



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

**Board of Commissioners Meeting
February 7, 2024
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, and Shawell. Also present was Township Manager; Debi Roesener, Township Secretary; Courtney Harris, Township Solicitor; Jamie Ottaviano, Police Chief; Joseph Sokolofski, and Fire Chief; Frank Hand who arrived at 7:28. Commissioner Green was absent due to a work conflict.

EXECUTIVE SESSION

President Miller called and executive session, he stated he would indicate on the agenda which items were related to the executive session as some would require a vote. Executive session began at 7:02 and ended at 7:20.

MINUTES

A motion was made by Commissioner Shawell to approve the minutes from January 17, 2024, Commissioner Arms seconded the motion. All were in favor of approving the January 17th meeting minutes.

FINANCIAL REPORT

A motion was made by Commissioner Shawell to approve the Financial Report, Commissioner Valentine 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 Shawell 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

Mr. Valentine mentioned Pottsgrove Recreation is hosting line dancing classes for men & women. Contact them to sign up. The classes will be on Wednesday nights, it's \$10 a class.

Mr. Green – Emergency Management, Finance, Recycling – Mr. Miller relayed the information due to Mr. Green's absence. There was 28.99 tons of single stream recycling for December 2023 and 26.83 tons for January.

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

CODE CALL	4	PERMITS ISSUED	8
CODE INSPECTION	4	HEARINGS	0
USE & OCCUPANCY	1	COMPLAINTS RESOLVED	3
RENTAL INSPECTIONS	17 UNITS	RENTAL PERMITS	17
RENTAL REGISTRATIONS	115	NOTICE OF VIOLATION	0
CODE NOTICES	4	PROPERTIES POSTED	0
PERMIT INSPECTIONS	11	CITATIONS	15
SITE INSPECTIONS	0	COMPLETED PERMITS	6

U&O Fees: \$150.00 Rental Registration Fees: \$23,960.00 - Building Permit Fees: \$3,006.10 - Construction Costs: \$113,955.00

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

Nothing to report.

Mr. Miller – Police, Civil Service & Fire

Fire

Chief Hand wasn't yet in attendance, Mr. Miller read Chief Hand's report. For the month of January there was a total of 9 calls, which included 3 EMS, and 6 fire calls.

Police

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

TOTAL ARRESTS – ADULT/ JUVENILES	15/0
TRAFFIC CITATIONS	68
TRAFFIC WRITTEN WARNINGS	67
UPLAND SQUARE CALLS	56
CODE ENFORCEMENTS	1
NON-TRAFFIC CITATIONS	10
UPLAND SQUARE MINUTES	1425

Chief Sokolofski reported that they had two significant incidences in the month of January. The first occurred on January 12th at 2:40 am. Officer Slavin conducted a traffic stop in Stowe Crossing for an equipment violation, which resulted in the arrest of Quincy Baker for Firearm and Act 64 violations. The second incident was on January 18th at 4pm, Officer Zieske timed Isaiah Hevalow at 34 mph in the school zone. He registered .13& on the PBT and was arrested for DUI. A THC vape cartridge was also seized from his center console. The department also had radar detail on January 30th on Route 422 which netted 15 citations.

Officer Douglas attended Crisis Intervention Training, Officer Zieske attended Medical Marijuana training, and Corporal Roeder attended CATO training.

Part-time Officer Mayberry resigned effective February 14th.

MANAGER'S REPORT –

- Staff worked hard salting and plowing the Township roadways and sidewalk during three separate winter weather events on January 6th, 15th/16th, and 19th.
- 1040 Manatawny Road - The case has been raised to the State Superior Court level by the owner, so we are currently in a holding pattern. No changes have been made at the property. Codes staff began citing the owner again at the beginning of January. Our solicitor will update.
- Veterans Park - The Township did apply for a small grant with PMRPC to improve the basketball courts at the park since this can be a stand-alone project. The Township received notice via email on January 31st, 2024, that the grant funding for the small project will be awarded to the Township in the spring of 2024 in the amount of 25k.

SOLICITOR'S REPORT

Each member of the Board was presented with a copy of Mr. Ottaviano's report. Due to confidential information any questions can be discussed in the executive session.

OLD BUSINESS

None

NEW BUSINESS

The next three items were discussed in Executive Session and will now be voted on:

WPT Police Collective Bargaining Agreement January 1, 2023, through December 31, 2027 – February 7, 2024, Amendment – Found a need to update when updating salaries, the beginning of the year. It was discovered that the CBA did not account for 1st year officers. This section of the CBA has been modified and reviewed by the Police Association, the Chief, as well as the Township, everyone is on board with the changes. Commissioner Arms made a motion to approve the amendment, seconded by Commissioner Shawell. All were in favor of amending the section addressing 1st year Officers in the CBA.

WPT Police Department – Full- Time Position – Hiring Results – Chief Sokolofski gave a brief overview of two candidates for the position. Both candidates passed the written portion of the examination, however only one of them passed the oral portion of the exam. Officer Douglas is currently a part-time officer with the Department and is the only candidate who passed both the written and oral exam. With that being said, Commissioner Valentine made a motion to hire Officer Douglas full-time effective March 10th pending physical, background check, and drug testing. Commissioner Shawell seconded the motion. All were in favor of bringing Officer Douglas on full-time. Chief Sokolofski would like to officially swear Officer Douglas in at the March 6th meeting.

Pottstown Public Library – Resolution Annual Contribution – In 1988 the Board of Commissioners at the time adopted a resolution that recognized Pottstown Public Library as the Library for the residents of WPT, while also establishing a \$2.00 per capita financial assistance. Since then, the current Board has decided to pay more or less depending on the budget. A new resolution has been prepared. The resolution states that Pottstown Public Library is still the library for the residents of WPT and also reaffirming that we will continue to provide financial assistance and in-kind services to the library. Instead of the resolution stating a set dollar amount of \$2.00 per capita, it says that the amount and in-kind services will be reviewed each year at budget time. Commissioner Shawell made a motion to accept the resolution, seconded by Commissioner Valentine. Commissioner Arms abstained from the vote as he is on the library's Board of Trustees as well as a Commissioner of WPT and has an obligation to both Boards. All were in favor, with the exclusion of Commissioner Arms who abstained.

Anthony Wayne Drive improvement Project – Application for Payment Request No. 2 – Approve for payment – The request came from Bursich who reviewed and approved the request. The Application for Payment is in the amount of \$89,555.40. This is for all the main lateral work. More work is to be done in the Spring, such as paving. Commissioner Shawell made a motion to approve Payment Request No. 2, seconded by Commissioner Valentine. All were in favor.

Angelo’s Cleaners – Time Extension Request – Angelo’s was at the 90-day mark from the time they submitted their application. They have requested an extension to the end of April. Commissioner Shawell made a motion to grant the extension, seconded by Commissioner Arms. All were in favor.

CITIZEN COMMENTS

None

CORRESPONDENCE

None

Upcoming Events

No Zoning Hearing Board Meeting is scheduled for February.

BOC Workshop Meeting Wednesday February 21st, 2024 @ 7pm

Planning Commission Meeting - Thursday February 15, 2024 @7pm

Township Offices will be CLOSED on Monday February 19,2024, in observance of Presidents Day

New BOC Meeting Wednesday March 6, 2024 @ 7pm

ADJOURNMENT

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

The Board of Commissioners Meeting of West Pottsgrove Township concluded at 7:40 P.M. On February 7, 2024.

Respectfully Submitted,

Courtney Harris
Township Secretary