

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
JANUARY 21, 2019**

The Lower Heidelberg Township Board of Supervisors held their monthly meeting at the Township Building, 720 Brownsville Road, on the above date. Present were, Vice-Chairwoman Deborah P. Scull, member Cheryl Johnson, Township Solicitor Andrew Bellwoar, Township Engineer Ryan Rhode (Kraft), Code Enforcement Officer Andrew 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, Fire Commissioner, Jared Renshaw, and the EMC, Justin Schlottman.

Vice Chairwoman Scull called the meeting to order at 7:05 p.m., and led the pledge to the flag.

Before Opening to the Public, Ms. Stevens announced that the Board of Supervisors, Chief of Police and the Manager have several Resolutions to be presented and adopted tonight.

Chief Deiterich announced that there were several Officers that did outstanding work and are being recognized as stated in the Resolutions that he read out loud for Officer Lawless, Officer Heist, Sergeant Stouch, and Officer Sellers as well as the Promotion of Officer Lawless to Corporal. These Resolutions were adopted by the Board of Supervisors as follows:

On Motion by Ms. Scull, seconded by Ms. Johnson, the Board made a motion to Adopt **Resolution 2019-08** for the Promotion of Officer Lawless. Motion passed unanimously.

On Motion by Ms. Johnson, seconded by Ms. Scull, the Board made a motion to Adopt **Resolution 2019-09** for the Recognition of Officer Lawless and K-9 Ozzy. Motion passed unanimously.

On Motion by Ms. Johnson, seconded by Ms. Scull, the Board made a motion to Adopt **Resolution 2019-10** for the Recognition of Officer Heist. Motion passed unanimously.

On Motion by Ms. Scull, seconded by Ms. Johnson, the Board made a motion to Adopt **Resolution 2019-11** for the Recognition of Detective Sergeant Stouch. Motion passed unanimously.

On Motion by Ms. Scull, seconded by Ms. Johnson, the Board made a motion to Adopt **Resolution 2019-12** for the Recognition of Officer Sellers. Motion passed unanimously.

Ms. Scull read out loud the Resolutions for the Road Foreman Matt Clay and Road Crew member Greg Watts and were adopted by the Board of Supervisors as follows, and Ms. Johnson read out loud the Resolutions for the Road Crew members Josh Forry and Tyler Balthaser and were adopted by the Board of Supervisors as follows:

Chief thanked the Fire Commissioner and the Fire Department who were part of the rescue efforts on the evening of November 15, 2018 before the motions were made.

On Motion by Ms. Scull, seconded by Ms. Johnson, the Board made a motion to Adopt **Resolution 2019-13** for the Recognition of Road Foreman Clay. Motion passed unanimously.

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On Motion by Ms. Johnson, seconded by Ms. Scull, the Board made a motion to Adopt **Resolution 2019-14** for the Recognition of Road Crew Member Watts. Motion passed unanimously.

On Motion by Ms. Scull, seconded by Ms. Johnson, the Board made a motion to Adopt **Resolution 2019-15** Recognition of Road Crew Member Forry. Motion passed unanimously.

On Motion by Ms. Johnson, seconded by Ms. Scull, the Board made a motion to Adopt **Resolution 2019-16** Recognition of Road Crew Member Balthaser. Motion passed unanimously.

Ms. Scull announced that an Executive Session was held prior to the meeting concerning personnel issues.

Approval of Minutes

The minutes from the December 12, 2018 Workshop Meeting, December 17, 2018 Regular Meeting, and the January 7, 2019 Reorganization Meeting were distributed for review prior to the meeting. **On Motion** by Ms. Johnson, seconded by Ms. Scull, approved the minutes for the 3 meetings as presented. Motion passed unanimously.

Winter Storm Harper Snow Emergency – Governor Wolf declared a State of Emergency due to Winter Storm Harper. The Manager declared a Snow Emergency from Saturday, January 19, 2019 starting at 11:00 a.m. through Monday, January 21, 2019 ending at 7:00 a.m. The Board of Supervisors need to ratify the declared Snow Emergency. **On Motion** by Ms. Scull, and seconded by Ms. Johnson the Board of Supervisors hereby ratify the Snow Emergency declared from Saturday, January 19, 2019 starting at 11:00 a.m. through Monday, January 21, 2019 ending at 7:00 a.m. Motion passed unanimously.

Open to the Public

Mr. Paul Prutzman requested clarification from Solicitor Bellwoar concerning the difference between the Supervisors Meeting and the Workshop Meeting. Mr. Bellwoar clarified that a work shop is usually used by the Board of Supervisors to be presented information and then discuss the information, and not take any action. All meetings are advertised so action can be taken at Workshop meetings if required.

Mr. Prutzman requested that the meetings that are cancelled need to be posted on the Township Website so people know in advance that the meeting is not being held.

Mr. Jeffrey Bryan and his family reside at 241 Atlantic and he has concerns about the line of sight from Atlantic looking north on Fairwood towards Faust Rd. Mr. Bryan presented a table with information concerning the sight distance and a safety issue for people pulling out onto Fairwood. Mr. Bryan mentioned the installation of speed humps that are smoother than the speed bumps.

Chief Deiterich discussed that there is an issue of speeding in the Green Valley development.

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Mr. Rhodes mentioned that the Township and LTAP did investigate a complaint about speeding on Connecticut and it was recommended by LTAP not to install the speed bumps for speed control. The placement of the speed message sign was discussed to help educate the traveling public and also enforcement could help reduce the speed of the vehicles from Faust.

Mr. Clay and Mr. Bryan noted that the sight distance is limited by the curve and the trees, and the Road Crew could look into notifying the property owners into trimming the trees in the Spring and also installing "SLOW" pavement markings similar to Connecticut.

Tax Collector - Sharon Boyer reported that \$26,585.60 dollars was collected for the month of December 2018. Approximately 50 bills were turned over for collection. A new drop box will be installed at the Township Building inside the Township Offices instead of mailing the taxes. Ms. Boyer will be posting her hours for 2019. Ms. Scull clarified that taxes can be dropped off now with the new hours of 8:00 a.m. to 4:00 p.m. Monday through Friday, unless it is a Holiday.

Fire Commissioner – The Fire Commissioner presented his December Report and End of Year Summary for 2018 Report. Mr. Renshaw summarized the 2018 Annual Report which was their busiest year. There were a total of 1,051 incidents for the year of 2018. There were 112 hours of training for the month with total training of 2,811 hours for the year of 2018. The busiest day of the week was Friday and the busiest time of day was between 4:00 pm. To 5:00 p.m.

EMC – Justin Schlottman presented his December 2018 Report which was forwarded to the Manager for distribution. The only item to note was the rain event on December 21st to December 22nd. There is an upcoming Berks County DES Emergency Training Session for Supervisors and Managers and Ms. Johnson and Ms. Stevens are signed up so far. The portable radio has arrived and the mobile radio is to be installed on Wednesday, January 23, 2019.

Ambulance – No Report was available and Ms. Johnson did not receive any update from Mr. Tucci.

Planning Commission – No Planning Commission was held in January 2019, but there will be one to be held on February 11, 2019, as a plan has been submitted for 150 Green Valley Road, which is the Country Club property.

Building/Zoning – Mr. Kraft reported that there were 7 permits issued during the past month for a total construction value of \$503,467.00 dollars. His office worked on 5 open property maintenance issues, and the Zoning Hearing was held for the 150 Green Valley for the Special Exception and was approved for the Place of Worship. His office is In process of receiving rental registrations and scheduling appointments.

Engineers – Ryan Rhode of Kraft Engineering presented his report. On page 2 of the Report is the only action item concerning Timberlake Phase 2 which is the escrow release to reduce escrow to the maintenance amount and begin the 18 month maintenance period. **On Motion** made by Ms. Johnson, Seconded by Ms. Scull, to approve of the Escrow Release No. 8 in the amount of \$52,392.36 and retain the 15% maintenance period escrow in the amount of \$86,126.40. Motion passed unanimously.

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Mr. Rhode updated the Board concerning Old Penn Avenue culvert replacement project. A field meeting was held with UGI to discuss the relocation of the existing gas line to allow the culvert to be replaced. UGI agreed to relocate the line this Spring. LHT is to continue to coordinate with SHT on the project. The next step for the culvert project is to coordinate with Ms. Stevens and Mr. Bellwoar concerning the easements needed on LHT side for work to occur. LHT and SHT to each coordinate the easement agreements, and LHT is taking the lead on the culvert project. Dedication will be handled under the Solicitor Report.

Sewer Engineering Matters – Ms. Stevens reported that 1 Sewer Permit (San 19-001) was issued for Lot 20B in Timberlake Phase 2, and the Annual Wasteload Reports will be prepared and ready for consideration at the February 18, 2019 Board Meeting for the 4 Reports that are required to the City of Reading, Sinking Spring Borough, Spring Township and Robesonia/Wernersville .

Recreation Board – Ms. Scull reported that no January meeting was held, the Christmas decorations and being put away, and the Board will be discussing the Easter Egg Hunt at their February Meeting.

Police Chief – The Chief presented his December 2018 Report. There were a total of 1,743 service hours, 166 incidents/calls with 8 criminal incidents and 14 motor vehicle incidents. Chief also thanked the Board for the recognitions of the Officers. Chief requested that Mr. Jones have the person who is calling to complain about the gentlemen in the creek and to have her call the Police Department. Trapping in the Creek seems to be permitted but the Police need to talk to the person in the Creek.

Road Foreman – Mr. Clay presented his report which included cold patch work, Christmas clean-up, yard and building clean up and took scrap to the scrap-yard, 4-bay work including a new heater, and attended a training class in Oley.

Manager/Secretary/Treasurer

New Fire Hydrant to serve 150 Green Valley and 150A Green Valley Road: **On Motion** by Ms. Johnson, Seconded by Ms. Scull the Board made a motion to approve executing the Application for a New Public Fire Hydrant on Green Valley Road with the condition that the true applicant JMH Holdings pay for all of the fees associated with the Application to PA American. The existing yard hydrants on the property are not operable and this new fire hydrant is critical to the fire safety at the property. The

Ms. Scull summarized the Township received PA DEP Recycle Grant for Reimbursement of the 2017 Freightliner Truck, Recycling Bins and Lids, and Trailer. **On Motion** by Ms. Scull, seconded by Ms. Johnson, the Board made a motion to execute the PA DEP Grant Agreement for the reimbursement of the Grant Amount of \$98,581.00. Motion passed unanimously.

Ms. Stevens discussed that the Township should become a member of the Berks County Cooperative Purchasing Council (BCCPC) for the opportunity to enter into a cooperative purchasing partnership for such items as road salt, fuel, line painting, etc. Membership is \$150.00 to join the Purchasing Council.

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On Motion by Ms. Johnson, seconded by Ms. Scull that the Board made a motion to adopt two **Resolutions 2019-17 and 2019-18** one for the Agreement to be a member of the BCCPC and one to appoint a representative from the Township to be a BCCPC representative. Motion passed unanimously.

Animal Rescue League and Animal Control Services: Ms. Stevens discussed that the BCCPC has formed 2 Committees concerning alternatives and communications for the members of the Council and interested municipalities in Berks County. The current ARL “Agreement” ends January 31, 2019. Recommend that the Board allow the Manager to e-mail the Board with options from the BCCPC, research the other municipalities’ choices, and potentially render a decision on what Animal Control Service the Township will provide in 2019.

On Motion by Ms. Scull, seconded by Ms. Johnson, the Board made a motion to enter into an acceptable Agreement for Services that the BCCPC recommends for Animal Control Services. Motion passed unanimously.

Bill List: **On Motion** by Ms. Johnson, seconded by Ms. Scull, the Board made a motion to approve of the Bills for this month. Motion passed unanimously.

Solicitor’s Report

Mr. Bellwoar presented the Block Party Ordinance 359-19. **On Motion** by Ms. Johnson, seconded by Ms. Scull, recommended to approve Ordinance 359-19, amending the Block Party Ordinance.

Property at 6371 Penn Ave, escrow money was released back to the Township, and the check was received.

Bankruptcy Court order for 2013 Saddlebrook Drive discharged debt and the Township can still proceed with a Sheriff Sale for the Liens. BOS tabled the Sheriff Sale as they need to discuss the process. Discussed shutting water off at this time and can as there is an Agreement with PA American. **On Motion** by Ms. Scull and seconded by Ms. Johnson to authorize shutting off the water at 203 Saddlebrook. Motion passed unanimously.

Timberlake Phase 2 Dedication matter summarized by Mr. Bellwoar. As previously mentioned in the meeting the Developer requested dedication. The Township Engineer inspected the improvements and recommended reducing the escrow to the amount of monies for the Maintenance Bond for the 18 month maintenance period to guarantee the public improvements installed by the Developer. To approve of the Dedication of Timberlake Phase 2, a Motion by the Supervisors approving the Resolution as presented for accepting dedication of the roads and sanitary sewer in Timberlake 2 subject to the Developer entering into the Maintenance Agreement and agreeing to and paying the liquid fuels monies that the Township would have received if the Roads had been dedicated in September 2018.

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On Motion by Ms. Johnson, and seconded by Ms. Scull the Timberlake Phase 2 dedication was accepted by the Resolution and the conditions of entering into the Maintenance Agreement and the payment of the liquid fuels monies. Motion passed unanimously. Township can move forward with Penn DOT for the liquid fuel road way additions so the liquid fuels monies will be forthcoming from the State.

Old Business - None

New Business

Craig Jones contacted the Police Department concerning graffiti and is there any update. Chief Deiterich was unaware of any incidents in Lower Heidelberg, but the Chief will check into the matter.

Mr. Jones asked about the update on the Paper Mill Road Bridge Schedule. Mr. Rhodes summarized that the Bridge Project will be bid next month and the project will be done when school is not in session. Mr. Jones is concerned about the emergency responders. Mr. Rhodes and Chief Deiterich will notify and coordinate with Berks County Department of Emergency Services due to the length of the closure and the detour required for the emergency responders information.

Public Comment

Mr. Prutzman noted at the last meeting about the request for the increase of the 3 Supervisors to the 5 Supervisors. With just the 2 Supervisors tonight this may be a good idea as the timeline for the 13 weeks is approaching but he anticipates being turned down and will need to go through the petition process. With just the 2 Supervisors tonight this may be a good idea with only 2 present. Ms. Stevens did note that 2 of the Supervisors want to see the request go through the Petition Process. Mr. Prutzman is requesting the Township Solicitor reviewing the Referendum/Petition prior to the submission. Mr. Prutzman asked questions concerning the needs of space for the Lower Heidelberg Police Department and the newspaper article concerning the Regional Police Department of Robesonia and Wernersville Borough's.

Mr. Bellwoar stated that with 2 of the Supervisors requesting the Petition move through the process, that he will not be involved in the review of the documents prior to the process. Mr. Bellwoar stated that the Board is continuing to gather information, and the Board understands that the Police and Road Crew have various needs for space. Ms. Stevens stated that the discussion for the space and needs involves all of the Departments not just the Police Department and we will need to meet with the Supervisors and Department Heads and discuss the space and priorities.

Adjournment at 8:12 p.m. On Motion by Ms. Scull and seconded by Ms. Johnson.

Respectfully Submitted,
Pamela J. Stevens
Manager/Secretary/Treasurer

BOS Approved: February 18, 2019