

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**November 14, 2017
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Howard Leed - Road Foreman
Jennifer Snyder – Office manager
Bob Lynn – Hanover Engineering
9 members of the public

The meeting of Heidelberg Township was called to order at 7:05PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

Prior to Public Comment, the Board wished to acknowledge those in attendance who wished to discuss the Park and Recreation Board. Candidates present were Jenny Wyatt, Dale Zartman and Amy Davis. Jean Rowe, in attendance to discuss another matter, was also interested in serving on the Park and Rec Board. The candidates asked questions related to the duties of the Park and Rec Board and the Board of Supervisors explained what their responsibilities would be. After discussion, The Board thanked those candidates who came to the meeting and will send a follow-up letter to verify their interest in serving.

A call for public comment was made. Janice Lehman of Linda Sue Gardens asked how to strengthen the fines for dog ordinance violations. Ms. Snyder stated that this ordinance is one on a list of old ordinances for updating. The Board explained fine amounts allowable by the State and how they can be governed. The Board will review Mrs. Lehman’s request.

Kathy Strickler, the tenant at 100 S. Market Street, stated that speeding trucks on Heidelberg Avenue create a vibration when driving past her residence. The Board noted that PennDOT is scheduled to pave and make improvements to Route 897 in 2018 so that may help her situation. The Board will review other options to assist her issue.

Josh Garman was in attendance to request assistance in purchasing a Grinder Pump for his new construction home on Heidelberg Avenue. The Board explained that only mandatory connection properties received grinder pumps as part of the project cost but all new construction homes have to purchase their own. He understood but hoped the Board could reconsider.

Jean Rowe requested the Board review the cardboard pick up schedule by Lebanon Farms Disposal. She noted they pick up very early in the morning and the noise is disruptive. The Board stated they could check into the frequency of pick-ups.

Rena Grimmer asked questions regarding the John Zook Zoning Hearing Board appeal. The Board noted that Judge Kline has been appointed the case but there is no date. The judge will determine much of how the case is heard.

The Board reviewed the minutes of the October 24, 2107 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the October 24, 2017 meeting. Ted**

Cromleigh seconded the motion and the motion carried. The Budget meeting minutes from October 24, 2017 were reviewed as well. **After review, Bruce Kramer made a motion to approve the budget meeting minutes from October 24, 2017. Chairman Fetter seconded the motion and the motion carried**

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparison for October 2017 was submitted for review. All items were reviewed and noted to be fine.

Township bills 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 \$45,753.97 from Light Fund, Hydrant Fund and General Fund for invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Sewer bills were submitted for review. **After brief discussion Bruce Kramer made a motion to accept the bills as submitted for a total of \$53,688.7. Ted Cromleigh seconded the motion and the motion carried.** Ms. Snyder noted that the Bond Payments are scheduled to be withdrawn from our account on December 1. The total for payment of the two bonds is \$347,351.89.

The Water Bills were submitted for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$5,280.42. Ted Cromleigh seconded the motion and the motion carried.**

The Road Foreman's Report for October 2017 was reviewed. The Gasboy Report for October 2017 was reviewed as well.

Howard requested the use of the Crack Sealer from South Lebanon Township. They are unable to let us use the machine since it was purchased with other municipalities and they have an agreement for maintenance and use. Ted Cromleigh would like pricing for a used machine for purchase. For this year, Howard obtained prices from Martin's Paving. We will supply two people and Martin's will supply the machine and two crew members as well. Their fee will be \$195/hr for the crew and \$.75/lb for material. The Board approved the charges and noted that the Township should get on a regular schedule for sealing cracks in roads.

At this time Chairman Fetter noted previous executive discussion regarding hiring a part-time seasonal road crew member to replace a recent retiree. The Board would like to appoint Harold (Bobby) Moore III for the position at \$17.50/hour. He has a CDL and will be able to help in winter road maintenance. He will need to submit a current drug screen to be eligible for the position. **Chairman Fetter made a motion to hire Harold Moore III for the seasonal part-time position at the rate of \$17.50/hour. Ted Cromleigh seconded the motion and the motion carried.**

The Zoning Officer's Report for October 2017 was reviewed.

The State Police Report for October 2017 was submitted for review.

Engineer's Report

Bob Lynn discussed the Carl Martin letter of credit release request. Mr. Martin needed to submit an as-built plan to show how the deviations from the original plan were accounted for since they were not observed during construction. Ted Cromleigh abstained from discussion. Bob noted that the as-built

plans show what is necessary to have the Letter of Credit released. **Bruce Kramer made a motion to release the remaining \$1,500 held in the Letter of Credit for Carl Martin. Chairman Fetter seconded the motion and the motion carried.**

The Brode escrow has been requested to be released. The Township has been holding \$350 for so small items that needed to be completed. Bob Lynn noted that the items are complete and the money can be released. **Bruce Kramer made a motion to release the held escrow for Dennis and Beverly Brode. Ted Cromleigh seconded the motion and the motion carried.**

The Municipal Authority asset transfer requires some permits to be updated and transferred as well. Bob Lynn is working on the SRBC permit and needs to determine what needs to transfer.

An HVAC replacement during the building renovation is being discussed. Bob Lynn has contacted a consultant to review the existing system and see what alterations may need to be done to upgrade the system to propane. The board would like Bob to get an estimate for the review of the system and determine how to proceed.

The new maintenance building land development plan is being designed. The land behind the office building did not perc so an alternate method of stormwater control will need to be worked on. Chairman Fetter asked Bob to look at a building design for a wood and steel for a pricing comparison.

Bob Lynn stated the work on the water system model is continuing. Some water pressure information from various points in the water system may need to be gathered.

The Dirt and Gravel projects are complete. Steph from the Conservation District would like to meet on November 29th to review the Obie Road project and see what work could be done to other Township dirt roads. Alternate methods of dust control were discussed.

OLD BUSINESS

The 2018 Budget has been prepared and reviewed at two public meetings. The final revision is presented for Board approval. The Board is acceptable of the submission. **Bruce Kramer made a motion to advertise the 2018 Budget for adoption at the December 12, 2017 meeting. Ted Cromleigh seconded the motion and the motion carried.**

NEW BUSINESS

Fuel Bids for 2018 should be advertised for acceptance at the December meeting. **Chairman Fetter made a motion to advertise the Fuel Bids for 2018. Bruce Kramer seconded the motion and the motion carried.**

Utility matters were discussed at this time. The Water and Sewer Reports for October 2017 were reviewed and approved.

Bruce Kramer discussed the small water leak detected near a check valve. Hydrant parts have been ordered to make repairs. Heaters in the chlorine building will be moved from their current placement and be remounted. Small floor heaters will be used in the water tower building.

Ms. Snyder discussed insurance on the old water tower that is no longer in service on Keller Drive. The Board asked Ms. Snyder to discuss options for just liability insurance on the property until the tower can be dismantled and removed. Ted Cromleigh will talk to people about tearing the structure down.

An SRBC webinar is scheduled and Bob Lynn discussed the need to watch and understand the registration of wells and the grandfathered status of the water system wells.

The Flow Comparison for Month to Date water and sewer usage was compared and all looked well.

The HTMA Audit letter for the 2016 audit can now be signed by the Board inclusive of a letter from Solicitor Wolf.

The EIT Report for October 2017 was reviewed.

The Secretary's Report was presented by Ms. Snyder.

Training is scheduled for the 2020 Census and determining address locations in the Township. Ms. Snyder would like to attend since there have been address changes and additions in the Township since the last census. The Board approved her attendance at the free training.

The audit contracts from Stanilla, Seigel and Maser for the 2017 audit were presented. The Board noted the price for the HTMA audit is incorrect, but they have already approved the firm to perform the audits. Ms. Snyder will discuss the contract pricing with Maxine Maser.

Allison Maple Products asked if they would be able to tap the trees at the Township building for sap again this winter. The Board approved the request.

Fulton Bank wished to attend the December 12th meeting to review investment options. The Board would not like to have the meeting at this time. Ms. Snyder noted that the new water accounts under the Township should be open soon.

Peg Fitzkee thanked the Township for the use of the Crosswalk signs for the recent activities at the Brendle Museum.

At 9:04 Chairman Fetter called an executive session to discuss current legal matters regarding property maintenance issues and personnel matters. At 9:20 the Board reconvened. At this time, the Board discussed combining Emergency Management Coordinator efforts with the appointed EMC from Jackson Township. Bruce Kramer will speak to the individual and review options.

Ms. Snyder discussed the options for moving the HTMA water customer computerized billing system to the Township. Freedom Software noted that combining the water and sewer system is nearly impossible. They may be able to copy the HTMA billing system and move it to the Township server. Two billing systems for each water and sewer can be maintained for the time being. The Board would like to pursue this option.

At this time, Ms. Snyder noted the meeting schedule for December may be challenging with the second meeting being the day after Christmas. The Board reviewed options and decided to combine the two meetings into one meeting on Tuesday, December 19th. Ms. Snyder will review advertising requirements for any Ordinances or ads placed by Henry and Beaver, but this date should be fine. She will advertise the meeting cancellations and the new meeting date.

Ted Cromleigh made a motion to adjourn the meeting at 9:33 PM. The motion was seconded by Bruce Kramer and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be December 19, 2017 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder