

Heidelberg Township Meeting Minutes

The Heidelberg Township Board of Supervisors held their Annual Reorganization meeting at 6:00pm on January 2, 2024.

Location

Heidelberg Township Municipal Building
6272 Route 309
New Tripoli, PA 18066
and
[Zoom](#)

Attendees

| | |
|---|----------------|
| Board of Supervisors 2023 Chairman: | Jonathan Jakum |
| Board of Supervisors: | David Fink |
| Board of Supervisors: | Steven Bachman |
| Administrator/Secretary/Zoning Officer/EMC: | Dawn Didra |
| Road Superintendent: | Kevin Huber |
| Zoning & Administrative Assistant: | Katie Fabian |

Recording of the Meeting/Recognition of members of the Press

None.

Public Comment on Agenda

None.

Executive Session

| Requested By: | Attendees: | Time/Description: |
|----------------|-------------------------------|--|
| Jonathan Jakum | David Fink, Steven Bachman | 6:01pm - 6:08pm/ Employee Compensation Discussion |

New Business

A motion to accept the junk yard permit submitted for 6134 Route 309 was made by Steven Bachman, seconded by Jonathan Jakum. Motion Carried.

Reorganization Resolutions

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

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint David Fink as Chairman of the Board for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint Steven Bachman as Vice-Chairman of the Board for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint Dawn Didra as full-time Township Administrator / Secretary, Zoning Officer, Enforcement Officer of all other ordinances, Parking Enforcement Officer, Floodplain Manager, and Emergency Management Coordinator for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to set the amount of the Treasurer's bond at \$1,100,000 for 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steven Bachman, to appoint Steckel and Stopp Law Offices as Township Solicitor for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint Keystone Consulting Engineers, Inc. as Township Engineer for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to advertise the following township meetings for 2024: Supervisors meetings, 7:30pm – 1/18, 2/15, 3/21, 4/18, 5/16, 6/20, 7/18, 8/15, 9/19, 10/17 11/21 12/19; Supervisor budget/special meetings, at 6:30pm – 9/19 10/17, and 7:00pm - 11/21; Planning Commission meetings as required, 7:30pm – 1/29, 2/26, 3/25, 4/29, 5/20, 6/24, 7/29, 8/26, 9/30, 10/28, 11/25, 12/30; Zoning Hearing Board meetings as required, 7:00pm -1/15, 2/19, 3/18, 4/15, 5/20, 6/17, 7/15, 8/19, 9/16, 10/21, 11/18, 12/16; EAC meetings as required, 7:30pm – 2/13, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to adopt Resolution #2024-1 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 Steven Bachman, to adopt Resolution #2024-2 appointing Priscilla Brennan to serve on the Planning Commission for a term of 4 years ending 12/31/27. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to adopt Resolution #2024-3 appointing Mary Beth Dolinich to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/26. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steven Bachman, to adopt Resolution #2024-4 appointing Stephen Dymond to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/26. Motion carried.

A motion was made by Steven Bachman, seconded by David Fink, to adopt Resolution #2024-5 appointing Jeffrey Kistler to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/26. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint Jeffrey Kistler as the Chair for the Environmental Advisory Council for the year 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2024-6 appointing Jeff Christman as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/28. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint Lee Behler as Chairman of the Vacancy Board for 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steven Bachman, 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 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to adopt Resolution #2024-7 appointing Chris Noll # 01370 from Keystone Consulting Engineers, Inc. as Sewage Enforcement Officer for 2024 and to

appoint Keystone Consulting Engineers, Inc. as alternate Sewage Enforcement Officer for 2024 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steven Bachman, 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 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint LTL Consultants Ltd. as Building Inspector, Plumbing Inspector and Electrical Inspector at a rate set by a fee schedule resolution for 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steven Bachman, to adopt Resolution #2024-8 appointing Janice Meyers as voting delegate and Katie Fabian as alternate delegate to the Lehigh Tax Collection Committee for the year 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to set the hourly wage of the Township Administrator/Secretary, Zoning Officer, Enforcement Officer of all other ordinances, Parking Enforcement Officer, Floodplain Manager, and Emergency Management Coordinator at \$27.00 for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by David Fink, to appoint Janice Meyers as Township Treasurer / Office Assistant at 16 hours per week with an hourly wage of \$20.00 for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by David Fink, to appoint Katie Fabian as full-time Zoning and Administrative Assistant, including 105 hours of Vacation Paid Time off annually, at an hourly wage of \$19.00 for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint Debra Grundstrom as part-time Office Assistant for 16 hours per week at an hourly wage of \$18.00 for 2024. Motion carried.

A motion was made by David Fink, seconded by Steven Bachman, to appoint Kevin Huber as Road Superintendent at an hourly wage of \$33.00 for 2024. 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 \$28.50 for 2024. Motion carried.

A motion was made by David Fink, seconded by Steven Bachman, to appoint Daniel Watt as Road Crew Worker at an hourly wage of \$27.00 for 2024. 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 \$27.00 for 2024. Motion carried. Vacation Time allotment discussion for Todd Reichard tabled by Steven Bachman, seconded by Jonathan Jakum. Motion Carried.

A motion was made by David Fink, seconded by Jonathan Jakum, to appoint Theresa Hadley as part-time Road Crew Worker at an hourly wage of \$20.50 for 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to set the starting wage for a part-time Road Crew Worker at an hourly wage of \$19.00 for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by David Fink, to appoint Steve Bachman, David Fink, Jonathan Jakum as part-time working Roadmasters for 2024 at an hourly wage set by the elected auditors. Motion carried.

A motion was made by Steven Bachman, seconded by David Fink, to appoint Jonathan Jakum as Director of Office Operations for 2024. Motion carried.

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to appoint David Fink as Director of Public Works for 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to appoint Steven Bachman as Director of Parks and Recreation for 2024. Motion carried.

A motion was made by Steven Bachman, 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 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steven Bachman, to approve the attendance of the Board of Supervisors, Township Administrator, Road Superintendent, and the Zoning & Administrative Assistant at the 2024 PSATS conference paying reasonable expenses as allowed by the Second-Class Township Code. Motion carried.

A motion was made by Steven Bachman, seconded by David Fink to appoint Dawn Didra as voting delegate to the 2024 PSATS Conference. Motion carried.

A motion was made by Jonathan Jakum, seconded by Steven Bachman, to adopt Resolution # 2024-9 adjusting the employee titles of whom will hold the roles of “Open Records Officer” and “Alternate Open Records Officer”. Katie Fabian, Administrative Assistant as ORO, and Dawn Didra, Township Administrator as alternate ORO.

A motion was made by Steven Bachman, seconded by David Fink, to set the mileage reimbursement rate at current IRS rate per mile through the year 2024. Motion carried.

A motion was made by Jonathan Jakum, seconded by David Fink, to adopt Resolution #2024-10, setting the employee pension contribution made by the Township at 10% of annual gross wages per full-time employee for the year 2024. Motion carried.

A motion was made by Steven 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 Steven Bachman, to set the opt-out rate for an employee not choosing coverage under the township’s health insurance plan at \$3,500 for 2024 paid in quarterly payroll installments and proof of other health insurance coverage is required. Motion carried.

A motion to adopt Resolution #2024-11, setting the township fee schedules for 2024, was tabled by David Fink, seconded by Jonathan Jakum. Motion to table resolution #2024-11 carried.

Public Comment

Road Crew members Travis Moyer, Todd Reichard, and Daniel Watt reviewed other townships road crew and road superintendent wages.

Adjournment

A motion was made by Steven Bachman, seconded by Jonathan Jakum, to adjourn the meeting at 6:27pm. Motion Carried.

Respectfully submitted as transcribed by Katie Fabian,

Dawn Didra,
Secretary to the Board of Supervisors