



# UPPER DUBLIN

## T O W N S H I P

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### Upper Dublin Township Tree Planting and Care Fund Procedures March 14, 2022

This Memorandum sets out procedures Upper Dublin Township will follow to implement Board of Commissioners Resolution #21-2445, adopted December 14, 2021, establishing the “Tree Planting and Care Fund”.

1. **Additions to the Fund** – Monies may be added to the fund from the following sources:

- a. Unrestricted Donations
- b. Restricted Donations
- c. Appropriations by a unit of government
- d. Grants

2. **Disbursements from the Fund** – Monies may be disbursed from the Fund as follows:

a. **Manager** -- Every proposal to the Fund shall designate a manager who shall be responsible for (1) executing the proposal if it is approved, and (2) approving and presenting invoices for payment. The Manager may be an entity such as a Township Department, Board or Commission, or external organization. In every case, a contact individual shall be identified with contact information (address, phone number and email address).

b. **Disbursement Process** – Disbursements shall be made by the Township through the Finance Department directly to vendors of material or services upon invoices presented to the Finance Director referring to the proposal and containing the approval of the proposal’s manager.

c. **Unrestricted Donations** may be disbursed upon submission to the Finance Director of an approved proposal in accordance with the Resolution. The proposal will be reviewed by the Finance Director, the Parks & Recreation Director, and the Chair of the Shade Tree Commission. If they agree that (1) the proposal meets the terms of the Resolution, (2) there are sufficient monies available in the fund to support it, and (3) in considering other competing proposals in hand or expected it is meritorious, they will approve the proposal subject to Section 3, below. In considering proposals, efforts shall be made to allocate funds throughout the Township. Unrestricted donations may be used only for the planting and care of trees on Public Lands in Upper Dublin Township, which shall include property owned by Upper Dublin Township, the School District of Upper Dublin, Montgomery County, the Commonwealth of Pennsylvania, and any Authority or Commission of these entities, or which are part of the public right-of-way.

d. **Restricted Donations** may be disbursed upon submission to the Finance Director of a proposal in accordance with the Resolution. The proposal will be reviewed by the Finance Director, the Parks & Recreation Director, and the Chair of the Shade Tree Commission. If they agree that (1) the proposal meets the terms of the Resolution, (2) the restrictions imposed by the donor or donors are reasonable and appropriate, (3) the proposal meets the terms of applicable restrictions, and (4)

there are sufficient monies available in the fund to support it, they will approve the proposal subject to Section 3, below. If they do not approve the proposal, they will afford the donor or donors with an opportunity to modify the proposal, waive the restrictions, or obtain a refund of their donations. Donors may request a determination of the reasonableness and appropriateness of intended restrictions before making donations. If following the completion of a project involving Restricted Donations some funds remain, the donor will be asked if the restrictions should be maintained for a future project or transferred to Unrestricted Donations. Where it is not feasible to contact the donor because of multiple donations for the same project or otherwise, or where Unrestricted Donations remain unused after 3 years, the restrictions shall no longer apply and the donations will be deemed Unrestricted.

e. **Appropriations** may be disbursed upon submission to the Finance Director of a proposal in accordance with the Resolution. The proposal will be reviewed by the Finance Director, the Parks & Recreation Director, and the Chair of the Shade Tree Commission. If they agree that (1) the proposal meets the terms of the Resolution, and (2) the proposal meets the terms of the Appropriation, they will approve the proposal.

f. **Grants** may be disbursed upon submission to the Finance Director of a proposal in accordance with the Resolution. The proposal will be reviewed by the Finance Director, the Parks & Recreation Director, and the Chair of the Shade Tree Commission. If they agree that (1) the proposal meets the terms of the Resolution, and (2) the proposal meets the terms of the Grant, they will approve the proposal, subject to the provisions of Section 3, below.

g. **Eligible Disbursements** shall include reimbursements to the Township for specific and direct costs arising from any proposal, such as for personnel used for distributing, planting, watering.

3. **Role of Governmental Units**—Nothing in this Procedures Memorandum is intended to nor shall be construed to reduce, contradict or circumvent the provisions of laws or ordinances conferring authority on other Governmental units, such as (a) the Commonwealth of Pennsylvania, the County of Montgomery, or the School District of Upper Dublin, regarding property they own, (b) the Upper Dublin Shade Tree Commission, whose approval is required for tree plantings, removals and prunings in the ROW and on Township property, and (c) any Authority, or Commission of these entities. The provisions stated above for the Finance Director, Parks Director and STC Chair review of proposals is intended to facilitate the development and presentation of proposals.

Jonathan Bleemer

Finance Director

March 14, 2022

**TOWNSHIP OF UPPER DUBLIN  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 21-2445**

**A RESOLUTION ESTABLISHING THE UPPER DUBLIN  
TREE PLANTING AND CARE FUND**

**WHEREAS**, the Board of Commissioners, recognizes the value of trees to this community wishes to respond to the unique tornadic events of September 1, 2021 during which hundreds of trees on public property and within public rights of way ("Public Lands") were destroyed; and

**WHEREAS**, the Township has received requests from businesses and residents of the Township and from surrounding communities that the Township facilitate the donation of trees and funds to enable the replanting of trees on the Public Lands.

**NOW THEREFORE**, the Board of Commissioners of Upper Dublin Township hereby resolves:

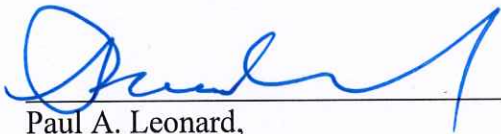
1. That there is hereby established within the Township's accounts a financial fund to be designated and known as the Tree Planting and Care Fund ("Tree Fund").
2. The purposes of the Tree Fund shall be: (1) to receive all appropriate gifts, donations, grants and public monies designated to the Tree Fund, and (2) to ensure that donated funds are used to add, replace, and otherwise care for the public trees of Upper Dublin Township.
3. Receipts allocated to the Tree Fund will be recorded on the Township's books and records together with the source of such receipts and the recipient and purpose of any disbursements.
4. Disbursements from the fund may be made to township operating departments, the Upper Dublin Shade Tree Commission or appropriate neighborhood groups to secure, plant and care for trees on Public Lands on terms consistent with public acquisition laws.
5. Donations to the Tree Fund may be restricted for use in a particular neighborhood or on a particular parcel of Public Land. Such designated funds must be utilized to fulfill the purpose of the donation within a three-year period.

6. Non-designated funds will have no limitation on the time within which they must be utilized, but must remain in the Tree Fund until disbursed in furtherance of the Tree Funds' purposes.
7. The Township Manager and Finance Director are directed to report on a routine basis to the Board of Commissioners on any and all activities within the fund. The Tree Fund will be in due course subject to all audit procedures required under the First Class Township Code.
8. The Tree Fund shall be exempt from the Board of Commissioner's current policy that any gift to the Township having a value in excess of Five Hundred Dollars (\$500) be acknowledged and approved by the Board.

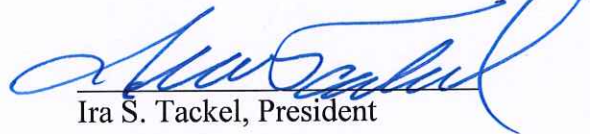
RESOLVED by the Board of Commissioners of Upper Dublin Township this 14<sup>th</sup> day of December, 2021.

ATTEST:

BOARD OF COMMISSIONERS OF  
THE TOWNSHIP OF UPPER DUBLIN



Paul A. Leonard,  
Secretary/Township Manager

  
Ira S. Tackel, President