

## 1. Call to Order

The December Board of Supervisors' meeting for Heidelberg Township was held on Wednesday, December 6, 2023, at Porters Fire Company. The meeting was called to order at 6:03PM 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

Kurtis Sterner-IT Specialist and approximately 43 residents/members of the general public were present.

## 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

## 3. Acknowledgment of a quorum

Chairman Hansen acknowledged the declaration of a quorum.

## 4. Public Comment

Peg Moulton, Laurel Woods Lane, representing the Trolley Trail project, offered a brief update. She invited everyone to the Open House being held at the Christ American Baptist Church on Menges Mills Road, January 18, 2024 from 4:00pm-6:00pm.

Mark Hudak, Porters Road, spoke about the 2017-2021 audits completed by Smith Elliot and Kerns CPA (SEK), and requested the Supervisors hold an executive session with SEK to ask questions. He feels there were things not recorded and audited correctly and offered the Water Company as an example.

Meg Powell, Porters Road, spoke about allowing the elected auditors to perform any audit function that is not covered by the SEK engagement letter. She also asked if the supervisors would be creating a Water Board. She said that the park 501(c)3 charity is very eager to start working with the municipal park board.

Pat Parrish, Hoff Road, spoke about the Medicare reimbursement received by Supervisor King, totaling over \$1,000, which has not been repaid.

Renan Castillo, Cannery Court, presented a page of concerns about the proposed motion to contract with Pennsylvania Municipal Code Alliance, Inc. (PMCA) for permitting, zoning and code enforcement. PMCA has numerous poor reviews. He requested postponement of the motion on the agenda to appoint this company, and to do more research about who to select for zoning compliance.

Rob Meeks, Gardner Road, said that the street sign incorrectly says Gardner "Drive". It should be Gardner Road.

Tara Wenzel, Deagan Road, said that the street sign incorrectly says Deagan "Drive". It should be Deagan Road.

John Johnstonbaugh, Menges Mills Road, wanted to reserve time for questions about the tree order if they are not answered by Supervisor King on the agenda.

Jim Rumbaugh Moulstown Road, asked how we chose PMCA. He is familiar with PMCA's parent organizations and has had negative experiences with them in his professional work in the insurance business.

Judy Tessem, Glatco Lodge Road, is a member of the Planning Commission and was unable to attend but sent a note which was read by Supervisor King. She spoke with someone from Berwick Township who used PMCA for a while, but they didn't work out. There was no continuity, and they didn't keep the same inspector. Judy looked on the web and found their parent company is geared toward helping municipalities with development growth.

## 5. Approval of BOS Minutes

Chairman Hansen made a motion to approve the November BOS minutes, seconded by Vice Chairman Bollinger. Discussion: Supervisor King made a motion to amend the motion to approve the minutes. The amended motion did not pass 1-2. Supervisors Hansen and Bollinger voted against. Original motion to approve minutes as written passed 2-1. Supervisor King voted against.

## 6. Communications

Chairman Hansen announced a notice from TeamAG of intent to submit a National Pollution Discharge Elimination System Permit Application, which is the reissuance of an existing permit for the Fuhrman farm on Smith Station Road.

Chairman Hansen announced a notice from Comcast of price changes effective 12/20/2023. Rates are increasing.

## 7. Public Safety

Porters Fire Company, Chief Walker gave the November Fire Report. The utility truck is being updated and expected to be in service by February 2024. The Chevy Suburban has conditional approval for sale, which has been put on hold pending repairs after hitting a deer on Thoman Drive. The new convection ovens (approximately \$14,000) are being delivered this week.

Northern York County Regional Police Department, Lt Migatulski, gave the November Police Report and spoke about the new building headquarters project in Manchester Township.

## 8. Planning/Zoning

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

Chairman Hansen made a motion to authorize the Chairman of the Board of Supervisors to complete the Sewage Facilities Planning Module for Mary F. Sterner Estate, Sterner Drive, prepared by Douglas L Stambaugh PLS/SEO for Heidelberg Township, for submission to Commonwealth of Pennsylvania Department of Environmental Protection. This is for subdividing a lot from the Sterner Farm for a house for one of the family members. Seconded by Vice Chairman Bollinger. Motion passed 3-0.

## 9. Code Enforcement

Chairman Hansen stated they accepted the November report of code enforcement officer.

## 10. Finance

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

### **General Fund- Checking**

Beginning Balance	\$ 467,163.91
Revenue	\$ 21,806.30
Expenses	\$172,383.75
<b>Ending Balance</b>	<b>\$ 316,586.46</b>

### **SouthWest PD Fund**

Beginning Balance	\$31,722.59
Revenue	\$0.00
Expenses	\$0.00
<b>Ending Balance</b>	<b>\$ 31,722.59</b>

### **COVID Relief Fund**

Beginning Balance	\$129,329.09
Revenue	\$0.00
Expenses	\$ 5515.67
<b>Ending Balance</b>	<b>\$ 123,813.42</b>

### **State Fund Checking-Savings**

Beginning Balance	\$245,317.86
Revenue	\$2.08
Expenses	\$ 0.00
<b>Ending Balance</b>	<b>\$ 245,319.94</b>

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

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to accept the November Office/Maintenance Activity Report. Discussion: Supervisor King stated that for the last two months a volunteer typed the minutes so how could the office have done the meeting minutes. Manager Krebs stated that the Secretary completes the minutes, the Office reviews and makes sure that everything is adequate. Motion passed 2-1. Supervisor King voted against.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve resolution #2023-17 revising resolution #2023-14 grant request from \$80,000 to \$131,790 from the Commonwealth Financing Authority to be used for equipment purchases. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to authorize staff to issue a check to Porters Volunteer Fire Department in the amount of \$1970.92 as required per resolution #2023-09 annual appropriation to Porters Fire Company. Motion passed 3-0.

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

- 7 New Requests received in November total YTD 66
- 1 voided by applicant
- 7 completed in November
- 9 RTK Officer requested additional 30-days for response
- 9 not due until December
- 2 Received Right to Know appeals filed on the above RTK requests
- October Estimated Township/Solicitor Cost: \$ 3,676.93
- October Estimated Employee Hours Spent on RTK: 83.5 hours

The audience asked questions regarding when the RTK Report will be published and what details will be posted. Motion passed 2-1. Supervisor King voted against.

### 11. Highway, Roads, and Streets

Chairman Hansen reported that we replaced a hidden driveway sign at Mill Road, added a school bus stop sign at Mill Rd., removed several downed trees, and prepared all trucks and received materials for winter maintenance.

### 12. Parks and Recreation

Chairman Hansen reported that we winterized the snack shack and removed the canopy.

### 13. Solicitor

Solicitor Shultis did not have any items to discuss.

### 14. Supervisors

Chairman Timothy Hansen

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve the 2024 budget for the General fund. Discussion: Supervisor King said that a resolution for the millage rate was needed under section 32-08 of the code. Chairman Hansen stated they would continue with agenda items while Solicitor Shultis looked up the requirements.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve resolution 2023-16 establishing hourly rates and compensation for Township employees and appointed members of the Planning Commission, Zoning Hearing Board, and Board of Supervisors. Discussion: Supervisor King asked why the salary for assistant road master had been reduced. Manager Krebs stated that the position was vacant until recently and the figure represents the salary recently approved for the position. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve advertisement of the 2024 Township meeting dates. Discussion: If Solicitor Shultis is unable to attend the Reorganization Meeting, an alternate solicitor from his firm will attend. Motion passed 3-0.

Chairman Hansen, made a motion, seconded by Vice Chairman Bollinger, to reappoint Miller, Brown, and Ohm to process payroll, balance bank statements and provide assistance with Township financial record keeping and reporting. A question was asked by the audience inquiring if this will fulfill the Treasurer's function. Discussion: Supervisor King said they were last paid \$650 in October 2023 and asked what is the monthly cost? Manager Krebs would have to look at the bill but recalls that was for 5 months. Motion passed 3-0.

Chairman Hansen thanked Mr. Castillo for the summary he prepared and acknowledged the other concerns expressed from the audience. He made a motion, seconded by Vice Chairman Bollinger, to table the agenda item to approve the contract with Pennsylvania Municipal Code Alliance, Inc. (PMCA). Motion passed 2-1. Supervisor King voted against.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to authorize the Township Solicitor to prepare a legal notice bidding out the weekly curbside collection and disposal of refuse and recyclables for Heidelberg Township for calendar years 2024, 2025, 2026 with an option for renewal for two additional years with a contract period to begin April 1, 2024. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to authorize the Township Solicitor to prepare a legal notice bidding on the timber owned by Heidelberg Township. The sale area is approximately 35.8 acres and located on Porters Road. Motion passed 3-0.

Chairman Hansen requested clarification from Solicitor Shultis on the earlier question about a millage rate resolution. He confirmed that while the millage rate and budget are separate issues, the proposed budget assumes the millage rate is unchanged from last year. The action before the board tonight is approval of the budget, and that must be done by December 31<sup>st</sup>. If a millage rate resolution is required either before or after December 31<sup>st</sup>, that will be handled separately.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve the 2024 budget for the General fund. Motion passed 2-1. Supervisor King voted against.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve the 2024 budget for the Covid fund. Motion passed 2-1. Supervisor King voted against.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve the 2024 budget for the State Liquid Fuels fund. Motion passed 2-1. Supervisor King voted against.

### Vice Chairman Matthew Bollinger

No issues to discuss.

### Supervisor Paul King

Supervisor King spoke about the tree order we ordered this time last year and gave details. The trees are free, and the order must be placed by December 31<sup>st</sup>, and must be ordered in increments of five. The Rec Board will have the responsibility as to where they will be placed. He made a motion, seconded by Chairman Hansen, to approve a duplicate tree order in 2023 for trees to be planted spring 2024 by volunteers. Motion passed 3-0.

15. Old Business

None.

16. New Business

None.

17. Upcoming Meetings

Chairman Hansen stated the Zoning Hearing Board will meet December 27th, 2023, at 7:00pm. The Reorganizational Meeting will be January 2<sup>nd</sup>, 2024, at 6:00pm. The Board of Supervisor's Regular Scheduled Meeting will immediately follow the Reorganizational Meeting. The Planning Commission will meet December 13th, 2023, at 7:00pm.

18. Adjourn

Chairman Hansen made a motion seconded by Vice Chairman Bollinger to adjourn the meeting at 7:04PM. Motion passed 3-0.

Judy Mustard  
Township Secretary