

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
MARCH 21, 2016**

The Lower Heidelberg Township Board of Supervisors held their monthly meeting at the Township Building, 720 Brownsville Road, on the above date. Present were Chairwoman Deborah Scull, Member Michael Keltz, 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 Matthew Clay and Secretary/Treasurer Theresa Conners. Vice-Chairwoman Cheryl Johnson was absent.

The meeting was called to order by Chairwoman Scull at 7:05 p.m. Ms. Scull led the pledge to the flag.

The minutes from the February 18, 2016 Regular Meeting were distributed for review prior to the meeting. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the minutes of February 18, 2016. Motion passed unanimously.

Open to the Public

Ms. Scull asked if there was any public comment. Resident James Adams addressed the board regarding cutting of trees along the right-of-way on township roads.

Tax Collector's Report

Ms. Conners reported that Tax Collector Sandra Davis turned over \$2,840.75 dollars for the month of February.

Treasurer's Report

Ms. Conners noted that the bank statements have not been received for February and that the Treasurer's report for February will be delayed until the next meeting.

Approval of Bills

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

Subdivision and Land Development

Karen Crater of Hoffert Engineering presented a request for a waiver of land development for the **Calvary Bible Church** in order to install a pole barn on the church property in place of a smaller shed. The request was heard by the Planning Commission, who recommended the waiver be approved, subject to confirmation to the satisfaction of the Township Engineer as to the continued compliance with off-street parking requirements, and that the applicant comply with all Stormwater Management Ordinance requirements.

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On Motion by Ms. Scull, seconded by Mr. Keltz, to approve the request by Calvary Bible Church for a waiver from the subdivision and land development process for the erection of its proposed storage shed, subject to confirmation to the satisfaction of the Township as to continued compliance with the off-street parking requirements; and subject to the Applicant complying with the Township's Act 167 Stormwater Management Ordinance. Motion passed unanimously.

A time extension request was received from the new owners of the Papermill Estates to extend the review period, and has been approved by the Planning Commission. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve the MPC extension request for the Papermill Estates project, extending the project until June 22, 2016. Motion passed unanimously.

Emergency Management Coordinator/Fire Commissioner's Report

Jared Renshaw reported that the fire company members completed a combined 246 hours of training in February. There were 69 total calls; seven of those were in Lower Heidelberg, with an average turnout of 8 responders per call. The fire company has received a grant from PA American Water in the amount of \$500 dollars; the funds will be used to purchase combustible gas leak detectors. The company also received a grant from the State Fire Commissioner in the amount of \$13,561 dollars; the funds will be used to purchase six automated external defibrillators to replace the current ones that are nearing the end of their service life.

Planning Commission

Michael Levan, Planning Commission chairman, reported that the Commission held their first meeting of the year in February and elected officers for 2016. Mr. Levan will continue as Chair, Neal Nevitt will be Vice-Chair and Ms. Connors will continue as Secretary. The Commission approved the waiver request for the Calvary Bible Church, approved the extension request for Papermill Estates, and met with the new owner to discuss the preliminary plan for Papermill. The Commission has scheduled a work session on March 30th at 7:00 p.m.

Building/Zoning Report

Mr. Kraft reported that there were 10 permits issued in February for a total construction value of \$402,250.00 dollars. Their office handled five property maintenance issues, and three zoning issue.

Great Valley Consultants Report

Mr. Rhode reported that the contract has been finalized with Rettew Associates to proceed with the bridge repair design for the Paper Mill Road Bridge. His office will continue to coordinate the project with Spring Township.

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The Route 422 Betterment Project continues, and the Township has been contacted by PennDOT regarding another portion of the work. This improvement includes upgrades to the signals at Green Valley Road and Penn Avenue. PennDOT will be adding black face plates to make the signals brighter. PennDOT has forwarded an authorization form and Resolution for the Board's approval.

Mr. Rhode has corresponded with Ms. Kara Rhoads of Autumn Ridge regarding her concern with the bus stop safety in the development. He has also reviewed the concern raised by John Muir regarding the stop signs on Point Road. GVC can assist the road crew with any additional signage that the Board may wish to install.

Mr. Rhode noted that he was able to contact PPL regarding the ownership of street light poles, and has found out that the majority of the light poles in the Township are owned by PPL Utilities. Some of the poles are rusting through and should be replaced. The PPL representative asked that the Township provide the street addresses and pole numbers for the rusted poles.

Systems Design Engineering Report

Ms. Stevens noted that she will reach out to the Borough of Sinking Spring to ascertain how much capacity is available for Lower Heidelberg for the Green Valley Estates West project. The bill received from Dynatech for the Rosewood Hills generator repair should be tabled. Slaymaker has been contacted to do an assessment of the situation, and their representative is still determining if the work Dynatech did was the correct action.

The Township has received a bill from South Heidelberg Township for an industrial surcharge. They claim that Lower Heidelberg customers are contributing to high FOG readings. Further discussion is needed with both South Heidelberg and the Borough. The agreement between the Borough and Lower Heidelberg clearly defines the Industrial Waste and Industrial User and the calculation that is produced for the surcharge. Ms. Stevens has asked Mr. Bellwoar to review the agreement and the surcharge fee letter. Ms. Stevens noted it would be helpful to have additional testing done for the Beacon Road meter to determine the amount of FOG going to that meter. The Board agreed that further testing is warranted. They authorized Ms. Stevens to contact Select Environmental to take two samples at the Beacon meter.

Recreation Board Report

Ms. Scull reported that 216 children attended the annual Easter Egg Hunt. She thanked the road crew with their assistance with setup and cleanup of the event. A doggie fashion show was held as a kick off for the new dog park. Excavation should begin sometime in April for the dog park. Christopher Leisey will be building the agility equipment at the park for his Eagle Scout project.

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Police Report

Chief Deiterich reported that there were 1,461 total service hours in February, with 273 service calls; of those, 16 were criminal offenses and 3 were motor vehicle accidents.

The Chief commended the new police secretary for a fine job. Testing for police officer candidates took place last week. Chief Deiterich requested the Board's support for a Resolution in support of Senate Bill 535 and House Bill 71 to allow local police to enforce speed limits with radar. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to adopt Resolution No. 2016-09 in support of Senate Bill 535 and House Bill 71, to allow local police use of radar and speed timing equipment. Motion passed unanimously.

Road Foreman's Report

Mr. Clay reported that February activity included bridge inspections, cold patch, repair of shoulders and prepping for heavy rain. Tree and limb removal was done at Bittner and Hill Terrace Drive. Four vehicles were inspected. Renovations to the meeting room closet are completed, and the crew has begun renovations on the road crew office. Electrical work for the dog park has begun. Crew members participated in training on UPM Cold Patch for the purpose of fixing pot holes. Greg Watts has passed his written CDL test and will go for the driving test on March 31st.

Secretary's Report

Ms. Conners noted that a motion is required to adopt the resolution needed for the proposed signal changes on Penn Avenue. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to adopt Resolution No. 2016-10 to approve the signal permit plans presented by L&V Engineering to be made to the Penn Ave and Green Valley Road signal. Motion passed unanimously.

Ms. Conners stated that the Township previously wrote to Grande Construction about the \$90,000 payment made for the tapping fee balance due for 110 EDU's purchased for the Cacoosing Crossing North and Green Valley Estates West projects. Mr. Nevitt and Ms. Stevens calculated that an overpayment was made by Grande in the amount of \$30,846.25 dollars. The Township offered to disburse this amount by check to Grande. They would prefer to have a credit made to their project billing account. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the transfer of funds due to Grande Construction for overpayment of EDU's for Cacoosing Crossing North and Green Valley Estates West, in the amount of \$30,846.25; from a check disbursement to a credit against Grande Construction's project billing account. Motion passed unanimously.

Ms. Conners reported that the Supervisors met with the actuarial firm to discuss funding of future MMO's and were advised that the actuarial assumption for interest earnings should be lowered to 7.25%. **On Motion** by Ms. Scull, seconded by Mr. Keltz, that the Township lower the actuarial assumption for the Police Pension Plan from 7.5% to 7.25%. This motion to be re-evaluated every 2 years to get to the target percentage of 6.5% return. Motion passed unanimously.

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Ms. Conners noted that Chief Deiterich has received an estimate for the outfitting of the new police car, and would like the Board's permission to proceed. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve the invoice estimate #2356 from TRM in the amount of \$8,944.77 to fit out the new police vehicle with sirens, light bar and accessories. Motion passed unanimously.

The Township has initiated a polystyrene recycling program. Residents can bring clean, dry, white blocks of polystyrene to the Township building for further reclamation at a recycling plant. In order to move forward with the program, a small trailer is needed to haul the product to the recycling center in Allentown. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to authorize the purchase of a trailer for the Township recycling program, purchased from Burkholder Manufacturing in the amount of \$2,629.00 dollars. Motion passed unanimously.

Ms. Conners announced that the Board held an executive session on March 3rd to discuss personnel issues. No action was taken. The Board also held an executive session on March 10th to discuss personnel issues. No action was taken.

Ms. Conners reported that the Berks Annual Municipal Official dinner will be held on March 31st. PA American Water will hold a dinner meeting to discuss the company's investments in the community on March 28th. The BCERT will be holding a field training exercise on Saturday May 14th at the Wyomissing High School. This event is for elected officials only, and will be held from 9:00 a.m. to 1:00 p.m. The Township has been invited to participate in the Memorial Day Parade sponsored by Wernersville Borough on Monday, May 30th. Ms. Scull will discuss with the Recreation Board.

Solicitor's Report

Mr. Bellwoar announced the need for an executive session after the regular meeting for a potential litigation issue.

Timberlake Phase 1 roads have been accepted for dedication. A draft ordinance amendment prohibiting parking and declaring snow emergency routes has been advertised. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the adoption of Ordinance 2016-339 as advertised, to update the Township's no parking and snow emergency routes to address the recently dedicated roads within the Timberlake subdivision. Motion passed unanimously.

Old Business

Mr. Bellwoar noted the discussion from the last meeting about a possible "Code Blue" enactment. This could be in the form of either a resolution or an ordinance. A resolution would be to advise the population of the Board's wishes, but an ordinance would require enforcement of violations. There is also the consideration that not all dogs want to be inside during inclement weather. The Board will consider the different options and revisit the issue at a later date.

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New Business

Mr. Bellwoar noted that there is no need to bid for fence proposals for the dog park as the amount is under the bidding threshold. Three quotes must be obtained, and kept on file. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve the distribution of a request for quotes to contractors for purposes of establishing a dog park on Township property. Motion passed unanimously.

Ms. Conners noted that various non-permanent records have been purged from both the Police and the Administrative offices. In order to shred the documents, a resolution must be adopted. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to adopt Resolution No. 2016-11, authorizing the shredding of non-permanent records in accordance with the Municipal Records Manual. Motion passed unanimously.

Public Comment

Ms. Scull asked if there was any public comment. Frank Gabell, Township Elected Auditor, wished Mr. Keltz the best on his new position as Supervisor. Mr. Gabell noted that the pay for elected supervisors is set by the state per population of the Township. The guidelines being used are 20 years old; the current rate of pay assumes a population of 5,000 and is not realistic. The increase would be from the current pay of \$1,875 per year up to the next level. He feels the Board should consider raising the pay; it would not take effect until the next term if they would decide to run again.

Adjournment

Ms. Scull announced that the Board will adjourn to an executive session for a possible litigation issue; there will be no formal decision made. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to adjourn to an executive session at 8:27 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: April 18, 2016