

Amity Township Board of Supervisors
Meeting Minutes

April 6, 2016

Call to Order/Pledge to the Flag

Chairperson Kim McGrath called the April 6, 2016 meeting of the Amity Township Board of Supervisors, held at the Township Municipal Building, 2004 Weavertown Road, Douglassville, Berks County, Pennsylvania, to order at 7:00PM. The following were in attendance:

SUPERVISORS

Kim McGrath, Chairperson
Paul Weller
Terry Jones
David Hackett

STAFF

Troy Bingaman, Manager
Andrew Kensey, Chief of Police
Alistair Howell-Clarke, Roadmaster
Pamela Kisch, Secretary

ANNOUNCEMENTS

Mrs. McGrath announced St. Paul's Lutheran Church will host a special lecture on Suicide Awareness on Sunday, May 15th at 9:15am. Jodi Holland, of Easy Does It, will be speaking at the lecture.

Mrs. McGrath reported Mr. Boland was held up at a school board meeting and was uncertain whether he would be able to attend the meeting.

PUBLIC COMMENT (AGENDA ITEMS ONLY)

None

MINUTES

Mr. Jones moved, seconded by Mr. Weller to approve the minutes of March 16, 2016. Motion passed 4-0.

FINANCE

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

\$ 118,674.99 General Fund
\$ 30,151.00 Sewer Fund
\$ 942.88 Liquid Fuels Fund
\$ 149,768.87 Total

Motion passed, 4-0.

The Board reviewed the Overtime by Department Report.

REPORTS

Code Department - Mrs. McGrath provided an update to a request made by residents of Glenwood Estates at the March 16th meeting to have the Board review requirements of obtaining the local permit for blasting. Upon review of Mr. Boland's letter dated March 24th, the Township has little authority to

place restraints on blasting companies; as ultimate compliance lies with the PADEP. Mrs. McGrath recommended revising the Township permit to require a signature line, in acknowledgement of the applicant having obtained the necessary PADEP Permit and being compliant with PADEP blasting regulations. The Manager recommended the applicant supply a copy of the PADEP Permit, noting that the current Ordinance does not require applicants to do so. Mrs. McGrath agreed the Township could request a copy of the PADEP Permit. The letter from Mr. Boland referenced residents' responsibilities during blasting, as well as helpful contact numbers.

Road Department - Street sweeping will commence on Monday, April 11th. Mr. Howell-Clarke requested permission to move forward to purchase a truck, chassis, and outfitting to replace Truck #64. Total cost would be \$78,406.50, after \$14,000.00 trade-in allowance. Mr. Jones moved, seconded by Mr. Weller to authorize *purchase of the truck and chassis*, and proceed with outfitting, at a cost not to exceed \$78,406.50. Mr. Jones stated he and Mr. Howell-Clarke worked on obtaining the quote for a 2016 Dodge 5500 truck with a Cummins Turbo Diesel engine and stainless steel body package (will resist rust). Mr. Jones stated the trade-in value was much higher than what the Township would have received by listing the old truck on Municibid. Mrs. McGrath asked who performed the front-end alignment on Truck #66. Mr. Howell-Clarke replied Harner's Auto Body completed the alignment. Motion passed, 4-0.

Wastewater Treatment Laborer - Mr. Jones asked if the new WWTP employee started. Mr. Bingaman confirmed he had, approximately three weeks ago.

UNFINISHED BUSINESS

Replacement of Truck #64 was completed during the Road Department Report.

SOLICITOR'S REPORT

Mr. Boland was not in attendance. No report.

NEW BUSINESS

Fulton Bank Account – Mr. Bingaman requested Fulton Bank change the name of the checking account from "General Fund" to "Operating Account", because the account contains combined funds. Fulton Bank requested a Resolution be adopted prior to changing the name of the account. Mr. Hackett moved, seconded by Mr. Jones to adopt Resolution 16-17, changing the account name from General Fund to Operating Account. Motion passed, 4-0.

Winter Storm Jonas Reimbursement - Municipalities who are seeking reimbursement for certain expenses incurred during Winter Storm Jonas are required to approve a Designation of Agent FEMA Resolution, FEMA-4267-DR, execute a Pennsylvania Electronic Payment Program (PEPP) form, and Public Disaster Assistance Application and Agreement for Financial Assistance. The Manager will be attending the kickoff meeting at the County this week. Mr. Jones asked the Manager to get clarification whether regular hours qualify for reimbursement. Mr. Jones moved, seconded by Mr. Weller to approve FEMA-4267-DR, authorizing the Manager to execute documents on behalf of the Township; and execution of the PEPP Form and the Public Disaster Assistance Application and Agreement for Financial Assistance. Motion passed 4-0.

EMPLOYEE/OFFICIAL REPORTS

MANAGER'S REPORT:

Waste Water I & I Repairs - Mr. Bingaman referred to the summary of I&I work that had been completed, as well as I&I work that needs to be completed; and televising which needs to be completed again. Maps of each area were provided. Mr. Weller asked if the televising needs to be re-done because of the length of time that has passed. Mr. Bingaman confirmed.

Mr. Bingaman confirmed Staff would do all televising. Mr. Jones moved, seconded by Mr. Weller to authorize Entech to prepare specifications for the completion of Phase 5 & Phase 7 I&I repair work as proposed in 2013. Mr. Jones requested a review of the short section linings to be sure they are not within the same line. In that case, he recommended consideration be given to a full-length relining. Motion passed, 4-0.

Phone System Replacement – Mr. Bingaman presented a quote from Heritage Communications, LLC for replacement of office phones, system cards, and training for end users, at a cost of \$9,973.00. The initial quote was approximately \$13K. At the Manager's request, Heritage negotiated with Avaya to provide the lower quote. Mr. Bingaman stated the quote includes warranty and installation. The cost does not exceed purchasing parameters; however, it was not a budgeted item. Mr. Weller moved, seconded by Mr. Jones to authorize the purchase of the Avaya phone system from Heritage, at a cost not to exceed \$9,973.00. Motion passed, 4-0.

ZHB Attorney - Mr. Bingaman received a letter from Tom Bosler, Chairperson of the ZHB regarding legal services for the ZHB. The letter stated the ZHB was displeased with the services being provided by Mogel, Speidel, Bobb & Kershner. Attorneys submitted RFP's for legal services to the ZHB. Based upon review of the RFP's submitted, Mr. Bosler stated the ZHB would like to retain services from Siana, Bellwoar & McAndrew, LLP. The ZHB respectfully requested the BOS ratify the appointment of Siana, Bellwoar & McAndrew, LLP. The appointment would be formalized at the next meeting of the ZHB. Mr. Bingaman stated the MPC provides the ZHB the right to appoint the attorney to represent their Board. However, since the BOS appointed the current ZHB attorney at Reorganization, the Manager recommended the BOS ratify the appointment. Mr. Jones moved, seconded by Mr. Weller to ratify the appointment of Siana, Bellwoar and McAndrew, LLP as the ZHB attorney. Motion passed, 4-0.

RFP for Actuarial Services - Tom Redmond, of Redmond Consulting, indicated his intent to retire. Mr. Bingaman has prepared an RFP for actuarial services and requested permission to advertise for proposals. The Pension Committee would review the RFP's and make a recommendation to the Board of Supervisors. The Board had no objection to proceeding as recommended.

LED Retrofit - When the initial survey of the light fixtures was completed, the quantity of fixtures was underestimated. Mrs. McGrath questioned how the contractor missed fixtures for the meeting room. Mr. Bingaman stated the contractor may not have entered some of the other rooms in each building. Purchase of the additional fixtures will cost \$2,071.54. Mr. Weller moved, seconded by Mr. Jones to authorize spending \$2,071.54 on additional LED fixtures. Motion passed, 4-0.

Disposal of Records - Mr. Bingaman reviewed State requirements on Records Retention. Staff will be cleaning out files and would like to take advantage of the shredding event being held by Crime Watch and/or County Solid Waste Authority. Mrs. McGrath questioned if the records are stored electronically. Mr. Bingaman confirmed some are, but not all records. Mr. Jones moved, seconded by Mr. Hackett to adopt Resolution 16-18 for disposal of records. Motion passed, 4-0.

Young Lungs at Play (YLP) - The Council on Chemical Abuse implemented an initiative, which provides signage for tobacco-free parks and playgrounds. Amity Township Ordinance prohibits smoking in parks. The Council for Chemical Abuse provides the signs; however, Township staff could erect them. Mr. Jones asked if the Council provides all materials. The Board had no objections to the signs, provided the Township is not required to provide any materials. Mr. Bingaman will confirm.

2016 RATS Congestion Management - RATS sent the 2016 draft for the Congestion Management Process for comment. The only area that pertains to Amity Township is SR0422 from the West Shore Bypass to Montgomery County, where closed circuit cameras and variable message signs are

proposed. The document also provided other recommended strategies including access management and enhancing street & sidewalk connectivity. Mr. Jones asked the Manager to request access to the cameras, if installed, as this could assist Police with accident investigation.

Butch Boyer Memorial Pavilion (BBMP) - Curt Clifford submitted a letter stating the bank account for the BBMP has been closed. The Township was given a check, in the amount of \$438.18, for use at the BBMP. The Optimist Club presented a commemorative book of the project to St. Paul's UCC and the Township.

Mrs. McGrath announced customers of ***Service Electric*** will receive an automatic upgrade in internet service speeds, and an increase in monthly rates to support those speeds, effective May 1, 2016. Additional rate information was not part of the Service Electric notice.

CHIEF OF POLICE:

Chief Kensey requested authorization to have a traffic study done by LTL Consultants for the intersection at Russell Avenue and Maplewood Drive, to determine if there is a need for a four-way stop sign. The Chief has received complaints of motorists speeding through the intersection. Additional complaints made include motorists driving around school buses that are stopped with lights flashing. Mrs. McGrath agreed there could be sight distance issues at this intersection. Mr. Weller asked staff to investigate if a study was previously done on this intersection before proceeding with a request to have a new study conducted. The Chief mentioned motorists are also going around school buses on Lake Drive. Police will continue to provide selective enforcement of these areas. Chief Kensey requested an executive session, with the possibility of returning, to discuss Directive 2, Promotion Procedure Guidelines and Disciplinary Code. The Chief stated Mr. Boland has reviewed Directive 2; however, he has not reviewed the Disciplinary Code. Mr. Jones stated they could hold the executive session; however the Board would not address the Disciplinary Code until it's been reviewed by the Solicitor.

SUPERVISORS

Mr. Jones asked staff to research if excessive lighting is being used at the WWTP at night, as it seems very bright. The Manager stated the lights were recently changed out to LED lights, which could account for the brighter lights, and he will confirm what lights are on in the evenings. Mr. Jones stated he would request an executive session for litigation; however, Mr. Boland was not present.

PUBLIC COMMENT

Richard Cooper, Limekiln Road, questioned the feasibility of putting cameras at Maplewood Drive and Russell Avenue. Chief Kensey responded that he has seen little result from the selective enforcement. Mrs. McGrath asked if there was a device purchased to track speed and traffic counts. Mr. Howell-Clarke stated he will speak with the Chief regarding that device.

EXECUTIVE SESSION and ADJOURNMENT

At 7:46PM, with there being no further business, Mr. Hackett made a motion, seconded by Mr. Weller to adjourn to executive session, with possible return, for discussion of Police Policy Directive 2. Motion passed 4-0.

Meeting reconvened at 8:28PM on a motion made by Mrs. McGrath, seconded by Mr. Weller.

Mr. Jones moved, seconded by Mr. Weller to adopt Police Policy Directive 2, Promotion Procedure Guidelines for the Amity Township Police Department. Motion passed 4-0.

Mr. Jones questioned if Mr. Boland needed to determine if the position of Sergeant would be part of the Bargaining Unit. Mr. Bingaman stated the position of Sergeant is currently within the bargaining agreement. Chief Kensey stated he would be initiating a testing process with a company in Virginia and arranging for oral interviews. The Chief stated the position would be advertised within a week, with intention of testing being conducted within 120 days. Mr. Jones moved, seconded by Mr. Weller to approve the Sergeant. Motion passed, 4-0.

There being no further business, Mrs. McGrath moved to adjourn. Mr. Hackett seconded the motion. Motion passed, 4-0. Meeting Adjourned at 8:40PM.

Respectfully submitted,

Pamela L. Kisch
Township Secretary