

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**December 15, 2020
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 (via phone)
3 members of the public (1 via phone)

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. Peg Fitzkee thanked the Board and Sean for installing the Christmas Lights through town. Sean Weik noted that PPL came to fix the light connections that were not working correctly. There are some that are still not working properly but they will be addressed at a later time.

The Board reviewed the minutes of the November 10, 2020 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the November 10, 2020 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 November 2020 was submitted for review. The budget was noted to be in a good place for this time of the year.

Township bills were submitted and reviewed for payment. There was discussion regarding some vehicle repairs and work done at the gas pumps. **After discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$131,426.24 from Light Fund, State Fund and General Fund for invoices and payroll. Chairman Fetter seconded the motion and the motion carried.**

Water bills were submitted for review. **After brief discussion Bruce Kramer made a motion to accept the bills as submitted for a total of \$51,175.73. Ted Cromleigh seconded the motion and the motion carried.**

Sewer Bills were submitted for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$81,182.95. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for November 2020 was reviewed. Sean Weik stated the road crew is prepared for the predicted snow this week. Also, a resident called concerned that his garage was compromised due to a nearby water leak. Bob Lynn stated that he advised Ms. Snyder to let the resident

know they should contact their homeowner's insurance company and they can contact us if necessary. There was discussion about propane used for heating purposes. We will monitor usage this winter and see if getting a second tank would benefit us for pricing and purchasing. The quote for repairs done to the fuel islands was included for the pricing although the work was already completed. The last inspection required some alterations to the gas pumps to comply with current DEP regulations. The Gasboy Report for November 2020 was reviewed. Ms. Snyder noted that the look of the report will be different because the computer system that works with the gas pumps needed to be altered.

The Zoning Officer's Report for November 2020 was reviewed. There was discussion about a greenhouse violation that Bob Lynn needs to address with the property owner.

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

Engineer's Report

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

Dan Martin has requested an escrow reduction and relief of as-builts for the South Market Street Major Stormwater Management project. Bob Lynn noted that most of the project is done but the time of the year doesn't allow for vegetation growth so some money will be retained. **After brief discussion, Bruce Kramer made a motion to waive the as-built requirement and the escrow reduction of \$19,508.46 for the South Market Street stormwater management project. Chairman Fetter seconded the motion and the motion carried.**

The 323 South Lancaster Ave stormwater plan prepared and completed by Eugene Martin/Blue Lake Builders is complete. They have requested a full release of escrow and waiver of as-built plans. Bob Lynn noted that Hanover inspections would support the requests, but Sean Weik noted that the road restoration work is not complete. Because of this, the Board placed the request on hold.

Bruce Kramer asked Bob Lynn to review work being done at a property on South Lancaster Ave. There is a waterway on the property and work may not be compliant with certain waterway regulations.

Bob Lynn discussed his review of break retarder restrictions and regulations. He noted that the locations of Schaeffer Road and Route 897 and Millbach Road and Route 897 would be allowable placed for those regulations to be enacted. The Board asked for a letter to be sent to PennDOT so the necessary studies since all of the roads are state owned.

Wellhead information was found in the garage loft clean out. Mr. Lynn will review the information and give the applicable items to Jeff Steckbeck for his work on well 8 for the Copper Ridge project.

The HVAC system is still not completely paid for due to the issues with the installation and operability. Bob Lynn explained to AH Moyer that until the AC unit is used in spring/summer we can not know if it works correctly. Payment will be held until that time.

Solicitor Report

Solicitor Leonard was in attendance via phone to present the Solicitors Report.

The Sunoco agreement consolidation has been reviewed but Solicitor Leonard has noted some issues with the new agreement. She shared her concerns with the Sunoco attorney but has not received a response yet.

The Township received notification that our inclusion in the Class Action lawsuit for the International Truck has been approved. We will receive \$2,500 if the funds are available when settlement of the suit is complete.

The Comcast Franchise Agreement audit is being conducted by Cohen Law Group. Once that is complete, the new agreement negotiation will begin.

Resolution 892 was presented to express intent to appoint Stanilla, Seigel and Maser for the audit of the 2020 financial information. The resolution to do the appointment in January has been advertised as necessary. **After brief discussion, Ted Cromleigh made a motion to pass Resolution 892. Bruce Kramer seconded the motion and the motion carried.**

Solicitor Leonard prepared a resolution with Ms. Snyder to allow for payment of invoices online. With the change to one meeting per month starting in 2021 this will allow for certain bills to be paid to avoid penalties or discontinuing of services. This will also save on certain expenses as well. The Board reviewed the resolution wording and approved. **After brief discussion, Bruce Kramer made a motion to approve Resolution 899 enabling the payment of certain bills online. Ted Cromleigh seconded the motion and the motion carried.**

OLD BUSINESS

PennDOT sent a letter regarding the requested speed study of Millbach Road and East Reistville Road. The study noted that lowering the speed limit 10 MPH on each was warranted. The Board concurred and approved the lowering of the speed limit on each road. Ms. Snyder noted that we are responsible to purchase and install the signs even though the roads are PennDOT owned. **Ted Cromleigh made a motion to accept the speed study for the requested PennDOT roads and apply their recommendations. Bruce Kramer seconded the motion and the motion carried.**

NEW BUSINESS

The 2021 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. Ms. Snyder said the budget was placed on the Township website for review and there were no comments or questions. No tax increase is necessary to balance the budget. **At this time, Ted Cromleigh made a motion to approve the 2021 Budget as presented. Bruce Kramer seconded the motion and the motion carried.**

Resolution 893 was presented to set the Real Estate Tax Rate for 2021 at \$.07444 mills/\$100.00 of Assessed Valuation. **Bruce Kramer made a motion to pass Resolution 893. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 894 was presented for the setting of the Street Light Tax for 2021. The rate will stay the same at \$.50/LF of front footage. **Bruce Kramer made a motion to approve Resolution 894 for the Street Light Tax rate for 2021. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 895 was presented to set the Fire Hydrant Tax for 2021 at .0001055 mills on assessed value of affected properties. **Bruce Kramer made a motion to pass Resolution 895. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 896 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2021. **Bruce Kramer made a motion to pass Resolution 896. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 897 was presented to set the Non-Uniform Pension Plan Contribution Rate at \$0 for 2021. **Bruce Kramer made a motion to pass Resolution 897. Ted Cromleigh seconded the motion and the motion carried**

Resolution 898 was presented to set the Fee Schedule for 2021. **Bruce Kramer made a motion to pass Resolution 898. Ted Cromleigh seconded the motion and the motion carried.**

The 2021 Preventative Maintenance Agreement from CM High was presented. This is our maintenance contract for the red lights in the Township. There is no change in the contract amount for next year. **After brief discussion, Chairman Fetter made a motion to accept the CM High 2021 Preventative Maintenance Agreement for \$845. Ted Cromleigh seconded the motion and the motion carried.**

The Planning Commission minutes from August 2020 were reviewed. There were no comments.

The November 2020 EIT update was included for review.

Utility Water and Sewer Reports for November 2020 were reviewed. Water was lost when there was a water main break on Oak Street. There was a tree near the break that was disturbed during the repair. It will be monitored to make sure it stays alive.

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

GLRA sent a letter noting the reimbursement amounts for Board members in 2021.

The St. Luke's Church requested the ability to drive around town on Christmas Eve to play Christmas music. Chairman Fetter thought that was a wonderful idea.

Ms. Snyder asked the Board if they have a position on the recycling program yet. Ted Cromleigh explained that with the current COVID restrictions we really can't start up the program yet. The Board said they will wait until spring to revisit the matter.

The Northwest EMS organization sent call reports for November 2020 and a Year to Date summary.

The SEO Report for November 2020 was presented.

Ms. Snyder discussed the Laserfische database movement from our server. Freedom Systems discovered after quoting us cloud storage that Laserfische could not be moved to our cloud. Our only option is to use the Atlantic Laserfische cloud or install a dedicated machine in our office for the database. The cost to use the Atlantic cloud is approximately \$1700/year and a one-time fee of \$5,200 to initiate the database. We could go back to using a small business server also. The Board reviewed the matter and said they could not justify the Atlantic fees and would just leave things as they are currently with the small business server housing the Laserfische database. We will price a new small server and leave all other server items in the cloud storage.

Ted Cromleigh asked if there was more information procured to allow for credit card payments to be made by utility customers. Ms. Snyder discussed what information she had but will investigate bank options as well as ask other municipalities what they use.

Peg Fitzkee asked a question about the Fulton Bank BillPay system.

Kathy Strickler read her auditor oath in front of Ms. Snyder as a notary. The Board thanked her for serving out the vacated term and she will receive information in the mail for the auditor meeting.

Jean Rowe, via phone, thanked Bob Lynn for the investigation in the break retarder policy. She then asked about updated Planning Commission minutes. Ms. Snyder stated that the August minutes were the only ones that need to be added as they were just approved at the November PC meeting. The Board only reviewed them this evening. Mrs. Rowe asked how to know if plans were submitted other than attending a Planning Commission meeting or waiting for meeting minutes. The Board said there was no

other way, but that Planning Commission may not be the first stop for Land Development plans depending on the type of plan.

Amy Leonard relayed information regarding the White property on South Market Street.

At 8:37 Chairman Fetter called an executive session to discuss personnel matters and potential litigation matters. At 8:51 the Board reconvened. At this time, **Chairman Fetter made a motion to hire Jamison Wetzel and Michael Worley as snow-plow drivers at the rate of \$19.50/hr. Ted Cromleigh seconded the motion and the motion carried.**

Ted Cromleigh made a motion to adjourn the meeting at 9:10 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 4, 2020 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder