

The February 3, 2021 meeting of the Heidelberg Township Board of Supervisors was held at the Municipal building via Zoom. The meeting was called to order at 7:00pm by Chairman Tim Hansen.

Tim Hansen, Matt Bollinger, Paul King, Steve McKonly and Norma Markle were present.

Others present were Heather Billet and Kurtis Sterner.

Tim Hansen stated that corrections to the January minutes are to read, the bonus for Norma Markle is a flat rate of \$5,000.00 per month for January and February and not in addition to the \$30.00 per hour. Also, Hanover Land Services, Inc. was listed as Zoning and Enforcement Officer and that is now South Penn Code Consultants. Matt Bollinger seconded. **VOTE 3 – 0**

The Pledge of Allegiance was recited.

Norma Markle read the Fire Report. The department responded to 21 calls in January.

A letter was presented from Bob Stine and read by Tim Hansen. (see attachment 1) Paul King stated he appreciates the correction, and this is a bonus to include training not to exceed \$5,000.00 and made a motion, Tim Hansen seconded. **VOTE 3 – 0** Bob also asked when the meetings would be opened to the public, he was told they are planning for March.

Trent Funt, Park Director stated they wish to repair some plumbing and the mold issues in the snack bar at the park. Paul King made a motion to allow them to spend \$2,000.00 to start repairing some of these issues, Matt Bollinger seconded. **VOTE 3 – 0**

Matt Bollinger made a motion to adopt **RESOLUTION 2021 – 01** to appoint South Penn Code Consultants for the township zoning and building permits and zoning issues. Paul King seconded. **VOTE 3 - 0**

Tim Hansen made a motion to adopt **RESOLUTION 2021 – 02** to hire SEK CPAs & Advisors to complete the 2019 and 2020 audits, Paul King seconded. **VOTE 3 – 0**

Norma Markle read the Planning Commission Report, the commission approved the proposed ACT 537 Plan with the change of inspections every 5 years instead of 3 years. This will now go to DEP and York County Planning Commission before it comes back to the Board and a public hearing.

There were no building permits in January.

Adam Smith, via Zoom, thanked Norma for her service to the township and it was an honor and privilege to work with her. Adam stated that Kinsley still has to complete some sealing on Hill Top Drive but will now be completed by the property owner. The zoning maps have been updated and a letter will need to go to YCPC for approval of changing the Bruce Ruhlman and Jordan Fuhrman zoning on Orefield Road. Act 537 Plan will be forwarded to YCPC and DEP.

Steve McKonly stated he will advertise the March meeting to be held at the Fire Hall and the Planning Commission will continue to meet at the township building. Steve needs the revisions to the fee schedule. Steve reviewed the Alan Haar plan and suggested they have a written agreement for the shared driveway.

Matt Bollinger stated the Spring Grove Ambulance has now moved to the police substation in Porters. They have a 5-year contract with monthly rent. Response boxes will need to be changed. The Water Company will hold a Zoom meeting in regards to actions that will need to be taken on the item list from the state.

Paul King stated he attended the Board of Auditors meeting and suggested that the 2019 and the 2020 audit be performed by an outside source, SEK who will also assist in getting QuickBooks set up so that the audits can be easier in the future. It is planned that the township auditors will conduct the 2021 audit.

Tim Hansen stated that they have been searching for a Secretary-Treasurer and received over 120 resumes. Heather Billet was introduced and will start training February 15th and stated he is glad she is joining us. Heather will be taking over the website. Tim read a letter (see attachment 2) to Tara thanking her for setting up the website and offering a \$500.00 donation to a charity of her choice for her service. The Board thanked her for her service.

The Facebook page will be closed.

Kurtis Sterner will continue to be the IT person for the Township.

Norma Markle read the Treasurer's Report

GENERAL FUND –	Beginning Balance	375,350.14
	Revenue	26,367.25
	Expenditures	31,826.10
	Ending Balance	369,891.29
STATE FUND -	Savings	209,288.12

Tim Hansen made a motion to pay the bills, Paul King seconded. **VOTE 3 -0**

Jeff Wirfel asked for a more detailed budget for 2021. Norma will forward to him.

Tara Wenzel stated that there were technical problems last month with the Zoom meeting. Matt Bollinger stated he was in Potter County with 2 bars of service and had no issues. There is also a dial-in code to get into the meeting. Tim Hansen stated that there were no other complaints.

Jen Sites from Spring Grove Baseball asked about using the fields. She was told that Trent was giving her information before the meeting and will be in contact with her.

Brian Kramer, Eagle Scout, stated he needs to submit some papers to the Board for his project. Paul King stated to contact him.

Sandi Stine stated they had difficulty receiving the link for the meetings.

Tara Wenzel asked if masks would be mandatory at the March meeting. She was told masks are not mandatory and would not be enforced.

It was also discussed that questions and/or comments should be allowed before any vote is taken.

It was also asked again why the Board is against the township auditors.

Matt Bollinger made a motion to deactivate that Facebook page immediately, Paul King seconded. **VOTE 3 – 0**

Tim Hansen made a motion to resign the Smith/Rumbaugh add-on plan, because the 90 days had expired to have it recorded, Matt Bollinger seconded. **VOTE 3 – 0**

Meeting Adjourned at 7:46pm

Minutes of January 4th meeting:

In several cases, the minutes regarding wages do not accurately reflect what transpired at the last meeting.

Tim Hansen reviewed all pay rates including specifically that of the Secretary/Treasurer at :

\$30.00/hr and in addition, for 2 months, a \$5000.00 BONUS.

*****The Sunshine Act states that the public can attend, participate, and comment before an agency takes official action. Official action is partially defined as the vote taken by any agency on any motion.*****

Immediately, and with **no opportunity for public comments**, Paul King, not Tim Hansen, made the motion to accept the pay rates as read. The motion was approved. The minutes do not reflect the pay that was actually approved for the Secretary/Treasurer position.

The following day, I was informed that Tim Hansen was flustered and had misspoken, that what had been approved wasn't what had been negotiated. Certainly both other Supervisors as well as Norma knew that the pay approved was incorrect.

But..... NOTHING WAS SAID.....BY ANY OF THE 3..... before or after the vote.

After the vote, Tim offered this explanation:

"Norma has announced her retirement and we are in search of a replacement. Norma has agreed to stay on through February to train her replacement and that is where the \$5000.00 for 2 months comes from so that is her BONUS to do that for the months of January and February."

This statement clearly ties the **BONUS** to training a new employee.

THERE IS NO NEW EMPLOYEE BEING TRAINED

THEREFORE, THERE IS NO REASON at this time to provide a BONUS.

The error made in approving the Secretary/ Treasurer's wage that was incorrectly stated needs to be corrected, and another vote be taken to approve the correct amount.

LAST YEAR, THERE WAS BETWEEN \$25,000 AND \$30,000 PAID OUT TO 2 EMPLOYEES AS A BONUS WITHOUT WORK REQUIREMENTS BEING FULFILLED AS PROPOSED BY THE SUPERVISORS.

I RESPECTFULLY ASK THAT YOU DO NOT DO THAT AGAIN!!!!

Hi Tara,

I wanted to let you know that the supervisors have hired a replacement for Norma to perform the secretary and treasurer duties of the township. In addition to performing these tasks she will also maintain the township website.

The Supervisors wanted to thank you for setting up the website and maintaining it. It really brought Heidelberg township into the 21st century. As a thank you for volunteering to set-up and maintain the website, the supervisors would like to offer \$500.00 to a charity of your choice. We plan on announcing this during the Supervisor's meeting on February 3rd.

Norm's replacement will start on February 15 and we intend to hand over the website to her then. We have decided to only support the website and will not support a township Facebook page.

Thank you again Tara for your leadership in initiating and management of the township website and for your well appreciated contributions to the township.

Tim Hansen
Paul King
Matt Bollinger