



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 6, 2014

BOARD MEMBERS PRESENT: Dean Becker, Chairman
William Patterson, Vice-Chairman
Richard Kratz, Member
Gordon MacElhenney, Member
Janet Heacock, Member

OTHERS PRESENT: Cecile Daniel, Township Manager
Kenneth Picardi, Township Solicitor
Kevin Conrad, Township Engineer
John Moran Jr., Code Enforcement/Zoning Officer
Shawn Motsavage, Road Master

Gordon MacElhenney called the January 6, 2014 Reorganization Meeting to order in the Perkiomen Township Administration Building at 7:00 p.m. The first item of business was the Reorganization Meeting.

REORGANIZATION MEETING:

The reorganization meeting was conducted by Richard Kratz who acted as temporary chairman. Mr. Kratz called for nominations for the position of Chairman. Gordon MacElhenney nominated Dean Becker as Chairman. Mr. Kratz asked if there were any other nominations for Chairman. There being none, the nominations were closed and the Secretary was directed to let the Minutes show that Dean Becker was elected as Chairman by a vote of 5-0. Mr. Kratz then turned the reorganization meeting over to Chairman Becker. Mr. Becker asked for nominations for Vice-Chairman. Richard Kratz nominated William Patterson as Vice-Chairman. Mr. Becker asked if there were any other nominations for Vice-Chairman. There being none, the nominations were closed and the Secretary was directed to let the Minutes show that William Patterson was elected as Vice-Chairman by a vote of 5-0.

Holiday Schedule: The Board reviewed the proposed 2014 Holiday Schedule for the paid full time employees. The 2014 Holiday Schedule was approved by the Board without any changes upon a motion made by William Patterson and seconded by Janet Heacock. There were no public comments on the motion. The motion was approved by a vote of 5-0.



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 6, 2014

Dean Becker read the staff reappointment for the year 2014. Richard Kratz made a motion seconded by Janet Heacock to approve the following 2014 staff appointments:

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|---------------------------------|--------------------------------------------------|
| Township Road Liaison: | William Patterson |
| Township Treasurer: | Cecile M. Daniel |
| Township Secretary: | Cecile M. Daniel |
| Township Solicitor: | Yergey, Daylor, Allebach, Scheffey, & Picardi |
| Township Engineer: | SSM Group, Inc. |
| Township Fire Marshall: | John Moran Sr. |
| Zoning Hearing Board Solicitor: | McGrory & Wentz LLP |
| Chairman of Vacancy Board: | Nancy Gaugler |

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

Next, Cecile Daniel recommended that the Treasurer's Bond remain at the current amount of \$3,000,000.00. Janet Heacock made a motion seconded by William Patterson to set the Treasurer's Bond at 3,000,000.00 for the year 2014. There were no public comments on the motion. The motion was carried by a vote of 5-0.

Dean Becker read the committee appointments for the year 2014. William Patterson made a motion seconded by Janet Heacock to approve the following committee appointment:

- Zoning Hearing Board: James C. Bickel – Three year appointment – Term will run from January 1, 2014 through December 31, 2016.
- Planning Commission: Timothy Ott and Ronald Smith – Four year appointment – Term will run from January 1, 2014 through December 31, 2017.
- Park & Recreation: John Barnshaw – Five year appointment – Term will run from January 1, 2014 through December 31, 2018.

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



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 6, 2014

This concluded the 2014 Reorganization meeting.

BOARD MEETING:

Dean Becker then called the regular meeting of the Perkiomen Township Supervisors to order.

MINUTES: The minutes of the December 3, 2013 Board of Supervisors meeting were approved upon motion of Janet Heacock and seconded by Richard Kratz. There were no public comments on the motion. The motion was carried by a vote of 5-0.

POLICE REPORT: The Board reviewed the written State Police Report for December.

CORRESPONDENCE:

- **LOWER FREDERICK REGIONAL AMBULANCE CORPS** - Reports.
- **PSATS BULLETIN** - Report

SOLICITOR'S REPORT: Kenneth Picardi requested an Executive Session for a personnel matter and pending litigation. In addition to the items that will be discussed later on the agenda, Mr. Picardi informed the Board that he had a meeting with an attorney representing the owner of 182 Trappe Road. This property is the subject of a subdivision that was approved with conditions in 2005. The attorney indicated that his client would like to move forward with the plan and address the conditions. Mr. Picardi explained that the legislature extended the legislative expiration deadlines to 2016. Presently, the status of the approvals granted by the Township's Zoning Hearing Board and Board of Supervisors are being reviewed to determine how the extension legislation affects the ZHB's decision and the Board's prior approvals. At this time, Mr. Picardi has not heard anything further from the attorney on this matter. Mr. Picardi also informed the Board that settlement of 309 Gravel Pike took place at the end of December, 2013, meaning that ownership was successfully transferred to Community Medical & Dental Center.

ROAD MASTER'S REPORT: Shawn Motsavage submitted to the Board his Road Master's Report dated January 1, 2014 for activities taking place during the month of December.



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 6, 2014

FIRE MARSHALL'S REPORT: John Moran Sr. submitted to the Board his Fire Marshall's Report dated January 1, 2014 for activities taking place during the month of December.

CODE ENFORCEMENT REPORT: John Moran Jr. submitted to the Board his Code Enforcement Report dated January 1, 2014 for activities taking place during the month of December. In addition to his report, Mr. Moran informed the Board that changes were made to the draft Fire Code Ordinance. These changes were made mainly to Section 307.1.3 - Regulations pertaining to permitted instances of open burning. Mr. Moran wanted to clarify those items that are allowed as open burning must be located at least fifty feet from a building, structure, or combustible material and at least twenty-five feet from any public street, right-of-way, or property line. Also, Mr. Moran reviewed with the Board, the list of items when the Fire Code Official may suspend open burning. Under Section 307.1.4 - Outdoor fireplaces, outdoor cooking grills, outdoor patio stoves, chimeneas and factory-built metal novelty stoves. Mr. Moran wanted to clarify that outdoor fireplaces, outdoor patio stoves, chimeneas, and factory-built metal novelty stoves shall be used in accordance with the manufacturer's instructions and shall not be operated within fifteen feet of a structure or combustible material. Also, outdoor cooking grills shall be used and located according to the manufacturer's instructions. Last, the Fire Code Official may suspend burning if there are conditions where that the fire cannot be controlled or eliminated and would cause a fire to spread. Mr. Moran informed the Board that he reviewed and made the revisions to the proposed Ordinance after discussion the changes with Mr. Picardi. Mr. Moran recommended that the Board consider authorize advertisement of this proposed Ordinance for adoption at the Board's February Meeting. The Board discussed the changes to the proposed Ordinance and Mr. Moran answered questions from the public. Janet Heacock made a motion seconded by William Patterson to authorize advertisement of Ordinance No. 217 - Perkiomen Township Fire Code. There were no public comments on the motion. The motion was carried by a vote of 5-0.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel reported that the Planning Commission held no meeting in December.



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 6, 2014

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: Richard Kratz informed the Board that the letter that was authorized to be sent to the LPVRSa regarding the purchase of sewer capacity for the new Graterford Prison was sent and was discussed at the December meeting of the LPVRSa. It was Mr. Kratz's understanding that there is to be a meeting meet on January 7th with representatives of LPVRSa and the State on this issue.

MANAGER'S REPORT:

1. Perkiomen Valley School District: At the December meeting, the Board directed Kenneth Picardi and Cecile Daniel to prepare a Salt Storage Licensing Agreement between the Township and the PVSD. This Licensing Agreement establishes an arrangement with the school district to use one of the Township's Salt Bins for the storage of the school district's road salt behind the Township Administration Building. The Licensing Agreement was drafted and has been forwarded to Scott Clemmer, Director of Operations of PVSD. The draft agreement is also before the Board for consideration. The Board reviewed the draft and Richard Kratz made a motion seconded by William Patterson to approve the draft Licensing agreement between Perkiomen Township and Perkiomen Valley School District and authorized that the draft agreement be forwarded to the Perkiomen Valley School District for their consideration. There were no public comments on the motion. The motion was carried by a vote of 5-0.
2. Perkiomen Township Tax Collector: Dawn Johnston has been elected as Perkiomen Township's new tax collector. Mrs. Johnston is requesting consideration by the Board to allow her to charge for Tax Certifications, Duplicate Tax Bills, and costs associated with returned checks due to insufficient funds. In order to allow these fees to be charged, the Board will need to adopt an Ordinance. The Ordinance could be structured such that the fees to be charged would be set forth within the Township's Fee Schedule as approved by Resolution of the Board. Presently, Mrs. Johnston is ask for the Board to consider allowing her to charge \$25.00/tax certifications and \$5.00 for each tax duplicate. Mrs. Johnston has not indicated what fee may be considered for any returned checks. Due to timing, Ms. Daniel recommended advertising an Ordinance which would allow the Tax Collector to charge these fees with the precise amount of the charges being set forth in the Township's Fee Schedule adopted by Resolution. Hearing the recommendation of Ms. Daniel, Richard Kratz made a motion seconded by William Patterson to authorize advertisement of a



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 6, 2014

proposed Ordinance which would allow the Perkiomen Township Tax Collector the ability to charge for Tax Certifications, Tax Duplicates, and return checks for non-sufficient funds. This proposed Ordinance will be considered by the Board at the February Monthly Meeting. There were no public comments on the motion. The motion was carried by a vote of 5-0.

ENGINEERS REPORT: Kevin Conrad reviewed the following items:

1. 2014 Road Projects: Mr. Conrad reviewed the proposed tentative schedule for the 2014 Road Project: February 2014 - Preliminary Plans and Project Manual for Township Review; March 2014 - Final Plans and Project Manual; and receive bids; April 2014 - Award project; and May 2014 - Start Construction (depends on contractors schedule). At the present time, the Board did not have a problem with the proposed draft schedule.
2. Bridge Street Storm Replacement Project: This project is substantially completed. The contractor has submitted Payment Application No. 1 in the amount of \$63,906.50. This payment application takes into consideration the 5% retainage which will be held until Spring with the final stabilization (grass/vegetation) is achieved. It was Mr. Conrad's recommendation to the Board to approve Payment Application No. 1. Hearing the recommendation of Mr. Conrad, Janet Heacock made a motion seconded by Richard Kratz to approve Payment Application No. 1 to SJM Construction Company, Inc. in the amount of \$63,906.50. There were no public comments on the motion. The motion was carried by a vote of 5-0.

RECEIPTS AND EXPENDITURES: The treasurer reviewed the receipts and expenditures for the month of December. After review of same, Richard Kratz made a motion seconded by William Patterson to authorize payment of the December bills. There were no public comments on the motion. The motion was passed by a vote of 5-0.

NEW BUSINESS:

1. Resolution 2014-1 through Resolution 2014-5: Resolution 2014-1 through Resolution 2014-5 are the standard resolutions approved each January. In consideration of adoption of these resolutions in one motion, Dean Becker read the following: (1) Resolution 2014-1: Depositories 2014 shall be the Univest National Bank and Trust Company, with the main office in Souderton, Pennsylvania, and the Pennsylvania



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 6, 2014

Local Government Investment Trust (PLGIT), with the main office in Valley Forge, Pennsylvania, and United States Treasury. (2) Resolution 2014-2: Special Crossing Guard - appoint Executive Protective Services, LLC as the special crossing guard for the year 2014. (3) Resolution 2014-3: Engineering & Legal Fees – to incorporate the 2014 rate schedule for SSM Group, Inc., Township Engineer and Yergey, Daylor, Allebach, Scheffey & Picardi, Township Solicitor, for both the township and anyone using their services while working within the Township. (4) Resolution 2014-4: Audit 2013 under Section 917(b)(2) of the Second Class Township Code to appoint Dreslin and Company of Norristown, PA to complete the required Perkiomen Township 2013 Annual Audit including the Perkiomen Township Fire Company and approve the Dreslin and Company Proposal to complete said audit. (5) Resolution 2014-5: Perkiomen Township Fire Company authorizing and recognizing the Perkiomen Township Fire Company and to officially accord it the status of Volunteer Fire Company for Perkiomen Township. After reviewing the aforesaid Resolutions, William Patterson made a motion seconded by Janet Heacock to approve Resolution 2014-1 through Resolution 2014-5. There were no public comments on the motion. The motion was carried by a vote of 5-0.

2. PSATS Convention: The annual PSATS Convention is scheduled to be held from April 13 through April 16, 2014 in Hershey, PA. At this time, it is unclear if anyone will be able to attend the PSATS Convention due to schedules. It was decided that everyone would let Ms. Daniel know whether or not they can attend this convention once they know their schedules.

SUPERVISORS COMMENTS:

William Patterson informed the Board that he was updated as to the performance of Perkiomen Township in the recent Limerick Nuclear Drill. Based upon the information that was given to Mr. Patterson, Perkiomen Township did well.

There being no further business, the meeting was adjourned upon a motion made by Richard Kratz and seconded by William Patterson.