



## **PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: APRIL 7, 2020**

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**BOARD MEMBERS PRESENT:** William Patterson, Chairman  
Vivian Schoeller, Vice-Chairman  
Dean Becker, Member  
Albert Campion, Member  
Adam Doyle, Member

**OTHERS PRESENT:** Cecile Daniel, Township Manager  
Kenneth Picardi, Township Solicitor

**THE APRIL 7, 2020 MEETING OF THE PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS WAS HELD VIA TELECONFERENCE. PRIOR NOTICE WAS POSTED ON THE TOWNSHIP WEBSITE AND ADVERTISED IN THE LOCAL NEWSPAPER.**

Chairman William Patterson called the meeting to order at 7:00 pm. Mr. Patterson informed the public that Perkiomen Township was under a Disaster Declaration due to the COVID-19 PANDEMIC.

**CONSENT AGENDA:** Vivian Schoeller made a motion seconded by Dean Becker to approve the consent agenda items as follows: a) Minutes: March 3, 2020 and b) Financial Matters: Authorize Payment of Bills for March in the amount of \$86,049.64 and the Treasurer's Report to be placed on file for audit. There were no public comments on the motion. The motion was carried by a vote of 5-0.

**PUBLIC COMMENTS:** Mr. Patterson stated that all public comments must be submitted before and/or during the meeting up to the public comment section on the agenda. Comments are to be submitted to [ADMIN@PERKTWP.ORG](mailto:ADMIN@PERKTWP.ORG) and must include the individual's full name and address.

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

1. Emergency Declaration: William Patterson informed the Board that the Township issued a Declaration of Disaster Emergency on March 16, 2020 for seven days for the COVID-19 Pandemic. This Declaration was extended on March 23, 2020 for an additional thirty days. Mr. Patterson asked his fellow Board members to approve the two previous Declarations and, if necessary, to extend the Declaration to May 31, 2020 and authorize the Chairman to sign said Declaration of Disaster Emergency. Dean Becker made a motion seconded by Adam Doyle to approve the two previous

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING  
MINUTES: APRIL 7, 2020**

---

Declarations and, if necessary, extend the Declaration to May 31, 2020 and authorized the Chairman to sign said Declaration of Disaster Emergency. There were no public comments on the motion. The motion was carried by a vote of 5-0.

2. Materials and Supplies: The original advertisement for the Materials and Supplies Bid specified that the bids were due at the end of March. The bids were to be opened for award at the April 7<sup>th</sup> meeting. The problem is the drop-off and opening was scheduled to be in the Township Administration Building which is currently closed to the public. Due to the building being closed, the conditions set forth in the advertisement could not be accomplished. As a result, Ms. Daniel's recommended that this bid be re-advertised so that the bids could either be mailed or placed in the drop-off box with the opening of the bids taking place in the pavilion. Under the original advertisement, the Township did receive a few bids. For those that did submit bids, the Bidders were informed that no bids were opened and that the project would be re-bid. Unless a Bidder objects, their bid will be added to and opened with any other bids received under the rebidding of this project. Vivian Schoeller made a motion seconded by Adam Doyle to re-authorize the advertisement of the Materials & Supply Bids. There were no public comments on the motion. The motion was carried by a vote of 5-0.
  
3. Tax Discount Extension: Kenneth Picardi explained that Montgomery County requested that Municipalities extend the deadline for the payment of Real Estate Taxes for the discount period. This request was a result of the COVID-19 Pandemic and the adverse financial affect it is having on the residents of Montgomery County. This pandemic has also resulted in the issuance of a Disaster Declaration by the Montgomery County Commissioners on March 8, 2020, and a Stay-at-Home order by the Governor on March 23, 2020. Solicitor Picardi informed the Board, that under the Pennsylvania Local Tax Collection Law, municipalities, such as Perkiomen Township, are given the authority to establish a tax notice date. Once the date is established, the tax rates on Real Estate, including providing for a two (2) percent discount for those making payment of the amount thereof within two months after the date of the tax notice, and, providing for payment of the face amount thereof within four months after the date of the tax notice. The proposed Resolution adjusts the tax notice date for 2020 to be April 1, 2020 with the discount period closing on May 31, 2020, and the face period closing on July 31, 2020. After discussing the resolution, Dean Becker made a motion seconded by Vivian Schoeller to approve Resolution 2020-12 extending the deadline for the Discount Period to May 31, 2020 and the Face Period to July 31, 2020. 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: APRIL 7, 2020**

---

4. Ordinance No. 234: At the March Meeting, the Board authorized the advertisement of an ordinance creating an Environmental Advisory Council. The ordinance creating the EAC was completed and is now before the Board for consideration. Ms. Daniel informed the Board that due to the closure of the Township Administration Building; the proposed ordinance was posted on the front door for review by the public. The Board considered Ordinance No. 234 and Vivian Schoeller made a motion seconded by Adam Doyle to approve the adoption of Ordinance No. 234, an Ordinance creating an Environmental Advisors Council, providing operating procedures and stating the powers of the Council. There were no public comments on the motion. The motion was carried by a vote of 5-0.
  
5. ARLE Grant: Ms. Daniel explained that the Township received the paperwork for the ARLE Grant. This paperwork included the Grant Agreement with the Pennsylvania Department of Transportation on the ARLE Grant as well as Resolution 2020-13. This Resolution authorizes the Chairman to sign the Grant Agreement and any other paperwork that may be necessary during the life of this project. The Board needs to also approve the Grant agreement. Dean Becker made a motion seconded by Vivian Schoeller to approve Resolution 2020-13 and approve the Grant Agreement. There were no public comments on the motion. The motion was carried by a vote of 5-0.
  
6. Conservation Easement: Ms. Daniel informed the Board that she received a letter from the Montgomery County Agricultural Board. This letter was about the purchase of the Agricultural Conservation Easement on Susan Banyacsky's property. If the Township wishes to write a letter objecting to the purchase of this Agriculture Easement, the Board would need to send a letter to the State Agriculture Land Preservation Board before their hearing on this application. The Board discussed the letter and indicated they will not contest the application. It is unnecessary for the Board to take any further action and no letter will be sent.

**SOLICITOR'S REPORT:** Solicitor Picardi submitted his written report to the Board of Supervisors. In addition to his report, Solicitor Picardi had the following:

- Emotional Support Animals: Solicitor Picardi informed the Board that he is working with John Moran on developing regulations for the Board's consideration to be added to the Zoning Ordinance. While developing these regulations, there is a need to be consistent with what the federal Fair Housing Act requires.
  
- 937 Hamilton Road/Ken Boake: Solicitor Picardi updated the Board on the matter of 937 Hamilton Road. Ms. Fitzgerald, as discussed at the February Meeting, did file a Citizen's Complaint against her neighbor, Ken Boake. Solicitor Picardi contacted Ms. Fitzgerald after she filed the Citizen's Complaint. To ascertain what would be the best approach, Solicitor Picardi did some research and some

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING  
MINUTES: APRIL 7, 2020**

---

investigation to determine who lived there and for how long. There are two action items that Solicitor Picardi is looking for the Board to complete. First, he would like the Board to form a subcommittee consisting of two members of the Board of Supervisors, John Moran, Cecile Daniel and himself. The scope of the subcommittee would be to discuss the facts of the matter, the zoning ordinance, the law, and to report back to the Board their findings. Second, in order to obtain information about this situation and what is taking place at the subject property, Solicitor Picardi is recommending and requesting authorization from the Board to write a letter to Mr. Boake asking such things as how long the people have lived at his home, how and where is he advertising to get tenants, would the tenants be considered transient and do they have leases. The Board members discussed this and had no objection to Solicitor Picardi sending such a letter to Mr. Boake. William Patterson informed Solicitor Picardi that will take under advisement, the matter of creating a subcommittee and he will let Solicitor Picardi know who the two Board members will be.

- Zoning Ordinance: The recent re-adoption of Township's Zoning Ordinance covered only certain sections. The changes made were enough to move forward with the re-adoption of the whole Zoning Ordinance. In any case, it would be prudent to have the Zoning Ordinance evaluated by a professional from front to back. This review would include what should be added or what should be removed, what should be changed and make recommendations to the Board. Solicitor Picard, John Moran, and Cecile Daniel will prepare a list of candidates for the Board's consideration.
- Tax Collector: Legislation was passed five or six years ago requiring the municipalities appoint a Deputy Tax Collector. The Board passed a Resolution at the time agreeing to the appointment of Laurie Augustine as the Township's Deputy. That appointment was made upon the recommendation of Dawn Johnston, Perkiomen Township's Tax Collector. Mrs. Johnston recently submitted a change in who she would like her Deputy to be. This change needs to be approved by the Board. She would like the Board to appoint Gretchen Lawson as her deputy. Mrs. Lawson is the tax collector for Trappe Borough. Both their positions as Tax Collectors are more in line what they deal with on daily basis. Also, both use the same type of software program in their role as tax collectors which could be important should Mrs. Lawson have to temporarily step in for Mrs. Johnston. Adam Doyle made a motion seconded by Vivian Schoeller to approve the recommendation of Dawn Johnston to appoint Gretchen Lawson to be her Deputy Tax Collector and authorized Cecile Daniel to sign the form for the appointment of the new Deputy Tax Collector. 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: APRIL 7, 2020**

---

**MANAGER’S REPORT:**

Pollution Reduction Plan: Cecile Daniel informed the Board that Kent Morey, from SSM, continues to work on the Pollution Reduction Plan (PRP) for Perkiomen Township. As part of this work, Mr. Morey is determining the improvements that need to be constructed under the Township’s PRP. Mr. Morey indicated that there needs to be additional area and work completed in order to meet the 10% reduction in the sediment under this PRP. In November, SSM brought in Land Studies to provide addition expertise and analysis to help provide site assessment, restoration approach, estimated sediment and nutrient load reduction permitting cost, and construction costs. There have been discussions between SSM and Land Studies regarding credits the Township may be able to take advantage of for the repair work made to the embankment of the Lodal Creek as a result of a sewer main being exposed early last year. It was suggested that it might be time for Mr. Morey to come before the Board and explain where he is with the preparation of the PRP. At the present time, Ms. Daniel was looking to do this at the May or June Board meeting.

**PUBLIC COMMENTS:** As indicated at the beginning of the meeting, the public could submit all comments before and/or during the meeting up to the public comments section on the agenda. The Board has reached that segment of the meeting. According to Ms. Daniel, she has not received any written comments. Mr. Patterson asked if any person from the public wanted to make any comments to the Board. There were no comments made from the public.

**SUPERVISORS COMMENTS:** William Patterson informed the Board that the Park & Recreation Committee has postponed the Community Day which was scheduled for May 30<sup>th</sup>. The Committee is looking to reschedule the Community Day either the first or second Saturday in August or to cancel it all together.

There being no further business, the April public meeting was adjourned upon motion made by Albert Campion and seconded by Vivian Schoeller.

Respectfully Submitted,

*Cecile M. Daniel*

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Cecile M. Daniel  
Township Manager