



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

**Board of Commissioners Meeting
March 2, 2022
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; Miller, Palladino, Valentine, Shawell, and Green. Also present was Township Manager; Scott Hutt, Township Secretary; Courtney Harris, Township Solicitor; Jamie Ottaviano, and Police Chief; Joe Sokolofski.

MINUTES

A motion was made by Commissioner Green to approve the minutes from the Board meeting on February 2, 2022. The motion was seconded by Commissioner Valentine. A motion was made by Commissioner Green to approve the meeting minutes from the February 16, 2022 Workshop meeting. Commissioner Shawell seconded the motion. All were in favor of approving both meeting minutes.

FINANCIAL REPORT

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

PAYMENT OF BILLS

A motion was made by Commissioner Valentine, seconded by Commissioner Green to approve paying all bills as presented, in the total amount of \$112,589.24. All were in favor of paying the bills as presented.

CITIZEN COMMENTS ON AGENDA ITEMS

No comments from the public on agenda items.

President Miller stated Commissioner Shawell had something to say. Commissioner Shawell submitted his resignation from the Civil Service Commission effective immediately. Commissioner Green made a motion to accept Howard Shawell's resignation from the Civil Service Commission. Commissioner Palladino seconded the motion, all were in favor of the motion.

COMMITTEE REPORTS

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

CODE CALL	0	PERMITS ISSUED	11
CODE INSPECTION	0	HEARINGS	0
USE & OCCUPANCY	3	COMPLAINTS RESOLVED	0
RENTAL INSPECTIONS	24 UNITS	RENTAL PERMITS	24
RENTAL REGISTRATIONS	2	NOTICE OF VIOLATION	0
CODE NOTICES	0	PROPERTIES POSTED	0
PERMIT INSPECTIONS	15	CITATIONS	0
SITE INSPECTIONS	6	COMPLETED PERMITS	9

Rental Registration Fees: \$0.00 - Building Permit Fees: \$7,966.50 - Construction Costs: \$679,901.00

Mr. Valentine – Recreation, Town Watch & Regional Recreation

Mr. Valentine reported that Regional Rec. is trying to come up with a community wide volunteer event, where each Township selects a project to do within their Township. For example, Playground clean- up, etc.

Mr. Green – Emergency Management, Recycling, & Finance

Mr. Green reported that we had 15.35 tons of recyclables for the month of February 2022.

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

Nothing to report at this time.

Mr. Miller – Police, Civil Service & Fire

Fire

Mr. Miller stated that Pottstown Fire Company had 7 incidences and one mutual aid for the month of February.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department reported 362 calls for the month of February.

TOTAL ARRESTS – ADULT/ JUVENILES	2/1
TRAFFIC CITATIONS	32
TRAFFIC WRITTEN WARNINGS	29
UPLAND SQUARE CALLS	34
CODE ENFORCEMENTS	0
NON-TRAFFIC CITATIONS	2
UPLAND SQUARE MINUTES	1140

Chief Sokolofski also requested approval from the Board to attend the FBI National Academy Conference in Gettysburg on May 15th through May 17th. The cost including hotel is \$453.66, and this would come out of the training budget. Commissioner Shawell made a motion for the approval of the FBI training, seconded by Commissioner Green. All were in favor of the Chief attending the FBI National Academy Conference.

Chief asked the Board for approval to apply for a grant opportunity through PA Commission of Crime and Delinquency for “Body Watch Cameras.” The grant application process closes March 31, 2022. Chief stated he is asking for \$40,392.00 to implement and fully fund the body watch cameras. The funds would be used to supplement the existing watch guard mobile dash cams. Commissioner Green made a motion to approve the grant process for the body watch cameras, seconded by Commissioner Shawell. All were in favor of the approval.

Chief Sokolofski provided an update on the status of filling the open part-time officer position, since Officer Stead’s resignation. There are currently no part-time officers available for hire.

Civil Service

President Miller stated that Commissioner Shawell’s resignation was accepted, and Pete LaRosa was interested in filling the vacancy on the Civil Service Commission. President Miller asked for a motion to appoint Pete LaRosa to the Civil Service Commission. Commissioner Valentine made the motion to appoint Mr. LaRosa, seconded by Commissioner Palladino. All were in favor of the appointment.

MANAGERS REPORT

Public Works

Due to severe winds on February 17th our Road Crew responded immediately to a tree down on School Lane. A branch also was on Manatawny Street which PennDOT cleared.

Ullman Tree Service was approved to proceed with stump grinding at Murgia Park. Our Department of Public Works does not have the equipment to do it and we want to eliminate any potential hazards.

It was approved as a capital purchase during our 2022 budget discussion for the purchase of a Trailer. Chris Galloway contacted the company and we should have it in the following weeks.

Bursich Associates

Final reconciliation is near completion for the Grosstown Road Sanitary Project and should have final payment ready for the workshop meeting.

Line televising for Fritz Stream should be early next week, and by doing this we will be able to determine blockage points and conditions of the pipe. Once this information is gathered we can then determine our strategy.

Township Building Upgrades

Part of our 2022 budget included funds to install a new HVAC system. Starting next week we will be meeting with the contractor to refine the process and timeline for this project.

Code Violations

The Township issued 4 code violations for the month of February. These ranged from property maintenance to trash cans being left on the street.

Planning/ Zoning

Panda Express in the Upland Square shopping Center broke ground. Bi-weekly meetings are being held with all parties involved. The project is moving along smoothly with the exception of delays in obtaining some materials.

Township Website

On March first Township Manager, Scott Hutt met with our website administrator to go over the final pieces of the new template. Target timeframe to go live is the week of March 14th. The websites upgrades will provide our residents the opportunity to obtain much more information.

SOLICITORS REPORT

Township Solicitor; Jamie Ottaviano provided the Board of Commissioners with a formal Solicitors report. This report included a list of tasks that were performed as Solicitor for West Pottsgrove Township since December 1, 2021 up to and including March 2, 2022.

OLD BUISNESS

Holding Tank Ordinance 2022-03

At the last Township meeting the Board authorized approval to change the escrow fee for this ordinance as well as changing the language within the ordinance itself to be reflected in the Township fee schedule. This ordinance presented is just that. Mr. Hutt requested approval to advertise the ordinance. The motion to authorize advertising was made by Commissioner Green, and seconded by Commissioner Shawell. All were in favor of the advertising.

NEW BUISNESS

Resolution No. 2022-04; LSA Grant Application

This item was removed from the agenda. During a site visit it was determined the scale of the project is more extensive than originally thought, given the PennDOT right-of-way and private property owners. For now it would be best to either attempt this grant during the next cycle, once we have more time to vet this out or aim to apply for a county ARPA grant which is due in April. Mr. Hutt will be meeting with the Township Engineers to determine the best course of action, or identify another project that could be targeted for these specific funds.

S. Hutt – PELRAS Conference Attendance March 15th – 17th

Mr. Hutt asked for approval to attend the Public Employer Labor Relations Advisory Service conference. The cost will not exceed \$525.00. Commissioner Green made a motion for approval of the Township Manager attending the PELRAS Conference, seconded by Commissioner Palladino. All were in favor of Mr. Hutt attending the conference.

CITIZEN COMMENTS

Tara Cifelli– 23 Berk Street

Ms. Cifelli expressed concerns regarding traffic and speeding on Grosstown Road to Glasgow Street. She suggested a three way stop at Vine St. and Berk St. She stated there are kids on the corners of Vine and Berks, and she witnessed children being picked up by the bus and traffic screeching to a halt due to speeds.

Ms. Cifelli also asked the Board if she has a say in who is on the Civil Service Commission (CSC) since she is the Chairperson of the Civil Service Commission. President Miller stated that it is appointment by the Board. Ms. Cifelli expressed frustration regarding former Commissioner LaRosa being on the CSC verses another citizen.

A brief discussion regarding a traffic study and police presence in the areas of Grosstown Rd., Berk St., and Glasgow St. occurred since Police Chief, Joseph Sokolofski was in attendance. Chief Sokolofski mentioned a volume and speed study would need to be done but just more police presence may be enough.

Dwight Batzel - 819 Little Vine. St.

Mr. Batzel continued to discuss the speeding and police presence issues. He stated the police use to sit around E. Race St. and that their presence significantly helped. He is also concerned with the speeding.

Kelly Gabriel - 929 E. Race St.

Kelly Gabriel stated that there is still police activity in the area of E. Race St. but also stated that more police presence would be helpful with speeding and the safety of the school students. The concern of no lines being painted on the road also was mentioned. There was a concern related to parked cars, and larger parked vehicles causing safety concerns with pulling out onto busier streets with speeding.

Linda Kollar – 1076 Manatawny St.

Ms. Kollar asked if the Board of Commissioners were planning to meet and discuss the Veteran Memorial, and if they know where it is going. Mr. Hutt mentioned that the Township is looking for involvement from the community and the Veterans Memorial will be located at the property where the pool was. Mr. Green stated that the property is large and will become Veterans Park, where the memorial will be on display. Ms. Kollar showed interest in being a part of the planning committee for Veterans Park.

Kelly Gabriel - 929 E. Race St.

Kelly also showed interest in the property where Veterans Park is going and getting some community events going for that property. Concerns were expressed regarding the kids hopping the fence to play basketball. The question about renting the buildings and spaces was asked and President Miller stated that the discussion hasn't come up yet, primarily due to Covid and the pool recently being filled in. Kelly also was interested in being on the Veterans Park planning committee.

Ben Updegrave – 706 Holly Dr.

Mr. Updegrave stated that the traffic light at Grosstown Road and High Street is staying green going East & West for an extended period of time in the early morning hours. The Board recommend that we have the timer checked.

CORRESPONDENCE

No correspondences.

EXECUTIVE SESSION

President Miller called an executive session, he announced the executive session was for informational purposes and personnel matters and no actions or deliberation would take place.

ADJOURNMENT

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

The Board of Commissioners Meeting of West Pottsgrove Township has concluded at 7:32P.M. On March 2, 2022.

Respectfully Submitted,



Courtney Harris
Township Secretary