

**Heidelberg Township  
Board of Supervisors Reorganization Procedures**

**January 3, 2022**

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as temporary Chairman and \_\_\_\_\_ as temporary Secretary. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Chairman of the Board for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Vice-Chairman of the Board for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Township Administrator / Secretary-Treasurer for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the amount of the Treasurer's bond at \$ \_\_\_\_\_ for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Township Solicitor for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Township Engineer for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise the following township meetings for 2022: Supervisors meetings, 7:30pm – 1/20, 2/17, 3/17, 4/21, 5/19, 6/16, 7/21, 8/18, 9/15, 10/20 11/17 12/15; Supervisor budget/special meetings, at 6:30pm - 9/15, 10/20, 11/17; Planning Commission meetings as required, 7:30pm – 1/31, 2/28, 3/28, 4/18, 5/23, 6/27, 7/25, 8/29, 9/26, 10/31, 11/28, 12/19; Zoning Hearing Board meetings as required, 7:00pm -1/17, 2/21, 3/21, 4/18, 5/16, 6/20, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19; EAC meetings as required, 7:30pm – 2/8, 3/8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/8, 12/13. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-1 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 \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-2 appointing \_\_\_\_\_ to serve on the Planning Commission for a term of 4 years ending 12/31/25. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-3 appointing \_\_\_\_\_ to serve on the Planning Commission for a term of 4 years ending 12/31/25. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-4 appointing \_\_\_\_\_ to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/24. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-5 appointing \_\_\_\_\_ to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/24. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-6 appointing \_\_\_\_\_ to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/24. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as the Chair for the Environmental Advisory Council for the year 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-7 appointing \_\_\_\_\_ as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/26. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Chairman of the Vacancy Board for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ 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 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-8 – to appoint \_\_\_\_\_ as Sewage Enforcement Officer for 2022 and to appoint \_\_\_\_\_ as alternate Sewage Enforcement Officer for 2022 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Building Inspector, Plumbing Inspector, Electrical Inspector and Building Code Official at a rate set by a fee schedule resolution for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Building Inspector, Plumbing Inspector and Electrical Inspector at a rate set by a fee schedule resolution for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-9 appointing \_\_\_\_\_ as voting delegate and \_\_\_\_\_ as alternate delegate to the Lehigh Tax Collection Committee for the year 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the yearly salary of the Township Administrator/Secretary-Treasurer at \_\_\_\_\_ for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as fulltime Zoning Officer, Enforcement Officer of all other ordinances, Parking Enforcement Officer. Floodplain Manager and Office Assistant at an hourly wage of \_\_\_\_\_ for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as parttime Zoning Office Assistant for 16 hours per week at an hourly wage of \_\_\_\_\_ for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Road Superintendent at an hourly wage of \_\_\_\_\_ for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Road Crew Worker at an hourly wage of \_\_\_\_\_ for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Road Crew Worker at an hourly wage of \_\_\_\_\_ for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Road Crew Worker at an hourly wage of \_\_\_\_\_ for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as part time working Roadmasters for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as parttime Public Works Manager for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Director of Office Operations for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Director of Public Works for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Director of Parks and Recreation for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, 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 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the attendance of the Board of Supervisors, Township Administrator, Road Superintendent and Zoning Officer at the 2022 PSATS conference paying reasonable expenses as allowed by the Second Class Township Code. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as voting delegate to the 2022 PSATS Conference. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the mileage reimbursement rate at current IRS rate per mile through the year 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-10 setting the employee pension contribution made by the Township at \_\_\_\_\_ of annual gross wages per full-time employee for the year 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the participating employee's contribution toward the health insurance premium at \_\_\_\_\_ of each employee's total premium to be deducted as a payroll deduction each pay period. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the opt-out rate for an employee not choosing coverage under the township's health insurance plan at \_\_\_\_\_ for 2022 paid in quarterly payroll installments and proof of other health insurance coverage is required. Motion carried

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution #2022-11 setting the fee schedules for 2022. Motion carried.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Elizabeth Stetson as Deputy Tax Collector as appointed by Nancy Jakum, Heidelberg Township Tax Collector. Motion carried