



# **SOUTH HEIDELBERG TOWNSHIP**

## **BOARD OF SUPERVISORS**

**RE-ORGANIZATION & GENERAL BUSINESS MEETING 1/3/2022**

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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 14, 2022 Board of Supervisors General Business Meeting

### **PUBLIC COMMENT**

3. Receive Public Comment

### **2022 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS**

4. Township Solicitor will assume the Chair to conduct the Nomination and Election of a Chairman of the Board of Supervisors for 2022
5. Chairman-Elect will assume the Chair and conduct the Nomination and Election of the following Officers for 2022:
  - A. Vice-Chairman
  - B. Secretary/Treasurer
  - C. Roadmaster
6. Authorize appointment of Burl Werner, Vacancy Board Chairperson, for 2022.
7. Authorize reappointment of the following Board/Commission Members:
  - A. Municipal Authority – Reappoint Jeffrey Pawling - 5 year term expiring 12/31/2026
  - B. Planning Commission- Reappoint Kevin Kurtz – 4 year term expiring 12/31/2025  
(Discussion on vacancy – 1 4 year term open)
  - C. Zoning Hearing Board – Reappoint Burl Werner - 3 year term expiring 12/31/2024
  - D. Safety Committee- Members to be appointed for a 1-yr. term expiring 12/31/2022
    - 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
    - Kevin Treese Public Works Employee Representative
8. 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.

## **2022 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS**

9. Authorize Appointment of Andrew George & Kozloff Stoudt Attorneys as Township Solicitor for 2022.
10. 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.
11. Set salary of Supervisors Tom Byrne, Tiffany L. Billingsley and John N. Musante at \$208.33 per month.
12. Authorize recommendation to Board of Auditors that wage rate for Supervisors performing road work be set at \$25.47 per hour.
13. Authorize the 2022 budgeted Non-uniformed full-time employee salary/compensation payout rates (salary increases/compensations payouts will take effect April 2022)
14. Authorize 2022 Uniformed part-time employee hourly wage rate at \$21.00 per hour.
15. Authorize Medical Reimbursement Account to be set for full-time non-uniformed employees at \$1,200.00 for 2022, allowing a carry-over of unused 2022 Account Balances to a maximum not-to-exceed \$6,000.00.
16. Authorize 2022 rate for Zoning Hearing Board Members at \$30.00 per zoning hearing case.
17. Authorize 2022 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.
18. Authorize 2022 non-refundable Conditional Use Hearing filing fee of \$1,000.00 for residential and \$2,000 for non-residential hearings that come before the Board of Supervisors.
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 2022 as per current IRS rate.
21. Adopt Resolution No. 1-2022, which sets the 2022 annual salary of the Township Manager at \$107,000 effective 4/1/2022.
22. Adopt Resolution No. 2-2022, which sets the 2022 annual salary of the Police Chief at \$125,868 effective 1/1/2022.
23. Adopt Resolution No. 3-2022, which sets forth 2022 Schedule of Fees for the Township of South Heidelberg for the fiscal year 2022.
24. Adopt Resolution No. 4-2022, which eliminates member contributions to Police Pension Plan for year 2022.

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

25. Adopt Resolution No. 5-2022, which appoints Sean A. McKee, Township Manager, as the Official Voting Delegate for the Annual PSATS Conference to be held in April 2022.
26. Adopt Resolution No. 6-2022, which appoints Sean A. McKee, Township Manager, as Non-Uniformed and Police Pension Plan Administrator.
27. Adopt Resolution No. 7-2022, 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, 2021, in lieu of the elected and/or appointed Board of Auditors.
28. Adopt Resolution No. 8-2022, which re-appoints Kraft Engineering as the Township Engineer effective 1/1/2022.
29. Adopt Resolution No. 9-2022 which re-appoints Kraft Code Services as the Township Zoning Officer, Building Codes Inspector, Plumbing Inspector, Electrical Inspector and Codes Enforcement Official.
30. Adopt Resolution No. 10-2022 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 2022.
31. Adopt Resolution No. 11-2022 which establishes the rate of compensation for the elected office of tax collector commencing January 1, 2022.
32. Designate the following Depositories of Funds for 2022:
  - A. Tompkins VIST Bank
33. Ratify, confirm and approve 2022 salary, leave, benefits and other provisions of the Uniformed Employee Labor Agreement.
34. 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 2022 – No Workshop Meeting
    - o December 2022 – 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 2022 – No General Business Meeting
    - o December 2022 - General Business Mtg to be held Tue December 20, 2022
  - D. Park and Recreation Advisory Board Meeting- 1<sup>st</sup> Wednesday of the month at 7:00 PM
35. Authorize appointment of Statewide Tax Recovery, Inc., P.O. Box 752, Sunbury, PA 17801, as tax collector for delinquent 2021 Township Per Capita Taxes.

## NEW BUSINESS/GENERAL BUSINESS

36. **Tax Collector Appointment.** Action to appoint Jan Miller as South Heidelberg Township Tax Collector. Mrs. Miller fills the Tax Collector position vacated by the submitted resignation of E. John Volpe.
37. **Kimmel-Bogrette Masters Facilities Plan Proposal.** Action regarding proposal prepared by Municipal Architecture and Site Firm Kimmel Bogrette concerning Masters Facilities Plan.
38. **Heidelberg Crossing Escrow Release.** Action to grant release #9 of escrow funds from Grande Land, LP pertaining to the Heidelberg Crossing Subdivision in the amount of \$47,662.00 leaving a remaining escrow balance of \$567,955.14. Township Engineer Scott Anderson has reviewed the escrow release and issued a review letter dated December 16, 2021 recommending approval of the release.
39. **L&U Realty Escrow Release.** Action to grant release #1 of escrow funds from L&U Realty pertaining to the L&U Realty/Lot 11A South Heidelberg Industrial Park in the amount of \$203,685.90.
40. **Mavis Tire Center Preliminary/Final Plan.** Action regarding Mavis Tire Center Preliminary Final Plan. The plan involves an eight (8) bay, 6,724 square foot motor vehicles service station and repair garage, proposed at the northwest corner of Penn Avenue and the Sinking Spring Shopping Center Driveway. The lot is in the General Commercial (C-2) Zoning District. In addition to the 1.36 Mavis Tire lot there is a proposed subdivision from the original 13.94 acre lot. A review letter was issued on November 1, 2021 by Kraft Engineering. The planning commission recommended approval conditioned upon meeting the Engineer's review letter at its November 2, 2021 meeting.
41. **Green Valley Dental Use Expansion – Waiver of Land Development.** Action to grant Green Valley Dental located at 4906 Penn Avenue a waiver of land development to allow addition of Chiropractic and Dermatology offices to the main building. The waiver is recommended via the review letter issued by Township Engineer Scott Anderson dated December 15, 2021.
42. **Intergovernmental Agreement – Berks County Uniform Construction Code Board of Appeals.** Action regarding Intergovernmental Agreement with the County of Berks relating to the formation of a Berks County Uniform Construction Code Board of Appeals.

## TOWNSHIP REPORTS

43. Receive the following Reports:

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|--------------------|------------------------|----------------------|
| - Recreation Board | - Wernersville Library | - Police Chief       |
| - Western Berks    | - Township Manager     | - Township Engineer  |
| - Fire/Ambulance   | - Public Works Manager | - Township Solicitor |

## TREASURER'S REPORT | PAYMENT OF BILLS

44. Receive and Accept Township Treasurer's Report.
45. Authorize payment of bills dated January 3, 2022 and ratify, confirm and approve payment of bills paid since December 14, 2021 including procurement card purchases for the month of December 2021.
46. Receive Public Comment
47. Adjournment