

**Lower Heidelberg Township Board of Supervisors
BOS Minutes – Regular Meeting
January 17, 2022**

The Lower Heidelberg Township Board of Supervisors held their monthly meeting on the above date via Zoom due to an emergency decision as the road conditions continued to deteriorate. The website and Township door were posted with the update for the meeting. All guests that typically attend the meetings were sent a Zoom Invitation the afternoon of January 17, 2022. Present were Chairperson Cheryl Johnson, Vice Chair Michael Keltz and Member Paul Prutzman, Assistant Township Solicitor Johnathan Long who substituted for Andy Bellwoar, Township Engineer Ryan Rhode (KE), Zoning Officer Glenn Kraft (KCS), Road Foreman Matt Clay, Chief Christopher Stouch, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were Fire Commissioner Jared Renshaw, Emergency Management Coordinator Justin Schlottman, Ambulance Director Tony Tucci, Library Director Leigh-Anne Yacovelli, and Guests, Dave Kurtz, George Lehner, and Debbi Scull.

Mrs. Johnson called the meeting to order at 7:01p.m. and lead the Pledge of Allegiance.

1. Minutes: The minutes from the December 20, 2021, and January 3, 2022 will be considered for approval, and were distributed to the Board of Supervisors prior to this meeting. **On Motion** by Mrs. Johnson, seconded by Mr. Keltz, approve the minutes for the December 20, 2021, and January 3, 2022 meetings as presented. All in favor, yes and Motion passed unanimously.

Public Comment – None

2. Tax Collector – Sharon Boyer, the Tax Collector was not present to give her December 2021 Report, so Ms. Stevens noted she collected \$14,185.49 in December. The unpaid 2021 Tax Bills were turned over to Tax Claim. There were 31 bills this year compared to 40 last year. The face amount of the bills turned over is \$59,705.58.

3. Library – Leigh-Anne Yacovelli, the Library Director presented her December 2021 Report. Library Board promoted the restaurant pop-ups and this one for tomorrow is at Mimmo's and you need to order by 9:00 p.m. tonight pop up for tomorrow. The next pop-up is for February 17th by Crave and there is a third pop-up in March, but the restaurant has not yet been identified. They have met the requirements for the 10% contribution from the January 18th fund raiser and are just short of the 15%. Reading Royals Mascot Slap Shot showed up at December Story Time as a surprise and the Story Time was a huge success as Slap Shot made it very fun. Masks are still required inside except for Yoga, but everything else requires masks including activities for 18 years and younger.

4. Fire Commissioner - Jared Renshaw, Fire Commissioner presented his December 2021 Report, and there is some end of the Year information. Even with the Omicron, they have continued with their operations. He looked back at the Drone usage for 2021 and 14 were for emergencies and 2 were assistance with other agencies.

5. Emergency Management Coordinator (EMC) – Justin Schlottman the Emergency Management Coordinator presented his December 2021 Report which included the FAA Drone Training, and he will be starting the annual review of the emergency operations plan. He presented a PowerPoint on Hurricane IDA which was put together with help from Jared Renshaw. IDA caused \$16-24 billion of damage and was the second strongest hurricane that hit landfall compared to Sandy.

5. Emergency Management Coordinator continued: He tried to share information with South Heidelberg Township and Lower Heidelberg Township as things happened during the Hurricane. He and Mr. Renshaw divided the Action Plan into two regions and the North was Lower Heidelberg Township and Wernersville and South was South Heidelberg Township and Sinking Spring Borough. Western Berks Fire Department had water rescues, basement pumping and a fire response during the Hurricane. When they were overwhelmed with basement flooding calls, he contacted Berks Department of Emergency Services for mutual aid for the pumping, and several municipalities were able to respond. The Emergency Operations Center (EOC) response was much more effective in 2021 compared to 2018. He and Mr. Renshaw logged the incidents as they happened so he could coordinate responses as soon as possible. They updated Knowledge Center as the incidents occurred. One of the largest issues was the Point Road underpass in South Heidelberg Township where there was a major washout and the water peeled off the roadway. Grandview Road in South Heidelberg Township also experienced damage due to the storm water. Mr. Renshaw did a great job communicating with the teams. Mr. Schlottman tried to get before and after photos at the typical locations that normally flood, but the water receded too fast in some locations. Dedication of all of the Emergency Responders in Western Berks Fire Department is phenomenal, especially the Volunteers. Challenges are improved communication with the Public Works and Police Departments. There was duplication of efforts, there was also miscommunication for when roads were barricaded, and they need to improve on how better to notify the Township Departments. There was a shortage of pumps. Solution for Communications is to all be on the same frequency of the radios and Mr. Schlottman believes this will work. He needs another dedicated person to coordinate radio communication with Road Crews. For accurate real time updates to the Supervisors, he is working on this communication and using the southern states experiences to ascertain how to accomplish this aspect of an emergency event. During the Recovery Phase, the communications were very difficult for him due to the homeowners were not so cooperative about discussing the storm damage. He especially knew there was damage when there were dumpsters at the properties. The Road closures were problematic in that one municipality would close the road, but the other municipality would not and then the people would drive into the flooding area. Mr. Renshaw added that the spreadsheet that was shared was just a small part of the responses. Tony Tucci commented that the EOC Command post was excellent but unfortunately, they had multiple responses for water rescues on Penn Ave. There was a water rescue at a State Hill property that Spring Township Fire Department responded to, and they had to wear their "wet suits" to rescue the person and her 3 pets. Mr. Schlottman noted that there is more snow is coming this weekend, but it is too early to predict the accumulation amounts.

6. Ambulance – Tony Tucci, the Ambulance Director presented his December 2021 Report. There was the Omicron variant that spread through the Ambulance staff, but they are getting back on track. The work is starting soon for the repair on the building that had the Fire. Now we are going to use the Station 4 in Lower Heidelberg Township permanently but not a 24-hour staffed, so it may be 5:00 a.m. to midnight manned Station. Responses from this location have greatly improved the time for responding to calls on that side of Lower Heidelberg Township and the traffic is typically very light during most of their call outs. He asked Mr. Clay to make sure to treat State Hill Road to help with the Ambulances coming up the hill as they return to Station. Mr. Clay said the "S" curves on State Hill freeze fairly quickly as they get no sun exposure. Mr. Tucci is working on the end of the Year Report and the December Report included there were 50 incidents with 37 transported and the busiest time was 12 p.m. with 8 incidents

7. Planning Commission – Ms. Stevens summarized that the January 10, 2022, Planning Commission Meeting was held and the Sketch Plan for the Phoebe Berks II was discussed. There was a field meeting at the Jesuit Center with representatives from Phoebe Berks and Mrs. Wert and Mr. Prutzman were in attendance. By January 24, 2022, a written notice of the Planning Commission's recommended modifications to the plan and any other prerequisites for the Preliminary Plan will be issued by Ms. Stevens. The Planning Commission acknowledged a Municipal Planning Code (MPC) Time Extension for the Green Valley Terrace to March 21, 2022, and forwarded the MPC time extension to the Board of Supervisors.

7A. Green Valley Terrace MPC Time Extension to March 21, 2022: All three Supervisors acknowledged the extension of time to March 21, 2022.

7B. Cacoosing Crossing North Phase 2: The Plan was conditionally approved at the May 17, 2021 Supervisors Meeting, therefore, the 90 days since the conditional Final Plan Approval occurred expired on August 15, 2021. The Supervisors should reaffirm the conditional Final Plan approval for the Cacoosing Crossing North Phase 2 and authorize the Manager to write a letter to the Berks County Planning Commission. Concerning the reaffirmation. All three Board members concurred that the Manager may issue the new Reaffirmation Letter for the Cacoosing Crossing North Phase 2.

8. Building/Zoning – Glenn Kraft of Kraft Code Services (KCS) representative presented the December 2021 KCS Report. There were 10 permits issued for a construction value of \$215,970.36. There were 88 inspections, there were 4 zoning matters, there were 7 Property Maintenance matters with compliance on 4, there were 2 rental inspections, and there were 10 Certificates of Occupancy issued. Over half of his staff was out for almost 2 weeks with COVID, and it has been a challenge, but they have been getting things accomplished.

9. Engineers – Ryan Rhode, the Township Engineer from Kraft Engineering presented his December 2021 Report. No action items from Mr. Rhode's Report. Several of the Plans have been slow to get to recording. Several Projects are in construction, so his staff is providing construction observation services especially at Glen Ridge Estates, but inspections have slowed down with the change in the temperatures. He received the contractor payment language for the 2022 Road Project. There were several UGI permits issued and they should wrap up the restoration later this year because the temperatures do not allow for the final restoration.

10. Recreation Board: Update: Vacant Positions and Liaison tabled from January 3, 2022, Reorganization Meeting. Mrs. Johnson said there was no Recreation Board and asked Debbi Scull if she would be involved in the Recreation Board. Mrs. Scull stated she does not want to be the only one on the Recreation Board and doing all the work. Mrs. Johnson was going to reach out and see if she can recruit Recreation Board Members to be on the Board and help as well as she will be the liaison

11. Police Department – Chris Stouch, the Chief of Police presented the Police Department December 2021 Report. There was a total of 174 incidents with 9 motor vehicle accidents and 13 arrests/crime reports. There were zero vehicle accidents today, so Mr. Clay and his team did a great job today.

12. Road Foreman – Matt Clay, the Road Foreman presented his December 2021 Report. He reported that the January 7th storm event required 45-man hours and the January 9th storm event required 33-man hours. Roughly we had 100-man hours for the Jan 16-17th event and the road temps were very cold so things would freeze up within an hour or so. The parking brake cables had to be replaced on the GMC. They will be fixing small potholes on Water Road. Seidel's completed half of the tree removal work on December 21st and the Board authorized another day which should be enough to complete Faust Road, and he is waiting on the date from Seidel's. They washed and waxed the vehicles. The Christmas tree pick-up went well. They continue to replace the shop lights with LED's. They attended a work zone safety class but need to redo the class since they missed part of it with the storm. The Road Foreman is ready to order the new zero-turn mower. Due to the supply chain issues, he may need to order a different model mower which may be \$250 more than we budgeted at \$8,000. The Liquid Fuels budget line item 35-430-026 has \$10,000, so is the Board acceptable to order a slightly more expensive model if the availability warrants a different model? Once the new mower arrives, the existing mower will be sold on Municibid. All three Supervisors support ordering the larger deck mower if the mower is in stock. Mr. Clay noted that it is a SKAG Brand which is made in America so the parts issue will not be a problem with this mower.

Manager/Secretary/Treasurer/Sewer Engineer

13. and 14. Bill List and Treasurers Report: The Bill Lists are for December. **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. All in favor, yes and motion passed unanimously.

15. Tabled Items from the January 3, 2022 Reorganization Meeting

Planning Commission Member: Officially approve of the appointment of Mary Elizabeth Wert as a Planning Commission Member by adopting the relevant Resolution. **On Motion** by Mr. Prutzman, seconded by Mr. Keltz approve the adoption of Resolution 2022-11; whereby appointing Mary Elizabeth Wert to the Planning Commission for a Four-Year Term expiring January 5, 2026. All in favor, yes and motion passed unanimously.

Vacant positions: The following were positions that still remain vacant after the Reorganization Meeting adjourned. Alternate Planning Commission Member, Alternate Zoning Hearing Board Member, Alternate PSATS voting delegate, four (4) vacant Recreation Board Members, and assistant Township Secretary.

Assistant Secretary: The Second-Class Township Code states the following for the Assistant Secretary: Section 602.c allows the Board to appoint an elected supervisors to the listed positions, but it does not require that a supervisor fill that role. Section 804 states, "Assistant Secretary-The board of supervisors may appoint an assistant secretary who shall assist the township secretary or, in the absence or disability of the township secretary, perform the duties of the township secretary. The assistant secretary may be appointed from the membership of the board of supervisors. "Any nominations? Mrs. Johnson stated that she did not believe that an Assistant Secretary was needed. Ms. Stevens noted that one of the largest responsibilities was the meeting minutes and Mrs. Corcoran did take the minutes for Ms. Stevens when she was unable to be present at the September 20, 2021, Board Meeting. There was one other time that Mrs. Scull needed to sign a Tax Form for Mrs. Boyer when Ms. Stevens was not available. The matter was tabled, and the Board would like Ms. Stevens to do more research on the responsibilities.

16. HVAC Quotes from Burkhardt: 1) The Community Room HVAC System has failed for heating and cooling, and 2) one of the Garage System heaters has failed. Burkhardt provided two (2) quotes for the two (2) systems.

1) The Community Room quote is for replacing the existing units that provide heating and cooling with a 5 Ton Trane split system. The fuel source will be gas, so the system will connect to the existing gas lines.

The total for the Community Room is \$24,335, and since Burkhardt is CoStars Approved Contractor, additional bids were not required.

2) The garage units use heating oil as their fuel source. The quote is for replacing both heating units in the main garage and connecting them to the existing gas lines for a total of \$14,190. Burkhardt is a CoStar Approved Contractor, so this quote did not require two other telephone quotes. The total cost for the proposed HVAC System Replacements is \$38,525. The Contingency Fund at First National Bank includes \$60,833 for the HVAC Repair and Replacement costs. Ms. Stevens recommends that the Supervisors consider using the Contingency Fund to pay for these system replacements as they were not included in the 2022 Budget. Mr. Prutzman had questions on the CoStars and Burkhardt and Ms. Stevens noted that there is no heat in the Community Room and the garage is only served by one heater at this time, so the systems really need to be addressed now. The heating oil tank may then be removed once the new heaters are installed which will switch all fuels sources to propane. Mr. Prutzman's concern is that the contractor may not be the lowest cost even though they are CoStars. Ms. Stevens will invite Mr. Prutzman to talk to the contractor when they are at the Township Complex so he can ask them questions. **On Motion** by Mrs. Johnson, seconded by Mr. Keltz, approve the proposed HVAC System work by Burkhardt and recommend that the monies used to pay for the HVAC System improvements be taken from the First National Bank Contingency Fund 01-100-008. All in favor, yes and motion passed unanimously.

17. Rettew's Evaluation and Cost Analysis Report for Heidelberg Bridge: Ms. Stevens stated that we received the Evaluation for the Heidelberg Bridge minor repair, major repair and complete replacement. The total estimated cost for the **minor repair is \$189,000**, the total estimated cost for the **major repair is \$409,000**, and the total estimated cost for the **bridge replacement is \$875,000**. Rettew is concerned that the minor repair will fail in that the contractor could not find enough solid concrete to repair the underside of the arch. The major repair involves a metal arch to be inserted underneath the arch to become the structural feature to support the bridge loading. **Board discussion required** - Rettew's team are leaning towards the major repair instead of replacement as it is significantly less and acknowledging that this is a shared bridge, so the costs would be shared. Ms. Stevens would like to share the Report with Heidelberg Township and the 3 Supervisors concurred. Matt Clay attended a class about bridge inspections, and he stated that the Township is not obligated to pay for the repairs, especially if they do not benefit the rate payers. Ms. Stevens pointed out that the resident that owns property on both sides of the bridge did have the County purchase the development rights in perpetuity, so his land is not really devalued. Ms. Stevens to send the Evaluation to Heidelberg Township and see what they say. If they do not do anything then we close our side. Mr. Rhode pointed out that the Township is using a very qualified consultant for the Bridge Analysis. Mrs. Johnson pointed out that Heidelberg Township has a history of saying no to repairs of shared bridges. Mr. Clay asked if Heidelberg paid for their share of the repairs to Palm Road bridge and the answer was no they did not.

18. American Rescue Plan: The County is interested in assisting in an Intergovernmental Water Line Extension Project to initially serve the Commercial Property at the intersection of Penn Avenue and Big Spring Road by using some of their American Rescue Plan money they received; however, each municipality would need to contribute to the water line extension project as well as the Developer. **Board discussion required** – Ms. Stevens asked are the Supervisors willing to contribute some of the \$644,134.34 that the Township will receive towards the waterline extension project to enable the Developers who own the property at Big Spring and Penn Ave obtain public water for their future commercial projects, and with additional financial assistance from the County, Heidelberg Township, South Heidelberg Township, Borough of Robesonia, Borough of Wernersville, and the Water Authorities serving the municipalities. A discussion with the Supervisors occurred where a cost estimate is needed for the waterline extension from the school stub to the commercial property in order for the Lower Heidelberg Township Supervisors to make a decision of the amount of the financial commitment. Tabled to next meeting so Ms. Stevens can obtain more information and a cost estimate.

19. Berks County Cooperative Purchasing Council: Ms. Stevens noted that a Resolution needs to be adopted officially appointing the Manager and the Chair/Vice-Chair to be representatives of the Council. **On Motion** by Mr. Keltz, seconded by Mr. Prutzman approve the adoption of Resolution 2022-12; whereby appointing the Township Manager, Chair and Vice Chair as representatives of the Berks County Cooperative Purchasing Council for calendar year 2022. All in favor, yes and motion passed unanimously.

20. Shredding of Township Documents: **On Motion** by Mr. Prutzman, seconded by Mr. Keltz, approve the Resolution 2022-13 for the Township Shredding of various records as presented in the Resolution. All in favor, yes and motion passed unanimously.

Solicitor - The Solicitor to present his Report. Atty. Jon Long was present in place of Andy Bellwoar at this meeting due to scheduling conflicts. There was no Report to present per Atty. Long.

Tabled from January 3, 2022, Meeting, and now tabled again from the January 17, 2022 Meeting - Approve entering into a General Release and Separation Agreement with John P. Sellers, III.

Old Business - None

New Business

Ms. Stevens noted that Ordinance Number 2022-363 will be moving forward with the Faust Road Speed Limit since the Police Department will be unable to enforce the new speed limit without the amended Ordinance. She also noted that there will be some escrow releases in February for various developers.

Mr. Schlottman announced that he finally received the iPad.

Public Comment - None

Adjournment: Motion by Mrs. Johnson seconded by Mr. Keltz at 8.24 p.m. and all were in favor.

Respectfully Submitted, Pamela J. Stevens, Manager/Secretary/Treasurer BOS Approved 2.21.22