

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**March 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

8 members of the public

The meeting was called to order at 7:03 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Jean Rowe asked if someone could make a repair to the walking path bridge behind the St. Luke’s Church. Sean Weik said he will look at the area. Mrs. Rowe then asked if the Board knew what the emergency response plan is for the fuel tanks located at 3875 Stiegel Pike. The Board stated communication would be with the Emergency Management Coordinator. Ms. Snyder noted that their specific protocol plan may be on file with the Lebanon County Department of Emergency Services.

Dale Zimmerman and Abner Stoltzfus of Gibble Road came to the meeting to discuss the dirt section of Gibble Road. They live on that section of road and feel like more maintenance could be done in the area. They noted that millings had been placed but some large pieces prevented them from functioning properly to cover the potholes. The Board said the public works department has done work in the area and they will continue to work with them to find long-term solutions to the issues.

A review of the meeting minutes from February 28, 2023 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of February 28, 2023. The motion was seconded by Ted Cromleigh 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 \$129,710.42 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 \$7,999.74. 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 \$14,833.29. Ted Cromleigh seconded the motion and the motion carried.**

An invoice from Conrad Seigel for work on the Non-uniform Pension Plan was submitted. This invoice should be paid from the Pension Fund directly and will be forwarded to Fulton Financial for payment. **Chairman Fetter made a motion to submit the Conrad Seigel invoice for \$4,625.00 to Fulton Financial for payment from the Non-uniform Pension Fund. Bruce Kramer seconded the motion and the motion carried.**

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

The Public Works Report for February 2023 was reviewed. Sean Weik stated they have been working on repairing dirt road sections now that most winter weather has passed. Gobble Road is a challenge since the continuous driving on wet stone roads undoes their repair work. Drainage is an issue in areas of the road. They will try shale in some of the areas with the most problems. He noted that he previously discussed the road issues with Abner Stoltzfus, and both agreed on the action plan for repairs. Bob Lynn stated that they can look for a grant for dirt and gravel road repairs to help with drainage needs.

The mower on the 6310 Tractor needed to be rebuilt.

Road signs are ordered to replace those missing or damaged. Mr. Weik noted that the price on the steel posts will increase and he would like to order a bundle before that happens. He stated the posts are over \$80 each already so any cost savings will be helpful.

A hydrant replacement at the square resulted in sidewalk replacement needs. The new sidewalk area at the corner will need to be replaced with an ADA compliant definition. Mr. Weik received quotes from three businesses to make the necessary repairs. Sporting Hill Concrete had the lowest quote and Mr. Weik is familiar with their work. **After a brief discussion, Ted Cromleigh made a motion to approve the quote from Sporting Hill Concrete for \$4,290 to make sidewalk repairs. Bruce Kramer seconded the motion and the motion carried.**

The 2023 Paving and Seal Coat projects have been chosen and the next step would be to advertise the bid packet. Poplar and North Carpenter Streets along with some patching will be done this year. Seal Coating will be done on Horst Road. Both projects have been reviewed with Hanover Engineering and are ready to bid on Pennbid. **Chairman Fetter made a motion to advertise the 2023 Paving and Seal Coat projects. Ted Cromleigh seconded the motion and the motion carried.**

Mr. Weik asked the Board if it would be acceptable to purchase material to build a small roof over the cold patch and Diamondtex stockpiles to protect it from the elements. He did receive a quote for \$2500 from AB Martin to do the work, but the public works departments can do the job. **After brief discussion, Ted Cromleigh made a motion to purchase materials for a cover of the cold patch and Diamondtex stockpile. Bruce Kramer seconded the motion and the motion carried.**

The Gasboy report for February 2023 fuel usage was reviewed.

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

Ted Cromleigh asked about a grain silo improvement on Route 501 near Jimmy's Garden Center. Bob Lynn will check on the location.

The PA State Police Report for February 2023 was reviewed.

The Planning Commission Minutes from February 2023 were reviewed.

In Park & Recreation work, the recoating and painting of the basketball court is being planned. The Brennan Company sent Sean Weik colors to choose for painting. After reviewing colors and other dual use courts, the Board chose the blue/green combo seen most commonly. The Board would like the options sent to the Park and Rec Board members for review. Ms. Snyder noted that all funds in the Park and Rec account are currently allocated to the playground installation. The Board would like the work to be paid for by the General Fund and then reimbursed when Park and Recreation fees are collected from upcoming projects.

#### Engineer's Report

Bob Lynn presented the Engineer's report.

The Barry- Distillery Road Subdivision plan was presented by Russ Frantz of Matthew and Hockley. The review described the subdivision proposed and a waiver request to negate the need to post financial security since the improvements total less than \$1,000. The Improvement Guaranty will incorporate the work for reference. A new home planned will not require Stormwater since existing impervious will be removed to offset the new building. **After discussion, Ted Cromleigh made a motion to approve the Barry Distillery Road Subdivision plan and requested waiver of Financial Security. Bruce Kramer seconded the motion and the motion carried.**

The Weigand Land Development Plan as-builts have not been submitted to date. Bob Lynn stated he emailed and called Mr. Weigand but he did not receive a response. The item is tabled at this time. Bids were received for the playground paving, signage and tree plantings after the project was rebid. Three bids were received. The lowest bidder on the original and alternate projects was Flyway Excavating. The Board wished to proceed with the alternate proposal to allow for better parking and pathway options. **After discussion, Bruce Kramer made a motion to award the Alternate Option for paving, signage and tree planting in the recreation area to Flyway Excavating. Ted Cromleigh seconded the motion and the motion carried.**

The Copper Ridge addressing proposed for single family homes and townhouses was presented for approval. Ms. Snyder noted that Newmanstown is slated to deliver mail to the development. She also spoke to the Postmaster at Schaefferstown about recent incidents regarding Post Office Box fees. The new development would qualify for free PO Boxes as would other residents in the township. A news bulletin will be placed on the Township website regarding the fees once it is received from the Postal Service. The Board is requested to signify which delivery method will be required in the development. Cluster boxes are already designed for the development so delivery from Newmanstown is the better option. The actual street addresses were put on hold until the status of the Townhouse lots was determined to be single lot or individual parcels of land.

Ms. Snyder received notification that the home at 2386 Stiegel Pike will be torn down to continue with land planning of the Family Treasurers Warehouse in front of Keystone Fence. She notified Mr. Lynn and Justin LaTourette who will work with the contractor on the demolition work.

### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A Resolution was presented to ratify the Young Lungs at Play status of the recreation fields at the township. This will ban the use of all tobacco products in the recreation areas. The Park and Recreation Board requested a resolution which will allow them to receive signage signifying the ban. **After brief discussion, Ted Cromleigh made a motion to adopt Resolution 933 to enact the Young Lungs at Play tobacco-free recreation area policy. Bruce Kramer seconded the motion and the motion carried.**

Solicitor Leonard has items of Property Maintenance, Litigation and Sewer Connections to discuss in Executive Session.

### OLD BUSINESS

The Salt Contract for 22/23 has had no purchases against it due to the mild winter. We were notified that the vendor will store our unpurchased required quantity for \$3/ton. Sean Weik said he will try and fit some in the salt shed. He will also check with a resident about storing the excess salt on their property in lieu of paying the fees. We have until July 31<sup>st</sup> to decide how to handle the tonnage.

The Salt Contract for 23/24 has been reopened by PennDOT to enable changes to tonnage quantities. The Board discussed the amount still requested from the 22/23 contract. The Board decided to lower the quantity requested in next winter's salt contract but disagreed on how much to commit to. **Bruce Kramer made a motion to change the Costas Salt Contract for the 23/24 Winter to 100 tons. Chairman Fetter voted No on the motion Ted Cromleigh seconded the motion made by Kramer and the motion passed.**

Ms. Snyder presented the completed Hazard Mitigation questionnaire forms for review. She and Bob Lynn completed the forms. This questionnaire is to help update the Lebanon County Hazard Mitigation plan. A follow-up meeting will be held on May 31<sup>st</sup> which Ms. Snyder will attend. The Board was acceptable of the completed form.

Ms. Snyder contacted HA Thompson to get pricing for increased Treasurer and Assistant Treasurer Bonds. The pricing for a \$1,000,000 and \$500,000 Bonds respectively will increase premiums by approximately \$400 cumulatively. The Board felt the increase was warranted and asked Ms. Snyder to request the changes with the bonding company. **At this time, Ted Cromleigh made a motion to increase the Treasurer bond to \$1,000,000 and the Assistant Treasurer Bond to \$500,000. Chairman Fetter seconded the motion and the motion carried.**

The remodeling of the township building was discussed. A workshop will be scheduled to review project details.

### NEW BUSINESS

Sean Weik received two quotes for the stone and aggregate material for the upcoming year. New Enterprise and Pennsy quotes were reviewed. Taking into consideration the drive time to get to the New Enterprise locations, the Pennsy quote will result in lower costs overall. **After brief discussion, Ted Cromleigh made a motion to award the stone quote for 2023 to Pennsy Supply. Bruce Kramer seconded the motion and the motion carried.**

The Attorney General's office determined that an amount is due to the widow of a former police officer in the findings of their last audit. In order to comply with their determination, the Board will need to establish an annuity to make the monthly payments. A quote for an annuity was received from Gerhart

Financial Services for \$91,654.53. If the Board is acceptable of the quote, timing may change the amount required to establish the annuity. The finance company suggested a provision in its approval to account for such a change. **After much discussion, Ted Cromleigh made a motion to purchase an annuity to establish monthly pension payments of \$640 to begin March 2024 to Janet Noll in the amount of \$91,654.53 not to exceed an additional \$500 should an increase be required. Bruce Kramer seconded the motion and the motion carried.**

The County Liquid Fuels amount for Heidelberg Township in 2023 is \$4,095. The Board would like to use it towards the cost of the Seal Coat project. **Chairman Fetter made a motion to allocate the County Liquid Fuels amount for 2023 to the Seal Coat project. Ted Cromleigh seconded the motion and the motion carried.**

Marion Township, Berks County sent a request for Fire Police assistance for their Jim Keppley Memorial Car Show on May 20, 2023. Ms. Snyder discussed the event with Andy Kline, the Fire Police Captain. **After brief discussion, Ted Cromleigh made a motion to approve the Schaefferstown Fire Police assist at the Jim Keppley Memorial Car Show on May 20, 2023. Bruce Kramer seconded the motion and the motion carried.**

### Utility Update

Justin LaTourette was in attendance to discuss the utility reports.

The Sewer Report was reviewed. The property at 314 S. Lancaster has not corrected their sewer pipe connection issue. Mr. LaTourette asked if there was a way to get the correction made.

Mr. LaTourette noted that certain air release valves should be changed out for new ones. A review of the valves will be done and valve inspections may be added to the regular maintenance schedule. He also noted that some manholes required pumping to clean them out. He will look for pricing to determine what product to use for the valve replacements.

The water Report was reviewed. Mr. LaTourette noted that Wells 3 and 5 are tripping and he noted that the contactors are bad. Kohl Brothers made a repair to Well 3 for the short term. He will look into pricing to replace both of the faulty items. Staff may be able to perform the repairs as well. Well 5 may require a different repair as the unit was rebuilt just in 2017.

DEP required an inspection of the water tank. Atlantic Underwater Services performed the inspection and noted it is in good condition.

Mr. LaTourette asked the Board to review information provided for a notification system in the event of a boil water or loss of water pressure. The OnSolve One Call Now system allows customers to buy credits that can be used for texts, calls or emails to notify end users of such events. The Board will review the information and asked Ms. Snyder to speak to other notification system users to see what system they use.

The CCR letters were completed and mailed with the March utility bills.

As of January 1, 2024, sampling for PFAS or “forever chemicals” will be required. Regulation changes will require a continued effort to reduce such chemicals in the water system.

The Prescott Well is being tested to add on to the existing water system in conjunction with the Copper Ridge Development. While the design does not require a tank, Mr. LaTourette thought it may be a good idea to ask about having one installed as part of the project at our cost. We may be able to look for a grant to reduce the cost. This would be a smaller tank to enable water storage if necessary. The Board would like Mr. LaTourette and Bob Lynn to investigate the proposal.

The EIT Report for February 2023 was presented.

The SEO Report for February 2023 was reviewed.

Secretary Report

PSATS By Laws that will be presented for voting at the convention were submitted for review. Ms. Snyder asked who will be attending the conference chairman Fetter will go as the voting delegate and Ms. Snyder and Nadine Frye will attend as well. Other members will consider and let Ms. Snyder know so she can make the reservations.

A notification from PennDOT was received indicating Route 419 will be closed for culvert replacement starting April 10<sup>th</sup>. The closure will last into November per the notification.

A placement of a Veteran Banner was requested for a former Township resident. Ms. Snyder has done some research into them and will coordinate if allowable. We do not have an organization to spearhead the project. The Board said Ms. Snyder can look into the matter.

The home school group that holds softball games for a recreation class requested to use the field again this year on Tuesday afternoons. The Board approved the request.

ELCO Youth Baseball requested installing a lockbox on the storage building used for baseball equipment. This would eliminate the need for key copies for coaches. The Board was acceptable to the idea.

Northwest Ambulance submitted call reports for February 2023.

At 10:16 Chairman Fetter called an executive session to discuss litigation and potential litigation matters. At 10:25 the Board reconvened into regular session.

**At 10:36 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 April 25, 2023 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

*Minutes recorded by Jennifer Snyder*

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Secretary