



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: DECEMBER 1, 2020

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
Nicholas Szeredai, Township Engineer
John Moran Jr., Code Enforcement/Zoning Officer
Shawn Motsavage, Township Road Master

DUE TO THE COVID-19 PANDEMIC, THE DECEMBER 1, 2020 MEETING OF THE PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS WAS HELD VIA ZOOM. 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.

CONSENT AGENDA: Vivian Schoeller made a motion seconded by Dean Becker to approve the consent agenda items as follows: a) Minutes: November 4, 2020; b) Reports from: PA State Police, Ambulance, the Fire Company and Fire Marshall; c) Financial Matters: Authorize Payment of Bills for November in the amount of \$527,967.17 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: Both Dean Becker and Cecile Daniel indicated there were no written, telephone, or electronic comments received from the public.

OLD/NEW BUSINESS:

2021 Perkiomen Township Budget: Ms. Daniel presented to the Board the proposed 2021 Perkiomen Township Budget. After the advertisement of the proposed 2021 Budget, there were two minor changes to the proposed Operating Budget. First, due to the financial impact of the Covid-19 Pandemic, the Central Perkiomen Valley Regional Planning Commission reduced its annual payment request from \$3,000.00 to \$2,500.00. This resulted in an adjustment to item 414-300 by reducing it by \$500.00. The total for this item is now \$45,353.00. Ms. Daniel recommended appropriating that \$500.00 as a

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donation to the Food Pantry. This means an adjustment to item 481-500 by adding \$500.00 for the Food Pantry. This item is now \$30,500.00. Second, FEMA denied Pennsylvania's request for disaster relief due to Tropical Storm Isaias. The proposed budget included the cost to repair the bridges located at Godshall Road, & Cranberry Blvd., but not the Trappe Road Bridge over Schoolhouse Run. This work was proposed in the 2020 Budget, but the bids were rejected in October with the intent to rebid this project. The Township's road crew did some of the work to lower the overall cost of this project. Authorization to rebid the Schoolhouse Run Stream Channel and Bridge Repair Project will be requested in January 2021. In anticipation of authorizing the rebidding of this project, the 439-000 Road Project was adjusted to remove the proposed sidewalk work and replace it with the Schoolhouse Run Bridge Repair Project. At this time, there has been no adjustment to this line item as it is unclear what the final costs would be with all the items listed under this category. As a result of the changes, the overall Operating Budget for the 2021 General Fund Budget did not change and is still being proposed at \$2,774,246.00. When compared to the Operating Budget for the 2020 General Fund (which was \$2,722,427.00), the 2021 Perkiomen Township General Fund Operating Budget is approximately a 1.87% increase. The proposed Capital Budget for 2021 contains the biggest increase. The 2021 Capital Budget is proposed at \$1,206,965.00. Some of the items in this Capital Budget may extend into 2022. The 2020 Capital Budget was \$707,530.00. This Capital Budget includes (1) major repairs to the Township Garage, Building, and Salt Bins, (2) Purchase of equipment – The amount in the 2021 budget is proposed at \$215,000, (3) Traffic Signal – This would be the installation of the traffic signal at the intersection of Gravel Pike, Graterford Road, and Bridge Street. This work is being completed using an ARLE Grant awarded to the Township, and (4) beginning of the construction of the MS4 Pollution Reduction Project, revitalization of the pavilion/restrooms that are located at the Township Building and splitting the 2021 Road Project between the Capital Budget and the Liquid Fuels Budget.

The Liquid Fuels Budget will be \$412,048.00 which will cover the expenditures needed for the daily maintenance and operation of the Township's roadway. The remaining portion of the proposed 2021 Road Project will be covered by funds from the Liquid Fuels Account. The proposed Fire Tax Budget is \$403,150.00.

There is **NO TAX INCREASE** being proposed in the 2021 Perkiomen Township Budget. Ms. Daniel informed the Board she has prepared two resolutions for the Board's consideration:

- ❖ The first Resolution is No. 2020-19 which is the Tax Levy for Perkiomen Township for the year 2021. Vivian Schoeller made a motion seconded by Adam Doyle to approve Resolution 2020-19 setting forth the following 2021 Tax Levy for Perkiomen Township: Tax rate for General Purposes, the sum of .35 mills and for Fire Tax purposes, the sum of .27 mills. This tax levy represents **NO INCREASE** in the

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millage rate for Perkiomen Township in the year 2021. There were no public comments on the motion. The motion was passed by a vote of 5-0.

- ❖ The second Resolution was No. 2020-20 which adopts the 2021 Perkiomen Township Budget. Vivian Schoeller made a motion seconded by Adam Doyle to adopt Resolution 2020-20: Total Revenues and Expenditures for all funds: \$4,796,409.00 – Broken down as follows: General Fund/Capital Budget: \$3,981,211.00; Fire Tax: \$403,150.00; and Liquid Fuels: \$412,048.00. There were no public comments on the motion. The motion was passed by a vote of 5-0.

SOLICITOR’S REPORT: Solicitor Picardi submitted his written report to the Board of Supervisors. In addition to his report, Solicitor Picardi informed the Board as to the following:

- Springhill Realty: Solicitor Picardi informed the Board that the Planning Commission reviewed the sketch plan being proposed by Springhill Realty for the 20 acres located behind the Landis Shopping Center. The Planning Commission reviewed information supplied by DVRPC, MCPC, and the applicant with regard to Elderly Residential housing and zoning trends. After discussion, the Planning Commission felt the project should move forward as Elderly Residential. This sketch plan will include four larger apartment buildings with elevators and a significant amount of open space. Should the applicant choose to move forward, Solicitor Picardi believes the next step is for the applicant to make a formal request to the Township. Included in that request should be a formal sketch plan and proposed zoning changes to the Zoning Ordinance.
- 182 Trappe Road: Solicitor Picardi informed the Board that a sketch plan was submitted to the Township for the development of this property. The existing topography includes steep slopes and riparian corridor which makes development of the property challenging. The sketch plan was reviewed and discussed. The present proposal shows nine lots and would require lot-size variances. The Planning Commission was not receptive to the sketch plan due to the need for so many variances. The Planning Commission recommended that the plan be revised by eliminating one or two lots. Since the November Planning Commission Meeting, the applicant has resubmitted a revised plan to be considered at the January Planning Commission Meeting.
- Driveway Permit Ordinance: Solicitor Picardi presented to the Board a draft Driveway Ordinance for their review. This Ordinance is necessary to deal with driveway issues in an orderly fashion. These issues include stormwater management, installation, modification, repaving, or improvement of a driveway. This includes where the driveway is connected into the cartway, the depressed curb, driveway apron and the driveway itself. There was discussion on whether a permit would be required

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if a property owner was just resurfacing their driveway. The resurfacing of the driveway would not include resealing. There was a discussion on providing definitions for terms used within the Ordinance (i.e. depressed curbing, driveway apron, cartpath versus cartway). There was a discussion on the handling of violations of the ordinance should someone not obtain the required permits. Solicitor Picardi will make edits to the ordinance and return with a revised draft at the January Meeting.

- **RFP:** Solicitor Picardi drafted a Request for Proposal to hire a professional consultant to review and update the Township's Zoning Ordinance. The plan is to have the RFP ready to be released after the January meeting.

ROAD MASTER'S REPORT: Shawn Motsavage submitted to the Board his Road Master's Report dated December 1, 2020, for activities occurring during the month of November.

CODE ENFORCEMENT REPORT: John Moran, Jr. submitted to the Board his Code Enforcement report dated December 1, 2020, for activities that occurred during the month of November.

In addition to his report, Mr. Moran had the following items:

- **Complaint:** Mr. Moran informed the Board that he received a complaint regarding tree clippings, logs, and limbs near the Pennypacker Mills site in Perkiomen Township. The Board discussed with Mr. Moran the letter and what he found when he inspected the site after receiving the complaint. It was the consensus of the Board that what was found did not meeting the definition of "unlawful acts" as set forth under Section 241-1; therefore, there was no violation, and no further action will be taken by the Township.
- **COVID-19:** Earlier this year, the Township temporarily suspended the issuance of Use and Occupancy Permits due to COVID-19. When the situation improved, Mr. Moran began issuing these permits again. Due to the increase in COVID cases, Mr. Moran is again considering temporary suspension of these permits. The Board had no issue with Mr. Moran using his judgment when instituting temporary suspension of Use and Occupancy Permits.

PERKIOMEN TOWNSHIP PLANNING COMMISSION: Cecile Daniel reported that the Planning Commission held its meeting on November 17, 2020. Solicitor Picardi explained the items discussed at this meeting under his report.

PARK AND RECREATION REPORT: Kevin Motsavage updated the Board on the Park & Recreation Report and the activities for 2021.

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LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: Dean Becker reported that there were no new items to report on the activities of the LPVRSa during the month of November.

ENGINEER’S REPORT: Nick Szeredai updated the Board on the following matter:

1. PADEP Security Agreement: PADEP is now requiring that the filing of all documents be completed by e-Permitting. In order to do this, the Township is required to complete a User’s Registration and Security Agreement for e-Permitting. This agreement requires the Board of Supervisors to appoint an Electronic File Administrator. This process will be used when filing permits requests with PADEP. Permit(s) will be needed to repair the Cranberry Road Bridge and the Godshall Road Bridge. Mr. Szeredai informed the Board that he drafted a letter confirming that Cecile Daniel, Township Manager, will be the Electronic File Administrator. This authorization allows the Township Manager to make decisions on PA DEP Permits on behalf of Perkiomen Township. A letter needs to be forwarded to PA DEP over the signature of William Patterson, Chairperson, and Vivian Schoeller, Vice-Chairperson. Dean Becker made a motion seconded by Adam Doyle designating Cecile Daniel as the Electronic File Administrator and a letter be sent to PA DEP confirming this. There were no public comments on the motion. The motion was passed by a vote of 5-0.

MANAGER’S REPORT:

1. 2020 Perkiomen Township Audit: Ms. Daniel explained to the Board that in October the Board authorized the advertisement of its intent to utilize the services of Dreslin and Company to complete the 2020 Perkiomen Township and Perkiomen Township Fire Company Audit. In November, Ms. Daniel was informed that Dreslin and Company had merged with Barsz, Gowie, Amon, Fultz (BGA&F). In addition, she received notification that there will be no increase in the price that was submitted by Dreslin to complete the 2020 Perkiomen Township Audit and the Perkiomen Township Fire Company Audit. Since this is a different company than was authorized in October, it was Ms. Daniel’s recommendation that the Board reauthorize the advertisement of using BGA&F as the auditing firm to complete the Township’s audit at the January 2021 Reorganization Meeting. Vivian Schoeller made a motion seconded by Adam Doyle authorizing the advertisement of the Board’s intent to utilize the services of BGA&F to complete the 2020 Perkiomen Township and Perkiomen Township Fire Company Audit at the January 2021 Board of Supervisors’ Meeting. There were no public comments on the motion. The motion was carried by a vote of 5-0.

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2. 2021 Meeting Schedule: Cecile Daniel presented to the Board the proposed meeting schedule for the year 2021. The Board made no changes to the meeting dates. Adam Doyle made a motion seconded by Vivian Schoeller to approve the meeting dates for 2021 and authorized their advertisement. There were no public comments on the motion. The motion was carried by a vote of 5-0.

3. Correspondence:

Ms. Daniel informed the Board that she sent letters to Patricia Gillespie and Lawrence Guinther and Joseph Picone. The purpose of those letters was to notify them that surveyors from SSM will be surveying the intersection of Route 29, Bridge Street, and Graterford Road for a permanent traffic light at this intersection.

Letter received from FEMA – This letter indicates that FEMA will not provide federal assistance due to the damage caused by Tropical Storm Isaias.

There being no further business, the December public meeting was adjourned upon motion by Vivian Schoeller and seconded by Adam Doyle.

Respectfully submitted,

Cecile M. Daniel

Cecile M. Daniel
Township Manager