



SKIPPACK TOWNSHIP
BOARD OF SUPERVISORS

Meeting Minutes
February 12, 2025 – 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
Jamie Magaziner, Planner Present
Jamie Magaziner attended as Planner

7:00pm – Mr. Paul Fox, Chairman, called the meeting to order and led the Pledge of Allegiance, followed by roll call.

REGULAR MEETING:

I. ANNOUNCEMENT OF EXECUTIVE SESSION

Mr. Fox announced that the Board discussed potential land acquisitions and staffing prior to the meeting.

II. PRESENTATIONS

HTC Associates, LLC – Proposed Sketch Plan for Biltmore Estates Lot 140

Ms. Logan Scott, on behalf of HTC Associates, presented a proposal to improve the undeveloped 2.25-acre parcel on Ashland Drive, known as Lot 140 in Biltmore Estates, with the construction of two (2) three-story buildings with 48 condominium units. The property had previously been granted Preliminary/Final Land Development Approval for the construction of two (2) office buildings (11,045 square-foot and 12,963 square-foot each) in 2020. However, Ms. Scott noted, the change in economic conditions most likely rendered plans for office space financially unfeasible. HTC Associates has submitted a Conditional Use application to use the same footprint of the two office buildings for 48 residential condo units that will integrate with the existing residential character of Biltmore Estates and meet current housing demands from Montgomery County and the real estate market. The plan will utilize the existing infrastructure, including stormwater basins and sewer laterals.

III. PUBLIC SAFETY REPORTS

A. Skippack Fire Company Bi-Monthly Report – Financial Request for Equipment
Skippack Fire Chief Haydn Marriott reviewed the fire company activity of the past two months. He requested that funds in the amount of \$145,000 allocated to Skippack Fire Company in the 2025 Budget be released for purchase of equipment, including a new utility vehicle, before prices increase. Mr. Fountain asked if Skippack Fire Company has shared their financial reports with the Township and requested monthly financial statements. Ms. Lynch asked if how the items were purchased and if they are bid; Chief Marriott replied that they are COSTARS vendors.

Motion made by Ms. Lynch, seconded by Ms. McGinnis, to release funds in the amount of \$145,000 to Skippack Fire Company. All in favor, motion carried.

- B. Skippack EMS Monthly Report – SEMS Chief Barry Evans provided a report of calls responded to in January 2025. He also noted that they had received some payment towards outstanding amounts due from service to the state prison. Mr. Fox requested that Chief Evans share the total outstanding with Ms. Eastmure.

IV. PUBLIC COMMENT

Tanya Kateusz expressed appreciation for the Township e-Newsletter’s recognition of Black History Month and expressed concern with dirt bikes on Landis Road.

V. APPROVAL OF MINUTES

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve the minutes of the January 6, 2025, Board of Supervisors Re-Organization meeting. All in favor, motion carried.

VI. ADMINISTRATIVE ACTIONS

- A. Treasurer’s Report as of December 31, 2024 – Ms. Nonamaker shared that the auditors were nearly finished with the 2024 audit.

Motion made by Ms. Lynch, seconded by Ms. McGinnis, to acknowledge the Treasurer’s Report as of December 31, 2024. All in favor, motion carried.

- B. Treasurer’s Report as of January 31, 2025 – Motion made by Ms. Lynch, seconded by Ms. McGinnis, to acknowledge the Treasurer’s Report as of January 31, 2025. All in favor, motion carried.

- C. Approval of Bills Paid January 7 – February 11, 2025

General Fund	\$ 146,277.86
Open Space Fund	\$ 401.79
Sewer Fund	\$ 322.15

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve the bills paid January 7 to February 11, 2025. All in favor, motion carried.

- D. Bills to be Approved for Payment on February 12, 2025

General Fund	\$ 241,592.28
Open Space Fund	\$ 8,226.04
Sewer Fund	\$ 147,340.01

Motion made by Ms. McGinnis, seconded by Mr. Fountain, to approve the bills for payment on February 12, 2025. All in favor, motion carried.

VII. PROFESSIONAL STAFF REPORTS

- A. Township Engineer

- 1. Motion made by Ms. McGinnis, seconded by Mr. Fountain, to authorize Woodrow and Associates to advertise for bids for work to improve the Mill Road and Caredean Drive, Kratz Road and Colledgeville Road,

- Creamery Road and Collegeville Road, and Creamery Road and Chelsea Way intersections, crosswalks, and curbs. All in favor, motion carried.
2. Motion made by Ms. McGinnis, seconded by Ms. Lynch, to authorize Woodrow and Associates to advertise for bids for the 2025 Road Improvement project. All in favor, motion carried.
 3. Motion made by Ms. Ellis, seconded by Ms. Lynch, to authorize Woodrow and Associates to advertise for bids for the 2025 Skippack Trail Improvement project to improve the remainder of the trails in Palmer Park. All in favor, motion carried.
 4. Motion made by Ms. McGinnis, seconded by Mr. Fountain, to authorize Woodrow and Associates to advertise Ordinance No. 364 adopting the regulations set forth in Sewer Use Resolution 2024-01, which was adopted by the Lower Perkiomen Valley Regional Sewer Authority on August 13, 2024, to update the uniform requirements for direct and indirect contributors to the wastewater collection and treatment system of LPVRS. All in favor, motion carried.
 5. Motion made by Ms. Lynch, seconded by Ms. Ellis, to authorize Woodrow and Associates to advertise Ordinance No. 365 adopting regulations to require homeowners to provide sewer lateral inspections prior to sale. All in favor, motion carried.
 6. Motion made by Mr. Fountain, seconded by Ms. McGinnis, to authorize Woodrow and Associates to advertise an amendment to Subdivision/Land Development Ordinance No. 169, Chapter 38, to require that the Developer maintain sufficient topsoil on site to 6" of material over all areas anticipated for vegetative cover. The Developer shall also be obligated to provide equipment to properly screen topsoil removing rock, roots, branches and other foreign materials not suitable for planting. All in favor, motion carried.

B. Township Solicitor

1. Motion made by Mr. Fox, seconded by Mr. Fountain, to approve a six-month extension, expiring on September 9, 2025, on the Conditional Use approval for the property located at 1132 Bridge Road to Severus Piceno, LLC. All in favor, motion carried.

C. Township Planner

1. Comprehensive Plan Update Presentation – Goals and Objectives – Ms. Magaziner shared a presentation with draft goals and objectives for the comprehensive plan as determined by stakeholder groups and public survey and engagement results. A plan for implementation was discussed, as well as a public workshop in the first week of April. A draft plan will be available for review and public comment and feedback in the spring.

D. Township Manager

1. Motion made by Ms. Ellis, seconded by Ms. McGinnis, to approve to certify the qualifying volunteers of the Skippack Fire Company Earned

Income Tax Credit Program for 2024. Those qualifying volunteers are Ray Bracken, Roberta Bracken, Kevin Dooley, Bob Forsyth, Keith Grierson, Jack Gross, John Kelly, Ray Lavenberg, Kyle Merkel, Michaleen Pacholski, Jordan Perla, Mike Risell, Matt Rotenbury, Jake Rowland, Michael Sinotte, Jeff Stahl, Josh Taylor, Dale Tyczka, and Ron Wilkie. All in favor, motion carried.

2. Motion made by Ms. Lynch, seconded by Mr. Fountain, to approve a Special Event permit for Run Baby Run fundraising race/walk for Spreading Hope and Smiles Foundation on Sunday, August 10, 2025, beginning at 6am. Race uses Skippack Trail, local roads and Palmer Park with start/finish area in the parking lot of Skippack Elementary School. All in favor, motion carried.
3. Motion made by Mr. Fountain, seconded by Ms. McGinnis, to approve Resolution 2025-18 updating the 2025 Fee Schedule with changes to park and rec fees, sewer fees and administrative fees. All in favor, motion carried.

VIII. OLD BUSINESS

- A. The sponsorship opportunities for the Farm, Home & Youth Foundation were discussed, and the members of the Board expressed their appreciation for the value of this local organization, particularly as they have worked with the Township in the last year and allowed them to use their location for special events, such as the Skippack Township Easter Egg Hunt and Community Day. Motion made by Ms. McGinnis, seconded by Mr. Fountain, to provide a sponsorship contribution in the amount of \$6,000 to the Farm, Home & Youth Foundation of Montgomery County. All in favor, motion carried.

IX. NEW BUSINESS

- A. 4050 Mill Road – Basile – Subdivision application and plan review – residential Rowan Keenan, Keenan Law, presented plans from the applicant to subdivide one lot into two for a residential dwelling at the corner of Mill Road and Hildebeitel Road. The applicant requested waivers from the Subdivision and Land Development Ordinance regarding street frontage improvements. Mr. Woodrow agreed that waivers from the required improvements on the property’s frontage on Hildebeitel Road but suggested a fee in lieu of contribution used towards sidewalks extending up Hildebeitel Road on the opposite side of the street. The sidewalk would provide a connection to the future sidewalk on Mill Road. Mr. Woodrow stated that he would work with the Township’s Traffic Engineer on intersection and crosswalk designs. The Board gave consensus to Mr. Kuhls to prepare a resolution granting preliminary/final subdivision approval.
- B. Alderfer Poultry Holdings, LP – Waiver of Land Development
Mr. Woodrow presented plans for a minor addition to the existing Alderfer Eggs processing facility at 4460 Township Line Road, Schwenksville. The plans are to add a 694 square-foot mechanical room to the existing building. Mr. Woodrow

recommended a waiver of land development to the Board as a de minimis impact on the community will result from the proposed improvements.

Motion made by Ms. Lynch, seconded by Ms. McGinnis, to approve a waiver of land development to Alderfer Poultry Holdings, LP. All in favor, motion carried.

X. COMMENTS FROM THE BOARD

Ms. Lynch gave an update on the Youth Development Center at SCI Phoenix. She expressed appreciation for the Township's February e-Newsletter. Ms. Lynch also shared an update on the Recreation and Park Board's meeting earlier that week and congratulated the new officers – Rob Battisto as Chairman and Sam Engle as Secretary.

XI. ADJOURNMENT – the meeting was adjourned at 7:58pm.