

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

**August 2, 2017**

Call to Order/Pledge to the Flag

Chairperson Kim McGrath called the August 2, 2017 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  
Dave Hackett, Vice Chair  
Paul Weller  
Terry Jones  
Kevin Keifrider

**STAFF**

Troy Bingaman, Township Manager  
Joan London, Kozloff/Stoudt Attorneys  
Mike Sassaman, Entech  
Andrew Kensey, Chief of Police  
Steve Loomis, Building Code Official  
Dave Wheeler, Waste Water Treatment Plant Superintendent  
Patrick Moore, Public Works Maintenance Superintendent  
Pamela Kisch, Township Secretary

**ANNOUNCEMENTS**

None

**PUBLIC COMMENT (AGENDA ITEMS ONLY)**

None

**MINUTES**

Mr. Weller moved, seconded by Mr. Hackett to approve the minutes of July 19, 2017. Motion passed 5-0.

**FINANCE**

Mr. Hackett moved, seconded by Mr. Keifrider to approve the disbursements as follows:

|    |              |              |
|----|--------------|--------------|
| \$ | 80,287.93    | General Fund |
| \$ | 20,861.98    | Sewer Fund   |
| \$ | <u>80.00</u> | EDU Fund     |
| \$ | 101,229.91   | Total        |

Motion passed 5-0.

The Board reviewed the Overtime by Department Report.

## **REPORTS**

***Code Department*** – Mr. Loomis obtained a quote for boarding the property at 1209 E. Ben Franklin Highway which was triple the cost of the quote to rent temporary fencing. Mrs. McGrath questioned who owns the property. Mr. Bingaman stated both owners have interest in the property. The home was sold at free and clear tax sale; the previous owner is incarcerated and new owner resides in New York. Mr. Loomis stated he would be contacting the new owner to provide an opportunity for him to secure the property. Ms. London stated any liens to recover costs of securing the property would go against the property, likely affecting the equitable owner which could encourage them to have the property secured. Ms. London stated if the new owner does not secure it, the Township could do so, but warned of potential liability if someone is inside when secured and unable to get out. Chief Kensey stated a walk-through could be done prior to securing the premises. There have been issues with squatters in the past, however there has not been an issue since the knife-wielding robbery a few weeks ago. Mrs. McGrath directed Mr. Loomis to contact the equitable owner to request they secure the property and report back to the Board. Ms. London stated the property was previously posted. Mr. Loomis stated the signage was since removed due to concerns of the District Attorney regarding the posting. Ms. London stated the property could be posted with permission from the equitable owner, or it could be posted as unsanitary and unfit for habitation. Once posted nobody can enter the property, even the equitable owner would need to contact the Township with plans to remediate the condition of the property.

***Road Department*** – Mr. Jones asked when the paving project would be complete. Mr. Moore stated the project should be complete next week. Mr. Jones questioned if the leak issue was on the Freightliner. Mr. Moore stated the leak was in the International and they could smell the leak but were unable to find it. Mr. Weller questioned if the repair shop tried putting pressure through the line. Mr. Moore affirmed and stated they had and it held. Mr. Moore reported the pavilion poles were placed. The roof will be completed this Friday or next Monday, followed by the sidewalk work.

***Waste Water Treatment Plant*** – The Board reviewed the report and had no questions.

## **UNFINISHED BUSINESS**

Mr. Bingaman distributed an ***EDU Cash Flow Analysis*** and 2017 Sewer Fund Capital Budget which included ***proposed sewer plant and pump station projects through 2021***. Money has been budgeted to cover various projects, however may require some additional borrowing. Mr. Bingaman requested the Board review the list to see if there were any projects they would like removed. Some of the improvements to the plant would be partially funded by Earl, Union, and Douglass Townships per the Intermunicipal Agreements. Mr. Weller questioned if the developers serviced by the Leaf Creek Interceptor could partially fund the project. Ms. London stated a Reimbursement Part could possibly be applied for reimbursement of up to ten years for developers who benefit from the expansion. Mr. Sassaman stated the cost of construction could be divided by development flow as a percentage of the overall flow to determine the amount of responsibility of the developer. Mr. Weller stated Arbour Green could not build until the expansion is completed. Mr. Bingaman stated he would look further into what part of the project could possibly be billed through fees to the developer. Mr. Bingaman stated he expects PFM to have a determination of rates for refinance or additional borrowing at the next meeting. Mr. Sassaman provided a quote to install a centrifuge and answered questions from the Board. There was discussion regarding the difference in costs to dispose of sludge from the reed beds verses that from the centrifuge. Mr. Jones stated most plants operate with two centrifuges, in case of malfunction and asked Mr. Sassaman to provide a quote using two units. Mr.

Bingaman questioned whether the centrifuge project should be done with the digester. Mr. Sassaman replied that it would make sense to do the two projects together. Mrs. McGrath asked that staff confer with Mr. Jones to ensure the quote covers all remaining concerns. Mr. Jones asked if the drawdown loan would be affected by the financing. Mr. Bingaman stated it may make sense to pay the loan completely and borrow money for that project and additional planned projects. Mrs. McGrath questioned if the funds in the capital line item was up to par. Mr. Bingaman stated this could equate to another sewer increase, but would first like to evaluate what projects the Board would like to see done and determine what additional funds are necessary. Borrowing an \$925,000.00 would result in increased debt service of an additional \$70K, which would equate to a quarterly increase of \$5.00/per quarter in sewer rates. Mr. Bingaman asked the Board to review the spreadsheet and advise if they feel any projects should be removed from the list. Mr. Bingaman had the Treasurer run calculations for *comparison of rates being for fuel and diesel* paid to PAPCO by contract with that of costs to use WEX. 87 Octane Fuel from PAPCO is billed at \$1.79/per gallon, as compared through WEX at \$1.97, varying slightly depending on what provider is used. Mr. Bingaman stated Speedway 1 and Pacific Pride are the only Diesel providers located within the Township, and was uncertain if they are 24-hour locations. Mr. Jones stated he knows other municipalities use WEX and save money and don't have worries associated with an on-lot fuel tank. Mr. Weller asked if it's certain they are saving money or if they chose WEX because they chose not to build the infrastructure for the on-lot fuel tank. Mrs. McGrath stated the savings could come from insurance savings if there aren't on-lot fuel tanks and asked the Manager to investigate what savings would be realized if the tank was not on Township property. Mr. Bingaman polled the municipalities in Berks, of those who responded only two use WEX and they chose to do so because they didn't have on-lot fuel tanks. Mr. Bingaman put *Sharepoint* on the projector to familiarize the Board with how it will be used to facilitate BOS and Planning Commission meetings. Prior to meetings, board members will receive notification the meeting files have been uploaded to the meeting space and are ready for review. Staff is working on Township emails for board members which will allow them to remotely login and access files and the meeting spaces.

### **SOLICITOR'S REPORT**

Ms. London stated the solicitor's items are all addressed elsewhere within the agenda.

### **NEW BUSINESS**

*Amity Gardens Apartments Police Enforcement Request* – Mr. Bingaman had Mr. Moore review signage posted at the apartments. Existing signs must meet PennDOT specifications and ADA signs must be compliant with most recent ADA regulations. There was discussion about current handicap signage at the property. Mr. Loomis stated ADA regulations have changed since the apartments were constructed. Ms. London stated fire lanes need to be clearly marked and signage in place. Mr. Keifrider stated the letter also requested enforcement of inoperable, illegal vehicles on the property. Mr. Moore stated he saw no shading of lines and signage placed does not meet code. Violations can't be enforced until signage is compliant. Mr. Jones suggested there could have been an agreement on file for enforcement from before. Mr. Bingaman stated no action would be taken due to non-compliant signage. The request was shared for informational purposes only.

### **EMPLOYEE/OFFICIAL REPORTS**

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

*On Your Park, Get Set, Go Grant update* – Mr. Bingaman stated the contest expired on July 31<sup>st</sup>. This was the first time Amity Township participated in the grant contest and was not chosen to



receive funding. With more planning and better engagement, hopefully the Township will be more successful next year.

**Leaf Creek Interceptor** – Maria Bebeneck from the PADEP spoke with the Manager and Fred Ebert regarding the proposed parallel pipe into the plant. Ms. Bebeneck stated if this resolves the previously identified issues by the PADEP, there will be no further request for data. An amended application for the permit was submitted and the Manager expects to have the permit issued within the next two weeks. Senator Rafferty has contacted the PADEP secretary and will remain in contact until this issue is resolved.

**Xpress Bill Pay** – Mr. Bingaman reported 214 bills were paid online using Xpress Bill Pay, and a total of 92 accounts have been converted to paperless billing.

**Schuylkill Highlands Mini Grant** – Risa Marmontello of Monocacy Hill Conservation Association requested permission to revise the scope of the project, using funds to remove and treat Ailanthus due to the level of SLF infestation and damage to existing trees. Initially the scope of the project included Norway Maple removal with removal of Ailanthus as a secondary request.

**Monocacy Creek Road Right-of-Way** – Mr. Bingaman received the necessary documents to be executed by the Chairperson. Once recorded, that section of the right-of-way will be transferred to I&G of Douglassville.

**Dollar General Approval of Preliminary/Final Plan** – Mr. Bingaman stated May 17, 2017 minutes indicated the BOS “accepted” the Preliminary/Final plan and requested the BOS reaffirm the plan was “approved”. Mr. Jones moved, seconded by Mr. Hackett to reaffirm approval of the Dollar General Preliminary/Final Plan. Motion passed 5-0.

Mr. Bingaman requested a brief executive session to discuss a real estate matter.

#### **CHIEF OF POLICE:**

Chief Kensey reported the **National Night Out** held August 1<sup>st</sup> was a success. Residents enjoyed food, music, swimming, dunk-a-cop and met with first responders as part of this free event held at the Amity AC Pool. Chief Kensey has been working on drafting a policy to establish a system for **police employee recognition** for going above and beyond the call of duty. A copy of this policy will be forwarded to the Solicitor for comments and shared with the board at an upcoming meeting. Amity Police will continue participating in **aggressive-driving detail** through August 27<sup>th</sup>. The number of traffic citations have increased as a result of that detail. The department will be reimbursed \$2,150.00 for participation. The Chief reported the department has completed **CPR and First-Aid training**, which included training on use of the new AED device. Chief Kensey requested an executive session to discuss police personnel matters, with no need to return.

#### **SUPERVISORS**

None

#### **PUBLIC COMMENT**

Richard Cooper, Limekiln Road, questioned if Sharepoint will eliminate the need for **paperwork stored at 888 Old Airport Road**. Mr. Bingaman explained staff is scanning new document and old files are scanned as they are accessed. Angie Jakubowski provided information on **Pennsylvania Adult & Teen Challenge**, a faith-based approach to helping teens and adults work through drug addiction. Ms. Jakubowski stated the program begins with detox and dependent upon successful completion of the treatment, her team works with individuals to ensure they can remain in the

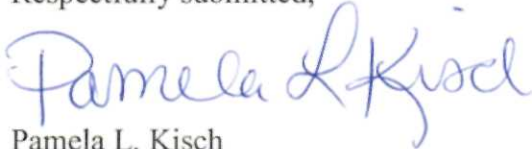
program regardless of financial ability to do so, as they use County funding. Chief Kensey asked if someone can be committed involuntarily. Ms. Jakubowski said they provide intervention services when families request it. Ms. Jakubowski thanked the Board for their time.

**ADJOURNMENT & EXECUTIVE SESSION**

At 8:15PM, with no further business, Mr. Jones moved, seconded by Mr. Keifrider to adjourn to executive session to discuss police personnel and a real estate matter, with no intent to return.

Meeting adjourned at 8:15PM.

Respectfully submitted,



Pamela L. Kisch  
Township Secretary