

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**November 12, 2019
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Sean Weik, Superintendent of Public Works
Jennifer Snyder – Office Manager
Bob Lynn – Hanover Engineering
Amy Leonard – Solicitor Proxy
5 members of the public

The meeting of Heidelberg Township was called to order at 7:01PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. Mike Ginder discussed the sewer connection for his property at 114 High Street. Based on the sewer connection location he feels that the property should have been assigned a grinder pump. The Board and Bob Lynn reviewed all of the information and agreed the property should require a grinder pump for the sewer connection. Bob Lynn said he will look for a vendor to purchase the components needed for the sewer connection.

Jean Rowe discussed her desire to have the Township adopt a Lighting Ordinance for new development plans. Currently the SALDO has provisions for the light designs to be reviewed by the engineer but there is nothing specific detailing those lighting design requirements. Ted Cromleigh & Bob Lynn explained the steps to working on land planning ordinances and can look at a stand-alone ordinance when the township is in the correct stage of implementing the new comprehensive plan.

The Board reviewed the minutes of the October 22, 2109 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the October 22, 2019 meeting. Ted Cromleigh seconded the motion and the motion carried.** The Budget meeting minutes from October 22, 2019 were reviewed as well. **Bruce Kramer made a motion to approve the minutes from the Budget Workshop Meeting held on October 22, 2019. Ted Cromleigh seconded the motion and the motion carried.** Chairman Fetter noted that the budget is balanced and requires no tax increase again this year.

A Treasurer’s Report including cash deposits, PLGIT and Fulton bank statements and budget comparison for October 2019 was submitted for review. All items were reviewed and noted to be fine. A quarterly pension account statement from Fulton Financial was also reviewed.

The Park and Recreation meeting was not held in October or November. There is an individual who would like to serve on the Board and fill the vacant spot due to a resignation. Ms. Snyder

said she spoke to Nicole Landis from Sheep Hill Road and she would like to be on the Board. **After brief discussion, Chairman Fetter made a motion to appoint Nicole Landis to the Park & Recreation Board. Ted Cromleigh seconded the motion and the motion carried.**

Township bills 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 \$251,199.45 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 review Bruce Kramer made a motion to accept the bills as submitted for a total of \$55,897.46. Ted Cromleigh seconded the motion and the motion carried.**

The Water Bills were submitted for payment. **After brief review, Bruce Kramer made a motion to accept the bills as submitted for a total of \$8,300.15. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for October 2019 was reviewed.

Sean Weik noted that work was done to replace the water valves in the area of Prospect Hill development on Route 897. The crew continues to work on various other road projects in the Township. The Gasboy Report was reviewed as well.

The Zoning Officer's Report for October 2019 was reviewed.

The State Police Report for October 2019 was submitted for review.

Engineer's Report

Bob Lynn presented a request to release the remaining held Letter of Credit for Blue Lake Builders and the water line installation in Linda Sue Gardens. All repairs to the water valves have been completed. A maintenance guaranty is needed for the utility lines installed in the street in order for the Township to accept dedication of them. Agreements and bonding are needed but easements must be defined. Bob Lynn and Solicitor Leonard stated that using the road right of way will be the best way to define the easements for the utilities. Once the maintenance guaranty money is established and agreements in place, the Letter of Credit can be released at the bank. **After brief discussion Bruce Kramer made a motion to release the remaining Letter of Credit held for the water lines in Linda Sue Gardens upon completion of the maintenance guaranty requirements. Chairman Fetter seconded the motion and the motion carried.** Ted Cromleigh abstained from the decision.

FEMA flood updates are expected to come in January or 2020. Once those are announced the Township has six months to complete all map revisions, any ordinance amendments and notify property owners of the changes. Bob Lynn said there may need to be a stand-alone ordinance adopted, but FEMA has enlisted Pennsylvania Municipal League to review and help with ordinance samples and assistance. They are a free resource so it should cut down on legal review costs for our ordinances. Bob Lynn will begin work on required documents to prepare for the FEMA changes.

The new Sewer Rate Resolution has been prepared by Solicitor Leonard. Bob Lynn prepared the rate study exhibit for the resolution. This resolution will affirm the change the Board approved previously to lower the debt service payment to \$154/EDU/quarter. This will take affect December 1st and reflect on the December 15, 2019 billing. **After brief discussion, Chairman Fetter made a motion to approve**

Resolution 879 to establish new sewer rates, lowering the debt service amount to \$154/EDU per quarter. Ted Cromleigh seconded the motion and the motion carried. The Board asked if a statement could be put on the bills and the website about the change in the sewer bills. Discussion about current water rates took place.

Solicitor's Report

Solicitor Leonard noted that the advertisement to appoint Stanilla Siegel and Maser to audit the 2019 financial statements ran on November 7th. The Resolution for the appointment will take place at our December meeting.

Sunoco sent a release and agreement in order to perform road reconstruction on Distillery and Old Mill Roads. Solicitor Leonard reviewed the agreement and had some revisions. Bob Lynn also remarked on items he would like added or altered to the original agreement. Both agreed they would like a warranty for work for the twelve month period after construction is complete. Sunoco stated the contractor would offer the warranty, but Bob Lynn would like to have Sunoco post 15% of the construction cost in maintenance money. Solicitor Leonard spoke to the Sunoco attorney and he agreed to all changes other than the 15% construction cost money which was not discussed yet. She has written the agreement with all of the changes and would like the Board to sign it. This way roadwork can be scheduled if the Sunoco attorney agrees to Bob Lynn's suggestion and Sunoco can sign the agreement as well. Solicitor Leonard requested the Board approve a delegate to sign the current agreement or an approved agreement with alterations that meet her and Bob Lynn's approval. **Bruce Kramer made a motion to allow Chairman Paul Fetter to sign the current Sunoco agreement or an approved version for the necessary road construction work on Old Mill Road and Distillery Road. Ted Cromleigh seconded the motion and the motion carried.**

Discussion was held regarding Kingdom Supply business on South Church Street. They have continued to allow large trucks to block all or a portion of South Church Street. Solicitor Leonard sent them a letter previously regarding the matter, especially noting that this was not to happen while the South Market Street Bridge is closed. Steve Smucker sent a letter to the Township outlining how they intend to deal with the problem, but the Board was not accepting of most of the rectifying ideas. Solicitor Leonard will write another letter telling them they may not block South Church Street at all any longer. If a large truck comes, they will need to unload the truck in their business parking lot. The Sewer Delinquent/Unconnected list is getting shorter as numerous property owners have connected and paid their past due balances. The Board is pleased with the progress.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

Utility matters were discussed at this time. The Water and Sewer Reports for October 2019 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 2019 was reviewed.

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

The 2020 Holiday Schedule was presented for review. There are no changes other than some holidays that will be observed on other days because they fall on weekends. The Board approved the schedule. The Northwest EMS organization presented their call report for October 2019 and Year to Date totals.

Chairman Fetter called and executive session at 8:08 to discuss personnel and property maintenance matters. The Board reconvened at 8:35 with no decisions made.

Ted Cromleigh made a motion to adjourn the meeting at 8:55 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 17, 2019 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder