



# **SOUTH HEIDELBERG TOWNSHIP**

## **BOARD OF SUPERVISORS**

**RE-ORGANIZATION & GENERAL BUSINESS MEETING 1/4/2021**

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1. Call to Order and Pledge of Allegiance by Chairman Byrne.
2. Approve Board of Supervisors Meeting Minutes of the:
  - o December 15, 2020 Board of Supervisors General Business Meeting

### **ANNOUNCEMENTS**

3. The meeting is being audio recorded to ensure accuracy of documenting meeting minutes.

### **PUBLIC COMMENT**

4. Receive Public Comment

### **2020 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS**

5. Township Solicitor will assume the Chair to conduct the Nomination and Election of a Chairman of the Board of Supervisors for 2021
6. Chairman-Elect will assume the Chair and conduct the Nomination and Election of the following Officers for 2021:
  - A. Vice-Chairman
  - B. Secretary/Treasurer
  - C. Roadmaster
7. Authorize appointment of Burl Werner, Vacancy Board Chairperson, for 2021.
8. Authorize reappointment of the following Board/Commission Members:
  - A. Municipal Authority – Reappoint Thomas Schultz - 5 year term expiring 12/31/2025
  - B. Planning Commission- No Appointment
  - C. Zoning Hearing Board – Reappoint Kai Pederson - 3 year term expiring 12/31/2023
  - D. Safety Committee- Members to be appointed for a 1-yr. term expiring 12/31/2021
    - Bill Lanza, Management Representative
    - Kim Auman, Office Employee Representative
    - Wanda Keener, Police Employee Representative
    - Ryan Wilkes, Public Works Employee Representative
    - Lynwood Lamm, Public Works Employee Representative
    - Jared Sparr Public Works Employee Representative
9. Authorize renewal of Treasurer’s Bond in the amount of \$1,000,000.00 with H.A. Thomson, P.O. Box 400, Exton, PA 19341, subject to approval by Board of Auditors.

## **2020 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS**

10. Authorize Appointment of Andrew George & Kozloff Stoudt Attorneys as Township Solicitor for 2021.
11. Authorize appointment of Quinn Haller, Technicon Enterprises, Inc. II, Certified Sewage Enforcement Officer, and Michael Reinert, Technicon Enterprises, Inc. II, Alternate SEO at an hourly rate of \$56.25.
12. Set salary of Supervisors Tom Byrne, Tiffany L. Billingsley and John N. Musante at \$208.33 per month.
13. Authorize recommendation to Board of Auditors that wage rate for Supervisors performing road work be set at \$25.47 per hour.
14. Authorize the 2021 budgeted Non-uniformed full-time employee salary/compensation payout rates (salary increases/compensations payouts will take effect April 2021)
15. Authorize 2021 Uniformed part-time employee hourly wage rate at \$21.00 per hour.
16. Authorize Medical Reimbursement Account to be set for full-time non-uniformed employees at \$900.00 for 2021, allowing a carry-over of unused 2021 Account Balances to a maximum not-to-exceed \$6,000.00.
17. Authorize 2021 rate for Zoning Hearing Board Members at \$30.00 per zoning hearing case.
18. Authorize 2021 non-refundable filing fee of \$1,000.00 for residential hearing and \$2,000 for non-residential hearings that come before the Zoning Hearing Board.
19. Authorize the following hourly rates for police officers for hire:
  - A. Non-holidays- \$50.00 per hour
  - B. Holidays- \$60.00 per hour
20. Authorize mileage reimbursement for 2021 as per current IRS rate.
21. Authorize 2021 non-refundable Conditional Use Hearing filing fee of \$1,000.00 for residential and \$2,000 for non-residentials hearings that come before the Board of Supervisors.
22. Adopt Resolution No. 1-2021, which sets the 2021 annual salary of the Township Manager at \$102,000 effective 4/1/2021.
23. Adopt Resolution No. 2-2021, which sets the 2021 annual salary of the Police Chief at \$117,250 effective 1/1/2021.
24. Adopt Resolution No. 3-2021, which sets forth 2021 Schedule of Fees for Sewage Enforcement Tasks.
25. Adopt Resolution No. 4-2021, which eliminates member contributions to Police Pension Plan for year 2021.
26. Adopt Resolution No. 5-2021, which sets forth fees for Zoning and Building Permits.

## **2020 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS**

27. Adopt Resolution No. 6-2021, which appoints Sean A. McKee, Township Manager, as the Official Voting Delegate for the Annual PSATS Conference to be held in April 2021.
28. Adopt Resolution No. 7-2021, which appoints Sean A. McKee, Township Manager, as Non-Uniformed and Police Pension Plan Administrator.
29. Adopt Resolution No. 8-2021, naming Reinsel Kuntz Leshner as the qualified accounting firm to conduct the audit of the accounts and officers of the Township of South Heidelberg for the year ending December 31, 2020, in lieu of the elected and/or appointed Board of Auditors.
30. Adopt Resolution No. 9-2021, which re-appoints Kraft Engineering as the Township Engineer effective 1/1/21 in accordance with Municipal Fee Schedule attached hereto and made a part hereof
31. Adopt Resolution No. 10-2021 which re-appoints Kraft Code Services as the Township Zoning Officer, Building Codes Inspector, Plumbing Inspector, Electrical Inspector and Codes Enforcement Official with Municipal Fee Schedule attached hereto and made a part
32. Adopt Resolution No. 11-2021 which appoints the Tax Claim Bureau of the County of Berks as the collector of all delinquent taxes imposed by the Township for the calendar year 2021.
33. Designate the following Depositories of Funds for 2021:
  - A. Tompkins VIST Bank
34. Ratify, confirm and approve 2021 salary, leave, benefits and other provisions of the Uniformed Employee Labor Agreement.
35. Ratify, confirm and approve the following times and locations of 2020 monthly meetings, to be held in the Municipal Building, 555A Mountain Home Road, Sinking Spring, PA 19608:
  - A. Planning Commission Meeting- 1<sup>st</sup> Tuesday of the month at 7:00 PM
  - B. Supervisors Workshop Meeting – 3<sup>rd</sup> Tuesday of the month at 9:00 AM as necessary with the following exceptions:
    - o January 2020 – No Workshop Meeting
    - o December 2020 – No Workshop Meeting
  - C. Supervisors General Business Meeting – 4<sup>th</sup> Tuesday of the month at 7:00 PM with the following exceptions:
    - o January 2020 – No General Business Meeting
    - o December 2020 - General Business Mtg to be held Tue December 14, 2020
  - d. Park and Recreation Advisory Board Meeting- 1<sup>st</sup> Wednesday of the month at 7:00 PM
36. Authorize appointment of Statewide Tax Recovery, Inc., P.O. Box 752, Sunbury, PA 17801, as tax collector for delinquent 2020 Township Per Capita Taxes.

## **NEW BUSINESS/GENERAL BUSINESS**

37. **Intergovernmental Cooperation Agreement – Organic Yard Waste Site – Wernersville Borough.** Action to authorize signature of an Intergovernmental Agreement between South Heidelberg Township and the Borough of Wernersville for the use of the South Heidelberg Township Organic Yard Waste Site.

## **NEW BUSINESS/GENERAL BUSINESS**

38. **Intergovernmental Cooperation Agreement – Organic Yard Waste Site – Lower Heidelberg Township.** Action to authorize signature of an Intergovernmental Agreement between South Heidelberg Township and the Lower Heidelberg Township for the use of the South Heidelberg Township Organic Yard Waste Site.
39. **South Heidelberg Police Department Hire – Maura McMahon.** Action to hire Maura McMahon as a full-time police officer class II (per CBA), retroactive to December 28, 2020, subject to a one-year probationary period, and this hire is based on the South Heidelberg Township Police Department providing police coverage to the Boroughs of Robesonia and Wernersville from 2020 through 2022.
40. **South Heidelberg Police Department Hire – Ron Mohl.** Action to hire Ron Mohl. as a dedicated part-time police officer (36 hours per week) at part time rate of \$29.00 per hour, this hire is based on the South Heidelberg Township Police Department providing police coverage to the Boroughs of Robesonia and Wernersville from 2020 through 2022.

## **TOWNSHIP REPORTS**

41. Receive the following Reports:
  - a. Wester Berks Fire
  - b. Western Berks Ambulance
  - c. Recreation Board
  - d. Township Manager
  - e. Public Works Manager
  - f. Township Engineer
  - g. Township Solicitor

## **TREASURER’S REPORT | PAYMENT OF BILLS**

42. Receive and Accept Township Treasurer’s Report.
43. Authorize payment of bills dated January 4, 2021 and ratify, confirm and approve payment of bills paid since December 15, 2020 including procurement card purchases for the month of December 2020.
44. Receive Public Comment
45. Adjournment