

December 9, 2010

The Heidelberg Township Board of Supervisors held a workshop meeting at 7:00pm at the Municipal Building, 6272 Route 309, New Tripoli PA 18066. Present were Supervisors David Fink, Steve Bachman and Forrest Wessner III, Secretary-Treasurer Janice Bortz, Township Administrator Dan Stonehouse, Road Superintendent Kevin Huber and Township Solicitor Charles Waters.

The Board continued reviewing the changes made to the employee handbook from page 16. Dan Stonehouse revised the section regarding Vacation and the Board approved the revisions. The Board decided to not consider paid-time off (PTO) days but to keep the days off separate as vacation days, personal days and sick days. The meeting will continue on Monday, January 3, 2011 at 7:00pm. The Board will begin review on page 19 at the Jury Duty section. The workshop was adjourned at 7:30pm.

Respectfully submitted,

Janice M. Bortz
Secretary to the Board of Supervisors

December 9, 2010

The Heidelberg Township Board of Supervisors held their regular meeting at 7:30pm at the Municipal Building, 6272 Route 309, New Tripoli PA 18066. Present were Supervisors David Fink, Steve Bachman and Forrest Wessner III, Secretary-Treasurer Janice Bortz, Township Administrator Dan Stonehouse, Road Superintendent Kevin Huber and Township Solicitor Charles Waters.

Motion by Forrest Wessner III, seconded by Steve Bachman to approve the minutes of the November 4, 2010 workshop meeting as presented and the November 4, 2010 regular meeting with one change on page 3 – 50 square feet should be 9 square feet for a sign. Motion carried.

Recording of meeting: Teena Bailey tape recorded the meeting and Charlie Perich video taped the meeting.

Public comment on agenda items: Resident Arnold Metzger was told that the proposed budget was available on the website and five printed copies were available at the meeting.

Executive session: none

Motion by Forrest Wessner III, seconded by Steve Bachman to approve the payment of the bills General Fund Checks # eft583-eft608, 17310-17363 and State Fund Checks #1658-1659. Motion carried.

Treasurer's Report:

General Fund Checking 10/30	13,846.85
Revenue and Transfers	102,596.61
Expenditures	<u>(110,772.47)</u>
General Fund Checking 11/30	5,670.99
General Fund Money Market 10/30	104,239.31
Revenue	76,952.99
Expenditures and Transfers	<u>(101,670.86)</u>
General Fund Money Market 11/30	79,521.44
State Fund Checking 10/30	1.00
Revenue and Transfers	2,401.00

Expenditures	<u>(2,401.00)</u>
State Fund Checking 11/30	1.00
State Fund Money Market 10/30	34,047.22
Revenue	22.80
Expenditures and Transfers	<u>(2,401.00)</u>
State Fund Money Market 11/30	31,669.02
Special Revenue Fund Savings 10/30	22,738.59
Revenue and Transfers	514.22
Expenditures and Transfers	<u>(0.00)</u>
Special Revenue Fund Savings 11/30	22,252.81
Recreation Fund Savings 10/30	2,411.38
Revenue and Transfers	1.48
Expenditures and Transfers	<u>(0.00)</u>
Recreation Fund Savings 11/30	2,412.86
Hunters Hill Road Bridge Fund 10/30	79,500.03
Revenue	56.43
Expenditures and Transfers	<u>(0.00)</u>
Hunters Hill Road Bridge Fund 11/30	79,556.46

Steve Bachman, Director of Office Operations, had nothing new to report.

Forrest Wessner III, Director of Parks and Recreation, reported on the Northwestern Recreation Commission meeting. The next meeting is in January.

David Fink, Director of Public Works, reported that Olev Tarmae from the LVPC attended the township's access management committee's road tour.

Kevin Huber, Road Superintendent, gave his road report. The road crew all took the mandated flagging course. He said the road crew and the Lehigh County Authority will coordinate the work on Glen Court regarding a rusting pipe. He and Dan Stonehouse submitted a grant request for directional signs to meet the new PennDOT regulations.

Daniel Stonehouse, Administrator/Zoning Officer, said the Sanctuary at Haafsville sent a contract to the township for controlling stray dogs and cats. Motion by Forrest Wessner III, seconded by David Fink to accept the contract with the Sanctuary at Haafsville for the year 2011. Motion carried. Mr. Stonehouse reported that Lowhill Township will pay about \$2,600 towards the traffic signal pre-emptive devices for emergency services.

Roy Stewart, Township Engineer, was not present.

EAC report: No one from the EAC was present. Steve Bachman said the EAC electronics recycling event collected 10,958 pounds of electronics.

Subdivision/Land Development: None

Proposed KNOX box ordinance: Jay Scheffler, the fire chief, and Grant Grim, an Upper Macungie Fire Commissioner, brought a sample KNOX box to show the Board and explained how they are used. Mr. Scheffler gave the Board paperwork that could be distributed to business owners. Mr. Grim recommends the dual key system KNOX box. The Board reviewed the ordinance and agreed to add the only new

construction, additions and remodels for commercial and multi-family buildings should be required to have KNOX boxes. Also, the second sentence of section 1.2 should be removed. Mr. Stonehouse will update the ordinance for the next meeting.

Sign Ordinance: The Board decided not to distinguish between seasonal or permanent signs and to allow signs from adjacent townships. Mr. Stonehouse will update for the next meeting.

At 8:15pm David Fink left the meeting due to a personal emergency. Steve Bachman was acting chairman.

Employee Handbook: The Board held a workshop meeting prior to this meeting and continued reviewing the employee handbook. The meeting was continued until 7:00pm January 3, 2011 prior to the organization meeting.

Pension Fund – IRS Determination letter: Atty. Waters needs the date of the prior pension fund document revision. Janice Bortz thought it was about 2-3 years ago. Atty. Waters will update the Board at the next meeting.

Policy for mandated CDL driving hours: Atty. Waters will review this further. Kermit Delong, a Lynn Township supervisor was in the audience and commented that Lynn Township has a resolution designating the Board chairman, vice-chairman, member, township manager, township secretary in that order as contacts for the road superintendent for declaring a snow emergency. Motion by Steve Bachman, seconded by Forrest Wessner III to have Kevin Huber, the road superintendent, contact the Board chairman, vice-chairman, member, township administrator, township secretary in that order if he feels a snow emergency needs to be declared. Motion carried. Dan Stonehouse will contact Lynn Township for a copy of their resolution.

Recreation Fee Ordinance, No Parking Ordinance, EAC Ordinance: Atty. Waters will prepare them for adoption at January or February's meeting.

Motion by Forrest Wessner III, seconded by Steve Bachman to adopt Resolution #2010-21 – Amend fee schedules for 2011.

2011 Budget: The Board agreed to the updating of the zoning office assistant's computer software. Budget line item 405.260 Office Equipment will be increased and 493.000 will be decreased by \$5,700.00. The real estate millage will be increased by .1 mill, making the 2011 millage 2.2 mills. Motion by Forrest Wessner III, seconded by Steve Bachman to adopt Resolution #2010-22 – adopt Budget for 2011. Motion carried. After some discussion about the final line item amounts, the Board changed the motion. Motion by Forrest Wessner III, seconded by Steve Bachman to adopt Resolution #2010-22 – adopt Budget for 2011 with one change, transferring \$5,700.00 from 493.000 Contingency to 405.260 Office Equipment. Motion carried.

Motion by Forrest Wessner III, seconded by Steve Bachman to adopt Resolution #2010-23 – Adopt Tax Levy for 2011. Motion carried.

Motion by Forest Wessner III, seconded by Steve Bachman to adopt Resolution #2010-24 – Amend Hunters Hill Bridge Agreement decreasing the project costs. Motion carried.

PSATS Convention: The Board agreed the same people will be asked to attend as last year and not to reimburse mileage or meals expenses.

LTCC delegate and alternate; Janice Bortz said the Board will officially appoint the 2011 delegates at the reorganization meeting. The Board agreed at this time to keep the same delegate and alternate as 2010.

Christmas Tree signs: These were covered under the sign ordinance discussion.

State Pension Audit: Motion by Steve Bachman, seconded by Forrest Wessner III to accept the pension audit and pay any discrepancies. Motion carried.

Employee Health Insurance: Possibly of changing this insurance will be discussed at the next meeting. Motion by Forrest Wessner III, seconded by Steve Bachman to amend the current trust agreement for healthcare insurance. Motion carried.

January meeting: Motion by Forrest Wessner III, seconded by Steve Bachman to hold the workshop meeting at 7:00pm, the reorganization meeting at 7:30pm to be followed by the January regular meeting on January 3, 2011. Motion carried.

Motion by Forrest Wessner III, seconded by Steve Bachman to accept the agreement with Verizon for utility relocation at the Hunters Hill Bridge project site. Motion carried.

Public Comment: Resident Arnold Metzger asked about the composting agreement with Washington Township. Dan Stonehouse said that the agreement will be in effect until the county stops their composting sometime in June 2011. Mr. Stonehouse will check the township website for references regarding permits required for replacing roofs. Resident Carl Breininger informed the Board that his car was hit by Dan Stonehouse after the last meeting. Mr. Breininger said he requested a copy of Mr. Stonehouse's email to the Board about the incident and read the email aloud to the meeting attendees.

Correspondence: The Board decided to take no action regarding the letter from Pittsburgh City Council.

Motion by Forrest Wessner III, seconded by Steve Bachman to adjourn the meeting at 9:00pm. Motion carried.

Respectfully submitted,

Janice M. Bortz
Secretary to the Board of Supervisors