HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
PO Box 188 111 Mill Road
Schaefferstown, PA 17088
(717) 949-3885 fax (717) 949-2915 htac@comcast.net

September 22, 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
Cody Shalters – Public Works Superintendent
Justin LaTourette – Utility Operator
25 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.
Brian Welch of North Carpenter Street thanked Mr. Martin and the Board for having the water valve weeds trimmed near his property.

A review of the meeting minutes of August 25, 2026 was conducted. **Ivan Martin made a motion to approve the Minutes of the meeting of August 25, 2026 and was seconded by Stephen Martin. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Stephen Martin made a motion to accept the bills submitted for a total of $207,783.69 from the Light Fund and General Fund for bills and payroll. Ivan 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 $22,813.27. Stephen 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 $7,173.89. Ivan Martin seconded the motion and the motion carried.**

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

The Public Works Report for July 2026 was reviewed. Cody Shalters was in attendance to field any questions.

A bucket broom price was provided to authorize purchase. The items was included in the 2026 Budget. **After brief review, Ivan Martin made a motion to purchase a bucket broom for $7,034.25. Stephen Martin seconded the motion and the motion carried.**
Road damage along Sunnyside Road was reviewed. The damage was determined to be the result of loggers on state game land unloading heavy machinery. Mr. Shalters discussed the matter with the Game Commission but they directed him to the logging company directly. He does know the name of the logging company if the Board wishes to pursue recouping money for the damage. Solicitor Bametzreider stated that a letter of awareness should be sent to the logging company so they know we may be contacting them for reimbursement of charges to fix the road.
CM High supplied a price for repair of the preemption cameras at the Route 501 red light. The previous approved quote only included the inspection to determine what was wrong with them and this quote is for the parts to fix them. **After discussion, Ivan Martin made a motion to authorize CM High to repair the cameras with parts totaling $980.00. Stephen Martin seconded the motion and the motion carried.**

A Park & Recreation update was held.
The minutes from the August 2026 meetings were reviewed.
Mary Jo Herr asked if there was a replacement cycle for the mulch at the playground. Cody Shalters stated they intend to replace mulch in the spring.
Scott Hain noted that he is working with the Park and Rec Board on the DCNR Grant Land Plan. They intend to use the Keystone Purchasing Network for much of the work. He hopes to have a final plan for the Park and Rec Board to review at their October meeting so the Board can authorize a construction plan at their October meeting. The backstop replacement planned as part of the Grant application could be completed in fall.

The Zoning Officer's Report for Month to Date September 2026 was presented for review. Mr. Hain noted that DMA intends to have a zoning representative in the new office space on Thursday mornings once staff is moved back to the building.

<u>Engineer's Report</u>
Scott Hain presented the Engineer's report.
The Land Development Plan for ISM Construction was reviewed. Ivan Martin recused himself from discussion as a supervisor due to a personal conflict. He then presented the plan for his business, ISM Construction, which includes an office and shop to be located on Sinclair Road. Planning Commission reviewed the plan and recommended conditional approval. All administrative items need to be completed. There are two waivers and one deferral being sought. After review, the Board members were acceptable of the waiver and deferral requests. **At this time, Stephen Martin made a motion to grant the waiver of Final Plan submittal with no preliminary plan submittal. Chairman Fetter seconded the motion and the motion carried. Then Stephen Martin made a motion to grant the deferral request for street widening of Sinclair Road. Chairman Fetter seconded the motion and the motion carried. Lastly, Stephen Martin made a motion to grand the waiver of berm width and slope of the stormwater basin required in the stormwater plan. Chairman Fetter seconded the motion and the motion carried. After brief discussion, Stephen Martin made a motion to**

conditionally approve the ISM Construction Land Development Plan on Sinclair Road. Chairman Fetter seconded the motion and the motion carried.

The subdivision and land development plan at 1713 Heidelberg Avenue was reviewed. Ivan Martin recused himself due to existing conflict as the contractor on the project. This project would subdivide a lot from the parcel leaving a one acre lot with the existing home on it. A new home is planned on the subdivided lot which is in Wellhead Zone 2. The new home improvements will be at the rear of the property and the proposed septic system is planned to be located in the Wellhead Zone 3 portion of the new lot. Planning Commission reviewed the project and waivers and recommended conditional approval. All administrative items need to be completed as well as approval of the proposed septic system. The existing sheds that will be on the new parcel of land will be moved from the lot. **After discussion, Stephen Martin made a motion to approve the waiver request of Right of Way granting due to Heidelberg Avenue being a PennDOT Road. Chairman Fetter seconded the motion and the motion carried. Stephen Martin then made a motion to grant the waiver request for cartway widening due to PennDOT ownership of Heidelberg Avenue. Chairman Fetter seconded the motion and the motion carried. Stephen Martin made a motion to grant the waiver request of curbing and sidewalk needs due to PennDOT ownership of Heidelberg Avenue. Chairman Fetter seconded the motion and the motion carried. Stephen Martin made a motion to grant the waiver request of Berm width for the stormwater facilities based on alternative design. Chairman Fetter seconded the motion and the motion carried. Stephen Martin made a motion to grant the waiver request for berm slope for the stormwater facility based on alternative design. Chairman Fetter seconded the motion and the motion carried. Stephen Martin made a motion to grant the waiver request of cutoff collar placement based on justification provided. Chairman Fetter seconded the motion and the motion carried. After reviewing the proposed subdivision and land development plan, Stephen Martin made a motion to grant Conditional Approval of the 1713 Heidelberg Avenue Subdivision and Land Development Plan. Chairman Fetter seconded the motion and the motion carried.**

D&T Electric submitted payment applications 5&6 for electrical work done for the interior remodel project. DMA reviewed the items submitted and are recommending payment of both applications. There is some missing information for the technological connections in the office area. Scott will reach out to D&T regarding the matter. **After brief discussion, Stephen Martin made a motion to approve D&T Electric Payment Application 5 for $684.00. Ivan Martin seconded the motion and the motion carried. Then Stephen Martin made a motion to approve D&T Electric Payment Application 6 for $4,185.00. Ivan Martin seconded the motion and the motion carried.**

Woodland Contractors submitted Payment Application 5 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 $51,182.80. **Stephen Martin made a motion to approve the Woodland Contractor Payment Application 5 for $51,182.80 for work on the interior remodel project at the Township Building. Ivan Martin seconded the motion and the motion carried.**

New Enterprise sent an invoice and payment request for the 2026 Paving Contract in the amount of $201,921.49. This includes a change order for $4,918.79 for extra material used at some intersection transitions. Cody Shalters reviewed the work and was fine with payment. **First, Stephen Martin made a motion to approve the Change Order for the 2026 Paving Contract in the amount of $4,918.79. Ivan Martin seconded the motion and the motion carried. Then, Ivan Martin made a motion approving payment to New Enterprise for the 2026 Paving Project for $201,921.49. Stephen Martin seconded the motion and the motion carried.**

Russell Standard sent an invoice and payment request for the 2026 Seal Coat Project in the amount of $50,623.90. This includes a change order for $1,709.98 for extra material used on the project. **After brief discussion, Stephen Martin made a motion to approve the Change Order for the 2026 Seal Coat Project in the amount of $1,709.98. Ivan Martin seconded the motion and the motion carried. Then Ivan Martin made a motion to approve payment to Russell Standard for the 2026 Seal Coat Project in the amount of $50,623.90. Stephen Martin seconded the motion and the motion carried.**

There was a request for release of the escrow held for the Jay Zimmerman land development plan. Ivan Martin recused himself from discussion as contractor on the project. Inspections were performed through the project by Hanover and after final review, DMA recommended release of the held financial guaranty for the project. **At this time Stephen Martin made a motion to release the held financial guaranty for the Jay Zimmerman Land Development Project in the amount of $37,375.80. Chairman Fetter seconded the motion and the motion carried.**

The Jack Keener land annexation project on Cannan Grove Road offered a time extension to December 25, 2026 as they continue to work through plan specifics. **After brief discussion, Stephen Martin made a motion to grand the time extension for the Jack Keener Canaan Grove Road land annexation project until December 15, 2026. Ivan Martin seconded the motion and the motion carried.**

The Holzman subdivision/land development plan offered a 90 day Time Extension for their project. There was discussion as to the lack of resubmission offers of this plan as their last submission dates to 2024. The Board could deny the plan but Solicitor Bametzreider felt it would serve best to give them notice of a shorter time extension and expectation of a resubmittal first. He recommended a 45 day time extension with a letter explaining the Board's position. **After brief conversation, Ivan Martin made a motion to grant a 45 Day Time Extension with expectation of a resubmittal or the Board will deny the plan. Stephen Martin seconded the motion and the motion carried.**

Fox & Long submitted an invoice for the plumbing work done as part of the interior remodel project. Ms. Snyder asked that it be verified before payment since this is a bid project. Solicitor Bametzreider ha sent communication to the original bidder about our plans to pursue their bond for the increase in price.

Mr. Hain noted that the Utility Connection Specification Book is being worked on and will hopefully be complete in the coming months.

<u>Solicitor's Report</u>

Solicitor Bametzreider was in attendance.

The Ordinance to define Handicap parking mechanisms will be ready for adoption at our next meeting.

The Data Center Ordinance will be ready for review by the supervisors at our October meeting.

The Addendum to the Copper Ridge Escrow use agreement is nearly complete and should be prepared for signature at the October meeting. It will be sent to Landmark for review during the upcoming weeks.

The improvement dedication and easement agreement for Linda Sue Gardens is being completed. Solicitor Bametzreider noted there are some items the Board needs to verify before proceeding with approval.

The water line easement and well abandonment at 8 Juliada Drive is nearly complete. The Township needs access to the land to determine what all needs to be done for final abandonment procedures.

Tim Hoffman asked if there was any movement on the NOV at 201 Old Mill Road. Ms. Snyder stated she spoke to the landowner's representative and they are actively working on the property clean up. They hope to have all required items corrected within the next two weeks. The Mt. Trail Bar property

was also discussed. Ms. Snyder noted that the Building Code Official posted the property with a Cease and Desist order as they began exterior construction with no permits. There has been no activity noted since that was issued but verbal communication has not been made with the township.
Bruce Kramer asked if the new home at 1523 Heidelberg Avenue was encroaching on the floodplain. Ms. Snyder noted she reviewed the county map for Floodplain areas and that lot has no area within the current Floodplain area.

OLD BUSINESS

There was none.

NEW BUSINESS

Two new applications were received for Fire Police members. The applicants have already received approval from the Fire Police Captain. **After review of the applications, Ivan Martin made a motion to approve Anthony Lantz and Greg Horning as new Schaefferstown Fire Police members. Stephen Martin seconded the motion and the motion carried.**
A request from Myerstown Borough for Fire Police assistance at the Myerstown Holiday Parade was received. Ms. Snyder spoke to Jeff Stoltzfus, Fire Police Captain, and he said they usually send a couple of people to assist with traffic control. **Ivan Martin made a motion to authorize the Schaefferstown Fire Police to assist with traffic control at the Myerstown Holiday Parade. Stephen Martin seconded the motion and the motion carried.**

Utility Update

Justin LaTourette of Purified Operations was in attendance to discuss utility matters.
Mr. LaTourette noted that both the Sewer and Water report noted no issues and the systems were operating effectively.
The DEP permit application for Well 8 was discussed. Ms. Snyder and Mr. LaTourette noted that concern was raised about the amount of discharge from the new well treatment facility. The gallonage of wastewater discharged expected from the system had potential to cause an overload at the Prescott Pump Station. Since the remedy to this situation could cause a potential change in the Well 8 design components, Mr. LaTourette suggested the matter should be tabled until it is reviewed. The Board tabled the matter.

The EIT Report for August 2026 was presented for review.

The SEO Report for August 2026 was reviewed.

Secretary Report

The 2025 904 Recycling Performance Grant application was presented for approval. Ms. Snyder noted this is the last year the township will be eligible to apply for the grant. **Ivan Martin made a motion to submit the 2025 904 Recycling Grant application. Stephen Martin seconded the motion and the motion carried.**

Ms. Snyder made an administrative note that the previously approved 2027 Pension MMO had an incorrect equation built into it by Conrad Seigel. After correction, the 2027 Pension MMO was reduced to $12,880 from the original amount of $30,165.
Ms. Snyder stated that budget workshop dates and times have been determined. The meetings are scheduled for October 7 and October 14, 2026 beginning at 1:00PM. The advertisement will be in the paper as required.

Jean Rowe stated that GLRA is promoting safe disposal of batteries. They have had multiple fires at GLRA which have been attributed to the disposal of batteries and are trying to educate people about the issue.

At 7:58 Chairman Fetter called an executive session to discuss personnel matters. At 8:07 the Board reconvened into regular session.

At this time, Ivan Martin made a motion to hire Chris Kahl as a Part Time Public Works employee. Chairman Fetter seconded the motion and the motion carried.

At 8:15 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 Heidelberg Township Building at 111 Mill Road, Schaefferstown on October 27, 2026 at 6:30pm.

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Secretary