

**LOWER HEIDELBERG TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
MARCH 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, and arriving late the EMC, Justin Schlottman.

Chairman Keltz called the meeting to order at 7:04 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 February 18, 2019 Regular Board of Supervisors meeting were distributed for review prior to the meeting. No questions from the BOS or public. **On Motion** by Ms. Scull, seconded by Ms. Johnson, approved the minutes for the meetings as presented. Motion passed unanimously.

**Open to the Public**

Angela Stuhl 104 Pennsylvania Ave. Concerns about the “boom” and it is happening more frequently. Gas pockets possibly, or a sink hole and she checked with Penn State and there was no recorded tremor. Happened about 2:00 or so. Other residents have experienced the feelings and noise and the Ms. Stevens will look into the complaint and talk with Penn State.

David Kurtz met with their HOA and they requested a No Outlet Sign on Fox Glen as people seem to drive into the subdivision. Mr. Rhode recommended that all cul-de-sacs be done with signs. Ms. Stevens will research and work with Matt Clay on the requirements to install these signs.

Leigh-Ann spoke about the Wernersville Library and literacy programs that they offer. Some of the Programs include Kindle, story time, teenage finances, health literacy, community Yoga. Received Bronze Star for their Literary Program Achievements. Next goal is Silver for the Literacy Programs and other Community out-reaches such as the YMCA, Phoebe Berks and they are looking for other Community needs.

**Tax Collector** - Sharon Boyer reported she collected \$1,518.07 for the month of February 2019.

Ms. Stevens noted the Trash and Recycling Bill Was Removed from the Taxes as it is a Township Service and not a Tax, and information is on the Township Website.

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Ms. Stevens requested to revise the Fee Schedule to Include a Trash and Recycling Certification, and suggested a \$20.00 Fee. BOS action is under the Building and Zoning Report.

**Fire Commissioner** – The Fire Commissioner was not present and Ms. Stevens presented his February Report. There were a total of 84 calls for the month of February. There were 392 Hours of training for the month. Ms. Stevens will meet with Mr. Renshaw to create the pre-survey incident report for the Fire and Emergency Responders use at the Township Complex.

**EMC** – Justin Schlottman was not present. Ms. Stevens presented his February Report. There were 2 winter storms and one high wind event this past month. No one was injured when the tree fell onto the roof of a Faust Road residence.

**Ambulance** – Nobody present and no Report.

**Planning Commission** – The Planning Commission Meeting was rescheduled from February 11, 2019 to February 27, 2019. At the meeting, the Planning Commission reorganized with Neal Nevitt as Chairman, Dean Hartman as Vice Chairman, and Pamela Stevens as recording Secretary. The Planning Commission also recognized Mike Levan for his years of service. The Green Valley Country Club Revised Final Plan was discussed and approved with some conditions. They recommended Linda Williams be appointed by the Board to the vacancy on the Planning Commission. They discussed flag lots with a Planner but the discussion was inconclusive. The Workshop scheduled for March 27, 2019 will probably be cancelled as there are no issues to be discussed.

Mr. Bellwoar summarized the proposed Subdivision of the Green Valley Country Club and the BOS has a written Final Plan Decision and Revised Reciprocal Easement Agreement to consider approving. The Chief asked about the Fire Hydrant which was noted to be in the process of being installed. No public comment. **On Motion** by Mr. Keltz, seconded by Ms. Johnson, approved the Final Plan Decision. Motion passed unanimously.

At the February 27, 2019 Meeting, the PC made a nomination to the BOS for the vacancy on the Planning Commission. No BOS questions or Public Comment. **On Motion** by Ms. Scull, seconded by Mr. Keltz, approved the appointment of Linda Williams to the Vacant PC Position with the term of January 1, 2019 through December 31, 2022. Motion passed unanimously.

Resolution 2019-021 for the Recognition of Michael Levan's Service on the Planning Commission. No BOS questions or Public Comment. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, approved the Resolution 2019-021 Recognizing Mr. Levan's service to the Township. Motion passed unanimously.

**Building/Zoning** – Mr. Glenn Kraft reported that KCS issued 2 permits for a construction value of \$57,810.00. His office worked on 8 open property maintenance issues, and 2 zoning issues. Have 2 rental properties not yet registered. All other rentals are registered.

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Ms. Stevens requested to Revise the Fee Schedule to Include a Township Administrative Fee for Building Permit Processing – Suggested a \$25.00 Flat Fee, and for the BOS to adopt Revised Resolution 2019-022 amending the Fee Schedule to Include the Trash and Recycling Certification previously mentioned and the Township Administration Fee for Processing Building Permits.

No BOS questions or Public Comment. **On Motion** by Mr. Keltz, seconded by Ms. Scull, approved the Resolution 2019-022 amending the 2019-03 Fee Schedule to include a Trash/Recycle Certification and an Administrative Fee for Processing Building Permits. Motion passed unanimously.

**Engineers** – Mr. Rhode presented his report from Kraft Engineering.

Engineer and Manager discussed the Paper Mill Road Bridge Rehabilitation Project so the BOS could consider the Recommendation to Award to Apparent Low Bidder, DESCCO for the Bid in the amount of \$486,779.72 and which the Township's share is 50% of the Bid/Contract, \$243,389.86. The Monies to fund this Project are through the 2016 Bond. Spring Township has already approved the Bridge Project.

Mr. Bellwoar brought up the PPL Pole matter and that PPL is looking for the relocation cost to be reimbursed to PPL, so there seems to be some confusion as the pole is in the right-of-way and there is no cost to the Municipality when the utility is in the right-of-way.

No BOS questions and No Public Comment. **On Motion** by Mr. Keltz, seconded by Ms. Johnson, approved the Award to DESCCO for the Paper Mill Road Bridge Rehabilitation Project and authorized the Manager to execute all relevant Contract Documents including Agreements and Notices. Motion passed unanimously.

Township Engineer to Request Authorization for Kraft Engineering to Proceed with a GP-11 Permit for the culvert replacement on Old West Penn Ave. due to drainage basin size tributary to the culvert.

No BOS questions and No Public Comment. **On Motion** by Ms. Scull, seconded by Ms. Johnson, approved the Township Engineer to Proceed with the General Permit Application for a GP-11 and Authorized the Remittance of any Checks to the Environmental Agencies that are associated with the Permit Review Fee. Motion passed unanimously.

Township Engineer discussed his Research regarding the Recycled Asphalt Pavement (RAP) concerns from the neighbor. There are suitable locations for the reuse and the RAP cannot go into mines and landfills, and the Township intends to use it for shoulder backup. Response to Neighbor Concerning Recycled Asphalt Paving (RAP) Storage. The pile is larger than previous years. The Manager will issue a letter to the resident that RAP material may be stored and used. Mr. Melson asked if there is a financial benefit to sell it to a company for their reuse. Mr. Clay stated that keeping the RAP saves money two ways, one eliminates the hauling and disposal of the materials by the Contractor if the township requests the RAP, and two, using the RAP saves the Township money instead of buying 2A stone.

Township Manager requested BOS permission to Advertise for the Annual Pavement Marking Proposals/Bids for the Township Roads.

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No BOS questions and No Public Comment. **On Motion** by Ms. Johnson, seconded by Ms. Scull, approved the Manager to issue Requests for Proposals for the Annual Pavement Marking Contract. Motion passed unanimously.

**Sewer Engineering Matters** – Ms. Stevens reported that over the weekend a plumber responded to a sewage back-up and there is a potential sewer blockage problem on North Church which may be roots in the sewer lateral. The Road Crew will televise and discuss with the Ms. Stevens.

**Recreation Board** – Ms. Scull presented her Park & Recreation Board Report. The Easter Egg Hunt is scheduled for Saturday, April 13, 2019 at 1:00 p.m. at St John Hain's Church at the picnic grounds and includes a crawler area. It is on Website and will post signs.

**Police Chief** – The Chief presented his February 2019 Report. There were a total of 1,653 service hours, 136 incidents/calls with 10 criminal incidents and 9 motor vehicle incidents.

**Road Foreman** – Mr. Clay presented his report which included equipment servicing, cold patch potholes, and storm event responses. The Road Crew spent 13 hours clearing downed limbs and trees and reinstallation of signs on the State Roads. The Road Crew is using the GIS Tablets. The 87 Octane tank was cleaned and they recommend annual cleaning of the fuel tanks. Numerous sign replacements including street name and stop signs, and the work in the 4-Bay completed.

Mr. Clay asked about the payment for the Paper Mill Bridge and why it was not being paid out of the General Fund, and Ms. Scull noted we will check the Bond Paperwork and minutes as we all thought the Roads and Bridges were to be paid with the Bond Monies. Motion stands for the award to DESCCO.

**Manager/Secretary/Treasurer**

Illicit Discharge Reported – Ms. Stevens is to investigate per PA DEP the anonymous report for an area in the south western portion of the Township.

2020 Public Works Truck – Discuss Authorization to Order/Purchase Tandem Freightliner Dump Truck.

No BOS questions and No Public Comment. **On Motion** by Ms. Scull, seconded by Ms. Johnson, approved the ordering of the new 2020 Tandem Freightliner Truck Chassis through COStars with the understanding that the 2020 Budget shall set aside the same amount as the 2019 Budget for the Balance of the Truck Purchase for the Body and Accessories. Motion passed unanimously.

Ms. Stevens ordered 400 Tons of Salt through COSTARS for 2019-2020 Season, and now she is suggesting to Order through the Berks County Cooperative Purchasing Council as the Order is due by April 12, 2019. Suggest Same Amount Ordered through COSTARS.

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No BOS questions and No Public Comment. **On Motion** by Mr. Keltz, seconded by Ms. Scull, approved the Ordering of 400 Tons of Highway Road Salt through the Berks County Cooperative Purchasing Council for the 2019-2020 Season. Motion passed unanimously.

Treasurers Reports for February 2019 and Bill List for February 2019 presented to the BOS. **On Motion** by Ms. Johnson, seconded by Mr. Keltz to accept Treasurers Report for February and file for Audit. Motion passed unanimously.

**Solicitor's Report**

Police Officer retired and the Township accepts the retirement of Matthew Klinikowski, and approves the Retirement Agreement, **On Motion** by Ms. Johnson, seconded by Mr. Keltz, the Township accepts the retirement and approves execution of the Retirement Agreement. Motion passed unanimously.

**Old Business**

**Security Quotes** – A revised quote from Alarm Tech Systems (ATS) was received today March 18, 2019 via e-mail. The revised quote in the amount of \$20,174.00 for the proposed security work is under the bidding threshold of \$20,600. This quote is for securing nine (9) doors with a button/fob keypads, and installing an audio intercom system at the main Township Entryway.

No BOS questions and No Public Comment. **On Motion** by Mr. Keltz, seconded by Ms. Scull, approved the Security System Quote of Alarm Tech Systems and authorized the Manager to execute the Quote. Motion passed unanimously.

Mr. Melson asked for clarification under bullet points 2 and 3 under Tax Collector section concerning the trash and recycling bill and the trash and recycling certification, and suggested to add more information to the website. Ms. Stevens explained that the trash and recycling fee was taken out of the taxes due to changes at the County and that the trash and recycling is a service and the Township is billing for this service. Since the Township is billing for this service, when there is a transfer of real estate the trash and recycling balance needs to be certified to the settlement companies so we added a certification charge to our Fee Schedule Resolution.

**New Business**

**Codes**

A letter on Lower Heidelberg letterhead was forwarded to Brecknock Township Officials for their use in presenting Municipal Opposition at a L&I Hearing set for this Wednesday March 20, 2019 for written testimony opposing House Bill 349. This Bill will place an undue burden on the Township by forcing the Township to have three (3) UCC Third Party groups available for the choice of the permittee/applicant. This Bill will also create significant conflicts for the appointed Building Code Official. Invite Glenn Kraft to discuss the concerns.

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Mr. Kraft expanded with a lengthy dissertation on how this would affect his services, the Township's services, and the increased costs to the Township by needing to hire their own Building Code Official to cover all of the permit oversight.

**Sewer**

The two (2) Sewer CD's at PLGIT were rolled again for another 90 days as directed by the BOS to Ms. Stevens to continue to roll these when matured.

**Trash and Recycling**

The Township Administration needs a formal motion for the trash and recycling bill. A question from a resident who moved out of the Township wanted to know if he needs to pay his bill. Our thoughts are they should pay the bill until the house is sold and settlement prorates a refund back to the property owner. We have added a trash and recycling certification to our amended Schedule of Fees Resolution earlier tonight to allow the administration staff to provide the information to the Settlement Companies.

No BOS questions and No Public Comment. **On Motion** by Ms. Scull, seconded by Mr. Keltz, that the Board of Supervisors requires all property owners to be fully responsible to pay their annual 2019 Trash and Recycling Bill whether or not they reside at the property. Motion passed unanimously.

**Public Comment**

Question raised by Barbara Brenner, since we paid the Waste Management Bill previously with our taxes, why not a 2% discount on our 2019 Trash and Recycling Bill. Ms. Stevens explained that the Township lost money on the amount collected so no discount on the bill as that is what the current 2019 Contract costs per household.

Mr. Melson noted that it seemed like it was an unknown concussive sound. Consider add to the website about asking residents for more details on the concussive sound as well as the trash and recycling information. Ms. Johnson further clarified about the trash and recycling services, the lowest bidder requirement, the trash and recycling participation is required by all residents, the residents are to note the contract is with Lower Heidelberg Township when calling with a complaint or question, and the joint recycling with South Heidelberg is not affected.

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

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

Approved: BOS Meeting 4.10.19