



**Heidelberg Township**  
Lehigh County, Pennsylvania  
6272 Route 309 Suite A New Tripoli, PA 18066  
Phone 610-767-9297 Fax 484-265-0097  
HeidelbergLehigh.org

November 14, 2013

The Heidelberg Township Board of Supervisors held their regular meeting at 7:30 p.m. at the Municipal Building, 6272 Route 309, New Tripoli, Pa. 18066. Present were Supervisors Steve Bachman and David Fink, Administrator/Secretary-Treasurer Janice Bortz, Solicitor Atty. Charles Waters, Ryan Christman from Keystone Consulting Engineers Inc., and Kathy Hermany, assistant secretary, kept record of the minutes. Supervisor Forrest Wessner III and Road Superintendent Kevin Huber were not in attendance.

Pledge of Allegiance

Recording of Meeting: No one recording the meeting and the Northwestern Press was present for the meeting.

Approve minutes of the October 10, 2013 budget workshop meeting and October 10, 2013 regular monthly meeting: A motion was made by David Fink, seconded by Steve Bachman to approve minutes of the October 10, 2013 budget workshop meeting and October 10, 2013 regular monthly meeting. Motion carried.

Public comment on agenda items: None

Executive Session: Steve Bachman, David Fink Janice Bortz, and Atty. Waters held an executive session before tonight's regular meeting. Atty. Waters commented the session was to discuss employment related matters.

Payment of bills: Motion by David Fink seconded by Steve Bachman to approve the payment of the bills General Fund Checks #eft1555 – eft1594 and 19189 – 19227 and no State Fund checks. Motion carried.

Treasurer's Report:

General Fund Checking 10/01	44,001.59
Revenue and Transfers	108,380.68
Expenditures	<u>(84,804.76)</u>
General Fund Checking 10/31	67,577.51
General Fund Money Market 10/01	195,172.24
Revenue	31,164.65
Expenditures and Transfers	<u>(107,454.93)</u>
General Fund Money Market 10/31	118,881.96
State Fund Checking 10/01	1.00
Revenue and Transfers	0.00
Expenditures	<u>(0.00)</u>
State Fund Checking 10/31	1.00



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State Fund Money Market 10/01	22,654.79
Revenue	5.77
Expenditures and Transfers	(0.00)
State Fund Money Market 10/31	22,660.56
Special Revenue Fund Savings 10/01	22,289.80
Revenue and Transfers	3.79
Expenditures and Transfers	(0.00)
Special Revenue Fund Savings 10/31	22,293.59
Recreation Fund Savings 10/01	7,318.09
Revenue and Transfers	1.24
Expenditures and Transfers	(0.00)
Recreation Fund Savings 10/31	7,319.33
Werleys Corner Road Turnback Fund 10/01	175,439.37
Revenue and Transfers	59.61
Expenditures and Transfers	(0.00)
Werleys Corner Road Turnback Fund 10/31	175,498.98
Escrow for Tough Mudder Fund 10/01	5,003.93
Revenue and Transfers	.85
Expenditures and Transfers	(0.00)
Escrow for Tough Mudder Fund 10/31	5,004.78

Monthly Reports

Regional EMS Steering Committee Report: Steve Bachman reported there was not a scheduled meeting.

Fire Company: David Fink did attend the fire company meeting. Meeting discussion was on funding; there is concern the fire company would need a monetary advance until the fire tax revenue would come in. David Fink recommended the township give an advance if needed and Steve Bachman agreed. Jay Scheffler commented the fire fighters are attending class. Paul Grothouse commented the fire company is in need of volunteers.

Director of Office Operations: Forrest Wessner III was not present for the meeting.

Director of Parks and Recreation: Steve Bachman attended the Northwestern Recreation Commission meeting. The recreation commission approved light tower use for soccer fields. The art club will paint the animal rides in the playground area. Recreation commission will create a rhythm chart of duties to be performed on the fields.

Director of Public Works: David Fink reported the COG has purchased a roller and trailer.

Road Superintendent: Kevin Huber was not present for the meeting.



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Township Administrator: Janice Bortz reported she has four right to know requests, and assisted Roy Stewart with three enforcement issues. Two audits have been completed and she is working on job descriptions. Janice attended the Lehigh Valley Smart Growth Summit and will meet with representatives interested in the lease/purchase of the cell tower on township property. Janice opened general discussion with the Board of Supervisors on procedures for a sign in sheet in the zoning office.

Township Zoning Officer: Ryan Christman attended in the absence of Roy Stewart and a written report was prepared for the Board of Supervisors by Roy.

Township Engineer: Ryan Christman attended in the absence of Roy Stewart. Roy prepared a written report for the Board of Supervisors.

Environmental Advisory Council Report: No one to report.

Subdivisions/Land Development: None

#### Old Business:

Township Security Quotes: Steve Bachman recommended tabling this until next meeting.

EIT Office Audit: The EIT audit has cost to date \$1800.00. Keystone Technology is checking into the software issue and Lynn Township is paying the bill.

Fire Tax: David Fink made a motion to recommend sending the proposed Fire Tax Policy and Procedure Guide to the Germansville Fire Company for their review and comment. Steve Bachman seconded the motion. Motion carried.

Proposed 2014 Budget: The proposed budget will be advertised and on the agenda for the December 12, 2013.

Proposed changes to ordinance: Atty. Waters presented proposed changes and corrections to the ordinance. The proposed changes were typos, sign ordinance, update to EIT procedure, and other miscellaneous items. The driveway part of SALDO has been updated to include the newer sections of the Driveway Ordinance. It is recommended to have the proposed changes go to planning commission meeting in December. The changes will also be on the agenda for the Board of Supervisors meeting in December. Janice gave the proposed amusement tax updates to Atty. Waters

#### New Business

Resident Carol Stout to address board regarding a "No Parking" sign: Ms. Stout requested the "No Parking" sign be replaced on Glen Court near the intersection of Glen Court and Heidelberg Heights Road. There is an ordinance for the location of the placement for this sign. The Board commented they would have Kevin replace this sign.

Resident Paul Grothouse to address Board regarding the fire tax and proposed budget: Resident Paul Grothouse commented his concerns have been addressed.

Resident Tim Metzger to address Board regarding Hollenbach Road water runoff: Mr. Metzger commented on the water runoff onto his property. Mr. Badesso commented representatives from Lowhill Township were out and he is fine with whatever the township chooses to do. The Board commented that the swale will be cut in within the next month.

Ordinance #2013-2 – Intergovernmental Cooperative Agreement for HLLW COG: David Fink made a motion to adopt Ordinance #2013-2 Intergovernmental Cooperative Agreement for HLLW COG. Steve Bachman seconded the motion. Motion carried.

Public Comment: None



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Correspondence:

Brown and Brown of Lehigh Valley letter regarding Workers Compensation Trust: Requesting the Board sign a letter regarding the Workers Compensation Trust. Steve Bachman made a motion to sign this letter. David Fink seconded the motion. Motion carried.

Adjournment:

Motion made by David Fink to adjourn the meeting at 8:10 p.m. Steve Bachman seconded the motion. Motion carried.

Respectfully submitted as transcribed by Kathy Hermany.

Janice M. Bortz  
Secretary to the Board of Supervisors