

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

PO Box 188 111 Mill Road
Schaefferstown, PA 17088
(717) 949-3885 fax (717) 949-2915 htwpbs@comcast.net

**January 4, 2016
MEETING MINUTES**

Board members present:

Paul Fetter
Bruce Kramer
Ted Cromleigh

Others present:

Howard Leed – Road Foreman
Jennifer Snyder – Office Manager
1 members of the public

The meeting of Heidelberg Township was called to order at 7:00PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag. At this time, Paul Fetter read his Oath of Office for his re-election to the Board of Supervisors.

At this time, Bruce Kramer made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Ted Cromleigh seconded the motion and the motion carried.

The Reorganization of the Board of Supervisors was held. **A motion was made by Ted Cromleigh to appoint Paul Fetter as Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Paul Fetter to nominate Ted Cromleigh as Vice Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Ted Cromleigh to nominate Bruce Kramer as Secretary/Treasurer of the Board. The motion was seconded by Paul Fetter and the motion unanimously carried.**

Appointments of Township duties to staff members were held. **Bruce Kramer made a motion to appoint Paul Fetter Road Master. Ted Cromleigh seconded the motion and the motion carried. Paul Fetter made a motion to appoint Bruce Kramer Administration Supervisor. Ted Cromleigh seconded the motion and the motion carried. Paul Fetter made a motion to appoint Ted Cromleigh Pension Administrator. Bruce Kramer seconded the motion and the motion carried. Paul Fetter made a motion to appoint Howard Leed Road Foreman for the Township. Bruce Kramer seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Jennifer Snyder Office Manager, Right To Know Officer, Sewer Coordinator and Assistant Secretary/Treasurer. Ted Cromleigh seconded the motion and the motion carried. Paul Fetter made a motion to appoint Nadine Frye Administrative Assistant and Assistance Sewer Coordinator. Bruce Kramer seconded the motion and the motion carried.**

A motion was made by Chairman Fetter to affirm that Supervisors Paul Fetter, Ted Cromleigh and Bruce Kramer are or may be employed by Heidelberg Township. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Bruce Kramer to secure bonding for \$750,000 for Treasurer and \$300,000 for Assistant Secretary. The motion was seconded by Ted Cromleigh and the motion carried.

A motion was made by Chairman Fetter to appoint Solicitor Fred Wolf of Henry and Beaver, LLC as legal counsel for the Township. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to adopt Resolution #826 to appoint Stanilla, Seigel and Maser Auditors for the 2015 Township Audit. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to appoint Gordie Sheetz Sewage Enforcement Officer. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Bruce Kramer to appoint Barry Wagner of BRW Consultants, Inc. Township Zoning Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Bruce Kramer to appoint ABI, Inc. as Township Code Enforcement Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Bruce Kramer to appoint Commonwealth Code Inspections as Township UCC Code Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Chairman Fetter to appoint Dale Zartman to the Vacancy Board. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to appoint Christopher Barry to the Zoning Hearing Board. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to appoint Craig Dieffenbach to the Planning Commission. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2016. The motion was seconded by Ted Cromleigh and unanimously carried.

Chairman Fetter made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2016 taxes for Heidelberg Township. The motion was seconded by Bruce Kramer and was unanimously approved.

A motion was made by Chairman Fetter to establish the regular meeting dates and times as the second and fourth Tuesdays of the month beginning at 7:00PM. The only exception in 2016 is no second meeting in November. The motion was seconded by Bruce Kramer and the motion carried.

Motion was made by Bruce Kramer to appoint Paul Fetter as the voting delegate for the 2016 PA State Assoc. of Twp. Supervisors. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to establish the hourly wage and salary schedule per the 2016 budget for Township employees. The motion was seconded by Ted Cromleigh and unanimously carried.

Motion was made by Chairman Fetter to establish the mileage rate at \$.54 cents per business mile driven to concur with the rate set by the IRS for 2016. The motion was seconded by Bruce Kramer and unanimously approved.

At 7:14 PM the reorganization of the Heidelberg Twp. Board of Supervisors was concluded and Chairman Fetter continued with the regular order of business.

A call for public comment was made. There was none.

The Board reviewed the minutes. **Bruce Kramer made a motion to approve the minutes from December 22, 2015. The motion was seconded by Ted Cromleigh and the motion carried.**

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 \$13,746.97 from General Fund for the invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.** A copy of the Budget Comparison for 2015 was submitted along with Cash Deposits for December 2015. Ted Cromleigh asked why the property insurance for the EMS Building wasn't paid. Ms. Snyder stated they did not submit a bill to the Township for payment. The Board will look into the matter.

The Road Foreman's Report for December 2015 was reviewed. A discussion ensued regarding a trucking business located on Route 419 outside of Schaefferstown. Complaints have been stated by residents in the neighboring development regarding truck traffic. A letter will be drafted regarding this issue and instructing the trucks to use Route 419 as a means to return to the location. The Board questioned if this commercial business was approved and asked to have the Zoning Officer review the matter. Howard Leed noted that potholes have been a reoccurring issue due to rain events. The Road Materials bidding will commence soon. The Board discussed the possibility of joining a consortium with some Lancaster County municipalities for better purchasing power. Chairman Fetter will look into the matter. The GasBoy report for December 2015 was reviewed. Ms. Snyder provided a response from Dean Care regarding quotes for lightening suppression at the gas pumps. After discussion of his opinion, the Board elected to accept Care's proposal to install a lightening suppression system at the gas pumps. **Bruce Kramer made a motion to accept the proposal of Care's Quality Service for**

installation of a lightening suppression system at the gas pumps at the Township Building. Chairman Fetter seconded the motion and the motion carried.

The Zoning Officer's Report for December 2015 was submitted for review.

OLD BUSINESS

The Board discussed the Lanco Speedway request to hold a National race on a week night in August. After review by Solicitor Wolf and Zoning Officer Barry Wagner, it has been determined that no provisions exist for them to formally request the race. This actually allows them to hold the race without the need for any kind of hearing. The Board would like them to come to the next Supervisors' meeting to discuss communication with neighbors about the race. Ms. Snyder will contact Tim Bortz of Lanco Speedway to find out if members are available to come to the meeting.

NEW BUSINESS

There was none.

The next Sewer Meeting will be held January 21, 2016 at 6:30PM.

Bruce Kramer reported on the SRBC meeting that was held with Select Environmental and Dave Bright of Spotts, Stevens & McCoy on December 29th. The meeting went well with some minor issues to correct going forward. There have been some mechanical issues with the chlorine pump again and Mr. Kramer noted that he authorized Mike Kreiser to order another pump as a back-up. Also reported was the need for some work to be done on the well pump. Mr. Kramer discussed the issue with Mike Kreiser and he is looking to see if there is a pump for the second well. Discussion was held regarding a notification system for boil water advisories. Ms. Snyder said she will talk to Mike Kreiser about contacting a neighboring municipality for a joint notification system.

The Secretary's Report included communication from Fulton Bank regarding the opening of an escrow account for a Stormwater Management plan.

At 7:54, Chairman Fetter called for an executive session to discuss potential litigation and personal matters. At 8:31 the Board reconvened. **After discussion, Ted Cromleigh made a motion to appoint Hanover Engineering as the engineering firm for the Heidelberg Township Municipal Authority. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh then made a motion to appoint Henry & Beaver LLP, Fred Wolf, as the Solicitor for the Heidelberg Township Municipal Authority. Bruce Kramer seconded the motion and the motion carried. Chairman Fetter made a motion to reappoint Select Environmental as the operator for the Heidelberg Township Municipal Authority water system. Ted Cromleigh seconded the motion and the motion carried.**

The Board discussed the matter of the Utility meeting scheduled for January 21, 2016. After review, the Board decided to cancel the meeting and discuss necessary matters at the Board of Supervisors meeting on January 26, 2016.

Bruce Kramer made a motion to adjourn the meeting at 8:35PM, the motion was seconded by Ted Cromleigh and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on January 27, 2015 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder