

January 6, 2020

The Heidelberg Township Board of Supervisors held their re-organization meeting at 7:30 pm 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, and Zoning Officer Dawn Didra. Road Superintendent Kevin Huber was absent.

Recording of Meeting: none

Recognition of Press: none

Executive Session: Held from 7:31pm to 7:38pm to discuss employee matters and litigation. Attendees were Steve Bachman, Jonathan Jakum, David Fink and Keith Strohl.

Public Comment on Re-organization Procedures: none

Re-organization Procedures:

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

A motion was made by Jonathan Jakum, seconded by David Fink to appoint Steve Bachman as Chairman of the Board for 2020. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Jonathan Jakum as Vice-Chairman of the Board for 2020. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint Janice Meyers as Township Administrator / Secretary-Treasurer for 2020. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to set the amount of the Treasurer's bond at \$700,000 for 2020. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Steckel and Stopp Law Offices as Township Solicitor for 2020. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Keystone Consulting Engineers as Township Engineer for 2020. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum to advertise the following township meetings for 2020: Supervisors meetings, 7:30pm – 2/20, 3/19, 4/16, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17; Supervisor budget/special meetings, at 7:00pm - 9/17, 10/15, 11/19, Planning Commission meetings as required, 7:30pm – 1/27, 2/24, 3/30, 4/27, 5/18, 6/29, 7/27, 8/31, 9/28, 10/26, 11/30, 12/28; Zoning Hearing Board meetings as required, 7:00pm -1/20, 2/17, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/21, 10/19, 11/16, 12/21; EAC meetings, 7:30pm – 2/11, 3/10, 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/13, 11/10, 12/8. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2020-1 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 Steve Bachman, seconded by David Fink, to adopt Resolution #2020-2 appointing Christine Bailey to serve on the Planning Commission for a term of 4 years ending 12/31/23. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to adopt Resolution #2020-3 appointing Lucas Savage to serve on the Planning Commission for a term of 4 years ending 12/31/23. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2020-4 appointing Mary Beth Dolinich to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/22. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2020-5 appointing Stephen Dymond to serve as an alternate on the Zoning Hearing Board for a term of 3 years ending 12/31/22. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2020-6 appointing Morgan Ritter to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/22. 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 2020. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to adopt Resolution #2020-7 appointing Barry Mantz as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/24. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Lee Behler as Chairman of the Vacancy Board for 2020. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Keystone Consulting Engineers as the Alternate Zoning Officer and Alternate Enforcement Officer of all ordinances and Alternate Parking Enforcement Officer and Alternate Floodplain Manager at a rate set by the KCE fee schedule for 2020. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2020-8 – to appoint Keystone Consulting Engineers as Sewage Enforcement Officer for 2020 and to appoint Scott Bieber as alternate Sewage Enforcement Officer for 2020 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Lehigh Valley Inspection Service as Building Inspector, Plumbing Inspector, Electrical Inspector and Building Code Official at a rate set by a fee schedule resolution for 2020. 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 2020. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint CodeMaster Inspection Service as Building Inspector, Plumbing Inspector and Electrical Inspector at a rate set by a fee schedule resolution for existing open permits naming the firm as inspector. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2020-9 appointing Phyllis Breininger as voting delegate and Janice Meyers as alternate delegate to the Lehigh Tax Collection Committee for the year 2020. 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 \$54,200.00 for 2020. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Dawn Didra as fulltime Zoning Officer, Enforcement Officer of all other ordinances, Parking Enforcement Officer. Floodplain Manager and Office Assistant at an hourly wage of \$20.75 for 2020. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Kevin Huber as Road Master Superintendent at an hourly wage of \$28.25 for 2020. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum to appoint Travis Moyer as Road Crew Worker at an hourly wage of \$23.25 for 2020. 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 \$19.75 for 2020. 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 \$20.25 for 2020. 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 2020. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint Jonathan Jakum as Director of Office Operations for 2020. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to appoint David Fink as Director of Public Works for 2020. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink to appoint Steve Bachman as Director of Parks and Recreation for 2020. 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 2020. 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 2020 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 Dawn Didra as voting delegate to the 2020 PSATS Conference. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to set the mileage reimbursement rate at current IRS rate per mile through the year 2020. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2020-10 setting the employee pension contribution made by the Township at ten percent (10%) of annual gross wages per full-time employee for the year 2020. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, 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 and to pay employees who opt-out of carrying township health insurance a total of \$3,500 for the year 2020, paid through payroll on a quarterly basis. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2020-11 setting the fee schedules for 2020. Motion carried.

Public Comment: none

Adjournment: Motion by Jonathan Jakum, seconded by David Fink to adjourn the meeting at 7:53pm.
Motion carried.

Respectfully submitted,

Janice M. Meyers
Secretary to the Board of Supervisors