

January 3, 2022

The Heidelberg Township Board of Supervisors held their reorganization meeting at 7:30pm both in-person at the Municipal Building, 6272 Route 309, New Tripoli PA 18066 and via Zoom. Present were Supervisors Steven Bachman, David Fink and Jonathan Jakum, Township Administrator/Secretary-Treasurer Janice Meyers and Zoning Officer Dawn Didra. Road Superintendent Kevin Huber joined the meeting at 8:00pm.

Pledge of Allegiance

Recording of Meeting: None

Recognition of members of the press: None

Executive Session: Steve Bachman, David Fink and Jonathan Jakum met in executive session from 7:15pm to 7:25pm to discuss employee matters.

Public comment on agenda items: None

Reorganization Procedures:

A motion was made by Steve Bachman, seconded by David Fink, 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 2022. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint Jonathan Jakum as Vice-Chairman of the Board for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Janice Meyers as Township Administrator / Secretary-Treasurer for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to set the amount of the Treasurer's bond at \$1,100,000.00 for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Steckel and Stopp Law Offices as Township Solicitor for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Keystone Consulting Engineers Inc. as Township Engineer for 2022. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, 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, at 7:00pm -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 Jonathan Jakum, seconded by David Fink, 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 Jonathan Jakum, seconded by David Fink, to adopt Resolution #2022-2 appointing Donald Billig to serve on the Planning Commission for a term of 4 years ending 12/31/25. Motion carried.

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

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

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

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

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Priscilla Brennan the Chair for the Environmental Advisory Council for the year 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2022-7 appointing Steven Ackerman 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 Jonathan Jakum, seconded by David Fink, to appoint Lee Behler as Chairman of the Vacancy Board for 2022. Motion carried.

A motion was made by Jonathan Jakum, 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 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2022-8 – to appoint Keystone Consulting Engineers Inc. as Sewage Enforcement Officer for 2022 and to appoint Scott Bieber as alternate Sewage Enforcement Officer for 2022 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 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint LTL Consultants LTD 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 Jonathan Jakum, seconded by David Fink, to adopt Resolution #2022-9 appointing Phyllis Breininger as voting delegate and Janice Meyers as alternate delegate to the Lehigh Tax Collection Committee for the year 2022. 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 \$57,000.00 for 2022. Motion carried.

A motion was made 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 \$22.50 for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Debra Grundstrom as parttime Zoning Office Assistant for 16 hours per week at an hourly wage of \$15.00 for 2022. 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 \$29.75 for 2022. 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 \$25.00 for 2022. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Jonathan Paiseka as Road Crew Worker at an hourly wage of \$23.00 for 2022. 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 \$23.00 for 2022. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to set the starting wage for a part time Road Crew Worker at an hourly wage of \$19.00 for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Steve Bachman, Jonathan Jakum and David Fink as part time working Roadmasters at a wage set by the elected auditors for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint David Fink as part time Public Works Manager for 2022 at an hourly wage set by the elected auditors. Motion carried.

A motion was made Steve Bachman, seconded by David Fink, to appoint Jonathan Jakum as Director of Office Operations for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to appoint David Fink as Director of Public Works for 2022. Motion carried. (2 yes, 1 abstention by David Fink)

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Steve Bachman as Director of Parks and Recreation for 2022. Motion carried.

A motion was made by Jonathan Jakum, 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 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to approve the attendance of the Board of Supervisors, Township Administrator, Public Works Manager, 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 David Fink, seconded by Jonathan Jakum, to appoint Janice Meyers as voting delegate to the 2022 PSATS Conference. Motion carried.

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

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2022-10 setting the employee pension contribution made by the Township at 10% of annual gross regular wages per full-time employee for the year 2022. 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 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 set the opt-out rate for an employee not choosing coverage under the township's health insurance plan at \$3,500.00 for 2022 paid in quarterly payroll installments and proof of other health insurance coverage is required. Motion carried

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2022-11 setting the fee schedules for 2022. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to approve Elizabeth Stetson as Deputy Tax Collector as appointed by Nancy Jakum, Heidelberg Township Real Estate Tax Collector. Motion carried

End Reorganization Procedures

Road Crew Attendance: David Fink as Public Works Manager discussed some safety issues that will be addressed and suggested some changes of working days and times – 4-day workweek vs 5-day workweek. The Board asked Janice Meyers to email the sections of the employee handbook that pertains to employee overtime, holidays, vacation time, etc. Review of the employee handbook concerning these items will be on the January regular meeting agenda. The road crew employees were present and added comments to the discussion.

Truck Wash Station: David Fink proposed the construction of a building to house a truck wash station in the rear of the township building. He said the ARPA funds could be used to pay any costs incurred as an allowable use of the funds. He requested approval from the Board to spend up to \$100,000 for this project. The Board decided that an onsite meeting with the township engineer, road superintendent and zoning officer with David Fink was needed. This project will be an agenda item for the January regular meeting.

Public Comment: None

Motion by David Fink, seconded by Jonathan Jakum to adjourn the meeting at 8:10pm.

Respectfully submitted,

Janice M. Meyers
Secretary to the Board of Supervisors