

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**November 8, 2016
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Howard Leed – Road Foreman
Jennifer Snyder – Office Manager

The meeting was called to order at 7:05 by Chairman Fetter which was 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 October 25, 2016 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of October 25, 2016 and was seconded by Ted Cromleigh. The motion was approved.**

A review of the Budget meeting minutes from October 25, 2016 was conducted. **A motion was made by Bruce Kramer to approve the Budget Meeting Minutes from October 25, 2016 and was seconded by Ted Cromleigh. The motion was approved.**

The revised proposed Budget for 2017 was reviewed at this time. Ms. Snyder discussed some other small changes made to the general fund and sewer fund since the Budget Workshop meeting. These changes are based on information received since that time. Ted Cromleigh wished to discuss the items budgeted for the Capital Improvement Fund. Included are a new storage building behind the office to house equipment that currently is stored outside and interior office remodeling. Discussing the variety of items that will need to be included in these projects, Mr. Cromleigh felt like we were not budgeting enough and requested that the overall budget for the two expenses be raised to \$200,000. The other Board members agreed. After brief discussion the Board approved the final draft of the proposed budget for 2017. **Ted Cromleigh made a motion to advertise for the adoption of the 2017 Budget at the December 13, 2016 regular Board of Supervisors meeting. Bruce Kramer seconded the motion and the motion carried.** Ms. Snyder will prepare a draft budget for public view.

A Treasurer's Report including cash deposits, and PLGIT bank statements and budget comparisons for October 2016 was submitted for review.

Township invoices were submitted and reviewed for payment. Ms. Snyder noted that the payments for the 2016 paving projects and the court-ordered EIT payment are included with these payments. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$1,452,949.71 from the State Fund, Street Light Fund, Hydrant Fund and General Fund for invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the Sewer were submitted for review and payment. **After brief discussion Bruce Kramer made a motion to accept the bills as submitted for a total of \$50,233.64. Ted Cromleigh seconded the motion and the motion carried.**

Bills for HTMA 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 \$7,900.38. Ted Cromleigh seconded the motion and the motion carried.**

The Road Foreman's Report for October 2016 was reviewed. Howard Leed noted that FMI, Inc. installed the anti-skid spreader on the back of the pick-up truck. The Gas Report for October was reviewed as well. The Board did not have any questions on the report.

The Zoning Officer's Report for October 2016 was submitted for review. The Board discussed some zoning issues addressed on the bill.

The State Police Report for October 2016 was reviewed. The Board did not have any comments.

OLD BUSINESS

There was none.

NEW BUSINESS

Ms. Snyder submitted an advertisement for Fuel Bids for fuel deliveries in 2017. The bid opening and award date will be December 13, 2016. She noted that the quantity of gasoline is less than previous years due to decreased use over the last few years. The Board was acceptable of the change. **After brief discussion, Ted Cromleigh made a motion to place an advertisement for Fuel Bids for 2017. Bruce Kramer seconded the motion and the motion carried.**

Jean and Eddie Rowe submitted a request for the release of her held escrow and a waiver of as-builts for their minor land disturbance plan. Ms. Snyder noted that some additional reviews of the improvements by the excavator were required, but Hanover staff completed inspections through the project and did not have an objection to the waiver request or the release of the escrow. Hanover Engineering submitted a letter of recommendation for the release of the escrow and waiver of the as-built plans. **Ted Cromleigh made a motion to grant the waiver of as-built request and release the held escrow for \$10,717.30. Bruce Kramer seconded the motion and the motion carried.**

The next Utility Meeting is scheduled to be held November 17, 2016 at 6:30PM.

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

SECRETARY REPORT

Ms. Snyder submitted the 2017 Holiday Schedule for review.

A letter was received from FEMA noting our approved Winter Storm Jonas reimbursement amount.

Ms. Snyder will keep watch for the amount to be automatically deposited into our bank account.

The EIT Report was submitted for October 2016.

An invoice was received from Lebanon County GIS for a portion of the work and information provided on their new Pictometry GIS system. The Board was unaware that they would be charged anything and would like Ms. Snyder to investigate why a bill was received.

Minutes from a meeting between Heidelberg Township staff, PennDOT, Hanover Engineering and Dewberry Engineers regarding the pending bridge replacement on South Market Street were reviewed. Information provided from Dewberry showed that the bridge will be replaced in 2018 and utility line movement will need to be coordinated for HTMA. More information will follow as Dewberry continues working on the project.

The Richland Library sent a Thank You note for donation money received from the Township.

Ms. Snyder reviewed value amounts set to HTMA property for insurance renewal purposes. Some changes were made to a few parcels and Ms. Snyder will relay the information to the insurance carrier. Nadine Frye investigated pricing for a rotodialing service for emergency phone calls for HTMA and the sewer. Minimum price per year is \$1,500 with greater amounts being \$1/resident. The Board would like to have some system of notifying residents in case of emergency, but would like Mrs. Frye to investigate other companies for comparative pricing.

At 8:54, Ted Cromleigh made a motion to adjourn, which was seconded by Bruce Kramer. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held on December 13, 2016 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary