

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**November 13, 2018
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Howard Leed - Road Foreman
Sean Weik, Superintendent of Public Works
Jennifer Snyder – Office manager
Bob Lynn – Hanover Engineering
Fred Wolf - Solicitor
2 members of the public

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

A call for public comment was made. Patrick Kreiser was in attendance to present the Board a certificate of appreciation for the Township's contribution to the Ag Preservation Program.

The Board reviewed the minutes of the October 23, 2018 meeting. **After review, Ted Cromleigh made a motion to approve the minutes of the October 23, 2018 meeting. Bruce Kramer seconded the motion and the motion carried.**

The Park and Recreation Minutes from September 2018 were reviewed. The Board said they were fine. The October 2018 recommendation list was reviewed. Ted Cromleigh asked why there was no mention of a potential playground. He suggested they get someone here to do a land assessment to determine what can be done at the Township. Also discussed was the need to find people to fill vacant positions. The Board would like the Park and Recreation Board to be notified about the playground assessment. They also noted an error on the information in the September 2018 minutes. The minutes note that Historic Schaefferstown said the fence along the walking trail belongs to the Township. Paul Fetter said that is incorrect and the fence belongs to the Historic Schaeffer Farm property. Ms. Snyder will alert the Park and Recreation Board about the issue.

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparison for October 2018 was submitted for review. All items were reviewed and noted to be fine. A quarterly pension account statement from Fulton Financial was also reviewed.

Township bills were submitted and reviewed for payment. The first payment for the storage building is in this bill set. The money will be reimbursed to the General Fund from the Capital Improvement Fund. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total**

of \$154,427.35 from Light Fund, Hydrant Fund and General Fund for invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.

The Water Bills were submitted for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$9,407.86. Ted Cromleigh seconded the motion and the motion carried.**

Sewer bills were submitted for review. **After brief discussion Bruce Kramer made a motion to accept the bills as submitted for a total of \$62,036.94. Ted Cromleigh seconded the motion and the motion carried.**

The Road Foreman's Report for October 2018 was reviewed.

Howard Leed noted that line painting will be done tomorrow. The Distillery Road drainage pipes have started to be replaced. Sean Weik stated that one is done but the ground is extremely wet. Ted Cromleigh asked about placing different signs at the sinkhole area on Locust Street. The dirt road needs to be addressed as there are potholes from weather. Bruce Kramer asked if crushed concrete could be used in the holes. It will be investigated. The Gasboy Report for October 2018 was reviewed. The Distillery Road culvert parapet still needs to be repaired. Ms. Snyder said she talked to the insurance company and they would like an actual bill/quote from the company who is going to do the work rather than an estimate by Bob Lynn. The Board said Hehney Concrete can do the work but they must do a quote with a specific amount not a range.

The Zoning Officer's Report for October 2018 was reviewed.

The State Police Report for October 2018 was submitted for review.

Solicitor's Report

Solicitor Wolf presented Ordinance 158 enacting a Local Services Tax for review and public comment at 7:23. The ordinance was advertised as required by law. This Ordinance will collect \$52/year from all eligible individuals employed at businesses located in Heidelberg Township. Mike Stuber Jr of the Schaefferstown Fire Company was in attendance to hear details of the Ordinance. Ms. Snyder explained the expected revenue and distribution to the Fire Company and the Schaefferstown EMS. **After brief discussion, Ted Cromleigh made a motion to adopt Ordinance 158 to enact a Local Service Tax. Bruce Kramer seconded the motion and the motion carried.** Solicitor Wolf will notify DCED of the ordinance passing. Ms. Snyder already discussed the collection procedures with Keystone Collection Agency. They will notify businesses in Heidelberg Township of the requirements.

The Auditor Appointment of Stanilla, Seigel and Maser will take place at our December 18, 2018 meeting. Solicitor Wolf will have the Resolution prepared.

Sewer Tapping Fees collected will be used to pay on one of the Sewer Bonds in the coming months. We will need to determine the amount we will keep as Capital Improvement savings. This amount will need to be determined at the December 18 meeting. Bob Lynn will work on calculations for what the savings amount should be.

Lebanon County Planning Department has turned over a list of those with on-lot septic systems that have not complied with the Mandatory On-Lot Management Program. There are 45 houses on the list, but Ms. Snyder stated the people are still turning in their paperwork to Lebanon County.

The No Parking Ordinance is nearly complete but Solicitor Wolf still requires some information. Ms. Snyder will assist Solicitor Wolf in getting the information.

The Board reviewed the findings from the David Barry Zoning Hearing.

Engineer's Report

Bob Lynn presented a Change Order for the paving projects. This Change Order is for an extension of time giving Landis C Deck until April 2019 to complete all facets of the project. **Chairman Fetter made a motion to approve Change Order 2 for a time extension on the 2018 Paving Project Bid. Ted Cromleigh seconded the motion and the motion carried.**

Blue Lake Builders has requested the Township accept dedication of Linda Sue Land, the Water and Sewer Lines and a reduction of their held Letter of Credit. Ted Cromleigh abstained from this discussion. Bob Lynn stated that there are specifics to the Letter of Credit reduction but Hanover has noted that many of the punchlist items remain unfinished. The Water Lines are complete but the Sewer Lines still need to be televised. Hanover Engineering has been doing survey work to verify some information provided. The Board said they are not willing to accept dedication of Linda Sue Lane. **Bruce Kramer made a motion to deny accepting Linda Sue Lane. Chairman Fetter seconded the motion and the motion carried.** The major punchlist item, paving of the emergency access, has not been completed and the Board denied the Letter of Credit reduction. **Bruce Kramer made a motion denying a reduction request of the held Letter of Credit for Linda Sue Gardens. Chairman Fetter seconded the motion and the motion carried.**

There is a staff meeting scheduled with Landmark Builders regarding the Copper Ridge development. Steckbeck Engineering would like a meeting about water capacity but other items on their plan need to be reviewed first. The plan is seeking relief from certain slope requirements but Bob Lynn said many things have to be attended to prior to any kind of relief from Ordinance requirements.

The Storage Building at the Township is nearly complete. Bob Lynn will meet with Sean Weik regarding electric needs for the building.

Safe Drinking Water Act requires certain new testing and reports. Chlorine residuals at the end of the lines are difficult to achieve. Bob Lynn stated to file the completed reports will cost \$2,000 just because we own a water system. A full mapping of the system including infrastructure materials will need to be included.

Bob Lynn stated he spoke to Jorge from Sunoco regarding restoration efforts. Jorge stated they intend to do full restoration next spring. The Board asked Bob to review all roads that were used by Sunoco as there are some with damage in certain areas.

OLD BUSINESS

The 2019 Budget has been prepared and reviewed at two public meetings. The final revision was reviewed at an advertised budget meeting earlier this evening. **Bruce Kramer made a motion to advertise the 2019 Budget for adoption at the December 18, 2018 meeting. Ted Cromleigh seconded the motion and the motion carried.**

NEW BUSINESS

Fuel Bids for 2019 should be advertised for acceptance at the December meeting. **Chairman Fetter made a motion to advertise the Fuel Bids for 2019. Bruce Kramer seconded the motion and the motion carried.**

Resolution 860 was prepared allowing the Schaefferstown EMS organization to participate in the Federal Surplus Program. **Bruce Kramer made a motion to adopt Resolution 860 recognizing the Schaefferstown EMS and their participation in the Federal Surplus Program. Chairman Fetter seconded the motion and the motion carried.**

The auditor agreement and cost estimate were received from Stanilla, Seigel and Maser. The cost estimate for the 2018 audit is \$9,650. This is a large increase but is inclusive of all accounts for the Township including water and sewer. The Board understood the proposal. **Bruce Kramer made a motion to accept the CPA agreement from Stanilla, Seigel and Maser for the audit of the 2018 financial statements. Chairman Fetter seconded the motion and the motion carried.**

Utility matters were discussed at this time. The Water and Sewer Reports for October 2018 were reviewed and approved. The Month to Date Flow comparison was reviewed and the water flows are fine at this time.

The EIT Report for October 2018 was reviewed.

The Secretary's Report was presented by Ms. Snyder.

The 2019 Holiday Schedule was presented for review. The schedule is the same as previous years. The Board approved the schedule.

The 2019 Meeting Date Schedule was presented for review. Ms. Snyder noted that the second meeting in December would fall on Christmas Eve. She prepared the meeting schedule with one meeting in December to fall on the third Tuesday. The Board was acceptable of the change and the schedule.

Associated Building Inspections, LLC sent a letter announcing the partial retirement of Randy Maurer. The Northwest EMS organization presented their call report for October 2018 and Year to Date totals. The Recycling Program does not have a new coordinator. Jean Rowe has expressed interest but would like to see cardboard only collected on the first Saturday as is the rest of the items or on an as-needed basis. The Board asked Ms. Snyder to contact Waste Industries about the possibility of changing the pickup schedule for the cardboard.

Chairman Fetter called an executive session at 8:00 to discuss property maintenance litigation matters. The Board reconvened at 8:17 with no decisions made.

Ted Cromleigh made a motion to adjourn the meeting at 8:22 PM. The motion was seconded by Bruce Kramer and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be December 18, 2018 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder