

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**February 25, 2025  
MEETING MINUTES**

Board members present:

Paul Fetter  
Ted Cromleigh  
Steve Martin

Others present:

Amy Leonard – Solicitor  
Bob Lynn – Township Engineer  
Sean Weik - Public Works  
Justin LaTourette – Utility Operator  
6 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.

Steve Smucker and his attorney Claudie Shank were in attendance to discuss the truck restriction postings on South Church Street. They are hoping to obtain relief for the trucks that deliver to their facility. Board members and Sean Weik noted that neighbors have complained of damage to their property caused by the large trucks who cannot maneuver the area. Mr. Smucker believes if guardrails were moved the trucks could navigate better. It was noted that there is damage to signage, lawns and roadways in other areas of the Township where the trucks travel. Mr. Cromleigh noted that the bridge on South Church Street has not been examined for weight limit. He suggested the Township conduct the inspection to verify what weight the bridge can handle. It was also noted that while trucks have served that building's businesses for many years, the original business did not have the size of trucks currently delivering to the location. Both Solicitor Leonard and Attorney Shank will discuss the matter further and suggest a future meeting to review information with all involved.

A review of the meeting minutes from January 28, 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of January 28, 2025 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 submitted for a total of \$96,987.16 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 \$71,885.22. 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 \$21,056.07. Steve Martin seconded the motion and the motion carried.**

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

The Paving Project options for 2025 were reviewed. The quoted costs were reviewed and it was noted that the budget of \$245,000 may not cover multiple roads. Chairman Fetter is concerned that letting roads in disrepair for too long will not benefit the township. He suggested using money from general fund savings along with liquid fuels money to pave two road sections this year. **After discussion, Ted Cromleigh made a motion to prepare the bid package for the 2025 Paving Projects of Spring Haven Road and Sheep Hill Road section from South Market St. to east of the Canaan Grove Road intersection. Steve Martin seconded the motion and the motion carried.**

The Seal Coat Project for 2025 was identified as the length of Sinclair Road. **After brief discussion, Ted Cromleigh made a motion to prepare the bid package for the 2025 Seal Coat Project of Sinclair Road. Steve Martin seconded the motion and the motion carried.**

The Board discussed the issue of ATVs and lawn tractors using the walking trail. Sean Weik will install bollards at the path bridge to deter motorized vehicles from using the area.

The Gasboy report for January 2025 fuel usage was reviewed.

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

The PA State Police Report for January 2025 was reviewed.

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

Options for the bench purchase for the court area were reviewed. The Park and Recreation Board would like to place a memorial plaque for Mrs. Leshner on the bench. **Chairman Fetter made a motion to direct the Park and Rec Board to select a style of bench and location for installation. Ted Cromleigh seconded the motion and the motion carried.**

Solicitor Leonard stated that communication continues with PennDOT regarding the triangle land purchase. They reviewed our offer of \$4,000 and noted they cannot accept less than 80% of the assessed value. That amount equates to \$13,120. If we do not purchase the land, it will go to public sale and we risk someone else buying the land. **After review, Chairman Fetter made a motion to purchase the PennDOT land for \$13,120. Ted Cromleigh seconded the motion and the motion carried.**

#### Engineer's Report

Bob Lynn presented the Engineer's report.

The Small Project Stormwater Management project agreements were discussed. The need for financial guaranty and agreement recording was reviewed. To resolve the issue, Mr. Lynn and Solicitor Leonard will prepare a one-page agreement that can be recorded for the small stormwater projects.

Alex Kinzey was in attendance to review the Stormwater management Plan for the communication tower for Lebanon County Department of Emergency Services. He presented waiver requests as well. There was concern raised regarding bonding for possible future dismantling of the tower should it become obsolete and no longer used. The County was consulted and their intention is to remove the tower should it ever be abandoned. The waiver of section 501 and the SWM maintenance agreement was withdrawn. All other waivers were reviewed by Hanover staff and they did not have objections. A financial guaranty from Lebanon County will also be waived After **discussion, Ted Cromleigh made a motion to approve the LCDES Stormwater management plan subject to plan and Stormwater Management agreement signatures being obtained. Steve Martin seconded the motion and the motion carried.** Provisions for the removal of the tower should it be abandoned will be addressed as part of the building permit issuance.

The Matthew Bicher financial guaranty release was discussed. Mr. Lynn noted that punchlist items have been attended to and although inspections were not called for, the system is working and visible installation allows for waiver of as-built plans. **Ted Cromleigh made a motion to release the remaining Matthew Bicher financial guarantee in the amount of \$3,191.25. Steve Martin seconded the motion and the motion carried.**

Options to address the insulation issue were discussed. Mr. Lynn reviewed alternate insulation processes instead of spray foam insulation. The Board was in favor of the alternate system and noted that the Township will not pay for any associated costs related to the remediation measures taken.

#### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

A draft burning ordinance update was presented for review. The Board requested additional revisions and asked Solicitor Leonard to have a new draft prepared to review for the next meeting.

The On-Lot Septic program has approximately 25 non-compliant properties. Solicitor Leonard is preparing notices to send to those property owners.

A cell phone reimbursement policy Resolution was presented for adoption. It allows for a small reimbursement for employee use of personal phones to conduct Township business. **After brief discission. Ted Cromleigh made a motion to adopt Resolution 971 for cell phone reimbursement to employees as detailed. Chairman Fetter seconded the motion and the motion carried.**

#### OLD BUSINESS

Bob Lynn reviewed the status of the interior remodel project. Samples of floor and wall treatments are available to review. The Board would like to include a new electrical system that would separate the garage from the office area, a security system and other amenities. Mr. Lynn will relay that information to the architect preparing the plan.

#### NEW BUSINESS

The 2025-2026 Costars Salt Contract is available for obligation. **Ted Cromleigh made a motion to participate in the state cooperative contract for road salt during the 2025-2026 Winter. Chairman Fetter seconded the motion and the motion carried.**

The budgeted laptop replacement was discussed. The board tabled the discussion until Office Manager Jen Snyder is in attendance to discuss the purchase.

### Utility Update

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

The Sewer Report was reviewed. The Kleinfeltersville pump station generator is still being worked on for motor issues.

The Water Report was reviewed.

System water leaks are reflected in the monthly usage.

The Fire plow and pressure test will be conducted at Plain and Fancy tomorrow. The costs associated will be billed directly to Plain and Fancy as directed by the Board previously.

The Small Sewer and Water grant submission is being prepared with Hanover Engineering to replace a water main from the treatment facility to the Prospect Hills area.

A discussion regarding the increase in Sensus meter pricing took place. The Board noted the need to increase prices for new meters at new homes and property owner damages.

The EIT Report for January 2025 was presented for review.

The SEO Report for January 2025 was reviewed.

### Secretary Report

Attendance at the PSATS Convention for 2025 was discussed. Ted Cromleigh and Chairman Fetter will be attendees this year. They will relate the information to Ms. Snyder. **Ted Cromleigh made a motion to affirm Chairman Fetter as the voting delegate at the PSATS Convention. Steve Martin seconded the motion and the motion carried.**

A Historic District marker had been suggested to denote the area of Schaefferstown now recognized on the Nation Register of Historic Places by the National Park Service. It was requested that the matter be turned over to the Park and Recreation Board to pursue the marker. **Ted Cromleigh made a motion to let the Park and Recreation Board work to obtain the historical market. Chairman Fetter seconded the motion and the motion carried.**

**At 10:00 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 March 25, 2025 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

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Secretary