

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**February 28, 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  
5 members of the public

The meeting was called to order at 7:01 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

Chairman Fetter stated that the Board of Supervisors had an executive session meeting last week with counsel to discuss litigation matters.

A call for public comment was made.

Josh Nolt of the Schaefferstown EMS organization gave a call report and discussed call logs, location of serviced calls and other emergency service information with the Board. The Board thanked him and everyone at Schaefferstown EMS for their service.

A review of the meeting minutes from January 24, 2023 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of January 24, 2023. The motion was seconded by Chairman Fetter and was approved.**

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$160,247.74 from the Light Fund and General Fund for bills and payroll. Ted Cromleigh 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 \$60,708.70. Ted Cromleigh seconded the motion and the motion carried.**

Bills for Water 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 \$18,715.48. Ted Cromleigh seconded the motion and the motion carried.**

A Treasurer’s Report for January 2023 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for January 2023.

The Public Works Report for January 2023 was reviewed. The L&N Zimmerman boring work that was done on Horse Happy Road is working to drain water accordingly. The plow trucks are ready but no snow to date. The next hydrant to be replaced will require some sidewalk changes and installation of ADA compliant corner entrances. The Board told Sean Weik to find a concrete contractor.

Mr. Weik obtained a quote for a power washer. He stated that the vendor is allowing the Township to test use the product to confirm they wish to purchase it. The Board said if Mr. Weik likes the product, we can purchase the item. **After brief discussion, Bruce Kramer made a motion to purchase the power washer for \$8,053.60 once fully vetted. Ted Cromleigh seconded the motion and the motion carried.**

A quote was received from The Brennan Company for resurfacing of the basketball court. This would also include painting lines for both basketball and pickleball. Park and Recreation money received from new development can fund the project. The Board asked if other quotes were received, but Mr. Weik stated this company is really the only one who performs this work. Mr. Weik said he would like to do some drainage work around the court as well. The Board asked if the members of the Park & Recreation Board would support the work and they were in favor of the resurfacing project. **After brief discussion, Chairman Fetter made a motion to approve resurfacing and line painting of the ball court at the municipal property for the amount of \$11,000.00. Ted Cromleigh seconded the motion and the motion carried.**

Garden Keeper provided a quote to trim the arborvitae around the main sewer pump station for \$900. **Ted Cromleigh made a motion to allow Garden Keeper Landscaping to trim the arborvitae at the main sewer pump station. Bruce Kramer seconded the motion and the motion carried.**

The Gasboy report for January 2023 fuel usage was reviewed.

The Zoning Officer's Report for January 2023 was reviewed.

The PA State Police Report for January 2023 was reviewed.

The Planning Commission Minutes from the January 2023 were reviewed.

Park and Recreation Minutes from January 2023 were reviewed. Members of the Park and Recreation Board were in attendance to discuss some items they are working on. Dustyn Miller and Marshall Kramer explained their proposed expansion of the walking trail. They would ultimately like to make a trail that loops through Schaefferstown. The Board approves of the project and would like Bob Lynn to work with them on milestone goals. Also presented was information on the Young Lungs at Play program which promotes Smoke Free play zones for children. In order to obtain free signs from the organization, the Township will need to pass regulation establishing the Smoke Free area. Amy Leonard will work on the regulation for a future meeting.

#### Engineer's Report

Bob Lynn presented the Engineer's report.

The Barry- Distillery Road Subdivision plan offered a time extension until May 23, 2023. **After brief discussion, Ted Cromleigh made a motion to approve the time extension offered for the Barry Distillery Road Subdivision plan until May 23, 2023. Bruce Kramer seconded the motion and the motion carried.**

The Weigand Land Development Plan as-builts have not been submitted to date. There is an amount remaining in the escrow account, but authorization to use that money should come from Mr. Weigand. Mr. Lynn will try to contact Mr. Weigand regarding the matter.

Leslie Hoover submitted a request to release his held escrow and for a waiver of as-builts for his SWM Plan. Mr. Lynn noted that inspections found a few items that need to be attended to but otherwise the project is complete and no as-built plans are necessary. He recommended retaining \$1,357.00 for the punch list items remaining. **Ted Cromleigh made a motion to approve the waiver of as-builts and release of \$19,597.15 of the held escrow. Bruce Kramer seconded the motion and the motion carried.**

Bids were received for the playground paving, signage and tree plantings. Only one bid was received. It was higher than expected. The Board would like to rebid the project to hopefully find more bidders.

**Bruce Kramer made a motion to reject the bid received for the playground landscape work and rebid the project. Ted Cromleigh seconded the motion and the motion carried.**

The Chapter 94 report for 2022 was prepared for review. Mr. Lynn noted the many new requirements for completing the forms. A signer must be named and the reports approved by the Board for submittal to the City of Lebanon Authority. **Ted Cromleigh made a motion to appoint Paul Fetter report signer and approve the report. Bruce Kramer seconded the motion and the motion carried.**

The Copper Ridge Escrow for the Indemnification Agreement of stormwater pipe under Route 897 needs to be established prior to the Board signing the agreement. A signer needs to be designated for the escrow as legal representatives determined both a Landmark and a Township signer are required. The account would be held by Landmark but restricted in uses and approval by the Township. The Board elected to have Ted Cromleigh as the escrow account signer for the Township. **After brief discussion, Bruce Kramer made a motion to appoint Ted Cromleigh as the signer of the indemnification escrow account. Chairman Fetter seconded the motion and the motion carried.**

#### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A statement regarding the status of the Police Pension Audit by the Attorney General's office was read by Solicitor Leonard. After the Board relayed information to the residents in attendance, they reviewed presented information. **At this time Chairman Fetter made a motion for Ted Cromleigh, Pension Administrator, to pursue an annuity for a denoted recipient by the Attorney General's office. Bruce Kramer seconded the motion and the motion carried. Chairman Fetter then made a motion to allow special counsel to communicate with the Attorney General's office regarding their audit findings Ted Cromleigh seconded the motion and the motion carried.**

A resolution was presented to dispose of documents per the PA Record Retention Policy. This resolution would allow for the disposal of documents from years 2014 & 2015 primarily. The board was satisfied with the resolution and elected to approve passing the resolution. **With an assigned number of Resolution 932, Ted Cromleigh made a motion to adopt the resolution to dispose of records within the guidelines of the PA Record Retention Policy. Bruce Kramer seconded the motion and the motion carried.**

Solicitor Leonard has items of Property Maintenance, Linda Sue Gardens, On-Lot Septic and Sewer Connections to discuss in Executive Session.

## **OLD BUSINESS**

The ARLE Grant agreement has been prepared and is ready for eSignature. The board reviewed the agreement and the Worker Protection documents that needs to be signed and submitted with the agreement. Solicitor Leonard reviewed the agreement and noted the general language is typical of a PennDOT agreement. **After brief discussion, Chairman Fetter made a motion to approve the signature of the ARLE Grant Agreement Ted Cromleigh seconded the motion and the motion carried. Bruce Kramer made a motion to approve the Workers Protection Form for signature. Ted Cromleigh seconded the motion and the motion carried.**

The Board asked if Ms. Snyder received any information regarding bonding amounts for the secretary and assistant secretary. Ms. Snyder noted that she spoke to our insurance broker and our CPA auditor, and both said the amounts we currently carry are acceptable. The Board would like Ms. Snyder to find out cost information to increase both bonds.

## **NEW BUSINESS**

The Fire Company submitted a list of fundraisers they intend to run in 2023 for approval. **After brief discussion, Bruce Kramer made a motion to approve the fundraisers as presented. Ted Cromleigh seconded the motion and the motion carried.**

An email was sent from the State Treasury regarding unclaimed money. Ms. Snyder checked the site and found that Heidelberg township was on the list for an amount under \$100. Ms. Snyder completed the form to obtain the funds and they are prepared for signature.

The Board would like to start reviewing information and plans for the Township Building Remodel that has been in the budget for a number of years. Ted Cromleigh proposed having a workshop to discuss details of the remodel as the discussion may prove too lengthy for a regular meeting. They asked Ms. Snyder to locate the original plans prepared by the Schillaci Engineering firm and a list of needed work at the building. A date will be chosen for the workshop at a later time.

### Utility Update

Justin LaTourette was in attendance to discuss the utility reports.

The Sewer Report was reviewed. One home had an issue that was corrected.

The Sewer Report was reviewed. Hydrant replacements have started. Usage is elevated and is being monitored. The Act 110 reports are being compiled for submission. Well 3 is having electric problems and Kohl Brothers will be out to investigate the problem. The property at 314 S. Lancaster has not corrected their sewer pipe connection issue. It was noted that initial mandatory connection reports are being reviewed to determine who needs to make the correction and how to do it. Mr. LaTourette stated that during the Hydrant replacement at Mill Road a water valve was found to be closed. It explained why sections of the water service area would lose water pressure when other areas were recognizing an outage. The valve has since been opened.

The EIT Report for January 2023 was presented.

### Secretary Report

Historic Schaefferstown requested a support letter for a grant they are seeking. The board agreed to supply a support letter and approved the draft letter Ms. Snyder composed.

A Hazard Mitigation meeting was held for the start of the 5-year renewal of the Lebanon County plan we adopted. The group heading the renewal, MCM Consulting Group, would like each municipality to

place a survey link on their websites to garner resident information regarding hazard preparedness. The Board said that would be fine. Ms. Snyder stated that paperwork will need to be completed by each municipality for the Lebanon County Department of Emergency Services to update the plan and she will need some assistance to complete it accurately.

The Lebanon Valley Conservancy sent a letter to engage with Township officials. They would like to attend a meeting to discuss way of assisting in any land use concerns the township may have. The Board asked Ms. Snyder to make contact with them to schedule a meeting they can attend.

Level Eleven presented a quote for Website maintenance for \$200/quarter. Ms. Snyder stated she thinks that is fair for the amount of help they offer. **Ted Cromleigh made a motion to approve the website maintenance quote from Level Eleven. Chairman Fetter seconded the motion and the motion carried.** Bruce Kramer abstained from participating in the discussion and the vote.

Information regarding the Liquid Fuels allocation for 2023 was received. The amount we will receive on March 1 is a little higher than anticipated.

The Northwest Ambulance reports for January 2023 were presented.

A Pennvest flyer with funding options was received.

Sean Weik asked if the Board would like to install portable toilets for recreation use this year The Board said that would be good and instructed Mr. Weik to order them. **Ted Cromleigh made a motion to add Portable Toilet ordering to the agenda. Bruce Kramer seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the ordering of Portable Toilets from Tillet Toilets for use at the recreation area for 2023. Chairman Fetter seconded the motion and the motion carried.**

Ms. Snyder noted that Josh Deck asked if a girls soccer team he coaches would be able to use the softball outfield as a practice field if inclement weather forces them from their regular field. The Board was fine with the request.

Ms. Snyder asked if there would be a benefit to installing a water meter on the lower portion of the fire house to track water usage. There was discussion regarding location and which line to monitor. Justin LaTourette will investigate the water lines at the fire company to determine if installing a meter to track water usage is feasible and useful.

At 9:21 Chairman Fetter called an executive session to discuss litigation and potential litigation matters.

At 9:54 the Board reconvened into regular session.

**At this time Ted Cromleigh made a motion to authorize Chairman Fetter as signer of the complaint to be filed against non-compliant on-lot septic users. Bruce Kramer seconded the motion and the motion carried.**

**At 10:01 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 March 28, 2023 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.