

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**November 21, 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 7:00 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Diane Wenger representing Historic Schaefferstown was in attendance to discuss the newly recognized Schaefferstown Historic District. A segment of Schaefferstown is now on the federal register of historic locations. The Board discussed placing a plaque somewhere in town denoting the distinction. The Board thanked Mrs. Wenger for her hard work in making this honor come to fruition.

Howard Weiss of Valley View Road requested information about road maintenance and permit acquisition. The Board answered Mr. Weiss's questions as possible and suggested he speak to the Zoning Officer for more clarification on the permitting process.

A review of the meeting minutes from October 24, 2023 was conducted. **A motion was made by Ted Cromleigh to approve the Minutes of the meeting of October 24, 2023. The motion was seconded by Bruce Kramer and was approved.**

Also reviewed were the minutes from the Budget Workshop on October 24, 2023. **A motion was made by Bruce Kramer to approve the minutes of the Workshop Meeting held October 24, 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 \$113,147.15 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 \$71,462.90. 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 \$15,578.67. Chairman Fetter seconded the motion and the motion carried.**

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

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

Christmas Wreaths are being prepared to hang along Heidelberg Avenue. Winter preparations are being done on trucks. There was a discussion about purchasing anodes for the trucks to prevent corrosion. Mr. Weik will look into pricing for those items.

The Gasboy report for October 2023 fuel usage was reviewed.

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

The PA State Police Report for October 2023 was reviewed.

Park & Recreation matters were discussed.

The minutes from the October 2023 meeting were reviewed.

There was discussion about purchasing and installing benches along the walking trail. Ms. Snyder said we may need to contact the landowner to verify installation would be acceptable.

The PennDOT land being sought for a tailhead was reviewed. Solicitor Leonard prepared a letter to send to PennDOT for inclusion in their next land disposition meeting.

#### Engineer's Report

Bob Lynn presented the Engineer's report.

The Tribal and Rural land grant pursued to aid in costs associated with the PennDOT land trailhead was not awarded to the Township.

The exterior building remodel project was reviewed. The roofing material included in the spec is not readily available and is costly. The material was specified because of the purlin spacing in the garage.

Mr. Lynn discussed the matter with Schillaci Architects. They will send a structural engineer to review options and discuss possibly adding purlins so the available roofing material could be used.

The Schickling Major Land Development project at 350 Sunnyside Road was presented for approval. They are building a new large building on the property. The improvement guaranty is a Letter of Credit that the Lebanon Federal Credit Union has sent to Amy for review. It is not in hand but is being dropped off at the Township Building tomorrow. **After review of the land plan, Bruce Kramer made a motion to approve the Major Land Development Plan for 350 Sunnyside Road. Ted Cromleigh seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Stormwater Management and Improvement Guaranty pending receipt of the hard copy of the Letter of Credit. Bruce Kramer seconded the motion and the motion carried.**

Landmark Homes requested a reduction in their Land Development Bond for the Copper Ridge development. After inspections and data review, Hanover Engineering is recommending a reduction of \$2,791,559.45 of the held bond amount. The Township would retain \$1,602,603.20. **After discussion,**

**Ted Cromleigh made a motion to reduce the Landmark Homes land development bond by \$2,791,559.45. Bruce Kramer seconded the motion and the motion carried.**

The Michael and Grace Martin subdivision and land development plan at 226 Millbach Road is offering a time extension until January 26, 2024. **After brief discussion, Ted Cromleigh made a motion to grant the time extension for the 226 Millbach Road land project until January 26, 2024. Bruce Kramer seconded the motion and the motion carried.**

Mr. Leid of the land development project at 2427 S 5<sup>th</sup> Avenue has requested an escrow release. Mr. Lynn noted that inspections were not done during the construction process and as-builts are required. An escrow reduction was recommended in the amount of \$1,957.32 retaining \$1,150.00 until the project punch list is complete. **Bruce Kramer made a motion to reduce the escrow held for the land project at 2427 S 5<sup>th</sup> Ave by \$1,957.32. Chairman Fetter seconded the motion and the motion carried.**

The Stormwater Ordinance review is proceeding. Mr. Lynn provided suggested revisions to the Board for review at a future meeting. The Planning Commission will need to review the changes as well.

The Sunnyside Road Culvert project is able to progress. Mr. Lynn requested a motion to place ads for the work with a bid opening date of December 15, 2023 for award at the following meeting. Easement agreements will be needed with adjoining landowners. Mr. Lynn will contact those landowners. Since the project will need to be done during the school year, contact will be made with their transportation department. **After brief discussion, Ted Cromleigh made a motion to allow advertising of the Sunnyside Road Culvert replacement project. Bruce Kramer seconded the motion and the motion carried.**

#### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The advertisement for appointing a CPA ran November 8<sup>th</sup>. The resolution denoting the intent to appoint the CPA will be ready for adoption at the December meeting.

The HTMA Board needs a total of five people to run the meeting for the continuation of its existence. Two residents, Marian Erdman and Troy Ebersole said they would serve on the board to conduct business as required. **After brief discussion, Chairman Fetter made a motion to appoint Marian Erdman and Troy Ebersole to the HTMA Board. Ted Cromleigh seconded the motion and the motion carried.** A meeting will be scheduled for December 19<sup>th</sup> at 6:30pm for the HTMA Board to meeting. **Bruce Kramer made a motion to advertise the HTMA Board meeting on December 19<sup>th</sup> 2023 at 6:30pm. Ted Cromleigh seconded the motion and the motion carried.**

Solicitor Leonard introduced a Land Plan Agreement policy for the Board to review. It spells out how and when land development agreements will be written and the timeline for approval based on agreement preparations. The board was acceptable and will add the page to the existing SALDO Ordinance. **After brief discussion, Ted Cromleigh made a motion to approve the Solicitor Land Plan Agreement policy as presented. Bruce Kramer seconded the motion and the motion carried.**

There is a parcel of land wishing to enroll in farm preservation, but the section of land in Heidelberg Township was never entered into the Ag Security program. The majority of the land is in Jackson Township which is already in the Ag Security program. Craig Zemitis from the Lebanon County Conservation District was able to speak to the PA State Preservation Board regarding the matter. They will accept a letter from Heidelberg Township authorizing the small section of land in the township be included in the Jackson Township Ag Security area to enable the farm to be included in the preservation process. **After brief discussion, Ted Cromleigh made a motion to approve the inclusion of land at**

**151 Elco Drive, Myerstown in Heidelberg Township be included in the Jackson Township Ag Security area. Bruce Kramer seconded the motion and the motion carried.**

A request was made for release of the Fire Escrow held for 2405 Prescott Road. All work has been completed and contractor invoices and payments have been presented to the township as proof. **Ted Cromleigh made a motion to approve the release of the held Fire Escrow for the property at 2405 Prescott Road. Bruce Kramer 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 Fee Schedule for permits was reviewed. The changes suggested can be incorporated into the Fee Schedule resolution adopted at the December meeting. After discussion the following increases were suggested: Zoning Permit – change the base amount to \$50, Driveway Permit to \$25. The Board asked Solicitor Leonard to review the fees charged for the Zoning Amendment request and offer revisions based on experiences in other municipalities.

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. Ms. Snyder noted she reached out to Jon Fitzkee regarding improvements in that area and is awaiting a response.

### **NEW BUSINESS**

The Board has reviewed the 2024 Budget presented. The budget is balanced with no need for increased taxes. It was placed on the website for review and advertised for adoption at this Board meeting. **After a brief discussion, Bruce Kramer made a motion to adopt the 2024 Budget as presented. Ted Cromleigh seconded the motion and the motion carried.**

Stanilla, Seigel and Maser sent an engagement letter regarding the 2023 Financial Audit. There will be a slight increase due to additional reporting requirements by the Commonwealth. **After review, Ted Cromleigh made a motion to approve the engagement letter presented by Stanilla, Seigel and Maser for the audit of the 2023 Financial records of the Township. Bruce Kramer seconded the motion and the motion carried.**

A contract presented for zoning officer services by Light-Heigel & Associates was reviewed. The firm was interviewed previously, and a contract was requested. The Board asked Solicitor Leonard to review the contract prior to appointing the firm should they decide to do so.

A request was made for Fire Police assistance at the Myerstown Holiday Parade. **After brief discussion, Ted Cromleigh made a motion to allow the Schaefferstown Fire Police to assist at the Myerstown Holiday Parade. Bruce Kramer seconded the motion and the motion carried.**

The Fire Company asked the Township to aid in a grant request. The Local Shares Account grant does not allow Fire Companies to request for grant money directly and need to have their local municipality submit the grant for them. A resolution must be passed denoting the Township's intent to facilitate the grant application for them. Ms. Snyder has already spoken to Daniel Ginder of the Fire Company and he is providing all information needed to include with the Grant Submission. **Ted Cromleigh made a motion to adopt Resolution 936 to allow for the township to submit a Local Shares Account grant application for the Schaefferstown Fire Company. 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. Justin noted an error on the submitted flow report but will make the corrections and resend the report.

The Water Report was reviewed. No issues were presented. There was a water leak at Copper Ridge after their excavator pulled an abandoned water line. The Township and the excavator worked together to repair the leak with little water loss.

The EIT Report for October 2023 was presented.

The SEO Report for October 2023 was reviewed.

#### Secretary Report

The 2024 Holiday Schedule was presented for review. **Chairman Fetter made a motion to adopt the 2024 Holiday Schedule as presented. Ted Cromleigh seconded the motion and the motion carried.** The 2024 Meeting Schedule was presented for review. The Board of Supervisor meetings will continue to be held the fourth Tuesday of the month with November and December meetings held the third Tuesday to avoid holidays. **After brief discussion, Chairman Fetter made a motion to adopt the 2024 Meeting Schedule as presented. Ted Cromleigh seconded the motion and the motion carried.** Ms. Snyder said she had some requests for the Waterworks Banners removed during the installation of the latest round of Veteran Banners. The public works crew removed ones that had some damage. The Board said the banners can be distributed, first come first serve.

At 8:57 Chairman Fetter called an executive session to discuss Property Management litigation and potential litigation matters. At 9:31 the Board reconvened into regular session.

At this time Ms. Snyder received notification regarding County Liquid Fuels today. There is an extra amount that needs to be distributed to the Township and we will need to choose a project to apply the money to. Since the paving project remains open in the PennDOT reconciliation system, That project is eligible. **At this time Ted Cromleigh made a motion to apply the extra County Liquid Fuels to the 2023 Paving Project. Bruce Kramer seconded the motion and the motion carried.**

The Local Shares Account Grant discussed at a previous meeting requires a resolution be passed by the Township stating their intent to apply. The Resolution prepared mimics the resolution passed for the LSA Grant application for the Fire Company but with township specific information. **After brief discussion, Bruce Kramer made a motion to adopt Resolution 937 signifying the township intent to apply for the Local Share Account Grant. Ted Cromleigh seconded the motion and the motion carried.**

**At 9:47 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 December 19, 2023 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.