PERKASIE BOROUGH COUNCIL

Agenda for Council Committee Meeting of August 3, 2026

1. Meeting Convenes at 7:00 PM – Council Meeting Room
2. Invocation and Pledge of Allegiance – Mayor Hollenbach
3. Attendance
4. Proclamation: Archie Knight Day
5. Recognition of Electric Department Superintendent
6. Public Forum
7. President's Remarks
8. Public Works Committee Meeting, Councilors: Dave Weaver (Chair), Dave Worthington
9. Public Utility Committee Meeting, Councilors: Dave Weaver (Vice-Chair), Jaclyn Cornelius,
    A. Perkasie Wholesale Power Cost Monthly Report
    B. Installed Capacity Update
    C. Behind-the-Meter Solar Project Update
    D. LIHEAP Compliance Discussion
10. Planning and Zoning Committee Meeting, Councilors: Dale Schlegel (Chair), Kelly Laustsen (Vice-Chair), Emma Hawkins, Dave Weaver
    A. Project Update – Data Center Ordinance
11. Parks and Recreation Committee Meeting, Councilors: Dave Worthington (Chair), Lilli Benner (Vice-Chair), Emma Hawkins, Kelly Laustsen
12. Personnel and Policy Committee Meeting, Councilors: Jaclyn Cornelius (Chair), Lilli Benner, Robin Schilling
    A. Consider Authorization to Hire Meyner Center
    B. Consider Resolution #2026-51 – Consultant Agreement
    C. Update on Borough Manager Search
13. Finance Committee Meeting, Councilors: Robin Schilling (Chair), Jaclyn Cornelius (Vice-Chair), Dave Weaver
    A. Consider Payment of the Bills
    B. Review Budget Planning Schedule
14. Economic Development Committee Meeting, Councilors: Kelly Laustsen (Chair), Emma Hawkins (Vice-Chair), Robin Schilling, Dave Weaver
    A. Consider Special Event Permit Application – The Craftery Market
15. Public Safety Committee Meeting, Councilors: Lilli Benner (Chair), Kelly Laustsen (Vice-Chair), Mayor Jeff Hollenbach, Robin Schilling
16. Historical Committee Meeting, Councilors: Emma Hawkins (Chair), Dave Worthington (Vice-Chair), Lilli Benner, Jaclyn Cornelius
    A. Update on SHPO Grant – Covered Bridge Project
17. Youth Councilor Report
18. Other Business
19. Executive Session
20. Public Forum

21. Press Forum
22. Adjournment

Next Meeting: *Tuesday*, September 8, 2026 – 7:00 PM

Perkasie Borough Council agendas are available via e-mail in advance of the meetings. Please send any agenda requests to: ***admin@perkasieborough.org***. The agendas and Perkasie Borough Council meeting packets are both available on the Borough's website at ***www.perkasieborough.org***.

Scan the QR code to find Perkasie Borough meeting dates, agendas, packets and minutes.

<u>8.3.26 PROCLAMATION for Archie Knight</u>

WHEREAS, the Borough of Perkasie pauses to honor the memory and lasting legacy of a truly remarkable, generous, and irreplaceable member of our community, **Archie Knight**; and

WHEREAS, Archie Knight, affectionately known to many as the unofficial "Mayor of Perkasie" and the community's "forever beer guru", touched countless lives through his prominent role in the local craft beer industry, working closely with local staples like Free Will Brewing Co.; and

WHEREAS, Archie was a familiar and joyous presence throughout the borough, routinely lighting up the room with his infectious smile, warmth, and legendary humor, whether he was greeting neighbors at the Perkasie Farmers Market or raising spirits simply by walking through a door; and

WHEREAS, the sudden passing of Archie Knight has left a profound void in the hearts of his family, friends, and peers, prompting a beautiful outpouring of online tributes and shared memories from multiple towns and states, all echoing the sentiment that to know Archie was to love him; and

WHEREAS, his tireless work ethic, mentorship, and unique ability to make every person feel welcomed, valued, and special have left an indelible mark on the culture, community spirit, and local businesses of Perkasie; and

WHEREAS, friends, family, and neighbors will gather in his honor for a community **Celebration of Life event at the stage in Lenape Park on Saturday, August 29**, bringing our community together to share the stories, music, and laughter that defined his life;

NOW, THEREFORE, I, Mayor of the Borough of Perkasie, Pennsylvania, do hereby proclaim **August 29** as:

ARCHIE KNIGHT DAY

in Perkasie, and urge all citizens to join in celebrating Archie's generous spirit at the park, share a laugh with a neighbor, and honor his legacy by spreading the same kindness and joy that he so effortlessly brought to our community every single day.

Given under my hand and the Seal of the Borough of Perkasie this 3rd day of August, 2026.

Mayor Jeff Hollenbach

PERKASIE BOROUGH COUNCIL

COUNCIL INFORMATION SUMMARY

Item #9A

SUBJECT:	Perkasie Wholesale Power Cost Monthly Report
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Public Utility
INITIATED BY:	Harold Stone, Electric Department Superintendent

If we have not received this report by the time the packet is ready, Megan will put it in the Council packet folder on One Drive as soon as we receive it.

PERKASIE BOROUGH COUNCIL

COUNCIL INFORMATION SUMMARY

Item #9B

SUBJECT:	Installed Capacity Update
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Public Utility Committee
INITIATED BY:	Harold Stone, Electric Department Superintendent

Attached you will find the Live Wire publication for July, 2026 from the Pennsylvania Municipal Electric Association.

PENNSYLVANIA MUNICIPAL ELECTRIC ASSOCIATION
PA PUBLIC POWER

THE LIVE WIRE

July 2026

Save these Dates!

PMEA 2026 Annual Conference – September 9 – 11, 2026
Omni Bedford Springs, Bedford

PMEA Business Workshop
– September 9, 2026 @ Omni Bedford Springs, Bedford

2026 Training for Line Crews
Registration opens prior to each class

Underground Troubleshooting & Grounding
September 14 & 15 – Grove City
September 21 & 22 – Chambersburg
September 23 & 24 - Lansdale

Safety for Lineworkers
October 22 & 23 – Grove City
October 26 & 27 – Chambersburg
October 28 & 29 – Lansdale

Members Helping Members: Mutual Aid

Ephrata faced multiple areas of significant storm damage after severe evening storms rolled through on July 4. Crews from Middletown, Kutztown, and Quakertown responded to help restore power, including reconnecting a 3-phase line that fed a local medical facility after a tree fell onto the primary line from 40 feet off the right-of-way.

At Ephrata Bowmen Archery, a fallen tree tore down secondary wire and knocked a transformer's bottom bracket clean off its bolt — one of several equipment failures crews had to repair across the area. Amid all this repair work, one of the bucket trucks developed a severe leak in its main hydraulic line, forcing the operator to shut the engine off while still in an elevated position. Kutztown and Middletown personnel, who were involved in this aspect of the response, brought a second bucket truck into position to safely transfer the lineman to the operational bucket, and the rescue went smoothly.

Repeated rounds of storms on July 4 and 5 tripped relays and knocked out multiple breakers, cutting power for several hours at a time, over and over, as the weather moved through. Crews were called in at 7:40 p.m. on July 4 and worked continuously until 9 p.m. on July 7. Even after that, some customers remained without power until July 10 while repairs were made to their own damaged equipment.In total, crews cleared multiple trees down on 3-phase lines and responded to five homes where trees had fallen onto roofs.

Borough of Ephrata mutual aid crew L to R: Ben Brady, Ben Rebman, Hank Busby, Ephrata. Standing Justin Shafer, on truck Bob Ludwig, Middletown. Chad Gechter, Kutztown. Jack Hartenstine, Quakertown and Carl DeWoody, Ephrata

Register Soon for the PMEA Annual Business Workshop & Annual Conference

Mark your calendars — the Annual Business Workshop and Annual Conference returns September 9–11 to the beautiful Omni Bedford Springs. Whether you are a manager, superintendent, or elected official, this is one event you simply cannot afford to miss. With a packed agenda covering the issues that matter most to our public power communities, this year's conference delivers the insights, connections, and practical tools you need heading into the next year.

This year's conference promises an exceptional lineup designed to inform, connect, and energize public power communities across Pennsylvania. Highlights include:

- **A special session on joint generation projects**, exploring the potential opportunities and pathways for collaborative power development.
- **A forward-looking energy outlook session**, examining what the future of energy means for municipal utilities.
- **Market pricing and expectations**, with expert perspectives on where rates and wholesale markets are headed.
- **Remarks from national leaders Corwin and Thompson**, who will share the current landscape for public power and what lies ahead at the federal level.

The Business Workshop offers practical, hands-on sessions tailored for all levels of utility operations, covering:

- Legal aspects of municipal electric utilities
- Making sense of utility finances — projects, rates, and safeguards
- AI applications for utility finance — a practical look at real-world tools

The full agenda will be available soon. In the meantime, registration and hotel reservation information can be obtained by contacting PMEA at bosak@papublicpower.org.

State Budget Approved with Few Energy Related Provisions

Gov. Josh Shapiro signed Pennsylvania's $50.8 billion state budget on Sunday, following rushed passage by the General Assembly, an improvement over last year's nearly five-month budget impasse. The deal passed with strong bipartisan support — 44-6 in the Senate and 167-35 in the House. The final budget package did not include data center tax exemption repeal or local moratorium authority, nor did it include the Governor's infrastructure fund for generation. Those issues will have to wait as will $1.3 billion payment on Medicaid, making next year's budget more difficult to balance.

A few highlights of the budget:

- **Electricity Load Forecast Accountability:** Requires PJM to submit load forecasting information to the Public Utility Commission. PUC, along with the Office of the Consumer Advocate, can request to review contracts and agreements that affect load forecast assumptions, between interconnected customers and utilities. No later than June 30 of each year, the PUC shall issue a report, submit it to the General Assembly and publish it on its publicly available website.
- **Data Center Energy and Water Reporting:** Requires data centers, with a peak capacity demand of more than 10 megawatts, to submit annual reports to the Department of Environmental Protection related to their energy and water usage for the preceding year. The reports required to be submitted no later than July 1, 2027, and each July 1 thereafter. DEP, in consultation with the Public Utility Commission, is required to publish annual reports on the energy and water usage trends. This provision also imposes a civil penalty of $10,000 per day if a data center fails to comply. Penalties collected pursuant to this provision would be deposited into the low-income Customer Assistance Program (CAP) for the service territory in which the data center in violation is located.
- **Advanced Electric Transmission Line Technologies:** Requires transmission siting applicants, such as electric distribution companies (EDCs), to evaluate the implementation of Advanced Transmission Technologies (ATTs) when constructing new or updating existing transmission lines, when submitting a siting application to the Public Utility Commission (PUC). Language creates a rebuttable presumption that an electric distribution company (EDC) has considered ATTs on proposed infrastructure if an ATT analysis is conducted. Authorizes the PUC to, as a condition of approving an application, order ATTs to be integrated to help address the need identified in the application, if it's determined to be in the public interest. The Public Utility Commission is also required to adopt regulations related to ATT assessment requirements, no later than one year from the effective date of this provision and provide for methods which applicants can utilize to meet such requirements.

The flurry of budget activity also included passage of SB 349, sponsored by Senator Yaw (R), which would establish decommissioning and bonding requirements for project developers who seek to install or operate commercial solar electric generation facilities in Pennsylvania.

This is not a new concept as coal, natural gas, solid waste and a host of other industries are required to post financial guarantees for their activities. This requirement would not apply to homes and businesses which host solar facilities that generate electricity for their own use.

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State Budget *(continued)*

Another proposal which made its way to the Governor's desk during the budget process is HB 2017, sponsored by Rep. Giral (D- Philadelphia). The legislation authorizes DEP to adjust the current fee structure to account for SMRs in the future, removing an obstacle to investment in SMR technology. Although SMRs are still a few years away from large-scale deployment, this legislation will remove obstacles now so that we are poised to benefit when the technology is ready.

Under current law, operators of nuclear energy facilities are required to pay annual fees to the Department of Environmental Protection (DEP) on a per site basis. These requirements were developed with traditional light-water reactors in mind, where one site has multiple large reactors. Because SMRs are typically deployed on multiple sites with a limited number of smaller reactors at each site, these fee structures are an insurmountable barrier to SMR development in Pennsylvania.

Sources: Gillian McGoldrick, The Philadelphia Inquirer, July 13, 2026, and the Pennsylvania Environment Digest

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PJM Electricity Price Hits Cap Again in Latest Auction

Electricity prices will remain elevated in PJM Interconnection's 13-state service area, including Pennsylvania, following an auction setting prices for future generating capacity.

PJM, a Valley Forge-based nonprofit that manages the supply on the largest electricity grid in the nation, announced the results Tuesday of the auction held from late June to mid-July.

The $325-per-megawatt-day price for generating capacity in 2028 and 2029 is at the maximum price under a cap initially negotiated by the Shapiro administration last year after the 2024 auction closed at a record price of $269.92 per megawatt-day.

The cap was extended by PJM at the request of a coalition of PJM-state governors and the Trump administration to cover the latest auction and one to be held in December for 2030 and 2031.

"These auction results show that demand for electricity continues to grow faster than electricity supply," PJM President and CEO David Mills said. "At the same time, PJM recognizes how this supply-and-demand imbalance impacts the reliability of the system and costs for consumers. We are working with government and industry leaders on multiple fronts to restore that balance by bringing on new generation as fast as possible and managing the growth of new load on the grid."

A combination of retiring fossil fuel power plants, increased electrification of transportation and industry and proposed data center development has caused peak forecasts to increase by 66,000 megawatts by 2036. That's nearly 80 times the output of the Three Mile Island nuclear power plant, which is set to reopen next year exclusively to power data centers.

"Demand growth is not going away. That is the driving story here," said Patrick Cicero, the former Pennsylvania consumer advocate who now works with the Pennsylvania Utility Law Project.

PJM also announced Tuesday that the auction fell 6,831 megawatts short of the grid manager's capacity goal, which is a larger deficit than in last year's auction.

"Data center load growth is degrading grid reliability, and it's raising prices to the Governor Shapiro-negotiated cap," said Robert Routh, Pennsylvania state lead for climate and energy policy at the Natural Resources Defense Council. "So, unless PJM and states take action, this picture will continue to worsen for the foreseeable future."

But Todd Snitchler, president and CEO of the Electric Power Supply Association, said the price reflects the competitive electricity generating industry's willingness to invest to meet the increased demand. Recent year-over-year record lows had discouraged investment in power supply, he said in a statement.

"Competitive power suppliers are already responding," Snitchler added. "New supply is coming; the issue now is to address getting it connected to the system as quickly as possible.

Among PJM's responsibilities is vetting proposals for new power plants, transmission lines and other electric infrastructure and approving their connections to the grid. It has faced intense criticism for allowing a years-long backlog of projects to linger, causing some to drop out of the market. PJM notes it has made significant progress in reducing the backlog by prioritizing shovel-ready projects.

PJM's primary role in managing the grid is to ensure that each of its 67 million customers has the least expensive electricity available for their location at any given time. But it also must ensure the supply is reliable.

To do that, it holds auctions for power plant operators to bid to set the price to keep their generators standing by for the peak electricity demand that comes on the hottest and coldest days of the year.

Cicero, who spoke to reporters Tuesday, ahead of PJM's announcement, said market dynamics indicated this month's auction would close at or near the cap.

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PJM Hits Price Cap Again *(continued)*

The last two auctions have added around $16 billion to the cost of ensuring reliability, he said. And any additional generating capacity added in the last year have not been enough to appreciably increase capacity. As a result, the increased cost will remain in place into 2028 and 2029, he said.

“These are flat prices that are going to remain high. It’s not necessarily another spike, but it’s really, really high prices remaining,” Cicero said.

While the relationship between the auction price and what consumers see on their electric bill is not direct, some Pennsylvania utilities have increased the rate they charge people who don’t shop for their electric rates – some by up to 20%.

“This has cost the average residential consumer in Pennsylvania somewhere in the neighborhood of $220 to $320 per year in additional costs on their bill,” he said.

In addition to extending the price cap, PJM and its members from the electricity industry have been working on additional steps to isolate residential and small business customers from the demand brought by data centers, Routh said.

One, sought by the PJM governors and the Trump administration, is another auction to fund increases in capacity and reliability by getting data center operators and other large load customers to purchase long-term commitments for electricity.

Routh described it as a matchmaking venue for data centers and suppliers to meet and arrange to pay for new power supplies to be built “without raising prices for everyone else.”

That process faces the same challenges blocking new electricity supplies for everyone. Those include supply chain delays, long timelines for building new infrastructure and siting and permitting hurdles. A lack of money is not among the problems, Routh noted.

“Tech companies, data center customers that have a need for power have deep pockets,” he said. “Any power plant that can get built these days should have no problem finding buyers and arranging financing.”

Source: Peter Hall, Reporter, Pennsylvania Capital-Star, July 15, 2026

PJM Status Quo ‘Untenable’: FERC Commissioner

The PJM Interconnection’s “status quo is really untenable,” David LaCerte, Federal Energy Regulatory Commission commissioner, said Thursday.

PJM’s stakeholder process has “continued to just grind into gridlock,” he said at a meeting in Philadelphia hosted by WIRES, an advocacy group for utilities and others in the transmission sector.

FERC is slated to hold a technical conference on July 23 focused on PJM’s governance issues. Among other things, the conference aims to discuss “potential concrete actionable reforms to improve the effectiveness of the PJM stakeholder process and create fast-path or time-bound review procedures for critical issues.”

Some sectors use PJM’s stakeholder process to defend their business interests to the detriment of the wider region, according to LaCerte.

“If you’re a generator and you hate the [capacity] price collar, and you think that continuing the status quo with stakeholder engagement, blocking measures by PJM, is going to be successful, how’d you get the price collar in the first place?” LaCerte asked. “This current system is not helping you.”

“Looking at things differently is hard, especially in entrenched utilities that have been doing this for a long time,” he added.

Even so, PJM has to change, according to LaCerte.

“We have a lot of other models at other RTOs and ISOs across the country that are much more functional, so we can pick and choose which work, which don’t,” he said. “We can pick which might alleviate concerns to get people on board, but we can’t have a group of stakeholders that are incentivized to vote one way economically that are driving us into the ground for an entire region of the country.”

PJM, the largest U.S. grid operator, runs the grid and wholesale power markets in 13 mid-Atlantic and Midwestern states and the District of Columbia.

FERC eyes transmission incentive reform
FERC is considering revising the incentives it provides to spur transmission development, according to LaCerte.

“We need to make sure that the incentives that we give are properly tailored to actually meet the goals, and we’re not just throwing money out the window,” LaCerte said.

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FERC: PJM Untenable *(continued)*

FERC offers a range of benefits to transmission developers. They include an extra 0.5% return on equity for being a member of a regional transmission organization and “construction work in progress,” which allows a utility to recover its expenses while it is building a project instead of waiting for a rate case after it is placed into service.

“We have a history of adopting an incentive structure and then putting it on a shelf and not revisiting it for 20 years sometimes, and I think those days have got to be over,” LaCerte said.

FERC needs to be sure that its incentives lead to specific outcomes, according to LaCerte.

“I don’t think we do the best job [of] doing that at FERC,” he said. “We need to make sure we do it in a way that is laser-focused on outcome and laser-focused on [legal] durability as well.”

Revising the incentives is challenging, according to LaCerte.

“It’s kind of like we’re flying a helicopter here and trying to land it on a really small landing pad in the middle of the ocean,” LaCerte said. “It’s a difficult thing to get right … we’re trying to look at things differently than we used to.”

As part of FERC’s effort to keep electricity prices as low as possible, LaCerte said the agency will continue to focus on advanced transmission technologies, also called grid-enhancing technologies.

When considering GETs, LaCerte said he wants to know its cost savings and whether the technology is ready to be deployed, “whether that be an advanced transmission line, whether it be dynamic line ratings — which I think we could do much better on — I think we need to consider it.”

Source: Ethan Howland, Senior Reporter, Utility Dive, July 9, 2026

Participation in PMEA Surveys

Your participation in surveys and responses to member inquiries is essential. To effectively assess the needs and challenges facing our membership, we rely on broad and thoughtful input from all members. While we strive to limit the number of requests we send, emerging issues and evolving circumstances often create the need for timely information and data that cannot always be anticipated. Your feedback helps strengthen our advocacy and support efforts — please help us help you.

PJM Videos Available

PMEA's annual 2025 Business Workshop included an essential session on PJM, giving attendees a comprehensive look at how PJM operates and its critical role in managing the regional power grid. Click here to view on PMEA’s private YouTube channel.

PMEA's Public Power Governance 101 educational video is available exclusively to member municipalities. Designed for elected officials and staff across Pennsylvania's 35 public power communities, this module delivers insights into the management and operation of municipal electric systems. To receive a viewing link, contact Diane Bosak at bosak@papublicpower.org.

Share Your News….

Please share with us your exciting new projects, photos, personnel updates, and any other news! Your submissions should be sent to **bosak@papublicpower.org** at any time and they will be used in upcoming editions. We also welcome your suggestions for topics of interest for our newsletters.

Pennsylvania Municipal Electric Association
1801 Market St., Suite 300 Camp Hill, PA 17011
Tel: 717-489-2088
info@papublicpower.org

THE LIVE WIRE** *will return in September with a recap and photos of the 2026 conference and other news*

PERKASIE BOROUGH COUNCIL

COUNCIL INFORMATION SUMMARY

Item #9C

SUBJECT:	Behind the Meter Solar Project Update
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Public Utility Committee
INITIATED BY:	Rebecca Deemer, Finance Director

For your reference, attached is a summary of the expenses incurred for the Behind the Meter Solar Project.

BOROUGH OF PERKASIE

620 W. Chestnut Street
PO Box 96
Perkasie, Pa. 18944-0096

(215) 257-5065
Fax (215) 257-7673

Date: July 23, 2026

To: Borough Council

From: Rebecca Deemer, Finance Director

Subject: Behind-the-Meter Solar Project cost summary

The total cost of the Behind-the-Meter Solar Project, including the feasibility study and related consulting services, came in at $125,440. The 2026 Electric Fund budget was originally projected with a $140,000 surplus, which was identified as the funding source for this project. Based on the project's completion, we do not anticipate any additional project-related expenses, leaving approximately $14,560 of the originally budgeted surplus remaining.

As part of the 2027 budget development process, staff is currently preparing year-end financial projections for the Electric Fund. At this time, it is too early to determine whether regular operating revenues and expenses will ultimately break even or whether the budgeted surplus could have otherwise been available to offset an operating deficit. Those projections will provide a clearer picture of the Electric Fund's year-end financial position.

Behind The Meter Solar
Professional Fees

Vendor	Inv# / Date	Billing Period	Description	YTD Expenses
Gilmore & Associates	Inv#2602592 3/10/26	2/23/26-2/27/26	Analyze floodplain maps; Review East Rockhill Twp. and PB Ordinances in reference to installation of solar panels	$ 2,342.25
	Inv#2604020 4/9/26	3/2/26-3/24/26	Geotechnical and Structrual review and analysis of potential sites	$ 21,479.57
	Inv#2600279 5/18/26	3/30/26-4/30/26	Prepare EOPC for Landfill Site remediation; Analyze PB Ordinances in reference to solar installation at 790 W. Park Ave.	$ 2,308.50
	Inv#2606784 6/15/26	5/1/26-5/31/26	Attend 5/4 Council meeting to discuss RFI/Misc Correspondence w/staff	$ 283.50
	Inv#2608600 7/17/26	6/1/26-6/30/26	Prepared Landfill Site timeline; prepare EOPC for 3 additional locations and attend meetings	$ 2,875.50
				$ 29,289.32
GDS Associates			Project Kickoff, circuit loads & Sizing; Site evaluation & preliminary modeling & design; commentary on tax credit incentives	$ 9,670.00
	Inv# 0247975 3/23/26	1/31/26-2/27/26	Detailed review of sites, draft layout and potential output. Developing next steps for securing quotes from solar providers and commentary on tax credit incentives	$ 24,173.17
	Inv# 0248668 4/15/26	2/28/26-3/27/26	Site evaluation & selection; preliminary modeling & design and prepare RFI	$ 7,560.00
	Inv# 0249484 5/14/26	3/28/26-4/24/26	Site evaluation, modeling and design	$ 8,259.00
	Inv# 0250193 6/23/26	4/25/26-5/29/26	Conceptual Design & Feasibility Solar / Preparation of RFI	$ 15,930.00
	Inv# 0251000 7/17/26	4/25/26-5/29/26	Review of RFI /preparation feasibility study/Travel and attend meeting	$ 22,234.27
				$ 87,826.44
Utility Engineers	PERK26.01-001	1/1/26-1/31/26	Solar Committee Meeting	$ 537.34
	PERK26-01-002	5/1/26-5/31/26	Borough Solar Project Review & Technical Support	$ 4,591.89
	PERK26-01-003	6/1/26-6/30/26	Interconnection Review /Public Utility Committee Meeting & Travel	$ 1,383.06
				$ 6,512.29
Begley, Carlin & Mandio	1977379767	2/1/26-2/28/26	Review communication re: solar	$ 64.00
	1977380467	3/1/26-3/31/26	Review communication re: perkasie landfill solar	$ 208.00
	1977381057	4/1/26-4/30/26	Review solar communications	$ 96.00
	1977381822	5/1/26-5/31/26	Review Utility Engineers Proposal for solar	$ 96.00
	1977382619	6/1/26-6/30/26	Review solar documents/attend special solar meeting	$ 672.00
				$ 1,136.00
Andrea Coaxum		6/3/26-6/30/26	Consulting for Behind the Meter Solar (6.5 hours)	$ 676.00
			Total Incurred Expenses through 6/30/26	**$ 125,440.05**

PERKASIE BOROUGH COUNCIL

COUNCIL INFORMATION SUMMARY

Item #9D

SUBJECT:	LIHEAP Compliance Discussion
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Public Utility Committee
INITIATED BY:	Rebecca Deemer, Finance Director

For your reference, attached is a memo that discusses a recent review of the LIHEAP program and the Borough's required compliance and findings.

The Public Utility Committee is discussing the continuation of the LIHEAP program.

BOROUGH OF PERKASIE

620 W. Chestnut Street
PO Box 96
Perkasie, Pa. 18944-0096

(215) 257-5065
Fax (215) 257-7673

Date: July 23, 2026

To: Borough Council

From: Rebecca Deemer, Finance Director

Subject: LIHEAP Program Compliance

The Borough participates in the Low-Income Home Energy Assistance Program (LIHEAP) as an approved vendor under an agreement with the Pennsylvania Department of Human Services.

Each year, LIHEAP conducts a vendor compliance review to ensure participating utilities are administering the program in accordance with the vendor agreement. Historically, these reviews were performed by a third-party contractor. Beginning this year, the reviews are being conducted directly by LIHEAP staff. As a result, the review process has become more detailed, and LIHEAP representatives have identified areas where some vendors, including municipalities, may not have been fully complying with all provisions of the vendor agreement.

During our review, LIHEAP identified a requirement in Section 1(d) of the vendor agreement that requires participating vendors to freeze late payment charges for customers receiving LIHEAP benefits at the time of notification of eligibility and for the remainder of the program year. While the Borough has continued to participate in the program, our existing billing practices did not include freezing late payment charges for LIHEAP recipients as required under the agreement.

Following the review, LIHEAP provided the Borough with a list of customers who received LIHEAP assistance during the 2025–2026 winter season. Staff reviewed each account, identified any late payment charges that had been assessed during the applicable period, and calculated the required adjustments.

As a result, the adjustments range from .03¢ to $240.62 per account. In total, 25 customer accounts will receive credits totaling $1,042.54. These credits will be applied directly to the customers' electric utility accounts.

As part of this discussion, it is worth noting that participation in the LIHEAP Vendor Program is voluntary. The Borough has the option to discontinue its participation as a LIHEAP vendor. If the Borough chose not to participate, residents would still be eligible to apply for and receive LIHEAP assistance. However, instead of LIHEAP sending benefit payments directly to the Borough to be applied to the customer's electric account, the payment would be issued to the resident. The residents would then be responsible for remitting those funds to the Borough to satisfy their utility bill. In that scenario, the Borough would no longer be subject to the requirements and administrative obligations of the LIHEAP Vendor Agreement.

LIHEAP
Low-Income Home Energy Assistance Program

Pennsylvania Department of Human Services
LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM

2025 VENDOR AGREEMENT
SIGNATURE PAGE FOR ACTIVE LIHEAP VENDORS

ADMINISTRATIVE USE ONLY
☐ CKlog ☑ Acis ☐ PROMISe ☐ E

BOROUGH OF PERKASIE
PO BOX 96
PERKASIE PA 18944-0096

102345495-0001

236002925
List your company's Federal I.D. Number

List your fax number for LIHEAP purposes

Utility web portal URL

To remain an active LIHEAP vendor for the 2025/26 season, return this signature page by June 30, 2025. Keep a copy for your records. Keep the 4-page vendor agreement.

Email to RA-LIHEAPVendors@pa.gov OR Fax to 717-231-5516 OR
Mail to: LIHEAP Vendor Agreement, P.O. Box 2675, Harrisburg, PA 17105-2675.

Vendors must be accessible and responsive to the LIHEAP Vendor Unit and to other DHS representatives who call, email, or fax to determine heating responsibility or discuss how to resolve a Crisis situation. Please add your company contact info below:

Phone number for local DHS representatives to verify a heating account or to make a Crisis Pledge: 215-257-5065 ext. 105

List the representatives from your company who will communicate with the LIHEAP Vendor Unit and their contact info:
Name / direct phone number / email address: Jason Heft 215-257-5065 JHeft@perkasieborough.org
Name / direct phone number / email address: Heather Van Horn 215-257-5065
Name / direct phone number / email address: Rebecca Deemer 215-257-5065

Emails are sent from the Vendor Unit to communicate important information about LIHEAP throughout the season.
List any other company representatives email address(es) for this purpose: ____________

LIHEAP Payment Vouchers (also called Remittance Advice) are posted in a PDF format to the PROMISe™ Crisis Claim system 9 days before the Treasury pay date, allowing vendors to prepare deliveries and apply LIHEAP credits to customer accounts.

SOLID/LIQUID FUEL VENDORS ONLY: If you are a wood vendor, do you sell ☐ firewood or ☐ pellets?
☐ Propane or bottled gas ☐ Coal ☐ Wood/other ☐ Fuel oil ☐ Kerosene ☐ Blend of 50% oil and 50% kerosene
Does your company have off-route or emergency delivery fees? ☐ No ☐ Yes If yes, indicate fee structure below.
$ ______ Same Day $ ______ Next Day $ ______ Weekend $ ______ Holiday $ ______ Off Route $ ______ Furnace Start Up Fee
Does your company require a minimum delivery? ☐ No ☐ Yes - Indicate amount ______ and fee if not met: $ ______
Do you have a variable pricing structure based on quantity or date delivery is paid? ☐ No ☐ Yes If yes, explain pricing structure:

Vendor signature and acknowledgments:

My signature on this document confirms that the person or company listed above meets the commonwealth's definition of a LIHEAP Vendor, as defined on the 2025 Vendor Agreement.

Additionally, as an authorized representative for the vendor (company or business indicated above), I hereby certify that this vendor:

- Is not currently under suspension or debarment by the Commonwealth of Pennsylvania, any other state, or the federal government.
- Agrees to comply with all of the conditions on the 2025 LIHEAP Vendor Agreement.
- Will retain a copy of this signed agreement for reference and share it with staff responsible for any activity involving LIHEAP funds.

I also understand that:

- This agreement will terminate on June 30, 2027, unless superseded by a new agreement, or terminated for convenience upon 30-day written notice.
- Failure to comply with any of these conditions may result in removal from the approved vendor file and suspension of further payments.

Jason Heft
Print Name of Authorized Representative

[signature]
Signature of Authorized Representative

215-257-5065
Phone Number

6-12-25
Date

107557 | 9000200404

HSEA 34 PS 2/25

Pennsylvania Department of Human Services

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM

LIHEAP VENDOR AGREEMENT - UTILITY

Vendor Name and Address

BOROUGH OF PERKASIE
P.O. BOX 96
PERKASIE, PA 18944

Vendor Number

102345495-0001

This two-year agreement will begin on July 1, 2025, and terminate June 30, 2027, unless superseded by a new agreement, or terminated for convenience upon 30-day written notice by either DHS or by the vendor. Failure to comply with any of these conditions may result in removal from the approved vendor file and suspension of further payments to the vendor for client services.

This Agreement is entered into for the purpose of facilitating the provision of Low-Income Home Energy Assistance Program (LIHEAP) benefits to low-income households through the delivery of utility service from a participating LIHEAP vendor to the LIHEAP beneficiary who is a customer of the vendor. The Commonwealth of Pennsylvania defines a LIHEAP vendor as a company or agent of the company that supplies home heating energy or service in exchange for payment. The term does not include landlords, housing authorities, hotel managers or proprietors, rental agents and other parties who are not direct suppliers of home heating, energy or service.

LIHEAP consists of two components. Eligible LIHEAP households receive one LIHEAP Cash grant based on the size, region, income and fuel type of their household. Receipt of a customer's LIHEAP Cash grant requires no data entry by the vendor. LIHEAP Crisis grants are available to LIHEAP recipients who encounter a heating emergency. Vendor data entry is required to receive payment for a Crisis grant. Subject to the availability of funds, the Department of Human Services (DHS) may opt to provide eligible LIHEAP households with additional LIHEAP grants.

By signing this agreement, the Vendor agrees to communicate with DHS by phone and email and be responsive to DHS requests so that a customer's LIHEAP application or request for Crisis can be processed timely. The vendor also agrees to accept all LIHEAP grants and apply them to customer accounts according to the conditions of this vendor agreement and DHS instructions.

Participating LIHEAP vendors are paid through the Pennsylvania Treasury by check or direct deposit. A list of corresponding payments (voucher) is posted to the LIHEAP Crisis Claim data entry system, identifying customer names, addresses, DHS INDIV #, vendor account # and the amount of LIHEAP Cash and Crisis payments each customer will receive, nine days prior to the Treasury Pay Date.

The business or company written above, herein referred to as the "vendor," cannot enter into any subcontracts under this agreement with other subcontractors who are currently suspended or debarred by the commonwealth or other state or federal government. If any vendor enters into any subcontracts under this agreement with any subcontractors who become suspended or debarred by the commonwealth or other state or federal government during the term of this agreement or any extensions or renewals thereof, the commonwealth shall have the right to require the vendor to terminate such subcontracts to remain a LIHEAP vendor.

The vendor agrees to be responsible for reimbursing the commonwealth for all necessary and reasonable costs and expenses incurred by the Office of the Inspector General or the Attorney General relating to an investigation of the vendor's compliance with the terms of this or any other agreement between the vendor and the commonwealth which results in the suspension or debarment of the vendor.

Vendors will adhere to LIHEAP policy and procedures as defined in the LIHEAP State Plan, will report any discovery of fraud, and address any questions regarding participation in LIHEAP to the LIHEAP Vendor Unit. A copy of the LIHEAP State Plan can be found on the LIHEAP Vendor Website at: www.dhs.pa.gov/providers/Providers/Pages/LIHEAP-Vendors.aspx.

By fully completing and submitting the signature page of this LIHEAP Vendor Agreement, the vendor agrees to comply with the following conditions to remain a LIHEAP Vendor in good standing and receive LIHEAP payments through the commonwealth:

1. Apply LIHEAP grants to customer accounts in the following manner only:
   a) Apply the full amount of each LIHEAP benefit to the respective account of each designated LIHEAP customer. For customers who have chosen their own supplier, the entire LIHEAP grant must be applied to cover the costs of both the distribution and supply portion of the bill each month until the LIHEAP benefit has been exhausted.

b) LIHEAP Cash grants paid by Treasury are considered to be available to resolve a customer's request for Crisis.

c) LIHEAP Cash grant is not included as part of LIHEAP Crisis pledge if the cash grant has not been received by the vendor, except when those additional funds are needed to avert the termination.

d) Late payment charges must be frozen at the amount they are at the time notification of eligibility for LIHEAP is received by the vendor and may not be increased for the remainder of the LIHEAP program year, defined as the date that applications for LIHEAP benefits are no longer accepted.

e) LIHEAP Cash and Crisis grants may be used for reconnection fees

f) LIHEAP Cash and Crisis grants will not be used for security deposits, annual fees, service maintenance contracts, insufficient funds fee or other finance charges.

2. Public utilities that operate Customer Assistance Programs (CAP) will:

a) Contact customers and attempt to enroll in CAP (if not already enrolled) when the utility becomes aware that the household is low-income, validated by receipt of a LIHEAP Cash or Crisis grant.

b) Apply the LIHEAP Cash grant to the customer's account in the following manner:

- To resolve any past-due CAP payments,
- To the current CAP payment,
- Remaining LIHEAP funds will be credited to future CAP payments.

NOTE: A CAP payment is the amount the customer is required to pay under the terms of the utility's CAP agreement.

3. Public utilities that operate a CAP will not consider the customer's LIHEAP benefit as an available resource in the computation that determines the amount of the household's monthly CAP payment.

4. LIHEAP Cash grants received on behalf of a LIHEAP customer are available to cover utility costs for the season in which they are authorized through the end of the following heating season. See Section 8: Vendor Refunds for more info.

5. LIHEAP Crisis grants and Cash grants that are used to resolve a Crisis may be used in the following manner:

a) To prevent termination or restore home-heating service to a household that is without heat due to termination of the main or secondary source of heat by a utility company.

b) Are authorized by DHS or its representatives **in the minimum amount needed to resolve the Crisis** based on the amount listed on a utility termination notice, subject to the minimum and maximum LIHEAP Crisis benefits allowed.

c) The existence of a Crisis must be validated by a DHS representative, including the minimum amount needed to resolve the utility emergency. A utility's plan to terminate service is considered to be valid for 60 days from the date of the termination notice, even if service was not terminated after the 10-day period indicated on the notice.

d) Are only guaranteed for authorizations approved by DHS or its representatives. Every request for assistance from LIHEAP to remediate a Crisis must be made by the LIHEAP household, (with the exception of the Utility File Transfer program) to its designated DHS office, which will evaluate eligibility and determine the amount the household has available to resolve the Crisis. A DHS representative will contact the vendor to convey eligibility.

e) A Crisis authorization number is issued to resolve a specific Crisis situation.

f) Vendors must maintain service to households who receive a LIHEAP Crisis grant for no less than 30 calendar days from the date of the resolution of the Crisis.

g) Utility companies governed by the Public Utility Commission will adhere to the winter termination procedure referred to in §601.62(2) (ii)(A) of Appendix B of the LIHEAP State Plan.

h) A LIHEAP Crisis grant pledged to a regulated utility prior to the start of the winter moratorium on 12/1 does not preclude a household from a crisis issuance to the same regulated utility after the LIHEAP Term Program begins.

i) Customers approved for a LIHEAP Crisis grant related to the LIHEAP Term Program (including the Utility File Transfer Program) are not eligible to receive a duplicate LIHEAP Crisis grant pledged at the request of the household for the same 30-day pledge period.

j) Regulated utilities that accept a Crisis grant during the winter moratorium period (12/1- 3/31) must maintain service until at least May 1. In most instances, this precludes the issuance of an additional Crisis grant to the same utility for the same household for the remainder of the season, unless the season is extended beyond May 1.

k) Vendors will make every attempt to resolve the customer's heating emergency with consideration of the following time frames:

- Before the customer is without heat;
- Within 48 hours if the customer is already without heat; or

- Within 18 hours if a medical emergency or life-threatening situation exists.

6. A worklist of active, unpaid Crisis authorizations awaiting vendor action is available on PROMISe™, the Crisis Claim data entry system.
7. To receive payment paid in full or in part with **LIHEAP Crisis funds,** the vendor must perform Crisis Claim data entry into a web-based program and submit documentation of the termination by mail, fax, or electronic upload. Payment may be rejected if appropriate documentation is not provided.

   a) Claims must be processed **within 30 calendar days** of the date a Crisis grant is authorized by DHS. Exceptions to the 30-day rule may be granted for claims entered on or after the 31st day and up to 30 days after the close of the LIHEAP season if funds are available.

   b) The amount paid with Crisis funds will be no more than the amount authorized by a DHS representative to resolve the emergency.

   c) When LIHEAP credits are available on a customer's account, they must be entered in the Crisis Claim data entry system when submitting a Crisis claim, where they will be subtracted.

   d) Acceptable Crisis documentation includes a termination or restoration notice confirming the dollar amount needed to restore service or prevent service interruption. Failure to provide adequate documentation will delay payment.

   e) LIHEAP recipients cannot be billed for services or late payment fees as a result of a vendor's failure to comply with the conditions of this agreement.

8. Refund LIHEAP credits to DHS as required, by check or expedited recoupment, within 30 days from the date of discovery. A LIHEAP Refund Form (HSEA 37), located on the LIHEAP Vendor website, or on the reverse side of the dunning letter must accompany payment. A spreadsheet may be created to submit larger refunds, but columns must include all the same demographics indicated on the LIHEAP Refund form.

   It is also important to indicate the INDIV # of the customer, provided on the LIHEAP Payment Voucher when payment was received and the reason the funds are being returned.

   LIHEAP Vendors should accurately evaluate their records and ensure the accuracy of LIHEAP refunds before submitting them to the Commonwealth of Pennsylvania, as the commonwealth may not return funds to the vendor.

   Vendors may contact the Vendor Unit at 1-877-537-9517 to verify dates/amounts of LIHEAP grants received by the households before sending a refund check.

   NOTE: Vendors will never give or refund LIHEAP funds to a customer or transfer them to another vendor.

   LIHEAP refunds will be sent with a check payable to the **COMMONWEALTH OF PENNSYLVANIA,** directed to:

   DHS–LIHEAP Vendor Refunds
   P.O. Box 2675
   Harrisburg, PA 17105-2675

   NOTE: Vendors who need to convey a large refund to DHS may do so by ACH transfer.

   a) LIHEAP funds are available for use by the household for two LIHEAP seasons; the heating season of receipt and the heating season immediately following. LIHEAP funds that have not been expended must be returned to DHS by July 31 of the second season.

      NOTE: PUC-regulated utilities whose LIHEAP customers are enrolled in a Customer Assistance Program may apply credits from the older season to the CAP customer's pre-program arrears as indicated in the LIHEAP State Plan. Remaining credits from the older season must be refunded by July 31. DHS will send an email to remind vendors to review/identify accounts and return LIHEAP funds.

   b) **Other examples when the vendor will return LIHEAP credits to DHS include, but are not limited to the following:**

      - Selling or dissolving a business,
      - A customer's whereabouts are unknown,
      - A customer changes vendor,
      - A customer dies, departs the area serviced by the vendor, or the customer no longer has a heating responsibility,
      - The vendor receives a duplicate payment,
      - The vendor is deactivated and is no longer a participating LIHEAP vendor,
      - LIHEAP Cash grants received in error,

- An overpayment caused by vendor error. Vendor error includes but is not limited to: the vendor failing to provide appropriate or accurate customer account information, non-equitable pricing, LIHEAP funds erroneously applied toward a security deposit, a billing error or application of LIHEAP funding in another erroneous manner. If this occurs, the vendor is responsible for reimbursement from the vendor's funds, not by removing LIHEAP credits from the customer's account.
- The end of each LIHEAP program year. LIHEAP funds are available for use for two heating seasons, which includes the heating season of receipt and the heating season immediately following. LIHEAP funds that have not been expended must be returned to DHS by July 31 of that year. DHS will send an email to remind vendors to review/identify accounts and return LIHEAP funds.

c) DHS is authorized to recoup past-due LIHEAP balances by debiting any current or future LIHEAP payment for an amount equal to the outstanding un-refunded balance that is due to DHS from the vendor. A record of the balance of funds owed is established by DHS who contacts the vendor to request a refund and confirm the amount. DHS will send the vendor up to three dunning letters requesting payment of the funds. If the vendor fails to respond after the third notice, the amount of the balance of funds owed to DHS will be deducted from the vendor's next payment(s) until the funds are repaid. The vendor acknowledges that DHS will reduce vendor payments by the amount of the balance of funds owed to allow for the expeditious collection of these debts. If funds are unable to be recouped, outstanding balances will be referred to the Attorney General's Office for collection proceedings and all other legal remedies.

NOTE: Vendors have the option to set up expedited recoupment to return LIHEAP funds during the LIHEAP season.

9. Provide all requested information established in DHS policies and procedures. This could include information on the annual heating usage and cost incurred by LIHEAP households necessary for compliance with federal reporting requirements if this information is gathered by customer name or account number and the customer has been served by the vendor at the same address for the entire annual period.
10. Vendors are holding, on DHS' behalf, federal money for the benefit of recipient customers. Vendors are prohibited from using LIHEAP funds for purposes other than home heating. This requirement does not supersede the provisions of the Federal Bankruptcy Act, 11 U.S.C., Section 366.
11. To promptly notify the LIHEAP Vendor Unit whenever discrepancies in approved applications are found. Examples include a vacant residence, a request for service at an address other than what was indicated on the Remittance Advice (payment voucher) or other situations when the vendor is aware of potentially fraudulent activity.
12. To not discriminate against any eligible household in regard to terms and conditions of sale, credit, service or price, nor treat adversely any household receiving LIHEAP because of such assistance.
13. To ensure the retention of LIHEAP customer confidentiality in the use of social media.
14. To notify DHS at least 120 days before filing for bankruptcy and return all funds not expended on LIHEAP clients at least 91 days before filing for bankruptcy.
15. To resolve crisis payment disputes with DHS' Bureau of Hearings and Appeals if not resolved informally with DHS staff.
16. To present for review or reproduction records maintained by the vendor concerning overall pricing, conditions of sale, credit, and service upon request by DHS for audit or investigation purposes, as provided in this agreement.
17. If DHS receives a notice of levy, DHS will turn over rights to property such as money, credit and deposits in accordance to the notice.
18. Vendors will retain all books, records and documents pertaining to LIHEAP payments **for four years from the receipt of payment** or until all questioned costs or activities have been resolved to the satisfaction of the commonwealth, or as required by applicable federal laws and regulations. All records must be maintained in a legible, readable condition. If records are maintained in a computer, the vendor must cooperate in providing printed versions of such records. Recipient-specific records should clearly identify both Cash and Crisis payments from LIHEAP, charges to the account, and documentation supporting these entries by individual household.

The commonwealth reserves the right for state and federal agencies or their authorized representatives to perform financial and compliance audits if deemed necessary by commonwealth or federal agencies. If an audit of this agreement will be performed, the vendor will be given 60 days advance notice.

LIHEAP VENDOR HELPLINE

Toll Free Number 1-877-537-9517

Fax 717-231-5516

Email Address: RA-LIHEAPVendors@pa.gov

LIHEAP VENDOR WEBSITE

www.dhs.pa.gov/providers/Providers/Pages/LIHEAP-Vendors.aspx

PERKASIE BOROUGH COUNCIL

COUNCIL INFORMATION SUMMARY

Item 10A

SUBJECT:	Project Update – Data Center Zoning Ordinance Amendment
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Planning and Zoning
INITIATED BY:	Cassandra L. Grillo, CZO, BCO, CFM

Data Center Ordinance Amendment Update

At its July 22, 2026 meeting, the Planning Commission continued its review of the proposed Data Center Ordinance. The Commission discussed comments and recommendations from the Borough Solicitor and the Borough's Utility Engineer.

Topics of discussion included cooling technologies, requirements for future facility expansions, power usage reporting, and the information applicants would be required to provide regarding electrical demand and system impacts. The Commission also spent considerable time discussing noise standards, particularly how tonal noise should be measured, evaluated, and enforced.

Following the discussion, the Commission directed the Planning Commission Solicitor to consult with a noise engineer to obtain additional technical guidance on the proposed tonal noise standards.

The Commission completed a final review of the draft ordinance to identify any remaining questions before preparing a revised version. Following the Commission's discussion, the meeting was opened for public comment, during which several residents asked questions and provided feedback on the proposed ordinance.

The Planning Commission will continue its review at its August 26, 2026 meeting after receiving the additional information from the Planning Commission Solicitor and consulting engineers. At that time, the Commission will consider any necessary revisions before making a recommendation to Borough Council.

Tentatively, Borough Council is expected to receive a revised draft ordinance for discussion and, if appropriate, authorize the advertisement of a public hearing at its September meeting

PERKASIE BOROUGH COUNCIL

COUNCIL ACTION SUMMARY

Item #12A

SUBJECT:	Consider Authorization to Hire Meyner Center
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Personnel & Policy Committee
INITIATED BY:	Linda Reid

BACKGROUND:

Included in your packet is a proposal from the Meyner Center to assist with the appointment of a new Electric Superintendent.

BUDGET IMPACT: The fee for the contract was included in the proposal document.

RECOMMENDATION: Council should hire the Meyner Center to assist with the appointment of a new Electric Department Superintendent.

MOTION/RESOLUTION: Motion to approve the hiring of the Meyner Center to assist with the appointment of a new Electric Superintendent for the amounts listed in their proposal dated July 24th.

1) Motion by: ______________________ Seconded by: _______________

LAFAYETTE

MEYNER CENTER FOR THE STUDY
OF STATE AND LOCAL GOVERNMENT

July 24, 2026

Ms. Linda Reid, Acting Borough Manager
Borough of Perkasie
620 West Chestnut Street
P.O. Box 96
Perkasie, PA 18944

Dear Linda:

Thank you for the opportunity to discuss the upcoming retirement of Harold Stone, Perkasie Borough's long-tenured Electric Superintendent, and the important transition that lies ahead for the Borough's electric department. I appreciate the conversation and confidence you and Borough Council have placed in the Meyner Center to help navigate a more nuanced situation than a traditional recruitment.

This process will be grounded in direct, relevant experience. As Borough Manager of Lehighton Borough from 2011 to 2022, I managed one of Pennsylvania's 35 public power communities, overseeing the full scope of a municipal electric utility alongside daily borough operations. I served as Treasurer of the Pennsylvania Municipal Electric Association (PMEA) and have maintained active relationships with the professionals and elected officials who lead these communities across the Commonwealth. This is a small close-knit world, and I understand the operations and culture in a way that directly informs how we can approach this engagement.

As shared with you, the succession of a public power electric superintendent is fundamentally different from a standard municipal recruitment. The candidate pool is narrow, investor-owned utility compensation structures create a competitive disadvantage for public power communities, and lateral movement between the 35 Pennsylvania public power communities is uncommon. What Perkasie has in its internal candidate, an individual who has been mentored by Mr. Stone over time, is valuable and should be thoroughly assessed before undertaking any external recruitment.

I also want to acknowledge the broader context in which this transition is occurring. The Borough is currently without a permanent Borough Manager, and the Meyner Center is actively conducting that recruitment, with an appointment anticipated in September 2026 and a start date expected to follow, dependent upon the selected candidate's notice period. The next Borough Manager will inherit the electric superintendent situation directly. It is important to establish a clear path forward now so that the incoming manager arrives with a defined process underway rather than an unresolved vacancy in a department this consequential to Borough finances and operations.

This proposal covers the Internal Readiness Assessment, focused on capturing Mr. Stone's institutional knowledge before his retirement and assessing the internal candidate's readiness and interest in the Superintendent role. Should the assessment not produce a favorable outcome, the Meyner Center is available to assist with an external recruitment effort, which would be addressed under a separate proposal and authorization from Borough Council.

As discussed, my full availability for this engagement begins in early September 2026. Understanding Mr. Stone's retirement is in early August, I would make it a priority to meet with him and begin preliminary work as soon as the Borough authorizes this engagement, given the constrained window before his departure. The internal candidate's capacity to serve as Interim Superintendent in the near term provides the necessary runway for this process to move deliberately and well.

The Meyner Center bills for all services at a rate of $130 per hour, reflecting the July 1, 2026 rate schedule, and the Borough would be invoiced only for time actually committed to the engagement.

Plan A -- Internal Readiness Assessment

Fee	$4,500 (not to exceed)

The Internal Readiness Assessment has two closely connected components: knowledge capture with Mr. Stone before his retirement, and a structured readiness conversation with the internal candidate. Together, these activities will produce the information Perkasie Borough needs to make a well-informed decision about the path forward for the Superintendent role.

Institutional Knowledge Capture -- Harold Stone

Mr. Stone's retirement represents the departure of decades of institutional knowledge about Perkasie's electric infrastructure, supplier relationships, operational practices, and departmental culture. Without a deliberate effort to capture that knowledge before he leaves, it walks out the door with him. This component will involve structured sessions with Mr. Stone, prioritized before his retirement date, to document:

- Infrastructure overview, including the substation, three main circuits, and distribution system
- Power supply arrangements, wholesale purchasing practices, and supplier relationships, to the extent Mr. Stone was involved in and knowledgeable of these functions
- Key operational practices, seasonal and emergency protocols
- Departmental dynamics, staff roles, and the mentorship relationship with the internal candidate
- Outstanding projects, deferred maintenance, and near-term priorities
- Relationships with PMEA, AMP, APPA, and other public power partners

The output of these sessions will be a written record that provides the incoming Borough Manager and Borough Council with a foundational understanding of the electric department's current state. This is information they do not currently have and will urgently need.

It should be noted that the institutional knowledge captured through this process is bounded by what Mr. Stone directly owned and executed in his role as Electric Superintendent. Certain functions at the management level, including aspects of power supply arrangements and supplier relationships, resided with prior Borough management and may not be fully recoverable through this engagement alone.

Internal Candidate Readiness Assessment

The internal candidate represents Perkasie Borough's most viable path to a smooth transition in the Superintendent role. This component will involve a candid, structured conversation with the internal candidate to assess:

- Interest in and readiness for the Superintendent role
- Understanding of what the role requires and how it differs from the current position
- Compensation expectations and career goals
- Any gaps in readiness and whether a structured development plan could address them

The assessment will also include a review of how the internal candidate's compensation expectations align with what comparable public power communities in Pennsylvania pay their Superintendents, drawing on PMEA network knowledge and available benchmarking.

Plan A Deliverable

The Internal Readiness Assessment will conclude with a written assessment and recommendation report provided to the Acting Borough Manager and Borough Council. The report will summarize the knowledge captured from Mr. Stone, assess the internal candidate's readiness and interest, provide compensation context, and recommend a path forward, either a transition plan for the internal candidate or a recommendation to pursue external recruitment under a separate authorization.

Optional Additional Services

The following services are available at the direction of Borough Council and will be billed at the Meyner Center's hourly rate of $130 per hour as engaged. These services are not included within the not-to-exceed amount above and would be authorized separately.

Line Crew Engagement

Borough Council may elect to extend the knowledge capture and assessment process to include structured engagement with the electric line crew. This can provide valuable insight into departmental culture, crew dynamics, the working relationship with the internal candidate, and operational knowledge that resides at the crew level. Two formats are available:

- Individual one-on-one conversations with each line crew member (recommended) -- this approach tends to produce more candid and detailed information and allows crew members to speak freely about the department, the transition, and their perspective on the internal candidate.
- Group session with the line crew collectively -- a more efficient format that can surface shared perspectives and departmental themes, though it may produce less individual candor than one-on-one conversations.

If Council wishes to include line crew engagement, the Meyner Center will coordinate scheduling with the Acting Borough Manager and conduct sessions at a time that minimizes operational disruption to the department.

Acting Manager Consultation

The Meyner Center is available to provide consultation to the Acting Borough Manager as needed during the transition period. This may include guidance on managing the electric department, navigating the interim superintendent arrangement, and preparing for the incoming permanent Borough Manager's arrival. This service is available on an as-needed basis and is not structured as a standing commitment. Time will be billed at the hourly rate as engaged and authorized.

Next Steps

Upon authorization from the Acting Borough Manager, the Meyner Center will coordinate directly with Mr. Stone to schedule an initial session prior to his retirement. Given the urgency of that window, this preliminary meeting will be prioritized and may proceed in advance of Borough Council's formal action on the full scope of this proposal.

Respectfully,

Nicole Beckett

Associate Director for Public Service

Authorization

By signing below, Perkasie Borough accepts the terms and scope of services outlined in this proposal and authorizes the Meyner Center to commence work as described.

Accepted By: _____________________________________ Date: ________________

[Print Name and Title]

Signature: ____

PERKASIE BOROUGH COUNCIL

COUNCIL INFORMATION SUMMARY

Item #12C

SUBJECT:	Update on Borough Manager Search
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Personnel and Policy
INITIATED BY:	

An update will be provided on Monday night on the Borough Manager search.

PERKASIE BOROUGH COUNCIL

COUNCIL ACTION SUMMARY

Item #13A

SUBJECT:	Consider Payment of the Bills
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Finance
INITIATED BY:	Rebecca Deemer, Finance Director

BACKGROUND:

Attached you will find the bill lists for July 27,2026 and August 3, 2026.

BUDGET IMPACT:

RECOMMENDATION: Approve the payment of the bills for July 27, 2026 and August 3, 2026.

MOTION/RESOLUTION: Motion to approve the payment of the bills for July 27,2026 and August 3, 2026.

1) Motion by: ______________________ Seconded by: _______________

VENDOR NO / TRANS. NO	VENDOR NAME / INVOICE NO	INVOICE DESC.	ACCOUNT NO		DUE DATE	VOUCHER AMOUNT	PAID	EFT	DP
0000005959	Abigael Kiala								
VC-00065814	04300009.00	Electric Final Bill Deposit Refund	07.200.100		07/27/2026	154.82			
0000005959	Abigael Kiala			Vendor Total:	154.82				
0000002915	Anthony Gro								
VC-00065829	Training Lunch	Reimburse Training Lunch	01.410.421		07/27/2026	16.95			
0000002915	Anthony Gro			Vendor Total:	16.95				
0000000018	B.R. Scholl Sales & Service, Inc.								
VC-00065820	119953	Electric Tk#21 Repair AC	07.442.370		07/27/2026	900.20			
0000000018	B.R. Scholl Sales & Service, Inc.			Vendor Total:	900.20				
0000004084	Britton Industries								
VC-00065822	1476405-IN	Yard Waste 40 Yd. Roll Off	05.428.368		07/27/2026	722.29			
VC-00065788	1474516-IN	Yard Waste Removal of Wood	05.428.368		07/27/2026	150.00			
0000004084	Britton Industries			Vendor Total:	872.29				
0000000135	Clemens Uniform								
VC-00065825	1784534	PW Uniforms	01.438.238		07/27/2026	197.02			
VC-00065818	1781963	PW Uniforms	01.438.238		07/27/2026	197.02			
VC-00065789	1783294	MAC Floor Mat Rentals	04.452.450		07/27/2026	101.44			
0000000135	Clemens Uniform			Vendor Total:	495.48				
0000005960	Evan Wilcox								
VC-00065815	Reimbursement	Reimburse IdentoGO Fee - New Hire PW	01.438.480		07/27/2026	24.95			
0000005960	Evan Wilcox			Vendor Total:	24.95				
0000001232	GDS Associates, Inc.								
VC-00065819	0251000	Solar Feasibility Review 5/30-6/26/26	07.442.313		07/27/2026	22,234.27			
0000001232	GDS Associates, Inc.			Vendor Total:	22,234.27				
0000001996	Gilmore & Associates, Inc.								
VC-00065807	PS-INV2608603	General Services thru 6/30/26	01.408.310		07/27/2026	1,224.50			
VC-00065833	PS-INV2608590	W. Park Ave Green Light Go Grant	30.408.310		07/27/2026	4,213.51			
VC-00065797	PS-INV2608593	Kulp Park Engineering thru 6/30/26	30.451.701		07/27/2026	739.00			
VC-00065802	PS-INV2608598	104 S. 2nd Street Reimbursable	01.250.200		07/27/2026	585.00			
VC-00065804	PS-INV2608600	BTM Solar Project thru 6/30/26	07.442.313		07/27/2026	2,875.50			
VC-00065803	PS-INV2608599	2026 Paving Program	15.408.310		07/27/2026	2,222.50			
VC-00065794	PS-INV2608589	Covered Bridge thru 6/30/26	30.451.705		07/27/2026	1,802.50			
VC-00065801	PS-INV2608597	PRA Reservoir Pump Station	01.250.200		07/27/2026	1,263.00			
VC-00065808	PS-INV2608604	General Planning thru 6/30/26	01.414.450		07/27/2026	4,287.89			
VC-00065799	PS-INV2608595	Economic Plan Dev Update thru 6/30	30.451.708		07/27/2026	612.20			
VC-00065790	PS-INV2608584	MS4 thru 6/30/26	30.440.710		07/27/2026	1,296.02			
VC-00065791	PS-INV2608585	Kay Builders Constitution Square Reimbur	01.250.200		07/27/2026	1,539.00			
VC-00065805	PS-INV2608601	609 S. 5th Street Reimbursable	01.250.200		07/27/2026	506.50			
VC-00065834	PS-INV2608591	W. Park Ave TASA Grant	30.408.310		07/27/2026	2,509.18			
VC-00065806	PS-INV2608602	50 S. 3rd Street Reimbursable	01.250.200		07/27/2026	370.00			

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VENDOR NO / TRANS. NO	VENDOR NAME / INVOICE NO	INVOICE DESC.	ACCOUNT NO			DUE DATE	VOUCHER AMOUNT	PAID	EFT	DP
VC-00065792	PS-INV2608586	Green Ridge Estates East Reimbursable	01.250.200			07/27/2026	324.00			
VC-00065800	PS-INV2608596	108 N. Ridge Rd. Reimbursable	01.250.200			07/27/2026	343.51			
VC-00065798	PS-INV2608594	505 Constitution Ave Reimbursable	01.250.200			07/27/2026	1,324.50			
VC-00065796	PS-INV2608587	Zoning Services thru 6/30/26	01.414.451			07/27/2026	202.50			
VC-00065793	PS-INV2608588	Green Ridge Estates West Reimbursable	01.250.200			07/27/2026	243.00			
VC-00065795	PS-INV2608592	1229 N. Ridge Rd Reimbursable	01.250.200			07/27/2026	108.01			
0000001996	Gilmore & Associates, Inc.			Vendor Total:	28,591.82					
0000000937	J.P. Mascaro & Sons									
VC-00065823	56135	Single Stream Recycling 7/14 & 7/16	05.426.367			07/27/2026	551.25			
VC-00065817	56074	Single Stream Recycling 7/2, 7/7, 7/9/26	05.426.367			07/27/2026	910.35			
VC-00065816	601716	Single Stream Recycling Open Top 7/6	05.426.367			07/27/2026	426.65			
0000000937	J.P. Mascaro & Sons			Vendor Total:	1,888.25					
0000005920	Josephine Paulovic									
VC-00065832	13920007.00	Reissue Lost Electric Deposit Refund Ch	07.200.100			07/27/2026	156.66			
0000005920	Josephine Paulovic			Vendor Total:	156.66					
0000000505	Mad Science of West New Jersey									
VC-00065810	1215993	Summer Camp Eureka Flight to Future x 1	01.451.247			07/27/2026	2,210.00			
0000000505	Mad Science of West New Jersey			Vendor Total:	2,210.00					
0000005717	Modular Magic LLC									
VC-00065809	104	Magic Show Park & Rec Fire Hall	01.451.247			07/27/2026	400.00			
0000005717	Modular Magic LLC			Vendor Total:	400.00					
0000005643	Paymentus Corporation									
VC-00065827	INV-15-181401	June 2026 Transaction Fees	05.427.390			07/27/2026	17.00			
VC-00065826	INV-15-174710	Reissue Lost Check Jan Trans Fees	05.427.390			07/27/2026	16.50			
0000005643	Paymentus Corporation			Vendor Total:	33.50					
0000000115	Perkasie Borough Police Petty Cash									
VC-00065830	Petty Cash Reimb	Training Lunches/Supplies/Postage/Crime	01.410.215			07/27/2026	23.79			
VC-00065830	Petty Cash Reimb	Training Lunches/Supplies/Postage/Crime	01.410.421			07/27/2026	38.90			
VC-00065830	Petty Cash Reimb	Training Lunches/Supplies/Postage/Crime	01.410.210			07/27/2026	25.76			
0000000115	Perkasie Borough Police Petty Cash			Vendor Total:	88.45					
0000000042	Postmaster									
VC-00065831	Permit #116	Replenish Electric Postage Permit	07.442.215			07/27/2026	1,800.00			
0000000042	Postmaster			Vendor Total:	1,800.00					
0000000130	Southeastern Pennsylvania Transportation Auth									
VC-00065813	147984	Lease 8th & Market Parking Lot	01.445.380			07/27/2026	799.76			
0000000130	Southeastern Pennsylvania Transportation Auth			Vendor Total:	799.76					
0000004126	Stratix Systems, Inc.									

VENDOR NO / TRANS. NO	VENDOR NAME / INVOICE NO	INVOICE DESC.	ACCOUNT NO		DUE DATE	VOUCHER AMOUNT	PAID	EFT	DP
VC-00065828	699817	Police IT Services 7/6/26	01.410.452		07/27/2026	42.00			
0000004126	Stratix Systems, Inc.			Vendor Total:	42.00				
0000005704	Tracey Christman-Epting								
VC-00065811	8/15/26	DJ Car Show Walnut St.	01.451.501		07/27/2026	250.00			
0000005704	Tracey Christman-Epting			Vendor Total:	250.00				
0000000101	Tri-State Elevator Co. Inc.								
VC-00065812	158387	Monthly Elevator Maintenance July	01.409.374		07/27/2026	151.38			
0000000101	Tri-State Elevator Co. Inc.			Vendor Total:	151.38				
0000000732	UniFirst Corporation								
VC-00065821	1290315091	Electric Uniforms	07.442.238		07/27/2026	274.84			
0000000732	UniFirst Corporation			Vendor Total:	274.84				
0000000002	Waste Management								
VC-00065824	0016997-1062-8	Municipal Waste Disposal 7/1-7/15/26	05.427.367		07/27/2026	12,075.37			
0000000002	Waste Management			Vendor Total:	12,075.37				

Report Total:	73,460.99
Unpaid Report Total:	73,460.99
Paid Report Total:	0.00

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VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO		DUE DATE	VOUCHER AMOUNT	PAID	EFT	DP
0000005782	Amazon Capital Services								
VP-00000438	1L1Y-GCRD-JQQM	Events Supplies	01.451.501		07/24/2026	9.49		X	
VP-00000442	1HNW-4WXH-K73T	MAC Janitorial Supplies	04.452.247		07/24/2026	75.94		X	
VP-00000436	1TDVTVTP-NLWH	MAC Carnival Supplies	04.452.300		07/20/2026	48.59		X	
VP-00000435	1VHF-FJCK-7NFC	PW Outdoor Flag Bunting	01.454.250		07/20/2026	107.80		X	
VP-00000409	1GD7-MMV9-YQ94	Admin Office Supplies	01.405.210		07/15/2026	96.99		X	
VP-00000440	1YKR-HY96-NGTN	MAC Toilet Paper	04.452.247		07/21/2026	60.98		X	
VP-00000446	1WC6-YLRJ-7X1R	Events Supplies	01.451.501		07/23/2026	56.96		X	
VP-00000448	14PX-1RMM-CDGL	Event Supplies	01.451.501		07/27/2026	84.72		X	
VP-00000452	1VLD-PDP9-NG9H	Park & Rec Event Glow Sticks	01.451.247		07/28/2026	37.88		X	
VP-00000437	17NK-Q3GL-KXDQ	Retirement Gift H. Stone	01.487.220		07/24/2026	67.99		X	
VP-00000441	13NF-3HP4-CG6C	MAC Key chains	04.452.300		07/24/2026	59.75		X	
VP-00000447	1XVD-D94Q-TF3G	Credit Event Supplies	01.451.501		07/27/2026	-21.99		X	
VP-00000449	141V-3F1Q-D4KC	Police Boots - Nyce & Richter	01.410.238		07/28/2026	365.10		X	
VP-00000439	1CM6-KQT3-NXRC	MAC First Aid Supplies	04.452.247		07/13/2026	97.98		X	
0000005782	Amazon Capital Services			Vendor Total:	1,148.18				
0000002467	AMP Inc.								
VP-00000431	1015748	Power Purchases June 2026	07.442.362		07/31/2026	2,452.10		X	
VP-00000431	1015748	Power Purchases June 2026	07.442.361		07/31/2026	461,708.81		X	
0000002467	AMP Inc.			Vendor Total:	464,160.91				
0000000069	Comcast								
VP-00000433	53456	PW Bundled Svcs 7/7-8/6/26	01.438.480		07/20/2026	275.55		X	
VP-00000432	164824	MAC Internet & Wifi 7/9-8/8/26	04.452.321		07/20/2026	232.40		X	
VP-00000434	53282	Substation Bundled Svcs 7/12-8/11/26	07.442.450		07/20/2026	375.23		X	
VP-00000444	48464	Boro Hall Bundled Svcs 7/11-8/10/26	01.405.450		07/24/2026	411.46		X	
0000000069	Comcast			Vendor Total:	1,294.64				
0000002414	De Lage Landen Financial Services, Inc.								
VP-00000410	597845532	Police Copier Contract	01.410.452		07/21/2026	166.85		X	
0000002414	De Lage Landen Financial Services, Inc.			Vendor Total:	166.85				
0000000152	Pennsylvania Municipal Retirement System								
VP-00000450	09-099-3P Jul 2026	Police Employee Contributions July 2026	01.214.000		07/31/2026	8,030.04		X	
VP-00000451	09-099-3N Jul 26	Non Uniform Employee Contributions	01.214.000		07/31/2026	4,302.99		X	
0000000152	Pennsylvania Municipal Retirement System			Vendor Total:	12,333.03				
0000005050	WageWorks, Inc.								
VP-00000443	INV9237751	Employee HRA & Flex Reimbursements	90.200.200		07/21/2026	105.90		X	
VP-00000445	INV9269747	Employee HRA & Flex Reimbursements	90.200.200		07/28/2026	263.22		X	
VP-00000445	INV9269747	Employee HRA & Flex Reimbursements	90.200.300		07/28/2026	66.60		X	
VP-00000443	INV9237751	Employee HRA & Flex Reimbursements	90.200.300		07/21/2026	224.35		X	
0000005050	WageWorks, Inc.			Vendor Total:	660.07				

Report Total: 479,763.68
Unpaid Report Total: 479,763.68

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			Paid Report Total:	0.00					

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VENDOR NO / TRANS. NO	VENDOR NAME / INVOICE NO	INVOICE DESC.	ACCOUNT NO		DUE DATE	VOUCHER AMOUNT	PAID	EFT	DP
0000000475	A. J. Dembrosky Co., Inc.								
VC-00065863	6431	Service Call Open Blocked Roof Vent	07.442.250		08/03/2026	292.00			
0000000475	A. J. Dembrosky Co., Inc.			Vendor Total:	292.00				
0000001221	AFSCME Council 13								
VC-00065868	July 2026	July Employee Due Remittance	01.218.000		08/03/2026	1,376.00			
0000001221	AFSCME Council 13			Vendor Total:	1,376.00				
0000004529	Alexandra Sosa								
VC-00065841	Recycle Container	Replace Recycling Container broken by	05.427.250		08/03/2026	31.78			
0000004529	Alexandra Sosa			Vendor Total:	31.78				
0000005963	Audio Video Specialists								
VC-00065858	7/27/26	Movie In the Park	01.451.247		08/03/2026	600.00			
0000005963	Audio Video Specialists			Vendor Total:	600.00				
0000000289	Basement Graphics								
VC-00065866	7/23/26	75 Car Show Shirts	01.451.501		08/03/2026	782.75			
0000000289	Basement Graphics			Vendor Total:	782.75				
0000004803	Bill Ihling								
VC-00065869	9/5/26	Farmers Market Performer	01.451.501		08/03/2026	80.00			
0000004803	Bill Ihling			Vendor Total:	80.00				
0000004084	Britton Industries								
VC-00065871	1479549-IN	Yard Waste Tipping Fees	05.428.368		08/03/2026	738.22			
VC-00065835	1477474-IN	Yard Waste 40 Yd. Roll Off & Tipping Fee	05.428.368		08/03/2026	654.15			
0000004084	Britton Industries			Vendor Total:	1,392.37				
0000004547	Chadwick Service Company								
VC-00065839	106249	2nd Floor Duct Dampers & HVAC Roof Uni	01.409.370		08/03/2026	495.00			
VC-00065883	106248	Police Repair Rooftop HVAC Unit	01.410.373		08/03/2026	547.70			
0000004547	Chadwick Service Company			Vendor Total:	1,042.70				
0000005415	Chess Wizards Inc.								
VC-00065856	9682	Chess Camps 7/20-7/24/26	01.451.247		08/03/2026	4,095.00			
0000005415	Chess Wizards Inc.			Vendor Total:	4,095.00				
0000000135	Clemens Uniform								
VC-00065885	1785816	PW Uniforms	01.438.238		08/03/2026	197.02			
VC-00065878	1785819	Boro Hall Floor Mat Rentals	01.409.450		08/03/2026	48.86			
0000000135	Clemens Uniform			Vendor Total:	245.88				
0000000053	Davidheiser's Inc.								
VC-00065846	31380	Police Stop Watch Speed Tests & Certs.	01.410.260		08/03/2026	200.00			
0000000053	Davidheiser's Inc.			Vendor Total:	200.00				

VENDOR NO / TRANS. NO	VENDOR NAME / INVOICE NO	INVOICE DESC.	ACCOUNT NO		DUE DATE	VOUCHER AMOUNT	PAID	EFT	DP
0000000100	Delaware Valley Health Trust								
VC-00065884	32136	August Medical/Rx/Dental Premiums	04.452.196		08/03/2026	326.76			
VC-00065884	32136	August Medical/Rx/Dental Premiums	05.427.199		08/03/2026	500.59			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.402.199		08/03/2026	447.53			
VC-00065884	32136	August Medical/Rx/Dental Premiums	07.442.196		08/03/2026	13,478.57			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.405.199		08/03/2026	172.13			
VC-00065884	32136	August Medical/Rx/Dental Premiums	07.442.199		08/03/2026	984.40			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.401.199		08/03/2026	129.11			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.414.199		08/03/2026	240.98			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.438.199		08/03/2026	889.96			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.414.196		08/03/2026	4,574.58			
VC-00065884	32136	August Medical/Rx/Dental Premiums	07.390.300		08/03/2026	-837.14			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.451.199		08/03/2026	197.96			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.390.300		08/03/2026	-7,534.23			
VC-00065884	32136	August Medical/Rx/Dental Premiums	04.452.199		08/03/2026	189.33			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.410.199		08/03/2026	3,049.92			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.451.196		08/03/2026	3,546.30			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.402.196		08/03/2026	4,522.89			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.438.196		08/03/2026	14,881.54			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.222.000		08/03/2026	10,861.12			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.410.196		08/03/2026	68,498.96			
VC-00065884	32136	August Medical/Rx/Dental Premiums	05.427.196		08/03/2026	8,370.88			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.401.196		08/03/2026	1,816.53			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.405.196		08/03/2026	2,562.38			
VC-00065884	32136	August Medical/Rx/Dental Premiums	01.410.531		08/03/2026	1,175.43			
0000000100	Delaware Valley Health Trust			Vendor Total:	133,046.48				
0000003299	Delaware Valley Property & Liability Trust								
VC-00065855	#PREM26-PERK3	3rd Qtr Property & Liability Premiums	01.486.351		08/03/2026	15,082.06			
VC-00065855	#PREM26-PERK3	3rd Qtr Property & Liability Premiums	07.442.352		08/03/2026	8,428.21			
VC-00065855	#PREM26-PERK3	3rd Qtr Property & Liability Premiums	01.410.350		08/03/2026	20,848.73			
0000003299	Delaware Valley Property & Liability Trust			Vendor Total:	44,359.00				
0000001712	Delaware Valley WC Trust								
VC-00065854	#WCPREM26-PERK3	3RD Qtr Workers Comp Premiums	01.410.195		08/03/2026	21,882.03			
VC-00065854	#WCPREM26-PERK3	3RD Qtr Workers Comp Premiums	07.442.354		08/03/2026	8,845.92			
VC-00065854	#WCPREM26-PERK3	3RD Qtr Workers Comp Premiums	01.486.354		08/03/2026	15,829.55			
0000001712	Delaware Valley WC Trust			Vendor Total:	46,557.50				
0000000064	Earthborne Inc.								
VC-00065842	E06351	PW Skid Steer Loader	30.440.700		08/03/2026	68,001.48			
0000000064	Earthborne Inc.			Vendor Total:	68,001.48				
0000001232	GDS Associates, Inc.								
VC-00065890	0251220	Power Supply Planning 5/30-6/26/26	07.442.450		08/03/2026	3,747.15			
0000001232	GDS Associates, Inc.			Vendor Total:	3,747.15				

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VENDOR NO TRANS. NO	VENDOR NAME INVOICE NO	INVOICE DESC.	ACCOUNT NO		DUE DATE	VOUCHER AMOUNT	PAID	EFT	DP
0000002517	H&K Materials								
VC-00065873	52550	1.07 Tons Green Patch	01.438.245		08/03/2026	165.85			
0000002517	H&K Materials			Vendor Total:	165.85				
0000000937	J.P. Mascaro & Sons								
VC-00065872	56185	Single Stream Recycling 7/21 & 7/23/26	05.426.367		08/03/2026	547.05			
0000000937	J.P. Mascaro & Sons			Vendor Total:	547.05				
0000001322	Joe Nowosielski								
VC-00065888	34026	Theatre Camp 7/27-7/31 & 8/3-8/7	01.451.247		08/03/2026	4,455.00			
0000001322	Joe Nowosielski			Vendor Total:	4,455.00				
0000004962	Julia Melito								
VC-00065870	9/12/26	Farmers Market Performer	01.451.501		08/03/2026	80.00			
0000004962	Julia Melito			Vendor Total:	80.00				
0000005962	Kayla Haas								
VC-00065845	12272010.00	Electric Final Bill Deposit Refund	07.200.100		08/03/2026	155.23			
0000005962	Kayla Haas			Vendor Total:	155.23				
0000000401	Kershaw & Fritz Tire Service Inc.								
VC-00065838	1-GS 40246	Police Tires	01.410.254		08/03/2026	1,180.32			
0000000401	Kershaw & Fritz Tire Service Inc.			Vendor Total:	1,180.32				
0000005888	Kevin Kershaw								
VC-00065867	7/27/26	Car Show Poster, T-Shirt, Dash Plaque, F	01.451.501		08/03/2026	400.00			
0000005888	Kevin Kershaw			Vendor Total:	400.00				
0000000043	Labelcraft Press, Inc.								
VC-00065850	26271	Toter Payment Overdue Tags	05.427.250		08/03/2026	120.00			
0000000043	Labelcraft Press, Inc.			Vendor Total:	120.00				
0000000773	Landis Fence Co.								
VC-00065857	221214	Park Rails & Posts	01.454.250		08/03/2026	258.50			
VC-00065840	221205	Park Hemlock Rails & Posts	01.454.250		08/03/2026	288.00			
0000000773	Landis Fence Co.			Vendor Total:	546.50				
0000005961	Law Enforcement Accreditation Services LLC								
VC-00065837	1381	PLEAC Consulting	01.410.249		08/03/2026	6,000.00			
0000005961	Law Enforcement Accreditation Services LLC			Vendor Total:	6,000.00				
0000003153	Louisa M. Elle Gyandoh								
VC-00065853	8/22/26	Farmers Market Musician	01.451.501		08/03/2026	80.00			
0000003153	Louisa M. Elle Gyandoh			Vendor Total:	80.00				

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0000004867	Lynne Nugent								
VC-00065852	8/29/26	Farmers Market Performer Fools & Prophe	01.451.501		08/03/2026	80.00			
0000004867	Lynne Nugent			Vendor Total:	80.00				
0000000404	MAGLOCLEN, Inc.								
VC-00065879	14406	Annual Membership Fee 7/1/26-6/30/27	01.410.421		08/03/2026	400.00			
0000000404	MAGLOCLEN, Inc.			Vendor Total:	400.00				
0000005298	Matt's Heavy Duty Mobile Diagnostics								
VC-00065886	1020016	PW Chipper Repair	01.454.370		08/03/2026	3,671.70			
VC-00065887	1020042	Refuse Tk#11 Speed Sensor	05.427.250		08/03/2026	871.34			
0000005298	Matt's Heavy Duty Mobile Diagnostics			Vendor Total:	4,543.04				
0000000283	Philadelphia Business Forms Company								
VC-00065860	12146	Electric Late Notices/Shut Off/Bills Printing	07.442.342		08/03/2026	5,189.15			
0000000283	Philadelphia Business Forms Company			Vendor Total:	5,189.15				
0000005658	Play-Well TEKnologies								
VC-00065851	DB28621	Dino Design & Jurassic Engineering	01.451.247		08/03/2026	3,220.00			
0000005658	Play-Well TEKnologies			Vendor Total:	3,220.00				
0000003376	Robert E. Little, Inc.								
VC-00065875	05-1283036	PW JDC Parts	01.454.370		08/03/2026	98.12			
0000003376	Robert E. Little, Inc.			Vendor Total:	98.12				
0000005964	Slenicki Management LLC								
VC-00065865	7/23/26	Storytime w/ Ms. Rachel 7/23/26	01.451.247		08/03/2026	200.00			
0000005964	Slenicki Management LLC			Vendor Total:	200.00				
0000004126	Stratix Systems, Inc.								
VC-00065882	700032	Police IT Services July	01.410.452		08/03/2026	968.75			
VC-00065881	700300	Police Remote IT Services 7/13/26	01.410.451		08/03/2026	126.00			
0000004126	Stratix Systems, Inc.			Vendor Total:	1,094.75				
0000002566	Stuart C. Irby Co.								
VC-00065848	S014637981.003	Electric Wire	07.442.253		08/03/2026	481.60			
VC-00065849	S014637981.002	Electric Wire	07.442.253		08/03/2026	625.54			
VC-00065847	S014653600.001	Electric Wire	07.442.239		08/03/2026	2,605.72			
VC-00065861	S014637981.001	Electric Hardware & Parts	07.442.253		08/03/2026	685.15			
0000002566	Stuart C. Irby Co.			Vendor Total:	4,398.01				
0000005582	The Southern Company								
VC-00065889	Quote 52641	Deposit 16 Stacking Chairs	04.452.374		08/03/2026	367.44			
0000005582	The Southern Company			Vendor Total:	367.44				
0000002100	Trumbauers Lawn & Garden								

Check Register #16 – August 3, 2026

BOROUGH OF PERKASIE

VENDOR NO / TRANS. NO	VENDOR NAME / INVOICE NO	INVOICE DESC.	ACCOUNT NO		DUE DATE	VOUCHER AMOUNT	PAID	EFT	DP
VC-00065874	604294	PW Spindle Assembly	01.454.370		08/03/2026	225.99			
VC-00065877	604276	PW Parts	01.454.370		08/03/2026	48.55			
VC-00065876	604274	PW Electric Clutch	01.454.370		08/03/2026	558.56			
0000002100	Trumbauers Lawn & Garden			Vendor Total:	833.10				
0000005697	Twin Rocks Water								
VC-00065836	7683976	PW Bottled Water Delivery	01.438.480		08/03/2026	86.93			
VC-00065843	763998	Boro Hall 2nd Floor Bottled Water	01.409.450		08/03/2026	77.96			
VC-00065880	7683973	Police Bottled Water Delivery	01.410.210		08/03/2026	96.91			
VC-00065844	7683972	Boro Hall 1st Floor Bottled Water Delivery	01.409.450		08/03/2026	54.97			
VC-00065862	7683983	Electric Bottled Water Delivery	07.442.450		08/03/2026	112.91			
0000005697	Twin Rocks Water			Vendor Total:	429.68				
0000000732	UniFirst Corporation								
VC-00065864	1290316438	Electric Uniforms	07.442.238		08/03/2026	274.16			
0000000732	UniFirst Corporation			Vendor Total:	274.16				
0000000662	Verizon Wireless								
VC-00065859	6148831314	Electric AMI Meters 6/18-7/17/26	07.442.450		08/03/2026	118.04			
0000000662	Verizon Wireless			Vendor Total:	118.04				

Report Total:	340,825.53
Unpaid Report Total:	340,825.53
Paid Report Total:	0.00

PERKASIE BOROUGH COUNCIL

COUNCIL INFORMATION SUMMARY

Item #13B

SUBJECT:	Budget Planning Schedule
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Finance Committee
INITIATED BY:	Rebecca Deemer, Finance Director

For your reference, attached is the 2027 budget planning schedule approved by Council at the April 6, 2026 meeting.

BOROUGH OF PERKASIE

TO: Andrea Coaxum, Borough Council, Mayor, Dept. Heads
FROM: Rebecca Deemer
DATE: March 2, 2026
CC: M. McShane
RE: Budget Planning Schedule-2027

Below is a list of critical dates related to the 2027 Budget. Strict adherence to the due dates is essential for the timely completion of the budget. Thank you in advance for your assistance.

July 27, 2026	Budget worksheets to Department Heads.
August 10, 2026	Andrea & Rebecca to begin meeting with Department Heads Detailed schedule to be published.
Sept 14, 2026	Deliver First Draft to Finance Committee.
Sept 21, 2026 (4:00 PM)	Public Meeting - Finance Committee. Public Works, Refuse, Police, Admin & Finance-Regular & Capital
Oct 5, 2026 (4:00 PM)	Public Meeting - Finance Committee. Electric, Menlo, Parks & Rec – Regular & Capital
Oct 19, 2026 (4:00 PM)	Optional - Public Meeting – Finance Committee.
Nov 2, 2026	First Draft Preliminary Budget to Megan for Packet
Nov 16, 2026	Council Meeting – Targeted approval of Preliminary Budget.
Nov 17, 2026	Advertise budget for at least 10 calendar days before approval.
Dec 7, 2026	Council Meeting – Finance Committee recommends approval of Final Budget.
Dec 21, 2026	Council Meeting – Approval of Final Budget

Please advise if there are any conflicts as soon as possible.

PERKASIE BOROUGH COUNCIL

COUNCIL ACTION SUMMARY

Item #14A

SUBJECT:	Consider Special Event Permit Application – The Craftery Market
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Economic Development Committee
INITIATED BY:	Linda Reid

BACKGROUND:

The Craftery Market has hosted an annual craft and vendor Holiday event in Perkasie every November since 2021. Their application to host The Craftery Market on November 21st, 2026 is in the Council packet.

The application has been reviewed by the Department Heads and has been circulated to the Economic Development and the Public Safety Committees of Council for their information.

The event is well received by the community, draws visitors to Perkasie and supports the Borough's businesses, many of which run specials and sales during the event. The organizer is experienced and professional with a strong track record of successful events.

BUDGET IMPACT: The Craftery Market have paid the Special Event application fee and will pay the Transient Retail License fees to the Borough when they have confirmed the total number of vendors, and before the event is held.

RECOMMENDATION: Council should approve The Craftery Market Special Event Application for Saturday November 21st.

MOTION/RESOLUTION: Motion to approve The Craftery Market Special Event Application for an event in Perkasie's town center on Saturday November 21st.

1) Motion by: ______________________ Seconded by: _______________

BOROUGH OF PERKASIE

RECEIVED

620 W Chestnut Street (215) 257-5065
PO Box 96 Fax (215) 257-6875
Perkasie, Pa. 18944-0096

JUL 20 2026

BOROUGH OF PERKASIE

SPECIAL EVENT PERMIT APPLICATION

Complete all questions and return application form with all required and supplemental attachments to Perkasie Borough at least 90 days prior to the event. An initial fee is due at the time of application, per the Borough's fee schedule. Perkasie Borough will provide an invoice when the permit is approved, detailing an estimate of additional fees. Perkasie Borough reserves the right to add services during the event if we deem it necessary for event safety then invoice a final balance.

1. APPLICANT INFORMATION – the Primary Contact is the person who is to be contacted regarding the application or event	
Primary Contact Name: Stephanie Emr	
Primary Contact Address: 328 Ridge Valley Rd	
City: Sellersville	State: Zip: PA 18960
Primary Contact Email: thecrafterymarkets@gmail.com	

Event Name: The Craftery Market	Type of Event: Craft Fair
Are you representing a Host Organization? No	Is this organization a non-profit? No
If so, list name address and phone below:	Is this organization a private/for-profit entity? Yes
Organization Name:	Purpose of Event: Shopping
Organization Address:	
Organization Contact Person:	Email:
Organization Phone:	

2. GENERAL EVENT INFORMATION	
Date of event: 11/21/26	Rain Date: none
Event Duration (start date & time – end date & time): 10-3	
Estimated Attendance (include organizers, volunteers, attendees, spectators etc): 1000	
Site Arrival / Set Up time: 6am	Site Departure: 4pm
Will a registration /entry fee be charged. If yes, how much? Yes to vendor, no to attendees	

3. EVENT DESCRIPTION

Is this a fixed or moving event (ie, run / bike ride, etc.): fixed

Event Description (provide a description of the proposed event including activities, entertainers, vendors, facilities, etc):

The Craftery Market is a high end craft fair with local vendors selling handmade goods. The day will also include live music and food trucks.

4. SITE PLAN / DIAGRAM

ATTACHMENT REQUIRED: (all events require a site map of affected areas, showing placement of the following features as applicable).

- Event permits do not confer the right to use private property. Applicant should seek permission and provide documentation from property owner(s) if they wish to use private property in the Borough.

• Check-in / Gate(s) and/or Entrances	• Command Center / Headquarters	• Street Crossings
• Comfort Stations (portable toilets)	• Vendor Booths	• Security / Emergency
• Stages / Other Performance Areas	• Fencing	• First Aid / Medical Stations
• Dumpsters/ Trash & Recycling Containers	• Food & Beverage Concessions	• Fire Extinguishers
• Tents & Trailers	• Street closures & Parking Restrictions	• Other Event Components not listed here
• Event Parking	• Other (specify):	

ATTACHMENTS REQUIRED:
If this is a MOVING EVENT or will CROSS ANY ROADWAYS, please provide a detailed route description from start to finish. Provide a letter with approval from property owner(s) if part of the event is on private property.

Starting Location:	Finishing Location:

5. COMFORT STATIONS / PORTA POTTIES

- The applicant is responsible for addressing the needs for the event. Your portable sanitation service contractor will help you plan properly.
- Applicant must provide portable restroom facilities unless you can substantiate the sufficient availability of both ADA-accessible and regular facilities in the immediate area that will be available to the public. • No less than one (1) ADA accessible restroom should be placed in each location designated for restroom facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom is placed in a location it must be ADA-accessible. An accessible route to each restroom location must be provided.

Number of Units: 2	Delivery date: 11/20	Pickup date: 11/23
Name of sanitation supplier: Port a Bowl		Emergency Contact (day of): 215 766 8164

6. ELECTRICAL SERVICE

Perkasie Borough electric may be used ONLY with the express consent of Council, which shall have the authority to refuse consent in any instance.

Perkasie Borough Electric Service

- Perkasie Borough provides electrical service on request. An hourly rate is established in the Borough's Fee Schedule.
- An estimate for setup and breakdown of electrical outlets will be provided upon application and an initial fee is required at that time.
- Any balances for actual time worked will be invoiced after the event has taken place.

Electric Service Requested: Yes / No NO	Mark locations on sketch map.

7. TRASH & RECYCLING SERVICE

- The applicant is responsible for leaving the area in an "as good or better condition" than the site was found prior to the event.
- Perkasie Borough is a mandated community under PA Act 101. Applicants must ensure that recyclables generated at the event are recycled. (aluminum cans, glass, cardboard, etc.)
- Applicant is responsible for the removal of all trash, litter, debris, etc. associated with the event. Applicant must supply an adequate number of trash and recycling receptacles and remove trash & other event debris from the site immediately on conclusion of the event.

- Placement of dumpsters requires a dumpster permit. Contact Borough office for an application form. • Perkasie Borough reserves the right to invoice the applicant for removal of trash or debris if necessary.

Perkasie Borough Trash & Recycling Service • Perkasie Borough provides trash & recycling service upon request. An hourly rate for this service is established in the Borough's Fee Schedule. • An estimate for trash & recycling container distribution & pickup, and trash/recycling collection will be provided upon application and an initial fee is required at that time. • Any balances for actual time worked will be invoiced after the event has taken place.	
Trash & Recycling Service Requested: Yes / No NO	Mark # & locations on sketch map.

8. ROAD CLOSURES & TRAFFIC CONTROL

THE APPLICANT IS RESPONSIBLE FOR PROVIDING ADEQUATE MEASURES TO ENSURE THE SAFETY OF PEDESTRIANS AT THE EVENT.

ROAD CLOSURES

Roads may be closed only with the express approval of Perkasie Borough Council.
Applicant is responsible for ensuring roads are closed as approved, including erecting and taking down barricades. Roads & sidewalks must be left clear and open after the event.

- Perkasie Borough provides road barricades and cones on request. We will drop barricades and cones at specified locations and collect them after the event. An hourly rate is established in the Borough's Fee Schedule.
- An estimate for drop off and collection of barricades & cones will be provided upon application and an initial fee is required at that time.
- Any balances for actual time worked will be invoiced after the event has taken place.

Barricades Requested: Yes / No 7	Mark # & locations on sketch map.
Cones Requested: Yes / No 5	Mark # & locations on sketch map.

PEDESTRIAN CROSSING

Applicant is responsible for providing safe crossing at open road crossings where heavy pedestrian traffic is expected. Any personnel must be trained, qualified traffic flaggers and have the necessary safety equipment. • Perkasie Borough provides qualified Crossing Guards on request, and subject to staff availability. An hourly rate is established in the Borough's Fee Schedule.

- Any balances for actual time worked will be invoiced after the event has taken place.

Crossing Guards Requested: Yes / No	# Guards: NO	Mark # & locations on sketch map.

TEMPORARY PARKING RESTRICTIONS

Applicant is responsible for clearly marking any areas with temporary parking restrictions at least 48 hours before the event. Use cable (zip) ties to attach signs - do not use nails, tacks, or staples on electric poles, light poles, trees or any other street furniture. Applicant must remove all signs immediately at the end of the event.

- Perkasie Borough provides high visibility "No Parking" signs on request. A fee per sign is established in the Borough's Fee Schedule

No Parking Signs Requested: Yes / No NO	# of signs:

EVENT PARKING

- Applicant is required to provide a parking plan, showing parking locations for staff, volunteers, attendees.
- Provide details of any Park & Ride parking locations and shuttle routes / drop off points:

9. MITIGATION OF IMPACT

ATTACHMENTS REQUIRED:

- Describe mitigation measures for potentially negative consequences imposed by the event.
- Include a draft sample of any notices to residents & businesses and a proposed list of recipients
- Provide a sketch map showing any detours or traffic redirection.

10. TEMPORARY FIXED VENDORS

Temporary Fixed Vendors require a Transient Retail License to do business on the public right of way. That means any truck, trailer, sidewalk cart or temporary booth where food, beverages and/or other goods, wares or services are sold in a fixed location within the Borough on a temporary basis.

- Applicants are responsible for ensuring temporary Food & Beverage businesses have the required Bucks County Health Department Licenses, PLCB licenses, and any other permits needed for their operation.
- Applicant is required to estimate the number of vendors that will be in attendance and pay a summary license fee at the time of application. A fee per Vendor is established in the Borough's Fee Schedule.
- Perkasie Borough reserves the right to invoice the applicant for any balance due if the number of Temporary Fixed Vendors is greater than the initial estimate.

Estimated number of Food Trucks / Trailers: 3

Estimated number of For-Profit Vendors: 76

Estimated number of Non-Profit Vendors (no fee): 1

11. ENTERTAINMENT

ATTACHMENTS REQUIRED:

Perkasie Borough encourages a family-friendly atmosphere / environment at Special Events in the Town Center.

- Mark the location of all music and/or entertainment "stages" or areas on the event sketch map.
- For each location, list the type of entertainment and the hours. List areas where amplified music is planned. List group or individual performer names if known.
- List the locations of any animal exhibits or petting zoos. Applicant is responsible for ensuring that conditions in Bucks County and PA Health Department permits are met.

12. EVENT SAFETY AND SECURITY

ATTACHMENTS REQUIRED: The applicant is required to provide a safe and secure environment for the event.

A plan for crowd control and security is required as part of the Event Application. The plan must include at least:
- The location of an Event Command Center. Note how it will be identifiable to attendees.
- The name of the individual in charge at the event. Provide the name & contact information of the Event Coordinator.
- How will you communicate with all attendees in the event of an emergency?
- What is the emergency evacuation plan?
- Where is the location for missing/found persons?
- Will there be sufficient staff at the event for the expected number of attendees? What are the numbers of these staff and how will they be trained on their roles & emergency procedures. How will they communicate with the Event Director in an emergency situation?

Applicant is responsible for notifying emergency services of the event. Attach a draft/sample copy of the notice to this application.

13. POLICE DEPARTMENT

Perkasie Borough may require uniformed/non-uniformed police officers to be on-duty throughout the event. The applicant will be responsible for the cost incurred for these services. We will send an estimate of the hours and an invoice with the event permit approval letter. We reserve the right to invoice the Applicant for the balance of additional Police services provided during the event if we deem them necessary for health, safety and/or security reasons.

Applicant is welcome to schedule a meeting with the Perkasie Borough Chief of Police to discuss the possibility of Police Department support for the event. Call (215) 257-6876 to schedule.

14. FIRE SAFETY

ATTACHMENTS REQUIRED:
- Open fires/burning are not permitted without an additional permit and express approval by Perkasie Borough Council
- Fireworks and Pyrotechnics are not permitted.

Applicant is responsible for notifying the Perkasie Fire Department of all road closures, detours, and access points for emergency service vehicles during the event. Attach a draft/sample copy of the notice to this application.

15. EMERGENCY MEDICAL PLAN

ATTACHMENTS REQUIRED:

- If attendance is expected to be 5,000+ (including staff, volunteers & vendors), an ambulance and fire truck may need to be on scene with backup available should either have to leave the event.
- Consult with the Bucks County Emergency Health Services for their requirements.
- FOR ALL EVENTS: an on-site first aid location must be established. Provide details as an attachment to this application.

Applicant is responsible for notifying local emergency services of all road closures, detours, and access points for emergency service vehicles during the event. Attach a draft/sample copy of the notice to this application.

On-Site Emergency Medical Service: Yes / No NO	Standby Service Notified: Yes / No
If yes, Agency Name:	Agency Phone:

16. WAIVER & INSURANCE

ATTACHMENTS REQUIRED:

Attach a Certificate of Insurance to this application, evidencing at least $1,000,000 in Comprehensive General Liability insurance coverage and naming the Borough of Perkasie as Additionally Insured. Certain kinds of events (eg, parades), and events where alcoholic beverages are served may have additional insurance requirements. It is the responsibility of the Applicant to ensure adequate coverage.

Indemnification:

- To the fullest extent permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough of Perkasie, its elected and appointed officials agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorney's fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Borough.

Waiver of Subrogation

- Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of the Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its invitees

- The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents, and representatives while such property is on, at or adjacent to the premises of the Borough.
- Perkasie Borough shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property while attending the event; all claims for such injury of damage are hereby waived.

Damage to Borough Property

- Applicant assumes full responsibility for taking cognizance of area conditions at the time of the event. Applicant will be responsible for all damages resulting to or from use of the Borough's property. Upon

completion of the Applicant's operations, Applicant agrees to leave the property in the same condition as it existed before operation, or pay for and complete restoration of said property within 15 days of the the completion of the event.

17. FEES & CHARGES ** subject to change

The Perkasie Borough Fee Schedule can be downloaded from:

https://perkasieborough.org/fee-schedule/ The following fees are due **at the time of application (2024):**

Application Fee: For Profit ($100) / Non-Profit ($50):	
Application Fee, additional date ($10 per date):	

The following fees are due **upon permit approval and will be invoiced when the event permit is mailed to the applicant. Fees are listed in the Perkasie Borough Fee Schedule, which is updated annually. An attachment provided with this permit lists the current fees:**

- Electrical Setup & Breakdown
- Trash & Recycling Setup & Collection
- Barricades/Cones Drop Off & Collection
- Per vendor, Temporary Fixed Vendor Fee
- Crossing Guards
- Police Support
- No Parking Signs

Perkasie Borough reserves the right to invoice the Applicant for the balance of any Borough services provided during the event if we deem them necessary for health, safety and/or security reasons.

18. SUBMISSION CHECKLIST (ATTACHMENTS)

o Site Plan	o Parking Plan
o Event Safety & Security Plan	o Entertainment Plan
o Detour / traffic flow plans	o Draft notices to emergency services
o Draft notices to affected residents & businesses	o Certificate of Insurance

Applicant certifies that the information provided on this form is true and correct, has reviewed and agrees to the insurance and waiver statements herein.

Signed: ______________________________ Date of Application: 7/17/26

On behalf of Organization: ______________________________

Event Safety & Security:

A plan for crowd control and security is required as part of the Event Application. The plan must include at least:

- **The location of an Event Command Center. Note how it will be identifiable to attendees**
  - The Event Command Center is marked on the attached event layout and will be identifiable by a sign.
- **The name of the individual in charge at the event. Provide the name & contact information of the Event Director.**
  - Event Director: Steph Emr
  - Phone: 215-208-6704
  - Email: steph@crafterymarket.com
- **How will you communicate with all attendees in the event of an emergency?**
  - Staff members will promptly relay messages to all attendees
- **What is the emergency evacuation plan?**
  - All attendees will be instructed to evacuate the premises in an orderly manner.
- **Where is the location for missing/found persons?**
  - At the event command center marked on the attached event layout

Will there be sufficient staff at the event for the expected number of attendees? Yes

- **What are the numbers of these staff and how will they be trained on their roles & emergency procedures. How will they communicate with the Event Director in an emergency situation?**
  - Yes, there will be approximately 5 staff members on-site. Each team member will receive training on their specific roles and emergency procedures. In the event of an emergency, staff will communicate with the Event Director via phone to ensure a swift and coordinated response.
- **How will you block road closures to ensure pedestrian safety?**
  - We will block each of the three street closures with two parked vehicles and two barricades
  - We will block the entrance into the Shelly's parking lot using a food truck and one barricade
  - We will block the grassy entrance behind the live music with parked vehicles
  - The bank drive-thru will be closed per the police request

Notice to Emergency Services

Dear Emergency Services,

I am writing to inform you about a special event that will be taking place in the downtown area.

Below are the details of the event:

Event Name: The Craftery Market
Event Date: Saturday, November 21, 2026
Event Time: 10am-3pm
Event Location: 7th & Market St Perkasie, PA

Event Director/Owner: Steph Emr
Phone: 215-208-6704
Email: steph@crafterymarket.com

Event Description: The Craftery Market features local artisans and crafters who will showcase and sell their handmade goods. The market is expected to attract 1500-2500 attendees.

Safety and Security Plan:

Event Command Center: Marked on the attached event layout.
Emergency Communication: Staff will relay messages to attendees in case of an emergency.
Evacuation Plan: Attendees will be instructed to evacuate the premises if necessary.
Missing/Found Persons: The Event Command Center will serve as the location for missing and found persons.
Staffing: There will be approximately 5 trained staff members on-site to assist with crowd control and emergency procedures. Staff will communicate with the Event Director via phone in emergencies.

Please find attached the event layout for your reference. We appreciate your assistance in ensuring the safety and security of our event. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,
Steph Emr
Owner of The Craftery Market

Notice to Residents & Businesses

Steph Emr
steph@crafterymarket.com
215-208-6704

Dear Residents and Business Owners,

We are excited to announce that The Craftery Market will be held in the downtown area of Perkasie on Saturday, November 21, 2026 from 10am to 3pm. This event will feature local artisans and crafters who will showcase and sell their handmade goods, providing a unique opportunity to support local talent and enjoy a day of community engagement!

Event Details:

- Event Name: The Craftery Market
- Event Date: Saturday, November 21, 2026
- Event Time: 10am-3pm
- Event Location: 7th & Market St Perkasie, PA

Potential Impacts:

Street Closures: The following streets will be closed to vehicular traffic the day of the event from 7:00am to 4:00pm: S 7th St & W Market St. Please plan your travel accordingly.

Lot Closures: Shelly's Lot at 7th and Market and the Train Station Lot on 7th

Parking Restrictions: Parking will be restricted in the event area from 6:00am - 4:00pm on 11/22/25

Noise: There may be increased noise levels due to event activities, setup, and teardown. We apologize for any inconvenience this may cause and appreciate your understanding.

Benefits to the Community:

- Support Local Artisans: This market provides a platform for local artisans to showcase their handmade creations.
- Community Engagement: A chance for residents and visitors to engage in a community event.
- Economic Boost: Increased foot traffic can benefit local businesses.

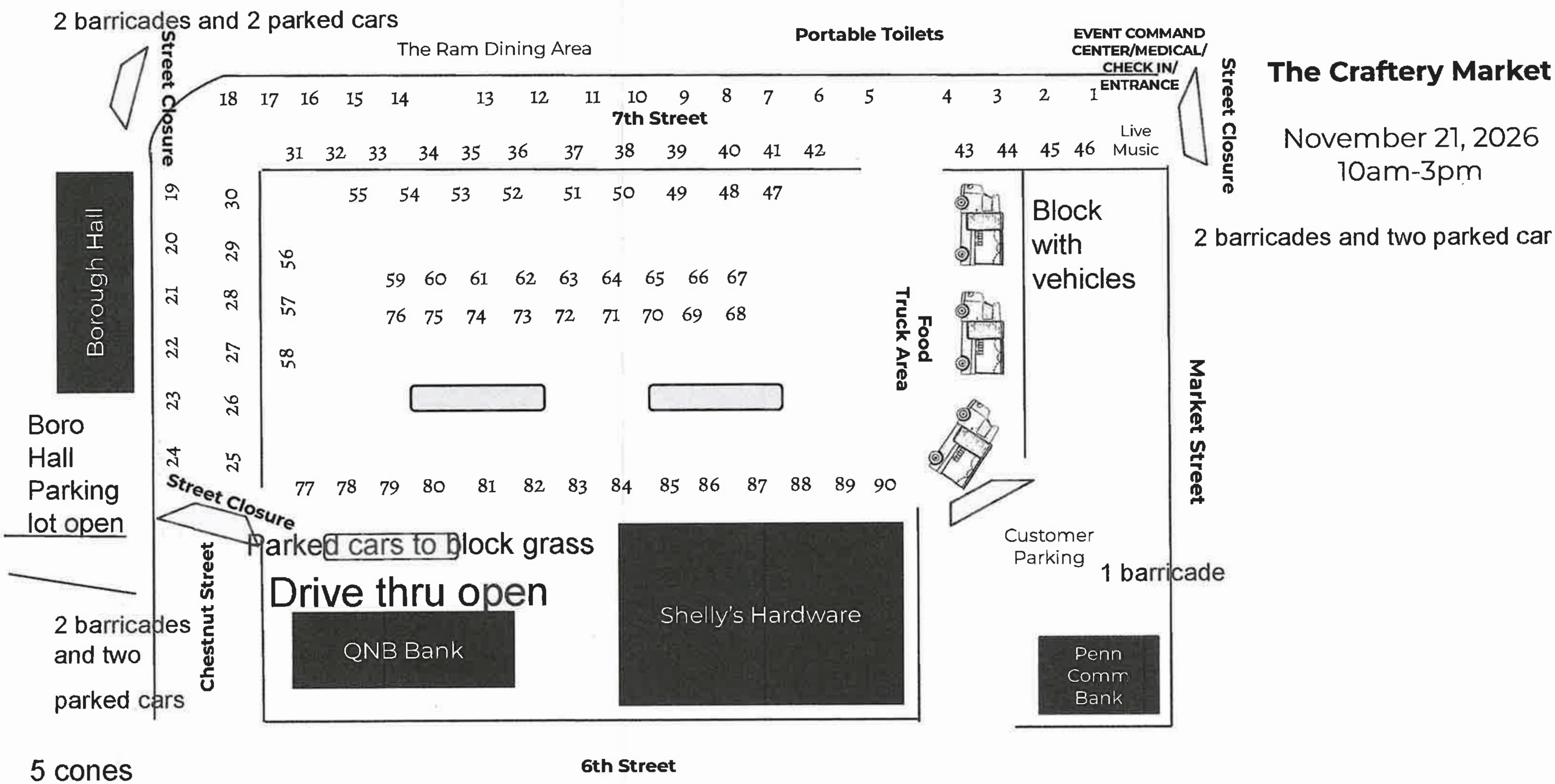
For any questions or concerns, please contact the Event Owner, Steph Emr, at 215-208-6704 or via email at steph@crafterymarket.com

Thank you for your cooperation and support. We look forward to a successful event that benefits our entire community!

Sincerely,
Steph Emr
Owner of The Craftery Market

The Craftery Market

November 21, 2026
10am-3pm



PERKASIE BOROUGH COUNCIL

COUNCIL INFORMATION SUMMARY

Item #16A

SUBJECT:	Update on SHPO Grant – Covered Bridge Project
MEETING DATE:	August 3, 2026
COUNCIL COMMITTEE:	Historical Committee
INITIATED BY:	Rebecca Deemer, Finance Director

Attached you will find a letter that was sent to the Keystone Historic Preservation Grant Program Office formally requesting an extension of the Covered Bridge grant period so that it aligns with FEMA's approved project extension.

BOROUGH OF PERKASIE

620 West Chestnut Street
PO Box 96
Perkasie, PA 18944-0096

Phone: (215) 257-5065
Fax: (215) 257-6875

July 27, 2026

Ms. Karen Arnold, Grant Program Manager
Keystone Historic Preservation Grant Program
Pennsylvania State Historic Preservation Office
Pennsylvania Historical and Museum Commission
Commonwealth Keystone Building
400 North Street, 2nd Floor
Harrisburg, PA 17120

RE: South Perkasie Covered Bridge
Keystone Historic Preservation Grant Project
ESAID No: 202002286686 PA-SHARE No: 2019PR04142

Dear Ms. Arnold,

On behalf of Perkasie Borough, I am writing to respectfully request an extension of our current grant agreement for the Covered Bridge Project.

As outlined in our previous extension request, the Borough had anticipated moving into construction much sooner; however, the project experienced delays outside of our control as the FEMA funding process was impacted by several federal government shutdowns and associated processing delays. These interruptions significantly delayed the obligation of federal funding and prevented the Borough from issuing construction contracts and proceeding with the approved scope of work. Throughout this period, the Borough continued to satisfy all FEMA and environmental review requirements and remained prepared to advance the project as soon as funding was obligated.

We are pleased to report that the project has now received full FEMA obligation, allowing us to move forward with all aspects of the approved scope of work. Notices of Award were issued to the timber and concrete contractors on July 22, 2026. In accordance with the contract requirements, the contractors have 15 days to submit all required contract documents for review and execution.

Upon receipt and approval of the required documentation, we anticipate holding a pre-construction meeting by the second week of August, with construction beginning shortly thereafter. Based on the project schedule, we anticipate construction will take approximately four months to complete.

FEMA has granted the Borough an extension through September 10, 2027. While we fully anticipate completing construction well before that deadline, we respectfully request that the SHPO grant agreement be extended to a timeframe consistent with FEMA's approved extension, providing sufficient time to complete the project should unforeseen circumstances arise

We appreciate your continued support and partnership throughout this project. Please let us know if any additional information or documentation is needed to process this request.

Sincerely,

Linda Reid

Linda Reid
Acting Borough Manager

COVERED BRIDGE CAR WASH

RAMS PINT HOUSE · ROOFTOP LOUNGE

GRILLO'S CLEAN - OUT SERVICES AND HOT TUB TRANSPORTING

Grandview Service Centre

A&T CHEVROLET · SUBARU

Penn Community Bank Here We Grow.

GB&T GRIM BIEHN & THATCHER

DUNKIN' DONUTS AMERICA RUNS ON DUNKIN'

HGSK INJURY LAWYERS

KVCW Kimberley Vassal Coe & Weimer Insurance

QNB Your Community Bank

American Heritage CREDIT UNION

HILLTOP FARM & FENCE

Rotary Perkasie Serving the Pennridge Community

AMERICA 250 PA BUCKS COUNTY PERKASIE BOROUGH

JOE DAVIS AUTOSPORT | PERKASIE REGIONAL AUTHORITY
RENEWAL BY ANDERSEN | SECOND STREET SPEED