



**HEIDELBERG**  
Township Municipal  
EST. 1750 YORK COUNTY PENNSYLVANIA

# Meeting Agenda

6424 York Road Spring Grove, Pennsylvania 17362

Heidelberg Township, York County PA

## **Board of Supervisors**

Tim Hansen            Chairman  
Matt Bollinger      Vice Chairman  
Paul King             Supervisor

**Porters Fire Company**  
  
**6:00PM**  
  
**1199 Porters Road**  
  
**Spring Grove, PA 17362**

## **Attendee Info:**

<b>Please Sign:</b>	Attendance Sheet
<b>Zoom Info:</b>	Phone Number(s) to dial in: 1-309-205-3325 or 1-312-626-6799 and use the Webinar ID of 841 7962 2094
	Webinar ID: <a href="https://us02web.zoom.us/j/84179622094">https://us02web.zoom.us/j/84179622094</a>

## **Additional Info:**

*Please be aware that during the meeting, person(s) may be using audio or recording devices*

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1. Meeting Call to Order
  2. Pledge of Allegiance
  3. Acknowledge the Declaration of a quorum.
  4. Executive Session
  5. Public Comment – comments can be made regarding any item(s) listed on the agenda (3 minutes per speaker) *(Persons who have made prior arrangements to be placed on the agenda will have first priority) Prior to addressing the board you must state your full name and address.*

Peg Moulton Trolley Trail Update

February 8, 2023

6. Approval of January Minutes
  - a. BOS Meeting Minutes
  - b. BOS Reorganization Meeting Minutes
  
7. Fire Report Porters Fire Company
  
8. Spring Grove EMS Report Jackie Heffner, EMS Chief
  
9. Unfinished Business
  - i. Contacted Penn-Mar Radio Club to set up a meeting date to discuss final details
  
10. Zoning/Engineer Reports Katie Holmes
  - a. Zoning Activity Report
  
11. New and/or Old Business
  - a. Solicitor Tim Shultis, Salzman Hughes, P.C.
    - i. Authorization to seek the Ethics Commission Advisory opinion on voting
  
  - b. Manager/Treasurer Barbara Krebs
    - i. January Treasurer's Report
      - a. Approve Bills Paid Report
      - b. Approve Bills to be Paid Report
    - ii. Accept Planning Commission's 2022 Annual Report
    - iii. Approve Resolution 2023-03 – amending water company employee's hourly rate due to clerical error in Resolution 2022-10.
    - iv. Ratify the actions of the proper officers of the township in executing the document, Return of Uncollected Real Estate Taxes for the Year 2022, for collections in the Face Amount of \$6,214.52, plus Penalty \$621.47, for a Total of \$6,835.99
    - v. Reappoint Vice Chairman Bollinger as NYCPRD representative for Heidelberg Township
    - vi. Closure of Iron Ridge Road 2/13/2023-3/6/2023 Bridge Repair & Rail Road track preparation for Rail Trail
    - vii. Motion to authorize the township budget being posted to the website
    - viii. Appointment of Road Master
    - ix. Allow temporary seasonal snow plow employees to perform additional duties as needed.

- c. Chairman Tim Hansen
- i. Motion to approve one year extension under existing contract with Penn Waste. Basic Service \$86.64 per quarter. Low Volume Bag Service \$30.00 per quarter & \$8.00 per bag.
  - ii. Motion to approve job descriptions for:
    - a. Road Master
    - b. Maintenance Department Crewperson
  - iii. Authorize Manager and Solicitor to propose an agenda setting policy
- d. Vice Chairman Matt Bollinger
- i. Discussion for the Heidelberg Township Recreation Association to work with Jackie Hefner and Township Manger to develop a plan for development of Heidelberg Township Recreation Park Facility to be presented to the board for approval prior to grant submission.
  - ii. Discussion about creating an advisory committee for the existing water company and improvements needed to move forward.
- e. Supervisor Paul King
- i. BOS ask Manager to get bridge loan payoff and report interest savings. Payoff in March.
  - ii. BOS give Fire Department \$20,000-\$30,000 from COVID for pickup truck purchase
  - iii. \$2,500 for drain box cleaning on roads stated in estimate. General fund or Covid?
  - iv. \$3,500 for drain box surrounding pavement repairs on roads Liberty & Shelborne. General Fund or Covid?
  - v. \$2,500 for asphalt repair to road intersection Van Cleve and Acorn. General Fund or Covid?
  - vi. Manager to report back to BOS on recommendations made in Auditors General Municipal Reporting Program – recommendations on financial accounting and report status of plan from the custodian
  - vii. Manager to form an insurance review on the Water Company answering questions on liability insurance and costs, equipment insurance and vandalism.
  - viii. Motion that fuel be paid out of Covid funds
  - ix. Attorney to prepare a Resolution to sell on municipal bid township property and recycle scrap. To approve sale of the following equipment on municipal bid
    - a. Grader
    - b. Wire sweeper
    - c. Diesel Tractor – lawn

- d. Grass Collector
- x. Hire Outdoor Contractors to sweep Pamedeva, Faith Hope & Charity Way at \$165.00 per hour or less. General Fund or Covid?
- xi. Rescind authorization to advertise for Road Crew
- xii. BOS to authorize field work for Timber Ridge determine treatment needed for invasive species and to select trees for thinning on East Side of Porters and to forward report to attorney to review for bidding.
  - a. Service Order Herbicide Spray Project \$2,700.00
  - b. Service Order Timber marking/Inventory Cruise \$1,000.00
  - c. Service Order Sale Supervision and Administration \$2,500.00
- xiii. BOS requests the Manager, under Township Ordinance Section 7G, provide a written analysis of Township Road Maintenance, to include current equipment for road work, cost to hire a road crew of one person 30 hours per week, 2 persons 30 hours & 20 hours each per week, and number of hours worked by road crew in 2022.
- xiv. BOS requests the Manager under Township Manager Ordinance Section 7B to develop Township Personnel Manual for approval by Solicitor and BOS.
- xv. BOS requests the Manager under Township Manager Ordinance Section 7I to develop procurement policies for approval by Solicitor and BOS.
- xvi. Phase 2 for Water Company, drilling of test wells -The BOS wants to compare price by Myers Brothers and Reichart. Manager to provide comparison bids from both companies
- xvii. Barb Krebs, Paul King and Gerald Shue be sent to the ESM certification class.
- xviii. November 18, 1863 – November 18, 2023
- xix. Water Company Section 2602 To obtain construction cost estimates for an extension of the existing water lines, including any tanks where water can be delivered to the system for treatment, testing and delivery to the customers. Section 2610 That the customers of the water system each be charged and equal amount over a two-year period paid quarterly with the regular usage bill for the cost of either the test wells or water line extension whichever option is chosen. Initial costs to be paid from COVID funds.
- xx. Road Master – Upon authorization to advertise for a Road Master, Manager will select from applicants at least 3 but not more than 5 to be interviewed by the BOS for hire.
- xxi. Road Maintenance – No hire for this position until both of the following occur.
  - 1.Road Master is hired.
  - 2.That the existing assistant road master is no longer employed by the township.
- xxii. Recommendation from Tax Bureau

xxiii. Manager to provide BOS specifications for Recreation Park lawn and grounds work for bids to be obtained by March BOS meeting.

12. Public Comment – comments to be made regarding any item(s) not listed on the agenda (3 min per speaker)

13. Adjourn