

January 2, 2018

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 Jonathan Jakum, Administrator/Secretary-Treasurer Janice Meyers, Road Superintendent Kevin Huber and Zoning Assistant Dawn Didra..

Pledge of Allegiance

Recognition of members of the press: Elsa Kerschner from the Northwestern Press

Recording of Meeting: None.

Executive Session: Steve Bachman, David Fink and Jonathan Jakum met in executive session from 7:31pm to 7:49pm. Steve Bachman said employee performance issues were discussed.

Public comment on agenda items: None.

Reorganization Procedures:

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

A motion was made by David Fink, seconded by Jonathan Jakum to appoint Steve Bachman as Chairman of the Board for 2018. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum to appoint David Fink as Vice-Chairman of the Board for 2018. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Janice Meyers as Township Administrator / Secretary-Treasurer for 2018. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to set the amount of the Treasurer's bond at \$500,000 for 2018. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Steckel and Stopp Law Offices as Township Solicitor for 2018. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Keystone Consulting Engineers as Township Engineer for 2018. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to advertise the following township meetings for 2018: Supervisors meetings, 7:30pm – 1/18, 2/15, 3/15, 4/19, 5/17, 6/21, 7/19, 8/16, 9/20, 10/18, 11/15, 12/20; Supervisor budget/special meetings, at 6:30pm - 9/20, 10/18, 11/15, 12/20, Planning Commission meetings, 7:30pm – 1/29, 2/26, 3/26, 4/30, 5/21, 6/25, 7/30, 8/27, 9/24, 10/29, 11/26, 12/17; Zoning Hearing Board meetings as required, 7:30pm - 1/15, 2/19, 3/19, 4/16, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17; EAC meetings, 7:30pm – 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/11, 10/9, 11/13, 12/11. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum, to adopt Resolution #2018-1 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 Jonathon Jakum, seconded by David Fink, to adopt Resolution #2018-2 appointing Patti Fenstermacher to serve on the Planning Commission for a term of 4 years ending 12/31/21. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2018-3 appointing Michael Bailey to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/20. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2018-4 appointing Priscilla Brennan to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/20. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Priscilla Brennan as the Chair for the Environmental Advisory Council for the year 2018. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2018-5 appointing Jeffrey Christman as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/22. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink to appoint Lee Behler as Chairman of the Vacancy Board for 2018. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink to appoint Keystone Consulting Engineers as the Alternate Zoning Officer and Enforcement Officer of all ordinances at a rate set by the KCE fee schedule for 2018. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2018-6 – to appoint Keystone Consulting Engineers as Sewage Enforcement Officer for 2018 and to appoint Scott Bieber as alternate Sewage Enforcement Officer for 2018 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Code Master Inspection Services as Building Inspector, Plumbing Inspector, Electrical Inspector and Building Code Official at a rate set by a fee schedule resolution for 2018. Motion carried.

A motion was made by Jonathan Jakum, 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 2018. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to adopt Resolution #2018-7 appointing Phyllis Breininger as voting delegate and Janice Meyers as alternate delegate to the Lehigh Tax Collection Committee for the year 2018. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum, to set the yearly salary of the Township Administrator/Secretary-Treasurer at \$51,500.00 for 2018. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink to appoint Dawn Didra as fulltime Zoning Officer / Office Secretary at an hourly wage of \$18.00 for 2018. 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 \$26.50 for 2018. 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 \$22.00 for 2018. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Jonathan Pasioka as Road Crew Worker at an hourly wage of \$18.50 for 2018. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum to appoint Daniel Watt as Road Crew Worker at an hourly wage of \$19.00 for 2018. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to appoint David Fink, Steve Bachman, Jonathan Jakum as part time working Roadmasters for 2018. Motion carried.

A motion was made by David Fink, seconded by David Fink to appoint Jonathan Jakum as Director of Office Operations for 2018. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathon Jakum, to appoint David Fink as Director of Public Works for 2018. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum to appoint Steve Bachman as Director of Parks and Recreation for 2018. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum 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 2018. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum to approve the attendance of the Board of Supervisors, Township Administrator, Road Superintendent and Zoning Officer at the 2018 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 2018 PSATS Conference. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink to set the mileage reimbursement rate at current IRS rate per mile through the year 2018. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum to adopt Resolution #2018-8 setting the employee pension contribution made by the Township at 10% of annual gross wages per full-time employee for the year 2018. Motion carried.

A motion was made by Jonathan Jakum to set the participating employee's contribution toward the health insurance premium at 5% of each employee's total premium and David Fink amended the motion to be 10%. Steve Bachman seconded the motion as originally stated by Jonathan Jakum to set the participating employee's contribution toward the health insurance premium at 5% of each employee's total premium to be deducted as a payroll deduction each pay period. 2 yes votes – Jonathan Jakum, Steve Bachman, 1 no vote – David Fink. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum to adopt Resolution #2018-9 setting the fee schedules for 2018. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink to adopt Resolution #2018-10– Contract agreement with CodeMaster Inspection Service ending 12/31/20. Motion carried.

End Reorganization Procedures

LCATO Business Dinner Meeting – Feb. 9th – Motion by Steve Bachman, seconded by David Fink to approve the attendance same as last year and also the planning commission chair and road superintendent paying \$25.00 per person registration fee. Motion carried.

Resolution #2018-11 – Opposition to House Bill 1620 (PN2146) entitled the “Wireless Infrastructure Deployment Bill” – Motion by Steve Bachman, seconded by Jonathan Jakum to adopt Resolution #2018-11. Motion carried.

Public Comment: David Fink asked to have the review of office hours on the next meeting agenda.

Adjournment: Motion by Jonathan Jakum, seconded by David Fink to adjourn the meeting at 8:10pm. Motion carried.

Respectfully submitted,

Janice M. Meyers
Secretary to Board of Supervisors