



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

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

Commissioner Miller Thanked everyone for their hard work for making the Tree Lighting event a success.

MINUTES

A motion was made by Commissioner Green to approve the minutes from November 15, 2023, Commissioner Valentine seconded the motion. All were in favor of approving the November 15th meeting minutes.

FINANCIAL REPORT

A motion was made by Commissioner Green to approve the Financial Report, Commissioner Arms 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

Patricia McCloskey's part-time assistant gave notice to resign so the Reginal Rec Board will be looking to fill the part-time position.

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

Nothing to report.

Mr. Green – Emergency Management, Finance, Recycling

Mr. Green stated there was 29.87 tons of single stream recycling for November.

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

CODE CALL	5	PERMITS ISSUED	15
CODE INSPECTION	5	HEARINGS	1
USE & OCCUPANCY	3	COMPLAINTS RESOLVED	4
RENTAL INSPECTIONS	8 UNITS	RENTAL PERMITS	8
RENTAL REGISTRATIONS	8	NOTICE OF VIOLATION	4
CODE NOTICES	9	PROPERTIES POSTED	0
PERMIT INSPECTIONS	18	CITATIONS	0
SITE INSPECTIONS	0	COMPLETED PERMITS	14

U&O Fees: \$450.00 Rental Registration Fees: \$150.00 - Building Permit Fees: \$5,865.00 - Construction Costs: \$205,689.00

Mr. Miller – Police, Civil Service & Fire

Fire

For the month of November there were 3 EMS calls and 6 Fire calls. Out of these calls 3 of them were Rescue and Emergency Medical Services, 1 Hazardous Condition (no fire), 1 Service call, 1 Good Intent Call, and 3 False Alarm & False Calls.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department reported 342 calls for the month of November.

TOTAL ARRESTS – ADULT/ JUVENILES	14/1
TRAFFIC CITATIONS	59
TRAFFIC WRITTEN WARNINGS	44
UPLAND SQUARE CALLS	66
CODE ENFORCEMENTS	5
NON-TRAFFIC CITATIONS	9
UPLAND SQUARE MINUTES	1650

Chief Sokolofski touched on a few significant incidents.

On November 19th there was a suicidal subject at Continental Concrete. Officer Zieske and Officer Mayberry were able to take the employee out of the building safely, detain him, and secure his firearm which the Police have in custody. The subject was voluntarily committed. They await disposition on this case.

From 11/13 – 11/15 there were multiple vehicle thefts, attempted thefts, and break-ins in the Township and in surrounding Townships. The vehicle that was stolen from our Township was located in Bright Hope. On 11/16 WPTPD assisted PPF in apprehension of a stolen vehicle crash and two 14-year-old suspects were detained. One of them admitted to our stolen vehicle.

The WPTPD asked to extend No Shave November. Chief Sokolofski agreed if they doubled the original donation amount to the Red Corner Benefit in support of Dawson Faust, a toddler diagnosed with drain cancer.

Officer Andrew Slavin’s Date of Hire was December 12, 2022, he is nearing the end of his probationary period and Chief Sokolofski recommended we retain Officer Slavin as he is an asset to the Department.

MANAGER'S REPORT –

- Flag property, the property owner was cited numerous times. The trash issue caused by the homeless has yet to be addressed, however he did address the underground tunnel on High St. which has been cleaned up and sealed off.
- The Township Newsletter went out on November 17th.
- Caucus meetings were held in October for the budget, and we have been working on it since. There has been an adjustment since the last reading due to insurance, personnel, and grants.
- Anthony Wayne Drive – It was bid in September, awarded in October, the Notice to Proceed was issued on November 15th with a start date of November 20th. On November 13th notices were sent to all residents in that development giving them options for any of the work that needs to be done to their curb, sidewalk, driveway apron, or lateral issues that were marked by our public works department and our Engineer. The contractor has completed the installation of the sewer main and is now working on the laterals within the roadway. A significant number of residents have responded that they would like to have this work done, so once the contractor is done with the roadway laterals, we will work with the Engineer and public works to finalize quantities and get estimates and agreements out to all the residents. This work would not take place until February or March unless we were to get a warm spell.
- Angelo's Cleaners submitted a conditional use application on October 20th. Our Solicitor, Engineer, and Montgomery County Planning Commission have it for review. The project will be on the agenda for the December 21st Planning Commission Meeting, and we tentatively have the Conditional Use Hearing scheduled for January 17th at the Board of Commissioners Meeting.

SOLICITOR'S REPORT

203 E Race St. – Noncompliant with property maintenance for quite some time. Was at County Court at least twice. Codes is now comfortable that she is becoming into compliance. This property owner was scheduled to go before the judge in County Court on December 7th however Mr. Ottaviano withdrew due to the opinion of the Codes Officer/Writer. We will continue to monitor the status of her property and we will not hesitate to file future citations if need be.

1040 Manatawny St. – Was found guilty at the County level on all 44 citations and should have a fine levied of \$44,000. Mr. Ottaviano is hoping to have an answer to the Board by our next meeting on what we can do to force her hand at this point.

OLD BUSINESS

Angelo's Cleaners – Conditional Use Hearing to be held prior to the Board of Commissioners meeting on January 17, 2024, at 6:30 pm. Commissioner Shawell made a motion, seconded by Commissioner Arms. All were in favor of having the Conditional Use Hearing January 17, 2024, at 6:30 pm. Mr. Ottaviano mentioned the Court Reporter Audrey would need to be present for the hearing.

Resolution – Montgomery County Planning Commission Contract – Commissioner Green made a motion to authorize the resolution to be signed, seconded by Commissioner Shawell. All were in favor.

Ordinance – Code – Amending Section 17-3 Tax Rate 2024 – Authorize to advertise for adoption – Commissioner Arms made a motion to authorize Mr. Ottaviano to advertise the Ordinance for adoption, seconded by Commissioner Green. All were in favor.

Ordinance Budget 2024 – Specific Funds Recommendation for approval – The latest budget numbers show an increase which consists of personnel costs, grant money, and insurance costs. Our total current revenue is \$3,534,951.28 and our total expenditures are \$3,528,422.18. This is for the Board to review and consider adopting at our meeting on December 20th.

SWIF Application – Since the last meeting and prior authorization our application has been accepted and we received notice that an additional \$2,925.00 was due for our initial deposit towards the premium. Ms. Roesener asked for a motion for authorization to sign the quote and send along the additional deposit towards the premium. Commissioner Green made the motion, seconded by Commissioner Shawell. All were in favor.

NEW BUISNESS

2024 Township Calendar – Adopt & Authorize to Advertise – This is our list of meeting dates and Holidays. The revised Holidays will align us with the County. Commissioner Arms made a motion, seconded by Commissioner Green. All were in favor of advertising the 2024 Township Calendar.

Victory Bank Proposal – Commissioner Green reviewed the proposal in detail and believes it is a very good proposal. He believes we should look into switching some of our accounts to Victory Bank. Commissioner Green made a motion to move forward and act at the next meeting, seconded by Commissioner Arms. All were in favor.

HRG Engineering Services Proposal – Annual Chapter 94 Report & WQM Permit Grosstown Road Pump Station – Commissioner Shawell made a motion to move forward with accepting the proposal from HRG for the Annual Chapter 94 Report & WQM Permit Grosstown Road Pump Station, seconded by Commissioner Green. All were in favor.

Maher Duessel Proposal – ARPA Reporting – This is to help with the ARPA reporting on the funds that were used and not reported on prior to Ms. Roesener's employment with the Township. We can also use the ARPA funds to pay for the assistance of Maher Duessel. Commissioner Shawell made a motion, seconded by Commissioner Green. All were in favor.

West Pottsgrove Township Overlay Amendments – Authorize to submit to MCPC for review – Commissioner Valentine made a motion authorize Ms. Roesener to send the Overlay Amendments to the zoning ordinance to the County for review, seconded by Commissioner Arms. All were in favor.

Planning Commission – Zoning Hearing Board – Civil Service Commission terms set to expire 2024 - There are three members of the Planning Commission, two members of the Zoning Hearing Board, and one member of the Civil Service Commission with terms set to expire in 2024. All were contacted and all but one has responded, and is interested in continuing and will be reappointed to a new four-year term in January 2024. Will follow up with the remaining Planning Commission member who has not yet responded.

Resolution – Liquid Fuels – This resolution allocates the use of Liquid Fuels funds for road projects, traffic signals, and signs. A motion was made from Commissioner Green seconded by Commissioner Shawell. All were in favor.

CITIZEN COMMENTS - None

CORRESPONDENCE

Bursich Associates – 2024 Rate Schedule – This is the first time in several years that their fees have increased.

Upcoming Events

No Zoning Hearing Board Meeting is scheduled for November.

BOC Workshop Meeting Wednesday December 20, 2023 @ 7pm

Planning Commission Meeting Thursday December 21, 2023 @ 7 pm

New BOC Meeting Wednesday December 6, 2023 @ 7pm

ADJOURNMENT

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

The Board of Commissioners Meeting of West Pottsgrove Township concluded at 7:33 P.M. On December 6, 2023.

Respectfully Submitted,

Courtney Harris
Township Secretary