



## **PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: DECEMBER 6, 2016**

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

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

William Patterson called the December 6, 2016 meeting of the Perkiomen Township Board of Supervisors to order at 7:00 p.m. Mr. Patterson informed the public that there was an Executive Session before this meeting to discuss two litigation matters.

**MINUTES:** The minutes of the November 1, 2016 Board of Supervisors meeting were approved upon motion of Richard Kratz and seconded by Janet Heacock. There were no public comments on the motion. The motion carried by a vote of 5-0.

**CORRESPONDENCE:** Cecile Daniel informed the Board that she received the regular monthly reports as of this meeting date.

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

**OLD/NEW BUSINESS:** There was no old/new business before the Board of Supervisors for discussion.

**SOLICITOR'S REPORT:** Solicitor Picardi had one additional item to report beyond the matters that were discussed in Executive Session. This item was the matter that was discussed at the November meeting regarding 182 Gravel Pike. Solicitor Picardi reported that the title company was willing to insure the property regardless of an old mortgage. This could help move this matter forward so that property can go to settlement. The property owner of 182 Gravel Pike (John O'Neill) recently passed away; therefore, settlement on this property may take longer than originally anticipated.

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**PUBLIC SAFETY REPORTS:**

- **POLICE REPORT:** The Board is in receipt of the PA State Police Report for November.
- **TRAPPE AMBULANCE** – Report was received for October.
- **PLYMOUTH COMMUNITY AMBULANCE ASSOCIATION** – Reports were received for November.
- **PERKIOMEN TOWNSHIP FIRE COMPANY:** William Patterson submitted the report of the Fire Company.
- **FIRE MARSHAL’S REPORT:** John Moran, Sr. submitted to the Board the Fire Marshal’s Report dated December 1, 2016 for activities taking place during the month of November.

**ROAD MASTER’S REPORT:** Shawn Motsavage submitted to the Board his Road Master’s Report dated December 1, 2016 for activities taking place during the month of November. In addition to his report, Mr. Motsavage informed the Board that he received bids for the sale of certain pieces of used/old township equipment. The process for this bidding was conducted on Municibid. Based upon the bids received, Mr. Motsavage presented the Board with his recommendations in a memo dated December 6, 2016. With the recommendation of Mr. Motsavage, Dean Becker made a motion seconded by Richard Kratz to award the sale of the Township’s used/old equipment as follows:

- Sweepster broom - \$220.00 to Jonathan Nihart;
- Grader blade - \$179.00 to Aaron Steward;
- Brush hog - \$460.00 to Elwood Bryan; and
- Aeroil tar kettle - \$1,350.00 to James Zheltonoga.

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

**CODE ENFORCEMENT REPORT:** John Moran Jr. was absent at this meeting, but submitted to the Board his written Code Enforcement Report dated December 1, 2016 for activities taking place during the month of November.

- Property Maintenance Report: Mr. Moran submitted to the Board a written updated Property Maintenance Report. Mr. Moran offered nothing new or additional to Solicitor Picardi’s update with regarding to 182 Gravel Pike.
- Municipal Waste Collectors: At the November Meeting, the Board discussed the issue of municipal waste collectors gathering trash in Perkiomen Township. During that meeting, the Board authorized a letter be sent to the trash hauling company responsible for bringing about this discussion. The letter requested that

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the company limit its collections to the hours of 5:00 a.m. to 9:00 p.m.

Ms. Daniel informed the Board that Mr. Moran wrote the letter as directed. As of this meeting, Ms. Daniel indicated that she had heard nothing further on this matter.

- At the November meeting, John Moran discussed with the Board the possibility of expanding the scope of third party services that Code Inspections presently provides to Perkiomen Township. Mr. Moran requested the Board consider allowing him to utilize the services of Code Inspection on the Property Maintenance Code issues. The Board was receptive to Mr. Moran's request and directed that the existing agreement with Code Inspections be revised by adding certain "property maintenance" inspections/issues. The revised agreement was prepared to include these services. The hourly rate will remain the same. The revised agreement is now before the Board for consideration. The revised agreement was discussed and Dean Becker made a motion seconded by Janet Heacock to approve the amended agreement between Perkiomen Township and Code Inspections, Inc. There were no public comments on the motion. The motion carried by a vote of 5-0.

**PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING:** Cecile Daniel reported that there was a Planning Commission Meeting held on November 15, 2016 at which time, the Planning Commission completed the drafting of the proposed Wireless Communication Facilities Ordinance for the Township.

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY:** Richard Kratz informed the Board that there were no updates to the issues discussed at the November meeting of the LPVRS.

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

1. Conservancy: Cork County Homes, LLC submitted to the Township an escrow release request for Lots 7 and 8, as part of the improvements being completed in the Conservancy @ Perkiomen. SSM reviewed the request and informed the Board that the common driveway apron for Lots 7 and 8 was not completed in a satisfactory manner (SSM's inspector was not present to verify the concrete forms were set at acceptable elevations). Under the Township's SALDO, the maximum slope for the driveway apron is 14 percent and SSM contends that the driveway apron is steeper than permitted. For this reason, and also to replenish the Construction Observation and Administration line item, SSM is recommending that the Board only release \$780.63. With the recommendation of SSM, Dean Becker made a motion seconded by Janet Heacock to approve Escrow Release No.5 in the amount of \$780.63. After

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the motion was made, Dean Becker amended his motion to state that the driveway apron should be removed and re-installed per the Township's SALDO. After the motion was amended, Bill Schmidt of Cork County Homes, voiced objections to the comment regarding the construction of the driveway apron. The Board passed the motion by a vote of 5-0. After the motion was passed, William Patterson recommended that a meeting be held between representatives of Cork County Homes, the Township Solicitor, Township Manager, and Township Engineer to discuss a solution regarding the construction and steepness of the driveway apron.

2. 2016 Road Project: Mr. Conrad presented to the Board Payment Application No. 3 (Final) for the 2016 Road Project. SSM has reviewed the final application for payment and found it to be accurate and the work completed per the project specifications. It was the recommendation of Mr. Conrad to approve the payment in the amount of \$9,051.50. With the recommendation of Mr. Conrad, Janet Heacock made a motion seconded by Richard Kratz to approve Payment Application No. 3 (Final) to Innovative Construction Services, Inc. in the amount of \$9,051.50. There were no public comments on the motion. The motion carried by a vote of 5-0.
3. 202 Gravel Pike: Mr. Conrad is seeking authorization to advertise for bids for the demolition of the structures located at 202 Gravel Pike. Due to the time of year, Mr. Conrad is recommending that this project be put out to bid in January, 2017. The schedule would be to hold a pre-bid meeting on January 19, 2017, open the bids on February 2, 2017, and review to award the bid at the February Meeting which is scheduled for February 7, 2017. With the recommendation of Mr. Conrad, Dean Becker made a motion seconded by Richard Kratz authorizing the advertisement of the Hazard Mitigation and Demolition Project for the structures at 202 Gravel Pike. There were no public comments on the motion. The motion carried by a vote of 5-0.

**MANAGER'S REPORT:** Cecile Daniel reported on the following:

1. 2017 Road Project: As part of the 2017 Road Project, Perkiomen Township and Trappe Borough are looking to complete work on Betcher Road. Ms. Daniel explained that Perkiomen Township is taking the lead on this work and will be incorporating it into the Township's 2017 Road Project. An agreement has been drafted to cover such items as: engineering design, inspection, bidding costs, improvement costs, construction inspection costs, and reimbursement for said costs. The draft agreement is being given to the Board to review and has been sent to Trappe Borough to do the same. The goal is to finalize this agreement over the next months to have it in place when the 2017 Road Project is awarded.

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2. Wireless Communication Facilities Ordinance: Ms. Daniel informed the Board that The Planning Commission has completed its work on the Wireless Communication Facilities Ordinance. A copy of the draft Ordinance was given to the Board. The schedule is to have the Board review this draft ordinance for discussion with the Planning Commission. To give the Board time to review the draft Ordinance, the Board agreed to meeting with the Planning Commission at its meeting in January. Dean Becker commended the Planning Commission for their hard work on this Wireless Communication Facilities Ordinance.
  
3. 2017 Meeting Schedule: Cecile Daniel presented to the Board the proposed meeting schedule for the year 2017. Ms. Daniel reviewed the dates with the Board and made mention of the following: (1) Due to Monday, January 2<sup>nd</sup> being a holiday, the first meeting in 2017 will be Tuesday, January 3<sup>rd</sup>. (2) Due to the Fourth of July being on a Tuesday, Ms. Daniel questioned whether the Board wished to schedule this meeting for Monday, July 3<sup>rd</sup> or Wednesday, July 5<sup>th</sup>. The Board felt that the July meeting should be set for Wednesday, July 5<sup>th</sup>. With that, Dean Becker made a motion, seconded by Richard Kratz authorizing Ms. Daniel to advertise the 2017 meeting schedule with the July meeting being set for Wednesday, July 5<sup>th</sup>. There were no public comments on the motion. The motion was carried by a vote of 5-0.
  
4. Resolution 2016-26: Ms. Daniel informed the Board that she is recommending the disposition of certain public records as allowed for under the Pennsylvania Municipal Records Manual. Resolution 2016-26 authorizes the disposition of the public records as listed. The Board reviewed the list of public records and Richard Kratz made a motion seconded by Dean Becker to adopt Resolution 2016-26. 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 November. After review of same, Janet Heacock made a motion seconded by Richard Kratz to authorize payment of the November bills. There were no public comments on the motion. The motion was passed by a vote of 5-0.

2017 Perkiomen Township Budget: Ms. Daniel presented to the Board the proposed 2017 Perkiomen Township Budget as discussed at the November meeting. The Operating Budget for the 2017 General Fund Budget is \$2,493,425.00 and the Capital Budget, which include the following items: (1) 2017 Road Project/Sidewalk Project: \$445,720.00; (2) Equipment Purchases: \$125,000.00; and (3) Property: \$50,000.00 comes to \$620,720.00. This will make the total Perkiomen Township General Fund Operating and Capital Budget to be \$3,114,145.00. The revenues have been adjusted to cover all expenditures; therefore, there is no tax increase being proposed for 2017. The Budget has been adjusted to cover the engineering expenses to develop the Pollution Reduction Plan

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(PRP) for the renewal of the Township's MS4 Permit. The Liquid Fuels Budget will be \$625,761.00. This budget will cover the expenditures needed for the daily maintenance and operation of the Township's roadways. Included in the Liquid Fuels Budget is road work being proposed to be completed in the year 2017. This road work will include: Haldeman Road, Brighton Road, and Barely Sheaf Lane. The amount set forth in this budget for road work is \$413,500.00. The proposed Fire Tax Budget is \$273,150.00. After going over the 2017 proposed budget with the Board, Ms. Daniel presented two Resolutions for the Board's consideration.

- The first Resolution is 2016-24 which is the Tax Levy for Perkiomen Township for the year 2017. Dean Becker made a motion seconded by Richard Kratz to approve Resolution 2016-24 setting forth the following 2017 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 mileage rate for Perkiomen Township in the year 2017. There were no public comments on the motion. The motion was passed by a vote of 5-0.
- The second Resolution was 2016-25 which is adoption of the 2017 Perkiomen Township Budget. Janet Heacock made a motion seconded by Richard Kratz to adopt Resolution 2016-25, adoption of the 2017 Perkiomen Township Budget: Total Revenues and Expenditures for all funds: \$4,013,056.00 – Broken down as follows: General Fund/Capital Budget: \$3,114,145.00; Fire Tax: \$273,150.00; and Liquid Fuels: \$625,761.00. 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 motion of Dean Becker and seconded by Janet Heacock.