

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

PO Box 188 111 Mill Road
Schaefferstown, PA 17088
(717) 949-3885 fax (717) 949-2915 htwpbs@comcast.net

**January 3, 2022
MEETING MINUTES**

Board members present:

Paul Fetter
Bruce Kramer
Ted Cromleigh

Others present:

Sean Weik – Public Works Superintendent
Jennifer Snyder – Office Manager

The meeting of Heidelberg Township was called to order at 7:03PM by Paul Fetter, followed by the Pledge of Allegiance to the Flag.

At this time, Bruce Kramer made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Ted Cromleigh seconded the motion and the motion carried.

The Reorganization of the Board of Supervisors was held. **A motion was made by Ted Cromleigh to appoint Paul Fetter as Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Chairman Fetter to nominate Ted Cromleigh as Vice Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Chairman Fetter to nominate Bruce Kramer as Secretary/Treasurer of the Board. The motion was seconded by Ted Cromleigh and the motion unanimously carried.**

Appointments of Township duties to staff members were held. **Ted Cromleigh made a motion to appoint Paul Fetter Road Master. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh made a motion to appoint Bruce Kramer Administration Supervisor. Chairman Fetter seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Ted Cromleigh Pension Administrator. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh made a motion to appoint Sean Weik Superintendent of Public Works for the Township. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh made a motion to appoint Jennifer Snyder Office Manager, Right to Know Officer, Utilities Coordinator and Assistant Secretary/Treasurer. Bruce Kramer seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Nadine Frye Administrative Assistant and Assistant Utilities Coordinator. Ted Cromleigh seconded the motion and the motion carried.**

A motion was made by Chairman Fetter to affirm that Supervisors Paul Fetter, Ted Cromleigh and Bruce Kramer are or may be employed by Heidelberg Township. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Ted Cromleigh to secure bonding for \$750,000 for Treasurer and \$300,000 for Assistant Secretary. The motion was seconded by Chairman Fetter and the motion carried.

A motion was made by Chairman Fetter to appoint Solicitor Amy Leonard of Henry and Beaver, LLC as legal counsel for the Township. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to adopt Resolution #917 to appoint Stanilla, Seigel and Maser Auditors for the 2021 Township Audit. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to appoint the Lebanon County Planning Department as Sewage Enforcement Officer. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to appoint Barry Wagner of BRW Consultants, Inc. Township Zoning Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Chairman Fetter to appoint Associated Building Inspections, LLC as Township Code Enforcement Officer. The motion was seconded by Bruce Kramer and the motion unanimously carried.

A motion was made by Chairman Fetter to appoint Commonwealth Code Inspections as Township UCC Code Officer. The motion was seconded by Bruce Kramer and the motion unanimously carried.

A motion was made by Chairman Fetter to appoint Dale Zartman to the Vacancy Board. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Chairman Fetter to appoint Chris Barry to the Zoning Hearing Board. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to appoint Jedd Erdman to the Planning commission. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to appoint Mary Jo Herr to the Park & Recreation Board. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2022. The motion was seconded by Bruce Kramer and unanimously carried.

Chairman Fetter made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2022 taxes for Heidelberg Township. The motion was seconded by Bruce Kramer and was unanimously approved.

A motion was made by Chairman Fetter to establish the regular meeting dates and times as the fourth Tuesdays of each month beginning at 7:00PM. Exceptions for 2022 are: Meeting for November and December will be held on the third Tuesday of the month. The motion was seconded by Bruce Kramer and the motion carried.

Motion was made by Ted Cromleigh to appoint Chairman Fetter as the voting delegate for the 2022 PA State Assoc. of Twp. Supervisors. The motion was seconded by Bruce Kramer and unanimously carried.

A motion was made by Bruce Kramer to establish the hourly wage and salary schedule per the 2022 budget for Township employees. The motion was seconded by Ted Cromleigh and unanimously carried.

Motion was made by Chairman Fetter to establish the mileage rate at \$.585 cents per business mile driven to concur with the rate set by the IRS for 2022. The motion was seconded by Bruce Kramer and unanimously approved.

At 7:18PM the reorganization of the Heidelberg Twp. Board of Supervisors concluded and Chairman Fetter continued with the regular order of business.

A call for public comment was made. There was none.

The Board reviewed the minutes. **Bruce Kramer made a motion to approve the minutes from December 21, 2021. The motion was seconded by Ted Cromleigh and the motion carried.**

Bills for the Township were submitted and reviewed for payment. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$53,516.76 from Liquid Fuels and General Fund for the invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

OLD BUSINESS

Pricing for a communication device for Brandon Nye as Emergency Management Coordinator was reviewed. Ms. Snyder noted that since new laptops for the Board and staff were tabled until needed, that money from Capital Improvement Fund could be used to purchase the radio. The Board discussed communication devices for other staff and the duties of the EMC. **After brief discussion, Bruce Kramer made a motion to authorize the purchase of a handheld communication radio for Brandon Nye as Emergency Management Coordinator. Chairman Fetter seconded the motion and the motion carried.**

NEW BUSINESS

There was none.

Chairman Fetter stated he will open the building for the auditors meeting tomorrow evening at 7:00pm.

Bruce Kramer made a motion to adjourn the meeting at 7:30PM, the motion was seconded by Ted Cromleigh and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on January 25,2022 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder