

**CHELTENHAM TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2403-20**

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**SECOND EMERGENCY ORDINANCE OF THE BOARD OF COMMISSIONERS  
OF CHELTENHAM TOWNSHIP, MONTGOMERY COUNTY,  
PENNSYLVANIA, PURSUANT TO SECTION 505 OF THE CHELTENHAM  
TOWNSHIP HOME RULE CHARTER AND THE PENNSYLVANIA  
EMERGENCY MANAGEMENT SERVICES CODE EXTENDING THE TAX  
DISCOUNT PERIOD AND THE TOWNSHIP TAX FILING AND PAYMENT  
DEADLINES FOR TOWNSHIP TAXES, AND AUTHORIZING CLOSURE OF  
ALL TOWNSHIP BUILDINGS TO THE PUBLIC AS A RESULT OF THE  
CURRENT HEALTH EMERGENCY**

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**WHEREAS**, a novel coronavirus COVID-19 (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization; and

**WHEREAS**, the United States Department of Health and Human Services Secretary has declared that COVID-19 creates a public health emergency;

**WHEREAS**, the United States Centers for Disease Control have declared that the goal for mitigation strategies in communities with local COVID-19 transmission is to slow the transmission of the disease and to protect individuals at increased risk from severe illness including older adults and persons of any age with underlying health conditions and to protect the healthcare and critical infrastructure work forces; and

**WHEREAS**, on March 19, 2020 Pennsylvania Governor Tom Wolf ordered the closure of all non-life sustaining businesses within the Commonwealth to slow the spread of COVID-19, in addition to numerous “stay-at-home” orders in various counties of Pennsylvania, including Montgomery County and the declaration of a disaster throughout the Commonwealth; and

**WHEREAS**, the County of Montgomery has issued an Emergency Health Declaration requesting all employers to employ alternative work models such as working remotely and has stated that “[t]his is an evolving situation;” and

**WHEREAS**, on March 24, 2020 the Montgomery County Commissioners requested all municipalities within the County to extend the “discount period” for the payment of real estate taxes.

**NOW THEREFORE**, the Board of Commissioners of the Township of Cheltenham (“Board”) hereby **ORDAINS** and **ENACTS** as follows:

1. Pursuant to Section 505 of the Cheltenham Township Home Rule Charter and the Pennsylvania Emergency Management Service Code, in order to meet a public health emergency, the Board hereby adopts this Second Emergency Ordinance and declares a continuing health emergency within the Township regarding the COVID-19 health emergency as set forth in detail above.

2. This Second Emergency Ordinance and Declaration shall take effect immediately upon enactment and continues the health emergency within Cheltenham Township until further notice.
3. In order to assist Township property owners who may be financially impacted by the health emergency and to reduce the need for residents to visit the local tax office, the Board hereby extends: (1) the “discount period” for the payment of Township real estate taxes and the refuse service fee from April 3, 2020 to June 3, 2020; (2) the filing and payment deadlines for Business Privilege and Mercantile Taxes, the Earned Income Tax and Local Services Tax from April 15, 2020 to July 15, 2020; and (3) the filing and tax payment deadlines for Township real estate taxes and the refuse service fee until August 3, 2020. All penalties and interest shall apply after the deadlines as extended herein.
4. The Board strongly encourages the public to conform their conduct to the advisories and directives of the Governor, the County of Montgomery and the County Office of Public Health.
5. The Board authorizes the cancellation of all Township public participation events and activities and the closure of all Township buildings and facilities where social distance cannot be maintained to the public during the health emergency. The Board refers the public to the Township website for information regarding the mailing of tax payments, the remote application for permits, access to public teleconference meetings of the Board, etc...and related “alternative work models.”
6. Due to the health emergency, the Township reiterates that it may experience a delay in its ability to respond to Right-to-Know Law (“RTKL”) requests. In addition, if an agency is closed on a given day, that day shall not be considered a “business day” and will not count towards the five (5) business days referenced in Section 901 of the RTKL. The Township encourages both its employees and requesters to be considerate and patient while working with the Township on RTKL requests during the declared emergency.
7. This emergency ordinance shall be advertised as soon as possible after the date of enactment.

**DULY ADOPTED** by the Board of Commissioners of Cheltenham Township, in lawful session duly assembled, this 1<sup>st</sup> day of **April, 2020**.

**ATTEST:**

  
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**Bryan T. Havir**  
*Township Manager and Secretary*

**TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS**

By:   
**Daniel B. Norris, President**