



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

**Workshop Meeting  
February 16, 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, and Green. Also present was Township Manager, Scott Hutt, Township Secretary; Courtney Harris, and Township Solicitor; Jamie Ottaviano.

### **BOARD OF COMMISSIONER VACANCY**

At our last Township meeting, Commissioner Pete LaRosa resigned effective immediately, his resignation was also accepted immediately. Advertising for resumes and letters of interest for the remainder of the vacant term began the day following the resignation. The Township received three applicants who were interested in filling the vacant term expiring 2024. They were each given three minutes to speak to the Board about their desires and intentions to fill the term.

Mr. Ottaviano stated that a notice for the vacancy was advertised in the Mercury on February 4<sup>th</sup> and February 11<sup>th</sup>. The noticed stated that the Board of Commissioners is looking to fill a vacant Commissioner term which expires 1/1/2024, and are accepting resumes and letters of interest. Applicants must be a registered elector of West Pottsgrove Township and all submissions must be submitted via email or hand delivery by end of business on February 15, 2022.

Mr. Hutt stated that the applicants will speak in the order the interests were received. First will be Howard Shawell, then Gail Johns (statement read by Kylie Kollar), followed by Dennis Arms.

Howard Shawell – Mr. Shawell stated he has been a member of the community for 50 years. He is a current member of the Civil Service Commission and is actively interested and concerned about our community. Mr. Shawell has been involved with the youth in the community and regularly speaks to the Board of Commissioners to find out what he can do to get involved and help. His goals and desires for filling the rest of the vacant term are to help the community and the Board continue to move forward. Mr. Shawell's professional background includes, upper level management while working with budgets, contractors, and decision making. He wants to do what is good for the community.

### **Gail Johns – Statement read by Kylie Kollar**

Ms. Johns statement was brief, she thanked the Commissioners for allowing Kylie to speak on her behalf. She went on by stating there was no point in going through the motions of an interview since Mr. Palladino made it clear that Dennis Arms was to be the next Township Commissioner.

Dennis Arms – Mr. Arms stated he and his family have lived here since 2018 and he is looking forward to raising his son in this community. He has previous experience in local government, where he served as an elected official. He was in charge of the Finance Committee, a part of Planning Commission, Public Safety, and the Property Committee. Mr. Arms has the experience in local government but believes he also has a lot to learn and believes he will be able to learn from an experienced Board such as this one. His professional experience consists of being a teacher, administrator, and currently in technology as Vice President where he oversees marketing, customer service, and product development. Mr. Arms thanked the Board for their time and consideration to fill the vacancy on the Board.

President Miller asked for a discussion or a motion from a member of the Board in regards to nominating one of the applicants.

Commissioner Green made a motion to nominate Howard Shawell to fill the vacant term. The motion was seconded by Commissioner Palladino. All were in favor of the nomination, resulting in Howard Shawell being appointed to fill the remaining term of Pete LaRosa.

Judge Palladino was present and Howard Shawell was sworn into office at this time.

Commissioner Shawell took a seat at the table with the Board and the meeting continued.

### **OLD BUSINESS**

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

### **Township**

Nagle Road Improvements – A site meeting was held on January 25, 2022 with representatives from West Pottsgrove, Upper Pottsgrove Township, and MCCD to discuss the potential for a MCCD Low Volume Road grant. MCCD indicated the project appears to be eligible for the grant. A draft design plan and cost estimate were provided to the MCCD for an initial evaluation of the projects potential for being awarded a grant. After their review the MCCD responded that the cost estimate will need to be further refined once the design is completed, then a formal grant application will need to be submitted. The grant could potentially cover the costs for all the construction except the paving. If awarded in full, the estimate cost to the Townships for paving and engineering is \$125,000 with approximately \$110,000 of that estimate being paving, which is eligible for liquid fuels funding. Upper Pottsgrove Twp agreed to remove the trees and vegetation as additional in-kind-services.

Mr. Camburn asked for a motion from the Board, whether they wanted him to complete the grant application process for the 2021 MCCD funds which would result in \$100,000 or wait until 2022 funds become available and could potentially have more funds available to us. Commissioner Green made a motion to wait until the 2022 funds become available in September. Commissioner Valentine seconded the motion to submit the grant application for the 2022 funds. All were in favor of applying for the 2022 funds.

Fritz Stream Flooding – The Public Works director checked both ends of the storm system on February 9, 2022 and found it to be clear. Public Works will inspect the areas of concern in the Township's property once the conditions are adequate to gain access with equipment. An updated quote was received for the pipe and it is still \$150,000 and six months out.

Baseball Field Drainage (980 Grosstown Road) – During a site walk Bursich was informed of an underground drain between second and third bases. Upon investigating the outfall it is suspected that the underdrain may need to be repaired, and the large corrugated metal pipe under the field is separated and

causing erosion at the discharge end. The pipes should be investigated to see what maintenance or repairs may be necessary. A grant for \$22,500 has been obtained. This is going to be utilized for what is being called “Phase One Drainage”. Phase one would include engineering and installation of a berm. Should a second phase be required that would include an underground French drain system. Mr. Camburn recommended utilizing our contract with Sewer Specialty Services Co. Inc. to televise the drainage pipe at the ball field as well as Fritz Stream.

## **Sewer**

Grosstown Rd. Gravity Sewer Replacement and Fore Main Installation – The draft Certificate of Substantial Completion was used on February 10, 2022 with a Substantial Completion date of June 7, 2021. The punch- list includes As-built plans and final closeout documents. We continue to coordinate with the contractor to reconcile final contract costs based on the quantities of items installed.

Quinter Street Replacement – The draft Certificate of Substantial Completion was issued on February 10, 2022. The punchlist includes permanent asphalt restoration, cleaning utility covers, providing inserts for the manholes, site cleanup, and final closeout documents. Coordination with the contractor will occur to reconcile final contact costs based on the quantities of items installed. Final paving will be performed in the Spring.

2021 Chapter 94 Wasteload Management Report – The Chapter 94 Report is being prepared for submission to the PBA and PADEP. The report includes calculations of annual average and peak flows for the previous year, sewer infrastructure improvements made throughout the year, and anticipated future flows based on projected development. The report will be issued in the next few weeks.

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

- Bulk revenue for January was \$200k compared to the budgeted estimate of \$223k for the month.
- Sludge Hauling Expenses were \$2,400 compared to the budgeted estimate of \$68,750 for the month. The variance is due to the timing of the invoices not being received yet.
- WPT WWTP O&M Payments are currently estimated to be 225k for 2022.
- 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 March 10, 2022.

## **Resolution 2022-01 Small Wireless Communications Act**

Township Solicitor; Jamie Ottaviano recapped on the required update to the Township Zoning Ordinance. The ordinance was presented to the Board Commissioners at two previous meetings and advertising of the ordinance was approved at that time. This ordinance was advertised on February 2<sup>nd</sup> and February 9<sup>th</sup> of this year. Mr. Ottaviano asked for a motion to adopt Ordinance 2022-01. The motion was made by Commissioner Green, seconded by Commissioner Shawell to adopt the new ordinance. It was approved unanimously.

## **NEW BUSINESS**

### **Revise Sec. 19-142; Holding Tanks**

Township Manager; Scott Hutt stated we are continuing to analyze our codes and modify areas we think might be dated. Our holding tank ordinance is dated and some of the language needs to be revised. It is also in the best interest of our residents to lower the required escrow fee which has been

\$7,500. This is just a revision to an existing ordinance to modify the language stating the escrow fee is to be named within the fee schedule.

#### Revise Fee Schedule

In regards to the holding tank escrow fee, Mr. Hutt asked for authorization to include the holding tank escrow fee within the fee schedule in the amount of \$5,000. Commissioner Palladino made a motion to modify our fee schedule by including the holding tank escrow fee in the amount of \$5,000, seconded by Commissioner Green. All were in favor of the adjusted escrow amount and including it on the fee schedule.

#### Resolution 2022-02; Montco2040 Grant Application

Mr. Hutt stated that we need to finalize our Montco2040 grant in order to upgrade Old Timers Field through grants as previously stated. In order to do this a resolution must be passed. This grant application requires matching funds, but those will be achieved through in-kind labor contributions, so nothing from our general fund will be utilized other than the initial engineering work to get a plan together. The goal is to have the drainage issue resolved and possibly some other updates completed by the Fall. Unfortunately they will not be done in time for the start of the season this Spring.

#### RAISE Grant Application; Keystone Boulevard

Mr. Hutt recently met with the County Planning Commission and Pottstown Borough to discuss the potential grant application for the construction of Keystone Boulevard. This grant would be a joint submission between Pottstown Borough and West Pottsgrove Township, the Borough has agreed to split the costs 50/50 and would submit everything through them. The RAISE grant can give between 15-25 million dollars. This grant requires a 20% match for the total project costs, however, that could be lowered by being designated a distressed community.

Initial costs would be to assign a traffic engineer for the grant submission. Outside of the traffic engineering work, no capital would be required in 2022, so this is not a large unplanned capital expense. We will seek out any additional grants to offset costs but this would be the priority, the submission deadline is April 14, 2022. Developers could help offset the 20% cost, if they give a contribution towards the roadway construction as they come into the area. This has been the case with recent development in the area. Mr. Hutt stated that this roadway will be vital to economic development and most of the roadway would be in West Pottsgrove. A motion was made by Commissioner Valentine to apply for the grant by the deadline. Commissioner Palladino seconded the motion, all were in favor of proceeding with the engineering and grant applicant process.

#### LSA Grant Application; E. High Street Corridor

Mr. Hutt recommended applying for the LSA grant in order to do a streetscape along the E. High Street Corridor as the submission must be geared towards economic development. If we can clean up that area it could attract more businesses to come in. This grant is for up to one million dollars, with no matching funds required. A site plan would be required from our engineers to complete this application and Mr. Hutt and the Engineers can meet with the PARRC Coordinator regarding specifics of this plan. Commissioner Shawell made a motion to authorize approval to move forward with this application, seconded by Commissioner Valentine. All were in favor with moving forward on the application.

### **CITIZEN COMMENTS**

Linda Kollar – 1076 Manatawny Rd.

Ms. Kollar asked if the holding tank escrow would be re-evaluated for those residents who already have the \$7,500 in escrow. Mr. Hutt stated that this is for new situations not existing. Ms. Kollar also expressed concern with a crack in Manatawny Street resulting from a recent accident. There seems to be water seeping out of the crack and she was concerned that the accident may have damaged a sewer line. The Board recommend she direct her concerns to PENNDOT as Manatawny is a State road.

Dennis Arms – 324 E. Race St.

Mr. Arms congratulated Mr. Shawell on his appointment to the Board of Commissioners. He also provided a brief update on the Pottstown Public Library, stating they are actively hosting in-person and online events and details of the events can be found of their Facebook page and or website. He also stated that the Director of the Library has retired as of December 2021, they have someone filling in as Director for the time being. They are beginning the interviewing process to fill the position permanently.

There were no other comments from the public.

### **CORRESPONDENCE**

Mr. Hutt said the Little League is happy to have our support and thanks the Board for all they are doing with the field. They will have a season schedule to us soon. A motion was made by Commissioner Green, seconded by Commissioner Palladino to allow the Little League to use the field this Spring and Fall.

### **ADJOURNMENT**

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

The Board of Commissioners Workshop Meeting of West Pottsgrove Township has concluded at 7:35P.M. On February 16, 2022.

Respectfully Submitted,



Courtney Harris  
Township Secretary