

June 19, 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, Township Solicitor Atty. Keith Strohl from Steckel and Stopp Law Offices and Township Engineer Ryan Christman from Keystone Consulting Engineers. Janice Meyers kept record of the minutes.

Pledge of Allegiance

Recording of Meeting: None

Recognition of the Press: Elsa Kerschner from the East Penn Press was present.

Approve minutes: Motion by Rodney Schlauch Jr., seconded by David Fink to approve the May 15, 2014 regular 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, David Fink, and Rodney Schlauch Jr. The executive session was held from 7:33-7:43 and Keith Strohl announced that employment and legal 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 #eft1767-eft1794 and 19543 – 19599 and no State Fund checks. Motion carried.

Treasurer's Report:

General Fund Checking 5/1	22,231.53
Revenue and Transfers	93,665.22
Expenditures	<u>(96,704.30)</u>
General Fund Checking 5/30	19,192.45
General Fund Money Market 5/1	125,626.25
Revenue	88,847.61
Expenditures and Transfers	<u>(91,536.00)</u>
General Fund Money Market 5/30	122,937.86
State Fund Checking 5/1	1.00
Revenue and Transfers	0.00
Expenditures	<u>(0.00)</u>
State Fund Checking 5/30	1.00
State Fund Money Market 5/1	182,287.04
Revenue	59.94
Expenditures and Transfers	<u>(0.00)</u>
State Fund Money Market 5/30	182,346.98
Special Revenue Fund Savings 5/1	4,936.70
Revenue and Transfers	0.81
Expenditures and Transfers	<u>(0.00)</u>
Special Revenue Fund Savings 5/30	4,937.51

Recreation Fund Savings 5/1	2,196.93
Revenue and Transfers	0.36
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 5/30	2,197.29
Werleys Corner Road Turnback Fund 5/1	161,218.91
Revenue and Transfers	53.01
Expenditures and Transfers	<u>(0.00)</u>
Werleys Corner Road Turnback Fund 5/30	161,271.92

Monthly Reports

Regional EMS Steering Committee Report: No report was given.

Fire Company: David Fink and Jay Scheffler set up a procedure for contacting the township staff.

Director of Office Operations: Rodney Schlauch Jr. reported that he met with Janice Meyers regarding services available by the Zoning Office. He also mentioned that Janice Meyers would elaborate.

Director of Parks and Recreation: Steve Bachman attended the May Northwestern Recreation Commission meeting.

Director of Public Works: David Fink reported that the Stephenson's Equipment Tiger Mower has not been received. Kevin Huber added that the mower should arrive in Harrisburg for final assembly next week.

Road Superintendent: Kevin Huber reported that the pick-up truck is ordered and should arrive in 1 ½ months. He also presented the road report. The Board of Supervisors agreed to have Kevin Huber order the recycling sign. Kevin Huber might be able to obtain a grant for the battery back-up at the Northwest Road traffic light. The cost is \$10,000.00. David Fink asked Kevin Huber to contact ADT regarding the security alarm being activated.

Township Administrator: Janice Meyers reported that she attended the Lehigh Valley Chamber Municipal luncheon and the Lehigh County COG meeting. Tom Muller, the new county executive, introduced his staff. She assisted Ryan Christman with collecting information for the Werleys Corner Road vacation. Janice Meyers also reported that Tara Jones is learning how to file year end SEO reports. Rodney Schlauch Jr. and Janice Meyers agreed during their meeting that only limited services will be available on Friday's since the Zoning Office is not staffed. Also, the township staff needs up to 24hrs. to complete a request on any given day. Janice Meyers will attach a note on the front door as well as on the website. Janice Meyers also reviewed many zoning enforcement issues with Roy Stewart from Keystone Consulting Engineers. She mentioned that the Zoning Hearing Board continued the hearing for Greg & Margaret Brown which is scheduled for July 21, 2014 at 7:30 pm.

Township Zoning Officer: Ryan Christman presented the zoning officer report to the Board.

Township Engineer: Ryan Christman reviewed the engineer's report with the Board. The Board of Supervisors agreed to have Ryan Christman send out a Request For Proposal for Buckery Road Bridge and Mantz Road Bridge Scour Repair. Janice Meyers added that \$60,000.00 is budgeted.

Environmental Advisory Council Report: No one present to report. Janice Meyers reported that Priscilla Brennan attended the NWL seniors awards assembly and presented Jennifer Von Holt with the EAC scholarship check for \$100.00.

Subdivisions/Land Development: None

Old Business:

Lease for Cell Tower: Motion made by David Fink, seconded by Steve Bachman to adopt Resolution #2014-15 – Amendment of Crown Castle Cell Tower Lease Agreement. Motion carried.

Township Recycling – Signage: Kevin Huber will install the new township recycling sign once it is received.

Special Event / Amusement Tax Ordinance: Motion made by David Fink, seconded by Rodney Schlauch Jr. to table the review of the Special Event/Amusement Tax Ordinance. Motion carried.

Proposed parking ordinance: Atty. Keith Strohl reported that the parking regulations can be for all roads or only certain roads. Also, signs will be placed on roads when ordinance applies. The Board of Supervisors asked Keith Strohl and Steve Strack to draft a simplified ordinance for the next township meeting.

Lynn Township's proposed ordinances: Send Planning Commission comments to Lynn Township and request time for the Board of Supervisors to respond.

New Business

Ordinance #2014-1 – Amendments to the Township of Heidelberg Code of Ordinances: Motion made by David Fink, seconded by Rodney Schlauch Jr. to adopt the amendments to the Township of Heidelberg Code of Ordinances. Motion carried.

Add new fund and accounts: Dirty Girl – 100 LLC Escrow Fund and associated accounts: Motion made by Rodney Schlauch Jr., seconded by Steve Bachman to approve accounts 42.106 – DG 100 LLC Escrow Money Market, 341.020 – Interest Earnings, 361.247 – Escrow Revenue, 389.000 – Cash Balance Forward, 392.010 – Transfer From General Fund, and 492.010 – Transfer To General Fund. Motion carried.

Vacation of sections of Werleys Corner Road: Keystone Consulting Engineers are still working on getting plans from PennDot.

Bids for vehicle fuel and quotes for heating fuel: Heidelberg Township did not receive any bids for fuel and there were two advertisements. Quotes were accepted for heating fuel and vehicle fuel. Motion by David Fink, seconded by Rodney Schlauch Jr. to accept the bid from Suburban Propane item #1 – 1,500 gal. 89 octane gas, \$3.389 current, \$0.40 over rack. Motion by David Fink, seconded by Rodney Schlauch Jr. to accept the bid from Lessig Oil & Propane item #2 – 3,500 gal. #2 heating oil, \$3.02 current, \$0.20 over rack. Motion by David Fink, seconded by Rodney Schlauch Jr. to accept the bid from Lessig Oil & Propane item #3 – 5,500 gal. B5 bio-diesel, \$3.256 current, \$0.20 over rack. Motion by David Fink, seconded by Rodney Schlauch Jr. to accept the bid from Lessig Oil & Propane item #4 – 1500 gal. propane, \$1.549 current, \$0.30 over rack. Motion carried.

Resolution #2014-16—Establish fee for the use of each of the HLLW COG Rollers: Motion by David Fink, seconded by Rodney Schlauch Jr. to adopt Resolution #2014-16 which sets the cost of \$20.00/hr. for use of the roller. Motion carried.

Resolution #2014-17—Adopting a Traffic Control Sign Maintenance Policy: Kevin Huber divided the township into 4 sections. Motion by David Fink, seconded by Rodney Schlauch Jr. to adopt Resolution #2014-17 which will set a schedule to replace/update the signs every 10 years.. Motion carried.

Adopt SOP for Real Estate Tax Exceptions: Motion by Rodney Schlauch Jr., seconded by David Fink to remove “Do not include fire tax millage” from #5a on SOP for real Estate Tax Exceptions Bills. Motion by

Rodney Schlauch Jr., seconded by David Fink to adopt all 3 SOP's, "Real Estate Tax Assessment Changes, Real Estate Tax Exceptions Bills, and Real Estate Tax FTP Site Reports" with noted change. Motion carried.

LCATO Summer Convention Attendance: Motion by Steve Bachman, seconded by Rodney Schlauch Jr. to allow those township personnel who attended previous conventions to attend this year's convention. Motion carried.

Fire Tax Policy Revision: Motion by David Fink, seconded by Rodney Schlauch Jr. to adopt revised fire tax policy. Motion carried. Motion by David Fink, seconded by Rodney Schlauch Jr. to accept fire company expense report for 2013 expenses dated 5/22/14. Motion carried. Release first fire tax check for \$75,708.95.

Public Comment: None

Correspondence: The Board of Supervisors will review Carbon Lehigh Intermediate Unit's request for the Work Based Learning Program for the 2014-15 school year. The Board of Supervisors tabled it for next meeting.

Adjournment: Motion by Rodney Schlauch Jr., seconded by David Fink 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