

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
AUGUST 19, 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), and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were the Tax Collector Sharon Boyer, and WBA Director Tony Tucci. Mr. Andrew Kraft was absent.

Chairman Keltz called the meeting to order at 7:08 p.m., and led the pledge to the flag.

Mr. Keltz announced that there was an Executive Session held on July 24, 2019 and prior to tonight's meeting regarding personnel issues and potential litigation.

Approval of Minutes

The minutes from the July 15, 2019 Regular Board of Supervisors meeting were distributed for review prior to the meeting. **On Motion** by Ms. Johnson, seconded by Ms. Scull, approved the minutes for the meeting. Motion passed unanimously.

Open to the Public

Sandy Nevitt was present for the Wernersville Public Library and they received a prestigious award for STEM Youth Program and Tara created the Program herself. Congratulations to Leigh Ann and Tara who will be attending the award ceremony in October at the Annual Library Conference. Mrs. Nevitt extended to the Board of Supervisors the appreciation of supporting the Wernersville Library.

Andrew Sottosanti made a presentation about traffic concerns and speeding in Green Valley and specifically on Connecticut. He understands that the Police are present to enforce speeding and moving violations. People are not stopping at the Stop Signs especially at the intersections of Hill Terrace and Virginia and Fairwood and Connecticut. Possibly the Faust Road slower speed limit of 25 mph is causing the speeding in Green Valley. Could the Supervisors consider changing the speed from 35 mph and then 25 mph in the development or where there are the homes? Additionally the intersection of Pacific and Connecticut had numerous people not completely stop at this intersection. Chief Deiterich thanked him for coming to the Meeting. The Chief has heard the Green Valley Facebook Page notifies all of the users when the Police are doing enforcement which is very frustrating as the Police Department then typically does not write any tickets due to the advance Facebook notification. Ms. Johnson noted the new Keep Kids Alive Drive 25 signs were purchased, and Ms. Stevens will be choosing locations in Green Valley Estates and Penn Werner/Saddlebrook areas. Mr. Rhode did discuss the traffic calming ideas and will contact LTAP again to have them check the speeds on Connecticut as per Mr. Sottosanti this is a very long stretch of almost 1.8 miles without a Stop Sign. Mr. Rhode will coordinate with Ms. Stevens to set up an appointment with LTAP.

Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – August 19, 2019
Page Two

Tax Collector – Mrs. Boyer reported she collected \$46,002.78 for the month of July 2019. Similar to last year she does not expect much activity in the next few months.

Fire Commissioner – Ms. Johnson presented the Fire Department Report and there were a total of 116 calls for the Month of July, and there were 280 Hours of training for the month. Staff activity included Governor Mifflin Firework's coverage, Railroad Safety Class by Norfolk Southern, and flow testing of hydrants at Alcon. For the 2020 budget, the Worker's Compensation new insurance carrier is being researched.

EMC – Ms. Stevens presented the Report from Mr. Schlottman for the month of July, and the good news to share was the missing child was found. Otherwise there was a small earthquake and some weather conditions.

Ambulance – Mr. Tucci presented the Western Berks Ambulance Report and for the month of July there were 29 incidents with 21 transports and the busiest time was around noon.

Planning Commission – Mr. Nevitt summarized the Planning Commission Meeting held on August 12, 2019 including the discussion concerning a commercial property along Penn Avenue where zoning relief would be required. The PC Members concluded that they would approve of a written letter of support for the proposed commercial use and recommend that the Supervisors also consider to have a letter of support issued to the ZHB. The Planning Commission also discussed the Joint Comprehensive Plan Amendment proposed by South Heidelberg Township.

Building/Zoning – Mr. Rhode presented the KCS Report summarizing that KCS issued 19 permits for a construction value of \$1,068,973.01. His office worked on 10 open property maintenance issues with 3 resolved to date, issued 13 U&O's, 56 inspections, and 8 zoning issues. September 10th is the Zoning Hearing for 140 Evans Hill Road Property.

Engineers - Mr. Rhode stated the PA Fish and Boat clearance was received for the Old West Penn Culvert Replacement Project on August 6th. The submission to PA DEP for the GP-11 was subsequently submitted with the PAFBC clearance. He coordinated with the property owner of 109 Fairwood concerning the sinkhole. 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: Mr. Keltz stated the Road and Bridge were officially opened Monday, August 12, 2019. The ultra-thin wearing course as part of the 2019 Road Project is scheduled for October 15, 2019. There is a Payment Request No. 2 that was reviewed by the Engineer's and they recommend that the payment request be considered from DESCCO in the amount of \$172,822.73 for the Township's share of the work. There was a small credit forthcoming as well for stone and concrete work, and there is a retainage being held and our final payment would be \$21,215.67 for our total share of \$242,014.98.

**Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – August 19, 2019
Page Three**

On Motion by Ms. Scull, seconded by Ms. Johnson, approved the Payment No. 2 to DESCCO in the amount of \$172,822.73 for their work performed to date at the Paper Mill Bridge Project. Motion passed unanimously.

Recreation Board – Nothing to report from Ms. Scull.

Police Chief – The Chief presented his Report, and there were a total of 1,656.5 service hours, 336 incidents/calls with 3 criminal incidents and 4 motor vehicle incidents for the month.

The Chief discussed with the Board concerning the No Parking on Gaul Road. Officer Sellers took photos where vehicles were parking along the shoulder of Gaul Road, but the vehicles were behind the white shoulder line. Police cannot enforce No Parking restrictions on private property. The Board of Supervisors agreed with the Chief, that vehicles should not be ticketed if on the grass on Gaul and Faust.

July 29, 2019 Incident – the Chief commended Officer Sellers, the Emergency Responders from other Counties, and the volunteers numbering over 400 people. He praised the team effort and outpouring of response to this missing child. It was a long day, but ended well in that the missing child was found with one of the dog rescuers, so a job well done by all.

Chief commended the Road Crew's efforts in the heat doing road repairs and working very hard especially on Paper Mill Road to get the roads in shape for the Road Project.

New Police Department Hiring Policy: The Police Department would like to replace their outdated Hiring Policy with a new Policy that is in line with current practices, and the Ms. Stevens prepared a Resolution to adopt the Updated Police Department Hiring Policy. No Board questions. **On Motion** by Mr. Keltz, seconded by Ms. Johnson, to adopt Resolution 2019-29 for the Updated Police Department Selection and Hiring Policy. Motion passed unanimously.

On Motion by Mr. Keltz, seconded by Ms. Scull, move to file and serve a notice to Sgt. Todd Glass of the Township's intention to honorably discharge him, and to direct the Township's Solicitor to ensure that all procedural steps are taken to comply with the Police Tenure Act in this matter. Motion passed unanimously.

Road Foreman – Mr. Clay presented his report and working on finishing up Paper Mill and Gaul Road with repairs, added new chevrons on the curves on Paper Mill, Gaul, Sweitzer, repaired and monitoring sinkholes, another round of mowing, and equipment maintenance for the Michigan Loader's front seal. Parts are on order but it is 34 years old and may need to have parts made in a machine shop in the future.

Mr. Keltz stated that he was contacted by a resident who asked about a storm washout, he passed it onto the Road Foreman and the response was the same day. The resident was very pleased with the quick response and Mr. Keltz thanked the Road Crew in their responsiveness.

**Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – August 19, 2019
Page Four**

Manager/Secretary/Treasurer/Sewer Engineer

Seasonal Items Bids Opened: The Manager opened bids on August 15, 2019 and the following are the results: There were no bids received for fuel, heating oil or propane. There were 2 bids that were received for the Bulk Highway Salt. Haven Salt was the low bidder with a price of \$70.77 per ton. Cargill was the other bidder with a price of \$83.99 per ton.

On Motion by Ms. Scull, seconded by Mr. Keltz, to award Haven Salt the 2020 Highway Salt Seasonal Items for a delivered ton unit price of \$70.77. Motion passed unanimously. The Manager will re-advertise for the Propane, Heating Oil and Diesel.

PPL Agreement: PPL needs the Township to enter into a Street Light Services Agreement for the LED Street Lights in the Green Valley West Subdivision with both Phases to be served. **On Motion** by Ms. Johnson, seconded by Ms. Scull, to enter into a Street Light Services Agreement with PPL Electric Utilities Corporation and adopt Resolution 2019-28 for the energizing of the LED Street Lights in Green Valley West Subdivision Phases 1 and 2. Motion passed unanimously.

Penn Werner Sewer Rehabilitation Project: The lining of the sewer pipes has been completed. The lateral replacements are to start the week of August 26th. There are approximately 37 laterals to be replaced. The Contractor Wexcon Inc. submitted two (2) Change Orders, one for a Time Extension of thirty (30) days for Substantial Completion and thirteen (13) days for Final Completion, and the other for a Credit of \$1,800.00. The new Final Completion Date will be October 31, 2019. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve of Change Order 1 for the credit of \$1,800.00 and approve of Change Order 2 for a thirty (30) day and thirteen (13) day extensions respectively for Substantial and Final Completion. Motion passed unanimously.

801 Stitzer Declaration of Easement Encroachment – Fence Encroachment: Ms. Stevens noted that the property owners of 801 Stitzer need to enclose their new pool with a fence and the fence will encroach into the existing Storm Water Easement. The fence posts will be installed approximately four (4) feet from the center of the easement and will not impact the functionality of the easement as the easement is for a storm water pipe through the rear yards of Stitzer properties. Mr. Hollock was present to answer any questions of the Board. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve entering into the Easement Encroachment Agreement with the Property Owners of 801 Stitzer, Edward and Jaime Hollock. Motion passed unanimously.

Trash and Recycling Bids: The Manager is requesting to advertise for a 3-Year Contract for 2020 to 2022 with a 1-Year Option for new trash and recycling services. The main changes from the previous contract are as follows: At this time the Base Bid will have the bulk items taken out of the Contract, with 96-64-35 gallon Carts to be provided for the property owners, and the yard waste and Christmas Tree pick-ups will be eliminated in this new Contract. The Bulk Items are to be purchased through a “Tag” program similar to Wyomissing Borough. **On Motion** by Mr. Keltz, seconded by Ms. Scull, to approve advertising the Trash and Recycling Bids for January 1, 2020 through December 31, 2022 with a 1-Year option. Motion passed unanimously.

Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – August 19, 2019
Page Five

Stratix/Lynx Computer Systems Upgrades: The Manager and Police Chief met with a representative from Stratix/Lynx to discuss the Police Server, status of the Police Computers, Administration computers, Administration server, warranties and the computers that have Windows 7. The critical issues are the Police Server and the Township Server Warranty and Firewall. BOS should discuss as the Police Department Server was not in the 2019 Budget. Lynx is a CoStars Vendor so these quotes did not need to be bid. Ms. Stevens recommends that the Police Emergency and Township Emergency quotes are considered as these are the critical computer system updates needed at this time.

Lynx/Stratix other quotes are being put into the 2020 Budget. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve Lynx Computer Technologies quotes for the Police Server and Computer System Upgrade in the amount of \$19,668.00 and for the Township Server Warranty Renewal and Firewall Upgrades in the amount of \$3,672.00. Motion passed unanimously.

Green Valley Traffic Signal Modifications: A Development in South Heidelberg across from the Green Valley Traffic Signal will require modifications to the existing traffic signal. As we are the custodian of the Traffic Signal we are required to execute certain forms and adopt a Resolution to permit the Developer to make the modifications to the Traffic Signal and Roadway System per the Penn DOT Highway Occupancy Permit process. These improvements will be at no cost to Lower Heidelberg Township. The Manager completed the Resolution authorizing the submission of the Application for the Traffic Signal Approval to Penn DOT and will execute the Application known as the TCE-160 Form. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to adopt Resolution 2019-30 for the authorization of the submission to Penn DOT of the Application for the Traffic Signal Approval at Green Valley Road and Penn Avenue. Motion passed unanimously.

On Motion by Ms. Johnson and seconded by Mr. Keltz to have the Manager issue a letter of support to the Zoning Hearing Board for the proposed commercial automobile repair facility. Motion passed unanimously.

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

Solicitor's Report: Mr. Bellwoar noted that Executive Sessions were held on personnel matters and potential litigation. Mr. Bellwoar summarized that the Planning Commission Solicitor after discussion with the Planning Commission recommended that the Comprehensive Plan Amendment should be postponed and then updated when the 10 year timeline comes up and Andy Bellwoar's firm to send a letter per Board's consensus. Mr. Bellwoar asked if the Board had any input on the Zoning Hearing application of Carter and Sarah Reese and the BOS has no position at this time, and they would like the Zoning Officer and Zoning Hearing Board do their jobs unless the Zoning Officer has additional information.

Old Business - None

New Business - Craig Jones asked about the Papermill Bridge and if there is a Weight Restriction then the signs to be removed. Mr. Clay has one sign yet to remove, but Spring Township may need to remove their signs. Mr. Rhode stated that any legal loads should be able to cross the bridge.

**Lower Heidelberg Township Board of Supervisors
Regular Meeting Minutes – August 19, 2019
Page Six**

Mr. Jones noted that there may be pedestrian safety concerns as people now stand on the bridge deck on both sides, and the one side that had the sidewalk should be reviewed for safety. He noted that speeding has now begun again on Paper Mill with the bridge opened. He has also noted that the motorists are not stopping at the sign on the Spring Township side. Mr. Clay stated that the Paper Mill is a cut-through and a very different traffic pattern was observed when the road was closed. Can the Police install cameras for speeding and somehow to check on. Ms. Stevens noted that the steel is a specialty steel and the bridge does not need to be coated or painted. Mr. Jones asked about muffler regulations and the Chief stated that if it passes inspection the loud mufflers are permitted.

Mr. Prutzman also thanked the Supervisors for the Bridge Replacement asked about the bridge steel and thanked them for the answer for the type of steel. Mr. Prutzman also asked about the procedures on the motions before the motions are acted on. He asked about the IT source and Ms. Stevens advised that the IT purchases were through the Costars program. He also asked about the new Hiring Policy and wanted to know why the Policy was changed. Chief needed these outdated Policies updated to current standards.

Mrs. Brenner asked about the carts and if they have to use a cart. Ms. Stevens discussed that the solid waste haulers are all moving towards mechanical pickup compared to manual pickups. Ms. Stevens explained what may happen with the Tag Program. The Tag would be purchased at the Township Building and the Property Owner would place the Tag on the bulk Item. The Township would be responsible for contacting the Hauler on any extra pickups. Ms. Stevens summarized the bids will have several alternates and will include extra carts, extra bags, bulk items. The recycling will be a single stream co-mingled and we may bid a dual stream to separate the fiber/paper.

The Chief asked about the disposal and recycling locations and how do we know they are going to the recycling Centers. Ms. Stevens noted that the haulers must list where they are taking the both the waste and recyclables.

Mr. Nevitt asked about the organic waste and Ms. Stevens stated that the Township will be looking at providing some of the services to the residents instead of the Solid Waste Hauler.

Mr. Rush spoke about that Mr. Weaver is interested in moving his Business to Lower Heidelberg and to update the property along Penn Avenue into an automotive repair shop with a new building and will submit to Zoning Hearing Board for relief as well as follow the rules and regulations of the Township.

Public Comment – None Mr. Hollock complimented Andrew Kraft KCS and Ms. Stevens on cooperation

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

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

Approved: 9.16.19