

MINUTES - HEIDELBERG TOWNSHIP SUPERVISORS BUSINESS MEETING
January 27, 2021

PRESENT: David Randler, Terry Wolfe, Tom Schoener, David Manbeck, Kevin Snyder, Solicitor Andrew George, Nicole Werner, Chief Leon Grim, Jeff Kerlin

The meeting was called to order by Chairman Randler at 7:39pm

EXECUTIVE SESSION: To discuss potential litigation at 6:32pm. Came out of session at 7:38pm.

AUDIENCE PARTICIPATION: Jeff Kerlin, Technicon Enterprises, Inc gave an update on Fry Manor bid package (milling, paving, overlay). The project is ready to advertise. Minor roll-curb repair needs to be complete to prepare for overlay project. With bidding the process, up to \$21,600 (about 130 linear ft), can do telephonic bids. Jeff asked we reach out to Bob at Lord and Moyer Construction to see if we are close to the telephonic number. Curbing Bid Package needs to be ready for the February meeting. Chairman Randler mentioned the water company ordered the fire hydrant that will be placed on Harry Ave (\$5,278.20). Heidelberg Township will consume the cost for the hydrant. **MOTION** made to pay for the fire hydrant installation made by Sup. Schoener, **SECOND** by Sup. Snyder, passed unanimously.

MOTION to advertise road bid package made by Sup Snyder, **SECOND** by Sup Schoener, passed unanimously.

MOTION to adopt Technicon Enterprise, Inc. fee schedule for calendar year 2021 was made by Sup. Wolfe, **SECOND** by Sup. Schoener. passed unanimously.

Sup. Wolfe discussed the Bethany water issue, pumping and the concerns/problems of the residents in the area with Jeff Kerlin from Technicon Enterprises, Inc. Sup. Wolfe would like to forward a letter to residents on Ryeland Rd and Hill Rd asking/addressing the issues and gather their concerns. Jim Cox and the Delaware River Basin Commission have been contacted. Water tests have been conducted at Sup. Wolfe's residence. The tests were performed by Culligan Water and Martin's Water. All tests came back clear. Sup. Wolfe asked Nicole Werner, township secretary, to forward said letter to residents on township letterhead.

Andrew George was asked to follow up with potential violations at 13 Birdsfoot Dr, the Pollack residence.

MINUTES: December 28, 2020 minutes were circulated. **MOTION** by Sup Schoener, **SECOND** by Sup Snyder, passed unanimously.

January 4, 2021 reorganizational meeting minutes were circulated. **MOTION** made by Sup Snyder, **SECOND** by Sup Schoener, passed unanimously.

TREASURERS REPORT: Report will be emailed, no report due to CPA error

PAYMENT OF BILLS: A **MOTION** was made by Sup Schoener, **SECOND** by Sup Wolfe, passed unanimously.

COMMITTEE REPORTS

Police & Fire – Copy of report given to board. Chief Grim addressed the abduction at the Conrad Weiser Middle School. Video from the bank showed the child crossed from the road from the school at the time of supposed abduction.

Sewer – There was a blockage behind Ozgoods, Ditch Creek cleaned out the laterals. Pump pulled at AWI (clogged, no repairs), Chairman Randler mentioned the township has been getting billed by AT&T for auto dialers that possibly are not in use as a call to public works is typically made before the dialers alarm. Select Environmental visits the site numerous times during the week. Concern for not having the dialers in use was mentioned. Overall consensus is to test the lines before disconnecting.

Planning Commission – No report

Roads, Bldg. & Equip. – Chairman Randler addressed the board regarding the purchased of a new tractor, International HV507 SFA. This tractor will replace the large truck in which Garry Zerbe currently operates. The specifications for the tractor are reflective of those in which the state use. The price for the cab and chassis is \$107,935, manual transmission. A **MOTION** to purchase specified tractor was made by Sup Schoener, **SECOND** by Sup Wolfe, passed unanimously.

Personnel – No report

Recreation Board/Pool – Pool memberships are officially open for purchase.

Zoning Hearing Board – New Zoning Board Solicitor needs to be appointed. Andrew George will make recommendations to board and will reassess at the February meeting.

Building Inspectors Report – Report provided to Supervisors from Technicon Enterprises, Inc.

Engineers Report – Report provided to Board of Supervisors from Technicon Enterprises, Inc.

Plumbing & SEO - Report provided to Board of Supervisors from Technicon Enterprises, Inc.

CORRESPONDENCE – Sup Snyder requested township secretary, Nicole Werner, be added to social media pages to help manage/post.

NEW BUSINESS – Bills to be setup for automatic pay, monthly gross amounts will be paid at end of month. **MOTION** to setup automatic payments was made by Sup. Snyder, **SECOND** by Sup Wolfe, passed unanimously.

SOLICITORS REPORT – Trash bid has been advertised, bids to be returned two days before February Supervisors meeting and approval will need to be made in February.

Concern regarding conflict of interest between Solicitor Andrew George and Chairman Randler, any member of the Supervisor's Board and employees of Heidelberg Township was mentioned. Solicitor George reassured the Supervisor's Board there was and will not be any need for concern.

MOTION TO ADJOURN by Sup Snyder at 9:23pm. **SECOND** by Sup Schoener, passed unanimously.

**Next meeting will be held on Wednesday, February 24, 2021 at 7:30pm,
Board of Supervisors Meeting**

Respectfully Submitted,

Nicole Werner, Township Secretary

MINUTES OF THE REORGANIZATION MEETING OF THE SUPERVISORS OF HEIDELBERG TOWNSHIP
HELD JANUARY 4, 2021

PRESENT: David Randler, Thomas Schoener, Terry Wolfe, David Manbeck, Kevin Snyder and Nicole Werner

The meeting was called to order by Chairman Randler at 6:03 PM with the Pledge of Allegiance.

ELECTION OF OFFICERS

Terry Wolfe made a motion to appoint Thomas Schoener as temporary chairman, seconded by David Manbeck and passed unanimously.

Thomas Schoener made a motion to appoint Kevin Snyder as temporary secretary, seconded by Terry Wolfe and passed unanimously.

Supv. Snyder made a motion to nominate David Randler as Chairman, seconded by Supv. Wolfe. Motion passed.
Supv. Manbeck made a motion to close the nominations, seconded by Supv. Snyder. Motion passed unanimously.

Supv. Wolfe made a motion to nominate Kevin Snyder as Vice Chairman, seconded by Supv. Manbeck. Supv. Wolfe made a motion to close the nominations, seconded by Supv. Manbeck and passed unanimously.

The meeting was turned over to Chairman Randler.

OFFICERS FOR 2021
CHAIRMAN – DAVID RANDLER
VICE CHAIRMAN – KEVIN SNYDER

Supv. Snyder made a motion to appoint Nicole Werner as Secretary, seconded by Supv. Wolfe and passed unanimously.

The position of Treasurer was discussed. Roles of treasurer to be passed over to Secretary Nicole Werner by March 1, 2021. David Randler will continue this role until the transition is made in March. Supv. Wolfe made a motion to appoint Nicole Werner as Treasurer with the continuation of David Randler until March 1, 2021, seconded by Supv. Snyder and passed unanimously.

APPOINTMENTS OF POSITIONS AND EMPLOYEES

Road Master – Thomas Schoener
Solicitor – Andrew S. George, Kozloff Stoudt Attorneys
Engineer – Technicon Enterprises
Zoning Officer – Technicon Enterprises
Building Inspector – Technicon Enterprises
Sewage Officer – Technicon Enterprises
Emergency Management Coordinator – Mike Palm
Plumbing/Electrical Inspector – Technicon Enterprises
Zoning Hearing Board Supervisor - Vacant
Equipment Operators – All Supervisors, Garry Zerbe, Larry Knoll, Mike Boyer, Norm Ohlinger, Dale Almond, Greg Kissling, Jeff Keller, John Claypool

Supv. Manbeck made a motion to appoint the above listed people/firms to their respective positions, seconded by Supv. Snyder and passed unanimously

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SALARIES

Equipment Operators - \$20.17 per hour

Full Time Road Crew (salaried position with 23 PTO) - \$49,000.00

Laborer - \$12.72 per hour

Supervisors \$20.17 per hour

Supv. Manbeck made a motion to approve and present for approval to the Auditors the hourly rates as stated above for 2020, seconded by Supv. Snyder. Supv. Schoener abstained. Motion passed.

SECRETARY -Supv. Manbeck made a motion to set the hourly rate for the Secretary at \$18.00, seconded by Supv. Snyder and passed unanimously.

TREASURER - Supv. Manbeck made a motion to set the treasurers hourly rate at \$18.00, seconded by Supv. Snyder and passed unanimously.

CLERK - Supv. Snyder made a motion to set the hourly rate for clerk at \$12.05 per hour, seconded by Supv. Manbeck and passed unanimously.

CLEANING PERSON – Supv. Manbeck made a motion to set the hourly rate for a cleaning person at \$17.31 per hour, seconded by Supv. Snyder and passed unanimously.

TECHNICON ENTERPRISES BUILDING INSPECTOR FEE SCHEDULE FOR 2021 (RESOLUTION), ENGINEERING AND ZONING WERE TABLED AS BOARD OF SUPERVISORS ARE REQUESTING MEETING WITH JEFF KERLIN REGARDING LARGE SCALE PROJECTS (EI. CONRAD WEISER SCHOOL DISTRICT) AND INSTATING A SLIDING SCALE.

SOLICITOR – Supv. Snyder made a motion to set the solicitor's hourly rate at \$170/hour with no retainer, associate's hourly rate at \$140/hour and paralegal's hourly rate at \$125/hour, seconded by Supv. Manbeck and passed unanimously.

TREASURERS BOND (\$750,000) – Supv. Snyder made a motion to set the Treasurers Bond at \$750,000, seconded by Supv. Schoener and passed unanimously.

TAX COLLECTORS BOND (\$63,449) – Supv. Snyder made a motion to set the Tax Collectors Bond at \$63,449.00, seconded by Supv. Schoener and passed unanimously.

MILEAGE – Supv. Manbeck made a motion to adopt **RESOLUTION #1-2021** setting the mileage rate at .57.5 cents per mile, seconded by Supv. Schoener and passed unanimously.

ROAD INSPECTION PAY – Supv. Snyder made a motion to set the annual road inspection reimbursement at \$85.00 per Supervisors in attendance, seconded by Supv. Schoener and passed unanimously.

SUPERVISORS PAY (\$85) Supv. Manbeck made a motion to recommend to the Auditors to set the pay for attendance at each Supervisors meeting at \$85.00 per meeting, not to exceed \$1,875 a year. Motion seconded by Supv. Schoener and passed unanimously.

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SUPERVISORS APPOINTMENTS

Sewer – David Randler and Thomas Schoener
Police & Fire – Kevin Snyder and Terry Wolfe
Planning Commission – Kevin Snyder and Terry Wolfe
Emergency Management – Mike Palm
Recreation Board – Kevin Snyder and Terry Wolfe
Zoning Hearing Board – David Randler
Personnel – Terry Wolfe and David Randler
Western Berks Planning Commission – David Randler
Berks Cooperating Purchasing Council – David Manbeck

Supv. Snyder made a motion, seconded by Supv. Manbeck to appoint the designated Supervisors to the above appointments. Passed unanimously.

BANK DEPOSITORY (Jonestown Bank) – Supv. Snyder made a motion to appoint Jonestown Bank as the depository for 2020, seconded by Supv. Manbeck and passed unanimously.

MEETING DATES FOR 2020 – Supv. Manbeck made a motion to approve the following Board of Supervisor's meeting dates: Jan. 27, Feb., 24, Mar. 31, Apr. 28, May 26, June 30, July 28, Aug. 25, Sept. 29, Oct. 27, Nov. 22, Dec. 29, seconded by Supv. Snyder and passed unanimously.

MAXINE R. MASER, CPA at STANILLA, SIEGEL AND MASER, LLC (Auditor) – Supv. Manbeck made a motion to appoint Maxine R. Maser, CPA, Stanilla, Siegel and Maser, LLC as Auditor for 2021, seconded by Supv. Schoener and passed unanimously.

COMPUTER ADMINISTRATOR – JOE PURFIELD – Supv. Snyder made a motion to appoint Joe Purfield as the computer administrator for 2021, seconded by Supv. Schoener and passed unanimously.

PLANNING COMMISSION – Supv. Manbeck made a motion to appoint Kevin Snyder to a 5 yr. term on the Planning Commission, seconded by Supv. Schoener and passed unanimously.

ZONING HEARING BOARD – Supv. Schoener made a motion to appoint Paul Radcliffe to a 5 yr. term on the Zoning Hearing Board, seconded by Supv. Snyder and passed unanimously.

AUDITORS – Supv. Schoener made a motion to appoint Barry Mountz, Michael Yoh and Stephanie Moore as Auditors for 2021, seconded by Supv. Snyder and passed unanimously.

VACANCY BOARD CHAIRMAN – Supv. Manbeck made a motion to appoint Steve Heimbach as the Vacancy Board Chairman for 2021, seconded by Supv. Snyder and passed unanimously.

RECREATION BOARD – Supv. Snyder made a motion to appoint Michael Yoh to a 5yr term on the Recreation Board, seconded by Supv. Schoener and passed unanimously.

POLICE PENSION BOARD – Supv. Manbeck made a motion to appoint Chairman Randler as the Police Pension Board, seconded by Supv. Schoener and passed unanimously.

JOINT PLANNING COMMISSION – Supv. Schoener made a motion to appoint David Manbeck and David Randler with Ted Noble as the alternate. Motion seconded by Supv. Snyder and passed unanimously.

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DELINQUENT PER CAPITA TAXES – Supv. Snyder made a motion to appoint Statewide Tax Recovery as collector of delinquent taxes, seconded by Supv. Schoener and passed unanimously.

BERKS EIT – Supv. Snyder made a motion to appoint Berks EIT as collector of the Local Services Tax, seconded by Supv. Schoener. Supv. Manbeck voted no. Motion passed.

POLICE PENSION PLAN – will be table after discussing with Andrew S. George, Attorney

VOTING DELEGATE FOR PSATS CONVENTION – There was no interest.

PA SEWAGE FACILITIES ACT – Supv. Manbeck made a motion to adopt **RESOLUTION #3-2021**—the PA Sewage Facilities Act which enables Heidelberg Township to collect money at the end of the year from DEP. Motion seconded by Supv. Schoener and passed unanimously.

WASTEWATER ENGINEERING SERVICES (EBERT ENGINEERING) – Supv. Schoener made a motion to appoint Ebert Engineering for wastewater issues. Motion seconded by Supv. Manbeck and passed unanimously.

OTHER BUSINESS

TERRY WOLFE – Water issues (Bethany Springs) continue on Ryeland Rd with possible contaminants in the soil due to pumping from the aqua fire. Could also change pressure. Supv. Wolfe has made a call to Representative Jim Cox which in turn will reach out to the DEP. Supv. Wolfe also stated he has asked Culligan Water and Martin's to perform a water test at his residence.

There being no further business the meeting was adjourned on a motion by Supv. Wolfe, seconded by Supv. Manbeck and passed unanimously. Time – 7:30 PM

Respectfully submitted,

Nicole Werner, Secretary

NEXT MEETING – JANUARY 27, 2021 – 7:30 PM