

January 7, 2013

The Heidelberg Township Board of Supervisors held their annual reorganization meeting at 7:00 p.m. at the Municipal Building, 6272 Route 309, New Tripoli PA 18066. Present were Supervisors David Fink, Steve Bachman and Forrest Wessner III, Administrator/Secretary-Treasurer Janice Bortz, Road Superintendent Kevin Huber, and Township Solicitor Charles Waters. Kathy Hermany, as assistant secretary, kept record of the minutes.

Recording of Meeting: None

Executive session: Prior to the meeting David Fink, Steve Bachman, Forrest Wessner III, Janice Bortz, and Atty. Waters held an executive session from 6:40 to 7:00 pm. Atty. Waters commented the session was to discuss employee related matters.

Public comment on agenda items: None

Reorganization

A motion was made by Forrest Wessner III, seconded by Steve Bachman to appoint David Fink as temporary Chairman and Kathy Hermany as temporary Secretary. Motion carried.

A motion was made by Steve Bachman, to appoint David Fink as Chairman of the Board for 2013. There was no second to the motion.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Steve Bachman as Chairman of the Board for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by Steve Bachman to appoint David Fink as Vice-Chairman of the Board for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by Steve Bachman, to appoint Janice Bortz as Township Administrator / Secretary-Treasurer for 2013. Motion carried.

A motion was made by Forrest Wessner, seconded by Steve Bachman, to set the amount of the Treasurer's bond at \$500,000.00 for 2013. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to appoint Kathy Hermany as part-time Assistant Secretary-Treasurer and Zoning Assistant for 2013. Motion carried.

A motion was made by Forrest Wessner, seconded by David Fink, to set the amount of the Assistant Treasurer's bond at \$500,000.00 for 2013. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to appoint Steckel and Stopp Law Offices as Township Solicitor for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Keystone Consulting Engineers as Township Engineer for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to advertise the following township meetings for 2013: Supervisors meetings, 7:30pm – 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12; Planning Commission meetings, 7:30pm – 1/28, 2/25, 3/25, 4/29, 5/20, 6/24 7/29, 8/26, 9/30, 10/28, 11/18, 12/30; Zoning Hearing Board meetings as required, 7:30pm - 1/21, 2/18, 3/18, 4/15, 5/20, 6/17, 7/15, 8/19, 9/16, 10/21, 11/18, 12/16; EAC meetings, 7:30pm – 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10. Motion carried.

A motion was made by Forrest Wessner, seconded by David Fink, to adopt Resolution #2013-1 establishing a fee schedule for engineering or municipal consultant fees for subdivision and land development review and for legal consultant fees. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to adopt Resolution #2013-2 appointing Mark Steidinger to serve on the Planning Commission for a term of 4 years ending 12/31/16. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to adopt Resolution #2013-3 appointing Sidney German to serve on the Planning Commission for a term of 4 years ending 12/31/16. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to adopt Resolution #2013-4 appointing Andrew Toth to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/15. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to adopt Resolution #2013-5 appointing Dawn Didra as a voting member of the Environmental Advisory Council for a term of 3 years expiring 12/31/15. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2013-6 appointing Jonathan Jakum as a voting member of the Environmental Advisory Council for a term of 3 years expiring 12/31/15. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to adopt Resolution #2013-7 appointing Jay Scheffler as a member of the Municipal Building Code Board of Appeals for a term of 5 years expiring the first Monday in January 2018. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Lee Behler as Chairman of the Vacancy Board for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to appoint Keystone Consulting Engineers as the Zoning Officer and Enforcement Officer at a rate set by the KCE fee schedule for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Home Site Services as Sewage Enforcement Officer at a rate set by the fee schedule resolution for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Scott Bieber as alternate Sewage Enforcement Officer for 2013 at the rate of \$60.00 per hour as invoiced. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to appoint Code Masters Inspection Services as Building Inspector, Plumbing Inspector, Electrical Inspector and Building Code Official at a rate set by a fee schedule resolution for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner, to appoint Blue Mountain Inspection Service LLC as Building Inspector, Plumbing Inspector, Electrical Inspector and Building Code Official at a rate set by a fee schedule resolution for 2013. Motion amended to exclude Building Code Official. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to appoint Barry Isett & Associates as alternate Building Inspector, alternate Plumbing Inspector, and alternate Electrical Inspector at rates set by a fee schedule resolution for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to adopt Resolution #2013-8 appointing Janice Bortz as voting delegate and Phyllis Breininger as alternate delegate to the Lehigh Tax Collection Committee for the year 2013. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to appoint Matthew Nemeth as Emergency Management Coordinator for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to set the yearly salary of the Township Administrator/Secretary-Treasurer at \$46,865.00 for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to set the hourly wage of the Assistant Secretary-Treasurer and Zoning Office Assistant at \$17.50 for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Kevin Huber as Road Master Superintendent at an hourly wage of \$23.57 for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to appoint Travis Moyer as Road Crew Worker at an hourly wage of \$18.17 for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Erik Lynch as Road Crew Worker at an hourly wage of \$17.04 for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Alex Huber as part-time Road Laborer at an hourly wage of \$12.50 for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to appoint Scott Christman as part-time Equipment Operator at an hourly wage of \$13.39 for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by Steve Bachman, to appoint David Fink, Steve Bachman, and Forrest Wessner III as part time working Roadmasters for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to set the hourly wage for new part-time road crew equipment operators at \$12.50 for 2013 and to set the hourly wage for new part-time road crew laborers at \$10.00 for 2013. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint Forrest Wessner III as Director of Office Operations for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by Steve Bachman, to appoint David Fink as Director of Public Works for 2013. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Steve Bachman as Director of Parks and Recreation for 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to appoint the Director of Parks and Recreation as the township representative for the Northwestern Recreation Commission and the Director of Office Operations and Director of Public Works as alternate representatives for 2013. Motion carried.

A motion was made by Steve Bachman, seconded by Forrest Wessner III, to approve the attendance of the Board of Supervisors, Township Administrator and Road Superintendent at the 2013 PSATS conference. Motion carried.

A motion was made by David Fink, seconded by Forrest Wessner III, to appoint Steve Bachman as voting delegate to the 2013 PSATS Conference. Motion amended to include Forrest Wessner as an alternate. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to set the mileage reimbursement rate at .565, the current IRS rate per mile through the year 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by Steve Bachman, to adopt Resolution #2013-9 setting the employee pension contribution made by the Township at 9% of annual wages per full-time employee for the year 2013. Motion carried.

A motion was made by Forrest Wessner III, seconded by David Fink, to adopt Resolution #2013-10 setting the fee schedules for 2013. Motion carried.

Public Comment

Resident Carl Breininger questioned the rate of pay for the Board of Supervisors. The Board of Supervisors responded the auditors set the Board members pay rate. Mr. Breininger commented about the pension 9% being reimbursed by the state for the employees.

Adjournment:

Motion made by David Fink, seconded by Forrest Wessner III to adjourn the meeting at 7:24 p.m. Motion carried.

Respectfully submitted as transcribed by Kathy Hermany,

Janice M. Bortz
Secretary to the Board of Supervisors