

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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April 28, 2020

MEETING MINUTES

Board members present:

Paul Fetter – Chairman

Ted Cromleigh

Bruce Kramer

Others present:

Jennifer Snyder- Office Manager

Amy Leonard – Solicitor (via phone)

Bob Lynn – Township Engineer (via phone)

Sean Weik – Public Works Superintendent (via phone)

2 members of the public (via phone)

The meeting was called to order at 7:05 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag. At this time, Chairman Fetter announced that there was an executive session held via conference call earlier in the day with the Board of Supervisors and legal counsel to discuss potential litigation matters. Chairman Fetter then discussed protocols to be followed for this meeting with regards to conference call attendees.

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

A review of the meeting minutes from March 24, 2020 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of March 24, 2020 and was seconded by Chairman Fetter. The motion was approved.** Minutes from the February 2020 Water workshop were reviewed. **Bruce Kramer made a motion to approve the Water Workshop minutes from February 2020. Ted Cromleigh seconded the motion and the motion carried.**

A Treasurer's Report for March 2020 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison Year to Date. Fulton Financial prepared a quarterly statement for the Employee Pension Fund.

Bills for the Sewer 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 \$8,164.42. Chairman Fetter seconded the motion and the motion carried.**

Bills for the Township 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 \$79,964.58 from the Light Fund and General Fund for bills and payroll. Chairman Fetter seconded the motion and the motion carried.**

Bills for Water Account were submitted for review and payment. There was conversation about the Flagger Force invoice for work during a water main break on Route 897. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$14,008.29. Ted Cromleigh seconded the motion and the motion carried.**

An invoice from Conrad Seigel for work done in conjunction with Employee Pension accounts was presented for approval of payment. The amount is \$3,000 and will be paid from the Employee Pension Fund. **Ted Cromleigh made a motion to pay the Conrad Seigel invoice in the amount of \$3,000 from the Employee Pension Fund held by Fulton Financial. Bruce Kramer seconded the motion and the motion carried.**

The Public Works Report for March 2020 was reviewed. Sean Weik reported some organizing and improvements have been done to the garage/shop area. Storm drain work and culver replacements will begin in the coming week. The Gasboy report for monthly fuel usage was reviewed.

The Zoning Officer's Report for March 2020 was reviewed.

The PA State Police Report for March 2020 was reviewed.

At this time, Chairman Fetter asked if there was any public comment on matters discussed so far. Jean Rowe wished to thank Sean Weik and crew for work done on the bike trail recently. She said it is a great improvement and people noticed their hard work.

Engineer's Report

Bob Lynn presented the Engineer's report.

A DCNR Grant submission was done last week for work proposed at the recreation area at the Township Building. Resolution 890 is presented for approval signifying the application. Ted Cromleigh asked why a new room at the pavilion was included in the grant since the roof was just replaced a couple of years ago. Bob said the DCNR representative told him to include any possible improvement to increase chances of obtaining money and we could replace that project with another if desired. Ms. Snyder noted that the basketball court could use resurfacing if a project needed to be swapped into the grant proposal. Bruce Kramer noted that the bathrooms should be made ADA compliant. Bob Lynn stated that the building may not meet current building code and to improve one section of the building may mean improving the entire building. Ms. Snyder noted that an entirely separate grant application could be done to build a new building complete with ADA compliant bathrooms. A letter of support from the Board of Supervisors was also reviewed to complete the grant application. **After brief discussion, a motion was made by Ted Cromleigh to approve Resolution 890 to approve the DCNR Grant Application. Bruce Kramer seconded the motion and the motion carried. A motion was then made by Ted Cromleigh to approve the Board of Supervisor Support Letter for the DCNR Grant Application. Bruce Kramer seconded the motion and the motion carried.**

The HVAC system replacement Notice to Proceed paperwork was sent to AH Moyer. They are working on scheduling a start date to work with recent COVID19 restrictions. The Board asked what length of warranty was included with the furnace. Mr. Lynn will check on that information.

Landmark submitted revised plans for their Copper Ridge development. A review letter is forth coming from Hanover Engineering. The Sewer DEP module has not been done yet and was not submitted to Lebanon County Planning Department to date. The next Planning Commission meeting will be held with Matt Crème in attendance as it is projected that Landmark will attend the meeting seeking conditional approval on their preliminary plan. Landmark has not responded to the water agreement provided to them.

Bob Lynn noted that he called Blue Lake Builders regarding the emergency access being used a roadway. They have not responded yet. Mr. Lynn also mentioned that the builder wished to have a

letter in writing stating why the Township will not accept dedication of the road in the development. He discussed this matter with Solicitor Leonard and both determined that this kind of correspondence is not something the Township needs to provide as they do not have to give a reason why they do not wish to accept the street.

The Zoning Ordinance and Zoning Map amendments and Floodplain Ordinance hearing have been moved to June 23, 2020. The Floodplain Ordinance has been approved by the FEMA representative and must be approved before July 8, 2020. The Zoning Ordinance could have comments from residents and if need be, can be adopted at a later date.

The Board and Bob Lynn discussed the Michters Road dirt section for speed control options and traffic counts. Hanover Engineering can use equipment for both to gather information for future speed control options.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The Sewer Bond refunding is in a holding pattern until PFM determines the right time to lock in pricing for optimum savings.

Resolution 889 is presented to extend real estate tax due dates and discount periods due to COVID19 issues. Lebanon County has done this for their real estate taxes already and this resolution will coincide with their new pay dates. **After brief discussion, Ted Cromleigh made a motion to adopt Resolution 889 to determine new real estate tax payment dates for 2020. Bruce Kramer seconded the motion and the motion carried.**

Resolution 891 was presented for review to put a hold on utility late payments, interest payments and water shut offs for 90 days. The Board recognizes that some people within the public utility areas may be facing financial hardships due to COVID19 restrictions. This will be in affect for both sewer and water bills until the next billing cycle. Ms. Snyder wished to correct one small item defined in the penalty description but it does not change the character of the resolution. Solicitor Leonard will change the item but the Board can adopt the Resolution if they wish to since this change has been noted. **After brief discussion, Bruce Kramer made a motion to adopt Resolution 891 to eliminate late and interest charges for 90 days from the date of last invoice for Sewer and Water bills and defer water shut offs for the same time period. Ted Cromleigh seconded the motion and the motion carried.**

An application was filed for a zoning hearing in March. With COVID19 restrictions the meeting was rescheduled for April and is now on track for a May hearing. The applicant now wishes to withdraw his request for a hearing based on COVID19 issues and is seeking a refund of his \$750 application fee. Solicitor Leonard reviewed MPC rules and stated that since most of the applicant's money had already been spent on advertising and zoning officer's time, he will get little to no money back. She wished to review the matter with the Board in case they had different thoughts. The Board noted that the money was used in conjunction with his requested hearing and thought the applicant should go through with the hearing. The decision is good for one year but he could request a longer time period based on the current COVID19 issues. Solicitor Leonard will relay the Board's information to the zoning officer so he can let the applicant know his options.

The Sewer Delinquent report was presented but nothing has changed since COVID19 has ceased most collection efforts.

At this time Chairman Fetter asked if there were any public comments. Jean Rowe asked when the advertising will be done for the zoning ordinance amendments and floodplain revisions. Solicitor Leonard explained the legal requirements for advertising those types of ordinances. She will place the ads based on those rules, but can expect them to be placed sometime in early June.

OLD BUSINESS

There was none.

NEW BUSINESS

Road Material Bids for 2020 were opened at this time. There were two bids received; one from Pennsy Supply and one from New Enterprise. The Board reviewed a pricing provided. While some pricing from New Enterprise was lower, the distance to travel and pick it up is much farther than the Pennsy Supply yard. This makes the lower prices more costly with travel time and gas included. After reviewing of all costs for each item bid, the Board determined that Pennsy Supply has the lower pricing when factoring all cost add-ons. **After discussion, Ted Cromleigh made a motion to award the Road Materials for 2020 to Pennsy Supply. Bruce Kramer seconded the motion and the motion carried.**

Ms. Snyder presented pricing on electric contracts for the PPL and Met Ed contracts. There is one contract that expires in June and needs to be renewed. But pricing on long-term contracts is very low right now. We have staggered start/stop dates on contracts and our consortium broker would like to get all contracts on the same end date. Prices presented will save the Township approximately \$1900 over the course of a year. **After brief discussion, Ted Cromleigh made a motion to approve new electric provider contracts. Bruce Kramer seconded the motion and the motion carried.**

The EIT Report for March 2020 was presented. A letter from Keystone Collections was also presented noting the possible reduction in earned income tax collected based on COVID19 restrictions.

Utility Update

The Sewer and Water Reports for March 2020 were prepared by Select Environmental for review. The Board noted slight changes in usage.

Envirep presented their contract for yearly services at the Sewer Pump Stations. Bob Lynn spoke to Justin from Select Environmental and he noted that many municipalities are switching to every other year for Envirep services since they maintain the pump stations. Township staff do the maintenance on the generators located at the pump stations. Mr. Lynn said he believes this would be acceptable but we should find out what extra time Justin will have in doing the scheduled maintenance. Bruce Kramer text Justin during the meeting and Justin said he would only charge his hourly rate which would calculate to less than \$1,000 for the time spent doing the extra maintenance. The Envirep quote is \$3,990. The Board determined the Township should switch to a maintenance contract with Envirep every other year.

Secretary Report

A letter was provided from the Richland Legion canceling the Memorial Day parade. There will only be a small service at the Richland Cemetery.

The Northwest Ambulance reports for March 2020 and Year to Date were presented.

Chairman Fetter asked if there were any more public comments. Peg Fitzkee thanked Township staff for street sweeping efforts. She also thanked them for the cleanup at the pickleball/basketball court.

Ms. Snyder discussed communication she received from the Schaefferstown EMS to man the recycling area for May which is this coming weekend. They felt they had enough appropriate personal protective equipment to help residents and to maintain social distancing. There was originally a citizens group that volunteered to man recycling for May but it was determined it may not be appropriate to have them participate with current COVID19 restrictions. The Board thought the EMS would provide adequate assistance and were comfortable with them helping. Ms. Snyder will let EMS representatives know the Board's decision and will have Nadine change the posting on the website.

Chairman Fetter thanked everyone for participating and helping the meeting run smoothly in this unique scenario.

At 8:37, Bruce Kramer made a motion to adjourn, which was seconded by Ted Cromleigh. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors is scheduled to be held May 12, 2020 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary