

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

PO Box 188 111 Mill Road  
Schaefferstown, PA 17088  
(717) 949-3885 fax (717) 949-2915 htwpbs@comcast.net

**January 4, 2021  
MEETING MINUTES**

Board members present:

Paul Fetter  
Bruce Kramer  
Ted Cromleigh

Others present:

Sean Weik – Public Works Superintendent  
Jennifer Snyder – Office Manager  
2 members of the public

The meeting of Heidelberg Township was called to order at 7:12PM by Paul Fetter, followed by the Pledge of Allegiance to the Flag.

**At this time, Ted Cromleigh made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Bruce Kramer seconded the motion and the motion carried.**

The Reorganization of the Board of Supervisors was held. **A motion was made by Bruce Kramer to appoint Paul Fetter as Chairman of the Board which was seconded by Ted Cromleigh and the motion unanimously carried. A motion was made by Chairman Fetter to nominate Ted Cromleigh as Vice Chairman of the Board which was seconded by Bruce Kramer and the motion unanimously carried. A motion was made by Ted Cromleigh to nominate Bruce Kramer as Secretary/Treasurer of the Board. The motion was seconded by Chairman Fetter and the motion unanimously carried.**

Appointments of Township duties to staff members were held. **Bruce Kramer made a motion to appoint Paul Fetter Road Master. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Bruce Kramer Administration Supervisor. Ted Cromleigh seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Ted Cromleigh Pension Administrator. Chairman Fetter seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Sean Weik Superintendent of Public Works for the Township. Ted Cromleigh seconded the motion and the motion carried. Bruce Kramer made a motion to appoint Jennifer Snyder Office Manager, Right to Know Officer, Utilities Coordinator and Assistant Secretary/Treasurer. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Nadine Frye Administrative Assistant and Assistant Utilities Coordinator. Ted Cromleigh seconded the motion and the motion carried.**

**A motion was made by Bruce Kramer to affirm that Supervisors Paul Fetter, Ted Cromleigh and Bruce Kramer are or may be employed by Heidelberg Township. The motion was seconded by Chairman Fetter and unanimously carried.**

**A motion was made by Chairman Fetter to secure bonding for \$750,000 for Treasurer and \$300,000 for Assistant Secretary. The motion was seconded by Ted Cromleigh and the motion carried.**

**A motion was made by Chairman Fetter to appoint Solicitor Amy Leonard of Henry and Beaver, LLC as legal counsel for the Township. The motion was seconded by Bruce Kramer and unanimously carried.**

**A motion was made by Chairman Fetter to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was seconded by Bruce Kramer and unanimously carried.**

**A motion was made by Chairman Fetter to adopt Resolution #900 to appoint Stanilla, Seigel and Maser Auditors for the 2020 Township Audit. The motion was seconded by Ted Cromleigh and unanimously carried.**

**A motion was made by Chairman Fetter to appoint the Lebanon County Planning Department as Sewage Enforcement Officer. The motion was seconded by Bruce Kramer and unanimously carried.**

**A motion was made by Chairman Fetter to appoint Barry Wagner of BRW Consultants, Inc. Township Zoning Officer. The motion was seconded by Bruce Kramer and the motion unanimously carried.**

**A motion was made by Chairman Fetter to appoint Associated Building Inspections, LLC as Township Code Enforcement Officer. The motion was seconded by Bruce Kramer and the motion unanimously carried.**

**A motion was made by Chairman Fetter to appoint Commonwealth Code Inspections as Township UCC Code Officer. The motion was seconded by Bruce Kramer and the motion unanimously carried.**

**A motion was made by Chairman Fetter to appoint Dale Zartman to the Vacancy Board. The motion was seconded by Ted Cromleigh and unanimously carried.**

**A motion was made by Chairman Fetter to appoint Henry Noll to the Zoning Hearing Board and Tim Hoffman and Ted Cromleigh to the Planning Commission. The motion was seconded by Bruce Kramer and unanimously carried.**

**A motion was made by Chairman Fetter to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2021. The motion was seconded by Bruce Kramer and unanimously carried.**

**Chairman Fetter made a motion to give Keystone Municipal Collections and The Lebanon County Treasurers Office the authority to collect the 2021 taxes for Heidelberg Township. The motion was seconded by Bruce Kramer and was unanimously approved.**

**A motion was made by Chairman Fetter to establish the regular meeting dates and times as the fourth Tuesdays of each month beginning at 7:00PM. Exceptions for 2021 are: Meeting for November to be held the second Tuesday of the month and the meeting for December will be held on the third Tuesday of the month. The motion was seconded by Bruce Kramer and the motion carried.**

**Motion was made by Bruce Kramer to appoint Chairman Fetter as the voting delegate for the 2021 PA State Assoc. of Twp. Supervisors. The motion was seconded by Ted Cromleigh and unanimously carried.**

**A motion was made by Ted Cromleigh to establish the hourly wage and salary schedule per the 2021 budget for Township employees. The motion was seconded by Bruce Kramer and unanimously carried.**

**Motion was made by Chairman Fetter to establish the mileage rate at \$.56 cents per business mile driven to concur with the rate set by the IRS for 2021. The motion was seconded by Bruce Kramer and unanimously approved.**

At 7:24 PM the reorganization of the Heidelberg Twp. Board of Supervisors was concluded and Chairman Fetter continued with the regular order of business.

A call for public comment was made. There was none.

The Board reviewed the minutes. **Bruce Kramer made a motion to approve the minutes from December 15, 2020. The motion was seconded by Chairman Fetter and the motion carried.**

The Budget Comparison for Year End 2020 was reviewed. The Board noted that the numbers for the end of the year look good.

Bills for the Township were submitted and reviewed for payment. **After a brief discussion, Bruce Kramer made a motion to accept the bills as submitted for a total of \$21,417.45 from General Fund for the invoices and payroll. Ted Cromleigh seconded the motion and the motion carried.**

### **OLD BUSINESS**

There was none.

### **NEW BUSINESS**

The Fuel pricing for 2021 was discussed. Ms. Snyder noted that without the use of heating oil we would not need to bid fuel. The Board would like Sean to secure three phone quotes for review at the next meeting. Propane usage is unclear since we haven't had the new heating system long enough. We will monitor usage this year to see if pricing will need to be secured for 2022.

Ted Cromleigh stated he will open the building for the auditors meeting tomorrow evening at 7:00pm.

At 7:46 Chairman Fetter called an executive session to discuss personnel matters. At 8:04 the Board reconvened.

**Bruce Kramer made a motion to adjourn the meeting at 8:08PM, the motion was seconded by Ted Cromleigh and the motion carried.**

The next meeting of the Heidelberg Township Board of Supervisors will be on January 26, 2021 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

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Secretary

*Minutes recorded by Jennifer Snyder*