

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

**September 14, 2005**

A meeting of the Board of Commissioners was held on Wednesday, September 14, 2005, at the Upper Pottsgrove Township Administrative Office, 1409 Farmington Avenue, with Commissioners Gallisdorfer, Noll, Reeves and Taylor present. Also present were Solicitor Charles D. Garner, Jr., Township Engineer John Theisen, Township Manager Michael Cotter and Township Secretary Cynthia Saylor. Mrs. Reeves called the meeting to order at 7:04 P.M. There were 15 people and a Mercury reporter present in the audience. Commissioner Schaeffer was absent.

**MOMENT OF SILENT PRAYER** - Mrs. Reeves requested a moment of silent prayer in honor of the men and women who have served and are currently serving our county in the armed forces and all of the families who have just experienced a loss and devastation with Hurricane Katrina.

**PLEDGE OF ALLEGIANCE** - Those assembled pledged allegiance to the flag.

**PUBLIC COMMENT**

**HENRY BEALER - 1382 Farmington Avenue** - Stated he was in receipt of a letter from former Police Chief Charles Maddona and questioned if the members of the Board received a copy. Board President Reeves stated she did not receive a copy of the letter. Mr. Cotter addressed Mr. Bealer and stated "if it is regarding the Police Chief hiring process the Board and the Township have absolutely no comment on the contents of the letter." Solicitor Chuck Garner explained that the Board, based upon a prior agreement, have agreed not to discuss or comment about the former Police Chief.

**FINANCIAL REPORT** - Mr. Cotter provided a brief summary of the August financial report and noted a new format to the monthly report. Mr. Cotter also noted an addition of three new funds to the report; the Debt Service Fund, the Capital Reserve Fund and the Payroll Fund. Commissioner Noll requested a clarification regarding real estate taxes.

When **HENRY BEALER, 1382 Farmington Avenue**, questioned when the Fire Company would be able to use the fire trucks; Mr. Cotter stated the Fire Company is currently looking into the use of the vehicles.

**POLICE CHIEF HIRING PROCESS** - Mr. Cotter reported that one of the candidates for the Police Chief's position has withdrawn his name and noted that the Board and Township staff will continue to interview applicants for the position. Mr. Cotter stated he hopes to have a formal presentation in October.

**POLICE DEPARTMENT UPDATE** - Mr. Cotter reported that the Police Department, specifically led by Officer Jim Crawford, were out raising money for the Red Cross and Hurricane Katrina relief. Mr. Cotter stated the Police Officers collected approximately \$9,000 - \$10,000 and Sovereign Bank has agreed to match the donations raised by the Police Department. Mr. Cotter stated he wanted to publically applaud Officer Crawford as well as his fellow Police Officers for donating their time for this worthy cause.

**RESOLUTION #458 - SUMMER GROVE SUBDIVISION (Final Plan)** - Attorney Chuck Garner stated there were some minor changes with regards to the disclosure notice, the installation of erosion matting, the extension of the time period to 180 days to complete all outstanding sewer issues and the possible upgrade of pipe on Pineford Road between manhole 1 and 2. After a brief discussion, a motion by Gallisdorfer, seconded by Noll, to adopt Resolution #458 with the revisions as noted by the Township Solicitor. All aye votes. Jonathan Penders and Steve Gallo, representing Rouse/Chamberlin, were in agreement to the revisions to the resolution.

**AUTHORIZATION TO RELEASE \$8,481.20 OF FIRE PROTECTION TAX FUNDS TO REIMBURSE THE UPPER POTTS GROVE TOWNSHIP FIRE COMPANY #1 RELIEF ASSOCIATION**

- Mr. Cotter referenced a letter he received from the Treasurer of the Fire Company Relief Association requesting the release of \$8,481.20 to reimburse the Volunteer Firefighters Relief Association. Mr. Cotter explained that reimbursing the Relief Association will satisfy the final finding from an audit performed by the Auditor General and will release several years of withheld funds - approximately \$140,000. After a brief discussion, a motion by Taylor, seconded by Noll, to authorize the release of \$8,481.20 from the Fire Tax Fund to reimburse the Volunteer Firefighters Relief Association. All aye votes. Mr. Cotter noted that both he and Scott Wagner, Treasurer of the Relief Association, verified the figure with the Auditor General's office. Commissioner Noll requested accounting documentation from the Treasurer of the Relief Association to justify the figure.

**ROBERT SLOSS - 2097 Needhammer Road** - Questioned whether the release of funds (\$8,481.20) will be the last financial obligation the Township has with the Fire Company. Mr. Cotter responded "yes from the Fire Relief Association prospective."

**ACTION ON THE MEETING ROOM AUDIO SYSTEM PROPOSAL FROM AUDIOBAHN** - \$7,960.00 - Mr. Cotter stated the proposal from Audiobahn meets all the Township's needs in order to provide a cost effective sound system for the meeting room. Following a brief discussion, a motion by Gallisdorfer, seconded by Taylor, to accept the proposal for a meeting room sound system from Audiobahn in the amount of \$7,960.00. All aye votes. Commissioner Noll requested a clarification with regards to the voice activated microphones and the CD burner which will be used to record the meeting minutes.

**TOM WERT - 183 Primrose Lane** - Questioned the type of warranty for the meeting room sound system; Mr. Cotter stated there is a one (1) year warranty.

**CARL SPECHT - 150 Primrose Lane** - Expressed his concern regarding the cost of the proposed sound system.

**ROBERT SLOSS - 2097 Needhammer Road** - Stated since there was \$10,000 budgeted for the purchase of a sound system in his opinion \$7,960 is a "good price."

**REVIEW OF MANAGER'S ISSUES FOR THE 2006 FISCAL YEAR** - Mr. Cotter provided an outline of his proposed budget for the 2006 fiscal year which includes a 5% increase in property taxes and a 50% increase in fire protection taxes, a 9% increase in permit fees and the implementation of an annual fee of \$15.00 on every house within 700 feet of a fire hydrant. Other items outlined in the proposed 2006 budget are the township newsletter at an approximate cost of \$6,000, the Farmington Avenue West sewer project at a cost of \$1.45 million, a \$450,000 road resurfacing program, a preventative road maintenance program, training programs and a performance evaluation for the employees, and the creation of two new positions - a finance officer and code enforcement/building inspector, replacement of a dump truck and two additional police cars at a cost of \$92,000, and \$25,000 is projected to be spent on the firehouse parking lot with additional signs and lighting. Commissioner Gallisdorfer expressed her concern regarding a proposed increase in taxes. Commissioner Reeves thanked Mr. Cotter for the valuable information he provided.

**REVIEW OF THE PROPOSED TOWNSHIP PERSONNEL POLICY MANUAL** - Mr. Cotter reported the employee comments have been incorporated into the draft personnel policy manual and requested the Commissioners forward their comments and recommendations for discussion at an October meeting.

**REVIEW OF THE PROPOSED TOWNSHIP POSITION CLASSIFICATION PLAN** - Mr. Cotter explained the importance of the position classification is to make the employees aware of what their jobs are and is a key component of the performance evaluation system. The Board agreed to forward their comments

**REVIEW OF THE PROPOSED TOWNSHIP POSITION CLASSIFICATION PLAN CONT'D** - to the Township Manager for further discussion at the October 12, 2005 meeting.

**ACTION ON THE BOROUGH OF POTTSTOWN PROPOSED ACT 537 PLAN REVISION, TRANSFERRING WASTEWATER TREATMENT CAPACITY TO THE TOWNSHIPS OF UPPER AND LOWER POTTS GROVE** - A motion by Taylor, seconded by Noll to approve the Borough of Pottstown's Act 537 Plan revision to allow for the transfer of treatment capacity to Upper Pottsgrove Township. All aye votes. Res. #465

**BEEKLEY ZONING HEARING BOARD APPLICATION** - The applicants wish to construct an enclosed 16' x 12' four season room at the rear of their home located at 142 Butternut Drive. A variance is needed from Section 350-81.A.2 which requires a 25 foot rear yard setback. The new addition would allow for only a 20' setback. A public hearing by the Zoning Hearing Board is scheduled on Thursday, September 29, 2005 at 7:30 P.M. Commissioner Taylor reported the Planning Commission had no objection to the variance request. The Board agreed to take no official action.

**PATEL ZONING HEARING BOARD APPLICATION** - The applicant wishes to subdivide a 23 acre lot at 409 Evans Road into 7 residential building lots. Zoning relief has been requested in the form of special exceptions under Sections 507 (a) (f) (g) and (h) of the zoning code which will allow lots located in the steep slope conservation district to be used for: front, side and rear yard areas; underground utilities; access road and driveways; and to locate one house to be within the steep slope conservation district. A variance is also requested under Section 707.1.C and D to allow the 7 building lots instead of 6, and to adjust environmental factors which reduces the developable acreage of certain lots. A public hearing by the Zoning Hearing Board is scheduled on Thursday, September 29, 2005 at 8:00 P.M. After a brief discussion, a motion by Taylor, seconded by Gallisdorfer, to authorize the Township Manager to draft a letter to the Zoning Hearing Board in support of the application and to authorize him to attend the zoning hearing. All aye votes.

**ACCEPTANCE AND EXECUTION OF A COMMONWEALTH DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT GRANT IN THE AMOUNT OF \$5,000 FOR THE PURCHASE OF AUTOMATIC EMERGENCY DEFIBRILLATORS** - A motion by Taylor, seconded by Gallisdorfer, to accept and execute the Community and Economic Development Grant in the amount of \$5,000 for the purchase of automatic emergency defibrillators. All aye votes.

**PAYMENT OF BILLS** - A motion by Gallisdorfer, seconded by Taylor, to approve the Bill List dated September 14, 2005, for General Fund in the amount of \$27,173.77; Fire Fund in the amount of \$5,563.30; Park and Recreation Fund in the amount of \$12.78; Sewer Fund in the amount of \$10,674.79 and State Fund in the amount of \$1,978.02. Total expenditures - \$45,402.66. All aye votes. When Commissioner Gallisdorfer questioned an invoice for Holiday Inn Holidome; Mrs. Saylor explained the expenditure is for a tax seminar.

**COMMISSIONERS COMMENTS:**

**COMMISSIONER NOLL** - Stated he received notice of an upcoming technical workshop regarding geographic information systems (GIS) and questioned whether it would be beneficial for one of the Commissioners or a member of the staff to attend.

**COMMISSIONER GALLISDORFER** - Reported that Waste Management will receive its last load of trash in approximately three (3) weeks. Mrs. Gallisdorfer further reported that the Landfill Closure Committee held a public hearing on Tuesday and addressed the public with their recommendations regarding the closure and

COMMISSIONER GALLISDORFER - post - closure of the Landfill.

BOARD OF COMMISSIONERS MEETING - Board President Reeves announced that the next Board of Commissioners meeting will be held on Wednesday, September 28, 2005 at 7:30 P.M.

EXECUTIVE SESSION - At 8:55 P.M. Mrs. Reeves reported the Board would meet in Executive Session to discuss matters of litigation with no decisions made. The meeting reconvened at 9:50 P.M.

ADJOURNMENT - There being no further business the meeting adjourned at 9:52 P.M.

Respectfully submitted,



Cynthia H. Saylor  
Township Secretary

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