

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**October 22, 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
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.

Cpl. Faust of the Pennsylvania State Police was in attendance to review call reports and areas of concern for Heidelberg Township. The Board thanked her for the PSP efforts in the township.

A call for public comment was made.

Sara Blair of the Myerstown Library was in attendance to thank the Township for their donation and to provide information regarding programs at the library. The Board thanked her for the library’s offerings to residents of the area.

Jamie Wolgemuth of the Lebanon County Commissioners office was in attendance to give an update on the Red Bridge construction. A redesign is in the works by their engineers based on structural issues discovered during construction. The delay could last a few weeks but the contractor is still expected to complete the project by the end of the year.

A review of the meeting minutes from September 24, 2024 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of August 27 2024 and was seconded by Chairman Fetter. The motion was approved.** Also reviewed were the minutes from the Budget Workshop Meeting held October 17, 2024. **After brief discussion, Ted Cromleigh made a motion to approve the minutes from the October 17, 2024 Budget Workshop meeting. Chairman Fetter seconded the motion and the motion carried.**

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 \$100,691.28 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 \$8,785.72. 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 \$13,702.76. Steve Martin seconded the motion and the motion carried.**

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

A quote for stone repointing work was received. More quotes will be sought prior to approving a vendor.

The Route 501 Red Light UPS battery backup was sent for repair. After review, the part was found to be unfixable and a new unit will cost \$3,990 as quoted by CM High. The board noted it is a necessary item for the red light and a new one should be purchased. **After brief discussion, Ted Cromleigh made a motion to authorize purchase of a new UPS batter back up unit. Steve Martin seconded the motion and the motion carried.**

The Gasboy report for September 2024 fuel usage was reviewed.

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

The PA State Police Report for September 2024 was reviewed.

A Park and Recreation discussion was held. The minutes from their September 2024 meeting were reviewed.

The PennDOT land triangle appraiser sent their report. The land was appraised for \$16,400. The Board would like to offer less than that amount since the land is not useful to PennDOT. They authorized Solicitor Leonard to offer \$4,000 to start the negotiations.

The grant application for the Trailhead project was submitted and a November award announcement is anticipated soon.

The Schaefferstown Activity group asked to close South Market Street to Fountain Park on October 31st for a Trick of Treat event. Public works will supply barricades and lights for the event. **Ted Cromleigh made a motion to approve closing a section of South Market Street for a Trick or Treat event on October 31st. Steve Martin seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented the Engineer's report.

David Mease and the business owners were in attendance to discuss the Cherie Kay Land Development project on North Locust Street. Ted Cromleigh abstained from the discussion, citing a professional conflict. Their business makes home décor and interior signs for distribution to retail businesses. Street improvements include widening and curbing. There was a discussion about street parking and emergency vehicle maneuverability. The Planning Commission recommended approval of the plan and all waivers/deferrals last year. **After brief discussion, Chairman Fetter made a motion to approve the requested waivers and traffic study deferral for the Cherie Kay Land Development Project. Steve Martin seconded the motion and the motion carried. Next, Chairman Fetter made a motion to approve the Land Development plan for Cherie Kay Project. Steve Martin seconded the**

motion and the motion carried. Finally, Chairman Fetter made a motion to approve the Stormwater Agreement, Improvement Guarantee Agreement and Letter of Credits, for \$360,602.20 & \$9,900 respectively. Steve Martin seconded the motion and the motion carried. Mike O'Donnell was in attendance to discuss the Lot Add-on plan for Lebanon County Department of Emergency Services. They intend to swap land with neighbor Larry & Jan Taylor of the North Market Street parcel. This will allow for land access and square off odd-shaped parcels. They are requesting a deferral of sewage testing as they are not adding any facilities at this time. The Planning Commission approved the plan and deferral with a clean letter from Hanover Engineering. **At this time, Ted Cromleigh made a motion to approve the requested deferral and Lot Add-on Plan for Lebanon County Department of Emergency Services and the Taylors. Steve Martin seconded the motion and the motion carried.**

Landmark's request for driveway relief is tabled at this time until measurements can be verified. A rectifying change order and final payment was submitted by Pennsy Supply for the 2024 Paving Project. The change order reduces the price by \$9,259.25 based on paving quantities leaving a balance to be paid of \$5,286.45 for Final Payment. **After brief discussion, Ted Cromleigh made a motion to approve the Rectifying Change Order and Final payment application for \$5,286.45 to Pennsy Supply for the 2024 Paving Project. Steve Martin seconded the motion and the motion carried.** Miller Soil Solutions submitted their final payment application for the Sunnyside Culvert in the amount of \$8,786.89. Inspections were conducted and the work is satisfactory. **After brief discussion, Ted Cromleigh made a motion to approve the Final Payment application to Miller Soil Solutions for \$8,786.89 for the Sunnyside Culvert replacement. Steve martin seconded the motion and the motion carried.**

The Nelson Leid escrow release request for his stormwater management project at 2427 S. 5th Avenue was presented. A waiver of as-builts was also included. The excavator did not request any inspections through the project, but as the improvements are all surface and visible, Hanover Engineering is willing to honor the waiver request. Based on their site inspection, a release of the remaining escrow amount of \$1,150 is warranted. **Ted Cromleigh made a motion to grant a waiver of as-builts and release of escrow for Nelson Leid's stormwater management project at 2427 S 5th Avenue. Steve Martin seconded the motion and the motion carried.**

A Time Extension was offered until December 21, 2024 for the Lot Add-on plan at 410 Sheep Hill Road for Norene and Marlin Zimmerman. **Ted Cromleigh made a motion to approve the Lot Add-on plan Time Extension for Norene and Marlin Zimmerman. Steve Martin seconded the motion and the motion carried.**

Nathan Zimmerman has applied for a Conditional Use hearing for a Concentrated Animal Operation at 760 N. Market Street. These hearings are held before the Board of Supervisors and allow for any conditions of development to be imposed. The Board will need to choose a date to hold the hearing so it can be advertised. Before the November 19, 2023 regular hearing at 6:15 was chosen. **After brief discussion, Ted Cromleigh made a motion to advertise a Conditional Use Hearing for Nathan Zimmerman on November 19, 2024 at 6:15PM. Steve Martin seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A draft Stormwater Fee Schedule Resolution 956 was presented for review and possible adoption. This resolution established fees for the newly enacted Stormwater Small Project application at \$500 and

Stormwater Exemption at \$150. **After brief review, Ted Cromleigh made a motion to approve Resolution 956 establishing Stormwater Review fees as described. Steve Martin seconded the motion and the motion passed.**

Solicitor Leonard provided sample ordinances to update our current Burning regulations. The Board reviewed the samples and would like public input regarding changes to the ordinance. Jamie Wolgemuth suggested talking to Larry Taylor, former GLRA employee, for suggestions. Township staff will place a contact email and informational paragraph on the website for people to offer their burning ordinance suggestions.

A new Right To Know form was presented by the Office of Open Records. Solicitor Leonard would like to review and update our current Right To Know Policy as new legislation has been passed since our policy was put in place. She will work with Jen Snyder and present a resolution to make the update at a future meeting.

We will discuss 505 Sunnyside Road in executive session.

OLD BUSINESS

The Interior Building Remodel is in the design phase. A current CAD plan was presented for review and is generally acceptable with minor modifications required. Another meeting with the architect will be scheduled.

A truck traffic study was suggested for South Church Street. Currently, large truck traffic is causing traffic disruptions and damage to neighboring properties, as well as the culvert on the street. Mr. Lynn stated that Hanover can do the study and we will need to amend our current traffic ordinance.

There was a Scenic Byway Grant presented at the last meeting. After review it was determined we do not meet the criteria for a grant award. The Schaefferstown square traffic pattern was discussed. An MPO meeting could be a way to start a conversation about modifications to the area.

NEW BUSINESS

The 2025 Proposed Budget was reviewed at a Budget Workshop meeting on October 17, 2024. The Board found no need to have a second meeting and is ready to advertise it for adoption at the November 19, 2024 meeting. **After brief discussion, Ted Cromleigh made a motion to advertise the proposed 2025 Budget draft for adoption at the November 19, 2024 meeting. Chairman Fetter seconded the motion and the motion carried.**

The State Pension Aid was received in our General Fund Account and now needs to be transferred to the pension fund managed by Fulton Financial. A transfer request has been prepared and Board approval is necessary. **Ted Cromleigh made a motion to approve the transfer of State Pension Aid to our Pension Fund. Chairman Fetter seconded the motion and the motion carried.**

The Lebanon County Treasurer's office sent a revised contract, increasing the fees for Real Estate Taxes from \$.50 per bill to \$1.00 per bill. There has been no increase for many years. Solicitor Leonard prepared Resolution 957 to approve and verify the increase. **After brief discussion, Ted Cromleigh made a motion to approve Resolution 957 to increase the rate for collection of Real Estate Taxes by the Lebanon County Treasurers Office. Steve Martin seconded the motion and the motion carried.**

Ms. Snyder received multiple requests for a traffic study to be done at the intersection of Route 897 and Prescott Road. The Board is favorable to sending the request to PennDOT. **At this time, Chairman Fetter made a motion to request a traffic/intersection study for the intersection of Route 897 and Prescott Road. 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.

The Kleinfeltersviile generator will be repaired in the coming weeks. Generator fuel will be converted to off -road diesel. Power Systems Electric is going to prepare a quote for yearly service to the generators to avoid issues with them in the future. Mr. LaTourette intends to purchase parts for stock since Envirep will be running their end-of-year sale.

The Water Report was reviewed.

The Lead & Copper report was submitted. Homes that did not respond to our inquiry regarding service lines will need to be posted as unknown. There are some issues with Hydrant repairs that will need to be discussed in executive session.

The City of Lebanon Authority sent notice of an impending strong waste treatment fee. They currently bill us as a bulk user utilizing the meter read at our main pump station. We are waiting for them to determine how they will test the waste for the purposes of the strong waste program. Sample ports at certain business users may be required for sampling.

The EIT Report for September 2024 was presented for review.

The SEO Report for September 2024 was reviewed.

Secretary Report

With old paperwork scheduled to come from Solicitor Enck, a temporary part-time office worker was discussed to help review the documents. Bruce Kramer offered to assist in going through the solicitor's paperwork as well as old police and HTMA files as well. The Board offered to pay him \$15/hour for his work. **After a brief discussion, Ted Cromleigh made a motion to hire Bruce Kramer as a temporary office assistant for \$15.00/hour. Steve Martin seconded the motion and the motion carried.**

At 9:08 Chairman Fetter called an executive session to discuss potential litigation and property maintenance issues. At 9:47 the Board reconvened into regular session.

At 9:56 Chairman Fetter made a motion to adjourn, which was seconded by Steve Martin. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors is scheduled to be held November 19, 2024 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.