

**Amity Township Board of Supervisors  
Meeting Minutes**

October 1, 2014

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

The October 1, 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 Chairperson Kim McGrath. The following were in attendance:

**SUPERVISORS**

Kim McGrath, Chairperson  
David Hackett  
Terry Jones  
Paul Weller

**STAFF**

Charles E. Lyon, Manager  
Pamela Kisch, Township Secretary  
Brian Boland, Solicitor, Kozloff/Stoudt

**ANNOUNCEMENTS**

None

**PUBLIC COMMENT (AGENDA ITEMS ONLY)**

None

**MINUTES**

Mr. Jones moved, seconded by Mr. Weller, to accept the September 17, 2014 minutes as presented. Motion passed, 4-0. Mr. Jones moved, seconded by Mr. Hackett to approve the September 22, 2014 minutes, as presented. Motion carried, 4-0.

**FINANCE**

Mr. Weller moved, seconded by Mrs. McGrath to approve disbursements as follows:

\$	80,260.22	General Fund
\$	16,696.36	Sewer Fund
\$	655.80	Traffic Impact Fees Fund (North)
\$	655.80	Traffic Impact Fees Fund (South)
\$	7,153.05	Liquid Fuels Fund
\$	<u>18,483.22</u>	<u>EDU Fund</u>
\$	123,904.45	Total

Mr. Weller questioned payments to JP Mascaro. Mrs. McGrath stated the format of the report appeared different. Mr. Lyon agreed to provide necessary back-up documentation of disbursements. Motion passed, 4-0.

**REPORTS**

**CODE DEPARTMENT-** Mr. Lyon noted that the Luckenbach detention basin work has been completed. Mrs. McGrath asked if the Township contractor is mowing the old Cook Farm. She noticed the contractors are parking in the roadway around a narrow corner, causing a potential safety issue. Mr. Lyon confirmed the Township contractor is maintaining the grass at this property location. Staff will notify the contractor.

**ROAD DEPARTMENT-** The Road Department report was presented for the Board for review. There were no questions.

### **UNFINISHED BUSINESS**

The Board reviewed a memo from Mrs. Kisch regarding flu shot benefits for employees. The Board would like staff to determine if flu shots are offered at Premier Urgent Care, at no charge, to Township employees. Mr. Boland reviewed the Long & Barrell letter dated 9/18/2014 regarding the 2014 audit. After analyzing possible personnel changes that impact financial reporting, the Manager had requested authorization to begin auditing processes in October, at billable at hourly rates quoted in the engagement letter proposed for 2014. This would allow the firm access to individual (s) who are authorizing and recording financial transactions, and may not be with the Township in the New Year. Mr. Jones moved, seconded by Mr. Hackett to authorize execution of the engagement letter dated 9/11/2014 and advertisement by the Solicitor for the appointment at the appropriate time in the calendar. Motion passed, 4-0.

**SOLICITOR-** Nothing new at this time.

### **NEW BUSINESS**

***Approval of Resolution 14-15 Closing Monocacy Hill*** Mr. Jones moved, seconded by Mr. Weller to approve Resolution 14-15, closing Monocacy Hill to the public during hunting season. Motion passed, 4-0. The signs will be posted by the Public Works Foreman.

***Approval of Resolution 14-16 Disposition of Records*** Mr. Weller moved, seconded by Mrs. McGrath to approve Resolution 14-16, permitting staff to dispose of personnel files for employees who have not been employed by the Township for over five years. Motion passed, 4-0.

***Authorization for Staff to Attend County Recycling Event*** Mr. Jones moved, seconded by Mr. Hackett to authorize staff to participate in the Berks County Paper Shredding & Pharmaceutical Waste Collection event on Saturday, October 11, 2014. Motion passed, 4-0.

***Pondview 18-Month Maintenance Agreement*** Mr. Weber submitted a letter recommending release from the maintenance security for Pondview (Stitzel) Subdivision in the amount of \$63,753.66. This would provide a balance of \$38,000.00 for Leaf Creek Court maintenance, \$2,000.00 for street light repair, and \$1,000.00 for crack sealing. Mr. Boland stated that the maintenance agreement was drafted to allow withholding of funds for Leaf Creek Court maintenance until the last two lots are sold, due to the potential risk of heavy equipment damaging the road. Mr. Lyon gave Mr. Stitzel the option of having the Township complete crack sealing and Mr. Stitzel reimbursing the Township. Mr. Jones moved, seconded by Mr. Weller to approve release of \$63,753.66, as requested by LTL's letter dated September 30, 2014. Motion passed, 4-0.

### **EMPLOYEE/OFFICIAL REPORTS**

**Manager:** Mr. Weller, Mr. Wheeler, Mr. Sassaman and the Manager met with Aaron Barr and Tim Wagner of the PADEP on Monday, September 29, 2014 at the Township building to discuss the Chapter 94 response letter. The new interpretations of the existing laws are a result of a revised policy, which was published in the PA Bulletin and is being implemented and being enforced statewide without exception. Implementation of the policy in 2013, followed the State's Policy process, and there will be no grandfathering. Staff was given direction and suggestions for getting an approved corrective action plan. When approved, the Plan would allow some new connections to those areas under moratorium. Mr. Wagner was pleased that the Township filed the Declaration of Taking for the 662 interceptor and making progress towards completion of the 662 Corrective Action Plan. ARRO is preparing a letter making recommendations to resolve capacity issues at PS2 & PS4. Mr. Lyon would like to proceed with a Professional Services Agreement (PSA) to complete studies on both pumps to determine the most cost effective manner to increase capacity at both pump stations, provided it's under the Telephonic Price Threshold set by PACODE (\$10,300.00). The Board directed the manager to proceed. Mr. Boland stated the PSA Agreement could be ratified at the October 15, 2014 meeting. Mr. Wheeler and his staff have been working on devices at PS5 to control odors at PS1 and have been successful at reducing odors. Air monitoring samples will continue to be taken to finalize the setting mix. Manager Lyon reported that Amity Square LLC had responded to Ms. London's enforcement notice, and has paid all past due sewer

payments for Amity Square. Mr. Yocum has also set up an appointment with Mr. Loomis to address inflow and infiltration issues. Windstream's Insurer has denied the claim for reimbursement for repairs made to a wastewater collection line along 662. Mr. Lyon had authorized Mr. Boland to proceed with a request for reconsideration of the claim. The Recreation Board will consider approval of the Optimist Club's annual Halloween Parade, being held on Tuesday, October 28, 2014 at 6:30, staging to begin at 5:30. Halloween will be observed in the Township on October 31, 2014 from 5PM until 9PM. As a result of the Affordable Care Act (ACA), a mandatory Transitional Reinsurance Fee is being implemented over the next three years. Companies are required to pay \$63/per enrollee for the first year, \$44/per enrollee for the second year, and \$26/per enrollee for the third year. Mr. Lyon requested approval to pay the 2014 Transitional Reinsurance Fee, since it is mandatory. Mr. Jones moved, seconded by Mr. Weller to approve paying \$3,966.30 for the 2014 Transitional Reinsurance Fee. Motion passed, 4-0. Telco continues to work on synchronization of the traffic signal at Old Airport Road and SR422. The Manager reported that two fire company injuries were not reported in a timely manner. Discussions will be held with both chiefs to impress expediency in reporting incidents. The Supervisors all acknowledged they are and have been aware of the \$5,000.00 non-refundable retainer fee, which was on the executed contract with Klein for Winter Services. The Solicitor opined that any check provided as security by a contractor for a project should be cashed and deposited. The Township received an update of The Keystone Villa's Emergency Preparedness Plan. Mr. Wheeler obtained three quotes for uniform rentals and requested the Board approve execution of a new 2 (two) year contract with National Uniform Rentals. The Township currently uses them for uniform rentals, and they were the lowest quote received. Mr. Weller moved, seconded by Mr. Hackett, to authorize execution of the National Uniform contract, as proposed for the WWTP and Road Departments. Motion carried, 4-0. Mr. Lyon stated he will have third quarter budget numbers early next week. Early indications show approximately \$300K surplus in the General Fund, \$250K surplus in the Fire Fund and \$250K in the Sewer Fund. Local Service Tax is lagging. Real Estate Transfer taxes, on the other hand, are already at the amount of the year-end projections. The Manager requested an Executive Session to discuss police negotiations, potential litigation, WWTP personnel matters, and administrative personnel matters.

**Chief of Police:** Chief Shuebrook presented his report to the Board.

### **PUBLIC COMMENT**

Susan Davis and Matthew Lamm from the Boone Area Library presented a handout of upcoming events at the library. Ms. Davis explained there will be a trustee position available. The Library would welcome two or three new Amity Township citizens to serve on the Library's Board. Mr. Cooper questioned if Mr. Gokey was still serving on the Board. Mrs. McGrath explained he was attending to an employment obligation out of town and would return.

### **SUPERVISORS**

Mrs. McGrath questioned if Mascaro would be matching funds for the library. Mrs. Davis replied that the agreement for matching funds has expired. The Manager stated he had received a request for a donation from the library, which will be presented to the Board when discussing the budget at the October 15<sup>th</sup> meeting.

### **EXECUTIVE SESSION**

At 8:06PM, Mr. Weller made a motion, seconded by Mr. Jones, to adjourn to Executive Session, with no intent of return, to discuss Police Contract negotiations, potential litigation, and personnel matters related to wastewater, zoning and administration. Motion passed, 4-0.

Respectfully submitted,

Pamela Kisch  
Township Secretary