

February 19, 2015

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.

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 of the January 13, 2015 joint meeting and the January 15, 2015 regular monthly meeting: Motion by David Fink, seconded by Rodney Schlauch Jr. to approve the January 13, 2015 joint meeting and the January 15, 2015 regular monthly 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, Rodney Schlauch Jr., David Fink and Kevin Huber. The executive session was held from 7:32pm to 7:45pm. Employment related matters were discussed. Motion by Steve Bachman, seconded by David Fink to authorize the signing of the Settlement and Release Agreement between the Township and Kevin Huber which will allow for the reinstatement of sick time and providing other benefits described in the Agreement in connection with the Workers Compensation claim that was filed due to Kevin's on the job injury back in 2012. Motion carried.

Payment of bills: Motion by Rodney Schlauch Jr., seconded by David Fink to approve the payment of the bills General Fund checks # eft2002 – eft2041 and 19935 - 19990 and no State Fund checks. Motion carried.

Treasurer's Report:

General Fund Checking 1/01	74,489.56
Revenue and Transfers	65,875.71
Expenditures	<u>(105,323.23)</u>
General Fund Checking 1/30	35,042.04
General Fund Money Market 1/01	73,266.59
Revenue	33,737.57
Expenditures and Transfers	<u>(63,746.49)</u>
General Fund Money Market 1/30	43,257.67
State Fund Checking 1/01	1.00
Revenue and Transfers	0.00
Expenditures	<u>(0.00)</u>
State Fund Checking 1/30	1.00
State Fund Money Market 1/01	10,172.74
Revenue	2.51
Expenditures and Transfers	<u>(0.00)</u>
State Fund Money Market 1/30	10,175.25
Special Revenue Fund Savings 1/01	20,008.29

Revenue and Transfers	3.29
Expenditures and Transfers	<u>(0.00)</u>
Special Revenue Fund Savings 1/30	20,011.58
Recreation Fund Savings 1/01	2,199.88
Revenue and Transfers	0.36
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 1/30	2,200.24
Werleys Corner Road Turnback Fund 1/01	24,916.94
Revenue and Transfers	6.14
Expenditures and Transfers	<u>(0.00)</u>
Werleys Corner Road Turnback Fund 1/30	24,923.08
Fire Tax Fund 1/01	16,816.03
Revenue and Transfers	2.76
Expenditures and Transfers	<u>(0.00)</u>
Fire Tax Fund 1/30	16,818.79

Monthly Reports

Regional EMS Steering Committee Report: Steve Bachman reported that no meeting was held.

Fire Company: David Fink reported that this Sunday, February 22, 2015, the Germansville Fire Company will hold its second breakfast from 7:30am to 1:00pm.

Director of Office Operations: Rodney Schlauch Jr. deferred his report to Janice Meyers' Township Administrator report.

Director of Parks and Recreation: Steve Bachman reported that the potato barn's roof was repaired at a cost of \$450.00. The Recreation Commission will be contacting the Heidelberg Township regarding putting up storage sheds for the baseball and soccer equipment.

Director of Public Works: David Fink will hold this report until the new business report.

Road Superintendent: Kevin Huber reported that the road department has been extremely plowing as well as maintaining the snow plows and trucks. He also mentioned that the road department cleaned out the bay in the garage and extra room for NOVA. Steve Bachman thanked the road crew for doing such a great job maintaining the roads this winter. He heard positive comments from the residents too.

Township Administrator: Janice Meyers reported that the 2014 annual audit began on February 18, 2015 and the liquid fuels audit was completed with no findings. She reported that Tara Jones has been entering moving permits, updating files and organizing the office by sorting paperwork by year and filing it away upstairs.

Township Zoning Officer: Chris Noll from Keystone Consulting Engineers reviewed Roy Stewart's zoning officer report. The office continues to follow through on complaints and zoning violation letters.

Township Engineer: The Engineer's Report consisted of the current projects which include the Jones Road Culvert and Werleys Corner Road Culvert. Motion by David Fink, seconded by Rodney Schlauch Jr. to allow Keystone Consulting Engineers to advertise for bids for both culverts. Motion carried. The Jones Road Culvert (dirt road) project is currently on hold by the Board of Supervisors. The survey work has been completed and the field data is currently being reduced and plotted to complete the drainage analysis for the Reservoir Road Culvert project.

Environmental Advisory Council Report: No report was given.

Subdivisions/Land Development: None

Old Business:

Recreation Field's Pedestrian Crosswalk: Steve Bachman reported that the Northwestern Recreation Commission will contact Northwestern Lehigh School about having the flashing lights on Northwest Road remain on from dusk to dawn or at least during events using the crosswalk.

Draft Special Event Ordinance: Atty. Charles Waters advised the Board of Supervisors to pay close attention to the size of the large group gathering and focus on increasing the number of people to a large amount. The Board tabled the discussion until next month's board meeting.

Employee Handbook Updates—Time Sheet Submission and Personnel File: David Fink noted to review page 17, sick leave, in the employee handbook and also Janice Meyers' suggestions. The Board tabled the discussion until next month's board meeting.

Delinquent Tax Collector Resolution—Northeast Revenue Service LLC: Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to advertise for the ordinance approving penalty, interest and fee schedule for delinquent tax collection. Motion carried.

New Business:

2015 Animal Control Agreement: Motion by David Fink, seconded by Rodney Schlauch Jr. to keep the same Animal Control Agreement as last year with the \$500 maximum township payout. Motion carried.

2015 Agreement for Web Master Services: Janice Meyers reported that Julie Lubinsky's 2015 Agreement for web master services is \$840.00, which decreased from last year's amount of \$1,700.00, and breaks down to 2 hr/month. Motion by David Fink, seconded by Rodney Schlauch Jr. to accept the 2015 Agreement for Web Master Services. Motion carried.

Ambulance—Office/Garage Modifications: David Fink reported several necessary modifications to NOVA's bay: the garage door is rehung, electrician relocated a 110 amp service, plumber "T'd" off existing faucet for a garden hose, will install a partial permanent barrier wall in first bay to allow easier washing of the ambulance, and will install a ceiling fan. Kevin Huber reported the cost in replacing one garage door is \$3,282.00 and \$19,710.00 to replace all six garage doors. Motion by Steve Bachman, seconded by David Fink to authorize the replacement of all six doors, however the installation of the ambulance bay door will be first and the other 5 will follow in late summer as the budget allows. Motion carried. Joe Solderich, NOVA's Director, mentioned that the ambulance subscriptions were mailed out, NOVA received 25 ambulance calls since they've been in Heidelberg Township and the ambulance is stationed here at the township building 24/7.

Public Comment: Phyllis Breininger, Heidelberg Township Tax Collector, reported that the same officers were elected at the LTCC meeting which she attended.

Correspondence: None.

Adjournment: Motion by David Fink, seconded by Rodney Schlauch Jr. to adjourn the meeting at 8:40pm. Motion carried.

Respectfully submitted as transcribed by Tara Jones,

Janice M. Meyers
Secretary to the Board of Supervisors