

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**April 26, 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 7:04 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made. Dan Ginder was in attendance to discuss assorted items regarding the Schaefferstown Fire Company. Call lists for 2021, fundraising events and firefighter involvement were reviewed. A new tanker truck is needed and a new brush truck was just purchased to replace an old one. The funding for the new tanker truck is being organized with fundraisers, existing savings and resident donations. The Board thanked Mr. Ginder and all other firefighters for their service to the community.

David Burger of 506 Sunnyside Road wished to lodge a complaint about a neighboring property. The property has broken cars, debris and general property maintenance issues. The matter was discussed at a previous meeting but the problems have not been addressed. Ms. Snyder noted that a Notice of Violation was sent to the property owner at that time. Mr. Burger stated that there have been no changes to the property since the Notice of Violation was sent. The Board directed Ms. Snyder to request our Code Officer to visit the property at 505 Sunnyside Road and assess the issues there.

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

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

Bills for the Township were submitted and reviewed for payment. One check will need to be redone to correct a vendor error. **After brief discussion, Bruce Kramer made a motion to accept the bills as presented for a total of \$80,709.90 from the Light Fund, State Fund and General Fund for bills and payroll. Chairman Fetter seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **Bruce Kramer made a motion to accept the bills as submitted for a total of \$4578.42. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the 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 \$7,648.88. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for March 2022 was reviewed. Ted Cromleigh asked if remodeling work at the Water Treatment Plant has been completed. Sean Weik stated that PPL is scheduled to change the pole on May 2nd in order to complete the work. The other building remodels within the water system are complete. Once the electric pole is replaced, then the generators will be connected. The hydraulic attachment for asphalt breaking will not work with our machinery. The hydraulic flow required is higher than our equipment can produce. The item will be returned. Work on crushing reclaimed paving material will begin tomorrow.

The Gasboy report for March fuel usage was reviewed.

The Zoning Officer's Report for March 2022 was reviewed. Ted Cromleigh asked if the Demolition Permit addendum was received from zoning officer Barry Wagner yet. Ms. Snyder said she did not see the completed addendum, but the office was closed Monday and Tuesday to attend the PSATS Conference in Hershey. The addendum was reviewed previously, but a line was added to account for underground storage tank disconnections.

The State Police Report for March 2022 was reviewed.

Engineer's Report

Bob Lynn presented the Engineer's report.

Our MS4 waiver is scheduled to expire in 2023. It is time for the Township to reapply for a waiver extension. Ms. Lynn noted that there is no incentive to apply early as regulations may change and there is no pre-approval as in previous years. If we do not receive a waiver of MS4 regulations this round, our Stormwater Management Ordinance will need to be updated for the changes. **After discussion, Ted Cromleigh made a motion to authorize Hanover Engineering to prepare the application for waiver of MS4 mandates. Bruce Kramer seconded the motion and the motion carried.**

Steve Krick of Prescott Road was in attendance to discuss the water run-off issue occurring at his property. This is a long-standing issue for Mr. Krick and he is looking to the Township for guidance on how to divert water runoff from Prescott Road onto his property. Various options were discussed including swale installation, inlet box placement, discharge locations and other options. The Township will work with Mr. Krick on a resolution.

Bids for the 2022 Paving Projects were opened via Pennbid on Friday, April 22. Bid tabulations were provided to the Board for review. The low bidder for the base project and add alternates is New Enterprise. Discussion about budget dollars and road work necessity was held. The Board decided that only Albright Road and Sunnyside Road sections will be done in 2022. **Ted Cromleigh made a motion to award the 2022 Paving Project to New Enterprise Stone and Lime Co for the amount of \$142,262.30 for the base bid projects. Bruce Kramer seconded the motion and the motion carried.**

The Seal Coat project for 2022 will involve work on Valley View Road from route 419 to Gravel Hill Road. The board stated County Liquid Fuels money will be used in conjunction with General Fund allocations to fund the project. Bob Lynn is seeking approval for advertising the bid. **Chairman Fetter**

made a motion to authorize advertising of the 2022 Seal Coat project. Bruce Kramer seconded the motion and the motion carried.

There is a resident on West Reistville Road that is contesting the location of the road Right of Way in the area of his property. Equipment and vehicles are being placed in locations that may impede travel or potential road work. The Board asked Solicitor Leonard to send the property owner a letter notifying them that equipment must be moved.

Mr. Lynn mentioned that a meeting with Steckbeck Engineering was held to review the needs of putting Well 8 online with the existing public water system. The water supply there is very good and the addition will allow for better water flow at the west end of the water line as well as provide water capacity for the Copper Ridge development.

The Board asked Mr. Lynn for an update on the new ION Unit for the water system. The ION Unit will arrive at Martin Water Conditioning in May with plans for it to be installed in June.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Solicitor Leonard opened the public hearing for the Comcast Franchise renewal at 8:29. The only public comment was from Peg Fitzkee who noted that dropped services occur from time to time. Solicitor Leonard will pass that information along to Comcast prior to the agreement renewal. **At this time, Chairman Fetter made a motion to authorize Solicitor Leonard to advertise for the Ordinance to renew our Comcast Franchise Agreement. Ted Cromleigh seconded the motion and the motion carried.**

A resolution was provided to set parameters of remote check destruction for deposits done for utility bill payments. Staff determined that 90 days is an adequate amount of time to keep checks and meets the bank rules for keeping the checks. **After brief discussion, Ted Cromleigh made a motion to pass Resolution 919 for destruction of checks deposited remotely. Bruce Kramer seconded the motion and the motion carried.**

Solicitor Leonard noted that letters were mailed to property owners with on-lot septic systems that have not complied with mandatory septic pumping in 2021. She is working with the Lebanon County Planning Department Sewage Enforcement Office to get those properties compliant with the program. Regulation samples for Food Trucks and Transient sales were provided. The Board will review to discuss at a future meeting.

A discussion regarding Short Term Rental units within the Township was held. Ordinances regulating the use in other municipalities were provided for review. Per Ted Cromleigh and Bob Lynn, this matter was discussed at a previous Planning Commission meeting. The consensus was to not allow residential houses to be used in this manner. The Board agreed and asked Solicitor Leonard to prepare a zoning ordinance amendment to prohibit the use. Should the Board wish to revisit the matter, they may at a future time. A submittal to the zoning hearing board to allow a residential home to be used as a short-term rental has been received with a hearing scheduled for May 25th. After reviewing options based on current climate, a special meeting will be scheduled for June 2nd to have public hearing for the ordinance with possible adoption to follow. **A motion was made by Bruce Kramer to allow a Supervisor and Solicitor Leonard to attend and testify the Board's opinion regarding the application before the Zoning Hearing Board at the May 25th meeting. Chairman Fetter seconded the motion and the motion carried. Ted Cromleigh made a motion to allow Solicitor Leonard the ability to prepare a Zoning Ordinance amendment to prohibit short term rentals in the Township. Bruce Kramer seconded the motion and the motion carried. Finally, Ted Cromleigh made a motion to advertise**

a Special Meeting for public hearing and possible adoption of a Zoning Ordinance amendment on June 2nd at 6:00pm. Bruce Kramer seconded the motion and the motion carried.

OLD BUSINESS

Last month the Board voted to purchase a Ford Escape to replace the Jeep which was totaled in an accident. The vehicle ordered will not be in until much later in the year, but an upgraded version will be available in a few months. The upgrade will cost \$900. **After brief discussion, Bruce Kramer made a motion to purchase the AWD Ford Escape for an addition \$900. Ted Cromleigh seconded the motion and the motion carried.**

Flashing Speed information is still being obtained so that matter will need to be discussed at the next meeting.

NEW BUSINESS

Richland Borough has requested assistance from the Schaefferstown Fire Police for the 100th Annual Lebanon County Fire parade being held June 18th. Ms. Snyder spoke to Chief Kline and he said they will send a few people to assist that day. **Chairman Fetter made a motion to allow the Schaefferstown Fire Police to assist at the Lebanon County Fire parade June 18th. Ted Cromleigh seconded the motion and the motion carried.**

The Doc Fritchey Trout Unlimited would like to do a stream restoration project on the Moses Fisher farm. They requested a support letter from the Township to add to their grant application in an effort to obtain funds for the project. **Ted Cromleigh made a motion to send a support letter for the stream restoration project grant application for Trout Unlimited. Bruce Kramer seconded the motion and the motion carried.**

The EIT Report for March 2022 was presented.

Utility Update

The Utility Reports for March 2022 were reviewed.

The Water usage has declined from the previous month.

The SEO Report for March 2022 was presented for review.

The Park & Recreation Board minutes from January 2022 were presented for review.

Chairman Fetter asked the status of the DCNR Grant. Bob Lynn explained that we are waiting for the DCNR Grant agreement to proceed. The Park & Recreation Board is looking for playground equipment and determining how funds can be spent based on the equipment costs. If necessary, remodeling of the existing bathrooms may need to be removed from the project due to current equipment pricing.

Secretary Report

Ms. Snyder received a quote to migrate current email addresses onto our Office 365 account. This would allow for uniform email addresses using the HeidelbergTownship.com address. We will also need to purchase an additional Office 365 user for Sean Weik to get an email address. **Ted Cromleigh made a motion to move forward with email migration and purchasing addition users for Office 365. Bruce Kramer seconded the motion and the motion carried.**

The Northwest Ambulance reports for March 2022 and Year to Date were presented. Ted Cromleigh asked if word was received from PennDOT regarding the waterline movement reimbursement on South Market Street. Ms. Snyder noted that no response has been received to date. Mr. Cromleigh asked Ms. Snyder to email the contacts again. A resolution sample was received from PSATS to commemorate the 250th anniversary of the United States to be celebrated in 2026. The Board will review for a future meeting.

At 10:02 Chairman Fetter called an executive session to discuss legal and personnel matters. At 10:28 the Board reconvened into regular session.

At 10:32 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 May 24, 2022, at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary