

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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January 2, 2024

MEETING MINUTES

Board members present:

Paul Fetter

Steve Martin

Ted Cromleigh

Others present:

Sean Weik – Public Works Superintendent

Jennifer Snyder – Office Manager

Bob Lynn- Township Engineer

4 Members of the Public

The meeting of Heidelberg Township was called to order at 7:01PM by Paul Fetter, followed by the Pledge of Allegiance to the Flag.

Paul Fetter wished to recognize new Supervisor Steven Martin on starting his term and welcome him to the Board.

At this time, Ted Cromleigh made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Steve Martin seconded the motion and the motion carried.

The Reorganization of the Board of Supervisors was held. **A motion was made by Ted Cromleigh to appoint Paul Fetter as Chairman of the Board. The motion was seconded by Steve Martin and the motion unanimously carried. A motion was made by Chairman Fetter to nominate Steve Martiin as Vice Chairman of the Board. The motion was seconded by Ted Cromleigh and the motion unanimously carried. A motion was made by Chairman Fetter to nominate Ted Cromleigh as Secretary/Treasurer of the Board. The motion was seconded by Steve Martin and the motion unanimously carried.**

Appointments of Township duties to staff members were acted on. **Ted Cromleigh made a motion to appoint Paul Fetter Road Master. Steve Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Ted Cromleigh the Administration Supervisor. Steve Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Ted Cromleigh Pension Administrator. Steve Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Sean Weik Superintendent of Public Works for the Township. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Jennifer Snyder Office Manager, Right to Know Officer, Utilities Coordinator and Assistant Secretary/Treasurer. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint. Nadine Frye Administrative Assistant and Assistant Utilities Coordinator. Ted Cromleigh seconded the motion and the motion carried.**

A motion was made by Ted Cromleigh to affirm that Supervisors Paul Fetter, Ted Cromleigh and Steve Martin are or may be employed by Heidelberg Township. The motion was seconded by Steve Martin and unanimously carried.

A motion was made by Ted Cromleigh to secure bonding for \$1,000,000 for Treasurer and \$500,000 for Assistant Secretary. The motion was seconded by Steve Martin and the motion carried.

A motion was made by Ted Cromleigh to appoint Solicitor Amy Leonard of Henry and Beaver, LLC as legal counsel for the Township. The motion was seconded by Steve Martin and unanimously carried.

A motion was made by Ted Cromleigh to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was seconded by Steve Martin and unanimously carried.

A motion was made by Ted Cromleigh to adopt Resolution #945 to appoint Stanilla, Seigel and Maser Auditors for the 2023 Township Audit. The motion was seconded by Chairman Fetter and unanimously carried.

A motion was made by Ted Cromleigh to appoint the Lebanon County Planning Department as Sewage Enforcement Officer. The motion was seconded by Chairman Fetter and unanimously carried.

A motion was made by Ted Cromleigh to appoint Light-Heigel & Associates as Zoning Officer. The motion was seconded by Steve Martin and the motion unanimously carried.

A motion was made by Ted Cromleigh to appoint BCi Code Compliance as Township Code Enforcement Officer. The motion was seconded by Steve Martin and the motion unanimously carried.

A motion was made by Steve Martin to appoint Commonwealth Code Inspections as Township UCC Code Officer. The motion was seconded by Ted Cromleigh and the motion unanimously carried.

A motion was made by Ted Cromleigh to appoint Dale Zartman to the Vacancy Board. The motion was seconded by Chairman Fetter and unanimously carried.

Resolution 946 was presented to affirm the appointment of Luke McNaughton to the Zoning Hearing Board and Keith Noll as the Zoning Hearing Board alternate. **A motion was made by Ted Cromleigh to approve Resolution 946 affirming Luke McNaughton and Keith Noll's appointments to the Zoning Hearing Board. Steve Martin seconded the motion and the motion carried. Ted Cromleigh made a motion to appoint Craig Dieffenbach to the Planning Commission. Steve Martin seconded the motion and the motion carried. Chairman Fetter then made a motion to appoint David Knauff to the Park and Recreation Board. The motion was seconded by Ted Cromleigh and carried.**

A motion was made by Chairman Fetter to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2024. The motion was seconded by Ted Cromleigh and unanimously carried.

Chairman Fetter made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2024 taxes for Heidelberg Township. The motion was seconded by Ted Cromleigh and was unanimously approved.

A motion was made by Ted Cromleigh to establish the regular meeting dates and times as the fourth Tuesdays of each month beginning at 7:00PM. Exceptions for 2024 are: Meetings for November and December will be held on the third Tuesday of the month. The motion was seconded by Steve Martin and the motion carried.

Motion was made by Ted Cromleigh to appoint Chairman Fetter as the voting delegate for the 2024 PA State Assoc. of Twp. Supervisors. The motion was seconded by Steve Martin and carried.

A motion was made by Ted Cromleigh to establish the hourly wage and salary schedule per the 2024 budget for Township employees. The motion was seconded by Steve Martin and unanimously carried.

Motion was made by Ted Cromleigh to establish the mileage rate at \$.67 cents per business mile driven to concur with the rate set by the IRS for 2024. The motion was seconded by Steve Martin and unanimously approved.

At 7:18 PM the reorganization of the Heidelberg Twp. Board of Supervisors concluded, and Chairman Fetter continued with the regular order of business.

A call for public comment was made.

At this time, Stacie Dieffenbach presented information regarding a home remodel and addition occurring at her neighboring property. She has questions about the zoning permit issuance with regards to the expansion of the home since it does not meet current set-back rules. Ted Cromleigh stated that he spoke to Barry Wagner, the zoning officer at the time, regarding the permit application and the interpretation of the zoning ordinance. Both he and Bob Lynn agreed with Barry's interpretation and that the issuance of the zoning permit was allowable. Mr. Cromleigh also explained that her remedy was to file a Zoning Hearing application to challenge the zoning officer's decision issued for the project. The Board of Supervisors is not able to amend the zoning officer's decision. Mrs. Dieffenbach thanked the Board for their time and will explore her options.

The Board reviewed the minutes of the December 19, 2023 meeting. **Ted Cromleigh made a motion to approve the minutes from December 19, 2023. The motion was seconded by Chairman Fetter and the motion carried.**

Bills for the Township were submitted and reviewed for payment. **After a brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$49,255.49 from General Fund for the invoices and payroll. Steve Martin seconded the motion and the motion carried.**

OLD BUSINESS

The bids for the Sunnyside Culvert project were reviewed at the December 19, 2023 meeting. The low bidder references were checked by Bob Lynn and were in order. **After brief discussion, Ted Cromleigh made a motion to award the Sunnyside Culvert project to Miller Soil Solutions for \$87,168.90. Chairman Fetter seconded the motion and the motion carried.** Bob Lynn noted that an executive session will be needed to review Easement Agreements.

NEW BUSINESS

Sean Weik started a discussion regarding the hiring of a new public works employee. Employee Cody Shalters gave his notice with his last day being February 2nd. Mr. Weik noted that there is an interested candidate but he will need to be interviewed. The Board would like to place an ad for the position as well should the candidate not work out. **After brief discussion, Chairman Fetter made a motion to advertise for a Full-Time Public Works employee on noted outlets. Ted Cromleigh seconded the motion and the motion carried.**

At 7:42 Chairman Fetter called an executive session to discuss executive matters. At 8:12 the Board reconvened.

Chairman Fetter made a motion to adjourn the meeting at 8:15PM, the motion was seconded by Ted Cromleigh and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on January 23, 2024 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder