

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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June 25, 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
9 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.

Andrw Wyatt of 1250 Heidelberg Avenue asked what the public comment time period for an ordinance equates to. Solicitor Leonard explained how the procedure works.

Ed Gardener of 1222 Heidelberg Avenue asked how long the sewer bonds will take to pay off. The Board and Bob Lynn noted that the bonds were 30 years in length and we are approximately 10 years into the payoff schedule.

At this time of 7:07 the Board opened the Public Hearing period for proposed Ordinance 172, Nuisance Ordinance. Solicitor Leonard noted that the Draft as advertised and posted on the Township website will not be adopted this evening. Public Comments had been received since the advertising went live prompted the Board to change some aspects of the draft ordinance. Notably, a compost definition was added, description of pollinator gardens, sump pump exemption options and rewording the parameters of noxious weeds. Ed Gardner noted sump pump runoff on Heidelberg Avenue could be mitigated and asked how property maintenance would play into some of the rules in the nuisance ordinance. Ruby Bean of Oak Street was glad to see milkweed removed from the noxious weed list. Andrew Wyatt questioned the inability to drain pool water into the street. It was explained that the Environmental Protection Agency prohibits discharge of pool water into storm sewers since the chemicals will drain into other bodies of water. Eleanor Sweeney questioned natural landscape definitions and why an individual can only compost their own items. Solicitor Leonard explained this definition is meant to deter individuals from conducting a compost facility at their property, but grass or weed clippings from neighbors, unless they cause a nuisance to others, would not be prohibited. A discussion regarding enforcement ensued. The Board noted that the ordinance would be enforced by our Code Enforcement Agency. Jean Rowe asked about the noise restriction time of 10PM and asked it to be changed to 9PM, specifically equipment and certain motorized vehicles. Solicitor Leonard noted that the equipment Mrs. Rowe referenced is already listed with a cease time of 9PM. Any vehicles that are road legal cannot be restricted by a use time by the

Township. A new version of the ordinance will be drafted and advertised with another public review period prior to adoption.

A review of the meeting minutes from May 28, 2024 was conducted. **Chairman Fetter made a motion to approve the Minutes of the meeting of May 28, 2024 and was seconded by Ted Cromleigh. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. Ms. Snyder noted that a check was printed for the new trailer approved for purchase at a previous meeting. The vendor requires payment at time of pick up. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$72,423.91 from the Light Fund and General Fund for bills and payroll. Steve Martin seconded the motion and the motion carried.**

Bills for the Water 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 \$62,461.19. Chairman Fetter seconded the motion and the motion carried.**

Bills for Sewer 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 \$62,120.04. Steve Martin seconded the motion and the motion carried.**

A Treasurer's Report for May 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 May 2024 was reviewed.

The tractor mower needs repairs. Sean will make the necessary repairs and will rebuild it once complete. Gravel roads slated to have dust oil applied will be dressed before it will be placed.

The Gasboy report for May 2024 fuel usage was reviewed.

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

The PA State Police Report for May 2024 was reviewed.

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

A recap of their June 2024 meeting was included. They are cancelling their July meeting because of the holiday week and other commitments.

The PennDOT land triangle purchase has completed another step. Next, we need to find an approved appraiser to review the parcel's value. **Chairman Fetter made a motion to proceed with engaging an appraiser from the PennDOT approved list for assessment of the PennDOT-owned land triangle. Ted Cromleigh seconded the motion and the motion carried.**

The grant application for the Trailhead project was submitted and we are awaiting award information. The total cost of the water fountain approved for purchase at the last meeting exceeds the Not-To-Exceed amount approved. The cost of the Frost-Free adaptor kit is more expensive than thought. Bob Lynn noted the cost of the fountain and adapter kit will be over \$7,000. The Board would like to proceed. **At this time, Ted Cromleigh made a motion to approve the purchase of a vandal resistant water fountain with frost-free adaptor kit. Steve Martin seconded the motion and the motion**

carried. Chairman Fetter noted that the work done for the waterline at the recreation area for the water fountain was provided free by L&N Zimmerman and thanked them for their generosity.

Engineer's Report

Bob Lynn presented the Engineer's report.

The Stormwater Management Ordinance has been reviewed and is ready to be advertised for adoption. The final draft will be sent to Lebanon County Planning for comments. **After brief discussion, Ted Cromleigh made a motion to approve advertising of the revised Stormwater Management ordinance for adoption at the Board meeting July 23, 2024. Steve Martin seconded the motion and the motion carried.**

A payment application for the 2024 Seal Coat project was submitted by Martin Paving. The work is satisfactory and eligible for payment. **Chairman Fetter made a motion to approve payment to Martin Paving for the 2024 Seal Coat project in the bid amount of \$30,305.00. Ted Cromleigh seconded the motion and the motion carried.**

The Sunnyside Culvert project is relatively complete and the contractor has submitted for their second payment of the project. Bob Lynn noted that inspections have been done and the work is satisfactory. The payment for \$10,093.23 will leave retainage of \$8,716.89. **At this time Ted Cromleigh made a motion to approve payment to Miller Soil Solution for \$10,093.23 for their work on the Sunnyside Culvert project. Steve Martin seconded the motion and the motion carried.**

The Matthew Bicher Stormwater Management Plan financial security Letter of Credit was renewed by the bank after the Township relayed they intended to draw on it.

Bob Lynn spoke to the engineer heading the building project at 201 Old Mill Road. There are some questions as to how to proceed with additional impervious and a Township drainpipe.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Solicitor Leonard presented a bounced check policy for review. If acceptable, she intends to draft a resolution to adopt the policy formally.

The Heidelberg Township Municipal Authority extension has all legal notices completed with a proposed sending date to the State of July 18th.

OLD BUSINESS

There is none.

NEW BUSINESS

Our next Zoning Hearing applicant has a tie to a business that has done work with our Zoning Hearing Board solicitor previously. The solicitor wished to formally verify that the Board does not have and conflict concern to proceed with the hearing. Ted Cromleigh abstained from the conversation based on his previous representation of the applicant as well. **After discussion, Steve Martin made a motion to approve the Waiver of Conflict for the Zoning Hearing Board solicitor to proceed with the next zoning hearing. Chairman Fetter seconded the motion and the motion carried.**

Prior to our regular Board meeting a workshop meeting was held to discuss interior building remodel plans. The Board suggested meeting with a design professional and an architect to map out some of the ideas for the remodel. An approval to proceed with contacting professionals is needed. **Chairman Fetter made a motion to approve engaging an architect and a design professional to begin work on**

an interior office remodel at the Township Building. Ted Cromleigh 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. No matters for discussion were presented.

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

A depression near a waterline was discovered at the Copper Ridge development. It was an old service line that was shut off at the curb stop. Hydrant flushing will be conducted this week and next week.

A discussion regarding water usage at Copper Ridge took place. The developer is using treated water from the water service lines to water the lawns of the new homes. The water is unmetered so would not be billed. Mr. LaTourette had discussions with office staff and would like clarification on what and how to bill for the water usage. The Developer Agreement will be reviewed for a determination. It was noted that the second water source on Prescott Road is not through the development process to date.

The EIT Report for May 2024 was presented for review.

The SEO Report for May 2024 was reviewed.

Secretary Report

Our computer firewall is up for renewal. We can stay with our existing equipment and renew our contract for \$900/year or install new equipment and begin a new vendor contract for \$1,600 plus installation for a three-year contract. Going with the new contract will be the cheaper option. **At this time Ted Cromleigh made a motion to approve the new Firewall Contract for \$1,600 plus installation for the three-year contract. Chairman Fetter seconded the motion and the motion carried.**

Our service contract on our office machine is up for renewal. The contract will see a slight increase in the per-copy charge, but it still includes all parts and labor for repairs and any ink or toners. **Chairman Fetter made a motion to approve the renewal of the service contract with Colony Business for the office copier machine. Ted Cromleigh seconded the motion and the motion carried.**

Ms. Snyder received an email from the Event Coordination group requesting use of Township streets for holiday events again. The board was glad they will be planning the events again. The group is also working on obtaining their 501(c)3 status and asked if the money donated to the Township by a local bank could be used to defer the costs of the work. The Board is fine with transferring the funds totaling \$770 to the event group for that use.

At 8:57 Chairman Fetter called an executive session to discuss property maintenance issues. At 9:01 the Board reconvened into regular session.

At 9:10 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 July 23, 2024 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.