



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

**Board of Commissioners Workshop  
Meeting  
May 17, 2023  
7:00pm**

The regular monthly Workshop Meeting for the Board of Commissioners was called to order by Board President; Steve Miller at 7:00 PM.

**ROLL CALL**

Board members present were Commissioners; Miller, Palladino, Shawell, Valentine, and Green. Also present was Township Manager; Debi Roesener, Township Secretary; Courtney Harris, and Township Solicitor; Jamie Ottaviano.

**MINUTES**

Commissioner Green made a motion to approve the meeting minutes dated May 3, 2023, seconded by Commissioner Valentine, all were in favor of approving the minutes.

**PAYMENT OF BILLS**

Commissioner Green made a motion to approve the bill list as presented seconded by Commissioner Palladino. All were in favor of approving the bill list.

**EXECUTIVE SESSION**

President Miller called an executive session. Upon reconvening the meeting President Miller stated the executive session was due to a personnel matter. The discussion was in regards to modifying the Township hours from Memorial Day weekend to Labor Day weekend. These hours would not affect the Police Department, only the office and public works. Commissioner Green made a motion to set the Township hours during Memorial Day to Labor Day from Monday – Thursday 7:30 am to 4:00 pm and Friday 7:30 am to 1:30 pm. President Miller stated that Public Works would have slightly different hours on a Friday since they generally start earlier during the week. Commissioner Palladino seconded the motion. All were in favor of setting the revised Summer hours.

**CITIZEN COMMENTS**

None

**OLD BUSINESS**

Girl Scouts of America – Tiffani Keen – Miss. Keen was not in attendance.

Monroe Avenue Parcel No. 640003673007 – Bid Results – On May 5, 2023 we advertised this parcel for sale requesting bids of at least \$25k. We did not received any bids. We are re-advertising with a sealed bid due by 4 pm June 7, 2023. If no bids are received by that time we may then enter into a private agreement with any potential buyer.

## **NEW BUSINESS**

**Montgomery County Community Development Block Grant Program Options** – Ms. Roesener received a letter from the County asking if the Township was going to remain a part of the Block Grant Program. President Miller asked what her recommendation was. Ms. Roesener stated since we received CBDG Grant monies almost every year she recommends we remain a part of the Block Grant Program. Commissioner Palladino made a motion to remain in the program, seconded by Commissioner Green. All were in favor.

**Herbein Audit Presentation** – Chris from Herbein was in attendance to give a brief overview of the 2022 financial audit. Chris stated that Herbein audits on a “Modified Cash Basis of Accounting.” The auditor’s opinion is that West Pottsgrove Township has a “Clean Audit” or “Unmodified Opinion.” Auditor Communications provided were; no difficulties were incurred in performing the audit, proposed journal entries were minimal, no new accounting standards adopted, and no other reportable matters.

## **CITIZEN COMMENTS**

None

## **CORRESPONDENCES/ UPCOMING EVENTS**

2023 Spring Community Clean Up Day – Saturday June 3<sup>rd</sup>, 2023 from 9 am to 12 noon, weather permitting.

Veteran’s Memorial Park – Committee Meeting Monday June 5<sup>th</sup>, 2023 @ 6pm

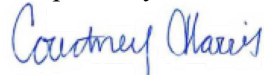
Next BOC Meeting – June 7<sup>th</sup>, 2023 @ 7 pm

## **ADJOURNMENT**

President Miller asked for a motion to adjourn the meeting. A motion was made by Commissioner Green to adjourn the meeting, seconded by Commissioner Shawell. The motion was approved unanimously.

The Board of Commissioners Workshop Meeting of West Pottsgrove Township has concluded at 7:21 P.M. On May 17, 2023.

Respectfully Submitted,



Courtney Harris  
Township Secretary