

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**October 22, 2019
MEETING MINUTES**

Board members present:

Paul Fetter - Chairman

Ted Cromleigh

Bruce Kramer

Others present:

Jennifer Snyder- Office Manager

Sean Weik – Public Works Superintendent

Amy Leonard – Solicitor Proxy

Bob Lynn – Township Engineer

3 members of the public

The meeting was called to order at 7:05 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. Peg Fitzkee brought information regarding different varieties of pickle ball nets. Jean Rowe asked about recycling for non-residents based on information in a GLRA newsletter. The Board explained the challenges of running the recycling program. Mrs. Rowe also asked if there was a light ordinance regarding street lights in new developments. Bob Lynn and Ted Cromleigh explained that lighting schematics must be approved by Hanover Engineering during the land plan review. Information can be found in the SALDO if she would like to review it.

A review of the meeting minutes from October 8, 2019 took place. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of October 8, 2019 and was seconded by Ted Cromleigh. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. There was discussion about Eberly Tree Service and the areas trimmed this year. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$31,793.33 from Light and General Fund for bills and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the Water 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 \$8,752.59. Chairman Fetter seconded the motion and the motion carried.**

Bills for Sewer 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 \$5,499.41. Chairman Fetter seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented the Engineer's report.

Alex Kinzey from Steckbeck Engineering was in attendance to present the Bachleda subdivision plan at the 410 Oak Street property. This plan will divide two lots that were conjoined at some time over the

last 30 years. The lot will be used as land for the Bachledas at this time. Deferrals of land development planning are requested since there is no development proposed at this time. **Ted Cromleigh made a motion to approve the deferral request of land development planning until such development is proposed. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Bachleda subdivision plan from 410 Oak Street, Schaefferstown. Bruce Kramer seconded the motion and the motion carried.**

The Steven Spohn project offered a time extension on his project until December 18, 2019. They are still waiting for their NPDES permit. **After brief discussion, Bruce Kramer made a motion to grant the time extension for the Steven Spohn project until December 18, 2019. Chairman Fetter seconded the motion carried.**

Landmark Builders offered an extension of time for the Copper Ridge development plan until January 28, 2020. Bob Lynn said they offered this extension based on the limited meeting schedule for the rest of 2019. **After brief discussion, Bruce Kramer made a motion to grant the time extension to Landmark for the Copper Ridge development until January 28, 2020. Ted Cromleigh seconded the motion and the motion carried.**

Moses Lapp has requested release of his remaining letter of credit for his Land Development plan on Gibble Road. Bob Lynn stated the punchlist items have been corrected and completed to Hanover's satisfaction. **After brief discussion, Bruce Kramer made a motion to grant the release of the held Letter of Credit for \$2,763.72. Ted Cromleigh seconded the motion and the motion carried.**

Philip and Colleen Geyer has requested of his held Letter of Credit for Land Development on Sunnyside Road. This is a long standing plan from the early 2000's that was just recently completed. Bob Lynn stated that all inspections were done and got information as needed. **Kramer made a motion to release the held escrow for Philip & Colleen Geyer for their new home on Sunnyside Road in the amount of \$2,200.00. Chairman Fetter seconded the motion and the motion carried.**

The Sewer Debt Refinancing of 2019 resulted in a review of current charges on the sewer bills. Bob Lynn reviewed current expenses and debt service amounts due. He suggested the Board could lower the Debt Service amount to \$151.90/EDU/Quarter. Ms. Snyder said she received the pay down schedule for the 2019 Bond Issue and we will see a decrease in interest payments of approximately \$50,000. The Board decided to reduce the Debt Service Fee per EDU by \$15 making it \$154 per EDU. Ms. Snyder asked Solicitor Leonard to assist in preparing a resolution for the new fee schedule. **Bruce Kramer made a motion to ratify the new Debt Service rate on the Sewer bills to \$154 per EDU. Ted Cromleigh seconded the motion and the motion carried.**

Pennsy Supply has requested payment for the patching work done on Distillery Road. There is also a rectifying change order done to account for a lesser amount of material used on the project which will see a decrease in the cost. **After brief discussion, Chairman Fetter made a motion to approve the rectifying change order and pay request to Pennsy Supply in the amount of \$141,822.60. Ted Cromleigh seconded the motion and the motion carried.**

The HVAC system in the Township Building is planned for replacement. Bob Lynn wanted to verify if the Board wanted to do one system at one time and the other later or if they would like to have both the Air Conditioning unit and Heating unit replaced at the same time. The propane tanks for the new Heating system can be included in the bid as an add-alternate and seek pricing from suppliers as well. The Board would like to replace both systems at the same time in spring. The propane tank size was discussed. Bob Lynn will review what suppliers recommend.

The Board asked Bob about repairs to roads Sunoco damaged during their time here. Winter is coming and the roads will be difficult to maintain in their current state. Bob Lynn stated he has been in contact

with Sunoco rep Jorge and he is waiting for an answer from others. The Board is hopeful to have the roads fixed before paving is stopped by PennDOT.

Bob Lynn stated that Planning Commission is working on updating the Zoning Ordinance. Review of recommended changes is occurring now and amendments will be ready for approval next year.

Ted Cromleigh asked about a cost estimate he requested for a land survey of the wells behind Stohler's Meat Market. Bob Lynn did prepare a rough estimate. There are unauthorized people and activities occurring on the land such as hunting, ATV trail riding and gardening. The Board is concerned that someone could get hurt on the property. The Board asked Sean Weik to post the property for No Hunting and for Hanover to conduct a land survey to determine pin locations. Future signs denoting the water source and other pertinent information will be erected as well.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The Leon Kazanjian request for the Township to apply for an HOP was reviewed. Solicitor Leonard said she spoke to Mr. Kazanjian's engineer regarding the indemnification agreement request and he agreed, but she wants to verify that the Board is still interested in proceeding. Bob Lynn noted that no plan has been submitted to date and that allowing the lot owner to introduce sewer laterals for lots that don't exist seems premature. There is still an issue regarding existing PennDOT driveway permits that the Board would like Bob Lynn to investigate further. The Board asked Solicitor Leonard to tell the Kazanjian's engineer that they will not process the PennDOT HOP request until a plan has been submitted and reviewed.

Solicitor Leonard noted that four sewer connections were done in the last month and some people with delinquent balances have paid the Township. She also stated that she sent letters to those property owners with payment plans for their tapping fees. The letters encourage them to pay off their plan balances. One property owner who has paid but did not connect and has a delinquent balance contacted Solicitor Leonard but has done nothing since. She will continue with the next step of the legal process. The property at 114 High Street is planning on connecting soon but still needs an agreement since the lateral is located on the neighboring vacant lot. Solicitor Leonard will finish that agreement and contact the owner for signatures.

The appointment of the auditor requires resolutions and legal advertising. Solicitor Leonard verified that the Board intends to name Stanilla, Siegel and Maser as their auditor for the 2019 fiscal year. The Board stated they do and would like to authorize Solicitor Leonard to prepare the legal ad and resolutions with their intent. **Ted Cromleigh made a motion to authorize legal advertising to appoint Stanilla, Siegel and Maser as the auditor for the 2019 Fiscal Year of Heidelberg Township. Bruce Kramer seconded the motion and the motion carried.**

There was discussion about the email the Township received regarding the retirement of long-time Solicitor Fred Wolf. Solicitor Leonard verified that Fred intends to officially retire at the end of 2019.

OLD BUSINESS

PennDOT supplied the official agreement for the waterline relocation on Sheephill Road. Ms. Snyder forwarded the paperwork to both Solicitor Leonard and Bob Lynn for review. They verified the agreement is acceptable. **Chairman Fetter made a motion to affirm the agreement to relocate a section of the Sheephill Road waterline to accommodate drainage being installed by PennDOT contractor. Ted Cromleigh seconded the motion and the motion carried.**

NEW BUSINESS

Ms. Snyder wished to discuss Fuel Bids for 2020. Since the Board has elected to replace the heating system with a propane use system, oil will not be needed after that occurs in spring. The Township fuel contract for 2019 ends on January 23, 2020. The amount of diesel and gasoline being used does not warrant bidding and the minimal amount of heating oil anticipated to be used until the heating system is replaced will not push the overall dollar amount to require bidding either. With this information, the Board concurred that bidding of fuel will not be required for 2020, but will seek three quotes based on estimated quantities. The propane heating system installed in spring with the new heating system may require its own separate bidding done at a later time.

The Board discussed placing a road salt order with Sean Weik in preparation of winter weather.

The Planning Commission meeting minutes from September 2019 were reviewed.

The Park & Recreation minutes from August 2019 were reviewed. Ms. Snyder said she was provided with a recommendation list from their October 2019 meeting. They asked if they could purchase a pickle ball net to be used at the Township basketball court. The Board has already authorized this purchase. Ms. Snyder provided the net options given to her by Peg Fitzkee. Sean Weik discussed the box to keep the net in and where it will be placed at the basketball court. He will work on purchasing the storage box. The recommendations list also requested appointing another member to their Board in response to the resignation of Candie Johnson. Ms. Snyder said she sent a letter to the potential member and will wait to hear from her. The Park & Rec board asked if lines could be painted for pickle ball as well. The Board would like them but painted a different color than the basketball court. Ms. Snyder said that may be something they could pursue as part of the Act 13 Grant through Lebanon County. They would like to have a LCPD representative come to their next meeting to discuss the grant. The Board thinks that's a good idea. Ted Cromleigh noted that trees covering the basketball court need to be trimmed. Sean Weik will review cost. It will be a good idea to help the court dry faster after rains eliminate some of the leaves falling on the court.

Secretary Report

Ms. Snyder provided meeting dates for 2020. The Board of Supervisor dates for December 2020 are in question. The Board decided to have one meeting on December 15, 2020.

The Water Flow Month to Date report was reviewed.

Chairman Fetter called an executive session at 8:20 to discuss property maintenance issues. At 8:30 the Board reconvened to regular session.

At 8:32, Bruce Kramer made a motion to adjourn, which was seconded by Chairman Fetter. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held on November 12, 2019 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.