

LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
February 20, 2017

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 Cheryl Johnson, Vice-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 Thomas Deiterich, Road Foreman Matthew Clay and Township Secretary/Treasurer Theresa Conners.

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

Open to the Public

Ms. Johnson asked for public comment; there was none.

Approval of Minutes

The minutes from the January 16, 2017 Regular Meeting and the February 15, 2017 Work Session were distributed for review prior to the meeting. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve the minutes of the January 16, 2017 Regular Meeting and the February 15, 2017 Work Session as presented. Motion passed unanimously.

Treasurer's Report

Ms. Conners noted that the Tax Collector turned over \$36,767.27 dollars for the month of December. There were no collections for the month of January. Ms. Conners presented the list of bills, the closing budget draft report and the December/January Treasurer Reports for the Board's review. Ms. Conners noted that the budget report shows a surplus of \$700,000 dollars in the General Fund but is subject to review and adjustment by the auditors. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the Bill List and the Treasurer Reports as presented. Motion passed unanimously.

Western Berks Water Authority – Request for Waiver of Land Development

Ms. Johnson noted that this item has been tabled until next month.

Western Berks Telecom – Request for Waiver of Land Development

Mr. Bellwoar reported that Western Berks Telecom has requested a waiver from the Subdivision Land Development process in order to construct a three-sided parking shed at the rear of the property. The shed will have a stone base; there will be no disturbance of the black top or concrete. The Planning Commission has reviewed the request and has recommended approval. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve the request of Western Berks Telecom dated January 4, 2017, for a waiver from the subdivision and land development process for the proposed parking shed, subject to Western Berks Telecom obtaining all necessary stormwater, building and other permits from the Township, and subject to all outside agency approvals. Motion passed unanimously.

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Fire Commissioner's Report

Jared Renshaw presented the monthly activity report for January. He noted that moving forward the report will contain the approximate assessed value of property involved in fire incidents and the approximate value saved due to direct fire department interventions. Mr. Renshaw also commended Officer Shannon Heist for her efforts in starting life saving measures to the victim of a recent motor vehicle accident on State Hill Road.

Planning Commission

Ms. Conners noted that the Planning Commission reviewed two requests for waiver of subdivision and land development at their February meeting: Western Berks Telecom and Western Berks Water Authority.

Building/Zoning Report

Mr. Kraft reported that 11 permits were issued in January for a total construction value of \$1,105,925 dollars. Their office handled five property maintenance issues, three of which have been resolved. Mr. Kraft noted that the Zoning Hearing Board meeting scheduled for January 31st at 7:00 p.m. for Stabon Management has been postponed and rescheduled due to illness of the principle witness. The hearing is now scheduled for Thursday, March 2nd at 7:00 p.m. at the Township Building. Mr. Kraft reported that of the 33 rental properties in the Township, 32 have remitted the annual registration and required fees. His office continues to work with the solicitor on the violations at 4217 and 4219 Hill Terrace Drive; Ms. Scull noted that the road crew has removed all the trash at the property and the property manager will be invoiced for that service.

Great Valley Consultants Report

Mr. Rhode noted that his office continues to work with Mackin Engineering on the Palm Road bridge repair; his office is awaiting information to be provided by Carbon Engineering with respect to a new type of repair. He will update the Board when the information is received. Mr. Rhode reported that he met with Ms. Scull and Mr. Clay to discuss the scope of work for the 2017 street work and is working to revise the previous cost estimates.

Systems Design Engineering Report

Ms. Stevens reported that a technical deficiency letter was received from PA DEP for the Leibman Subdivision Planning Module. A new resolution needs to be adopted by the Board of Supervisors, and the Township Secretary should be authorized to sign Section Q identifying that replacement system testing has been performed. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to authorize the Township Secretary to sign Section Q identifying that replacement system testing has been performed, and authorizing the Chair to sign Resolution No. 2017-05 for the Leibman Planning Module. Motion passed unanimously. Ms. Stevens reported that the Township contributes to four different treatment systems and must submit four different Chapter 94 annual reports. She has completed the reports and will submit along with signature pages from the Chair. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to authorize Ms. Johnson to sign the Chapter 94 reports.

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Recreation Board Report

Ms. Scull reported that the Recreation Board will be hosting the Ladies Only Adult Movie Night on Saturday, February 25th, which is a BYOB event. Upcoming events include the Annual Easter Egg Hunt on Saturday, April 8th at 2:00 p.m. at St. John's Hain Picnic Grove; the Family Movie Night on Saturday, May 6th which will feature a Star Wars theme; and the Reading Phils game on Sunday, June 25th. The Phils game is so popular that the event is "sold out". Planning continues for the 175th Anniversary Celebration to be held on Saturday, September 9, 2017 at the Green Valley Country Club. The planning committee meets twice a month and still needs volunteers to help with coordinating the event.

Police Report

Chief Deiterich reported that for the month of January there were 2,115 service hours and 149 calls were answered. Of those, 9 were criminal complaints and 6 were motor vehicle accidents. The new police vehicle has arrived and is awaiting the installation of the lights. It is anticipated that there will be additional grant money to participate in the aggressive driving enforcement. The department has now completed training on NARCAN administration and will now be carrying the overdose antidote. The Chief noted he will see that a commendation letter is placed in Officer Heist's file for her actions taken during the recent motor vehicle accident.

Road Foreman's Report

Mr. Clay reported that during the last month the crew had 40 hours of overtime for storm duty. The rear brakes were repaired on the '05 F550. The crew attended a free asphalt road maintenance training sponsored by LTAP. Street sign installation continues on the west side of the Township. The new skid loader has arrived; there is one minor maintenance issue which Mr. Clay will be handling through the warranty process.

Secretary's Report

Ms. Conners reported that the PA One Call system has requested recognition of the need for public awareness of the "Call Before You Dig" program and has proclaimed that April will be "Pennsylvania 811 Safe Digging Month". **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve Resolution 2017-06 proclaiming April 2017 as Pennsylvania 811 Safe Digging Month in Lower Heidelberg Township. Motion passed unanimously.

Ms. Conners noted the need to waive employee contributions to the Police Pension Plan for 2017. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Resolution 2017-07 to not require employee contributions to the Police Pension Plan for 2017. Motion passed unanimously.

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Ms. Conners reported that the Board has discussed at length the need for contingency funds to be designated for unexpected repairs and emergencies. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve Resolution 2017-08 approving the commitment of a portion of the General Fund balance for the establishment of contingency sub-accounts within the General Fund. Motion passed unanimously.

Ms. Conners noted that the police department has purged records that will need to be securely shredded. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Resolution 2017-09 authorizing the destruction of administrative records as outlined in the resolution and the attached schedule. Motion passed unanimously.

Ms. Conners noted that a Snow Emergency was declared on Wednesday, February 8, 2017 and that the declaration should be memorialized by motion. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to authorize and memorialize the Snow Emergency declared by Lower Heidelberg Township on Wednesday, February 8, 2017. Motion passed unanimously.

Ms. Conners noted that an executive session was held with legal counsel immediately following the January 16, 2017 Board meeting to discuss litigation pending in the Court of Common Pleas of Berks County, docketed as Quest Land Development Group v Zoning Hearing Board of Lower Heidelberg Township.

Solicitor's Report

Mr. Bellwoar noted that the Board held a brief executive session prior to this evening's meeting for the purpose of discussing possible litigation.

Mr. Bellwoar reported that due to updated FEMA regulations, the Township is required to update its Floodplain Ordinance. A new FEMA map was recently finalized, with an effective date to be March 21, 2017. The map has not substantially changed for Lower Heidelberg. The State has provided a model ordinance for adoption, which has been reviewed and revised by both Great Valley and the solicitor's office. The Planning Commission is set to review the draft ordinance at their March 13th meeting, and the draft must be advertised prior to adoption. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to authorize the solicitor to advertise the draft Floodplain Ordinance to be considered for approval by the Board at its meeting on March 20, 2017 at 7:00 p.m. Motion passed unanimously.

Mr. Bellwoar noted that over \$11,000 dollars in sewer liens have been collected; his office will continue to work with Township staff to identify outstanding accounts.

The Township's insurance carrier is working on an update to the policy variables page; when completed the Secretary will need to sign. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to authorize the Township Secretary to approve a modification to the variable page regarding employee eligibility once revised by the insurance carrier. Motion passed unanimously.

Personnel

There were no Personnel issues.

Old Business

Ms. Scull noted that letters have been received by several residents who are requesting an exemption from the On Lot Disposal System ordinance requirements. Scott and Kathleen Steffy of 871 North Church Road report that their excavator came out to put on the riser, but could not do it as it would compromise the strength of the lid and could cause a collapse. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve a short term exemption for 871 North Church Road for the three year period, as long as the property owner continues to get the system pumped per the three year schedule. Motion passed unanimously. Chris and Angie Farrell of 4 Knollwood Drive have a small cleanout and ask for exemption from installing the larger cleanout pipe. Ms. Stevens noted that the homeowner still needs to pump the cesspool on a yearly cleanout basis. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to approve a short term exemption for 4 Knollwood Drive for the three year period, as long as the property owner continues to get the system pumped on an annual basis. Motion passed unanimously. Beverly Andrews of 638 Brownsville Road requests an exemption as the property has not been inhabited for decades. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to grant an exemption for 638 Brownsville Road as the property is unoccupied; this exemption to be revisited every year to assure that the property is still vacant. Motion passed unanimously. Michael Mumma of 932 Brownsville Road requests an exemption as only two people live in the house. Ms. Stevens said the household size is not a suitable grounds for exemption. The homeowner will need to adhere to the three year schedule.

New Business

There was no new business.

Public Comment

Ms. Johnson asked if there was any public comment. Frank Gabell asked if the matter referred to with Quest could be made public. Mr. Bellwoar said the issue will be made public shortly as the developer is expected to come to the Township with new plan. Mr. Gabell asked why the supervisors memorialized the snow storm. Mr. Bellwoar explained that they publicly memorialized the declaration of a snow emergency; if there would be a future application for FEMA assistance, the declaration must be a matter of public record.

Adjournment

On Motion by Ms. Johnson, seconded by Ms. Scull, to adjourn at 7:42 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: March 20, 2017