



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

**Board of Commissioners Meeting  
September 6, 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, and Shawell, also present was Township Manager; Debi Roesener, Township Solicitor; Jamie Ottaviano, Police Chief; Joseph Sokolofski, and filling in for Township Secretary was Police Admin, Jeff Kazmierczak. Absent was Township Secretary; Courtney Harris and Fire Chief; Frank Hand.

**MINUTES**

A motion was made by Commissioner Valentine to approve the minutes from August 2, 2023, Commissioner Palladino seconded the motion. All were in favor of approving the August 2nd minutes.

**FINANCIAL REPORT**

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

**PAYMENT OF BILLS**

Commissioner Shawell made a motion to pay the list of bills as presented, Commissioner Palladino seconded the motion. All were in favor of paying the bills as presented.

**CITIZEN COMMENTS**

None

**COMMITTEE REPORTS –**

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

CODE CALL	5	PERMITS ISSUED	9
CODE INSPECTION	10	HEARINGS	2
USE & OCCUPANCY	6	COMPLAINTS RESOLVED	1
RENTAL INSPECTIONS	4 UNITS	RENTAL PERMITS	5
RENTAL REGISTRATIONS	1	NOTICE OF VIOLATION	2
CODE NOTICES	2	PROPERTIES POSTED	0
PERMIT INSPECTIONS	20	CITATIONS	7
SITE INSPECTIONS	0	COMPLETED PERMITS	11

U&O Fees: \$900.00 Rental Registration Fees: \$75.00 - Building Permit Fees: \$5,051.75 - Construction Costs: \$151,300.00

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

Nothing to report.

Mr. Green – Emergency Management, Finance, Recycling

In Mr. Green’s absence, Mr. Miller read the recycling report. In the month of August there was 23.87 tons of single stream recycling.

Mr. Miller – Police, Civil Service & Fire

Fire

Mr. Miller read the fire report in the absence of Chief Hand. For the month of August there was a total of 7 calls, which included 5 fires, and 2 EMS calls.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department reported 321 calls for the month of August.

TOTAL ARRESTS – ADULT/ JUVENILES	21/0
TRAFFIC CITATIONS	59
TRAFFIC WRITTEN WARNINGS	49
UPLAND SQUARE CALLS	57
CODE ENFORCEMENTS	1
NON-TRAFFIC CITATIONS	6
UPLAND SQUARE MINUTES	1710

Chief Sokolofski stated there was a significant event, where the caller stated her boyfriend was heavily intoxicated holding a handgun. When Officers Zieske and Mayberry responded to his residence, they found him in the corner of his room with a single gunshot wound to the head, deceased. The death was ruled a suicide.

**MANAGER’S REPORT –**

- Public works continues to pick up and dispose of yard waste as residents contact the township. Residents must contact the township with their address on or before 3pm on Monday each week to schedule a pickup on Tuesday as needed. Tuesdays will remain the collection day for yard waste until further notice.
- Public works staff have been accompanying Codes staff for U&O inspections to televise sanitary sewer laterals to identify any necessary repairs prior to sale of the home.
- Public works staff did an amazing job of prepping the Municipal complex for the National Night Out – we couldn’t have done this without them.
- Flagg Properties - The owner has been cited on numerous code violations. The owner is currently scheduled for a hearing at District Court on September 19, 2023, at 1:30 pm.
- Both the Codes and Administrative staff have been diligently following up on rental properties in the township. The staff has discovered a significant number of properties that have not been properly registered with the township and therefore, have not been inspected. Codes will be performing ongoing rental inspections throughout the end of the year.
- Civic Plus Website – Our new website went “live” over the summer and now gives our staff the ability to update as needed instead of waiting for a third party to update. Moving forward we will be posting information to the website and limiting what is posted to the township’s Facebook page.

- IT Services – Hyland Technologies, Tom Hyland, has assisted the township in upgrading to Outlook 365 for email and office programs, while providing the proper security for both the administrative and police departments
- Dallas Data Systems – Financial Software – We officially started utilizing our new financial software on August 1, 2023.
- Mascaro Trash/Recycling –Phone calls and emails have been very limited, and JP Mascaro has been promptly responding to issues as they are brought to their attention.
- Veterans Memorial Park –Several meetings have been held and a preliminary sketch plan has been prepared. The last meeting on August 14, 2023, resulted in the township requesting a lease/acquisition area from the Borough on the current airport property. No feedback has been received at this time; therefore, the next meeting will be held on October 9, 2023, at 6pm.
- Anthony Wayne Drive Sanitary Sewer Project – This project is currently out for public bid. A pre-bid meeting was held on Wednesday August 30, 2023, at 10 am. Bids are due on September 19, 2023. Once a contractor is awarded, the township will follow-up with the residents relating to needed lateral, curb, and/or sidewalk repairs.
- Quinter St./ East Vine St. Roadway improvement project – the field survey for the anticipated project has been completed. Timing for this project will be guided by the progress of the Anthony Wayne Project. The intent is to place both out for bid as a joint roadway paving project utilizing Liquid Fuels funds. Based on the current Anthony Wayne project schedule, this project will likely be placed out for public bid in the first quarter of 2024.
- 2023 Montgomery County CDBG Project –The grant application for the Sylvan Drive Sanitary Sewer Replacement Project was submitted on April 10, 2023. This project will include the completion of the sanitary sewer main within Sylvan Drive, repair/replacement of sanitary laterals, repair/replacement of curb and sidewalks as identified, and other related improvements such as repaving. We were notified over the summer that this project will receive \$200,000 in CDBG funding to go towards construction costs for this project.
- Provco – Wawa – The settlement agreement between the Township, Zoning Hearing Board, and the applicant was approved, executed, and recorded. We expect the applicant to be submitting plans for Land Development review soon.
- Angelo’s Cleaners –A decision was rendered at the May 11<sup>th</sup>, 2023, Zoning Hearing Board meeting granting the requested variance. Since receiving a decision from the ZHB, the applicant has submitted a sketch plan for review which adds apartments to the proposed application. The plan has been reviewed and it has been determined that the applicant will need additional relief for conditional use.
- 670 Constitution Avenue – The owner has submitted a Lot line adjustment plan for review and is scheduled to appear before the Zoning Hearing Board on September 14, 2023, at 7pm.

### **SOLICITOR’S REPORT**

1040 Manatawny Rd (Ekaterine Eastmond) – Owner continues to appeal or request continuance at both the District and Court levels. The latest hearing scheduled with the County Court for Thursday September 7, 2023, at 10 am has been continued per the owner’s request.

203 E. Race St (Michelle Campbell) – At the County Court hearing on August 3, 2023, the judge instructed the owner that she had 30 days to clean up her property. The next hearing at County court is scheduled for Thursday September 7<sup>th</sup>, 2023, at 2 pm. Jamie will be in attendance for the proceedings.

### **OLD BUISNESS**

2024 Final Budget Calendar – Will be posted to the township website. The adopted budget date was moved from November to December to give us time to modify anything that needs to be modified after the caucus meeting.

Anthony Wayne Drive, Von Steuben Drive, & Pulaski Street Improvement Project – This was touched on in the managers’ report, however it is out for bid and the sealed bids are due on September 19, 2023, by 2pm.

PennDOT West High Street Repaving Project – The paving is complete; we have not received any updates on when the permanent striping will be done.

### **NEW BUISNESS**

LSA Grant Funding – Fairview Street Improvement Project – Authorization to complete field survey and submit application. This is an LSA grant that allows for requests for up to a million dollars for a project. This project would involve roadway reconstruction, storm improvements, sanitary improvements, subsurface issues with tires, and Fritz stream. The Borough may want to put in public water in this area while it is under construction. To get a better idea of the cost of this project, Ms. Roesener requested the field survey, so we are applying for an appropriate amount of funding. Commissioner Palladino made a motion for Ms. Roesner to move forward, seconded by Commissioner Valentine. All were in favor of Ms. Roesener scheduling the field survey, applying for the grant.

2024 Minimum Municipal Obligation MMO, Uniform & Non- Uniform Worksheets – Commissioner Palladino made a motion to accept the MMO Worksheets for Uniform and Non- Uniform, seconded by Commissioner Shawell. All were in favor of both MMO Worksheets.

Select date for Christmas Tree Lighting – Friday December 1<sup>st</sup> or Saturday December 2<sup>nd</sup>? Commissioner Palladino made a motion to accept both days and leave it up to the school choir for their availability, seconded by Commissioner Shawell. All were in favor.

Private Sewer Acquisition – Upland Square & Candelora Drive – The acquisition of Upland Square would eliminate any utility issue for further development. The owners are still to be contacted regarding this. The field work for Candelora Dr. is completed. Bursich is in the process of creating the exhibits, legal descriptions, and easements for the sewer line. Jamie will then create the easement agreements for the property owners.

PARRC – MOU & Resolution for 2024-2029 – Mr. Miller suggested the Board Members take it home, review it and it can be discussed and voted on at the Workshop meeting.

PARRC – Empower Your Park – Fall Event – Healthy Lands Week – Murgia Park cleanup – Saturday September 23<sup>rd</sup> or Saturday September 30<sup>th</sup> – This is going to be revisited in the Spring as the work that needs to be done at Murgia Park needs to be done by Staff as machinery is required, otherwise Murgia Park is in really good shape.

Updated Permanent Township Office Hours – Monday through Thursday 7:30 am – 4:30 pm and Fridays 7:30 am - 11:30 am. Commissioner Palladino made a motion to approve the motion, seconded by Commissioner Shawell. All were in favor of the new hours.

### **CITIZEN COMMENTS**

None

### **CORRESPONDENCE**

PARRC – Fall Events Calendar – Posted to township website & Facebook page.

PARRC – DEI Training

Pottstown Borough – Regional Fire Department

**Upcoming Events**

Zoning Hearing Board Meeting Thursday September 14, 2023 @ 7pm

BOC Workshop Meeting Wednesday September 30, 2023 @ 7pm

Planning Commission Meeting Thursday September 21, 2023 @ 7pm

New BOC Meeting Wednesday October 4, 2023 @ 7pm

Veteran's Memorial Park next Committee Meeting Monday October 9, 2023 @ 6pm

**ADJOURNMENT**

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

The Board of Commissioners Meeting of West Pottsgrove Township concluded at 7:31 P.M. On September 6, 2023.

Respectfully Submitted,

Courtney Harris  
Township Secretary