



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: APRIL 6, 2021

BOARD MEMBERS PRESENT: William Patterson, Chairman
Vivian Schoeller, Vice-Chairman
Dean Becker, Member
Albert Campion, Member
Adam Doyle, Member

OTHERS PRESENT: Cecile Daniel, Township Manager
Kenneth Picardi, Township Solicitor
Nicholas Szeredai, Township Engineer
John Moran Jr., Code Enforcement/Zoning Officer
Shawn Motsavage, Township Road Master
Kevin Motsavage, Open Space Coordinator

DUE TO THE COVID-19 PANDEMIC, THE APRIL 6, 2021 MEETING OF THE PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS WAS HELD VIA ZOOM. PRIOR NOTICE WAS POSTED ON THE TOWNSHIP WEBSITE AND ADVERTISED IN THE LOCAL NEWSPAPER.

Chairman William Patterson called the meeting to order at 7:00 pm.

CONSENT AGENDA: Dean Becker made a motion, seconded by Vivian Schoeller, to approve the consent agenda items as follows: a) Minutes: March 2, 2021; b) Monthly Reports: PA State Police Reports for March, Ambulance Reports, Perkiomen Township Fire Company and Fire Marshall Reports; c) Financial Matters: Authorize for Payment of Bills for March in the amount of \$162,585.70 and the Treasurer's Report to be placed on file for audit. There were no public comments. The motion carried by a vote of 5-0.

PUBLIC COMMENTS: There were no public comments for the month of April.

OLD/NEW BUSINESS:

- **No Outlet Sign: Arbor Lane:** The Township received a request from Victoria Towne to consider the installation of a "No Outlet" sign at the entrance to Arbor Lane. The aim of installing this sign is to make drivers aware that this street is not a thru-street. Ms. Daniel informed the Board that Arbor Lane is a street that ends with a cul-de-sac. The distance between Township Line Road to Arbor Lane is approximately 282 feet. Someone who turns from Township Line Road onto Bridge Street and then turns onto

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Arbor Lane by accident would be unaware that this is not a thru-street. To get back to Bridge Street, a driver would have to turn around in the cul-de-sac and go back the way they came. After discussing this request, Vivian Schoeller made a motion, seconded by Adam Doyle, to approve the request and to authorize the installation of the “No Outlet” sign near the entrance to Arbor Lane. There were no public comments. The motion was carried by a vote of 5-0.

SOLICITOR’S REPORT: Solicitor Picardi was present at the meeting and previously submitted his written monthly report to the Board of Supervisors.

ROAD MASTER’S REPORT: Shawn Motsavage previously submitted to the Board his Road Master’s Report dated April 1, 2021, for activities occurring during the month of March.

- Materials and Supplies: The bids received for the annual Materials and Supply Contracts were opened on March 31, 2021. Mr. Motsavage reviewed the bids received and recommended the Board consider awarding the following in his memo of March 31st: Materials and Supplies – Highway Materials, Inc.; Open Space/Grass Cutting: Buck Enterprises and Landscaping; Equipment Bid – Sacks and Sons; Line Painting – A-1 Traffic Control Products, Inc., and Thermo-plastic – Alphaspace Control, Inc. Vivian Schoeller made a motion, seconded by Adam Doyle, to award the 2021-2022 Material and Supply Bids per Shawn Motsavage’s recommendation set forth in his memo of March 31, 2021. There were no public comments on the motion. The motion carried by a vote of 5-0.
- Purchase of New Tractor: Mr. Motsavage reviewed his memo regarding the purchase of a new mower. The 2021 Budget had \$175,000 for the replacement of the Township’s existing mower. The original plan was to purchase an MT Trackless Tractor with a boom mower attachment. The Trackless Tractor gives the ability to purchase other attachments; thereby making this piece of equipment more versatile. Before moving forward with this purchase, Mr. Motsavage investigated other options. Based upon his investigation, he is recommending that the Board purchase a John Deere 5125R Tractor with attachments and an Alamo RM 165 Boom Mower from a local John Deere dealer, Robert E. Little. The attachments include a loader option, utility bucket, plow, and rear pull behind mower. This tractor would also be compatible with other attachments the Township already owns. The original quote from Robert E. Little was at the budget amount. However, Mr. Motsavage was informed that the tractor and attachments would not be available until July. Earlier in the day, information was received from Littles that they have a mower that is now in stock and would be available within four to six weeks. The price for this mower and attachments would be at \$179,000 which is \$4,500 higher than the original quote. Mr. Motsavage indicated that part of the difference is due to a three-point hitch he

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wants for the front and the type of suspension on this tractor. The difference between the original quote amount and the price of this mower could be covered by the sale of the Township's existing mower. For the existing mower, Mr. Motsavage would like the Board to authorize selling it on MuniBid. After discussion of the purchase of this equipment, Adam Doyle made a motion, seconded by Vivian Schoeller, to authorize the purchase of a new John Deere 5125R Tractor, Alamo Boom Mower, and attachments for a price not to exceed \$179,000.00. There were no public comments. The motion carried by a vote of 5-0. Next, Dean Becker made a motion, seconded by Albert Campion, authorizing the sale of the 2008 John Deere 5105 on MuniBid. There were no public comments. The motion carried by a vote of 5-0.

CODE ENFORCEMENT REPORT: John Moran, Jr. previously submitted to the Board his Code Enforcement report dated April 1, 2021, for activities that occurred during the month of March.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel reported that the Planning Commission meeting scheduled for March 16, 2021 was canceled.

PARK AND RECREATION REPORT: Kevin Motsavage update the Board on the installation of the new playground equipment at the Township Building. As part of the installation of the new playground, the Township needs to obtain a building permit. Ms. Daniel recommended that the Board waive this fee, less the \$4.50 owed to the State. Dean Becker made a motion, seconded by Vivian Schoeller, to waive the Building Permit Fee for the new playground located at the Township Building less the \$4.50 owed to the Commonwealth of Pennsylvania. There were no public comments. The motion carried by a vote of 5-0.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: Dean Becker informed the Board that the Regional Sewer Authority is looking to install an emergency generator. Also, the Regional Sewer Authority continues to work on the installation of the middle interceptor.

ENGINEERS REPORT: Nicholas Szeredai reported on the following:

1. MS4 Pollution Reduction Plan: Mr. Szeredai reviewed the proposed Pollution Reduction Plan with the Board and the public. This PRP is part of the Township's MS4 Program. This program is to improve the water quality by the removal of sediments and pollutants. Under the plan, the Township needs to reduce the sediment by ten percent over a five-year period. The plan is based on calculating the Urbanized Area in the Township. As part of this process, SSM looked at the

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stormwater network and the public streets maintained by the Township. In addition, SSM needed to map the sewer shed area to the point discharges. Basically, all water in a development goes to the inlet which goes to a single point which is the outflow structure. Then it gets to the watershed that goes to the outflow and this makes up our sewer shed. Under the evaluation that SSM completed, the stream sediment total for the sewer sheds totals 417,885 pounds. The amount of sediment reduced by ten percent over five years equals 41,788. The PRP indicated that this reduction will be achieved through Stream Restoration. The area of the Streambank Restoration needed to meet this requirement would mean restoring approximately 300 feet of stream restoration. Based upon the area of the unnamed portion of the Landis Creek to be restored, SSM feels that 42,636 pounds of sediment would be removed. Since this is more than what is needed over this five-year period, the Township should be able to complete a single project under the current permit period. The PRP was advertised as required. A public meeting on the plan must be held and this meeting will satisfy this requirement. Any public comments received at this meeting, plus any additional comments received over the next thirty-day comment period must be submitted in the report to PADEP. This report needs to include any reply comments. Presently, SSM is working with the West Birchwood and Fox Heath HOAs in finalizing easements to move forward on the streambank restoration of the unnamed tributary to the Landis Creek. The present schedule is to prepare a design for the work to be bid and completed in 2022. Upon the completion of Mr. Szeredai's presentation, there were no public comments on the Township's proposed Pollution Reduction Plan

2. 2021 Road Project: Mr. Szeredai informed the Board that all the required paperwork for the 2021 Road Project is in order and the contract is ready for the Board's consideration. This contract is with Innovative Construction Services, and is in the amount of \$179,266.25. Dean Becker made a motion, seconded by Vivian Schoeller, to approve the contract and authorizing the Chairman and Township Manager to execute the 2021 Road Project Contract with Innovative Construction Services. There were no public comments. The motion carried by a vote of 5-0.
3. Schoolhouse Run Bridge & Channel Work: During the construction of this project, the contractor informed Mr. Szeredai that the emergency stone stabilization work completed last year is moving and some of the rocks have fallen into the stream channel. Mr. Szeredai discussed this situation with the contractor because a change order would be necessary to remove and re-install the stones as part of this project. The contractor is proposing to use a key trench installation. This installation will include the mixture of in place large rocks with the R-6 stone. The change order to complete this work would be \$8,000.00. This will bring the over contract price for this work to \$44,500.00. Mr. Szeredai recommended that the Board approve this change order so that the contractor can include this work with the rest of the project.

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With the recommendation of Mr. Szeredai, Adam Doyle made a motion, seconded by Vivian Schoeller, to approve Change Order No. 1 in the amount of \$8,000.00 to remove and re-install the emergency rock stabilization in accordance with the applicable contract specifications for the Schoolhouse Run Stream Channel work. There were no public comments. The motion carried by a vote of 5-0.

4. Buildings Assessments Plan: Mr. Szeredai indicated that SSM has met with staff to discuss the Building Assessment Report they prepared. The staff discussed developing a three-year plan and a cost estimate over this period to make the necessary repairs. The present target is to present this information to the Board at the May meeting.

MANAGER'S REPORT:

1. Deputy Tax Collector: Under Act 48, the Board must appoint a Deputy Tax Collector. The duty of the Deputy is to collect and settle taxes during any incapacitation of the Tax Collector. David Runyan, the new tax collector, has submitted the required PADCED form listing Dawn Johnston as the Deputy Tax Collector. According to Mr. Runyan, Mrs. Johnston has been helping him to set up the tax collection system in anticipation of the upcoming tax season. Presently, Mr. Runyan is using the same software and processing company that Mrs. Johnston had been using. Mrs. Johnston had informed Ms. Daniel that she is willing to be appointed as the Township's Deputy Tax Collector. Dean Becker made a motion, seconded by Vivian Schoeller, to appoint Dawn Johnston as the Township's Deputy Tax Collector. There were no public comments. The motion carried by a vote of 5-0.
2. Driveway Ordinance: Ms. Daniel informed the Board that the staff went back and revised the draft Driveway Ordinance that was discussed earlier in the year. After reviewing other similar ordinances, the staff prepared a new draft of the Ordinance. Shawn Motsavage explained that under the minor driveway definition, this would cover anyone overlaying their driveway. Mr. Motsavage's reason for including this in the ordinance was to keep track of what someone is doing when overlaying their driveway. As a result, the Township's fee for the minor driveway permit would be less as the review and inspections involved would require less work by the Township. The work being completed under a major driveway permit would involve more review and inspection because it includes a new driveway or someone widening their driveway. Items made to a driveway that include sealcoating or crack sealing would be considered maintenance. This ordinance will help when informing a resident of any repairs that need to be made to their driveway. There was one question whether the Board wish to keep the language regarding the waiving of a permit fee. The Board reviewed Section 3(4) and was okay with keeping this section in the ordinance as drafted. John Moran was concerned about requiring permits for those property owners where only minor work was being completed to their driveway. The Board

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discussed the issue of requiring a permit for minor driveway work. There were still issues on that subject that were not resolved. Ms. Daniel recommended tabling this matter until the May Monthly Meeting. In the meantime, Ms. Daniel will review the ordinance with Mr. Moran and any comments given to her by the Board.

3. Zoning Ordinance: Ms. Daniel informed the Board that the Request for Proposals for Professional Services on review of the Zoning Ordinance is finished. The Board had no comments so she and Solicitor Picardi will move forward with the RFP.
4. Payment of Invoices Electronically: The Board discussed with the Township Manager paying the bills electronically due to delays with the mail. The Board was okay with paying all the bills electronically, but the Manager must ensure that there is a proper paper trail for each payment transaction. Payment of the bills electronically will not be done for the Township's Liquid Fuels Account since this involves money from the Commonwealth of Pennsylvania for the maintenance of the Township's roads.
5. American Rescue Plan: The Federal Government enacted legislation called the American Rescue Plan Act. Part of this Act includes the language to provide financial assistance to states and local governments. The Act sets the four areas for which the money can be used. Money will be forwarded to the states and from there sent to the local municipalities. The amount estimated to be received is based upon a formula developed under this Act. The final implementation of the rules has not been finalized by the Treasury Department. Under the present schedule, the money received will be split in half and made in two payments. The first payment will be made in June of this year with the second payment coming next June.

There being no further business, the April public meeting was adjourned upon motion made by Adam Doyle and seconded by Albert Campion.

Respectfully Submitted,

Cecile M. Daniel

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Township Manager