



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

**Board of Commissioners Meeting  
June 7, 2023  
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; Palladino, Valentine, Miller, Green, and Shawell, Also present was Township Manager; Debi Roesener, Township Secretary; Courtney Harris, Township Solicitor; Jamie Ottaviano, and Police Chief; Joseph Sokolofski. Absent was Fire Chief; Frank Hand.

**MINUTES**

A motion was made by Commissioner Green to approve the minutes from May 17th, Commissioner Valentine seconded the motion. All were in favor of approving the May 17th minutes.

**FINANCIAL REPORT**

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

**PAYMENT OF BILLS**

Commissioner Miller pointed out on the bill list reimbursement for 415 Elm St. Ms. Roesener explained it was a sewer lateral repair. Due to the change in the definition of lateral that was made recently in the ordinance, this was a repair that was found to be in the public road right-of-way. The residents had the work done. Joe, our code enforcement, oversaw the project and issued the appropriate permits. Chris from public works was also there to oversee the installation to make sure it was installed per code. This was entitled to reimbursement by the fact that it was within the public road right-of-way owned by the township. A motion was made by Commissioner Green, seconded by Commissioner Palladino to approve the payment of all bills as presented. All were in favor of paying the bills as presented.

**CITIZEN COMMENTS ON AGENDA ITEMS**

None

**COMMITTEE REPORTS –**

**Mr. Valentine – Recreation, Town Watch & Regional Recreation**

Mr. Valentine stated that summer playground is planned and ready to go, they have a lot of really exciting things planned for the children to do this summer.

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

CODE CALL	10	PERMITS ISSUED	13
CODE INSPECTION	10	HEARINGS	1
USE & OCCUPANCY	7	COMPLAINTS RESOLVED	2
RENTAL INSPECTIONS	16 UNITS	RENTAL PERMITS	5
RENTAL REGISTRATIONS	8	NOTICE OF VIOLATION	10
CODE NOTICES	10	PROPERTIES POSTED	1
PERMIT INSPECTIONS	18	CITATIONS	23
SITE INSPECTIONS	5	COMPLETED PERMITS	5

U&O Fees: \$1,050.00 Rental Registration Fees: \$587.50 - Building Permit Fees: \$6,267.50 - Construction Costs: \$207,300.00

Mr. Green – Emergency Management, Finance, Recycling

Mr. Green stated we had 21.19 tons of single stream recycling during the month of May.

Under finance, under the direction of the auditors, Debi and Courtney went through our accounts and actually consolidated, 25 accounts into 14 accounts, which makes it a lot easier to keep things in line.

Under emergency management, there's a code red for air quality. Anyone with breathing issues, asthma, lung issues, please stay indoors, use your air conditioning if possible, do not go out in the smoke. It is harmful to you. That information is on the Emergency Management Facebook page also. This is in effect until midnight June 8, 2023.

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

Mr. Shawell stated Wawa will be back in to appeal the front yard setback determination for zoning.

Mr. Miller – Police, Civil Service & Fire

Fire

Mr. Miller read the fire report provided by Chief Hand. For May there was a total of 12 calls, which included 8 fire and 4 EMS. There was also 1 Carbon monoxide incident.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department reported 350 calls for the month of May.

TOTAL ARRESTS – ADULT/ JUVENILES	8/6
TRAFFIC CITATIONS	26
TRAFFIC WRITTEN WARNINGS	20
UPLAND SQUARE CALLS	67
CODE ENFORCEMENTS	3
NON-TRAFFIC CITATIONS	6
UPLAND SQUARE MINUTES	2,010

Chief Sokolofski also provided an update on training that some of the Officers have taken this past month. All the members of the department went to the range, conducted legal updates and use of force training. Officer Slavin went to Standard Field Sobriety testing at Advanced Roadside Impairment Detection Enforcement testing. Officer Stoudt went to Finding the Leader in You, which was a two-day course. Chief updated CPR and first aid.

Significant event that occurred was an aggravated assault, which was an attempted shooting, on May 10th at Quinter and East Vine Streets. We got an arrest warrant for the suspect that night, and he turned himself in a couple of days later. Just today, the person that was driving the car came forward, and a good statement was collected from her.

The Chief created a Mission and Vision Statement as well the departments Organizational Values. They will be posted to the Township website.

Chief is the Vice President of the Pennsylvania State Police Troop M Camp Cadet, as well as the physical fitness coordinator. He asked for permission to attend the graduation on Friday morning June 16, 2023 in uniform. A motion was made by Commissioner Green, seconded by Commissioner Valentine. All were in favor.

### **MANAGER REPORT**

Ms. Roesener provided several updates on all areas of the Township, including public works, codes, administration, capital projects, land development, and zoning hearing.

BOC voted to hire two part-time employees to join the public works staff that started the week of May 1<sup>st</sup>.

On Thursday, May 18th, there was a sanitary sewer break discovered at the intersection of Center and Vine Street. We had to go through a list of contractors to find somebody who would come out and do the emergency repair. Construction Master Services responded and was on site for over 24 hours Friday and Saturday to complete the repair. Ms. Roesener also complemented our public work staff who worked hard keeping the bypass pumping going while the work was being completed.

Building renovations essentially are complete. Exterior painting was finished. The only thing we have left to do is transition the parking lot light to LED, that's yet to be scheduled.

Old Timer's Field – The DCNR C2P2 grant application was submitted on April 5<sup>th</sup> and we are still waiting to hear on that grant submission.

Veteran Memorial Park – The committee met in May and on June 5<sup>th</sup> to start brainstorming as far as what type of activities we want to provide at the park so we can develop a master plan.

Anthony Wayne Dr. Sanitary Sewer Project – It is currently on hold with the County. They're in the process of completing their environmental review. Once they do that, we will get the ok to put that out for public bid.

Provco – Wawa – The first hearing was held on March 9, 2023. A decision was rendered at the April 13, 2023 meeting granting all variances with the exception of the front yard waiver along Old Reading Pike. An appeal was filed on May 15th, 2023 by the applicant. There have been multiple phone calls and meetings to discuss a potential settlement agreement and how to move forward through the process.

### **SOLICITOR'S REPORT**

Jamie Ottaviano provided a report to the Board outlining the tasks preformed for the Township. He touched on a few items in the report. The Monroe parcel that the Township wished to sell and was advertised for bid that will be discussed under old business. 1040 Manatawny Road, the homeowner was taken to court, she was found guilty of multiple citations. She had 30 days to appeal, and she did appeal every citation to the County. Next steps, it will get scheduled for a summary appeal hearing before a judge and the district attorney's office will contact Mr. Ottaviano. This will take some time since the

County is still very slow from opening back up from Covid. Until then, the property will still be receiving daily citations as needed at the District Court.

### **OLD BUISNESS**

Presentation Girl Scouts of America Tiffani Keen – President Miller read and presented Miss. Keen with a congratulatory award for her extraordinary achievement in earning the Girl Scout Gold award. With Miss Keen were her proud parents Naomi and Billy. The Board and Township are proud to have such an exceptional young woman in our community who make such an impacting difference.

Spring Community Clean Up Day. – Saturday, June 3rd 2023 was our clean-up day, we refreshed our parks at Howard Street and Vine Street. Thank you to Commissioner Valentine, and a few other residents who came out to help us paint benches, clean equipment, and mulch around the trees.

Monroe Ave – Parcel 640003673007 –This is a vacant property that the township is looking to possibly sell. There were no bids received. The bid requirements were minimum bid of \$25,000. The deadline was May 17th. Subsequently, it was put out to bid again as required by law. The deadline was today at four o'clock. Again no bids were received. It was the same bid parameters again, minimum bid \$25,000. Now that we put it out to bid two separate occasions with no bid results, the Board is now free to entertain any potential private offers. Someone was previously interested in purchasing this property. Commissioner Palladino made a motion to allow Mr. Ottaviano and Ms. Roesener to reach out to the individual interested in purchasing the property to see if he wishes to make an offer to bring back to the Board to discuss at a later meeting. Commissioner Shawell seconded the motion, all were in favor of moving forward.

### **NEW BUISNESS**

#### Montgomery County 2022 Hazard Mitigation Plan

We need to authorize the resolution for the county 2022 Hazard Mitigation Plan. A motion from Commissioner Green seconded by Commissioner Shawell. All were in favor of the Resolution.

Knights of Columbus Annual Golf Tournament – Knights of Columbus approached us with its annual golf tournament for sponsorship. In previous years we did the \$100 Gold sponsorship. Commissioner Palladino recused himself from the vote as he is a member of Knights of Columbus. Commissioner Green made a motion to move forward with the \$100 Gold sponsorship, seconded by Commissioner Shawell. The motion was 4-4 with Commissioner Palladino recusing himself from the motion.

415 Elm Street – As previously explained with the bill list, 415 Elm was a sanitary lateral replacement. We just need to have it officially approved. Commissioner Palladino made a motion, seconded by Commissioner Green. All were in favor.

National Night Out – National Night Out Tuesday, August 1, 2023. It's a night to celebrate first responders, typically police, fire, and ems. It allows the community to come out and partake in some activities, demonstrations, and interact with different equipment. There's typically food provided some swag from the PD, or other participating agencies. Chief asked for a budget of \$2,000.00 anticipating donations from businesses in the Township to help with the event. Commissioner Shawell made a motion to move forward with National Night Out and a budget of 2k, seconded by Commissioner Palladino. All were in favor.

BOC Workshop Meetings – Wednesday 21<sup>st</sup> 2023 7pm – Hold or Cancel – The Board had a discussion about the need to have a Workshop meeting for the months of June, July, and August. If for some reason we decide to cancel a Workshop meeting and something comes up, we will then call a meeting to take

care of the item of business. Commissioner Palladino made the motion to move forward with this plan, seconded by Commissioner Valentine.

Commissioner Green made a motion to cancel the June 21<sup>st</sup> Workshop meeting, seconded by Commissioner Shawell. All were in favor.

**CITIZEN COMMENTS**

None

**EXECUTIVE SESSION** – Canceled

**CORRESPONDENCE**

Montgomery County Department of Health and Human Services CDBG proposed projects for 2023. We received official notification that the proposed list for the 2023 program year for CDBG has been issued. We're preliminarily on that list for Sylvan Drive Sanitary Replacement Phase Two for \$200,000. This is an informal notice, we will get an official notification in July.

**Upcoming Events**

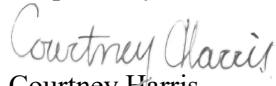
Veteran's Memorial Park – Next Committee Meeting – Monday July 10th, 2023 @6 pm  
Zoning Hearing Board – Thursday June 8th, 2023 @ 7pm - Canceled  
No Planning Commission meeting in June

**ADJOURNMENT**

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

The Board of Commissioners Meeting of West Pottsgrove Township has concluded at 7:29 P.M. On June 7, 2023.

Respectfully Submitted,

  
Courtney Harris  
Township Secretary