

A Workshop Meeting of the Upper Pottsgrove Township Board of Commissioners was held on Tuesday, February 27, 2018, at the Upper Pottsgrove Township Administrative Office, 1409 Farmington Avenue, with Commissioners Trace Slinkerd, France Krazalkovich, Elwood Taylor, Martin Schreiber and Renee Spaide present. Also present were Township Solicitor Charles D. Garner, Jr, Township Manager Carol R. Lewis, Sewer and Water Chairman John Bealer and Open Space and Recreation Chairman Dennis Elliott.

MOMENT OF SILENCE – Commissioner Slinkerd requested a moment of silence in honor of those who have served and those who are currently serving in the armed forces.

PLEDGE OF ALLEGIANCE – Those present pledged allegiance to the flag.

T. Slinkerd reviewed the talking points. They discussed the procedure for agenda creation and the timing. The Board discussed the level of detail that they would like to see in the minutes. C. Garner recommended that they have a policy regarding how long they keep the recordings for the minutes and it be approved at the Board of Commissioners meeting. C. Garner also reviewed the law regarding the amount of detail in minutes. Most townships destroy the audio files once the minutes are created and approved by the Board. The minutes reflect actions of the Board. The Board agreed they like the level of detail that is currently in the minutes.

PUBLIC COMMENTS AND QUESTIONS POLICY – T. Slinkerd is in agreement that it should stay open as long as it is civil. He proposed having agenda items comments in the beginning; questions during the meeting as long as there is not a lot of back and forth and then comment on anything at the end. E. Taylor pointed out that some people come to the meeting to have their say and then leave. It can be stressful for them to wait until the end of the meeting in order to discuss their problems or issues. **DIANA UPDEGROVE** agreed with this. T. Slinkerd suggested that these people should approach one of the Commissioners before the meeting. D. Updegrove replied that people want the entire Board to hear their issues at one time. R. Spaide and M. Schreiber agreed with D. Updegrove. F. Krazalkovich said that people will still have the opportunity to speak before the Board votes on items. They are structuring the agendas that they discuss issues one month and take action the following month.

STANDING COMMITTEES – T. Slinkerd felt it is important that committees get items to the Board before the meeting and make sure that action items are on the agenda. C. Lewis pointed out that grant applications won't wait for discussion and approval as the authorization to apply for the grant needs to be done quickly. M. Schreiber feels that they are slowing down government. T. Slinkerd replied that they are trying to make sure the public gets enough time to digest issues.

AGENDA STRUCTURE – T. Slinkerd showed the slide with the new agenda structure. Old and New Business has been switched. M. Schreiber suggested that the Bill List and Minutes come after the Reports. People read the Minutes during the meeting and comment afterward.

ORGANIZATIONAL CHART STRUCTURE – The Commissioners discussed the organizations and their creation and by what authority. E. Taylor advised that the ordinances contain an ADA

Compliance Board. M. Schreiber reviewed the Fire Committee make up and how it came about. They discussed the Emergency Operation Plan. F. Krazalkovich suggested that the Property Code Appeals Board be passed along to COG and that we check with our neighbors on partnering to form one.

ROLES – T. Slinkerd said that he sees the President and the Vice President working together to create the agenda and address issues. In reply to a question from T. Slinkerd; E. Taylor advised that he saw the

President’s role as being the face of the community and represents the Board’s wishes to the community. He guides the agenda and makes sure that issues and information goes to the Board. He works hand and hand with the Township Manager. T. Slinkerd feels that it is better not to have liaisons to departments as that is the Manager’s job. As to the other Boards and Commissions it is up to the Chair of the Board whether they want a liaison or want to report to the Board of Commissioners themselves. T. Slinkerd asked if there was a conflict of interest if someone were the Chairman of a Board and a Commissioner. M. Schreiber said no; if there is an item that they would profit from then they would abstain from the vote. E. Taylor agreed. R. Spaide pointed out that she is not a voting member of the Open Space Board, she is just there for information only. T. Slinkerd feels that the Planning Commission is underutilized and the building planning is a good example of something the Planning Commission could work on. E. Taylor pointed out that is not something the Planning Commission is normally tasked with. T. Slinkerd replied that the law does allow for the Planning Commission to look at buildings. E. Taylor explained that they vet information and pass on to the Board of Commissioners. T. Slinkerd agreed that they provide guidance to the Commissioners. They discussed the creation of the Ad Hoc Building Committee.

FIRE PROTECTION – M. Schreiber advised that the NFPA said that the oldest piece of equipment should be no more than fifteen (15) years old. He outlined the structure of the Fire Company. Fire Relief monies are to be spent on items to protect firemen. Supplemental Workman’s Comp and Life Insurance policies. Also air packs, turnout gear etc. The Fire Company does pay some of their own bills such as a 911 app for members, gym memberships, candy for programs, etc. Debt reduction usually gets the most grant money. It frees up money from the fire tax for other things. Anything purchased by the Firemen’s Relief is owned by the Firemen’s Relief. The Board discussed maintenance issues and options for the fire truck. They reviewed the financing plan for the truck. PEMA could fund part of the truck at 2% interest. T. Slinkerd suggested they flush out the chart and get more information on the cost. M. Schreiber asked if the Board of Commissioners needed to vote on the truck. C. Garner replied that they do not; but if the Township is going to co-sign than they would need Board approval. M. Schreiber felt it was best that the Board and the Fire Company were on the same page. R. Spaide discussed the Fire Committee and the history of the Fire Company. She feels that the Fire Committee should have some regular people on the Board and that it is necessary. Lastly the Board discussed requests for information.

EXECUTIVE SESSION – At 8:44 p.m. they adjourned into Executive Session for matters of personnel and reconvened at 9:14pm.

ADJOURNMENT – Motion by M. Schreiber, seconded by R. Spaide and unanimously carried to adjourn the meeting at 9:15 p.m.

Submitted,

Carol R. Lewis, Manager/Secretary/Treasurer