

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
JANUARY 2, 2018**

The 2018 Reorganization Meeting of the Lower Heidelberg Township Board of Supervisors was held on January 2, 2018 at the Township Building. Present were Supervisors Cheryl Johnson, Deborah Scull and Michael Keltz, Solicitor Robert Tucker and Secretary/Treasurer Theresa Conners.

Mr. Tucker called the meeting to order at 7:02 p.m.

Mr. Tucker called for a nomination for Temporary Chairperson. **On Motion** by Ms. Scull, seconded by Ms. Johnson, to nominate Michael Keltz as Temporary Chairperson. Mr. Tucker called for any additional nominations; there were none. Motion passed unanimously. Mr. Tucker 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. Tucker called for any additional nominations; there were none. Motion passed unanimously.

Mr. Keltz called for a nomination for Chairperson. **On Motion** by Ms. Scull, seconded by Mr. Keltz, to appoint Cheryl Johnson as Chairperson of the Board of Supervisors. Mr. Keltz 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. Johnson, seconded by Ms. Scull, to appoint Theresa Conners as Township Secretary/Treasurer for calendar year 2018; to appoint Deborah Scull as Assistant Township Secretary for calendar year 2018; to appoint Michael Keltz as Building and Grounds Liaison for the Board of Supervisors for the calendar year 2018; to appoint Cheryl Johnson as the Township Police Commissioner for the calendar year 2018; to appoint Deborah Scull as Township Road Master for the calendar year 2018; and to appoint Cheryl Johnson as Township Sewer Liaison for the calendar year 2018. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Ms. Johnson, to appoint the following individuals to their respective positions, with terms to expire as indicated: Dean Hartman as member of the Planning Commission for an additional four-year term to expire January of 2022; Heath Kearney as member of the Planning Commission for a four-year term to expire January of 2022, with no additional nominee for the Alternate position appointment at this time; appointment of Donna Leisey to the Recreation Board for a five-year term to expire January of 2023; with no additional nominee for the open position on the Recreation Board at this time. Motion passed unanimously.

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**On Motion** by Mr. Keltz, seconded by Ms. Scull, to appoint the following individuals to their respective positions, with terms to expire as indicated: Steve Bezner to the Zoning Hearing Board, for a three-year term to expire January of 2021; appointment of David Hinkle as Elected Township Auditor for a six-year term to expire on December 31, 2023; appointment of Thomas Roberts to the Township Board of Auditors for a one-year term to expire on December 31, 2018; appointment of William Williams to the Township Board of Auditors for a one-year term to expire on December 31, 2018; appointment of Theresa Conners as the Lower Heidelberg Township Open Records Officer for a one-year term to expire on January 2, 2019; appointment of Deborah Scull as the Lower Heidelberg Township Alternate Open Records Officer for a one-year term to expire on January 2, 2019. Motion passed unanimously.

**On Motion** by Ms. Johnson, seconded by Ms. Scull, to appoint the following firms for the calendar year 2018: 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; Bingaman and Hess, Mark Yoder Esquire as Solicitor for the Zoning Hearing Board; Spotts, Stevens, McCoy as the Township Engineer with respect to planning and zoning matters/issues; Kraft Engineering as the Township Engineer; Systems Design Engineering Inc. as the Township Sewage Enforcement Officer and Sewer Engineer; all for calendar year 2018. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to appoint the following individuals for calendar year 2018: appointment of Barbara Brenner to the Shade Tree Commission for a three-year term to expire on January 2, 2021; to appoint Matthew Clay as Township Road Foreman for the calendar year 2018; to appoint W. Thomas Deiterich as the Chief of Police for the calendar year 2018; to appoint Jared Renshaw as Fire Commissioner for the calendar year 2018; and to appoint W. Thomas Deiterich as Fire Marshal and Fire Marshal Cardholder for the calendar year 2018. Ms. Johnson noted that there is no nominee for the Emergency Management Coordinator at this time. Motion passed unanimously.

**On Motion** by Mr. Keltz, seconded by Ms. Johnson, to appoint the following individuals for the following appointments for calendar year 2018: to appoint Deborah Scull as the Township's Voting Delegate to PSATS State Convention for the calendar year 2018; to appoint Barbara Brenner as the Township Vacancy Board Chairperson for the calendar year 2018; to appoint Dean Hartman, Forrest Stricker, and Deborah Scull to the Township Agricultural Security Board for the calendar year 2018; and to appoint Theresa Conners as Chief Administrator of Pension Funds for the calendar year 2018. Motion passed unanimously.

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to appoint the following institutions for the calendar year 2018: appointment of VIST Bank, Fulton Bank, Fleetwood Bank, PLIGIT and First National Bank as the Township **depositories** for the calendar year 2018. Motion passed unanimously.

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**On Motion** by Mr. Keltz, seconded by Ms. Johnson, to approve the 2018 Holiday Schedule as listed below; motion passed unanimously:

**2018 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 2018 Meeting Date Schedule for the Board of Supervisors, as follows, all meetings to be held at the Township Building at 720 Brownsville Road; and to approve the 2018 Meeting Schedule for the Planning Commission as follows; and to approve the 2018 Meeting Schedule for the Recreation Board as follows; motion passed unanimously.

**2018 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 15	July 16
February 19 (President's Day)	August 20
March 19	September 17
April 16	October 15
May 21	November 19
June 18	December 17

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.

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**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.

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

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to adopt the IRS mileage reimbursement rate at 54.5 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.

**On Motion** by Ms. Johnson, seconded by Ms. Scull, 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. Scull, seconded by Ms. Johnson, to adopt Resolution 2018-01: Appointment of Michael Levan, Neal Nevitt and Heath Kearney to the Joint Planning Commission. Motion passed unanimously.

**On Motion** by Mr. Keltz, seconded by Ms. Johnson to adopt Resolution 2018-02: Appointment of CPA as Auditor. Motion passed unanimously.

**On Motion** by Ms. Johnson, seconded by Mr. Keltz to adopt Resolution 2018-03: Township Fee Schedule. Motion passed unanimously.

**On Motion** by Ms. Scull, seconded by Mr. Keltz, to adopt Resolution 2018-04: Confirming No Employee Contribution to the Police Pension Plan for Calendar Year 2018. Motion passed unanimously.

**Secretary's Report**

Ms. Conners presented three escrow releases which were pending from the December meeting.

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to approve the following escrow releases as reviewed by and recommended for approval by the Township Engineer: Timberlake Phase 2 Escrow Release No. 6 in the amount of \$66,512.10; Cacoosing Crossing North Phase 1 Escrow Release No. 7 in the amount of \$29,180.47; and Green Valley Estates West Phase 2 Escrow Release No. 5 in the amount of \$108,658.75. Motion passed unanimously.

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**Subdivision/Land Development**

There were no SALDO issues for discussion.

**Supervisor Issues**

Ms. Johnson noted that she will not be available to attend the January work session or the January regular meeting as she will be on a medical leave.

**Old Business**

Mr. Tucker noted that the meeting schedule as adopted must be advertised. **On Motion** by Ms. Johnson, seconded by Mr. Keltz, to authorize the Township Secretary to advertise the 2018 Meeting Schedule. Motion passed unanimously.

**Public Comment**

Ms. Johnson asked for public comment; there was none.

**Adjournment**

**On Motion** by Ms. Johnson, seconded by Mr. Keltz, to adjourn at 7:21 p.m. Motion passed unanimously.

Respectfully submitted,



Theresa Conners, Township Secretary/Treasurer

Approved: January 15, 2018