

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

March 4, 2019

A workshop meeting of the Upper Pottsgrove Township Board of Commissioners was held on Monday, March 4, 2019, at the Upper Pottsgrove Administrative Office, 1409 Farmington Avenue, with Commissioners Trace Slinkerd, France Krazalkovich, Renee Spaide, Martin Schreiber and Elwood Taylor present. Also present were Township Solicitor Matthew Hovey, Police Chief Francis Wheatley and Township Secretary Michelle Reddick.

MOMENT OF SILENCE – The Commissioners requested a moment of silence in honor of the men and women who have served or are currently serving our country in the armed forces.

PLEDGE OF ALLEGIANCE – Those assembled pledged allegiance to the flag.

OPENING COMMENTS – There were no opening comments.

BILL LIST – T. Slinkerd explained these bills were received after the last meeting but are due prior to the next meeting. He further explained he would like to have them approved this meeting; however, moving forward, we would include them all on the bill list for the regular meeting and highlight those bills for which checks have already been signed. M. Reddick advised she is trying to make sure bills are paid on time going forward and cannot speak as to what has been done in the past. Chief Wheatley advised bills were paid late in the past. He explained he would receive phone calls from vendors about past due payments, some more than sixty (60) days past due. T. Slinkerd asked if there was any public comments on the Bill List. There was no public comment. Motion by E. Taylor, second by R. Spaide and unanimously carried to approve the Bill List in the amount of \$62,790.47.

DISCUSSION ITEMS

Proposed Ordinance Changes Recommended by Planning Commission – Plan Processing Procedures – M. Reddick advised Montgomery County Planning Commission has gone to an electronic submittal of subdivision and land development plans. Therefore, it is necessary to revise our ordinances to require electronic copies of plans. She further advised additional amendments are needed to reduce the number of paper copies required along with some other minor changes. In response to a question from M. Schreiber, Solicitor Hovey advised he would need to review the fee schedule regarding if there is a cost for an electronic copy of the plan.

M. Schreiber left the meeting at 7:18 pm to respond to a fire call.

Solicitor Hovey noted he reviewed the fee schedule, and there would not be any cost for an electronic copy of a subdivision or land development plan unless we would have to print it in order to redact information from the plan

Parking Amendments – E. Taylor explained the recommended parking amendments include reducing the size of the parking spaces and reducing the number of parking spaces required as it relates to commercial uses and bank or financial institutions. He explained the number of required parking spaces is being changed to require one (1) parking space per 250 square feet of

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gross floor area for a retail store and one (1) parking space per 250 square feet of gross floor area devoted to servicing customers as well as to any office use for a bank or financial institution. He noted definitions for bank and financial institution and gross floor area will need to be added to the Zoning Ordinance. In addition, changes will be needed to the parking lot dimensions.

Large Lot Subdivisions – E. Taylor explained our current Ordinance would require a conditional use along with several other requirements for a property owner to divide their property into larger lots. He further explained the proposed amendments would allow subdivision of larger lots by-right and outlines the criteria for the minor subdivision of larger lots. E. Taylor advised the proposed changes as outlined have been reviewed and recommended by the Planning Commission; therefore, the next step would be to have the Solicitor prepare an ordinance and advertise for a public hearing. T Slinkerd advised this matter will be added to the agenda for the next regular meeting.

Request from Douglass Township, Berks County, for Sewer Capacity – J. Bealer advised a request has been received from Douglass Township for sewer capacity. He explained the Township does not have enough capacity in our current Agreement with the Borough to sell to Douglass Township, but the Borough does have capacity at the treatment plant. He further explained the Borough would sell us the treatment capacity, and we would then sell it to Douglass Township. He advised a Professional Services Agreement has been forwarded to Douglass Township for review which will require them to post a deposit to cover any costs incurred by the township for discussions concerning this matter. In response to a question from R. Spaide, J. Bealer advised the sewer line on Farmington Avenue just passed Evans Road is a low- pressure line only which serves two (2) homes. J. Bealer advised once we would receive the signed Professional Services Agreement and deposit, a meeting would be scheduled with Douglass Township to further discuss this matter. Solicitor Hovey advised the Board of Commissioners would need to authorize execution of the Professional Services Agreement with Douglass Township once it is received.

Pensions – T. Slinkerd advised we are moving forward with a request for proposal to review expense ratios and return on investments. He is recommending an increase in the non-uniform pension contributions from two (2) percent to five (5) percent effective April 1, 2019 with a one (1) percent increase over the next three quarters. E. Taylor noted he would like to see some calculations on what the increase would be in total dollars to make sure we are not going to make employees contribute more than what the township’s costs are for pension. He also noted the State has certain standards for pension investments. In response to a question from F. Krazalkovich, Solicitor Hovey advised that formal action would need to be taken to increase the non-uniform pension contribution.

Audit – T. Slinkerd advised the 2018 audit is scheduled to begin on March 18, 2019.

M. Schreiber returned to the meeting at 7:45 pm.

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Community Day – M. Reddick advised there has been some positive as well as some negative feedback on Community Day, and she would like the Board to provide their input on whether they wish to see Community Day continue. She further advised she would not be available to chair the committee for Community Day this year as she is now involved in a community event through her church which is around the same time. She explained the Pottstown Area Regional Park Committee started discussions on whether they want to do a joint community event which would be held in a different community each year. F. Krazalkovich advised he would like to see Upper Pottsgrove maintain its own identity in having some community event. He suggested the Open Space and Recreation Board handle Community Day. M. Schreiber suggested looking at other recreational activities rather than having Community Day. The Board agreed to have the Open Space and Recreation Board handle Community Day.

Fire Police Vehicle Disposition – M. Schreiber advised they are looking to dispose of the old fireman’s relief vehicle and noted J. Bean is interested in having it for a township sewer truck. F. Krazalkovich recommended a salvage value be obtained for the vehicle along with a cost estimate to fix the vehicle. M. Schreiber advised the salvage value is approximately \$450.00. It was agreed to obtain additional information regarding costs of the necessary repairs for the vehicle to pass inspection along with any costs to convert it to a sewer truck in order to determine if it’s a worthy purchase.

PUBLIC COMMENTS

Chief Wheatley suggested a movie night at the Middle School with free Rita’s Water Ice rather than Community Day.

Cathy Paretti, 218 Deerfield Way, noted there are issues with community day in other areas. She recommended a themed community day as is becoming popular in other areas. She also suggested changing the date of our Community Day as it is the same day as the Pottstown Veteran’s Community Day. In response to a question from C. Paretti, M. Reddick explained that area businesses support our Community Day.

M. Reddick advised the official start date for our new hire is March 25, 2019.

EXECUTIVE SESSION – The Board adjourned into executive session at 8:10 pm to discuss a matter of real estate and two matters of litigation with no action to follow. The Board reconvened at 8:40 pm.

ADJOURNMENT – Motion by T. Slinkerd, second by R. Spaide and unanimously carried to adjourn at 8:41 pm.

Respectfully submitted,

Michelle L. Reddick, Township Secretary