

# Heidelberg Township – Zoning Hearing Board Reorganization Meeting (2025) February 26, 2025 – 7:00 PM

## Meeting Agenda

1. Call meeting to order and rise for the Pledge of Allegiance
2. Declaration of a quorum
3. Public comment (agenda items only)
4. ZHB reorganization -
  - a. Nominate and approve Chairman
  - b. Nominate and approve Vice Chairman
  - c. Nominate and approve Secretary
5. Appointment of the ZHB solicitor – Jay Kalasnik
6. Announcement of executive session - an executive session of the ZHB was held on 10/8/2024 in order to receive legal counsel from the solicitor on various ZHB procedural questions.
7. Discuss and take action on the following proposed policy describing how the ZHB will handle meeting minutes, the official stenographic record and the issuance of written decisions:

“The Heidelberg Township Zoning Hearing Board will take meeting minutes utilizing a form prepared by Solicitor Jay Kalasnik that is intended to provide necessary information regarding a hearing without conflicting with the official stenographic record. The minutes will be taken by the ZHB Secretary and will then be reviewed and approved by the ZHB at their next scheduled hearing and subsequently filed at the Township office.

The official stenographic record of the hearing will be maintained by the stenographer for future reference. Per the Township Zoning Ordinance, Part 12.4.H., should a transcript of the stenographic record be required by anyone for any reason, the cost of the transcript, as determined by the stenographer, will be the responsibility of the requesting party.

Per the Township Zoning Ordinance, Part 12.4.J., the ZHB will render a written decision on the application within 45 days after the last hearing date before the ZHB. In the case of an approval of the application, the written decision will be prepared by the solicitor and will be in the form of a Written Decision of Approval. In the case of a denial of the application, the written decision will also be prepared by the solicitor and will be accompanied by findings of fact and conclusions based thereon together with reasons therefore.”

8. Review and approve minutes of last two ZHB meetings –
  - a. November 29, 2023 – Meeks hearing (minutes attached)
  - b. June 26, 2024 – Baker hearing (minutes attached)
9. Old business
10. New business
11. Public comment (any items)
12. Adjournment