

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
MAY 20, 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, Chief Deiterich, Township Engineer Ryan Rhode (KE), 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, Planning Commission Chairman Neal Nevitt, and the Fire Commissioner Jared Renshaw.

Chairman Keltz called the meeting to order at 7:00 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 April 10, 2019 Regular Board of Supervisors meeting were distributed for review prior to the meeting. No questions from the BOS or public, but Ms. Scull noted that the minutes need to be approved with a correction of the spelling of names that is considered a minor correction. **On Motion** by Mr. Keltz with the minor correction to the minutes, seconded by Ms. Johnson, approved the minutes for the meeting. Motion passed unanimously.

Open to the Public

Mr. Nevitt asked for the status of the Phase 2 Timberlake Street Lights. Ms. Stevens stated that she continues to e-mail her point of contact at PPL and will continue to try to get a time frame on the energizing of the Street Lights in Phase 2.

Mr. Prutzman asked for the Workshop Meeting Minutes to be placed on the website as there was business conducted at these Workshop Meetings. Mr. Keltz stated that we will provide copies to Mr. Prutzman, but it is the Board's Policy to not post the Workshop Meeting Minutes on the website.

Tax Collector – Mrs. Boyer reported she collected \$1,598,572.24 for the month of April 2019. The remaining tax bills not paid are in line where the collected taxes were last year.

Fire Commissioner – Mr. Renshaw presented his Report, and there were a total of 93 calls for the month of April. There were 515 Hours of training for the month. He also has added the pre-incident surveys as line items in the monthly Report.

EMC – Mr. Schlottman was not present but his Report was in the Board's packet.

Ambulance – Nobody present from Wester Berks Ambulance but a Report was submitted and in the Board's packet.

Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – May 20, 2019
Page Two

Planning Commission – Mr. Nevitt stated that the May 13, 2019 Planning Commission Meeting was held. Mr. Nevitt summarized the Meeting activities including the discussion of Phase 2 of Legacy at the Paper Mill with the Developers discussing the starting of Phase 2 and the possibility of a Senior Care Facility in this Phase, and the Sheetz Waiver of Land Development presented by Grant Shaffer. The Planning Commission recommended that the Board of Supervisors grant the Waiver of Land Development. The March Meeting Minutes approved by the Planning Commission were in the Board's packet.

Building/Zoning – Mr. Glenn Kraft reported that KCS issued 20 permits for a construction value of \$868,482.55. His office worked on 4 open property maintenance issues, issued 8 U&O's, and zoning issues for Home Businesses. KCS has 1 rental property not yet registered, and 20 have been inspected. All other rentals are registered.

Engineers – Mr. Rhode presented his report from Kraft Engineering, and summarized various points in his Report, but no Action Items. Mr. Rhode discussed that a meeting was going to be set up to discuss the Paper Mill Estates potential conversion of the sediment basin to the permanent facility and then handle the construction of the three new homes through individual E&S controls. The facility was designed for all of the 4 homes to be constructed at one time. Discussed with Ms. Stevens, but he wants to make sure the Board of Supervisors are alright with setting up the meeting. No objection by the Supervisors.

Mr. Rhode discussed the Paper Mill Road Bridge Rehabilitation Project and the potential for a change order due to the guide rail liability issue. The Change Order could result in approximately \$15,000 for the Township's share as the guide rail could be very heavy, so are still looking at design options. The guide rail is a liability issue with the blunt end, so while there is a current contract, best to resolve the liability issue at this time.

Recreation Board – Ms. Scull presented her Park & Recreation Board Report. The Phillies game is coming and is scheduled for Sunday, July 14, 2019. The tickets go quick, and we only have 150 tickets, so sign up and reserve your tickets with Lori Haag.

Police Chief – The Chief presented his Report, and there were a total of 1,695.25 service hours, 132 incidents/calls with 7 criminal incidents and 1 motor vehicle incident for the month. He is in the process of ordering the prescription medicine disposal unit. There will be instructions on the unit and it will be located in the lobby or foyer on the Township Offices.

Mrs. Brenner and Mr. Kurtz questioned the Chief where the Township is at with the hiring of another Officer. The Chief responded that there are 3 Officers out with one of them on medical leave, and the Police Service, Coverage and Protection of the Township is being properly performed and all shifts are staffed.

Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – May 20, 2019
Page Three

Road Foreman – Mr. Clay presented his report and the Road Crew repaired storm boxes in Green Valley and will be doing spot black top repairs at these inlets. They mowed and will continue to mow throughout the Township. They replaced stop signs, replanted 2 trees at the dog park, attended flagger training and are certified for 3 years, and spent 16 man-hours on Green Valley Road due to storm damage. Paper Mill Road Closure and Detour is coming soon. Ms. Johnson asked what is a King Cutter Box Blade? Mr. Clay responded that it is an attachment for the skid loader to allow the Road Crew to do shoulder paving and shoulder upgrades with millings in lieu of doing this type of work by hand. **On Motion** by Ms. Johnson, seconded by Ms. Scull to approve of the purchase of the King Cutter Blade and other materials not to exceed \$2,000. Motion passed unanimously.

Manager/Secretary/Treasurer/Sewer Engineer

Line Painting RFP award. Ms. Stevens stated that there were 2 Quotes received for the proposed line painting work and the apparent low proposal was from A-1 Traffic Control Products in the amount of \$10,177.00 for painting the double yellow center lines, white shoulder lines and crosswalk lines. **On Motion** by Mr. Keltz, seconded by Ms. Johnson, approved the award of the Line Painting Proposal to A-1 Traffic Control Products in the amount of \$10,177.00 to include the double yellow center lines, white shoulder lines and crosswalk lines. Motion passed unanimously. The Manager will make sure that a Certificate of Insurance is provided to the Township before the work begins which includes worker's compensation.

Sewer Project award: Ms. Stevens stated that the Project is in the Penn Werner area and there were 2 Bidders, Wexcon and A.H. Moyer. The difference between the 2 Bids is \$215.00 for the Base Bid and the Alternate if awarded in the total amount of \$413,702.00. The Board is permitted to award Base Bid and Alternate together. **On Motion** by Ms. Scull, seconded by Mr. Keltz, approve the Notice of Award, Notice to Proceed for the Award of the 2019 Sewer Rehabilitation Project to Wexcon, Inc., the apparent low bidder for the Base Bid and the Alternate, in the amount of \$413,702.00 with the following conditions that the bidding documents are to be satisfactory to the Township Solicitor, and the Manager may execute all of the Contract Documents. Motion passed unanimously.

TABLED: Defined Contribution Non-Uniform Retirement Fund must move to new investor due to Morgan Stanley changing policy on small accounts. Tabled due to requiring a RFP process for this type of financial service. Resolution 2019-024 will be used when the firm is chosen.

Road Project Advertise: Ms. Stevens stated approximately \$300,000 plus is set aside from Bond money for 2019 Road Project which involves all maintenance work such as oil and chip, slurry seals and ultra-thin wearing course. Penn DOT recommends the adoption of the Resolution (2019-025) for the asphalt cement escalation clause to be used on local projects that may involve more than 100 tons of asphalt cement. Recommend bidding the alternates even though the estimate reflects there may not be sufficient funds. **On Motion** by Ms. Johnson, seconded by Ms. Scull, approve the advertisement of the 2019 Road Project which will be paid out of the Bond Money, and the adoption of Resolution 2019-025 for the Escalation Clause. Motion passed unanimously. Ms. Stevens read the list of roads involved in the Project: Faust, Gaul, Knollwood, States, Park Place, Pacific, Grande, Paper Mill, and Evans Hill.

Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – May 20, 2019
Page Four

CANON Lease for Copiers: Ms. Stevens stated that the Canon representative presented a cost savings with transferring the current copier in Administration Office to the Police Department and leasing a new copier for the Administration Office specifically a cost savings of \$0.003 for black and white copies and \$0.0255 for color copies. **On Motion** by Mr. Keltz, seconded by Ms. Scull, approve the new lease for the Canon copiers with the Police Department getting the Administration Copier and the new copier going in the Administration office with cost savings with the new lease. Motion passed unanimously.

Bill List and Treasurers Report: **On Motion** by Ms. Johnson, seconded by Mr. Keltz, approve the Bill List and Treasurer's Report and file for Audit. Motion passed unanimously.

Sewer Reports from Sewage Enforcement Officer and Select Environmental in the Board's Packet.

Solicitor's Report

Mr. Brown stated the Defined Contribution Plan was tabled to follow Resolution 2017-012 which enacted a procedure for the RFP Investment Firms relating to the Defined Contribution Plan in accordance with Act 44. **On Motion** by Ms. Johnson, seconded by Mr. Keltz to authorize the Township Manager to advertise for proposals in accordance with Resolution 2017-012. Motion passed unanimously.

Mr. Brown stated that in the Executive Session he updated the Board on the status of the Bankruptcy Matter for 2013 Saddlebrook, and stated that there was another sewer billing matter that was discussed. Ms. Scull noted that a resident on Sabrina is requesting forgiveness on the late charges on past due bills. **On Motion** by Ms. Scull, seconded by Mr. Keltz that the Board authorize the waiver of the late fees when the resident is paid up to current status. Motion passed unanimously.

Old Business - None

New Business

Ms. Stevens requested that the Board take action on the recommendation from the Planning Commission for the Waiver of Land Development for the Sheetz Building Addition. **On Motion**, by Mr. Keltz, seconded by Ms. Johnson to approve of the Sheetz Waiver of Land Development for the proposed addition of 334 sf in the existing location with the condition of the installation of a new grease trap and the Public Hearing for the transfer of the Liquor License and subsequent approval by the Liquor Control Board.

Public Comment

Wernersville Library Director Leigh-Anne Yacovelli presented updates on the Wernersville Library. They were awarded a grant for yoga mats from their Berks County Friends of the Library to help people get in shape as part of the STAR Program and the class and mats are at no cost to the attendees.

Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – May 20, 2019
Page Five

Ms. Yacovelli and the Youth Services Coordinator, Tara Gouldey, submitted two proposals to speak at the upcoming Pennsylvania Library Association's Annual Conference in October. The Association's Program Committee reviewed a total of 144 proposals and accepted both of Wernersville's for full one-hour timeslots.

Ms. Yacovelli continued with the STEM sessions and the first session is titled "STEAM Into Imagination Station," which will take place on Sunday, October 13th. For this hour, a program created by Tara to meet goals for STEM programs for children in elementary school where the children create a story and Tara gives them STEM problems to help them get their characters to the end of the story. The second session is titled "Bringing Up A Youth Services Coordinator", which will take place on Monday, October 14th. You will recall that Tara and I were both new to our positions at Wernersville Library in 2018, and in this session we will discuss our first year together, and how "bringing up" a circulation staff member to be the children's librarian benefitted the director, staff, and patrons alike.

Ms. Yacovelli noted that this Friday, please join us during our regular preschool circle storytime for a very special guest, Private First Class Michael Yacovelli, who will read a few books. He will also answer questions about army life, and the steps he took to become a soldier. Patrons and their families will also complete a craft with Private Yacovelli following storytime. All ages are encouraged to attend.

Ms. Yacovelli announced that the Library is holding an adults-only painting event May 30th from 6 to 8pm. Ron Schiding will guide people step-by-step to create a fun piece of art. He will make it so easy that you may become addicted! Space is limited so please RSVP and nobody younger than 18 years of age. Cost is \$5 to offset material expenses.

Ms. Yacovelli announced back by popular demand are Tara's Trains! Saturday, June 8th from 10:30 a.m. to noon there will be three model train layouts with various sized engines and cars in the basement. People can talk to a real engineer from the local Reading and Northern Railroad, watch train footage from multiple railroads, and make a train craft to take home! This program is for all ages!

Ms. Yacovelli announced that the Summer Reading Program starts with the Summer Quest Kickoff Party: June 11th @ 4:00 to 6:00 p.m. Then the Summer Quest Closing Party: August 9th @ Noon to 2:00 p.m. Tara will hold a Read Aloud: The One and Only Ivan by K. A. Applegate: Fridays from 2:00 to 3:00 p.m. starting on June 14th. Free book to each participant who attends each meeting.

Ms. Yacovelli announced that the ScienceTellers, Eddy Ray the Magician, and The Franklin Institute return, as well as the Yocum Institute for the Arts which is performing Aesop's Fables, and running Star Wars to Starry Nights for adult painting, and Art-ventions STEAM for teens which is a sculpture workshop.

Ms. Yacovelli announced also returning from last year, a story hour series featuring Western Berks Fire Company, Lower Heidelberg's road crew, local police officers, and a veterinarian from VCA Animal Hospital.

Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – May 20, 2019
Page Six

Ms. Yacovelli announced that new to the Library this year are Kit's Interactive Theatre and the American Swedish Historical Museum who is doing "Swedes in Space: Become an Astronaut!" This is one of the few events that has a limited number of seats available. Learn about the international space station, and make your own space shuttle.

Public Comment

Mr. Kurtz asked if the meeting minutes can be double-sided copies to save on paper and copier costs.

Mr. Deiterich as a Citizen raised concerns about the amount of money contributing to the Fire Department and the recent purchase of three (3) command vehicles in the amount of \$150,000, and some of the money should have been better spent on apparatus, refurbishing equipment, and more career drivers. He recalls that only one new piece of fire-fighting apparatus was purchased in the last 10 years. Mr. Keltz agreed as a Citizen and mentioned that the money should have been better spent on new equipment or deposited into the apparatus fund, or on additional career drivers. It was also brought up that there would be one elected official from each of the municipalities with the understanding that the four volunteers would not be voting board members. Mr. Renshaw discussed the age of the various pieces of fire-fighting equipment, and the set-up of the Command Vehicle. Ms. Johnson agreed that the Board should just be the 4 municipal elected official and not the volunteers. Mr. Deiterich stated that the engines and equipment that are not being used should be sold.

Mr. Prutzman noted that apparently the website contained 2 Workshop Meetings for the month. At a previous meeting he had asked the reasons for not having five supervisors. Mr. Keltz explained that all of the Supervisors are permitted to take the Health Insurance Plan through the Township and this could be a large expense. Mr. Prutzman asked the question again about having the Township Solicitor review the Petition and Mr. Brown stated that it is not the Township's role to evaluate the Petition, it is the County Board of Elections, and the County will determine if the petition is acceptable. Mr. Prutzman requested clarification on the Notice he received on the Paper Mill Road Bridge Closure. Chief Deiterich stated the identification will be needed when the driver's get close to the Bridge. Chief Deiterich and Mr. Clay stated the reason for the firm notification is that people have moved the barricades to get across the bridge and have also moved the barricades when Green Valley Road is flooded. We are trying to keep the worker's safe and the travelling public safe. Mr. Brown clarified that the Second Class Township Code allows for the Supervisors to take the Health Insurance.

Mr. Kraft announced that KCS is offering a free safety inspection for homeowner's pools and advice if they see any safety issues, but there will be no obligation to correct any safety issues pointed out by KCS.

On Motion, Adjournment at 8:05 p.m. by Ms. Johnson and seconded by Mr. Keltz. Motion Passed unanimously.

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

Approved: June 17, 2019

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