

HEIDELBERG TOWNSHIP BOARD OF SUPERVISORS
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**September 23, 2025
MEETING MINUTES**

Board members present:

Paul Fetter
Ted Cromleigh
Stephen Martin

Others present:

Jennifer Snyder – Office Manager
Amy Leonard – Solicitor
Bob Lynn – Township Engineer
Sean Weik – Public Works Superintendent
Justin LaTourette – Utility Operator
5 members of the public

The meeting was called to order at 7:04 by Chairman Fetter, followed by the Pledge of Allegiance to the Flag.

A call for public comment was made.

Jean Rowe asked if the recreation water fountain could be checked as it is not working properly. Sean Weik will look into the issue. Mrs. Rowe then asked what the next steps are for the walking trail maintenance work. Mr. Weik explained each item of trail repair to be done next.

A review of the meeting minutes from August 26, 2025 was conducted. **Ted Cromleigh made a motion to approve the Minutes of the meeting of August 26, 2025 and was seconded by Steve Martin. The motion was approved.**

Bills for the Township were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills submitted for a total of \$120,563.09 from the Light Fund, Park & Recreation Fund and General Fund for bills and payroll. Steve Martin seconded the motion and the motion carried.**

Bills for the Sewer account were submitted and reviewed for payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$5,840.65. Steve Martin seconded the motion and the motion carried.**

Bills for the Water account were submitted for review and payment. **After brief discussion, Ted Cromleigh made a motion to accept the bills as submitted for a total of \$5,566.26. Steve Martin seconded the motion and the motion carried.**

The Treasurer's Report for August 2025 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 August 2025 was reviewed. Potholes on Michters Road dirt section were repaired. The dust oil placed last year is holding well, but the hill on Obie Road could benefit from paving material. The lawn mower was serviced. Bolts holding the motor were replaced. The right front wheel fell off but welding will no longer fix the issue. A new wheel will be ordered to replace the one that is broken. The Board thanked Mr. Weik and crew for their work on the ballfield enhancements. The Gasboy report for August 2025 fuel usage was reviewed.

The Zoning Officer's Report for August 2025 was reviewed.

The PA State Police Report for August 2025 was reviewed. There is a new Seargent at the Jonestown Barracks and he sent call data for year to date. If the Board would like him to come to a future meeting, he indicated he would do so.

The Planning Commission minutes from August 2025 were reviewed.

A Park and Recreation discussion was held. The minutes from their August 2025 meeting were reviewed. A brief review of their September 2025 meeting was included as well.

Engineer's Report

Bob Lynn presented the Engineer's report.

Mr. Lynn discussed the roof insulation replacement options. Closed cell spray was suggested for the office side of the building. The Board was concerned since that will make any accessibility to the roof from the interior impossible without removing the insulation. The cost sharing was discussed again. The Board elected to stay with the rolled insulation when the replacement is made.

The Interior Remodel bid opening took place on Friday. Multiple bidders were recognized with Woodland Contractors as the low bid at \$217,217.00 for the general contract. The low bid for the electric contract is \$41,850.00 from D&T Electric and the low bid for the plumbing contract is \$5,416.00 from the Warko Group. All credentials were reviewed and the contractors were presented for approval of the respective contracts. **After brief discussion, Ted Cromleigh made a motion to approve Woodland Contractors for the General Construction contract in the amount of \$217,217.00. Steve Martin seconded the motion and the motion carried. Then Ted Cromleigh made a motion to approve D&T Electric for the Electric contract in the amount of \$41,250.00. Steve Martin seconded the motion and the motion carried. Finally, Ted Cromleigh made a motion to approve Warko Group for the Plumbing contract in the amount of \$5,416.00. Steve Martin seconded the motion and the motion carried. Steve Martin seconded the motion and the motion carried.**

The 2025 Paving Project was completed by Pennsy Supply. A rectifying change order and final payment request were provided. The Change Order includes additional material used in enhancing a road tie-in at Laurel Drive for the amount of \$17,515.90. The final payment requested including the change order amount is \$324,984.50. **After brief discussion, Ted Cromleigh made a motion to approve the Rectifying Change Order in the amount of \$17,515.90. Steve Martin seconded the motion and the motion carried. Then Ted Cromleigh made a motion to approve the Final Payment request for Pennsy Supply in the amount of \$324,984.50. Steve Martin seconded the motion and the motion carried.**

The Titus Martin Subdivision/Lot Add-on Plan was submitted for review and approval. Ted Cromleigh abstained from discussion due to professional conflict. The plan includes subdividing land from 10 Horse Happy Road and adding it to the property of 2395 Heidelberg Avenue as well as creating a building lot along Heidelberg Avenue. A waiver of plan scale is requested. The zoning hearing board approved their request for lot size variance of the existing improved lots. The Park & Recreation Fee was paid for the new lot created in the subdivision. **After brief discussion, Chairman Fetter made a motion to approve the waiver request and subdivision plan for Titus Martin. Steve Martin seconded the motion and the motion carried.**

The Middlecreek Mennonite School project offered a Time Extension until January 28, 2026. They will be seeking a variance for parking needs. Ted Cromleigh abstained from discussion due to professional conflict. **After brief discussion, Steve Martin made a motion to approve the Middlecreek Mennonite School Time Extension until January 28, 2026. Chairman Fetter seconded the motion and the motion carried.**

Ms. Snyder noted that a job trailer will need to be secured for the remodeling project. We received quotes from two vendors. A 12x60 size trailer will meet the needs of staff and auxiliary users with an interior restroom. No local vendor can service the restroom so pricing was received from Tillet Toilet to do the work. After reviewing the quotes, United Rentals has the lower price of the quotes at approximately \$2,495 per month. Tillet Toilet will service the restroom for \$85/week. **After discussion, Ted Cromleigh made a motion to approve the rental of a 12x60 job trailer from United Rental for the duration of the interior remodel project and Tillet Toilet to service the restroom. Steve Martin seconded the motion and the motion carried.**

Solicitor's Report

Solicitor Leonard presented the Solicitor's report.

All items of business are for Executive Session discussion.

OLD BUSINESS

A LSA Grant was awarded to the Schaefferstown Fire Company in 2024 for equipment. The equipment was purchased in 2025 but the price had increased since the application filing in 2023. The Board needs to decide if they will seek reimbursement from the Fire company for the difference between the grant award amount and the purchase price. The cost difference is \$2,060.50. **On a motion by Ted Cromleigh with a second from Steve Martin, the Board elected to not seek the cost difference from the Fire Company for the equipment purchased using the 2024 LSA Grant award money.**

NEW BUSINESS

Quotes for shredding documents marked for destruction via Resolution 978 were received. After review, Wiggins Shredding had the lower of the two quotes at \$775 contingent on actual bin count of material. **After brief discussion, Ted Cromleigh made a motion to approve Wiggins Shredding for destruction of documents no longer administratively necessary. Steve Martin seconded the motion and the motion carried.**

Quotes for a new copier were received from multiple vendors. The two machines most fitting the Township needs were similar in pricing when considering purchase price and contract printing price. After reviewing the machine models, the Board selected the Canon Office Machine from Colony

Business Systems. **Ted Cromleigh made a motion to purchase the Canon C5140 Office Machine from Colony Business Systems for \$9,975.00. Steve Martin seconded the motion and the motion carried.**

Since Stanilla Siegel and Maser are no longer doing municipal audits, pricing was sought from other accounting firms to complete the work. Two quotes were received with the price from Garcia, Garman and Shea the lesser of the two. **After brief discussion, Chairman Fetter made a motion to approve Garcia, Garman and Shea as the municipal auditor for the 2025 Audit for \$12,875.00. Ted Cromleigh seconded the motion and the motion carried.**

A payment of State Aid Pension fund was allocated to the Township in the amount of \$33,328.34. the money must be transferred to the Pension Fund account within 30 days. A letter of transfer is prepared for approval. **Ted Cromleigh made a motion to approve transfer of State Pension Aid amount of \$33,328.34 to the Municipal Pension Fund. Steve Martin seconded the motion and the motion carried.**

The Schaefferstown EMS organization presented a quote and resolution for their 2025 LSA Grant application. Since the Township must be the grant applicant, a Resolution must be passed as part of the grant application. **After brief discussion, Ted Cromleigh made a motion to approve Resolution 980 for the 2025 LSA Grant application for the Schaefferstown EMS. Steve 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 Kleinfeltersville Grinder Pump has not been replaced yet.

After review, the transfer switch was not damaged.

The Water Report was reviewed.

Lead and Copper samples were taken but we have not received results to date.

The Radio Read software is being phased out. Pricing for the upgraded software and to stay with our current software were received. The new software will no longer operate on the handheld device but will utilize a download onto an Android tablet. **After review of options, Ted Cromleigh made a motion to upgrade to the new FlexRead software for performing meter reads. Steve Martin seconded the motion and the motion carried.** Pricing for a tablet will be sought.

A call system for emergency notifications was discussed. Mr. LaTourette will secure updated pricing for preferred systems to review at the next Board meeting.

The EIT Report for August 2025 was presented for review.

The SEO Report for August 2025 was presented for review.

Secretary Report

Budget planning for 2026 has begun. A budget workshop needs to be scheduled. Various dates were discussed with Tuesday, October 14th at 6:30PM as the preferred date to be advertised. **After brief discussion, Ted Cromleigh made a motion to advertise a Budget Workshop meeting on October 14th at 6:30PM. Steve Martin seconded the motion and the motion carried.**

Myerstown Borough sent a request to use Schaefferstown Fire Police for traffic control during the 2025 Holiday Parade. Ms. Snyder spoke to the Fire Police Captain and he said they will send people to help if

approved. **Chairman Fetter made a motion to approve the Schaefferstown Fire Police helping at the Myerstown Holiday Parade. Steve Martin seconded the motion and the motion carried.**

Ms. Snyder noted that requests have come in for Veteran Banners so she is planning to have one more round of applications. The Public Works Department will hang them at the same time as the Holiday wreaths. The Board is fine with the arrangement.

Information from the Ag Preservation Board was received.

Governor Shapiro sent information for an upcoming 9/11 National Memorial Trail. Future information will describe Pennsylvania's roll in the trail.

Ms. Snyder spoke to Suzie Swanger regarding the Church markers located on State Roads. The Churches would like to replace them but did not know where to start that process. Starting with PennDOT is the first step as all signs are located within their right of way.

At 8:54 Chairman Fetter called an executive session to discuss litigation matters. At 9:23 the Board reconvened into regular session.

At 9:26 Chairman Fetter made a motion to adjourn, which was seconded by Steve Martin. All were in favor, and the motion carried.

The next meeting of the Heidelberg Township Board of Supervisors will be held October 28, 2025 at 7:00pm in the Municipal Building, 111 Mill Rd. Schaefferstown, PA 17088.

Secretary