



**West Norriton Township  
Work Session Agenda  
January 5, 2026  
6:45 PM**

**1. Virtual Participation Information**

All participants will be required to list their full name and address or the business/organization they represent in order to be entered into the room.

*When participating in public comment the hand raise feature must be used in order to be acknowledged for public comment.*

Join Zoom Meeting

[HTTPS://US02WEB.ZOOM.US/J/89483020274?PWD=AHUAFWSWN6IGHNRCVAVWCZCNEAHWB.1](https://us02web.zoom.us/j/89483020274?pwd=AHUAFWSWN6IGHNRCVAVWCZCNEAHWB.1)

**Meeting ID: 894 8302 0274**

**Passcode: 717257**

One tap mobile

+16465588656,,89483020274#,,,,\*717257# US (New York)

+16469313860,,89483020274#,,,,\*717257# US

Dial by your location

• +1 646 558 8656 US (New York)

Meeting ID: 894 8302 0274

Passcode: 717257

Find your local number: [HTTPS://US02WEB.ZOOM.US/U/KBKBBIQXGU](https://us02web.zoom.us/j/89483020274?pwd=AHUAFWSWN6IGHNRCVAVWCZCNEAHWB.1)

**2. Call To Order And Pledge Of Allegiance**

**3. REORGANIZATION MEETING**

**A. Manager's Items**

**1. Presentation Of Certificates Of Election And Administration Of Oath Of Office**

- a. Harold Halbert - Commissioner;
- b. Roseanne Milazzo - Commissioner;
- c. Martin Miller - Commissioner; and
- d. Martin Sheehan - Tax Collector

## 2. Request Nomination For The Office Of President Of The Board Of Commissioners

### B. President's Items

#### 1. Request Nomination For The Office Of Vice President Of The Board Of Commissioners

#### 2. 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.

To submit written Public Comment to the Board, please [CLICK HERE](#)

#### 3. Consider Appointments Of Township Administration / Consultants

Documents:

[2026 APPOINTMENTS OF TOWNSHIP PERSONNEL.PDF](#)

#### 4. Consider Appointment Of Township Solicitor

#### 5. Consider Accepting Resignation Of Barbara Pollarine As Member Of The Environmental Advisory Council

#### 6. Consider Appointments To Boards And Commissions

Documents:

[2026 APPOINTMENTS TO BOARDS AND COMMISSIONS.PDF](#)

### 4. WORK SESSION

#### A. Discussion/Update On Status

##### 1. Rules Of Decorum For Public Meetings

This resolution establishes clear, written rules of decorum and procedures for public participation at meetings and hearings of the West Norriton Township Board of Commissioners. Its purpose is to balance the public's right to free expression and meaningful participation with the Township's responsibility to conduct orderly, efficient, and productive meetings. The resolution outlines expectations for meeting conduct, agenda requests, public comment procedures, time limits, and the authority of the presiding officer, all of which are to be enforced in a content-neutral and viewpoint-neutral manner. It also revokes any prior inconsistent resolutions to ensure a single, consistent framework governing public meetings.

Documents:

[RESOLUTION - ADOPTING RULES OF DECORUM FOR MTGS.DOC](#)

## 2. **Proposed Styrofoam Product Regulation Ordinance By The EAC**

AN ORDINANCE OF WEST NORRITON TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA, AMENDING THE TOWNSHIP CODE TO CREATE A NEW CHAPTER, STYROFOAM PRODUCT REGULATIONS, TO REGULATE THE DISTRIBUTION AND USE OF EXPANDED POLYSTYRENE FOOD SERVICE PRODUCTS; TO PROMOTE AND FACILITATE REUSABLE CONTAINER USE; AND TO ADD FINDINGS, DEFINITIONS, FEES, REQUIREMENTS, ENFORCEMENT, PENALTIES, AND EXEMPTIONS RELATING TO THE DISTRIBUTION AND USE OF EXPANDED POLYSTYRENE FOOD SERVICE PRODUCTS

Documents:

[WNT SINGLE USE PRODUCT ORDINANCE - DRAFT 1.DOCX](#)

## B. **Commissioner Liaison Committee Reports**

## C. **Manager's Items**

### 1. **Consider Adopting Resolution #26-1746 - Amending Fee Schedule**

The fee schedule is amended to read as follows:

"Rental license fees: (Ch. 4, Part 4, §401)

Buildings containing less than 4 rental units

- (per unit / per year) - \$100.00

Buildings containing 4 or more rental units

- First three units (per unit / per year) - \$100.00+
- Per each additional unit / per year - \$50.00

Documents:

[RESOLUTION - AMENDING FEE SCHEDULE 2026.PDF](#)

### 2. **Consider Authorizing Settlement Of Tax Assessment Appeal Of 1400 S. Trooper Road**

The newly proposed settlement negotiated between the Township and the School District is a fair market value of \$80,000,000.00 for Tax Year 2024. Applying the applicable Common Level Ratio, the assessed value would become \$28,400,000.00, resulting in a decrease of the assessed value of \$1,130,700.00 for 2024.

The proposed fair market value for Tax Year 2025 is \$82,000,000.00. Applying the applicable Common Level Ratio, the assessed value would become \$26,978,000.00, resulting in a decrease of the assessed value of \$2,552,700.00 for 2025.

The proposed fair market value for Tax Year 2026 is \$87,704,811.00. Applying the applicable Common Level Ratio, the assessed value would become \$26,978,000.00, resulting in a decrease of the assessed value of \$2,552,700.00 for 2026.

This settlement is premised upon the negotiated terms between the Township and the Taxpayer.

The charts below display the effect of the change to the Township's taxes for 1400 S. Trooper Road, if the new settlement offer is accepted.

## WEST NORRITON

<b>Tax Year</b>	<b>Old Assessment</b>	<b>New Assessment</b>	<b>Decrease</b>	<b>Millage Rate</b>	<b>Refund/Reduction</b>
2024	\$29,530,700	\$28,400,000	\$1,130,700	.004475	\$5,059.88
2025	\$29,530,700	\$26,978,000	\$2,552,700	.004475	\$11,423.33
2026	\$29,530,700	\$26,978,000	\$2,552,700	.004475	\$11,423.33

Based on the proposed settlement, the Taxpayer will be due a refund in the amount of \$16,483.22 for tax years 2024-25, and the Taxpayer's tax obligation will decrease by \$11,423.33 for tax year 2026 and subsequent tax years, assuming a consistent millage rate.

**3. Consider Adopting Ordinance No. 2025-781 Re: Significant Tobacco Retailers**

Documents:

[ORDINANCE - SIGNIFICANT TOBACCO RETAILERS.PDF](#)

**4. Consider Adopting Resolution #24-1747 - Rules Of Decorum For Public Meetings**

Documents:

[RESOLUTION - ADOPTING RULES OF DECORUM FOR PUBLIC MEETINGS.PDF](#)

**5. Consider Authorizing Staff To Advertise The Demolition Of 82 W. Indian Lane Property**

**6. Consider Readopting Resolution #25-1738 Re: Hiring Policy**

Documents:

[RESOLUTION - HIRING POLICY.PDF](#)

**D. Commissioner Liaison Committee Reports**

**E. 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.

To submit written Public Comment to the Board, please [CLICK HERE](#)

**F. Meeting Dates**

- A. Environmental Advisory Council (EAC) - January 7th @ 7:00pm;
- B. Recreation Committee - January 14th @ 7:00pm;
- C. Planning Commission (PC) - January 26th @ 7:00pm;

- D. Arts & Culture Commission (ACC) - January 21st @ 6:30pm;
- E. Zoning Hearing Board (ZHB) - None; and
- F. Human Relations Commission (HRC) - January 22nd @ 7:00pm.

**G. Adjournment**

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

**Administration/Consultants****Term to Expire**

Twp. Manager/Secretary	Bobst, Jason M.	1st Mon. 2028
Admin Director/Asst Secretary	Frederick, Kathy K	1st Mon. 2028
Finance Director/Treasurer	Horn, Donna	1st Mon. 2028
Public Works /Planning Director	Valyo, Michael	1st Mon. 2028
Code Enforcmnt/Zoning Director	Booz, Allan	1st Mon. 2028
Building Inspectors/Code	Booz, Allan	1st Mon. 2028
Township Auditor	Kimmel, Lorah/Stevenson, Bob	1st Mon. 2028
Township Engineer	Gilmore & Assoc/Gartner, Erik	1st Mon. 2028
Sanitary Engineer	Gilmore & Assoc/Figaniak, TJ	1st Mon. 2028
Land Planner	MCP/Naomi Crimm	1st Mon. 2028
Traffic Engineer	Remington & Vernick/Fazio, Chris	1st Mon. 2028
Zoning Officer	Booz, Allan	1st Mon. 2028
Stormwater Engineer	Ctr. for Watershed Protect/Uhler, Beth	1st Mon. 2028

**Boards & Commissions**

		<b><u>Term to Expire</u></b>
Civil Service Commission (6 yr. term)	Guziewicz, Michael	1st Mon. 2032
	Vacant	1st Mon. 2030
	Vacant	1st Mon. 2032
Planning Commission (4 yr. term)	Flanders, Kim (Chairman)	1st Mon. 2030
	Gehrlein, Rosemary	1st Mon. 2030
IDA (5 yr. term)	Milazzo, Roseanne	1st Mon 2031
Review Board for UCC (1 yr. term)	Picard, Raymond	1st Mon. 2027
	Talone, Andy	1st Mon. 2027
	Kennedy, Tim	1st Mon. 2027
	Pitts, Ron	1st Mon. 2027
	Mandato, Philip	1st Mon. 2027
Zoning Hearing Board (3 yr. term)	Zone, Albert Sr. (Chairperson)	1st Mon. 2029
	Rizzo, Thomas (Alternate)	1st Mon 2029
	Furey, Michael (Solicitor)	1st Mon. 2029
Recreation Committee (3 yr. term)	Kennedy, Brianna	Jan. 1, 2029
	Rittinger, Jim	Jan. 1, 2029
EAC (5 yr. term)	Suevo, Donna	1st Mon. 2031
	Vacant (resignation of B. Pollarine)	1 <sup>st</sup> Mon. 2028
Human Relations Comm. (3 year term)	Mosier, Dwayne	1st Mon 2029
	Blue, Andrea (Secretary)	1st Mon 2029
Arts & Culture Commission (3 year term)	Devenny, Sue	1st Mon. 2026
	Keyne, Simone	1st Mon. 2026
JGC Foundation (3 yr. term)	Werkiser, Mark	1st Mon 2029
Vacancy Board (1 yr. term)	Sortino, AnneMarie	2nd Mon. 2027
Fire Marshall (2 yr. term)	Valyo, Michael	1st Mon. 2028
Deputy Fire Marshall	Kennedy, Johnathan	1st Mon. 2028

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

**RESOLUTION NO.**

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**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
ADOPTING RULES OF DECORUM FOR PUBLIC  
MEETINGS AND HEARINGS AND PROVIDING FOR  
PROCEDURES RELATING TO PUBLIC PARTICIPATION**

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**WHEREAS**, the Board of Commissioners of West Norriton Township recognizes the importance of protecting the rights of its citizens and taxpayers to express their opinions on the operation of Township government and encourages their participation in the local government process; and

**WHEREAS**, the Board of Commissioners also recognizes that there is a significant governmental interest in conducting orderly, efficient meetings and hearings of public bodies; and

**WHEREAS**, the Township shall use Robert's Rule of Order as a general guide for the conduct of meetings and hearings; and

**WHEREAS**, written rules of procedures providing for public participation help to assure an atmosphere conducive to protective and efficient meetings and hearings.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of West Norriton Township establishes the following rules and procedures for public participation at public meetings and hearings:

1. Any person wishing to request placement of an item on a meeting agenda shall submit a written request to the Township no fewer than seven (7) days prior to the meeting. Agenda placement shall be based on relevance, available meeting time, and administrative feasibility, and shall not be based on the content or viewpoint of the request.
2. All cell phones shall be silenced during meetings and hearings.
3. Private conversations shall take place outside the meeting room.
4. The Board of Commissioners shall take public comment prior to formal action. A public comment period shall be provided prior to consideration of voting items. This comment

period shall also provide residents and tax payers the opportunity to comment on non-voting items as well.

5. The President shall preside or designate someone to preside over public comments and enforce rules in a viewpoint-neutral and content-neutral manner. The president shall enforce rules as follows:
  - a. Members of the public wishing to offer comment be recognized prior to speaking. Residents and taxpayers of West Norriton Township shall be afforded priority recognition; however, non-residents may be permitted to speak as time allows.
  - b. Speakers shall state their name and municipality of residence for the record. No speaker shall be required to provide a street address.
  - 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. The President may, in a content-neutral and viewpoint-neutral manner, extend a speaker's time for the limited purpose of allowing clarification of questions posed to the Board or responses necessary to ensure an orderly and complete record, provided that:

The extension is based solely on meeting management needs or time availability;

The extension is not based on the subject matter or viewpoint of the speaker; and

Any similarly situated speaker requesting clarification shall be afforded the same consideration as time and meeting constraints permit.
  - e. In no case shall a time limit of fewer than three (3) minutes be designated. It may be requested that a spokesperson from a group address the Board of Commissioners.

- f. The President shall preserve order by prohibiting **disruptive conduct**, including but not limited to:
  - i. Speaking without recognition
  - ii. Refusal to yield the floor when time has expired
  - iii. Yelling, shouting, or use of amplified sound without authorization
  - iv. Threatening, harassing, or intimidating behavior
  - v. Physical obstruction of the meeting or other attendeesRemoval of an individual for disruption shall be based solely on conduct and not on the content or viewpoint of speech.

6. Signs that obstruct sightlines, create noise, interfere with the meeting, or pose safety concerns are prohibited. This provision shall be enforced in a content-neutral manner.

7. The President may, for good cause, waive procedural requirements **in a viewpoint-neutral manner** to ensure the efficient conduct of the meeting. No requirement established by law or constitutional protection shall be waived.

8. Any and all previous Resolutions passed relative to rules of decorum for public meetings and providing for procedures relating to public participation are hereby revoked where inconsistent with this Resolution.

**ADOPTED** by the Board of Commissioners for the Township of West Norriton on the.

ATTEST:

WEST NORRITON TOWNSHIP  
BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
, President

ORDINANCE NO. \_\_\_\_\_

WEST NORRITON TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA

**AN ORDINANCE OF WEST NORRITON TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA, AMENDING THE TOWNSHIP CODE TO CREATE A NEW CHAPTER, STYROFOAM PRODUCT REGULATIONS, TO REGULATE THE DISTRIBUTION AND USE OF EXPANDED POLYSTYRENE FOOD SERVICE PRODUCTS; TO PROMOTE AND FACILITATE REUSABLE CONTAINER USE; AND TO ADD FINDINGS, DEFINITIONS, FEES, REQUIREMENTS, ENFORCEMENT, PENALTIES, AND EXEMPTIONS RELATING TO THE DISTRIBUTION AND USE OF EXPANDED POLYSTYRENE FOOD SERVICE PRODUCTS**

**WHEREAS**, the Pennsylvania First Class Township Code and the Pennsylvania Municipalities Planning Code, 53 P.S. § 10101, *et seq.*, authorizes the Board of Commissioners of West Norriton Township (“Board”) to make, amend, and adopt ordinances that are consistent with the constitution and laws of the Commonwealth when necessary for the proper management, care and control of West Norriton Township (“Township”) and the maintenance of peace, good government, health and welfare of the Township and its citizens;

**WHEREAS**, Article 1, Section 27 of the Pennsylvania Constitution, known as the Environmental Rights Amendment (the "Amendment"), provides that people have the right to clean air, pure water, and to the preservation of the natural, scenic, historic, and esthetic values of the environment. Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As a Trustee of these resources, the Commonwealth shall conserve and maintain them for the benefit of all the people;

**WHEREAS**, the Amendment imposes two basic duties on the Commonwealth and its political subdivisions, such as the Township, to: 1) prohibit the degradation, diminution, and depletion of the public natural resources, and 2) act affirmatively via legislative action to protect the environment. *Pennsylvania Environmental Defense Foundation v. Commonwealth of Pennsylvania*, 161 A.3d 911 (Pa. 2017);

**WHEREAS**, this ordinance is enacted to achieve the Township’s duties under the Amendment by minimizing the degradation, diminution, and depletion of the public natural resources within the Township and to affirmatively enact legislation designed to protect the environment within and around the Township;

**WHEREAS**, for the reasons set forth in more detail below, the Board of Commissioners intends to preserve, maintain, and enhance the health of its residents and visitors, as well as the public natural resources and common property within and around the Township, by regulating the distribution of expanded polystyrene food service products within the Township;

**WHEREAS**, the Board of Commissioners has met the procedural requirements of the First-Class Township Code for the adoption of the proposed ordinance, including advertising and holding a public

hearing; and

**WHEREAS**, the Board of Commissioners, after due consideration of the proposed ordinance at a duly advertised public hearing, has determined that the health, safety, and general welfare of the residents of West Norriton Township will be served by this amendment of the West Norriton Township Code to regulate the distribution and use of expanded polystyrene food service products within West Norriton Township;

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Commissioners of West Norriton Township, Montgomery County, Pennsylvania, it is hereby enacted and ordained by the authority of same, as follows:

- I. Code Amendment. A new Chapter entitled “Styrofoam Product Regulations” is hereby added to Municipal Code, Chapter 17 B, General Legislation, of the West Norriton Township Code to provide as follows:**

## **STYROFOAM PRODUCT REGULATIONS**

### **§1. Purpose and Findings.**

A. Purpose. The purpose of this Chapter is:

- (1) To reduce the use of expanded polystyrene food service products within the Township.
- (2) To curb litter on the streets, in the parks, and in the trees, protect the local streams, rivers, waterways and other aquatic environments, reduce greenhouse gas emissions, reduce solid waste generation, promote the use of reusable, compostable, and recyclable materials within West Norriton Township, and to preserve the natural, scenic, historic, and esthetic values of West Norriton Township.
- (3) To relieve the pressure on recyclers servicing the Township, who cite expanded polystyrene food service products as a major source of contamination and inefficiency within the recycling stream.
- (4) To relieve the pressure for Township utilized landfills to manage the disposition of single-use products.

B. Findings.

- (1) The use of expanded polystyrene food service products has severe environmental impacts, including greenhouse gas emissions, litter, harm to wildlife, ground level ozone formation, atmospheric acidification, water consumption, and solid waste generation.
- (2) There are several commercial establishments within West Norriton Township which provide expanded polystyrene food service products to their customers, sometimes without the request or the desire of the customers.
- (3) Expanded polystyrene food service products do not readily decompose.

- (4) Numerous studies have documented the prevalence of expanded polystyrene food service products littering the environment, blocking storm drains, entering local waterways, and becoming stuck in or upon natural resources and public property.
- (5) The taxpayers of West Norriton Township pay the costs related to the cleanup of expanded polystyrene food service products from the roadways, trees, sewers, waters, and parks within the Township.
- (6) Recyclers cite expanded polystyrene food service products as a major source of contamination within the recycling stream, leading to increased costs to the Township and decreased efficiency.
- (7) There are several alternatives to expanded polystyrene food service products readily available in and around West Norriton Township.
- (8) An important goal of West Norriton Township is to procure and use sustainable products and services.
- (9) An important goal of West Norriton Township is to preserve the natural, scenic, historic, and esthetic values of West Norriton Township.
- (10) It is West Norriton Township's desire to conserve resources, reduce the amount of greenhouse gas emissions, waste, litter, water pollution, and to protect the public health and welfare, including wildlife, all of which increases the quality of life for the Township's residents and visitors.
- (11) As required by the Environmental Rights Amendment to the Pennsylvania Constitution, the Township seeks to preserve the natural, scenic, historic, and esthetic values of the Township.
- (12) It is the desire of the Board of Commissioners to conserve resources, reduce the amount of greenhouse gas emissions, waste, litter, water pollution, and to protect the public health and welfare, including wildlife, all of which increases the quality of life for the Township's residents and visitors.

## **§2. Definitions.**

For purposes of this Chapter, the following terms shall be defined as follows:

**CUSTOMER** – Any person purchasing goods or services from a Commercial Establishment, whether directly or through a delivery service. A Customer shall include a person receiving goods from a Commercial Establishment to deliver to another person who purchased such goods.

**COMMERCIAL ESTABLISHMENT** - Any store or retail establishment that sells perishable or nonperishable goods, including, but not limited to, clothing, food, and personal items, directly to the customer and is located within or doing business within the geographical limits of the West Norriton Township. Commercial Establishments include, but are not limited to, a business establishment that

generates a sales or use tax; a drugstore, pharmacy, supermarket, grocery store, farmers market, delicatessen, service station, a temporary or seasonal market or vendor, food truck, convenience food store, food mart, or other commercial entity engaged in the retail sale of a limited line of goods that include milk, bread, soda and snack foods; a public eating establishment (i.e. a restaurant, take-out food establishment, or any other business that prepares and sells prepared food to be eaten on or off its premises or delivered off premises); and a business establishment that sells clothing, hardware, or any other nonperishable goods.

**EXPANDED POLYSTYRENE** - Blown polystyrene and expanded and extruded foams that are thermoplastic petrochemical materials utilizing a styrene monomer and processed by a number of techniques, including: fusion of polymer spheres, known as expandable bead polystyrene; injection molding; foam molding; and extrusion-blow molding, also known as extruded foam polystyrene. Styrofoam shall be included as Expanded Polystyrene.

**EXPANDED POLYSTYRENE FOOD SERVICE PRODUCT** – A non-recyclable product made of synthetic resin of polystyrene or expanded polystyrene that is used for selling, providing, or transporting food or beverages including, but not limited to, food containers (including “clamshell”, hinged, or lidded packaging/food containers), plates, hot and cold beverage cups, and/or trays. However, an Expanded Polystyrene Food Service Product shall not include:

- a. food, beverages, or other items that have been packaged in Expanded Polystyrene outside the West Norriton Township for general distribution;
- b. a product made of Expanded Polystyrene that is used to package raw, uncooked, or buttered meat, fish, poultry, or seafood;
- c. non-foam Expanded Polystyrene Food Service Products;
- d. a package or container containing multiple Expanded Polystyrene Food Service Products packaged by the manufacturer at the time of manufacturing and sold for home or business use.

**OPERATOR** – A person in control of, or having responsibility for, the operation of a Commercial Establishment, which may include, but is not limited to, the owner or manager of the Commercial Establishment.

**PLASTIC** – A synthetic material made from linking monomers through a chemical reaction to create a polymer chain that can be molded or extruded at high heat into various solid forms that retain their defined shapes during their life cycle and after disposal, including material derived from either petrochemicals or a biologically based polymer, such as corn or other plant sources.

### **§3. Expanded Polystyrene Food Service Products.**

Effective April 22, 2026, Commercial Establishments are prohibited from providing an Expanded Polystyrene Food Service Product to a Customer at the Commercial Establishment or through a delivery service.

#### **§4. Temporary Signage Requirement.**

Beginning **sixty (60)** days after the enactment date of this Ordinance, and for **six (6) months** after the effective dates set forth above, Commercial Establishments shall post conspicuous signage at all points of sale informing Customers of the following:

- (1) that Expanded Polystyrene Food Service Products will no longer be provided by the Commercial Establishment as of the date the above stated prohibitions;
- (2) any other information West Norriton Township may require by regulation.

#### **§5. Exemptions.**

The Township Manager or their designee may, upon written request of a Commercial Establishment, exempt a Commercial Establishment from the requirements of this Chapter for a period of one (1) year from the effective date of this Ordinance upon a finding by the Township Manager or their designee that the requirements of this Chapter would cause undue hardship to the Commercial Establishment. An "undue hardship" shall be found only if the Commercial Establishment demonstrates one or more of the following:

- (1) that it has a unique circumstance or situation such that there are no reasonable alternatives to the use of Expanded Polystyrene Food Service Products;
- (2) Compliance with this Chapter would deprive the Commercial Establishment of a legally protected right, with such right being specifically identified by the Commercial Establishment;
- (3) Additional time is necessary to deplete an existing inventory held by the Commercial Establishment, as of the effective date of this Ordinance, of Expanded Polystyrene Food Service Products;

#### **§6. Enforcement.**

- (1) The Township Manager or their designee has the responsibility for enforcement of this Chapter and may promulgate reasonable rules and regulations to enforce the provisions thereof, including, but not limited to, investigating and reporting violations and issuing verbal or written warnings and/or fines.
- (2) Any Operator and/or Commercial Establishment that violates or fails to comply with any of the requirements of this Chapter, after an initial written warning notice has been issued for that violation, shall be in violation and subject to the penalties established herein.
- (3) Any Operator and/or Commercial Establishment that receives an initial written warning notice may file a request for an exemption pursuant to the procedure in §9 above if the warning is issued within a year of the effective date of this Ordinance.
- (4) After a written warning is issued, and if additional violations occur, an Operator and/or a Commercial Establishment shall, upon conviction in a summary proceeding under the

Pennsylvania Rules of Criminal Procedure, be guilty of a non-traffic summary offense and shall be punishable by a fine as set forth below, plus court costs and reasonable attorneys' fees incurred by the Township through enforcement proceedings. The fines for violations of this Chapter shall be as follows:

- (a) \$50.00 for a first offense occurring within twelve months of the written warning;
  - (b) \$100.00 for a second offense occurring within twelve months of the first offense;  
and
  - (c) \$200.00 for a third offense occurring within twelve months of the second offense, and for each subsequent offense occurring within twelve months of the immediately prior offense.
- (5) For the purposes of enforcement under this Chapter, a separate offense shall occur each day an Operator and/or Commercial Establishment is violating a requirement of this Chapter. In addition, penalties may be imposed against both, or either, the Operator and/or the Commercial Establishment for the same violation of this Chapter.
- (6) In addition to or in lieu of the penalties set forth in this Chapter, West Norriton Township may seek additional legal, injunctive, or other equitable relief to enforce this Chapter.
- (7) The penalty provisions of this Chapter shall not limit the ability of the Township to enforce other Township ordinances and to utilize the penalties, remedies and procedures provided under such other Township ordinances and/or Federal or Commonwealth laws.

**SECTION II. Severability.** The terms, conditions and provisions of this Ordinance are hereby declared to be severable, and, should any portion, part, or provision of this Ordinance be found by a court of competent jurisdiction to be invalid, unenforceable, or unconstitutional, the West Norriton Township Board of Commissioners hereby declares its intent that the Ordinance shall have been enacted without regard to the invalid, unenforceable, or unconstitutional portion, part or provision of this Ordinance, and the remainder of the Ordinance shall remain in force.

**SECTION III. Repealer.** Any and all other Ordinances or parts of Ordinances in conflict with the terms, conditions and provisions of this Ordinance are hereby repealed to the extent of such irreconcilable conflict.

**SECTION IV. Effective Date.** This Ordinance shall become effective upon enactment as provided by law, with enforcement of this Ordinance to occur on the specific date(s) set forth in Section I above.

**SECTION V. Failure to Enforce Not a Waiver.** The failure of West Norriton Township to enforce or delay enforcement of any provision of this Ordinance shall not constitute a waiver by West Norriton Township of its rights to future enforcement hereunder.

**ORDAINED AND ENACTED** by the Board of Commissioners of West Norriton Township,

Montgomery County, Pennsylvania, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**ATTEST:**

**WEST NORRITON TOWNSHIP  
BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Jason Bobst, Township Manager

By: \_\_\_\_\_  
Anne Pavone, President  
West Norriton Township  
Board of Commissioners

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

**RESOLUTION #26-1746**

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**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF WEST NORRITON TOWNSHIP  
AMENDING THE FEE SCHEDULE TO INCLUDE REVISIONS TO LICENSE FEES FOR  
RENTAL PROPERTIES**

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**WHEREAS**, the First Class Township Code §1502 authorizes the Board of Commissioners of West Norriton Township to adopt resolutions establishing and amending a fee schedule for certain permits, licenses, inspections, and tickets; and

**WHEREAS**, the Board has determined that the following amendments and enacting provisions related therefore are for the benefit of the general health, safety, and welfare of residents.

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

I. The fee schedule is amended to read as follows:

“Rental license fees: (Ch. 4, Part 4, §401)

Buildings containing less than 4 rental units

(per unit / per year) \$ 100.00

Buildings containing 4 or more rental units

First three units (per unit / per year) \$ 100.00 +

Per each additional unit / per year \$ 50.00”

II. All previously adopted fees, whether by Resolution or Ordinance, inconsistent with provisions of this Resolution 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 West Norriton Township Fee Schedule.

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

**ADOPTED** by the West Norriton Township Board of Commissioners this 13<sup>th</sup> day of January 2026.

**Attest:**

**Board of Commissioners  
West Norriton Township**

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Jason M. Bobst, Manager

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, President

**WEST NORRITON TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2025-781**

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**AN ORDINANCE AMENDING THE WEST NORRITON TOWNSHIP ZONING  
CODE, CHAPTER 27, TO CREATE THE USE OF A “SIGNIFICANT TOBACCO  
RETAILER AND AMUSEMENT DEVICES” AND TO PROVIDE FOR  
DEFINITIONS, PERMITTED USES IN THE B-P, COMMERCIAL, LC&I, AND I  
ZONING DISTRICTS, AND ASSOCIATED TIME AND OPERATIONAL  
REGULATIONS ON SUCH USE**

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**WHEREAS**, the Pennsylvania First Class Township Code and the Pennsylvania Municipalities Planning Code, 53 P.S. § 10101, *et seq.*, authorizes the Board of Commissioners of West Norriton Township (“Board”) to make, amend, and adopt ordinances that are consistent with the constitution and laws of the Commonwealth when necessary for the proper management, care and control of West Norriton Township (“Township”) and the maintenance of peace, good government, health and welfare of the Township and its citizens;

**WHEREAS**, Pennsylvania Municipalities Planning Code, 53 P.S. § 10101, *et. seq.*, provides that municipalities are permitted to address the intensity of uses within a zoning district and provide for the promotion, protection and facilitation of public health, safety, morals, and the general welfare, and coordinate practical community development; and

**WHEREAS**, tobacco use is still the leading cause of preventable death in the United States; and

**WHEREAS**, tobacco use places a huge financial cost on the nation's healthcare system and constraints on productivity imposed on the nation's economic system; and

**WHEREAS**, since 2014 electronic cigarettes have been the most commonly used tobacco products among the youth of the United States; and

**WHEREAS**, amusement devices and electronic games are commonly enjoyed and played by, and often attract, children and young adults who are not legally permitted to use tobacco products; and

**WHEREAS**, the use of game of skill machines are believed to have a deleterious impact on children, may encourage gambling, and continual use of such machines may increase the risk of crime and endanger employees and customers of a business; and

**WHEREAS**, the Board desires to amend its Zoning Code, Chapter 27, as set forth below, to provide for the use of a “SIGNIFICANT TOBACCO RETAILERS AND AMUSEMENT DEVICES” in certain zoning districts and associated regulations and restrictions on such uses;

**WHEREAS**, the Board desires to define Convenience Store, to define E-Liquids, Electronic Cigarettes, Electronic Nicotine Delivery Systems, Significant Tobacco Retailers Smoke Shops, Game of Skill Machines, Hookah Bars, Indoor Recreational or Amusement Facilities, and Mechanical Amusement Devices; to prohibit Mechanical Amusement Devices within the premises of Significant Tobacco Retailers and to prohibit Game of Skill Machines in Convenience Stores; to expressly prohibit Significant Tobacco Retailers in any District besides the B-P, Commercial, LC&I, and I Zoning Districts;

**WHEREAS**, the Board has met the procedural requirements of the Pennsylvania Municipalities Planning Code, for the adoption of the proposed ordinance, including advertising, submission to the planning commissions, and holding a public hearing; and

**WHEREAS**, the Board, after due consideration of the proposed ordinance at a duly advertised public hearing, has determined that the health, safety and general welfare of the residents and guests of the Township will be served by this amendment of the West Norriton Township Zoning Code.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Commissioners of West Norriton Township, Montgomery County, Pennsylvania, as follows:

**Section I. Code Amendment.** Chapter 27, Zoning, of the West Norriton Township Code, is hereby amended as follows:

**A. Section 27-2001, Definition of Terms, is hereby amended to provide for the following definitions:**

**CONVENIENCE STORE**

A mini food market designed to attract and serve a large volume of stop-and-go traffic, specializing in fast sales of bread, dairy, luncheon meats, as well as both made-to-order and ready-to-consume sandwiches, meals and beverages intended for consumption off the premises, and providing a limited supply of grocery store stock as a convenience to its patrons, with less than 10% of its retail floor area or display area dedicated to, or which maintains 20% or less of its total merchandise, whether on display or in stock, for products containing tobacco, tobacco paraphernalia, Delta-8 THC (or Delta-8-tetrahydrocannabinol) products, kratom, ingestible CBD/cannabidiol products, and/or Electronic Nicotine Delivery Systems (ENDS), ENDS-related products and/or any materials that can be used in Electronic Nicotine Delivery Systems. A store exceeding this 10% requirement shall be considered a Significant Tobacco Retailer.

## E-LIQUID

Any liquid that contains vegetable glycerin, propylene glycol, nicotine, water, and possibly flavoring that can be used in Electronic Nicotine Delivery Systems (ENDS) devices. E-liquids can also be referred to as "vape" or "vape juice."

## ELECTRONIC CIGARETTE

- (1) An electronic oral device, such as one composed of a heating element and battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance and the use or inhalation of which simulates smoking.
- (2) The term includes any ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS) device, notwithstanding whether the device is manufactured, distributed, marketed or sold as an e-cigarette, e-cigar and e-pipe or under any other product, name or description.

## ELECTRONIC NICOTINE DELIVERY SYSTEMS (ENDS)

Any device designed or used to transform an e-liquid (that may contain nicotine) into an aerosol that the user inhales. ENDS can also be referred to as "vapes," "vaporizers," "vape pens," "hookah pens," "electronic cigarettes," "e-cigarettes," "e-cigs," and "e-pipes."

## MECHANICAL AMUSEMENT DEVICE

Any machine, apparatus, or device which, upon the insertion of a coin, slug, token, plate, card, disk or key into any slot, crevice or other opening, or by the payment of any price, may be operated or used as a game, entertainment or amusement, whether or not registering a score and whether or not a prize or redeemable tickets or points are offered. It shall include, without limitation, such devices as Game of Skill Machines, skill games, marble machines, pinball machines, skill ball, skee ball, mechanical grab or "claw" machines, mechanical or video bowling machines, electronic dart boards, golf simulator games, photoelectric or video shooting games or target machines, electronic video games,

air-hockey tables, football games or other ball, disk, or bag throwing, rolling, or kicking games, riding or driving games or devices, virtual reality games, and all other games, operations, or transactions similar thereto under whatever name they may be designated or described. It shall not include devices or machines which dispense candy or merchandise unrelated to playing a game or Pennsylvania Lottery kiosks or devices. No mechanical amusement device shall be permitted within the same premises as a Significant Tobacco Retailer.

### GAME OF SKILL MACHINE

A gaming machine, apparatus, or device that resembles and often functions like casino slot machines, in that a player inserts money, tokens or a card for the chance to win more money, credits, or a similar benefit, but where the outcome is determined mainly by mental or physical skill, rather than chance.

### SIGNIFICANT TOBACCO RETAILER

Any of the following establishments:

- (1) Any retailer or wholesale establishment that devotes 10% or more of floor area or display area to, or maintains 20% or more of its total merchandise, whether on display or in stock, for Tobacco Products, Vape Products, Delta-8 THC (or Delta-8-tetrahydrocannabinol), kratom, ingestible CBD/cannabidiol products, Electronic Nicotine Delivery Systems (ENDS), and/or ENDS-related products and/or any materials that can be used in Electronic Nicotine Delivery Systems;
- (2) Any retailer or wholesale establishment that holds itself out as, or otherwise promotes or markets itself as, a "tobacco store," a "smoke shop," a "vape shop," a "cigar shop" or a similar establishment selling Tobacco Products and/or Vape Products or predominantly advertises Tobacco Products or Vape Products on

its storefront or website;

- (3) A Hookah Bar, regardless of whether Tobacco Products or Vape Products are sold from the premises.

## TOBACCO PRODUCTS

Any substance containing tobacco leaf or accessory items used with or for tobacco consumption, including, but not limited to, cigarettes, cigars, pipe tobacco, shisha, snuff, chewing tobacco, dipping tobacco, other noncombustible tobacco products, matches, lighters, grinders, hookahs, pipes, cigarette rolling machines or papers, ashtrays, pipe tools, pipe supplies and pipe accessories.

## VAPE PRODUCTS

Products containing nicotine and/or nicotine flavoring that are inhaled from a device designed for such purpose and/or products used to assist with the inhalation of nicotine including, but not limited to, any device designed or used to transform an e-liquid (that may contain nicotine) into an aerosol that the user inhales, e-liquids, e-cigarettes, vape or e-cigarette cartridges or refills, vaporizers, vape pens, vapor products, hookah pens, electronic cigarettes, e-cigs, e-pipes, Electronic Nicotine Delivery Systems (ENDS), and/or ENDS-related products and/or any materials that can be used in ENDS. Vape Products shall also be deemed a noncombustible tobacco product.

- B. Part 14, General Regulations, is hereby amended to change Section 27-1422, from “Hookah Bars” to be entitled “Significant Tobacco Retailers”, and to provide as follows:**

### **§27-1422. Significant Tobacco Retailers.**

#### A. Purpose and Findings.

- (1) The purpose of this section is to promote and protect the health, safety, and general welfare of the community by regulating the location, operation, and proliferation of Significant Tobacco Retailers and similar establishments within West Norriton Township. This ordinance seeks to reduce the adverse public health impacts associated with the use of tobacco, nicotine, and related products, especially among

youth and vulnerable populations, and to ensure that such businesses are operated responsibly and in accordance with community standards.

- (2) Tobacco use remains the leading cause of preventable disease and death in the United States. According to the Centers for Disease Control and Prevention (CDC), smoking causes more than 480,000 deaths annually, including from cancer, heart disease, stroke, and lung diseases. Use of nicotine in any form, including through e-cigarettes and vaping devices, poses serious health risks and leads to addiction, particularly among youth.
  - (3) There has been a rapid increase in the number of smoke shops, vape stores, and establishments selling tobacco, nicotine, and cannabis-related products in the community. This proliferation often occurs in areas with higher youth populations and near schools, parks, and other sensitive land uses, increasing the likelihood of exposure and access by minors.
  - (4) Secondhand smoke and aerosol from vaping devices contain harmful chemicals and carcinogens that pose health risks to non-users. Additionally, improper disposal of tobacco and vaping products contributes to environmental pollution, particularly in public spaces.
  - (5) The use of hookah pipes and other similar devices used in a Hookah Bar and the activities associated with such businesses (including loud music, large numbers of customers congregating for long periods, etc.) have been associated with increases in odors, noise, vapors, second-hand smoke, parking impacts, loitering, and disturbances in the peace. The purpose of this section is to prevent the overconcentration of this use and to mitigate the negative impacts associated with this use.
  - (6) The U.S. Centers for Disease Control and Prevention reports that smoking a hookah has many of the same health risks as cigarette smoking; that hookah use by youth is increasing; that the charcoal used to heat hookah tobacco can have negative health risks because it produces high levels of carbon monoxide, metals, and carcinogens; that hookah smokers may absorb more of the toxic substances also found in cigarette smoke than cigarette smokers do; that secondhand smoke from hookahs can be a health risk for nonsmokers; and that new forms of electronic hookah smoking are now on the market and very little information is available on the health risks of electronic tobacco products.
  - (7) In light of the substantial public health risks and community concerns associated with these establishments, West Norriton Township finds it necessary to enact local regulations to manage their operation, ensure proper distancing from sensitive land uses, and prevent undue concentration within specific neighborhoods.
- B. A Significant Tobacco Retailer, if otherwise permitted by this Chapter, shall only be permitted pursuant to the following regulations and requirements:

- (1) Distance Requirement. The parcel of land where the Significant Tobacco Retailer is situated shall be located at least 1,000 feet from parcels containing the following uses:
  - a. A place of worship and assembly;
  - b. A public or private pre-elementary, elementary or secondary school;
  - c. A public library;
  - d. A child-care facility or nursery school;
  - e. A boundary of any residential district;
  - f. A public park;
  - g. A community/recreation center; or
  - h. Another Significant Tobacco Retailer
- (2) Age Requirement. No persons under 21 years of age shall be permitted within a Hookah Bar and business owners or operators shall require proof of identification to verify the age of customers and visitors.
- (3) Parking Standards for Hookah Bars. Parking shall be provided under the standards established for a “Restaurant, Cafe, Tea Room, Barroom or other Similar Establishment”, as set forth under Section 27-1410.F, as may be amended.
- (4) Hours of Operation. Operating hours shall be limited from 8:00 a.m. to 12:00 a.m. for Hookah Bars and 8:00 a.m. to 10:00 p.m. for all other Significant Tobacco Retailers.
- (5) Indoor Operation Only. All business-related activity, including smoking, shall be conducted entirely within a building. Outdoor seating, operating outdoor barbecues or braziers, and/or lighting coals or fires outdoors shall not be permitted.
- (6) Alcoholic beverages shall not be permitted to be brought onto the premises for on-premises consumption by customers or visitors. The sale and service of alcohol by a Hookah Bar shall comply with all federal, commonwealth, and local laws.
- (7) Visibility and Illumination. No window coverings or signage shall prevent visibility of the interior of the establishment from the outside during operating hours. The interior of the establishment shall have lighting adequate to make the conduct of patrons within the establishment readily discernible to people of normal visual capabilities.
- (8) Ventilation for Hookah Bars. Adequate ventilation must be provided in accordance with all standards imposed by the Township building official and fire department, and those establishments by federal, commonwealth and local laws. The requirements imposed by the building official, or fire department may be more comprehensive than current building codes to prevent negative health and nuisance impacts on neighboring properties, including a requirement for a separate system to prevent smoke and vapors from migrating to adjoining suites or buildings. The ventilation shall, at a minimum, prevent smoke and vapors from migrating into adjacent

buildings and/or suites and to outdoor public areas. A mechanical exhaust hood system shall be required if an establishment heats coal indoors.

(9) Noise. Any amplified noise shall be subject to the regulations established in the West Norriton Township Code.

(10) No Mechanical Amusement Devices shall be permitted within the same premises as a Significant Tobacco Retailer, as defined under Chapter 27.

(11) No Game of Skill Machines shall be permitted within the same premises as a Convenience Store, as defined under Chapter 27.

**C. Section 27-710, Use Regulations, in the B-P Business and Professional Districts is amended to provide for an amended subsection 7 which provides:**

7. Significant Tobacco Retailers shall be permitted, provided that the requirements of §27-1422.B are met.

**D. Section 27-801, Use Regulations, in the Commercial Districts is amended to provide for an amended subsection 16 which provides:**

16. Significant Tobacco Retailers shall be permitted, provided that the requirements of §27-1422.B are met.

**E. Section 27-1001, Use Regulations, in the LC & I Limited Commercial and Industrial Districts is amended to provide for an amended subsection S which provides:**

S. Significant Tobacco Retailers shall be permitted, provided that the requirements of §27-1422.B are met.

**F. Section 27-1101, Use regulations, in the Industrial Districts is amended to provide for an amended subsection H which provides:**

H. Significant Tobacco Retailers shall be permitted, provided that the requirements of §27-1422.B are met.

**Section II. Repealer.** In addition to the above, all other ordinances or parts of ordinances that are inconsistent herewith, are hereby repealed. Further, it is understood and intended that all other sections, parts, provisions, and ordinances that are not otherwise specifically in conflict with or inconsistent with this Ordinance, shall remain in full force and effect, the same being reaffirmed hereby.

**Section III. Severability.** If any section, sentence, clause, phrase, or word of this Ordinance shall be declared illegal, invalid or unconstitutional by any Court of competent jurisdiction, such

declaration shall not prevent, preclude or otherwise foreclose enforcement of any of the remaining portions of this Ordinance.

**Section IV. Effective Date.** This Ordinance shall take effect immediately upon its legal enactment.

**Section V. Failure to Enforce Not a Waiver.** The failure of the Township to enforce any provision of this Ordinance shall not constitute a waiver by the Township of its rights of future enforcement hereunder.

**Section VI. Enactment.** The Board of Commissioners of West Norriton Township, in the County of Montgomery, Commonwealth of Pennsylvania does hereby approve and ordain and this Ordinance for the Township of West Norriton, this 13<sup>th</sup> day of January, 2026.

**ATTEST:**

**WEST NORRITON TOWNSHIP  
BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Jason Bobst, Township Secretary

By: \_\_\_\_\_  
Anne Pavone, President

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

**RESOLUTION #26-1747**

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**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
ADOPTING RULES OF DECORUM FOR PUBLIC  
MEETINGS AND HEARINGS AND PROVIDING FOR  
PROCEDURES RELATING TO PUBLIC PARTICIPATION**

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**WHEREAS**, the Board of Commissioners of West Norriton Township recognizes the importance of protecting the rights of its citizens and taxpayers to express their opinions on the operation of Township government and encourages their participation in the local government process; and

**WHEREAS**, the Board of Commissioners also recognizes that there is a significant governmental interest in conducting orderly, efficient meetings and hearings of public bodies; and

**WHEREAS**, the Township shall use Robert's Rule of Order as a general guide for the conduct of meetings and hearings; and

**WHEREAS**, written rules of procedures providing for public participation help to assure an atmosphere conducive to protective and efficient meetings and hearings.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of West Norriton Township establishes the following rules and procedures for public participation at public meetings and hearings:

1. Any person wishing to request placement of an item on a meeting agenda shall submit a written request to the Township no fewer than seven (7) days prior to the meeting. Agenda placement shall be based on relevance, available meeting time, and administrative feasibility, and shall not be based on the content or viewpoint of the request.
2. All cell phones shall be silenced during meetings and hearings.
3. Private conversations shall take place outside the meeting room.
4. The Board of Commissioners shall take public comment prior to formal action. A public comment period shall be provided prior to consideration of voting items. This comment

period shall also provide residents and tax payers the opportunity to comment on non-voting items as well.

5. The President shall preside or designate someone to preside over public comments and enforce rules in a viewpoint-neutral and content-neutral manner. The president shall enforce rules as follows:
  - a. Members of the public wishing to offer comment be recognized prior to speaking. Residents and taxpayers of West Norriton Township shall be afforded priority recognition; however, non-residents may be permitted to speak as time allows.
  - b. Speakers shall state their name and municipality of residence for the record. No speaker shall be required to provide a street address.
  - 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. The President may, in a content-neutral and viewpoint-neutral manner, extend a speaker's time for the limited purpose of allowing clarification of questions posed to the Board or responses necessary to ensure an orderly and complete record, provided that:

The extension is based solely on meeting management needs or time availability;

The extension is not based on the subject matter or viewpoint of the speaker; and

Any similarly situated speaker requesting clarification shall be afforded the same consideration as time and meeting constraints permit.
  - e. In no case shall a time limit of fewer than three (3) minutes be designated. It may be requested that a spokesperson from a group address the Board of Commissioners.

- f. The President shall preserve order by prohibiting **disruptive conduct**, including but not limited to:
  - i. Speaking without recognition
  - ii. Refusal to yield the floor when time has expired
  - iii. Yelling, shouting, or use of amplified sound without authorization
  - iv. Threatening, harassing, or intimidating behavior
  - v. Physical obstruction of the meeting or other attendeesRemoval of an individual for disruption shall be based solely on conduct and not on the content or viewpoint of speech.

6. Signs that obstruct sightlines, create noise, interfere with the meeting, or pose safety concerns are prohibited. This provision shall be enforced in a content-neutral manner.

7. The President may, for good cause, waive procedural requirements **in a viewpoint-neutral manner** to ensure the efficient conduct of the meeting. No requirement established by law or constitutional protection shall be waived.

8. Any and all previous Resolutions passed relative to rules of decorum for public meetings and providing for procedures relating to public participation are hereby revoked where inconsistent with this Resolution.

**ADOPTED** by the Board of Commissioners for the Township of West Norriton on the 13<sup>th</sup> day of January, 2026

ATTEST:

WEST NORRITON TOWNSHIP  
BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
, President

**WEST NORRITON TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION #25-1738**

**A RESOLUTION OF WEST NORRITON TOWNSHIP  
TO ADOPT A POLICY ESTABLISHING A FORMAL POLICY  
FOR REVIEWING AND FILLING VACANT POSITIONS**

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**WHEREAS**, West Norriton Township strives for responsible fiscal management and organizational efficiency; and

**WHEREAS**, West Norriton Township believes that establishing a formal process for reviewing all vacant positions prior to approval for refilling will assist with providing potential cost savings, restructuring opportunities and alignment with current operational needs.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of West Norriton Township, as follows:

- A. No vacant position within the Township shall be automatically refilled. All vacancies must undergo a formal review process to assess the necessity, cost-effectiveness, and organizational impact of the position.
- B. Upon the occurrence of a vacancy, the Department Director shall prepare and submit a Vacancy Review and Justification Form to the Township Manager. This form shall include:
  - Reason for the vacancy (resignation, retirement, termination, etc.);
  - Summary of job duties and essential functions;
  - Analysis of how the position contributes to departmental goals;
  - Evaluation of whether the duties can be reassigned, consolidated, or eliminated;
  - Cost implications of refilling the position (salary, benefits, training); and
  - Consideration of alternative staffing models (e.g., part-time, shared services, automation)
- C. The Township Manager shall review the justification and consult with Finance and Human Resources as needed to evaluate:
  - Budgetary impact and funding availability;
  - Long-term staffing needs and trends;
  - Opportunities for efficiency or reorganization; and
  - Compliance with collective bargaining agreements and civil service.

D. For all non-essential or newly classified positions, the Township Manager shall notify or seek approval from the Board of Commissioners prior to initiating the recruitment process.

E. Based on the review, the Township Manager shall make a recommendation to:

- Approve the position for refill as-is;
- Modify the position (e.g., change in duties, reclassification); and
- Delay or eliminate the position to achieve cost savings or operational efficiencies.

F. Emergency or mission-critical positions may be expedited at the discretion of the Township Manager, with documentation of urgency provided to the Board of Commissioners.

NOW, THEREFORE, BE IT FURTHER RESOLVED,

**ADOPTED** and **RESOLVED** this 10<sup>th</sup> day of June, 2025.

Attest:

**BOARD OF COMMISSIONERS  
WEST NORRITON TOWNSHIP**

\_\_\_\_\_  
Jason Bobst, Manager

By: \_\_\_\_\_  
Anne Pavone, President