

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 28, 2025  
MEETING MINUTES**

Board members present:

Paul Fetter  
Ted Cromleigh  
Steve Martin

Others present:

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

The meeting was called to order at 7:02 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Jeff Stoltzfus asked if there was something that could be done to alert motorists to the dead end on South Carpenter Street. People are still driving into the cul de sac. Signage options were discussed and will be evaluated.

A review of the meeting minutes from January 6, 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of January 6, 2025 and was seconded by Steve Martin. The motion was approved.** The Auditor meeting minutes from January 2024 were reviewed.

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 \$104,013.51 from the Light 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 \$6,007.44. 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 \$11,185.35. Steve Martin seconded the motion and the motion carried.**

The Treasurer’s Report for December 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 revenues and expenditures.

The Public Works Report for December 2024 was reviewed.

The Board thanked the public works staff for their hard work during recent winter events and water main repairs.

The Backhoe needs hoses to be replaced and will be taken to Keystone Hydraulic for repair.

A price was sought to replace the lights and add a fan in the garage. The Board asked Mr. Weik to wait on the scheduling of the work.

CM High performed the fall Red Light inspections. No issues were detected.

We have a small static snow plow we no longer use. We received an offer of \$500 for the item. Mr. Weik has looked into the sale prices of other similar plows and they are much lower than that amount. The Board was in favor of taking the offer.

The Gasboy report for December 2024 fuel usage was reviewed.

The Zoning Officer's Report for December 2024 was reviewed.

The PA State Police Report for December 2024 was reviewed.

A Park and Recreation discussion was held. The minutes from their December 2024 meeting were reviewed. A brief review of their January 2025 meeting was included as well. Dustyn Miller of the Park and Rec Board was in attendance to discuss ball field improvement ideas. He met with a representative from In The Net for suggestions. The Board noted that a local excavator has offered to make major repairs to our ball fields pro bono. There should be communication with him regarding what work he was planning to do before moving ahead with other ideas. They would also like to use the money donated from the Leshner donations to install a bench at the pickleball court.

Solicitor Leonard stated that communication continues with PennDOT regarding the triangle land purchase. Our application and offer are moving through their process.

Bob Lynn noted that we were not chosen to receive the DCED Greenways Trail Grant.

PC Minutes from December 2024 were reviewed.

#### Engineer's Report

Bob Lynn presented the Engineer's report.

The Hurst project at 120 Canaan Grove Road needs more time for preparation. They offered a Time Extension until May 28, 2025. **After brief discussion, Ted Cromleigh made a motion to grant the requested Time Extension for the project at 120 Canaan Grove Road. Steve Martin seconded the motion and the motion carried.**

The Nathan Zimmerman project at 760 N Market Street offered a Time Extension to March 19, 2025. **Ted Cromleigh made a motion to approve the Nathan Zimmerman Time Extension to March 19, 2025. Chairman Fetter seconded the motion and the motion carried.**

The Holzman Land Development project on McQuate Drive offered a Time Extension until September 16, 2025. Mr. Lynn is meeting with their design professional to review comments made at the Planning Commission meeting. **Ted Cromleigh made a motion to approve the Time Extension for the Holzman Land Development Plan until September 16, 2025. Steve Martin seconded the motion and the motion carried.**

There is a concern about the new insulation installed in the garage as there appears to be condensation forming and dripping into the area. While Mr. Weik obtained pricing to install spray foam above the insulation, Mr. Lynn stated he is having a product representative from the insulation company come and

review the matter. The product specified in the remodel packet is accurate and is supposed to prevent condensation issues. Conversation with the installer may be required depending on what the product representative says. Mr. Lynn is hoping to have an answer before our next meeting.

The Chapter 94 Report for 2024 will need to be compiled. Mr. Lynn needs authorization to proceed.

**Ted Cromleigh made a motion to have Hanover Engineering prepare all documents related to our Chapter 94 Report filing. Steve Martin seconded the motion and the motion carried.**

The planning module for a home addition at 712 North Market Street was presented for approval. Planning Commission reviewed the information as recommended approval. Resolution 970 was assigned for approval of the planning module. **After brief conversation, Ted Cromleigh made a motion to approve Resolution 970 for the planning module proposed at 712 North Market Street. Steve Martin seconded the motion and the motion carried.**

The DCED Small Sewer and Water Project Grant is now open. Mr. Lynn will review our options to apply for a grant.

Mr. Lynn noted that the American Water Works Association filed an appeal to the lead and copper replacement requirement issued by USEPA. They contend that replacing all lead and copper water lines in ten years is impossible based on the cost of that work. We will wait to find out the result of the appeal.

Plain 'n Fancy requested Hanover Engineering to run a hydrant pressure test and a flow test at their facility. They are considering a sprinkler system at the facility and want to gauge water flow. The request included the ability for Hanover to bill Plain 'n Fancy directly for the work. The Board was fine with that arrangement.

### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A cell phone reimbursement policy was presented to the Board. The Board included a small stipend for each municipal employee's cell phone use in the 2025 budget and would like a policy established for that stipend/reimbursement to be released. The Board was good with the draft policy and asked Solicitor Leonard to make a resolution for the next meeting.

The On-Lot Septic program for 2024 has concluded and all non-compliant property owners have been turned over to the Township for further compliancy actions. Solicitor Leonard will send legal letters to those who have not pumped their septic tanks yet if the Board wishes. **Ted Cromleigh made a motion to authorize Solicitor Leonard to continue with enforcement of the on-lot septic program for those who have not complied yet. Steve Martin seconded the motion and the motion carried.**

The process of updating the Burning Ordinance is ongoing. The Board discussed various aspects of changes and updates to the current ordinance from location burning by zoning district, days of the week, and other possible regulations. Based on the Board's suggestions, Solicitor Leonard will put an ordinance together for review at our next meeting.

Paperwork was found signifying a non-profit organization incorporation previously used for recreation in the Township. While the group is defunct, the incorporated non-profit is still in existence on paper. The Township is not the holder of the organization and it is a large legal undertaking to disband an incorporated non-profit organization. The Board will take no action.

Solicitor Leonard will need to hold an executive session to discuss property enforcement matters regarding 201 Old Mill Road upcoming Zoning Hearing and 1194 Heidelberg Avenue Zoning Hearing decision appeal.

## OLD BUSINESS

Bob Lynn and Jen Snyder met with Mark Schillaci and GCI Design to discuss the proposed interior office remodel. They will work on a rendering of the new office layout and color schemes for next meeting review.

The requested PennDOT intersection review of Route 897 and Prescott Road was completed and PennDOT sent a letter detailing improvements they will be adding to the area.

## NEW BUSINESS

New laptops for the board and specified staff were included in the 2025 budget. Some of the laptops are not performing accurately. Ms. Snyder contacted Custom Computer about ordering new laptops but was told pricing has increased due to availability. **Ted Cromleigh made a motion to allow Ms. Snyder to pursue laptop options and information for the next meeting. Chairman Fetter 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. Everything is working in order.

The Water Report was reviewed.

Damaged meter pits at two locations were replaced and the owners will be billed for the replacement costs.

Leaks were detected and repaired but there is a chance another leak exists. Mr. LaTourette will monitor the usage and tank.

There was a complaint about foul tasting water by one property owner. Mr. LaTourette flushed a nearby hydrant to correct the issue.

The EIT Report for December 2024 was presented for review.

The SEO Report for December 2024 was reviewed.

### Secretary Report

The Doc Fritchey Chapter of Trout Unlimited is planning to seek more grant funding and asked the Township to supply a support letter. The Board was in favor of offering a letter for their application.

The Schaefferstown Event group would like to hold an egg hunt at the Township property. The Board thought that would be a nice idea.

Jeff Stoltzfus of the Fire Police supplied information regarding proposed Fire Police equipment purchases. The township has money budgeted for the purchases and asked him to work with Sean Weik on obtaining pricing and ordering the items.

At 8:52 Chairman Fetter called an executive session to discuss potential litigation matters. At 9:29 the Board reconvened into regular session.

**At 9:35 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 will be held February 25, 2025 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

*Minutes recorded by Jennifer Snyder*

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Secretary