

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 7, 2019
MEETING MINUTES**

Board members present:

Paul Fetter
Bruce Kramer
Ted Cromleigh

Others present:

Sean Weik – Public Works Superintendent
Jennifer Snyder – Office Manager
1 members of the public

The meeting of Heidelberg Township was called to order at 7:03PM by Paul Fetter, followed by the Pledge of Allegiance to the Flag.

At this time, Ted Cromleigh made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Bruce Kramer 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 Bruce Kramer to nominate Ted Cromleigh as Vice Chairman of the Board which was seconded by Chairman Fetter and the motion unanimously carried. A motion was made by Chairman 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. **Ted Cromleigh made a motion to appoint Paul Fetter Road Master. Bruce Kramer seconded the motion and the motion carried. Chairman 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. Chairman Fetter seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Sean Weik Superintendent of Public Works 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. Chairman Fetter 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 Bruce Kramer 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 Chairman Fetter to appoint Solicitor Fred Wolf of Henry and Beaver, LLC as legal counsel for the Township. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Bruce Kramer to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to adopt Resolution #871 to appoint Stanilla, Seigel and Maser Auditors for the 2018 Township Audit. The motion was seconded by Bruce Kramer 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 Bruce Kramer 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 Bruce Kramer 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 Chris Barry to the Zoning Hearing Board and Ken Haller to the Planning Commission. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Bruce Kramer to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2019. The motion was seconded by Ted Cromleigh and unanimously carried.

Bruce Kramer made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2019 taxes for Heidelberg Township. The motion was seconded by Ted Cromleigh and was unanimously approved.

A motion was made by Ted Cromleigh to establish the regular meeting dates and times as the second and fourth Tuesdays of the month beginning at 7:00PM. Exceptions for 2019 are: No meeting second Tuesday of January, no meeting fourth Tuesday in November and the only meeting in December will be December 17 due to holiday. The motion was seconded by Bruce Kramer and the motion carried.

Motion was made by Bruce Kramer to appoint Chairman Fetter as the voting delegate for the 2019 PA State Assoc. of Twp. Supervisors. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Ted Cromleigh to establish the hourly wage and salary schedule per the 2019 budget for Township employees. The motion was seconded by Bruce Kramer and unanimously carried.

Motion was made by Bruce Kramer to establish the mileage rate at \$.58 cents per business mile driven to concur with the rate set by the IRS for 2019. The motion was seconded by Ted Cromleigh and unanimously approved.

At 7:14 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. Peg Fitzkee asked if the website would be updated soon. Ms. Snyder stated the office staff would try but the website is obsolete. A new website will need to be built with assistance from an outside company and prices are being sought. Mrs. Fitzkee asked if a new recycling coordinator was selected. The Board said they are trying to determine how to handle the resignation of Eleanor Sweeney and would like to get something for her in recognition of her service. Ted Cromleigh said he helped with recycling this past Saturday and noticed many people not following rules. He also believes there are people from outside Heidelberg Township using the recycling drop off. The cardboard dumpster is helpful but we may need to look at moving it or doing something to keep the lid closed.

The Board reviewed the minutes. **Bruce Kramer made a motion to approve the minutes from December 18, 2018. The motion was seconded by Ted Cromleigh and the motion carried.**

A Treasurer's Report including cash deposits and PLGIT bank statements and budget comparison for December 2018 was submitted for review. Ms. Snyder noted that all EIT deposits were not included and there are no Fulton Bank statements since they were not received yet. The Budget Comparison was reviewed and it was noted that we did a good job in maintaining balances even with the challenging rain events.

Bills for the Township were submitted and reviewed for payment. The Board asked if the Eberly Tree Trimming invoice was complete. They asked if Sean Weik could schedule tree trimming around the basketball courts when possible. **After a brief discussion, Bruce Kramer made a motion to accept**

the bills as submitted for a total of \$125,936.21 from the State Fund and General Fund for the invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.

The Public Works report was presented by Sean Weik. He noted that Obie Road seemed to look good after the last rain event. Ted Cromleigh asked Mr. Weik to fill holes on Locust Street near the filled-in sinkhole. Mr. Weik noted that the right front steering brake on the small dump truck was not operating correctly. Howard Leed will stop in tomorrow. Laysen Inc. came to the shop and removed the pin so the bucket could be taken off the loader. They will also weld a bracket for the piece of equipment as well. Mr. Weik said he is working on a 2019 To-Do List for the road crew.

The Zoning Officer's Report for December 2018 was submitted for review. No permits were issued.

The State Police Report for December 2018 was reviewed. The loud noises heard on New Year's Eve have still been unexplained by anyone. The Board had a discussion about possible answers.

OLD BUSINESS

Quotes for the building of a new website were discussed. Ms. Snyder said she has emailed a company for information on their services but did not hear back from them yet.

NEW BUSINESS

The Board discussed appointing Howard Leed a part-time employee for the Township since he retired at the end of December. Sean Weik said he will be used during snow events and to repair equipment.

After brief discussion, Chairman Fetter made a motion to appoint Howard Leed to part-time as-needed employee. Bruce Kramer seconded the motion and the motion carried. Ms. Snyder asked if the Board has settled on a date for Howard's retirement party. Everyone agreed to plan the event for March 30th.

The HTSA Bulldogs have requested use of the softball field and snack stand use beginning in April. The Board said that would be fine and we should coordinate the opening of the snack stand with Sean. Independent Telephone Systems has informed the Township that they will no longer service our kind of phones after 2019. They have offered a quote to upgrade our phones and system to a cloud/internet based phone system. We could eliminate service from Line Systems and bills would come directly from ITS. They estimate our monthly savings would be approximately \$100. The Board asked Ms. Snyder to seek other estimates for the phone replacement and service before deciding. They also asked her to ask other local municipalities what they use as well and their experience.

Recycling was discussed again. Chairman Fetter noted that the Boy Scouts man the area on the even months of the year. The Board mentioned other organizations that could help oversee the event. Ted Cromleigh believes we should ask organizations within Heidelberg Township to man the drop off area when the boy scouts are not scheduled to oversee the event. He asked that Nadine Frye be put in charge of contacting churches and groups within the Township to help organize the recycling drop-off.

There was no Utility Report.

Ms. Snyder presented the Secretary's report. She stated that she spoke to Phil Krall of the Lion's Club and he is interested in serving on the Park and Recreation Board. She explained some of their duties and suggested he speak to a Supervisor for more details. Ted Cromleigh asked to have something placed on the website stating that the Township is looking for individuals to serve on that Board. Peg Fitzkee said she will look for the phone number for Andy Winters who expressed an interest in serving previously.

Mrs. Fitzkee asked if the water tank will be painted. The Board said they are reviewing options and Hanover Engineering has a Sherwin Williams rep coming to check paint types. She also inquired about the testing of Well 8 on Prescott Road. Ted Cromleigh noted that Landmark Builders may need to pay for any work done at Well 8 if it is to facilitate their new development.

Discussion about the Henry & Beaver invoice for the Water Authority transfer to the Township took place. The Board decided the full bill should be paid by the Water account.

At 8:14, Chairman Fetter called for an executive session to discuss property management, potential litigation and personal matters. At 8:42 the Board reconvened. **After brief discussion the Chairman Fetter made a motion to pay Howard Leed \$21.53/hour for snow plow and machine repair work. Ted Cromleigh seconded the motion and the motion carried. Ted Cromleigh made a motion to allow Matt Crème of Nickolaus and Hohenadel to review the Landmark Copper Ridge zoning hearing application. Bruce Kramer seconded the motion and the motion carried.**

Bruce Kramer made a motion to adjourn the meeting at 8:58PM, 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 22, 2019 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder