

**COLEBROOKDALE TOWNSHIP
BOARD OF COMMISSIONERS
Meeting Minutes of January 19th, 2021**

The regular meeting of the Board of Commissioners of Colebrookdale Township was held via Zoom on the above date. President Todd Gamler called the meeting to order at 7:30 PM.

The following Commissioners were present via Zoom: Todd Gamler (President), Daniel Ritter (Vice President), Linwood Bartman, William Spade and James Davidheiser along with Township Secretary Brittany Billera-Smith, Township Manager Cindy Conrad, CEO Paul Labe, Township Engineer John Sartor, Attorney Jeffrey Karver and Chief Leatherman.

PUBLIC PARTICIPATION

There was no public participation at this time.

MINUTES

The January 4th, 2021 Board of Commissioners Reorganization Minutes and Regular Meeting Minutes were presented to the Board of Commissioners for their review and approval. **On a motion by Commissioner Spade, seconded by Commissioner Bartman, the January 4th, 2021 Reorganization Minutes and Regular Meeting Minutes were approved as presented. Motion Carried.**

FINANCIAL REPORTS

Commissioner Gamler acknowledged the submission of the Treasurer's Report for December 2020.

Commissioner Gamler acknowledged the submission of the Customer Balance Summary and Deposit Detail, then read a list of the payment of bills from the following Township funds for approval:

| | | |
|---------------------------|----------|--------------|
| General Fund Expense | 01/19/21 | \$115,103.01 |
| Payroll Expense | 01/08/20 | 14,770.85 |
| Recycling Fund Expense | 01/19/21 | 1,250.00 |
| Street Light Fund Expense | 01/19/21 | 1,268.20 |

On a motion by Commissioner Ritter and seconded by Commissioner Spade permission was given for the payment of submitted bills. There was no public comment. Motion carried.

President Gamler acknowledged the submission of the Profit & Loss Budget vs Actual General Fund Statement. The statements were available for the public to view.

EASTERN BERKS REGIONAL POLICE

Chief Leatherman presented the Board with his Chief's Report for January 2021, Monthly Report for December 2020, and Mileage Report for December 2020. Chief Leatherman shared he was still waiting to hear from Allentown Refrigeration regarding the truck signs but will follow up if he doesn't hear in a few weeks.

ROAD MASTER REPORT

Manager Conrad informed the Board of Commissioners that the bid documents needed for the curbing and possibly the handicap ramps should be discussed. At last meeting there was discussion as to having Engineer Sartor prepare the bid documents. Manager Conrad spoke to Charlie Paris, PennDOT Representative and was informed the Board of Commissioners that the handicap ramps can be paid for by Liquid Fuels if they would like to do that, however, the curbing cost may not be paid from the Liquid Fuels Fund. The Board asked that Manager Conrad to confirm how many ramps need to be completed and they will discuss at next meeting.

CODE ENFORCEMENT OFFICER'S REPORT

CEO Labe presented the Board with the following Permit Applications:

588 Township Line Road – Shed Permit

803 PA-100 – Sign Permit

343 N. Reading Ave – Electric Permit

20 Chestnut Lane – Renewal Permit

560 S Reading Ave – Fence Permit

CEO Labe presented the Board with his Monthly Reports for November and December 2020.

CEO Labe presented the Board with a letter that was sent to St. Columbkil regarding his zoning review.

CEO Labe presented the Board with a letter that was sent to 45 Fegely Street.

CEO Labe updated the Board regarding the Court hearing for 464 Englesville Road. The Judge Granted the property owner three months to clean up and if that is not completed the property owner will be assessed with a fine of \$2,500.00.

SEO REPORT

SEO Labe presented the Board with his monthly report for November and December 2020.

SEO Labe presented the Board with a Holding Tank Agreement for 112 Powder Mill Hollow Road. He explained the land is to wet for an on-lot sewage system and the holding tank is the only option at this time.

SOLICITOR'S REPORT

Solicitor Karver explained to the Board of Commissioners that the complaint to LTL Consultants had been dismissed for right now. They were asking till January 28th to complete an internal group review.

ENGINEER'S REPORT

Engineer Sartor presented the Board with an Estimate for Escrow Review for Drug Plastic Driveway.

Engineer Sartor presented the Board with the 2021 SRF Grant Guidelines.

Engineer Sartor presented the Board with the Grim Mill Road Bridge Streambank PNDI receipt complete.

COMMISSIONERS' REPORT

There was nothing to report at this time.

MANAGER'S REPORT

Manager Conrad presented the Board with the Audit Report for the Police Pension Plan Compliance for January 2016 to December 2019.

Manager Conrad presented the Board with the Audit Report for Non-Uniformed Pension Plan Compliance for January 2016 to December 2019.

Manager Conrad presented with a memo regarding lighting in the Maintenance Building. The quote presented was for \$6,350.00 to improve the lighting. Some items on the quote are not needed and will be removed. **On a motion by Commissioner Davidheiser and seconded by Commissioner Ritter, permission was given to buy the lights needed to update the lighting in the Maintenance Building from Denney Electric. Motion carried.**

Manager Conrad presented the Board with a letter from UGI regarding ahead of paving program.

Manager Conrad presented the Board with a memo regarding Berks County Emergency Service that EMC Rambo is working with the County to make sure the Township is in compliance with their requirements.

Manager Conrad presented the Board with information the Township received regarding the Perkiomen Watershed Conservancy renewal information.

Manager Conrad presented the Board with a letter the Township received from the County of Berks regarding Board of Elections.

COMMITTEE REPORT

President Gamler presented the Board with the following committee reports:
BMMA Meeting Minutes of November 23rd, 2020
BMMA Letter with list of Employees

OLD BUSINESS

Nothing to report at this time.

STORMWATER/MS4 INFORMATION

Nothing to report at this time.

SUBDIVISIONS/LDPs

Manager Conrad presented the Board with a copy of the Resolution 1-6-2021, Conditional Preliminary/Final Plan approval for Church Hill Farms, LLC. This was not signed by the applicant as of this date. No action needs to be taken for the Board of Commissioners review only. The Resolution was sent to the property owner for approval.

NEW BUSINESS

Nothing to report at this time.

COMMUNICATIONS

Nothing for the Township to review at this time.

PUBLIC PARTICIPATION

No one addressed the Board at this time.

ADJOURNMENT

There being no other business to come before the Board, **Commissioner Spade made a motion, seconded by Commissioner Ritter to adjourn the meeting at 8:29p.m. Motion Carried.**

Respectfully submitted,

Brittany Billera-Smith
Township Secretary