

January 3, 2023

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

Pledge of Allegiance

Recording of Meeting: None.

Recognition of members of the press: None.

Executive Session: Steve Bachman, David Fink, Jonathan Jakum, Janice Meyers and Dawn Didra met in executive session from 7:30pm to 7:45pm and then the Board of Supervisors continued the executive session alone from 7:45pm to 7:51pm. Employee matters were discussed.

Public comment on agenda items: None.

Reorganization Procedures:

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

A motion was made by Steve Bachman, seconded by David Fink, to appoint Jonathan Jakum as Chairman of the Board for 2023. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to appoint David Fink as Vice-Chairman of the Board for 2023. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Janice Meyers as Township Administrator / Secretary-Treasurer for 2023. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum, to set the amount of the Treasurer's bond at \$1,100,000.00 for 2023. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Steckel and Stopp Law Offices as Township Solicitor for 2023. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to appoint Keystone Consulting Engineers Inc. as Township Engineer for 2023. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to advertise the following township meetings for 2023: Supervisors meetings, 7:30pm – 1/19, 2/16, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/21, 10/19 11/16 12/21; Supervisor budget/special meetings, at 6:30pm - 9/21, 10/19, and 7:00pm - 11/16; Planning Commission meetings as required, 7:30pm – 1/30, 2/27, 3/27, 4/17, 5/22, 6/26, 7/31, 8/28, 9/25, 10/30, 11/27, 12/18; Zoning Hearing Board meetings as required, 7:00pm -1/16, 2/20, 3/20, 4/17, 5/15, 6/19, 7/17, 8/21, 9/18, 10/16, 11/20, 12/18; EAC meetings as required, 7:30pm – 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2023-1 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 #2023-2 appointing Lucas Savage to serve on the Planning Commission for a term of 4 years ending 12/31/26. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2023-3 appointing Christine Bailey to serve on the Planning Commission for a term of 4 years ending 12/31/26. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2023-4 appointing Michael Bailey to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/25. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to adopt Resolution #2023-5 appointing Priscilla Brennan to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/25. 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 2023. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2023-6 appointing Jay Scheffler as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/27. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Lee Behler as Chairman of the Vacancy Board for 2023. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, 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 2023. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum, to adopt Resolution #2023-7 – to appoint Chris Noll from Keystone Consulting Engineers Inc. as Sewage Enforcement Officer for 2023 and to appoint Ian Stout from Keystone Consulting Engineers Inc. as alternate Sewage Enforcement Officer for 2023 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 2023. Motion carried.

A motion was made by David Fink, seconded by Steve Bachman, to appoint LTL Consultants LTD as Building Inspector, Plumbing Inspector and Electrical Inspector at a rate set by a fee schedule resolution for 2023. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2023-8 appointing Phyllis Breininger as voting delegate and Janice Meyers as alternate delegate to the Lehigh Tax Collection Committee for the year 2023. 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 \$60,500.00 for 2023. 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 \$25.00 for 2023. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Debra Grundstrom as parttime Zoning Office Assistant for 16 hours per week at an hourly wage of \$17.50 for 2023. 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 \$31.50 for 2023. 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 \$27.50 for 2023. 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 \$26.00 for 2023. Motion carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Todd Reichard as Road Crew Worker at an hourly wage of \$26.00 for 2023. Motion carried.

A motion was made by Jonathan Jakum, to set the starting wage for a part time Road Crew Worker at an hourly wage of \$19.00 for 2023 and died due to lack of a second. A motion was made by David Fink, seconded by Steve Bachman to set the starting wage for a part time Road Crew Worker at an hourly wage of \$20.00 for 2023. 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 2023. Motion carried.

A motion was made by Jonathan Jakum to appoint David Fink as part time Public Works Manager for 2023 at an hourly wage set by the elected auditors and the motion died due to lack of a second. A motion was made by Steve Bachman, seconded by Jonathan Jakum to eliminate the position of Public Works Manager for 2023. Motion carried. (2 yes votes, David Fink abstained.)

A motion was made Steve Bachman, seconded by Jonathan Jakum, to appoint Jonathan Jakum as Director of Office Operations for 2023. Motion carried.

A motion was made by Steve Bachman, seconded by Jonathan Jakum to appoint David Fink as Director of Public Works for 2023. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Steve Bachman as Director of Parks and Recreation for 2023. 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 2023. 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 2023 PSATS conference paying reasonable expenses as allowed by the Second Class Township Code and paying for the tax collector to attend as a guest registration without separate room payment, other reasonable expenses will be reimbursed. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to appoint Janice Meyers as voting delegate to the 2023 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 2023. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steve Bachman, to adopt Resolution #2023-9 setting the employee pension contribution made by the Township at 10% of annual gross regular wages per full-time employee for the year 2023. Motion carried.

A motion was made by Steve Bachman, 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 2023 paid in quarterly payroll installments and proof of other health insurance coverage is required. Motion carried.

A motion was made by Steve Bachman, seconded by David Fink, to adopt Resolution #2023-10 setting the fee schedules for 2023. Motion carried.

End Reorganization Procedures

Approve online bid for 1989 JD Tractor: Motion by David Fink, seconded by Steve Bachman to accept the Municibid high bid of \$13,050 for the sale of the 1989 John Deere tractor. Motion carried.

Accept junk yard permit issuance: Motion by Steve Bachman, seconded by Jonathan Jakum to approve the junk yard permit issuance for 2023. Motion carried.

Public Comment: The Board asked Janice Meyers to request that the auditors look at increasing the part time road master wage to reflect the new employee wage increase.

Motion by David Fink, seconded by Steve Bachman to adjourn the meeting at 8:15pm.

Respectfully submitted,

Janice M. Meyers
Secretary to the Board of Supervisors