

**LOWER HEIDELBERG TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATION MEETING MINUTES
JANUARY 7, 2019**

The 2019 Reorganization Meeting of the Lower Heidelberg Township Board of Supervisors was held on January 7, 2019 at the Township Building. Present were Supervisors Cheryl Johnson, Deborah Scull and Michael Keltz, Solicitor Andrew Bellwoar and Manager/Secretary/Treasurer Pamela Stevens.

Mr. Bellwoar called the meeting to order at 10:37 a.m. and announced an executive session was held prior to the meeting concerning personnel and real estate matters.

Mr. Bellwoar called for a nomination for Chairperson. On Motion by Ms. Scull, seconded by Ms. Johnson, to nominate Michael Keltz as Chairperson. Motion passed unanimously.

Mr. Keltz called for a nomination for Vice Chairperson. On Motion by Ms. Johnson, seconded by Mr. Keltz, to appoint Ms. Scull as Vice Chairperson of the Board of Supervisors. Motion passed unanimously.

On Motion by Mr. Keltz, seconded by Ms. Scull approved the following **2019 appointments and terms**. Motion passed unanimously with the following exceptions: Ms. Johnson has reservations on Mr. Scull as Assistant Township Secretary and all acknowledged there was no person to appoint for the alternate position on the Planning Commission, so the **Planning Commission position is vacant**.

Appointment of Manager Pamela J. Stevens as Township Secretary/Treasurer, Building and Grounds Liaison, Police Commissioner, Roadmaster, and Sewer Liaison. Appointment of Deborah P. Scull as Assistant Township Secretary and Theresa Connors as Financial Administration Assistant. Accept with regrets, the resignation of Mike Levan for the Planning Commission.

Appointment of Lori Haag and Deborah P. Scull to the Recreation Board for a 5-year term to expire January 1, 2024. Appointment of Mike Roberts to the Zoning Hearing Board, for a 3-year term to expire December 31, 2021. Acknowledge David Hinkle as Elected Township Auditor for a 6-year term ending December 31, 2023. Appointment of Thomas Roberts and William Williams to the Township Board of Auditors for a 1-year term to expire December 31, 2019. Appointment of Township Manager, Pamela J. Stevens as the Lower Heidelberg Township Open Records Officer and Deborah as the Lower Heidelberg Alternate Open Records Officer for a 1-year term to expire January 6, 2020.

Appointment of Kraft Code Services as the Township Zoning Officer, Building Inspector/Building Code Officer, Plumbing Inspector, and Electrical Inspector. Appointment of Siana, Bellwoar and McAndrew, LLP as the Township Solicitor. Appointment of Kraft Engineering as the Township Engineer. Appointment of Systems Design Engineering, Inc. as the Township Sewer Engineer and the Sewage Enforcement Officer and Berks Envirotech, Inc. as the Alternate Sewage Enforcement Officer.

Appointment of Matthew Clay as Township Road Foreman. Appointment of W. Thomas Deiterich as the Police Chief, Fire Marshal, and Fire Marshal Cardholder. Appointment of Jared Renshaw as Fire Commissioner and Justin Schlottman as Emergency Management Coordinator.

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Appointment of Township Manager Pamela J. Stevens as the Township’s Voting Delegate to PSATS State Convention, Deborah Scull as the Township’s Alternate Voting Delegate to PSATS State Convention and authorize Supervisor Deborah Scull and Manager Pamela Stevens as attendees of the PSATS 2019 State Convention. Appointment of Township Manager as the Township’s Primary Delegate to the County Tax Collection Committee and Supervisor Deborah Scull as the Township’s Alternate Delegate to the County Tax Collection Committee. Appoint Barbara Brenner as the Township Vacancy Board Chairperson; to appoint Dean Hartman, Forrest Stricker, and Deborah Scull to the Township Agricultural Security Board. Appointment of Manager Pamela J. Stevens as Chief Administrator of Pension Funds, Assistant Township Engineer, Assistant Sewer Engineer, Assistant Zoning Officer, and Assistant Codes Officer.

Appoint the following institutions for the calendar year 2019: appointment of VIST Bank, Fulton Bank, PLIGIT and First National Bank as the Township depositories.

On Motion by Ms. Johnson, seconded by Ms. Scull, to approve the 2019 Holiday Schedule as listed below; motion passed unanimously:

2019 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 Ms. Scull and seconded by Mr. Keltz, to approve the 2019 Meeting Date Schedule for the Board of Supervisors, as follows, all meetings to be held at the Township Building at 720 Brownsville Road, at 7:00 p.m. on the 3rd Monday of every month as listed; to approve the 2019 Workshop Sessions as needed on the Wednesday prior to the regular Board Meeting starting at 7:00 p.m. and as listed; to approve the 2019 Meeting Schedule for the Planning Commission as listed; and to approve the 2019 Meeting Schedule for the Recreation Board as listed; motion passed unanimously. Ms. Stevens to advertise the meetings as required in the Reading Eagle.

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2019 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 21	July 15
February 18 (President's Day)	August 19
March 18	September 16
April 15	October 21
May 20	November 18
June 17	December 16

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

January 16	July 10
February 13	August 14
March 13	September 11
April 10	October 16
May 15	November 13
June 12	December 11

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.

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

On Motion by Mr. Keltz, seconded by Ms. Johnson, to adopt the IRS mileage reimbursement rate at 58.0 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. Scull, 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 Ms. Johnson, seconded by Ms. Scull, to adopt Resolution 2019-01: Appointment of Dean Hartman, Neal Nevitt and Heath Kearney to the Joint Planning Commission. Motion passed unanimously.

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On Motion by Ms. Scull, seconded by Ms. Johnson, to adopt Resolution 2019-02: Appointment of Herbein + Company, LLC as CPA as Auditor. Motion passed unanimously.

On Motion by Ms. Johnson, seconded by Ms. Scull, to adopt Resolution 2019-03: Township Fee Schedule. Motion passed unanimously.

On Motion by Ms. Scull, seconded by Ms. Johnson, to adopt Resolution 2019-04: Confirming No Employee Contribution to the Police Pension Plan for Calendar Year 2019. Motion passed unanimously.

On Motion by Ms. Johnson, seconded by Ms. Scull, to adopt Resolution 2019-05: School Choice Week. Motion passed unanimously.

On Motion by Ms. Johnson, seconded by Ms. Scull, to adopt Resolution 2019-06: County Tax Committee Delegates. Motion passed unanimously.

On Motion by Ms. Scull, seconded by Ms. Johnson, to adopt Resolution 2019-07: Fee Schedule for the Alternate SEO. Motion passed unanimously.

On Motion by Ms. Johnson, seconded by Ms. Scull, to approve the Police and Township Administration Staff to receive \$1.00 increase in wages as of January 1, 2019, exclusive of Deborah Scull. Motion passed unanimously.

On Motion by Ms. Scull, seconded by Ms. Johnson, to approve the promotion of Level III Patrol Officer First Class Justin Lawless to rank of Level IV Class Corporal as of January 1, 2019 ad to formally hold a promotion ceremony on January 21, 2019. Motion passed unanimously.

Subdivision/Land Development

There were no SALDO issues for discussion.

Old Business

There was no old business presented for discussion.

Public Comment

No public was present.

New Business

On Motion by Ms. Johnson, seconded by Ms. Scull, ratifying the Township Manager executing a Contract with Haven Salt Company for the calendar year 2019 at a rate of \$70.80 per ton delivered to the Township Building.

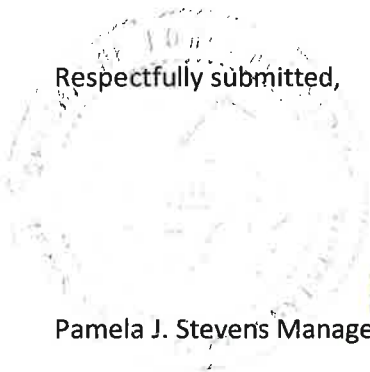
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On Motion by Ms. Scull, seconded by Ms. Johnson, authorizing the advertisement of the Block Party Ordinance Amendment and for the subsequent consideration of adopting the Amendment at the January 21, 2019Bos Meeting. Solicitor Bellwoar noted that Mike Crotty of Siana Bellwoar will advertise the Ordinance.

Adjournment

On Motion with no other business, by Ms. Johnson, seconded by Ms. Scull to adjourn at 10:55 a.m. Motion passed unanimously.

Respectfully submitted,



A handwritten signature in blue ink, reading "Pamela J. Stevens".

Pamela J. Stevens Manager/Secretary/Treasurer

Approved: 1/21/2019

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