

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**September 10, 2019
MEETING MINUTES**

Board members present:

Paul Fetter - Chairman
Bruce Kramer
Ted Cromleigh

Others present:

Sean Weik - Public Works Superintendent
Jennifer Snyder – Office Manager
5 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.

Chairman Fetter noted that the Board met on 9/5/19 in an executive session to interview an individual for the advertised position in the public works department.

A call for public comment was made. Peg Fitzkee stated that she liked the new website. A picture taken of the Schaeffer Farm in winter could be used in the scrolling pictures, as long as the photographer is given credit. Jean Rowe thanked Sean for making the piles of millings at the Township stone lot.

The Board reviewed the minutes of the meeting from August 27, 2019. **Bruce Kramer made a motion to approve the minutes from August 27, 2019. The motion was seconded by Ted Cromleigh and the motion carried.**

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparisons for August 2019 was submitted for review. The Board said the budget looks good at this time.

Township bills were submitted and reviewed for payment. **After a brief discussion regarding some invoices, Bruce Kramer made a motion to accept the bills as submitted for a total of \$50,012.60 from Light Fund and General Fund for invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for August 2019 was reviewed. Sean Weik stated that he will be testing a few more machines from vendors that would allow us to borrow them.

Bruce Kramer noted that the Obie Road and Michters Road dirt sections had nice crowns in the roads. Ted Cromleigh asked if the dust oil is still going to be applied this late in the year. The Board and Sean weighed the options of application or using the money toward other road repairs such as crack sealing. Bruce Kramer is in favor of spraying the dust oil as he believes it would help secure the millings Sean has used on the road. Ted Cromleigh and Chairman Fetter believe it is too late in the year to spray the oil and would like to use the money for other road work. The rainy weather is the reason the dust oil was not sprayed yet but with the hot

summer weather nearly over they no longer feel it is necessary. Bruce Kramer is opposed to not spraying the dust oil.

A quote for a piece of machinery called a Hot Box was received. This is for budget discussions for next year. The machine could allow the public works department to do our own patching and crack sealing. There is a possibility of purchasing the equipment with another municipality as a shared piece of equipment. Further research and discussion about the equipment will be needed.

Sean received three quotes for line painting work. After review of the quotes, the Board noted that DE Gemmill is the lowest quote. They have done work for us in the past and we have been satisfied with their work. **After brief discussion, Ted Cromleigh made a motion to award the line painting work to DE Gemmill for their quoted price of \$9,750. Bruce Kramer seconded the motion and the motion carried.**

The Gasboy Report for August 2019 was reviewed.

Dennis Martin and Mike Sensenig of Valley View Road were in attendance to discuss their proposal for work on a portion of the dirt & gravel section of Valley View Road. The Board received legal opinions and information from Solicitor Leonard and shared them with both men. The Board needs to be cautious regarding how a contractor would be hired for the work. Ms. Snyder will look into different categorizations for the work to help determine what may be necessary. The Board is unsure if this work will be able to done this year as the road work season is coming to a close. The men understand and will work with the Board to determine what needs to be done to get the work done.

Chairman Fetter called an executive session at 7:43 to discuss personnel matters. At 8:00 the Board reconvened to regular session. At this time the Board wished to offer a public works position to the individual they interviewed, Ashley Martin. Mr. Martin was in the audience and accepted the offer and employment package. **At this time, Ted Cromleigh made a motion to hire Ashley Martin for the position of public works employee. Bruce Kramer seconded the motion and the motion carried.** Mr. Martin will go for his pre-employment drug screen and then can start work on Monday.

The Zoning Officer's Report for August 2019 was submitted for review.

The State Police Report for August 2019 was reviewed. Chairman Fetter said he has seen them in the township patrolling the Route 897 area between Schaefferstown and Kleinfeltersville.

OLD BUSINESS

The Sheephill Road waterline relocation to accommodate the new bridge and drainage on South Market Street was discussed. Bruce Kramer attended a meeting with Bob Lynn and PennDOT members last week. The options for completion of the work were presented as follows: the Township can buy materials and do the work and PennDOT would reimburse use 50% of the cost or Kinsley Construction can do the work and the Township will be required to pay 25% of the work. After discussion with all individual involved, they feel like the best option would be to allow Kinsley to do the work and we pay for 25% of the completed work. Resolution 878 and coinciding agreements have been presented for approval but not signature. Some information on the agreement must be verified and the resolution must be corrected for appropriate numbering and language. **After brief discussion, Bruce Kramer made a motion to approve Resolution 878 and corresponding agreement to allow Kinsley Construction to relocate the Sheephill Road waterline. Ted Cromleigh seconded the motion and the motion carried.**

NEW BUSINESS

CM High presented a troubleshooting quote for a malfunctioning camera in the Route 501 red light area. The Board would like the lights to work properly so they wish CM High to troubleshoot the issue. **Bruce Kramer made a motion to allow CM High to proceed with work to determine light malfunction at the Route 501 red light. Ted Cromleigh seconded the motion and the motion carried.**

Ms. Snyder presented the renewal quote for our off-site cloud data storage. The renewal rate is the same as last year, \$599. **Ted Cromleigh made a motion to approve the renewal of our cloud storage contract. Bruce Kramer seconded the motion and the motion carried.**

Ms. Snyder said she is discussing the replacement of the small business server. The options presented are to get a new physical server or to change to a cloud-based server. This would eliminate a piece of equipment in the office. Ms. Snyder will get all information to review with the Board for the purchase possibly in next year's budget.

Utility Update

The reports from Select Environmental for August 2019 operations were reviewed. Both reports were fine. The Ion Unit replacement is still being researched by Justin. He is seeking another price for comparison. The Water Flow report for Month to Date water usage was reviewed.

EIT Report

The EIT Report for August 2019 was reviewed.

Secretary's Report

The Northwest Ambulance reports for August 2019 and Year to Date were reviewed.

A resignation letter from Candie Johnson from the Park & Recreation Board was received. Ms. Snyder said she has a name of someone that may wish to serve on the board.

Information is being sought for changing our payroll to direct deposit.

Chairman Fetter wished to thank Nadine Frye for assisting with the recycling on Saturday morning. There were no volunteers to man the area so she came to fill in. Chairman Fetter and his wife also came to help. The Board discussed the future of the program since no one but the Boy Scouts and Heidelberg Youth Group are regular volunteers.

Chairman Fetter called an executive session at 8:33 to discuss property maintenance issues. At 8:42 the Board reconvened to regular session.

Bruce Kramer made a motion to adjourn the meeting at 8:52PM, the motion was seconded by Ted Cromleigh and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on September 24, 2019 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder