



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: AUGUST 5, 2025

BOARD MEMBERS PRESENT: Pamela Margolis, Chairperson
Dean Becker, Vice-Chairman
Albert Campion, Member
Adam Doyle, Member
Corey Hulse, 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

Chairperson Pamela Margolis called the meeting to order at 7:00 pm.

EXECUTIVE SESSION: The Chairperson informed the public that the Board of Supervisors held an Executive Session before this meeting to discuss personnel matters.

CONSENT AGENDA: Dean Becker made a motion, seconded by Adam Doyle, to approve the consent agenda items as follows: a) Minutes: July 1, 2025; b) Monthly Reports: PA State Police Reports for July was removed as this report was not received as of this meeting, Ambulance Report, Perkiomen Township Fire Company Report for July and Fire Marshall Report; c) Financial Matters: Authorize for Payment of Bills for July in the amount of \$115,479.41 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 at this meeting.

OLD/NEW BUSINESS:

- Buchart Horn Architects: Representatives from Buchard Horn were present at this meeting to discuss their proposal to engineer, design, and oversee construction of a new Perkiomen Township Fire Company Station. This company was recommended by the Perkiomen Township Fire Company. Scott Loerchert introduced himself as the Principal and Project Director/Manager of this project. Mr. Loercher introduced the other members of the team: Douglas Graby, Project Architect and Vincent Wayne, Project Engineer. The team then went through a presentation to the Board of Supervisors as to who the company is and what they are proposing to do. The company's headquarters is in York, PA and this project is in their service area. This

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company is full service and considers themselves to be experts when designing and constructing fire stations. The company provides full service as their employees have mechanical, electrical, plumbing, fire, protection, and civil backgrounds that are all in house. Currently, in Montgomery County, they have three active projects for three different fire departments. The company has experience in design standards, crime prevention through environmental design, fire accreditation, and fire protection.

Some best practices used are to incorporate identifying and segregating the hot zones for decontamination, to protect the gear from exhaust fumes, carcinogens, etc. The company is looking to create a fire company design that provides quick access to engines, quick response times for volunteers, quick operating doors, first floor design etc. The attempt is to create a project that is designed to be safer, more functional, has shared spaces, is more welcoming to the public and may have private sleeping quarters and bathrooms for the fire personnel. In designing the facility, they look to incorporate training facilities into the station design so the fire company can do confinement training, do rope training, ladder training, and forced entry training so all activities are on-site. In designing a building, the preference is to construct a single story building so all the operation takes place around the engines to help with response time when called out for service. For sustainability, the company can design this whether it is solar or geothermal or maybe providing for EV charging for people that come to the station, or the Township may have EV vehicles. Planning involves the use of internal team meetings and participator planning. Facility planning would involve the fire company going through and determining what the proper size would be for such things as gear rooms, equipment, DECON, the kitchen, and bunk rooms. The next step after this would be a schematic design. Then there is the typical architectural project bidding, construction administration and then project closeout. This team would be involved in this process from the start to the finish.

There was a process the fire company went through in finalizing which design company they would recommend for this project. During this process, the team obtained an idea how the fire company would like to see the site develop. Mr. Loercher reviewed a sketch plan that was developed based upon this information. Presently, the plan is to construct a new station that would be built behind the existing station. By doing it this way, it is imagined that this would allow the existing station to remain in operation for the duration of the building of the new station. When the old station is removed, the driveway apron would be extended to tie into the existing apron curb cut. Based upon the information they had, the team thought it could fit here, and it is a place to start the conversation. The schedule for this project will be based upon when the contract is approved and signed. The team submitted a proposal, but once the project begins there can be a discussion on what the final schedule would look like. Once started, the project from design to construction could take around two years. Brad Bonner, President of the Fire Company, felt that this company brought to the table all the elements that the Fire Company was looking for in constructing a new

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fire station; therefore, they recommend the Board move forward with this company. Mr. Loercher indicated that building construction will be a publicly bid project. The team would lead and oversee the project. The team would advertise the project, list the drawings, provide the drawings on PennBID, answer any questions or issues during the bidding as well as when bids are received, do all the background checks, and would then make a recommendation to the Board. According to Mr. Bonner, the present idea is to have the contract signed by the Township because it is public money being spent and the Fire Company would approve the invoices against work performed and then the invoices would be sent to the Board for final approval and payment. There are still discussions taking place as to how all this will work, but the Fire Company would act as a point of contact with the architect and builders to approve or make sure the fire company is satisfied before submitting anything to the Board. Moving forward, Solicitor Picardi questioned whether the fee in the proposal was still good. Mr. Loercher indicated that the fee at this time would stay the same. The next step will be for the Township to consider approval of the standard AIA Contract with Buchard Horn which Mr. Loercher submitted to the Township for review. Consideration of the AIA Contract by the Board will be on the Agenda for the September Board Meeting.

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

- In addition to his report, Solicitor Picardi reported on the Artisan Development Project. Artisan filed a final plan application. Under the Municipal Planning Code, the Board has a deadline to act on a plan. This deadline is ninety days unless the applicant grants an extension. Based upon the date that Artisan filed their final plan application, a decision must be made in early September. Artisan has submitted a letter extending that deadline to October 10th. Based upon past practice, the Board has authorized the Township Solicitor to write back to Artisan and acknowledge the new deadline. Solicitor Picardi is requesting permission to communicate to Artisan that the new deadline is now October 10th. The Board gave Solicitor Picardi that authorization.

ROAD MASTER’S REPORT: Shawn Motsavage submitted his written Report to the Board dated August 1, 2025 for activities occurring during the month of July.

- In addition to his report, Mr. Motsavage presented to the Board a purchase order for the purchase of two knock-down leaf boxes from Golden Equipment. These two leaf boxes would be used in conjunction with the leaf vacuum equipment that the Board had authorized previously. The amount of these two leaf boxes will be \$15,904.00. According to Mr. Motsavage, it is anticipated that the leaf vacuum equipment is supposed to be here at the end of August, beginning of September. The leaf boxes should be shipped here within six weeks. For the fall/winter newsletter, information on this program will be listed so the residents can have information regarding this

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program. Mr. Hulse asked if the leaf pick-up map could be color coded, so it is clear what streets are listed in each zone. A question was asked about going down private or state streets. Mr. Motsavage indicated that he will not go down private or state streets due to liability or damage that may be done during the leaf pick-up. Also, the Township provides an area at the Township Building for residents to drop off leaves Mondays and Fridays. Chairperson Margolis asked for a motion to authorize the purchase of two knock-down leaf boxes. Dean Becker made a motion, seconded by Adam Doyle, to authorize the purchase of two knock-down leaf boxes from Golden Equipment, Inc. at a cost of \$15,904.00. There were no public comments. The motion carried by a vote of 5-0.

CODE ENFORCEMENT REPORT: John Moran, Jr., submitted to the Board his Code Enforcement written report dated August 1, 2025, for activities that occurred during the month of July.

- In addition to his report, Mr. Moran has two additional items:
- First, Mr. Moran is requesting approval from the Board to attend the three-day conference offered by the Pennsylvania Association of Arson Investigators (PWI) at State College from October 14th through the 16th. This request is to cover the registration fee of \$225.00, overnight accommodations at the Penn State Hotel & Conference Center at a cost of \$139.00/night for three nights, and to cover meals and mileage. Dean Becker made a motion, seconded by Albert Campion, to authorize John Moran to attend the Pennsylvania Association of Arson Investigators (PWI) at State College from October 14th through the 16th including three nights at the hotel, the registration fee, and any other reasonable travel expenses. There were no public comments. The motion carried by a vote of 5-0.
- Second, is the Mutual Aid Agreement for fire investigation with Lower Salford Township. Presently, Perkiomen Township has similar agreements for fire investigations with Lower Providence Township, Limerick Township, Upper Providence Township, and Lower Frederick Township. The municipalities work as a team. The individual that covers the fire investigation for Lower Frederick Township is also the same person that covers Lower Salford Township. This person will be unavailable for a while, and he asked if Mr. Moran could cover for him. Since Perkiomen Township has an agreement with Lower Frederick Township, the Township is okay but will need a similar agreement with Lower Salford Township. Mr. Moran submitted the agreement to the Township's insurance company for review. The Township's insurance company was okay with the agreement with Lower Salford Township. With this agreement, there will be a total of six municipalities that are participating in six separate mutual aid agreements to provide fire investigation assistance. Chairperson Margolis asked for a motion to approve the agreement with Lower Salford Township. Adam Doyle made a motion, seconded by Albert Campion,

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to approve and authorize the Chairperson to sign the Mutual Aid Agreement between Perkiomen Township and Lower Salford Township for the purpose of fire and explosion investigations in the event of a fire, explosion, disaster or other emergencies. There were no public comments. The motion carried by a vote of 5-0.

ENVIRONMENTAL ADVISORY COUNCIL (EAC): No members were present therefore there was nothing to report.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel informed the Board that there was a Planning Commission Meeting on July 22, 2025. At that meeting, there was a review of the final application for Artisan. The important issues that are still outstanding are: (1) the municipal boundary, (2) the extension of the Township's storm sewer line down Centennial Street, and (3) the ability for Artisan to provide this development with public sewer. Currently, there is a fourth issue. The issue is the east entrance, which is closest to Schwenksville Borough. There are four properties involved here: one in Perkiomen Township and three in Schwenksville Borough. There is an issue about making sure the cartway can be widened to thirteen-foot half width. Mr. Szeredai informed the Board that Schwenksville Borough is going to leave the roadway in front of the homes in Schwenksville Borough at the existing nine-foot half-width with curb and sidewalk. For the sidewalk in this area, Artisan is not proposing to adjust any of the driveways which could affect the construct of the sidewalk. Artisan is not willing to replace the driveways with concrete aprons. As a result, there may be an issue in meeting the ADA requirements. Also, the existing driveways are too steep and by widening the road, this would make the driveways steeper. The issue will be the transition at the municipal boundary line because Perkiomen Township has asked for thirteen-foot half width, but Schwenksville Borough has opted to permit only a nine and a half-foot half width cartway. The Perkiomen Township Planning Commission is trying to work this issue out.

PARK AND RECREATION REPORT: Kevin Motsavage reminded the Board of the following: September 6th is the recycling and paper shredding event. The next Park & Recreation Committee Meeting is September 11th and on September 13th, will be the event with the PA Live Steamers opening for the residents of the Township. Dean Becker thanked Mr. Motsavage for the work that he oversaw with the prisoners in clearing weeds, brush, and weed whacking along Mayberry Road and getting the debris pushed back off the road.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY EMERGENCY MANAGEMENT: William Patterson informed the Board of the following for LPVRS: Routine Business, approved 51 EDUs in Upper Providence Township, and released Chapter 94 Consistency Letter for 472 EDUs in Upper Providence Township at Route 29 and Hopewood Road, and approved the final application for the Emergency Generator Project.

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ENGINEERS REPORT: Nicholas Szeredai was present and submitted his Engineers' report to the Board. In addition, Mr. Szeredai reported on the following items:

- 2025 Road Project: Mr. Szeredai indicated that there were three action items under this topic. (1) The 2025 Road Project only included Burgess Road. All work was completed in June, and the punch list items were all resolved. The contractor submitted a request for final Payment. When the budget for this project was adopted, it was intended that the Liquid Fuels Fund would cover all of the cost. During the review of the Liquid Fuels Application, PennDOT came back and informed the Township that there were issues with the use of Liquid Fuels Funds to pay for the construction of the curb ramps. As a result, the cost to cover this work will need to be paid from the General Fund. The first action item is going to require modification of the 2025 Budget. This will require moving money from one account to another. As part of the reallocation of funds, Mr. Szeredai reminded the Board that this issue was previously discussed prior to putting the road project out for bid. That discussion included guide rail improvements to the four Township bridges that are annually inspected by PennDOT. The Township receives copies of the reports for these annual inspections. The report raised some guide rail issues for all of our four bridges. In January, Mr. Szeredai provided an estimate for those improvements. The estimate of the cost to make the repairs was around \$200,000.00 to fix all of the guide rail at the existing bridges. Ms. Daniel reminded the Board that, at the beginning of the year, there was a discussion about the possibility that there could be changes to the 2025 Budget. When the budget was adopted, there was \$500,000 allocated to the Hazard Mitigation Project for 574 Gravel Pike. At that time, it was unclear as to the cost of this project. If it should be determined that not all of the money would be needed for this project, then monies would be reallocated for future bridge guard rail improvements. Based upon Ms. Daniel's conversations with Mr. Szeredai, it looks like not all of the \$500,000 would be needed for the Hazard Mitigation Project for a 574 Gravel Pike. As a result, Ms. Daniel is recommending the reallocation of \$200,000 for a possible future bridge guide rail project and \$60,000 toward the work completed for the 2025 Road Project but cannot be covered by the Liquid Fuels Fund. The result of this reallocation does not change the overall 2025 Budget that was approved by the Board in 2024. At this time, Ms. Daniel is not sure if the Township needs to complete all the repairs PennDOT listed in their reports as the work needs to be reviewed as to what does and does not have to be fixed. (2) Last, the contractor submitted a final payment application and a change order. Mr. Szeredai indicated these two items can be combined under one motion. At this time, Mr. Szeredai moved on to the first item, which was a recommendation for the Board to approve Resolution 2025-16. The Resolution reallocates \$260,000 from General Fund Account 01-408-317 Engineering - Floodplain Management to the Capital Fund 30-439-000 Road Maintenance/Construction. This reallocation of funds will cover the cost of those items that cannot be covered by the Liquid Fuels Fund for the 2025 Road Project and the cost to cover a future bridge guide

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rail project. The Board reviewed the Resolution and Dean Becker made a motion, seconded by Corey Hulse, to approve the Resolution 2025-16 which amends the 2025 Perkiomen Township Budget to transfer \$260,000 from General Fund Expenditure Account 01-408-317 to the Capital Reserve Account 30-439-000. There were no public comments. The motion carried by a vote of 5-0.

- The second item was to consider Change Order No. 1, which covers the issue during the construction of the project where the quantities varied. The impact of the Change Order was an increase in the contract of \$4,655.82. The contractor submitted a payment request that included the amount of the change order. Mr. Szeredai reviewed both Change Order No. 1 for \$4,655.82 and Payment Application No. 1 (final) in the amount \$158,208.62 and recommended their approval by the Board. With the recommendation of Mr. Szeredai, Albert Campion made a motion, seconded by Adam Doyle, to approve the Change Order No. 1 for \$4,655.82 and Payment Application No. 1 (Final) to Sacks & Sons, Inc. in the amount of \$158,208.62. This payment includes the project increase due to the change order. There were no public comments. The motion carried by a vote of 5-0.
- 18 Wartman Road: 18 Warman Road was a small subdivision being completed by Brandon Dietrich. The project is now complete, and Mr. Dietrich has requested a final escrow release. Mr. Szeredai found the completed work to be acceptable and recommended that the Board approve a final escrow release to Mr. Dietrich in the amount of \$23,695.00 subject to payment of all Township invoices and expenses for this project. Dean Becker made a motion, seconded by Adam Doyle, to approve Escrow Release No. 2 – Final to Brandon Dietrich in the amount of \$23,695.00 subject to payment of all Township invoices and expenses. There were no public comments. The motion carried by a vote of 5-0.
- Maple Avenue Stop/Sight Distance Analysis: Mr. Szeredai updated the Board on the evaluation of the site distance along Maple Avenue and Seitz Road. There was also a stop sign request at multiple intersections along Maple Avenue and Seitz Road. The sight distance at all intersections along Maple Avenue and at Seitz Road is adequate. There were no sight distance issues identified. Mr. Szeredai then did a stop sign warrant analysis at the intersection of Seitz Road and Maple Avenue. When completing this analysis there are multiple warrants that can qualify when a Township is actually required to install a stop sign. Based upon the information, there is a warrant where all-way stop signs may be required if there are 300 vehicles going through a major road which would be Seitz Road and 200 vehicles going through the minor road, which would be Maple Avenue during 8 or more hours of a day. Mr. Szeredai noted that it might be possible that this intersection could have a sufficient number of cars over an eight-hour period to meet the warrant for the installation of all-way stop signs. The information indicates that the traffic counts are close to meeting the warrants, but Mr. Szeredai wants to take the traffic counts that were taken during the summer and retake

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them with school is session. If the data supports the warrants for all-way stop signs, then there may be a need to install two additional stop signs along Seitz Road to convert the Maple Avenue and Seitz Road intersection to an all-way stop intersection. Currently, no conclusion has been made on whether the warrant has been met. Ms. Daniel asked that Shawn Motsavage contact PennDOT's Local Technical Assistance Program (LTAP) to bring a more technical analysis to this location to provide a more technical backup. The objective now is to collect more data and review the updated information and determine if the all-way stop meets the warrant.

MANAGER'S REPORT: Cecile M. Daniel

- Historic Trappe: Ms. Daniel updated the Board on the presentation given by Lisa Minardi of Historical Trappe back in June. During that presentation there were two requests. One has to do with the donation of \$25,000 toward a regional initiative called "Perkiomen Valley 250" and the second has to do with an annual donation to the Historic Trappe. Ms. Daniel informed the Board that she received a letter from Historic Trappe regarding the request for donation of the \$25,000. There was a representative from Historic Trappe at this meeting to answer any questions. It was Ms. Daniel's understanding that this \$25,000 could be split by paying a portion in 2025 and the balance in 2026. According to the representative, Historic Trappe has already launched the website which is located on the postcards that she handed out. At this time, Trappe Borough has committed \$10,000 this calendar year and \$25,000 overall. Now that things are being placed online the regional initiative is moving forward. Historic Trappe is looking to dedicating staff time, putting together a calendar of coordinated events and preparing the sort of educational and marketing materials that can be placed in magazines that are going to be coming out next year. This whole project is going to be a multi-year-effort. Ms. Daniel discussed with the Board how they would like to handle this request. Currently, Ms. Daniel is recommending the overall amount of \$25,000 be split over two years with \$10,000 in 2025 and \$15,000 in 2026. It was explained that the goal is to have at least ten municipalities contribute funds to this project, but Historic Trappe would like to have more municipalities contribute as well as corporate sponsors. The goal would be to have each donation be at the \$25,000 or \$50,000 level. With these levels comes certain benefits to the municipalities. One benefit is free admission for employees and township residents at participating sites. Mrs. Margolis indicated her enthusiasm with having Perkiomen Township partner in this venture in making people aware of the beautiful museum, which has collected lots of beautiful historical artifacts, some of which are from Perkiomen Township. As to reaching the goal of ten municipalities, Historic Trappe has the commitment from Trappe Borough and is reach out to Perkiomen Township, Upper Providence Township, Lower Providence Township, and Worcester Township for the same thing. Mrs. Margolis asked the Board to consider funding this program by authorizing the expenditure of \$10,000 this year 2025 and consider allocating the \$15,000 in next

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year's 2026 budget. This funding would be apportioned in the donation section of the Township's 2025 and 2026 Budgets. Dean Becker made a motion, seconded by Adam Doyle, to authorize the expenditure of \$10,000 from the 2025 Budget under donations and consideration being given to allocating the \$15,000 in the 2026 Budget under donations. There were no public comments. The motion carried by a vote of 5-0.

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

Respectfully Submitted,

Cecile M. Daniel

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