

**UPPER POTTS GROVE TOWNSHIP
BOARD OF COMMISSIONERS
March 15, 2021**

The regular meeting of the Upper Pottsgrove Township Board of Commissioners was held on Monday, March 15, 2021, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Trace Slinkerd, Renee Spaide, Martin Schreiber and Cathy Paretti present. Commissioner Dave Waldt attended via phone. 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 February 16, 2021 minutes were presented for approval. Motion by R. Spaide, second by C. Paretti and unanimously carried to approve the minutes of February 16, 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 \$210,467.85.

REPORTS

TOWNSHIP ADMINISTRATION/FINANCE – M. Reddick advised her reports are included in the Commissioners' packets. The Pottstown Public Library has requested their 4th quarter payment of \$8,000 for 2020 which had not been previously disbursed. Request approval from Board to disburse this payment which will affect the 2021 budget numbers.

The February 28, 2021 financial report is include in the packet and as of that report, we have not seen any significant impact on our earned income tax or real estate transfer tax revenues.

The Township is working with Catalyst Commercial Development to finalize the outstanding items in Resolution 705 for Kummerer Phase 1. Plans for Kummerer Phase 2A have been submitted and the reviews have been completed by the MCPC and the Township Engineer. Township staff and consultants had an initial meeting with the developer and their staff which went well. They have submitted road layout options and there will be meeting March 26th with internal staff, consultants and developer to finalize their recommendation on those options. These will be ready for the Board to review at their first meeting in April. Subdivision plans for Kummerer Phase 2B and a zoning determination request letter were received this past Friday.

Due to delivery delays with the USPS the invoice for the Bruce Drive paving project, which occurred in 2020, was just delivered to the Township last week. This will affect the 2021 paving budget. Also, the real estate tax collections are down in February due to the County not providing our tax collector the necessary information in time for her to get the tax bills out in a timely manner. The bills were sent in mid-February. EIT revenues are on target. In the State Fund, as M. Schreiber noted the salt bills in the bills list, the salt costs are over budget for 2021.

T. Slinkerd noted concerning the library donation issue, the Township had donated \$24,000 and budgeted \$32,000 in 2020. The Commissioners discussed the library's request for the 2020 4th quarter \$8000 donation. Motion by R. Spade, second by M. Schreiber and unanimously carried to authorize the donation payment of \$8,000 to the Pottstown Library.

CHIEF OF POLICE – Chief J. Fisher submitted his report to the Board and there were no questions or comments.

PUBLIC WORKS FOREMAN – J. Bean submitted his report to the Board noting Sunset Park trail repairs are completed. There are some repairs to a fence and the parking lot that will be taken care by the public works crew. The job at 84 Maple Leaf Lane is completed. Concerning the salt costs, the back-to-back snow storms required the additional salt. C. Paretti asked if there is something to be included under Training/Personnel on his report. J. Bean said he is scheduled for weed spraying training and it should have been listed on the report.

TOWNSHIP SOLICITOR – The Solicitor gave the Board an update on the sale of the sewer system. The Borough Authority has been provided the draft documents for the assignment and assumption agreement and a support agreement that outlines the Township's obligations with respect to ordinance enforcement and Act 537 planning once the sale is completed. These are for their review and we are awaiting their comments. His office is also working with the Township Manager and LTL engineers to have all the easement agreements in place with respect to the sanitary sewer lines. Items that may come up in future agendas include minor changes to the civil service rules and regulation submitted by Chief Fisher that the Solicitor has reviewed with suggested comments. This will first go to the civil service committee and then be submitted for approval by the Board. Also, the Manager, Engineer and Solicitor are looking at storm water management (SWM) fees and fee schedule particularly for individual on-lot SWM projects. The SWM ordinance was adopted ~ ten years ago and the fee schedule has not been reviewed since.

TOWNSHIP ENGINEERING AND BUILDING & ZONING – T. Slinkerd noted the submitted reports for review. M. Reddick had no additional comments.

COMMITTEE CHAIR REPORTS

OPEN SPACE AND RECREATION – G. Churach submitted the report noting they received rebuttal from Artesian Developers on Kummerer Phase 2A open space concerns list provided by LTL. Certification requirement issues will be addressed. The Committee discussed a proposal to issue an RFP for farming of Township open space properties. Agreed the Manager will contact farmers who have previously utilized these areas to see if there is any interest for this year. It was decided to hold a special meeting on March 17 at 7 pm to discuss the Hollenbach Park Master Plan. M. Schreiber asked if the meeting was advertised and G. Churach confirmed.

SEWER AND WATER – J. Bealer advised his report was submitted noting the committee did not meet in March and they plan to meet the first Tuesday in April. The Joint PBA & Pottsgroves meeting was held via zoom on March 11th and he reported the treatment plant is operating efficiently. Expenditures are on target with the budget; no capital improvements planned for 2021.

FIRE AND AMBULANCE – D. Raudenbush submitted his report to the Board highlighting bullet points and reporting the air packs are at the supplier and should be delivered in early April. There were no questions.

OLD BUSINESS

DISCUSS & CONSIDER REVISIONS TO THE PROUT FARM LOOP TRAIL - G. Churach submitted a map of the loop trail explaining the developer was required to build a mile long loop trail which is detailed on the drawing. The developer asked the committee to consider a fee in lieu of constructing the trail. G. Churach explained the modifications suggested by the committee. M. Reddick explained the OS recommendation to the Board is to revise the Prout Farm Loop Trail as indicated on the plan marked-up exhibit with the addition of the crosswalk and a dedication of \$5000. M. Schrieber asked if PennDot approval is needed first for the crosswalk. M. Reddick agreed that PennDOT should be notified. Motion by C. Paretti, second by R. Spaide and unanimously carried to accept the Open Space Committee's recommended revised plan for the Prout Farm Loop Trail subject to PennDOT approval for the crosswalk.

CONSIDER APPROVAL OF FINAL PAY APPLICATION FOR DOLI CONSTRUCTION FOR REGAL OAKS PHASE IIA SEWER PROJECT – LTL engineer C. Pelka explained an issue concerning the contractor encountering utility lines that were not shown on the plans, and typically they are not. A PA1 call was done however, the markings were not accurate. A photo was submitted showing ~ 3' exposed trench with 5-6 different utility lines crossing through the trench. Due to the extra time and equipment including a vacuum truck that was needed in dealing with the "unforeseen conditions" per the contractor, they were originally requesting an additional \$46,000. After considerable negotiations between C. Pelka and Doli Construction the contractor agreed to accept an additional \$12,000. The bid price was \$537,440 and the current balance due is \$278,989.50 which includes the \$12,000. After discussions and advice from Solicitor Garner there was a motion by R. Spaide, second by C. Paretti to approve Line #8 the final pay application for Doli Construction for Regal Oaks Phase IIA sewer project which includes the requested extra \$12,000. Aye votes: T. Slinkerd, R. Spaide, C. Paretti, D. Waldt. Nay votes: M. Schreiber. Motion carries 4-1.

CONSIDER APPROVAL TO PURCHASE PUBLIC WORKS TRUCKS – T. Slinkerd noted this is to approve the public works new trucks for which the Township received a grant. Chief Fisher explained upon applying for the grant, the initial request for the Township's portion of the costs was \$50,000. He has since added \$3500 to cover some overruns. The budgeted amount was \$45,000; the costs of up-fits is \$55,432 leaving a deficit of \$10,432. The up-fits include the upgrading of some items that will last in the long term.

J. Bean explained they selected the Chevy Silverado heavy duty 4WD diesel trucks. These types were made in the early 1990's then production was stopped for many years until it was realized they are a better built vehicle. The trucks have a 5-year, 100,000 mile bumper-to-bumper warranty including the powertrain. Chief Fisher noted that the Township is getting two trucks priced at \$163,932 for a total cost of \$55,432. T. Slinkerd explained the Township will pay upfront \$163,932 and when the trucks are delivered the rebate of \$108,500 will be submitted to the Township.

The delivery of the trucks is expected in early November 2021. The trucks and up-fit are all co-stars pricing. Motion by R. Spaide, second by M. Schreiber and unanimously carried to authorize \$163,932 for the purchase of two Chevy Silverado heavy duty 4WD diesel trucks for public works.

NEW BUSINESS

DISCUSS & CONSIDER APPROVAL OF CONTRACT FOR NEW WEBSITE – T. Slinkerd explain the details of upgrading the Township website through a new web design company. A proposal was submitted by Nucitrus Technologies, a full service digital marketing agency and technology firm. T. Slinkerd review the project details, fees and terms of service. M. Schreiber asked if the Township looked at other companies. T. Slinkerd said this firm came with highest recommendations from Dallas Data Systems. Motion by R. Spaide, second by C. Paretti and unanimously carried to approve the contact from Nucitrus Technologies for a new Township website at a cost not to exceed \$11,125.00 to design.

PUBLIC COMMENTS - None

COMMISSIONER COMMENTS – C. Paretti commented on the good works the Open Space committee is doing with getting things done and moving items along to completion.

EXECUTIVE SESSION - The Board convened in Execution Session at 7:25 pm to discuss litigation, threatened litigation and collective bargaining with no action to follow. The Board reconvened at 8:48 pm.

ADJOURNMENT – The meeting was adjourned at 8:49 pm.

Respectfully submitted,


Jeannie DiSante, Township Secretary