HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**August 26, 2025**

**MEETING MINUTES**

Board members present: Others present:

Paul Fetter Jennifer Snyder – Office Manager

Ted Cromleigh Amy Leonard – Solicitor

Bob Lynn – Township Engineer

Sean Weik – Public Works Superintendent

Justin LaTourette – Utility Operator

4 members of the public

The meeting was called to order at 7:03 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Loren Miller of the Schaefferstown EMS was in attendance to request Township assistance in applying for a DCED Grant through the Local Share Account. They would like to purchase PowerLoad equipment to assist in lifting patients into the back of an ambulance. The Board will help as needed and Ms. Snyder will work with him on the application and submittal process.

A review of the meeting minutes from July 22, 2025 was conducted. **Chairman Fetter** **made a motion to approve the Minutes of the meeting of July 22, 2025 and was seconded by Ted Cromleigh. 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 $87,740.74 from the Light Fund, Liquid Fuels Fund, Park & Recreation Fund and General Fund for bills and payroll. Chairman Fetter** **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 $69,880.90. Chairman Fetter** **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 $8,021.94. Chairman Fetter** **seconded the motion and the motion carried.**

The Treasurer’s Report for July 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 July 2025 was reviewed.

Line painting quotes were reviewed. After discussion of the roadways covered under the quotes, the Board noted that Lincoln Pavement Services was the lowest price and they have done other work for us in the past with no negative concerns. **After brief discussion, Chairman Fetter made a motion to approve Lincoln Pavement Services to paint road lines in 2025 for $23,700.00. Ted Cromleigh seconded the motion and the motion carried.**

A stormbox installation was suggested to help preserve the roadway at the area of Sunnyside Road and Sheep Hill Road. One is available for purchase from Construction Master Services in Sinking Spring for $1,285.00. **After brief discussion, Ted Cromleigh made a motion to purchase the stormbox from Construction Master Services for $1,285.00. Chairman Fetter seconded the motion and the motion carried.**

A bench was ordered with money raised from the Delores Lesher memorial donations. Mr. Weik asked where the Board would like to place the bench. The Board suggested meeting with the Park and Rec Board to determine a place for the bench.

The Gasboy report for July 2025 fuel usage was reviewed.

The Zoning Officer’s Report for July 2025 was reviewed.

The PA State Police Report for July 2025 was reviewed.

The Planning Commission minutes from June 2025 were reviewed.

A Park and Recreation discussion was held. The minutes from their July 2025 meeting were reviewed. A brief review of their August 2025 meeting was included as well. A list of improvements to the ball fields for 2025 was included. Replacement of sod on the baseball field, Diamondtex for the infield, install clay bricks at heavily used areas and rolling the outfield are able to occur this fall. Pricing for sod and clay bricks were provided but Mr. Weik will confirm they are the lowest prices. There is some concern over how to water the sod. We will look into installing a small hydrant in the recreation area. **After review of all proposed items and pricing, Ted Cromleigh made a motion to approve purchase of clay bricks not to exceed $2,082, sod not to exceed $1,892.76, Diamondtex and soil for under the sod for the baseball field improvements. Chairman Fetter seconded the motion and the motion carried.**

Engineer’s Report

Bob Lynn presented the Engineer’s report.

The roof insulation replacement cost was reviewed and the Township portion would be $6,972.00. This cost is for the upgraded material and no labor cost to install the product will be incurred by the Township.

The engineer and builder for 238 South Lancaster Avenue was in attendance to present their Stormwater Plan to build a new home on the vacant lot. There are three waivers requested for site runoff, infiltration beds and inlets all of which were justified and proved. **After discussion, Ted Cromleigh made a motion to approve the three requested waivers for the project. Chairman Fetter seconded the motion and the motion carried. Then Ted Cromleigh made a motion to approve the minor stormwater plan for 238 South Lancaster Avenue. Chairman Fetter seconded the motion and the motion carried. Lastly, Ted Cromliegh made a motion to approve the Stormwater Agreement, Improvement Guaranty and Financial Security in the amount of $40,790.50. Chairman Fetter seconded the motion and the motion carried.**

The Abner Stoltzfus Planning Module was presented for approval. There is a new home planned on a subdivided lot from 333 Gibble Road. Ted Cromleigh noted a conflict with the plan because of business contacts. Since Supervisor Steve Martin is not in attendance, Solicitor Leonard explained that Mr. Cromleigh can vote on the planning module out of the Rule of Necessity. To ratify the approval, Resolution 979 was presented for adoption. **After brief discussion, Chairman Fetter made a motion to adopt Resolution 979 and the Planning Module for Abner Stoltzfus on Gibble Road. Ted Cromleigh seconded the motion and the motion carried.**

The Jack Keener Canaan Grove Road subdivision offered a Time Extension until October 28, 2025. **After brief discussion, Ted Cromleigh made a motion to approve the Jack Keener Subdivision Time Extension until October 28, 2025. Chairman Fetter seconded the motion and the motion carried.**

Michael Martin, owner of 226 Millbach Road, request a release of his held Letter of Credit for the subdivision and land development of the two residual lots. Both lots were sold and are being developed for new homes by their respective new owners. The new owners have established new financial securities for the current development they are pursuing. **After brief discussion, Ted Cromleigh made a motion to approve the release of the Michael Martin Letter of Credit in the amount of $61,520.052. Chairman Fetter seconded the motion and the motion carried.**

A Time Extension has been offered for the Land Development Plan by Holzman for McQuate Drive until March 15, 2026. **Ted Cromleigh made a motion to accept the Time Extension for the Holzman McQuate Drive Land Development Plan until March 15, 2026. Chairman Fetter seconded the motion and the motion carried.**

The Middlecreek Mennonite School project submitted their sewage DEP post card for approval of their connection to the public sewer system. Ted Cromleigh noted a conflict with the plan because of business contacts. Since Supervisor Steve Martin is not in attendance, Solicitor Leonard explained that Mr. Cromleigh can vote on the planning module out of the Rule of Necessity. **After brief discussion, Chairman Fetter made a motion to approve the DEP Sewage Post card for the Middlecreek Mennonite School. Ted Cromleigh seconded the motion and the motion carried.**

Dirt and Gravel Road funding projects were discussed. The suggested plan for submittal is for regrading Gibble Road dirt section to mitigate drainage issues in the area. Mr. Lynn and Sean Weik met with Lebanon County Conservation District representatives and they suggested waiting for their next allotment of funds to become available which will fund the majority of the project. Other plan details are being designed for the grant application.

As discussed previously, the roof insulation replacement has a plan of action but should be coordinated with the interior office remodel. Due to this coordination effort and the quantity of contractor questions surrounding the proposed work, Mr. Lynn suggested a bid extension to September 19th and award date of September 23rd. Quotes for different sizes and styles of job trailers have been secured, but the Board would like Ms. Snyder to talk to St. Paul’s UCC Church about possibly renting space in their social hall as an alternative.

Solicitor’s Report

Solicitor Leonard presented the Solicitor’s report.

The Burn Ordinance 175 has been advertised for adoption. Ms. Snyder noted that no further comments were received after placing the final draft on the township website for resident review.  **Citing no further discussion, Ted Cromleigh made a motion to adopt Burning Ordinance 175 as presented. Chairman Fetter the motion and the motion carried.**

The Resolution to dispose of outdated municipal records was presented. Much of these records came from a retired solicitor for both the Township and HTMA. Old HTMA and police files were also reviewed for disposal. **After brief discussion, Ted Cromleigh made a motion to adopt Resolution 978 for the destruction of municipal records based on the record retention policy established by the PA Municipal records manual.**

The On-Lot Septic program has seven properties remaining non-complaint.

Discussion on the recent Zoning Hearing Board approval of the Mt. Trail Motel variance request commenced. If the Board intends to appeal the approval, they will need to decide within the appeal timeline. Solicitor Leonard noted that there is a chance the appeal could be denied based on varying factors of the property and caselaw. The Board noted that a Land Development plan would be required to move forward with their intended use change but the owners have some hurdles for approval of such a plan. The Board decided to waive the option of an appeal due to those factors.

Solicitor Leonard noted the need for an Executive Session to discuss current legal matters.

Small Stormwater Project agreements were discussed. Solicitor Leonard reviewed some samples provided by Bob Lynn and they are working to draft one that will work for Heidelberg Township. The Board noted that a flat fee as an escrow holding in certain cases can be utilized and the agreement should be recorded. Solicitor Leonard will work on a draft for approval.

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

The 2026 Pension Minimum Municipal Obligation worksheet was presented for approval. The worksheet is prepared by our pension actuary, Conrad Seigel. While support money from the state is expected, we need to budget the amount in case no money is received. **After review, Ted Cromleigh made a motion to approve the 2026 Pension MMO in the amount of $50.236.00. Chairman Fetter seconded the motion and the motion carried.**

CM High inspected the red-light apparatus and noted one of the signal heads at the Carpenter Street red light is rusted and no longer securing the red-light signal. The quote to make the repair is $1,620.00. **Chairman Fetter made a motion to approve CM High make the necessary repair to the Carpenter Street red light apparatus for $1,620.00. Ted Cromleigh 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.

A notification system for water outage, boil water or other notifications should be established. Information was obtained previously and the Board requested updated pricing and implementation data.

The Lead and Copper updating is still being worked on as notifications are received.

The Sewer Report was reviewed.

The Kleinfeltersville manholes were checked but no abnormalities were noted. The higher flows at the pump station will be monitored.

The Grinder Pump at the Kleinfeltersville Pump Station needs to be repaired. The recently purchased grinder is still under warranty but the station will have to run without one until it is completed in October. Mr. LaTourette will manually check the catch basket for debris during that time.

The EIT Report for July 2025 was presented for review.

Secretary Report

There was none.

**At 9:06 Chairman Fetter called an executive session to discuss litigation matters. At 9:54 the Board reconvened into regular session**.

**At 10:01 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 September 23, 2025 at 7:00pm in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

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Secretary