shall be shared with any cooperating broker. The Agreement shall expire May 31, 2024.

Mr. Maxwell noted that this would be his final meeting as a Springfield Township Commissioner and thanked his wife and daughters for their support over the last 8 years. Mr. Maxwell stated that he always stood by his convictions, no matter how difficult those decisions were. He thanked former Township Manager Don Berger and Assistant Township Manager Brandon Ford for their leadership. He also thanked former commissioners Dailey, Schaum and Harbison, and commended township staff for their dedication to the Springfield Township Community.

Mr. Cobb, Chairman of the Administrative, Fiscal Affairs and Zoning Committee, reported:

Motion (Cobb-Wilson) carried unanimously to approve the November check reconciliation in the amount of \$380,913.99, and the December bill listing in the amount of \$921,189.58.

Mr. Cobb announced that the 2024 agency meeting schedule for the Board of Commissioners and Township boards and committees will remain the same as the 2023 meeting schedule. Mr. Cobb announced that the full meeting schedule is available on the Township website.

Mr. Cobb announced that Section 701 of the Pennsylvania First Class Township Code requires the Board of Commissioners to organize through the election of officers and the designation of the financial institution of the Township on the first Monday of January in each even-numbered year, unless that date falls on a holiday or a day celebrated as such. In 2024, the Board of Commissioners will meet to reorganize on Tuesday, January 2, 2024 at 7:00 PM. Prior to any new business of the Board, all newly or re-elected officials will be administered the oath of office by District Justice Kate McGill at approximately 6:45 PM.

Mr. Cobb announced that the December 18, 2023 meeting of the Springfield Township Zoning Hearing Board has been cancelled as there were no new applications for hearings received during the month. The next regularly scheduled meeting of the Zoning Hearing Board will be on Monday, January 22, 2024 at 7:00 PM, at the Township building.

Motion (Cobb-Ratsavong) carried unanimously to reappoint Megan McDonough to a new, three-year term of service as a member of the Springfield Township Zoning Hearing Board. The new term of service shall expire December 31, 2026.

Motion (Cobb-May) carried unanimously to authorize an increase from \$130 per hour to \$150 per hour for legal services performed by the Solicitor to the Zoning Hearing Board. The current rate has remained the same since 2012. The new rate will be effective January 1, 2024.

Mr. Cobb commented that in addition to providing excellent legal guidance to the Zoning Hearing Board, the solicitor is extremely helpful to Township residents as they navigate the often intimidating judicial process before the Zoning Hearing Board.

Ms. Ratsavong, Chairwoman of the Parks and Recreational Resources Committee, reported:

Motion (Ratsavong-May) carried unanimously to adopt Resolution No. 1621 adopting the 2023 Springfield Township Trails and Connectivity Plan. The Plan is intended to serve as an aspirational guide to connect neighborhoods, parks, schools and other places of interest within the Township to increase connectivity and recreational opportunities for Township residents.

Motion (Ratsavong-Wilson) carried unanimously to authorize the purchase and installation of new playground equipment and poured in-place safety surfacing from Recreation Resource, USA, of Kennet Square, PA for the Cisco Park Playground Renovation Project. The cost of the equipment and safety surfacing is \$315,945 and will be purchased via the Pennsylvania Department of General Services COSTARS cooperative purchasing program. The Township has secured three grants totaling \$339,000 that will be leveraged with \$50,000 in local funds to complete the project.

Mr. Wilson explained that the new playground equipment will be replacing the old equipment that has been in place for well over 20 years.

Ms. Ratsavong announced that the Springfield Township Rotary Club has pledged the sum of \$32,000 for the construction of a concrete pad and picnic pavilion to be located adjacent to the new playground at Cisco Park. At the request of the Rotary Club, and in accordance with a recommendation from the Springfield Township Parks & Recreation Advisory Committee, the Board of Commissioners will consider naming the new structure the "Piszek Pavilion" in memory of William Piszek, who faithfully served as a member of the Springfield Township Rotary Club for over 20 years until his death in 2022. In accordance with the Township's naming policy, there is a 60-day public comment period before the name is to take effect.

Mr. Ratsavong also announced that on December 1, 2023, Springfield Township received eleven (11) proposals in response to a Request for Proposals to conduct a Needs Assessment, Master Plan and Design Services for the Springfield Township Recreation Center. The proposals ranged in price from \$436,100 to \$2,980,000. At its meeting on December 7, 2023, the Recreation Center Advisory Committee put forth a recommendation to the Board of Commissioners to interview four firms. At the December 11, 2023 meeting of the Board of Commissioners, the Board accepted the committee's recommendations and suggested that an invitation be extended to one additional firm with a local presence for a total of five firms to be interviewed. Interviews will be conducted at the next meeting of the Recreation Center Advisory Committee on Thursday, January 4, 2024 at 6 PM at the Free Library of Springfield Township.

Ms. Ratsavong announced that a vacancy exists as a member of the Recreation Center Advisory Committee, and effective January 2, 2024, a second vacancy will be created when current member Edward Morris is sworn in as a Township Commissioner. Ms. Ratsavong explained the purpose and responsibilities of the Recreation Center Advisory Committee and encouraged interested individuals to send a letter of interest or resume to the attention of Michael Taylor, Township Manager, at the township building.

Motion (Ratsavong-Cobb) carried unanimously to authorize the advertisement of a Request for Proposals to prepare a Needs Assessment, Master Plan and Design Services for a public park at the site of the former Tank Car Corporation of America, 1725 Walnut Avenue, Oreland. The estimated cost of the plan is \$100,000 of which \$25,000 is being provided by a grant from the Commonwealth of Pennsylvania, Department of Conservation and Natural Resources. An additional \$25,000 has been budgeted in capital reserve funds, and \$50,000 has been appropriated in the Township's American Recovery Plan Act (ARPA) spend plan.

Mr. May, Chairman of the Cultural Resources Committee, reported:

Motion (May-Ratsavong) to reappoint Katie Klemm, Jennifer Kolodner and Kate McGranahan to new, three-year terms of service as members of the Springfield Township Library Advisory Committee. The new, three-year terms of service shall expire December 31, 2026.

Motion (May-Ratsavong) carried unanimously to appoint Ms. Carla Greene to a new, three-year term of service as a member of the Springfield Township Library Advisory Committee. Ms. Greene's term of service shall expire December 31, 2026. Mr. May explained that the bylaws of the Library Advisory Committee state that one member of the Board of Directors of the School District of Springfield Township shall serve as a voting member of the committee, and Ms. Greene is filling that requirement.

Mr. Lee opened the meeting to public comment.

Glenn Schaum, Oreland, thanked Commissioners Standish and Maxwell for their service to the Springfield Township Community, and wished them well in the future.

Mr. Lee thanked Commissioners Standish and Maxwell for their service and wished them good luck in all of their future endeavors.

Mr. Standish stated it has been a great experience serving as a Commissioner and expressed his appreciation for his fellow commissioners.

Ms. Ratsavong thanked Commissioner Standish for his mentorship.

Motion (Wilson-Ratsavong) to adjourn the business meeting at 8:15 PM.

Respectfully submitted,

Michael Taylor  
Township Manager