

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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March 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
Justin LaTourette – Utility Operator
4 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 a call for public comment was made. Peg Fitzkee thanked Sean Weik for quickly attending to the missing stop sign at Prescott and West Reistville Road on Saturday.

The Board reviewed the minutes of the February 23, 2021 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the February 23, 2021 meeting. Ted Cromleigh seconded the motion and the motion carried.**

A Treasurer’s Report including cash deposits, PLGIT and Fulton bank statements, cash deposits and budget comparison for February 2021 was submitted for review.

Township bills were submitted and reviewed for payment. Ms. Snyder noted that a check for newsletter postage in the amount of \$392.60 was added to the checks payable list. **After discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$89,106.41 from Light Fund, State Fund and General Fund for online payments, invoices and payroll. 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 \$7,031.49. 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 \$9,542.29. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for February 2021 was reviewed. Sean Weik discussed bills for repairs but further diagnostics need to be run on the vehicle. The Board would like Mr. Weik to acquire quotes for the work. One of the snowplows needed welding. The salt spreaders and snow equipment were removed from the vehicles this week.

The Gasboy Report for January 2021 was reviewed.

Road Projects for the year were presented for review. One of the roads will be pushed to next year do to impending development on a vacant lot. Road areas that require patching were reviewed. Mr. Weik will have the public works crew do as much of the patch work as they are able to. The Township Building parking lot will also be paved but is budgeted to be paid from General Fund money. Seal Coat jobs have been identified. The Board would like Bob Lynn and Sean Weik to work on preparing the paperwork for all the road projects and get the jobs advertised for bidding. **After brief conversation, Paul Fetter made a motion to approve advertising of the road projects for 2021. Bruce Kramer seconded the motion and the motion carried.**

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

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

Engineer's Report

Bob Lynn presented the Engineer's Report.

Steckbeck Engineering has offered a 90-day time extension for the Copper Ridge project while they continue to work on Phase 1 of the project. The PennDOT review of their HOP plan has some comments that need to be addressed. The Well 8 survey will begin this Friday. It has been determined that SRBC will be the reviewing agency although the well is in the DRBC jurisdiction. **After brief discussion, Ted Cromleigh made a motion to grant a 90-day time extension until June 28th to Steckbeck Engineering for the Copper Ridge project. Bruce Kramer seconded the motion and the motion carried.**

The DCNR grant commitment letter from the Board of Supervisors was presented for review. As well, Resolution 903 to ratify the grant application for the Park & Recreation plan was presented for approval. **Ted Cromleigh made a motion to approve the signing of the Board of Supervisors' commitment letter for the DCNR grant application. Bruce Kramer seconded the motion and the motion carried. At this time, Ted Cromleigh made a motion to approve Resolution 903 for the approval of the DCNR grant application. Bruce Kramer seconded the motion and the motion carried.**

At this time, Kevin Varner of Diehm and Sons was in attendance to present a request for a waiver of land development for the Keller Brothers Airport. They are proposing building a new airplane hangar which will add minimal extra aircraft to the existing storage area. They will be removing an area of blacktop located at the front of the property to offset the new impervious of the hangar. Bob Lynn noted that Planning Commission recommended approval of the waiver of land development at their previous meeting. Ted Cromleigh recused himself from voting on the project due to personal involvement in the plan. **After brief discussion, Bruce Kramer made a motion to approve the requested waiver of land development for the Keller Airport project. Chairman Fetter seconded the motion and the motion carried.**

The Chapter 94 Sewage Facilities report for 2020 was presented for review. Flows were higher for the past year but peaking factor is lower. The increase could be contributed to the amount of people home due to the pandemic.

Ted Cromleigh asked if the Act 110 report has been filed by Select Environmental yet. Justin said it will be done by the due date. He noted that there is some unexplained water loss and that will need to be checked to determine the cause.

Solicitor Report

Solicitor Leonard was in attendance to present the Solicitors Report.

The Sunoco agreement has been executed and copies have been mailed to us. Sean Weik stated that New Enterprise has been working on the paving project and should be in the area around May 31st.

The Sidewalk Ordinance draft has been placed on the Township website for resident review and comment. Ms. Snyder noted that no one has offered comments to date.

Solicitor Leonard stated that the list Ms. Snyder produced for disposal of records is being reviewed by her staff. There are some questions on the list contents that Ms. Snyder is reviewing. The police records will be handled last as they have some very specific rules.

A Community Development Block Grant was investigated for some infrastructure projects in the community. Those grants require some proof of low to moderate income areas and it is hard to prove without extensive work. The Board is not interested in pursuing the grant.

Solicitor Leonard investigated information regarding the HOA for Linda Sue Gardens. It was determined that it has not been established. The issue of transfer of water and sewer lines to the Township does not apply to the HOA but is the responsibility of the developer. We have had no communication with the developer or their attorney to date. The easement paperwork is complete for the utility lines in the street but the developer has not signed it. Solicitor Leonard will contact the developer to determine what needs to be done to complete the transfer of utility line ownership.

The property on South Lancaster Avenue that was demolished by fire is not yet secured. Ms. Snyder spoke to the insurance broker who stated the insurance company is turning the matter over to the family to deal with. Ms. Leonard noted that statute will dictate how this should be handled along with our Fire Escrow ordinance. Ms. Snyder will reach out to a family member to let them know we may be contacting the insurance company for information on securing the property. The Board would like Ms. Snyder to contact our Building Code Official regarding condemnation of the building.

OLD BUSINESS

Ms. Snyder received updated quotes for new computer workstations and server for the office. The Board reviewed the pricing. There were small differences in the items but the prices were nearly identical based on the items quoted. Prior experience with one of the quoting businesses aided in deciding which company to choose. **After brief discussion, Ted Cromleigh made a motion to choose the quote from Custom Computer for new workstations and server for the office. Bruce Kramer seconded the motion and the motion carried.**

NEW BUSINESS

The Park and Recreation Board currently has two members. One member resigned and the another's term ended at the end of 2020. Jackie Fetter has agreed to be reappointed to the Board until a replacement can be found so there can be a quorum and business can be conducted. **After brief discussion, Ted Cromleigh made a motion to approve Jackie Fetter to the park and Recreation Board for a one-year term. Bruce Kramer seconded the motion and the motion carried.**

The Planning Commission minutes from February 2021 were reviewed. There were no comments.

The February 2021 EIT update was included for review.

Justin LaTourette from Select Environmental was in attendance to discuss the Water and Sewer Reports for February 2021. The Sensus meter read equipment has been replaced but one of the items is not necessary for how we do meter reading. Mr. LaTourette and Nadine Frye would like to exchange that for other items that would better serve them and the cost would be less. The Board said that would be fine. Also discussed was replacement of old style water meters for better accuracy of water usage counting. The Board would like a schedule of replacement over the next few years to spread the cost of purchasing the new meters. Ted Cromleigh asked if the new Sensus software was working and Ms. Snyder noted that it was with confirmation from Mr. LaTourette.

Ms. Snyder discussed the work being done to facilitate combining water and sewer bills. The Freedom System people are preparing a quote based on how the merge will take place. The software will need to be updated to CityShare as well to allow for the merge to work correctly. The Board is accepting of the timeline to merge bills beginning of June and eliminating the water bills in April and July. Mrs. Frye suggested water usage for off months will be calculated and added to the June billing. The Board was fine with that. The large bill may be hard for some to pay in full so Ms. Snyder asked if there would be a waiver of late fees for this invoice. The Board said that would be a good idea. Bruce Kramer asked if the banking deposits for joint bills was worked out. Ms. Snyder said other municipalities deposit the money into one utility account and then move the appropriate amounts into either water or sewer specific accounts. Mr. Kramer asked if Fulton Bank offered more information on the check reader. Ms. Snyder said office staff met with Fulton Bank representatives and while they offered lots of services, the check reader pricing as presented previously could not be changed. The Board will not pursue Fulton's other services. The Board weighed the cost and time savings and would like to proceed with acquiring a check reader to deposit checks for utility payments remotely. Ted Cromleigh would like the new office computer hardware in place prior to the software update and bill merge. Ms. Snyder will work on coordinating that with both vendors. Ms. Snyder also provided information to the Board for credit card payments. Bruce Kramer reviewed the vendor website and did like what they offered. Ms. Snyder would like to complete the other updates prior to focusing on credit card payment options. The upgrade to CityShare software may allow for customer payments through a direct link to their accounts but more information is needed. The Board will review that information at a later time.

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

Recycling offered once a month at the township was discussed. The lack of volunteers, reduction in recyclable materials and cost involved does not allow for the recycling program to be reinstated at this time. The Cardboard container will remain but other inquiries for recycling will be directed to the South Lebanon Township facility, GLRA facility or local trash haulers that will segregate recycling collection. The recreation field reservations need to be reviewed. The bathroom access may be an issue based on CDC cleaning rules. Baseball has already reserved the fields for practice and play and they will start practice soon. There was discussion about renting two portable restrooms for spring through fall. We will need to get pricing. Bruce Kramer asked if we could speak to the office cleaning person about adding rec bathroom cleaning to her weekly duties. Ted Cromleigh would like the baseball organization asked if they could supply a cleaning person once a week since they are the only organization using the facility. He also would like CDC signs laminated and hung around the recreation area. If no one can clean the existing restrooms, portable restrooms will need to be acquired.

Ms. Snyder stated she attended a webinar regarding the use of COVID-19 relief money being provided by the Federal Government. There are specific things the money can be used for and the money must be spent by 2024. There are still some reporting rules that are not in place yet and the money will be disbursed in two installments between this year and next year. The Township will make a plan to

determine how the money should best be allocated. Some discussion about water infrastructure repair concerns ensued.

The Northwest EMS organization sent call reports for January 2021.

It was noted that the PSATS annual Conference scheduled for April is cancelled. There are virtual seminar options and a possible business meeting in October.

Chairman Fetter called an executive session at 8:42PM to discuss property maintenance issues. At 9:26PM the Board reconvened.

Ted Cromleigh made a motion to adjourn the meeting at 9:33 PM. The motion was seconded by Bruce Kramer and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be April 27, 2021 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary