

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 26, 2021
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Jennifer Snyder- Office Manager
Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Sean Weik – Public Works Superintendent
6 members of the public

The meeting was called to order at 7:02 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. Peg Fitzkee thanked staff for posting the street cleaning schedule.

A review of the meeting minutes from January 4, 2021 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of January 4, 2021 and was seconded by Chairman Fetter. The motion was approved.** Minutes from the January 2020 Auditor meeting were reviewed. **Bruce Kramer made a motion to accept the Auditor meeting minutes from January 2020. Chairman Fetter seconded the motion and the motion carried.**

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$77,002.35 from the Light Fund, State Fund and General Fund for bills and payroll. Chairman Fetter seconded the motion and the motion carried.**

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 \$8,111.14. Ted Cromleigh seconded the motion and the motion carried.**

Bills for Water Account were submitted for review and payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$7,131.43. Ted Cromleigh seconded the motion and the motion carried.**

A Treasurer’s Report for December 2020 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for year end 2020. The Board noted that the budget looked very good through staff diligence. Fulton Financial prepared a quarterly statement for the Employee Pension Fund.

The Public Works Report for December 2020 was reviewed. Sean Weik reported that work has been done on the grader. Preparations for winter weather are underway. The Gasboy report for December fuel usage was reviewed.

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

The PA State Police Report for December 2020 was reviewed.

Engineer's Report

Bob Lynn presented the Engineer's report.

A DCNR Grant letter was received for last year's grant submission. The application was noted has high value project, but the grant was not funded due to the state's lack of revenue. Mr. Lynn noted that the grant can be refiled until April 14th in hopes of funding being available in 2021. He can update the grant to include money for bathroom rehabilitation if the board wishes. **After brief discussion, a motion was made by Ted Cromleigh to approve the resubmission of the DCNR Grant Application. Bruce Kramer seconded the motion and the motion carried.**

Ammon Lapp of Gibble Road was in attendance to discuss the damage done to an inlet box near his property. Bob Lynn explained that Mr. Lapp will need to have a new inlet installed. Mr. Lapp stated that he cut open the sidewall of the existing inlet to aid in drainage measures for his pasture. He would like to be able to install a drainage system that would connect to our facility in the inlet that he will install. Ted Cromleigh asked if Mr. Lapp has a conservation plan which confirmed he does. Mr. Cromleigh asked to have a copy given the Mr. Lynn for review. Mr. Lynn stated that Sean Weik should have some input on the new inlet, but that if Mr. Lapp is allowed to connect to it, the system will require areas prior to the inlet that will catch sediment before it gets to the inlet. The Board would also like an agreement for maintenance of the system Mr. Lapp intends to install and would like the conservation district to have input on that as well.

The HVAC system replacement has not been paid in full to date. The request for an extension to the warranty period was denied by AH Moyer and they are requesting final payment for the system. The Board is unwilling to pay based on the damaged control box and the lack of restoration to the trench dug to the rear storage building. AH Moyer has requested pictures of both of those items. The existing warranty period runs out July 16, 2021 and AH Moyer feels all unresolved items can be mitigated by then. The Board will not make final payment until those items are attended to.

A minor Stormwater Management plan for Derek & Shannon Martin was received last year but no formal review letter was issued by Hanover within the 90 day review period. The plan has been deemed approved for construction purposes but Hanover issued a review letter with comments to aid in the proper construction of the facility. Mr. Martin and his contractor Matthew Hurst were in attendance to discuss what happens next. Discussion regarding the plan and why the review letter had not been issued resulted. Agreements for Stormwater Management and Improvement Guaranty are needed, an approved cost estimate needs to be done and an escrow or letter of credit need to be established. The agreements need to be approved at the next Board meeting in February. Mr. Hurst wished for some clarification on the review letter done by Hanover. Amy Leonard explained that is in their best interested to have a clean plan since a copy of it will be attached to the agreements recorded for the project. Ted Cromleigh asked what improvements were being made to the property and if a sewage permit will be needed for the project. Mr. Hurst noted that an expansion of the existing septic system is required and he will get the permit for the building permit to be issued. Bruce Kramer explained that the Board is not trying to hold up the project but the project can not commence until agreements are approved at the next meeting.

Review of the building permit can begin while the remainder of the items are being prepared for the February meeting. Mr. Martin and Mr. Hurst understood and will return for the February meeting. Review of the last Copper Ridge submission is done but Landmark and Steckbeck are working on water matters currently. Surveyors have been at the job site.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Resolution 901 is presented to affirm the appointments of board members to the zoning hearing board. The MPC requires the appointments be done by resolution but to date we have not. This will resolution will appoint all members and ratify their term end dates. We will continue the practice at each reorganization meeting going forward. **After brief discussion, Ted Cromleigh made a motion to adopt Resolution 901 to affirm appointees to the Zoning Hearing Board. Bruce Kramer seconded the motion and the motion carried.**

The Sunoco agreement redo is being reviewed by Solicitor Leonard. She has some revisions and they need to be reviewed by Sunoco's council. This agreement will consolidate all agreements for restoration surrounding the Sunoco project in the Township. The Board will still be required to sign off on work completion milestones and they are requesting a bond reduction based on the work that has been completed. Solicitor Leonard does not have a problem with timelines in this agreement. She noted that July of 2022 will be the first date that a final sign off for the entire scope of work can even be considered. She also noted that New Enterprise seems to be the contractor quotes used throughout the project so they should be the company doing the work.

A draft ordinance has been prepared for sidewalk installations within the Township. This ordinance would work in conjunction with our SALDO. The primary reason for this ordinance is to further our ability to obtain grants for beautification projects, ADA compliant sidewalks and other property owner required sidewalk installations. This may aid the Park and Recreation Board in their walking path project as well. The Board had some minor revision and inclusions they would like to see but they liked the initial draft and would like to proceed with its development.

OLD BUSINESS

Ms. Snyder wished to discuss the information she obtained regarding credit card payments. Municipalities and municipal authorities that do take credit card payments only take them for utility bill payment. The fees imposed by the third parties handling the payments are passed along to the customers and vary. Ms. Snyder noted that the lowest fee came for the City of Lebanon Authority at \$3.50 but had a \$500 cap on the payment amount. Anything over that amount would incur a second fee for the balance of the payment over \$500. Other municipalities fee structure was based on percentage of bill and would result in fees of \$7-\$9 for most sewer customers. The Board would like Ms. Snyder to talk to some of the third-party vendors to get information on capabilities and fee structures. Ms. Snyder thought it might be a good idea to ask customers what fee threshold they would be willing to pay to use a credit card for bill payment. The Board stated that after procuring information from the vendors they will determine if they wish to move forward to that step.

NEW BUSINESS

Fuel pricing for 2021 was reviewed. The only vendor who would give pricing was Meyer Oil. Propane will be monitored this year to see if we need to obtain quotes or pricing next year based on usage. The Board asked Sean Weik why we are pricing 89 grade gasoline instead of 87. Mr. Weik will ask Meyer Oil to price 87 gasoline. **After brief discussion, Bruce Kramer made a motion to approve Meyer Oil as our Fuel vendor for 2021 with pricing for 87 grade gasoline and no propane contract included. Chairman Fetter seconded the motion and the motion carried.**

The recycling center at South Lebanon Township is up and running. Jamie Yiengst from their office asked if Heidelberg Township would like to enter into an intermunicipal agreement to allow our residents to get permits to take yard waste to the South Lebanon facility. Residents would need to pay for their own permit since we do not offer free yard waste collection. At the facility they offer collection of paper, cardboard and other recyclable material but those bins are open to anyone without a permit. Amy Leonard looked at the sample agreement and said it looked appropriate. The Board was fine with entering into the agreement to allow our residents to use their facility and asked Ms. Snyder to speak to Ms. Yiengst about the matter.

At this time Chairman Fetter noted that the Board met with an applicant to fill the vacated spot within public works by Ashley Martin. They interviewed Cody Shalters and would like to follow through with hiring him to fill the position. **At this time, Ted Cromleigh made a motion to hire Cody Shalters as a new employee for the public works department. Bruce Kramer seconded the motion and the motion carried.**

Sean Weik discussed Christmas wreath maintenance and the work being done to facility better longevity for the lights for next year's holiday season. He is getting items from Partsmaster much cheaper to fix wiring and connection issues. He discussed potentially changing to an LED lighting system but the Board wanted to see how his repair parts work next year before making that change.

Utility Update

There was some discussion about a depression or sinkhole in the area of the sewer line running through the vacant lot on Locust Street. Sean Weik and Bob Lynn reviewed the situation and will attend to it. The Sewer and Water Reports for December 2020 were prepared by Select Environmental for review. Justin LaTourette was in attendance to discuss the uptick in water usage. There is some concern of a possible leak but will monitor usage through next month.

Mr. LaTourette noted that SRBC will be holding water system accountable for unbilled water usage. The maximum allowed is 20% and they are looking for justification for the unbilled amounts. Leaks will be taken into consideration but they are starting to hold companies accountable for what could potentially be unrecognized water loss. Bob Lynn noted that we should pay attention to the work Steckbeck is doing with Well 8 since any water usage and work done to this well will be done through the Delaware River Basin Commission.

Generators are still needed to be compliant with DEP recommendations at the water facilities. Bob Lynn noted that grants we intended to apply for were not funded in 2020. Bruce Kramer asked if borrowing from the General Fund reserves was an option. Ms. Snyder stated she confirmed with our CPA that this was possible with a repayment agreement. Interest earnings lost through the loan withdrawal could be recouped through the agreement repayment plan. Bob Lynn noted there are some low-interest infrastructure loans available currently as well. The ION Unit replacement was discussed also with money needed for this project as well as the water tank repainting.

The City of Lebanon Authority will be changing their rates beginning with their April billing of first quarter usage. The price/1000 gallons will decrease for our users while the operation and maintenance

amount will increase. The result may be a wash for most users but low and high users may note a difference.

The Month to Date Flow report for January was reviewed.

The EIT Report for December 2020 was presented. It was noted that collections did not decrease during the COVID-19 pandemic.

Secretary Report

ELCO Youth Sports requested use of the baseball field for 2021. **Bruce Kramer made a motion to allow ELCO Youth Sports the use of the baseball fields at the Township property. Ted Cromleigh seconded the motion and the motion carried.**

The SEO report for December 2020 was reviewed. There was no activity for the month.

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

The Lebanon Coalition for the Homeless sent a letter of information to the Township.

The Hanover Fee Schedule 2021 was presented.

Discussion about the replacement of Township office computer towers commenced. Quotes have been obtained from one source and Ms. Snyder is awaiting another. The item was budgeted for 2021 replacement. Board members discussed having a company do an assessment of our computer hardware needs. The Board would like Ms. Snyder to create and RFP to send and request the IT help.

At 9:05 Chairman Fetter called an executive session to discuss personnel matters. At 9:25 the Board reconvened into regular session. **Bruce Kramer made a motion to hire Brandon Nye as a season snow plow driver. Ted Cromleigh seconded the motion and the motion carried.**

At 9:35, 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 February 23, 2021 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary