

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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

October 24, 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
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.

A call for public comment was made.

Russ Collins of Trout Unlimited was in attendance to discuss upcoming projects they plan for streambank restorations in Lebanon County and Heidelberg Township specific projects. The organization would like to partner with the Township in applying for grants for the projects. This will enable Trout Unlimited to avoid the grant application fees. The Board said they will discuss the proposal and find out what documents would need to be in place to facilitate the grant application. The Board thanked Mr. Collins for coming to the meeting.

A review of the meeting minutes from September 26, 2023 was conducted. **A motion was made by Bruce Kramer to approve the Minutes of the meeting of September 26, 2023. The motion was seconded by Ted Cromleigh and was approved.**

Also reviewed were the minutes from the Budget Workshop and Meeting of October 10, 2023. **A motion was made by Bruce Kramer to approve the minutes of the Workshop Meeting held October 10, 2023. Ted Cromleigh seconded the motion and the motion carried.**

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 \$130,065.12 from the State Fund, Park and Recreation Fund, 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 \$4,062.54. 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 \$6,958.67. Ted Cromleigh seconded the motion and the motion carried.**

A Treasurer's Report for September 2023 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for September 2023. Also included for review was the Quarterly Pension statement from Fulton Financial for the Employee Pension Fund.

The Public Works Report for September 2023 was reviewed with Public Works Superintendent Sean Weik.

Tree trimming is scheduled to begin soon.

The small dump truck is having some emissions issues. Mr. Weik will review options with repair providers.

Veteran Banners have been ordered. There will be roughly 33 more banners hung so Mr. Weik will evaluate where to place them.

The Gasboy report for September 2023 fuel usage was reviewed.

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

The PA State Police Report for September 2023 was reviewed.

Park & Recreation matters were discussed.

The minutes from the September 2023 meeting were reviewed.

The Playground equipment has been installed and they have a small punchlist of items to compete.

The PennDOT ownership of the land triangle has been determined and Solicitor Leonard has discussed the next steps of ownership with the PennDOT liaison. A letter requesting purchase will need to be submitted for review at the PennDOT Land Disposition meeting in December. **After brief discussion, Ted Cromleigh made a motion to approve the submission of a letter to PennDOT for purchase of the land triangle and to allow Chairman Fetter to sign the letter on behalf of the Board. Bruce Kramer seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented the Engineer's report.

The exterior building remodel project did not receive any bids. There are contractor concerns regarding the roofing material availability. Various options to alter the bid specifications were discussed. Mr. Lynn will review choices and will bring them to the next meeting.

The recreation paving contract was completed. A Change Order was submitted for the extra paving needed at the portable toilet area. With the change order, the total amount for the project was

\$34,581.60. After brief discussion, Ted Cromleigh made a motion to approve the rectifying Change Order for \$831.60 to bring the recreation paving project total to \$34,581.60. Bruce Kramer seconded the motion and the motion carried. Then, Chairman Fetter made a motion to approve payment of the project to Flyway Excavating in the total of \$34,581.60. Bruce Kramer seconded the motion and the motion carried.

The Land Development project at 350 Sunnyside Road requires a time extension. The property owner offered a 30 Time Extension until 12/2/23. **After brief discussion, Ted Cromleigh made a motion to approve the 30-Day Time Extension for the 350 Sunnyside Road land project Bruce Kramer seconded the motion and the motion carried.**

A change order for H&K Group for the 2023 paving projects was presented. The change order for \$21,369.70 was necessary for the paving of a bank area along the side of North Carpenter Street. The project completion and payment were on hold until paving defects could be corrected. **After discussion, Ted Cromleigh made a motion to approve the change order for the 2023 paving project for \$21,369.70. Bruce Kramer seconded the motion and the motion carried. Following the approval, Chairman Fetter made a motion to approve payment to H&K Group for the 2023 paving projects in the amount of \$99,785.85. Ted Cromleigh seconded the motion and the motion carried.**

The Cherie Kay Land Development project offered a Time Extension until 1/24/24 to continue working on permit information. Ted Cromleigh abstained from the discussion. **Bruce Kramer made a motion to approve the Time Extension for the Cherie Kay Land Development until 1/24/24. Chairman Fetter seconded the motion and the motion carried.**

The owner of 219 Cherry Lane Road has been working with professionals on a Floodplain review of the property. Paperwork will need to be signed with the completed review. Mr. Lynn can sign but must be designated by the Board. **After a brief discussion, Bruce Kramer made a motion to approve Bob Lynn as the designated signer for the Floodplain paperwork for 219 Cherry Lane Road. Chairman Fette seconded the motion and the motion carried.**

The Stormwater Ordinance review has commenced. Copies with possible changes were given to the Board to review. Major changes include the option of a Small Project program for projects under 2500SF via a simplified form. The Township could possibly designate a staff member to review applications. The Board will review the Ordinance for the next meeting.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The advertisement for appointing a CPA to perform the 2023 Audit will need to be placed in the coming weeks. Solicitor Leonard requested approval to place it when appropriate. **Bruce Kramer made a motion to approve advertisement of the Township intention to appoint a CPA to perform the 2023 Audit. Ted Cromleigh seconded the motion and the motion carried.**

Solicitor Leonard discussed instituting a land plan agreement policy. She has been given a short turnaround time from engineers and property owners to write the agreements and would like to set a deadline for information submittal time prior to Board approval. The Board said they understood the need and asked Solicitor Leonard to develop a policy she sees is fit. They will review the recommendation at the next meeting.

The Municipal Authority renewal was discussed. Three Board members were appointed and a meeting needs to be organized. **Chairman Fetter made a motion to set an HTMA Board meeting for November 21, 2023 at 6:30 prior to the next Board meeting. Ted Cromleigh seconded the motion and the motion carried**

All other matters for discussion of property maintenance or legal matters will be in Executive Session.

OLD BUSINESS

The Hazard Mitigation Project Opportunity Forms need to be completed so they can be returned to the county for inclusion in the Hazard Mitigation plan.

Discussion regarding the Square in Schaefferstown was held. Jon Fitzkee mentioned having a meeting to determine the best path of getting the matter on the MPO agenda and on PennDOT's radar. The

Board asked Ms. Snyder to request information about old PennDOT plans for traffic enhancements at that intersection.

NEW BUSINESS

Budget workshop meetings were held on two previous dates. The Board has reviewed the 2024 Budget presented. The budget is balanced with no need for increased taxes. **After brief discussion, Chairman Fetter made a motion to adopt the 2024 Budget at the November 21, 2023 Board meeting. Bruce Kramer seconded the motion and the motion carried.**

The State Aid Pension Funds have been deposited into the General Fund Account on September 27, 2023. Distribution into the Pension Fund is required within 30 days of receipt. Approval of the distribution by Fulton Financial is required. **A motion was made by Ted Cromleigh to approve the distribution of State Aid Pension money into the Pension Fund by Fulton Financial. 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. No issues were presented. Spare parts for pump station repairs were ordered.

The Water Report was reviewed. No issues were presented. Some sparts will be ordered for any future repairs.

The ION Unit Warranty was for one year on the installation and five years from the manufacturer. The unit has been working correctly since being installed.

A Chlorine cylinder scale should be replaced. A quote for a new unit was presented for \$3,738.00.

Based on available funding, the unit could be purchased now. **After brief discussion, Ted Cromleigh made a motion to approve purchase of the Chlorine Cylinder Scale for \$3,738.00. Bruce Kramer seconded the motion and the motion carried.**

The EIT Report for September2023 was presented.

The SEO Report for September 2023 was reviewed.

Secretary Report

Ms. Snyder found information for the Local Share Grant that could facilitate purchasing a piece of equipment. Sean Weik provided a cost estimate for the equipment. Ms. Snyder requested permission to pursue the grant and the Board was acceptable to the application.

At 8:37 Chairman Fetter called an executive session to discuss litigation matters. At 9:22 the Board reconvened into regular session.

At 9:25 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 November 21, 2023 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.