



**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 used in order to be acknowledged for public comment.

Join Zoom Meeting

[HTTPS://US02WEB.ZOOM.US/J/89483020274?
PWD=AHUAFWSWN6IGHNRCVAWCZCNEAHWB.1](https://us02web.zoom.us/j/89483020274?pwd=AHUAFWSWN6IGHNRCVAWCZCNEAHWB.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>

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**

B. **Commissioner Liaison Committee Reports**

C. **Manager's Items**

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

Documents:

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

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

Documents:

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

3. **Consider Authorizing Staff To Advertise The Demolition Of 82 W. Indian Lane Property**
4. **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

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

		<u>Term to Expire</u>
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 st 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

**WEST NORRITON TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2025-781

**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**

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 13th 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

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

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 13th 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**

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 10th day of June, 2025.

Attest:

**BOARD OF COMMISSIONERS
WEST NORRITON TOWNSHIP**

Jason Bobst, Manager

By: _____
Anne Pavone, President