

LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
September 19, 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, Vice-Chairwoman Cheryl Johnson, Township Solicitor Andrew Bellwoar, Township Engineer Ryan Rhode (GVC), Township Engineer Pamela Stevens (SDE), Code Enforcement Officer Andrew Kraft, Police Chief Thomas Deiterich, Road Foreman Matthew Clay and Secretary/Treasurer Theresa Conners. Member Michael Keltz was absent.

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 August 9, 2016 Work Session, the August 15, 2016 Regular Meeting and the September 13, 2016 Work Session were distributed for review prior to the meeting. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve the minutes of the August 9, 2016 Work Session, the August 15, 2016 Regular Meeting and the September 13, 2016 Work Session as presented. Motion passed unanimously.

Open to the Public

Ms. Scull asked if there was any public comment. Bob Kondisko of Calming Trail addressed the Board regarding the Home Owners Association (HOA) for the Papermill at Legacy. He asked if the apartments are inspected for fire safety, if individual lot owners are responsible for the actions of the HOA and about the maintenance and responsibility for the sewer pumping station. Mr. Kraft answered that the apartment buildings are inspected to make sure they meet the current building code; the fire suppression system is also tested. Mr. Bellwoar noted that individual homeowners are not responsible for the actions of the HOA. Ms. Stevens reported that the contractor hired by the developer to maintain the pumping station is the same one used by the Township and there have been no issues to date. Mr. Kondisko asked how often the preventive maintenance is done; Ms. Stevens said she will obtain the report from the contractor. The report will be made available to any interested residents. Mr. Kondisko noted that a resident has now been voted on to the HOA board.

Tax Collector's Report

Ms. Conners reported that Tax Collector Sandra Davis called the office to say that there were no collections for the month of August.

Treasurer's Report

Ms. Conners presented the Treasurer's Report for July and August for the Board's review.

Approval of Bills

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

2017 Pension Plan Minimum Municipal Obligation

Ms. Conners reported that the Annual MMO report is due. The figures have been provided by Duda Actuarial Consulting. The amount listed on the MMO report will be the figure used for funding the Pension Plans for 2017, and will be included in the 2017 budget. Ms. Conners presented Resolution 2016-15 approving the funding requirements. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to adopt Resolution 2016-15, accepting the actuarial funding figures provided by Duda Actuarial Consulting for the Police and Non-Uniformed Pension Plans for 2017. Motion passed unanimously.

Subdivision and Land Development – Papermill Estates Preliminary Plan

Steve Bensinger, Engineer for the applicant, was present. He explained that the property was a 44 acre parcel proposed to be subdivided from one existing lot to five total lots. There is a previous Zoning Hearing Board approval for the site; water and sewer on on-site systems and the applicant proposes to dedicate the proposed road to the Township. Mr. Bellwoar noted that the prepared written decision has been forwarded to the Board for their approval. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to approve the preliminary plan application for the Papermill Estates subdivision, subject to the conditions and written decision as presented by the Township Solicitor. Motion passed unanimously.

Emergency Management Coordinator/Fire Commissioner's Report

Mr. Renshaw noted that the residents of the Legacy at Papermill should look above the controls of the elevator for the certificate of inspection; he also noted that all the fire extinguishers are tagged with dates. They are good for one year from the tag date. If there are further safety questions, he would be happy to meet with the residents.

Mr. Renshaw noted that he did not have a formal written report for August. The Fire Department will hold an Open House at the Wernersville sub-station on October 10th from 6:00 pm to 9:00 pm. The recent Community Night at Five Guys raised \$200 to be used for the smoke detector program. The department is working with the Red Cross on this grant-funded program and replaced 116 detectors in South Heidelberg Township. They will be in Sinking Spring Borough next on October 8th, then will be in Lower Heidelberg and Wernersville Borough in the spring.

Planning Commission

Mr. Levan reported that the Planning Commission met and reviewed the preliminary plan for the Papermill Estates subdivision. The Commission recommended the conditional approval of the plans, based on the engineer review letter. The Commission discussed the Greco property rezoning request and the North Heidelberg Township Land Use letter request. There were no time extensions to approve. The next scheduled work session for the Commission is September 28th.

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Mr. Levan noted David Seip's recent resignation from the Planning Commission. The Commission recommends that Dean Hartman be appointed to fill the remainder of Mr. Seip's term.

Ms. Scull read Resolution 2016-16 recognizing Mr. Seip's dedication and years of service to the Township. On Motion by Ms. Scull, seconded by Ms. Johnson, to approve Resolution 2016-16, to recognize the extensive service and contributions by David Seip to the betterment of the Township and community over more than 50 years. Motion passed unanimously. On Motion by Ms. Scull, seconded by Ms. Johnson, to appoint Dean Hartman to the Township Planning Commission for the remainder of the term of David Seip. Motion passed unanimously.

Building/Zoning Report

Mr. Kraft reported that 15 permits were issued in August for a total construction value of \$925,870 dollars. The long grass has been cut near the bridge at Legacy at the Papermill; two other properties were cited for high grass. The ongoing issues at 595 Wooltown Road continue to be addressed by his office; Mr. Kraft recently met with the owner and significant progress has been made in the cleanup of the property.

Great Valley Consultants Report

Mr. Rhode reported that his office met with both Township and County representatives at the Legacy at Papermill in response to the concerns of the residents regarding a possible sinkhole. Some of the field work has been completed, but he is waiting to receive the follow up inspection report from the Conservation District.

Mr. Rhode said he has been contacted by Mackin Engineering regarding the Palm Road Bridge; based on his conversation with Scott Stock of Mackin, it appears that Heidelberg Township is under the impression there is an inter-municipal agreement with Lower Heidelberg Township outlining the sharing of costs for bridge repairs. Mr. Stock said that the agreement specifies a split with Heidelberg responsible for 30% and Lower Heidelberg responsible for 70%. Mr. Rhode said further discussion will be needed as there does not appear to be any agreement in the file.

Mr. Rhode presented a draft of an Emergency Services Contract for the Board's review. Mr. Rhode requested approval to send the contract to Eric Brown from the Solicitor's office. Ms. Scull and Ms. Johnson both agreed to the solicitor's review of the contract.

Mr. Rhode briefed the Board on the progress of the 2016 Street Projects; all oil and chip is completed. EJB Paving is scheduled to start Wagner Road this week. Mr. Rhode presented Change Order No. 1 which reflects an increase in the contract price for some additional base repair which was performed on the roads in advance of the seal coat; Change Order No. 2 should result in a reduction in the contract price to bring in down closer to the original amount prior to project completion. He also recommended approval of Payment Request No. 1.

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On Motion by Ms. Johnson, seconded by Ms. Scull, to approve Payment Request No. 1 for the 2016 Street Projects, in the amount of \$154,746.29 dollars, as well as Change Order No. 1 in the amount of \$43,072.82 dollars, payable to EJB Paving, as per the recommendation of the Township Engineer. Motion passed unanimously.

Systems Design Engineering Report

Ms. Stevens reported that SDE responded to the City of Reading in response to the Chapter 94 questions from PADEP. She has prepared the balance of the sewer bill for the three quarters of 2015 and the first two quarters of 2016. Moving forward, these invoices will be calculated on a quarterly basis.

The Gaul Road Sketch Plan has been reviewed; SDE and Township representatives have determined that there is sufficient capacity to serve the 28 proposed units.

The Township continues to receive invoices from Sinking Spring Borough for the strong waste surcharge; any invoices received should not be paid at this time. SDE has written to the Borough regarding the fact that the high strength sample needs to be a weighted sample.

Recreation Board Report

Ms. Scull reported that the Dog Park opened on Saturday, September 10th; fifty canines attended the opening. Two orientation sessions have been held, and an evening session will be held the week of October 2nd. Though the park is currently only open to Lower Heidelberg Township, the Recreation Board is discussing the possibility of opening the park to surrounding municipality's residents. The Fall Festival will be held on Saturday, October 1st at the Hain's Church Picnic Grove.

Police Report

Chief Deiterich noted that he was unable to provide a written report this month due to a computer problem. He expects to have the situation remedied quickly. The department has been approached by residents who are interested in starting a neighborhood watch program. The Chief requested a short executive session for a personnel issue.

Road Foreman's Report

Mr. Clay reported that four vehicles were inspected in August. The crew finished the storm drains and prepped road shoulders prior to the oil and chip. Wagner Road is scheduled to start this week. Line painting was completed in August. The crew completed the construction of the final dog park improvements. Two crew members will be going for their Class A CDL license testing. Ms. Scull thanked the road crew for their work on completing the dog park in time for the grand opening.

Secretary's Report

Ms. Conners noted that the Township has been without a notary public; she recommended that Police Secretary Chery Willman be registered for notary training. The one time cost for the training course with PAN and materials will be approximately \$370 dollars. A four year errors and omissions policy will be \$144 dollars for the term. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve the registration of Police Secretary Cheryl Willman for training with the Pennsylvania Association of Notaries to become a notary public. Motion passed unanimously.

Ms. Conners noted that EZ Pass membership would eliminate the need for cash reimbursement for turnpike travel by the police department. She recommended the purchase of three transponders; one for the Chief's vehicle, one for the detective's vehicle and one for the unmarked car. To open the account will require a fee of \$38 per vehicle; when the account drops down to the replenish level, the Township will replenish it with \$105 dollars through the PLIGIT card. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to approve the purchase of three EZ Pass transponders for use by the police department as presented by the Township Secretary. Motion passed unanimously.

Ms. Conners reported that she and Ms. Scull met with Jane Meeks, the County's recycling coordinator regarding a new public education initiative called Recycle Coach. This is a web-based application that focuses on educating and engaging the community with text alerts, social media postings and the ability for the resident to instantly connect with the Township's recycling information. The app can be used to alert residents to changes in the pickup schedule, holiday schedules, special events or emergencies such as road closures or sewer line breaks. There is an annual fee for the service; as a subsidiary user of the County' account, the Township will receive special pricing for the service at an annual rate of \$450 dollars. This fee would be paid through the Trash and Recycling budget. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve the Township's participation in Recycle Coach at an annual cost of \$450 dollars, to be disbursed from the Trash and Recycling Fund. Motion passed unanimously.

Ms. Conners requested Board approval to close a VIST bank account which was opened in February of 2014 and labeled as an escrow account. The account was opened with checks from developers paying fees for subdivision applications. The account totals \$23,500 dollars and is non-interest bearing. The funds will be transferred to the General Fund Checking Account and credited to prior year's consultant charges for subdivision and land development reviews. The escrow account will then be closed. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to authorize the Township Secretary to initiate a fund transfer in the amount of \$23,500 dollars from VIST Escrow account 35410 to the General Fund Checking Account ending 91872; and further approve the closing of the VIST Escrow account 35410, effective immediately.

Solicitor's Report

Mr. Bellwoar noted that most of the items from his report have been covered; his remaining item involves the request from the Greco's for the rezoning of their property. A draft ordinance has been prepared showing the change to an all A-1 zoning, the most restrictive zoning district.

By reclassifying the Greco property to all A-1, the Township hopes to increase the Greco's chances of being considered for the County's land preservation program. The revised zoning map is being prepared by Glenn Neuhs of SSM. The proposed ordinance must be advertised; the amendment of the map will also entail notification of surrounding property owners. **On Motion** by Ms. Scull, seconded by Ms. Johnson, that the Township authorize the advertisement of an ordinance to amend the Township Zoning Map related to the Greco property, 399 Gaul Road, to fully incorporate the property into the A-1 Zoning District. Motion passed unanimously.

Ms. Scull requested clarification on having alternates to the Planning Commission; Mr. Bellwoar confirmed that this is a provision of the Second Class Township Code.

Old Business/New Business

There were no items for either old or new business.

Public Comment

Ms. Scull asked if there was any public comment. Tex Essig offered a thank you for Mr. Seip's years of service to the Township, and noted that Dean Hartman is a good choice for his replacement on the Planning Commission.

Executive Session

The Board adjourned into executive session for a personnel issue at 8:07 p.m.

Reconvene & Adjournment

Ms. Scull reconvened the meeting at 8:29 p.m. and noted that no actions were to be taken as a result of the Executive Session. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to adjourn at 8:30 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: October 17, 2016