

**CUMRU TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING DECEMBER 19, 2017**

The Regular Meeting of the Cumru Township Board of Commissioners was called to order by President Ruth O'Leary at 7:02 p.m. Other Commissioners in attendance were Sheri Hoover and Lorri Swan. Vice President Edward L. Gottschall and Tony J. Sacco were absent. Also attending were Solicitor Michael A. Setley, Superintendent of Public Works Robert McNichols, Jr., Assistant Superintendent of Public Works Michael L. Yost, Business/Personnel Administrator Peggy A. Carpenter, Manager Jeanne E. Johnston, Secretary Latoya Procopio, and Joseph P. Rogosky of Great Valley Consultants.

Pledge to the Flag.

PUBLIC

Attendance: Victor Chelladurai of 8 Brassie Circle, Reading Pa, 19607; William Miller of 40 Muirfield Drive; Barry Rorhbach of 17 Muirfield Drive, Reading, PA 19607; Rosemary Blair of 1626 Gregg Avenue, Reading, PA 19607; Marilyn Hoffman of 10 Village Center Drive, Reading, PA 19607; and Madelyn Johnston of 443 Calyn Drive.

A) Victor Chelladurai re: 8 Brassie Circle sewer bill

Mr. Chelladurai expressed concern for his November sewer bill, approximately \$1,700. Mr. Chelladurai stated that he had landscaped his yard for his son's graduation party this past summer; he did not realize that the water was left on while they went on vacation. He realized that the water had been left on when the water bill came in. He paid the water bill, but when the sewer bill came in, he came into the Township Building to request a sewer credit.

Mr. Chelladurai acknowledged that Ms. Johnston had informed him of the process to request a sewer credit and that landscaping does not qualify for a sewer credit. He requested that the Board of Commissioners grant an exception.

Mr. Setley stated that the Municipal Authority recently denied a similar situation regarding a resident's landscaping water usage. The Board of Commissioners referred the matter to the Authority. The Board agreed to defer any penalties on the 8 Brassie Circle sewer account until Mr. Chelladurai attends the 1/11/18 Authority meeting and obtains a decision.

B) Rosemary Blair re: handicapped parking at 1626 Gregg Street

Ms. Blair stated that the Township had granted her application for a handicapped parking space in front of her home and a sign was installed, but no blue lines had been painted. She complained that other people are parking in her handicapped parking spot.

Ms. Blair explained that a former neighbor, who no longer resides at the residence, used to have a handicapped parking space. The sign had been removed, but the blue lines remained.

Since the installation of her handicapped parking space, other people have been utilizing the handicap parking spot. She believed that part of the problem was confusion caused by the remaining blue lines from the former handicapped parking space.

The Board informed Ms. Blair that anyone who has a handicapped placard is able to park in a handicapped parking spot. Chief Winchester confirmed that the sign designated the space, not blue lines. Mr. McNichols stated that blue lines are no longer painted; the old ones would fade over time. Ms. Blair suggested painting over the lines. Mr. McNichols informed the Board that a shadow of the lines would still be visible, whether the lines are painted over or eradicated. Ms.

Blair offered to pay for the rental of an eradicator and the Board requested that Public Works look into it.

C) Barry Rohrbach re: ambulance service

Mr. Rohrbach of 17 Muirfield Drive stated that he had served on the Planning Commission for over 10 years and then held the title of Commissioner for 3 full terms. He expressed to the Board that he was concerned that the contract with Southern Berks EMS was for only 6 months. He stated that he became aware that the Township was talking to Western Berks Ambulance Association. He requested that the Board consider a full 1 year contract with SBREMS. As a Commissioner, he never received any reports that Southern Berks Regional Emergency Services did anything other than a fine job.

TREASURER

A) Monthly Report

TAX COLLECTOR

A) November 2017 Report

1) Year 2017 Real Estate

Balance collectable beginning of month – \$119,283.97

Cash collected - \$110,084.44

Balance collectable end of month - \$10,119.50

2) Year 2017 Real Estate Interim

Balance collectable beginning of month - \$168.61

Cash collected - \$24.84

Balance collectable end of month - \$143.26

3) Year 2017 Refuse

Balance collectable beginning of month - \$25,275.00

Cash collected - \$1,996.50

Balance collectable end of the month - \$23,460.00

4) Year 2017 Per Capita

Balance collectable beginning of month - \$13,040.00

Cash collected - \$2,693.10

Balance collectable end of the month - \$13,445.00

5) Year 2017 SMP

Balance collectable beginning of month - \$2,400.00

Cash collected - \$165.00

Balance collectable end of the month - \$2,250.00

APPROVE MINUTES

ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER A UNANIMOUS VOTE APPROVING THE MINUTES OF NOVEMBER 21, 2017 AND NOVEMBER 21, 2017 – PUBLIC HEARING.

CONSENT AGENDA

TAX COLLECTOR

2018 TAX BILLS

ACTION:

AUTHORIZED EXECUTION OF AN AGREEMENT WITH BERKS COUNTY FOR THE PRINTING OF 2018 REAL ESTATE TAX, REFUSE FUND, AND SEWAGE MANAGEMENT PROGRAM FUND BILLS, AND REIMBURSEMENT TO BERKS COUNTY FOR THE APPROPRIATE PORTION OF THE COST.

2018 BUDGET

ADOPT THE 2018 BUDGET

- 1) budget advertised 11/28/2017

ACTION:

ADOPTED THE 2018 BUDGET, AS ADVERTISED.

ACTION:

AUTHORIZED TRANSFERS OF FUNDS TO CAPITAL PROJECTS IN JANUARY 2018, IN ACCORDANCE WITH THE 2018 BUDGET, AND AUTHORIZED ORDERS IN DECEMBER 2017 FOR ITEMS TO BE EXPENSED FROM THE 2018 BUDGET, AS FOLLOWS:

- 1) **POLICE DEPT. – SEDAN AS A REPLACEMENT MARKED POLICE CAR IN AN AMOUNT NOT TO EXCEED \$35,000; TO BE PAID OUT OF EQUITABLE SHARING FUND LINE ITEM 4800-803/052-1;**
- 2) **POLICE DEPT. – BALLISTIC VEST REPLACEMENTS; BALANCE AFTER GRANTED (ESTIMATED \$8,880) TO BE PAID OUT OF GENERAL FUND LINE ITEM 4100-243/010-2;**
- 3) **BUILDINGS AND GROUNDS – PARTITIONS AND RELATED ITEMS FOR POLICE ADMINISTRATION OFFICE IN AN AMOUNT NOT TO EXCEED \$10,000; TO BE PAID OUT OF CAPITAL LINE ITEM 5018-010/300-1;**
- 4) **HIGHWAY DEPARTMENT – REPLACEMENT VEHICLE 78, 10-TON DUMP TRUCK WITH PLOW AND SPREADER, IN AN AMOUNT NOT TO EXCEED \$160,000; TO BE PAID OUT AS:
a) \$104,000 FROM CAPITAL FUND LINE ITEM 5018-003/300-1 (65%);
b) \$56,000 FROM REFUSE FUND LINE ITEM 4270-803/040-1 (35%);**
- 5) **HIGHWAY DEPARTMENT – REPLACEMENT VEHICLE 66; IN AN AMOUNT NOT TO EXCEED \$50,000; TO BE PAID OUT OF CAPITAL LINE ITEM 5018-006/300-1;**
- 6) **HIGHWAY DEPARTMENT – REPLACEMENT VEHICLE 50; IN AN AMOUNT NOT TO EXCEED \$35,000; TO BE PAID OUT AS:
a) \$17,500 FROM CAPITAL FUND LINE ITEM 5018-005/300-1
b) \$5,250 FROM REFUSE FUND LINE ITEM 4270-802/040-1
c) \$12,250 FROM SEWER FUND LINE ITEM 5018-801/800-3**

- d) AUTHORIZED CURRENT VEHICLE 50 TO BE TRANSFERRED TO ADMINISTRATION UPON RECEIPT OF REPLACEMENT VEHICLE 50.
- 7) HIGHWAY DEPARTMENT – AUTHORIZED MANAGEMENT STAFF TO ORDER A REPLACEMENT STREET SWEEPER, FOR A PRINCIPAL AMOUNT NOT TO EXCEED \$250,000, AND ENTER INTO A 7-YEAR LEASE/PURCHASE FINANCING AGREEMENT; PAYMENTS TO BE MADE OUT OF CAPITAL LINE ITEM 5018-002/300-1 AND TO BE INCORPORATED INTO FUTURE BUDGET YEARS.

ADOPT THE 2018 REAL ESTATE TAX LEVY

- 1) 2018 real estate tax levy ordinance advertised 12/5/2017

ACTION:

ADOPTED THE 2018 REAL ESTATE TAX LEVY BY ORDINANCE AS ADVERTISED ON DECEMBER 5, 2017, INCLUDING 4.645 MILS FOR GENERAL PURPOSES, .335 MIL FOR DEBT SERVICE, 1.0 MIL FOR FIRE SERVICES, AND .22 MIL FOR AMBULANCE SERVICE.

No change in general fund, fire fund, and debt service fund millage. Ambulance fund millage increasing from 0.2 mil to 0.22 mil.

ADOPT THE 2018 REFUSE FEE

ACTION:

ADOPTED A RESOLUTION ESTABLISHING THE 2018 REFUSE COLLECTION FEE SCHEDULE, INCLUDING \$180.00 FOR A DWELLING WITH 2 OR MORE ADULT OCCUPANTS AND \$160.00 FOR A DWELLING WITH A SINGLE ADULT OCCUPANT.

Previous rate schedule, \$165 two adults and \$145 for one adult, was in effect for 2016 and 2017.

ADOPT THE 2018 SEWER RENTAL RATE

- 1) sewer rate ordinance advertised 12/5/2017

ACTION:

ADOPTED AN ORDINANCE ESTABLISHING THE 2018 SEWER RENTAL RATE, INCLUDING:

- DEFINING AN EQUIVALENT DWELLING UNIT FOR BILLING PURPOSES AS 7,500 GALLONS;
- ESTABLISHED A \$119.00 MINIMUM CHARGE FOR UP TO 7,500 GALLONS FOR METERED ACCOUNTS;
- PRORATING THE PER GALLON CHARGE OVER 7,500 GALLONS FOR METERED ACCOUNTS;
- \$166.00 FLAT RATE FOR UNMETERED ACCOUNTS;
- ACCOUNTS THAT HAVE BEEN DETERMINED TO BE MORE THAN ONE EDU WILL BE BILLED THE EDU RATE MULTIPLIED BY THE NUMBER OF EDUs, WITH THE PER GALLON RATE AS APPLICABLE;
- THE NEW RATES WILL BECOME EFFECTIVE FOR THE FIRST BILLING OF 2018.

No change from 2017.

ADOPT THE 2018 SEWAGE MANAGEMENT PROGRAM AND FEE

A) Fee Administration

- 1) draft resolution for rate schedule

ACTION:

ADOPTED A RESOLUTION ESTABLISHING THE 2018 SEWER MANAGEMENT PROGRAM FEE AT A FLAT AMOUNT OF \$75.00.

No change from 2017.

2018 PAYMENTS OF BILLS - GENERAL

ACTION:

AUTHORIZED THE STAFF TO SATISFY THE ORDINARY AND ROUTINE OBLIGATIONS INCURRED BY THE TOWNSHIP IN ORDER TO TAKE ADVANTAGE OF DISCOUNTS AND ALLOWANCES, AND TO AVOID DELINQUENT PENALTIES AND CARRYING CHARGES.

INVESTMENTS

ACTION:

AUTHORIZED THE TREASURER TO INVEST FUNDS AS SHE DEEMS APPROPRIATE, IN CONSULTATION WITH THE MANAGER.

POLICE PENSION EMPLOYEE CONTRIBUTION

ACTION:

ADOPTED A RESOLUTION ESTABLISHING THE 2018 POLICE PENSION EMPLOYEE CONTRIBUTION AS 4%, IN ACCORDANCE WITH THE ACT 111 ARBITRATION DECISION OF 2/4/2015.

Planning

2017-13 LOOKING GLASS SUBDIVISION

EXPIRATION DATE 03/05/2018

(preliminary/final) Owner: Carole and Richard Snyder; Applicant: Carole and Richard Snyder; Agent: John W. Hoffert, PLS; location: 100 Looking Glass Lane; plan no. D-17-71-1, E-17-71-2&3; proposal summary: To construct a single family detached dwelling utilizing on lot sewer and on lot water facilities.

- a) Letter from Great Valley Consultants re: plan review, dated 11/16/2017
- b) Letter from John Hoffert Surveying re: waiver request letter, dated 11/17/2017
- c) Memorandum from Secretary re: Planning Commission recommended waivers, dated 12/19/2017

ACTION:

GRANTED WAIVERS TO THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE FOR THE LOOKING GLASS SUBDIVISION, AS DESCRIBED IN THE MEMORANDUM FROM THE TOWNSHIP SECRETARY, DATED 12/19/2017.

- d) Memorandum from Secretary re: Planning Commission recommended final approval, dated 12/19/2017

ACTION:

GRANTED CONDITIONAL FINAL PLAN APPROVAL TO THE LOOKING GLASS SUBDIVISION, AS DESCRIBED IN THE MEMORANDUM FROM THE TOWNSHIP SECRETARY, DATED 12/19/2017.

2017-14 GOOD LIFE FINANCIAL ADVISORS LAND DEVELOPMENT

EXPIRATION DATE 03/05/2018

(preliminary/final) Owner: C2, LLC; Applicant: C2, LLC; Agent: McCarthy Engineering Associates; location: 2395 Lancaster Pike, Reading, PA; plan no. 170186; proposal summary: To redevelop an office space utilizing public sewer and water.

- a) Letter from Great Valley Consultants re: plan review, dated 11/16/2017
- b) Memorandum from Secretary re: Planning Commission recommended waivers, dated 12/19/2017

ACTION:

GRANTED WAIVERS TO THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE FOR GOOD LIFE FINANCIAL LAND DEVELOPMENT PLAN, AS DESCRIBED IN THE MEMORANDUM FROM THE TOWNSHIP SECRETARY, DATED 12/19/2017.

- d) Memorandum from Secretary re: Planning Commission recommended final approval, dated 12/19/2017

ACTION:

GRANTED PERLIMINARY/FINAL PLAN APPROVAL TO THE GOOD LIFE FINANCIAL ADVISORS LAND DEVELOPMENT, AS DESCRIBED IN THE MEMORANDUM FROM THE TOWNSHIP SECRETARY, DATED 12/19/2017.

END OF THE CONSENT AGENDA

ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE APPROVING THE CONSENT AGENDA.

DEPARTMENTS

Police Department

A) Monthly Report – November 2017

Chief Winchester requested that the community reach out to the police, if they notice suspicious activity and to be aware of their surroundings.

B) Civil Service – Police

- 1) Civil Service meeting advertised on 12/15/2017
- 2) Lieutenant position certified list

ON MOTION OF MRS. HOOVER, SECOND OF MRS. SWAN, A UNANIMOUS VOTE TO PROMOTE SGT. TIMOTHY WOLL TO THE LIEUTENANT POSITION, EFFECTIVE JANUARY 1, 2018.

Fire Department

A) Monthly Report – November 2017

B) Santa Run 2018

Chief Beane informed the Board that Santa would be making his yearly run in Cumru Township on Christmas Eve.

Administration

A) Codes Report- November 2017

Building Permits Issued- 12

Use Permits Issued- 6

Zoning Permits Issued- 6

Notices of Violations- 26

Citations issued- 3

Violations complied- 24

Phone calls from contractors, realtors & public approximately- 211

Permit Inspections Done – 21

Inspections with the Fire Department – 4

B) Recreation – Santa Breakfast 12/9/2017 - Update

Ms. Johnston thanked the Grill Fire Company for donating a Christmas tree for the Santa Breakfast. She also thanked the Park and Recreation Board members for volunteering, as well as Mr. Claus, Mrs. Claus, and Santa's elf for visiting.

C) Act 537

1) Letter to PaDEP from Manager re: response to review, dated 12/6/17

D) Casino Legislation 2017

1) Memorandum to Planning Commission from Manager re: request for recommendation, dated 11/28/17

2) Memorandum from Manager re: Planning Commission recommended not to opt out, dated 12/7/17

Ms. Johnston informed the Board that the Planning Commission recommended to not opt out with respect to the casino legislation. The Board of Commissioners concurred.

Public Works

A) Monthly Report – November 2017

B) Sewer Replacements Project – application for payment no. 1

1) Letter from BCM Engineers re: recommendation for payment in the amount of \$93,874.37, dated 12/11/2017

ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE APPROVING THE PAYMENT FOR APPLICATION NO. 1 TO BP PATERSON IN THE AMOUNT OF \$93,874.37 FOR THE SEWER REPLACEMENT PROJECT.

Engineer

A) 2017 Road Work – application for payment no. 4

- 1) Letter from Great Valley Consultants re: recommendation for payment in the amount of \$300,362.97, dated 12/15/2017

ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE APPROVING THE PAYMENT FOR APPLICATION NO. 4 TO H&K GROUP IN THE AMOUNT OF \$300,362.97 FOR 2017 ROAD WORK.

Solicitor

CORRESPONDENCE

- A) Report from Berks County Redevelopment Authority – 2018 Joint Consolidated Action Plan
- B) Report from Berks County Agency on Aging 2015-2017 report

PAYMENTS OF BILLS

MRS. O’LEARY, A MAJORITY VOTE APPROVING THE PAYMENTS OF BILLS: 11/21/2017, 12/07/2017, 11/29/2017 –IT, 12/08/2017, 11/29/2017, 12/15/2017, AND 11/30/2017 –ACH.

Mrs. Hoover abstained from payment of bill 11/29/17 – IT.

COMMISSIONERS

A) Vacancies/Expirations of Terms

ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE TO REAPPOINT SCOTT MILLER AND ANDREW MAIER TO THE PENSION BOARD, JAMES WILLIAMSON AND MATT KEPERLING TO THE ZONING HEARING BOARD, AND MICHAEL FIX TO THE CIVIL SERVICE COMMISSION, SUBJECT TO THEIR DESIRE TO CONTINUE THEIR APPOINTMENTS.

B) Reminders:

- 1) Offices closed for holiday - half day on 12/22/2017 and full day on 12/25/2017
- 2) Offices closed for holiday - half day on 12/29/2017 and full day on 1/1/2018
- 3) Civil Service Commission Organization meeting 1/2/2018 at 1:00 p.m.
- 4) Board of Commissioners Organization meeting 1/2/2018 at 7:00 p.m.
- 5) Planning Commission regular meeting rescheduled to 1/8/2018 at 6:00 p.m.

C) Executive Session

7:52 p.m. – The Board of Commissioners went into executive session to discuss 2 personnel matters.

8:30 p.m. – The meeting reconvened. Mr. Setley stated that the Board of Commissioners had discussed 2 personnel matters, one to be handled internally by administrative staff and the other remained pending.

Mr. Malcom Cole with Southern Berks Regional Emergency Management Services was present for discussion. Mr. Cole thanked the Board for granting Southern Berks Regional six months to prove that they are the best fit for the Township's emergency services. Mr. Cole explained some of the skills training they do to stay current with the latest practices.

ADJOURNMENT

**ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE
ADJOURNING THE MEETING AT 8:33 P.M.**

Respectfully submitted,



Latoya Procopio
Secretary