A Resident's Guide

Community Development Department

Introduction

Welcome to Thomas Township! Pennsylvania is designed to offer some basic information for residents and business owners.

Where is everything you may need? Where do you go for permits, licenses and business information? Who contacts you for Thomas Township Office or DMV, for sewer, trash, etc. Well, this guide will help you to find the proper place to go and who to call when you need to get something done in Thomas Township.

Township Information

Thomas Township contact information, hours of operation, and other useful information for all residents, is in a separate section and is listed in the following order:

Address:	Thomas Township 1 Municipal Drive
Email:	(866) 76-TOWN
Fax:	(866) 76-4DMV
Hours of Operation:	Monday - Friday, 8:00 a.m. to 4:00 p.m.
Office Closures:	Monday, Friday, 8:00 a.m. to 4:00 p.m.
Website:	www.thomastownship.com

Local Important Phone Numbers

Fire, Police & Medical Emergency	Dial 911
Thomas Township Office	(866) 76-2132
Thomas Township Fax	(866) 76-4DMV
Department of Public Works	(866) 76-2132
Sewer Emergency	(866) 76-2132
Sewer Inspection	(866) 76-2132
Police Dispatcher	(866) 76-1280
Thomas Township (DMV)	(866) 76-4DMV

School Districts in Thomas Township

Inner Valley District	(866) 341-1300
Fairfield Elementary	(866) 341-1300
Tredyffrin Easttown	(866) 296-3207

Welcome to Thomas Township! Welcome to The Tribe!
Phone: (866) 76-TOWN (866) 76-4DMV

Thomas Township Board of Trustees

The Thomas Township Board of Trustees holds its monthly meeting in Tribbey on the first Monday of each month at 7:00 pm. Meeting dates are posted on the Thomas Township website, otherwise by the following Monday if the meeting falls on a holiday.

Members of the Board of Trustees

Kevin Kanawin	Supervisor
Michael Tingle	Clerk
Ryan Tingle	Trustee
Tom Kanawin	Trustee
Ryan Tingle	Trustee
Craig Meacham	Trustee
Jeff Tingle	Trustee
Dennis Tingle	Trustee

Agenda and Meeting Minutes are available on the Thomas Township Office, located at 1 Municipal Drive, or online at www.thomastownship.com.

Other Meeting Dates

Planning Commission	Meet on the second Tuesday of each month at 7:00 pm
Board of Appeals	Meet on the second Tuesday of each month at 6:00 pm
Recreation Commission	Meet on the second Tuesday of each month at 7:00 pm
Sewer Authority	Meet on the second Tuesday of each month at 7:00 pm
Zoning Hearings	Scheduled by request

Important Numbers

Concession Stands	Concession Stands is responsible for only selling Thomas Township approved products and items
Pine Hollow Golf Course, Pro Shop	(866) 76-GOLFS
Cemetery	(866) 76-2132
Tax Collector	(866) 76-2132
Agent for Clerk Tax	(866) 76-2132
Constables	
Jim Ellis	(610) 296-3207
Jim Lewis	(610) 296-3207
Jim Fry	(610) 296-3207
Agent Grass Cutter	(866) 76-2132
Contractor	
Jim Ellis	(610) 296-3207
Agent Snow Plow	(866) 76-2132
Contractor	
Jim Ellis	(610) 296-3207
Agent Crossing Guard	(866) 76-2132
Contractor	
Jim Ellis	(610) 296-3207

Public Safety Building

The Thomas Township Public Safety Building is located at 1 Municipal Drive and is where the Thomas Township Office, Police Department and DMV are located.

Fire Dispatchers	(866) 76-1410
Ambulance Dispatchers	(866) 76-1410
Non Emergency Fire & Rescue	(866) 76-1410

Police Department

The Thomas Township Police Department is a full-time department that offers a wide range of services to the community and provides comprehensive law enforcement and public safety services. The Thomas Township Police Department is a member of the Tribe Regional Police Department and participates in the Tribe Regional Police Department's Community Policing program. Contact the Thomas Township Police Department for information on community policing meetings.

Fire Department

The Thomas Township Fire Department is comprised of about 40 volunteers, all of which are cross-trained as firefighters and EMTs. The Thomas Township Fire Department is a member of the Tribe Regional Fire Department.

Fire prevention is serving as a partner with Bridgeport or Lindenwold Volunteer Fire Companies to provide fire protection to the residents of Thomas Township. Fire Prevention is also a member of the Tribe Regional Fire Prevention Association. Contact the Fire Department for information on fire prevention programs, such as Fire Safety Week, Fire Safety Day, Fire Safety Presentations, and Fire Safety Inspections.

The main office is located at 1 Fire Department Drive, Tribbey and is home of Engine 41 and Rescue 41.

Fire Chief	Gordon Fields
Assistant Chief	Tim Jackson Jim Jackson Jim Lewis
Treasurer's Office	Responsible for expenditures and long-term financial planning for the Fire Department
Assistant's Office	Responsible for operations, training and recruitment for the Fire Department
Lieutenants	Responsible for assisting officers in station planning and training
Emergency Medical Services Officer	Responsible for medical emergency equipment, supplies, and training
Training Officer	Responsible for training and recruitment, planning and implementation of training programs for the Fire Department
Code Enforcement	Responsible for enforcement of the Fire Code in Thomas Township
Fitness Coach, Chaplain	Responsible for physical and spiritual fitness of the Fire Department

Clerk's Office

The Thomas Township Clerk's Office can be reached at (866) 76-2132 for any questions.

Tax Collector	The Thomas Township Tax Collector collects and distributes earned income tax, property tax, and business privilege tax.
EIUA Bureau	Responsible for collecting earned income tax (EIT) and business privilege tax (BPT) for Thomas Township.
Deputy's Licenses	Responsible for issuing dog licenses and for the enforcement of the Thomas Township Dog Ordinance.

Treasurer's Office - Taxes

The Thomas Township Treasurer's Office is responsible for collecting the Real property tax. Contact the Treasurer's Office for information on payment plans.

Sewer Taxes
Sewer Taxes are determined on a sliding fee, based upon your ability to pay. Residents can contact the Sewer Authority at (866) 76-2132 for information on the Sewer Tax Assistance Program.

Water Taxes
Water Taxes are determined on a sliding fee. Residents can call the Aqua Water Office, 1 Aqua Way, Bridgeport, PA 19405, or call (610) 277-5300 for information on the Water Tax Assistance Program.

Assessor's Office

The Assessor is responsible for Thomas Township's Tax Rolls. The Thomas Township Office, located at 1 Municipal Drive, is the Assessor's Office. The Assessor's Office is responsible for assessing property for taxes. Contact the Assessor's Office with questions at (866) 76-2132.

Yearly Assessing Cycles

- **End of February**
  Tax Rolls are finalized.
- **Second Monday of March**
  Tax Bills are mailed. Residents have one calendar year (property value in the March Tax Bill) to file an appeal, if necessary.
- **November 1st**
  Tax Bills are mailed. Residents have Thirty (30) days to file an appeal.
- **Twenty-Eighth Day after Mailing Tax Bills**
  Appeals are heard by the Board of Appeals.
- **Twenty-Eighth Day after Board of Appeals Hearing**
  Residents have a Thirty (30) day window to file an appeal to the Court of Common Pleas of Delaware County, Pennsylvania.

Planning & Zoning

The Thomas Township Planning Department was established to coordinate growth within the community in a manner that preserves the character of the community. The Planning Department is responsible for the enforcement of the Thomas Township Zoning Ordinance.

For information regarding the land use or zoning for any specific property, please contact the Planning Department at (866) 76-2132 or (866) 76-4DMV.

Business Licenses

Business Licenses can be obtained in the Planning and Zoning Department, in the Tribe Office, located at 1 Municipal Drive, Tribbey. Contact the Planning and Zoning Department at (866) 76-2132 for information.

Business licenses are required in accordance with Thomas Township Ordinance 2006-01. Contact the Planning and Zoning Department for information on the Business License Ordinance, or on website under Community Development, business licensing. All business licenses are issued by the Planning and Zoning Department, located at 1 Municipal Drive.

Code Enforcement

The primary responsibility of the Code Enforcement Department is the enforcement of the Thomas Township Ordinances. Code Enforcement is responsible for the enforcement of the Thomas Township Ordinances, including the Zoning Ordinance, Property Maintenance Ordinance, Nuisance Ordinance, Dog Ordinance, Sewer Ordinance, Trash Ordinance, and Building Ordinance, and maintaining the operation of residential and commercial properties, monitoring compliance of the Thomas Township Ordinances, and enforcement of the Thomas Township Ordinances.

Contact the Code Enforcement Office at (866) 76-2132 or (866) 76-4DMV.

Water & Sewer

Water and Sewer service are provided by Aqua Pennsylvania. Water and sewer connections are handled at the main office, located at 1 Aqua Way, Bridgeport, PA 19405. Contact Aqua Pennsylvania for information on water and sewer connections, or visit the website at www.aquapennsylvania.com. Contact the Thomas Township Sewer Authority at (866) 76-2132 for information on the Sewer Authority.

Any changes to the water and sewer account can only be made by the property owner. Thomas Township does not have the authority to make changes to the water or sewer accounts.

Department of Public Works

The Department of Public Works is responsible for the maintenance of all sewer lines and the maintenance of the Thomas Township Parks, Recreation Facilities, and Municipal Buildings.

The Department of Public Works maintains a Winter emergency call service system which allows residents to report emergency situations during the winter months. Residents can call the Department of Public Works at (866) 76-2132 to report emergency situations during the winter months. Residents can also report non-emergency situations during the winter months, such as potholes, downed trees, etc. Residents can also report non-emergency situations during the winter months, such as potholes, downed trees, etc. To report non-emergency situations during the winter months, contact the Department of Public Works at (866) 76-2132.

Thomas Township Brush Site

Thomas Township has a brush site, located at the Public Works Garage, located at 1 Municipal Drive, Tribbey. Residents can drop off brush, leaves, and grass clippings at the Brush Site. Contact the Department of Public Works at (866) 76-2132 for information on the Brush Site.

Parks & Recreation

The staff of the Thomas Township Building Department works with residents, contractors, and developers to ensure that all construction and renovations are in compliance with the Thomas Township Building Ordinance and the Uniform Construction Code.

Prior to any construction, you need to bring a building permit, contractor's information, and a copy of the plans to the Building Department. Residents can contact the Building Department at (866) 76-2132 for information on the Building Ordinance, the Uniform Construction Code, or the Building Permit Process. Residents can also contact the Building Department at (866) 76-2132. You may also stop into the office, located at 1 Municipal Drive, and pick up a Building Permit Application. Residents can also find the Building Permit Application on the website.

Some topics that are covered by the brochures are as follows:

- Decks
- Fences
- Swimming Pools
- Lawn & Gardens
- Home Improvements
- Home Maintenance
- Contractor Information for Zoning Ordinance
- Garage & Yard Sales

Contact the Building Dept. regarding Garage, or any outdoor sales held at Residence or Business Location at (866) 76-2132.

Parks & Recreation

The Parks & Recreation Department offers a variety of programs for both kids and adults. Contact the Parks & Recreation Department at (866) 76-2132 for information on the following programs:

- Tutoring Lessons
- Tribe Summer Camp
- Youth Soccer (Ages 5-14)
- Rock Out Skateboard
- Tribe Summer Camp

Picnic in the Park Concert Series

Registration is now open for the Picnic in the Park Concert Series. Contact the Parks & Recreation Department at (866) 76-2132 for information on the following programs:

- Rock Out Skateboard
- Tribe Summer Camp

The Thomas Trail

Thomas Township Business Association

Thomas Township Business Association
Thomas Township Business Association is a group of Thomas Township business owners who are willing to lend their expertise to the community and promoting cooperation between business owners, residents, and the Thomas Township Community Development Department.

Annual Events in the Township

Crab & Crawfish Fest Dates to be held soon!
Crab & Crawfish Fest is a fundraiser for the Thomas Township residents, Kiwanis, the Fire Department, and the Thomas Township Community Development Department.

Annual Events in the Township Continued

Summer Fest
Dates to be set by the Kiwanis Summer Fest committee. Contact Kiwanis at (866) 76-2132 for information on the Summer Fest. Summer Fest is a fundraiser for Kiwanis and usually held in July.

Waste Disposal

Thomas Township utilizes two (two) waste or Refuse Haulers and provides a complete list of the Thomas Township Approved Haulers on the website. Residents are responsible for contacting the Thomas Township Approved Haulers to request a quote for service. Residents are responsible for the payment of the service. Residents are responsible for the payment of the service. Trash must be placed at the curb, less than 24 hours prior to the pick-up. Trash must be placed in the cans less than 24 hours prior to the pick-up.

Trash cans are to be placed back into the lot at least by dusk on the day through the trash pick-up. Trash cans are to be placed back into the lot at least by dusk on the day through the trash pick-up. Trash cans are to be placed back into the lot at least by dusk on the day through the trash pick-up.

Recycling cans are provided and are to be placed at the curb on the same day as the trash cans.

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Recycling Info can be found at www.mmwa.org
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Thomas Township Nature Center and Preserve

The Thomas Township Nature Center & Preserve is located in 6600 Green Street, Tribbey. Contact the Nature Center & Preserve at (866) 76-2132 or www.thomastownship.com/nature for information.

The Nature Center is open from 1:00pm - 4:00 pm on Tuesdays and Fridays. Tours are available upon request. Contact the Nature Center & Preserve at (866) 76-2132 for information on the Nature Center & Preserve.

Library

The Thomas Township Library is located at 1 Library Drive, Tribbey, and can be reached at (866) 76-2132.

The library is home to over 50,000 volumes of magazines, books, and more. The library offers a variety of programs for all ages. Contact the library at (866) 76-2132 for information on the library's programs and services.

Library Hours
Monday - Friday: 10:00am - 7:00pm
Saturday: 10:00am - 4:00pm
Sunday: 1:00pm - 4:00pm