

MEETING MINUTES OF LOWER HEIDELBERG TOWNSHIP SUPERVISORS

720 Brownsville Rd., Sinking Spring, PA 19608

January 5, 2026

**CALL TO ORDER – JANUARY 5, 2026 SUPERVISORS ORGANIZATIONAL MEETING**

At 10:00 a.m. Solicitor Andrew Bellwoar called the January 5, 2026 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, Jennifer Frasso, Secretary/Treasurer and Andrew Bellwoar, Solicitor.

Taking minutes was Jennifer Frasso

**PUBLIC COMMENTS ON AGENDA ITEMS**

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

The following appointments were made for 2026:

*Board of Supervisors*

Chairperson	Paul Prutzman
Vice Chairperson	Cheryl Johnson
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
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Solicitor	Bellwoar Kelly LLP
Sewer Engineer/SEO Officer	McCarthy Engineering

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

Berks Envirotech

Matt

Clay

Christopher

Stouch

Jared Renshaw

Justin Schlottman

Cheryl Johnson

Paul Prutzman

Tompkins Bank

PLGIT

First National

Bank

Members 1st FCU

Brian Cole

*Liaisons:*

Public Works

Sewer

Police

Fire

Administration

Ambulance

Recreation Board

Technology/IT

Codes/Kraft

Chip Bilger

Chip Bilger

Paul Prutzman

Cheryl Johnson

Chip Bilger

Cheryl Johnson

Cheryl Johnson

Paul Prutzman

Cheryl Johnson

*Planning Commission*

Dean Hartman 12/31/2029

William Moser 12/31/2027

Heath Kearney 12/31/2029

Mary Wert 12/31/2029

Forrest Stricker 12/31/2027

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 12/31/2026

Heath Kearney 12/31/2026

William Moser 12/31/2026

*Shade Tree Commission*

Barbara Brenner 12/31/2026

*Recreation Board*

Adam Hughes 12/31/2026

Becky Hughes 12/31/2026

Sue Grimes 12/31/2026

Cheryl Johnson 12/31/2030

*Architectural Security Board*

Dean Hartman 12/31/2026

Forrest Stricker 12/31/2028

*Zoning Hearing Board*

Christopher Yoch 12/31/2027

David Kurtz 12/31/2026

Robert Melson 12/31/2028

Mike Roberts 11/01/2027 Alternate

Thomas Rothermel Solicitor Bingaman Hess

*Elected and Appointed  
Auditors*

David Hinkle 12/31/2031

Joseph Hnatishion 12/31/2027

Jessica Gianotti 12/31/2027

*Vacancy Board Chairperson*

Barbara Brenner 12/31/2026

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 2026 at 72.5 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 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.

Motion to adopt **Resolution 2026-02: Re-appointment of Robert Melson to the Township Zoning Hearing Board for a 3-year term.**

Motion to adopt **Resolution 2026-03: Township Fee Schedule** with no changes other than the fees charged by the consultants.

Motion to adopt **Resolution 2026-04: appointing members to the County Tax Collection Committee.**

Motion to adopt **Resolution 2026-05: Police Pension Employee Contribution.** No contribution is required for 2025.

Motion to adopt **Resolution 2026-06: appointing alternates to the Planning Commission for a 4 year term: Peter Heim; Craig Lutz; and Giovanni Giannotti.**

Motion to adopt **Resolution 2026-07: Auditors: Jessica Giannotti and Joseph Hnatishion; elected auditor David Hinkle.**

## **TOWNSHIP REPORTS**

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

**Library:** Cathy Martin

**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 Stouch (absent)

**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 16, 2025 BOS meeting minutes

Approval of December 2025 bill list

Approval of Secretary/Treasurer report

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

## **Old/Unfinished Business**

## **New Business**

**Final Remarks and Reminders** – None

## **Public Comment Close**

- Next workshop – February 10, 2026 at 3:00 p.m. (if needed)
- Board of Supervisors meeting – February 17, 2026 at 3:00 p.m.

## **Adjournment -**

With no further business, the BOS adjourned at 10:30 a.m.

Respectfully submitted, Jennifer M. Frasso, Secretary/Treasurer