

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS  
PO Box 188 111 Mill Road  
Schaefferstown, PA 17088  
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**December 16, 2025**  
**MEETING MINUTES**

Board members present:

Paul Fetter  
Ted Cromleigh  
Stephen Martin

Others present:

Jennifer Snyder – Office Manager  
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 7:01 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Marshall Kramer thanked the board and township staff for assisting with the events the Schaefferstown Community Event Association has held in recent months. They plan to host future events and hope to keep the events positive for all community members.

Jean Rowe was disappointed that no one reached out to her regarding the PennDOT Scoping meeting regarding the potential development of the Keller parcel at the 501 Red Light. Paul noted that while he did not reach out to her, he also stated that there was no in person meeting and no Supervisors attended. Bob Lynn and Jennifer Snyder attended the meeting to represent the Township in the discussion. She understood and hopes the public will be kept abreast as the development discussion progresses.

A review of the meeting minutes of November 18, 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of November 18, 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 \$93,343.83 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 \$35,946.95. 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 \$28,736.56. Steve Martin seconded the motion and the motion carried.**

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

Sean Weik stated that the hydraulic lines were fixed on the small dump truck. The Louisville plow cylinder is leaking and that was taken for repairs as well.

It was noted that a locust tree at the Fountain Park water fountain appears to be dead. Andy Ginder will be notified so Fountain Park trustees can determine what they should do.

The Gasboy report for November 2025 fuel usage was reviewed.

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

The PA State Police Report for November 2025 was reviewed.

A Park and Recreation meeting was held in November. October meeting minutes were presented for review. The Marcellus Shale Grant is available for applications and the Park & Recreation Board would like to apply for money towards professional fees in the Walking Trail Right of Way acquisition. Resolution 983 was presented for adoption as part of that application process. **Chairman Fetter made a motion to adopt Resolution 983 for inclusion in the Marcellus Shale Grant application of \$25,000 towards Right of Way acquisitions for the Walking Trail. Ted Cromleigh seconded the motion and the motion carried.**

#### Engineer's Report

Bob Lynn presented the Engineer's report.

The Letter of Credit releases for 230 and 234 Millbach Road were discussed. The Sewer line that was installed to serve those lots has been installed but not dedicated. A maintenance guaranty has not been signed yet but the money for the guaranty has been deposited. The owner of 230 Millbach Road is scheduled to sell the property tomorrow. Solicitor Leonard came up with a plan to have current and new owners sign the deed of dedication of the line. This way the agreements and all legal documents can be recorded no matter which owner is listed at the time. Bob Lynn noted that while there are still punchlist items to complete, the remaining items are minimal and the amount can be held in a cash escrow so the Letter of Credit can be released. Justin LaTourette noted that no water meter has been installed at that property and will need to be done immediately. Mr. Lynn will note that with his inspector and the property owner to schedule the installation. **After discussion, Ted Cromleigh made a motion to release the Letter of Credit held for 230 Millbach Road under Clayton Martin and hold the remaining amount for punchlist items in a cash escrow of \$1,610 under his name. Steve Martin seconded the motion and the motion carried.**

The George Achey pond project is ready for approval but the improvement guaranty has not been established yet. It will be ready for approval at next month's meeting.

The proposed solar project at the Kline farm on Old Mill Road needs zoning relief to continue. Various variances are needed.

### Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

Stevens & Lee submitted a conflict letter noting that they are representing Sheetz in the possible development of land in the Township. They previously represented the Township as sewer bond counsel. Since the two matters are not related, the Board did not have an issue with the conflict. **Ted Cromleigh made a motion to allow Steven and Lee to continue their work for Sheetz in their land development efforts noting their previous work for the Township. Steve Martin seconded the motion and the motion carried.**

### OLD BUSINESS

There was none.

### NEW BUSINESS

Resolution 984 was presented to denote the acknowledgement of the Non-uniform Pension Minimum Municipal Obligation (MMO) form provided by Conrad Seigel, the pension plan actuary. This resolution will accept the form information regarding contributions to the non-uniform pension plan if necessary in 2026. **Ted Cromleigh made a motion to approve Resolution 984 acknowledging the Minimum Municipal Obligation pension form for the non-uniform pension fund in 2026. Steve Martin seconded the motion and the motion carried.**

Resolution 985 was presented to set the Real Estate Tax Rate for 2026 at \$.07444 mills/\$100.00 of Assessed Valuation. **Chairman Fetter made a motion to pass Resolution 985 for the Real Estate tax rate for 2026. Steve Martin seconded the motion and the motion carried.**

Resolution 986 was presented for the setting of the Street Light Tax for 2026. The rate will stay the same at \$.50/LF of front footage. **Ted Cromleigh made a motion to approve Resolution 986 for the Street Light Tax rate for 2026. Steve Martin seconded the motion and the motion carried.**

Resolution 987 was presented to set the Fire Hydrant Tax for 2026 at .0001055 mills on assessed value of affected properties. **Ted Cromleigh made a motion to pass Resolution 987. Chairman Fetter seconded the motion and the motion carried.**

Resolution 988 was presented to set the Tax Penalty for non-payment of taxes at 10% for 2026. **Ted Cromleigh made a motion to pass Resolution 988. Steve Martin seconded the motion and the motion carried.**

Resolution 989 was presented to set the Fee Schedule for 2026. There are no changes from last year. **Ted Cromleigh made a motion to pass Resolution 989. Steve Martin seconded the motion and the motion carried.**

### Utility Update

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

The Sewer Report was reviewed with no issues.

The Water Report was reviewed.

Mr. LaTourette noted that DEP inspected our facility and noted that a new lid for the salt brine container is needed. The door to that building also needs to be replaced. Mr. LaTourette will get pricing for next meeting.

The Emergency Call notification system was discussed. The system recommended allows the Township to buy credits and use 1 credit for phone call as needed. We would be required to buy 1000 credits for \$150 each year. The calls can be used for anything related to Township business, not just water emergencies. Credits can be rolled into a future year if not used. The biggest challenge will be inputting phone numbers into the system. Ms. Snyder noted that there is an Excel spreadsheet upload method that we may be able to utilize and will look into that option. Chairman Fetter has some concern about the security of the system and that phone numbers are not sold by the company once acquired. Mr. LaTourette will gather information on their security measures.

The Hydrant replacement on North Market Street due to a car accident has not been completed yet. We are waiting on the hydrant delivery from LB Water.

Ms. Snyder included information from the City of Lebanon Authority noting increases in their fees starting in April of next year.

The EIT Report for November 2025 was presented for review.

#### Secretary Report

The minutes and the Scoping detail of the PennDOT meeting with Sheetz was included for review and approval. Jean Rowe asked about the intersection study. Bob Lynn noted that this meeting was for PennDOT to tell Sheetz what intersections and roads would need to be included in their traffic study. No study has been done to date since PennDOT needed to denote what the study should include. PennDOT has large right of ways on the property which are a concern for the developers. Marshall Kramer asked if there are any restrictions on the hours a business is allowed to be open. Solicitor Leonard stated that she is not aware of any but can look into the matter. **After review, Ted Cromleigh made a motion to approve the PennDOT Scoping list and minutes of the Scoping meeting. Steve Martin seconded the motion and the motion carried.**

Chairman Fetter wished to acknowledge this as Ted Cromleigh's last meeting and presented him a citation from PSATS for his years of service to the community. Mr. Cromleigh read a letter he prepared and thanked the board members, staff and residents for the accomplishments over the years.

**At 8:42 Chairman Fetter called an executive session to discuss litigation matters. At 9:39 the Board reconvened into regular session.**

**At 9:42 Chairman Fetter made a motion to adjourn, which was seconded by Steve Martin. All were in favor, and the motion carried.**

The next meeting of the Heidelberg Township Board of Supervisors will be reorganization and will be held at the Schaefferstown Fire Company, 200 N Locust St, Schaefferstown on January 5, 2026 at 7:00pm.

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Secretary