

May 21, 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, Township Solicitor Atty. Keith Strohl from Steckel and Stopp Law Offices and Township Engineer Chris Noll from Keystone Consulting Engineers.

Pledge of Allegiance

Recording of Meeting: Charlie Perich video recorded the meeting.

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

Approve minutes of the April 16, 2015 regular monthly meeting and the May 7, 2015 special meeting: Motion by Rodney Schlauch Jr., seconded by David Fink to approve the April 16, 2015 regular monthly meeting minutes and the May 7, 2015 special meeting minutes. Motion carried.

Public comment on agenda items: Carl Breininger may have some questions.

Executive Session: Steve Bachman announced an executive session took place after the May 7, 2015 special meeting from 8:00pm to 8:10pm with Steve Bachman, Rodney Schlauch Jr., David Fink and Janice Meyers present. Personnel matters were discussed.

Payment of bills: Motion by David Fink, seconded by Rodney Schlauch Jr. to approve the payment of the bills General Fund checks # eft2097 – eft2120 and 20094 - 20136 and no State Fund checks. Motion carried.

Treasurer's Report:

General Fund Checking 4/1	29,608.36
Revenue and Transfers	61,248.63
Expenditures	<u>(65,362.37)</u>
General Fund Checking 4/30	25,494.62
General Fund Money Market 4/1	21,160.99
Revenue	30,994.67
Expenditures and Transfers	<u>(41,184.02)</u>
General Fund Money Market 4/30	10,971.64
State Fund Checking 4/1	1.00
Revenue and Transfers	0.00
Expenditures	<u>(0.00)</u>
State Fund Checking 4/30	1.00
State Fund Money Market 4/1	185,737.55
Revenue	61.07
Expenditures and Transfers	<u>(0.00)</u>
State Fund Money Market 4/30	185,798.62
Special Revenue Fund Savings 4/1	20,018.16
Revenue and Transfers	1.83
Expenditures and Transfers	<u>(19,000.00)</u>

Special Revenue Fund Savings 4/30	1,019.99
Recreation Fund Savings 4/1	2,200.97
Revenue and Transfers	0.36
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 4/30	2,201.33
Werleys Corner Road Turnback Fund 4/1	24,935.38
Revenue and Transfers	6.15
Expenditures and Transfers	<u>(0.00)</u>
Werleys Corner Road Turnback Fund 4/30	24,941.53
Fire Tax Fund Money Market 4/1	16,824.32
Revenue and Transfers	2.77
Expenditures and Transfers	<u>(0.00)</u>
Fire Tax Fund Money Market 4/30	16,827.09

Monthly Reports

Regional EMS Steering Committee Report: Jay Scheffler remarked that a meeting is being scheduled for June.

Fire Company: David Fink reported that the fire chief's cell phone has unlimited talk and text. Jay Scheffler updated the Board on the training the fire fighters have completed.

Ambulance Service: Mark Smith said NOVA is certifying for the Quick Response License. Steve Bachman asked for the number of members that are Heidelberg Township residents.

Director of Office Operations: Rodney Schlauch Jr. deferred to Janice for the office report.

Director of Parks and Recreation: Steve Bachman attended the rescheduled April meeting. The recreation commission is looking for used telephone poles.

Director of Public Works: David Fink commented that the road material bids were opened.

Road Superintendent: Kevin Huber reported that the road department worked with Lynn and Weisenberg to do paving. They also crack sealed and mowed. Discussion ensued about a shadow vehicle for mowing. Janice Meyers was asked to send a letter to PennDOT regarding the Telco quote for the repair of the traffic signal loop on Northwest Road.

Township Administrator: Janice Meyers presented her monthly report. She also stated that Keystone Technologies upgraded the QuickBooks program as required and moved the census program to her prior computer since the old computer is not functioning properly. She received 3 copier lease quotes. Motion by David Fink, seconded by Steve Bachman to have Janice and Rodney review the quotes and accept one that does not exceed \$1,800 a year including maintenance. Motion carried. The Board decided that only website links that pertain to local government issues, the school district and the Northwestern Recreation Commission will be listed on the township website.

Township Zoning Officer: Chris Noll presented his report.

Township Engineer: The Engineer's Report was reviewed. Chris Noll said that as an alternative to the culvert replacement on Jones Road, a elliptical pipe configuration may be feasible. KCE will look into this

option. For this option on Werleys Corner Road, DEP would need to approve it and also PennDOT due to the Turnback Program funding.

Environmental Advisory Council Report: Member Dawn Didra was present and said they did not hold a meeting this month.

Subdivisions/Land Development: None

Old Business:

Draft Special Event Ordinance and Amusement Tax Ordinance: Keith Strohl explained the Special Event or Large Gathering ordinance is a permitting ordinance whereas the amusement tax ordinance is a taxing ordinance. The Board felt the amusement tax ordinance may be too restrictive and time consuming to enforce. Keith will review the both ordinances for next meeting considering the Board's comments.

Employee Handbook Updates – The Board tabled this until next meeting.

Draft Parking Ordinance: Discussion regarding some changes to the proposed ordinance. Keith Strohl will update and present for next meeting.

Snow and Ice Mailbox Policy (Resolution #2015-13): The Board will review for next meeting.

2014 Audit Letter: The Board tabled this until next meeting. Steve Bachman stated he received the copy of the liquid fuel funds state audit and all was correct.

New Business:

Werleys Corner Road Culvert Project Bid Award: No action was taken. Will be discussed at next meeting.

Jones Road Culvert Project Bid Award: Motion by David Fink, seconded by Rodney Schlauch Jr. to reject all bids received. Motion carried. Project may be rebid at a future date.

Township Office Hours: The Board agreed that until a part-time zoning assistant is hired and trained the office hours will be Monday-Wednesday, 8:00am-12:00pm, 1:00pm-4:00pm and Thursday and Friday by appointment.

Phyllis Breininger, LTCC Delegate Report: There was no quorum at the LTCC meeting. She attended the TCC delegate convention.

NWLSD Ambulance Service: Janice Meyers sent the letter to the Lehigh County Communications Center. Atty. Marc Fisher, Lynn Township's solicitor, contacted Atty. Waters. Atty. Waters had stated to Janice that he will be sending information to the Board.

NWLSD Permits: A contractor for the school called and will be submitting plans for work in the high school, administrative offices and elementary school. Keith Strohl said that depending on how Heidelberg and Lynn Townships ordinances are written the elementary school work may need two sets of permits. The Board of Supervisors said the contractor should identify on the plans exactly where the work will be done.

Public Comment:

The Board agreed to review, in executive session, any applications received for both part-time jobs on Thursday, May 28, 2015 at 7:00pm with Janice and Kevin present.

Phyllis Breininger commented on issues she wanted addressed regarding roll back taxes due to the breach of Act 319. She has a tax certification that she cannot complete. Janice Meyers told the Board she is working with BCIU to resolve this issue.

Earl Zellner from Harter Farms explained to the Board about a drainage issue along his daughter Tara Jones' property at the corner of Harter Road and Reservoir Road. Kevin Huber said the township did a temporary fix but the water issue is on Reservoir Road, a state road. The Board asked Kevin Huber to contact Tim Fehr at PennDOT and the county soil conservation to meet with Earl Zellner, Kevin Huber, David Fink and Chris Noll on site.

Tara Jones addressed the Board about issues she had during her tenure as zoning assistant at the township. Discussion ensued with the Board and some meeting attendees.

Mark Smith told the Board that the Lehigh County Communications Center did not honor the township letter regarding the Northwestern Elementary School property.

Correspondence:

A donation request was received from the Sixth Lehigh Valley Watershed Conference to be held October 13, 2015. The Board agreed that the township cannot fund these requests.

Steve Bachman received a request from ICMA for a survey to be completed.

Adjournment:

Motion by Rodney Schlauch Jr., seconded by David Fink to adjourn the meeting at 9:40pm. Motion carried.

Respectfully submitted,

Janice M. Meyers
Secretary to the Board of Supervisors