



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JUNE 4, 2024

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

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

Adam Doyle called the meeting to order at 6:30 pm.

CONDITIONAL USE HEARING: After opening the meeting, Adam Doyle turned the meeting over to Solicitor Picardi to conduct the public hearing on the Conditional Use Application filed by the Daily Bread Community Food Pantry, Inc. (Pantry). The Pantry was represented at this public hearing by David Garner, Esquire. Also, in attendance representing the Pantry were Joel Stever, John Moss and Anthony Hibbeln, PE, the Pantry's Engineer. In its Application, the Pantry is requesting the right to use 16 Iron Bridge Road (the "Property") as a "Community Food Pantry", since such use is not permitted by-right in the IN – Industrial District. The Application states that such Use would be of the same general character as the permitted uses listed under Section 310-168.F Warehouse, Storage or Distribution Center. Attorney Garner presented his client's, Daily Bread Community Food Pantry, Conditional Use Application to the Board of Supervisors.

After discussion on the Application by the Board, Pamela Margolis made a motion, seconded by Dean Becker, to approve the Conditional Use Application of Daily Bread Community Food Pantry, Inc. to permit the Use of a "Community Food Pantry" on the property subject to the conditions set forth in the Report of the Planning Commission that incorporates SSM review letter of April 30, 2024.

ZONING

1. **Section 310-56.B** – The plans shall clarify if any lighting is proposed. Lighting shall meet the referenced requirements.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JUNE 4, 2024**

2. **Section 310-74** – The Use of a “Community Food Pantry” is proposed which is not defined within the Required Off-Street Parking Facilities table which determines the minimum parking requirements. Per **Section 310-74.N** - Any use not specifically listed in this chapter shall provide parking spaces in compliance with the Parking Generation Manual of the Institute of Transportation Engineers (ITE), as last amended. The ITE Manual does not have a “Community Food Pantry” as a defined use.

The Applicant has proposed 57 parking spaces be required and 57 parking spaces are proposed, based on a similar Daily Bread Community Food Pantry facilities statistics that is located in Lower Providence Township. SSM has no objection to 57 parking spaces be required.

3. **Section 310-171** – The denoted section references the front, side, and rear yard setback requirements. The plans shall dimension the minimum yard setbacks on the plans and ensure such values are consistent with the zoning compliance table. It is noted that it appears all minimum setback requirements have been met.
4. **Section 310-171.B.3** – A principal building shall be located a distance of not less than 100 feet from an adjacent residential zoning district in the Township or adjacent municipality. The plans shall note that an existing non-conformity exists as the existing building is located 56-ft the VCR – Village Commercial Residential District located to the east of the subject property.

STORMWATER

5. **Section 247-301.A.1** – The plans currently do not reflect grading or any new proposed stormwater facilities. More than 1,500-sf of impervious surface is proposed; therefore, a Stormwater Management Site Plan and a Stormwater Management Permit shall be required prior to Construction. Per Section 247-503, a Financial Security shall be required for the proposed stormwater and erosion and sediment control measures. The plan shall note this requirement.
6. **Section 247-304.A** – The existing communal basin does not appear to address rate control for smaller storm frequencies. A rate control analysis shall be performed within the communal basin in order to demonstrate the added stormwater runoff from this project will not adversely impact any downstream properties. SSM recommends minor improvements be made to the existing outlet structure to address rate control. It is SSM’s understanding that the owner of the communal basin is responsible for such improvements. This item shall be addressed prior to the issuance of a Use and Occupancy permit for the building.
7. In order to ensure the basin is functioning as designed, the communal basin must be properly maintained. Based on a recent inspection, the basin is in need of maintenance. Basin maintenance shall be implemented in order to ensure the basin functions as designed. It is SSM’s understanding that the owner of the communal basin is responsible for the basin’s maintenance. This item shall be addressed prior to the issuance of a Use and Occupancy permit for the building.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JUNE 4, 2024**

8. The proposed development relies upon a communal basin which was constructed as part of Phase II of the Iron Bridge Corporate Center. This basin was previously approved to treat up to a 60% impervious coverage for the subject property. The drainage easement for the communal basin shall be indicated on the plans and reference the recorded plan (i.e., DB: 0036, PG: 00130) which established such drainage easement.

The proposed development results in less than a 60% impervious coverage; therefore, no new stormwater management best management practice (BMP) is required to treat the added stormwater runoff.

GENERAL

9. General Note 6 references a Stormwater Operation and Maintenance Agreement between the Township and the Owner of the communal basin. It is SSM's understanding that no Stormwater Operation and Maintenance Agreement exists; however, the recorded subdivision plans outlined the communal basin maintenance responsibility. Accordingly, the General Note 6 shall be revised to reference the recorded subdivision plans (i.e., DB: 0036, PG: 00130) in lieu of a Stormwater Operation and Maintenance Agreement.
10. The plans should note that this property is considered Lot No. 13 of the Iron Bridge Corporate Center Phase II development.

There were no public comments on the motion. The motion carried by a vote of 5-0.

PRESENTATION: Heidi Shiver, President of Bird Town Pennsylvania, was present at this meeting to present a PowerPoint for the public describing what Bird Town Pennsylvania is all about. In addition, Ms. Shiver welcomed Perkiomen Township on becoming the 51st Bird Town Community in PA and presented to the Board two signs to be placed in the community informing everyone of this designation.

CONSENT AGENDA: Dean Becker made a motion, seconded by Albert Campion, to approve the consent agenda items as follows: a) Minutes: May 7, 2024; b) Monthly Reports: PA State Police Reports for May, Ambulance Report, Perkiomen Township Fire Company Reports for May and Fire Marshall Report; c) Financial Matters: Authorize for Payment of Bills for May in the amount of \$397,864.69 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 5-0.

PUBLIC COMMENTS: There was a resident at this meeting who commented on the traffic that is cutting through the Graterford Bible Fellowship parking lot to gain access to Church Road and then to Bridge Street. The resident was asking if there was anything the Township could do to have the church prevent people from cutting through their parking lot. Since this parking lot is owned by the church, it is private property. As a result, it would be the church's decision to restrict access through its parking lot. The Board

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JUNE 4, 2024**

informed the resident that there is nothing that the Township can do and recommended that the resident discuss this issue directly with the Graterford Bible Fellowship.

OLD/NEW BUSINESS: There was no old/new business discussed at this 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 following:

- 182 Trappe Road: Solicitor Picardi indicated he spoke with the abutting neighbor who has been farming approximately three acres of the property located at 182 Trappe Road. This is a portion of the property that the Township is looking to purchase. In that conversation, the neighbor asked whether the Board would be willing to consider the establishment of a lease between himself and the Township so he may continue to farm those 3 acres. Solicitor Picardi informed the Board that he is requesting an Executive Session to discuss this. This Executive Session will be held next month prior to the July Monthly Meeting.

ROAD MASTER'S REPORT: Shawn Motsavage submitted to the Board his Road Master's Report dated June 1, 2024, for activities occurring during the month of May.

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

- Sale of Equipment: Mr. Motsavage informed the Board that he has been trying to contact Donnie White regarding the Board's approval to sell him the 2013 GMC. As of this meeting, Mr. White has not returned Mr. Motsavage's emails or telephone calls. Mr. Motsavage contacted the next highest bidder to see if he was still interested in purchasing the 2013 GMC. That bidder, Rick Berstein, informed Mr. Motsavage that he is still interested. Due to Mr. White's default on this award, Mr. Motsavage is recommending that the Board void the approval made at the May meeting and consider awarding the sale of the 2013 GMC to Rich Berstein for \$14,100.00. After discussing Mr. Motsavage's recommendation, Gary Filzen made a motion, seconded by Dean Becker, to (1) Void the sale of the 2013 GMC Sierra 3500HD to Donnie White and (2) to award the sale of the GMC truck to Rick Berstein for \$14,100.00. 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 report dated June 1, 2024, on activities that occurred during the month of May.

ENVIRONMENTAL ADVISORY COUNCIL: Dominic Bruzzese of the EAC was present to discuss the following:

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JUNE 4, 2024**

- EAC Bylaws: There was a discussion on the revised EAC's Bylaws. Solicitor Picardi discussed the few minor changes made at the May meeting. Gary Filzen made a motion, seconded by Alfred Campion, to approve the Perkiomen Environmental Advisory Council By-Laws. There were no public comments. The motion carried by a vote of 5-0.
- Native Plant Raingarden Incentive Program: Mr. Bruzzese briefly described this program. Currently, the program is in the beginning stages. The criteria/standards still need to be developed. The criteria/standards will be used to aid residents in designing and constructing a rain garden on their property. Since this is an incentive program, Perkiomen Township residents would be reimbursed \$5/sqft up to \$250.00 toward the installation of a rain garden. A resident would be required to submit a plan describing what is being proposed. The EAC would review the information and either provide feedback or give approval for the installation. The program would be capped at \$5,000 per year. The resident would need to submit documentation to the EAC verifying the cost and what was installed. Mr. Bruzzese indicated the EAC would like to try this program on a trial basis. If the program takes off, it may be somewhat helpful to the Township's MS4 Program. Moving forward, Mr. Bruzzese is looking to prepare a more formal presentation for the Board. Based upon what Mr. Bruzzese described, the Board expressed interest in receiving more information on the program.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel informed the Board that the Planning Commission held its meeting on May 21, 2024. At that meeting the Planning Commission discussed the Daily Bread Community Food Pantry Conditional Use Application, a Lot Line Adjust Plan between 527 and 529 Colony Drive, and Artisan Land Company proposed development update.

PARK AND RECREATION REPORT: Kevin Motsavage informed the Board that the Township has a successful Community Day on June 1, 2024.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: William Patterson reported on the following: update to the installation of the emergency generator and the remainder was routine business.

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

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

- Local Creek Park – Stormwater Pipe Replacement Project: Mr. Szeredai informed the Board that during the construction of this project there were some unforeseen issues that were uncovered. First, while installing the 36-inch storm sewer pipe, a 6-inch

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JUNE 4, 2024**

underdrain was discovered that no one knew about. A minor change was made to connect the underdrain to the inlet. Second, a water line and fiber optic lines were found when trying to install an inlet along Bridge Street (between the guiderail and Bridge Street). The existing storm sewer line was not installed as first thought. There were no plans available showing the location of the existing storm sewer line. As a result, the area where the inlet was to be installed had to be six feet deeper than originally planned. In addition, the contractor found an existing water line and fiber optic cables in the way. Neither the water line nor the fiber optic cables lines were marked based on the PA One Calls submitted. Due to the utility conflicts, the inlet needed to be relocated behind the guiderail. This relocation will also require a new inlet riser as the inlet box will need to be installed deeper than originally planned. This issue was discovered prior to this meeting. The contractor requested permission to proceed versus waiting for approval of a change order at this meeting. If permission was not granted, the contractor indicated he was going to demobilize and proceed to another job for 2-3 weeks before coming back. In addition, the added cost of the demobilization and mobilization would be added to the change order. The contractor was told to incorporate the changes into the project and complete the work of installing the inlet. Mr. Szeredai informed the Board that he has not received a formal change order but estimates the materials and work to be around \$25,000.00. As a result, Mr. Szeredai is recommending that the Board approve the change order up to \$25,000 subject to review by the Park & Recreation Coordinator and Township Manager. The Board assessed and considered the recommendation of Mr. Szeredai. Dean Becker made a motion seconded by Gary Filzen to approve the Change Order for the Lodal Creek Park Stormwater Pipe Replacement Project up to and not exceeding \$25,000.00 subject to review by Park & Recreation Coordinator and Township Manager. There were no public comments. The motion carried by a vote of 5-0.

- Pollution Reduction Project: In anticipation of the one-year warranty period expiring on July 1st, Mr. Szeredai performed an inspection of the Stream Restoration project. This inspection found a handful of items, some of which were minor, but needed repair. Mr. Szeredai notified Flyway Excavating, Inc. (Flyway), Township's contractor, on May 31st of the needed repairs. All these repairs are under warranty. With the warranty expiring on July 1st, Mr. Szeredai requested authorization from the Board to pull the performance and payment bond of Flyway if they do not perform the necessary repairs they have agreed to make. There was a discussion on this request. With the recommendation of Mr. Szeredai, Dean Becker made a motion seconded by Pamela Margolis authorizing SSM to pull the performance and payment bond if it is determined necessary subject to review and approval of the Township Solicitor and Township Manager. There were no public comments. The motion carried by a vote of 5-0.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JUNE 4, 2024**

- Traffic Signal Request: The intersection of Township Line Road and Meyers Road is controlled by a traffic signal. Mr. Szeredai was requested to review the pavement markings at this intersection to see if circulation could be improved. Vehicles traveling westbound on Meyers Road do not make the left-hand turn onto Township Line Road wide enough. If the left-hand turn is not taken wide enough, this turning movement could result in a potential vehicle conflict with vehicles which are sitting on Township Line Road waiting to turn left onto Cemetery Road. It was Mr. Szeredai's opinion that it might be beneficial to relocate the stop bar associated with the northbound left-turn lane on Township Line Road further away from the intersection to improve circulation. He noted that accident data may support this change. Mr. Szeredai is recommending that PennDOT review the location of the pavement markings at this intersection. For PennDOT to review this, Mr. Szeredai recommended that a letter be sent to PennDOT requesting this. Albert Campion made a motion seconded by Dean Becker authorizing a letter be sent to PennDOT requesting consideration to review the pavement markings at this intersection and to consider adjusting these markings. This request will include coordination with PennDOT on any changes they would make to the Traffic Signal Permit for this intersection. There were no public comments. The motion carried by a vote of 5-0.
- Building Upgrade Project: Jeffrey Thoms, PE, of SSM, informed the Board that Hirschberg Mechanical has submitted Application No. 3 in the amount of \$29,431.21. This is for work completed through July 31, 2023. After several months of correspondence, coordination, and repairs, the HVAC for unit #1 is now functioning as intended. The Carrier HVAC start-up report was received, reviewed, and found adequate. As a result, Mr. Thoms is recommending approval of Payment No. 3 which includes reimbursement of 5% retainage. Dean Becker made a motion seconded by Gary Filzen to approve Payment Application No. 3 to Hirschberg Mechanical in the amount of \$29,431.21. There were no public comments. The motion carried by a vote of 5-0. Also, Mr. Thoms informed the Board that the construction of the Salt Shed Addition Project should be starting soon.

MANAGER'S REPORT: Cecile Daniel reported on the following:

- Artisan Land Company: Ms. Daniel informed the Board the Artisan submitted its preliminary plan application to subdivide the Landis Tract, which is a 62.63-acre parcel, into forty-one lots. This property is in three different municipalities: Perkiomen Township, Lower Frederick Township, and Schwenksville Borough. The date of this submission was May 21, 2024. Under the Pennsylvania Municipal Planning Code, unless an extension is granted by the applicant, a decision to approve or deny needs to be made by August 18, 2024. Under the present schedule Ms. Daniel expects to receive the staff reviews at the beginning of July. This would put the preliminary plan before the Planning Commission for its July meeting. In discussing the Planning

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JUNE 4, 2024**

Commission's schedule, it was agreed to move the July PC Meeting to Tuesday, July 23, 2024. Ms. Daniel also informed the Board she submitted to the Planning Commission the waiver letter that was included in the package for the preliminary plan submission. Right now, the Planning Commission does not appear to be in favor of the waivers being requested. Like the Board, Ms. Daniel informed the Planning Commission that the applicant has not submitted an extension to the time requirement under the Municipal Planning Code; therefore, a recommendation on this plan will need to be considered at the PC's July Meeting to be forwarded to the Board for its August Monthly Meeting.

- Damage to Mailboxes: At the May Monthly Meeting, the Board discussed an increase in the reimbursement amount paid to those residents for damage to their mailboxes caused by the Road Crew while snow plowing or salting the roads. The Board discussed this at this meeting and had no opposition to increasing this reimbursement amount to \$125.00. Ms. Daniel was instructed to prepare a formal Resolution for the June Meeting memorializing this decision. Before the Board is Resolution 2024-14 which sets the limit of the Township's responsibility for damage to mailboxes caused by the Road Crew while snow plowing and salting the roads to \$125.00. Gary Filzen made a motion, seconded by Albert Campion, to approve Resolution 2024-14. There were no public comments. The motion carried by a vote of 5-0.
- Ambulance Update: At the May Monthly Board Meeting, the Board discussed the amount and method of issuing its donations to the two primary ambulance corps that provide ambulance service to the Township's residents. It was agreed that both ambulance corps (Skippack and Plymouth) would be treated the same. The donation for each would be \$100/per call for 2024. At that meeting, Ms. Daniel felt the question not addressed was when this change would start for Plymouth Community Ambulance (Plymouth). As a result, Ms. Daniel requested clarity on this issue. Plymouth has been the Township's second primary ambulance since January 1, 2024. With this change in payment method for the donations, Ms. Daniel asked if the donations should be the same for both ambulance companies and be retroactive for Plymouth to January 1st. At this meeting, Ms. Daniel informed the Board that no donations have been made to Plymouth for 2024. Plymouth handled 50 calls for the first three months of 2024. Under the present reimbursement policy, this would mean that Perkiomen Township would pay Plymouth a total of \$5,000.00 to cover the first three months of this year. The Board discussed this matter and Dean Becker made a motion seconded by Gary Filzen to pay a donation to Plymouth Community Ambulance covering the period January to March 2024 based on the amount of \$100.00/call for each call made during this time. There were no public comments. The motion carried by a vote of 5-0.

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

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JUNE 4, 2024**

Respectfully Submitted,

Cecile M. Daniel

Cecile M. Daniel
Township Manager