

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

September 15, 2014

The meeting of the Board of Commissioners was held on Monday, September 15, 2014, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Elwood Taylor, Herbert C. Miller Jr., Russell Noll, Renee Spaide and Martin Schreiber present. Also present were Township Solicitor Charles D. Garner, Jr., Police Chief William Moffett, Township Manager Carol R. Lewis, Public Works Director Frank Quinter and Planning & Zoning Administrator Michelle Reddick. The meeting was called to order at 7:00 P.M.

MOMENT OF SILENCE - Mr. 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.

Presentation of PECO Green Region Grant Award – Suzanne Ryan of PECO was in attendance to present the Township with a check for \$8,000.00 for a grant for the Althouse Arboretum property. Also in attendance was Dulcie Flaharty from Natural Lands Trust, the grant administrators. S. Ryan noted that PECO has donated over 1.4 million dollars for over 160 projects. Mr. Taylor and the entire Board thanked PECO for their support of this project.

PUBLIC COMMENTS (non-agenda items) – There were no public comments.

REPORTS:

FIRE COMPANY LIAISON – Commissioner Schreiber read the monthly fire report. He noted that the Fire Company will be applying for a Pennsylvania grant.

POLICE DEPARTMENT LIAISON – Commissioner Miller provided the report for August, 2014. He noted that Chief Moffett appreciates the support of the community regarding calls for suspicious vehicles and/or activities.

PARKS, RECREATION AND OPEN SPACE LIAISON – Commissioner Miller advised that the Open Space and Recreation Board made a lot of recommendations which will need to be addressed. The first one is the Master Plan for the Althouse Arboretum property. Students Chloe Klaus and Andrew Heuer were in attendance to present the Master Plan. The Master Plan includes trails, raised gardens for the elderly and disabled, renovating the house to create a community resource center and office for the SAVE Alliance Foundation, building of a future classroom building and building a children’s natural forest playground. The goal is to make available many programs for regional students and community leaders which include group visits, summer camps, classroom visits and family events. Some of the upcoming family events include a community picnic on September 20th from 11 am to 2 pm and a Family Night Hike on October 17th from 6-9 pm. In response to a question from R. Spaide, Andrew Heuer advised that the plans for the summer camps has not been finalized, but the camps would probably only be for a week. R. Noll complimented the students on a great presentation. However, he expressed concern regarding parking for the upcoming community events. K. Hamilton advised that

PARKS, RECREATION AND OPEN SPACE LIAISON (cont'd.) - parking for the Community Picnic will be at the property in the designated parking area and for the Family Night Hike, parking will be at Hillside Aquatic Club and there will be a shuttle to take families to the property. A motion by H. Miller, seconded by R. Spaide and unanimously carried to approve and support the Master Plan for the Althouse Arboretum property. H. Miller noted the next approval is for the Family Night Hike. In response to a question from M. Schreiber, C. Garner advised that the activity would be covered under our insurance. C. Lewis noted that the SAVE Alliance also has their own insurance. A motion by H. Miller seconded by R. Spaide and unanimously carried to approve the Family Night Hike. H. Miller noted there is a need to purchase stone for the parking lot and grant funds have not been received yet. Therefore, K. Hamilton has requested the Township assist with purchase of the stone until grant funds are received. E. Taylor noted there was an agreement that the Township would share in the cost of the parking lot. A motion by H. Miller, seconded by R. Spaide and unanimously carried to approve purchase of stone for the parking lot at a cost not to exceed \$2,000.00. H. Miller advised there is a recommendation from the Chief and the Open Space and Recreation Committee to install a solar motion detector light at Sunset Park since there have been ongoing issues with loitering after hours at the park. In response to a question and concern from M. Schreiber regarding whether the solar light has enough foot candles to deter people from loitering, C. Lewis advised she is not sure as she has not researched the lights yet. A motion by H. Miller seconded by R. Spaide and unanimously carried to purchase and install a motion detector light at Sunset Park at a cost not to exceed \$500.00. H. Miller noted that we have a resident who is interested in filling the vacant position on the Park, Recreation and Open Space Committee. A motion by H. Miller seconded by R. Spaide and unanimously carried to appoint Charles Note to the Park, Recreation and Open Space Committee to fill the unexpired term of Greg Churach. H. Miller advised that a sign needs to be installed at Hollenbach Park designating parking for school buses and an additional sign needs to be placed at the entrance off Hanover Drive designating the driveway is for a private residence and that no vehicles should be entering the driveway access. A motion by H. Miller seconded by M. Schreiber and unanimously carried to approve the installation of a sign at the entrance off Hanover Drive that says “Notice - Private Residence Driveway - Entrance to Walking Trail - No Vehicles Beyond this Point – Park on the Street”. A motion by H. Miller seconded by R. Spaide to approve the installation of a sign at Hollenbach Park which says “School Bus Parking Only – Two Spaces”. M. Schreiber and R. Noll expressed concern that one sign is not enough since someone may not see the sign if there is already a bus parked there. **Keith Kachel, 1412 Farmington Avenue**, also expressed that there will not be any control on how the buses park since there are no designated parking space lines. After further discussion on the matter, it was agreed to amend the motion to include the purchase of an additional sign and designate the location of the signs. A motion by H. Miller, seconded by R. Spaide and unanimously carried to approve the purchase of two signs for Hollenbach Park that say “School Bus Parking Only” and to have the signs installed on the fence.

PLANNING AND ZONING & ADMINISTRATION LIAISON – E. Taylor noted that the Planning Commission did not meet this month so there is nothing to report.

PUBLIC WORKS REPORT – Commissioner Spaide briefly reviewed the public works report and noted a copy is available for review in the lobby. She advised that road paving for the majority of the roads scheduled to be paved has been completed. F. Quinter advised that Mock Road and the roads in the Windsor Heights development still need to be paved. He also advised that the road crew continues to patch potholes, and they also provided traffic control for the micro-surfacing in Greengate. In response to a question from M. Schreiber, F. Quinter explained that there is still additional tarring of manholes and storm sewer drains that need to be completed. R. Noll advised that his wife was approached by some residents as to why the Township paved only some of the streets in Regal Oaks and wanted to know what the Board’s response to this question is going to be. F. Quinter advised that it was decided to pave only the streets in Regal Oaks which have public sewer. C. Lewis noted that she has had several phone calls regarding this matter, and when she provided an explanation to the residents, they understood even though they were not happy about it. R. Noll noted that he was surprised to see Hollyberry Court and Mimosa Lane being paved when the Board did not discuss paving these roads. E. Taylor advised the discussion of the Board was that we would pave only those streets in Regal Oaks which already have sewer and only if it would fit in the budget. In response to a question from M. Schreiber, R. Noll advised the cost of the additional paving of streets in Regal Oaks was \$70,128.30. In response to a question from M. Schreiber, C. Lewis advised that she is working with Township Engineer Chris Pelka to prioritize a list of infrastructure projects so that the Board can plan for these projects and decide how they wish to proceed. M. Schreiber advised he provided information to C. Lewis regarding classes that are coming up for grants that are available for low impact roads and noted someone just needs to attend the class. In response to a question from C. Lewis, F. Quinter agreed to attend the class. F. Quinter advised the Township has already applied and was approved for a grant for \$25,000 for dirt and gravel roads. C. Lewis complimented F. Quinter for a job well done with that grant.

SPECIAL TOWNSHIP PROJECTS – R. Noll reported that the State Executive Committee meeting is scheduled for October 31 through November 2, 2014. He suggested that if there are any issues the Board wishes to present at that meeting, they should be discussed at the next Board meeting.

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

TOWNSHIP SOLICITOR’S REPORT – C. Garner reported the Township had previously submitted a draft floodplain ordinance to the Federal Emergency Management Agency and the Montgomery County Planning Commission for review back in 2012 as FEMA had thought the new floodplain maps would be adopted in 2013. However, the new maps have not been adopted. Once the new maps are adopted, the Township can approve the floodplain ordinance. C. Garner also reported that issues involving Coddington View have been addressed including completion of the necessary sewer repairs in the Borough of Pottstown. C. Garner suggested the Park, Recreation and Open Space Committee identify all the parks, develop a complete list of rules and regulations for all the parks, and if necessary, develop a separate set of rules and regulations for

any special parks. H. Miller expressed concern that one of the issues is parking on the fields at Hollenbach Park. He also noted that the emergency access from Coddington View to the Pottsgrove Middle School has been completed. C. Garner reported that the closing for the loan borrowing for the road work will occur tomorrow. C. Garner advised that Senate Bill 1023 is being proposed which would require municipalities who use a third party to enforce the building code to hire an additional third party entity. He noted the Township could send a letter objecting to this proposed bill and provided a sample letter. **Erin Dickey, 1847 Orlando Road**, questioned how the Township knows that the third party is doing what they are supposed to be doing and following through will all required inspections. E. Taylor advised that if a resident has an issue, they should contact the township manager who would follow-up with our third party entity. A motion by M. Schreiber, seconded by R. Noll and unanimously carried to authorize the manager to prepare a letter similar to the sample provided by the Pennsylvania Municipal League expressing the Board's opposition to Senate Bill 1023.

TOWNSHIP MANAGER – C. Lewis reported that she has been assisting the Park, Recreation and Open Space Committee with soliciting donations and items for Community Day as well as working on a draft of the 2015 budget. She further reported that she will be meeting with our financial consultant Matt Dallas to finalize the draft budget. She questioned whether the Board would like to have a separate meeting to review the draft budget or discuss the draft budget at the next Board meeting. It was agreed to review the draft budget at the next Board meeting in October and then determine whether an additional budget meeting is necessary. In response to a question from **France Krazalkovich, 92 Stone Hill Drive**, E. Taylor advised that he should contact Sue Thompson or Carol Lewis regarding Community Day. C. Lewis provided the Board with a cost estimate from Township Engineer Pete Eisenbrown for a trail connection to Sussell Park and asked the Board to consider preliminary engineering for the trail connection. A motion by H. Miller seconded by R. Noll and unanimously carried to have LTL Consultants complete a survey of the trail design from the Althouse property to Sussell Park at a cost not to exceed \$3,500.00.

MONTHLY FINANCIAL REPORT - Copies of the monthly Financial Reports were included in the Board's meeting packets.

NEW BUSINESS:

CONSIDER RESOLUTION FOR THE 2014 BONUS ROUND GREEN REGION GRANT

C. Lewis advised that a bonus round of grants are available through the PECO Green Region program and K. Hamilton has prepared a grant application for a children's natural playground at the Althouse Arboretum property. A motion by R. Noll seconded by H. Miller and unanimously carried to approve **Resolution 649** authorizing the submittal of the PECO Green Region Bonus Round Grant for a children's natural playground at the Althouse Arboretum property. In response to a concern expressed by M. Schreiber, C. Lewis advised that we are waiting to hear from the insurance company regarding the trampoline that is proposed as part of the children's natural playground. She advised that K. Hamilton agrees to take that option out of the plan for

CONSIDER RESOLUTION FOR THE 2014 BONUS ROUND GREEN REGION GRANT

(cont'd.) - the natural playground if not approved by the insurance company. In response to an additional concern expressed by M. Schreiber, C. Lewis advised that the zip lines are removable.

CONSIDER 2015 MMO – C. Lewis provided drafts of the Minimum Municipal Obligation for both the uniform and non-uniform pension plans. The amount of the MMO for the uniform pension plan is \$36,255.00 and for the non-uniform pension plan is \$82,910.00. C. Garner advised that the Board must just acknowledge receipt of the MMO. A motion by M. Schreiber seconded by R. Noll and unanimously carried to acknowledge receipt of the 2015 Minimum Municipal Obligation for both the uniform and non-uniform pension plans.

CONSIDER BLACK FLY SUPPRESSION PROGRAM – C. Lewis advised that the Montgomery County Health Department has asked the Township if they wish to participate in the black fly suppression program at a cost of approximately \$500.00. She noted this program is partially funded by the Commonwealth. A motion by H. Miller seconded by R. Spaide and unanimously carried to notify the Montgomery County Health Department that we are interested in participating in the black fly suppression program.

OLD BUSINESS:

FIRE POLICE ACTIVITIES – A motion by M. Schreiber, seconded by R. Noll and unanimously carried to ratify authorization for the Upper Pottsgrove Fire Police to participate in the funeral services of Officer Mark T. Wells which was held on September 2 and 3, 2014 and the East Norriton Community Days and fireworks which was held on September 6, 2014.

OTHER PUBLIC COMMENT – There were no public comments.

COMMISSIONERS COMMENTS – M. Schreiber reported that the Pottstown Area Council of Governments is not collecting dues this year so the Township will save \$100.00.

APPROVAL OF MINUTES – **Dennis Elliott, 576 Evans Road**, just wanted to note that he has had to contact J.P. Mascaro several times every month regarding issues with trash service. In response to a question from C. Lewis, D. Elliott advised he is not requesting any change to the minutes but wanted the Board to be aware of the issues since they had a discussion at the last meeting regarding trash service. **France Krazalkovich, 92 Stone Hill Drive**, noted that the distribution charge for copies under the discussion regarding purchase of a new copier should be \$0.01 per page. **Keith Kachel, 1412 Farmington Avenue**, advised that his comments regarding questions on the Bill List were not included in the minutes. **Dave Ingram, 467 Evans Road**, asked and was provided clarification as to the location of the West Moyer Road and Route 100 project. A motion by R. Spaide seconded by R. Noll and unanimously carried to approve the minutes of August 18, 2014 as amended.

PAYMENT OF BILLS - Bill List dated September 15, 2014 – R. Noll questioned the Toss Your Turkey 5K Run and why the Township is paying \$100.00 for this event. C. Lewis

PAYMENT OF BILLS - Bill List dated September 15, 2014 (cont'd.) - explained that a private resident donated \$100.00 sponsor this event and have “Upper Pottsgrove Open Space” put on the t-shirts. She noted this is a pass through of funds, and you can see where the money was deposited on the financial report. H. Miller expressed concern regarding how much money the Township pays Superior Water Company and questioned what they do for the Township. F. Quinter advised that they flush the hydrants. A motion by M. Schreiber, seconded by H. Miller and unanimously carried to approve the bill list dated September 15, 2014 for General Fund in the amount of \$88,011.58; Fire Fund in the amount of \$4,195.95; Sewer Fund in the amount of \$6,284.42; Open Space Fund in the amount of \$3,564.86; State Fund in the amount of \$3,614.35; and Escrow Fund in the amount of \$395.41. Total Disbursements ~ \$106,066.57.

EXECUTIVE SESSION – At 8:25 P.M., Commissioner Taylor advised the Board will be having an executive session to discuss real estate and litigation, but no action will follow.

ADJOURNMENT – The meeting reconvened at 8:40 P.M. There being no further business, the meeting was adjourned.

Respectfully Submitted,

Carol R. Lewis, Assistant Secretary