

**LOWER HEIDELBERG TOWNSHIP – BOARD OF SUPERVISORS MEETING  
MONDAY, JANUARY 6, 2025 - 10:00 AM**

Attendees: Board of Supervisors: Chip Bilger, Cheryl Johnson, Paul Prutzman.  
Also: Brian Cole Township Manager, Matt Clay Road Foreman, Police Chief Chris Stouch, Jenn Frasso, Treasurer/Secretary, Andrew Bellwoar Esquire.

**AGENDA**

**Call to Order (Solicitor)**

**Pledge to Flag**

**Public Comment on Agenda Items**

1. Solicitor asks for nominations for **Chairperson**. Motion/Second/Call for vote. [Solicitor then turns over to Chair]
2. Election of **Vice Chairperson**: nomination/second/vote.
3. Motion to appoint the following individuals/companies to the following **2025 Appointments**:

Appointment of \_\_\_\_\_ as **Township Manager**.

Appointment of \_\_\_\_\_ as **Secretary/Treasurer**.

Appointment of Supervisor \_\_\_\_\_ as the Township **Police Commissioner**.

Appointment of Supervisor \_\_\_\_\_ as Township **Roadmaster**.

Appointment of [    ] to the **Planning Commission** for an additional 4-year term to expire 12/31/28.

Appointment of \_\_\_\_\_ to the **Recreation Board** for a 5-year term to expire 12/31/2029.

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

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

Appointment of Kraft Municipal Group, Inc and Ryan Rhode, PE 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 2025.

Appointment of Bellwoar Kelly LLP as the Township **Solicitor** for the calendar year 2025.

Appointment of Christopher Yoch to the **Zoning Hearing Board**, for a 3 year term to expire December 31, 2027 . (Must be by resolution; see **Resolution 2025-02**: re-appointing Christopher Yoch to the ZHB for a term to expire Dec 31, 2027

Appointment of Bingaman Hess as the **Zoning Hearing Board Solicitor** for calendar year 2025.

Appointment of \_\_\_\_\_ as the Township **Sewer Engineer** and the Township **Sewage Enforcement Officer** for the calendar year 2025.

Appointment of Berks Envirotech as the **Alternate Sewage Enforcement Officer** for the calendar year 2025.

Appointment of Matt Clay as Township **Road Foreman** for the calendar year 2025.

Appointment of Christopher Stouch as the **Police Chief** for the calendar year 2025.

Appointment of Jared Renshaw as **Fire Commissioner** and **Fire Marshal** and **Fire Marshal Cardholder** for the calendar year 2025.

Appointment of Justin Schlottman as **Emergency Management Coordinator** for the calendar year 2025.

Appointment of \_\_\_\_\_ as the Township's **Voting Delegate to PSATS State Convention and \_\_\_\_\_ as Alternate voting delegate** for the calendar year 2025.

Appointment of Barbara Brenner as the Township **Vacancy Board Chairperson** for the calendar year 2025.

Appointment of Dean Hartman, \_\_\_\_\_, and Forrest Stricker to the Township **Agriculture Security Board** for the calendar year 2025.

Appointment of **Tompkins Bank, PLGIT, and First National Bank** as the Township **depositories** for the calendar year 2025.

Appointment of \_\_\_\_\_ as **Chief Administrator of Pension Funds** for the calendar year 2025.

4. **Liaisons:**

Appointment of Supervisor \_\_\_\_\_ as **Public Works Liaison**

Appointment of Supervisor \_\_\_\_\_ as Township **Sewer Liaison**.

Appointment of Supervisor \_\_\_\_\_ as **Police Liaison**

Appointment of Supervisor \_\_\_\_\_ as **Fire Liaison**

Appointment of Supervisor \_\_\_\_\_ as **Administration Liaison**

Appointment of Supervisor \_\_\_\_\_ as **Ambulance Liaison**

Appointment of Supervisor \_\_\_\_\_ as **Recreation Board Liaison**

Appointment of Supervisor \_\_\_\_\_ as **Technology/IT Liaison**

Appointment of Supervisor \_\_\_\_\_ as **Codes/ Kraft Liaison**

5. **2025 Holiday Schedule**

Motion to approve the following Township holidays:

Nonuniform

New Years' Day  
Good Friday  
Municipal Primary Election  
Memorial Day  
Independence Day  
Labor Day  
Election 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. **2025 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 **4:00 p.m.** on the 3<sup>rd</sup> Monday of every month, unless indicated otherwise:

January 21 ( <b>Tuesday</b> )	July 21
February 18 ( <b>Tuesday</b> )	August 18
March 17	September 15
April 21	October 20
May 19	November 17
June 16	December 15

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 4:00 p.m. with the exception of no meeting in January.

	July 9
February 12	August 13
March 12	September 10
April 9	October 15
May 14	November 12
June 11	December 10

**Planning Commission Regular Meetings:** 2<sup>nd</sup> 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 13	July 14
February 10	August 11
March 10	September 8
April 8	October 13
May 12	November 10
June 9	December 8

**Recreation Board:** 1<sup>st</sup> Monday evening of the month, at 6:30 PM except for January (New Years) and September (Labor Day).

January 6	July 7
February 3	August 4
March 3	September 9 (Tuesday)
April 7	October 6
May 5	November 3
June 2	December 1

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 for 2025 at 70 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 2025-01: Re-Appointment of Dean Hartman, Heath Kearney and William Moser to the Joint Planning Commission** and to recommend that the Joint Planning Commission meet at least once per year.
11. Motion to adopt **Resolution 2025-03: Township Fee Schedule** with no changes other than the fees charged by the consultants.
12. Motion to adopt **Resolution 2025-04: appointing members to the County Tax Collection Committee.**
13. Motion to adopt **Resolution 2025-05: Police Pension Employee Contribution.** No contribution is required for 2025.
14. **Motion to adopt Resolution 2025-06:** appointing alternates to the Planning Commission for a 4 year term: Peter Heim; Craig Lutz; and Giovanni Giannotti.
15. **Motion to adopt Resolution 2025-07:** accepting resignations of 2 Auditors and appointing 2 new Auditors: Jessica Giannotti and Joseph Hnatishion.

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Recap of the various appointments and terms of the various Township Boards and Commissions as follows, assuming all appointed as above:

**Planning Commission appointments and terms (4 year term, to expire on December 31<sup>st</sup> of the listed year):**

Dean Hartman– 2025

William Moser – 2027

Heath Kearney – 2025

Mary Wert – 2025

Forrest Stricker --

Alternates – Peter Heim, Craig Lutz, Giovanni Giannotti: 2028

Planning Commission Solicitor –Bellwoar Kelly LLP

**Shade Tree Commission (3 year term, to expire on December 31<sup>st</sup> of the listed year):**

Ronald Dentzer – 2025

Barbara Brenner – 2026

**Recreation Board (5 year term, to expire on December 31<sup>st</sup> of the listed year):**

Adam Hughes – 2026

Donna Leisey – /202\_\_

– 1/2024

-- 1/2024

– 1/2025

**Agricultural Security Board (1 year term, annual appointment)**

Dean Hartman

Forrest Stricker

**Zoning Hearing Board appointments with terms (3 year staggered terms, to expire on December 31<sup>st</sup> of the listed year) via resolution:**

Christopher Yoch –2027

David Kurtz – 2026

Robert Melson – 2025

Mike Roberts, Alternate – Nov 2027

Zoning Hearing Board Solicitor – Thomas Rothermel

**Elected Auditors (6 year staggered terms; to expire on December 31st)**

Dr. Chris Woodward – 2030

Joseph Hnatishion (2025) [Lauren Marks position]

Jessica Giannotti (2027) [Andreas Avtjoglou position]

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### **Township Reports**

**Tax Collector:** Sharon Boyer, Township Tax Collector

**Library: Library Director:** Maria Long

**Recreation Board:** Cheryl Johnson

**Fire Commissioner:** Jared Renshaw

**Emergency Management Coordinator (EMC):** Justin Schlottman

**Ambulance:** Tony Tucci, Ambulance Director

**Police Department:** Chief Christopher Stouch

**Public Works:** Matt Clay, Road Crew Foreman

**Planning Commission:** Dean Hartman

**Building/Zoning:** Kraft Code Services Representative

**Sewer Engineer:** Ralph Johnson, SDE, Township Sewer Engineer

**Engineer:** Ryan Rhode, Township Engineer

**MS4 Engineer:** Nick Johnson

**Solicitor's Report** – Andrew Bellwoar

### **Township Manager's Report**

**Consent Agenda-All items listed on the Consent Agenda are considered to be routine and will be acted upon by a single motion. There will be no separate discussion of these items unless members of the Board request specific items to be removed for separate action.**

- Approval of December 11, 2024, BOS workshop minutes
- Approval of December 16, 2024, BOS meeting
- Approval of December 2024 Bill List
- Secretary Treasurer Report

### **Old/Unfinished Business**

#### **New Business**

- Safety Net Pet Sanctuary

### **Final Remarks and Reminders**

#### **Public Comment Close**

- Next workshop – TBD at reorganization meeting
- Board of Supervisors meeting – TBD at reorganization meeting

### **Adjournment**