

**UPPER POTTS GROVE TOWNSHIP
BOARD OF COMMISSIONERS
February 16, 2021**

The regular meeting of the Upper Pottsgrove Township Board of Commissioners was held on Tuesday, February 16, 2021, 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 Garner, 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 – The January 19, 2021 minutes were presented for approval. Motion by R. Spaide, second by C. Paretti and unanimously carried to approve the minutes of January 19, 2021.

PAYMENT OF BILLS – The February 16, 2021 bills list was presented for approval. Motion by C. Paretti, second by R. Spaide and unanimously carried to approve the payment of bills of \$170,913.25.

REPORTS

TOWNSHIP ADMINISTRATION/FINANCE – M. Reddick advised her reports are included in the Commissioners' packets. She briefly went over items in her report noting the Police Chief advertised for a part-time administrative assistant, will be reviewing resumes and scheduling interviews. Staff has met and will be working with a website designer, Nucitrus to design a new user-friendly Township website. Staff continues working on the 2022 budget which should be completed by the end of March. Work will then begin on a four-year budget plan.

The Township is working with Catalyst Commercial Development to finalize outstanding items in Resolution 705 for Kummerer Phase I. Construction is anticipated to begin in late spring. Plans for Kummerer Phase 2A have been submitted and reviews by MCPC and the Township Engineer are completed and submitted to the Board.

The completion of the trail repairs at Sunset Part is on hold due to snow. Once completed, Fox Hill Trail repairs will be started.

M. Reddick briefly reviewed items in the financial reports for each fund drawing comparisons between January 2020 and January 2021.

CHIEF OF POLICE – Chief J. Fisher submitted his report to the Board calling to their attention the Total calls for service in 2019 were 6052 and in 2020 were 6390.

PUBLIC WORKS FOREMAN – J. Bean submitted his report to the Board noting he is in touch with the contractor working on the Sunset Park trail repairs and as soon as he can get in there the work will be completed and then they will move right over to Fox Hill Trail.

TOWNSHIP SOLICITOR – The Solicitor informed the Commissioners Catalyst Commercial Development became the record owner of the Kummerer Tract subdivision project at the end of December 2020. Draft agreements of financial security, land development, storm water, operations and maintenance agreements have been provided to them. There has been little conversations with them although the Township engineer has met with them. Their timeline to begin construction is the spring of this year.

The past month we have worked with the engineer and Township Manager on the Mervine Street road project in putting together an agreement with the Borough of Pottstown and a proposal of engineering and construction costs.

The PUC has accepted the petition filed by PA American Water on 01-15-2021 to start the PUC review process. This will trigger the formal notification provision to let the sewer rate payers know that the application has been filed and the process for the sale of the sewer system is moving forward.

TOWNSHIP ENGINEERING AND BUILDING & ZONING – T. Slinkerd noted the submitted reports, active subdivisions and zoning issues for review.

COMMITTEE CHAIR REPORTS

OPEN SPACE AND RECREATION – G. Churach submitted the report noting the committee held their reorganization and D. Elliott retired as Chairman. G. Churach was elected Chairman and C. Note Vice Chairman. The members request the Board approve the contract with CMC Engineering to prepare a Master Plan for Hollenbach Park at the cost of \$32,900. This is \$3900 over the committee's budget.

SEWER AND WATER – T. Slinkerd noted J. Bealer was not in attendance however his report was submitted to the Board.

FIRE AND AMBULANCE – D. Raudenbush submitted his report to the Board highlighting bullet points. There were no questions.

OLD BUSINESS – Nothing submitted for discussion at this time.

NEW BUSINESS

DISCUSS & CONSIDER APPROVAL OF RESOLUTION FOR POLICE VEHICLE LEASE PURCHASE – Chief Fisher explained the request noting the vehicle cost is budgeted in the 2021 budget. It will most likely be a Durango however, he would like flexibility to look to other types due to the difficulty in availability and timing. If approved he would sell on Municibid one of the white explorers with anticipating selling at \$3000 to \$5000.

The department is working toward getting on a rotation plan, moving forward, to replace one vehicle per year. On that schedule each vehicle would be replaced every seven years. Toward the end of a five-year plan, if the vehicle next in rotation is in good condition, we would re-evaluate and replace a newer vehicle that is in worse condition. Moving forward this will be in his 2022 budget request. Motion by M. Schreiber, second by D. Waldt and unanimously carried to approve a police vehicle lease purchase resolution and authorize Solicitor Garner to draft the resolution.

DISCUSS & CONSIDER ADVERTISEMENT OF ORDINANCE CHANGES TO THE AGE QUALIFIED OVERLAY DISTRICT – T. Slinkerd explained the details of the eligibility requirements changes and C. Garner noted this does not affect any plans already filed with the Township. Motion by R. Spaide, second by C. Paretti and unanimously carried to approve advertising of the ordinance changes to the age qualified overlay district and schedule a public hearing.

DISCUSS & CONSIDER WAIVER TO ALLOW SECOND DRIVEWAY AT 230 ROSE VALLEY ROAD – D. Waldt received a call concerning stone falling out from a parking area onto the right-of-way. The owners told him when they purchased the property 17 years ago there was additional parking which he verified through a neighbor and public records. D. Waldt recommends the Board allow the second paved driveway. Motion by D. Waldt, second by M. Schreiber and unanimously carried to waive the Code of Ordinance and allow a second *paved* driveway at 230 Rose Valley Road. There was discussion concerning the length of the driveway.

DISCUSS & CONSIDER APPROVAL TO HIRE CONSULTANT TO PREPARE A MASTER PLAN FOR HOLLENBACH PARK – T. Slinkerd noted the proposal submission from CMC Engineering with the cost of \$32,900. M. Reddick informed the Board the Township received a grant from Pottstown Area Health & Wellness Foundation for \$15,000 and the Township's matching funds are in the 2021 budget. G. Churach earlier noted additional funds of \$3900.00 are needed. Motion by R. Spaide, second by C. Paretti and unanimously carried to approve the submitted proposal for \$32,900.


PUBLIC COMMENTS - G. Churach thanks the road crew for a great job plowing snow.

COMMISSIONER COMMENTS - M. Schreiber thanked Dennis Elliott for his many years of service as the Open Space & Recreation Chairman. T. Slinkerd noted the PUC is close to accepting the application for the sale of the sewer system.

EXECUTIVE SESSION - The Board convened in Execution Session at 7:25 pm to discuss litigation and collective bargaining and personnel with no action to follow. The Board reconvened at 7:55 pm.

ADJOURNMENT – The meeting was adjourned at 7:56 pm.

Respectfully submitted,


Jeannie DiSante, Township Secretary