

**UPPER POTTS GROVE TOWNSHIP
BOARD OF COMMISSIONERS
AUGUST 17, 2020**

The regular meeting of the Upper Pottsgrove Township Board of Commissioners was held on Monday, August 17, 2020, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Trace Slinkerd, Renee Spaide, Martin Schreiber, Cathy Paretti and Dave Waldt present. Also present were Township Manager Michelle Reddick, Solicitor Charles D. Garner, Jr., Police Chief James Fisher, Public Works Road Foreman Justin Bean and Township Secretary Jeannie DiSante.

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.

APPROVAL OF MINUTES – Motion by R. Spaide, second by C. Paretti and unanimously carried to approve the minutes of July 20, 2020.

PAYMENT OF BILLS – Motion by R. Spaide, second by D. Waldt and unanimously carried to approve the payment of bills in the amount of \$165,478.29.

REPORTS

TOWNSHIP ADMINISTRATION/FINANCE – M. Reddick advised her report was included in the Commissioners' packets. She introduced Sherri Griffith, the newly hired part-time Administrative Assistant/Planning and Zoning employee. The hourly rate will be \$16.00/hr. with no benefits as this is a part-time position. The start date will be August 19, 2020.

A recent storm created a hole in the fire company roof, public works tarped the area and arrangements are being made to complete the repairs. The draft budget for 2021 should be distributed within the next week and work continues on the four year budget plan. M. Reddick submitted a Grant worksheet for Open Space and Sewer grants. This day the Township was awarded a \$131,183 grant for the Ming/Moyer Roads sewer project.

The paving of Poplar Street was approved by the Board a few months ago and will be completed by Stern Nester on September 7, 8 and 9, 2020. The repairs at Sunset Park and Fox Hill trails will not go out for bid. The work will be completed by an outside contractor and the public works crew in the fall. The flooding issue at the Pine Ford Road pump station, part of the Corrective Action Plan with the Borough is anticipated to be completed during the week of August 24-28, 2020.

FINANCIAL REPORT – M. Reddick submitted the July 31, 2020 financial report noting no significant impact yet on the earned income or real estate transfer tax revenues. However, it is expected that there will be significant impacts to federal, state and local government budgets.

Special Audit Presentation – Gregory Shank, partner in Maillie LLC presented their opinion on the Township's 2019 financial statements. Management was very cooperative during the audit process, there were no significant adjustments and the books were well documented. Mr. Shank explained the accrual basis of the government fund financial statements and the financial position

of cash and equivalence as of 12-31-2020 in each of the Township's funds. The Government Financial Officers Association recommends typically, fund balances be no less than two months of operating expenditures. The balance sheets shows the Township is above that recommendation. He noted overall balances increased and there were no deficits in the funds.

In review of the footnotes to the financial statements he pointed out, in the long-term debt obligations, there were no additions to debt and a \$880,769 pay down of debt resulting in an increase in equity. Concerning the pension funds, they responded favorably to the positive market conditions in 2019 resulting in a large change in the police pension. The net police pension liabilities were \$914,050, 78% funded over 66% funded in 2018. The non-uniform pension liabilities were 410,626, 82% funded over 71% in 2018. There were no questions from the Board.

CHIEF OF POLICE – Chief J. Fisher submitted his report to the Board and was available for any questions. He noted the vehicle mileage was added to the report. He asked approval to move forward with leasing two new police vehicles, one pickup and one SUV to replace two Ford Explorers. Two of the current vehicles leases have been paid off and new leases were approved in the 2020 budget. Last week three of the seven vehicles in the fleet were in the shop at the same time. The Board concurred to allow the Police Chief to move forward with leasing two new police vehicles.

PUBLIC WORKS FOREMAN – J. Bean submitted his report to the Board and noted roadways are cleared of the downed trees from the recent storm. There were a few issues at the pump station. He is looking for a generator for Hollyberry pump station and will get numbers together for next meeting. The Commissioners complemented public works, police and fire police during the recent storm.

TOWNSHIP SOLICITOR – C. Garner noted the Township Manager and he are making progress with Comcast on the cable franchise agreement and should have specific information for the Board next month. The target is to have a new agreement by the end of the year.

TOWNSHIP ENGINEERING AND BUILDING & ZONING – M. Reddick had nothing to highlight on the submitted reports.

COMMITTEE CHAIR REPORTS

OPEN SPACE AND RECREATION – Scott Wagner reported Ken Hamilton from Green Allies attended their meeting and reported food donations going out to the police departments and hospitals through the Sun Flower Café. The doggie bag units for the trails have arrived and will soon be installed. They are still waiting on the survey for Sunset Park so the new trail will stay within the boundaries.

SEWER AND WATER – J. Bealer submitted his report for July. He highlighted the Headworks bar screen installation is reaping benefits to the operation of the treatment plant. The evidence was most apparent during and after the recent 5+ inches, short-duration rain storm. The plant handled additional flows without overflows or disruption of operations. The Committee was notified from Senator Mensch's office of the awarded \$131,182 grant for Ming/Moyer Roads project. C. Pelka,

LTL engineer informed him the bid package is nearing completion and will advise as to time of advertisement and receipt of qualified bids. Work is proceeding on installation of grinder pumps in Regal Oaks. M. Schreiber asked when Regal Oaks will be finished. J. Bealer said they should have substantial completion this week. M. Schreiber said one neighbor has two clean-outs not one and rocks in his yard. J. Bealer said the contractor will come back and clean up all areas.

FIRE AND AMBULANCE –D. Raudenbush submitted his reports and announced their fire chief is moving out of state and submitted his resignation letter. They will have an acting fire chief until the November elections.

OLD BUSINESS

DISCUSS & CONSIDER WAIVER REQUESTS FOR BORTZ SUBDIVISION #02-2020 –

M. Reddick noted Engineer Eisenbrown submitted his June 8, 2020 review letter and both applicants, Bortz and Sitko are in attendance. P. Eisenbrown noted the submission of three letters, June 8th, July 13th waiver request letter and July 30th recommendation letter. He read through each waiver request explaining his recommendations. The storm water waiver request letter is asking for deferment to the building permit stage, when the homes get constructed. LTL recommends denial of the waiver. The Commissioners discussed the waivers and the applicant indicated he would abide by the recommendations of the Township Engineer. The Board discussed the Engineer's concerns about the location of the driveway. Motion by R. Spaide, second by M. Schreiber and unanimously carried to grant five waivers as listed in the Engineer Eisenbrown's July 30, 2020 review letter including deferring the storm water design and adding a note to the plan that the design will have to be done by any new owners that purchase the property. There were no waivers granted relating to the driveway location.

DISCUSS & CONSIDER WAIVER REQUESTS FOR SITKO SUBDIVISION #03-2020 –

As was noted in the previous subdivision, P. Eisenbrown noted the submission of three letters, June 8th, July 13th waiver request letter and July 30th recommendation letter. He read through each waiver request explaining his recommendations. There were discussions on the waiver requests. Motion by R. Spaide, second by D. Waldt and unanimously carried to grant all waivers as listed in the Engineer Eisenbrown's July 30, 2020 review letter.

CONSIDER APPROVAL OF SPECIFIC PLAN FOR WILLOW STREET DEVELOPMENT SUBJECT TO FINAL APPROVAL OF THE ARCHITECTURAL ELEVATIONS FOR THE HOMES AND SUBDIVISION PLAN APPROVAL –

Solicitor Garner noted there have been some previous discussions on this and reminded the Board this is in the RO Zoning District which has some limitations as to what can be done. The Board is approving that this specific plan, as interpreted by the Zoning Officer, is appropriate and would allow this type of development, four twins or eight units, which comply with the Township zoning and the specific plan. It still requires the applicant to submit a subdivision plan to create the lots and an elevation of what the buildings would look like to be acceptable to the Board.

Motion by R. Spaide, second by C. Paretti and unanimously carried to approve this specific plan for the Willow Street development subject to the applicant submitting and obtaining subdivision approval and subject to the Board approving the elevations for the eight homes.

NEW BUSINESS

DISCUSS & CONSIDER APPROVAL OF RESOLUTION NO. 718 REGARDING THE SALE OF THE SANITARY SEWER SYSTEM AND PETITION TO PUC – T. Slinkerd explained the Township's Special counsel and Solicitor have worked on this and C. Garner outlined the necessity of this resolution. As a courtesy to two homeowners in Douglass Township Berks County with failing systems, who approached the Township requesting public sewer service, Upper Pottsgrove Township provided sanitary sewer service as they were located so close to the Township Line. On advice of Special counsel, the Township needs to prepare a petition to the PUC with a Declaratory Order saying that by providing sewer service to two residents in Douglass Township, Upper Pottsgrove is not a public utility under the provisions of the code. The resolution that gets attached to the petition says the Township agrees it will not provide sewer service to any new customers outside of the Township. C. Garner recommended that the Board make a motion to adopt the resolution as well as a motion to authorize Special counsel Dilworth Paxton LLC to file the petition to the PUC.

Motion by R. Spaide, second by C. Paretti and unanimously carried to approve Resolution No. 718 Regarding the Sale of the Sanitary Sewer System and the Petition to PUC. Motion by R. Spaide, second by C. Paretti and unanimously carried to authorize Special counsel Dilworth Paxton LLC to file the petition, with corrections, with the PUC. In an answer to M. Schreiber, C. Garner said if the sale of the sewer system does not go through the PUC's order has no effect.


DISCUSS & CONSIDER GRANT FOR HOLLENBACH PARK – M. Reddick explained the need for a motion to send the letter of intent to Pottstown Area Health & Wellness Foundation (PAHWF) for a \$20,000 grant with a \$14,000 commitment of Township funds for a consultant to prepare a Master Plan for Hollenbach Park. Motion by C. Paretti, second by R. Spaide and unanimously carried to send the letter of intent to PAHWF for a grant for Hollenbach Park.

M. Schreiber wished to discuss the PARRC proposal from the last meeting. T. Slinkerd said it will be on the agenda in September. There was a motion by M. Schreiber to accept the PARRC proposal as presented last month. There was discussion with C. Paretti and R. Spaide however, no second motion.

EXECUTIVE SESSION - the Board convened in Execution Session at 8:10 pm to discuss one item of litigation with no action to follow. They reconvened at 8:20 pm.

ADJOURNMENT – The meeting was adjourned at 8:21 p.m.

Respectfully submitted,



Jeannie DiSante, Township Secretary