

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**December 21, 2021
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Jennifer Snyder – Office Manager
Sean Weik – Public Works Superintendent
Amy Leonard – Solicitor
6 members of the public

The meeting of Heidelberg Township was called to order at 7:10PM by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Dan Ebling was in attendance to discuss a matter at his property 108 S. Church Street. Solicitor Leonard stated this is a current litigation matter and will be discussed in Executive Session. Jean Rowe wished to ask questions regarding the media article about the Police Pension dissolution. Solicitor Leonard stated the matter is potential litigation and special counsel is working to deal with the issue. Although the Board would like to comment on the audit produced by the State Auditor General's office, they cannot based on the litigation status of the matter.

The Board reviewed the minutes of the November 16,2021 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the November 16,2021 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 November 2021 was submitted for review. The budget was noted to be in a good place for this time of the year.

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 \$110,984.87 from Light Fund, State Fund and General Fund for invoices and payroll. Ted Cromleigh 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 \$33,117.60. 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 \$34,321.35. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for November 2021 was reviewed. Sean Weik stated the trucks are prepared winter weather events. Mr. Weik supplied two quotes for truck bed and accessory pricing for the new truck ordered. One vendor would not send a price because of the volatility of costs associated with the items. The Board reviewed specs of the quotes and discussed the timeline of ordering. The prices provided were from Costar vendors so bidding was not necessary. The pricing from MJR was the lowest and had the requirements needed for the new truck. **After discussion, Bruce Kramer made a motion to purchase the truck accessory package from MJR for the amount of \$88,717.08. Ted Cromleigh seconded the motion and the motion carried.** The Gasboy Report for November 2021 was reviewed.

The Zoning Officer's Report for November 2021 was reviewed. Jean Rowe asked if she could see the permit list. The Board discussed the possibility of listing the permits on the website next year. Ms. Snyder will discuss with the zoning officer and ask him to remove all phone numbers from the list. Jean Rowe asked if there were any requests for land development at the Keller lot at the Route 501 red light. The Board said there had been no submissions to date.

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

Engineer's Report

Bob Lynn was not in attendance to present the Engineer's Report.

There was a question about the Park and Recreation Grant submission. Ms. Snyder said no word has been received yet on the application although it is expected before the end of the year.

The PennDOT Waterline Reimbursement Request Form was presented for review. Ms., Snyder said bob Lynn would be able to make an E-Signature form if desired by the Board. They can still sign the paper copy but a PDF signature might make this easier to submit. **After review, Bruce Kramer made a motion to allow Bob Lynn to submit the waterline reimbursement to PennDOT. Ted Cromleigh seconded the motion and the motion carried. A motion was made by Chairman Fetter to allow a PDF e-signature document to be prepared if necessary and to allow Bruce Kramer to sign such document for the waterline reimbursement. Ted Cromleigh seconded the motion and the motion carried.**

Minoan has completed the painting of the public water system Water Tank. They have submitted information to be paid for the work but have not submitted all required documents to allow for payment release. Bob Lynn suggested the Board approve final payment of \$40,500.00 once all documents be received by Hanover Engineering. **After brief discussion, Ted Cromleigh made a motion to release final payment for the Water Tank Painting project to Minoan in the amount of \$40,500.00 contingent on receipt of all required bid documents. Bruce Kramer seconded the motion and the motion carried.**

The Darrell Lehman land development project on Gravel Hill Road is complete and the contractor has requested release of the Letter of Credit. Bob Lynn noted in his report that road damage occurred from construction vehicles entering and exiting the property. The road needs to be repaired before certain money should be released. Bob Lynn noted that the 10% contingency held for the project can be retained until repairs to the road are made but release the rest of the money. **After brief discussion, Ted Cromleigh made a motion to release the Letter of Credit for the Darrell Lehman land development project minus the contingency of \$2,852.10 to be held until road repairs are completed. Bruce Kramer seconded the motion and the motion carried.**

It was noted that the ION Unit permit submission to DEP has not been reviewed to date.

Solicitor Report

Solicitor Leonard was in attendance to present the Solicitors Report.

Resolution 909 was presented to express intent to appoint Stanilla, Seigel and Maser for the audit of the 2021 financial information. The resolution to do the appointment in January has been advertised as necessary. **After brief discussion, Ted Cromleigh made a motion to pass Resolution 909 to signify the appointment of CPA Stanilla, Seigel and Maser to audit the 2021 financial information for the Township. Bruce Kramer seconded the motion and the motion carried.**

Solicitor Leonard prepared a resolution to denote the acknowledgement of the Non-uniform Pension Minimum Municipal Obligation (MMO) form provide by Conrad Seigel, the pension plan actuary. This resolution will accept the form information regarding contributions to the non-uniform pension plan if necessary. **After brief discussion, Ted Cromleigh made a motion to approve Resolution 916 acknowledging the Minimum Municipal Obligation pension form for the non-uniform pension fund. Bruce Kramer seconded the motion and the motion carried.**

Cohen Law Firm has presented paperwork to be executed regarding the collection of underpaid amounts found from the audit of the Comcast Franchise Fee agreement. The agreement must be approved by the Board for Cohen Law Firm to collect the money on our behalf. **Chairman Fetter made a motion to execute the Comcast Audit Settlement Agreement. Bruce Kramer seconded the motion and the motion carried.**

OLD BUSINESS

Brandon Nye was in attendance to discuss the communication radios he requested for the EMC position he now holds. Ms. Snyder forwarded the quote to the supervisors but there will need to be discussion on how to amend the budget to purchase the items. Mr. Nye discussed the workings of the radios and how they will work with the growing 911 call system. The Board will discuss this purchase in January and determine how to pay for them. Jean Rowe asked if ARP money can be used to fund the purchase. Solicitor Leonard is unsure if that would be considered an eligible expense. Most of the ARP Funds are allocated to the public water system and building projects.

NEW BUSINESS

The 2022 Budget was presented for review and adoption. The budget adoption for this evening was advertised in the Lebanon Daily News as required. The Board asked if there were any comments on the proposed budget. Ms. Snyder said the budget was placed on the Township website for review and there were no comments or questions. No tax increase is necessary to balance the budget. **At this time, Bruce Kramer made a motion to approve the 2022 Budget as presented. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 910 was presented to set the Real Estate Tax Rate for 2022 at \$.07444 mills/\$100.00 of Assessed Valuation. **Bruce Kramer made a motion to pass Resolution 910. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 911 was presented for the setting of the Street Light Tax for 2022. The rate will stay the same at \$.50/LF of front footage. **Bruce Kramer made a motion to approve Resolution 911 for the Street Light Tax rate for 2022. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 912 was presented to set the Fire Hydrant Tax for 2022 at .0001055 mills on assessed value of affected properties. **Bruce Kramer made a motion to pass Resolution 912. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 913 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2022. **Bruce Kramer made a motion to pass Resolution 913. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 914 was presented to set the Non-Uniform Pension Plan Contribution Rate for members at \$0 for 2022. **Bruce Kramer made a motion to pass Resolution 914. Ted Cromleigh seconded the motion and the motion carried**

Resolution 915 was presented to set the Fee Schedule for 2022. **Bruce Kramer made a motion to pass Resolution 915. Ted Cromleigh seconded the motion and the motion carried.**

The 904 Recycling Performance Grant for 2020 was presented for approval for submission. Ms. Snyder explained this is now an online submission through DCED. With no township voluntary drop-off this year, all amounts are from residential pick up and commercial tonnage amounts. **Bruce Kramer made a motion to submit the 904 Recycling Performance Grant for 2020. Chairman Fetter seconded the motion and the motion carried.**

The 2022 Preventative Maintenance Agreement from CM High was presented. This is our maintenance contract for the red lights in the Township. There is no change in the contract amount for next year. **After brief discussion, Chairman Fetter made a motion to accept the CM High 2022 Preventative Maintenance Agreement for \$845. Ted Cromleigh seconded the motion and the motion carried.** Commonwealth Code Inspections has submitted paperwork to change our building code official to Josh Nelson. Ms. Snyder stated that Garth will still be handling most general permitting and day-to-day communications for Commonwealth. **Bruce Kramer made a motion to approve the Commonwealth Code Inspections change of building code official. Ted Cromleigh seconded the motion and the motion carried.**

A contract for document shredding was provided by Shred-It for the Township documents eligible for destruction. The fee for them to pick up the items and take them off-site for shredding is \$175 based on the amount of documents to shred. They will provide paperwork after the destruction of the documents and Solicitor Leonard stated the contract is legally sound. The Board noted that they tried to have a community shred event but the company is too busy at this time to provide the service. **After brief discussion, Bruce Kramer made a motion to approve the contract with Shred-it for document shredding services. Ted Cromleigh seconded the motion and the motion carried.**

The Employee Handbook was on the agenda for possible approval, but the contents have not been verified by our third-party human resources contractor. Hopefully it will be ready for implementation in January 2022.

There has been a request for the Township to seek a traffic study of the square in Reistville by PennDOT. Multiple accidents in the area warrant the request. Ms. Snyder has been contacted by Senator Gebhard's office regarding the issue and they also suggested requesting flashing speed limit signs from the Lebanon County PennDOT Maintenance Department. The Township is working with the County Traffic Planner on this issue as well but agreed a request to PennDOT for the traffic study would assist the matter. **A motion was made by Bruce Kramer to request a traffic study be done by PennDOT for the Reistville square intersection as well as place traffic speed detection device. Ted Cromleigh seconded the motion and the motion carried.**

The November 2021 EIT update was included for review.

Utility Water and Sewer Reports for November 2021 were reviewed. Water was lost prior to a repair of a water leak on Oak Street. Justin LaTourette noted that the water meter was removed and water turned off at the Stohler Meat Market building.

The SEO Report for November 2021 was presented.

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

The 5-year audit of the building code official was performed and the audit report was provided for review.

The bidding requirements for 2022 were provided. The thresholds in all categories increased by a few hundred dollars each.

Resolutions passed by PSATS at the October business meeting were included for review.

Ms. Snyder had a meeting with Beverly Hutzel from DCED. She is our new local government contact at the department and will assist with grants and programs should be need assistance.

Peg Fitzkee asked on the results of the Well 8 testing. The results showed a strong water supply but test data has not been provided yet.

Bonnie Wolgemuth asked if there was any resolution to the water flow issue at the South Market Street bridge. Bruce Kramer has attended meetings with PennDOT regarding the matter as well as other organizations. None of them are able to provide resolution or assistance. PennDOT has turned the matter over to Lebanon County Maintenance division for review. Mr. Kramer will continue to work on the issue.

Eleanor Sweeney asked if a more detailed budget can be included on the Township website. Ms. Snyder explained to the Board that a summarized budget is included for public review, but a detailed line items worksheet can be placed on the website in its place.

At 8:27 Chairman Fetter called an executive session to discuss personnel matters, litigation matters and potential litigation matters. At 9:55 the Board reconvened.

Ted Cromleigh made a motion to adjourn the meeting at 10:00 PM. The motion was seconded by Bruce Kramer and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be the reorganization meeting January 3, 2022, at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder