



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: DECEMBER 5, 2023

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

OTHERS PRESENT: Cecile Daniel, Township Manager
Kenneth Picardi, Township Solicitor
Nicholas Szeredai, Township Engineer
Jeffrey Thoms, SSM
John Moran Jr., Code Enforcement/Zoning Officer
Shawn Motsavage, Township Road Master

CONSENT AGENDA: Albert Campion made a motion, seconded by Pamela Margolis, to approve the consent agenda items as follows: a.) Minutes: Draft November 8, 2023; b.) the PA State Police Reports for November, Ambulance Report, and Fire Marshall Report; c) Financial Matters: Authorize for Payment of Bills for November in the amount of \$221,297.40 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 with Dean Becker abstaining on the November 8, 2023 Meeting Minutes as he was not present at this meeting.

PUBLIC COMMENTS: There were no public comments made at this meeting.

OLD/NEW BUSINESS: There were no old/new business items discussed at this meeting.

SOLICITOR'S REPORT: Solicitor Picardi submitted his written report to the Board. In addition, Pamela Margolis asked questions of clarification regarding Act 165, Section 712.1(e) of the Sunshine Act.

ROAD MASTER'S REPORT: Shawn Motsavage submitted to the Board his written Road Master Report dated December 1, 2023, for activities occurring during the month of November. In addition, Mr. Motsavage reviewed the Township's Leaf Collection Program.

CODE ENFORCEMENT REPORT: John Moran, Jr. submitted his written Code Enforcement Report to the Board dated December 1, 2023, for activities that occurred during the month of November.

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In addition to his report, Mr. Moran informed the Board that the Zoning Hearing Board approved the application of Morehouse Properties, Inc. for variances needed to construct a new home at 340 Wartman Road. Also, the ZHB added additional relief in its decision should the applicant decide to add a deck or patio to the new house.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel informed the Board that there was no Planning Commission meeting in November.

PARK AND RECREATION REPORT: Kevin Motsavage had nothing to report at this meeting.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: William Patterson informed the Board that the last payment was made to Allan Myers, Inc. for the installation of the middle interceptor. This project is now complete. The Authority approved the Operating and Capital Budgets. The rest was routine business.

ENGINEERS REPORT: Nicholas Szeredai was present at this meeting and submitted his engineers' report to the Board.

In addition to his written report, Mr. Szeredai discussed the following:

- Township Wide Road Maintenance Program: Mr. Szeredai was asked about the Township Wide Road Maintenance Program. SSM is in the process of developing a new Township Wide Road Plan to cover the maintenance of the Township roads for the next twenty years. This plan will be a living document that can be changed over time as the Township moves forward in maintaining its roads.
- Municipal Building Upgrades Project: Jeffrey Thoms was present to review the final design/construction plans for the repairs to the existing salt shed and the expansion of the south salt shed. Mr. Szeredai reviewed for the Board the land development work to be completed on this project. There will be two bins added. Each bin will be 625 square feet. A gutter will be added along the full length on the backside of the building. This gutter will drain to the existing riprap on the site, which ultimately drains to the bio-retention basin. This drainage pattern is consistent with the existing drainage patterns of the site. The plan is to reduce the wet condition behind the building. This expansion will include connection of all the underdrain pipes together, so the stormwater from the roof is collected and directly discharged to the riprap. The plan is to direct the water away from the salt bins via pavement replacement and re-grading with no proposed stormwater inlets. No inlets were proposed due to the grades present on site, potential utility conflicts, and to avoid having an inlet directly in front of the bin which would be subject to consistent heavy loading. The plan for the pavement is to slope it away from the bins and direct the water to the bio-retention basin. More riprap will be added to slow down this stormwater discharge from the roof and sheet

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flow from the pavement. Next, Mr. Thoms reviewed the final design plans for construction and the repairs to be made to the existing salt shed. As part of this project, the whole roof of the south salt shed will be replaced when the additional two salt bins are added. The Board discussed the proposed project including the timeline for completion in 2024. Gary Filzen made a motion, seconded by Albert Campion, to authorize the advertisement of bids for the Salt Shed Addition Project in early 2024 (January) with a recommended award at the March Monthly Meeting. This advertisement is subject to final review by staff of the final plans and bidding documents. There were no public comments. The motion carried by a vote of 5-0.

MANAGER’S REPORT: Cecile M. Daniel

- 2024 Perkiomen Township Budget: Ms. Daniel reviewed the 2023 proposed budget for Perkiomen Township. As there were no changes made at the November Monthly Meeting, the 2024 proposed budget before the Board is the same as presented and authorized for advertisement in November.

- The General Fund Budget and Capital Fund Budget - The proposed Operating Budget for the 2024 General Fund Budget is projected at \$3,608,614.00. For the proposed revenues, the major differences from the 2023 Operating Budget were a decrease in the proposed revenues coming from the Real Estate Transfer Tax, plus an increase in the Earned Income Taxes and projected interest. For the proposed expenditures, the major difference from the 2023 Operating Budget was money to be spent on the Township’s parks. Money for the designing of the Highland – Huber Park and repairs to the storm sewer lines located in the Lodal Creek Park are now designated to be spent from the General Fund. Also, the proposed budget designates splitting the funds evenly coming from the Township’s General Fund mileage into three pieces. This three-way split would be the Township’s Fire Company and the two ambulance companies. The final decision on this split will happen during 2024. The amount set forth in the proposed Capital Budget is \$1,098,410.00. The proposed expenditures under the Capital Budget include the proposed road work which will be split with the Liquid Fuels Budget; the work to be completed in the repairs to be made to the salt bins, the expansion of the south salt shed, and the purchase of equipment (new leaf pro plus to pick-up leaves for leaf recycling and a new truck for the road department). The proposed 2024 Budget for the General Fund Budget and the Capital Fund Budget is \$4,707,024.00. For 2023 the General Fund Budget and Capital Fund Budget the amount was 4,854,640.00. There is NO tax increase being proposed for the General Fund for the year 2024.

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- The Liquid Fuels Budget is proposed at \$794,392.00. This budget will cover the expenditures needed for the daily maintenance and operation of the Township's roadways. The remaining portion of the proposed 2024 Road Project (Seitz Road) will come from this budget.
- The Fire Tax Budget is \$1,345,100.00. The proposed Fire Tax Budget shows an increase in the Fire Tax. The proposal is to increase the Fire Tax from .27 to .6 mils. This represents an increase of .33. The average assessment per household is estimated at \$161,000. At the current rate (.27) the tax would be \$43.47 per household and at the new rate (.6) the tax would be \$96.60 per household. This represents an increase based on the average assessment of \$161,000 to be \$53.13 per household. There is a proposed increase in the Fire Tax from the current .27 to .6 mils. This increase is reflected in the proposed 2024 Fire Tax Budget.

Ms. Daniel informed the public that for 2024 there is no tax increase being proposed for the General Fund Budget, but there is a tax increase being proposed in the Fire Tax Budget. The proposed tax increase would take the Fire Tax from its present .27 to .6 mils.

Ms. Daniel informed the Board she has prepared two resolutions for the Board's consideration:

- The first Resolution is No. 2023-19 which is the Tax Levy for Perkiomen Township for the year 2024. Pamela Margolis made a motion, seconded by Albert Campion, approving Resolution 2023-19 setting forth the following 2024 Tax Levy for Perkiomen Township as follows: 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; but an increase for Perkiomen Township in the millage rate for Fire Tax purposes for the year 2024. There were no public comments on the motion. The motion passed by a vote of 5-0.
- The second Resolution was No. 2023-20 which adopts the 2024 Perkiomen Township Budgets. Albert Campion made a motion, seconded by Gary Filzen, approving Resolution 2023-20, which is broken down as follows: General Fund/Capital Budget: \$4,707,024.00; Fire Tax Budget: \$1,345,100.00; and Liquid Fuels Budget: \$794,392.00. When added together the total revenues and expenditures for all funds for 2024 will be \$6,846,516.00. There were no public comments on the motion. The motion passed by a vote of 5-0.
- 2024 Meeting Schedule: Ms. Daniel review the proposed meeting schedule for 2024. This meeting schedule will cover the Monthly Meetings, the Municipal Authority, the Park & Recreation, the Planning Commission, and the Environmental Advisory Council meetings. If the Board finds this schedule acceptable, Ms. Daniel requests

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authorization to advertise the 2024 Meeting Dates. The proposed dates were reviewed, and Albert Campion made a motion, seconded by Gary Filzen, authorizing advertisement of the 2024 Meeting Dates for Perkiomen Township. There were no public comments. The motion carried by a vote of 5-0.

- Recycling Data Collection Agreement: Hough Associates has submitted a new 3-year Recycling Agreement (2023, 2024, and 2025). Perkiomen Township has been using Hough Associates since 2010 to obtain the information to complete the required PADEP Recycling Forms and apply for the 904 Performance Grants. The fixed price for this contract is \$2,000.00 with an option to pay \$1,960.00 if paid before the end of January. Albert Campion made a motion, seconded by Pamela Margolis, to approve the Agreement with Hough Associates for the Collection of the Residential and Commercial Recycling Data for 2023, 2024, and 2025 and prepare the PA DEP 904 Recycling Grant Application for Perkiomen Township for those years for a fixed price of \$2,000.00 per year or a discount of \$1,960.00 per year if paid by January 31st of each year. There were no public comments on the motion. The motion was passed by a vote of 5-0.

There being no further business, the December public meeting was adjourned upon motion of Albert Campion and seconded by Gary Filzen.

Respectfully Submitted,

Cecile M. Daniel

Cecile M. Daniel
Township Manager