

**LOWER HEIDELBERG TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
JUNE 17, 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 L. Johnson, Township Solicitor Eric Brown, Chief Thomas Deiterich, Township Engineer Ryan Rhode (KE), Code Enforcement Officer Glenn Kraft (KCS), and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were the Tax Collector Sharon Boyer. Not present were Chairman Michael Keltz and Road Foreman Matt Clay.

Vice Chair Ms. Scull called the meeting to order at 7:00 p.m., and led the pledge to the flag, and requested a Moment of Silence for Kurt D. Heinly a resident of Lower Heidelberg Township who passed away in a Tragic Motorcycle Accident.

**Approval of Minutes**

The minutes from the May 20, 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 meeting. Motion passed unanimously.

**Open to the Public**

Mr. Prutzman thanked whomever was responsible for shifting the barricades at the intersection of Reber's Bridge and Paper Mill Roads.

**Tax Collector** – Mrs. Boyer reported she collected \$130,996.28 for the month of May 2019. As of May 31, 2019 90% of the taxes have been collected.

**Fire Commissioner** – Ms. Stevens presented his Report, and there were a total of 73 calls for the month of May, and there were 349 Hours of training for the month.

**EMC** – Ms. Stevens presented the EMC Report and there were no incidents for the month of May and the Emergency Operations Plan was adopted by South Heidelberg Township.

**Ambulance** – Ms. Stevens presented the Wester Berks Ambulance and for the month of April there were 30 incidents with 24 transports and for the month of May there were 19 incidents with 15 transports.

**Planning Commission** – The June 10, 2019 Meeting was cancelled as there were no plans or agenda items to discuss.

**Building/Zoning** – Mr. Glenn Kraft reported that KCS issued 33 permits for a construction value of \$1,332,045.93. His office worked on 9 open property maintenance issues with 2 resolved to date, issued 14 U&O's, and 4 zoning issues. KCS has 1 rental property not yet registered, and 20 have been inspected. All other rentals are registered.

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**Engineers** – Mr. Rhode presented his report from Kraft Engineering, and summarized various points in his Report, but no Action Items. Mr. Rhode and Ms. Stevens attended a meeting with the Conservation District at the Community Evangelical Church concerning the release of their Letter of Credit. Received a storm water runoff complaint at 335 Faust Road and Kraft Codes and Kraft Engineering are researching the complaint. Update on Paper Mill Bridge Project, and Community Evangelical Church.

Paper Mill Road Bridge Replacement Project and the Chief reported numerous tickets were written by the Police Department, and the traffic has calmed down now. The people need to follow the Detour Route and the detour was on State Routes to avoid the winding rural roads.

**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 40 tickets remaining out of 150, so sign up and reserve your tickets with Lori Haag. Next year they may do a hockey game. Shredding Event June 22, 2019 at Township Offices from 10:00 a.m. to 2:00 p.m. and free to the residents of the participating municipalities.

**Police Chief** – The Chief presented his Report, and there were a total of 1,745 service hours, 346 incidents/calls with 11 criminal incidents and 6 motor vehicle incidents for the month.

**Road Foreman** – Ms. Stevens presented his report in his absence and noted several vehicles needed maintenance, they did black top spot repairs in Green Valley Estates, responded to a downed tree on Sweitzer, they installed chevron signs on Sweitzer, started cutting trees on Paper Mill Road, completed their first round of mowing and they are working on the problem of the 87 Octane fuel tank.

**Manager/Secretary/Treasurer/Sewer Engineer**

Ms. Stevens received a phone call from the Sheetz Attorney who notified her that the Public Hearing for the Transfer of the Liquor License is not required since the transfer is within the Township.

Ms. Stevens stated that we are experiencing problems with the Octane Fuel Tank and the fuel conditioning did not seem to resolve the problem. The fuel filter must be changed every **3 days** and the screen cleaned as well. The Chief and Ms. Stevens have concerns that the particles that pass through the tank fuel filter may cause problems over time with the Police Fleet and Road Crew Pickups and some Equipment. Ms. Stevens researched the Sheetz Fleet Credit Card, and all of the fueling can be tracked better. The cost difference for the Reladyne delivered fuel and the current Sheetz 87 octane fuel is approximately \$0.35. Using 650 gallons, the increased costs to use the Fleet Card per month would be \$227.50 and an annual increase of \$2,730.00. Ms. Stevens recommends to switch to the Sheetz Fleet cards as the onsite 87 Octane Tank appears to be a source of potential harm to our Vehicle Fleet. Questions – none. **On Motion** by Ms. Scull, seconded by Ms. Johnson, approve the Manager to apply for the Sheetz Fleet Cards for all of the vehicles that use 87 Octane. Motion passed unanimously. Mr. Brown commented on the Fuel usage Policy must be updated.

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Resident of Green Valley West requested if the Street Lights could be energized for both Phases in this Development. Ms. Stevens requested the BOS for permission to write a letter to PPL to begin the process as the process seems to take some time before the lights are energized. Ms. Stevens just signed on June 10, 2019 the Timberlake Phase 2 PPL forms so the energizing process has begun for this Phase. Board of Supervisors gave permission.

**Sewer Project:** Ms. Stevens stated that the Project in the Penn Werner area should be starting late June or early July. A Preconstruction Meeting with Wexcon and Systems Design is to be held on June 20, 2019.

Ms. Stevens stated that she had discussed the proposed Big Creek Annexation Plan with the property owner's attorney and engineer as it is on hold from the Planning Process due to a Zoning Conflict. The property owner has decided to go through a Zoning Hearing for the proposed lot size to be larger than the zoning ordinance permits. Once the Zoning Hearing Application is received, we can discuss the Township's opinion if any for the Zoning Hearing Board.

Liquid Fuels Audit was performed on June 5, 2019 and no findings were raised by the Auditor.

Ms. Stevens notified the Board about the Sewer Project for the South Heidelberg Municipal Authority is out for bid and there will be work on Point Road. She will keep updating the Board and residents.

Ms. Stevens stated that she sent the Award Notice to the Berks Cooperative Purchasing Council for Highway Salt.

**Road Project Award:** Ms. Stevens stated bids were opened on Friday, June 14, 2019 at 11:00 a.m. and there was only one Bidder, Asphalt Maintenance Solutions with a total Base Bid Amount of \$413,872.60. The Bid is approximately 3.5% higher than the budget number presented to the BOS and the current Bond amount as of May 31<sup>st</sup> is \$616,047.16. Using the Bids for both the Paper Mill Bridge Project & the Road Project and subtracting the Developer's contribution, the Total Costs of both Projects equates to \$615,287.46 which is just under the Bond amount. Questions none. **On Motion** by Ms. Johnson, seconded by Ms. Scull, approve the award to Asphalt Maintenance Solutions for the 2019 Road Rehabilitation Project which will be paid out of the Bond Money in the amount of \$413,872.60 with \$57,275.00 being contributed from the Legacy at the Paper Mill Developer for a net cost of \$356,597.60 coming from the Bond, and conditioned on the Review and Approval of the Bid Documents by the Township Solicitor. 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.

**Bill List and Treasurers Report:** No questions. **On Motion** by Ms. Scull, seconded by Ms. Johnson, approve the Bill List and Treasurer's Report and file for Audit. Motion passed unanimously.

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**Solicitor's Report**

Glen Ridge Development Agreements are being prepared but waiting on revised plans and Ryan Rhode confirmed that a Final Plan is needed and then with the revised plans and updated Agreements, should move towards Final Plan approval.

**Old Business** - None

**New Business**

A quote was received from Seidel's Tree Service for an additional tree to be removed on Paper Mill Road in the amount of \$1,500.00. Seidel's will remove the tree while the Road is closed, and the Road Crew will help with flagging if required. **On Motion** by Ms. Scull, seconded by Ms. Scull, approve the Quote for the tree removal on Paper Mill Road by Seidel's Tree Service in the amount of \$1,500.00. Motion passed unanimously.

**Public Comment**

Ms. Stevens recently received an e-mail from the Cell Tower Company to PPL to begin the electricity service and the Cell Tower construction should be starting in September

Mr. Prutzman requested the status of the Paper Mill Bridge schedule, and Ms. Stevens noted that the work on the stone abutments needs to be done without the beams and decking. This work must be done behind a cofferdam and the storms are causing delays for the Contractor. Beams and decking are in the shop drawing and fabrication phase.

**Executive Session**

Ms. Scull announced that a brief Executive Session was held on litigation matters prior to the meeting.

**On Motion**, Adjournment at 7:27 p.m. by Ms. Scull and seconded by Ms. Johnson. Motion Passed unanimously.

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

Approved: 7/15/19

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