

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS  
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**October 10, 2023**  
**Budget Workshop and Business Matters Minutes**

Board members present:

Paul Fetter - Chairman  
Ted Cromleigh  
Bruce Kramer

Others present:

Jennifer Snyder, Office Manager

The Meeting was called to order at 6:35 by Chairman Fetter.

The General Fund Budget revenues were reviewed first. Ms. Snyder reviewed proposed income from all revenue sources. An increase in Real Estate Transfer Tax was recognized based on the increase in property values. An increase in Zoning Fees may be needed to cover the costs of zoning work. An increase in revenue is expected as the Copper Ridge development starts construction. A large increase in Engineer Review Fee Reimbursement is anticipated for the same development construction continues.

The Board then reviewed the expenses for all accounts. Ms. Snyder noted that an increase in Engineering and Zoning costs with upcoming construction work was necessary. Code Enforcement costs were increased due to the need for a new code officer. Health insurance increases are minimal based on broker estimations. The property and workers compensation insurances will see minor increases. The Highway Department services will see the largest increase from last year due to hiring an additional full-time employee. The Highway and Bridges category has an increase to account for Engineering for planned culvert repairs and other potential road work. The General Fund Budget is balanced and there is no need for a tax increase. The Capital Improvement Budget has an amount budgeted for an office building remodel work. The Capital Reserve Budget has a portion of a skid loader and trailer budgeted for purchase, with the other portions coming from the Sewer and Water Capital Budgets. The Liquid Fuels Account is budgeted for normal revenue and expenses. All bridge payments are complete, so more funds are available for road projects. The quote for paving and seal coating projects is Budgeted to be paid from the Liquid Fuels account. Utility account Revenue and Expenses remain constant. The Revenue in both was increased slightly to account for new users in the Copper Ridge Development. Water Revenue is increased to account for water meter sales for Copper Ridge Development. The Sewer Capital Improvement account has a budgeted amount to purchase a new Grinder for the Kleinfeltersville Pump Station and the other portions of the skid loader and trailer. The Water Account expenses show an increase in meter purchases for the Copper Ridge Development. The Water Capital Improvement account is budgeted for the cost to rebuild Well Pump 5 and portions of the purchase of the skid loader and trailer. The ARP Covid Relief money sees budgeting amounts for the remodeling of the Township Building and the repair/replacement of a culvert on Sunnyside Road. In 2024 we must finalize our budget for all ARP Covid Relief money and have it spent by 2026.

Ms. Snyder introduced a Budget page for the Park and Recreation Fund. The Copper Ridge Development has introduced an increase in In Lieu of Fees for Land Development to the Fund, so she felt it was best to make a formal budget plan for the money.

The Board was satisfied with the Budget prep and will have a final Budget Workshop at 6:30PM prior to the next regular Board meeting on October 24, 2023.

The appointment of HTMA Board member is necessary to continue with renewing the charter of the organization. The Board spoke to various people about serving and Bruce Kramer, Dustyn Miller and Marshall Kramer were selected. **Ted Cromleigh made a motion to appoint Bruce Kramer, Dustyn Miller and Marshall Kramer to the Heidelberg Township Municipal Authority Board. Chairman Fetter seconded the motion and the motion carried.**

Board members met with BCI Code to get information about the company as a potential Property Code Enforcement agent. After reviewing their contract and rate structure, the Board was comfortable appointing them to the position. **At this time Bruce Kramer made a motion to appoint BCI Code Compliance as the new Property Maintenance and Code Enforcement Agent for Heidelberg Township. Ted Cromleigh seconded the motion and the motion carried.**

**At 8:15, Chairman Fetter made a motion to adjourn, which was seconded by Bruce Kramer. All were in favor, and the motion carried.**

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Secretary

*Minutes recorded by Jennifer Snyder*