

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**November 16, 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
2 members of the public

The meeting of Heidelberg Township was called to order at 7:01PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

At this time, a call for public comment was made. There was none.

The Board reviewed the minutes of the October 26, 2021, meeting. **After review, Bruce Kramer made a motion to approve the minutes of the October 26, 2021, meeting. Ted Cromleigh seconded the motion and the motion carried.** Also reviewed were the minutes from the October 12, 2021 Budget Workshop Meeting. **After review, Bruce Kramer made a motion to approve the Budget Workshop Minutes from October 16, 2021. 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 October 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 \$36,090.12 from Light 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 \$56,802.06. 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 \$6,4003.51. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for October 2021 was reviewed. Sean Weik stated that the department will be preparing the trucks for winter events starting tomorrow.

The Gasboy Report for October 2021 was reviewed.

The Zoning Officer's Report for October 2021 was reviewed. Jean Rowe asked if she could see the zoning permit list. Solicitor Leonard gave Mrs. Rowe her copy of the zoning permit list.

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

Engineer's Report

Bob Lynn presented the Engineer's Report.

The Jay Zimmerman Subdivision Plan was presented by Bobby Gerhart for review. The sewer planning module is complete. Planning Commission approved the plan which will show a new lot created from the Zimmerman land using Sheephill Road as a dividing line. **After brief discussion, Bruce Kramer made a motion to approve the sewage planning module for the Jay Zimmerman Subdivision Plan. Ted Cromleigh seconded the motion and the motion carried. The Bruce Kramer made a motion to approve the Jay Zimmerman subdivision plan. Ted Cromleigh seconded the motion and the motion carried.**

The Water Tank Painting contract requires a change order to be issued for repair work to the vents prior to painting. Bruce Kramer authorized a Work Change Directive to complete the work prior to the meeting and allow painting to commence. Further interior inspections should be conducted and pricing should be acquired. **After brief discussion, Ted Cromleigh made a motion to approve the Water Tank Painting Change Order for tank repairs. Bruce Kramer seconded the motion and the motion carried.**

Bob Lynn noted that the Waterline Replacement paperwork for South Market Street is nearly done for submission. He is hoping to see the full reimbursement but we may only receive a portion because of the close out of the project prior to disbursement. Ted Cromleigh wished to know why the paperwork was not submitted before the project close out. Bob Lynn is unsure but noted that PennDOT did not signify completion date of the project to anyone to start the submission process on his end. The Board would like to contact a State Representative should we not receive the full reimbursement amount. The Ammon Lapp project is being inspected by the Lebanon County Conservation District. Discharge to the inlet has been identified as manure which is not an acceptable discharge item. Bob Lynn will stay in contact with Karl at LCCD for further updates.

The Copper Ridge water draw down test is planned for the first week of December.

Solicitor Report

Solicitor Leonard was in attendance to present the Solicitors Report.

Solicitor Leonard is working on preparing the required documents for the appointment of the CPA to do the 2021 Financial Audit. She requires approval to run the ad for the auditor appointment. **Chairman Fetter made a motion to approve the advertisement for the appointment of the CPA for the 2021 Audit. Ted Cromleigh seconded the motion and the motion carried.**

Sunoco requested the execution of Exhibit B of the work agreement regarding the repair warranty. This would reduce their bond to \$75,000 for the work done on Sunnyside and Old Mill Roads. **After discussion, Ted Cromleigh made a motion to approve the execution of Exhibit B of the Sunoco Agreement. Bruce Kramer seconded the motion and the motion carried.**

Solicitor Leonard reviewed the findings of the Comcast Franchise Audit. The audit done by Cohen Law Group determined we were underpaid based on address locations. Solicitor Leonard needs authorization

for Cohen Law Group to request the amount due from Comcast. **Ted Cromleigh made a motion to authorize Cohen Law Group to request the money due the Township for underpayment from the franchise agreement with Comcast. Bruce Kramer seconded the motion and the motion carried.**

It was noted that the Class Action Lawsuit settlement check for the International Truck issues was received by office staff. This will close that matter.

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

Brandon Nye was in attendance to discuss his application for the Emergency Management Coordinator position. Chairman Fetter wished to make it clear what his role would be. Mr. Nye noted that he would be a liaison between organizations in a time of emergency. The Board noted that if training would be required above what he already has, the Township will incur the costs. Since he serves as both an active fire fighter and EMS provider, he has much of the training required already. The Township will review other needs of the position and work with him to secure any items. After brief discussion, Ted Cromleigh made a motion to appoint Brandon Nye as the Heidelberg Township Emergency Management Coordinator. Bruce Kramer seconded the motion and the motion carried.

NEW BUSINESS

Ms. Snyder received the CPA Engagement Letter from Stanilla, Seigel and Maser. The proposal sees a slight increase in price but that is because of procedural changes required of the CPA. **Bruce Kramer made a motion to approve the use of Stanilla, Seigel and Maser as auditor for the 2021 Financial Audit at the cost of \$10,700. Ted Cromleigh seconded the motion and the motion carried.**

The Zoning Hearing Board saw a member move out of the Township and is now in need of a replacement. Lee Reddinger, an existing alternate for the Board, will take the position as a member of the Board. **Ted Cromleigh made a motion to appoint Lee Redding to the Zoning Hearing Board. Bruce Kramer seconded the motion and the motion carried.** Solicitor Leonard noted that all Zoning Hearing Board members must be appointed by Resolution so she will prepare one for the reorganization meeting in January. Jean Rowe asked when alternate positions will be filled. The Board noted that they are reviewing application and will make the appointments soon.

Dustyn Miller, a resident of Heidelberg Township, has expressed interest in serving on the Park & Recreation Board. After attending a meeting, the existing Park & Recreation Board believe he would be a good addition. **After brief discussion, Chairman Fetter made a motion to appoint Dustyn Miller to the Park & Recreation Board. Bruce Kramer seconded the motion and the motion carried.**

Utility matters were discussed at this time.

The Sewer Report was reviewed. Envirep supplied a quote for maintenance parts for the sewer pump stations. Justin LaTourette of Select Environmental can perform the labor for the maintenance work. **After a brief discussion, Bruce Kramer made a motion to approve the purchase of parts from Envirep for sewer pump station maintenance in the amount of \$5,301.56. Chairman Fetter seconded the motion and the motion carried.**

The Water Report was reviewed. Water use appears to be down from previous months. A quote was obtained from Slaymaker for work required to connect the new water system generators. Slaymaker is also supplying the generators and they should be arriving at the Township soon. Once installed, Slaymaker personnel will do training on how to use the generators should the need arise. **Bruce Kramer made a motion to award the generator installation job to Slaymaker for both water system buildings in the amounts of \$6,950.50 & \$5,183.50. Ted Cromleigh made a motion and the motion carried.**

The October 2021 EIT update was included for review.

The SEO Report for October 2021 was reviewed.

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

The Holiday Schedule for Township employees for 2022 was presented for review. There is no change from previous years. **Bruce Kramer made a motion to approve the proposed Holiday Schedule for 2022 for Township employees. Chairman Fetter seconded the motion and the motion carried.**

The proposed Board of Supervisor and other Board meeting schedules for 2022 were reviewed. Ms. Snyder noted that the November and December meetings for the Board of Supervisors are scheduled for the third Tuesday of the month due to the holidays and all others are scheduled for the fourth Tuesday of the month. Ms. Snyder is waiting for notice from the Park and Recreation Board on their meeting dates. **Ted Cromleigh made a motion to approve the proposed 2022 meeting schedules for advertising with the note of potential change for the Park & Recreation Board. Bruce Kramer seconded the motion and the motion carried.**

The Northwest EMS organization sent call reports for October 2021.

Greater Lebanon Refuse Authority sent information regarding permitting for dumping at their facility. Ms. Snyder discussed having a Shred-it event with the Shred-it representative. The Board was hoping to have a weekend onsite event to purge the information the Township can based on the PA Record Retention rules and also let residents bring items to shred as well. But an onsite event is not looking possible based on the Shred-it availability and it can not happen for 3-4 weeks. The Board would like Ms. Snyder to connect with the representative on other options as long as the Township is able to remove our eligible documents.

At 8:16 Chairman Fetter called an executive session to discuss property maintenance litigation matters and other litigation matters. At 8:27 the Board reconvened.

Discussions regarding the renewal of the Utility Operator contract commenced. Bruce Kramer and Sean Weik will connect with Mike Kreiser and Justin LaTourette of Select Environmental to work out details.

Martin's Auto Body requires sampling to be done of their discharge into the sewer system. It was discussed on who needs to pay for the testing and how to choose a lab for the work to be done. Mr. LaTourette said normally the business pays for the testing. The Board questioned if the Township needs an ordinance to enforce the regulations prior to conducting the test and requiring the business to pay. Bob Lynn and Ms. Snyder confirmed that the Township has a Grease Trap Ordinance which references the City of Lebanon ordinance for the same matters. Mr. Lynn will review the ordinances for next meeting.

Sean Weik discussed the pricing for a new truck purchase. He acquired pricing from multiple vendors with different style transmissions. Issues with short term pricing holds and rising prices of steel make ordering difficult. Even placing an order now will not see a truck arrive to the Township until 2023. The Board discussed choices with Mr. Weik further regarding transmission choices. **After much discussion, Bruce Kramer made a motion to order the Mack Truck with a manual transmission. Chairman Fetter seconded the motion and the motion carried.**

Ms. Snyder noted that she spoke to Custom Computers about having the laptop hard drives cleaned. They quoted her roughly \$200 per laptop for the work. The board said that is acceptable.

Ted Cromleigh noticed that while the Board approved the Sewage Planning Module for Jay Zimmerman, they did not assign a Resolution number as required. Ms. Snyder stated the next available Resolution number is 908. Resolution 908 will be assigned to the Jay Zimmerman Sewage Planning Module based on the previous motions to the plan done by Bruce Kramer and Ted Cromleigh.

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

The next meeting of the Heidelberg Township Board of Supervisors will be December 21, 2021, at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary