

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

Chairwoman Johnson called the meeting to order at 7:02 p.m. and led the pledge to the flag.

**Approval of Minutes**

The minutes from the October 11, 2017 Work Session, the October 16, 2017 Regular Meeting and the November 15, 2017 Work Session were distributed for review prior to the meeting. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the 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 noted that the tax collector collected \$20,829 dollars for the month of September, and \$25,301 dollars for the month of October. Ms. Conners presented the list of bills and the October Treasurer's Report for the Board's review. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to accept the Treasurer's Report for October, the Tax Collector reports for both September and October, and the bill list as presented. Motion passed unanimously.

**2018 Preliminary Budget**

Ms. Conners presented the 2018 Preliminary Budget; copies of the budget were available for members of the public. Ms. Conners explained that the Board met with department heads to create the preliminary budget, and has examined the report line by line. The version presented at this time is the 2018 Preliminary Budget to be advertised prior to adoption at the December meeting of the Board of Supervisors. Ms. Conners noted that there is no tax increase in the General Fund; however there is an increase of .395 mils to fund the principal and interest payments for the road projects bond issue taken out in 2016. Ms. Conners remarked that the public should note that the Township portion of their tax bill is 13%, with the County portion at 20% and the Wilson School District at 68% of their total tax bill. Ms. Conners asked if there was any public comments or questions relating to the Preliminary Budget; there were none. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to advertise the availability of the 2018 Preliminary Budget, anticipated to be considered for adoption on December 18, 2017. Motion passed unanimously. Ms. Conners noted that the 2018 Preliminary Budget will be posted to the Township website and will also be available in print form at the Township office at a cost of \$4.75 for the paper copies.

**Glen Gery / Glen Ridge Subdivision – Preliminary Plan**

This item was tabled.

**Timberlake Lot 20 – Preliminary / Final Plan**

Mr. Bellwoar noted that the applicant appeared before the Township Planning Commission on November 13, 2017 and received a recommendation for approval, with conditions as per the Township Engineer's review letter. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to conditionally approve the Preliminary/Final plan application for subdivision and development of Timberlake Lot 20, together with waivers from SALDO Sections 344, 404(n), 404(t) and 663, pursuant to the form of written decision presented by the Township Solicitor. Motion passed unanimously.

**Fire Commissioner's Report**

In the absence of Jared Renshaw, Ms. Johnson presented the report for October. There were a total of 58 calls for the month of October, 10 of which were in Lower Heidelberg Township. The free smoke detector drive continued in Wernersville; the department participated in the Wernersville Halloween Parade. The department participated in Fire Prevention Education at Green Valley Elementary, Conrad Weiser East Elementary, Wilson West Middle School, Spring Rose Daycare and the Sinking Spring YMCA. Ms. Johnson noted that the 2018 Budget is to be reviewed at the November 21<sup>st</sup> meeting. Chief Deiterich asked that Ms. Johnson follow up with Chief Renshaw regarding the ISO and the business check sheets. Ms. Johnson also presented the October report from the Western Berks Ambulance; there were 29 calls in Lower Heidelberg with a total call volume of 361 for the year. The busiest day was Tuesday and the busiest time of day was 12 p.m., with an average response time of 9.4 minutes to the scene. There have been 3 NARCAN doses administered in Lower Heidelberg year to date; system wide the year to date total is 51 doses.

**Planning Commission**

PC Chairman Michael Levan noted that at the November meeting the Commission approved the minutes from the August meeting and the October work shop. Development plans reviewed and recommended for approval included Lot 20 Timberlake, with conditions and waiver approvals. No action was taken on a request for waiver of land development for the Calvary Bible Fellowship church as the applicant failed to submit a plot plan with their request letter. A time extension was approved for Lot 20 Timberlake, and there will be no work shop in November or December.

**Building/Zoning Report**

Mr. Kraft reported that there were 35 permits issued during the past month for a total construction value of \$2.4 million dollars. His office handled four property maintenance issues and one zoning issue; two of the issues are now in compliance. His office received and distributed the Glen-Gery and Lot 20 Timberlake plan submissions.

**Kraft Engineering Report**

Mr. Rhode reported that the selected contractors for the 2018 Emergency Services Contract have been notified. He has been in contact with Mackin Engineering regarding the Palm Road Bridge; the bridge appears to be a candidate for the parapet wall splice. This type of repair will be less expensive for the Township. Carbon Engineering can provide a written proposal for a scope of work to include the engineering design and PennDOT approvals, as well as preparing the bid documents and coordinating the project with the Township road crew and Kraft Engineering. The Board consensus is that the Township should proceed with obtaining the written proposal from Carbon Engineering, with the cost to be approximately \$2,500 dollars.

Chief Deiterich asked about the status of Justa Road. Mr. Rhode said the weight restriction can be lifted, but the Township would need to perform a brief engineering study. There is no need to core the road at this time, but the horse trailer owners may have a justifiable argument that they are local deliveries. There is no evidence of any structural analysis in the Township records to justify a weight restriction. Chief Deiterich noted that the weight restriction may have been placed years ago when the road was in bad shape; it has since been resurfaced. The Board is in consensus that Mr. Rhode should explore what will be involved with lifting the weight limit on Justa Road. Mr. Bellwoar noted that there is a sign there presently; research should be done to determine if there is an existing ordinance for the sign. If there is an existing ordinance, the Board will need to modify it with either a resolution or an ordinance.

**Systems Design Engineering Report**

Ms. Stevens noted that SDE has received email correspondence from PA DEP replying to the Township's submission of the ACT 537 Amendment for the Knollwood/Faust and the Valley View MHP areas. DEP acknowledges the proposed amendment, but will require the Township to go through the normal submission procedures for amendment. This will include reviews by the Township Planning Commission, the County Planning Commission and the Board of Supervisors. There will need to be a 30 day public comment period and advertisement of the plan amendment. Ms. Stevens will prepare the presentation to be made at the next Township Planning Commission meeting to be held on December 11<sup>th</sup>.

**Recreation Board Report**

Ms. Scull reported that the Santa Holiday will be held on Saturday, December 9<sup>th</sup> from 2:00 p.m. until 5:00 p.m. Families may have their picture taken with Santa and there will be kid's crafts, cookies and hot chocolate. There will be a collection for Toys for Tots.

**Police Report**

Chief Deiterich reported that for the month of October there were 1,752 service hours, with 147 total calls answered. Of those, 11 were criminal complaints and 12 were motor vehicle accidents. Ms. Scull asked if there has been any progress with PennDOT regarding the recent serious traffic incidents at 1071 Brownsville Road; there are no guardrails at that location. Chief Deiterich will call Mr. Bellwoar to begin formatting correspondence to be sent to PennDOT.

**Road Foreman's Report**

Mr. Clay reported that the road crew has begun winter equipment preparation. Vehicle repairs are ongoing, with the fuel tank being replaced in the GMC. Leaf pickup continues until December 8<sup>th</sup>, weather permitting. Guardrail has been installed on Hain Mill Road. The new camera to be used to investigate sewer line blocks has been delivered and the crew attended training on the new equipment. Sweitzer Road work has been completed; the crew blacktopped with the assistance of the Penn Township road crew. The Township crew cleared the intersection at Evans Hill Road and Faust Road to improve the site distance.

Ms. Scull noted that the office has received thank you notes from the public for the Evans Hill/Faust intersection and from a resident on Grande Boulevard; Mr. Frank Gabell also expressed his appreciation. Mr. Clay noted that he appreciates the thanks, but that it is a team effort and he could not do it without the entire crew. Mr. Clay noted that the line painting is still not done, and should be postponed to spring. Mr. Rhode will double check the contract to see if there is a date by which the contract needs to be completed. Moving forward, Mr. Clay suggested that the bid for the line painting should be let earlier so that the work can then be completed earlier.

Ms. Scull reported that a resident continues to press for the removal of stop signs on Brownsville Road at State Hill Road, with the stop sign being changed so that State Hill Road has the stop. The resident notes that PennDOT is willing to make the change if the Township requests it; the Township staff including the road Master, the Road Foreman and the Police Chief have all indicated that they are not in support of placing the stop sign on State Hill Road due to the degree of slope of the hill. Chief Deiterich noted that he observes the back up on Brownsville occurs at the same time every work day morning; residents need to time their trip to avoid the heaviest traffic back up.

**Secretary's Report**

Ms. Conners noted that the Recreation Board has recommended and the Board of Supervisors has approved the use of the Dog Park for non-township residents. The annual fee for non-residents has been set at \$16 dollars; the change to the fee schedule is set by resolution. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to amend the Township Fee Schedule to include an annual fee of \$16 dollars for non-resident members of the Lower Heidelberg Township Dog Park. Motion passed unanimously.

**Solicitor's Report**

Mr. Bellwoar announced that prior to this evening's meeting, the Board of Supervisors met in executive session to discuss possible litigation.

Mr. Bellwoar reminded the Board that the year-end advertising should be authorized. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to authorize the advertising and availability of the draft 2018 budget, to be considered by the Board for approval at its meeting on December 18, 2017. Motion passed unanimously. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to authorize the advertising and the intent to appoint an independent auditor for completion of the 2017 audit at the Township Organization; and to authorize the advertisement of the organization meeting for January 2, 2018 at 7:00 p.m. Motion passed unanimously.

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**Old Business**

There was no old business.

**New Business**

Ms. Scull noted that there was a previous discussion about turning over the portion of Old State Hill Road to Mr. Radle and a letter was going to be sent to the Army Corp of Engineers as they have access to the bottom of the road. Chief Deiterich asked that when the Army Corp is contacted, that something be put in writing to guarantee the Township's access to the bottom of the road for emergency situations. Mr. Bellwoar will discuss the letter with the Chief before it is sent.

**Public Comment**

Resident Bob Melson noted that the stop bar and lettering are working well at the intersection of Baywood and Timberlake. He thanked Mr. Clay for raising the North Church Road street sign to improve the visibility of the sign.

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

**Adjournment**

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to adjourn at 7:41 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: December 18, 2017