

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

**January 17, 2012**

A meeting of the Board of Commissioners was held on Tuesday, January 17, 2012, at the Upper Pottsgrove Township Administrative Office, 1409 Farmington Avenue, with Commissioners Dolan, Miller, Noll and Taylor present. Also present were Township Solicitor Charles D. Garner, Jr., Township Engineer Pete Eisenbrown, Township Manager Jack P. Layne, Township Secretary Cynthia H. Saylor and Police Chief William A. Moffett. Commissioner Taylor called the meeting to order at 7:00 P.M. There were 10 people present in the audience. Commissioner Spaide was unable to attend the meeting.

**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.

**RECOGNITION TO HELEN BRANDEL** - Commissioner Taylor presented Helen Brandel with a plaque in recognition of her many years of service both as a former Commissioner and currently as a member of the Civil Service Committee. Mr. Taylor noted that Mrs. Brandel is moving out of the Township.

**PUBLIC COMMENT:**

**JOHN WEST** - Advised that he was recording the meeting.

**REPORTS:**

**EMERGENCY SERVICES:**

**POLICE REPORT** - Chief Moffett summarized the monthly Police Report and stated that a copy would be posted on the bulletin board.

**FIRE COMMITTEE REPORT** - Commissioner Dolan noted that the Fire Committee will hold their next meeting on Thursday, January 19, 2012 at 7:00 P.M. Mr. Dolan stated that he received an email from Mr. Leister and addressed his concern regarding the need for a backup generator in the event of a power failure at the Administrative offices. He further stated that Mr. Leister has the name of someone who will come out to determine what size generator the Township would need and give us a cost proposal. Mr. Leister, who was in the audience, noted the importance of having a generator especially since the Township building is the Emergency Operations Center and it needs to be functional especially in the case of an emergency. After a brief discussion, it was the consensus of the Board to investigate the cost of installing an emergency generator in the Administrative building.

**PUBLIC WORKS REPORT** - Commissioner Taylor noted that a copy of the monthly Highway Report would be posted on the bulletin board.

**PLANNING & ZONING REPORT** - Commissioner Taylor reported that the Planning Commission did not meet this month.

**PARKS, RECREATION & OPEN SPACE** - Commissioner Miller reported that the Open Space/Park & Recreation Board met last week and had a very comprehensive meeting. Mr. Miller stated that the request for baseball fields is more than what we can service and noted that there are more teams coming forward requesting time on our existing fields. He further stated that there is a group interested in building a baseball field off of Pineford Road. In addition, there is a resident who would like to build a cricket field.

When **JOHN WEST, 1611 Applegate Lane**, questioned whether there is a big “cricket population” in the Township; Commissioner Miller explained that all of the members of the organization interested in building the field are Indians and cricket is “their game.”

**ARMANDO JOHNSON - 236 Micklitz Road** - Expressed his concern regarding the condition of the ball fields at Kulp Field. When Mr. Johnson questioned whether the Township will improve and ball fields we already have; Commissioner Taylor explained that the ball fields are built and maintained by private clubs not by the Township.

**COMMISSIONER MILLER** - Reported that the field at Hollenbach Park needs two (2) to three (3) inches of topsoil. Mr. Miller noted that the Township recently fixed the washout at the entrance to Hollenbach Park.

**SPECIAL PROJECTS** - Commissioner Noll reported that Monday, February 6, 2012, is Lobby Day in Harrisburg and noted that he will be in attendance promoting the amendment to open space.

**TOWNSHIP ENGINEER’S REPORT** - Pete Eisenbrown advised that a copy of the monthly Engineer’s Report would be posted on the bulletin board. Commissioner Miller questioned the status of some of the projects that he previously discussed with the Township Engineer such as the trail on Snyder Road. Mr. Layne reported that it was his understanding that the work would begin in the spring. Mr. Eisenbrown advised he would like to move forward; get the survey work done and have the preliminary design put on paper for both the Snyder Road and Sunset trails. Commissioner Miller expressed concern that the “problems on Farmington Avenue” are still problems which could cause serious accidents especially during icy conditions. Commissioner Miller stated that these drainage problems have existed too long. He further stated that he accompanied John Theissen, LTL Consultants, over a year ago, took pictures and currently he along with Pete Eisenbrown took pictures and the problems on Farmington Avenue still exist.

**TOWNSHIP SOLICITOR’S REPORT** - Attorney Garner reported that a meeting has been scheduled with the Pottstown Borough Authority representatives to discuss issues pertaining to the Township’s Corrective Action Plan. Mr. Garner also reported that he along with Township Manager Jack Layne acquired approximately sixteen (16) acres of open space known as the Hanover Estates portion. He further reported that the Agreement of Sale for the Maugers Mill parcel has been extended until February 15, 2012.

**COMMISSIONER NOLL** requested clarification with regards to the placement of the new sewer meters.

**TOWNSHIP MANAGER'S REPORT** - Mr. Layne reported that he assisted in coordinating efforts regarding the proposed acquisition of additional open space; assisted in coordinating the preparation and distribution of letters to Township residents regarding the new cul-de-sac parking requirements during weather emergencies; coordinated a meeting with Township Officials and Senator Bob Mensch and State Representative Marcy Toepel; coordinated a pre-construction meeting for the proposed digital sign and attended a Montgomery County Emergency Management Coordinator training session.

**COMMISSIONER NOLL** - Requested clarification with regards to the Township receiving compensation pertaining to the digital billboard.

**MONTHLY FINANCIAL REPORT** - Mr. Layne reported that as of December 31, 2011, the Township has received 94.2% of its budgeted revenues and has spent 92.8% of its budgeted expenditures.

**NEW BUSINESS:**

**DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION # 605 AUTHORIZING THE TRANSFER LETTER FOR THE STATE STREET TURNBACK TO BE RECORDED** - A motion by Miller, seconded by Dolan, to adopt Resolution # 605. All aye votes.

**DISCUSSION AND POSSIBLE APPROVAL OF A MOTION TO ESTABLISH A PENSION BOARD FOR UNIFORM EMPLOYEES** - A motion by Miller, seconded by Noll, to establish a Pension Board for the uniform employees consisting of Officer Steve Sigoda, Township Manager Jack Layne and Commissioner Elwood Taylor. All aye votes.

**DISCUSSION AND POSSIBLE APPROVAL OF A MOTION TO ESTABLISH A PENSION BOARD FOR NON-UNIFORM EMPLOYEES** - A motion by Miller, seconded by Noll, to establish a Pension Board for the non-uniform employees consisting of Frank Quinter, Township Manager Jack Layne and Commissioner Elwood Taylor. All aye votes.

**DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE #454 ACCEPTING DEDICATION OF LAURA LANE AND BRYNNE LANE WITHIN THE WOODBROOK SUBDIVISION** - A motion by Dolan, seconded by Noll, to adopt Ordinance # 454 with the condition that the punch list items are completed by the Developer. All aye votes.

When **KEITH KEHL, 1941 Gilbertsville Road**, questioned the width of Laura Lane and Brynne Lane; Commissioner Taylor stated that the roads were built according to the Township Ordinance and according to Code.

**ARMANDO JOHNSON - 236 Micklitz Drive** - Expressed his concern with regards to snow plowing when cars are allowed to park on both sides of the street.

In response to a question from **JOHN WEST, 1611 Applegate Lane**, pertaining to the street lights within the Woodbrook Subdivision; Commissioner Taylor explained that the street lights are outside of the right of way and belong to the Homeowners Association.

**COMMISSIONER NOLL** - Questioned the timeframe for the items listed on the punch list to be completed. When Commissioner Noll suggested that LTL Consultants monitor the punch list items; Commissioner Taylor stated that the Public Works Department will be monitoring the completion of the punch list items.

**ARMANDO JOHNSON - 236 Micklitz Drive** - Questioned whether the school buses will travel through the Woodbrook Development once the roads are dedicated. Mr. Taylor stated the buses will be permitted to go through the Development; however the buses don't like to go through developments they usually have the children walk out.

**DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION #606 AUTHORIZING THE TAX COLLECTOR TO COLLECT THE EARNED INCOME TAX FOR THE TOWNSHIP**  
A motion by Miller, seconded by Dolan, to adopt Resolution #606. All aye votes.

**DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION #607 AUTHORIZING THE TOWNSHIP MANAGER TO SUBMIT A LETTER TO COMPUTERSHARE REQUESTING THAT THE TOWNSHIP BE PROVIDED PAYMENT FOR 339 SHARES OF COMMON STOCK** - A motion by Noll, seconded by Dolan, to adopt Resolution #607. All aye votes.

**CIVIL SERVICE COMMITTEE** - Reggie Leister reported that Donald Nice has been appointed Chairman of the Civil Service Committee and Michelle Jeter has been appointed Vice Chairman. After a brief discussion, a motion by Dolan, seconded by Miller, to appoint Donald Nice to fill the vacancy of Helen Brandel on the Civil Service Committee.

**OTHER PUBLIC COMMENT:**

**KEITH KEHL - 1941 Gilbertsville Road** - Expressed his concern regarding the need for a better drainage system along Farmington Avenue and noted that the road has been dug up several times within the last several years.

**COMMISSIONER MILLER** - Stated that there are three areas that he along with Engineer Pete Eisenbrown identified that can be taken care of by the Township Road Crew. Mr. Eisenbrown noted that some of these are private property issues that would need to be taken care of by the homeowners. Commissioner Miller also stated that straw needs to be placed on Cross Road in order to keep the silt from coming out of the basin.

**JOHN WEST - 1611 Applegate Lane** - Requested clarification with regards to ownership of the Administrative building.

**PAYMENT OF BILLS - January 17, 2012** - A motion by Dolan, seconded by Noll, to approve the Bill List dated January 17, 2012, for General Fund in the amount of \$34,641.06; Fire Fund in the amount of \$1,990.97; Sewer Fund in the amount of \$7,821.10; Capital Fund in the amount of \$34.59; Open Space Fund in the amount of \$2,294.16; State Fund in the amount of \$35.43 and Escrow Fund in the amount of \$530.54. Total Expenditures - \$47,347.85. All aye votes.

**APPROVAL OF MINUTES - January 3, 2012** - A motion by Dolan, seconded by Noll, to approve the minutes of the January 3, 2012, meeting as presented. All aye votes.

**EXECUTIVE SESSION** - At 7:58 P.M. Commissioner Taylor reported the Board would be meeting in Executive Session to discuss possible real estate acquisition and a personnel matter with no decisions being made. The meeting reconvened at 8:49 P.M.

**ADJOURNMENT** - There being no further business, a motion by Dolan, seconded by Noll, to adjourn the meeting at 8:50 P.M.

Respectfully submitted,

Cynthia H. Saylor  
Township Secretary