

## Lower Heidelberg Township Board of Supervisors

### Meeting Minutes

January 3, 2023 9:00 AM

The Lower Heidelberg Township Board of Supervisors held their annual organization meeting at 720 Brownsville Road on the above date and time. This meeting was duly advertised. Present were Cheryl Johnson (CJ), Paul Prutzman (PP), Chip Bilger (CB), Solicitor Andrew Bellwoar, and several others.

The Solicitor called the meeting to order and led the Pledge of Allegiance. He then asked for public comment on agenda items. There was none. The Solicitor asked for nominations for a temporary Chairman. PP moved to nominate CB as temporary chair; CJ seconded that motion. Motion passed 3-0.

CB called for nominations for Chairperson for the year. CJ moved to nominate PP; second by CB. Motion passed 3-0.

CJ moved to nominate CB as Vice Chair; second by PP. Motion passed 3-0.

Motions were made by PP, seconded by CB listed, to appoint the following persons to the listed position:

PP as Acting Township Manager/Secretary/Treasurer (CJ/CB) passed 3-0.

CB as Building and Grounds Liaison (PP/CJ) passed 3-0.

PP as Police Commissioner (CJ/CB) motion passed 3-0.

CB as Township Roadmaster (PP/CJ) motion passed 3-0.

CB as Sewer Liaison (PP/CJ) motion passed 3-0.

Mary Wirth appointment to the Planning Commission for an additional 4 year term ending January 1, 2027 (CB/CJ) motion passed 3-0.

Linda Williams appointment to the Planning Commission for an additional 4 year term ending January 1, 2027 (CB/CJ) motion passed 3-0.

PP as Open Records Officer for a one year term (CB/PP) motion passed 3-0.  
CB as the alternate Open Records Officer for a one year term (PP/CJ) motion passed 3-0.

Kraft Municipal Group, Inc. as Township Engineer, Zoning Officer, Building Inspector/Building Code Officer, Plumbing Inspector and Electrical Inspector for the calendar year 2023 (CB/PP) motion passed 3-0.

Bellwoar Kelly LLP as Township Solicitor for calendar year 2023 (CB/CJ) motion passed 3-0.

Robert Melson appointment to the Zoning Hearing Board for an additional 3 year term, ending January 1, 2026 (CB/PP) motion to approve resolution passed 3-0.

Bingaman Hess as the Zoning Hearing Board Solicitor for 2023 upon recommendation by the ZHB (CB/CJ) motion passed 3-0.

Systems Design Engineering, Inc. as Township Sewer Engineer and Sewage Enforcement Officer for 2023 (CB/CJ) motion passed 3-0.

Matt Clay as Township Road Foreman for 2023 (CB/CJ) motion passed 3-0.

Christopher Stouch as Police Chief for 2023 (CB/CJ) motion passed 3-0.

Jared Renshaw as Fire Commissioner and Fire Marshall and Fire Marshall Cardholder for 2023 (CJ/CB) motion passed 3-0.

Justin Schlottman as Emergency Management Coordinator for 2023 (CJ/CB) motion passed 3-0.

CJ as Township's Voting Delegate to PSATS State Convention and PP as Alternate Voting Delegate for 2023 (CB/CJ) motion passed 3-0.

Barbara Brenner as Vacancy Board Chairperson for 2023 (CJ/CB) motion passed 3-0.

Dean Hartman and Forrest Strickler to Township Agriculture Security Board for 2023 (CJ/CB) motion passed 3-0.

Ronald Dentzer to Shade Tree Commission for a 3 year term expiring January 1, 2026 (CB/CJ) motion passed 3-0.

Thompkins Bank, PLIGIT, and First National Bank as Township depositories for 2023 (PP/CB) motion passed 3-0.

PP as Chief Administrator of Pension Funds for 2023 (CB/CJ) motion passed 3-0.

Discussion ensued about the various boards and commissions, their members and terms.

The 2023 holiday schedule was reviewed, and motion made to approve the listed schedule (CB/CJ) motion approved 3-0.

The 2023 meeting schedule for the Board of Supervisors was reviewed and motion made to approve and advertise for regular meetings as listed (CB/PP) motion approved 3-0.

Motion made to approve the workshop meeting schedule as listed (CB/CJ) motion passed 3-0.

The meeting schedule for the Planning Commission was reviewed and motion made to approve as listed (CB/CJ) motion passed 3-0.

The meeting schedule for the Recreation Board was reviewed an motion made to approve (CJ/CB) motion passed 3-0.

Motion to adopt the IRS mileage reimbursement rate (CB/CJ) motion passed 3-0.

Berks County UCC Board of Appeals appointment to serve as the Township's designated appeals board for UCC matters (CB/PP) motion passed 3-0.

Motion to adopt resolution to appoint Dean Hartman, Bill Moser, and Heath Kearney to the Joint Planning Commission and to recommend that the Joint Planning commission meet at least once per year (PP/CB) motion passed 3-0.

Motion to adopt a resolution to appoint the 3 Supervisors to the County Tax Collection Committee (CB/CJ) motion passed 3-0.

Motion to adopt a resolution setting the Township Fee Schedule, with no changes other than updated rates for Township consultants for 2023 (CJ/CB) motion passed 3-0.

The Chairman provided an update on the staffing status at the Township. Public comment was received from David Kurtz, Dean Hartman and Ron Johnson. The Solicitor announced an executive session was conducted prior to the meeting to address personnel issues and potential litigation.

Motion made to adjourn (CB/CJ) motion passed 3-0.

Respectfully submitted by Andrew Bellwoar