

# HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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## May 27 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  
7 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.

Sarah Bair of the Myerstown Library was in attendance to discuss the summer programs they will hold. She left information to place at the Township building for residents.

A review of the meeting minutes from April 22, 2025 was conducted. **Chairman Fetter made a motion to approve the Minutes of the meeting of April 22, 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 \$114,744.24 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 \$70,335.13. 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 \$23,319.51. Steve Martin seconded the motion and the motion carried.**

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

The department has been working on tree trimming in the Right of Way and mowing. Inlets are being replaced but we are waiting on vendor stock to replenish.

Paver Blocks from Zimmerman Landscaping were acquired. The business donated them to the Township so we can use them to stabilize the area around the new bleachers and other recreation areas. The Gasboy report for April 2025 fuel usage was reviewed.

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

The PA State Police Report for April 2025 was reviewed.

Planning Commission minutes for April 2025 were reviewed.

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

### Engineer's Report

Bob Lynn presented the Engineer's report.

The PennDOT land parcel has been acquired and the deed recorded. As the Township is now the official owner, the information was included in our DCNR grant application.

Mr. Lynn is waiting to hear back from the contractor regarding the exterior building remodel work.

The Titus Martin Planning Module Exemption was presented for approval. Ted Cromleigh abstained from discussion due to professional conflict. The home proposed to be built on the new lot will connect to public sewer but all agencies must be notified. **After brief discussion, Steve Martin made a motion to approve the Titus Martin Planning Module Exemption. Chairman Fetter seconded the motion and the motion carried.**

The land development plan for 120 Canaan Grove Road was presented for review and approval. There will be a new building for the existing equipment repair business as well as new driveways for business and home. The Letter of Credit has been received by the Township and the NPDES permit was received as well. The list of modifications and deferrals was reviewed with no objections from Hanover Engineering or the Township. **After discussion, Ted Cromleigh made a motion to approve the modifications and deferrals for the land development plan at 120 Canaan Grove Road. Steve Martin seconded the motion and the motion carried. Then Ted Cromleigh made a motion to approve the Land Development Plan for 120 Canaan Grove Road. Steve Martin seconded the motion and the motion carried. Finally Chairman Fetter made a motion to approve the Stormwater Management and Improvement Guaranty Agreements. Steve Martin seconded the motion and the motion carried.**

The agriculture land development plan at 760 N Market Street runs out of time prior to our next meeting. The Board notes that the plan is nearly complete and does not want them to have to start the process again. The best option is to vote for a plan denial unless a time extension offer is received prior to the next meeting June 17<sup>th</sup>. Bob Lynn will reach out to the engineer of the plan. **After brief discussion Ted Cromleigh made a motion to deny the plan at 760 N Market Street unless a Time Extension is received prior to June 17<sup>th</sup>. Chairman Fetter seconded the motion and the motion carried.**

The land development plan for 238 S Lancaster Ave runs out of time prior to our next meeting. The best option is to vote for a plan denial unless a time extension offer is received prior to June 15<sup>th</sup>. Bob Lynn will reach out to the contractor. **After brief discussion Ted Cromleigh made a motion to deny the**

**plan at 238 S Lancaster Ave unless a Time Extension is received prior to June 15<sup>th</sup>. Chairman Fetter seconded the motion and the motion carried.**

The Spohn/Martin lot add-on plan requires further review and a Time Extension was offered until July 22, 2025. **After brief discussion, Ted Cromleigh made a motion to grant the Time Extension for the Spohn/Martin lot add-on until July 22, 2025. Steve Martin seconded the motion and the motion carried.**

The Interior Building Remodel plans have been prepared and reviewed by building code officials. Bob Lynn is finishing the bid pack but requires a motion to advertise the project. **Chairman Fetter made a motion to advertise the Interior Building Remodel Project. Steve Martin seconded the motion and the motion carried.**

The Dirt and Gravel Road Grant is being worked on. Cost estimates for the proposed work on Gibble Road need to be secured to finalize and submit the project for the grant.

#### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The On-Lot Septic program is nearing full compliance with approximately ten remaining homes who have not turned in their hauler reports.

The draft burning ordinance is still being reviewed. Jean Rowe asked if the Township will be required to comply with the ordinance. Sean Weik noted that the Township does not intend to burn our own brush any longer and will take all trimming to a local business that recycles the material. Larry Taylor offered suggestions and the board would like some of them be integrated into the ordinance draft. A new draft will be prepared and once approved, placed on the website again.

The Spohn/Martin litigation resolution suggestion as presented by the court asks the Township to waive an ordinance requirement. Solicitor Leonard is unsure how to word the waiver in such a way that it would only apply to this case and not other land development plans. The Board suggested consulting another attorney for another opinion. Solicitor Leonard noted that she has done that and the other attorney offered the same concerns as she. The Board thought discussing the matter with the Judge could be beneficial. Solicitor Leonard will weigh options and respond to the Board about the matter. A Payment Plan Agreement Termination was presented for a tapping fee payment plan that has been satisfied. **After brief discussion Ted Cromleigh made a motion to approve the Payment Plan Agreement Termination. Chairman Fetter seconded the motion and the motion carried.**

#### OLD BUSINESS

A meter fee resolution was drafted for review. The resolution increases the cost of a water meter for new construction or owner/agent damages, allows for charging of singular meter components if owner/agent damages and for time of utility operator to install or program any of the items. The Board reviewed the resolution and felt it was ready for approval. **Ted Cromleigh made a motion to approve Resolution 977 for Water/Sewer Meter Fees. Steve Martin seconded the motion and the motion carried.**

#### NEW BUSINESS

The printer service contract with Colony Business expires at the beginning of July and they will not renew as they no longer service our brand of printer machines. We can either buy a new machine they

do service or look for another provider. Some business names were mentioned and Ms. Snyder will reach out to them.

The Lebanon County Department of Emergency Services applied for the building and zoning permits for the new communication tower on North Market Street. Ms. Snyder asked if the Board would be willing to waive the fee for the zoning permit since the LCDES is a County organization and the project will provide enhanced 911-call services. **Ted Cromleigh made a motion to waive the zoning permit fee to the Lebanon County Department of Emergency Services communication tower. Ted Cromleigh seconded the motion and the motion carried.**

There are two vacant lots on the dirt section of Michters Road owned by the Shiley brothers. Their father did land development plans for both lots twenty years ago. Letters of Credit have been held for each lot's development plan since that time. Both brothers would like to extinguish the Letters of Credit as they do not intend to build on the lots. Solicitor Leonard noted that agreements will need to be prepared and signed by the Shileys to release the Letters of Credit. Ms. Snyder will contact them so they understand the procedure and costs.

#### Utility Update

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

The Water Report was reviewed.

Two hydrants were replaced. The multitude of rain has been good for our tank levels.

Hydrants will be flushed in June.

The Sewer Report was reviewed.

The Kleinfeltersville generator has been repaired and has been reset to factory settings.

The manhole on the Cherie Kay property was hit and had to be reset.

Leak detention PODS were discussed. They are set within the water system to listen for leaks. They are generally used in large water systems that use plastic piping. The start up cost is quite expensive and we monitor our own tank levels. Leaks of size are noticed quickly without the system.

The EIT Report for April 2025 was presented for review.

The SEO Report for April 2025 was presented for review.

#### Secretary Report

The ARP Fund money received from the Federal Government has been spent. Money remaining in the account is only interest. We do not have to maintain the account any longer and can transfer the interest into any account. Ms. Snyder suggested moving the money into the Capital Improvement account where the building remodel is budgeted to be paid from. **Ted Cromleigh made a motion to close the ARP Fund account and transfer the funds into the Capital Improvement account. Steve Martin seconded the motion and the motion carried.**

Bob Lynn noted that the draft Well 8 report/permit has been prepared by Steckbeck Engineering. They are working on finding grant opportunities with Landmark to defer some of the cost of installation.

**At 8:59 Chairman Fetter called an executive session to discuss potential and current litigation matters. At 10:18 the Board reconvened into regular session.**

**At 10:30 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 June 24, 2025 at 7:00pm in the Municipal Building., 111 Mill Rd. Schaefferstown, PA 17088.

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Secretary