

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

**February 19, 2019**

The regular meeting of the Upper Pottsgrove Township Board of Commissioners was held on Tuesday, February 19, 2019, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Trace Slinkerd, Renee Spaide, Martin Schreiber and Elwood Taylor present. Also present were Township Solicitor Charles D. Garner, Jr., Police Chief Francis Wheatley, Public Works Director Justin Bean & 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.

**PUBLIC COMMENT** – There was no public comment.

**APPROVAL OF MINUTES** – Motion by E. Taylor, second by R. Spaide and unanimously carried to approve the minutes of January 22, 2019 as amended to indicate that R. Spaide participated in the meeting via telephone.

**BILL LIST** – In response to a question from M. Schreiber, M. Reddick indicated the bill from Pottstown Auto Parts was an additional bill for the Fire Company different from the one paid last month. Motion by E. Taylor, second by R. Spaide and unanimously carried to approve the Bill List in the amount of \$294,926.10.

**MANAGER’S REPORT** – Michelle Reddick noted the Township Administration Report was included in the packet. In response to a concern expressed by M. Schreiber, Chief Wheatley indicated the monthly stats for the police department is a separate report and would be glad to provide it to the Board upon request. R. Spaide noted prior reports were repetitive from month to month where the new report is more comprehensive and combines all departments rather than having multiple reports. Chief Wheatley clarified the armed robbery at Sunoco happened on February 12<sup>th</sup>, not the 13<sup>th</sup> as indicated in the report. He reported there was a bank robbery in Limerick today; however, the two are not connected. He further reported the Montgomery County Consortium testing for police officers is up and running. He explained the organization tests for police officers for approximately 25 different agencies. He noted advertising has begun for this year’s cop camp program which is open to children between the ages of 10 and 11. J. Bean reported the smoke testing in Regal Oaks will need to be redone in the spring as it did not provide any results due to the ground being frozen. He further reported the issue at Pineford Road pump station has been resolved. He noted the plow trucks are ready and we have enough salt for the upcoming snow storm. He advised there is a large sink hole on Heather Place where the storm sewer pipe has collapsed, and it will need to be repaired.

**CHIEF OF POLICE** – The Chief noted key highlights from his department were included in the Township Administration Report.

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**PUBLIC WORKS** – J. Bean noted key highlights from his department were included in the Township Administration Report.

**TOWNSHIP SOLICITOR** – C. Garner advised the Development Agreement and Financial Security Agreement for Phase 2 of Sprogel’s Run have been completed and should be signed this week.

**TOWNSHIP ENGINEERING AND BUILDING & ZONING** – C. Garner noted he is in the process of working with the wastewater engineer to prepare easement agreements for the Regal Oaks Phase IIA sewer project. J. Bean indicated he is waiting to hear back from the developer regarding street signs in Sprogel’s Run.

**PLANNING** – E. Taylor noted the meeting was canceled for the month.

**OPEN SPACE AND RECREATION** – Chairman D. Elliott noted the meeting for the month was canceled due to inclement weather.

**SEWER AND WATER** – J. Bealer advised there was no regular meeting for the month. He reported there was an open house at the Borough sewer treatment plant on February 9<sup>th</sup> where they indicated the dryer should be on-line either this week or next. He reported the joint sewer meeting was held on February 14<sup>th</sup>. He noted the project completion billings for the dryer are in process, and we are close to the proposed budget costs. He further reported there will not be any additional capital projects for 2020 other than what has already been proposed. He noted the asset management system is in place which can generate work orders and codes for any projects. He advised the Poplar Street meter is not reading correctly, and it is believed to be a sag in the line which the Borough has agreed to fix. He further advised when the meters are calibrated this year, a temporary meter will be installed to determine if the meter is working properly. He is recommending the item concerning the Regal Oaks Phase IIA sewer project be tabled and fully discussed at the upcoming work session meeting. In response to a question from M. Schreiber, M. Reddick advised the sewer billing issue has been resolved concerning when accounts are sent to Portnoff for collection. However, we are still working on the issue related to accounts which have water and sewer.

**FIRE AND AMBULANCE** – M. Schreiber reported there were 25 calls for the month of January. He further reported there were five (5) accidents with injuries, 10 mutual aid calls including one tanker assist and 78 training hours for the month.

**OLD BUSINESS**

**CONSIDER AUTHORIZING THE PREPARATION AND ADVERTISEMENT FOR REGAL OAKS PHASE IIA SEWER PROJECT** – The Board agreed to table this matter and discuss it at the next work session meeting as recommended by J. Bealer.

**NEW BUSINESS**

**CONSIDER ACCEPTANCE OF MICHELLE REDDICK’S RESIGNATION FROM OPEN SPACE & RECREATION BOARD** – Motion by R. Spaide, second by E. Taylor and unanimously carried to accept, with regret, the resignation of Michelle Reddick from the Open Space and Recreation Board.

**CONSIDER COMMITTEE REAPPOINTMENTS/APPOINTMENTS** – A list of necessary board/committee appointments/reappointments for 2019 was included in the packet. C. Garner advised the Zoning Hearing Board appointment must be done by resolution so it will need to be a separate motion. Motion by E. Taylor, second by R. Spaide and unanimously carried to approve the list of board/committee appointments/reappointments for 2019. In response to a question from M. Schreiber, C. Garner advised these are typically looked at in January. Motion by E. Taylor, second by R. Spaide and unanimously carried to approve the resolution appointing Kenneth Iatesta to a three-year term on the Zoning Hearing Board.

**CONSIDER AGREEMENT WITH KEYSTONE CUSTOM HOMES FOR SPROGEL’S RUN** – C. Garner explained Keystone Custom Homes is building larger homes at Sprogel’s Run, and therefore, will need to amend the plans for the updated storm water calculations. C. Garner outlined the proposed agreement which would allow Keystone to obtain building permits for all but three (3) of the lots in Phase 1 of Sprogel’s Run until such time revised plans are submitted and approved. He noted the Township Engineer has reviewed this matter and agrees there would not be any issues with storm water until one of the three (3) restricted lots would be built upon. He further explained the worst-case scenario, if revised storm water plans were not submitted and approved, is the three (3) restricted lots would not be built upon and would remain open land. Motion by E. Taylor, second by M. Schreiber and unanimously carried to approve and authorization execution of the agreement with Keystone Custom Homes for Phase 1 of Sprogel’s Run.

**CONSIDER AUTHORIZATION TO HIRE FULL-TIME FINANCE/ADMINISTRATIVE ASSISTANT** – T. Slinkerd advised a new staff person is needed to replace our previous finance assistant as well as to perform other administrative duties. He further advised applications were received, phone and in-person interviews were conducted, and a candidate has been selected. He advised M. Reddick is requesting authorization to hire a full-time finance/administrative assistant at \$25.00 per hour. He noted there is money in the budget for the previous part-time position along with extra money in the budget for the manager’s salary which would more than cover the cost for this full-time position. M. Reddick explained she has a candidate with 12 years municipal experience as well as QuickBooks experience. Motion by R. Spaide, second by E. Taylor and unanimously carried to authorize the hiring of a full-time finance/administrative assistant at a rate of \$25.00 per hour. In response to a question from M Schreiber, M. Reddick explained there may be a need to hire an additional part-time staff.

**CONSIDER RFP FOR PENSION INVESTMENT ADVISOR** – T. Slinkerd advised he has been reviewing the pension information as it relates to fees from both our investment advisors

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and actuary. He noted the township is being charged approximately \$48,000 in advisory fees per year for both plans and another \$6,000 per year in actuary fees. He further advised the investment advisor is refusing to include the fees in our policy statement but has agreed to put “reasonable fees”. He is requesting authorization to move forward with a request for proposal for an investment advisor. E. Taylor advised he encourages us to do that but noted there was trouble the last time with the different variables required for our pension plan. T. Slinkerd advised he is looking to see how we can do things better as it relates to our pension investments. Motion by M. Schreiber, second by R. Spaide and unanimously carried to authorize a request for proposal for an investment advisor for both the uniform and non-uniform pension plans.

**OTHER PUBLIC COMMENTS**

**Keith Kehl, 1941 Gilbertsville Road**, referenced a recent news article where someone is reviewing dangerous intersections, and noted he hopes our Planning Commission is reviewing the dangerous intersection at Cross Road and West Moyer Road. E. Taylor advised the article being referred to concerns proposals that came through the Pottstown Metropolitan Regional Planning Committee where certain intersections were being evaluated for improvements. He noted these are engineer’s recommendations for intersections improvements which can be done, but it does not mean they will be completed. R. Spaide advised she agrees it is a dangerous intersection, and noted she drives it every day. K. Keith also expressed concern regarding the water run-off from Sprogel’s Run development. E. Taylor advised the engineer and builder were made aware of this issue and noted the pipes have not yet been opened.

**Joyce Weand, 2093 Gilbertsville Road**, expressed concern regarding the visibility at the intersection of Cross Road and W. Moyer Road. She is extremely concerned about school bus traffic in this area and the bus stop in that area. F. Wheatley suggested she notify the police department so they can perform selective enforcement in this area. J. Weand advised it is mostly elementary students at this bus stop. M. Schreiber suggested installing “school bus stop ahead” signs in the future if necessary.

**EXECUTIVE SESSION** – The Board adjourned into Executive Session at 7:45 pm to discuss a matter of litigation and real estate with possible action to follow. They reconvened at 8:10 pm.

**CAPINSKI LAWSUIT** – Motion by E. Taylor, second by R. Spaide and unanimously carried to approve and authorize execution of the Settlement Agreement and General Release for the Capinski lawsuit.

**ADJOURNMENT** – Motion by R. Spaide, second by M. Schreiber and unanimously carried to adjourn the meeting at 8:17 pm.

Respectfully submitted,

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Michelle L. Reddick, Township Secretary