

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

October 19, 2015

The regular meeting of the Board of Commissioners was held on Monday, October 19, 2015, at the Upper Pottsgrove Township Administrative Office, 1409 Farmington Avenue, with Commissioners Elwood Taylor, Herbert Miller, Jr., Martin Schreiber and Renee Spaide present. Also present were Township Solicitor Charles D. Garner, Jr., Public Works Director Frank Quinter, Township Manager Carol R. Lewis and Township Secretary Cynthia Saylor. 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 – Expressed concern regarding the millings and concrete slabs that were dumped on Cross Road. Public Works Director, Frank Quinter, stated he would look into the matter. Mr. Kehl also expressed concern regarding the “no hunting” signs that have been placed on utility poles within the township.

REPORTS:

FIRE COMPANY LIAISON – M. Schreiber presented the monthly Fire Company report. Commissioner Schreiber reported that the Fire Company has participated in fire training and fire prevention this month.

POLICE DEPARTMENT LIAISON – H. Miller presented the Police Report. Mr. Miller stated that for the most part it has been a quiet month; however, there was one assault due to a domestic disturbance. Commissioner Miller expressed his appreciation and thanks to Commissioner Schreiber for the Fire Police’s participation in the 5K run that was recently held at the Althouse Arboretum.

PARKS, RECREATION AND OPEN SPACE - H. Miller presented the Parks and Recreation Report. Commissioner Miller referenced two letters that will be sent out to the Eagle Scouts who completed their community projects. H. Miller stated that Community Day was a great success and expressed his thanks and appreciation to Charles Note for all his efforts.

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

PUBLIC WORKS REPORT – R. Spaide reported that the Public Works Department patched and compacted potholes along Moyer and Kummerer Roads, removed all stripping from the 92-27 police vehicle, removed the cage and lights, reinstalled the back seat, door locks and power window buttons. She further reported that 92-27 is the new public works vehicle. The Public Works employees picked up, set up and returned items used during Community Day, repainted select areas of dump bodies prior to installing salt spreaders and magnesium chloride tanks on trucks for winter. Mowing and trimming of all township owned properties has continued as well as working on open

space areas and trails.

TOWNSHIP SOLICITOR – C. Garner reported that his monthly activities would be discussed in Executive Session.

TOWNSHIP MANAGER – C. Lewis reported that the 2015 audit has been finalized. She met with actuaries Larry Brisman and Marie Tepes to process the 2016 MMO, coordinated activities for retirees and DROP program personnel with actuary and Morgan Stanley, advertised for a new Police Chief, accepted applications, coordinated retirement activities with Chief Moffett, conducted phone interviews and reviewed questionnaires, narrowed down applicants to three for the Board to interview, coordinated application for oral interviews with the Civil Service Commission, worked on 2016 budget, received updated information for pension, medical and liquid fuels, coordinated Naloxone training for the police department, attended a webinar on “ACA Employer Reporting: IRS Forms 10904 & 1095”, met with Chuck Garner and members of the Police Bargaining Representatives to discuss the upcoming contract, met with Forrester Jessica Slater from DCNR to identify ash trees in the Township, worked with Justin Keller, Ken Hamilton, Elwood Taylor, Frank Quinter, Justin Bean and Joe Alessi to mark and measure the trees, worked on a Pottstown Health and Wellness mini-grant for Chestnut Grove Park, attended compliance call with Benecon regarding the medical and health insurance, attended Benecon quarterly meeting to get our insurance renewals and report of usage, worked with the contractor to get the trail washout issues resolved, worked on a disaster plan for the IT for the township. Researched different options and pricing for backup and hosting of the servers, worked on setting up PLIGT’s P-Card Program, coordinated change of venue for and attended Community Day at Pottsgrove Middle School, finalized the fit-out for the two new police cars and had Liquid Fuels audit which went well. C. Lewis also expressed her thanks and appreciation to all the volunteers that participated in Community Day and helped make it a success.

FINANCIAL REPORT – C. Lewis advised that the Township received the Annual Pension as well as the Firemen’s Relief allocations.

NEW BUSINESS:

CONSIDER RESOLUTION #664 SUPPORTING MUNICIPAL PENSION REFORM – A Resolution of Upper Pottsgrove Township supporting Municipal Pension Reform for Municipal Police and Fire Personnel and Urging the General Assembly to enact and the Governor to sign appropriate legislation to address Municipal Pension Reform this session. A motion by R. Spaide, seconded by H. Miller and unanimously carried to adopt Resolution #664.

CONSIDER RESOLUTION #665 URGING FOR THE PASSING OF A STATE BUDGET – A Resolution of Upper Pottsgrove Township, urging the General Assembly and the Governor to timely end the current budget impasse. A motion by H. Miller, seconded by M. Schreiber, to adopt Resolution #665. R. Spaide opposed. Motion carried.

ACCEPT RESIGNATION OF DANN EATON AS AN ALTERNATE FROM THE CIVIL SERVICE COMMISSION – A motion by H. Miller, seconded by R. Spaide and unanimously carried to accept the resignation of Dann Eaton as an Alternate member of the Civil Service

Commission.

OLD BUSINESS:

DISCUSS EMPLOYEE VACATION BUYBACK – A motion by H. Miller, seconded by R. Spaide and unanimously carried to authorize the payment of three weeks of vacation to Public Works employee Joseph Alessi. C. Lewis explained that J. Alessi did not want to take vacation during the summer because another employee was out due to an injury. H. Miller praised Mr. Alessi for his loyalty to the Township.

DISCUSS EMERALD ASH BORER MANAGEMENT INITIATIVE – C. Lewis reported that she met with Forrester Jessica Slater from DCNR to identify ash trees throughout the township. Over seven hundred trees within target distance of trails, roads, homes, playgrounds, etc. have been identified. A motion by H. Miller, seconded by R. Spaide, to authorize the Solicitor and Manager to prepare a contract for bid to have these trees timbered with the money to be used for reforestation actions later in the year. M. Schreiber opposed.

CONSIDER ORDINANCE FOR FIRE ALARMS AND KNOX BOXES – The Board discussed Knox boxes for commercial and residential properties. A motion by R. Spaide, seconded by M. Schreiber and unanimously carried, to authorize the Solicitor to prepare an ordinance for Fire Alarms and Knox Boxes.

2016 BUDGET – C. Lewis provided an update to the proposed 2016 budget. The Board agreed to review the Manager’s suggestions and discuss at the November meeting.

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

OTHER PUBLIC COMMENTS:

CHARLES NOTE – 2137 Horseshoe Drive – Expressed his thanks and appreciation to the Public Works employees for all their help with the Community Day activities.

COMMISSIONER COMMENTS :

Commissioner Miller noted that the annual clean-up brigade will be held on Saturday, October 24, 2015, at 9:00 A.M. H. Miller advised that Jason Carver is the liaison to Congressman Ryan Costello and can answer any questions with regards to Veteran’s benefits. Mr. Carver can be reached at (610) 376-7630 ext. 302.

TOWNSHIP MANAGER – C. Lewis reported that the Fire Company is selling tickets to purchase hoagies from the Ice House Deli as part of this year’s fundraiser. Tickets sell for \$6.00 each and are good until January 2016.

COOLIDGE AVENUE – A request has been received from the residents for patching to be done on Coolidge Ave. as the road has very large potholes. The road is not owned by the Township and we therefore are not responsible for maintaining it. We have however in the past worked with the

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

October 19, 2015

resident for some patching. The work is estimated to be less than \$500. The Manager will send letters out to the residents advising them that we will do some minor patching but that this is a one-time activity and maintenance of the road is their responsibility.

APPROVAL OF MINUTES – September 15, 2015 – A motion by R. Spaide, seconded by M. Schreiber and unanimously carried to approve the minutes of the September 15, 2015, meeting as presented. **September 21, 2015** – A motion by R. Spaide, seconded by M. Schreiber and unanimously carried to approve the minutes of the September 21, 2015, meeting as presented.

PAYMENT OF BILLS – A motion by R. Spaide, seconded by H. Miller and unanimously carried to approve the Bill List dated October 19, 2015, in the amount of \$131,689.23.

EXECUTIVE SESSION – The Board adjourned to Executive Session at 8:02 PM to discuss matters of litigation, personnel and property. The meeting reconvened at 8:36 PM. Motion by R. Spaide, seconded by H. Miller and unanimously carried to terminate James Hummer from employment with the township for failure to follow orders and return to work.

ADJOURNMENT – Motion by R. Spaide, seconded by H. Miller and unanimously carried, to adjourn the meeting at 8:37 PM.

Respectfully Submitted,

Carol R. Lewis, Assistant Secretary