

**LOWER HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
BOS Action Agenda – Regular Meeting**

Monday, January 16, 2023

Attendance:

Board of Supervisors:

Paul Prutzman
Cheryl Johnson
Chip Bilger – virtually

Other Attendees:

Ryan Rhode – Township Engineer
Dean Hartman – Planning Commission Chair
Chief Stouch – LHT Police Dept.
Matt Clay – Road Crew
Glenn Kraft – Zoning Officer
Jonathan Long – Solicitor

Call to Order – 7PM

Pledge of Allegiance

1. **Minutes:** The Board of Supervisors (BOS) considered for approval the minutes from the November 21, 2022 and December 19, 2022 Regular BOS meetings.
 - a. Motion was made to approve the November 21, 2022 Regular BOS Meeting minutes made by Cheryl Johnson (JOHNSON), seconded by Chip Bilger (BILGER). All in favor, none opposed – Motion PASSED unanimously.
 - b. Approval of the December 19, 2022 Regular BOS Meeting minutes was TABLED until the February 2023 BOS meeting.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

Motion to Amend the Agenda: Paul Prutzman (PRUTZMAN) made a motion to add the Bill List, Treasurer’s Report, and the Road Crew to the Agenda, seconded by JOHNSON. All in favor, none opposed – motion PASSED unanimously.

2. **Tax Collector:** Sharon Boyer, Township Tax Collector – presented the December 2022 Tax Collection report.
3. **Library:** Leigh-Anne Yacovelli, Library Director – No report was given as Ms. Yacovelli was not present.
4. **Fire Commissioner:** Jared Renshaw, Fire Commissioner – presented the December 2022 Fire Department Report.
5. **Bill List** – Motion to approve the Bill List was made by PRUTZMAN and seconded by JOHNSON. All in favor, none opposed – motion PASSED unanimously.
6. **Treasurer’s Report** – Paul Prutzman
 - a. \$1,164,577 in FNB
 - b. \$4,813,786 in Tompkins
 - c. \$9,397,738 in PLGIT

- d. Still large bond outstanding – Paul still researching – in current budget to be paid off.
7. **Emergency Management Coordinator (EMC):** Justin Schlottman, EMC – presented the December 2022 EMC Report:
 - a. Wernersville has asked that Mr. Schlottman take over EMC services in Borough (addressed later under item 17).
 - b. Justin will have year-end report by February 2023 meeting.
 - c. Christmas time – some power outages, but overall LHT was fortunate.
 - d. State will be changing requirements of EMC position, but criteria still being determined.
 8. **Ambulance:** Tony Tucci, Ambulance Director – Mr. Tucci was not present, so PRUTZMAN gave the report: 38 incidents – 424 total YTD
 9. **Police Department:** Chief Christopher Stouch – presented the December 2022 Police Department Report.
 - a. 1868 hours of service, 183 incidents, 10 arrests, 10 motor vehicle accidents (1 fatal)
 10. **Planning Commission:** Dean Hartman – Planning Commission did not meet in December 2022 as not enough members were available to form a quorum.
 11. **Building/Zoning:** Glenn Kraft of Kraft Code Services – presented the December 2022 Building/Zoning Report.
 - a. 18 building permits issued, 58 building inspections, 7 prop maintenance issues.
 - b. Application for special exception before ZHB – Evans Hill Road – subdivision (Thune Property) – 1/26 @ 7:00pm.
 - c. BOS decided to take no position and allow to go to ZHB.
 12. **Sewer Engineer:** Ralph Johnson, SDE, Township Sewer Engineer – presented the December 2022 Sewer Report.
 - a. Motion to authorize Mr. Johnson and Township staff to follow up on Mr. Johnson’s recommendations made by BILGER, seconded by JOHNSON. All in favor, none opposed – motion PASSED unanimously.
 13. **Road Crew:** Matt Clay – presented the December 2022 Road Crew Report:
 - a. Mr. Clay asked the BOS to consider ordering a 2024 Freightliner 4X4 to replace the 2010 International Dump Truck.
 - i. BOS asked Mr. Clay to get more specifics and examine how that request will fit into the Township budget – but BOS is overall in support of upgrading the Township’s truck fleet.
 14. **Engineer:** Ryan Rhode, Township Engineer – presented December 2022 Engineer’s Report.
 15. **Cacoosing Crossing North Phase 1 Escrow Release No. 13:** Ryan Rhode, Township Engineer – Grande Construction requested release of escrow no. 13 in the amount of

- \$119,878.37. Township Engineer recommended approval based on progress of work on the project site. Motion to approve escrow release no. 13 made JOHNSON, seconded by BILGER. All in favor, none opposed. Motion PASSED unanimously.
16. **Encroachment Agreement for 115 Teaberry Court:** Ryan Rhode, Township Engineer – Owners of 115 Teaberry Court have submitted a fence encroachment permit to Township – for review by BOS. Motion to authorize Township Engineer and Township Solicitor to proceed with creating agreement with Owners made by JOHNSON, seconded by BILGER. All in favor, none opposed – motion PASSED unanimously.
 17. **Joint EMC Intermunicipal Agreements:** Justin Schlottman, EMC / Jonathan Long, Solicitor - Discussion on and potential approval of joint EMC intermunicipal agreements with Wernersville Borough and South Heidelberg Township.
 - a. Motion made to authorize EMC and Solicitor to approach South Heidelberg Township and Wernersville Borough with the proposed EMC agreements and seek approval made by BILGER, seconded by JOHNSON. All in favor, none opposed – motion PASSED unanimously.
 18. **Police Department Hiring Policy:** Chief Stouch –presented the Department’s newly revised hiring policy. Chief Stouch informed the BOS that the policy is in accordance with state and federal law, it provides more flexibility to seek candidates, and creates a more open process.
 - a. Motion to approve the new policy made by BILGER, seconded by JOHNSON. All in favor, none opposed – motion PASSED unanimously.
 19. **Planning Commission Appointment:** BOS considered the appointment of Forrest Stricker to fill the vacancy on the Planning Commission.
 - a. Motion to appoint Mr. Strickler made by JOHNSON, seconded by BILGER. All in favor, none opposed – motion PASSED unanimously.
 20. **Part-time Cleaning Person for Township Building:** BOS considered a proposal to hire Faith Donaldson as a part-time cleaning person at \$18/hour for the Township building.
 - a. Motion to approve hiring Ms. Donaldson made by PRUTZMAN, seconded by BILGER. All in favor, none opposed – motion PASSED unanimously.
 21. **Temporary Bookkeeping Support:** BOS considered proposal to engage Diane Renninger, CPA, as temporary bookkeeping support in the Township office.
 - a. Motion to approve engaging Ms. Renninger made by BILGER, seconded by PRUTZMAN. All in favor, none opposed – motion PASSED unanimously.
 22. **Canon Copier Proposal:** BOS considered proposal regarding Canon Copier. The proposal drops the monthly costs by \$10 per month, but gives the Township newer machines.
 - a. Motion made to approve Canon Copier purchase proposal made by BILGER seconded by JOHNSON. All in favor, none opposed – motion PASSED unanimously.

23. **Appointment of Township Secretary/Treasurer:** BOS considered motion to appoint Supervisor Paul Prutzman to be Township Secretary/Treasurer pursuant to Second Class Township Code.
 - a. Motion to appoint PRUTZMAN Township Secretary/Treasurer made by BILGER, seconded by JOHNSON. All in favor, none opposed – motion PASSED unanimously.
24. **Board of Supervisors Compensation for Township Work:** BOS considered a proposal that starting January 9, 2023, the Supervisors shall be compensated at an hourly rate set by the Audit Committee for hours performing work that would normally be performed by Township office staff. Supervisors will not be additionally compensated for activities pertaining to their elected office, such as Board meetings/Executive Sessions.
 - a. Motion to approve made by PRUTZMAN, seconded by BILGER. All in favor, none opposed – motion PASSED unanimously.
25. **Resolution 2023-04 - Access to Township Bank Accounts:** BOS considered passing Resolution 2023-04 to grant Supervisor/Secretary/Treasurer Prutzman access to and authority to administer all Township bank accounts – action is required by FNB.
 - a. Motion made by JOHNSON, seconded by BILGER. All in favor, none opposed – motion PASSED unanimously.
26. **Alpha Properties:** Representative from Alpha Properties requested time to address the BOS. Their issues are not pressing, but they have a number of issues and questions about their property and would like to sit down and have a discussion with the new Township manager once one is hired.

PUBLIC COMMENT ON NON-AGENDA ITEMS

- a. Dean Hartman – asked who should take the minutes for next planning commission meeting. It was decided that the Solicitor will take the minutes.
- b. Debbi Scull – asked whether any executive sessions had taken place. PRUTZMAN stated that the BOS had an executive session on Wednesday, January 9, 2023, via zoom with Paul Jansen to discuss township manager position.

Adjournment: JOHNSON moved for adjournment, PRUTZMAN seconded – all were in favor

Adjourned at 7:57pm.

Respectfully submitted by Jonathan Long, Township Solicitor