

November 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, Road Superintendent Kevin Huber, Zoning Assistant Tara Jones, Township Solicitor Atty. Charles Waters from Steckel and Stopp Law Offices and Township Engineer Chris Noll from Keystone Consulting Engineers. Tara Jones kept record of the minutes.

Pledge of Allegiance

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

Recognition of the Press: Michelle Kent from the East Penn Press was present.

Approve minutes: Motion by David Fink, seconded by Rodney Schlauch Jr. to approve the October 16, 2014 budget meeting and regular meeting minutes. Motion carried.

Public comment on agenda items: Resident Carl Breininger will have comments on agenda items.

Executive Session: Steve Bachman announced an executive session will take place with the Township Solicitor Atty. Charles Waters, Steve Bachman, David Fink, Rodney Schlauch Jr. and Kevin Huber. The executive session was held from 7:31pm until 7:43pm. Atty. Charles Waters announced that employment related matters were discussed. On November 12, 2014 at 6:00pm another executive session was held to discuss employment related matters.

Payment of bills: Motion by David Fink, seconded by Rodney Schlauch Jr. to approve the payment of the bills General Fund Checks # eft1923 – eft1947 and 19791 -- 19849 and State Fund checks #1688. Motion carried.

Treasurer's Report:

General Fund Checking 10/1	67,423.81
Revenue and Transfers	116,365.52
Expenditures	<u>(94,923.03)</u>
General Fund Checking 10/31	88,866.30
General Fund Money Market 10/1	96,613.53
Revenue	28,395.81
Expenditures and Transfers	<u>(114,236.30)</u>
General Fund Money Market 10/31	10,773.04
State Fund Checking 10/1	2.00
Revenue and Transfers	65,412.43
Expenditures	<u>(64,417.43)</u>
State Fund Checking 10/31	997.00
State Fund Money Market 10/1	90,137.19
Revenue	17.45
Expenditures and Transfers	<u>(65,412.43)</u>
State Fund Money Market 10/31	24,742.21
Special Revenue Fund Savings 10/1	1,000.96
Revenue and Transfers	19,000.64

Expenditures and Transfers	<u>(0.00)</u>
Special Revenue Fund Savings 10/31	20,001.60
Recreation Fund Savings 10/1	2,198.77
Revenue and Transfers	0.37
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 10/31	2,199.14
Werleys Corner Road Turnback Fund 10/1	90,712.57
Revenue and Transfers	26.97
Expenditures and Transfers	<u>(0.00)</u>
Werleys Corner Road Turnback Fund 10/31	90,739.54
Fire Tax Fund 10/1	16,807.55
Revenue and Transfers	2.86
Expenditures and Transfers	<u>(0.00)</u>
Fire Tax Fund 10/31	16,810.41

Monthly Reports

Regional EMS Steering Committee Report: Fire Chief Jay Scheffler reported that the meetings will resume again in February 2015.

Fire Company: David Fink reported that he was unable to attend the last meeting and Janice Meyers will generate a letter of support from Heidelberg Township for the FEMA grant that the Germansville Fire

Company is looking to acquire. Fire Chief Jay Scheffler reported that he will drop a sample letter off at the township building. He also mentioned that 2 gentlemen will be graduating from the academy and the installment of the KNOX boxes is going well.

Director of Office Operations: Rodney Schlauch Jr. reported that he met with Janice Meyers and Tara Jones individually to discuss office operations.

Director of Parks and Recreation: Steve Bachman attended the monthly Northwestern Recreation Commission meeting. He reported that the Recreation Commission made \$10,500.00 profit from "A Night in the Country" and 12 units of blood were donated that night as well. Next year's event is scheduled for August 15, 2015 with a rain date of August 16, 2015. The park will be closed August 12, 2015 through August 17, 2015 for setup and cleanup due to the event. Steve Bachman mentioned that the Northwestern Recreation Commission is replacing the wooden bleachers and has authorized the necessary roof repair of the potato barn.

Director of Public Works: David Fink reported that the road crew did drainage work along the property at the old Zellner farm using Lehigh Conservation District funding.

Road Superintendent: Kevin Huber reported that the windows and gutters were installed on the township building as well as the office lights replaced. Valley Wide Electric will return next week to finish replacing the lights on the garage side of the township building. Kevin Huber reported that next month he will receive a full summary of the Hunters Hill speed study. He also mentioned that the road department finished the bridge work, is busy preparing for the arrival of snow and next month will be trimming trees. Kevin Huber asked for the Board's permission to sell an air compressor, 10 ton chain hoist as well as other items that aren't needed. Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to allow Kevin Huber to comprise a list of the unnecessary items for the Board to review before approval to sell. Motion carried.

Township Administrator: Janice Meyers reported that she and Rodney Schlauch Jr. met to discuss current and future office related matters. She mentioned that the office copier has seen its better days and will research the rental of another one. Janice Meyers mentioned that Blind Ambitions will stop at the township building to fix the blinds at Tara Jones's desk. Janice Meyers announced that the reorganization meeting is scheduled for January 5, 2015 at 7:30pm. The Board agreed to hold the first regular meeting on Thursday, January 15, 2015 at 7:30pm. Janice met with a representative of the Lehigh Valley Economic Development Corporation and was told that the executive director Don Cunningham will be scheduling a regional meeting. She attended the PSATS Secretary-Manager Standing Committee meeting where state law changes were discussed.

Township Zoning Officer: Chris Noll from Keystone Consulting Engineers mentioned the Zoning Officer Report which included 6 complaint investigations. The first was a complaint regarding fallen trees. A letter was sent to the property owner explaining that the trees needed to be marked and removed by a specific date. The result was that a neighbor offered to mark the trees that need to be removed for the property owner. The second complaint was regarding animals and the number of dogs housed on the property. A letter was sent to the property owner explaining that he/she would have to file for a special exception use, kennel since the number of dogs exceeds 6. The result was that he/she came into the township office for a ZHB application and a Zoning Hearing is scheduled for December 15, 2014. The third complaint was about weeds. A letter was sent to the property owner to have the weeds cut by a specific date. The result was that the owner will arrange to have the weeds cut. The fourth complaint was regarding junk cars in the driveway. A letter was sent to the property owner stating that he/she needed to remove the cars by a specific date. The result was that a site inspection revealed that the property owner removed 1 car and the other has a license plate on it. Also, there was still some trash in the driveway. A follow up letter was sent to the property owner informing him/her to remove the remaining trash. The fifth complaint was that property owners were in violation of a Zoning Hearing Board decision. A letter was sent to the property owners explaining the situation. The result was that the property owners were unaware they were in violation of the ZHB order. The property owners will stop what they are currently doing and return to what they were granted to do by the Zoning Hearing Board. The final investigation is regarding the Heidelberg Heights complaints that were presented by residents at

the October 16, 2014 Board meeting. The result was that a letter was sent to the Board of Supervisors and township office addressing all the complaints. Chris Noll reported that he drove through the Heights and saw typical things like high weeds and an abundance of trash.

Township Engineer: The Engineer's Report consisted of the current projects which include bridge repair/culvert replacements update and the Werleys Corner Road Abandonment. Keystone Consulting Engineers suggest letting the Jones Road Culvert and Werley's Corner Road Culvert for bid in February. Keystone Consulting Engineers will begin preparing the plans and specifications for bidding. Keystone Consulting Engineers is working on the permit application for the Jones Road Culvert (dirt road). Chris Noll reported that Ryan Christman from Keystone Consulting Engineers and Kevin Huber met with the contractor again to discuss the paint deterioration on the Rex Road Bridge. The contractor will be re-painting all the beams in the spring at no cost to the township. A cost for sandblasting will be provided by the contractor. Kevin Huber mentioned that next month the contractor will give an estimate of the cost. Keystone Consulting Engineers will be looking into grants to replace the Reservoir Road Culvert. Kevin Huber mentioned that the engineering and permit costs will be \$30,000.00 for the Reservoir Road Culvert project. Motion by David Fink, seconded by Rodney Schlauch Jr. to finish the Jones Road Culvert first but authorize the engineering for Reservoir Road. Motion carried. The Werleys Corner Road Abandonment is being worked on by Keith Strohl from Steckel and Stopp Law Offices and Keystone Consulting Engineers.

Environmental Advisory Council Report: No report was given.

Subdivisions/Land Development: None

Old Business:

Vacation of sections of Werleys Corner Road Ordinance: Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to table the discussion until January 15, 2015 board meeting. Motion carried.

Special Event Ordinance: Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to table the discussion until January 15, 2015 board meeting. Motion carried.

Proposed Parking Ordinance: Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to table the discussion until January 15, 2015 board meeting. Motion carried.

Delinquent Real Estate Tax Collector: Phyllis Breininger, Tax Collector, reported she attended the Lehigh County Commissioners meeting and that the county will be appointing Northeast Revenue Services as the delinquent tax collector. Many questions were left unanswered and Phyllis will be attending the next county meeting.

Property Maintenance in Heidelberg Heights: Addressed in township zoning officer report.

Northwestern Ambulance Corps Donation Request: Steve Bachman and Justin Smith from Lynn Township met with the Northwestern Ambulance Board on November 11, 2014 at the township building. Steve Bachman announced that the Northwestern Ambulance Corps will no longer be in service as of February 15, 2015. The Heidelberg Township Municipal Building received a letter in the mail from Northwestern Ambulance Corps stating the shutdown. Steve Bachman announced that the Northwestern Ambulance Corps is running on a \$50,000.00 deficit every year. They receive 600 calls per year but need 1200 calls per year in order to break even. The Northwestern Ambulance Corps will maintain their current service up until February 15, 2015. The Board of Supervisors asked Janice Meyers to contact NOVA and Cetronia Ambulance to schedule individual meetings with each of them on December 11, 2014. Janice Meyers mentioned that the township will advertise the meeting.

Hunters Hill Road Speed Limit: Kevin Huber said the LTAP report will be presented at December's meeting.

New Business:

Adoption of Proposed 2015 Budget: Steve Bachman reported that another Special Meeting, regarding the Proposed 2015 Budget, took place at the Township Municipal Building prior to the Board Meeting from 6:30pm until 6:50pm. Steve Bachman announced that there were very few changes that needed to be made from the previous Special Meeting which took place at 6:30pm on October 16, 2014 prior to the Board Meeting. He reported that Heidelberg Township has a balanced budget of \$1,314,697.00. Motion by David Fink, seconded by Rodney Schlauch Jr. to adopt the 2015 Proposed Budget dated November 20, 2014 and advertise for the final adoption on December 18, 2014. Motion carried.

Fire Co.—Keys to Township Building: Steve Bachman asked that a set of Township Building keys be made for the Germansville Fire Co. and that each key be labeled to identify the corresponding room. Jay Scheffler will place the keys in the Knox Box. The Board agreed the alarm codes would not be given out to fire company personnel. Each member of the Board of Supervisors will be given a key to the meeting room as well.

Recreation Field's Pedestrian Crosswalk: Kevin Huber requested that a letter be written and sent to PennDOT to lower the speed limit to 35 mph or under. Chris Noll from Keystone Consulting Engineers agreed to write the letter. Steve Bachman added that safety issues, parking and access should be noted.

Pension Plan Third-Party Administrator: Janice Meyers reported that the current administrator is not going to be acting as TPA as of 2015. Township Solicitor Atty. Charles Waters mentioned that it would be in the township's best interest to have the Board make a motion to authorize for RFP's to be created. Motion by Steve Bachman, seconded by David Fink to authorize the appropriate creation of RFP's. Motion carried. Resident Carl Breininger raised the question as to why the township is holding at 9% for the pension contribution.

Real Estate Tax Collector – Deputy: Board of Supervisors approved Heidelberg Township Tax Collector Phyllis Breininger's request to appoint Carol Betz as Deputy Tax Collector. Motion by Steve Bachman, seconded by David Fink to agree to Phyllis Breininger naming Carol Betz as Deputy Tax Collector for Heidelberg Township. Motion carried.

Public Comment: Steve Bachman announced that the township has been receiving yard waste surveys and more discussion will follow at next month's board meeting since additional surveys are filtering in. Kevin Huber reported that Berger Sanitation has mentioned numerous times that the recycling bins are being abused and consumed with garbage. Phyllis Breininger said the LTCC has approved its 2015 budget.

Correspondence: None

Adjournment: Motion by Rodney Schlauch Jr., seconded by Steve Bachman to adjourn the meeting at 8:50pm. Motion carried.

Respectfully submitted as transcribed by Tara Jones,

Janice M. Meyers
Secretary to the Board of Supervisors