

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
JANUARY 18, 2016**

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 Vice-Chairwoman Cheryl Johnson and Member Deborah Scull, Township Solicitor Michael Crotty, Township Engineers Pamela Steven (SDE) and Ryan Rhode (GVC), Code Enforcement Officer Andrew Kraft, Police Chief W. Thomas Deiterich, Interim Road Foreman Michael Boyson and Secretary/Treasurer Theresa Conners. Chairman Neal Nevitt was not present.

The meeting was called to order by Vice- Chairwoman Johnson at 7:03 p.m. Ms. Johnson led the pledge to the flag.

Solicitor Crotty announced that the Board received a letter of resignation from Chairman Neal Nevitt, wherein he resigned his positions as Chairman of the Board of Supervisors, Township Road-master, and as Vice-Chairman of the Planning Commission. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to accept the letter of resignation received from Mr. Nevitt. Motion passed unanimously. Mr. Crotty explained that the Township has 30 days to consider appointing someone to fill out the term of Mr. Nevitt's position. Ms. Scull advised if anyone from the public is interested in serving on the Board, they should contact the Township office. Mr. Crotty noted that a new Chairperson must be appointed, and that the Planning Commission and Road-master positions will also need to be filled. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to appoint Deborah Scull as Chairwoman of the Board of Supervisors and Roadmaster. Motion passed unanimously. Ms. Scull noted that anyone interested in serving on the Planning Commission should contact the Township office.

The minutes from the December 21, 2015 Regular Meeting and the January 4, 2016 Reorganization Meeting were distributed for review prior to the meeting. Chief Deiterich noted a change to the draft minutes: The Motion authorizing the placement of an ad in the Reading Eagle for an additional police officer took place at the December 21, 2015 meeting and not at the Reorganization Meeting. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve the minutes of December 21, 2015 and January 4, 2016, with the correction as noted by Chief Deiterich. Motion passed unanimously.

Open to the Public

Ms. Scull asked if there was any public comment; Tex Essig thanked Vince Loeb for his many years of service to the Township.

Vincent Loeb Recognition

Ms. Scull read Resolution No. 2016-04 recognizing Vincent Loeb for forty three years of employment with Lower Heidelberg Township. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve Resolution No. 2016-04. Motion passed unanimously.

Tax Collector's Report

Ms. Conners reported that Sandra Davis has turned in \$23,069.54 dollars for the month of December.

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Treasurer's Report

Ms. Conners presented the Treasurer's Report for the month of December. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to accept the Tax Collector's Report and the Treasurer's Report for December. Motion passed unanimously.

Approval of Bills

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

Subdivision and Land Development

Mr. Rhode presented Escrow Release No. 5 for Cacoosing Crossing North Phase 1 in the amount of \$280,196.07 dollars. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to approve Escrow Release No. 4 for Cacoosing Crossing North Phase 1 in the amount of \$280,196.07; motion passed unanimously.

Emergency Management Coordinator/Fire Commissioner's Report

In the absence of Fire Commissioner Jared Renshaw, Ms. Johnson presented the December Fire Commissioner's Report. There were 68 calls, 14 of which were in Lower Heidelberg Township, with an average turnout of 7 persons per incident. Members completed a combined total 321 hours of training.

Planning Commission

Ms. Scull noted that there was no Planning Commission meeting in January.

Building/Zoning Report

Mr. Kraft reported that there were 4 permits issued in December for a total construction value of \$393,190.00 dollars. He is still working on the issue of the unregistered Jeep on State Hill Road. Property owners on several streets were notified to remove basketball nets in the right-of-way. His office is following up on the rental application and registration for 4217 and 4219 Hill Terrace Drive.

Great Valley Consultants Report

Mr. Rhode reported that his office is working with Greth Development on the signage issues for Timberlake Phase 1, and they will place the signs where the Township directs. Ms. Stevens said she has no issues with Phase 1; Mr. Crotty said no action is required by the Board at this time. The Deed of Dedication will be recorded this week, and the Township should assume immediate responsibility for snow plowing.

Mr. Rhode has followed up with UGI and has completed the "Ahead of Paving" survey for 2016.

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PennDOT has requested a review for signal modifications to be performed along Penn Avenue at the intersections of Sinking Spring Plaza and Green Valley Road. Mr. Rhode has reviewed the request and has no substantial comments. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve Resolution No. 2016-05 authorizing PennDOT to perform traffic signal upgrades on Penn Avenue at Sinking Spring Plaza. Motion passed unanimously. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve Resolution No. 2016-06 authorizing PennDOT to perform traffic signal upgrades on Penn Avenue at Green Valley Road. Motion passed unanimously.

Systems Design Engineering Report

Ms. Stevens asked for a clarification and memorialization regarding Lot 6 in Timberlake Phase 1. There was an unopened paper street where the dwelling is proposed for that lot. The Board affirmed that the Township has no intention to use the paper street where the proposed dwelling is located.

Ms. Stevens will respond to ARRO's correspondence as to whether or not Sinking Spring Borough has sufficient capacity to approve the planning module for Green Valley Estates West. She will arrange a meeting with them and bring the results to a future work session.

A date will be set for the Faust/Knollwood residents meeting, and the Township office will notify the residents. Ms. Stevens will provide the data for the meeting.

Recreation Board Report

Ms. Scull reported that the Recreation Board met and discussed plans for the annual Easter Egg Hunt. There are now 20 active volunteers for the dog park, and plans are moving forward.

Police Report

Chief Deiterich reported that there were 923 total service hours in December, with 266 service calls; of those, 16 were criminal offenses and 14 were motor vehicle accidents. There will be a 5K Run/Walk/Cycle event on April 3, 2016. Two roads will be closed from 9:55 a.m. until 11:30 a.m. The Chief requested approval to place an order for the new police car; it is necessary to get on the list now to fulfill the order in a timely manner. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to authorize Chief Deiterich to place an order for a 2016 Ford Police Utility Explorer. Motion passed unanimously.

Interim Road Foreman's Report

Mr. Boyson reported that December activity included installation of Snow Emergency signs and preparation of plows for winter road maintenance. The leaf collector was prepped for winter storage.

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Secretary's Report

Ms. Conners thanked the road crew for the excellent job installing permanent shelving in the archive storage closet. Ms. Conners announced that the Board held an executive session at 2:30 p.m. on January 7, 2016 to discuss personnel issues; no actions were taken.

Old Business

Mr. Crotty reported that the Township Purchasing Policy has been finalized. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve Resolution No. 2016-07 establishing policies, procedures and safeguards to govern purchasing by the Township and Township departments. Motion passed unanimously.

Mr. Crotty noted that when the Zoning Ordinance was last revised in September, the Township Zoning Map was also adopted, but had never been signed. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve and sign the Township Zoning Map dated September 21, 2015. Motion passed unanimously.

New Business

There was no new business.

Public Comment

Ms. Scull asked if there was any public comment. There was none.

Adjournment

On Motion by Ms. Scull, seconded by Ms. Johnson, to adjourn at 7:33 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: February 18, 2016