

The regular meeting of the Upper Pottsgrove Township Board of Commissioners was held on Monday, March 18, 2019, 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 Charles D. Garner, Jr., Police Chief Francis Wheatley, Public Works Director Justin Bean and Township Manager/Secretary Michelle Reddick.

**MOMENT OF SILENCE** – The Commissioners 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.

**PUBLIC COMMENT** – None.

**APPROVAL OF MINUTES** –Motion by R. Spaide and second by E. Taylor to approve the minutes of February 19, 2019. Aye votes: Spaide, Taylor, Schreiber and Slinkerd. Abstain: Krazalkovich. Motion carried. Motion by F. Krazalkovich and second by R. Spaide to approve the March 4, 2019 minutes as amended. Aye votes: Krazalkovich, Spaide, Slinkerd and Taylor. Abstain: Schreiber. Motion carried.

**PAYMENT OF BILLS** – In response to a question from M. Schreiber, M. Reddick explained the invoices are for copier leases; one for police department and one for administration. In response to another question from M. Schreiber, M. Reddick, explained the Verizon invoice paid out of General Fund is for a pump station telephone. She further explained the previous financial assistant did not set up the ACH payment for this invoice to come out of the correct fund, and we are working to resolve this matter. She noted there are additional invoices which also need to be updated to come out of the correct fund, and noted the invoice in question was coded as due from Sewer Fund. Motion by E. Taylor, second by R. Spaide and unanimously carried to approve the payment of bills in the amount of \$176,243.98.

**REPORTS**

**TOWNSHIP ADMINISTRATION** –M. Reddick advised the report is included in the packet. She reported the trail sensors have been assembled by Michael Lane, and they will be installed in the next month or so. She further reported Mr. Mingey has ordered the street signs for Sprogels Run, and his contractor will install them as soon as they are received.

**FINANCIAL REPORT** – M. Reddick advised the final December 31, 2018 financial report was included in the packet. She further advised the February 28, 2019 financial report was also included in the packet. In response to a question from M. Schreiber, M. Reddick explained the discrepancy in the Fire Fund is due to an item not being correctly listed by the previous manager in both previous financial reports as well as the budget. In response to another question from M. Schreiber, M. Reddick explained there are several invoices for which the automatic payments were set up incorrectly by the previous finance assistant. She further explained we are working to correct the automatic payments for those invoices to ensure they are debited from the correct funds. She further explained the entries for the invoices are two-sided, and the other side of the entry was not completed that is why the “due from” and “due to” items on the financial report do not match. She advised she is hopeful to have these entries completed prior to the next financial report being issued.

**CHIEF OF POLICE** – Chief Wheatley noted his report is included as part of the Township Administration report. He noted the department had two DUI arrests and two drug possession arrests along with one domestic assault investigation that resulted in an arrest. He reported there were three summary juvenile arrests for disorderly conduct and one juvenile court referral involving a terroristic threat. He reported there was an armed robbery at the Sunoco Station on N. Charlotte Street, and there are no leads on the suspects who committed the robbery. He reported the police department is actively investigating allegation of a sexual assault the occurred on Mervine Street. He thanked Commissioner Schreiber for instructing the class on CPR and first aid training for the police and public works departments. He noted the pre-exemptions have been order for the police cars and will need to be installed once received. He advised applications are being accepted for the 2019 Pottsgrove Regional Cop Camp Program scheduled for June 17 through 21, 2019.

**PUBLIC WORKS DIRECTOR** – J. Bean noted his report was included as part of the Township Administration report. He reported they salted and plowed roads during various snow storms, repaired and replaced all signs on Route 100 to be compliant with PennDOT, and participated in CPR and first aid training.

**TOWNSHIP SOLICITOR** – C. Garner advised the items he has will be addressed under new business.

**TOWNSHIP ENGINEERING AND BUILDING & ZONING** – The report was included in the packet. M. Reddick advised Mr. Mingey is in the processing of completing the outstanding items for Phase 2 of Sprogels Run so construction of improvements will begin in the near future.

**PLANNING LIAISON** – E. Taylor advised there is nothing to report as the Planning Commission did not have a meeting this month.

**OPEN SPACE AND RECREATION** – R. Spaide reported the Board is finalizing work on the Open Space Plan update. She noted once it is completed, the township can apply for grants. She reported it was decided to do away with Community Day and have everyone volunteer their time to Green Allies since their organization has many community events throughout the year. She reported Greg Churach was instrumental in designing a sign to be placed on the Stauffer property to honor the Stauffer family. She reported Green Allies hosted an appliance recycle event in which there were 530 cars in attendance and over 1,000 televisions and computer collected. She reported Green Allies thanked the fire police for their efforts during this event. She noted three other townships have contacted Green Allies and are interested in doing a similar event. She reported summer camps at Althouse Arboretum are already sold out, there will be a clothing and shoe drive on March 23, 2018 from 9 am to 3 pm, parent’s night out will be starting back so look for details on website, and a farmer’s market will be held one Friday a month in the summer with a soft opening on May 3<sup>rd</sup> from 4-7 pm and a grand opening on May 31<sup>st</sup> from 4-7 pm. She reported that Green Allies with be creating a CASA farm at Prout Farm Park and will be providing organic vegetables to Firefly café in Boyertown. She reported the Open Space Board will be working on a tree screening plan for Hollenbach Park. She reported trail sensors will be installed in various parks to obtain the number of people visiting these parks which will assist in acquiring grants. She reported construction on the Veteran’s Memorial will commence on April 1, 2019.

**SEWER AND WATER** –J. Belaer noted the Sewer and Water Committee met on January 5, 2019. He reported the sewer in Phase 1 of Sprogels Run has been inspected, and the developer is in the process of completing the items on the punch list. He further reported temporary and permanent sewer easements will be necessary on some properties for the Regal Oaks Phase IIA sewer project. He also reported that Douglass Township, Berks County, has requested the purchase sewer capacity from the township. He noted the joint sewer meeting was held on March 14, 2019. He reported the gryphon dryer is near completion and start-up should occur on March 25, 2019. He further reported the Borough has agreed to repair the sag in the sewer line located downstream from the Poplar Street meter. He noted when the meter calibration is completed in April, a temporary meter will be installed to determine if there are any issues with the existing meter on Poplar Street.

**FIRE AND AMBULANCE** – M. Schreiber reported there were 30 calls for the month of February with 55 calls year-to-date. He further reported there were a total of 60.62 service hours, 111.07 staff hours and 43 training hours. He requested the Board consider a small change to the by-laws which was passed by both the Fire Company and Fire Service Committee. He explained amendment to the by-laws changes the way nominations for office are taken by the Fire Company. F. Krazakovich advised this is not a critical matter, but noted the change is straight forward. E. Taylor advised he believes the change is straight forward and does not see any issues with approving it. F. Krazakovich explained the change has to do with the administration and operational leadership of the Fire Company. T. Slinkerd asked if there were any public comments on the proposed change since this matter was not listed on the printed agenda. There being no public comment, motion by M. Schreiber, second by F. Krazakovich and unanimously carried to approve the by-law change to Article XII, Nomination Committee, Section 5 of the Fire Company by-laws.

**OLD BUSINESS**

**CONSIDER AUTHORIZING THE PREPARATION AND ADVERTISEMENT FOR BIDS FOR THE 2019 ROAD PROJECTS** – J. Bean provided an overview and cost estimate for the proposed 2019 road projects. He explained there are two options which would need to be bid and outlined the different options. He further explained the difference between the two options is the one option includes an overlay of Pineford Road from the pump station to Farmington Avenue. Motion by M. Schreiber, second by E. Taylor and unanimously carried to authorize preparation and advertisement for bids for the 2019 road projects with the two different options included.

**NEW BUSINESS**

**CONSIDER RESOLUTION INCREASING NON-UNIFORM PENSION CONTRIBUTION** – T. Slinkerd advised our assets versus liability for our pension plans is at 71 percent. He further advised the township will be facing mandatory requirements from the State if this number gets below 70 percent. He explained our minimum municipal calculation is designed to make sure are assets equals liability; however, this has not happened. He further explained he believes there may be some errors in the MMO calculation. He explained one of the ways to fix the deficiency includes lowering our plans fees which has already been done. He further explained another way is to increase the non-uniform pension contributions which included in the proposed resolution. E. Taylor provided a report outlining pension costs to township, employee pension contributions and municipal State aid for both the uniform and non-uniform pension plans. He reported he believes the increase in the non-uniform pension contributions will not have a significant impact on

increasing the assets of the plan or the funding ratio. He noted he feels this is an unnecessary burden on the non-uniform employees. Mr. Taylor advised he feels it is inequitable for the township to contribute nothing for the non-uniform employees' pension while at the same time paying over \$22,000, equal to 18 percent of salary, into the police officers' pension plan.

T. Slinkerd noted this is not the only solution to address the problem and noted we are investigating other ways to fix the deficiency in our pension plans. F. Krazalkovich noted the township is not allowed to ask the uniform employees for additional contributions. He also noted we need to understand where the MMO numbers are coming from, and he believes it is fair to have the non-uniform employees contribute the same percentage as the uniform employees are contributing. He further noted if the plan costs are incorrect, the MMO can be affected. In response to a question from M. Schreiber, T. Slinkerd advised a new report will be coming out in 2019, and we should be able to determine if our plan costs are correct. A motion by M. Schreiber and second by E. Taylor to table this discussion until such time the pension committee has a chance to review the matter. Aye votes: M. Schreiber and E. Taylor. Nay votes: F. Krazalkovich, R. Spaide and T. Slinkerd. Motion does not carry. A motion by F. Krazalkovich and second by R. Spaide to adopt the resolution establishing the contribution for members of the Upper Pottsgrove Non-Uniform Pension Plan for the remainder of calendar year 2019 to increase to three percent as of April 1, 2019, four percent as of July 1, 2019 and five percent as of October 1, 2019. Aye votes: Krazalkovich, Spaide and Slinkerd. Nay votes: Schreiber and Taylor. Motion carried.

**CONSIDER AUTHORIZING SOLICITOR TO PREPARE ORDINANCES FOR PARKING AMENDMENTS, LARGE LOT SUBDIVISION AMENDMENTS AND AMENDMENTS TO THE PLAN PROCESSING PROCEDURES FOR SUBDIVISIONS**

– C. Garner explained these amendments were previously discussed at the last work session meeting and have been previously recommended by the Planning Commission. In response to a question from M. Schreiber, M. Reddick noted the question concerning the number of parking spaces was answered in a memo from the Montgomery County Planning Commission which was included in your packet. In response to another question from M. Schreiber, C. Garner explained the proposed ordinance changes relate to both the Zoning Ordinance and Subdivision and Land Development Ordinance. He further explained he would prepare one ordinance with all changes and hold one public hearing in order to save on advertising costs. Motion by F. Krazalkovich, second by E. Taylor and unanimously carried to authorize the township solicitor to prepare and advertise the Zoning and Subdivision and Land Development Ordinance changes for parking amendments, large lot subdivisions and plan processing procedures.

**CONSIDER APPROVAL OF RECORD RETENTION RESOLUTION**

- C. Garner explained the police department is looking to destroy some old records so he has prepared the proposed resolution. Motion by F. Krazalkovich, second by R. Spaide and unanimously carried to adopt the resolution authorizing the destruction of certain police department records pursuant to the Municipal Records Manual of December 16, 2008.

**OTHER PUBLIC COMMENT** – None.

**COMMISSIONER COMMENTS**

**Commissioner Schreiber** reported the air compressor in the fire company broke due to issues with faulty wiring. He thanked the Public Works department for replacing the air compressor. He noted the firefighter tax credit had been tabled at a previous meeting and requested this matter be placed

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on the agenda for a future work session meeting.

**EXECUTIVE SESSION** – The Board adjourned into Executive Session at 8:10 p.m. to discuss a matter of litigation with no action to be taken. They reconvened at 8:30 p.m.

**ADJOURNMENT** – Motion by R. Spaide, second by F. Krazalkovich and unanimously carried to adjourn the meeting at 8:31 p.m.

Respectfully submitted,

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Michelle L. Reddick, Township Secretary