

**COLEBROOKDALE TOWNSHIP  
BOARD OF COMMISSIONERS  
Meeting Minutes of August 1st, 2022**

The regular meeting of the Board of Commissioners of Colebrookdale Township was held at the Colebrookdale Township Municipal Building. President Todd Gamler called the meeting to order at 7:30 PM and all in attendance joined in the Pledge to the Flag.

The following Commissioners were present: Todd Gamler (President), James Davidheiser (Vice-President), William Spade and Jack A. Smith. Also in attendance was Township Solicitor, Jeff Karver and Solicitor Frederick, Township Engineer Josh Hagadorn, Code Enforcement Officer Labe and Township Manager Conrad. Commissioner Linwood Bartman was absent from the meeting.

**PUBLIC PARTICIPATION**

There was no public comment at this time.

**MINUTES**

The July 18<sup>th</sup>, 2022 Board of Commissioners meeting minutes were presented to the Board of Commissioners for their review and approval. **On a motion by Commissioner Spade, seconded by Commissioner Smith, the July 18<sup>th</sup>, 2022 meeting minutes were approved as presented. There was no public comment. Motion Carried.**

**FINANCIAL REPORTS**

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	8/1/2022	\$ 13,727.70
Payroll Expense	7/22/2022	11,699.20
Recycling Fund Expense	8/1/2022	12,554.00
HRA Fund Expense	8/1/2022	5,166.06

**On a motion by Commissioner Spade and seconded by Commissioner Davidheiser 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 and the Monthly Report from the Non-Uniform Pension Plan.

**EASTERN BERKS REGIONAL POLICE**

Chief Leathermen submitted a police report regarding a burning complaint. The complaint was forwarded to the Code Enforcement Officer. Commission Gamler also advised the Board that the Chief was contacted regarding a Motorcycle Ride which will be crossing Route 100 at Township Line Road. Commission Gamler said that he is mentioning this to the Board since the police will aid in the crossing of the roadway as long as no other calls are received requiring police presence. Commissioner Gamler also mentioned that there will be an event on Saturday, August 13<sup>th</sup> to be held by Gablesville Athletic Association. They will be using the Township parking lot for parking vehicles for their event.

### **ROAD MASTER REPORT**

Commissioner Gamler acknowledged the road reports submitted by Roadmaster Hillegas dated for the week of 17, and July 23rd.

### **CODE ENFORCEMENT OFFICER'S REPORT**

Code Enforcement Officer Labe presented the Board of Commissioners with the following Permit Applications:

Henry Avenue and N. Funk Road – Fiber Optic cable boring  
34 Mountain Road – Electrical Permit  
102 Henry Avenue – Solar Panels  
37 Lindy Lane – Retaining Walls & Patio  
1498 Orchard Lane – Attached Garage  
355 Englesville Road – Antenna Replacement & Equipment

Code Enforcement Officer Labe advised the Board that a response was received regarding the correspondence with the property owner of 60 Henry Avenue.

Code Enforcement Officer Labe advised the Board that two properties were posted and may be cited for violations. The properties are 3 Barb Lane and 545 Englesville Road. The Board agreed with the CEO that citations may be filed for the violations on the properties.

Code Enforcement Officer Labe reported that the dead trees on the Church property along Mill Street were removed and the adjacent property owner did contact him and will work on getting the dead tree removed across the street from the Church property. Also, the shed at 16 Mill Street has been moved and is no longer in violation.

The Board of Commissioners discussed the various dead trees around the Township. The Board directed CEO Labe to work with Solicitor Frederick to determine the proper procedure for having trees removed outside of the right-of-way of Township roads.

Code Enforcement Officer Lane submitted the Monthly Report dated July 11, 2022.

### **SEO REPORT**

SEO Labe presented the Board of Commissioners with LTL's monthly report for June 2022.

### **SOLICITOR'S REPORT**

Township Solicitor Karver advised the Board of Commissioner that he spoke with the owner of JNS Construction regarding the Liberty Fire Company Basin. Per their discussion, the As-Built plans for the Liberty Fire Company Basin Retrofit will be submitted by the end of this week and any punch list items will be completed. This was verified by the owner with an email to the Solicitor, Township Engineer, and the Township.

Township Solicitor Frederick reviewed the Safety policy and necessary items needed for the Workers' Compensation carrier. Solicitor Frederick advised that the Township should hold an initial meeting for Solicitor Frederick to go over the requirements for the Insurance carrier and train the employees on various items. One Board member should be on the safety committee

and they should meet once a month to review safety and training topics. Commissioner Spade volunteered to serve on this committee and the Township Manager will work with Solicitor Frederick to schedule a meeting.

### **ENGINEER'S REPORT**

Township Engineer Hagadorn stated that the Contractor is mobilized at the N. Reading/Montgomery/Henry Avenue intersection.

Engineer Hagadorn informed the Board of Commissioners that they are continuing to look into areas within the Township that are potential areas for the MS4 requirements. Engineer Hagadorn shared the following properties: behind the Boyertown Oil property and looked at the property along Spring Garden Road.

Township Engineer Hagadorn informed the Board that a staff meeting is scheduled for August 2<sup>nd</sup> at 9:00 am at the Township building to discuss the Lazy K Campground plan with the applicant.

### **COMMISSIONERS' REPORT**

Commissioner Spade told the other members of the Board that he saw a building to be a possible option for the Liberty Park property. Commissioner Gamler advised Commissioner Spade that he is working on getting a drawing prepared for the park and then we can review what improvements will be needed.

### **MANAGER'S REPORT**

Manager Conrad informed the Board of Commissioners that the Township received an invoice from First Energy for the damage to the electric line from the incident with the Roadcrew in March of this year. The Board asked the Township Manager to check with the Insurance Company to submit a claim to get reimbursement for the damages.

Manager Conrad presented the Board of Commissioners with the draft of the Recycling Contract Bid Documents. This was sent to the Berks County Solid Waste Office for their review and comment. It was suggested that we look into the language used by Wyomissing Borough in their contract. The Board of Commissioners would like to add the language and have the Township Solicitor review the document. After the draft is reviewed, the Township Manager should advertise the bids. **On a motion by Commissioner Spade, seconded by Commissioner Smith, the advertisement for the Recycling Contract bid documents are approved after the completion of the Solicitor review. There was no public comment. Motion carried.**

Manager Conrad presented the Board of Commissioners a quote for updating the Township door system. A quote was received from Top Tech Integrators for ACS-1 Access Control. The Board of Commissioners discussed the options and feel at this time only the first option is necessary. **On a motion by Commission Davidheiser, seconded by Commissioner Spade, the total quote for Top Tech Integrators for an amount of \$750.00 is approved. There was no public comment. Motion carried.**

Manager Conrad presented a letter to the Board of Commissioners from Martin Moto. The letter

requests to have a portion of Unger Lane closed between Rowell Road and N. Reading Avenue on September 24<sup>th</sup>, 2022 from 9:00 am to 3:00 pm. The Board acknowledged that this is an annual event and we have closed this portion of road for the past events. **On a motion by Commission Smith, seconded by Commissioner Spade, Unger Lane between Rowell Road and N. Reading Avenue is to be closed on September 24<sup>th</sup>, 2022 between 9:00 am and 3:00 pm. There was no public comment. Motion carried.**

### **COMMITTEE REPORT**

BAF&R submitted the May and June Treasurer's Report, the May credit card statement, The details for losses and incidents for May and June of 2022, and the July Fire Commissioner report.

### **OLD BUSINESS**

Manager Conrad advised the Board that a quote was received for the Township renovation. We are still waiting for additional quotes and no action is required at this time.

The Township received a change order for the N. Reading/Montgomery/Henry Avenue intersection project. This is Change Order #1 for a Revision to Vehicular Signal Head Quantities. The reason for this change was an error in bid documents. The total of Change Order #1 is a decrease to the project in the amount of \$560.00. The original contract price was \$989,917.00 with Change Order #1 approval it would change to \$989,357.00. **On a motion by Commissioner Spade, seconded by Commissioner Davidheiser, Change Order #1 with a decrease of \$560.00 is approved as presented. There was no public comment. Motion carried.**

Commissioner Gamler advised the Board that the Township is awaiting a letter from PennDOT regarding the change to the inspection by PennDOT per discussion with Representative Maloney.

### **STORMWATER/MS4 INFORMATION**

The Township received an email regarding new state funds available for the Pennsylvania Chesapeake Bay Watershed.

A revision to the Stormwater Ordinance was discussed at the previous meeting. Mary Lou Lowrie of Gilmore & Associates advised that the update is necessary for the MS4 permit and needs to be approved by September 30<sup>th</sup>. **On a motion by Commissioner Smith, seconded by Commissioner Spade, the Township Solicitor is authorized to advertise the Stormwater Ordinance for Township approval. There was no public comment. Motion carried.**

### **SUBDIVISIONS/LDPs**

#### **Madison Walk/Point 1 Subdivision**

Deadline: September 30, 2022

No review or action was needed regarding this subdivision.

#### **Ridgewood Winery**

No review or action was needed regarding this subdivision.

### **Colebrookdale Woods**

The Planning Commission reviewed the revision to the recorded plan at their meeting. A letter from the Planning Commission was received and they are recommending the Township sign the NPDES submittal acknowledgement and include a copy of the Township Engineer's review of the stormwater changes. **On a motion by Commissioner Davidheiser, seconded by Commissioner Spade, the Township Manager is authorized to sign the NPDES submittal acknowledgement and submit a copy of the Township Engineer's review with the paperwork to DEP. There was no public comment. Motion carried.**

### **PA Senior Living Development**

No review or action was needed regarding the subdivision.

### **Lazy K Campground**

The Planning Commission received a request for an Extension of Time Agreement for the applicant of the Lazy K Campground. The Planning Commission approved this time agreement and is recommending approval by the Board of Commissioners. **On a motion by Commissioner Smith, seconded by Commissioner Davidheiser, the Extension of Time Agreement for the Lazy K Campground is approved as presented. There was no public comment. Motion carried.**

### **Met-Ed Facility – Montgomery Avenue**

The Township received a waiver of review from Land Development for a project of removing underground tanks and placing above ground tanks on their property. The Planning Commission reviewed this request at their meeting held on July 21, 2022. The Planning Commission is recommending approval of the waiver from the Land Development review process with the condition that the applicant complete the necessary stormwater improvements per the review by LTL Consultants. **On a motion by Commissioner Spade, seconded by Commissioner Davidheiser, a waiver of Land Development review is approved with the condition that stormwater improvements are reviewed, inspected, and approved by LTL Consultants. There was no public comment. Motion carried.**

### **NEW BUSINESS**

There was nothing to report at this time.

### **COMMUNICATIONS**

Commissioner Gamler acknowledged a letter was received from My Source Entrepreneur and a letter was received from Boyertown Multi-Service.

### **PUBLIC PARTICIPATION**

There was no additional public comment at this time.

**ADJOURNMENT**

There being no other business to come before the Board, **Commissioner Spade made a motion, seconded by Commissioner Davidheiser to adjourn the meeting at 8:20 p.m. Motion Carried.**

The next meeting of the Board of Commissioners is scheduled for Monday, August 15th, 2022.

Respectfully submitted,

Cindy J. Conrad for  
Brittany Billera-Smith  
Township Secretary