



**West Norriton Township  
Work Session Agenda  
March 5, 2019  
7:00 PM**

- 1. Call To Order And Pledge Of Allegiance**
- 2. Presentation By Urban Engineers Re: Waiver Of Land Development -  
Norristown Farm Park Parking Lot Expansion**

Documents:

[NTN FARM PARK PARKING LOT EXP REVIEW LETTER.PDF](#)

- 3. Discussion/Update On Status**
  - A. Consider Presentation Of Proclamation To Firefighters For "May Day" Call**
  - B. Consider Appointment To The Planning Commission**
- 4. Manager's Items**
  - A. Consider Approval Of Towing Agreement Extension**

Documents:

[TOWING AGREEMENT EXTENSION.PDF](#)

- B. Consider Adopting Resolution #19-1622 Approving Extension Of Towing Contract**

Documents:

[RESOLUTION - TOWING EXTENSION.PDF](#)

- C. Consider Adopting Resolution #19-1623 Enacting Current Parks & Recreation Rules And Regulations And Fees**

Documents:

[RESOLUTION - ENACTING CURRENT PARKS RULES AND REGS.PDF](#)

- D. Consider Authorizing Staff To Advertise The Proposed Ordinance No. 2019-733 Permitting The Amendment Of Parks & Recreation Codes By Resolution**

Documents:

**E. Consider Adoption Of Resolution #19-1624 Amending Fee Schedule**

**5. Public Comment**

- a. Recognize individuals that are taxpayers or residents of West Norriton Township wishing to offer comment.
- b. Require the name and address of such persons wishing to comment.
- c. Permit each individual at minimum one (1) opportunity to speak. The President may require an individual who has already spoken to wait until all others wishing to speak have had the opportunity before permitting an additional opportunity to speak. Once all others have had the opportunity to speak, the President shall determine whether time would allow for additional comment from the individual wishing to speak. Such a determination shall be based solely on the factor of time and shall not be based on the content or viewpoint of the particular individual(s) seeking additional opportunity to speak.
- d. Provide for a five (5) minute maximum for each individual to offer public comment. There shall be no ceding or assigning of time. In no case shall a time limit of fewer than two (2) minutes be designated. It may be requested that a spokesperson from a group address the Board of Commissioners.
- e. Preserve order by prohibiting disruptive conduct including, but not limited to, speaking by any person who is not, at that time, taking part in public comment.

**6. Meeting Dates**

- A. **Environmental Advisory Council (EAC) - March 6th @ 7:00 PM**
- B. **Planning Commission - March 18th @ 7:00 PM**
- C. **Zoning Hearing Board - None**

**7. Adjournment**

**[www.westnorritontwp.org](http://www.westnorritontwp.org)**



GILMORE & ASSOCIATES, INC.  
ENGINEERING & CONSULTING SERVICES

February 21, 2019

File No. 18-04084

Jason Bobst, Township Manager  
West Norriton Township  
1630 Marshall Street  
Jeffersonville, PA 19403

Reference: Norristown Farm Park – Land Development Waiver Request

Dear Mr. Bobst:

Pursuant to your request, Gilmore & Associates, Inc. has reviewed the submitted plans for the above-referenced project. The revised submission, prepared by Urban Engineers, Inc., consists of sheets G0-00 through C6-01 (14 sheets), dated January 26, 2018 and last revised January 16, 2019, and a Post Construction Stormwater Management Report, dated September 2018 and last revised January 2019.

It is our understanding that this application may be processed as a partial waiver of land development. As such, the following comments are for the Board's consideration when evaluating how to process the Application. In the event some form of a waiver of land development is approved, then the Board should condition the approval on compliance with the recommendations contained in this letter that the Commissioners feel have merit. In the event, a partial waiver of land development is not granted, our office reserves the right to perform a comprehensive review of the SALDO and the Applicant will need to comply with additional regulations contained in the ordinance and/or obtain waivers from the ordinance requirements not specifically mentioned below:

1. The cleanout detail indicates that a 6-inch to 8-inch wye joint is to be used. The proposed pipe is 12 inches in diameter. The detail shall be revised to reflect a 12-inch pipe.
2. We defer to the Township Solicitor to determine whether a development agreement and financial security shall be provided for this project considering the Applicant is Montgomery County.
3. The Applicant is responsible for any other required approvals, permits, etc. (i.e., MCPC, MCCC, PADEP, Municipal Authority, Fire Marshal, etc.) as applicable. Copies of these permits and approvals should be submitted to the Township.
4. The Applicant will be required to enter into a Stormwater Maintenance Agreement with the Township for the proposed stormwater improvements. The document will be prepared by the Township Solicitor and should be executed prior to the release of a grading permit for the project.

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

Gilmore & Associates, Inc.  
Building on a Foundation of Excellence  
[www.gilmore-assoc.com](http://www.gilmore-assoc.com)

Due to the minor nature of the above comments, we recommend the project be placed on the agenda at the next Board of Commissioners Meeting for consideration of a waiver of land development.

If you have any questions regarding the above, please contact this office.

Sincerely,



Erik Garton, P.E., Vice President  
Municipal Services Manager  
Gilmore & Associates, Inc.

EG/eb/sl

cc: Michael Valyo, Director of Public Works and Planning  
Sean P. Kilkenny, Esq., Kilkenny Law  
Kathy Frederick, Assistant Township Secretary  
Patricia Fisher, Secretary, Recreation and Public Works  
Matthew Reese, P.E., Urban Engineers, Inc.  
Edward Brown, P.E., Gilmore & Associates, Inc.

## TOWING AGREEMENT EXTENSION

**THIS TOWING AGREEMENT EXTENSION** (this “Extension”), made this      day of March, 2019, by and between **West Norriton Township**, 1630 W. Marshall Street, Jeffersonville, PA 19403-3236 (hereinafter referred to as the “Township”) and **Novvey Holdings, LLC, d/b/a/ DiLeos Auto Service**, 2231-2233 West Main Street, Jeffersonville, PA 19403 (hereinafter referred to as “Contractor”).

### W I T N E S S E T H

**WHEREAS**, Township solicited bids for qualified towing firms to submit proposals and statements of qualifications (“RFP”) to provide towing services for vehicles for violations of the Pennsylvania Vehicle Code, for the Township Code relative to parking violations, abandoned vehicles and vehicles involved in motor vehicle accidents;

**WHEREAS**, on June 13, 2017, Township entered into a 24-month towing contract (the “Contract”), with **Novvey Holdings, LLC, d/b/a/ DiLeos Auto Service**, 2231-2233 West Main Street, Jeffersonville, PA 19403. The contract is attached as Exhibit “A.”

**WHEREAS**, the Contract allows for an extension period of 12 months;

**WHEREAS**, the Township desires to execute the extension period of 12 months with the Towing Services of Contractor and Contractor desires to perform the 12-month extension for the Township as outlined in the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein, the parties hereto, intending to be legally bound, do hereby agree as follows:

- 1.      TERM**: Contractor hereby agrees to continuing performing Towing Services for the Township for an additional period of twelve (12) consecutive months following the end date of the original Contract, June 13, 2019. The contract will now terminate on June 13, 2020.
  
- 2.      All other terms of the Contract remain in effect.**

----- **Signatures to Follow** -----

**IN WITNESS WHEREOF**, the parties hereto have caused this Extension to be executed on the day and date first above written.

**Attest:**

**WEST NORRITON TOWNSHIP  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**Jason Bobst**, Township Manager

By: \_\_\_\_\_  
**Martin Miller**, President

**Attest:**

**CONTRACTOR:**

**Novey Holdings, LLC**, a Pennsylvania limited liability company  
**d/b/a DiLeo's Auto Service**

\_\_\_\_\_

By: HTAS, Inc, a Pennsylvania Corporation  
Title: Managing Member

By: \_\_\_\_\_  
Name: Robert Novey  
Title: President

**EXHIBIT A**

Original Towing Services Agreement Signed on June 13, 2017

**TOWNSHIP OF WEST NORRITON  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION #19-1622**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF WEST NORRITON  
TOWNSHIP APPROVING THE 12-MONTH EXTENSION OF THE  
TOWING SERVICES CONTRACT**

**WHEREAS**, the First Class Township Code, 53 P.S. 56801, authorizes the Board of Commissioners of West Norriton Township to enter into contracts that benefit the Township;

**WHEREAS**, the Township previously entered into a two-year towing services agreement on June 13, 2017 with Novey Holdings, LLC, d/b/a/ DiLeos Auto Service (the “Contractor”);

**WHEREAS**, the towing services agreement signed on June 13, 2017, included a provision for the parties to extend the contract by 12 months;

**WHEREAS**, the Contractor desires to extend the towing services contract for an additional 12-month term under the current terms of the contract with a new expiration date of June 13, 2020;

**WHEREAS**, the Municipal Staff and Municipal Solicitor have reviewed the requested extension and have confirmed the terms of the original agreement dated June 13, 2017, will remain unchanged;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of West Norriton Township, that that the Township is authorized to enter into a 12-month towing services contract extension with the Contractor consistent with the documents identified in Exhibit “A” and the Township Manager is authorized to take all action to effectuate the execution of the extension or related documents.

**ADOPTED** and **RESOLVED** by the Board of Commissioners of West Norriton Township this     day of March, 2019.

**Attest:**

**Board of Commissioners  
West Norriton Township**

\_\_\_\_\_  
Jason M. Bobst, Manager

\_\_\_\_\_  
Martin Miller, President



**TOWNSHIP OF WEST NORRITON  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION #18-1623**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF WEST NORRITON  
TOWNSHIP ENACTING THE CURRENT PARK AND RECREATION RULES AND  
REGULATIONS AND FEES**

**WHEREAS**, the First Class Township Code, including §§1502 and 3001-3048, in conjunction with Township Ordinance No. \_\_\_ authorizes the Board of Commissioners of West Norriton Township to enact rules and regulations for Parks and Recreation Centers by resolution; and

**WHEREAS**, the Township Parks and Recreation director has proposed certain revisions to the existing Park and Recreation rules and regulations; and

**WHEREAS**, the Board of Commissioners has determined that the following amendments and enacting provisions related thereto will promote the proper management, care and control of Township parks as well as for the benefit of the general health, safety and welfare of residents and park visitors.

**NOW, THEREFORE**, it is hereby **RESOLVED** by Board of Commissioners of West Norriton Township, in the County of Montgomery, Commonwealth of Pennsylvania Lansdale Borough Council, and it is hereby **ADOPTED** and **RESOLVED** by authority of same as follows:

I. The rules and regulations as applicable to all West Norriton Township owned parks shall be as set forth in Exhibit "A," attached hereto and incorporated herein by reference.

II. All previously enacted park rules and regulations, whether by Resolution or Ordinance, inconsistent with the provisions of this Resolution and Exhibit "A" are hereby repealed to the extent of the inconsistency.

III. The provisions of this Resolution are declared to be severable. If any provision of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution or on the provisions of the Lansdale Borough Fee Schedule.

IV. This Resolution shall become effective immediately upon its legal adoption.

**ADOPTED** by the Board of Commissioners of West Norriton Township this \_\_\_ day of March, 2019.

**Attest:**

**Board of Commissioners  
West Norriton Township**

\_\_\_\_\_  
Jason M. Bobst, Manager

\_\_\_\_\_  
Martin Miller, President



## West Norriton Township Parks & Recreation Department

*Jonathan W. Dzedzy, Director*  
*Stephanie DiNolfi, Assistant Director*

**The following rules apply to the West Norriton Township park and recreational areas. Requests for exceptions should be made to the Director of Parks and Recreation.**

1. Parks are open from dawn to dusk.  
(With the exception of Township approved programs, events or activities).
2. Organized play on park ball fields or courts is allowable by permit only.
3. Township sponsored activities and events will take precedence over all free play.
4. Loitering is prohibited on park grounds.
5. No person shall cut, break or otherwise injure or deface any trees, shrubs, plants, turf, rock or any building, fence or other structure or foul or dump in any stream or spring or chimp any earth, rubbish, or other material in any park without express permission from the Township.
6. The use of intoxicating liquors, illegal drugs or gambling of any kind on park property is prohibited.
7. Glass containers of any kind are prohibited on park grounds.
8. Smoking, Vaping, and tobacco use is prohibited on park grounds. No person shall throw or place any lighted match, cigar or cigarette or other burning substance upon park grounds. No person shall make a campfire upon park property. Cooking in park areas shall be on grills or other equipment specifically designed for this purpose.
9. Except for fishing upon commonwealth waterways, no person shall set a trap or snare or hunt wild animals in any manner in Township parks. No person shall disturb nests or harm any wild animal in any way in Township parks.
10. All persons are forbidden to use threatening, abusive, insulting or indecent language or to commit any obscene or indecent act on park property.

11. No person shall, without permission of the park authorities, ride or drive a vehicle, bicycle, skateboard, or scooter upon any part of the park except on roads intended for that purpose. Commercial trucks are prohibited from using the park drives and thoroughfares. Automobiles must not at any time travel at a speed faster than is consistent with safety. No one shall test or repair any automobile in the park. Teaching how to drive or washing cars in the park is prohibited. Parking after dark is prohibited, and there shall be no parking at any time except in designated areas. Vehicles and bicycles are to be parked in, and restricted to, designated areas.
12. No person shall erect, paint, paste or otherwise affix or distribute any signs, advertisement or circulars on park property. The sale of anything within the park is forbidden, unless granted an exception.
13. No pets allowed on park grounds. This prohibition shall not apply to a guide dog accompanying any blind person or to a dog used to assist any other physically handicapped person.
14. No person shall deface, destroy or vandalize in any manner any park property.
15. There shall be no installation of equipment or alterations to the existing facilities without written approval of the Township. Generators and equipment requiring voltage other than 110 volts will not be permitted, including amusement structures and inflatable bounces.
16. Use of fireworks of any kind are prohibited on park grounds.

**Allowable devices; noise limits; sound amplification.**

1. Except for Township-sponsored concert events, the only music-playing devices which shall be allowed in parks shall be common, personal-sized radios/music players, or other devices designed for the enjoyment of individuals or small groups.
2. Music devices shall not be so loud as to be heard beyond a thirty-foot radius: nor shall they create excessive bass vibration to disturb park users or residents adjacent to the park.
3. No music equipment designed for amplification across a large area, including large speaker systems commonly used to amplify music in large group or concert settings, shall be permitted.

**Hours of operation.** The hours of operation of parks shall be set by the Township. Visiting parks outside regular operating hours is prohibited.

**Permits and Requests for Exceptions.** Any group or visitor desiring exclusive use of a park or portion of a park, or who by virtue of the large size of the group might diminish the opportunity for the full enjoyment of the park or portion of the park by others, must apply to the Township for a permit.

*1630 W. Marshall Street, Jeffersonville, PA 19403*

***Telephone: 610-630-1251~ Fax: 610-630-0304***

**WEST NORRITON  
MONTGOMERY COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2019-733**

**AN ORDINANCE OF WEST NORRITON TOWNSHIP, MONTGOMERY COUNTY,  
PENNSYLVANIA AMENDING THE CODE OF ORDINANCES OF WEST NORRITON  
TOWNSHIP, CHAPTER 16 TITLED “PARKS AND RECREATION” TO PERMIT  
THEM TO BE CHANGED BY RESOLUTION; PROVIDING A SEVERABILITY  
CLAUSE AND REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the First Class Township Code Sections 3001-3048, vests the Board of Commissioners of West Norriton Township with the authority to enact rules and regulations for Parks and Recreation Centers; and

**WHEREAS**, the current Park and Recreation rules and regulations are due to be updated; and,

**WHEREAS**, the Board of Commissioners has determined that the following amendments and enacting provisions related thereto will promote the proper management, care and control, and welfare of the Township.

**NOW, THEREFORE**, be it, and it is hereby **ORDAINED** by the West Norriton Township Board of Commissioners, and it is hereby **ENACTED** and **ORDAINED** by authority of same as follows:

**SECTION I.** The West Norriton Township Code of Ordinances Chapter 16, titled “Parks and Recreation” shall be amended and retitled to read as follows:

**§ 101 Park Rules and Regulations.**

Certain rules and regulations governing park use are hereby adopted as the rules and regulations governing the use of all parks owned and operated by West Norriton Township and are available for review at the Township office. Requests for exceptions to the rules and regulations in this Chapter should be made to the Director of Parks and Recreation.

**§ 102 Fees.**

The Township shall establish a fee for park permits and other activities which shall be established by resolution.

**§ 103 Violations and penalties.**

Any person violating any provision herein shall be guilty of a summary offense and upon conviction thereof shall be liable for a fine of not less than \$25 nor more than \$300 or, in default thereof, to imprisonment for not more than five days.

§ 104 **Posting in Parks.** Said rules and regulations shall be posted in said parks.

§ 105 **Amendable by Resolution.** The Park and Recreation Rules and Regulations and related fee amounts may be amended by resolution as deemed necessary or desirable by the Township Board of Commissioners.

## **SECTION 2: SEVERABILITY.**

The provisions of this Ordinance are declared to be severable. If any provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, unenforceable, or unconstitutional, such determination shall have no effect on the remaining provisions of this Ordinance and all remaining provisions shall remain in full force and effect.

## **SECTION 3: REPEALER.**

All Ordinances or parts of Ordinances inconsistent herewith or in conflict with any of the specific terms enacted hereby, to the extent of said inconsistencies or conflicts, are hereby specifically repealed. Additionally, the requirements of this Ordinance shall not apply to contracts executed prior to the effective date of this Ordinance, except that the exercise of an option on a contract covered by this Ordinance shall be deemed to create a new contract for purposes of this Ordinance.

## **SECTION 4: EFFECTIVE DATE.**

This Ordinance and the amendment contained herein shall be effective five (5) days after enactment.

**ORDAINED AND ENACTED**, by the Board of Commissioners of West Norriton Township, Montgomery County, Pennsylvania, this        day of March, 2019

**WEST NORRITON TOWNSHIP  
BOARD OF COMMISSIONERS:**

**ATTEST:**

\_\_\_\_\_  
**Jason Bobst**, Township Manager

By: \_\_\_\_\_  
**Martin Miller**, President