

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
SEPTEMBER 16, 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), Glenn Kraft, Township Manager/Secretary/Treasurer Pamela J. Stevens, and Solicitor Andy Bellwoar. Also present were the Tax Collector Sharon Boyer, Emergency Management Coordinator Justin Schlottman, and WBFD Deputy Chief Leshar.

Chairman Keltz called the meeting to order at 7:06 p.m., and led the pledge to the flag.

Mr. Keltz announced that there was an Executive Session held prior to tonight's meeting regarding personnel issues and a real estate matter.

Approval of Minutes - The minutes from the August 19, 2019 Regular Board of Supervisors meeting were distributed for review prior to the meeting. No questions. **On Motion** by Mrs. Scull, seconded by Mrs. Johnson, approve the minutes for the meeting as presented. Motion passed unanimously.

Open to the Public

Allison Plevrakis gave a brief Library presentation concerning the status of the summer programs, the outreach to South YMCA, the program at the Conrad Weiser pool and Friday's child. Overall attendance increased and she thanked board for their financial support.

Charley Schaeffer a resident of Green Valley Estates on Grande Blvd for 26 years and he stated that he was frustrated with the conditions of the road. The finished product is not good and stones everywhere. There is also a white film along the gutters after the rain. The condition of the road system is not what he expected, and there are many stones still remaining.

Mr. Rhode discussed the Cape Seal Process is a 2 part process that is approved by Penn DOT. The Roads were broken out into construction streets vs. maintenance streets and the Cape Seal is a very cost effective maintenance tool. The product will wear and fade within a year to look like a more normal road surface. Mr. Clay stated that the portland cement was the white film that leached out and this is part of the product to help it harden. Mr. Rhode commented that this is an approved method to seal coat the roads, and the first maintenance option is Oil and Chip, second the Cape Seal, and third Ultra-thin Wearing Coarse. Mr. Rhode appreciates the comments and feedback and this is part of a 3 year to 5 year plan. A final cleaning of the stones will be done. Overtime, it will work itself into a better looking condition. Deb Cordes stated that the Pacific Cul-de-sac looks very rough. Mr. Rhode stated that the cul-de-sac's are hard to spread evenly with this maintenance coat, but over time the oil is leaching out, it will look like a typical road surface. Mrs. Cordes believes that the stones were a huge part of the complaints. Mr. Clay noted that the sweeper caused issues due to the style of the sweeper was not the vacuum type and pushed stones all over. Mr. Bellwoar noted that next time, we should change the bid documents to ensure the vacuum truck is available.

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Mrs. Cordes asked about the Cape Seal peeling up during the snow removal process. Mr. Rhode stated that this process is approved for this type of curbed street, and the application is under warranty. During the winter months, the roads should have better traction as this product provides more friction.

Tax Collector – Mrs. Boyer was not present. Ms. Stevens read the Report into the minutes. Taxes collected for the Month of August were in the amount of \$5,630.26. The tax collection is slowing down

Fire Commissioner – Deputy Chief Leshar presented the Fire Department Report and there were a total of 91 calls for the Month of August, a total of 707 calls for the year and 9 calls for Lower Heidelberg.

EMC – Mr. Schlottman presented his Report for the month of August, and there was really nothing to report. The EMC vehicle had 2 recalls that were taken care of and he e-mailed yearly overview reports to the municipalities.

Ambulance – Ms. Stevens presented the Wester Berks Ambulance Report and for the month of August there were 22 incidents with 19 transports and the busiest time again was around noon.

Planning Commission – Mr. Keltz summarized the Planning Commission Meeting on September 9, 2019 was held to discuss the Big Creek Annexation Plan. The Planning Commission made a conditional recommendation for Plan Approval to the Board of Supervisors. The Planning Commission approved minutes from their previous meetings. Copies of the Approved Meeting Minutes for the August 12, 2019 PC regular meeting and the July 29, 2019 PC workshop are included in the Board's Packet. Chief Deiterich asked the location of the Big Creek Annexation and Ms. Stevens stated the properties involved were at 205 and 275 Sweitzer Road. Mr. Bellwoar stated that he prepared a motion for the approval of the written decision which includes the requested waivers. On Motion by Mrs. Johnson, seconded by Mrs. Scull, that the Township approve the Big Creek LP Annexation Plans and the associated waivers, subject to conditions, all as reflected in the written decision presented by the Solicitor's office. Motion passed unanimously.

Building/Zoning – Mr. Glenn Kraft presented the KCS Report summarizing that KCS issued 18 permits for a construction value of \$206,903.10. His office worked on 9 open property maintenance issues, 3 zoning issues. The Zoning Hearing was withdrawn for the Evans Hill property, and they have 2 new applications will be on the Zoning Hearing Board's agenda on October 22, 2019, with one at 57 Virginia for work without permits and accessory structures not conforming to the Zoning Ordinance, and the other at 701 Stitzer for shed placement. The BOS does not want to take a position on these two (2) Zoning Hearing Applications

Engineers - Mr. Rhode presented his report. He had contacted the Church concerning the closure of the project, and he had reached out concerning the Old West Penn Agreements for the property owner to sign the easement agreement. He had reached out to LTAP concerning the speeding complaints on Connecticut and then LTAP will move these counters to Saddlebrook.

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Paper Mill Road Bridge Project: Mr. Keltz stated there is a Final Payment Request No. 3 from DESCCO in the final closeout amount of \$21,215.67 for the Township's share of the work. There is no retainage being withheld and the One-Year Guarantee Period begins with this Final Payment and will expire September 16, 2020. The Township's construction share for this project was in the amount of \$242,014.98. No questions. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, approve the Final Payment No. 3 to DESCCO in the amount of \$21,215.67 for their work performed and completed on the Paper Mill Bridge Project. Motion passed unanimously.

Recreation Board – Mrs. Scull announced that the Christmas Party for the Children will be held on December 7th from 2:00 to 5:00 and Santa Claus will be at the Party and photos again for free. The Theme will be Toy Story 4, and they can always use help.

Police Chief – The Chief presented his Report, and there were a total of 1,577.5 service hours, 326 incidents/calls with 14 criminal incidents and 7 motor vehicle incidents for the month. Three of his Officers attended the New Church's Open House.

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. from Friday, the 25th through Friday, November the 1st unless the juvenile is with an adult.

New Police Department Hiring: Mr. Keltz stated that the Manager and Police Chief are requesting permission to potentially hire two (2) new Patrol Officers for the Police Department and are requesting authorization to advertise for the position(s). The timeline for these new hires would be to have the Board of Supervisors make Conditional Offers to the Officers at their November 18, 2019 Board Meeting. No questions. **On Motion** by Mrs. Johnson, seconded by Mr. Keltz, to authorize the advertising for hiring potentially two (2) new Patrol Officers for addition to the Lower Heidelberg Township Police Department. Motion passed unanimously.

Road Foreman – Mr. Clay presented his report that 2 vehicles were inspected, Michigan was repaired, finished up road work on various roads before the oil and chip was to be applied, preparing for the Paper Mill Road to be paved in October, repaired a small section on Gaul Rd., installed 120 feet of pipe on Palm Rd, fixed street signs, mowing on Township Roads, and there will be a Public Works Class they will attend on October 3, 2019.

Manager/Secretary/Treasurer/Sewer Engineer

Seasonal Items Bids Opened: Ms. Stevens opened the re-bids today, September 16, 2019 for fuel heating oil and propane. There were no bids that were received for the re-bid for propane, diesel, and heating oil. The Manager will re-advertise for the Propane, Heating Oil and Diesel.

Penn Werner Sewer Rehabilitation Project: There is a Payment Request No. 1 from Wexcon for approximately 25% of the contract in the amount of \$153,750.15.

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Penn Werner Continued: There is a retainage being held in the amount of 10% and the balance to finish at this time is \$258,151.85. The new Final Completion Date will be October 31, 2019. The restoration of the roads will be just the trench restoration and not a complete road project. The curbing and other utility repairs need to be done before the roads are considered to be a road project. Mr. Rhode stated that this road has fallen into the construction category and that is why the roads that can be kept in the maintenance category need to stay in the maintenance category. On Motion by Mrs. Scull, seconded by Mrs. Johnson, to approve of Wexcon's Payment Application No. 1 in the amount of \$153,750.15 with the appropriate retainage being withheld. Motion passed unanimously.

Annual MMO: The Annual MMO report is due for the Police Pension and Non-Uniform Defined Contribution Plans. The figures have been provided by Duda Actuarial Consulting. The amount listed on the MMO report will be the figure used for funding the Pension Plans for 2020, and will be included in the 2020 budget. Resolution 2019-31 is ready for the Board's consideration for the necessary funding requirements. On Motion by Mr. Keltz, seconded by Mrs. Johnson, to adopt Resolution 2019-31, accepting the actuarial funding figures provided by Duda Actuarial Consulting for the Police and Non-Uniformed Pension Plans for 2020. Motion passed unanimously.

HVAC Preventive Maintenance Quote: We have received a preventative Maintenance Quote from Burkhardt Mechanical for preventative maintenance services from September 2019 to August 2020 with 3 visits in this time period. In the past we have just made the emergency calls when the HVAC systems failed to operate, leaks through ceilings, detected propane odors, leaked condensate, thrown belts, etc. The Preventative Maintenance Quote is in the Amount of \$5,970.00 and this is less than other years of emergency call outs to repair the 5 main systems we have here at the Township. We have a Road Crew System, Police Department System, Administration System, Meeting Room System and the Community Room System. No questions. On Motion by Mr. Keltz, seconded by Mrs. Johnson, approve the Preventative Maintenance Quote in the amount of \$5,970.00 for Burkhardt Mechanical to provide the Preventative Maintenance Services three times from September 2019 through August 2020. Motion passed unanimously.

Sanitary Sewer Services: The three year contract with Select Environmental Solutions is coming to the end of the Contract at the end of December 2019. A Request for Proposals should be issued to Select Environmental and other similar firms to obtain Proposals for consideration at the October 21, 2019 Meeting. No Questions. On Motion by Mrs. Johnson, seconded by Mrs. Scull, to authorize the issuance of Proposals to several Firms for Sanitary Sewer System Operations and Maintenance Services. Motion passed unanimously.

MS4 Annual Report: The Annual MS4 Report is due to PA DEP by September 30, 2019. The Report is ready to be submitted but should be authorized to be submitted by the Board. No questions. On Motion by Mrs. Scull, seconded by Mr. Keltz, to authorize the submission of the Annual Municipal Separate Storm Sewer System to PA DEP. Motion passed unanimously.

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

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ADDED TO AGENDA - Treasurer Transfer Request: No questions. **On Motion** by Mrs. Johnson, seconded by Mr. Keltz, to authorize the Treasurer to transfer funds from the Police Savings Account to the General Fund Checking Account for the previously authorized expenses for necessary computer software and hardware upgrades. Motion passed unanimously.

Mrs. Wert asked about the status of the Trash and Recycling Bids. Ms. Stevens noted that since it was not an action item, it was just an update in the Agenda, she skipped over it.

Trash and Recycling Bids: Ms Stevens summarized the Trash and Recycling bids. There are 5 Categories in the Bids for the Board of Supervisors to choose from when the Bids are opened. One of the Bids will be exactly what they have now. The focus of the bids were for one single cart and the timeframe for the decision of the Supervisors will be after September 30, 2019. Various unit costs for carts, bags and bulk items were a result of the resident comments. Mr. Bellwoar stated that the low bid must be accepted and once the bids are opening Ms. Stevens will be presenting the bid results to the Board. The reason the bids are being done now is for the vendor to manufacture them. Depending on the bid results, the Supervisors may schedule a separate evening meeting.

Solicitor's Report: Mr. Bellwoar noted that there were two (2) new Zoning Hearings scheduled. The Board needs to ratify the letter that was issued concerning the issues involving the Reese' Zoning Hearing. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, to ratify the letter that was sent to the Reese's. Motion passed unanimously.

Old Business

Mr. Bellwoar summarized the **L&B Dodge Easement Agreement** that was being prepared for the culvert replacement on Old West Penn Avenue at the L&B Dodge Facility and the need for the easement was due to the encroachment onto their property. **On Motion** by Mrs. Scull, seconded by Mrs. Johnson, approve conditionally entering into the Easement Agreement with a corrected Acknowledgement between Lower Heidelberg Township and the Property Owner of L&B for work outside of the public right-of-way and on private property. Motion passed unanimously.

New Business

Timberlake Phase 2 Dedication of the Roads: Mr. Bellwoar discussed that the Board should consider approving the Resolution 2019–32 which accepts dedication and authorizes the Board to sign the Deed of Dedication and the Agreement. The Solicitors would then file the Deeds of Dedication with the Recorder of Deeds. No questions. **On Motion** by Mrs. Johnson, seconded by Mr. Keltz, to adopt Resolution 2019-32, accepting dedication of the roads and sanitary sewer in Timberlake Phase 2, specifically, portions of Stitzer, Lengle and Marlin, and authorizing the Board to execute the Deeds of Dedication and the Dedication Agreement including Bill the Sale for the Sewer. Motion passed unanimously.

Public Comment: Mr. and Mrs. Bova commented that the Township is doing a great job mowing but the State Contractor does a very poor job on Heffner Road. Mr. Kraft suggested to call Jim Cox's office.

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The Chief commented on the security system and appreciated the Board authorizing it as a resident who was very angry was not permitted to enter the building.

On Motion, Adjournment at 8:02 p.m. by Mr. Keltz and seconded by Mrs. Scull. Motion Passed unanimously.

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

Approved: 10.21.19

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