

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
MINUTES FOR THE ORGANIZATION MEETING
TUESDAY JANUARY 2, 2024, at 10:00 AM**

Call the Meeting to Order by Township Solicitor

1. Election of Temporary Chairperson and secretary [Turn over to Temporary Chair]
2. Election of Chairperson Chip Bilger
3. Election of Vice Chairperson Cheryl Johnson
4. **2024 Appointments:** The following individuals are appointed to the following 2024 Appointments but with the following Vacant positions tabled: Planning Commission Member, Alternate Planning Commission Member, Alternate Zoning Hearing Board member, Alternate PSATS voting delegate, and four (4) vacant Recreation Board Members. Motion made by Cheryl Johnson, Motion Seconded by Paul Prutzman. All in favor yes, Motion passed unanimously.

Appointment of Brian Cole as Township Manager, Jennifer Frasso as Treasurer/Secretary; Building and Grounds Liaison, Police Commissioner, Roadmaster, Safety Coordinator, Accident & Illness Prevention Program Coordinator, and Sewer Liaison for the calendar year 2024.

Appointment of Barb McIlvee as Administration Assistant for calendar year 2024.

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

Appointment of Bill Moser to the Vacant Position on the Planning Commission for a term to expire 1/1/2028.

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 2024.

Appointment of Brian Cole as the Lower Heidelberg Township Open Records Officer and Jennifer Frasso as the Lower Heidelberg Township Alternate Open Records Officer for one-year terms, to expire on January 3, 2025.

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

Appointment of Kraft Municipal Group as the Township Zoning Officer for the calendar year 2024.

Appointment of Kraft Municipal Group as the Township Building Inspector/Building Code Officer, Plumbing Inspector, Electrical Inspector for the calendar year 2024.

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 2024.

Appointment of Bingaman Hess as the Zoning Hearing Board Solicitor for calendar year 2024 with Thomas Rothermel as the representative. The Zoning Hearing Board forwarded a letter to the Township recommending the reappointment.

Appointment of Kraft Municipal Group as the Township Engineer for the calendar year 2024.

Appointment of Systems Design Engineering, Inc. as the Sewer Engineer and Township Sewage Enforcement Officer for the calendar year 2024.

Appointment of Matt Clay as Township Road Foreman for the calendar year 2024.

Appointment of Jared Renshaw as Fire Marshal with limited responsibilities outlined by Mr. Renshaw for the calendar year 2024.

Appointment of Jared Renshaw as Fire Commissioner for the calendar year 2024.

Appointment of Justin Schlottman as the Shared Emergency Management Coordinator with South Heidelberg for the calendar year 2024.

Appointment of Brian Cole as the Township's Voting Delegate to PSATS State Convention for the calendar year 2024, and Cheryl Johnson as Alternate Voting Delegate to PSATS State Convention.

Appointment of Barbara Brenner as the Township Vacancy Board Chairperson for the calendar year 2024.

Appointment of Dean Hartman, _____, and Forrest Strickler to the Township Agriculture Security Board for the calendar year 2024.

Appointment of Tompkins Bank, PLGIT, and First National Bank as the Township depositories for the calendar year 2024.

Appointment of Brian Cole as Chief Administrator of Pension Funds for the calendar year 2024.

Appointment of _____, _____, _____, and _____ to the four (4) Vacant Recreation Board positions.

5. 2024 Holiday Schedule:

Motion to approve the following Township holidays: Motion made by Paul Prutzman, Motion Seconded by Cheryl Johnson. All in favor yes, Motion passed unanimously.

Nonuniform

New Years' Day (1-1-24)
Good Friday (3-29-24)
Memorial Day (5-27-24)
Independence Day (7-4--4)
Labor Day (9-2-24)
Election Day(November)
Veteran's Day (11-11-24)
Thanksgiving (11-28-24)
Day after Thanksgiving (11-29-24)
Christmas (12-25-24)

6 Personal Days

Police

New Years' Day (1-1-24)
Martin Luther King, Jr. Day (1-15-24)
Presidents' Day (2-19-24)
Good Friday (3-29-24)
Memorial Day (5-27-24)
Independence Day (7-4--24)
Labor Day (9-2-24)
Veteran's Day (11-11-24)
Thanksgiving (11-29-24)
Christmas (12-25-24)
New Year's Eve (12/31/24)

6 Personal Days

6. 2024 Meeting Date Schedule:

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

Motion to adopt, approve and advertise the Regular Township Meeting Schedule as follows:
Motion made by Cheryl Johnson, Motion Seconded by Paul Prutzman. 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 15	July 15
February 19	August 19
March 18	September 16
April 15	October 21
May 20	November 18
June 17	December 16

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 3rd Monday of each month), starting at 7:00 p.m.

Board Workshop Meetings:

January – No meeting	July 10
February 14	August 14
March 13	September 11
April 10	October 9
May 8	November 13
June 12	December 11

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 8, 31	July 8, 31
February 12, 28	August 12, 28
March 12, 27	September 9, 25
April 8, 24	October 14, 30
May 13, 29	November 11
June 10, 26	December 9

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

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

7. Motion to adopt the 2024 IRS mileage reimbursement rate at 67 cents per mile. Motion made by Paul Prutzman, Motion Seconded by Cheryl Johnson. All in favor yes, Motion passed unanimously.
8. Motion to approve and set the amount of the Treasurer’s bond at an amount to be determined by Pennsylvania law. Motion made by Paul Prutzman, Motion Seconded by Cheryl Johnson. All in favor yes, Motion passed unanimously.
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, and remit the annual fee in the amount of \$300.00. Motion made by Paul Prutzman, Motion Seconded by Cheryl Johnson. All in favor yes, Motion passed inanimously.
10. Motion to adopt Resolution 2024-01: Appointment of Dean Hartman, Heath Kearney and Bill Moser to the Joint Planning Commission for calendar year 2024 until Tuesday, January 3, 2025. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
11. Motion to adopt Resolution 2024-02: Appointment of CPA as Auditor. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
12. Motion to adopt Resolution 2024-03: Township Fee Schedule with the following revisions – increasing the Trash and Recycling Annual Fee to \$420 for the 2024 calendar year in accordance with Resolution 2024-__ and increase the Commercial Zoning Hearing Application Fee to \$1,000. Motion made by Cheryl Johnson, Motion Seconded by Paul Prutzman. All in favor yes, Motion passed unanimously.

13. Motion to adopt Resolution 2024-04: Police Pension Employee Contribution reflecting that no contribution is required for 2024. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
14. Motion to adopt Resolution 2024-05: Recognizing School Choice Week. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
15. Motion to adopt Resolution 2024-06: Appointing Berks County Tax Collection Committee Delegates for Berks EIT Bureau. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
16. Motion to adopt Resolution 2024-07: Fee Schedule for Alternate SEO. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
17. Motion to adopt Resolution 2024-08: 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 Brian Cole and _____ the persons authorized to utilize the dotGrants on-line reporting system. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
18. Motion to adopt Resolution 2024-09: Adopting the Sewer Fund Reimbursement to the General Fund of \$15,043.75 for the administration and operation expenditures. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
19. Motion to adopt Resolution 2024-10: Appointing Christopher Yoch to the Zoning Hearing Board for a Three-Year Term expiring January 6, 2025. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
20. Motion to approve of the Township Administration Staff, specifically the Treasurer/Secretary and Administrative Assistant to receive 4% increase in wages which reflects the cost-of-living increase as of January 1, 2024. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
21. Motion to approve of the Township Manager to receive a salary of \$130,000.00 (per contract) as of January 1, 2024. Motion made by _____, Motion Seconded by _____. All in favor _____, Motion passed _____.
22. 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 _____, Motion Seconded by _____. All in favor _____, Motion passed _____.

Reports:

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:

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: **Any BOS or Public Questions? On Motion** by _____, seconded by _____ 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 _____? Motion passed _____.

Tree Removal: Authorizing another day for the Road Crew and Seidel's to remove trees on Faust Road at the day rate of \$5,000. **Any BOS or Public Questions? On Motion** by _____, seconded by _____, approve the day rate for Seidels Tree Service for tree removal on Faust and Riegle in the amount of \$5,000. All in favor _____? Motion passed _____.

New Business:

Approve entering into a General Release and Separation Agreement with John P. Sellers, III. **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 _____.

Adjournment: Motion to adjourn the 2024 Reorganization Meeting, Motion made by _____, Motion Seconded by _____, and Roll Call DS____, CJ _____ and MK _____.

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

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 2, 2023

Vacant – Zoning Hearing Board Alternate

Zoning Hearing Board Solicitor – Bingaman Hess

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

Chris Woodward – (6-year) January 2, 2030

Andreas Avtjoglou (6-year) January 3, 2028

Lauren Marks (4-year) January 5, 2026