



## **PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: JANUARY 3, 2017**

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

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

William Patterson called the January 3, 2017 meeting of the Perkiomen Township Board of Supervisors to order at 7:00 p.m. in the Perkiomen Township Administration Building. The first item of business was the Reorganization Meeting.

### **REORGANIZATION MEETING:**

The reorganization meeting was conducted by Richard Kratz who acted as temporary chairman. Mr. Kratz called for nominations for the position of Chairman. Dean Becker nominated William Patterson as Chairman which was seconded by Gordon MacElhenney. Mr. Kratz asked if there were any other nominations for Chairman. There being none, the nominations were closed. The Secretary was directed to let the Minutes show that William Patterson was elected as Chairman by a vote of 5-0. Mr. Kratz then turned the reorganization meeting over to Chairman Patterson. Mr. Patterson asked for nominations for Vice-Chairman. Janet Heacock nominated Richard Kratz as Vice-Chairman which was seconded by Dean Becker. Mr. Patterson asked if there were any other nominations for Vice-Chairman. There being none, the nominations were closed. The Secretary was directed to let the Minutes show that Richard Kratz was elected as Vice-Chairman by a vote of 5-0.

**Holiday Schedule:** The Board reviewed the proposed 2017 Holiday Schedule for the paid full time employees. The 2017 Holiday Schedule was approved upon a motion made by Richard Kratz and seconded by Dean Becker. There were no public comments on the motion. The motion was approved by a vote of 5-0.

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William Patterson read the staff reappointment for the year 2017. Dean Becker made a motion seconded by Richard Kratz to approve the following 2017 staff appointments:

Township Road Liaison:	William Patterson
Township Treasurer:	Cecile M. Daniel
Township Secretary:	Cecile M. Daniel
Township Solicitor:	Yergey, Daylor, Allebach, Scheffey, & Picardi
Township Engineer:	SSM Group, Inc.
Township Fire Marshall:	John Moran Sr.
Zoning Hearing Board Solicitor:	McGrory & Wentz LLP
Chairman of Vacancy Board:	Nancy Gaugler

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

Next, Cecile Daniel recommended that the Treasurer's Bond remain at the present amount of 5,000,000.00. Janet Heacock made a motion seconded by Richard Kratz to set the Treasurer's Bond at \$5,000,000.00 for the year 2017. There were no public comments on the motion. The motion was carried by a vote of 5-0.

William Patterson read the committee appointments for the year 2017. Dean Becker made a motion seconded by Janet Heacock to approve the following committee appointment:

- Zoning Hearing Board: James C. Bickel – Three-year appointment – Term will run from January 1, 2017 through December 31, 2019.
- Planning Commission: Michael K. Beltz – Four-year appointment – Term will run from January 1, 2017 through December 31, 2020.
- Lower Perkiomen Valley Regional Sewer Authority: Richard Kratz – Five-year appointment – Term will run from January 1, 2017 through December 31, 2021.

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

The 2017 Reorganization meeting was closed upon a motion made by Richard Kratz and seconded by Dean Becker.

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**BOARD MEETING:**

William Patterson then called the regular meeting of the Perkiomen Township Board of Supervisors to order. Mr. Patterson informed the public that the Board held an Executive Session prior to this meeting. The reason for this Executive Session was to discuss a pending litigation matter and discussion of a real estate matter.

**MINUTES:** The minutes of the December 6, 2016 Board of Supervisors meeting were approved upon motion of Richard Kratz and seconded by Dean Becker. There were no public comments on the motion. The motion was 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:**

1. Resolution 2017-1 through Resolution 2017-3; Resolution 2017-5 through Resolution 2017-6; and Resolution 2017-8: In consideration of adoption of these resolutions in one motion, Dean Becker made a motion seconded by Richard Kratz to approve the following Resolutions:
  - (1) Resolution 2017-1: Depositories 2017 shall be the Univest National Bank and Trust Company, with the main office in Souderton, Pennsylvania, and the Pennsylvania Local Government Investment Trust (PLIGIT), with the main office in Valley Forge, Pennsylvania, and United States Treasury.
  - (2) Resolution 2017-2: Special Crossing Guard – During the 2016/2017 school year, the company providing the special crossing guard services for Perkiomen Township is Advanced Protection Company.
  - (3) Resolution 2017-3: Engineering & Legal Fees – to incorporate the 2017 rate schedule for SSM Group, Inc., Township Engineer and Yervey, Daylor, Allebach, Scheffey & Picardi, Township Solicitor, for both the Township and anyone subject to being charged back for their services while working within the Township.
  - (4) Resolution 2017-5: Perkiomen Township Fire Company authorizing and recognizing the Perkiomen Township Fire Company and to officially accord it the status of Volunteer Fire Company for Perkiomen Township.

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- (5) Resolution 2017-6: Recognition of Trappe Ambulance and Plymouth Community Ambulance to provide Emergency Services to the resident of Perkiomen Township.
- (6) Resolution 2017-8: The appointment of John Moran, Jr. as the Township Building Code Official and the appointment of Code Inspections, Inc. as the third-party agency to perform inspections of commercial properties and coverage for residential services (including Property Maintenance Code) as needed and requested by the Township.

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

2. Resolution 2017-4: Deals with the Audit for 2016 under Section 917(b)(2) of the Second-Class Township Code to appoint Dreslin and Company of Norristown, PA to complete the required Perkiomen Township 2016 Annual Audit including the Perkiomen Township Fire Company. Janet Heacock made a motion seconded by Richard Kratz to approve Resolution 2017-4 and approve the Dreslin and Company Proposal to complete the 2016 Audit for Perkiomen Township including the Perkiomen Township Fire Company. There were no public comments on the motion. The motion was carried by a vote of 5-0.
3. Resolution 2017-7: Is the fee schedule for Perkiomen Township for the year 2017. Richard Kratz made a motion seconded by Dean Becker to adopt Resolution 2017-7 and approve the 2017 Fee Schedule for Perkiomen Township. There were no public comments on the motion. The motion was carried by a vote of 5-0.
4. PSATS Convention: The annual PSATS Convention is scheduled to be held from April 23 through April 26, 2017 in Hershey, PA. At this time, it is unclear if anyone will be able to attend the PSATS Convention due to schedules. It was decided that the Board members will let Ms. Daniel know if they can attend this convention once they know their schedules; therefore, she will keep this on the agenda until the deadline for the PSATS Convention.
5. Perkiomen Township Fire Company: The Fire Company submitted to the Board its proposed 2017 Calendar of Events. Richard Kratz made a motion seconded by Dean Becker to approve the 2017 Calendar of Event for the Perkiomen Township Fire Company. There were no public comments on the motion. The motion was passed by a vote of 5-0.

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**SOLICITOR'S REPORT:** Solicitor Picardi requested permission from the Board to submit to Horgan/Cork County Homes a proposed settlement on the dispute concerning the driveway apron/sidewalk issue as discussed in Executive Session. Richard Kratz made a motion seconded by Dean Becker authorizing Solicitor Picardi to send a letter to Horgan/Cork County Homes regarding settlement on the driveway apron/sidewalk issue. There were no public comments on the motion. The motion was carried by a vote of 5-0. In addition, Solicitor Picardi informed the Board that 182 Gravel Pike went to settlement at the end of December.

**PUBLIC SAFETY REPORTS:**

- **POLICE REPORT:** The Board is in receipt of the PA State Police Report for December.
- **TRAPPE AMBULANCE** – Report was received for November.
- **PLYMOUTH COMMUNITY AMBULANCE ASSOCIATION** – Reports were received for December.
- **PERKIOMEN TOWNSHIP FIRE COMPANY:** John Moran Jr. submitted the report of the Fire Company.
- **FIRE MARSHAL'S REPORT:** John Moran, Sr. submitted to the Board the Fire Marshal's Report dated January 1, 2017 for activities taking place during the month of December.

**ROAD MASTER'S REPORT:** Shawn Motsavage submitted to the Board his Road Master's Report dated January 1, 2017 for activities taking place during the month of December.

**CODE ENFORCEMENT REPORT:** John Moran Jr. submitted to the Board his Code Enforcement Report dated January 1, 2017 for activities taking place during the month of December.

In addition to his report, Mr. Moran informed the Board that he anticipates receiving two applications that will go before the Zoning Hearing Board. The first application is a special exception for a pole barn a resident on Godshall Road would like to construct on his property. The second application is a variance request for signs that Allied Wire would like to put up for their business located in the Iron Bridge Corporate Center.

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The Board questioned Mr. Moran on the status of the violation notice sent to the resident of 14 Salem Road. Mr. Moran informed the Board that, upon investigation, it was determined that the sewer lateral located at 14 Salem Road needed to be repaired. A violation notice was sent to the property owner. The property owner contacted the Township regarding this notice and the resident moved forward on repairing her sewer lateral.

**PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING:** Cecile Daniel reported that there was no Planning Commission Meeting on December 20, 2016. In addition, Ms. Daniel reminded the Board that they would be meeting with the Planning Commission at the Planning Commission's January meeting to discuss the draft Wireless Communication Facility Ordinance.

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY:** Richard Kratz informed the Board that the Township received a letter from LPVRSa regarding the status of the Middle Interceptor.

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

1. 2017 Road Projects: Mr. Conrad informed the Board that one of the items the Board needs to consider as part of the 2017 Road Project is the resolution covering the Price Adjustment Clause for the purchase of bituminous material for this project. This is a standard resolution the Board considers each year when preparing the bid documents for the Road Project. The reason for this resolution is due to the fluctuations in the cost of bituminous materials resulting in the unpredictability of the cost and availability of bituminous materials from local suppliers which can result in contractors either not bidding on Township road projects, or, leads contractors to submitting high bids to insulate themselves from adverse market conditions between the time the contract is bid and the time the project materials are required to be used. PennDOT has established a method of dealing with such increases or decreases in prices for roadway materials. This method is commonly referred to as an "Escalator/De-Escalator Clause" and is set forth in detail in PennDOT publication 408 Section 110.04. The Board considered Resolution 2017-9 and Dean Becker made a motion seconded by Richard Kratz to adopt Resolution 2017-9 and include an Escalator/De-Escalator Clause for bituminous material as part of the 2017 Road Project. There were no public comments on the motion. The motion was carried by a vote of 5-0.

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2. Haldeman Road Rehabilitation Project: Mr. Conrad informed the Board that one of the items the Board needs to consider as part of the Haldeman Road Rehabilitation Project is the resolution covering the Price Adjustment Clause for the purchase of bituminous material for this project. This Resolution is similar to the one approved for the 2017 Road Project. The difference is the project in this Resolution is for the Haldeman Road Rehabilitation Project. The Board considered Resolution 2017-10 and Richard Kratz made a motion seconded by Janet Heacock to adopt Resolution 2017-10 and include an Escalator/De-Escalator Clause for bituminous material as part of the Haldeman Road Rehabilitation Project. There were no public comments on the motion. The motion was carried by a vote of 5-0.
  
3. Authorize Advertisement of the 2017 Road Project: Prior to authorizing this project as well as the Highway/Pedestrian/Sidewalk Projects, and the Haldeman Road Project, Ms. Daniel informed the Board that SSM Group revised their cost estimate on these projects after the final designs were completed. The result is higher cost estimates for these projects than what was set forth in the 2017 Perkiomen Township Budget. The actual result of the differences will not be known until receipt of the bids. With that, Mr. Conrad requested authorization to bid the 2017 Road Project. Richard Kratz made a motion seconded by William Patterson to authorize advertisement of the 2017 Road Project. There were no public comments on the motion. The motion was carried by a vote of 5-0.
  
4. Authorize Advertisement of the Highway/Pedestrian/Sidewalk Projects: The design work and the bid documents for the Highway/Pedestrian/Sidewalk projects have been completed and sent to the Township staff for review. Mr. Conrad requested authorize from the Board to advertise the Highway/Pedestrian/Sidewalk Projects pending review by the Township staff. Dean Becker made a motion seconded by Richard Kratz to authorize advertisement of the proposed Highway/Pedestrian/Sidewalk Projects after review by the Township staff of the bid documents. There were no public comments on the motion. The motion was carried by a vote of 5-0.
  
5. Authorize Advertisement of the Haldeman Road Project: The design work and the bid documents for the Haldeman Road Rehabilitation Project have been completed and sent to the Township staff for review. Mr. Conrad requested authorization from the Board to advertise the Haldeman Road Rehabilitation Project pending review by the Township staff. Janet Heacock made a motion seconded by Richard Kratz to advertise the Haldeman Road Rehabilitation Project after review by the Township staff of the bid documents. There were no public comments on the motion. The motion was carried by a vote of 5-0.



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**MANAGER'S REPORT:**

1. 2017 Road Project/Betcher Road Agreement: Ms. Daniel informed the Board that the draft agreement between Perkiomen Township and Trappe Borough on the work to be completed in Betcher Road was given to the Board for review and forwarded to Trappe Borough for the same reason. Recently, Ms. Daniel received comments from Trappe Borough. Ms. Daniel asked the Board if they had any comments on the draft agreement. The Board indicated they were okay with the agreement as presently drafted. Ms. Daniel indicated that she will review, with Solicitor Picardi, and Mark Stabolepszy, the comments received from Trappe Borough and revised the agreement accordingly. Ms. Daniel stated that she will return to the February meeting with a final revised draft agreement for the Board's consideration.
  
2. Walkability Improvement Proposal/Crosswalk: Ms. Daniel informed the Board that she received two requests from Trappe Borough. The first request was consideration by the Board to installing a crosswalk across Betcher Road from Nicholas Lane to Cornwallis Way/Bonnie Lane. The plan would require Trappe Borough to extend the exiting sidewalk down Betcher Road on Trappe Borough's side of the roadway and terminate across Betcher Road at the home that is located at the intersection of Betcher Road and Cornwallis Way/Bonnie Lane on the Perkiomen Township side of the roadway. On the Perkiomen Township side of Betcher Road/Cornwallis Way/Bonnie Lane, there is no sidewalk nor handicapped ramp. There is some curbing which terminates on the radius at this intersection. To make this connection, sidewalk would need to be added along Cornwallis Way and a handicapped ramp would need to be added on Perkiomen Township's side of Betcher Road/Cornwallis Way/Bonnie Lane. Responsibility would need to be addressed as to the installation of this sidewalk, handicapped ramp, and crosswalk, plus ownership, maintenance, and liability for same. Discussion with the property owner would need to be considered since these items at this property do not currently exist. In addition, are issues regarding compliance with ADA and the MUTCD. The second request from Trappe Borough was the proposal to add sidewalk along Perkiomen Township's side of Betcher Road near the intersection of Trappe Road and continue this sidewalk along Trappe Road and terminate the sidewalk at Adams Lane where there is an existing sidewalk. Trappe Borough is requesting Perkiomen Township's cooperation in a joint venture to pursue grant funding for the installation of this sidewalk. Presently, there is no sidewalk along these areas on the Perkiomen Township side. Topography features are an issue. In addition, property owners would be affected by the installation of this sidewalk. Responsibility would need to be addressed as to ownership, maintenance, and liability for adding sidewalk where none now exists. The Board discussed and considered both requests received from Trappe Borough.



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After due consideration, the Board authorized a letter be sent to Trappe Borough advising them that Perkiomen Township does not wish to pursue either of these two requests.

3. 383 Wartman Road: The developer has sold a lot from the subdivision known as 391 Wartman Road. The new address for Lot 1 is 383 Wartman Road. As part of the approval of the 391 Wartman Road Subdivision, each new lot owner is required to execute a Developer's Agreement to cover the improvements for their lot. Before the Board is the agreement for Lot 1. The Board reviewed the draft Developer's Agreement. Dean Becker made a motion seconded by Richard Kratz to approve the Developer's Agreement between Perkiomen Township and the owner of Lot 1 (383 Wartman Road). There were no public comments on the motion. The motion was carried by a vote of 5-0.
4. Tax Collector: Ms. Daniel informed the Board that the term of the Tax Collector ends in 2017. Under the PA Local Tax Collection Law, the governing body must decide by February 15<sup>th</sup> of the municipal election, if the compensation of the Tax Collector is changed. The present compensation for the Tax Collector is three percent. The Board discussed this and did not wish to change the amount of the Tax Collector's compensation; therefore, there is no further action needed by the Board.

**RECEIPTS AND EXPENDITURES:** The treasurer reviewed the receipts and expenditures for the month of December. After review of same, Richard Kratz made a motion seconded by Dean Becker to authorize payment of the December bills. 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 a motion made by Dean Becker and seconded by Janet Heacock.