



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

**Board of Commissioners Meeting
May 3, 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, Valentine, 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. Absent was Vice President; Palladino, and Commissioner Green.

MINUTES

A motion was made by Commissioner Shawell to approve the minutes from April 5th, Commissioner Valentine seconded the motion. All were in favor of approving the April 5th minutes. Commissioner Shawell made a motion to approve the minutes from the April 19th meeting, seconded by Commissioner Valentine. All were in favor of approving the April 19th minutes.

FINANCIAL REPORT

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

PAYMENT OF BILLS

A motion was made by Commissioner Shawell, seconded by Commissioner Valentine to approve the payment of all bills as presented. All were in favor of paying the bills as presented.

CITIZEN COMMENTS ON AGENDA ITEMS

None

COMMITTEE REPORTS –

Mr. Valentine – Recreation, Town Watch & Regional Recreation

Mr. Valentine stated that all summer playground children will go to Lower summer playground due to the work being done at West Pottsgrove Elementary School. Elverson wanted to join PARCC, however they decided to deny them as they are not in the immediate Pottsgrove/Pottstown area and they just took on Washington Township.

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

CODE CALL	9	PERMITS ISSUED	17
CODE INSPECTION	9	HEARINGS	1
USE & OCCUPANCY	1	COMPLAINTS RESOLVED	2
RENTAL INSPECTIONS	11 UNITS	RENTAL PERMITS	11
RENTAL REGISTRATIONS	13	NOTICE OF VIOLATION	9
CODE NOTICES	9	PROPERTIES POSTED	0
PERMIT INSPECTIONS	12	CITATIONS	7
SITE INSPECTIONS	0	COMPLETED PERMITS	8

U&O Fees: \$150.00 Rental Registration Fees: \$1,020.00 - Building Permit Fees: \$8,746.75.50 - Construction Costs: \$435,850.00

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

Mr. Shawell had nothing to report.

Mr. Miller – Police, Civil Service & Fire

Fire

Mr. Miller read the fire report provided by Chief Hand. For March there was a total of 12 calls, which included 1 fire, 2 rescue & emergency medical services, 1 hazardous condition (no fire), 2 service call, 1 good intent call, and 5 false alarm calls.

Police

Chief Joe Sokolofski of the West Pottsgrove Police Department reported 326 calls for the month of April.

TOTAL ARRESTS – ADULT/ JUVENILES	22/1
TRAFFIC CITATIONS	76
TRAFFIC WRITTEN WARNINGS	50
UPLAND SQUARE CALLS	77
CODE ENFORCEMENTS	2
NON-TRAFFIC CITATIONS	7
UPLAND SQUARE MINUTES	2300

Chief Sokolofski was working with the State Police on a radar detail along 422 over the last two months, in conjunction with the federal program to enforce aggressive driving. Over the last two months about 150 citations were issued.

There has been a significant increase in retail theft this year. Statistics show in 2021 there were 22 retail thefts, in 2022 there were 40, and year-to-date (January – May 3rd 2023) there have been 36 retail thefts. Primarily all of these retail thefts have occurred at Upland Square.

Officer Radswillas requested training in York, PA on November 28th and 29th related to a gun course, and he wants to use the annual education incentive benefit in the police contract. The cost is \$400.00, Chief stated he had no issues with this and the schedule allowed for availability for him to attend. Commissioner Shawell made a motion to approve Officer Radswillas’ training, seconded by Commissioner Valentine, all were in favor.

Chief Sokolofski also mentioned that he would not be attending the FBI re-training course that was approved by the Board at a prior meeting as he dedicated himself to Law Enforcement run this year and wouldn’t be able to attend due to that.

In February the Trex store was burglarized and four high end bikes were stolen. The department was able to make an arrest for that. It was two brothers from Pottstown, and all the bikes were recovered. The brothers were charged with receiving stolen property.

The department also handled a straw purchase, an adult went to a gun store in Berks County with a juvenile who lives in the Township and purchased a hand gun for them. This occurred in February, the department was able to arrest the juvenile and the adult this month for the straw purchase.

Fire Report – Fire Chief Frank Hand reported a total of 6 calls in the Township for the month of April. 1 Rescue & Emergency Medical Service, 3 Service Calls, 2 False Alarm & False Call. Chief Hand mentioned nothing serious this month however this has been a lot of calls for unauthorized burning. The department gets called out to extinguish the burn and then the police will follow up regarding the unauthorized burn.

MANAGER REPORT

Ms. Roesener provided several updates on all areas of the Township, including public works, codes, administration, capital projects, land development, and zoning hearing.

BOC voted to hire two part-time employees to join the public works staff. Keith Hines starts May 2nd, and Patrick Griffin starts May 4th.

Flagg & Universal Concrete Properties – Homeless Encampments – ongoing coordination between Codes and the police to remove those individuals who are trespassing on these two properties, in addition to properties being posted for unsafe condition which include trash, debris, and unsafe structures.

Herbein will be presenting the 2022 Financial Audit to the BOC at its May 17th workshop meeting.

The basic mockup of the new website has been provided and we are working with them to update and add as much information prior to “go live” which is tentatively scheduled for May 12th.

Onboarding to the new financial software is underway.

All trash and recycling totes have been delivered and Mascaro continues to address resident issues quickly as they arise.

Old Timer’s Field – The DCNR C2P2 grant application was submitted on April 5th for consideration. This grant application requests funding to include additional improvements for the project in the form of LED field & parking lot lighting, stormwater improvements, and parking lot improvements.

Veteran Memorial Park – Residents who had expressed interest in serving on the planning committee for this project have been contacted. The first meeting has been scheduled for May 8th at 6 pm.

Anthony Wayne Dr. Sanitary Sewer Project – A Townhall meeting was held on April 12th at 7 pm to discuss the project. We have reached out to the County to begin the environment review process as required by the grant. Once that is complete, approval for bidding will be issued. It is anticipated that this project will be placed for bid in late May. We will follow up with all affected residents once the bidding schedule has been set.

SOLICITOR'S REPORT

Jamie Ottaviano provided a report to the Board outlining the tasks performed for the Township. He stated if the Board members had any questions they would need to be discussed in executive session due to the confidential privilege information.

OLD BUISNESS

Fall Community Clean Up Day – Rescheduled to Saturday June 3rd, 2023 from 9am to 12 noon, weather permitting. This is open to the public should anyone wish to attend and help.

Monroe Ave – Parcel 640003673007 – We are looking for sealed bids of at least \$25k, the deadline for bids is 4pm on May 17th. If there are no bids, there is a second advertisement ready to go, which can be discussed more later on. Commissioner Valentine made a motion to authorize Mr. Ottaviano to advertise the bid for the Monroe Ave property, seconded by Commissioner Shawell. All were in favor.

1040 Manatawny St. – May 2nd was the hearing. Jamie met with the owner of the property prior to the hearing to see if she would be willing to enter into an agreement with the Township. She wanted more time to review the agreement and make changes, which we would not agree too, so ultimately the owner chose to not sign the agreement. There were three citations against her. One was withdrawn, as it was for weeds and tall grass, which was remediated. The other two she was found guilty on and the judge is fining her \$1,000 a day.

NEW BUISNESS

Drainmen Plumbing, Inc. – Preliminary/ Final LD – Consideration of Resolution for Plan Approval
November 2022 planning commission recommended conditional preliminary final plan and two waivers, but recommended that the applicant address some of the items before coming before the BOC for approval. A revised Land Development submission was received by the Township on March 28, 2023. A review letter was issued on April 17th 2023. Montgomery County Planning Commissions review letter was clear and the Township Zoning Hearing Board granted the necessary variances. Commissioner Shawell made a motion to approve Drainmen's plan, seconded by Commissioner Valentine. All were in favor.

Girl Scouts of America – We received a letter from the Girl Scouts of Eastern PA notifying us that one of our residents, Tiffani Keen is receiving the Girl Scouts Gold Award. They asked if the Township would be issuing any kind of Congratulatory Letter or dedication. Commissioner Valentine made a motion to do a proclamation and invite Miss Keen to a meeting, seconded by Commissioner Shawell. All were in favor.

St. Gabe's Lodge – 95th Anniversary Weekend – St. Gabe's is asking to close Monroe, Jefferson, Fairview, in the area of the event on Sunday June 4th from 9am – 2pm. Commissioner Shawell made a motion, seconded by Commissioner Valentine. All were in favor.

Shredding Event/ Electronic Event – President Miller asked for a motion to set up some type of shredding and or electronic event for the Fall. Commissioner Valentine made the motion, seconded by Commissioner Shawell. All were in favor.

CITIZEN COMMENTS

Richard Hornberger – 1629 W High St. – Expressed concern about the car show happening on High St. in Pottstown on May 6th from 4 pm -9 pm. He said they park cars along the sides of High St. and down the middle of High St. He asked how Fire and EMS would get to the Twp during the event should it be required. Frank Hand stated that they use King St. There are many routes to enter West Pottsgrove Township that wouldn't interfere with response time. Mr. Hornberger asked if the police could monitor

the area of High St. between the hours of 7pm- 10 pm as the cars are leaving the car show and heading into Berks County.

CORRESPONDENCE

Veteran's Memorial Park – 1st Committee Meeting – Monday May 8th, 2023 @6 pm

Zoning Hearing Board – Thursday May 11th, 2023 @ 7pm

BOC Workshop Meeting – Wednesday May 17th, 2023 @ 7 pm

No Planning Commission meeting in May

ADJOURNMENT

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

The Board of Commissioners Meeting of West Pottsgrove Township has concluded at 7:32 P.M. On May 3, 2023.

Respectfully Submitted,



Courtney Harris
Township Secretary