

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**February 14, 2017
MEETING MINUTES**

Board members present:

Paul Fetter - Chairman
Bruce Kramer
Ted Cromleigh

Others present:

Howard Leed – Road Foreman
Jennifer Snyder – Office Manager

The meeting of Heidelberg Township was called to order at 7:06PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. There was none.

The Board reviewed the minutes. **Bruce Kramer made a motion to approve the minutes from January 24, 2017. The motion was seconded by Ted Cromleigh and the motion carried.**

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparisons for January 2017 was submitted for review.

Township bills were submitted and reviewed for payment. **After a brief discussion regarding invoices, Bruce Kramer made a motion to accept the bills as submitted for a total of \$32,457.56 from Light Fund and General Fund for the invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

The Road Foreman's Report for January 2017 was reviewed. The GasBoy report for January 2017 was also reviewed. The Board noted that little salt has been needed with the mild winter to date. Street sweeping at intersections has cut down on excess anti-skid remaining on the roads. Howard stated that dirt roads are still in decent shape with the lack of winter weather. He contacted a few locations for millings that could be used on the dirt roads. One location was cheaper, but the millings had larger chunks which is not what we could use to fill in some holes. Howard will continue to investigate. Ted Cromleigh asked if we could request millings from PennDOT on local jobs. Howard stated they used most of theirs on shoulder work, but would inquire.

The Zoning Officer's Report for January 2017 was submitted for review. The Board questioned the status of a potential zoning hearing for a horse barn. Ms. Snyder stated that no application has been filed to date.

The State Police Report for January 2017 was submitted. Ms. Snyder stated that Sgt. Staskiewicz has been promoted and transferred but a new station commander has not been named as of yet. Discussion regarding Governor Wolf's 2017-2018 budget which calls for a \$25 per capita fee for municipalities took place.

OLD BUSINESS

Ms. Snyder included a letter showing that Heidelberg Township is enrolled in the 2017-2018 Costars State Salt Contract.

NEW BUSINESS

There was none.

Utility matters were discussed at this time. The Sewer Accounts Receivable report was reviewed. The Board discussed some delinquent accounts and would like to Ms. Snyder to discuss them with Solicitor Wolf's office.

Bruce Kramer noted that recent water/sewer usage comparisons show a large amount of excess water usage. The usage could mean a leak and the Board would like a leak detection to take place if the source is not determined within the next few days. Mr. Kramer also noted that Select Environmental made the office aware of a missed day of water testing. Vacations and scheduling changes are what made the error occur. SES will prepare a letter and it will be mailed with the yearly CCR letters.

The Secretary's Report included a letter from Wilson Consulting Group regarding Lebanon County Bridge Inspections. The Board will participate in the bridge inspections provided by the county. Fulton Financial sent correspondence requesting guidance on the non-uniform pension investment. The Board decided there is no need to change the current investment strategy.

Ms. Snyder asked if she could apply to the Snapple/Keep America Beautiful Grant program for recycling bins at the park and ball fields at the Township. The Board told her that would be fine. She also noted that she spoke to Chris Barry of Lebanon Farms Disposal about permanent cardboard recycling boxes. He said they different sizes and he would meet with someone to discuss the Township needs. The Board told Ms. Snyder to gather information from Mr. Barry about what is available and the service provided.

Nadine Frye asked what could be done to repair the printer/fax machine in the HTMA office. The Board would like her to call Conestoga Business Systems to if documents could be sent directly to the Township office printer and look for a small machine fax machine to replace the one that does not work. The Board discussed the budgeted building remodel and equipment building. We need to start preparing documents now if we wish work to be done this year. The Board would like Ms. Snyder to call Myerstown Borough to inquire how they obtained their grant for purchasing their new borough office. Updating employee handbooks was discussed. It is necessary as some benefit offerings have changed over the years and a cumulative update of the handbook should be done. Ms. Snyder said she could check PSATS for assistance and will also contact neighboring municipalities for examples as well.

Chairman Fetter called an executive session at 8:20 to discuss personnel matters. At 8:34 the Board reconvened back into regular session with no decisions made.

Bruce Kramer made a motion to adjourn the meeting at 8:36PM, the motion was seconded by Ted Cromleigh and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on February 28, 2017 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder