

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**February 24, 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
17 members of the public

The meeting was called to order at 6:30 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Tim Hoffman asked Ivan Martin about communication between him and Stephen Martin prior to the reorganization meeting. He asked if the DMA fee schedule was provided to office staff yet. It had not but will be given this week. A comparison of solicitor rates based on hours worked was provided by Mr. Hoffman. Mr. Hoffman and Bruce Kramer asked Stephen Martin about the possibility of budget overage and where money would come from should that happen. Phil Krall asked if reappropriating budgeted funds from one line item to another was acceptable. Mr. Hoffman then asked if any land development time extensions were accepted before the next meeting.

Mary Jo Herr asked if there had been any communication with her adjacent property owner on Sunnyside Road regarding an overflow pond. Stephen Martin was under the impression that the engineer had contacted the property owner about the issue. Mrs. Herr said if communication was made, the property owner had done nothing to remedy the problem. She hoped someone would make contact with them and note the concern.

Bruce Kramer asked that all members of the Board remember that the job of the Supervisor is to work for all people in the community.

A review of the meeting minutes of January 27, 2026 was conducted. **Ivan Martin made a motion to approve the Minutes of the meeting of January 27, 2026 and was seconded by Stephen Martin. The motion was approved.**

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 \$69,692.66 from the Light Fund, State Fund and General Fund for bills and payroll. Stephen Martin seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **After brief discussion, Stephen Martin made a motion to accept the bills as submitted for a total of \$73,165.88. Ivan Martin seconded the motion and the motion carried.**

Bills for the Water account were submitted for review and payment. **After brief discussion, Stephen Martin made a motion to accept the bills as submitted for a total of \$34,134.06. Ivan Martin seconded the motion and the motion carried.**

The Treasurer's Report for January 2026 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 January 2026 was reviewed. Sean Weik was present for any questions.

The State Police Report for January 2026 was reviewed. Sgt. Robert Mahern from the Jonestown Barracks was in attendance to provide a crime analysis for 2025. He noted that calls were up 18% from 2024, but the major increase was for patrol checks for buildings such as churches. No one in attendance had any questions. Chairman Fetter thanked them for their service to the community.

Planning Commission minutes from December 2025 were reviewed.

The Park & Recreation minutes from January 2026 were reviewed. The February 2026 meeting synopsis was included for review also.

The Zoning Officer's Report for Month to Date February 2026 was presented by Nick Ebersole. An issued-permits list was included. There is a zoning hearing for a home-based business tomorrow. A discussion regarding zoning ordinance amendments was initiated. Doing any amendments requires review and advertising so coordinating all alterations is most efficient. Having a joint meeting with Planning Commission was suggested to discuss items of concern or updating.

Engineer's Report

Nick Ebersole presented the Engineer's report.

The interior remodel is progressing but multiple matters need to be reviewed to continue with the project. A Contract Addendum was presented to change the engineer of record for the project to DMA Inc so all paperwork would be sent to the correct person. **After brief review, Stephen Martin made a motion to approve the contract addendum to name DMA, Inc as the engineer of record for the project. Ivan Martin seconded the motion and the motion carried.** Woodland Contractors requested the Board officially appoint Ivan Martin as the Project Liaison who has been assisting with the project review and contractor discussions. **Stephen Martin made a motion to appoint Ivan Martin as Board liaison for the Interior Remodel project. Chairman Fetter seconded the motion and the motion carried.** The project contract denotes that all HVAC work is the responsibility of the township as necessary. It was determined during the demolition of the interior walls and ceiling that some HVAC ducts will need to be moved due to new wall locations. The demolition work can be done in conjunction with the other demolition work being done by Woodland Contractors and a change order was presented

for the additional work. **After review, Stephen Martin made a motion to approve the Change Order for \$6,480 to allow Woodland Contractors to demolish the sections of HVAC ducts necessary for the interior remodel project as identified. Ivan Martin seconded the motion and the motion carried.** It was determined that the no longer used baseboards in the office areas were still connected to the water lines. Fox & Long, our regular HVAC repair company, can do all work associated with removing the baseboards and waterline connections. **After discussion, a motion was made by Ivan Martin to approve Fox & Long to remove baseboards and waterline connections for \$4,200. Stephen Martin seconded the motion and the motion carried.** During the demolition process it was determined that existing drywall would not be able to be reused as expected. Also, a design element of the front offices was discussed and the addition of windows will allow staff to see the vestibule area when people enter the building. Other items needing to be changed include the addition of an unrecognized wall, window casing and ceiling construction. The total of all accepted changes is \$26,644.04. **After discussion of all items, Ivan Martin made a motion to approve the interior remodel Change Order for the amount of \$26,644.04. Stephen Martin seconded the motion and the motion carried.** Due to the delay in the demolition work, Woodland Contractors requested a Time Extension for the completion date of the interior remodel to May 27, 2026. **After brief discussion, Ivan Martin made a motion to approve the interior remodel time extension by Woodland Contractors. Stephen Martin seconded the motion and the motion carried.**

The Musser Family Subdivision Plan on Distillery Road is nearly complete but offered a time extension until May 27,2026. **Ivan Martin made a motion to grant the time extension offered for the Musser Family Distillery Road subdivision until May 27, 2026. Stephen Martin seconded the motion and the motion carried.**

The Holzman Subdivision Land Development Plan offered a 6 month time extension until September 15, 2026. They are still working on design elements of the plan. **After brief discussion, Ivan Martin made a motion to grant the 6-month time extension for the Holzman Subdivision and Land Development Plan. Stephen Martin seconded the motion and the motion carried.**

The Andy Kline Solar Land Development Plan needs a time extension but one was not received prior to the publishing of the agenda. Since the item is de minimis, Solicitor Bametzreider stated that the Board could approve adding the item to the agenda. The developer Kimley Horn offered a 60 Day Time Extension to finalize plans and appear before Planning Commission. **Ivan Martin made a motion to add the Andy Kline Solar Land Development Plan time extension to the agenda for action. Stephen Martin seconded the motion and the motion carried. Subsequently, Ivan Maritn made a motion to grant a 60 Day Time Extension for the Andy Kline Solar Land Development Plan. Stephen Martin seconded the motion and the motion carried.**

The Lebanon Valley Produce Auction requested a final inspection and release of their escrow held for their Land Development Plan in 2024. DMA staff visited the site and after inspections, recommended release of the held escrow. **At this time, Ivan Martin made a motion to release the held escrow for the Lebanon Valley Produce Auction in the amount of \$7,213.18. Stephen Martin seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Bametzreider was in attendance.

The Millbach Sewer line dedication paperwork is not quite complete. The paperwork for 234 Millbach Road is being reviewed for signature.

There was a discussion regarding increasing Supervisor pay based on the new State allowable maximum. Solicitor Bametzreider researched the statute and an Ordinance can be enacted but would only apply to new Supervisors elected in 2028 and beyond. The maximum pay for Supervisors in a municipality our size is \$3,145.00. Phil Krall asked if Supervisors receive health insurance. The Board explained that while state statute allows Supervisors to ask for inclusion in the Township's health insurance plan, no Supervisor has ever done so. **After brief discussion, Ivan Martin made a motion to allow Solicitor Bametzreider to prepare and advertise an Ordinance to increase Supervisor meeting pay to \$3,145.00. Stephen Martin seconded the motion and the motion carried.**

Discussion regarding the review of the abandoned water apparatus on the 8 Juliada property was held. The line will need to be investigated to verify that it is no longer connected to any usable equipment and can be capped. At that point we will abandon the line and apparatus and our Right of Way to it. Justin LaTourette will check into the connection and report at the March meeting.

The sewer line related paperwork for 230 Millbach Road is complete but needs to be recorded. Solicitor Bametzreider requested authorization from the Board to do so. **Stephen Martin made a motion to authorize Solicitor Bametzreider to record the Deed of Dedication and Maintenance Guaranty for 230 Millbach Road. Ivan Martin seconded the motion and the motion carried.**

OLD BUSINESS

The Greater Lebanon Refuse Authority representative spot remains vacant. A GLRA rep called Ms. Snyder noting the need for the Board to appoint a replacement. Jean Rowe noted that she would be willing to serve in that capacity. **After brief discussion, Chairman Fetter made a motion to appoint Jean Rowe as the Heidelberg Township representative to the Greater Lebanon Refuse Authority. Stephen Martin seconded the motion and the motion carried.**

NEW BUSINESS

The Dirt & Gravel Low Volume Road grant application was completed in 2025 with work on the dirt section of Gibble Road included in our work plan. The application is now ready for submittal to the Lebanon County Conservation District. **After review, Chairman Fetter made a motion to apply for the Dirt & Gravel Low Volume Road grant through the Lebanon County Conservation District. Stephen Martin seconded the motion and the motion carried.**

The Costars Salt Contract for the 2026-2027 winter season is available to join. For comparison, Ms. Snyder noted that salt through the contract is \$92 per ton where personal businesses are currently paying \$120-\$150 per ton. **After review, Chairman Fetter made a motion to join the 2-26-2027 Costars Salt Contract. Stephen Martin seconded the motion and the motion carried.**

As winter continues, Season CDL help is still needed. Greg Hackman has offered to plow snow in emergency situations when the Township needs assistance. **At this time Chairman Fetter made a motion to approve the hire of Greg Hackman as seasonal CDL snow plow driver. Stephen Martin 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.

Water usage is up a bit. Some winter residential habits are contributing but the usage will be investigated if it continues to stay above normal.

The Sewer Report was reviewed and everything was OK.
There is an increase of sewer flow at the Kleinfeltersville Pump Station which will be monitored.
The tablet for the new radio read software was received. We are still working on a data plan for the software to work appropriately.

The EIT Report for January 2026 was presented for review.

Secretary Report

A representative from the America 250 Parade of Lebanon County committee was in attendance to discuss the event and request sponsorship funds of the event. The parade will be held on July 3, 2026 in Jonestown Borough. They are requesting \$250 as a sponsorship amount. **After brief discussion, Ivan Martin made a motion to donate \$250 to the American 250 Parade of Lebanon County event. Stephen Martin seconded the motion and the motion carried.**

Ms. Snyder noted that both the ELCO Youth Baseball program and a local homeschool group have requested use of the ball fields for practice/games and as a gym component of schooling. The Board granted the request.

At 8:21 Chairman Fetter called an executive session to discuss personnel matters and litigation matters. At 9:17 the Board reconvened into regular session.

At 9:21 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 March 24, 2026 at 6:30pm.

Secretary