

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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**June 23, 2026
MEETING MINUTES**

Board members present:

Paul Fetter
Ivan Martin
Stephen Martin

Others present:

Jennifer Snyder – Office Manager
Paul Bametzreider – Solicitor
Scott Hain – Township Engineer/Zoning Officer
Sean Weik – Public Works Superintendent
Justin LaTourette – Utility Operator
16 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 for an update on the Floodplain Ordinance revision that was discussed by DMA at a previous meeting. Mr. Hain said a draft is being prepared.

A review of the meeting minutes of May 26, 2026 was conducted. **Stephen Martin made a motion to approve the Minutes of the meeting of May 26, 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 \$120,384.99 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 \$24,945.69. 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 \$28,357.86. Stephen Martin seconded the motion and the motion carried.**

The Treasurer's Report for May 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 May 2026 was reviewed.
Sean Weik was present for any questions.
Paving work is scheduled to start in July.

The State Police Report for May 2026 was reviewed.

Planning commission minutes from May 2026 were reviewed.

A Park & Recreation update was held.

The minutes from the April 2026 meeting were reviewed.

The plans for the Trailhead triangle land will be presented to the Park & Rec Board at the July meeting. Work is slated to begin in fall after construction costs are determined.

Mary Jo Herr of the Park and Recreation Board was in attendance. She noted that they are planning to show a movie at the park on August 20th using budgeted funds. They will look for some donations to assist with some costs.

The Schuylkill Highland Mini grant was approved as noted by a late day phone call to Ms. Snyder. Mr. Hain said DMA will provide support in procuring the bike fix station as proposed in the grant.

A Thank You Letter was prepared by Dave Knauss of the Park and Recreation Board and Ms. Snyder for George Leshner. The acknowledgement comes after the passing of Mr. Leshner's wife and donation receipts for recreation purposes.

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

Engineer's Report

Scott Hain presented the Engineer's report.

Nathan Zimmerman of 760 North Market Street requested release of his financial guaranty for land development of chicken houses. After inspections, DMA suggested a reduction in the amount of \$117,001.97 as some work still needs to be completed. **After brief discussion, Chairman Fetter made a motion to reduce Nathan Zimmerman's Letter of Credit by \$117,001.97. Stephen Martin seconded the motion and the motion carried.**

The owners of Cherie Kay Designs requested a reduction of their financial guaranty for land development of a business on North Locust Street. After inspections, DMA suggested a reduction in the amount of \$305,922.83 as some work still needs to be completed. **After brief discussion, Chairman Fetter made a motion to reduce Nathan Zimmerman's Letter of Credit by \$305,922.83. Stephen Martin seconded the motion and the motion carried.**

Woodland Contractors 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 \$67,903.56 from Woodland Contractors for work on the Interior Office Remodel. Stephen Martin seconded the motion and the motion carried.**

Steckbeck Engineering offered a one year time extension for Copper Ridge Phase 2 which will extend their plan until July 27, 2027. They continue to work on the permitting and design work for Well 8. **After brief discussion, Ivan martin made a motion to approve the Time Extension for Copper Ridge Phase 2 until July 27, 2027. Stephen Martin seconded the motion and the motion carried.**

Jack Keener offered a time extension until September 29, 2026 as his team continues to work on a land development/subdivision plan for his lots on Canaan Grove Road. **Stephen Martin made a motion to**

grant the time extension for Jack Keener Canaan Grove Road Land Plan until September 29, 2026. Ivan Martin seconded the motion and the motion carried.

Michael Hartman of DH Enterprises offered a time extension for the ISM Construction Land Plan along Sinclair Road until September 22, 2026. Ivan Martin abstained from discussion with a prior conflict. **After brief discussion, Stephen Martin made a motion to accept the Time Extension offered for the ISM Construction land plan on Sinclair Road. Chairman Fetter seconded the motion and the motion carried.**

Ms. Snyder noted that Steckbeck Engineering requested a designation of signor for Well 8 permitting and paperwork. The Board discussed and Ivan Martin was chosen. **Chairman Fetter made a motion to appoint Ivan Martin as the signor for paperwork required for the Well 8 implementation. Stephen Martin seconded the motion and the motion carried.**

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

Solicitor's Report

Solicitor Bametzreider was in attendance.

The Deed of Dedication for 234 Millbach Road sewer line extension has been signed by the property owners and is presented for signing tonight. With that, their Letter of Credit of \$5,400 held for the installation can be released. The property owner deposited integrity escrow to be held 18 months should any issues arise with it. **After brief discussion, Ivan Martin made a motion to release the Letter of Credit of \$5,400 held for Paul Heller for the sewer line installation to 234 Millbach Road. Stephen Martin seconded the motion and the motion carried.**

The Interior Remodel Plumbing Contract has not been completed to date. Communication with the contractor has stalled and they appear to be no longer willing to do the work. Solicitor Bametzreider will prepare a Notice of Default and will notify the contractor that the Township will draw on their performance bond for any extra money spent to fulfill the work. The Board asked how to obtain another contractor to complete the contract. He noted that the Township is eligible to use our general plumbing contractor provided the pricing is within certain thresholds. The contracted price is well below the quoting amount set by Pennsylvania. Solicitor Bametzreider requested a motion to terminate the agreement with the bidding contractor so he can move forward with legal paperwork. **At this time, Ivan Martin made a motion to terminate the agreement with Warko Group for the plumbing contract of our interior remodel. 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 noted that the property owner's attorney would like proof that HTMA decommissioned the wells that exist on the property. There have been various documents reviewed but none of them state the decommissioning was needed or occurred. Once all documents related to the Juliada Heights wells are reviewed, the township will move forward with whatever process is needed.

Solicitor Bametzreider continues to work on the Data Center Ordinance and should have a draft for next meeting.

OLD BUSINESS

Land Management and Permitting software CSDatum, discussed at the May meeting, was reviewed with Scott Hain. The software will be used in place of existing software for activity related to land parcels in Heidelberg Township. While we have software for this purpose, it is not cloud-based and has proven difficult for DMA to use if not in the Township office. The quoted price for the software is \$16,000 from the company CS Davidson and the cost can be shared among the three funds. A yearly licensing

fee will be charged as well. CS Davidson has proposed a payment plan to spread out the cost to assist the Township. The Board discussed the capabilities for the future as there is additional GIS mapping software that could be purchased. **After discussion, Ivan Martin made a motion to purchase the CSDatum software from CS Davidson for \$16,000. Stephen Martin seconded the motion and the motion carried.**

NEW BUSINESS

A fire police application for Franklin Zimmerman was received. Jeff Stoltzfus, Captain of the Fire Police, has spoken to him and is in favor of activating him for duty. **At this time Stephen Martin made a motion to approve Franklin Zimmerman as a member of the Schaefferstown Fire Police. Ivan Martin seconded the motion and the motion carried.**

At this time, Chairman Fetter noted that executive sessions were held to interview employee candidates as both Public Works employees will be leaving in the coming months. Two candidates were chosen and the Board would like to hire them to start in July. **After brief discussion, Ivan Martin made a motion to hire Cody Shalters as Public Works Superintendent and Brent Firestine as Assistant Public Works Superintendent. Stephen 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 sewer generators were serviced.

The Water Report was reviewed.

The CCR Letters were distributed with the June utility bills. There was high usage of water due to some issues in Copper Ridge. It was noted that they are water lawns of unsold new homes. There was also a water leak in the development. Mr. LaTourette stated that due to the leak detection occurring over the weekend there was no one from Landmark to contact. He would like to have a dedicated person to contact for future issues since Landmark is still the owner of the utility lines and would be responsible for the repairs. The Board asked Solicitor Bametzreider to issue a formal letter to establish a protocol and expenditures of any future utility repairs in Copper Ridge. **Ivan Martin made a motion authorizing Solicitor Bametzreider to send a formal letter requesting protocol be established for utility line repairs in Copper Ridge. Stephen Martin seconded the motion and the motion carried.**

Mr. LaTourette provided two quotes for air releases as he works through replacing certain units within the sewer system. LB Water's quote is the lowest although prices have increased through the industry. **At this time Stephen Martin made a motion to purchase 4 air release units from LB Water for \$18,232.40. Ivan Martin seconded the motion and the motion carried.**

The EIT Report for May 2026 was presented for review.

The SEO Report for May 2026 was reviewed.

Secretary Report

Ms. Snyder noted no report for the meeting.

Bonnie Leibold of 1777 Heidelberg Avenue asked the Board if late penalties on her last utility bill could be waived as she was in the hospital. The Board asked Ms. Snyder for an approximate total of the fees. **After brief discussion, Stephen Martin made a motion to waive late penalties on the Leibold utility bill at 1777 Heidelberg Avenue for the last quarter. Ivan Martin seconded the motion and the motion carried.**

At 7:46 Chairman Fetter made a motion to adjourn, which was seconded by Stephen 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 July 28, 2026 at 6:30pm.

Secretary