

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

December 3, 2018

A workshop meeting of the Upper Pottsgrove Township Board of Commissioners was held on Monday, December 3, 2018, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Trace Slinkerd, France Krazalkovich, Renee Spaide, Martin Schreiber and Elwood Taylor present. Also present were Township Solicitor Matthew Hovey, Police Chief Francis Wheatley, Public Works Director Justin Bean and Township Secretary Michelle Reddick.

MOMENT OF SILENCE – The Commissioners requested a moment of silence in honor of the men and women who have served or are currently serving our country in the armed forces.

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

OPENING COMMENTS – There were no opening comments.

BUILDING STUDY FROM ALLOY 5 – T. Slinkerd advised representatives from Alloy 5 are present to answer any questions regarding the building study. He explained there are no regulatory requirements for the Township to act on the recommendations contained in the study. Randy Galiotto explained he would like to obtain input first prior to providing a detail on the cost analysis. He further explained he would like to obtain input from the Board and Township staff on the priorities listed in the study. He outlined the immediate concerns contained in the report for the administration and fire building, and noted the costs are \$37,500. He also outlined the 1-3-year concerns for the administration and fire building, and noted the costs are \$417,400. He noted there are additional space needs listed separately from these costs. In response to a question from R. Spaide, R. Galiotto advised the only emergency lighting for the administration and fire building is in this meeting room. In response to a question from E. Taylor, R. Galiotto confirmed the recommendations to bring the administration and fire building up to par are \$1.2 million. R. Galiotto advised there are a lot more critical issues with the police and public works building. He outlined the immediate concerns for the police and public works building which is a secure vestibule, and noted the costs are \$80,000. He outlined the 1-3-year concerns for the police and public works building, and noted the costs are \$254,000. R. Galiotto explained the fire and police are considered essential facilities and have higher building code requirements. In response to a question from R. Spaide, R. Galiotto confirmed the costs for immediate concerns for both buildings are \$117,500. T. Slinkerd advised Alloy 5 will be providing a recommendation for a salt shed. In response to a concern expressed by J. Bean, R. Galiotto advised what they are recommending is somewhat different from what the Township had bid out for a salt shed. In response to a question from E. Taylor, R. Galiotto advised the additional space for the police and public works would include an addition to the existing building at a cost of \$2.2 million. In response to another question from E. Taylor, R. Galiotto advised the operating costs for existing facilities was taken from the Township budget. In response to another question from E. Taylor, R. Galiotto advised the operational costs for a new facility are based upon average costs. In response to a final question from E. Taylor, R. Galiotto advised the total costs for repairing and expanding existing facilities is approximately \$4.1

million, and the totals costs for a new facility are approximately \$4.8 million. In response to a question from F. Krazalkovich, R. Galiotto advised the total costs do not include any site acquisition, site design or grading costs. In response to a question from T. Slinkerd, R. Galiotto advised he is requesting input from the Board on items 1-3 and a way to address them. T. Slinkerd advised the Board will be discussing sewer planning, roads and building planning in the first quarter of 2019 starting with the January 7 work session meeting. M. Schreiber suggested we not overlook the possibility to build something that will last forever since the report already tells us we have deficiencies.

BUDGET REVIEW – General Fund - T. Slinkerd referenced the last page of the General Fund detail and noted the ending balance is being applied against the deficit. He advised that expenses are increasing at a rate of approximately 5.8 percent each year, and the Board needs to discuss how to handle that going forward. **Fire Fund** – M. Schreiber questioned why telephones are being included in the Fire Fund budget when the MOU states the Township is to pay for all utilities since they own the building. F. Krazalkovich noted he has no problem with moving the expenses back to General Fund if that what the MOU requires. M. Reddick agreed to research this matter and determine what the MOU says regarding payment of utilities. In response to a question from F. Krazalkovich, M. Schreiber advised the interest on the PEMA loan is 2.5 percent. F. Krazalkovich recommended the Board consider applying some of the truck reserve fund to the PEMA loan in order to save money on interest. M. Schreiber noted he does not have a problem if that is what the Board desires. He also noted the Fire Company had applied for a grant in the past to pay off a loan. **Open Space** – In response to a question from E. Taylor, M. Reddick was not able to confirm whether the \$5,000 contribution to Althouse Arboretum was included in the budget. She agreed to discuss this matter with C. Lewis to determine if this money is included in the budget.

OLD BUSINESS

CONSIDER ADVERTISEMENT OF FIRE PROTECTION ORDINANCE

(CHAPTER 23) – F. Krazalkovich explained the major change in the proposed Ordinance is in the preamble to the Ordinance where it says the designation of the Fire Company is to be done by Resolution. M. Hovey explained it is written this way so that when a change to the designation is necessary, it could not be done by adopting a new resolution rather than a new ordinance which would need to be advertised. Motion by F. Krazalkovich and second by R. Spaide to authorize advertisement of the Fire Protection Ordinance. M. Schreiber expressed concern that the designation of a fire company was changed to be done by resolution rather than ordinance. He also expressed concern that Section 1 separates fire police from fire fighters and Section E says members of the fire company. M. Hovey explained the Ordinance interprets the fire company to include fire fighters and fire police. M. Schreiber recommends the Fire Committee look at the Ordinance prior to its adoption. In response to a question from **Russell Noll, lifetime member of the Fire Company**, F. Krazalkovich clarified a lifetime member is an official dues-paying member. M. Schreiber expressed concern with Section 2A, line 2, where it

says the Fire Company is under the direction and command of their respective superior officers when the Chief oversees fire calls. F. Krazalkovich noted activities are being authorized under this section. M. Hovey explained this section refers to fire fighters and fire police who go out on their own would not be covered under this Ordinance. In response to a question from E. Taylor, M. Hovey explained the Ordinance covers both fire fighters and fire police. Motion by F. Krazalkovich and second by R. Spaide to authorize Township staff to advertise the proposed Ordinance with two minor changes to page one involving the insertion of “fire police”. Aye votes: Krazalkovich, Spaide, Slinkerd and Taylor. Nay votes: Schreiber. Motion carries.

NEW BUSINESS

CONSIDER TEMPORARY APPOINTMENT OF TOWNSHIP TREASURER, OPEN RECORDS OFFICER AND EMERGENCY MANAGEMENT COORDINATOR - Motion by F. Krazalkovich, second by R. Spaide, and unanimously carried to appoint Michelle Reddick as Township Treasurer, Linda Coleman as Open Records Officer and Francis Wheatley as Emergency Management Coordinator. In response to a question from M. Schreiber, M. Hovey advised it is not necessary to include the word “temporary” in the motion for the appointments.

COMMISSIONER COMMENTS

M. Schreiber advised something needs to be done about our open space property at Hillside which is being utilized by a contractor for First Energy as they are tearing up the property. J. Bean advised he spoke with the site foreman and district foreman, and they will restore the fields to better than their original condition. Chief Wheatley advised Solicitor Garner is involved with this matter and is in communication with the attorney for the contractor regarding an agreement for the restoration which will include a bond. F. Wheatley and J. Bean agreed to follow-up with Klein’s Restoration to have them make some temporary repairs.

F. Krazalkovich advised he would like to discuss amending the MOU to change the organization of the Fire Service Committee. He explained the Township Manager is being put in a precarious position by being a voting member on the Fire Service Committee. He suggested the Township Manager could still be the Treasurer but not be a voting member. He requested this matter be discussed at the January 7th work session meeting. M. Schreiber suggested this matter also be discussed at the upcoming Fire Service Committee meeting. E. Taylor noted it was established that way when the Township had an upper hand on the Fire Committee and needed the Township Manager to be a voting member; however, that is long gone. M. Schreiber suggested the Township Treasurer could be the Treasurer for the Fire Service Committee.

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EXECUTIVE SESSION – The Board adjourned into executive session at 8:20 pm to discuss personnel and litigation with possible action to follow. They reconvened at 8:55 pm.

ADJOURNMENT – There being no further action, the Board adjourned the meeting at 8:56 pm.

Respectfully submitted,

Michelle L. Reddick, Township Secretary