



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: DECEMBER 2, 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
Richard Almquist, Assistant Township Solicitor
Nicholas Szeredai, Township Engineer
John Moran Jr., Code Enforcement/Zoning Officer
Shawn Motsavage, Township Road Master

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

CONSENT AGENDA: Dean Becker made a motion, seconded by Albert Campion, to approve the consent agenda items as follows: a) Minutes: November 5, 2025; b) Monthly Reports: PA State Police Report for November, Ambulance Reports, Perkiomen Township Fire Company Report for November and Fire Marshall Report; c) Financial Matters: Authorize for Payment of Bills for November in the amount of \$141,335.13 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 made at this meeting.

OLD/NEW BUSINESS:

- **Artisan:** Jackie Erixson of Artisan Land Company was present at this meeting to discuss Artisan's final plan application for the Landis Tract. Assistant Township Solicitor, Richard Almquist explained that the Township received a letter signed by Artisan extending the deadline for action by the Township until December 5, 2025. This extension was received on November 6, 2025 before the deadline of 2:00 p.m. As discussed at the November meeting, since the Township was in receipt of this extension, a staff meeting was held to review the drafted Resolution. At that meeting the parties worked through those items that were still of concern for Artisan. The draft Resolution, before the Board of Supervisors at this meeting will serve to grant Conditional Final Plan Approval subject to conditions. The Board discussed the latest changes. Mrs. Erixson indicated that Artisan is satisfied with the final draft

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Resolution that is before the Board at this meeting. The Board asked for an update as to where Schwenksville Borough and Lower Frederick Township are in their consideration of Artisan's proposed plan for the Landis Tract. Mrs. Erixson explained that she is listed on each of their meeting schedules over the next two weeks. Chairwoman Margolis asked for a motion on Resolution 2025-18. Adam Doyle made a motion, seconded by Dean Becker, to approve Resolution 2025-18 granting Conditional Final Approval of the Final Land Development Plan of the Artisan Land Company subject to the conditions as stated in said Resolution. There were no public comments. The motion carried by a vote of 5-0.

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 was the following:

- Memorandum of Understanding: Solicitor Picard explained that, as part of the fire company building project, the Fire Company and the Township discussed entering into a Memorandum of Understanding (MOU). The MOU outlines the relation and the collaboration between the Township and Fire Company in handling issues that may occur during the designing and construction of the project, the ownership of the existing land where the current fire house is located, the leasing of the new fire house, and other miscellaneous issues. The MOU was considered by the Fire Company at its last meeting and was approved and signed. The MOU is now before the Board for consideration. It was the recommendation of Solicitor Picardi that the Board approve the document. Chairwoman Margolis informed the Board that the individuals from the Board and the fire company worked diligently on this document to get it to this point. This is a good project that establishes a partnership between the Township and the Fire Company. After review of the MOU, Chairwoman Margolis asked for a motion to approve the document. Albert Campion made a motion, seconded by Adam Doyle, to approve the MOU with the Perkiomen Township Fire Company and authorized Chairperson Margolis to sign said document. There were no public comments. The motion carried by a vote of 5-0.

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

- In addition to his report, there was an update by Mr. Motsavage on the Township's leaf program.

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

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ENVIRONMENTAL ADVISORY COUNCIL (EAC): At the November Monthly Meeting the Board approved Steve Servey’s request to attend the EAC Networking Fall Gathering that was held on November 15, 2025. At this meeting, Mr. Servey gave a report as to the events that took place at this gathering. Mr. Servey indicated that there were 135 people who attended this event. The events that were held were well put together and well received. One of the sessions he attended was about the importance of trees and increasing tree cover. An example of what the Township is doing includes tree planting completed at Lodal Creek Park and one of the basins in the Perkiomen Greene Development. Another session Mr. Servey attended was about naturalized landscapes to support natural plants and pollinators. Examples of naturalized landscapes include the landscaping the EAC completed in the front of the Township Building, the rain garden, and the bio-retention basin located near the Township Building and Playground. One other session involved composting. If the Township were to develop a composting yard for all the leaves collected, the township would be able to mitigate the expense for somebody to mulch those leaves somewhere else. Ms. Daniel Indicated the Township is working on this. Chairperson Margolis asked if this is something the EAC could work with Shawn Motsavage on. Mr. Servey indicated that he has already been discussing this topic with other Township Officials who have done similar types of projects. In general, the EAC would like to work with the Township in helping develop a composting site and gather information as part of this project. Mr. Motsavage indicated the Township is working towards setting up a composting site that will take yard waste and turn it into composted mulch. This site would not include kitchen waste. Presently, the intent is to use a portion of the property the Township purchased at 182 Trappe Road. The Township is in the beginning stages of this project. Mr. Servey thanked the Board for permitting his attendance at this event.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel informed the Board that there was a Planning Commission Meeting on November 10, 2025. The Planning Commission discussed Spring Hill Realty’s sketch plan for their proposed development on Harrison Avenue.

PARK AND RECREATION REPORT: Kevin Motsavage informed the Board that the next meeting of the Park & Recreation will be January 8, 2026.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: William Patterson was not present at this meeting so there was no report.

ENGINEERS’ REPORT: Nicholas Szeredai was present and submitted his written Engineers’ report to the Board. There were no additional items.

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MANAGER’S REPORT: Cecile M. Daniel

- 2026 Perkiomen Township Budget: At the November Meeting, Ms. Daniel presented the draft 2026 Perkiomen Township Budget. At that meeting, the Board authorized its advertisement for consideration at this meeting. Ms. Daniel gave a review like the one given at the November Meeting.

The 2026 Proposed Budget for the 2026 General Fund Budget is proposed at \$6,965,578.00. This is a combination of the proposed Operation Budget and the proposed Capital Budget. Operating Budget: \$4,342,978.00/Capital Budget: \$2,622,600.00 = Total General Fund Budget: \$6,965,578.00

The proposed 2026 revenues are estimated at \$3,934,225.00. The proposed 2026 expenditures for the Operation Budget is estimated at \$4,342,978.00. Most of the operating expenditures are the same as set for 2025, but there were some items added. The items added to the Operating Budget were as follows: (A) the Municipal Building Repairs – (1) Lights under the canopy that need repair. Some of them work and some of them do not. There is also an access issue which needs to be repaired. There are also “Top Hat” features which require repair.; (2) Replace the chain link fence located between the Township Building to the Garage.; (3) Concrete – areas of sidewalk and curbing should be replaced outside of the Municipal Building; and (4) Reseal the parking lot front and back and restripe it. There may be a need to replace some of the parking curb stops. (B) The Perkiomen Township Fire Company/the Perkiomen Township Fire House: This includes the expense for the architectural firm Buchart Horn for the design and oversight of the construction of a new fire house. The 2026 proposed expenditures for the Capital Budget is estimated at \$2,622,600.00. The items added to the Capital Budget for 2026 are as follows: (1) construction of the Highland-Huber Park which includes funds coming from the three grants and the open space fund. (2) construction of a pole barn, and (3) the proposed road maintenance project (microsurfacing/curb ramp repairs/guide rail projects). The amount estimated to come from the Township Reserves to balance the budget is \$1,031,353.00.

NO tax increase is being proposed for the General Fund for 2026.

The Liquid Fuels Budget is proposed at \$920,531.00. This budget will cover the expenditures needed for the daily maintenance and operation of the Township’s roadways. The money to cover the remaining portion of the proposed 2026 Road Project (Brookside Road) will come from this budget.

The Liquid Fuels Budget is \$920,531.00

For the 2026 Fire Tax Budget, in addition to their regular operating expenses, the Fire Company proposes to purchase a new truck. This budget covers the normal operating expense and money toward the purchase of this truck.

The Fire Tax Budget is \$1,919,563.00.

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NO tax increase is being proposed for the Fire Tax Fund for 2026.

After reviewing this information, Ms. Daniel informed the Board she has prepared two Resolutions for the Board's consideration: The first Resolution is No. 2025-19 which is the Tax Levy for Perkiomen Township for the year 2026. Tax rate for General Purposes, the sum of .35 mils and for Fire Tax purposes, the sum of .6 mils. This tax levy represents no increase in the millage rate for Perkiomen Township for General Purposes and Fire Tax purposes for the year 2026. The second Resolution was No. 2025-20 which adopts the 2026 Perkiomen Township Budgets. The 2026 Perkiomen Township Budget is broken down as follows: General Fund/Capital Budget: \$6,965,578.00; Fire Tax Budget: \$1,919,563.00; and Liquid Fuels Budget: \$920,531.00. When added together the total revenues and expenditures for all funds for 2026 will be \$9,805,672.00. Upon review of information presented for the 2026 Tax Levy and 2026 Perkiomen Township Budget, Dean Becker made a motion, seconded by Albert Campion, to adopt Resolution 2025-19: 2026 Tax Levy for Perkiomen Township and Resolution 2025-20: Adopts the 2026 Perkiomen Township Budget. There were no public comments. The motion carried by a vote of 5-0.

- 2026 Meeting Schedule: Ms. Daniel reviewed the proposed meeting schedule for 2026. This meeting schedule will cover the Monthly Meetings, the Municipal Authority, the Park & Recreation, the Planning Commission, and the Environmental Advisory Council meetings. Ms. Daniel mentioned that there will be a change to the scheduled dates for the Municipal Authority Meetings. Once the Municipal Authority's gives her the dates, they will be added to the 2026 Perkiomen Township Meeting Schedule. At this time, Ms. Daniel requests authorization to advertise the 2026 Meeting Dates and she will add the dates of the Municipal Authority before she submits the notice to the newspaper. The proposed dates were reviewed, and Albert Campion made a motion, seconded by Corey Hulse, authorizing advertisement of the 2026 Meeting Dates for Perkiomen Township. There were no public comments. The motion carried by a vote of 5-0.
- 2025 Perkiomen Township Audit: Ms. Daniel reported on the proposal she received from Zelekofske Axelrod LLC (ZA) to complete the 2025 Perkiomen Township and Fire Company Audits. The previous CPA firm used by the Township informed her that they would not be submitting a proposal to complete the audit. The Township has used ZA for services related to the American Rescue Fund. Under ZA's proposal the cost to complete the 2025 audit for Perkiomen Township and Perkiomen Township Fire Company is \$21,500.00. It was Ms. Daniel's recommendation to accept ZA's proposal to complete the Perkiomen Township and Fire Company audits for year 2025. The Board reviewed and discussed the proposal. Dean Becker made a motion, seconded by Albert Campion, to accept and approve Zelenkofske Axelrod LLC's Audit Proposal of \$21,500.00 to provide audit services for Perkiomen

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Township/Perkiomen Township Fire Company for the year ending December 31, 2025. There were no public comments on the motion. The motion was carried by a vote of 5-0.

There being no further business, the December public meeting was adjourned upon motion made by Dean Becker and seconded by Albert Campion.

Respectfully Submitted,

Cecile M. Daniel

Cecile M. Daniel
Township Manager