

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING HELD ON  
OCTOBER 20, 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 Mike Crotty, Township Engineer Ryan Rhode, Systems Design Engineering Pamela Stevens, Codes Enforcement Officer Glenn Kraft, Chief W. Thomas Deiterich, Road Foreman Michael Boyson and other attendees, Secretary/Treasurer Diana L. Minnich. The meeting was called to order by Chairperson Scull at 7:06 p.m.

The Minutes of the Meeting from the September 15, 2014 Regular Meeting and October 14, 2014 Workshop Meeting were distributed for review prior to the meeting.

**MOTION**

A motion was made by Member Cheryl Johnson, seconded by Chairperson Deborah Scull to approve the minutes of September 15, 2014 and October 14, 2014 Workshop. The vote was unanimous and the motion carried.

Open to the Public:

Grande Construction submitted two separate requests for the release of escrow funds for the Green Valley Estates West. The majority of the underground utilities have been installed and prep work for the roadway construction has begun.

Escrow Release Request No. 1 is in the amount of \$511,086.63 which is based upon GVC review of the applicant's request and the work completed to date.

**MOTION**

Member Cheryl Johnson motioned to approve the Green Valley Estates West Escrow Release No. 1 in the amount of \$511,086.63. The motion was seconded by Chairperson Deborah Scull. Motion carried with Mr. Nevitt abstaining.

Escrow Release Request No. 2 is in the amount of \$226,382.18.

**MOTION**

Motion was made by Mrs. Johnson, seconded by Mrs. Scull to approve the Green Valley Estates West Escrow Release No. 2 in the amount of \$226,382.18. The motion was seconded by Chairperson Deborah Scull. Motion carried with Mr. Nevitt abstaining.

Grande submitted drafts of the deeds of dedication and maintenance bond agreement with respects to Green Valley Estates Phase 11. A few issues have been raised with the dedication 1) the roads are being offered after the deadline for submitting the roads to PennDOT for addition to the liquid fuels rolls and 2) SDE discovered issues with the sewer system between Manholes 97 to MH 11A proposed to be dedicated. It appears in the video that there are sags in the sewer pipes. Pamela

Stevens suggested that Grande have his engineer perform calculations of the current flows and future flows of the interceptor in question.

Mr. Crotty mentioned 2 options the Board could consider for moving forward with the dedication. One option is accept dedication of the roads and storm sewer and not accept the sanitary sewer which would require re-working of the legal descriptions. Another option to consider is if the Board still doesn't like what they see with the sewer flow analysis by next month, consider working in the Maintenance Bond that will be posted and financial security without taking dedication so it can be monitored for the 18 months and then look at it again.

### **MOTION**

Chairperson Deborah Scull motioned to accept dedication of Green Valley Estates Phase 11 streets, storm sewer and the unaffected portions of the sanitary sewer subject to clean out of storm sewer as mentioned by GVC and subject to approval by the Road Foreman's walk through. Member Cheryl Johnson seconded the motion. Motion carried with Mr. Nevitt abstaining.

Grande Construction submitted an Escrow Release Request No. 11 in the amount of \$66,625.24 for Green Valley Estates – Phase 11. The request includes the release of funds for the final street paving and related activities.

### **MOTION**

Member Johnson moved to approve Green Valley Estates – Phase 11 Escrow Release Request No. 11 in the amount of \$66,625.24. Chairperson Scull seconded the motion. Motion carried with Mr. Nevitt abstaining.

Mr. Adams attended the meeting to ask what the status is regarding public access to the wood that the Road Crew cut along the roads. Mr. Crotty suggested that if the Board decides to have a policy in place for public access to the wood, the Board should consider having some other location other than the rear of the Township property so the public isn't coming back where Township materials and equipment are being stored. Mr. Boyson advised him that the Road Crew took an entire truck load to the Organic Site along Point Road.

### **Tax Collectors Report:**

Nothing to report.

### **Treasurers Report:**

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

### **Bills for the month of October 20, 2014:**

### **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:**

Member Cheryl Johnson gave the September's report in the absence of Fire Commissioner Jeffrey Weidner. The Department responded to 63 calls. There was an average of 7 Fire Fighters per incident.

**Planning Commission:**

The Planning Commission met on October 13<sup>th</sup> and approved the September minutes. The Board reviewed the Cacoosing Crossing North and the annexation plan of Green Valley Heights Lot 14A and 15A. The Board is continuing discussing the proposed weed ordinance and the transmission pipeline ordinance.

**Building/Zoning Report:**

Glenn Kraft reviewed his report.

An application has been filed by Georgine Zdravecki seeking a Variance and a Special Exception relief to facilitate construction of a 50 townhouse community on the currently 9.046 acre tract along Gaul Road. The Continued Hearing is scheduled for Tuesday October 28<sup>th</sup> at 7:00 p.m. at the Township Building.

Kraft Code Services was evaluated by Insurance Services Office, Inc. in order to keep insurance classifications up to date in the municipalities they represent. Mr. Kraft was pleased to announce that they earned the highest ratings possible for a Pennsylvania Certified Third Party Agency.

**Great Valley Consultants Report:**

Ryan Rhode, Township Engineer gave his report.

The following items were addressed:

1. Legacy at the Papermill: The Township Solicitor has contacted the developer regarding the Paper Mill Road repairs. The trench repair was completed and it appears that the road has been properly stabilized for the winter months.
2. Paper Mill Road Bridge: A meeting took place between LHT and Spring Township regarding the repairs to the bridge. Spring Township is ready to move ahead with the project.
3. Municipal Grounds Improvements Project: GVC and Mr. Boyson met with Barwis to review the parking lot improvements. Barwis will be working on milling various areas of the parking lot during the week of the 13<sup>th</sup> and tentatively schedule to overlay beginning Oct 21<sup>st</sup>.
4. 2015 Seasonal Requirements: Mr. Rhode stated that the 2015 Seasonal Requirements were advertised and bids were opened on October 6, 2014. The low bidder for fuel

was Automotive Services, Inc. The low bidder for salt was Oceanport. There were no bidders for propane.

## **MOTION**

On the motion by Mr. Nevitt, seconded by Mrs. Scull to award a contract for fuel (gasoline, diesel and heating oil) to Automotive Services, Inc. for the prices set forth in its October 6, 2014 bid, subject to satisfaction of all remaining bid requirements; and, further, direct the Township Engineer to issue a notice of intent to award. Motion carried unanimously.

## **MOTION**

Vice-Chair Nevitt moved to award a contract for bulk highway salt to Oceanport, LLC for the prices set forth in its October 6, 2014 bid subject to satisfaction of all remaining bid requirements and, further, direct the Township Engineer to issue a notice of intent to award. The vote was unanimous and the motion carried.

Mr. Crotty explained that there were no propane heating fuel bid received. The Board should authorize the advertisement of a second request for bids. If no bids are received after the second advertisement, the Second Class Township Code permits the Township to negotiate a contract directly with a supplier.

## **MOTION**

Motion was made by Mr. Nevitt, seconded by Mrs. Johnson to move to direct the Township Engineer advertise a request for propane heating fuel in accordance with the Second Class Township Code. The vote was unanimous and the motion carried.

5. 2014 Line Painting: GVC solicited pricing for approximately 40,000 Linear Feet of line painting throughout the Township. GVC received three (3) proposals from qualified line painting companies. The apparent low bidder is **Berks Traffic Inc.**, which has performed projects of a similar scope of work within the Township in the past.

## **MOTION**

Chairperson Deborah Scull motioned authorizing GVC to proceed with Berks Traffic Inc. for the line painting in the amount of \$5,481.97. Member Cheryl Johnson seconded the motion. The vote was unanimous and the motion carried.

## **SDE Consulting Report:**

Pamela Stevens gave her report.

1. Sewer Billing: SDE opened the single bid that was received for the televising and repair project from Video Pipe Services in the amount of \$111,557.00. Ms. Stevens recommends that the BOS reject the single bid and consider rebidding the project in the spring of 2015. The Board rejected the bid from Video Pipe Service.

2. SEO Activities: SDE met with the 3 remaining property owners for the Faust/Knollwood sanitary sewer extension. SDE will prepare a report summarizing SDE's findings for submission to PA DEP.

The SEO performed the on-lot septic system testing for the property at 190 Evans Hill Road for a second residence on the property. SDE received the Planning Module packets for the second residence. The Board agreed that the owner is required to do a subdivision and authorize the appropriate party to notify in writing that a Subdivision/Land Development Plan is required.

Mr. Nevitt met with the SEO to review the Manual for the Management of the On-Lot Sewage Disposal Systems. SDE will be submitting a revised Manual for the Board's review and approval.

### **Recreation Board:**

Chairperson Deborah Scull gave her report. Mrs. Scull reminded the public that The Township movie night is scheduled for November 7<sup>th</sup> to be held in the Township Community Room. Mrs. Scull thanked the Rec Board and Donna Leisey for decorating the front porch and the Rec Board will be decorating the front porch for all holidays.

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

Chief Deiterich gave the police report. The Police had 366 calls for service during the month of September.

### **Road Foreman Report:**

Mr. Boyson reported that pothole patching and tree limb removal was done. Weed cutting and brush removal along roads is ongoing. Equipment maintenance/repairs included state inspections, replacing diesel fuel filters, replacing starting solenoid to the Leaf Collector.

Miller Environmental submitted a proposal to prepare a sign inventory throughout LHT. After the initial project is completed, the Road Crew can keep track of the date of installation.

### **MOTION**

Motion was made by Vice-Chair Neal Nevitt, seconded by Chair Deborah Scull to approve the proposal from Miller Environmental to perform the sign inventory with the cost not to exceed \$5,000.00. The vote was unanimous and the motion carried.

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

The Shredding Event was a success. There were a total of 211 vehicles, 39 from Lower Heidelberg Township. The total amount of paper shredded were 17,150 pounds.

**Solicitor's Report:**

1. Glen Gery/Glen Ridge Plan Review: As a follow up to the Board's approvals in September, a short agreement to amend the Waiver Agreement and Settlement Agreement to update the final plan submission date and the date for completion of the road improvements.

**MOTION**

Mrs. Scull moved that the Township approve the Amendment to Settlement Agreement and Agreement Concerning Waivers in the form as presented by the Township Solicitor. Mr. Nevitt seconded the motion. The vote was unanimous and the motion carried.

2. Legacy at the Paper Mill/Phase I - II: The draft Ordinance to formally establish the City of Reading Sewer District on the Legacy tract has been advertised for the meeting.

**MOTION**

Mrs. Scull moved that the Township adopt Ordinance No. 2014-331, establishing the City of Reading Sewer District, limited to the Legacy at the Paper property, in the form as advertised. The motion was seconded by Mr. Nevitt. There being no public comment. The vote was unanimous and the motion carried.

3. Chief's Contract: SBM circulated a revised contract for review and approval. The Board tabled this issue.
4. Personnel Manual: SBM circulated a revised version form of the Non-Uniform Employee Handbook for consideration.

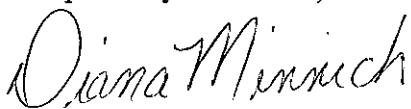
**MOTION**

Vice-Chairman Nevitt moved to approve the revised Non-Uniformed Employee Handbook in the form presented and, further, direct that all employees be supplied a copy of the handbook and execute an acknowledgment of receipt. Member Johnson seconded the motion. The vote was unanimous and the motion carried.

**Open to the Public:**

There being no further business a motion to adjourn was made by Mrs. Johnson and seconded by Mrs. Scull. The meeting adjourned at 8:25 pm.

Respectfully Submitted,



Diana Minnich  
Secretary/Treasurer