

LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
MINUTES
ORGANIZATION MEETING
MONDAY, JANUARY 6, 2020 10:00 AM

The Lower Heidelberg Township Board of Supervisors held their Reorganization meeting at the Township Building, 720 Brownsville Road, on the above date and time. Present were Chairman Michael Keltz, Vice-Chairwoman Deborah P. Scull, member Cheryl L. Johnson, Chief Thomas Deiterich, Township Solicitor Andy Bellwoar, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were Stephen Bezner, David Kurtz, Robert Melson, and Trupert Ortlieb.

Call the Meeting to Order by Township Solicitor at 10:00 a.m.

1-3. Mr. Bellwoar opened the meeting as the Temporary Chairman. Mr. Bellwoar asked for nominations on the Chairperson. Ms. Scull nominated Mr. Keltz, and Mrs. Johnson seconded the nomination. All in favor. Mrs. Johnson nominated Mrs. Scull as Vice Chair and Mr. Keltz seconded the nomination. All in favor.

4. The Meeting was turned over to Mr. Keltz. **On Motion** by Mr. Keltz, seconded by Mrs. Scull, the following individuals, financial institutions, and/or companies are appointed to the following **2020 Appointments**: Motion passed unanimously.

Appointment of Pamela J. Stevens as Township Manager/Secretary/Treasurer, Building and Grounds Liaison, Police Commissioner, Roadmaster and Sewer Liaison for the calendar year 2020.

Appointment of Deborah Scull as Assistant Township Secretary and Theresa Connors as Financial Administration Assistant for calendar year 2020.

Appointment of William Moser to the Planning Commission for an additional 4-year term to expire January 2, 2024.

The Planning Commission Alternate Position remains vacant for 2020.

Appointment of Tiffany Leisey to the Recreation Board for a 5-year term to expire January 6, 2025.

Appointment of Thomas Roberts as elected Township auditor for a 1 year term to expire on January 4, 2021. (Auditor positions are up for 1-year appointment).

Appointment of William Williams as elected Township auditor for a 1 year term to expire on January 4, 2021. (Auditor positions are up for 1-year appointment).

Appointment of Pamela J. Stevens as the Lower Heidelberg Township Open Records Officer and Deborah P. Scull as the Lower Heidelberg Township Alternate Open Records Officer for one year terms, to expire on January 4, 2021.

Appointment of Kraft Code Services as the Township Zoning Officer for the calendar year 2020.
Appointment of Kraft Code Services as the Township Building Inspector/Building Code Officer, Plumbing Inspector, Electrical Inspector for the calendar year 2020.

Appointment of Siana, Bellwoar and McAndrew, LLP as the Township Solicitor for the calendar year 2020.

Appointment of Bingaman Hess as the Zoning Hearing Board Solicitor for calendar year 2020 with Thomas Rothermel as the new representative.

Appointment of Kraft Engineering as the Township Engineer for the calendar year 2020.

Appointment of Systems Design Engineering, Inc. as the Township Sewage Enforcement Officer for the calendar year 2020.

Appointment of Berks Envirotech as the Alternate Sewage Enforcement Officer for the calendar year 2020.

Appointment of Matt Clay as Township Road Foreman for the calendar year 2020.

Appointment of W. Thomas Deiterich as the Police Chief Deiterich and as Fire Marshal and Fire Marshal Cardholder for the calendar year 2020.

Appointment of Jared Renshaw as Fire Commissioner for the calendar year 2020.

Appointment of Justin Schlottman as Emergency Management Coordinator for the calendar year 2020.

Appointment of Pamela J. Stevens as the Township's Voting Delegate to PSATS State Convention for the calendar year 2020, and Deborah P. Scull as Alternate Voting Delegate to PSATS State Convention.

Appointment of Barbara Brenner as the Township Vacancy Board Chairperson for the calendar year 2020.

Appointment of Dean Hartman, Deborah P. Scull, and Forrest Strickler to the Township Agriculture Security Board for the calendar year 2020.

Appointment of Ronald Dentzer to the Township Shade Tree Commission for a three (3) year term expiring January 2, 2023.

Appointment of VIST Bank, PLGIT, Fulton Bank, and First National Bank as the Township depositories for the calendar year 2020.

Appointment of Pamela J. Stevens as Chief Administrator of Pension Funds for the calendar year 2020.

5. **2020 Holiday Schedule**

Motion to approve the following Township holidays as set forth on this agenda: **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.

Nonuniform

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

6. **2020 Meeting Date Schedule:**

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

Motion to adopt, approve and advertise the Regular Township Meeting Schedule as follows and as set forth in this agenda: **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.

Board of Supervisors

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

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

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. with the exception of November's meeting which will move to November 12th as November 11th is Veteran's Day.

Board Workshop Meetings:

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

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.

January 13, 29	July 13, 29
February 10, 26	August 10, 26
March 9, 25	September 14, 30
April 13, 29	October 12, 28
May 11, 27	November 9
June 8, 24	December 14

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

January 6	July 6
February 3	August 3
March 2	September 8
April 6	October 5
May 4	November 2
June 1	December 7

7. Motion to adopt the IRS mileage reimbursement rate at 57.5 cents per mile. **On Motion** made by Mrs. Johnson, Motion Seconded by Mrs. Scull, and Motion passed unanimously.
8. Motion to approve and set the amount of the Treasurer's bond at \$4,000,000. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
9. Motion 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. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.
10. Motion to adopt Resolution 2020-01: Appointment of Dean Hartman, Heath Kearney and Neal Nevitt to the Joint Planning Commission. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
11. Motion to adopt Resolution 2020-02: Appointment of CPA as Auditor. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.

12. Motion to adopt Resolution 2020-03: Township Fee Schedule with the following revisions – new settlement certifications for easements or environmental features at a fee of \$25.00 and for a sewage grinder pump at a fee of \$15.00. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
13. Motion to adopt Resolution 2020-04: Police Pension Employee Contribution reflecting that no contribution is required for 2020. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.
14. Motion to adopt Resolution 2020-05: Recognizing School Choice Week. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
15. Motion to adopt Resolution 2020-06: Appointing County Tax Collection Committee Delegates. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.
16. Motion to adopt Resolution 2020-07: Fee Schedule for Alternate SEO. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
17. Motion to adopt Resolution 2020-08: Accepting Steve Bezner’s resignation from the Zoning Hearing Board with regret and to adopt Resolution 2020-08 acknowledging the Township’s gratitude for his dedication and many years of service. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and motion passed unanimously. Mrs. Scull asked Mr. Bezner as to how long he has been involved in the Township and he stated that he was Police Chief for 8 years as chief, and he was on the Recreation Board and Zoning Hearing Board each about 10 to 12 years so approximately a total of 28 years.
18. Motion to adopt Resolution 2020-09: Accepting Thomas Jauch’s resignation from the Zoning Hearing Board with regret and to adopt Resolution 2020-09 acknowledging the Township’s gratitude for his dedication and years of service. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
19. Motion to adopt Resolution 2020-10: Motion to adopt Resolution 2020-10 appointing David M. Kurtz to serve as a member of the Zoning Hearing Board to serve a term expiring January 4, 2021. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.
20. Motion to adopt Resolution 2020-11: Motion to adopt Resolution 2020-11 appointing Robert D. Melson to serve as a member of the Zoning Hearing Board to serve a term expiring January 2, 2023. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
21. Motion to adopt Resolution 2020-12: Supporting the Redistricting of Voting Wards. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.
22. Motion to adopt Resolution 2020-13: Adopting the City of Reading’s New Industrial Local Limits. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.

23. Motion to adopt Resolution 2020-14: Adopting this Resolution to amend the Resolution Book for the Rosewood Hills public roads which were dedicated in June 2008. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.
 24. Motion to approve of the Township Administration Staff, specifically the Receptionist/Accounts Payable Clerk to receive \$0.50 increase in wages as of January 1, 2020. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
 25. Motion to approve of the Township Manager/Secretary/Treasurer to receive a salary of \$104,000.00 as of January 1, 2020. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously.
 26. Motion to approve of the advertising and hiring of a new Office Assistant at a rate of \$10.00 to \$12.00 per hour for 20 hours per week, and to continue with Allison Ulaky as the GIS Intern at a rate of \$10.00 per hour. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Johnson, and Motion passed unanimously.
 27. Motion to approve the purchase of a Shield 15 Speed Display unit from All Traffic Solutions at the CoStars cost of \$5,100.00 and paid for out of the Police Donation Fund 01-106-002 as this new Speed monitoring device was not budgeted for 2020 in the General Fund. **On Motion** made by Mr. Keltz, Motion Seconded by Mrs. Scull, and Motion passed unanimously. Chief Deiterich stated that this unit mounts on a sign post and is to help with tracking speed limits as the trailer is not put out in the winter.
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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 the reorganization date in January of the listed year):

Dean Hartman– January 3, 2022
William Moser – January 2, 2024
Neal Nevitt – January 4, 2021
Heath Kearney – January 3, 2022
Linda Williams – January 3, 2022
Alternate - Vacant
Planning Commission Solicitor – Siana, Bellwoar & McAndrew, LLP

Shade Tree Commission (3 year term, to expire on the reorganization date in January of the listed year):

Ronald Dentzer – January 2, 2023
Barbara Brenner – January 4, 2021

Recreation Board (5 year term, to expire on the reorganization date in January of the listed year):

Vacant – January 2, 2023
Donna Leisey – January 2, 2023
Lori Haag – January 2, 2024
Deborah Scull - January 2, 2024
Tiffany Leisey – January 6, 2025

Agricultural Security Board (1 year term, annual appointment)

Dean Hartman
Forrest Strickler
Deborah Scull

Zoning Hearing Board appointments with terms (3 year terms, to expire on the reorganization date in January of the listed year):

Michael Roberts – January 3, 2022
David Kurtz – January 4, 2021
Robert Melson – January 2, 2023
Zoning Hearing Board Solicitor – Bingaman Hess

Elected Auditors (6 year staggered terms; appointment if vacancy)

David Hinkle – (6 Year) January 2, 2024
Thomas Roberts (1 Year) - January 4, 2021
William Williams (1 Year) - January 4, 2021

Reports and Correspondence: None

Subdivision/Land Development

Legacy at the Paper Mill – Paper Mill Road Work Developer Escrow matter. Mr. Bellwoar discussed the Paper Mill Road work was required to be done by the developer, but the Township did the work and are looking to receive the \$57,250. Trupert Ortlieb discussed M&T bank and he was under the impression that there was a LOC, but when they went to the bank, and it was not a LOC and no funds to support the escrow. The bank requested information from Trupert and the bank is proposing a loan, and he has requested a partial payment if possible. January 20, 2020 Board Meeting with complete payment.

Glen Ridge Estates Revised Final Plans Received in December. Mrs. Scull stated that we received final plans and are waiting for the reviews by Ryan Rhode and Pamela Stevens. The Chief asked if there were any changes to the plans. We are unsure of any changes, so we will provide the set of plans for the Chief to review.

Old Business and Business from the floor: None

Adjournment. On Motion by Mrs. Scull and seconded by Mr. Keltz to adjourn at 10:25 a.m.

Respectfully Submitted,
Pamela J. Stevens
Manager/Secretary/Treasurer

Approved: 5.18.2020