

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**October 26, 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. Sgt. Klein of the PA State Police was in attendance to give an update of police calls for the last quarter. He shared that their updated website has some crime data if residents are interested. The Board noted some areas of traffic concerns and asked that Sgt. Klein share the information with his barracks. Chairman Fetter thanked him for all of the service the Township receives.

The Board reviewed the minutes of the September 28, 2021, meeting. **After review, Bruce Kramer made a motion to approve the minutes of the September 28, 2021, meeting. Chairman Fetter 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 September 2021 was submitted for review.

Township bills were submitted and reviewed for payment. **After discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$68,316.46 from Light Fund and General Fund for online payments, invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Water Bills were submitted for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$3,475.38. Chairman Fetter seconded the motion and the motion carried.**

Sewer bills were submitted for review. **After brief discussion Bruce Kramer made a motion to accept the bills as submitted for a total of \$4,758.73. Ted Cromleigh seconded the motion and the motion carried.**

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The Public Works Report for September 2021 was reviewed. Sean Weik stated that the department is snow ready in case of any weather events. He is working on getting pries to install the switches for the generators we are purchasing for the water system. The remodeling of the water facility buildings is slated to start next month.

Quotes to install fencing around the water tank were received by Mr. Weik. The Board reviewed the three received. The Evergreen Fencing quote was the lowest and meets all of the requirements. **After brief discussion, Ted Cromleigh made a motion to approve the quote of \$18,800 from Evergreen Fence for fencing around the water tank. Bruce Kramer seconded the motion and the motion carried.**

The Gasboy Report for September 2021 was reviewed.

The Zoning Officer's Report for September 2021 was reviewed. Jean Rowe asked if she could see the zoning report. Ms. Snyder explained that the report provided by Barry Wagner has items on that may need to be redacted. Amy Leonard asked if Mrs. Rowe would like just the list of zoning permits. Mrs. Rowe said that would be fine. Solicitor Leonard gave Mrs. Rowe her copy of the zoning permit list.

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

Engineer's Report

Bob Lynn presented the Engineer's Report.

The Jay Zimmerman Subdivision Plan was on the agenda for approval, but Bob Lynn noted the sewer planning module was not complete in time for the meeting. **Ted Cromleigh made a motion to table the Jay Zimmerman plan. Bruce Kramer seconded the motion and the motion carried.**

The LCM Subdivision/Lot Add-On plan was presented for approval. Tom Matteson from Diehm & Sons was in attendance to present the plan. The Keystone Fence owners purchased the home in front of the business along Route 501. To make the lot more usable, they would like to take a section of land from the Keystone Fence lot and add it to the house lot. Planning Commission recommended approval of the plan. Ted Cromleigh excused himself from the discussion. **After brief discussion, Bruce Kramer made a motion to approve the LCM Subdivision/Lot Add-on plan. Chairman Fetter seconded the motion and the motion carried.**

A request was made by Daniel Martin of Blue Lake Builders for release of the escrow held for work done at the property 323 S. Lancaster Ave. The paving restoration has been completed. **After brief discussion, Bruce Kramer made a motion to release the escrow amount of \$4,085.80 for the Blue Lake escrow held for the project at 323 S. Lancaster Ave. Chairman Fetter seconded the motion and the motion carried.**

A request was made for release of the Letter of Credit held for Glenn Burkholder of 152 Distillery Road. Since no inspections were done throughout the project, as-built plans needed to be prepared. Chairman Fetter was disappointed that inspections were not done and wanted to know how to insure this doesn't happen again. Mr. Lynn stated this doesn't happen often and the contractors are usually at fault for not calling for inspections. **After brief discussion, Ted Cromleigh made a motion to release the letter of credit amount of \$13,472.25 for the Glenn Burkholder land development project. Bruce Kramer seconded the motion and the motion carried.**

Bob Lynn began the discussion about the reimbursement for the waterline moved on South Market Street for the bridge project done by PennDOT. Ms. Snyder helped explain that PennDOT did not send the Township the money owed but no one is sure what happened. Certain documents were not returned to PennDOT although PennDOT has acknowledged that they owe the Township money for the

reimbursement. This project began around the time HTMA was being operated by the Township but the water system was not owned by the Township. It is possible documents did not arrive to the correct people. PennDOT advised us what forms we need to complete in order to get the reimbursement we are eligible for and instructed us to include a narrative about the water system operations. Bob Lynn noted that Hanover is working on the documents and compiling the information to go along with the paperwork.

A School Bus Stop sign had been requested along Route 501 as well as one along Route 897 near Julilada Heights development. Bob Lynn stated that Hanover did a review of both areas and neither meet the qualifications PennDOT has set for a school bus stop sign. The Board would like communication with the school about moving the bus stop.

A request for a review of the intersection of West Reistville Road and Prescott Road. Ms. Snyder has prepared the request and the Board would like to pursue the traffic study.

Discussion ensued regarding an accident in the middle of Reistville. The accident requires PennDOT to review the area for safety measures. The Township has already done an LTAP study for their portion of the intersection.

The tank painting will commence soon and the color Delph Blue-Pool has been chosen to match the current tank color. Minoan has sent a work schedule and they will be preparing the tank tomorrow. Weather dependent, they will be done with the work in a week.

Solicitor Report

Solicitor Leonard was in attendance to present the Solicitors Report.

Resolution 906 was presented for Disposal of Non-Uniform Records. The items being disposed of are in accordance with the PA Historical Record Retention policy. **Ted Cromleigh made a motion to approve Resolution 906 for the disposal of non-uniform records eligible for disposal. Bruce Kramer seconded the motion and the motion carried.** Resolution 907 was presented for the Disposal of Uniform Records. Certain items that were on the disposal list will need to be reviewed first and were removed from the resolution. **Ted Cromleigh made a motion to approve Resolution 907 for the disposal of uniform records eligible for disposal. Bruce Kramer seconded the motion and the motion carried.** Ms. Snyder will work on scheduling the company Shred-It to come for the disposal. The Board would like the date to be shared with the community.

Blue Lake Builders sent a letter requesting action on taking ownership of Linda Sue Lane. The Board has already sent correspondence and has also verbally told Dan Martin that the Township will not take ownership of the street.

A list of sewer accounts with delinquencies was reviewed by Ms. Snyder and Solicitor Leonard. Solicitor Leonard will discuss the matter in executive session.

OLD BUSINESS

The portable toilets are still at the recreation area. Ms. Snyder stated she spoke to the homeschool group that uses the field each Tuesday and next week will be their last week using the softball field. The Board would like the toilets removed when they are done using the fields.

NEW BUSINESS

The revised draft of the 2022 Budget was presented for review. Ms. Snyder noted that she received the PSATS Unemployment rates just this afternoon. Since they percentage increased, she would recommend raising the office unemployment amount to \$2000. The Board was acceptable of that change. Based on advertising rules, the Board can approve the budget at the November meeting and will advertise the approval at the December 21, 2021 meeting. **After discussion, Ted Cromleigh made a motion to advertise adoption of the 2022 Budget at the December 21, 2021 meeting. Bruce Kramer seconded the motion and the motion carried.** Sean Weik discussed pricing received for a new truck that is included in the budget. After review, the Board asked Mr. Weik to get more pricing on other truck choices.

The Myerstown Borough office sent a letter requesting the Schaeffertown Fire Police assistance at their Holiday Parade November 27th. **Ted Cromleigh made a motion to approve the Schaefferstown Fire Police to assist with the Myerstown Holiday Parade. Bruce Kramer seconded the motion and the motion carried.**

The State Aid Pension money was deposited into our general fund. The amount was a little less than our Pension MMO spelled out as necessary to fund the account. The Township will have to deposit the difference. A transfer request letter and paperwork were prepared to move the amounts into the Pension Fund. **Chairman Fetter made a motion to approve the deposit of State Aid and MMO difference of \$471.87 into the Pension Fund at Fulton Financial. Bruce Kramer seconded the motion and the motion carried.**

Ms. Snyder discussed the meeting date scheduled for November 9th and asked if the date could be moved back one week. This would aid with bill paying and would lessen the space between the November meeting and the December meeting. The Board agreed to the meeting change. **Ted Cromleigh made a motion to move the November meeting date to November 16th. Bruce Kramer seconded the motion and the motion carried.**

The September 2021 Planning Commission meeting minutes were reviewed.

The September 2021 EIT update was included for review.

Utility matters were discussed at this time.

The Sewer Report was reviewed. Justin LaTourette said he did review the oil separator at the Martin Auto Body building. It is installed and working. He also noted that the paint room water runoff is kept separate and does not dispel into the sewer system. He will continue to monitor the discharge.

The Water Report was reviewed. It was noted that water usage is down and could be because of a water service line leak repair.

Bob Lynn mentioned that the car wash water usage data was reviewed and based on quarterly high usage they will need to purchase 11 more sewer EDUs. He will provide a letter to the owner so they can resolve the matter.

Slymaker has been notified of the Township's wish to purchase the generators they quoted. Sean Weik is working on getting pricing to prepare the electrical hook-ups in the buildings.

There is no SEO Report for September 2021 as there was no work done for properties in the Township.

The Secretary's Report was presented by Ms. Snyder.
The Northwest EMS organization sent call reports for September 2021.
PSATS sent information regarding the life insurance policy the Township provides for each employee.
There is no change for us as an existing policy holder.

At 8:33 Chairman Fetter called an executive session to discuss property maintenance litigation matters and other litigation matters. At 9:28 the Board reconvened.

Bruce Kramer made a motion to adjourn the meeting at 9:32 PM. The motion was seconded by Chairman Fetter and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be November 16, 2021, at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder