

**LOWER HEIDELBERG TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
FEBRUARY 18, 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, Chairman Michael Keltz, Vice-Chairwoman Deborah P. Scull, member Cheryl Johnson, Township Solicitor Andrew Bellwoar, 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, Fire Commissioner, Jared Renshaw, and the EMC, Justin Schlottman.

Chairman Keltz called the meeting to order at 7:03 p.m., and led the pledge to the flag.

Mr. Keltz announced that an Executive Session was held prior to the meeting concerning personnel, and real estate matters.

**Approval of Minutes**

The minutes from the January 21, 2019 Regular Meeting and the February 13, 2019 Work Shop Meeting were distributed for review prior to the meeting. **On Motion** by Ms. Johnson, seconded by Ms. Scull, approved the minutes for the meetings as presented. Motion passed unanimously.

**Open to the Public**

David Kurtz follow-up from the January 21, 2019 with photos from the recognition of the Officers and the Road Crew and he gave a release form to the Manager.

Mr. George Seifrit at 670 Green Valley Road submitted a letter about various issues of his concerns including the cell tower and the dirt/millings on the Township property. Concerned about the leachate.

Road Foreman Matt Clay was advised that the RAP/milling piles are being stored and he will move the pile accordingly.

Attorney Bellwoar advised that Ryan Rhodes be given a copy of the letter and have Mr. Rhodes look into the matter.

Javius Galan from the School District was present to discuss the trout projects. An outdoor classroom was installed for the students to research and learn from the outdoor experiences. Fitness trails were installed as well as an observation dock at the pond. They are currently raising Brook Trout, and once mature they release for stocking the Little Cacoosing Creek. They also are raising mallard ducks and then release them into the wetlands. The mallard ducks have returned to the wetlands. Additional Future Programs include Seedlings for School and Community Roots. They are planting native trees and have honeybee observation hives both indoors and outdoors.

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They have been working closely with the PA Fish and Game Commission. They are looking at a Cooperative Nursery for raising Trout and then releasing them into a Creek in the Township. Looking for donations for purchasing tanks to raise the fish. Cabela's will assist in funding part of the program. The main goal is for the Students to learn about conservation which is critical for our environmental future.

**Tax Collector** - Sharon Boyer reported she collected \$4,145.56 for the month of January 2019. 2019 bills to be mailed at the end of February. A new drop box has been installed at the Township Building inside the Township Offices and is accessible between 8:00 a.m. to 4:00 p.m. Monday through Friday, unless it is a Holiday.

**Fire Commissioner** – The Fire Commissioner presented his January Report. Call volume fairly consistent. Will be ramping up the pre-incident reports. The Township will need to complete the form and inspection. There were a total of 77 calls for the month of January. There were 318 Hours of training for the month.

**EMC** – Justin Schlottman presented his January 2019 Report. Berks DES presented the Emergency Management for Supervisors and Managers and Mr. Schlottman and Ms. Stevens attended. Ms. Stevens was only Manager that attended.

**Ambulance** – The Manager included the Annual 2018 Emergency Medical Services Report in the Board Packet that was prepared by Mr. Tucci. Carrie Frey attended on behalf of the WBAA, and presented a summary of the Ambulance Associations activities.

**Planning Commission** – The Planning Commission Meeting scheduled for February 11, 2019 was cancelled due to the weather and has been rescheduled for February 27, 2019 which is an advertised meeting for the Planning Commission. The plan submitted for 150 Green Valley Road will be on the Agenda.

The BOS did not have a nomination for the vacancy on the Planning Commission.

**Building/Zoning** – Mr. Kraft reported that KCS issued 2 permits for a construction value of \$195,000.00. His office worked on 5 open property maintenance issues, and 1 zoning issue.

**Engineers** – Ms. Stevens summarized Mr. Rhode's report from Kraft Engineering as follows: PPL easement for the pole will be required and is in the works. The bids for the Paper Mill Bridge Project are due on March 8<sup>th</sup>. Once we know what the bids come in at for Paper Mill Road Bridge Project, the suggested 2019 Road Work can be finalized for discussion with the Board as there is a small balance remaining in the Bond.

**Sewer Engineering Matters** – Ms. Stevens reported that 1 Sewer Permit (San 19-002) was issued for 173 N. Fairwood. The Annual Chapter 94 Wasteload Reports are ready for consideration at tonight's February 18, 2019 Board Meeting. **On Motion** by Ms. Johnson, seconded by Ms. Scull, authorize the Chairman to sign the Chapter 94 Reports for submission to the four (4) municipalities, specifically, the City of Reading, Spring Township, Sinking Spring Borough and Robesonia/Wernersville Authority. Motion passed unanimously.

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**Recreation Board** – Ms. Scull presented her Park & Recreation Board Report. The Easter Egg Hunt is scheduled for Saturday, April 13, 2019.

**Police Chief** – The Chief presented his January 2019 Report. There were a total of 1,945.75 service hours, 138 incidents/calls with 3 criminal incidents and 8 motor vehicle incidents.

**Road Foreman** – Mr. Clay presented his report which included 2 vehicles for inspection repair and sink hole repair, Snow Emergency Signs in Timberlake, several events, and finishing the 4-bay work including a new heater.

**Manager/Secretary/Treasurer**

**State Hill Road Vacation** – The packets were mailed on Monday February 11, 2019 to the five (5) property owners and separate correspondence will need to be forwarded to the Army Corps.

**Security Quotes** – A revised quote from ATS is expected which should be the one the manager will be recommending to the BOS for consideration and the quotes are all under the bidding threshold of \$20,600.00

**Animal Rescue League and Animal Control Services** - The Berks Cooperative Purchasing Council is researching Animal Control Service Options and the Manager will present the information when available. The Township Website has been updated to include agencies the public can utilize in the interim for Animal Control Services.

**Treasurers Reports for December 2018 and January and 2019 presented to the BOS. On Motion** by Mr. Keltz, seconded by Ms. Scull to accept Treasurers Reports for December and January and file for Audit. Motion passed unanimously.

**Resolution 2019-020** is for the transfer from the Sewer Fund to the General Fund for the administration costs for the operation of the sewer system in the amount of \$5,583.00 per month for calendar year 2019 and retroactive from January 1, 2019. **On Motion** made by Ms. Johnson, Seconded by Mr. Keltz for the adoption of Resolution 2019-020 presented at the February 18, 2019 meeting. Motion passed unanimously.

**Bill List:** The Board makes a motion to approve of the Bills for this month. **On Motion** made by Ms. Scull, Seconded by Mr. Keltz for the approval of the Bill List presented at the February 18, 2019 meeting. Motion passed unanimously.

**Solicitor's Report**

All issues covered in other areas of the Agenda.

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**Old Business**

None

**New Business**

None

**Public Comment**

College Ave is in poor condition and the Township needs to look at it for future road projects.

Mr. Prutzman again requested the BOS about voting on the ballot, and voiced his opinion on the need for the 5 Supervisors. Mr. Prutzman requested the status of the needs analysis for the Township Departments, building and grounds.

Mr. Keltz cited that the communications with the Supervisors facilitated by the Manager on a regular basis, and additional Supervisors could increase the costs to the township, specifically medical and liability insurances.

Mr. Melson had a suggestion for the website that captures the hot topics that happened at the Meeting(s) before the meeting minutes are adopted. Issues, answers, compliments and complaints.

Mr. Gabell had questions concerning the Comcast Franchise Fee and believes the franchise fee will increase significantly.

**On Motion, Adjournment at 8:11 p.m. by Ms. Scull and seconded by Ms. Johnson.** Motion passed unanimously.

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

Approved: On 3.18.19 by BOS