

**Lower Heidelberg Township Board of Supervisors
BOS Action Agenda – Virtual Meeting - Regular Meeting
February 15, 2021**

Call to Order & Pledge of Allegiance.

1. Minutes: The minutes from the January 18, 2021 will be considered for approval, and were distributed to the Board of Supervisors prior to this meeting. **Any BOS or Public Questions?** **On Motion** by _____, seconded by _____, approve the minutes for the January 18, 2021 meetings as presented. Roll Call DS __, CJ __, MK __. Motion passed _____.

Public Comment – GlenRidge Estates LLC Phase 1B Potential Conditional Final Plan Approval and Waiver for the length temporary cul-de-sac exceeding 600 feet. Spring Township will not permit any sewer discharge from Glen Ridge Estates until the Reedy Road Agreement is executed.

2. Tax Collector – The Tax Collector to present her January 2021 Report including the status of the accounts turned over to the Tax Claim Bureau.

3. Library – The Library Director to Present her January 2021 Report.

4. Fire Commissioner - Fire Commissioner to present his January report.

5. Emergency Management Coordinator (EMC) – Justin Schlottman, the Emergency Management Coordinator to present his January Report. **Winter Storm Orlena Township Declaration of Emergency.** The Township is in the process of preparing the reimbursement forms for Winter Storm Orlena, and the BOS need to ratify their Declaration of Emergency from January 31, 2021 to February 6, 2021. Additionally, the EMC wants to start a discussion on Mutual Aid Agreements.

Mrs. Scull to again announce - The Pandemic Emergency Declaration is still extended until the Supervisors vote to end the Declaration.

6. Ambulance – Ambulance Director to present his January Report.

7. Planning Commission – There was no February 8, 2021 PC Meeting as there were no plans but it is foreseen for the Planning Commission to meet March 8, 2021 for the Legacy at the Paper Mill Phase 2 Plans.

7A. Eberly Subdivision - MPC Time extension until June 15, 2021 and Motion needed to acknowledge the extension of time. **Any BOS or Public Questions?** **On Motion** by _____, seconded by _____ to acknowledge the time extension for the Eberly Subdivision until **June 15, 2021**. Roll Call DS __, CJ __, MK __. Motion passed _____.

7B. Cacoosing Crossing North Phase 2 MPC 90 day Time extension until June 12, 2021 and Motion needed to acknowledge the extension of time. **Any BOS or Public Questions?** **On Motion** by _____, seconded by _____ to acknowledge the time extension for the Cacoosing Crossing North Phase 2 Subdivision until **June 12, 2021**. Roll Call DS __, CJ __, MK __. Motion passed _____.

8. Building/Zoning - Kraft Code Services representative to the KCS Report.

BOS DRAFT ACTION AGENDA FEBRUARY 15, 2021

9. **Engineers** – Township Engineer of Kraft Engineering to present his Report.

9A. Fence Encroachment into the Stormwater Easement at 25 Sabrina. Board should discuss the encroachment of the fence into the Stormwater Easement which is a pipe culvert and not a swale. There is an existing fence in the adjacent property that already encroaches into the easement.

9B. Forino Townhouse Phase Release No. 2: The Township Engineer reviewed the requested **Escrow Releases from Forino** has the following recommendations for the BOS: Approve Release No. 2 for Forino Glen Ridge Estates Townhouse Phase in the amount of _____. **Any BOS or Public Questions?** **On Motion** by _____, seconded by _____ approve Escrow Release No. 2 for Forino Glen Ridge Estates Townhouse Phase in the amount of _____, and authorize the Manager to send the documents to the Surety/Bonding Company. Roll Call MK ____, DS ____, CJ ____. Motion passed _____.

10. Recreation Board Update

11. Police Department - The Officer in Charge will present the Police Department Report.

11A. Release for Probationary Status: OIC/Detective Sgt. Stouch will provide letters for each of the Police Officers that were hired in February 2020 as they have now completed their one year of probation. In the OIC/Detective Sgt. Stouch's, he is requesting the Board of Supervisors release them from their probation status. They would become Patrol Officers First Class, Level III. **Any BOS or Public Questions?** **On Motion** by _____, seconded by _____, approve the release of the Probationary Status of Patrol Officers Steven Caltagirone and Ryan Rhoads to Patrol Officers First Class. Roll Call DS ____, CJ ____, MK ____. Motion passed _____.

12. Road Foreman - The Road Foreman to present his Report. The Reilly's Street Sweeping Contract was signed by the Manager for the 2021 Spring Street Sweeping, and they will contact the Road Foreman to schedule the Developments to be cleaned up in April or May. The Township Manager is also in contact with the Borough of Shillington Manager for the possibility of purchasing a piece of used equipment.

Manager/Secretary/Treasurer/Sewer Engineer

13. and 14. Bill List and Treasurers Report: The Bill Lists are for the January 2021. **Any BOS or Public Questions?** **On Motion** by _____, seconded by _____, approve the Bill Lists and the Treasurer's Report, and to file the Report for Audit. Roll Call DS ____, CJ ____, MK ____. Motion passed _____.

15. Tabled Items from the January 4, 2021 Reorganization Meeting: 15D. TABLED: Motion to approve of the Township Manager/Secretary/Treasurer to receive a salary in an amount of \$107,016 as determined after her annual review and effective as of January 1, 2021. **On Motion** by _____, seconded by _____, approve the Manager's salary. Roll Call MK ____, DS ____, CJ ____. Motion passed _____.

BOS DRAFT ACTION AGENDA FEBRUARY 15, 2021

16. Refinancing 2016 Bonds – The Five (5) Year option has expired so the BOS can refinance the Bonds. With the Low Interest Rates this may permit the BOS to implement some Capital Improvements. Discussion concerning adding money to the refinancing to permit the Township to bid Road Projects. The Township Engineer and the Road Foreman are working on finalizing costs to be presented to the Supervisors, and Ms. Stevens will coordinate with the representative from PFM.

17. Municibid – Update on the Sale of Township Vehicles which include the 1995 Dump Truck and Police Vehicle (White Explorer). The Dump Truck is on the Bid site and the Police vehicle will be placed on the Bid site soon.

18. Pension Action Requested: Per the Actuarial Analysis the MMO Resolution 2021-13 should be adopted, along with approving the reduction of the expected percentage of anticipated interest in the Police Pension fund from 7.25% to 6.5% as previously discussed. **Any BOS or Public Questions?** **On Motion** by _____, seconded by _____, approve the Resolution _____ for the MMO and the reduction of the percentage of interest in the Pension Fund from 7.25% to 6.5%. Roll Call DS __, CJ __, MK __. Motion passed _____.

19. Annual OnSolve 2021 Agreement for Code Red needs to be approved in the amount of \$3,250.00. **Any BOS or Public Questions?** **On Motion** by _____, seconded by _____, approve the Manager execute the OnSolve Code Red Agreement and forward the annual fee. Roll Call DS __, CJ __, MK __. Motion passed _____.

20. Cacoosing Park Improvements – The Township was contacted about the upgrade to some of the ball fields due to the repeated flooding. Additional information will be forthcoming to the Township as the project moves forward. The changes of the fields and stormwater management will be reviewed to make sure the Lower Heidelberg Township residents are not negatively impacted.

21. Workers Comp Audit for 2020 – There was a payroll difference compared to the estimated payroll given to the Insurance Agent. The actual payroll for the Workers Comp Insurance was higher and the Township owes the Insurance Carrier money in the amount of \$4,398.00 for the difference.

Solicitor - The Solicitor to present his Report. Citations were issued by KCS for the Property at 20 Pointe Road and the Code Officer may need the Township Solicitor to attend the Hearing along with the Hearing for 4223 Hill Terrace.

Public Comment

Adjournment

Next Resolution Number 2021 – 14

Next Ordinance Number 2021 – 361