



## PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: FEBRUARY 6, 2018

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**BOARD MEMBERS PRESENT:** William Patterson, Vice-Chairman  
Vivian Schoeller, Member  
Janet Heacock, Member  
Gordon MacElhenney, Member

**ABSENT:** Dean Becker, Chairman

**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

William Patterson called the February 6, 2018 meeting of the Perkiomen Township Board of Supervisors to order at 7:00 p.m. in the Perkiomen Township Administration Building. Mr. Patterson informed the public that the Board of Supervisors held an Executive Session prior to this meeting for informational purposes.

**MINUTES:** The minutes of the January 2, 2018 Board of Supervisors meeting were approved upon motion of Gordon MacElhenney and seconded by Janet Heacock. There were no public comments on the motion. The motion was carried by a vote of 4-0.

**CORRESPONDENCE:** Cecile Daniel informed the Board that she had received/sent the following correspondence:

- CPVRPC: November 2017 Meeting Minutes.
- Montgomery County Board of Election: Letter certification of referendum vote.
- Senator Mensch's Letter: Letter regarding approval of Senate Resolution 237.

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

### **OLD/NEW BUSINESS:**

1. Memorial Garden: Richard Kratz presented to the Board of Supervisors a proposal to install a sign at the Memorial Garden which is in the front right-hand corner of the Township Administration Building. The sign would be 5' x 6' PVC single sided panel with white PVC sleeves and white PVC caps. The sign panel would have 5 rows to

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provide 6" letter tracking. Mr. Kratz explained how the names of the individuals who served in the United States Armed Services from Perkiomen Township would be engraved on plaques and inserted into the rows. The quote was broken into two proposals: first proposal was for a single side panel and the second proposal was for a single side panel with a locked vandal cover. Mr. Kratz explained that the locked vandal cover would protect the engraved plaques from be damaged. Installation for either choice would be the same price. Mr. Kratz indicated that he has been able to collect over a hundred names of both deceased and living individuals to be engraved on these plaques. In the second quote, Mr. Kratz explained that the plaques would be 7" x 32" and 1/8" engraved thick plaques. These size plaques should fit two plaques per row for a total of ten plaques. With the size of the plaques and the number of names, Mr. Kratz believes seven plaques would be a start. Should more names be found later, there should be room to add three more plaques. The quote for the sign: for option one was \$1,488.90; for option two was \$2,562.75; the quote for installation of the sign, regardless of which options is chosen, was \$770.25. For the seven plaques, which includes engraving and set up, the quote was \$1,268.30. The Board discussed which sign option to select. It was agreed to go with option two which would include the sign and the locked vandal cover. The cost for this option, plus the installation charge and the purchase of seven plaques with engraving would be \$4,601.30. Mr. Kratz indicated the quote is based upon seven plaques, but there may be more names of individuals from Perkiomen Township that he has no knowledge of; therefore, he requested that consideration be given to increase the amount to be spent. Mr. Kratz is requesting permission to proceed so that the sign and garden can be ready for Perkiomen Township's Community Day which is scheduled for June 2<sup>nd</sup>. Upon discussion of the matter, Vivian Schoeller made a motion seconded by Gordon MacElhenney authorizing Richard Kratz to proceed with the purchase and installation of a sign with the locked vandal cover and to begin with seven engraved plaques not to exceed \$5,000.00. There were no public comments on the motion. The motion was carried by a vote of 4-0.

2. Park and Recreation Committee: Adam Doyle submitted a letter of interest to fill a recent vacancy on the Park & Recreation Committee. The vacancy was created by the recent resignation of John Barnshaw. The vacancy created by Mr. Barnshaw's "resignation" will expire on December 31, 2018. Janet Heacock made a motion, seconded by Gordon MacElhenney, to appoint Adam Doyle to complete Mr. Barnshaw's term on the Park & Recreation Committee. There were no public comments on the motion. The motion was carried by a vote of 4-0.

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3. Perkiomen Township Fire Company: The Fire Company submitted to the Board its proposed 2018 Calendar of Events. Janet Heacock made a motion seconded by Vivian Schoeller to approve the 2018 Calendar of Event for the Perkiomen Township Fire Company. There were no public comments on the motion. The motion was carried by a vote of 4-0.
  
4. MCATO Convention: The Spring Convention of the Montgomery County Association of Township Officials is scheduled for February 23, 2018. Unfortunately, no one can attend this meeting due to schedule conflicts.

**SOLICITOR'S REPORT:** Solicitor Picardi reported that he had two items to discuss with the Board beyond his report. The two items were as follows:

- Crown Castle: Recently, Solicitor Picardi had a conversation with Bill Buckingham, a representative of Lyle Co, a sub-contractor for Crown Castle. In that conversation, Mr. Buckingham indicated that Crown Castle is requesting the Township to reconsider its position on the existing lease for the telecommunication tower located on Township property. Crown Castle is interested in three items. First, Mr. Buckingham requests that the Board consider an extension of the existing lease. According to Solicitor Picardi, the lease is good until the year 2036. Mr. Buckingham indicated that Crown Castle would like to extend this lease an additional thirty or forty years beyond 2036. If the Board feels that such an extension is too long, Crown Castle would like the Board to consider extending the lease for at least twenty years. Second, Mr. Buckingham indicated that Crown Castle wishes to have the right of first refusal should a third-party request to purchase the Township's rights on this lease. Third, Mr. Buckingham would like the Board to consider leasing to Crown Castle more ground. Presently, the lease area is 2,500 square feet. Crown Castle would like to lease an additional 2,500 square feet. In each of the options, Crown Castle offered to pay the Township \$2,500.00 for each of the options the Board found acceptable. The Board had discussed Crown Castle's request previously and decided not to take any action on this matter. After discussing this matter again, the Board decided to stay the course at this time.
  
- Next, Solicitor Picardi informed the Board that he attended a PSATS class on 21<sup>st</sup> Century Municipal Zoning Issues. At this class, there was a discussion on the following topics: Drones, Agritourism, Medical Marijuana, Mini-Casinos, Small Cell Sites, Home Sharing/Vacation Rentals (VRBO, Air B&B, Home Away etc.) and Wineries/Craft Breweries/Distilleries. Solicitor Picardi gave a brief description of each of these topics and asked if the Board wanted to focus on any one of the topics. Vivian Schoeller indicated interest in the topic of drones.

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Solicitor Picard will investigate what types of guidelines that may exist to develop an Ordinance governing drones in the Township.

**PUBLIC SAFETY REPORTS:**

- **POLICE REPORT:** The Board is in receipt of the PA State Police Report for January 2018.
- **TRAPPE AMBULANCE** – The Board is in receipt of the report for December 2017, January 2018 and 2017 Year End Report.
- **PLYMOUTH COMMUNITY AMBULANCE ASSOCIATION** – No Report was received by the Board.
- **PERKIOMEN TOWNSHIP FIRE COMPANY:** The Board is in receipt of the report for January 2018 and the 2017 Yearly Report.
- **FIRE MARSHAL’S REPORT:** The Board is in receipt of the report for January 2018.

**ROAD MASTER’S REPORT:** Shawn Motsavage submitted to the Board his Road Master’s Report dated February 2, 2018, for activities occurring during the month of January.

**CODE ENFORCEMENT REPORT:** John Moran, Jr. submitted to the Board his Code Enforcement report dated February 1, 2018, for activities that occurred during the month of January. Also, Mr. Moran informed the Board that the Caprio matter was held before Judge Augustine, but the Judge has yet to render a decision in this matter.

- Last, as part of his responsibilities as Fire Marshal, Mr. Moran requested approval by the Board to attend the Fire Investigation Training. This training is being held at the Pennsylvania State Fire Academy. The Arson Detection & Fire Investigation class will be held from March 26, 2018 through March 30, 2018 in Lewistown, PA. To attend this week-long class, Mr. Moran will need to stay overnight. The Board discussed this request and Gordon MacElhenney made a motion seconded by Janet Heacock authorizing John Moran Jr, as Township Fire Marshal to attend the Arson Detection & Fire Investigation Class in Lewistown, PA. The fee for the class is free, but the Board authorized the reimbursement for lodging, mileage, and meals. There were no public comments on the motion. The motion was carried by a vote of 4-0.

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**PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING:** Cecile Daniel reported that the Planning Commission held its meeting on January 16, 2018. At this meeting, the Planning Commission discussed the proposed Stormwater Management Ordinance.

**PARK AND RECREATION REPORT:** William Patterson informed everyone the 2018 meeting schedule for the Park and Recreation Committee has changed. The development of the Lodal Creek Park continues to be developed. The Park and Recreation Committee is also work on participating in bus trips.

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY:** Richard Kratz informed the Board that presently there were no new items to report on the LPVRS.

**ENGINEERS REPORT:** Kevin Conrad reported on the following:

1. 2018 Perkiomen Township Road Projects: Mr. Conrad informed the Board that bids were opened for the 2018 Road Project – Paving Projects and the 2018 – Road Project – Microsurfacing Projects.
  - For the 2018 Road Project – Paving Projects, Mr. Conrad informed the Board that there were five bids received for this project. The lowest bid received was from Innovative Construction Services, Inc. of Folcroft, PA in the amount of \$317,727.50. SSM reviewed the bid package from Innovative Construction Services, Inc. for technical and administrative compliance and found no deficiencies. SSM recommended that the Board award the 2018 Road Project – Paving Projects to Innovative Construction Services. With the recommendation of SSM, Janet Heacock made a motion seconded by Vivian Schoeller to award the 2018 Road Project – Paving Projects to Innovative Construction Services, Inc. of Folcroft, PA in the amount of \$317,727.50. There were no public comments on the motion. The motion was passed by a vote of 4-0.
  - For the 2018 Road Project – Microsurfacing Projects, Mr. Conrad informed that Board there was only one bid received. The bid was received from Asphalt Paving System, Inc. of Hammonton, NJ in the amount of \$123,294.00. SSM reviewed the bid package from Asphalt Paving Systems, Inc for technical and administrative compliance and found no deficiencies. SSM recommended that the Board award the 2018 Road Project – Microsurfacing Projects to Asphalt Paving Systems. With the recommendation of SSM, Vivian Schoeller made a motion seconded by Janet Heacock to award the 2018 Road Project – Microsurfacing Projects to Asphalt Paving Systems, Inc. of Hammonton, NJ in

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the amount of \$123,294.00. There were no public comments on the motion. The motion was passed by a vote of 4-0.

2. Salter Stairs: Salter Stairs, a company in the Iron Bridge Corporate Center, has submitted a request to reduce their Letter of Credit and their cash escrow. The request for the reduction in the Letter of Credit is \$91,586.00 which would leave a remaining balance of \$4,400.00. SSM found the work that was completed to be acceptable and is recommending a reduction in Letter of Credit of \$91,586.00. Salter Stairs put up a cash escrow to pay outstanding invoices. The amount necessary to cover the remaining engineering inspection/review fees would be less than what remains in this cash escrow; therefore, SSM is recommending that this cash escrow be \$5,000.00. With the recommendation of SSM, Vivian Schoeller made a motion seconded by Janet Heacock to reduce the Letter of Credit by \$91,586.00 leaving a balance of \$4,400.00. In lieu of increasing the Letter of Credit, substitute a cash escrow of \$5,000.00 for the remaining engineering inspection/review fees. There were no public comments on the motion. The motion was carried by a vote of 4-0.

**MANAGER'S REPORT:**

1. Insurance: Ms. Daniel informed the Board at the January meeting on the recommendation of the Township's insurance company to consider the purchase of a crime policy because some of their municipal clients were recently hacked. During January, Ms. Daniel worked with the Township's insurance agent and the Township Solicitor to evaluate the coverage for both a Crime Coverage Policy and a CyberRisk Coverage Policy. There was a certain amount of duplication between the two policies. The Crime Coverage Policy covers, among other items, coverage for employee theft and computer fraud/funds transfer. CyberRisk covers the same but does not cover employee theft. Another difference is the Crime Policy Coverage is per occurrence and the CyberRisk Liability is in the aggregate. Both policies are quoted at \$1,000,000.00 or \$2,000,000.00. The premium for the Crime Policy at the limit of \$1,000,000.00 was \$1,450.00 and at the limit of \$2,000,000.00 was \$1,880.00. The premium for the CyberRisk Coverage Policy at the limit of \$1,000,000.00 was \$4,200.00 and at the limit of \$2,000,000.00 was \$6,000.00. Based upon the information reviewed by both Ms. Daniel and Solicitor Picardi, the recommendation to the Board was to obtain the Crime Coverage Policy with the limit of \$2,000,000.00 with a premium of \$1,880.00. The Board discussed and considered the coverages, the premiums, and recommendation of both Ms. Daniel and Solicitor Picardi. Vivian Schoeller made a motion seconded by Janet Heacock authorizing the purchase of the Crime Coverage Policy for \$2,000,000.00 at a premium of \$1,880.00. Gordon MacElhenney indicated he was not in favor of the Township purchasing this policy. There were no other public comments on the motion. The motion was passed

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by a vote of 3 - Yes: (Vivian Schoeller, Janet Heacock and William Patterson) -  
1 - No: (Gordon MacElhenney).

2. Equipment Purchases:

- Purchase of 2018 Chevy Tahoe: Ms. Daniel explained that the 2018 Budget included monies set aside for the purchase of a 2018 Chevy Tahoe to replace the 2006 Dodge Durango for the Code Enforcement/Fire Marshall. For budget purposes \$40,000.00 was placed in the budget based upon vehicles listed on the CoStars Program. John Moran Jr. reviewed the three quotes that he received. The lowest quote, and the one that Mr. Moran is recommending the Board consider, is from Hondru Chevy for \$38,495.00. When the 2018 Budget was completed, it was unclear what the equipment costs would be; therefore, an estimate was included in the budget. According to Mr. Moran, the equipment costs would be \$4,979.00. The total amount of the purchase of the vehicle and equipment would be \$43,474.00. For the 2006 Dodge Durango, Mr. Moran and Ms. Daniel are recommending that this vehicle be sold on Municibid and apply the proceeds from the sale against the cost to purchase the Chevy Tahoe and equipment. With the recommendation of Mr. Moran and Ms. Daniel, Janet Heacock made a motion seconded by Vivian Schoeller authorizing the purchase of a 2018 Chevy Tahoe and associated equipment for \$43,474.00 and the sale of the 2006 Dodge Durango on Municibid with the proceeds of the sale to be applied against the purchase of the equipment. There were no public comments on the motion. The motion was passed by a vote of 4-0.
  
- Purchase of 2018 Case 590SN Backhoe. Ms. Daniel explained that monies were set aside in the 2018 Budget for the purchase of a new backhoe to replace the existing one that was purchased in 2008. Shawn Motsavage reviewed the reasons for the purchase of a new backhoe and the estimated expenses spent over the last four – five years to maintain the existing backhoe. During the discussion on the 2018 Budget and the replacement of the backhoe, the Board discussed whether to do an outright purchase of a new backhoe or give consideration of spreading the payments over a lease/purchase. Mr. Motsavage reviewed the Co-Stars listing and obtained a quote from Eagle Power & Equipment for a new 2018 Case 590SN Backhoe for \$139,097.20. The number included in the 2018 Budget was to purchase the new backhoe as a lease/purchase. To compare the purchase of the backhoe as an outright purchase or as a lease/purchase, Ms. Daniel had Eagle Power & Equipment, under their Muni Annual Lease Payment Program, prepare lease/purchase options at 3, 4, 5, and 6-years with a \$1.00 buyout. The interest payments for each year was based upon a 3.350% annual percentage rate. If the Board chose to purchase the backhoe outright, then the 2018 Budget would have

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to be amended as the line item in the budget for this purchase was \$32,000.00. The Board discussed the purchase of the 2018 Case 590SN Backhoe outright with no financing and the purchase under the lease/purchase options and the added financing costs. When asked by the Board, Ms. Daniel indicated that the Board could purchase the backhoe outright as there was sufficient funds in the Capital Reserve Account. The Board discussed the options and decided to move forward with the outright purchase of the Case backhoe. In anticipation of this possibility, Ms. Daniel prepared a resolution increasing the Capital Fund Expenditure Account line item for Road Maintenance – Equipment and the decrease of the Unreserved Fund Balance – General Fund at \$140,000.00. Janet Heacock made a motion seconded by Vivian Schoeller to adopt Resolution 2018-13, amending the 2018 Perkiomen Township Budget by increasing Expenditure Account #30-430-740 – Road Maintenance – Equipment and decrease the Unreserved Fund Balance – General Fund – Account #01-279-300 by \$140,000.00 and authorizing the purchase of a 2018 Case 590SN Backhoe for \$139,097.20. There were no public comments on the motion. The motion was carried by a vote of 4-0.

- Sale of 2008 Backhoe: Scott Clemmer, Director of Operations at the Perkiomen Valley School District, informed the Township that they are interested in purchasing the Township's 2008 backhoe. Mr. Clemmer has asked what the selling price would be and whether the Township would be flexible in receiving payment. The payment schedule that Mr. Clemmer is proposing is that the payments would be split in half with the first payment being made in June and the second payment being made in July. The Board discussed with Mr. Motsavage, his opinion regarding the sale price to be offered to the PVSD for the 2008 backhoe. It was Mr. Motsavage's view, based upon his discussion with Eagle Power & Equipment, that the Board should consider asking a price of \$43,000.00. The Board saw no issue with the payment schedule being proposed by Mr. Clemmer. The sale price of the 2008 backhoe will be used to offset the purchase price of the new 2018 Case 590SN backhoe. Vivian Schoeller made a motion seconded by Gordon MacElhenney to authorize the sale of the 2008 backhoe to the Perkiomen Valley School District for the sale price of \$43,000.00 with the payments being received from PVSD in two installments. The first payment shall be received in June 2018 and the second payment shall be received in July 2018. The proceeds from the sale of the 2008 backhoe will be applied against the purchase of the 2018 Case backhoe. There were no public comments on the motion. The motion was carried by a vote of 4-0.



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3. AQUA PA: Aqua PA submitted detail drawings for the proposed water line to be installed in Trappe Road in 2018 from the intersection of Kagey Road/School House Road to Gravel Pike. Revised plans were submitted to the Township and reviewed by SSM. As part of this process, Aqua will be required to obtain a Township Highway Occupancy Permit. As part of the HOP process, there would be an Escrow Agreement for the installation of this water line. The present agreement covers the financial security to cover the opening and restoration of Trappe Road for the installation of this water line. As part of this restoration, Aqua has agreed to full cartway width of milling and overlay. First, the Board discussed the requirement that Aqua reimburse the Township for the engineering inspection fees. During this discuss, Ms. Daniel informed the Board that Aqua has aided both the Township and Municipal Authority during some of our own projects. Second, the Board discussed the installation of five new fire hydrants. Upon review of the plans for the proposed water line, the fire company has requested the installation of five new fire hydrants. Aqua has indicated they are agreeable to installing the hydrants as part of this project, if the Township approves their location. The only cost will be the yearly maintenance fee. Presently, the Township pays a yearly maintenance fee of \$264.00/hydrant/year or \$22.00/hydrant/month. The yearly fee of the five hydrants will add \$1,320.00/year to the Township's fire hydrant expenses. After discussion of Aqua's Water Line Project, Vivian Schoeller made a motion seconded by Janet Heacock to approve the following: (1) As a condition of the Highway Occupancy Permit, the Escrow Agreement is approved, and the appropriate Township official are authorized to execute the Highway Occupancy Permit Escrow Agreement in the amount of \$235,895.00. Aqua will not be required to reimburse the Township for the Township's Engineer's time to inspect the installation of the water line and the road restoration. (2) The Board finds acceptable the location and installation of the five new fire hydrants to be made a part of this project. (3) The Board finds acceptable the location and installation of the regulator pit and the discharge manhole. (4) As a condition of the Highway Occupancy Permit, Aqua shall provide easements for the regulator pit and discharge manhole. Aqua shall provide two separate easements: One in favor of the Township for those facilities that are to be in that portion of the driveway that is owned by the Township, and, one in favor of the Perkiomen Township Fire Company for those facilities that are to be in that portion of the driveway that is owned by the Fire Company. There were no public comments on the motion. The motion carried by a vote of 4-0.

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**FINANCIAL REPORT/RECEIPTS AND EXPENDITURES:** The treasurer presented to the Board, the January Financial Report and reviewed the receipts and expenditures for the month of January. Janet Heacock then made a motion seconded by Vivian Schoeller to approve the January Financial Report and to authorize the payment of the January bills. There were no public comments on the motion. The motion carried by a vote of 4-0.

There being no further business, the meeting was adjourned upon a motion made by Vivian Schoeller and seconded by Janet Heacock.