

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**September 26, 2017
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Howard Leed – Road Foreman
Nadine Frye – Administrative Assistant
Jen Prunoske – Hanover Engineering
Fred Wolf – Solicitor
5 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. There was none.

A review of the meeting minutes from September 12, 2017 was conducted. **After brief discussion, Bruce Kramer made a motion to approve the minutes of the meeting of September 12, 2017. Chairman Fetter seconded the motion and the motion carried.**

Township bills were submitted and reviewed for payment. **After discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$59,187.10 from Light Fund and General Fund for bills and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **Bruce Kramer made a motion to accept the bills as submitted for a total of \$16,167.18. Ted Cromleigh seconded the motion and the motion carried.**

Bills for HTMA were submitted for review and payment. Mr. Kramer stated that he did not have a chance to review the AH Moyer invoice and wished to hold payment until he that opportunity. The Board agreed to hold payment until the next meeting. **After brief discussion, Chairman Fetter made a motion to pay the approved bills for a total of 12,843.49. Ted Cromleigh seconded the motion and the motion carried.**

Engineer's Report

Jen Prunoske was in attendance from Hanover to present the Engineer's report.

Ivan Martin was in attendance for the Minor Stormwater Plan for the property located at 111 High St. A house is proposed for the lot and three waivers are requested for the minor plan. Agreements are complete and a cash escrow is in place at Fulton Bank for the cost estimate approved by Hanover. **After brief discussion, Ted Cromleigh made a motion to approve the requested waivers for the minor stormwater plan for 111 High Street. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Stormwater and Improvement Guaranty Agreements for the plan at 111 High**

Street. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh made a motion to approve the Minor Stormwater Plan for the lot located at 111 High Street. Bruce Kramer seconded the motion and the motion carried.

At this time, Andrew Adams from Diehm & Sons presented the Lot Add-on plan for Matt Auker on Stohler Lane. Ted Cromleigh excused himself from discussion. Mr. Auker will be trading land with Leroy Fisher, a neighbor on Stohler Lane, after a land survey determined Mr. Fisher's well was on Mr. Auker's land. This will enable a better sewer plan for Mr. Auker. **After brief discussion, Bruce Kramer made a motion to approve the Lot Add-on plan for Matt Auker and Leroy Fisher. Chairman Fetter seconded the motion and the motion carried.**

Hanover Engineering has presented a cost estimate to complete a water system modeling. This is necessary to facilitate answers regarding water capacity for a proposed housing development. Hanover staff noted that some of the cost should be shared with the developer. The Board noted the cost estimate is fair. **At this time, Ted Cromleigh made a motion to allow Hanover Engineering to begin work on a water system model. Bruce Kramer seconded the motion and the motion carried.**

Hanover Engineering prepared a land development plan and cost estimate for the proposed equipment shed at the Township property. Ted Cromleigh said he reviewed some another estimate for the work and the Hanover estimate was less. The Board will have to discuss appointing another engineering firm to review the plan Hanover puts together.

The Lancaster Avenue storm sewer televising project was reviewed. The televising noted some work may need to be performed on the stone culvert area, but that is within PennDOT's jurisdiction. Hanover has a digital copy of the televising and their review determined the Township is not responsible for the sinkhole and subsequent damage to the property at 1366 Heidelberg Avenue.

The base drain installation on Obie Road dirt section will commence as soon as all products are obtained. Cross sections will be installed after the drain line is installed.

Sunoco work continues and they have done maintenance work at the construction entrances as instructed. Chairman Fetter noted that he gave Sunoco permission to open-cut Old Mill Road for work. They estimate the road will be closed 7-10 days.

The Horning Poultry Barn work is ongoing and is going well.

The land around the sewer line at the Heiser property on Schaeffer Road looks to be holding steady since SLH Excavating repaired and filled the depressions.

Our MS4 formal application for waiver has been processed and Hanover is waiting for a formal answer from the Commonwealth of PA.

Solicitor's Report

Solicitor Wolf presented the Solicitor's Report.

The HTMA Board met and processed necessary paperwork to facilitate the transfer of assets and vacation of the Municipal Authority. Deeds and Rights of Way will be transferred to the Township. A Resolution will be prepared that allows the Chairman and Secretary to process paperwork for all things related to the Municipal Authority. At this time the Board must accept the transfer of the assets from HTMA to the Township. **At this time, Ted Cromleigh made a motion to accept the transfer of assets from HTMA to Heidelberg Township. Chairman Fetter seconded the motion and the motion carried.** At this time, Solicitor Wolf noted that the Board must approve Board members to do paperwork to accept the transfer. **At this time, Ted Cromleigh made a motion to authorize Board members to process paperwork for acceptance of the HTMA assets. Chairman Fetter seconded**

the motion and the motion carried. Solicitor Wolf noted that the HTMA Board members will need to stay in place until all transfer documents have been processed. The Board of Supervisors will have to establish rules and regulations for all water system functions. Solicitor Wolf will draft resolutions that include current information and if the Board decides to make changes later, they can do so. Nadine will need to review Solicitor Wolf's recommendations to see if they coincide with current rules. The Board can instruct Hanover Engineer to perform a tapping fee study if they see fit as well. December 1, 2017 is the date Solicitor Wolf is hoping to have all paperwork completed for the transfer. Nadine will produce invoices for HTMA in October using existing procedures. The 2016 Audit for HTMA is complete but the Board needs to sign a completion letter to satisfy DCED. The 2017 Audit may need to be completed in two parts depending on the transfer finalization date. There may also be a need for a conveyance plan or water model that the Board can instruct Hanover Engineering to complete. Solicitor Wolf noted that the appointment of the Auditor for the 2017 Township audit will take place soon.

Solicitor Wolf stated that the Steve Spohn private street matter is ongoing. Invoices are to be paid by Mr. Spohn's attorney and a \$5,000 escrow is to be established for future invoices. A 5% additional fee will be included for administrative costs. Ms. Snyder noted that she sent all invoices she has accumulated to date to Mr. Spohn's attorney. **Ted Cromleigh made a motion to allow the escrow for \$5,000 to be established for the payment of incurred attorney fees for Steven Spohn. Bruce Kramer seconded the motion and the motion carried.**

A draft of ordinance 153 for No Parking on N. Locust Street was presented. Fines and impound fees were discussed. Discussion regarding deputizing private citizens from the Fire Company or EMS staff was held. The Board would like this Ordinance advertised for adoption at the next meeting. **Bruce Kramer made a motion to authorize Solicitor Wolf to advertise the adoption of Ordinance 153 regarding No Parking areas on N. Locust Street. Ted Cromleigh seconded the motion and the motion carried.**

A lien on the property at 1463 Heidelberg Avenue exists for collection of unpaid tapping and sewer fees. The owner is deceased and the property was foreclosed on by the bank. A settlement offer was made by the current owner for much less than what is owed. Opinion is to not settle since the offer would not pay for most entities owed. The Board rejected the settlement offer.

The City of Lebanon Authority is having a meeting to discuss billing changes for 2018. Solicitor Wolf spoke to members of COLA and they have abandoned initial discussions on rate changes per EDU, but we should still expect to see a 5% increase in services.

An amendment to the Zoning Ordinance regarding parking spaces per dwelling unit is proposed. The Planning Commission has reviewed the matter and suggests the ordinance be changed to require three parking spaces per dwelling unit. The Board concurred and would like to speak to Bob Lynn about expediting the review to meet advertising requirements.

Old Business

Ms. Snyder included documents from the Lebanon County Conservation District to show a \$5,600 addition to our Dirt & Gravel grant for drainage work on Obie Road.

New Business

Myerstown Borough has requested the Schaefferstown Fire Police assist in traffic direction during the Myerstown Holiday Parade. **Chairman Fetter made a motion to allow the Fire**

Police to assist at the Myerstown Holiday Parade. Ted Cromleigh seconded the motion and the motion carried.

Sewer/HTMA Update

The reports from Select Environmental for August operations were reviewed. Both were good. The delinquent sewer report was reviewed for account and tapping fee information. The Board noted it was in good shape and accounts are slowly being cleaned up. The Flow Comparison for sewer/water to date for the month was reviewed and looks well.

EIT Report

The August 2017 EIT Report was reviewed.

PC Update

The Minutes of the July 2017 Planning Commission meeting were reviewed.

Secretary Report

The Lebanon County Municipal Convention will be held October 12th. All members of the Board will be attending as well as office staff.

The Wilson Bride inspection report was received for the three bridged in the Township. All have the same ratings as last year.

At this time Ted Cromleigh noted that the Land Development Plan for the Township Maintenance Building should be worked on to allow for a spring construction. The Board will also need to appoint an alternate engineering firm to review the plans Hanover will design. **Ted Cromleigh made a motion to allow Hanover Engineering to proceed with designing a Land Development Plan for the Maintenance Building at the Township. Bruce Kramer seconded the motion and the motion carried.**

Jeff Hayle was in attendance to ask if the Board discussed appointing him to the EMA coordinator position. Chairman Fetter noted that since Ted Cromleigh was not at the last meeting, they would like to discuss the matter with him. Mr. Hayle thanked the Board for consideration.

At 8:10 Chairman Fetter called an executive session to discuss property maintenance and legal matters.

At 8:48 the Board reconvened and no decisions were made.

Bruce Kramer made a motion to adjourn the meeting at 8:52PM, Ted Cromleigh seconded the motion. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held on October 10, 2017 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.