

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
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**November 18, 2025
MEETING MINUTES**

Board members present:

Paul Fetter
Ted Cromleigh
Stephen Martin

Others present:

Jennifer Snyder – Office Manager
Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Sean Weik – Public Works Superintendent
Justin LaTourette – Utility Operator
7 members of the public

The meeting was called to order at 7:00 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Jean Rowe asked questions about potential development of the lots located at the Route 501/Route 897 intersection. She received a copy of a development drawing and asked if the Township knew anything about the proposed development. It was noted that no formal land development plan was submitted to the Township. She is hopeful to speak to someone about a intersection safety prior to any development roadway discussions.

A review of the meeting minutes of October 28, 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of October 28, 2025 and was seconded by Steve Martin. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills submitted for a total of \$73,524.83 from the Light Fund and General Fund for bills and payroll. Steve Martin seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$69,278.07. Steve Martin seconded the motion and the motion carried.**

Bills for the Water account were submitted for review and payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of 5,227.37. Steve Martin seconded the motion and the motion carried.**

The Treasurer's Report for October 2025 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for year-to-date revenues and expenditures.

The Public Works Report for October 2025 was reviewed.

Hackman Paving will lay stonedust on the walking trail once their schedule allows. The inlet at Sunnyside & Sheep Hill Road was replaced. Currently they are working to dress the trucks for winter weather. Sean Weik noted some concern about tree trimming on Obie Road and Michters Road but it is for utility pole replacements.

The Gasboy report for October 2025 fuel usage was reviewed.

The Zoning Officer's Report for October 2025 was reviewed.

The PA State Police Report for October 2025 was reviewed.

A Park and Recreation meeting was held but Ms. Snyder did not receive information as normally provided. Their primary purpose for meeting was to gather information for a grant application.

Engineer's Report

Bob Lynn presented the Engineer's report.

The Middlecreek Mennonite School Land Development Plan was presented by Tom Matteson of Diehm & Sons. Ted Cromleigh abstained from discussion due to professional conflict. Existing farm buildings on the property of 258 Albright Road were torn down to build a new school. The plan required zoning relief for a parking setback which was granted. There are three deferrals and one waiver requested, primarily centered around street improvements. Planning Commission had no objection to the waiver and deferrals or plan approval. They are requesting an assignment of lesser sewer EDUs based on a lack of food prep area and the number of total staff to student ratio. After discussion, the Board and Bob Lynn agreed to assign 5 EDUs to the school and monitor the water use for 2 years. Should they exceed using 5 EDUs they will need to purchase additional units of sewer capacity. The sewer line to their building only services them so the question of who owns the line was raised. After conversation it was determined that the school will own the line until such a time that it necessitates a dedication to the Township. **At this time, Steve Martin made a motion to approve the requested Waivers and Deferrals for the Middlecreek Mennonite School Land Development Plan. Chairman Fetter seconded the motion and the motion carried. Then Steve Martin made a motion to approve the Middlecreek Mennonite School Land Development Plan. Chairman Fetter seconded the motion and the motion carried. Next, Steve Martin made a motion to approve the Stormwater and Financial Guaranty Agreements. Chairman Fetter seconded the motion and the motion carried. Steve Martin then made a motion to approve the Financial Guaranty amount of \$579,136.00. Chairman Fetter seconded the motion and the motion carried. Lastly, Steve Martin made a motion to approve the assignment of 5 sewer EDUS to the Middlecreek Mennonite School to be evaluated when the school reaches capacity. Chairman Fetter seconded the motion and the motion carried.**

Paul Heller the owner of the lot addressed as 234 Millbach Road established a financial guaranty for the installation of sewer line that will service his lot and the new home at 230 Millbach Road. He requested a release of the escrow but a maintenance guaranty and bond are needed prior to releasing the Letter of Credit. Staff will work with Mr. Heller on establishing those items.

The proposed solar project at the Kline farm on Old Mill Road has offered a Time Extension until 2/13/2026. **After brief discussion, Ted Cromleigh made a motion to approve the Time Extension for the Kline solar project until 2/13 2026. Steve Martin seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The agreements presented to the Fire Company and EMS for their LSA Grant applications were signed and returned to Ms. Snyder.

OLD BUSINESS

There was none.

NEW BUSINESS

The 2026 Budget draft was presented to review and approval. Ms. Snyder noted the budget was on the township website and advertised for adoption at this meeting. She received no comments or questions about the budget draft. **After brief conversation, Steve Martin made a motion to approve the 2026 Budget for adoption as presented. Ted Cromleigh seconded the motion and the motion carried.** Jedd Erdman offered a letter rescinding his request for removal from the Planning Commission Board. His personal reason for needing to leave is no longer an issue and he would like to continue serving the community. **After brief conversation, Chairman Fetter made a motion to accept the resignation rescind and allow Mr. Erdman to continue serving on the Planning Commission. Ted Cromleigh seconded the motion and the motion carried.**

Utility Update

Justin LaTourette of Purified Operations was in attendance to discuss utility matters.

The Water Report was reviewed.

A hydrant was hit in a vehicle accident on Route 419 North of Balsbaugh Insurance. An insurance claim was filed for the damage and repair costs.

There were no violations or issues since last meeting.

The Sewer Report was reviewed.

The Kleinfeltersville Pump Station grinder pump was reinstalled.

The generator water pump at the Prescott Pump Station failed and had to be replaced.

Chairman Fetter thanked Mr. LaTourette and the Public Works department for hanging the Christmas wreaths through town. Residents really appreciate the festive look through town.

The EIT Report for October 2025 was presented for review.

The SEO Report for October 2025 was presented for review.

Secretary Report

The Schaefferstown Event Association would like to close South Market Street from Heidelberg Avenue to Sheep Hill Road for a Christmas event on November 23rd from 4-10PM. Use of Fire Police and the Township light pole and generator were requested as well. **After brief discussion, Ted Cromleigh made a motion to allow for road closure, use of Fire Police and Township light pole and generator for Christmas Event on November 23rd. Steve Martin seconded the motion and the motion carried.**

The Holiday schedule for 2026 was presented for approval. **After brief review, Ted Cromleigh made a motion to approve the 2026 Holiday Schedule. Steve Martin seconded the motion and the motion carried.**

The 2026 Meeting Date schedule was presented for approval. Meetings from January through April will be advertised as occurring at the Schaefferstown Fire Hall during the interior remodel construction period. **After brief discussion, Ted Cromleigh made a motion to approve the 2026 Meeting Dates as presented. Steve Martin seconded the motion and the motion carried.**

At 8:17 Chairman Fetter called an executive session to discuss litigation matters. At 8:49 the Board reconvened into regular session.

At 8:54 Chairman Fetter made a motion to adjourn, which was seconded by Steve Martin. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held December 16, 2025 at 7:00pm. The meeting location will depend on the construction schedule and will be located at the Schaefferstown Fire Hall or in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary