

## **1. Call to Order**

The February Board of Supervisors' meeting for Heidelberg Township was held on Wednesday, March 1, 2023 at Porters Fire Company. The meeting was called to order at 5:59PM pm by Chairman Tim Hansen.

Those present:

Tim Hansen, Chairman	Katie Holmes, Secretary
Matt Bollinger, Vice Chairman	Barbara Krebs, Manager
Paul King, Supervisor	
Tim Shultis, Solicitor	

Kurtis Sterner-IT Specialist and approximately 38 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**

Ed Strausbaugh questioned agenda item 10. New and/or Old Business D. Vice Chairman iii. Motion to authorize Manager to contact DCED to start Strategic Planning Process at her convenience and agenda item 10. New and/or Old Business E. Supervisor i. Discuss and award contract to lowest price for lawn and grounds cutting and maintenance on Township Ground and Recreation Park.

Peg Moulton, Representative to the Hanover Trolley Trail Operating Committee, gave a brief update presentation of Hanover Trolley Trail, Hanover Trolley Trail Open House will be March 23, 2023 at Windy Hill Center from 4:00-6:00PM.

Mark Hudak was not present at this time.

Bob Stine stated the format of the agenda does not give residents the opportunity to comment and/or ask questions. He is glad to hear there will be changes to when residents are able to comment and ask questions. He also questioned agenda item 10. New and/or Old Business E. Manager iii. Supervisors request for information.

Meg Powell questioned the half sheet of paper that was available to residents at the back of the Fire Hall and who created this. Supervisor King stated it was put together by him and couple other people, that it will be a part of his agenda discussion. Chairman Hansen stated it is not an approved document by the Board. She also stated that residents should have the opportunity to comment before a vote is taken.

Tara Wentzel questioned Zoning Request Forms that were turned-in in August, she sent new copies to the Manager Krebs. The Manager stated she handed the copies to the Code Enforcement Officer and he is going to look in to them. She also asked what transpired causing water to be coming from the Concession Stand and how we will prevent this from happening again.

Mark Hudak discussed auditors responses to questions on approval of transactions, his Right To Know response on Health Insurance Benefits from 2017-2020, the increase in those benefits, noting that the cost increased significantly, stating there are specific rules that apply to board members receiving health insurance benefits.

Pat Parish discussed Porters Road property line; Chairman Hansen states it is not on our property.

Bob Stine discussed the Zoning Officer, Ordinance Violations and Complaint Forms not being sent and/or taken care of by The Township Zoning Officer.

## **5. Approval of January BOS Work Session Minutes**

Supervisor King requests an amendment be made to the BOS Work Session Meeting Minutes to include the following:

- Tractor Update

Manger Krebs discussed the mowing tractor prices that were received. The repair would cost, \$6,028.86, a new tractor would cost \$12,950 and a used tractor would cost \$14,900. The township Manager will send out RFP's to lawn mowing companies in order to compare with all estimates ***before we buy a lawn mower.***

Chairman Hansen makes a motion to approve the January BOS Work Session Minutes with the amendment, seconded by Supervisor King. Motion passes 3-0.

## **6. Approval of February BOS Meeting Minutes**

Supervisor King request an amendment be made to the February BOS Meeting Minutes to include the following:

**Approval of January Minutes**

Supervisor King makes a motion requesting an amendment be made to the BOS Meeting Minutes ***to include "In a response to Supervisor Kings questions where did the figures come from, Manager responded, she rounded them down."*** Motion died due to lack of a second.

Chairman Hansen request Supervisor King present marked up meeting minutes to the Manager for approval at April meeting.

Supervisor King would like to make a motion to amend the March BOS Meeting Agenda due to information that was just obtained this evening from Mark Hudak that there is a possibility that a supervisor received Health Care Benefits when he was not eligible, in order to take this issue to Executive Session.

Solicitor Shultis states we do not need to add Executive Session to the agenda, a Board member can call for an Executive Session for any legitimate reason under Executive Session Matters and the Board can elect to go in to Executive Session. Supervisor King makes a request an Executive Session be scheduled to answer the questions and discuss the issue of a supervisor and non-employee receiving Health Care Benefits if they were not eligible at the time.

Chairman Hansen states if something was done that did not follow legal code, it needs to come forward from a legal entity and he is not going to discuss it, his understanding was that it was allowed.

Mark Hudak stood to state that this should be the Elected Auditors responsibility to identify issues related to this.

Manager Krebs states the audits were done and there were no findings.

## **7. Fire Report**

Chief Walker read the Porters Fire Company February fire report.

He also discussed with Spring coming and a lot of leaf litter please be extremely cautious when burning.

The Porters Fire Company Social is this Friday March 3, 2023 at 5:00PM

The Brush Truck was found to have rot in bed that will cost at a minimum of \$12,000 to repair. HVAC system was serviced, and discovered the heat exchangers are cracked in all units with the exception of the heater unit in the kitchen.

Pat Parish made a comment on a fire at Marburg Road and can the township do something to fine the repeat offenders to reimburse the Fire Company. Manager Krebs states it is on our Action Item List to pull the Ordinance and look in to this.

Bob Stine discussed the Township considering Leaf Collection.

Tara Wentzel offered to post on community Facebook page about the Fire Threats and open burning.

### **8. Unfinished Business**

Chairman Hansen made a motion to authorize C.S. Davidson engineering to complete survey of two secondary well locations and map generation at a cost not to exceed \$800.00 paid out of COVID account, seconded by Vice Chairman Bollinger. Motion passed 2-1. Supervisor King voted against.

### **9. Zoning /Engineer Report**

February zoning report was read by Secretary Holmes. There were 6 permits issued and \$300.00 collected.

### **10. New and/or Old Business**

#### **Solicitor Tim Shultis, Salzman Hughes, P.C.**

Solicitor Shultis was directed at the February meeting to draft a Resolution establishing the disposal of personal property. The Board can provide comments on establishing value via phone or email.

#### **Manager/Treasurer, Barbara Krebs**

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

#### **General Fund- Checking**

Beginning Balance	\$209,611.71
Revenue	\$ 31,358.50
Expenses	\$ 32,083.20
	\$208,887.01

#### **South West PD Fund**

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

#### **COVID Relief Fund**

Beginning Balance	\$232,568.80
Expenses	\$ 1,712.70
Ending Balance	\$230,856.10

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

Beginning Balance	\$138,873.57
Revenue	\$ 1.18
Ending Balance	\$138,874.75

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

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

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

**March 1, 2023**

Manager Krebs went over the February Office/Maintenance Activity Report.

Manager Krebs discussed Supervisors request for information and the purchase of Laptops/Email Addresses/Cost. She would like guidance from the full board for emails and texts to be sent to Supervisor King. She would like to provide each Supervisor a laptop with a Township email address in order to securely send emails and documents to the entire Board. Manager Krebs originally requested the amount of up to \$25,000 for office security and is now requesting that if this process would work for the Board to allow an increase of \$7,500 for laptops and Microsoft Licensing.

Meg Powell asked if the Board would be manipulating documents or can they only have access via PDF.

Bob Stine asked the price of the Microsoft Licenses. Manager Krebs stated \$377.00/month, \$4,200/per.

Kathy from the Fire Dept stated she had received a quote recently for the fire department and validated the price quote the Township Office received.

Chairman Hansen made a motion to provide laptops and software to the three Supervisors with the additional cost of \$7,500, seconded by Vice Chairman Bollinger. Motion passed 2-1. Supervisor King voted against.

Manager Krebs questioned if the Board was comfortable with her sending emails to the address provided by Supervisor King. Both Chairman Hansen and Vice Chairman Bollinger state no, that address comes back as an unsecure network. Manger Krebs offered to pull emails up on her computer for Supervisor King. Supervisor King states he will consider that or he will file a Right to Know.

Chairman Hansen departs from Manager Krebs agenda to recognize Mr. Larry Sterner. Chairman Hansen presents Larry with a plaque. Larry Sterner has been with the Township for 47 years as Supervisor and Road Master. Chairman Hansen states it is a great honor to recognize Larry tonight and wishes the best for him going forward.

Manager Krebs stated the 2021 Liquid Fuels Audit is complete.

Manger Krebs would like to coordinate with Supervisor King to arrange Tree Grant Pickup. Supervisor King states it has been arranged for 3/30/2023 and volunteers will plant 4/1/2023. The order was cut because some of the trees were unavailable.

Manager Krebs provided the Board a Code Enforcement Report and February's total cost of \$285.00.

Manager Krebs discusses the following items under the Joint Bid process to be awarded.

Vice Chairman Bollinger makes a motion to award the bid for Petroleum Products to Mid-Atlantic Cooperative Solutions, Inc. (Aero Energy). Through the joint bid process 4/1/2023-3/31/2024

- Regular Lead-Free Minimum 87 Octane Gas \$2.7230/gal.
- Diesel #2 Straight Run \$3.5492/gal
- Fuel Oil #2 \$3.4222/gal.

Seconded by Chairman Hansen. Motion passed 3-0.

Chairman Hansen makes a motion to award the bid for Snow & Ice Rock Salt to Deicing Depot through the joint bid process 5/31/2023-5/31/2024 at a delivered price of

- Before 7/1/2023 \$76.39/ton
- Before 10/1/2023 \$77.18/ton
- After 10/1/2023 \$78.76/ton

Seconded by Vice Chairman Bollinger. Motion passed 3-0.

Vice Chairman Bollinger makes a motion to award the bid for Crushed Stone to Vulcan Materials Company through the joint bid process 4/1/2023-3/31/2024

- Sand & Crushed Stone Anti-Skid Type 2 \$14.80/ton, plus delivery charge \$3.60/ton for a total cost of \$18.40/ton

Seconded by Chairman Hansen. Motion passed 3-0.

Manager Krebs would like the Board to consider helping the Fire Department after the Chief and Manager sit together for specific areas they need help.

### **Chairman, Tim Hansen**

Chairman Hansen makes a motion to approve Resolution 2023-04, establishing the wages for maintenance crewperson, seconded by Vice Chairman Bollinger. Motion passed 3-0.

Vice Chairman Bollinger makes a motion to ratify the actions of the Zoning Hearing Boards appointment of Jay Kalisnik as the Zoning Hearing Board Solicitor, seconded by Chairman Hansen. Motion passed 3-0.

### **Vice Chairman, Matt Bollinger**

Vice Chairman Bollinger makes a motion to create a Water Committee, when a list of 5 interested members is created the board will take a vote, seconded by Chairman Hansen. Motion passed 2-1. Supervisor King voted against.

Vice Chairman Bollinger makes a motion to re-establish Park Board for Rec Park and Woodlands area, Manager Krebs would like to bring interested members in to set parameters and discuss how many members will be on the board, seconded by Chairman Hansen. Motion passed 2-1. Supervisor King voted against.

Vice Chairman Bollinger makes a motion to authorize Manager to contact DCED (Department of Community and Economic Development) to start Strategic Planning Process at her convenience. Discussion was had as following: Supervisor King questioned what problems do we have, stating we should have an idea of what we are looking for. Supervisor King noted he would like to talk to townships that have done this in the past. After much discussion between the board and the residents about strategic planning process, the motion was seconded by Chairman Hansen authoring the manger to contact DCED to start the process. Motion passed 2-1. Supervisor King voted against.

Vice Chairman Bollinger acknowledged the receipt of NYCRPD 2022 Annual Report.

Vice Chairman Bollinger stated the Police Department set out an automated license plate reading trailer on Pamadeva Road for 10 days, it recorded every vehicle going by and its speed. The maximum speed was 44mph, 4 contacts were made with the vehicles' driver.

Pat Parish stated she drove down Pamadeva Road and the road has curbs and is pristine.

Richard Cook states that the curbs on Pamadeva Road were put in by a Pastor who owned and developed that property.

### **Supervisor, Paul King**

Supervisor King stated today was the first day to do the traffic count for low volume traffic grant. Supervisor King did the count today from 3:00-5:00PM today on High Rock Road from Moulstown to the Y in the radio at the radio towers. The total count you cannot exceed in order to qualify for the grant is 500. The count he got today was 888.

Supervisor King stated one of our problems can be solved within the township for the maintenance of the parks and grounds. He provided at the back of the room for the residents and to the Board a comparison sheet that he created. Tara Wentzel questioned the managing figures on Supervisor Kings comparison sheet and if a Park Board is being created wouldn't those responsibilities be put on the Park Board?

Meg Powell questioned external contractors list of duties and if it was approved by the entire board. Supervisor King stated no, each contractor was told to duplicate the work that was already being done.

Supervisor King thinks that Manager Krebs could meet with the contractors, confirm the parameters and to see if it is in agreement with what the Board would consider. Supervisor King stated we could table this until next month.

Peg Moulton questioned if there was an RFP? Supervisor King stated they were to duplicate what was already being done.

Bob Stine questioned where the labor costs on Supervisor Kings comparison sheet came from. Supervisor King stated that the costs came from this year's budget.

Manger Krebs stated moving forward with the new timesheet, the time is broke out and she will be able to provide a really good number for a budget next year. The comparison sheet provided also includes government building work, not just mowing of the grounds.

Supervisor King stated pretty soon April is going to be here and we won't have comparisons, lawn mower or a contractor. Vice Chairman Bollinger states we can still get through this year with the mower and/or purchase a \$1,000 mower from Lowes.

Supervisor King states we will table the motion with Vice Chairman Bollinger giving a better option of buying a used or cheap lawn mower for \$1,000.

Supervisor King states that his comments on the Water Committee were already discussed.

## **11. Public Comment**

Mark Hudak questioned Vice Chairman Bollinger on what his position is for the documentation that Health Care Benefits were okay to receive. Vice Chairman Bollinger states his position would be that he would want to see the documentation either way and until then he will not comment.

## **12. Meeting adjourned at 8:15pm.**

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Katie Holmes, Secretary