



WEST POTTS GROVE TOWNSHIP

980 GROSSTOWN ROAD
STOWE, PENNSYLVANIA 19464-6124

(610) 323-7717
FAX (610) 323-4124

BOARD MEETING
OCTOBER 6, 2021
7:00 P.M.

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, La Rosa and Green. Also present was Township Manager; Scott Hutt, Township Solicitor; Jamie Ottaviano and Police Chief; Joe Sokolofski. Absent was Township Secretary; Joanne Herb, who was out sick.

MINUTES

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

FINANCIAL REPORT

A motion by Commissioner Green, seconded by Commissioner Valentine 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 La Rosa, seconded by Commissioner Green to approve paying all Bills as presented, in the **total** amount of **\$121,243.13**. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

CITIZEN COMMENTS ON AGENDA ITEMS

There was none.

COMMITTEE REPORTS

MR. PALLADINO; COG, CODE ENFORCEMENT, PUBLIC WORKS

Code Enforcement Report – September 2021

<i>Code Calls – 1</i>	<i>Permits Issued – 8</i>
<i>Code Inspections – 1</i>	<i>Hearings – 0</i>
<i>Use & Occupancy Lic – 5</i>	<i>Complaints Resolved – 1</i>
<i>Rental Inspections – 6</i>	<i>Rental Permits – 8</i>
<i>Rental Registrations – 0</i>	<i>Notice of Violations – 0</i>
<i>Code Notices – 0</i>	<i>Property's Posted – 1</i>
<i>Permit Inspections – 18</i>	<i>Citations – 4</i>
<i>Site Inspection – 0</i>	<i>Completed Permits – 11</i>

Code Enforcement Report – Continued

Rental Registration Fees - \$.00
Building Permit Fees - \$ 2,437.00
Construction Costs - \$ 90,870.00

MR. VALENTINE: RECREATION, TOWN WATCH, REGIONAL RECREATION

Recreation

Commissioner Valentine reported; I will miss the meeting this time, because we have a budget meeting that night.

Regional Recreation

Commissioner Valentine asked Mr. Hutt if he talked to Trish about starting Grants for the Veteran's Park. Mr. Hutt noted; it will be announced in our next Newsletter. We are forming a committee and I've been in contact with Dennis Elliott, who ran Upper's. We will get a plan together and then seek out Grants. Commissioner Valentine noted; I just know there are Grant opportunities now, so I feel we need to talk about what we want up there and where we want it. Not that we make the same mistakes as we did with Murgia Park, with regards to the pavilion.

MR. GREEN: EMERGENCY MANAGEMENT, RECYCLING, FINANCE

Emergency Management

Commissioner Green reported; we had the Emergency Management training class last night with all of the Commissioners and Public Works to go over things and make sure everyone is up to speed. We will be having our bi-annual drill coming up in November.

Recycling

For the month of September, we had 18.66 tons of recycling collected.

Finance

Commissioner Green stated; I will be attending the PA Municipal League Conference in Lancaster.

MR. LA ROSA: REGIONAL PLANNING, ZONING, PLANNING COMMISSION

There were no reports.

MR. MILLER: POLICE, CIVIL SERVICE, FIRE

Fire

President Miller stated; Pottstown now handles our Fire Service calls. For the month, had 6 calls in our town. Four of them were rescue and emergency service type calls, and they had two false alarms.

Civil Service

President Miller stated; we have completed the hiring process, which we will vote on a new Officer this evening. I want to thank the people that are on the Civil Service Commission for putting it together and overseeing things, as well as the Police Department, for initially laying out the test procedure. The Board has decided that we want a list that is current, so we discussed it with the Civil Service Commission and they have approved for the Board to vote tonight to proceed with another test and to form another complete list for the position of Police Officer for our Township.

A motion by Commissioner Green, seconded by Vice President Palladino to approve proceeding with another test to form another list. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

President Miller stated; Chief, the Board is directing you to come up with the way we gave the last exam and then, let us know when we can set up a date and go through the process.

Police

Chief Sokolofski's Report

Calls – September – 331

Arrests – 9

Adult – 7

Juvenile – 2

Abandoned Vehicles -3

Juvenile Calls – 32

Arrests – 2

Upland square Calls – 39

Mileage – 5,821

MANAGER'S REPORT

Mr. Hutt reported on the *infrastructure*; the Township had a meeting with DEP on September 27, regarding a new permit for our Pump Station on Grosstown Road and our desire to have the 6-inch line functional to deal with flow capacity. I would characterize this meeting as productive. The DEP was able to see all of the work that has been completed in the area and the upcoming work the Township has on schedule. A very brief Special Study is being prepared at the request of the DEP, so we can move forward with our desire to hook up the larger line.

Fritz Stream; we understand that area has been problematic with heavy rainfalls. We will be getting options and estimates together at our Workshop Meeting so we can include this work in the 2022 Budget.

Grosstown Road Sanitary Sewer Project; the contractor is finalizing their punch list items and look to approve final payment in November.

Mr. Hutt reported on *Quinter Street Sanitary Sewer Project*; we had our Pre-Bid meeting on Thursday, September 30. This was attended by multiple contractors and County representatives. It does seem as though the supply chain will delay our completion of this project. Obtaining the necessary materials is becoming increasingly harder, as some piping is not available until March of 2022. I did provide the Board an updated timeline for extending the substantial completion, given our supply issues. Please let me know if this is acceptable and we can issue an addendum on Penn Bid.

School Lane/Phase 2 – as the residents can see, we are well on our way to improving the problem area. Targeted completion is the end of this month.

Mr. Hutt also reported on *Public Works*: crack sealing will be conducted the last two weeks of October. Chris is finalizing a complete list of roads that require work. West and Upper Pottsgrove rented this equipment together, as it was more cost effective this way to split the time.

Mr. Hutt reported on the *2022 Budget Calendar*; the remaining dates are as follows: October 14, Budget Caucus, October 20, the first Reading of the Budget, October 21, Advertise Intent to Adopt the Budget and November 17, we Adopt the Budget.

Mr. Hutt reported on the *American Rescue Funds*; due to delays within the Treasury Reporting Portal and questions regarding the overall reporting protocols from the Federal government, our new reporting deadline for fund usage has been pushed to April of 2022.

Code Violations; the Township Administration issued six Code Violations for the month of September. This is a reminder for residents to maintain their properties and obtain the proper permits for work being done.

On Friday, October 1, Commissioners Miller, Green and myself attended the Fall *Montgomery County Association of Township Officials Convention*. We obtained valuable information from Representatives in the Legislature regarding proposed bills that could be coming this year. We also saw presentations regarding Storm Water Management and Regional Planning, in addition to COVID updates from County Commissioner; Dr. Val Arkoosh.

Mr. Hutt commented on the *Pottstown Regional Public Library*; the Library is seeking a Representative from West Pottsgrove Township to serve on their Board of Directors. We posted the responsibilities on our webpage and social media, so you can find the list on both of those places. Please submit your interest to the Library directly.

Lastly, Mr. Hutt reported; A reminder; leaf and yard waste collection dates with *Waste Management* remaining are October 26, November 9 and November 23.

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 September 8, 2021, up to and including October 5, 2021:

1. Attend September Workshop Meeting.
2. Revise Scott Hutt's Employment Agreement.
3. Advertise PMRS Ordinance.
4. Continued communication with AG's Office and Attorney for West End Fire, regarding radios.

OLD BUSINESS

PMRS Ordinance No. 2021-02

Township Solicitor Ottaviano reported; PMRS, which stands for PA Municipal Retirement System, was forced to end the Police Pension Plan to update it with accordance to IRS Regulations. In order for this Township, or any other Township that has a pension with PMRS they had to go through this process. It requires that to agree with the update will be through an Ordinance. It is a draft Ordinance they provided to us, which has been properly advertised and is ready for Adoption.

A motion by Commissioner Green, seconded by Commissioner Valentine to adopt and approve the **ORDINANCE 2021-02, ELECTING TO AMEND IT'S POLICE PENSION PLAN ADMINISTERED BY THE PA MUNICIPAL RETIREMENT SYSTEM PURSUANT TO ARTICLE IV OF THE PMRS LAW: AGREEING TO BE BOUND BY ALL PROVISION SOF THE PMRS LAW AS AMENDED AND AS APPLICABLE TO MEMBER MUNICIPALITIES.** Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

NEW BUSINESS

Approve Full-Time Officer; Adam Zieske

President Miller stated; our Civil Service Commission, in conjunction with our Police Department and outside agency; administered a Police Exam for new hires. After an extensive exam of physical, written and interviewing, a candidate has been selected through our Civil Service and Police Chief. The candidate chosen was Adam Zieske.

A motion by Commissioner La Rosa, seconded by Vice President Palladino to approve the hiring of Adam Zieske, as a full-time Police Officer with the West Pottsgrove Police Department. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

Judge Palladino, along with Adam Zieske, were both present. Adam Zieske took his Oath with Judge Palladino. Congratulations and welcome aboard!

Approve Scott A. Hutt's; Township Manager Contract (2022-2024)

Township Solicitor Ottaviano reported; the Board has directed me to revise the current Employment Agreement for Scott. This agreement does extend the term an additional year, as well as increase Scott's compensation; per the direction from the Board, as well as any vacation time that has been provided and has been updated in the agreement. Other than that, it is the same agreement that has been used and approved for Mr. Hutt, as well as previous Managers.

A motion by Vice President Palladino, seconded by Commissioner Green to approve the updated Manager's Contract for Scott Hutt, for the term 2022-2024. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

Halloween 2021

Mr. Hutt noted; it is that time of year again and we can discuss what hours are acceptable for Trick or Treating within the Township. This year it falls on a Sunday. Commissioner Valentine commented; I would suggest 5 to 7, as 8:00 just gets too long. I am on Town Watch and you might only see two or three people until 8:00 p.m.

A motion by Commissioner Valentine, seconded by Commissioner La Rosa to approve Trick or Treating on Sunday, October 31, 2021, from the hours of 5:00 p.m. to 7:00 p.m. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

Marino Corporation – Curbing at Township Complex

Mr. Hutt reported; Marino Corporation has provided us a quote, which is the same contractor that is doing our School Lane project. This might actually make it easier since they are already mobilized within the Township. The quote is as follows: 62 linear feet of concrete and sealing the front curb for \$4,380.30. This price is only valid while they are mobilized in the Township. If we decide to move forward with them after they leave, the price will increase per linear foot.

A motion by Commissioner La Rosa, seconded by Vice President Palladino to approve the quote by Marino Corporation for the curbing at the Township Complex, at a price of \$4,380.30, as mentioned above. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

Mr. Hutt also noted; also regarding Marino Corporation and the School Lane Project. This is for emergency work due to it not being on the published Agenda. Due to the condition of the concrete discovered during the demolition of the curb, we have been provided a quote to remedy that concrete area with a curbing, and then get a long-term solution later. This would involve saw cutting of the concrete to make it even, at a rough cost of \$6,948.00.

A motion by Commissioner Green, seconded by Commissioner Valentine to approve the emergency work that needs to be done on curbing with Marino Corporation, at the cost of \$6,948.00. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

Mr. Hutt mentioned; with regards to the *KEEP Commission*; we were supposed to have three members; one being Mr. Valentine, one being a member of the Planning Commission and another At Large, or staff member. Their meetings are becoming more frequent due to the work being done in that area, so they're holding more meetings. It does not look like we ever appointed a member At Large. I have been attending those meetings and have no problem continuing to do so, so if you wanted to appoint me in that capacity, I will continue to attend them.

A motion by Commissioner La Rosa, seconded by Commissioner Green to appoint Mr. Scott Hutt as a member on the KEEP Commission. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

CITIZEN'S COMMENTS

Due to the Board Meeting recorded through Zoom, the conversations were inaudible for any transcribing.

CORRESPONDENCE

There was none.

ADJOURNMENT

There being no further business for the Board of Commissioners; President Miller announced the Board will head into an Executive Session. No action or deliberation will occur during this Executive Session; instead, it will be for informational purposes and to discuss personnel matters only.

A motion by Commissioner La Rosa, seconded by Commissioner Green to adjourn the Board Meeting and head into an Executive Session. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

Respectfully Yours,

*Joanne Herb
Township Secretary*