

**Lower Heidelberg Township  
Board of Supervisors  
Regular Meeting Minutes  
September 18, 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 (Kraft), Township Engineer Pamela Stevens (SDE), Code Enforcement Officer Glenn Kraft, Detective Christopher Stouch, Road Foreman Matthew Clay and Township Secretary/Treasurer Theresa Conners. Absent was Police Chief Thomas Deiterich.

Chairwoman Johnson called the meeting to order at 7:03 p.m. and led the pledge to the flag.

**Approval of Minutes**

The minutes from the August 21, 2017 Regular Meeting and the September 13, 2017 Work Session were distributed for review prior to the meeting. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve the minutes of the August 21, 2017 Regular Meeting and the September 13, 2017 Work Session minutes as presented. Motion passed unanimously.

**Open to the Public**

Ms. Johnson asked for public comment; there was no public comment.

**Treasurer's Report**

Ms. Conners presented the Tax Collector's Report, the list of bills and the August Treasurer's Report for the Board's review; the Tax Collector turned in \$92,988 dollars for the month of August. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to accept the Treasurer's Report for August and the bill list as presented. Motion passed unanimously.

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 2018, and will be included in the 2018 budget. Ms. Conners presented Resolution 2017-20 approving the funding requirements. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to adopt Resolution 2017-20, accepting the actuarial funding figures provided by Duda Actuarial Consulting for the Police and Non-Uniformed Pension Plans for 2018. Motion passed unanimously.

**Subdivision / Land Development**

There were no Subdivision or Land Development applications for review.

**Fire Commissioner's Report**

Jared Renshaw presented the report for July. There were a total of 109 calls for the month of August, 17 of which were in Lower Heidelberg Township. Crews responded to 23 weather related calls in a three hour period during the August 18<sup>th</sup> storm.

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Mr. Renshaw reminded the public that the Western Berks Fire Department (WBFD) will be hosting a Town Hall meeting at the Township Building on September 28<sup>th</sup> at 7:00 p.m. to discuss the past, present and future of the Fire Company.

Anthony Tucci, Interim Director of the Western Berks Ambulance, was present and reported to the Board on the WBA activities for the month of August. The crew answered 35 calls in Lower Heidelberg Township, 13 of which were for Advanced Life Support Medical. They have administered four doses of Narcan year to date; system wide the squad administered 45 doses. The WBA has again earned the highest award for service of Gold Plus. The annual subscription drive begins this week; although the residents of Lower Heidelberg are covered through their local tax bill, donations are always welcome.

Ms. Johnson thanked both Mr. Renshaw and Mr. Tucci for their departments' participation in the Township 175<sup>th</sup> Anniversary event held on September 9<sup>th</sup>; she received positive feedback from the public on seeing the first responders and the equipment.

**Planning Commission**

Ms. Johnson noted that there was no Planning Commission meeting for the month of August.

**Building/Zoning Report**

Mr. Kraft reported that there were 18 permits issued during the past month for a total construction value of \$686,950 dollars. There were four property maintenance issues, one of which were resolved. There was one zoning issue. Mr. Kraft congratulated the Board on the success of the 175<sup>th</sup> Anniversary event. Ms. Johnson extended a special thank you to Jason Holmgren from Mr. Kraft's office who assisted with the set up that day. She also thanked Mr. Kraft for his sponsorship of the fireworks display.

**Kraft Engineering Report**

Mr. Rhode reported that Escrow Release No 1 was received from Sandia Partners for the Papermill Estates project in the amount of \$126,886.80; the review of the completed improvements has been completed by Kraft Engineering. There are some value differences between the escrow schedule amounts and the submission from the developer. Noting those differences, Mr. Rhode recommends authorizing Escrow Release No. 1 in the amount of \$102,268.50 dollars. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve Escrow Release No. 1 for the Papermill Estates project in the amount of \$102,268.50 dollars. Motion passed unanimously.

An invoice has been received from New Enterprise Stone & Lime for completion of the 2017 Street Project Contract 1; all items have been completed. There were some contract modifications for the base repair on Sportsman Road, and the soft, yielding and overlay areas on sections of Gaul Road. The Township should approve Change Order No. 1 in the amount of \$24,879.47 dollars, as well as Payment Application No. 1 in the amount of \$504,940.81 dollars. The original contract amount was \$480,061.34 dollars; with the addition of Change Order No. 1, the total contract amount is now \$504,940.81 dollars.

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**On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve Payment Application No. 1 for New Enterprises Stone and Lime, in the amount of \$504,940.81 dollars, which includes Change Order No. 1 of \$24,879.47 dollars, and is the final payment for Contract 1. Motion passed unanimously. Ms. Johnson questioned the condition of the manhole cover on Gaul Road; Mr. Rhode explained that that portion of Gaul Road has yet to be overlaid. The height of the manhole cover will be accounted for when the overlay coat is laid. Mr. Rhode noted that some additional work needs to be done there by the developer prior to the overlay being completed. Mr. Clay said that he can try to build it up a bit when he has some extra blacktop.

An invoice has been received from Asphalt Maintenance Solutions for completion of the 2017 Street Project Contract No. 2; all items have been completed with no work remaining. There is an issue of concern with the seal coat of Fox Glen Drive; the contractor has been proactive in addressing the Township’s concerns. The amount for the seal coat of Fox Glen Drive will be withheld from this payment. In addition, there was a slight modification to the actual square yardage of the seal coat from the contract amounts, based on field conditions. This resulted in a slight decrease to the contract, which is memorialized with Change Order No. 1 in the amount of \$46.00 dollars to be credited to the Township. Therefore the final payment amount would be \$84,476.00 dollars for Payment Application No. 1 for Asphalt Maintenance Systems. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Payment Application No. 1 for Asphalt Maintenance Solutions, in the amount of \$84,476.00 dollars, which includes Change Order No. 1 of \$46.00 credit dollars. Motion passed unanimously. Mr. Rhode noted that a second payment application will be following once the contractor addresses the concerns at Fox Glen Drive.

Mr. Rhode noted that bids for the 2018 Seasonal Requirements were opened on September 8<sup>th</sup> at the Township Building. The low bid results are as follows with the 2017 unit cost included for comparison:

**Fuel: Bidder - Automotive Service Reladyne, LLC**

<u>Item</u>	<u>Unit Cost</u>	<u>Extended Cost</u>	<u>2017 Unit Cost</u>
87 Octane Gasoline	\$2.531	\$30,372.00	\$1.767
89 Octane Gasoline (Alt) Low Sulfur	\$2.607	\$31,284.00	\$1.842
Diesel Heating Oil	\$2.198	\$17,287.50	\$1.879
	\$2.106	\$3,159.00	\$1.821
		TOTAL	
		\$50,818.50	
		\$51,730.50 (89 Oct Alternate)	

**Salt: Bidder -Cargill**

<u>Item</u>	<u>Unit Cost</u>	<u>Extended Cost</u>	<u>2017 Unit Cost</u>
Bulk Highway Salt (W/ Anti-Caking Agent)	\$67.92	\$108,672.00	\$73.50
		TOTAL	
		\$108,672.00	

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Mr. Rhode noted that although the fuel prices are substantially higher than last year, the supplier feels that prices will regulate once we are through the current hurricane season with this year's multiple severe storms. In addition, there was a late bid received from Suburban Propane; it was received several hours after the official bid opening.

Mr. Bellwoar noted that the Automotive Services bid offers only 3 million of umbrella coverage, not the 5 million required in the bid specs. The Cargill bid fails to identify the Township or the Township Engineer as "additional insureds." The Township should require evidence that both the Township and the Township Engineer have been so named as a condition that will need to be satisfied prior to the formal adoption of the contract. The late submission from Suburban Propane is a material defect in the bid process, and as such the Board has the right to reject the bid and re-advertise as there is no second bidder to award the contract.

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to award the fuel delivery bid to Automotive Services Reladyne, subject to ASR providing umbrella coverage in the amount of \$5,000,000 dollars. Motion passed unanimously. **On Motion** by Mr. Keltz, seconded by Ms. Johnson, to award the bulk highway salt contract to Cargill, Incorporated in the amount of \$108,672.00 dollars, subject to the contractor's satisfaction of all bid requirements, including naming Lower Heidelberg Township and Kraft Engineering as additional insureds. Motion passed unanimously. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to reject the bid from Suburban Propane as it was received late. Motion passed unanimously. Mr. Rhode noted that this is the first bid for propane the Township has received in several years; as the Township's usage is on the low side, perhaps a three phone call bid would suffice in place of a formal re-bid. He will discuss this issue with Eric Brown from the Solicitor's office.

Mr. Rhode reported that the 2018 Emergency Services Contract was distributed; three proposals were received and forwarded to the Board for their review. He will discuss the proposals submitted with both Ms. Stevens and Mr. Clay and will present the proposals next month for the Board's action. Per the Board's request, Mr. Rhode has solicited prices for the 2017 Line Painting; two proposals have been received and were forwarded to the Board for their review. The low bidder was A-1 Traffic Control Products with a bid of \$8,903.15 dollars. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to authorize A-1 Traffic Control Products to perform the 2017 Line Painting at a cost of \$8,903.15 dollars. Motion passed unanimously.

**Systems Design Engineering Report**

Ms. Stevens reported that she is in the process of preparing the needed information for the City of Reading in order that they may calculate future rates for the Legacy at Papermill development. Last she reported 0 EDU's for Phase 2 and questions whether there has been any forward movement on that Phase. Mr. Rhode noted that the Township has not received anything recently on Phase 2.

Select Environmental Systems (SES) is investigating a potential Inflow and Infiltration issue; the Little Cacoosing Interceptor may be the source of the problem, but SES was not able to gain access due to the vegetation. Mr. Clay will attempt to clear the vegetation in order to allow SES to access the manholes on that section of the interceptor.

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Ms. Stevens reported that a meeting was held on Wednesday, September 13<sup>th</sup> with the residents of the Faust/Knollwood area to bring the residents up to date on what will be submitted to DEP. She anticipates that the submission should be ready sometime in early October.

**Recreation Board Report**

Ms. Scull reported that the 175<sup>th</sup> Anniversary celebration was held on Saturday, September 9<sup>th</sup> at the Green Valley Swim Club. Approximately 3,500 people attended, and everyone had a wonderful time. There were games for the kids and plenty of food and drink. The Ambulance and Fire squads participated, and the public enjoyed meeting the first responders. The day was capped off with a fabulous fireworks display after dark. The anticipated group shot from the drone did not take place as everyone was having too much fun to gather in one spot for the picture. The photographer took video and photos from the drone which will go in the time capsule. Ms. Johnson thanked Ms. Scull, Ms. Conners and Lori Haag for their work in making the day a success. She also thanked the road crew for their hard work with the set up and clean up and the Police Department for being there to make sure that everyone stayed safe.

**Police Report**

In the absence of Chief Deiterich, Detective Stouch reported that for the month of August there were 1,931 service hours, with 354 total calls answered. Of those, nine were criminal complaints and ten were motor vehicle accidents.

**Road Foreman's Report**

Mr. Clay reported that the road crew has completed work on storm pipes and storm boxes; 40 tons of blacktop were used. He thanked the board for purchasing the roller and the milling head, which has made the road work much easier. The crew will be starting on building some retaining walls and will begin installing guard rail on Hain Mill Road.

**Secretary's Report**

Ms. Conners reported that Lower Heidelberg Township resident Rachel Stump will be turning 100 in October; in light of this momentous occasion a Resolution has been prepared. Ms. Johnson read the resolution for the public. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve Resolution 2017-21 recognizing and honoring Rachel Stump on the occasion of her 100<sup>th</sup> birthday. Motion passed unanimously.

Ms. Conners noted that the Township has received the annual contract for services provided by the Animal Rescue League (ARL). During 2016 the ARL took in 20 animals from Lower Heidelberg Township. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to authorize the Township Secretary to execute the 2018 annual contract with the Animal Rescue League. Motion passed unanimously.

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Ms. Conners informed the public that the Book Bonanza has lost their space at the VF Outlets and is seeking a substitute location. They need a 4,000 square foot space that has access to a loading dock and parking for 30 cars. They collect and sort on Monday and Tuesday mornings and can afford a modest amount of rent.

Ms. Conners reported that the Annual Community Shredding Day will be held at Lower Heidelberg Township this year. Previously this event was hosted by South Heidelberg Township. The event will take place on Saturday, October 21<sup>st</sup> from 10:00 a.m. till 2:00 p.m. The cost for the secure shredding truck from United Document will be split among the participating municipalities. Residents are encouraged to bring their personal shredding, up to 10 boxes per car, for secure, on-site shredding.

**Solicitor's Report**

Mr. Bellwoar noted that he had no additional items for the Board's review. He congratulated the Board on the success of the 175<sup>th</sup> Anniversary celebration.

**Old Business**

Resident Barbara Brenner asked if the State maintains storm drains. There is a large tree-like growth coming out of the storm drain at Sheetz. Mr. Clay said he would look at the situation to see if it should be reported to PennDOT or if it was something the Township crew could handle. Ms. Johnson suggested that Mr. Clay examine other storm drains for clogs, in particular at the corner of State Hill and Evans Hill Roads.

**New Business**

There was no new business.

**Public Comment**

Ms. Johnson asked if there was any additional public comment; there was none.

**Adjournment**

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to adjourn at 7:52 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: October 16, 2017