

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

The Lower Heidelberg Township Board of Supervisors held their monthly meeting remotely through the Zoom Platform on the above date. The January monthly meeting was duly advertised to be held electronically through the Zoom application via telephone and the internet. Present were Chairperson Deborah P. Scull, Vice-Chairperson Cheryl Johnson Member Michael Keltz, Township Solicitor Andy Bellwoar, Township Engineer Ryan Rhode (KE), Zoning and Code Officer Glenn Kraft, Road Foreman Matt Clay, Detective Sgt. Christopher Stouch, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were Tax Collector Sharon Boyer, Fire Commissioner Jared Renshaw and Emergency Management Coordinator Justin Schlottman. Guests attending David Kurtz, Robert Melson, Tom Jauch, Paul Prutzman, George Lehner, Joe Margusity, Keith Mooney, Mike Lamparella, and Katharine and Jason Dianna.

Mrs. Scull opened the meeting at 7:01 p.m. and led the attendees with the 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. **On Motion** by Mrs. Scull, seconded by Mrs. Johnson, approve the minutes for the January 18, 2021 meeting as presented. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

Brought up under Public Comment - 9A. Fence Encroachment into the Stormwater Easement at 25 Sabrina. Debbi introduced the property owners Katharine (KC) and Jason Dianna and unfortunately their contractor did not install the fence where the permit noted the easement restriction and where the fence could be installed. Mrs. Dianna stated that the fence is not tight to the ground and the fence can be disassembled. Mrs. Dianna requested that the Board consider the Easement Encroachment. Mrs. Scull has checked with Ryan Rhode and Glenn Bertolet and Mr. Rhode stated that the pipe integrity should be verified and this easement is for a pipe culvert and not a swale. Matt Clay can televise the pipe culvert and then this can be a condition that the pipe shall be inspected. **On Motion** by Mrs. Scull, seconded by Mr. Keltz to authorize the solicitor to prepare and to adopt, a written Fence Encroachment Agreement to allow the owners of 25 Sabrina to maintain a fence over a portion of the Township's existing easement, conditioned on the requirement of an inspection to be conducted by the Township to ensure no damage has been done to the pipe culvert during installation of the fence. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

Public Comment – Issues to discuss for GlenRidge Estates LLC Phase 1B Potential Conditional Final Plan Approval and Waiver for the length of the temporary cul-de-sac exceeding 600 feet. Can the current Construction Cash Escrow be rolled from Phase 1A to cover both Phases 1A and 1B. Spring Township will not permit any sewer discharge from Glen Ridge Estates until the Reedy Road Agreement is executed.

Keith Mooney requested conditional final plan approval of Phase 1B since all agreements and major items have been addressed. Mr. Bellwoar asked Mr. Rhode to give his opinion on Phase 1B status. Mr. Rhode stated it appears that all of the February 5th review letter comments have been addressed but he would like the approval conditioned on these comments being reviewed and satisfactorily addressed. Mr. Bellwoar did add a comment into the Motion of Approval with this condition for the review letter. Mr. Bellwoar has a Motion of Approval ready for Phase 1B which includes 27 Single Family Homes and the waiver for the length of the temporary cul-de-sac length needs to be discussed in each Phase.

Mr. Bellwoar did include in the Developer's Agreement that the \$40,000 escrow in Phase 1A to be rolled over for Phase 1B. Mr. Keltz asked if the plans can be submitted more than one day before the meeting as these plans were submitted on Friday, February 12, 2021. Mr. Margusity stated that Phase 2A and 2B were submitted but there were issues that Mr. Rhode needed addressed and this caused the delay of 2A and 2B Plan resubmission. Mr. Bellwoar clarified that Mr. Keltz was asking about Phase 1B, and Mr. Mooney thought they had met the two week deadline. Mr. Rhode requested that the Motion of Approval to be contingent on the February 5, 2021 Review Letter. **On Motion** by Mrs. Scull, seconded by Mrs. Johnson to approve the written Motion of Approval as presented by the solicitor for Phase 1B of the Glenridge Estates development, with the conditions set forth therein, and to approve the request for a waiver of SALDO section 512(c) to allow the cul-de-sac as shown on the Plan of development for 1B. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously. Mrs. Scull wants to set a timeline for the next set of Phase 2A and 2B Plans and Mr. Margusity stated that the timeline has been given to Mr. Bogia. Mrs. Scull will make sure the timeline is met.

2. Tax Collector – 2. Mrs. Boyer presented her January 2021 Tax Collection Report and she collected \$14,170.95, and during the meeting in the Chat Room she corrected the amount she stated to match her Report as she had read the County Total and not the Township Total, and the Minutes reflect the proper Total of \$14,170.95. She had forwarded the 2020 tax bills to tax claim and she has posted sitting dates on the Tax Bills. She is waiting for guidance from the County on the sitting dates due to COVID.

3. Library – The Library Director was not present, so Ms. Stevens read the highlights of the January 2021 Report as follows: The door count was 1,389, the circulation of physical items was 4,245, the outreach attendance was good and the comparison of January 2019, 2020, and 2021 physical borrowing has remained steady.

4. Fire Commissioner - Fire Commissioner Jared Renshaw was present to discuss his January 2021 report. On February 5, 2021, there was a residence on Sweitzer road that had a fire in the Basement, but the resident did not call 911. Once the Fire Department was notified that there was a fire, they went to the residence, and fortunately the fire was contained in the basement. The basement was severely damaged and the fire did not extend up to the first floor except under the bathtub. The State Police Fire Marshal inspected the fire and determined it was accidental but there was no confirmed cause.

5. Emergency Management Coordinator (EMC) – Justin Schlottman, the Emergency Management Coordinator presented 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 had approved a Declaration of Emergency from January 31, 2021 to February 6, 2021. Additionally, the EMC wants to start a discussion on Mutual Aid Agreements. Advanced certification submitted to PEMA and he is updating the plans and any staff changes. He reported on Winter Storm Orlena and he is monitoring the Ice Event tonight as well as the Thursday/Friday event. He has Mutual Aid inquiries out in the community and he has heard from Spring Township that they have a drone which could be used for damage assessment and search and rescue. He also has another Mutual Aid inquiry out for equipment and manpower, and that he would like the Board to consider.

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. Nobody from the Ambulance Association attended, and Ms. Stevens highlighted that there were 24 incidents for January with 18 transports and 4 incidents during 2:00 p.m. being the busiest time this month.

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

7A. Eberly Subdivision - MPC Time extension until June 15, 2021 and Motion needed to acknowledge the extension of time. **On Motion** by Mr. Keltz, seconded by Mrs. Johnson to acknowledge the time extension for the Eberly Subdivision until **June 15, 2021**. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

7B. Cacoosing Crossing North Phase 2 MPC 90 day Time extension until June 12, 2021 and Motion needed to acknowledge the extension of time. **On Motion** by Mrs. Johnson, seconded by Mrs. Scull to acknowledge the time extension for the Cacoosing Crossing North Phase 2 Subdivision until **June 12, 2021**. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

8. Building/Zoning - Kraft Code Services representative to the KCS Report. Mr. Kraft stated they worked on 10 zoning issues, 9 property maintenance letters, 2 snow shoveling issues, and 4 permits with a construction value of \$118,770.00.

9. Engineers – Township Engineer of Kraft Engineering to present his Report. Mr. Rhode stated that Glen Ridge Estates Phase 1B was discussed under Public Comment and Forino Townhouse Phase to be discussed under Item 9B. Otherwise he had no action items for the Board.

9A. Fence Encroachment into the Stormwater Easement at 25 Sabrina. See Public Comment Section after Minutes.

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 \$518,370.50. **On Motion** by Mrs. Scull, seconded by Mr. Keltz approve Escrow Release No. 2 for Forino Glen Ridge Estates Townhouse Phase in the amount of \$518,370.50, and authorize the Manager to send the documents to the Surety/Bonding Company. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

10. Recreation Board Update – No update

11. Police Department - The Officer in Charge Detective Sgt. Stouch was present for the Police Department Report.

11A. Police Officers Release for Probationary Status: OIC/Detective Sgt. Stouch provided 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 letter, he is requesting the Board of Supervisors release them from their probation status. They would become Patrol Officers First Class, Level III. They are real assets to the Police Department with experience and professionalism.

11A. Police Officers Release for Probationary Status continued: On Motion by Mr. Keltz, seconded by Mrs. Scull, approve the release of the Probationary Status of Patrol Officer Steven Caltagirone to Patrol Officer First Class. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Abstain, and Mr. Keltz – Yes. Motion passed with 2 Yes Votes. On Motion by Mr. Keltz, seconded by Mrs. Johnson, approve the release of the Probationary Status of Patrol Officer Ryan Rhoads to Patrol Officers First Class. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

ADDITION To the Meeting: National Night Out Resolution 2021-14 and Letter to be adopted and approved by the Board. The Manager requests that the Board make a motion to approve Resolution 2021-014 which will adopt the Police Department's hosting of the National Night Out event on August 3, 2021 to be held at the Wilson Middle School and Elementary School complex. No comments or questions. On Motion by Mr. Keltz, seconded by Mrs. Scull, approved the Resolution 2021-14 which adopts the Lower Heidelberg Police Department's hosting of National Night Out on August 3, 2021. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

Mrs. Scull asked if Detective Sgt. Stouch the OIC had anything else to add. Detective Sgt. Stouch said that everything is very, very, very well and he is proud of the Officers and the two that were just released from probation you should also be proud that they are protecting the community as they are very talented and experienced Officers and we are lucky to have them in our Department.

12. Road Foreman - The Road Foreman to present his Report. There were 4 vehicles were inspected and the 2007 GMC overheating problem was fixed. The 2008 F350 Service Truck problem was the fuel pump and they are still repairing the vehicle as they had problems with bolts snapping off as this repair required the cab to be lifted off to access the fuel pump. The 2005 F550 had an overheating and loss of power during the last storm and it appears to be the turbo in the diesel truck, they will have Manderbach look at the truck. Trimmed trees before the major storm and are continuing to do servicing and fixing equipment. He only had 6 people for the Storm Orlena to take care of the storm. There were approximately 35 hours in Over Time per person for the Storm. Mrs. Johnson stated they did a great job. Police Department Sgt. Stouch also thanked the Road Crew and Mr. Clay thanked the Police Department for having vehicles moved and maybe before a large storm the snow emergency should be called earlier to get the cars off of the roads. Mrs. Scull brought up the annual Reilly's Street Sweeping Contract which was signed by the Manager for the 2021 Spring Street Sweeping. They will contact the Road Foreman to schedule the Developments to be cleaned up in April or May. Mrs. Scull brought up that the Township Manager is also in contact with the Borough of Shillington Manager for the possibility of purchasing a used Loader that also comes with a plow blade. Our Michigan 1985 Loader would be replaced with this Case 621B Loader. Matt Clay noted that this Shillington Loader is eleven years newer and has a third of the running hours, as well as comes with a snow blade which would be helpful in large storms in the developments and main roads if a truck breaks down. Mr. Clay pointed out that the Michigan Loader is obsolete and he is unable to order parts. The parts either come from junk yards or are fabricated. Ms. Stevens pointed out that the recent repairs to the brakes cost over \$10,000 and the purchase of the Loader from Shillington is a good decision. The payment can be taken out of the PLGIT Capital Fund which has just over \$105,000 as this purchase was not budgeted. The Shillington Loader has been well maintained and kept in the Borough's Public Works Garage. Mr. Clay noted that the Borough is releasing their Loader as they are getting a Loader from Wernersville. Ms. Stevens requested a motion for purchasing the Loader. On Motion by Mrs. Johnson and seconded by Mr. Keltz. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

Manager/Secretary/Treasurer/Sewer Engineer

13. and 14. Bill List and Treasurers Report: The Bill Lists are for the January 2021. 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 Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

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 Mr. Keltz, seconded by Mrs. Scull, approve the Manager's salary. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously. Ms. Stevens had her annual review on February 6, 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. She anticipates for a presentation to be made at the March Meeting.

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. Mrs. Scull received the final bid for the 1995 Dump Truck today in the amount of \$5,500 which was more than was expected. The Police Ford Explorer will be placed next on the Bid Site, and then the Michigan Loader if all works out with Shillington Borough.

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. On Motion by Mr. Keltz, seconded by Mrs. Johnson, approve the Resolution 2021-13 for the MMO and the reduction of the conservative percentage of interest in the Pension Fund from 7.25% to 6.5%. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously. Mr. Prutzman had a question, so Ms. Stevens to provide more information to Mr. Prutzman.

19. Annual OnSolve 2021 Agreement for Code Red needs to be approved in the amount of \$3,250.00. On Motion by Mrs. Scull, seconded by Mr. Keltz, approve the Manager execute the OnSolve Code Red Agreement and forward the annual fee. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

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. Mr. Clay also pointed out that there are sinkholes in the area.

21. Workers Comp Audit for 2020 – Ms. Stevens stated that 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. Mr. Bellwoar stated that all items were previously discussed in the main agenda. The Supervisors authorized him to attend these 2 hearings as follows: the Rental Property at 20 Pointe Road and the Property Maintenance Matter at 4223 Hill Terrace.

Public Comment – Mr. Prutzman asked for a copy of the Budget and Ms. Stevens stated that copies are available at the Township Office. He will come pick one up. Mr. Kurtz asked for the budget to be on the Website. PJS will take care of sending to Lori to post 2019, 2020 and 2021

Adjournment, On Motion by Mrs. Scull and Seconded by Mr. Keltz at 7:58 p.m. Roll Call Mrs. Scull – Yes, Mrs. Johnson - Yes, and Mr. Keltz – Yes. Motion passed unanimously.

Respectfully, Pamela J. Stevens, Manager Secretary Treasurer

BOS Approved
3/15/2021