

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**April 12, 2016
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 7:00PM 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. There were a few errors that Ms. Snyder will fix. **Bruce Kramer made a motion to approve the minutes from March 22, 2016. The motion was seconded by Ted Cromleigh and the motion carried.**

A discussion ensued about the HTMA well pumps. Select Environmental checked the pump in well #5 and found that it is functional, but only through manual control. In order to repair well pump #3, a temporary pump was going to have to be installed. Bruce Kramer investigated the pricing for installing automatic controls in well pump #5 and got a price from Kohl Brothers of \$2,575. This could be cheaper than installing a temporary pump. The Board agreed that would be the best option for the repair and for future use as well.

A water main break occurred at the water line around 338 South Lancaster Avenue. AH Moyer was called to make the repair.

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparisons for March 2016 was submitted for review. Ms. Snyder noted that a submission was made to FEMA for reimbursement of money spent on Winter Storm Jonas. Almost all of the requested reimbursement has been approved. Ms. Snyder will meet with FEMA representatives next Thursday to go over the approval.

Township invoices 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 \$42,697.09 from the General Fund for the invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.** Also presented were invoices for Conrad Seigel services on the pension funds. These invoices are normally paid out of the pension funds. The Board stated they are acceptable to pay.

The Road Foreman's Report for March 2016 was reviewed. The GasBoy report for March 2016 was also reviewed. Gas usage on the shop key was inflated because the loader key broke. Dean Care came and programmed a new key for the loader. Prices to replace the fencing at the baseball field were

received from Evergreen Fence and Lowes. Since both quotes are over the \$10,499 pricing threshold, one more price should be sought. The Park & Rec fund will be able to be used for the repair and the Board would like to wait until next year to complete the fence work. The gates at the pump station are not lining up anymore. Weather conditions have contributed to the problem. The Board asked Ms. Snyder to call Steve Dove to come and give his assessment. He has done previous repairs on the fencing and may be able to determine how to fix the problem. Tree trimming is in the budget this year and Howard Leed as reviewed which roads should have some work done. The Board instructed him to get prices this year, but they were happy with the work Eberly's Tree Service did last year. Chairman Fetter discussed making the stone landing above the stone lot into a storage area for our stock stone piles. He feels it would make loading the trucks easier and make for better room during recycling Saturdays. The Board discussed making bins out of concrete cattle-chute blocks and discussed where we could get some for the job. Ted Cromleigh asked Howard when a luncheon could be held to thank the road crew for the work they did during Winter Storm Jonas. Howard said he and Ms. Snyder discussed the matter and next Wednesday April 20th will work.

The Zoning Officer's Report for March 2016 was submitted for review. Bruce Kramer asked if the Kleinfeltersville Hotel had received all necessary permits for their work. Mr. Snyder noted they did and also provided an e-mail stating that Sylvan Martin at 1305 Schaeffer Road is working with an engineering firm to bring his property in compliance for zoning issues. Bruce Kramer mentioned a property in the Township that should receive a letter for many abandoned cars left on the property.

The State Police Report for March 2016 was reviewed.

OLD BUSINESS

The invoices associated with the sinkhole on Maple Street have been received. After review, the Board decided HTMA and Sewer should split the invoices equally for the repairs needed there. The paving of Maple Street is included with the Township paving projects and that will be the Township contribution to the project.

Ted Cromleigh noted that the HTMA Pump House needs to have the roof repaired. Prices were received last year but the work was not awarded or completed. This work should be repriced and done this year.

Ms. Snyder noted that Joe Heiser of 1657 Schaeffer Rd called about settling of the ground around the sewer main through his back yard. The settling has been filled a few times already and Ms. Snyder is looking for another answer to make the repair. The Board stated something other than stone should be used to fill the area like clay and then rolled to pack the dirt down. Ms. Snyder will talk to the road crew about doing the work.

The Hydrant flushing will commence soon. There had been a discussion with Select Environmental regarding pairing with the Fire Co and incorporate the hydrant flushing with their training sessions. The Board is not willing to do that this year since this will be the first time Select is performing the work. Possibly next year something could be coordinated between the two groups.

Weapons formerly used by the police department need to be disposed of as per methods allowable by law. We can sell them via a local gun dealer on consignment as we have done in the past. Businesses contacted were have given different consignment parameters, but Horst's Auction have specified advertised gun auctions and will sell everything including the ammunition and gun bags. They

would take a 20% commission. Chairman Fetter would like to talk to Solicitor Wolf to see if any advertising needs to be done on our part before sending the guns to the auction.

NEW BUSINESS

Resolution 829 was presented allowing Ms. Snyder to be the authorized delegate to sign paperwork regarding FEMA Grant Reimbursement for Winter Storm Jonas. **After brief discussion, Bruce Kramer made a motion to adopt Resolution 829 appointing Jennifer Snyder as delegate for FEMA and Winter Storm Jonas reimbursement paperwork. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 830 was presented to set the groundwork to dissolve the police pension fund and convert it into cash savings. Fulton Financial will withdraw the money from the investment type it is currently in and will roll it into a savings account. All payments to the one collector on the police pension fund will continue to be made by Fulton Financial until it is determined how to invest the money. **Bruce Kramer made a motion to adopt Resolution 830 to begin the conversion of the Police Pension. Ted Cromleigh seconded the motion and the motion carried.** Also presented was an investment strategy plan sheet to determine how the money will be converted once removed from the current investment type. The Principal Preservation strategy is chosen for minimal risk. **After brief discussion, Chairman Fetter made a motion to approve the Investment Strategy of Principal Preservation for the police pension fund money. Bruce Kramer seconded the motion and the motion carried.**

Ms. Snyder presented a PA Local Government Training opportunity for Administration Training. Nadine Frye would like to attend the training which will be located in Wyomissing May 4th. The Board thought that would be a good opportunity for more education.

The next Utility Meeting is scheduled to be held April 21 2016 at 6:30PM.

The Board determined the meeting was not needed this month. All utility business will be conducted at the regular Board of Supervisors meetings.

Select Environmental supplied water/sewer comparisons for the month of March and the first two weeks of April. The Board reviewed the reports but noticed a big swing in water usage. The Board would like to continue monitoring the comparison of usage to determine if any leaks remain within the water system.

A new home was built on South Lancaster Street, but the sewer meter was not connected properly and the homeowner turned on their water to the house. The Board noted that the homeowner would need to pay all associated fees including meter fees, programming and turn-on fees for water.

Ms. Snyder noted that properties with public utilities most times have settlement companies call for final bills for both water and sewer. Ms. Snyder proposed charging a fee for the service since it requires Nadine's time to read the meter and prepare the invoices. The Board discussed the issue and decided a \$25 charge for final reads and invoices would be appropriate. A Resolution may be required and Ms. Snyder will check with Solicitor Wolf. **Bruce Kramer made a motion to charge a \$25 fee for final reads and invoices for sewer and water bills. Ted Cromleigh seconded the motion and the motion carried.**

The Secretary's Report for March included various items.

A mailbox and pole were damaged by the road crew after the large storm during drain cleanouts. The property owner purchased replacements and has spoken to the office about reimbursement. The cost will be \$137.74. The Board said reimbursing the property owner was fine.

The Richland Legion invited Township Officials to be included in the Memorial Day parade in Richland on Monday, May 30th. The Board will review the request.

Ron Moyer, former HTMA employee and current water tester for Select Environmental, passed away last month. The family is requesting donations to the American Heart Association or the Humane Society. The Board stated they would send a donation to the Humane Society and send a card to his family stating the donation in his name.

A property owner requested that a Board member contact them regarding the 2016 Racing Schedule for Lanco Race Track. Bruce Kramer asked Ms. Snyder to contact Tim with Lanco to confirm that the schedule is as printed.

The soccer nets at the Township building should be replaced. The Board said they are an asset to those who wish to practice here at the field and we should replace them.

Manholes on Prescott Road north of Route 897 were noted as being low compared to the roadway. Ted Cromleigh said he noticed it as well. Ms. Snyder said that is the PennDOT section of Prescott Road and she will call them to find out how it should be taken care of.

Some properties with possible code violations were discussed and the Board asked Ms. Snyder to notify Randy Maurer, Code Enforcement Officer, to discuss the issues.

Bruce Kramer made a motion to adjourn the meeting at 9:28PM, the motion was seconded by Ted Cromleigh and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on April 26, 2016 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder