

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

October 3, 2011

A meeting of the Board of Commissioners was held on Monday, October 3, 2011, at the Upper Pottsgrove Township Administrative Offices, 1409 Farmington Avenue, with Commissioners Dolan, Noll, Spaide and Taylor present. Also present were Township Manager Jack P. Layne, Jr., Police Chief William A. Moffett, Engineer Peter Eisenbrown and Township Secretary Cynthia Saylor. Mr. Taylor called the meeting to order at 7:00 P.M. There were 3 people present in the audience. Commissioner Taylor advised that Commissioner Miller was on vacation.

MOMENT OF SILENCE - Commissioner Taylor 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.

PUBLIC COMMENT: None

REPORTS:

MONTHLY FINANCIAL REPORT - Mr. Layne reported that as of August 31, 2011, the township has received 69% of the budgeted revenues and spent 59% of the budgeted expenditures. He further reported that as of the end of August we are “still on target” as far as this year’s budget.

NEW BUSINESS:

DISCUSSION AND POSSIBLE APPROVAL OF A PROPOSED LEASE SITE AGREEMENT - Commissioner Taylor explained that due to the zoning changes on the township property along Route 100 we can now move forward with the Lease Agreement with Premier Media which will allow for the construction of a billboard type sign. Mr. Taylor noted that the Township will receive 20% of all revenues generated from the digital sign. He further noted that during construction several trees will be removed and will be replaced with double that amount. Commissioner Noll expressed his concern regarding the placement of the new trees. Commissioner Spaide stated the trees will enhance the township property. Mr. Layne advised that Premier Media will be working very closely with the building/code inspector from LTL Consultants. After discussion, a motion by Noll, seconded by Spaide, to approve the Lease Agreement, as presented, with Premier Media to install an outdoor digital display. All aye votes.

DISCUSSION REGARDING THE PROPOSED 2012 ANNUAL TOWNSHIP BUDGET - Matt Dallas, Dallas Data Systems, was present to provide an overview of the proposed first draft of the 2012 annual budget. Mr. Dallas reported that, to date, there is a shortfall of approximately \$90,000 in budgeted revenue and noted a decrease in this year’s building permits and real estate transfers. He further reported that as of the end of August 2011 the Highway overtime expense in approximately \$20,000 over budget. Commissioner Spaide along with Mr. Layne explained the increase in overtime wages is partially due to “Hurricane Irene” and the heavy rainfall during the last several months. Commissioner Noll requested the names of the carriers on all the cell towers within the township. With regards to projected expenses; Mr. Dallas reported the proposed 2012 budget reflects a 3% increase in salaries for all departments and an approximate 10% increase in hospitalization costs. Commissioner Dolan suggested looking into another phone system for the township and noted he recently changed over to VOIP (voice over internet protocol).

DISCUSSION REGARDING THE PROPOSED 2012 ANNUAL TOWNSHIP BUDGET

CONT'D - Mr. Layne reported he is considering looking into a different electric supplier for the township. With regards to the 2012 police budget, Mr. Layne noted that the Township is currently in negotiations with the Police Department and stated that the contract is scheduled to end on December 1, 2011. It was noted that Officer Hummer is back from the military and has been working full-time as of September 22, 2011. Mr. Dallas pointed out that this is the second year that the Township has not utilized any money from the tax anticipation note.

OLD BUSINESS:**DISCUSSION AND POSSIBLE AWARD OF A BID FOR THE 2011 ROAD PROGRAM -**

Commissioner Taylor explained that bid specifications were prepared for the 2011 road program; however, the Township received only one (1) bid from Reading Site Contractors. He further explained that documents were set up for the following projects: Hanover Drive, East Horseshoe Drive, North Hanover Street and a combined project of all three projects. Commissioner Taylor noted that the East Horseshoe Drive project includes curbing and stated that any curbing issues would be the responsibility of the property owner. With regards to Hanover Drive; Mr. Taylor noted that the surface of the road is washing away and advised that his recommendation would be to precede with Bid I which calls for base repair at Hanover Drive. Commissioner Spaide reported that she along with the Public Works Director are recommending that the Township hold off on doing any road work until next spring when there is more money available and we can obtain additional bids. Commissioner Noll expressed his concern that if the Township holds off on doing any road work the projects will cost more to fix. Commissioner Noll stated that he would like to be able to say that the Township accomplished something in 2011 with regards to road improvements. Engineer, Pete Eisenbrown, pointed out that the roads that cannot be fixed will require additional maintenance and that will have to be considered during budget preparation. Commissioner Dolan expressed his opinion and stated the township should be "practical" and "realistic". Commissioner Taylor stated he would like to see the township move forward incrementally. After discussion, a motion by Noll, seconded by Dolan, to award Bid I to Reading Site Contractors to complete a 200 foot section of Hanover Drive in the amount of \$30,240. Commissioner Noll stated the project should be paid from the \$75,000 the Township received from cell tower revenue. Aye votes: Dolan, Noll and Taylor. Opposed: Spaide. Motion carried.

OTHER PUBLIC COMMENT: None

COMMISSIONER COMMENTS:

COMMISSIONER DOLAN - Reported he attended the Regional Planning Commission meeting last week and noted that the Delaware Valley Regional Planning Commission has \$60,000 and would like the Regional Planning Commission to do an impact study of the train lines on Pottstown. Commissioner Dolan reported that there was discussion with regards to how much money municipalities should spend on their roads. Mr. Dolan reported that the Commission also discussed the "circuit rider program" and provided a brief outline of the plan.

PAYMENT OF BILLS - October 3, 2011 - A motion by Noll, seconded by Spaide, to approve the Bill List dated October 3, 2011, for General Fund in the amount of \$94,492.88; Fire Fund in the amount of \$1.47; Sewer Fund in the amount of \$3,623.14; Open Space Fund in the amount of \$5,663.02; State Fund in the amount of \$141.01 and Escrow Fund in the amount of \$634.52. Total Disbursements ~ \$104,556.04. All aye votes.

APPROVAL OF MINUTES - September 19, 2011 - A motion by Spaide, seconded by Noll, to approve the minutes of the September 19, 2011, meeting as presented. All aye votes.

EXECUTIVE SESSION - At 8:40 P.M. Commissioner Taylor stated the Board would hold an Executive Session with no decisions being made. The meeting reconvened at 8:50 P.M.

ADJOURNMENT - There being no further business, a motion by Spaide, seconded by Dolan, to adjourn the meeting at 8:52 P.M. All aye votes.

Respectfully submitted,

Cynthia H. Saylor
Township Secretary