

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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April 23, 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
16 members of the public

The meeting was called to order at 7:02 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

At this time, local Boy Scout Troop leader Jamie Wolgemuth introduced the troop members and leaders in attendance. They are working on a merit badge and joining the Township meeting will aid in earning the badge. All Scout members introduced themselves and where they go to school. The Board thanked them for coming and hoped their meeting was informational and helpful for them.

A review of the meeting minutes from March 26, 2024 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of March 26, 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 \$136,788.96 from the Light Fund and General Fund for bills and payroll. Chairman Fetter 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 \$12,580.78. 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 \$9,131.03. Steve Martin seconded the motion and the motion carried.**

A Treasurer’s Report for March 2024 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for year-to-date revenue and expenditures. A statement of the Employee Pension Fund quarterly results was included.

The Public Works Report for March 2024 was reviewed.

The purchase of a trailer, included in the 2024 Budget, was discussed. A previous quote was revised for a larger trailer and two other quotes were received. While all quotes were similar in amounts, the cost to drive to farther locations negated any savings those vendors may offer. After review, the Board agreed that purchasing the trailer at Lebanon Valley Trailer was the best option. **Ted Cromleigh made a motion to purchase a Skidsteer Superline trailer from Lebanon Valley Trailers for \$14,957.00. Steve Martin seconded the motion and the motion carried.**

After reviewing the skid loader purchase last meeting, another attachment for the machine was discussed. A Grapple attachment would be used in multiple applications in the Township. Sean Weik secured two quotes for the item. The price from Reading Kubota was the lowest for comparable items. **After brief discussion, Ted Cromleigh made a motion to approve purchase of a grapple attachment for the new skid loader from Reading Kubota for \$5,298.25. Chairman Fetter seconded the motion and the motion carried.**

Sean Weik noted that an individual on Canaan Grove Road requested an inlet box be installed at his property where a drainpipe already exists. After inspecting the area with Bob Lynn, Mr. Weik stated the inlet box would not benefit the Township. He and Mr. Lynn recommend the individual install drainage measures on his own property to mitigate his drainage issues.

The Gasboy report for March 2024 fuel usage was reviewed.

The Zoning Officer's Report for March 2024 was reviewed.

The PA State Police Report for March 2024 was reviewed.

The Planning Commission Minutes from March 2024 were reviewed.

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

A recap of their April 2024 meeting was included.

Solicitor Leonard noted that the survey work has been completed for the PennDOT triangle of land and a legal description will be completed to move on to the next step of purchase from PennDOT.

An application for a DCED Greenways Trail Recreation Program grant has been prepared and is ready for application. The project will entail development of the trailhead land, expansion of the trail, work at the ball fields and other recreation areas. The total project value is \$276,396.48 and the grant request will be for \$234,937.00. The township will assume the responsibility for the remainder of the project amount. Bob Lynn noted that a Commitment Letter for that payment from the Township is required and a Resolution approving the Grant submission and signers for the paperwork. **Chairman Fetter made a motion to approve the Commitment Letter for the grant match amount for the DCED Greenways Grant application. Ted Cromleigh seconded the motion and the motion carried. To follow, Ted Cromleigh made a motion to adopt Resolution 951 for the Grant application and to designate Chairman Fetter and Ted Cromleigh as signers for the Grant paperwork. Chairman Fetter seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented the Engineer's report.

The Stormwater Management Ordinance update final draft was presented for review. Solicitor Leonard had some slight revisions to incorporate and it will then be sent to Lebanon County Planning for their

review as well. Based on the potential for County comments, anticipated adoption is planned for the June 2024 Board meeting. Mr. Lynn requested authorization to send the Draft Ordinance to Lebanon County Planning. **Ted Cromleigh made a motion to send the Draft Stormwater Management Ordinance update to Lebanon County Planning Department. Steve Martin seconded the motion and the motion carried.**

The Ulrich/Oxenreider Lot Add-On plan has offered a time extension until June 25, 2024. Chairman Fetter abstained from discussion of the project. **After brief discussion, Ted Cromleigh made a motion to approve the time extension for the Ulrich/Oxenreider Lot Add-on Plan until June 25, 2024. Steve Martin seconded the motion and the motion carried.**

The Matthew Bicher Stormwater Management Plan financial release was discussed. Bob Lynn noted that the Letter of Credit is set to expire June 11, 2024 and the bank is not renewing the letter. There were no inspections throughout the project and while most of the financial guarantee can be released, an amount will be retained for punch list items and as-built plans. Solicitor Leonard suggested a letter to the Bichers to explain that all items will need to be completed by the May meeting to release the full Letter of Credit. Otherwise, the Township will draw on the Letter of Credit to secure the remaining funds held, or an alternative financial guarantee will be sought. The Board concurred with that plan. **After review, Ted Cromleigh made a motion to reduce the Letter of Credit held for the Matthew Bicher Stormwater Management plan by \$15,017.85. Steve Martin seconded the motion and the motion passed unanimously.**

A site visit to 1136 Heidelberg Avenue was conducted to review water damage concerns by the owner. He filed an insurance claim and is requesting the Township pay the deductible for water main break damage to his garage. There are also driveway cracks that he is requesting the Township repair. Review of the damage suggests the water main break four years ago did not cause the damage. The owner's agreement with the old Schaefferstown Water Company is valid for damage repairs, but his expansion of his garage causes concern for this damage claim. The Board would require more proof in order to authorize the Township pay for his insurance deductible. Suggestions for water drainage mitigation by the property owner will be discussed with him. The driveway cracks are an issue we may be able to assist in repairing. This issue may be a result of restoration work during the sewer project. A method of repair will be reviewed before presenting for approval.

The Cherie Kay Signs Land Development project offered a Time Extension until July 24, 2024. **After brief discussion, Chairman Fetter made a motion to approve the Cherie Kay Signs Time Extension for their land development project until July 24, 2024. Steve Martin seconded the motion and the motion carried.**

The 2024 Paving and Seal Coat Project are out for bid and Mr. Lynn is planning to award the bid at the May meeting.

The Township Building exterior remodel project is set to begin July 1, 2024 per the contractor.

The Dustyn Miller Stormwater Management Project offered a Time Extension until June 25, 2024. They will need to attend a Zoning Hearing for relief for the project to continue. **Ted Cromleigh made a motion to approve the Dustyn Miller Time Extension for the Stormwater Management Project until June 25, 2024. Chairman Fetter seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A Draft Nuisance Ordinance was presented for review. Solicitor Leonard discussed the various infractions included in the ordinance. Enforcement of the ordinance was discussed. The Board will review the draft for discussion at the next meeting.

Ms. Snyder received a request for metal detecting regulations in the Township. She reviewed the request with Solicitor Leonard who noted that the Township does not have regulations for metal detecting. State Parks do have regulations. The Board is not interested in developing regulations for the activity. They asked Ms. Snyder to discuss expectations with the requester.

A meeting of the Heidelberg Township Municipal Authority Board was conducted at 6L30 prior to the Board meeting. They discussed filing the articles of amendment for the entity.

An Executive Session to discuss property maintenance issues at 505 Sunnyside Road will be needed.

OLD BUSINESS

Jeff Stoltzfus from the Schaefferstown Fire Police was in attendance to discuss a list of items he is requesting the Township purchase for the Fire Police. Emergency signs in a pink color are requested with Velcro interchangeable triangles and a stand. Sean Weik can not order the signs in that color from the Township vendor. 911 Rapid Response is able to procure them. Chairman Fetter asked for accountability measures. The Fire Police Captain will be responsible for inventory maintenance. **After brief discussion, Ted Cromleigh made a motion to approve purchase of Fire Police signs needs for \$4,963.60. Steve Martin seconded the motion and the motion carried.**

NEW BUSINESS

CM High, our red-light maintenance vendor, sent an addendum to our agreement covering underground services. This addendum would hold them harmless should damage come to the underground services after they mark them. **After discussion with Solicitor Leonard, Ted Cromleigh made a motion to approve signature of the CM High Red Light Maintenance agreement addendum. Chairman Fetter seconded the motion and the motion carried.**

A request from the Marion Township Community Association for the Fire Police to assist at their upcoming car show was received. Ms. Snyder said she asked Jeff Stoltzfus, Fire Police Captain, about the event and he with others may assist. **Chairman Fetter made a motion to authorize the Schaefferstown Fire Police assist with the Marion Township Community Association car show. Steve Martin seconded the motion and the motion carried.**

Ted Cromleigh wished to discuss utility bill collection practices. Ms. Snyder described how delinquent accounts are handled. Solicitor Leonard said that is standard procedure but a review of existing policies could be conducted for an update.

Utility Update

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

The Sewer Report was reviewed.

Prices were presented to order parts to update two existing air releases to stainless steel.

The Water Report was reviewed. Usage was normal for the month.

Quotes for parts to rebuild the chlorine heads at the water treatment building were received.

Hydrants are planned to be replaced as per budget. On Heidelberg Avenue there are four hydrants to replace. One is redundant and can be removed. Although two hydrants are budgeted to be replaced, it makes sense to replace all three while the water line is shut down. Two other hydrants that were damaged in car accidents will be replaced, but insurance money from those involved will cover the costs of those hydrants. **After a brief discussion, Ted Cromleigh made a motion to purchase five**

Hydrants to replace those as discussed. Chairman Fetter seconded the motion and the motion carried.

Fence pricing for the area around the water facilities has been secured. Three quotes were received with Evergreen Fencing the lowest price. At the treatment building, the salt bin will not be included in the fence area but will be secured with a special lock. **After brief discussion, Ted Cromleigh made a motion to approve Evergreen Fence to install fence at water facilities for \$15,028.00. Chairman Fetter seconded the motion and the motion carried.**

The EIT Report for March 2024 was presented for review.

The SEO Report for March 2024 was presented for review.

Secretary Report

A letter was received from BCi Code, our property maintenance provider, stating they will no longer be able to service our area as of April 30, 2024. Ms. Snyder is securing proposals from two vendors we currently use for other Township tasks. She will present them at the May meeting for Board review.

At 9L10 Chairman Fetter called an executive session to discuss property maintenance issues. At 9:33 the Board reconvened into regular session.

At 9:39 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 May 28, 2024 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary