

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**July 26, 2016
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Jennifer Snyder – Office Manager
Bob Lynn – Township Engineer
Fred Wolf – Township Solicitor
2 members of the public

The meeting was called to order at 7:08 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. Alice Oskam of Historic Schaefferstown was in attendance to discuss water issues at the Alexander Schaeffer Farm. Water to the spring house has not been actively flowing since the sewer line was installed through the farm. Alice noted that there was water at the Cherry Fair, but it was attributed to the large rainfall just prior to the event. She saw that previous meeting minutes mentioned that Bob Lynn hadn't heard back from her so the assumption was made that things were operating correctly. Mr. Lynn said that last fall he had done an inspection of the reservoir at the farm and it was holding a fair amount of water at that time. Alice said the spring just hasn't been running as it had been for a long time. Mr. Lynn said that the installation of tile lines along where the water is flowing on the farm could work to redirect it back to the spring house. He will work with Hanover staff on the issue. Alice also mentioned that there are depressions along the fence line at the South Carpenter Street entrance. The settling occurred after the sewer project ended. Mr. Lynn will have Hanover staff come to the farm and check on both issues.

Peg Fitzkee asked if it would be possible to post draft minutes on the Township website before they are approved. The Board said they would not post minutes until they are approved.

A review of the meeting minutes from July 12, 2016 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of July 12, 2016 and was seconded by Ted Cromleigh. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. There was brief discussion about the spreader motor repair. **After review, Bruce Kramer made a motion to accept the bills as submitted for a total of \$29,558.61 from the Light Fund and General Fund for bills and payroll. Ted Cromleigh seconded the motion and the motion carried.** A previous unapproved invoice from Hanover Engineering was revised and resubmitted for payment. The original check was voided and all invoices on it were resubmitted for payment. This resulted in a new check for Hanover Engineering in the amount of \$13,689.08. **After brief discussion, a motion was made by Bruce Kramer to approve the presented check for Hanover Engineering in the amount of \$13,689.08. Ted Cromleigh seconded the motion and the motion carried.**

Bills for HTMA were submitted for review and payment. Included in the bills are amended invoices for Hanover Engineering. **After brief discussion Bruce Kramer made a motion to accept the bills as submitted for a total of \$35,251.89. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. The invoices for L/B Water and Omnisite were noted as yearly fees for support and communications for meters and pump stations. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$23,754.29. Ted Cromleigh seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented discussion on engineering matters.

Change orders for the Distillery Road project and the HTMA Waterline Relocation Project will be available next month. The Distillery Road project required an additional pipe installation that was not noted on the original spec sheet. The HTMA Waterline Relocation project will be done on off-peak time to negate having to install a bypass line.

Mr. Lynn will be meeting with Art Groff at his property on Distillery Road tomorrow to discuss land development issues with the lot.

A farm owned by Clarence Weaver on N. Market Street is undergoing some farming changes and they are proposing becoming a working dairy farm. Their engineer has been providing plans to Hanover for review, but what is proposed does not meet Heidelberg Township ordinances. An NPDES permit has been issued, but Mr. Lynn has notified Lebanon County Conservation District that a revised plan may be forthcoming.

The land owned by Allen Lawver on Michters Road is being sought for a single house construction and subdivision by a couple. They would like to subdivide a front section of the land and then build a home on the property. Mr. Lawver may then construct his own home on the remaining land. He will have to submit a new land development plan since this subdivision is different from his plan from a few years ago.

Bruce Kramer asked if Mr. Lynn had investigated the returned letters that were mailed to Cindy Oxenreider. Mr. Lynn stated he hadn't since he had been on vacation.

Discussion ensued regarding a new pipe PennDOT installed last year on Route that stretch of roadway that seems to have stones wash out during heavy rain storms. The stone washes into the newly installed pipe and Chairman Fetter doesn't like that Township staff spend time cleaning the drain and the roadway. To date, the road crew has returned the stone to the driveway for the property owner, but the Board thought it best to no longer keep up that practice. Any stone cleaned off the road or drain will be disposed of.

Bruce Kramer asked Mr. Lynn to verify the total paving at the K-ville Hotel to ensure it is in compliance with their remodeling plan.

Solicitor's Report

The Solicitor's Report was presented by Solicitor Wolf.

Solicitor Wolf discussed the reimbursement for the unused EDU's purchased from the City of Lebanon Authority. He met with Jon Beers from the Authority. It was decided that EDUs purchased for vacant lots would be honored until January 1, 2019. If no connection is made then, the owner would have to pay the current rate of connection. The Delinquent and Lien list was also reviewed. Those with past due payment agreements or liens will also have to pay the current price at the time of connection. Property owners with current payment agreements will be honored at the discounted price.

A property maintenance case on South Church Street is being investigated. The property is owned by an estate with no trustee to administer the operations. Because the property has violations, a notice of violation was mailed to property inhabitant. Bruce Kramer noted that there is an issue with the water meter and an HTMA representative must gain access to investigate the problem. A letter will be sent requesting access or water shut-off will result. Mr. Kramer noted that assistance from the Lebanon Area on Aging office may be available.

A draft UCC appeal form was made for any future appeals to a UCC Notice of Violation. Bob Lynn had one change which the Board members agreed upon. **After brief discussion, Ted Cromleigh made a motion to adopt the draft UCC appeal form with the alteration suggested by Bob Lynn. Bruce Kramer seconded the motion and the motion carried.**

Solicitor Wolf is drafting an ordinance to prohibit unlicensed/unregistered cars to park in the public right of way. The Board asked that the ordinance include campers, trailers, boats and large tractor trailers. It will be written to allow a constable of our choice to enforce the ordinance and write citations.

Service fire arms previously used by the Heidelberg Township Police will be auctioned at Horst Auctions on August 6, 2016. Solicitor Wolf put an ad in the Lebanon Daily News regarding the sale. Resolution 833 was presented for adopting noting the sale of the guns. **Ted Cromleigh made a motion to adopt Resolution 833 allowing for the sale of the firearms from Heidelberg Township Police Department. Bruce Kramer seconded the motion and the motion carried.**

The Sewer Bond of 2011 was refinanced last year with a pre-call period lump-sum payment to acquire a lower interest rate. The money will be held until the call period and then the payment will be made on the bond. Our Sewer Bond of 2013 may be eligible to do the same thing in the near future. Bond Counsel had advised Solicitor Wolf that it may be beneficial to wait until 2017 to perform the refinancing since interest rates are expected to lower next year. Bond Counsel would like to attend our August meeting to discuss the matter.

The Police Pension dissolution is being finalized. The Annuity is expecting to be invested with around \$60,000 and would continue to fund the sole collector on the plan. If the annuity holder will not file the taxes, Solicitor Wolf located a tax preparer that will do them for \$50. The remaining money not used to fund the annuity will be transferred to a cash account to be set up by the Board of Supervisors. Solicitor Wolf will draft a resolution stating the intentions with the fund. A letter needs to be mailed to Mr. Cummings, the sole collector on the police pension fund.

The Payment Plan/Lien List from Amy Leonard at Henry and Beaver was reviewed. Discussion resulted regarding properties and their progress on their tapping fee payment plans. Ms. Snyder said a letter will be mailed to those property owners who have paid their tapping fees but have not connected yet.

At this time, Alice Oskam requested a clarification from the Board. Jon Buckwalter's son is working on a new stage at the Schaeffer Farm for his Eagle Scout Project. They were told that the new stage will need building and zoning permits along with stamped drawings. Alice asked if the stamped drawings were really necessary for their stage which is only used a few times a year. The Board stated the drawings a requirement of the building code official for the building permit since they are a business. They do not have any way of excusing them since that is building code regulation. Bob Lynn and Ted Cromleigh suggested she contact an engineer in Ephrata, Mark Schillaci, who may be able to help them with the stamped plans.

OLD BUSINESS

There was none.

NEW BUSINESS

A request was made for fire police assistance for a memorial motorcycle ride for a teen killed in a motorcycle accident in June. They are requesting a hold of Route 501 traffic so they can keep their group of riders together. The Board was acceptable of the request. **Chairman Fetter made a motion to allow the Fire Police to hold traffic for the memorial motorcycle ride on Saturday, July 30, 2016. Ted Cromleigh seconded the motion and the motion carried.**

The Planning Commission Minutes from April 2016 were submitted for review. Since this was a joint meeting with the Board of Supervisors, it was advised that the Board also approve the minutes. **After brief discussion, Bruce Kramer made a motion to approve the Planning Commission Minutes from April 18, 2016. Ted Cromleigh seconded the motion and the motion carried.**

Sewer/HTMA Update

The reports from Select Environmental for June operations were reviewed. Both the sewer and water reports appeared to be acceptable.

The HTMA Delinquent AR List was reviewed.

The Flow Comparison for July to date was reviewed. The usage seems to be correct for the time period.

EIT Update

The June 2016 EIT update was included for review.

Secretary Report

Fulton Financial supplied their quarterly update on the Pension Funds.

A Winter Maintenance Session with PennDOT is scheduled for October 17, 2016. The Board stated they do not feel it necessary for anyone from the Township to attend.

The Lions Club inquired if they could hold a boot-drive fund raiser while they were installing the Christmas Lights on the electric poles along Heidelberg Ave. The Board did not have any problem with them holding the fund raiser.

At 8:52, Bruce Kramer made a motion to adjourn, which was seconded by Ted Cromleigh. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held on August 9, 2016 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.