

1. Call to Order

The June Board of Supervisors' meeting for Heidelberg Township was held on Wednesday, July 12, 2023 at Porters Fire Company. The meeting was called to order at 6:01PM 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
Judy Mustard, Office

Kurtis Sterner-IT Specialist and approximately **28** 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.

Chairman Hansen welcomed the new township employee, Judy Mustard.

Supervisor King questioned the position Judy will fill. Manager Krebs stated she was hired as a probationary employee, as discussed in executive session. During the Reorganization Meeting it will be determined what position she will hold.

4. Public Comment

Supervisor King states that he would like to amend the agenda, under Public Comment, Mark Hudak is listed with no subject listed next to his name. Supervisor King stated under the Sunshine Law Act it requires that all people on the agenda have the subject matter listed (Section 710.1). So, if the Board would wish to take action on Mr. Hudak's comments they will not be able to do so. Mr Hudak stated when he requested to be on the agenda, a specific purpose was given. Supervisor King would like the Agenda amended to include Mr Hudak's subject. Supervisor King made a motion that the subject be, reference Health Insurance and 2019 & 2020 Audit.

Manager Krebs stated the subject is not on the agenda because she received an email from Mr. Hudak on Friday only asking to be on the agenda.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to proceed with the meeting, Vice Chairman Bollinger intends to take no action on Mr. Hudak's public comment item. Supervisor King states this will be a violation of the Sunshine Act. Motion passed 2-1.

Ben Dinkle, from York County Planning Commission, gave a brief presentation on the 2025 Transportation Improvement Program. He provided a handout Titled 2025 Transportation Improvement Program noting all 72 municipalities will be visited this summer to receive this information to solicit new projects. His division focuses on the movements of goods and people in the York area.

Nick Gentile, 870 Iron Ridge Road, gave a brief statement on Supervisor King's meeting at the park, the boy scout project, agenda items and holding up the meeting, as well as the actions that occurred at the Township Office on Monday. He expressed his frustration with Supervisor King and not working with the township manager.

John Johnstonbaugh, 790 Menges Mills Road, respectfully asked the BOS to reserve his time for after the Board discussion of a Park and Recreation Committee to be formed. Chairman Hansen answered, yes.

Mark Hudak, 929 Porters Road, gave a brief statement on the Board of Supervisors, and the surcharge of Health Insurance and the audit that was performed by SEK.

Pat Parish, 6231 Hoff Road, stated she was at Supervisors King's meeting at the park and that she agrees with Nick Gentile's statements regarding the park meeting.

Victoria Senft, 6118 Danner Drive, stated she was at Supervisor's King's meeting at the park, she video taped that meeting if any Supervisors would like to see it – she can provide the video. She also expressed her frustration over the division among the community and would like to see everyone pull together.

Peg Moulton, Laurel Woods, gave an update on the Hanover Trolley Trail. She stated the Snack Town Fest in downtown Hanover will be this Saturday for those who wish to attend.

Bob Stine, 6327 Straw Acres Road, gave a statement on Supervisor King's negative actions and he expressed his support of Supervisor Hansen and Bollinger's dramatic changes in a positive direction to improve relationships with the public and to move forward.

Renan Castillo, 6826 Cannery Court, stated that he was at Supervisor King's meeting at the park, he thinks it was a fantastic meeting, some people were excessively aggressive and excessively focused on the past, but overall, a productive meeting and is hopeful for a productive proposal to move forward.

5. Approval of June BOS Minutes

Supervisor King would like to amend the June BOS Minutes with the following addition, Page 5 of 6 Paragraph 7 regarding purchasing a new lawn tractor vs a lawn service [He also read statements from 2 residents *that were in support of that position*, that were not able to attend the meeting tonight.]

Chairman Hansen makes a motion, seconded by Supervisor King to approve the June BOS Minutes with Supervisor King's addition. Motion passed 2-1. Vice Chairman Bollinger voted against.

6. Communications

Chairman Hansen stated that the Township received a letter from PennDot restricting truck traffic on Iron Ridge Road. Basic tractor trailer use is prohibited. Farming operations will be allowed.

Chairman Hansen stated that the Archery Permits will be available beginning August 1, 2023 at the Township office. He stated residency in the Township is required and only 35 permits will be issued.

7. Public Safety

Porters Fire Company

Captain Wilkes read the Porters Fire Company Report. Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to accept the Porters Fire Company Report. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to accept the Porters Community Fire Company Relief Association Compliance Audit. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve the allocation of a \$25,000 donation to the Fire Company out of COVID Funds. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to authorize the Solicitor to prepare appropriate Resolution for the transfer of COVID monies to the Fire Company. Motion passed 3-0.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to accept the requested donation by Captain Robert Wilkes from Porters Fire Company for a utility truck of \$45,000 from the General Fund. The \$45,000 donation is part of the general fund budget amount but the \$25,000 is extra over the budgeted funds. Motion passed 3-0.

NYCRPD

Officer Matt Sikowi read the NYCRPD police report, spoke about SAVVY Citizen app, 5 new officers started the Police Academy July 5th and 3 officers who are to graduate on July 14th, 2023.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve the budgeted NYCRPD ALPR Contribution/Donation request in the amount of \$10,000 from the General Fund. Motion passed 3-0.

8. Planning /Zoning

Katie Holmes read the June Zoning Report. There were 6 permits issued and \$300.00 collected.

9. Code Enforcement

Chairman Hansen stated that the Code Enforcement Report was received by CCIS, Inc. Supervisor King pointed out a possible discrepancy in the December dates. Manager Krebs stated she is meeting with the Code Enforcement Officer this week to go over the report.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to table the Code Enforcement Report until next meeting. Motion passed 3-0.

10. Finance

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve the May Treasurer's Report and Bills Paid Report. Supervisor King questioned why we do not have a bills unpaid report this month. Manager Krebs stated all the bills were paid due to the holiday and having the BOS Meeting a week late. Motion passed 2-1. Supervisor King voted against.

General Fund- Checking

Beginning Balance	\$492,755.57
Revenue	\$ 95,232.36
Expenses	<u>\$ 33,455.40</u>
	\$554,532.53

South West PD Fund

Beginning Balance	\$42,412.59
Expenses	\$ 0.00
Ending Balance	\$42,412.59

COVID Relief Fund

Beginning Balance	\$228,247.88
Expenses	<u>\$ 23,542.05</u>
Ending Balance	\$204,705.83

State Fund Checking-Savings

Beginning Balance	\$279,806.10
Revenue	<u>\$ 2.38</u>
Ending Balance	\$279,808.48

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

Eagle Scout, Noah Schneider gave a project update. Installation of the project will start Wednesday, the financial breakdown and a request for donation of \$1,281.00. Chairman Hansen stated Noah needs to meet with the Township Manager, we need more information and specifics of what is needed to put it up and take it down before any further work is started and questioned ADA Compliance. The supervisors agreed that as long as the Township can take the canopy up and down without expense the project can continue and that the manager can approve it to continue. A suggestion was made to create a template for boy scouts to plan and execute their projects. Chairman Hansen stated the general maintenance, mowing and watering of the trees continues at the Recreation/Municipal Complex.

11. Water

Jessica Fieldhouse – Planner/Grant Writer from C.S. Davidson gave a Water Company Grant/Security Update. Local Share York Local Grant fund is an annual reoccurring grant that requires no matching funds, the funds are generated from the Category 4 Casino that was constructed in Springettsbury Township. Municipalities in York County can apply for these funds. It can be used for infrastructure. We are proposing to apply for about \$98,000.00 for fencing, lighting, and security system. Also, plan on applying for York County CDBG Program, funds to conduct feasibility study for the Water Company. Once the study is completed the municipality can apply for additional funding.

Supervisor King asked if Jessica had an idea on timetables for grant applications and for work to begin. Jessica responded; grants are due around September 30. CDBG awards should be made in December and the Local Share York Grant awards could take 10 months or so. Chairman Hansen asked if there was any DEP involvement. Jessica stated that yes, we are going to need permits from DEP which is another reason we need the study completed.

Nick Gentile asked Jessica if Townships ever take responsibilities on themselves? Jessica responded, yes, they do.

12. Highway, Roads and Streets

Chairman Hansen stated that the Dirt and Gravel Grant for Sycamore Drive has received preliminary approval and the funds are expected in July.

Chairman Hansen stated 1.84 tons of cold patch, storm water repairs, shoulder repairs, signage & shoulder mowing has been done. Supervisor King stated there was a new boom mower at the Township. Vice Chairman Bollinger stated that it was borrowed from Jackson Township while our boom mower is being repaired.

13. Solicitor

Solicitor Shultis gave an update on the Cable Franchise. Solicitor Shultis stated that he is asking Manager Krebs to put the agreement with Cohen Law Group on the Heidelberg Township Website for residents to review. The length of the agreement is 10 years. Solicitor Shultis highlighted a few changes proposed.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to advertise the proposed Ordinance adopting the Franchise Agreement. Motion passed 3-0.

Supervisor King asked Solicitor Shultis how did this item [Recreation Board/Committee] get on your agenda, after reviewing the minutes from last month he does not see where the Board asked him to do that work.

Solicitor Shultis gave differences on the creation of a committee and/or a Board. Residents in the audience asked questions and the Board had a discussion while the Solicitor answered their questions which will have to be laid out in the Ordinance once prepared.

Supervisor King made a motion authorizing the Township Manager and the Solicitor to move forward to draft an Ordinance to create a recreation board in compliance with section 2204 of the Municipal Code following provisions to be included:

1. 5 member Board of Township residents with 1 year residency required

2. No authorization to spend money
 3. Members of the Board to be selected and their terms to be set at an executive session
- Motion died due to lack of a second.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to authorize the Township Manager and Solicitor to move forward putting paperwork together for the creation of Board/Committee. Motion passed 3-0.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to adopt Ordinance 2023-01 Volunteer Service Credit. Motion passed 3-0.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to adopt Resolution 2023-06 Tax Relief EMS Fire. Motion passed 3-0.

Vice Chairman Bollinger made a motion, seconded by Chairman Hansen to adopt Resolution 2023-09 Fire Tax Allocation to Fire Department. Motion passed 3-0.

Chairman Hansen made a motion, seconded by Vice Chairman Bollinger to approve amendment to Township Manager Employment Agreement. Supervisor King stated the amendment to the agreement was not what was discussed in the executive session. Vice Chairman Bollinger stated he remembers Supervisor King calling this a bonus/training payment during executive session. Supervisor King stated he was in favor of what was discussed but the amendment made was not what was discussed. Solicitor Shultis stated that if we are going to discuss this in any kind of detail it should be done in executive session. Motion passed 2-1. Supervisor King voted against.

14. Supervisors

Chairman Hansen stated that the dedication ceremony for Larry Sterner Memorial Park is projected to take place in October. The township manager is working with the family on the celebration.

Vice Chairman Bollinger stated that we have the first ever Township Newsletter in the making and that resident, Meg Powell, has begun preparing in hopes to send out in the Fall and to add to next years budget. They hope to call it the Heidelberg Herald and they would love to set it up electronically in the future.

Vice Chairman Bollinger stated that he brought forth the idea to Manager Krebs of using SAVVY Citizen for alerts, road closed, burn bans, etc. Again, there is a cost to it and it would need to be budgeted for next year.

Supervisor King stated that based on the public comment of Mr. Hudak, he is asking the board to send a letter to SEK inquiring as to the 2019 and 2020 Audit regarding the health care issues and expenses looked at. Chairman Hansen stated that he does not see this item on the agenda. Supervisor King stated that was why he asked to amend the agenda in the Public Comment section.

Supervisor King made a motion that Katie and Judy work 20 hours per week at the township office and Manager Krebs sets her own hours. Vice Chairman Bollinger stated he is inclined to follow the Managers recommendations for the office. Motion died due to lack of second.

Supervisor King stated we have had reports during this meeting on the Supervisor Meeting at the park this evening. His next Supervisor meeting will be held at the park pavilion on 7/24/2023 at 6:00PM, the subject will be roads. Chairman Hansen emphasized only one supervisor is holding this meeting.

Supervisor King stated that when we get a board/committee, the equipment for the park can be arranged through a grant. The golf cart and/or 2nd hand lawn mower should be included in the grant writing. Chairman Hansen stated it was reported that repairs to the lawn mower was going to be \$700, the official quote which we received from Messicks is \$6,028. Chairman Hansen would like to get on the agenda at the next meeting that we purchase a new tractor.

Heidelberg Township York County, PA
Board of Supervisors' Meeting

July 12, 2023

Supervisor King asked if it was for the steering column leak repair, was it repaired at \$700, we voted to have it repaired, he will contact them tomorrow. Chairman Hansen stated the Board does not authorize Supervisor King to contact Messicks. Vice Chairman Bollinger stated if Supervisor King brings information about mowers, it is a waste of Supervisor Kings time, the Board wants to see the information come from the staff at the office.

Supervisor King questioned if we have received the Comprehensive Plan. Manager Krebs stated she believes she has located a copy.

Supervisor King stated the zoom link posted on the website is very difficult to see and hear. Kurtis responded there is a noise canceling feature for loud noise, he will look for a better microphone & webcam.

Renan Castillo commented that he would be able to help Kurtis set up the zoom a different way if there was any interest.

Vice Chairman Bollinger stated that one quick solution is, if you want to speak, come to the podium.

Travis Laughman questioned how many people were watching the zoom tonight. Kurtis responded, 2. Chairman Hansen suggested adjusting the camera and is not in favor of spending any more money.

Supervisor King stated there is confusion between our Township Website and Township Facebook. We should state on the Website that we do not have a Facebook page. Chairman Hansen stated that we will make it clear on the website that it is not official township business.

Supervisor King asked that all RTK's be posted to the website for 30 days to prevent duplicate RTK's in addition to the fact that some people have been given information that they had to file an RTK when they didn't.

Supervisor King stated he has a quote for SAVVY Citizen app, \$99/month and two plug-ins \$20.00 each/month and is very much in favor of doing this. He would like them to come to the next meeting or zoom in to go over it with everyone.

Supervisor King asked the Board to approve the sale of the grader, sweeper, leaf vac and lawn tractor in November. Vice Chairman Bollinger asked if rather than a golf cart wouldn't it make more sense to get a utility vehicle of some type? Earlier this year we went over this and our mission was to attack it around October. Chairman Hansen asked Supervisor King if he was forgetting the \$7,000 repair for the lawn tractor. Supervisor King stated he has not seen the quote. Chairman Hansen provided a copy of the quote. Supervisor King responded that the quote is dated January 14, 2023 so we've all seen this, as these were the repairs it needed back then. We all voted not to have the repairs done and since this date it has been used. Paul Hilbert responded that a 4wheel drive tractor is needed to mow the hills, a golf cart does not mow the hills. Supervisor King stated that we can not afford over \$30,000 worth of lawn cutting equipment because, his analysis has shown it is cheaper to hire outside services.

Supervisor King stated we have already discussed the next 2 items on the agenda, Eagle Scout Donation as well as the Recreation Park Board.

Supervisor King stated that if anyone wants to see an audit or audit report they can come in to the township office and ask to see it, they do not have to file a RTK and they do not have to have the manager sit there as they go over the audit. If they have any questions they can go back to the Manager. Chairman Hansen said that is how it's always been, we've always offered the report to the public.

Meg Powell asked if we were not going to talk about mulch. Supervisor King stated he does not have any information on the mulch tonight.

15. Old Business

Chairman Hansen stated we still have not heard back from Penn-Mar Radio Room Park Facilities Agreement with an attached list of requirements.

16. New Business

17. Upcoming Meetings

Chairman Hansen stated that the Planning Commission and Zoning Hearing Board July Meetings were cancelled due to lack of business.

18. Adjourn

Chairman Hansen made a motion seconded by Vice Chairman Bollinger to adjourn the meeting at 8:08PM. Motion passed 3-0.

Katie Holmes, Secretary