



# Berks County LEPC

Local Emergency Planning Committee  
"Partners in Preparedness"

Direct Link Technology Center  
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## Berks County Local Emergency Planning Committee Meeting Minutes September 26<sup>th</sup>, 2022

### MEMBERS IN ATTENDANCE

- |                    |                      |                   |
|--------------------|----------------------|-------------------|
| 1. Brian Smith     | 6. Megan Young-Kraft | 11. John Shook    |
| 2. Stephen Young   | 7. Bob May           | 12. Chuck Zechman |
| 3. Gary Moulder    | 8. Richard Stanley   | 13. Rodney Good   |
| 4. Ignazio Sabella | 9. Harry Adams       |                   |
| 5. Phil Salamone   | 10. Richard Torielli |                   |

### GUESTS IN ATTENDANCE

1. Andrew Harakel
2. Mike Rowley
3. Kirk Litzenberger
4. Phill Spence

### Welcome & Introductions

Chairperson Ignazio Sabella called the meeting to order at 1504. The meeting was held in person at 2561 Bernville Road and also virtually via Teams meeting.

Ignazio welcomed members and guests and asked that each individual introduced themselves.

### Minutes from the June 2022 meeting

Minutes from the June 2022 meeting were disbursed prior to the meeting. A motion was made by Bob May, seconded by George Dula to approve the minutes. The motion passed and the minutes for June 2022 were approved.

### Correspondence

A Downstream Notification was received from LHT, Sinking Springs Terminal, Mountain Home Road.

An Above Ground Storage Tank letter was received from Bulk Chemicals for their Feick Ave. Hamburg Location.

A thank you note was received from both Spring Township Police Department and Northern Berks Regional Police Department for attending their National Night Out events.

### **EHS / Tier II Submission Status**

Megan Young-Kraft reported that the county online Tier II Manager was taken off-line in a widespread county application outage that lasted about 5 days. 23 facilities had not yet submitted reports for 2021. 338 reports were submitted and 97 plans were submitted for EHS>TPQ facilities, with 57 plans still outstanding.

### **Hazmat Team Report**

Phil Salamone reported 5 responses by the county spill trailers.

The hazmat team participated in an ammonia release exercise at Ontelaunee Power on September 17<sup>th</sup>. Several area fire departments along with police and EMS participated. The after-action report is pending.

### **Old Business**

No report

### **New Business**

#### ***Committee Reports***

- **Planning**

- Discussion was brought forth by Megan Young-Kraft to address the non-compliance of facilities who must submit emergency plans along with reports. Compliance has increased with the addition of the Tier II Manager flashing a message in red at the completion of the report to submit the plan, but more needs to be done. As of Sept 9 2022:
  - 154 facilities with EHS>TPQ
  - 93 facilities have 2022 OSERPs submitted
  - 4 are in 2022 initiate status, emails to those users sent
  - 51 are older than 2022
  - 6 have never submitted
- The following suggestions were brought forth to the body to further assist in planning compliance:
- Email through system sent in July to all EHS>TPQ facilities reminding submit users of annual requirement. This resulted in more plans being reviewed and submitted.
- Proposal for immediate correction in compliance:
- Send letter in mail with details of planning requirement. Some feedback received so far indicates most facilities are not aware they must submit a plan through the system annually. Letter will request email of acknowledgment, further follow-up and check-ins with those facilities will take place via the email address they reply with. Facilities that respond will be tracked in ERP review tab of 2021 reports spreadsheet in SARA folder. Facilities that do not respond within 2 weeks will be called to follow-up. Facilities that still do not submit a plan will be sent a certified letter informing the responsible party of their non-compliance and that further enforcement actions may be taken. Facilities that do not have a current plan submitted by

December 12th will be reported at the LEPC meeting that day, and this action will be advised to them in the certified letter.

- Proposal for annual tracking of non-compliance:
  - Reports and plans (and fees) are all due by March 1 annually.
  - Email reminder through the system to outstanding reporting and planning facilities will be sent next business day.
  - A letter to the facility will be generated and sent out in the mail at 30 days (April 1) informing the facility of non-compliance for lack of reporting or planning
  - A letter to the facility will be generated and sent out via certified mail at 60 days (May 1) informing the facility of non-compliance for lack of reporting or planning
  - Phone calls at 90 days (June 1)
  - A list of non-compliant facilities read at June LEPC meeting and subsequent meetings. Facilities that come into compliance will be noted at the next meeting and remaining non-compliant facilities will be noted again.
  - Detailed tracking will occur at all intervals during the first year of implementation to track efficacy of this proposed outline.
  - Ignazio asked if the DES staff could reach out to the County Solicitors and resume conversation about instating late fees
  - The body was in agreement of these suggestions
- **Right to Know Requests** (June 24 2022-Sept 26 2022)
    - No records found for the following requests for:
      - 2295 East Main St., Douglassville
      - 15506 Kutztown Rd., Kutztown
      - 443 Bricker Rd., Upper Tulpehocken
      - 144 East Wall St., Leesport
      - 207 E Bellevue Ave., Reading
      - 2900 Centre Ave., Reading
      - 41 Brick Plant Rd., Womelsdorf
    - A Tier II report from 2021 for DAK Americas, 4030 Pottsville Pike, Reading were found and sent to the county RTK officer
    - Reports from 2004-2020 for Clover Farms, 3300 Pottsville Pike, Reading were found and sent to the county RTK officer
  - **Public Education and Information**

Megan Young-Kraft reported:

    - Several DES staff members participated in various National Night Out Events throughout Berks
    - 2 Hazmat Team members participated in an outreach event with school-aged children at the Fleetwood YMCA on 8/24
  - **Hazardous Materials Facility Liaison**
    - No Report
  - **Emergency Response and Resources**
    - No report
  - **Membership**

Applications for membership was received from

- Kirk Litzenberger of Reading Fire Department Fire Marshall's Office

September 2022 LEPC MINUTES

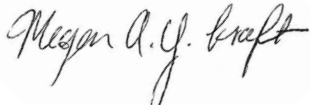
- A motion was made by Phil Salamone, seconded by Gary Moulder, none opposed
- Corey Williamson of Cartech
  - A motion was made by Phil Salamone, seconded by Bob May, non opposed
- John Phillips of Cartech
  - A motion was made by Harry Adams, seconded by Stephen Young, none opposed

**Good & Welfare**

Reading Police Chief and Bomb Squad Commander Richard Tornielli shared information with the body regarding safeguarding chemicals and suspicious activity reporting. Materials and contact information will be distributed by email following the meeting.

A motion was made by Gary Moulder, seconded by Rich Tornielli to adjourn. The motion passed; meeting adjourned at 1546. The next regular general meeting of the LEPC will be held at 1200 on Monday, December 12<sup>th</sup>, 2022 at the Berks County Department of Emergency Services, 2561 Bernville Road, Reading, PA 19605, and via Teams virtual format.

Respectfully Submitted,



Megan A. Young-Kraft  
Recording Secretary, Berks County LEPC