

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**February 12, 2019  
MEETING MINUTES**

Board members present:

Paul Fetter - Chairman  
Bruce Kramer  
Ted Cromleigh

Others present:

Sean Weik – Public Works Superintendent  
Jennifer Snyder – Office Manager  
Amy Leonard – Solicitor  
Bob Lynn – Engineer  
5 members of the public

The meeting of Heidelberg Township was called to order at 7:02PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. Jean Rowe thanked the Township for updating the lighting at the Township building. There was discussion about the method of pest control being used as Mrs. Rowe noticed a dead rodent near the cardboard recycling bin.

Peg Fitzkee asked what measures were being taken to rid Morgan Drive of an abandoned car parked at the side of the road. Ms. Snyder noted that the authorities have been called to deal with the issue and she is awaiting a response on the status.

The Board reviewed the minutes of the meeting from January 22, 2019. Ted noted that he was not in attendance. **Bruce Kramer made a motion to approve the minutes from January 22, 2019. The motion was seconded by Chairman Fetter and the motion carried.**

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparisons for January 2019 was submitted for review. A quarterly Pension statement from Fulton Financial was included for the year end 2018.

Township bills were submitted and reviewed for payment. **After a brief discussion regarding some invoices, Bruce Kramer made a motion to accept the bills as submitted for a total of \$65,474.19 from Light Fund, State Fund and General Fund for invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Checks from the Water Fund were written to satisfy the amounts for the easements for the South Market Street waterline relocation. The amount paid to all entities was \$10,264.00. Payments were made at the time of signing.

The Public Works Report for January 2019 was reviewed. Sean Weik discussed recent road winter weather events and material usage. The Gasboy Report was reviewed as well.

The Zoning Officer's Report for January 2019 was submitted for review.

The State Police Report for January 2019 was reviewed.

### OLD BUSINESS

There is a factory part original to the Route 501 Red Light that is not working properly. Technicians from CM High put a temporary part from a different manufacturer into the system and the light has been working fine since. CM High provided a quote of \$1,125.00 to install a new part to correct the issue permanently. **Bruce Kramer made a motion to have CM High replace the part in the red light system. Ted Cromleigh seconded the motion and the motion carried.**

At this time, Bob Lynn discussed the findings of the parking traffic study on North Locust Street. After review, he stated there would be three parking spaces on the West side of the street across from Linda Sue Gardens. Ted Cromleigh said he reviewed the area and thought the Township could allow parking on the East side of the street between the clear-sight triangle of Linda Sue Gardens and the clear-sight triangle of the Fire Company parking lot. The residents of Linda Sue Gardens in attendance expressed thanks for the Board working with them on this issue. Solicitor Leonard stated an advertisement will be placed for adoption of the Ordinance 159 with an amendment showing the allowable parking area on North Locust Street. **Bruce Kramer made a motion to approve advertisement of Ordinance 159 with the Amendment at the February 26, 2019 meeting. Ted Cromleigh seconded the motion and the motion carried.**

Two website quotes were received to build a new Township site. The quote that will fit our budget best is from Level Eleven Art Department from \$3,200. Ted Cromleigh said there are some existing municipality's websites that he would like to model the new Heidelberg website after. The Board noted that while all people in the office should be trained to make updates, they would like Nadine Frye to be the point person. Bruce Kramer abstained from the decision to choose a designer due to a personal conflict. **Ted Cromleigh made motion to have Level Eleven Art Department design and implement a new Township Website for \$3,200. Chairman Fetter seconded the motion and the motion approved.**

### NEW BUSINESS

Resolution 872 was presented to update our records disposal policy. Our previous resolution references an older policy manual that was updated in 2008. This resolution will affirm that the Township is following the 2008 record retention policy. **Bruce Kramer made a motion to adopt Resolution 872 to update our record retention policy. Ted Cromleigh seconded the motion and the motion carried.** Warwick Township sent correspondence regarding watershed improvement projects along the Hammer Creek. Bob Lynn believes they may be in search of projects to satisfy their MS4 compliancy. The Board said someone could meet with them and Elizabeth Township to see what kind of projects they may be considering. Mr. Lynn wants to make sure the projects would not detract from our future requirements when we must adhere to MS4 rules.

The Secretary's Report was presented.

Ms. Snyder received notification from our insurance broker that fund raisers done by the Fire Company or Ambulance service need to be approved by the Board. Since the Township pays for the Workers Compensation, all fund raisers must be approved in order for insurance to cover an injured party volunteering at the event. The Board would like Ms. Snyder to get a list of fundraising events from the Fire Company Chief.

The Bi-Annual Act 205 Pension Valuation report from Conrad Seigel was presented. Ted Cromleigh will review the report since he is the Pension Administrator.

The Northwest EMS sent their report for coverage during January 2019.

Ms. Snyder wished to note a correction to the minutes dated November 13, 2018. An incorrect month was typed in the minutes for the Steven Spohn time extension. The approved minutes show a date of February 26, 2019, but all other correspondence and notes show a date of March 26, 2019. Ms. Snyder will pen a mark-through in the official minute book and Bruce Kramer will initial the change.

Chairman Fetter wished to discuss the state of recycling at the Township. He had discussion with Boy Scout coordinators about how to best continue the volunteer recycling program. They noted that a new coordinator for the program is needed to make sure someone is there each week to monitor the area. Ted Cromleigh believes Nadine Frye from the Township Office could perform that function. Chairman Fetter said the Boy Scouts will still man the recycling on even months of the year. Ms. Snyder stated she spoke to the local youth group and is awaiting an answer from them. She also said Mrs. Frye mailed letters to local churches requesting volunteers as well. The Board suggested contacting the ELCO School District to see if there is any conservation group or club that may wish to help also. Chairman Fetter listed some purchases that could aid volunteers run the recycling area more efficiently. Ms. Snyder will contact the Greater Lebanon Refuse Authority to request any assistance with signs or other items to aid volunteers.

Ted Cromleigh asked if the Township could have Eberly Tree Service remove a fallen tree at the Fire company baseball diamond. Sean Weik said he will discuss the matter with them.

Chairman Fetter said Alice Oskam of Historic Schaefferstown requested the Township write a letter of support in their efforts to secure a grant. They are working on restoring a fireplace in the Schaeffer house and the grant will assist their work. Ms. Snyder will write the letter.

Peg Fitzkee thanked Sean Weik for replacing a sign on West Reistville Road. She also inquired about the stop sign at Prescott Road. Mr. Weik noted that it is a PennDOT sign to replace, but the Township put a temporary sign in place until that work is complete. Mrs. Fitzkee asked what the status was of the water tank painting on Valley View Road. The Board noted that a meeting with Sherwin Williams is scheduled this week to discuss options for painting the water storage tank. She also noted that surveying around the area of Route 419 and Route 897 was taking place and wondered if the Township knew what was being done. The Board noted that a landowner in that area is preparing development plans and is working on utility markings in the area.

Chairman Fetter called an executive session at 8:08 to discuss personnel matters. At 8:20 the Board reconvened.

**At this time, Bruce Kramer made a motion to hire Cody Shalters as a seasonal employee at the rate of \$20.17. Chairman Fetter seconded the motion and the motion carried.**

**Bruce Kramer made a motion to adjourn the meeting at 8:26PM, the motion was seconded by Ted Cromleigh and the motion carried.**

The next meeting of the Heidelberg Township Board of Supervisors will be on February 26, 2019 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

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Secretary

*Minutes recorded by Jennifer Snyder*