

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING HELD ON
NOVEMBER 17, 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 Andrew Bellwoar, 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 7:02 p.m.

The Minutes of the Meeting from the October 20, 2014 Regular Meeting were distributed for review prior to the meeting. There was no workshop meeting for the month of November.

MOTION

A motion was made by Member Cheryl Johnson, seconded by Vice-Chairman Neal Nevitt to approve the minutes of October 20, 2014 regular meeting. The vote was unanimous and the motion carried.

Open to the Public:

Grande Construction submitted Escrow Release Request No. 3 in the amount of \$147,727.21 for Green Valley Estates West. Based upon GVC's review of the applicant's request and the work completed to date, Mr. Rhode recommends the release of \$118,229.68. The difference is construction observation.

MOTION

Member Cheryl Johnson motioned to approve the Green Valley Estates West Escrow Release No. 3 in the amount of \$118,229.68. The motion was seconded by Chairperson Deborah Scull. Motion carried with Mr. Nevitt abstaining.

Grande Construction has submitted Escrow Release Request No. 4 for Timberlake Phase 2 in the amount of \$58,800.65. Based upon GVC's review of the applicant's request and the work completed to date, Mr. Rhode recommends the release of \$58,845.16. The difference is construction observation.

MOTION

Motion was made by Member Cheryl Johnson, seconded by Chairperson Deborah Scull to approve the Timberlake Phase 2 Escrow Release No. 4 in the amount of \$58,845.16. Motion carried with Mr. Nevitt abstaining.

1. Green Valley Heights Lot Annexation: The PC recommended preliminary/final plan approval.

MOTION

Chairperson Deborah Scull moved that the Township conditionally approve the preliminary/final subdivision plan application for Green Valley Heights Lots 14, 15 and 16, pursuant to the written decision as presented by the Township Solicitor. Member Cheryl Johnson seconded the motion. Motion carried with Mr. Nevitt abstaining.

The video was completed for the sewer line in question in the Green Valley Phase 11, however, Mr. Barnett has not received it to date. Mr. Barnett would like to attend the workshop meeting to review it with the Board. Pamela didn't receive the requested supplemental documentation to review.

Cacoosing Crossing – North revised final plans have been submitted for approval.

MOTION

Mrs. Scull motioned that the Township conditionally approve the Phase 1 Final Plan Application for the Cacoosing Crossing North Subdivision pursuant to the written decision presented by the Township Solicitor. Mrs. Johnson 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. The Board stated that they are working on a policy.

Tax Collectors Report:

The Tax Collector turned over \$17,175.15 for October. She also turned over \$2,901.06 for the month of September.

Treasurers Report:

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

MOTION

A motion was made by Member Cheryl Johnson, seconded by Vice-Chairman Neal Nevitt 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 November 17, 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:

Fire Commissioner Jeffrey Weidner gave the Fire Report for the month of October 2014. The Department responded to 62 calls; 11 of those were in Lower Heidelberg Township. There were an average of 11 people per incident.

Planning Commission:

The Planning Commission met on November 12th and approved the October minutes. The Board reviewed the Cacoosing Crossing North and Green Valley Heights Lot Annexation. 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 occurred on October 28th at 7:00 p.m. at the Township Building. The ZHB unanimously voted to reject the requested relief to allow townhouses on a tract of less than 10 acres.

Great Valley Consultants Report:

Ryan Rhode, Township Engineer gave his report.

The following items were addressed:

1. Municipal Grounds Improvements Project: Barwis Construction has completed the resurfacing of the questionable parking lot areas. In addition, Lincoln Pavement Services has repainted the parking lines on the Police side of the building and refreshed the lines on the Township Office side. The improvements which have been installed adequately. Ryan Rhode recommend that the Board consider payment of the associated invoices.

MOTION

Mr. Nevitt motioned to pay the invoices for resurfacing the parking lot, EJB Paving & Materials in the amount of \$14,056.02, Barwis Construction for \$474.00 and \$510.00 and Lincoln Pavement Services in the amount of \$550.00. The motion was seconded by Mrs. Johnson. The vote was unanimous and the motion carried.

2. 2014 Line Painting: Berks Traffic Inc. completed the line painting throughout the Township on November 12th. In addition to the long line painting on various Township Road's, they also installed the handicapped parking space at 318 Pine Street in Saddlebrook. The Road Crew completed the parking restriction by installing the required signage. Berks Traffic submitted an invoice in the amount of \$5,785.26.

MOTION

Motion was made by Vice-Chairman Nevitt, seconded by Chairperson Scull to pay the Berks Traffic Inc. invoice in the amount of \$5,785.26 for line painting. The vote was unanimous and the motion carried.

3. 2015 Seasonal Requirements: Mr. Rhode is currently working to finalize the final contract documents with Oceanport and Automotive Services, Inc. The re-bid of the Propane Contract yielded no bids. The secretary will make calls to suppliers to gather information for propane costs.

SDE Consulting Report:

Pamela Stevens gave her report.

1. Green Valley Estates West: SDE issued sewer permits for Green Valley Estates West.
2. 190 Evans Hill Road: Plans were received for 190 Evans Hill Road. Pamela noticed that there were no lot lines shown.

Recreation Board:

Chairperson Deborah Scull gave her report. Mrs. Scull and Mrs. Conners attended a DCNR meeting to gather information for a grant for the dog park. Mrs. Scull is looking into a mobile digital sign to advertise the Rec Board events.

Chief of Police Report:

Chief Deiterich gave the police report. The Police had 343 calls for service during the month of October.

Road Foreman Report:

Mr. Boyson reported that pothole patching and tree limb removal was done. Leaf collection has begun. December 8th will be the final leaf pickup. Equipment maintenance/repairs included state inspections, remove /store Rotary Mower Head, installed snow blower assembly.

Secretary's Report:

Animal Rescue League sent a new contract for 2015 for consideration. Also, they are asking for donations. The Township donated \$1,000.00 in 2014.

MOTION

Chairperson Scull motion to donate \$1,000.00 to the Animal Rescue League of Berks County and enter into the agreement as presented. Vice-Chairman Nevitt seconded the motion. The vote was unanimous and the motion carried.

Berks County Crime Alert submitted a request for a donation.

MOTION

Mrs. Johnson motion to donate \$500.00 to the Berks County Crime Alert. The motion was seconded by Mr. Nevitt. The vote was unanimous and the motion carried.

The Township received the renewal from the Auto Spa for 2015. The contract remains at \$250.00 per vehicle.

MOTION

Vice-Chair Nevitt moved to accept the Auto Spa contract for 2015 in the amount of \$250.00 per vehicle. The motion was seconded by Member Johnson. The vote was unanimous and the motion carried.

Berks County Solid Waste Authority will once again sponsor both spring and fall household hazardous waste, pharmaceuticals and paper shredding collection events and will continue to operate their full-time collection center for tires and electronics at their center located along Hilltop Road. They are requesting any financial assistance to keep the essential programs thriving.

MOTION

Motion was made by Vice-Chair Nevitt to donate \$250.00 to the Berks County Solid Waste Authority. The motion was seconded by Chairperson Scull. The vote was unanimous and the motion carried.

Before the Board for approval is a resolution that will allow destroying old records in the basement.

MOTION

Chairperson Deborah Scull motioned to adopt Resolution No. 2014-17 that will allow for destruction of certain municipal records in conjunction with the PHMC requirements. Member Cheryl Johnson seconded the motion. The vote was unanimous and the motion carried.

Mrs. Conners prepared an ad for receiving sealed bids for the Richo Aficio MP 2550 Copier. After a brief discussion, this was tabled.

Emergency Systems Service Company submitted a one year proposal for service for the Building Generator. This agreement includes one annual service visit. The proposal is in the amount of \$725.00.

MOTION

Mr. Nevitt moved to approve the proposal from Emergency Systems Service Company for maintenance on the emergency generator for one year in the amount of \$725.00. The motion was seconded by Mrs. Scull. The vote was unanimous and the motion carried.

ImageNet/docSTAR submitted the Annual Service Contract for the docSTAR system in the amount of \$1,176.00. However, if the Board accepts this contract, there will be a 10% discount.

MOTION

Motion was made by Chairperson Scull to accept the Image Net contract for the docSTAR system for maintenance for one year in the amount of \$1,058.40. The motion was seconded by Member Johnson. The vote was unanimous and the motion carried.

PSATS Unemployment Compensation Group Trust has been providing unemployment compensation insurance to LHT. To ensure LHT is in compliance with the Intergovernmental Cooperation Act and the UC Trust Agreement, the Township should adopt an ordinance to reaffirm its participation in the UC Trust. This was tabled until the Board and SBM can review this.

Solicitor's Report:

1. 2015 Budget Adoption Process: Mr. Bellwoar reminded the Board of the need to advertise for the availability of the proposed 2015 budget and for the upcoming reorganization meetings.

MOTION

Mrs. Scull motioned, seconded by Mr. Nevitt to authorize the advertisement of a notice of the availability of the Township's 2015 Budget. Motion passed unanimously.

2. Meeting Notices: For the Township's Organizational Meeting, a few advertisements are necessary: notice of the org meeting; notice of the auditor's org meeting; and notice of the intent to appoint an independent CPA to perform the 2014 audit.

MOTION

Mr. Nevitt moved that the Township advertise the intent to appoint an Independent CPA to perform the 2014 audit, the org meeting for January 5, 2015 at 7:00 p.m.; and the auditor's org meeting for January 6, 2015 at 10:00 a.m. The motion was seconded by Mrs. Johnson. Motion passed unanimously.

3. Young Lungs at Play: Mr. Crotty prepared an ordinance to ban smoking at all existing and future Township properties, parks and trails.

MOTION

Mrs. Scull motioned to advertise the Ordinance that will ban smoking at all existing and future Township properties, parks and trails and the Township will designate certain areas as smoking areas. Mr. Nevitt seconded the motion. The vote was unanimous and the motion carried.

4. Wood – Right of Way Tree Trimming: This issue was tabled.
5. Eways – Papermill Estates: SBM contacted the attorney representing Eways as to whether another extension will be submitted.

MOTION

Mr. Nevitt moved that the Township approve the MPC extension for the Eways project until March 17, 2015. The motion was seconded by Mrs. Johnson. The vote was unanimous and the motion carried.

6. Chief's Contract: SBM circulated a revised contract to address the Board's comments.

MOTION

Motion was made by Cheryl Johnson that the Township adopt the employment agreement between W. Thomas Deiterich and Lower Heidelberg Township in the form presented, and that the Board of Supervisors be authorized to execute the agreement. Neal Nevitt seconded the motion. The vote was unanimous and the motion carried.

7. Comcast Franchise Agreement: Comcast submitted a Franchise Agreement for approval. SBM reviewed the agreement and had some revisions for consideration. The approval was tabled until Mike Crotty and Cheryl Johnson can meet with Liz to review the agreement.
8. PP&L Agreement: PP&L has to produce a letter agreeing to bring the new 3 Phase electric line to the outside of the building.

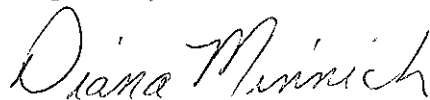
MOTION

Vice-Chairman Neal Nevitt motion to approve the Right of Way as presented by PP&L subject to receipt of the letter as requested by the Solicitor. Chairperson Deborah Scull 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. Scull and seconded by Mr. Nevitt. The meeting adjourned at 8:36 pm.

Respectfully Submitted,



Diana Minnich
Secretary/Treasurer

		NOVEMBER 2014 TREASURER'S STATEMENT			
GENERAL FUND					
Beginning Bal	\$1,358,746.21				
Revenue	156644.67				
Expenditures	201894.61				
P/R Transfers	85700.00				
Interfund Transfers	91924.52				
Electronic debits	1890.63				
Banking Fees	40.85				
Interest	228.38				
Ending Bal	\$1,318,017.69				
STREET LIGHT FUND					
Beginning Bal	\$75,728.89				
Revenue	403.50				
Transfers	7679.49				
Interest	12.22				
Ending Bal	\$68,465.12				
FIRE PROTECTION					
Beginning Bal	\$81,514.36				
Revenue	2554.61				
Transfers	0.00				
Interest	13.54				
Ending Bal	\$84,082.51				
AMBULANCE FUND					
Beginning Bal	\$59,207.34				
Revenue	575.36				
Transfers	0.00				
Interest	9.76				
Ending Bal	\$59,792.46				
SEWER FUND					
Beginning Bal	\$1,262,546.22				
Revenue	71058.06				
Transfers	56543.81				
Bank Fees	0.00				
Interest	213.26				
Ending Bal	\$1,277,273.73				
TRASH AND RECYCLING FUND					
Beginning Bal	\$135,543.27				
Revenue	1475.60				
Transfers	23816.25				
Interest	21.58				
Ending Bal	\$113,224.20				

NOVEMBER 2014 TREASURER'S STATEMENT	
FIRE HYDRANT FUND	
Beginning Bal	\$18,921.05
Revenue	94.98
Transfers	3663.87
Interest	1.50
Ending Bal	\$15,353.66
DEBT SERVICE FUND	
Beginning Bal	\$314,566.25
Revenue	2491.32
Transfers	0.00
Interest	51.85
Ending Bal	\$317,109.42
FULTON BANK	
CAPITAL IMPROVEMENT FUND	
Beginning Bal	\$105,076.76
Revenue	0.00
Expenditures	0.00
Interest	8.64
Ending Bal	\$105,085.40
RECREATION FUND	
Beginning Bal	\$64,372.90
Revenue	0.00
Transfers	221.10
Interest	10.57
Ending Bal	\$64,162.37
STATE AID FUND	
Beginning Bal	\$134,649.30
Revenue	0.00
Expenditures	7300.16
Interest	22.08
Ending Bal	\$127,371.22
FULTON BANK	
GENERAL FUND	
Beginning Bal	\$13,419.98
Revenue	0.00
Expenditures	0.00
Interest	2.58
Ending Bal	\$13,422.56