



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

**Board of Commissioners Meeting
February 1, 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; Miller, Palladino, Valentine, Green, 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.

MINUTES

A motion was made by Commissioner Green to approve the minutes from the BOC meeting on January 4, 2023. The motion was seconded by Commissioner Shawell. All were in favor of approving the 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 Green, seconded by Commissioner Valentine to approve the payment of all bills as presented in the total amount of \$78,941.44. All were in favor of paying the bills as presented.

CITIZEN COMMENTS ON AGENDA ITEMS

None

COMMITTEE REPORTS

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

CODE CALL	8	PERMITS ISSUED	6
CODE INSPECTION	8	HEARINGS	0
USE & OCCUPANCY	6	COMPLAINTS RESOLVED	4
RENTAL INSPECTIONS	11 UNITS	RENTAL PERMITS	7
RENTAL REGISTRATIONS	7	NOTICE OF VIOLATION	6
CODE NOTICES	4	PROPERTIES POSTED	0
PERMIT INSPECTIONS	13	CITATIONS	6
SITE INSPECTIONS	2	COMPLETED PERMITS	6

U&O Fees: \$900.00 Rental Registration Fees: \$1,575 - Building Permit Fees: \$3,093 - Construction Costs: \$134,600.00

Mr. Valentine – Recreation, Town Watch & Regional Recreation

Mr. Valentine stated that he is aware of several residents who are interested in participating on the board for Veterans Memorial Committee, and suggested we begin to organize some meetings to get their input. He also stated that Adventure Grove, after meeting with the Board of Commissioners a few weeks ago, wrote up an MOU. Ms. Roesener read the MOU which listed the location as 953 Von Stuben Dr., known as the “old pool property.” The MOU can be modified as things evolve. Mr. Valentine also mentioned that they currently do have a \$25k grant however Lower Pottsgrove may be ready for their park before West is, so the grant funds would have to go to Lower. Adventure Grove would then apply for another grant to fund the engineering for West.

Mr. Green clarified for the residents that Veterans Memorial and Adventure Grove would be tied together at this location.

Commissioner Palladino made a motion to sign the MOU, seconded by Commissioner Green. Commissioner Valentine abstained since he is on the Adventure Grove Board, all other Board members were in favor of executing the MOU.

Mr. Green – Emergency Management, Recycling, & Finance

Mr. Green reported that we had 47.85 tons of recyclables between December 7, 2022 – January 25, 2023. Under Emergency Management there will be a Code Blue starting at 10pm on February 8, 2023 through February 5, 2023 at 9 am. He reminds the public that the Township building is a warming location for anyone in need during these temperatures.

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

Mr. Shawell stated for Regional Planning they have a new Chairman and Vice Chairman and that Commissioner Shawell is the new Vice Chairman of the Regional Planning Commission.

Mr. Miller – Police, Civil Service & Fire

Fire

Fire Chief Frank Hand provided a summary recap for the 2022 year with a total of 85 incidents, which included 8 fires, 26 rescue & emergency medical services, 10 hazardous condition (no fire), 10 service call, 8 good intent call, 23 false alarm & false call. He also reported a very mild January with only 3 calls which consisted of 1 Hazardous Condition (no fire), and 2 false alarm & false call.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department reported 271 calls for the month of January. Also requesting a handicap parking spot for 564 E. Howard Street, Commissioner Shawell made a motion, seconded by Commissioner Green. All were in favor of approving the handicap parking spot.

TOTAL ARRESTS – ADULT/ JUVENILES	14/0
TRAFFIC CITATIONS	37
TRAFFIC WRITTEN WARNINGS	52
UPLAND SQUARE CALLS	60
CODE ENFORCEMENTS	1
NON-TRAFFIC CITATIONS	1
UPLAND SQUARE MINUTES	900

OLD BUISNESS

PFM – Results Sanitary Sewer Exploration Process – Summary of Bid Results

Mr. Ottaviano gave a brief overview of the background the Township went through with PFM to explore the process to market the sewer system to potentially sell the system. The pre-qualified bidders interviewed were Aqua, PA American, and NextEra Energy. The following information consists of the proposals that were submitted to PFM.

PA American – Option 1 – No Private Sewers, No rate freeze purchase price \$12,750,000 million

PA American – Option 2 – Includes Private Sewers, No rate freeze, purchase price \$13,500,00 million

Aqua – Option 1 – with & without Private sewers \$8,000,000 million

Aqua – Alternative Bid Option – Purchase price \$5,500,000 million

NextEra Energy declined to respond all together.

**Each option was presented with a 10 year indicative rate table

The options now are to take these options under further advisement, decline all together, or accept a bid.

Commissioner Green made a motion to refuse all bids from both bidders, Commissioner Shawell seconded the motion. All Commissioners were in favor to refus all the bids from both bidders.

NEW BUISNESS

Resolution Schedules & Procedures for Disposition of Records

This is a resolution the Township is adopting stating we are following procedures for document destruction set forth by the state. Commissioner Shawell made the motion, seconded by Commissioner Palladino, all were in favor of adopting the resolution.

Civic Plus Municipal Website Cost Quote – Ms. Roesener stated that our current host has significantly increased their rates since the beginning of the year. We also do not have control of uploading our own content which we realized is very important since it was difficult to relay information on our website quickly related to the trash and recycling situation over the last few weeks. In return we began looking at other options and Civic Plus quoted us at \$3,785 for the year. They would set up the base website for us, we would have control of when things were added and updated, we would no longer have to wait on someone else to do it for us, and it would be mobile friendly. Our current host is closer to \$6,700 for the year. Commissioner Green made a motion to move to Civic Plus, seconded by Commissioner Shawell, all were in favor of moving towards Civic Plus.

Update on Township Banking – New Account Setup

Ms. Roesener stated just for information purposes, while Mrs. Harris was doing year end reconciliation she discovered that three checks were fraudulently cashed off of our main operating account. Since then we had to open a new account with American Heritage and our police department was able to identify the individuals who cashed the checks. We are continuing to work with our vendors, the bank, and working to get everything switched to the new account and continuing to move forward.

Appointment of Secretary – Treasurer Courtney Harris & Public Official Bond Secretary Treasurer

For our Liquid Fuels audit and our day to day expenses, Courtney is the one handling all of the accounts, expenses, finances, etc. With that being said she should be appointed as secretary - treasurer since she is handling our daily finances and should be bonded to do so as well. Commissioner Valentine made a motion to appoint Courtney Harris as Secretary- Treasurer and get her bonded, seconded by Commissioner Green, all were in favor.

CITIZEN COMMENTS

Carol Palladino Morello Dr.- Mrs. Palladino thanked the Board of Commissioners for making the right choice for the sewer sale. Mrs. Palladino also asked why there was two PECO bills on the bill list. Ms. Roesener stated we have multiple PECO bills for various locations and purposes including sewer pump stations, street lights, township building, etc.

Jeff Lesik 522 E. Race St. – Mr. Lesik stated he received two bills from Mascaro for the same property the names were just different. He stated he called Mascaro several times and they were unable to assist him. Ms. Roesener and Ms. Harris collected information and will reach out to Mascaro to address the discrepancy.

John Smith 15 Elm – Mr. Smith questioned the yard waste collection with Mascaro. Commissioner Miller stated that it is not part of our contract and the Township will be working out details to collect seasonally.

CORRESPONDENCE


Ms. Roesener stated the Workshop meeting is February 15, 2023 and there is no ZHB or Planning Meetings scheduled for this month.

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 7:43 P.M. On February 1, 2023.

Respectfully Submitted,



Courtney Harris
Township Secretary