

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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July 25, 2023
MEETING MINUTES

Board members present:

Paul Fetter Chairman
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
4 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.

A call for public comment was made.

Jean Rowe asked if anyone knew why traffic counters were placed on Mill Road. No one was sure, but guessed PennDOT may have laid them in conjunction with other traffic counts they were taking in the area.

A review of the meeting minutes from June 27, 2023 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of June 27, 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 \$126,288.14 from the Light Fund, State Fund, Park & Recreation and General Fund for bills and payroll. Chairman Fetter seconded the motion and the motion carried.**

Bills for the Water account were submitted and reviewed for payment. **After brief discussion, Bruce Kramer made a motion to accept the bills as submitted for \$10,034.45. Ted Cromleigh seconded the motion and the motion carried.**

Bills for Sewer 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 \$6,470.88. Chairman Fetter seconded the motion and the motion carried.**

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

The Public Works Report for June 2023 was reviewed. Sean Weik discussed options to close off the basketball/pickleball court. The Board stated that a piece of fence added at the large opening will work. Road Salt was stocked to avoid storage fees for allocated amounts we did not take with the mild winter. Eberly Tree Service is going to remove a tree along Gravel Hill road and in the recreation area. SLH Excavating provided a price to demolish the recreation buildings. The pad at the concession area will be kept unless it is in poor shape. The new playground equipment is coming in August so having the buildings removed prior will assist in the installation. The Board would like a second quote but understand time is of the essence. They will approve the demolition using SLH unless a lower price is received from another contractor. **At this time Chairman Fetter made a motion to approve the demolition of the recreation buildings for a price not to exceed \$4,575.00, the price given by SLH Excavating. Ted Cromleigh seconded the motion and the motion carried.**

The auction sale of the 2012 Dodge Ram has concluded, and the high bid was \$10,700. After discussing trying to sell the truck in another publication, the Board decided to accept the bid. **Bruce Kramer made a motion to sell the 2012 Dodge Ram for the bid price of \$10,700. Ted Cromleigh seconded the motion and the motion carried.**

The Gasboy report for June 2023 fuel usage was reviewed.

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

The PA State Police Report for June 2023 was reviewed.

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

The PennDOT owned triangle of land adjacent to the softball field is being explored for use as a trail head/parking area. Solicitor Leonard reviewed the request with PennDOT and they are favorable to the use, but they need to determine what kind of ownership they have of that parcel. Bob Lynn noted that there is grant money available for planning costs of this kind of project. Since the grant is first-come allocated, we would be best served to work on the application now. **Chairman Fetter made a motion to allow Hanover Engineering to begin work on the grant application for the Trail Head project. Bruce Kramer seconded the motion and the motion carried.**

Ms. Snyder noted that there has been discussion about holding a community event in the square for Halloween/Trick or Treat. Rather than try to close the square through PennDOT, she suggested just closing South Market Street since that is owned by the Township. The Board was acceptable to the proposed event and road closure if the event takes place.

Engineer's Report

Bob Lynn presented the Engineer's report.

The Barry Old Mill/Distillery Road subdivision plan offered a Time Extension until August 25, 2023. Paperwork is still being completed. **Bruce Kramer made a motion to approve the time extension for the Barry Old Mill/Distillery Road subdivision plan. Ted Cromleigh seconded the motion and the motion carried.**

A time Extension is offered for the Family Treasurers Wholesale Land Development plan. The time extension will last until January 23, 2024 as they continue to navigate the land plan design. Ted Cromleigh abstained from the discussion. **After brief discussion, Chairman Fetter made a motion to**

approve the time extension for the Family Treasures Wholesale land development plan. Bruce Kramer seconded the motion and the motion carried.

The land development plan for 2427 S 5th Ave is near completion and the owner, Nelson Leid, sent a request for escrow release and waiver of as-builts. Bob Lynn noted that no inspections were done during the project and a preconstruction meeting was not scheduled. Hanover staff did an inspection based on the request from Mr. Leid and developed a punch list of items that need to be attended to. Based on the inspection, Hanover Engineering performed, a partial release of escrow for \$9,387.10 is recommended. The Township will retain \$3,107.30 for as-built plans and other work not complete. **At this time, Ted Cromleigh made a motion to release \$9,387.10 from the escrow held for the Nelson Leid project. Bruce Kramer seconded the motion and the motion carried.**

Tom Matteson was in attendance to present the Lebanon Produce Auction Land Development Plan. Ted Cromleigh abstained from discussing the plan. They intend to expand their building onto an existing gravel area and include ADA amenities. As there are some existing non-conformities to the lot and the use, the business did have a Zoning Hearing to have their project approved. There is an Improvement Guaranty agreement with an amount of \$7,213.18 that has been established. There are waivers and deferrals requested which Hanover Engineering and the Board have reviewed. **After brief discussion, Chairman Fetter made a motion to approve requested waivers and deferrals as listed:**

Waivers

Section 304 – Preliminary Plan

Section 405 – Water and Sewer Feasibility Reports

Section 407 - Wetland Report

Section 510.C.8(d) – Street Lights

Deferrals

Section 406 – Traffic Impact Study

Section 510.C.8(a) – Curbs required along Streets

Section 510.C.8(b) – Sidewalks required along Streets

for the Lebanon Produce Auction Land Development Plan. Bruce Kramer seconded the motion and the motion carried. Then, Chairman Fetter made a motion to approve the Improvement Guaranty and escrow amount of \$7,213.18 for the plan. Bruce Kramer seconded the motion and the motion carried. Finally, Chairman Fetter made a motion to approve the Land Development Plan for the Lebanon Produce Auction. Bruce Kramer seconded the motion and the motion carried.

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

Pricing is still being sought for the Township Building remodel project.

Samples of other municipal Stormwater Management Ordinances are being gathered to identify updates we should be making to ours.

The Gideon Fisher Subdivision Plan is tabled and may be ready for action at our next meeting.

A new comment letter from DEP was received today for the Sunnyside Culvert replacement project.

Hanover Engineering will review the comments.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Discussion regarding the renewal of the Heidelberg Township Municipal Authority resumed from last meeting. Solicitor Leonard reviewed the process and how the organization can be used in the future for water, sewer or stormwater authorities should there be a need. The cost to file papers and for Solicitor Leonard to prepare documents may be around \$500. The Board will review the options and respond at our next meeting.

The Attorney General Office contacted Solicitor Leonard regarding the Police Pension Audit. A draft response to the Attorney General was offered for review.

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

OLD BUSINESS

Ms. Snyder included the Hazard Mitigation Project Opportunity Form. Project options can be written on the form and sent to the County for inclusion in the next County Hazard Mitigation Plan.

NEW BUSINESS

Ms. Snyder contacted our current Property Maintenance Code Enforcement Officer. ABI, Inc informed her that they will no longer service Heidelberg township unless they are appointed as other enforcement agents also. The Board asked Ms. Snyder to investigate other options for code enforcement.

The Minimum Municipal Obligation pension worksheet was presented for 2024. **After review, Ted Cromleigh made a motion to approve the minimum Municipal Obligation worksheet for the employee pension for 2024. Bruce Kramer 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 Copper Ridge Development has connected to the water main. Water and sewer service are live throughout the development. They have been tested and are ready for connections when Landmark begins to construct homes.

Hydrants were flushed and a flow sensor was replaced. There was some ductile iron pipe detected when doing other water work. It was replaced with PVC pipe.

A contractor did sidewalk work at 1257 Heidelberg Avenue without performing One-Call. The contractor hit the water curb box and caused a leak. L&N Zimmerman vacuumed the line and repairs were made.

The Sewer Report was reviewed. Pump Station maintenance was performed.

The sewer connection issue at 314 S Lancaster Avenue has been corrected. We will send a bill to the property owner for the work as that was the agreement. Roots in the service line were determined to be the cause of the customer back ups as well as a clean-out pipe installed below the ground surface.

The EIT Report for June 2023 was presented.

The SEO Report for June 2023 was reviewed.

Secretary Report

Ms. Snyder stated that the Velocity 14U travel softball team asked permission to use the softball field for practices. They are insured and will provide an insurance certificate. The Board approved the request.

The Township office computers have anti-virus software installed. The current software is causing internet problems and our IT provider, Custom Computers, has identified the same issue with other customers. They have been switching others to new anti-virus software with success. Ms. Snyder wanted to note that the change will result in an extra \$4.50/month on their bill. The Board was acceptable to the change.

The Northwest Ambulance monthly reports for June 2023 were presented for review.

At 8:34 Chairman Fetter called an executive session to discuss litigation matters. At 9:45 the Board reconvened into regular session.

At this time, Ted Cromleigh made a motion to add the sale of the 2012 International Dump Truck to the agenda. Bruce Kramer seconded the motion and the motion carried.

Since the method of sale has yet to be determined, the Board will allow for all methods to be investigated. **At this time, Ted Cromleigh made a motion to approve the sale of the 2012 International Dump Truck and allow for advertising as the sale method required. Bruce Kramer seconded the motion and the motion carried.**

At 9:479 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 August 22, 2023 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary