

January 4, 2021

The Heidelberg Township Board of Supervisors held their reorganization meeting at 7:35 pm in-person and via Zoom (virtual meeting due to COVID-19). Present were Supervisors Steven Bachman, David Fink (via Zoom) and Jonathan Jakum, Administrator/Secretary-Treasurer Janice Meyers, Zoning Officer Dawn Didra (via Zoom) and Road Superintendent Kevin Huber.

Pledge of Allegiance

Recording of Meeting: Sarit Laschinsky via Zoom

Recognition of members of the press: Sarit Laschinsky of the Northwestern Press via Zoom

Executive Session: Steve Bachman, Jonathan Jakum and David Fink (via speaker phone) held an executive session to discuss employee matters from 7:25pm to 7:35pm on January 4, 2021.

Public comment on agenda items: None

Reorganization Procedures:

A motion was made by Steve Bachman, seconded by Jonathan Jakum to appoint Jonathan Jakum as temporary Chairman and Janice Meyers 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 2021. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink to appoint Jonathan Jakum as Vice-Chairman of the Board for 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to appoint Janice Meyers as Township Administrator / Secretary-Treasurer for 2021. 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 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Steckel and Stopp Law Offices as Township Solicitor for 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Keystone Consulting Engineers, Inc. as Township Engineer for 2021. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum to advertise the following township meetings for 2021: Supervisors meetings, 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; Supervisor budget/special meetings, at 6:30pm - 9/16, 10/21, 11/18; Planning Commission meetings as required, 7:30pm – 1/25, 2/22, 3/29, 4/26, 5/24, 6/28, 7/26, 8/30, 9/27, 10/25, 11/29, 12/27; Zoning Hearing Board meetings as required, 7:00pm - 1/18, 2/15, 3/15, 4/19, 5/17, 6/21, 7/19, 8/16, 9/20, 10/18, 11/15, 12/20; EAC meetings, 7:30pm – 2/9, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10, 9/14, 10/12, 11/9, 12/14. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2021-1 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 Jonathan Jakum, seconded by David Fink, to adopt Resolution #2021-2 appointing Mark Steidinger to serve on the Planning Commission for a term of 4 years ending 12/31/24. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink to adopt Resolution #2021-3 appointing Michael Bailey to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/23. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to adopt Resolution #2021-4 appointing Priscilla Brennan to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/23. 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 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2021-5 appointing Gregory Snyder as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/25. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Lee Behler as Chairman of the Vacancy Board for 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Keystone Consulting Engineers, Inc. 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 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2021-6 – to appoint Keystone Consulting Engineers, Inc. as Sewage Enforcement Officer for 2021 and to appoint Scott Bieber as alternate Sewage Enforcement Officer for 2021 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to request an itemized fee schedule for inspections from LTL Consultants who only submitted an hourly rate 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 2021. Motion carried.

A motion was made by David Fink, seconded by Jonathan, to table the appointment of Blue Mountain Inspection Service as Building Inspector, Plumbing Inspector and Electrical Inspector at a rate set by a fee schedule resolution for 2021. Motion carried.

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

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2021-7 appointing Phyllis Breininger as voting delegate and Janice Meyers as alternate delegate to the Lehigh Tax Collection Committee for the year 2021. 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 \$55,000 for 2021. 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 \$21.50 for 2021. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Kevin Huber as Road Superintendent at an hourly wage of \$28.75 for 2021. 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 \$24.00 for 2021. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Jonathan Pasieka as Road Crew Worker at an hourly wage of \$22.00 for 2021. 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 \$22.00 for 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Steve Bachman, David Fink, Jonathan Jakum as part time working Roadmasters for 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink to appoint Jonathan Jakum as Director of Office Operations for 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to appoint David Fink as Director of Public Works for 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman to appoint Steve Bachman as Director of Parks and Recreation for 2021. 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 2021. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to approve the attendance of the Board of Supervisors, Township Administrator, Road Superintendent and Zoning Officer at the 2021 PSATS conference paying reasonable expenses as allowed by the Second Class Township Code. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Janice Meyers as voting delegate to the 2021 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 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2021-8 setting the employee pension contribution made by the Township at ten percent (10%) of annual gross wages per full-time employee for the year 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, 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 Jonathan Jakum, seconded by David Fink, to adopt Resolution #2021-9 setting the fee schedules for 2021. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to continue the \$1,500 stipend, paid in quarterly installments, to the township's Emergency Management Coordinator for educational training and updating of the Emergency Operations Plan plus developing the Continuity of Operations Plan during 2021.

Subdivision and Land Development: Rebecca & Jack Schoch – Furnace Road – Minor Subdivision request for waiver from SALDO review requirements: Part of the tract to be subdivided into one residential building lot is located in Heidelberg Township. The total area of the newly created building lot will be located in Washington Township. The developer is asking for a waiver from SALDO review requirements from Heidelberg Township. After discussion, the Board agreed that full review will probably not be necessary but there were concerns as to where the house and driveway location would be due to the wet areas and wooded areas. Motion by David Fink, seconded by Jonathan Jakum to table the waiver request until a plan is submitted showing the proposed house location, proposed driveway location and the septic system perc's and probes. Motion carried.

Sanctuary at Haafsville request regarding 2021 contract: Janice Meyers was asked to contact the Sanctuary to discuss alternative contract wording. The Board agreed some type of cap should be added whether it be a stated dollar amount or number of animals rescued.

Weisenberg Township request for letter to PennDOT regarding Werleys Corner Road traffic study: Motion by David Fink, seconded by Steve Bachman, for Janice Myers to send a letter to Weisenberg Township requesting they post all cross roads with signs stating "no trucks except local deliveries" be installed as Heidelberg Township did on their section of the road. Motion carried.

NOVA invoice from Stryker – overage: Motion by Steve Bachman, seconded by Jonathan Jakum, to request NOVA to pay any invoice amount over the township's CARES Act funding allowance. Motion carried.

Public Comment: David Fink asked for Kevin Huber to explain the workers compensation issue. The Board agreed that Janice Meyers should look into other carriers with less stringent safety committee requirements.

Adjournment: Motion by Jonathan Jakum, seconded by David Fink to adjourn the meeting at 8:15pm. Motion carried.

Respectfully submitted,

Janice M. Meyers
Secretary to Board of Supervisors