

**Lower Heidelberg Township Board of Supervisors**  
**BOS Meeting Minutes - Regular Meeting**  
**May 18, 2020 Virtual Meeting**

The Lower Heidelberg Township Board of Supervisors held their monthly meeting remotely through the Zoom Platform on the above date. The May monthly meeting was duly advertised to be held electronically through the Zoom application via telephone and the internet. Present were Chairman Michael Keltz, Vice-Chairwoman Deborah P. Scull, Member Cheryl Johnson, Township Solicitor Andy Bellwoar, Police Chief Thomas Deiterich, Township Engineer Ryan Rhode (KE), Zoning and Code Officers Glenn Kraft and Andrew Kraft, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were Tax Collector Sharon Boyer, Fire Commissioner Jared Renshaw, Emergency Management Coordinator Justin Schlottman, Western Berks Ambulance Executive Director Anthony Tucci, David Kurtz, Robert Melson, Paul Prutzman, Mike Roberts, Mrs. Stoltzfus, Bill Condie, Gregg Bogia, Eric Vorgity, Joe Margusity, Atty. Dan Becker and Keith Mooney.

Chairman Keltz called the meeting to order at 7:01 p.m., and led the pledge to the flag. He asked everyone to then remain standing for a **Moment of Silence**: to honor the May 2, 2020 passing of **Vincent Loeb** who worked for 40 years as Road Crew member of the Township.

**1. Minutes:** Mr. Keltz stated that that there was no public or virtual March 18, 2020 Board Meeting due to the Pandemic and the minutes from the January 6, 2020, January 20, 2020 and February 17, 2020 were circulated to the Supervisors prior to the meeting. There were no questions. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, approve the minutes for the January 6, 2020, January 20, 2020 and February 17, 2020 meeting as presented. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

**Public Comment – Open to Public:** There were no questions or comments from the public during this part of the meeting.

**Reports –** Ms. Stevens noted that to assist the attendees of the virtual meeting the Reports and Items to discuss are numbered.

**2. Tax Collector –** Mrs. Boyer was present and stated she collected \$1,691,398.77 for the month of April. With the sitting hours cancelled, the use of the Township's exterior drop box for tax payments worked out well to get the tax payments to her and the Township personnel kept her updated when there were payments to be picked up. She clarified that the discount period did include payments postmarked by April 30<sup>th</sup> but she has also been returning some payments received after the discount period ended as people are still thinking that they can submit the discount amount and were probably confused with the newspaper article of the payment dates.

**3. Wernersville Public Library –** Obviously the Library has been closed since the middle of March for foot traffic but they have been running numerous on-line programs which according to the Report have been very well attended. The Library will be disinfecting the Library as they are getting ready to open their doors and are looking for donations of cleaning supplies, antiseptic, and masks and then they do not have to use money out of their budget. Mr. Tony Tucci the Executive Director of the Western Berks Ambulance Association offered a donation of a five gallon bucket of a liquid disinfectant and he will have someone drop it off at the Township Building tomorrow.

Ms. Stevens discussed that the Supervisors were considering a partial donation of 25% of the annual amount to the Library at this time due the impacts to the budget that are not yet known but understand that the Library is virtually open. Ms. Stevens requested that Solicitor Bellwoar state the motion for the monetary donation. Mr. Bellwoar stated that the motion would be to authorize a donation to the Wernersville Public Library in the amount of \$5,500.

**3. Wernersville Public Library continued - On Motion** by Mrs. Scull and seconded by Mr. Keltz, authorize a donation to the Wernersville Public Library in the amount of \$5,500. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

**4. Fire Commissioner** - Fire Commissioner Jared Renshaw provided his Fire Department's April report. They are still operating under the COVID-19 dynamic staffing which starting at the end of March and also doing all of their training through Zoom. Does anybody have any questions? Ms. Stevens asked if there were any issues that he wanted to discuss. Mr. Renshaw stated that things have been going smoothly and early on they have been proactive and implemented good disinfection practices as suggested by Tony Tucci. They have weekly Zoom Meetings that are hosted by Mr. Tucci to keep up with the COVID-19 data and get weekly updates from Tower Health. There was only one case of COVID-19 in a member but it was a family case and not through work. Mrs. Johnson heard good news that the Volunteers and Paid Staff have been working very well together. Mr. Renshaw noted that one of the things they are doing quite a bit of is Birthday parade celebrations and they are up to over 20 celebrations and have more scheduled so they are becoming experts at disinfecting and organizing celebration parades. Mr. Kurtz asked Mr. Renshaw about duckling rescues. Mr. Renshaw noted that there were 2 ducking rescues in one week.

**5. Emergency Management Coordinator (EMC)** - The Emergency Management Coordinator Justin Schlottman was present but due to technical difficulties the attendees were requested to review the report presented on the screen which was focused on COVID-19 issues. Ms. Stevens stated that she has attended several Zoom meetings along with Mr. Schlottman concerning COVID-19 issues as well as PEMA reimbursement. The threshold for reimbursement is \$3,500.00. We are not even close to this threshold which is a good thing so we may need to wait on the reimbursement and will keep the Board updated.

**6. Ambulance** – The Executive Director Anthony Tucci was present and as shown in the report the call volume is down about 20% from the 911 Center. Unfortunately the acuity level is way up as well as people are waiting too long and the amount of cardiac and unconscious case rate is through the roof and they are getting 3 to 4 cardiac arrests and 5 to 6 unconscious calls per day or per shift which is unheard of and they are trying to get the message out to call sooner. He understands people are nervous about COVID-19, but the people are not going to get COVID-19 by going to the Hospital. They have created a Berks County EMS COVID-19 Task Force which was started by a very small group of the four core EMS groups of Western Berks, Northern Berks, Muhlenberg and Southern Berks to mitigate circumstances together. This coalition has grown to include 19 EMS organizations, 5 Health Systems with 6 Medical Command Physicians, Berks DES, the County Coroner, Healthcare Coalition, School of Health Sciences and many other organizations. They were meeting every day at 10:00 a.m. to keep apprised of the COVID-19 data and have reduced these meetings to Mondays, Wednesdays and Fridays. They are also meeting with all of the Fire Departments in the County every Sunday night to share information and resources and to make sure that all of the Fire Departments are covered with sufficient supplies of PPE. The biggest PPE issue they have right now is an inefficient supply of isolation gowns. They have placed an order of gowns with Stitch-Fit in Mohnton to produce medical grade reusable gowns and at cost. They also received from Mrs. Johnson a donation of handmade cloth masks and surgical caps. They have also reached out to all of their Police Departments to make sure they have a sufficient supply of PPE and disinfectant. They have also extended the offer to disinfect the Police vehicles with the Pro-Cure One spraying system and these are at the Emergency Departments at St. Joes and Tower Health which the Police Departments and Fire Departments can use to disinfect their vehicles. They also have one at their Station in West Lawn and will be getting another sprayer for their Robeson Station.

**6. Ambulance – continued:** Every Lowe’s in Berks County has generously donated these \$600 sprayers to the Association to help decontaminate the emergency responder vehicles. The call volume is starting to come back up but the acuity level is still too high. Are there any questions for the attendees as the Ambulance Association is the front line in this pandemic. Ms. Stevens noted that she did include the March Report which does support the reduced volume of calls. Mr. Tucci noted that there are some emergency responders that have contracted the Virus and are hospitalized. It is EMS Week and this is their special week so if you see an EMS person please thank them.

**Planning Commission** – The May 11, Planning Commission Meeting was cancelled as there was no planning business.

**7. Building/Zoning** – Mr. Andrew Kraft stated that Kraft Code Services issued 16 permits for a construction total value of \$1,087,798.39, as the Governor’s orders did not stop the permit process. Kraft Code Services staff arranged a drive through permit pickup process as well as pick-up and drop off paperwork process with the Township Manager. The construction industry was closed down but since several homes were going to closing they performed 11 inspections and issued 1 Certificate of Occupancy. The rental inspections have been suspended but they are still receiving rental paperwork and are processing the same. They have 4 open property maintenance issues, 5 open zoning matters and were able to close 1 zoning complaint. No questions on the Building and Zoning Reports.

**8. Gamez Zoning Hearing Application:** Ms. Stevens stated that this Zoning Hearing is on the Agenda at the request of Andy Bellwoar. In his opinion this is a very benign Zoning Application. No motion is necessary if there is no opinion. Ms. Stevens took a roll call. Roll Call for Opinion - Mr. Keltz – No opinion, Mrs. Scull - No opinion, Mrs. Johnson - No opinion.

**9. Valley View Mobile Home Park:** Ms. Stevens briefly discussed the background of the timing and the matter was not discussed since the March Board meeting was cancelled. Ms. Stevens requested that Andrew Kraft give the background of the request. Andrew Kraft clarified the request further in that there was an old Ordinance that stipulated 20 feet of separation between units. The trailer park owners have replaced many units with newer units. Trailer Park owner’s request for the placement of a new unit on a “Lot” that did not have a trailer placed previously. Currently the majority of the trailers have at least 10 feet separation but the new trailer will not be able to be located with 20 feet of separation. Since the Ordinance is a stand-alone Ordinance the Trailer Park Owners are requesting the Supervisors relief from the 20 feet of separation. Mrs. Stoltzfus agreed with what Andrew Kraft stated. Additionally Andrew Kraft stated that there is sufficient sewer capacity for this new unit. Mrs. Scull asked if there are other units that do not meet the 20 feet separation. He agreed that some do not meet the 20 feet separation and when they did replace units they kept the same type of unit single wide and double wide. The footprints are then grandfathered and no approval was required previously but since this is a new unit the Supervisors need to approve of the request. Glenn Kraft then stated that the Ordinance was put into place due to the age of the on-lot septic system and to limit the number of Trailers connected to the system. Mr. Bellwoar then requested from the Kraft’s clarification on the motion since it seems like it is not a setback distance but a separation distance. Andrew Kraft confirmed that it is a separation between the trailer units. Mr. Bellwoar then rephrased the motion for the Board’s consideration. **On Motion** by Mrs. Johnson, seconded by Mrs. Scull, approve the new trailer to be placed on Lot 20 but in accordance with the separation requirement of at least 10 feet between trailers and the placement verified by Kraft Code Services. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

**10. Engineers** – Mr. Rhode stated that there is one item that is not in his Report so he would like to cover that while Andrew Kraft is still in the meeting.

**11. Green Valley Estates West Lot 95 – 12 Regina Deck Post Easement Encroachment.** Mr. Rhode discussed that there is a request for an encroachment into a stormwater easement and he has discussed the request with Andrew Kraft as this is the first encroachment request for a habitable structure unlike a fence or shed. The swale should remain free flowing and clear of obstructions. Mr. Rhode has concerns that this could carry some liability by allowing the habitable structure that is also attached to the house. There are other decks in the subdivision which Kraft will be investigating. Storage underneath the deck would not be permitted and Mr. Condie agreed to that stipulation and stated when he had moved in the deck next to his home was already installed so he thought he could have a deck. Mr. Bellwoar stated that the Encroachment Agreement could be modified to hold the Township harmless and to add a clause concerning no storage underneath the raised deck. Mrs. Scull requested clarification on additional decks that encroach into the easement and Mr. Rhode agreed that there are other decks that must be investigated for non-compliance. Mr. Kraft offered that a different deck design possibly could eliminate or reduce the encroachment by a cantilever design. Mrs. Johnson asked if Andrew Kraft could meet with the property owner to assist them. He agreed but pointed out that the on the plot plan, the easement is only a few feet from the rear of their home. Mr. Kraft believes that it is unlikely the posts could be installed totally out of the easement. Mr. Kraft and Mr. Rhode did state that the plans do reflect an overland swale and storm piping system. The Supervisors need more information, so the matter is tabled until next month so Mr. Kraft will contact Mr. Condie. Mr. Glenn Kraft stated that access to the easement by the Township is what is very important.

10. Continuing on Mr. Rhode’s Engineer Report – the construction activities have begun on Phase 1A of the Glen Ridge Estates and if there are any safety issues or dirt and debris on the Road to make sure that the Police Department, Mr. Rhode and Ms. Stevens are contacted.

**12. Community Evangelical Church Escrow Release:** Mr. Rhode discussed the Church Project and Escrow Closeout request in the amount of \$322,986.70. The Church has completed the Phase 1 Improvements and are not moving forward with the Phase 2 Improvements. The Site Improvements have been inspected by the Township Engineer and the Berks County Conservation District and found acceptable to close out the Project, except with the following conditions from the Township Engineer: the installation of a Stop Sign, installation of several wheel stops, and reimbursement to the Township of all Invoices. **On Motion** by Mr. Keltz, seconded by Mrs. Johnson, approve the Final Release No. 1 of the Escrow for the Community Evangelical Church in the amount of \$322,986.70 with the conditions of the installation of a Stop Sign, installation of several parking wheel stops, and reimbursement to the Township of all Invoices, and to close out the Project as recommended by the Township Engineer. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

**Recreation Board** – Nothing to Report.

**13. Police Chief** - The Police Chief presented his Report and there were 2,151.75 hours of service, 102 incidents, 3 criminal incidents, and 4 motor vehicle accidents. As Mr. Tucci stated call volume is down and they are scaling things back and trying to handle many issues by phone and limit their responses. The Officers are keeping the Department sanitized and Mr. Renshaw has coordinated the disinfection of the Police Vehicles after arrests at the Fire Department and he thanks Fire Commissioner Renshaw. So far the Department is doing well with PPE supplies.

**13. Police Chief continued:** He extended thanks to Mr. Schlottman for his coordination of delivering the PPE supplies from the County Stockpile. Ms. Stevens asked about the status of the Blue Marsh patrols. The Chief stated that they started May 18, 2020 and then corrected the date by e-mail to Ms. Stevens that the start date was May 1, 2020. He also posted Water Road and there have been no issues on Water Road. There have been parking problems on Reber's Bridge Road so No Parking signs have been posted which seem to address the safety issue as people were parking both sides of the road. As Mr. Rhode pointed out he has seen the work begin at Glen Ridge Estates on Sweitzer Road including the tree removal, land clearing and equipment mobilization.

**Lower Heidelberg Police Officers Association Collective Bargaining Agreement:** Ms. Stevens stated that the new Collective Bargaining Agreement with the Police Department was approved several months ago by the Supervisors, and the Agreement was recently reviewed and approved by the Association's legal representative; and was subsequently signed by all parties. Now that all parties have signed, the Supervisors should ratify the execution of the Agreement for the period of January 1, 2020 through December 31, 2023. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, move to ratify the execution of the Lower Heidelberg Township Police Officer's Association Collective Bargaining Agreement for the period of January 1, 2020 through December 31, 2023. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson – Abstain. Motion passed with two Yes votes.

**New Police Hires:** Officer Steven Caltagirone and Officer Ryan Rhoads, the two (2) new Police hires have over 30 years of Police experience between the two of them. The new Collective Bargaining Agreement has language that permits the Board of Supervisors to promote the new hired Officers to a higher classification due to their level of experience. The Supervisors are considering that the two new hires Officer Steven Caltagirone and Officer Ryan Rhoads be promoted to the following classifications, pay rates and at the starting dates as supported by the Chief of Police: Starting June 1, 2020 the Officers will be promoted to Level 2 at a hourly rate of \$38.59, and the future intention is starting September 1, 2020 the Officers will be promoted to Level 3 and at a hourly rate of \$40.03. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, move to promote the two new hires Officer Steven Caltagirone and Officer Ryan Rhoads from Probationary Level 1 Patrol Officer Trainee to the following as supported by the Chief of Police: Starting June 1, 2020 the Officers will be promoted to Probationary Level 2 Patrol Officer Second Class at an hourly rate of \$38.59. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson – Abstain. Motion passed with two Yes votes. Mr. Bellwoar requested that Mrs. Johnson complete the voting abstain form for both of these motions and she will complete these forms.

**14. Road Foreman –** Ms. Stevens summarized the emergency call outs that the Road Crew responded to during their furlough and they were called back to work today. There were 2 PA One Call emergency callouts that are typically gas leaks, several callout for trees due to the wind, one callout to temporarily replace a broken vent pipe on the roof on the Police side until the HVAC Company can make the permanent repair, and several callouts for sign replacements. Mr. Clay will be attending the next meeting virtually or physical meeting with a Road Crew Report.

**Road Crew Furlough:** Mr. Bellwoar stated that the Board of Supervisors have entered into a revised Memorandum of Understanding to permit the Road Crew to return from Furlough on Monday, May 18, 2020. **On Motion** by Mr. Keltz, seconded by Mrs. Johnson, approve the ratification of the revised Memorandum of Understanding between the Teamsters and the Township to bring the Road Crew back to work from furlough, and authorize the Chairman to execute the Memorandum of Understanding. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

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

**15. Tax Resolution:** Ms. Stevens stated that in order to align with the County Commissioners decision of keeping the discount payment date of April 30, 2020 but to extend the 2020 Flat Rate for payment of the Real Estate Taxes to September 30, 2020, the Supervisors should adopt a Resolution know as 2020-19. **On Motion** by Mrs. Johnson, seconded by Mrs. Scull, approve the extension of the payment of the 2020 Real Estate Taxes to September 30, 2020 by adopting Resolution 2020-19, and forward a copy of the Resolution to the Tax Collector and to the County Treasurer, Dennis Adams. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

**16. Recycling Resolution – Clear Identification of Cardboard:** Ms. Stevens stated that the due to the Pandemic and the Stay at Home Order, numerous people have been ordering countless items on line which has resulted in a significant amount of household cardboard and trash. In our current Ordinance, cardboard is listed under the definition of mixed residential paper. Our current Solid Waste Hauler JP Mascaro have notified the Township Office that many residents seem to be placing cardboard out with their regular trash and not recycling the cardboard. To clear up the confusion, the Supervisors should adopt an updated Resolution 2020-20 that clearly lists cardboard as a material to be separated from the municipal trash. **On Motion** by Mrs. Scull, seconded by Mr. Keltz, approve the adoption of an updated Resolution 2020-20 that clearly lists cardboard as a recyclable material to be separated from the municipal waste. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

**17. and 18. Bill List and Treasurers Report:** Ms. Stevens noted that the bill lists are since the April Board Meeting and the Treasurer Reports are the status of the VIST General Fund Checking Account, the VIST Sewer Fund Savings Account, and the VIST State Aid Liquid Fuels Checking Account. **On Motion** by Mr. Keltz, seconded by Mrs. Johnson, approve the Bill Lists and the Treasurer’s Report, and to file the Report for Audit. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

**Solicitor** - The Solicitor stated that he did not have a Report but had been providing legal counsel on the COVID-19 matters including safety and legal issues. Ms. Stevens will be providing additional guidelines on safety issues for the remainder of the Township staff now that the Road Crew has their safety issues outlined in their MOU.

**19. Glen Ridge Estates Final Plan Approvals:** Mr. Bellwoar summarized that the current plans are not quite ready for approval but are very close. Due to COVID-19, the advertising for a special meeting must be at least five days in advance of the meeting. Is the Board available for a Special Zoom Meeting on Tuesday, May 26<sup>th</sup> at 7:00 p.m. to consider the Final Plans for each Phase, Phase 1A which includes 17 single family homes and the Townhouse Phase which includes 32 townhomes, and all Board members were agreeable. **On Motion**, by Mrs. Scull, and seconded by Mr. Keltz approve the advertisement of a Special Meeting to be held on May 26<sup>th</sup> at 7:00 p.m. via Zoom to consider the Final Plans of Glen Ridge Estates. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously. Ms. Stevens will prepare the Advertisement.

**Glen Ridge Estates Continued:** Glen Ridge Estates Developer and Contractor want to start to move earth and Mr. Bellwoar prepare a Preplan Approval Agreement along with a construction escrow for this interim phase before the final plans and final developer agreements are recorded. The Township would be held harmless. No construction vehicles are permitted on Wagner Road. All mud and debris must be removed from the other roads. Mr. Bellwoar stated the motion he is looking for in regard to this Preplan Approval Agreement and to authorize the Chairman to sign the Agreement. On Motion by Mrs. Johnson, and seconded Mr. Keltz authorize the Chairman to sign the Preplan Approval Agreement and adopt the Agreement. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

**Mr. Keltz requested if anyone has any Old Business and New Business**

**Old Business - None**

**New Business - None**

**Public Comment –**

Atty. Dan Becker thanked the Board on the action tonight for Glen Ridge Estates and look forward to next Tuesday to get the final approvals.

Mr. Prutzman did not want a meeting to go by without saying something and wanted to thank all for the setup of the virtual meeting as it seems to be a reasonably effective way to run the meeting.

Mr. Kurtz asked if the old ordinance relevant to the Trailer Park should be revisited. Ms. Stevens requested that Mr. Glenn Kraft respond. Mr. Kraft agreed that it would be a good idea to revisit the ordinance and if the Supervisors want Kraft to look at the Ordinance they will do so, and it really was created for density and also now limited by the number of trailers by the size of the septic system. Ms. Stevens requested Mrs. Scull to try to locate the old Ordinance. Mr. Kurtz asked about placing additional information on the website about recyclables and securing them on windy days and protecting cardboard from getting wet. Mrs. Scull stated that there have been repeated notices on the website and the newsletters and will again consider posting more information.

Mr. Keltz made a motion to Adjourn and Mrs. Scull seconded the motion to adjourn at 8:17 pm. Roll Call Mr. Keltz - Yes, Mrs. Scull - Yes, Mrs. Johnson - Yes. Motion passed unanimously.

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

Approved: 7/20/2020