

**Lower Heidelberg Township  
Board of Supervisors  
Regular Meeting Minutes  
August 20, 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 Andrew 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 July 16, 2018 Regular Meeting were distributed for review prior to the meeting; there was no work session held on August 15, 2018. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve the minutes as presented. Motion passed unanimously.

**Open to the Public**

Ms. Johnson asked for public comment.

Craig Jones, a resident of Legacy at Papermill reported that there are a number of sinkholes near the apartments. The residents are aware that money has been set aside to guarantee the completion of the public improvements and they would like to be a part of the process of refunding any funds to the developer as the improvements will be turned over to the Home Owner's Association. Mr. Rhode noted that earlier this year Township officials met with the developer and the residents; it was made clear to the developer that he must follow through with the items remaining to be finished.

Richard Jones, resident of Green Valley Estates West, said he wanted to follow up on his remarks from the July meeting regarding the catch basin in the development. He asked if it is the developer's responsibility to maintain it; Mr. Rhode confirmed that it is. Mr. Jones noted that the basin is very swampy and is harboring mosquitoes. Mr. Rhode reported that he has emailed the developer but has not yet received a response. The catch basin is regulated by Berks County Conservation District (BCCD) and the DEP; the basin will be converted during the post construction phase under BCCD's direction. Residents are encouraged to contact BCCD directly with any complaints about the basin.

**Ordinance to Establish the position of Township Manager**

Mr. Tucker reported that at last month's meeting the Board of Supervisors approved the advertising of an ordinance to create the position of Township Manager. The ordinance was duly advertised. The Board wishes to move forward with the hiring of a manager, and working with centers for government at local colleges to begin a manager search. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve Ordinance 357 to establish the position of Township Manager, in the form as presented. Motion passed unanimously.

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**Tax Collector's Report**

Ms. Connors reported that Tax Collector Sharon Boyer is on vacation; she will report on both July and August at next month's meeting. Ms. Boyer remitted \$33,542 dollars for the July collections.

**Fire Commissioner's Report**

In the absence of Mr. Renshaw, Ms. Johnson reported that there were a total of 105 calls for the month of July, 16 of which were in Lower Heidelberg Township, with a total call volume of 552 for the year. There were 16 mutual aid calls to other departments. Paid driver Steve Noll was awarded the "Fire Officer" Designation from the Center for Public Safety Excellence. The preliminary budget will be discussed at the meeting scheduled for August 21<sup>st</sup>. The Western Berks Ambulance reported 26 people transported in the month of July, with the busiest response time being from 4 p.m. to 6 p.m.

**Planning Commission**

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

**Building/Zoning Report**

Mr. Kraft reported that there were 24 permits issued during the past month for a total construction value of \$504,000 dollars. His office worked on 10 property maintenance issues, and one zoning issue. The property at 333 North Church Road should be resolved soon. The owner was picked up on a bench warrant, and he was notified of the citation that he has been avoiding; hopefully he will bring the property into compliance soon.

**Kraft Engineering Report**

Mr. Rhode reported that the 2018 Street Work has begun, with paving of Wooltown, Lisa, Justa and State Hill Roads completed by Schlouch Inc. for Contract #1. Payment Application #1 has been received in the amount of \$379,053.92 dollars. The request has been reviewed and the work has been completed satisfactorily. With the allowable retainage per the contract, Mr. Rhode recommends authorizing Payment Application #1 in the amount of \$341,148.53 dollars. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Payment Application #1 from Schlouch Inc., in the amount of \$341,148.53 dollars. Motion passed unanimously.

Martin Paving has begun work on Contract #2 for the Oil and Chip project. Due to heavy rains immediately after the application, some of the aggregate was washed off the roads. Martin Paving has agreed to go back and re-apply the oil and chip to the areas in question. Mr. Rhode anticipates they will send a payment request in time for next month's meeting.

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**Systems Design Engineering Report**

Ms. Stevens updated the Board on the Lower Heidelberg resident who lives on State Hill Road and has requested to connect to public sewer main that is located in the Cacoosing Meadows Park area. This line is part of the Spring Township sewer system.

The original agreement allows 25 EDU's from Lower Heidelberg to be connected to this line; the tapping fees have not been paid, but the connections are permitted. Ms. Stevens recommends that the applicant first apply for a sewer permit from Lower Heidelberg, and then Lower Heidelberg can submit the completed application to Spring Township. After a review of the application, Spring Township would then issue the sewer permit to the resident. Ms. Stevens has forwarded the suggested Sewer Permit Connection Application for the Board's review. These forms can be used for any other residents in the State Hill district who would like to connect to public sewer.

Ms. Stevens noted that she met with Ms. Conners to finalize the packet for the Amendment to the Act 537 Plan for the Knollwood/Faust area; the amendment will be submitted very soon.

**Recreation Board Report**

Ms. Scull reported that the Fightin Phils game in July was rained out. It was rescheduled for August 11<sup>th</sup> and it did rain again, but the game did go on. 135 people attended the event and had a great time.

**Police Report**

Chief Deiterich presented the report for the month of July. There were 1,881 total service hours, with 355 calls, of which 27 were criminal and 7 were motor vehicle. A \$1,845 dollar donation was received for the K-9 program from the Berks County Kennel Club to purchase a new vest for Officer Ozzie.

**Road Foreman's Report**

Mr. Clay reported that three trucks were inspected this month, and the crew has been very busy with storm issues. The pipe at 350 Wooltown Road was repaired. A day was given back to Penn Township in exchange for the work they helped with last year. The second round of mowing for the State roads has begun. Mr. Clay noted that he is aware of many storm boxes that need attention, and when things slow down a bit the crew will get to them. Two crew members attended a meet and greet event at the Wernersville Library where they read to the children. The crew attended class in Oley and the Palm Road Bridge has been prepped and is ready for the contractor to begin repairs.

**Secretary/Treasurer's Report**

Ms. Conners presented the list of bills and the July Treasurer's Report for the Board's review.

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**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to accept the Treasurer's Report for July and the bill list as presented. Motion passed unanimously. Ms. Conners reported that the Board recently hired an Emergency Management Coordinator (EMC). The Board has been searching for a replacement for several years and Ms. Johnson has been working for some time to coordinate the hiring of the EMC. Ms. Johnson noted that the hope is that the EMC will eventually be shared with South Heidelberg Township, and that they will split the costs associated with the position. In the meantime Lower Heidelberg is moving ahead with the hiring.

A memorandum of understanding has been prepared to outline the job duties of the EMC. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to appoint Justin Schlottman as the Lower Heidelberg Township Emergency Management Coordinator, and to approve and execute the Memorandum of Understanding between Justin Schlottman and Lower Heidelberg Township in the form presented. Motion passed unanimously.

Ms. Conners reported that the Township held a National Night Out event on Tuesday, August 7<sup>th</sup> from 4:00 to 6:00 p.m. The first two hours were well attended and very hot. Residents were able to meet and talk with the Lower Heidelberg Police Department officers who were all in attendance. The kids enjoyed riding on the Impaired Driving Cart, and watching Officer Ozzie, Officer Lawless and Officer Heist performing a K-9 demonstration. The sky opened a little after 6:00 o'clock so the event ended early. The Township will host this event again next year, so residents should mark their calendars for the first Tuesday in August.

**Solicitor's Report**

Mr. Tucker updated the Board on the Gianotti petition to have Norman Street opened. The Gianottis own a parcel in the Township which borders on Wernersville Borough; the parcel does not have direct road access. A portion of East Norman Street was constructed in Wernersville Borough, but ends before the Township line. Mr. Gianotti has filed a petition with the Court to have the road considered open. The neighbors filed objections to the petition, primarily stating that the road should not be opened as Mr. Gianotti has another way to access the lot through a separate, adjoining parcel which does have direct road access. To date the Township and the Borough have remained neutral, but the Judge has now ordered that the Solicitors for both municipalities must attend the upcoming argument on September 4<sup>th</sup>. Mr. Crotty has requested that both Mr. Rhode and Mr. Kraft attend as well.

Mr. Tucker reported on the status of the Paper Mill Road Bridge project. Scott Anderson of Great Valley Consultants, who is our engineer for the bridge project, has advised PPL that the utility pole in question is within the Township right of way; this means that PPL is responsible for relocating the pole, and must bear any associated costs. PPL is in the process of acquiring additional right of way area from the adjoining property owner in order to move the pole. Mr. Anderson anticipates the bridge build will occur in the 2019 season. He is finalizing the bid specs and will have the bid advertised for a bid opening by October 15<sup>th</sup>.

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Mr. Tucker reported that the Police Association has executed the prepared Memorandum of Understanding (MOU) relating to the settling of the health insurance grievance. A motion is required to approve and execute the MOU. On Motion by Ms. Johnson, seconded by Mr. Keltz, to approve and execute the Memorandum of Understanding between the Township and the Police Association in the form presented. 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 Frank Gabell asked if the Faust Road paving is completed; Mr. Rhode replied it is not yet done, the leveling and top course still remain.

**Adjournment**

On Motion by Ms. Johnson, seconded by Mr. Keltz, to adjourn at 7:35 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: September 17, 2018