

**UPPER POTTS GROVE TOWNSHIP
BOARD OF COMMISSIONERS
November 17, 2025**

A regular meeting of the Upper Pottsgrove Township Board of Commissioners was held on Monday, November 17, 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.

BADGE PRESENTATION – Chief Fisher introduced recently hired Officer Ortega. He attended Reading Area Community College for MPOETC training and earned his bachelor’s and master’s degree from Malvern University. Chief Fisher welcomed him to the Department and recognized his parents for attending. Board President T. Slinkerd presented Officer Ortega with a badge.

Chief Fisher asked Corporal Farrell to come forward and announced he is a 20-year veteran of the Department and attended Delaware County Police Academy many years ago, which brought forth chuckles in the audience. He started his career in a local department in Berks County and later decided to join our department. Chief Fisher said they are happy to have him and is honored to congratulate him and promote him to the rank of Corporal. Board President T. Slinkerd presented Corporal Farrell with a badge. Chief Fisher was glad to announce that last year Corporal Farrell received two (2) lifesaving awards and thanked him for those successful results.

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 October 20, 2025 minutes were presented for approval. A motion by D. Read, second by H. Llewellyn unanimously carries to approve the October 20, 2025 meeting minutes as printed.

PAYMENT OF BILLS – The November 17, 2025 bills list was presented for approval. There was a motion by H. Llewellyn, second by D. Read to approve the payment of bills list of \$547,746.05. C. Paretti commented on the numerous payments to Chester Valley Engineers for the municipal complex and Evans Road athletic fields. 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, due to the cracks in the foundation of the administration building, it has been recommended that it be inspected by a structural engineer. She obtained two quotes and will be reviewing them to complete the inspection and provide a report. No remediation of the mold and asbestos will be started until the structural report is provided.

Manager Reddick provided updated spreadsheets of legal fees and the financial reports that include updated entries for the CRIM account. She informed the Board that the zoning hearing application for Aqua Pennsylvania scheduled for October 22, 2025 has been withdrawn as the solicitor determined that zoning relief is not required as they are a PUC regulated entity. D. Read suggested in light of the possible structural issues of the building, the fire department consider working on alternative plans if we cannot use the building and they cannot pull their trucks in and out of the bays. Another issue with the building was found that the heat cannot be turned on without getting carbon monoxide flowing into the meeting area. M. Reddick said she has three quotes for the mold removal and asbestos abatement however, no quotes for the heating system at this time.

CHIEF OF POLICE – Chief Fisher, submitting his report informed the Commissioners that the department participated in the Drug Take Back event with West Pottsgrove at the Giant grocery store and it was very successful. He also noted that Corporal Farrell and Guiden attended Fundamentals of Supervision training and Officer Ortega attended Crisis Intervention Specialist training.

PUBLIC WORKS – J. Fenyus submitted his report noting that they finished the base repair and overlay on Old Orchard Road. They also completed the first stage on Gross Road and the oil and chip will be completed early next spring. D. Read thanked Acting Director Fenyus noting that there have been a series of wind events recently throughout the township and it hasn't gone unnoticed that his team quickly kept the roads open.

TOWNSHIP SOLICITOR – Solicitor Frey stated, as everyone knows, the township received the court decision and the court decided to issue the injunction to prevent the township from building on 2290 Gilbertsville Road.

D. Read commented this is a very big loss for the taxpayers. He spoke on the timeline of working toward the day the new municipal complex would be built. The commissioners were working on the advice of the President Judge and Counsel on the Smola case to be sure they were in compliance to protect the taxpayers. The financial adjustment entry was done on their advice. The Board authorized to go out for bid last December and started spending money in January. The bids were advertised, the bids were opened, the bids were awarded and at that point the bids became contracts. We spent approximately \$540,000. on that site. The 49 bids came back far below what was expected due to the number of bidders and their expectations of the competition. The project manager told him last week that if the job were to be bid today they would come back two million dollars higher. This project came in under budget, fully paid for with no tax increase, no debt. Then a complaint was filed by the three commissioner candidates which was purely a political stunt and now the taxpayers are the real losers. The township does not yet know the full liability of this. Even at 10% of the contracts it would be ~\$900,000. The judge's ruling was flawed because it harms the taxpayers and the township has no option but to appeal. Commissioner Read said there is a path to avoid millions of dollars of losses to the taxpayers. He offered, for a second time, to meet with the three candidates and try to settle this tonight for the benefit of the taxpayers. The three of them have the ability to stop this and vacate the Judge's decision and Commissioner Read is more than willing to sit down and work through this matter.

C. Paretto commented that everything D. Read said was a losing case to her by using general funds. She agreed there are terrible working conditions for the staff, fire company, police and public works. There is an offer of temporary working space to rent for the administration staff being discussed. She said she never expected a different decision once the complaint was filed.

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

TAX COLLECTOR – The Deputy Tax Collector submitted the reports stating they are balanced.

COMMITTEE CHAIR REPORTS

OPEN SPACE AND RECREATION – G. Churach said no meeting this month and no report.

FIRE AND AMBULANCE – D. Raudenbush submitted his reports noting the election list of names is included. The Sante run is set for December 20th. D. Read asked if the electrical work is complete. D. Raudenbush said yes the two new panels are installed and everything is connected. The contractor is starting to remove all the old equipment and wires.

OLD BUSINESS

DISCUSS & CONSIDER APPROVAL OF EXTENSION REQUEST FOR REVIEW OF #01-2025, MASTER VENTURES

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

- T. Slinkerd asked that the above two items be voted on in one motion. D. Read ask if anyone from Master Ventures was in attendance and expressed his sincere condolences to the family on the passing of Roger Lehman. A motion by H. Llewellyn, second by D. Waldt unanimously carries to approve the extension request for review of #01-2025, Master Ventures and #02-2025 Coolidge Commons.

DISCUSS & CONSIDER APPROVAL OF POND MANAGEMENT CONTRACT FOR 2026 FOR SUNSET PARK – M. Reddick explained this is a standard contract the township has had for a number of years. A motion by H. Llewellyn, second by C. Paretti unanimously carries to approve the pond management contract for 2026 for Sunset Park.

DISCUSS & CONSIDER APPROVAL OF MET-ED ELECTRIC WORK FOR NEW MUNICIPAL COMPLEX – No action was taken.

DISCUSS & CONSIDER THE HIRING OF A PUBLIC WORKS LABORER – M. Reddick explained that the public works department has been short one laborer and J. Fenyus reviewed all the resumes submitted to fill that position. He narrowed it down to the top 3-4 candidates, she and he decided on one applicant who has his CDL saving the township \$2,600.00 by not having to send him to classes. He is also a heavy equipment operator. She asked the board to approve hiring Andrew Brown at \$27.00/hour with a starting date of December 1st. Motion by H. Llewellyn, second by D. Waldt unanimously carries to approve hiring a new public works laborer as stated.

DISCUSS & CONSIDER PROMOTING JEREMY FENYUS TO PUBLIC WORKS DIRECTOR – D. Read said to Jeremy, if anyone has worked their way up, you certainly have put the time and effort in and it is my pleasure to call for a motion to promote Jeremy Fenyus to the position of Public Works Director, C. Paretti seconded the motion. M. Reddick recommended the motion include a \$4,000.00 raise in pay effective this day. Motion unanimously carries as stated to include a \$4,000.00 raise effective immediately.

M. Reddick noted that Jeremy's team, Jeff Imbody and Justin Rodriguez were in attendance in support of him and she commended the three of them for stepping up and keeping the department running and getting the township cleaned up while being short one person.

DISCUSS & CONSIDER MOTION TO AUTHORIZE THE REPAYMENT OF \$500,000 FROM OPEN SPACE FUND TO THE GENERAL FUND – T. Slinkerd explained this is the repayment of the debt from the Open Space Fund and he explained the amounts and balances left in the accounts. A motion by D. Read, second by H. Llewellyn unanimously carries to authorize the repayment of \$500,000.00 from Open Space Fund to the General Fund for repayment of debt.

DISCUSS & CONSIDER APPROVAL TO TRANSFER FUNDS FROM FIRE FUND TO FIRE COMPANY FOR UNEXPECTED EXPENSES – M. Reddick explained the request from fire company President D. Raudenbush for \$7,863.96 to pay expenses they did not anticipate in 2025. A motion by H. Llewellyn, second by T. Slinkerd unanimously carries to approve the transfer of funds from the Fire Fund to the Fire Company for unexpected expenses.

NEW BUSINESS

PUBLIC HEARING AND MEETING FOR THE TRAFFIC ORDINANCE AMENDMENTS – Solicitor Frey opened the hearing scheduled for 7:00 PM stating it is now 7:31 PM. and explained a hearing is necessary for public comment. His office and police chief, staff and officers have been working on this for several months to bring vehicles and traffic up to date with current signage and conditions on roadways. Tyrone Robinson asked for details of the amendments and Attorney Themis Galanos outlined the changes. There were no further comments or questions and the Solicitor closed the hearing. Chief Fisher was in agreement with the amendments and the ordinance was advertised on November 6, 2025. A motion by H. Llewellyn, second by C. Paretti unanimously carries to adopt the Traffic Ordinance amendments.

DISCUSS & CONSIDER APPROVAL FOR PURCHASE OF A LINE PAINTER – M. Reddick explained, in the past the township has contracted the line painting to outside organizations. J. Fenyus with the help of Tim Greco from PennDOT obtained a quote for a line painter. This is approval to purchase from the liquid fuels fund a line painter in the amount of \$6,250.00. A motion by C. Paretti, second by H. Llewellyn unanimously carries to approve the purchase of a line painter in the amount of \$6,250.00.

DISCUSS & CONSIDER APPROVAL TO PURCHASE A TRUCK FOR THE PUBLIC WORKS DEPARTMENT – M. Reddick said J. Fenyus worked with Tim Greco on this process to obtain a quote of \$259,238.00 for a new truck and use some of the liquid fuels funds for the purchase. The township has not yet heard anything on the 2024 LSA grant application. She recommends paying half out of liquid fuels and half out of general fund. A motion by C. Paretti, second by D. Read unanimously carries to purchase a truck for public works paying half out of liquid fuels funds and half out of the general fund in the amount of \$259,238.00.

DISCUSS & CONSIDER APPROVAL OF ESCROW RELEASE FOR MAYIS PROPERTIES, LLC, FOR 994 COMMERCE DRIVE – M. Reddick explained when a developer comes in with sketch plans they are required to sign a PSA and post a deposit to cover consultant fees and staff time. This property has changed developers and the original developer is asking for a release of his funds in the amount of \$454.19. A motion by H. Llewellyn, second by D. Waldt unanimously carries to approve the escrow release for Mayis Properties, LLC, for 994 Commerce Drive in the amount of \$454.19.

DISCUSS & CONSIDER APPROVAL OF RESOLUTION NO. 792 AUTHORIZING AN LSA GRANT APPLICATION FOR A POLICE VEHICLE – M. Reddick said in 2023 the township received an LSA grant to purchase a police vehicle this year. We applied again in 2024 however, those funds have not yet been released. We would like to apply for another LSA grant to apply for a future police vehicle purchase. The township typically hears about awarding of the grants in October however, the applications are due the end of November. It was discussed and decided to change the wording on the resolution to designate the “Township Manager” and “Chairman of the Board of Commissioners” as signers on the documents, not using specific names. A motion by C. Paretti, second by H. Llewellyn unanimously carries to approve Resolution No. 792 authorizing an LSA grant application for a police vehicle in the amount of \$79,990.46 with the wording changes as stated.

DISCUSS & CONSIDER APPROVAL OF RESOLUTION NO. 793 AUTHORIZING AN LSA GRANT APP. FOR A PUBLIC WORKS TRUCK – M. Reddick noted the same issue applies to this resolution to change the wording to designate the “Township Manager” and “Chairman of the Board of Commissioners” as signers on the documents, not using specific names. A motion by C. Paretti, second by T. Slinkerd unanimously carries to approve Resolution No. 793 authorizing an LSA grant application in the amount of \$259,238.00 for a public works truck with the wording changes as stated.

DISCUSS & CONSIDER AUTHORIZATION TO ADVERTISE THE 2026 DRAFT BUDGET – T. Slinkerd and the commissioners discussed the draft 2026 budget. M. Reddick showed that the deficit will be reduced by purchasing the public works truck this year. D. Read commented the interest earned in the CRIM investment account in 2024 was \$463,224.00. The total amount of interest to date this year is \$346,000.00 and it is projected to be over \$350,000.00 by end of 2025. There was further discussion on no tax increase and all commissioners concurred. The Board discussed each fund budget and items were explained. A motion by H. Llewellyn, second by D. Read unanimously carries to authorize advertising the 2026 draft budget with no tax increase.

DISCUSS & CONSIDER AUTHORIZATION TO ADVERTISE THE TAX MILLAGE ORDINANCE – A motion by C. Paretti, second by D. Read unanimously carries to authorize advertising the Tax Millage Ordinance with no tax increase. D. Read thanked Manager Reddick and Board President Slinkerd for all the hard work put into pulling together this budget.

PUBLIC COMMENTS ON AGENDA ITEMS – None.

OTHER PUBLIC COMMENTS

Jim Capinski, 1958 Yarnall Road commented on possible office space at the Lower Pottsgrove Township building. He commented on 2290 Gilbertsville Road.

Chris Miller, 270 Maugers Mill Road commented on archery hunting on open space close to trails.

Martin Schreiber, 138 Rose Valley Road commented on his sewer rate going up and Hillside Aquatic Clubhouse as possible temporary use for offices or meetings.

COMMISSIONER COMMENTS

D. Read thanked Manager Reddick and Chief Fisher for their input and work on the municipal building project and their expertise on the design for the police department. They put a lot of time into this and it was a pleasure working with them throughout the process.


EXECUTIVE SESSION

T. Slinkerd announced the board will go into executive session to discuss litigation and personnel and action will follow. The Board went into executive session at 8:15 PM

The Board reconvened at 8:44 PM. T. Slinkerd announced that Manager Reddick submitted a letter of intent to retire and resign her position as Township Manager. A motion, with sincere regret by D. Read, second by H. Llewellyn unanimously carries to accept Michelle Reddick's letter of intent, dated November 17, 2025, to retire and resign her position as Township Manager.

ADJOURNMENT – The meeting was adjourned at 8:44 PM.

Respectfully submitted,


Jeannie DiSante, Township Secretary