

## LOWER FREDERICK TOWNSHIP BOARD OF SUPERVISORS

Meeting Minutes  
Regular Meeting

December 6, 2016

Lower Frederick Township  
Municipal Building  
53 Spring Mount Road

Bob Yoder, Chairman called the meeting to order at approximately 7:00 pm followed by the Pledge of Allegiance.

**Board of Supervisors Present:**

Bob Yoder, Chairman  
Ron Kerwood, Vice Chairman  
Terry Sacks, Supervisor

**Township Staff Present:**

Tamara Twardowski, Manger  
Carol Schuehler, Engineer  
Tom Keenan, Esquire

### Meeting Minutes

A motion to approve the Meeting Minutes of November 1, 2016 Regular Meeting  
Motion – Mr. Yoder      Second Motion – Mr. Kerwood      Approved – 3-0

A motion to approve Meeting Minutes October 25, 2016 Supervisors Work Session  
Motion – Mr. Yoder      Second Motion – Mr. Sacks      Approved – 3-0

Mr. Yoder requested to table the Meeting Minutes from November 29, 2016 Supervisors Work Session without objection.

A motion to approve Meeting Minutes of November 10, 2016, Budget Session  
Motion – Mr. Yoder      Second Motion – Mr. Sacks      Approved – 3-0

A motion to approve the Treasurer's report and pay all bills –  
Motion – Mr. Yoder      Second Motion – Mr. Kerwood      Approved – 3-0

Meeting turned over to Ms. Twardowski

### Reports

**Engineer:** Ms. Schuehler presented

- Advance Rehabilitation Technology completed application of the Spectrashield Liner System to specified manholes in the Township Sewer Collection System.
- MS4 Permit renewal – Cedarville has drafted a letter to the DEP requesting clarification of the Appendix E requirements for the 2018 permit renewal.

A motion to pay \$44,189.00 to pay for Advance Technology's completed manhole work.  
Motion – Mr. Yoder      Second Motion – Mr. Kerwood      Approved – 3-0

**Solicitor:** Tom Keenan presented

- Our office drafted a Use and Occupancy Ordinance Amendment which permits the Township to issue a Use and Occupancy Certificate for single and two family dwelling resales upon submission of an owner affidavit in lieu of a full inspection. We drafted the Affidavit, prepared the legal advertisement and filed the Ordinance with the County Law Library after it was enacted by the supervisors.
- Our office represented the Township as Solicitor at the Board of Supervisors Meeting November 1<sup>st</sup>, Budget Meeting on November 10<sup>th</sup> and Work Session November 29, 2016.
- Attended a staff meeting with representatives from Melbourne Hill with issues related to the planned sewer route.
- Corresponded with Township landowners and the Montgomery County Planning Commission to establish an Agricultural Security Area in Lower Frederick Township.
- Assisted the Township in attempts to obtain real estate necessary for completion of the new sewer project. We have prepared resolution 16-37 for the supervisor's consideration to purchase the property at 40 Riverside Ave, Schwenksville – parcel #38-00-01999-30-3. The property is being purchased to assist with the expansion of the area to be serviced by the new waste water treatment facility.

A motion to proceed with resolution 16-37

Motion: Mr. Yoder      Second: Mr. Kerwood

Brian Hill requested clarity of where the property was located.

A motion to approve Resolution 16-37 to enter into an agreement of sale with David S. and Robert C. Blackwell at 40 Riverside for the purchase price of \$110,000.

Motion: Mr. Yoder    Second: Mr. Kerwood    Approved: 3-0

**Ms. Twardowski presented reports on the following departments for November:**

**Police:**

During the month of November 126 incidents requiring police assistance, 92 were responded to by Lower Frederick Township Police and 34 were handled by the Pennsylvania State Police. A copy of their report will be posted on the website.

**Public Works:**

- Mowed parks and open spaces
- Patch paved Fulmer Road
- Patched pot holes
- Replaced 2 broken diffusers in aeration tank #1
- Replaced valve in sludge holding tank
- Implemented a sign maintenance program required under new Federal regulations.
- Hauled cinders and started getting spreaders and plows ready.

**Ambulance:**

During the month of November the ambulance had 18 calls in Lower Frederick. They have responded to 156 calls in our township YTD . Anyone interested in obtaining a membership may call 610-277-2776.

**Code Enforcement:**

During the month of November 8 permits were issued for an estimated construction value of \$58,252. Two Use and Occupancy permits were issued for final additions.

**Administrative:**

A motion to approve Resolution 16-38 which sets the 2017 Tax Levy as follows;  
General Tax Rate 1.88 mils., Fire Tax 2.7 mils., Ambulance Tax .20 mils. These rates are unchanged from the previous year.

Motion- Mr. Yoder    Second Motion- Mr. Kerwood                      Approved- 3-0

A motion to approve Resolution 16-39 for the 2017 Budget.

Motion- Mr. Yoder    Second Motion- Mr. Kerwood                      Approved- 3-0

Ms. Twardowski presented 3 proposals for replacement of the heat pump unit for the front office area. Proposals range from \$14,738 – \$16,700. Tungsten Mechanical appears to be the lowest proposal.

Brian Hill offered to provide a list of other companies that may come in with a lower bid for the heat pump project. More research needs to be done before proceeding.

A free Electronic Recycling event will be offered to Montgomery County residents December 17, 2016 at Montgomery County Community College 9:00am to 2:00pm. The flier is listed on our Facebook page.

The next Supervisors Work Session will be held Tuesday, December 20<sup>th</sup>, 2016.

During the upcoming holidays the Township Office will be closed December 23<sup>rd</sup> – 26<sup>th</sup>, 2016 and January 2, 2017.

The Township Re-organization and Regular Meeting will be held January 3, 2017.

Ms. Twardowski requested an Executive session follow tonight’s meeting to discuss the personnel.

Mr. Kerwood requested details regarding the sign maintenance program. Per Ms. Twardowski Federal regulations require street signs to adhere to specific criteria (letter height, size, reflectivity, etc). Although we had already begun replacing the signs, we are also required to keep records/inventory which we now are in the process of doing.

### **Public Comment**

Brian Hill expressed concerns regarding the poor lighting in the Township parking lot. Ms. Twardowski is currently in the process of getting proposals for that job.

Brian Hill cited the recent situation that occurred at Upper Perkiomen High School and inquired as to the communication between adjacent School Districts during an emergency. Ms. Twardowski said Perkiomen Valley School District has a communication liaison/spokesperson that does inform us of things going on. She will reach out to the school district to see if there's specific protocol in place to notify the Township in the event of an emergency or potential threat at one of our schools. The Police Department may have more detailed knowledge regarding this issue.

With no further items the meeting was adjourned.