

**CUMRU TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING                      MARCH 15, 2022**

The Regular Meeting of the Cumru Township Board of Commissioners was called to order by President Ruth A. O'Leary at 7:15 p.m. Other Commissioners in attendance were Vice President David J. Batdorf, Sam Kalbach, William B. Miller, and Lisha Rowe. Also attending were Solicitor Michael A. Setley, Chief of Police Madison Winchester, Fire Chief James A. Beane, Superintendent of Public Works Robert McNichols, Jr., Business/Personnel Administrator Peggy A. Carpenter, Manager/Secretary Jeanne E. Johnston, Special Projects/Asst. Secretary Patricia A. Wylezik-Pfeiffer, and Joseph P. Rogosky of Great Valley Consultants.

This meeting is being recorded for the purpose of assisting in the preparation of meeting minutes. The audio file of the meeting will be destroyed after official meeting minutes for this meeting have been adopted.

Call to Order and Pledge to the Flag.

**PUBLIC**

Attendance: Gary Brady, Jeff Brady, and Kelsey Frankowski.

**AMBULANCE SERVICE**

A) Monthly Report – February 2022

No one was present to report. An email report was shared with the Board. TowerDirect responded to 184 calls in February, with an average response time of 6 min 32 sec. TowerDirect received 5 assists and provided 32 assists in February.

**APPROVE MINUTES**

**ON MOTION OF MR. MILLER, SECOND OF MR. BATDORF, A UNANIMOUS VOTE  
TO ACCEPT THE MINUTES FOR FEBRUARY 15, 2022 – LERTA MEETING AND  
FEBRUARY 15, 2022 – REGULAR MEETING, AS SUBMITTED.**

**TREASURER**

A) Monthly Report – February 2022

Mrs. Carpenter reported that the 2021 annual audit field work was completed and went well. The financial statement and State report are being compiled. She also reported that Teamster healthcare premium audits for 2020 and 2021 are completed and there were no findings.

**TAX COLLECTOR**

A) February 2022 Report

1) Year 2022 Real Estate (bills issued 3/1/22)

Balance collectable beginning of month – \$0

Cash collected – \$0

- 2) Year 2022 Refuse (bills issued 3/1/22)
  - Balance collectable beginning of month - \$0
  - Cash collected - \$0
- 3) Year 2022 SMP (bills issued 3/1/22)
  - Balance collectable beginning of month - \$0
  - Cash collected - \$0
- 4) Year 2022 Per Capita
  - Balance collectable beginning of month - \$840.00
  - Cash collected - \$50.00
  - Balance collectable end of the month - \$790.00

## DEPARTMENTS

### Police Department

#### A) Monthly Report – February 2022

Chief Winchester gave the monthly report. He reported that thefts and forgery are skyrocketing. These can be difficult to pursue depending on the circumstances. He also explained the ongoing investigation pertaining to a recent shooting at Brookline playground. This incident took place in the City of Reading, just outside Cumru Township, and involved students from Governor Mifflin School District.

### Fire Department

#### A) Monthly Report – February 2022

#### B) Fire Station Phase 1 – utility project application for payment #4

- 1) Letter from Atlas Engineering re: recommendation for payment to Ankiewicz Enterprises, Inc. for \$242,385.30, dated 03/07/2022

**ON MOTION OF MR. KALBACH, SECOND OF MR. MILLER, A UNANIMOUS VOTE TO AUTHORIZE PAYMENT #4 TO ANKIEWICZ ENTERPRISES, INC. FOR \$242,385.30.**

#### C) Civil Service Firefighter Application Updates

Chief Beane reported that 7 of the 14 applicants passed the written exam. Three of the 7 who passed also have provided CPAT certification, so only the remaining 4 have to take the physical agility testing. The next step after that are oral interviews.

#### D) New Brush 42-2 update

Chief Beane reported that the chassis arrived and is being upfitted. The completed Brush 42-2 is expected in late April.

### Administration

#### A) Codes Report – February 2022

- Building Permits Issued- 8
- Use Permits Issued- 4
- Zoning Permits Issued- 4

Notices of Violations- 10  
Citations issued- 0  
Violations complied- 11  
Phone calls from contractors, realtors & public approximately- 197  
Permit Inspections Done – 24  
Permit Inspections with Fire Dept. – 2  
Training seminars attended – 1

**B) Memorandum of Understanding (MOU) with Berks County Conservation District (BCCD)**

1) Draft MOU

Ms. Johnston informed the Board that this MOU is an agreement for BCCD to act as the Township's agent with respect to erosion and sedimentation control measures to prevent water pollution from earth disturbance activities. BCCD already acts as a reviewing agency for the DEP with respect to certain E&S and stormwater permits.

**ON MOTION OF MR. MILLER, SECOND OF MR. BATDORF, A UNANIMOUS VOTE TO ADOPT THE MEMORANDUM OF UNDERSTANDING BETWEEN THE BERKS COUNTY CONSERVATION DISTRICT AND CUMRU TOWNSHIP.**

**C.) Potential Zoning Ordinance Changes**

1) Memorandum from the Manager re; accessory dwelling units and shipping containers, dated 3/1/2022

Ms. Johnston informed the Board that the Codes department recommends prohibiting shipping containers in residential areas. There have been complaints because they are being placed on properties without primary residential structures. A resident has filed a notice of appeal to the Zoning Hearing Board to challenge a Codes Department Enforcement Notice. This application will be on the agenda for the April Zoning Hearing Board meeting. There was discussion about whether the Board wanted to amend the zoning ordinance.

**ON MOTION OF MR. KALBACH, SECOND OF MS. ROWE, A UNANIMOUS VOTE TO AUTHORIZE JEANNE JOHNSTON TO TESTIFY AGAINST THE ZONING HEARING BOARD APPLICATION FOR SHIPPING CONTAINERS AT 427 HAIN RD.**

**D.) Administration Building Lobby signs**

1) Memorandum from the manager re: quotes for LED signs, dated 3/14/2022

Mr. McNichols explained the proposed signs would flash the information and would replace the paper signs on the windows with the goal of improving communication of updated information to residents. The television style signs will be visible from the parking lot. The manager, or proxy as needed, would control the information being posted on the signs.

**ON MOTION OF MR. MILLER, SECOND OF MR. KALBACH, A UNANIMOUS VOTE TO BUY TWO ELECTRONIC SIGNS, ONE EACH FOR THE UPPER AND LOWER LOBBIES OF THE ADMINISTRATION BUILDING.**

**E.) Wyomissing Creek Watershed Coalition (WCWC)**

1) Memorandum from the Manager re: 2022 allocation and encumbrance, dated 3/14/2022

Ms. Johnston explained that Cumru Township is one of 8 municipalities that form the WCWC. The purpose is to work together to control sediment pollution in the Wyomissing Creek, as required by the PaDEP. The WCWC has a list of projects that have been tentatively approved in concept by the PaDEP. The WCWC is working on engineering for two of these tentatively approved projects, including one in Spring Township and one in Mohnton Borough. Each municipality in the WCWC gets credit for fulfilling the MS4 requirements, no matter where in the water shed a project is located. In October 2021, the WCWC established a 2022 allocation for each member municipality to contribute to the cost of engineering and construction. Ms. Johnston requested that the Board pay the 2022 allocation of \$50,000 and encumber an additional \$50,000. This was discussed with the public works Liaisons.

**ON MOTION OF ON MOTION OF MR. KALBACH, SECOND OF MR. BATDORF, A UNANIMOUS VOTE TO AUTHORIZE PAYMENT OF THE 2022 ALLOCATION OF \$50,000 TO THE WYOMISSING CREEK WATERSHED COALITION AND ENCUMBER AN ADDITIONAL \$50,000 FOR FUTURE WCWC COSTS.**

Mr. Kalbach explained that the Township was looking into the possibility of acquiring a portion of the Penske property on Museum Rd. to correct the flooding situation at the intersection of RT. 724 and Museum Rd. This would also be an MS4 project.

Public Works

**A.) Salt Mixing Shed – application for payment #4 (final)**

1) Letter from Atlas Engineering re: recommendation for #4 final payment to Amric Construction Inc. for \$21,464.70 dated February 18, 2022.

**ON MOTION OF MR. BATDORF, SECOND OF MR. KALBACH, A UNANIMOUS VOTE TO AUTHORIZE PAYMENT #4 TO AMRIC CONSTRUCTION INC. FOR \$21,464.70.**

**B.) Public Works Roll-up Doors – replacement**

1) Memorandum from Manager re: recommendation as emergency project, dated 3/14/2022

Mr. McNichols explained that there is a useful lifespan for the roll-up doors. The current doors are well beyond that lifespan. Springs have broken twice on one of the doors. The doors are becoming a safety hazard. He is receiving quotes for doors that have cycle lifespans from 10,000 to 100,000.

Mr. Miller asked about the cost to replace these doors with the bifold style that will be used in the new Fire Station. The Board asked Mr. McNichols to get quotes for both door styles for the next Board meeting.

**C.) Construction Camera for Campus Improvements**

Mr. McNichols said he is getting quotes and will present them at the next Board meeting.

**D.) Sewer Department Hiring**

1) Memo from Manager re: recommendation to advertise, dated 3/14/2022

Mr. McNichols requested that the Board consider hiring 2 sewer department employees. There is an employee nearing retirement age and another person will be needed to facilitate the new pumping stations once the sewer is rerouted from the joint interceptor with Kenhorst.

**ON MOTION OF MR. BATDORF, SECOND OF MR. MILLER, A UNANIMOUS VOTE AUTHORIZING THE HIRING OF TWO SEWER DEPARTMENT EMPLOYEES.**

Engineer

**A.) Pheasant Rd Culvert at Ivy Lane – emergency project**

Mr. Rogosky reported that the forms were signed with AXIS Stabilization. He is in the process of scheduling a pre-construction meeting. This will begin at the township building and be followed by a field trip to the site. Ms. Johnston requested a timeline for the project so Administration will have time to send out letters of notice to the residents in the area.

**B.) 2022 Road Work – Kachel Blvd. and Pheasant Rd.**

**1) Mid-block crosswalks – recommendation**

Mr. Rogosky explained that there are 3 mid-block crosswalks in this area. The Green Hills Corporate Center (GHCC) wants these mid-block crosswalks to remain. The crosswalks are not permitted and would need a traffic study. While motorists are aware that pedestrians have the right-of-way in crosswalks at intersections, they might not anticipate pedestrians crossing in a mid-block crosswalk. Some concerns are sightlines, ADA compliance, and the number of pedestrians crossing in the area. Mr. Rogosky stated that mid-block crosswalks need to be 300 feet away from existing intersection crosswalks. At least two of the crosswalks in question would not meet this requirement.

**ON MOTION OF MR. BATDORF, SECOND OF MS. ROWE, A UNANIMOUS VOTE AUTHORIZING THE TRAFFIC STUDY FOR MID-BLOCK CROSSWALKS ON KACHEL BLVD. TO BE CONDUCTED, BASED ON THE QUOTE FROM GREAT VALLEY CONSULTANTS, SUBJECT TO GREEN HILLS CORPORATE CENTER AGREEING TO REIMBURSE THE TOWNSHIP FOR THE COST.**

**C.) Traffic Signal on SR 10 at Freemansville Rd.**

Mr. Rogosky informed the Board that a pre-construction meeting was held on February 22, 2022, to discuss the traffic signal installation on Rt. 10 and Freemansville Rd. The general contractor is Construction Masters. Representatives from Verizon and Met-Ed also attended the meeting as there are several utilities in the area of construction.

Solicitor

**A.) Intermunicipal Agreement with Mohnton for Sewer Main Replacement**

Mr. Setley informed the Board that an intermunicipal agreement has been drawn up between Cumru Township and Mohnton Borough addressing the terms for adding sewer and stormwater replacements for Mohnton Borough in the area of the Township's utility project. Portions of Mohnton's infrastructure near the area of construction are in extremely poor shape and one section of sewer main had collapsed on 2/5/2022. The additional construction will require a change order to the utility project contract. Mr. Setley said that an escrow fund was requested for the change order.

**ON MOTION OF MS. ROWE, SECOND OF MR. KALBACH, A UNANIMOUS VOTE TO APPROVING THE INTERMUNICIPAL AGREEMENT WITH MOHNTON FOR UTILITY CONSTRUCTION AND AUTHORIZING THE MANAGER AND BOARD PRESIDENT TO SIGN IT, SUBJECT TO APPROVAL BY MOHNTON BOROUGH.**

**PAYMENT OF BILLS**

**ON MOTION OF MR. KALBACH, SECOND OF MR. BATDORF, A UNANIMUOS VOTE TO APPROVE PAYMENT FOR THE BILLS DATED 2/16/2022, 2/18/2022, 2/25/2022, 2/28/2022 – SEWER PAYMENT, 3/01/2022, 3/02/2022 - PLGIT, 3/04/2022, AND 3/11/2022.**

**COMMISSIONERS**

**A.) Board of Commissioners Telecommunications Policy**

Mrs. O'Leary requested that the Board adopt a telecommunications policy as required by the 1<sup>st</sup> Class Township Code and drafted by Mr. Setley.

**ON MOTION OF MR. MILLER, SECOND OF MR. BATDORF, A UNANIMOUS VOTE TO ADOPT THE TELECOMMUNICATIONS POLICY FOR TOWNSHIP COMMISSIONERS' MEETINGS.**

**B.) Reminders:**

- 1) Board of Commissioners meetings for March and April 2022:
  - 3/29/2022 at 7:00p.m. – 5<sup>th</sup> Tuesday Special Meeting
  - 4/19/2022 at 7:00p.m. – Regular Meeting


**C.) Executive Session**

There was an Executive Session held at 6:00p.m. to discuss 2 personnel matters and 1 matter of litigation. The Executive Session ended at 7:10 p.m.

**ADJOURNMENT**

**ON MOTION OF MR. BATDORF, SECOND OF MS. ROWE, A UNANIMOUS VOTE TO ADJOURN THE MEETING AT 8:25 P.M.**

Respectfully submitted,

  
Jeanne E. Johnston  
Secretary/Manager