

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
MINUTES FOR THE ORGANIZATION MEETING
MONDAY, JANUARY 3, 2022, at 10:00 AM**

The Lower Heidelberg Township Board of Supervisors held their Reorganization meeting held in person on the above date and time which was duly advertised. Present were Chair Cheryl Johnson, Vice Chair Michael Keltz, and member Mr. Prutzman, Township Solicitor Andy Bellwoar, Chief Chris Stouch, and Township Manager/Secretary/Treasurer Pamela J. Stevens. Also present were Jared Renshaw, Dr. Richard Faidley, Dr. Chris Trickett, Jeff Simcox, George Lehner, Robert Melson, Dave Kurtz, and Dave Hinkle.

Solicitor Bellwoar called the Meeting to Order at 10:06 a.m. on January 3, 2022 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.

Mr. Bellwoar announced that an Executive Session was held on December 21, 2021, for personnel reasons

Mr. Bellwoar opened the meeting and requested a nomination for the Temporary Chairperson Mr. Prutzman nominated Mrs. Jonson and Mr. Keltz seconded, with Mrs. Johnson abstaining. Mrs. Johnson then called for a vote on the chairperson. Mr. Prutzman and Mr. Keltz nominated Mrs. Johnson as the Chair. Mrs. Johnson abstained. Mrs. Johnson then called for a nomination on a Vice Chair and Mrs. Johnson and Mr. Prutzman nominated Mr. Keltz. as the Vice Chair.

Mr. Hinkle stated that the votes and counted votes for Lauren and Andreas were in the e-mail. Zoom Meeting and all five to be invited. Mr. Hinkle will contact the County Board of Elections and find out of the two elected Lauren Marks and Andreas Avtjoglou are official.

Mr. Prutzman stated that he has heard that there are many positions are vacant and he will reach out to various people in the Township and recruit for some of the open positions. Mr. Bellwoar asked for the Planning Commission member and Mr. Prutzman nominated Mary Wert, 21 Starr Road and Mr. Keltz seconded and all in favor.

4. **2022 Appointments: On Motion** by Mrs. Johnson, seconded by Mr. Keltz, the following individuals are appointed to the following 2022 Appointments but with the following Vacant positions being tabled: Alternate Planning Commission Member, Alternate Zoning Hearing Board member, Alternate PSATS voting delegate, and four (4) vacant Recreation Board Members, the two Board of Auditors, and assistant Township Secretary. All in favor, yes, Motion passed unanimously

On Motion by Mr. Keltz, seconded by Mrs. Johnson make the motions in the public agenda as listed in Paragraph 4. All in favor, yes, Motion passed unanimously.

Appointment of Pamela J. Stevens as Township Manager/Secretary/Treasurer, Building and Grounds Liaison, Police Commissioner, Roadmaster, Safety Coordinator, Accident & Illness Prevention Program Coordinator, and Sewer Liaison for the calendar year 2022.

Appointment of Michael Keltz as Assistant Township Secretary and Sue Corcoran as Bookkeeper/Financial Administration Assistant for calendar year 2022.

Appointment of Dean Hartman, Heath Kearney and Linda Williams to the Planning Commission for another 4-Year Term to January 5, 2026.

Tabled the Appointment of _____ to the Vacant Position on the Planning Commission for a term to expire _____ (Vacant)

Tabled the Appointment of _____ to the Alternate Position on the Planning Commission for a term to expire _____ (Vacant)

Appointment of Dean Hartman, Heath Kearney and Bill Moser to the Joint Planning Commission for calendar year 2022 until Tuesday January 3, 2023.

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, 2023.

Accept the resignation of Mike Roberts with regret. Appointment of Chris Yoch as a Zoning Hearing Board Member for a three (3) year term expiring January 6, 2025. See Resolution 2022-10. Mr. Keltz stated that he had no information on Mr. Yoch and he does not know his qualifications and he has not attended any meetings. Mrs. Johnson forwarded the resume to Ms. Stevens, but he was excluded from the e-mail. Mrs. Johnson sated that she forgot to include him in the e-mail. Mr. Prutzman was included in the e-mail, and he was not even a supervisor when the e-mail was sent. All e-mails per Mr. Keltz should go to all 3 Supervisors. Mrs. Johnson noted that the recommendation came from Mr. Melson, Mr. Kurtz and Mr. Renshaw. Mr. Keltz said Mr. Yoch has not been at any meetings. Mr. Bellwoar stated all 3 supervisors should be included in the e-mails and Mr. Keltz wants to vote no for the appointment. Mr. Kurtz stated that he attended the zoning hearing meeting.

Tabled the Appointment of _____ to the Alternate Position on the Zoning Hearing Board for a term to expire _____ (Vacant).

Appointment of Kraft Code Services as the Township Zoning Officer for the calendar year 2022.

Appointment of Kraft Code Services as the Township Building Inspector/Building Code Officer, Plumbing Inspector, Electrical Inspector for the calendar year 2022.

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 2022.

Appointment of Bingaman Hess as the Zoning Hearing Board Solicitor for calendar year 2022 with Thomas Rothermel as the representative. The Zoning Hearing Board forwarded a letter to the Township recommending the reappointment.

Appointment of Kraft Engineering as the Township Engineer for the calendar year 2022.

Appointment of Systems Design Engineering, Inc. as the Sewer Engineer and Township Sewage Enforcement Officer for the calendar year 2022.

Appointment of Berks Envirotech as the Alternate Sewage Enforcement Officer for the calendar year 2022.

Appointment of Matt Clay as Township Road Foreman for the calendar year 2022.

Appointment of Jared Renshaw as Fire Marshal with limited responsibilities such as plan reviews and as outlined by Mr. Renshaw for the calendar year 2022, and the State Police as an alternate Investigator according to Pennsylvania Law.

Appointment of Jared Renshaw as Fire Commissioner for the calendar year 2022.

Appointment of Justin Schlottman as the Shared Emergency Management Coordinator with South Heidelberg for the calendar year 2022.

Appointment of Pamela J. Stevens as the Township's Voting Delegate to PSATS State Convention for the calendar year 2022 and **tabled the Alternate Voting Delegate to PSATS** State Convention.

Appointment of Barbara Brenner as the Township Vacancy Board Chairperson for the calendar year 2022.

Appointment of Dean Hartman, Deborah P. Scull, and Forrest Strickler to the Township Agriculture Security Board for the calendar year 2022.

Appointment of VIST Bank, PLGIT, and First National Bank as the Township depositories for the calendar year 2022.

Appointment of Pamela J. Stevens as Pension Funds Chief Administrator for year 2022.

Tabled the four Appointments of the four (4) Vacant Recreation Board positions.

5. 2022 Holiday Schedule: No questions

On Motion to approve the following Township holidays: Motion made by Mr. Keltz, Motion Seconded by Mr. Prutzman. All in favor yes, Motion passed unanimously.

Nonuniform

New Years' Day (12.31.21)
Good Friday (4.15.22)
Memorial Day (5.30.22)
Independence Day (7.4.22)
Labor Day (9.5.22)
Veteran's Day (11.11.22)
Thanksgiving (11.24.22)
Day after Thanksgiving (11.25.22)
Christmas (12.26.22)

Police

New Years' Day (1.1.22)
Martin Luther King, Jr. Day (1.17.22)
Presidents' Day (2.21.22)
Good Friday (4.15.22)
Memorial Day (5.30.22)
Independence Day (7.4.22)
Labor Day (9.5.22)
Veteran's Day (11.11.22)
Thanksgiving (11.24.22)

New Year's Day (1.2.23)
6 Personal Days

Christmas (12.25.212)
6 Personal Days

6. 2022 Meeting Date Schedule: No questions

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

On Motion to adopt, approve and advertise the Regular Township Meeting Schedule as follows:
Motion made by Mr. Prutzman, Motion Seconded by Mr. Keltz. All in favor, yes, 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 17	July 18
February 21	August 15
March 21	September 19
April 18	October 17
May 16	November 21
June 20	December 19

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:

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

Planning Commission Regular Meetings: 2nd 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 10, 26	July 11, 27
February 14, 23	August 8, 31
March 14, 30	September 12, 28
April 11, 27	October 10, 26
May 9, 25	November 14
June 13, 29	December 12

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

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

7. **On Motion** to adopt the 2022 IRS mileage reimbursement rate at 58.5 cents per mile. Motion made by Mr. Keltz, Motion Seconded by Mrs. Johnson. All in favor yes, Motion passed unanimously.
8. **On Motion** to approve and set the amount of the Treasurer's bond at \$4,000,000. Motion made by Mr. Prutzman, Motion Seconded by Mr. Keltz. All in favor, yes, Motion passed unanimously.
9. **On 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 \$300.00. Motion made by Mrs. Johnson, Motion Seconded by Mr. Keltz. All in favor, yes, Motion passed unanimously.
10. **On Motion** to adopt Resolution 2022-01: Appointment of Dean Hartman, Heath Kearney and Bill Moser to the Joint Planning Commission for calendar year 2022 until Tuesday, January 3, 2023. Motion made by Mrs. Johnson, Motion Seconded by Mr. Prutzman. All in favor, yes, Motion passed unanimously.
11. **On Motion** to adopt Resolution 2022-02: Appointment of Herbein as the CPA as Auditor. Motion made by Mr. Keltz, Motion Seconded by Mr. Prutzman. All in favor, yes, Motion passed unanimously.
12. **On Motion** to adopt Resolution 2022-03: Township Fee Schedule with the following revisions – increasing the Trash and Recycling Annual Fee to \$246 for the 2022 calendar year in accordance with Resolution 2021-29 and increase the Commercial Zoning Hearing Application Fee to \$1,000. Motion made by Mrs. Johnson, Motion Seconded by Mr. Keltz. All in favor, yes, Motion passed unanimously.
13. **On Motion** to adopt Resolution 2022-04: Police Pension Employee Contribution reflecting that no contribution is required for 2022. Motion made by Mr. Prutzman, Motion Seconded by Mr. Keltz. All in favor, yes, Motion passed unanimously.
14. **On Motion** to adopt Resolution 2022-05: Recognizing School Choice Week. Motion made by Mr. Keltz, Motion Seconded by Mrs. Johnson. All in favor, yes, Motion passed unanimously.

15. **On Motion** to adopt Resolution 2022-06: Appointing Berks County Tax Collection Committee Delegates for Berks EIT Bureau, specifically Pamela J. Stevens and Christine Schlosman. Motion made by Mr. Prutzman, Motion Seconded by Mr. Keltz. All in favor, yes, Motion passed unanimously.
16. **On Motion** to adopt Resolution 2022-07: Fee Schedule for Berks Envirotech as Alternate SEO. Motion made by Mrs. Johnson, Motion Seconded by Mr. Prutzman. All in favor, yes, Motion passed unanimously.
17. **On Motion** to adopt Resolution 2022-08: 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 Sue Corcoran the persons authorized to utilize the dotGrants on-line reporting system. Motion made by Mr. Prutzman, Motion Seconded by Mr. Keltz. All in favor, yes, Motion passed unanimously.
18. **On Motion** to adopt Resolution 2022-09: Adopting the Sewer Fund Reimbursement to the General Fund the of \$9,476 monthly for the administration and operation expenditures. Motion made by Mr. Keltz, Motion Seconded by Mrs. Johnson. All in favor, yes, Motion passed unanimously.
19. **On Motion** to adopt Resolution 2022-10: Appointing Christopher Yoch to the Zoning Hearing Board for a Three-Year Term expiring January 6, 2025. Motion made by Mrs. Johnson, Motion Seconded by Mr. Prutzman. All in favor, no there were two yes votes and one no vote from Mr. Keltz. Motion passed with two votes.
20. **On Motion** to approve of the Township Administration Staff, specifically the Receptionist/Accounts Payable Clerk and Accounts Receivable Sewer Clerk to receive \$1.00 per hour increase in wages to \$19.00 per hour which reflects the cost-of-living increase of 6% as of January 1, 2022. Motion made by Mr. Prutzman, Motion Seconded by Mr. Keltz. All in favor, yes, Motion passed unanimously.
21. **On Motion** to approve of the Township Manager/Secretary/Treasurer to receive a salary of \$110,240.00 which reflects a 3% increase as of January 1, 2022. Motion made by Mr. Keltz, Motion Seconded by Mr. Prutzman. All in favor, yes, Motion passed unanimously.
22. **On Motion** to approve of the Township Finance Administration Staff, specifically the Bookkeeper to receive \$0.50 per hour increase in wages as of January 1, 2022. Motion made by Mr. Keltz, Motion Seconded by Mrs. Johnson. All in favor, yes, Motion passed unanimously.
23. **On Motion** to approve the increases in wages in accordance with the Lower Heidelberg Township Collective Bargaining Agreements with the Police Department for the Police Officers and with the Teamsters for the Road Crew Members. Motion made by Mr. Prutzman, Motion Seconded by Mr. Keltz. All in favor, yes, Motion passed unanimously.

Reports: None

Correspondence:

Subdivision/Land Development Plans:

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 (Weaver's)
Eberly Subdivision

Old Business:

Mr. Bellwoar asked the Chair to open the Public Hearing and he summarized the zoning amendments, and it was readvertised due to matter that the County Planning Commission did not review. Dr. Trickett stated that the Zoning amendment was for rezoning. The Wilson School District was required to go through the Zoning Hearing process for the other 2 schools.

Dr. Faidley also spoke about the zoning amendment request by the Phoebe and 250 acres of AG Land and the school requested a similar amendment but were denied and were required to go through the Zoning Process. The School District has done the demographics and the numbers of the elementary school children, and the 36 acres was the lowest cost option of the land on State Hill Rd. The Wilson School District want to make sure that there are facilities ready for the elementary students and to not have the children on the busses for long periods of time. The Phoebe zoning amendment he understands the need for the retired people.

Mr. Lehner spoke that if the supervisors change there could be a landfill. Mr. Bellwoar discussed that would only happen if the Zoning Permitted a landfill. He spoke about the AG preservation, and we would all starve because there would be no food if the farms are not preserved. Phoebe Berks should allow for a low income retired group and other low-income families. Mr. Lehner was here in the Township before Blue Marsh Lake was created and the area was low income. He supports the school as the children are our future. He believes that the AG land is held by people that then sell it to make a large profit.

Mr. Bellwoar stated that they need to go into the Public Hearing for the proposed Zoning Amendments for the C2 Uses in the Industrial District and the expansion of the R7 from Phoebe into the Jesuit Center property. Regular Meeting for action on the Zoning Amendment: **On Motion** by Mrs. Johnson, seconded by Mr. Keltz to approve the Zoning Amendments for the C2 uses permitted by right to be added to the I1 uses permitted by right and for the Zoning of the Jesuit Center property be changed on the Zoning Map from A1 Agricultural Preservation to R7 Retirement Complex. All in favor, yes, Motion passed unanimously.

Public Hearing ended and back to regular meeting.

Ms. Stevens noted per Matt Clay he is requesting additional Tree Removal services: Authorizing another day for the Road Crew and Seidel's to remove trees on Faust Road at the day rate of \$5,000. **On Motion** by Mr. Prutzman, seconded by Mr. Keltz, approve the day rate for Seidels Tree Service for tree removal on Faust and Riegle in the amount of \$5,000. All in favor, yes, Motion passed unanimously.

New Business:

Tabled: Approve entering into a General Release and Separation Agreement with John P. Sellers, III. **Any Questions?? On Motion** by ____, seconded by ____, move to approve the settlement and separation agreement between Lower Heidelberg Township and John P. Sellers, III. All in favor ____? Motion passed ____.

Mr. Melson: He stated that it sounded like there were hiccups in the Board's communications and asked Mr. Bellwoar how the communications should transpire, and Mr. Bellwoar confirmed that everything goes to the Manager who in turn distributes to the Board of Supervisors and the Solicitor.

Adjournment: **On Motion** to adjourn the 2022 Reorganization Meeting, Motion made by Mrs. Johnson, and Motion Seconded by Mr. Prutzman at 10:58 a.m.

Respectfully Submitted, Pamela J. Stevens, Manager/Secretary/Treasurer
the Board of Supervisors.

Approved 1.17.2022 by

Following is a 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 5, 2026

William Moser – January 2, 2024

Heath Kearney – January 5, 2026

Linda Williams – January 5, 2026

Vacant - 5th PC Member

Vacant - Alternate

Planning Commission Solicitor – Bellwoar Kelly

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

Ronald Dentzer – January 3, 2023

Barbara Brenner – January 4, 2024

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

Vacant – January 3, 2023

Donna Leisey – January 3, 2023 – *Need to talk to Mrs. Leisey if she still wants to be on the Board*

Vacant – January 2, 2024

Vacant - January 2, 2024

Vacant – 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):

Christopher Yoch – January 6, 2025

David Kurtz – January 2, 2024

Robert Melson – January 3, 2023

Vacant – Zoning Hearing Board Alternate

Zoning Hearing Board Solicitor – Bingaman Hess

Elected Auditors (6-year and 4 year staggered terms; appointment if vacancy)

David Hinkle – (6-year) January 2, 2024

Andreas Avtjoglou (6-year) January 3, 2028

Lauren Marks (4-year) January 5, 2026