

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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

**October 23, 2018
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Sean Weik – Public Works Superintendent
Jennifer Snyder- Office Manager
Bob Lynn – Township Engineer
Fred Wolf – Solicitor
Amy Leonard – Solicitor
3 members of the public

The meeting was called to order at 7:09 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

Sgt. Barr of the PA State Police was in attendance to discuss patrol matters. Trends were discussed and what types of calls have increased or decreased. Traffic Stops have nearly doubled this year from last but vehicle crashes have decreased. She did note that while their overall numbers are lower than last year, they are attending to more things within the Township. The Board thanked Sgt. Barr and Troop L for all they do for the Township.

A call for public comment was made. Brian Welch noted that corrections to the Linda Sue Gardens stormwater run-off issue have not yet been made. The Board noted that the Township is still holding money from the Letter of Credit and if repairs are not made by Blue Lake, they will rectify the situation. Mr. Welch thought the Township designed their stormwater, but Bob Lynn corrected the matter.

Andy Kline asked about road repairs being done by Sunoco. The Board noted that they are working with the Sunoco rep currently. He relayed some of his trials in dealing with them and is glad to hear the Township is already in contact regarding road repairs that are necessary.

A review of the meeting minutes from October 9, 2018 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting October 9, 2018 and was seconded by Chairman Fetter. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. **After a brief discussion, Bruce Kramer made a motion to accept the Township bills as submitted for a total of \$54,977.06 from General Fund for bills and payroll. Ted Cromleigh seconded the motion and the motion carried.** Bills for Water were submitted for review and payment. **After brief discussion, Bruce Kramer made a motion to accept the Water System bills as submitted for a total of \$19,307.99. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the Sewer System bills as submitted for a total of \$5,679.67. Ted Cromleigh seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented the Engineer's report.

The Municipal Storage Building contractor has submitted a payment application for the work completed to date. The application request is \$68,212.80. Mr. Lynn discussed the plans for the week and what will be completed. **After brief discussion, Bruce Kramer made a motion to pay Payment Application 1 from Dutchman Contracting in the amount of \$68,212.80. Ted Cromleigh seconded the motion and the motion carried.**

Landmark Builders submitted a Time Extension request to allow for more time to review the Copper Ridge Land Development submission. The time extension would extend the review time to February 12, 2019. The Board discussed the need to keep an escrow for invoice reimbursements during the review period. Ms. Snyder will continue to bill them as she does other plans, but will note that the payment period must be met or review of the plan will stop. **Bruce Kramer made a motion to accept the time extension for the Copper Ridge Development. Ted Cromleigh seconded the motion and the motion carried.**

The Comprehensive Plan Land Use map has been prepared for the Board to review. This meets the requirements of the MPC and includes form zoning changes. The Planning Commission recommends advertising for adoption of the map and the comprehensive plan and the Board December 18th meeting. The information about the plan has been given to all neighboring municipalities and schools as well. None of the entities offered comments on the plan. **After brief discussion, Ted Cromleigh made a motion to advertise for the public hearing and adoption of the Comprehensive Plan and Land Use Map. Bruce Kramer seconded the motion and the motion carried.**

The FEMA Floodplain map was reviewed for grammatical errors and map notation mistakes. Mr. Lynn will get a corrected copy and he can then review it for technical revisions. We will need to notify property owners who will have a change to their property with this new FEMA revision.

The South Market Street Waterline relocation project is waiting for completion of land appraisals for the new waterline placement. Ben Weaver is able to perform the appraisals, but his schedule is busy for a month. Solicitor Wolf will prepare a resolution for condemnation of the land just so the project can proceed without agreements from the landowners. The amount of compensation for the landowners where the waterline will be placed will be determined at a later date. Mr. Lynn stated the bid documents are already prepared. **Ted Cromleigh made a motion to approve Resolution 859 for condemnation of property related to the waterline relocation on South Market Street. Bruce Kramer seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Fred Wolf presented the Solicitor's report. Amy Leonard was in attendance as well.

The appointment of the CPA Auditor Resolution will be prepared by Solicitor Wolf to be passed at our December meeting.

The Sunoco Bond will be held until repairs are made to affected roads by their machinery. We will continue to hold the bond for 18 months until the roads are maintained to our satisfaction. Bob Lynn will be meeting with Sunoco to review the roads in need of repairs.

Amy Leonard prepared a draft complaint for those property owners who have paid the tapping fee but have not connected to the sewer. The draft will be sent with a letter to the property owners prior to filing it with the Court to give them time to comply with the mandatory connect ordinance. The Delinquent/Unconnected Sewer List was reviewed as well.

The No Parking Ordinance is prepared and Solicitor Wolf wanted to verify which street will be included. North Locust Street, Miller Street, Church Street and North Lancaster Avenue will be posted as no parking. Sean Weik will check with other road crew members to see if there are other streets they would like to eliminate parking on. A draft of the ordinance will be presented at the November 13th meeting for review and if approved, adoption at the December 18th meeting.

The Local Services Tax Ordinance is advertised for adoption at the November 13th meeting. Keystone Collections has been notified so they can alert businesses in Heidelberg Township.

The Car Wash memorandum of understanding was completed by Amy Leonard. She mailed it to Mr. Zimmerman for signature.

OLD BUSINESS

The FEMA/PEMA meeting regarding flood damage will be held tomorrow. Bruce Kramer and Sean Weik will be in attendance to tour our damaged areas with representatives from both agencies. Ms. Snyder noted that totals for vendor labor and materials have been supplied to the Lebanon County Department of Emergency Services.

NEW BUSINESS

Jenny Wyatt submitted her resignation from the Park and Recreation Board effective the end of 2018. Replacements will be sought. Ms. Snyder noted that the grant the Park and Rec Board submitted an intent letter will not be applied for, but a DCNR Small Communities Grant will be applied for instead.

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

Utility Update

The reports from Select Environmental for September 2018 operations were reviewed. The sewer and water reports were both acceptable.

EIT Update

The September 2018 EIT update was included for review.

Secretary Report

Cope Salt sent a letter of reward dollars the Township can spend on their products. Bruce Kramer noted that sodium chloride can be used as dust control on the unpaved roads and Chairman Fetter said we could purchase a few bags of ice melt as well.

The September 2018 and Year to Date call reports from the Northwest EMS was reviewed.

The purchase of winter jackets for the road crew was discussed. Sean Weik would like the men to have High Visibility jackets in case they need to exit their vehicles during weather events. Earl Hehnley needs a sweatshirt as well. The Board agreed that safety clothing is a priority and we should purchase what is necessary.

At 8:39 Chairman Fetter called an executive session to discuss property maintenance issues. At 9:32 the Board reconvened to regular session with no decisions required.

Bob Lynn discussed a matter at 320 Auburn Drive where a project was started before their Minor Stormwater Management Plan was designed and approved. The property owner asked if he could complete the project to prepare it for the winter season. The Board did not approve the request.

At 9:14, Chairman Fetter made a motion to adjourn and return to the budget discussion, 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 November 13, 2018 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary