

**MINUTES OF MEETING
MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS
AUGUST 9, 2021**

1. Call to Order: The August 9, 2021 public meeting of the Montgomery Township Board of Supervisors was held at the Montgomery Township Municipal Building, 1001 Stump Road, Montgomeryville, PA. Chair Tanya C. Bamford called the meeting to order at 7:05 p.m.

IN ATTENDANCE:

Chair Tanya C. Bamford
Vice Chair Matthew W. Quigg
Supervisor Candyce Fluehr Chimera
Supervisor Annette M. Long
Supervisor Beth A. Staab
Township Manager, Carolyn McCreary
Township Solicitor, Sean Kilkenny, Esq.

ALSO IN ATTENDANCE:

Police Chief, J. Scott Bendig
Director of Fire Services, William Wiegman
Director of Finance, Brian Shapiro
Director of Administration & HR, Ann Shade
Director of Rec & Community Ctr, Floyd Shaffer
Director of IT, Rich Grier
Recording Secretary, Deborah A. Rivas

2. & 3. Pledge of Allegiance and Announcements: Following the Pledge of Allegiance, the following announcements were made by Ms. Bamford:

- The Township is currently a donation site for the Build-A-Bag Backpack & School Supply Drive. Please consider purchasing and donating some supplies for local school children. The deadline for donations is August 16, 2021.
- The Township is proud to host our first ever Battle of the Badges blood drive with the American Red Cross on August 24, 2021 from 9:00 a.m. to 7:00 p.m. at the Community and Recreation Center. The Police and Fire will square off to see who can drum up more support and blood donations. Donors will cast their votes and receive a free T-Shirt and mug.

4. Public Comment – Under public comment, Audrey Moore of 941 Horsham Road stated that she lives across the street from and is concerned about the proposed development for a 55+ community, restaurant and medical buildings. Specifically, Ms. Moore is concerned about the impact on her well water, the sewer line that is planned to run across the road and down Horsham Road, and the entrance and exit of the new development onto Horsham Road resulting in an increase in traffic. Additionally, Ms. Moore is concerned about the wildlife in the area and losing their habitat. Chair Bamford thanked Ms. Moore for bringing her concerns to the Board and asked staff to provide a follow-up.

5. Announcement of Executive Session – Township Solicitor Sean Kilkenny, Esquire, announced that the Board of Supervisors met in an Executive Session prior to this public meeting at 6:30 p.m. to discuss one litigation matter. Mr. Kilkenny stated that the topic discussed is a legitimate subject of an Executive Session pursuant to the Commonwealth of Pennsylvania's Sunshine Law.

6. Consent Agenda:

MOTION: Upon motion by Ms. Chimera, seconded by Ms. Staab and unanimously carried, the minutes of the July 26, 2021 meeting and the Bills List dated August 9, 2021 were approved as presented.

7. Presentation: CRC Incentive Program for Volunteer Firefighters: Rachel Gibson, President of the Fire Department of Montgomery Township (FDMT) reported on the recent successful recruitment efforts of the FDMT. Ms. Gibson was pleased to announce that the FDMT has several new members and in an effort to retain the membership, various incentive programs had been implemented. Ms. Gibson requested that the Board consider offering a reduced fee for active FDMT members to utilize the Community and Recreation Center fitness facility. If the Board would consider reducing the fee by half, the FDMT Relief Association would pay the difference, thereby providing a free membership to active members and supporting the Department's continued efforts with health and safety programming.

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Staab and unanimously carried, the Board approved the Community and Recreation Center Incentive Program for the Volunteers of the Fire Department of Montgomery Township.

8. Solicitor's Report: Mr. Kilkenny reported on current zoning matters and provided a brief explanation of the zoning process, including the steps involved with the submission of a plan and what occurs once an application is sent to the Zoning Hearing Board.

Planning & Zoning:

9. Approval of Sewer Planning Module – Village of Windsor: Ms. McCreary reported that the Act 537 Plan is the Township's plan for sewer service and the sewer authority is responsible for the implementation of this plan. Occasionally, the plan must be changed due to development, and a planning module must be submitted to DEP. The application is for the Village of Windsor land development, which is located on the vacant lot behind Airport Square Shopping Center.

MOTION: Upon motion by Ms. Chimera, seconded by Mr. Quigg and unanimously carried, the Board adopted Resolution 2021-33, approving the DEP Sewage Facilities Planning Module for Village at Windsor.

10. Appointment of Building Code of Appeals Board Member:

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Chimera and unanimously carried, the Board appointed David Fetzer to the Building Code of Appeals Board for a four-year term ending on January 1, 2025.

11. Appointment and Swearing in of FDMT Special Fire Police Officer:

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Long and unanimously carried, the Board appointed John Fulford to the position of Special Fire Police Officer, effective August 9, 2021 and welcomed him to Montgomery Township.

12. Fire Records Management System: Mr. Wiegman reported that the fire department was made aware that the current Fire Record Management System, Firehouse Software, would no longer be supported in 2022. The department began exploring options for the replacement of this software and conducted meetings with two companies, EOS Solutions, Inc. and Emergency Reporting. In July of 2021, ESO Solutions, Inc. acquired Emergency Reporting. The department is seeking the Board's approval to work with the IT Department and ESO Solutions, Inc. to transfer the Department's extensive collection of data from Firehouse Software to ESO Solutions, Inc. as well as purchase the new Fire Record Management System from ESO Solutions, Inc. Discussion followed.

MOTION: Upon motion by Mr. Quigg, seconded by Ms. Chimera and unanimously carried, the Board approved the purchase of ESO Solutions, Inc. Fire Records Management System in the amount of \$9,716.50.

13. Utilize Municibid for Sale of Ladder 18: Mr. Wiegman reported that the current Ladder 18, which will be replaced by the new Spartan/Smeal 100' Mid Mount Platform Tower Ladder, has been offered for sale for several months by two brokers with no offers received. Staff is recommending that Ladder 18 be offered for sale through the Municibid online auction as well. Ms. Long recommended that the listing include a reserve.

MOTION: Upon motion by Ms. Chimera, seconded by Ms. Long and unanimously carried, the Board authorized the sale of Ladder 18 via online auction through Municibid with a reserve price.

Administration & Finance:

14. Acceptance of Audit Engagement for the Year Ending 12/31/2021:

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Chimera and unanimously carried, the Board approved the engagement letter from Maillie LLP for the audit of the Township's financial statements and activities for the period ending 12/31/21.

15. Adoption of Investment Policy for Police Pension Fund:

MOTION: Upon motion by Ms. Bamford, seconded by Mr. Quigg and unanimously carried, the Board adopted the Investment Policy for the Montgomery Township Police Pension Fund.

16. Amendment to Police Pension Committee Bylaws: Ms. McCreary reported that staff reviewed the bylaws for the Police Pension Committee to determine if any modifications needed to be made or should be made with the transition to a new investment advisor.

MOTION: Upon motion by Ms. Chimera, seconded by Mr. Quigg and unanimously carried, the Board approved the amendment to the bylaws for the Police Pension Advisory Committee as presented.

17. Township Employee Handbook Revised Policy for 401a Participation: Ms. McCreary reported that the Township transitioned to a new Third Party Administrator for the 401a and 457b employee pension plans. During the transition, staff reviewed the plan documents to ensure compliance with applicable laws. At this time, the Employee Handbook will need to be revised to reflect this compliance.

MOTION: Upon motion by Ms. Bamford, seconded by Ms. Chimera and unanimously carried, the Board approved the revision of the Montgomery Township Employee Handbook to ensure compliance with all applicable laws.

Other Business:

Ms. Bamford provided an update of the July 30th Biobot study report from the Sewer Authority which showed that the COVID concentration in Montgomery Township has jumped significantly since the last report in June. Ms. Bamford encouraged residents to get vaccinated.

18. Adjournment: Upon motion by Ms. Bamford and seconded by Ms. Staab, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Deborah A. Rivas, Recording Secretary