

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

June 15, 2015

The regular meeting of the Board of Commissioners was held on Monday, June 15, 2015, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Elwood Taylor, Martin Schreiber, Russell Noll, Herbert Miller, Jr., and Renee Spaide 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:

KEITH KEHL – 1941 Gilbertsville Road – Stated there is a branch sticking into the road. He also asked, by the ballfield where they sprayed to kill weeds, if there was something that could be planted to stabilize this area better. E. Taylor explained that there is a site distance problem.

MICHELLE O’CONNOR -1837 Orlando Road – Advised the Board that there is no change in the situation out there and if anything it is getting worse. She is being harassed and this is being documented. She claims that the owners are still breeding puppies and they also have a pot belly pig. They have been cited by the Police. Chief Moffett advised the Board that they have 34 citations pending and C. Garner said they have over 70 dockets related to this case. The court is setting aside a full day to hear the cases. The zoning citations could be fined up to \$12,000 for each one. M. O’Connor advised the Board that she has retained a lawyer.

BETTY LONG - 1898 Orlando Road – Explained that she lives in Lower Pottsgrove and noted when she has a problem the Lower Pottsgrove Police do not respond. She asked if the grandfather clause applies to this case. C. Garner explained that they have not filed any appeal to the Zoning Hearing Board. E. Taylor explained that the Township is doing everything that we are legally able to do.

REPORTS:

FIRE COMPANY LIAISON – M. Schreiber presented the Fire Company Report. Two firefighters have received Firefighter I which is over 180 hours of training through the County. They are now State certified. He reviewed the Fire Company reports which showed the number of calls is up. They conducted in-house CPR classes and 50-75% of them have that certification now.

POLICE DEPARTMENT LIAISON – H. Miller presented the Police Report. He advised the Board that there have been thefts from front porches. The Police Department will be participating in the next consortium testing in August or September. There is now a third field training officer. All officers have been certified for the next two years. The Chief is considering the deployment of body cameras. They have received assistance from the DA’s office to dispose of weapons. Motion by H. Miller seconded by R. Spaide and unanimously carried, to participate in this program. M. Schreiber asked if the officers have been back to the range since November as MOPEC is the

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minimum standard for training. They have not been. The Chief said it depends on man power when they get in there. It is scheduled through the County and can be difficult. He does give the officers ammo to practice on their own. M. Schreiber asked if this was documented; it is not.

PUBLIC HEARING – At 7:30 P.M. a Public Hearing was held to consider the adoption of the Pottstown Metropolitan Regional Comprehensive Plan 2015 Update. E. Taylor gave a short history of the project. It takes 4 to 5 years to do one revision. The amendments have been available for review for the past 90 days or more. There was no comment from the public. A motion by R. Spaide, seconded by H. Miller and unanimously carried, to adopt Resolution #660 to adopt the Pottstown Metropolitan Regional Comprehensive Plan Update.

PARKS, RECREATION AND OPEN SPACE - H. Miller presented the Open Space and Recreation Board Report. They are considering having a Community Yard Sale. M. Schreiber felt it could be dangerous to have them in people’s yards due to parking on township roads which are narrow in some places. A motion by R. Spaide, seconded by M. Schreiber and unanimously carried, to install stop signs on a portion of the Snyder Trail crossing at Mimosa Lane. A motion by R. Spaide, seconded by H. Miller and unanimously carried, to authorize the installation of a portion of the Snyder Trail in front of the Duffy property. H. Miller advised the Board that the Open Space and Recreation Board is going to be surveying the community to see what kind of improvements or lack of improvements they would like to see in the parks and public spaces. They are also reviewing the open space plans to see what is already set forth. The Pottstown Health and Wellness Park Contest will be starting July 1 to July 31, 2015. This year the Board will be featuring Hollenbach Park so please go out and vote. E. Taylor advised the Board that the Althouse Arboretum, which shares the property, their well is on the township’s property and this is not addressed in any agreement. C. Garner will work on preparing an agreement to address this issue.

PUBLIC WORKS REPORT – R. Spaide reported that they are conducting mowing and there are a lot of potholes that have been addressed. They have filled 17 tons of potholes in Regal Oaks alone. Street sweeping has been completed.

SPECIAL TOWNSHIP PROJECTS - R. Noll advised that he has no report. He will be attending the State Conference. E. Taylor reminded him of the Cancer Presumption Bill and inquired whether there was any progress on this. R. Noll will find out.

TOWNSHIP SOLICITOR – C. Garner advised the Board that they had closed on the Duffy property earlier that day. He also told them that the Township does not have a Social Media Policy and he and Manager C. Lewis will work on this.

TOWNSHIP MANAGER – C. Lewis reported that she is coordinating activities with Cindy to finalize the 2015 Audit. They are providing the necessary information to the Actuary so he can do the GASB calculations for the audit. She is working on coordinating the televising activities with homeowners on Farmington Avenue. Reminder letters will be sent out in July. The Sewer and Water Committee met and are recommending a change from one EDU to two EDUs for 1441 Laura

Lane, a commercial property. Motion by M. Schreiber seconded by R. Noll and unanimously carried, to assign two EDUs to this property. C. Lewis also presented the General Code estimate which is budgeted but is slightly over the budget.

NEW BUSINESS:

CONSIDER PROJECTS FOR THE 2016 BUDGET – C. Lewis advised the Board that she is working on the 2016 Budget and there are some large projects that need to be considered for 2016. A solution for the Public Works building needs to be considered; an estimate for a pole building which satisfies those needs is approximately \$300,000 and a salt shed would be \$150,000 without doors. The 2000 F450 truck, which is their everyday truck, will need to be replaced and the 1994 loader, which is used year round, also needs to be replaced. C. Lewis will find out what the timeline for the payoff of the current truck is. The Regal Oaks sewer project will need to be engineered and constructed. She presented the estimates for the engineering and construction of this project. There is a Local Share Montgomery Grant that could be applied for use on this project with cost sharing requirements. C. Lewis recommended that they apply for this grant in 2016 with the engineering to be done in 2017 and the construction in 2018. John Bealer, President of the Sewer and Water Committee, urged the Board of Commissioners to engineer Regal Oaks next year as that is the keystone for all of their upcoming sewer projects and there is need in the area. The grant is due June 30. C. Lewis will try to get it in for this year. Other projects that need to be looked at is the Fire Company floor/ceiling for a long term solution it is estimated at \$40,000 and for a three (3) to five (5) year solution it is \$8,500. She is also working on a disaster/recovery solutions for the IT for all departments. Estimates vary widely depending on how quickly you need to recover your information. More information on this will be forthcoming. The Board will consider these items for future discussion.

CONSIDER CHANGES TO THE CIVIL SERVICE COMMISSION’S RULES AND REGULATIONS – A motion by M. Schreiber, seconded by R. Noll and unanimously carried, to accept the changes to the Civil Service Commissioner’s Rules and Regulations.

DISCUSS NEW WEBSITE – C. Lewis had sent out the new website to the Board of Commissioners to review and to have comments on. Everyone was pleased with it and it is ready to roll out in July.

OLD BUSINESS:

CONSIDER POLICIES AND PROCEDURES FOR THE P-CARD APPLICATION AND CARD ISSUANCES – C. Lewis has prepared Policies and Procedure for the P-Card application and card issuances. Changes presented by the Board of Commissioners were made. Motion by M. Schreiber seconded by H. Miller and unanimously carried, to accept the Policies and Procedures for the P-Card with those changes.

FIRE POLICE ACTIVITIES – A motion by M. Schreiber, seconded by R. Noll and unanimously carried, to authorize Fire Police activities for the month.

PUBLIC COMMENT

KEITH KEHL - 1941 Gilbertsville Road – Said the Althouse Arboretum sign says they will be collecting scrap metal and tires. They are having a lot of summer camps.

H. MILLER - Announced that Elwood Taylor received the first award for citizenship and contribution to the Arboretum at their last Board meeting and congratulated him on this accomplishment.

COMMISSIONER COMMENTS – R. Noll presented to the Board of Commissioners a letter of intent to resign. He is proud of the time he spent here and the experiences he has had. He plans to stay involved as an alumnus of the Pennsylvania State Association of Township Commissioners. He advised the Board that elderly and senior citizens are losing their homes due to rising taxes and he hopes the township will work towards not raising taxes especially in regard to the fact that the school keeps raising theirs. With regret, he asked that the Commissioners accept his resignation in July. E. Taylor thanked him for the time.

APPROVAL OF MINUTES - Motion by M. Schreiber seconded by R. Noll and unanimously carried, to approve the minutes of the May 18, 2015, meeting as presented. R. Spaide abstained as she was not at the meeting.

PAYMENT OF BILLS – A motion by M. Schreiber, seconded by R. Spaide and unanimously carried, to authorize the payment of the bills.

EXECUTIVE SESSION – An Executive Session will be held to discuss potential litigation and personnel with no action being taken.

ADJOURNMENT – A motion by R. Spaide, seconded by M. Schreiber and unanimously carried, to adjourn the meeting at 8:57 PM.

Respectfully Submitted,

Carol R. Lewis, Assistant Secretary