

1. Call to Order

The February Board of Supervisors' meeting for Heidelberg Township was held on Wednesday, February 8, 2023 at Porters Fire Company. The meeting was called to order at 6:00PM pm by Chairman Tim Hansen.

Those present:

Tim Hansen, Chairman
Matt Bollinger, Vice Chairman
Paul King, Supervisor
Tim Shultis, Solicitor

Katie Holmes, Secretary
Barbara Krebs, Manager

Kurtis Sterner-IT Specialist and approximately 35 residents/members of the general public were present.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Acknowledgment of a quorum

4. Executive Session

Chairman Hansen stated that there will be no executive session needed tonight.

5. Public Comment

Peg Moulton, Representative to the Hanover Trolley Trail, gave a brief presentation, and let the residents know that there will also be a public meeting scheduled 3/23 at Windy Hill Senior Center in Spring Grove to discuss the proposed trail through Spring Grove Borough and Jackson Township.

Jeff VanEtten asked the board for a plan and time frame for road work on Acorn and Liberty Road. Vice Chairman Bollinger stated in April/May time frame the township will set road work priorities.

Tara Wentzel questioned items on the agenda, the following were discussed:

- 11. New and/or Old Business C. Tim Hansen ii. Job descriptions
- 11. New and/or Old Business E. Supervisor i. Bridge Loan Payoff
- 11. New and/or Old Business E. Supervisor ix. sale of municipal equipment
- 11. New and/or Old Business E. Supervisor x. sweeping Pamadeva
- 11. New and/or Old Business E. Supervisor xii. Invasive species spray

Bob Stine questioned the hours listed on agenda item:

- 11. New and/or Old Business E. Supervisor xiii. Provide a written analysis of Township Road Maintenance.

John Johnstonbaugh questioned agenda item:

- 11. New and/or Old Business E. Supervisor viii. Motion that fuel be paid out of Covid funds

Lyle Wallis discussed hiring and outsourcing the roadwork the township is needing.

Pat Parish stated spending, selling of equipment and outsourcing should be closely watched and documented.

Lori Van Tassel de Castillo explained that if the community could see it in black and white of what we are hiring for.

Peg Moulton commented that the Road Master and Road Crew did a great job with snow removal in the past.

Lynn Hoff questioned the new hire wages.

Stephan Jenkins questioned the audience as to who posted a paper on his car about a tax increase and tonight's meeting.

Meg Powell stated she and her neighbor also received a paper posted on her door and that it is irresponsible.

Beth Bowers questioned the repair of roads and Penn Waste fees.

Bob Stine commented that at the Work Session January 30th taxes were brought up and the question was already resolved.

Chris Groft discussed Penn Waste contract, drain box cleanings and Water Company alternatives.

Dan Redding discussed High Rock Road grants and if it could be temporary cold patched.

Bill Curry discussed if the agenda can be sent in the mail.

Sandy Stine commented if there could be a cut off set on agenda items.

6. Approval of January Minutes

Supervisor King makes a motion requesting an amendment be made to **the January 3, 2023 BOS Meeting Minutes to include discussion about the Water Company**. Motion died due to lack of a second. **Supervisor King asked for the tape to be preserved, the recording.**

Vice Chairman Bollinger makes a motion, seconded by Chairman Hansen, to approve the January BOS Meeting Minutes. Motion passed 2-1. Supervisor King voted against.

Chairman Hansen makes a motion, seconded by Vice Chairman Bollinger, to approve the January Reorganization Minutes. Motion passed 2-1. Supervisor King voted against.

7. Fire Report

Chief Walker read the Porters Fire Company December fire report with 3 calls in Heidelberg Township.

8. EMS Report

Not present. Supervisor King asked if we got a refund check from Spring Grove EMS yet. Manager Krebs stated we have not.

9. Unfinished Business

Penn-Mar Radio Club was not present.

10. Zoning /Engineer Report

January zoning report was read by Secretary Holmes. There were 2 permits issued and \$75.00 collected.

11. New and/or Old Business

Solicitor Tim Shultis, Salzmann Hughes, P.C.

Solicitor Shultis requests that his report be held until after the Manager's section.

Manager/Treasurer, Barbara Krebs

Manager Krebs read the December Treasurer's Report and provided a bills paid and bills to be paid report.

General Fund- Checking

Beginning Balance	\$169,341.05
Revenue	\$ 85,891.08
Expenses	\$ 45,620.42
	\$209,611.71

South West PD Fund

Beginning Balance	\$47,336.59
Ending Balance	\$47,336.59

COVID Relief Fund

Beginning Balance	\$235,636.82
Expenses	\$ 3,068.02
Ending Balance	\$232,568.80

State Fund Checking-Savings

Beginning Balance	\$138,872.39
Revenue	\$ 1.18
Ending Balance	\$138,873.57

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve the January and February Bills Paid Report. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve the January and February To Be Paid Bills Report. Motion passed 3-0.

The Planning Commission's 2022 Annual Report was accepted by the Board of Supervisors.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve Resolution 2023-03, amending water company employees hourly rate. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to ratify the actions of the proper officers of the township and return Uncollected Real Estate Taxes for 2022. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Supervisor King, to reappoint Vice Chairman Bollinger as NYCRPD representative for Heidelberg Township. Motion passes 3-0.

Manager Krebs let the public know Iron Ridge Road will be closed for bridge repair and rail road track preparation for the Rail Trail.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to allow the manager to post the annual budget to the township website.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to appoint Sam Myers as the Road Master. Motion passed 3-0.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to allow seasonal snow plow employee to perform additional duties as needed. Motion passed 3-0.

Chairman, Tim Hansen

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve the final one year extension under the existing contract with Penn Waste. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve proposed job description for Road Master. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to approve the proposed job description for Maintenance Department Crewperson. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to authorize Manager and Solicitor to create an agenda setting policy for Board review. Motion passed 3-0.

Solicitor Tim Shultis, Salzman Hughes, P.C

Solicitor Shultis states that with the appointment of a Road Master there will be no need to seek advice from the Ethics Commission advisory.

Vice Chairman, Matt Bollinger

The Board requests that Manager Krebs work with Jackie Hefner and the Heidelberg Township Recreation Association to develop a plan for development of Heidelberg Township Recreation Park Facility **to be presented to the board for approval prior to grant submission.**

Vice Chairman Bollinger discussed the Water Company and Phase 1 of the new well, he suggests that while Phase 1 is being completed that if there are residents interested in being on a committee to contact the office so the Board can hear questions and concerns from the public. The Board directed Manager Krebs to work on the outline of a Resolution for creation of the committee.

Vice Chairman Bollinger recommends considering scheduling DCED in mid-summer for strategic planning and recommendations.

Supervisor, Paul King

Supervisor King discussed office and building security and returned the keys he was provided.

Supervisor King made a motion to ask Manager Krebs to get the bridge loan payoff for consideration to pay off in March. Motion died due to lack of a second.

Supervisor King made a motion to give the Fire Department \$20,000-\$30,000 from COVID fund for a pickup truck purchase. Motion died due to lack of a second.

Heidelberg Township York County, PA
Board of Supervisors' Meeting

February 8, 2023

Supervisor King discussed the next three agenda items iii. Drain box cleaning on roads, iv. Drain box repairs for Liberty & Shelborne, v. asphalt repair on Van Cleve and Acorn stating that since the board wants to wait to prioritize roadwork, he will remind the board at a later time about the bids that were received.

Supervisor King asked the board to accept the recommendation from the Auditor General that the municipal officials establish and maintain a financial accounting and reporting system that allows the municipality to effectively monitor the financial operations. Manager Krebs stated she will look in to it.

Supervisor King made a motion to have Manager Krebs to do an insurance review to consider liability, equipment insurance and vandalism. Motion died to lack of a second.

Manager Krebs states that the annual renewal insurance policy comes due in June and she intends on getting two new quotes. Supervisor King states that is satisfactory to him and as long as we consider expanding the existing insurance to cover areas that may not be covered.

Vice Chairman Bollinger made a motion, seconded by Supervisor King, that the Fire Department fuel and office/equipment security requested by Manager Krebs up to \$25,000 be paid out of the COVID fund. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to have the Solicitor Shultis prepare a Resolution to sell municipal equipment. Motion passed 3-0.

Supervisor King made a motion to hire Outdoor Contractors to sweep Pamadeva, Faith Hope & Charity Way. Motion died to lack of a second.

Supervisor King states that since we have promoted two employees for the Road Crew there will not be any advertisement.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger, to authorize field work from Timber Ridge to determine treatment needed for invasive species on East Side of Porters and report to attorney to review for bidding. Motion passed 3-0.

Supervisor King states this item, to have Manager provide a written analysis of Township Road Maintenance is now eliminated with the promotion of Road Master.

Manager Krebs stated she is working to develop the personnel manual.

Supervisor King states he will not make a motion for the Manager to develop procurement policies as she stated on last agenda item, she is working on developing these.

Supervisor King states we will need a third bid on the well drilling and once the Water Company Committee is formed, they can give their recommendation to get a third bid.

Supervisor King states with the Road Master position being filled, should the Road Master be available to attend the ESM certification class, he may now take the place of one of the three individuals Manager Krebs has signed up.

Supervisor King discussed an idea for celebration of 160 years ago, Abraham Lincoln rode through Porters on his way to Gettysburg to deliver the Gettysburg Address.

Supervisor King discussed charging the customers of the water company for the improvements, building extensions to the existing **pipng** and having water **trucks** delivering the water (from Section 2602 and 2610). This is something that the water committee can look at as a more affordable way.

Supervisor King eliminated this agenda item (Board to interview 3-5 Road Master applicants) due to the promotion of Road Master.

Supervisor King eliminated this agenda item (no **hire** for Road Maintenance position until Road Master is in place) due to the promotions.

Supervisor King discussed the recommendation from the Tax Bureau that Real Estate transfers are notified to the tax bureau of the change.

12. Public Comment

All public comment was done at the beginning of the meeting.

13. Meeting adjourned at 8:27pm.

Katie Holmes, Secretary