

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
AGENDA
ORGANIZATION MEETING**

Tuesday, January 3, 2023 9:00 AM

Township Solicitor Calls the Meeting to Order

Pledge

Public Comment on Agenda Items

1. Solicitor asks for nominations for Temporary Chairperson. Motion/Second/Call for vote.
[Turn over to Temporary Chair]
2. Temporary Chair calls for nominations for Chairperson. Election of Chairperson [Turn over to Chairperson]
3. Election of Vice Chairperson
4. Motion to appoint the following individuals/companies to the following **2023 Appointments:**

Appointment of _____ as **Acting Township Manager/Secretary/Treasurer.**

Appointment of _____ as **Building and Grounds Liaison** for the Board of Supervisors.

Appointment of Supervisor _____ as the Township **Police Commissioner.**

Appointment of _____ as Township **Roadmaster.**

Appointment of _____ as Township **Sewer Liaison.**

Appointment of _____ to the **Planning Commission** for an additional 4-year term to expire 1/24.

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

Appointment of _____ to the **Recreation Board** for a 5-year term to expire 1/2025.

Appointment of Lauren Marks _____ as **elected Township auditor** for a 1 year term to expire on December 31st, 2020 (Auditor positions are up for appointment).

Appointment of _____ as the Lower Heidelberg Township **Open Records Officer** for a one year term.

Appointment of Deborah P. Scull as the Lower Heidelberg Township **Alternate Open Records Officer** for a one year term.

Appointment of Kraft Municipal Group, Inc as the Township **Engineer**, the Township **Zoning Officer**, the Township **Building Inspector/Building Code Officer**, the Township **Plumbing Inspector**, and the Township **Electrical Inspector** for the calendar year 2023.

Appointment of Bellwoar Kelly LLP as the Township **Solicitor** for the calendar year 2023.

Appointment of _____ to the **Zoning Hearing Board**, to complete the term of to expire December 31, 20 .

Appointment of Robert Melson to the **Zoning Hearing Board**, for a three-year term to expire December 31, 2025.

Appointment of Bingaman Hess as the **Zoning Hearing Board Solicitor** for calendar year 2023.

Appointment of Systems Design Engineering, Inc. as the Township **Sewer Engineer** and the Township **Sewage Enforcement Officer** for the calendar year 2023.

Appointment of Berks Envirotech as the **Alternate Sewage Enforcement Officer** for the calendar year 2023.

Appointment of Matt Clay as Township **Road Foreman** for the calendar year 2023.

Appointment of Christopher Stouch as the **Police Chief** for the calendar year 2023.

Appointment of Jared Renshaw as **Fire Commissioner** and **Fire Marshal** and **Fire Marshal Cardholder** for the calendar year 2023.

Appointment of Justin Schlottman as **Emergency Management Coordinator** for the calendar year 2023.

Appointment of _____ as the Township's **Voting Delegate to PSATS State Convention** and _____ as **Alternate voting delegate** for the calendar year 2023.

Appointment of Barbara Brenner as the Township **Vacancy Board Chairperson** for the calendar year 2023.

Appointment of Dean Hartman, Deborah P. Scull, and Forrest Strickler to the Township **Agriculture Security Board** for the calendar year 2023.

Appointment of Ronald Dentzer to the Township **Shade Tree Commission** for a three (3) year term expiring in January 2026.

Appointment of **VIST Bank, PLGIT, First National Bank** as the Township **depositories** for the calendar year 2023.

Appointment of _____ as **Chief Administrator of Pension Funds** for the calendar year 2023.

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 January 1st of the listed year):

Dean Hartman– 1/2026

William Moser – 1/2024

Heath Kearney – 1/2026

Linda Williams – 1/2026

Mary Wirth- 1/202_

Alternate - Vacant

Planning Commission Solicitor –Bellwoar Kelly LLP

Shade Tree Commission (3 year term, to expire on January 1st of the listed year):

Ronald Dentzer – 1/2026

Barbara Brenner – 1/2024

Recreation Board (5 year term, to expire on January 1st of the listed year):

Adam Hughes – 1/2027

Donna Leisey – 1/2023

– 1/2024

-- 1/2024

– 1/2025

Agricultural Security Board (1 year term, annual appointment)

Dean Hartman

Forrest Strickler

Deborah Scull

Zoning Hearing Board appointments with terms (3 year staggered terms, to expire on January 1st of the listed year):

– 1/2025

David Kurtz – 1/2024

Robert Melson – 1/2026

Zoning Hearing Board Solicitor – Thomas Rothermel

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

David Hinkle – 1/2024

Lauren Marks (1/2026)

Andreas Avtjoglou (1/2028)

5. **2023 Holiday Schedule**

Motion to approve the following Township holidays:

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. **2023 Meeting Date Schedule:**

Board of Supervisors

Motion to adopt, approve and advertise the Regular Township Meeting Schedule as follows:

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

January 16

February 20

March 20

April 17

May 15

June 19

July 17

August 21

September 18

October 16

November 20

December 18

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.

January 11

February 15

July 12

August 16

March 15
April 12
May 10
June 14

September 13
October 11
November 15
December 13

Planning Commission Regular Meetings: 2nd Monday of each month at 7:00 PM, with a workshop meeting to be held on the last Wednesday or Thursday of each month at 7:00 PM (check Township website for workshop meetings).

January 9
February 13
March 13
April 10
May 8
June 12

July 10
August 14
September 11
October 9
November 13
December 12

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

January 9
February 6
March 6
April 3
May 1
June 5

July 10
August 7
September 11
October 2
November 6
December 4

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

7. Motion to adopt the IRS mileage reimbursement rate at 62.5 cents per mile.
8. Motion to approve and set the amount of the Treasurer's bond at \$4,000,000.
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.
10. Motion to adopt **Resolution 2023-01: Appointment of Dean Hartman, Heath Kearney and Neal Nevitt to the Joint Planning Commission** and to recommend that the Joint Planning Commission meet at least once per year.
11. Motion to adopt **Resolution 2023-02: appointing members to the County Tax Collection Committee.**

12. Motion to adopt **Resolution 2023-03: Township Fee Schedule** with no changes other than the fees charged by the consultants.
13. Motion to adopt **Resolution 202-04: Police Pension Employee Contribution. No contribution is required for 2023. ???**
14. Motion to adopt **Resolution 2023-__**: Motion to adopt Resolution 2023-__ appointing _____ to serve as a member of the Zoning Hearing Board for a term expiring **January, 202_**.

Public Comment on non-agenda items.

Adjournment.