

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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

**February 27, 2024
MEETING MINUTES**

Board members present:

Paul Fetter – Chairman
Ted Cromleigh
Steve Martin

Others present:

Jennifer Snyder- Office Manager
Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Sean Weik – Public Works Superintendent
Justin LaTourette – Utility Operator
10 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.

Josh Nolt from Schaefferstown EMS was in attendance to provide a 2023 recap of EMS activity. Discussion regarding the defunct Northwest EMS in Lancaster County and current emergency service coverage took place. The Board thanked Mr. Nolt and all EMS providers for their service.

Sarah Blair, Librarian from the Myerstown Library, was in attendance to thank Heidelberg Township for their donation to the library and provide handouts for library functions and events.

A review of the meeting minutes from January 23, 2024 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of January 23, 2024 and was seconded by Steve Martin. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$76,703.65 from the Light Fund and General Fund for bills and payroll. Steve Martin seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$67,172.87. Steve Martin seconded the motion and the motion carried.**

Bills for Water Account were submitted for review and payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$12,487.72. Steve Martin seconded the motion and the motion carried.**

A Treasurer's Report for January 2024 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for the first month of 2024.

The Public Works Report for January 2024 was reviewed. Sean Weik noted that a sinkhole was discovered on Maple Street today. It was sizable and did run under the road. Flowable fill was used to fill the void and no utility lines were compromised.

The Flashing Speed Sign heading South of Route 501 was hit. Sean will get parts fabricated to make the repairs.

Ted Cromleigh thanked the crew for their snow removal efforts in recent winter events.

The Gasboy report for January 2024 fuel usage was reviewed.

The Zoning Officer's Report for January 2024 was reviewed. The new zoning officers from Light-Heigel are doing a good job and are accessible in the office Tuesday and Friday mornings.

The PA State Police Report for January 2024 was reviewed.

The Planning Commission Minutes from December 2023 were reviewed.

The Park and Recreation Minutes from their January 2024 meeting were reviewed.

Points of discussion from their February 2024 meeting were relayed. Dustyn Miller was in attendance to answer questions and review the items. He noted that much of the conversation centered around the purchase of the PennDOT triangle land near the walking trail. They would like to work on a grant to help defray the costs of purchasing the land. We will place the item on the agenda for approval, but the Board agrees with pursuing the grant. Solicitor Leonard reviewed her communication with PennDOT and what steps we need to follow to purchase the land. Signs to place at the pickleball court were requested. The Board was fine with the request. Pricing will be sought for approval of sign purchase at the next meeting.

Engineer's Report

Bob Lynn presented the Engineer's report.

The exterior building remodel project bids have been reviewed and vetted. After review of low bidder credentials, AK Petersheim was recognized with a base bid of \$247,790 and front door add-on bid of \$26,700 for a total of \$274,490. From the Notice To Proceed date, the project must be completed within 180 days. All exterior doors will be wired for possible conversion to a key card entry system. Once the project is underway, the functionality of staff will be reviewed throughout the process. **After brief discussion, Ted Cromleigh made a motion to award the Township Building Exterior Remodel project to AK Petersheim Builders, LLC for base and add-on bid total of \$274,490. Steve Martin seconded the motion and the motion carried.**

The Stormwater Management Ordinance update draft was presented to the Planning Commission for review. They had some suggested revisions which Hanover staff will prepare.

The Kline Subdivision plan on Sinclair Road requires a Time Extension as they are not ready to move forward at this time. A Time Extension until May 28, 2024 was offered. **Ted Cromleigh made a motion to approve the Time Extension for the Kline Subdivision project until May 28, 2024. Steve Martin seconded the motion and the motion carried.**

The property owner and consultant of the 226 Millbach Road subdivision project were in attendance to discuss extension of the sewer line on Millbach Road. The extension allows singular laterals to each new lot. The Board agreed the extension makes for cleaner connection to each new home. A PennDOT permit is required as well since Millbach Road is owned by PennDOT. While we will be the applicant

on the PennDOT form as permittee, Solicitor Leonard will draw up an indemnification agreement since the township is not performing the work. The PennDOT M950MA form will be required submittal to obtain the PennDOT permit. **After brief discussion, Ted Cromleigh made a motion to complete the M950MA as applicant to obtain the PennDOT permit required for a sewer extension on PennDOT owned Millbach Road. Steve Martin seconded the motion and the motion carried.**

The Sunnyside Culvert project is scheduled to begin on Monday March 4th with road closure for approximately two weeks. Sunnyside Road will be closed from Springhaven Road to Laurel Drive. Bob Lynn will discuss communication with schools and EMS with the contractor.

The potential land purchase from PennDOT requires a survey to be completed by the Township. Mr. Lynn noted that all points of the land are established save one property boundary. It will be completed soon.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Draft Ordinance 171 has been prepared to make amendments to the HTMA articles of incorporation. Namely extending the authority another 50 years and including Stormwater regulations as a possible utility to be managed by the authority. The Ordinance was advertised as required and no comments were received. **After brief discussion, Ted Cromleigh made a motion to adopt Ordinance 171 amending the articles of incorporation for the Heidelberg Township Municipal Authority. Steve martin seconded the motion and the motion carried.**

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 948 was presented to appoint a second alternate to the Zoning hearing Board. Larry Taylor expressed interest in serving and the Board appreciated his willingness to serve. **Ted Cromleigh made a motion to adopt Resolution 948 appointing Larry Taylor as second alternate to the Zoning Hearing Board. Chairman Fetter seconded the motion and the motion carried.**

Fire Police Chief Jephtha Stoltzfus submitted a fire police application. Adam Cupernall would like to serve with the Schaefferstown Fire Police. **After review, Ted Cromleigh made a motion to approve Adam Cupernall as a Schaefferstown Fire Policeman. Steve Martin seconded the motion and the motion carried.**

Resolution 949 was presented to update the eligible signatures on the Fulton Financial Bank account for pension matters. With a new supervisor, Fulton Financial advisors suggested updating all signors via resolution. **At this time Ted Cromleigh made a motion to adopt Resolution 949 determining eligible signers for the Fulton Financial account. Chairman Fetter second the motion and the motion carried.**

The Lebanon County Hazard Mitigation Plan has been compiled and is reach for adoption by the Township. A resolution is required to affirm the adoption of the plan. **After brief discussion, Ted Cromleigh made a motion to adopt Resolution 950 adopting the Lebanon County Hazard Mitigation Plan. Steve Martin seconded the motion and the motion carried.**

Utility Update

Justin LaTourette of Purified Operations was in attendance to discuss utility matters.

The Sewer Report was reviewed. There were no issues.

The Water Report was reviewed.

There was excessive water usage in January due to a large fire and multiple leaks that either surfaced or were detected. Water loss did occur, and Mr. LaTourette would like to do a full system inspection prior to many homes in Copper Ridge are added to the water system.

PFAS chemical testing was performed at the water treatment building. Any point of entry spots with Teflon components were changed out to eliminate potential issues. The testing did not find any issues. A meeting with other municipalities was held this morning regarding the PFAS (forever) chemical testing regulations from DEP. The board asked how the questionnaire returns were progressing. Mr. LaTourette guessed we had approximately a 50% return from polled property owners. That was a very good amount. All information from those questionnaires will need to be entered into a FEMA provided spreadsheet. Ted Cromleigh asked if a map signifying line-component materials would be helpful. Hanover Engineering could make a GPS map of the water and sewer atlas. The Board asked Mr. Lynn to provide a price for the work. There is some concern about performing testing at homes along PennDOT owned roads. Someone will reach out to find out how this may be handled as most municipalities will be affected.

Fencing around wells and the treatment building was discussed. Logistics of large-truck deliveries will determine the area to fence. Mr. LaTourette will review fence information and work with Mr. Weik to obtain quotes for the work. Tree removal in those areas should be performed as well. Mr. Weik will arrange the work with Eberly Tree Service.

The EIT Report for January 2024 was presented for review.

The SEO Report for January 2024 was presented for review.

Secretary Report

Our insurance broker asked if we wished to add Cyber insurance for malware/ransomware attacks. Ms. Snyder noted that she was seeking approval to pursue pricing of the insurance as it can vary based on many computer related usage information. The Board would like Ms. Snyder to pursue pricing.

Ms. Snyder was contacted by PennDOT regarding our ARLE Grant reimbursement for the flashing speed signs. Since they were purchased to place on a PennDOT road, we must obtain a permit from them for the placement. Without the permit, they will not release our ARLE Grant money. Ms. Snyder will work with Bob Lynn and Sean Weik to gather the required information.

The Velocity Softball team asked if they could use the softball field again to hold practices on Wednesdays and Sundays through spring and summer. The board was fine with the request.

As members of the PA Municipal Authorities Association, we must appoint a new delegate to replace Bruce Kramer. Ted Cromleigh said he will volunteer for the appointment. Bob Lynn noted that joining the PA Rural Water Association may be beneficial to us as well.

The Doc Fritchey Trout Unlimited organization is seeking a support letter from the Township for a grant to continue stream restoration at the Barry Farm on Obie Road. The board is fine with preparing a letter to support their efforts.

There was a discussion about a property up for sale at a public auction in the Township.

Trees posing a potential hazard and safety concern were discussed. Notifying the homeowner about their responsibility in removing the trees will be the course of action.

Bruce Kramer asked for information about the other bidders for the exterior building remodel. Bob Lynn provided the information.

At 8:36 Chairman Fetter called an executive session to discuss personnel matters and property maintenance issues. At 9:01 the Board reconvened into regular session.

At 9:13 Chairman Fetter 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 March 26, 2024 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary