

December 8, 2011

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 David Fink, Steve Bachman and Forrest Wessner III, Interim Administrator/Secretary-Treasurer Janice Bortz, Road Superintendent Kevin Huber, Township Engineer/Zoning Officer Roy Stewart and Township Solicitor Charles Waters.

Recording of Meeting: Resident Charlie Perich video recorded the meeting. Marion Callahan from the Morning Call newspaper video and audio recorded the meeting. Glen Nelson from the Northwestern Press newspaper audio recorded the meeting.

Approve minutes: Motion by Steve Bachman, seconded by Forrest Wessner III to approve the minutes of the November 10, 2011 hearing and regular meeting and the November 21, 2011 special meeting. Motion carried.

Public comment on agenda items: Resident Arnold Metzger may have comments on the yard waste agenda item.

Executive session: David Fink, Steve Bachman, Forrest Wessner III and Atty. Waters held an executive session from 7:35-7:40pm. Atty. Waters said the session was to discuss employment related matters.

Payment of bills: Motion by Steve Bachman, seconded by Forrest Wessner III to approve the payment of the bills General Fund Checks # eft934-eft963, 18034- 18082 and no State Fund Checks. Motion carried.

Treasurer's Report:

General Fund Checking 11/1	57,657.84
Revenue and Transfers	67,150.72
Expenditures	<u>(69,393.00)</u>
General Fund Checking 11/30	55,415.56
General Fund Money Market 11/1	97,812.55
Revenue	65,979.08
Expenditures and Transfers	<u>(66,224.97)</u>
General Fund Money Market 11/30	97,566.66
State Fund Checking 11/1	1.00
Revenue and Transfers	5,645.34
Expenditures	<u>(5,644.34)</u>
State Fund Checking 11/30	2.00
State Fund Money Market 11/1	7,787.38
Revenue	1.42
Expenditures and Transfers	<u>(5,645.34)</u>
State Fund Money Market 11/30	2,143.46
Special Revenue Fund Savings 11/1	21,645.38
Revenue and Transfers	7.12
Expenditures and Transfers	<u>(0.00)</u>
Special Revenue Fund Savings 11/30	21,652.50
Recreation Fund Savings 11/1	2,424.86

Revenue and Transfers	.80
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 11/30	2,425.66
Hunters Hill Road Bridge Fund 11/1	50,947.36
Revenue	23.04
Expenditures and Transfers	<u>(0.00)</u>
Hunters Hill Road Bridge Fund 11/30	50,970.40

Steve Bachman, Director of Office Operations, reported that Janice Bortz, Kathy Hermany and Roy Stewart met regarding the zoning office procedures. Janice Bortz and Steve Bachman will decide when Kathy Hermany may need to work additional hours.

Forrest Wessner III, Director of Parks and Recreation, said that Steve Bachman attended the Northwestern Recreation Commission meeting for November. Steve Bachman reported that the Night in the Country made an approximate profit of \$7,500. Alex Huber will repair the bleachers at the basketball court.

David Fink, Director of Public Works, said that Kevin Huber and Janice Bortz will be looking into replacing the window treatments in the municipal building.

Kevin Huber, Road Superintendent, reported that LTAP completed the traffic speed study for Hunters Hill Road. LTAP concluded a safe speed averaged 37.6 miles per hour. Mr. Huber said that Northwest Road is posted at 40 mph. The Board agreed 40 mph would be an ideal speed for Hunters Hill Road. Atty. Waters will proceed with an ordinance for the speed limit change. Kevin Huber said that he met with FEMA representatives, Roy Stewart and Janice Bortz for the Reservoir Road project. Roy Stewart will need to do an upstream/downstream study due to the water running to Jones Road. Mr. Stewart said a general permit is needed for the Jones Road project and the township crew can do the work. Mr. Huber said that 13 tires were not sold at the auction and will be taken to Henise Tire. The township will receive credit for the tire casings. The International truck sold for \$4,250.00 at the auction.

Janice Bortz, Interim Administrator, reported that a representative from PEMA was also at the Reservoir Road project meeting. Information is begin gathered for the completion of the grant paperwork. The PRINT township brochure will be printed in January of 2012. A newsletter will be completed early in 2012. Motion by Steve Bachman, seconded by Forrest Wessner III to release Bake Oven Land Co.'s letter of credit for their subdivision. Motion carried. Roy Stewart said all inspections have been completed.

Roy Stewart, Township Engineer/Zoning Officer, presented the Board with a proposal for zoning officer duties by him through Keystone Consulting Engineers. He also handed out a report on items he is working on as zoning officer and township engineer. Motion by Forrest Wessner III, seconded by Steve Bachman to have Roy Stewart apply for the general permit for Jones Road south of Mountain Road. Motion carried. The Board approved Roy Stewart to spend a couple of hours helping organize Dan Stonehouse's office if necessary.

EAC report: No one present.

Subdivision/Land Development:

Donald & Joan W. Witt – Lot Line Adjustment – Final: Plan represented by Mr. Witt and William Beitler of Beitler Land Surveying. Mr. Beitler explained the reasons for the lot line adjustment. Roy Stewart had no comments and said the Lehigh Valley Planning Commission letter was received. Motion by Forrest Wessner III, seconded by Steve Bachman to approve the Donald & Joan Witt lot line adjustment final plan, revision date 10/31/11. Motion carried.

David Masters – Fenstermacher Road Re-location/Vacation – Land Development – David Masters and Art Swallow represented the plan. Roy Stewart said a land development application was paid for and plans were submitted. The plans could either be recorded or a legal agreement can be drawn instead. Roy Stewart said the driveway exists for at least 10 years. David Masters will bear all costs with relocating and vacating parts of Fenstermacher Road. Motion by Steve Bachman, seconded by Forrest Wessner III to table the plan until next meeting for Roy Stewart's review. Motion carried.

Resident Carl Breininger said the pension plan should be under Old Business. He said that Steve Bachman and Dan Stonehouse were incorrect when they said an employee can take money out before he leaves township employment. Mr. Breininger spoke with our pension representative. Steve Bachman will review this.

Lazarus property: David Fink left a message for Grant Lazarus about setting up a meeting.

Hiring of Northwestern Recreation Commission employee: Motion by Forrest Wessner III, seconded by Steve Bachman to allow Alex Huber to work for the Northwestern Recreation Commission as a maintenance person until further notice. Motion carried.

Yard Waste Recycling: A letter was sent to Washington Township. Washington Township is looking at changing their program for yard waste.

Resolution #2011-24: Motion by Forrest Wessner III, seconded by Steve Bachman to adopt Resolution #2011-24 – designating an agent, Janice Bortz, to execute documents for public assistance due to Hurricane Irene. Motion carried.

Resolution #2011-25: Motion by Forrest Wessner III, seconded by Steve Bachman to adopt Resolution #2011-25 – Adopt budget for 2012. Motion carried. Resident Carl Breininger questioned the validity of the budget.

Resolution #2011-26: Motion by Forrest Wessner III, seconded by Steve Bachman to adopt Resolution #2011-26 – Adopt tax levy for 2012. Motion carried. No change in millage set at 2.3 mils.

Computer security: The Board agreed to review the two proposals received and discuss them at the next meeting.

Office staff and procedures: Steve Bachman handed out suggestions for the set up of personnel in the township office. Mr. Bachman spoke with Lynn Township about sharing services but the Board wishes to wait until the newly elected supervisor takes office before having any discussions. David Fink suggested holding a joint meeting with Washington, Lynn, Weisenberg and Lowhill Townships. The Board decided to keep the office with the current staffing for about six months and review other options as necessary.

Township Website: The Board gave Steve Bachman authorization to speak with the school district about having a student, possibly as a senior project, update the township website.

PSATS Conference attendance: Motion by Forrest Wessner III, seconded by Steve Bachman to approve attendance to the PSATS conference by the Board of Supervisors, the Secretary-Treasurer and the Road Superintendent. Motion carried.

Resident Charlie Perich to address Board: Resident Charile Perich gave his personal thoughts about the firing of Dan Stonehouse. He asked why all the computers were not being monitored. The Board is looking into options for a firewall system to be installed for all the computers.

Resident Arnold Metzger to address Board: Resident Arnold Metzger said he was out of town at the time of the firing. He read a list of questions to the Board and gave each supervisor a copy. David Fink asked him to fill out a Right-to-Know form.

Resident Carl Breininger to address Board: Resident Carl Breininger said his request under the Right-to-Know law was denied. He repeated his request to the Board, asking if they would allow the elected auditors to investigate computer usage by Dan Stonehouse. Atty. Waters responded that he had advised his clients to not comment on employment issues at this time. Atty. Waters said that a request for something to happen does not fall under the Right-to-Know law.

Appoint deferred compensation 457B plan administrator: Motion by Steve Bachman, seconded by Forrest Wessner III to appoint Janice Bortz as the 457B plan administrator. Motion carried.

Regional Emergency Services meetings representative: Steve Bachman said he would serve as the regional emergency services representative and attend the monthly meetings. David Fink will attend the December 21st meeting at the New Tripoli Fire Company in Mr. Bachman's absence.

January meeting dates: The Board agreed to advertise for the reorganization meeting on January 3, 2012 at 7:00pm followed by the regular supervisors meeting at 7:30pm. There will be no meeting the second Thursday in January.

Resident Dwayne Henritz to address Board: Resident Dwayne Henritz said the Board should put their personal agenda aside and agreed with Carl Breininger's and Charlie Perich's comments.

Public Comment: Resident Randy Metzger said there is a littering problem near his home. He asked if a no littering sign with the fine amount listed could be placed on Bake Oven Road at Church Road. David Fink will look into this matter. Resident Jane Hathaway expressed her concerns that township money may be being wasted due a fulltime administrator/zoning officer not having enough work to do. She remembers at many meetings Mr. Stonehouse saying he had nothing to report. The Board said that the supervisors did receive monthly reports from Mr. Stonehouse. Resident Teena Bailey commented that she knows many people that are happy the Board and the township. Resident Charlie Perich asked what the percentage of members of appointed boards and commissions were members of the RPA organization.

Correspondence: None

Adjournment: Motion by Steve Bachman, seconded by Forrest Wessner III to adjourn the meeting at 9:00pm. Motion carried.

Respectfully submitted,

Janice M. Bortz
Secretary to the Board of Supervisors