

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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May 28, 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
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. Chairman Fetter noted that Ted Cromleigh was not in attendance at this time but is planned to arrive late.

At this time a special presentation to Paul Fetter on his induction into the PSATS Hall of Fame was conducted. Representative Russ Diamond was in attendance to present a PA State House Citation for his years of service to the community. Chairman Fetter stated his 47th year as a Supervisor in 2024 and will have served 50 years when his term concludes.

A call for public comment was made.
There was none.

A review of the meeting minutes from April 23, 2024 was conducted. **Chairman Fetter made a motion to approve the Minutes of the meeting of April 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, Chairman Fetter made a motion to accept the bills as submitted for a total of \$207,482.49 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, Chairman Fetter made a motion to accept the bills as submitted for a total of \$65,362.83. Steve Martin seconded the motion and the motion carried.**

Bills for Water account were submitted for review and payment. **After brief discussion, Chairman Fetter made a motion to accept the bills as submitted for a total of \$10,020.45. Steve Martin seconded the motion and the motion carried.**

An invoice for work done on the Employee Pension fund was received from Conrad Seigel. Their invoices are paid directly from the pension fund after approval by the Board of Supervisors. **Chairman Fetter made a motion to pay the Conrad Seigel invoice from the Employee Pension Fund. Steve Martin seconded the motion and the motion carried.**

A Treasurer's Report for April 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.

The Public Works Report for April 2024 was reviewed.

The skid loader will be coming this Thursday. Payment will be given to them upon delivery.

The 2024 Road Project bids were received and reviewed by Hanover Engineering. The lowest bidder for the job was Pennsy Supply. The base bid and all add-alternate pricing was reviewed and it was determined that we are able to contract for all of them. **After brief discussion, Chairman Fetter made a motion to approve Pennsy Supply as the winning bidder for the 2024 Paving Projects for the total of \$218,688.50. Steve Martin seconded the motion and the motion carried.**

The 2024 Seal Coat Project bids were received and reviewed by Hanover Engineering. The lowest bidder for the job was Martin Paving. **After brief review, Chairman Fetter made a motion to award the 2024 Seal Coat project to Martin Paving for the amount of \$30,305.00. Steve Martin seconded the motion and the motion carried.**

The Gasboy report for April 2024 fuel usage was reviewed.

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

The PA State Police Report for April 2024 was reviewed.

The Planning Commission Minutes from April 2024 were reviewed.

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

A recap of their May 2024 meeting was included.

The water fountain approved for purchase at the recreation area was revisited for discussion. A frost-free, pet-friendly version was sought to accommodate animals and winterization avoidance. Mr. Lynn found a model that is on sale but he did not receive pricing for the frost-free component. He's unsure of the cost and suggested the Board motion to purchase with a not-to-exceed amount. **After discussion, Chairman Fetter made a motion to approve purchase of the new model of water fountain with a frost-free addition with a total purchase price not to exceed \$6,000. Steve Martin seconded the motion and the motion carried.**

Solicitor Leonard noted that PennDOT required a rewrite of the legal description sent regarding the land triangle purchase. It was revised and Solicitor Leonard sent it back to PennDOT.

The DCED Trail Grant has all components prepared and will be submitted by Friday.

Engineer's Report

Bob Lynn presented the Engineer's report.

The Stormwater Management Ordinance had some revisions prepared by Solicitor Leonard. The final draft will need to be sent to Lebanon County Planning for review which will move the proposed adoption date to July.

The Kline Subdivision Plan offered a time extension until July 27, 2024. **Chairman Fetter made a motion to approve the time extension offered for the Kline Subdivision plan until July 27, 2024. Steve Martin seconded the motion and the motion carried.**

The Ulrich/Oxenreider Lot Add-On plan was presented by Russ Frantz, engineer for the plan. The plan sees an approximately half acre lot subdivided the Eric Oxenreider and added to the Thomas Ulrich lot next door. Waivers sought included plan scale and for a replacement septic deferment based on no future development on the site. A non-building declaration was also submitted for approval.

<NOTE: The plan was no acted on initially as Chairman Fetter abstained due to personal conflict. The plan components were only acted on when Ted Cromleigh arrived at the meeting.> **After discussion, Ted Cromleigh made a motion to approve the Waivers as requested for the Ulrich/Oxenreider Lot Add-On plan. Steve Martin seconded the motion and the motion carried.** The Non-Building Declaration was presented for approval. **Ted Cromleigh made a motion to approve the Non-Building Declaration for the Ulrich/Oxenreider Lot Add-On Lot. Steve Martin seconded the motion and the motion carried.** The plan was then ready for approval. **At this time, Ted Cromleigh made a motion to approve the Ulrich/Oxenreider Lot Add-on Plan. Steve Martin seconded the motion and the motion carried.**

The Matthew Bicher Stormwater Management Plan financial release was discussed. There is a remaining balance of \$3,191.25 for punch list items and as-built plans. Hanover Engineering sent a letter describing the remaining steps to have the money released, but Mr. Bicher did not respond. Since the bank notified the Township that the Letter of Credit held for financial security on the plan will expire on June 11, we will have to draw on the Letter of Credit to retain financial security. Solicitor Leonard will prepare the legal documents for the Supervisors to sign allowing Ms. Snyder to go to the bank to complete the draw. **After discussion, Chairman Fetter made a motion to move forward with a Letter of Credit draw on the Matthew Bicher Letter of Credit. Steve Martin seconded the motion and the motion carried.**

A resolution to the issue at 1136 Heidelberg Avenue regarding a water concern was reviewed. It was determined that the water line break did not cause the damage as described. As well the addition to the garage in question is located in the waterline easement. The driveway cracking can be attended to by seal coating the surface. We can ask Martin Paving to include the area when they do the seal coating for the year. After performing the seal coating of the driveway, the township can discuss a release of liability for future issues. Solicitor Leonard will review the matter with Bob Lynn at a later time. A request to extend the sewer line down Albright Road cannot be discussed until their engineer offers alternatives.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A Draft Nuisance Ordinance was presented for review. Some revisions were suggested and incorporated in the new draft presented. The Board is ready to advertise for adoption at the June 25 meeting. **At this time, Ted Cromleigh made a motion to approve advertisement of the Nuisance Ordinance for adoption at our June 25 meeting. Steve Martin seconded the motion and the motion carried.**

Solicitor Leonard wished to discuss instituting a Bounced Check policy. She held a conversation with Ms. Snyder regarding recent utility users issuing checks with non-sufficient funds. While the Township has not had to seek legal counsel to be paid for the amount due and any associated fees, there should be a policy with regard to what method of payment we will accept and when we turn the matter over to the police. Solicitor Leonard will work with the Township Office to develop a policy.

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

OLD BUSINESS

With the resignation of our previous Property Maintenance Enforcement officer, the board sought proposals for other vendors for those services. We received proposals from Commonwealth Code Inspections and Light-Heigel. After review of the information, the Board noted that Light-Heigel already has office hours for zoning matters. They will perform most of the Property Maintenance work during those hours thus saving the Township money. **After brief discussion Chairman Fetter made a motion to approve Light-Heigel as our Property Maintenance Enforcement agent. Steve Martin seconded the motion and the motion carried.**

NEW BUSINESS

Chairman Fetter stated that the Board held an Executive Session meeting on May 17th to perform an interview of a proposed new employee. The employee would work in the public works department and replace a previous employee. He is able to start the day after the meeting. **After brief discussion, Chairman Fetter made a motion to hire John Enck for the Public Works Department. Steve Martin seconded the motion and the motion carried.**

With the exterior building remodel to begin soon, we should start discussing the elements of the interior remodel. The Board suggested scheduling a work session to review what items are to be included in the work proposal. Ms. Snyder will find some dates that work for everyone.

Utility Update

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

The Sewer Report was reviewed.

The auto dialers were replaced and minor parts were purchased to have on hand.

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

One of the meter pits near the 501/419 intersection was hit by the people farming the field where it was located. The best plan would be to move the pit outside of the farming area, but we will need a PennDOT utility permit to do so. The property owner/farmer should bear the burden of the cost of the move as well as the cost of the meter pit damaged. Bob Lynn can take care of the permitting work.

After brief discussion, Chairman Fetter made a motion authorizing Hanover Engineering to act on behalf of the Township to pursue the Utility Permit. Steve Martin seconded the motion and the motion carried.

The EIT Report for April 2024 was presented for review.

Secretary Report

A survey response request was received from Warwick Township regarding community matters. Bob Lynn is able to respond to the letter.

Ms. Snyder would like to begin cleaning out the back office with the impending building remodel.

There are numerous computers out of service, but the hard drives should be removed. She contacted Custom Computers and they can perform the work and recycle the remaining computer equipment as well. The Board would like to move forward with the computer removal.

The ARLE Grant money for Flashing Speed signs has not been received yet. Ms. Snyder noted the process taken for reimbursement, but PennDOT is requiring more information. She is working with them to complete the process.

The Board asked if Ms. Snyder received information about the reimbursement owed for the South Market Street water line movement yet. Ms. Snyder stated that she tried to communicate with PennDOT but is not getting any feedback. The Board asked her to try again and include elected officials representing our area.

At 9:14 Chairman Fetter called an executive session to discuss property maintenance issues. At 9:56 the Board reconvened into regular session.

At 10:01 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 June 25, 2024 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary