

LOWER POTTS GROVE TOWNSHIP BOARD OF COMMISSIONERS
June 21, 2012

The Board of Commissioners of Lower Pottsgrove Township held its regularly scheduled work session meeting on Thursday, June 21, 2012 at the Lower Pottsgrove Township Municipal Building, 2199 Buchert Road, Pottstown, Pennsylvania. Meeting was called to order at 7:00 p.m. and the Pledge of Allegiance was recited. The following attended:

Board of Commissioners: Jonathan H. Spadt, President; Bruce L. Foltz, Vice President; Michael McGroarty; James D. Kaiser and Stephen M. Klotz.

R. Kurtz Holloway, Solicitor; Alyson Elliott, Assistant Manager; Michele Christman, Finance Director; Jennifer Marsteller, Tax Collector and Michele Cappelletti, Secretary.

Rodney P. Hawthorne, Township Manager, was absent from the meeting.

COMMENTS FROM VISITORS:

None.

PRESENTATION OF AUDIT REPORTS:

Barbra Akins of Reinhart and Company, Certified Public Accountants presented highlights from each of the Township's five Audit Reports for the year ending December 31, 2011.

Sanatoga Fire Company and Ringing Hill Fire Company

The auditors examined the fire companies' records and the way the fire companies spent the fire tax and the funds provided to them by the Township.

Tax Collector

The auditors concentrated on the Tax Collector's collection and timely remittance of the Township tax. Everything tied in.

Lower Pottsgrove Township

Ms. Akins reported that the Township is in a great financial position because it kept control and stayed true to the budget.

Dividends are evening out with the uniform and non-uniform pension funds.

Commissioner Klotz said the investment fees seemed high. Ms. Akins replied that the investment fees are based on the balance of the account; the investment company takes a percentage of that balance. Commissioner Kaiser asked Ms. Akins if the fees were high and she said no, considering what they are investing.

Report to the Board of Commissioners

Ms. Atkins said there are employees who do both Township and Sewer Authority work, and their salaries and benefits are paid out of both budgets. Since the allocations for these employees have been the same for 15 years, Ms. Atkins felt it is time to re-examine them.

Commissioner Kaiser asked if the Board should be looking at this annually and Ms. Akins said yes.

Ms. Akins reported that overtime is always looked at and it definitely does appear, as it is being tracked, that certain employees have overtime and others never do. She recommended that the Board take a look at this.

Ms. Akins said that some changes in insurance coverage have occurred and they are not always in the Township's favor. She recommended that when the insurance policy is received, the Township check the coverage, line by line.

Ms. Akins said that everything is fine with the tax collector but pointed out there is no segregation of duties, since she handles all duties herself.

Ms. Akins would like to see improvement in Sanatoga Fire Company's record keeping. She recommended that along with the credit card statement, there should be an invoice attached for all charges, showing exactly what was purchased from the vendor.

Ms. Akins said overall, it was an excellent audit. Commissioner Kaiser said this is always good to hear and thanked Michele Christman for doing an excellent job.

EXECUTIVE SESSION:

Commissioner Spadt announced that an executive session was held prior to tonight's meeting, from 5:30 p.m. to 6:45 p.m., to discuss a personnel matter.

CORRESPONDENCE AND INFORMATION:

House Bill 1877—A letter was sent to State Representative Tom Quigley expressing the Board's full support of HB 1877.

The following information was included in the Commissioners' packets:

1. Email from Keith Freed, MCATO Past President. Subject: Emergency Dispatch Radio Committee.
2. Email from Scott Brady, DVRPC. Subject: Traffic Counting in Your Municipality – Lower Pottsgrove.

APPROVAL OF MINUTES:

Commissioner Klotz made a motion to approve the meeting minutes of the June 21, 2012 Board of Commissioners meeting. Commissioner Foltz seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

SUBDIVISION AND LAND DEVELOPMENT:

Wyndcroft School—Ms. Elliott presented a land development plan submitted by Wyndcroft School located at 443 Highland Avenue. Wyndcroft School is asking for a waiver of the Lower Pottsgrove Township land development process, as most of the property is located in the Borough of Pottstown. The Lower Pottsgrove Planning Commission reviewed the plan and supports the waiver.

The Township Zoning Officer has determined that zoning relief for a special exception to permit a school use in the R-2 residential district was not necessary, as similar relief was required by the Borough.

Commissioner Klotz did not support the installation of sidewalk on Mulberry Street. He felt the internal circulation pattern on Wyndcroft's property was a better alternative. The Commissioners engaged in a lengthy discussion of the project, including the pros and cons of installing the sidewalk.

After discussion, Commissioner McGroarty made a motion to approve Resolution No. 943, granting a waiver of the land development process for the Wyndcroft School project. Commissioner Kaiser seconded the motion. Commissioners Spadt, Foltz, McGroarty and Kaiser voted Aye; Commissioner Klotz voted Nay. Motion carried by a vote of 4-1.

RESOLUTIONS AND ORDINANCES:

Resolution No. 943—See **SUBDIVISION AND LAND DEVELOPMENT**.

NEW BUSINESS:

Change Of Meeting Date—Commissioner Spadt announced that the regularly scheduled meeting of the Lower Pottsgrove Township Board of Commissioners to be held on Monday, July 2, 2012 at 7:00 p.m. at the Lower Pottsgrove Township Municipal Building, 2199 Buchert Rd., Pottstown, PA has been cancelled. The meeting has been rescheduled and will be held on Monday, July 9, 2012 at 7:00 p.m. at the Lower Pottsgrove Township Municipal Building.

Warrant #801— Commissioner Kaiser made a motion to approve Warrant #801 for the month of May 2012. Commissioner McGroarty seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

Acceptance of Treasurer's Report—Commissioner Klotz made a motion to accept the Treasurer's Report for the month of April 2012, as submitted by Jennifer Marsteller. Commissioner Foltz seconded the motion and it was unanimously approved. Vote was 5-0.

OLD BUSINESS:

See—**PRESENTATION OF AUDIT REPORTS**.

COMMISSIONERS' COMMENTS:

Commissioner Klotz congratulated Pottsgrove High School's graduating class of 2012. He said this class was definitely a challenge, but there are a lot of future leaders and successful people in it.

Joe Zlomek of the Sanatoga Post asked if the executive session that was held prior to tonight's meeting was pertaining to the special personnel investigation and if any

decisions were made. Solicitor Holloway said that labor counsel is coming back to the Board with documents to consider. Mr. Zlomek asked when this would happen and Commissioner Spadt advised it would be within weeks, not months.

Commissioner Kaiser had no comments.

Commissioner McGroarty publicly commended the Finance Department, as the results of the audits indicated a job well done.

Commissioner Foltz said the Board supports the Library, Historical Society, Visiting Nurses, Senior Citizens and various sports organizations. He proposed that the Township donate \$500 (from the Township budget) to Pottstown's 4th of July Fund. Commissioner Foltz felt it was important to support this event because many of our Township residents enjoy the festivities and our Police and Fire Departments participate in the parade. He also felt if Lower Pottsgrove contributed, it might motivate other municipalities to do the same.

Commissioner Kaiser asked if the Township was opening the door for donations to other organizations. Commissioner Spadt said the Board could consider other donations on a case by case basis. All Board members supported Commissioner Foltz's recommendation to donate to the 4th of July fund.

MANAGER'S COMMENTS:

Ms. Elliott reported that in an effort to be business friendly, Solicitor Holloway and Township staff are working with the Borough of Pottstown on combined agreements for the Wyndcroft School. Commissioner Klotz requested that in the future, plans be provided to him ahead of time so he can thoroughly review them before the meeting. Ms. Elliott will provide digital copies of plans to the Commissioners prior to Board meetings.

Commissioner Spadt asked about Township email accounts. Solicitor Holloway made changes to the internet policy and got some excellent comments back from Rod and Alyson. He expects to have the policy ready by the July 9 meeting.

There being no further business, the public meeting adjourned at 7:45 p.m.

Next meeting will be held on Monday, July 9, 2012 at 7:00 p.m.

Respectfully submitted,



Michele M. Cappelletti
Township Secretary