

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
PO Box 188 111 Mill Road
Schaefferstown, PA 17088
(717) 949-3885 fax (717) 949-2915 htac@comcast.net

**October 28, 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
8 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.

Sara Bair from the Myerstown Library was in attendance to note summer program milestones and distribute library information. The Board asked if she could provide population information denoting the number of Heidelberg residents using the library. Ms. Bair said she will work to provide that information for a future meeting.

A review of the meeting minutes from September 23, 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of September 23, 2025 and was seconded by Steve Martin. The motion was approved.** Also provided for review were the minutes for the Budget workshop held October 14, 2025. **After brief review, Ted Cromleigh made a motion to approve the minutes from the October 14, 2025 Budget Workshop. Steve Martin seconded the motion and the motion carried.**

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 \$456,524.93 from the Light Fund, Park & Recreation Fund, State 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 \$5,491.63. 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 \$15,864.54. Steve Martin seconded the motion and the motion carried.**

The Treasurer's Report for September 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 September 2025 was reviewed.

Patch work on various roads is currently being conducted.

Sean Weik asked what the Board would like to do with the old bleachers at the softball field. Board were replaced but since new metal bleachers were purchased the others are no longer needed. Mr. Weik suggested donating them to the Fire company to use at their ball field. The Board decided that would be a good option and asked Mr. Weik to contact the Fire Company.

The Board noted that the sod on the baseball field looks very nice and thanked all involved for their work to achieve the improvement.

The Gasboy report for September 2025 fuel usage was reviewed.

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

The PA State Police Report for September 2025 was reviewed.

A Park and Recreation discussion was held. The minutes from their September 2025 meeting were reviewed. A brief review of their October 2025 meeting was included as well.

Marshall Kramer of the Park and Recreation Board was in attendance. He noted that the Board is waiting to hear if the Grant is received to rehab the triangle of land for recreation use. They do not intend to meet in November or December.

Sean Weik stated the walking trail will have stone dust applied but he is trying to work with Hackman Paving to lay the dust with their equipment. Jean Rowe noted that ruts from a motorized vehicle were seen in the stone on the trail. Mr. Weik noted that bollards will be placed in various locations on the trail so it is not usable for motorized vehicles. Signage notifying trail users that motorized vehicles are not permitted could be used as well.

Engineer's Report

Bob Lynn presented the Engineer's report.

Mr. Lynn discussed the roof insulation replacement options. After discussing the matter with the contractor, it was noted that the previous cost payable by the Township was incorrect as it didn't include labor charges. The total attributed to the Township would be \$18,297.00. He will coordinate with Woodland Contractors for the insulation install during the interior building remodel.

The Interior Remodel contracts were available to sign. The Board would like Solicitor Leonard to review the contracts prior to execution. **After brief discussion, Chairman Fetter made a motion to execute the contracts for the awarded interior remodel project. Ted Cromleigh seconded the motion and the motion carried.**

The Duane Martin Major Land Development plan was submitted for review and approval. Ted Cromleigh abstained from conversation due to professional conflict. Adam Long of Diehm and Sons was in attendance to present the plan. A single-family home is proposed for the existing lot. Two waivers for berm size and spillway modification are requested. The Financial Security has been established as restricted escrow. **After a brief discussion, Chairman Fetter made a motion to grant the requested waivers for the Duane Martin Land Development Plan. Steve Martin seconded the**

motion and the motion carried. Then, Chairman Fetter made a motion to approve the land development plan for Duane Martin. Steve Martin seconded the motion and the motion carried. Finally, Chairman Fetter made a motion to approve the Financial Security and Development Agreements for the Duane Martin land development plan. Steve Martin seconded the motion and the motion carried.

The new home proposed at 238 S Lancaster Avenue will require water and sewer taps to the main lines of each utility. To connect the street will need to be cut into and the application for a permit requires a \$7500 Bond. The contractor, Alden Homes, asked if a cash escrow would be an option instead of a bond. **After brief discussion, Ted Cromleigh made a motion to allow AldenHomes to place a \$7500 escrow in lieu of a bond for their required street cut permit. Steve Martin seconded the motion and the motion carried.**

Lavern Martin's land development project at 1011 Schaeffer Road is nearly complete and they have requested release of their escrow. Bob Lynn noted that all inspections were completed, but they did not build the large pole barn approved on the plan. There is a small amount of stormwater attributed to that barn that cannot be completed until it is built. The Board noted that the small amount of money kept for the items not complete are not necessary and are acceptable of releasing the entire escrow amount. **After brief discussion, Ted Cromleigh made a motion to waive as-built requirements and release the held escrow of \$36,328.05. Steve Martin seconded the motion and the motion carried.**

The Jack Keener land development project offered a Time Extension until January 27, 2026. **After brief discussion, Ted Cromleigh made a motion to approve the Jack Keener Time Extension until January 27, 2026. Steve Martin seconded the motion and the motion carried.**

Steve Spohn requested release of his held Letter of Credit for his new house land development plan. Bob Lynn noted that as-built plans have been reviewed and all punchlist items have been completed. **After brief discussion, Ted Cromleigh made a motion to release the financial guaranty for Steven Spohn in the amount of \$40,246.53. Steve Martin seconded the motion and the motion carried.**

The Abner Stoltzfus land development project offered a Time Extension until January 27, 2026. Ted Cromleigh abstained from discussion due to professional conflict. **After brief discussion, Chairman Fetter made a motion to approve the Abner Stoltzfus Time Extension until January 27, 2026. Steve Martin seconded the motion and the motion carried.**

Bob Lynn noted that 2026 will be our year for a MS4 waiver application due September 2026. In this round, volume control will be the emphasis and a 30% plan to address the issue will be required. If we are denied a waiver, we will have many projects to complete for compliance with the MS4 requirements.

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Agreements were presented for review associated with LSA Grant applications for the Fire Company and Schaefferstown EMS. First, a co-operative agreement is required by DCED to receive the reimbursement of grant funds awarded to the Schaefferstown Fire company since we paid an invoice created for them. **After brief discussion, Ted Cromleigh made a motion to approve the LSA Grant co-operative agreement form. Steve Martin seconded the motion and the motion carried.** The second agreement is a Grant Application agreement the spells out what each entity's role are in the LSA Grant application process. This would be executed by any subgrantee and the township when the township is the agent acting as the applicant. The Board will review but noted the need for the agreement.

Solicitor Leonard noted that legislative changes to the CPA advertising rules means we no longer have to place an ad stating we are using a CPA if we are continuing the practice. If a township wishes to change their current method of performing an audit, an advertisement would be warranted. Other matters of discussion will be for Executive Session.

OLD BUSINESS

There was none.

NEW BUSINESS

The 2026 Budget draft has been prepared and reviewed at our October 14th budget workshop. After minor changes, the amended 2026 Budget draft is presented for board review. The Board was acceptable of the new draft and are ready to advertise the prepared budget for adoption. **Ted Cromleigh made a motion to advertise the draft 2026 Budget for adoption at the November 18, 2025 Board meeting. Steve Martin seconded the motion and the motion carried.**

The 2026 Minimum Municipal Obligation pension state aid amount has been received and transferred into our Pension fund. The amount of \$22,400.66 not covered by the state will be required for the Township to move into the Pension fund. The amount is accounted for in the yearly budget. **After brief discussion, Ted Cromleigh made a motion to approve the 2026 municipal pension obligation transfer of \$22,400.66. Steve Martin seconded the motion and the motion carried.**

The office printer previously approved for purchase is not included in the 2025 budget. Resolution 981 has been presented to account for the unplanned expenditure which will denote the addition and which funds the money will come from to pay for the machine. The Board noted the cost will be shared by the Township, Sewer and Water accounts. **Ted Cromleigh made a motion to adopt Resolution 981 to account for the new copier purchase of \$9,975.00 from General Fund, Sewer and Water accounts. Steve Martin seconded the motion and the motion carried.**

The Schaefferstown Fire Company presented a quote and resolution for their 2025 LSA Grant application. Since the Township must be the grant applicant, a Resolution must be passed as part of the grant application. **After brief discussion, Ted Cromleigh made a motion to approve Resolution 982 for the 2025 LSA Grant application for the Schaefferstown Fire Company. Steve Martin seconded the motion and the motion carried.**

CM High presented their annual red light maintenance agreement with no increase to the cost. **Ted Cromleigh made a motion to approve the CM High red light maintenance agreement for \$845.00. Steve Martin seconded the motion and the motion carried.**

Colleen Gallo, solicitor for the zoning hearing board, supplied a supplemental document to be included in the zoning hearing application. The document aids both the applicant and board spelling out requirements for the variance criteria. The Board agreed that the document will be helpful. **Ted Cromleigh made a motion to add the variance criteria document to the zoning hearing application. Steve Martin seconded the motion and the motion carried.** Also reviewed is a new yard posting sign that would include a pocket for zoning hearing information and a QR code for those that wish to view the information digitally. The Board thought the signs would be helpful to residents in learning information about the hearings. **After brief discussion Ted Cromleigh made a motion to order Hearing Notice signs for township use. Chairman Fetter seconded the motion and the motion carried.**

Our electric contracts are set to expire in November. While the government consortium we once used no longer exists, Direct Energy/Kinect is still providing the Township service for our electric supplier. Quotes for multi-year contracts were reviewed and a 36-month contract will give us a rate of .0977 per KWH. **After brief discussion, Ted Cromleigh made a motion to approve 36-month electric contracts through Direct Energy at a rate of .0977 KWH. Steve Martin seconded the motion and the motion carried.**

Utility Update

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

The Sewer Report was reviewed.

The Kleinfeltersville Grinder Pump has not been replaced yet and the transfer switch was not reinstalled to date.

The Water Report was reviewed.

Water use is up a bit but testing was being conducted and a meter pit was found to be leaking.

The Verizon phone lines used to communicate with the water tank levels will be discontinued by Verizon. Moving forward, radio monitoring will be used and Mr. Latourette will work with staff to make that change.

A call system for emergency notifications was discussed. Mr. LaTourette received pricing for an on-call system where credits are purchased to make on-demand phone calls. The onboarding cost will be \$1,000 and the per call cost will be \$.15. The Board would like to see the information to review before making a decision.

The EIT Report for September 2025 was presented for review.

The SEO Report for September 2025 was presented for review.

Secretary Report

The Schaefferstown Event Association would like to close South Market Street from Heidelberg Avenue to Sheephill Road for a Halloween even on October 31 from 4-10PM. Use of Fire Police and the Township light pole and generate were requested as well. **After brief discussion, Chairman Fetter made a motion to allow for road closure, use of Fire Police and Township light pole and generator for Halloween Event on October 31st. Steve Martin seconded the motion and the motion carried.** Marshall Kramer of the event group said they are hoping to have a Holiday event on November 23rd as well and will let the Township know when details are finalized.

Cardboard recycling at the Township lower lot was discussed. The container provided by TNT Sanitation has on many occasions been overflowing with cardboard. Investigations determined that many out of Township or commercial users are leaving their cardboard in the container. Boxes not in the container must be cleaned up by Township staff or neighbors. The Board noted that the container is no longer serving the residents as intended and will discontinue the cardboard recycling program at the end of the year.

Ms. Snyder was contacted by a resident regarding America 250 events next year. The resident would be willing to assist in planning events should the township wish to have any. The Board said that it would be fine and asked Ms. Snyder to communicate with them.

Ms. Snyder received notification late this afternoon that the Marcellus Shale Grant is eligible to apply for this year. Lebanon County Planning Department oversees the grant and the funds are denoted for recreation type projects. While the Recreation Board did not intend to meet in November, Marshall

Kramer said he will speak to the other board members and discuss if they wish to meet to review the grant parameters.

Dan Martin of Blue Lake Builders was in attendance per his attorney's request. Linda Sue Garden development agreements are near finalization. Solicitor Leonard said she has been communicating with the Blue Lake Builders attorney and most improvement acceptances are in place and should be complete for next meeting.

At 8:47 Chairman Fetter called an executive session to discuss litigation matters. At 9:08 the Board reconvened into regular session.

At 9:12 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 November 18 2025 at 7:00pm in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary