

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**December 20, 2022
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Bruce Kramer

Others present:

Jennifer Snyder – Office Manager
Sean Weik – Public Works Superintendent
Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Justin LaTourette – Utility Operator
1 members of the public

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

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

At this time, The Board phoned Solicitor Matthew Crème to discuss the Landmark Copper Ridge Indemnification Agreement as he was unable to attend in person. The Board wished to verify with Solicitor Crème that it is acceptable to require the \$25,000 escrow for Stormwater Management controls in the PennDOT Right of Way before signing the agreement. The agreement requires the development owner maintain the controls even though the Township would normally be the required party. Solicitor Crème stated the Board can delay signing the agreement pending the deposit of the \$25,000 escrow. **After discussion, Ted Cromleigh made a motion to approve signing the Landmark Copper Ridge Indemnification Agreement pending the establishment of the \$25,000 escrow for Stormwater Management controls in the PennDOT Right of Way. Bruce Kramer seconded the motion and the motion carried.**

The Board reviewed the minutes of the November 15,2022 meeting. **After review, Bruce Kramer made a motion to approve the minutes of the November 15,2022 meeting. Chairman Fetter seconded the motion and the motion carried.**

Also reviewed were the minutes from the November 15, 2022 Budget Workshop Meeting. **After review, Bruce Kramer made a motion to approve the Budget Workshop Minutes from November 15, 2022. Ted Cromleigh seconded the motion and the motion carried.**

A Treasurer’s Report including cash deposits, PLGIT and Fulton bank statements and budget comparison for November 2022 was submitted for review. The budget was noted to be in a good place for this time of the year.

Township bills were submitted and reviewed for payment. **After discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$81,766.13 from Light Fund and General Fund for invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.** Sewer bills were submitted for review. **After brief discussion Bruce Kramer made a motion to accept the bills as submitted for a total of \$26,005.42. Ted Cromleigh seconded the motion and the motion carried.**

Water Bills were submitted for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$29,468.18. Chairman Fetter seconded the motion and the motion carried.**

The Public Works Report for November 2022 was reviewed. Sean Weik stated that the snowplows are being prepared for the winter season. we received quotes for a new Pick-up truck, but the ordering windows are minimal. The truck would not be received until 2023. Certain manufacturers are not taking orders at all right now. The Board reviewed the information and said to wait until there are more ordering options.

There is a home on Horsehappy Road that appears to have underground spring water running from the property. This causes icing on the road. Mr. Weik would like to run a drain line down the side of the road to catch the water. L&N Zimmerman can bore the line quicker and cleaner than we can dig it. The Board that would be fine and to use Road Improvement Fund money to pay for the work.

The Gasboy Report for November 2022 was reviewed.

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

The State Police Report for November 2022 was submitted for review. Ms. Snyder stated that Cpl Koch was to attend this evening's meeting, but something may have kept him from coming.

Engineer's Report

Bob Lynn was in attendance to present the Engineer's Report.

The Darrell Lehman land development project on Gravel Hill Road is complete and the road repairs were made for which we were holding the 10% contingency. The release of the remaining balance is recommended at this time. **After brief discussion, Ted Cromleigh made a motion to release the remaining Letter of Credit for the Darrell Lehman land development project in the amount of \$2,852.10. Bruce Kramer seconded the motion and the motion carried.**

The Barry Family Subdivision on Distillery Road is not ready to be presented for action. The engineer has requested the Board grant a 90 Time Extension until March 6, 2023. He is working on the Planning Module with the Lebanon County Planning Department. **Bruce Kramer made a motion to approve the 90 Day Time Extension for the Barry Family Subdivision Plan on distillery Road. Ted Cromleigh seconded the motion and the motion carried.**

Bob Lynn presented the information to require Stop Signs are various intersections in the Township. Amy Leonard disused the township's lack of one comprehensive Traffic Sign Ordinance as we currently have many ordinances to define the signage needs. She would like to work on a comprehensive ordinance that can be referenced for any future signage needs or changes. The Board thinks that would be a good idea, but for now would like an ordinance that addresses the Stop Sign needs identified in Mr. Lynn's information. Solicitor Leonard will prepare a Draft to review at the January 3rd meeting and can recommend adoption at the January regular meeting.

Data was collected regarding Crosswalk Installation at a couple of intersections along Heidelberg Avenue in Schaefferstown. We will be required to install ADA compliant ramps at the affected intersections. Grant money may be available since this area of Heidelberg Avenue is designated a Scenic Byway section of Route 419. Chairman Fetter stated he will discuss the matter with Lebanon MPO as well. The Board would like to discuss a full plan of changes to the Schaefferstown Square with PennDOT as this will involve that immediate area as well. The Landmark Copper Ridge plan may have some bearing on the crosswalk installation so their data should be evaluated as well.

The Park and Recreation DCNR Grant is continuing to see movement. Mr. Lynn noted that documents from the playground supplier were uploaded to the DCNR web portal. There was a change of design based on site measurements. Bench and trash receptable information was presented as well. All items will be purchased through Costars vendors and the playground equipment price includes installation. The Township staff will do site preparations. The equipment lead time is seven months. **At this time, Ted Cromleigh made a motion to purchase the playground equipment through the Costars vendor Lyons Recreation and the benches and trash receptables through OCCOutdoors. Bruce Kramer seconded the motion and the motion carried.** The Board suggested talking to the Park and Recreation Board about designating part of Route 419 as a segment of the walking trail.

Solicitor Report

Solicitor Leonard was in attendance to present the Solicitors Report.

Resolution 923 was presented to express intent to appoint Stanilla, Seigel and Maser for the audit of the 2022 financial information. The resolution to do the appointment in January has been advertised as necessary. **After brief discussion, Chairman Fetter made a motion to pass Resolution 923 to signify the appointment of CPA Stanilla, Seigel and Maser to audit the 2022 financial information for the Township. Ted Cromleigh seconded the motion and the motion carried.**

The On Lot Septic compliance filings will be happening soon as no more property owners have filed the necessary pumping reports.

Other items for discussion will need to be reviewed in Executive Session.

OLD BUSINESS

There was none.

NEW BUSINESS

The 2023 Budget was presented for review and adoption. The budget adoption for this evening was advertised in the Lebanon Daily News as required. The Board asked if there were any comments on the proposed budget. Ms. Snyder said the budget was placed on the Township website for review and there were no comments or questions. No tax increase is necessary to balance the budget. **At this time, Bruce Kramer made a motion to approve the 2023 Budget as presented. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 924 was presented to denote the acknowledgement of the Non-uniform Pension Minimum Municipal Obligation (MMO) form provide by Conrad Seigel, the pension plan actuary. This resolution will accept the form information regarding contributions to the non-uniform pension plan if necessary. **Bruce Kramer made a motion to approve Resolution 924 acknowledging the Minimum Municipal Obligation pension form for the non-uniform pension fund. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 925 was presented to set the Real Estate Tax Rate for 2023 at \$.07444 mills/\$100.00 of Assessed Valuation. **Bruce Kramer made a motion to pass Resolution 925. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 926 was presented for the setting of the Street Light Tax for 2023. The rate will stay the same at \$.50/LF of front footage. **Bruce Kramer made a motion to approve Resolution 926 for the Street Light Tax rate for 2023. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 927 was presented to set the Fire Hydrant Tax for 2023 at .0001055 mills on assessed value of affected properties. **Bruce Kramer made a motion to pass Resolution 927. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 928 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2023. **Bruce Kramer made a motion to pass Resolution 928. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 929 was presented to set the Fee Schedule for 2023. **Bruce Kramer made a motion to pass Resolution 929. Ted Cromleigh seconded the motion and the motion carried.**

The 2023 Preventative Maintenance Agreement from CM High was presented. This is our maintenance contract for the red lights in the Township. There is no change in the contract amount for next year.

After brief discussion, Bruce Kramer made a motion to accept the CM High 2023 Preventative Maintenance Agreement for \$845. Ted Cromleigh seconded the motion and the motion carried.

M&K Truck, the Costars vendor we are purchasing the Mack Dump Truck chassis from, submitted a request for payment of \$139,303.20. This will enable them to forward the truck body to the next vendor to have the dump body, plow and other apparatus attached to complete the truck. A signer for all truck related documents will also need to be established for purchase agreement, title and any other necessary paperwork. **After brief discussion, Bruce Kramer made a motion to approve purchase of the truck body from M&K Truck. Ted Cromleigh seconded the motion and the motion carried. Bruce Kramer then made a motion to approve payment of the invoice for \$139,303.20. Chairman Fetter seconded the motion and the motion carried. Finally, Bruce Kramer made a motion to appoint Chairman Fetter as the designated signer for all paperwork related to the truck purchase and ownership. Ted Cromleigh seconded the motion and the motion carried.**

The November 2022 EIT update was included for review.

Utility Water and Sewer Reports for November 2022 were reviewed. Justin LaTourette noted that repeated sewer clogs at 312 S. Lancaster Avenue was determined to be caused by a break a the connection of the property sewer line to the T-line of the sewer main. Discussion regarding the ownership of the break determined the previous property owner who made the sewer connection may have altered the configuration for an easier connection. The Board stated the property owner will have until January 20, 2023 to make the repair or have a contractor schedule presented to the Township. Mr. LaTourette will relay the information to the property owner.

DEP has issued a requirement for all municipal water systems to do a materials study of their entire systems. Lead and copper services need to be identified for replacement. A plan must be in place by October 2024 on how the Township intends to accomplish the study. This require much work by all as some services and lines made need to be dug up to identify. Mr. LaTourette noted that DEP has grants available for smaller water services to help fund the extensive project. Ms. Snyder will ask the Lebanon County GIS Department if there is a way to extract build date information for homes in the water service area to eliminate the need to check homes built after 1990.

The City of Lebanon Authority announced a rate increase for their O&M charges and their metered gallon charge for sewer customers. The Board requested the announcement be placed on our March billing and implemented on our June billing.

The SEO Report for November/December 2022 was presented.

The Secretary's Report was presented by Ms. Snyder.

General Code, the vendor we are working with to codify our ordinances, sent a payment schedule to allow for benchmark payments as milestones are met. This will allow for a total of 50% of the quote be paid in 2023 and the remaining amount due in 2024. The Board was fine with that payment plan.

The bidding requirements for 2023 were provided. The thresholds in all categories increased by a few hundred dollars each.

The Farm Show is holding Municipal Officials Day on January 11th. All Board members are welcome to attend but need to register with the information provided.

Ms. Snyder received an email today regarding purchase of the Flashing Speed signs intended for use at the Route 501/Reistville Road intersection and others as needed. The quote price is good until the end of the year. Ms. Snyder told the sales representative that we are awaiting the ARLE Grant announcement, but should we not receive a grant, money is in our 2023 ARP budget to purchase the units. The sales representative will get back to us to see if he can hold the pricing until January 2023.

At 8:57 Chairman Fetter called an executive session to discuss property maintenance issues, litigation matters and potential litigation matters. At 9:47 the Board reconvened.

Ted Cromleigh made a motion to adjourn the meeting at 10:02 PM. The motion was seconded by Bruce Kramer and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be the reorganization meeting January 3, 2023, at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder