

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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July 22, 2025 MEETING MINUTES

Board members present:

Paul Fetter
Ted Cromleigh
Steve Martin

Others present:

Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Justin LaTourette – Utility Operator
15 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.

Katherine Smith and David Miller of 105 Distillery Road were in attendance to discuss the Zoning Hearing recently held for the Mt. Trail Motel. They and other neighbors questioned the lack of notification of the hearing. Ted Cromleigh noted that the zoning officer confirmed the mailings and that the property was posted as required. He also stated that in order for the proposed elder housing use to move forward, land development plans will need to be submitted and approved. Solicitor Leonard noted that there is no legal requirement that property owners be notified by mail. They have many concerns about the approval of the Zoning Hearing request. Michael Browning of 119 Distillery Road asked what land development permits or other township ordinances will be required. Mike Patton of 109 Mastle Road asked how the various boards of the township operate. He asked how zoning hearing board members can be removed. Jean Rowe suggested attendees submit their names to serve on the zoning hearing board should a position open.

Mary Jo Herr of Sunnyside Road was in attendance to discuss water runoff at 433 Sunnyside Road due to pond overflow. She is concerned that excess water may cause damage to her property and other downstream properties. She noted that there is some upkeep to the pond that is not being done and there is vegetation on the berm that could damage the berm integrity. Richard Martin, owner of 433 Sunnyside Road, noted that stormwater from Fox Road runs into the pond but agreed that the pond could be better maintained. Ted Cromleigh suggested the Public Works Superintendent and Township Engineer meet with Mr. Martin to evaluate the site conditions.

A review of the meeting minutes from June 24 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of June 24, 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 \$167,891.75 from the Light Fund, Liquid Fuels 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 \$5,022.31. 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 \$6,347.38. Steve Martin seconded the motion and the motion carried.**

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

The department is working on storm drainage reports and other normal maintenance items.

The Gasboy report for June 2025 fuel usage was reviewed.

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

The PA State Police Report for June 2025 was reviewed.

A Park and Recreation discussion was held. The minutes from their June 2025 meeting were reviewed. A brief review of their June 2025 meeting was included as well. The Community Movie Night will be held August 14th and they will show The Lorax.

Dustyn Miller was in attendance to discuss improvements at the ball fields. Costs were obtained as requested by the Board of Supervisors for the proposed improvements. Ted Cromleigh noted concern over the high price but Mr. Miller suggested he could secure volunteers for much of the work. Ross Chubb and Ivan Martin offered donations of labor and materials and Mr. Cromleigh suggested speaking to Scout organizations. There was discussion regarding funding of township projects and that recreation facilities are used by many residents and organizations. Jason Firestone of the ELCO Softball Program was at the meeting to hear about field improvements and coordination of field use. There was a request for notification of field scheduling via the website and Mr. Cromleigh said he'll look into it. Mr. Miller asked if someone from the Board of Supervisors could attend the next Park and Recreation meeting to clarify procurement procedures and other processes. Mr. Cromleigh and Bob Lynn will attend the next meeting.

Engineer's Report

Bob Lynn presented the Engineer's report.

The Small Project Agreement specifics are still being reviewed.

Mr. Lynn reported that a price was received for insulation replacement but costs will need to be separated between labor and material.

The Interior Building Remodel schedule notes an August meeting bid opening.

The Jay Zimmerman Majoy Stormwater Management Plan was presented by Ivan Martin. The plan shows a home and large garage to be built on the property which Mr. Zimmerman subdivided from the

main tract approximately five years ago. One waiver was requested for water loading volume. Final security has been established at Fulton Bank and the agreements are signed by Mr. Zimmerman. **After brief discussion, Ted Cromleigh made a motion to approve the requested waiver for the Jay Zimmerman land development plan. Steve Martin seconded the motion and the motion carried. Ted Cromleigh then made a motion to approve the Major Stormwater Management Plan for Jay Zimmerman. Steve Martin seconded the motion and the motion carried. Lastly, Ted Cromleigh made a motion to approve the Improvement Guaranty and Stormwater Agreements as well as the Financial Security in the amount of \$37,375.80. Steve Martin seconded the motion and the motion carried.**

There was discussion regarding the municipal building front door. The weather stripping is missing again and there are still some lingering issues with the panic bar. Mr. Lynn will discuss the issue with the contractor.

The Martin/Spohn lot add-on plan was reviewed. A Time Extension was requested until some plan matters were resolved. The plan review time expires July 22nd. No time extension was offered by the applicant's professional. Mr. Lynn and Solicitor Leonard recommended denial of the plan, absent the time extension. **After brief discussion, Ted Cromleigh made a motion to deny the Martin/Spohn lot add-on plan due to plan deficiencies. Steve Martin seconded the motion and the motion carried.** A Time Extension has been offered for the Land Development Plan for 238 S. Lancaster Avenue until August 26th. **Ted Cromleigh made a motion to accept the Time Extension for 238 S. Lancaster Avenue until August 26th. Steve Martin seconded the motion and the motion carried.**

A Time Extension is required for the Middlecreek Mennonite School project but none has been received as of the meeting. Ted Cromleigh abstained from plan conversation. **Chairman Fetter made a motion to deny the Middlecreek Mennonite School land development plan unless one is received tomorrow July 23rd. Steve Martin seconded the motion and the motion carried.**

Dirt and Gravel Road funding projects were discussed. The grant application currently being worked on will include stone for the proposed project.

The Abner Stoltzfus Subdivision and Land Development Plan offered a Time Extension until October 28th. Ted Cromleigh abstained from plan discussions. **After brief discussion, Chairman Fetter made a motion to approve the Time Extension for the Abner Stoltzfus Subdivision and Land Development Plan until October 28th. Steve Martin seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

The On-Lot Septic program has only a few remaining homes non-complaint. Legal letters have been mailed to those that have not complied to date.

The final draft of the burning ordinance has been reviewed and placed on the website for comment. The Board agreed the ordinance is ready for advertising for adoption. **Ted Cromleigh made a motion to authorize the advertising of the updated Burning Ordinance for adoption at the August 26th meeting. Steve Martin seconded the motion and the motion carried.**

There was discussion regarding record destruction of old municipal records.

Solicitor Leonard discussed the property clean-up at 505 Sunnyside Road. Significant progress has been made at the site and work will continue until compliant.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

Utility Update

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

The Water Report was reviewed.

Well levels are stable.

The Sewer Report was reviewed.

The Kleinfeltersville Pump Station needs a generator transfer switch. Parts have an 11 to 12 week lead time. Prices from two vendors were received with Slaymaker having the lowest quote. **Ted Cromleigh made a motion to approve Slaymaker as the vendor to install a new transfer switch at the Kleinfeltersville Pump Station for the amount of \$5,050.00. Steve Martin seconded the motion and the motion carried.** Other repairs at the pump station are underway but are under warranty. Mr. LaTourette will check manholes behind the Kleinfeltersville Hotel due to increased flows.

The EIT Report for May 2025 was presented for review.

The SEO Report for May 2025 was presented for review.

Secretary Report

A check in the amount of \$4,211.16 was received from PennDOT for excess winter maintenance for the 2024-2025 winter season.

A request from ELCO Youth Softball was received to use the softball field for clinics on Saturday mornings in fall. The board was fine with the field use.

Randy Nye asked about the Trout Unlimited Project on Distillery road and their excavating in the creek. The Board noted that it's not a Township project nor subject to Township permits.

At 9:15 Chairman Fetter called an executive session to discuss potential litigation matters. At 10:10 the Board reconvened into regular session.

At 10:10 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 August 26, 2025 at 7:00pm in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary