

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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January 24, 2023
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
4 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 Burger of 506 Sunnyside Road asked if there was any update on the property maintenance violation abatement at 505 Sunnyside Road. Solicitor Leonard stated that the complaint against the property owner has been filed, but without a home address to serve them the paperwork, the process has stalled. Mr. Burger noted that he sees the owner at the home frequently and will try to notify the Sheriff's office when he see him.

Members of the Schaefferstown EMS organization were in attendance to discuss report logs and information regarding a new ambulance. Loren Miller and Josh Nolt thanked the Board for their support of the group and the Board thanked them for all they do for the community.

Ethan Crills of 314 S Lancaster Avenue was in attendance to discuss a matter with his sewer connection and the breakage that occurred at the service line. He is unsure how to proceed with repairing the break because of its proximity to the road. The Board said they and Bob Lynn will look into the matter and review connection details.

A review of the meeting minutes from January 3, 2023 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of January 3, 2023. The motion was seconded by Ted Cromleigh and was approved.** Minutes from the January 2022 Auditor meeting were reviewed. The Board accepted them as presented.

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$56,065.29 from the Light Fund and General Fund for bills and payroll. Bruce Kramer seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$6,095.55. Chairman Fetter seconded the motion and the motion carried.**

Bills for Water Account were submitted for review and payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$19,706.71. Bruce Kramer seconded the motion and the motion carried.**

A Treasurer's Report for December 2022 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for year-end 2022. The Board noted that the budget ended in a good place with no major concerns. Ms. Snyder noted that the General Fund total numbers looked inflated because of the ARP Covid Relief money.

The Public Works Report for December 2022 was reviewed. Sean Weik stated that the new dump truck is nearly complete and delivery may be made in as early as three weeks. To prepare for winter weather, snowplows have been attached and vehicles are loaded with road salt. The Gasboy report for December fuel usage was reviewed.

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

The PA State Police Report for December 2022 was reviewed.

The Planning Commission Minutes from the October 2022 were reviewed.

Park and Recreation Minutes were reviewed. Colors for the new playground were chosen and Bob Lynn has prepared the bidding schedule. Sean Weik and Mr. Lynn have determined that creating additional parking for ADA Accessibility and removing walkway area will result in a better parking plan.

Engineer's Report

Bob Lynn presented the Engineer's report.

The Barry- Distillery Road Subdivision plan will be tabled until more information is gathered for their Clean and Green farm designation.

Landmark has offered a time extension for the Copper Ridge project until April 25, 2023. **After brief discussion, Ted Cromleigh made a motion to accept the Time Extension for the Landmark Copper Ridge land development plan. Bruce Kramer seconded the motion and the motion carried.**

The Family Treasurers Wholesale land plan requires a driveway be installed on Route 501. PennDOT requires Heidelberg Township acknowledge that the driveway plan is being submitted to PennDOT for review. **After an abstention from Ted Cromleigh, Bruce Kramer made a motion to acknowledge the driveway application by Family Treasurers Wholesale. Chairman Fetter seconded the motion and the motion carried.**

The Andrew Wiegand escrow account has a balance of \$2,586.50 that to date has not been requested for release. Mr. Lynn stated that the as-built plans were not received but we are unsure if the plan agreements were transferrable to the property owner. The developer may be eligible for a waiver but it would need to be requested. He will investigate what way we need to approach the release of the escrow.

Chapter 94 report for sewage flows will need to be done for 2022. Mr. Lynn is seeking approval from the Board to begin the reports. **Ted Cromleigh made a motion to approve work on the Chapter 94 reports for 2022. Bruce Kramer seconded the motion and the motion carried.**

The Bridge Inspection Reports were received from the 2022 inspection. The South Lancaster Avenue bridge is on the scour critical list. Mr. Lynn asked for authorization to inspect the bridge to plan a repair method. **Chairman Fetter made a motion to approve Hanover Engineering to perform an inspection of the South Lancaster Avenue bridge. Ted Cromleigh seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Ordinance 170 was presented for comment and review for adoption. This ordinance adds stop signs to three intersections in the Township that are signed in different manners. Solicitor Leonard asked if there was any public comment. There was none. **After brief conversation, Ted Cromleigh made a motion to adopt Ordinance 170 to add stop signs in multiple intersections Bruce Kramer seconded the motion and the motion carried.**

The Sunoco Agreement is eligible to release the final Exhibit D for the warranty period on Sinclair, Sunnyside and Sheep Hill Roads. The board appreciated Sunoco's diligence at providing service to the Township while completing their work. **At this time, Ted Cromleigh made a motion to execute Exhibit D of the Sunoco Agreement for the warranty period for road repairs on Sinclair, Sunnyside and Sheep Hill Roads. Bruce Kramer seconded the motion and the motion carried.** Solicitor Leonard noted that an executive session will be needed to discuss litigation and potential litigation matters.

OLD BUSINESS

The Flashing Speed Sign purchase agreement was presented to the Board for review. Ms. Snyder stated that she communicated with the vendor that the Township can not take delivery nor pay for the units until the Board communicates with them. **After brief discussion, Bruce Kramer made a motion to approve the Flashing Speed Sign purchase agreement with Elan City for \$12,823.00 for four units. Ted Cromleigh seconded the motion and the motion carried.**

General Code sent an agreement to initiate codifying Township ordinances. Chairman Fetter asked about one provision in the agreement, but it is optional and not a requirement. **After brief discussion, Bruce Kramer made a motion to approve the General Code Proposal for Codification Services. Ted Cromleigh seconded the motion and the motion carried.**

NEW BUSINESS

Fuel pricing for 2023 was reviewed. We received pricing from Meyer Oil only as no other business would quote for the year. **After pricing review and brief discussion, Bruce Kramer made a motion to approve Meyer Oil as our Fuel vendor for 2023. Chairman Fetter seconded the motion and the motion carried.** Propane pricing will continue to be handled by the lowest price vendor as we did not use enough volume in 2022 to require pricing for it this year.

The Costars Salt Contract for 23-24 Winter season is available to join if the Board wishes to. **After brief discussion, Bruce Kramer made a motion to join the Costars 23-24 Winter Season Salt Contract program. Ted Cromleigh seconded the motion and the motion carried.**

ELCO Youth Sports sent a request for use the baseball field for their spring and fall seasons. The Board is glad they continue to use the field and are fine with the request.

Heidelberg Township is the recipient of an ARLE Grant to purchase the previously mentioned Flashing Speed Sigs to use at the intersection of Route 501 and East/West Reistville Roads. The Grant requires someone be denoted as the signer for the Grant Agreement. Bruce Kramer said he would be the signer of the agreement if Board members were acceptable. **Chairman Fetter made a motion to appoint Bruce Kramer as the signer for the ARLE Grant. Ted Cromleigh seconded the motion and the motion carried.**

Utility Update

Justin LaTourette was in attendance to discuss the utility reports.

The Water Report was reviewed. The usage is relatively normal for the month. One residential meter required replacement due to freezing. The owner will be charged as they did not provide heat in the area of the meter.

The Sewer Report was reviewed. There was an issue at the main pump station that required Mr. LaTourette to replace a switch. No issues have been detected since.

There is a budgeted purchase for a grinder replacement at the main pump station. A Muffin Monster had originally been proposed for purchase, but after review, Mr. LaTourette recommends purchasing the grinder unit brand Vogelsang from Envirep. He has spoken to other municipalities who have the units and they are happy with them. The Board reviewed the unit specs and were acceptable of the purchase.

At this time, Ted Cromleigh made a motion to purchase a Vogelsang grinder unit replacement from Envirep in the amount of \$15,405.00. Bruce Kramer seconded the motion and the motion carried.

The EIT Report for December 2022 was presented.

Secretary Report

The Ballot Verification for 2023 was received from the Lebanon County Bureau of Elections. The Board reviewed the list and agreed there will be a Supervisor position, two Auditor positions and a Tax Collector position.

Ms. Snyder communicated with the Lebanon County GIS Department regarding a data extraction from the GIS software. Mr. LaTourette needs to do water service line inspections and the build date of the home is an important component of the inspection process. The GIS Department can collect the data for us for an approximate fee of \$50. The Board said to have them to the data collection since it will save Mr. LaTourette time.

Lebanon County Department of Emergency Services sent a letter alerting the Township that they will be raising their per capita fee next year. Since this will increase the budget dollars spent for the service, but the budget has already been adopted, Ms. Snyder wanted the Board to be aware of the increase from \$0.70 cents per resident to \$1.20 per resident.

The Northwest Ambulance reports for December 2022 and Year to Date were presented.

Ms. Snyder noted that there is a change to the PSATS Membership roster pricing and will review the changes with the Board and PSATS to determine how to proceed.

Peg Fitzkee asked if the signs at Prescott Road and Route 897 will be replaced as they are faded. PennDOT put the responsibility on the Township to replace them, so Mr. Weik has ordered new signs.

At 8:55 Chairman Fetter called an executive session to discuss litigation and potential litigation matters. At 9:48 the Board reconvened into regular session.

At 10:04 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 February 28, 2022 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary