

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
PO Box 188 111 Mill Road
Schaefferstown, PA 17088
(717) 949-3885 fax (717) 949-2915 htwpbs@comcast.net

November 15, 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
2 members of the public

The meeting was called to order at 7:00 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag. Chairman Fetter noted that the Board held a Budget Workshop prior to the regular meeting.

A call for public comment was made.

Marshall Kramer was in attendance to discuss the installation of crosswalks in Schaefferstown and how to calm speeding along Heidelberg Avenue. Bob Lynn stated he has collected traffic information but needs to load it into the State website to see if the road qualifies for crosswalks. The Board noted that flashing speed signs may be used to calm the speeds of drivers through town. It was noted that grants may be applied for to improve ADA sidewalk access as will be required if we meet the crosswalk criteria. The intersection of Heidelberg Avenue and Market Street, the Square, is a traffic problem but the State is the driving factor in making improvements in that location. Board members will try to contact PennDOT to discuss the traffic concerns of the Schaefferstown area.

The meeting minutes from October 25,2022 were reviewed. **Bruce Kramer made a motion to approve the Minutes of the meeting of October 25,2022 and was seconded by Ted Cromleigh. The motion was approved.**

The meeting minutes from the October 25,2022 budget workshop were reviewed. **Bruce Kramer made a motion to approve the minutes of the Budget Workshop meeting held October 25, 2022. Ted Cromleigh seconded the motion and the motion carried.**

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

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 \$51,231.80 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. **Bruce Kramer made a motion to accept the bills as submitted for a total of \$7,585.11. 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 \$65,538.66. Ted Cromleigh seconded the motion and the motion carried.**

The Public Works Report for October 2022 was reviewed.

Sean Weik noted that the Christmas wreaths light bulbs were received and will be replaced in order to hang them this Thursday. A bucket truck from John Layser will be used as Eagle Rental did not have any available. Winter preparations will begin next week.

There was conversation regarding the conversion of yield signs to stop signs in various places in the Township. Mr. Weik asked Bob Lynn to review the intersection of Canaan Grove Road and Sheep Hill Road as well.

The Gasboy Report for October 2022 was reviewed.

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

The State Police Report for October 2022 was reviewed.

Engineer's Report

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

The Sunnyside Road culvert project is waiting for an answer on the environmental study requirement. Instead of renewing the permit, DEP suggested withdrawing it and reapplying since no one is sure of the timeline. There is no fee to apply for the permit so withdrawal is the best option for now.

The Notice of Violation for the property at 1354 Heidelberg Avenue will be rescinded as a plan to correct the matter has been received. They will remove other impervious in the area to offset the parking spaces they added with no approval.

Data was collected for the crosswalks proposed on Heidelberg Avenue. It will need to be uploaded to the PennDOT portal to determine if the road qualifies for the crosswalks.

The road signage review of various yield signs in the Township was completed. The appropriate legal documents will need to be done in order to make the changes warranted.

The as DCNR Grant information was uploaded to their web portal. Updated pricing for the playground equipment was also received so when the Grant agreements are received, the Park and Rec Board and the Board of Supervisors can be prepared to purchase.

The indemnification agreement and escrow for the Copper Ridge project are with Attorney Andrews to be completed. Until these items are completed, the Board will not sign the HOP permit for Landmark to do any Right of Way work. While site work has started, it was noted that some elements required for this project have not been installed yet. Mr. Lynn will speak to a project representative to get those matters attended to. The Board asked when inspections of the work will begin. Mr. Lynn said spot checks are being done currently, but a full-time inspector will be onsite once more work begins.

Discussion regarding a possible waterline extension on Route 501 north should be investigated for cost. Connections for some properties will need to be evaluated so sketch plans should be drawn.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Solicitor Leonard is working on preparing the required documents for the appointment of the CPA to do the 2022 Financial Audit. She requires approval to run the ad for the auditor appointment. **Ted Cromleigh made a motion to approve the advertisement for the appointment of the CPA for the 2022 Audit. Bruce Kramer seconded the motion and the motion carried.**

The DCNR documents for the deed requirements have been signed and submitted to DCNR by Solicitor Leonard.

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

OLD BUSINESS

There was none.

NEW BUSINESS

The Greater Lebanon Refuse Authority sent communication that our current representative's term will end December 2022. Chris Horst currently represents the Township and is willing to serve another term. **Bruce Kramer made a motion to approve Chris Horst as the Heidelberg Township representative to the GLRA Board. Ted Cromleigh seconded the motion and the motion carried.**

Ms. Snyder noted that at the Budget Workshop meeting this evening the Board approved of the final draft and is prepared to advertise the adoption of the 2023 Budget. Solicitor Leonard said a motion to approve the advertising and adoption of the budget is necessary to proceed. **Ted Cromleigh made a motion to advertise the 2023 Budget for adoption at the December 20, 2022 Board of Supervisors meeting. Bruce Kramer seconded the motion and the motion carried.**

Utility Update

The Utility Reports for October 2022 were reviewed.

Sewer air releases were ordered to make necessary repairs. More will be ordered next year to maintain other units in the system.

Hydrants were flushed in October. With the remodel of the water treatment building it was noted that an alarm system on the brine unit would be beneficial. One of the Omnisite units removed from the Sewer alarm system can be electronically reworked to be usable on the brine unit. The conversion will cost roughly \$3,000 where a new unit will cost \$6,000. **After brief discussion, Ted Cromleigh made a motion to add the installation of a rebuilt Omnisite alarm unit onto the water system brine unit to the agenda. Bruce Kramer seconded the motion and the motion carried. The Ted Cromleigh made a motion to authorize the conversion of an Omnisite unit to monitor the water system brine for the cost of \$3,000 plus monitoring fees. Bruce Kramer seconded the motion and the motion carried.**

Hydrant replacements are planned for two hydrants in the water system. Discussion on availability from vendors was reviewed. Ms. Snyder stated that hydrant purchases are planned in the 2023 budget from the new Water Hydrant fund using Hydrant tax collections.

The EIT Report for October 2022 was presented.

The SEO Report for October 2022 was reviewed.

Secretary Report

The Holiday Schedule for Township employees for 2023 was presented for review. There is no change from previous years.

The proposed Board of Supervisor and other Board meeting schedules for 2023 were reviewed. Ms. Snyder noted that the November and December meetings for the Board of Supervisors are scheduled for the third Tuesday of the month due to the holidays and all others are scheduled for the fourth Tuesday of the month. The November meeting date was reviewed but will remain as the third Thursday. Ms. Snyder is waiting for notice from the Park and Recreation Board on their meeting dates. **Chairman Fetter made a motion to approve the proposed 2023 meeting schedules for advertising with the note of potential change for the Park & Recreation Board. Ted Cromleigh seconded the motion and the motion carried.**

At this time, Marshall Kramer expressed interest in helping with the Park and Recreation Board. **After brief conversation, Ted Cromleigh made a motion to appoint Marshall Kramer to the Park and Recreation Board. Bruce Kramer seconded the motion and the motion carried.**

The Board noted that rehabilitation of the basketball court to be used for both basketball and pickle ball would be a priority. Grant opportunities in 2023 may aid in the costs of the project.

The Northwest Ambulance call information was provided for October 2022.

Conversation regarding the Landmark Copper Ridge Development ensued.

At 8:09 Chairman Fetter called an executive session to discuss property maintenance and legal matters, both pending and ongoing. At 8:52 the Board reconvened into regular session.

At 8:54 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 December 20, 2022, at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.