

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING
JANUARY 4, 2016**

The 2016 Reorganization Meeting of the Lower Heidelberg Township Board of Supervisors was held on January 4, 2016 at the Township Building. Present were Supervisors Deborah Scull, Neal Nevitt and Cheryl Johnson, Solicitor John Mahoney and Secretary/Treasurer Theresa Conners.

Mr. Mahoney called the meeting to order at 7:00 p.m. and led the salute to the flag.

Mr. Mahoney called for a nomination for Temporary Township Secretary. **On Motion** by Ms. Scull, seconded by Mr. Nevitt, to nominate Theresa Conners as Temporary Township Secretary. Mr. Mahoney called for any additional nominations; there were none. Motion passed unanimously. Mr. Mahoney called for a nomination for Temporary Township Chairperson. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to nominate Neal Nevitt as Temporary Township Chairperson. Mr. Mahoney called for any additional nominations; there were none. Motion passed unanimously.

Mr. Nevitt called for a nomination for Chairperson. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to appoint Neal Nevitt as Chairman of the Board of Supervisors. Mr. Nevitt called for any additional nominations; there were none. Motion passed unanimously.

Mr. Nevitt called for a nomination for Vice-Chairperson. On Motions by Ms. Scull, seconded by Mr. Nevitt, to appoint Cheryl Johnson as Vice-Chairperson of the Board of Supervisors. Mr. Nevitt called for any additional nominations; there were none. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Johnson, to reappoint the following individuals who currently serve in these positions for the calendar year of 2016: appointment of Theresa Conners as Township Secretary; appointment of Theresa Conners as Township Treasurer; appointment of Supervisor Deborah Scull as Building and Grounds Liaison for the Board of Supervisors; appointment of Supervisor Cheryl Johnson as the Township Police Commissioner; appointment of Neal Nevitt as Township Roadmaster; and appointment of Neal Nevitt as Township Sewer Liaison; all appointed positions to be for the calendar year 2016. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Scull, to appoint William Moser to the Planning Commission for a 4-year term to expire 1/6/20; and to appoint Richard Essig to the Zoning Hearing Board, for a 3-year term to expire 1/1/19. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Scull, to appoint the following individuals to their respective positions, with terms to expire as indicated: Donald Koch, Thomas Roberts and Frank Gabell as elected Township Auditor, to a 1 year term to expire on 12/31/16; to appoint Tiffany Leisey to the Township Recreation Board for a 5 year term to expire on 1/4/21; to appoint Theresa Conners as the Lower Heidelberg Township Open Records Officer for a 1 year term to expire on 1/2/17; to appoint Deborah Scull as the Lower Heidelberg Township Alternate Open Records Officer for a 1 year term, to expire on 1/2/17; (motion continues on next page.....)

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(.....Motion continued from page 1)

to appoint Kraft Code Services as the Township Zoning Officer for the calendar year 2016; to appoint Kraft Code Services as the Township Building Inspector/Building Code Officer for the calendar year 2016; to appoint Kraft Codes Services as the Township Plumbing Inspector for the calendar year 2016; to appoint Kraft Code Services as the Township Electrical Inspector for the calendar year 2016; to appoint Siana, Bellwoar and McAndrew as the Township Solicitor for the calendar year 2016; to appoint Spotts, Stevens and McCoy as the Township Engineer with respect to planning and zoning matters/issues for the calendar year 2016; to appoint Great Valley Consultants as the Township Engineer for the calendar year 2016; to appoint Systems Design Engineering as the Township Sewage Enforcement Officer for the calendar year 2016; and to appoint Light-Heigel & Associates as the Alternate Sewage Enforcement Officer for the calendar year 2016. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Johnson, to appoint the following individuals to their respective positions, with terms to expire as indicated: to appoint Michael Boyson as Interim Road Foreman for the calendar year 2016; to appoint W. Thomas Deiterich as the Police Chief for the calendar year 2016; to appoint Jared Renshaw as Fire Commissioner for the calendar year 2016; to appoint W. Thomas Deiterich as Fire Marshal and Fire Marshal Cardholder for the calendar year 2016; to appoint Jared Renshaw as Emergency Management Coordinator for the calendar year 2016; to appoint Deborah Scull as the Township's Voting Delegate to PSATS State Convention for the calendar year 2016; to appoint Barbara Brenner as the Township Vacancy Board Chairperson for the calendar year 2016; and to appoint Dean Hartman, Forrest Stricker and Deborah Scull to the Township Agriculture Security Board for the calendar year 2016. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Johnson, to appoint VIST Bank, Fulton Bank and Fleetwood Bank as the Township depositories for the calendar year 2016. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Scull, to appoint Theresa Connors as Chief Administrator of Pension Funds for the calendar year 2016. Motion passed unanimously.

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On Motion by Ms. Scull, seconded by Ms. Johnson, to approve the 2016 Holiday Schedule as listed on the prepared agenda; motion passed unanimously:

2016 Holiday Schedule

Non-uniform

New Years' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas (12/26 observed)
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
6 Personal Days

On Motion by Mr. Nevitt, seconded by Ms. Scull, to approve the 2016 Meeting Date Schedule for all three Boards and Commissions, as listed on the prepared agenda, all meetings to be held at the Township Building at 720 Brownsville Road; motion passed unanimously:

2016 Meeting Date Schedule:

Board of Supervisors

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

January 4, 18	July 18
February 15 (President's Day)	August 15
March 21	September 19
April 18	October 17
May 16	November 21
June 20	December 19

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The Board shall also hold workshop session meetings on the Tuesday prior to the regular meeting (i.e., the Tuesday prior to the Third Monday of each month), starting at 6:00 p.m.

Planning Commission Regular Meetings: 2nd Monday of each month at 7:00 PM, with a workshop meeting to be held on the last Wednesday of each month at 7:00 PM, except for November and December.

Recreation Board: 1st Monday evening of the month, at 6:30 PM, except for January.

On Motion by Mr. Nevitt, seconded by Ms. Johnson, to adopt the IRS mileage reimbursement rate at 54 cents per mile. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Scull, to approve and set the amount of the Treasurer's bond at \$4,000,000. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. 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 and as set forth in the County's Memorandum of December 19, 2012. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Johnson, to adopt Resolution 2016-01: Appointment of R. David Seip, Michael Levan and Neal Nevitt to the Joint Planning Commission. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Scull, to adopt Resolution 2016-02: Appointment of CPA as Auditor. Motion passed unanimously.

On Motion by Mr. Nevitt, seconded by Ms. Scull, to adopt Resolution 2016-03: Township Fee Schedule. Motion passed unanimously.

Reports

Mr. Nevitt announced that the Board held an executive session earlier in the day to discuss personnel matters; no decisions were rendered.

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Ms. Johnson noted that due to two officers being out on medical leave, an additional officer is needed and should be hired as soon as possible.

Mr. Nevitt noted that a check should be received in the Township office within the next few days for the road work agreement for Sweitzer and Wagner Roads.

Public Comment

Mr. Nevitt asked if there was any public comment; there was none.

Adjournment

On Motion by Ms. Scull, seconded by Ms. Johnson, to adjourn at 7:40 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: January 21, 2016