

**Lower Heidelberg Township  
Board of Supervisors  
Regular Meeting Minutes  
April 16, 2018**

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 Connors.

Chairwoman Johnson called the meeting to order at 7:00 p.m. and led the pledge to the flag.

**Approval of Minutes**

The minutes from the March 19, 2018 Regular Meeting were distributed for review prior to the meeting. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to approve the minutes as presented. Motion passed unanimously.

**Open to the Public**

Ms. Johnson asked for public comment. Robert and Christine Boylan of Park Place Drive approached the Board to register a concern with a neighboring property owner. The Boylan's reported that the neighbor made a change to a retaining wall and the wall collapsed on the Boylan's side. When the Boylan's cleared the debris from the collapse, they found a drain pipe pointing on to their property. Mrs. Boylan distributed copies of photos taken of the pipe. Mr. Rhode noted that he spoke earlier with the Boylan's regarding this issue; he was not able to find any permit activity for the neighboring property and would consider this a stormwater issue between neighbors. Mr. Bellwoar confirmed that this is a legal issue between the two property issues unless there is a violation of the code, in which case the Township would investigate. Ms. Scull noted that there was a pool permit taken out; Mr. Rhode said he will start with the pool permit and will make sure that all ordinances are being followed.

**Agricultural Security Area Addition – 205 Riegel Road, Parcel 4377-02-65-3567**

Mr. Bellwoar reported that the Wissinger's have applied to add their parcel encompassing 154 acres on Riegel Road to the Township's Ag Security Area. This is a voluntary program that prevents non-agricultural use of the property. The application has been reviewed and recommended for approval by the Township and County Planning Boards as well as the County Agricultural Board. Ms. Johnson asked for public comment. There was no public comment. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Resolution 2018-07 adopting and approving the addition of parcel 4377-02-65-3567, 205 Riegel Road, to the existing Lower Heidelberg Township Agricultural Security Area. Motion passed unanimously.

**Calvary Bible Fellowship Church – Request for Waiver of Land Development**

Mr. Bellwoar reported that the applicant has requested a waiver of the land development process for the construction of a 30' x 60' picnic pavilion to be located next to the playground. The Township Planning Commission has reviewed the application and has recommended approval of the waiver.

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On Motion by Ms. Scull, seconded by Mr. Keltz, to approve the request of Calvary Bible Fellowship Church for a waiver of the Subdivision and Land Development approval process associated with the accessory pavilion, subject to the applicant obtaining all required building, zoning and stormwater management permits and approvals associated with the project. Motion passed unanimously.

**Glen Gery – Addendum to Sewer Agreement**

Mr. Bellwoar presented the Second Amendment to the Sewer Treatment and Transportation Capacity Reservation Agreement between Lower Heidelberg, Spring Township and Glen Gery; both Spring Township and Glen Gery have signed the agreement and the agreement awaits the Board's approval. On Motion by Ms. Scull, seconded by Mr. Keltz, to approve the Second Amendment to the sewer agreement between Lower Heidelberg, Spring Township and Glen Gery. Motion passed unanimously. Mr. Bellwoar noted that in addition to the second amendment, an addendum has been prepared to address the funds paid by Glen Gery and held by the Township in the amount of \$110,982.36 dollars; the Township will retain \$44,800 dollars and will return \$66,182.36 to the developer. On Motion by Ms. Scull, seconded by Mr. Keltz, to approve the Addendum to the Sewer Treatment and Transportation Capacity Reservation Agreement, First and Second Amendment. Motion passed unanimously.

**Tax Collector's Report**

Tax Collector Sharon Boyer reported that \$275,562 dollars was collected for the month of March and was transmitted by ACH wire to the Township. She will begin sitting hours at the Township Building on Wednesday, April 18<sup>th</sup>. She noted that one taxpayer did not pay the light tax as the street lights have not been energized, and he asked who is responsible for energizing the light. Mr. Rhode replied that the resident should contact the developer.

**Fire Commissioner's Report**

In the absence of Mr. Renshaw, Ms. Johnson gave the report. There were a total of 53 calls for the month of March, 4 of which were in Lower Heidelberg Township. The monthly report has been revised to include total call volume for the year; total call volume for the first quarter of the year stands at 211 calls and the staff participated in 260 training hours for the month. At the trustees meeting, there was discussion that closing the Lower Heidelberg Fire Hall would impact the ISO rating for the department. The issue of the building is still being discussed and a contractor has been out to look at the needed repairs. A time will be set for another presentation to the public at a Supervisor's meeting. Ms. Johnson noted that the placement of an individual for the Emergency Management Coordinator position is moving forward; there have been some issues with communication with South Heidelberg.

**Planning Commission**

Mr. Levan reported that the Planning Commission approved the Waiver of Land Development for Calvary Bible Church at the April meeting; there were no time extension requests received. The next work session for the Planning Commission is scheduled for April 25<sup>th</sup> at 7:00 p.m.

**Building/Zoning Report**

Mr. Kraft reported that there were 18 permits issued during the past month for a total construction value of 2.3 million dollars. His office worked on two property maintenance issues and one zoning issue. Of the 36 total rental properties, 33 are now in good standing.

**Kraft Engineering Report**

Mr. Rhode reported that he continues to work with Carbon Engineering on the Palm Road Bridge parapet; a construction date sometime in August is anticipated.

The 2018 Street Work bids were opened on April 9<sup>th</sup>. All bids have been reviewed for completeness and qualifications. The bid tabulations are as follows:

Contract No. 1 Base Bid – Schlouch Inc. - \$1,524,712.00  
Contract No. 1 Alternate Bid – New Enterprise – \$1,295,563.40  
Contract No. 2 Base Bid – Asphalt Maintenance – \$39,967.20 & Martin Paving Inc – \$39,967.20  
Contract No. 2 – Alternate Bid – Martin Paving Inc - \$42,383.50

The alternate bid for contract No.1 also included the provision of deleting Water Road as Western Berks Water is still working on their site. With Water Road deleted, the contract amount drops to \$1,475,077.90 dollars.

The recommendation of the Road Master and the Road Foreman are to award the Base Bid for Contract No. 1, less Water Road, to Schlouch Inc. and the Alternate Bid for Contract No. 2 to Martin Paving Inc. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to award Contract No. 1 Base Bid Less Water Road to Schlouch Inc. in the amount of \$1,475,077.90 dollars. Motion passed unanimously. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to award the Alternate Bid for Contract No. 2 to Martin Paving Inc. in the amount of \$42,383.50 dollars. Motion passed unanimously.

Mr. Rhode reported that he is currently coordinating the culvert replacement project on Faust Road with AH Moyer. He contacted Berks Traffic regarding the line painting project and anticipates it will be scheduled soon; the schedule will be forwarded to the Road Crew and the Police once it is received.

**Systems Design Engineering Report**

Ms. Stevens reported that prior to the meeting, she reviewed the Glen Gery Planning Module packet for completeness. The module has now been signed and will be returned to the developer for forwarding to DEP. SDE coordinated the bid opening for the 2018 Sewer Collection Inspection Project; bids were opened on April 12<sup>th</sup>. The lowest responsible bidder is Utility Services Group. SDE has provided their recommendation letter to the Board. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to award the bid for the Total Base Bid, including the increase for Alternate Bid Items A.1 and A.2 for a combined total of \$27,345.00 dollars to Utility Services Group Inc. Motion passed unanimously.

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Ms. Stevens reported that Green Valley Estates Phase 11 Escrow period has closed. SDE is awaiting results from the televising of the lines for that section. Ms. Scull noted she spoke with Mr. Barnett of Grande Construction, but they have not been able to complete the work as it has been too wet.

Ms. Stevens noted that a public meeting was held prior to tonight's Board meeting for the Act 537 Plan Amendment for the Faust/Knollwood area. Public comment is part of the process required by DEP. The minutes of that meeting will be added to the submission packet for be sent to DEP. The public will still have time to comment if they were not able to attend tonight's meeting.

### **Recreation Board Report**

Ms. Scull reported that 175 children attended the Easter Egg Hunt held on Saturday, March 24<sup>th</sup>. This year's event included a new section for "crawlers". The Rec Board will host Lower Heidelberg Night at the Fightin' Phils on July 21<sup>st</sup>. The Township has purchased 144 tickets; if interested in obtaining free tickets, please contact the Township office. Children under the age of four do not need a ticket.

### **Police Report**

Chief Deiterich reported that for the month of March there were 2,034 service hours, with 136 total calls answered. Of those, 9 were criminal complaints and 10 were motor vehicle accidents. The Chief reported that the original K-9 purchased to replace Empir has not worked out; he has been replaced with Ozzy who is 16 months old and has some training already.

### **Road Foreman's Report**

Mr. Clay reported that three trucks and one trailer were inspected. Cold patch has been done and the new trailer has been picked up; this will enable the crew to take the miller and the sweeper all together to the job site. A booster for the Wi-Fi signal is needed in the garage for the GIS tablet and the sewer camera. Ms. Scull will contact Lynx for the booster. The use of the GoPro cameras proved a success during the winter storm season and were very helpful dealing with resident claims. The crew attended a training class for stormwater management.

### **Secretary/Treasurer's Report**

Ms. Conners noted that the Board has been searching for an investment option to earn a higher interest rate without tying up funds for too long a time. The Pennsylvania Local Government Investment Trust (PLGIT) has offered a short term 90 day CD program with interest rates of 1.72 percent and a PRIME money market account offering 1.49 percent. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to authorize the Township Treasurer to effect the following transfers: To transfer \$1,000,000 dollars from the VIST Bank Sewer Savings Account to the PLGIT Sewer Fund Savings Account, and to purchase a 90-day CD in the amount of \$1,000,000 at the current rate of 1.72 percent; and to transfer \$100,000 dollars from the VIST Bank General Fund Checking Account to the PLGIT General Fund Prime account, currently earning 1.49 percent. Motion passed unanimously.

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Ms. Conners presented the list of bills and the March Treasurer's Report for the Board's review. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to accept the Treasurer's Report for March and the bill list as presented. Motion passed unanimously.

**Solicitor's Report**

Mr. Bellwoar reported that resident Brian Shegon's bankruptcy petition has been dismissed, and asked if the Board would either like to file a lien or authorize collection proceedings for the past due sewer amount. Ms. Scull reported that Mr. Shegon has been making payments per his agreement; no action is required at the present time.

Ms. Scull inquired as to the disposition of a resident concern about a roadside memorial. Mr. Bellwoar responded that this is not a township issue unless the memorial is being placed in the right of way. Ms. Scull will have the resident who asked about the memorial contact Carter Reese as the memorial is actually on his property.

Mr. Bellwoar requested an executive session after the Board meeting to discuss a personnel issue; no action is expected.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Public Comment**

Ms. Johnson asked if there was any public comment. Tex Essig suggested that the Board and the consultants should speak directly in to the microphones.

**Adjournment**

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to adjourn at 7:55 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: May 21, 2018