

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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May 26, 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
9 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.

Jean Rowe, GLRA representative for Heidelberg Township, asked if information about an upcoming paper shredding event could be posted on the website. Ms. Snyder said she will pass it along to office staff for posting. Mrs. Rowe then noted that could not find the requested posting of the water/sewer rates on the website. Ms. Snyder said she would check with office staff but was fairly certain that information was posted previously.

A conversation regarding break retarder restrictions occurred. The roads with repeated break retarder use are owned by PennDOT and previous road studies prohibited the township from banning them. Mrs. Rowe asked if new studies could be performed. The Board noted that loud noises from their use are attributed to modified truck exhaust systems, not the break retarders. Governing their use may be difficult and other machinery that projects loud noises would not be banned.

A review of the meeting minutes of April 28, 2026 was conducted. **Stephen Martin made a motion to approve the Minutes of the meeting of April 28, 2026 and was seconded by Ivan 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 \$136,193.98 from the Light 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, Ivan Martin made a motion to accept the bills as submitted for a total of \$77,030.20. Stephen Martin seconded the motion and the motion carried.**

Bills for the Water account were submitted for review and payment. **After brief discussion, Ivan Martin made a motion to accept the bills as submitted for a total of \$11,914.86. Stephen Martin seconded the motion and the motion carried.**

The Public Works Report for April 2026 was reviewed.

Sean Weik was present for any questions.

The 2026 Paving Projects are being scheduled as the engineer and contractors work through paperwork.

The Treasurer's Report for April 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 State Police Report for April 2026 was reviewed.

Planning commission minutes from March 2026 were reviewed.

A Park & Recreation update was held.

The Schuylkill Highland Mini grant was submitted. A bike fix station was requested as an addition to the bike racks that will be installed as part of the Triangle Land Rehab project.

The Zoning Officer's Report for Month to Date May 2026 was presented by Nick Ebersole. Mr. Ebersole discussed the zoning permit list and other work DMA has done in assisting residents with zoning questions.

Engineer's Report

Nick Ebersole presented the Engineer's report.

Art Groff requested an escrow release for his Land Development Plan on Distillery Road. Inspections noted that some minor work is not complete and an as-built plan will need to be submitted. **After a brief discussion, Ivan Martin made a motion to release \$14,011.50 of the held financial security held for the Art Groff Distillery Road land development plan. Stephen Martin seconded the motion and the motion carried.**

D&T Electric has submitted Payment Application 3 for work done on the Interior Office Remodel. DMA has reviewed all documents and has recommended approving the payment application. **After brief discussion, Ivan Martin made a motion to approve Payment Application 3 for \$11,919.58 from D&T Electric for work on the Interior Office Remodel. Ivan Martin seconded the motion and the motion carried.**

The Paving and Seal Coat projects have been awarded and we are waiting for contractors to submit all required paperwork and sign contracts.

A spreadsheet tracker for land plans was presented to the Board for information.

Solicitor's Report

Solicitor Bametzreider was in attendance.

Solicitor Bametzreider researched the at-fault driver who caused damage at the North Market Street hydrant. The owner does not own a home or other assets so he advised the Board to accept the driver's insurance offer of \$10,000. **After brief discussion, Stephen Martin made a motion to accept the \$10,000 insurance claim from the at-fault driver's insurance company to settle the hydrant damage on North Market Street. Ivan Martin seconded the motion and the motion carried.**

The Deed of Dedication for 234 Millbach Road sewer line extension has been prepared. Solicitor Bametzreider presented the document for Board approval. **Ivan Martin made a motion to approve the Deed of Dedication for the sewer line extension for the parcel at 234 Millbach Road. Stephen Martin seconded the motion and the motion carried.**

The waterline easement on the property at 8 Juliada is being prepared to be extinguished. Solicitor Bametzreider is working with the property owner's attorney to draft the paperwork to do so.

The Data Center Ordinances of other municipalities are being reviewed to prepare a draft that suits Heidelberg Township's needs. Solicitor Bametzreider will bring a draft to a future meeting.

A conversation regarding break retarder ordinances was held. The ordinance will be difficult to enforce without local police and we are unsure where to place signs without PennDOT's approval. After review of the concerns, Solicitor Bametzreider did not recommend moving forward to develop an ordinance.

Solicitor Bametzreider conversed with the attorney for the developer of Linda Sue Gardens. He is working on finalizing the agreement for improvement dedication matters and will bring the agreement for review at a future Board meeting.

OLD BUSINESS

There was none.

NEW BUSINESS

A quote for software dedicated to land parcel and permit management was presented. The software is cloud based and has other potential uses for public works and utility management in the field. Though the software company offered a payment plan to spread out the costs, the Board would like to review budgeting amounts before proceeding. The matter will be tabled until next meeting.

Two applications were received for new Fire Police. The applicants are Reuben Lantz and Kylie Rutter. **After brief discussion, Stephen Martin made a motion to approve the applications of Reuben Lantz and Kylie Rutter as new Schaefferstown Fire Police. Ivan 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.

There were three air releases replaced in the sewer system and four more will be ordered this year. They will be installed once received from the manufacturer.

The Water Report was reviewed.

The CCR Letters will be available for distribution soon. The new well controls were installed allowing for cellular communication between the wells and the operator.

The EIT Report for April 2026 was presented for review.

The SEO Report for April 2026 was reviewed.

Secretary Report

The check reader used for utility payment deposits is no longer functioning correctly. Pricing for new models has been acquired from Fulton Bank and are presented to the Board. A model closest to our current one was recommended by Fulton Bank staff. **After reviewing the equipment options, Ivan Martin made a motion to purchase the CX35 unit from Fulton Bank for \$568.90. Stephen Martin seconded the motion and the motion carried.**

PennDOT recognized the 2025-2026 winter season as severe and we received an additional \$4,304.12 for our Winter Maintenance contract.

At 7:20 Chairman Fetter called an executive session to discuss personnel matters. At 7:40 the Board reconvened into regular session.

At 7:45 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 June 23, 2026 at 6:30pm.

Secretary