

**MINUTES OF MEETING  
MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS  
MAY 11, 2020**

At 7:00 p.m., Chair Tanya C. Bamford called to order the virtual action meeting, which was held remotely by a live-stream event due to the current COVID-19 pandemic and social distancing requirements. The public and all interested parties were invited to view and participate in the meeting via a web link that was accessible on the Township's website and social media pages.

**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 Eric Wert, Esquire

**ALSO IN ATTENDANCE:**

Police Chief J. Scott Bendig  
Director of Finance Brian Shapiro  
Director of Fire Services William Wiegman  
Director of Admin & HR Ann M. Shade  
Director of Planning & Zoning Bruce Shoupe  
Director of Public Works Kevin Costello  
Director of Recreation & CRC Floyd Shaffer  
Director of Information Technology Rich Grier  
Public Information Coordinator Kelsey Whalen  
Recording Secretary Deborah A. Rivas

Chair Tanya C. Bamford thanked the residents of the Township for their patience as the Board of Supervisors works to keep the meetings transparent for everyone. Ms. Bamford stated that thoughts are with our residents who are battling the COVID-19 virus at this time. The Township has a page on its website, [www.montgomerytwp.org](http://www.montgomerytwp.org), dedicated to providing information and resources during this time.

Chair Tanya C. Bamford also provided announcements including information on the cancellation of the Kids University Summer Program; the rescheduled Leaf and Yard Waste Curbside Pickup scheduled for May 18 through 21, 2020; Township committees holding virtual meetings during the month of May; as well as the next Board of Supervisors meeting which will be on Tuesday, May 26, 2020 because of the Memorial Day holiday and it will be live-streamed with the link provided on the Township website prior to the meeting.

Following the Pledge of Allegiance and roll call, Chair Tanya C. Bamford called for public comment from the audience, which was available by previously submitted email questions and a live chat during the meeting. There was no public comment.

Township Solicitor Eric Wert, Esquire announced that the Board had met in an executive session prior to this meeting at 3:30 p.m. by conference call to discuss two personnel matters. Mr. Wert stated that these matters are all legitimate subjects of executive session pursuant to Pennsylvania's Sunshine Law.

Chair Tanya C. Bamford made a motion to approve the minutes of the April 27, 2020 Board of Supervisors meeting and Supervisor Candyce Fluehr Chimera seconded the motion. The minutes of the meeting were unanimously approved as submitted.

Director of Public Works Kevin Costello reported that the since 1960, the American Public Works Association has sponsored "National Public Works Week" and this year it is being celebrated the week of May 17 through May 23, 2020. Across the nation, the APWA membership uses this

week to energize and educate the public on the importance of Public Works contributions to their daily lives such as planning, building, managing and operating the heart of our communities and providing a great quality of life. Resolution #20-88 made by Chair Tanya C. Bamford, seconded by Supervisor Beth A. Staab and adopted unanimously, recognized National Public Works Week and extended the Board's appreciation to the fine men and women of the Montgomery Township Public Works Department for their efforts on behalf of the residents and visitors to the Township.

Chief of Police J. Scott Bendig reported that in 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls as Police Week. Established by a joint resolution of Congress in 1962, Police Week pays special recognition to the law enforcement officers who have lost their lives in the line of duty for the safety and protection of others. This is a significant week in the Township's community as Montgomery Township Police Officer David Hancock lost his life on December 11, 1976 while protecting the citizens of Montgomery Township. Resolution #20-89 made by Chair Tanya C. Bamford, seconded by Supervisor Annette M. Long and adopted unanimously, recognized the week of May 10 through May 16, 2020 as National Police Week.

Chief of Police J. Scott Bendig reported that he is requesting authorization to apply for access to PennDOT's Crash Information Tool (PCIT). PCIT provides tools for recipients of PennDOT's Highway Safety grants, allowing access to relevant and up-to-date crash data in order to effectively plan law enforcement activities and other proactive measures in an effort to make our community safer. Resolution #20-90 made by Chair Tanya C. Bamford, seconded by Vice Chair Matthew W. Quigg and adopted unanimously, approved the submission of an application to PennDOT for access to their Crash system and authorized the Chair to execute the Signatory Authority document.

Director of Planning and Zoning Bruce Shoupe reported that it has been the policy of the Board of Supervisors to waive permit fees for non-profit and religious organizations. The Township has received a request from Mary, Mother of the Redeemer Catholic Church to waive all permit fees associated with the construction of the new Classroom Wing project. Resolution #20-91 made by Chair Tanya C. Bamford, seconded by Supervisor Annette M. Long and approved unanimously, approved the request for a waiver of all permit fees in the amount of \$10,359.51 associated with the construction of a new 8,024 sf modular classroom wing on the property, containing 6 classrooms.

Township Manager Carolyn McCreary reported the Township is in receipt of a quote from September 2019 for the preparation of bid specifications to replace the remaining original HVAC units of the Township building, which are 25 years old. The quote also includes construction administration. Staff is recommending the preparation and advertisement of the bid specifications per the proposal from Vinokur-Pace Engineering Services, Inc. in the amount of \$12,000.00 with allowances of \$2,500.00 for CAD generated drawings if needed and \$3,000.00 for structural engineering. Resolution #20-92 made by Chair Tanya C. Bamford, seconded by Vice Chair Matthew W. Quigg and adopted unanimously, authorized the contract with Vinokur-Pace Engineering Services, Inc. in the amount of \$17,500.00.

Director of Administration and Human Resources Ann M. Shade reported that the Township maintains an employee handbook of personnel policies that is provided to all employees. Two policies have recently been created due to the current COVID-19 pandemic, Temporary Telecommuting Policy and Emergency Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave Act (EPSLA) Policy. The Temporary Telecommuting Policy outlines the procedures and guidelines for the safe and effective implementation of telecommuting on a limited, as-needed basis. The EFMLA and EPSLA policy complies with the Families First Coronavirus Response Act (FFCRA) and is in place to assist employees affected by the COVID-19 outbreak with job-protected

leave and emergency paid sick leave. Resolution #20-93 made by Chair Tanya C. Bamford, seconded by Supervisor Candyce Fluehr Chimera and adopted unanimously, approved the policies as presented.

Township Manager Carolyn McCreary requested the Board's authorization to move forward with a plan to provide secure access to the Township building by expanding the system already in place for the Community Recreation Center and both fire battalions. The improvement will ensure the safety of the employees and the proper securing of the building after hours. It includes security to both external and internal doors to the various offices in the building. Resolution #20-94 made by Chair Tanya C. Bamford, seconded by Supervisor Annette M. Long and adopted unanimously, accepted the proposal from The Protection Bureau dated April 28, 2020 in the amount of \$43,500.00 and authorized the Township Manager to execute the agreement on behalf of the Township.

A motion to approve the payment of bills was made by Chair Tanya C. Bamford, seconded by Vice Chair Matthew W. Quigg, and adopted unanimously, approving the ratification of the payment of bills as submitted for May 11, 2020.

There being no further business to come before the Board, the meeting adjourned at 7:23 p.m.

Respectfully submitted,

Deborah A. Rivas, Recording Secretary