

**Amity Township Board of Supervisors**  
**Meeting Minutes**

January 4, 2016

Call to Order/Pledge to the Flag

The January 4, 2016 meeting of the Amity Township Board of Supervisors, held at the Township Municipal Building, 2004 Weavertown Road., Douglassville, Berks County, Pennsylvania, was called to order at 7:00 PM by Kim McGrath. The following were in attendance:

**SUPERVISORS**

Kim McGrath  
Richard Gokey  
Paul Weller  
Terry Jones  
David Hackett

**STAFF**

Troy Bingaman, Manager  
Andrew Kensey, Chief of Police  
Jamie Mileschosky, Lieutenant  
John Muir, Solicitor/Kozloff Stoudt  
Pamela Kisch, Secretary  
Alistair Howell-Clarke, Roadmaster

This meeting, having been advertised as the reorganization meeting and regular meeting of the Board of Supervisors for Amity Township, began as required by the PA Code with reorganization:

**REORGANIZATION:**

**Nomination/Election of Temporary Chairperson**

Motion by Mr. Weller, seconded by Mr. Jones to nominate John Muir as temporary Chairperson. Motion passed unanimously.

**Nomination/Election of Temporary Secretary**

Motion by Mr. Jones, seconded by Mr. Weller to nominate Pamela Kisch as temporary Secretary. Motion passed unanimously.

**Nomination/Election of Chairperson**

Motion by Mr. Jones, seconded by Mr. Hackett to nominate Kim McGrath as Chairperson for 2016. Motion passed unanimously.

**Nomination/Election of Vice Chairperson**

Motion by Mr. Jones, seconded by Mr. Hackett to nominate Richard Gokey as Vice Chairperson for 2016. Motion passed unanimously.

Motion by Chairperson McGrath, seconded by Mr. Jones to close the nominations.

**Slate of Appointments for 2016**

Upon a motion by Vice Chairperson Gokey, seconded by Mr. Hackett, the following slate of appointments was affirmed as presented:

Secretary	Pamela Kisch
Assistant Secretary	Kathie Benson

Accountant / Treasurer	Tracy Nonamaker
Township Manager	Troy Bingaman
Roadmaster	Alistair Howell-Clarke
Parks & Recreation	Scott Weller
Planning Commission Secretary	Kathie Benson
Pension Actuary	Redmond Consulting Ltd
Pension Administrator	Troy Bingaman
Pension Committee	Troy Bingaman
	Tracy Nonamaker
	Brian Devlin
	Kim McGrath
	Jeff Levan
Pension Trustee	Investors Trust
Planning Commission	Paul Weller
Solicitor	Kozloff/Stoudt Attorneys
Alternate Solicitor	Paul Ober & Associates
Zoning Hearing Board Solicitor	Mogel, Speidel, Bobb & Kershner
Zoning Hearing Board	Tom Bosler
Township Engineer	LTL Consultants
Code Enforcement Officer	Steve Loomis/LTL Consultants
Zoning Officer	Steve Loomis/LTL Consultants
Sewage Enforcement Officer	Steve Loomis/LTL Consultants
Appointed Auditors	Long & Barrell
Township Depositories	Fulton Bank, National Penn Bank, Sovereign Bank
Emergency Management	Terry Jones
Deputy Emergency Mgmt	Troy Bingaman, Pamela Kisch
Fire Marshall	Jeffrey Smith
Recycling Coordinator	Kathie Benson
Vacancy Board	James Elliot
Open Records Officer	Pamela Kisch
RATS Liaison	Troy Bingaman
Sewer Engineer	ARRO Consulting
BCO	Steve Loomis
Fire Company Liaison	Terry Jones
Safety Committee	Paul Weller
Assistant Tax Collector	Gail Fronheiser

Motion passed unanimously.

Mr. Gokey moved, seconded by Mr. Weller to set the Bond Limits as follows:

Treasurer	\$6,000,000
Manager	\$6,000,000
Police Secretary	\$ 100,000

Motion passed unanimously.

**ANNOUNCEMENTS**

None

**PUBLIC COMMENT (AGENDA ITEMS ONLY)**

None

**MINUTES**

Mr. Jones moved, seconded by Mr. Weller to approve the minutes of December 16, 2015. Motion passed 5-0.

**FINANCE**

Mr. Gokey moved, seconded by Mr. Hackett to approve the following disbursements:

\$ 104,066.26	General Fund
\$ 5,991.55	Fire Fund
\$ 27,428.73	Sewer Fund
\$ 4,090.24	EDU Fund
\$ 6,536.72	Liquid Fuels
\$148,113.50	Total

Motion passed 5-0.

**REPORTS**

**Code Enforcement** Mrs. McGrath noted 54 residents have yet to comply with the SMO. Residents had until December 31, 2015 to comply with the Ordinance. Notices of Violation will be sent in February for any residents who have not submitted proof of pumping and inspection by January 30, 2016. **Glenwood Estates Blasting** Manager Bingaman reported that the Township received a copy of the PADEP permit for Maine Drilling and Blasting, as well as a complete list of all residents within the 1,000 foot radius that have been notified of the blasting. Two remaining pre-blast surveys need to be completed prior to blasting. Mr. Loomis' letter dated December 22, 2015 requested a list of all properties notified within the 1,000 mile radius, as required by Zoning Ordinance Section 946(a) and (c), as well as confirmation by the PADEP that all their regulations have been met and that no PADEP violations exist, prior to the commencement of any blasting. Mr. Weller stated that 28 new home building permits were issued in 2015, as compared to half that issued in 2014.

**Road Department** Mr. Howell-Clarke presented his December report. Truck 67 needed new back tires. Bradley Tires provided a COSTARs quote of \$3,200.00 for eight tires. Mr. Gokey moved, seconded by Mr. Weller to authorize purchasing eight tires at a cost not to exceed \$3,200.00. Motion passed 5-0.

**OLD BUSINESS**

None

**SOLICITOR'S REPORT**

Mr. Muir reported the evidentiary hearing for the ZHB appeal for Shirey, 6359 Boyertown Pike, will be held on January 21st, 2016 in the Berks County Court of Common Pleas.

**NEW BUSINESS**

**Municipal Tax Sheet** Mr. Jones moved, seconded by Mr. Weller to approve the Municipal Tax Sheet stating the Local Municipal Tax at 1.3 and the Fire Tax at .65. Motion passed 3-0.

**Resolutions 16-01 through 16-10** Mr. Jones questioned if the Board could make one motion to adopt all resolutions. Mr. Muir affirmed. Mr. Jones moved, seconded by Mr. Weller to adopt Resolutions 16-01 Fee Schedule, 16-02 Appointment of Long & Barrell & Co. as Independent Auditor, 16-03 setting Real Estate Transfer Tax at .5%, 16-04 setting Per Capita Tax at \$5.00, 16-05 setting Real Estate Tax at 1.3 mil for General purposes and .65 mil for Fire Services, 16-06 Police Pension Contributions, 16-07 setting the Earned Income Tax rate at .5%, 16-08 designating TCC Delegate and Alternate, 16-09 appointing Chief Administrative Officer of Non-Uniform and Police

Pension plans, and 16-10 appointing Berks County Co-op Representatives. Mrs. Kisch asked if anyone had questions on the proposed changes to the Fee Schedule. Mr. Gokey asked why the charge for recycling bins was redacted. Mrs. Kisch stated the bins were purchased, in part, using funds provided through the State Recycling Grant, which stipulates the Township cannot charge residents for the bins. Mr. Gokey asked if the rate for the snow plow with operator was used to plow roads that have not been dedicated. Mr. Howell-Clarke replied that it was. Manager Bingaman stated he intends to review the fee schedule and insert more generic language in the future for simplification purposes. Mrs. McGrath questioned Resolution 16-08. Mr. Bingaman explained the resolution was written to resolve that the Township would not be waiving Police contributions to the Police Pension Plan. Mrs. McGrath reviewed resolutions 16-09 and 16-10. Mr. Gokey stated changes made to on-street parking violation fees were not updated in the Fee Schedule. Mrs. McGrath questioned if the fee for parking violations for vehicles parked after one inch of snow and/or ice accumulation should also be added. An amendment to the Fee Schedule will be presented for adoption at the January 20th meeting. Motion passed 5-0.

**Pension Signers** Mr. Jones moved, seconded by Mr. Weller to authorize Troy Bingaman, Tracy Nonamaker, and Kathie Benson to be authorized signers for the Non-Uniformed and Police Pension Plans. Motion passed 5-0.

**UCC Countywide Appeals Board Membership** Mr. Weller moved, seconded by Mr. Jones to authorize spending \$200.00 to renew the Township's membership to the UCC Countywide Appeals Board. Motion passed 5-0.

#### **EMPLOYEE/OFFICIAL REPORTS**

**Manager's Report: Leaf Creek PRD** Mr. Gokey questioned when the Leaf Creek Farm PRD would come to fruition. Manager Bingaman said the bog turtle report was completed and should have been in the hands of the appropriate department before 12/31/2015. ARRO's letter, dated December 23, 2015, detailed a timeframe of 60 days after all necessary approvals are granted. It was projected that the permit should be received in May 2016, with construction beginning in July 2016. **Spotted Lantern Fly** Mrs. Kisch gave a brief report, and offered to contact officials at the PA Department of Agriculture to request representatives attend a Board of Supervisors meeting for further public education to ensure local businesses and residences are fully aware of restrictions for movement of items due to the quarantine. The Board was not opposed. **No Turn On Red Signage - SR0422 and SR0662** Previous contact to PENNDOT revealed the justification for this sign was the driveway closest to the intersection. The Manager contacted PENNDOT questioning if the driveway was removed, would the sign be necessary. PENNDOT's written response dated January 4, 2016, determined that if the driveway was removed the sign would not be necessary. Traffic Impact Fees could be utilized to aid in removal of the driveway. The Board asked the Manager to contact the equitable property owner to see if they'd like to discuss potential changes. Mr. Weller offered to participate in that meeting. **Check Signing** The Manager offered an alternative to the current check signing process. Currently, two Supervisors sign checks during the public meeting, and the Treasurer signs the checks the following morning. The authorized signers could be the Manager, Treasurer, and Chairperson; and all checks would be signed by two (2) of them only after approval is given at a Regular or Special Meeting of the Board of Supervisors; with the exception of payroll, tax and withholding checks, workers compensation, employee benefits and reimbursements, insurance, utilities, debt payments and postage. If approved, all Board members present at the meeting would sign off on a complete list of disbursements. After discussion, Mrs. McGrath moved, seconded by Mr. Jones to authorize the Manager to proceed and sign checks, counter signed by the Treasurer. Manager Bingaman stated any payments made between would continue to be reaffirmed at the next meeting. Motion passed unanimously. **2015 Liquid Fuels Actual Use Report** Mr. Weller moved, seconded by Mr. Gokey to authorize the 2015 Liquid Fuels Actual Use Report, as presented, and execution of the same. Mr. Jones requested a copy of the report. Motion passed 5-0. **Recycling** The

Board authorized extending the collection and transport contract with JP Mascaro for one year at the October 21, 2015 meeting. Instead of realizing a revenue stream, the Township paid in excess of \$500.00 to Cougles for the processing and marketing of recyclables last year and the Board chose not to renew the Cougles contract. Cougle's representative responded that they could possibly provide services at no charge, if the Township would agree to extend their contract for two years. JP Mascaro proposed to process and market recyclables for six months at no charge and re-evaluate fees in June as the market may change. Mr. Jones moved, seconded by Mr. Gokey to accept the proposal from J.P. Mascaro & Sons as outlined in their January 4<sup>th</sup> letter. Motion passed 5-0.

**Police Chief-** Chief Kensey presented his report, highlighting several arrests and ongoing investigations. Further surveillance will be done at Lake Drive, where a suspicious vehicle has been reported on several occasions. **Vehicles 26-2 and 26-3** Chief Kensey requested approval to take 26-2 and 26-3 out of service and be auctioned off by L and J Auto. Harner's Auto Body quoted \$150.00 to remove the logo and lettering from both vehicles. TRM quoted \$325.00 to remove all radio and lighting equipment from both vehicles. Mr. Jones said the vehicles should be sold on Municibid, instead of paying to have them auctioned off. Municibid doesn't charge fees to the Township for listing or selling vehicles. Mr. Gokey moved, seconded by Mr. Jones to authorize listing 26-2 and 26-3 on Municibid and spending \$475.00 to remove logos, lettering, and equipment. Motion carried 5-0.

**Uniform Patches** Chief Kensey presented a sample patch to the Board, asking to change the coloring for tactical reasons. Five patches would be purchased for each officer, at a cost of \$520.00, and officers would be responsible to have the patches sewn on their uniforms. Mr. Jones moved, seconded by Mr. Gokey to authorize spending \$520.00 on new patches for police uniforms. Motion passed 5-0. **Badges** The Chief asked permission to order new badges which would be lighter and more conducive to the officers' daily routines. The new badges would be the same size, but lighter. Officers would wear silver badges; while the Lieutenant and Chief would wear gold. Mr. Gokey moved, seconded by Mr. Jones to authorize ordering badges at a cost of \$936.00, the price quoted without warranty. Richard Cooper, 2563 Limekiln Road, questioned whether the Chief would be looking into body cameras and if they would be heavy. Chief Kensey said more research needs to be done with regard to data storage and wire tapping laws. Lieutenant Mileschosky stated there are many manufacturers and weights. Motion passed 5-0.

**Fire Marshal's Report** The Board reviewed the Fire Marshal's report. There were no questions.

### **SUPERVISORS**

Mr. Jones asked if the cameras placed at Lake Drive could be moved to aide police in their surveillance efforts. Mr. Howell-Clarke suggested the cameras could be moved to sense more movements in the unauthorized areas. Mr. Weller asked where the video is stored. Mr. Howell-Clarke replied that storage is self contained for 128 days and then clears itself. Mr. Jones recommended staff speak with Mark Slaybaugh, who is local and owns a successful security business. Mr. Gokey mentioned the gate is open past the pavilion going out to SR0422. Mr. Howell-Clarke stated it is open intentionally. Lt. Mileschosky stated police use that as an access point.

### **PUBLIC COMMENT**

None

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

At 8:14PM, with there being no further business, Mr. Jones made a motion, seconded by Mr. Weller to adjourn the meeting. Motion passed 5-0. Meeting adjourned.

Respectfully submitted,

Pamela L. Kisch  
Township Secretary