

**CUMRU TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING NOVEMBER 15, 2016**

The Regular Meeting of the Cumru Township Board of Commissioners was called to order by President Ruth O'Leary at 7:00 p.m. Other Commissioners in attendance were Vice President Edward L. Gottschall, Sheri Hoover, Lorri K. Swan and Tony J. Sacco. Also attending were Solicitor Michael A. Setley, Chief of Police Madison Winchester, Superintendent of Public Works Robert McNichols, Jr., Assistant Superintendent of Public Works James A. Beane, 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.

PRESENTATION

A) Assistant Fire Chief Robert Snyder –Retirement from Cumru Township Fire Department

Interim Fire Chief Jason Batz presented Assistant Fire Chief Bob Snyder with a plaque on behalf on the Cumru Township Board of Commissioners and the Cumru Township Fire Department for his many years of service to the Township as a volunteer fire fighter and officer. Asst. Chief Snyder started as a junior firefighter in 1982. He became Asst. Chief of Cedar Top Fire Company in 2007 and Asst. Chief of the Cumru Township Fire Dept. in 2010. He participated in numerous committees and community organizations. Retired Fire Chief Scott Brady praised Asst. Chief Snyder for his applying his knowledge and experience to help in the formation of the CTFD.

Asst. Chief Snyder thanked the members of the CTFD, both the volunteer and career staff.

PUBLIC

A) Theodore Auman re: Gateway at Grings Hill

Mr. Auman informed the Board that he continues working with the nation's top real estate broker on securing tenants for the property. He presented an updated development schedule to the Township.

TREASURER

A) Monthly Financial Report – October 2016

Mrs. Carpenter informed the Board that transfer tax revenue is 126% of budget, settlement fees are 111% of budget, and building permit fees are 156% of budget, indicating a higher volume of property activity than anticipated. Pension state aid was received in the amount of \$310,600, which was used for the police pension obligation of \$790,626 and the non-uniformed obligation of \$69,600. Capital expenses for October included purchase of a dump truck and items related to the re-routing of Poplar Neck Rd.

TAX COLLECTOR

- A) October 2016 Report
- 1) Year 2016 Real Estate Interim
 - Balance collectable beginning of month – \$1,682.51
 - Cash collected - \$3169.77
 - Balance collectable end of month - \$2,432.19
 - 2) Year 2016 Real Estate
 - Balance collectable beginning of month - \$138,516.16
 - Cash collected - \$29,869.17
 - Balance collectable end of the month - \$111,362.42
 - 3) Year 216 Refuse
 - Balance collectable beginning of month - \$28,078.00
 - Cash collected - \$6,348.10
 - Balance collectable end of the month - \$22,307.00
 - 4) Year 2016 Per Capita
 - Balance collectable beginning of month - \$17,080.00
 - Cash collected – \$4,555.00
 - Balance collectable end of month - \$12,170.00

APPROVE MINUTES

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. SWAN, A UNANIMOUS VOTE APPROVING THE MINUTES OF 10/18/2016.

CONSENT AGENDA

Administration

A) Animal Rescue League

- 1) Agreement 2016

ACTION:

AUTHORIZED EXECUTION OF AN AGREEMENT OF THE ANIMAL RESCUE LEAGUE OF BERKS COUNTY FOR 2017.

Public Works

A) Surplus Property

- 1) Auction scheduled for 12/14/2016

ACTION:

ADOPTED A RESOLUTION FOR THE SALE OF SURPLUS PROPERTY, AS SPECIFIED IN THE TABLE BELOW:

YEAR	MAKE	MODEL	HOURS	DETAIL	VIN/SN
2004	FORD	F-450 Crew Cab	46,00 Hours	6.0L Diesel.	1FDXW47P34EA24594
1982	ONAN	OTBCA260-5DU/3301E	1,630 Hours	260 Amo Transfer switch	G830670938
1982	ONAN/ FORD	55. OEN-15R/260161D	1,630 Hours	55kW Generator, 7.5L, Propane	G830671054

PLANNING

2016-02 ULSHAFER SUBDIVISION EXPIRATION DATE 02/05/2017
 (preliminary/final) Owner: Archie and Verna Ulshafer; Agent: John W. Hoffert, PLS;
 location: east side of Wyomissing Road, approximately 800' south of the intersection
 with Vermont Road.; plan no. 4022-179; proposal summary: to annex an 8,859 ft² parcel
 of land from one separately deeded parcel to an adjacent separately deeded parcel, both
 owned by the applicant.

a.) Letter from Great Valley Consultant re: plan review, dated 10/13/2016

ACTION:

**GRANTED WAIVERS TO THE SUBDIVISION AND LAND DEVELOPMENT
 ORDINANCE FOR THE ULSHAFER SUBDIVISION PLAN, AS REQUESTED IN A
 LETTER FROM HOFFERT SURVEYORS DATED 11/07/2016.**

2431 MORGANTOWN ROAD – waiver of land development

a) Memorandum from the Township Secretary re: request for waiver, dated
 11/15/2016

ACTION:

**GRANTED WAIVER OF LAND DEVELOPMENT, SUBJECT TO RELIEF GRANTED
 FROM THE ZONING HEARING BOARD AND CONSTRUCTION OF THE NEW
 BUILDING WITHIN THE SAME FOOTPRINT OF THE EXISTING BUILDING.**

END OF CONSENT AGENDA

**ON MOTION OF MR. SACCO, SECOND OF MRS. SWAN, A UNANIMOUS VOTE
 APPROVING THE CONSENT AGENDA.**

DEPARTMENTS

Administration

A) Codes Department Monthly Report –October 2016

- Building Permits Issued- 10
- Electrical Permits Issued- 4
- Use Permits Issued- 4
- Sign Permits-1
- Pool permits Issued-1

Well Permits Issued- 1
Zoning Permits Issued- 4
Notices of Violations- 21
Citations Issued- 6
Violations complied in October – 31
Phone calls from contractors, realtors & public approximately- 235
Permit Inspections Done – 16
Inspections with the Fire Department – 6

B) Recycle Coach App

Ms. Johnston informed the Board about the Recycle coach app. She stated that the app is another way of notifying the Township's residents of important information, such as changes to their trash pickup. Ms. Johnston explained to the Board that Berks County already purchased the program at a cost of \$4,000 and the Township has the ability to "piggyback" on the program for only \$450.00 annually. Mr. Sacco requested a demonstration at the next meeting.

C) Township Secretary – Probationary Period

1) Memorandum from Township Manager re: Probationary period, dated 11/14/2016
ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE REMOVING LATOYA PROCOPIO FROM PROBATIONARY STATUS TO PERMANENT STATUS AS TOWNSHIP SECRETARY, EFFECTIVE 9/14/2016.

Recreation Department

A) Breakfast with Santa 12/10/2016 – Registration required

Police Department

A) Monthly Report – October 2016

Chief Winchester informed the Board that the Township is expecting to make arrest in two burglaries. One burglary was performed within the employee's business establishment and the theft was for \$23,000.

B) Community Outreach Event

1) Child Safety Seat Check 12/17/2016

Chief Winchester also informed the Board that the Police Department is hosting a Child Safety Seat event on December 17, 2016. Chief Winchester invited the Shillington Police Department to participate. The idea of the event is to inspect and teach caregivers how to properly install a child car seat. The event will be held from 10:00 am to 12:00 pm, rain or shine, at the Cumru Township Municipal Building.

C) Chief of Police – Probationary Period

1) Memorandum from Township Manager re: Probationary period, dated 11/14/2016
ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE REMOVING MADISON WINCHESTER FROM PROBATIONARY STATUS TO PERMANENT STATUS AS CHIEF OF POLICE, EFFECTIVE 11/23/2016.

Fire Department

A) Monthly Report – October 2016

B) Central Fire Station RFP – Update

Ms. Johnston informed the Board that responses for the master planning RFP have been received. The Fire Station Committee interviewed three firms; all firms were graded by the same criteria. A recommendation would be forwarded to the Board at the meeting on 11/29/2016.

Public Works

**A) Pine Woods Court sewer replacement – application for payment 1
ON MOTION OF MRS. SWAN, SECOND OF MR. GOTTSCHALL, A UNANIMOUS
VOTE APPROVING APPLICATION FOR PAYMENT #1 TO BARRASSO
CONSTRUCTION FOR THE PINE WOODS COURT SEWER REPLACEMENT
PROJECT IN AN AMOUNT OF \$108,450.00.**

B) Leaf Picking

Mr. McNichols informed the Board that leaf picking would end on 12/9/2016.

Engineer

A) Roadwork 2016

1) request from contractor for reduction of retainage

Mr. Rogosky informed the Board that the contractor sent a letter, dated 10/25/16, requesting a reduction in the current retainage of 10%. Some work, for core borings, could be paid out. The concern is the type of material used on several sections of paving; South Summit, Gouglersville phase 5, Elkins, and Harding are getting worse. The Board declined to reduce the retainage for unsatisfactory work. Mrs. Swan asked if the 10% retainage was enough. Mr. Rogosky noted that there is also a maintenance bond.

**ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE
TO AUTHORIZE TOWNSHIP PERSONNEL TO PAY FOR COMPLETED WORK AND
TO HOLD A RETAINAGE OF 10%.**

Solicitor

CORRESPONDENCE

- A) Hartman, Valeriano, Magovern & Lutz., P.C. – Robeson Township Agricultural Security Area Proposed Modification
- B) Hartman, Valeriano, Magovern & Lutz., P.C. – St. Francis Home Assessment Appeal Final Notice
- C) PADOT District 5.0 – Systematic Safety Improvements

PAYMENTS OF BILLS

**ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. SWAN, A MAJORITY
VOTE APPROVING THE PAYMENT OF BILLS OF 10/21/2016, 10/27/2016, 10/28/2016,
11/03/2016, 11/03/2016-IT, 11/11/2016, 11/15/2016. ROLL CALL: MRS. HOOVER –
ABSTAIN; MR. SACCO – YES; MR. GOTTSCHALL – YES; MRS. SWAN – YES; MRS.
O’LEARY – YES.**

COMMISSIONERS

A) 2017 Budget

1) Capital projects

- a) Letter from Great Valley Consultants re: updated 5 year road and storm sewer plan, dated 11/11/2016

Ms. Johnston presented a list of 2016 capital projects, with their outcomes. She also presented a list of proposed 2017 capital projects, from the draft budgets discussed at previous public meetings, with an updated 5-year plan for roads and storm sewers from Mr. Rogosky. The 5 year plan proposed the following for 2017: Montrose Blvd. storm sewer (not completed in 2016 due to utility conflicts), Welsh Rd. north of Cedar Top Rd., Bedford Ave. at Crestview, and Ledgerock Rd. in its entirety. Montrose Blvd. storm sewer and rehabilitation of the Poplar Neck Bridge over the river, subject of a separate proposal, were included in the 2017 capital list. Welsh Rd. and Bedford Ave. paving were proposed to be paid for out of liquid fuels funds in 2017, along with truck 67. Ledgerock Rd. was in very poor condition, but its reconstruction was estimated to cost \$802,000. After examining the anticipated carry over to 2017 in the general fund, the Board determined that Ledgerock Rd. should be included in the capital transfer funds for 2017 and the tractor/mower should be leased for a 5 year period. The 2017 capital list, as discussed, would be incorporated into a comprehensive budget for presentation on 11/29/2016.

Ms. Johnston noted that the 2018 and 2019 projects on the 5 year plan were over \$2 million each year. She asked the Board to consider a low interest financing mechanism, such as a Pennsylvania Infrastructure Bank (PIB) loan. Mr. Rogosky and Mr. Setley described the PIB loan process. They encouraged the Board to begin the application process early in 2017 for a 2018 loan, as it takes most of a year to obtain the approval. The Board concurred with this recommendation.

B) Executive Session

8:05 p.m. – The Board went into executive session to discuss 3 personnel matters.

9:07 p.m. – The meeting reconvened. Mr. Setley stated that the Board discussed 3 personnel matters: 1 is pending and 2 would be handled by the Manager.

C) Reminders:

- 1) Public Hearing on vacating and realigning Poplar Neck Road 11/29/2016 at 6:45 p.m.
- 2) Township Offices is closed for Thanksgiving on 11/24/2016, 11/25/2016
- 3) Workshop Meeting 11/29/2016 at 7:00 p.m.

ADJOURNMENT

**ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE
TO ADJOURN THE MEETING AT 9:10 P.M.**

Respectfully submitted,



Latoya Procopio
Secretary