

**Lower Heidelberg Township  
Board of Supervisors  
Regular Meeting Minutes  
September 17, 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 Andrew 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 August 20, 2018 Regular Meeting and the September 12, 2018 Work Session were distributed for review prior to the meeting. **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.

Sandi Nevitt, Co-President of the Wernersville Library Board and Library Director Leigh Anne Yacovelli addressed the Board. Ms. Yacovelli reported that 190 residents participated in the Summer Reading Program. During the last year, the Library has hosted 116 events and served a total of 1,795 people. She thanked the road crew for their recent participation in the Libraries Rock: Construction Workers storytime on August 13<sup>th</sup>. The crew brought four big trucks and read to the children. The children particularly enjoyed being able to climb on the big trucks. The number of Lower Heidelberg Township users increases each month; there are currently 170 people registered as Lower Heidelberg patrons; some patrons do not know the municipality in which they live. Ms. Nevitt noted the additional services provided by the library, which include free computers for personal use, current newspapers to read and homework help for the children.

**Tax Collector's Report**

Sharon Boyer reported that \$50,808.08 dollars was collected for the months of July and August. As of today, 95% of the tax roll has been collected. She will mail reminder letters at the end of the month to those who have not yet paid.

**Fire Commissioner's Report**

Jared Renshaw reported that there were a total of 198 calls for the month of August, many of which were responses to flood calls. The actual volume was higher as the crews often serviced other homes while they were on the original call. The department logged 260 hours of training during the month. Western Berks received over \$31,000 dollars in grants, a portion of which was used to purchase personal bail out kits. These are 50 foot sections of high heat rope to extend from a building window. The annual budget will be presented at the Fire Board meeting on September 18<sup>th</sup>.

**Lower Heidelberg Township Board of Supervisors  
Regular Meeting September 17, 2018  
Page Two**

Ms. Johnson introduced the Township's new Emergency Management Coordinator, Justin Schlottman. Ms. Conners reported that the letter for Mr. Schlottman's confirmation was received earlier in the day from the Governor's office. Ms. Johnson noted that South Heidelberg Township will also be adding Mr. Schlottman on as their Emergency Management Coordinator.

**Planning Commission**

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

**Building/Zoning Report**

Mr. Kraft reported that there were 14 permits issued during the past month for a total construction value of \$142,000 dollars. His office worked on nine property maintenance issues, and closed five property maintenance cases. Mr. Kraft attended a status conference regarding the Giannotti property on East Norman Street. There is a hearing scheduled September 18<sup>th</sup> with District Justice Ann Young for the property at 333 North Church Road.

**Kraft Engineering Report**

Mr. Rhode reported that an escrow release was received from Grande Construction for Green Valley Estates West, and has been reviewed for completeness. The work primarily includes seeding, mulching, sidewalk construction and property corner installation. All work has been reviewed and all items are complete in place. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Green Valley Estates West Phase 2 Escrow Release No. 6 in the amount of \$44,925.99 dollars. Motion passed unanimously.

The Palm Road Bridge parapet repair project has been approved by PennDOT. The road crew will be scheduling the repair.

Mr. Rhode has completed the review of the invoice received for the 2018 Street Work Project, Contract No. 2, from Martin Paving. The contractor has completed the Double Seal Coat and Fog Seal work; they have also addressed the rain damage issues previously brought to the Board's attention. All work has been reviewed and the full release is recommended. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve Contract No. 2, Payment No. 1 (Final) for the 2018 Street Work Project from Martin Paving, in the amount of \$42,383.50 dollars. Motion passed unanimously.

Mr. Rhode updated the Board on the resident concern regarding the sediment basin in Green Valley West. The complaint has been referred to the Berks County Conservation District (BCCD); the BCCD is requiring the contractor to provide a response within 30 days.

**Lower Heidelberg Township Board of Supervisors  
Regular Meeting September 17, 2018  
Page Three**

**Systems Design Engineering Report**

Ms. Stevens reported that she has received Payment Application No. 1 for the Sewer Televising Project. The work has been completed per contract; she recommends the release in the amount of \$24,136.17 dollars to Utility Services Group, with 5% retainage. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve Payment Application No. 1 from Utility Services Group in the amount of \$24,136.17 dollars. Motion passed unanimously.

Ms. Stevens advised the Board that the Act 537 Plan Amendment was submitted to DEP; she will keep the Board posted as to the status of the amendment.

**Recreation Board Report**

Ms. Scull reported that no date has yet been set for the annual Santa holiday party. The next meeting of the Recreation Board will be on October 1<sup>st</sup>; volunteers to help with the holiday event are always needed.

**Police Report**

Chief Deiterich presented the report for the month of August. There were 1,794 total service hours, with 461 calls, of which 11 were criminal and 10 were motor vehicle. The block party application has been revised; the Chief would appreciate the Board's review and any changes they would like to see.

Chief Deiterich requested authorization to advertise for an officer; this is the first step in the long process of hiring an additional officer. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to authorize the placement of an advertisement for a police officer.

**Road Foreman's Report**

Mr. Clay reported that three vehicles were inspected this month. An ad has been placed in the newspaper for part-time snow plow drivers. This week the crew will begin shoulder repairs on Wooltown, Sweitzer and Faust. Stop signs and speed limit signs were replaced in Green Valley. During the recent heavy rain storms the crew responded to flooding on Green Valley Road; twelve hours of overtime were spent on the State roads. Ms. Johnson inquired if the Township can get any of the money spent back from the State. Mr. Bellwoar recommended that the Township work through the State Representative's office.

The road crew will attend class in Oley next week. Papermill Road will be closed from 6:00 a.m. to 4:30 p.m. from October 22<sup>nd</sup> to October 26<sup>th</sup> for cutting trees, patching and storm box repairs.

**Secretary/Treasurer's Report**

Ms. Conners announced that the Master Gardeners of Penn State Berks will be presenting a free Lantern Fly seminar on Wednesday, September 26<sup>th</sup> at 7:00 p.m. at the Township Building. Anyone is welcome to attend, but registration is required. Please call the Township office if interested in attending.

Ms. Conners reported that the Annual MMO report is due. The figures have been provided by Duda Actuarial Consulting. The amount listed on the MMO report will be the figure used for funding the Pension Plans for 2019, and will be included in the 2019 budget. Ms. Conners presented Resolution 2018-13 approving the funding requirements. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to adopt Resolution 2018-13, accepting the actuarial funding figures provided by Duda Actuarial Consulting for the Police and Non-Uniformed Pension Plans for 2019. Motion passed unanimously.

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

**Solicitor's Report**

Mr. Bellwoar noted that the Township has received a letter of intent to sue in regard to an incident on State Game Lands in Bern Township. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to authorize the Solicitor to work with Chief Deiterich to respond to the letter of intent.

Mr. Bellwoar noted that if Lower Heidelberg Township and South Heidelberg Township wish to coordinate on the hiring of the Emergency Management Coordinator, it may be advisable for the Solicitor to work on an inter-municipal agreement. This would cover the splitting of the costs of the EMC between both Townships. Mr. Bellwoar will work with the Solicitor of South Heidelberg on this issue; no action is needed at this time.

Mr. Bellwoar noted that an executive session was held prior to this evening's meeting to discuss personnel and real estate; and that an additional executive session for personnel will be held immediately after tonight's meeting.

**Old Business**

Resident Tom Jauch asked if there was any update to the issue of a new facility; Ms. Johnson replied that was one of the issues discussed during the executive session, and there is still no answer on the issue.

Resident Frank Gabell asked about the status of the development that will be going in on Sweitzer Road; why was that section of the road paved before the start of the development. Mr. Rhode noted that the road work that is being done relates to public safety.

Resident Shawn Head of the Timberlake development thanked the Board, Mr. Clay and Chief Deiterich for the changes made in the development; there has been a marked reduction in stop sign runners.

**New Business**

Chief Deiterich asked why the Township struggles to get new businesses in the Township. Tex Essig noted that a previous board did not agree with the sports arena coming in to the Township. A lengthy discussion followed with many in the audience voicing opinions on past decisions made by both the Board of Supervisors and the Planning Commission, in particular the several projects that were turned down on the Lower Heidelberg side of Penn Avenue. The use of an advocate for a commercial venture on Penn Avenue was discussed, as well as the role of the Local Economic Revitalizing Tax Assistance Act (LERTA) legislation to encourage commercial use of the property in exchange for a temporary, phased lower tax rate.

**Public Comment**

Ms. Johnson asked if there was any other public comment. Resident Shawn Head asked if there is a plan for Fire Station 4. Mr. Renshaw said that Western Berks is looking at bids for the repairs that are needed, but if the building is taken out of service, it may impact the ISO rating and the rates residents pay for fire insurance.

**Adjournment**

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to adjourn to Executive Session at 7:58 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: October 30, 2018