

**UPPER POTTS GROVE TOWNSHIP  
BOARD OF COMMISSIONERS  
October 20, 2025**

A regular meeting of the Upper Pottsgrove Township Board of Commissioners was held on Monday, October 20, 2025 at the West Pottsgrove Administrative Office, 980 Grosstown Road, Stowe, Pennsylvania, with Commissioners Trace Slinkerd, Hank Llewellyn, Cathy Paretti, Dave Waldt and Don Read present. Also present were Manager Michelle L. Reddick, Solicitor Eric Frey, Attorney Themis Galanos, Police Chief James Fisher, Public Works Acting Director Jeremy Fenyus and Township Secretary Jeannie DiSante.

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

Solicitor Frey addressed the audience concerning rules of conduct in the Public Comment portions of the meeting. Comments are welcomed from residents and taxpayers of the Township, raise your hand to be recognized, you have three (3) minutes to make your comment and will be asked to complete your comments when there are 15 seconds remaining. Be seated at the microphone facing the Commissioners, speak close to and clearly into the microphone, state your name & address and make your comment stating which agenda item you are addressing. Understand this is not a debate session and not a place for abusive language or profanity. The Attorney requested respect and restraint with no shouting out and being disruptive. You will be asked to leave if you refuse to follow the stated conduct or disrupt the meeting.

**APPROVAL OF MINUTES** – The September 15, 2025 minutes were presented for approval. A motion by H. Llewellyn, second by D. Read unanimously carries to approve the September 15, 2025 meeting minutes as printed.

**PAYMENT OF BILLS** – The October 20, 2025 bills list was presented for approval. There was a motion by D. Read, second by H. Llewellyn to approve the payment of bills list of \$333,794.74. C. Paretti is not in favor of the Dilworth Paxton \$9,000 retainer for the defamation case and any invoices paid for the municipal complex. Roll call votes: aye D. Read, H. Llewellyn, T. Slinkerd; nay C. Paretti, D. Waldt. Motion carries 3-2.

**REPORTS**

**TOWNSHIP ADMINISTRATION/FINANCE** – Manager Reddick submitted her admin report and commented, as you are already aware, there is mold in the administrative offices again, for the third time in three (3) years. As you are also aware, per my email of 09/25/25, administrative staff and I have been working from home, and we all have reservations and extreme anxiety about entering the offices again. Therefore, the administrative offices will remain closed until such time as an alternate location for the administrative staff is determined. Also, please note there are times when the staff needs to enter the building for certain things however, their time has been limited, and it is being handled on a case-by-case basis based on how the particular employees feel about entering the offices. Please note that I am still gathering prices on removing the mold and ceiling tiles which have asbestos glue (as indicated in the latest mold report of 09/29/25), repairing and rebuilding the walls, flooring and tile that will be removed, fixing the cracks in the foundation on the outside of the building and replacing the HVAC upstairs in the fire company which services the meeting room in the administrative offices. However, the immediate priorities have been getting everyone set up to work from home, finding alternate locations for Board, committee and staff meetings, and serving residents. The next steps will be restoration and full repair options.

M. Reddick brought to the Commissioners' attention that the road projects awarded to H&K Group, Inc. were not completed by 09-30-25. The Board will need to extend the contracts. One project is

scheduled to begin 10-27-25 and the other needs to be postponed until Spring 2026. Due to missing the 09-30-25 deadline, Liquid Fuels funds will not pay for the postponed expenses. Funds for this portion of the projects will need to be budgeted for 2026 along with other proposed road projects for 2026.

M. Reddick expressed real concern for the unhealthy exposures to the township staff as well as residents coming into the building. She explained this has been an ongoing issue since first discovered three years ago and the air quality and surface areas have been tested every six months. This is the worst it has ever been and it needs to be taken seriously. D. Read suggested installing carbon monoxide testers in the meeting room since the doors are closed yet staff needs to access files at some point. M. Reddick commented that her platform tonight is not intended in any way to push for a new municipal complex. Her only intent is for the health, safety and well-being of her staff and residents.

**CHIEF OF POLICE** – Chief Fisher, submitting his report informed the Commissioners that his part-time officer resigned taking a position in the federal government and the officer in the DROP program has to retire as of March 2026. The officer applicant interviews are completed and he intends to make a conditional offer of employment for a full-time officer to replace the one retiring and be brought on board mid-December. Should the officer in the DROP program decide to stay on through March, the new officer will have finished his field training and be ready to be out working on the street.

**PUBLIC WORKS** – J. Fenyus submitted his report noting that Justin Rodriguez has started his CDL training and when finished his courses he can plow snow in one of the Freightliner trucks.

**TOWNSHIP SOLICITOR** – Solicitor Frey explained that a hearing was held on the complaint filed in July to stop the municipal complex from being built at 2290 Gilbertsville Road. Three plaintiffs requested an injunction to stop the building. The judge asked to delay the decision beyond the normal seven days and both parties agreed to extend it until after the elections on November 4<sup>th</sup>.

**TOWNSHIP ENGINEERING AND BUILDING & ZONING** – T. Slinkerd noted the standard engineering reports in the packets. M. Reddick asked the Board to review the zoning issues.

**TAX COLLECTOR** –The Tax Collector submitted her report and there were no questions.

### **COMMITTEE CHAIR REPORTS**

**OPEN SPACE AND RECREATION** –G. Churach submitted his report and there were no questions.

**FIRE AND AMBULANCE** – D. Raudenbush submitted his reports and there were no questions.

### **OLD BUSINESS**

**DISCUSS & CONSIDER APPROVAL OF CONTRACT WITH DAVID BLACKMORE & ASSOCIATES FOR CONSTRUCTION TESTING SERVICES** – D. Read explained this is part of the bid package for the municipal complex as a place holder with the best estimate to be \$70,000.00. There were four bidders and the lowest bid came in at \$39,983.71, a substantial savings. There was a motion by D. Read, second by H. Llewellyn to approve the \$39,983.71 contract with David Blackmore & Associates for construction testing services. C. Paretti questioned whether to wait until after the court decision. D. Read explained that this testing will not begin until early in the year. Roll call votes: aye D. Read, H. Llewellyn, T. Slinkerd; nay C. Paretti, D. Waldt. Motion carries 3-2.

**DISCUSS & CONSIDER EXTENDING THE CONTRACT FOR THE 2025 ROADWAY PROJECTS** – M. Reddick explained the projects are for Gross Road and Old Orchard Drive and they were not completed by 09-30-2025 as was required to use liquid fuels funds. Time extensions are requested for Gross Road base repair only and all improvements on Old Orchard Drive until 10-30-2025 and the seal coat on Gross Road to be extended until 05-31-2026. A motion by H. Llewellyn, second by D. Waldt unanimously carries to extend the 2025 Road Projects contracts as requested.

**DISCUSS & CONSIDER CHANGE ORDER FOR THE CHERRYTREE FARMS STORMWATER PROJECT** – M. Reddick explained a change order is submitted for approval to include removal of three red maple trees from the easement at a cost of \$2,200.00. Chester Valley Engineers reviewed and approved the submission. A motion by D. Waldt, second by H. Llewellyn unanimously carries to approve the change order for \$2,200.00.

**DISCUSS & CONSIDER AUTHORIZING PAYMENT TO JAMES R. KENNY FOR THE CHERRYTREE FARMS STORMWATER PROJECT** – M. Reddick explained an approval is requested for the payment of \$23,000.00 to James R. Kenney Excavating & Paving, Inc. for the Cherrytree Farms stormwater project. Chester Valley Engineers reviewed and approved the submission. A motion by H. Llewellyn, second by D. Waldt unanimously carries authorizing payment to James R. Kenny for the Cherrytree Farms stormwater project.

**DISCUSS & CONSIDER IMPROVEMENTS TO KUMMERER ROAD AS IT RELATES TO THE POTTS GROVE HUNT DEVELOPMENT** – M. Reddick explained as part of the approval for Pottsgrove Hunt development, by resolution the contractor is required to make improvements to Kummerer Road as recommended by the Chester Valley Engineers, Inc. in their letter dated October 17, 2025. A motion by D. Waldt, second by H. Llewellyn unanimously carries to approve the road improvements to Kummerer Road as stated in the October 17, 2025 letter from Township Engineers Chester Valley Engineers, Inc.

T Slinkerd explained the next three items on the agenda all concern standard developer's request for an extension of time to review their projects. One motion will be made to include all three requests. A motion by H. Llewellyn, second by D. Waldt unanimously carries to approve the following:

**DISCUSS & CONSIDER APPROVAL OF EXTENSION REQUEST FOR REVIEW OF #01-2024, 1097 STATE STREET MINOR SUBDIVISION**

**DISCUSS & CONSIDER APPROVAL OF EXTENSION REQUEST FOR REVIEW OF #02-2024, 1097 STATE STREET LAND DEVELOPMENT**

**DISCUSS & CONSIDER APPROVAL OF EXTENSION REQUEST FOR REVIEW OF #02-2025 FOR COOLIDGE COMMONS**

D. Read wanted to be sure that the two State Street extension requests include the previous Commissioners' approved direction to the developer to create a cul-de-sac on State Street. The Solicitor confirmed that the developer is designing a cul-de-sac in these plans.

**DISCUSS & CONSIDER AUTHORIZING CHESTER VALLEY ENGINEERS TO PERFORM ENGINEERING FOR THE GILBERTSVILLE RD. PEDESTRIAN CROSSING** – M. Reddick explained the township received a grant for \$30,000.00 for engineering for this project however, the township has been working on this for three years and the costs have gone up since

receiving the grant. Two estimates were received, one from LTL Consultants for \$55,000.00 and the other from Chester Valley Engineers for \$41,220.00 which is \$11,220.00 more than the grant. The request is for authorizing the engineering so the township can move forward with the grant and getting the pedestrian crossing completed. There is a cap on using the open space funds and it will be worked out with the auditor. A motion by D. Waldt, second by C. Paretti unanimously carries to authorize Chester Valley Engineers to provide the engineering at the cost of \$41,220.00 for the Gilbertsville Road pedestrian crossing.

### **NEW BUSINESS**

**DISCUSS & CONSIDER PURCHASE OF ZERO-TURN MOWER** – M. Reddick said this has been discussed and budgeted for a new mower since Chad Davis was PW Director. J. Fenyus researched three price quotes and recommends the Passmore Service Center quote of \$15,965.99. A motion by H. Llewellyn, second by D. Waldt unanimously carries to approve the purchase of a zero-turn mower as stated on the quote from Passmore Service Center at the cost of \$15,965.99.

**DISCUSS & CONSIDER RECOMMENDATION ON ZHB APPLICATION #06-2025 FROM AQUA PENNSYLVANIA FOR THE PROPERTY AT 1491 CHESTNUT GROVE ROAD** – Solicitor Frey explained the hearing has been continued due to the attorneys needing more time to review the zoning requirements to determine if Aqua is immune to the requirements. He noted that Aqua is in their service area at this property. He recommended the Commissioners remain neutral. After discussions, the Commissioners all concurred to defer to the Zoning Hearing Board.

**DISCUSS & CONSIDER APPROVAL OF STORMWATER WAIVERS FOR 1058 FARMINGTON AVENUE** – M. Reddick acknowledged a letter of recommendation submitted from LTL Consultants referencing 1058 Farmington Avenue for a Stormwater Management Ordinance waiver of Section 301-51.C(3)(d) which requires side slopes of basins to be four units horizontally to one unit vertically (4:1). The proposed design is (3:1). A motion by H. Llewellyn, second by D. Read unanimously carries to approve the stormwater waiver as stated in the letter from LTL Consultants dated 09-17-2025.

**DISCUSS & CONSIDER ALTERNATIVE OFFICE SPACE FOR THE TOWNSHIP ADMINISTRATIVE OFFICES** – T. Slinkerd recommended Manager Reddick have maximum flexibility in determining best options for temporary office and meeting space for staff and the public, be it office modules or office building space with a maximum annual cost of \$50,000. There was discussion on locations, timing approaching the end of year business and availability to be presented to the Commissioners. A motion by C. Paretti, second by D. Waldt unanimously carries to authorize M. Reddick to determine the best option for alternative office space for the township administration offices and meeting space.

**PUBLIC COMMENTS ON AGENDA ITEMS** – None.

**OTHER PUBLIC COMMENTS** – None.

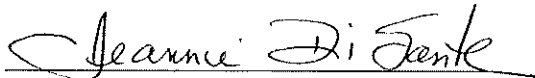
**COMMISSIONER COMMENTS**

C. Paretto commented, referring to the township letter sent to residents that stated it was from the Board of Commissioners, she did not see the letter. She does not agree with the lawsuit from E. Taylor, T. Robinson and A. Leach being filed against the township yet understands why it was filed. However, it could have been avoided and the building could have already been started. Noting that a new Board will be in place January 1<sup>st</sup> she said, then all the lawsuits will be stopped. D. Read asked if anything in the letter is factually incorrect. There was more discussion on lawsuits and the legal costs over building a new municipal complex.

T. Slinkerd commented the letter was sent because there was a specific attack against the township. When people intentionally wait until contracts are signed knowing how much is at stake, the residents deserve to know. Three commissioners are retiring, two are not running and it is important for the three retiring to come together and present that fact to the residents. The two not running are on political committees who advocate for the party.

**ADJOURNMENT** – The meeting was adjourned at 7:46 PM.

Respectfully submitted,

  
Jeannie DiSante, Township Secretary