

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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

**July 24, 2018
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Howard Leed – Road Foreman
Jennifer Snyder- Office Manager
Jennifer Prunoske – Township Engineer Proxy
Fred Wolf – Solicitor
Amy Leonard – Solicitor
5 members of the public

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

A call for public comment was made. Jeff Halye asked if the EMC position was still open and if he could discuss filling the role. The Board said they would like to set up a time to meet with him and work out the actual needs, requirements and responsibilities of the EMC position.

Brian Welch noted that he is still having water run-off issues in his yard. Ted Cromleigh has been monitoring the water in the area and is unsure where the problem is stemming from. Mr. Welch stated that Bob Lynn was out to visit the site last week and was going to send a letter to Blue Lake Builders regarding his visit. No one is sure if Mr. Lynn sent the letter prior to leaving for vacation. Jen Prunoske, who is attending the meeting in Bob's place, will check with Mr. Lynn upon his return.

Jean Rowe asked if the Township would work with PennDOT to designate areas where break retarders would be banned. Chairman Fetter said break retarders are not the cause of the loud noises, but rather modified exhausts that cause the sound upon use of the item. A decibel meter would be the only way to measure non-compliance should anyone pass rules against using them. Mrs. Rowe asked if renewing a police force in the Township has been discussed recently. The Board said that matter has not been discussed.

A review of the meeting minutes from July 10, 2018 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of July 10, 2018 and was seconded by Ted Cromleigh. The motion was approved.**

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 \$27,225.27 from Light Fund and General Fund for bills and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the Water 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 \$12,828.73. Ted Cromleigh seconded the motion and the motion carried.**

Bills for 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 \$6,209.30. Ted Cromleigh seconded the motion and the motion carried.**

Engineer's Report

Jen Prunoske was in attendance to present the Engineer's report.

The Melvin Burkholder Major Plan on Lost Acre Lane was presented for review. Dave Mease from Diehm & Sons was in attendance to discuss the plan. Ted Cromleigh excused himself from the discussion. Five waivers have been requested for the plan primarily involving stormwater management facility. **After hearing all waiver requests, Bruce Kramer made a motion to approve all waiver requests. Chairman Fetter seconded the motion and the motion carried.** Mr. Mease stated that the escrow account for the Improvement Guaranty is prepared at Fulton Bank. Ms. Snyder said she received the agreements from Solicitor Wolf's office and the Burkholders are coming in to sign them tomorrow. **After brief discussion, Bruce Kramer made a motion to approve the Stormwater Management Agreement, the Improvement Guaranty and the Plan for the Melvin Burkholder Major Land Disturbance Plan. Chairman Fetter seconded the motion and the motion carried.**

The Storage Building bids have been received and reviewed by Hanover. There was only one bid for the steel building from Woodland Contractors and two received for the frame building from Woodland Contractors and Dutchman Contracting. The Dutchman Contracting bid was lowest but is still a bit higher than the budgeted amount. The price may be higher due to prevailing wage rates and the current metal market for the roofing on the building. The Board discussed the need of the building for equipment protection. **After discussion, Ted Cromleigh made a motion to award the Storage Building bid to Dutchman Contracting in the amount of \$285,196.00. Bruce Kramer seconded the motion and the motion carried.** Ted Cromleigh said that the contractor made contact with Hanover Engineering and expressed some cost saving ideas should the Township be interested. Ms. Snyder will make contact with Hanover staff to find out more information.

ISM Construction has requested a release of escrow for their job at 111 High Street. Hanover has done the necessary inspections and recommends full release of the escrow. **Ted Cromleigh made a motion to approve the release the held escrow of \$11,352.05. Bruce Kramer seconded the motion and the motion carried.**

Ervin Newswanger has requested a release of held escrow for his project on Mountain Road. This project involved subdivision, land development and construction of a new home. Hanover has a few punchlist items that remain for the project to be complete. They have suggested a reduction of \$23,548.05 and retain \$1,723.35 until completion. Ms. Snyder said Mr. Newswanger has mentioned giving the Township a check for the retainage so the full escrow can be released at Fulton Bank. The Board said that would be fine. **After brief discussion, Bruce Kramer made a motion to release \$23,548.05 from the Ervin Newswanger held escrow. Ted Cromleigh seconded the motion and the motion carried.**

Blue Lake Builder submitted a waiver request of Land Development requirement for their lots on S. Lancaster Avenue. They wish to place townhomes on the land but would like to seek relief from some Land Development items. The Planning Commission did not approve their request at their last meeting. The Board affirms their decision. **Chairman Fetter made a motion to disapprove the request from Blue Lake Builders for a waiver of Land Development on South Lancaster Ave. Bruce Kramer seconded the motion and the motion carried.**

The Curt Zimmerman Land Development Plan was resubmitted to the Township because there was a second improvement on the property to review. Bob Lynn had reviewed the submission and noted that a small portion of the building and stormwater facility are in Heidelberg Township, but all flow of stormwater will drain into Jackson Township. It was suggested that Heidelberg Township should defer the new plan to Jackson Township as it was done for the first plan. **Bruce Kramer made a motion to defer the Curt Zimmerman Land Development Plan at 811 S. Ramona Road to Jackson Township. Chairman Fetter seconded the motion and the motion carried.**

The Notice of Termination for our NPDES permit used during the sewer project is being filed. Ms. Prunoske said a motion is needed to allow someone from the Township to sign any documents needed in the filing. **Bruce Kramer made a motion to allow any Supervisor the ability to sign the paperwork to file the Notice of Termination of our NPDES Permit. Ted Cromleigh seconded the motion and the motion carried.**

A response was written by Bob Lynn to DEP regarding the Notice of Violation for the Water System Chlorine Analyzer. He had conversation with Nadine Frye of Heidelberg Township, Select Environmental and DEP to determine the necessary response. The letter detailing the explanation is included for the Board's review.

Ted Cromleigh asked if Ms. Prunoske could begin working on a violation notice to the owner of the car wash regarding excessive water usage. He was to notify the Board of a use of a recycling system but he has not to date. Surcharges should be calculated as well.

Solicitor's Report

Solicitor Fred Wolf presented the Solicitor's report. Amy Leonard was in attendance as well. Solicitor Wolf discussed the purchase of a new Broom apparatus. The purchase for \$11,388.00 was not budgeted but necessary to replace the old attachment. The Board previously made a motion to pay the items from the Capital Reserve Fund. Solicitor Wolf noted that since this is a proprietary fund, the Board can verify the purchase and reimburse the Township General Fund from the Capital Reserve Fund to account for the cost of the broom. **Chairman Fetter made a motion to affirm the purchase of the new broom attachment from the Capital Reserve fund. Ted Cromleigh seconded the motion and the motion carried.**

The Bond of 2013 can be paid down at any time. The Board will need to determine how much money they wish to use from the Tapping Fee account to do so by the end of the year.

The Notice of Violation for 114 High Street has been sent to Matt Crème for filing with the court. A draft agreement to work with Kingdom Supply for brief road closures on South Church Street was done by Amy Leonard. Solicitor Wolf and Ms. Leonard have made some revisions already but would like the Board to review the content before continuing. Matters of frequency, enforcement, agreement termination, liability insurance and owner involvement were all discussed. Guardrail movement at the bridge on South Church Street was discussed. Bruce Kramer noted that there doesn't seem to be as many large trucks and road closures to allow for truck unloading. Ms. Snyder said that Mr. Smucker was going to work on diverting large trucks to their new Denver facility so that may have started to take place. Amy Leonard said before she continues working on the agreement we should contact the business owner and see if he is going to pay for all of her time. The Board asked Ms. Snyder to contact Mr. Smucker regarding payment and to see if the agreement is still needed based on current delivery trends. Ted Cromleigh asked if Solicitor Wolf is still working on the No Parking Ordinance amendment for North Locust Street. Other streets to include for No Parking still need to be identified and enforcement measures must be determined in order to proceed.

Easement agreements for the water line relocation on South Market Street are being worked on. One property owner is not responsive to communications. The other had a meeting with Bob Lynn and their attorney last week. Solicitor Wolf will speak to Bob Lynn when he returns from vacation. Firework permitting was discussed. PSATS has listed a sample ordinance that needs minor changes to suit Heidelberg Township needs. We may need to develop a permit application if none is provided by PSATS. The Board asked Ms. Snyder to email the sample to them for review. The Delinquent/uncollected Sewer report was reviewed with Amy Leonard. Letters have been sent to those who are paid but not connected and subsequent letters will be sent to other non-compliant property owners. Some bank owned properties have connected to the sewer. Solicitor Wolf would like to have an executive session called to discuss Zoning Ordinance violations and Police Pension matters. It will be held at the end of the regular meeting.

OLD BUSINESS

There was none.

NEW BUSINESS

The Pennsylvania One-Call System is offering excavator training in Lebanon. The Board would like the Road Crew to attend the training.

The Planning Commission minutes from the May 2018 meeting were reviewed.

Utility Update

The reports from Select Environmental for June 2018 operations were reviewed. Bruce Kramer noted that sewer pump failures at the main station were investigated. One time there was air in the lines and the second appears to be an ongoing issue. Envirep did trouble shoot the matter and there seems to be a manufacturer defect that no one can determine.

The Flow Report for Month to Date was reviewed.

EIT Update

The June 2018 EIT update was included for review.

Secretary Report

The Northwest EMS organization sent a monthly and yearly call report for the Board.

Ms. Snyder submitted the Fall 2018 Newsletter for review. The board said it is fine. Recycling is a topic in the newsletter. Our residents participate a great deal in the voluntary recycling program and another bin could aid in collections. Ms. Snyder will check with Chris Barry about cost of different sizes of bins. Jean Rowe asked why Heidelberg Township does not have mandatory recycling and if the Board would initiate it. Ms. Snyder explained that population determines whether it is required in a municipality. Since we do have a population great enough, we cannot force trash haulers to send a special truck to pick up the recycling as it would not be cost effective for them to do so.

The website needs updating since the initial platform it was developed on is outdated. She would like permission to get pricing on doing the update. The Board said that would be good to do.

At 8:41 Chairman Fetter called an executive session to discuss current and potential litigation matters.
At 9:05 the Board reconvened to regular session with no decisions required.

At 9:16, Chairman Fetter made a motion to adjourn, which was seconded by Bruce Kramer. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held on August 14, 2018 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary