



**BOARDS
COMMISSIONS
COMMITTEES
AUTHORITIES**



Updated 4/2010

UPPER MERION TOWNSHIP BOARDS AND COMMISSIONS



WELCOME! The Upper Merion Township Board of Supervisors, Township Manager and Township Staff are pleased you are interested in becoming a member of one of the Township's Boards, Commissions, or Committees. Our township prides itself on citizen involvement in all issues.

As a citizen member, you will serve in an advisory capacity to the Board of Supervisors, performing a valuable service by addressing community issues and needs. Board of Supervisors' members look forward to your contribution as we work together providing efficient municipal service responsive to local needs and expectations.

In addition, the Zoning Hearing Board is a quasi-judicial body having exclusive jurisdiction to hear and render final adjudications in substantive challenges to the validity of the land use ordinance, appeals from determinations of the zoning officer, applications for variances from terms of the zoning ordinance, and applications for special exceptions under the zoning ordinance.

The Board of Supervisors appreciates your willingness to work in this capacity and hopes your experience will be stimulating, enjoyable and satisfying.

UPPER MERION TOWNSHIP AUTHORITIES



WELCOME! The Upper Merion Township Board of Supervisors, Township Manager and Township Staff are pleased you are interested in becoming a member of one of the Township's Authorities. The Township has three Authorities:

- ***Upper Merion Transportation Authority***
- ***Upper Merion General Authority***
- ***Upper Merion Municipal Utility Authority***

Authorities are governmental bodies created to finance and/or operate specific projects without tapping the general taxing powers of the municipality. The specific projects must be in the proprietary fields of government, must have a public interest and must be self-sustaining, with the latter being basic in understanding authority operations.

The authority is an alternate vehicle for accomplishing public purposes rather than through direct action of the township. The Municipality Authorities Act of 1945 describes an authority as "a body corporate and politic" authorized to acquire, construct, finance, improve, maintain and operate projects, providing financing for insurance reserves, make loans, and to borrow money and issue bonds to finance them.

The authority is not part of the township government; it is not the creature, agent or representative of the township, but is an independent agency of the Commonwealth of Pennsylvania. An authority is a public corporation and a separate legal entity with power to incur debt, own property and finance its activities by means of user charges or lease rentals. An authority can be a financing agent for a capital project, an operating entity or both.

As an authority member, you will be performing a valuable service by addressing community issues and needs. Board of Supervisors' members look forward to your contribution as we work together providing efficient municipal service responsive to local needs and expectations.

The Board of Supervisors appreciates your willingness to work in this capacity and hopes your experience will be stimulating, enjoyable and satisfying.

INTRODUCTION

Role, Authority, Rules and Regulations

The Board of Supervisors has established a number of boards, commissions, committees and authorities to review township programs, projects and community issues. These groups provide greater community participation and input into local government and facilitate quality decisions by the Board of Supervisors. This handbook, designed as an orientation and informational tool to assist interested citizens, presents a statement of purpose, policies and guidelines outlining the role, operation, and responsibilities of Township boards, commissions, councils and authorities.

These boards, commissions, committees and authorities have been created either by Board of Supervisor adoption of a Resolution (policy) or Ordinance (law). Some of these groups are considered permanent such as the Planning Commission, responsible for the physical development of the Township, or Zoning Hearing Board which has exclusive jurisdiction to hear and render final adjudications on zoning matters.

Most of the boards, commissions, councils and authorities meet on a monthly basis, while some meet bi-weekly, bi-monthly or quarterly.

Township boards, commissions, committees, and authorities are not involved in the administration or operation of Township departments and may not direct administrative

staff to initiate programs, conduct major studies or establish official policy without the approval of the Board of Supervisors. Township staff members are available to provide general staff assistance to board, commissions, committees and authorities.

Members need to stay informed on subjects of interest to their specific board, commission, council or authority. Conscientious attendance is also a fundamental responsibility .

Individual board, commission, committee and authority members should present views and recommendations representing the whole as a body not personal individual views. Members expressing views not approved by the majority of the board, commission, committee or authority should indicate their opinions are viewed as “private citizens”. Individual opinions must be identified as such.

Public statements should not include promises that may be construed to be binding on the board, commission, committee, authority, Board of Supervisors or staff. When making a public statement, members should indicate that the board, commission, committee or authority’s actions are recommendations and that final action will be taken by the Board of Supervisors. Each member should represent the overall “public good” and not an exclusive group or special interest.

GUIDELINES FOR CITIZEN MEMBERS

- Work to establish a good relationship with other committee members. The success or failure of committee efforts may be dependent upon the degree of cooperation evident among the individual members of the body.
- Each member should keep in mind these important points:
 - Show respect for another's viewpoint.
 - Allow others adequate time to fully present their views before making comments.
 - Be open and honest.
 - Make new members welcome and help them become acquainted with their duties.
 - Strive to minimize political opinions among members.

BOARD OF SUPERVISORS COMMITMENT TOWARD CITIZEN BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES

Inviting citizens to participate in township decision making through appointed boards and commissions has compelling appeal to our democratic values. Indeed, with proper guidance and oversight from the Board of Supervisors, citizen boards can make significant contributions to the mission of Upper Merion Township government. Many citizen boards and commissions become indispensable to the affairs of the Township.

Through this orientation instrument, the Board of Supervisors is taking preventative measures to increase the likelihood that citizen boards and commissions can be of public service and will realize a sense of civic satisfaction as the result of their volunteer contributions and will be willing to “step up to the plate” when the Board of Supervisors calls upon their services in the future. These measures include:

- Provide written clarity and specificity to a citizen board’s mission.
- Insure that the citizen board has sufficient resources—time, budget, and staff—to carry out its mission.
- Provide citizen board member recruitment process that goes deep into the community and beyond individual governing body members’ political associations.
- Provide for communication among the Board of Supervisors so that citizen board appointments lead to a balanced representation of interests on the respective citizen board.
- Provide adequate education for newly appointed citizen board members that includes information about the organization and decision processes of the Township; the nature of the citizen board’s responsibility; protocols and processes for effective meetings and how the citizen board should communicate with the Board of Supervisors and with the community.
- Stay current with citizen boards’ work through reading their agendas and minutes, and the designation of a Board of Supervisor member as liaison.

CONFLICT OF INTEREST - CODE OF ETHICS

The Board of Supervisors has adopted Board Policy No. 93-38, of July 22, 1993, as the Code of Ethics of Upper Merion Township. It is the public and corporate responsibility of the Township to ensure that its officers and employees maintain the highest ethical standards in the course of their official duties.

Under this Board Policy, "Officer or Employee" is defined to include citizen appointees. Financial disclosure of interests by certain individuals in decision-making positions within Township government is required. Statement of Financial Interest (State Ethics Form) will be completed before May 1st each year.

The Code of Ethics adopted by the Board of Supervisors of Upper Merion Township is multi-purpose:

- To require public disclosure of financial interests which may affect the actions of people in decision-making positions or positions where those people can influence decisions.
- To require people in decision-making positions to avoid participating in actions where a financial interest may be affected.
- To expect a citizen board member to serve the township in an environment free of arrangements, relationships, and situations which may place the member in an embarrassing or ethically questionable position.
- To require a citizen board member to make full and prompt disclosure, in writing, to the Township Manager, of any arrangement, relationship or situation which may involve a conflict of interest, including but not limited to:
 - Any outside interest that materially encroaches on the time or attention which the citizen board member is expected to devote to the service to the township.
 - Any employment relationship, whether or not for compensation, of citizen board member, with a vendor doing or seeking to do business with the township.
 - Ownership by a citizen board member of any financial interest in a vendor doing or seeking to do business with the township.
 - Any other arrangement, relationship, or situation, including family or personal relationships which may inhibit the citizen board member's impartiality in the discharge of his service to the township.

When a matter in which members have a direct or indirect financial interest comes before the citizen board, commission, committee or authority, member(s) must disqualify themselves from participating in deliberation or abstain from voting. Members should explain why they are abstaining. If the information is not voluntarily given, the chair should ask for the reason. If no explanation is given, the minutes should state that the member declined to give a reason for abstaining. After making such disqualifying statement, the member should leave the table and return only upon conclusion of the matter. If there is any doubt as to whether to abstain, the Township Solicitor will provide guidance.

Any disclosure made pursuant to the requirements of the Code of Ethics shall be maintained by the Township in strictest confidence except when the interests of the Township require disclosure or where required by law.

UPPER MERION TOWNSHIP



NOTICE OF AN UNSCHEDULED VACANCY ON A TOWNSHIP CITIZEN BOARD, COMMISSION, COMMITTEE OR AUTHORITY

NOTICE IS HEREBY GIVEN that an unscheduled vacancy exists on the following citizen board, commission, committee or authority:

_____ Term from _____ to _____

Citizens interested in obtaining further information regarding the unscheduled vacancy are requested to contact the Township Manager, Upper Merion Township, 175 West Valley Forge Road, King of Prussia, PA 19406, (610) 265-2600 or fax (610) 265-0482.

I, Ronald G. Wagenmann, Township Manager, do hereby certify that the above Notice of Unscheduled Vacancy was posted in accordance with Board Policy No. 09-14 of July 9, 2009 .

Effective Date of Notice: _____
Application Closing Date: _____

RONALD G. WAGENMANN,
TOWNSHIP MANAGER/
SECRETARY-TREASURER

STRUCTURE

Citizen boards, committees, and commissions provide input to the Board of Supervisors; citizen members advise and assist the Board of Supervisors in special issue areas. Opening additional lines of communication between the general public and the Board of Supervisors, such groups help assure that Township government is responsive to citizens. Each citizen board, commission and committee makes recommendations to the Board of Supervisors; they do not determine or establish policy or administrative direction.

Citizen Boards, Committees, and Commissions benefits include:

- Focusing attention on specific issue areas
- Encouraging citizen participation
- Providing a viewpoint from community neighborhoods
- Making recommendations based on thorough and in depth analysis of alternatives from a citizen's perspective

APPLICATION REQUIREMENTS

In 2009, the Upper Merion Township Board of Supervisors adopted Board Policy No. 09-14 approving procedures for appointments to Township Boards, Committees, Commissions and Authorities.

Whenever a citizen board vacancy occurs, a special notice is posted within five (5) days in the Township Building and on the Township's Government Access Channels 22 and 33. Appointment to a citizen board shall be made after acceptance of the resignation by the Board of Supervisors and as long as adequate time is given for advertising the vacancy, receipt of application, and interview is conducted. However, if an emergency exists, the Board of Supervisors may fill the vacancy immediately; such appointments shall be on an "acting" basis until the final appointment is made.

Applications can be obtained in person at the township building or by phone to (610) 265-2600. Applications remain on file for a period of one year from the date of filing unless the applicant requests withdrawal. Applicants shall be interviewed by at least two (2) members of the Board of Supervisors. In the event an applicant is not selected, the application will remain on file for one year for consideration in filling future vacancies. Appointments are made by the Board of Supervisors at regular business meetings; all applicants are notified by mail as soon as a decision has been made.

ORIENTATION

Upper Merion Township Boards, Commissions, Committees and Authorities

**Board of Auditors (elected)
Upper Merion Transportation Authority
Upper Merion General Authority
Upper Merion Municipal Utility Authority
Economic and Community Development Committee
Environmental Advisory Council
Fire and Rescue Services Board
Library Board of Directors
Media Communications Advisory Board
Park and Recreation Board
Pension Advisory Board/Health and Welfare Board of Trustees
Planning Commission
Police Citizen Advisory Board
Shade Tree and Beautification Commission
Zoning Hearing Board**

Township History

The 17-square miles in Upper Merion Township are rich in history, quality shopping, high technology companies and open space, making it one of the most diverse and engaging communities in the region. There is hiking on miles of green trails, shopping in miles of attractive stores and boutiques, canoeing on the Schuylkill River, and employment opportunities. More than 20 million people come to Upper Merion Township annually to experience the unique quality of its numerous attractions.

The diversity and attractiveness comes from its Welsh and Swedish founders, its sound commercial base, and its combination of open space, riverfront, high tech industry, and outdoor recreational opportunities.

The King of Prussia Inn, built in 1709, captures best the historical flavor of the Township. It was named by a Prussian immigrant in honor of Frederick I, but became most famous during the Revolutionary War as a center of food, drink and intrigue. An alternate story says the Inn, first called Berry's Tavern, not its name to lure in Prussian mercenaries who spent freely. The Township's incorporation dates to 1713 when the King of Prussia Inn, the Bird-In-Hand Inn in Gulph Mills, and later the Swedes Ford Inn were required to pay 6 shillings to the Legislature for licenses.

The Township Today

Upper Merion Township is a Township of the Second Class under the Pennsylvania statutes. A five-member Board of Supervisors, elected at large for staggered six-year terms, governs it. The Board of Supervisors meets Thursday evenings at 7:30 P.M. and as needed. They pass legislation and set the policy. A professional Township Manager runs the day-to-day operations along with 250 full and part time employees. A uniquely diversified operation, the Township staff operates within seven departments—Administration and Finance, Information Technology, Library, Parks and Recreation, Police, Public Works, and Safety and Codes. The Township operates NorView Farm, which hosts some farm animals and a spring water vending operation.

The Township's population is 26,863, is located 16 miles northwest of Philadelphia, and comprises the historic villages of King of Prussia, Swedeland, Swedesburg, and Gulph Mills. The second largest shopping mall in the country, the King of Prussia Plaza and Court, is located here, as are such high tech corporations as Lockheed Martin and GlaxoSmithKline. 1300 acres of Valley Forge National Park is located within the Township. The Township's 27 parks with another 85 acres of green/open space provide numerous recreational opportunities. In addition, the Township has a seven-mile waterfront on the Schuylkill River; 150,000 items in its Library; and is served by 14 volunteer citizens boards, commissions, committees and authorities. The combination of history, shopping, employment opportunities, and green space has made Upper Merion Township a major tourist destination and a much sought-after residential address.

ECONOMIC COMMUNITY AND DEVELOPMENT COMMITTEE

- Purpose:**
- To examine the short-term and long-term economic and community development needs of the Township;
 - To recommend to the Board of Supervisors strategies and projects that will provide sound economic development and a stronger sense of community to the Township;
 - To encourage communication between the Township and businesses located in the Township regarding economic and community development issues.
 - To examine the current state and local tax structure on Upper Merion residents and recommend changes to the Board of Supervisors that will benefit the residents;
 - To develop working relationship with State and Federal agencies that can provide economic and community development resources to the Township.
- Term:** Three (3) Years
- Membership:** Seven (7) township citizens appointed by the Board of Supervisors
- Meeting Time:** Third (3rd) Monday monthly at 7 P.M.
- Staff Liaison:** Associate Planner
- Orientation:**
- * Limits of Powers and Duties of the ECDC
 - Advisory body only
 - Cannot enforce or create regulations
 - Board of Supervisors controls limits of the powers and duties of the ECDC
 - * Structure of ECDC
 - Makeup of ECDC and Duties of officers
 - Purpose of Staff Liaison
 - Purpose of Board of Supervisors Liaison
 - * General Overview of Township Revenue Sources
 - General Review of tax structure
 - General Review of other revenue sources for Township
 - * Overview of Current Issues Being Addressed by ECDC

ENVIRONMENTAL ADVISORY COUNCIL

- Purpose:**
- To make recommendations for the adoption and establishment of Rules and Regulations necessary to conserve the environmental interests of the Township;
 - To review all environmental laws and make such interim reports as are deemed advisable.
 - To hold meetings, when necessary, to collect information and obtain public testimony on environmental issues being studied by the Council;
 - To contract with environmental experts and other consultants for such technical services as it may required and when authorized by the Board of Supervisors;
 - To review permit applications as submitted to the Pennsylvania Department of Environmental Protection for their impact upon the Township.
- Enabling Legislation:** Resolutions 95-37; 85-45; 74-22
- Term:** Three (3) Years
- Membership:** Seven (7) Township citizens appointed by the Board of Supervisors
- Meeting Time:** Third (3rd) Tuesday Monthly at 7:15 P.M.
- Staff Liaison:** Engineering Coordinator in Public Works Department
- Orientation:** Current Superfund Sites
Handbook: [A Guide for Pennsylvania's Municipal Environmental Advisory Councils](#)

FIRE AND RESCUE SERVICES BOARD

Purpose: To make recommendations to the Board of Supervisors, through the Township Manager, in matters such as:

- Apparatus specifications
- Apparatus purchases
- Major equipment purchases
- Financial allocations and/or loans
- Uniform division policies and procedures
- Running schedules
- Safety and Training
- Non-personnel grievances

To make the required recommendations, the Fire and Rescue Services Board shall establish the following standing committees or subcommittees as deemed necessary:

- Apparatus Committee: Consists of Chief Engineers and one service provider member appointed by the Chief of each of the member companies, and the Deputy Fire Marshal.
- Finance Committee: Consists of the Treasurer of the member companies, the Treasurer of the Upper Merion Firemen's Relief Association and the Finance Director of the Township.
- Executive Committee: Consists of the Chiefs and Presidents of each of the member companies, the Police Patrol Lieutenant (ex-officio), and the Chief Fire Marshal.

To prepare and maintain a five-year Capital Budget regarding Township allocations and shall submit this Capital Budget to the Township Manager in accordance with the budget calendar adopted by the Township each;

To submit to the Township Manager a division operating budget in accordance with the budget calendar adopted by the Township each year;

FIRE AND RESCUE SERVICES BOARD

To appraise annually the emergency services companies and the emergency services in the Township for the purpose of recommending whatever changes are necessary in organization and operational methods and practices of emergency response made necessary by the continued growth of the Township and/or new emergency response techniques. The annual appraisal shall take place prior to the preparation of the annual budget.

- Enabling Legislation:** Ordinance No. 94-619 adopted March 17, 1994.
Article XVIII of the Second Class Township Code
- Term:** Two (2) Years
- Membership:** Elected Chiefs of each member company (or the designee of each Chief authorized on a yearly basis by the respective Chief to act on behalf of that respective Chief).
- Three Township citizens appointed by the Board of Supervisors.
- Chief Marshal – ex-officio member.
- Meeting Time:** Second (2nd) Tuesday Monthly at 7:30 P.M.
- Staff Liaison:** Deputy Fire Marshal
- Orientation:** Goals and Objectives
Major Budget Requests
Accomplishments
Percentage of Expenditures for Emergency Medical Services
Expenditures for Fire Protection
Review of Emergency Medical Service Runs
Fire Incident Types and Dispatch Services to Structures
Fire/Rescue Runs by Location
Number of Fire Dispatches by 1st Response Districts
Review of Three Volunteer Fire Companies Services and Lafayette Ambulance & Rescue Squad Services

LIBRARY BOARD OF DIRECTORS

- Purpose:** To issue rules and regulations for the planning, conducting and maintaining of a free, public, nonsectarian library or libraries for the use of the residents of the Township and to enforce penalties for the violation of said rules and regulations, as approved by the Board of Supervisors.
- To control and disburse all moneys appropriated for the establishment or maintenance, or both, of a free, public, nonsectarian library, and all monies, if any, received from other sources for its use.
- To make an annual report to the Board of Supervisors concerning the operation and maintenance of the library to include monies received by the library from the township and the disposition made thereof.
- To extend the privileges of the library to persons residing outside the township upon such terms and conditions as prescribed by the Board of Directors.
- To be the administrators of real and personal property acquired by real and equitable title either by gift; however, this real and personal property shall be vested in the name of the Township.
- To establish branches, deposit stations, traveling libraries, and such other agencies as it may deem necessary to bring the books within convenient reach of all the residents subjects to the approval of the Board of Supervisors.
- Enabling Legislation:** Ordinance No. 106 adopted July 19, 1961; Ordinance 91-593 adopted December 31, 1991.
- Term:** Three (3) Years
- Membership:** Seven (7) Township citizens appointed by the Board of Supervisors
- Meeting Time:** Third (3rd) Monday Monthly at 6:45 P.M.
- Staff Liaison:** Library Director

LIBRARY BOARD OF DIRECTORS

Orientation:

Copy of Orientation Handbook
Library Staff Roster Information
Bylaws of the Library
Written statement of duties and responsibilities of the Board and Librarian
Policies of the Board, such as, personnel, materials selection and library use
History of the Library
Goals and Objectives
Library's current Annual Report (and prior years for comparison)
Library Budget (and prior years for comparison)
Meeting minutes of the Library Board for the last year; Copies of Other current documents such as written reports
By the Librarian and Committees
The Library Code of Pennsylvania and accompanying regulations
Tour of the Library.

MEDIA COMMUNICATIONS ADVISORY BOARD

- Purpose:**
- To promote and develop the best use by the Township of all media communications services available in the Township;
 - To advise utilization of all forms of media for the dissemination of information pertaining to the Township community;
 - To study, review and make recommendations for the purchase of equipment necessary to utilize media communications;
 - To make recommendations to the Board of Supervisors for specific ways to utilize media, and upon authorization, to develop such strategies for media utilization;
 - To act as a liaison with the Township cable television franchisee in order to advise the Board of Supervisors on the operation of cable technology within the Township;
 - To review the operating and capital budget requirements for the operation of media communications and to make recommendations to the Board of Supervisors for expenditure of Township funds for such purposes.
 - To monitor the operation of cable television and make recommendations to the Board of Supervisors, as necessary, for the utilization of all forms of media for the dissemination of information pertaining to the Township community.
 - To develop ideas for local programming on the public and government access channels and ways to utilize the media for the dissemination of information.

**Enabling
Legislation:**

Ordinance No. 91-591 adopted on October 7, 1991.

Term:

Three (3) Years

Membership:

Seven (7) Township citizens appointed by the Board of Supervisors

Meeting Time:

Second (2nd) Monday Monthly at 7 P.M.

Staff Liaison:

Public Information Officer

MEDIA COMMUNICATIONS ADVISORY BOARD

- Orientation:**
- Tour of UMGA-TV and watching a show being taped and/or aired live.
 - Accompany UMGA-TV staff on a remote shoot.
 - Attend an editing session.
 - Review all Township publications, including purpose, audience and deadline.
 - Review documents that guide PIO/staff on a daily basis:
 - Public Information Policy
 - Cable Television Ordinance
 - Cable Television Franchise
 - Rate/Fee structure
 - Internal Departmental procedures
 - Media Communications Advisory establishing/functioning ordinance.
 - Review proposed Telecommunications Ordinance; i.e., importance of rights-of-way.
 - Review website policies, demonstration of web use and posting deadlines.
 - Review of Citizen Survey results.

PARK AND RECREATION BOARD

Purpose: To initiate, provide and recommend to the Board of Supervisors, from time to time, plans for the acquisition, construction, improvement, maintenance, equipping, operating, financing, and regulating of public parks, parkways, playgrounds, play fields, swimming pools, bathing places, and indoor and outdoor recreation places and facilities, and to cooperate with one or more other municipalities for these purposes;

To adopt rules and regulations governing park use and advises the Board of Supervisors on all matters pertaining to the park system and recreation programs, including each fiscal year's proposed capital and operating budgets;

To be responsible for policy decisions relative to park acquisition, program development in the area of recreation and the continuing study of development of parks and recreation in future years.

**Enabling
Legislation:**

Ordinance No. 99-692 adopted September 9, 1999.
Article XXII of the Second Class Township Code

Term: Five (5) Years

Membership: Seven (7) Township citizens appointed by the Board of Supervisors

Meeting Time: Second (2nd) Tuesday Monthly at 7:30 P.M.

Staff Liaison: Park and Recreation Director

Orientation: See next sheet

ORIENTATION FOR NEW MEMBERS ON PARK AND RECREATION BOARD

Orientation for Park and Recreation Board members is important so that new board members are familiar with the Township parks and recreation programs. Orientation will consist of the following:

1. Park Maps – Street Map of Upper Merion Township, Upper Merion Park Map, map of Valley Forge National Historical Park, and Commonwealth of PA Park Map.
2. All Park and Recreation Department brochures for the past two years, and the township budget and other related financial documents.
3. Master Plan for Recreation and Parks, and Addendum, for Upper Merion Township.
4. Montgomery County Planning Commission documents as related to Upper Merion Township parks, including bike plans, county recreation plans, open space plans, etc.
5. Tour of all Township parks, schools, private recreation clubs, open spaces, etc.
6. Meet with Park and Recreation Director and key staff, visit office, visit other Township departments, meet other department heads who interact with Park and Recreation department, such as the Public Information Officer.
7. Attend any Commonwealth of PA training for new board members conducted by DEP, DCNR, PSATA and One Source.
8. Visit surrounding municipalities' parks and recreation programs, to learn what other communities offer their residents.
9. Meet with officers and members of all sports and community organizations that interact with the Park and Recreation department

PENSION ADVISORY BOARD / HEALTH AND WELFARE BOARD OF TRUSTEES

Purpose: To monitor the uniformed and non-uniformed pension plans and to hear appeals to decisions made by the health care plan administrators;

To administer the Health Insurance Plan adopted by the Township and to serve as Trustees for the Upper Merion Health Insurance Plan.

Enabling Legislation: Resolution No. 80-38 approved April 14, 1980; Resolution No. 80-63 approved October 13, 1980.

Term: Three (3) Years.

Membership: Two (2) Township citizens appointed by the Board of Supervisors. Trustees are the Township Manager, Police Chief, and a member of the Board of Supervisors.

Two (2) Employee representatives shall be appointed; one each by Uniformed and Non-Uniformed employees.

Meeting Time: Last Wednesday Quarterly and as necessary at 7 P.M.

Staff Liaison: Human Resource Director

Orientation: Police Pension Plan and Fund
401(a) Defined Contribution Retirement Plan
457 Supplemental Retirement Plan
Upper Merion Township Health Care Plan
Group Life Insurance Plan
Long Term Disability Plan

PLANNING COMMISSION

Purpose:

To prepare the Comprehensive Plan for the development of the municipality as set forth in the Municipalities Planning Code (MPC), act 247, as amended, and present it for consideration of the Board of Supervisors;

To see that existing land is used in the very best interest of the Township as well as the landowner;

To conduct studies that will affect the Township in the years to come, examines subdivision plans and conducts meetings upon request of developers and those seeking a change in the zoning classification of real estate;

To make recommendations to the Board of Supervisors for upgrading sections of the Zoning Code;

To make recommendations to the Board of Supervisors concerning the adoption or amendment of an official map;

To prepare and present to the Board of Supervisors a zoning ordinance and building code and make recommendations on proposed amendments thereto as set forth in the MPC;

To prepare, recommend and administer subdivision and land development and planned residential development regulations, as set forth in the MPC;

To do such other acts or make such studies as necessary to fulfill the duties and obligations imposed by the MPC;

To prepare and present to the Board of Supervisors an environmental and water survey, which shall be consistent with the State Water Plan and any applicable water resources plan adopted by a river basin commission. The water study shall be conducted in consultation with the area public water supplier;

To promote public interest in and understanding of the Comprehensive Plan and planning;

To prepare and present to the Board of Supervisors a study regarding the feasibility and practicability of using renewable energy sources in specific areas within the Township;

PLANNING COMMISSION

To review the zoning ordinance, subdivision and land development ordinance, official map, provisions for planned residential development, and such other ordinances and regulations governing the development of land no less frequently than it reviews the Comprehensive Plan;

**Enabling
Legislation:**

Ordinance 86-510 adopted on June 1, 1987; Ordinance No. 91-595 adopted on December 31, 1991.
Municipalities Planning Code, Act 247, as amended.

Term:

Four (4) Years

Membership:

Five (5) Township citizens appointed by the Board of Supervisors

Meeting Time:

Second (2nd) and Fourth (4th) Wednesday Monthly at 7 P.M.
Second (2nd) Wednesday only in November and December.

Staff Liaison:

Township Planner

Orientation:

Current Comprehensive Plan
UMT Code Nook, Chapters 140, 141, 145, 46, and 165 (Street and Sidewalks, Grading and Erosion; Subdivision and Land Development and Zoning)
Zoning Map
Community Profile
Pennsylvania Municipalities Planning Code
Local Land Use Controls in Pennsylvania, Planning Series
{Published by the Governor's Center for Local Government Services
Pennsylvania Planning Association, PSATS Training as may be Available.
Other Township Documents that may be deemed appropriate from Time to Time.

POLICE CITIZENS ADVISORY BOARD

- Purpose:** To enhance the delivery of police services in the Township;
- To facilitate support and maintain effective communications between the police and community;
- To enhance community life through an increase in public safety awareness and a reduction in the incidence of crime;
- To advance the awareness of the department's policies, procedures, activities and responsibilities throughout the Township;
- To encourage neighborhood organizations to address crime and safety problems at the grass-roots level;
- To address citizen concerns regarding police services.
- Enabling Legislation:** Ordinance No. 95-630 adopted on November 16, 1995; Ordinance No. 95-632 adopted on September 7, 1995.
- Term:** Three (3) Years.
- Membership:** Seven (7) Township citizens appointed by the Board of Supervisors
Chairman of the Media Communications Advisory Board serves as an ex-officio member.
- Meeting Time:** Second (2nd) Tuesday Quarterly at 7 P.M.
No meeting in July, August or December.
- Staff Liaison:** Chief of Police and Community Relations Officer
- Orientation:** Mission Statement
Meeting Minutes for prior year and up to time of appointment.
Tour of Police headquarters
Introduction to Command staff
Patrol Division ride-a-long
Annual Citizens Police Academy: Encourage participation
List of Citizens Policy Academy/Police events

SHADE TREE AND BEAUTIFICATION COMMISSION

Purpose:	<p>To prepare and adopt a street tree plan for all trees in or upon the public streets, highways, avenues, parks, parkways and other public areas as approved by the Board of Supervisors;</p> <p>To regulate the planting, maintenance and removal of shade trees in the Township and to make, publish, administer and enforce regulations for the care and protection of shade trees as approved by the Board of Supervisors;</p> <p>To have exclusive control of the shade trees in the Township and is authorized to plant, remove, maintain and protect shade trees on the public streets and highways in the Township, excluding State highways;</p> <p>To adopt rules and regulations for the planting, care, trimming and removal of trees not only aimed at the elimination of economic waste by reason of damage to public property and/or property of others and the public health, safety and welfare, but also the beautification of the streets, highways, avenues, parks and parkways and other public areas of the Township.</p>
Enabling Legislation:	<p>Ordinance 82-430 adopted on March 8, 1982; Ordinance No. 121 adopted on November 12, 1962; Ordinance No. 108 adopted on September 11, 1961. Article XXIX of the Second Class Township Code Guided by the standards of the National Shade Tree Conference</p>
Term:	<p>Five (5) Years</p>
Membership:	<p>Five (5) Township citizens appointed by the Board of Supervisors</p>
Meeting Time:	<p>Second (2nd) Wednesday in January, March, May, July, September and November at 7 P.M.</p>
Staff Liaison:	<p>Park Maintenance Superintendent</p>
Orientation:	<p>Reading and Understanding Blueprints Tree Identification Explanation of the Township Landscape Code Shade Tree Awards Program</p>

ZONING HEARING BOARD

Purpose: Shall have exclusive jurisdiction to hear and render final adjudications in the following matters:

- Substantive challenges to the validity of any land use ordinance, with certain exceptions;
- Challenges to the validity of a land use ordinance raising procedural questions or alleged defects in the process of enactment or adoption which challenges shall be raised by an appeal taken within 30 days after the effective date of said ordinance;
- Appeals from the determination of the zoning officer, including, but not limited to, the granting or denial of any permit, or failure to act on the application therefore, the issuance of any cease and desist order or the registration or refusal to register any nonconforming use, structure or lot;
- Appeals from a determination by a municipal engineer or the zoning officer relating to the administration of any flood plain or flood hazard ordinance or such provisions within a land use ordinance;
- Applications for variances from the terms of the zoning ordinance and flood hazard ordinance or such provisions within a land use ordinance;
- Applications for special exceptions under the zoning ordinance or flood plain or flood hazard ordinance or such provisions within a land use ordinance;
- Appeals from the determination of any officers or agency charged with the administration of any transfers of development rights or performance density provisions of the zoning ordinance;
- Appeals from the determination of the zoning officer or municipal engineer in the administration of any land use ordinance or provision thereof relating to sedimentation and erosion control and storm water management;
- Challenge to the validity of any ordinance or map;

ZONING HEARING BOARD

- Shall hear requests for variances where it is alleged that the provisions of the zoning ordinance inflict unnecessary hardship upon the applicant.

Enabling

Legislation: Article IX of the Municipalities Planning Code

Term: Three (3) Years

Membership: Three (3) Township citizens appointed by the Board of Supervisors. One (1) Township citizen serves as an Alternate Member.

Meeting Time: First (1st) and Third (3rd) Wednesday Monthly and as needed at 7 P.M.

Staff Liaison: Zoning Officer

UPPER MERION MUNICIPAL UTILITY AUTHORITY

- Purpose:** To provide financing for capital construction of the Township's sewage collection and treatment facilities;
- To acquire, construct, improve, maintain, operate, own and lease either in the capacity of lessor or lessee, projects of the following kind and character: sewers, sewer systems, or part thereof, sewage treatment works, including works for treating and disposing of industrial waste, and for such other purposes as may be authorized by law;
- To provide wastewater collection and treatment serving the Township neighboring communities;
- To provide a program of advance payments for individuals, developers and businesses to purchase non-allocated and future capacity in the sanitary sewer system (UMSAR) which provides increased sewer capacity for new customers, but at the same time has minimized cost increases to current customers;
- Enabling Legislation:** Ordinance No. 86-486 adopted June 16, 1986; Ordinance No. 86-487 adopted July 21, 1986.
- Term:** Five (5) Years
- Membership:** Five (5) Township citizens appointed by the Board of Supervisors
- Meeting Time:** Third (3rd) Tuesday Monthly at 7:00 P.M.
- Staff Liaison:** Project Coordinator – Public Works Department
- Orientation:** A package containing the following is assembled and give to the new member of the Authority:
- Articles of Incorporation
 - ACT 339-State Subsidy
 - Sewer Access Rights Program Booklet (UMSAR)
 - History of Tapping Fees and Ordinances
 - Municipal Industrial Pretreatment Ordinance (MIPP)
 - History of Quarterly Fees
 - Ordinances pertaining to fee schedule
 - One year of UMMUA Meeting minutes
 - Inter-Municipal Agreements
 - SmithKline and Renaissance Agreements

UPPER MERION TRANSPORTATION AUTHORITY

Purpose: To oversee the acquisition, holding, construction, improvement, maintenance, operation, owning, leasing, either in the capacity of lessor or lessee, projects of the following kind and character: highways, parkways, transportation, traffic distribution centers, and other business improvements including street paving, street lighting, parking lots, parking garages and all facilities necessary or incident thereto;

To set rates and impose charges for such improvements as permitted by law;

To have the Board of Supervisors approve any Authority plan or project.

To charge a one-time assessment upon developers whose projects impact Township traffic which is based on the estimated cost of construction for road improvements to handle peak-hour traffic.

**Enabling
Legislation:**

Ordinance No. 85-473 adopted on April 1, 1985; Resolution 90-41 adopted on September 24, 1990.

Term: Five (5) Years

Membership: Five (5) Township citizens appointed by the Board of Supervisors

Meeting Time: Second (2nd) Wednesday Monthly at 700 P.M.

Financial Advisor: Director of Finance and Administration

Orientation: Articles of Incorporation
History of the Highway/Traffic Improvement Fee
One Year of the UM Transportation Meeting Minutes
Listing of promissory notes and payments of the Highway/Traffic
Assessment
Road Tour of current and pending highway construction projects
Financial statements for the last six months

UPPER MERION GENERAL AUTHORITY

Purpose: To acquire, hold, construct, improve, maintain and operate, own, lease either as lessor or lessee, projects of the following kind and character: buildings to be devoted wholly or partially for public uses, parks recreation grounds and facilities, swimming pools, and playgrounds. The Board of Supervisors shall retain the right which exists under the Authorities Act to approve any plan of the Authority for the foregoing purposes.

To finance and oversee the expansion of the Township Municipal Building.

Enabling Legislation: Ordinance No. 86-486 adopted on June 16, 1986; Resolution 86-1 adopted on June 12, 1986.

Term: Five (5) Years

Membership: Five (5) Township citizens appointed by the Board of Supervisors. The same members as are on the Upper Merion Transportation Authority.

Meeting Time: Second (2nd) Wednesday Monthly at 7:30 P.M. (prevailing time)

Financial Advisor: Director of Finance and Administration

Orientation: Articles of Incorporation
One Year of Meeting Minutes of the UM General Authority
Financial Statements for the last six months
Tour of the Township Building and overview of its functionality

BOARD OF AUDITORS (elected)

- Purpose:** To meet annually at the place of meeting of the Board of Supervisors on the day following the day designated for the organization of the Board of Supervisors;
- To determine the compensations for the current year for supervisors employed by the township.
- Enabling Legislation:** Articles IV and IX – Auditors, Accountants – Second Class Township Code
- Term:** Elected: Six (6) Years
Appointed Accountants: Three (3) appointment following receipt of Request for Proposals prepared by the Director of Finance.
- Membership:** Elected: Three (3) township citizens elected at large.
- Meeting Time:** Elected: By Law, day after the Board of Supervisors' Re-organization. Then, as necessary.
- Staff Liaison:** Director of Finance
- Orientation:** The Financial Reporting Model
- What are the Key Features?
 - What is a Financial Reporting Model?
 - Scope of the Reporting Model
 - How Many Models Are There?
 - Summary of Reporting Models
 - Why Separate Models?
 - What Are The Key Differences
- Basic Financial Statements
The Structure of the CAFR
How Wide is "Government-Wide"?
What are Government Fund Statements?
What is the General Fund Balance Sheet?
What is the General Fund Operating Statement?
What is the MD&A?
What is the Budgetary Comparison?
Why General Fund Financial Statements?
The Budget Process
- What is Municipal Budgeting?
 - What the Budgeting Process IS and IS NOT?

BOARD OF AUDITORS

- The Financial Cycle
- Fund Accounting
- Chart of Accounts
- Budget Formats
- Budget Calendar
- Financial Management Pitfalls
- Municipal Officials' Fiscal Roles

GENERAL ORIENTATION

I SECOND CLASS TOWNSHIP CODE

- Authorities provided
 - Mandated
 - Permitted
- Limitations Imposed
 - Tax
 - Zoning
 - Etc.

II OPERATING DEPARTMENTS

- Describe Mission Statements
- Define Authorities
- Define Limitations
- Provide Statistics

III TYPICAL PROBLEMS

- Under Local Government Jurisdiction
 - Zoning
 - Building
 - Criminal
- Under State Government Jurisdiction
 - Environmental
- Under County Government Jurisdiction
 - Health

IV FUNDING AND BUDGET

- Revenue Streams
- Expenditures
- Procurement Procedures
 - Bids
 - RFPs
- Budget Handbook

V MISCELLANEOUS

- Annual Report
- Park and Recreation Brochure
- Township Map and Street List
- Zoning Map

ACKNOWLEDGEMENTS

Second Class Township Code
Commonwealth of Pennsylvania

Municipalities Planning Code

Municipal Authorities in Pennsylvania

Upper Merion Township Board Policy Handbook