

BOARD OF SUPERVISORS
MINUTES OF MONTHLY MEETING
NOVEMBER 25, 2008

The monthly meeting of the Longswamp Township Board of Supervisors was held at the Longswamp Township Municipal Building, 1112 State Street, Longswamp Township, Mertztown, Pennsylvania, 7:30 p.m., prevailing time as previously advertised and posted.

PLEDGE TO THE FLAG ROLL CALL

Officials Present: Donald Siegfried, Chairman; Steven Wyka, Vice Chairman; Maryann Lantz, Supervisor; Jill Smith, representing the Engineer; Jill Nagy, Esquire, representing the Solicitor; Joni McPike, Treasurer; Ed Bender, Zoning/Codes Enforcement Officer; and Jennifer Wassell-Bonser, Secretary.

CALL TO ORDER

Chairman Donald Siegfried called the meeting to order at 7:32 p.m., and announced the reading of the minutes of the regular meeting of November 12, 2008, would not take place. Draft copies of those minutes were available in the Meeting Hall.

APPROVAL OF MEETING MINUTES

Maryann Lantz made a **motion** to approve the Minutes of the regular meeting of November 12, 2008; Steve Wyka seconded that motion. All in favor.

APPROVAL OF TREASURER'S REPORT

Steve Wyka made a **motion** to accept the Treasurer's Report for October, 2008; Maryann Lantz seconded the motion. All in favor.

Maryann Lantz made a **motion** to accept a revised Treasurer's Report for September, 2008; Steve Wyka seconded the motion. All in favor.

ANNOUNCEMENTS

Chairman Donald Siegfried announced that a final 2009 Budget Workshop was held at the Township Conference Room on Thursday, November 20, 2008 from 10:00 a.m. until 12:30 p.m. and the Draft 2009 Budget is complete and available for public viewing during normal Township Office hours. Joni McPike reviewed the draft budget to those in attendance as follows:

Acceptance of the 2009 Draft Longswamp Township Budget

Draft Budget Summary:

Projected Revenues	\$1,514,474.00
Residual Contribution	<u>\$ 339,800.00</u>
Total Anticipated Revenues	\$1,854,274.00
Total Anticipated Expenses	<u>\$1,854,259.70</u>
Anticipated Surplus	\$ 14.30
Deficit	\$ 0.00

2009 Real Estate Tax Rates:

General Fund Tax	1.51 mil
Fire Protection Services Tax	0.21 mil
Emergency Services Tax	0.16 mil
Debt Services Tax	0.44 mil

Maryann Lantz made a **motion** accepting the 2009 Draft Longswamp Township Budget; Steve Wyka seconded the motion. All in favor.

Chairman Siegfried also announced there was an Executive Session held from 12:30 p.m. until 1:30 p.m. on Thursday, November 20, 2008 to discuss personnel issues.

Donald Siegfried announced the Township Office would be closing at 12:30 p.m. and re-opening at approximately 3:30 p.m. on Monday, December 1, 2008 in order for Township Staff to attend a Right-To-Know Workshop at Maxatawny Township.

PUBLIC COMMENTS

Mr. Willard Strunk inquired about the progress of the Little Lehigh Creek Bridge Project and expressed his concern for the safety of vehicles using the bridge. Chairman Siegfried directed the Township Secretary to send PennDOT a letter notifying them of Township resident's inquiries and to request updated information or a timetable of completion of the project which can then be passed onto residents.

ENGINEERING AND PLANNING COMMISSION REPORT

None at this time.

ZONING AND CODES ENFORCEMENT

Shamrock Hotel Purchase

The Zoning Officer introduced **Mr. Christian Barbu**, who was in attendance to discuss his new ownership of the Shamrock Hotel located on Kennedy Avenue and to question the Board of Supervisors of the expected procedures he needs to follow in order to further develop the Hotel for expansion of apartments. Mr. Barbu indicated he intends to clean up the property and expand the number of apartments available in the existing structure. A discussion was held regarding the regulations for the expansion of a non-conforming use. Mr. Barbu was instructed to submit any evidence that is available, such as floor plans, photos, etc., in order for the Zoning Officer to make a determination regarding the number of apartments that will be allowed. In addition, the Township Engineer clarified that Mr. Barbu would need to submit a Land Development Plan if any current structures are removed with new structures replacing them. Mr. Barbu stated he would submit any information necessary in order to comply with the Township's requirements.

Ed Bender reported the address postcards went out about a week ago and stated that the Township Staff has been receiving calls from residents who are questioning the specific guidelines they should follow to be within compliance of the new Township Ordinance.

The Zoning Officer questioned the Board of Supervisors as to where the posting should be done for the Zoning Amendment Ordinance Public Hearing. The Township Solicitor indicated that only the re-zoning of the parcel owned by Bear Creek needs to be posted and that it should be posted at the entrance to Bear Creek Ski Lodge as that is where it will be visible.

Ed Bender notified the Board that he sent a letter on November 13, 2008 to Dennis DeFrain, of 180 Gap Road, giving him a deadline of November 23, 2008 for picking up the permits required for rebuilding a mobile home on a concrete block foundation. The Zoning Officer informed the Board that the permits have still not been paid for nor picked up. Donald Siegfried directed Ed to send Mr. DeFrain a certified letter stating his failure to comply with the necessary permits has resulted in the necessity of a re-inspection by the Zoning Officer in order for Mr. DeFrain to continue living in the home.

Chairman Donald Siegfried referred to a recent report received from the Department of Labor and Industry concerning the results of an audit of the Township's permitting process. Mr. Siegfried felt that some of the deficiencies mentioned in the audit report have already been addressed by virtue of the township's change of third party inspection agencies to Lehigh Valley Inspection Services earlier this year. Mr. Siegfried asked the Township Secretary to compose a letter of acknowledgement to the Department of Labor and Industry and asked the Township Zoning Officer to meet with Lehigh Valley's Inspection Services, Inspector John Brezan to ensure that all of the deficiencies noted will now be resolved.

SOLICITOR'S REPORT

Codification

The Township Solicitor submitted a memorandum for review by the Board of Supervisors regarding outstanding issues requiring determination from the Board for the completion of the Township Codification Ordinance. Jill Nagy indicated the Board will need to finalize their decisions in order for the final draft of the codification to be adopted.

Hunsicker's Grove

The Township Solicitor informed the Board of Supervisors of a recent meeting she attended with the Berks County Commissioners who are interested in working with the Township in the acquisition of Hunsicker's Grove but would like consideration to be given to the formal board that would maintain management control of Hunsicker's Grove. The Township Solicitor suggested either the Township maintain control or the Regional Parks and Recreation Committee be considered as a second option. The Township Solicitor requested approval for continuation of meeting with the County Commissioners to further discuss acquisition of Hunsicker's Grove. Steve Wyka made a **motion** for the Township Solicitor to meet with the County Commissioners to discuss acquisition of Hunsicker's Grove; Maryann Lantz seconded the motion. All in favor.

RECREATION REPORT

Donald Siegfried announced the Township Open House, Tree Lighting Ceremony, and caroling is scheduled for Friday, December 5, 2008 at 7:00 p.m. at the Township and welcomed all Township residents to attend.

ROADMASTER REPORT

None at this time.

OLD BUSINESS

Berks County Graffiti Abatement Program

Chairman Siegfried addressed a letter received from the County of Berks updating townships of the progress of the Berks County Graffiti Abatement Program. The Township Solicitor submitted a draft Anti-Graffiti Ordinance for review by the Board of Supervisors.

Request for Release of Escrow Funds

Maryann Lantz made a **motion** authorizing return of escrow funds in the amount of \$2,000.00 to Mr. and Mrs. Duncan Ross since their mobile home has been removed from the property as required by their escrow agreement; Steve Wyka seconded the motion. All in favor.

NEW BUSINESS

Brandywine Community Library

Donald Siegfried announced the Township received a letter from the Brandywine Community Library inviting the Board of Supervisors to appoint Board Representatives for the Library. Mr. Siegfried also offered anyone in the public to contact the Board of Supervisors if they have an interest in being appointed to fill a seat as a Board Representative for the Brandywine Community Library.

The letter received also included a request for a donation from Longswamp Township for the Brandywine Community Library. Maryann Lantz made a **motion** authorizing an increase of the annual donation to the Brandywine Community Library from \$1.00 per capita to \$1.10 per capita for 2009; seconded by Steve Wyka. All in favor.

Approval for Township Road Crew to Install Signage

Maryann Lantz made a **motion** authorizing the Longswamp Township Road Crew to install signage which was recently purchased by Brandywine Heights Area School District; seconded by Steve Wyka. All in favor.

Township Employee Educational Training Request

Maryann Lantz made a **motion** to approve a training request made by the Township Zoning and Codes Enforcement Officer to participate in "Training for Building Code Officials" Program on December 18, 2008 costing \$70.00 plus travel time and expenses; Steve Wyka seconded the motion. All in favor.

Berks County Solid Waste Authority Donation

Steve Wyka made a **motion** to approve participate in the 2009 Annual Household Hazardous Waste Event Donation Request in the amount of \$250.00; Maryann Lantz seconded the motion. All in favor.

RECORD NOTES

None at this time.

APPROVAL OF BILLS

Maryann Lantz made a **motion** to approve processing for payment, bills totaling \$58,654.74 and transfers totaling \$57,661.952; Steve Wyka seconded that motion. All in favor.

Roll Call Vote: Maryann Lantz, Yes; Don Siegfried, Yes; Steve Wyka, Yes.

BOARD COMMENTS

None at this time.

ADJOURNMENT

Steve Wyka made a **motion** to adjourn the meeting at 8:53 p.m.; Maryann Lantz seconded the motion. All in favor.

Respectfully submitted,

Jennifer A. Wassell-Bonser
Township Secretary