



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: OCTOBER 1, 2024

BOARD MEMBERS PRESENT: Adam Doyle, Chairman
Albert Campion, Member
Dean Becker, Member
Gary Filzen, Member

ABSENT: Pamela Margolis, Vice-Chairperson

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

Adam Doyle called the public meeting to order at 7:00 pm.

EXECUTIVE SESSION: Adam Doyle informed the public that on September 25, 2024, the Board held an Executive Session to discuss a Real Estate Matter involving 182 Trappe Road.

CONSENT AGENDA: Gary Filzen made a motion, seconded by Dean Becker, to approve the consent agenda items as follows: a) Minutes: September 3, 2024; b) Monthly Reports: REMOVE the PA State Police Report for September as it had not been received as of this meeting, Ambulance Report, Perkiomen Township Fire Company Reports for September and Fire Marshal Report; c) Financial Matters: Authorize for Payment of Bills for September in the amount of \$147,511.14 and the Treasurer's Report to be placed on file for audit. There were no public comments. The motion carried by a vote of 4-0.

PUBLIC COMMENTS: There were no public comments.

OLD/NEW BUSINESS: The following was old/new business for the October Meeting.

- Perkiomen Valley Library: Aileen Johnson, Branch Manager, of the Perkiomen Valley Library was present to update and discuss with the Board the Level of Services the library provides to residents of Perkiomen Township. Also present was Carol Ewing, Vice President of the Perkiomen Valley Library. Mrs. Johnson informed the Board that the library has had a great deal of activity taking place which has kept everyone very busy. Circulation is on track to be as busy as it was the previous year. Mrs.

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Johnson thanked Perkiomen Township for its continued support. The library is in the process of sending out information on its annual appeal. There was a review by the Board of the financial information submitted by Mrs. Johnson. Mrs. Ewing informed the Board that the staff is working hard on promoting what the library does and what services it provides to the community. This outreaching has helped in making people aware of all that the library has to offer.

- Montgomery County Association of Township Officials (MCATO): The Fall Convention of MCATO is scheduled for October 29, 2024. Unfortunately, due to everyone's schedule, no one will be able to attend.

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

In addition to his written report, Solicitor Picardi reported on the following:

- License Agreement: Solicitor Picardi explained that he prepared a standard License Agreement that would allow the property owner at 17 Wartman Road to cut the grass at property owned by the Township at 19 Wartman Road. This agreement was forwarded to the property owner for review and consideration. Solicitor Picardi recommended that the Board take no action on this agreement until the signed agreement is returned to the Township by the property owner of 17 Wartman Road.

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

CODE ENFORCEMENT REPORT: John Moran, Jr. submitted to the Board his Code Enforcement report dated October 1, 2024, for activities that occurred during the month of September.

ENVIRONMENTAL ADVISORY COUNCIL (EAC): Chris Uhland from the EAC was present to discuss with the Board the planting of trees around the playground located in the Perkiomen Green Development on Bayonet Court. The discussion of the Tree Vitalization Grant Application will be moved to the November meeting. Mr. Uhland discussed with the Board the planting of trees in the playground. This project involves the planting of five trees that would be two – three inches in caliber. These trees would grow to be ten to twelve feet in height. They would be planted on the south side of the playground to provide shade for the afternoon to early evening time frame. The type of trees the EAC is considering would be smaller foliage, native, and sustainable. The estimated cost to do this is \$2,000.00. The Board discussed this proposal with Mr. Uhland and had no problems with what the EAC was proposing to do at this location.

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PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel informed the Board that the Planning Commission held its meeting on September 17, 2024. At that meeting the Planning Commission discussed the Conditional Use Application filed by the Artisan Land Company for the Landis Property located on Centennial Street near Schwenksville Borough and Lower Frederick Township. Also, at the October 15 2024 Planning Commission Meeting, the proposal of Spring Hill Realty on creating a zoning text amendment for its property located on Harrison Avenue called the ER2 District will be informally discussed with the surrounding residents.

PARK AND RECREATION REPORT: Kevin Motsavage informed the Board that the September meeting has been rescheduled to October 10 2024.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: William Patterson reported on the following: (1) Approved the sixty-two Capacity Right's Agreements; (2) Approved the Chapter 94 Consistency Letters; (3) Approved the request of Artisan Land Company to allow the proposed sewer capacity of twenty-seven EDUs from this development to go to Schwenksville Borough Authority; (4) Emergency Generator has been installed; and (5) For the nine meters – seven meters have been repaired and are up and running and the remaining two meters are waiting for PECO.

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:

- 2024 Road Project: Mr. Szeredai submitted to the Board Application for Payment No. 2, which is the final payment for this project. All the punch list items have been completed. The application is in the amount of \$17,906.78 and it was reviewed and found to be accurate. Mr. Szeredai's recommendation was to approve this final payment application to Highway Materials, Inc. With this recommendation, Dean Becker made a motion, seconded by Gary Filzen, to approve Payment Application No. 2 (Final) to Highway Materials, Inc. in the amount of \$17,906.78. There were no public comments. The motion carried by a vote of 4-0.
- Road Project 2025: Mr. Szeredai updated the Board on the status of the 2025 Road Project. The original estimated cost to repair Burgess Road was \$187,900. In developing the scope of work, there was an inspection of the road. There was a discussion on the upgrading of the curb ramps located in Burgess Road and associated with the trail that loops through this development. This work includes the enhancement of the mid-block crossing in Burgess Road. Under the present scenario, Ms. Daniel is proposing to use funds coming from the Liquid Fuels Fund to pay for this work. To use these funds, the Township will need to upgrade the four curb ramps to current standards. The estimated cost to make these curb ramp upgrades is \$28,500. The cost of this project is now estimated to be \$216,400. Mr. Szeredai is recommending that

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\$230,000 be placed in the budget for this project. The alternative would be to discontinue work on Burgess Road and consider another road to repair. Currently, there was no indication to consider an alternative.

- Cranberry Boulevard Curb Ramp Improvements: Mr. Szeredai submitted to the Board Application for Payment No. 1, which is the final payment for this project. The application is in the amount of \$19,600.00 and it was reviewed and found to be accurate. There was a minor change order which required additional concrete to maintain the sidewalk width along Cranberry Boulevard and an extra sidewalk panel was added to replace a deteriorated one at Tudor Road. The amount of this change order was \$300.00 and was incorporated into the amount of the payment application. Mr. Szeredai's recommendation was to approve Change Order No. 1 and the final application payment to Lawrence Site. With this recommendation, Albert Campion made a motion, seconded by Gary Filzen, to approve Change Order No. 1 in the amount of \$300.00 which is incorporated in Payment Application No. 1 (Final) to Lawrence Site in the amount of \$19,600.00. There were no public comments. The motion carried by a vote of 4-0.

- Hazard Mitigation/Demolition Project:

10 Skippack Pike: Mr. Szeredai informed the Board that he met with Chester County Bamboo on the cost to remove the bamboo from this site. The cost estimate given to Mr. Szeredai to remove the bamboo was somewhere between \$50,000 to \$60,000. Mr. Szeredai gave a brief explanation of the work needed to remove the bamboo. This work requires a lot of manpower, and the bamboo is expensive to haul away. Just cutting the bamboo is not a solution as it will just grow back. The Board discussed this and decided to table the conversation for a later date.

1, 2, & 3 Haldeman Road, 10 Skippack Pike & 19 Wartman Road: Mr. Szeredai submitted to the Board Application for Payment No. 2, which is the final payment for this project now that the demolition is complete. All punch list items have been completed. The application is in the amount of \$6,665.00 and it was reviewed and found to be accurate. Mr. Szeredai's recommendation was to approve this final payment application to BRB Contractors. With this recommendation, Gary Filzen made a motion, seconded by Albert Campion, to approve Payment Application No. 2 (Final) to BRB Contractors in the amount of \$6,665.00. There were no public comments. The motion carried by a vote of 4-0.

Hazard Mitigation Grant Program: Mr. Szeredai gave an update on the demolition and the project costs for 574 Gravel Pike. The project manual is finished, and the project is ready to go out for bid. The pre-bid meeting is scheduled for October 9 2024 with October 23 2024 as the date to open the bids that are received. The present schedule is to award this project at the November Monthly Meeting. The estimated cost for this project, scenario #1, is \$160,000.00.

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- Municipal Building Upgrade Project: Jeffrey Thoms submitted to the Board Application for Payment No. 4, which is the final payment for this project now that all the closing documents for this project have been received. This payment includes the release of the retainage for this contract. The application is in the amount of \$12,594.85. Mr. Thoms' recommendation was to approve this final payment application to Hirschberg Mechanical. With this recommendation, Dean Becker made a motion, seconded by Albert Campion, to approve Payment Application No. 4 (Final) to Hirschberg Mechanical LLC in the amount of \$12,594.85. There were no public comments. The motion carried by a vote of 4-0.

Salt Shed Addition: Jeffrey Thoms informed the Board that the construction documents called for the inspection of the existing walls of the two bays as part of this project. With the salt being transferred to the two new bays, the inspection was completed. Upon this completion, it was determined that there are areas in the existing two bays that have become delaminated. These areas need to be removed. This inspection did not find any structural issues with the existing bays. It was not possible to ascertain any of this during the design of the two new bays so the removal of the delaminated areas would come under unforeseen circumstances. There is a \$10,000 allowance that covers this. The amount of work that needs to be completed could be more than what is set forth in this allowance. In addition, this extra work may affect the contract schedule. The two new salt bins can be used while the two old bins are being rehabbed. Currently, Mr. Thoms is not certain as to the cost of the rehab work or the affect this will have on the contract schedule. Regardless, Mr. Thoms opined that he will probably be back at the November Meeting with a change order regarding an increase in cost beyond what is in the allowance and a request in the contract schedule to cover the time to complete this work. As part of this project, the contractor submitted a partial payment request for the work completed as of August 31 2024. Mr. Thoms submitted to the Board Application for Payment No. 1. The application is in the amount of \$230,040.00 and it was reviewed and found to be accurate. Mr. Thoms' recommendation was to approve this partial payment application to A. K. Petersheim Builders. With this recommendation, Gary Filzen made a motion, seconded by Albert Campion, to approve Payment Application No. 1 (Partial) to A. K. Petersheim Builders, LLC in the amount of \$230,040.00. There were no public comments. The motion carried by a vote of 4-0.

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

- 2024 Perkiomen Township Audit: Ms. Daniel reported that she received the proposal from Barsz Gowie Amon Fultz (BGA&F) to complete the 2024 Perkiomen Township and Fire Company Audit which includes audit of Perkiomen Township: \$17,500 and Perkiomen Township Fire Company: \$2,000. The intent to use BGA&F to replace the elected auditors to complete the 2024 Township/Fire Company audit must be advertised for 30 days. Ms. Daniel also informed the Board that there might be an

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additional cost should the Township need to complete another Federal Single Audit. During 2023, it was determined that the Township spent more than \$750,000 with federal funds. This resulted in the Township having to complete an additional audit known as a Federal Single Audit. It is unclear at this time whether the Township will reach that threshold for 2024. Should it be necessary, the cost to complete this audit will be the same as was paid to complete the 2023 audit, \$4,800. This proposal contains no increase in the cost to complete the regular Perkiomen Township Audit. In addition, Ms. Daniel informed that Board that there were two findings under the Federal Single Audit. The first finding was addressed as it required the filing of a missing report. The second finding involves a requirement under the Hazard Mitigation Grant Program. Under this program Perkiomen Township must establish a written policy regarding the funds received from the US Treasury and the disbursement of said funds by the Township. According to the policy, the US Treasury requires that the time between receipt of the funds and disbursed by the Township be minimized. To address this finding, Ms. Daniel prepared a policy statement that would be placed in the October Monthly Meeting Minutes memorializing this policy. The following is that policy:

HAZARD MITIGATION GRANT PROGRAM (HMGP)

Cash Management Policy

As required by the Hazard Mitigation Grant Program, Perkiomen Township establishes the following written policy regarding the funds received from the US Treasury for their disbursement.

The US Treasury requires that the time elapsing between the transfer of funds from the US Treasury to the Township and spent be minimized. To ensure this, the request for advanced payment of funds will be minimized to those estimated funds necessary to carry out the immediate spending needs of the Township. Due to the time elapsing between the spending needs and receipt of those funds, it is possible the Township may need to front certain costs for this project.

Since the Board usually makes the decision at their January Meeting as to the replacement of the elected auditors with a CPA Firm, Ms. Daniel requested permission to advertise its intent to consider making this appointment at the Reorganization meeting in January. In addition, Ms. Daniel is requesting the Board consider the written policy required by the US Treasury and be made a part of the October Meeting Minutes.

The Board reviewed the proposal and Dean Becker made a motion, seconded by Gary Filzen, to accept the BGA&F Audit Proposal of \$19,500.00. If a Federal Single Audit or program audit is required, the additional fee for the Single Audit or program audit is \$4,800. In addition, authorized the advertisement of the Board's intent to replace the elected auditors and utilize the services of BGA&F to complete the 2024 Perkiomen Township and Perkiomen Township Fire Company Audit. The consideration of making this appointment will be made at the January 2025 Reorganization Board of Supervisors' Meeting. Last, the Board acknowledged the Cash Management Policy as

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required by the US Treasury and set forth in the October Monthly Meeting Minutes. There were no public comments on the motion. The motion was carried by a vote of 4-0.

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

Respectfully Submitted,

Cecile M. Daniel

Cecile M. Daniel
Township Manager