

LOWER POTTS GROVE TOWNSHIP BOARD OF COMMISSIONERS
SPECIAL MEETING
May 30, 2014

The Board of Commissioners of Lower Pottsgrove Township held a duly advertised special meeting on Friday, May 30, 2014 at the Lower Pottsgrove Township Municipal Building, 2199 Buchert Rd., Pottstown, PA 19464 for the purpose of consideration of appointing a firm to handle the Township's commercial building permit reviews.

Meeting was called to order at 7:30 a.m. The following attended:

Board of Commissioners: Bruce L. Foltz, President; Stephen M. Klotz, Vice President, James Kaiser and Shawn Watson.

Edward C. Wagner, Manager; Michael A. Foltz, Chief of Police and Michele Cappelletti, Secretary.

Commissioner Foltz announced the meeting was being recorded.

NEW BUSINESS:

Pennoni Associates—Pennoni Associates submitted a proposal to provide Third-Party Agency plan review services. Mr. Wagner provided the proposal to the Commissioners for their review.

Mr. Wagner reported that he spoke to Khaled Hassan of Pennoni Associates regarding plan reviews for the Pottsgrove High School Expansion Project. The plan reviews for this project must be completed by June 17, 2014. Mr. Wagner advised once the Board appoints Pennoni Associates as its Third-Party agency, Mr. Hassan will expedite the review process to meet the impending deadline.

Commissioner Watson asked how the Township recoups the third-party review fees. He referred to the Township's fee schedule, which lists how plan review fees are calculated. He pointed out that based on the cost of construction on a commercial project, the minimum plan review fee charged by the Township is \$50. Since Pennoni's hourly rate is \$78, Commissioner Watson questioned if Pennoni's review takes 1 hour or more, would the Township absorb additional review fee or would it be passed on to the applicant.

Commissioner Klotz used the following example: A small commercial project is submitted with a construction cost of \$23,000. The Township's plan review fee is \$50. The plans are sent to Pennoni, and it takes them an hour to review. Commissioner Klotz asked who would pay the additional \$28, if Pennoni charges \$78 per hour to review the plans.

Mr. Wagner said the Township would absorb the additional \$28. Commissioner Kaiser thought we would be safe, as we might have to cover \$28 twice in a year. Mr. Wagner said the Township has to adjust the fee schedule next year and increase its fees. Commissioner Klotz agreed this is something to look into. Mr. Wagner advised the costs for the School District plan reviews will be recovered.

Commissioner Kaiser asked about negotiating with Pennoni and Commissioner Klotz said they did not want to negotiate their fees. Mr. Wagner advised once Joe Groff passes his certification test, he will be covering commercial building plan reviews.

After discussion, Commissioner Kaiser made a motion to appoint Pennoni Associates, on an as needed basis, to provide Third Party Agency services at a rate of \$78.00/hour, as outlined in their letter dated May 28, 2014. Commissioner Watson seconded the motion and it was unanimously approved. Vote was 4-0 in favor. Mr. Wagner will prepare a letter to Pennoni advising the Board approved the appointment on an as-needed basis.

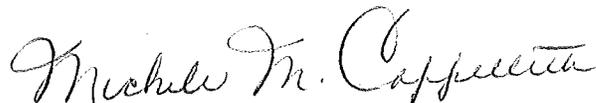
Commissioner Kaiser supports having a backup if we need immediate help. Commissioner Klotz said they (Pennoni) will work on anything in the Township as required. Mr. Wagner said Pennoni's appointment is to review commercial projects. He has other proposals from third-party agencies to do inspections for plumbing, mechanical, emergency and accessibility (ADA). Those proposals will be on the meeting agenda for consideration on June 5, 2014. Commissioner Klotz agreed with Commissioner Kaiser about having a backup plan and suggested having another third-party agency as a second backup.

CORRESPONDENCE AND INFORMATION:

Zoning Hearing Application—The Commissioners were provided with a zoning hearing application for Cilluffo Property Holding LLC, 2209 E. High Street. The applicant is requesting a variance to install an externally-lit sign. Zoning hearing will be held on June 17, 2014 at 6:00 p.m.

There being no further business, the public meeting adjourned 7:39 a.m. Next meeting will be held on Thursday, June 5, 2014 at 7:00 p.m.

Respectfully submitted,



Michele M. Cappelletti
Township Secretary