

**MINUTES OF THE REGULAR MEETING OF THE SUPERVISORS OF HEIDELBERG TOWNSHIP HELD  
JANUARY 30, 2020**

**PRESENT:** David Randler, Thomas Schoener, Kevin Snyder, David Manbeck, Terry Wolfe, Solicitor Haws, Eileen Zerbe, Rick Hartlieb, Kenneth Bright, Deb Schoener, Blair McKim, Keith Dmochowski, Lori Brown, Michele Davis, Jack Keener, Chief Grimm and Cheryl Bowers.

The meeting was called to order at 7:30 PM by Chairman Randler with the Pledge of Allegiance.

**AUDIENCE PARTICIPATION**

**KENNETH BRIGHT** – Kenneth stated he had been a resident of Heidelberg Township for 20 years and was attending the meeting to listen and inform his parents as to what was happening in the Township. He is a member of the Lions Club and until recently was a member of the Robesonia/Wernersville Municipal Authority.

**LORI BROWN** – Mrs. Brown asked if Chairman Randler could speak louder during the meeting, it is very difficult to hear him.

**CHIEF GRIM** – Chief Grim circulated the call volume for January. Heidelberg Township had 50 calls with 69 hours over our allotted time. Chief Grim is continuing inventory of police property with Supv. Snyder. He stated the evidence and files have been removed. Chief Grim will identify what the South Heidelberg Police Dept. has interest in, however there is no interest in the vehicles. Chairman Randler stated Larry Knoll would be willing to clean up the vehicles prior to advertising them for sale. Discussion on employees purchasing items, Solicitor Haws will do research on that. Also discussed was where to advertise the items. Chief Grim stated that Western Berks Ambulance bought the police vehicles from Western Berks Police Dept. Also discussed was the medical drop box which Chief Stone obtained from a grant with Rite-Aid. All agreed that since there is not a police presence that the drop-box should be removed.

**BLAIR MCKIM** – Mr. McKim reported there was a meeting at Bethany with Chief Grim, Sean McKee and SRO David McQuate. The meeting went well.

**JACK KEENER** – Mr. Keener presented plans for his development – Keener Heights and said there are no improvements in Heidelberg Township. The water and sewer has already been installed. He will be submitting to the Borough 10 additional houses. He stated he is asking for relief from the Supervisors. Solicitor Haws stated there will be improvements in the Township. Technicon will review for Mr. Keener and Technicon will review for Heidelberg Township. No action was taken.

**MINUTES:** The minutes of the December 23, 2019 meeting were circulated. Chairman Randler stated he had two corrections. They are as follows; Chairman Randler and Supv. Schoener met with Fred Ebert and the replacement panel should be placed in a building/shed. Supv. Manbeck made a motion to approve the December minutes with the corrections noted, seconded by Supv. Schoener and passed unanimously.

**REORGANIZATION MEETING:** The minutes of the January 6, 2020 reorganization meeting were circulated. Secretary noted one correction; the salary for equipment operators and Supervisors pay

**MINUTES OF THE REGULAR MEETING OF THE SUPERVISORS OF HEIDELBERG TOWNSHIP HELD  
JANUARY 30, 2020**

should be \$19.38 an hour. Supv. Schoener made a motion to approve the reorganization minutes with the noted correction. Motion seconded by Supv. Snyder and passed unanimously.

**TREASURERS REPORT:** Chairman Randler circulated the January treasurers report. Supv. Manbeck made a motion to approve the January treasurers report, seconded by Supv. Snyder and passed unanimously. **TREASURER –** Supv. Manbeck made a motion to appoint Gift CPAs to handle the treasurer's work. They will provide bi-weekly bill pay (account payable) service on a day of the week that is yet to be determined, reconcile all bank and credit card accounts, reconcile all loans and lines of credit (which we have none), prepare a monthly compiled financial statement that includes a statement of net position and a statement of revenues, expenses and changes in net position (statement will include the budget as well) will come onsite to examine the state of the current QuickBooks file and determine the best course of action to get the financials up to date as quickly as possible, prepare and file the 1096 and 1099's annually, prepare the DCED annually along with any other required filings throughout the year and will be available during the year for any questions that arise relating to accounting or general business issues. Motion seconded by Supv. Wolfe

The fees for the services are: \$820 one time startup fee and \$410 monthly fee.

Supv. Wolfe stated for transparency purposes that Gift CPAs is the firm that Chairman Randler uses. Chairman Randler stated the other quotes did not do state and municipal reporting.

Supv. Schoener asked who is currently handling cash. Chairman Randler stated he has taken the money to Jonestown Bank and Gift made the deposit slips.

After much discussion it was decided to not take cash in the future, only checks or money orders will be accepted.

**PAYMENT OF THE BILLS:** Chairman Randler presented the bills for payment. Supv. Schoener made a motion to pay the bills as presented, seconded by Supv. Snyder and passed unanimously.

**COMMITTEE REPORTS**

**SEWER – BETHANY –** Solicitor Ed Kelly is in the process of setting up a meeting with the Womelsdorf Sewer Authority to discuss the metered area. Blair McKim said he is working with Womelsdorf and progress is being made. After Ditchcreek did the work there was a big improvement. The water settles down after a rainfall. Chairman Randler said he and Supv. Schoener met with Womelsdorf Sewer Authority and at an approximate cost of \$1,000, Heidelberg will do a flow test for all our meters (5). **FRED EBERT REPORT -** Chairman Randler stated that Heidelberg Township has been overcharged for over 3 years. We have been paying 10 times more than we should be paying. Mr. Ebert will contact Robesonia Municipal Authority and their engineer to try to have the formula changes. We have spent \$40,000 each year more than should be. Heidelberg has been subsidizing Robesonia. Solicitor Haws said we could get DEP involved. Supv. Snyder made a motion to have Fred Ebert proceed with a meeting with Robesonia Municipal Authority and to have a flow test done on 5 of our meters. Motion seconded by Supv. Schoener and passed unanimously.

**POLICE & FIRE –**Chairman Randler said he would like to look into purchasing a copy machine from Western Berks Police. Chairman Randler reported the water authority said they would like to have more hydrants in the Fry Manor area. Currently there are only two hydrants in this area. The Township would

**MINUTES OF THE REGULAR MEETING OF THE SUPERVISORS OF HEIDELBERG TOWNSHIP HELD  
JANUARY 30, 2020**

need to pay for them. Discussion on placing them on Jackie, Fry and Harry Ave. Supv. Schoener and Chairman Randler will meet with Glenn from the water authority to get costs.

**COMMITTEE REPORTS CONTINUED**

PLANNING COMMISSION – No meeting in January.

ROADS, BLDG. & EQUIP. – Road report was circulated. State salt order must be in by March 15.

PERSONNEL – Supv. Wolfe reported that Steve Devore is now employed at the Annville/Cleona school district as an SRO.

RECREATION BOARD/POOL – Supv. Snyder reported the membership for the 2020 pool season is open.

ZONING HEARING BOARD – Supv. Schoener made a motion to adopt **RESOLUTION #4-2020** to enact a fee of \$750.00 for all future zoning hearings. Motion seconded by Supv. Wolfe and passed unanimously.

BUILDING INSPECTORS REPORT – Technicon report emailed.

ENGINEERS REPORT – Technicon report emailed.

PLUMBING & SEO – Technicon report emailed.

COMMUNICATION - Supv. Snyder said he is working with Joe Purfield on the website, South Heidelberg will write something regarding the police. Supv. Snyder will also be taking over the Facebook page.

BERKS COOPERATING PURCHASING COUNCIL – No report.

PENSION BOARD – Supv. Snyder made a motion to send John Vargo of Conrad Seigel a letter stating to fully vest Jeff Stone's pension and pay out 100%. Motion seconded by Supv. Wolfe and passed unanimously.

**UNFINISHED BUSINESS**

ZONING ISSUES – Zoning report from Technicon was emailed. All agreed to revisit the Michael Jackson's property in April, however to send him a letter stating he has done a good job and to continue to clean up the property. CBC Motors (Chad Numbers) – There are trailers parked outside the fenced in area. Discussion on an ordinance change. All agreed to have Quinn follow up on CBC Motors and if no improvement, issue an NOV. NOV's were sent to Conlon and Blankenbiller.

TELCO – Chairman Randler reported we are still waiting for them to install a new box at Osgood's.

YARD WASTE GRANT – PEPP Enrollment Form must be filled out by Gift CPAs. This involves PA Electronic Payment Program and must be submitted by March 2. Supervisors signed the DEP Grant Agreement.

**MINUTES OF THE REGULAR MEETING OF THE SUPERVISORS OF HEIDELBERG TOWNSHIP HELD  
JANUARY 30, 2020**

Solicitor will prepare and advertise the amendment to Ordinance # 154 regarding the collection and disposal of leaf waste as recyclable materials.

**UNFINISHED BUSINESS CONTINUED**

TECHNICON ENTERPRISES – Supv. Schoener made a motion to appoint Technicon Enterprises as engineer for 2020, seconded by Supv. Snyder and passed unanimously.

TECHNICON ENTERPRISES – Supv. Schoener made a motion to adopt **RESOLUTION # 5-2020** which adopts the Building Inspector Fee Schedule for 2020, seconded by Supv. Snyder and passed unanimously.

BARLEY & SNYDER – Supv. Snyder made a motion to appoint Attorney Charles Haws of Barley & Snyder as solicitor for Heidelberg Township for 2020 at an hourly rate of \$150.00. Motion seconded by Chairman Randler and passed unanimously.

AUDITOR – Received a quote of \$4,500 from Paul Brooker of Reading Tax Solutions for the year of 2020. Mr. Brooker has not completed the 2018 audit for the state per DCED. Another quote from Stanilla, Siegel and Maser from Lebanon was received - \$6,600. After much discussion Supv. Schoener made a motion to reappoint Paul Brooker of Reading Tax Solutions only if he completes the 2018 audit with DCED within two weeks. Motion seconded by Supv. Manbeck and passed unanimously.

THE ABOVE FOUR APPOINTMENTS HAD BEEN TABLED FROM THE REORGANIZATION MEETING.

GRASS CLIPPINGS ORDINANCE – Solicitor Haws will email new sample ordinances.

**CORRESPONDENCE**

See attached

**NEW BUSINESS**

APPOINT FIRM TO BILL SEWER CUSTOMERS – Supv. Snyder made a motion to appoint Diversified to handle billing for approximately 140 sewer customers at a cost of \$250 per month. Motion seconded by Supv. Wolfe and passed unanimously.

EMAILS – Joe Purfield needs to know what to do with emails for Goudy and Devore – All agreed that Joe should delete them.

JOINT ZONING – Chairman Randler reported that Marion will be joining the Joint Zoning and they will be paying for everything. Chairman Randler asked the Supervisors to think of anything we need to change.

BERKS COUNTY TAX COLLECTION COMMITTEE (BERKS EIT) – received email regarding naming a new delegate. This was tabled till until more information is available.

**MINUTES OF REGULAR MEETING OF THE SUPERVISORS OF HEIDELBERG TOWNSHIP HELD  
JANUARY 30, 2020**

At this time 10:00 PM Chairman Randler called an executive session to discuss personnel.

The meeting was reconvened at 10:30 PM.

Supv. Manbeck made a motion to name Gift & Associates (currently performing treasurer duties) as treasurer of Heidelberg Township or if they will not do it then name Chairman Randler as Treasurer. Motion seconded by Supv. Schoener and passed unanimously. Discussion on bonding. Chairman Randler will check with bonding company.

Supv. Wolfe asked that if there is to be a workshop meeting to inform the Supervisors on Monday of that week.

There being no further business the meeting was adjourned on a motion by Supv. Snyder, seconded by Supv. Manbeck and passed unanimously. Time – 10:35 PM

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cheryl L. Bowers", with a long horizontal flourish extending to the right.

Cheryl L. Bowers, Secretary

***NEXT REGULAR SUPERVISORS MEETING: FEBRUARY 27, 2020 – 7:30 PM***