

Richmond Township Board of Supervisors
Monthly Meeting
Monday, April 11, 2022
7:00 P.M. prevailing time

Chairman Brian Wanner called the Richmond Township Board of Supervisors' monthly meeting to order at 7:05 P.M. in the Richmond Township Municipal Building. The pledge of allegiance followed.

I. ROLL CALL

In attendance at this meeting were Supervisors Brian Wanner, Sam Kemmerer and Scott Brinker; Jennifer Galomb, Township Secretary-Treasurer; Christopher Hartman, Esq., Solicitor; Scott Anderson, Township Engineer; Jeff Fiant, Kraft Code Services; members of the Walnuttown and Virginville Fire Company's and Robby Rarick, Township Roadmaster

II. PUBLIC PARTICIPATION – AGENDA COMMENTS SESSION

Kevin Sheetz and Rob Adams were in attendance to discuss Pheasant Drive Road work.

III. APPROVAL OF MINUTES

A motion was made by Brian Wanner to approve the amended minutes from the January 10, 2022 Board of Supervisors monthly meeting as Scott Anderson's credentials had been listed incorrectly; Sam Kemmerer seconded the motion. Motion carried unanimously.

A motion was made by Sam Kemmerer to approve the amended minutes from the February 14, 2022 Board of Supervisors monthly meeting as Scott Anderson's credentials had been listed incorrectly; Scott Brinker seconded the motion. Motion carried unanimously.

A motion was made by Sam Kemmerer to approve the minutes from the March 14, 2022 Board of Supervisors monthly meeting, Scott Brinker seconded the motion. Motion carried unanimously.

IV. NEW BUSINESS

1.. Code Enforcement Report- Kraft Code Services

The Board acknowledged receipt of the Code Enforcement Report dated March 31, 2022 for activity period of 02/20/2022- 03/26/2022. Jeff Fiant was present and he reviewed the report. He discussed that he attended a hearing for the property at 330 Mine Rd. Attorney Mayfield had spoken to the property owner and had given him a 45-day extension. Jeff said that he would report back to the board at next month's meeting as the extension will have ended by then. The property at 569 Park Rd., the owners have asked for an extension to work on getting the property within compliance, so Jeff will report back on that also next month. They performed 15 building inspections and 4 Certificate of Occupancies.

Brian Wanner discussed how there are 16 updates on the property at 330 Mine, which has been in non-compliance for almost a year. Jeff stated that if the 45-day extension has not resolved the issue that he will find out what the next step will be.

2. SEO Report- LTL Consultants Ltd.

The Board acknowledged the receipt of the SEO report dated April 1, 2022 for activity from February 2022.

3. Police Report from Chief Dale Ulshafer.

Chief Ulshafer was in attendance and reviewed the police report, there were no questions asked.

4. Fleetwood Police Holding Commercial Motor Vehicle Enforcement Detail.

Chief Ulshafer mentioned that they are going to be conducting a Commercial Motor Vehicle Enforcement Detail on Tuesday July12, 2022. Brian Wanner asked Chief Ulshafer if they had commercial motor vehicles inspectors in the Fleetwood Police Department and the Chief stated that there were two. Brian also stated that he has a concern with the heavy traffic with Rt.222 and Farmers Drive and he doesn't want it to be an issue with it backing up or accidents happening because of this. The Chief stated that if it looks like it is backing up, they will just push others through the area and not do the inspections. Robby Rarick said that the road crew will supply the barricades and safety cones if needed.

5. Virginville Fire Company Report.

The Board acknowledged the monthly report from the fire company and had no questions.

6. Review and Motion to Approve Virginville F.C. with Assisting West Reading Borough.

Mark Richards was in attendance and asked the board for their approval to assist West Reading Borough with traffic control at a few of these events. Brian Wanner made the motion to allow Virginville Fire Company assist West Reading Borough with traffic control, Sam Kemmerer seconded the motion. Motion carried unanimously.

7. Walnuttown Fire Company.

The Board acknowledged the monthly report from the fire company and had no questions.

8. Motion to Approve Purchase Request from Walnuttown Fire Company for Used Truck.

A motion was made by Brian Wanner to approve a payment request for a used truck from Kutztown Auto in the amount of \$37,000.00, Sam Kemmerer seconded the motion. Motion carried unanimously.

9. Review and Motion to Approve Resolution 2022-12 Authorizing the Disposition and Destruction of Certain Records in Accordance with the Municipal Records Manual.

Chris Hartman explained that under the state regulations these documents are eligible for disposal. This helps clean up records and makes it easier to respond to Right to Know requests. A motion was made by Brian Wanner to approve Resolution 2022-12, Sam Kemmerer seconded the motion. Motion carried unanimously.

10. Review and Motion to Approve Resolution 2022-13- Amending the Fees for Emergency Service Providers.

As this was discussed last month, a motion was made by Brian Wanner to approve Resolution 2022-13, Sam Kemmerer seconded the motion. Motion carried unanimously.

11. Discuss the Current Billing to Fleetwood School District for Amusement Tax Processing.

Brian Wanner explained that we currently are billing Fleetwood School District on a yearly basis for 1 hour per month to process amusement tax collections, which is approximately \$380.00 a year. A motion was made by Brian Wanner to not bill Fleetwood Area School District to process normal Amusement Tax Collections moving forward. Brian also mentioned that if the golf courses start having issues paying the fees, we may have to charge fees for our services to receive the collections. Sam Kemmerer seconded the motion. Motion carried unanimously.

12. Review Letter Received by the Township from Mr. Shollenberger of 255 Keller Rd, Ruscombmanor Township- Looking for Assistance with Sewer Issue.

Chris Hartman said that is something he would recommend the board have Steckbeck Engineering look into. A motion was made by Brian Wanner to have Jen contact Scott at

Steckbeck Engineering and ask him to take a look at the property and see what if any the options are and report back to the board, Sam Kemmerer seconded the motion. Motion carried unanimously.

13. Discuss Stormwater Facility at Willow Crest Subdivision

Scott Anderson stated that he had been made aware of the “sink hole” area at the stormwater facility and he put a call in to Grande Construction and the next day they went out to put up a fence around it until they can correct the issue, which they are just seeing how quickly they can get a crew together and repair.

V. OLD BUSINESS

NONE

VI. ENGINEER’S REPORT

1. 2022 Roadwork Bid Opening Results

We received two bids for the 2022 Roadwork Project, one from H&K Group, Inc. and one from New Enterprise Stone & Lime Co., Inc. The results were as follows:

	<u>H&K Group, Inc.</u>	<u>New Enterprise Stone & Lime</u>
Base Bid:		
A. Adam Road (Crystal Cave Rd-Crystal Ridge)	\$93,586.10	\$93,790.80
B. Valley Rd (Crystal Cave Rd-Crystal Ridge)	\$122,147.40	\$129,758.00
C. Becktree Rd. (Forge Hill Rd-SR0143)	\$199,725.54	\$204,899.00
D. Perry Lane (Becktree Rd – Breezy Park Dr.)	\$30,411.55	\$31,524.80
E. Jeanette Drive (Hard Hill Rd-Cul-De-Sac.)	<u>\$23,821.94</u>	<u>\$27,112.40</u>
Total of Base Bid A-E	\$469,692.53	\$487,085.00
 Alternate Bid:		
F. Adam Rd. 1,500 ft from Crystal Cave Rd	\$9,519.00	\$12,255.00

Scott mentioned that the Alternate Bid is for the edge of the roads by the driveways, looks like it is eroding and should be repaired properly. Also in the project is Jeanette Drive, which the Township has a \$20,000.00 escrow to pay for those repairs, which would reduce the cost to the Township. Scott’s recommendation is for the board to award the bid to H&K as they are the low bid. Robby Rarick stated that he would actually have the roadcrew do the alternate portion of the bid so just the base bid had to be awarded.

A motion was made by Brian Wanner to accept the base bid from H&K in the amount of \$469,692.53, Sam Kemmerer seconded the motion. Motion carried unanimously.

2. Motion to Consider Amending the Approval of Willow Street Industrial Park Phase II-DESCCO Construction.

Scott discussed that DESCCO had an approved plan for building expansion, parking lot and other improvements to the site in 2000. Some improvements were done but the remainder of it was put on hold. DESCCO is looking to use the same footprint of the building, just make it smaller and create parking. There were also revisions to the stormwater, which they have reached out to Berks County Conservation District and reviewed that with them and submitted for that amended permit that they have, so that is secured and completed. Scott recommended the board amend the approval to require updated financial security and improvements agreement as well as stormwater management with an escrow and filing of as built and compliance. there and part of the financial security was to take the original escrow and revise what remains, which should be less than about \$40,000.00. The estimate provided by DESCCO was about \$27,000.00 but did not include as-built drawings, monuments, 10% contingencies and the 5% construction phase services. There will also need to be a stormwater inspection fee, but the final numbers have yet to be determined. The revisions to the building would be a break in the building, almost like a breezeway, an area of 24 feet which will be room for a little bit of parking.

A motion was made Brian Wanner to amend the original land development plans, Scott Brinker seconded the motion. Motion carried unanimously.

IX. SOLICITOR'S REPORT

1. Review of Delinquent Sewer Account Collections - PAMS

The Board reviewed the Unpaid Bills Report received from PA Municipal Services for month of March and the list prepared by Attorney Mayfield. Chris explained that he sent a letter out to Lutz/Schaffer stating that the next step is either a sheriff sale to recoup the sewer costs or a payment plan that the Board can review at the next meeting and still have heard nothing. After a brief discussion the Board advised Chris to send another letter asking for a payment plan or next step will be sheriff sale, giving them 30 more days.

2. Discuss Maxatawny Authority Sewer

The Board discussed Scott Rights report to the Township about his attendance at the Maxatawny Sewer Authority meeting. As a follow up to that meeting, Scott Rights contacted PA DEP to determine if Maxatawny's Act 537 Plan would need to be revised in order to serve sewer customers in Richmond Township. PA DEP told Scott only Richmond's Act 537 plan would need to be amended. A motion was made and approved to share with Maxatawny Sewer Authority the information Scott received form PA DEP and Act 537 planning requirements for Maxatawny to serve sewer customers in Richmond Township

3. Ordinance #2022-02 Amending the Zoning Ordinance of 2011.

Attorney Andrew Miller attended the meeting on behalf of the Lyons Solar Farm project. Solicitor Hartman explained that the ordinance concerned only the certain height limits for solar farm uses. There was no public comment at the public hearing on the proposed ordinance. After the public hearing, a motion was made and approved to enact the ordinance.

4. Motion to Advertise for a New Pension Advisor.

A motion was made by Brian Wanner to approve the advertisement and request (RFP) for pension advisory services, Sam Kemmerer seconded the motion. Motion carried unanimously.

X. STECKBECK ENGINEERING – SCOTT RIGHTS, P.E.

1. Discuss SESI Wastewater System Report

Brian Wanner made mention that on the report #4, they are working on details to repair the pump station.

XI. MISCELLANEOUS BUSINESS

None.

XII. ROADMASTER'S REPORT

1. Roadwork Report

The board reviewed the roadwork report submitted by the Roadmaster.

2. Discuss Pheasant Run Swale Project

Robby explained that he's been trying to get something done with this issue. The water is running down hill and creating about a 4-foot washout in Rob Adams yard and goes further down into Kevin Sheetz's property. He has spoken to Gary Kraft about putting 3 drain boxes and pipe underground. Robby explained that they are checking into rights-of-way and utilities to see where these items can be placed. Mr. Adams and Mr. Sheetz both stated that they wanted to find out what the holdup was with the project. The Board asked Scott Anderson to check into this right away and report back as this needs to be handled sooner rather than later.

The Board made mention that the South View Project needs to be completed as well that is waiting on approval but needs to get handled.

3. Took Delivery of New Ram 5500.

New truck is here. The upfit body has been ordered through E.M. Kutz and will hopefully be ready by winter time. The flatbed body that is on it now will be removed before it goes to E.M. Kutz and will be listed on Municibid at that time.

4. Discuss Selling F-550

Robby would like to list the F-550 on Municibid and wants to know what price to list it at. Robby said that it is not in the greatest shape and the truck does have some rust on it but I think we should list it at a reserve price of about \$15,000.00.

A motion was made by Sam Kemmerer to put the F-550 on Municibid with a reserve price of what we paid for it; Scott Brinker seconded the motion. Motion carried unanimously.

5. Discuss Roofing Quotes and Parking Lot Paving and Kehl Drive

The Board asked Robby to obtain quotes on a new roof as the parking lot will have to wait until next year.

6. Discuss Responsibility of Damage Done During Snow Removal.

The board acknowledged a letter the Township received from a resident on Scheiry Rd, stating that we hit the mailbox and broke it during the snow storm and they were looking for reimbursement for both the mailbox and labor to install. Chris Hartman stated that legally if the mailbox is in the public right of way that the Township is not responsible. If you are to go out of the right of way and hit the mailbox, it is then your responsibility. It was not reported at the time that it was done, it was after the fact. Robby discussed that if there is a claim that something was broken or damaged, he goes out personally to investigate to see if in fact it was something that we did and if so, the roadcrew will repair or replace but not reimbursement after the fact. After a brief discussion Brian Wanner said that we will pay for just the mailbox, even though we are not responsible, but as a courtesy one-time reimbursement, but not paying for the labor. Moving forward if this happens again, they need to notify the Township within 48 hours and we will determine the outcome at that time. A motion was made by Brain Wanner to pay for just the mailbox and not the labor, Sam Kemmerer seconded the motion. Motion carried unanimously.

XIII. SECRETARY - TREASURER'S REPORT

1. Payment of the Bills

General Fund

A motion was made by Sam Kemmerer to pay Check #10339 to Check #10385

including the electronic fund transfers in the amount of \$210,238.35 Scott Brinker seconded the motion. Motion carried unanimously.

State Fund

No checks were written out of this account

Light Fund

A motion was made by Sam Kemmerer to pay Check# 2146 in the amount of \$652.51, Scott Brinker seconded the motion. Motion carried unanimously.

Richmond Township Sewer Fund

A motion was made by Sam Kemmerer to pay Check #2937 - #2943 including the electronic fund transfer in the total amount of \$36,055.65 Scott Brinker seconded the motion. Motion carried unanimously.

Walnuttown Fire Escrow

A motion was made by Sam Kemmerer to pay Checks #2146 in the amount of \$769.00 Scott Brinker seconded the motion. Motion carried unanimously.

Virginville Fire Escrow

A motion was made by Sam Kemmerer to pay Checks #2147 in the amount of \$769.00 Scott Brinker seconded the motion. Motion carried unanimously.

Virginville Sewer PennVest Account

A motion was made by Sam Kemmerer to approve the electronic fund transfer loan payment in the total amount of \$ 2,901.57. Scott Brinker seconded the motion. Motion carried unanimously.

2. Tax Collector Sitting Dates for April

A motion was made by Brian Wanner to approve the sitting dates for April and August, Sam Kemmerer seconded the motion. Motion carried unanimously.

3. Township Received a Dividend Check from EMC & Keystone Municipal Insurance Program.

Jen explained that the Township received a dividend check from ECM & Keystone Municipal Insurance in the amount of \$5,592.39

AMENDED AGENDA

A motion was made by Brian Wanner to amend the agenda to add the discussion of escrows the Township holds.

1. Escrow Accounts That the Township Holds.

It was discussed that there are several escrow accounts for land development plans that Jen was not sure if the brand-new plans needed to be in the Township Escrow Account of just in the General Fund Account under the Other Current Liabilities. Chris Hartman suggested Jen contact Herbein and have the discussion with them and report back to the board next month.

XIV. CHAIRMAN'S REPORT

It was discussed that we now currently have the ability to broadcast meeting live or just record the meeting and post it. Brian Wanner asked with the Sunshine Law what exactly does the Township need to do with these meetings in order to be in compliance. Chris Hartman explained that if the Township building were to be closed to the public during these meetings, then they would need to be live streamed and have the ability to answer questions that the public has. Right now, because there are no restrictions on public meetings, the public is allowed be present if they wish, so the meetings can just be recorded and have a link on our website to view it.

A motion was made by Brain Wanner to start recording at the next Board of Supervisors meeting on May 9, 2022, Sam Kemmerer seconded the motion. Motion carried unanimously.

XV. PUBLIC PARTICIPATION - BUSINESS FROM THE FLOOR

None

XVI. ADJOURNMENT

There being no further business, a motion was made by Brian Wanner to adjourn the meeting at 9:05 P.M. The motion was seconded by Sam Kemmerer. Motion carried unanimously.

Jennifer Galomb
Secretary-Treasurer, Richmond Township

Brian S. Wanner
Chairman, Richmond Township