

DCUMRU TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING **MAY 16, 2017**

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, and Lorri K. Swan. Tony J. Sacco was 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.

PRESENTATION

Fire Station Master Plan – Manns Woodward Studios

Robert Manns and Even Gray of Manns Woodward Studios presented a draft of the master plan for the Township campus, with the goal of determining the location for a future central fire station. Mr. Gray presented 6 potential locations for the fire station. The recommended site was between the Township office building and Welsh Rd. This site was recommended because it has the flattest topography of the 6 sites, which could enable the construction of a one-story fire station with drive-through bays. The topography was confirmed with surveying.

A one-story station would save costs to the taxpayers for elevators, stairs, and other features. Drive-through bays would reduce the potential for backing accidents, thus mitigating that potential source of workers compensation claims and damage to apparatus. Sprinklers would be required. If the Township campus remains with on lot water, a fire suppression tank would have to be incorporated into the master plan. The recreational facilities that would be supplanted by a fire station could be relocated to the east side of Welsh Rd. The Board of Commissioners stated they concurred with the proposed location for the future fire station.

Mr. Manns stated that the cost of a fire station varies considerably, depending upon the sizes of different spaces. For example, one square foot of a bay has a much different cost than one square foot of an office. He informed the Board that the cost of construction goes up faster than the rate of inflation on a year to year basis. Mr. Setley confirmed that construction would have to be done under the 4 primary contracts. Mr. Manns indicated that multiple contracts also increase the cost of construction.

Mr. Manns informed the Board that, if design of a fire station were to begin now and proceeded quickly, a minimum of 36 months would be needed for design and construction. Because of the annual increase in construction costs and the unknown timeframe until the Township might authorize design, it is not possible to forecast a cost at this time. The footprint of a fire station on the master plan drawings was approximately 26,000 sq ft, a larger footprint than the 20,000 to 24,000 sq ft estimated by the Township. A larger footprint was used in order to be sure that the building would fit within the space available, along with its architectural and utility projections. Mr. Manns suggested the engagement of an owner’s representative during construction.

Mr. Manns stated that some additional work is part of the master planning contract. That work should be presented to the Township by August.

PUBLIC

Mrs. O'Leary invited public comment. No one indicated a desire to speak.

Attendance: William B. Miller of 40 Muirfield Drive, Robert Manns and Evan Gray of 10339 Philadelphia Road, Maryland, Scott Brady of 225 Hemlock Road, Megan Carpenter of WFMZ-TV, James Williamson of 1461 Old Lancaster Pike, Danielle Fox of Flying Hills, Steve DeLucas of the Reading Eagle, Rachel Brady of 1960 Welsh Road, and R.A. Svoletis of 679 Oregon Road.

TREASURER

A) Monthly Report

TAX COLLECTOR

A) April 2017 Report

1) Year 2017 Real Estate

Balance collectable beginning of month – \$4,728,055.90

Cash collected - \$4,108,359.99

Balance collectable end of month - \$535,813.88

2) Year 2017 Real Estate Interim

Balance collectable beginning of month - \$4.33

Cash collected - \$0

Balance collectable end of month - \$4.76

3) Year 2017 Real Refuse

Balance collectable beginning of month - \$722,755.00

Cash collected - \$613,421.20

Balance collectable end of the month - \$96,815.00

4) Year 2017 Per Capita

Balance collectable beginning of month - \$1,435.00

Cash collected - \$242.00

Balance collectable end of the month - \$1,210.00

5) Year 2017 SMP

Balance collectable beginning of month - \$66,825.00

Cash collected - \$55,419.00

Balance collectable end of the month - \$10,275.00

APPROVE MINUTES

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. HOOVER, A MAJORITY VOTE APPROVING THE MINUTES FROM 03/21/2017. ROLL CALL: MRS. SWAN – ABSTAIN; MRS. HOOVER – YES; MR. GOTTSCHALL – YES; AND MRS. O'LEARY – YES.

ON MOTION OF MRS. SWAN, SECOND OF MR. GOTTSCHALL, A UNANIMOUS VOTE APPROVING THE MINUTES FROM 04/18/2017.

CONSENT AGENDA

- 2017-1 ROUTE 10 SELF-STORAGE EXPIRATION DATE 07/02/2017**
(preliminary/final) Owner: Agent: John W. Hoffert, PLS; location: off Rt 10 between SR 724 and Mountain View Road; plan no. D-17-13-01; proposal summary: Annexation and reconfiguration
- A) Letter from Great Valley Consultant re: Plan Review, Dated: 04/17/2017
 - B) Memorandum from Township Secretary re: Planning Commission recommends approval, dated 5/10/2017
 - C) Berks County Conservation District – Approval Letter re: Route 10 Storage, dated 04/11/2017

ACTION:
GRANTED PRELIMINARY/FINAL APPROVAL TO ROUTE 10 SELF-STORAGE ANNEXATION, CONDITIONED UPON RESOLUTION OF ANY OUTSTANDING ITEMS IN LETTER FROM GREAT VALLEY CONSULTANTS, DATED 4/17/2017.

- 2017-2 BERKS HOUSING OPPORTUNITIES EXPIRATION DATE 07/30/2017**
“140/144 BROAD STREET”
(preliminary/final) Owner: Berks County Redevelopment Authority, Kenneth Pick; Agent: John W. Hoffert, PLS; location: 140-144 Broad Street, Mohnton, PA; plan no. D-17-28-01; proposal summary: Residential – replace 2 single family homes with 2 semis
- A) Letter from Great Valley Consultants re: Plan Review. Dated: 04/21/2017
 - B) Memorandum from Township Secretary re: Planning Commission recommends approval, dated 5/10/2017

ACTION:
GRANTED WAIVERS TO THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE FOR THE BERKS HOUSING OPPORTUNITIES, LLC, SUBDIVISION AND LAND DEVELOPMENT PLAN AS DESCRIBED IN HOFFERT SURVEYORS’ REQUEST LETTER, DATED 04/03/17.

- JOHN PAUL II SCHOOL LAND DEVELOPMENT – FINAL ESCROW RELEASE**
location: off of Welsh Rd.; project summary: expansion of facility and reconfiguration of driveway
- a.) Letter from Great Valley Consultants re: recommendation for escrow release, dated 05/12/2017

ACTION:
AUTHORIZED ESCROW RELEASE NO. 3 (FINAL) IN THE AMOUNT OF \$24,880.91 FOR THE JOHN PAUL II SCHOOL LAND DEVELOPMENT PLAN.

Administration

A) Township Secretary

1) Memorandum from Township Manager re: wage increase, dated 4/12/17

ACTION:

AUTHORIZED A SALARY INCREASE OF 3.5% FOR THE TOWNSHIP SECRETARY EFFECTIVE RETROACTIVELY TO 1/1/2017.

END OF CONSENT AGENDA

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

DEPARTMENTS

Police Department

A) Monthly Report – April 2017

Chief Winchester informed the Board that an arrest was made in the Tukey Hill and Tom Sturgis Pretzels robberies.

B) Civil Service Commission - Police

1) recommendations for hire

ON MOTION OF MRS. HOOVER, SECOND OF MR. GOTTSCHALL, A UNANIMOUS VOTE AUTHORIZING POLICE CHIEF MADISON WINCHESTER TO EXTEND CONDITIONAL OFFERS OF EMPLOYMENT TO MATTHEW BLATT, VINCENT GARIPOLI, AND CORBIN JONES, CONDITIONED UPON SUCCESSFUL COMPLETION OF PRE-EMPOLYMENT MEDICAL AND PSYCHOLOGICAL EVALUATIONS.

C) Systems Analyst Position

1) position advertised 5/4/17, application period ends 6/9/17

Fire Department

A) Monthly Report – April 2017

Chief Beane informed the Board that Katie Spengler, a volunteer Firefighter for the Cumru Township Fire Department, would receive firefighter of the year award at the Shillington Memorial Day parade.

B) Station 2 Roof

Chief Beane informed the Board that the roof on Station 2 is leaking. He stated that only one contractor is on Costars State contract. The Board requested that Chief Beane obtain additional quotes. Mrs. O’Leary asked about this item in relation to the 2017 budget. Chief Beane reminded the Board that this item had been included in the draft budget, but was cut from the final budget.

Administration

A) Codes Report- April 2017

Building Permits Issued- 9

Use Permits Issued- 4

Zoning Permits Issued- 6

Notices of Violations- 18

Citations issued- 4

Violations complied- 12

Phone calls from contractors, realtors & public approximately- 221

Permit Inspections Done – 12

Inspections with the Fire Department – 1

B) Conflict of Interest Policy

Ms. Johnston informed the Board that the auditor recommended adoption of a policy on conflicts of interest. The policy is consistent with what is already required under the State ethics law, but the form of the recommended policy is often required by grant programs. It would be distributed annually.

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. SWAN, A UNANIMOUS VOTE ADOPTING THE CONFLICT OF INTEREST POLICY.

C) MS4 (Storm Sewer Program) Permit 2018

1) Letter from Township of Spring re: WCWC Proposed Cost Allocation, dated 04/12/2017

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. SWAN, A UNANIMOUS VOTE TO REMAIN WITH THE ORIGINAL COST ALLOCATION PROPOSED BY WYOMISSING CREEK WATER COALITION.

D) Act 537 Plan

1) advertisement of 30-day public comment period, beginning 5/7/2017

E) Administrative Assistant – retirement

The Board thanked Mrs. Hiester for her 30 years of service to the Township.

ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE ACCEPTING THE LETTER OF RETIREMENT FROM KATHY HIESTER.

F) Ragnar Relay June 2-3

Ms. Johnston informed the public that pedestrians would be on Welsh Rd. during the evening of June 2. Signs would be posted by the organization.

Public Works

A) Monthly Report – April 2017

B) Fuel

- 1) authorization to advertise bids

ON MOTION OF MRS. SWAN, SECOND OF MR. GOTTSCHALL, A UNANIMOUS VOTE AUTHORIZING TOWNSHIP PERSONNEL TO ADVERTISE BIDS FOR A FUEL CONTRACT.

C) Surplus Property

- 1) auction advertised 5/6/2017

D) Poplar Neck Bridge over Schuylkill River Remediation

- 1) Memorandum from Manager re: revised bid schedule, dated 5/5/17

E) Salt Contract 2017-2018

Mr. McNichols informed the Board that the Township received the Salt Contract for 2017-2018. He was pleased to inform the Board that the contract will be held at the same price as the previous years' contract.

Engineer

A) 2016 Road Work

- 1) Letter from Great Valley Consultants re: pay app 4 (retainage), dated 5/15/17

Mr. Rogosky stated that no motorists have complained about the roads to the Township. This potential issue is material, not workmanship. He recommended to the Board to release the remaining retainage, conditioned upon provision of a bond. Mr. Setley concurred.

ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE TO AUTHORIZE THE RELEASE OF THE RETAINAGE IN THE AMOUNT OF \$77,941.48, CONDITION UPON A MAINTENANCE BOND IN THE AMOUNT OF \$60,638.00 BEING RECEIVED AND REVIEWED BY THE SOLICITOR.

B) 2017 Road Work

- 1) contracts
- 2) easements

Ms. Johnston informed the Board that a number of easements were being obtained.

Solicitor

CORRESPONDENCE

- A) Auditor General - Liquid Fuels Tax 2015 Audit
- B) Berks County Conservation District – Letter re: Mosquito Trapping, dated 04/24/2017

PAYMENTS OF BILLS

04/20/2017	04/27/2017
05/04/2017	05/04/2017-IT
05/05/2017	05/11/2017

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. SWAN, A UNANIMOUS VOTE APPROVING THE PAYMENTS OF BILLS FOR: 04/20/2017, 04/27/2017, 05/04/2017, 05/05/2017, 05/05/2017, AND 05/11/2017.

ON MOTION OF MR. GOTTSCHALL, SECOND OF MRS. SWAN, A MAJORITY VOTE APPROVING THE PAYMENTS OF BILLS FOR: 05/04/2017-IT. ROLL CALL: MRS. SWAN – YES; MRS. HOOVER – ABSTAIN; MR. GOTTSCHALL – YES; MRS. O’LEARY – YES.

COMMISSIONERS

A) Executive Session

Mrs. O’Leary announced that the Board of Commissioners had gone into executive session from 5:30 p.m. until 6:45 p.m. before the Board Meeting. They discussed one matter of litigation and 4 personnel matters; no actions were taken.

B) Vacancies

1) Municipal Authority – 1 vacancy, 1 candidate

ON MOTION OF MRS. HOOVER, SECOND OF MRS. SWAN, A UNANIMOUS VOTE TO APPOINT GARY BRADY TO THE MUNICIPAL AUTHORITY FOR THE UNEXPIRED TERM.

ADJOURNMENT

ON MOTION OF MRS. HOOVER, SECOND OF MRS. SWAN, A UNANIMOUS VOTE TO ADJOURN THE MEETING AT 8:16 P.M.

Respectfully submitted,

Latoya Procopio
Secretary