

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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April 23, 2019
MEETING MINUTES

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Jennifer Snyder- Office Manager
Fred Wolf - Solicitor
Amy Leonard – Solicitor Proxy
Bob Lynn – Township Engineer
7 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.

At this time, Chris Bamber of PFM Financial and Pete Edelman of Stevens and Lee were in attendance to discuss the refinancing parameters ordinance for the 2013 Sewer Bond. The Parameters Ordinance was written to require a 2.5% savings minimum in order to continue the refinancing process. The timeline and savings possibilities were discussed. The Parameters Ordinance was advertised as necessary and will be recognized as Ordinance 160. **After brief discussion, Ted Cromleigh made a motion to adopt Ordinance 160 to set parameters for a bond refinancing. Bruce Kramer seconded the motion and the motion carried.**

A call for public comment was made.

Peg Fitzkee asked what the status was of the car on Morgan Drive. Ms. Snyder said she contacted the authorities and will discuss the matter with the Board in executive session.

Connie Davis asked why the Township did not participate in the regional police study Myerstown Borough requested other municipalities to be involved in. The Board said they felt the State Police were doing an adequate job in covering the Township. Discussion regarding police continued. The Board explained that financially, it is difficult for small municipalities to have local police even with a regional force. Ted Cromleigh stated he spoke to neighboring townships that are involved in regional police regarding how much they budget for the coverage. The amounts vary but all were over half of our Township's entire budget. Katie Sweeney mentioned some issues EMS is concerned with and the Board noted the concerns. She asked who the other townships were that Ted Cromleigh spoke to regarding their regional forces. Paul Fetter discussed Governor Wolf's plan to fund the State Police budget shortfall. He also discussed how the City of Philadelphia is the largest user of the State Police and they have a full-time police force but would pay nothing under the Governor's plan. There was continued discussion about local and regional police between the Board and residents.

Nelson Leid, Schaefferstown Fire Company Chief was in attendance to explain the new box card assignments for emergency equipment. Lebanon County Department of Emergency Services has installed a new call system and worked with Schaefferstown Fire Company for vehicle

assignments to calls in Heidelberg Township. This paperwork needs to be signed by the Board as part of their responsibility to provide emergency services in the Township. The Board thanked Mr. Leid for coming and explaining what the papers were for and would sign them.

A review of the meeting minutes from April 9, 2019 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of April 9, 2019 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 bills as submitted for a total of \$33,662.02 from the General Fund for bills and payroll. 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 bills as submitted for a total of \$5,848.94. Ted Cromleigh seconded the motion and the motion carried.**

Bills for Water Account were submitted for review and payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$31,858.38. Ted Cromleigh seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented the Engineer's report.

The FEMA Floodplain Map revisions were discussed with a PowerPoint presentation by Mr. Lynn. Many areas are being removed from the floodplain based on a review of information by FEMA. Maps will be provided and hung at the Township for people to view. The link for the new map can be put on the Township website as well. More communication will be made with those residents whose properties are being added to the floodplain area.

Landmark Builders has offered a time extension for the Copper Ridge development. This extension would last through May 28th. Mr. Lynn noted that he has a meeting with the developer retarding water service to the development. **At this time Bruce Kramer made a motion to grant the time extension for the Copper Ridge Land development plan. Ted Cromleigh seconded the motion and the motion carried.**

Doug Horning requested an inspection of his land development and reduction of his Letter of Credit based on that work. Bob Lynn stated that Mr. Horning has had all required inspections and Hanover recommends reducing his Letter of Credit by \$47,547.56. **Bruce Kramer made a motion to release \$47,547.56 of the Doug Horning Letter of Credit. Ted Cromleigh seconded the motion and the motion carried.**

The Source Water Protection update needs to be completed. The Board asked if we should continue to participate in this program. Bob Lynn stated by keeping the report updated helps the Township when seeking grants for any work on the water system. The Board noted that the deadline for completion has passed but Mr. Lynn stated is will communicate with the representative of the program.

The Letter of Credit for Titus Martin Lot 10 is still being held by the Township. The lot is now owned by his son Timothy and he does not intend to build a home where the original plan showed it to be. Timothy has signed an agreement stating he will do a Land Development Plan and post an improvement guaranty when he and his wife decide what they want to do with the land. Based on that agreement signing, the Board can release the money held for Titus. **Ted Cromleigh made a motion to release the Letter of Credit held for Titus Martin for Lot 10 of his subdivision plan. Bruce Kramer seconded the motion and the motion carried.**

Dutchman Contractors has submitted a payment application 3 for work done on the storage building at the Township building. This application amount is \$22,942.50 and Hanover Engineering has verified the amount for payment. We are still holding approximately \$23,000 from payment waiting future verifications. Mr. Lynn noted that there will be a reduction in the contract price based on work done by Township employees. **After brief discussion, Bruce Kramer made a motion to approve Payment Application 3 for Dutchman Contractors for \$22,942.50. Ted Cromleigh seconded the motion and the motion carried.**

Bob Lynn submitted a change order for the 2018 paving contract for Landis Deck. The Township added a small patch area on Sunnyside Road and the area of Locust Street where the sinkhole occurred. **After discussion, Ted Cromleigh made a motion to approve the Change Order for the 2018 Paving Contract in the amount of \$18,724.72. Bruce Kramer seconded the motion and the motion carried.**

The SRBC Grandfathered Well Registration is almost done. There was an error made during the application process which has been cleared up with the reporting agency.

Sunoco intends to close Old Mill Road at the gas crossing to finish the connection to the 16" line. Jorge Cabral from Sunoco submitted a detour plan to be used during the work days. The Board wanted to know when restoration work is supposed to be done. Mr. Lynn noted that Mr. Cabral is planning on work starting in late summer. The Bond we are holding for their restoration work needs to be reviewed to make sure it is still valid. Sunoco must also verify that they notify all EMS, Post Offices, School and State Police.

Linda Sue Garden as-builts have been submitted. Water valves in the development have been checked but some require some attention before the Township will accept them for dedication.

There was discussion about the Route 897 paving project. The Board asked if it was possible to replace the water valves in Route 897 at the Prospect Hill Development. Chairman Fetter stated that he received a call from a PennDOT representative regarding drainage repairs that will be included in the paving project. These drainage issues were suggested during the walkthrough with PennDOT and Township staff. Letting for the project is scheduled for next week. Bob Lynn said he will coordinate the manhole riser rings, water valves and the replacement of the valve cluster at the Prospect Hill Development.

Solicitor's Report

Solicitor Wolf presented the Solicitor's report.

There is a sewer line we installed in South Lebanon Township to make the connection for our new sewer system. There are properties in South Lebanon Township that would like to connect to this sewer line. In order to do this the section of sewer line in South Lebanon Township must be dedicated to them. The Board authorized Solicitor to prepare the paperwork to allow this transfer of ownership.

Solicitor Leonard discussed the progress of the non-compliant property owners of the on-lot septic program. Some have already taken care of pumping and others had simply forgotten to mail in the appropriate paperwork. She also noted that a complaint was filed against four property owners that have paid their sewer tapping fees but have not connected. We are awaiting their response.

OLD BUSINESS

There was none.

NEW BUSINESS

Ms. Snyder asked the Board if they intend to lay dust suppressant on the dirty & gravel roads this year. The Board discussed the type of product to use. They asked Ms. Snyder to talk to Sean Weik about getting pricing for the Soy Bean Oil product used last year.

Road projects for 2019 were discussed. The Board would like to get bid information prepared, but they need better information from Sunoco on what road they intend to repair. The Board spoke with Bob Lynn about roads Sunoco used and damage incurred. He said he spoke to Jorge Cabral about the issue and he said they will work on road restoration late summer. Ms. Snyder stated that the original plan was to pave Distillery Road from Old Mill Road to just before Route 501. There are some sections of Distillery that need to be patched prior to paving. The Board would like Mr. Lynn to work with Sunoco and Sean Weik to determine what our road projects will be for 2019 and get the projects out for bid.

The State Police report from March 2019 was reviewed. Information regarding types of calls on the report was discussed with members of the public.

Utility Update

The reports from Select Environmental for March 2019 operations were reviewed. The water usage is still elevated but the Board attributed the use to the car wash. The Nitrate levels from the wells were reviewed. There was some discussion about the fluctuations from one day to the next in the levels, but further clarification on testing of the water samples is necessary.

The Envirep service contract for 2019 was reviewed. The Board noted their good service. **After brief discussion, Ted Cromleigh made a motion to approve the Envirep sewer pump station maintenance contract for 2019 in the amount of \$3,990. Bruce Kramer seconded the motion and the motion carried.**

EIT Update

The March 2019 EIT update was included for review.

Secretary Report

The Northwest Ambulance organization submitted their call report for March 2019.

Our software provider Freedom Systems sent information about IT Service contracts. Currently we call them when we need assistance with our small business server. They have been kind enough to date to do the work for free since they installed our server, but have noted that they will probably need to start billing us for their time. A contract for their service will help with pricing and guaranty us help when office staff is unable to correct problems. The Board elected the Bronze IT service package for 12 hours of assistance. If it is determined to be too little time, they will reevaluate the contract when it expires. FEMA sent correspondence regarding the acceptance of our Hazard Mitigation plan.

Ms. Snyder requested that the Township open a commercial account with Home Depot. We have made recent purchases for building repairs there and an account would allow us to purchase as non-taxable, designate people allowed to purchase and get one monthly bill to pay for all Home Depot purchases. The Board said that would be fine.

Ms. Snyder received a request from the Fire Company to roll their grounds for unevenness. The Board said that would be fine for the road crew to do.

PLGIT requested limiting the amount of people with online access. They wished to designate Ms. Snyder as the only user with online access but she was not comfortable with that arrangement. She stated that she and Bruce Kramer, Secretary/Treasurer, should both have online access to the PLGIT bank accounts. The Board agreed and understood PLGIT's position.

Ted Cromleigh asked if a sewer rate study was being worked on. Ms. Snyder stated that she discussed the sewer bills with Bob Lynn and they believe the sewer Debt Service charge can be lowered. The 2020 budget will see a line item added for sewer capital improvement which should be funded from the O&M charges on the sewer bill. Bob Lynn said he will review information with Ms. Snyder.

At 8:47 Chairman Fetter called an executive session to discuss possible litigation matters and property maintenance issues. At 9:36 the Board reconvened to regular session with no decisions made.

At 9:41, Bruce Kramer made a motion to adjourn, which was seconded by Ted Cromleigh. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held on May 14, 2019 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary