

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**September 27, 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  
Justin LaTourette – Utility Operator  
5 members of the public

**Note:** There was an executive session held at 6:30 to discuss litigation matters with counsel.

The meeting was called to order at 7:00 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

Sgt. Klein of the Pennsylvania State Police was in attendance to discuss calls in the Township. He noted there is a community bulletin available online for people wishing to see information as well. The Board members each had specific issues to review with Sgt. Klein and he will share them with the Troop. Chairman Fetter thanked Sgt. Klein and the other members of the State Police for their work.

Diane Wenger was in attendance to discuss the historic designation possibility of areas in Schaefferstown. This distinction is through the Pennsylvania Historical and Museum Commission and will put Schaefferstown on the Nation Register of historic places. Mrs. Wenger stressed that this will not affect property owners and their abilities to remodel their homes. The Board thanked Mrs. Wenger for her work with Historic Schaefferstown and all of her efforts to preserve our area's history.

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

Matthew Crème, our Land Use special counsel, was in attendance to review the Landmark Homes Copper Ridge indemnification agreement. A storm sewer pipe will be placed under Route 897 to discharge stormwater to a neighboring landowner's property. It will be Landmark's responsibility to maintain the pipe and the agreement notes that whoever owns the apartment building units will be in charge of all Stormwater facilities for the development. It is Landmark's intention to keep the apartments, but the Board has concerns that it may change in the future. It was noted that although the intention is to have the development stormwater be self-sustaining, the Township will ultimately be responsible to fix a problem should no one else do so. Ted Cromleigh asked if a bond could be requested but long-term bonds are not an option. Solicitor Leonard requested that a Capital Funding account be established to pay for any such

expenditures. Solicitor Crème will review those options with Landmark to ensure financial protection for the Township.

The meeting minutes from August 23, 2022 were reviewed. **Bruce Kramer made a motion to approve the Minutes of the meeting of August 23, 2022 and was seconded by William Cromleigh. The motion was approved.**

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

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as presented for a total of \$111,172.03 from the Light 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. There was some discussion regarding the ION unit invoice. **Bruce Kramer made a motion to accept the bills as submitted for a total of \$87,151.93. Ted Cromleigh seconded the motion and the motion carried.**

Bills for the 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 \$11,232.61. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for August 2022 was reviewed. Air release parts are still needed to make some of the corrections needed in the sewer system. Tires for multiple vehicles have been purchased. Sean Weik noted that the Scag mower has some repair needs. The unit should make it through the season and then will be taken for necessary work to be completed.

Slaymaker has the second generator repaired and it should be to the Township by Friday. The Board had some discussion regarding the bid checks initially submitted by Slaymaker.

The Gasboy report for August fuel usage was reviewed.

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

The State Police Report for August 2022 was reviewed.

#### Engineer's Report

Bob Lynn was present to review the Engineer's report.

Devon Henne, the engineer for the Stoltzfus Family Lot add-on plan, was in attendance to review the plan. This involves three parcels owned by three different family members. The father will divide his parcel and add on to each son's neighboring land. Easements for a shared driveway and a waterline have been completed with Solicitor Leonard's approval. **After brief discussion, Ted Cromleigh made a motion to approve the Lot Add-on plan, the wetlands delineation and sewage facilities testing. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the signature of the non-building declaration waiver. Bruce Kramer seconded the motion and the motion carried.**

The Cherie Kay Major Land Development Plan has offered a Time Extension to last until April 26, 2023. Their NPDES permit will have to move through Harrisburg first and that may take some time. **Bruce Kramer made a motion to approve the Time Extension offered by the Cherie Kay Major Land Development consultant. Chairman Fetter seconded the motion and the motion carried.** Landmark Builders has offered a Time Extension for the Copper Ridge Land Development Plan until December 23, 2022. **After brief discussion, Bruce Kramer made a motion to accept the Time Extension offered by Landmark Builders for the Copper Ridge Development. Ted Cromleigh seconded the motion and the motion carried.**

The consultant for the Swanger/Rutter Lot Add-on Plan has offered a Time Extension until December 26, 2022. The project will need to appear before Zoning Hearing Board in order to proceed. **Bruce Kramer made a motion to accept the Time Extension offered for the Swanger/Rutter Lot Add-on Plan. Ted Cromleigh seconded the motion and the motion carried.**

The Minor Land Plan for 2427 S 5<sup>th</sup> Avenue is tabled until next meeting as some documents are not prepared for meeting time.

Mr. Lynn noted that counters will be laid next week for the Heidelberg Avenue crosswalks. Counter information must meet PennDOT criteria in order to qualify for the crosswalks.

The Park and Recreation Board will meet in November as DCNR Grant paperwork should be in hand by that time.

The earth disturbance matter at 145 Horse Happy Road is being monitored. Mr. Lynn has had continued communication with the homeowner to ensure things are being taken care of adequately.

#### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

There was discussion regarding the utility lines in Linda Sue Gardens. There was a report of dirty water at one of the properties. In order to ensure safety for the resident, Justin LaTourette flushed the hydrant. This led to communications about the ownership of the utility lines in the development as they have not been dedicated to the Township to date. The Board discussed ramifications if something damaged the lines that we do not own. Solicitor Leonard will send Dan Martin of Blue Lake Builders a letter describing the Board's concerns and hope to open dialogue with him to get the dedication of the utility lines complete.

DCNR is waiting for certain documents to proceed with the Recreation Grant. Solicitor Leonard has reviewed the agreements and is acceptable to them. Bob Lynn will pull the required deed information and all other items have been completed. Once all documents are received, the Grant paperwork from DCNR will be sent to the Park & Recreation Board so progress on the park project can move forward. Act 57 has been passed to provide tax penalty relief to property owners who incur late fees on their first real estate tax bill due to non-receipt of invoice. The township will need to pass a resolution to comply with the act. Solicitor Leonard has a sample invoice from PSATS and will modify it to fit our needs and will have it ready to pass at the October meeting.

The On-Lot Septic Program from 2021 has 4 property owners that are noncompliant. Solicitor Leonard will send them a second notice and offer them a short time to gain compliance.

#### **OLD BUSINESS**

There was none.

## NEW BUSINESS

The PennDOT Highway Occupant Permit process requires the Township to be a business partner in order to view comments and respond on their ePermitting website. This was discovered during the review of the Copper Ridge HOP application results. The Township will need to pass a Resolution to designate a signor of the Business Partner Agreement in order to become a Business Partner. Resolution 920 is presented in order to select the signer. **Ted Cromleigh made a motion to appoint the Chairman to be the signer of the PennDOT Business Partner Agreement and the Secretary to be the Attest. Bruce Kramer seconded the motion and the motion carried.**

With the passing of Resolution 920, the PennDOT Business Partner Agreement was presented for review and approval. **After brief discussion, Ted Cromleigh made a motion to approve the submission of the PennDOT Business Partner Agreement. Chairman Fetter seconded the motion and the motion carried.** Ms. Snyder will submit the paperwork to become a business partner to comments on the Copper Ridge Development HOP applications can be viewed and addressed by ELA Group and Bob Lynn.

The 904 Recycling Performance Grant for 2021 was presented for approval. Ms. Snyder has done the verifications and will submit the grant request on the DCED website with Board approval. **Bruce Kramer made a motion to submit the 2021 Recycling Performance Grant to DCED. Chairman Fetter seconded the motion and the motion carried.**

The Pension MMO for 2023 has been calculated and is presented for Board review and approval. The Minimum Municipal Obligation to the Pension fund will be \$20,706.00 for 2023. The State Pension Fund should supply most of the funding, but the Township will be responsible for any difference. **Bruce Kramer made a motion to approve the Municipal Pension MMO for 2023 as presented. Ted Cromleigh seconded the motion and the motion carried.**

There was discussion regarding the current pest control company used by the Township. Sean Weik noted that our current provider has not been doing all of the work we are being billed for. The Township made contact with CFC Pest Solutions and would like to switch to them as a provider of services. The board was acceptable of the change.

The EIT Report for August 2022 was presented. There had been some questions regarding the YTD comparisons between 2022 and 2021 collections. Ms. Snyder said she has sent an email asking for clarification and is awaiting a response.

The Planning Commission Minutes from May 2022 were presented for review.

## Utility Update

The Utility Reports for August 2022 were reviewed.

The Water system ION Unit has been replaced and punchlist items are complete. DEP has inspected the installation and was acceptable of the work.

Sewer air releases will be repaired as parts are received.

The Muffin Monster in two pump stations have been repaired but new units will need to be budgeted for replacement next year. Justin LaTourette noted a different manufacturer has approached the Township about purchasing their grinder units. The board would like someone to visit a location that has the other brand name and find out more information.

The pump clogged at the main pump station. After cleaning it was determined that a piece of pipe and wires was the culprit of the clog. No one is sure how that item would have made it to the pump station. Mr. LaTourette stated that running cameras down sections of sewer lines each year may be a good way to prevent issues like this from reoccurring. The board asked him to develop a plan that could be implemented for that purpose.

It was decided that due to the current drought watch in Lebanon County, hydrant flushing will take place sometime in October after the watch is lifted.

Birdbath units were installed in some manhole locations. Other locations will be monitored for birdbath installation as well.

The manhole in the Schaefferstown square has been repaired so travel lanes will ride smoother. The board thanked Sean Weik for his work to make that happen.

Bob Lynn noted that Chapter 94 reports for last year have been updated to meet current guidelines.

The SEO Report for August 2022 was reviewed.

#### Secretary Report

Ms. Snyder asked if she and other pertinent staff may meet with the Lebanon County GIS specialists to review the ARCGIS capabilities. This software may enable online access to utility lines while in the field but we need more information. The board would like Ms. Snyder to meet with Lebanon County staff to determine capabilities of the system.

The Board asked if there has been a response from PennDOT regarding the South Market Street Waterline Relocation reimbursement. Ms. Snyder said PennDOT staff has not responded. The Board would like to take different steps to secure the reimbursement such as contacting local legislature members.

Ms. Snyder noted that the first Budget meeting needs to be scheduled. In recent years we have been meeting at 6:00PM before the regular October Board meeting. The board is acceptable of that date and time. **Bruce Kramer made a motion to advertise a Budget Workshop Meeting on October 25<sup>th</sup> at 6:00pm. Ted Cromleigh seconded the motion and the motion carried.**

The Northwest Ambulance call information was provided for August 2022.

At 9:27 Chairman Fetter called an executive session to discuss property maintenance and legal matters.

At 9:52 the Board reconvened into regular session.

**At 9:55 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 October 25, 2022, at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.