

**CUMRU TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MARCH 21, 2017**

The Regular Meeting of the Cumru Township Board of Commissioners was called to order by President Ruth O’Leary at 7:03 p.m. Other Commissioners in attendance were Vice President Edward L. Gottschall, and Sheri Hoover. Lorri K. Swan and Tony J. Sacco were absent with prior notification to the Board. Also attending were Chief of Police Madison Winchester, Fire Chief James A. Beane, Superintendent of Public Works Robert McNichols, Jr., Business/Personnel Administrator Peggy A. Carpenter, Manager Jeanne E. Johnston, and Secretary Latoya Procopio.

Pledge to the Flag.

SWEARING IN

Matthew Goll – Fire Police Officer

Ms. Johnston swore in Mr. Matthew Goll as the newest Fire Police Officer.

PUBLIC

Attendance: Kelly Kline of 620 Walnut Road and James Williamson of 1461 Old Lancaster Pike.

Mrs. O’Leary invited public comment. Ms. Kline stated that she was a judicial candidate running for the upcoming election.

TREASURER

A) Monthly Report

Mrs. Carpenter reported to the Board that the Township received cable franchise fees from Service Electric and Comcast. She stated that the Township repaired guiderail and the sweeper. The fourth quarter payment was also sent to the City of Reading for sewer treatment.

TAX COLLECTOR

A) February 2017 Report

1) Year 2017 Real Estate

Balance collectable beginning of month – \$70,261.10

Cash collected - \$0

Balance collectable end of month - \$0

2) Year 2017 Real Estate Interim

Balance collectable beginning of month - \$776.72

Cash collected - \$666.37

Balance collectable end of month - \$105.70

3) Year 2017 Real Refuse

Balance collectable beginning of month - \$38.75

Cash collected - \$37.97

Balance collectable end of the month - \$0

- 4) Year 2017 Per Capita
Balance collectable beginning of month - \$1,825.00
Cash collected - \$145.00
Balance collectable end of the month - \$1,670.00

**APPROVE MINUTES
ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A UNANIMOUS
VOTE APPROVING THE MINUTES FROM 02/21/2017**

DEPARTMENTS

Police Department

A) Monthly Report – February 2017

Chief Winchester informed the Board that thefts and fraud are still prominent types of criminal activity within the Township.

B) Press Release – Prostitution Arrest

Chief Winchester informed the Board that an arrest was made in the Stabon Plaza at Samantha's Day Spa. One female was arrested; the investigation is ongoing.

C) Pistol Range Agreement – Brecknock Township

**ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A UNANIMOUS
VOTE AUTHORIZING BRECKNOCK TOWNSHIP TO UTILIZE THE CUMRU
TOWNSHIP PISTOL RANGE.**

Fire Department

A) Monthly Report – February 2017

Chief Beane informed the Board that the roof on Station 3 was being repaired. He stated that the private hydrants at the Shillington Shopping Center failed when tested. The property owner was informed of the issue and will need to repair. An email was sent to the Fire Department informing them to use the mainline fire hydrants, if a fire should occur.

Administration

A) Codes Report- February 2017

Building Permits Issued- 2

Zoning Permits Issued- 4

Notices of Violations- 9

Citations issued- 5

Violations complied in January- 10

Phone calls from contractors, realtors & public approximately- 168

Permit Inspections Done – 12

Inspections with the Fire Department – 2

B) Part-time Clerk Position

- 1) job description
- 2) Memorandum from Manager re: request authorization to advertise, dated 3/6/17

ON MOTION OF MRS. HOOVER, SECOND OF MR. GOTTSCHALL, A UNANIMOUS VOTE APPROVING THE PART-TIME CLERK JOB DESCRIPTION AND AUTHORIZING TOWNSHIP STAFF TO ADVERTISE THE POSITION.

C) Records Management

- 1) Resolution for document destruction

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE ADOPTING A RESOLUTION DESTROY CERTAIN DOCUMENTS IN ACCORDANCE WITH THE RECORDS RETENTION POLICY.

D) Act 537

- 1) Letter from Berks County Planning Commission re: review, dated 3/8/2017

Ms. Johnston informed the Board that the Berks County Planning Commission reviewed the Act 537 plan, with only one comment on the plan about the color coding of the map.

E) Sewage Management Program - update

- 1) inspections 1/1/17 – 2/28/17

SUMMARY	FREQUENCY
Notice of violation	1
Damaged system	3
Recommended update	12
Not able to inspect	1
Exemption	1
No issues	3

F) Ulshafer Subdivision – Sewage Planning Modules

- 1) planning modules signed by Planning Commission
- 2) proposed resolution for adoption

ON MOTION OF MRS. HOOVER, SECOND MRS. O’LEARY, A UNANIMOUS VOTE ADOPTING A RESOLUTION FOR THE ULSHAFFER SUBDIVISION ON-LOT SEWAGE PLANNING MODULES.

G) Newsletter – Spring 2017

Ms. Johnston informed the Board that the Spring Newsletter was sent out and some residents have already received their copies. The Board concurred with the changes in format.

H) Ragnar Relay 2017

- 1) Memorandum from Manager re: race organization requests route approval, dated 3/15/17

The Board indicated its approval of the revised route, detouring around areas that will be under construction.

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE AUTHORIZING RAGNAR RELAY TO USE CUMRU TOWNSHIP PUBLIC STREETS FOR THEIR RELAY IN 2017, USING THE REVISED ROUTE.

I) MS4 (Storm Sewer Program) Permit 2018

- 1) Letter from Wyomissing Creek Watershed Coalition re: proposed reallocation of costs for pollution reduction plan, dated 3/3/17
- 2) Memorandum from Manager re: timeline for adoption of pollution reduction plan, dated 3/19/17

Ms. Johnston explained to the Board that the Wyomissing Creek Watershed Coalition (WCWC), of which Cumru is a member, proposed a change of cost allocation for the 2018 MS4 permit cycle. The next permit cycle requires implementation of a pollution reduction plan involving infrastructure to reduce the identified pollutant, sediment, by 10% over the next 5 years.

In the current permit cycle, the WCWC has been operating on an equal share basis: each municipality has paid \$12,000 since 2012. The funds have been used primarily as match money for obtaining grants of approximately \$200,000 to study the stream and determine the most effective ways to mitigate sediment. One of the grants was a \$20,000 project at the Pennwyn Playground.

For the upcoming permit cycle, the WCWC proposes to distribute costs differently. Each municipality in the WCWC has a different amount of urbanized area in the watershed. Urbanized area is the criterion used to determine if a municipality is in the MS4 program. Cumru's proportion of urbanized area in the Wyomissing Creek watershed is 23.19%. Two other municipalities, Spring Twp and Wyomissing Borough, have urbanized areas over 20%. Rather than use urbanized area only as the determinant of cost sharing, the WCWC proposes that the maximum contribution be capped at 20% and the remainder be distributed among the municipalities that have less than 20% urbanized area.

At this time, the cost of a pollution reduction plan for the WCWC is estimated to be \$2 million over the next 5 years. The Township's share would be \$400,000/5 years or \$80,000/year over the permit cycle. The study that was conducted on the stream showed that the Wyomissing Creek in Cumru Township is in better shape relative to the stream in some other municipalities. Therefore, if Cumru removed itself from the WCWC and had to reduce sediment by 10% over the next 5 years by itself, the Township would have to use more costly remedies to achieve the same pollution reduction threshold.

Ms. Johnston explained the timeline for the pollution reduction plan. The plan is required to be submitted to PaDEP by 9/16/17, prior to the September meeting. Before that can be done, a 45 public comment period is required. The Board would have to approve the plan for advertisement at its July meeting, requiring the plan to be prepared by the first week of July. Furthermore, the PaDEP requires any cost sharing to be reflected in an adopted agreement attached to the pollution reduction plan. The WCWC recognizes that it will take several months for the member municipalities to draft and advertise the ordinances for an intergovernmental agreement on a new cost sharing allocation. Therefore, it is necessary to identify any objections to the cost sharing proposal at this time.

The Board did not object to the cost sharing proposal.

J) Winter Storm 3/14/17

- 1) adjustments to refuse/recycling schedule
- 2) Zoning Hearing Board meeting rescheduled to 3/28/2017

Public Works

A) City of Reading Fritz Island Treatment Plant

- 1) Cumru Township force main moved 3/9/2017

Mr. McNichols informed the Board that on March 9, 2017, the force main was relocated. Due to the relocation, the pumping station was shut down for a short period of time and the sewage was transferred off site at the City of Reading's expense.

B) PPL Streetlights – Make ready work

- 1) application for payment no. 3
- 2) Change order no. 1

ON MOTION OF MRS. HOOVER, SECOND OF MR. GOTTSCHALL, A UNANIMOUS VOTE TO AUTHORIZE PAYMENT NUMBER 3 (FINAL) AND CHANGE ORDER NUMBER 1 TO PAGODA ELECTRIC, CONDITIONED UPON RESOLUTION OF THE PUNCH LIST ITEMS.

C) Assistant Public Works Superintendent Position

- 1) Memorandum from Manager re: job description and procedure, dated 3/16/17

The Board of Commissioners instructed Township staff to post the position internally.

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE ADOPTING THE NEW JOB DESCRIPTION FOR THE ASSISTANT PUBLIC WORKS SUPERINTENDENT POSITION AND THE REVISED JOB DESCRIPTION FOR THE PUBLIC WORKS SUPERINTENDENT.

D) Mohnton 2017 Road Work – Sycamore Rd.

Mr. McNichols informed the Board that the Township was recently approached by Mohnton representatives regarding the repaving of Sycamore Road. Mohnton is repaving its portion this year. Mr. McNichols confirmed that the 200 ft portion of the road in Cumru is in good condition. He stated that Sycamore is not currently on the 5-year road plan; the Township was not made aware of the Borough's paving plan until well after the 2017 budget was adopted and the Cumru road work specifications are ready to go out to bid. The Board concurred that Cumru will not participate in repaving Sycamore Rd. this year.

Engineer

A) Lancaster Avenue Crosswalks - update

- 1) additional funding allocated
- 2) bid awarded per Board of Commissioners motion on 2/21/17
- 3) pre-construction meeting scheduled for 3/27/17

Mr. Rogosky advised the Board that the Township successfully received the additional funds to complete the Lancaster Avenue Crosswalk project. The preconstruction meeting is scheduled for Monday, March 27, 2017.

B) 2017 Road Work

Mr. Rogosky informed the Board that the pre bid meeting was scheduled for 4/5/2017 and the bid opening meeting is scheduled for 4/13/17. Mr. Rogosky stated that the Montrose Blvd. work will be extensive due to the amount of utility work that will need to be performed. He stated that there will be gaps in activity during the project as the 5 utilities coordinate their work.

However, due to safety concerns, the road will remain closed throughout the project, approximately 6 months. The Board concurred with this safety precaution.

Solicitor

CORRESPONDENCE

- A) Letter from Berks County Commissioners re: Reading 120 Bicycle Race Municipal Notice, dated 02/27/2017
- B) Letter from Berks County Planning Commission re: Western Berks Landfill Leachate Management Plan Revision Major Permit Modification Application, dated 3/8/2017

PAYMENTS OF BILLS

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. O'LEARY, A MAJORITY VOTE APPROVING THE PAYMENT OF BILLS FOR 02/23/2017, 03/09/2017, 02/28/2017-SEWER TREATMENT, 03/09/2017-ADDITIONAL, 03/02/2017-IT, 03/16/2017, AND 03/03/2017. ROLL CALL: MRS. HOOVER – ABSTAIN; MR. GOTTSCHALL – YES; MRS. O'LEARY – YES.

COMMISSIONERS

A) Executive Session

8:15 p.m. – The Board of Commissioners went into executive session to discuss 1 personnel issues and 1 litigation matter.

8:39 p.m. – The Board stated that they discussed 1 personnel issue and 1 litigation matter.

ON MOTION OF MRS. HOOVER, SECOND OF MR. GOTTSCHALL, UNANIMOUS VOTE AUTHORIZING MANAGEMENT RAISES OF 3.5 % FOR THE BUSINESS ADMINISTRATOR AND THE PUBLIC WORKS SUPERINTENDENT, AND THE TOWNSHIP MANAGER AT \$4,000.00.

ADJOURNMENT

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE TO ADJOURN THE MEETING AT 8:40 P.M.

Respectfully submitted,

Latoya Procopio
Secretary