



## **PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JUNE 2, 2015**

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

**OTHERS PRESENT:** Cecile Daniel, Township Manager  
Kenneth Picardi, Township Solicitor  
Kent Morey (In place of Kevin Conrad), Township  
Engineer  
John Moran Jr., Code Enforcement/Zoning Officer  
Shawn Motsavage, Road Master

Dean Becker called the June 2, 2015 Board of Supervisors Meeting to order in the Perkiomen Township Administration Building at 7:00 p.m.

**STORMWATER MANAGEMENT:** Krista Scheirer of the Montgomery County Conservation District (MCCD) was present to talk about the Schuylkill River Restoration Fund Grant Program. Kent Morey of SSM Group was present to talk about the Township's MS4 Program. Ms. Scheirer reviewed a grant application that involves Perkiomen Township's intent to implement stormwater best management practices on the Township's property. For this grant application, MCCD and Perkiomen Township would be partners in retrofitting an existing stormwater basin located on Township property next to the Township Administration/Garage Buildings. This basin was constructed as a traditional basin where the grass is mowed on a regular basis. During time of rain events, the rain water is discharged immediately from an outfall structure to a swale. This design does not allow for the rain water to infiltrate into the ground. The goal would be to retrofit the outfall structure, thereby slowing the discharge of the rain water from the basin. Slowing the rate of the discharge would allow for more infiltration into the ground. In addition, the basin would be naturalized with native plants and grass to treat the water coming from the basin. Also located on the property are two vegetated swales. One swale begins at the basin and carries the rain water to the corner of the Township Property located along Route 29. This swale will be improved by planting the same native seed mix and plants that are to be planted in the basin. By replanting this swale with native vegetation, the objective would be to slow down the runoff while filtering the water as it flows to the corner of the property. The second swale begins at the basin located at the property owned by the Perkiomen Township Fire Company. Like the other



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swale, it carries the rain water to the corner of the Township Property located along Route 29. This swale will be re-graded and planted with a native vegetation mix. Both of these swales will connect into a 3000 square foot rain garden. This rain garden will be the final step in treatment of the rain water before it reaches the Perkiomen Creek. In addition to MCCD and Perkiomen Township, the project will include participation by students from the Perkiomen Valley School District. The hope is to use the project as an ongoing outdoor classroom experience not only for the student of PVSD, but for Perkiomen Township residents. To help illustrate her comments, Ms. Scheirer presented pictures of the areas that would be included in the grant and the objectives in meeting the goals of the grant application. The Board discussed the grant application and informed Ms. Scheirer that they are in support of this grant application. Kent Morey then did a presentation called "Runoff in Perkiomen Township." In his presentation, Mr. Morey gave an overview of stormwater and the MS4 Program. In his presentation, Mr. Morey discussed with the Board the impacts that stormwater runoff can have on the environment. MS4 stands for Municipal Separate Storm Sewer System. This program is a Federal Regulated Program under the Clean Water Act and requires a National Pollutant Discharge Elimination System Permit (NPDES) for the discharge of stormwater. As a party to such a Permit, Perkiomen Township must adopt and implement a Stormwater Management Plan. This plan includes the adoption of a Stormwater Management Ordinance, six Minimum Control Measures, and in urban areas where discharge is to an impaired stream, the municipality must prepare an approved Total Maximum Daily Limit (TMDL) Plan. Mr. Morey also discussed with the Board ways residents can help by: (1) not dumping trash, oil or chemicals in the storm drains; (2) plant vegetation that is native to the area as they can be more resistant to drought conditions and require less water; (3) consider using kitty litter as an alternative to deicers in the winter; (4) having routine maintenance done on their car to prevent leaks; (5) wash your car on the lawn instead of the driveway; (6) or take the car to a car wash; (7) if you fertilize your lawn, do not use more than is recommended nor fertilize before a rain storm; and (8) keep fertilizers away from the sidewalk and driveways were they can wash into a storm box. Residents may wish to consider using rain barrels to collect water from their rain spouts. Water from rain barrels can be used to water plants. If there is no rain barrel to catch the water, consider aiming the downspouts to a grass or garden area. Last, consider planting a rain garden that contains native plantings. The Board indicated that a copy of the presentation will be added to the Township's web site for the resident's information. Mr. Morey indicated that Perkiomen Township does have a Stormwater Management Ordinance. Ms. Daniel informed the Board that she and Mr. Morey will be reviewing the Ordinance to see if there are changes that should be considered by the Board.



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**MINUTES:** The minutes of the May 5, 2015 Board of Supervisors meeting were approved upon motion of Janet Heacock and seconded by William Patterson. There were no public comments on the motion. The motion was carried by a vote of 5-0.

**POLICE REPORT:** The Board reviewed State Police Report for May.

### **CORRESPONDENCE:**

- **TRAPPE AMBULANCE** – April Report.
- **PLYMOUTH COMMUNITY AMBULANCE** – May Report.
- **PSATS BULLETIN** – April-May Report.
- **CENTRAL PERKIOMEN VALLEY REGIONAL PLANNING COMMISSION:** May Minutes.

**SOLICITOR'S REPORT:** Solicitor Picardi requested an Executive Session to discuss a legal matter that is related to a matter heard before District Judge Augustine. Solicitor Picardi also reported that some of the items he has been working on will be discussed under the agenda items later in the meeting.

**ROAD MASTER'S REPORT:** Shawn Motsavage submitted to the Board his Road Master's Report dated June 1, 2015 for activities taking place during the month of May. In addition to his report, Mr. Motsavage informed the Board that Scott Clemmer, from the Perkiomen Valley School District, informed him that PVSD has dropped the school bus route for the middle and high school students who live in the Perkiomen Greene Development. This change in the busing does not include the elementary school students or those students that live on Cornwallis Way. This situation will affect those students who are presently being bused to the school campus located on Campus Drive. These students will now be required to walk to school. Mr. Motsavage explained that there is a black macadam walkway along only one side of Greene Boulevard and there is only one crosswalk going across Trappe Road. At this time, it is unclear how the PVSD's decision will affect Perkiomen Township.

**FIRE MARSHALL'S REPORT:** John Moran Sr. submitted to the Board his Fire Marshall's Report dated June 1, 2015 for activities taking place during the month of May.



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**CODE ENFORCEMENT REPORT:** John Moran Jr. submitted to the Board his Code Enforcement Report dated June 1, 2015 for activities taking place during the month of May.

- **Property Maintenance Code Report:** At this meeting, Mr. Moran updated the Board on the status of the notices sent to several property owners regarding their violations of the Township's Property Maintenance Code. Mr. Moran discussed with the Board the situation at 620 Bridge Street involving grass, brush, dead trees, and trash. Under the Perkiomen Township Code of Ordinances, the Township, upon notification to the property owner, can go on to the property, remove and clear the trash, and then lien the property. In order to do this, the Board needs to pass a Resolution with this authorization. Mr. Moran presented to the Board two quotes that he obtain from Buck Enterprises to clean up the property. One quote was for \$800.00 and the other was for \$1,200.00. Based upon the work that Mr. Moran feels should be completed, he is recommending that the Board accept the quote for \$1,200.00. Ms. Daniel review Resolution 2015-16 for the Board's consideration. This Resolution would authorize the removal and abatement of trash as may be required by Mr. Moran. After discussing this situation, William Patterson made a motion seconded by Richard Kratz to adopt Resolution 2015-16 and approve the proposal from Buck Enterprises in the amount of \$1,200.00 to remove and abate those items that are in violation of the Code of Ordinances for property located at 620 Bridge Street. Collegeville, PA. There were no public comments on the motion. The motion was carried by a vote of 5-0. The property owner will be sent the notification, as required. If the property is not cleaned up within a specified time period, then Mr. Moran will inform Buck Enterprises that the Board authorized them to clean-up the property.
- **801 Arbor Lane:** Mr. Moran informed the Board that the Zoning Hearing Board held a public hearing for the property owners of 801 Arbor Lane. The application was for two variances to allow for a swimming pool and allow for a deck or patio within the riparian corridor. The ZHB continued the public hearing of this application.
- **290 Bridge Street:** Mr. Moran informed the Board that an application was filed before the Zoning Hearing Board from the property owner of 290 Bridge Street, Robert Rey. Under this application, Mr. Rey is requesting variances that would allow him to extend his "mud room"; extend the roof to the end of the house; change the shape of the deck; extend the concrete patio; add an owning over the patio; and repair the



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fence. The Board discussed the application with Mr. Moran and did not feel that it required Solicitor Picardi's attendance at this public hearing to support or oppose this application.

**PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING:** Cecile Daniel reported that the Planning Commission meeting in May was cancelled.

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY:** Richard Kratz informed the Board that, at the May meeting of the LPVRS, there were no new items for discussion.

**ENGINEERS REPORT:** Kent Morey reviewed the following item:

1. 2015 Road Projects: Mr. Morey reported that there was a pre-construction meeting with the contractor of the 2015 Road Project. This meeting was held earlier on this date. At this meeting, the Notice to Proceed was issued. The contractor has sixty days from the issuance of the Notice to Proceed to reach substantial completion.
2. Traffic Signal Applications: PennDOT submitted to the Township two Traffic Signal Applications, plans, and pedestrian study for two traffic signals that are a part of the SR 4044 Project. One Traffic Signal Application is for the intersection of Route 29, Plank Road, and Ott Road and the second Traffic Signal Application is for the intersection of Township Line Road, Meyers Road, and Cemetery Road. A review letter was submitted to the Township from SSM Group. As required by PennDOT for any traffic signal, the applications must be approved by Resolution. Ms. Daniel presented both Resolutions for the Board's consideration as well as SSM's review letter. Due to some of the comments in SSM's review letter, Ms. Daniel's recommendation was to ask PennDOT to respond back to the comments in the letter prior to approval of the Resolutions. The Board discussed this recommendation and directed that SSM Group's letter of May 26, 2015 be forwarded to PennDOT for review and comments.
3. Conservancy @ Perkiomen: An escrow release request was submitted to the Township from Cork County Home for Lot #8 improvements. SSM Group reviewed the request and recommended a release in the amount of \$10,727.36. A portion of this release is to cover passed engineering review and inspection expenses. This portion is \$6,564.86. The remainder of the release, \$4,162.50, would be release to the developer, Cork County Homes. With the recommendation of SSM Group, Janet



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Heacock made a motion seconded by Richard Kratz to release the amount of \$10,727.36. There were no public comments on the motion. The motion was carried by a vote of 5-0.

### **MANAGER'S REPORT:**

1. Haldeman Road: As authorized at the May meeting, Shawn Motsavage was able to obtain core samples for Mark Stabolepszy's evaluation. Mr. Stabolepszy was in to take a look at the core samples and informed both Mr. Motsavage and Ms. Daniel that his cost opinion and written description given to the Board in April is still applicable. Based upon that opinion, Ms. Daniel requested direction from the Board regarding submission to PennDOT of Mr. Stabolepszy's information. Janet Heacock made a motion seconded by Richard Kratz authorizing that Mark Stabolepszy's cost opinion and written description be sent to PennDOT for review. There were no public comments on the motion. The motion was carried by a vote of 5-0.
2. Township Wide Parking Restriction Study: As discussed in May, Cecile Daniel and Shawn Motsavage prepared a list of streets for the Board's consideration on the issue of designation of "No Parking". The list was broken into three groups, "A" for Perkiomen Greene, "B" for Cranberry, and "C" for collector streets. The initial streets for the Board's consideration would be as follows: Group A – Hamilton Road, Adams Lane, and Commons Lane; Group B – Forge Road, Brandywine Road, Longwood Road, and Countryside Court; and Group C – Wartman Road. The "No Parking" restrictions for these streets would be set forth in an Ordinance and as designated in SSM Group's letter of March 26, 2015. This would be the first step in designating "No Parking" areas in the Township. As the Board decides to add additional streets from SSM Group's letter, the Board could either amend the existing Ordinance or repeal the existing Ordinance and adopt a new one listing both the old and new streets to be added to the "No Parking" Ordinance. The Board authorized that an Ordinance be prepared for the aforementioned streets and that the no parking restrictions be set forth as is indicated in SSM Group's letter of March 26 2015.
3. Blackboard Renewal Notice: Last year the Board approved a one year contract for Blackboard Connect to provide call notifications and emergency alerts to the residents in Perkiomen Township. Ms. Daniel explained that the one year contract is to expire soon. The renewal rate submitted to the Township from Blackboard Connect is the same as was paid last year. The renewal rate for 2015/2016 is \$6,671.72. The Board discuss the use of this system during the 2014/2015 year. William Patterson made a



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motion seconded by Janet Heacock to approve the one year contract for Blackboard Connect. There were no public comments on the motion. The motion was carried by a vote of 4 Yes -1 No (Richard Kratz).

4. Retention and Disposal Schedule: Ms. Daniel explained that she has been trying to organize the file room that is downstairs in the Township Building. In order to dispose of some of the Township records, the Township will need to follow the Retention and Disposition Schedule that has been established under the PA Municipal Records Manual. The first step in this process is to adopt a Resolution declaring the Board's intent to following the Municipal Records Schedule as set forth within the Municipal Records Manual. Resolution 2015-14 is the Resolution adopting the schedules and procedures for the disposition of records. Under this Resolution, a separate Resolution needs to be prepared establishing a list of those files to be disposed of. Resolution 2015-15 is a list of records for the disposition of certain files. There was a discussion regarding the disposition and schedule and records to be disposed of. Richard Kratz made a motion seconded by Janet Heacock to approve Resolution 2015-14 letting it be known that the Board intends to follow the schedules and procedures for disposition of records as set forth in the PA Municipal Records Manual. There were no public comments on the motion. The motion was carried by a vote of 5-0. William Patterson made a motion seconded by Richard Kratz to approve Resolution 2015-15 establishing those records the Board intends to dispose of. 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 May. After review of same, William Patterson made a motion seconded by Janet Heacock to authorize payment of the May bills. There were no public comments on the motion. The motion was passed by a vote of 5-0.

### **NEW BUSINESS:**

1. Conditional Use Application: Talal Tadros has filed a Conditional Use Application for property he owns at 809 Gravel Pike. This Conditional Use Application is a request to allow for automobile service, parts and supply center with automobile service as an ancillary use and to allow for any use similar in nature to those listed above. William Patterson made a motion seconded by Janet Heacock to set a date of Tuesday, July 7, 2015 for the public hearing on this Conditional Use Application.



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

### **COMMENTS FROM THE PUBLIC**

Sandra Alderfer of 574 Township Line Road was present to express her opinion regarding the property owned by her mother at 800 Township Line Road. It was the opinion of Mrs. Alderfer that her mother's property was valuable as a farm. Over the years, both the Alderfer Family and Meyers Family have used this property for farming or hay baling. It was the desire of Mrs. Alderfer that farming of her mother's property continue in the future.

### **SUPERVISORS COMMENTS**

William Patterson voiced two comments: (1) Residents of Maple Avenue have spoken to him regarding the issue of speeding on Maple Avenue. As a way to try and address this issue, the residents have request consideration by the Board of having 25 MPH speed limit stenciled on the roadway in thermoplastic. (2) Regarding the issue of the unattended sports equipment located in the right-of-way. Mr. Patterson felt that the removal of the unattended sports equipment in the right-of-way should be enforced during certain times of the year and during certain events. November 1<sup>st</sup> to April 1<sup>st</sup> is a time when the road crews need to have unobstructed access to the public roads. Having unattended sports equipment in the right-of-way during this time period is an issue for the road crew's ability to achieve this goal. Mr. Patterson's recommendation would be to require the removal of unattended sports equipment during November 1<sup>st</sup> through April 1<sup>st</sup>. The other times when the unattended sports equipment should be removed from the right-of-way is when either the Township is having a road repaired by a contractor or when the road crew needs to make a repair in the road. As a result, it was Mr. Patterson's suggestion that the Township's Ordinance be amended to specify when the unattended sports equipment should be removed from the right-of-way.

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