

January 7, 2019

The Heidelberg Township Board of Supervisors held their reorganization meeting at 7:00pm 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

Recording of Meeting: None.

Recognition of Press: Elsa Kerschner from the Northwestern Press

Executive Session: Steve Bachman, David Fink, Jonathan Jakum and Atty. Charles Waters met in executive session from 7:00pm to 7:25pm to discuss personnel and real estate matters.

Public Comment on Reorganization Procedures: Motion by David Fink, seconded by Steve Bachman to recommend to the auditors to set the working supervisors pay at the highest rate of current workforce in that category. Motion carried.

Reorganization Procedures:

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

A motion was made by David Fink, seconded by Jonathan Jakum to appoint Steve Bachman as Chairman of the Board for 2019. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman to appoint Jonathan Jakum as Vice-Chairman of the Board for 2019. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Janice Meyers as Township Administrator / Secretary-Treasurer for 2019. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to set the amount of the Treasurer's bond at \$700,000 for 2019. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Steckel and Stopp Law Offices as Township Solicitor for 2019. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to appoint Keystone Consulting Engineers as Township Engineer for 2019. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to advertise the following township meetings for 2019: Supervisors meetings, 7:30pm – 2/28, 3/21, 4/18, 5/16, 6/20, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19; Supervisor budget/special meetings, at 7:00pm - 9/19, 10/17, Planning Commission meetings as required, 7:30pm – 1/28, 2/25, 3/25, 4/29, 5/20, 6/24, 7/29, 8/26, 9/30, 10/28, 11/25, 12/30; Zoning Hearing Board meetings as required, 7:30pm -, 1/21, 2/18, 3/18, 4/15, 5/20, 6/17, 7/15, 8/19, 9/16, 10/21, 11/18, 12/16; EAC meetings, 7:30pm – 2/12, 3/12, 4/6, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum, to adopt Resolution #2019-1 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 Jonathan Jakum, to adopt Resolution #2019-2 appointing Priscilla Brennan to serve on the Planning Commission for a term of 4 years ending 12/31/22. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2019-3 appointing Brian Alnutt to serve on the Planning Commission for a term of 4 years ending 12/31/22. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2019-4 appointing Andrew Toth to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/21. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to adopt Resolution #2019-5 appointing Dawn Didra to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/21. 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 2019. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum, to adopt Resolution #2019-6 appointing Jay Scheffler as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/23. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Lee Behler as Chairman of the Vacancy Board for 2019. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum, 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 2019. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to adopt Resolution #2019-7 – to appoint Keystone Consulting Engineers as Sewage Enforcement Officer for 2019 and to appoint Scott Bieber as alternate Sewage Enforcement Officer for 2019 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman 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 2019. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, 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 2019. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2019-8 appointing Phyllis Breininger as voting delegate and Janice Meyers as alternate delegate to the Lehigh Tax Collection Committee for the year 2019. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to set the yearly salary of the Township Administrator/Secretary-Treasurer at \$53,200.00 for 2019. 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 \$19.75 for 2019. 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 \$27.50 for 2019. 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 \$22.75 for 2019. 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 \$19.25 for 2019. 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 \$19.75 for 2019. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint David Fink, Steve Bachman, Jonathan Jakum as part time working Roadmasters for 2019. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum to appoint Jonathan Jakum as Director of Office Operations for 2019. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman to appoint David Fink as Director of Public Works for 2019. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Steve Bachman as Director of Parks and Recreation for 2019. 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 2019. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to approve the attendance of the Board of Supervisors, Township Administrator, Road Superintendent and Zoning Officer at the 2019 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 Dawn Didra as voting delegate to the 2019 PSATS Conference. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to set the mileage reimbursement rate at current IRS rate per mile through the year 2019. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum, to adopt Resolution #2019-9 setting the employee pension contribution made by the Township at ten percent (10%) of annual gross wages per full-time employee for the year 2019. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to set the participating employee's contribution toward the health insurance premium at ten percent (10%) of each employee's total premium to be deducted as a payroll deduction each pay period. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to adopt Resolution #2019-10 setting the fee schedules for 2019 with one change: increase the driveway permit fee from \$75.00 to \$150.00. Motion carried. The increase is to defray increasing township costs to review applications and inspect the driveway job site.

End Reorganization Procedures

Public Comment: None

Adjournment: Motion by Steve Bachman, seconded by David Fink to adjourn the meeting at 7:40pm. Motion carried.

Respectfully submitted,

Janice M. Meyers
Secretary to Board of Supervisors