

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**February 23, 2021
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
7 members of the public

The meeting of Heidelberg Township was called to order at 7:00PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

At this time the Board wished to complete review and discussion regarding various Land Development Plans. Bob Lynn began discussions.

The Derek & Shannon Martin Minor Stormwater Management plan agreements were presented for review and approval. The plan correction suggestions were made and the escrow amount has been established at Fulton Bank. **After brief discussion, Bruce Kramer made a motion to approve the Stormwater Management Agreement for the Derek & Shannon Martin Minor Plan. Ted Cromleigh seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Improvement Guaranty Agreement for the plan. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Stormwater Management Operation and Maintenance Plan. Bruce Kramer seconded the motion and the motion carried.**

At this time the Darrel and Rosene Lehman Major Stormwater Management Plan was reviewed. Michael Hartman, the engineer on the project, was in attendance to discuss the plan and modification requests. This project is for a new home to be built on Gravel Hill Road on an existing lot. The NPDES permit is in place as is the Letter of Credit for financial security. Four modification requests were reviewed by Bob Lynn, none of which were rejected by Hanover review. **After brief discussion, Bruce Kramer made a motion to approve the modification requests for the Lehman Major Stormwater Plan. Chairman Fetter seconded the motion and the motion carried.** After further review, the Board was satisfied with the plan and all its components. **After discussion, Bruce Kramer made a motion to approve the Stormwater Management Agreement for the Lehman Major Plan. Ted Cromleigh seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Improvement Guaranty for the Lehman Major Plan in the amount of \$32,799.15 established via a letter of credit. Bruce Kramer seconded the motion and the motion carried. At this time, Ted Cromleigh made a motion to approve the Major Stormwater Management Plan for Darrel and Rosene Lehman. Bruce Kramer seconded the motion and the motion carried.**

Bob Lynn then introduced a time extension request for the Matthew Bicher Major Plan. The time extension requested is until May 22, 2021. Planning Commission did recommend the plan for approval.

After brief discussion, Ted Cromleigh made a motion to approve the time extension requested for the Matthew Bicher Major Land Plan. Bruce Kramer seconded the motion and the motion carried.

At this time a call for public comment was made. Cpl Justin Prevost of the Pennsylvania State Police was in attendance to review call totals from 2020. The Board asked if there were any notable issues discuss and he stated there were none. Residents in attendance mentioned some areas of concerns to the officer. The Board thanked Cpl. Prevost for attending and for all the work done by the State Police.

The Board reviewed the minutes of the January 26, 2021 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the January 26, 2021 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 January 2021 was submitted for review.

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 \$63,851.42 from Light Fund, State Fund and General Fund for online payments, invoices and payroll. Chairman Fetter 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 \$57,489.03. Ted Cromleigh 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 \$13,344.15. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for January 2021 was reviewed. Sean Weik stated that the International is back and working. One of the plows needs some welding done and that is going to be repaired soon. Salt deliveries have been received to replenish what has been used for recent snow events. The Gasboy Report for January 2021 was reviewed.

The Zoning Officer's Report for January 2021 was reviewed.

The State Police Report for January 2021 was submitted for review.

Engineer's Report

Bob Lynn presented the remainder of the Engineer's Report.

The DCNR Grant applied for last year will be resubmitted this year. Discussion and cost estimates about rehabilitating the restrooms at the park area were brought forth. The amount of work needed to complete the repairs is more than expected. Bob Lynn stated that small changes in the bathrooms can bring them closer to ADA compliant and will be less costly. With that in mind, the Board would like to see cost estimates for the smaller changes and add those to the exiting application for a small playground area at the park.

Investigation of the well on Prescott Road for the Copper Ridge Development is underway. A Hydrogeologist is currently doing some work there now.

Act 13 Funds to make water system repairs are not going to be available to the Township. Our project is not eligible for the funds. Further discussion about money for the projects involved borrowing money from the Township savings. An agreement for repayment would be necessary and Solicitor Leonard will work on reviewing what should be included in the language of it. Sean Weik stated that generators may be available through the State or Federal Surplus system. Ms. Snyder noted that there is money in the Water Capital Improvement account to pay for some of the necessary repairs or purchases. The projects should be prioritized and compared with available funds.

Solicitor Report

Solicitor Leonard was in attendance to present the Solicitors Report.

The Sunoco agreement was reviewed. Solicitor Leonard noted that their attorneys agreed with all her revisions. Milestones will have sign offs for the Township to verify if they are completed. The Board said to move forward with completing the agreement. **After brief discussion, Ted Cromleigh made a motion to approve the Sunoco agreement revision and proceed with signature. Bruce Kramer seconded the motion and the motion carried.**

The Sidewalk Ordinance revisions were made as requested at the last meeting. The Board liked the current version but would like it to be placed on the Township website for resident input. They would like a brief description of the ordinance so residents understand the intent is to gain the ability to apply for grant money for streetscaping.

Resolution 902 was presented to enter into an intermunicipal agreement with South Lebanon Township. It would allow residents of Heidelberg Township to apply for a permit and use of their yard waste recycling facility. **After brief discussion, Ted Cromleigh made a motion to pass Resolution 902. Bruce Kramer seconded the motion and the motion carried.**

The Sewer Connection list was presented. Solicitor Leonard said she is working on correspondence with some of the individuals on the list.

OLD BUSINESS

Ms. Snyder received quotes for new computer workstations for the office staff. She stated that she is working on getting prices for a new server as well but vendors have not returned pricing yet. While the Board notes the workstation towers need to be replaced, they would like to wait and get quotes for servers as well in case bundle pricing can save money. Ms. Snyder will reconnect with those vendors she is seeking quotes from.

NEW BUSINESS

The Costars Salt Contract for the 21-22 winter season is available to join. **After brief discussion, Ted Cromleigh made a motion to participate in the Costars 21-22 Salt Contract. Bruce Kramer seconded the motion and the motion carried.**

The Road Material Bid will be prepared to offer for award in April. The ad is prepared and ready for approval. Quantities are the same as last year and were verified with Sean Weik. The ad was altered by Solicitor Leonard to add bonding requirements. After discussion, the Board did not want to add these

requirements. **Bruce Kramer made a motion to approve the ad for Road Materials with the bonding requirements removed. Ted Cromleigh seconded the motion and the motion carried.** Our PIRMA risk insurance is offering a Pollution insurance rider on our policy. This would offer \$25,00 towards clean up of a utility spill or pump station mishap and \$2,000,000 limit of liability for third party claims. The yearly fee rate is \$500. **After brief discussion, Ted Cromleigh made a motion to add the Pollution coverage to our PIRMA risk insurance. Bruce Kramer seconded the motion and the motion carried.**

At this time, Ted Cromleigh initiated conversation about combining water and sewer bills for residents with both public utilities. Some residents have asked for this to eliminate payments. This would save money and time for the Township. Ms. Snyder said she has already sent a request to Freedom Software to work on the bill/customer merge. **After brief discussion, Ted Cromleigh made a motion to combine water and sewer invoices into one quarterly billing. Bruce Kramer seconded the motion and the motion carried.** Bruce Kramer asked if Ms. Snyder had spoken to Fulton Bank representative about a check reader for the office. Ms. Snyder has received pricing for the unit but did not pursue it further until the Board reviewed the pricing as well. The Board said they would like her to contact Jill Fidler at Fulton Bank to discuss the matter further.

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

The January 2021 EIT update was included for review.

Justin LaTourette from Select Environmental was in attendance to discuss the Water and Sewer Reports for January 2021. Water usage seems to be larger than normal currently and a leak check may be needed if this trend continues.

Mr. LaTourette noted that the roof at the well house is leaking and will need some repairs. Some manholes within the sewer system need some general maintenance and he will show Mr. Weik which ones need to be attended to.

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

The CM High inspection report was reviewed. There were no suggestions for repairs or maintenance currently.

The Northwest EMS organization sent call reports for January 2021.

Ted Cromleigh asked if there was more information procured to allow for credit card payments to be made by utility customers. Ms. Snyder stated that she has contacted third party vendors for information but no one has gotten back to her yet. Mr. Cromleigh would like information for the next meeting to review.

Ms. Snyder noted that she went through all the records brought down from the upper storage area and made a list of what can be disposed of. She forwarded that list to Solicitor Leonard for review and to start a Resolution for disposal. Solicitor Leonard mentioned that the list is quite lengthy and police records will need to be reviewed to make sure they can be disposed of.

The Comcast audit is underway. Ms. Snyder said she just completed an address review of their audit for approximately nine pages of inaccurate addresses. Many were due to address changes on Heidelberg Avenue and Stiegel Pike. She sent her corrections back to Cohen Law Group for further review.

Ted Cromleigh made a motion to adjourn the meeting at 8:56 PM. The motion was seconded by Bruce Kramer and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be March 23, 2021 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder