



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

**Board of Commissioners Meeting  
November 1, 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; Arms, Valentine, Miller, Green and Shawell, also present was Township Manager; Debi Roesener, Township Solicitor; Jamie Ottaviano, Police Chief; Joseph Sokolofski, and Fire Chief; Frank Hand.

**MINUTES**

A motion was made by Commissioner Shawell to approve the minutes from October 18, 2023, Commissioner Green seconded the motion. All were in favor of approving the October 18<sup>th</sup> meeting minutes.

**FINANCIAL REPORT**

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

**PAYMENT OF BILLS**

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

**CITIZEN COMMENTS**

None

**COMMITTEE REPORTS –**

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

It is time for Patricia McCloskey's annual review. Since Ms. Roesener works with her more than Mr. Valentine, Ms. Roesner will do her annual review to determine her salary and they will be meeting soon to discuss that.

**Mr. Green – Emergency Management, Finance, Recycling**

Mr. Green stated there was 19.8 tons of single stream recycling for September and 19.4 tons for October.

**Public Works & Code Enforcement** – Code Enforcement Report as follows:

CODE CALL	9	PERMITS ISSUED	18
CODE INSPECTION	9	HEARINGS	3
USE & OCCUPANCY	8	COMPLAINTS RESOLVED	4
RENTAL INSPECTIONS	15 UNITS	RENTAL PERMITS	16
RENTAL REGISTRATIONS	15	NOTICE OF VIOLATION	9
CODE NOTICES	9	PROPERTIES POSTED	0
PERMIT INSPECTIONS	22	CITATIONS	12
SITE INSPECTIONS	0	COMPLETED PERMITS	10

U&O Fees: \$1,200.00 Rental Registration Fees: \$150.00 - Building Permit Fees: \$6,613.30 - Construction Costs: \$273,549.00

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

Nothing to report.

Mr. Miller – Police, Civil Service & Fire

Fire

Chief Hand stated for the month of October there was a total of 11 calls, which included 3 Rescue & Emergency Medical Service, 2 Hazardous Condition (no fire), 1 Service Call, 3 Good Intent Call, and 2 False Alarm & False Call

Police

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

TOTAL ARRESTS – ADULT/ JUVENILES	16
TRAFFIC CITATIONS	32
TRAFFIC WRITTEN WARNINGS	39
UPLAND SQUARE CALLS	69
CODE ENFORCEMENTS	18
NON-TRAFFIC CITATIONS	13
UPLAND SQUARE MINUTES	1725

Chief Sokolofski stated the department would be participating again in No Shave November. Officers who donate \$25 are afforded the privilege to grow a well-groomed beard through November. The Police Association matches the officers' donation. Proceeds will be given to the Red Corner Benefit in support of Dawson Faust, a toddler diagnosed with brain cancer.

The Body Watch Cameras were deployed Department-wide on October 23, 2023, training occurred on site.

On October 22, 2023, there was a reportable crash that occurred Berks and Monroe involving a Mercedes that hit two parked cars. The driver was arrested for DUI.

**MANAGER'S REPORT –**

- Codes will be performing ongoing rental inspections through the end of the year and will continue to follow up on codes related matters.
- Township Newsletter for Fall/Winter 2023 – Content for the Fall/Winter Newsletter was submitted on Friday September 29, 2023. The newsletter is scheduled to be issued on November 17, 2023.
- Old Timer's Field – We were awarded \$200k from the DCNR C2P2 grant, and we applied for an additional \$100k from Pottstown Health and Wellness.

- Veterans Memorial Park – Another meeting will occur on November 13<sup>th</sup> to go over finalizing the Master Plan. A letter will be given to Justin Keller < Borough Manager, requesting to place the Township on the agenda for Borough Council’s December meeting to discuss the additional property for the park.
- Anthony Wayne Drive – We issued the Notice of Award to Joao & Bradley, and they submitted their required documents. The Bursich and the County are currently reviewing the documents for approval. Once the documents are reviewed and approved by both entities, Board authorization is needed to issue the Notice to Proceed. They did provide a schedule and anticipate starting the week of November 13<sup>th</sup> as long as everything else has been approved. Commissioner Green made a motion to proceed with the notice, seconded by Commissioner Shawell. All were in favor.

### **SOLICITOR’S REPORT**

Flag Property – We did meet at Court and the owner is aware of the issues on the property. The hearing was postponed for 30 days at the owner’s request. We are hoping that most of the issues will be addressed and resolved before returning to Court and citations will not have to continue.

1040 Manatawny St. –two rounds of citations were filed at District court, 44 citations she was found guilty on, she appealed those, and it went to County Court, that hearing was three weeks ago. There she was also found guilty of all 44 counts. She could appeal that; we have not heard if she was going to or not.

### **OLD BUISNESS**

PennDOT West High Street Repaving Project – The paving is complete but residents need to be aware that it goes from two lanes to one lane with bike lanes in Pottstown but not in West Pottsgrove.

### **NEW BUISNESS**

Dennis Arms Resignation - Planning Commission – Since accepting the position of Commissioner, Dennis Arms is resigning as member of the Planning Commission. Commissioner Shawell made a motion to accept the resignation, seconded by Commissioner Green. Commissioner Miller stated there are enough members are the Planning Commission and the seat would not be filled at this time.

HK Partners – December 1, 2023, the W. High property is going to tax sale, we are able to bid on the property. There is paperwork to fill out which must be done approximately three weeks before the date of the tax sale. The idea is if the Township can get these lots for a fair price, then we won’t have to worry about futures issues coming up like we had in the past, like the homeless shelter or garage. Commissioner Arms made a motion to proceed without naming a price, there is time to discuss. Commissioner Valentine seconded the motion. All were in favor.

Angelos Carpet Cleaners – On October 20, 2023, Angelo’s re-submitted to have 4 apartments on the second story of the commercial building. They will be on the agenda for the December Planning Commission Meeting.

WPT IBC Small Group Renewal – effective January 1, 2024, we anticipated 5% - 7% increase and the increase came in at 4.77%. Commissioner Green made a motion to remain with our current coverage, seconded by Commissioner Arms. All were in favor.

2024 Budget Summary – Revenue vs. Expenses – Draft – No Detail – Our anticipated General Fund revenue is - \$3,273,209.95 and our anticipated General Fund expenses are \$3,264,556.29, which is \$44,534.29 over what was presented for 2023.

**CITIZEN COMMENTS**

None

**CORRESPONDENCE**

EMS study, Strategic Planning and Recommendations – a meeting has been set for November 15<sup>th</sup> to discuss and strategize for informational purposes.

**Upcoming Events**

Veteran’s Memorial Park next Committee Meeting Monday November 13, 2023 @ 6pm

No Zoning Hearing Board Meeting is scheduled for November.

BOC Workshop Meeting Wednesday November 15, 2023 @ 7pm

No Planning Commission Meeting for November

Holiday Tree Lighting – Friday December 1, 2023 @ 7pm – details to follow.

New BOC Meeting Wednesday December 6, 2023 @ 7pm

**ADJOURNMENT**

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

The Board of Commissioners Meeting of West Pottsgrove Township concluded at 7:20 P.M. On November 1, 2023.

Respectfully Submitted,

Courtney Harris  
Township Secretary