



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

**Board of Commissioners Workshop
Meeting
February 15, 2023
7:00pm**

The regular monthly Workshop Meeting for the Board of Commissioners was called to order by Board President; Steve Miller at 7:00 PM.

ROLL CALL

Board members present were Commissioners; Miller, Palladino, Shawell, Green, and Valentine. Also present was Township Manager; Debi Roesener, Township Secretary; Courtney Harris, and Township Solicitor; Jamie Ottaviano.

MINUTES

Commissioner Shawell made a motion to approve the meeting minutes dated January 18, 2023, seconded by Commissioner Green, all were in favor of approving the minutes.

PAYMENT OF BILLS

Commissioner Green made a motion to approve the bill list as presented, seconded by Commissioner Shawell. All were in favor of approving the bill list.

OLD BUSINESS

Municipal Projects Updates

Old Timers Field – The survey is to begin next week to move this project forward.

Anthony Wayne Dr. – Survey has been completed, waiting on a copy of the base plans before moving the project forward.

Veterans Park Memorial – Working on gathering a committee to begin having meetings in March to discuss the master plans.

ZHB Updates – Wawa and Angelo's Cleaners are on the agenda for the March 9, 2023 Zoning Hearing Board Meeting.

NEW BUSINESS

KEEP Project – RAISE Grant Application – 50% TPD costs- The Borough is asking us to split the cost to update the RAISE Grant application with them for the KEEP Project. The total cost is \$5,000, making WPT's portion \$2,500. Commissioner Palladino made a motion to split the grant application costs, seconded by Commissioner Valentine. All were in favor.

Misc. Township Funds – Closeout/ coordinate with Auditor – There are seven active funds that have not been used in years and are simply just accruing minimal interest. After discussing with the auditors 5 of the 7 funds can be closed this year including the Grosstown Road fund which only has a balance of \$95.00. Two of the other funds would need to be closed and consolidated at the end of this year,

beginning of next year. All of this would be under the direction and guidance of our auditors. Commissioner Green made a motion to consolidate and close the funds with the auditors recommendations, seconded by Commissioner Shawell. All were in favor.

New Financial Software – Dallas Data Systems Quote – Our current system has been in place since 2006, we are looking for something that is cloud based, updated, and has more customer service. We have reached out to Dallas Data System and received a quote for \$18,400 for the initial setup, conversion, and licensing. Then \$5,000 a year for annual maintenance and support. Mr. Palladino asked if there was money in the budget for this software, Ms. Roesener stated there was. Commissioner Palladino made a motion to move forward with Dallas Data Systems Financial Software, seconded by Commissioner Green. All were in favor.

Township Online Payments – Xpress Bill Pay – This coincides with everything else we are trying to update. Many residents are requesting we take credit cards for permits, pavilion rentals, and yearly rental fees, we currently only take check and cash. Commissioner Palladino expressed disinterest in having credit card machines in the building. Ms. Roesener stated that it would all be web based, no machines would be required. Commissioner Miller stated that this is just a motion for Ms. Roesener to look into the option and not for us to move forward with the service. Commissioner Shawell made a motion to move forward with looking into Xpress Bill Pay Online Payments, seconded by Commissioner Green. All were in favor.

CITIZEN COMMENTS

Monica Deboard – 206 Berks St. – Did not receive trash service the whole month of December but still received a full quarterly bill. Then in the month of January multiple personal trash bins were taken and thrown in the back of J.P Mascaro trucks, was recorded on the ring camera.

Trinity Deboard – 926 E. Race St. – Expressed concern with multiple personal trash bins being collected by J.P Mascaro and thrown in the back on the trash trucks.

CORRESPONDENCES/ UPCOMING EVENTS

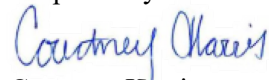
Dennis Arms sent an email to Ms. Roesener and the Board to thank our Public Works crew for their hard work in keeping our parks clean and safe, he sent a picture of him and his child swinging at the park.

ADJOURNMENT

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

The Board of Commissioners Workshop Meeting of West Pottsgrove Township has concluded at 7:15 P.M. On February 15, 2023.

Respectfully Submitted,



Courtney Harris
Township Secretary