

**LOWER HEIDELBERG TOWNSHIP – BOARD OF SUPERVISORS MEETING
MONDAY, JANUARY 5, 2026 - 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 **2026 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 12/31/29.

Appointment of _____ to the **Recreation Board** for a 5-year term to expire 12/31/2030.

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 2026.

Appointment of Bellwoar Kelly LLP as the Township **Solicitor** for the calendar year 2026.

Appointment of Bingaman Hess as the **Zoning Hearing Board Solicitor** for calendar year 2026.

Appointment of McCarthy Engineering as the Township **Sewer Engineer** and the Township **Sewage Enforcement Officer** for the calendar year 2026.

Appointment of Berks Envirotech as the **Alternate Sewage Enforcement Officer** for the calendar year 2026.

Appointment of Matthew Clay as Township **Road Foreman** for the calendar year 2026.

Appointment of Christopher Stouch as the **Police Chief** for the calendar year 2026.

Appointment of Jared Renshaw as **Fire Commissioner** and **Fire Marshal** and **Fire Marshal Cardholder** for the calendar year 2026.

Appointment of Justin Schlottman as **Emergency Management Coordinator** for the calendar year 2026.

Appointment of _____ as the Township's **Voting Delegate to PSATS State Convention** and _____ as **Alternate voting delegate** for the calendar year 2026.

Appointment of Barbara Brenner as the Township **Vacancy Board Chairperson** for the calendar year 2026.

Appointment of Dean Hartman, and Forrest Stricker to the Township **Agriculture Security Board** for the calendar year 2026.

Appointment of **Tompkins Bank, Members 1st FCU, PLGIT, and First National Bank** as the Township **depositories** for the calendar year 2026.

Appointment of _____ as **Chief Administrator of Pension Funds** for the calendar year 2026.

Reappointment of Dean Hartman, Heath Kearney and Mary Wert to the **Planning Commission** for 2026 – 2029.

Reappointment of Cheryl Johnson to the **Recreation Board** for 2026 – 2030.

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**

5. **2026 Holiday Schedule**

Motion to approve the following Township holidays:

<u>Nonuniform</u>	<u>Police</u>
New Years' Day	New Years' Day
Good Friday	Martin Luther King, Jr. Day
Municipal Primary Election	Presidents' Day
Memorial Day	Good Friday
Independence Day	Memorial Day
Labor Day	Independence Day
Election Day	Labor Day
Veteran's Day	Veteran's Day
Thanksgiving	Thanksgiving
Day after Thanksgiving	
Christmas	Christmas
6 Personal Days	6 Personal Days

6. **2026 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 **3:00 p.m.** on the 3rd Tuesday of every month, unless indicated otherwise:

January 5 (Monday)	July 21
February 17	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 Tuesday prior to the regular meeting (i.e., the Tuesday prior to the third Monday of each month), starting at 3:00 p.m. with the exception of no meeting in January.

	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

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

Recreation Board: 1st Monday evening of the month, at 7:00 PM except for January and September (Labor Day).

January No meeting	July 6
February 2	August 3
March 2	September 8 (Tuesday)
April 6	October 5
May 4	November 2
June 1	December 7

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 2026 at 72.5 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 2026-01: 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 adopt **Resolution 2026-02: Re-appointment of Robert Melson to the Township Zoning Hearing Board for a 3-year term.**
12. Motion to adopt **Resolution 2026-03: Township Fee Schedule** with no changes other than the fees charged by the consultants.
13. Motion to adopt **Resolution 2026-04: appointing members to the County Tax Collection Committee.**
14. Motion to adopt **Resolution 2026-05: Police Pension Employee Contribution.** No contribution is required for 2026.
15. **Motion to adopt Resolution 2026-06:** appointing alternates to the Planning Commission for a 4 year term: Peter Heim; Craig Lutz; and Giovanni Giannotti.

16. **Motion to adopt Resolution 2026-07:** David Hinkle, elected in 2025; Jessica Giannotti and Joseph Hnatishion.

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 31st of the listed year):

Dean Hartman– 2029
William Moser – 2027
Heath Kearney – 2029
Mary Wert – 2029
Forrest Stricker - 2027
Alternates – Peter Heim, Craig Lutz, Giovanni Giannotti: 2028
Planning Commission Solicitor –Bellwoar Kelly LLP

Shade Tree Commission (3 year term, to expire on December 31st of the listed year):

Barbara Brenner – 2026

Recreation Board (5 year term, to expire on December 31st of the listed year):

Adam Hughes - 2026
Becky Hughes - 2026
Sue Grimes - 2026
Cheryl Johnson - 2030
Nadine Metzler -

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 31st of the listed year) via resolution:

Christopher Yoch – 2027
David Kurtz – 2026
Robert Melson – 2028
Mike Roberts, Alternate – Nov 2027
Zoning Hearing Board Solicitor – Thomas Rothermel

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

David Hinkle – 2031 (new)
Joseph Hnatishion - 2025
Jessica Giannotti - 2027

Township Reports

Tax Collector: Sharon Boyer, Township Tax Collector

Library: Library Director: Cathy Martin

Recreation Board: Cheryl Johnson

Fire Commissioner: Jared Renshaw

Emergency Management Coordinator (EMC): Justin Schlottman

Ambulance: Anthony 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: Jim McCarthy, McCarthy Engineering, 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 16, 2025, BOS meeting minutes
- Approval of December 2025 Bill List
- Secretary Treasurer Report

Old/Unfinished Business

New Business

Final Remarks and Reminders

Public Comment Close

- Next workshop – February 10, 2026 (if needed)
- Board of Supervisors meeting – February 17, 2026

Adjournment