



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 6, 2020

BOARD MEMBERS PRESENT: William Patterson, Chairman
Vivian Schoeller, Vice-Chairman
Dean Becker, Member
Albert Campion, Member
Adam Doyle, Member

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

Dean Becker called the January 6, 2020 meeting of the Perkiomen Township Board of Supervisors to order at 7:00 p.m. in the Perkiomen Township Administration Building. The first item of business was the Reorganization Meeting.

REORGANIZATION MEETING:

The reorganization meeting was conducted by Dean Becker who acted as temporary chairman. Mr. Becker called for nominations for the position of Chairman. Vivian Schoeller nominated William Patterson as Chairman. Adam Doyle seconded the nomination of Mr. Patterson. Mr. Becker asked if there were any other nominations for Chairman. There being none, the nominations were closed upon a motion made by Adam Doyle and seconded by William Patterson. The Secretary was directed to let the Minutes show that William Patterson was elected to the position of Chairman by a vote of 5-0. Mr. Becker then turned the reorganization meeting over to Chairman Patterson. Mr. Patterson asked for nominations for Vice-Chairman. Dean Becker nominated Vivian Schoeller as Vice-Chairman. Adam Doyle seconded the nomination of Ms. Schoeller. Mr. Patterson asked if there were any other nominations for Vice-Chairman. There being none, the nominations were closed upon a motion made by Dean Becker and seconded by Albert Campion. The Secretary was directed to let the Minutes show that Vivian Schoeller was elected as Vice-Chairman by a vote of 5-0.

William Patterson read the list of proposed staff appointments for the year 2020. Vivian Schoeller made a motion seconded by Dean Becker to approve the following 2020 staff appointments:

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JANUARY 6, 2020**

Township Road Liaison:	William Patterson
Township Treasurer:	Cecile M. Daniel
Township Secretary:	Cecile M. Daniel
Township Solicitor:	Yergey, Daylor, Allebach, Scheffey, & Picardi
Township Engineer:	SSM Group, Inc.
Township Fire Marshall:	John Moran Jr.
Zoning Hearing Board Solicitor:	McGrory & Wentz LLP
Chairman of Vacancy Board:	Diane Melville

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

Next, Cecile Daniel recommended that the Treasurer’s Bond remain at the present amount of 5,000,000.00. Dean Becker made a motion seconded by Adam Doyle to set the Treasurer’s Bond at \$5,000,000.00 for the year 2020. There were no public comments on the motion. The motion was carried by a vote of 5-0.

Committee Appointments: William Patterson read the committee appointments. Vivian Schoeller made a motion seconded by Albert Campion to approve the following committee appointments:

- Zoning Hearing Board: James Bickel – Three-year appointment – Term will run from January 1, 2020 through December 31, 2022.
- Municipal Authority: Janet Heacock – Five-year appointment – Term will run from January 1, 2020 through December 31, 2024.
- Planning Commission: Nancy Gaugler – Four-year appointment – Term will run from January 1, 2020 through December 31, 2023.

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

The 2020 Reorganization Meeting was closed upon a motion made by Dean Becker and seconded by Vivian Schoeller. William Patterson called to order the Regular Monthly meeting of the Perkiomen Township Board of Supervisors.

EXECUTIVE SESSION: William Patterson informed the public that the Board held an Executive Session to discuss a personnel matter prior to this public meeting.

CONSENT AGENDA: Vivian Schoeller made a motion seconded by Dean Becker to approve the consent agenda items as follows: a) Minutes: December 3, 2019 and the

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JANUARY 6, 2020**

Special Meeting of December 17, 2019; b) Monthly Reports: PA State Police Reports for December, Ambulance Reports, Perkiomen Township Fire Company and Fire Marshall Reports; c) Financial Matters: Authorize for Payment of Bills for December in the amount of \$88,964.01 and the Treasurer's Report to be placed on file for audit. There were no public comments on the motion. The motion was carried by a vote of 5-0.

CORRESPONDENCE: Cecile Daniel informed the Board that she had received/sent the following correspondence:

- ❖ Letter received from Montgomery County Police Officers Memorial Committee.
- ❖ PSATS News Bulletin: November – December 2019.

PUBLIC COMMENTS: There were no public comments.

OLD/NEW BUSINESS:

1. Resolutions: The Board had before it, Resolution 2020-1 to Resolution 2020-10. These were the annual Resolutions considered at the first meeting in January each year. William Patterson review the following resolution for the Board's consideration:

- **Resolution 2020-1:** Depositories 2020 – UNIVEST & PLIGIT;
- **Resolution 2020-2:** Special Crossing Guard: Advanced Protection Company for the remainder of the 2019/2020 school year;
- **Resolution 2020-3:** Professional Consultant Fees: SSM Group and Yergey, Daylor, Allebach, Scheffey Picardi;
- **Resolution 2020-4:** Audit 2019: Dreslin and Company and execution of Dreslin and Company's Proposal to complete the 2019 Audit for Perkiomen Township including the Perkiomen Township Fire Company;
- **Resolution 2020-5:** Recognition of Perkiomen Township Fire Company to provide Fire Services to the residents of Perkiomen Township.
- **Resolution 2020-6:** Recognition of Trappe Ambulance and Plymouth Community Ambulance to provide Emergency Services to residents of Perkiomen Township.
- **Resolution 2020-7:** 2020 Fee Schedule
- **Resolution 2020-8:** Appointment of John Moran Jr. as Township Building Code Official and Barry Isett & Associates, Inc. as the third-party inspection agency.
- **Resolution 2020-9:** Bituminous Price Adjustment for Township Road Projects.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JANUARY 6, 2020**

- **Resolution 2020-10:** Appointment of Certain Individuals to Open and Read Public Bids.

Dean Becker made a motion seconded by Albert Campion to adopt Resolution 2020-1 through Resolution 2020-10. There were no public comments on the motion. The motion was carried by a vote of 5-0.

2. **PSATS Convention:** The annual PSATS Convention is scheduled to be held from May 3 through May 6, 2020 in Hershey, PA. At this time, it is unclear if anyone will be able to attend the PSATS Convention. It was decided that the Board members will let Ms. Daniel know if they can attend this convention once they know their schedules; therefore, she will keep this on the agenda until the deadline for the PSATS Convention.

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

ROAD MASTER'S REPORT: Shawn Motsavage submitted to the Board his Road Master's Report dated January 6, 2020, for activities occurring during the month of December.

In addition to his report, Mr. Motsavage reviewed information that he gathered on the purchase of some of the equipment as set forth in the 2020 Budget. Ms. Daniel indicated that the 2020 budget included funds to purchase equipment in 2020. At the time the budget was prepared, it was uncertain as to the final cost for all the proposed equipment; therefore, a lump sum was included in the budget based upon the information she and Mr. Motsavage obtained. At this time, Mr. Motsavage gave information to the Board on a small utility vehicle with a plow and spreader. Based upon what he foresees as the purpose of this equipment, it was Mr. Motsavage's recommendation to purchase a Kabota RTV500. Based upon the costars contract, the price of the RTV and associated equipment is \$19,866.60. The Board discussed the information presented to them. Dean Becker made a motion seconded by Vivian Schoeller to purchase the Kabota RTV500 and associated equipment from the CoStars Program for \$19,866.60. There were no public comments on the motion. The motion was carried by a vote of 5-0.

Next, Mr. Motsavage presented information on the purchase of a new truck for the Open Space/Park and Recreation Coordinator. In his analysis, Mr. Motsavage look at Chevrolet, Dodge, and Ford on CoStars. The prices are comparable for all three with the Dodge being the lowest. Mr. Motsavage discussed ordering the truck versus purchasing it from the stock that Dealer had in their inventory. Ordering the truck will mean a minimum of twelve weeks before the Township will see the truck. Purchasing the truck from the Dealer's stock will mean having immediate use of the vehicle. The major issue

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JANUARY 6, 2020**

with purchasing from the Dealer's stock is the color choice of the vehicle. There are no red vehicles in the Dealer's stock. The predominant color in the Dealer's stock is white. In addition to the purchase of the truck, additional equipment will include a plow, accessories, a radio and light bar accessories plus installation of this equipment. Mr. Motsavage estimated that cost to purchase the truck and associated equipment would be \$47,000.00. The Board discussed the issue of the color of the truck and the timeline to purchase the truck from the Dealer's stock versus ordering the truck. Dean Becker made a motion seconded by Vivian Scholler authorizing the purchase of a Dodge Pick-up Truck from the Dealer's stock and to install the associated equipment, so it is fully equipped for a total price of \$47,000.00. There were no public comments on the motion. The motion was carried by a vote of 5-0.

CODE ENFORCEMENT REPORT: John Moran, Jr. submitted to the Board his Code Enforcement report dated January 1, 2020, for activities that occurred during the month of December.

In addition to his report, Mr. Moran informed the Board that the Zoning Hearing Board help three public hearings on December 19, 2019. The three public hearings were on the following applications: ZHB Appeal No. 19-5: Vincent Tulio – 320 Gravel Pike; ZHB Appeal No. 19-7: Nathan & Lynn Krupa – 400 Glendale Road; and ZHB Appeal No. 19-8: M&H Development, LLC – 81 Rahns Road. The Zoning Hearing Board granted the relief requested in all three applications.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel reported that the Planning Commission held its meeting on December 17, 2019. At that meeting, the Board of Supervisors held a public hearing on the Zoning Ordinance.

PARK AND RECREATION REPORT: Vivian Schoeller informed everyone that the next Park & Recreation Meeting was scheduled for Thursday, January 9th at 6:30 p.m. Welcomed Kevin Motsavage as the new Open Space/Park & Recreation Coordinator.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: Dean Becker informed the Board that there was no new information discussed at the LPVRS meeting.

ENGINEERS REPORT: Nicholas Szeredai reported on the following:

1. 2020 Road Project: Mr. Szeredai reports that SSM had prepared the preliminary bidding documents and gave copies to the Township Staff to review. It was the recommendation to the Board to authorize the advertisement of the 2020 Road Project for receipt of bids in late January. The Board discussed timing of this project. Vivian Schoeller made a motion seconded by Dean Becker authorizing the advertisement of

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JANUARY 6, 2020**

the 2020 Road Project for the receipt of bids by the end of January. There were no public comments on the motion. The motion was carried by a vote of 5-0.

2. 113/111 Centennial Street: FM Development Company, Inc. requested a Final Escrow Release for the development known as 113/111 Centennial Street. SSM has verified that all work covered by this escrow has been acceptably completed. SSM is recommending release of the escrow in the amount of \$16,175.00 minus escrow monies to covers the observation and engineering costs of SSM. With the recommendation of SSM, Dean Becker made a motion seconded by Adam Doyle to approve the final escrow release No. 2 for the 113/111 Centennial Street Subdivision minus the escrow monies to the observation and engineering costs of SSM. There were no public comments on the motion. The motion was carried by a vote of 5-0.
3. Gorski Route 29 Ventures: Gorski Engineering, Inc submitted Escrow Release No. 6 – Final for Gorski Route 29 Ventures. After reviewing the request, SSM found the items being covered by this release to be acceptably completed and recommended the release of \$59,153.74. The remaining balance left in the Letter of Credit will be zero. SSM also recommended retaining the cash escrow currently being held by the Township. With the recommendation of SSM, Vivian Schoeller made a motion seconded by Albert Campion to release \$59,153.74 from the Letter of Credit and reducing the balance to \$0; thereby releasing the Letter of Credit. This release does not include the cash escrow being held by the Township. There were no public comments. The motion was carried by a vote of 5-0.

MANAGER’S REPORT:

1. 457 Deferred Compensation Plan: Ms. Daniel explained that Perkiomen Township has had a 457 Deferred Compensation Plan for many years. This plan is in addition to the regular defined contribution pension plan that the Township has. Participation in the 457 plan is voluntary and the investments are contributed by the employee. The matter before the Board is to change the Plan Document Services which are now provided by MetLife Services. The Plan Document Services are changing and will now be handled between Brighthouse Financial, Retirement Plan Solutions and Perkiomen Township. In order to make this change, an agreement to cover the Plan Document Services must be approved by the Township. Ms. Daniel recommended approving the agreement but noted that she was going to contact PSATS about its 457 (Deferred Compensation) Plan. Vivian Schoeller made a motion seconded by Adam Doyle to approve the Document Services Agreement between Retirement Plan Solutions, Brighthouse Services, LLC, and Perkiomen Township for Perkiomen Township’s 457 Deferred Compensation Plan. There were no public comments. The motion was carried by a vote of 5-0.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: JANUARY 6, 2020**

2. Pennsylvania Live Steamers: Ms. Daniel informed the Board that she received a letter from the Pennsylvania Live Steamer. In his letter, Mr. Moss explains that the PA Live Steamer will be celebrating their 75th Anniversary on September 2 – 5, 2021. This letter was a request to use the extra parking spaces located in the gravel parking lot near the Township Building as overflow for their anniversary celebration. Since this would be Labor Day Weekend, Ms. Daniel informed the Board that the Township would not be reserving the pavilion so the parking lot would be opened for any resident. The Board discussed the request of the PA Live Steamers. The Board was okay with their using the parking lot, but their use will not be exclusive to just the members of the PA Live Steamers. The parking lot will remain open to Township residents. Ms. Daniel will relay this to Mr. Moss.

SUPERVISORS COMMENTS

Ms. Daniel informed the Board that Lower Frederick Township’s Environmental Advisory Council has requested permission to use the meeting room in our Township Building. The purpose of the use of this room will be two-fold. First for Lower Frederick’s EAC Meeting and second for a presentation by the Montgomery County Conservation District on Stormwater Management. The presentation by MCCD was intended for Lower Frederick Township and the surrounding Municipalities. Vivian Schoeller indicated to her fellow Board members, that she is interested in creating an EAC for Perkiomen Township.

Dean Becker informed his fellow Board members that he is looking to hold a meeting in the Township Building on Traffic issues that have arisen on Township Line Road. Since Township Line Road is a state road that splits Perkiomen Township and Limerick Township, Mr. Becker is planning to invite officials from Limerick Township, PA State Police, and our local state representatives.

There being no further business, the January public meeting was adjourned upon motion made by Vivian Schoeller and seconded by Adam Doyle.

Respectfully Submitted,

Cecile M. Daniel

Cecile M. Daniel
Township Manager