



**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING  
MINUTES: FEBRUARY 1, 2022**

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**BOARD MEMBERS PRESENT:** Vivian Schoeller, Chairman  
Adam Doyle, Vice-Chairman  
Albert Campion, Member  
Pamela Margolis, Member

**ABSENT:** Dean Becker, Member

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

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

**CONSENT AGENDA:** Albert Campion made motion seconded by Adam Doyle to approve the Consent Agenda items as follows: a) Monthly Meeting Minutes of January 3, 2022 and the Special Meeting Minutes of January 14, 2022; the PA State Police Report for January, Ambulance Reports, Perkiomen Township Fire Company and Fire Marshall Reports; b) Financial Matters: Authorize for Payment of Bills for the month of January in the amount of \$189,791.62 and the Treasurer's Report to be placed on file for audit. There were no public comments. The motion was carried by a vote of 4-0.

**PUBLIC COMMENTS:** Erin Conlen and Steven Brown of Bridge Street were present to request assistance with an issue of speeding on Bridge Street. It was their opinion that speeding is occurring between 7:00 a.m. to 8:00 a.m. and 2:30 to 3:30 p.m. One problem is the drivers that are cutting through the Church parking lot located on Gravel Pike to turn onto to Bridge Street so they can then turn onto Wartman Road. The other problem is the drivers that are coming from Wartman Road and turning onto Bridge Street. Even though not all of these drivers are students, it was their opinion that the speeding drivers coming from Wartman Road to Bridge Street between 2:30 to 3:30 p.m. are predominantly students. Speeding is an issue for both time periods, but the speeding in the afternoon when school lets out is worse. The Board discussed this matter and directed that the Township's speed monitor be placed in the area and that a letter be sent to the Perkiomen Valley School District informing the School District about this issue.

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**OLD/NEW BUSINESS:**

- Contribution: At the January Meeting there was a discussion about making a contribution to a designated charity honoring the recent passing of Gordon MacElhenney. After discussing what would be appropriate, Adam Doyle made a motion seconded by Pamela Margolis to send a contribution in the amount of \$500.00 to the SPCA in memory of Gordon MacElhenney. There were no public comments. The motion was carried by a vote of 4-0.
- Perkiomen Township Fire Company: The Perkiomen Township Fire Company submitted its 2022 Event Calendar for the Board's approval. The Board reviewed the list and Pamela Margolis made a motion, seconded by Albert Campion, to approve the 2022 Event Calendar for the Perkiomen Township Fire Company. There were no public comments. The motion carried by a vote of 4-0.
- PSATS Convention: The annual PSATS Convention is scheduled to be held from April 24 through April 27, 2022 in Hershey, PA. At this time, it is unclear if any Board members will be able to attend. It was decided that this subject will be placed on the agenda for the March meeting.

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

- Brandywine Road & Forge Road: Resident Request: At the January meeting, there was a discussion regarding a request to consider the installation of crosswalk pavement markings and a "No Parking Here to Corner" sign where Brandywine Road intersects with Forge Road. At that meeting, the Board authorized Solicitor Picardi to prepare an Ordinance amending the existing No Parking Ordinance to install No Parking and No Standing Here to Corner signs at Brandywine Road and Forge Roads. This draft Ordinance was before the Board for review. There were no changes made to the draft Ordinance. Adam Doyle made a motion seconded by Albert Campion to authorize advertisement of the proposed Ordinance for consideration for adoption at the March Monthly Meeting. There were no public comments. The motion carried by a vote of 4-0.
- Planning Commission Ordinance: Presently there are five members that make up the Planning Commission. There was a discussion on increasing the number of members to seven as set forth in the draft Ordinance Solicitor Picardi prepared. Given that there were no issues with the proposed increase by those present at the meeting. Albert Campion made a motion seconded by Pamela Margolis authorizing the advertisement of the proposed Ordinance for consideration for adoption at the March Monthly Meeting. There were no public comments. The motion carried by a vote of 4-0.

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**ROAD MASTER’S REPORT:** Shawn Motsavage submitted to the Board his Road Master’s Report dated February 1, 2022, for activities occurring during the month of January.

**CODE ENFORCEMENT REPORT:** John Moran, Jr. submitted to the Board his Code Enforcement report dated February 1, 2022, for activities that occurred during the month of January.

In addition to his report Mr. Moran reported on the following:

- **5K Run:** Perkiomen Township Fire Company is proposing to hold a 5K Run/Walk on April 9 2022 as a fundraiser. The Perkiomen Twp Fire Company would like to request assistance from Skippack Township Fire Police for traffic control for this event. To do this, the Township is required to submit this request to Skippack Township. The Board discussed this request with Mr. Moran after which Albert Campion made a motion seconded by Adam Doyle authorizing a letter be sent to Skippack Township requesting assistance from their Fire Police for this 5k Run/Walk. There were no public comments. The motion was carried by a vote of 4-0.
- **93 Trappe Road:** Mark & Stephanie Casillas have requested a variance to permit excess impervious coverage of 495 square feet associated with the installation of improvements to their property located at 93 Trappe Road. This request is being made under Article XIII, Section 310-102.D.2.a for their property. The Board discussed the application and decided to table no action or position. Solicitor Picardi will relay this information to the Solicitor of the Zoning Hearing Board.

**PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING:** Cecile Daniel reported that the Planning Commission held its meeting on January 18, 2022. At that meeting, the Planning Commission discussed the following: Small Wireless Facilities Deployment Act. The Planning Commission reviewed this Act which will affect the Township’s existing Telecommunication Ordinance. Under the Small Wireless Facilities Deployment Act, the standards for siting, design, permitting, maintaining, and regulating Small Wireless Facilities in the right-of-way will be modified.

**PARK AND RECREATION REPORT:** Kevin Motsavage submitted to the Board his monthly report for Park and Recreation. In his report, Mr. Motsavage listed the names of the residents who expressed interest in working with Simone Collins on the Master Plan for the Highland/Huber Park. These individuals will make up the committee for this project. The Board reviewed the list of names and had no issues.

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY:** William Patterson informed the Board that the Regional Sewer Authority has decided to repair the meter pits/meters so they can be reinstalled in the Perkiomen Interceptor.

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**ENGINEERS REPORT:** Nicholas Szeredai was present at this meeting but submitted his reported to the Board. In addition to his report, Mr. Szeredai had the following:

- 381 Wartman Road: The Mark DeSantis of 381 Wartman Road submitted a request for the final release of the escrow for the improvements that were installed at this location. Mr. Szeredai informed the Board that the work completed was acceptable, and he is recommended the release of \$17,334.00. With the recommendation of Mr. Szeredai, Pamela Margolis made a motion seconded by Albert Campion approving the Final Release No. 1 of \$17,334.00 for 381 Wartman Road. There were no public comments. The motion carried by a vote of 4-0.
  
- ARLE Grant: Project update – traffic signal installation Gravel Pike, Bridge Street, and Graterford Road: Mr. Szeredai updated the work involved in this project. Plans were sent to PennDOT for the design of the traffic light. SSM received comments from PennDOT and the Township. Based on those comments, the design plans were revised and sent back to PennDOT for review. Once the Township receives the PennDOT Permit, SSM will prepare bid specification. At the present time, SSM is hoping to receive this permit soon so between April and May bids can be prepared and the project put out for bid. The goal would be to award this project in June. The project could be delayed depending upon how difficult it will be for the contractor to receive the equipment. Since this is being construction under an ARLE Grant, the deadline to complete this grant is October 26, 2023.
  
- Municipal Building Upgrades: Mr. Szeredai explained that this project needed to be restructured because the proposed electrical work needed to be bid separately. An addendum was sent out for the Electrical Bid. This required an additional pre-bid meeting. Presently, there will be three bids for this project: (1) General Construction, (2) HVAC, and (3) Electrical. The bid receipt date is now February 14, 2022 with an award date at the March Monthly Meeting, March 1, 2022.
  
- 2022 Bridge Maintenance Project: Mr. Szeredai informed the Board that he is working to obtain the necessary permits and erosion and sedimentation control plans completed for this project. Based on the progress made to date, he is far enough along to submit the GP 11 Permit Application to PADEP. At the same time, there are access easements that are needed for the Cranberry Boulevard Bridge portion of this project. While work through this details of this project, Mr. Szeredai determined that there were no temporary or permanent access easement for this work. Both he and Solicitor Picardi have reached out to the Cranberry HOA and the original builder of the Cranberry Development to obtain these easements. The process to obtain the GP 11 Permit will take time; therefore, Mr. Szeredai is recommended he submit this application to PADEP while simultaneously work on obtaining the necessary easements. The Board discussed the recommendation of Mr. Szeredai. The Board

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had no issues with this recommendation, so Mr. Szeredai was authorized to proceed with the submission of the GP 11 Permit Application to PADEP for the 2022 Bridge Repair Project.

- PVSD Traffic Study: Mr. Szeredai informed the Board that he was made aware of a traffic study that the Perkiomen Valley School District completed for the school campus. The traffic study makes nine recommendations for improvements that will affect the internal vehicular circulation on the campus as well as certain Township Road rights-of-ways. One issue discussed was an emergency access near the middle school that would connect with Wartman Road. This emergency access was shown on the original plan and was intended for emergency vehicles only. Mr. Szeredai is looking for direction from the Board as to his reviewing this traffic study and providing comments to the Board. The Board discussed the question on reviewing the Perkiomen Valley School Traffic Study and authorized his review of said study.

**MANAGER’S REPORT:** Cecile M. Daniel

- Agreement: An Agreement has been prepared by the Perkiomen Township Municipal Authority regarding the funds to be received under the American Rescue Fund. Pursuant to the US Treasury’s Final Rule on spending these funds, Ms. Daniel is recommending that the funds be split in half with the Municipal Authority receiving the first half to make repairs to the sanitary sewer system. Based upon the inspection work the Municipal Authority has completed on a portion of the sanitary sewer system, the estimated cost to make the needed repairs is \$400,000. The second half of the funds would be used to cover the cost to complete the Township’s Pollution Reduction Plan Project. This project is part of the Township’s MS4 Program. For that portion of the funds to be transferred to the Municipal Authority, an agreement had been drafted covering the Authority’s responsibility in using these funds. The Board discussed this and had no issues with Ms. Daniel’s recommending allocation of funds under the American Rescue Fund or with the draft agreement with the Municipal Authority.
- FEMA Hazardous Mitigation Grant Program: Ms. Daniel reported that on Friday, January 21, 2022, she filed the Hazard Mitigation Grant Application with PEMA. It was Ms. Daniel’s understanding PEMA will process this application which could take six months. Presently, the Township has eight properties listed on this application. Based upon the timeline of the application, this whole process could take thirty-six months to complete.
- Spring Hill Realty, INC: Ms. Daniel informed the Board that she has not received the traffic study on the application of Spring Hill Realty for the rezoning and a zoning text amendment for property located on Harrison Avenue located behind the Landis Shopping Center.

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- EAC: The individuals who expressed interest in being part of the Environmental Advisory Council has been put together. The Ordinance adopted by the Board sets the number of residents to be on the EAC at five with the term length to be three years. Since this council was just formed, not all the terms would be for a full three years. The Board needs to appoint these members. Pamela Margolis made a motion seconded by Adam Doyle to appoint the members to the Environmental Advisory Council as follows: Susan Bottomley (whose term would expire on 12/2022); Kay Dee House and Chris Husted (whose terms would expire on 12/2023); and Dominic Bruzzese and Jessica Gura (whose terms would expire on 12/2024). There were no public comments. The motion carried by a vote of 4-0.
  
- Township Manager's Bond: Ms. Daniel informed the Board that the Second-Class Township Code requires the Township Manager to have a separate bond. This bond is required as Ms. Daniel is no longer the Township Treasurer. It was recommended that the amount be set at \$250,000. Albert Campion made a motion seconded by Pamela Margolis to set the Township Manager's Bond at \$250,000. There were no public comments. The motion carried by a vote of 4-0.

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

Respectfully Submitted,

*Cecile M. Daniel*

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Cecile M. Daniel  
Township Manager