

**BOARD OF COMMISSIONERS**

**TODD M. SINAI, PRESIDENT**

**January 21, 2026 - 7:30 PM**

**AGENDA**

1. **Call to Order**
2. **Roll Call**
3. **Presentation to Daniel Kincade in recognition of his service as Chief of Bryn Mawr Fire Company**
4. **Presentation of Fire Department Unit Citations and Merit Awards and Recognition of Firefighter Certifications**
5. **Approval of Minutes**

Minutes of a special meeting of the Board of Commissioners held on December 3, 2025 and a stated meeting of the Board of Commissioners held on December 17, 2025, as distributed.

6. **Announcements**

The Board will meet in Executive Session on Wednesday, January 21, 2026 to receive reports from its professional staff.

Monday, February 16, 2026, Presidents' Day, is a legal holiday. The Township Administration Building and Township Libraries will be closed for business. There will be refuse and recycling collection.

7. **Public Privilege of the Floor**

The Floor is open to provide the opportunity for the public to address the Board on any non-agenda item or any other public matter in which the Township has jurisdiction or authority.

**Response to Public Privilege of the Floor** - Appropriate time for any member of the Board, the Township Manager, or designated staff person to address and correct any statement made by a member of the public during the Public Privilege portion of the agenda.

8. **Public Comment**

The Floor is open to provide the opportunity for the public to address the Board on matters relating to agenda items which will be voted upon at this meeting.

**Response to Public Comment** - Appropriate time for any member of the Board, the Township Manager, or designated staff person to address or respond to any statement made by a member of the public during the Public Comment portion of the agenda.

## **9. Consent Calendar**

Consent Calendar items are grouped together in the last section of the agenda which is marked "Consent Calendar." If there is a request from any member of the Board for separate discussion of any item listed on the Consent Calendar, the item will be removed from the Consent Calendar and considered during the appropriate Committee portion after non-consent items listed under that Committee are addressed.

- a. **AUTHORIZATION TO RELEASE FUNDS HELD IN ESCROW**
- b. **APPROVAL OF CERTIFICATE OF APPROPRIATENESS**
- c. **APPROVAL OF HISTORICAL COMMISSION APPLICATIONS**
- d. **REJECTION OF BIDS - PENN WYNNE LIBRARY PHOTOVOLTAIC PROJECT**
- e. **REJECTION OF BIDS - WAVERLY PUMP STATION VENTILATION IMPROVEMENTS**
- f. **APPROVAL TO TRANSMIT 2026 REAL ESTATE TAX DUPLICATE TO THE TAX COLLECTOR**
- g. **RESOLUTION - 2026 APPROPRIATIONS FOR THE VOLUNTEER FIRE COMPANIES**
- h. **APPROVAL OF APPOINTMENTS TO THE BID OPENING COMMITTEE**
- i. **AUTHORIZATION TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LOWER MERION LITTLE LEAGUE TO CONSTRUCT AND OPERATE LIGHTS AT ASHBURN FIELD**

## **10. Building and Planning Committee**

The Consent Calendar contains items referred from the January 14, 2026 meeting of this Committee (items a - c).

## **11. Finance Committee**

The Consent Calendar contains items referred from the January 14, 2026 meeting of this Committee (items d - h).

## **12. Governance and Administration Committee**

A meeting of the Governance & Administration Committee will be held on Wednesday, January 21, 2026 at approximately 7:15 p.m. at which time the following items may be referred to the Board of Commissioners for action: Authorization To Advertise An Ordinance - Chapter 7, Board Of Commissioners Procedural Code - Permanent Committee Name Change. Additional information may be found on the agenda for the aforementioned Governance & Administration Committee meeting.

**13. Parks and Recreation Committee**

The Consent Calendar contains items referred from the January 14, 2026 meeting of this Committee (item i).

**14. Unfinished Business**

**15. New Business**

**16. Adjournment**



**Township of Lower Merion**  
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## **AGENDA ITEM INFORMATION**

COMMITTEE: Building & Planning

ITEM: **AUTHORIZATION TO RELEASE FUNDS HELD IN ESCROW**

Consider for approval to release funds held in escrow as Improvement Guarantees in accordance with §135-7 of the Township Code for the following:

268 W Montgomery Avenue (LOWM 260.49)

Escrow Release No. 2

Amount \$ 19,053.00



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## AGENDA ITEM INFORMATION

COMMITTEE: Building & Planning

ITEM: **APPROVAL OF CERTIFICATE OF APPROPRIATENESS**

Consider for approval the following certificate of appropriateness as recommended by the Building & Planning Committee at their meeting held on January 14, 2026:

a) 350 Conshohocken State Road, St. John Vianney Church, Gladwyne Historic District, 25-27 - approval to construct six stone piers at driveway entrances, with limestone caps and "Enter"/"Exit" plaques, citing Secretary of the Interior's Standards 9 and 10.



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## AGENDA ITEM INFORMATION

COMMITTEE: Building & Planning

ITEM: **APPROVAL OF HISTORICAL COMMISSION APPLICATIONS**

Consider for approval the following applications as recommended by the Building & Planning Committee at their meeting held on January 14, 2026:

- a) 231 Avon Road, Haverford, Class II, 2025-R-20 - approval to make various modifications including a new pent roof on the front elevation, reconfiguration of walls at the driveway in front of the residence, replacement of slate roofing as needed, new gutters and downspouts, new wood windows, and a new bay window, citing Secretary of the Interior's Standards 9 and 10.
- b) 1612 Montgomery Avenue, Villanova, Class II, 2025-R-19 - approval to replace six windows with Pella Reserve wood windows with matching fenestration, citing Secretary of the Interior's Standard 9, with a subcommittee to review additional installation details.



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## **AGENDA ITEM INFORMATION**

COMMITTEE: Finance

ITEM: **REJECTION OF BIDS - PENN WYNNE LIBRARY PHOTOVOLTAIC PROJECT**

Consider for approval to reject all bids for Penn Wynne Library Photovoltaic Project received on Thursday, December 18, 2025 at 11:00 A.M. prevailing time as recommended by the Finance Committee.



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## **AGENDA ITEM INFORMATION**

COMMITTEE: Finance

ITEM: **REJECTION OF BIDS - WAVERLY PUMP STATION VENTILATION IMPROVEMENTS**

Consider for approval to reject all bids for Waverly Pump Station Ventilation Improvements received on Thursday, December 18, 2025 at 11:00 A.M. prevailing time as recommended by the Finance Committee.



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## **AGENDA ITEM INFORMATION**

COMMITTEE: Finance

ITEM: **APPROVAL TO TRANSMIT 2026 REAL ESTATE TAX DUPLICATE TO THE TAX COLLECTOR**

Consider for approval authorizing the proper Township officers to transmit to the Tax Collector the 2026 duplicate of the assessment of Township taxes at the rate of 4.819 mills together with their warrant for collection pursuant to Section 1712 of the First Class Township Code.



**Township of Lower Merion**  
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## **AGENDA ITEM INFORMATION**

COMMITTEE: Finance

ITEM: **RESOLUTION - 2026 APPROPRIATIONS FOR THE VOLUNTEER FIRE COMPANIES**

Consider for adoption a resolution authorizing payments of the annual appropriations in the amount of \$402,524 for the volunteer fire companies.

**ATTACHMENT(S):**

[Resolution - Volunteer Fire Companies.docx](#)

**TOWNSHIP OF LOWER MERION**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
THE TOWNSHIP OF LOWER MERION TO AUTHORIZE  
PAYMENTS FROM THE GENERAL FUND TO THE  
TOWNSHIP'S VOLUNTEER FIRE COMPANIES FOR 2026**

**RESOLVED** that from funds appropriated for such purposes by Ordinance No. 4325 duly enacted December 17, 2025, the Board of Commissioners of the Township of Lower Merion does hereby authorize and empower the payment to the fire companies which are members of the Fire Department of the Township of Lower Merion of the following sums during the year 2026:

BELMONT HILLS FIRE COMPANY	\$402,524
BRYN MAWR FIRE COMPANY	\$402,524
GLADWYNE FIRE COMPANY	\$402,524
MERION FIRE COMPANY	\$402,524
PENN WYNNE/OVERBROOK HILLS FIRE COMPANY	\$402,524
UNION FIRE ASSOCIATION	\$402,524

**RESOLVED FURTHER**, that the Township Manager is hereby directed to make payments of such amounts, as stated above in usual course, provided the respective companies shall comply with and observe all of the requirements of the Board of Commissioners of the Township of Lower Merion including, but not limited to, the Memorandum of Understanding with each fire company; and provided further, that the Commissioners of the Township of Lower Merion reserve the right to change the amount of any appropriation if a fire company shall fail to follow rules of good procedure or shall purchase equipment of a type or kind not recommended by the Chief Fire Officer/Chief of Department and approved by the Township Manager. Appropriation payments may be subject to quarterly deductions of amounts payable to the Township when applicable.

**RESOLVED FURTHER**, an additional appropriation is hereby authorized for direct reimbursement to each fire company for the actual cost of their 2026 workers compensation insurance premiums, and up to \$580 per fire company towards basic internet service and other costs.

**RESOLVED**, this \_\_\_\_ day of January, 2026.

BOARD OF COMMISSIONERS  
TOWNSHIP OF LOWER MERION

By: \_\_\_\_\_  
Todd M. Sinai, President

ATTEST:

\_\_\_\_\_  
Jody L. Kelley, Secretary



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## AGENDA ITEM INFORMATION

COMMITTEE: Finance

ITEM: **APPROVAL OF APPOINTMENTS TO THE BID OPENING COMMITTEE**

Consider for approval the appointment of the following persons to the Bid Opening Committee of the Township of Lower Merion, effective January 1, 2026, pursuant to the Code of the Township of Lower Merion, Chapter 5, Article XI, Section 5-70.

V. Scott Zelov, Commissioner

Adam Szumski, Chief Financial Officer

Jody Kelley, Township Secretary

Alternates:

Ray A. Courtney, Commissioner

Shelby L. Sparrow, Commissioner

Lori Jennings, Asst. Township Secretary

Jacob Lambert, Asst. Director of Finance



**Township of Lower Merion**  
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## AGENDA ITEM INFORMATION

COMMITTEE: Parks & Recreation

**ITEM: AUTHORIZATION TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LOWER MERION LITTLE LEAGUE TO CONSTRUCT AND OPERATE LIGHTS AT ASHBURN FIELD**

Consider for approval authorizing the Township Manager to execute a Memorandum of Understanding (MOU) with Lower Merion Little League (LMLL) to establish terms and conditions under which LMLL will engage in a project comprising the construction and operation of lights at Richie Ashburn Field.

*Note: An updated MOU with the recommended amendments proposed by Township staff at the January 14, 2026, Parks & Recreation Committee meeting is included.*

**ATTACHMENT(S):**

[Draft MOU - LMLL Ashburn Lighting - revised 01-14-2026.pdf](#)

**Memorandum of Understanding  
RE: Ashburn Field Lighting**

**Between:  
Lower Merion Little  
League And  
Lower Merion Township**

**1. Parties**

This Memorandum of Understanding (MOU) is made and entered into by and between *Lower Merion Little League* (LMLL), currently located at 1308 Gainsboro Circle, Bala Cynwyd, Pennsylvania, 19004 and the *Township of Lower Merion* (Township), with offices located at 75 East Lancaster Ave, Ardmore, Pennsylvania 19003.

**2. Purpose**

The purpose of this MOU is to establish terms and conditions under which LMLL will engage in a project ("Project") comprising construction of improvements at Richie Ashburn Field, which Field improvements will consist of lighting on the baseball field and the batting cage adjacent to the baseball field, and on the ingress/egress pathway from the Fielding lot, as well as any other necessary improvements related thereto ("Project Phase 1"), and operation of the installed lights in accordance with all subject Ordinances and directives from the Township and the Board of Commissioners ("Project Phase 2").

**3. Term**

This MOU ("Agreement") is in effect upon execution by authorized representatives of LMLL and the Township and shall remain in full force and effect through satisfactory completion of Project Phase 1 as described above, at which time this Agreement will be in force for Project Phase 2. The full Term of this Agreement shall be 5 years. Following the initial term, this lease shall automatically renew on the same terms for an additional period of one (1) year and thereafter from year-to-year unless and until the Township wishes to terminate this lease at the expiration of the then current term; provided, however that any such notice of termination must be given at least one hundred eighty (180) days prior to the end of the then current term.

**4. LMLL Obligations**

- A. LMLL shall contract with a licensed contractor approved by the Township in order to construct the proposed Project.
- B. LMLL shall make applications for all applicable Township permits and shall comply with such permits once approved and issued by the Township.
- C. LMLL shall require its contractor to be registered by the Township in order to guarantee the satisfactory completion of the Project.

- D. LMLL shall name the Township as an additional insured and shall secure a certificate of insurance in amounts acceptable to the Township.
- E. The Project shall be designed and constructed in accordance with all codes and regulations for the Township.
- F. LMLL shall ensure that any and all maintenance costs associated with any constructed feature in Project Phase 1 are covered for not less than 25 years, or until such time as the Term is not renewed.
- G. LMLL shall be responsible for payment of any and all costs and fees associated with the construction and installation of the lights in Project Phase 1.
- H. LMLL shall be responsible for operation of the lights in accordance with all Ordinances, rules or rulings, directives from the Township's Board of Commissioners, and requests and instructions from the Township.
- I. All operational and/or utility costs shall become the sole responsibility of LMLL for the duration of the Term, either by responsibility transfer to LMLL or reimbursement by LMLL, at the discretion of the Township.
- J. LMLL shall operate the lights only during the LMLL season(s) and only for baseball- or softball-related activities.
- K. LMLL shall operate the lights at other times and/or for other purposes as directed by the Township, including for but not limited to Township functions held at Richie Ashburn Field.
- L. LMLL shall provide remote access and control to the lighting as well as share contact information for all corresponding individuals for use by Township personnel, in case of emergency, as directed by the Township.

**5. Township Obligations**

- A. The Township will provide inspection and approval of all improvements and in order to guarantee compliance with Township code.
- B. The Township has the right to provide such personnel, services, equipment, or other assistance for the Project, at its sole discretion, if and as indicated and approved by the Township Manager.

**6. Indemnification**

LMLL agrees to indemnify and hold harmless the Township, its elected officials, its employees, their successors and assigns from any and all claims, actions, causes of actions, damages, attorney's fees or other obligations of any kind, including but not limited

to claims for damages to persons or property that may arise against the Township, as a result of the proposed project performed by LMLL.

**7. Ownership and Use of Improvements**

- A. All improvements to the property, including the lighting, shall be the property of the Township and shall be insured as such.
- B. Should LMLL become unable to perform its obligations under this agreement, or cease to exist as an organization, its rights and obligations hereunder shall be freely assignable and/or revert entirely to the Township.
- C. LMLL’s rights and obligations under this agreement shall be assignable only upon receipt of express written permission from the Township.
- D. LMLL shall have primary use of the lighting from March to mid-November of each year, except for Township activities and at other times as directed by the Township.
- E. LMLL will operate the lights in accordance with all Township Ordinances and Policies with regard to operation and use. The field lights will not be permitted to be on past 10:00 PM daily and any egress or periphery lighting will not be permitted to be on past 10:30 PM, absent an advance approval of a time extension by ~~Township personnel~~ the Director of Parks and Recreation.
- F. LMLL will schedule Ashburn field with enough time for the Fielding lot to clear, before the arrival of the next user group, to reduce the impact on vehicular Fielding in the area.
- G. LMLL will not be charged any additional “use fee” for the use of the facilities when lit, except so as to cover costs as indicated above.
- H. The Township shall maintain and winterize the facilities and structures at Richie Ashburn Field other than the lighting as indicated herein, which will be maintained, including any necessary winterization, by LMLL.
- I. LMLL shall perform any additional renovations needed so as to use and maintain the lighting for the Term, and LMLL agrees that any such improvements and renovations at Ashburn field shall be reviewed and approved in advance by the Township.

**On behalf of Lower Merion Township:**

\_\_\_\_\_  
Ernie B. McNeely, Township Manager

\_\_\_\_\_  
Date

**On behalf of Lower Merion Little League:**

\_\_\_\_\_  
Steve Wally Orlov, President

\_\_\_\_\_  
Date