



**West Pottsgrove Township
980 Grosstown Road
Stowe, PA 19464**

**Board of Commissioners Meeting
May 4, 2022
7:00pm**

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, and Shawell, Also present was Township Manager; Scott Hutt, Township Secretary; Courtney Harris, Township Solicitor; Jamie Ottaviano, and Fire Chief; Frank Hand. Commissioner Green was absent and Police Chief; Joseph Sokolofski had to attend to a police matter.

MINUTES

A motion was made by Commissioner Valentine to approve the minutes from the Workshop meeting on April 20, 2022. The motion was seconded by Commissioner Shawell. All were in favor of approving the meeting minutes from April 20, 2022.

FINANCIAL REPORT

A motion was made by Commissioner Palladino to approve the Financial Report, Commissioner Shawell seconded the motion. All were in favor of approving the Financial Report.

PAYMENT OF BILLS

A motion was made by Commissioner Shawell, seconded by Commissioner Palladino to approve paying all bills as presented, in the total amount of \$1,195,715.85. All were in favor of paying the bills as presented.

CITIZEN COMMENTS ON AGENDA ITEMS

No comments from the public on agenda items.

COMMITTEE REPORTS

Mr. Valentine – Recreation, Town Watch & Regional Recreation

Mr. Valentine reported that PARC, Regional Rec. is asking each Township to take part in the weekly park volunteer series. They want us to select a park and do some mulching or other maintenance or upgrades. We would then be able to submit our expenses to the Health and Wellness Foundation for possible reimbursement. We are looking for community volunteers to take part in this project.

Mr. Valentine also stated that Regional Rec is looking into submitting their 501c3 application to become a Non- Profit organization in the hopes of being able to apply for more grants. Mr. Valentine asked the Board if anyone had any objections to that. There were no objections.

In addition Mr. Valentine stated The Adventure Grove Inclusive Playground would like to approach the Board about the possibility of using the property behind Target for the use of the All Inclusive Playground. The playground would be built in stages and would be for people of all abilities, including handicapped and those of all ages. The playground would be built and funded through grants, donations, sponsorships, and fundraising. Mr. Miller responded for their Board to attend a future meeting with their plan to move forward.

Mr. Paladino – Public Works & Code Enforcement – Code Enforcement Report as follows:

CODE CALL	1	PERMITS ISSUED	12
CODE INSPECTION	1	HEARINGS	0
USE & OCCUPANCY	17	COMPLAINTS RESOLVED	0
RENTAL INSPECTIONS	8 UNITS	RENTAL PERMITS	8
RENTAL REGISTRATIONS	4	NOTICE OF VIOLATION	0
CODE NOTICES	0	PROPERTIES POSTED	0
PERMIT INSPECTIONS	19	CITATIONS	0
SITE INSPECTIONS	11	COMPLETED PERMITS	16

Rental Registration Fees: \$150.00 - Building Permit Fees: \$4,053.50 - Construction Costs: \$102,195.00

Mr. Shawell – Regional Planning, Zoning, & Planning Commission

Mr. Shawell attended the Planning Commission meeting and they were discussing grants options for Townships.

Mr. Miller – Police, Civil Service & Fire

Fire

Chief Hand stated that Pottstown Fire Company had 35 calls for the month of April, 10 EMS, and 25 fire calls. There were two fires in the Township along with a serious accident that the fire department needed to respond to.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department provided his report for Mr. Miller to present. He had reported 412 calls for the month of April.

TOTAL ARRESTS – ADULT/ JUVENILES	5
TRAFFIC CITATIONS	31
TRAFFIC WRITTEN WARNINGS	29
UPLAND SQUARE CALLS	35
CODE ENFORCEMENTS	10
NON-TRAFFIC CITATIONS	0
UPLAND SQUARE MINUTES	1140

MANAGERS REPORT

Mr. Hutt provided an update on Public Works. There was a sinkhole discovered on Township property at the municipal complex. Our insurance company has been notified and a claim was filed. The next step is to have the hole televised to determine what the specific issue is. Once this is determined we will see what our coverage will cover and go from there. Members of our Public Works attended a seminar on crack sealing. Projects have been done in the past and will continue.

Bursich Associates projects included; The Quinter Street sewer line replacement, it was completed with the milling and trench overlay which occurred on April 29, 2022. We are still waiting on the County to give their approval on the wages, once this is done this project can be closed out.

The Primary Election is Tuesday May 17th, and the administrative building will be closed that day since this is the polling location.

On April 30th our new Township website went live. This version of the website provides or residents with much more information, including meeting minutes, agendas, financials and more. Coming soon there will be a feature that residents may sign up for that when news bulletins are posted they will receive an email regarding the update. This is a beneficial feature to those who may not be able to attend the regularly scheduled Board meetings.

Our Township Spring newsletter will be sent to all residents the end of May. If residents have any opinions on improving the newsletter please feel free to reach out to the administrative office as we are always looking for ways to improve the newsletter.

The Zoning Hearing Board will reconvene on May 12th to render a decision on a recently submitted application from Drainmen Plumbing.

SOLICITORS REPORT

Nothing to report

NEW BUISNESS

Herbein & Company, Inc. – 2021 Audit Presentation – Megan Thompson from Herbein & Company was in attendance to present the findings of the Townships 2021 annual audit.

East Vine St. Overlay Project– Based on the 25 year road overlay projects roads were ranked based on condition and we are going down the list. East Vine Street overlay will be done in two phases due to the size of the road. A quote was presented to each Commissioner for phase one of the E. Vine Street overlay in the amount of \$211,715.00. Phase one will consist of Center to Quinter. Bursich recommended we do this project in tandem with the Sylvan Drive overlay to save on costs of engineering and submittals. This project will be going out to bid soon and the projected time frame is by the end of fall. Liquid Fuels funds will be used for this phase including Sylvan drive. We will then be left with approximately \$149k in our Liquid Fuels account. This amount could fluctuate depending on several factors. A motion was made by Commissioner Shawell to proceed with the bid process, seconded by Commissioner Palladino. All were in favor of moving forward with bidding out the project.

WPT Code of Ordinances – Codification – Our code of Ordinances has not been codified since 2015. As part of our 2022 budgeting process we made this a priority. This should be done on a regular basis every few years. We received a quote for \$5,111.00 including some additional services such as licensing, binders, etc. Our budgeted amount for this project was \$13,000 so we are well under what we were expecting to spend to complete this. Commissioner Palladino made a motion to move forward with the Codification, seconded by Commissioner Valentine. All were in favor of the Codification update.

CITIZEN COMMENTS

Ben Updergrove Holly Dr. - Was concerned with the flooding at Grosstown and High Street when it rains. Both are state roads and none of the Board members recalled seeing the flooded intersection previously.

CORRESPONDENCE

No correspondences.

EXECUTIVE SESSION

President Miller called an executive session, he announced the executive session was for informational purposes and personnel matters and no actions or deliberation would take place.

ADJOURNMENT

President Miller asked for a motion to adjourn. A motion was made by Commissioner Palladino, seconded by Commissioner Valentine. The motion was approved unanimously.

The Board of Commissioners Meeting of West Pottsgrove Township has concluded at 7:33 P.M. On May 4, 2022.

Respectfully Submitted,



Courtney Harris
Township Secretary