

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS**

**ORGANIZATION MEETING**

**Monday, January 6, 2014 @ 7:00 PM**

The Organization Meeting was called to Order by the Township Solicitor.

**Election of Chairperson**

**MOTION**

A motion was by Cheryl Johnson and seconded by Neal Nevitt to elect Deborah Scull as Chairperson. The vote was unanimous and the motion carried.

**Election of Vice-Chairperson**

**MOTION**

Chairperson Deborah Scull motioned to elect Neal Nevitt as Vice-Chairman. Cheryl Johnson seconded the motion. The vote was unanimous and the motion carried.

**Motion to adopt 2014 Appointments as follows:**

**MOTION**

A motion was made by Chairperson Deborah Scull, seconded by Vice-Chairperson Neal Nevitt to appoint Diana Minnich as Township Secretary/Treasurer. The vote was unanimous and the motion carried.

**MOTION**

A motion was made by Member Cheryl Johnson to appoint Chairperson Deborah Scull as Supervisor for the Building and Grounds Liaison for the Board of Supervisors for the calendar year 2014. Vice-Chairman Neal Nevitt seconded the motion. The vote was unanimous and the motion carried.

Chairperson Deborah Scull motioned the following: Member Cheryl Johnson as the Township Police Commissioner; Vice-Chairman Neal Nevitt as the Township Road Master; Vice-Chairman Neal Nevitt as Township Sewer Liaisons; Dave Seip to the Planning Commission for an additional 4-year term to expire 1/8/18; Ron Limpus to the Planning Commission for an additional 4-year term to expire 1/8/18; Tom Jauch to the Zoning Hearing Board, for a 3-year term to expire 1/1/17; Donald Koch as elected Township Auditor for a 1-year term to expire on December 31, 2014; Tom Roberts as elected Township Auditor for a 1-year term to expire on December 31, 2014; Chairperson Deborah Scull to the Recreation Board for an additional 5-year

term to expire on 1/7/2019; Elizabeth Johnson to the Recreation Board for a 5-year term to expire 1/7/2019; Ron Dentzer to the Shade Tree Commission for an additional 3-year term to expire 1/1/17; Diana Minnich as the Lower Heidelberg Township Open Records Officer for a one year term, to expire on 1/5/15; Vice-Chairman Neal Nevitt as the Alternate Open Records Officer for a one year term, to expire on 1/5/15; Glenn Kraft of Kraft Code Services as the Township Zoning Officer for the calendar year 2014; Glenn Kraft of Kraft Code Services as the Township Building Inspector/Building Code Officers for the calendar year 2014; Glenn Kraft of Kraft Code Services as the Township Plumbing Inspector for the calendar year 2014; Glenn Kraft of Kraft Code Services as the Township Electrical Inspector for the calendar year 2014; Siana, Bellwoar & McAndrew, LLP as the Township Solicitor for the calendar year 2014; Great Valley Consultants as the Township Engineer for the calendar year 2014; Spotts Stevens and McCoy, Inc., as the Township Engineer with respect to planning and zoning matters/issues for the calendar year 2014; Systems Design Engineering, Inc., as the Township Sewage Enforcement Officer for the calendar year 2014; Light-Heigel & Associates, Inc. as the Alternate Sewage Enforcement Officer for the calendar year 2014; Michael Boyson as Township Road Foreman for the calendar year 2014; W. Thomas Deiterich as the Police Chief for the calendar year 2014; W. Thomas Deiterich as Fire Marshal and Fire Marshal Cardholder for the calendar year 2014; Jeffrey S. Weidner as Emergency Management Coordinator for the calendar year 2014; Jeffrey S. Weidner as Fire Commissioner for the calendar year 2014; Vice-Chairman Neal Nevitt as the Township's Voting Delegate to PSATS State Convention for the calendar year 2014; Barbara Brenner as the Township Vacancy Board Chairperson for the calendar year 2014; Dean Hartman, Forrest Stricker, and Chairperson Deborah Scull to the Township Agriculture Security Board for the calendar year 2014; Vist Bank as the Township depositories for the calendar year 2014; Diana Minnich as Chief Administrator of Pension Funds for the calendar year 2014. The motion was seconded by Vice-Chairman Neal Nevitt. The vote was unanimous and the motion carried.

Recap of the various appointments and terms of the various Township Boards and Commissions as follows:

**Planning Commission appointments and terms (4 year term, to expire on January 1<sup>st</sup> of the listed year):**

Michael Levan – 1/2015  
R. David Seip – 1/2018  
William Moser – 1/2016  
Neal Nevitt – 1/ 2017  
Ronald Limpus – 1/2018  
Planning Solicitor – Siana, Bellwoar & McAndrew, LLP

**Shade Tree Commission (3 year term, to expire on January 1<sup>st</sup> of the listed year):**

Ronald Dentzer – 1/2017  
Barbara Brenner – 1/2015

**Recreation Board (5 year term, to expire on January 1<sup>st</sup> of the listed year):**

Rob Cordes – 1/2016

Elizabeth Johnson – 1/2019  
Donna Leisey - 1/2015  
Diane Strickler – 1/2018  
Deborah Scull – 1/2019

**Agricultural Security Board**

Dean Hartman  
Forrest Strickler  
Deborah Scull

**Zoning Hearing Board appointments with terms (3 year terms, to expire on January 1st of the listed year):**

Richard Essig – 1/2016  
Steven Bezner – 1/2015  
Thomas Jauch – 1/2017  
Zoning Hearing Board Solicitor – Mark Yoder, Esquire

**Elected Auditors (6 year staggered terms)**

Donald Koch – 12/31/14  
Thomas E. Roberts – 12/31/14  
Frank C. Gabell – 12/31/2016

**2014 Holiday Schedule**

**MOTION**

A motion was made by Member Cheryl Johnson seconded by Vice-Chairman Neal Nevitt to approve the following Township holidays for the Non-Uniformed and Police Employees. The vote was unanimous and the motion carried.

**Non-uniformed**

New Years' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving  
Day After Thanksgiving  
Christmas  
6 Personal Days

**Police**

New Years' Day  
Martin Luther King Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving  
Christmas  
5 Personal Days

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**2014 Meeting Date Schedule:**

***Board of Supervisors***

## **MOTION**

A motion was made by Member Cheryl Johnson seconded by Vice-Chairman Neal Nevitt to adopt and approve the Regular Township Meeting Schedule as shown below. The vote was unanimous and the motion carried.

**Regular Board of Supervisors' Meetings** will be held at 7:00 p.m. on the 3<sup>rd</sup> Monday of every month:

January 6*, 20	July 21
February 17	August 18
March 17	September 15
April 21	October 20
May 19	November 17
June 16	December 15

The Board shall also hold workshop session meetings on the Tuesday prior to the regular meeting starting at 6:00 p.m. starting in February.

Organization Meeting, held on the first Monday of January 2015.

Motion was made by Member Cheryl Johnson, seconded by Vice-Chairperson Deborah Scull to adopt and approve the Planning Commission Regular Meetings as shown below. The vote was unanimous and the motion carried.

**Planning Commission Regular Meetings:** 2<sup>nd</sup> Monday of the month at 7:00 PM, as well as the last Wednesday (Workshop Meeting) of the month at 7:00 PM except November and December.

**Recreation Board:** 1<sup>st</sup> Monday evening of the Month, at 6:30 PM, except January.

## **MOTION**

Member Cheryl Johnson moved to approve the Recreation Board as shown. Chairperson Deborah Scull seconded the motion. The vote was unanimous and the motion carried.

All meetings will be held at the Township Building located at 720 Brownsville Road, Sinking Spring, PA 19608

## **MOTION**

A motion was made by Vice-Chairman Neal Nevitt, seconded by Member Cheryl Johnson to Adopt the IRS mileage reimbursement rate at 56 cents per mile. The vote was unanimous and the motion carried.

## **MOTION**

A motion was made by Vice-Chairman Neal Nevitt, seconded by Member Cheryl Johnson to approve and set the amount of the Treasurer's bond at \$700,000. The vote was unanimous and the motion carried.

## **MOTION**

Vice-Chairman Neal Nevitt motioned to authorize Diana to investigate the insurance surety willingness to increase the amount of the Treasurer's Bond. Member Cheryl Johnson seconded the motion. The vote was unanimous and the motion carried.

## **MOTION**

A motion was made by Chairperson Deborah Scull, seconded by Member Cheryl Johnson to appoint the Berks County UCC Board of Appeals to serve as the Township's designated appeals board for Uniform Construction Code matters, in accordance with 34 PA Code 403.121(d) and Township Ordinance No. 257 of 2006. The vote was unanimous and the motion carried.

## **MOTION**

Chairperson Deborah Scull motion to adopt **Resolution 2014-1: Appointment of R. David Seip, Michael Levan and Neal Nevitt to the Southwestern Berks County Joint Planning Commission.** Member Cheryl Johnson seconded the motion. The vote was unanimous and the motion carried.

## **MOTION**

A motion was made by Member Cheryl Johnson, seconded by Chairperson Deborah Scull to adopt **Resolution 2014-2: Appointment of Herbein and Company as the Township Auditor to replace the Township's appointed auditors for the calendar year 2014.** The vote was unanimous and the motion carried.

## **MOTION**

A motion was made by Vice-Chairman Neal Nevitt, seconded by Chairperson Deborah Scull to adopt **Resolution 2014-3: Township Fee Schedule.** The vote was unanimous and the motion carried.

## **New Business:**

The Township received a proposal from Bill McCue owner of McQ Web Design. The proposal is in the amount of \$2575.00 for the web design along with \$15.00 per month for web hosting.

## **MOTION**

Motion was made by Vice-Chairman Neal Nevitt, seconded by Chairperson Deborah Scull to accept the proposal from McQ Web Design dated December 18, 2013 to rebuild and host the Township Web Site. The vote was unanimous and the motion carried.

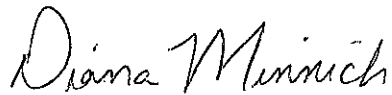
The bid for the emergency generator was tabled at the Board's December meeting.

## **MOTION**

Vice-Chairman Neal Nevitt moved to accept the emergency generator bid submitted by Barry J. Hoffman Co., Inc. in the amount of \$59,000.00 as the lowest responsible bid and, further, authorize the Township's Secretary to issue the Notice of Intent to Award to Barry J. Hoffman Co., Inc., in accordance with the bid documents. The motion was seconded by Vice-Chairperson Deborah Scull. The vote was unanimous and the motion carried.

A motion was made by Member Cheryl Johnson, seconded by Vice-Chairman Neal Nevitt to adjourn the Organization Meeting. The meeting ended at 7:35 pm.

Respectfully Submitted,



Diana Minnich  
Secretary/Treasurer