

**Lower Heidelberg Township  
Board of Supervisors  
Regular Meeting Minutes  
May 21, 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, Township Solicitor Andrew Bellwoar, Township Engineer Ryan Rhode (Kraft), Code Enforcement Officer Andrew Kraft, Sergeant Chris Stouch, Road Foreman Matthew Clay and Township Secretary/Treasurer Theresa Conners. Absent were Member Michael Keltz, Police Chief Thomas Deiterich and Township Engineer Pamela Stevens (SDE).

Chairwoman Johnson called the meeting to order at 7:09 p.m. and led the pledge to the flag.

**Approval of Minutes**

The minutes from the April 16, 2018 Regular Meeting, the May 16, 2018 Work Session Meeting and the April 16, 2018 Special Meeting Act 537 Update 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. There was none.

**Tax Collector's Report**

Tax Collector Sharon Boyer reported that \$1,745,168.58 dollars was collected for the month of April and was transmitted by ACH wire to the Township. To date, 88% of the total duplicate has been collected.

**Fire Commissioner's Report**

In the absence of Mr. Renshaw, Ms. Johnson gave the report. There were a total of 70 calls for the month of April, 8 of which were in Lower Heidelberg Township. Ms. Johnson noted that a representative from the Fire Department Building Committee was scheduled to speak tonight, but no one has arrived. Discussion continues as to the state of the Lower Heidelberg Fire Department building, and how closing would impact the ISO rating; a definite answer has not been received from ISO at this time. The building is being evaluated for the structural repairs needed, and then the repairs will go out to bid. There was a structure fire in South Heidelberg and that call was answered, and then the structure began to burn again the next day. This was not due to any lack of response from the responding units, as the Fire Commissioner said the second fire would have happened anyway. Discussions are continuing with South Heidelberg Township regarding the Emergency Management Coordinator position.

**Planning Commission**

Mr. Rhode reported that the Planning Commission reviewed the proposed amendment to the Ordinance that will require GIS coordinate information with application submissions; the Planning Commission voted to recommend that the Board of Supervisors approve the proposed ordinance amendment.

**Building/Zoning Report**

Mr. Kraft reported that there were 17 permits issued during the past month for a total construction value of 1.7 million dollars. His office worked on four property maintenance issues and continues to work on the trash issue at 333 North Church Road. Only one rental unit remains to be finalized.

**Kraft Engineering Report**

Mr. Rhode reported that a series of meetings has been held with the developer of the Legacy at Papermill. A number of sewer issues have now been addressed with Pamela Stevens, and an agreement for a fee-in-lieu of improvements to Papermill Road has been drafted by the Solicitor's office. The developer has asked for an amendment to the current escrow release to take out the amounts required for the improvements to Papermill Road; Mr. Rhode has removed that item from the escrow release schedule, resulting in an amended amount for Escrow Release No. 16 of \$134,946.96 dollars. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to authorize Escrow Release No. 16 in the amount of \$134,946.96 dollars for the Legacy at Papermill. Motion passed unanimously.

The 2018 Street Work Project Bid has been awarded and the paperwork has been finalized. He will meet with Schlouch next week prior to the start of the work for Contract No. 1; the work on Contract No. 2 will start sometime after July 4<sup>th</sup>. Mr. Rhode reported that he received an invoice from Berks Traffic for the line painting work in the Township in the amount of \$8,665.39 dollars. Normally the Board approves the payment to the contractor with the attached condition that the approval is contingent upon the review of the work in the field; as the invoice was just received, neither Mr. Rhode nor Mr. Clay has had a chance to review the work. A portion of this invoice is to be reimbursed by Wilson School District. Ms. Johnson noted that she would prefer to have Mr. Rhode inspect the work prior to approving the payment. This item will be tabled until next month, allowing Mr. Rhode and Mr. Clay time to review the line painting work.

Mr. Rhode reported on the resident concern brought to the Board last month by the Boylan's. He has a meeting scheduled for May 25<sup>th</sup> with the Woessner's, who reside on the neighboring property, and he will report back to the Board after that meeting.

**Systems Design Engineering Report**

As Ms. Stevens was absent, Mr. Rhode reported on behalf of SDE. SDE has coordinated with the Glen Ridge developer and the Township for the Planning Module, the Planning Waiver Form and the EDU's. The Spring Township portion of the Planning Module has been forwarded and an additional resolution is required for the Lower Heidelberg portion of the Planning Module. The Water Quality Management Part II paperwork to be submitted to PA DEP also needs to be signed. The appropriate forms have been prepared for the Chair's signature. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to approve Resolution No. 2018-10 for the Glen Ridge Planning Module. Motion passed unanimously.

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SDE previously reported on the required inspection of the portion of the sewer line in Green Valley Estates Phase Eleven. The developer was asked to televise the line and provide the video to Ms. Stevens prior to the close out of the maintenance period escrow. SDE has now received the video of the line and Ms. Stevens reports that the remaining escrow funds can be released to the developer. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to approve the release of the remaining funds being held for Green Valley Estates Phase Eleven, as approved by SDE. Motion passed unanimously.

Mr. Rhode noted that the final action item from Ms. Stevens report is the Resolution needed for the Act 537 Plan Amendment; this is the amendment for which the public meeting was held on April 16<sup>th</sup>. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to adopt Resolution 2018-11 for the Adoption of a Pennsylvania Sewage Facilities Act 537 Plan. Motion passed unanimously.

### **Recreation Board Report**

Ms. Scull said that she had nothing new to report.

### **Police Report**

In the absence of Chief Deiterich, Sergeant Stouch presented the report for the month of April. Sergeant Stouch reported that the new patrol car is in service, and that the Chief asks for permission to put the retired 2013 Ford Interceptor, with mileage of 149,000 out for bid. Ms. Johnson asked to delay the decision to sell the retired vehicle as there will be a need to provide the new Emergency Management Coordinator (EMC) with a vehicle for use during incidents, and this vehicle may serve the purpose. She will discuss the need for the EMC vehicle with South Heidelberg Township.

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

Mr. Clay reported that the State has begun the tar and chip process on their roads; they should be on Green Valley and State Hill Road soon. The road crew has begun roadside mowing and spraying. They installed a new storm box on Faust Road. The bank on Wooltown Road between Ruth and Hain Roads has been cut back. He would like to take down some trees and further reduce the bank prior to the start of paving. The crew will begin working on Sweitzer Road replacing a storm pipe. The crew performed stump removal on Wooltown Road. They attended two training classes, one in Oley and one in West Cocalico on curved road maintenance and signage. The main clutch bearing on the wood chipper blew apart. The backhoe motor is overheating and the repair estimate is at \$23,000 dollars; with the needed repairs for the back end the cost will be at least \$30,000 dollars. Mr. Clay was able to obtain a free demo loaner for a month, but the Board will need to decide whether to continue to repair the backhoe or to replace it.

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

Ms. Conners reported that the fee schedule has been updated to reflect a change to the Tax Collector's Cert Fee from \$50 dollars to \$20 dollars; and to include fees for a Request for Waiver from the Land Development process. An appropriate resolution has been prepared.

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**On Motion** by Ms. Scull, seconded by Ms. Johnson, to adopt Resolution 2018-08, updating the Township Fee Schedule to revise the Tax Collector's Cert Fee from \$50 dollars to \$20 dollars; and to include fees for a Request for a Waiver of Land Development as follows: application fee of \$75 dollars and escrow to be held for consultant review fees in the amount of \$2,500 dollars, with any unused escrow to be refunded to the applicant. Motion passed unanimously.

Ms. Conners reported that the administrative staff has recently purged the financial records for fiscal year 2010 and an appropriate shedding resolution has been prepared. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to adopt Resolution 2018-09, approving the destruction of non-permanent administrative Township records, including financial and accounting records from 2010, and scanned check receipts from 2017, as per the Pennsylvania Municipal Records Retention Schedule. Motion passed unanimously.

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

**Solicitor's Report**

Mr. Bellwoar reported that the Township's contract with Waste Management runs for three years, with an option for a fourth year. Year three of the contract expires on December 31, 2018; the option year will run for the 2019 calendar year. To invoke the fourth year option, the Township must notify Waste Management, in writing, at least 120 days before the end of the 2018 calendar year; this deadline will be September 2, 2018. Ms. Johnson noted that this was discussed at the Board's Work Session, and the consensus is to invoke the fourth year option. **On Motion** by Ms. Scull, seconded by Ms. Johnson, for the Township to invoke the 2019 option year for the Waste Management contract. Motion passed unanimously.

**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. Resident Tom Jauch asked if the Board could provide more information on the proposal for the building addition. Ms. Johnson said that there are numerous issues with the condition of many of the mechanical systems in the building, including the HVAC, plumbing, fire suppression and security. In addition, the police officers do not have enough space in the squad room. Sergeant Stouch noted that the police department is tasked by the County and State to follow security regulations which are difficult to adhere to with the current working space allotted.

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Mr. Jauch asked if expanding the police department to the basement space was considered. Ms. Conners replied that this was discussed, but the space is often used for staff training and resident functions. In addition it provides the archive storage space for the Township. It does not meet the security needs for the police functions and records storage. Ms. Johnson explained that the Board is weighing different options and is still formulating a final plan on how to best deal with the need for more space, better security for the staff and public, and needed improvements to the mechanical systems. Mr. Jauch asked if the Board knew what the price of the addition will be; Ms. Conners replied that depending on the different scenarios that are being considered, the cost is estimated at between one and three million dollars. She noted that the Board began working on this problem last year and they will carefully weigh every option available to them before coming to a decision.

**Adjournment**

**On Motion** by Ms. Johnson, seconded by Ms. Scull, to adjourn at 7:46 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: June 18, 2018