



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

February 20, 2014

The Heidelberg Township Board of Supervisors held their regular meeting at 7:30pm at the Municipal Building, 6272 Route 309, New Tripoli, Pa. 18066. Present were Supervisors Steve Bachman, David Fink and Rodney Schlauch Jr., Administrator/Secretary-Treasurer Janice Meyers, Township Solicitor Atty. Charles Waters from Steckel and Stopp Law Offices and Township Engineer Ryan Christman from Keystone Consulting Engineers. Road Superintendent Kevin Huber was not present.

Pledge of Allegiance

Recording of Meeting: Resident Charlie Perich video recorded the meeting.

Recognition of the Press: Elsa Kerschner from the East Penn Press was present.

Approve minutes: Motion by David Fink, seconded by Rodney Schlauch Jr. to approve the January 6, 2014 reorganizational meeting and regular meeting minutes. Motion carried.

Public comment on agenda items: Charlie Perich may have comments regarding recycling. Carl Breininger may have comments on agenda items.

Executive Session: Steve Bachman listed the executive sessions held: 1/4/14 6pm-9pm - Board of Supervisors – personnel issues, 1/9/14 7pm-9pm – Board of Supervisors and Janice Meyers - personnel issues to review applications, 1/30/14 7pm-9pm – Board of Supervisors - personnel issues conduct interviews, 2/11/14 – Board of Supervisors, Janice Meyers and Roy Stewart – personnel issues conduct interviews, 2/14/14 – Board of Supervisors – personnel issues, 2/18/14 – Steve Bachman, Rodney Schlauch Jr. and Janice Meyers – personnel issues employee review, 2/20/14 7:30pm-8:00pm - Board of Supervisors, Atty. Waters and Phyllis Breininger (until 7:40pm) - personnel issues.

Payment of bills: Motion by David Fink seconded by Rodney Schlauch Jr. to approve the payment of the bills General Fund Checks #eft1635 – eft1671 and 19299 – 19392 and no State Fund checks. Motion carried.



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Treasurer's Report:

General Fund Checking 1/1	35,053.24
Revenue and Transfers	29,932.75
Expenditures	<u>(61,088.75)</u>
General Fund Checking 1/31	3,897.24
General Fund Money Market 1/1	114,311.84
Revenue	58,662.84
Expenditures and Transfers	<u>(27,803.53)</u>
General Fund Money Market 1/31	145,171.15
State Fund Checking 1/1	1.00
Revenue and Transfers	0.00
Expenditures	<u>(0.00)</u>
State Fund Checking 1/31	1.00
State Fund Money Market 1/1	22,671.24
Revenue	4.94
Expenditures and Transfers	<u>(0.00)</u>
State Fund Money Market 1/31	22,376.18
Special Revenue Fund Savings 1/1	22,301.04
Revenue and Transfers	3.79
Expenditures and Transfers	<u>(0.00)</u>
Special Revenue Fund Savings 1/31	22,304.83
Recreation Fund Savings 1/1	12,191.22
Revenue and Transfers	2.07
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 1/31	12,193.29
Werleys Corner Road Turnback Fund 1/1	175,611.04
Revenue and Transfers	53.17
Expenditures and Transfers	<u>(0.00)</u>
Werleys Corner Road Turnback Fund 1/31	175,664.21
Escrow for Tough Mudder Fund 1/1	5,006.46
Revenue and Transfers	.63
Expenditures and Transfers	<u>(5,007.09)</u>
Escrow for Tough Mudder Fund 1/31	0.00

Monthly

Regional
David Fink
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EMS steering
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Director of

Schlauch Jr. reported that the Board of Supervisors held interviews for the zoning assistant/secretary position. Motion by Steve Bachman, seconded by David Fink to hire Tara Jones at \$13.00 per hour to start and after a 90-day favorable review increase the rate to \$13.50 per hour, for a 3 day work week. Motion carried. Motion by David Fink, seconded by Rodney Schlauch Jr. to appoint Tara Jones as the part-time zoning assistant, recording secretary and general office

Reports

EMS Steering Committee Report:
attended the meeting and an
company presented information
compensation insurance for fire
The fire companies would like to
fighter games at the Night in the
last year.

Company: David Fink attended
meeting. The letter mailed by the
to the residents was very
fire company received donations
volunteers. A volunteer
be held March 3rd, 6pm at the fire
David Fink will attend the regional
committee meeting when Steve
unable to attend.

Office Operations: Rodney



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assistant. Motion carried. Tara Jones was introduced to the audience. Rodney Schlauch Jr. said Janice Meyers was given her performance review. Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to increase Janice Meyer's salary for 2014 to \$47,500 and appoint her as administrator/secretary-treasurer. Motion carried.

Director of Parks and Recreation: The Board of Supervisors agreed that Jay Scheffler as fire chief will keep a set of keys for the potato barn that Heidelberg Township rents from the recreation commission. Steve Bachman reported on the Northwestern Recreation Commission January meeting.

Director of Public Works: David Fink said the township had issues with road salt delivery during the ongoing storms. He commended the road workers for all their efforts.

Road Superintendent: Kevin Huber was not present.

Township Administrator: Janice Meyers reported she was busy running the zoning office for the last month and half. She processed 2 building permits, 2 driveway permits, 2 logging permits and 15 moving permits and entered real estate tax bill information into the BCIU database. As Administrator/Secretary-Treasurer she set up two sets of interviews for the zoning assistant/secretary position, processed two insurance claims, researched the fire escrow ordinance issue, continued answering questions during the financial audit and handled other items listed on the agenda.

Township Zoning Officer: Ryan Christman presented the zoning officer report to the Board.

Township Engineer: Ryan Christman reviewed the engineer's report with the Board. The Board requested Ryan to speak with Becky Bradley, LVPC, about possible grant money for the Buckery and Mantz Bridge project.

Environmental Advisory Council Report: No one to report.

Subdivisions/Land Development: None

Old Business:

Proposed changes to ordinances: The Board reviewed the proposed changes. Atty. Waters will move forward with the ordinance preparation for adoption.

Lease for Central Road cell tower site: Atty. Waters reviewed the options that Atty. Strohl received from Crown Castle. Motion by Rodney Schlauch Jr., seconded by David Fink to accept Crown Castle's lease renewal option 1 as stated on the email dated 2/11/14 from Atty. Strohl. Motion carried. Atty. Strohl will be directed to contact Crown Castle to finalize the paperwork for signing.

Loan for Tiger Mower: Motion by David Fink, seconded by Steve Bachman to adopt Resolution #2014-12 – General Note of Obligation for Tiger Mower Loan. Motion carried.

Parking ordinance for Heidelberg Heights: Atty. Waters referenced Atty. Steve Stracks' letter dated January 16, 2014 regarding past conversations with the township about the parking situation in Heidelberg Heights. Motion by Rodney Schlauch Jr., seconded by David Fink to table the discussion until next month when Kevin is present. Motion carried.

Recycling at NWLSD: Janice Meyers commented that she mailed a letter on January 10, 2014 to the district superintendent regarding the recycling issue but has not received a response. The Board suggested Janice email each member of the school board a copy of the letter. Janice should contact Berger Sanitation for pick up schedule at the school district. Resident Charlie Perich asked if the recycling would be for the entire school district. The Board said no only the schools in Heidelberg Township including the middle school and the high school.



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Township Security Proposals: Motion by David Fink, seconded by Rodney Schlauch Jr. to table this discussion until next meeting when Kevin is present. Motion carried.

New Business

Employee Handbook: Steve Bachman suggested review of page 14 – the paragraph regarding salaried employees and compensatory time. Discussion ensued regarding the designation of eight (8) hours days for vacation days and personal days and whether this time should be designated as hours, not days. The Board agreed that on page 16 – the paragraph regarding vacation days being taken singularly or in increments – should state “increments of a minimum of 4 hours”. The Board agreed that on page 16 under Personal Days that the section regarding taking personal days should state “may be taken singularly or in increments of not less than 1 hour.”

Removal of Special Fire Police from Roster: A request was made by Fire Chief Jay Scheffler to remove certain people from the fire police roster at Germansville Fire Co. Motion by David Fink, seconded by Steve Bachman to remove Mike Sipos, John Milot and Bill Fritzingler from the Special Fire Police Roster. Motion carried.

Re-bid for Roller Purchase: Janice Meyers explained that no bids were received for the roller purchase. The Board agreed that when the township goes to bid and receives no bids with the first bidding, that a second bid process should be done without waiting for the next supervisor meeting. Motion by David Fink, seconded by Steve Bachman to rebid the roller purchase. Motion carried.

KMIT and township employees/volunteer fire personnel: Atty. Waters reviewed the KMIT letter regarding Act 46 Cancer Presumption. The Board agreed that since there are no employees that are volunteer firefighters at this time, David Fink will write a paragraph to add to the employee handbook regarding employees as volunteer fire fighters and emergency call outs. This will be reviewed next month.

Resolution #2014-13 – Appoint Trustees for the Heidelberg Township Non-Uniformed Pension Plan: Motion by David Fink to appoint Steve Bachman and Rodney Schlauch Jr. as trustees. Motion died due to lack of a second. Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to appoint Rodney Schlauch Jr. and David Fink as trustees for the pension plan adopting Resolution #2014-13. Motion carried.

Resolution #2014-14 – Lehigh Valley 2013 Hazard Mitigation Plan: Motion by David Fink, seconded by Rodney Schlauch Jr. to adopt Resolution #2014-14 – Lehigh Valley 2013 Hazard Mitigation Plan. Motion carried.

Public Comment:

Phyllis Breininger said she attended the LTCC meeting. The same officers were elected. The LTCC members voted to retain Berkheimer Tax Administrator until the end of 2016. Berkheimer agreed to reduce their commission charge from 1.55% to 1.35% for 2014, retroactively to 1/1/14, increase to 1.37% for 2015 and 1.39% for 2016.

Phyllis Breininger as real estate tax collector asked if the Board would adopt a resolution that taxpayers would not be able to pay their tax bills using cash. Janice Meyers will work with Atty. Waters regarding this resolution.

Correspondence:

None

Adjournment:

Motion made by David Fink, seconded by Rodney Schlauch Jr. to adjourn the meeting at 9:00pm. Motion carried.

Respectfully submitted,

Supervisors Meetings held the 2nd Thursday of each month.



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Janice M. Meyers
Secretary to the Board of Supervisors