

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

April 20, 2015

The regular meeting of the Board of Commissioners was held on Monday, April 20, 2015, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Elwood Taylor, Renee Spaide, Martin Schreiber, Russell Noll and Herbert Miller, Jr. present. Also present were Township Solicitor Charles D. Garner, Jr., Police Chief William Moffett, Public Works Director Frank Quinter, and Township Manager Carol R. Lewis. 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.

PUBLIC COMMENT:

KEITH KEHL – 1941 Gilbertsville Road – Advised the Board that he called about the cables that are on the ground on Gilbertsville Road. He gave C. Lewis the pole number so she could pass it along.

GEORGE FINNEGAN – 23 Coolidge Avenue – Advised the Board that he has a small breeding kennel and that there were some complaints. He wanted to let the Board know that he does not want to be a nuisance and that they have taken strides to correct the problem. They bought a bark collar as suggested by the police for one of their dogs and they let them out regularly and put them back in the house when they begin to bark.

REPORTS:

FIRE COMPANY LIAISON – M. Schreiber presented the Fire Company Report. The calls are well up from two years ago. They had a successful Easter Egg Hunt. A motion by M. Schreiber, seconded by R. Spaide and unanimously carried to authorize the Fire Company to move forward with the renovations pending receipt of their permit.

POLICE DEPARTMENT LIAISON – H. Miller reported that there were no specific comments. M. Schreiber has received several calls regarding soliciting and a request to put up signs at the entrance of the development “No Soliciting Without a Permit.” The Board discussed how many signs could potentially be put up. They are currently posted as you come into the township. Chief Moffett advised them that when they get complaints they go out and escort them off the premises. Some of the solicitors come from Pottstown and they are not aware of the boundaries. M. Schreiber asked if they could look at the ordinance and see about updating it. C. Garner advised that it has been many years since this ordinance has been looked at.

PARKS, RECREATION AND OPEN SPACE LIAISON – H. Miller reviewed the Park and Open Space report. A motion by R. Spaide, seconded by R. Noll and unanimously carried to accept the wording “Welcome to Upper Pottsgrove Township Athletic Fields” to be put on the scoreboard by the Pottsgrove Little League. The Board next discussed the parking situation at the ball fields. C. Note told the Board that he would like to see something more permanent such as a split rail fence

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to keep people from parking in the field as they become rutted and hard to run on. There was a proposal to install a 6' x 260' stone walk from the upper field to the lower field for maintenance purposes and for people to walk without getting their feet wet. A motion by R. Noll seconded by H. Miller and unanimously carried to move forward with the stone path between the two locations. E. Taylor suggested a sign also be put up advising them that there is no parking past that sign and the post and rail fence. R. Noll amended his motion to use logs instead of fence and put up appropriate signage not to exceed \$3,500. Chief Moffett suggested that people in charge of the events make an announcement not to park outside of the designated parking area. The motion unanimously carried. A motion by H. Miller seconded by R. Noll and unanimously carried to adopt the Cultivation Agreements; the money from the agreements will go into open space. A motion by H. Miller seconded by R. Spaide and unanimously carried to authorize the hiring of seasonal help with the start date of the second week of June not to exceed \$9.00 per hour. Chestnut Grove Homeowner's Association are requesting that a flat piece of open space off of Fallbrook Lane be developed into a field for use by the children in the development. E. Taylor was very encouraged to hear from the residents. The Board discussed the plan. It needs topsoil and seed. The Homeowner's Association had offered to pay for and maintain the field. There was concern that someone else developed it who owns the property. The Board agreed that it is a good idea to pursue this project although it will not be done this spring. F. Quinter advised the Board that he went out with Richard Brown Tree Service to look at the ash trees in the Turnberry Farms area; they will be going back out. The Board reviewed a mockup of a sign to go into the park and recommended to the Board of Commissioners that they adopt both signs to be used in the park; the one with the large "No Hunting" lettering to be used in known problem areas. E. Taylor expressed that he does not want "Stay Out" signs to scare people away. They do have 300 acres. The signs would cost approximately \$2.11 each. M. Schreiber expressed that he would prefer to go with one sign. A motion by M. Schreiber seconded by R. Spaide and unanimously carried to order 1500 of the more welcoming signs at \$2.11 each.

PLANNING & ZONING LIASION – E. Taylor advised the Board that the Planning Commission discussed the Duffy subdivision.

PUBLIC WORKS REPORT – R. Spaide advised the Board that they will be doing street sweeping next week. They have been cleaning out the gutters and cleaning up the equipment from the winter.

TOWNSHIP SOLICITOR REPORT – C. Garner advised the Board that at their last meeting they had taken action to approve the Civil Service Commission list. This was premature as it was not complete. A motion by R. Spaide, seconded by H. Miller and unanimously carried to rescind the list. C. Garner then advised the Board that the Civil Service Commission met last month. There were only four (4) individuals on the list and the candidates were dwindling. They decided to end the process. A motion by M. Schreiber, seconded by R. Spaide and unanimously carried to authorize the Civil Service Commission to go forward with a new process.

SPECIAL TOWNSHIP PROJECTS – R. Noll advised the Board that the annual conference will be coming up in June; he will be attending along with the Township Manager. He encouraged the rest of the Board to attend as it is very educational.

TOWNSHIP MANAGER – C. Lewis advised the Board that the Fire Company has new reporting requirements pertaining to child abuse clearances. They are working on the process of getting everybody's clearances. The rubbish brigade had a great turnout; over 64 bags of trash were collected. M. Schreiber suggested that the Township notify the owner of Cross Road to clean up the area. C. Lewis then reported that the Civil Service Commission will be meeting on May 7, 2015, and are preparing their annual report for 2014. The Open Space and Recreation Board is working on developing a Trail Ambassador Program to help with maintenance of the trails and identification of future projects. C. Lewis has been coordinating the activity for Pond Works to do the study of Sure Catch Pond as well as both ponds at Sussell Park. The work will be performed the week of April 23. The check was received for the Hilsee Grant and all paperwork has been finalized.

NEW BUSINESS:

CONSIDER RESOLUTION FOR LEASE OF POLICE VEHICLE – A motion by H. Miller, seconded by M. Schreiber and unanimously carried to approve **Resolution #658** for the lease of the police vehicle.

CONSIDER TIME EXTENSION FOR BACHMAN TRACT - The Bachman Tract had final plan approval in 2008 but the project has not yet been built. Danny Jake has asked for formal time extension in order to comply even though his renewal automatically extends under the permit extension act. M. Schreiber asked why he didn't approach the Board in October or November before the extension expired. A motion by H. Miller, seconded by R. Spaide, to grant a time extension to July of 2016 for the Bachman Tract. The motion carried with M. Schreiber abstaining.

CONSIDER APPOINTMENT OF ACTUARY SERVICES – A motion by M. Schreiber, seconded by H. Miller and unanimously carried to approve Beyer-Barber as the Actuary for the Township.

CONSIDER BIDS FOR 2015 ROAD PROJECTS - A motion by R. Spaide, seconded by H. Miller, to award the bid to H & K Group, who were the lowest bidder, subject to the Solicitor and Engineer's review. The motion carried with M. Schreiber abstaining.

CONSIDER BIDS FOR DALLAS PORTION OF THE SNYDER TRAIL – This project is part of the mile and a half trail connecting Prout and Sussell. Most of the work has been very reasonable and has been done by the staff and volunteers. The Board discussed the steepness of the trail and where it is going. M. Schreiber asked if it will require the crossing of a street which it will. A motion by H. Miller, seconded by R. Spaide, to approve the bid and award to Eastern Earthmovers LLC per the plan subject to review by the Solicitor and Engineer. R. Noll asked why so soon and it was explained that the completion date for the project is June 30. M. Schreiber thought it was higher than estimated and questioned the priorities. The motion carried with M. Schreiber voting

nay.

CONSIDER APPOINTMENT FOR AN ALTERNATE FOR THE CIVIL SERVICE COMMISSION – A motion by R. Spaide, seconded by H. Miller and unanimously carried to appoint Dann Eaton as an Alternate to the Civil Service Commission.

DUFFY SUBDIVISION AND EASEMENT AGREEMENT – C. Garner advised the Board that they had entered into an Agreement of Sale with James Duffy on 60 Snyder Road. The Planning Commission recommended the plans be approved and the waivers approved for the annexation and easement. A motion by H. Miller, seconded by R. Spaide, to approve the preliminary/final subdivision plan with the waivers. The motion carried with M. Schreiber voting nay.

DISABILITY PENSION REQUEST – This will be addressed in Executive Session.

OLD BUSINESS:

CONSIDER RESOLUTION AND AGREEMENT FOR P-CARD APPLICATION AND CARD ISSUANCES – The Board reviewed the list of proposed amounts for each employee. They discussed having department heads only. M. Schreiber felt that everyone should have a card. C. Lewis will arrange for a demonstration for the Board of Commissioners at their next meeting and will prepare a Bill List showing which items could be paid for with the P-Card.

CONSIDER ADOPTION OF MASTER TRAFFIC ORDINANCE – A motion by R. Spaide, seconded by H. Miller and unanimously carried to adopt the Master Traffic Ordinance as advertised.

CONSIDER ADVERTISING OPEN SPACE AND RECREATION ORDINANCE – A motion by R. Spaide, seconded by H. Miller, to advertise the ordinance. M. Schreiber suggested that under #14 - remote control be changed to airplanes. Also E2 of the Ordinance will be removed. The Board also discussed the violations and penalties. With the two changes the motion was unanimously approved.

FIRE POLICE ACTIVITIES – A motion by R. Spaide, seconded by R. Noll and unanimously carried to approve all Fire Police activities as presented.

OTHER PUBLIC COMMENT:

CHARLES NOTE – 2137 E. Horseshoe Drive - Asked if there was any more information on having the contractor come back over the summer to have them redo the drain. F. Quinter advised him that they've been out to look at it and think they have it fixed.

COMMISSIONER COMMENTS:

M. Schreiber advised the Board that the other Pottsgroves are sending a letter to Pottstown Borough Authority along with us.

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APPROVAL OF MINUTES – **March 16, 2015** – A motion by R. Spaide, seconded by M. Schreiber and unanimously carried to approve the minutes of March 16, 2015, as presented.

PAYMENT OF BILLS – A motion by M. Schreiber, seconded by R. Spaide and unanimously carried to approve the Bill List.

EXECUTIVE SESSION – The Board adjourned to Executive Session at 9:17 p.m. for two personnel matters and litigation. They reconvened at 10:10 p.m.. A motion by R. Spaide, seconded by H. Miller and unanimously carried to grant an honorable discharge as requested by Officer Wolf and to grant a disability pension.

ADJOURNMENT – A motion by R. Spaide seconded by M. Schreiber and unanimously carried to adjourn the meeting at 10:12 PM.

Respectfully Submitted,

Carol R. Lewis, Assistant Secretary