



WEST POTTS GROVE TOWNSHIP

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BOARD MEETING
SEPTEMBER 1, 2021
RESCHEDULED – SEPTEMBER 8, 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, Police Chief; Joe Sokolofski and Township Secretary; Joanne Herb.

President Miller stated; before we do the Minutes, I wanted to thank our Road Crew for all of their assistance during last week's storm.

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, Green; yes, La Rosa; yes, Miller; yes.

FINANCIAL REPORT

A motion by Commissioner Valentine, 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 La Rosa to approve paying all bills in the **total** amount of **\$88,497.61**. 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 – August 2021

<i>Code Calls – 2</i>	<i>Permits Issued – 18</i>
<i>Code Inspections – 2</i>	<i>Hearings – 0</i>
<i>Use & Occupancy Lic. – 4</i>	<i>Complaints Resolved – 2</i>
<i>Rental Inspections – 8 Units</i>	<i>Rental Permits – 8</i>
<i>Rental Registrations – 13</i>	<i>Notice of Violations – 0</i>
<i>Code Notices – 0</i>	<i>Property's Posted – 0</i>

Code Enforcement Report – August 2021 – Continued

Permit Inspections – 22

Warrants Served – 0

Site Inspections – 0

Completed Permits – 12

Rental Registration Fees - \$ 1,015.00

Building Permit Fees - \$ 9,149.50

Construction Costs - \$ 375,045.00

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

MR. VALENTINE; REGIONAL RECREATION, RECREATION, TOWN WATCH

Regional Recreation

Commissioner Valentine noted; I have a meeting on September 29, 2021.

Recreation

I have a playground meeting tomorrow night.

Town Watch

We are still on hold.

MR. GREEN; EMERGENCY MANAGEMENT, RECYCLING, FINANCE

Emergency Management

Commissioner Green noted; I just wanted to thank the Road Crew again for the great job they did getting all of the storm drains cleaned; we had minimal damage in the Township compared to other areas.

Recycling

For the month of August, we had 19.42 tons of recycling collected.

MR. LA ROSA; PLANNING, ZONING, REGIONAL PLANNING

There were no reports.

MR. MILLER; POLICE, FIRE, CIVIL SERVICE

Fire

President Miller commented; as you know by now, Pottstown is handling all of the fire calls. They responded to 9 fire calls in our Township last month.

Civil Service

We are finishing the hiring process for our new full-time Police Officer. We are almost to the point of completing that and hope to have a new full-time Officer hired and starting in October.

Police

Chief Sokolofski's Report

Calls – August – 364

Arrests – 10

Abandoned Vehicles – 3

Juvenile Calls – 21

Arrests – 0

Upland Square Calls – 45

990 Minutes of Calls

Mileage – 4,397

MANAGER'S REPORT

Mr. Hutt commented; a special thanks to our **Public Works** during the last storm and for all of the work they did in preparation of the Bridge Dedication we had this past Friday. They did sinkhole repairs that occurred at a few different locations in the Township and handled the completion of the landscaping around the Pump Station on Grosstown Road.

ARPA Funds – our American Rescue Plan Act; we have finalized our account profile to submit quarterly reports, as directed by the Treasury Department. I am sure this process will change once we get rolling with reports. More updates will follow regarding usage of funds.

Code Violations – the Township Administration issued 12 Code Violations for the month of August. This is a reminder for residents to maintain their properties; specifically grass at the curb; which is their responsibility.

Tree Lighting Ceremony – unfortunately, our Tree Lighting event was cancelled last year due to COVID. This year we have scheduled the event for Thursday, December 2, 2021 at 6:00 p.m. The Pottsgrove High School's Choir will be in attendance. American Heritage is co-sponsoring this event with the Township to provide concessions, while they last. This information will also be published in our Fall Newsletter.

Waste Management – due to the storm last week and holiday weekend, they took in a lot more waste and recycling than on a typical week. The following streets will be picked up tomorrow morning; Grosstown Road, Sell Road, Levengood, Morello and Constitution. Just a reminder; collection now begins at 6 a.m.

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 July 21, 2021 up to and including September 8, 2021;

1. Kenn Picardi attended the August meeting.
2. Review Final Draft of the Fire Service Agreement with Pottstown Borough.
3. Attend the August Workshop meeting.
4. Review Draft Termination Letter to the West End Fire Company.
5. Communications with Attorney Driscoll re: Fire Company.

SOLICITOR'S REPORT – Continued

6. Review settlement of Kathleen Scully's WC case.
7. Revise Draft Resolution approving Pottstown Borough Fire Department.
8. Review documentation regarding the Police Pension Amendments.

OLD BUSINESS

TREX Recycling Program

Mr. Hutt reported; the Township previously participated in this program. With the help of our residents, we reached our goal well in advance of the deadline. We are going to bring this program back and hopefully obtain another bench to put at one of our parks or somewhere in the Township complex. Again, participants collect plastic with the goal of recycling a minimum of 500 pounds of plastic in a 6-month period. If the goal is met, the group is awarded a TREX bench. Each participating organization is only eligible for one bench in a 6-month period, regardless of how any pounds are recycled past the 500 pounds. The collected bags are delivered to a participating grocery store to be recycled through a reverse logistics channel. All of the participating stores do sell their plastic to TREX via their grocery chain distribution centers. West Pottsgrove Township's participating store is Giant Grocery Store. All residents who will be participating are encouraged to do one of two things; either; weigh the amount yourself, turn it in to the collection location and report the weight via email to the Township at wptmanager@comcast.net, or you can drop it off at the Township building lobby and we will weigh it and drop it off. This information will be posted on our website.

NEW BUSINESS

School Lane – Phase 2-Award Contract

Mr. Hutt reported; per the correspondence issued to the Board last week and upon consultation with our Solicitor and Engineering firm, the contract should be awarded to Marino Corporation, for the base bid amount of \$190,177 and alternates. As discussed, the base bid was prepared with the assumption that the top wearing asphalt course be installed this year. The road section would include 5" base course and 1.5" wearing course. In the winter months asphalt plants may stop production of wearing course material due to cold temperatures. However, there is no way to determine that until we see what kind of weather we are dealing with. Since that is the case, alternates were included to obtain prices for 6.5" base course for the winter, then mill out 1.5" and install the 1.5" wearing course next spring. Since we will not know the feasibility of installing wearing course this year until later in the fall, it is recommended awarding the base bid and with respect to paving; alternates, A1 and A2 to lock in prices. A1 and A2 were provided in your packet. In this case, the base bid is \$190,177 plus (\$33,565-alternates A1 and A2), with a total price of \$223,742.00. When it comes time to pave this year, either the \$21,235 for Item 5 on your list would be used or the \$33,565 (costs for A1 and A2). The unused items would not be paid. While the contract cost would be \$223,742, the real cost would either be the base bid of \$190,177, including final paving in 2021, or a cost of \$202,507, which has the final paving occurring in the spring of 2022. Alternates we discussed, as listed on your sheets, having the full-length sidewalk replacement at \$38,610.

A motion by Vice President Palladino, seconded by Commissioner Green to approve moving forward on this project. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Resolution – Pottstown Borough Fire Department as Primary Source of Fire Protection Services

Mr. Hutt reported; per the vote at our August 18, 2021 meeting, the Board unanimously voted to approve a contract with Pottstown Borough Fire Department, to be the Townships primary source of fire protection services. We need to pass this Resolution to issue to our Insurance and Worker Compensation provider, as was customary when West End was our provider for such services.

A motion by Commissioner Green, seconded by Commissioner Valentine to approve the **RESOLUTION AUTHORIZING WEST POTTSBORO TOWNSHIP TO AUTHORIZE THE POTTSBORO BOROUGH FIRE DEPARTMENT TO PERFORM CERTAIN FIRE FIGHTING ACTIVITIES WITHIN WEST POTTSBORO TOWNSHIP**. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Montco Fence and Superior Structures LLC – Pump Station

Mr. Hutt commented; I recently provided the Board a quote of \$11,700 for a fence surrounding the Pump Station outside of the Township building. However, the company misquoted us, given the inflated prices of materials. The new quote is \$12,700. This fence will allow us to secure the entire area, which has been the suggestion from our Engineers and myself. Our Sewer Fund will be used to pay for this.

A motion by Commissioner La Rosa, seconded by Commissioner Green to approve Montco Fence install a fence surrounding the Pump Station, at the cost of \$12,700. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Adopt 2022 Budget Calendar

Mr. Hutt commented; as I have previously provided the Board, we require approval to adopt our 2022 Budget Calendar. The dates are as follows;

September 16 – Department Heads meet with the Board and Manager
September 30 – Budget Caucus
October 14 – Budget Caucus
October 20 – First Reading of the Budget
October 21 – Advertise Intent to Adopt Budget
November 17 – Adopt 2022 Budget

A motion by Commissioner Green, seconded by Commissioner Valentine to approve the 2022 Budget Calendar. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Approve Township Building as Polling Location for General Election

Mr. Hutt noted; I am looking for approval to use the Township building as the polling location for the upcoming, General Election on Tuesday, November 2, 2021.

A motion by Commissioner La Rosa, seconded by Vice President Palladino to approve the Township building as the polling location for the General Election on Tuesday, November 2, 2021. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Solicitor Ottaviano stated; Scott was recently contacted by the Director of Client Relations of the PA Municipal Retirement Systems; better known as PMRS. That is the Police Pension Plan that not only we have, but most municipalities in the State of PA, with regards to the Police Department. There was a recent change with some sort of IRS Regulations. Nothing substantial was changed, but they had to define the word; full-time, which I would have thought would have been defined well before this and should not have taken the IRS to change something. PRMS is requesting we sign an Adoption of Agreement, adopting the new Plan, which defines the term; full-time and would like this done by way of Ordinance. They provided a simple one-page form for this, which I made sure be tailored to our specific use. I am asking for approval to advertise this Ordinance.

A motion by Commissioner Green, seconded by Vice President Palladino to approve and authorize Solicitor Ottaviano to advertise this mentioned Ordinance. It will be ready to vote on in November. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

CITIZENS COMMENTS

There was none.

CORRESPONDENCE

Mr. Hutt noted; I received a letter from the Pottsgrove Little League noting they have begun their fall ball league and will go through to the end of October. We let the League know of nights that are off schedule, due to Township meetings, pavilion rentals and things of that nature. We are also helping one of our local softball teams get field time, since they have done that in previous years. The Little League is aware of this and has no problem with coordinating dates. We understand late practices and games can cause a disturbance to the surrounding neighbors in close proximity, therefore, we have reiterated appropriate times to shut down the lights and being courteous to Township residents.

ADJOURNMENT

President Miller stated; we will be going into an Executive Session and no decisions will be made at all this evening. Once we adjourn the meeting, we ask that you vacate to the lobby or outdoors. We thank you all for coming this evening.

A motion by Commissioner Green, seconded by Commissioner La Rosa to adjourn the Board Meeting and move into an Executive Session. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes. The Board Meeting adjourned at 7:20 p.m.

Respectfully Yours,

*Joanne Herb
Township Secretary*