

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 3, 2017
MEETING MINUTES**

Board members present:

Paul Fetter
Bruce Kramer
Ted Cromleigh

Others present:

Howard Leed – Road Foreman
Jennifer Snyder – Office Manager
1 members of the public

The meeting of Heidelberg Township was called to order at 7:05PM by Paul Fetter, followed by the Pledge of Allegiance to the Flag.

At this time, Bruce Kramer made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Ted Cromleigh seconded the motion and the motion carried.

The Reorganization of the Board of Supervisors was held. **A motion was made by Ted Cromleigh to appoint Paul Fetter as Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Paul Fetter to nominate Ted Cromleigh as Vice Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Ted Cromleigh to nominate Bruce Kramer as Secretary/Treasurer of the Board. The motion was seconded by Paul Fetter and the motion unanimously carried.**

Appointments of Township duties to staff members were held. **Bruce Kramer made a motion to appoint Paul Fetter Road Master. Ted Cromleigh seconded the motion and the motion carried. Paul Fetter made a motion to appoint Bruce Kramer Administration Supervisor. Ted Cromleigh seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Ted Cromleigh Pension Administrator. Paul Fetter seconded the motion and the motion carried. Paul Fetter made a motion to appoint Howard Leed Road Foreman for the Township. Bruce Kramer seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Jennifer Snyder Office Manager, Right To Know Officer, Sewer Coordinator and Assistant Secretary/Treasurer. Ted Cromleigh seconded the motion and the motion carried. Paul Fetter made a motion to appoint Nadine Frye Administrative Assistant and Assistance Sewer Coordinator. Bruce Kramer seconded the motion and the motion carried.**

A motion was made by Chairman Fetter to affirm that Supervisors Paul Fetter, Ted Cromleigh and Bruce Kramer are or may be employed by Heidelberg Township. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to secure bonding for \$750,000 for Treasurer and \$300,000 for Assistant Secretary. The motion was seconded by Ted Cromleigh and the motion carried.

A motion was made by Chairman Fetter to appoint Solicitor Fred Wolf of Henry and Beaver, LLC as legal counsel for the Township. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to adopt Resolution #842 to appoint Stanilla, Seigel and Maser Auditors for the 2016 Township Audit. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to appoint Gordie Sheetz Sewage Enforcement Officer. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Bruce Kramer to appoint Barry Wagner of BRW Consultants, Inc. Township Zoning Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Bruce Kramer to appoint Randy Maurer of ABI, Inc. as Township Code Enforcement Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Bruce Kramer to appoint Commonwealth Code Inspections as Township UCC Code Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Chairman Fetter to appoint Dale Zartman to the Vacancy Board. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to appoint John Buckwalter to the Zoning Hearing Board. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Bruce Kramer to appoint Tim Hoffman, Ted Cromleigh and Ken Haller to the Planning Commission. The motion was seconded by Chairman Fetter and unanimously carried.

A motion was made by Chairman Fetter to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2017. The motion was seconded by Bruce Kramer and unanimously carried.

Chairman Fetter made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2017 taxes for Heidelberg Township. The motion was seconded by Ted Cromleigh and was unanimously approved.

A motion was made by Bruce Kramer to establish the regular meeting dates and times as the second and fourth Tuesdays of the month beginning at 7:00PM. The only exception in 2017 is no second meeting in November. The motion was seconded by Ted Cromleigh and the motion carried.

Motion was made by Bruce Kramer to appoint Paul Fetter as the voting delegate for the 2017 PA State Assoc. of Twp. Supervisors. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Ted Cromleigh to establish the hourly wage and salary schedule per the 2017 budget for Township employees. The motion was seconded by Bruce Kramer and unanimously carried.

Motion was made by Chairman Fetter to establish the mileage rate at \$.535 cents per business mile driven to concur with the rate set by the IRS for 2017. The motion was seconded by Bruce Kramer and unanimously approved.

At 7:16 PM the reorganization of the Heidelberg Twp. Board of Supervisors was concluded and Chairman Fetter continued with the regular order of business.

A call for public comment was made. Peg Fitzkee thanked Township staff for adding the minutes of previous meetings to the Township website.

The Board reviewed the minutes. **Bruce Kramer made a motion to approve the minutes from December 27, 2016. The motion was seconded by Ted Cromleigh and the motion carried.**

Bills were submitted and reviewed for payment. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$45,138.84 from General Fund for the invoices and payroll. Chairman Fetter seconded the motion and the motion carried.** Cash Deposits for December 2016 were submitted for review.

The Zoning Officer's Report for December 2016 was submitted for review. Brief discussion ensued.

The State Police Report for December 2016 was submitted for review.

OLD BUSINESS

There was none.

NEW BUSINESS

ELCO Youth Baseball submitted a request for use of the baseball field at the Township Building in spring and fall. The Board is glad the fields are being used. Ms. Snyder said she will coordinate with their events the replacement of fencing at the field.

The Secretary's Report included a request from HTMA for validation of a contract with Lylab services to provide off-sight back up for their computer records. The Board agreed to allow Lylab to continue to perform the service.

A Public Officials Luncheon will be held on Wednesday January 11th at the Farm Show. All Board members are welcome to attend.

At 7:28, Chairman Fetter called for an executive session to discuss potential litigation and personal matters. At 7:50 the Board reconvened. **After discussion, Bruce Kramer made a motion to allow for a 3% increase in salary rate for work performed for HTMA. Chairman Fetter seconded the motion and the motion carried.**

Bruce Kramer made a motion to adjourn the meeting at 8:05PM, the motion was seconded by Ted Cromleigh and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on January 24, 2017 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder