

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
APRIL 10, 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 Eric Brown, Code Enforcement Officer Glenn Kraft (KCS), Road Foreman Matthew Clay and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were the Tax Collector, Sharon Boyer, and the Emergency Management Coordinator (EMC), Justin Schlottman.

Chairman Keltz called the meeting to order at 7:02 p.m., and led the pledge to the flag.

Mr. Keltz announced that an Executive Session was held prior to the meeting concerning potential litigation, collective bargaining and personnel matters

Approval of Minutes

The minutes from the March 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. Johnson, seconded by Ms. Scull, approved the minutes for the meetings as presented. Motion passed unanimously.

Open to the Public

Mr. Kurtz noted that the No Outlet signs had been installed and he thanked the Road Crew.

No other public comments

Tax Collector – Mrs. Boyer reported she collected \$295,756.13 for the month of March 2019. Some tax payers are using the drop box here at the Township Offices. Residents are pleased they have options.

Fire Commissioner – The Fire Commissioner was not present and Ms. Stevens presented his March Report. There were a total of 72 calls for the month of March. There were 385 Hours of training for the month.

EMC – Justin Schlottman presented his March Report. There was 1 winter storm, a pipeline leak in South Heidelberg that HAZMAT responded, and a 1.1 magnitude Earthquake on March 18, 2019. A Six- Month Progress Report was prepared and submitted by Mr. Schlottman. Participated in PEMA regular weather exercise with a simulated tornado touchdown with damage to homes and Elementary Schools. Mr. Schlottman noted that another tremor occurred today but there was nothing on the Penn State website.

The Manager prepared and issued another letter to South Heidelberg concerning the shared EMC Costs.

Ambulance – Nobody present from Wester Berks Ambulance and no Report was submitted.

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Planning Commission – The April 8th Planning Commission Meeting was cancelled. The PC Chairman was not present. Ms. Stevens noted that the PC may be meeting in May due to the potential for Phase 2 of Legacy coming back in front of the PC.

Building/Zoning – Mr. Glenn Kraft reported that KCS issued 22 permits for a construction value of \$607,593.00. His office worked on 6 open property maintenance issues, and 1 zoning issue. KCS has 1 rental property not yet registered. All other rentals are registered. New reports being added to the KCS Monthly Report for Use and Occupancy and other improvements to the report format.

Mr. Wassner, the Property Owner of 56 Starr submitted a letter requesting to be reimbursed for the rental fee for 62 Starr as the rental is vacant and he is in process of selling his property. Discussed Kraft Codes suggestion of having the property owner sign an affidavit. **On Motion**, Ms. Scull made a motion authorizing reimbursement to Mr. Wassner when the Township receives the notarized letter/affidavit, and Ms. Johnson seconded. Motion passed unanimously.

Mr. Glenn Kraft discussed the impacts of the House Bill No. 349 and burden to the Township, and request the Board consider adopting the resolution opposing the House Bill mandating the Township have multiple 3rd party UCC companies. Resolution 2019-023 for the Opposition of House Bill 349 requiring the Third Party Agencies for the UCC. **On Motion** by Mr. Keltz, seconded by Ms. Scull, approve the Resolution 2019-023 for the Opposition of House Bill 349. Motion passed unanimously.

Engineers – Mr. Rhode presented his report from Kraft Engineering, and summarized various points in his Report, but no Action Items.

Mr. Rhode discussed the Paper Mill Road Bridge Rehabilitation Project and the status of the emergency repair and construction schedule. Preconstruction Meeting is scheduled for 10:00 a.m. this Friday, April 12, 2019. Mr. Rhode noted that the survey for culvert replacement on Old West Penn was started.

Ms. Stevens thanked Road Foreman Matt Clay and the Road Crew for the emergency repairs to the Paper Mill Bridge.

Sewer Engineering Matters – Ms. Stevens and Ms. Connors met with Spring Township personnel and Lower Heidelberg will be preparing quarterly bills for the Rosewood Hills area.

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 the Website and will be posted on several signs. The Phillies is coming in July, so more information is coming at the next meeting.

Police Chief – The Chief was not present and Ms. Stevens presented his March Report. There were a total of 1,675 service hours, 113 incidents/calls with 8 criminal incidents and 8 motor vehicle incidents.

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Road Foreman – Mr. Clay presented his report. Vehicle maintenance and inspection on the GMC and 2017 Freightliner. Did cold patch throughout the Township. Started installing the new “Blue” Street Name signs in Green Valley area and Saddlebrook area. Installed three “No Outlet” signs on the cul-de-sacs that did not have these previously. Started repairing the storm boxes in Green Valley. Need to order more signs later this year. Installed the emergency repair shimming at the Paper Mill Bridge. Cleaned up spilled fertilizer on Wagner, Rebers Bridge and paper Mill Roads. Attended a Public Works Class in Oley.

Manager/Secretary/Treasurer - The property Owner of 50 Water is requesting a waiver of the 2019 Trash and Recycling Bill due to the residence was severely fire damaged and they have moved with no intentions of rebuilding the residence. BOS to discuss. **On Motion** by Mr. Keltz, seconded by Ms. Scull, approved the Waiver for the Trash and Recycling Fee for 2019 as the residence is not inhabitable due to the fire damage, and the property owners are not going to rebuild. Motion passed unanimously.

South Heidelberg Township Municipal Authority has submitted an Application for a Road Opening Permit to replace their sanitary sewer line and manholes along Point Road. Does the Board waive Road Opening Application Fees for Municipal Authorities, and if so need a Motion for this Application. **On Motion** by Ms. Scull, seconded by Mr. Keltz, approved the waiver of the Road Opening Fees for the Authority’s proposed work with condition that the restoration is satisfactory to the Township Engineer, Road Foreman, and Manager. Motion passed unanimously.

Quote submitted by B&G Glass for the replacement of the Foyer Glass Window looking into the Administration Offices. Quote is under the \$4,000 threshold, so one quote is acceptable. Recommend the Board approve the Quote in the amount of \$3,710.00. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, approved the B&G Glass Quote in the amount of \$3,710.00 and authorize the furnishing and installation of the 12 panels. Motion passed unanimously.

Bill List and Treasurers Report Treasurers Reports for March 2019 were distributed to the BOS. **On Motion** by Mr. Keltz, seconded by Ms. Scull, approved the Treasurer’s Report and file for Audit. Motion passed unanimously.

Ms. Stevens discussed that the Berks County Agricultural Preservation Board received an Application for the Allyne Greco Farm for the purchase of the conservation easement of the approximately 70 acre farm.

Solicitor’s Report

Bankruptcy Matter – **On Motion** by Ms. Scull and seconded by Mr. Keltz, authorized the Township Solicitor to commence collection proceedings to satisfy Lien No. 10-21653 and Lien No. 14-14223, together with interest, costs and attorney fees and, further, to initiate collection proceedings on the unpaid balance of \$3,077.02 to satisfy sewer fees on property located at 203 Saddlebrook Drive. **On Motion** by Ms. Scull and seconded by Mr. Keltz to proceed on collections of the liens and outstanding fees. Motion Passed unanimously.

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Mr. Brown summarized the Ordinance for the Intermunicipal Agreement which outlines the cost sharing between Lower Heidelberg and South Heidelberg concerning the Joint Emergency Management Coordinator. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, approved Ordinance 360 which approves the Intermunicipal Agreement for the Joint Emergency Management Coordinator shared between South Heidelberg Township and Lower Heidelberg Township. Motion Passed unanimously.

Old Business

Illicit Discharge Reported – Ms. Stevens investigated the complaint and found no evidence of an Illicit Discharge per PA DEP anonymous complaint for an area in the south western portion of the Township.

New Business

Timberlake Phase 2 Street Trees. Mr. Rhode summarized the SALDO requirement and the history of the street trees and when the property owner declined the street tree. Release from property owners for the removal and restoration of the yards. Lengthy history discussion on the street trees.

Ms. Stevens discussed that a Resident submitted an e-mail requesting that he and his neighbor have their street trees that were planted in the Fall of 2018 removed and per the Letter sent out November 2, 2018 to the residents of Phase 2, the Township would remove the tree and replant the tree on Township Property. Board discussed the street tree issue with input from Mr. Rhode. **On Motion** by Ms. Johnson and seconded by Mr. Keltz, approved of the removal of the street trees but with the condition that the property owners sign a waiver permitting the Road Crew to enter their property. Motion passed unanimously.

Public Comment

No other public comment

On Motion, Adjournment at 7:35 p.m. by Mr. Keltz, seconded by Ms. Scull. Motion Passed unanimously.

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

Approved: APPROVED 5.20.19