

**LOWER HEIDELBERG TOWNSHIP ZONING HEARING BOARD
MINUTES OF THE JANUARY 27, 2020 BOARD MEETING**

Date: January 27, 2020

Place: Lower Heidelberg Township Building
720 Brownsville Road
Sinking Spring, PA 19608

Board Members Present:

Michael Roberts
Robert Melson
David Kurtz

Also, Present:

Andrew Kraft, Zoning Officer
Thomas A. Rothermel, Esquire, Bingaman Hess, Solicitor
Pamela J. Stevens, Lower Heidelberg Township Manager/Secretary/Treasurer
No members of the public were present

Michael Roberts called the meeting to order at 7:00 PM. The meeting was turned over to the Solicitor for purposes of reorganization of the Board.

Prior to reorganization, the Solicitor confirmed that Notice of the meeting was duly advertised in the Reading Eagle on January 14, 2020, a copy of which is appended to these Minutes. It was also confirmed that both Mr. Melson and Mr. Kurtz were appointed by the Lower Heidelberg Township Supervisors at a meeting held on January 6, 2020, with their Oaths taken on January 22 and January 14, 2020, respectively. Lastly, the Solicitor confirmed the following expiration dates relative to the Board members' terms:

Michael Roberts:	January 7, 2022
Robert Melson	January 2, 2023
David Kurtz	January 4, 2021

Mr. Rothermel next proceeded to reorganize the Board and elect officers for the current calendar year. Nominations were requested for the offices of Chairman, Vice Chairman and Secretary. Mr. Roberts was nominated for Chairman, Mr. Kurtz was nominated for Vice Chairman, and Mr. Melson was nominated for Secretary. There were no competing nominations for any office, and the nominations thereafter closed. By unanimous roll call vote, Mr. Roberts was elected Chairman, Mr. Kurtz was elected Vice Chairman, and Mr. Melson was elected Secretary. Board reorganization having been completed, the meeting was turned back over to the Chairman, Mr. Roberts.

With the Board having been reorganized with two new members, Mr. Kraft and Mr. Rothermel were asked to review the primary responsibilities and duties of the Board, with a focus of the roles and duties of the Board and its members. Mr. Rothermel reviewed the Application to Zoning Hearing Board, which details the types of matters that the Board has jurisdiction to hear. Mr. Kraft further explained the usual types of matters that come before the Board such as requests for variance, special exception as set forth in the Zoning Ordinance, and appeal from the Zoning Officer including, but not limited to, the grant or denial of a permit. The Board was engaged in the informative session, and looks forward to serve the Township within its prescribed role.

With no further business conducted, the meeting adjourned at approximately 8:15 PM.

Robert Melson, Secretary