

**MINUTES OF MEETING  
MONTGOMERY TOWNSHIP BOARD OF SUPERVISORS  
MAY 26, 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 Robert J. Iannozi, 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. The Township has a page on its website, [www.montgomerytp.org](http://www.montgomerytp.org), dedicated to providing information and resources during this time.

Following the Pledge of Allegiance and roll call, Chair Tanya C. Bamford provided announcements which included thanking everyone who participated in or provided vehicles for the Memorial Day Montgomery Tour event, specifically Jay Haenn of Lansdale Chrysler Jeep Dodge Ram Fiat, Allen Nappen of Montgomeryville Acura Nissan, John Gillmer, Andy Sanborn, our veterans, Denny Franklin and Joseph McCarthy, Chick-Fil A, Costco and Lisa Martin, the Phillie Phanatic, FDMT Volunteers, VMSC, Montgomery Township Public Works, Montgomery Township Police Department and Township administration staff. Ms. Bamford stated that the event was well received by the residents of the Township. Ms. Bamford also reminded the residents that primary election day was changed to June 2, 2020 and that certain polling locations in the Township had temporarily been changed.

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 Robert J. Iannozi, 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. Iannozi 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 May 11, 2020 Board of Supervisors meeting and Supervisor Candyce Fluehr Chimera seconded the motion. The minutes of the meeting were unanimously approved as submitted.

Township Manager Carolyn McCreary reported that the Township has been actively working to procure the necessary items for our first responders during the COVID-19 pandemic. Equipment has been purchased to allow staff to be able to work from home during the Governor's stay at home order. Additionally, the Township hired a third-party to clean and disinfect the Township's buildings including both fire battalions. All costs related to COVID-19 are being classified into a separate account for a more efficient reporting of costs. PEMA, utilizing federal funds, will partially reimburse the Township for its COVID-19 related costs. Resolution #20-95 made by Chair Tanya C. Bamford, seconded by Supervisor Beth A. Staab and adopted unanimously, authorized Carolyn McCreary, Township Manager, to be the Agent for the Township and to execute all necessary documents relating to the COVID-19 Disaster Assistance Program.

Township Manager Carolyn McCreary reported that the installation of a No Turn on Red (NTOR) sign at the intersection of Welsh Road and the 202 Parkway was discussed at the April staff meeting with the Township's traffic engineer. Information regarding sight distance due to the sound wall was provided and justified submitting a request to PennDOT for a NOTR restriction. Resolution #20-96 made by Chair Tanya C. Bamford, seconded by Supervisor Annette M. Long and adopted unanimously, approved a resolution supporting the submission of the application for the NTOR sign at the intersection of Welsh Road and the 202 Parkway.

Township Manager Carolyn McCreary reported that the installation of a No Turn on Red (NTOR) sign at the exit of the Gwynedd Crossing Shopping Center onto Welsh Road was discussed with the Township's traffic engineer. A sight distance study was conducted and the data was used to support submitting a request to PennDOT for a NOTR restriction. Resolution #20-97 made by Chair Tanya C. Bamford, seconded by Vice Chair Matthew W. Quigg and adopted unanimously, approved a resolution supporting the submission of the application for the NTOR sign at the exit of the Gwynedd Crossing Shopping Center onto Welsh Road.

Township Manager Carolyn McCreary announced that the Township received notification that Judy Stern Goldstein, ASLA, R.L.A. will be joining Gilmore & Associates on June 1. When the Board appointed Boucher & James as its planning consultant earlier this year, it was with the understanding that Ms. Stern Goldstein would be the Township's point of contact for all planning projects and work. The recommendation was made that the Board consider appointing Gilmore & Associates as the Township Planning Consultant and Landscape Architect. Resolution #20-98 made by Chair Tanya C. Bamford, seconded by Supervisor Beth A. Staab and adopted unanimously, appointed Gilmore & Associates as the Township Planning Consultant and Landscape Architect.

Resolution #20-99 made by Chair Tanya C. Bamford, seconded by Supervisor Annette M. Long and adopted unanimously, authorized a construction escrow release in the amount of \$265,780.78 for Phase 1 as recommended by the Township Engineer for the Higher Rock Partners, LP project, contingent upon receipt of a maintenance bond in the amount of \$248,403.11 and payment of outstanding bills.

Resolution #20-100 made by Chair Tanya C. Bamford, seconded by Supervisor Beth A. Staab and adopted unanimously, authorized a construction escrow release in the amount of \$194,064.20 for Phase 2, as recommended by the Township Engineer for the Higher Rock Partners, LP.

Director of Planning and Zoning Bruce Shoupe introduced a draft resolution for proposed guidelines and policy for existing businesses in the Township to follow when outdoor sales of food and merchandise is allowed during the coronavirus pandemic. The idea is to begin the discussion and planning now for when the Commonwealth of PA allows more retail activity than allowed under

the current "Phase Red". The document is not intended to circumvent the Commonwealth's guidelines and orders, but rather a planning tool for the future to be ready in case "Phase Yellow" would be redefined. The Board overall was in favor of this resolution and had some questions regarding how it would be implemented in certain circumstances and how the resolution would impact moving through the various phases of reopening and shutting back down, if necessary. The Board asked Mr. Shoupe to proceed with finalizing the draft resolution for their consideration.

Director of Finance Brian Shapiro reported that the audit has just been completed and the General Fund balance increased from \$3.0M to \$3.5M in 2019. The Township's Fund Balance Policy is to retain a Fund Balance of between 20-25% of its General Fund Operating expenses for the next year. It has been the practice of the Board to transfer the annual increase in the General Fund balance to various Designated Capital Reserve funds for future Capital projects. Staff is recommending that \$450,000 of the 2019 General Fund Surplus balance be transferred to the Capital Reserve Fund. Resolution #20-101 made by Chair Tanya C. Bamford, seconded by Supervisor Annette M. Long and adopted unanimously, authorized the transfer of General Fund 'fund balance' in the amount of \$450,000 to the Capital Reserve Fund.

Director of Finance Brian Shapiro reported that he recently reviewed the Township's revenues with the Finance Committee. Forecasting where the Township revenue's will be at year's end is a process that involves data, which is still coming in at this time. The earned income tax is the biggest revenue for the Township and usually lags by a few quarters. The Township is still in the process of receiving 1<sup>st</sup> quarter numbers for EIT. Unemployment is a big concern and will be monitored. The real estate tax receipts are mainly escrows, which tend to come in earlier in the year and will be close to the budgeted numbers. As the Township looks forward, re-assessments may affect revenues, specifically for major properties in the Township. The mercantile/business tax was due on March 15 and the majority of it has been received. However, those numbers are based on the prior year's business revenue. This revenue stream should be close to the budgeted numbers for 2020, but the effects will be seen in 2021. Staff are looking at the expense side of financing as well. The curb and sidewalk program may not be sustainable going forward and that will be discussed as the Township moves into budget preparation this summer.

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 26, 2020.

Township Manager Carolyn McCreary reported that the Township Departments submitted monthly reports for the month of April in the meeting packet. Chair Tanya C. Bamford stated that she was proud of the Township staff for staying open and taking care of business during the pandemic, especially the Planning and Zoning Department for continuing to process permits.

Chair Tanya C. Bamford asked the Board members to provide updates on any committee activities during the past month. Supervisor Annette M. Long stated that the Public Safety Committee met virtually and she was happy to report that police and fire staff spent over 350 hours doing online training and education, as well as creating educational videos for the Township residents. Supervisor Beth A. Staab reported that the EAC met informally and discussed the resumption of the leaf and yard waste pickup and monthly drop off, as well as the restart of electronic recycling and clothing curbside pickup through the Retrievr program. Vice Chair Matthew W. Quigg reported that the Autumn Festival Committee met and the discussion led to the probability that the Autumn Festival as we know it will not be happening this fall. The Park Board did not meet this past month. Supervisor Candyce Fluehr Chimera reported that the Planning Commission did not meet and she was unable to attend the Business Development Partnership meeting. Carolyn McCreary reported that the BDP met virtually via Teams and discussed how businesses were being

affected during the pandemic and what can be done to assist. Chair Tanya C. Bamford reported that the CRC committee did not meet and the community and recreation center is not opening during the Yellow Phase, but hopefully during the Green Phase, but things will be dramatically different. The Sewer Authority Board met and the Municipal Sewer Authority is excited to be a participant providing data samples in the Biobot COVID-19 Study. This is a scientific study in collaboration with researchers at MIT, Harvard and Brigham and Women's Hospital, working to map trends in COVID-19 across the US.

There being no further business to come before the Board, the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Deborah A. Rivas, Recording Secretary