

LOWER POTTS GROVE TOWNSHIP BOARD OF COMMISSIONERS  
March 17, 2011

The Board of Commissioners of Lower Pottsgrove Township held its regularly scheduled work session meeting on Thursday, March 17, 2011 at the Lower Pottsgrove Township Municipal Building, 2199 Buchert Road, Pottstown, Pennsylvania. Meeting was called to order at 7:00 p.m. The following attended:

**Board of Commissioners:** Jonathan H. Spadt, President; James C. Phillips; Michael McGroarty and James D. Kaiser.

Solicitor R. Kurtz Holloway; Rodney P. Hawthorne, Township Manager; Alyson Elliott, Assistant Manager; Michele Cappelletti, Secretary; Michele Christman, Finance Director and Jennifer V. Marsteller, Treasurer.

Commissioner Bruce L. Foltz, Vice President, was absent from the meeting.

**COMMENTS FROM VISITORS:**

**James Chendorain**, 211 S. Park Road, asked the Board if they had any information regarding widening Route 422 (near his property on S. Park Road) to four lanes. He also had questions about rail service and referred to an article in the Mercury about a gentleman who is refurbishing locomotives. Mr. Hawthorne was not aware of any additional information other than what was stated in the Mercury article. Mr. Hawthorne will look into the matter and get back to Mr. Chendorain.

**PRESENTATION:**

**2010 Audits**—Barbara Akins of Reinhart and Co. CPAs was present at the meeting to deliver a report on the 2010 audits. Reinhart and Co. performed the Lower Pottsgrove Township Audit for the Year Ending December 31, 2010, the Lower Pottsgrove Tax Collector Audit for the Year Ending December 31, 2010, as well as the Sanatoga and Ringing Hill Fire Company audits.

Ms. Akins thanked the Board for allowing Reinhart and Co. to do the audits. She noted:

- Revenues were up and more than budgeted. Expenditures were actually lower than budgeted.
- Staff is doing a great job. Everyone is diligent with checking all invoices and there are checks and balances in place. Staff and Management work together and the Board of Commissioners is the oversight.
- Fire Companies: When dealing with a normal vendor, there is no sales tax. Also back-up is needed when paying off a credit card.

After her report, Ms. Akins asked for questions from the Board. There being none, Ms. Akins asked the Board to call her with any questions relating to the audits. Commissioner Spadt commented that all staff, especially the financial staff, is exceptionally good, as always.

Commissioner Kaiser said it was made very apparent that staff is doing a great job. He said staff looks for where the Township can save and does not spend just because it is in the budget.

**APPROVAL OF MINUTES:**

Commissioner McGroarty made a motion to approve the minutes of the March 7, 2011 Board of Commissioners meeting. Motion was seconded by Commissioner Phillips and unanimously approved. Vote was 4-0 in favor.

**RESOLUTIONS AND ORDINANCES:**

**None.**

**CORRESPONDENCE AND INFORMATION:**

The following information was included in the Commissioners' packets:

1. Examination Engagement Letter from Department of the Auditor General regarding the Liquid Fuels Audit.
2. Letter from the United States Department of Commerce/U.S. Census Bureau regarding the American Community Survey (ACS).

**SUBDIVISION AND LAND DEVELOPMENT:**

**None.**

**OLD BUSINESS:**

**Approval of Treasurer's Report**—Commissioner Kaiser made a motion to approve the Treasurer's Report for February 2011, as prepared and submitted by Jennifer Marsteller, Tax Collector/Treasurer. Commissioner Phillips seconded the motion and it was unanimously approved. Vote was 4-0 in favor.

**NEW BUSINESS:**

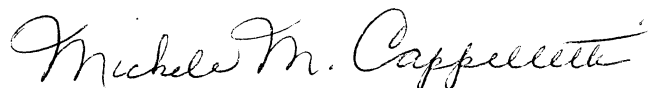
**Auditor Review of Municipal Audits—See PRESENTATIONS.**

**Warrant #786** — Commissioner Phillips made a motion to approve Warrant #786 for the month of February 2011. Commissioner Kaiser seconded the motion and it was unanimously approved. Vote was 4-0 in favor.

There being no further business, the public meeting adjourned at 7:11 p.m.

Next meeting will be held on Monday, April 4, 2011 at 7:00 p.m.

Respectfully submitted,



Michele M. Cappelletti  
Township Secretary