

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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March 26, 2019

MEETING MINUTES

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Jennifer Snyder- Office Manager
Amy Leonard – Solicitor Proxy
Bob Lynn – Township Engineer
3 members of the public

The meeting was called to order at 7:01 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

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

Chad Smith from Steckbeck Engineering was in attendance to discuss a zoning request from Landmark Builders. There is a request for the Township to rezone a small section of the land they purchased along Route 897. It is currently zoned as Residential Low Density and the Planning Commission and Land Solicitor Matthew Crème recommended they request the rezone to Village Residential to match the remaining land within the parcel owned by Landmark Builders. This would facilitate ease of enforcement for the Zoning Officer but would offer no benefit to Landmark’s development plans. The Board said they will review the request during their decision process of the Comprehensive Plan suggestions for rezoning.

The Board asked Mr. Smith if Landmark intended to request for street dedication to the Township if a development is completed on the land. He stated he believes Landmark intendeds to offer the streets around the single-family dwellings and the townhouses to the Township. The Board said they are not inclined to accept the streets but will have conversations with Landmark Builders as the development process continues.

A review of the meeting minutes from March 12, 2019 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of March 12, 2019 and was seconded by Ted Cromleigh. The motion was approved.**

Bills for the Township 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 \$32,623.31 from the General Fund for bills and payroll. Chairman Fetter seconded the motion and the motion carried.**

Bills for the Water account were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$36,694.45. Ted Cromleigh seconded the motion and the motion carried.**

Bills for Sewer Account were submitted for review and payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$3,918.82. Ted Cromleigh seconded the motion and the motion carried.**

An invoice was submitted from Conrad Seigel for work done regarding pension matters. This bill would be paid from the pension fund. **Chairman Fetter made a motion to pay the Conrad Seigel bill for \$4,200. Ted Cromleigh seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented the Engineer's report.

Steven Spohn offered a time extension until May 28th for their Major Land Development plan. **After brief discussion, Ted Cromleigh made a motion to accept the time extension for the Steven Spohn Land Plan. Bruce Kramer seconded the motion and the motion carried.**

Tom Rabold has provided a red-line drawing for his revised Stormwater Plan on his Michters Road property. Hanover is satisfied with this information and has recommended release of \$5,807.00 of his held escrow and retaining \$600 for punchlist items. Ms. Snyder stated Mr. Rabold would like to offer a check for \$600 and release the entire escrow at Fulton Bank. The Board was fine with this option.

Bruce Kramer made a motion to release \$5,807 from the Tom Rabold escrow for his Stormwater Management plan. Chairman Fetter seconded the motion and the motion carried.

Bob Lynn received an estimate for brushing, repairing and painting the water storage tank. The price received from Jamie Stoltzfus is approximately \$150,000. Mr. Stoltzfus noted that the tank is structurally fine so only repairs to the rough areas of the tank are needed. The project will need to be put to bid when financially possible. Ted Cromleigh requested that trees be trimmed around the area of the tank before it is painted. There was also discussion of fencing the area around the tank as well. There may be grants to pay for this kind of project and office staff should inquire about them.

The Chapter 94 Reports for sewer activity is complete and a draft is submitted to South Lebanon Township. They can begin their submission for the City of Lebanon but will require a signed copy to complete their submittal. Bob Lynn requested a motion authorizing Chairman Fetter to sign the report.

Ted Cromleigh made a motion to authorize Chairman Fetter to sign the Chapter 94 Report for 2018. Bruce Kramer seconded the motion and the motion carried.

Custer Excavating has submitted a payment request for \$18,785.75 for work on the South Market Street waterline relocation. Bob Lynn said he had one complaint about restoration but any correction may be negated by Kinsley's work crew. There will be a rectifying change order to reflect a deduction in restoration work in the amount of \$4,600. **After discussion Ted Cromleigh made a motion to authorize payment to Custer Excavating in the amount of \$18,785.75. Bruce Kramer seconded the motion and the motion carried.**

Bob Lynn requested information regarding sewer capacity in South Lebanon Township for the Landmark Builders development. He is awaiting an answer from their engineer.

The SRBC Grandfathered Well Registration is being completed and SRBC is offering information to aid in the completion.

There is a request for payment from Dutchman Contracting for the remaining work performed on the new storage building at the Township. Information needs to be verified for insurance and payroll certifications to complete the request.

Ms. Snyder asked about instituting an escrow account for the Landmark Builders project. The recommended amount is \$6,000 but Amy Leonard is going to look at our Land Development Ordinance to determine what is permitted. Any bills that need to be reimbursed above the submission fee should include the 5% Administration Fee as permitted per the Fee Resolution.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

There is an ongoing property maintenance filing at 114 High Street. The property has sold and in order to withdraw the complaint with the court the Board needs to authorize the withdrawal. **Ted Cromleigh made a motion to withdraw the complaint for property maintenance issue against 114 High Street. Bruce Kramer seconded the motion and the motion carried.**

The agreement for the Titus Martin/Ted Baxter land development sale has been signed by Mr. Baxter. This should allow for the release of the Letter of Credit money held for that lot. Bob Lynn noted that the amount should be released for Lot 3 only. Ms. Snyder will review that information with Mr. Martin.

Ted Cromleigh made a motion to release the money held by Letter of Credit for Lot 3 of the Titus Martin subdivision plan. Bruce Kramer seconded the motion and the motion carried.

Solicitor Leonard stated that complaints have been filed against those who have paid the tapping fee to connect to the sewer but have not yet connected.

The On-Lot Sewage Program has a list of people that have not complied with the regulation to have their septic system pumped. There are approximately twenty property owners that have not complied with the regulations to date. Solicitor Leonard has a form letter that she will send to those property owners in hopes of getting them to comply without further legal action.

The Sewer Delinquent and Unconnected list was reviewed. Solicitor Leonard and Ms. Snyder denoted certain property progress. The property sold at Sheriff Sale has a new owner who is eager to connect it to the sewer. Another property that was sold has already connected.

There was discussion about contacting PFM Financial Consultants regarding reviewing current customer sewer charges. The hope is that amounts could be lowered for Debt Service and possibly Operational Charges with additional users in the system.

OLD BUSINESS

Ted Cromleigh asked what the status is of Sunoco restoration efforts. Bob Lynn said he will speak to our point of contact Jorge from the Sunoco organization to determine a timeline. Road projects need to be addressed so our own projects can be prepared for bid.

Landis C Deck needs to come back to complete the road projects started last year. Bob Lynn will talk to them to determine when they will return.

NEW BUSINESS

Resolution 874 was presented to verify the escalator clause is being recognized for paving jobs using over 1000 tons of asphalt. Bob Lynn explained why this was necessary so pricing can be secured in the manner in which PennDOT requires. It also insures certifications for the mix of paving material is provided as well. The sample resolution was provided by PennDOT and Solicitor Leonard reviewed it.

After discussion, Chairman Fetter made a motion to pass Resolution 874. Bruce Kramer seconded the motion and the motion carried.

The Road Material Bids are prepared and ready for advertising. Ms. Snyder verified quantities with Sean Weik, Public Works Superintendent. Bids can be opened and awarded on April 9, 2019.

Chairman Fetter made a motion to advertise for Road Materials for 2019. Bruce Kramer seconded the motion and the motion carried.

Ms. Snyder presented the 2018 Recycling Performance Grant application. **After brief discussion, Ted Cromleigh made a motion to apply for a recycling performance grant for 2018. Bruce Kramer**

seconded the motion and the motion carried. There was discussion about volunteers for future months. Ms. Snyder will work with Mrs. Frye on coordinating volunteers. Bruce Kramer obtained quotes for developing a Human Resources Manual for Township employees. Two quotes were received from Alternative HR, LLC and Paragon Consulting Group. Alternative HR will charge an hourly rate of \$85 for only work provided. They gave a sample that is something we can amend to suit our needs. After the Board works on a format that works for Heidelberg, Solicitor Leonard will review it to make sure it meets legal requirements. **Ted Cromleigh made a motion to work with Alternative HR, LLC to develop a Human Resources manual for Heidelberg Township employees. Bruce Kramer seconded the motion and the motion carried.**

The Planning Commission minutes from February 2019 were reviewed.

Utility Update

The reports from Select Environmental for February 2019 operations were reviewed. Select Environmental request purchasing valves for the Ion Exchange system. Parts can be purchased and Justin from Select and Sean Weik can install them. There was discussion about the possibility of eliminating the system based on nitrate levels. Bruce Kramer will ask him about that matter. **Bruce Kramer made a motion to purchase the parts from Nalco for the Ion Exchange unit. Ted Cromleigh seconded the motion and the motion carried.** A Flow Comparison Month to Date usage was reviewed.

EIT Update

The February 2019 EIT update was included for review.

Secretary Report

A call box assignment sheet was sent from the Lebanon County Department of Emergency Services which assigns emergency vehicles to calls within the Township. Going forward they require the Township to sign off on these assignments. The Board asked why this is necessary when they have never been required to do this before. Ms. Snyder presented information via email from the Department of Emergency Services. The Board would like more clarification before signing the document and requested a representative from the County or the Fire Company come to a meeting.

The Northwest Ambulance organization submitted their call report for February 2019.

Myerstown Borough sent correspondence regarding their attempt to discuss a regional police force with the municipalities in the ELCO School District. They stated that due to lack of interest, they would not be moving forward with a feasibility study for the force.

The Myerstown Library sent information regarding their Board meetings.

Ms. Snyder discussed a meeting she had with Ted Cromleigh, Nadine Frye and Level Eleven Art Department for the redesign of our municipal website.

Ms. Snyder had a meeting with Conestoga Business Solutions regarding our copier. Their representative asked if we would be looking for another machine since we have had problems with ours lately. Ms. Snyder requested information and pricing for another copier with the same functions.

Select Environmental asked if they could park a vehicle at the township building for an employee that lives farther away. Ms. Snyder asked our insurance carrier and they said it was fine as long as they signed a hold-harmless and release of liability agreement. The Board said Select Environmental could leave the vehicle at the Township and asked Solicitor Leonard to draw up the required agreement.

At 8:40 Chairman Fetter called an executive session to discuss possible litigation matters. At 8:55 the Board reconvened to regular session with no decisions made.

At 9:09, Bruce Kramer made a motion to adjourn, which was seconded by Chairman Fetter. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held on April 9, 2019 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary