

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
JANUARY 3, 2017**

The 2017 Reorganization Meeting of the Lower Heidelberg Township Board of Supervisors was held on January 3, 2017 at the Township Building. Present were Supervisors Deborah Scull, Cheryl Johnson and Michael Keltz, Solicitor John Mahoney and Secretary/Treasurer Theresa Conners.

Mr. Mahoney called the meeting to order at 7:00 p.m.

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

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

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

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to appoint Theresa Conners as Township Secretary and Township Treasurer, as Chief Administrator of Pension Funds, and as the Lower Heidelberg Township Open Records Officer, at an hourly rate of \$21.00 for a one year term, to expire on 1/2/18. Motion passed unanimously.

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to appoint Deborah Scull as the Lower Heidelberg Township Alternate Open Records Officer, for a one year term, to expire on 1/2/18. Motion passed unanimously.

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to appoint Deborah Scull as Assistant Township Secretary, at an hourly rate to be determined by the Board of Auditors, for a one year term to expire on 1/2/18. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Ms. Johnson, to appoint Michael Keltz as Building and Grounds Liaison for the Board of Supervisors for the calendar year 2017. Motion passed unanimously.

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**On Motion** by Ms. Scull, seconded by Mr. Keltz, to appoint Cheryl Johnson as the Township **Police Commissioner** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to appoint Deborah Scull as Township **Road Master** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to appoint Cheryl Johnson as Township **Sewer Liaison** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Ms. Johnson, to appoint Michael Keltz as the Township's **Voting Delegate to PSATS State Convention** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to appoint Matthew Clay as Township **Road Foreman** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Mr. Keltz, seconded by Ms. Scull, to appoint W. Thomas Deiterich as the **Chief of Police** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to appoint Jared Renshaw as **Fire Commissioner** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Ms. Johnson, seconded by Ms. Scull, to appoint W. Thomas Deiterich as **Fire Marshal** and **Fire Marshal Cardholder** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Mr. Keltz, seconded by Ms. Scull, to appoint the following individuals to their respective positions, with terms to expire as indicated: Neal Nevitt as member of the Planning Commission for an additional four-year term to expire 1/1/21; Thomas Jauch to the Zoning Hearing Board, for an additional three-year term to expire 1/1/20; Donald Koch, Frank Gabell and Thomas Roberts as elected Township Auditor, each to a 1 year term to expire on 12/31/17; Ronald Dentzer to the Shade Tree Commission for an additional three-year term to expire 1/1/20; Barbara Brenner as the Township Vacancy Board Chairperson for the calendar year 2017; and Dean Hartman, Forrest Stricker, and Deborah Scull to the Township Agricultural Security Board for the calendar year 2017. Motion passed unanimously.

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**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to appoint the following firms and institutions for the calendar year 2017: Kraft Code Services as the Township **Zoning Officer, and Building Inspector/Building Code Officer, and Plumbing Inspector, and Electrical Inspector**; Siana, Bellwoar and McAndrew, LLP as the Township **Solicitor**; Spotts, Stevens, McCoy as the Township **Engineer** with respect to planning and zoning matters/issues; Great Valley Consultants as the Township **Engineer**; Systems Design Engineering Inc. as the Township **Sewage Enforcement Officer**; Light-Heigel & Associates as the **Alternate Sewage Enforcement Officer**; and VIST Bank, Fulton Bank, Fleetwood Bank, PLIGIT and First National Bank as the Township **depositories** for the calendar year 2017. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the 2017 Holiday Schedule as listed below; motion passed unanimously:

**2017 Holiday Schedule**

**Non-uniform**

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  
6 Personal Days

**On Motion** by Mr. Keltz, seconded by Ms. Johnson, to approve the 2017 Meeting Date Schedule for the Board of Supervisors, as listed on the prepared agenda, all meetings to be held at the Township Building at 720 Brownsville Road; motion passed unanimously:

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**2017 Meeting Date Schedule:**

**Board of Supervisors**

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

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

The Board shall also hold workshop session meetings on the Wednesday prior to the regular meeting (i.e., the Tuesday prior to the Third Monday of each month), starting at 7:00 p.m.

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve the 2017 Meeting Date Schedule for the Planning Commission, as listed on the prepared agenda, all meetings to be held at the Township Building at 720 Brownsville Road; motion passed unanimously:

**Planning Commission Regular Meetings:** 2<sup>nd</sup> 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.

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to approve the 2017 Meeting Date Schedule for the Recreation Board, as listed on the prepared agenda, all meetings to be held at the Township Building at 720 Brownsville Road; motion passed unanimously:

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

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to adopt the IRS mileage reimbursement rate at 53.5 cents per mile. Motion passed unanimously.

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

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**On Motion** by Ms. Scull, seconded by Mr. Keltz, 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 Ms. Johnson, seconded by Mr. Keltz, to adopt Resolution 2017-01: Appointment of William Moser, Michael Levan and Neal Nevitt to the Joint Planning Commission. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Mr. Keltz to adopt Resolution 2017-02: Appointment of CPA as Auditor; and to adopt Resolution 2017-03: Township Fee Schedule. Motion passed unanimously.

**Reports**

There were no reports.

**Correspondence**

Mr. Mahoney has prepared a letter to Heidelberg Township regarding the Palm Road Bridge, which Ms. Scull signed. Mr. Mahoney noted that the Lower Heidelberg Board has the right to close the bridge if it is unsafe; an alternate route must be provided and signage must be posted.

**Subdivision/Land Development**

There were no SALDO issues for discussion.

**Old Business**

The Board reviewed the list of Boards and Commissions along with the terms of office. Ms. Scull noted with regret the acceptance of Elizabeth Johnson's resignation from the Recreation Board. Resident Traci Angioletti has agreed to fill the remainder of Ms. Johnson's term. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to accept Elizabeth Johnson's resignation from the Recreation Board, and to appoint Traci Angioletti to fill the remainder of Ms. Johnson's term. Motion passed unanimously.

The Township Directory and the Website will be updated with the changes made to the various Boards and Commissions.

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to authorize the Solicitor's office to advertise the 2017 Meeting Schedule. Motion passed unanimously.

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**Public Comment**

There was no public comment.

**Adjournment**

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to adjourn at 7:28 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: January 16, 2017