

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 3, 2023  
MEETING MINUTES**

Board members present:

Paul Fetter  
Bruce Kramer  
Ted Cromleigh

Others present:

Jennifer Snyder – Office Manager

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

**At this time, Ted Cromleigh made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Bruce Kramer seconded the motion and the motion carried.**

The Reorganization of the Board of Supervisors was held. **A motion was made by Ted Cromleigh to appoint Paul Fetter as Chairman of the Board. The motion was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Chairman Fetter to nominate Ted Cromleigh as Vice Chairman of the Board. The motion was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Ted Cromleigh to nominate Bruce Kramer as Secretary/Treasurer of the Board. The motion was seconded by Chairman Fetter and the motion unanimously carried.**

Appointments of Township duties to staff members were completed via a one motion. **Ted Cromleigh made a motion to appoint the following positions: Paul Fetter Road Master, Bruce Kramer Administration Supervisor, Ted Cromleigh Pension Administrator, Sean Weik Superintendent of Public Works for the Township, Jennifer Snyder Office Manager, Right to Know Officer, Utilities Coordinator and Assistant Secretary/Treasurer, Nadine Frye Administrative Assistant and Assistant Utilities Coordinator. Bruce Kramer seconded the motion and the motion carried.**

**A motion was made by Chairman Fetter to affirm that Supervisors Paul Fetter, Ted Cromleigh and Bruce Kramer are or may be employed by Heidelberg Township. The motion was seconded by Bruce Kramer and unanimously carried.**

**A motion was made by Chairman Fetter to secure bonding for \$750,000 for Treasurer and \$300,000 for Assistant Secretary. The motion was seconded by Ted Cromleigh and the motion carried.** The Board would like Ms. Snyder to review the bond amounts with our CPA to determine if higher amounts are warranted.

**A motion was made by Chairman Fetter to appoint Solicitor Amy Leonard of Henry and Beaver, LLC as legal counsel for the Township. The motion was seconded by Bruce Kramer and unanimously carried.**

**A motion was made by Chairman Fetter to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was seconded by Ted Cromleigh and unanimously carried.**

**A motion was made by Chairman Fetter to adopt Resolution #930 to appoint Stanilla, Seigel and Maser Auditors for the 2022 Township Audit. The motion was seconded by Ted Cromleigh and unanimously carried.**

**A motion was made by Chairman Fetter to appoint the Lebanon County Planning Department as Sewage Enforcement Officer. The motion was seconded by Bruce Kramer and unanimously carried.**

**A motion was made by Chairman Fetter to appoint Barry Wagner of BRW Consultants, Inc. Township Zoning Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.**

**A motion was made by Chairman Fetter to appoint Associated Building Inspections, LLC as Township Code Enforcement Officer. The motion was seconded by Bruce Kramer and the motion unanimously carried.**

**A motion was made by Chairman Fetter to appoint Commonwealth Code Inspections as Township UCC Code Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.**

**A motion was made by Chairman Fetter to appoint Dale Zartman to the Vacancy Board. The motion was seconded by Ted Cromleigh and unanimously carried.**

**Resolution 931 was presented to affirm the appointment of Lee Reddinger to the Zoning Hearing Board. A motion was made by Chairman Fetter to approve Resolution 931 affirming Lee Reddinger's appointment to the Zoning Hearing Board. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Ken Haller to the Planning Commission. Ted Cromleigh seconded the motion and the motion carried. Ted Cromleigh then made a motion to appoint Jackie Fetter to the Park and Recreation Board. The motion was seconded by Bruce Kramer and carried.**

**A motion was made by Chairman Fetter to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2023. The motion was seconded by Bruce Kramer and unanimously carried.**

**Chairman Fetter made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2023 taxes for Heidelberg Township. The motion was seconded by Ted Cromleigh and was unanimously approved.**

**A motion was made by Chairman Fetter to establish the regular meeting dates and times as the fourth Tuesdays of each month beginning at 7:00PM. Exceptions for 2023 are: Meetings for November and December will be held on the third Tuesday of the month. The motion was seconded by Bruce Kramer and the motion carried.**

**Motion was made by Ted Cromleigh to appoint Chairman Fetter as the voting delegate for the 2023 PA State Assoc. of Twp. Supervisors. The motion was seconded by Bruce Kramer and carried.**

**A motion was made by Chairman Fetter to establish the hourly wage and salary schedule per the 2023 budget for Township employees. The motion was seconded by Ted Cromleigh and unanimously carried.**

**Motion was made by Chairman Fetter to establish the mileage rate at \$.655 cents per business mile driven to concur with the rate set by the IRS for 2023. The motion was seconded by Bruce Kramer and unanimously approved.**

At 7:12 PM the reorganization of the Heidelberg Twp. Board of Supervisors concluded, and Chairman Fetter continued with the regular order of business.

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

The Board reviewed the minutes. **Bruce Kramer made a motion to approve the minutes from December 20, 2022. The motion was seconded by Ted Cromleigh and the motion carried.**

Bills for the Township were submitted and reviewed for payment. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$15,197.81 from General Fund for the invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

### **OLD BUSINESS**

Solicitor Leonard prepared a Draft ordinance for the placement of Stop Signs in several places through the Township. The Board noted that one location description may be inaccurate. Otherwise, the draft of the ordinance is correct. Ms. Snyder will inform Solicitor Leonard of the needed clarification. The Board is satisfied with the ordinance and would like to advertise for adoption at our regular January meeting pending the clarification of suggested changes. **Chairman Fetter made a motion to advertise the draft ordinance for adoption at the January 24, 2023 meeting for stop sign implementations pending review of a location clarification. Ted Cromleigh seconded the motion and the motion carried.**

L&N Zimmerman provided a price of \$2,448.40 for pipe boring work along Horse Happy Road. The work was previously approved and will aid in keeping run-off water from creating ice conditions on Horse Happy Road.

Chairman Fetter noted that Sean Weik plans on having the road crew take the Christmas Lights sometime this week.

At 7:22 Chairman Fetter called an executive session to discuss personnel matters. At 8:00 the Board reconvened.

**Bruce Kramer made a motion to adjourn the meeting at 8:05PM, the motion was seconded by Ted Cromleigh and the motion carried.**

The next meeting of the Heidelberg Township Board of Supervisors will be on January 24, 2023 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

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Secretary

*Minutes recorded by Jennifer Snyder*