

LOWER POTTS GROVE TOWNSHIP BOARD OF COMMISSIONERS
July 6, 2015

The Board of Commissioners of Lower Pottsgrove Township held its regularly scheduled meeting on Monday, July 6, 2015 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 were in attendance:

Board of Commissioners: Bruce L. Foltz, President; Stephen M. Klotz, Vice President; Shawn Watson; James W. Vlahos and Earl E. Swavely, Jr.

Robert L. Brant, Solicitor; Edward C. Wagner, Manager; Michael A. Foltz, Chief of Police; Lew Babel, Fire Marshal; Jennifer V. Marsteller, Treasurer/Tax Collector; Scott Exley and Chad Camburn, Township Engineers and Michele Cappelletti, Secretary.

Raymond W. Lopez, Emergency Management Coordinator, was absent.

Commissioner Foltz announced the meeting was being recorded.

EXECUTIVE SESSION:

Solicitor Brant announced the Board met at 6:00 p.m. in executive session to discuss a litigation matter and a real estate matter. No decisions were made.

APPROVAL OF MINUTES:

Commissioner Klotz made a motion to approve the minutes of the June 1, 2015 Board of Commissioners meeting. Commissioner Watson seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

COMMENTS FROM VISITORS:

Tom Troutman, E. High Street, said the first concert held on June 28 at the Sanatoga Park Bandshell went very well.

Mr. Troutman advised Regional Planning and the Health and Wellness Foundation are working on a comprehensive printed pamphlet listing all events/activities scheduled throughout the Region.

Tony Doyle, 1745 Kepler Road, asked Jennifer Marsteller and members of the Board if they knew anything about the Chrysler dealer moving out of Sanatoga, as reported in the Sanatoga Post. Commissioner Foltz advised the Township has received no official word on that.

Mr. Doyle asked for the status of the oil and chip proposals. Mr. Wagner advised three proposals were received and the matter is on tonight's agenda for the Board's consideration. Mr. Doyle asked if the Township received oil and chip proposals last year but didn't have time to do the project. Mr. Wagner said bids were received several years ago. Commissioner Klotz explained the project wasn't done at that time because of problems with the bid requirements.

Mr. Doyle asked if the Township is starting next year's budget process. Mr. Wagner advised the process will begin in August. Mr. Doyle read in meeting minutes there was strong talk about

hiring an additional police officer in 2016. Chief Foltz advised we are updating our eligibility list in the event that we would need to hire; however, nothing has been budgeted yet for next year. Mr. Doyle felt if the Township hasn't started the budget process, it was premature to talk about putting another officer on. Commissioner Klotz said it would be discussed during the budget process.

Commissioner Klotz said if it is determined that we need another officer on the street for public safety, we will find the money in the budget to do that. Chief Foltz explained we are testing at a minimal cost because the Department joined a consortium. He needs to keep the eligibility list current to address any vacancies that may occur in the department.

After discussion, Commissioner Klotz stressed he will not put anyone in harm's way because we do not have enough police officers on the street.

REPORTS:

Police

Chief Foltz reported during the month of June, there were 1,371 calls for service. There were 62 traffic violations and some of the citations issued were a direct result of enforcement on E. High Street. A traffic survey of E. High Street was conducted and the results were attached to Chief Foltz's report.

There were 126 criminal violations; 25 adults were arrested and 7 juveniles were handled. Chief Foltz highlighted the following from his written report:

1. Criminal Investigations/Arrests

- a. Police investigated numerous thefts from unlocked vehicles, as well as a stolen vehicle. Chief Foltz encouraged all residents to keep their vehicles locked and remove valuables.
- b. There were two instances this month when officers on patrol initiated contact with suspicious persons. One contact was wanted on a homicide in Maryland and drug charges out of Philadelphia. The other contact was a male subject who was wanted for a forcible rape in Upper Darby. These are new officers on the street who are doing an excellent job with self-initiated activity.

2. Fleet

- a. Watch-Guard In-Car Mobile Video Recording devices will be installed the week of July 27, 2015.

3. Calls for Service/Departmental Activities

- a. LPPD was awarded the Community Drug Abuse Prevention Grant in the amount of \$1,000. The funds will be used to purchase two portable breath testing devices.
- b. Radio Upgrades—In order to qualify for the County's one-time financing offer, written notice of the Police, Fire and Emergency Management equipment needs must be provided to the County no later than August 1, 2015. Orders will be placed starting on October 1, 2015 and payments will begin in 2016. Mr. Wagner will forward the Township's order to the County via email.

Commissioner Foltz asked about radios for the Fire Companies and Emergency Management. Chief explained after the deadline, Fire and Emergency Management would have to order the radios on their own. They would negotiate

their own pricing and would not be eligible for the special 5-year interest free financing offered through Montgomery County. The County wants all entities to order through their respective municipalities by the deadline. Price per radio is approximately \$4,500 per radio.

Bill Wolfgang, Pruss Hill Road, asked what type of warranty comes with the radios (maintenance, repairs, etc.). Chief Foltz did not have the exact figures but said there is an initial warranty period and there are extended warranties available at an additional cost.

Commissioner Swavely commented that it seems like the Lower Pottsgrove Police played a very key role in capturing suspects who might have been responsible for activity in other municipalities. He complimented the officers for doing a great job and recognized their good work.

All statistics and information are included in Chief Foltz's written report.

Emergency Management

In Mr. Lopez's absence, Chief Foltz delivered highlights of the Emergency Management Report for the month of June 2015:

1. There were no EOC activations.
2. Chief Foltz and EMC Lopez attended training on the new software application for sending emergency notifications to the public.
3. Bakken Crude Oil Strategic Emergency Planning and upfitting of the critical incident management trailer are ongoing projects.

Fire Marshal

Mr. Babel highlighted the following statistics from his report:

Station	Total Calls	Total Hrs. of Service	Total Personnel Hrs.	Total Personnel Training Hrs.	Total Fundraising Hrs.
Sanatoga (Station 58)	31	32	224	78	Not provided
Ringling Hill (Station 59)	No report due to computer problems.				

(Hours are approximate)

Highway—Public Works Department: Commissioner Foltz read the Public Works Report for the month of June 2015. Report will be posted on the bulletin board.

C.O.G.—No report.

Engineering—Bursich Associates provided a written Engineers' Report updating the Board on various projects and activities going on in the Township. Mr. Exley highlighted the following from his report:

1. On June 15, 2015, Spring Valley Farms provided Bursich with revised plans for review.
2. Draft bid package was prepared for upgrades at Sanatoga Park Bandshell. Improvements will be partially funded with grant money.
3. The owners of Valtech are currently in the due-diligence process to determine if additional laboratory offices will be constructed at their Lower Pottsgrove facility. A staff meeting was held with the property owners to discuss ways to minimize land development time and costs.

Treasurer— Ms. Marsteller presented the Tax Collector’s Monthly Report to Taxing Districts for the month of June 2015 to the Commissioners for review.

Solicitor

Solicitor Brant’s written report to the Board of Commissioners provided a synopsis of the projects his office worked on in the past month.

Parks and Recreation

Summer Concert Series—Mr. Wagner reported the Summer Concert Series is in full swing. The following concerts are scheduled for July: July 12—Michael Kropp; July 19—Barbone Street Band and July 26—The Mango Men. Concerts start at 6:00 p.m. and are held at the Sanatoga Park Bandshell.

Parks Contest—Mr. Wagner advised The Pottstown Health and Wellness Foundation is sponsoring a parks contest and Lower Pottsgrove’s entry is Sanatoga Park. Winner of the contest will receive a \$10,000 grant from the Health and Wellness Foundation. Second place winner will receive \$7,500, third place \$5,000 and a fourth place winner will be drawn from a raffle and awarded \$2,500. More information on voting and the contest can be found at www.facebook.com/MissionHealthyU.

Pottstown Metropolitan Regional Planning Commission

Mr. Wagner reported a meeting was held on June 24, 2015. The Commission reviewed all public hearings that were held regarding the Comprehensive Plan Update. Matthew Edmond from Montgomery County Planning Commission discussed potential transportation projects.

Lower Pottsgrove Township Authority

Mr. Wagner reported the next meeting of the Lower Pottsgrove Township Authority will be held on July 13, 2015 at 7:00 p.m. Sewer Specialties Services completed I&I work for 2015. The Authority will review their invoices at its next meeting.

CORRESPONDENCE AND INFORMATION:

None.

OLD BUSINESS:

Procedures and Policies—Solicitor Brant advised that staff felt it would be beneficial to develop simplified, comprehensive instructions on how to file an application to the Zoning Hearing Board and/or a Subdivision and Land Development application. Staff worked on the procedures, which were reviewed by the Solicitor, and drafts of those procedures were provided to the Board for review and consideration.

Commissioner Klotz made a motion to approve procedures and policies for a Subdivision and Land Development application and/or an application to the Zoning Hearing Board. Commissioner Watson seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

SUBDIVISION AND LAND DEVELOPMENT:

None.

NEW BUSINESS:

Oil and Chip 2015 Road Maintenance Project—The following proposals were received by the Township on June 11, 2015 to apply bituminous seal coat, bituminous surface treatment and quick set fog seal (oil and chip) to Snell Road, Pruss Hill Road (Snell Intersection To 2425 Pruss Hill Road), Schaffer Road And Pruss Hill Road (Karen Drive Intersection To Snell Road):

Bidder	Total Amount
Martin Paving 521 E. 28 th Division Hwy, Lititz, PA 17543	\$51,470.90
Asphalt Industries 169 Township Line Rd., Chester, PA 19013	\$63,937.90
AMS (Asphalt Maintenance Solutions, LLC) P.O. Box 387, Center Valley, PA 18034	\$67,321.80

Commissioner Klotz made a motion to award the oil and chip contract to the lowest bidder, Martin Paving, in the amount of \$51,470.90. Commissioner Watson asked if this was a flat fee or if the Township would be charged for extras. Mr. Wagner advised it is a flat fee and the Solicitor's office reviewed the bids. Commissioner Watson seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

Act 209 TIFAC Recommendations—Mr. Wagner reported the Transportation Impact Fee Advisory Committee (TIFAC) held a meeting on June 18, 2015. The TIFAC passed two motion for consideration by the Board of Commissioners:

1. Approve the transportation service area (less than 7 square miles)
2. Add the following three intersections to the study area:
 - a. Pleasantview Road and Bleim Road
 - b. Evergreen Road and Eastbound Route 422 Off-Ramp
 - c. Evergreen Road and Westbound Route 422 Off-Ramp

Mr. Wagner advised 12 intersections were studied as part of Bursich's original proposal. If we study the three additional intersections, as recommended by the TIFAC, the cost would be an additional \$7,149. Those traffic counts would not begin until after Labor Day when school starts.

Commissioner Klotz asked if this is something the Board needs to do to keep the Act 209 process on schedule. Mr. Wagner said the Board needs to approve the service area to move forward; the addition of the three intersections to the study area is beyond the scope of work and could delay the process.

After discussion, Commissioner Klotz made a motion to approve the service area recommended by the TIFAC. Commissioner Watson seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

Commissioner Klotz asked if the Township is on a strict timeline to complete the Act 209 process and if the addition of the three intersections would hurt our timeline. Mr. Wagner replied yes to both questions. Commissioner Klotz stated if we include the additional intersections, we may not make the 18-month timeline and Mr. Wagner confirmed that was correct.

Commissioner Klotz was not interested in adding the intersections. Commissioner Watson was not interested in extending the timeline. No action was taken by the Board.

RESOLUTIONS AND ORDINANCES:

Resolution No. 1073-15—Commissioner Vlahos made a motion to adopt the Non-Uniformed Employees Handbook. Commissioner Swavely seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

Warrant #837—Commissioner Klotz made a motion to approve Warrant #837 for the month of May 2015. Commissioner Watson seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

Warrant #838 for the month of June 2015 will be distributed to the Board of Commissioners for review via email.

Treasurer's Report—Commissioner Klotz made a motion to accept the Treasurer's Report for the month of May 2015, as submitted by Jennifer Marsteller. Commissioner Watson seconded the motion and it was unanimously approved. Vote was 5-0 in favor.

COMMISSIONERS COMMENTS:

Commissioner Vlahos announced the 6th Annual Vlahos Dunn Veterans Golf Outing will be held on Wednesday, July 8, 2015 at Twin Ponds Golf Course. Monies raised (approximately \$7,000) will be split three ways: \$2,000 will be donated to Montgomery County Community College for a veteran in need scholarship; \$1,000 will be donated to the Vietnam Veterans Living Memorial in Pottstown's Memorial Park and the remaining funds will be given to the Southeast Conference in Spring City to benefit homeless vets. They have a full field of golfers but Commissioner Vlahos welcomed all to join in the meal (\$15.00) or make a donation.

Commissioner Swavely had no comments.

Commissioner Watson advised he, Mr. Wagner and Commissioner Swavely met with David Niles, Executive Director of the Montgomery County Development Corporation, to discuss ways to attract business and get more development into the Township

Commissioner Klotz asked Chief Foltz how the speed display sign on E. High Street is working out. Chief replied it is working out great and the report generated by the speed trailer was attached to his report.

Commissioner Foltz asked for the status of the Off-Street Parking Ordinance. Mr. Wagner advised it is ready to go. Mr. Wagner intends to hold one public hearing for both the Off-Street Parking Ordinance and the Sign Ordinance. He is meeting with Marley Bice of the Montgomery County Planning Commission tomorrow to review the sign ordinance and will then provide the draft ordinance to the Board.

Commissioner Foltz asked about the dog ordinance. Chief Foltz advised it is in its final stages and he expects to have a draft to the Board by the next meeting.

Mr. Wagner commented the meeting with Montgomery County Development Corporation was positive and he is looking forward to working with Dave Niles and Jerry Gorski. He will be reaching out to them again in early August.

There being no further business, the public meeting was adjourned at 7:37p.m. Next meeting will be held on July 23, 2015 at 7:00 p.m.

Respectfully submitted,



Michele M. Cappelletti
Secretary