



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: SEPTEMBER 2, 2025

BOARD MEMBERS PRESENT: Dean Becker, Vice-Chairman
Albert Campion, Member
Adam Doyle, Member
Corey Hulse, Member

ABSENT: Pamela Margolis, Chairperson

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

Vice-Chairperson Dean Becker called the meeting to order at 7:00 pm.

CONSENT AGENDA: Albert Campion made a motion, seconded by Adam Doyle, to approve the consent agenda items as follows: a) Minutes: August 5, 2025; b) Monthly Reports: PA State Police Reports for July, Ambulance Report, Perkiomen Township Fire Company Report for August and Fire Marshall Report; c) Financial Matters: Authorize for Payment of Bills for August in the amount of \$494,321.49 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 at this meeting.

OLD/NEW BUSINESS: There were no Old/New Business items for this meeting.

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

In addition to his report, Solicitor Picard discussed the following:

- First, Zoning Hearing Board Application No. 25-3: This was listed under the Code Enforcement Report, but Solicitor Picardi introduced it under his report. The property owners at 309 Mustang Lane filed an application to the Zoning Hearing Board in order to reconstruct and enlarge a deck on the rear of their home by one foot in length. In addition, they propose to install a concrete patio under the deck. This application requests variances from Chapter 310; Section 310-122.A, Rear Yard Setback and

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: SEPTEMBER 2, 2025**

Section 310-51.B, Projections for these proposed improvements. Solicitor Picardi asked the Board whether they wish to participate in that proceeding. Does the Board wish for Solicitor Picardi to attend the public hearing or not attend at all and just retain a neutral stand. The Board discussed this application with Solicitor Picardi and John Moran. The Board's opinion was to remain neutral regarding the request of the variances request by the property owners of 309 Mustang Lane. Solicitor Picardi will relay this to the new Solicitor for the Zoning Hearing Board.

- Second, AIA Contract: Buchart Horn Architects is the company that will be designing the new fire station for the fire company. Solicitor Picardi indicated his law firm reviewed the standard AIA contract that Buchart Horn submitted to the Township for this type of project. During this review, there were edits made to the contract. The edited contract was sent back to Buchart Horn for their review. In order to keep this process moving forward, Solicitor Picardi is recommending that the Board consider conditional approval of the AIA Contract with Buchart Horn subject to Solicitor Picardi and Township Manager, Cecile Daniel, being satisfied with the edited agreement. If Buchart Horn returns the contract with fundamental changes, the contract will be brought back before the Board at the October Meeting. There was a discussion between Solicitor Picardi and the Board on the salient points of the AIA Contract. Dean Becker requested a motion to conditionally approve the AIA Contract with Buchart Horn. Adam Doyle made a motion, seconded by Albert Campion, to conditionally approve the AIA Contract with Buchart Horn Architects pending the Board, Kenneth Picardi, and Cecile Daniel being satisfied with the final contract. If Solicitor Picardi feels that Buchart Horn has made any substantial changes to the contract, the document will be returned to the Board for further discussion. If not, and the Board, Township Solicitor, and Township Manager are satisfied with this contract, then Pamela Margolis, Chairperson, is authorized to execute the AIA Contract. There were no public comments. The motion carried by a vote of 4-0.
- Third the Township's Personnel Manual: Solicitor Picardi indicated the Township's Personnel Manual has been revised over time. Recently, there was a discussion with the Board regarding some minor changes to be considered. Before the Board is a complete, revised 2025 employee handbook, and a Resolution adopting and incorporating those changes as discussed. Solicitor Picardi indicated the changes made were more administrative and to clarify some of the defined terms being used in the manual. Dean Becker asked if the Board members had any further questions, comments or concerns on the adoption of the revised personnel manual. There being none, Mr. Becker requested a motion to approve Resolution 2025-17. Albert Campion made a motion, seconded by Corey Hulse, to approve Resolution 2025-17, A Resolution Authorizing adoption of the 2025 Perkiomen Township Personnel Manual as revised. There were no public comments. The motion carried by a vote of 4-0.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: SEPTEMBER 2, 2025**

- Fourth MOU: Mr. Hulse requested an update on the Memo of Understanding (MOU) with the Fire Company on the construction of the new firehouse. Solicitor Picardi indicated he sent out the first draft of the MOU to the committee overseeing this project for review.

ROAD MASTER’S REPORT: Shawn Motsavage submitted his written Report to the Board dated September 1, 2025 for activities occurring during the month of August.

- In addition to his report, Mr. Motsavage requested authorization to advertise the Snow and Ice Removal Bids for the 2025/2026 Winter Season. Dean Becker asked for a motion to authorize this advertisement. Adam Doyle made a motion, seconded by Albert Campion, to authorize Shawn Motsavage to advertise the Snow and Ice Removal Bids for the 2025/2026 Winter Season. There were no public comments. The motion carried by a vote of 4-0.

CODE ENFORCEMENT REPORT: John Moran, Jr., submitted to the Board his Code Enforcement written report dated September 1, 2025, for activities that occurred during the month of August.

ENVIRONMENTAL ADVISORY COUNCIL (EAC): Eric Wiedner updated the Board on the activities of the EAC. First, the EAC is working on the installation of the trees at Lodal Creek Park and the Perkiomen Greene Basin. The EAC has been working with the Perkiomen Watershed Conservancy on this. The Township Road Crew and Kevin Motsavage have also been working with the EAC on this project. Second the EAC has set up a Rain Garden Workshop. Third, the EAC has been holding bird walks.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel informed the Board that there was a Planning Commission Meeting on August 19, 2025. There were two items discussed. The first item had to do with the zoning ordinance and making some changes as it relates to open space. The second item was some changes that Nick Szeredai has been working on under the Subdivision and Land Development Ordinance on driveway requirements and off-street parking requirements. Ms. Daniel also informed the Board that Artisan will be at the September Meeting to discuss its final plan application for the Landis Tract.

PARK AND RECREATION REPORT: Kevin Motsavage reminded the Board of the following: September 6th is the recycling and paper shredding event and on September 13th, there will be the event with the PA Live Steamers opening for the residents of the Township.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: SEPTEMBER 2, 2025**

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY
EMERGENCY MANAGEMENT:** William Patterson informed the Board that there was no meeting for LPVRS in August.

ENGINEERS REPORT: Nicholas Szeredai was present and submitted his Engineers' report to the Board. In addition, Mr. Szeredai reported on the following items:

- Perkiomen Valley School District: The Perkiomen Valley School District (PVSD) upgraded their turf fields. PVSD closed out their NPDES permit for this project. All work was satisfactorily completed, and as-built plans were approved. Mr. Szeredai informed the Board that he reviewed the final escrow release. As a result, Mr. Szeredai recommended that the Board approve the final escrow release No. 2 (Final) which results in the release of \$6,600.00 to the Perkiomen Valley School District. Mr. Szeredai noted that this is a release from a Letter of Credit; therefore, he is also recommending the release of PVSD's Letter of Credit. With the recommendation of Mr. Szeredai, Adam Doyle made a motion, seconded by Corey Hulse, to approve the Escrow Release No. 2 (Final) to the Perkiomen Valley School District in the amount of \$6,600.00 and the release of their Letter of Credit conditioned upon receipt of payment for all outstanding invoices owed to the Township. There were no public comments. The motion carried by a vote of 4-0.
- Guide Rail Upgrades: Mr. Szeredai explained that the Township has multiple bridges that get inspected annually by PennDOT. The bridge reports have indicated that work needs to be done on the guide rails at these bridges. Trappe Road Bridge is a priority two, the remaining bridges are a priority three. Mr. Szeredai prepared a Confirmation of Services to replace and repair the guide rails and end treatments on these bridges. This work will include removal and replacements of necessary guide rail, replace any damaged guide rail, and replace inadequate end treatments. In addition, this work will include bringing all these guide rails and end treatments up to current standards. Under the Confirmation of Services, the engineering (for design, bidding, and constructed) is estimated to be \$31,800.00 and the estimated project construction cost is \$199,950.00. The Board discussed the scope of work involved in this project. After this discussion, Dean Becker asked for a motion to approve this Confirmation of Services. Adam Doyle made a motion, seconded by Albert Campion, to approve Spotts, Stevens and McCoy's Confirmation of Services for guide rail upgrades for Trappe Rd. Seitz Road, Bridge Street, Godshall Road, and Cranberry Boulevard in the estimated amount of \$31,800.00 and estimated project construction costs of \$199,950.00. There were no public comments. The motion carried by a vote of 4-0.
- Maple Avenue Stop/Sight Distance Analysis: Mr. Szeredai explained to the Board that after the July monthly meeting he had a conversation with Shawn Motsavage regarding the data that was collected for the all-way stop sign at Seitz Road and Maple Avenue. Both he and Mr. Motsavage went back and reviewed the data from the reports. Upon

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: SEPTEMBER 2, 2025**

further evaluation of the data, it was concluded that the information was not being read correctly. After re-reading the information, Mr. Szeredai concluded that there was a very large difference in the total traffic count data. The conclusion was the threshold was significantly less than what he had thought. As a result, the data shows that an all-way stop sign at Seitz Road and Maple Avenue does not meet the warrants. Also, as of this meeting, Mr. Motsavage has not received any response from PennDOT's Local Technical Assistance Program (LTAP) as it relates to this subject. Based upon Mr. Szeredai's conclusion, there is no action for the Board to take regarding this issue.

MANAGER'S REPORT: Cecile M. Daniel

- Spring Hill Realty: Ms. Daniel indicated the only item she had is with regard to Spring Hill Realty. Spring Hill Realty is moving forward with plans for the preliminary design for its proposed development located on Harrison Avenue. The developer is working with staff on what needs to be completed for the preliminary plan submittal. Meeting with the staff will require a Professional Services Agreement. This agreement will cover the cost for these staff meetings. Ms. Daniel presented this contract to the Board for consideration and recommended that it be approved. There was a brief discussion on this and Dean Becker asked for a motion regarding this agreement. Albert Campion made a motion, seconded by Corey Hulse, to approve the Contract for Professional Services between Perkiomen Township and Spring Hill Realty. There were no public comments. The motion carried by a vote of 4-0.

There being no further business, the September public meeting was adjourned upon motion made by Albert Campion and seconded by Corey Hulse.

Respectfully Submitted,

Cecile M. Daniel

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