



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

**Board of Commissioners Meeting
November 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, Green, and Shawell, Also present was Township Manager; Debi Roesener, Township Secretary; Courtney Harris, Township Solicitor; Jamie Ottaviano and Fire Chief; Frank Hand. Absent was Police Chief; Joseph Sokolofski.

EXECUTIVE SESSION

President Miller called an executive session to discuss a personnel matter. President Miller called the meeting back to order stating that Officer Ziegler approached the Board wishing to retire. The Township is putting together an agreement for his retirement. Commissioner Green made a motion for Commissioner Miller to sign off on the agreement on behalf of the Township, once Officer Ziegler executes his portion of the agreement. Commissioner Shawell seconded the motion. All were in favor of Commissioner Miller executing the agreement once Officer Ziegler executes his portion of the agreement. The second part of the executive discussion was to hire a replacement for Officer Ziegler. Commissioner Palladino made a motion to hire a replacement, seconded by Commissioner Shawell. All were in favor of hiring a new officer to replace Officer Ziegler due to his retirement.

MINUTES

A motion was made by Commissioner Green to approve the minutes from the BOC meeting on October 5, 2022. The motion was seconded by Commissioner Valentine. All were in favor of approving the meeting minutes.

FINANCIAL REPORT

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

PAYMENT OF BILLS

A motion was made by Commissioner Green, seconded by Commissioner Palladino to approve the payment of all bills as presented in the total amount of \$149,568.50. All were in favor of paying the bills as presented.

CITIZEN COMMENTS ON AGENDA ITEMS

Linda Kollar 1076 Manatawny St.– What are agenda items? Commissioner Miller clarified that it is any item listed on the paper “agenda” provided to the public, which Ms. Kollar had.

COMMITTEE REPORTS

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

CODE CALL	1	PERMITS ISSUED	11
CODE INSPECTION	1	HEARINGS	0
USE & OCCUPANCY	5	COMPLAINTS RESOLVED	1
RENTAL INSPECTIONS	11 UNITS	RENTAL PERMITS	11
RENTAL REGISTRATIONS	0	NOTICE OF VIOLATION	0
CODE NOTICES	0	PROPERTIES POSTED	1
PERMIT INSPECTIONS	17	CITATIONS	1
SITE INSPECTIONS	0	COMPLETED PERMITS	7

U&O Fees: \$900.00 Rental Registration Fees: \$0.00 - Building Permit Fees: \$3,858.50 - Construction Costs: \$131,367.30

Mr. Valentine – Recreation, Town Watch & Regional Recreation

Mr. Valentine stated that he and his wife went out on mischief night and they didn't see anything of concern so they didn't stay out long.

Mr. Green – Emergency Management, Recycling, & Finance

Mr. Green reported that we had 17.9 tons of recyclables for the month of October 2022. Under Emergency Management he had nothing to report but stated there would be something in the upcoming newsletter.

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

Nothing to report

Mr. Miller – Police, Civil Service & Fire

Fire

Fire Chief Frank Hand stated October was a mild month with a total of 10 calls, with no significant damage. There is an issue at Starbucks which they are working to resolve.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department reported 449 calls for the month of October.

TOTAL ARRESTS – ADULT/ JUVENILES	5/2
TRAFFIC CITATIONS	32
TRAFFIC WRITTEN WARNINGS	20
UPLAND SQUARE CALLS	64
CODE ENFORCEMENTS	0
NON-TRAFFIC CITATIONS	4
UPLAND SQUARE MINUTES	1600

OLD BUSINESS

1040 Manatawny Street – DEP Violations/ Property Clean Up – Monday October 10/31 DEP was out along with the Township for the cooking oil issue, along with MS4 and waste to address the spill and other violations. The property remains uninhabitable and was reposted by our codes enforcement officer, since the first sign was previously torn down. The gentleman who is not the homeowner agreed to allow

the cleanup crew (Superior Tanks) who is working at 1042 where the spill occurred, to open the well to look further into the cleanup of that property as well. 1040 was given one month to show significant improvements of the property he has to report to DEP and they will also be revisiting the site on November 28th. The township would like to move forward in addressing any heating oil that may have spilled over into the house at 1040 and the ongoing code violations at the property.

PFM – Potential Sanitary Sewer System Sale – Authorize RFP – Commissioner Shawell made a motion to put out a request for RFB to see who may be interested in our Sanitary Sewer. Commissioner Valentine seconded the motion. Commissioner Palladino voted no, all other Commissioners voted to move forward, so that will proceed.

Sewer Laterals Ordinance – Commissioner Palladino made a motion to adopt the sewer lateral ordinance defining the definition of where the property owner versus township responsibility begins. Commissioner Green seconded the motion. All were in favor of adopting the ordinance.

NEW BUISNESS

Sanitary Sewer Interl Television Inspection & Repairs – Contract No. WPTMA 17-01 Change Order No. 4 & Contract Closeout – After discussions with public works it was decided that we are not going to enter into a new contact with Sewer Specialty Services for a new I & I Contract. Our current contract ends February 2023. The change order was for repairs to manhole 136 and is an increase of \$334.56. Commissioner Green made a motion to approve the change order in the amount of \$334.56, seconded by Commissioner Shawell. All were in favor of approving the change order. Ms. Roesener then asked for approval to close out the contract for the final payment amount of \$31,187.00, Commissioner Palladino made a motion to approve the close out final payment, seconded by Commissioner Green. All were in favor on the close out final payment in the amount of \$31,187.00.

SALDO – Authorize to advertise (removing stormwater) - We are removing the stormwater references from the SALDO ordinance, and need to advertise the modified SALDO. Mr. Ottaviano asked for approval to advertise the ordinance. Commissioner Palladino made a motion to allow Mr. Ottaviano to advertise the Ordinance, seconded by Commissioner Valentine. All were in favor of advertising the modified SALDO. Mr. Ottaviano also stated prior to advertising he will have to provide the draft SALDO to Montgomery County Planning Commission for review.

CDBG Agreement – Anthony Wayne Drive – Execute – The Township was awarded a grant for \$200,000 to replace the sanitary sewer at Anthony Wayne Drive. Ms. Roesener asked for approval to execute the agreement to move forward with the project. Commissioner Green made a motion for Ms. Roesener to execute the document, seconded by Commissioner Shawell. All were in favor of Ms. Roesener executing the document to move forward with the Anthony Wayne Drive project.

Liquid Fuels Audit – Liquid Fuels Fund – A PennDOT audit was completed from 2019- 2021, there was one finding for \$41,000 for a retroactive expenditure that he needed to be taken back to PennDOT. We gave an explanation of transition in Township Managers and we believe that they were not aware that it was a prohibited transaction. In discussion and going through this process we concluded that it would make things cleaner if we could handle the funds right from the Liquid Fuels account verses transferring to the General Fund account. Commissioner Green made a motion to authorize the administrative staff to modify the way the liquid fuels funds are moved, seconded by Commissioner Shawell. All were in favor of the changes to way Liquid Fuels funds are paid.

PARCC Ordinance – Authorization to advertise - Washington Township now joining the PARCC committee requires each Township to pass a new Ordinance. The Ordinance is now ready to be advertised. Commissioner Shawell made a motion to advertise, seconded by Commissioner Valentine. All were in favor of advertising the PARCC ordinance.

PARCC Planner Evaluation – Every year we receive an evaluation for our regional planner which is due November 9th. Ms. Roesener asked for approval to complete and submit. Commissioner Green made a motion for Ms. Roesener and Commissioner Valentine to complete and submit, seconded by Commissioner Palladino. All were in favor of the motion.

Snow Removal – Above Grade Landscaping Estimate – Above Grade Landscaping provided an updated list of their rates which are very comparable to previous years should we need to use them for significant snow this year.

Wiggins Shredding.com Invoice – This was approved on the bill list and was half the amount of the full invoice which was split with Joe Ciresi from our shredding event.

IBX – Medical Rebate for 2021 – This rebate is being refunded to the Township from 2021, there are 10 eligible employees for the refund. The refund amount eligible to be refunded to the employees is in the amount of \$863.00. Commissioner Shawell made a motion to refund the amount to the employee's versus crediting it to the future premiums, seconded by Commissioner Green. All were in favor of this motion.

Insurance Costs for 2023 – Ms. Roesener asked the Board if they wanted to remain with our current benefits as there is only a 2.89% increase with little change, in fact most of the change is for the better, or if the Board wanted her to look elsewhere. Commissioner Palladino made a motion to stay with the benefits that we currently have, seconded by Commissioner Green. All were in favor of remaining with the existing benefits.

Budget for 2023 – First Reading – Advertise Intent to Adopt – The General Fund budget for 2022 was \$2,841,484 for 2023 \$3,016,742. That is an increase of \$175,258. The Sewer Fund budget for 2022 was \$939,210, for 2023 it's \$1,157,520. That is an increase of \$218,310.00. There is no tax increase this year.

CITIZEN COMMENTS

Gail Johns 1044 Manatawny St. - Where do we stand with the trash contract? Ms. Roesener stated that the Trash bid opening is this Friday at 2pm.

Leonard Norris 657 Constitution Ave – Mr. Norris stated the West End Fire Company is next to his business and he was assisting them with paying the liability insurance for the fire hall. He wanted to know who owns the building and who is responsible should someone get hurt there? The Board advised Mr. Norris to contact the Board at the Fire Company or the representative handling everything as they are not in communication with them and do not know anything. He also expressed concern about tall weeds which our road crew and codes people will look into if it is not addressed by the Fire Company Board. Mr. Norris also asked questions about the dissolution process which Mr. Ottaviano gave a brief explanation regarding.

Linda Kollar 1076 Manatawny St. – What is the status of Panda Express? The Board stated they are in the process of building. Where is Washington Township? The Board provided an explanation as to where Washington Township is.

CORRESPONDENCE

Ms. Roesener provided an update on upcoming events in the Township.

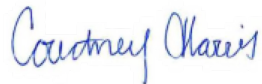
- Election Day the Twp building is closed. Tuesday November 8th.
- Thanksgiving Holiday and Day after, November 24th & November 25th Twp building is closed.
- Christmas Tree Lighting – Friday December 2nd at 7pm
- Shop with a cop – December 3rd, 2022

ADJOURNMENT

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

The Board of Commissioners Meeting of West Pottsgrove Township has concluded at 7:51 P.M. On November 2, 2022.

Respectfully Submitted,



Courtney Harris
Township Secretary