



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

**Board of Commissioners Meeting
April 6, 2022
7:00pm**

The regular monthly Board 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, Shawell, and Green. Also present was Township Manager; Scott Hutt, Township Secretary; Courtney Harris, Township Solicitor; Jamie Ottaviano, and Police Chief; Joe Sokolofski.

MINUTES

A motion was made by Commissioner Green to approve the minutes from the Board meeting on March 2, 2022. The motion was seconded by Commissioner Shawell. A motion was made by Commissioner Valentine to approve the meeting minutes from the March 16, 2022 Workshop meeting. Commissioner Shawell seconded the motion. All were in favor of approving the meeting minutes from March 2nd & March 16th.

FINANCIAL REPORT

A motion was made by Commissioner Green to approve the Financial Report, Commissioner Shawell seconded the motion. All were in favor of approving the Financial Report.

PAYMENT OF BILLS

A motion was made by Commissioner Green, seconded by Commissioner Valentine to approve paying all bills as presented, in the total amount of \$116,112.88. All were in favor of paying the bills as presented.

CITIZEN COMMENTS ON AGENDA ITEMS

No comments from the public on agenda items.

COMMITTEE REPORTS

Mr. Valentine – Recreation, Town Watch & Regional Recreation

Mr. Valentine reported that Regional Rec. is asking each Township to purchase a trail camera or two in order to replace the existing ones that are failing. This would be something to consider for the 2023 budget. A cost per camera was not known at this time.

Mr. Green – Emergency Management, Recycling, & Finance

Mr. Green reported that we had 18.34 tons of recyclables for the month of March 2022.

Mr. Paladino – Public Works & Code Enforcement – Code Enforcement Report as follows:

CODE CALL	0	PERMITS ISSUED	16
CODE INSPECTION	0	HEARINGS	0
USE & OCCUPANCY	5	COMPLAINTS RESOLVED	0
RENTAL INSPECTIONS	28 UNITS	RENTAL PERMITS	28
RENTAL REGISTRATIONS	4	NOTICE OF VIOLATION	0
CODE NOTICES	0	PROPERTIES POSTED	0
PERMIT INSPECTIONS	21	CITATIONS	0
SITE INSPECTIONS	10	COMPLETED PERMITS	12

Rental Registration Fees: \$00.00 - Building Permit Fees: \$14,002.00 - Construction Costs: \$970,550.00

Mr. Shawell – Regional Planning, Zoning, & Planning Commission

Nothing to report at this time.

Mr. Miller – Police, Civil Service & Fire

Fire

Mr. Miller stated that Pottstown Fire Company had 10 fire calls for the month of March.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department reported 384 calls for the month of March.

TOTAL ARRESTS – ADULT/ JUVENILES	8
TRAFFIC CITATIONS	27
TRAFFIC WRITTEN WARNINGS	39
UPLAND SQUARE CALLS	24
CODE ENFORCEMENTS	0
NON-TRAFFIC CITATIONS	3
UPLAND SQUARE MINUTES	930

MANAGERS REPORT

Public Works

Mr. Hutt provided an update on several Public Works projects. The projects included; patch work on Quinter Street sewer lines, catch basins in the Township were cleaned out, and new park signs were installed at the Howard & Vine Street parks. Along with the clearing of a tree that came down during a storm at the ballfield which caused minor damage to one of the dugouts, in addition to breaking two of the plastic sheds that yard tools were kept in.

Bursich Associates

Quinter Street Sanitary Sewer Project – Bursich is coordinating with the contractor regarding final paving which needs to be completed by September in order to remain in compliance for the grant. Additionally, we are awaiting the County to review the submitted wage documents from the project. Once that approval is granted we will submit payment which was previously authorized by the Board at the last workshop meeting.

Anthony Wayne Drive Sanitary Sewer Project – We are finalizing our CDBG grant submission and are looking to complete this project in 2023.

Township Building Upgrades - The HVAC replacement for the board room side of the building will be completed May 31st through June 2nd. Contractors were recently out to give the final painting quote for the exterior of the building, this was also a planned capital expense in the 2022 budget.

Code Violations

The Township administration issued 4 code violations for the month of March. These violations ranged from property maintenance to trash cans being left on the street.

Planning/Zoning

The zoning hearing board will meet on April 14th to hear an application from Drainmen Plumbing to construct a warehouse at the old Howard Street Pub location.

Spring '22 Township Newsletter

The contents for our Spring Newsletter have been submitted to the publisher, and the latest edition will be issued to all residents in May.

Township Code Codification

Our updates were sent to the third party company assisting us with codification of the Township codes of ordinances. This project was planned for in the 2022 budget, we are awaiting the final quote based upon our additions to the existing codes.

Herbein Associates/WPT 2021 Audit - Herbein will do their annual audit presentation at the May 4th meeting.

SOLICITORS REPORT

Township Solicitor; Jamie Ottaviano provided the Board of Commissioners with a formal Solicitors report. This report included a list of tasks that were performed as Solicitor for West Pottsgrove Township since March 2, 2022 up to April 6th.

OLD BUISNESS

None

NEW BUISNESS

Resolution No. 2022-04; CDBG Grant Application (Sanitary Sewer Project at Anthony Wayne Dr.)

A motion was made to move forward with the CDBG Grant application for \$250k which requires a Resolution to be passed by the Board. The application also requires the signatures of Scott Hutt and Steve Miller. Commissioner Palladino made the motion to authorize the Resolution, seconded by Commissioner Green. All were in favor of moving forward with the CDBG Grant process.

Pete La Rosa was unable to attend the meeting due to a work emergency. We will have his acknowledgment of service at the April Workshop Meeting.

CITIZEN COMMENTS

No comments from the public.

CORRESPONDENCE

No correspondences.

ADJOURNMENT

President Miller asked for a motion to adjourn. A motion was made by Commissioner Green, seconded by Commissioner Valentine. The motion was approved unanimously.

The Board of Commissioners Meeting of West Pottsgrove Township has concluded at 7:12 P.M. On March 2, 2022.

Respectfully Submitted,



Courtney Harris
Township Secretary