

June 18, 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 Dawn Didra, 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 government officials: Matt Szuchyt from Senator Pat Browne's Office

Recognition of members of the press: None

Approve minutes of the May 21, 2015 regular monthly meeting: Motion by Rodney Schlauch Jr., seconded by David Fink to approve the May 21, 2015 regular monthly meeting and June 11, 2015 special meeting minutes. Motion carried.

Public comment on agenda items: None

Executive Session: Steve Bachman announced an executive session will take place with the Township Solicitor Atty. Keith Strohl, Steve Bachman, Rodney Schlauch Jr., David Fink, Janice Meyers and Kevin Huber. The executive session was held from 7:34pm to 7:48pm. Atty. Keith Strohl mentioned that employment related 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 #eft2121-ef2145 and 20137-20184 and State Fund check #1689. Motion carried.

Treasurer's Report:

|                                |                    |
|--------------------------------|--------------------|
| General Fund Checking 5/1      | 25,494.62          |
| Revenue and Transfers          | 55,925.43          |
| Expenditures                   | <u>(31,051.40)</u> |
| General Fund Checking 5/29     | 50,368.65          |
| General Fund Money Market 5/1  | 10,971.64          |
| Revenue                        | 121,132.25         |
| Expenditures and Transfers     | <u>(74,029.46)</u> |
| General Fund Money Market 5/29 | 58,074.43          |
| State Fund Checking 5/1        | 1.00               |
| Revenue and Transfers          | 0.00               |
| Expenditures                   | <u>(0.00)</u>      |
| State Fund Checking 5/29       | 1.00               |
| State Fund Money Market 5/1    | 185,798.62         |
| Revenue                        | 59.06              |
| Expenditures and Transfers     | <u>(0.00)</u>      |
| State Fund Money Market 5/29   | 185,857.68         |

|  |               |
|--|---------------|
| Special Revenue Fund Savings 5/1       | 1,019.99      |
| Revenue and Transfers                  | 0.16          |
| Expenditures and Transfers             | <u>(0.00)</u> |
| Special Revenue Fund Savings 5/29      | 1,020.15      |
| <br>                                   |               |
| Recreation Fund Savings 5/1            | 2,201.33      |
| Revenue and Transfers                  | 0.35          |
| Expenditures and Transfers             | <u>(0.00)</u> |
| Recreation Fund Savings 5/29           | 2,201.68      |
| <br>                                   |               |
| Werleys Corner Road Turnback Fund 5/1  | 24,941.53     |
| Revenue and Transfers                  | 5.95          |
| Expenditures and Transfers             | <u>(0.00)</u> |
| Werleys Corner Road Turnback Fund 5/29 | 24,947.48     |
| <br>                                   |               |
| Fire Tax Fund Money Market 5/1         | 16,827.09     |
| Revenue and Transfers                  | 2.78          |
| Expenditures and Transfers             | <u>(0.00)</u> |
| Fire Tax Fund Money Market 5/29        | 16,829.87     |

### Monthly Reports

Regional EMS Steering Committee Report: No report was given.

Fire Company: Paul Grothouse reviewed the agenda for the celebration of 100yr anniversary of the fire company on July 11. Charlie Perich questioned if excess funds from the fire tax are to be held in a truck fund by the fire company or the township. Keith Strohl, Township Solicitor said the fire company can keep the funds once turned over to them by the township and the township does not have jurisdiction over not-for-profit companies. Paul Grothouse said he would suggest renaming the Truck Fund the Truck & Apparatus Fund at the fire company meeting.

Ambulance Service: No report

Director of Office Operations: Rodney Schlauch Jr. announced there is a new part-time zoning assistant, Dawn Didra who started this week.

Director of Parks and Recreation: Steve Bachman reported that the NW Recreation Commission reviewed its bylaws. They are requesting Kevin deliver 2A stone and large rocks to the recreation fields for parking and to restrict driving on the fields.

Director of Public Works: Daniel Watt was hired as a part-time road worker. David Fink deferred to Kevin.

Road Superintendent: Kevin Huber reported that there have been numerous complaints about the modified stone they have been using. They had to change vendors, and the new stone is not the same quality. It meets regulated specifications, but it is rougher and does not pack as well. There have been reports of tires being damaged by the stone. Kevin looked into repeaters for the radios and they cannot be used with our system. The only solution for the current radios is to put a radio in a box on a tower to serve as a repeater. He will look into the cost. Tin has been put up on  $\frac{3}{4}$  of the back wall of the NOVA garage bay.

Township Administrator: Janice Meyers reported that she is training Dawn Didra who started on Monday and will be working 2 days a week until her other job is finished and then she will be working 3 days a week.

Township Zoning Officer: Chris Noll, from Keystone Consulting Engineers, said weed letters would be sent to several properties. Public comment from Susan Winser of Heidelberg Heights Road, regarding unlicensed, unregistered and junk vehicles being parked on the roads in the Heights. She was told the amended parking ordinance should alleviate this problem. The Board will be reviewing this for adoption at the next meeting.

Township Engineer: Chris Noll reviewed the engineer report. The Board of Supervisors authorized KCE to compare the costs of pipe vs culvert for Jones Road Culvert project and Werleys Corner Road Culvert project.

Environmental Advisory Council Report: Dawn Didra, EAC secretary reported that the EAC had a successful clean-up day at Bake Oven Knob on June 13, 2015 from 9:00am to 12:00pm. 3 EAC members and 3 community volunteers helped with the clean-up. Several bags of garbage and several bags of recyclables were collected. A guest speaker is scheduled to talk about pollinators at the July 14, 2015 EAC meeting.

Subdivisions/Land Development: None

#### Old Business:

Draft Large Gathering Ordinance, Amusement Ordinance and Parking Ordinance: Solicitor Keith Strohl asked for approval to advertise the Large Gathering, Amusement, and Parking ordinances. A motion to advertise the 3 ordinances was made by Rodney Schlauch Jr. and was seconded by David Fink. Motion carried.

Employee Handbook Updates - Time Sheet Submission and Personnel File: David Fink made a motion, seconded by Steve Bachman to approve the changes to the Employee handbook as drafted. Motion carried. The Board agreed that employees should sign a confirmation page each time they receive handbook updates.

Snow and Ice Mailbox Resolution: Rodney Schlauch Jr. made a motion, seconded by David Fink to adopt Resolution #2015-13 – Snow and Ice Mailbox Policy. Motion carried.

2014 Auditor Report: David Fink made a motion, seconded by Rodney Schlauch Jr. to approve the draft of the supervisors' response to the auditor's report. Motion carried.

Werleys Corner Road Culvert Project Bid Award: David Fink made a motion, seconded by Rodney Schlauch Jr. to reject all bids submitted for the Werleys Corner Road Culvert project that had been previously tabled. Motion carried.

NWLSD Ambulance Service: The Lehigh County 9-1-1 communication center sent a letter to the township stating that unless it received an agreement in writing from Heidelberg and Lynn Townships the NWLSD parcel which has the Northwestern Elementary School will stay as status quo. The Board asked Keith Strohl to check if any law states that the taxing authority is responsible for the health and safety of residents within their taxing parcels.

#### New Business:

Miracle League Request: A letter was received from the Miracle League of Lehigh Valley asking for permission to close portions of Sell Road for two events. They will provide traffic control. Janice said they will need a current certificate of insurance. David said they also need to control the loud speaker because of complaints from neighbors. Steve Bachman made a motion, seconded by David Fink to approve the request to close portions of Sell Road made by letter dated June 12, 2015 with the condition that the above requirements be met. Motion carried.

Public Comment:

Bill and Lisa Cope of Oriole Road – Their permit application for a pole barn was denied. Feels the denial was discriminatory and asks that it be looked into. They were previously approved for a special exception use as a commercial stable and now told they need a special exception for a indoor riding arena. Can the Board change or draft a new ordinance? Keith Strohl said the supervisors cannot make changes to the decision that was already made by the zoning hearing board. David Fink made a motion, seconded by Rodney Schlauch Jr. to waive the fees for Bill and Lisa Cope to take their case for an indoor riding arena before the zoning hearing board for a second time. Motion carried.

Correspondence:

Steve Bachman mentioned that Penn State Cooperative Extension sent the township a letter informing us that they will be spraying for mosquitoes.

Adjournment:

Motion by David Fink, seconded by Steve Bachman to adjourn the meeting at 8:45pm. Motion carried.

Respectfully submitted as transcribed by Dawn Didra,

Janice M. Meyers  
Secretary to the Board of Supervisors