

**Minutes - Board of Commissioners
Upper Pottsgrove Township**

May 17, 2010

The meeting of the Board of Commissioners was held on Monday, May 17, 2010, at the Upper Pottsgrove Administrative Offices, 1409 Farmington Avenue, with Commissioners Dolan, Miller, Noll, Spaide and Taylor present. Also present were Township Solicitor Charles D. Garner, Jr., Township Manager Jack P. Layne, Jr., Township Secretary Cynthia Saylor and Chief of Police William A. Moffett. There were 10 people present in the audience. Mr. Taylor called the meeting to order at 7:02 P.M.

MOMENT OF SILENCE - Commissioner Taylor requested a moment of silence in honor of the men and women who have served and are currently serving our country in the armed forces.

PLEDGE OF ALLEGIANCE - Those assembled pledged allegiance to the flag.

PUBLIC COMMENTS: None

EMERGENCY SERVICES REPORT - Commissioner Noll read the monthly Police Report and noted a copy would be posted on the bulletin board. Commissioner Noll reported a copy of the monthly Fire Committee Report would be posted on the bulletin board. Mr. Noll stated that Governor Rendell has recognized Township Manager, Jack Layne, as our official Emergency Services Coordinator for Upper Pottsgrove Township. Commissioner Noll extended his congratulations to Mr. Layne. Commissioner Taylor stated the Township is fortunate to have Mr. Layne hold this position.

PLANNING & ZONING REPORT - Commissioner Taylor reported that the Planning Commission did not meet this month.

PUBLIC WORKS REPORT - Commissioner Spaide reported that the Highway Department has been busy replacing signs throughout the Township. She further reported that the first cut of the season's highway mowing is currently underway and the annual street sweeping has been completed. Ms. Spaide stated a copy of the monthly report would be posted on the bulletin board.

DIANA UPDEGROVE - 1404 Farmington Avenue - Questioned when the road work on Farmington Avenue, near Evans Road, would be completed. Mr. Layne stated the work would start later this month and will be completed by early to mid-June.

PARKS, RECREATION AND OPEN SPACE - Commissioner Miller reported that the "Sunset Park" sign has been erected off of Route 663. He further reported that the Park, Recreation and Open Space Board are looking for volunteers to help with the 1401 North Charlotte Street project. Mr. Miller stated that the fence has been repaired at Kulp field, grass has been planted and the parking facility has been enlarged at the Hillside Aquatic Club. The "Hoffman" and "Kulp" signs will be repaired; a new drinking fountain has been ordered and will be installed and open space land acquisitions have been targeted. Mr. Layne reported that he along with Michelle Reddick attended the grand opening of the Pottstown Athletic League facility located on Chestnut Grove Road. He further reported that Senator Rafferty, District Attorney Reesa Furman, and Representative Tom Quigley were also in attendance.

ADMINISTRATION & SPECIAL PROJECTS REPORT - Commissioner Dolan reported that the Township received notification from West Pottsgrove Township that their Commissioners voted not to move forward with a Regionalized Police Department. Mr. Dolan reported that he will now concentrate on working with the Administration Coordinator position and work with Senator Rafferty with regards to the tax amendment. Commissioner Taylor addressed Commissioner Dolan and stated his efforts with regards to the Police Regionalization were not wasted and that the Township received a very good report from the State. Mr. Taylor extended his thanks and appreciation to Mr. Dolan for his efforts with regards to the regionalization.

ENGINEER'S REPORT - It was noted that a copy of the monthly Engineer's Report would be posted on the bulletin board.

SOLICITOR'S REPORT - Attorney Garner reported that he along with the Township Manager have been working on some changes to the trash and recycling ordinance and noted that the ordinance had not been updated since 1991. He further reported that the new ordinance should be ready for the Board's review at the next meeting. Mr. Garner stated that early last year the Board entered into a contract with the Pottstown Borough Authority to purchase additional sewer treatment capacity. He further stated that the Agreement was structured so that the Township could purchase 238,000 gallons of additional capacity which equates to approximately 500 EDU's. Attorney Garner reported that, after speaking with the Township Engineers, it appears that the Regal Oaks Plant will be "on line" prior to the next meeting and advised that the Township will need to purchase the treatment capacity necessary for those properties. Mr. Garner estimated approximately 220 EDU's to compensate for the Regal Oaks properties. Commissioner Taylor advised the additional capacity will be purchased with PennVest monies. Commissioner Noll stated that the Cherrytree pump station will be out of service as well.

JOHN WEST - 1611 Applegate Lane - Requested clarification with regards to sufficient sewer allocation.

DIANA UPDEGROVE - 1404 Farmington Avenue - Questioned whether the Althouse and the Bachman tracts are included in Regal Oaks. Mr. Layne stated "no".

JOHN WEST - 1611 Applegate Lane - Questioned whether the changes to the trash and recycling ordinance will have any impact on the J. P. Mascaro contract. Attorney Garner stated no in fact it will try and make everything consistent with the contract so whether you use Mascaro or you chose to opt out it will mandate that everyone gets the same service.

MANAGER'S REPORT - Mr. Layne reported that he assisted in coordinating the auctioning and sale of Township items via the Municibid program; supported efforts to prepare and submit the required documentation for the H2O and PennVest programs; assisted in efforts to monitor the Regal Oaks Pumping Station and Farmington avenue West Phase II projects; responded to inquiries and concerns regarding the Single-Hauler Trash Collection and Recycling Contract. Mr. Layne reported that although \$7,000 had been budgeted for 2010, the township received a check for the recycling program totaling \$8,692.

MONTHLY FINANCIAL REPORT - Copies of the monthly Financial Reports were included in the Board's meeting packets. Mr. Layne reported that to date the Township has received 46.4% of revenues and has spent 34.6% of budgeted expenditures.

NEW BUSINESS:

DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR THE TOWNSHIP TO WITHDRAW FROM THE PSAB UNEMPLOYMENT COMPENSATION PLAN - After discussion, a motion by Noll, seconded by Dolan, to authorize the Manager to move forward with the withdrawal from the PSAB Unemployment Compensation Plan effective December 31, 2010 and to begin the enrollment process in the Pennsylvania League of Cities Unemployment Compensation Group Trust Fund (U-COMP) on January 1, 2011. All aye votes.

DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSAL TO REPAVE THE TOWNSHIP ADMINISTRATIVE OFFICE PARKING LOT - Mr. Layne reported that the Township received four (4) estimates for the paving of the Township Administrative Office parking lot and stated the low bid was submitted by Stern Nester in the amount of \$9,500.00. When Commissioner Taylor questioned the areas to be paved; Mr. Layne stated all of the areas that are now macadam will be paved and the areas that are gravel will not be paved. Commissioner Miller expressed his concern regarding the difference between the bid submitted by Stern Nester (\$9,500) and the second lowest bidder (\$16,222.40). Commissioners Miller and Taylor expressed concern regarding the emergency exit utilized by the fire trucks. When Commissioner Taylor questioned where the money would come from in the budget to pay for the parking lot; Mr. Layne stated it would be paid from the General Fund as a capital expense. Mr. Layne stated he would research the matter and have additional information for the next meeting. Attorney Garner suggested the Board authorize him to put together a contract in order that there is no misunderstanding with regards to the scope of work. After discussion, a motion by Dolan, seconded by Miller, to authorize the Township Manager to "find the funding" for the project and to authorize the Solicitor to prepare a contract. All aye votes.

When **DIANA UPDEGROVE, 1404 Farmington Avenue**, asked what representative from the company (Stern Nester) signed the bid; Mr. Layne stated there is no signature on the bid.

DISCUSSION AND POSSIBLE APPROVAL OF A PROPOSAL TO PROVIDE A PARKING AREA AT 1401 NORTH CHARLOTTE STREET AND TO PROVIDE STONE AND TOPSOIL ONTO HOFFMAN FIELD - Mr. Layne reported the Township received an estimate from Maynard's Excavating to provide a parking area at 1401 North Charlotte Street and to provide stone and topsoil onto Hoffman Field in the amount of \$4,195.00. Commissioner Miller noted there will be three (3) spots designated for handicap parking. Mr. Layne stated the Township will enhance the Hoffman Field area in order for the field to be used for soccer practice; however currently there are some grading issues. He further stated that if we remove some of the stone from the North Charlotte Street property and move it to the Moyer Road property it will be a "win win" situation. Commissioner Taylor stated the soil from North Charlotte Street will be used to fill in the low spots along Moyer Road.

DISCUSSION AND POSSIBLE APPROVAL OF A PROPOSAL TO PROVIDE A PARKING AREA AT 1401 NORTH CHARLOTTE STREET AND TO PROVIDE STONE AND TOPSOIL ONTO HOFFMAN FIELD CONT'D - After further discussion, a motion by Dolan, seconded by Spaide, to accept the proposal for the parking area at 1401 North Charlotte Street as set forth in the estimate prepared by Maynard Excavating dated May 11, 2010. All aye votes. Commissioner Miller expressed his appreciation on behalf of the Park, Recreation and Open Space Board and stated the volunteers are very excited about this project.

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE PREPARATION AND SUBMITTAL OF AN APPLICATION FOR FUNDING UNDER THE SCHUYLKILL HIGHLANDS GRANT PROGRAM - Mr. Layne reported the Park and Recreation Board discussed the Schuylkill Highlands Grant Program and they recommended the funding be used for renovations to the property located at 1401 North Charlotte Street. Mr. Layne noted that the Township is eligible for grant money not to exceed \$20,000; however it is a matching grant. He further noted that the grant application is due next week. Commissioner Dolan expressed his opinion and stated that he feels that the North Charlotte Street property should be "raised" and replaced with a building that is easy to maintain and secure. Commissioner Taylor stated that it is a big step for Upper Pottsgrove to be maintaining buildings off-site and said there are numerous details that would have to be worked out before taking on a project of that magnitude. Mr. Taylor noted that the grant allows for building trails and suggested that the funding be used to start building trails or bridges. Commissioner Miller stated we have a building and we have volunteers who are willing to renovate the existing building. He further stated there will be some emphasis on building a trail down to the creek and that can be done at the same time that the parking area is done. After further discussion, a motion by Spaide, seconded by Dolan, to authorize the Manager to prepare and submit an application for funding to be used for renovations and trail building under the Schuylkill Highlands Grant Program. All aye votes.

JOHN WEST - 1611 Applegate Lane - Requested a clarification pertaining to the Schuylkill Highlands Grant Program.

OLD BUSINESS: None

PUBLIC COMMENT:

When **GREG CHURACH, 144 Snyder Road**, questioned the surveying on Snyder Road; Commissioner Miller stated the owner of the Althouse tract is having his property surveyed because he is upset with Met-Ed for having gone on his property and cutting down trees that they shouldn't have.

COMMISSIONER COMMENTS:

COMMISSIONER MILLER - Addressed Commissioner Spaide and stated the PennDot repairs on Mangers Mill Road are deplorable. Commissioner Spaide stated she spoke with the Public Works Director regarding the matter and he contacted a representative from PennDot. In another matter, Commissioner Miller requested that the carpets in the administrative offices are cleaned.

PAYMENT OF BILLS - A motion by Noll, seconded by Miller, to approve the Bill List dated May 3, 2010, for General Fund in the amount of \$ 38,247.43; Fire Fund in the amount of \$ 5,415.24; Sewer Fund in the amount of \$ 40,321.35; Capital Fund in the amount of \$ 28,713.90; State Fund in the amount of \$ 75,668.83; Open Space Fund in the amount of \$ 1,516.34 and Escrow Fund in the amount of \$ 2,452.76. Total Expenditures - \$ 192,735.85. All aye votes.

APPROVAL OF MINUTES - **May 3, 2010** - Commissioner Miller complimented the Secretary for a job well done with regards to the meeting minutes of May 3, 2010. A motion by Spaide, seconded by Miller, to approve the minutes of the May 3, 2010, meeting as presented. All aye votes.

EXECUTIVE SESSION - At 8:10 P.M. Commissioner Taylor reported the Board would be meeting in Executive Session to discuss matters of collective bargaining, real estate and litigation; however no decisions would be made. The meeting reconvened at 8:48 P.M.

ADJOURNMENT - There being no further business, a motion by Spaide, seconded by Miller, to adjourn the meeting at 8:50 P.M. All aye votes.

Respectfully submitted,

Cynthia H. Saylor,
Township Secretary