

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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June 24, 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
12 members of the public

The meeting was called to order at 7:04 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Chatherine Smith of 105 Distillery Road was in attendance to discuss the Zoning Hearing recently held for the Mt. Trail Motel. She is unhappy about the Zoning Hearing Board's decision to grant a variance to residential housing. She discussed previous incidents with tenants of the motel. Dave Miller of 105 Distillery Road also discussed the issue of residents at the Mt. Trail Motel and that they did not receive notice of the hearing. Solicitor Leonard discussed their options, but consulting with an attorney should be their first step if they wish to contest the variance. Michael Patton of 109 Mastle Road also commented on the matter. The Board noted concerns and were unsure what criteria was met for the Zoning Hearing Board to grant the variance. Residents will weigh their options for fighting the variance granting.

Daniel and Olivia McClain of 131 Valley View Rd were in attendance to discuss the communication tower being installed by the Lebanon County Department of Emergency Services. Their home borders the tower property and they are unhappy with the installation of the structure. The Board noted that the Zoning Hearing for that property took place in 2023 with no opposition from the neighbor in attendance. They stated they were not notified of the hearing and Mrs. McClain noted that her medical issues could be affected by the communication methods used by the tower. The Board stated there is little they can do since the tower is already in construction phase with all Stormwater plans and permits approved. The McClains will weigh their options.

Options for verification of notice mailings were discussed. The Board and Solicitor Leonard noted that certified mailings were possible but people don't always pick up their mail so the notifications would still need to be sent regular mail.

A review of the meeting minutes from May 27, 2025 was conducted. **Chairman Fetter made a motion to approve the Minutes of the meeting of May 27, 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 \$78,965.65 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 \$28,106.55. 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 \$33,614.77. Steve Martin seconded the motion and the motion carried.**

Conrad Seigel sent an invoice for actuary work done on the pension fund. The invoice is paid from the pension fund held at Fulton Financial once a request is made for payment. **Ted Cromleigh made a motion to pay the Conrad Seigel pension invoice for \$4,975.00. Steve Martin seconded the motion and the motion carried.**

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

The department replaced drainage components on North Lancaster Avenue and patched potholes on Sunnyside Road.

Sean Weik noted that Road Closed signs were stolen on Prescott Road that were used for a vehicle accident road closure. Street Signs have been stolen recently as well.

Evergreen Fence is coming to finish the fencing around the new batting cage area.

The Gasboy report for May 2025 fuel usage was reviewed.

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

The PA State Police Report for May 2025 was reviewed.

Planning Commission minutes for May 2025 were reviewed.

A Park and Recreation discussion was held. The minutes from their May 2025 meeting were reviewed. A brief review of their June 2025 meeting was included as well. A Historic Plaque was chosen to denote the area of Schaefferstown that is now on the National Register of Historic Places. It will be situated on a property owned by Historic Schaefferstown near the square. **Ted Cromleigh made a motion to purchase the plaque for the newly denoted historic area of Schaefferstown. Chairman Fetter seconded the motion and the motion carried.**

Engineer's Report

Bob Lynn presented the Engineer's report.

The 2025 Seal Coat Project is completed and Martin Paving sent an invoice for the work. Hanover Engineering reviewed their work and information and offered a recommendation for payment. **After**

brief discussion, Ted Cromleigh made a motion to pay Martin Paving for the 2025 Seal Coat Project work in the amount of \$24,208.76. Steve Martin seconded the motion and the motion carried.

The Small Project option added in the Stormwater Management ordinance should have a component for an escrow and agreement to make sure the work described is completed. Mr. Lynn and Ms. Snyder discussed options and requested a flat escrow amount of \$1,500 in a cashier check with a one-page unrecorded memorandum of understanding be instituted. Solicitor Leonard has concerns that this will not be enough protection for the Township. They will work together to come up with an alternative that makes the process easy for the applicant and protective for the Township and neighboring residents. Mr. Lynn is waiting for an answer from AK Petersheim about the insulation work redo.

The Leroy and Emma request for Planning Waiver and Non-Building Declaration was presented for approval. This is for the lot addition plan with the Steven Spohn at 60 Frederick Lane. **After brief discussion, Ted Cromleigh made a motion to approve the waiver and non-building declaration for Leroy and Emma Martin. Steve Martin seconded the motion and the motion carried.**

Michael Thorley of Christland Engineering was in attendance to present the Michael Ginder major stormwater plan for his lot on High Street. The plan is to build a single-family home with a pool. There are two modifications requested with approved justifications provided for both. The project was approved by Planning Commission. **Ted Cromleigh made a motion to approve the modifications as requested for the Michael Ginder Major Plan. Steve Martin seconded the motion and the motion carried. Following that approval, Ted Cromleigh made a motion to approve the Michael Ginder Major Stormwater Plan. Steve Martin seconded the motion and the motion carried. Lastly, Ted Cromleigh made a motion to approve the Stormwater Management and Improvement Guaranty agreements and the posted Improvement Guaranty of \$26,369.50. Steve Martin seconded the motion and the motion carried.**

The owner of the addressed lot 234 Millbach Road has established an improvement guaranty to install the sewer line extension required for him to build a house. He has split the cost of the project with the owner of 230 Millbach Road since they require the sewer extension to build their home as well. An Improvement Guaranty agreement has been signed and a Letter of Credit established for Paul Heller, the owner of 234 Millbach Road. **Ted Cromleigh made a motion to approve the Improvement Guaranty and Letter of Credit for the 234 Millbach Road sewer extension for the amount of \$5,760.12. Steve Martin seconded the motion and the motion carried.** The owner of 230 Millbach Road has elected to use the existing stormwater plan established by the old owner and has signed an agreement to maintain the terms of that agreement. They have established an Improvement Guaranty for their stormwater plan and their portion of the sewer line extension. **After brief discussion, Chairman Fetter made a motion to approve the Improvement Guaranty and Letter of Credit for 230 Millbach Road for the amount of \$30,587.70. Ted Cromleigh seconded the motion and the motion carried.**

A Time Extension has been offered for the Titus Martin Land Development Plan until September 24th. Ted Cromleigh abstained from the conversation due to professional conflict. **Chairman Fetter made a motion to accept the Time Extension until September 24th. Steve Martin seconded the motion and the motion carried.**

The Nathan Zimmerman Agricultural Land Development Plan was presented for review and possible approval. New chicken houses are being proposed on the 90 acre parcel at 760 North Market Street. They are cage free chickens but are housed. They are requesting a deferral of a written agreement for the driveway access on the land currently used by a neighboring property until such time that an agreement is necessary. Lebanon County Conservation District had a pre-construction meeting and

Planning Commission recommended plan approval. **After conversation, Ted Cromleigh made a motion to approve the requested deferral of a written easement agreement for the neighbor's driveway. Steve Martin seconded the motion and the motion carried. Next, Ted Cromleigh made a motion to approve the Agricultural Land Development Plan for 760 North Market Street. Steve Martin seconded the motion and the motion carried. Lastly, Ted Cromleigh made a motion to approve the Stormwater Management and Improvement Guaranty agreements and the posted financial security in the amount of \$134,907.37 pending payment of the legal fees. Steve Martin seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

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

The draft burning ordinance has been reviewed and Larry Taylor's comments as requested were incorporated. The Board requested a final draft be placed on the website for public review and comment.

The Spohn/Martin litigation matter is ongoing. The Township responded with a rejection of the waiver request by the court. Their attorney responded to the letter. The Township will wait for a response from the court to determine the next course of action.

An executive session was requested by Solicitor Leonard to discuss legal matters.

OLD BUSINESS

The Interior Building Remodel project will be placed on Pennbid soon with an award date of August 26th. The project will most likely be done in fall or winter depending on the contractor schedule.

Ms. Snyder received notice that our copier service contract will expire in July and Colony Business will not renew the contract. They no longer service HP printers. She called other service providers and no one is available to contract the work on our printer. The Board suggested putting a new copier in the 2026 Budget.

NEW BUSINESS

The Schaefferstown Community Event Association has secured non-profit status and opened a bank account for any funding. The Township had agreed to allocate funds that were donated by a local bank for recreation use to the organization once those tasks were complete. The Board authorized the payment of those \$770 at our next meeting.

Jedd Erdman has resigned from the Planning Commission. A replacement candidate, Eugene Hoover, has been secured but is only able to start in 2026. Solicitor Leonard suggested accepting the resignation effective 12/31/2025 and appointing the new person at the reorganization meeting. **After brief discussion, Chairman Fetter made a motion to accept the resignation of Jedd Erdman effective 12/31/25. Steve Martin seconded the motion and the motion carried.**

Our current CPA Firm notified Ms. Snyder that they will no longer conduct municipal audits. The Board instructed Ms. Snyder to review options for a new auditing firm for next year.

Utility Update

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

The Water Report was reviewed.

The CCR letters were mailed with recent utility bills. A possible leak was detected near the square and will be investigated.

The Sewer Report was reviewed.

There were no issues at this time.

A property in the Township is using an excessive amount of water for four consecutive quarters. They have paid the bills, but their usage warrants discussion about potential extra sewer EDU purchases.

Township staff and Mr. LaTourette have tried to contact the customer with no success. The Board would like a letter sent to the property owner explaining the concern and the possible need for sewer capacity purchase and other excess use charges.

Bob Lynn and Mr. LaTourette met with Steckbeck Engineering and Landmark Builders regarding the Well 8 development. They are working on the submission to DEP. A storage tank may be part of the package.

The EIT Report for May 2025 was presented for review.

The SEO Report for May 2025 was presented for review.

Secretary Report

The Schaefferstown Activity Network Association is working on organizing an event for the holidays. They are considering requesting closure of the Schaefferstown Square from PennDOT. Ms. Snyder wanted to notify the Board in case any members of the organization request assistance from the Township.

At 9:14 Chairman Fetter called an executive session to discuss potential and current litigation matters. At 10:04 the Board reconvened into regular session.

At 10:09 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 July 22, 2025 at 7:00pm in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary