

**WEST POTTS GROVE TOWNSHIP  
BOARD MEETING  
JANUARY 4, 2021  
980 GROSSTOWN RD.  
STOWE, PA 19464  
7:00 P.M.**

The regular monthly meeting of 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; Joanne Herb, Township Solicitor; Jamie Ottaviano and Officer in Charge; Detective Tim Roeder.

**TOWNSHIP APPOINTMENTS**

***Township Solicitor – Jamie Ottaviano***

A motion by Vice President Palladino, seconded by Commissioner Green to re-appoint Jamie Ottaviano as Township Solicitor. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

***Township Engineer – Bursich Associates, Inc.***

A motion by Vice President Palladino, seconded by Commissioner Green to re-appoint Bursich Associates, Inc. as the Township Engineer. Roll call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

***Township Auditor – Herbein & Associates***

A motion by Commissioner Green, seconded Commissioner Valentine to re-appoint Herbein & Associates as the Township Auditor. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

***Township Sewer Engineer – Bursich Associates, Inc.***

A motion by Vice President Palladino, seconded by Commissioner Valentine to re-appoint Bursich Associates, Inc. as the Township Sewer Engineer. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

***Township Depository – Key Bank, Plgit, American Heritage Fed Credit Union***

A motion by Commissioner Green, seconded by Commissioner Valentine to re-appoint Key Bank, Plgit and American Heritage Federal Credit Union as the Township Depository. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

***Township Building Inspector/Zoning Officer – Joe Chrisman/MAC Resources***

A motion by Vice President Palladino, seconded by Commissioner Green to re-appoint Joe Chrisman/MAC Resources as the Township Building Inspector/Zoning Officer. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

**OFFICIAL SIGNATURES – TOWNSHIP MANAGER, PRESIDENT AND VICE PRESIDENT**

A motion by Commissioner Green, seconded by Commissioner Valentine to approve the Official Signatures of the Township to the Township Manager; Scott Hutt, President; Steve Miller and Vice President; Tom Palladino. Roll Call; Palladino; yes, Valentine, Green; yes, Miller; yes.

**MINUTES**

A motion by Commissioner Green, seconded by Commissioner Valentine to approve the Minutes of the previous Board Meeting. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

**FINANCIAL REPORT**

A motion by Commissioner La Rosa, seconded by Commissioner Green to approve the Financial Report. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

**PAYMENT OF BILLS**

A motion by Commissioner Green, seconded by Commissioner Valentine to approve paying the bills in the amount of **\$32,490.99** for all funds. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

**COMMITTEE APPOINTMENT FOR THE 2021 CALENDAR YEAR**

President Miller stated; there are no changes, so I will not go over them. Whatever committee you were assigned to; it will carry over for the new year.

**COMMITTEE APPOINTMENTS**

***Zoning Board – (1) Seat with a term expiring 2024***

A motion by Vice President Palladino, seconded by Commissioner Valentine to appoint Bipen Patel to the Zoning Board; with a term expiring in 2024. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

***Vacancy Board – Re-appoint Carol Palladino – term expiring 2021***

A motion by Commissioner Green, seconded by Commissioner Valentine to re-appoint Carol Palladino to the Vacancy Board; with a term expiring in 2021. Roll Call: Palladino; abstain, Valentine; yes, Green; yes, Miller; yes.

**MANAGER'S REPORT**

- The Township would like to thank Tom Nolan, Chief of Upper Merion Township, and the Montgomery County Chief's Association for the help coordinating coverage for West Pottsgrove Township, while we were and still are dealing with the passing of Chief Stofflet. We appreciate all of the help from all of the Municipalities in Montgomery County during that time.

The viewing for Chief Stofflet will be held on January 6, 2021, from 9am to 11am, at Catagnus Funeral Home in Gilbertsville. The burial will be private.

- Mr. Hutt reported; the Township is in the process of a Land Development at the 400 Ash Street property. We will be meeting with the applicant Designer, Township Solicitor and Township Engineers to move forward with this project. Due to the size and scope of this development, it will have to go through the Planning Commission and meet all requirements.
- Mr. Hutt also reported on COVID restrictions; even though some restrictions have been lifted, the Township Meetings are still classified as gatherings and the capacity limit is 10%. Every day business is up to 75% capacity.

**SOLICITOR'S REPORT**

The following is my report of the tasks that I performed as Solicitor for West Pottsgrove Township since the Board of Commissioners last, regularly scheduled meeting on December 21, 2020, up to and including January 4, 2021:

1. Send notice to Fire Department re; no trespass as of 1/1/21 upon Township property behind Target.
2. Letter to AJ Jurich re: Waiver of liquidated damages in exchange for Waiver of Change Order amount.
3. Prepare Public Notice, Conditions of Sale and Purchaser's Agreement for 980 W. High Street.

**OLD BUSINESS**

**Update on Grosstown Road Sanitary Sewer Project**

- Mr. Hutt reported; the Contract Award Letter was issued to JOAO & Bradley on December 29, 2020, in the amount of \$1,352,564.50. This contract includes the base bid of \$1,169,814.50 and the Alternate A bid of \$182,750.00. The Alternate A bid is the private sewer work costs, which is an estimate needed to be included within the Award Letter. The Pre-Construction Meeting will occur at the end of this week or early next week. We still need to finalize some of the details, which include the exact costs for residents for private sewer work.
- Mr. Hutt also reported with regards to the Flagg Property; there have been previous discussions among the Board and myself about generating revenue in the Township. We have discussed the existing Zoning for a Waste Transfer Station at the existing Flagg Property. I have been in contact with several Waste Disposal companies regarding the same. We have had some promising interests amongst those contacted.

- Mr. Hutt reported; we are moving forward with our Nagel Road and Storm Water Improvement Project. This is an Inter-Municipal project with Upper Pottsgrove Township. Prior to the holiday break, we had a Project Meeting between the two Townships and Bursich Associates. A draft agreement has been submitted to Upper Pottsgrove for Solicitor review. Both Townships are looking to utilize Liquid Fuels for this project, in addition to Grant funding.

**NEW BUSINESS**

**Detective; Tim Roeder will act as Officer-in Charge**

President Miller commented; for those of you on Zoom, who are not aware; we lost our Chief. Chief Stofflet has passed away and we have put as Officer in Charge; Tim Roeder, who is present this evening. Updates will come regarding the Township’s search for a new Chief of Police.

President Miller noted; it’s not on the Agenda, but Commissioner Valentine would like to speak under New Business. Commissioner Valentine reported; the Pottstown/Stowe Lions Club is collecting bags, which we give to Giant and Trek; the people that make the boarding for your decks. When you get 500 pounds within 6 months, you get a free park bench. We haven’t gotten our park bench yet, but our Lions Club decided to donate the bench to the Veterans in Pottstown. I asked PARRC if all of the other Township’s want to do this, adding; we got all of our 500 pounds in less than five weeks and there is a list of plastics they accept. Commissioner Valentine commented; I don’t know if we want to do this as a Township, noting; I’m still collecting bags, even though we have our 500; I’m saving them for anyone that needs their 500. I am not sure the Pottstown/Stowe Lions Club would give the next bench to West Pottsgrove, so we might want to get the residents involved and do it on our own. You collect the bags and take them to Giant, and have six months to do this, adding; weigh the bags and track how much you’ve taken. If we want to do this as a Township, we will get the forms to you and the Manager would be the person to track it all, as well as the contact person. We will also put this on our website.

A motion by Commissioner Valentine, seconded by Commissioner Green to approve collecting the plastic as a Township, which would be handed in to Giant for a possible donation of a park bench. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes.

**CITIZENS COMMENTS**

There was none.

**CORRESPONDENCE**

There was none.

**ADJOURNMENT**

There being no further business for the Board Meeting; a motion by Commissioner Green, seconded by Commissioner Valentine to adjourn the monthly Board Meeting and head into an Executive Session, with no decisions made. Roll Call: Palladino; yes, Valentine; yes, Green; yes, Miller; yes. The Board Meeting was adjourned to head into an Executive Session at 7:18 p.m.

*Respectfully Yours,*

*Joanne T. Herb  
Township Secretary*