



SKIPPACK TOWNSHIP **BOARD OF SUPERVISORS**

Meeting Minutes
July 10, 2024 – 7:00pm

BOARD OF SUPERVISORS

Paul Fox, Chairman Present
Nick Fountain, Vice Chair Present
Marian Ellis Present
Karen Lynch Present
Barbara McGinnis Present

TOWNSHIP STAFF

Alice Eastmure, Manager Present
Joseph Kuhls, Esq. Present
Tim Woodrow, PE Present *
Matt Wanamaker, AICP, PP Present

* *Ed Slaw attended on behalf of Woodrow & Associates, Inc.*

7:00pm – Chairman Paul Fox called the meeting to order and led the Pledge of Allegiance.

REGULAR MEETING:

I. ANNOUNCEMENT OF EXECUTIVE SESSION

Mr. Fox announced that the Board discussed personnel and potential land acquisition at an Executive Session prior to the meeting.

II. PRESENTATIONS

- A. Judith Arena, Highway Design Manager, PA Department of Transportation and Cathy Farrell, Consultant Designer Project Manager, presented an overview of the Skippack Pike (Route 73) over Skippack Creek Bridge Replacement project. A link to the project presentation is posted on the Skippack Township website.
- B. Kevin Seabrook, MS, Bureau Director, Department of Human Services, Bureau of Juvenile Justice Services and Richard Ennis, Juvenile Justice Facility Director provided an update and review of the Southeast Youth Development Center opening in July at SCI Phoenix. Dr. Barbara Russell, superintendent of Perkiomen Valley School District, was also in attendance to respond to questions regarding the education of youths at the center.

III. PUBLIC COMMENT

Cindi Veverka thanked the Township for their 4th of July event.

IV. APPROVAL OF MINUTES

- A. Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve the June 12, 2024, Board of Supervisors minutes. All in favor, motion carried.

V. ADMINISTRATIVE ACTIONS

- A. Treasurer’s Report as of June 30, 2024
Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve the treasurer’s report. All in favor, motion carried.

- B. Approval of Bills Paid June 13 – July 9, 2024
General Fund \$ 155,269.01
Open Space Fund \$ 2,902.17
Sewer Fund \$ 298.90
Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve the bills paid June 13 – July 9, 2024. All in favor, motion carried.

- C. Bills to be Approved for Payment on July 10, 2024
General Fund \$ 98,319.28
Open Space Fund \$ 19,780.95
Sewer Fund \$ 120,975.87
Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve the bills to be paid on July 10, 2024. All in favor, motion carried.

VI. PROFESSIONAL STAFF REPORTS

- A. **Township Engineer**
 - 1. Skippack Trail Improvements Bid Award – Mr. Ed Slaw, attending on behalf of Township Engineer Tim Woodrow, shared that the low bid for the Skippack Trail Improvements was from Construction Management Services in the amount of \$477,104.10.

- B. **Township Solicitor**
 - 1. Resolution 2024-21 granting conditional preliminary/final approval to Univest Bank Land Development at Township Line and Bridge Roads – Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve Resolution 2024-21. All in favor, motion carried.
 - 2. Meadow Glen acceptance of sewer improvements - Motion made by Ms. McGinnis, seconded by Mr. Fountain, to accept sewer improvements at Meadow Glen. All in favor, motion carried.
 - 3. Acceptance of sewer improvements on Lywiski Road and payment in the amount of \$38,943.00 – Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve acceptance of sewer improvements on Lywiski Road and payment in the amount of \$38,943.00. All in favor, motion carried.

- C. **Township Planner**
 - 1. Comprehensive Plan Update – Mr. Wanamaker shared that they had contacted stakeholders for focus group meetings to begin the plan process. Ms. Lynch asked about listening sessions that had already been held with Mr. Fox. Mr. Fox responded that the groups from the community he had met with earlier this year were unrelated to the comprehensive plan, and instead, a way for him to meet members of the Township as a new Chairman.

Ms. Lynch recommended that if the Board is having listening sessions with community members for the purpose of informing the Comprehensive Plan, she would recommend the following:

1. There is a written plan outlining the sessions, the dates and locations,
2. This plan would be known to all Supervisors on the BOS, and also include the Planner.
3. Invitations to these meetings would clearly specify the purpose of these meetings, i.e., *We are currently engaged in updating our Skippack Township Comprehensive Plan. You have been invited to a listening session for the purpose of finding out what is important to you and what you would like included in our community plan for the next 10 years.*
4. The planner would be present to guide the questions and record the information for use in developing the Comprehensive Plan. (There have been two sessions to date with another scheduled where the Planner has not been present)
5. There should be a full accounting of all expenses incurred – postcards, stamps, ad placements, staff time and effort, refreshments, etc. in order that we can account for our total spending to develop our Comprehensive Plan.

D. Township Manager

1. Perkiomen Creek Road Bridge Update – Ms. Eastmure shared concerns from Traffic Planning Design about the bridge on Perkiomen Creek Road and options for potential improvements and required upgrades.
2. Resolution 2024-22 authorizing the submission of an application for the 2024 PA DCED Commonwealth Financing Authority Multimodal Transportation Fund Grant – Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve Resolution 2024-22 authorizing the submission of an application for a Multimodal Transportation Fund grant in the amount of \$2.9 million. All in favor, motion carried.
3. Consideration and potential authorization to use American Rescue Plan Act (ARPA) funds for Skippack Emergency Medical Services equipment needs and additional needs for the Skippack Fire Company – the Board discussed the equipment needs for Skippack EMS and Skippack Fire Company. Because a price quote for the new tires needed by Skippack Fire Co. were just added, those will be on the agenda for consideration and potential approval next month, along with initial quotes for Township building maintenance requirements to be funded by ARPA. Motion made by Mr. Fountain, seconded by Ms. Ellis, to approve the full scope of equipment needs for Skippack EMS. All in favor, motion carried.
4. Consideration and potential action upon Special Event Permit Application for DVC British Car Show, held by DVCMG Delaware Valley Classic MG, on September 21, 2024, from 10am-2pm, located at 4039 Skippack Pike.

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve a Special Event Permit for DVC British Car Show on September 21, 2024. All in favor, motion carried.

5. Consideration and potential action upon Special Event Permit Application for Skippack Food Truck Festival, held by MDI Management, Skippack Events, on September 7, 2024, from 12pm-5pm, located at 4059 Skippack Pike.

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve a Special Event Permit for Skippack Food Truck Festival on September 7, 2024. All in favor, motion carried.

6. Consideration and potential action upon Special Event Permit Application for Skippack Days, held by MDI Management, Skippack Events, on October 5 and 6, 2024, from 10am-6pm, located throughout Skippack Village, hotel and shop lots.

Motion made by Ms. McGinnis, seconded by Mr. Fountain to approve a Special Event Permit for Skippack Days on October 5 and 6, 2024. All in favor, motion carried.

VII. PUBLIC SAFETY REPORTS

A. Skippack EMS Monthly Report

Mr. Barry Evans reported that there were 198 calls in June from the main station, 91 of which were from Skippack. He noted they were fairly busy the last few days with summer and the 4th of July holiday. Mr. Evans also said that they had their state inspection, which occurs every three years, and passed with flying colors.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

There was no new business at this time.

X. COMMENTS FROM THE BOARD

Ms. Ellis thanked the Township staff for their recent community events – the AM Radio concert at Palmer Park and the 4th of July event at Palmer Park. Ms. Ellis also shared that the supervisors had a tour of SCI Phoenix and the Youth Development Center on June 14, along with Representative Bradford. Ms. Ellis stated that on their tour, Rep. Bradford suggested SCI Phoenix send a letter confirming local homeless individuals would not be moved there.

Ms. Lynch thanked the staff and Board for arranging to attend the meeting via Zoom. She also expressed her appreciation for the recent events at the park.

XI. ADJOURNMENT – The meeting was adjourned at 9:00pm.