

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
NOVEMBER 18, 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 Fire Commissioner, Jared Renshaw and the Western Berks Ambulance Director, Tony Tucci.

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

Executive Session: Mr. Keltz stated that the Board held Executive Sessions prior to tonight's meeting concerning personnel, potential litigation and collective bargaining, and an Executive Session after their October 21, 2019 Board Meeting for personnel matters.

BOS Approval of Minutes: The minutes from the October 21, 2019 Regular Meeting were distributed for review prior to the meeting. On Motion by Mr. Keltz, seconded by Mrs. Scull, approve the minutes for the meeting as presented. Motion passed unanimously.

Public Comment – Open to Public

Tax Collector – Mrs. Boyer was not present and Ms. Stevens noted that the taxes collected for the Month of October were in the amount of \$22,615.69.

Fire Commissioner – Mr. Renshaw presented the September Fire Department Report and there were a total of 105 calls for the Month of October, and there were 755 Hours of training for the month. Fire prevention week 5 visits to schools and Staff activity included five fire prevention visits, fire safety messages to over 1,000 children, hosting the open house on October 12th, other Fire and Police were present participating in the Gettysburg Staff Ride, now having 15 members certified with water rescue, and Renshaw attended SR6 Legislation.

EMC – Ms. Stevens presented the EMC Report for the month of October, where no incidents occurred but did include training, specifically with PA American for a water contamination scenario and with Berks Department of Emergency Services for Pipeline Emergencies.

Ambulance – Mr. Tucci presented the Western Berks Ambulance Report and for the month of October there were 26 incidents with 19 transports and the busiest time was 10:00 p.m. with 3 Incidents, compared to the last 3 months the busiest times were in the afternoon. WBA were 1 of 3 to get a United-Way grant for a \$25,000 for wheel chair vans and WBA had no out of pocket expenses for 2 wheel chair vans!

Planning Commission

Ms. Stevens noted that the Planning Commission Meeting was held on November 11, 2019 to discuss a Sketch Plan for the Calvary Bible property. Mr. Nevitt was not present.

Building/Zoning – Mr. Glenn Kraft presented the KCS Report summarizing that KCS issued 18 permits for a construction value of \$665,573.29. His office worked on 9 open property maintenance issues and 5 zoning issues. Zoning Hearings were held in October for 57 Virginia and 701 Stitzer for shed placement and a Use Variance for the property at 6841 Penn Avenue.

Engineers - Mr. Rhode presented his report. No action items and received 3 escrow requests and these will be ready for next month. Portion of the escrow for street light release and the Chief will verify. Emergency services RFP. LTAP is preparing a Memo for the speed study and should be ready for next month

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 1,625.5 service hours, 143 incidents/calls with 7 criminal incidents and 8 motor vehicle incidents for the month.

Road Foreman – Mr. Clay presented his report for October. Skid Loader and Backhoe work done. GMC was over-heating. Painted slow arrows and did crack sealing in GV. Leaf collecting until 12.6.19. Old West Penn culvert was completed and trench cut was paved. The Road Crew will block the existing pipe culvert with concrete. Roughly 352 tons of blacktop was placed in 2019. Ms. Stevens noted that Mr. Clay attended a training class is for Low Volume Roads.

Road Crew Department Hiring: Mr. Keltz The vacant Road Crew position has been filled and the Manager and Road Foreman request the ratification of hiring David Scholl at a rate of \$23.00 per hour as of November 4, 2019. No questions. **On Motion** by Mrs. Johnson, seconded by Mrs. Scull, to ratify the hiring of David Scholl a Road Crew Member at \$23.00 per hour. Motion passed unanimously.

Road Crew Department Seasonal Hiring: Mr. Keltz stated that the Board would like to again hire Seasonal Plow Driver's at a rate of \$19.00 per hour for non-CDL drivers and \$20.00 per hour for CDL drivers to assist with the Winter Season of 2019-2020. No questions **On Motion** by Mr. Keltz, seconded by Mrs. Johnson, to hire Seasonal Plow Driver's at a rate of \$19.00 per hour for non-CDL drivers and \$20.00 per hour for CDL drivers to assist with the Winter Season of 2019-2020, specifically: Greg Deiterich at \$19.00 per hour, Greg Leffler at \$20.00 per hour, Ryan Lesagonicz at \$19.00 per hour, Vince Mazza at \$20.00 per hour, Chad Mundell at \$19.00 per hour, Jarrod Schell at \$19.00 per hour, Alex Stonefelt at \$20.00 per hour, Brian Ziegler at \$20.00 per hour and Brett Forry at \$20.00 per hour. Motion passed unanimously.

2019 Road Project: Mr. Keltz stated that Asphalt Maintenance Solutions (AMS) submitted their Payment Application for the work completed for the 2019 Road Project. There is a Final Payment Request No. 1 that was reviewed by the Manager, and she recommends that the payment request be considered from AMS in the total amount of \$418,634.62. The Roads involved in this 2019 Road Project were Faust, Gaul, Knollwood, States, Park Place, Pacific, Grande and Paper Mill. The payment will be split between the balance in the 2016 Bond and the Fulton Bank Capital Improvement Fund as follows: \$378,635.21 from the Bond, and \$39,999.41 from Fulton leaving a balance of approximately \$360,000.00.

With this Final Payment to AMS, the One-Year Warranty Period will also begin, and will end on November 19, 2020. No questions. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, approve the Final Payment No. 1 to AMS in the total amount of \$418,634.62 for their work performed for the 2019 Road Work Project. Motion passed unanimously.

The Township Engineer has contacted the Legacy Developer who will be responsible to remit approximately \$50,000 towards the Paper Mill Road Project which will come out of their financial escrow account.

Manager/Secretary/Treasurer/Sewer Engineer

Penn Werner Sewer Rehabilitation Project: Ms. Stevens stated that the work has been completed and a Certificate of Substantial Completion with a Punchlist was issued to Wexcon. The items on the Punchlist were developed by the Manager and Sewer Engineer. There is a Payment Request No. 3 from Wexcon that was reviewed by the Engineer's and they recommend that the payment request be considered in the amount of \$62,735.15. There is a retainage being held in the amount of 5%, specifically, \$18,421.48 and the balance to finish at this time is \$61,893.98. The Final Completion Date was October 31, 2019, and they met the contract commitment. Chief asked on behalf of a resident why only certain laterals were replaced. Ms. Stevens explained that there was a video done of the sanitary sewer in the Penn Werner area and the results of the video created the project. **On Motion** by Mr. Keltz, seconded by Mrs. Johnson, to approve of Wexcon's Payment Application No. 3 in the amount of \$62,735.15 with the appropriate retainage being withheld. Motion passed unanimously.

Robesonia Wernersville (RWMA) Grant Application Support Request: Ms. Stevens discussed that the engineer for RWMA submitted a request to write a letter of support to be included with their sanitary sewer PA Small Water & Sewer Grant Application for their proposed replacement of a portion of their interceptor sewer line. The letter would be supporting the proposed projects consistency with the Joint Comprehensive Plan. **On Motion** by Mrs. Scull, seconded by Mr. Keltz, to support the proposed interceptor relocation project and authorize the Manager to issue a letter to the Authority for inclusion in their grant application. Motion passed unanimously.

MS Stevens stated that 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 this November 18, 2019 Meeting.

Draft Budget: There is a proposed change of 0.50 mils to the general millage to provide for the budget increases in public safety and Township services including the hiring of two (2) new Patrol Officers. All of the other taxes will remain the same as in Year 2019 as follows: Street Light Tax at 0.24 mils, Fire Tax at 0.87 mils, Fire Hydrant Tax at 0.079 mils, Ambulance Tax at 0.234 mils, and Debt Service at 1.113 mils. The delta increase from 2019 would be 5.536 mils to 6.036 mils, a change of 0.5 mils. A home assessed at \$165,000 would be affected by an increase of approximately \$80 annually for the public safety services, and would result in an overall Township tax of \$995.94 for the Year 2020 for the Township to provide Fire, Ambulance, and Police services, and to cover the 2016 Bond Debt payments and Street Light services. **On Motion** by Mr. Keltz, seconded by Mrs. Johnson, approve the Draft 2020 Budget, approve to advertise the Budget is available for Public Comment, and to plan for the adoption of the Final Budget at the December 16, 2019 Board of Supervisors Meeting. Motion passed unanimously.

Uniform Service Contract: Ms. Stevens stated that the Township is terminating the Uniform Service Contract with CINTAS as of November 30 December 1, 2019, and entering into a new Uniform Service Contract with National Uniform Rentals. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, approve the new Uniform Contract with National Uniform Rentals for a Sixty (60) Month Term. Motion passed unanimously.

Bill List and Treasurers Report: **On Motion** by Mr. Keltz, seconded by Mrs. Johnson, approve 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 issues that were discussed in Executive Session.

Mr. Brown stated that Mrs. Johnson has requested to modify the Benecon Insurance Plan to accommodate the Supervisors to participate in the Healthcare Plan. Mr. Brown stated that a motion is required to authorize the plan amendment so Ms. Stevens can contact the Insurance Company. Mrs. Johnson quoted the Second Class Code. Mr. Brown stated that a letter from Mrs. Johnson is still required requesting the healthcare coverage. Before the motion was finalized Mr. Prutzman had a question on the 5 supervisors on healthcare, and the associated costs including compensation. Mr. Brown stated that the healthcare is not compensation in the second class code, and the supervisor will receive the same healthcare benefit as a Township non-uniform employee. Ms. Stevens informed Mr. Prutzman of the approximate monthly premium cost for the Healthcare coverage is approximately \$2,500.00.

On Motion, Mr. Keltz and seconded by Mrs. Scull authorized the Manager to contact Benecon to modify the Benecon plan to allow the Supervisor to participate in the plan. Motion passed.

Mr. Prutzman had a question on the Debt Service and Ms. Stevens stated that the pay down of the Debt is through the Amortization schedule which includes Principal and Interest Payments for the 2016 Bonds. Ms. Stevens stated that the Bond payback should be a 20 year term.

Old Business – None

New Business – None

Public Comment – None

Adjournment: **On Motion** by Mr. Keltz and seconded by Mrs. Scull, motion passed and adjourned at 7:40 p.m.

Next Resolution Number 2019 – 33

Next Ordinance Number 2019 – 361