

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS

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August 25, 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 Rep.
Cody Shalters/Sean Weik – Public Works Superintendent
Justin LaTourette – Utility Operator
30 members of the public

The meeting was called to order at 6:31 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Marshall Kramer was in attendance to request road closure and fire police assistance for events sponsored by the Schaefferstown Community Event Association. They'd like to hold a Halloween event on October 29th and a Holiday event on November 22nd. The Board was acceptable to the request for both events.

Jadell Souders asked if there was a way to determine what material is being spread on a farm field near her home. The Board directed her to contact the Lebanon County Conservation District and PADEP as they regulate those types of farming activities.

Jamie Wolgemuth asked if a section of the draft minutes from the July 2026 meeting could be read reading the Schaefferstown Mennonite High School meeting. He wished to verify specific language was included regarding the ceasing of all future events. It was noted the draft states that no rented-facility events will take place after end of July.

A review of the meeting minutes of July 28, 2026 was conducted. **Ivan Martin made a motion to approve the Minutes of the meeting of July 28, 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 \$98,003.90 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, Stephen Martin made a motion to accept the bills as submitted for a total of \$80,024.98. Ivan 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 \$11,504.44. Stephen Martin seconded the motion and the motion carried.**

The Treasurer's Report for July 2026 was reviewed. Included in the review were treasurer-supplied 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 July 2026 was reviewed.

Line Painting quotes were received from three vendors. After reviewing the quotes, Lincoln Paving was noted as the lowest quote for the project. **After brief discussion, Stephen Martin made a motion to award Lincoln Paving the 2026 Line Painting Project for the amount of \$28,828.80. Ivan Martin seconded the motion and the motion carried.**

Cody Shalters requested permission to investigate selling the Grader and the V-Plow attachment. We do not use it often enough to warrant keeping and maintaining the piece of equipment. It has very low hours. It was suggested that we place the equipment on Municibid or on the PSATS Discussion Forum to sell the item to another municipality. If not, we will need to advertise and accept sealed bids for the equipment as is legally required. Residents questioned the desire to sell when we use the equipment and purchasing a new Grader will be expensive. Public Works employees noted that the equipment is barely used and other equipment can complete the tasks.

Repairs to the Salt Shed were reviewed. The roof is rotting off and is not protecting the salt reserve as it should. Chairman Fetter asked Mr. Shalters to get pricing so it can be discussed at our 2027 Budget Workshop.

Hiring of Seasonal Snowplow drivers was discussed. Chairman Fetter said we should start asking around for any public interest and if need be, we can advertise.

The State Police Report for July 2026 was reviewed.

Planning commission items were reviewed.

After interviewing the two candidates for the vacated Planning Commission seat, the Board discussed appointing a new member. Chairman Fetter noted that both candidates were very qualified would be good additions to the Planning Commission. **At this time, Chairman Fetter made a motion to appoint Jamie Wolgemuth to the Planning Commission. The motion was not seconded. To follow, Stephen Martin made a motion to appoint Victor Hurst to the Planning Commission. Ivan Martin seconded the motion and the motion carried with Chairman Fetter voting No.** Chairman Fetter asked that diversity be sought on the Planning Commission as it seems many developer minded individuals have been appointed to the board lately. Ivan Martin noted that Mr. Hurst has foremost been a farming community member and remains rooted there as opposed to developing.

A Park & Recreation update was held.

The minutes from the July 2026 meetings were reviewed.

Movie night on August 20th was moved to the Fire Company hall due to rain. Since they have many leftover items from the event, they asked if they could set up a table at Historic Schaefferstown Fall Harvest event and the Trick or Treat event at the square. They can display the triangle land trailhead design board as well. The Board was fine with them setting up at either event.

It was noted that dugout construction should be starting soon.

The Zoning Officer's Report for Month to Date August 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.

Craig Dieffenbach asked if it was customary for the zoning officer and engineer to be the same person in municipal work. Solicitor Bametzreider noted that while it does not take place in most townships the occurrence does happen and is not illegal. Ivan Martin noted that it is convenient for residents since many projects require both zoning and land review to take place.

Engineer's Report

Nick Ebersole presented the Engineer's report.

The subdivision/land development plan for 2734 Heidelberg Ave by Pioneer Building was presented by the project developer Trentin Brubaker. The project will create three new building lots along Mountain Road. Mr. Brubaker discussed the plan and the intention to develop the lots. Waivers requested were reviewed and included preliminary plan submittal, road Right of Way and road widening, curb and sidewalk installation and sewer line extension. Mr. Brubaker discussed his justifications for the requested waivers. Tim Hoffman spoke about concerns that Planning Commission had about the plan including the lack of sewer detail on the plan and the waiver requests. Ivan Martin reviewed the concerns. Jamie Wolgemuth noted concerns of Mr. Brubaker being on the Planning Commission but developing land in the Township and not being able to serve. Mr. Brubaker discussed his ability to serve on Planning Commission but felt it was best for him to withdraw his attendance from meetings until his plan was no longer on the agenda. Craig Dieffenbach noted that there are conflicts for Mr. Brubaker beyond his own plan and felt the deferrals of some of the waiver requests were more appropriate than granting waivers. Regarding waiver requests, Bruce Kramer expressed concern that future developers will expect waivers on similar items. At this time, waiver requests for the 2734 Heidelberg Avenue subdivision/land development plan were reviewed for motions.

Ivan Martin made a motion to grant the waiver request for preliminary plan submission. Stephen Martin seconded the motion and the motion carried. Chairman Fetter voted No.

Ivan Martin made a motion to grant the waiver request for road Right of Way and road widening. Stephen Martin seconded the motion and the motion carried. Chairman Fetter voted No.

Ivan Martin made a motion grant the waiver request for curbing installation. Stephen Martin seconded the motion and the motion carried. Chairman Fetter voted No.

Ivan martin made a motion to grant the waiver request for sidewalk installation. Stephen Martin seconded the motion and the motion carried. Chairman Fetter voted No.

Ivan Martin made a motion to grant the waiver request for extending the sewer line. Stephen Martin seconded the motion and the motion carried. Chairman Fetter voted No.

After brief discussion, Ivan Martin made a motion to conditionally approve the subdivision/land development plan for 2734 Heidelberg Avenue providing all administrative items be completed.

Stephen Martin seconded the motion and the motion carried. Chairman Fetter voted No.

Family Treasures Wholesale requested a reduction in their held financial guaranty based on the land development completed at the facility. After inspection, DMA recommended reducing the held Letter of Credit by \$362,305.11 and retaining \$16,320.05. **After brief discussion, Stephen Martin made a motion to reduce the financial guarantee held for Family Treasures Wholesale by \$362,305.11.**

Ivan Martin seconded the motion and the motion carried.

Alden Homes requested a release of their held financial guaranty and bonding amount for street cutting for their home build project at 238 S Lancaster Avenue. The street cutting for utility connections was

not needed after review. DMA inspected the project and recommended financial guaranty release in full. **After brief discussion, Ivan Martin made a motion to release the held street cutting bond amount of \$7,634.13 for Alden Homes. Stephen Martin seconded the motion and the motion carried. Then, Stephen Martin made a motion to release the financial guaranty for Alden Homes project at 238 S Lancaster Avenue in the amount of \$40,790.50. Ivan Martin seconded the motion and the motion carried.**

Woodland Contractors submitted Payment Application 4 for work done on the township building interior remodeling project. After reviewing the submitted documents, DMA recommended approval of the payment in the amount of \$52,978.86. **Stephen Martin made a motion to approve the Woodland Contractor Payment Application 4 for \$52,978.86 for work on the interior remodel project at the Township Building. Ivan Martin seconded the motion and the motion carried.**

The Middlecreek Mennonite School requested a reduction in their financial guaranty held for the construction of their new school. DMA inspected the project and recommended a reduction of \$559,084.00 while maintaining \$20,052.00 for items that still need to be completed. **After brief discussion, Ivan Martin made a motion to approve the reduction in the financial guaranty held for the Middlecreek Mennonite School project by \$559,084.00. Stephen Martin seconded the motion and the motion carried.**

A spec book for utility connections is recommended for future development information. This allows the engineer to give agreed upon information to developers in a uniform manner. The Board would like a cost analysis done for next year.

Craig Dieffenbach asked why no engineer was present at their last Planning Commission meeting. Nick Ebersole said he would consult Scott Hain about the issue. Solicitor Bametzreider noted that there is no requirement for an engineer to attend the meetings, it is common practice. Ivan Martin would like to have a joint meeting with the Planning Commission and Board of Supervisors and other interested professionals. If this is a stand-alone meeting it will need to be advertised.

Solicitor's Report

Solicitor Bametzreider was in attendance.

The Ordinance to define Handicap parking mechanisms is still being worked on.

An Ag Security Application was received from the owner of 1870 Stiegel Pike. The owner called the township office and noted that they are willing to wait 180 Days for automatic inclusion to save the Township the cost of having a hearing. Solicitor Bametzreider requested the Board acknowledge the application at the meeting and their intent to wait 180 calendar days until a resolution will be passed to add the property to the Ag Security Area. The Board was acceptable to the proposal. It was noted that three members will need to be replaced on the Ag Security Board.

The Addendum to the Copper Ridge Escrow use agreement is being written. Solicitor Bametzreider needs to confer with the Landmark counsel on the matter.

An Agreement for improvement dedication and easement language at Linda Sue Gardens is being reviewed. Solicitor Bametzreider noted a change in one section and is reviewing the contents with the Blue Lake Builders attorney. The agreement acceptance is tabled for now.

The water line easement and well abandonment at 8 Juliada Drive is still being worked on. The homeowner's attorney was on vacation for weeks and he and Solicitor Bametzreider are working on the steps of decommissioning the well.

A draft Data Center Ordinance is nearing completion. It will need to be sent to Planning Commission and Lebanon County Planning Department for review. A public hearing of the ordinance will need to be scheduled as well.

The Floodplain Ordinance revisions are being reviewed but they need more work. Once Solicitor Bametzreider and Scott Hain complete the revisions it will be available for comment by the Board.

OLD BUSINESS

There was none.

NEW BUSINESS

The Pension MMO for 2027 was completed. Conrad Seigel our Pension Actuary, prepared the form and based on their calculations the Township will need to budget \$30,165 in the 2027 Budget for Pension payment. Conrad Seigel did note that they expect State Aid to cover most of the amount. **At this time Chairman Fetter made a motion to approve the Pension Minimum Municipal Obligation for 2027 in the amount of \$30,165.00. Stephen Martin seconded the motion and the motion carried.**

The PennDOT Winter Maintenance contract payment for winter season 2026-2027 is expected to be \$11,173.40. This amount is paid to the Township for winter maintenance on roads that are owned by PennDOT. **After brief review, Chairman Fetter made a motion to approve the PennDOT Winter Maintenance payment amount of \$11,173.40. 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 Water Report was reviewed. Well controls are in need of a replacement antenna at a cost of \$591.83. The Board was acceptable of the purchase.

The EIT Report for July 2026 was presented for review.

The SEO Report for July 2026 was reviewed.

Secretary Report

The 2024 LSA Grant award to the Fire Company has been spent and the Township will need to seek reimbursement. Ms. Snyder has prepared all paperwork and will submit with approval. **At this time Chairman Fetter made a motion to approve submission of reimbursement form for the 2024 LSA Grant Award. Stephen Martin seconded the motion and the motion carried.**

Jeff Stoltzfus, Captain of the Schaefferstown Fire Police, has written a form for people to use when requesting the fire police help with traffic control at events. He requested it be placed on the township website so people can access it. The Board was acceptable of the form.

Ms. Snyder requested a motion to approve advertising of Budget Workshop meetings should the first meeting fall prior to our September meeting. She will email possible dates to the Board in the coming weeks. **Ivan Martin made a motion to approve advertising dates of Budget Workshop meetings once they are determined. Chairman Fetter seconded the motion and the motion carried.**

Brian Welch questioned the maintenance of utility lines in Linda Sue Gardens. The weeds at the water apparatus have not been trimmed yet. Solicitor Bametzreider noted that the lines are still owned by Blue Lake Builders.

At 8:41 Chairman Fetter called an executive session to discuss personnel matters. At 8:51 the Board reconvened into regular session.

At 8:52 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 is expected to be held at the Heidelberg Township Building at 111 Mill Road, Schaefferstown on September 22, 2026 at 6:30pm.

Secretary