

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 6, 2020
MEETING MINUTES**

Board members present:

Paul Fetter
Bruce Kramer
Ted Cromleigh

Others present:

Sean Weik – Public Works Superintendent
Jennifer Snyder – Office Manager

The meeting of Heidelberg Township was called to order at 7:03PM by Paul Fetter, followed by the Pledge of Allegiance to the Flag.

At this time, Bruce Kramer made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Ted Cromleigh seconded the motion and the motion carried.

The Reorganization of the Board of Supervisors was held. **A motion was made by Ted Cromleigh to appoint Paul Fetter as Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Chairman Fetter to nominate Ted Cromleigh as Vice Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Ted Cromleigh to nominate Bruce Kramer as Secretary/Treasurer of the Board. The motion was seconded by Chairman Fetter and the motion unanimously carried.**

Appointments of Township duties to staff members were held. **Bruce Kramer made a motion to appoint Paul Fetter Road Master. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Bruce Kramer Administration Supervisor. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Ted Cromleigh Pension Administrator. Bruce Kramer seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Sean Weik Superintendent of Public Works for the Township. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Jennifer Snyder Office Manager, Right to Know Officer, Utilities Coordinator and Assistant Secretary/Treasurer. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Nadine Frye Administrative Assistant and Assistant Utilities Coordinator. Bruce Kramer seconded the motion and the motion carried.**

A motion was made by Chairman Fetter to affirm that Supervisors Paul Fetter, Ted Cromleigh and Bruce Kramer are or may be employed by Heidelberg Township. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Ted Cromleigh to secure bonding for \$750,000 for Treasurer and \$300,000 for Assistant Secretary. The motion was seconded by Chairman Fetter and the motion carried.

A motion was made by Ted Cromleigh to appoint Solicitor Amy Leonard of Henry and Beaver, LLC as legal counsel for the Township. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Ted Cromleigh to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Bruce Kramer to adopt Resolution #887 to appoint Stanilla, Seigel and Maser Auditors for the 2019 Township Audit. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Ted Cromleigh to appoint the Lebanon County Planning Department as Sewage Enforcement Officer. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Bruce Kramer to appoint Barry Wagner of BRW Consultants, Inc. Township Zoning Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Bruce Kramer to appoint Associated Building Inspections, LLC as Township Code Enforcement Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Bruce Kramer to appoint Commonwealth Code Inspections as Township UCC Code Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Bruce Kramer to appoint Dale Zartman to the Vacancy Board. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Bruce Kramer to appoint John Buckwalter to the Zoning Hearing Board. The motion was seconded by Ted Cromleigh and unanimously carried. Resolution 888 was presented for the purpose of appointing and affirming a first and second alternate to the zoning hearing board. Mike Ginder is being affirmed as a first alternate and Lee Reddinger is being appointed as a second alternate. A motion was made by Ted Cromleigh to approve Resolution 888 to appoint Mike Ginder as first alternate and Lee Reddinger as second alternate to the Zoning Hearing Board. The motion was seconded by Bruce Kramer and unanimously carried. A motion was made by Bruce Kramer to appoint Craig Dieffenbach to the Planning Commission. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Ted Cromleigh to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2020. The motion was seconded by Bruce Kramer and unanimously carried.

Bruce Kramer made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2020 taxes for Heidelberg Township. The motion was seconded by Ted Cromleigh and was unanimously approved.

A motion was made by Bruce Kramer to establish the regular meeting dates and times as the second and fourth Tuesdays of the month beginning at 7:00PM. Exceptions for 2020 are: No meeting second Tuesday of January, no meeting fourth Tuesday in November and the only meeting in December will be December 15 due to holiday. The motion was seconded by Ted Cromleigh and the motion carried.

Motion was made by Ted Cromleigh to appoint Chairman Fetter as the voting delegate for the 2019 PA State Assoc. of Twp. Supervisors. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Bruce Kramer to establish the hourly wage and salary schedule per the 2020 budget for Township employees. The motion was seconded by Ted Cromleigh and unanimously carried.

Motion was made by Bruce Kramer to establish the mileage rate at \$.575 cents per business mile driven to concur with the rate set by the IRS for 2020. The motion was seconded by Ted Cromleigh and unanimously approved.

At 7:18 PM the reorganization of the Heidelberg Twp. Board of Supervisors was concluded and Chairman Fetter continued with the regular order of business.

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

At this time, Justin LaTourette of Select Environmental was in attendance to discuss public utility matters in the Township. DEP conducted an inspection of the public water facility buildings and operations. There are some items that need attending, most of which are already being planned on completing this year. The ION Unit needs to be replaced. Funding is being sought for the project with an estimated cost of over \$100,000. There should be a fence around the water tower on Valley View Road. This item is intended to be done after the water tower repairs are complete. An interruption plan needs to be developed. Back-up generators are required. The township is aware of this need and has been getting quotes to determine funding needs. A plan of action to purchase the generators needs to be in place by February 19th. Justin did get pricing for purchasing generators but another option would be to contactor with a vendor to provide the generators in case of an emergency. He will get quotes from vendors that provide that service as well. A complaint report for all calls related to water problems needs to be in place. Nadine Frye has already initiated this item. The Ion Unit flow meter should be repaired but Select Environmental is running a regeneration every two days. The repair may not be necessary because of this. Ted Cromleigh asked if a workshop could take place with Bob Lynn to determine pricing for all of the repairs and grant opportunities. Ms. Snyder will speak to Mr.

Lynn about previously discussed grants and if others are available now. Justin then discussed the sewer pump generators and how they are maintained. There was an overflow at the Kleinfeltersville Pump Station due to a breaker tripping. The wiring of the station was discussed. Select Environmental reported the issue to DEP and all other requirements of reporting were completed. They consulted with Gorman Rupp on how to correct the wiring issue that negated the automated notification system when the overflow occurred. The system is wired in such a way that only having someone rewire the three satellite pump stations can correct it. Justin will get a formal quote, but is approximating the work at around \$3200 per station plus labor time. The Board thanked Justin for coming to the meeting to discuss the utility matters.

The Board reviewed the minutes. **Bruce Kramer made a motion to approve the minutes from December 17, 2019. The motion was seconded by Ted Cromleigh and the motion carried.**

A Treasurer's Report including cash deposits and budget comparison for December 2019 was submitted for review. Ms. Snyder noted that balance sheets for each fund were included to show amounts to be carried into 2020 and that no bank statements were received yet.

Bills for the Township were submitted and reviewed for payment. There were discussions about repairs to garage doors by Cornwell Door. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$32,569.39 from General Fund for the invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works report was presented by Sean Weik. The Board noted the low amount of Overtime. The Gasboy Report was reviewed for December 2019. Sean Weik discussed Cornwell Door quoting repairs to the third bay garage door. A quote was received for repair and two quotes were received for replacement of the garage door. The weather stripping needs to be replaced as well. The back garage door lower panel needs to be replaced as well. The Board would like a second estimate for the work in question.

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

The State Police Report for December 2019 was reviewed.

OLD BUSINESS

Sunoco submitted a request for signature of one of the releases of their road work agreement. Sean Weik noted that the repairs completed are acceptable. The Board wanted verification of what the release allows for so Ms. Snyder presented the agreement for review. The Board is uncomfortable with the agreement wording without explanation. Ms. Snyder will speak to Solicitor Leonard and Bob Lynn about the matter.

NEW BUSINESS

There was none.

The Utility Report included a water flow month to date report for January 2020.

Ms. Snyder presented the Secretary's report. The Liquid Fuels Audit for 2018 occurred and there were no findings. The Sewage Enforcement Officer's report for December 2019 was included for review.

Bruce Kramer made a motion to adjourn the meeting at 8:28PM, the motion was seconded by Ted Cromleigh and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on January 28, 2020 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder