

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**December 1, 2018  
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman  
Ted Cromleigh  
Bruce Kramer

Others present:

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

The meeting of Heidelberg Township was called to order at 7:02PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. There were none.

The Board reviewed the minutes of the November 13, 2108 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the November 13, 201 meeting. Ted Cromleigh seconded the motion and the motion carried.**

The Board then reviewed the minutes of the Budget Meeting from November 13, 2018. **After review, Bruce Kramer made a motion to approve the minutes of the Budget Meeting from November 13, 2018. Chairman Fetter seconded the motion and the motion carried.**

At the time of 7:04, the hearing for the Comprehensive Plan began. Steve Dellinger of Hanover Engineering presented all of the procedures the Township followed to gain information in updating our Comprehensive Plan. The last plan was from 2000 and the main goal of installing public sewer in the Township was accomplished. Surveys were sent to residents and property owners. Information about land use, services, natural resources and historical areas were reviewed. A future land use map was prepared with some small changes to the current map were suggested. The zoning ordinance and map may need to be changed in order to implement the suggestions. The Draft Comprehensive Plan was sent to all neighboring municipalities, counties and the ELCO School District. Few responses were received. After brief discussion and a thank you to Mr. Dellinger for his work on the draft, the Board entertained motions for approval of Resolution 870, adopting the Comprehensive Plan of 2018 for Heidelberg Township. **Ted Cromleigh made a motion to approve Resolution 870 and adopt the Comprehensive Plan of 2018 for Heidelberg Township. Bruce Kramer seconded the motion and the motion carried.** The Board reconvened back into the regular meeting at 7:13.

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparison for November 2018 was submitted for review. All items were noted to be in a good place for this time of the year.

Township bills were submitted and reviewed for payment. Ms. Snyder noted that three checks were run today for bills received this week. All need to be paid before the end of the year. The Board discussed the line painting delay this year, but noted the weather conditions played a factor. **Bruce Kramer made a motion to accept the bills as submitted for a total of \$133,663.73 from Light Fund, State Fund and General Fund for invoices and payroll. Chairman Fetter 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 \$14,915.68. 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 \$16,254.22. Ted Cromleigh seconded the motion and the motion carried.**

The Road Foreman's Report for November 2018 was reviewed. The Gasboy Report for November 2018 was reviewed as well. All reports were noted as fine.

The Board noted that this is Howard Leed's last official meeting as Road Foreman since he will be retiring on December 28<sup>th</sup> after 45 years of service. The Board thanked Howard for his many years of service and wished him a great retirement. Sean Weik will take over responsibilities that Mr. Leed performed at meetings.

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

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

### **Engineer's Report**

Mike Huxta from the ELA Group was in attendance to request a Waiver of Land Development planning for work being done at Camp Mack. This work would entail reconstructing the existing pool and removing two buildings and building one in their place. They are planning to add some stormwater management in the area. They are requesting a waiver of Land Development plan and instead doing a stormwater management plan instead. Bob Lynn noted that Hanover has no objection to this request and the Planning Commission agreed to the request. **After brief discussion, Bruce Kramer made a motion to grant the request for a waiver of Land Development for Camp Mack's pool and building remodeling plan. Ted Cromleigh seconded the motion and the motion carried.**

The Waterline Relocation bids for South Market Street were opened on Pennbid today. Hanover provided a Cross Bid Tab to review the bidders and amounts. Two bid options for open cut and directional drilling were available to bid. Custer Excavating offered the lowest bid on both options. Bob Lynn stated that the bid was significantly lower than any other bidder so he checked references and bid bond information. All references gave good information and the bid bond has a good rating. The Board discussed the construction options and elected to have the contractor perform directional drilling as this bid amount was \$2 less than the open cut option. **After discussion, Bruce Kramer made a motion to award the Waterline Relocation bid on South Market Street to Custer Excavating in the amount of \$43,423.00. Ted Cromleigh seconded the motion and the motion carried.**

The Steve Spohn land development engineer offered an extension of time to decide on his plan. They have decided to include the building of Mr. Spohn's home in the land development plan. They need an NPDES permit to complete some of their work. The Board asked what was going on with his litigation issue with a neighbor. Solicitor Wolf said he will make contact with his attorney to find out that information. **Ted Cromleigh made a motion to grant the requested Time Extension to February 26, 2019 for the Steven Spohn Land Development plan. Bruce Kramer seconded the motion and the motion carried.**

Colby Zartman requested a final inspection and release of the remaining held escrow. Bob Lynn stated they have sufficient grass coverage to release the remaining \$655. **Ted Cromleigh made a motion to release the remaining held escrow for the Colby Zartman Minor Plan. Bruce Kramer seconded the motion and the motion carried.**

Curvin Weaver has requested an escrow release of held money for his land development plan. Bob Lynn noted that there is a small punchlist of items to finish. Hanover Engineering suggested releasing \$6,172.17 of the held escrow and retain \$2,220 for work that remains unfinished. Ms. Snyder stated she spoke to Mr. Weaver and he will give a check for the remaining amount to have the entire escrow released. The Board was acceptable of that arrangement. **Ted Cromleigh made a motion to release \$6,172.17 of the Curvin Weaver held escrow. Bruce Kramer seconded the motion and the motion carried.**

Landis C Deck and Sons submitted a Payment Application for the work done in the 2018 Road Projects. Hanover reviewed the request and recommended a payment of \$37,329.44. **After brief discussion, Ted Cromleigh made a motion to approve the payment application for Landis C Deck and Sons for the amount requested of \$37,329.44. Bruce Kramer seconded the motion and the motion carried.**

Dutchman Contracting submitted Payment Application 2 for work done in the construction of the new Township Storage Building. The request was reviewed by Hanover but noted that some items requested had not been completed to date. The original request was modified and Hanover approved the amount of \$165,199.35 to be paid to Dutchman Contracting. **Ted Cromleigh made a motion to approve a payment of \$165,199.35 to Dutchman Contracting. Bruce Kramer seconded the motion and the motion carried.** Ms. Snyder noted that in order to keep most payments in 2018 for this project, she prepared a check in the approved amount to be approved if the requested amount was approved by the Board. **At this time, Bruce Kramer made a motion to approve check payment to Dutchman Contracting for the amount approved of \$165,199.35. Ted Cromleigh seconded the motion and the motion carried.**

Landmark Builders has offered a Time Extension for the Copper Ridge Land Development Plan until February 12, 2019. Bob Lynn noted that a staff meeting was held with Hanover and Landmark since the last letter to review some issues with the plan. **After brief discussion, Ted Cromleigh made a motion to approve the Time Extension offered for the Copper Ridge Land Development plan. Bruce Kramer seconded the motion and the motion carried.**

Hanover has been seeking quotes for electrical work to be done in the new storage building. Sean Weik has secured three quotes and the lowest quote came from Dick Ellinger in the amount of \$10,428.80. He comes recommended from other municipal work he has performed. **After discussion, Bruce Kramer made a motion to approve Dick Ellinger to provide electrical installation to the new storage building at the price of \$10,428.80. Ted Cromleigh seconded the motion and the motion carried.**

### **Solicitor Report**

At this time, Ordinance 159 to designate No Parking on specified streets. Solicitor Wolf listed the streets as S. Church Street, N. Lancaster Street, Miller Street and N. Locust Street. Residents of Linda Sue Gardens were in attendance to discuss the proposed no parking at N. Locust Street. Ronald Stump from 109 Linda Sue Lane presented information regarding parking on that street. He would like to continue to allow residents to park on the East side of N. Locust Street. Discussion regarding snow plowing and bus navigation on the street resulted. Mr. Stump provided drawings to substantiate his request, but Bob Lynn noted that the clear site triangle cannot be met allowing traffic to park on the east side of the street. Janice Lehman of Linda Sue Lane also requested the ability to park on the street. The Board explained that there are safety concerns of people parking on that street and they are trying to correct that concern. There was brief discussion about overflow parking at the Fire Company but communication between the residents of Linda Sue Gardens and the Fire Company would not involve the township. The Board thanked the residents for their input and will review the information prior to adopting the ordinance.

The Cash Defeasance of the existing sewer bonds was reviewed. There are multiple options, but the most sensible option would be to reduce the payments over the length of the bond. With directions from Bond Counsel, they determined it would be best to pay the determined \$500,000 from collected Tapping Fees on the Sewer Bond of 2013. Resolution 868 was prepared to set the parameters and approve the payment of \$500,000 on the sewer bond. The remainder of the tapping fees collected will be kept in a capital reserve account. **After brief discussion, Bruce Kramer made a motion to adopt Resolution 868 to approve a cash defeasance payment of \$500,000 for the Sewer Bond of 2013. A letter of direction will accompany the Resolution copy to the Bond Counsel. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 861 to appoint the CPA firm of Stanilla, Siegel and Maser to do the audit of the 2018 Township accounting was presented. Solicitor Wolf will file all necessary paperwork for the appointment. **Bruce Kramer made a motion to pass Resolution 861. Ted Cromleigh seconded the motion and the motion carried.** Solicitor Wolf would like to send something to the auditors regarding pay rates for the Supervisors to be commiserate with the work they are performing.

Resolution 869 was presented to approve and accept the Hazard Mitigation Plan of Lebanon County for Heidelberg Township. **After brief discussion, Bruce Kramer made a motion to approve Resolution 869 for the Lebanon County Hazard Mitigation Plan. Ted Cromleigh seconded the motion and the motion carried.**

The properties unconnected to the sewer system but have the tapping fees paid by the owner were sent notice by Amy Leonard. Ms. Snyder stated she has heard from two residents and both are having trouble securing a plumber before early spring. The Board said they can have the extra time but need commitment letters from the plumbers verifying they could not do the work until spring. The Sewer Delinquent list was reviewed. The Board noted that it is getting better.

### **OLD BUSINESS**

There was none.

### **NEW BUSINESS**

The 2019 Budget was presented for review and adoption. The budget adoption for this evening was advertised in the Lebanon Daily News as required. The Board asked if there were any comments on the

proposed budget and there were none. **At this time, Ted Cromleigh made a motion to approve the 2019 Budget as presented. Bruce Kramer seconded the motion and the motion carried.**

Fuel Bids for 2019 were to be reviewed and awarded at this time. Ms. Snyder presented one bid received from Meyer Oil. Prices were bid as follows: Gasoline-\$1.695, Diesel - \$2.0155 plus .03 winter additive, Heating Oil - \$2.001. **After brief discussion, Ted Cromleigh made a motion to award the Fuel Bid for 2019 to Meyer Oil. Bruce Kramer seconded the motion and the motion carried.**

Resolution 862 was presented to set the Real Estate Tax Rate for 2019 at \$.07444 mills/\$100.00 of Assessed Valuation. **Bruce Kramer made a motion to pass Resolution 862. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 863 was presented for the setting of the Street Light Tax for 2019. The rate will stay the same at \$.50/LF of front footage. **Bruce Kramer made a motion to approve Resolution 863 for the Street Light Tax rate for 2018. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 864 was presented to set the Fire Hydrant Tax for 2019 at .0001055 mills on assessed value of affected properties. **Bruce Kramer made a motion to pass Resolution 864. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 865 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2019. **Bruce Kramer made a motion to pass Resolution 865. Chairman Fetter seconded the motion and the motion carried.**

Resolution 866 was presented to set the Non-Uniform Pension Plan Contribution Rate at \$0 for 2019. **Ted Cromleigh made a motion to pass Resolution 866. Bruce Kramer seconded the motion and the motion carried**

Resolution 867 was presented to set the Fee Schedule for 2019. **Ted Cromleigh made a motion to pass Resolution 867. Bruce Kramer seconded the motion and the motion carried.**

A Fire Police application was received from Andy Kline. The request was approved by the Fire Chief previously. **After brief discussion, Chairman Fetter made a motion to approve Andrew Kline as a Fire Police Officer. Ted Cromleigh seconded the motion and the motion carried.**

The 2019 Preventative Maintenance Agreement from CM High was presented. This is our maintenance contract for the red lights in the Township. **After brief discussion, Ted Cromleigh made a motion to accept the CM High 2019 Preventative Maintenance Agreement for \$845. Chairman Fetter seconded the motion and the motion carried.**

An updated fee schedule was presented from Hanover Engineering. The Board reviewed the information and was acceptable of the slight increase.

The Planning Commission minutes from November and December 2018 were reviewed. There were no comments.

The November 2018 EIT update was included for review.

Utility matters were discussed at this time. The Water and Sewer Reports for November 2018 were reviewed. The Water Storage Tank needs some attention. Rust on the outside of the tank needs to be addressed and repainted. There is some vandalism and a fence may deter people to congregate on the tank property. Bob Lynn said Farley from the Hanover Engineering office can look at the tank to determine what can be done to make repairs.

Gorman Rupp is having an End-of-the-Year sale and Justin from Select Environmental would like to purchase two bubblers as pump station back-ups and some check valves as well. The Board approved those purchases.

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

The new recorder of deeds Daniel Bost would like to set their collection receipts to the Township via Direct Deposit. The Board decided that would be a good idea and will sign the necessary paperwork. Our Federal Surplus Program membership expired and they sent information asking if we wish to rejoin. It is a free program so the Board said it would be fine if we rejoined the program.

The Northwest EMS organization sent call reports for November 2018 and a Year to Date summary. Nadine discussed our website issues with GoDaddy, our website host. They stated our website is very outdated and can no longer be updated. Our only remedy is to build a new website. We received a quoted price of approximately \$2,240 from GoDaddy to rebuild the site with a hosting yearly fee of \$240. We contacted Marshall Kramer who helped build the original site and asked for a quote as well. His quote was \$3,200 but included redesign, new pictures taken and posted and moving the site to host on WordPress instead of GoDaddy. Training on use of the new site is also included. The Board would like a third estimate before determining how to update the website.

The Board asked Sean Weik if he is prepared with adequate snow plow employees. He indicated he does have adequate staffing for those jobs.

Peg Fitzkee thanked the Board for allowing Historic Schaefferstown the use of the Pedestrian Crossing signs during their holiday events. She noted the events were well attended.

At 9:16 Chairman Fetter called an executive session to discuss personnel matters and potential litigation matters. At 9:51 the Board reconvened. **After brief discussion, Chairman Fetter made a motion to not participate in a requested police study from Myerstown Borough. Ted Cromleigh seconded the motion and the motion carried.**

Paul Fetter remitted a letter from Myerstown Community Library thanking the Township for our donation in 2018.

**Ted Cromleigh made a motion to adjourn the meeting at 10:18 PM. The motion was seconded by Bruce Kramer and the motion carried.**

The next meeting of the Heidelberg Township Board of Supervisors will be the reorganization meeting January 7, 2019 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

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Secretary

*Minutes recorded by Jennifer Snyder*