



PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING MINUTES: OCTOBER 2, 2018

BOARD MEMBERS PRESENT: Dean Becker, Chairman
William Patterson, Vice-Chairman
Vivian Schoeller, 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

Dean Becker called the October 2, 2018 meeting of the Perkiomen Township Board of Supervisors to order at 7:00 p.m. in the Perkiomen Township Administration Building. Mr. Becker informed the public that the Board held Executive Sessions on October 2, 2018, prior to this meeting, to discuss a Real Estate matter.

MINUTES: The minutes of the September 4, 2018 Board of Supervisors meeting were approved upon motion of Janet Heacock and seconded by Vivian Schoeller. 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 had received no correspondence for the month of September:

PUBLIC COMMENTS: There were no public comments for the month of September.

OLD/NEW BUSINESS:

- ❖ Perkiomen Township Fire Company: John Barnshaw was present at the meeting to discuss with the Board a Recruitment and Retention Incentive Program that the Fire Company would like to start. This program would be made available to all members whether they live inside or outside the Township. If qualified, the member would receive a year-end incentive check. The Incentive Program is designed to reward firefighters for volunteering their time to the Fire Company. To participate, members would need to meet qualifications to receive the incentive check. Mr. Barnshaw stated each firefighter must respond to a minimum of 10% of the incidents and 25% of the training. Cadet and Junior Firefighters will not need to respond to 10% of the

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: OCTOBER 2, 2018**

incidents but must attend at least 25% of the training activities. Fire Police need to respond to 10% of the incidents but are not required to attend 25% of the training. There is no requirement that a member take the incentive check if they meet the required qualifications. If a member does accept the incentive check, then it must be deposited before the end of the year in which it is issued. Fire Police would receive \$250 if they qualify and hold basic fire training certification and respond to at least 10% of the incidences. Each member would fall into one of three categories based upon the training certificates earned by the end of that year. The year-end incentive check would be as follows: An Entry Level Firefighter or Cadet would be \$250; the Firefighter I Certification and VRT would be \$450; and a Firefighter II Certification and Qualified Drive would be \$575. The program will be capped at \$575 each year. Each year the Fire Company will review the program to see how it is working. The estimated cost to implement the program would be \$13,000. The Fire Company is asking if the Township will split this expense 50/50. The Fire Company would be the entity that would be issuing the checks to its members, not the Township. There was a discussion regarding any tax consequences. Solicitor Picardi indicated he reviewed the Township Code and felt that the \$6,500.00 payment would constitute a grant under the Code. Ms. Daniel felt that any action on this request should be done by Resolution. Also, she suggested that Dreslin and Company review the Resolution to see if there are any tax issues for the Township. The Board authorized Solicitor Picardi to prepare a Resolution for the Fire Company's proposal to be considered at the November meeting.

- ❖ Perkiomen Valley Library: Aileen Johnson, Branch Library Manager of the Perkiomen Valley Library, was present to update and discuss with the Board the Level of Services the library provides to residents of Perkiomen Township. Also present were Carol Ewing, of the Perkiomen Valley Library, and Kathy Arnold-Yerger, Executive Director of the Montgomery County Norristown Public Library. Mrs. Ewing explained the building improvements that the library has been able to make to the library. After this discussion, the Board thanked the library representatives for their attendance and for updating the Board on the library's activities and finances. The Board welcomed the updated information and will consider the information when preparing the 2019 Perkiomen Township Budget.

SOLICITOR'S REPORT: Solicitor Picardi submitted his report to the Board of Supervisors. One item for discussion was the status of 539 Gravel Pike. Earlier this year, a Financial Company took ownership of this property. The Company thought they had a buyer, but the sale fell through. Solicitor Picardi was informed that the Company has now hired a Real Estate Agent to sell the property. A discussion by the Board ensued with regard to re-filing the Property Maintenance Violations for this property. John Moran indicated that the property needs to be made secure. Mr. Moran explained that this would require securing all the access points including the windows, doors, and

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: OCTOBER 2, 2018**

openings. In the alternative, he would like the owner to demolish the buildings. The Board directed that Mr. Moran issue a letter to the property owner informing them that they have thirty days to either secure the buildings or demolish them. If nothing is done within the thirty days, Mr. Moran was authorized to file the necessary Property Maintenance Violation notices with the District Justice. The Board directed Ms. Daniel to list this as an item on the November meeting agenda.

PUBLIC SAFETY REPORTS:

- **POLICE REPORT:** The Board is in receipt of the PA State Police Report for September 2018.
- **TRAPPE AMBULANCE** – The Board is in receipt of the report for August 2018.
- **PLYMOUTH COMMUNITY AMBULANCE ASSOCIATION** – The Board is in receipt of the reports for August and September 2018.
- **PERKIOMEN TOWNSHIP FIRE COMPANY:** The Board is in receipt of the report for September 2018.
- **FIRE MARSHAL’S REPORT:** The Board is in receipt of the report for September 2018.

ROAD MASTER’S REPORT: Shawn Motsavage submitted to the Board his Road Master’s Report dated October 1, 2018, for activities occurring during the month of September.

- ❖ In addition to his report, Mr. Motsavage reported that Mr. & Mrs. Rotunda, of 14 Merion Lane, are constructing an addition to their home. There is an existing storm sewer pipe and headwall located on their property. With this addition, the storm sewer pipe and headwall will be located too close to the house. Mr. Rotunda contacted the Township about extending the existing storm sewer pipe and head wall beyond its present location by fifteen feet. There is a note on the original subdivision plan prohibiting the altering of the storm sewer pipe and headwall. Solicitor Picardi indicated that he could prepare an agreement to cover the extension and the cost to complete this work. The proposed work to move the end wall and install the additional fifteen feet of storm sewer pipe would be subject to review of the Township Engineer. If the Township Engineer is satisfied with what is being proposed, the new headwall and storm sewer may be installed. The agreement that Solicitor Picardi prepares shall include language that requires the Rotundas to also cover the costs of the Township Engineer. The Board authorized Solicitor Picardi to prepare the necessary agreement, and authorized SSM to review the proposed scope of work, and allow the installation of the headwall and storm sewer, provided SSM is okay with what is being proposed.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: OCTOBER 2, 2018**

CODE ENFORCEMENT REPORT: John Moran, Jr. submitted to the Board his Code Enforcement Report dated October 1, 2018, for activities that occurred during the month of September.

- ❖ In addition to his report, Mr. Moran informed the Board he had issued a Property Maintenance Code violation letter to the owners of 412 Wartman Road. This violation letter directed the owner to remove the tar paper and install a proper cover for this area. The property owner contacted Mr. Moran regarding this violation. The owner informed Mr. Moran that he was not ignoring the violation letter, but that he was busy repairing another property they own that was heavily damaged in a storm. As a result, he would not meet the deadline that Mr. Moran set forth in his violation letter and requested a sixty-day extension to make the repairs. Mr. Moran recommended that the Board approve this request, as the property owner contacted him in advance of the deadline. This sixty-day extension would mean that the work will have to be completed by January 1st. The Board found the request acceptable and gave the property owner to January 1, 2019, to make the necessary repairs.

PERKIOMEN TOWNSHIP PLANNING COMMISSION MEETING: Cecile Daniel reported that the Planning Commission held its meeting on September 18, 2018. At that meeting, the Planning Commission discussed the proposed changes to the Steep Slope Ordinance and changes to the Sign Ordinance.

PARK AND RECREATION REPORT: Cecile Daniel updated the Board on the Lodal Creek Park. The contractor is in the process of installing the pathway. Due to the wet conditions, the contractor is requesting assistance from the Township in some of the restoration work that will need to be completed. During the recent Park & Recreation Meeting, the members discussed the installation of a bocci court as part of this project. Also, the Road Crew will need to remove the old blacktop before the playground can be installed. The Township will be going in after this contractor is finished to do additional work and will need to do some restoration work of our own. Mr. Motsavage indicated that a bocci court did not require a lot of room, so it could be possible to add this. As to the restoration work for both the Township and the contractor; Mr. Motsavage is willing to work with the contractor, but they should repair the major ruts created by the installation of this pathway. The Board agreed to work with the contractor on the restoration work, provided the contractor makes the repairs to those disturbed areas that Mr. Motsavage feels should be repaired.

LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY: Cecile Daniel informed the Board of those issued discussed at the September meeting.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: OCTOBER 2, 2018**

ENGINEERS REPORT: Kevin Conard reported on the following:

1. 2018 Microsurfacing Project: Mr. Conrad reported that the contractor for the 2018 Microsurfacing Project submitted Payment Application No. 2 in the amount of \$5,000.00. This request for payment has been reviewed by SSM and found it to be accurate. SSM is recommending the Board approve the payment the amount of \$5,000.00. With the recommendation of SSM, Janet Heacock made a motion seconded by Gordon MacElhenney to approve Payment Application No. 2 to Asphalt Paving Systems Inc. in the amount of \$5,000.00. There were no public comments on the motion. The motion was carried by a vote of 5-0.
2. Cranberry Boulevard Traffic Calming: The traffic counters, to collect the current traffic volume and speed data, will be installed on either October 9th or October 10th. The information gathered will be used to measure the effectiveness of the recently installed traffic calming measures on Cranberry Boulevard. These counters will be on Cranberry Boulevard for one week.

MANAGER'S REPORT:

1. Traffic Signal Maintenance Contract: Signal Service Inc. has submitted the two-year renewal for the Traffic Signal Maintenance Contract. This contract covers the maintenance of the Township's traffic signals, the school crossing lights, and the Route 73 flashing warning light. The costs for additional traffic lights added under this contract will be as set forth within the contract. Ms. Daniel recommended that the Board approve the two-year contact with Signal Service. With that recommendation, Janet Heacock made a motion seconded by William Patterson to approve the two-year contact with Signal Service Inc. to cover the maintenance of the Township's traffic lights, the school crossing lights, and the Route 73 flashing light. There were no public comments on the motion. The motion was passed by a vote of 5-0.
2. 2018 Audit: Ms. Daniel reported that she received the proposal from Dreslin and Company to complete the 2018 Perkiomen Township and Fire Company Audit. There is no increase in the proposal for the 2018 audit. As required by the Township Code, the intent to use Dreslin and Company to complete the 2018 Township and Fire Company audit must be advertised for 30 days. Since the Board usually makes this decision at the January Meeting, Ms. Daniel requested permission to advertise its intent to consider making this appointment at that meeting. The Board reviewed the proposal and Janet Heacock made a motion seconded by Vivian Schoeller accepting the proposal and authorizing the advertisement of the Board's intent to utilize the services of Dreslin and Company to complete the 2018 Perkiomen Township and Fire Company Audit at the January 2019 Board of Supervisors' Meeting. There were no public comments on the motion. The motion was carried by a vote of 5-0.

**PERKIOMEN TOWNSHIP BOARD OF SUPERVISORS MONTHLY MEETING
MINUTES: OCTOBER 2, 2018**

FINANCIAL REPORT/RECEIPTS AND EXPENDITURES: The treasurer presented to the Board, the September Financial Report and reviewed the receipts and expenditures for the month of September. Vivian Schoeller then made a motion seconded by Janet Heacock to approve the September Financial Report and to authorize the payment of the September bills. There were no public comments on the motion. The motion carried by a vote of 5-0.

There being no further business, the October public meeting was adjourned upon a motion made by Vivian Schoeller and seconded by William Patterson.