

January 4, 2016

The Heidelberg Township Board of Supervisors held their reorganization meeting at 7:30pm at the Municipal Building, 6272 Route 309, New Tripoli, PA 18066. Present were Supervisors Steven Bachman, David Fink and Rodney Schlauch Jr., Administrator/Secretary-Treasurer Janice Meyers, Road Superintendent Kevin Huber, Zoning Assistant Dawn Didra.

Pledge of Allegiance

Executive Session: Steve Bachman, Rodney Schlauch Jr., David Fink, and Kevin Huber met in executive session from 7:30pm to 7:40pm at which time Kevin Huber stepped out and Erik Lynch was called in until 8:04. The executive session ended at 8:10. Steve Bachman said employment related matters were discussed.

Recording of Meeting: Jennifer Bodish was taping the meeting.

Recognition of members of the press: Jennifer Bodish from the Northwestern Press.

Public comment on agenda items: Carl Breininger may have comments.

Reorganization Procedures

A motion was made by David Fink, seconded by Steve Bachman to appoint Rodney Schlauch Jr. as temporary Chairman. Motion carried. A motion was made by David Fink, seconded by Rodney Schlauch Jr. to appoint Dawn Didra as temporary Secretary. Motion carried.

A motion was made by Rodney Schlauch Jr., seconded by David Fink to appoint Steve Bachman as Chairman of the Board for 2016. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Rodney Schlauch Jr. as Vice-Chairman of the Board for 2016. Motion carried.

A motion was made by Rodney Schlauch Jr., seconded by Steve Bachman, to appoint Janice Meyers as Township Administrator / Secretary-Treasurer for 2016. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to set the amount of the Treasurer's bond at \$500,000 for 2016. Motion carried.

A motion was made by Rodney Schlauch Jr., seconded by David Fink, to appoint Steckel and Stopp Law Offices as Township Solicitor for 2016. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to temporarily suspend the reorganization procedures. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to terminate Erik Lynch for cause. Motion carried. Yes – 2 votes, David Fink, Steve Bachman. No – 1 vote, Rodney Schlauch Jr.

A motion was made by David Fink to re-open the reorganization procedures, then withdrawn.

A motion was made by David Fink, seconded by Rodney Schlauch Jr. to pay Erik Lynch thru 1/4/16. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to re-open reorganization procedures. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint Keystone Consulting Engineers as Township Engineer for 2016. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to advertise the following township meetings for 2016: Supervisors meetings, 7:30pm – 1/21 2/18, 3/17, 4/21, 5/19, 6/16, 7/21, 8/18, 9/15, 10/20, 11/17, 12/15; Planning Commission meetings, 7:30pm – 1/25, 2/29, 3/28, 4/25, 5/23, 6/27 7/25, 8/29, 9/26, 10/31, 11/28, 12/19; Zoning Hearing Board meetings as required, 7:30pm - 1/18, 2/15, 3/21, 4/18, 5/16, 6/20, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19; EAC meetings, 7:30pm – 2/9, 3/8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/8, 12/13. Motion carried.

A motion was made by Steve Bachman, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-1 establishing a fee schedule for engineering or municipal consultant fees for subdivision and land development review and for legal consultant fees. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-2 appointing Douglas Teitze to serve on the Planning Commission for a term of 4 years ending 12/31/19. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-3 appointing Christine Bailey to serve on the Planning Commission for a term of 4 years ending 12/31/19. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-4 appointing Andrew Toth to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/18. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-5 appointing Dawn Didra to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/18. Motion carried.

A motion was made by Steve Bachman, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-6 appointing Jonathan Jakum to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/18. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to appoint Priscilla Brennan as the Chair for the Environmental Advisory Council for the year 2016. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to table Resolution #2016-7 appointing a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/20 and Resolution #2016-8 appointing an alternate member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/20. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to appoint Lee Behler as Chairman of the Vacancy Board for 2016. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to appoint Keystone Consulting Engineers as the Zoning Officer and Enforcement Officer of all ordinances at a rate set by the KCE fee schedule for 2016. Motion carried.

A motion was made by Steve Bachman, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-9 – to appoint Keystone Consulting Engineers as Sewage Enforcement Officer for 2016 and to appoint Scott Beiber as alternate Sewage Enforcement Officer for 2016 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint Carl Wolfe Jr. of Home Site Services as alternate Sewage Enforcement Officer for 2016 only for any open permits or projects as of 12/31/15 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint CodeMaster Inspection Services as Building Inspector, Plumbing Inspector, Electrical Inspector and Building Code Official at a rate set by a fee schedule resolution for 2016. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to appoint Blue Mountain Inspection Service LLC as Building Inspector, Plumbing Inspector and Electrical Inspector at a rate set by a fee schedule resolution for 2016. Motion carried.

A motion was made by Rodney Schlauch Jr., seconded by David Fink, to adopt Resolution #2016-10 appointing Phyllis Breininger as voting delegate and Janice Meyers as alternate delegate to the Lehigh Tax Collection Committee for the year 2016. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to recommend for appointment Kevin Baer as Emergency Management Coordinator and to appoint Josh Bingham as Deputy Emergency Management Coordinator for 2016. Motion carried.

A motion was made by Rodney Schlauch Jr., seconded by David Fink, to set the yearly salary of the Township Administrator/Secretary-Treasurer at \$49,500.00 for 2016. Motion carried.

A motion was made by Rodney Schlauch Jr., seconded by David Fink, to appoint Dawn Didra as part-time Zoning Assistant / Office Secretary at an hourly wage of \$14.50 for 2016. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to appoint Kevin Huber as Road Master Superintendent at an hourly wage of \$25.50 for 2016. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to appoint Travis Moyer as full-time Road Crew Worker at an hourly wage of \$20.50 for 2016. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to appoint Jonathan Pasioka as full-time Road Crew Worker at an hourly wage of \$17.50 for 2016. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to appoint Daniel Watt as full-time Road Crew Worker at an hourly wage of \$17.50 for 2016. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint David Fink, Steve Bachman, Rodney Schlauch Jr. as part time working Roadmasters for 2016. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint Rodney Schlauch Jr. as Director of Office Operations for 2016. Motion carried.

A motion was made by Steve Bachman, seconded by Rodney Schlauch Jr., to appoint David Fink as Director of Public Works for 2016. Motion carried.

A motion was made by Rodney Schlauch Jr., seconded by David Fink, to appoint Steve Bachman as Director of Parks and Recreation for 2016. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint the Director of Parks and Recreation as the township representative for the Northwestern Recreation Commission and the Director of Office Operations and Director of Public Works as alternate representatives for 2016. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to approve the attendance of the Board of Supervisors, Township Administrator, Road Superintendent and Zoning Assistant at the 2016 PSATS conference paying reasonable expenses as allowed by the Second Class Township Code. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to appoint Janice Meyers as voting delegate to the 2016 PSATS Conference. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to set the mileage reimbursement rate at 50 cents per mile through the year 2016. Motion carried. Yes – 2 votes, David Fink, Rodney Schlauch Jr. No – 1 vote, Steve Bachman.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-11 setting the employee pension contribution made by the township at 10% of annual regular wages per full-time employee for the year 2016. Motion carried.

A motion was made by Steve Bachman, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-12 setting the fee schedules for 2016. Motion carried.

#### End Reorganization Procedures

Resolution #2016-13: A motion was made by Steve Bachman, seconded by Rodney Schlauch Jr., to adopt Resolution #2016-13 – amending Right-To-Know resolution appointing the Township Administrator as AORO and the Zoning Assistant/Office Secretary as the alternate AORO. Motion carried.

Resolution #2016- 14: A motion was made by David Fink, seconded by Steve Bachman to adopt Resolution #2016-14 – authorizing lease/purchase financing through F.N.B. Commercial Leasing for a POWERCO new Case backhoe. Motion carried.

A motion was made by David Fink, seconded by Rodney Schlauch Jr., setting the financing term at quarterly payments for 5 years. Motion carried.

LCATO Business Dinner Meeting: A motion was made by Steve Bachman, seconded by David Fink to invite the following people to the LCATO Business Dinner Meeting – Feb. 5<sup>th</sup> at the township's expense: Supervisors, Township Administrator, Zoning Assistant, Tax Collector and Auditors. Guests and Planning Commission and Zoning Hearing Board members will be at their own expense of \$20.00 per person.

Pipe Purchase: After discussion, the Board agreed that Kevin should purchase the squash pipe for the two road projects.

David Fink suggested that at the next meeting benefits need to be discussed and the possibility of an employee co-pay.

Public Comment: Carl Breininger asked if the Board of Supervisors fired an employee during the break from the reorganization procedures. Steve Bachman answered yes an employee was terminated with cause.

Erik Lynch stated that he was concerned about the fact that he and the rest of the road crew worked without a lunch break for the last 7 years. They took break at 6:30 and again at 9:30 then worked without lunch or an afternoon break. He feels it is a safety issue. Steve Bachman replied that this was something that Kevin Huber and the road crew worked out and agreed on.

Adjournment: A motion was made by David Fink, seconded by Steve Bachman to adjourn the meeting at 8:42pm. Motion carried.

Respectfully submitted as transcribed by Dawn Didra,

Janice M. Meyers  
Secretary to the Board of Supervisors