

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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

August 27, 2024
MEETING MINUTES

Board members present:

Paul Fetter
Ted Cromleigh
Steve Martin

Others present:

Jennifer Snyder- Office Manager
Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Justin LaTourette – Utility Operator
7 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 Vice-Chairman Martin is running late.

A call for public comment was made.

Michael Patton of 109 Mastle Road asked about items to potentially add to the nuisance ordinance. Many are covered under the PA Motor Vehicle Code. The Board and Solicitor Leonard encouraged him to call the PA State Police if unlicensed vehicles are being driven on roadways.

A review of the meeting minutes from July 23, 2024 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of July 23 2024 and was seconded by Chairman Fetter. 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 \$78,120.47 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 \$65,574.55. Chairman Fetter 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 \$24,050.34. Chairman Fetter seconded the motion and the motion carried.**

A Treasurer’s Report for July 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 June 2024 was reviewed.

Dust oil was placed on all gravel roads with chip stone included on Valley View, Michters and Obie Roads. We are hoping it will set nicely and allowed for sooner use of roads by motorists.

Sean Weik state that they have been working on replacing the storm sewer on Spruce Street, but they hit rock and it has taken a bit of extra time. They should complete the job by tomorrow.

Line Painting quotes were received from three vendors. There was discussion about adding additional signifying lines on South Market Street around the square. Bob Lynn will review the area with Mr. Weik this week. After review and discussion of the vendor quotes, DE Gemmill we noted as the lowest price. **At this time Chairman Fetter made a motion to award the line painting quote to DE Gemmill for the amount of \$20,669.88. Ted Cromleigh seconded the motion and the motion carried.**

The Gasboy report for July 2024 fuel usage was reviewed.

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

The PA State Police Report for July 2024 was reviewed.

A Park and Recreation discussion was held. The minutes from their June 2024 meeting were reviewed. Sean Weik received pricing for a new batting cage. The style will be fashioned after the ELCO High School batting cage.

Flyway Excavating offered to rehabilitate the baseball and softball fields for free as long as we provide the DiamondTex infield material as we normally do. The Board was appreciative of their offer and thanked them for their contribution.

The Park and Recreation Board would like to hold a ribbon cutting ceremony before the September Board of Supervisor meeting to commemorate the new park.

The PennDOT land triangle appraiser needs to be chosen. We received three quotes for the appraisal services with the lowest being \$1,200. **After discussion, Ted Cromleigh made a motion to approve Andy Doherty as land appraiser for PennDOT land along Route 501 for \$1,200. Chairman Fetter seconded the motion and the motion carried.**

The grant application for the Trailhead project was submitted and we are awaiting award information.

Engineer's Report

Bob Lynn presented the Engineer's report.

The 2024 paving project is nearly complete. Pennsy Supply has submitted a payment application for \$204,142.80 for the work completed to date. Hanover Engineering and Sean Weik are acceptable of payment approval. **At this time Ted Cromleigh made a motion to approve payment for Application 1 for the 2024 Paving Project for \$204,142.80. Steve Martin seconded the motion and the motion carried.**

AK Petersheim submitted a Payment Application for the first portion of the exterior building remodel in the amount of \$208,251.00. The shop doors are to be hung around September 11th and exterior lights will be reinstalled this week The front door shop drawings are still being worked on with hopes to have installation at the end of September. **After a brief discussion, Ted Cromleigh made a motion to approve payment for Application 1 for \$208,251.00 to AK Petersheim for the exterior building remodel. Steve Martin seconded the motion and the motion carried.**

Lavern Martiin and his consultant Davd Keener were in attendance to discuss his Major Stormwater Management Plan. Mr. Martin intends to tear down an existing home and build a new home and driveway for a family member. The project requires a waiver of wetlands survey with substitute information provided. The Agreements have been signed and the Financial Guaranty has been secured. **After brief discussion, Ted Cromleigh made a motion to approve the waiver requested for the**

Lavern Martin Major Stormwater project. Steve Martin seconded the motion and the motion carried. Next, Ted Cromleigh made a motion to approve the Major Stormwater Management Plan for Lavern Martin at 1011 Schaeffer Road. Steve Martin seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Stormwater Management and Improvement Guaranty Agreements for the Lavern Martin Major Stormwater Management Project. Steve Martin seconded the motion and the motion carried. Finally, Ted Cromleigh made a motion to approve the Financial Guaranty in the amount of \$36,328.05 for the Lavern Martin Major Stormwater Management Plan. Steve Martin seconded the motion and the motion carried.

The Dustyn and Lori Miller Major Stormwater Management plan on Distillery Road was presented by Michael Hartman. The plan includes building a new home and moving an existing shed out of the floodplain where it currently sits. There is one waiver request for modification of pipe size that Hanover Engineering did not have objection. Ted Cromleigh stressed the need for the standing shed to be moved out of the floodplain to be compliant with their land development plan. **After a brief conversation, Ted Cromleigh made a motion to approve the waiver requested for modification of pipe size for the Dustyn and Lori Ann Miller Distillery Road stormwater management plan. Steve Martin seconded the motion and the motion carried. Next, Ted Cromleigh made a motion to approve the Dustyn and Lori Ann Miller Major Stormwater Management Plan. Steve Martin seconded the motion and the motion carried. Then Ted Cromleigh made a motion to approve the Stormwater Management and Improvement Guaranty agreements for the Dustyn and Lori Ann Miller Major Stormwater Plan. Steve Martin seconded the motion and the motion carried. Finally, Ted Cromleigh made a motion to approve the Financial Guaranty for the Dustyn and Lori Ann Miller Major Stormwater Management Plan in the amount of \$24,617.48. Steve Martin seconded the motion and the motion carried.**

The Kline subdivision plan along Sinclair Road was presented by Michael Hartman. The plan uses Sinclair Road as a dividing line and will section off a piece of commercially zoned land between Sinclair Road and Route 501. Deferrals of all Land Development items are being requested until a Land Development plan is submitted. Ted Cromleigh asked about the hydro study. Bob Lynn did note that there are some plan notes that needed to be added prior to board signature. Mr. Hartman will make the corrections. **At this time, Ted Cromleigh made a motion to grant all deferrals related to Land Development for the Leon and Lois Kline subdivision until such time as a land development plan is submitted. Steve Martin seconded the motion and the motion carried. Also, Ted Cromleigh made a motion to approve the Subdivision Plan for Leon and Lois Klein, Steve Martin seconded the motion and the motion carried.** Finally, the Planning Module for the Kline plan was presented along with Resolution 955 for its adoption. **After verification that all notes were satisfied, Ted Cromleigh made a motion to approve Resolution 955 for the Leon and Lois Planning Module. Steve Martin seconded the motion and the motion carried.**

A Time Extension for the 2407 S 5th Avenue Subdivision and Stormwater Exemption Plan was presented. The extension would last until September 24th. **After brief discussion, Ted Cromleigh made a motion to approve the Time Extension for the Moses Zook project at 2407 S 5th Avenue. Steve Martin seconded the motion and the motion carried.**

Dirt and Gravel Road funding was discussed. Grants for drainage along gravel road sections could be sought through the Lebanon County Conservation District. The culvert on Obie Road will be replaced as part of the Trout Unlimited stream restoration project. Bob Lynn will look into funding options. A discussion regarding paving of gravel roads commenced. Cost may be a factor, but paving could also help reduce money spent on gravel road upkeep.

Tom Matteson was in attendance to discuss a sewer main extension to serve a proposed Mennonite School at 258 Albright Road. Ted Cromleigh excused himself from the conversation due to conflict. They have investigated on-site septic but are unable to come up with a working feasible option. While details will be worked on, a private low-pressure system appears to be the best option. The chance of development between the end of the existing main and the school is unlikely due to zoning. **After brief discussion, Chairman Fetter made a motion to approve expansion of the public sewer system to service the proposed Weaverland Mennonite School at 2598 Albright Road. Steve Martin seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A draft of Nuisance Ordinance 173 was submitted for review and a redline version of the proposed Ordinance was placed on the website. No comments were received from the website posting. The Board took consideration of all previous comments to modify the first draft. **After discussion, Ted Cromleigh made a motion to approve advertising of Ordinance 173 for adoption at our September 24th meeting. Chairman Fetter seconded the motion and the motion carried.** There was discussion about updating old ordinances for more current fine amounts and modern language.

The HTMA Solicitor John Enck is retiring soon and sent notification that he holds paperwork for the entity. There was discussion about what to do with the documents. Solicitor Leonard is unclear what is included in the papers but is hesitant to throw them away without looking through them. She will reach out to Solicitor Enck for clarification on what is in the documents.

OLD BUSINESS

Repair quotes for work at the Route 501 Red Light from CM High were reviewed. Sean Weik noted the work is not in the Township's scope. **After brief discussion, Chairman Fetter made a motion to approve CM High to make repairs at the 501 Red Light. Steve Martin seconded the motion and the motion carried.**

Water apparatus from the defunct Juliada Heights private water system still resides on residential property in that development. The owner asked if it could be removed. Sean Weik investigated the site and noted there to be an underground storage tank and a booster pump. He and township staff can remove the items, but the underground take is close to the home. Solicitor Leonard would like a legal agreement about the removal of the items. There was discussion about what the easement allows us to do and access rights. Justin LaTourette also noted that a live connection to the system should be severed and capped as well. More information is needed in order to move forward.

NEW BUSINESS

A memo from Lebanon County regarding road condition documenting prior to the start of the Red Bridge construction was reviewed. The Board would like some assurances via bonding that any damage amount will be covered by the contractor. Solicitor Leonard will need to review the document prior to offering options. The Board is acceptable to the provisions in the document otherwise. **After discussion, Ted Cromleigh made a motion to approve signing of the Memo regarding documenting road condition prior to the start of the Red Bridge construction based on bonding being provided. Chairman Fetter seconded the motion and the motion carried.**

The Pension Minimum Municipal Obligation (MMO) for 2025 was prepared by Conrad Seigel. Based on the salary numbers, we will have to allocate money in the 2025 budget to add to the pension fund.

We are hoping for state aid to cover some of the cost. **At this time, Ted Cromleigh made a motion to approve the 2025 Pension MMO. Steve Martin seconded the motion and the motion carried.**

The newly enacted Stormwater Management Ordinance includes a Small Project option. We will need to enact a fee resolution for the new project type submission fee. Ms. Snyder noted that the Stormwater Exemption application fee is higher than needed and would like to lower that amount at the same time. Bob Lynn suggested lowering the exemption fee to \$150 and the small project fee be \$500. Ted Cromleigh asked who will do the small project review. Existing exemption totals are maintained by Hanover Engineering. Having a Heidelberg staff person do the reviews would require much coordination. The Board would like Hanover Engineering to do the reviews as long as the reviews are done in the spirit of the small project option.

The EIT Contract with Keystone Collections is set to expire. Our representative Dean Moyer asked if we wished to continue using them to collect EIT and LST Taxes. Ms. Snyder has no issues with Keystone Collection's practices. **At this time, Ted Cromleigh made a motion to renew our contract with Keystone Collections for collection of EIT and LST Taxes. Steve Martin seconded the motion and the motion carried.**

An event is being held at the Alexander Schaeffer Farm in October for which Fire Police may be needed for traffic control. Discussion about the event ensued. **After review, Ted Cromleigh made a motion to allow the Schaefferstown Fire Police to help with traffic control for a Gilmour Girls Pop-Up Event at the Schaeffer Farm in October. Steve Martin seconded the motion and the motion carried.**

Utility Update

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

The Water Report was reviewed. The meter pit at a residence has been damaged by farm equipment multiple times. To avoid future replacements of all components, the meter pit could be moved to an area in the street at the owner's expense. The other option is to have the owner cease farming operations in the area of the meter. Mr. LaTourette will move forward with plans to move the meter but should contact the homeowner to discuss.

Water usage is elevated but could be due to usage at the Copper Ridge Development.

The Sewer Report was reviewed.

One pump is not operational at the Kleinfeltersville Pump Station. A quote was received from Envirep to replace the pump. The pump is necessary for a fully functional pump station. **After discussion, Ted Cromleigh made a motion to approve the purchase of a pump for the Kleinfeltersville Pump Station. Chairman Fetter seconded the motion and the motion carried.**

The EIT Report for July 2024 was presented for review.

The SEO Report for July 2024 was reviewed.

Secretary Report

Ms. Snyder's notary commission expires at the beginning of 2025. An in-person renewal class will be held in November for her to facilitate renewing the post.

Resolution 954 was presented to commemorate America 250, a celebration in 2026 of America's 250th birthday. **Ted Cromleigh made a motion to adopt Resolution 954 to commemorate America's 250th year as a county. Chairman Fetter seconded the motion and the motion carried.**

At 9:57 Chairman Fetter called an executive session to discuss litigation and property maintenance issues. At 10:13 the Board reconvened into regular session.

At 10:15 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 September 24, 2024 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary