

Amity Township Board of Supervisors and Planning Commission
Workshop Meeting Minutes

October 2, 2024

Call to Order/Pledge to the Flag

The October 2, 2024 workshop meeting of the Board of Supervisors held at the Township building, 2004 Weavertown Road, Douglassville, Berks County, Pennsylvania, was called to order at 7:00PM by Chairperson Kim McGrath, followed by the pledge to the flag. The following were in attendance:

SUPERVISORS

Kim McGrath, Chairperson
Dave Hackett, Vice Chair
Paul Weller
Kevin Keifrider

STAFF

Troy Bingaman, Township Manager
Jeffrey Smith, Chief of Police
Pamela Kisch, Township Secretary

ANNOUCEMENT

Mrs. McGrath announced *Service Electric* will be reducing Internet rates for customers in the 1Gig tier while increasing Internet speed for some other tiers, effective November 1, 2024. Service Electric will be increasing costs for some TV services as a result of rising programming costs.

PUBLIC COMMENT (AGENDA ITEMS ONLY)

None

FINANCE

Mr. Keifrider moved, seconded by Mr. Hackett to approve the *October 2nd Disbursements*, with the exception of Check #34089, as follows:

\$ 170,269.79	Capital Fund
\$ 892,347.05	EDU/Capital Reserve Fund
\$ 8,377.28	Fire Fund
\$ 77,535.93	General Fund
\$ 14,639.33	Liquid Fuels Fund
\$ 2,116.82	Monocacy Hill Fund
\$ 4.07	Recreation Fund
\$ 55,029.86	<u>Sewer Fund</u>
\$ 1,220,320.13	Total

Motion passed 4-0.

Mr. Weller moved, seconded by Mr. Hackett to approve *Check #34089* payable to Kozloff/Stoudt Attorneys, in the amount of \$17,280.76. Mrs. McGrath questioned the portion of Check #34089 paid from the Fire Fund was for Mr. Muir's attendance and review at the VFIS meetings. Mr. Bingaman stated invoicing isn't done often, so the amount reflects attendance and review of multiple meetings.

Motion passed 3-0-1. Mr. Keifrider abstained, as a family member is employed by Kozloff/Stoudt Attorneys.

The Board reviewed the Overtime by Department Report for check date 9/27/2024 and had no questions.

UNFINISHED BUSINESS –

WWTP Upgrades and Expansion Project – Mr. Bingaman stated the ***Work Change Directive No. 2 for Contract 1*** was issued when the contractor found a 6” reinforced concrete slab while demolishing the existing reed bed. The Township was unable to give the contractor the original plans which may have shown the slab. Mr. Bingaman stated Entech seemed comfortable with Performance Construction and their estimate of \$15,300.00. Mr. Weller stated he has concerns over what else may arise. Mr. Keifrider agreed, stating he felt Entech could have pushed a little harder when they were told the plans weren’t available. Mr. Weller moved, seconded by Mr. Keifrider to approve Work Change Directive No. 2 for the General Construction Contract, in the amount of \$15,300.00. Motion passed 4-0. Mr. Bingaman stated ***Work Change Directive No. 1*** added the Davis Bacon Wage rates, required due to PENNVEST funding and had no impact on the contracted price.

2025 Ford F-350 Truck (WWTP Superintendent) – Mr. Bingaman stated the COSTARS quote was for a truck to replace Truck #60, for the WWTP Superintendent. Mr. Maguire’s truck would be used by the Code Department so the Codes truck, a 2013 Chevy, can be sold. Mr. Keifrider stated by keeping Truck #60, the Township would have an additional truck with a plow. Mr. Keifrider moved, seconded by Mr. Weller to approve purchasing the 2025 Ford F-350 truck for the WWTP Superintendent at a cost of \$69,524.00, per the quote dated 9/25/2024 and paid from the Capital Fund. Motion passed 4-0.

EDU Discussion – Mr. Keifrider stated it appears several businesses are being under-billed for EDU’s. Vincenzo’s Ristorante pays for 2 EDU’s. The calculation of 1 EDU for every 20 seats, would indicate billing should be about 4 EDU’s. Similar businesses in Amity Township are paying for 5-7 EDU’s. Mr. Keifrider stated based on that situation and the 2025 rates, the Township is losing over \$2K a year in that instance alone. An apartment building at SR662 and Blacksmith Road has 10 mailboxes but the owner pays for only 3 EDU’s, which equates to a loss of over \$4K year. Mr. Keifrider stated he realized the Township applied different criteria for EDU billing over the years but needs to look at doing something to correct the billing of these commercial-use properties to prevent further loss of revenue. When business changes use, such as a bank to a restaurant, a process needs to be implemented to determine if EDU billing remains correct for the property. Mr. Keifrider stated there needs to be a trigger in certain situations that force an evaluation of the number of EDU’s billed. There was discussion on using PA American Water bills to determine actual usage. Properties served by wells could be forced to install a meter that could be used to determine actual usage. Mr. Bingaman stated there may need to be changes to the Ordinances. Those changes could be included on the I&I amendment, which is currently being evaluated. Mr. Bingaman stated an EDU is 233 gallons per day. The national average for an EDU is 229 gallons. Mrs. McGrath stated she felt the first step should be to focus on getting the commercial properties under control. Mr. Keifrider stated the Township will do its due diligence prior to notifications being mailed. Mr. Bingaman stated he believed the Township could back bill up to 2 years.

2025 BUDGET

Mr. Bingaman distributed the preliminary budget for 2025, which included projected revenues for Highland Place and Arbour Green but did not include any projections for Leaf Creek. Earned Income

Tax numbers were up 4% over that of 2024. The proposed budget includes all union contract negotiations to this point, the addition of (2) full-time Police Officers and (1) full-time Police Recruit. The proposed budget also includes \$20K for animal control. Mr. Bingaman stated every possible expense was included in the draft, leaving a deficit of \$136K, which would equate to an increase of .16 mil. Depending on further discussions about timing of Police hiring, there could be less of a deficit. The appeal process for assessments is on-going and could potentially fluctuate. Mr. Bingaman stated he didn't see any changes necessary for the Fire Tax or Sewer Rates. Mr. Weller asked if TowerDIRECT has approached him for more funding. Mr. Bingaman stated to date, they have not. Mr. Keifrider mentioned revenue for road openings will probably be closer to \$25K. Mr. Keifrider questioned whether Highland Place pays for road openings, since the TIF is funding the infrastructure. Mr. Bingaman stated the Township would be billing themselves and could waive fees, as was done for the WWTP project. Mr. Weller questioned if the budgeted amount for "Recycling Contract" was for Mascaro only. Mr. Bingaman stated it was. Mr. Keifrider stated there's been a huge decrease in the amount of brush recycled since the Recycling Center PIN numbers are required. Mrs. McGrath noted the library currently receives \$33K. Mr. Weller asked how much other Townships donate. Mr. Bingaman stated the library usually provides that data, so the Board can see what percentage of the patrons come from each municipality. Mr. Bingaman stated the Recreation Tax is stable. Mr. Keifrider stated he felt the Township needs to consider hiring a paid Fire Marshall and look into rental inspections. Mr. Keifrider stated rental inspections may generate enough revenue to cover the paid position. Chief Smith stated he would talk to Exeter Township. Mr. Thompson suggested incorporating Fire Marshall duties with a paid firefighter and/or driver since they have that experience and knowledge. Mr. Keifrider stated he's received complaints from existing businesses in Amity that are upset they are paying for Business Registration, but other businesses come into Amity and make money and are not required to be licensed. Mr. Bingaman stated he was uncertain but thought if a business had a State Business License they couldn't be charged for a license by a municipality. Mr. Bingaman stated he would look into that further and asked the Board to review the proposed budget and reach out with questions.

NEW BUSINESS

Pension State Aid and MMO Distribution – Mr. Keifrider moved, seconded by Mr. Hackett to adopt ***Resolution 24-17*** authorizing the Pension State allocation for the 2024 Pension MMO. Motion passed 4-0.

Amended 2024 Fee Schedule – Mr. Bingaman stated the amendment incorporates the previously adopted progression of Sewer Rates and the increased EDU Tapping Fee. Mr. Keifrider moved, seconded by Mr. Hackett to adopt ***Resolution 24-18***, amending the 2024 Fee Schedule. Motion passed 4-0.

EMPLOYEE/OFFICIAL REPORTS

Mr. Keifrider stated ***Harvest Fest*** is scheduled for October 19th, conflicting with the Boyertown Parade and Red Corner Benefit. A rain date of October 20th has been set. Mrs. McGrath stated she's been advised Windstream has had employees out working on Nicholson Avenue. Mrs. McGrath asked if the issues at Park Lane have been resolved. Mr. Keifrider stated they have made some progress. Mr. Bingaman stated there could be potential litigation.

PUBLIC COMMENT

None

EXECUTIVE SESSION AND ADJOURNMENT

At 8:20PM with no further business, Mr. Weller moved, seconded by Mr. Keifrider to adjourn to *Executive Session* to discuss potential litigation, with no need to return. Motion passed 4-0.

Meeting adjourned at 8:20PM.

Respectfully submitted,



Pamela L. Kisch
Township Secretary

Actions Taken:

1. Approved 10/2/2024 disbursements.
2. Approved WWTP Upgrades and Expansion, Contract 1, Work Change Directive No. 2.
3. Approved purchasing a 2025 Ford F-350 truck for the WWTP (Superintendent).
4. Adopted Resolution 24-17 for Pension State Aid & MMO Distribution.
5. Adopted Resolution 24-18, amending the 2024 Fee Schedule (quarterly sewer rates and EDU Tapping Fee).

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Date	Invoice Number	Description	Invoice GL Account	Check Amount
CAPITAL FUND								
10/02/2024	34083	1622	H & K Group, Inc.	09/11/2024	APP 1	Levengood Road Culvert Project App 1	30-436-000.0	170,269.79
Total CAPITAL FUND:								170,269.79
EDU/CAPITAL RESERVE FUND								
10/01/2024	34080	549	Engle-Hambright & Davies, In	09/12/2024	722560317-	Builder's Risk Insurance WWT Upgrades	09-429-315.0	44,786.00- V
10/02/2024	34080	549	Engle-Hambright & Davies, In	09/12/2024	722560317-	Builder's Risk Insurance WWT Upgrades	09-429-315.0	44,786.00
10/02/2024	34096	2036	Performance Construction Co	09/16/2024	APP 1	WWTP Expansion Project App 1	09-429-315.0	847,561.05
10/02/2024	34105	2043	Selective Insurance Company	09/12/2024	722-560-31	Builder's Risk Insurance WWT Upgrades	09-429-315.0	44,786.00
Total EDU/CAPITAL RESERVE FUND:								892,347.05
FIRE FUND								
10/02/2024	34085	2040	Helm Enterprises LLC	09/17/2024	1691R	2024 refund - 1340A BF Hwy	04-310-250.0	12.40
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - Fire Services and Assessm	04-404-000.0	1,198.50
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - Amity Fire Study	04-404-000.0	3,723.50
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	fire hydrants	04-411-363.0	8,362.35
10/02/2024	34097	2041	Raymae Limited Partnership	09/17/2024	3320R	2024 refund - 91 Worman Rd	04-310-250.0	2.53
Total FIRE FUND:								13,299.28
GENERAL FUND								
10/02/2024	34071	1736	American United Life Insuranc	09/17/2024	G00618078	Admin	01-401-123.0	308.67
10/02/2024	34071	1736	American United Life Insuranc	09/17/2024	G00618078	Code Enforcement	01-413-122.0	132.08
10/02/2024	34071	1736	American United Life Insuranc	09/17/2024	G00618078	Police	01-410-192.0	1,157.86
10/02/2024	34071	1736	American United Life Insuranc	09/17/2024	G00618078	Roads	01-438-150.0	220.59
10/02/2024	34072	1914	Ascendance Trucks Pennsylv	09/12/2024	XA1020120	DEF fluid	01-437-370.0	97.30
10/02/2024	34076	2039	Carol Anne Farrar	08/16/2024	207630510	refund of duplicate SMO payment	01-355-990.0	40.00

M = Manual Check, V = Void Check

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10/02/2024	34078	1792	Donny's Electrical & HVAC Inc	09/18/2024	2470	admin office HVAC replacement 2 of 5	01-409-373.0	13,730.00
10/02/2024	34079	883	Dyer Quarry, Inc.	09/10/2024	219363	Morlatton Rd stormwater stone	01-436-220.0	2,168.28
10/02/2024	34079	883	Dyer Quarry, Inc.	09/11/2024	219418	Morlatton Rd stormwater stone	01-436-220.0	432.74
10/02/2024	34081	1272	Entech Engineering Inc.	09/17/2024	0092747	824 E Ben Franklin Hwy	01-414-317.0	907.50
10/02/2024	34085	2040	Helm Enterprises LLC	09/17/2024	1691R	2024 refund - 1340A BF Hwy	01-301-100.0	61.98
10/02/2024	34085	2040	Helm Enterprises LLC	09/17/2024	1691R	2024 refund - 1340A BF Hwy	01-310-510.0	6.20
10/02/2024	34086	617	Hopewell Farms Inc.	09/19/2024	972	yard waste container-tipping fee (4)	01-426-001.0	1,100.00
10/02/2024	34088	216	J.P. Mascaro & Sons	09/01/2024	000052949	Reycling - Sept	01-426-000.0	41,710.00
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services	01-404-314.0	4,284.25
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - Windstream Communicati	01-404-314.0	1,172.00
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - Rhodes Land/Easement Is	01-404-314.0	188.00
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - 308 BF Hwy E Urban Cond	01-404-314.0	66.00
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - Park Lane/Amity Square B	01-404-314.0	376.00
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - Redner's Markets Liquor L	01-404-314.0	2,673.00
10/02/2024	34090	225	Met-Ed	09/12/2024	SEPTEMBER	Traffic Signals	01-433-370.0	591.51
10/02/2024	34090	225	Met-Ed	09/12/2024	SEPTEMBER	Street Lighting	01-434-000.0	3,234.75
10/02/2024	34090	225	Met-Ed	09/12/2024	SEPTEMBER	Township Bldg	01-409-361.0	1,222.57
10/02/2024	34090	225	Met-Ed	09/12/2024	SEPTEMBER	Recreation	01-451-360.0	463.83
10/02/2024	34091	1623	MQ2 Security	09/11/2024	7581	Install recycling gate card access	01-426-000.0	8,575.00
10/02/2024	34092	242	National Uniform Rental	09/19/2024	1023056	uniforms-roads	01-430-191.0	42.36
10/02/2024	34093	1141	On-Site Service	09/13/2024	5690A	Hill Rd pavilion pressure washer rental	01-454-370.0	125.00
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water - Twp Bldg	01-406-300.0	155.58
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water - lake dr park	01-451-360.0	19.30
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water - lake dr/rosewood	01-451-360.0	19.30
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water - lake dr park	01-451-360.0	61.02
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water - Hill Rd Park	01-451-360.0	42.74
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water - amity community park	01-451-360.0	165.08
10/02/2024	34095	1595	PC Solutions Inc.	09/24/2024	CW120696	Sophos Central Intercept	01-406-741.0	159.04
10/02/2024	34095	1595	PC Solutions Inc.	09/26/2024	CW120779	external backup	01-406-741.0	178.56

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Date	Invoice Number	Description	Invoice GL Account	Check Amount
10/02/2024	34097	2041	Raymae Limited Partnership	09/17/2024	3320R	2024 refund - 91 Worman Rd	01-301-100.0	12.67
10/02/2024	34097	2041	Raymae Limited Partnership	09/17/2024	3320R	2024 refund - 91 Worman Rd	01-310-510.0	1.26
10/02/2024	34099	583	Thomas Gauby	09/18/2024	091824	Community policing and crime prevention	01-410-460.0	95.00
10/02/2024	34101	640	UGI	09/24/2024	411004406	gas service- maintenance shed	01-430-361.0	30.39
10/02/2024	34101	640	UGI	09/24/2024	411007648	gas - Twp Bldg	01-409-361.0	67.24
10/02/2024	34104	894	Weaver's Hardware Co Inc.	09/17/2024	52286	keys for new shop	01-430-260.0	18.86
10/02/2024	34104	894	Weaver's Hardware Co Inc.	09/17/2024	52296	Hill Rd pavilion supplies	01-454-370.0	98.98
10/02/2024	34104	894	Weaver's Hardware Co Inc.	09/18/2024	52307	Hill Rd pavilion supplies	01-454-220.0	47.66
10/02/2024	34104	894	Weaver's Hardware Co Inc.	09/24/2024	52349	torx bit set	01-430-260.0	13.49
10/02/2024	34104	894	Weaver's Hardware Co Inc.	09/24/2024	52353	keys - roads	01-430-260.0	21.54

Total GENERAL FUND:

86,295.18

LIQUID FUELS

10/02/2024	2069	3	A-1 Traffic Control Products, L	09/16/2024	11210	line painting	35-433-000.0	14,639.33
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Total LIQUID FUELS:

14,639.33

MONOCACY HILL

09/25/2024	34069	225	Met-Ed	09/05/2024	90922500	Install new street light near ballpark	18-489-000.0	2,116.82
09/25/2024	34069	225	Met-Ed	09/05/2024	90922500	Install new street light near ballpark	18-489-000.0	2,116.82- V
09/25/2024	34070	225	Met-Ed	09/05/2024	90922500	Install new street light near ballpark	18-489-000.0	2,116.82

Total MONOCACY HILL:

2,116.82

RECREATION FUND

10/02/2024	34085	2040	Helm Enterprises LLC	09/17/2024	1691R	2024 refund - 1340A BF Hwy	13-301-100.0	3.38
10/02/2024	34097	2041	Raymae Limited Partnership	09/17/2024	3320R	2024 refund - 91 Worman Rd	13-301-100.0	.69

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Date	Invoice Number	Description	Invoice GL Account	Check Amount
Total RECREATION FUND:								4.07
SEWER FUND								
10/02/2024	34071	1736	American United Life Insuranc	09/17/2024	G00618078	Sewer	08-429-150.0	334.74
10/02/2024	34073	1200	Barrasso Excavation, Inc.	09/04/2024	3434	sewer line repair - Route 422	08-429-371.0	33,185.55
10/02/2024	34074	47	Birdsboro Auto Parts	09/19/2024	931863	gear oil	08-429-370.0	121.94
10/02/2024	34075	59	Boyertown Supply	09/20/2024	966999-000	water filter	08-429-370.0	42.97
10/02/2024	34077	90	Dallas Data Systems	09/15/2024	27295	Utility Billing Contracted Services	08-429-317.0	1,750.00
10/02/2024	34081	1272	Entech Engineering Inc.	09/17/2024	0092748	General Engineering-Sewer	08-429-313.0	2,462.50
10/02/2024	34082	1484	George S Coyne Chemical Co I	09/17/2024	438723	pump station 1 odor control	08-429-372.0	1,635.00
10/02/2024	34084	154	Harner's Auto Body Inc.	08/19/2024	16376	old crane truck inspection	08-429-330.0	58.24
10/02/2024	34087	216	J.P. Mascaro & Sons	09/15/2024	000053244	sludge disposal	08-429-380.0	909.97
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - sewer liens	08-429-314.0	3,458.51
10/02/2024	34089	197	Kozloff Stoudt	09/17/2024	200332	Legal services - sewage treatment plant p	08-429-314.0	141.00
10/02/2024	34090	225	Met-Ed	09/12/2024	SEPTEMBER	Pump Stations	08-429-362.0	2,599.57
10/02/2024	34090	225	Met-Ed	09/12/2024	SEPTEMBER	Sewer Plant	08-429-361.0	8,829.30
10/02/2024	34092	242	National Uniform Rental	09/19/2024	1023057	unifoms-sewer	08-429-191.0	43.92
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water-buckhead PS	08-429-372.0	19.30
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water - Rosecliff PS	08-429-372.0	22.91
10/02/2024	34094	270	PA American Water Co.	09/20/2024	210048062	water-Pleasant View PS	08-429-372.0	77.25
10/02/2024	34095	1595	PC Solutions Inc.	09/24/2024	CW120696	Sophos Central Intercept-Sewer (Monthly	08-429-741.0	83.41
10/02/2024	34098	607	Ray's Tire Service	09/17/2024	61020	backhoe front tire	08-429-330.0	105.78
10/02/2024	34100	394	Total Rental	09/12/2024	63978-1	6" pump rental	08-429-370.0	129.00
10/02/2024	34102	356	Univar USA Inc.	09/16/2024	52421810	ras chlorine cylinders	08-429-370.0	2,152.01
10/02/2024	34103	359	USA Blue Book	09/20/2024	INV004905	disposable gloves	08-429-370.0	134.60
10/02/2024	34104	894	Weaver's Hardware Co Inc.	09/20/2024	52330	Gloves	08-429-370.0	28.78
09/19/2024	90254	1195	Windstream Corporation	09/18/2024	021914413-	communication - Sewer	08-429-320.0	303.12

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Date	Invoice Number	Description	Invoice GL Account	Check Amount
Total SEWER FUND:								58,629.37
Grand Totals:								1,237,600.89

Dated: October 2, 2024

Supervisors : Kim McGrath

[Signature]

Paul Wells

[Signature]

[Signature]