



**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: NOVEMBER 4, 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, Township Road Master

DUE TO THE COVID-19 PANDEMIC, THE NOVEMBER 4, 2020 MEETING OF THE PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS WAS HELD VIA ZOOM. PRIOR NOTICE WAS POSTED ON THE TOWNSHIP WEBSITE AND ADVERTISED IN THE LOCAL NEWSPAPER.

Chairman William Patterson called the meeting to order at 7:00 pm.

CONSENT AGENDA: Vivian Schoeller made a motion seconded by Adam Doyle to approve the consent agenda items as follows: a) Minutes: October 6, 2020; b) Reports from: PA State Police, Ambulance, the Fire Company and Fire Marshall; c) Financial Matters: Authorize Payment of Bills for October in the amount of \$232,381.14 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.

PUBLIC COMMENTS: Both Dean Becker and Cecile Daniel indicated there were no written, telephone, or electronic comments received from the public.

OLD/NEW BUSINESS: There was no Old/New Business to discuss.

SOLICITOR'S REPORT: Solicitor Picardi submitted his written report to the Board of Supervisors. In addition to his report, Solicitor Picardi informed the Board as to the following:

- Homa/Cherry Alley: Solicitor Picardi investigated the request of the Homas to consider turning over Cherry Lane to them or in the alternate have the Township assume responsibility to maintaining the Alley. Upon investigation of this matter,

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Solicitor Picardi prepared a written response. The letter indicates that the subdivision that created Cherry Alley was done in 1881. The Township has no records that indicate acceptance of the alley nor maintenance of same. As a result, it was Solicitor Picard opinion that the maintenance for Cherry Alley should be shared by those property owners that adjoin it. The Board commented on the letter and authorized Solicitor Picardi to send the letter to the Homas.

- Trappe Road/Border of Trappe Borough: Solicitor Picardi informed the Board that a subdivision was approved by the Township in 1983. That subdivision created a 15,000 sq.ft. parcel that does not belong to anyone (“No Man’s Land”) and runs along Trappe Road. It has come to Solicitor Picardi’s attention that there are a few trees located in this 15,000 sq.ft. that need to be removed. Solicitor Picardi noted that this area is very limited in size. It was also approved by the Township, the area abuts the Township’s right-of-way, and, is not owned by anyone. Therefore, Solicitor Picardi recommended that the Township do the necessary work to remove these trees. Ms. Daniel indicated that, based upon the discussion at this meeting, the trees that are the subject of this discussion will be removed.

ROAD MASTER’S REPORT: Shawn Motsavage submitted to the Board his Road Master’s Report dated November 2, 2020, for activities occurring during the month of October. In addition, he discussed:

- Snow and Ice Removal Bid: Mr. Motsavage informed the Board that the Snow Removal Bid was re-advertised for Zone 2. There was only one bid received. It was the recommendation of Mr. Motsavage to award Zone 2 to Buck Enterprises and Landscaping. After discussing the bid, Vivian Scholler made a motion seconded by Albert Campion to award the 2020 – 2021 Snow Removal Bid for Zone 2 to Buck Enterprises and Landscaping. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Schoolhouse Run/Bridge: The Board was given videos illustrating the work that the Road Crew did in installing the temporary stabilization measurers along Trappe Road and the manhole located at the end of Ross Lane. Mr. Motsavage felt that the work done by the Road Crew went well, and his crew felt comfortable with doing this type of work in the future.

CODE ENFORCEMENT REPORT: John Moran, Jr. submitted to the Board his Code Enforcement report dated November 1, 2020, for activities that occurred during the month of October. In addition to his report, Mr. Moran had the following items:

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Zoning Hearing Board Applications:

- There were two public hearings held for two separate ZHB Applications. Both applications were approved by the Zoning Hearing Board. The first application was for variances from Chapter 310-97.A.2 and Article II, Section 310-5 for 395 East 7th Avenue. The second application was for variances from Section 310-51.B; Section 310-150.E.2.b; and Section 310-44.E for 532 Gravel Pike/Duck Inn.
- Mr. Moran informed the Board that he received an application from Bob and Megan Riefer of 252 Washington Street in the Village of Rahns. The applicant is seeking variances to allow for an addition, porch, and exterior stairs to be constructed in the front and rear setbacks. The Board discussed the application and had no objections. Solicitor Picardi will send a letter to the ZHB Solicitor informing him of the board's position.

PERKIOMEN TOWNSHIP PLANNING COMMISSION:

- Solicitor Picardi reported on the sketch plan that was submitted to the Township for property located at 182 Trappe Road. A similar plan was approved years ago, but those approvals have lapsed, and the new owner understands that a new proposal must be submitted to the Township. The proposed sketch plan is scheduled to be heard by the Planning Commission at its November meeting. The Board indicated that the Planning Commission should review the sketch plan and see what happens.
- At the October Planning Commission Meeting there was a discussion on a revised sketch plan that was submitted by Springhill Realty for 841 Gravel Pike. At that Meeting, the Montgomery County Planning Commission was asked to investigate the trend for rental apartments for the Age Restricted Population.

PARK AND RECREATION REPORT: Cecile Daniel updated the Board on the Park & Recreation Report. Dean Becker asked for a follow-up to the installation of the "No Skating Boarding" signs. Shawn Motsavage indicated that the signs will be installed soon.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: Dean Becker updated the Board as to the activities of the LPVRSa during the month of October.

ENGINEER'S REPORT: Nick Szeredai updated the Board on the following matters:

1. Road Project 2020: Mr. Szeredai reported that he had two items for the 2020 Road Project. First was a change order that permits a 2-inch depth select based repair in place of the required 5-inch depth base repair. This work was completed as part of the road project. Mr. Szeredai indicated the reduction in the base repair was made

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because the 2-inch was determined to be sufficient for this maintenance project. The Board reviewed the change order. Dean Becker made a motion seconded by Albert Campion to approve Change Order No. 2. There were no public comments on the motion. The motion was carried by a vote of 5-0.

Second was the approval of Application for Payment No. 2. This payment application is in the amount of \$381,944.60 to Allan Myers L.P. Mr. Szeredai informed the Board that the worked covered under the application was installed according to the project specifications; therefore, he is recommending that the Board approve the request. Adam Doyle made a motion seconded by Vivian Schoeller to approve the payment to Allan Myers, L.P. in the amount of \$381,944.60 with a retainage of \$5,000.00 to complete the outstanding punch list items. There were no public comments on the motion. The motion was carried by a vote of 5-0.

2. Confirmation of Services: Mr. Szeredai informed the Board that there were multiple confirmation services covering such items as: the 2021 Road Project; the Stream Channel Improvements at Cranberry Boulevard and Godshall Road Bridges; the Bridge Street Traffic Signal Upgrade; and the Bridge Street Steam Restoration. The Board had no concerns with the Confirmation of Services and directed SSM to move forward on these projects.

MANAGER'S REPORT:

1. 2021 Perkiomen Township Budget: Ms. Daniel presented to the Board the proposed 2021 Perkiomen Township Budget. The proposed Operating Budget for the 2021 General Fund Budget is projected at \$2,774,246.00. When compared against the Operating Budget for the 2020 General Fund (which was \$2,722,427.00), the 2021 Perkiomen Township General Fund Operating Budget is approximately a 1.87% increase. The proposed Capital Budget for 2021 contains the biggest increase. The 2021 Capital Budget is proposed at \$1,207,965.00. Some of the items in this Capital Budget may extend into 2022. The 2020 Capital Budget was \$707,530.00. This is approximately a 41% increase. This Capital Budget includes: (1) major repairs to the Township Garage, Building, and Salt Bins. This Capital Budget includes: (1) major repairs to the Township Garage, Building, and Salt Bins. Money to begin these repairs will come from the money that the Township has been setting aside each year in the Depreciation Account. This account was created with the expectation of having to make repairs to these buildings at some time in the future. As a result, the revenues show a transfer of \$200,000 from the Depreciation Account into the General Fund for 2021. It is anticipated that there are other repairs that will still need to be completed in 2022 but have yet to be verified; therefore, it is anticipated that this work will become a two-year project. (2) Purchase of equipment – The amount in the 2021 budget is proposed at \$215,000 and in the 2020 Capital Budget the amount was \$137,000. (3) Traffic Signal – This would be the installation of the traffic signal at

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the intersection of Gravel Pike, Graterford Road, and Bridge Street. The Township was awarded an ARLE Grant for this project. This project could take 2 years to complete as none of the engineering or permitting on this project has been started. The work being completed under the ARLE Grant for engineering design of the improvements at this intersection is only paid out at 10% of the grant. Recently, the Township received the executed agreement from PennDOT to begin this work. For the amounts listed in the revenues for this project, the \$50,000 that the Township is supposed to receive from the PA Department of Corrections and the funds from the ARLE Grant are included. The Capital Budget also includes the beginning of the construction of the MS4 Pollution Reduction Project, revitalization of the pavilion/restrooms that are located at the Township Building and splitting the 2021 Road Project between the Capital Budget and the Liquid Fuels Budget. Since the Road Project includes bridge work, permits from PADEP must be obtained before the work can be started. Depending upon the receipt of these permits, the work may or may not be completed in 2021. For the PRP, the work listed for 2021 was for the first phase. Since the scope has changed, it is unclear if this project will still be completed in four phases. This will make the total 2021 Perkiomen Township General Fund Budget Operating and Capital to be \$3,981,211.00. The total 2020 Perkiomen Township General Fund Budget Operating and Capital was \$3,429,957.00. There is NO tax increase being proposed for 2021. To balance the budget, \$361,901.00 will be transferred from the reserves if necessary. The Liquid Fuels Budget will be \$412,048.00. This budget will cover the expenditures needed for the daily maintenance and operation of the Township's roadway. The remaining portion of the proposed 2021 Road Project will be covered by funds from the Liquid Fuels Account. The proposed Fire Tax Budget is \$403,150.00. After review of this information, Dean Becker made a motion, seconded by Albert Campion authorizing the advertisement of the proposed 2021 Perkiomen Township Budget for consideration by the Board at the December Meeting. There were no public comments on the motion. The motion was carried by a vote of 5-0.

2. Purchase of New Truck: Ms. Daniel informed the Board that she reviewed those items listed under the Capital Budget to determine if it was feasible to reallocate some of the items so that the Township can purchase a new truck for the Road Crew. Some of the items to be reallocated will be moved to the 2021 Budget as the Township is not ready to purchase them, other items cost less than what was in the 2020 Budget. Based upon this information, the total amount of the adjustment to the line items in the 2020 Budget allows \$61,291.00 to be used to purchase a new truck. According to the information provided by Shawn Motsavage, the amount of the new truck will be \$45,417.00. The accessories are estimated to be an additional \$14,260.00. The total cost is estimated at \$59,677.00. Ms. Daniel is requesting authorization from the Board to purchase this new truck. After discussing this, Albert Campion made a motion seconded by Vivian Schoeller to purchase a new truck for the Road Crew.

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

3. Electronic Access Licensing Agreement: PennDOT is requiring all reports be submitted to PennDOT electronically. These reports include those related to the use of Liquid Fuels monies. In order to do this electronically, the Township will be required to enter into an Electronic Access Licensing Agreement. We will be required to connect directly into PennDOT's system to file these reports. The Licensing Agreement is before the Board for consideration. Authorization and designation of William Patterson, Chairman, and Cecile Daniel, Township Manager/Secretary to enter into this agreement must be by Resolution. Upon review of the information, Dean Becker made a motion seconded by Albert Campion to approve Resolution 2020-18 authorizing Perkiomen Township to sign the PennDot Electronic Access Licensing Agreement. There were no public comments on the motion. The motion was carried by a vote of 5-0.

4. Curb Policy: In evaluating the cost of future road work, the Board needs to establish a policy on how the cost for curb and sidewalk maintenance will be included when developing the scope and cost of a road project. For the propose of discussing the creation of this policy, Ms. Daniel divided the discussion into three steps. Whether the Board proceeds to each step is a decision for the Board.
 - The first step is to consider creating an Ordinance covering driveways in the Township. Ms. Daniel indicated that she sees the purpose of this Ordinance to cover: (1) maintenance of the driveway apron (whether it be concrete or macadam), (2) driveway culvert pipes, and (3) depressed curbing. These items would be the responsibility of the property owner whether a permit has or has not been issued for the driveway.
 - The second step would be the development of an Ordinance covering the maintenance of vertical curbs. Since the previous step would cover the depressed curbs, the Board will need to clarify that this Ordinance would cover the vertical curbs. This curbing would include all curing whether they be concrete or granite.
 - The third step would be to either create a separate Ordinance for sidewalks or amend the Curb Ordinance to include sidewalks.

The Board discussed this approach and directed Solicitor Picardi to develop a Driveway Ordinance including only the items set forth in the first bullet point above so that the Board can review it and understand how it might function in evaluating the cost of future road work.

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5. Correspondence: PSATS October 2020 Bulletin.

There being no further business, the November public meeting was adjourned upon motion by Albert Campion and seconded by Vivian Schoeller.

Respectfully submitted,

Cecile M. Daniel

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Township Manager