

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

PO Box 188 111 Mill Road  
Schaefferstown, PA 17088  
(717) 949-3885 fax (717) 949-2915 htwpbs@comcast.net

**June 27, 2023**  
**MEETING MINUTES**

Board members present:

Ted Cromleigh Vice-Chairman  
Bruce Kramer Secretary/Treasurer

Others present:

Jennifer Snyder- Office Manager  
Amy Leonard – Solicitor  
Bob Lynn – Township Engineer  
Sean Weik – Public Works Superintendent  
Justin LaTourette – Utility Operator  
Matthew Crème – Nikolaus & Hohenadel  
7 members of the public

The meeting was called to order at 7:02 by Vice-Chairman Cromleigh, followed by the Pledge of Allegiance to the Flag. Chairman Fetter was absent from the meeting.

A call for public comment was made.

Dan Ginder representing the Schaefferstown Volunteer Fire Company offered information regarding yearly call totals, financial information and upcoming fundraisers for the fire company. They are fortunate to have a good volunteer base to man service calls. Financially they are in a good place and are prepared to replace aged equipment. The Board thanked Mr. Ginder and the entire Fire Company roster for their service to the community.

Loren Miller and Josh Nolt were in attendance from the Schaefferstown EMS. They spoke about their call report and staffing. They received their new ambulance last month and they are planning to hold a public event for people to see it in the coming months.

A review of the meeting minutes from May 23, 2023 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of May 23, 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 \$132,090.32 from the Light Fund, State 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 minus one due to error for a total of \$185,530.60. Ted Cromleigh seconded the motion and the motion carried.**

Bills for Water Account were submitted for review and payment. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$35,827.04. Ted Cromleigh seconded the motion and the motion carried.**

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

The Public Works Report for May 2023 was reviewed. Sean Weik noted that the repairs on the 6310 tractor are complete and it is ready for use to mow road shoulders.

Mr. Weik said there is a drainage issue on Poplar Street that he believes can be resolved by placing a small inlet box with auxiliary piping and stone in the affected area. The current conditions make it difficult for the property owner to mow the area. Mr. Weik received a price for the inlet box of \$3,239.93 from Terre Hill Concrete. **After brief discussion, Ted Cromleigh made a motion to purchase the proposed inlet box from Terre Hill Concrete for \$3,239.93 with Township staff managing the installation. Bruce Kramer seconded the motion and the motion carried.**

The ball court has been resurfaced and color painted. The contractor will return to paint lines for pickleball and basketball soon. the equipment in the pickleball storage box is available to those with the combination. The combination will be provided as requested.

The salt spreader that was mounted on the 2012 pickup truck will not work properly on the new truck due to size. Storcks will trade a new unit to fit our truck and will offer us a "trade" value against the purchase price. The value offered will be determined after it is inspected but is expected to be around \$1,500-2,000. The new unit will cost approximately \$4,500. **After brief discussion, Ted Cromleigh made a motion to trade our existing salt spreader for a new one to fit our 2023 pickup truck, with a price not to exceed \$4,500. Bruce Kramer seconded the motion and the motion carried.**

The Flashing Solar Speed signs were received. After reviewing the product and instructions, it was discovered that mounting them on the existing speed sign poles is not recommended. A 5" pole is recommended to maintain the warranty. Since the item will be placed in the PennDOT right of way, the Board suggested having a discussion with PennDOT about what they will allow along Route 501. A pothole at the corner of Distillery and Michters Road needs to be fixed due to excess truck wear. Weidman Road at Route 897 has the same issue and will be addressed.

The Gasboy report for May 2023 fuel usage was reviewed.

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

The PA State Police Report for May 2023 was reviewed.

The Planning Commission Minutes from May 2023 were reviewed.

In Park & Recreation matters, the meeting minutes from May 2023 were reviewed.

Marshall Kramer from the Park & Recreation Board was in attendance to discuss the possibility of adding a page on our website dedicated to Park & Recreation items. The Board was fine with the proposal and asked that a draft be created for review.

The Park & Recreation Board asked if the walking trail could be named the Schaefferstown recreation Trail. The Board was acceptable of the name.

The PennDOT owned triangle of land adjacent to the softball field is being explored for use as a trail head/parking area. Solicitor Leonard will discuss with PennDOT all they need to allow the Township

use of the land. Bob Lynn noted that the walking trail is going to be plotted by Hanover staff in the coming weeks.

#### Engineer's Report

Bob Lynn presented the Engineer's report.

Chad Smith of Steckbeck Engineering and Tyler Eshelman representing Landmark Homes were present to review the Final Plan submission for Phase 1 of the Copper Ridge Development. The Planning Commission has already recommended the plan approval. Agreements are finalized and signed. Bonding is in place for the Improvement Guarantee and the Indemnification Agreement escrow has been established. Well 8 for water capacity is moving forward using current regulation testing. Justin LaTourette voiced concerns over the testing methods, but Matt Crème of Nikolaus and Hohenadel noted that until the well is approved to go online with the Township water system, testing requires could change and they would have to meet the standards of that time. The treatment building is being designed to include space for additional testing if required in the future. **After discussion, Ted Cromleigh made a motion to approve the Copper Ridge Phase 1 Final Land Development Plan. Bruce Kramer seconded the motion and the motion carried.** Lite discussion regarding the PennDOT HOP permit was held. Matt Crème noted that the plan cannot be recorded nor building permits received until the PennDOT permit is finalized.

The Barry Old Mill/Distillery Road subdivision plan will need to be tabled until next month. The plans and agreements have not been signed by the property owners yet.

The Wiegand Escrow release is tabled until information is provided by the contractor.

The Gideon Fisher Subdivision Plan engineer has offered a 90-day times extension until September 16, 2023. Ted Cromleigh noted that he has a conflict of interest since his employing engineering firm has prepared the plan. Solicitor Leonard noted that since there are only two supervisors in attendance at the meeting, and the action before the board is not plan approval, Mr. Cromleigh may vote on the time extension due to necessity. **After brief discussion, Ted Cromleigh made a motion to grant a time extension to September 1, 2023 for the Gideon Fisher subdivision plan. Bruce Kramer seconded the motion and the motion carried.**

The 2023 Seal Coat Project has been completed and an invoice has been received from the contractor. All work has been inspected and is satisfactory. The invoice Payment Recommendation for Martin Paving for \$28,983.60 and the Notice of Completion are presented for approval. **After a brief conversation, Ted Cromleigh made a motion to approve the Payment Recommendation for Martin Paving in the amount of \$28,963.60. Bruce Kramer seconded the motion and the motion carried.**

The Lebanon Produce Auction plan is tabled until agreements are prepared.

Some pricing for the Township Building remodel project is being sought. A Costars contractor has been contacted to offer a quote for the exterior work. The contractor noted that work may need to be done to the roof to accommodate insulation requirements. The Board would like a second price for comparison. Other Costars vendors will be sought.

Conversation regarding updates to the Stormwater Management Ordinance took place. Alterations of farming work and small project options will be reviewed. Hanover will work on some suggestions and consult with the Planning Commission first. The Board was acceptable to the work.

Construction of the Playground and Recreation area was reviewed for other enhancement opportunities. Trees in the area were reviewed. One was labeled as compromised and should be removed prior to the start of the playground installation. Park and Recreation Board members spoke to Sean Weik about removing the garage/bathroom building since it is in disrepair. The concession stand may need to be removed as well. A new shed/garage could be set at the concession area for baseball apparatus storage.

These enhancements can offer a better pathway to the new playground area. **After discussion, Ted Cromleigh made a motion to proceed with tree removal and investigation, demolition of shed/bathroom and concession stand and recreation path realignment. Bruce Kramer seconded the motion and the motion carried.**

#### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Our CPA auditor noticed that the Articles of Incorporation for the Heidelberg Township Municipal Authority are set to expire in 2024. While all assets were transferred to the township, the entity still exists on paper. Discussion regarding the benefits of keeping the authority were held as well as costs and mechanisms for doing so. The Board members in attendance would like to discuss the matter at a subsequent meeting.

The 2012 Ram Truck has been listed on a live auction site beginning today. The sale has been advertised as required.

The Attorney General Office has contacted Solicitor Leonard regarding the Police Pension Audit. They received documents regarding the annuity purchase and were informed that no interest was earned on the money. Solicitor Leonard would like authorization to prepare an official statement for the Attorney General and will require an authorized signer be denoted. **After brief discussion, Ted Cromleigh made a motion to approve the preparation of an authorized statement to the Attorney General regarding the Police Pension and that he, as the Pension Administrator, may sign the document. Bruce Kramer seconded the motion and the motion carried.**

The owner of the property at 314 South Lancaster Avenue spoke to Justin LaTourette. They have a meeting scheduled for this Thursday to determine how the sewer lateral repair will progress.

Solicitor Leonard noted that she will have items for review in Executive Session.

#### **OLD BUSINESS**

The NPDES Permit for the Sunoco Pipeline Project is no longer necessary as the project is complete. A Notice of Termination has been granted approval by PADEP.

Ms. Snyder attended the Hazard Mitigation Meeting. A review of prior projects was conducted and Lebanon County requested an updated list of work Heidelberg Township sees has a potential hazard. Adding projects may help us secure funding for repairs or replacement. A list of possible projects will be compiled for inclusion in the updated County Mitigation Plan.

A meeting was held at the South Market Street Bridge to review the stream flow. Members of township staff, Bruce Kramer, PennDOT representatives, neighbors and Trout Unlimited representatives attended. A geologist appearing for Trout Unlimited explained how an undetected underground vein may have already existed prior to excavation and the water is now following that path. A variety of solutions were discussed and PennDOT representatives will review options.

#### **NEW BUSINESS**

The 2023-2024 PennDOT Winter Maintenance Contract was received. **After brief review, Ted Cromleigh made a motion to approve the anticipated payment of \$10,717.82 for the 2023-2024 PennDOT Winter Maintenance Contract. Bruce Kramer seconded the motion and the motion carried.**

Ms. Snyder noted that a local person called about resurrecting the voluntary recycling program. There was discussion about cost and coordination of volunteers. Ted Cromleigh asked Ms. Snyder to find out what is actually recycled by our trash hauler since many regulations have changed for recycling.

#### Utility Update

Justin LaTourette was in attendance to discuss the utility reports.

The Sewer Report was reviewed. The new grinder pump was installed at the Main Station. He also noted that the concerns of oil not circulating the generators properly were solved.

The Water Report was reviewed. The Hydrants have been flushed. The water tie-ins for the Copper Ridge project are complete. Testing is being conducted currently.

The Board asked Justin what projects could be completed in the near future if funding allows. He stated that during the hydrant flush seven hydrants were marked for replacement. We are currently cycling two replacements per year as income allows. A storage tank at Well 8 may be installed once Landmark starts treatment facility construction. The lead services should be replaced in Schaefferstown. Also, a booster tank pump in the Valley View area could be worthwhile. A system review should be done prior to that project moving forward.

The EIT Report for May 2023 was presented.

The SEO Report for May 2023 was reviewed.

#### Secretary Report

Ms. Snyder asked when another round of Veteran Banners may be ordered. She has received numerous requests but knows it takes coordination from various people. The Board said to focus on doing the order at the end of summer.

An insurance company called the office and stated an escrow check will be submitted for fire damage at 2405 Prescott Road. Discussion on how to handle the check and the subsequent return of it ensued. Solicitor Leonard stated that she will review the ordinance for direction.

As an informational note, Ms. Snyder stated that all residents on Millbach Road in the VC and VR zoning districts will be receiving letters regarding the keeping of chickens from Barry Wagner. The Board understood the need for the mailings.

Ms. Snyder said she would like it to be noted that sometimes she is reimbursed for purchases of Township items for the office. The Board was acceptable of the reimbursements from Petty Cash. Bruce Kramer stated the Board would like to include the Office Manager position in receiving 50% of their cell phone bill reimbursed. **Bruce Kramer made a motion to approve a 50% reimbursement of the Office Manager's cell phone bill. Ted Cromleigh seconded the motion and the motion carried.**

Bruce Kramer asked about the installation of crosswalks near the square in Schaefferstown to accommodate people with disabilities. Bob Lynn said he will investigate that possibility.

It was also noted that the sidewalk area where the hydrant was replaced near the square has not been replaced yet. Sean Weik stated the contractor is not returning calls at this time. The Board asked Mr. Weik to try again and if there is no response to look for another contractor.

At 9:36 Vice-Chairman Cromleigh called an executive session to discuss litigation matters. At 10:06 the Board reconvened into regular session.

**At 10:49 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 July 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