



WEST POTTSBORO TOWNSHIP
980 GROSSTOWN ROAD
STOWE, PA 19464
WORKSHOP MEETING
MAY 19, 2021
7:00 P.M.

The Workshop Meeting for the Board of Commissioners was called to order by Board President; Steve Miller.

ROLL CALL

Board members present were Commissioner's Miller, Valentine, Palladino, La Rosa and Green. Also present was Township Manager; Scott Hutt, Township Secretary; Joanne Herb, Township Solicitor; Jamie Ottaviano.

APPROVAL OF MINUTES

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

OLD BUSINESS

Sewer Projects Update by Bursich Associates

Chad Camburn, of Bursich Associates commented; I just have a short update on the last Joint Sewer Meeting that we had with the other Pottsgrove's and the Borough of Pottstown. The last meeting was held on May 13; via Zoom.

- The good news was the Sludge Disposal expenses remain under budget and down, while the Bulk revenue remains above budget; so that's a good sign.
- The Borough Authority mentioned the pump at the Memorial Park Pump Station is 30 years old. It's no longer serviced or manufactured by the original manufacturer and believe it will need to be replaced in the near future, which does impact West Pottsgrove Township. We will need additional information as to how much it will impact the Township, suspecting there will be some financial implications with that. Mr. Camburn noted; this was the first time it was mentioned.
- Finally, there are no Capital Projects planned at the Treatment Plant for this year. They did mention the Capacity upgrade that had been discussed in the past, could potentially start towards the end of this year. I am certain there will be more discussions as to whether this Township wants to be included in the costs and what other additional information you will want, in order for this to take place. We will continue to get updates from the Borough on this.

Gus Meyer, also from Bursich Associates reported; with regards to the paving and permanent restoration of the trench, which will occur the first week in June, noting; it sounds like PennDot is in agreement that it should start asap based on the tests. We are waiting on confirmation from PennDot. If that is the case, next Monday they are planning to start. They need to televise the laterals along *Grosstown, and the Edgewood and Acorn* section of the project needs to be man drilled, pressure tested and the manholes need to be vacuum tested. Once that is successful, we have a complete project, so to speak. Mr. Meyer stated; there is some concrete work going on and some additional work, which is associated with, but outside of the project, adding; the ADA work will happen as well. Grosstown Road has successfully been tested, and based on the information we have; we don't see the need to tear anything out yet. Commissioner Valentine asked; how much more testing at the Pump Station is there yet. Mr. Meyer stated; that's all done, although there is ongoing restoration there. Tomorrow the rest of the sidewalk will be poured and in the near future, there are two ADA curbs that can be replaced on the Township property. Mr. Hutt noted; under our approved amount; we will utilize Liquid Fuels to pay for that. Commissioner Valentine commented; we can't use that for the force main until we get it approved by DEP, correct? Mr. Camburn stated; correct, but you can't use it because it hasn't been connected yet, and you can't connect it until DEP approves it. Mr. Meyer stated; we would suspect that the Quinter Street pinch point needs to be addressed before DEP could entertain that. Mr. Meyer continued; as far as the final paving of everything; the overlay for Grosstown Road, Roberts, Edgewood and Acorn, would take place once the 45-day settling period has occurred for what was installed on Edgewood and Acorn; which would be as of May 7, so we're still on track. We are hoping to have the whole project overlay done by July 4, barring any rain. Vice President Palladino commented; we can disconnect "Silent Night"; is that correct? Mr. Meyer stated; that's a discussion we've had. We need some wet weather to help us assess any loose disconnections we have in the system and how these sump pumps kick on before we decide.

Quinter Street Sanitary Sewer Project – Lateral Depth Testing

Mr. Hutt reported; we put the Quinter Street project out to bid and the bids came in a lot higher than we expected. We rejected those bids and figured we would do some lateral depth testing, which was the main concern and cost for those high bids. Right now, we have three quotes for the laterals, ranging from \$2,250 to \$3,000. Bursich can speak of their suggestion, not to exceed \$4,000 for GPRS. Mr. Camburn stated; I will mention why I said not to exceed \$4,000 and that is simply; because you don't know what you're going to find out there. You never know what kind of difficulties you may have when they put their cameras down there. They are planning on doing a lateral launch; Gus can speak on that more, but we didn't find any clean-outs out there. They are going to televise the laterals through the main, and if they run into any difficulty or things are in the way; they're blocked up, have trouble with the camera, we would like to have some sort of buffer in the budget so they have the ability to go ahead and get it done. Mr. Meyer noted; I have asked four people to provide quotes.

We have companies that do this because we are in a populated area that have a lot of public systems. GPRS provided one, Trinity Underground Engineering Services; from Wilmington Delaware provided one, and a company known as USIC, which was a company that we used to utilize, named Bloodhound. Bloodhound simply didn't respond to questions I had on some of the reports they were going to provide. Trinity Underground provided a basic quote on their services through an email, with basically nothing attached to it. Whereas GPRS, whom we utilized for Old Reading Pike and were called Master Locators then; they are the most expensive, however they provided the most comprehensive one and the most capable with equipment, to do the job we are looking for.

A motion by Vice President Palladino, seconded by Commissioner Valentine to approve GPRS to proceed with this project, with a cap of \$4,000. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Update on Municipal Projects by Bursich Associates

Mr. Hutt reported; our LED Street Light Program finally, after much coordination between the Township, Bursich, Lenni Electric and Verizon; we have all replacement nodes and a fully functioning LED Streetlight System which can be managed wirelessly and online through the NetSense platform. After two years this is finally active.

Old Reading Pike, our LSA Grant Project Closeout Reimbursement

Mr. Hutt reported; once the overpayment to A.J. Jurich is addressed, which was roughly \$6,300, the reimbursement packaged will be forwarded to DCED. Our submission deadline is June 30, 2021.

NEW BUSINESS

Portnoff Law Associates – WPT Delinquent Collections

Mr. Kevin Buraks, Attorney from Portnoff Law Associates, addressed the Board of Commissioners with regards to what his firm believes could be beneficial to adding to revenue for West Pottsgrove Township, by collecting delinquent Real Estate Taxes and other various fees. He explained the different incentives they offer, the process of the Hardship program and the complete process of collecting any delinquencies. Commissioner La Rosa asked; what is your percentage of getting someone to pay when you first send out the first notice. Mr. Buraks stated; with the first notice there are no Attorney fees and approximately 53% have not paid Attorney fees, so that's pretty good. He added; even if they're doing payment plans, that's all we want, they are responding.

Herbein & Company – WPT 2020 Audit

Megan Thomson, of Herbein and Company, addressed the Board on the handout she gave the Board for their review on the Year-End Audit of 2020. She discussed the financial status of the Township, present and future conditions, revenues coming in, expenses and taxes.

She also highlighted the clarity standards, responsibilities of the Township, noting the books are in good condition and there were no large adjustments in the General Fund. Mrs. Thomson also spoke on the Sewer Fund, noting last year there were two separate audit reports; one from the Township and one from the Authority. Because the Authority was dissolved mid-year, generally accepted accounting principles are actually treated as though they occurred January 1. The full year of sewer activity is reported in the Township's Financial Statement and there is no Financial Report for the Authority because it has been dissolved.

Grosstown Road Sanitary Sewer Project

Mr. Hutt reported; after receipt and satisfactory review of the certified payrolls, it is recommended to issue Payment #1 to JOAO & Bradley, for the Grosstown Road Sewer Project; in the amount of **\$399,869.10**.

A motion by Commissioner Green, seconded by Commissioner La Rosa to approve Payment #1 to JOAO & Bradley, in the amount of \$399,869.10, for the Grosstown Road Sewer Project. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

Nagle Road – Cost-Sharing Agreement with Upper Pottsgrove Township

Mr. Hutt also reported; we have a final draft of the Cost Sharing Agreement between West Pottsgrove Township and Upper Pottsgrove Township ready for execution. Upper Pottsgrove has their meeting on May 24. At that time, they will execute and we will schedule a meeting between the Township's and Engineers to discuss the final Grant Application and next steps. The Solicitor and I have both reviewed the agreement.

CITIZEN'S COMMENTS

There was none.

CORRESPONDENCE

Mr. Hutt noted; we received a request from Pam Ball, of the Pottsgrove Recreation Board, for the pavilion and ballfield area for the Summer Playground this year. The event will be held July 29 in the park area, behind the Township Building, from 9:00 a.m. to 1:00 p.m. They are counting on having up to 30 kids and staff attend.

A motion by Commissioner La Rosa, seconded by Commissioner Green to approve the Pottsgrove Recreation Committee to hold Summer Playground on July 29, from 9 a.m. to 1 p.m. in the park area behind the Township Building. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes.

ADJOURNMENT

There being no further business for the Board of Commissioners; a motion by Vice President Palladino, seconded by Commissioner Valentine to adjourn the Workshop Meeting and head into an Executive Session, with no decisions made. The PA Sunshine Act requires the Board to announce the specific reason why the Executive Session and that is to discuss personnel. No official action or deliberation will occur during this Executive Session; instead, it will be for informational purposes and to discuss what I just stated; personnel matters only. Roll Call: Palladino; yes, Valentine; yes, Green; yes, La Rosa; yes, Miller; yes. The Workshop Meeting adjourned at 7:44 p.m.

Respectfully Yours,

*Joanne T. Herb
Township Secretary*