

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
DECEMBER 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 Eric Brown, Township Engineer Ryan Rhode (Kraft), Code Enforcement Officer Glenn Kraft (KCS), Police Chief Thomas Deiterich, Road Foreman Matthew Clay and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were the Tax Collector, Sharon Boyer and the EMC, Justin Schlottman.

Chairwoman Johnson called the meeting to order at 7:00 p.m., announced that there was an executive session prior to the meeting concerning personnel matters; and led the pledge to the flag.

Approval of Minutes

The minutes from the November 19, 2018 Regular Meeting 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

Mr. Chris Dailey at 522 Erich Street, called the Township a few weeks ago to inquire about leaves on 526 Erich St. He stated with all of the regulations on property maintenance such as snow, grass height, why is there none for leaves. He is tired of his neighbors leaves that blow onto his property. His neighbor does not rake his leaves, and they are covering most of his front yard and also the majority of the sidewalk. Mr. Dailey talked to Kraft Codes Services and there is no specific section of the Code that mentions leaves. Mr. Kraft asked questions on the locations of the leaves. Ms. Johnson asked the Solicitor about leaves, and Solicitor Brown noted that it is not a common ordinance, but he could find one that pertains to leaves and property maintenance. Mr. Dailey walks his dog and has to pick up his dog as the leaves are too deep in the sidewalk area. Mr. Kraft will research the Code with Solicitor Brown as to whether the general language in the Property Maintenance Code is sufficient for this leaf matter.

Mr. Prutzman inquired about meeting minutes and how are they approved; and where are the workshop minutes and why are they not on the website yet. Ms. Stevens noted that she did not have time to prepare the December 12, 2018 Workshop Minutes for tonight's December 17, 2018 meeting, but they will be done for the January Board meeting. Ms. Johnson clarified how the minutes are approved and if the Supervisors are not all present the approval of the minutes are delayed. Ms. Stevens clarified that Ms. Connors does not post Workshop minutes on the website, but will check with her what has been past practice.

Tax Collector's Report

Sharon Boyer reported that \$7683.03 dollars was collected for the month of November 2018. Discussed the history with other tax collectors, and there are currently 75 tax bills not paid. There will be some that do not pay by the end of the year and these 50 or so will be turned over to the Collection Agency.

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Fire Commissioner's Report

The Fire Commissioner was not at the December 17th Meeting, so Ms. Johnson summarized the Fire Department Report. There were a total of 74 calls for the month with a total of 974 for the year to date. There were 178 hours of training for the month with total training of 2,699 hours to date. They participated in the Jack Frost parade, received a \$1,500 donation from performance Toyota for smoke detector purchases, they hosted a Thanksgiving Dinner for the members and their families, and Commissioner Renshaw was elected to the Board of the PA Fire and Emergency Institute.

Emergency Management Coordinator

Mr. Justin Schlottman announced the good news that South Heidelberg now has the paperwork for his appointment as the shared EMC, and we are now waiting on the Intermunicipal Agreement to be completed. No winter storm issues to report. He has both Twitter and Facebook accounts online for the EMC updates. The radios have arrived per the Chief. Ms. Scull asked for information on the August storm damage. Mr. Schlottman noted there are also Small Business Loans on PEMA website and these loans are available for the storm damage on August 31, 2018.

Ambulance

Ms. Johnson announced no Report this month, and she will contact Mr. Tucci for a Report.

Planning Commission

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

Building/Zoning Report

Mr. Kraft reported that there were 17 permits issued during the past month for a total construction value of \$662,094.00 dollars. His office worked on three property maintenance issues, and 2 zoning issues, and the Hearing for the property at 333 N. Church resulted in a \$1,200.00 fine and also pending citations.

Kraft Engineering Report

Mr. Rhode discussed the 2018 Road Project and he summarized there is a Final Payment Application in the amount of \$153,433.23 and if approved it will start the One-Year Warranty Period. The Board made a **Motion** to approve Final Payment Application No. 3 in the amount of \$153,433.23 to Schlouch Inc. for the 2018 Road Project. **On Motion** made by Ms. Scull, Seconded by Mr. Keltz. Motion passed unanimously.

Mr. Rhode advertised for the Emergency Services bids which are available for consideration. The Board made a **Motion** to approve the Emergency and Routine Services to AH Moyer as the primary and Reamstown as the alternate. **On Motion** made by Mr. Keltz, Seconded by Ms. Scull. Motion passed unanimously.

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Sewer Engineer Update

Ms. Stevens gave background concerning the Infiltration and Inflow issue in the Penn Werner area and that the Township received another letter from Robesonia Wernersville about the high flows. Ms. Stevens had Systems Design Engineering (SDE) put together a project in the Penn Werner area to address the issues in the sewer televising project. SDE came up with Alternate 2 in the construction amount of \$325,000 which the sewer fund can accommodate. Ms. Stevens requested a motion to approve SDE to design, advertise and bid the project. **On Motion** by Ms. Scull, and seconded by Mr. Keltz to move forward with the Sewer Repair Project. Ms. Stevens will coordinate with SDE and RWMA on the proposed project.

Recreation Board – Ms. Scull presented her Report with the highlight being the Children’s Christmas party with an awesome Santa, but it was not as well attended as last year. There were homemade cookies and free Santa photos.

Police Chief – The Chief presented his November Report. There were a total of 1,885 service hours, 155 calls with 17 criminal incidents and 7 motor vehicle incidents.

The Chief was contacted by Mr. Redner, of Andes Lane concerning a safety issue due to the darkness in the area. There are vehicles parking on the new Lane; more than likely since it is very dark. Mr. Rhode noted that PPL may need an Agreement with the Developer for access and maintenance to energize the lights before official dedication takes place. Ms. Stevens to research with Mr. Rhode and the Developer and Patrol Officer’s to check the Lane when in the area.

Ms. Stevens and Chief Deiterich will investigate the request by Mr. Thun at 67 Evans Hill Road for a “Hidden Driveway Ahead” request coming from the direction of Reedy Road. Mr. Rhode and Ms. Stevens will research the MUTCD and the Chief will check if Mr. Thun is willing to pay for the sign.

On Motion by Ms. Johnson, seconded by Mr. Keltz to approve the Memorandum of Understanding with the Police Department due to the short staffing. Motion passed unanimously.

Road Foreman – The Road Foreman presented his Report which summarized that the Road Crew did maintenance on equipment and vehicles, will be outfitting the skid loader with the snow blower, did cold patch throughout Township, finished the leaf pick-up, (and can feel the frustration of Mr. Dailey), began work on the 4-bay Garage which includes insulation and this work will help during the winter and spring seasons for the longevity of the vehicles and equipment. Attended a LTAP class on Equipment and Work Safety at Muhlenberg Township, and Ms. Stevens noted that we could offer the downstairs community room for LTAP training.

On Motion by Ms. Scull, seconded by Mr. Keltz to approve the revised Snow Emergency Ordinance Amendment 358-18 for adoption now that it has been properly advertised. Motion passed unanimously. Per the Chief’s request, Ms. Stevens will coordinate with Solicitor Crotty and make copies for the Chief, Officers, and the District Magistrate.

Manager/Secretary/Treasurer

Due to no bids received for the Seasonal Road Salt, Ms. Stevens advertised again, and today no bids were received for the Bulk Road Salt. Ms. Stevens requested guidance for Solicitor Brown.

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Solicitor Brown advised that the Township can negotiate a contract with a vendor if we can find a vendor. Establish a price with the vendor and bring back to the Supervisors for a motion. Mr. Clay will clear out the cold patch side of the Salt Shed and order 10 trucks through Cargill up until the end of the year when our contract ends with Cargill. Solicitor Brown noted that the contract with the vendor must be within 45 days from today. Ms. Stevens asked about salt through Co-Stars, but Solicitor Brown believes it is too late for Co-Stars. Ms. Stevens will start calling vendors and Solicitor Brown advised that it must be Penn DOT approved material. Mr. Kraft advised about the Berks Cooperative Purchasing Council, and Ms. Stevens believes it is the same as Co-Stars and that you had to join in 2017 to be in the Contract for 2018-2019. She will call Paul Jansen and see if she can negotiate a Contract with their Salt Supplier.

Ms. Stevens noted that the 2019 Budget has been advertised and posted on the Township Website. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve the 2019 Budget and Resolution 2018-18 establishing the 2019 Real Estate Tax and Assessments. Motion passed unanimously.

Bill List and Treasurer Report: The Manager/Secretary/Treasurer requests that the Board make a motion to approve of the Bills, approve the Treasurer's Report and file for Audit. **On Motion** made by Mr. Keltz, seconded by Ms. Scull. Motion passed unanimously.

Solicitor Report

Solicitor Brown noted that he was made aware that a Zoning Hearing Application was filed for a Special Exception for a Place of Worship at the Property at 150 Green Valley Road, which is adjacent to the Swim Club, scheduled for January 8, 2019. Usually issues for this type of use are parking related and does the township want to add any conditions. Ms. Stevens did talk with the current property owner and there are currently parking and access shared easements, so these would need to be amended with the new property owners. None of the Supervisors had any concerns.

Old Business

Ms. Barbara Brenner noted that she believes the tent is collapsing at 150 Green Valley Road and Mr. Kraft will look into the property maintenance concern.

New Business

Mr. Prutzman asked if the Board would consider increasing the number of Supervisors from 3 to 5 and place it on the next ballot. The Supervisors will discuss. The petition would need to be ready at least 13 weeks prior to the election and a date will be given by the Solicitors for either the Primary or General.

Public Comment

Leigh-Anne Yacovelli was present concerning the Wernersville Public Library and summarized the STEM projects and other Projects for the various age groups. Each month seems to improve at the Library so she will try to come to the Meetings and give updates to the Board.

Ms. Johnson asked if there was any other public comment.

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Dave Kurtz requested recognition to the Police Officers for their recent efforts. The Ms. Stevens has prepared Resolutions and invited the Public including Mr. Kurtz to the January 21, 2019 Board Meeting.

Robert Melson asked Mr. Kraft about the 333 N. Church property and there are pending NOV's with dates for compliance and the property owner must clean up the property. Mr. Melson is concerned about the safety issues as a result of Keystone placing rock piles on the sidewalk and on the street at Timberlake Lot 20B. Mr. Rhode noted that this can be a Property Maintenance violation, so they will look into the matter. Mr. Melson also asked about the MOU with the Police Department concerning short staffing. Solicitor Brown clarified that the Agreement with the Police Department states they must use personal days within the Calendar Year. Since the officers were covering other shifts, they were unable to use all of their personal time. This is a one-time permission for the carry-over of the personal time to be used by end of 2019. Ms. Stevens added that the public was safe, all shifts were covered, and this situation was due to the hard work of our dedicated Officers; and we did not want to penalize the Officers.

Adjournment

On Motion by Ms. Johnson, seconded by Mr. Keltz, to adjourn at 7:44 p.m. Motion passed unanimously.

Respectfully submitted,



A handwritten signature in blue ink that reads "Pamela J. Stevens".

Pamela J. Stevens, Township Manager/Secretary/Treasurer

Approved: 1/21/2019