

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**December 17, 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
Sean Weik - Public Works
Justin LaTourette – Utility Operator
5 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.

A call for public comment was made.

Jean Rowe of Mill Road asked Ted Cromleigh if he had a chance to review her concern about the Township Building exterior lights. Mr. Cromleigh stated he will meet with her next week to review the issue. Mrs. Rowe also asked if anyone knew the source of drifting smoke last week. She was unable to trace where it was coming from but Supervisors noted various clean-burning places in the Township around that time.

A review of the meeting minutes from November 19, 2024 was conducted. **Chairman Fetter made a motion to approve the Minutes of the meeting of November 19, 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 submitted for a total of \$72,810.39 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 \$50,492.99. Steve Martin 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 \$30,883.59. Chairman Fetter seconded the motion and the motion carried.**

The Treasurer’s Report for November 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 November 2024 was reviewed. Sean Weik noted that the Louisville is having repairs done currently. With winter weather forecasted, Mr. Weik verified that maintenance help is secured should it be needed. Ted Cromleigh thanked the staff for coordinating with the Event Committee for their Christmas event at the Square in Schaefferstown. AK Petersheim provided a price to repair the roof of the salt shed. A metal roof will make the repair easier to complete. Ted Cromleigh said he will seek another vendor for pricing comparison. The Gasboy report for November 2024 fuel usage was reviewed.

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

The PA State Police Report for November 2024 was reviewed.

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

Solicitor Leonard noted that PennDOT sent an email acknowledging receipt of our offer for the triangle of land for Recreation use. Local government representatives are in support of our offer and are attempting to aid in our purchase of the land.

The Trail Grant we applied for is not slated for award until the new year.

PC Minutes from September 2024 were reviewed.

Engineer's Report

Bob Lynn presented the Engineer's report.

Solicitor Leonard spoke to the owner of 2 Emerald Lane regarding her request for LOC release. She explained the Board's desire to have an agreement for the withdrawal of the approved plan but the owner was not receptive to that idea. There is some misunderstanding on the owner's part regarding the plan itself. Mr. Lynn will contact the owner to explain the situation and let her decide how she wishes to proceed.

The Zimmerman/Kilkuskie Lot Add-on plan for 410 Sheephill Road was presented for review and possible approval. Mr. Zimmerman was in attendance to explain the plan. He would like to build a garage but needed to expand his side-yard to meet setbacks. This will also even out property lines for his property. There are no waivers required for this plan. **After a brief discussion, Ted Cromleigh made a motion to approve the Lot Add-on plan for 410 Sheephill Road. Steve Martin seconded the motion and the motion carried.**

AK Petersheim submitted a pay request for the remaining balance of the exterior building remodel project. Mr. Lynn noted that there is a small punchlist of items that remain but we hold a maintenance bond should any of the repairs not be done to our satisfaction. Some of the punchlist items are already being attended to. **After brief discussion, Ted Cromleigh made a motion to approve payment to AK Petersheim for the balance of the exterior building remodel in the amount of \$66,239.00. Steve Martin seconded the motion and the motion carried.**

The Nathan Zimmerman project at 760 N Market Street offered a Time Extension to March 19, 2025. **Ted Cromleigh made a motion to approve the Nathan Zimmerman Time Extension to March 19, 2025. Chairman Fetter seconded the motion and the motion carried.**

The business expansion project at 120 Canaan Grove Road offered a Time Extension until February 18, 2025. **Ted Cromleigh made a motion to approve the Time Extension for 120 Canaan Grove Road until February 18, 2025. Steve Martin seconded the motion and the motion carried.**

There was discussion regarding the remaining escrow held for the Andrew Wiegand project on Sheephill Road. The as-builts need to be completed but the developer has offered no movement on those for over a year. Mr. Lynn will work on a resolution to close out the project.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Ordinance 174 was presented for review and public comment. This ordinance would amend our current truck-traffic restriction ordinance to add South Church Street. The Traffic study was completed by Bob Lynn. This will eliminate the use of combination trucks on South Church Street. **After brief discussion, Ted Cromleigh made a motion to adopt Ordinance 174 restricting truck traffic on South Church Street. Chairman Fetter seconded the motion and the motion carried.**

Resolution 960 was presented with the intent to appoint a CPA to do the audit of the 2024 financials at our January meeting. **Chairman Fetter made a motion to approve Resolution 960 with the intent to appoint a CPA to audit the 2024 financial information. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 961 was presented to update our current Right To Know policy. Our last resolution dates back approximately fifteen years and regulations have changed. **After a brief review, Ted Cromleigh made a motion to approve Resolution 961 updating our current Right To Know policy. Steve Martin seconded the motion and the motion carried.**

The process of updating the Burning Ordinance is ongoing.

The Conditional Use Hearing decision is being composed. Solicitor Leonard will send the draft to the Board for review.

The On-Lot Septic program for 2024 is completed with a list of non-compliant property owners to notify. The list will be reviewed in January and the Board can give directions on how to handle those still non-compliant.

Solicitor Leonard will require an executive session to review a Zoning Hearing decision.

OLD BUSINESS

Bob Lynn noted that he is working with Mark Schillaci on a date to meet after the New Year regarding the office remodel project.

NEW BUSINESS

Resolution 962 was presented to denote the acknowledgement of the Non-uniform Pension Minimum Municipal Obligation (MMO) form provided by Conrad Seigel, the pension plan actuary. This resolution will accept the form information regarding contributions to the non-uniform pension plan if necessary. **Ted Cromleigh made a motion to approve Resolution 962 acknowledging the Minimum Municipal Obligation pension form for the non-uniform pension fund in 2024. Steve Martin seconded the motion and the motion carried.**

Resolution 963 was presented to set the Real Estate Tax Rate for 2025 at \$.07444 mills/\$100.00 of Assessed Valuation. **Ted Cromleigh made a motion to pass Resolution 963 for the Real Estate tax rate for 2025. Steve Martin seconded the motion and the motion carried.**

Resolution 964 was presented for the setting of the Street Light Tax for 2025. The rate will stay the same at \$.50/LF of front footage. **Chairman Fetter made a motion to approve Resolution 964 for the Street Light Tax rate for 2025. Ted Cromleigh seconded the motion and the motion carried.**

Resolution 965 was presented to set the Fire Hydrant Tax for 2025 at .0001055 mills on assessed value of affected properties. **Ted Cromleigh made a motion to pass Resolution 965. Steve Martin seconded the motion and the motion carried.**

Resolution 966 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2025. **Ted Cromleigh made a motion to pass Resolution 966. Steve Martin seconded the motion and the motion carried.**

Resolution 967 was presented to set the Fee Schedule for 2025. There are no changes from last year. **Ted Cromleigh made a motion to pass Resolution 967. Steve Martin seconded the motion and the motion carried.**

The 2025 Preventative Maintenance Agreement from CM High was presented. This is our maintenance contract for the red lights in the Township. There is no change in the contract amount for next year. **Ted Cromleigh made a motion to accept the CM High 2025 Preventative Maintenance Agreement for \$845. Steve Martin seconded the motion and the motion carried.**

Freedom Software has been purchased by GWorks and will no longer be functional in the coming year. The GWorks software has been reviewed by Ms. Snyder and office staff and it seems to be compatible with the needs of the township. The contract to begin using GWorks is presented for review and acceptance. The annual fees for the software will be an increase from our current fees, but the 2025 budget was prepared with this in mind. With GWorks, utility customers will be able to pay with credit card or ACH debit and they are very familiar with Sensus, our meter reading software. Two members of the current software team continue to work with GWorks and will be our conversion team next year. **After discussion, Chairman Fetter made a motion to approve the software contract with GWorks for our municipal software. Steve Martin 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.

Replacement parts were ordered with budget money since Envirep is having an end of year sale.

The City of Lebanon Authority specs for sampling of new industrial buildings were provided. Mr. LaTourette spoke to their representative regarding strong waste regulations. Their staff will administer the entire program at no cost to the Township.

The generator service agreement pricing was presented from Martin Energy and Power Systems. After review, the Power Systems pricing was the lower of the two. **After a brief discussion, Ted Cromleigh made a motion to approve Power Systems as our Generator service provider. Steve Martin seconded the motion and the motion carried.**

Ms. Snyder provided City of Lebanon sewer rate pricing increases for 2025.

The Water Report was reviewed.

Well 5 rebuilding is complete.

The pasture meter at 415 N Market Street was destroyed by the cow herd. The owner has been notified and will work with the Township on making and paying for repairs.

The SRBC permit renewal is slated for 2029. The Township should prepare for this cost as the renewal can be quite expensive. We also need to change our contact with SRBC as Bruce Kramer is still listed.

Ted Cromleigh stated he will be the contact if the Board is acceptable to that. The other Board members were fine with that proposal.

The EIT Report for November 2024 was presented for review.

The SEO Report for November 2024 was reviewed.

Secretary Report

The Wellspan Drug Screen Consortium renewal was presented for review.

At 8:31 Chairman Fetter called an executive session to discuss potential litigation matters. At 9:30 the Board reconvened into regular session.

At 9:33 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 will be the Reorganization Meeting scheduled to be held January 6, 2025 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

Minutes recorded by Jennifer Snyder

Secretary