

LOWER SALFORD TOWNSHIP
BOARD OF SUPERVISORS MINUTES
WORK SESSION

May 6, 2025

Chairman Keith Bergman called the Lower Salford Township Board of Supervisor's meeting to order at 7:30 a.m. Present were Supervisors Chris Canavan, Kevin Shelly, Dave Scheuren and Kent Krauss. Also present were Joseph Czajkowski, Township Manager; Holly Hosterman, Assistant to the Township Manager; Mike Beuke, Director of Building and Zoning; Doug Jones, Director of Public Works; Chief Tom Medwid, Lower Salford Township Police Department; and Stephanie Butler, Township Traffic Engineer.

Chairman Bergman led the meeting in the Pledge of Allegiance.

Public Comment – There was no public comment.

Mr. Jones introduced Liam Simpson, Eagle Scout Candidate. Liam gave an overview of his project, installing seals on Township storm drains reminding people not to dump hazardous materials into the drain. Liam said that he and his team of volunteers installed drain seals to 300 inlets throughout the Township. The Board thanked Liam for his work and wished him well on his journey to Eagle Scout.

Doug reported that work on the Bergey Road Mill Bridge continues noting that the contractor was currently working on installing the bridge abutments. Doug said that the contractor was using the parking lot at the park as a staging area, and that he would be working to make sure the that the Township was fairly compensated for its use. Mr. Jones said that there was no progress on the Roberts Road bridge removal.

Doug informed the Board that the Edaptive system 30-day test period for the system concluded recently. He said that adjustments to the system were made to rectify backups that were occurring. Mr. Jones said that the bike land striping project was scheduled to begin within the next week, weather permitting. Doug said that the scoping form for the ARLE grant application for the Maple Avenue school signal replacement was submitted this week.

Doug said that the crew was continuing improvements at Dan Roth Park, including parking lot improvements, pond inlet repair, installation of railing along the pond and the installation of sunshades at the playground.

Mr. Jones said that he has been looking at a modified Summer schedule for the public works department. The schedule he is proposing would be a 4-day 9-hour week followed by a 5-day 8-hour week. This would allow for every other Friday off for the crew. He felt that during the summer months the longer workdays will allow for better time utilization on many of their projects. The board said that they felt the new schedule would be good for the Township and the crews. Mr. Czajkowski said that the Township administration was continuing to look at a possible summer schedule but wanted to make sure the we did not run afoul of state labor laws.

Township Traffic Engineer, Stephanie Butler, gave an update on the Ruth Road/Main Street sidewalk project. She said that the bids had been received by PennDOT and that the low bidder, Marino Corporation's bid came in \$320,000 under the estimate. Mrs. Butler said that notice to proceed was scheduled for mid-July.

Chief Medwid gave an update on "Bus Patrol" noting that the Police department receives about 50 videos of possible violations per month. He said that upon review about 50% of them are confirmed as violations. Supervisor Canavan thanked the Chief for the great job that the department does with community policing.

Mr. Beuke reported that the Building and Zoning Department received 71 building permit applications in the month of April. Mike said that there was no Zoning Hearing Board meeting in May. Additionally, Mike said the Board would be considering the following items at their regular meeting; Chinmaya extension request, Covenant Church Preliminary/Final Land Development, Creekside at Mainland Amended Final Land Development, 130 Christopher Lane consideration of waivers and the authorization to advertise Village Commercial zoning amendments and VC right-of-way amendments. The Board and staff discussed the right of way amendments.

Mr. Czajkowski reviewed the minutes of the April 2, 2025, Board meeting and the agenda of the Board's May 7, 2025 meeting.

Mr. Czajkowski said that we had found an excellent candidate for the Fire Marshal position. He said that Thomas Gamon IV of Lower Frederick Township was

interested in performing the investigation work for the Township. Mr. Gamon is fully certified in fire investigations. He was also the Fire Chief of Lower Frederick for many years. Additionally, he is the Deputy Fire Marshal in Lower Providence Township. Supervisor Krauss moved to appoint Mr. Gamon to the position of Fire Marshal. Supervisor Scheuren seconded the motion. The motion passed unanimously.

Mr. Czajkowski asked for a brief executive session to discuss a matter of real estate. The Board will not re-adjourn.

There being no further business, the meeting was adjourned at 8:30 a.m.

Respectfully Submitted,

Joseph Czajkowski
Township Manager

LOWER SALFORD TOWNSHIP
BOARD OF SUPERVISORS MINUTES
WORK SESSION

April 16, 2025

Chairman Keith Bergman called the Lower Salford Township Board of Supervisor's meeting to order at 7:30 a.m. Present were Supervisors Chris Canavan, Kevin Shelly, and Dave Scheuren. Also present were Joseph Czajkowski, Township Manager; Holly Hosterman, Assistant to the Township Manager; Mike Beuke, Director of Building and Zoning; Doug Jones, Director of Public Works; Chief Tom Medwid, Lower Salford Township Police Department; Deputy Chief Cory Moyer, Lower Salford Police Department; Grace Kelley, Special Projects Coordinator; and Stephanie Butler Township Traffic Engineer.

Chairman Bergman led the meeting in the Pledge of Allegiance.

Public Comment – Barry Bohmeuller, 923 Clubhouse Drive, said that he was glad that the Board was looking at making changes to the Village Commercial Zoning District and hoped that there would be consideration for lowering the residential density in the district.

Supervisor Canavan moved to approve the minutes from March 19, and April 1, 2025 Work Sessions with an amendment by Supervisor Shelly clarifying his abstention on the DCED Multi-Modal Grant motion on April 1, 2025. He said that he wished to clarify that he abstained because he had not seen the traffic study for the intersection. Supervisor Scheuren seconded the motion, and the motion passed unanimously.

Doug Jones reported that the Bergey Road Mill Bridge Construction is moving forward, he said that he is trying to get a clearer schedule on the project from the contractor. He said that there was nothing to report on the Roberts Road Bridge demolition project.

Doug said that discussions with the site engineer on the Community Center will be taking place to ensure that the new location of the building works. The team will be meeting again next week to discuss his first draft of the plan.

Mr. Jones said that the upgraded Edaptive signal system was now in its 30-day test phase. Additionally, Doug reported that the Traffic Engineer's office was finalizing the design of the Stover Road bridge project and that they are looking at the installation of a box culvert rather than a span across the creek. It was noted that this should lower the cost of the project substantially.

Doug said that he and the Traffic Engineer's office met with the contractor of the bike lane striping project. Work on the installation of the line striping is expected to begin in early May.

Mr. Jones said that the annual trout stocking event at Roth Park Pond took place last Wednesday and was well attended and overall, very successful.

Doug said that the crew had completed a number of projects around the Township including the Camp Wawa Park Dam project, trail system crack sealing and installation of mulch at all of the Township playgrounds.

Mr. Jones said that he was pleased to announce the department was the winner of the PennDOT "Build a Better Mousetrap" program for the installation of the QR codes on the roadwork signage. The codes allow the public to stream a video of how the cape seal program works. The award was for the public communications category. The Board members congratulated Doug and the department on their achievement.

Doug said that the base repair bids were received April 15th, and the lowest bidder price was \$29.70 per square yard. The lowest bidder was Associated Paving Contractors. Doug recommended that the Board accept the bid. Supervisor Canavan moved to accept the bid of Associated Paving Contractors for \$29.70 per square yard. Supervisor Scheuren seconded the motion. The motion carried unanimously.

Chief Medwid reported that the department had passed its re-accreditation with flying colors. The Chief said that the Country Fair pre-plan meeting took place earlier this week. He also said that the traffic unit was looking at the traffic history in front of the middle school in anticipation of applying for an ARLE grant for the installation of new school flashers on Maple Ave.

Mr. Beuke reported that the Building and Zoning Department has received 37 building permits thus far in the month of April. Mike said that there was no Zoning Hearing Board meeting scheduled for May. Mr. Beuke said that the Planning Commission would be reviewing the land development applications; 34 Morris

Road expansion of existing non-conformity, 440 Hoffman Road residential Subdivision. Creekside at Mainland, Amended Final Plan, 10 Schoolhouse Road, 3 story office building, and Salford Mennonite Church, waiver of land development and conditional use request for a 4000 sq ft picnic pavilion.

Mike reviewed the Village Commercial District ordinance proposed amendments, Supervisor Canavan asked that staff investigate streamlining the process for small businesses who will reuse existing buildings in the district. Mr. Beuke said that the Township should also look at the parking regulations as a way to assist the businesses in the district. Supervisor Shelly said that all changes should work to keep the village feel and make them more walkable.

Mr. Beuke also reviewed the suggested amendments to the Ultimate rights-of-way in the village districts.

Holly Hosterman said that staff had reached out to the County to discuss the updating of the Township's Open Space Plan and will endeavor to have some direction for the Board at a work session in May.

Supervisor Shelly said that he had been contacted by a student at Souderton High School about starting a Junior Township Supervisor Program. He said that he had done some research and had found a similar program in South Middletown Township. He handed out copies of South Middletown's program guidelines and asked that the Board and staff review for further consideration.

Mr. Czajkowski updated that Board on the possible changes to Township Office hours. He said that the staff is working through some issues but hopes to have a plan in place that will allow for additional office hours and flexibility for the staff.

There being no further business, the meeting was adjourned at 8:16 a.m.

Respectfully Submitted,

Joseph Czajkowski
Township Manager

**LOWER SALFORD TOWNSHIP
BOARD OF SUPERVISORS**

MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. ~~2020~~2025- _____

**A RESOLUTION AMENDING LOWER SALFORD
TOWNSHIP RESOLUTION NO. 2020-29 WHICH
ESTABLISHES THE LOWER SALFORD TOWNSHIP
COMMUNICATIONS COMMITTEE TO CREATE AND
~~ESTABLISHING-ENUMERATE~~ THE RIGHTS AND
RESPONSIBILITIES OF ASSOCIATE MEMBERS OF THE
LOWER SALFORD TOWNSHIP COMMUNICATIONS
COMMITTEE**

WHEREAS, Section 1506 of the Second Class Township Code authorizes the Board of Supervisors of Lower Salford Township (hereinafter, the "Board of Supervisors") to make and adopt ordinances, bylaws, rules and regulations necessary for the proper management, care and control of the Township and the maintenance of peace, good government, health and welfare of the Township and its citizens; and

WHEREAS, the Board of Supervisors ~~has~~ determined that it is important to good government to facilitate proper communications between the Township and its citizens; and

WHEREAS, in order to assist with such communications, the Board of Supervisors ~~finds that it is in the best interest of the Township and its citizens to~~ established by Resolution No. 2020-29 a Township committee to be known as the "Communications Committee"; ~~and~~

WHEREAS, in furtherance of the goals of the Communications Committee, the Board of Supervisors desires to create a category of members of the Communications Committee to be known as "associate members"; and

WHEREAS, the Board of Supervisors hereby desires to reaffirm rules, regulations and operating procedures of the Communications Committee and to amend the same to include provisions concerning "associate members".

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. Establishment. There is created in Lower Salford Township (the "Township") a committee to be designated the "Communications Committee."
2. Purpose. The purpose of the Communications Committee shall be as follows:
 - A. Explore and enact the most effective way of facilitating communications and ideas between the Township and its residents.

B. Assist the Board of Supervisors and other Township departments, committees or boards to ensure efficient communications with the public.

C. Be responsible for supporting the Township to inform the community about its upcoming meetings, Township-run community events, department announcements, and to the extent possible, public events serving the Township run by non-profit local organizations.

D. Deliver timely, accurate, and complete information regarding the Township's policies, programs, services, and initiatives to residents and business owners of the Township.

3. Membership and Terms.

A. The membership of the Committee shall consist of seven (7) ~~to ten (10)~~ members: one (1) member of the Board of Supervisors; one (1) member of the Township staff, ~~and five (5)~~ residents of the Township, ~~and up to three (3)~~ associate members.

B. One (1) representative of the Board of Supervisors shall be appointed by the Board of Supervisors, and shall serve until a new Board of Supervisors' representative has been appointed or until the completion of their term of office, whichever occurs first.

~~C.~~ Except as set forth in paragraph D below, the five (5) resident members of the Communications Committee shall be appointed by the Board of Supervisors and shall serve for a period of three (3) years except for the initial staggered terms.

~~C.D.~~ The term of each resident and/or business member shall begin on the first day of January, and each member shall continue in office until his or her successor shall be appointed, except upon the filling of a vacancy, and for the initial term of appointees, which shall commence once appointed, and relate back to January of such year for purposes of counting the term of the initial appointment. The terms of the initial resident appointees shall be staggered as follows:

One (1) initial member will have a one-year term;

Two (2) initial members will have a two-year term;

Two (2) initial members will have a three-year term.

E. As many as three (3) associate members of the Communications Committee may be appointed by the Board of Supervisors considering the same criteria applicable to resident members as set forth in paragraph G below. Each appointed associate member shall serve at the pleasure of the Board of

Supervisors and such member's term may be renewed or terminated at any time by the Board of Supervisors.

D.F. Associate members shall enjoy the same rights and responsibilities as other members except that associate members shall not have the right to vote on matters for decision before the Committee.

E.G. Professional communications or marketing experience is preferable. Desirable skills include: communication strategy development and management, editorial writing, graphic design, website development, social media engagement, photography, video production and design, and digital and traditional advertising.

4. Vacancies. In the event of the resignation of any member of the Committee, or in the event of the death or inability to serve, or in the event of the member's absence from fifty percent (50%) or more of the regularly scheduled meetings of the Committee in any twelve-month period, during which latter event removal shall automatically occur (except in the case of serious illness), the Board of Supervisors may fill said vacancy by appointment for the remainder of the unexpired term.

5. Organization – Officers.

A. The Committee shall elect a chairperson, vice chairperson and secretary at its inaugural meeting and subsequently at its annual organizational meeting in January, which officers shall serve for a term of one year and remain in office until their successor is appointed.

B. The secretary shall keep minutes of all meetings of the Committee, which minutes and copies of official correspondence of the Committee shall be kept on file at the Township.

6. Meetings.

A. The Committee shall hold meetings at the Lower Salford Township municipal building.

B. Meetings shall take place monthly on a regularly scheduled date and time to be determined by the Committee.

C. The Committee may make and amend rules and regulations concerning the conduct of its meetings.

D. All meetings shall be open to the public.

7. Powers and duties. The Committee shall have the following powers and duties:

A. To abide by the Committee Purpose set forth above.

B. To work amicably with all Township employees, staff, departments, and volunteers helping to foster and improve the flow of ideas and communications between the Township and its residents.

C. To gather and report recommendations and ideas regarding effective communications which may be beneficial to the Township to the Board of Supervisors.

D. All Committee recommendations will be subject to approval by the Board of Supervisors.

APPROVED at the public meeting of the Lower Salford Township Board of Supervisors held on October 7, ~~2020~~2025.

LOWER SALFORD TOWNSHIP

By: Douglas A. Gifford Keith A. Bergman,
Chairman,
Board of Supervisors

Attest: Joseph S. Czajkowski, Secretary

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Telford Volunteer Fire Co.
Attn. Corey Landes
400 W. Broad Street
Telford, PA 18969

Harleysville Community Fire Co.
274 Kulp Road
Harleysville, PA 19438

May 15, 2025

Dear John,

Dock Mennonite Academy is having their annual chicken barbeque drive through on Friday, May 16, 2025. They requested Telford Fire Co. fire police to help direct traffic that evening. Unfortunately, we only have 2 that can help and 4 would be ideal. Would your fire police be able to help? The times needed are from 3:30 pm to around 6:30 pm or till sold out.

Thank you so much for considering this request.

Corey P. Landes
Fire Police Captain
Telford Volunteer Fire Co.