

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 6, 2025
MEETING MINUTES**

Board members present:

Paul Fetter
Steve Martin
Ted Cromleigh

Others present:

Jennifer Snyder – Office Manager

The meeting of Heidelberg Township was called to order at 7:00PM 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. Steve Martin seconded the motion and the motion carried.

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

Appointments of Township duties to staff members were acted on. **Ted Cromleigh made a motion to appoint Paul Fetter as Road Master. Steve Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Ted Cromleigh the Administration Supervisor. Steve Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Ted Cromleigh Pension Administrator. Steve Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Sean Weik Superintendent of Public Works for the Township. Ted Cromleigh seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Jennifer Snyder Office Manager, Right to Know Officer, Utilities Coordinator and Assistant Secretary/Treasurer. Steve Martin 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 Ted Cromleigh to appoint Supervisors Paul Fetter, Ted Cromleigh and Steve Martin as employees as needed by Heidelberg Township. The motion was seconded by Steve Martin and unanimously carried.

A motion was made by Chairman Fetter to secure bonding for \$1,000,000 for Treasurer and \$500,000 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 Steve Martin 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 Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to adopt Resolution #968 to appoint Stanilla, Seigel and Maser Auditors for the 2024 Township Audit. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Ted Cromleigh to appoint the Lebanon County Planning Department as Sewage Enforcement Officer. The motion was seconded by Steve Martin and unanimously carried.

A motion was made by Chairman Fetter to appoint Light-Heigel & Associates as Zoning Officer. The motion was seconded by Steve Martin and the motion unanimously carried.

A motion was made by Chairman Fetter to appoint Colleen Gallo of Barly Snyder Attorneys at Law as Zoning Hearing Board Solicitor. The motion was seconded by Ted Cromleigh and unanimously carried.

A motion was made by Chairman Fetter to appoint Light-Heigel & Associates as Township Code Enforcement Officer. The motion was seconded by Ted Cromleigh 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 Ted Cromleigh 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.

Resolution 969 was presented to affirm the appointment of Christ Barry to the Zoning Hearing Board. A motion was made by Chairman Fetter to approve Resolution 969 affirming Chris Barry's appointment to the Zoning Hearing Board. Ted Cromleigh seconded the motion and the motion carried.

Chairman Fetter made a motion to appoint Tim Hoffman and Ted Cromleigh to the Planning Commission. Steve Martin seconded the motion and the motion carried.

Chairman Fetter then made a motion to appoint Marshall Kramer to the Park and Recreation Board. The motion was seconded by Steve Martin and 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 2025. The motion was seconded by Ted Cromleigh and unanimously carried.

Chairman Fetter made a motion to affirm Keystone Municipal Collections and The Lebanon County Treasurers Office as the entities to collect the 2025 taxes for Heidelberg Township. The motion was seconded by Ted Cromleigh 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 2025 are: Meetings for November and December will be held on the third Tuesday of the month. The motion was seconded by Steve Martin and the motion carried.

Motion was made by Ted Cromleigh to appoint Chairman Fetter as the voting delegate for the 2025 PA State Assoc. of Twp. Supervisors. The motion was seconded by Steve Martin and carried.

A motion was made by Chairman Fetter to establish the hourly wage and salary schedule per the 2025 budget for Township employees. The motion was seconded by Steve Martin and unanimously carried.

Motion was made by Chairman Fetter to establish the mileage rate at \$.70 cents per business mile driven to concur with the rate set by the IRS for 2025. The motion was seconded by Ted Cromleigh and unanimously approved.

At 7:16 PM the reorganization of the Heidelberg Twp. Board of Supervisors 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 of the December 17, 2024 meeting. **Ted Cromleigh made a motion to approve the minutes from December 17, 2024. The motion was seconded by Steve Martin and the motion carried.**

Bills for the Township were submitted and reviewed for payment. **After a brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$89,005.29 from General Fund for invoices. Steve Martin seconded the motion and the motion carried.**

OLD BUSINESS

There was none.

NEW BUSINESS

Ted Cromleigh introduced the possibility of adding a half day of holiday time for both Christmas Eve and New Year's Eve and close the Township Building at noon on those days. The other Supervisors were acceptable to the additions. **At this time Ted Cromleigh made a motion to amend the Holiday Schedule for 2025 to add half-day holidays for Christmas Eve and New Year's Eve. Steve Martin seconded the motion and the motion carried.**

Maxine Maser of Stanilla, Siegel and Maser contacted Ms. Snyder regarding bank verification information. PLGIT will no longer accept paper mailings for bank verifications and will need to email a Supervisor to allow them to release the information to her for auditing purposes. Ted Cromleigh volunteered to be emailed and will provide a personal email to Ms. Maser.

At 7:34 Chairman Fetter called an executive session to discuss personnel matters. At 7:54 the Board reconvened.

Chairman Fetter made a motion to adjourn the meeting at 8:01PM. 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 28, 2025 at 7:00PM in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder