

March 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 February 19, 2015 regular monthly meeting: Motion by Rodney Schlauch Jr., seconded by David Fink to approve the February 19, 2015 regular monthly meeting minutes. Motion carried.

Public comment on agenda items: None

Executive Session: No executive session was held during the March 19, 2015 board meeting. Steve Bachman announced that two executive sessions were held at the Heidelberg Township Municipal Building prior to the March 19, 2015 7:30pm board meeting. The first was held on March 2, 2015 from 4:00pm to 5:30pm. Present were Steve Bachman, Rodney Schlauch Jr., David Fink, Janice Meyers, Kevin Huber and Atty. Edward Healy from Steckel and Stopp Law Offices and employee matters were discussed. The second executive session was held on March 19, 2015 from 4:30pm to 5:15pm. Present were Steve Bachman, Rodney Schlauch Jr., David Fink, Janice Meyers, Kevin Huber and Atty. Edward Healy from Steckel and Stopp Law Offices and employee matters were discussed.

Payment of bills: Motion by Rodney Schlauch Jr., seconded by David Fink to approve the payment of the bills General Fund checks # eft2042 – eft2068 and 19991 - 20035 and no State Fund checks. Motion carried.

Treasurer's Report:

General Fund Checking 1/31	35,042.04
Revenue and Transfers	52,075.45
Expenditures	<u>(33,891.01)</u>
General Fund Checking 2/27	53,226.48
General Fund Money Market 1/31	43,257.67
Revenue	45,165.51
Expenditures and Transfers	<u>(51,010.84)</u>
General Fund Money Market 2/27	37,412.34
State Fund Checking 1/31	1.00
Revenue and Transfers	0.00
Expenditures	<u>(0.00)</u>
State Fund Checking 2/27	1.00
State Fund Money Market 1/31	10,175.25
Revenue	2.34
Expenditures and Transfers	<u>(0.00)</u>
State Fund Money Market 2/27	10,177.59

Special Revenue Fund Savings 1/31	20,011.58
Revenue and Transfers	3.07
Expenditures and Transfers	<u>(0.00)</u>
Special Revenue Fund Savings 2/27	20,014.65
Recreation Fund Savings 1/31	2,200.24
Revenue and Transfers	0.34
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 2/27	2,200.58
Werleys Corner Road Turnback Fund 1/31	24,923.08
Revenue and Transfers	5.74
Expenditures and Transfers	<u>(0.00)</u>
Werleys Corner Road Turnback Fund 2/27	24,928.82
Fire Tax Fund 1/31	16,818.79
Revenue and Transfers	2.58
Expenditures and Transfers	<u>(0.00)</u>
Fire Tax Fund 2/27	16,821.37

Monthly Reports

Regional EMS Steering Committee Report: Steve Bachman reported that no meeting was held in February however a meeting is scheduled for March.

Fire Company: David Fink reported that the Germansville Fire Co. was notified to vacate any equipment they may have out of the potato cellar building. David Fink stated that as long as the Germansville Fire Co. gives Kevin Huber the information for the township sign, in a timely manner, the information will be posted. David Fink mentioned that the Germansville Fire Co. is looking to sell mugs to advertise for the 100th Anniversary celebration. Jay Scheffler reported that the election of officers stayed the same and the Germansville Fire Co. has responded to 27 calls this year. Jay Scheffler noted that there is a first responder class coming up in the fall and the fire company is working on recruitment and insurance business. Jay Scheffler mentioned that the breakfast with the Easter Bunny is coming up and that prior dinners/breakfasts have gone well at the fire company. Phyllis Breininger, resident, mentioned that the public can give a patron donation of \$1.00 to have their individual name printed in the bulletin and the public will get an opportunity to have their name put on a quilt for the Germansville Fire Company 100th Anniversary Celebration coming up July 11, 2015.

Ambulance Service: No report was given.

Director of Office Operations: No report was given.

Director of Parks and Recreation: Steve Bachman reported that the NW Recreation Commission signed a 3 year contract with Celebration Fireworks for their display of fireworks at "A Night In the Country". Steve Bachman reported that the Heidelberg Township Municipal Building will be contacted by the NWRC for the necessary UCC permits that will be required for the equipment storage sheds at the NYAA fields. He also said the NYAA requested to have a voting right and a member sit on the Board of the NWRC. The Supervisors agreed that the NYAA should have a voting member on the NWRC Board. Steve Bachman mentioned that on March 28, 2015 the yearly walk around will take place at the Rec Fields with the NWRC members.

Director of Public Works: David Fink requested that the annual road inspection take place during the beginning of April. David Fink reiterated that during February's board meeting the Board of Supervisors approved upgrades to NOVA's bay area in the garage. Steve Bachman requested that a "No Parking" sign be attached to NOVA's garage door in order to keep that area free of obstacles when the ambulance is entering or exiting its bay. Steve Bachman asked Kevin Huber to look into the sign placement.

Road Superintendent: Kevin Huber reported that the road department was able to get caught up on maintenance work when there was a break from plowing the snow. The road department was able to grade roads, especially the dirt roads, trim trees at select spots, and begin sweeping in the Heidelberg Heights and development areas. Kevin Huber mentioned, in the upcoming weeks, that the road department will be working on crack sealing and additional grading of roads.

Township Administrator: Janice Meyers reported that the 2014 annual financial audit was complete and the report review will be on April's board meeting agenda. She mentioned that PSATS is requesting donations of items for our troops to help thank those who serve. A donation box is in the hallway of the Heidelberg Township Municipal Building along with information about the program as well as a list of approved items that are acceptable to donate and those that are not. Donations will be accepted through Friday, April 17, 2015 until 4:00pm. Janice Meyers reported that Keystone Technologies upgraded the Wi-Fi and security systems for both the township and NOVA computers. Blue Ridge Cable installed two cable hook-ups, one in the township's board room and the other in NOVA's room, at no charge.

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. Chris Noll asked Atty. Charles Waters, Township Solicitor, what action can be taken regarding the parking of cars along Mantz Road. Chris Noll reported that the property owners have been notified several times about not parking along Mantz Road. Atty. Charles Waters requested Mr. Noll to document a week's worth of violations and, as a last resort, filing enforcement complaints with the magistrate is also an option.

Township Engineer: The Engineer's Report consisted of the current projects which include the Jones Road Culvert, Werleys Corner Road Culvert and Reservoir Road Culvert. For both the Jones Road Culvert and Werleys Corner Road Culvert, the plans are complete, specifications have been finalized for bidding and an invitation to bid is being advertised for a bid opening prior to the April board meeting. The survey work has been completed, the field data is currently being reduced and plotted, and the cross-sections are being finalized for the HEC-RAS hydraulic modeling for the Reservoir Road Culvert project.

Environmental Advisory Council Report: No report was given.

Subdivisions/Land Development: None

Old Business:

Draft Special Event Ordinance: The Board reviewed the draft special event ordinance, suggesting changes which include: only events having over 2,000 people in attendance will need to comply with this ordinance, some of the fee schedules indicated were changed and the timing for the use of speakers, amplifiers, etc. will not be allowed from 10:00pm through 8:00am.

Employee Handbook Updates—Time Sheet Submission and Personnel File: Steve Bachman requested that employees have access to both sets of files once a year, those kept in Kevin Huber's office file and those kept in Janice Meyers's office file. If an employee needs to view their employee file more than once a year, then these additional requests can be made through contacting the Board of Supervisors for approval. Steve Bachman recommended that every employee review the employee handbook once a year and sign that they have done so. Discussion will continue at next month's meeting.

Draft Parking Ordinance: Janice Meyers reported that Atty. Keith Strohl requested maps of the areas in question. Kevin Huber will contact Atty. Strohl regarding the roads requiring no parking.

New Business:

Appoint NOVA Board Member: Mark Smith told the Board that as a NOVA employee he could not be a voting member of the NOVA Board. Motion by David Fink, seconded by Rodney Schlauch, Jr. to appoint Mark Smith, NOVA EMT, as non-voting liaison. Motion carried.

Letter to 9-1-1 Communications Center: Janice Meyers explained she was in contact with Dan Bellesfield of the 9-1-1 Communications Center and he informed her that the comm. center uses the municipality that the tax parcel is located in per the Lehigh County Assessment Office as the determining factor as to EMS coverage. Steve Bachman requested that Janice Meyers modify the letter regarding NOVA coverage area and send a copy to Lynn Township and the Northwestern Lehigh School District.

Advertise Special Meeting for Joint Bid Award: Motion by David Fink, seconded by Rodney Schlauch, Jr. to advertise on April 2, 2015 at 7:30pm for the special meeting for the joint bid award. Motion carried.

Snow & Ice Mailbox Policy: David Fink recommended that any mailbox replacement not exceed \$50.00. Steve Bachman requested that Janice Meyers type a resolution for April's board meeting.

Annual Pension & Fireman's Relief Auditor General Report: The Board of Supervisors approved the signing the the Annual Pension & Fireman's Relief Auditor General Report for year ending 2014.

Ordinance #2015-1 – Approving penalty, interest and fee schedule for collection of delinquent real estate taxes: Motion made by David Fink, seconded by Rodney Schlauch, Jr. to adopt Ordinance # 2015-1. Motion carried.

Public Comment: Heidelberg Township resident, Wayne Frey, is concerned about trees leaning on Mountain Road and questioned how to get them taken care of. The Board of Supervisors authorized Atty. Charles Waters, Township Solicitor, to look into the matter and send a letter. Mark Smith, NOVA EMT, mentioned how Janice Meyers, Tara Jones and Kevin Huber have been very welcoming since NOVA has arrived at the township building. Steve Bachman reiterated that he has heard nothing but positive comments regarding the addition of NOVA in the community from the Heidelberg Township residents. Kevin Huber questioned the Board of Supervisors about a backup generator for the township building and was told to get on the list at Federal Surplus for a permanent generator. Kevin Huber informed the Board about an issue with the small section of Mill Creek Road off of Lime Kiln Road. This was part of the Mill Creek Acres – Costello subdivision in 1971. Atty. Waters will speak with Atty. Charles Stopp regarding this issue.

Correspondence: None

Adjournment: Motion by Rodney Schlauch Jr., seconded by Steve Bachman 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