

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING HELD ON  
APRIL 21, 2014**

The Lower Heidelberg Township Board of Supervisors held their regularly scheduled meeting on the above date. Those present were: Chairperson Deborah Scull, Vice-Chairman Neal Nevitt, Member Cheryl Johnson, Township Solicitor Michael Crotty, Township Engineer Ryan Rhode, Systems Design Engineering Pamela Stevens, Codes Enforcement Officer Glenn Kraft, Road Foreman Michael Boyson and other attendees, Secretary/Treasurer Diana L. Minnich. The meeting was called to order by Chairperson Scull at 7:05 p.m. Chief W. Thomas Deiterich was absent.

The Minutes of the Meeting from the March 17, 2014 Regular Meeting and April 15, 2014 Workshop Meeting were distributed for review prior to the meeting.

There was one change on the April 15, 2014 BOS Workshop minutes. Member Johnson amended the minutes to read "the Board had executive personnel meetings on March 29 and March 31".

**MOTION**

A motion was made by Vice-Chairman Neal Nevitt, seconded by Member Cheryl Johnson to approve the minutes of March 17, 2014 and April 15, 2014 as amended. The vote was unanimous and the motion carried.

**Open to the Public:**

Mr. Wagner from 58 Virginia Ave attended the meeting to obtain approval for the installation of an aluminum fence on a sewer easement that runs along the left side and left back corner of the property. The 20' wide easement is divided into two equal 10' sections, with half on his property and the other 10' section on the neighbor's property.

**MOTION**

Motion was made by Vice-Chairman Neal Nevitt authorize the Solicitor to prepare the "Declaration of Easement Encroachment Agreement" to allow the Wagner's, 58 Virginia Ave, to place a fence within the sewer easement area, subject to review by the sewer engineer. Motion was seconded by Chairperson Deborah Scull. The vote was unanimous and the motion carried.

Maggie Clouser informed the Board that she spoke with PennDOT regarding the drainage issue on her property. PennDOT indicated that perhaps both the Township and PennDOT can work together to fix the problem. Mr. Nevitt spoke with PennDOT and the discussion is ongoing.

**Tax Collectors Report:**

The Tax Collector turned over \$208,446.40.

**Treasurers Report:**

Attached to the minutes is the Summary of the Revenues and Expenditures for the month of March 2014.

**MOTION**

A motion was made by Chairperson Deborah Scull, seconded by Member Cheryl Johnson to accept the Tax Collectors Report and the Treasurer's Report. The Report from the Tax Collector must be submitted in DCED format correctly and accompanied with the correct reports from the County and BCIU. When the Tax Collector prints out her computer reports the printouts should not be altered or handwritten on after receipt from the County or BCIU this is not acceptable and is **subject to Audit**. The vote was unanimous and the motion carried.

**Bills for the month of April 21, 2014:**

Vice-Chairman Nevitt submitted a recusal letter regarding Grande Construction matters. Mr. Nevitt is exploring the potential of building a new home in the Timberlake Development. Even though he doesn't believe that this constitutes a conflict of interest with respects to Timberlake or any Grande Construction projects, Mr. Nevitt decided to abstain from any further vote on any matters concerning or involving Grande Construction or any related entities.

**MOTION**

A motion was made by Chairperson Deborah Scull and seconded by Member Cheryl Johnson to accept and approve the bills for the month to be paid. Motion carried with Mr. Nevitt abstaining.

**Emergency Management Coordinator/Fire Commissioner's Report:**

Fire Commissioner Jeffrey Weidner was absent therefore, Member Cheryl Johnson gave the Fire Report for the month of March 2014. The Department responded to 60 incidents. There was an average of 8 people per incident.

**Planning Commission:**

The Planning Commission met on April 14th. There were 4 projects before the Board being Lot 68 Timberlake annexation, Brown Subdivision, McGlenn Subdivision and Glen Gery Minor Subdivision. The Board will meet on April 30, 2014 for the workshop.

**Building/Zoning Report:**

Glenn Kraft reviewed his report.

Kraft Codes received a call from the Police Department regarding the state of the barn located at 270 Sportsman Road. Following the inspection to verify the state of the barn, a Notice of Violation was sent to the owner of the property requiring the demolition of the barn. Two sides

of the barn had already collapsed and the remaining sides appeared in imminent danger of collapsing.

Advanced Urgent Care Zoning Hearing has been continued for May 6<sup>th</sup>, at 7:00 p.m.

The hearing pertaining to the Geesaman Tract on Gaul Road, has been cancelled at the request of the applicant.

**Great Valley Consultants Report:**

Township Engineer Ryan Rhode presented his report to the Board of Supervisors.

In his report he addresses the following items:

1. 2014 Street Work: GVC met with Neal Nevitt and Mike Boyson to review the proposed scope of work for the 2014 Street Work. Ryan outlined the advertising schedule for the Board's review and approval.

**MOTION**

Vice-Chairman Nevitt moved to approve the advertising schedule for the 2014 Street Work. Motion was seconded by Member Cheryl Johnson. The vote was unanimous and the motion carried.

2. Municipal Grounds Improvements Project: Barwis Construction is in receipt of the Township Solicitor's letter outlining the paving issues with the parking lot. GVC is currently working with Barwis to determine a satisfactory repair to the parking lot paving.
3. 2013 Streets Project – Ruth Ave: EJB Paving contacted GVC's office to discuss the paving damage in greater detail. On April 16<sup>th</sup>, GVC met with EJB Paving on-site, at which time, it was agreed upon that the pavement is failing due to unsuitable sub grade and what appears to be excessive truck traffic along the road edge. At the conclusion of the meeting, EJB stated that they do not believe they are responsible for the repair. With the Board approval, Ryan would like to urge EJB to reconsider their position on this matter. The Board approved Ryan to move forward with this to try to come to a reasonable conclusion on this issue.
4. 3324 Harwood Lane – Sinkhole: GVC is continuing to monitor the conditions at the said address. At this time, paving materials are readily available and a permanent repair to this condition should be undertaken at the Township's earliest convenience, declaring this an emergency repair. Landis Deck & Sons submitted a Time and Materials rate sheet for consideration.

**MOTION**

Motion was made by Vice-Chairman Nevitt to authorize the Township Engineer to obtain 2 additional quotes for the Harwood Lane sinkhole repairs required due to the emergency

condition on-site and authorize the Township to move forward with the lowest quote subject to limitation of \$19,100.00 keeping sewer related costs separate. Member Cheryl Johnson seconded the motion. The vote was unanimous and the motion carried.

5. Colorado Avenue – Sinkhole: The Road Crew discovered a sinkhole near the intersection of Colorado Avenue and Pacific Avenue. It appears to be the smaller variety and the repair can be performed by the road crew.
6. Knollwood Drive – Inlet: Mike contacted GVC regarding winter damage to an existing inlet within the intersection of Knollwood Drive and Faust Road. GVC received a proposal from Landis Deck & Sons in the amount of \$3,330.00. The Township Solicitor noted that there are a few provisions in the proposal that should be stricken.

### **MOTION**

Vice-Chairman Nevitt motioned, seconded by Member Johnson to accept Landis Deck & Sons the amended proposal in the amount of \$3,330.00 to repair the issue at Knollwood Drive subject to receiving the certificate of insurance. Motion carried with Vice-Chairman Nevitt and Member Johnson voting yes and Chairperson Scull voting no.

7. Gaul Road Culvert: Previously the Township discussed pursuing a culvert replacement at the said location prior to any future developer's improvements to Gaul Road. GVC completed the General Permit package for submission to PA DEP. The submission is ready to be signed by the Board.

### **MOTION**

Vice-Chairman Nevitt moved authorizing the Chairperson to sign the permit application for DEP for the Gaul Road Culvert project. Chairperson Scull seconded the motion. The vote was unanimous and the motion carried.

### **SDE Consulting Report:**

Pamela Stevens gave her report.

1. Legacy at the Papermill: The Solicitor did not yet receive the billing information from the City of Reading to date. The Solicitor prepared a draft letter to be sent to the current residents and to the developer concerning sanitary sewer billing. Mr. Nevitt mentioned one change to the draft letter is that if there are any questions they should contact the Township Office. The Board approved the letter which should be sent out by the Township Secretary.
2. Operations – Conveyance System Operations: A resident at 41 West College Avenue had two different plumbers to investigate their sewer backup. It appears that the blockage was in the sewer lateral. Captain Clog responded and unclogged the lateral and the blockage was due to tree roots. Captain Clog recommends televising and root

foam. Pamela Stevens will contact them to gather more information with respects to the root foam.

Mr. Rehab will be televising the Stitzer meter area on April 24<sup>th</sup> and 25<sup>th</sup>.

SDE issued a letter to RWMA in regard to Hickory Farms request to reduce the sewer billing due to water leaks increasing the sewer bill. RWMA responded in an email dated April 17<sup>th</sup> that it is the Township's matter. Pamela Stevens will call RWMA to explain the situation.

### **Recreation Board:**

Chairperson Deborah Scull gave her report. The Easter Egg Hunt was a success. The Earth Day celebration is April 26<sup>th</sup>. During the celebration, the new recycling containers will be given out to all Township residents. There will be food and activities for all.

### **Chief of Police Report:**

In the absence of Chief Deiterich, Police Commission Cheryl Johnson gave the report for the month. The Police had 322 calls during the month of March.

### **Road Foreman Report:**

Road Foreman Mike Boyson gave his report for the month of March. The Road Crew did pothole patching on several roads. They also removed tree and tree limbs on several roads.

### **Secretary's Report:**

One item for approval is a resolution that will allow destroying old records in the basement.

### **MOTION**

Chairperson Deborah Scull motioned to adopt Resolution No. 2014-09 that will allow for destruction of certain municipal records as attached to the Resolution. Member Cheryl Johnson seconded the motion. The vote was unanimous and the motion carried.

The elevator will be inspected on April 22, 2014 by Reading Elevator and the 3<sup>rd</sup> party inspector.

### **Solicitor's Report:**

1. Green Valley Estates Phase 12 Dedication: Ryan Rhode reviewed and signed off on the road improvement offered for dedication. The applicant's counsel has agreed with both Maintenance and Dedication Agreement and the deeds of dedication incorporating the revisions proposed by SDE. The Board was agreeable to establishing the maintenance bond period at 12 months.

Chairperson Deborah Scull seconded the motion. The vote was unanimous and the motion carried. Vice-Chair Neal Nevitt abstained from voting.

The Township received a grant from DEP for recycling and in the grant were some improvements to the Organic Matter Drop-Off Site that LHT shares with South Heidelberg Township. Mr. Nevitt received three proposals for a purchase of a backhoe. The backhoe they would like to purchase is 1993 John Deere from Plasterer Equipment in the amount of \$19,095.00. LHT would purchase it and resell it to South Heidelberg Township which will be used at the organic waste site.

#### **MOTION**

Vice-Chairman Neal Nevitt motioned to approve the purchase of the used 1993 John Deere backhoe from Plasterer Equipment in the amount of \$19,095.00. Member Cheryl Johnson seconded the motion. The vote was unanimous and the motion carried.

The Township received application for payment from Barry J Hoffman Payment #1 in the amount of \$7,200.00 with respects to the building generator.

#### **MOTION**

Motion was made by Vice-Chairman Nevitt, seconded by Chairperson Scull to approve Barry J Hoffman Payment #1 in the amount of \$7,200.00. The vote was unanimous and the motion carried.

#### **Open to the Public:**

Chairperson Scull asked if there were any public comments.

There being no further business a motion to adjourn was made by Chairperson Deborah Scull and seconded by Vice-Chairman Neal Nevitt. The meeting adjourned at 8:20 pm.

Respectfully Submitted,



Diana Minnich  
Secretary/Treasurer

| MARCH 2014 TREASURER'S STATEMENT |              |  |              |
|----------------------------------|--------------|--|--------------|
| <b>GENERAL FUND</b>              |              |  |              |
| Beginning Bal                    | \$687,010.30 |  | \$25,991.79  |
| Revenue                          | 229463.52    |  | 148.26       |
| Expenditures                     | 171540.40    |  | 0.00         |
| P/R Transfers                    | 132600.00    |  | 4.42         |
| Interfund Transfers              | 53267.21     |  | \$26,144.47  |
| Electronic debits                | 2209.44      |  |              |
| Banking Fees                     | 63.05        |  |              |
| Interest                         | 127.49       |  |              |
| Ending Bal                       | \$663,455.63 |  |              |
|                                  |              |  |              |
| <b>STREET LIGHT FUND</b>         |              |  |              |
| Beginning Bal                    | \$59,805.75  |  | \$896,907.80 |
| Revenue                          | 0.00         |  | 8657.43      |
| Transfers                        | 7634.74      |  | 18634.16     |
| Interest                         | 9.70         |  | 35.00        |
| Ending Bal                       | \$52,180.71  |  | 151.84       |
|                                  |              |  | \$887,047.91 |
|                                  |              |  |              |
| <b>FIRE PROTECTION</b>           |              |  |              |
| Beginning Bal                    | \$15,576.94  |  | \$52,895.65  |
| Revenue                          | 592.93       |  | 0.00         |
| Transfers                        | 0.00         |  | 23816.25     |
| Interest                         | 1.33         |  | 7.55         |
| Ending Bal                       | \$16,171.20  |  | \$29,086.95  |
|                                  |              |  |              |
| <b>AMBULANCE FUND</b>            |              |  |              |
| Beginning Bal                    |              |  |              |
| Revenue                          |              |  |              |
| Transfers                        |              |  |              |
| Interest                         |              |  |              |
| Ending Bal                       |              |  |              |
|                                  |              |  |              |
| <b>SEWER FUND</b>                |              |  |              |
| Beginning Bal                    |              |  |              |
| Revenue                          |              |  |              |
| Transfers                        |              |  |              |
| Bank Fees                        |              |  |              |
| Interest                         |              |  |              |
| Ending Bal                       |              |  |              |
|                                  |              |  |              |
| <b>TRASH AND RECYCLING FUND</b>  |              |  |              |
| Beginning Bal                    |              |  |              |
| Revenue                          |              |  |              |
| Transfers                        |              |  |              |
| Interest                         |              |  |              |
| Ending Bal                       |              |  |              |

