

7:00PM Workshop Session

The Township Manager, Township Engineer, and Board of Commissioners met and looked at the stormwater pipe located on the Township Property. Manager Conrad informed the Board of Commissioner that she believed there was an issue, and the pipe might have collapsed. Everyone took a walk out to look at the pipe. After looking and discussing the pipe the Township is going to reach out to BMMA to see if they can televise the Stormwater pipe.

COLEBROOKDALE TOWNSHIP BOARD OF COMMISSIONERS Meeting Minutes of June 3rd, 2024

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, Jack Smith and Linwood Bartman. Also in attendance were Township Solicitor Magovern, Township Manager Cindy Conrad, Township Engineer Mike Schwartz and Code Enforcement Officer Paul Labe.

Commissioner Gamler announced the Board of Commissioners, Manager Conrad, and Solicitor met in an executive session after the last meeting on May 20th, 2024, to discuss a personnel matter.

PUBLIC PARTICIPATION

Discussion regarding 638 Powder Mill Hollow Road was listed on the agenda, but no one was present to discuss anything with the Township.

Residents and Owners of 1496 Orchard Lane were present to discuss items with the Board of Commissioners along with a few of the surrounding neighbors with concerns regarding 1496 Orchard Lane. The neighbor of the property shared his concern regarding cars going up his drive looking for 1496 Orchard Lane (Bed and Breakfast) and not being at the right residence. The Board of Commissioners discussed the issue with the neighbor and the property owner. The Board of Commissioners suggested the neighbor place private property signs at the bottom of the driveway otherwise there was not much the Township could do for the concern. Another neighbor also asked the property owner if the fence on the property was going to be fixed to keep the horses in. The property owner of 1496 Orchard Lane confirmed they were going to fix the fence regarding the concern with the horses getting out.

CEO Labe had a few items to discuss with the property owner of 1496 Orchard Lane as well. CEO Labe confirmed with the property owner that no one should be cooking in the kitchen as that was part of the agreement of the Bed and Breakfast during the conditional use hearing. The property owner shared with CEO Labe and the Board of Commissioners that they are moving forward with tying the barn bathroom into the main sewage and would not be moving forward with the Holding Tank Agreement. CEO Labe asked that these items be completed as soon as possible. The plumbing for barn bathroom should be completed by the end of the month.

MINUTES

The May 20th, 2024, meeting minutes were presented to the Board of Commissioners for their review and approval. **On a motion by Commissioner Spade, seconded by Commissioner Davidheiser, the May 20th, 2024 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	06/04/2024	\$ 57,980.75
Payroll Expense	05/24/2024	12,821.95
Recycling Fund Expense	06/04/2024	16,366.16
Street Light Fund Expense	06/04/2024	1,441.16
Liquid Fuels Fund Expense	06/04/2024	0.00
Previous Paid Bills	06/04/2024	0.00

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

President Gamler acknowledged the submission of the Balance and Transfer Report, Profit & Loss Budget vs Actual General Fund Statement, HRA Account Balance as of 6/1/2024 and Non-Uniform Pension Plan Monthly Report for April 2024.

EASTERN BERKS REGIONAL POLICE

Chief Leatherman will be present at the second meeting of the month to discuss any concerns with the Township.

ROADMASTER REPORT

Commissioners Gamler acknowledged the submission of the Road Report of the weeks of 5/19/2024, 5/26/2024, and 6/1/2024.

Manager Conrad presented the Board of Commissioner with a scheduled pre-construction meeting on June 11th, 2024, for PennDOT's project on Route 100. The Board of Commissioners asked Manager Conrad to attend the meeting for the Township.

Manager Conrad presented the Board of Commissioners with the 2024-2025 Berks County Salt Contract. There was no action needed on this item.

CODE ENFORCEMENT OFFICER'S REPORT

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

- 97 Henry Ave – Deck Permit
- 21 Henry Ave – Deck Permit
- 647 Englesville Road – Garage Permit
- 151 Mill Street – Garage Permit

CEO Labe presented the Board of Commissioners with the following Notice of Violations that the Township sent:

618 N Reading Avenue
654 N Reading Avenue
472 S Madison Street
727 Englesville Road
1623 Weisstown Road

CEO Labe informed the Board of Commissioner if these are not cut the Township can move forward with cutting. CEO Labe was asked to check the properties and let the Township know if they need to be cut. **On a motion by Commissioner Davidheiser, seconded by Commissioner Bartman, to approve the Township to cut the above listed property per CEO Labe if they are not cut as of today, Juen 3rd, 2024. There was no public comment. Motion Carried.**

SEO REPORT

SEO Labe presented the Board of Commissioners with a holding tank agreement for 1496 Orchard Lane. There was no action taken on this item. 1496 Orchard Lane resident was present and is moving forward tying into the Main sewer system instead of requesting the holding tank.

SOLICITOR'S REPORT

Solicitor Magovern informed the Board of Commissioners at the Township received the HOA agreement for the Townhomes at Swamp Creek and their office is reviewing the agreement.

ENGINEER'S REPORT

There was nothing to report at this time.

COMMISSIONERS' REPORT

Commissioner Davidheiser informed the Board of Commissioner that Commissioner Gamler, Manager Conrad and himself attended the groundbreaking for the PA Senior Living Facility.

MANAGER'S REPORT

Manager Conrad presented the Board of Commissioners with the Signal Service Traffic Light Maintenance agreement. Manager Conrad informed the Board of Commissioners the new light was added to the contract. **On a motion by Commissioner Spade, seconded by Commissioner Smith, to approve the Signal Service Traffic Light Maintenance Agreement. There was no public comment. Motion Carried.**

Manager Conrad presented the Board of Commissioners with a permit that was received from Martin Stone Quarries Air Quality. There was no action taken on this item.

Manager Conrad presented the Board of Commissioners with the state police fines and penalties payment that the Township received. There was no action taken on this item.

Manager Conrad presented the Board of Commissioners with an email that was received from PennDOT regarding a detour during a bridge replacement that PennDOT will be completing.

There was no action taken on this item.

COMMITTEE REPORTS

The following committee reports were sent to the Township:
Berks County Solid Waste Authority Annual Report 2023
Fun Days Email

OLD BUSINESS

There was nothing to report at this time.

STORMWATER/MS4 INFORMATION

Manager Conrad presented the Board of Commissioners with informed the Township received regarding Clean-Water fund request document for MS4 grant. This grant will be for the engineering of the Grace Baptist Church project.

Manager Conrad presented the Board of Commissioners with the grant application for the Grace Baptist Church. There was no action taken on this item.

SUBDIVISIONS/LDPs

Madison Walk/Point 1 Subdivision

Deadline: Time Extension Agreement Approved
There was no other action taken at this time.

Colebrookdale Woods

Deadline: Time Extension Agreement Approved
The Township received the Sanitary Sewer review letter #1.

PA Senior Living Personal Care Facility

Deadline: Time Extension Agreement Approved
There was no action taken at this time.

PA Senior Living Townhomes along Swamp Creek

Deadline: Time Extension Agreement Approved
Engineer Schwartz presented the Board of Commissioners with an email and site plans regarding grading and drainage. Engineer Shwartz informed the Board of Commissioner that they are just changing the grading and drainage, but location of the individual walkways did not change. Engineer Schwartz saw no issue with the plans.

Lazy K Campground

Deadline: Time Extension Agreement Approved
There was no action taken at this time.

Graber Minor Subdivision

Deadline: July 9th, 2024
A time extension was received and will be placed on the next for action.

NEW BUSINESS

There was no new business at this time.

COMMUNICATIONS

The following items were received by the Township:

There was no communication for the Township.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

Commissioner Gamler announced the Board of Commissioners, Manager Conrad and the Solicitor will be meeting in executive session to discuss a personnel matter the meeting will not reconvene, **Commissioner Davidheiser made a motion, seconded by Commissioner Bartman to adjourn the meeting at 8:48 p.m. Motion Carried.**

The next meeting of the Board of Commissioners is scheduled for Monday, June 17th, 2024.

Respectfully submitted,

Brittany Billera-Smith
Township Secretary