

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**May 28, 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  
Sean Weik – Public Works Superintendent  
2 members of the public

The meeting was called to order at 7:00 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Jean Rowe asked if someone could attend to the sinkhole that has opened up along Mill Road. Sean Weik said he will take a look at the area. She also noted that there are some sidewalks in the Township that may need attention. The Board explained that there is no sidewalk ordinance in Heidelberg Township at this time so people would have to repair sidewalks voluntarily. Peg Fitzkee noted that there is a camper in a driveway at a property on Juliada Drive and said someone may be living in it. The Board said they will look into the matter.

A review of the meeting minutes from May 14, 2019 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of May 14, 2019 and was seconded by Ted Cromleigh. 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 \$14,242.07 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 \$77,228.83. 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 \$29,604.43. Ted Cromleigh seconded the motion and the motion carried.**

The Sewer Bond interest payments will be made on June 1<sup>st</sup>. The money will be deducted directly from the Sewer checking account. **Bruce Kramer made a motion to make the sewer bond interest payments in the amount of \$138,977.51. Ted Cromleigh seconded the motion and the motion carried.**

### Engineer's Report

Bob Lynn presented the Engineer's report.

The Wiegand Land Development plan was submitted for approval but no one was in attendance to discuss the plan. The Board elected to table the plan until someone is available to present the plan and explain requested waivers.

Landmark Builders extended the Township a time extension until July 23<sup>rd</sup> for the Copper Ridge Land Development Plan. **After brief discussion Bruce Kramer made a motion to grant the time extension to Landmark Builders until July 23<sup>rd</sup>. Chairman Fetter seconded the motion and the motion carried.**

Steven Spohn has offered a time extension for his Major Land Development project until June 25<sup>th</sup>. **Ted Cromleigh made a motion to grant a time extension for the Steven Spohn Land Development project. Bruce Kramer seconded the motion and the motion carried.**

John Hurst requested a release of his Letter of Credit. Hanover did inspections but noted that the excavator completed the project differently than the plan approved. Therefore Bob Lynn recommended release of only \$28,410.50 of the Hurst Letter of Credit and retain \$1,800.00 until the as-built drawings from the excavator are received. **After brief discussion, Bruce Kramer made a motion to release \$28,410.50 of the John Hurst Letter of Credit. Ted Cromleigh seconded the motion and the motion carried.**

Blue Lake Builders requested a release of their two Letters of Credit held for the Land Development and Sewer installation and for the Water line installation for the Linda Sue Garden development. For the Letter of Credit held for Land Development, Hanover recommended release of \$69,764.65 and retain \$17,607.00. The lane remains unpaved, as-builts need to be provided and sewer items need to be finished. Dedication of the utility lines needs to be done as well. A sewer maintenance guaranty will be taken care of separately. **After discussion, Bruce Kramer made a motion to release \$69,764.65 from the held Letter of Credit for Blue Lake Builders Linda Sue Garden development. The water line installation has a separate Letter of Credit. Hanover recommends release of \$38,055.00 and to retain \$19,800.00. There are some issues with some water valves curb boxes that must be repaired before the remaining money will be released. Bruce Kramer made a motion to release \$38,055.00 of the Letter of Credit held for Water line installation for the Linda Sue Garden Development of Blue Lake Builders. Chairman Fetter seconded the motion and the motion carried.**

Z&M Properties, owners of Keystone Fence, released a release of their Letter of Credit held for paving of Locust Street since the paving has been completed. Bob Lynn stated they were satisfied with the work. **Bruce Kramer made a motion to release the Letter of Credit held for Z&M Properties for Locust Street paving. Ted Cromleigh seconded the motion and the motion carried.**

Bob Lynn stated that the Township is holding \$2,200.00 for the Curvin Weaver project punchlist items. Hanover is satisfied that the items are complete and recommend a release of the held amount. **Bruce Kramer made a motion to release the remaining escrow held for the Curvin Weaver project. Ted Cromleigh seconded the motion and the motion carried.**

Landis Deck submitted a rectifying change order and a final payment application for the paving projects from 2018. The change orders are for asphalt escalation pricing (\$105.53) and for the additional areas approved for patching (\$6,962.96). The total amount requested for final payment is \$117,508.22. **After brief discussion, Ted Cromleigh made a motion to approve rectifying change order and final payment application for Landis C Deck. Bruce Kramer seconded the motion and the motion carried.**

Henry Klassen requested release of held escrow for his Land Development project on Phillip Drive. The amount of \$7,827.05 is recommended for release by Hanover based on receipt of red-line drawings received from Mr. Klassen. **Ted Cromleigh made a motion to release the held escrow for Henry Klassen in the amount of \$7,827.05. Bruce Kramer seconded the motion and the motion carried.** Dutchman Contracting has requested final payment and approval of rectifying change orders for the Township Storage Building project. The change order is for correction of quantities used and the final payment application is for \$13,491.35. The Board discussed the lack of growth in the basin plantings and how to ensure the contractor will come back to make corrections as needed. Bob Lynn noted that a twelve month maintenance guaranty will be provided by the contractor. The Board is not willing to release the last payment until the basin growth is better established. Bob said he will take the information to the contractor.

Casey Martin requested a release of remaining escrow in the amount of \$2,339.40 for punchlist items. Bob Lynn stated all inspections were performed and Hanover recommends the release. **Bruce Kramer made a motion to release the remaining escrow amount of \$2,339.40 for Casey Martin. Ted Cromleigh seconded the motion and the motion carried.**

The Josh Deck plan was on the agenda but is not ready for approval and was tabled.

The Paving and Seal Coat projects for 2019 were reviewed. The Paving project will be patching Distillery Road between Route 501 and Old Mill Road. The Board would like a provision in the contract that states all projects must be done by October 31, 2019. Bob will prepare the bid pack and can award the project at the June 25<sup>th</sup> meeting. The Seal Coat projects include Reistville Road, Canaan Grove Road and Ramona Road. Sean Weik discussed project specifics. Bruce Kramer asked if the patched area on Distillery Road should be Seal Coated to preserve it until it is paved. Bob Lynn said if the Board wishes to do that they should include it in the bid for Seal Coating. The Board will make Canaan Grove Road, Reistville Road and Distillery Road patch area Add Alternates to the Seal Coat project with Reistville Road being the Base Bid. Ms. Snyder stated the original liquid fuels budget plan for this year was to pave Distillery Road but damage to the road needs to be repaired first. The Distillery Road patching project bid should cost less than paving and any surplus in the Liquid Fuels account from this year is planned carry over to next year so Distillery Road can be paved in 2020. **After brief discussion, Ted Cromleigh made a motion to approve and advertise the Road Patching and Seal Coating projects for 2019. Bruce Kramer seconded the motion and the motion carried.** Bob Lynn discussed a water discharge issue on Schaeffer Road and asked the Board if he could attend to the matter for the property owners. The Board said he could deal with the issue.

### Solicitor's Report

Solicitor Wolf presented the Solicitor's report.

The Sunoco Bond was renewed until July 2019. The Board would like Solicitor Wolf to get a Bond that does not expire for two years.

Amy Leonard discussed some sewer matters including recent sewer connections. She noted that certain property owners who have paid tapping fees but not connected to the sewer have been served with our court filing. They have twenty days to contact the Township about their intentions to connect.

The On-Lot Septic program has about ten property owners remaining non-compliant. Solicitor Leonard will continue to work the Ms. Snyder and the Lebanon County Planning Department to gain compliance. The Market Street Waterline relocation project requires releases done by property owners when the project is complete and restoration is done. Bruce Kramer stated that the Township should not be responsible for doing restoration at the Ginder property since Kinsley, the bridge contractor for

PennDOT, has set a stone area for equipment storage in our restoration area. Bob Lynn agreed and will work on determining how to handle the matter.

Solicitor Wolf noted that the Sewer Bond Refinancing is moving along. Ms. Snyder noted that PFM Financial, Inc. has requested the rating call from Standard and Poor and it is occurring tomorrow.

Solicitor Wolf is coming to the Township Office to participate in the conference call. Friday we will review the matter with PFM and Stevens and Lee, our Bond Counsel.

The South Lebanon Township sewer line dedication is being coordinated. Bob Lynn stated he gave exhibits to Jamie at South Lebanon to include with the agreement.

Stormwater Maintenance Agreements have been written for three of the four pump stations within the sewer system that have BMPs. This is necessary for the Notice of Termination of the NPDES permit for the sewer project. The agreement would be for the Township with itself. **Ted Cromleigh made a motion to approve the Stormwater Maintenance Agreement for the Township Sewer Pump Stations. Bruce Kramer seconded the motion and the motion carried.**

The Board discussed escrow agreements for developers. Solicitor Leonard noted that there is language in our SALDO for such escrows but the Board needs to decide which projects would require held amounts for a continuing project. Ms. Snyder would like to have held escrows for only projects with multiple lots and not single lot subdivisions. The Board will review the matter as multiple lot subdivisions do not happen frequently.

### **OLD BUSINESS**

Sean Weik discussed the requote Dustkill did for dust suppressant on Dirt and Gravel roads. The new quote for the entire length of Obie and Michters Roads was quite a bit higher than the original quote. Dustkill only applied dust suppressant in front of houses last year making the distance much shorter to cover. Sean Weik noted that he's been filling potholes on Dirt and Gravel roads with millings which helps with dust control. The Board decided spot treatment with dust suppressant in front of houses would be done again this year. **After brief discussion, Ted Cromleigh made a motion to approve the Dustkill quote of \$6,460 for dust suppressant. Chairman Fetter seconded the motion and the motion carried.**

Sean Weik received a written quote from Dull Equipment for curb painting on North Locust Street as requested last meeting. The amount of the quote is \$525 which is less than the other quote received. **Bruce Kramer made a motion to approve the quote from Dull Equipment for \$525 for curb painting on North Locust Street. Ted Cromleigh seconded the motion and the motion carried.**

### **NEW BUSINESS**

Ms. Snyder presented quotes for new phones and service. After review and discussion of the different plans and installations, there are still some questions about the quotes. Ms. Snyder will get clarification for next meeting.

The Planning Commission minutes from March 2019 were reviewed.

### **Utility Update**

The reports from Select Environmental for April 2019 operations were reviewed. The water usage is spiking on certain days but there has not been a pinpointed source of the spikes. Options were discussed and will be reviewed with Select Environmental.

The Sewer Report was reviewed.

EIT Update

The April 2019 EIT update was included for review.

Secretary Report

Ms. Snyder had no matters to discuss.

Chairman Fetter stated the Boy Scouts asked to park their small trailer with equipment here at the Township. They are losing their current parking arrangement. Sean Weik said he can make room in a certain area at the Township for them to park the trailer. The Board said it would be fine to do so.

At 8:57 Chairman Fetter called an executive session to discuss possible litigation matters and property maintenance issues. At 9:20 the Board reconvened to regular session with no decisions made.

**At 9:30, 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 June 11, 2019 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

*Minutes recorded by Jennifer Snyder*

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Secretary