

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

August 3, 2016

Call to Order/Pledge to the Flag

Chairperson Kim McGrath called the August 3, 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  
Richard Gokey, Vice Chair  
Paul Weller  
Terry Jones  
David Hackett

**STAFF**

Troy Bingaman, Manager  
Brian Boland, Kozloff/Stoudt Attorneys  
Alistair Howell-Clarke, Roadmaster  
Steve Loomis, Code Enforcement Officer  
Pamela Kisch, Secretary

**ANNOUNCEMENTS**

None

**PUBLIC COMMENT (AGENDA ITEMS ONLY)**

None

**MINUTES**

Mr. Gokey moved, seconded by Mr. Hackett to approve the minutes of July 20, 2016. Motion passed, 5-0.

**FINANCE**

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

\$ 79,214.35 General Fund  
\$ 33,102.76 Sewer Fund  
\$ 5,257.33 EDU Fund  
\$ 127,971.92 Liquid Fuels Fund  
\$ 245,546.36 Total

The Board reviewed the Overtime by Department Report. Mrs. McGrath noted there are no duplicates showing on the report. Mr. Bingaman said the duplication appeared to be an issue with Jet Pay as a result of a software upgrade. Mr. Gokey questioned the allocation of overtime for police. Chief Kensey explained overtime is offered to all officers. Due to vacations, volunteers to work those hours are few and far between.

## **REPORTS**

**Code Department**- Mr. Weller asked if there was any feedback on the letter from the PADEP regarding dumping of fill at 107 Monocacy Hill Road. Mr. Loomis stated there will be a meeting with a new contact and another PADEP agent. Mr. Weller questioned the grass being overgrown at Blacksmith and Old Swede Roads. Mr. Loomis replied the yard is compliant; with a de minimis amount being overgrown. Mr. Gokey thanked Mr. Loomis for his efforts in helping get the farmers to cut back corn further back from roadways.

**Road Department** - Mr. Howell-Clarke reported the concrete and ADA Ramp project at Loyalsock and North Monocacy Creek Road is scheduled to begin Monday, August 8th.

**Waste Water Treatment Plant** - Mr. Wheeler was not present. Mrs. McGrath questioned the odor complaints at PS1. Mr. Bingaman confirmed when complaints are received WWTP personnel check for odors and levels of chemicals. The Township began receiving odor complaints for PS1 shortly after the PS1 and PS5 improvements were made a couple of years ago. Mr. Bingaman stated Mr. Wheeler will continue to closely monitor and document odors at PS1. Mr. Gokey stated he's noticed 4-wheelers have been riding through the property in the vicinity of the proposed Leaf Creek Interceptor. Mr. Howell-Clarke will follow-up to determine where tracks are going. Signage can be added on the Township property (Cider Mill).

## **UNFINISHED BUSINESS**

None

## **SOLICITOR'S REPORT**

Mr. Boland reported that he is continuing to work with Paul Risk Associates, Inc; t/d/b/a Agpoint Construction. Documents have been sent back to the bidder for revisions. Mr. Boland stated he expects to have all paperwork back within a few days. Mr. Boland asked for a brief executive session to discuss the status of the Montague easement. The Police Officers Association sent notification that they would be unable to attend this evening's meeting regarding the grievance filed by Officer Gauby; however the meeting could proceed. Mr. Gokey moved, seconded by Mr. Jones to sustain and deny the grievance filed by Officer Gauby. Motion passed, 5-0.

## **NEW BUSINESS**

**Escrow Releases for Highmeadows**- Mr. Jones moved, seconded by Mr. Weller to authorize Escrow Release #2 for Highmeadows Estates Phase 3 Section I in the amount of \$55,204.31 and Escrow Release #1 for Highmeadows Phase 3 Section II, in the amount of \$28,648.40, as recommended in Mr. Weber's letters dated July 23, 2016; and subject to the payment of all outstanding fees. Motion passed, 5-0.

**Detweiler Properties, LLC (Evolution Powersports)** - Brian Boyer, Boyer Engineering, stated the applicant was applying for variances for required parking spaces, and to allow the existing house on that property to remain occupied by someone other than a traditional "caretaker". The home was occupied before land development began. Mr. Boyer stated the occupant would watch over the property, but is not what the Township would define as a caretaker. Mr. Jones moved, seconded by Mr. Weller to send a letter of recommendation to the ZHB in favor of approving the variances. Motion passed, 5-0.

**Robert Snyder (Pennsylvania Farm Table Company)** - Mr. Snyder stated he manufactures tables from reclaimed barn wood in a pole building on his property at 7411 Boyertown Pike. Mr. Loomis

stated the applicant's request was to establish a No-Impact Home Based Business, which has restrictions on noise; does not allow signage; and allows work to be conducted in the primary dwelling. Mr. Snyder requested permission to place a 6 foot by 2.5 foot sign on the pole building and a six square foot sign at the road, so customers can clearly see where to turn. Mr. Snyder confirmed the signs would not be illuminated. Mr. Gokey stated he would be concerned that granting the variance would set a precedent. Mr. Jones agreed he wouldn't want to set a precedent; however the property is on a State Highway (Route 562), not in a development. Mr. Jones stated he had no objections, provided the sign does not hinder sight-distance. Mr. Snyder stated all wood is planed off-site. Due to the nature of his work, he uses mostly hand tools and would not use an electric power tool after 5:00PM. Mr. Weller moved, seconded by Mr. Hackett to send a letter of recommendation to the ZHB in favor of approving the variances, provided the sign at the road is no larger than six square feet. Motion passed, 5-0.

**Richard and Bobbi Galada** - Mr. Galada stated he has retired and would like to turn his hobby of taxidermy into a home business. Mr. Galada applied for a permit to operate a No-Impact Home Based Business. Mr. Galada is seeking a variance to place a one foot by two feet sign, which would be hung on the mailbox. The sign would include wording of "by appointment only". Mr. Galada stated his property is located between two sharp curves on Old Swede Road and he believes a sign will help prevent sudden stopping between the curves to see house numbers. Mr. Gokey moved, seconded by Mr. Weller to send a letter of recommendation to the ZHB in favor of approval of the variance requested. Motion passed, 5-0.

## **EMPLOYEE/OFFICIAL REPORTS**

### **MANAGER'S REPORT:**

**Software Purchase** - Mr. Bingaman requested permission to purchase four MS Office Home and Business 2016 and one MS Office Professional Plus 2016 (required for newsletter creation). The purchase is required to upgrade to Office 365 Mail. The Manager estimated the cost for upgrades to be approximately \$1,500.00 but will research for the best price. Mr. Jones moved, seconded by Mr. Weller to authorize the unbudgeted purchase of software. Motion passed, 5-0.

**Salary Adjustment** - Upon review of the non-uniformed, non-union staff wages, Mr. Bingaman determined current salaries are under the average rates as compared to the PSATS Salary Survey. The most significant difference in salaries is that of the Secretary. Mr. Bingaman recommended a salary adjustment of \$45,000.00 annually, retroactive to July 24, 2016 for the Secretary. Mrs. McGrath moved, seconded by Mr. Hackett to authorize the salary adjustment as recommended. Richard Cooper, Limekiln Road, asked what the current salary was for the Secretary. Mr. Bingaman stated the salary just under \$41,000.00. Motion passed, 5-0.

**Auditing RFP** - Mr. Jones moved, seconded by Mr. Weller to authorize issuance of an RFP for Auditing Services for a three year period, with an option to extend for two additional years. Motion passed, 5-0.

Mr. Bingaman requested an executive session to discuss personnel matters.

### **CHIEF OF POLICE**

Chief Kensey requested approval of Directive #5, ***the Off-Duty Police Actions Policy***. The Supervisors had no questions regarding the policy. Mr. Weller moved, seconded by Mr. Hackett to adopt the Off-Duty Police Actions Policy and authorize implementation. Motion passed, 5-0. The Chief was contacted by Kevin Keifrider of Lucky Squirrel Printworks with a ***sample of a sign*** that could be sold within the Township showing ***support of the Police Department***. The signs would be

available at the Township building for purchase, at a cost of \$20.00/each. Lucky Squirrel will be donating their time and labor. A donation of \$13.00 will be made to Crime Watch for each sign sold. The Board had no objections. Part-Time Officer ***Patrick Hedgepeth began field training*** with Officers Gauby and O'Rourke on July 25th. Officer Hedgepeth will not be on his own for at least 90 days. Five candidates took the written examination portion of the ***Sergeant Exam***. Three of those tested are eligible to compete for the position. The oral examination portion of the testing for Sergeant is scheduled for August 15th. The Chief placed a ***Court Attendance Log at the District Magistrate***. Officers attending court will sign this log, regardless of duty status, which allows a full accounting of the Department's attendance at scheduled hearings. The Chief requested permission to use forfeiture funds to purchase ***Benelli NOVA shotguns*** for each Officer, at a cost of \$385.00 per shotgun. Mr. Weller moved, seconded by Mr. Hackett to grant permission to spend forfeiture funds for new shotguns. Mr. Hackett asked if Officers would be equipped with backup firearms. The Chief confirmed the same; the shotgun provides another option.

### **SUPERVISORS**

None

### **PUBLIC COMMENT**

Ben Smith and Josh Smith, of Boy Scout Troop #521 were in attendance, working on their Citizenship in the Community Badge. William Cooper, Boy Scout Troop #349, was in attendance working on his Citizenship in the Community Badge.

### **ADJOURNMENT**

At 7:58PM, with no further business, Mr. Weller moved, seconded by Mr. Jones to adjourn to executive session for discussion on litigation and personnel matters, with no intent to return. Motion passed, 5-0. Meeting Adjourned at 7:58PM.

Respectfully submitted,

Pamela L. Kisch  
Township Secretary