

1. Call to Order

The January Board of Supervisors' meeting for Heidelberg Township was held on Tuesday, January 2, 2024, at Porters Fire Company. The meeting was called to order at 6:31PM pm by Chairman Tim Hansen. Those present:

Tim Hansen, Chairman	Barbara Krebs, Manager
Matt Bollinger, Vice Chairman	Judy Mustard, Secretary
Paul King, Supervisor	Tim Shultis, Solicitor (not in attendance)

Kurtis Sterner-IT Specialist and approximately 38 residents/members of the general public were present.

2. Pledge of Allegiance

The Pledge of Allegiance was not recited since we already did it during the Reorg Meeting that was held first.

3. Acknowledgment of a quorum

Chairman Hansen acknowledged the declaration of a quorum.

4. Public Comment

Paul King made a motion to amend the agenda and feels that it was improperly posted. He wants to amend the agenda for the BOS to advertise for a regular Board of Supervisors Meeting on Wednesday, January 17, 2024, at 6:00pm. Barbara Krebs explained when and how the agenda was posted and that it was done legally and met all criteria. Motion died on lack of a second.

Peg Moulton, Laurel Woods Lane, spoke about the York County Rail Trail and announced an Open House on January 18, 2024, from 4pm-6pm to be held at the Baptist Church on Menges Mill Road. Ground will be broken as soon as the weather permits for Gitts Run Road to Jacobs Mill Road.

Lori VanTassell, Cannery Court, spoke about her support of Larry Rohrbaugh for the Planning Commission.

Bob Stine, Straw Acres Road, spoke about his support for the Board of Supervisors in appointing various positions.

Renan Castillo, Cannery Court, spoke about his support for Larry Rohrbaugh for the Planning Commission and questioned the rationale for not reappointing Larry Rohrbaugh. He questioned if a violation of procedure occurred. Vice Chairman Matthew Bollinger then explained how the process occurred.

Mark Hudak, Porters Road, spoke about his respect for Larry Rohrbaugh and his work in the community. He requested that we respect each other and their dedication to their various positions.

Stephanie Ennis, Acorn Drive, questioned where she can look to find the Township's by-laws, protocols, and procedures. Chairman Hansen directed her to the Pennsylvania Second Class Township Code. She also questioned why Larry Rohrbaugh was not reappointed to the Planning Commission.

Pat Parrish, Hoff Road, she spoke about everyone getting along and being peaceful. She wants everyone to recognize that the board needs to be respected and given respect when decisions are made because the residents won't always know why decisions are made.

5. Approval of BOS Minutes

Chairman Hansen made a motion to approve the December BOS minutes, seconded by Vice Chairman Bollinger. Motion passed 3-0.

6. Communications

Chairman Hansen announced a program from York County Solid Waste Authority to hold a free Christmas Tree Recycling Program for York County Residents.

He noted that Statement of Financial Interest Forms will be issued to public officials, public employees, committees, and board members and that they must be filed no later than May 1, 2024, with the township secretary.

He also advised that a drought watch remains in effect for York County.

7. Public Safety

Porters Fire Company, Chief Walker gave the December Fire Report. He noted that they took 227 calls for 2023 with 92 of them being in Heidelberg Township. He broke down the calls by vehicle and type of calls. He noted which volunteers worked the most hours. The BOS expressed their gratitude to the Fire Department and to Chief Walker.

Vice Chairman Bollinger recognized Cletus Wentz and his 65 years of service to the Porters Fire Company. He asked that we create a Resolution to honor him at the next board meeting.

Northern York County Regional Police Department, no report was given as Lt. Migatulski had to leave early.

8. Planning/Zoning

Judy Mustard offered the December Zoning Report. There were 2 permits issued and \$60.00 collected.

Chairman Hansen made a motion to approve the Preliminary/Final Subdivision Plan Mary S Sterner Estate 6520 Sterner Drive, Spring Grove, PA drawn by Douglas L Stambaugh Professional Land Surveyor (GHI) dated 9/27/2023, last revised 10/31/2023 bearing project number 162970. Seconded by Vice Chairman Matt Bollinger. Motion passed 3-0.

9. Code Enforcement

Chairman Hansen made a motion to accept the December report of the code enforcement officer. Vice Chairman Bollinger seconded it. Motion passed 2-1 with Paul King voting against.

10. Finance

Chairman Hansen made a motion to approve the November's Treasurer's report, seconded by Vice Chairman Bollinger. Motion passed 3-0.

Heidelberg Township York County, PA
Board of Supervisors' Meeting Minutes

January 2, 2024

General Fund- Checking

Beginning Balance	\$ 316,586.46
Revenue	\$ 98,225.82
Expenses	\$42,387.06
Ending Balance	\$ 372,425.22

SouthWest PD Fund

Beginning Balance	\$31,722.59
Revenue	\$0.00
Expenses	\$0.00
Ending Balance	\$ 31,722.59

COVID Relief Fund

Beginning Balance	\$123,813.42
Revenue	\$27,343.51
Expenses	\$ 54,975.28
Ending Balance	\$ 96,181.65

State Fund Checking-Savings

Beginning Balance	\$245,319.94
Revenue	\$2.02
Expenses	\$ 0.00
Ending Balance	\$ 245,321.96

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to accept the December's Bills Paid Report. Motion passed 2-1. Supervisor King voted against.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to accept the December Office/Maintenance Activity Report. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to accept the December Right-To-Know Report: Report Accepted.

- 0 New Requests received in December total YTD 66
- 1 voided by applicant
- 7 completed in December
- 0 RTK Officer requested additional 30-days for response
- 0 not due until January
- Received 3 Right to Know appeals filed on the above RTK requests (corrected to 5 by Barbara Krebs)
- November Estimated Township/Solicitor Cost: \$2900.76
- November Estimated Heidelberg Employee Staff Hours Spent on RTK: 52 hours

11. Highway, Roads, and Streets

Chairman Hansen reported that we cleared a downed tree on Wildasin, evaluated drainage issues on Glatco Lodge and Trolley and also High Rock. New road signs were ordered for Gardner and Deagen.

Chairman Hansen made a motion to authorize C. S. Davidson to advertise for public bids for the 2024 street improvement projects (bids will be administered through Penn Bid), with anticipated bid opening 2-7-2024. Seconded by Vice Chairman Bollinger. Discussion: Supervisor King what we are bidding on. Manager Krebs explained that for the budget we approved a 5-year plan and that the 1st-year plan was incorporated into the budget which spells out what is being bid upon. It has to do with Shellborne and Liberty Road, Acorn and Van Cleef which was all spelled out in the budget. Supervisor King then questions Oakwood Drive which has two options on the report. Manager Krebs stated we are doing Option one which was discussed at the budget meeting for Next year's improvements. Supervisor King then questioned Liberty and Shellborne whether we are bidding out just one year for the first-year project. Manager Krebs then stated that this was explained at the November Budget Meeting and that this needs to be done in two phases in two separate years for what is being done. So, Phase One will be done in 2024 and Phase Two will be budgeted as projected in 2025. Supervisor King then questioned the numbers and feels we will be short. Manager Krebs explained that money has been put into the Covid Fund for drainage issues, and that High Rock Road will require PIB Loan money and also that she will be meeting Penn Dot to get the PIB Loan approved. Supervisor King then stated he has always seen the Bids prior to voting on advertising. Manager Krebs disagreed with that statement and used The Timber Ridge Bids as an example and that the proper process would be for the engineer to handle. Motion passed 2-1 with Supervisor King voting against.

12. Parks and Recreation

No business was discussed.

13. Solicitor

Solicitor Shultis was not in attendance.

14. Supervisors

Chairman Timothy Hansen

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, authorizing the Chairman to execute the engagement and representation agreement with Timothy Shultis, Salzmann Hughes PC. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve Resolution 2024-01 Tax Rates for 2024. Motion Passed 3-0

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve Resolution 2024-02 Fee Schedule 2024. Discussion: Supervisor King questioned the fee for the Code Enforcement Officer. Manager Krebs stated it is under Building, Zoning, Permits. Supervisor King questioned whether the person training Chris Walker will be paid. Manager Krebs answered no. Motion passed 3-0.

Chairman Hansen, made a motion, seconded by Vice Chairman Bollinger, to approve Resolution 2024-03 setting wage rates for employees/appointees (amends previous Resolution 2023-16 adding the Right To Know Officer hourly rate) . Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve Resolution 2024-04 for submission to the York County Planning Commission, for submission for a Community Development Block Grant Program grant to conduct a water services feasibility study for \$20,000. Motion passed 3-0.

Vice Chairman Matthew Bollinger

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to enter into annual Contract with Laboratory Analytical & Biological Services to provide water testing as required by DEP. Discussion: Supervisor King wants to know if we are using them this year and if there would be an increase in fees. Manager Krebs pointed out what page this information was on. Vice Chairman Bollinger stated that this is really our only option locally. Motion passed 3-0.

Water Committee-Grant applications are being submitted under CDBG program. He stated that we are accepting volunteer applications to create a water committee to assist with a needs assessment for the Water Company. Supervisor King stated that he does not see a need for a Water Committee if the grants are already being written. Manager Krebs stated that grants are being written to get \$20,000 for the planning authority to work with our committee to do a needs assessment. Manager Krebs answered an audience member's question about a grant through Small Games of Chance for security, backup generator, and security lights. She explained that the feasibility study will help us determine what we need going forward in terms of another well, a wet well etc. to assure that we have adequate water for future needs.

Vice Chairman Bollinger discussed the Rec Park Board and asked everyone to get their information to Manager Krebs so that we can get that handled next month.

Supervisor Paul King

Supervisor King wants to authorize our attorney a Resolution to be prepared to increase by a \$30 fee per quarter to be added to the Heidelberg Water Company customers. This comes to \$10 per month, \$120 per year. Manager Krebs explained our current fees and stated that this would be an \$80 fee per quarter as we currently have a \$50 fee per quarter. She feels that our water will be slightly in the red. Supervisor King then made a motion to authorize the Solicitor to draw up a Resolution to increase the quarterly water bill an additional \$30 per customer per quarter. It was seconded by Chairman Hansen. Motion passed 3-0. Manager Krebs questioned whether we could start this in the 2nd quarter and that was agreed on by board.

15. Old Business

September bill in the amount of \$650.00 from Miller, Brown, Ohm, and Associates was for 4 months for payroll preparation, tax returns, and QuickBooks accounting.

16. New Business

None.

17. Upcoming Meetings

Chairman Hansen stated the Zoning Hearing Board will meet January 30th, 2024, at 7:00pm. The Board of Supervisor's Regular Scheduled Meeting will be February 7th, 2024, at 6:00pm. The Planning Commission will meet January 10th, 2024, at 6:00pm.

18. Adjourn

Chairman Hansen made a motion seconded by Vice Chairman Bollinger to adjourn the meeting at 7:20PM. Motion passed 3-0.

Judy Mustard
Township Secretary