



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: OCTOBER 4, 2022

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

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

Chairperson Vivian Schoeller called the meeting to order at 7:00 pm.

CONSENT AGENDA: Dean Becker made a motion, seconded by Adam Doyle, to approve the Consent Agenda items as follows: a) Monthly Meeting Minutes of September 6, 2022, the PA State Police Report for August 2022, the Ambulance Report, Perkiomen Township Fire Company, and Fire Marshall Reports; b) Financial Matters: Authorize for Payment of Bills for the month of September in the amount of \$152,742.98 and that the Treasurer's Report to be placed on file for audit. There were no public comments. The motion carried by a vote of 5-0.

PUBLIC COMMENTS: There were no public comments.

BUSINESS ITEMS:

- Perkiomen Valley Library: Aileen Johnson, Branch Library 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 Karen DeAngelo the Director of the Montgomery County Library and Carol Ewing, of the Perkiomen Valley Library. Mrs. Johnson informed the Board that the library is once again issuing a newsletter, and they are doing story time again, and a senior citizen's series. Beginning in August, the renewal of books is automatic unless someone else has requested to take out that book. This will allow flexibility in having to renew a book. In addition, the library has begun the rental of hotspots for people so they can use their electronics. For the construction project at the library, there is one more project that still needs to take place. The library also has information it can provide to residents from

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the Montgomery County Library. According to Mrs. Johnson there are 1,280 residents of Perkiomen Township that are members of the Perkiomen Valley Library.

Life Tree Pharmacy: Shawn Hughes of Life Tree Pharmacy was present to inform the Board of its revised land development plan for Life Tree Pharmacy. Life Tree presented a plan that received approval by the Township in June 2022. Since that approval, the Pharmacy submitted to the Township an amendment to that plan. Mr. Hughes explained that the proposed trash enclosure needed to be enlarged. The result of this enlargement was the loss of one of the proposed additional parking spaces. As a result, the revised land development plan is showing thirteen parking spaces instead of the original fourteen spaces. After review of the amended land development plan, Adam Doyle made a motion, seconded by Albert Campion, to approve Resolution 2022-15 as amended with the following conditions and waivers:

COMPLIANCE WITH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

1. **Section 264-16** – A financial security is required for site improvements in the amount of \$78,650.00.
2. **Section 264-21.A.3** – The plans shall be signed, dated, and sealed by the Professional Engineer (PE) and the Professional Land Surveyor (PLS) prior to the Township releasing the Plan for recording.

COMPLIANCE WITH STORMWATER MANAGEMENT ORDINANCE

1. **Section 247-33** – Financial security shall be provided for the construction of all stormwater management facilities.
2. **Section 247-35** – A Stormwater Facilities Maintenance and Project Improvements Agreement shall be executed by the Applicant and the Township. The Agreement shall be recorded concurrently with the plans with the Montgomery County Recorder of Deeds.

SANITARY SEWER

1. Currently, the property is assigned 1 EDU; however, based on the water consumption records for 2021-2022, one (1) additional EDU shall be purchased from the Perkiomen Township Municipal Authority (PTMA) and the Lower Perkiomen Valley Regional Sewer Authority (LPVRSa) to cover the existing flows being discharged to the sanitary sewer collection system and to the Oaks Wastewater Treatment Plant.

Additional EDU's may be required for the building expansion if increased usage is applicable. The applicant shall further clarify if there is an anticipated increase in the number of employees at the facility or if the facilities processes will change that would increase the flows.

2. The applicant shall prepare the Lower Perkiomen Valley Regional Sewer Authority (LPVRSa) Wastewater Questionnaire for Nonresidential Establishments Application for Wastewater Discharge Permit: <https://lpvrsa.org/wp-content/uploads/IPP->

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[Questionnaire.pdf](#) and provide it to the Township for review. Additional EDU's may be required, as applicable.

WAIVERS

1. **Section 264-21.A.10** – The plans shall depict all existing significant features within the proposed subdivision and 150 feet beyond the boundaries of the proposed subdivision. Relief is requested to permit the limits of the survey shown be considered acceptable. Both the Planning Commission and SSM have no objections to the Board of Supervisors approving this request.
2. **Section 264-35.C** – Curbing may be required by the Township as determined by the governing body. Relief is requested to not provide curbing, where it may be required. Both the Planning Commission and SSM have no objections to the Board of Supervisors approving this request.
3. **Section 264-35.D** – Sidewalk may be required by the Township as determined by the governing body. Relief is requested to not provide sidewalk, where it may be required. Both the Planning Commission and SSM have no objections to the Board of Supervisors approving this request.

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

- **MCATO:** Ms. Daniel let the Board know that the Fall Convention of the Montgomery County Association of Township Officials is scheduled for October 12, 2022. Pamela Margolis expressed interest in attending this meeting but needed to check her schedule. Dean Becker made a motion, seconded by Pamela Margolis, authorizing her attendance at the Fall MCATO Convention scheduled for October 12, 2022. There were no public comments. The motion carried by a vote of 5-0. Mrs. Margolis will check her schedule and get back to Ms. Daniel.

SOLICITOR'S REPORT: Kenneth Picardi was present and submitted to the Board the written Solicitor's report. In addition:

- **License Agreement:** At the September meeting, the Board discussed the idea of entering into separate License Agreements with the property owners of 18 Wynnewood Drive and 224 Township Line Road. For 18 Wynnewood Drive, the agreement would allow the property owner, for the limited purpose only, to plant, tend, and enjoy the flowers, vegetables, and other vegetation within a certain portion of the Township's Open Space. The licensed area is shown by red cross-hatching on an aerial photograph identified as the "Licensed Area" and attached to the agreement as an exhibit. This will be a limited license and does not extend beyond the ownership of the existing property owners. The Board also retains the right to terminate the agreement upon sixty-day's notice. Under this license, the property owner agrees that they will never make any legal (ownership) claim to the area being used. The License Agreement for 224 Township Line Road is essentially the same. Under that agreement, the property owners will be allowed to cut

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and mow a certain portion of the Township's open space that is located behind their property. The limitation and conditions in this agreement are essentially the same as the previous agreement. Dean Becker questioned whether the language was clear that the agreements are restricted to those items identified in the agreement and the property owners do not go beyond what is identified. In other words, the property owners cannot use the area for parking, placing structures, having parties or fireworks. Solicitor Picardi indicated he will add language to reinforce what is not being allowed. Solicitor Picardi will make the edits to the agreement. Once the edits are made the Board was okay with the agreements being sent to those two property owners.

- Intersection of Route 29 & Route 113: Solicitor Picardi sent the appraisals procured by the Township to the owners of those two properties located at this intersection. Since then, he was informed that the owner of the apartment building passed away. Solicitor Picardi requested an EXECUTIVE SESSION with the Board to discuss the response from the attorney representing the owner of the Office Tavern on the Township's appraisal. This Executive Session will follow this meeting.
- Highland Manor: Solicitor Picardi gave the Board an update to the appeal filed by Highland Manor on the assessment of this property. Currently, everyone is waiting for the Montgomery County Board of Assessment to render a decision on this appeal.

ROAD MASTER'S REPORT: Shawn Motsavage submitted to the Board his Road Master's Report dated October 1, 2022, for activities occurring during the month of September.

CODE ENFORCEMENT REPORT: John Moran, Jr. submitted to the Board his written Code Enforcement report dated October 1, 2022, for activities that occurred during the month of September.

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

- Third Party Inspections. Mr. Moran presented to the Board a letter received from Barry Isett & Associates requesting an increase in the currently hourly service rate from \$85.00 to \$99.00/hour. Barry Isett & Associates has been providing third party services to the Township since 2018. It was the opinion of Mr. Moran that the company has provided valuable services to both him and the Township. Ms. Daniel also agreed with the opinion of Mr. Moran and recommended that the Board approve the rate increase. With the recommendation of both Mr. Moran and Ms. Daniel, Dean Becker made a motion, seconded by Albert Campion, raising the hourly rate of Barry Isett & Associated to \$99.00/hour. There were no public comments. The motion carried by a vote of 5-0.

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- Zoning Hearing Board Application 2022-3: Mr. Moran received an application requesting a variance for 14 Wartman Road. The applicant is proposing to subdivide this property into two lots. Lot #1 requires a variance as the proposed lot does not have a minimum building area of at least seventy-five percent of the minimum lot area required in the R-2 Zoning District. Mr. Moran told the Board that the variance being request is a result in the change that was made when FEMA revised the floodplain delineation lines in 2016. The Board discussed this application and was in support of the applicant's request. The Board also authorized the Solicitor to send a letter of support to the Solicitor of the ZHB.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel reported on the items that were discussed at the Planning Commission Meeting held on September 20, 2022. First was Life Tree Pharmacy's revision to their approved land development plan. Second was a review of the proposal by Springhill Realty on a text amendment and revised sketch plan for property located behind 841 Gravel Pike behind the Landis Shopping Center. The last plan reviewed by the Planning Commission contained 128 dwelling units. This new revised plan is proposing 174 dwellings units. At this meeting, the Planning Commission requested that the Montgomery County Planning Commission review the proposed text to see where there may be some issues and what changes in the text should be considered. Third was the work being completed by the Planning Commission on the Small Wireless Facility Design Manual.

PARK AND RECREATION REPORT: Kevin Motsavage presented to the Board a proposal to install three new signs. These signs would be at Lodal Creek Park, David Myers Park, and Perkiomen Green Park. The cost to complete these three new signs is \$5,885.75. The Board discussed the proposed signs and the quote and authorized Ms. Daniel to sign the quote with EDGE Signs and Graphics in the amount of \$5,885.75.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: William Patterson informed the Board that the Regional Authority issued the Substantial Completion to Allan Myers for the installation of the Middle Interceptor on August 12, 2022. The final restoration of the area of the interceptor is 2023. There was a discussion on the purchase of a new generator and the work continues on the meter pits.

ENGINEERS REPORT: Nicholas Szeredai was present at this meeting and submitted his engineer's report to the Board. In addition to his report, Mr. Szeredai reported on the following:

- 2023 Road Project: Mr. Szeredai explained to the Board that since their Road Inspection on July 15, 2022, it was confirmed that the asphalt covering on Seitz Road contains 2-inches of wearing and 2-inches of binder with no asphalt base course. There should be

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a based course for this road. Based upon this information, Mr. Szeredai is not recommending that lane patching be completed. Instead, it was Mr. Szeredai's recommendation that full road reconstruction be completed in Seitz Road. This work would include reusing the existing stone subbase and a new 5-inch asphalt base course and a 2-inch wearing course. Based upon this recommendation, Mr. Szeredai presented two options to the Board for the 2023 Road Project. Option 1 would include work on Schoolhouse Road and Seitz Road from Bridge Street to the paving joint before Rain Tree Circle. Option 2 would include work on Schoolhouse Road, Brookside Road, and Seitz Road from Bridge Street to Maple Glenn Drive. Based upon the conditions and amount of vehicular traffic on the roads, both he and Shawn Motsavage are recommending the Board complete Option 1 for the 2023 Road Project. The estimated cost of Option 1 is \$384,790.00. As the project is being put together, one of the items that will need to be determined is whether this work includes traffic control or consider closing the road while the work is completed. Based upon the recommendation of both Mr. Szeredai and Mr. Motsavage, the Board agreed to proceed with Option 1.

- Traffic Signal: The bid specifications and bid documents for the proposed Traffic Signal have been revised per comments received from PennDOT. The project is ready to be bid pending receipt of the PennDOT Permit. Mr. Szeredai is recommending that the Board authorize this project be bid on PennBID conditioned upon receiving the PennDOT Permit and staff review of the bid package. With the recommendation of Mr. Szeredai, Pamela Margolis made a motion, seconded by Dean Becker, to authorize SSM to advertise the bid for the Traffic Signal to be installed at the intersection of Gravel Pike, Bridge Street, and Graterford Road. There were no public comments. The motion carried by a vote of 5-0.
- Municipal Building Upgrades: Mr. Thoms informed the Board that he anticipates the HVAC work to be completed in November. Next, Mr. Thoms informed the Board that he received a leak report from Hirschberg Mechanical. This company is installing the HVAC systems. Based upon the leak testing, it was determined that there are several leaks found in the existing duct work. These leaks need to be addressed. This repair work will include the use of mastic seal and tape to all duct seams in the exposed areas. This work does not include the duct work behind the drywall. This work will be completed for all three systems. The cost to complete this work is \$16,207.09. Currently, the amount in the allowance under Hirschberg's contract is \$10,000.00. Since the cost to complete this work is more than the allowance, a change order was prepared showing the difference as an increase of \$6,207.09 in the contract price. With this change order, the contract price for Hirschberg will be \$215,897.09. Mr. Thoms is recommending that the Board approve Change Order No. 4 in the amount of \$16,207.09. The Board reviewed the information and recommendation of Mr. Thoms. Pamela Margolis made a motion, seconded by Adam Doyle, to approve Change Order No. 4 in the amount of \$16,207.09. There were no public comments. The motion carried by a

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vote of 5-0. A payment application was received from Uhrig Construction, Inc. Payment Application No. 6 is in the amount of \$9,000.00 and covers the work completed as of September 30, 2022. Mr. Thoms reviewed the application and found it to be accurate; therefore, he is recommending the Board approve the payment application. With the recommendation of Mr. Thoms, Dean Becker made a motion, seconded by Albert Campion, to approve Payment Application No. 6 to Uhrig Construction Inc. in the amount of \$9,000.00. There were no public comments on the motion. The motion carried by a vote of 5-0.

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

- Act 57 of 2022: This Act amends the Local Tax Collection Law and will become effective after October 9, 2022. A Resolution was prepared for the Board's consideration for this meeting. Since this meeting is taking place before the effective date of this Act, the Resolution will be tabled until November for consideration. The Board had a discussion regarding this Act.
- 2022 Perkiomen Township Audit: Ms. Daniel reported that she received the proposal from Barsz Gowie Amon Fultz (BGA&F) to complete the 2022 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 complete the 2022 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 Adam Doyle made a motion, seconded by Dean Becker, to authorize the advertisement of the Board's intent to utilize the services of BGA&F to complete the 2022 Perkiomen Township and Perkiomen Township Fire Company Audits at the January 2023 Board of Supervisors' Meeting. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Signal Service Contract: The Board was in receipt of a 2-year renewal Traffic Signal Maintenance Contract with Signal Service, Inc. The base price of this contract is \$2,375 for preventive maintenance inspections on all Township's traffic signals, school signal lights and the flashing light on Route 73 near Haldeman Road. This contract also covers on-call services based upon their current Labor and Equipment Rates. Both Shawn Motsavage and Ms. Daniel have good working relationships with this company and recommend the Board approve the 2-year contract. With the recommendation of Mr. Motsavage and Ms. Daniel, Dean Becker made a motion, seconded by Adam Doyle, to approve this 2-year Traffic Signal Maintenance Contract with Signal Service, Inc. There were no public comments on the motion. The motion carried by a vote of 5-0.

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- Correspondence: Ms. Daniel informed the Board that there was one item to be discussed under Correspondence:
 - FEMA: FEMA submitted an email with an offer to the Township on the repairs to the Cranberry Boulevard Bridge and the Godshall Road Bridge. Basically, FEMA would like confirmation that the Township is okay with this offer. Currently, it is unclear if FEMA will change its offer. Mr. Szeredai had some questions on this offer from FEMA. The decision whether to accept this offer will be on the Board's November Agenda.

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