

January 3, 2017

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 and David Fink, Administrator/Secretary-Treasurer Janice Meyers, Road Superintendent Kevin Huber. Zoning Assistant Dawn Didra was absent.

Pledge of Allegiance

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

Recording of Meeting: None.

Executive Session: Steve Bachman and David Fink met in executive session from 7:34pm to 7:44pm. Steve Bachman said employee performance issues were discussed.

Public comment on agenda items: None.

Reorganization Procedures:

A motion was made by David Fink, seconded by Steve Bachman to appoint Kevin Huber as temporary Chairman and Janice Meyers as temporary Secretary. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Steve Bachman as Chairman of the Board for 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint David Fink as Vice-Chairman of the Board for 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Janice Meyers as Township Administrator / Secretary-Treasurer for 2017. Motion carried.

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

Appointment of Supervisor: A motion was made by Steve Bachman, seconded by David Fink to appoint Jonathan Jakum as township supervisor with his term ending January 1, 2018. Motion carried. David Fink commented that Jonathan was unable to attend the meeting due to illness. .

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

A motion was made by David Fink, seconded by Steve Bachman to set the amount of the Treasurer's bond at \$500,000 for 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Steckel and Stopp Law Offices as Township Solicitor for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Keystone Consulting Engineers Inc. as Township Engineer for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to advertise the following township meetings for 2017: Supervisors meetings, 7:30pm – 1/19, 2/16, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/21, 10/19, 11/16, 12/21; Supervisor budget/special meetings, at 6:30pm - 9/21, 10/19, 11/16, 12/21, Planning Commission meetings, 7:30pm – 1/30, 2/27, 3/27, 4/17, 5/22, 6/26, 7/31, 8/28, 9/25, 10/30, 11/27, 12/18; Zoning Hearing Board meetings as required, 7:30pm - 1/16, 2/20, 3/20, 4/17, 5/15, 6/19, 7/17, 8/21, 9/18, 10/16, 11/20, 12/18; EAC meetings, 7:30pm – 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-1 establishing a fee schedule for engineering or municipal consultant fees for subdivision and land development review and for legal consultant fees. Motion carried.

David Fink asked Janice Meyers to provide the Board with a fee schedule from the Zoning Hearing Board solicitor.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-2 appointing Mark Steidinger to serve on the Planning Commission for a term of 4 years ending 12/31/20. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to adopt Resolution #2017-3 appointing Sidney German to serve on the Planning Commission for a term of 4 years ending 12/31/20. Motion carried. .

A motion was made by David Fink, seconded by Steve Bachman to adopt Resolution #2017-4 appointing Brian Alnutt to complete the term of Rodney Schlauch Jr. on the Planning Commission ending 12/31/19. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to adopt Resolution #2017-5 appointing Dillon Turner to complete the term of Douglas Tietze on the Planning Commission ending 12/31/19. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to adopt Resolution #2017-6 appointing Donald Billig as an alternate member of the Planning Commission for a term of 4 years ending 12/31/20. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-7 appointing Stephen Dymond to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/19. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-8 appointing Mary Beth Dolinich to serve as alternate member on the Zoning Hearing Board for a term of 3 years ending 12/31/19. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-9 appointing Morgan Kunkel to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/19. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Priscilla Brennan as the Chair for the Environmental Advisory Council for the year 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to adopt Resolution #2017-10 appointing Gregory Snyder as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/21. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Lee Behler as Chairman of the Vacancy Board for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Keystone Consulting Engineers Inc. as the Zoning Officer and Enforcement Officer of all ordinances at a rate set by the KCE fee schedule for 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-11 – to appoint Keystone Consulting Engineers Inc. as Sewage Enforcement Officer for 2017 and to appoint Scott Bieber as alternate Sewage Enforcement Officer for 2017 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman 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 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink 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 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-12 appointing Phyllis Breininger as voting delegate and Janice Meyers as alternate delegate to the Lehigh Tax Collection Committee for the year 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to set the yearly salary of the Township Administrator/Secretary-Treasurer at \$50,250.00 for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Dawn Didra as part-time Alternate Zoning Officer / Office Secretary at an hourly wage of \$15.50 for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Kevin Huber as Road Master Superintendent at an hourly wage of \$26.00 for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Travis Moyer as Road Crew Worker at an hourly wage of \$21.00 for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Jonathan Pasioka as Road Crew Worker at an hourly wage of \$18.00 for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Daniel Watt as Road Crew Worker at an hourly wage of \$18.00 for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint David Fink, Steve Bachman and Jonathan Jakum as part time working Road Masters for 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Jonathan Jakum as Director of Office Operations for 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint David Fink as Director of Public Works for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Steve Bachman as Director of Parks and Recreation for 2017. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman 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 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to approve the attendance of the Board of Supervisors, Township Administrator, Road Superintendent and Alternate Zoning Officer at the 2017 PSATS conference paying reasonable expenses as allowed by the Second Class Township Code. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Janice Meyers as voting delegate to the 2017 PSATS Conference. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to set the mileage reimbursement rate at current IRS rate per mile through the year 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-13 setting the employee pension contribution made by the Township at 10% (ten percent) of annual gross wages per full-time employee for the year 2017. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to adopt Resolution #2017-14 setting the fee schedules for 2017. Motion carried.

End Reorganization Procedures

LCATO Business Dinner Meeting – February 10th: Motion by Steve Bachman, seconded by David Fink to allow the attendance same as last year of the Board of Supervisors, Township Administrator, Alternate Zoning Officer, Elected Auditors, Tax Collector and Solicitor with the township paying for the \$20.00 registration fee. Motion carried.

Public Comment: Janice Meyers mentioned the blower that Forrest Wessner III had loaned the township a few years ago. Mr. Wessner asked for \$1,800 for the township to purchase the blower. Kevin Huber agreed with the purchase. Motion by David Fink, seconded by Steve Bachman to purchase the blower from Forrest Wessner III for \$1,800. Motion carried.

Discussion regarding the truck purchase. Janice Meyers will contact local banks for interest rates and provide amortization schedules for the Board at the January 19th meeting.

Discussion regarding heating/cooling system. Kevin Huber should get prices for a buried and above ground propane tank. The Board agreed to keep the middle garage bay as fuel oil for now.

Steve Bachman commented that he has a spreadsheet that he would like to have on the township website comparing different millage rates with assessed values. The Board agreed.

Adjournment: Motion by David Fink, seconded by Steve Bachman to adjourn the meeting at 8:11pm. Motion carried.

Respectfully submitted,

Janice M. Meyers
Secretary to the Board of Supervisors