

**Lower Heidelberg Township Board of Supervisors  
Meeting Minutes – Workshop Meeting  
April 13, 2022**

The Lower Heidelberg Township Board of Supervisors held their monthly meeting in person at 720 Brownsville Rd. on the above date. The April 13, 2022 monthly workshop meeting was duly advertised to be held in person. Present were Chairperson Cheryl Johnson, and Member Paul Prutzman, Township Solicitor Andrew Bellwoar, Township Engineer Ryan Rhode (KE), Road Foreman Matt Clay, Chief Christopher Stouch, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were David Kurtz and Deborah P. Scull.

Mrs. Johnson called the Workshop Meeting to order at 7:03 p.m. and led the Pledge of Allegiance.

Public Comment - Mrs. Johnson asked if there was any public comment and there was nobody from the Public that had any comment.

**1. Newsletter, Social Media and Website** – Mr. Prutzman started the discussion on improving the communication with the citizens in the Township, and some of these forms of communication do result in public attendance and interest in the topics to be discussed at a public meeting. Social Media topics include adding a Newsletter to the Website, using a Facebook Page and other Social Media and also creating a new and interactive Township Website. He pointed out that in his opinion there is insufficient information on the Website for the residents to know what Infrastructure Improvements are scheduled. Do we solicit proposals from Social Media companies to begin the process of the Social Media improvements. Mr. Prutzman's daughter is in this field and he can ask her what her competitors are in this area. He is open for suggestions. Mrs. Johnson stated that there used to be a quarterly newsletter, and she has heard that the Vo-Tech could print these out for a reduced cost. Ms. Stevens noted that the Newsletters were typically thrown away by the residents, possibly not read and approximately \$4,000 to \$6,000 per year was spent. If the Newsletter was on the Website, then the residents can continue to review the Website. Mrs. Scull pointed out that the e-mails are being collected when the new residents are enrolled into their trash and recycling and sanitary sewer accounts.

Mr. Prutzman asked about lists on Code Red and if there is a list and can the Tax Bill List, Sewer Bill List On-Lot Bill, Trash & Recycling Bill List and consolidate the addresses and e-mails into a master list. Chief stated that the Census used to send a list to the Townships which did include all sorts of information. Mr. Prutzman would like to have permission to research the Social Media Outreach. He would prepare a request for proposals. Mr. Bellwoar noted that he does not need a motion to perform this research. SpringfieldYork.gov according to Mr. Prutzman is a great website.

Mr. Kurtz can assist in the communications research and mentioned PSATS awarded West Goshen Township for their communications and updated their website. Ms. Stevens will check into the PSATS awards.

**2. Police Department Space** – Mr. Prutzman reminded the attendees that five (5) years ago there was a discussion on any the need for additional space in the Police Department. Is there space needed currently is the question asked of Mr. Prutzman to the Chief of Police. Chief stated they can always use more space, but it is not an immediate need, and the proposal from the Architect was over \$2,000,000. The Accreditation process he has started will require updates in the Police Department, especially for security. The doors and the Police Secretary's window are not bullet proof or secure. He would like the safety concerns addressed, and they always need more room for storage. The Officers are satisfied with the LHTPD space as it is but there could be improvements. With the potential to increase in population, more Police Officers may be needed.

Per the Chief, there are typically 3-4 Officers are in the Squad Room at one time, so they are not overcrowded. The increase in the projected population will not require a doubling of the Department but a modest increase is probable.

**3. Financial Plan 5-Year** – discussion on creating the 5-Year Financial Plan including the Police Department & Road Crew needs, infrastructure repairs & maintenance annual costs, Park & Recreation Master Plan, and increased costs of services, etc. During his campaign Mr. Prutzman did hear there were concerns on the roadway system condition. Mr. Rhode suggested once the 2021 Bond monies are expended, the roads be re-rated to develop this 5-Year Plan. He believes that the 5-Year Plan will create the Budgets in the next 5 years and moving forward. He attended a class at the Center for Excellence in Local Government and the Class Instructor stated that one of the key responsibilities of the Supervisors per the Second-Class Code is to drive all of the Township Roads at least once a year. Mr. Rhode stated the timing of the bids are critical for the Road Improvement Projects, and to revisit the Spreadsheet at least every other year. Mr. Clay stated that it is hard to plan for road improvements without a Budget number each year, especially for maintenance. Mr. Rhode believes that there have not been any recent road improvement plans created. Now that the Road Crew is doing more road maintenance tasks, need to Identify the roads that need maintenance and those that need rehabilitation. Mr. Rhode can give the Supervisors a ballpark cost to create the 5-year Plan as he did one for South Heidelberg recently, so he has current unit costs. Mr. Clay did not agree with the 2021 Bond and the Supervisors should have raised Taxes to create a Road Fund, and he foresees for the Road Improvements including maintenance and rehabilitation at least \$400,000-\$500,000 should be budgeted per year. Point Road deteriorated significantly as compared to the condition it was in before the Bond Monies were available and will probably cost more than the Bid. The General Fund was reduced for the Road Improvements and more of the Liquid Fuels Funds are being used towards the Road improvements. Small amounts are set aside for road improvements but there is not a large enough fund for Road Projects. Mr. Prutzman would like to plan ahead. Mr. Rhode noted that more Roads are being dedicated to the Township, and the new developments pavement conditions are not very good due to the Superpave product.

Mr. Clay would like to have an extra Road Crew Member budgeted for in the future and possibly a future part-time person for the Road Crew for so many man hours during the seasonal needs. Place the matter on a future Agenda when preparing the 2023 Budget. Mr. Clay would like to add on a 6-Bay Garage to the complex. He would like to see a Vehicle Equipment Fund established as well. The Township did start a Contingency Fund for vehicle replacement. Ms. Stevens to find the Township and Cell Tower Plans.

**4. Bond Money Roads and Bridges Spreadsheet with Costs and Dates for Website** – discuss status of Kraft Engineering completion of the Spreadsheet, and if anything else needs to be added. Mr. Rhode handed out the working spreadsheets and discussed the various costs reflected in these spreadsheets.

For Cacoosing Crossing North Phases 1 and 2 Grande Construction entered into an Agreement that was originally with Greth, and each lot for 56 Lots must remit \$5,000 Impact Fee per Lot. Ms. Stevens will find the Agreement to verify if the Impact Fees are or are not restricted.

Sweitzer Road – there is an account in the amount of over \$350,000 to be used to improve Sweitzer Road after the Glen Ridge Development is fully built out. There is also a \$187,000 Bond held against Joe Margusity for any damage on Wagner Road caused by construction vehicles, as well as any damage to Sweitzer Road.

Mr. Rhode asked what does Mr. Prutzman want to see on the Spreadsheet and he clarified what he thought should be included and he will review the draft of Mr. Rhode's spreadsheet prior to the spreadsheet being posted on the Website.

**5. Library Funding and Name** – discussion on additional funding of the Library if there is a surplus towards the end of the calendar year and the possibility of a new Brand for the Library such as Western Berks Library. Mr. Prutzman was at the Budget Workshop where the Library Funding was discussed, and he would like to see more funding to support the Library. Place the action item to increase from \$2.50 to \$3.00 for the Library Donation on the April 18, 2022 BOS meeting. Mrs. Scull did attend the Library Board Meeting and she asked the Board about changing the name and they were not in support since they have all sorts of rules that apply to the Library. According to the State Library Association Western Berks includes Womelsdorf and Robesonia. Wernersville Library is part of the Western Berks Library Association. The Library Board will investigate the potential renaming and there should be more outreach since he did not know that this was his Library. Mr. Bellwoar suggested a link on the new Website to become a member of the Wernersville Library. The Prutzman's need to change their library membership card to Wernersville. Mr. Kurtz stated that when they first moved here the family went to the Sinking Spring Borough Library. Many residents are not clear on where they live due to the post office address.

**6. Change Title of Workshop Meeting** – Mr. Melson suggested at a previous meeting to rebrand the name of this Meeting. Discussion on renaming the Meeting to help the Public identify the difference between the regular Board Meeting and the "open discussion type meeting". Mr. Bellwoar stated there is no defined Workshop meeting since it is an advertised public meeting, but these are typically used for discussion purposes. Mr. Prutzman stated this becomes part of the new communication effort for rebranding and educating.

**7. Gas Unit Heaters** – discussion on the possibility of changing the gas unit heaters that were just purchased to the higher efficiency model and this model has self-contained combustion for approximately \$6,000 more than the approved quote of the less efficient models. Ms. Stevens asked if the Township decides to go with the higher efficiency units, can the recently purchased units be placed on Municibid to reimburse the HVAC Contractor for these units since the units will not be accepted back to the Vendor even with a restocking fee. Mr. Bellwoar agreed that the Township can do this, but there needs to be various motions and documentation concerning the less efficient units before the units are placed on the Municibid website. He will prepare these motions for the future meeting. Ms. Stevens to verify the costs of the 97% Efficiency Units and add this item to the April 18, 2022 Agenda.

**Old Business – None**

**New Business** - Executive Session for potential litigation concerning the PA One Call matter and list on the April 18, 2022 as an executive session.

**Adjournment at 9:03 p.m.**

Respectfully Submitted, Pamela J. Stevens, Manager/Secretary/Treasurer BOS Approved June 20, 2022