

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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March 22, 2022
MEETING MINUTES

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Jennifer Snyder- Office Manager
Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Sean Weik – Public Works Superintendent
4 members of the public

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

A call for public comment was made. Jean Rowe asked if break retarder prohibition signs will be placed anywhere in the Township. Bob Lynn explained that PennDOT only allowed the signs to be placed at two locations within the Township. The Board stated that signs were not ordered yet this year. Ted Cromleigh and Chairman Fetter explained to Mrs. Rowe that break retarders may be used as necessary throughout the Township. Modification of the exhaust systems is what causes the loud noise when they are used. Chairman Fetter noted that he spoke to other municipalities that have break retarder ordinances and they stated it is difficult to regulate the issue since other vehicles are as loud and modified exhausts should be corrected at the time of the vehicle inspection. The Board will investigate placing signs when possible.

A review of the meeting minutes from February 22, 2022, was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of February 22,2022 and was seconded by Chairman Fetter. The motion was approved.**

A Treasurer’s Report for February 2022 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for February.

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 \$81,654.88 from the Light Fund, State Fund and General Fund for bills and payroll. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the Water 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 \$8,426.23. Ted Cromleigh seconded the motion and the motion carried.**

Bills for Sewer 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 \$4,370.84. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for February 2022 was reviewed. Sean Weik mentioned that all snow clearing truck mounts were removed. Salt has been restocked. The baseball fields are being cleaned up for the upcoming baseball season. One of the coaches plans to do work on the fields to prepare them for playing. A load of Diamondtex was purchased to use on the fields as well.

Road Material quotes were reviewed from New Enterprise and Pennsy Supply. Prices for both pick-up and delivery were provided by the vendors. Mr. Weik noted that all materials are picked up. While certain items are cheaper from New Enterprise, the distance to pick them up negates any savings in fuel costs. **After discussion, Bruce Kramer made a motion to award the road materials quote to Pennsy Supply. Ted Cromleigh seconded the motion and the motion carried.**

Intersection cleanup was discussed. Mr. Weik stated that Martin's is coming in April to run their street sweeper and the public works crew will clean up other areas after they are done.

The Gasboy report for February fuel usage was reviewed.

The Zoning Officer's Report for February 2022 was reviewed.

The State Police Report for February 2022 was reviewed.

Engineer's Report

Bob Lynn presented the Engineer's report.

The Chapter 94 report for sewer usage has been completed and submitted. The report shows that our sewer usage is below projects. Our five-year plan was revised to meet current demands but otherwise is mostly the same information. **Ted Cromleigh made a motion to submit the prepared Chapter 94 report. Bruce Kramer seconded the motion and the motion carried.**

Martin Water Conditioning provided information to the Township regarding the suggested price increase Change Order they requested for the new ION Unit. Bruce Kramer stated that after reviewing the information with Mr. Lynn, the price increase is through no fault of Martin Water Conditioning. The price increase is based on vendor price increases to them for components of the system. They feel it is justified to pay the increase minus the mark-up Martin Water Conditioning would normally add to the cost. That additional amount totals \$12,551.70. understanding that the price can not be guaranteed by the tank company and a second price increase may be justified. **After brief discussion, Ted Cromleigh made a motion to approve the Change Order for price increase of \$12,551.70 and for Bruce Kramer to sign paperwork when provided. Chairman Fetter seconded the motion and the motion carried.**

Landmark has offered a Time Extension for the Copper Ridge Development project. They are waiting for PennDOT HOP information and easement negotiations. The Time Extension would last until June 26, 2022. **After brief discussion, Ted Cromleigh made a motion to accept the Time Extension offered by Landmark for the Copper Ridge Development. Bruce Kramer seconded the motion and the motion carried.**

Mr. Lynn has prepared the bid package for the 2022 Road Paving Projects. The bid includes paving of sections of Sunnyside and Albright Roads with add-alternate potential projects on North Carpenter and Poplar Street. Some trees will need to be removed in Right of Way areas for safety. **After brief discussion, Bruce Kramer made a motion to approve the bid packages and authorize advertising the projects. Chairman Fetter seconded the motion and the motion carried.**

Discussion regarding playground equipment pricing associated with our DCNR grant was held. There is a conference call scheduled with the DCNR rep for March 25th to discuss project funding. Mr. Lynn said he has discussed the equipment price increase with the supplier and they will try to help us with the pricing issue.

The Ivan and Rachael Lapp project at 227 Michters Road is complete. Mr. Lapp needs to submit a request to release the escrow and a waiver of as-builts. Mr. Lynn said the project was inspected and he would recommend releasing the project once the letter from the Lapps has been received. **Ted Cromleigh made a motion to release the escrow of Ivan and Rachael Lapp and waive the as-built requirement. Chairman Fetter seconded the motion and the motion carried.**

The Board asked if there was any update on the Gibble Road ag issues. Mr. Lynn talked to the Conservation District about the tree clearing at the Ruppert farm. They reviewed the issue and were acceptable of the result. Mr. Lynn said he was fine with what they did also. The inlet box at the Lapp farm is still being looked into but seems to be function as it should be with no illicit discharge from the Lapp farm.

For informational purposes, Mr. Lynn discussed the proposed revisions to the Lead and Copper pipe rules for water services. He stated that as they are detected through repairs or other measures, they should be replaced.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The Comcast Franchise renewal agreement is prepared and ready for public review. The Cable Act says a public hearing must be held for customers to have input regarding the agreement. Solicitor Leonard would like to hold the hearing in April and then ratify the agreement and corresponding ordinance in May. **Ted Cromleigh made a motion to authorize Solicitor Leonard to advertise a customer hearing for the Comcast Franchise Agreement. Bruce Kramer seconded the motion and the motion carried.** Tim Hoffman noted that Comcast is an exclusive provider with no competition. Jean Rowe asked if internet services were part of the agreement. Solicitor Leonard will need to verify if they are included in our agreement.

Jean Rowe asked if Solicitor Leonard could comment on the Police Pension matter with the Attorney General. Solicitor Leonard stated that it is still a legal matter, and the Township is working toward an answer after review of all information is conducted. Mrs. Rowe also asked if she could have a copy of Resolution 918 for zoning hearing board members. Ms. Snyder said she would email it to her. Solicitor Leonard noted that an executive session will be held to discuss various matters.

OLD BUSINESS

A Demolition Permit Addendum to the Zoning Permit application was prepared to accommodate projects that involved demolition work. The addendum spells out a variety of procedures based on the type of improvement being torn down. The Board supported the addendum.

NEW BUSINESS

The On-Lot Septic Program conducted in 2021 has a few property owners that are not compliant. Solicitor Leonard will send letters to those on the list as has been done in previous program cycles. **Bruce Kramer made a motion allowing Solicitor Leonard to send letters to those not compliant**

with the 2021 On-Lot Septic Program cycle. Chairman Fetter seconded the motion and the motion carried.

Tomorrow evening's zoning hearing matter was reviewed by the Board. The applicant wishes to have a food truck weekly on the property located at 1549 Stiegel Pike, the Creative Craft property. The Board wished to discuss why there was a need to regulate food trucks. Solicitor Leonard spoke regarding the matter after conferring with zoning officer Barry Wagner prior to the meeting. The issue was not the food truck, but that the land is zoning Agriculture and the Creative Craft business is a non-conforming use. The food truck was adding another non-conforming use and a zoning hearing was his mean to allow relief for the applicant. After reviewing all the information regarding the matter, the Board would like to eliminate the zoning hearing and have a permit issued with a list of conditions regarding hours of operation, length of stay, cleanliness and others. Solicitor Leonard noted that this compromise is a good means to regulate the food truck at this location. Ms. Snyder mentioned that revising our existing Peddler's Licensing Ordinance with a Transient Sales Ordinance could help regulate these matters so it would not be regulated through the zoning ordinance. Solicitor Leonard will communicate the discussion with Mr. Wagner and proceed with the cancellation of the Zoning Hearing and the issuing of the permit.

Replacing the damaged Jeep with a new vehicle has been investigated. Bruce Kramer secured pricing and funding options for a Ford Escape through Costars vendors. Pricing will allow us to purchase an AWD 2022 Ford Escape outright. The Board discussed installing strobes on the vehicle for staff safety. Sean Weik will look into having them installed. **After brief discussion, Bruce Kramer made a motion to purchase a 2022 AWD Ford Escape from New Holland Ford thought their Costar program. Ted Cromleigh seconded the motion and the motion carried.**

An amendment was presented to the Employee Handbook regarding Paid Time Off. The Board requested the amendment after reviewing the approved handbook for clarification of the policy. **Bruce Kramer made a motion to approve the Employee Handbook amendment regarding Paid Time Off. Ted Cromleigh seconded the motion and the motion carried.**

With the approval of the Demolition Permit Addendum, a fee for the permit needs to be set. Ms. Snyder stated that the current fee being charged for a permit through the zoning permit mechanism is \$25, the base fee of a zoning permit. The Board would like to keep the fee the same. **After brief discussion, Chairman Fetter made a motion to set the Demo Permit Addendum Fee at \$25. Ted Cromleigh seconded the motion and the motion carried.** Solicitor Leonard will prepare a resolution for the next meeting to ratify the fee.

The Recreation Bathrooms will be in use again soon when baseball begins practicing. The Board discussed using the existing bathrooms at the ballfields or installing portable toilets as we did last year. Sean Weik said he will get pricing for two toilets as before, one with ADA compliancy. **After brief discussion, Ted Cromleigh made a motion to obtain two portable toilets for use at the township recreation facility. Bruce Kramer seconded the motion and the motion carried.**

The EIT Report for February 2022 was presented.

Utility Update

The Utility Reports for February 2022 were reviewed.

The Water usage seems to be more than last month, but Bob Lynn stated the Sewer intake is higher as well. Car washing could be the cause.

The SEO Report for February 2022 was presented for review.

Secretary Report

Ms. Snyder discussed the upcoming deadline for ARP Fund reporting to the Federal Government. She attended a webinar to review current information for reporting. There is an option for those who received less than \$10million to claim that all money received for ARP Funding was a Loss of Income and use the money in anyway allowable under the plan final rules. The Board stated that is the most logical option for the Township to report use of the funds.

The Liquid Fuels money has been deposited for the 2022 year. Ms. Snyder noted we did receive a few thousand dollars more than projects. Also, our final payment for the work done on Obie Road bridge was made in January. Our Budget in 2023 will reflect the additional money available for road work. The Lebanon County Conservation District sent their yearly report for 2021. The Northwest Ambulance reports for February 2022 and Year to Date were presented.

Discussion regarding the rental of a milling crusher was initiated by Sean Weik. The rental will allow the Township to use existing millings on various road repairs. Dull Equipment has a machine to rent for \$3,500/day. **Since this item had not previously been listed on the agenda for action, Ted Cromleigh made a motion to add it to the meeting agenda. Bruce Kramer seconded the motion and the motion carried. After review of the machine rental specifics, Ted Cromleigh made a motion to approve the rental of a milling machine from Dull Equipment. Bruce Kramer seconded the motion and the motion carried.**

At 9:03 Chairman Fetter called an executive session to discuss legal and personnel matters. At 9:19 the Board reconvened into regular session.

As a result of Executive discussion, a motion was made by Bruce Kramer to work with our Unemployment Provider to resolve an Unemployment Claim. Ted Cromleigh seconded the motion and the motion carried.

Ms. Snyder mentioned that she has received phone calls asking if the recycling program will be reinstated. Since the program is run with volunteers, the only way to know if the program can run is if there are people to run it. The Board asked to have the information placed on the website that the Township is looking for volunteers to run the recycling program.

At 9:27 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 be held April 26, 2022, at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.