

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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October 25, 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
3 members of the public

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.

Dave Barry of Old Mill Road asked if there has been any contact with the owner of 307 Old Mill Road regarding activities on the property. Bruce Kramer noted that he was aware of construction work being done at the property and questioned if there were permits issued. Solicitor Leonard notified the owner’s attorney and will touch base with him tomorrow. Mr. Barry asked when drainage work started on the property will be completed. The Board and Bob Lynn stated they will discuss enforcement and proceed after speaking to Solicitor Leonard.

The meeting minutes from September 27,2022 were reviewed. **Bruce Kramer made a motion to approve the Minutes of the meeting of September 27,2022 and was seconded by Ted Cromleigh. The motion was approved.**

A Treasurer’s Report for September 2022 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for September. The quarterly Employee Pension Fund analysis for Quarter 3 2022 was received for review from Fulton Financial.

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 \$101,873.17 from the Liquid Fuels Fund, 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. **Bruce Kramer made a motion to accept the bills as submitted for a total of \$13,042.02. Chairman Fetter 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 \$11,411.09. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for September 2022 was reviewed.
Sean Weik noted that the Christmas lights are being prepared to hang along the street.
The Gasboy report for September fuel usage was reviewed.

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

The State Police Report for September 2022 was reviewed.

Engineer's Report

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

Josh Wagner of Christland Engineering was in attendance to discuss the Minor Land Plan for 2427 S 5th Avenue. Two waivers are requested. Both had been reviewed and were not objected to by Hanover Engineering or the Planning Commission. The building proposed is for storage only. The agreements have been prepared and signed by the property owners and the improvement guaranty escrow has been established. **After brief discussion, Bruce Kramer made a motion to approve the two requested waivers for the 2427 S. 5th Avenue Minor Land Plan. Ted Cromleigh seconded the motion and the motion carried. Then, Bruce Kramer made a motion to approve the minor Land Plan for 2427 S. 5th Avenue. Ted Cromleigh seconded the motion and the motion carried.**

The Minor Land Plan for 204 West Reistville Road will be tabled until a future meeting. The escrow has not been established by the property owner.

Russ Frantz was in attendance to present the Swanger/Rutter Lot Add-on Plan. The project will see a small portion of the James Rutter property being subdivided and added to neighboring property owned by George and Suzanne Swanger. One waiver is requested for the driveway location since the driveway is existing. **Ted Cromleigh made a motion to approve the waiver request for the Swanger/Rutter Lot Add-on Plan. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Non-Building declaration for the Swanger/Rutter plan. Bruce Kramer seconded the motion and the motion carried. Finally, Ted Cromleigh made a motion to approve the planned subdivision for the Swanger/Rutter Lot Add-On Plan. Bruce Kramer seconded the motion and the motion carried.** The plan will not be signed for recording until the approved Zoning Hearing Board written decision for the subdivision is received.

The Barry Family Obie Road Subdivision Plan was presented by Russ Frantz. This will separate a two acres lot with the existing home on the property from the remainder of the land. Two waivers are requested for driveway location site distance and plan size. Both had been reviewed and were not objected to by Hanover Engineering or the Planning Commission. **After brief discussion, Ted Cromleigh made a motion to approve the two requested waivers for the Barry Obie Road Subdivision. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Non-Building declaration for the subdivision plan Bruce Kramer seconded the motion and the motion carried. Finally, Ted Cromleigh made a motion to approve the Barry Obie Road Subdivision Plan. Bruce Kramer seconded the motion and the motion carried.**

The Logan Yiengst Land Development Plan at 425 Valley View Road is complete and has requested a release of the held letter of credit. Bob Lynn noted that as-built plans have been received and reviewed. **After brief discussion, Ted Cromleigh made a motion to approve the release of the Logan Yiengst Letter of Credit for the Land Development Plan at 425 Valley View Road. Bruce Kramer seconded the motion and the motion carried.**

The as DCNR Grant agreement has not been received to date. DCNR required legal paperwork including a full title search on the Township property. Solicitor Leonard has ordered that search and once she receives the certification, she will submit it to DCNR. Once the agreement is signed by DCNR and on it's way to the Township for signature, we can order equipment.

Bob Lynn noted that the Small Water and Sewer Grant is being funded with ARP money through the State. Various projects were discussed that could qualify for grand application. Project values and matching funds will be a factor in what project we can apply for. Mr. Lynn will review the Board's requested projects and report at our next meeting.

The MS4 Waiver Request was approved by the State so Heidelberg Township will be exempt from MS4 regulations until the next request round in 2028.

Mr. Lynn noted that counters placed for the Heidelberg Avenue crosswalks information malfunctioned and will be re-laid.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A Resolution to ratify Act 57 has been drafted. This Act provide tax penalty relief to property owners who incur late fees on their first real estate tax bill due to non-receipt of invoice. We are required to pass a Resolution that adopts the Act ruling. **After brief discussion, Ted Cromleigh made a motion to adopt Resolution 921 to ratify Act 57 provisions. Bruce Kramer seconded the motion and the motion carried.**

The utility line matter in Linda Sue Gardens was discussed. Solicitor Leonard drafted a letter to send Dan Martin of Blue Lake Builders that outlines the options to solve the lack of dedication of the utility lines in the development. The Board would like Solicitor Leonard to review legal options to discuss with Mr. Martin.

Solicitor Leonard presented a Resolution to review utility payment receiving procedures. This is a written policy that spells out some of the understood payment receipt rules that have been verbally explained to customers but were not on paper. **After brief review and discussion, Ted Cromleigh made a motion to adopt Resolution 922 to ratify Utility Payment Receipt procedures. Chairman Fetter seconded the motion and the motion carried.**

There have been some advances on the sewer connection list as Solicitor Leonard and Nadine Frye continue to work with customers.

A complaint filing for property maintenance issues at 505 Sunnyside Road was presented. **After review, Ted Cromleigh made a motion to allowing for Board signature and filing of the Property Maintenance complaint against the owners of 505 Sunnyside Road. Bruce Kramer seconded the motion and the motion carried.**

Solicitor Leonard has multiple legal matters to discuss in executive session.

OLD BUSINESS

There was none.

NEW BUSINESS

Stanilla, Siegel and Maser sent an engagement letter for the Board to review regarding the audit of the 2022 Financial statements of the township. Ms. Snyder noted the price increased approximately \$600 from last year. **After brief discussion, Chairman Fetter made a motion to accept the proposal of Stanilla, Siegel and Maser and engage the firm to perform the 2022 Financial Audit of the Township. Ted Cromleigh seconded the motion and the motion carried.**

The Pension MMO funding from the State was received by the Township. The amount received fell short and the Township will need to provide the remainder of the funds required. All money will need to be transferred from the General Fund where the State deposited their portion via requests to Fulton Financial to execute the transfer. **Ted Cromleigh made a motion to approve the transfer of Employee Pension MMO funds from the General Fund account to the Pension Fund in the amount of \$16,987.00. Bruce Kramer seconded the motion and the motion carried.**

Myerstown Borough sent a request for Fire Police assistance at their annual Holiday Parade. Ms. Snyder spoke to Fire Police Chief Andy Klein and he said he intended to assist. **Chairman Fetter made a motion to allow the Schaefferstown Fire Police to assist Myerstown Borough at their Holiday Parade for 2022. Bruce Kramer seconded the motion and the motion carried.**

The EIT Report for September 2022 was presented. Ms. Snyder spoke to an EIT collection representative regarding the influx of Past Due EIT money. It was explained that the State held onto to Prior Year collections for two years during the pandemic and had not released reports or funding until the end of 2021. As Keystone worked through the reports, they disbursed the funding in 2022.

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

Utility Update

The Utility Reports for September 2022 were reviewed.

Justin LaTourette reported that hydrants will be flushed this week.

The Sewer air releases in the Flintville area of Route 897 were fixed. To assist with future repairs, two drain valves may be installed in the area.

DEP would like an did an inspection of the interior of the water tank. They requested a calibration of the chlorine holder.

The SEO Report for September 2022 was reviewed.

Secretary Report

The township office received notifications that two local Scouts have received the honor of Eagle Scout. Ms. Snyder asked if the Board would like to write letters of commendation to be given to the young men. The Board said that would be a good idea.

The Northwest Ambulance call information was provided for September 2022.

A resident of the township asked if a change could be made to road signage at Spring Haven Road and Sunnyside Road. The current method of traffic calming is a yield sign but the resident felt a stop sign would be more appropriate. Sean Weik and Bob Lynn stated the change is warranted and will work to change the signage.

At 8:32 Chairman Fetter called an executive session to discuss property maintenance and legal matters. At 8:47 the Board reconvened into regular session.

Ms. Snyder asked if the Board wished to schedule a second Budget Workshop. The Board stated they would like to schedule a Budget Workshop prior to the next Board meeting. Ms. Snyder noted that meeting is scheduled for November 15th and confirmed a 6:00pm start time. **Ted Cromleigh made a motion to advertise a Budget Workshop for 6:00pm on November 15, 2022. Bruce Kramer seconded the motion and the motion carried.**

At 9:05 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 November 15, 2022, at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary