

LOWER POTTS GROVE TOWNSHIP BOARD OF COMMISSIONERS
October 22, 2020

The Board of Commissioners of Lower Pottsgrove Township held their regularly scheduled meeting on Thursday, October 22, 2020 at The Sunnybrook Ballroom, 50 Sunnybrook Road, Pottstown Pennsylvania. The 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, Earl E. Swavely, Raymond W. Lopez, Robert Mohollen and Michael McGroarty were all present.

Edward C. Wagner; Manager and Charles Garner; Solicitor and Kathryn Vlahos; Secretary were also present.

Commissioner Foltz stated the meeting will be recorded and asked any speakers to give their name and address.

APPROVAL OF MINUTES:

Commissioner Lopez made the motion to approve the minutes of the October 5, 2020 Board of Commissioners meeting. Commissioner McGroarty seconded the motion, and it was unanimously approved. Vote was 5-0 in favor.

PRESENTATION:

Mr. Arif Frazil of D'Huy Engineering — Mr. Arif Frazil introduced himself to the board as the President of D'Huy Engineering and Kim LaBrake who would be the project manager, if the board chose D'Huy for their services. D'Huy Engineering has been in business since 1976 and their headquarters is in Bethlehem, they also have offices in Ambler and Delaware. Over 70% of their work is public projects which they consider their specialty. Mr. Frazil stated that they have milestone strategies and other implementation techniques that will result in competitive bids for the township. There will be milestone schedules that will become part of the contract documents.

Ms. LaBrake stated that her job is working the plan. The acronym that they use is called CAD (Communication, Accountability and Documentation). D'Huy would be the point person for all communication during the project. They will make sure with the contract documents that everyone will be held accountable for their portion of the project. When D'Huy is on site they will be completing daily reports, photographing what is going on at the site, making sure that preinstallation occur and the right individuals are in the room when it happens.

After the presentation Mr. Frazil reviewed the proposed contract that he has provided to the board and stated that the changes the Township Solicitor recommended were implemented.

Mr. Frazil opened up for some questions from the board.

Commissioner Foltz asked if all of the concerns that Solicitor Garner had were corrected in the contract.

Solicitor Garner stated that he believes that all comments were changed in attempt to address the issues that he raised. He has not had a chance to review the changes yet, but he will review them and let the board know if they were corrected.

Commissioner Foltz wanted to know how they planned on controlling contractors if they are not there on a certain day?

Mr. Frazil stated that there are protocols in place of what the communication patterns are. A phone call from the General Contractor, who should be the one that makes the call and the situation would be addressed the same way as if they were in the field. Mr. Frazil stated that the chances of them not being there for one full day is not likely.

Ms. LaBrake commented that when she gets there in the morning, that's the key time to make sure who is on site, whose doing what and who needs to be coordinating with materials deliveries and what area they are working in.

Commissioner Mohollen asked if they did need or request to come to one of the Board of Commissioners meetings to address the whole board would that be a problem.

Ms. LaBrake stated that it would not be a problem it would be considered some of her 5-hour office work for that week.

Commissioner Foltz asked how D'Huy's relationship is with Alloy 5.

Mr. Frazil stated that they respect each other, and they know what each other brings to the table and Alloy 5 know what D'Huy's strengths are.

Commissioner Mohollen asked if D'Huy was lending an opinion to the size of the building.

Mr. Frazil stated that they are coming in on the project a couple of months before they are going out to bid which makes this a tough question. He does not think that the board is hiring them to look at space and size, but what they will do is called the budget confirmation. If the budget confirmation results in concern, then there will need to be discussion on what needs to be done. In terms of the size of the building he honestly feels that horse has left the barn.

Commissioner Mohollen asked what the market looks like right now in regard to pricing of construction materials.

Mr. Frazil stated that the schedule is critical, if there is a good schedule which is what they have right now and if they start to comprise it then the prices are going to change and the township will pay more or there will be a situation where the products are not coming in on time.

Commissioner McGroarty asked if there were duplications of services between Alloy 5 and D'Huy. Commissioner McGroarty also commented on Mr. Frazil's comment of the horse being out of the barn, which he does not agree with. He stated that at this point we have not made a

formal vote on whether the township is going to move forward with the project and put it out to bid.

Joseph Zlomek from the Sanatoga Post— Mr. Zlomek stated that he had some questions for the board. The first was if D'Huy was involved in the Pottsgrove High School renovations, second question was who would be involved from the township in the project and the third was perspective contract cost for D'Huy.

Mr. Frazil responded that they were involved in the Pottsgrove High School renovations.

Mr. Wagner responded that John Fogel, Joseph Groff, Commissioner Lopez, and himself will be active in the project. He also stated that the contract cost is \$293,000 plus or minus.

Commissioner Foltz thanked D'Huy for their presentation and thanked them for their time and coming to tonight's meeting.

COMMENTS BY VISITORS: None.

CORRESPONDENCE AND INFORMATION: None.

SUBDIVISION AND LAND DEVELOPMENT: None.

OLD BUSINESS:

Discussion on PFM Advisors LLC— Mr. Wagner stated that he received the preliminary schedule on October 15, 2020 from Jamie Schlesinger from PFM Advisors LLC. Currently the township is working on the request for information with regards to the preliminary official statements. The next thing that the township will be working on is getting proposals for bond council, which Mr. Wagner received three recommendations from Mr. Schlesinger. Solicitor Garner is in the process of reviewing everything. No action was taken, just information for the board.

ADDED TO AGENDA:

New Municipal Building Discussion— Commissioner Lopez stated that at the last two infrastructure meetings Randy Galiotto from Alloy 5 stated that he was going to give the committee an updated budget soon. Commissioner Lopez stated that the Infrastructure Committee is waiting for the updated budget and then will present the board with a recommendation.

Solicitor Garner stated that he believes there is another component to that, and he believes that Randy is supposed to present the complete design to board for approval before they went out to bid. From that vote, it would be the vote that would start everything. The design would be approved by the board and there should be an updated budget.

NEW BUSINESS:

Report in the 2021 Draft Township Budget— Mr. Wagner reviewed with the board some highlights from the 2021 draft budget. Currently there is no proposed tax increase, but there is a proposed decrease, eliminating the light tax which is 37 cents a linear foot. Two additional Ford Explorers for the Police Department. Upgrades to the pole barn, and there is also money in the budget for the Pruss Hill bridge project. The township successfully received a grant of \$196,800 which will fund 80% of the project which hopefully the project will be completed next year. It will allow for the bridge to get rid of the weight limit of 5 ton and it will be a two-lane structure. The library amount will stay the same. The township auditor will stay the same, last year the township signed a three-year contract with them. Planning contract is \$73,050, that is also a three-year contract which will reviewed for vote at the. Sewer rates there is a proposal of a \$4.00 increase for capital project fund that has not been approved yet by the Lower Pottsgrove Authority. Overall, the tentative bottom line at this time is slightly over \$200,000 to be taken out of reserves. Mr. Wagner thanked Michele Christman, Commissioner Mohollen and Commissioner McGroarty for all of their assistance though the process.

Commissioner Mohollen stated that the negotiations for a new contract with the police union remain ongoing. Since the Township is unable to ascertain its personnel costs until resolution of the contract the Township is unable to fill vacant positions or complete promotions in the police department. The Township looks forward to reinstating its hiring and promotional processes once the contract is resolved and the personnel costs associated with future employment decisions are known.

Commissioner Lopez stated that as his role as Emergency Management Coordinator he was starting to think about the technology in the building and how they are handling disaster recovery situations. Examples would be if the township would lose a server, how do the bills and employees get paid. Another example if a major event happened and the township is not able to get in the building for some time. Commissioner Lopez got a proposal from Ridge Support which will have an additional layer of a business continuity plan that would be something that the township would put together themselves. Those areas would be the police department, how we provide services to the township if something should happen that would not allow for anyone to get to the building. Right now, the only expense would be from Ridge Support Technologies proposal of \$6,720 which can be paid over two years. Commissioner Lopez stated that it is up to the board if they would like him to look into everything. After some discussion, the board decided that proposal from Ridge Support Technologies would be included in the township's 2021 budget.

Cooperative Memorandum of Agreement w/ PENNDOT— Mr. Wagner stated that a camera would be placed on the traffic light at High Street and Rupert Road which will monitor traffic due to the various improvements. The camera would be a closed circuit that would go back to PennDOT's headquarters. Commissioner Lopez made the motion to approve the cooperative memorandum of agreement with PennDOT to install CCTV camera.

Commissioner Swavely asked who would maintain the camera, and Mr. Wagner and Solicitor Garner stated that PennDOT will maintain the camera system.

Commissioner McGroarty seconded the motion, and it was unanimously approved. Vote was 5-0 in favor.

Payout Officer Meitzler— Commissioner Lopez made a motion to payout Officer Meitzler Holiday, Personal, Vacation and Sick time in the amount of \$15,952.93. Commissioner Swavely seconded the motion, and it was unanimously approved. Vote was 5-0 in favor.

Discussion on Street Lighting Project— Commissioner Foltz explained that Mr. Wagner and himself worked hard to get LED lighting throughout the township and it made a big improvement though out the township. Mr. Wagner stated that the finance committee is looking to stop the light tax fee and will use the remainder balance to pay for lighting and then going forward we would have money set aside for electric cost and future maintenance. In 2019 the savings was \$13,933 from switching to LED lighting. There are 101 streetlights with PECO in Lower Pottsgrove Township.

Payment request for Gerald Richards Park Project— Commissioner McGroarty made a motion to approve the payment request #1 for Gerald Richards project in the amount of \$75,576.38. Commissioner Mohollen seconded the motion, and it was unanimously approved. Vote was 5-0 in favor.

Stormwater Waivers for 2684 Pruss Hill Road— Commissioner Lopez made the motion to grant two stormwater waivers, section 203.15.C.1.a & b for the construction of a home at 2684 Pruss Hill Road. Commissioner Swavely seconded the motion, and it was unanimously approved. Vote was 5-0 in favor.

RESOLUTION AND ORDINANCE:

Resolution 1222-20— Commissioner Mohollen made a motion to approve Resolution 1222-20 to authorize the transfer of State Aid to the Police and Non-Uniform Pension Accounts. Commissioner McGroarty seconded the motion, and it was unanimously approved. Vote was 5-0 in favor.

Warrant #901 Commissioner Mohollen made a motion to approve Warrant #901 for the month of September 2020. Commissioner McGroarty seconded the motion, and it was unanimously approved. Vote was 5-0 in favor.

Acceptance of Treasurer's Report- Commissioner Mohollen made the motion to accept the Treasurer's Report for the month of September 2020. Commissioner McGroarty seconded the motion, and it was unanimously approved. Vote was 5-0 in favor.

Commissioner Foltz added the new municipal building discussion under old business.

COMMISSIONERS COMMENTS:

Commissioner Mohollen – Commissioner Mohollen thanked Commissioner McGroarty, Mr. Wagner and Michele Christman for their all of their hard work so far on the budget for 2021. Commissioner Mohollen stated that they are proposing to hold the line on all taxes.

Commissioner Mohollen thanked Mr. Wagner and John Fogel for getting the grant for Pruss Hill bridge.

Commissioner Swavely— Commissioner Swavely thanked Mr. Wagner, Katie Vlahos, and the owners of Sunnybrook Ballroom for organizing and allowing the township to use Sunnybrook Ballroom to hold these in person meetings. on

Commissioner Lopez— Commissioner Lopez echoed Commissioners Mohollen' s comments for all of the work that went into the budget. He also is very happy that the township was awarded the grant for Pruss Hill bridge.

Commissioner Lopez also stated that he knows that all of the other staff members at the township do a great job and the board appreciates all of the hard work that they do every day.

Commissioner McGroarty – Commissioner McGroarty thanked Commissioner Mohollen on his leadership for the budget meetings. He also thanked Mr. Wagner and Mrs. Christman for all of their hard work during the budget process as well.

Commissioner McGroarty thanked Mr. Wagner, Mr. Fogel and Chad Camburn from Bursich for all that they did to get the grant for Pruss Hill bridge.

Commissioner Foltz—Commissioner Foltz stated that he is pleased with the committees that the board has formed and how well the groups work together to get things done.

Mr. Wagner— Mr. Wagner stated that he received a letter a resident from Brookside Farms stating that he is not happy with the new trash contract price.

Mr. Wagner also stated that some artifacts were found when they were doing some work on Route 422 from the Pennsylvania State Museum Commission that were dropped off to the LP Historical Society.


Solicitor Garner – Solicitor Garner stated that he was contacted by an attorney that has a client who is interested in acquiring the townships property that the board wants to build the new township building at. The attorney understands that the township can not sell the property directly to him and there was no formal proposal received. He indicates that his client would like to develop the property commercially and is willing to pay everything that the township has invested into the property. Solicitor Garner stated that he is obligated to inform the board of this request.

After some discussion, the board decided that they are willing to hear the offer that they would like to present to the board.

Solicitor Garner stated that his response will be that the board is willing to listen.

There being no further business, the public meeting was adjourned at 8:31 p.m. The next meeting will be on Monday, November 2, 2020 at 7:00 p.m. at Sunnybrook Ballroom.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathryn Vlahos". The signature is written in a cursive, flowing style.

Kathryn Vlahos
Township Secretary