



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 2, 2018

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

William Patterson called the January 2, 2018 meeting of the Perkiomen Township Board of Supervisors to order at 7:00 p.m. in the Perkiomen Township Administration Building. The first item of business was the Reorganization Meeting.

REORGANIZATION MEETING:

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

Dean Becker read the staff reappointment for the year 2018. Janet Heacock made a motion seconded by Vivian Schoeller to approve the following 2018 staff appointments:

Township Road Liaison:
Township Treasurer:

William Patterson
Cecile M. Daniel

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Township Secretary:	Cecile M. Daniel
Township Solicitor:	Yergey, Daylor, Allebach, Scheffey, & Picardi
Township Engineer:	SSM Group, Inc.
Township Fire Marshall:	John Moran Jr.
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 present amount of 5,000,000.00. William Patterson made a motion seconded by Vivian Schoeller to set the Treasurer's Bond at \$5,000,000.00 for the year 2018. There were no public comments on the motion. The motion was carried by a vote of 5-0.

Committee Appointments:

- Zoning Hearing Board: Robert J. O'Donnell – Three-year appointment – Term will run from January 1, 2018 through December 31, 2020. William Patterson made a motion seconded by Vivian Schoeller to appoint Robert J. O'Donnell to a Three-year appointment to the Zoning Hearing Board (January 1, 2018 through December 31, 2020). There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Municipal Authority: Angelo Butera – Complete the term of John Moran Sr. – Term will run from January 1, 2018 through December 31, 2020. William Patterson made a motion seconded by Gordon MacElhenney to appoint Angelo Butera to complete the term of John Moran Sr. this will be a Three-year term to the Municipal Authority (January 1, 2018 through December 31, 2020). There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Planning Commission: Timothy Ott and Ronald Smith – Four-year appointments – Term will run from January 1, 2018 through December 31, 2021. Janet Heacock made a motion seconded by Vivian Schoeller to appoint Timothy Ott and Ronald Smith to Four-year Term appointments to the Planning Commission (January 1, 2018 through December 31, 2021). There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Park & Recreation Committee: William Patterson and Vivian Schoeller – William Patterson to a Five -year appointment to run from January 1, 2018 through December 31, 2022. Vivian Schoeller to complete the term that began in 2017 but left vacant. Term will run from January 1, 2018 through December 31, 2021. Gordon MacElhenney made a motion seconded by Janet Heacock to appoint

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William Patterson to a Five-year term to the Park & Recreation Committee (January 1, 2018 through December 31, 2022) and to appoint Vivian Schoeller to complete the term that began in 2017, this will be a Four-year term to the Park & Recreation Committee (January 1, 2018 through December 31, 2021). There were no public comments on the motion. The motion was carried by a vote of 5-0.

The 2018 Reorganization meeting was closed upon a motion made by Gordon MacElhenney and seconded by William Patterson.

BOARD MEETING:

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

MINUTES: The minutes of the December 5, 2017 Board of Supervisors meeting were approved upon motion of Gordon MacElhenney and seconded by William Patterson. There were no public comments on the motion. The motion was carried by a vote of 4-0 (Vivian Schoeller – As a new member to the Board of Supervisors did not vote).

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

- PSATS Bulletin: December 2017.
- Perkiomen Valley Library: Letter of Thank you for the Township's contribution to the Perkiomen Valley Library.
- Resignation Letter: John Barnshaw was elected to the position of Perkiomen Township Fire Chief. Due to that commitment, Mr. Barnshaw submitted a letter of resignation to the Board of Supervisors for his appointment to the Park & Recreation Committee. Vivian Schoeller made a motion seconded by William Patterson to accept the resignation of John Barnshaw to the Park & Recreation Committee. There were no public comments on the motion. The motion was carried by a vote of 5-0.

PUBLIC COMMENTS: Richard Kratz informed the Board that he received a plaque from the Perkiomen Township Fire Company thanking him for his years of dedication and support of the Fire Company while a Supervisor. Mr. Kratz requested that this plaque be placed in the room downstairs where the other items of Perkiomen Township and the surrounding area are located.

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OLD/NEW BUSINESS:

1. Resolution 2018-1 through Resolution 2018-10:

- Resolution 2018-1: Janet Heacock made a motion seconded by Vivian Schoeller to approve Resolution 2018-1 which shall set the Depositories for the Township for the year 2018 as the Univest National Bank and Trust Company, with the main office in Souderton, Pennsylvania, and the Pennsylvania Local Government Investment Trust (PLIGIT), with the main office in Harrisburg, Pennsylvania, and United States Treasury. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Resolution 2018-2: William Patterson made a motion seconded by Vivian Schoeller to approve Resolution 2018-2 and appoint the Special Crossing Guard for the 2017/2018 school year. The company providing the special crossing guard services for Perkiomen Township is Advanced Protection Company. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Resolution 2018-3: Janet Heacock made a motion seconded by William Patterson to approve Resolution 2018-3 to incorporate the 2018 rate schedule for SSM Group, Inc., Township Engineer and Yergey, Daylor, Allebach, Scheffey & Picardi, Township Solicitor, for both the Township and anyone subject to being charged back for their services while working within the Township. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Resolution 2018-4: William Patterson made a motion seconded by Janet Heacock to approve Resolution 2018-4 and approve the Dreslin and Company Proposal to complete the 2017 Audit for Perkiomen Township including the Perkiomen Township Fire Company. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Resolution 2018-5: Gordon MacElhenney made a motion seconded by Janet Heacock to approve Resolution 2018-5 authorizing and recognizing the Perkiomen Township Fire Company and to officially accord it the status of Volunteer Fire Company for Perkiomen Township. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Resolution 2018-6: Janet Heacock made a motion seconded by William Patterson to approve Resolution 2018-6 recognizing Trappe Ambulance and Plymouth Community Ambulance to provide Emergency Services to the residents of Perkiomen Township. There were no public comments on the motion. The motion was carried by a vote of 5-0.

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- Resolution 2018-7: Is the fee schedule for Perkiomen Township for the year 2018. Ms. Daniel indicated that the changes being recommended are depicted in green. These changes included clarification for fees under the Right to Know Section and the addition of fees under the Wireless Communication Facilities Section. Tax Collector, Dawn Johnston, submitted a request with background information to revise and add fees under the Tax Collector Section of the fee schedule. Mrs. Johnston submitted a request to increase the charge of the Tax Certification to \$30.00 for the certification request provided within 7 business days of the receipt of the paid request; to charge a rush fee for tax certificates of \$50.00 if same day service is requested; and to clarify the \$5.00 tax bill duplicate fee is required regardless if the copy is paper or electronic. The Board discussed the request of the Tax Collector. William Patterson made a motion seconded by Gordon MacElhenney to approve Resolution 2018-7 approving the 2018 Fee Schedule for Perkiomen Township as amended to include the changes to the Right to Know Section, the addition of fees under the Wireless Communication Facilities Section and increasing, adding, and revising those fees listed under the Tax Collector as requested by Dawn Johnston. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Resolution 2018-8: Janet Heacock made a motion seconded by Gordon MacElhenney to approve Resolution 2018-8 for the appointment of John Moran, Jr. as the Township Building Code Official and the appointment of Code Inspections, Inc. as the third-party agency to perform inspections of commercial properties and coverage for residential services (including Property Maintenance Code) as needed and requested by the Township. There were no public comments on the motion. The motion was carried by a vote of 5-0.
- Resolution 2018-9: A Resolution covering the Price Adjustment Clause for the purchase of bituminous material for the 2018 Road Project. This is a standard resolution the Board considers each year when preparing the bid documents for the Road Project. The reason for this resolution is due to the fluctuations in the cost of bituminous materials resulting in the unpredictability of the cost and availability of bituminous materials from local suppliers which can result in contractors either not bidding on Township road projects, or, leads contractors to submitting high bids to insulate themselves from adverse market conditions between the time the contract is bid and the time the project materials are required to be used. PennDOT has established a method of dealing with such increases or decreases in prices for roadway materials. This method is commonly referred to as an “Escalator/De-Escalator Clause” and is set forth in detail in PennDOT publication 408 Section 110.04. Resolution 2018-9 does the same thing for the Township. The Board considered Resolution 2018-9 and Vivian Schoeller made a motion seconded by Gordon MacElhenney to include an Escalator/De-Escalator

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Clause for bituminous material as part of the 2018 Road Project. There were no public comments on the motion. The motion was carried by a vote of 5-0.

- Resolution 2018-10: Janet Heacock made a motion seconded by William Patterson to approve Resolution 2018-10 and appoint certain individuals to open and read aloud public bids. The following were so appointed: SSM Group: Township Engineer; Cecile M. Daniel: Township Secretary; and Shawn Motsavage: Township Road Master. 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 22 through April 25, 2018 in Hershey, PA. Gordon MacElhenney made a motion seconded by Janet Heacock authorizing Vivian Schoeller to attend the PSATS Convention and designated Ms. Schoeller as Perkiomen Township’s voting delegate. There were no public comments on the motion. The motion was passed by a vote of 5-0.
 3. Gorski Engineering, Inc/Resolution 2018-11: John Riebow of Gorski Engineering was present to review with the Board of Supervisors a Preliminary Land Development Plan filed for their development known as Gorski Route 29 Venture. The Board of Supervisors had previously approved a Conditional Use for this proposed development. Mr. Riebow reviewed the land development plan and the request for the waivers, most of which were from the Landscaping Requirements. The Planning Commission, at their meeting on December 19, 2017, recommended the Board of Supervisors approve the proposed Preliminary Land Development with conditions and waivers. These conditions and waivers were set for in Resolution 2018-11 which is also before the Board for consideration. After reviewing both the Preliminary Land Development Plan of Gorski Route 29 Venture and Resolution 2018-11, William Patterson made a motion seconded by Vivian Schoeller to approve the Resolution as follows:

COMPLIANCE WITH ZONING ORDINANCE

1. The applicant has identified, to the south of the site, a watercourse for which it has indicated a 25-foot riparian buffer. Under Section 310-214.B, the Applicant shall clarify which regulated water feature this is (Zone 1 or Zone 2) and provide the appropriate buffer width.

COMPLIANCE WITH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

1. The following shall be complied with:
 - a. Section 264-13 – Submission of Final Plan;
 - b. Section 264-14 – Review of Final Plan;
 - c. Section 264-15 – Recording of Final Plan; and

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- d. Section 264-16 – Performance Guarantee.

COMPLIANCE WITH STORMWATER ORDINANCE

1. The project is now proposed as a phased project with only partial buildout initially. It must be demonstrated that each phase of construction shall meet the requirements of the Ordinance. Calculations shall be submitted to demonstrate that phase 1 meets the requirements of Sections 247-11 (Water Quality), Section 247-12 (Groundwater Recharge), Section 247-13 (Stream Bank Erosion), and Section 247-14 (Rate Control).
2. Sheet C-15 shows a sediment trap as part of the initial buildout. It shall be clarified if this facility will remain a sediment trap or be converted to a permanent facility during initial buildout.
3. The stage/storage information shall be revised to include storage in the filter media and stone layer. The outlet shall simply be modeled as a 4” orifice at the elevation that the underdrain enters the outlet structure. These changes shall be made to demonstrate compliance with Section 247-11 (Water Quality) and Section 247-14 (Rate Control).
4. To prevent contamination of groundwater, any facility not proposed for infiltration due to insufficient separation from limiting zones shall be lined with an impermeable liner.
5. The Infiltration Trench/Level Spreader detail on sheet C-17 shall be revised as follows:
 - a. The “D” dimension label in the table shall be in feet, not inches.
 - b. An AASHTO specification shall be provided for the stone.
 - c. The geotextile shall be wrapped around all four sides of the trench, including the top. This will prevent sediment from entering and clogging the trench.
6. The word “should” must be replaced with the word “shall” in the stormwater management operation and maintenance notes on sheet C-17.
7. The applicant shall provide the Township with evidence of E&S and NPDES permit approval from the Montgomery County Conservation District prior to the Township signing the Land Development Plan, Section 247-21.C.
8. Financial security shall be provided for the construction of all stormwater management facilities prior to the Township signing the Land Development Plan, Section 247-33.
9. In accordance with Section 247-35 – Maintenance Agreement for Privately Owned Stormwater Facilities - a Stormwater Maintenance Agreement shall be executed between the Applicant and the Township. The Agreement shall be subject to review and recommendation of approval by both the Township Engineer and Township Solicitor before being approved by the Township. This Agreement shall be recorded in Montgomery County Recorder of Deeds with the Final Plan.

SANITARY SEWER COMMENTS

1. In accordance with Perkiomen Township Municipal Authority Standards, the grinder pump package shall be by Hydromatic Pumps, Inc. through J. T. Seeley.

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2. The plan shall show the detail for the Pressure Lateral to Gravity Sewer connection including locations of the isolation valve and valve box as well as the cleanout assembly for each pressure lateral.
3. The applicant's engineer shall provide detailed calculations for the sizing of the pump as well as the sanitary sewer lateral pipe sizes for each lot.
4. A sewer facilities planning module shall be provided for this development. The Applicant shall provide evidence of the following before the Township will sign the land development plan:
 - a. Capacity approval documentation from Lower Perkiomen Valley Regional Sewer Authority for treatment and approval of the sewer facilities planning module
 - b. Capacity approval documentation from Perkiomen Township Municipal Authority for conveyance and approval of the sewer facilities planning module.
 - c. Approval by the PA Department of Environmental Protection of the sewer facilities planning module.
5. The Applicant shall explain in writing why the grinder pumps are located at such a great distance from the buildings.
6. The proposed sanitary sewer laterals shall not be connected directly into the sewer manhole.
7. The applicant shall work with the Perkiomen Township Municipal Authority's engineer on the appropriate separation distance between the proposed sanitary sewer laterals.

WAIVERS (All approved waivers shall be added to the Land Development Plan)

1. A waiver of Section 264-21.A is hereby granted to allow scales of 1"=60' and 1"=40' rather than 1"=50'.
2. A waiver of Section 264-21.A(10) is hereby granted. The land development plan does not have to show features within 150 feet of the property lines. An Aerial Vicinity Plan has been provided, and the site is part of a developed industrial park.

LANDSCAPING WAIVERS

1. Full and partial waivers of Section 264-36.D(1)(a) are hereby granted. A full waiver is granted for the southern property line as this area is not being developed. A full waiver is granted for the western property line as there is existing vegetation along the abutting property line that is to remain. In addition, the plan calls for the installation of a 10-foot retaining wall. A partial waiver is granted for the northern property line (Iron Bridge Drive) as the applicant is proposing to install street trees along Iron Bridge Drive. A partial waiver is granted along the eastern property line (Route 29/Gravel Pike) as the applicant is proposing to install street trees along Route 29. Planting Note 5 on sheet C-7 shall be revised to remove the words "east and" from the description, as it is only the southern property line that is screened. Due to the location of this proposed development, the Planning Commission found the full and partial waivers to be acceptable and recommended their approval.

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2. A full waiver of Section 264-36.E(3)(a) is hereby granted. Request is granted to not require screening of the proposed loading area since it is adjacent to another industrial use and separated from that lot by an approximately 10-foot high retaining wall. Due to the location of this proposed development, the Planning Commission found the full waiver to be acceptable and recommended its approval.
3. A partial waiver of Section 264-36.E(3)(a) is hereby granted for the screening of the parking lot. The applicant is proposing to install 9 evergreen trees and 8 canopy trees but 0 understory trees and 0 shrubs. The partial waiver is granted to allow the trees to be installed as proposed by the Applicant. Due to the location of this proposed development, the Planning Commission found the partial waiver to be acceptable and recommended its approval.
4. A partial waiver of Section 264-36.E(2)(f) is hereby granted. The parking lot islands must include one shade tree and low growing shrubs or ground cover. The Applicant has provided Ornamental Cherry Trees to be installed in place of shade trees, low growing shrubs or ground cover. The Planning Commission found the replacement of the Ornamental Cherry Trees to be acceptable.
5. Section 264-36.E.2(e), Curbing is required for all parking lot planting islands. A waiver is hereby granted. Curbing along the proposed planting islands shall not be required as there is no curbing around the planting islands throughout the remainder of the industrial park.

STORMWATER ORDINANCE WAIVERS

1. A waiver from Section 247-13 (Stream Bank Erosion) is hereby granted. The Applicant is permitted to use the Dekalb Rational Method instead of the SCS Method to demonstrate compliance in the stormwater report.

To accept the conditions contained in this Resolution, the Applicant shall sign below. To the extent that said execution of the resolution is not delivered to the Township Office by noon, Friday; January 5, 2018, it shall be deemed that the Applicant does not accept these conditions and any approvals conditioned upon its acceptance of the conditions, or waivers granted, are hereby revoked and the application shall be considered to be denied for the reasons set forth above.

The Board of Supervisors of the Township of Perkiomen is authorized to sign the Land Development Plan of Iron Bridge Corporate Center Phase 3B (Lot #1) as filed by Gorski Engineering/Gorski Associates upon satisfactory resolution of the above written conditions and is directed to attach the Corporate Seal thereto consistent with the provisions of §264-15 of Code of the Township of Perkiomen, PA.

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

4. Resolution 2018-12: Is a Resolution in Opposition to House Bill 1620: Wireless Infrastructure Deployment Bill. Based upon information received from PSATS, House Bill 1620 (PN 2146), entitled the Wireless Infrastructure Deployment” bill, would strip

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municipalities of their legal authority to regulate wireless facilities both within and outside the public rights-of-way undermining public safety and the protection of the rights-of-way, limit a municipality's ability to negotiate and collect reasonable fees for co-location on municipal infrastructure, and mandate municipal cooperation in excess of that required by the Federal government. The Board of Supervisors reviewed Resolution 2018-12 and Vivian Schoeller made a motion seconded by William Patterson to approve Resolution 2018-12 and forward same to PSATS, and to Perkiomen Township's State Representative and State Senator. There were no public comments on the motion. The motion was passed by a vote of 5-0.

SOLICITOR'S REPORT: Solicitor Picardi reported that the Citations that were issued against Mr. Caprio were dismissed instead of the case being relisted. Upon notification of this dismissal, Mr. Moran contacted the District Justice's office for an explanation for this dismissal. Mr. Moran refilled the same multi Code violations against Mr. Caprio. At the same time, the District Justice's office contacted the Township and informed Mr. Moran that the case has been relisted for a hearing.

PUBLIC SAFETY REPORTS:

- **POLICE REPORT:** The Board is in receipt of the PA State Police Report for December 2017.
- **TRAPPE AMBULANCE** – The Board is in receipt of the report for November 2017.
- **PLYMOUTH COMMUNITY AMBULANCE ASSOCIATION** – The Board is in receipt of the reports for December 2017.
- **PERKIOMEN TOWNSHIP FIRE COMPANY:** The Board is in receipt of the report for December 2017.
- **FIRE MARSHAL'S REPORT:** The Board is in receipt of the report for December 2017.

ROAD MASTER'S REPORT: Shawn Motsavage submitted to the Board his Road Master's Report dated January 1, 2018, for activities occurring during the month of December.

CODE ENFORCEMENT REPORT: John Moran, Jr. submitted to the Board his Code Enforcement report dated January 1, 2018, for activities that occurred during the month of December. Also, Mr. Moran informed the Board that the Zoning Hearing Board approved Application 2017-9, R.J. Springer Construction for 407 Wartman Road.

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PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel reported that the Planning Commission held its meeting on December 19, 2017. At that meeting, the Planning Commission reviewed the Preliminary Plan for the Gorski Route 29 Venture Land Development Plan.

PARK AND RECREATION REPORT: William Patterson informed everyone that Community Day is scheduled for Saturday, June 2nd.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: Richard Kratz informed the Board that presently there is a dispute taking place between the LPVRS and a contractor doing work for the Regional Sewer Authority.

ENGINEERS REPORT: Kevin Conrad reported on the following:

1. 2017 Road Project - Haldeman Road: The contractor for the Haldeman Road Project submitted Payment Application No. 5 – Final Payment in the amount of \$6,620.00. SSM reviewed the application and found it to be accurate, and the work covered by this application was determined to be installed according to the project specifications. SSM is recommending that the Board approve Payment Application No. 5 – Final Payment. With the recommendation of SSM, Janet Heacock made a motion, seconded by Gordon MacElhenney, to approve and authorize payment of Application No. 5 – Final Payment to Ply-Mar Construction Company, in the amount of \$6,620.00. There were no public comments on the motion. The motion was carried by a vote of 5-0.
2. 383 Wartman Road: The property owner of 383 Wartman Road has submitted a final escrow release request for the work completed at this location. SSM found the project work acceptably completed and recommended release of the remaining escrow funds in the amount of \$5,023.29. With the recommendation of SSM, Gordon MacElhenney made a motion, seconded by William Patterson, to approve Escrow Release No. 2 – Final Escrow in the amount of \$5,023.29. There were no public comments on the motion. The motion was carried by a vote of 5-0.
3. 2018 Road Project: At the December meeting, Mr. Conrad reviewed the proposed schedule for the 2018 Road Project. The preliminary design and specifications are complete, and Mr. Conrad is requesting authorization from the Board to advertise the 2018 Road Project as follows: 2018 Paving Projects and 2018 Microsurfacing Projects. William Patterson made a motion, seconded by Janet Heacock, to advertise the 2018 Paving Projects and the 2018 Microsurfacing Projects with bids to be awarded at the February 6, 2018 Monthly Meeting. There were no public comments on the motion. The motion was carried by a vote of 5-0.

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MANAGER’S REPORT:

1. **Insurance:** Ms. Daniel informed the Board that the Township’s insurance agent that handles the Township treasurer’s bond, property insurance and liability insurance contracted her regarding some of their municipal clients who were recently hacked. H.A. Thomson is advising its clients to consider obtaining insurance to provide crime coverage. Ms. Daniel is working with H.A. Thompson to consider these coverages and costs. Once the information has been gathered, Ms. Daniel will submit the information to the Board for their consideration.

FINANCIAL REPORT/RECEIPTS AND EXPENDITURES: The treasurer presented to the Board, the December Financial Report and reviewed the receipts and expenditures for the month of December. Vivian Schoeller then made a motion seconded by William Patterson to approve the December Financial Report and to authorize the payment of the December bills. There were no public comments on the motion. The motion was passed by a vote of 5-0.

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