

LOWER POTTS GROVE TOWNSHIP BOARD OF COMMISSIONERS
April 25, 2013

The Board of Commissioners of Lower Pottsgrove Township held its regularly scheduled work session meeting on Thursday, April 25, 2013 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: Michael McGroarty, James D. Kaiser and Stephen M. Klotz.

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

Jonathan H. Spadt, President and Bruce L. Foltz, Vice President were absent from the meeting.

OLD BUSINESS:

Barbara Akins, CPA, thanked the Board for allowing Reinhart and Company, CPAs to conduct the annual audit of Lower Pottsgrove Township, Ringing Hill Fire Company, Sanatoga Fire Company and the Tax Collector. Ms. Akins provided a commissioners' governance letter with the audit and highlighted the following from the report:

1. **General Fund**—Money is designated in the General Fund for infrastructure, Parks and Recreation, capital construction, etc. There are also undesignated funds that can be used for whatever the Board chooses; the balance at the end of 2012 was \$1,989,991. Ms. Akins said the minutes state that the Board has a stabilization policy of \$1.2 million in case of an emergency, and the \$1.2 million would be part of the undesignated number.
2. **Revenues and Expenditures**—Revenues are greater than expenditures by \$88,000. Expenditures are approximately \$5 million, with more than half being spent on public safety (\$2.8 million).
3. **Fixed Assets**—There were additions to equipment and vehicles and, based on the depreciation schedule, it was time to replace.

Commissioner Klotz asked what figure the investment fees are based on. Ms. Akins advised the fees are based on the amount invested. Some of the Township's investments are in cash; some are the uniformed and non-uniformed pension plans. The \$25,875 in investment fees are approximately one-half of one percent of the \$3.9 million the Township has invested. Commissioner Klotz asked if this is a standard rate. Ms. Akins said it is what she is used to seeing.

Joe Zlomek of the Sanatoga Post noted that in last year's audit of the Sanatoga Fire Company, there was an observation about the Fire Company's use of credit cards for

some expenses. He asked if the credit card expenses have been better tracked. Ms. Akins said yes, there was a noticeable improvement.

Mr. Zlomek also asked Ms. Akins if there are any comments on the Township's use of fuel tax dollars. Ms. Akins advised that the largest expense in the Liquid Fuels Fund was for road construction, which was \$176,000. Snow removal and traffic control expenditures were also included in Liquid Fuels. Her conclusion, as stated in the audit report, is that the Liquid Fuels Fund is fairly and reasonably stated.

RE-SIGNING OF HIGH STREET:

Michael Lavanga, Chief of Staff for State Representative Mark Painter, asked the Board to consider adopting a resolution to re-sign High Street as Business Route 422, for the purpose of improving the business environment for businesses in Lower Pottsgrove and the greater Pottstown area. Commissioner Kaiser thought it was a good idea and Commissioner McGroarty had no problem with the concept. No action was taken at this time but Commissioner McGroarty requested that the resolution be prepared and presented for consideration before the full Board of Commissioners at its next meeting (May 6, 2013).

COMMENTS FROM VISITORS:

Tony Doyle, 1745 Kepler Road, presented Mr. Hawthorne with a Right to Know request for copies of all legal bills submitted for payment for legal services, including special counsel, for the year 2012.

Mr. Doyle asked when Joe Duda of Duda Actuarial Consulting would be coming to a meeting. Ms. Christman advised Mr. Duda will attend a meeting in September to present the calculations for the Township's Minimum Municipal Obligations (MMOs) for the uniformed and non-uniformed pension plans.

Mr. Doyle had a question for Ms. Akins, but she had already left the meeting. He asked why the audience is not invited in the conversation or asked if anyone has a question. Commissioner McGroarty said he did not exclude Mr. Doyle and no one has ever been stopped from asking questions at the meetings. Mr. Doyle commented that at the Montgomery County meetings, before they vote, they ask if there are any questions from the audience.

Mr. Doyle is concerned about what part of the liability for pension the Township met in 2012 – was it 65%, 70%, 80%? Ms. Christman said Joe Duda is now gathering information for the calculation of the estimated 2013 MMOs for the Township's uniformed and non-uniformed pension plans, based on the January 1, 2013 Actuarial Valuations. The Township does prepare financial statements on the pension plans every year but the Act 205 valuation report calculations are done every other year.

Commissioner McGroarty and Commissioner Kaiser advised that the Board of Commissioners took action and added \$200,000+ to the non-uniform pension fund to get it to the range where it should be.

APPROVAL OF MINUTES:

Commissioner Klotz made a motion to approve the meeting minutes of the April 1, 2013 Board of Commissioners meeting. Commissioner Kaiser seconded the motion and it was unanimously approved. Vote was 3-0 in favor.

RESOLUTIONS AND ORDINANCES:

Resolution No. 818-D—Commissioner Klotz made a motion to approve Resolution No. 818-D, authorizing the disposition of public records, in accordance with the Municipal Records Manual. Commissioner Kaiser seconded the motion and it was unanimously approved. Vote was 3-0 in favor.

CORRESPONDENCE AND INFORMATION:

The following information was included in the Commissioners' packets:

1. Letter to The Honorable Mark Painter from Rodney P. Hawthorne regarding 5% fee to Montgomery County.
2. Letter to The Honorable Leslie Richards from Rodney P. Hawthorne regarding Rupert Road Bridge.
3. Letter to Rodney P. Hawthorne from Michelle R. Portnoff, Esquire regarding legislation to eliminate 5% fee.
4. Letter to Rod Hawthorne from Michael J. Fox, Chairman Pennsylvania Stormwater Coalition. Re: Update on Stormwater Coalition Activities.
5. Article in The Mercury dated April 8, 2013. *OUR VIEW: Regional rec plan is win-win proposal for tri-county area.*
6. Email to Commissioners from Scott Houting. Subject: Planned development on N. Pleasant View Road.
7. 2013 Health Care Champion Breakfast – Pottstown VNA.
8. Zoning Hearing Application 2013-02 of Steven and Shari Wurtz, 2986 Rockwood Court.
9. Zoning Hearing Application 2013-03 of Moyer Insulators, Inc., 300 Armand Hammer Blvd.
10. Letter dated April 10, 2013 from James D. Scheffey. Re: Zoning Application for Moyer Insulators, Inc.
11. Letter dated April 12, 2013 from James D. Scheffey. Re: Zoning Application for Moyer Insulators, Inc.
12. Lower Pottsgrove Township Police Department Monthly Report for March 2013.
13. C.O.G. 2013 Meeting Schedule.
14. Resolution supporting signing High Street as Business Route 422 (loose in front of packet).

Recycling Grant—Mr. Hawthorne reported that the Township was awarded a recycling grant in the amount of \$20,628.00 from the Department of Environmental Protection (DEP). Jennifer Corley does the recording keeping, prepares the grant application and submits it to the DEP. Ms. Elliott advised that Ms. Corley tracks the recycling numbers

from the Township's hauler and individual businesses. Commissioner McGroarty thanked Jen for her diligence and tracking.

Resignation of Public Works Employee—Mr. Hawthorne advised that Public Works employee Lee Lynch submitted his letter of resignation, which was effective April 3, 2013. He and John Fogel have already started to review the top 20 candidates from the hiring list. Mr. Hawthorne's intention is to recommend a candidate to replace Lee Lynch at the May 6, 2013 Board of Commissioners meeting. Starting salary will be \$19.00 per hour.

SUBDIVISION AND LAND DEVELOPMENT:

None.

NEW BUSINESS:

None.

Warrant #811— Commissioner Kaiser made a motion to approve Warrant #811 for the month of March 2013. Commissioner Klotz seconded the motion and it was unanimously approved. Vote was 3-0 in favor.

Acceptance of Treasurer's Report—Commissioner Kaiser made a motion to accept the Treasurer's Report for the month of March 2013, as submitted by Jennifer Marsteller. Commissioner Klotz seconded the motion and it was unanimously approved. Vote was 3-0 in favor.

COMMISSIONERS' COMMENTS:

There were no Commissioners' comments.

There being no further business, the public meeting adjourned at 7:24 p.m.

Next meeting will be held on Monday, May 6, 2013 at 6:00 p.m.

Respectfully submitted,



Michele M. Cappelletti
Township Secretary