

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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December 19, 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
Fred Wolf - Solicitor
3 members of the public

The meeting of Heidelberg Township was called to order at 7:06PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. Andy Kline was in attendance to discuss his possible purchase of the property at 610 S Market Street. The property has a sewer lien on it and he asked the Board if they would release the lien if the amount is paid in full but the property is not yet connected to the sewer. Solicitor Wolf stated that an agreement could be drawn that states Mr. Kline has a certain time frame to connect the property after purchase. It would be recorded and then enforced should the property not get connected on time. The Board agreed and thanked Mr. Kline for coming to the Township. Mr. Kline also asked if any of the late fees on the account could be forgiven since he would be paying the bill in full. The Board said they will discuss the matter in Executive Session.

Mr. Kline discussed the settings on the Traffic Light at Route 501 and Heidelberg Avenue. The Board will talk to CM High about reviewing the flash settings.

The Board reviewed the minutes of the November 14, 2107 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the November 14, 2017 meeting. Ted Cromleigh seconded the motion and the motion carried.**

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

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 \$106,984.59 from Light Fund, State Fund and General Fund for invoices and payroll. Chairman Fetter seconded the motion and the motion carried.** Mr. Snyder noted that an additional bill for the USTIF permit fee to the Commonwealth of PA is now only payable via online payments. The Board authorized Ms. Snyder to pay the \$82.50 online.

Sewer bills were submitted for review. **After brief discussion Bruce Kramer made a motion to accept the bills as submitted for a total of \$14,566.48. Ted Cromleigh seconded the motion and the motion carried.**

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 \$18,546.45. Ted Cromleigh seconded the motion and the motion carried.** Bruce Kramer noted that AH Moyer Bills were received for multiple leak repairs. The Bills totaled around \$10,000 and the Board was satisfied. They will be paid at the next meeting.

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

Howard noted that Anti-Skid was picked up at the plant rather than having it delivered. Ted Cromleigh noted that there seemed to be a lot of anti-skid left on the roads. Howard stated it may have been various reasons but will check into the reason why. Mr. Cromleigh noted that once MS4 regulations come the Township will be forced to use no anti-skid. Other methods of winter weather control will be looked at in preparation for those regulations.

The Zoning Officer's Report for November 2017 was reviewed. Ms. Snyder stated there was no bill or report, just a permit list. Minimal work load for the month was the reason.

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

Engineer's Report

Bobby Gerhart from Matthew & Hockley was in attendance to discuss the Marlin & Richard Martin Lot add-on plan. Marlin will be subdividing his home from the remainder of the farm and then adding the farm to Richard's home property next door. There is a shared access and an agreement for maintenance and future access will be recorded with the plan. They are asking for a plan scale waiver to accommodate the size of the land parcels. **Bruce Kramer made a motion to approve the waiver as requested. Ted Cromleigh seconded the motion and the motion carried. Bruce Kramer also made a motion to approve the plan as presented. Ted Cromleigh seconded the motion and the motion carried.**

Clarence and Wayne Weaver requested a release of his Letter of Credit remaining for the property at 826 N. Market Street. Bob Lynn noted that inspections were done but there are still some things that need to be done. Based on the Hanover observations, Mr. Lynn is requesting a release of \$66,261.00 and retaining \$4,887.00 for the remaining punch list items. **After brief discussion, Bruce Kramer made a motion to release \$66,261.00 from the Clarence Weaver Letter of Credit. Ted Cromleigh seconded the motion and the motion carried.**

Merle Auker requested the release of his remaining escrow amount of \$2,815.00. Ted Cromleigh abstained from discussion on the plan. Bob Lynn stated that based on Hanover review, the full escrow amount is eligible for release. **Bruce Kramer made a motion to release the \$2,815.00 in escrow held for Merle Auker. Chairman Fetter seconded the motion and the motion carried.**

Bob Lynn has been working on the transfer paperwork for the SRBC permit. To transfer the permit from HTMA to the Township it will cost \$840 and paper work will need to be filed.

Joe Baulinger is able to review our HVAC system for deficiencies. The fee will be \$600 for the evaluation. The Board said it is necessary to see what will or will not need to be replaced within the HVAC system.

The Land Development Plan for the proposed Maintenance Building at the Township should be completed for next month's meeting. Bob Lynn noted that many steel building manufacturers won't provide quotes to compare with a framed building. Ted Cromleigh asked if Costars could be researched for building options. The Board stated that if the project must be bid, we should bid steel as an alternate. The roads used by Sunoco have been prepped for winter. The entrance on Distillery Road needs to be pushed back.

The Water System model is nearly complete. A small amount of data needs to be entered for the complete model to be finalized.

The Obie Road dirt section may have grant opportunity to fill in the low section. This raising of the road will help with water drainage.

Solicitor Report

At this time, Ordinance 154 for a Zoning Ordinance Amendment is presented. This amendment will change the off-street parking regulations for single dwelling units from 2 to 3. For townhouse or grouped units, one of the spaces may be allocated in a community lot. The audience was asked for comments and none were given. **After brief discussion, Ted Cromleigh made a motion to pass Ordinance 154. Bruce Kramer seconded the motion and the motion carried.**

Resolution 846 to appoint the CPA firm of Stanilla, Siegel and Maser to do the audit of the 2017 Township accounting was presented. Solicitor Wolf will file all necessary paperwork for the appointment. **Bruce Kramer made a motion to pass Resolution 846. Chairman Fetter seconded the motion and the motion carried.**

The conveyance documents have been signed for the transfer of all assets of HTMA to the Township. Deeds, property transfers and Rights of Way have been signed but are not recorded yet. Existing water rates and fees from HTMA need to be reviewed at the beginning of the year. Tapping fees may be changed with Bob Lynn's water model research.

Solicitor Wolf noted that an executive session will be needed to discuss litigation matters.

OLD BUSINESS

There was none.

NEW BUSINESS

The 2018 Budget was presented for review and adoption. The budget adoption for this evening was advertised in the Lebanon Daily News as required. The Board asked if there were any comments on the proposed budget and there were none. **At this time, Ted Cromleigh made a motion to approve the 2018 Budget as presented. Bruce Kramer seconded the motion and the motion carried.**

Fuel Bids for 2018 were to be reviewed and awarded at this time. Ms. Snyder noted that no bids were received. Advertising will be redone to secure pricing.

Resolution 847 was presented to set the Real Estate Tax Rate for 2018 at \$.07444 mills/\$100.00 of Assessed Valuation. **Bruce Kramer made a motion to pass Resolution 847. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 848 was presented for the setting of the Street Light Tax for 2018. The rate will stay the same at \$.50/LF of front footage. **Bruce Kramer made a motion to approve Resolution 848 for the Street Light Tax rate for 2018. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 849 was presented to set the Fire Hydrant Tax for 2018 at .0001055 mills on assessed value of affected properties. **Bruce Kramer made a motion to pass Resolution 849. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 850 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2018. **Bruce Kramer made a motion to pass Resolution 850. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 851 was presented to set the Non-Uniform Pension Plan Contribution Rate at \$0 for 2018. **Bruce Kramer made a motion to pass Resolution 851. Chairman Fetter seconded the motion and the motion carried**

Resolution 852 was presented to set the Fee Schedule for 2018. **Bruce Kramer made a motion to pass Resolution 852. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 853 to prohibit Category 4 Mini-Casinos in the Township was presented. The State allowed a specific timeframe for municipalities to pass legislation prohibiting them, but the legislation can be rescinded at any time if the Township changes their mind. **Ted Cromleigh made a motion to pass Resolution 853. Bruce Kramer seconded the motion and the motion carried.**

Meeting Dates for 2018 were presented. With the second meeting in December falling on Christmas Day, Ms. Snyder proposed having one meeting the third Tuesday of the month as the Board did this year. The Board agreed. **Bruce Kramer made a motion to approve the proposed meeting dates for 2018. Chairman Fetter seconded the motion and the motion carried.**

The 2018 Holiday schedule was presented. Seven holidays will be recognized again next year. **Bruce Kramer made a motion to approve the proposed 2018 Holiday schedule. Ted Cromleigh seconded the motion and the motion carried.**

The 2018 Preventative Maintenance Agreement from CM High was presented. This is our maintenance contract for the red lights in the Township. **After brief discussion, Ted Cromleigh made a motion to accept the CM High 2018 Preventative Maintenance Agreement for \$845. Chairman Fetter seconded the motion and the motion carried.**

The Planning Commission minutes from October 2017 were reviewed. There were no comments.

The November 2017 EIT update was included for review.

Utility matters were discussed at this time. The Water and Sewer Reports for November 2017 were reviewed. The battery in the generator at the main sewer pump station needed to be replaced. The water usage is in a better range with recent leak repairs. A possible leak in front of Conolite may exist but further investigation is needed.

Ms. Snyder discussed insurance on the old water tower that is no longer in service on Keller Drive. The insurance broker noted we have liability coverage and once the building is removed the coverage can be removed. Ted Cromleigh asked about a key for the building. Ms. Snyder noted that no one from Select Environmental has ever been in the building since it is not part of the public water system and no one knows if there is a key in existence for the building. Mr. Cromleigh asked if the lock can be cut so demolish inspection can take place. Dimension of the lot were also requested.

With a recent accident damaging a fire hydrant, the Board would like Ms. Snyder to get pricing on insuring the hydrants. The accident damage repair costs will be covered by the offender's insurance company.

Ms. Snyder asked what the Board would like to do with the existing HTMA phone numbers. Options were received from ITS. The Board decided to keep the number through the January billing and then eliminate the number.

The delinquent sewer account report was presented for review.

Cope Salt has a loyalty program for which money can be used for bagged salt. The Board will review the options for the loyalty money.

PA Municipal Authorities Association renewal dues were received. Since no one is sure what they offer, the Board asked if the office can look at their website for information.

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

PennDOT Connects sent a letter requesting information to be included in their Route 897 resurfacing project. Bob Lynn said he and Chairman Fetter met with PennDOT staff regarding the project, but will add information to the request form for PennDOT.

Opening an account with Flagger Force was discussed for any traffic control needs. The account application does not include rates. Ms. Snyder said rates were emailed separately. No work would be assigned until rates would be reviewed.

The Hanover Engineering work rates for 2018 were submitted for review.

The Human Society sent their contract for 2018. Ms. Snyder noted that our donation money has been historically used for Township residents that surrender animals.

At 8:44 Chairman Fetter called an executive session to discuss personnel matters and current legal matters regarding property maintenance issues and litigation. At 9:41 the Board reconvened.

Ted Cromleigh made a motion to adjourn the meeting at 10:32 PM. The motion was seconded by Bruce Kramer and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be the reorganization meeting January 2, 2018 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder