

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 2, 2018
MEETING MINUTES**

Board members present:

Paul Fetter
Bruce Kramer
Ted Cromleigh

Others present:

Jennifer Snyder – Office Manager
2 members of the public

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

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 Bruce Kramer to appoint Paul Fetter as Chairman of the Board which was seconded by Ted Cromleigh 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 Paul Fetter to nominate Bruce Kramer as Secretary/Treasurer of the Board. The motion was seconded by Ted Cromleigh 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. Bruce Kramer made a motion to appoint Ted Cromleigh Pension Administrator. Paul Fetter seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Howard Leed Road Foreman for the Township. Ted Cromleigh seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Jennifer Snyder Office Manager, Right To Know Officer, Utilities Coordinator and Assistant Secretary/Treasurer. Ted Cromleigh seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Nadine Frye Administrative Assistant and Assistant Utilities Coordinator. Ted Cromleigh 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 Ted Cromleigh and unanimously carried.

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

A motion was made by Chairman Fetter to adopt Resolution #854 to appoint Stanilla, Seigel and Maser Auditors for the 2017 Township Audit. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to appoint the Lebanon County Planning Department as Sewage Enforcement Officer. The motion was seconded by Ted Cromleigh and unanimously carried.

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

A motion was made by Bruce Kramer to appoint Associated Building Inspections, LLC 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 Ted Cromleigh and unanimously carried.

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

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

Discussion regarding the Park and Recreation Board was held. After discussion ceased, Bruce Kramer made a motion to appoint Jenny Wyatt, Amy Davis, Dale Zartman, Jean Rowe and Chris Horst to serve on the Park and Recreation Board. Ted Cromleigh seconded the motion and the motion carried. Term lengths for the individuals will be determined at a later time.

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 2018. The motion was seconded by Bruce Kramer and unanimously carried.

Chairman Fetter made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2018 taxes for Heidelberg Township. The motion was seconded by Ted Cromleigh 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. Exceptions for 2018 are no second meeting in November and the only meeting in December will be December 18. The motion was seconded by Ted Cromleigh and the motion carried.

Motion was made by Bruce Kramer to appoint Paul Fetter as the voting delegate for the 2018 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 2018 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 \$.545 cents per business mile driven to concur with the rate set by the IRS for 2018. The motion was seconded by Bruce Kramer and unanimously approved.

At 7:22 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 19, 2017. The motion was seconded by Chairman Fetter and the motion carried.**

Bills for the Township 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 \$13,898.52 from General Fund for the invoices and payroll. Chairman Fetter seconded the motion and the motion carried.** Bills for the Water Fund were submitted for review. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$16,687.02. Ted Cromleigh seconded the motion and the motion carried.**

The Zoning Officer's Report for December 2017 was submitted for review.

OLD BUSINESS

Discussion about quotes for fuel for 2018 was held. Ms. Snyder provided the bidding threshold amounts for 2018. The Township is under the new bidding amounts so the Board would like to pursue phone quotes for fuel for 2018.

NEW BUSINESS

There was none.

Utility Report included discussion of hydrant insurance. Ms. Snyder provided an approximate price of \$1000 for insurance on all of the fire hydrant subject to an exact number of hydrants. **Chairman Fetter made a motion to institute insurance on the fire hydrants within the water system. Ted Cromleigh seconded the motion and the motion carried.**

Ms. Snyder provided information regarding an increase of sewer rates for the City of Lebanon Authority. The new rates will be instituted on the March sewer billing to accommodate the increase.

During the Secretary's Report, the CM High fall 2017 report was reviewed. No issues were reported. Ted Cromleigh asked if the red light at Route 501 can be reviewed for presets from the factory. When certain bulbs burn out the whole light system turns to flash and caused problems recently. Ms. Snyder said she will contact CM High for clarification.

The ELCO Youth Baseball group asked permission to use the baseball field for the 2018 season. The Board approved the request once the proof of insurance is provided.

The Lebanon County Treasurer's office sent a new agreement for the rates of collection for our real estate taxes. The rate will increase for \$.45/bill to \$.50/bill. The Board approved the increase previously.

At 7:39, Chairman Fetter called for an executive session to discuss litigation and personal matters. At 8:40 the Board reconvened.

Bruce Kramer made a motion to adjourn the meeting at 8:59PM, 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 23, 2018 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder