

January 18, 2018

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 Steven Bachman, David Fink, and Jonathan Jakum, Administrator/Secretary-Treasurer Janice Meyers, Road Superintendent Kevin Huber, Zoning Officer Dawn Didra, Township Solicitor Atty. Charles Waters from Steckel and Stopp Law Offices, and Ryan Christman from Keystone Consulting Engineers attended as Township Engineer.

Pledge of Allegiance

Recording of Meeting: None

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

Approve minutes of the December 21, 2017 regular monthly meeting and January 2, 2018 reorganization meeting: David Fink made a motion to approve the minutes of the December 21, 2017 regular monthly meeting and January 2, 2018 reorganization meeting. Jonathan Jakum seconded the motion. Motion carried.

Public comment on agenda items: Steven Bachman had 2 additions to the agenda. Emergency Management Coordinator under Monthly Reports and Multi-Municipal Plan update under New Business.

Executive session: At 7:31pm Steven Bachman, David Fink, Jonathan Jakum, Charles Waters and Phyllis Breininger met in executive session to discuss personnel matters until 7:35pm. At 7:36pm, Steven Bachman, David Fink, Jonathan Jakum, Charles Waters, Janice Meyers, and Dawn Didra met in executive session to discuss personnel matters until 7:43pm.

Payment of bills: Motion by Jonathan Jakum, seconded by David Fink to approve the payment of the bills General Fund checks # eft3023 – eft3048 and 21579 - 21614 and No State Fund checks. Motion carried.

Monthly Reports

Regional EMS Steering Committee Report: No Report.

Fire Company: David Fink reported that the Fire Company will be selling wings for super bowl parties-take out only.

Emergency Management Coordinator: Josh Bingham was introduced as the newly appointed township emergency management coordinator for the joint plan with Lynn Township. He has reviewed the current plan and working on how to best update it.

Ambulance Service: Steven Bachman read from the NOVA monthly report.

Director of Office Operations: Jonathan Jakum gave his report.

Director of Parks and Recreation: No Report

Director of Public Works: David Fink gave his report. Members of the road crew have made offers on some unused small equipment. Steven Bachman, Jonathan Jakum and David Fink all agreed that David Fink would accept a reasonable offer rather than having to pay to dispose of it.

Road Superintendent: Kevin Huber gave his report.

Township Administrator: Janice Meyers gave her report. Penn State Cooperative Extension has an educational webinar series that Priscilla Brennan and Dawn Didra are interested in viewing. Steven Bachman, David Fink and Jonathan Jakum all agreed the Township should pay for the series and all committee members should be invited to view them together at the Township Building.

Township Zoning Officer: Dawn Didra reported on current and on-going investigations of violations and permit application reviews. Dawn also reported that she has been in contact with Alice Wanamaker from Greater LV Chamber of Commerce and Anne Arsenault from the Fire Company to start planning/discussions for a Farm/Farm to Table Festival and will be meeting with them soon.

Township Engineer: Ryan Christman, from Keystone Consulting Engineers gave his report.

Environmental Advisory Council Report: No report.

Subdivisions/Land Development

None

Unfinished Business:

None

New Business:

Review office hours: Office to remain open during lunch and will remove the "limited services on Fridays". New office hours will be 8:00 am to 4:00 pm Monday thru Friday.

Clarification of Dawn Didra's appointment: A motion was made by Jonathan Jakum and seconded by David Fink to appoint Dawn Didra as Zoning Officer, Enforcement Officer of all other ordinances and Parking Enforcement Officer and Office Assistant. Motion carried.

Clarification of Keystone Consulting Engineers Inc. appointment: A motion was made by Jonathan Jakum and seconded by David Fink to appoint Keystone Consulting Engineers Inc. as Alternate Zoning Officer, Alternate Enforcement Officer of all other ordinances and Alternate Parking Enforcement Officer. Motion carried.

Discuss procedure for selling of township personal property valued at less than \$2,000: Previously discussed. The Board felt no need for a procedure..

Review of Joint Memorandum of Understanding for the recruitment and retention of volunteer fire fighters: The Board gave comments to be sent for consideration.

Junk yard permit renewal request: A motion was made by David Fink and seconded by Steven Bachman to accept the junk yard permit renewal request for 6134 PA Route 309. Motion carried

Review of proposed zoning, SALDO and other ordinance updates: The Board agreed to pass the ordinances to planning commission for review.

Multi-Municipal Regional Comprehensive Plan: Janice Meyers, Dawn Didra, and Steven Bachman attended the first meeting to discuss updating the Multi-Municipal Regional Comprehensive Plan. The plan was adopted in 2004 and is in need of an update. A second meeting is set for February 6, 2018 at 5:30 pm. Meetings are open to the public.

Public Comment:

None

Correspondence:

Letter from Governor Wolf regarding EMC appointment: Joshua Bingham's appointment was confirmed.

LVPC letter regarding Lehigh Valley General Assembly meetings: There will be 3 meetings in 2018. David Fink will attend the first meeting on January 30th.

Adjournment:

A motion was made by Steven Bachman, and seconded by Jonathan Jakum to adjourn the meeting at 8:35 pm. Motion carried.

Respectfully submitted as transcribed by Dawn Didra,

Janice M. Meyers
Secretary to the Board of Supervisors