

Heidelberg Township Meeting Minutes

Call to Order

The Heidelberg Township Board of Supervisors held their regular meeting at 7:30pm on January 18, 2024.

Location

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

Attendees

Board of Supervisors Chairman:	David Fink
Board of Supervisors:	Steven Bachman
Board of Supervisors:	Jonathan Jakum
Administrator/Secretary/Zoning Officer/EMC:	Dawn Didra
Road Superintendent:	Kevin Huber
Township Solicitor:	Atty. Keith Strohl, Steckel & Stopp Law Offices
Township Engineer:	Geoff Dean, Keystone Consulting Engineers
Zoning & Administrative Assistant:	Katie Fabian

Pledge of Allegiance

Recording of the Meeting/Recognition of members of the Press

Susan Bryant: Northwestern press,
Emily Dockery: Blue Ridge Cable TV Channel 13

Approval of Minutes:

A motion was made by Steven Bachman, seconded by Jonathan Jakum to approve the minutes of the December 21, 2023 regular and vacancy board meetings and the January 2, 2024 reorganization and joint planning commission meeting.
Motion Carried.

Public Comment on Agenda

None.

Executive Sessions

Requested By:	Attendees:	Time/Description:
Kevin Huber	David Fink, Jonathan Jakum, Steven Bachman, Kevin Huber	7:31-7:52pm/Employment Matters
Dawn Didra	David Fink, Jonathan Jakum, Steven Bachman, Dawn Didra	7:52pm-8:01pm/Employment Matters

Payment of Bills

A motion was made by Jonathan Jakum, seconded by Steven Bachman to approve the payment of the General Fund Checks # EFT5088 – EFT5119 and checks #24752-24792. Motion Carried.

Monthly Reports:

Regional EMS Steering Committee	Jay Scheffler provided his report.
Fire Company	David Fink and Jay Scheffler gave their reports.
Emergency Management Coordinator	Dawn Didra gave her report.
Ambulance Service	Steven Bachman read from the NOVA December report.
Veterans Memorial Committee	Steven Bachman gave his report.
Farmland Preservation Board	No report.
Lynn-Heidelberg Historical Society	No report.
Director of Office Operations	Jonathan Jakum gave his report.
Director of Parks and Recreation	Steven Bachman gave his report.
Director of Public Works	David Fink made a motion, seconded by Steven Bachman to establish an Assistant Road Master position. Motion carried. David Fink made a motion, seconded by Steven Bachman to appoint Daniel Watt as assistant road master at an hourly wage of \$30. Motion Carried.
Road Superintendent	Kevin Huber gave his report.
Township Administrator	Dawn Didra gave her report.
Zoning Officer	Dawn Didra gave her report.
Township Engineer	Geoff Dean gave his report: <ul style="list-style-type: none">• The Potato Barn will need a Beam/Cross bracing to hold garage doors. (Kevin to initiate a quote by a garage door installer.)• Rex Road Bridge will need beam replacements. Ryan (KCE) will provide a quote. A motion was made by David Fink, seconded by Steven Bachman to have Keystone create bid specifications for the Rex Road Bridge beam replacement and advertise when completed. Motion Carried.
Environmental Advisory Council	Jonathan Jakum gave his report. A motion was made by Jonathan Jakum, seconded by David Fink to appoint Denise Dorwart to the Environmental Advisory Council. Motion Carried.
Township Solicitor	Keith Strohl gave his report.
Subdivision/Land Development	[None]

Unfinished Business

Driveway Contractors Ordinance is at Atty. Keith Strohl, Steckel & Stopp Law Office for formatting adjustments for Ordinance codification.

HLLW COG equipment storage: No change. (All equipment is still held in the Potato Barn/Cellar and will remain there for the winter.)

EIT Increase Referendum: Ordinance #2024-1 A motion was made by Jonathan Jakum, seconded by Steven Bachman to adopt Ordinance #2024-1 “AN ORDINANCE WHICH AUTHORIZES A REFERENDUM PURSUANT TO THE OPEN SPACE LANDS ACQUISITION AND PRESERVATION ACT AS AMENDED (32 P.S. §5001, ET SEQ.) ON THE QUESTION OF THE IMPOSITION OF AN ADDITIONAL EARNED INCOME TAX TO RAISE REVENUE FOR MAKING ACQUISITIONS OF REAL PROPERTY FOR PURPOSES OF SECURING OPEN SPACE BENEFITS.” Motion Carried.

Fire Code Ordinance: Tabled.

Resolution #2024-11 Township Fee Schedule: A motion was made by Steven Bachman, seconded by Jonathan Jakum to adopt the Township fee schedule, Resolution #2024-11. Motion Carried.

Employee Vacation Policy (PTO): Board of Supervisors reviewed current time off policy. David Fink commented that PTO accrual for year 3 and 4 should be made more progressive.

New Business

Administrator Salary: A motion was made by Jonathan Jakum, seconded by Steven Bachman to set the compensation of the Township Administrator/Secretary, Zoning Officer, Enforcement Officer of all other ordinances, Parking Enforcement Officer, Floodplain Manager, and Emergency Management Coordinator at a hourly rate of \$28.00/hr retroactive to January 1 to be revisited in 6 months. Motion Carried.

Ordinance Codification: 2024 Budgeted at \$15,000.00

CivicPlus offer:

\$2,728.00 (1x fee) past-to-current ordinances codified

\$1,200.00 (hosting cost) annually for Software.

- Eliminates lump sum codification costs
- Instant updates to our Code of Ordinances (self-managed by office staff)
- Includes training costs

A motion was made by David Fink, seconded by Jonathan Jakum to approve CivicPlus for codification including the annual hosting cost for future codification management. Motion Carried.

Alert Security Systems Quote: Currently, ADT monthly monitoring fee is \$71.20. Alert Security’s monthly monitoring fee is \$39.00, paid annually. The new system with installation is \$2,550.00. The yearly savings on monitoring fees is \$386.40. A motion was made by Steven Bachman, seconded by Jonathan Jakum to approve the security system and monitoring fee quote from Alert Security. Motion Carried.

6 Month CD at 5% Interest: A motion was made by Steven Bachman, seconded by Jonathan Jakum to adopt the Resolution #2024- 12 to add 3 Certificate of Deposits for a duration of 6 months at 5% interest in the amount of \$100,000.00 each in APRA funds. Motion Carried.

Public Comment

Jay Scheffler	<ul style="list-style-type: none">-Request for a Fire Hydrant to be installed within Heidelberg Heights Subdivision (Still in Planning stage).-Permission granted from the Board to utilize remaining Fire Dept funds from the 2023 budget toward the annual 2024 Fire Department banquet (to include Heidelberg Township staff).
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Steven Bachman	Requested Twp Solicitor to investigate legality of a Twp funded dinner for all township appointed and elected boards, staff, commissions, and councils to attend.
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Correspondence

Board of Supervisors signed a letter expressing appreciation to Phyllis Breininger for her many years of service as a delegate to the Lehigh Tax Collection Committee.

Adjournment

A motion was made by Steven Bachman, seconded by Jonathan Jakum to adjourn the meeting at 8:37pm. Motion Carried.

Respectfully submitted as transcribed by Katie Fabian,

Dawn Didra,
Secretary to the Board of Supervisors