

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**December 27, 2016
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Howard Leed – Road Foreman
Jennifer Snyder – Office Manager

Fred Wolf – Township Solicitor
1 member of the public

The meeting was called to order at 7:15 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

Chairman Fetter wished to acknowledge the passing of Harold “Sonny” McQuate. Sonny served Heidelberg Township for 23 years in both Supervisor and Manager capacity and we are saddened to hear of his passing.

A call for public comment was made. Peg Fitzkee asked when meeting minutes from the last meeting would be posted on the website. Ms. Snyder stated Nadine Frye usually handles that work, but she is out of the office on medical leave currently. The Board asked if Ms. Snyder could take care of that job in the interim.

A review of the meeting minutes from December 13, 2016 was conducted. Ted Cromleigh noted that he was not in attendance at the meeting. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of December 13, 2016 and was seconded by Chairman Fetter. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. Brief discussion regarding the stone and anti-skid purchase ensued. **After review, Bruce Kramer made a motion to accept the bills as submitted for a total of \$20,923.60 from the State Fund, Light Fund and General Fund for bills 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 \$22,161.72. 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 \$1,303.69. Ted Cromleigh seconded the motion and the motion carried.**

Engineer’s Report

Bob Lynn is on vacation so there was no report presented.

Items to discuss were reviewed.

Kevin Varner is requesting a 90 day extension for the Matthew Auker project. Ted Cromleigh abstained from the discussion. They need to go before Zoning Hearing before the plan can be reviewed by Hanover. **Bruce Kramer made a motion to grant the 90 day extension for the Matthew Auker stormwater management plan. Chairman Fetter seconded the motion and the motion carried.**

Steven Gergely of Harbor Engineering is granting a 60 day time extension for further work on the Art Groff project. **Bruce Kramer made a motion to grant the 60 day time extension for the Art Groff stormwater management plan. Ted Cromleigh seconded the motion and the motion carried.**

James and Andrea Stoltzfus have issued a letter requesting a release of the held escrow. Hanover issued a letter stating that all requested items have been taken care of and Ms. Snyder noted that as-builts have been dropped off at the Township. **After brief discussion, Ted Cromleigh made a motion to release the James and Andrea Stoltzfus escrow for \$16,736.00. Bruce Kramer seconded the motion and the motion carried.**

Solicitor's Report

The Solicitor's Report was presented by Solicitor Wolf.

Solicitor Wolf discussed the appointment of Stanilla, Siegel and Maser to perform the audit of the books for 2016. The Board has accepted their proposal. The intent to appoint the firm to perform the audit was advertised in the Lebanon Daily News. In order to make the appointment official, Solicitor Wolf presented Resolution 841 for approval. **Ted Cromleigh made a motion to adopt Resolution 841 to appoint Stanilla, Sigel and Maser as the firm to perform the financial audit for 2016. Bruce Kramer seconded the motion and the motion carried.**

In 2017 the HTMA debt will be paid off. Once that occurs the Board should consider transferring the assets of HTMA to the Township. Then the Township would be owner of the water system and not just managing the system. As owner the Township could change rates as they see fit. Bruce Kramer asked if the Board could change the way penalty and interest are calculated on HTMA bills now. The current rate of 25% is very high. The Board discussed restructuring it to mimic the sewer penalty and interest rates. Solicitor Wolf that is possible to do by resolution and he will put one together to make the changes.

The sewer bond pay-down will occur in June 2017. We need to determine how much to pay on the bonds and how much we will need to keep in reserves.

Judge Charles gave written notice regarding more testimony in the case of 443 Sunnyside Road. We will discuss this in executive session.

The Lien List is being monitored for changes in payment status. Solicitor Wolf noted that the list is getting smaller. There is one property that is an estate that his office will look into forcing the selling of the property because the mortgage company does not was to settle any outstanding monies.

OLD BUSINESS

There was none

NEW BUSINESS

At this time, Resolutions for establishing items for 2017 were introduced.

Resolution 836 was presented to set the Real Estate Tax Rate for 2017 at \$.07444 mills/\$100.00 of Assessed Valuation. **Bruce Kramer made a motion to pass Resolution 836. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 837 was presented to set the Fire Hydrant Tax for 2017 at .0001055 mills on assessed value of affected properties. **Bruce Kramer made a motion to pass Resolution 837. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 838 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2017. **Ted Cromleigh made a motion to pass Resolution 838. Bruce Kramer seconded the motion and the motion carried.**

Resolution 839 was presented to set the Non-Uniform Pension Plan Contribution Rate at \$0 for 2017. **Bruce Kramer made a motion to pass Resolution 839. Chairman Fetter seconded the motion and the motion carried**

Resolution 840 was presented to set the Fee Schedule for 2017. **Ted Cromleigh made a motion to pass Resolution 840. Bruce Kramer seconded the motion and the motion carried.** The Board would like to review the Zoning Hearing Fee for capturing appropriate costs for 2018.

The 2017 Preventative Maintenance Agreement from CM High was presented. This is our maintenance contract for the red lights in the Township. Discussion ensued over the last power outage and the effect of the fire company generator on the 501 red light. We should talk to the fire company about the issue and have CM High check our generators for reliability. **After brief discussion, Bruce Kramer made a motion to accept the CM High 2017 Preventative Maintenance Agreement for \$845. Chairman Fetter seconded the motion and the motion carried.**

The Planning Commission minutes from October 17, 2016 were reviewed. There were no comments. It was noted that Al Feitzinger has retired from Planning Commission and we would like to acknowledge his 14 years of service with a plaque.

Sewer/HTMA Update

The reports from Select Environmental for October and November operations were reviewed. All reports are positive.

Flow Comparisons for sewer and water were reviewed for the month of December to date.

EIT Update

The November 2016 EIT update was included for review.

Secretary Report

A letter was received from the Lebanon County Tax Collection Committee noting that many old EIT Bureau records that have been kept are no longer needed and they intend to purge them. Any municipality or school can request copies of these records if they wish.

A flyer was sent regarding a School Choice Week in January. The program is requesting that municipalities adopt a proclamation promoting school choice. The Board decided they would not like to participate in adopting a proclamation.

Jon Fitzkee of the Lebanon County Planning Department Transportation Division contacted the Township to provide information for LTAP assistance. He and Chairman Fetter discussed a solution to some traffic issues at the square in Schaefferstown and Mr. Fitzkee shared contact information for an individual who could assist with an LTAP study of the area.

Kingdom Supply sent us a check for \$1,250 to aid in the cost of replacing the guardrail at South Market Street and Sheep Hill Road. After discussions with the Township at the last meeting, they wished to incur some of the cost for the repair due to truck traffic to and from their business. The Board appreciated the gesture and asked that a Thank You note be sent to them.

Justin from Select Environmental provided information to Ms. Snyder regarding a hydrant marking for the small hydrant on Heidelberg Ave. Blue Book carries circular markers that can be custom imprinted or with stock statements. The Board reviewed the options and would like Justin to order a marker that states "out of service" to be placed on the small hydrant.

A request from a property owner to bill a tenant for the sewer bill while is on a mission trip was denied by the Board. The property owner's father will be managing the mail and property while he is gone and he can facilitate the payments.

At 7:56, an executive session was called by Chairman Fetter to discuss litigation matters and personnel matters. 8:42 the Board returned to regular meeting with no decisions made.

At 8:43, 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 the reorganization meeting and regular meeting combined held on January 3, 2017 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary