

**LOWER HEIDELBERG TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
JULY 15, 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 L. Johnson, Township Solicitor Andy Bellwoar, Chief Thomas Deiterich, Township Engineer Ryan Rhode (KE), Code Enforcement Officer Andrew Kraft (KCS), and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were the Tax Collector Sharon Boyer and Fire Commissioner Jared Renshaw.

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

Mr. Keltz announced that there was an Executive Session held on July 10, 2019 to discuss personnel issues.

**Approval of Minutes**

The minutes from the June 17, 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 meeting. Motion passed unanimously.

**Open to the Public**

Mr. Prutzman asked if it is acceptable to park in front of the garage doors and this was acceptable to the Chief Deiterich.

**Shredding Event – Presentation of Resolution to Troop 423 Thanking Them for Their Assistance at the June 22, 2019 Event: Resolution 2019-26.** **On Motion** by Mr. Keltz, seconded by Ms. Johnson, approve the adoption of the Resolution 2019-026 Recognizing and Thanking the Scouts from Troop 423 for their assistance during the Shredding Event, and additional recognition to Nick Hornbuckle, Grandson of Theresa Conners for also assisting at the Shredding Event. Motion passed unanimously. Mr. Keltz read the Resolution to the Scouts Troop 423.

**On Motion** by Mr. Keltz, seconded by Ms. Scull, approve the **Resolution 2019-027** for the Township Shredding as presented in the Resolution. Motion passed unanimously.

**Storm Water Outreach and Public Education Presentation:** Ms. Stevens presented a Public Education and Outreach Slide Show concerning MS4, and the slide show and brochures will be placed in the Annual MS4 Report as the Public Education MCM.

**Tax Collector** – Mrs. Boyer reported she collected \$106,831.81 for the month of June 2019. As of the end of June 93% of the tax bills have been paid.

**Fire Commissioner** – Mr. Renshaw presented his Report and there were a total of 101 calls for the Month of June, and there were 330 Hours of training for the month. Ms. Stevens thanked the Fire Department for their responses to the Township Complex with 2 alarm call-outs.

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**EMC** – Ms. Stevens noted that there was no Report from Mr. Schlottman for the month.

**Ambulance** – Ms. Stevens presented the Wester Berks Ambulance and for the month of June there were 25 incidents with 16 transports and the busiest time was around 1:00 p.m.

**Planning Commission** – Ms. Stevens noted that the July 8, 2019 Meeting was cancelled as there were no plans or agenda items to discuss, but there will be one held on August 12, 2019 as the Planning Commission must discuss the proposed Joint Comprehensive Plan Amendment from South Heidelberg Township.

**Building/Zoning** – Mr. Andrew Kraft reported that KCS issued 23 permits for a construction value of \$1,193,967.82. His office worked on 7 open property maintenance issues with 2 resolved to date, issued 9 U&O's, 65 inspections, and 4 zoning issues. KCS has 2 rental properties not yet registered, and 23 have been inspected. All other rentals are registered.

**Engineers** – Mr. Rhode presented his report from Kraft Engineering, and the Main Discussion Item is - The small 24" diameter pipes under Old West Penn Ave. are being requested to be installed sooner than later to assist the property owner, Savage L&B, in potentially reducing their flooding on their property. Mr. Clay stated that they are really busy and may not be able to install these small pipes until the road repairs are completed prior to the 2019 Road Project and he is doing the major items first and then the minor repairs, and may not be able to get to do this pipe installation. Mr. Bellwoar asked about the location of the actual work. Mr. Rhode clarified what L&B has done to date and there will need to be an agreement needed to enter L&B Property. Mr. Bellwoar stated that there needs to be a Motion for the Agreement and pipe. **On Motion** by Ms. Scull, seconded by Mr. Keltz to authorize purchasing of the 24" diameter pipe authorize the installation of the pipes, and conditioned on an Agreement being executed by L&B Property Owners to Hold Harmless and Indemnify the Township. Motion passed unanimously. Mr. Bellwoar will prepare the Agreement and Mr. Rhode will coordinate with the property owners.

Mr. Rhode noted that they were involved in 2 drainage complaints, one at 335 Faust with the new home construction in Green Valley Heights possibly causing the problems and the drainage easement swale encroachment on Heffner Road between 135 and 139 Heffner with the property owner of 135 Heffner having vegetation blocking the swale.

**Paper Mill Road Bridge Project:** There is a Payment Request that was reviewed by the Engineer's and they recommend that the payment request be considered from DESCCO in the amount of \$47,976.58 for the Township's share of the work. There will be a small credit forthcoming as well for stone and concrete work. **On Motion** by Ms. Johnson, seconded by Ms. Scull, approve the Payment No. 1 to DESCCO in the amount of \$47,976.58 for their work performed to date at the Paper Mill Bridge Project. Motion passed unanimously.

**Recreation Board** – Ms. Scull presented her Park & Recreation Board Report. The Phillies game was well attended with 150 residents and all showed up and Phillies won and pictures on website.

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**Police Chief** – The Chief presented his Report, and there were a total of 1,512.25 service hours, 302 incidents/calls with 6 criminal incidents and 7 motor vehicle incidents for the month.

**Road Foreman** – Mr. Clay presented his report and noted several vehicles needed maintenance, storm boxes and black top on Paper Mill were installed, the crew placed black top and performed other work on Evans Hill as well, unfortunately there was an incident with a part-time flagger being pushed down a bank by a driver passing through the work zone, and Mr. Clay said the people are very impatient and are getting worse. The king cutter is working really well with repaving shoulders and paving sections of the roads using millings and paving, and thanked the Board for allowing the purchase of the king cutter. The Road Crew try to drive around every day or every other day to check on washouts and road repairs that need to be done but urges residents to call the Township offices so it can be passed onto him. Oley training call coming up this week. The trees or tree limbs that come down on the State Roads are Penn DOT's responsibility, but the Road Crew does clean up the state roads.

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

**Defined Contribution Plan Move to New Investor.** Morgan Stanley is closing certain smaller fund accounts, and Township must move the Defined Contribution Plan. The Township advertised for Proposals and a proposal was received from CBIZ InR. The Manager is requesting a motion for adopting the Resolution 2019-024 approving the movement of the Pension Investment from Morgan Stanley to CBIZ InR. **On Motion** by Mr. Keltz, seconded by Ms. Scull, approve the Resolution 2019-024 for the transfer of the Defined Contribution Plan from Morgan Stanley to CBIZ InR. Motion passed unanimously.

**Seasonal Items Advertise for Bidding:** The Manager is requesting that the Board consider making a motion to authorize Advertising of the Seasonal Bids for Salt, Diesel Fuel, 87/89 Octane Fuel, Heating Oil and Propane and to bring the Bids in the for consideration at the August 19, 2019 Regular BOS Meeting. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to advertise for the 2020 Seasonal Items. Motion passed unanimously.

**Safety Signs:** The Manager has been receiving numerous e-mails and phone calls concerning various intersections throughout the Township that motorists are not stopping at the stop signs or are speeding. Quotes were obtained for two different signs. BOS discussed that they preferred the Keep Kids Alive Drive 25 mph. Ms. Stevens was also asked to investigate the 3D cross-walk painting. The intent is to place the signs in Green Valley and Saddlebrook developments. The Chief suggested that the one resident take photos and place them on the Facebook Page that are speeding or are not stopping at the various Stop Signs. Manager Authorized to purchase 20 signs of Keep Kids Alive Drive 25.

**PPL Agreement:** PPL needs the Township to enter into a Right-Of-Way Agreement for the service to the Cell Tower. **On Motion** by Ms. Scull, seconded by Mr. Keltz to enter into a Right-of-Way Agreement for underground electric service to the Cell Tower at 720 Brownsville Road subject to the revision as suggested by the Solicitor. Motion passed unanimously.

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**Glen Ridge Estates:** At the BOS Workshop on July 10, 2019, the consensus of the Supervisors was to permit the proposed phasing and cul-de-sac layout with the condition that the First Responders are in agreement with the Temporary Emergency Access from the area of Rosewood Hills Development. The Manager will distribute copies of the various Emergency Access locations and the Proposed Phasing Plan and obtain in writing the opinions of the First Responders.

The First Responders shall include the Township Police Department, the Township Road Crew, Western Berks Fire Department, Western Berks Ambulance, Justin Schlottman – EMC, and the Department of Emergency Services if applicable. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, approve the Proposed Phasing and Temporary Cul-de-sac layout of the Glen Ridge Estates Development conditioned on the Emergency Responders opinions of the Emergency Access, and the timing of the key milestones being memorialized in the Developer’s Agreement. Motion passed unanimously.

Mr. Prutzman requested clarification on the storm water design of this development and Mr. Rhode stated the Development even though it was in the planning phase for so long, the current storm water design meets the current standards of the Conservation District and PA DEP.

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

**Solicitor’s Report**

Two Zoning Applications and asked if the Board takes any position on either of these Zoning Hearing, and the Board stated no position on the Porch Roof or the Annexation.

**Old Business** - None

**New Business** - None

**Public Comment** - None

**On Motion**, Adjournment at 8:06 p.m. by Ms. Johnson and seconded by Mr. Keltz. Motion Passed unanimously.

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

Approved: 7.15.19

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