



## PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JULY 5, 2016

---

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

ABSENT: Dean Becker, Member

OTHERS PRESENT: Cecile Daniel, Township Manager  
Kenneth Picardi, Township Solicitor  
Kevin Conrad, Township Engineer  
Shawn Motsavage, Road Master

William Patterson called the July 5, 2016 meeting of the Perkiomen Township Board of Supervisors to order.

**MINUTES:** The minutes of the June 7, 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 4-0.

**CORRESPONDENCE:** Cecile Daniel informed the Board that there was an article in the Pottstown Mercury regarding the models constructed by Robert Albright and located downstairs in the Township Administration Building.

### OLD/NEW BUSINESS:

1. Speeding on Cranberry Boulevard: Based upon the discussion that took place at the June Meeting, Cecile Daniel explained to the Board that she had a meeting with Mark Stabolepszy and William Patterson to discuss moving forward on the area for the traffic study on Cranberry Boulevard and the issue of traffic calming. As it relates to the traffic study, Mr. Stabolepszy felt that the best time to complete the traffic counts would be in September when school is back in session. As to traffic calming, there was a discussion on creating a policy on dealing with requests for traffic calming within Perkiomen Township. Based upon this discussion, Ms. Daniel prepared a draft Traffic Calming Policy for consideration by the Board. Ms. Daniel explained that the goal of this policy would be to establish guidelines for evaluating traffic calming measures on Township owned roads. The procedures would begin with a request



## **PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JULY 5, 2016**

---

made to the Board of Supervisors to conduct a traffic calming study in a particular neighborhood. This request must come from at least 6 different properties within the particular neighborhood. Based upon this request, it would be up to the Board to move forward with a study based upon the traffic calming project area established by the Board. If the decision is to move forward, a Traffic Calming Committee (TCC) made up of the following individuals: Township Engineer, Fire Chief, Township Road Master, and Road Liaison from the Board of Supervisors, will meet to begin the study of the project area. This committee would meet with a Neighborhood Traffic Calming Committee which will be made up of not more than 4 residents from the traffic calming study project area. There would be a meeting between these two committees to gather information regarding the problems being experienced. The Township Engineer will then proceed with conducting the necessary analysis set forth under the criteria on conducting this evaluation. If the evaluation shows that the criteria have been met, the TCC will return to the Board with recommendations. If the Board grants preliminary approval of the recommended traffic calming measures, the Township will conduct a survey of those residents and businesses within the project area. Of the responses received, there must be a minimum of sixty percent approval of the proposed traffic calming measures. Upon completion of the survey, the final result will go to the Board for its consideration and approval. The Board reviewed and discussed this policy. After deliberation of the information presented, the Board was comfortable with the policy and informed Ms. Daniel that she could proceed with the policy as drafted.

2. Street Lights: Cecile Daniel informed the Board that she sent a request to PECO regarding the upgrading of the three street lights along Musket Court. To date, she has not received a response. Ms. Daniel informed the Board that she received a price from PECO regarding the buyout of the street lights currently owned by PECO. The amount of the buyout is \$136,493.20. Ms. Daniel explained that there is some money saved to purchase these street lights, but that the amount saved is not enough to cover the total purchase price. In order to make up the difference, the General Fund would need to cover the balance. Over time, it is Ms. Daniel's opinion that the General Fund will offset this balance due to the annual savings in the operation and maintenance of these street lights. This purchase price is good for six months. This expenditure was not included in the 2016 budget; therefore, if the Board wishes to move forward, either the 2016 budget needs to be amended or this expenditure would be placed in the 2017 budget. If the decision is made to place the purchase of these street lights in 2017 budget, a new purchase price would have to be established as this



## **PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JULY 5, 2016**

---

would go beyond the six months. The Board discussed the purchasing of the street lights from PECO. The preference of the Board was to move forward now, considering the long term savings to the Township. As a result, the Board directed Ms. Daniel to prepare a resolution amending the 2016 budget to purchase the street lights listed in the purchase letter received from PECO.

**SOLICITOR'S REPORT:** Kenneth Picardi reported on the following in addition to other items to report as part of the agenda.

- Kenneth Picardi reported that the workman's compensation case has been settled and is now closed.
- 202 Gravel Pike – the property was vacated on June 30, 2016.

### **PUBLIC SAFTEY REPORTS:**

- **POLICE REPORT:** The Board was in receipt of the PA State Police Report for June.
- **TRAPPE AMBULANCE** – Received May, 2016 Report.
- **PLYMOUTH COMMUNITY AMBULANCE ASSOCIATION** – No report was received.
- **PERKIOMEN TOWNSHIP FIRE COMPANY:** John Moran, Jr., was absent at this meeting.
- **FIRE MARSHALL'S REPORT:** John Moran, Sr. submitted to the Board the Fire Marshall's Report dated July 1, 2016 for activities taking place during the month of June.

**ROAD MASTER'S REPORT:** Shawn Motsavage submitted to the Board his Road Master's Report dated July 1, 2016 for activities taking place during the month of June.

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

In his absence, Cecile Daniel submitted to the Board the information from SSM Group and Code Inspections, Inc. on the unsafe condition of the structures located at 539 Gravel Pike. These letters established the conditions and recommended structural repairs that



## **PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JULY 5, 2016**

---

need to be made to each of the structures. Some of these repairs could take upwards to a year to repair. It is possible that, as the repairs are made, additional work may be needed. Mr. Moran is requesting the Board agree on the direction they wish to pursue regarding either (1) authorizing a letter be sent to the owners notifying them of these unsafe conditions and give the owners time to make the repairs and at the same time allowing the tenants to remain living in the buildings. The tenants would also be notified of these unsafe conditions at the same time as the owner, or, (2) notify the owners of the unsafe conditions and the repairs that need to be made while as the same time informing the owner that the tenants need to vacate the property until these repairs are made. The tenants would also be notified of these unsafe conditions and that they must vacate the premises until the repairs are complete and the structures are again safe to be occupied. The Board discussed its options. Due to the unsafe condition of the structures, Gordon MacElhenney made a motion seconded by Janet Heacock to notify the owners of the unsafe conditions of the structures and the repairs that need to be made to address these unsafe conditions. In addition, that tenants be notified of these unsafe conditions and that they must vacate the apartments within thirty days. The tenants will not be allowed to return to the apartments until all the repairs are made and the structures found to be in a safe condition. There were no public comments on the motion. The motion carried by a vote of 4-0.

**PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING:** Cecile Daniel reported that there was no Planning Commission Meeting in the month of June.

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY:** Richard Kratz informed the Board that an issue has arisen between Lower Providence Municipal Authority, LPVRS, and Shannondell over sewer capacity. This issue looks to become a legal battle between the parties.

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

1. 2016 Road Project: Mr. Conrad reported that the contractor continues to complete the work that is part of the 2016 Road Project.



## PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JULY 5, 2016

---

### MANAGER'S REPORT:

1. Resolution: Ms. Daniel explained that in order to establish a policy regarding the future financial stability of the Township, it was suggested to specify an amount that is presently classified as “Unassigned” in the Township’s Audit and reclassify it as “Other Purposes”. The intent would be to keep up-to-date with the remaining amount set forth in the “Unassigned” category. Moving forward, as the amount in the “Unassigned” category is reduced, the Board will still have money in their accounts, but will have to discuss whether to reduce spending or increase taxes. Based upon the amount listed in the audit that is classified as “Unassigned”, Ms. Daniel recommended that the Board establish a policy the will place \$2,000,000 as “Other Purposes” and reduce the “Unassigned” category by the same amount. This will give the Board a threshold to operate with before having to make a decision regarding future spending and increase taxes. In order to proceed with this policy, the auditors informed Ms. Daniel that this policy must be adopted by resolution and once adopted would be shown in future audits beginning in the 2016 audit. The Board authorized Ms. Daniel work with the auditors in preparing a resolution establishing this policy with the amount of \$2,000,000 as the amount to be reclassified.
2. Blackboard Connect Renewal Notice: Before the Board is the renewal one year contract for Blackboard Connect to provide call notifications and emergency alerts to the residents in Perkiomen Township. Ms. Daniel explained that the existing one year contract is to expire in September. The renewal rate submitted to the Township from Blackboard Connect is the same as was paid last year. The renewal rate for 2016/2017 is \$6,671.72. Janet Heacock made a motion seconded by Richard Kratz to approve the one year contract for Blackboard Connect in the amount of \$6,671.72. There were no public comments on the motion. The motion carried by a vote of 4-0.
3. Basketball Courts at Lodal Creek Park: Ms. Daniel informed the Board that she reviewed this project with Mark Stabolepszy and Shawn Motsavage. The scope of work is to be divided between the work that the road crew can accomplish and the remainder to be contracted out. The work that needs to be contracted out will require SSM Group to prepare the necessary design and inspection of the work completed. Since this project will involve the construction of an ADA Accessibility Ramp, John Moran Jr. has informed Ms. Daniel that the Township will need to obtain a building permit. Before moving forward on this project, Ms. Daniel wanted to make sure that the Board was okay with the scope of the project and the work to be completed by



## **PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JULY 5, 2016**

---

SSM Group. As there were no objections, Ms. Daniel will work with the road crew to complete the items they will be addressing and authorize SSM Group to move forward on the items they will be addressing.

**RECEIPTS AND EXPENDITURES:** The treasurer reviewed the receipts and expenditures for the month of June. After review of same, Richard Kratz made a motion, seconded by Janet Heacock, to authorize payment of the June bills. There were no public comments on the motion. The motion was passed by a vote of 4-0.

### **SUPERVISORS COMMENTS:**

Gordon MacElhenney commented on the coverage provided by the PA State Police. Presently, Mr. MacElhenney feels that the PA State Police provide adequate coverage. The cost to provide police coverage for the Township would require a substantial increase in taxes to cover the expense of a Township police force. No further comments or discussion followed.

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