

# HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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## March 25, 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 7:01 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Josh Nolt from the Schaefferstown EMS organization came to give the Board a recap of their 2024 activities. The Board thanked them for their service to the community. Mr. Nolt also asked if someone could investigate the vehicles parking near the EMS building. Certain vehicles are creating a traffic issue during ambulance travel. The Board will look into the matter.

A review of the meeting minutes from February 25, 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of February 25, 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 \$111,319.36 from the Light 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 \$3,554.30. 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 \$7,662.43. Steve Martin seconded the motion and the motion carried.**

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

The Aggregate quotes for the 2025 season were reviewed. The quoted costs were received from New Enterprise and Pennsy Supply. Although each has similar line-item costs, the proximity of Pennsy's quarry for material pick up make them the cheaper option overall. **After discussion, Chairman Fetter made a motion to award the Aggregate contract for the 2025 season to Pennsy Supply. Ted Cromleigh seconded the motion and the motion carried.**

The road project bids for the 2025 project were reviewed.

The Seal Coat Project bids were opened with three bidders. After review, the bid from Martin Paving was the lowest of those received. **After brief discussion, Chairman Fetter made a motion to award the bid for the 2025 Seal Coat Project To Martin Paving for the cost of \$28,675.64. Steve Martin seconded the motion and the motion carried.**

The Paving Project bids were opened with six bidders. After review, the bid from Pennsy Supply was the lowest. As discussed, the cost is higher than what was budgeted in the Liquid Fuels account as expected. General Fund money from our Highway Repair budget will be used for the balance of the expenditure. **After brief discussion, Chairman Fetter made a motion to award the 2025 Paving Project bid to Pennsy Supply in the amount of \$307,468.60. Steve Martin seconded the motion and the motion carried.**

The possible rental of a boom mower was discussed. Tree limb trimming could be done by staff if we obtained the equipment. The cost per week for rental from Stephenson Equipment is \$3,400 and Sean Weik anticipates using the equipment for approximately two weeks. **After discussion, Ted Cromleigh made a motion to allow for rental of a boom mower for tree limb trimming by township staff. Steve Martin seconded the motion and the motion carried.**

The Gasboy report for February 2025 fuel usage was reviewed.

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

The PA State Police Report for February 2025 was reviewed.

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

There seems to be motorized vehicle use on the walking trail. Sean Weik noted that bollards could be placed at the area of the trail where the vehicles seem to be entering.

Ted Cromleigh, Sean Weik and Dustyn Miller met at the recreation area to discuss ballfield maintenance. Options for improvements are being reviewed.

The DCNR Grant for Rec improvements application requires a Resolution denoting Chairman Fetter has signatory powers for the Grant. A support letter from the Board of Supervisors for the project is also presented for approval and signature. **After project discussion, Ted Cromleigh made a motion to adopt Resolution 972 and approve the Grant Support Letter for the DCNR Park Grant application. Steve Martin seconded the motion and the motion carried.**

Quotes for new bleachers and benches at the ballfields were presented. The representative from the Park Catalog offered to match any price we receive from other vendors. Sean Weik stated township staff will level the area under the bleachers prior to receiving the items. Park and Recreation money will be used for the purchase. **After brief discussion, Ted Cromleigh made a motion to approve purchase of bleachers and benches for the ballfields from the Park Catalog. Chairman Fetter seconded the motion and the motion carried.**

Solicitor Leonard stated that purchase documents need to be created for the PennDOT land triangle. A quick claim deed will be prepared for the purchase. Bob Lynn noted that a sales agreement needs to be included in the DCNR Grant application since development of that land is part of the proposed project. A letter denoting which supervisor has signatory powers for the land purchase will be prepared also.

**After review, Chairman Fetter made a motion to proceed with purchase documents for the triangle piece of land from PennDOT. Ted Cromleigh seconded the motion and the motion carried.**

A new batting cage setup was reviewed. Sean Weik and Dustyn Miller investigated what is used at the ELCO High School. Permanent fencing was suggested as the netting currently used is a constant maintenance issue. A border around the fence and Diamondtex will be used for the ground area. Park and Recreation money can be used for the purchase. A quote from Evergreen Fencing was received for the work. **After brief discussion, Chairman Fetter made a motion to approve the installation of fencing for the new batting cage by Evergreen Fencing in the amount of \$8,600.00. Steve Martin seconded the motion and the motion carried.**

Ms. Snyder noted that the Park and Rec board has questions regarding the purchase of a historic marker denoting the area of Schaefferstown now appearing on the National Register of Historic Places. The Board asked that one marker be purchased but to find a place for installation. Working with Historic Schaefferstown may be an option.

#### Engineer's Report

Bob Lynn presented the Engineer's report.

Concerns over the newly installed roof insulation issue was discussed. A meeting with AK Petersheim is scheduled but Mr. Lynn would like a product rep included. There will be no final payment until a resolution is agreed up. Issues at the new front door were also reviewed and will be included on the punch list for AK Petersheim to complete.

The planning module and resolution for the property at 150 Horst Road were presented for approval. Ted Cromleigh recused himself due to a employment conflict. This project is to add a elder housing addition to a home. Planning Commission recommended approval of the modules. **After brief review, Chairman Fetter made a motion to adopt Resolution 973 and approve the presented planning module for 150 Horst Road. Steve Martin seconded the motion and the motion carried.**

The Nathan Zimmerman CAO project at 760 N Market Street offered a Tim Extension until June 17, 2025. **After brief discussion, Chairman Fetter made a motion to approve the Time Extension for the Nathan Zimmerman CAO project at 760 N Market Street. Ted Cromleigh seconded the motion and the motion carried.**

The Chapter 94 Report for 2024 was presented for approval and submission. **Chairman Fetter made a motion to approve the 2024 Chapter 94 Sewer Report submission. Steve Martin seconded the motion and the motion carried.**

The remodel of the office area continues to be designed. Technical drawings showing the detailed electrical components was presented for review as well. The work will continue to complete elements for a bid package.

A DCED Small Water and Sewer Grant submission for replacement of a section of water line is being organized. The submission will be ready for next meeting approval.

Options for Dirt & Gravel Road Grant were discussed. Drainage on Gibble Road dirt section could be our next project. Mr. Lynn will gather information to apply for the work on that road section.

### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The On-Lot Septic program notices have been sent to those property owners that have not submitted pumping reports to date.

A reworked draft burning ordinance update was presented for review. The Board would like Larry Taylor to give an opinion on the draft. It will be placed on the township website for residents to review and offer comments as well.

Solicitor Leonard noted that an executive session will be needed to discuss legal matters regarding a zoning hearing appeal, South Church Street truck traffic and 505 Sunnyside Road.

### **OLD BUSINESS**

The purchase of new laptops has been discussed and an updated quote was received from Custom Computers. Currently used laptops are ten years old and the technology is outdated. The cost includes the new laptops, set up and transfer of all information from the old laptops. The items are budgeted for purchase this year. **After brief discussion, Chairman Fetter made a motion to approve purchase of new laptops for the supervisors, Ms. Snyder and Mr. Weik from Custom Computers for \$6,612.25. Ted Cromleigh seconded the motion and the motion carried.**

### **NEW BUSINESS**

Resolution 974 was presented to update the cost of equipment to be purchased through the 2023 Fire Company LSA Grant. This will not guarantee the State will increase the amount already allocated, but it is a possibility. **Ted Cromleigh made a motion to adopt Resolution 974 to update the cost of equipment for the awarded 2023 LSA Grant for the Fire Company. Steve Martin seconded the motion and the motion carried.**

### Utility Update

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

The Water Report was reviewed.

The water table is low and rain is needed.

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

Water use is increasing currently. If it continues to increase, leak detection could be necessary.

The Act 110 Report is done and the CCR letters will be prepared in time to be mailed with the June water bills.

The Lead and Copper unknown line areas will need to be investigated. We will need to discuss the matter with PennDOT as Heidelberg Avenue is an area to be explored.

The Sewer Report was reviewed.

The Kleinfeltersville Pump Station generator is still having issues. Power Systems can investigate the components to diagnose the issue. **After brief discussion, Ted Cromleigh made a motion to move forward with Power Systems to investigate generator problems at the Kleinfeltersville Pump Stations. Steve Martin seconded the motion and the motion carried.** If they cannot determine why the rev limiter did not shut down the unit during the stressed running, they may have to call Kohler as they have proprietary controls in place. A temporary generator can be installed but will need cables installed to run it. The cost would be approximately \$550. The Board was fine with the solution.

The cost of water meters from Sensus has increased. We should prepare a resolution that increases the cost of new meters to \$450 to cover the cost of the meter, MXU and programming time. Staff will work with Solicitor Leonard to prepare the resolution. Discussion regarding who pays for the replacement meter in certain situations ensued. Details will be included in the new resolution.

The EIT Report for February 2025 was presented for review.

#### Secretary Report

The Hammer Creek Restoration Plan partnership would like to hold a meeting at the township building an evening in June. They will need someone to open the building to conduct the public meeting. Ted Cromleigh offered to open the building as he would like to attend the meeting. Ms. Snyder will relay that information to their representative to settle on a date.

Ms. Snyder was contacted regarding traffic studies and signals at the Route 897 and Prescott Road intersection. PennDOT has already conducted a study for the area and had minimal suggestions. Better signage indication may be needed as accidents continue to happen there. The Board asked Ms. Snyder to discuss the options with PennDOT.

**At 8:50 Chairman Fetter called an executive session to discuss potential and current litigation matters as discussed previously. At 9:18 the Board reconvened into regular session.**

**At 9:32 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 April 22, 2025 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

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Secretary