

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**January 27, 2026  
MEETING MINUTES**

Board members present:

Paul Fetter  
Ivan Martin  
Stephen Martin

Others present:

Jennifer Snyder – Office Manager  
Paul Bametzreider – Solicitor  
Nick Ebersole – Township Engineer/Zoning Officer  
Sean Weik – Public Works Superintendent  
Justin LaTourette – Utility Operator  
23 members of the public

The meeting was called to order at 6:37 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Tim Hoffman asked Stephen Martin questions regarding changes made at the Board meeting held January 5, 2026. The questions revolved around professional service changes. Bruce Kramer asked about the transparency of the professional changes and if contracts were reviewed for the solicitor and engineer. Ivan Martin made a statement regarding his reason for running for Supervisor. Craig Zeigler commented that trust and working with others is important for the community.

Marshall Kramer asked if the Schaefferstown Event committee could use ballfields at the Township building to host an Easter Egg Hunt on March 28<sup>th</sup>. The Board approved the request.

A review of the meeting minutes of January 5, 2026 was conducted. **Steve Martin made a motion to approve the Minutes of the meeting of January 5, 2026 and was seconded by Ivan Martin. The motion was approved.** The Auditor Minutes from January 7, 2025 were reviewed and found to be acceptable. **Ivan Martin made a motion to approve the Auditor Meeting minutes from January 7, 2025. Steve Martin seconded the motion and the motion carried.**

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Ivan Martin made a motion to accept the bills submitted for a total of \$115,686.23 from the Light Fund, State 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, Steve Martin made a motion to accept the bills as submitted for a total of \$27,034.03. Ivan Martin seconded the motion and the motion carried.**

Bills for the Water account were submitted for review and payment. **After brief discussion, Chairman Fetter made a motion to accept the bills as submitted for a total of \$25,855.97. Steve Martin seconded the motion and the motion carried.**

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

Sean Weik was present for any questions.

A CDL driver was hired as emergency assistance for the recent winter storm. Brett Outman worked to assist in snow removal as needed. Board ratification of the hire is required. **Ivan Martin made a motion to hire Brett Outman as an employee for CDL snowplow removal services. Steve Martin seconded the motion and the motion carried.**

Ms. Snyder was contacted by Jon Fitzgee regarding a PennDOT road safety audit. They are planning to complete an audit of Route 897 through South Lebanon Township and would like to include the section of Route 897 in Heidelberg Township. This is performed at no cost to the Township. **After brief discussion, Chairman Fetter made a motion to allow PennDOT to perform a Road Safety Audit of Route 897 through Heidelberg Township. Steve Martin seconded the motion and the motion carried.**

The Zoning Officer's Report for Month to Date January 2026 was presented by Nick Ebersole. Ms. Snyder is waiting for the completion of the December 2025 report.

#### Engineer's Report

Nick Ebersole presented the Engineer's report.

Tom Matteson of Diehm & Sons was in attendance to present the Abner Stoltzfus Subdivision and Land Development Plan. A 2-acre parcel is proposed to be subdivided off of 333 Gible Road and a house built on the land. A waiver of plan scale is requested as well as deferrals for road improvements. All agreements are signed and financial security is established. After review of the plan, Board members were acceptable of the proposed work. **A motion was made by Ivan Martin to grant the waiver of plan scale for the Abner Stoltzfus Subdivision and Land Development Plan. Steve Martin seconded the motion and the motion carried. Next, Ivan Martin made a motion to grant the deferrals of minimum street improvements for the Abner Stoltzfus Plan. Steve Martin seconded the motion and the motion carried. Then, Ivan Martin made a motion to approve the deferral of curbing requirements for the Abner Stoltzfus Plan. Steve Martin seconded the motion and the motion carried. At this time, Ivan Martin made a motion to approve the Subdivision and Land Development Plan for Abner Stoltzfus on Gible Road. Steve Martin seconded the motion and the motion carried. Lastly, Ivan Martin made a motion to approve the Stormwater and Improvement Guaranty agreements and the established financial guaranty of \$28,683.00. Steve Martin seconded the motion and the motion carried.**

The George Achey pond project was presented by Amanda Groff of Harbor Engineering. This project requires a small stormwater plan for a pond installation. The pond installation requires waivers for maximum pond depth and interior slope. The pond will have a depth of 10 ½ feet will have a fence for safety and the interior slope will only be increased under water. All agreements are signed and financial security is established. **After brief discussion, Chairman Fetter made a motion to approve the requested waiver for the Achey Pone project for max pond depth. Steve Martin seconded the motion and the motion carried. Then Ivan Martin made a motion to approve the waiver request**

of interior slope of the pond. Steve Martin seconded the motion and the motion carried. At this time Ivan Martin made a motion to approve the Stormwater Management Plan for the Achey Pond project. Steve Martin seconded the motion and the motion carried. Lastly, Chairman Fetter made a motion to approve the Stormwater and Improvement Guaranty agreements and Financial Security for the Achey Pond project. Steve Martin seconded the motion and the motion carried.

A subdivision plan for the Snyder families was submitted because the land is located in both Heidelberg and South Lebanon Township. The plan work is all located in South Lebanon Township so a deferral of plan approval to South Lebanon Township is requested. After review, Chairman Fetter made a motion to approve deferral of plan approval for the Snyder subdivision to South Lebanon Township. Steve Martin seconded the motion and the motion carried.

The Jack Keener Land Development Plan offered a time extension until April 28, 2026. After review, Ivan Martin made a motion to grant the Jack Keener Land Development Plan until April 28, 2026. Steve Martin seconded the motion and the motion carried.

The PA State Police Report for December 2025 was reviewed.

Planning Commission minutes for their September 2025 meeting were reviewed.

A Park and Recreation meeting was held in January. November meeting minutes were presented for review. A recap of the January 2026 meeting was included as well. It was noted that the DCNR Community Conservation Partnership Program Grant submittal was approved and the Township will receive \$100,000 toward rehabilitation of the triangle land purchased from PennDOT and other recreation improvements. Scott Hain of DMA is planning to attend the Park & Rec February meeting and a Zoom meeting is scheduled for next week with DCNR, Mr. Hain and Township staff.

#### Solicitor's Report

Solicitor Bametzreider was in attendance.

The engagement letter for Solicitor Bametzreider from Barley Snyder was presented for review. After review, Steve Martin made a motion to approve the Engagement Letter from Barley Snyder. Ivan Martin seconded the motion and the motion carried. Bruce Kramer asked for the rates being charged by Barley Snyder for solicitor services. Solicitor Bametzreider offered the costs of services included in the engagement letter.

#### OLD BUSINESS

There was none.

#### NEW BUSINESS

Our Greater Lebanon Refuse Authority representative has resigned their position so a new person will need to be sought. The Board will seek a replacement.

The Lebanon County TCC needs a new representative for the ELCO School District. Jackson Township offered Tom Houtz to serve in the role and is requesting ratification of the choice by other ELCO municipalities. After brief discussion, Chairman Fetter made a motion to appoint Tom Houtz of

**Jackson Township as our Lebanon County TCC representative. Steve Martin seconded the motion and the motion carried.**

The Fire Police have requested blanket approval for events such as funerals that may happen before a board meeting for approval. Jeff Stoltzfus, Fire Police Captain, noted instances Fire Police can assist such as traffic control even out of the area. The Board was not in favor of them performing services out of the area but understood the need for funeral or local emergency traffic assisting. **After discussion, Chairman Fetter made a motion to allow Fire Police blanket ability to assist with local traffic control at events such as funerals and emergencies. 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.

The Kleinfeltersville generator transfer switch was replaced. Two air releases will be replaced and should the new style work, more will be ordered systematically until all are replaced.

The Water Report was reviewed and everything was OK.

A hydrant was hit on North Market Street which resulted in over 80,000 gallons of water loss. All repair bills will be submitted to the driver's insurance company for reimbursement. AH Moyer was called to make the repair due to the area of the damage.

A new radio read device will need to be purchased to work with the new software. Two Android tablet options were supplied from LB Water. After review the Board felt that due to continued technological updates, the less expensive option should be purchased at this time. **At this time Ivan Martin made a motion to purchase the needed Android tablet for the new radio read software for \$509. Steve Martin seconded the motion and the motion carried.** Ms. Snyder will call Comcast and see if they will offer us a municipal data plan rate for the device.

Mr. LaTourette offered a quote from AH Moyer to replace a previously accident damaged hydrant. We have already received insurance money for the damage and AH Moyer will be better equipped to handle the repairs in the North Market Street area. **After review, Chairman Fetter made a motion to approve the AH Moyer quote of \$6,600 to replace a hydrant on North Market Street. Steve Martin seconded the motion and the motion carried.**

The abandoned water apparatus at the Haverstick property was discussed. The property is to be sold and the new owner would like to remove the water vault near the garage. Since we own the items and have an established Right of Way to them, we can either abandon the Right of Way and the equipment and let the owner remove or do the removal ourselves and then extinguish the Right of Way. Mr. LaTourette would just like to verify that any abandoned connection to the equipment is severed and capped prior to extinguishing the Right of Way. The Board felt it will be a must easier process to extinguish the Right of Way and let the property owner demolish the water vault after verifying any connection is dismantled. **At this time Chairman Fetter made a motion to have Solicitor Bametzreider prepare legal documents to abandon the Right of Way to the private water system apparatus and claim to the abandoned private water system. Steve Martin seconded the motion and the motion carried.**

The EIT Report for December 2025 was presented for review.

The SEO Report for December 2025 was reviewed.

Secretary Report

Ms. Snyder wished to confirm who would be handling bid documents for the interior remodeling project with new professionals on staff. The Board would like all information to be processed through DMA. Commonwealth Code supplied a service agreement as our Code Enforcement Officer. Ms. Snyder spoke to their representative and they are willing to oversee as many ordinances as the Board wishes but some may need to be rewritten with a defined enforcement mechanism. **After brief discussion, Ivan Martin made a motion to approve the Commonwealth Code Inspections service agreement for code enforcement. Steve Martin seconded the motion and the motion carried.**

The ELCO Youth Softball organization requested field use at the Township property for 2026. The Board was fine with them using the field for games and practice.

Ms. Snyder verified which Supervisors planned to attend the PSATS conference in 2026. All three Supervisors would like to go to the conference this year.

At this time Lester Zimmerman asked if the Board would consider approving the Martin/Spohn land development plan to settle a court case between the two property owners. Solicitor Bametzreider noted that this was a legal matter that he is still reviewing and not on the agenda. He will review the matter and discuss it with the Board.

A resident noted that the township website still listed the meeting time as 7:00PM. Ms. Snyder stated that while the time was corrected on two different places on the website, staff is finding more places that need to be changed. She will alert staff tomorrow to correct the issue.

Steve Martin asked for an executive session. Solicitor Bametzreider stated that a reason for the executive session must be mentioned. Mr. Martin would like to ask for an increase in pay for newly elected Supervisors. Solicitor Bametzreider will review the statute to determine if that is possible.

**At 8:10 Chairman Fetter made a motion to adjourn, which was seconded by Ivan Martin. All were in favor, and the motion carried.**

The next meeting of the Heidelberg Township Board of Supervisors will be held at the Schaefferstown Fire Company, 200 N Locust St, Schaefferstown on February 24, 2026 at 6:30pm.

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Secretary