

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

The monthly Board Meeting of the Board of Commissioners was called to Order by Board President; Steve Miller.

ROLL CALL

Board members present were Commissioners; Palladino, Valentine, Green, La Rosa and Miller. Also present was Township Manager; Scott Hutt, Township Solicitor; Jamie Ottaviano, Officer in Charge; Tim Roeder and Township Secretary; Joanne Herb.

President Miller commented; for those that have the Agenda, under Committee Reports; under Mr. Green, there will be a Manager's Report and a Solicitor's Report. That was not put on the Agenda.

MINUTES

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

FINANCIAL REPORT

A motion by Commissioner Green, seconded by Vice President Palladino 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 Vice President Palladino to approve paying all bills in the amount of **\$226,606.97**, which is the total of all funds. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

CITIZENS COMMENTS ON AGENDA ITEMS

There was none.

MR. PALLADINO: PUBLIC WORKS, COG, CODE ENFORCEMENT

Code Enforcement – March 2021

<i>Code Calls – 4</i>	<i>Permits Issued – 18</i>
<i>Code Inspections – 4</i>	<i>Hearings – 0</i>
<i>Code Complaints – 4</i>	<i>Complaints Resolved – 1</i>
<i>Rental Inspections – 2 Units</i>	<i>Rental Permits – 0</i>
<i>Rental Registrations – 0</i>	<i>Notice of Violations – 0</i>
<i>Code Notices – 1</i>	<i>Property's Posted – 0</i>
<i>Permit Inspections – 22</i>	<i>Warrants Served – 1</i>
<i>Site Inspections – 0</i>	<i>Completed Permits – 13</i>

<i>Rental Registration Fees</i>	\$.00
<i>Building Permit Fees</i>	\$	5,105.00
<i>Construction Costs</i>	\$	119,639.00

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

MR. VALENTINE: RECREATION, TOWN WATCH, REGIONAL RECREATION

Recreation

Commissioner Valentine will be attending the Pottsgrove Recreation Meeting tomorrow night.

Regional Recreation

Commissioner Valentine reported; we did interview the applicants for Michael Lanes' position and made an offer to Patricia McCloskey, who accepted the offer. On April 19, 2021, Michael Lane will take her around to the different townships that are involved with PARC, showing her around at the different parks as well.

MR. GREEN: EMERGENCY MANAGEMENT, RECYCLING, FINANCE

Emergency Management

Commissioner Green reported; we met with the folks from the County and reviewed our Emergency Operations Plan. It's been approved and everyone has signed off on it. We are still working on the Resource List, updating some of the businesses used for emergencies; making sure they can still do that. I am currently working on setting up EOC training for a drill later in the fall.

Recycling

There was no report.

Finance

Information on this will come later in the meeting.

MR. LA ROSA: PLANNING, ZONING, REGIONAL PLANNING

Regional Planning

Mr. La Rosa reported; I attended the Pottstown Metropolitan Regional Planning Committee on Wednesday, March 24. We reviewed the PMRPC Annual Report. Items in the report were the *High Street Corridor Study*, affected areas are at the Pottstown Hospital (Keim St. to Sunnybrook Road, Hobart's Run), (Adams St. to Keim St.), Downtown Pottstown (college Dr. to Adams St.), Stowe (Quarry Rd. to College Dr.) Sanatoga (Sunnybrook Rd. to Rupert Rd.). The particulars for each location are within the report. Also discussed was the *Pottstown Metropolitan Regional Comprehensive Plan, the Zoning Ordinance, Map Consistency Reviews and Future Land Use Plan*. They also reported to the committee on *Panda Express*; we are waiting Target's final approval to begin construction, which is said to happen any day. *450 Ash Street/Land Development*; Plans have been submitted for Township and County review, with anticipated approval in May, 2021; the meeting scheduled for the West Pottsgrove Township Planning Commission. Another developer has inquired about the property on *Ash Street*. No plans have been submitted. Also discussed was the *West High Street Corridor*; West Pottsgrove Township denied the proposed alterations to travel/bike lanes.

MR. MILLER: POLICE, CIVIL SERVICE, FIRE

Fire Report

Mr. Miller reported; for the month of **March**, there were 17 calls in Montgomery County; 13 in West Pottsgrove and 4 in the Borough of Pottstown. There was 14 calls in Berks County; 12 in Douglass Township, 1 in Birdsboro and 1 in Boyertown. There was 31 calls for the month, with 175 personnel who volunteered their time for a total of 161.07 hours.

Police

Officer in Charge; Tim Roeder's Report

Calls – 446 (**March**)

Arrests – 10

Adult – 7

Juvenile – 3

Citations – 28

Traffic – 23

Non-Traffic – 5

Traffic Warnings – 0

Assists – 43

Investigations – 21

Mileage – 3,214

Abandoned Vehicles

Vehicles Acted Upon - 4

Vehicles Tagged Abandoned - 4

Vehicles Removed from Roadway - 0

Vehicles Removed from Private Property - 0

Vehicles Pending Action - 0

Monthly Codes Report

Abandoned Vehicles - 4

Other Code Violations - 2

Citations – 0

Juvenile Report

Calls – (**March**) – 26

Juvenile Arrests – 3

Petitions – 1

Citations – 2

Parent/Juvenile Conferences – 1

Community Relations – 9

Commissioner Valentine asked with regards to a specific code listed on the Police Report. Officer Roeder explained; the 1050 code at Upland Square is for a vehicle accident and the 329 is for ambulance.

MANAGER'S REPORT

- Mr. Hutt reported; our new 2021 Public Works truck arrived the other week, allowing us to finally retire the 1998 blue truck from the fleet. We are very happy with our recent purchase and more so beings that it was fully funded from our Liquid Fuels account.
- During the previous week's windstorm, our Public Works salt shed sustained damage to the roof. We submitted the claim and it looks as though a new roof will be installed. The shed is over 30 years old.
- Our Police Department recently purchased a PD Cruiser and will have the necessary equipment installed by the end of April. At that time, we will have our full complement of vehicles. These delays are due to TRM being unable to obtain the pieces of equipment that only fit this year's model.

- With regards to the Quinter Street Sanitary Sewer Project; further tests will be scheduled in the coming weeks to determine the actual lateral depth. This work should give us the necessary information to put the project out to bid and hopefully get responses that are more reasonable.
- We have our audit-closing meeting scheduled for April 21, to review the audit prior to Board presentation. We are looking forward to another solid presentation by Herbein.

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 March 3, 2021; up to and including April 7, 2021;

1. Review draft of the Land Development and Financial Security Agreement for Panda Express.
2. Complete 2020 Audit Letter for Herbein.
3. Transfer 980 West High Street to Robert Mento.
4. Review emailed correspondence for Nagle Road Project.
5. Review Bursich review letter for 450 Ash Street.
6. Review Kathleen Scully's Worker's Compensation Claim.

OLD BUSINESS

Update on SafeCity – Chief of Police

Mr. Hutt reported; we are in the middle of reviewing our final ten applicant's submissions and look forward to completing this phase within two weeks. We are happy with our progress and the quality of applicants we have remaining. We will be meeting with our consulting group within the next two weeks to discuss the applicants.

Update on Grosstown Road Sanitary Sewer Project

Mr. Hutt commented; we are moving along as expected. The remaining project outlook is; repairing the concrete along the roadway, restoring all of the landscaping that was disturbed throughout the process, repairing the driveway aprons and then the final paving of Grosstown Road. Our flows have already improved as a result of this project. I am hoping more so, once we discovered and corrected the baffling layout and execution that was the original construction of the pipes going from the force main into the Pump Station. This final paving could be pushed back due to additional work that was included as Change Orders to the project, example; Roberts Drive mill and overlay. More discussion about that will occur during New Business. Another Change Order we have explored is dealing with the drainage pipe adjacent to the Township Building. As our Engineers alluded to, at the March Workshop Meeting, the area surrounding the pipe is sinking; ultimately being deemed a hazard. We have a quote for \$31,250.00 to install a concrete headwall in that area. The price is expected to be lowered when we determine the exact amount of concrete required.

A motion by Commissioner Green, seconded by Vice President Palladino to approve the *Change Order* for \$31,250.00 to install a concrete headwall; not exceeding that quote. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Commissioner Green noted; this money is coming out of the initial sewer loan for the sewer project and not out of Township funds. Mr. Hutt stated; correct.

NEW BUSINESS

Township Security Camera System

Mr. Hutt reported; as we discussed previously with regards to building upgrades, we received two quotes on a Township security system. We will do the Police Department first, and eventually transition over to the Township side. We received a quote from *Trusty Security Specialist* at the price of \$2,500 and *Video Technologies* at \$2,130. I know Trusty Security Specialist is a bit more, but they are a local company and able to provide what I believe, is a quicker response time. It also gives us the ability to view these cameras on a mobile app, as well as our monitors, adding; we will not need special monitors. Mr. Hutt also noted; the recorder has about seven weeks of footage stored before it rewrites itself.

A motion by Commissioner Green, seconded by Commissioner Valentine to approve *Trusty Security Specialist* as the security camera company for the Police and Township Buildings, at the cost of \$2,500. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Revision to Fee Schedule/Trash Certificates

Mr. Hutt also commented; in keeping with our revision to Policies and Fees, it was discovered our trash certification requests haven't been touched in probably 15 years. This request occurs often with property transfers. Moving from \$15 to \$25 will get us closer to where we should be.

A motion by Commissioner Valentine, seconded by Commissioner Green to approve the increase in trash certifications from \$15 to \$25. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Edgewood Drive & Acorn Way/Sanitary Sewer Project

As previously discussed by Mr. Hutt; we will be receiving \$379,455 in *COVID Relief Stimulus Funds*. This money can only be used for specific projects. Our best option, and basically only option; is to spend this on water and sewer projects.

Our Grosstown Road Loan was for \$1,440,000. JOAO & Bradley, our contracting company, bid \$1,170,000, so we are in good standing and it gave us the ability to do the culvert; to not exceed the \$31,250. We also did the mill and overlay of Roberts Drive at \$52,000. It gives us a remaining loan funds amount of, roughly; \$186,750.00. Bursich Engineers provided us with an estimate of completing the mains and laterals along Edgewood Drive and Acorn Way, with a full-width mill and overlay. This was quoted at the prices our contractor are currently doing, and they would do this as a Change Order; allowing us to utilize some of our loan funds and stimulus funds. That project is at \$300,000. Our contractor is in agreement to do this and will do this as a Change Order in April. Doing this and taking it out of loan funds and stimulus would put our stimulus at \$266,205.00. It would allow us to finalize this end of the Township with brand new sewer lines and will obviously help us increase flows and efficiency into the Pump Station. Mr. Hutt added; we had reservations as to when the funds would be received and could we reimburse ourselves and move forward; before they were received. It looks like we will get the monies in June, and it doesn't look like us moving forward at this time; ahead of schedule, would be a problem for reimbursing ourselves. We also discussed that we could do the mill and overlay at Morello as well.

A motion by Commissioner Green, seconded by Vice President Palladino to approve the contractor moving forward on this project. They would like to begin in approximately two weeks. Roll Call: Palladino; yes, Valentine; yes, La Rosa; yes, Green; yes, Miller; yes.

Stimulus Funds

Mr. Hutt reported; much of our discussion regarding these monies occurred in the previous topic. Nagle Road is a joint project with Upper Pottsgrove. We allocated \$40,000 from Liquid Fuels to finish this project, however we could use the stimulus funds and save the Liquid Fuels funding for another road overlay in the Township. This would leave us with \$206,205 in stimulus funds. As previously stated with regards to Quinter Street, we will have a better idea of what the costs will be when we do the additional survey work to obtain the actual lateral depth. If our worst case scenario is going to be \$100,000 from the Township, and then the \$200,000 of Grant funds that we receive, leaving us with \$106,205 in stimulus funds. With regards to School Lane; we need to have a discussion as to how serious we are about selling the sewer system. I am not sure moving forward with this project is in our best interest. We could the mill and overlay, as needed, on that road and cap our sewer projects then, at that point. Just to keep in mind, the more sewer and road work we do, the more our Engineering costs go up. It's not what we anticipated for the budget, but if we're able to get a lot of this work done; years in advance of what we've hoped for, it will be worth it.

CITIZEN'S COMMENTS

Pat Griffin – 305 Jem Avenue, Stowe - asked if we were no longer going to post the Agenda ahead of time. Mr. Hutt explained; we had an issue with Dropbox and their server; that's why it's not on there. He noted; I understand your concern, but the issue is with their server and I can't help that. Mr. Griffin commented; is there any plan on resurfacing the first 100 to 200 feet of Sylvan Drive; where the sewer work had been done last year prior to the dissolution of the Sewer Authority. The road surface alongside of the trench repair is degrading rapidly and getting much worse. Mr. Hutt stated; I believe that is on our Road Overlay 25-year Plan; it's not at the bottom, but not a top priority, adding; School Lane and ones like that are at the top. Mr. Griffin stated; School Lane, absolutely. I was just curious, since Roberts Drive got put on there and that had been a pretty decent road surface, other than where everything else was and all of the things along the Grosstown Road corridor. I was just curious as to when that would fall into it. Mr. Hutt stated; it's on our Road Overlay Plan, noting; Roberts Drive being done was because it's a Change Order in our project and why we were able to do that so quickly. Lastly, Mr. Griffin asked; what exactly is allowable under these COVID funds that the Township was awarded; there wasn't a lot of elaboration. Mr. Hutt stated; I can send you the list; it's a lot of employee costs, tourism losses, which we don't have and water and sewer.

CORRESPONDENCE

Mr. Hutt stated; the *Pottsgrove Little League* reached out, noting; they are doing their season this year and starting their clean up and asked us if we would assist with a few things. We are working with Public Works and getting them what they need.

We also received a letter of thanks, for donating to the *Tri County Active Adult Center*, which is an annual donation. This organization is a home away from home for the seniors in our community, adding years to life and life to years.

ADJOURNMENT

There being no further business for the Board of Commissioners, a motion by Commissioner Green, seconded by Commissioner La Rosa to adjourn the monthly 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 adjourned at 7:27 p.m.

Respectfully Yours,

*Joanne Herb
Township Secretary*