



**West Pottsgrove Township
980 Grosstown Road
Stowe, PA 19464**

**Workshop Meeting
January 19, 2022
7:00pm**

The regular monthly Workshop Meeting for the Board of Commissioners was called to order by Board President; Steve Miller.

ROLL CALL

Board members present were Commissioners; Miller, Palladino, Valentine, La Rosa and Green. Commissioner Green participated Via Zoom. Also present was Township Manager, Scott Hutt, Township Secretary; Courtney Harris, and Township Solicitor; Jamie Ottaviano.

MINUTES

Commissioner LaRosa made a motion to approve the meeting minutes from November 17, 2021 and Commissioner Green seconded the motion. Commissioner LaRosa made a motion to approve the December 1st meeting minutes and Commissioner Green seconded the motion. Commissioner Valentine made a motion to approve the December 15th meeting minutes, seconded by Commissioner Green. All were in favor of approving all mentioned meeting minutes.

OLD BUSINESS

Chad Camburn from Bursich Associates provided an update on several Township and Sewer projects.

Township

Nagle Road Improvements – A site meeting is scheduled for January 25, 2022 to discuss the potential for a MCCD Low Volume Road grant. Nagle Road requires reconstruction of the road within the limits of its existing layout, and constructing a roadside swale on the low-side of the road. This reconstruction project would qualify for Liquid Fuels funds if the Low Volume grant didn't cover it entirely or if the grant would not be approved.

Fritz Stream Flooding – The cost for HDPE from Joao & Bradley was very high, Bursich advised the contractor not to move forward with preparing a formal quote. Bursich advised the Board to have the DPW check the storm system periodically, and before and after a storm to check for blockages. Due to a heavy storm back in September of 2021 the area of Quinter and Race Streets flooded due to a blockage caused by debris. The culvert is primarily corrugated metal. The blockage in the culvert has been removed.

Commissioner Palladino questioned the blowout area that resulted from this blockage and requested that it be investigated further and repaired if necessary. Mr. Camburn stated he would follow up on the matter.

Panda Express (Upland Square) – A pre-construction meeting was held on January 12, 2022. The contractor intends to begin the work within the first week of February. Joe Chrisman; Township Code Official, will be performing majority of the inspections and will contact Bursich for any support.

MS4 Program – A draft O&M manual for the Township-owned facilities and vehicles have been developed. The manuals are currently under review by the Township and will be finalized based on any comments.

Baseball Field Drainage (980 Grosstown Road) – The regional Parks Planner submitted a grant application for drainage improvements in October 2021. We are still awaiting notice on the grant awards.

Sewer

Grosstown Rd. Gravity Sewer Replacement and Fore Main Installation – The replacement of approx. 2,265 LF of sewer main, 0 laterals, and 9 manholes in Grosstown Road tributary to the pump station. The project will also install a new 6 inch force main. The force main cannot be connected for operation until the PADEP permit is issued. Substantial Completion is due by July 14, 2021, and the contractor is required to be ready for final payment by September 12, 2021.

Once the Township is satisfied with the lateral televising the Certificate of Substantial Completion can be issued. Bursich is also awaiting the As-built plans from the contractor and have attempted to schedule meetings to finalize the costs to close out the project.

Quinter Street Replacement - The project included the replacement of the undersized 12-inch clay sewer pipe on Quinter St. from Glasgow St to Vine St. with an 18-inch plastic pipe. A \$200,000 CDBG grant was granted by Montgomery County. The grant deadline has been extended to September 2022, and the contractor is required to be ready for final payment by September 11, 2022. The replacement has been installed and still needs to be tested and televised. The temporary paving is complete. Final paving will be performed in the Spring.

WPT Unused Capacity at WWTP – The townships purchased capacity at the WWTP is 1.600 MGD. The Flow of Record is based on the highest average daily flow over a three-month-consecutive-month in the previously three years. As of December 2021, WPT's Flow of Record is 0.868 MGD, approximately half of the purchased capacity. The unused capacity at the plant is equivalent to 2,360 EDU's and will continue to improve through March as the high flows from 2019 expire.

Grosstown Rd. PS & Force Main Permitting - Bursich is continuing to evaluate the flow data to determine a representative new annual average flow. Data review and analysis will continue as it becomes available.

Inflow and Infiltration Reduction – The remaining contract cost is \$49,770.50. The current contract with Sewer Specialty Services Co. Inc. will expire on February 11, 2023.

Joint Municipal Sewer Meeting – At the most recent meeting held via zoom on January 13th the following updates were provided:

- Bulk revenue remains above the 2021 budget by \$485k for each year-to-date and approximately \$514k above the 2020 revenue.
- Sludge Hauling Expenses remain under the 2021 budget by 180k for year-to-date and approximately \$226k below the 2020 expenses.
- WPT WWTP O&M Payments are currently estimated to be 248k for 2021 compared to the original estimate of 295k.

- The PBA's tentative five-year capital plan includes a hydraulic bypass of the pinchpoint in the headworks to be completed in 2022. The Township should determine if it is interested in participating in funding the hydraulic bypass improvements. The estimated project cost is 230k, and WPT's estimated cost is 24k.
- Next meeting is scheduled for February 10, 2022.

NEW BUSINESS

Township Manager; Scott Hutt stated that we are going to be updating the Township website. The new template will include a lot more information for our residents. It will have features that include the ability to sign up with an email address to get notifications on all Township news and announcements. It will also include Township financials, it will be ADA compliant for residents with disabilities. Enhanced materials from our administration and police department. A FAQ section for frequently asked questions which will be updated quarterly as different concerns arise. This will also include local contacts for Waste Management for residents to reach out directly. Future plans for this site will be a section where local businesses will be able to list their location and services once approved by the Township.

CITIZEN COMMENTS

Linda Kollar – 1076 Manatawny Rd.

Ms. Kollar asked for an update on the complaint she made regarding the neighbor's earth movement and tree removal activity. She stated the earth disturbance is causing water issues on her property. Mr. Hutt stated that the neighbor was under the threshold for any action or permits to be required.

Kylie Kollar – 1076 Manatawny Rd.

Ms. Kollar asked if she could request the Resolution acknowledging Pottstown Borough as the responding Fire Department for WPT and the meeting minutes from August 18, 2021. Ms. Kollar asked if a Right-to-know request needed to be submitted. Mr. Hutt asked her to submit the Right-to-Know-Request to the Township.

There were no other comments from the public.

CLOSING COMMENTS

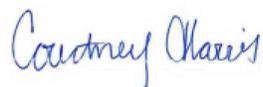
President Miller stated; we will be going into an Executive Sessions regarding a personnel matter and no decisions will be made this evening.

ADJOURNMENT

President Miller asked for a motion to adjourn the meeting. Commissioner LaRosa made a motion to adjourn, seconded by Commissioner Green. The motion was approved unanimously.

The Board of Commissioners Workshop Meeting of West Pottsgrove Township has concluded at 7:17P.M. On January 19, 2022.

Respectfully Submitted,



Courtney Harris
Township Secretary