

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS  
DRAFT MINUTES FOR THE ORGANIZATION MEETING  
MONDAY, JANUARY 4, 2021 at 10:00 AM VIA ZOOM PLATFORM**

The Lower Heidelberg Township Board of Supervisors held their Reorganization meeting virtually on the above date and time. Present were Chairman Michael Keltz, Vice-Chairwoman Deborah P. Scull, member Cheryl L. Johnson, Township Solicitor Andy Bellwoar, Code and Zoning Officer Andrew Kraft, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were Detective Sgt. Stouch/OIC, and Guests David Kurtz and Robert Melson.

Solicitor Bellwoar called the Meeting to Order at 10:11 a.m. on January 4, 2021 and announced that each municipality must reorganize on the first Monday of the New Year and asked all to stand and led the Pledge of Allegiance. The meeting has been duly advertised.

- 1-3. Mr. Bellwoar opened the meeting and requested a nomination for the Temporary Chairperson. Mr. Keltz nominated Mrs. Scull, and Mrs. Johnson seconded the nomination. Roll Call Mr. Keltz, Mrs. Scull – Yes and Mrs. Johnson – Yes. All were in favor for Mrs. Scull to be the Temporary Chairperson. Mr. Bellwoar then turned the meeting over to Mrs. Scull, the Temporary Chairperson. Mr. Keltz made a motion for Mrs. Scull to be the Chairperson, and all were in favor. Mrs. Scull made a motion and Mr. Keltz seconded for Mrs. Johnson as Vice Chairperson. All were in favor. Motion passed unanimously.
4. The Meeting was turned over to Mrs. Scull. **On Motion** by Mrs. Scull, seconded by Mr. Keltz, the following individuals, financial institutions, and/or companies are appointed to the following **2021 Appointments**: Motion passed unanimously.

**On Motion** by Mrs. Scull, seconded by Mr. Keltz, the following individuals are appointed to the following 2021 Appointment with 3 following appointments tabled the Alternate Position on the Planning Commission, the Fire Marshal and Fire Marshal Cardholder, and the Township Vacancy Board Chairperson. Mr. Melson could not be the Vacancy Board Chairperson since he serves on the Zoning Hearing Board. No Questions. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. 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 2021.

Appointment of Deborah Scull as Assistant Township Secretary and Theresa Connors as Financial Administration Assistant for calendar year 2021.

**TABLED: Appointment to the Alternate Position on the Planning Commission.**

Appointment of Thomas Roberts as elected Township auditor for a 1 year term to expire on January 3, 2022. (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 3, 2022. (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 3, 2022.

Appointment of Kraft Code Services as the Township Zoning Officer for the calendar year 2021.

Appointment of Kraft Code Services as the Township Building Inspector/Building Code Officer, Plumbing Inspector, Electrical Inspector for the calendar year 2021.

Appointment of Bellwoar Kelly for General Township Business, Planning and Ordinances, Siana Law for Collective Bargaining and Police Business, and Siana Law for Existing Sewer Bankruptcies as the Township Solicitors for the calendar year 2021.

Appointment of Bingaman Hess as the Zoning Hearing Board Solicitor for calendar year 2021 with Thomas Rothermel as the representative.

Appointment of Kraft Engineering as the Township Engineer for the calendar year 2021.

Appointment of Systems Design Engineering, Inc. as the Township Sewage Enforcement Officer for the calendar year 2021.

Appointment of Berks Envirotech as the Alternate Sewage Enforcement Officer for the calendar year 2021.

Appointment of Matt Clay as Township Road Foreman for the calendar year 2021.

**TABLED: Appointment of Fire Marshal and Fire Marshal Cardholder for the calendar year 2021.**

Appointment of Jared Renshaw as Fire Commissioner for the calendar year 2021.

Appointment of Justin Schlottman as Emergency Management Coordinator for the calendar year 2021.

Appointment of Pamela J. Stevens as the Township's Voting Delegate to PSATS State Convention for the calendar year 2021, and Deborah P. Scull as Alternate Voting Delegate to PSATS State Convention.

**TABLED: Appointment of the Township Vacancy Board Chairperson for the calendar year 2021.**

Appointment of Dean Hartman, Deborah P. Scull, and Forrest Strickler to the Township Agriculture Security Board for the calendar year 2021.

Appointment of Barbara Brenner to the Township Shade Tree Commission for a three (3) year term expiring January 2, 2024.

Appointment of VIST Bank, PLGIT, Fulton Bank, and First National Bank as the Township depositories for the calendar year 2021.

Appointment of Pamela J. Stevens as Chief Administrator of Pension Funds for the calendar year 2021.

**5. 2021 Holiday Schedule**

**Motion made** by Mr. Keltz, seconded by Mrs. Johnson, to approve the following Township Holidays for Non-Uniform, Teamsters and Police: Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.

Non-uniform & Teamsters

New Years' Day (1.1.21)  
Good Friday (4.2.21)  
Memorial Day (5.31.21)  
Independence Day (7.4.21)  
Labor Day (9.6.21)  
Veteran's Day (11.11.21)  
Thanksgiving (11.25.21)  
Day after Thanksgiving (11.26.21)  
Christmas (12.25.21)  
6 Personal Days

Police

New Years' Day (1.1.21)  
Martin Luther King, Jr. Day (1.18.21)  
Presidents' Day (2.15.21)  
Good Friday (4.2.21)  
Memorial Day (5.31.21)  
Independence Day (7.4.21)  
Labor Day (9.6.21)  
Veteran's Day (11.11.21)  
Thanksgiving (11.25.21)  
Christmas (12.25.21)  
6 Personal Days

**6. 2021 Meeting Date Schedule:**

Motion to adopt, approve and advertise the Regular Township Meetings Schedule as follows:  
**Motion made** by Mrs. Johnson and seconded by Mr. Keltz. All meetings in Number 6. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.

All meetings will be via the Zoom platform until further notice and then advertised for in-person once the COVID restrictions permit the in-person meetings. Once in-person the meetings to be held at the Township Building located at 720 Brownsville Road, Sinking Spring, PA 19608

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

**Board Workshop Meetings:** The Board shall also hold workshop session meetings as needed 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.

**Board Workshop Meetings continued:**

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

**Planning Commission Regular Meetings:** 2<sup>nd</sup> Monday of each month at 7:00 PM, with a workshop meeting as needed to be held on the last Wednesday of each month at 7:00 PM, except no workshop meetings during November and December.

January 11, 27	July 12, 28
February 8, 24	August 9, 25
March 8, 31	September 13, 29
April 12, 28	October 11, 27
May 10, 26	November 8
June 14, 30	December 13

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

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

7. Motion to adopt the IRS mileage reimbursement rate at 56.0 cents per mile. **Motion made** by Mrs. Scull and seconded by Mr. Keltz. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
8. Motion to approve and set the amount of the Treasurer’s bond at \$4,000,000. **Motion made** by Mrs. Scull and seconded by Mrs. Johnson. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. 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, and remit the annual fee in the amount of \$200.00. **Motion made** by Mr. Keltz and seconded by Mrs. Scull. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
10. **Motion made** by Mr. Keltz and seconded by Mrs. Johnson to adopt Resolution 2021-01: Appointment of Dean Hartman, Heath Kearney and Bill Moser to the Joint Planning Commission. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.

11. **Motion made** by Mrs. Johnson and seconded by Mr. Keltz to adopt Resolution 2021-02: Appointment of a CPA as Auditor. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
12. **Motion made** by Mr. Keltz and seconded by Mrs. Johnson to adopt Resolution 2021-03: Township Fee Schedule with the following revisions – increase in the high strength sewer surcharge from \$5.04 to \$7.03 per quarter. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
13. **Motion made** by Mrs. Johnson and seconded by Mr. Keltz to adopt Resolution 2021-04: Police Pension Employee Contribution reflecting that no contribution is required for 2021. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
14. **Motion made** by Mrs. Johnson and seconded by Mr. Keltz to adopt Resolution 2021-05: Recognizing School Choice Week. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
15. **Motion made** by Mrs. Johnson and seconded by Mr. Keltz to adopt Resolution 2021-06: Appointing the County Tax Collection Committee Delegates, Pamela J. Stevens and Deborah P. Scull. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
16. **Motion made** by Mr. Keltz and seconded by Mrs. Scull to adopt Resolution 2021-07: Fee Schedule for the Alternate SEO. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
17. Motion to adopt Resolution 2021-08: Accepting Neal Nevitt’s resignation from the Planning Commission with regret and to adopt Resolution 2021-08 acknowledging the Township’s gratitude for his dedication and many years of service. **Motion made** by Mr. Keltz, Motion Seconded by Mrs. Scull, and Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
18. **Motion made** by Mr. Keltz and seconded by Mrs. Johnson to adopt Resolution 2021-09 adopting the Sewer Fund Reimbursement to the General Fund of \$8,627 for the administration and operation expenditures. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
19. **Motion made** by Mrs. Johnson and seconded by Mr. Keltz to adopt Resolution 2021-10 reappointing David M. Kurtz to serve as a member of the Zoning Hearing Board to serve a term expiring January 2, 2024. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
20. **Motion made** by Mrs. Johnson and seconded by Mr. Keltz to adopt Resolution 2021-11 reappointing Thomas Roberts and William Williams to each serve as a member of the Elected Auditors Board to each serve a term expiring January 3, 2022. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.

21. **Motion made** by Mr. Keltz and seconded by Mrs. Johnson to adopt Resolution 2021-12 that Lower Heidelberg Township will utilize dotGrants on-line reporting system to file the required annual Liquid Fuel Forms including but not limited to the MS-965, MS-329, and the MS-999 and designating Pamela J. Stevens and Deborah P. Scull the persons authorized to utilize the dotGrants on-line reporting system. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
22. **Motion made** by Mrs. Scull, and seconded by Mrs. Johnson to approve of the Township Administration Staff Receptionist/Accounts Payable Clerk to receive a \$2.50 increase in wages as of January 1, 2021 as she has taken over 75% of Theresa Connors duties and then when she completes the remaining 25% she will then receive an \$1.00 additional increase. Mr. Melson asked if the amount was \$2.50 or \$3.50 and Mrs. Scull clarified it is \$2.50 now and then \$3.50 when she completes the transition of duties. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.
23. **TABLED Motion to approve of the Township Manager/Secretary/Treasurer to receive a salary in an amount to be determined pending her annual review and effective as of January 1, 2021.**
24. **Motion made** by Mrs. Scull and seconded by Mr. Keltz to approve of the Township Administration Staff, specifically the Police Secretary to receive a \$0.50 increase in wages as of January 1, 2021. Motion for the Police Secretary approved but the proposed \$0.50 increase for the Sewer Clerk must be approved by the Board of Auditors. Mr. Melson asked for clarification as it sounded like Mrs. Scull stated 50% and not \$0.50 and Mrs. Scull stated it was \$0.50. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously. Ms. Stevens to discuss with the Auditors to set her increase.
25. **Motion made** by Mr. Keltz and seconded by Mrs. Scull to acknowledge the increases in wages in accordance with the Lower Heidelberg Township Collective Bargaining Agreements with the Police Department for the Police Officers. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Abstain and Mr. Keltz – Yes. Motion passed with 2 Yes votes. **Motion made** by Mr. Keltz and seconded by Mrs. Scull to acknowledge the increases in wages in accordance with the Lower Heidelberg Township Collective Bargaining Agreements with the Teamsters for the Road Crew Members. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.

**Subdivision/Land Development Plans:** Ms. Stevens noted that there are several plans under review with the Planning Commission as follows and the Township has begun to be busy with plan activity:

Penn Avenue Car Wash  
Legacy at the Paper Mill – Paper Mill Road Work Developer Escrow  
Cacoosing Crossing North Phase 2  
Glen Ridge Estates Final Plans Phase 1B, Phase 2A and Phase 2B  
6841 Penn Avenue  
Eberly Subdivision

**Old Business:** Ms. Stevens asked if there was any old business and there was none from the attendees.

**New Business:** Mrs. Scull asked if there was any new business. Mr. Bellwoar announced that the Board held an Executive Session on December 22, 2020 regarding Real Estate, and otherwise no other attendees had any new business.

**Adjournment:** **Motion** to adjourn the 2021 Reorganization Meeting, **Motion made** by Mrs. Johnson and seconded by Mr. Keltz. Roll Call Mrs. Scull – Yes, Mrs. Johnson – Yes, Mr. Keltz – Yes. Motion passed unanimously.

**Following is a recap of the appointments and terms of the Township Boards and Commissions:**

**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	Alternate - Vacant
William Moser – January 2, 2024	Planning Commission Solicitor – Bellwoar Kelly
Heath Kearney – January 3, 2022	
Linda Williams – January 3, 2022	

**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 2, 2024

**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	Zoning Hearing Board Solicitor – Bingaman Hess
David Kurtz – January 2, 2024	
Robert Melson – January 2, 2023	

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

David Hinkle – (6 Year) January 2, 2024  
Thomas Roberts (1 Year) - January 3, 2022  
William Williams (1 Year) - January 3, 2022

Respectfully, Pamela J. Stevens, Manager Secretary Treasurer

BOS Approved  
1/18/2021