

**UPPER POTTS GROVE TOWNSHIP  
SEWER & WATER COMMITTEE MEETING  
JANUARY 24, 2011**

Committee Members in attendance were Chairman John Bealer, Vice Chairman David Crock, Ed O'Brien, Michael HENZES and Jeffrey Nason. Also in attendance were Charles Garner, Township Solicitor, Chris Hannum, LTL Engineer, and Jack Layne, Township Manager.

**I. Call to Order**

Chairman Bealer called the meeting to order at 5:09 P.M.

**II. Approval of Minutes [November 22, 2010]**

Mr. O'Brien moved that the November 22, 2010 meeting minutes be approved as submitted. Vice Chairman Crock seconded this motion. The motion was approved.

**III. Public Comment**

There was no Public Comment.

**III. Updates**

The Updates were provided under Old Business.

**IV Old Business**

**A. Standard Specifications**

Mr. Hannum requested that the proposed Standard Sewer Specifications and Details that was provided to each Committee member be reviewed by them prior to the next Committee meeting. He stated that the intent of this document was to place all the technical items for pertinent and essential Township sewer connections, specifications, etc. into one document that could be adopted by the Board of Commissioners. He added that the development and utilization of this proposed document should make sewer specifications standard and more economical for the property owners.

**B. Regal Oaks Pumping Station and Farmington Avenue West Projects**

Mr. Hannum stated that both the Regal Oaks and Farmington Avenue West were virtually completed. He stated that the only delay at the present time is an issue involving some sedimentation problems with the Regal Oaks contractor that are being coordinated with the Pennsylvania Department of Environmental Protection (PADEP).

**E. Flow Reports**

Mr. Hannum stated that there were some questions with the December Flow Report that needed clarification. He stated that he questioned the methods for calibrating the meters as done by the Borough. He added that he had requested that BCM notify him when they plan to calibrate the meters in the near future. Mr. O'Brien emphasized that the problems associated with these Flow Reports which

were due to incorrect data should be resolved in order insure that the Chapter 94 Reports are correct and provide benefit to the municipality.

**V. New Business**

**A. Request from Charlene Atwell**

Mr. Layne discussed a request submitted by Charlene Atwell that the Township waive sewer charges due that are due for past sewer services provided. Ms. Atwell based this request on the fact that her aunt, who was occupying 1667 Farmington Avenue, had died in September 2009 and that no one had been living in the home since that time. After a brief discussion by the Committee, there was a consensus that no action should be recommended by the Township regarding this matter and that the stated sewer charges should be paid since the home remained connected to public sewer for the time period requested to be waived for payment.

**B. Discussion regarding the Township taking over all of the sewer billing**

There was a discussion regarding the fact that some residents had been notified that they had not been properly charged for sewer service provided over the past several years. This oversight was attributed to several factors involving both the Township and Pottstown. Mr. Layne added that the Township was presently handling the sewer billing for the Regal Oaks' customers and had the technical capability to handle additional customers. Following additional discussion, Mr. O'Brien made a motion that the Committee recommend that the Board of Commissioners authorize that the Township look at the feasibility and cost of taking over all of the billing of sewer charges to Township customers. Vice Chairman Crock seconded this motion. The motion was approved.

**IX. Adjournment**

Mr. O'Brien moved that the meeting be adjourned at 5:55 P.M. Mr. HENZES seconded the motion. The meeting was adjourned.

Submitted by Jack Layne, Township Manager

**The next Sewer & Water Committee meeting is scheduled for 5:00 P.M.  
Monday, March 28, 2011**