

**WEST POTTS GROVE TOWNSHIP  
980 GROSSTOWN ROAD  
STOWE, PA 19464  
BOARD MEETING  
FEBRUARY 3, 2021  
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 La Rosa. Also present was Township Manager; Scott Hutt, Township Secretary; Joanne Herb, Officer-in-Charge; Tim Roeder and Township Solicitor; Jamie Ottaviano. Commissioner Green was present, via Zoom.

President Miller commented; I wanted to thank the Road Crew for the good job they did with plowing from the last storm we had.

**MINUTES**

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

**FINANCIAL REPORT**

A motion by Commissioner Valentine, seconded 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 Vice President Palladino, seconded by Commissioner La Rosa to approve the Bill List as presented, in the amount of; General Fund, \$122,110.98, Sewer Fund, \$91,003.68 for a total of \$213,114.66 for both funds. Roll call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

**CITIZENS COMMENTS ON AGENDA ITEMS**

Mr. Hutt read the items listed on the Agenda under Old and New Business for any comments. There were no comments or questions.

**MR. PALLADINO; COG, CODE ENFORCEMENT, PUBLIC WORKS  
Code Enforcement (January 2021)**

<i>Code Calls – 2</i>	<i>Permits Issued – 7</i>
<i>Code Inspections – 2</i>	<i>Hearings – 0</i>
<i>Code Complaints – 2</i>	<i>Complaints Resolved – 1</i>
<i>Rental Inspections – 8 Units</i>	<i>Rental Permits – 0</i>
<i>Code Notices – 2</i>	<i>Property’s Posted – 1</i>
<i>Permit Inspections – 18</i>	<i>Citations -0</i>
<i>Site Inspections – 0</i>	<i>Completed Permits – 18</i>

**Code Enforcement – Continued**

Rental Registration Fees	\$ 00.00
Building Permit Fees	\$ 3,966.00
Construction Costs	\$ 281,450.00

Vice President Palladino commented; the rest of my report will be under Old and New Business.

**MR. VALENTINE; RECREATION, TOWN WATCH, REGIONAL RECREATION**

**Regional Recreation**

Commissioner Valentine reported; we are still reorganizing the Park Committee.

**MR. GREEN; EMERGENCY MANAGEMENT, RECYCLING, FINANCE**

**Recycling**

Commissioner Green reported; for the month of **January**, we had 22.21 tons of single stream recycling collected.

**MR. LA ROSA; REGIONAL PLANNING, ZONING, PLANNING COMMISSION**

There were no reports.

**MR. MILLER; POLICE, CIVIL SERVICE, FIRE**

**Fire**

For the month of **January**, there were 19 calls in Montgomery County; 13 in West Pottsgrove, 1 in Upper Pottsgrove and 5 in the Pottstown Borough. There were 11 in Berks County; 7 in Douglass Township, 3 in Amity Township and 1 in Birdsboro Borough. There were also 5 in North Coventry. There was 35 calls for the month, with 112 volunteering their time, for a total of 548.75 hours.

**Police**

**Officer-in Charge; Roeder’s Report**

Total Calls (**January**) – 299

Total Arrests – 3

Adults – 3

Juvenile – 0

Total Citations – 11

Traffic – 10

Non-Traffic-1

Traffic Warnings – 21

Assists – 31

Ambulance – 20

Assist PD – 11

Upland Square – 56

Investigations – 27

Crimes – 10

Mileage – 3,930

**Juvenile Report - January**

Calls - 12

Child Abuse - 3

Community Relations - 3

**Abandoned Vehicles – January**

Vehicles Acted Upon - 3

Vehicles Tagged Abandoned - 3

Vehicles Removed from Roadway by PD - 0

Vehicles Removed from Private Property - 0

Vehicles Pending Action - 0

**Police – Continued**

- A schedule has been implemented beginning in February, at the request of the Board; All Officers in the Department will rotate through each shift on their respective Platoons. **Platoon A** consists of; Sergeant Ziegler and Officer Radswillas. Starting on February, 10<sup>th</sup> Sergeant Ziegler will be on day shift and Officer Radswillas will be on night shift. They will work those shifts for four weeks and then rotate. **Platoon B** consists of; Officer Peifer will be on day shift, Officer Stoudt will be on mid-shift and Corporal Cass will be on night shift. They will work those shifts for four weeks and then rotate through the shifts. The part-time Officers; the schedule has been limited. There will be no more part-time Officers used as a second Officer out when there is only one full-time Officer scheduled. There will be times when a part-time Officer will be used as a second Officer out, but that will only be for specific details or events.
- The Police Department is now using PlanIt Scheduling, which is an internet based scheduling software program. The software encompasses the day-to-day schedule, time off requests and payroll. We will be using the old paper payroll sheets for a few weeks, until everyone is up to speed as to how the internet scheduling works.
- We have also filled the part-time Administrative Assistant position and I would like to welcome Jeff Kazmierczak on board. Jeff will be working 30 hours per week for the Police Department.

**MANAGER'S REPORT**

- Mr. Hutt commented; I would like to thank our Public Works Department and our secondary plow unit; Above Grade Landscaping, for the phenomenal job they did with snow removal during our last winter event. During that time, 80 tons of salt was used.
- Due to the recent weather, trash collection will be done on Thursday, February 4. All residents were notified by Waste Management and it was also put on our Facebook page.
- Our 2020 Usage Report for Liquid Fuels was submitted and approved by PennDot and we are waiting on final Auditor approval.

All other items will be covered under Old and New Business.

**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 January 4, 2021, up to and including February 3, 2021.

1. Finalize and forward to the Mercury the Public Notice for 980 W. High Street
2. Communications with Attorney for AJ Jurich re; balance of Change Order.
3. Letter to Fire Department regarding bus behind Target.
4. Attend informal meeting with professionals re; 400 Ash Development.
5. Receipt of copied letter from Doug Breidenbach re; D&S Elite/Bipin Patel.
6. Review draft letter from Scott Hutt to Bob Bainbridge re; qualifications of Firefighters.
7. Working with Scott and PMRS re; Matt's pension and beneficiary designation.
8. Planning Commission work re; John Jones and Ash Street Development
9. Review Resolution for Fire Department for any noticed requirements.
10. Review and revise draft Fire Service Agreement with the Borough.
11. Work pertaining to Matt Stofflet's PMRS pension.

***SOLICITOR'S REPORT – Continued***

12. Review Payment and Performance Bonds from Contractor for Grosstown Road Sewer Project.
13. Review Sub-Lease with West End re; Air Packs.
14. Meeting with Bursich, Scott and Joao Bradley at Community Pool.
15. Research regarding ability to have Special Exec Session for decision of Fire Department
16. Draft Ordinance updating fees and compensation of Tax Collector.

Solicitor Ottaviano reported; at the regularly scheduled meeting in January, I was given authority to advertise the Public Notice for putting 980 West High Street, which is in the Township; out to bid. We are requesting bids of at least \$5,000 for consideration, to be submitted no later than tonight's meeting. As of right now, and it's 7:15 p.m.; this confirms we have not received any bids what so ever. The Notice was advertised in the Mercury and the digital aspect, on January 6, 2021. Since no bids were received, we can discuss the next steps at the Executive Session.

**Update on SafeCity – Chief of Police**

Mr. Hutt reported; our advertisement/job listing for the position of Chief of Police has been posted. The deadline for applications is March 1, 2021.

**Update on Grosstown Road Sanitary Sewer Project**

Mr. Hutt reported; the project is moving along quickly, and I have not received any reports of delays outside of the usual weather. Due to the recent winter event, erring on the side of caution for everyone's safety, our contractor will not be on site the remainder of the week. They will begin again on Monday, February 8, 2021, of course; weather permitting. We understand the closure/lane restrictions are an inconvenience and appreciate everyone's patience while we work to improve our infrastructure. The private work estimates have been completed and will be distributed to the homeowners this week. The plan is for the Township to incur the cost and the property owner will be on a repayment plan. Vice President Palladino added; some of the construction work that has been done has diminished some of the flows already.

Mr. Hutt also reported on the Pool Demolition; our contractor; JOAO Bradley, has begun work to demo the pool, preparing it to be a fill site. The fill site will not begin until the work on the laterals commences.

**Trex Recycling Program**

Mr. Hutt reported; we have had previous discussions and ultimately have had approval for the Township's participation in the Trex Recycling Program. However, we still need a bit of guidance in terms of reporting and submissions. I will need direction from the Board with regards to drop-offs; should the residents be in charge of their own submissions, weighing and dropping off at the drop-off site, which is the Giant Grocery Store, or should the residents drop off at the Township building. My concern for this is weighing the plastic, which we have no means to do that. We could, however, be the central contact for collection numbers. Commissioner Valentine commented; I would think if any residents would have a large quantity, they would take it directly to Giant, but they would have to weigh it. However, if they want to bring up a weekly collection of bags; I would think it should be dropped off here. Maybe we should invest in a digital scale; I don't think they are that expensive, but I also suggest putting a big box out there for them to drop off their collection into and getting the residents involved.

Commissioner Valentine also mentioned; if you just want to record how much the collection is, tell me and I'll take it up to Giant. Mr. Hutt confirmed; so what you're saying is to purchase a scale and have everyone drop off their collection of bags at the Township? If so, we'll need to advertise that. Commissioner Valentine stated; right, and, if someone wants to take it directly to Giant and then email you with how much they had, they can. Mr. Hutt commented; we can advertise this on our website and Facebook page to let everyone know. Commissioner Green commented; I don't think we need to advertise in the Mercury, since our website and Facebook page are free; why go to that expense.

A motion by Commissioner Valentine, seconded by Commissioner La Rosa to approve purchasing a digital scale at a reasonable price to weigh any collection that is dropped off at the Township building, and advertising on our website and Facebook page. Residents may also drop off their bags themselves at Giant, and then would need to contact Mr. Hutt with how much they collected. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

**Update on Township Floor Installation**

Mr. Hutt commented; the floor installation will begin on February 8, 2021 and will conclude at the end of the week.

**NEW BUSINESS**

**Amending Chapter 2, Article 1 – Tax Collector Fees**

Solicitor Ottaviano noted; I have prepared a new Ordinance, bringing our Tax Collectors fees in line with past practice. I am looking for approval to advertise this and will have it ready to go for adoption by the next meeting. Our current Tax Collector has reviewed this, and the fees that I have in there are in line with his current practice.

A motion by Commissioner Green, seconded by Commissioner Valentine to authorize the Township Solicitor to advertise the Ordinance. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

**CITIZEN'S COMMENTS**

There was none.

**CORRESPONDENCE**

There was none.

**ADJOURNMENT**

There being no further business for the Board of Commissioners, a motion by Commissioner La Rosa, seconded by Commissioner Valentine to adjourn the Board Meeting and head into an Executive Session, with no decisions made. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes. The Board Meeting was adjourned at 7:21 p.m.

*Respectfully Yours,*

*Joanne Herb  
Township Secretary*