

MEETING MINUTES OF LOWER HEIDELBERG TOWNSHIP SUPERVISORS

720 Brownsville Rd., Sinking Spring, PA 19608

January 6, 2025

**CALL TO ORDER – JANUARY 6, 2025 SUPERVISORS ORGANIZATIONAL MEETING**

At 10:00 a.m. Solicitor Andrew Bellwoar called the January 6, 2025 meeting of the Lower Heidelberg Township supervisors to order with a pledge to the flag and roll call. Present: Supervisors Cheryl Johnson, Chip Bilger and Paul Prutzman. Also in attendance: Brian Cole, Township Manager, Matt Clay, Road Foreman, Jenn Frasso, Secretary/Treasurer (absent) and Andrew Bellwoar, Solicitor.

Taking minutes was Barb McIlvee

**PUBLIC COMMENTS ON AGENDA ITEMS**

The solicitor asked for nominations for Chairperson. *Mr. Bilger made a motion to appoint Mrs. Johnson as Chairperson, with Mr. Prutzman offering a second. Motion passed unanimously.* The solicitor then turned over the meeting to Mrs. Johnson.

The following appointments were made for 2025:

*Board of Supervisors*

Chairperson	Cheryl Johnson
Vice Chairperson	Paul Prutzman
Member	Chip Bilger

Township Manager	Brian Cole
Secretary/Treasurer	Jennifer Frasso
Police Commissioner	Paul Prutzman
Roadmaster	Chip Bilger
Open Records Officer	Brian Cole
Alternate Open Records Officer	Jennifer Frasso

Township Engineer, Zoning Officer, Building Inspector, Building Code Officer, Plumbing Inspector and Electrical Inspector	Kraft Municipal Group
--	-----------------------

Solicitor	Bellwoar Kelly LLP
-----------	--------------------

Sewer Engineer/SEO Officer  
Alternate SEO

Road Foreman

Police Chief  
Fire Commission/Marshal/Cardholder  
Emergency Management Coordinator  
PSATS Convention Delegate  
PSATS Convention Alternate Delegate  
Depositories

Chief Administrator of Pension Funds

McCarthy  
Engineering  
Berks Envirotech  
Matt  
Clay  
Christopher  
Stouch  
Jared Renshaw  
Justin Schlottman  
Cheryl Johnson  
Paul Prutzman  
Tompkins Bank  
PLGIT  
First National  
Bank  
Brian Cole

*Liaisons:*

Public Works  
Sewer  
Police  
Fire  
Administration  
Ambulance  
Recreation Board  
Technology/IT  
Codes/Kraft

Chip Bilger  
Cheryl Johnson  
Paul Prutzman  
Cheryl Johnson  
Chip Bilger  
Cheryl Johnson  
Cheryl Johnson  
Paul Prutzman  
Paul Prutzman

*Planning Commission*

Dean Hartman	12/31/2025	
William Moser	12/31/2027	
Heath Kearney	12/31/2025	
Mary Wert	12/31/2025	
Forrest Stricker		
Peter Heim	12/31/2028	Alternate
Craig Lutz	12/31/2028	Alternate
Giovanni Giannotti	12/31/2028	Alternate
Bellwoar Kelly LLP		Solicitor

*Joint Planning Commission*

Dean Hartman  
Heath Kearney

William Moser

*Shade Tree Commission*

Ronald Dentzler 12/31/2025  
Barbara Brenner 12/31/2026

*Recreation Board*

Adam Hughes 12/31/2026  
Donna Leisey

*Architectural Security Board*

Dean Hartman 12/31/2025  
Forrest Stricker 12/31/2025

*Zoning Hearing Board*

Christopher Yoch 12/31/2027  
David Kurtz 12/31/2026  
Robert Melson 12/31/2025  
Mike Roberts 11/1/2027 Alternate  
Thomas Rothermel Solicitor Bingaman Hess

*Elected Auditors*

Dr. Chris Woodward 12/31/2030  
Joseph Hnatishion 12/31/2025  
Jessica Gianotti 12/31/2027

*Vacancy Board Chairperson*

Barbara Brenner 12/31/2025

The following schedules were approved by the supervisors:

Holiday Schedules, Supervisors Meeting (3<sup>rd</sup> Tuesday of each month at 3 p.m.), Supervisors Workshop Meeting (2<sup>nd</sup> Tuesday of each month at 3:00 p.m.), Planning Commission Meeting (2<sup>nd</sup> Monday of each month at 7:00 p.m., as needed), Recreation Board Meeting (1<sup>st</sup> Monday of each month at 7:00 p.m.).

The following items were approved by the supervisors:

Motion to adopt the IRS mileage reimbursement rate for 2025 at 70 cents per mile.

Motion to approve and set the amount of the Treasurer's bond at \$4,000,000.

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.

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.

Motion to adopt **Resolution 2025-03: Township Fee Schedule** with no changes other than the fees charged by the consultants.

Motion to adopt **Resolution 2025-04: appointing members to the County Tax Collection Committee.**

Motion to adopt **Resolution 2025-05: Police Pension Employee Contribution.** No contribution is required for 2025.

Motion to adopt **Resolution 2025-06: appointing alternates to the Planning Commission for a 4 year term: Peter Heim; Craig Lutz; and Giovanni Giannotti.**

Motion to adopt **Resolution 2025-07: accepting resignations of 2 Auditors and appointing 2 new Auditors: Jessica Giannotti and Joseph Hnatishion.**

### **TOWNSHIP REPORTS**

**Tax Collector:** Sharon Boyer, Township Tax Collector (absent)

**Library:** Allison Plevrakis, Library Treasurer (absent)

**Recreation Board:** Cheryl Johnson

**Fire Commissioner:** Jared Renshaw (absent)

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

**Ambulance:** Tony Tucci, Ambulance Director (absent)

**Police Department:** Chief Christopher

**Road Crew:** Matt Clay, Road Crew Foreman (absent)

**Planning Commission:** Dean Hartman (absent)

**Sewer Engineer:** (absent)

**Engineer:** Ryan Rhode (absent)

**MS4 Engineer:** Nick Johnson (absent)

### **Solicitor's Report**

### **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 minutes

Approval of December 2024 bill list

Approval of Secretary/Treasurer report

*Mr. Bilger made a motion to approve the Consent Agenda, with Mr. Prutzman offering a second. Motion passed unanimously.*

### **Old/Unfinished Business**

### **New Business**

*Mr. Bilger made a motion to approve the 2025 contract (\$2,500) with Safety Net Sanctuary, with Mr. Prutzman offering a second. Motion passed unanimously.*

**Final Remarks and Reminders** – None

### **Public Comment Close**

- Next workshop – February 11, 2025 at 3:00 p.m.
- Board of Supervisors meeting – February 18, 2025 at 3:00 p.m.

### **Adjournment -**

With no further business, the BOS adjourned at 11:10 a.m.

Respectfully submitted, Jennifer M. Frasso, Secretary/Treasurer