

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
OCTOBER 19, 2015**

The Lower Heidelberg Township Board of Supervisors held their regularly scheduled meeting at the Township Building, 720 Brownsville Road, on the above date. Present were Chairwoman Deborah Scull, Vice-Chairman Neal Nevitt, Member Cheryl Johnson, Township Solicitor Andrew Bellwoar, Township Engineers Pamela Steven (SDE) and Ryan Rhode (GVC), Code Enforcement Officer Glenn Kraft, Police Chief W. Thomas Deiterich, Road Foreman Michael Boyson and Secretary/Treasurer Theresa Conners.

The meeting was called to order by Chairwoman Scull at 7:00 p.m. Ms. Scull led the pledge to the flag.

The minutes from the September 21, 2015 Regular Meeting and the October 13, 2015 Work Session were distributed for review prior to the meeting. **On Motion** by Ms. Johnson, seconded by Mr. Nevitt, to approve the minutes of September 21, 2015 and October 13, 2015 as presented. Motion passed unanimously.

Open to the Public

Ms. Scull asked if there was any public comment; there was no public comment.

Tax Collector's Report

Ms. Conners reported that Sandra Davis turned over \$7,688.69 dollars.

Treasurer's Report

Ms. Conners presented the Treasurer's Report for both July and August, but explained that the September report will be presented along with the October report at the next regular meeting. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to accept both the Treasurer's Report for July and August and the Tax Collector's Report. The Report from the Tax Collector must be submitted in correct DCED format 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**. Motion passed unanimously.

Approval of Bills

On Motion by Ms. Scull, seconded by Mr. Nevitt, to approve the bill list as presented. Motion passed unanimously.

Subdivision and Land Development

Timberlake Phase 1 – Mr. Bellwoar presented the 18th month Maintenance Bond Agreement for Timberlake Phase 1. Mr. Rhode confirmed that the only outstanding engineering issue is the street signs that need to be replaced; the signage has been ordered, but not installed to date. Ms. Stevens said that she was not aware of any outstanding sewer issues.

Lower Heidelberg Township Board of Supervisors
Regular Meeting October 19, 2015
Page Two

On Motion by Ms. Scull, seconded by Ms. Johnson, that the Township accept and approve the form of Maintenance Bond Agreement as presented by the Township Solicitor's office for Phase 1 of the Timberlake project, subject to the completion of the street signage. Motion passed unanimously.

On Motion by Ms. Scull, seconded by Ms. Johnson, that the Township approve Resolution No. 2015-22, accepting dedication of Baywood Avenue, Lingle Avenue and Timberlake Avenue into the Township public street system, subject to the applicant installing the street signs in a manner satisfactory to the Township Engineer. Motion passed unanimously.

Mr. Bellwoar noted that he has not yet received comments back from Glen Gery for the proposed road improvements.

Emergency Management Coordinator/Fire Commissioner's Report

Jared Renshaw presented the September Fire Commissioner's Report. He noted that there were 63 calls, 4 of which were in Lower Heidelberg Township, with an average turnout of 8 persons per incident. The proposed budget has been completed and will be presented to the finance committee on Tuesday, October 20th. There is no proposed increase in millage for any of the four municipalities. Mr. Renshaw noted that going forward with the monthly reporting submitted to the Township, he will include more information about training for personnel and any other items the Board members would like to see in the report. He also said he will no longer include the actual street address for each incident call, to protect the privacy of those involved.

Planning Commission

There was no Planning Commission meeting in September.

Building/Zoning Report

Mr. Kraft reported that there were 11 permits issued in September for a total construction value of \$1,059,500.00 dollars. His office investigated one new property issue. Mr. Kraft attended two Zoning Hearing Board hearings; a variance was approved with conditions for 994 Brownsville Road for construction of an accessory building, and a variance was approved with conditions for 6790 Penn Ave to allow a motorcycle retail sales and parts store. His office also received an application for a Conditional Use Hearing for the property at 6841 Penn Avenue to allow a used car lot. The hearing must be scheduled within 60 days of receipt of the application. The Board of Supervisors will hold the hearing. Mr. Bellwoar suggested the hearing be held on November 16, 2015 at 6:30 p.m. directly before the regular township meeting. The Conditional Use Hearing will need to be advertised. **On Motion** by Mr. Nevitt, seconded by Ms. Scull, to authorize the Township Solicitor to advertise the Conditional Use Hearing for 6841 Penn Ave on November 16, 2015 at 6:30 p.m. at the Township Building. Motion passed unanimously.

Great Valley Consultants Report

Mr. Rhode presented Escrow Release No. 15 for Legacy at Paper Mill in the amount of \$41,697.00 dollars. **On Motion** by Mr. Nevitt, seconded by Ms. Johnson, to approve Escrow Release No. 15 for Legacy at Paper Mill in the amount of \$41,697.00; motion passed unanimously.

Mr. Rhode presented Escrow Release No. 2 for Cacoosing Crossing North in the amount of \$218,767.90 dollars. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to approve Escrow Release No. 2 for Cacoosing Crossing North in the amount of \$218,767.90; motion passed with Ms. Scull and Ms. Johnson voting yes, and Mr. Nevitt abstaining.

Mr. Rhode reported that Green Valley Estates Phase 12 has reached the end of the 18th month maintenance period, and that there were no issues preventing the release of the remaining escrow funds. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to release the maintenance bond and letter of credit for Green Valley Estates Phase 12. Motion passed with Ms. Scull and Ms. Johnson voting yes, and Mr. Nevitt abstaining.

Mr. Rhode presented an update for the Gaul Road culvert project; the Army Corp of Engineers permit has been received. **On Motion** by Mr. Nevitt, seconded by Ms. Johnson, to authorize Great Valley Consultants to solicit proposals for the Gaul Road culvert project. Motion passed unanimously.

Mr. Rhode reported that his office has issued the Notice of Intent to Award the 2015 Street Work Re-bid to H & K Group. A pre-construction meeting has been scheduled for Tuesday, October 20th. His office is finalizing the contract documents for the 2016 Seasonal Requirements Bid.

Mr. Rhode noted that he has provided a plan of the storm sewer system serving 319 Kentucky Avenue to help determine the source of the debris reported by the homeowner.

The prices for the Fall line painting have been circulated; two proposals have been received. Mr. Rhode recommended that the stop bars at the schools should stay on; a determination of which roads to stripe still needs to be made. **On Motion** by Mr. Nevitt, seconded by Ms. Scull, to authorize Berks Traffic to complete the paving markings, at a price not to exceed \$10,000, with Mr. Rhode and Mr. Boyson to determine which roads are to be marked. Motion passed unanimously.

Systems Design Engineering Report

Ms. Stevens reported that the Township has received new sewer rates from the City of Reading for the period running from April 1, 2016 until March 31, 2017. The previous rate was \$71.7344 per quarter per EDU and the new rate will be \$74.3387 per quarter per EDU. Ms. Stevens will review the information and follow up with this in the next quarter.

Lower Heidelberg Township Board of Supervisors
Regular Meeting October 19, 2015
Page Four

Ms. Stevens noted that the Stitzer Avenue Meter area contract work has been completed. Two change orders have been received and require the Board's approval; one for the additional work in the amount of \$9,387.50 dollars and one for the compensating closeout of the contract with a deduct amount of \$2,229.50 dollars. Ms. Stevens recommends that the Board approve both change orders, along with the Payment Request No. 1 in the amount of \$41,506.20 dollars which reflects the retainage of \$4,611.80.

On Motion by Ms. Scull, seconded by Mr. Nevitt, to approve both change orders, one in the amount of \$9387.50 dollars and one in the amount of a credit of \$2,229.50 dollars for the Stitzer Avenue meter work as presented by Systems Design Engineering. Motion passed unanimously.

On Motion by Ms. Scull, seconded by Ms. Johnson, to approve Payment Voucher No. 1 in the amount of \$41,506.20 dollars for the Stitzer Avenue meter work, which reflects the retainage of \$4,611.80 dollars. Motion passed unanimously.

Ms. Stevens reported that the Township has received the FOG test results for the Beacon Road meter; five of the parameters tested were over Sinking Spring Borough's sewage limits. The flow to the Beacon Road meter is from South Heidelberg; SDE has issued a letter to South Heidelberg Township Municipal Authority concerning the results of the test. Ms. Stevens requested authorization to conduct additional FOG testing to clarify that it is not Lower Heidelberg contributing to the grease readings. **On Motion** by Mr. Nevitt, seconded by Ms. Johnson, to authorize SDE to order additional testing for the Beacon Meter Road line. Motion passed unanimously.

Recreation Board Report

Ms. Scull announced that there will be a "Ladies Night" movie at 7:00 p.m. on November 14th. This event will be free to Township residents and snacks will be provided. This will be a BYOB event. The Rec Board will host a Santa Party on December 12th; there will be crafts for the kids and homemade Christmas cookies. Each family will have the opportunity to have their picture taken inside a giant snow globe which will be set up in the meeting room. Reservations should be made for the picture taking session to ensure that there will be time for everyone who wants a picture. The Rec Board is still looking for volunteers to help with the proposed dog park. All recreation volunteers who come in direct contact supervising children must have a child abuse clearance; all members of the Rec Board have obtained their clearances.

Police Report

Chief Deiterich reported that there were 1,327 service hours in September, with 364 service calls; of those, 13 were criminal offenses and 8 were motor vehicle accidents. The police department has a retired vehicle which has been stripped and is ready to be put to bid. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to authorize the advertisement to bid the 2009 Ford Explorer with mileage of 119,000; motion passed unanimously. Ms. Johnson inquired about canine-officer Empir's condition; Chief Deiterich reported that Empir is healing nicely.

Lower Heidelberg Township Board of Supervisors
Regular Meeting October 19, 2015
Page Five

Road Foreman's Report

Mr. Boyson reported that there were 18 roads worked on in September. Weed mowing is ongoing and the catch basins were cleared. Three trucks were out for State Inspection and field service was performed on the John Deere tractor. The road crew attended an MS4 class presented by Great Valley Consultants. Mr. Boyson inquired as to the proper procedure for adding additional no parking signs for snow emergency routes. Mr. Bellwoar advised that placement in the middle and at the end of each street should meet the basic requirements.

Secretary's Report

Ms. Conners noted that the Township has received a solicitation from Berks County Crime Alert; the Board noted that this is an annual donation. Ms. Conners will enter a \$500 dollar donation for the next bill list.

Solicitor's Report

Mr. Bellwoar advised that a formal action must be taken to complete the termination of employee William Weber. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to ratify the termination of William Weber, effective September 29, 2015. Motion passed unanimously.

Mr. Bellwoar reminded the Board that the Supervisors may have their budget meeting at the November work session.

Old Business

On Motion by Ms. Scull, seconded by Ms. Johnson, to adopt Resolution No. 2015-23 establishing a Township Building Use Policy. Motion passed with Ms. Scull and Ms. Johnson voting yes, and Mr. Nevitt voting no.

Mr. Bellwoar noted that the 2015 Trash Bid pre-bid meeting will be held on October 21, 2015; the bids are scheduled to be opened on October 30, 2015.

New Business

Mr. Bellwoar presented a Bill of Sale to transfer the ownership of the 1993 JD 510D Loader Backhoe to South Heidelberg Township, per the Inter-governmental Cooperation Agreement with South Heidelberg Township. **On Motion** by Mr. Nevitt, seconded by Ms. Scull, to approve the transfer via bill of sale of the back hoe to South Heidelberg Township. Motion passed unanimously.

Lower Heidelberg Township Board of Supervisors
Regular Meeting October 19, 2015
Page Six

Public Comment

Ms. Scull asked if there was any public comment. Barbara Brenner asked if Mr. Kraft had investigated the tiki torches at the Bar-B-Q Pit, along with the fire pit tables in the seating area. Mr. Kraft said he would check with Andrew Kraft to see if any investigation has been started.

Ms. Scull announced that the Board would recess to an executive session to discuss a personnel issue, and that no action would be taken after the executive session.

Adjournment

On Motion by Ms. Johnson, seconded by Ms. Scull, to adjourn at 7:50 p.m. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Theresa Conners".

Theresa Conners, Township Secretary/Treasurer

Approved on: November 16, 2015