

**Lower Heidelberg Township
Board of Supervisors
Regular Meeting Minutes
June 18, 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 Robert Tucker, 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 7:00 p.m. and led the pledge to the flag.

Approval of Minutes

The minutes from the May 21, 2018 Regular Meeting and the June 13, 2018 Work Session Meeting 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.

Western Berks EMS Report

Ms. Johnson noted that as Mr. Tucci had a meeting that he needed to attend, she asked that he be allowed to give his report first. Mr. Tucci reported that there were 32 requests for service for the month of May. Western Berks Ambulance just received a federal grant for two new wheelchair lifts, and was also awarded a \$166,000 dollar AFT grant for personal protection items. The squad recently received the Mission Lifeline Award for service to cardiac patients. Mr. Tucci asked that everyone make an effort to contact their State senators and representatives to move legislation forward, Senate Bill 1003 and House Bill 699, which will increase Medicaid funding and allow squads to bill for services when treating on scene.

Open to the Public

Ms. Johnson asked for public comment. Raymond Boylan of 133 Park Place Drive addressed the Board regarding an ongoing issue with a neighboring property. Mr. Rhode reported that he has investigated the issue and pulled all permits for the neighboring parcel. There are no issues with the permits that the Township needs to enforce. Chief Deiterich noted that there is past history between the two parties involved in this dispute and that Mr. Boylan should have informed the Board of that fact. Ms. Johnson informed Mr. Boylan that the Township will not be involved any further in the dispute and he will have to address this with his neighbor.

Ordinance Amendment – Section 415 Chapter 25 As-Built GIS information

Solicitor Tucker reported that an amendment to the Subdivision and Land Development Ordinance was drafted by his office and has been duly advertised. The proposed ordinance requires applicants to submit as-built plans for all improvements offered for dedication, and requires that applicants also provide GIS coordinates for all street signs and other facilities. A hearing is held to allow the public an opportunity to comment on the proposed ordinance. Ms. Johnson opened the meeting for public comment on the proposed ordinance; there was no public comment. Ms. Johnson closed the public hearing.

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On Motion by Ms. Johnson, seconded by Mr. Keltz, to adopt Ordinance No. 2018-356 concerning As- Built Plans and GIS Mapping as presented by the Solicitor. Motion passed unanimously.

Tax Collector's Report

Tax Collector Sharon Boyer reported that \$ 235,184.98 dollars was collected for the month of May and was transmitted by ACH wire to the Township.

Fire Commissioner's Report

Mr. Renshaw reported that there were a total of 106 calls for the month of May, 17 of which were in Lower Heidelberg Township; with a total call volume of 387 for the year. Staff participated in a Training Burn Session with Spring Township and Wyomissing. The department also attended innovation Day at Conrad Weiser Middle School, and interacted with the students with the intent of soliciting interest in junior members. Firefighter Steve Noll has written an article which was published in Firehouse Magazine, a national publication. Mr. Renshaw introduced John Stine, who updated the Board and the public on the status of Lower Heidelberg Fire Hall on Brownsville Road. He noted that originally there was discussion of closing the fire hall, but the decision has been made to keep the building. There are no active volunteers in the immediate area, but the building can still be used to house equipment that can be called out. Keeping the building open will require extensive renovations. At this time it appears that the old social hall will come down, and that area will be used for additional parking. The flat roof will need replaced. A preliminary price estimate is between \$80,000 and \$100,000 dollars. Mr. Stine noted that the Fire Department continues to solicit within the community for new members.

Planning Commission

Ms. Johnson noted that there was no Planning Commission meeting held in May.

Building/Zoning Report

Mr. Kraft reported that there were 9 permits issued during the past month for a total construction value of \$286,000 dollars. His office worked on five property maintenance issues and assisted with six water shut off notices. All rental unit properties are now registered and inspections will begin.

Kraft Engineering Report

Mr. Rhode reported that his office received a request for the release of escrow funds for Cacoosing Crossing North. The request has been reviewed and the release of funds is recommended. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Escrow Release No. 8 to Cacoosing Crossing North, in the amount of \$83,494.97 dollars. Motion passed unanimously.

Mr. Rhode noted that the engineering design for the Palm Road Bridge repair has been submitted to PennDOT for their review, and a copy has been provided to the Board.

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The 2018 Street Work bids have been awarded. Contract #1 was awarded to Schlouch Inc; the contractor will begin work on June 20th, weather permitting, beginning on Wooltown Road and heading east through the Township. Contract #2 was awarded to Martin Paving, and the repaving work will begin after the July 4th holiday.

Work on the Faust Road culvert will begin this week, weather permitting, and that section of the road will be closed during the day. The line painting work has been completed and inspected and the Board may approve that invoice for payment. On Motion by Ms. Johnson, seconded by Ms. Scull, to approve the payment to Berks Traffic in the amount of \$8,665. 39 for the long line painting. Motion passed unanimously.

Systems Design Engineering Report

Ms. Stevens noted that she had no items requiring action from the Board.

Recreation Board Report

Ms. Scull reported that the Reading Phils tickets for July 21st are sold out. The Township will host National Night out on August 7th.

Police Report

Chief Deiterich presented the report for the month of May. There were 1,933 total service hours, with 328 calls, 18 of which were criminal and 9 which were motor vehicle. The Chief noted that Fish and Game would like to place a collection box to test for chronic wasting disease for the local deer population; the head of the animal would be placed in the box by hunters, and Fish and Game personnel would collect them. The Board's consensus is that they would prefer not to have the box placed on the Township property. The electronic speed sign was discussed in relation to residents requesting the placement of the sign on their street. The Chief noted that the sign is placed on a road per the department's schedule, sits for 2 to 3 weeks and is then moved. Chief Deiterich noted that the Block Party Permit form needs to be updated; Ms. Conners will take the Chief's changes and reproduce the form. Consideration will also be given to how the permit fee is assessed and how that is collected from the resident.

Road Foreman's Report

Mr. Clay reported that the '05 went in for an inspection and needed brake work and the GMC had a broken hydraulic line. The crew worked on the shoulders on Wooltown Road prior to the contract work starting. The State road mowing is being completed. The wood chipper is now fixed; a bearing blew apart. He has been working with the Board to obtain a new backhoe to replace the current one. Next month the crew will attend a class at Oley in preparation for the work to be done on the Palm Road Bridge. The Wooltown Road work is scheduled to begin on Monday.

Secretary/Treasurer's Report

Ms. Conners presented the list of bills and the May Treasurer's Report for the Board's review. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to accept the Treasurer's Report for May and the bill list as presented. Motion passed unanimously. Ms. Conners noted that the last check for disbursements, in the amount of \$29,879 dollars has been received from Sandra Davis, and that the balance of the tax bills paid in December and January have now been received.

Solicitor's Report

Mr. Tucker noted that the Board is working through the process of creating a Township Manager ordinance; a draft has been provided and the Board should review it in preparation to authorize the advertisement at next month's meeting.

Mr. Tucker asked about the placement of the utility pole near the Papermill Road Bridge. Mr. Rhode noted that he had discussed this with Mr. Crotty, and that Mr. Crotty was going to follow up on this with Great Valley Consultants. Mr. Rhode explained that the utility pole is adjacent to the bridge and is within 10 feet of where the crane operation will be taking place during the bridge repair. The power company has informed the Township that if the pole is outside of the right of way, the Township must bear the cost of moving the pole. The survey information suggests that the pole is within the right of way and the matter was referred to the solicitor's office to address with PPL. Mr. Tucker noted that whether the pole is within the right of way or outside of it, it should not affect the bid process for the bridge work itself. His office is seeking direction from the Board as to whether to proceed with the bid process. Mr. Rhode noted that if the contractor ends up having to include the cost of relocating the pole, it could affect the cost of the bid, and could result in a change order at a later date. The consensus of the Board is to proceed with the bid process for the bridge repair.

The solicitor's office has forwarded the signed Memorandum of Understanding (MOU) regarding maintenance responsibilities to the School District, but the School District's solicitor is unaware of the background for the MOU. Ms. Conners will forward information from the Township files to support the request for the MOU.

Mr. Tucker noted that his office has an update for the Board regarding the recent grievance filed by the Police Association; he will discuss this with the Board in Executive Session immediately following tonight's meeting.

The solicitor's office has prepared an updated Standard Operating Procedure involving Internal Affairs Investigation procedures. The appropriate resolution to adopt the procedures has been prepared and forwarded to the Board for their review. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve Resolution 2018-11 concerning internal affairs procedures in the form as presented by the solicitor. Motion passed unanimously.

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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 George Moll commented on the flooding of Green Valley Road during a recent storm and asked what can be done. Ms. Johnson noted that Green Valley Road is a State Road; the State is aware of the issue, it has been going on for years.

Resident Tom Jauch asked if the Board could reveal what property they are looking at as a possible Township purchase, as referenced in the June 13, 2018 minutes. Ms. Conners replied that as the Board is investigating the possible purchase of the property, they would prefer not to discuss this in public. Mr. Jauch noted that the public has a right to know; Ms. Conners replied that if the Board would move beyond the negotiating phase, the public would then be informed.

Adjournment

On Motion by Ms. Johnson, seconded by Ms. Scull, to adjourn to Executive Session at 8:00 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: July 16, 2018