

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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

**March 26, 2024**  
**MEETING MINUTES**

Board members present:

Paul Fetter – Chairman  
Ted Cromleigh  
Steve Martin

Others present:

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

The meeting was called to order at 7:01 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

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

A review of the meeting minutes from February 27, 2024 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of February 27, 2024 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 as submitted for a total of \$91,204.69 from the Light Fund and General Fund for bills and payroll. Steve Martin seconded the motion and the motion carried.**

Bills for the Water 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 \$11,363.52. Steve Martin seconded the motion and the motion carried.**

Bills for Sewer 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 \$8,500.84. Steve Martin seconded the motion and the motion carried.**

A Treasurer’s Report for February 2024 was reviewed. Included in the review were bank statements from Fulton Bank and PLGIT, cash deposits and a Budget Comparison for year-to-date revenue and expenditures.

The Public Works Report for February 2024 was reviewed.

Aggregate quotes for 2024 were acquired. Quotes were received from New Enterprise and Pennsy Supply. While pricing varied by line item, the proximity of the Pennsy quarry for the pick-up of materials made the total pricing cheaper overall. **After review, Ted Cromleigh made a motion to**

**appoint Pennsy Supply the 2024 Aggregate and Anti-skid supplier. Steve Martin seconded the motion and the motion carried.**

A review of the suggested roads for paving for 2024 was conducted. Fawn Hollow and a section of Albright Road were chosen for paving this year. The hill of Valley View Road where it intersects with Albright Road was noted as needing attention as well. It was decided to include that section of Valley View Road as an add-alternate in the bidding process. **After brief discussion, Ted Cromleigh made a motion to approve advertising of the 2024 Paving Projects bid. Steve Martin seconded the motion and the motion carried.**

A section of Gible Road was chosen to be the 2024 Seal Coat project. A quote received for budgeting purposes shows a cost that requires bidding of the project. **Chairman Fetter made a motion to advertise the 2024 Seal Coat project. Steve Martin seconded the motion and the motion carried.** Pricing was obtained for the purchase of a skid loader to be used jointly for Township, Water and Sewer projects. This item was included in the 2024 Budget divided between the three funds' Capital project budgets. After discussion of the quotes, the Kubota Reading pricing was lowest. There was pricing of \$76,788.91 included using the Sourcewell buying cooperative purchasing group. While we are not members, Ms. Snyder did investigate joining and the process is quite easy. At this time, the Board can approve purchase at the Costars price and Ms. Snyder will work on joining Sourcewell to lower the amount of the purchase. **After discussion, Ted Cromleigh made a motion to purchase a Kubota skid loader for \$78,822.03 through Costars with the ability to convert the purchase to Sourcewell should we be eligible to join. Steve Martin seconded the motion and the motion carried.**

The purchase of a trailer, also included in the 2024 Budget, was discussed. A quote was received for a 2024 Sure-Trac trailer, but a second quote was requested for comparison at the next meeting. Sean Weik asked if CDL physicals were included in part of the public works reimbursable expenses. The Board noted that the physicals are required to drive most of our vehicles, so the amount is reimbursable to the employees.

The Gasboy report for February 2024 fuel usage was reviewed.

The Zoning Officer's Report for February 2024 was reviewed. There was discussion about permitting at the Landmark Copper Ridge development.

The PA State Police Report for February 2024 was reviewed.

The Planning Commission Minutes from February 2024 were reviewed.

The Park and Recreation Minutes from their February 2024 meeting were reviewed.

Solicitor Leonard noted that the survey work has been completed for the PennDOT triangle of land and a legal description will be completed to move on to the next step of purchase from PennDOT. Points of discussion from their March 2024 meeting were relayed. As requested, they chose a color of "evergreen" for the water fountain installed in the recreation area. **After brief discussion, Chairman Fetter made a motion to authorize purchase of the vandal-resistant water fountain for the recreation area. Ted Cromleigh seconded the motion and the motion carried.** The total cost will be determined once an installer is secured. The approximate cost for the fountain and installation is \$5,000. Bob Lynn also noted that an additional piece of playground equipment is being discussed. There is some room to add a small apparatus, but he will review the options with the Park and Rec Board. The Park and Rec Board recommended application of a Greenways Trail Recreation Program grant to secure funding for walking trail improvements, trailhead land acquisition and other area enhancements.

**Chairman Fetter made a motion for Hanover Engineering to proceed with a grant application for the Greenways Trail Recreation Program. Ted Cromleigh seconded the motion and the motion carried.**

Pickleball instructional and Rules of the Court signs were suggested by the Park and Recreation Board. Sean Weik has investigated sign pricing, and they should cost less than \$200 dollars. **After discussion, Ted Cromleigh made a motion to purchase recreation signs for the court area. Steve Martin seconded the motion and the motion carried.**

#### Engineer's Report

Bob Lynn presented the Engineer's report.

The Stormwater Management Ordinance update final draft was presented for review. The Planning Commission is reviewing the final draft and may consider it for approval at their April meeting. The property owner and consultant of the 226 Millbach Road subdivision project were in attendance to review the plan for approval. The subdivision creates two new lots which are planned for future development. The sewer line will be extended to accommodate the sewer connections. An Indemnification Agreement as discussed at the previous meeting has been penned by Solicitor Leonard and is signed by the property owner. The financial security has been established via Letter of Credit and all Agreements have been signed by the property owner. **After reviewing all items, Ted Cromleigh made a motion to approve the subdivision plan of 226 Millbach Road. Steve Martin seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Indemnification, Stormwater Management and Improvement Guarantee Agreements for the project. Steve Martin seconded the motion and the motion carried. Finally, Ted Cromleigh made a motion approving the Letter of Credit for Financial Security for the project. Steve Martin seconded the motion and the motion carried.**

The Sunnyside Culvert project is underway and Payment Application 1 has been submitted by the contractor Miller Soil Solutions. Ted Cromleigh asked that reflective markings be placed near the edge of the road denoting the change in elevation. **After brief discussion, Ted Cromleigh made a motion to approve Payment Application 1 for the Sunnyside Culvert project for Miller Soil Solutions in the amount of \$68,358.78. Steve Martin seconded the motion and the motion carried.**

The Family Treasurers Wholesale Land Development project offered a Time Extension until July 31, 2024 to continue work on their plan. Ted Cromleigh abstained from discussion due to conflict. **Chairman Fetter made a motion to approve the Time Extension for the Family Treasurers Wholesale project until July 31, 2024. Steve Martin seconded the motion and the motion carried.** The Chapter 94 report is complete. City of Lebanon Authority has been sent our information and Hanover staff will need to complete the online submission for Heidelberg Township. A motion is needed to authorize signature of the report. **At this time, Chairman Fetter made a motion to approve signature and submission of the Chapter 94 Report. Steve Martin seconded the motion and the motion carried.**

#### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A meeting of the Heidelberg Township Municipal Authority Board is needed to conduct administrative items. A motion is needed to place the advertisement of the meeting which will be held at 6:30PM prior to the next Board of Supervisors meeting. **Chairman Fetter made a motion authorizing**

**advertisement of the Heidelberg Township Municipal Authority meeting. Ted Cromleigh seconded the motion and the motion carried.**

A property scheduled for auction has a questionable description of the uses on the parcel. Solicitor Leonard reviewed the language and will write a letter to the auctioneer denoting the Board's concern. Solicitor Leonard is working on a nuisance ordinance as requested.

An Executive Session is needed to discuss legal matters for property maintenance issues at 505 Sunnyside Road.

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

Fire Police Chief Jephtha Stoltzfus submitted a list of items he would like to have purchased for their members. Some of the items need pricing to determine what the total amount may cost. Sean Weik is obtaining prices for items as well.

Utility Update

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

The Sewer Report was reviewed. A property on South 5<sup>th</sup> Avenue had a sewer lateral collapse. Repairs were made to accommodate their correction. Two air releases were replaced with stainless steel parts. The new grinder pump at the Kleinfeltersville Pump Station has been ordered as approved.

The Water Report was reviewed. February water usage was above normal but March to date is back to normal. Plain and Fancy installed a backflow and redundant backflow preventer to aid in any infiltration of non-sewage into our sewage system.

The Act 110 Report was complete as well as the CCR letters that were mailed in the recent utility bills. The property at 200 North Market Street requested water turn on but we are unsure of what water usage they are requesting. The property has not had public water for decades. The new owner would like to do some restoration work and a mason would need water. The Board is not comfortable turning on water to this property. They should seek guidance from the building code official regarding permits for their restoration work.

An Executive Session discussion regarding Linda Sue Gardens utilities is needed.

Fencing pricing for the area around the water facilities has been a struggle to procure. One price was received but the board would like to acquire at least one more for comparison.

Ms. Snyder obtained information to join PA Rural Water as suggested. The Board asked what benefit it was for us to join. Bob Lynn explained the assistance they can offer. The Board is not interested in joining at this time but may look to do so in the future.

The EIT Report for February 2024 was presented for review.

The SEO Report for February 2024 was presented for review.

Secretary Report

Ms. Snyder requested to purchase a new municipal handbook at the PSATS conference for \$40. It will save \$10 if preordered. The Board said that was fine.

Requests have been made to open the applications for Veteran Banners again. Ms. Snyder reviewed the timeline with Sean Weik previously. The Board approved offering the banners again.

A request for a Grant Support Letter was received from the Lebanon County Conservation District. This application is for work on Hammer Creek at the Barry Farm. The Board approved writing a support letter for their work.

A letter was received from our risk insurance provider PIRMA. They inspected our facility and offered no corrective recommendations.

The Board asked if a list of Veterans already displayed on banners could be provided in our next Newsletter. Ms. Snyder will work on composing a list based on her records.

At 8:52 Chairman Fetter called an executive session to discuss litigation matters and property maintenance issues. At 9:56 the Board reconvened into regular session.

**At 10:03 Chairman Fetter made a motion to adjourn, which was seconded by Ted Cromleigh. All were in favor, and the motion carried.**

The next meeting of the Heidelberg Township Board of Supervisors is scheduled to be held April 23, 2024 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

*Minutes recorded by Jennifer Snyder*

---

Secretary