

**Lower Heidelberg Township Board of Supervisors  
BOS Minutes – Regular Meeting  
December 20, 2021**

The Lower Heidelberg Township Board of Supervisors held their monthly meeting in person at 720 Brownsville Rd. on the above date. The December monthly meeting was duly advertised to be held in person. Present were Chairperson Deborah P. Scull, Vice-Chairwoman Cheryl Johnson, and Member Michael Keltz, Township Solicitor Andy Bellwoar, Township Engineer Ryan Rhode (KE), Zoning Officer Glenn Kraft, Road Foreman Matt Clay, Chief Christopher Stouch, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were Fire Commissioner Jared Renshaw, Justin Schlottman Emergency Management Coordinator, Tax Collector Sharon Boyer, Planning Commission Chairman Dean Hartman, and Guests, Robert Melson, Dave Kurtz, George Lehner, Paul Prutzman, Marjorie Prutzman, Leigh-Anne Yacovelli, Tom Jauch, Barb Brenner, Atty. Joan London, Atty. John Roland, Andrew Roland, Jeff Simcox, and Dr. Chris Trickett.

Mrs. Scull called the meeting to Order & led the Pledge of Allegiance at 7:03 p.m.

**1. Minutes:** The minutes from the November 15, 2021 Regular Meeting were considered for approval, and were distributed to the Board of Supervisors prior to this meeting. **On Motion** by Mrs. Scull, seconded by Mr. Keltz, approve the minutes for the November 15, 2021 Regular Meeting as presented. All were in favor, and motion passed unanimously.

**A. PUBLIC COMMENT: NEW SCHOOL PROPOSED ON STATE HILL ROAD:** Dr Trickett and Jeff Simcox for the new School. Dr. Trickett had a presentation that he shared on the screen. He had discussion points including the enrollment and new developments. They are not able to renovate the existing elementary school. There were only 3 classrooms assigned when the elementary school was built. The needs for the future for kindergarten through 5<sup>th</sup> grade will be 400 new students by 2028. This would equate to needing 16 additional classrooms. Green Valley Elementary School currently has 500 students, and the capacity is 540. Projections have 689 students in 2028 and school capacity will be exceeded. Whitfield region has no construction near this School. The classrooms need to be created before the children are here. What would renovations look like at the existing Elementary School. The kitchen, cafeteria, and other shared spaces are difficult to renovate, and they estimated that it would cost \$32-34 million for renovations. A new school for 600 new students would cost \$25-26 million. Trying to identify the density of the various school regions. He listed all of the upcoming projects and there are many within the Wilson School District. People are moving into the area including Glen Ridge Estates, Green Valley Estates West, Cacoosing Crossing North, Condos at Van Reed Hunter Duran, Reserve at Van Reed, Village Green, Hoffman, and Grecian Terrace. Timberlake where he lives have 82 children enrolled in the school district. Benefits for the site is it is the lowest cost. The bus routes will be shorter. They know redistricting will be required, which will minimize the impact for the children going to different schools. There would be a Two-mile radius around the new site for the districting. The elementary school will be similar to the other elementary schools. The site is adjacent to the Cacoosing Park, and he showed a concept plot plan. The proposed size of the school would be for 600 students. Footprint and other features fit on the site and right now would be one access point. Request 1) Amend Zoning Ordinance in AG District, 2) Letter of Support for Zoning Hearing 3) No Opposition Letter to Zoning Hearing.

Mrs. Scull asked if anyone attending had questions. Mr. Simcox stated that the Village Green Land is significantly more expensive than the land in the Township. Mrs. Johnson asked what the cost of the land is and is it included in the \$25-26 million. Mr. Simcox replied that they have investigated numerous sites and this one on State Hill is the best at \$2,000,000 for the land. The other location would require that the new school would be 3 stories and there would be no playground. The acquisition of the land is not included in the \$25-26 million. Mrs. Johnson asked about River Rock, and Mr. Simcox stated that the existing school would be required to be demolished, and even though there are 14 acres at River Rock site, but it is too far from the growth. Mr. Hartman asked if the elementary school children that move onto middle school and high school and there is space at the existing middle school and the High School. Mr. Simcox stated that redistricting of all of the students will be required and there are proposed renovations planned at the Spring Township High School. There are other projects at other schools to make the school amenities more consistent. Time is important to keep moving to provide the space. All of the schools will have additions except Whitfield since there is very limited space at Whitfield.

Mrs. Scull clarified the 3 questions asked by Dr. Trickett. Mr. Simcox stated that the more effort that the School District has to go through the more costs, and this adds to the tax burden. Mrs. Johnson stated that the Township set a precedent when the previous schools went through Zoning Hearing. The land is Ag Preservation. All 3 Supervisors agreed that they need to be consistent with the other 2 schools in the Township.

Mr. Bellwoar, for number 1 a no vote required, and number 2 no letter yet since the zoning hearing application has not been submitted. Mr. Bellwoar suggested to submit the Zoning Hearing Application to the Township. Once submitted, the Board can then decide if they want to issue a letter for either question 2 and 3 Dr. Trickett will then have the Wilson School District start the application working with Mr. Bellwoar. Dr. Trickett stated that Officer Vicari did a great job in supporting the children.

**B. PUBLIC COMMENT: Faust Road Speed Limit Study** was tabled last month, so Mrs. Scull clarified that the Speed Limit recommendation could stay at 25, raise to 30 or raise to 35. Mr. Rhode stated that the area in front of the school is currently 30, and the LTAP Engineer recommended that it could all be 30 mph from Gaul Road to Evans Hill. Additionally, there could be an area that could remain at 25 mph but it would be very difficult to enforce. Mr. Hartman asked the Chief if he had any input and he agreed that safety is a concern. His job is to enforce the speed limit. The limit seems too low and people are passing the people going 25 mph. Mr. Hartman recommended consistency and he thinks that higher than 30 mph would not be a good idea. Mrs. Scull thought last month that they were leaning towards 30 mph. Mr. Bellwoar Modify Ds and CJ motion passed for 30 mph.

**C. PUBLIC HEARING NOT NEEDED - DROP BENEFIT ORDINANCE. To be handled under the Solicitor Report**

**D. PUBLIC COMMENT: 4621 Penn Ave LLC: Car Wash** - Atty. Joan London, Atty. John Roland attended the meeting to discuss the proposed Car Wash. Atty. Joan London asked for an amendment to the Motion of Approval and Mr. Bellwoar modified the Motion of Approval prior to the meeting. Mr. Bellwoar stated that the modified Motion of Approval includes the statement that no Building Permit would be issued until the escrow/financial security is in place. Plans are to be released for recording so the financing can occur for the property purchase and Car Wash construction.

**D. PUBLIC COMMENT: 4621 Penn Ave LLC: Car Wash continued:** On Motion by Mrs. Johnson and seconded by Mr. Keltz approve entering into the modified Motion of Approval for 4631 Penn Avenue Subdivision and Land Development Project. All were in favor, and motion passed unanimously.

**2. Tax Collector** – Sharon Boyer, the Tax Collector presented her November 2021 Report. She collected \$5,666.25 and there is approximately \$47,000 in outstanding tax bills. She will report more at the January Meeting. She received 78 interim bills for around \$31,000 and this packet is not inclusive from the County

**3. Library** – Leigh-Anne Yacovelli, the Library Director presented her November 2021 Report. Things continued to improve in November but have declined in December. Must remained masked when in the Library, and they may possibly be back in Conrad Weiser for the monthly school club.

**4. Fire Commissioner** – Jared Renshaw, Fire Commissioner presented his November 2021 Report. Couple of things, the drone has been busy on Police Related matters. There was a missing 14-year-old girl. The Drone and thermal camera were used to help locate her. They did a fundraiser Elves for Santa and raised almost \$1,400 and they used this money to purchase gifts and meals to the 2 families in need.

**5. Emergency Management Coordinator (EMC)** – Justin Schlottman, the Emergency Management Coordinator presented his November 2021 Report. There is not much going on currently, and next month will be Department of Emergency Services full scale exercise.

**6. Ambulance** – Tony Tucci, the Ambulance Director was not present for his November 2021 Report and Ms. Stevens noted that there were 29 incidents with 16 transported and the busiest time was 6:00 p.m. with 4 Incidents.

**7. Planning Commission** – The December 13, 2021 Planning Commission (PC) meeting was cancelled. The Phoebe Expansion Sketch Plan should be on the January 10, 2022 PC Agenda.

**8. Building/Zoning – Glenn Kraft** from Kraft Code Services presented his November 2021 Report. There were 23 permits issued for a construction value of \$2,863,210.87, there were many inspections performed, there were 11 Certificates of Occupancy issued, there were 7 zoning issues investigated, there were 4 property maintenance issues investigated with 6 achieving compliance, and 1 rental was inspected. Zoning Hearing for Alpha Properties and the Hearing went late, and the Hearing is continued to December 21, 2021 and there will be no more testimony.

**8A. Zoning Hearing for 38 Lenge Shed Separation Variance:** The Hearing has been scheduled to January 11, 2022 at 6:00 p.m.. Mr. Bellwoar asked if the Board has any opinion on the Variance? No BOS position on this Zoning Hearing.

**9. Engineers** – Ryan Rhode, Township Engineer from Kraft Engineering presented his November Report. He has 1 action item which is the Road Project. Mr. Prutzman has questions on the amount of work to be done for this Project. Mr. Rhode stated that there were many projects that were not done due to financial reasons, and these were put into the Bond Projects. The Workshop had a list of Roads that the Board discussed that would be done with the Bond Proceeds. There are 2 primary phases for the Bond and this year which are the maintenance projects and the rural roads.

**Engineer Report continued:** The rural road projects consist of base repair and overlay except for Point Road. The maintenance Projects are primarily Green Valley Estates and are proposing an ultrathin wearing course and repair of the catch basins. Next year in 2023, will be Saddlebrook and Penn Werner area including Stitzer and into Autumn Ridge. Mr. Prutzman was encouraged by the ultrathin wearing course, but he is concerned that the asphalt costs will increase so why are we not consolidating the projects. Mr. Rhode replied the primary reason that the Penn Werner was not in 2022 is for the work that needs to be done as preplanning which include new curbing, and he needs to survey the curb line. The existing curbing in the area is not in good condition. The Township would hire and pay for the curbing and then the Homeowner's would be responsible to reimburse the Township. The reason Saddlebrook is not in 2022 is due to the significant amount of ADA Ramps. Penn DOT regulations require if more than one inch of paving then Labor and Industry requires the ADA Ramps. Mr. Rhode continued the Township will focus in 2022 on Green Valley Estates and the Rural roads, then in 2023 Saddlebrook and Penn Werner, area and in 2024 see what monies remain to wrap up any other projects. Mr. Prutzman believes from a public relations issue that the projects should be consolidated. He did not know what guidance Kraft Engineering received from the Supervisors. Ms. Stevens stated Gaul Road Bridge will be in Spring of 2023 per Rettew Engineering opinion.

**9A. Authorization for 2022 Road Project:** Request of the Board of Supervisors to authorize the Township Engineer to prepare Bids, Specifications, and Plans and to Advertise for the 2022 Road Projects that will be paid for out of the Bond Proceed. **On Motion** by Mrs. Scull, seconded by Mr. Keltz, authorize the Township Engineer to prepare Bids, Specifications, and Plans and to Advertise for the 2022 Road Projects and present the results at the relevant Board of Supervisors Meeting. All were in favor, and motion passed unanimously.

**10. Recreation Board:** The Recreation Board chair will present her November 2021 Report. Nothing

**11. Police Department** - The Chief of Police presented the Police Department November 2021 Report. which included 172 total incidents, 6 UCR and 5 MVA.

**11A. The K-9 Contract to be approved for 2022.** **On Motion** by Mrs. Johnson, seconded by Mrs. Scull, approve the Township entering into the K-9 Maintenance Training Agreement with Progressive K-9 Academy for 2022 in the amount of \$1,750.00. All were in favor, and motion passed unanimously.

**12. Road Foreman** - The Road Foreman presented his November 2021 Report and Updates. The Leaf pickup ended Dec 3<sup>rd</sup>. They have been crack sealing in Green Valley. Faust Road tree removal will be tomorrow starting at 8:00 a.m. Stop signs were installed, small sinkhole was repaired, the small salt shed roof was replaced, they cleared out the swale along Gaul Rd near the bridge, and Christmas Tree pickup will be January 10<sup>th</sup>.

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

**13. and 14. Bill List and Treasurers Report:** The Bill Lists are for the November/December 2021. **On Motion** by Mrs. Scull, seconded by Mr. Keltz, approve the Bill Lists and the Treasurer's Report, and to file the Report for Audit. All were in favor, and motion passed unanimously.

**15. Revised Police Pension MMO:** The Actuary was able to reduce the MMO for the 2022 Police Pension Contribution to \$242,824 which is a surplus of over \$40,000. On Motion by Mrs. Johnson, seconded by Mr. Keltz, approve the new Police Pension MMO in the amount of \$242,824 for 2022 and adopt Resolution 2021-26 for the new amount for the 2022 Budget. All were in favor, and motion passed unanimously.

**16. 2022 Budget:** General Fund = \$5,243,422, Sewer Fund = \$809,238 and Liquid Fuels Fund = \$198,138 for a Total 2021 Budget of \$6,250,798. Proposed increase in the Township Taxes from 6.036 mills to 6.7496 mills. The 2022 Final Budget should be approved as well as the Resolution adopting the new Taxes for 2022. There were no questions. On Motion by Mr. Keltz, seconded by Mrs. Scull, approve the Final 2022 Budget, have the Township Staff post the 2022 Budget on the Township Website, and adopt Resolution 2021-27 for the New Tax Rate of 6.7496 mills. All were in favor, and motion passed unanimously.

**17. Trash and Recycling Fee:** To coincide with the three-year contract with JP Mascaro, the annual fee for the 2022 Trash and Recycling should be increased to \$246.00. On Motion by Mrs. Scull, seconded by Mr. Keltz, approve the new trash and recycling fee for 2022 and adopt Resolution 2021-29 for the new amount of \$246.00 per household. All were in favor, and motion passed unanimously.

**18. Sewer Metering Manhole in Spring Township:** Request of the Board of Supervisors to authorize the Manager to coordinate with the Sewer Engineer to prepare Bids, Specifications, and Plans and to Advertise for the Sanitary Sewer Metering Manhole Project in Spring Township, and to coordinate with Spring Township to enter into a new Intermunicipal Agreement for the Operation and Maintenance of the Metering Manhole. The Metering Manhole Project will be paid out of the Sewer Fund. On Motion by Mrs. Johnson, seconded by Mr. Keltz, authorize the Manager to coordinate with the Sewer Engineer to Advertise to prepare Bids, Specifications, and Plans and to Advertise for the Sewer Metering Manhole Project in Spring Township, and present the results at the relevant Board of Supervisors Meeting. All were in favor, and motion passed unanimously.

**19. Reorganization Meeting:** For the past several years, the Township has held the Reorganization Meeting at 10:00 a.m. the morning of the reorganization date to allow the Township Consultants to attend this meeting. On Motion by Mr. Keltz, seconded by Mrs. Scull, approve the 2022 Reorganization Meeting to be held on January 3, 2022 at 10:00 EST and authorize the Manager to advertise the date and time and post on the Township Website. All were in favor, and motion passed unanimously.

**20. Transfer Funds to the Contingency Accounts at First National Bank:** The BOS should discuss authorizing Ms. Stevens to transfer additional funds to the 6 contingency accounts into the existing First National Bank Money Market Checking Account. Sub-Account 01-100-008 Contingency Salt Reserve currently has \$50,135, so transfer \$5,000; Sub-Account 01-100-008 Contingency for Building Maintenance & Repairs currently has \$55,833, so transfer \$5,000; Sub-Account 01-100-008 for Road Vehicles currently has \$40,833, so transfer \$20,000; Sub-Account 01-100-008 for HVAC Replacement currently has \$55,833, so transfer \$5,000; Sub-Account 01-100-008 for Police Vehicles currently has \$40,833 so, transfer \$5,000; Sub-Account 01-100-008 for Flooring currently has \$35,833, so transfer \$10,000. Total Transfer amount equals \$50,000. On Motion by Mrs. Scull, seconded by Mrs. Johnson, approve the transfers to the First National Bank Money Market Checking Account as outlined in the Resolution for a total transfer of \$50,000, and adopt Resolution 2021-28 authorizing the transfer out of the General Fund. All were in favor, and motion passed unanimously.

**Solicitor** – Andy Bellwoar , Township Solicitor presented his November 2021 Report.

**DROP Ordinance:** Mr. Bellwoar stated that the DROP Ordinance was prepared by Labor Counsel and was properly advertised. This DROP Benefit is in the Police Collective Bargaining Agreement and is an option to have a Police Officer defer his/her retirement for 3 years while still working. On Motion by Mrs. Johnson, seconded by Mrs. Scull approve the Drop Ordinance Number 2021-362 for the Police DROP Option. All were in favor, and motion passed unanimously.

Mr. Bellwoar announced that at the January 3<sup>rd</sup> Reorganization Meeting the Zoning Amendment will be on the Agenda and Mr. Bellwoar clarified what was stated in the County review letter.

### **Old Business**

**Faust Road Closure:** Mr. Clay has obtained the new date from the tree service company for the tree removal and closure on Faust Road. The work is to be done tomorrow Tuesday, December 21, 2021. Signs will be posted on Faust Road, and the Township Website and Next Doors will be updated.

**Two-Bay Salt Shed Roof Repair:** Bachman's Roofing completed the roof repair and replacement but there was a change order since they had to replace five (5) sheets of plywood. The Change Order total was \$499.20 for the labor and materials to replace the plywood that was rotten, and which brings the total up to \$9,299.20. Mr. Hartman asked the age of the shed and Glenn Kraft believes it is 1995. Matt believes that the salt may have affected the interior of the roof. **On Motion** by Mrs. Scull, seconded by Mr. Keltz, approve the change order to Bachman Roofing in the amount of \$499.20 and payment to Bachman Roofing for the total amount of \$9,299.20. All were in favor, and motion passed unanimously.

### **New Business:**

Addition to the County Agricultural Security Area request received by Mr. Paul Prutzman. The property is just under 36 acres. Need Supervisor authorization for the Manager to proceed with the process. Mr. Hartman clarified the process. **On Motion** by Mrs. Johnson, seconded by Mrs. Scull, authorize the Manager to begin the process to add 3344 Paper Mill Road to the Agricultural Security Area. All were in favor, and motion passed unanimously.

### **Continued New Business:**

The Supervisors need to approve the addition to tonight's Agenda which is the proposed new Police Patch. Mr. Prutzman asked about the vehicles, and they do not need to be re-lettered as they don't have the logo. **On Motion** by Mrs. Scull, seconded by Mr. Keltz, approve of the addition to the December 20, 2021 Agenda, and authorize the Chief of Police to purchase the New Police Patches, and use the Police Donation Account for purchasing the New Police Patches. All were in favor, and motion passed unanimously.

### **Public Comment - None**

**Adjournment** by Mrs. Scull and seconded by Mr. Keltz at 8.36 p.m.

Respectfully Submitted, Pamela J. Stevens, Manager/Secretary/Treasurer  
the Board of Supervisors.

Approved 1.17.2022 by