



## PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: NOVEMBER 3, 2021

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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

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

**CONSENT AGENDA:** William Patterson reviewed those items that were on the Consent Agenda. Dean Becker made a motion seconded by Vivian Schoeller to approve the consent agenda items as follows: a) Minutes: October 5, 2021; b) Monthly Reports: PA State Police Reports for October, Ambulance Reports, Perkiomen Township Fire Company and Fire Marshall Reports; c) Financial Matters: Authorize for Payment of Bills for October in the amount of \$189,937.99, 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.

Adam Doyle had a question on the draft September 7, 2021 Meeting Minutes regarding one of the motions made during this meeting. The minutes of the September 7, 2021 meeting were approved with a mistake as Mr. Doyle's correction was not made. Under the item labeled "Website", the minutes should have been corrected stating the motion was carried by a vote of 3:Yes – 1:No (Adam Doyle). Albert Campion made a motion seconded by Vivian Schoeller re: approving the September 7, 2021 meeting minutes as amended. There were no public comments. The motion was carried by a vote of 5-0.

**PUBLIC COMMENTS:** There were no public comments.

### OLD/NEW BUSINESS:

- Spring Hill Realty, Inc.: An application was received from Spring Hill Realty requesting a public hearing be set for consideration of a zoning text amendment and rezoning for property they own on Harrison Avenue behind the Landis Shopping Center. This public hearing is to consider rezoning this property from LI – Light

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Industrial to ER-Elderly Residential. Vivian Schoeller made a motion seconded by Dean Becker to set the date for this public hearing to Tuesday, January 11, 2021 at 7:00 p.m. There were no public comments. The motion was carried by a vote of 5-0.

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

- West Birchwood HOA: Solicitor Picardi informed the Board that he has received the following signed and notarized Easements/Agreements to complete the stream restoration work along the tributary that runs through West Birchwood. These documents include a Construction Easement, Declaration of Easement, and a Permanent Access Easement. These Easements are necessary for the Township to complete the Pollution Reduction Plan (PRP) that was approved by the PADEP earlier this year for Perkiomen Township. Solicitor Picardi indicated these documents are ready for the Board’s consideration. Dean Becker made a motion seconded by Albert Campion to approve the Construction Easement, the Declaration of Easement, and the Permanent Access Easement between West Birchwood Community Association and Perkiomen Township and authorized the Township Solicitor to record said documents. There were no public comments. The motion was carried by a vote of 5-0.

**ROAD MASTER’S REPORT:** Shawn Motsavage submitted to the Board his Road Master’s Report dated November 2, 2021, for activities occurring during the month of October.

**CODE ENFORCEMENT REPORT:** John Moran, Jr. submitted to the Board his Code Enforcement report dated November 1, 2021, for activities that occurred during the month of October.

In addition to his report, Mr. Moran reviewed the progress on the Municipal Building upgrades. According to Jeffery Thoms of SSM, there was an issue with the design for the replacement of HVAC Unit #1 due to the impact on the back-up generator for this unit. In evaluating the generator limitations, Mr. Moran provided Mr. Thoms with additional information. The evaluation of the information suggested that the back-up generator should work, but further investigation still needs to be made. The project will be completed under two separate contracts: a General Contract and an Electrical/Mechanical Contract. The tentative schedule for this project is as follows:

- (1) Construction plans to the Township by November 22<sup>nd</sup>.
- (2) January 3<sup>rd</sup> – SSM will be looking for the Board to authorize the bidding of this project.
- (3) January 12<sup>th</sup> will be a prebid meeting.
- (4) January 24<sup>th</sup> – Open Bids.
- (5) Award Contract: February 1<sup>st</sup> Board meeting.

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(6) February 17<sup>th</sup> – issue the Notice to Proceed for the contracts for the Municipal Building Upgrades Project.

**PERKIOMEN TOWNSHIP PLANNING COMMISSION:** Cecile Daniel reported that the Planning Commission held no meeting during the month of October.

**PARK AND RECREATION REPORT:** Kevin Motsavage submitted his written report to the Board. Mr. Motsavage reported that the Park & Recreation Committee discussed development of the Huber/Highland Property. Simone Collins submitted a proposal to complete a Master Plan based upon a discussion with The Park & Recreation Committee. The ideas discussed with Simone Collins included the following: trails such as nature trails, pathways, driveway and parking, dog park, and some type of community garden. Once this Master Plan is determined to be satisfactory, the goal will be to apply to the PA Department of Conservation Natural Resources for funding for this project. The money to pay for this Master Plan would come from the Township's Open Space Fund. The cost to complete this plan is \$42,996.00. The Park & Recreation Committee recommended that the Board consider this proposal so the project can move forward. Dean Becker made a motion seconded by Albert Campion accepting the proposal from Simone Collins to prepare the Huber Park Master Plan for a cost of \$42,996.00. There were no public comments. The motion was carried by a vote of 5-0.

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY:** William Patterson informed the Board on the impact that Tropical Storm Ida had on the Oaks Wastewater Treatment Plant. One of the impacts was the damage done to the flow meters in the systems. Due to the cost to repair all the flow meters, the decision may be made not to replace them.

**ENGINEERS REPORT:** Nicholas Szeredai submitted to the Board his Engineer's Report. There were currently no action items for the Board.

**MANAGER'S REPORT:**

- Perkiomen Township Budget: Ms. Daniel presented to the Board the proposed 2022 Perkiomen Township Budget. The proposed Operating Budget for the 2022 General Fund Budget is projected at \$3,199,125.00. The major increase in the expenditures is a result of the changes made in the recreation category with breaking the expenditures into better defined categories. Also, the recreation expenditures include the total amount allowed under the Open Space Regulations, which is \$471,750.00. This amount is matched by the revenues coming from the Open Space Fund. At this time, the scope of the projects being discussed by The Park & Recreation Committee might change in 2022. This would provide flexibility in 2022 as the scope of the projects have not been finalized. The Capital Budget has the biggest increase with \$1,679,010

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in 2022 and \$1,206,965 in 2021. Some of the cost for these items (such as the building repairs and traffic signal) will be covered by fund transfers within the General Fund. Traffic Signal – This would be the installation of the traffic signal at the intersection of Gravel Pike, Graterford Road, and Bridge Street. The Township was awarded an ARLE Grant for this project. 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. The cost of this engineering will be more than the 10%. For the amounts listed in the revenues for this project, the \$50,000 was received from the PA Department of Corrections and these funds were incorporated into the amount the Township will receive from the ARLE Grant. The Capital Budget also includes the construction of the MS4 Pollution Reduction Project. As well as the cost of the proposed building repairs and services to the Township Building, Garage, and Salt Sheds. The money to make these repairs will be transferred from the Building Depreciation Fund to the General Fund. Due to the unknown of the final costs for any of the building and construction material, the amounts are estimates; therefore, the final costs for these projects could be higher than is in the budget. The 2022 Road Project will be split between the Capital Budget and the Liquid Fuels Budget. This will make the total 2022 Perkiomen Township General Fund Operating and Capital Budget \$4,689,017.00. There is NO tax increase being proposed for 2022. The budget will be balanced by the excess receipt over expenditures for 2022 and the transferred from the reserves. The Liquid Fuels Budget will be \$599,386.00. This budget will cover the expenditures needed for the daily maintenance and operation of the Township’s roadway. The remaining portion of the proposed 2022 Road Project will be covered by funds from the Liquid Fuels Account. The proposed Fire Tax Budget is \$460,150.00. After review of this information, Vivian Schoeller made a motion, seconded by Albert Campion authorizing the advertisement of the proposed 2022 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.

- 2021 Audit: Ms. Daniel reported that she received the proposal from Barsz Gowie Amon Fultz (BGA&F) to complete the 2021 Perkiomen Township and Fire Company Audit which includes audit of Perkiomen Township: \$16,200 and Perkiomen Township Fire Company: \$1,850. There was no increase in the 2020 fee to complete the 2021 audit. The intent to use BGA&F to complete the 2021 Township audit must be advertised for 30 days. Since the Board usually makes this decision at their January Meeting, Ms. Daniel requested permission to advertise its intent to consider making this appointment at the Reorganization meeting in January. The Board reviewed the proposal and Dean Becker made a motion seconded by Vivian Schoeller authorizing the advertisement of the Board’s intent to utilize the services of BGA&F to complete the 2021 Perkiomen Township and Perkiomen Township Fire Company

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Audits at the January 2022 Board of Supervisors' Meeting. There were no public comments on the motion. The motion was carried by a vote of 5-0.

- Lower Frederick Township Comprehensive Plan: Perkiomen Township is in receipt of a letter from Lower Frederick Township. The purposed of this letter is the inform the Board that Lower Frederick has completed a draft Comprehensive Plan. Under the Pennsylvania Municipal Planning Code, contiguous municipalities to Lower Frederick have forty-five days to comment on their Comprehensive Plan. Perkiomen Township is a contiguous municipality. The Board discussed this plan and the request and decided to provide "no comment". Ms. Daniel will relay this decision to Lower Frederick Township.

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

Respectfully Submitted,

*Cecile M. Daniel*

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Cecile M. Daniel  
Township Manager