

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

PO Box 188 111 Mill Road
Schaefferstown, PA 17088
(717) 949-3885 fax (717) 949-2915 htwpbs@comcast.net

**January 5, 2026
MEETING MINUTES**

Board members present:

Paul Fetter
Steve Martin
Ivan Martin

Others present:

Sean Weik – Public Works Superintendent
Jennifer Snyder – Office Manager
Justin LaTourette – Utility Operator
14 members of the public

The meeting of Heidelberg Township was called to order at 7:00PM by Paul Fetter, followed by the Pledge of Allegiance to the Flag. Paul Fetter wished to welcome new Supervisor Ivan Martin to the Board of Supervisors. Ivan Martin read his Oath of Office prior to the start of the meeting.

At this time, Steve Martin made a motion to appoint Paul Fetter Temporary Chairman to initiate the meeting. Ivan Martin seconded the motion and the motion carried.

The Reorganization of the Board of Supervisors was held. **A motion was made by Steve Martin to appoint Paul Fetter as Chairman of the Board. The motion was seconded by Ivan Martin and the motion unanimously carried. A motion was made by Steve Martin to nominate Ivan Martin as Vice Chairman of the Board. The motion was seconded by Chairman Fetter and the motion unanimously carried. A motion was made by Ivan Martin to nominate Steve Martin as Secretary/Treasurer of the Board. The motion was seconded by Chairman Fetter and the motion unanimously carried.**

Appointments of Township duties to staff members were acted on. **Steve Martin made a motion to appoint Paul Fetter as Road Master. Ivan Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Steve Martin the Administration Supervisor. Ivan Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Steve Martin Pension Administrator. Ivan Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Sean Weik Superintendent of Public Works for the Township. Steve Martin seconded the motion and the motion carried. Chairman Fetter made a motion to appoint Jennifer Snyder Office Manager, Right to Know Officer, Utilities Coordinator and Assistant Secretary/Treasurer. Ivan Martin seconded the motion and the motion carried. Steve Martin made a motion to appoint Nadine Frye Administrative Assistant and Assistant Utilities Coordinator. Chairman Fetter seconded the motion and the motion carried.**

A motion was made by Chairman Fetter to appoint Supervisors Paul Fetter, Ivan Martin and Steve Martin as employees as needed by Heidelberg Township. The motion was seconded by Steve Martin and unanimously carried.

A motion was made by Chairman Fetter to secure bonding for \$1,000,000 for Treasurer and \$500,000 for Assistant Secretary. The motion was seconded by Steve Martin and the motion carried.

Ivan Martin made a motion to appoint Paul Bametzreider of Barley Snyder as the legal counsel for the Township. The motion was seconded by Steve Martin and Chairman Fetter voted no. The motion carried.

A motion was made by Chairman Fetter to appoint Bob Lynn of Hanover Engineer Association, Inc. Township Engineer. The motion was not seconded. Ivan Martin made a motion to appoint Scott Hain of DMA-David Miller Associates as the Township Engineer. The motion was seconded by Steve Martin with Chairman Fetter voting no. The motion carried. Chairman Fetter expressed his frustration at the amount of changes made to the Township professionals roster with no interviews or costs offered to the entire Board.

A motion was made by Steve Martin to adopt Resolution #990 to appoint Garcia, Garman and Shea as Auditors for the 2025 Township Audit. The motion was seconded by Ivan Martin and unanimously carried.

A motion was made by Chairman Fetter to appoint the Lebanon County Planning Department as Sewage Enforcement Officer. The motion was seconded by Steve Martin and unanimously carried.

A motion was made by Ivan Martin to appoint DMA-David Miller Associates as Zoning Officer. The motion was seconded by Steve Martin with Chairman Fetter voting no. The motion carried.

A motion was made by Ivan Martin to appoint Bret Wiest of Buzgon Davis Law Offices as Zoning Hearing Board Solicitor. It was noted that since Solicitor Bametzreider was employed by Barley Snyder, we could not have the same firm representing the zoning hearing board. The motion was seconded by Steve Martin and the motion carried.

A motion was made by Ivan Martin to appoint Commonwealth Code Inspections as Township Code Enforcement Officer. The motion was seconded by Steve Martin and the motion carried.

A motion was made by Chairman Fetter to appoint Commonwealth Code Inspections as Township UCC Code Officer. The motion was seconded by Steve Martin and the motion unanimously carried.

A motion was made by Ivan Martin to appoint Jared Zimmerman to the Vacancy Board. The motion was seconded by Steve Martin and unanimously carried.

Resolution 991 was presented to appointment of Larry Taylor, current Zoning Hearing Board alternate, to the Zoning Hearing Board. **A motion was made by Ivan Martin to appoint Jay Zimmerman to the Zoning Hearing Board instead and a modification made to Resolution 991 to reflect the change in appointment. Steve Martin seconded the motion with Chairman Fetter voting no. The motion carried.**

Chairman Fetter made a motion to appoint Jedd Erdman to the Planning Commission. There was no second. Ivan Martin made a motion to appoint Trentin Brubaker to the Planning Commission. Steve Martin seconded the motion with Chairman Fetter voting no. The motion carried. Chairman Fetter then made a motion to reappoint Dustin Miller to the Park and Recreation Board. The motion was seconded by Ivan Martin and carried.

A motion was made by Chairman Fetter to designate Fulton Bank and the PA Local Government Investment Trust as the depository of Township funds for the year 2026. The motion was seconded by Steve Martin and unanimously carried.

Chairman Fetter made a motion to affirm Keystone Municipal Collections and The Lebanon County Treasurers Office as the entities to collect the 2026 taxes for Heidelberg Township. The motion was seconded by Steve Martin and was unanimously approved.

A motion was made by Chairman Fetter to establish the regular meeting dates and times as the fourth Tuesdays of each month beginning at 7:00PM. Exceptions for 2026 are: Meetings for November and December will be held on the third Tuesday of the month. Ivan Martin asked if we could change the meeting start time to 6:00PM. After discussion it was determined that a 6:30PM start time would be initiated and meetings would be readvertised. The motion was modified to denote a Board of Supervisor meeting start time as 6:30PM and the motion was seconded by Ivan Martin. The motion carried.

Motion was made by Steve Martin to appoint Chairman Fetter as the voting delegate for the 2026 PA State Assoc. of Twp. Supervisors. The motion was seconded by Ivan Martin and carried.

A motion was made by Steve Martin to establish the hourly wage and salary schedule per the 2026 budget for Township employees. The motion was seconded by Ivan Martin and unanimously carried.

Motion was made by Chairman Fetter to establish the mileage rate at \$.725 cents per business mile driven to concur with the rate set by the IRS for 2026. The motion was seconded by Steve Martin and unanimously approved.

At 7:28 PM the reorganization of the Heidelberg Twp. Board of Supervisors concluded, and Chairman Fetter continued with the regular order of business.

A call for public comment was made.

Andy Kline welcomed the Township to the Fire Hall for meetings during the office remodel. He then discussed a letter he received from PennDOT regarding issues he's raised along the Route 501 South corridor into Elizabeth Township, Lancaster County.

The Board reviewed the minutes of the December 16, 2025 meeting. **Chairman Fetter made a motion to approve the minutes from December 16, 2025. The motion was seconded by Steve Martin and the motion carried.**

Bills for the Township were submitted and reviewed for payment. **After a brief discussion, Steve Martin made a motion to accept the bills as submitted for a total of \$5,781.48 from General Fund for invoices. Ivan Martin seconded the motion and the motion carried.**

OLD BUSINESS

The Emergency Notification System was discussed as questions from a previous meeting needing answered. The security of the system was verified and the company does not sell resident information to any outside entities. Justin LaTourette suggested purchasing 2000 credits to be used for notifying residents via phone in cases of utility or township emergencies. **Steve Martin made a motion to purchase 2000 credits for \$300 from the One Call Now emergency notification system. Ivan Martin seconded the motion and the motion carried.**

NEW BUSINESS

A Chlorine Door replacement quote was received from Shank Door for \$1,998. The replacement is needed as it was identified during a DEP inspection last year. **After brief discussion, Steve Martin made a motion to have Shank Door replace the door at chlorine building for the amount of \$1,998. Ivan Martin seconded the motion and the motion carried.**

Ms. Snyder researched the ability to provide township email addresses to supervisors. With our Microsoft 365 account we can provide supervisor emails and maintain them for \$6/month. Ivan Martin noted that he would like one so he can conduct township business separately from his currently used business email. Steve Martin would like to utilize a township email as well. Chairman Fetter may but will review his current email account before deciding. **After brief discussion, Ivan Martin made a motion to procure email addresses for supervisors as requested through our Microsoft 365 account. Steve Martin seconded the motion and the motion carried.**

Ivan Martin made a motion to adjourn the meeting at 8:06PM. The motion was seconded by Steve Martin and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be on January 27, 2026 at 6:30PM in the Schaefferstown Fire Co, 200 N Locust St., Schaefferstown, PA 17088.

Secretary

Minutes recorded by Jennifer Snyder