

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**November 10, 2020
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
2 members of the public

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

A call for public comment was made. Kathy Strickler discussed potential use changes to the current antique store in the square. The Board noted that many approvals would be needed for the use to change at the building. Bruce Kramer said he will speak to the new owner.

The Budget meeting minutes from October 27, 2020 were reviewed. **Bruce Kramer made a motion to approve the minutes from the Budget Workshop Meeting held on October 27, 2020. Ted Cromleigh seconded the motion and the motion carried.** The Board reviewed the minutes of the October 27, 2020 regular Board meeting as well. **After review, Bruce Kramer made a motion to approve the minutes of the October 27, 2020 Board meeting. Ted Cromleigh seconded the motion and the motion carried.**

A Treasurer's Report including cash deposits, PLGIT and Fulton bank statements and budget comparison for October 2020 was submitted for review. All items were reviewed and noted to be fine.

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 \$33,265.59 from Light Fund and General Fund for invoices and payroll. Ted Cromleigh 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 \$4,759.55. Chairman Fetter 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 \$5,184.48. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for October 2020 was reviewed.

Sean Weik stated that L&N Zimmerman was coming to excavate for the installation of the anodes on the fuel tanks. The South Church Street water line replacement is done and water usage is down. Repairs to a wire that activates the vibrator on the roller were made. A discussion ensued regarding the holiday wreaths acquired from the Lions Club. Some repair work has been done and a bucket truck will need to be secured for installation should the Board decide to do so. More bulbs need to be purchased to finish the repairs. The Board decided they agreed to install them this year but if they are too difficult and time consuming, their installation may be re-evaluated for next year.

The CM High Inspection report was included. A battery pack at the 501 Red Light is recommended for replacement due to its age. The Board stated it should be replaced. **Ted Cromleigh made a motion to approve CM High to make the necessary repairs at the 501 Red Light. Bruce Kramer seconded the motion and the motion carried.**

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

The State Police Report for October 2020 was submitted for review.

Engineer's Report

Bob Lynn presented the engineer report.

The Camp Mack Stormwater Management plan has presented as-builts and they are acceptable. All punch list items have been take care of as well. Hanover Engineering is recommending release of the remaining escrow money held for the project. **After brief discussion, Bruce Kramer made a motion to release the held escrow of \$7,851.88 for the PA Dutch Council-Boy Scout Camp project. Ted Cromleigh seconded the motion and the motion carried.**

The PNDI report from Steckbeck Engineering for the Copper Ridge development was received. This authorized Ms. Snyder to send the signed sewer exemption report to them.

Solicitor's Report

Solicitor Leonard presented the solicitor report.

Sunoco sent a new agreement for repair work to road used in the Township. Solicitor Leonard noted that a conference call is needed to discuss the new agreement with the Sunoco attorney. There are some corrections needed before the Township can sign it. The Board stated they are acceptable of the work done to Distillery and Old Mill Roads but other roads still need repair by spring of next year. A new warranty date will be needed for those roads also. Solicitor Leonard will confer with the other attorney to develop an acceptable agreement.

An elected auditor will need to be appointed to replace Glenn Wolgemuth. Kathy Strickler stated she was able if the Board needed someone. **After brief discussion, Ted Cromleigh made a motion to appoint Kathy Strickler to the vacant elected auditor position. Bruce Kramer seconded the motion and the motion carried.** Ms. Strickler noted that she will need to verify that her appointment is not a conflict with her employment. Solicitor Leonard said if Ms. Strickler needs to resign, the Board will need to appoint a different person within 45 days.

Sidewalk Ordinance examples were emailed to the Board for review. With so many options, the Board will need to review them and determine what they would like to be included in one for Heidelberg Township.

A letter was drafted to a property owner whose farm activity resulted in excessive field debris. The Board asked Solicitor Leonard to send the letter.

Solicitor Leonard presented an agreement for signature which terminates the Tapping Fee agreement for 200 South Lancaster Avenue. The property is connected to the sewer and set to settle with a new owner. **Bruce Kramer made a motion to approve the termination agreement for sewer payments for 200 South Lancaster Avenue. Chairman Fetter seconded the motion and the motion carried.**

OLD BUSINESS

The finalized draft of the 2021 Budget was presented. Ms. Snyder made the two changes as requested at the last budget workshop. The approval of the ad for the budget review and adoption was completed at the last meeting.

NEW BUSINESS

The Engagement Letter from Stanilla, Seigel and Maser was presented for review. The Board noted that they do intend to appoint them to perform the audit of the 2020 financial information. Bruce Kramer asked if it was possible to borrow money from ourselves to perform water repairs. Ms. Snyder said she will discuss the matter with Maxine Maser our CPA. **After brief discussion, Ted Cromleigh made a motion to approve the audit agreement for the 2020 financial audit. Bruce Kramer seconded the motion and the motion carried.**

Utility matters were discussed at this time. The Water and Sewer Reports for October 2020 were reviewed and approved. The Month to Date Flow comparison was reviewed.

The EIT Report for October 2020 was reviewed.

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

The 2021 Holiday Schedule was presented for review. Ms. Snyder noted that January 1, 2022 will be observed on Friday, December 31, 2021 based on the federal observation schedule. **Bruce Kramer made a motion to approve the Holiday schedule for 2021. Chairman Fetter seconded the motion and the motion carried.**

The Meeting Schedule for 2021 was discussed. Ms. Snyder presented three options based on previous schedule change talks. The Board reviewed the options and decided to have only one meeting a month the fourth Tuesday of each month. Differences to that schedule will be January with an additional first meeting of the year on the first Monday of the year, November will continue to have the only meeting on the seconded Tuesday of the month and December will hold the only meeting on the third Tuesday of the month. **After brief discussion, Chairman Fetter made a motion to approve the 2021 Meeting Schedule as presented. Ted Cromleigh seconded the motion and the motion carried.**

The Northwest EMS organization presented their call report for October 2020 and Year to Date totals. The SEO Report for October 2020 from Dave Siminitus was reviewed.

Ms. Snyder asked if she could work with Solicitor Leonard on a resolution for online bill payments to pay Township bills. Ms. Snyder discussed the matter with our CPA and Maxine Maser described protocols to protect against fraud. Most of the protocols are already being done but a resolution is a good idea for further controls.

Ms. Snyder received an email from Park & Recreation Board members regarding some matters. They would like to know if a person from Newmanstown can serve on the Board. The Board said people should serve from the township. The members asked if they could get signs to place on the walking trail. The Board would like to see samples of the signs and Bob Lynn stated DCNR may have some available. The trail will need to be defined before determining where signs could be placed. The area along any State route will need PennDOT approval. The Park & Recreation Board would also like to name the trail.

Ms. Snyder noted that the PennDOT speed studies for Millbach Road and East Reistville Road are being worked on by PennDOT.

Discussion about a break retarder ordinance ensued. Solicitor Leonard stated that any signs that are to be placed along a PennDOT road will require a PennDOT traffic study. Sample Ordinances will be reviewed to determine what the Board wants to govern. The Board would like a request made to do the traffic study to see if PennDOT will even allow the ordinance.

Chairman Fetter called and executive session at 8:31 to discuss potential litigation and property maintenance matters. The Board reconvened at 8:55 with no decisions made.

Ted Cromleigh made a motion to adjourn the meeting at 9:02 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 15, 2020 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder