



SOUTH HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

WORKSHOP & GENERAL BUSINESS MEETING – 2-21-2023

CALL TO ORDER/PLEDGE

The Board of Supervisors of the Township of South Heidelberg met at the Municipal Building for the monthly workshop & general business meeting. The meeting was called to order by Chairman Byrne at 9:00 AM, on February 21, 2023 followed by the Pledge of Allegiance to the Flag.

MEETING ATTENDEES

BOARD OF SUPERVISORS

Chairman, Thomas R. Byrne
Vice-Chairman, John N. Musante
Secretary, Tiffany L. Billingsley

TOWNSHIP STAFF & ADVISORS

Township Manager, Sean A. McKee
Acting Police Chief, J. Matthew Hook
Public Works Manager, Bill Lanza
Township Solicitor, Andrew George, Esq.
Township Engineer, Scott Anderson

PUBLIC COMMENT

No public comment.

TOWNSHIP MANAGER REPORT

Mr. McKee referenced his report and provided the following updates:

DCNR Grant. Mr. McKee stated he has been working on the DCNR grant award for the parks, recreation and open space comprehensive plan. Mr. McKee stated he had a meeting with DCNR to review the grant portal and would be putting together the request for proposal requirements for the study. Mr. McKee stated a committee would be formed to review the request for proposal and submissions and make a recommendation to the Board.

MOU 12 Hour Shift/Kelly Time. Mr. McKee stated that Chief Hook has been discussing a solution to issues that can be caused by Kelly Time (4 hours taken by Officers each pay period as part of 12 hour shifts). Mr. McKee stated that an MOU has been drafted that will pay Officers 4 hours of straight time versus taking the 4 hours off each pay period. Mr. McKee stated that Chief Hook has calculated the number of hours gained by this MOU which improves coverage, reduces overtime potentially and benefits the department and community. Mr. McKee stated the MOU would be on the agenda for approval next week.

Berks EIT Delegate. Mr. McKee stated that Berks Earned Income Tax requires a primary and alternate delegate that would serve various duties and represent the various municipalities of our area. Mr. McKee stated that he was approached by Berks EIT to be the primary delegate but asked that Berks EIT send out an email to all municipalities to determine if someone else would rather fulfill those duties.

McKee asked the Board if there were any questions. No comment from the Board. Mr. McKee requested an Executive Session to discuss a personnel matter.

CHIEF OF POLICE REPORT

Chief Hook referenced his report and provided the following updates:

Probationary Status. Chief Hook stated that Officer David Lehman and Officer Mitchell Cole have successfully completed their 1 year probationary period. Chief Hook stated that he would recommend action to move both Officers to full time non-probationary status.

Full Time Hire Candidates. Chief Hook stated he and Detective Heiden continue to work to seek candidates for full time Officer Positions. Chief Hook stated that he has a candidate in current Reading Police Officer Darren Dougherty. Chief Hook stated that Officer Dougherty would be in attendance to discuss his background with the Board. Officer Dougherty was present with the Board and Officer Dougherty exchanging in questions and answers regarding his background and expertise which is extensive.

K9 MOU. Chief Hook stated he is reviewing the K9 MOU specifically regarding training hours and would have some recommendations for a revised MOU.

Chief Hook asked the Board if there were any questions. No comment from the Board.

PUBLIC WORKS MANAGER REPORT

Mr. Lanza referenced his report and provided the following updates.

Salt Spreader Calibration. Mr. Lanza stated that the public works team had training on salt spreader calibration which ensures the salt spreaders and dispensing and spreading salt accurately. Mr. Lanza stated he and the public works team have conducted calibration testing on all snow plow vehicles.

Sign Replacement. Mr. Lanza stated that he and the public works team have begun replacing signs that were rated as needing replacement as part of the sign inspections completed in 2022. Mr. Lanza stated he expects to have all signs replaced in the next month or two.

Swale/Stormwater Cleanouts. Mr. Lanza stated the public works team has been working to re-establish and clean out swales and also had the leaf collector out to clean out stormwater facilities. Mr. Lanza stated with the mild winter and lack of snowfall the team has been able to address a significant number of swales and facilities and do so before spring.

Mr. Lanza asked if the Board had any questions. No comment from the Board.

TOWNSHIP ENGINEER REPORT

Township Engineer Scott Anderson referenced his report and provided the following updates:

Tommy's Car Wash Preliminary/Final Plan. Mr. Anderson Tommy's Car Wash has submitted its preliminary/final plan. Mr. Anderson stated the plan was reviewed by the Planning Commission at its February meeting and that the Planning Commission has recommended approval conditioned upon meeting the review letter requirements. Mr. Andersons stated the plan can be approved by the Board at its next meeting. Mr. Anderson stated that there would also be a waiver request to allow for a combined preliminary/final submission that the Board would also need to take action to approve.

TOWNSHIP ENGINEER REPORT

Members 1st Escrow Release Request. Mr. Anderson stated that Members 1st has requested a final escrow release. Mr. Anderson stated that the NPDES permit has not been terminated yet and the as-built drawings have not been received. Mr. Anderson stated until those drawing are received the granted escrow release would be \$17,910 with \$128,060 to be retained.

Popeye's & Stor4U Preliminary Final Plan. Mr. Anderson stated that both plans were reviewed but are not yet ready for review and approval by the Board. Mr. Anderson stated that Popeye's has comments to address from the review letter as well as approvals needed by other agencies before recommended approval can be made. Sto4You also received a review letter and needs to address comments and receive approvals from outside agencies. Mr. Anderson stated that next month there would most likely be action on these plans.

2023 Road Paving Projects/Bids. Mr. Anderson stated the contract has been advertised and bid opening will be March 7. Mr. Anderson stated that PennDOT municipal services required some changes which delayed the bid and anticipated opening. Mr. Anderson stated that the award of the contract would be needed by both South Heidelberg Township and West Cocalico Township.

TOWNSHIP SOLICITOR REPORT

Mr. George reference his report and provided the following updates.

Emergency Management Coordinator Intermunicipal Agreement. Mr. George stated a new Intermunicipal Agreement for the Emergency Management Coordinator is under review and would require action by the Board. Mr. George stated that Wernersville Borough would now be covered by the current EMC and that the agreement will split the costs by 1/3 as the prior agreement was between South Heidelberg Township and Lower Heidelberg Township.

136 Sianna Circle Sidewalk Easement Agreement. Mr. George stated his office has prepared a sidewalk easement agreement related to 136 Sianna Circle. Mr. George stated the property owner wishes to extend the sidewalk from his property across the easement area and the agreement is needed to allow the property owner to move forward with the project and permitting.

Road Cut Ordinance Revisions. Mr. George stated he and Engineer Anderson are working on revisions to the Road Cut ordinance and would have the revised ordinance for review by the Board in the next couple months.

Stormwater Ordinance Revisions. Mr. George stated he and Engineer Anderson are working on revisions to the Stormwater Ordinance which has updated based on the PA Department of Environmental Protection. Mr. George stated the revisions are required by PADEP and he would have a revised ordinance for review in the next couple months.

Mr. George asked if there were any questions. The Board had no questions.

RECREATION BOARD

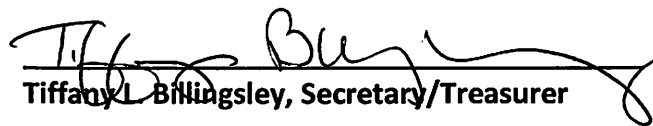
Mrs. Billingsley stated the annual Easter Egg Hunt is scheduled for April 1st starting at 2:00PM as Richard E. Hummel South Mountain Park.

PUBLIC COMMENT

Burl Werner RE: Hearing. Mr. Werner asked if the sound system could be turned on during meeting because it was hard to hear during the meeting.

ADJOURNMENT

A motion to adjourn at 10:09 am was made by Mrs. Billingsley seconded Mr. Musante and carried unanimously by the Board.


Tiffany L. Billingsley, Secretary/Treasurer