TOWNSHIP OF LOWER MERION

OPEN SPACE AND TOWNSHIP PROPERTIES COMMITTEE

Wednesday, December 11, 2024
6:00 PM (Approximately)

Chairperson: Rick Churchill
Vice Chairperson: Joshua Grimes

AGENDA

1. **APPROVAL OF ROLLING HILL PARK COTTAGE LEASE TERMINATION AND ISSUANCE OF REQUEST FOR PROPOSALS FOR FUTURE USE**

LOWER MERION
MONTGOMERY COUNTY, PENNSYLVANIA
A First-Class Township

AGENDA ITEM INFORMATION

ITEM: APPROVAL OF ROLLING HILL PARK COTTAGE LEASE TERMINATION AND ISSUANCE OF REQUEST FOR PROPOSALS FOR FUTURE USE

Consider for recommendation to the Board of Commissioners approving the issuance of a 180-day lease termination notice to Lower Merion Conservancy for use of the Rolling Hill Park Cottage and issuance of an RFP (Request For Proposals) for future use of the Cottage.

This item was postponed at a meeting of the Open Space and Township Properties Committee held on November 13, 2024.

PUBLIC COMMENT

ATTACHMENTS:

	Description	Type
🗋	Issue Briefing - RHP Lease	Issue Briefing

TOWNSHIP OF LOWER MERION

Open Space & Township Properties Committee

Issue Briefing

Topic: Rolling Hill Park Cottage Lease

Prepared by: Ernie B. McNeely, Township Manager

Date: November 8, 2024

I. **Action To Be Considered By The Board:**

Approve issuance of a 180-day lease termination notice to Lower Merion Conservancy for use of the Rolling Hill Park Cottage and issuance of an RFP (Request For Proposals) for future use of the Cottage.

II. **Why This Issue Requires Board Consideration**:

Township property lease termination must be approved by the Board of Commissioners.

III. **Current Policy Or Practice (If Applicable)**: NA

IV. **Other Relevant Background Information:**

The Cottage had been leased to the Lower Merion Conservancy for use as both their offices and for programs until 2021 when they relocated their offices to another location. The Cottage continued to be and is currently leased to the Lower Merion Conservancy for use for periodic programs held there and nearby in the park.

The Board of Commissioners has an interest in determining if there are other possible tenants for the Cottage that would have more regular and year-round usage of the facility. In order to make that determination an RFP will be issued to receive proposals from non-profit entities in the Township that will make regular use of the Cottage, year round.

The current lease with Lower Merion Conservancy requires a 180 day notice to terminate the lease. To allow an option for another RFP respondent to occupy the Cottage in a reasonable period of time, the 180-day lease termination notice is to be provided to Lower Merion Conservancy. The Lower Merion Conservancy is welcome and eligible to respond to the RFP when issued.

V. **Impact on Township Finances:**

There is no cost to the Township to issue the RFP and there is no current revenue received for the Lower Merion Conservancy lease.

VI. **Staff Recommendation**

If it is Board intent to solicit proposals for Rolling Hill Cottage use, staff recommends to approve issuance of a 180-day lease termination notice to Lower Merion Conservancy and issuance of an RFP for future use of the Cottage.