

LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
JUNE 20, 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 Engineer Ryan Rhode (GVC), Township Engineer Pamela Stevens (SDE), Code Enforcement Officer Glenn Kraft, Police Chief W. Thomas Deiterich, Road Foreman Matthew Clay, and Secretary/Treasurer Theresa Conners. Absent was Vice-Chairwoman Cheryl Johnson.

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 May 16, 2016 Regular Meeting, and the June 14, 2016 Work Session Meeting were distributed for review prior to the meeting. On Motion by Ms. Scull, seconded by Mr. Keltz, to approve the minutes of the May 16, 2016 Regular Meeting and the June 14, 2016 Work Session Meeting as presented. Motion passed unanimously.

Open to the Public

Ms. Scull noted that Krista Hauseman, who was scheduled to appear, was not present. Ms. Scull asked if there was any public comment. There was none.

Tax Collector's Report

Ms. Conners reported that Tax Collector Sandra Davis turned over \$34,979.98 dollars for the month of May and collected 43 bills.

Treasurer's Report

Ms. Conners presented the April Treasurer's report for the Board's review.

Approval of Bills

Ms. Conners presented the bill list for the Board's review. On Motion by Mr. Keltz, seconded by Ms. Scull, to approve the Tax Collector's report, the Treasurer's report and the bill list as presented. Motion passed unanimously.

Valley View Mobile Home Park

Zonya Stoltzfus addressed the Board regarding the fees charged for the rental units at the Valley View Mobile Home Park. She expressed concern about the fee schedule. Mr. Kraft and Ms. Scull explained how the fees were assessed; Ms. Stoltzfus said she now understood why she was being charged, and understood the rates as they applied to the rental units.

Subdivision and Land Development

Green Valley Estates West Phase 2 Escrow Release – Mr. Rhode presented Escrow Release No. 3 for Green Valley Estates West Phase 2 from Grande Construction. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve Escrow Release No. 3 for Green Valley Estates West Phase 2 in the amount of \$182,933.10 dollars. Motion passed unanimously.

Leibman Subdivision - Mr. Bellwoar presented a time extension request for the Leibman Subdivision project. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the extension of the MPC review period for the Papermill Estates project, extending the review period to October 19, 2016. Motion passed unanimously.

(Mr. Renshaw was called out of the meeting at this time; his report will appear later in the minutes.)

Planning Commission

Ms. Scull noted that there was no Planning Commission meeting during the month of June.

Building/Zoning Report

Mr. Kraft reported that 17 permits were issued in May for a total construction value of \$724,891 dollars. Their office handled four property maintenance issues, and two zoning issues. An application was received for the property at 222 Ruth Avenue for a 10'x12' shed to remain at its current location as no accessory structures are allowed in front yards. That hearing will be held on June 21, 2016 at the Township Building at 7:00 p.m. Mr. Kraft inquired as to whether the Board desired to take a position on the matter; the Board declined.

Great Valley Consultants Report

Mr. Rhode reported that he met with representatives from both Spring Township and Lower Heidelberg to discuss the RETTEW findings on the Paper Mill Road Bridge. Based on RETTEW's field investigation, the bridge appears to be in worse condition than originally thought; a cost outline has been prepared for the Board's review.

The 2017 Seasonal Requirements have been prepared and advertised for bid. Bids are scheduled to be opened on June 27, 2016 at the Township Building; bid results will be prepared for the Board's review.

Mr. Rhode noted that his office has solicited pricing for the 2016 Line Painting Project. The low bidder was A-1 Traffic Control Products. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to authorize A-1 Traffic Control Products to perform the 2016 Line Painting Project, with the exception of any streets that are scheduled to be worked on in the near future, at an estimated cost of \$7,973.95. Motion passed unanimously.

Lower Heidelberg Township Board of Supervisors
Regular Meeting June 20, 2016
Page Three

Mr. Rhode reported that Gaul Road will be closed in order for the developer to realign and rebuild a portion of the road. This project is being done at the cost of the developer, saving the Township road funds for other projects. During this time the Township's contractor, Construction Masters, will begin work on the Gaul Road Culvert Project; the anticipated start date is June 27th.

Mr. Rhode noted that the bid for 2016 Street Work will need to be advertised. This bid will include oil and chip of several rural roads, the reconstruction of Wagner Road and overlay of Water Road. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to authorize Great Valley Consultants to advertise the bid for the 2016 Street Work. Motion passed unanimously.

Mr. Rhode reported that his office responded to a resident concern about the closing of Gaul Road. Any time a road is closed, the Township realizes that residents are inconvenienced. He noted that the developer waited until school was closed so that the buses did not have to be re-routed. The road is anticipated to be closed for two weeks, depending on weather conditions. He also noted that this is not a full road shut down as the road will remain open to local traffic.

(Mr. Renshaw returned to the meeting room at this time.)

Emergency Management Coordinator/Fire Commissioner's Report

Mr. Renshaw presented the May activity report. There were 66 total calls in May; 8 of those were in Lower Heidelberg, with an average turnout of 9 responders per call. The EMS staff met with Dr. Matt Grove, the department's new medical director. If EMS staff arrive at a call before the ambulance, they will have protocols in place; these protocols will be signed off on by Dr. Grove. Mr. Renshaw noted that Dr. Grove is volunteering his time for this program, and they hope to be certified by next month.

Systems Design Engineering Report

Ms. Stevens reported that Sinking Spring Borough has denied any additional capacity, which will impact the proposed Gaul Road townhomes. The Borough's position is that they are reserving capacity for the 20/20 Corridor Improvement Plan. Ms. Stevens and Ms. Scull met with Sinking Spring Borough officials about the strong waste surcharge being assessed to Lower Heidelberg Township. The Borough originally corresponded with the Township in 2009, but did not follow up until the recent invoice was sent for the strong waste surcharge. Ms. Stevens believes the bulk of the strong waste is being produced by South Heidelberg commercial users and coming into the Beacon Meter. The Township staff will work on registering the commercial and industrial users in Lower Heidelberg. Ms. Stevens will inform South Heidelberg that Lower Heidelberg intends to pass on the surcharge received by Sinking Spring Borough.

Ms. Stevens has prepared a Notice to Proceed Form for the replacement of three sewer laterals on Erich Street. Once signed, the contractor can schedule the work; the Board must talk to the affected property owners on Erich Street so that they know the lateral is going to be repaired. SDE is having some difficulty reaching four of the Faust Knollwood property owners concerning their water testing. SDE will forward the addresses of those properties to the Board.

Recreation Board Report

Ms. Scull reported that the Dog Park fence installation will be starting this week; there were some delays due to weather conditions. The Rec Board is making plans for the Fall Festival, which will be held on Saturday, October 1st at St. John Hain's Church picnic grove. This year's Christmas party will be held on Sunday, December 4th and will feature live reindeer.

Police Report

Chief Deiterich reported that the department provided 1,657 service hours in the month of May. There were 465 incidents; of those, 6 were criminal and 7 were vehicle accidents. Officer John Sellers has been hired and has begun work.

Road Foreman's Report

Mr. Clay noted that the road crew began crack sealing in May. Pot holes were patched on Steely Road and Wooldtown Road. Shoulder repairs were done on Papermill Road. Mr. Clay explained that mowing started late as there was a problem with the mower. Parts were ordered, but the wrong items were shipped. There was a delay waiting for the replacement parts. Several street signs have been replaced with new, blue signs with white letters. The new signs are highly reflective and much easier to see at night. The road crew performed shop maintenance and did a thorough cleaning of the entire garage. The crew members participated in the MS4 training program that was held at the Township building.

Secretary's Report

Ms. Conners noted the need to approve the hiring of a part-time receptionist/accounts payable clerk. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the hiring of Lori Haag as a part-time receptionist/accounts payable clerk at the rate of \$14.00 per hour. Motion passed unanimously.

Ms. Conners reported that the Wilson School District has requested the close out of the remaining escrow contingency for the public improvements at the Wilson Middle School on Faust Road. Mr. Rhode and Mr. Gary Kraft have reviewed the request and have no outstanding issues regarding the public improvements at the School. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve the release of all remaining escrow contingency funds being held at VIST Bank in account number 0910011007, in the amount of \$6,320 dollars and accrued interest. Motion passed unanimously.

Ms. Conners noted the need to re-affirm the appointment of a delegate and alternate for the Berks County Tax Collection Committee. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Resolution Number 2016-13, naming Deborah Scull as delegate and Cheryl Johnson as alternate to the Berks County Tax Collection Committee.

Lower Heidelberg Township Board of Supervisors
Regular Meeting June 20, 2016
Page Five

Ms. Scull obtained a quote for Cyber Liability coverage to be provided through Traveler's Insurance. The policy will provide one million dollars in protection with a \$5,000 dollar deductible. Ms. Conners explained that Traveler's will cover breaches to the Township system, excluding e-commerce, for which the Township is not subscribed, or business interruption, for which the staff has effected an internal business interruption operation plan. On Motion by Mr. Keltz, seconded by Ms. Scull, to authorize the Township Secretary to approve the quote from Traveler's Insurance for a Cyber Liability policy, with the premium amount to be \$3,400 dollars annually. Motion passed unanimously.

Solicitor's Report

Mr. Bellwoar reported that a general release and settlement agreement has been prepared in answer to Michael Boyson's request for compensatory pay. A payroll check will be drawn in the amount of \$807.50 dollars and the Township will withdraw the appeal of the decision to award unemployment compensation. On Motion by Ms. Scull, seconded by Mr. Keltz, to approve the general release and settlement agreement in the form as provided by the Solicitor. Motion passed unanimously.

Ms. Scull reported that she met with former employee Joshua Forry and offered him the position of Road Crew Laborer. On Motion by Mr. Keltz, seconded by Ms. Scull, to affirm the re-hiring of Joshua Forry as Road Crew Laborer at the rate of \$25.42 per hour. Motion passed unanimously.

Mr. Bellwoar reported that South Heidelberg Township will move ahead with the proposed amendments to the Joint Zoning Ordinance. On Motion by Ms. Scull, seconded by Mr. Keltz, to authorize the advertisement of a public hearing on July 18, 2016, at 7:00 p.m., of the three Zoning Ordinance Amendments proposed by South Heidelberg Township, related to indoor shooting ranges, the density within the MC/DC Zoning Overlay District, and rear and side yard setbacks for accessory buildings within South Heidelberg Township. Motion passed unanimously.

The Solicitor noted that the Ordinance to revise the Supervisor Compensation has been advertised and is ready for the Board's consideration. He explained that the new compensation levels will not go into place until after each Supervisor has stood for election. On Motion by Ms. Scull, seconded by Mr. Keltz, to approve Ordinance Number 2016-340 in the form as presented, establishing Supervisor compensation at \$2,500 dollars per year, consistent with the Second Class Township Code. Motion passed unanimously.

Brian Shegon, of 203 Saddlebrook Drive, filed for bankruptcy protection. His sewer account is in arrears in the amount of \$3,122.79 as of the date of the bankruptcy filing. On Motion by Mr. Keltz, seconded by Ms. Scull, to authorize the Township Solicitor to file Proof of Claim in the amount of \$3,122.79 in the United States Bankruptcy Court for the Eastern District of Pennsylvania, Case No. 16-11963, In re Brian Shegon, for unpaid pre-petition sewer fees as of the date of bankruptcy on March 23, 2016. Motion passed unanimously.

Lower Heidelberg Township Board of Supervisors
Regular Meeting June 20, 2016
Page Six

Mr. Bellwoar noted that the proposed ordinance to allow Berks County EIT Collection Bureau to hire a collection agency to pursue small amounts of overdue taxes has been duly advertised. On Motion by Mr. Keltz, seconded by Ms. Scull, to adopt Ordinance Number 2016-341 in the form presented, as requested by the Berks County EIT Collection Bureau.

The Solicitor has received a draft agreement from the Autumn Ridge Homeowners Association regarding the mowing schedule for the detention basin. The wording of the agreement needs some editing. Mr. Bellwoar will handle this with Mr. Kraft.

Mr. Bellwoar noted that preparations move forward for a potential 2016 bond issue. The Township will require a bond counsel to navigate the legal aspects of floating a bond. A Request for Proposals was issued, and the lowest responsible counsel was Tim Anderson of the Dinsmore firm. On Motion by Mr. Keltz, seconded by Ms. Scull, to appoint Tim Anderson as bond counsel for a potential 2016 bond issue, and authorize the Chair to sign the fee letter as presented. Motion passed unanimously. Mr. Bellwoar explained that Jamie Schlesinger of the PFM Group is working with the Solicitor on the potential bond issue. Mr. Schlesinger has sent the Township a formal contract; it is not needed at this time, but will be in a few months when new regulations come into effect. On Motion by Ms. Scull, seconded by Mr. Keltz, to approve the Township entering into a contract with PFM as its Financial Advisor, and authorize the Chair to sign the contract as presented. Motion passed unanimously. Mr. Schlesinger recommends that the Township adopt a policy concerning debt management and fund balances. On Motion by Ms. Scull, seconded by Mr. Keltz, to adopt the Lower Heidelberg Township Debt Management and Fund Balance Policy in the form as presented. Motion passed unanimously.

Old Business/New Business

There were no items for Old Business or New Business.

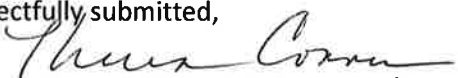
Public Comment

Ms. Scull asked for any public comment. Frank Gabell asked what the additional money from the bond issue will be used for; Ms. Scull said 4 million will pay off old debt at a much lower interest rate, and 3 million will be used for road work. Mr. Clay noted that most of the Township roads have not been worked on for many years; by instituting a regular oil and chip program the life of the road can be extended for 5 – 10 years.

Adjournment

On Motion by Ms. Scull, seconded by Mr. Keltz, to adjourn at 8:03 p.m. Motion passed unanimously.

Respectfully submitted,


Theresa Conners, Township Secretary/Treasurer

Approved: July 18, 2016