**Amity Township Board of Supervisors**

**Meeting Minutes**

## May 21, 2014

## **Call to Order/Pledge to the Flag**

The May 21, 2014 meeting of the Amity Township Board of Supervisors, held at the Township Municipal Building, 2004 Weavertown Rd., Douglassville, Berks County, Pennsylvania, was called to order at 7:00 PM by Vice Chairman Richard Gokey. The following were in attendance:

### SUPERVISORS

Richard Gokey, Vice Chair

Paul Weller

 David Hackett

### STAFF

Charles Lyon, Manager

 Pamela Kisch, Township Secretary

Kent Shuebrook, Chief of Police

Brian Boland, Solicitor, Kozloff/Stoudt

John Weber, Engineer, LTL Consultants

**VISITOR** – Richard Hart of Richard I. Hart Insurance

A dividend check in the amount of $66,490.45 was presented to the Board of Supervisors by Richard Hart. The check was for a combined dividend of Workers Compensation and Property and Liability policies. Mr. Hart explained the dividend, which amounted to 47% of the insurance premium, is a direct result of the implementation of proper loss prevention procedures.

**ANNOUNCEMENTS**

Mr. Weller announced Boy Scouts were in attendance. Mr. Zach Stolnacker and Nick Ruffing were present as they are both working toward their Communications Merit Badges.

**PUBLIC COMMENT (AGENDA ITEMS ONLY)**

None

**FINANCE**

Mrs. Kisch mentioned that Traffic Impact Fees had been paid to Bogia Engineering for its work updating the Traffic Impact Fee Ordinance after the agenda was sent out, and a correction was made to the Total Bills to be paid. Mr. Hackett moved, seconded by Mr. Weller to approve disbursements as follows:

 $179,226.54 General Fund

 $ 60,213.78 Sewer Fund

 $186,912.40 EDU Fund

 $ 12,019.47 Liquid Fuels

 $ 1,920.79 Traffic Impact Fees (North)

 $ 1,920.79 Traffic Impact Fees (South)

 $ 64,107.47 Fire Fund

 $506,321.24 Total

Motion passed, 3-0.

**REPORTS**

***Fire Companies*** Assistant Chief Robert Kline reported Monarch Fire Company’s Chicken BBQ sale was successful, noting that 300 chicken halves were sold from between 10AM and 2PM. Chief Mike Zomolsky reported two fundraisers for Amity Fire Company. The annual carnival was a success, with a net profit of $10K, despite being closed two days due to weather and the flower sale brought in a profit of $1,000.00.

***Planning Commission*** Mr. Mike Gavin explained Hess Corporation had received approval to relocate the underground unleaded tanks closer to Old Airport Road. The new location was to make it easier for diesel trucks to enter and exit the fueling stations. The revised plan will require variances for setbacks in the front and rear of the property. The Planning Commission recommended approval of the revised plan and variances. Mr. Weller moved to authorize sending the ZHB a letter of recommendation to approve the revised plan and variances, as sought by the applicant. Mr. Hackett seconded the motion, which passed, 3-0.

**UNFINISHED BUSINESS**

***SBREMS Radio End User Agreement*** Mr. Boland explained SBREMS should have signed an agreement to return radios to the Township if they no longer serviced Amity Township. It was anticipated that the agreement to be in place prior to radio installation. Manager Lyon received a response from the County that there would have been a forfeiture of grant money if the radios were not installed. Mr. Boland stated he would draft an agreement that could be sent to SBREMS for the Board’s review.

**SOLICITOR’S REPORT**

Mr. Boland asked for permission to advertise the meeting to adopt the Land Use Assumptions Report (LUAR), which is scheduled to be held in combination with the BOS June 18th meeting, commencing at 7:00PM. Mr. Weller moved, seconded by Mr. Hackett to grant permission to advertise the meeting as requested. Motion passed, 3-0. Mr. Boland advised he is still awaiting an official decision on the full-time versus part-time police grievance. Mr. Lyon was advised by the President of the Police Association that an official notification of decision would be forthcoming. Mr. Boland reaffirmed that with terminated employee having plead guilty; the grievance was null and void.

**ENGINEER’S REPORT**

Mr. Weber reported bids were opened for the High Meadows sidewalk and ADA ramps replacement. Three bids were received: Reamstown Excavating Inc bid $144,573.60, Forino Co LP bid $161,988.00, and Heim Construction Co bid $281,966.00. The engineering assessment for this project was $163K. Reamstown Excavating was the lowest bid, references were favorable, and the bid was in order. Mr. Weber recommended awarding the bid to Reamstown Excavating at a cost of $144,573.60. Mr. Weller moved, seconded by Mr. Hackett to award the bid to Reamstown as recommended by the engineer. Motion passed, 3-0.

**NEW BUSINESS**

None

EMPLOYEE/OFFICIAL REPORTS

**Manager:** The Manager reported the agreement with Service Electric (SECTV) stipulates the Township is entitled to one new facility drop per year at no charge, provided the location is within 250’ of SECTV’s facility. Mr. Lyon is waiting for confirmation of this by SECTV management. Updates to on WWTP: PS1 & PS 5 – The project is approaching completion. Variable Speed pumps will be installed at PS5. 662 Interceptor and Corrective Action Plan (CAP) – The Manager requested a brief executive session to discuss progress of the easements. Primary Influent Repair – Dave Wheeler televised the line, which proved “pick-up point” for lifting and setting the pipe was the source of the leak. The remainder of the line appeared to be in good condition, per Dave and Mike Sassaman (ARRO). The plate was bolted and covered with concrete and considered to be a permanent fix. Update of Sewer Cad – ARRO proposed updating the map and producing laminated field documents for eight developments, at a cost of $5K. The estimate included manhole inverts and pipe sizes and slopes to each manhole section on the plans. Escrow will be used to complete the sewer cad update for the High Meadows development. The Manager asked for authorization to spend up to $5K to complete these updates. Mr. Hackett made a motion to approve updates of the developments into the sewer cad at a cost not to exceed $5. Mr. Weller seconded the motion, which passed 3-0. New developments are required to submit digital drawings that can be used to update the sewer cad program. After review of Mr. Kraft’s bridge evaluation, the Manager recommended waiting for the annual State inspection before making a decision regarding the Monocacy Hill Road Bridge. Mr. Howell-Clarke and the Supervisors agreed. The Township received handwritten consent to set a catch basin at 47 Hillview Road from Larry Clouser. An agreement would still be necessary, however the Manager asked for direction of the Board on whether to proceed. This issue was tabled until all members of the Board are present to discuss. Joan London reformulated the Consent Order and Agreement for Amity Square/Park Lane. The deadline for compliance was extended to June 13th. The agreement was sent to the owners. Mr. Gokey asked if an Ordinance was in place for periodic inspections to prevent or identify future grease blockage issues. Manager Lyon replied inspections are done annually and enforced by fines and penalties for offenders. The Manager reviewed the current process for delinquent sewer account management. For properties that have public water, PA American Water (PAWC) works with staff to disconnect public water for those sewer accounts that become delinquent March 1st through November 15th. Almost all these accounts pay after having their water turned off. Seven sewer accounts remain seriously delinquent, all of which do not have public water; therefore there is less leverage in collecting payment. The Manager asked for permission to proceed with establishing a written procedure for handling these types of severely delinquent accounts, including termination, amending the fee schedule, and establishing a reconnection fee of $1,000.00. Mr. Boland’s office would be involved in each phase. Four of the properties on this list are maintained by a management company. One of the accounts, on Monocacy Creek Road, has never made a payment and involves a long-standing divorce situation. Mr. Hackett moved to authorize staff to proceed with establishing a written procedure and amend the fee schedule to include a $1,000.00 reconnection fee. Mr. Weller seconded the motion, which passed, 3-0. The County submitted their review of the LUAR, as required under Act 247. Mr. Weber stated he will be making some minor adjustments prior to the LUAR adoption meeting; these updates will not affect any of the projected numbers. The PAG-13 NPDES Permit (MS 4) and requirements were distributed to the Board for their review. Bids for the 2014 Paving Projects were opened earlier in the day. Reid Paving was lowest bidder at $208,325.00 to overlay Russell Avenue, as the first project. EJB Paving submitted the lowest bid for Ultra Thin Nova Chip on various roads within the Township at a bid price of $204,787.44, as the second project. The Manager recommended doing both projects, at a combined total of $413,112.44; using funds of $33K in liquid fuels funding that were not budgeted but were received as a result of census results, $114K from budget allocations, and $66K in insurance dividends, and the remaining funds estimated at $200K from the 2013 General Fund surplus. Mr. Weller made a motion to award both projects to the lowest bidders, supplemented by the General Fund Balance. Mr. Hackett seconded the motion, which passed, 3-0.

**Chief of Police:** Chief Shuebrook asked for permission to attend the PA Chiefs Centennial Education and Training Conference in Valley Forge on July 13-17, 2014. Cost of registration would be $200.00 Mr. Weller moved, seconded by Mr. Hackett to authorize attendance, at a cost not to exceed $200.00. Motion passed, 3-0. The Police Department obtained software that enables officers to complete PENNDOT crash reports and citations on the vehicle MCT’s which can be sent electronically. There was no charge for the software.

**PUBLIC COMMENT**

Mr. Richard Cooper, 2563 Limekiln Road, asked if the ADA ramps in High Meadows were compliant when they were placed. Mr. Weber explained the ADA ramps were compliant, at the time the plans for the High Meadows Development were approved. Building was completed over ten plus (10+) year period, and during that time, specifications for the ADA ramps had changed. When requesting liquid fuels funding to repair these roads, eventually the State would require the ramps to be re-installed to current specifications. Mr. Boland noted that the project for ADA ramp replacements would be paid from the escrow fund that was in place when Heritage went bankrupt and not with Township tax money.

###### SUPERVISORS

Mr. Weller noted the minutes were not approved earlier in the meeting.

**MINUTES**

Mr. Weller moved, seconded by Mr. Hackett to approve the May 7, 2014 minutes, as presented. Motion carried, 3-0.

**EXECUTIVE SESSION**

At 8:25PM, with there being no further business, and upon a motion by Mr. Weller, and seconded by Mr. Hackett, the meeting was adjourned to an Executive Session, without intent to return to discuss progress of land acquisitions and a Police Association matter. Motion passed, 3-0.

Respectfully submitted,

Pamela Kisch

Secretary