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 25, 2022**

**MEETING MINUTES**

Board members present: Others present:

Paul Fetter – Chairman Jennifer Snyder- Office Manager

Ted Cromleigh Amy Leonard – Solicitor

Bruce Kramer Bob Lynn – Township Engineer

Sean Weik – Public Works Superintendent

The meeting was called to order at 7:02 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

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

A review of the meeting minutes from January 3, 2022 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of January 3, 2022 and was seconded by Chairman Fetter. The motion was approved.** Minutes from the January 2021 Auditor meeting were reviewed. Since there was no quorum of Auditors at the 2022 meeting to approve the 2021 minutes, the Board accepted them as presented.

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of $47,159.82 from the Light Fund and General Fund for bills and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of $6,188.24. Ted Cromleigh seconded the motion and the motion carried.**

Bills for Water Account were submitted for review and payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of $10,404,88. Ted Cromleigh seconded the motion and the motion carried.**

A Treasurer’s Report for December 2021 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for year-end 2021. The Board noted that the budget ended in a good place with no major concerns. Ted Cromleigh stated he did have questions but Ms. Snyder answered them prior to the meeting.

The Public Works Report for December 2021 was reviewed. Sean Weik reported that the crew has been doing winter maintenance in recent weeks. He mentioned that cleaning salt from under trucks is difficult and the Township should consider budgeting for a new pressure washer/steamer next year. He is trying a spray on product to keep salt from sticking to the trucks and will let the Board know how it works out.

Quotes for a light tower were received from Slaymaker. They have three options and Mr. Weik went to look at them. There is no warranty but Slaymaker will help should any mechanical issues occur. This unit will cost $3,000. **After brief discussion, Bruce Kramer made a motion to purchase a light tower unit from Slaymaker for $3,000. Ted Cromleigh seconded the motion and the motion carried.**

Quotes were received for a backhoe hammer. There is a used unit from Dull Equipment that is a fair price and appears to be in good shape. Pictures were provided but Mr. Weik will need to physically inspect the unit. **After discussion, Bruce Kramer made a motion to purchase the used backhoe hammer from Dull Equipment for $7,500 pending physical inspection by Sean Weik. Ted Cromleigh made a motion and the motion carried.** A quick coupler should be purchased as well for ease of attaching the backhoe hammer unit. Plasterer Equipment provided a quote for a unit and included a quick coupler. The Board would like Mr. Weik to talk to Plasterer about buying just the quick coupler. **Pending Plasterer’s approval, Chairman Fetter made a motion to purchase the quick coupler from Plasterer for $900. Ted Cromleigh seconded the motion and the motion carried.**

The Gasboy report for December fuel usage was reviewed. Sean Weik noted that the gas pumps have been disabled multiple times in the last few weeks. It was determined that the pump displays on the outer side of the pumps are blowing fuses causing the entire system to go down. Our repair person disconnected the displays to prevent this from continuing but wanted to know if we wanted replacements installed. No one thought this was necessary since there are still displays on the building-side of the pumps.

The Zoning Officer’s Report for December 2021 was reviewed. Bruce Kramer asked if there was any progress with an animal situation on S. Market Street. Ms. Snyder will check with the zoning officer.

The PA State Police Report for December 2021 was reviewed.

Engineer’s Report

Bob Lynn presented the Engineer’s report.

We were awarded a DCNR Grant totaling $70,000 for our park project. Ms. Snyder fielded a phone call from a DCNR representative just to affirm information required to finish the Grant paperwork. A future phone call will be scheduled with Mr. Lynn and Park & Recreation Board members regarding details of the project.

The Water tank Painting project is complete and all necessary documents from the contractor have been received. They are seeking payment of the $40,500 bill for the project. Ms. Snyder noted this payment will be made using ARP Funds. She also requested that the motion allow for a check to be cut before next meeting to allow for payment to be made. The project has been complete for months but the contractor took some time to provide all of the necessary documents to approve payment. The Board was fine with that arrangement. **Bruce Kramer made a motion to approve payment to Minoan Inc for $40,500 and to allow payment prior to next meeting. Ted Cromleigh seconded the motion and the motion carried.** Mr. Lynn noted that robotic inspections for the interior of the tank are done by companies located in New York and Maine. He is aware of the company out of New York and will contact them for pricing.

The Dan Martin escrow for the South Market Street project has a balance remaining for punch list items that have now been completed. He recommends release of the balance $1,562.32 to complete the project. Ted Cromleigh abstained from the discussion.  **Bruce Kramer made a motion to release the remaining held escrow for Dan Martin South Market Street project in the amount of $1,562.32. Chairman Fetter seconded the motion and the motion carried.**

Chapter 94 report for sewage flows will need to be done for 2021. Mr. Lynn is seeking approval from the Board to begin the reports needed to be sent. **Bruce Kramer made a motion to approve work on the Chapter 94 reports for 2021. Ted Cromleigh seconded the motion and the motion carried.**

Gravel Hill Road had some damage incurred by a contractor during a recent home build project. The main contractor on the project, ISM Construction, received a quote from Hackman Paving to make the repair. Mr. Lynn believes there is more square footage that needs to be repaired beyond the quote and recommends we continue to hold the 10% retainage on the project until the correct repair can be made.

Information about SRBC Grants was received. Mr. Lynn is unsure if the money could be used to replace older pipe and will find out if a project like that would qualify for the grant.

Ted Cromleigh asked about the Copper Ridge project. Mr. Lynn has not heard anything from the contractor since the water well testing.

Chairman Fetter asked about the Ammon Lapp inlet issue on Gibble Road. Mr. Lynn stated that Lebanon County Conservation District was on site to review the issues and is trying to work with Mr. Lapp to correct the issue.

The South Market Street waterline movement reimbursement was discussed. Ms. Snyder noted that Karl Wink of District 8 reviewed Mr. Lynn’s reimbursement submission and did not understand what it was for. Ms. Snyder responded with information showing PennDOT’s approval of the project and other supporting documents. We have not heard a response from him since that return email.

Solicitor’s Report

Solicitor Leonard presented the Solicitor’s report.

There is a land dispute between the Walmer family and the Barry family on Distillery Road. The Township received documents regarding the issue but we are not involved in the matter.

Resolution 918 is presented to affirm the appointments of board members and alternates to the zoning hearing board. This resolution will appoint members and ratify their term end dates. **After brief discussion, Ted Cromleigh made a motion to adopt Resolution 918 to affirm appointees to the Zoning Hearing Board. Bruce Kramer seconded the motion and the motion carried.**

The Comcast agreement is being reviewed. We have received payment for the amount due based on the Cohen Law Group’s audit of Comcast franchise payments to the Township.

The appeal for property maintenance code violations for 108 South Church Street has been pushed back to a date in March. This was due to court docket volume.

Solicitor Leonard noted that an executive session meeting will be held tomorrow with special counsel to discussion the police pension findings by the Auditor General’s office.

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

Fuel pricing for 2022 was reviewed. We received pricing from Meyer Oil and Countryside Fuel. **After pricing review and brief discussion, Bruce Kramer made a motion to approve Meyer Oil as our Fuel vendor for 2022. Ted Cromleigh seconded the motion and the motion carried.** Propane pricing will continue to be handled by the lowest price vendor as we did not use enough volume in 2021 to require pricing for it this year.

The Costars Salt Contract for 22-23 Winter season is available to join if the Board wishes to. **After brief discussion, Ted Cromleigh made a motion to join the Costars 22-23 Winter Season Salt Contract program. Bruce Kramer seconded the motion and the motion carried.**

The Park & Recreation Board would like to investigate the use of a triangle of land off of Route 501 south of the red light for walking trail parking. The Board asked Bob Lynn to have Hanover Engineering conduct a survey of the land and determine who the actual owner of the land is before we can proceed. Ms. Snyder noted that there may need to be some discussion about the use of the paper alley to access the parking as the land does not belong to the Township. Further discussion will be needed after the survey work.

The Employee Handbook is complete and ready for review and approval by the Board. Bruce Kramer noted that there is an item regarding the carrying of firearms/weapons that he does not agree with. If an employee is licensed to carry a firearm it should not be on the table as a reason for dismissal. The rest of the Board members agreed and Solicitor Leonard agreed that the item could be removed with no legal concern from her. **After further conversation, Bruce Kramer made a motion to approve the Employee Handbook as presented with the change as previously noted. Ted Cromleigh seconded the motion and the motion carried.**

ELCO Youth Sports sent a request for use the baseball field for their spring and fall seasons. The Board is glad they continue to use the field and are fine with the request.

The Federal Surplus membership is up for renewal. The Board would like to continue to be part of the program with Sean Weik as the point of contact. **Chairman Fetter made a motion to approve our membership renewal to the Federal Surplus Program. Bruce Kramer seconded the motion and the motion carried.**

Utility Update

The Sewer Report was reviewed.

The Water Report was reviewed. The ION Unit permit review was discussed with no changes to the status. Bob Lynn with talk to someone at DEP and see where we are in the queue for review.

The EIT Report for December 2021 was presented.

Secretary Report

The Northwest Ambulance reports for December 2021 and Year to Date were presented.

There was discussion about the need to institute a stand-alone Demolition Permit. We currently incorporate them with the Zoning Permit application. Barry Wagner and Ted Cromleigh reviewed some other municipality applications and Mr. Wagner will work on a version for Heidelberg if the Board would like him to. The Board would like to proceed with the matter.

Ms. Snyder discussed the check reader being used for remote deposits to Fulton Bank. The current reader has caused issues with not reading checks correctly, jamming and working improperly, causing a loss of time. Ms. Snyder is reviewing the matter with Nadine Frye who handles the utility payments and uses the check reader for deposits. There may be consideration of discontinuing the use of the reader if it is found to be a hinderance.

The PSATS Convention is being held in April 2022. Ms. Snyder will need to know who wants to attend so they can be registered for the event.

At 8:28 Chairman Fetter called an executive session to discuss personnel matters. At 8:41 the Board reconvened into regular session. **Bruce Kramer made a motion to hire Justin LaTourette as a part time winter maintenance worker. Ted Cromleigh seconded the motion and the motion carried.**

Ms. Snyder mentioned that she discussed our request for a traffic study of the intersection in Reistville with a PennDOT representative. They are already working on multiple items to calm traffic and have more work planned. Because of this they will not be responding directly to our request. Sean Weik noted that the flashing speed signs are not PennDOT responsibility. They will approve the use of them, but the Township will need to obtain and maintain the signs. Chairman Fetter asked Mr. Weik to get pricing on the signs.

**At 8:47 Bruce Kramer made a motion to adjourn, which was seconded by Ted Cromleigh. All were in favor, and the motion carried.**

The next meeting of the Heidelberg Township Board of Supervisors is scheduled to me held February 22, 2022 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

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*Minutes recorded by Jennifer Snyder* Secretary