



SOUTH HEIDELBERG TOWNSHIP

BOARD OF SUPERVISORS

REORGANIZATIONAL MEETING January 4, 2021

CALL TO ORDER/PLEDGE

The Board of Supervisors of the Township of South Heidelberg met at the Municipal Building for the annual re-organizational and monthly general business meeting. The meeting was called to order by Chairman Byrne at 9:00 AM, on January 4, 2021 followed by the Pledge of Allegiance to the Flag.

MEETING ATTENDEES

BOARD OF SUPERVISORS

Chairman, Thomas R. Byrne
Vice Chairman, John N. Musante
Secretary, Tiffany Billingsley

TOWNSHIP STAFF & ADVISORS

Township Manager, Sean A. McKee
Police Chief, Leon Grim
Township Solicitor, Andrew George, Esq.
Township Engineer, Gary Kraft, P.E.

MEETING MINUTES APPROVAL

A motion was made by Mr. Musante, seconded by Ms. Billingsley, and carried unanimously by the Board to approve the Board of Supervisors Meeting Minutes of the December 15, 2020 Board of Supervisors General Business Meeting

ANNOUNCEMENTS

Mr. Byrne announced that the meeting is being audio recorded to ensure accuracy of documenting meeting minutes.

PUBLIC COMMENT

No Public Comment.

BOARD OF SUPERVISORS NOMINATIONS

Mr. Byrne announced that Township Solicitor Andrew George will assume the Chair to conduct the Nomination and Election of the Chairman of the Board of Supervisors for 2021. Mr. George asked for nominations and a second for the position of Chairman of the Board of Supervisors.

Chairman. Mr. Musante made a motion to nominate Mr. Byrne for Chairman of the Board of Supervisors. A motion as made to close the nominations by Ms. Billingsley, seconded by Mr. Musante and carried unanimously by the Board. A motion was made by Mr. Musante, seconded by Mrs. Billingsley and carried unanimously by the Board to appoint Mr. Byrne as Chairman of the Board of Supervisors.

BOARD OF SUPERVISORS NOMINATIONS

Mr. Byrne assumed the Chair and continued with nominations for 2021.

Vice Chairman. A motion was made by Ms. Billingsley, seconded by Mr. Byrne and carried unanimously by the Board to appoint Mr. Musante as Vice Chairman.

Secretary/Treasurer. A motion was made by Mr. Byrne, seconded by Mr. Musante and carried unanimously by the Board to appoint Ms. Billingsley as Secretary/Treasurer.

Roadmaster. A motion was made by Mr. Byrne, seconded by Mrs. Billingsley and carried unanimously by the Board to appoint Mr. Musante as Roadmaster.

2019 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS

Vacancy Board Chair. A motion was made by Mr. Musante, seconded by Ms. Billingsley and carried unanimously by the Board to appoint Burl Werner, Vacancy Board Chairperson, for 2021.

Board Appointments. A motion was made by Ms. Billingsley, seconded by Mr. Musante, and carried unanimously by the Board to authorize reappointments 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

Treasurer's Bond. A motion was made by Mr. Musante, seconded by Ms. Billingsley, and carried unanimously by the Board to authorize renewal of Treasurer's Bond in the amount of \$1,000,000.00 with Travelers Casualty and Surety Company of American, Hartford Connecticut 06183, subject to approval by Board of Auditors.

Solicitor Appointment. A motion was made by Mrs. Musante, seconded by Mr. Byrne, and carried unanimously by the Board to authorize appointment of Andrew George & Kozloff Stoudt Attorneys as Township Solicitor for 2021.

SEO Appointment. A motion was made by Mr. Musante, seconded by Mrs. Billingsley, and carried unanimously by the Board to 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.

Supervisor Salary. A motion was made by Mr. Musante, seconded by Mrs. Billingsley and carried unanimously by the Board to set salary of Supervisors Tom Byrne, Tiffany Billingsley and John N. Musante at \$208.33 per month.

Supervisor Road Work Salary. A motion was made by Mr. Musante, seconded by Mrs. Billingsley and carried unanimously by the Board to Authorize recommendation to Board of Auditors that wage rate for Supervisors performing road work be set at \$25.47 per hour.

Non-Uniformed 2021 Salaries. A motion was made by Mr. Musante seconded by Ms. Billingsley and carried unanimously by the Board to authorize the 2021 budgeted Non-uniformed full-time employee salary/compensation payout rates (salary increases/compensations payouts will take effect April 2021)

2021 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS

Uniformed 2020 Salaries. A motion was made by Mrs. Billingsley seconded by Mr. Byrne and carried unanimously by the Board to authorize 2021 Uniformed part-time employee hourly wage rate at \$21.00 per hour.

Medical Reimbursement Account. A motion was made by Mr. Musante seconded by Mrs. Billingsley and carried unanimously by the Board to 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.

Zoning Hearing Board Pay. A motion was made by Mr. Musante seconded by Mrs. Billingsley and carried unanimously by the Board to authorize 2021 rate for Zoning Hearing Board Members at \$30.00 per zoning hearing case.

Zoning Hearing Board Filing Fee. A motion was made by Mr. Byrne seconded by Mrs. Billingsley and carried unanimously by the Board to authorize 2021 non-refundable filing fee of \$1,000.00 for residential hearings and \$2,000 for non-residential hearings that come before the Zoning Hearing Board.

Hourly Police Officer Rate. A motion was made by Mr. Byrne seconded by Mrs. Billingsley and carried unanimously by the Board to authorize the following hourly rates for police officers for hire:

- A. Non-holidays- \$75.00 per hour
- B. Holidays- \$100.00 per hour

Mileage Reimbursement. A motion was made by Mr. Musante, seconded by Mrs. Billingsley and carried unanimously by the Board to authorize mileage reimbursement for 2021 as per current IRS rate.

Conditional Use Hearing Filing Fee. A motion was made by Mrs. Billingsley seconded by Mr. Byrne and carried unanimously by the Board to authorize 2021 non-refundable Conditional Use Hearing filing fee of \$1,000.00 for residential and \$2,000 for non-residential hearings before the Board of Supervisors.

Township Manager Salary Resolution. A motion was made by Mr. Musante seconded by Mrs. Billingsley and carried unanimously by the Board to Adopt Resolution No. 1-2021, which sets the 2021 annual salary of the Township Manager at \$102,000 effective 4/1/19.

Chief of Police Resolution. A motion was made by Mr. Byrne seconded by Mr. Musante and carried unanimously by the Board to Adopt Resolution No. 2-2021, which sets the 2021 annual salary of the Police Chief at \$117,250 effective 1/1/2021.

Sewage Enforcement Resolution Fee Resolution. A motion was made by Mrs. Billingsley, seconded by Mr. Musante and carried unanimously by the Board to adopt Resolution No. 3-2021, which sets forth 2021 Schedule of Fees for Sewage Enforcement Tasks.

Police Pension Member Contribution Resolution. A motion was made by Mr. Byrne seconded by Mrs. Billingsley and carried unanimously by the Board to adopt Resolution No. 4-2021, which eliminates member contributions to Police Pension Plan for year 2021.

Zoning/Building Permit Fee Scheduled Resolution. A motion was made by Mr. Musante, seconded Mrs. Billingsley and carried unanimously by the Board to adopt Resolution No. 5-2021, which sets forth fees for Zoning and Building Permits.

2021 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS

PSATS Voting Delegate Resolution. A motion was made by Mr. Musante seconded by Mr. Byrne and carried unanimously by the Board to adopt Resolution No. 6-2021, which appoints Sean A. McKee, Township Manager, as the Official Voting Delegate for the Annual PSATS Conference held in April 2011.

Pension Plan Administrator Resolution. A motion was made by Mr. Byrne seconded by Mrs. Billingsley and carried unanimously by the Board to adopt Resolution No. 7-2021, which appoints Sean A. McKee, Township Manager, as Non-Uniformed and Police Pension Plan Administrator.

Qualified Accounting Firm Audit Resolution. A motion was made by Mr. Musante seconded by Mr. Byrne and carried unanimously by the Board to 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.

Engineer Appointment & Fee Schedule Resolution. A motion was made by Mr. Musante seconded by Mr. Byrne and carried unanimously by the Board to adopt Resolution No. 9-2021, which re-appoints Kraft Engineering as the Township Engineer effective 1/1/2021 in accordance with Municipal Fee Schedule attached hereto and made a part hereof.

Zoning/Building Inspector Appointment & Fee Schedule Resolution. A motion was made by Mrs. Billingsley seconded by Mr. Musante and carried unanimously by the Board to 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 hereof.

2021 Depositories. A motion was made by Mrs. Billingsley seconded by Mr. Byrne and carried unanimously by the Board to designate the following Depositories of Funds for 2021:

- A. Tompkins VIST Bank

2021 Salary/Benefits Uniformed. A motion was made by Mr. Byrne seconded by Mr. Musante and carried unanimously by the Board to ratify, confirm and approve 2021 salary, leave, benefits and other provisions of the Uniformed Employee Labor Agreement.

2021 Meeting Schedule. A motion was made by Mr. Byrne, seconded by Ms. Billingsley and carried unanimously by the Board to 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- 1st Tuesday of the month at 7:00 PM
- B. Supervisors Workshop Meeting – 3rd 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 – 4th 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- 1st Wednesday of the month at 7:00 PM

2021 BOARD OF SUPERVISORS RE-ORGANIZATION ITEMS

Delinquent Tax Collection. A motion was made by Mrs. Billingsley, seconded by Mr. Byrne and carried unanimously by the Board to 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

Intergovernmental Cooperation Agreement – Organic Yard Waste Site – Wernersville Borough. A motion was made by Mr. Musante, seconded by Mrs. Billingsley and carried unanimously by the Board 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.

Intergovernmental Cooperation Agreement – Organic Yard Waste Site – Lower Heidelberg Township. A motion was made by Mr. Byrne, seconded by Mrs. Billingsley and carried unanimously by the Board 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.

South Heidelberg Police Department Hire – Maura McMahon. A motion was made by Mr. Byrne, seconded by Mrs. Billingsley and carried unanimously by the Board 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.

South Heidelberg Police Department Hire – Ron Mohl. A motion was made by Mr. Byrne, seconded by Mrs. Billingsley and carried unanimously by the Board 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 MANAGER REPORT

Mr. McKee referenced his report and had nothing further for the Board.

POLICE CHIEF REPORT

Chief Grim referenced his report and had nothing further for the Board.

TOWNSHIP ENGINEER REPORT

Mr. Kraft referenced his report. Mr. Kraft discussed the 2021 Road Projects and the advertisement of bids that will be opened and tabulated prior to the February Board meeting.

TOWNSHIP SOLICITOR REPORT

Mr. George references his report. Mr. George provided updates concerning the Wernersville Community Corrections Center and Child First appeals hearings.

TOWNSHIP TREASURER'S REPORT

A motion was made by Mrs. Billingsley, seconded by Mr. Musante and carried unanimously by the Board to receive and accept the Township Treasurer's Report

BILL PAYMENT AUTHORIZATION.

A motion was made by Mrs. Billingsley, seconded by Mr. Musante and carried unanimously by the Board to 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 December 2020.

PUBLIC COMMENT

Mr. Byrne asked if there was any further comment. No further public comment.

ADJOURN.

A motion to adjourn at 10:11am was made by Mrs. Billingsley, seconded Mr. Musante and carried unanimously by the Board.


Tiffany L. Billingsley, Secretary/Treasurer