

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**December 17, 2019
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman

Ted Cromleigh

Bruce Kramer

Others present:

Jennifer Snyder – Office Manager

Sean Weik – Public Works Superintendent

Bob Lynn – Hanover Engineering

Amy Leonard – Solicitor Proxy

4 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. Jean Rowe thanked Sean Weik and the road crew for clean-up road sides along Mill Road. She also asked that cancelled meetings be listed on the website calendar as well as on the front door of the office building.

The Board reviewed the minutes of the November 12, 2109 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the November 12, 2019 meeting. Chairman Fetter seconded the motion and the motion carried.**

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparison for November 2019 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. **Bruce Kramer made a motion to accept the bills as submitted for a total of \$80,655.58 from Light Fund, Hydrant Fund and General Fund for invoices and payroll. Ted Cromleigh 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 \$28,353.54. 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 \$38,087.86. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for November 2019 was reviewed. Some repairs and tire purchases were discussed. The group discussed the delay in paving of Old Mill Road and Distillery Road by the Sunoco subcontractor. The Gasboy Report for November 2019 was reviewed as well.

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

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

Engineer's Report

Bob Lynn was in attendance to present the Engineer's Report.

Larry Grabowski was in attendance to present the Steven Spohn Major Stormwater Plan. The NPDES permit has been received for the work that needs to be done to improve Frederick Lane and construct the stormwater plan for a new home. They will be utilizing rain gardens and infiltration beds. Waivers are being requested for rate reduction and plan scale. **After brief discussion, Ted Cromleigh made a motion to approve the waivers as requested for the Steven Spohn Major Stormwater Plan. Bruce Kramer seconded the motion and the motion carried.** A Stormwater Management Agreement and Improvement Guaranty Agreement were prepared by Solicitor Leonard. A Letter of Credit was supplied for the Improvement Guaranty. **Ted Cromleigh made a motion to approve the Stormwater Management and Improvement Guaranty Agreements for the Steven Spohn Major Stormwater Plan. Bruce Kramer seconded the motion and the motion carried.** The plan is complete and has been recommended for approval by Planning Commission. **After discussion, Ted Cromleigh made a motion to approve the Steven Spohn Major Stormwater Management Plan. Bruce Kramer seconded the motion and the motion carried.** At this time, Solicitor Leonard presented a request from Jay Waldman to release the remaining held escrow established for work done prior to formal plan submission. There is approximately \$80 left in the escrow. Mr. Spohn is aware that he is responsible for engineering reimbursement based on plan review and construction observation. **After brief discussion, Ted Cromleigh made a motion to release the pre-submission escrow established for Steven Spohn. Bruce Kramer seconded the motion and the motion carried.**

The Copper Ridge Sewage Plan Exemption was presented for approval. When the Board initially reviewed this exemption request, they denied it based on the number of units connecting to the public sewer. The Lebanon County Planning Department concurred with the Township's decision. The developer requested the exemption from PADEP and they stated the exemption is warranted. The Board noted that no justification from DEP was given to explain the approval of the exemption and they would like to see that. They asked Bob Lynn if the Township could deny the exemption and require a Phase 3 Planning Module anyway. He will investigate that with the Lebanon County Planning Department. The Board will not make a motion on the exemption until they get that information. The lack of payment on their reimbursement invoices was discussed. The Board noted that all review work by Hanover Engineering will cease until the bill is paid. Bob Lynn also noted that there is some paperwork from PennDOT requesting an acknowledgment of the TIS plan. He needs to review all paperwork before recommending the acknowledgment. It was also noted that the Township received a letter from DEP this week regarding a requested withdrawal of GP permits submitted to DEP by Steckbeck Engineering for this project. No one is sure why this occurred, but Bob Lynn will try to find out.

Bob Lynn noted that Glenn Burkholder may be in attendance to request items with his Minor Stormwater Plan, but he stated he did not come this evening.

The Board reviewed the Hanover Engineering 2020 rates. Bob Lynn stated rates are up an average of 2% stemming mostly from health insurance cost increases.

Solicitor Report

Solicitor Leonard was in attendance to present the Solicitors Report.

Resolution 880 was presented for appointment of Stanilla, Seigel and Maser for the audit of the 2019 financial information. The resolution has been advertised as necessary. **After brief discussion, Bruce**

Kramer made a motion to pass Resolution 880. Ted Cromleigh seconded the motion and the motion carried.

The Sunoco agreement is completed and work is scheduled to take place.

A letter was sent to Kingdom Supply regarding the closure of South Church Street but Solicitor Leonard has not received a reply.

The Linda Sue Gardens' utility easements and documents for turning over the utility lines have been sent to Blue Lake Builders for review.

Chris Bamber of PFM sent information about a possible refinancing of the 2015 Bond in 2020. He would like to meet with the board in January but the Board would like to wait until early spring before discussing this refinancing ability.

The Delinquent Sewer report was reviewed, but noted little change from last month.

OLD BUSINESS

Dave Siminitus of the Lebanon County Planning Department submitted a Sewage Enforcement Report based on previous discussions. Ted Cromleigh said he asked Mr. Siminitus for the information. It will be a monthly report provided to keep track of this type of activity in the Township.

NEW BUSINESS

The 2020 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. Jean Rowe asked for more detail on some specific categories which were provided. No tax increase is necessary to balance the budget. **At this time, Bruce Kramer made a motion to approve the 2020 Budget as presented. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 881 was presented to set the Real Estate Tax Rate for 2020 at \$.07444 mills/\$100.00 of Assessed Valuation. **Bruce Kramer made a motion to pass Resolution 881. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 882 was presented for the setting of the Street Light Tax for 2020. The rate will stay the same at \$.50/LF of front footage. **Bruce Kramer made a motion to approve Resolution 882 for the Street Light Tax rate for 2020. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 883 was presented to set the Fire Hydrant Tax for 2020 at .0001055 mills on assessed value of affected properties. **Bruce Kramer made a motion to pass Resolution 883. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 884 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2020. **Bruce Kramer made a motion to pass Resolution 884. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 885 was presented to set the Non-Uniform Pension Plan Contribution Rate at \$0 for 2020. **Bruce Kramer made a motion to pass Resolution 885. Ted Cromleigh seconded the motion and the motion carried**

Resolution 886 was presented to set the Fee Schedule for 2020. **Chairman Fetter made a motion to pass Resolution 886. Ted Cromleigh seconded the motion and the motion carried.**

The 2020 Preventative Maintenance Agreement from CM High was presented. This is our maintenance contract for the red lights in the Township. **After brief discussion, Bruce Kramer made a motion to accept the CM High 2020 Preventative Maintenance Agreement for \$845. Ted Cromleigh seconded the motion and the motion carried.**

The Planning Commission minutes from October 2019 were reviewed. There were no comments.

The November 2019 EIT update was included for review.

The Park & Recreation meeting minutes, some unapproved, were presented for review. They are having issues with committee members not attending meetings. The Board would like to appoint people who will attend meetings and be proactive in the goals of the board. Communication will be made with those who are not attending meetings.

Utility matters were discussed at this time. The Water and Sewer Reports for November 2019 were reviewed. The Flow Report Month to Date was reviewed. Water was lost when valves were replaced at Prospect Hills and Route 897. More replacements are needed and can be done in spring.

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

The Northwest EMS organization sent call reports for November 2019 and a Year to Date summary. Information was sent by Lebanon County for the C-Pace Program. This program allows commercial property owners to obtain loans for installation of energy efficient or alternate energy options. The Board asked Ms. Snyder to put the information on the website.

The Humane Society sent the yearly contract for stray animal services. The Township does not participate in the contract, but sends \$350/year as both stray animal services and contribution.

The Board asked Bob Lynn to prepare the road bids early since contractors will be in the area in spring for other road work. Bob Lynn said since there is only one road being paved this year, he can prepare the road bids around February.

At this time, Jay Waldman, attorney for Steven Spohn, noted issues with land paving, clearing and development at 491 and 493 Sheep Hill Road. He also stated that it appears that a recreational rental facility is being operated at 493 Sheep Hill Road. The Board will discuss the matter with Township Professionals.

At 8:18 Chairman Fetter called an executive session to discuss personnel matters and potential litigation matters. At 8:37 the Board reconvened. The discussion resulted in a change of Health Insurance Plans for employees for 2020. The Budget does not need to be changed as money allocated will cover the rates for the different plan.

Ted Cromleigh made a motion to adjourn the meeting at 8:49 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.

Secretary

Minutes recorded by Jennifer Snyder