

MINUTES
EXETER TOWNSHIP BOARD OF SUPERVISORS MEETING
JUNE 12, 2017

Public Meeting

A Regular Meeting of the Exeter Township Board of Supervisors was called to order on Monday, June 12, 2017, at 7:03 P.M. in the Township Building by Lisa A. Vanderlaan, Chairperson.

Supervisors Present: Lisa A. VanderLaan, Chairperson
Gary E. Lloyd, Vice Chair
John Cusatis
William "Chip" White

Absent: Jeff Bukowski

Others in Attendance: John Granger, Township Manager
Sam Cortes, Fox Rothschild, Solicitor
Joseph P. Rogosky, P.E., Great Valley Consultants, Township Engineer
Christopher Neidert, Chief of Police
Clarence Hamm, Highway Superintendent
H. David Miller, Assistant WWT Superintendent

The Meeting was opened with the Pledge to the Flag

PRESENTATIONS

Traffic signal analysis & recommendations

Chris Bauer, McMahon Associates, introduced Patrick McCourt, who prepared the traffic signal report.

Mr. McCourt presented to the Board the traffic signal analysis and recommendations.

Mrs. VanderLaan asked what the relationship was between the state permitting the traffic signals and the municipality being responsible for the maintenance.

Mr. Bauer stated that PennDOT authorizes the installation of a traffic signal, sets the standards for the signal operation. Local municipalities are required to maintain signal in accordance with the permit.

Mrs. VanderLaan noted the number of maintenance items that needed to be addressed. Mr. Granger stated that he has instructed the Highway Department to require the maintenance contractor in the future to conduct semi-annual inspections of each traffic signal. This would ensure that the signals are in conformance with the permit and will reduce any potential liability for the Township.

Mr. Cusatis asked about the pedestrian improvements at future traffic signals. Mr. Bauer indicated that man/hand signals would be required as well as ADA ramps would be required at each traffic signal.

Mr. Granger stated that the Administration is recommending that the Board consider a Resolution which would authorize the submission of a grant application to PennDOT through the ARLE program for the

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retiming of the Route 422 corridor, the installation of radar traffic detectors at the signals along Route 422 at Lincoln Drive, Shelbourne Road and W. 47th Street. The application would also include funding to conduct a before and after study of traffic along Route 422 to determine the impact that the retiming of the lights has on flow of traffic.

The estimated cost of the project is \$135,000.00. The Administration recommended that the Township provide a 10% match for the project.

MOTION of Mr. Lloyd, seconded by Mr. Cusatis, the Board unanimously adopted Resolution 2017-27.

Exeter Township
Board of Supervisors

Berks County, Commonwealth of Pennsylvania
Resolution No. 2017-27

Resolution Requesting an Automated Red-Light Enforcement (ARLE) Grant funding from the Pennsylvania Department of Transportation to be used for traffic signal improvements and retiming.

BE IT RESOLVED, that the Board of Supervisors of Exeter Township hereby requests an ARLE Grant from the Pennsylvania Department of Transportation to be used for the following traffic signal improvements:

- Retiming of SR 0422 (Perkiomen Avenue Corridor)
- Installation of non-invasive traffic signal detection for both stop bar and advanced dilemma zone detection at the following intersections:
 - Perkiomen Avenue (SR 0422) and West 47th Street
 - Perkiomen Avenue (SR 0422) and Lincoln Rd/Lincoln Dr
 - Perkiomen Avenue (SR 0422) and Shelbourne Rd

The estimated cost of the project is \$135,000. The grant request for \$121,500 with the Township committed to a 10% match (\$13,500)

BE IT FURTHER RESOLVED, that the applicant does hereby designate John Granger, Township Manager, as the official to execute all documents and agreements between the Board of Supervisors of Exeter Township and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested Grant.

I, John Granger, Township Manager of Exeter Township, Montgomery County, PA hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of Supervisors at a regular meeting held June 12, 2017 and said Resolution has been recorded in Minutes of the Board of Supervisors and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Exeter Township Board of Supervisors this 12th day of June 2017.

EXETER TOWNSHIP

By: _____

Lisa VanderLaan, Chairperson

Board of Supervisors

Attest: _____

ANNOUNCEMENTS

Gibraltar Road Bridge project timeframe

Mr. Granger stated that the Administration has been informed that J.D. Eckman has been awarded the contract for this project. The project will commence construction in late May 2018 with construction scheduled to be completed by Labor Day of that year.

PUBLIC COMMENT: Agenda Items

No Comments.

REGULAR APPROVALS

Disbursements

MOTION of Mr. Lloyd, seconded by Mr. White, the Board approved payment of the bills presented on the Disbursements List dated June 9, 2017 in the amounts of \$338,836.12 in the General Fund; \$4,594.76 in the Utility Fund; \$67.10 in the Fire Fund; \$47,296.76 in the Capital Expense Police Fund; \$165,116.92 in the Sewer Fund; \$12,062.18 in the Golf Fund; \$32,722.86 in the Capital Projects – GOB 2009 Fund; \$17.81 in the Capital Improvements Fund; \$24,509.74 in the Debt Service Fund; \$1,600.00 in the Park Fund; \$86,459.91 in the State Liquid Fuels Fund.

Treasurer's Report

MOTION of Mr. Lloyd, seconded by Mr. Cusatis, the Board approved the recent Treasurer's Report January 2017, subject to audit.

OLD BUSINESS

Authorize replacement of HVAC unit at RCC

Mr. Granger stated that the proposal was to replace the HVAC unit on the roof of the building. The Highway Superintendent has obtained three (3) proposals as follows:

Wall Heating Air Conditioning & Sheetmetal	\$19,390.00
The Warko Group	\$27,690.00
Leibold Inc.	\$56,000.00

The Administration is recommending that the Board accept the proposal from Wall Heating Air Conditioning & Sheetmetal in the amount of \$19,390.00.

Mr. Hamm indicated that the existing unit to be replaced is nonfunctioning at this time and is an exterior unit.

MOTION of Mr. Cusatis, seconded by Mr. White, the Board unanimously authorized the replacement of the HVAC unit.

NEW BUSINESS

Promotional appointment in the Police Department

Mr. Lloyd stated that representatives from the Board and Administration have been meeting with the Sergeants for the past several months. The meetings have been initiated by Mrs. VanderLaan and chaired by her. He stated that the position of Lieutenant was included in the 2015 and 2016 Budgets, although not fulfilled. He stated he was very much interested in helping the Police Department move forward. He believed that the Board was making a point to change and increase the morale and performance of the department by considering these promotional appointments.

Mr. Cusatis stated that the actions to be consider this evening were forward thinking and that the best people were to be appointed.

Mr. White concurred with Mr. Lloyd's and Mr. Cusatis's statements.

Mr. Granger recommended the Board consider Steve Schaeffer for the position of Lieutenant.

MOTION of Mr. White, seconded by Mr. Cusatis, the Board unanimously appointed Steve Schaeffer as Lieutenant in the Police Department.

Mr. Granger stated that he initially recommended the Board fund the position of Deputy Chief in the 2017 Budget and that the Board select an individual from outside of the Township for that position. During the meetings with the Sergeants, it became evident that there was an individual who had shown the determination and capability to lead the Police Department. Mr. Granger recommended the Board consider Matt Harley as Deputy Chief.

MOTION of Mr. Cusatis, seconded by Mr. White, the Board unanimously appointed Matt Harley as Deputy Chief of Police.

Mrs. VanderLaan stated that initially she agreed with the Manager in hiring an outside individual for Deputy Chief, however having spent the time with the Sergeants in the past six (6) months, she changed her mind and felt that promoting Matt and Steve to the positions this evening was the right thing to do for the department and Township.

Authorization to expand K-9 Unit to four (4) and to replace existing K-9

Mr. Granger stated that the Board had before a proposal submitted by the Chief of Police to acquire two (2) dogs, one to replace an existing K-9 and second would be a new dog to bring the unit back to a total of four (4). The total cost for this over a year would be approximately \$48,000.00.

Chief Neidert indicated that he has received a notice from the District Attorney Offices that they would contribute \$10,500.00 towards the acquisition of the replacement K-9. In addition, the department has collected in excess of \$13,000.00 from private donations over the years to support the K-9 dogs. This combination would bring the total cost down to approximately \$25,000.00. Chief Neidert felt that as additional funds are received from donations the cost would be much lower by the time the dogs were obtained.

Chief Neidert also indicated that the K-9 Unit would most likely seek a replacement dog in 2018.

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Chief Neidert indicated that the department would have four (4) K-9's, two (2) trained in explosives, with two (2) trained in drugs.

Mrs. VanderLaan stated that a new officer would be selected to handle the fourth dog. A new policy is being instituted where K-9 handlers could handle only two (2) dogs during their career. This new policy would be applicable to all new dog handlers not currently handling a dog. The current dog handlers would have the option to handle one (1) dog in addition to the dogs that they are currently handling. This would ensure that there is always an opportunity for officers to participate in this program.

Mr. White stated that this was a smart and efficient use to support the officers, especially in crowd management.

Chief Neidert stated that the Redner's Market donates the food for each dog and that the Exeter Veterinary Clinic only charges the Township for any medicine used in the treatment of the dogs.

MOTION of Mr. Cusatis, seconded by Mr. White, the Board authorized the Police Department to bring back the unit to four (4) dogs.

Approve agreement for study to expand police administration space in Township Building

Following a brief discussion, it was a consensus of the Board that the Administration should select the best alternative to provide additional space for the Lieutenant and Deputy Chief.

Approve acquisition of office furniture for Administration and Engineering offices

MOTION of Mr. Lloyd, seconded by Mrs. VanderLaan, the Board unanimously authorized the acquisition of the office furniture from Office Service Company for the amount of \$20,764.11.

Approve consulting services for consulting services for Assistant Manager search

Mr. Granger stated that the Board had requested the Administration to provide several alternatives for consulting services to assist the Township in selecting the Assistant Manager.

The Board has before them three (3) firms:

The Novak Consulting Group	\$19,800.00
Mosteller & Associates, Inc.	\$24,000.00
Colin Baenziger & Associates	\$26,500.00

The Administration recommended that the Board select The Novak Consulting Group.

Mrs. VanderLaan stated that The Novak Consulting Group and Colin Baeniger, both had experience in selecting public sector employees. Mosteller and Associates primarily worked in the private sector and did not have much public sector experience.

MOTION of Mr. Lloyd, seconded by Mr. Cusatis, the Board unanimously accepted the proposal from The Novak Consulting group for consulting services for the Assistant Manager search.

Approve sale of used equipment

Mr. Cortes asked that this matter be tabled.

The consensus of the Board was to table this matter.

Appeal petition - 470 Rugby Rd

Mrs. VanderLaan stated that this matter had been continued and that there would be no action for the Board to consider at this meeting.

Adopt Resolution approving sewage planning module for Daniel Boone Homestead

Mr. Granger read the proposed Resolution stated that the applicant is seeking authorization to connect to the Township's sanitary sewer system.

Mr. Miller indicated that the applicant had a small wastewater treatment plant on site, however the system was failing and that the most effective solution is to connect to the Township's sanitary sewer system.

MOTION of Mr. Lloyd, seconded by Mr. White, the Board unanimously adopted Resolution No. 2017-28.

DEPARTMENT REPORTS

Chief Neidert read his monthly report and indicated that there were 13 DUI's and 11 drug arrests during the month.

Mr. Hamm indicated that they had received a request for neighborhood gardens. Mr. Cusatis indicated that the Recreation Committee has also received the request and will most likely recommend the same.

Mr. Hamm indicated that he had a request for the establishment of adopt-a-highway program. Mrs. VanderLaan suggested discussing the matter with the Township Manager. He stated that work at the halfway house at the Reading Country Club should be done by the end of the month. They continued the streetlight project in Reiffon. Finally, he stated that mosquito spraying was done last week and would be done again this Thursday.

Mrs. VanderLaan stated that they were getting questions, specifically about pets and when the streets would be done. Mr. Hamm indicated that the Township sprays only locations where counts taken by the County indicated an issue.

Mr. Miller stated that with the heatwave, he asked residents to look in on neighbors and pets to ensure their safety.

ENGINEER REPORT

No Report.

SOLICITOR REPORT

Mr. Cortes indicated the Board met in Executive Session prior to and following the Special Meeting to discuss personnel matters. The Board met in Executive Session this evening to discuss the Supportive Concepts matter, School District lawsuit, real estate matters and personnel matters.

Mr. Cortes indicated that the Board will most likely have a post agreement with Birdsboro LLC for the next meeting.

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Mr. Cortes stated his office has received plans submitted by Norfolk Southern with respect to the E. Neversink Road Bridge matter. They have been referred to the Engineer and Mr. Hamm for review. Once the Township reviews the plan, they will be submitted to the PUC for their review, then work can commence.

Mr. Cortes recommended that the Board authorize his firm to file a complaint against a third-party as discussed in Executive Session.

MOTION of Mr. Lloyd, seconded by Mrs. VanderLaan, the Board authorized for the complaint to be filed.

MANAGER REPORT

No Report.

PUBLIC COMMENT

No Comments.

SUPERVISOR REPORTS

Mr. Cusatis had no comments.

Mr. White had no comments.

Mr. Lloyd asked when the PEL study would be done. Mr. Granger indicated that their work would be presented to the Board most likely in July.

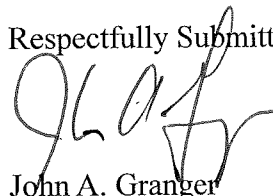
Mr. Lloyd asked about the E. Neversink Road parking. Mr. Granger indicated that he had toured the site and drove through the cemetery with Mr. Hamm. He had not yet met with the cemetery nor the conservancy.

Mrs. VanderLaan asked for an update on website. Mr. Granger stated that the agreement had been signed and that they are in the process of scheduling kicking-off meeting.

ADJOURNMENT

MOTION of Cusatis, seconded by Mr. Lloyd, the meeting adjourned at 8:17 P.M.

Respectfully Submitted,



John A. Granger
Township Secretary