

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
OCTOBER 21 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 Eric Brown, Chief Thomas Deiterich, Township Engineer Ryan Rhode (KE), Code Officer Glenn Kraft, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were the Tax Collector Sharon Boyer.

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

Mr. Keltz announced that there were Executive Sessions held prior to tonight's meeting, on October 16, 2019 and September 30, 2019 concerning personnel, potential litigation and collective bargaining.

Approval of Minutes - The minutes from the September 16, 2019 Regular Board of Supervisors meeting were distributed for review prior to the meeting. Barb Brenner asked about draft meeting minutes and Ms. Stevens stated that if she has any comments when the minutes are approved, that these minutes can be amended if necessary. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, approve the minutes for the meeting as presented. Motion passed unanimously.

Trash and Recycling Bids: Mr. Keltz noted that the Bids were opened for the Trash and Recycling Contract for 2020 to 2022 with a 1-Year Option for continued trash and recycling services. There are 5 Categories for the Supervisors to choose to award. **The apparent Low Bidder was J.P. Mascaro for Alternate Bid #4** - This Bid is exactly the same service that is currently provided by Waste Management. The cost per household will be \$242.00 in 2020, \$244.00 in 2021 and \$246.00 in 2022. Sam Augustine the Sales Representative of JP Mascaro attended the meeting and stated that they are willing to continue to the Monday solid waste pickup but would probably choose Tuesday for Recycling pickup instead of Thursday. He stated that there will be a mailing that will go out to the customers. He asked if there was a 5th Year Option and Ms. Stevens stated there was not. Mrs. Brenner asked about if the Holiday was on a Monday would both Trash and Recycling be shifted and Ms. Stevens answered that yes they should both be shifted. The Township would be receiving a calendar from JP Mascaro before the Contract begins to review and approve of each annual calendar. **On Motion** by Mrs. Johnson, seconded by Mrs. Scull, to award the January 1, 2020 through December 31, 2022 Trash and Recycling Contract to JP Mascaro for the total amount of 1,428,494.04 with the conditions that a different day for the pickup of Recyclables is provided by JP Mascaro as the Township does not approve of the same day pickup for Solid Waste and Recyclables, and that all contract documents are reviewed by and found acceptable to the Township Solicitor. Motion passed unanimously

Open to the Public

Frank Gabell commented that there was an increase in the Comcast Franchise Fee from approximately \$4 to \$8 in his monthly bill. Mr. Brown stated that the Franchise Fee is permitted per the Federal Telecommunications Act and there are other vendors that can come into the Franchise area. However, Dish and Direct TV are not bound by the Telecommunications Act.

Mr. Gabell thinks there is a discrimination on the Franchise Fee as we are not charging DISH and other providers. Ms. Stevens noted that the potential income is over \$100,000, and the increase in the Franchise Fee was done by Resolution earlier this year.

Mr. Prutzman thanked the Road Crew for the Improvements to Paper Mill Road and Mr. Clay corrected him that it was done by the Contractor, Asphalt Maintenance Solutions. Mr. Prutzman also commented on how bright the pavement markings were and were pleased for safety reasons.

Leigh-Anne Yacovelli gave the Wernersville Library update and requested to increase to \$4.50 per capita to be more in line for the Library Board. She updated the Board on the Imagination Station Program and she will submit an update for the Newsletter at Mrs. Scull's request. She noted that **in memory due to a generous donation** of a former Board Member, Lori Mountz, there will be free double the download of checkouts during the month of October. She also discussed the Yoga program that is year round and a very affordable program for all ages. There will be a fund raiser at Friendly's on October 24th from 5 pm to 8 pm at the West Lawn location, and there will be a Helping Harvest Drive for the public to drop off non-perishables. She again thanked the Board for their donation and support. **Correction above**

Tax Collector – Mrs. Boyer was present and the taxes collected for the Month of September were in the amount of \$3,853.54 and the reminder notices that were mailed has helped to collect taxes with only 86 tax bills outstanding.

Fire Commissioner – Ms. Stevens presented the September Fire Department Report and there were a total of 99 calls for the Month of September, and there were 430 Hours of training for the month. Staff activity included attendance of the new church, Grace Outlet grand opening, completed the plan reviews of Phoebe Berks renovations, conducted a structural burn training session with Spring & Wyomissing Fire Departments, and Commissioner Renshaw attended an event sponsored by the Center for Excellence in Local Government concerning Fire services in Berks County. Mrs. Johnson also stated that the Department had an Open House for Fire Prevention Week. Attending the Open House included personnel from our Police Department, Berks Department of Emergency Services, South Heidelberg Township and Sinking Spring Borough Police Department personnel and they had the Ladder Truck fully extended for those brave people who wanted to climb the ladder.

EMC – Ms. Stevens presented the EMC Report for the month of September, which included that the yearly overviews were sent to Lower Heidelberg and South Heidelberg, and that Mr. Schlottman is working on a plan of action for the implementation of an Emergency Operations Center.

Ambulance – Ms. Stevens presented the Western Berks Ambulance Report and for the month of September there were 21 incidents with 14 transports and the busiest time was between 2:00 p.m. and 3:00 p.m., compared to last 2 months the busiest times were noon

Planning Commission

The Planning Commission Meeting was cancelled for October 14, 2019 due to lack of agenda items.

Building/Zoning – Mr. Glenn Kraft presented the KCS Report summarizing that KCS issued 17 permits for a construction value of \$254,123.30. His office worked on 9 open property maintenance issues and 3 zoning issues. Zoning Hearing was withdrawn for Evans Hill, the 2 new applications one at 57 Virginia and 701 Stitzer for shed placement are scheduled for October 22, 2019, and the Hearing for 6841 Penn Avenue is scheduled for October 29, 2019.

Engineers - Mr. Rhode presented his report. Speeding counters were installed on Connecticut and Stitzer and will be submitting reports on the results as well as a report on the sight distance at Sabrina and Leslie.

Recreation Board

Ms. Scull stated that the Christmas Party is coming and is scheduled for December 7, 2019 from 2:00 to 5:00 with Santa and the theme of Toy Story 4. There will be cookies, drinks, free photos and fun crafts for the children.

Police Chief – The Chief presented his Report, and there were a total of 1,604.5 service hours, 196 incidents/calls with 6 criminal incidents and 2 motor vehicle incidents for the month.

The Chief announced that Trick or Treat night will be on Thursday, October 31st from 6:00 p.m. until 9:00 p.m. with the customary curfew restrictions from 9:00 p.m. through Friday, the 25th until Friday, November the 1st unless the juvenile is with an adult.

Road Foreman – Mr. Clay presented his report for September and the Michigan brakes and rotors will need to be repaired, they installed one of the culverts on Old West Penn and are waiting on UGI for lowering the line to install the other culvert, they did some line painting, they prepped the equipment for leaf collection, Mr. Clay requested an executive session concerning personnel after the meeting.

Mr. Gabell asked if the Township was pleased with the Green Valley roads and Mr. Clay was pleased with the work done by Asphalt Maintenance Solutions (AMS) and was with AMS today as they were street sweeping due to the presence of chips and stones. Mr. Clay will look along the curb lines and will crack seal as necessary and monitor the roads. More stones were present with this process due to the weather cooled the material quicker.

Manager/Secretary/Treasurer/Sewer Engineer

Road Crew Department Hiring: The Manager and Road Foreman requested permission to advertise for the Road Crew position as the Road Crew member gave his resignation after the September Board Meeting. The timeline for these new hires would be to have all applications submitted to the Township by October 18, 2019. Mr. Prutzman asked if there were any applications received and Mr. Clay answered yes he believes there were 12 received. **On Motion** by Mrs. Scull, seconded by Mrs. Johnson, to ratify the advertising for hiring a Road Crew Member. Motion passed unanimously.

Seasonal Items Request for Proposals: Since there were **NO BIDS** for the Seasonal Items of Diesel Fuel, Heating Oil and Propane, Request for Proposals were issued to various vendors.

Reladyne Northeast was the only vendor that submitted prices for heating oil and diesel fuel; and these are as follows: #2 Heating Oil priced at \$0.32 per gallon over the rack price on the day of delivery; and low sulfur diesel fuel at \$0.32 per gallon over the rack price on the day of delivery. No questions On Motion by Mr. Keltz, seconded by Mrs. Johnson, to approve the proposed prices from Reladyne Northeast for #2 heating oil and low sulfur diesel fuel. Motion passed unanimously. Since there were no vendors for propane, the Manager and staff will contact Pipeline Petroleum for 2020 pricing.

Penn Werner Sewer Rehabilitation Project: The work has been completed except for the final restoration, cleanup and punchlist walkthrough. There is a Payment Request No. 2 from Wexcon that was reviewed by the Engineer's and they recommend that the payment request be considered in the amount of \$133,522.73. There is a retainage being held in the amount of 5% and the balance to finish at this time is \$15,119.63 but without any change orders. The Final Completion Date is October 31, 2019. No questions. On Motion by Mr. Keltz, seconded by Mrs. Scull, to approve of Wexcon's Payment Application No. 2 in the amount of \$133,522.73 with the appropriate retainage being withheld. Motion passed unanimously.

Sanitary Sewer Services: The three year contract with Select Environmental Solutions is coming to the end as of December 31, 2019. A Request for Proposals was issued to Select Environmental and other similar firms to obtain Proposals for consideration at tonight's Meeting. The lowest proposal cost received for the requested services is from Select Environmental Solutions in the monthly amounts as follows: \$1,100 per month for Year 2020, \$1,150 per month for Year 2021, and \$1,200 per month for Year 2022. The other proposal received was from EEMA O&M Services and their amounts were as follows: \$1,275 per month for Year 2020 with an annual increase per the consumer price index for Years 2021 and 2022. None On Motion by Mr. Keltz, seconded by Mrs. Johnson, to approve the Proposal from Select Environmental Solutions for a three year contract for January 1, 2020 through December 31, 2022 for a total cost of \$41,400 to provide to Lower Heidelberg the Sanitary Sewer System Operations and Maintenance Services, and authorize the Manager to execute the Proposal. Motion passed unanimously.

The Board of Supervisors held a **2020 Budget Workshop Meeting** on October 16, 2019 to review a preliminary draft outline of the 2020 Budget. The Preliminary Budget will be available for the Public once approved by the Board at their November 18, 2019 Meeting.

Bill List and Treasurers Report: No questions. On Motion by Mr. Keltz, seconded by Mrs. Scull, approved the Treasurer's Report and file for Audit. Motion passed unanimously.

Solicitor's Report: Mr. Brown noted that he had nothing further and his items were covered in the the issues that were discussed in Executive Session.

Old Business

Mr. Jones asked about if Legacy Phase 2 can move forward without Legacy Phase 1 closed out. Mr. Rhode responded that yes the Phases can move separately. Mr. Jones has concerns about the escrow balance and Mr. Rhode will be looking into the amount.

New Business

Mr. Prutzman asked about the process of the Budget. Ms. Stevens noted that at the November Meeting a Preliminary Budget will be approved and available for public comment, then at the December Meeting the Final Budget will be approved and advertised. If for some reason the Final Budget does not get approved at the December Board meeting, the Budget must be approved by December 31, 2019, and the Solicitor's Office has again reminded the Township on the Process.

Mrs. Johnson noted that for 2020 there were no changes in the Fire Department Budget.

Ms. Brenner asked about Police Hiring and will we be interviewing next month. Mrs. Susan Grimes asked about the timeline and Ms. Stevens noted that she is hopeful that we will be hiring this year, but things can be delayed so that the new hires may be as late as January 2020.

On Motion, Adjournment at 7:49 pm by Mr. Keltz and seconded by Mrs. Scull. Motion Passed unanimously.

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

Approved: 11.18.19

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