



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

January 6, 2014

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, David Fink and Rodney Schlauch Jr., Interim Administrator/Interim Secretary-Treasurer Janice Meyers, Road Superintendent Kevin Huber and Township Solicitor Atty. Keith Strohl from Steckel and Stopp Law Offices.

Pledge of Allegiance

Recording of Meeting: No one recording the meeting.

Recognition of the Press: The Board agreed to add this agenda item. Elsa Kerschner from the East Penn Press was present.

Approve minutes: Motion by David Fink, seconded by Steve Bachman to approve the December 12, 2013 regular meeting minutes. Motion carried.

Public comment on agenda items: None

Executive Session: None

Payment of bills: Motion by David Fink seconded by Steve Bachman to approve the payment of the bills General Fund Checks #eft1623 – eft1634 and 19271 – 19298 and no State Fund checks. Motion carried.



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Treasurer's Report:

General Fund Checking 11/30	34,093.15
Revenue and Transfers	59,782.31
Expenditures	<u>(58,822.22)</u>
General Fund Checking 12/31	35,053.24
General Fund Money Market 11/30	123,431.45
Revenue	50,662.70
Expenditures and Transfers	<u>(59,782.31)</u>
General Fund Money Market 12/31	114,311.84
State Fund Checking 11/30	1.00
Revenue and Transfers	0.00
Expenditures	<u>(0.00)</u>
State Fund Checking 12/31	1.00
State Fund Money Market 11/30	22,665.96
Revenue	5.28
Expenditures and Transfers	<u>(0.00)</u>
State Fund Money Market 12/31	22,671.24
Special Revenue Fund Savings 11/30	22,297.13
Revenue and Transfers	3.91
Expenditures and Transfers	<u>(0.00)</u>
Special Revenue Fund Savings 12/31	22,301.04
Recreation Fund Savings 11/30	12,189.08
Revenue and Transfers	2.14
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 12/31	12,191.22
Werleys Corner Road Turnback Fund 11/30	175,554.76
Revenue and Transfers	56.28
Expenditures and Transfers	<u>(0.00)</u>
Werleys Corner Road Turnback Fund 12/31	175,611.04
Escrow for Tough Mudder Fund 11/30	5,005.58
Revenue and Transfers	.88
Expenditures and Transfers	<u>(0.00)</u>
Escrow for Tough Mudder Fund 12/31	5,006.46

Monthly

Regional
Steve
a scheduled
Fire
to attend the
being held the
Director of
Schlauch Jr.
and has no
Director of
Bachman
meeting
Director of
road
long hours
Some of the
find.
Road
the road crew
and repairing

Reports

EMS Steering Committee Report:
Bachman reported there was not
meeting.
Company: David Fink was unable
January Fire Company meeting
same night as this meeting.
Office Operations: Rodney
was just appointed to this position
report.
Parks and Recreation: Steve
reported there was no December
scheduled.
Public Works: David Fink said the
department has been working
due to the weather conditions.
needed truck parts are hard to
Superintendent: Kevin Huber said
has been busy plowing, salting
trucks and equipment.

Township Administrator: Janice Meyers reported she continues to process the yearend paperwork including the report submissions to the state. Most of the items she is working on are listed on the agenda. She has advertised for the zoning assistant/secretary position and has been receiving many applications.



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Township Zoning Officer: No one from Keystone Consulting Engineers was present.

Township Engineer: No one from Keystone Consulting Engineers was present.

Environmental Advisory Council Report: No one to report. Janice said Priscilla Brennan, Chair, told her the next meeting would be in February and advertised.

Subdivisions/Land Development: None

Old Business:

Fire Tax Procedure: The fire company had reviewed the fire tax procedure and had no comments at the December meeting. Motion by David Fink, seconded by Steve Bachman to adopt the fire tax procedure as written, dated 11/14/13. Motion carried.

Proposed changes to ordinances: The Board reviewed the proposed changes. They request that Roy Stewart rewords the section in the zoning ordinance that refers to the zoning map and the map itself. There should be cautionary wording regarding possible Environmental Protection areas, no designation of the EP areas. Janice Meyers will notify Mr. Stewart. Motion by David Fink, seconded by Steve Bachman to table the review of the ordinance changes until the February meeting. Motion carried.

Lease for Central Road cell tower site: Atty. Keith Strohl explained to the Board his conversation with Crown Castle regarding changes to their proposed lease renewal. He suggested that the Board ask for a 10% co-location fee or a dollar amount for each new receiver added to the existing cell tower and requests a higher percentage of increase in the 5-year periods. The Board instructed Atty. Strohl to continue negotiations and report at the February meeting.

Loan for Tiger Mower: Janice Meyers contacted New Tripoli Bank, ESSA Bank and Neffs National Bank regarding the 5-year loan for \$113,073 for a Tiger Mower purchase. The fixed interest rates are as follows: New Tripoli Bank – 3.25%, ESSA Bank – 2.90% and Neffs National Bank – 2.44%. Motion by David Fink, seconded by Rodney Schlauch Jr. to accept the loan offer from Neffs National Bank for a 5-year, tax-free loan with a fixed interest rate of 2.44% and a principal amount of \$113,073. Motion carried. Janice Meyers will furnish Keith Strohl with the borrowing base certificate and debt statement financial information.

New Business

LCATO business meeting: Motion by David Fink, seconded by Rodney Schlauch Jr. to have the township pay for the attendance of the Board of Supervisors, elected Tax Collector, Township Solicitor, Township Engineer and elected Auditors at the February 7, 2014 LCATO business dinner meeting at a cost of \$20.00 per person. Motion carried. Janice Meyers will send a memo of invitation to each person.

Parking ordinance for Heidelberg Heights: Kevin Huber requested the Board of Supervisors look into updating the ordinance regarding parking. He said there are many unregistered and abandoned vehicles parked on the roads in the Heidelberg Heights area. Atty. Strohl said that Atty. Steve Strack had worked on this issue with the township a few years ago. The Board asked Atty. Strohl to research possible options with Steve Strack and report back at February's meeting.

Task List / Action List: Steve Bachman recommended creating a task list of items to be completed during a month and name who will be completing those items. The Board agreed that Janice Meyers should add such a list to the end of the weekly meetings schedule she sends the Board.

Zoning Office Assistant position: Janice Meyers reported receiving 50 applications to date for this position. Motion by David Fink, seconded by Steve Bachman to stop accepting applications as of Friday, January 7, 2014 and hold an



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executive session on Thursday, January 9, 2014 at 7:00pm to review the applications. Janice Meyers will make copies for the Board.

6-township meeting: The Board agreed to not reschedule the 6-township meeting that was cancelled due to snow in December. The next meeting will be the regularly scheduled March meeting. All 6-townships have been asked about this.

Public Comment:

David Fink asked that the Board of Supervisors, Janice Meyers and Kevin Huber review the Employee Handbook and have comments for the February meeting. The Board agreed.

Correspondence:

Receipt of annual contract from The Sanctuary at Haafsville: Same contract as last year with the same annual maximum charge of \$500.00. Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to accept the contract for 2014 with a maximum possible charge to the township of \$500.00. Motion carried.

Adjournment:

Motion made by Steve Bachman, seconded by Rodney Schlauch Jr. to adjourn the meeting at 8:30pm. Motion carried.

Respectfully submitted,

Janice M. Meyers
Interim Secretary to the Board of Supervisors