

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

**May 18, 2015**

The regular meeting of the Board of Commissioners was held on Monday, May 18, 2015, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Elwood Taylor, Martin Schreiber, Russell Noll and Herbert Miller, Jr. present. Also present were Township Solicitor Charles D. Garner, Jr., 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:**

**JAMES CAPINSKI – 1958 Yarnall Road** - Explained that he has two law suits against the township and asked if the township received a copy of the Settlement and if this would be discussed in Executive Session. The Township advised him that it would.

**REPORTS:**

**FIRE COMPANY LIAISON** – M. Schreiber gave the Fire Company Report. He advised the Board that improvements to the firehouse are underway and explained to the Board that the Fire Report is a little bit different; it shows a list of the volunteers and the number of calls each one responded to.

**POLICE DEPARTMENT LIAISON** – H. Miller reported that barking dogs are an ongoing problem. Otherwise it has been relatively quiet.

**PARKS, RECREATION AND OPEN SPACE LIAISON** – The Open Space and Recreation Board is considering having a Community Yard Sale the weekend before Labor Day. H. Miller suggested having it at Hillside as he is concerned with people parking along the road. The proposed date for the event is August 29, 2015. Eric Maynard, an Eagle Scout, is moving forward with his project to install two picnic tables at Sunset Park as well as an informational kiosk. Instead of a bench they are putting large boulders along the steep bank. A motion by M. Schreiber seconded by R. Noll and unanimously carried to accept the donation of two concrete benches to go into the parks from Elwood Taylor. F. Quinter explained that concrete blocks will be used underneath the benches. A motion by M. Schreiber seconded by R. Noll and unanimously carried to approve the biathlon with the Hillside Pool on Labor Day using some of the open space at the fields. The Open Space and Recreation Board recommended that the Board of Commissioners authorize the installation of underdrainage at the parking lot at the Arboretum and let it settle before paving it. The drain would go to an existing gutter and an existing storm water drain. A motion by R. Noll seconded by E. Taylor and unanimously carried to authorize the installation per the Engineer's recommendation and review not to exceed \$6,000. Keith Kehl, 1941 Gilbertsville Road, questioned whether this adheres to the new rules and regulations imposed by the State; it does. A motion by M. Schreiber, seconded by R. Noll and unanimously carried, to authorize the application of a Health and Wellness Grant for the development of a field on Chestnut Grove Open Space. A motion by R. Noll,

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seconded by M. Schreiber and unanimously carried, to authorize the application of a \$1,000 grant through Keep Pennsylvania Beautiful 's "25 in 25 Mini-Grant Program" which would need a matching grant of \$500 to allow for the purchase of six more trail cameras to help prevent dumping in known areas. H. Miller reported that great strides have been made on the Prout Trail and he thanked Frank Quinter and his crew for the work. M. Schreiber advised the Board that he has driven by the ball field and no one is using the new bleachers. He suggested we ask them if they want them and if not move them somewhere else such as the soccer field.

**PUBLIC WORKS REPORT** - F. Quinter reported that there is a lateral repair required on township property on Farmington Avenue; it is estimated at \$3,000. A motion by M. Schreiber seconded by R. Noll and unanimously carried to approve this work. M. Schreiber questioned why the street sweeping has been pushed back six weeks. F. Quinter explained that it is taking the company longer to street sweep in other municipalities due to the increase in use of antiskid over the winter. The Board discussed whether the purchase of a street sweeper would be cost effective. R. Noll commented that he thought Reilly does a good job and would not be in favor of this purchase. H. Miller asked when the vegetation spraying would be done and F. Quinter replied it is scheduled for next week.

**SPECIAL TOWNSHIP PROJECTS** - R. Noll reported that the Conference is coming up on June 18 and it is a great learning event.

**TOWNSHIP MANAGER** – C. Lewis advised that her report is attached to the packet. She reported that the May 7<sup>th</sup> meeting of the Civil Service Commission had been cancelled due to lack of a quorum and has been rescheduled for May 27<sup>th</sup> at 7:00 p.m. Hollenbach Park has been entered for the Park Get Set Go! Contest. She also reported that she has been coordinating activities with the office personnel for the Spring Fling Volunteer Appreciation Dinner. She pointed out that this is being provided through the generosity of sponsors and no tax money has been used. The new Actuary has been hired and they are working on a list of items he needs to submit the GASB 67 calculations to Maillie so that our audit can be finalized. The work for the study of Sure Catch Pond as well as both ponds at Sussell Park has been completed and a report will be coming for the June meeting. Dates are being set for training for the upcoming Limerick Drill. The Township will be federally evaluated this year. The Fire Company is working on developing new policies and procedures and coordinating the submission of required clearances by June 15, 2015, per the new law. A grant has been identified for the Fire Company for an ATV rescue vehicle. The grant will cover 50% of the funds up to \$7,500. A motion by H. Miller seconded by M. Schreiber and unanimously carried to approve the application of this grant. The equipment will be owned by the Fire Company and will fall under their insurance. The vacant property survey has been completed with Michelle Reddick and a report should be out by the end of the week. Lastly, C. Lewis advised the Board that she would like to start discussing large projects for the budget at the June meeting. Time will be set aside.

**MONTHLY FINANCIAL REPORT** - M. Schreiber explained that at the COG meeting they were talking about open space and joining the Schuylkill Highlands. The Circuit Rider, Justin Keller, has

been helping North Coventry get some grants. He advised that it might be a good idea to have an Open Space and Recreation liaison at the COG meeting. H. Miller felt that the Manager keeps them up to date.

**OLD BUSINESS:**

**CONSIDER RESOLUTION AND AGREEMENT FOR P-CARD APPLICATION AND CARD ISSUANCES** – Paul Robinson from PLGIT came to do a presentation to the Board of Commissioners about the P-Card Program. He explained that the fraud insurance is through the Master Card Program. The misuse clause is through the PLGIT program. This program is a National Program outside of Pennsylvania managed through Harrah’s Bank. The biggest pro to the program is that the credit card is in the name of the Township and does affect individual credit ratings. H. Miller asked how they get paid and how they can afford to give the cash back. P. Robinson explained that their main purpose is investments and that is how they get paid. A motion by R. Noll seconded by H. Miller and unanimously carried to authorize the Manager to move forward with the resolution to initiate the process and to prepare a sample purchase policy for the Board to review.

**NEW BUSINESS:**

**DISCUSS AMENDMENTS TO THE PEDDLING AND SOLICITING ORDINANCE** - C. Garner provided the Board of Commissioners with a wide variety of ordinances that are out there. Some Townships such as Patterson are very strict and impose a lot of rules; other ones not so much. M. Schreiber commented that he liked the idea of the permit for one month instead of one year. He would like to see it be required to be displayed when they are out and about. He also likes the part that says that they cannot cut across yards but creating a list could become an administrative burden. He would also like to see something included about panhandling, whether it is here or somewhere else. This problem has come up in Upland Square. C. Garner advised that would be a separate issue. They discussed the fact that minors are exempt from most ordinances for activities such as Girl Scouts selling cookies or baseball team fundraisers, etc. The Board will review the sample ordinances and send their comments to C. Garner and C. Lewis at which time they will construct a draft ordinance for the Board to consider.

**DISCUSS EDUs FOR 955 NORTH HANOVER STREET** – A recommendation from Engineer Chris Pelka and the Sewer and Water Committee has come down recommending they reduce the EDUs from fourteen (14) to eleven (11) due to the removal of washing machines. These numbers are based on the existing ordinance. A motion by H. Miller, seconded by R. Noll and unanimously carried, to concur with the recommendation to reduce the number of EDUs from fourteen (14) to eleven (11). The situation will be monitored to make sure that no more machines are added at a future date.

**CONSIDER ADOPTION OF THE OPEN SPACE AND RECREATION ORDINANCE** – The Board discussed control over air space. A motion by H. Miller, seconded by R. Noll and unanimously carried to adopt the rules and regulations as presented.

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**FIRE POLICE ACTIVITIES** – A motion by M. Schreiber, seconded by H. Miller and unanimously carried, to authorize the Fire Police activities.

**PUBLIC COMMENT**

**KEITH KEHL - 1941 Gilbertsville Road** - Thanked the Board and Staff for the Volunteer Appreciation Picnic.

**JAMES CAPINSKI - 1958 Yarnall Road** - Commented on the upcoming litigation.

**COMMISSIONER COMMENTS** - R. Noll commented that the first volunteer luau was very nice. He also likes the new tables in the conference room and feels that they are a nice addition.

**APPROVAL OF MINUTES** - A motion by R. Noll seconded by M. Schreiber and unanimously carried, to approve the minutes of the April 20, 2015, meeting as presented.

**PAYMENT OF BILLS** – C. Lewis explained that the amendment to the Bill List was for payment of the 2009 truck. A motion by M. Schreiber seconded by H. Miller and unanimously carried, to approve the amended Bill List in the amount of \$146,633.98.

**EXECUTIVE SESSION** – The Board adjourned at 8:26 p.m. to go into Executive Session to discuss matters of litigation and real estate. They reconvened at 8:48 PM with no action taken.

**ADJOURNMENT** – A motion by M. Schreiber, seconded by R. Noll and unanimously carried, to adjourn the meeting at 8:49 PM.

Respectfully Submitted,

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Carol R. Lewis, Assistant Secretary