

MEETING MINUTES OF LOWER HEIDELBERG TOWNSHIP SUPERVISORS

720 Brownsville Rd., Sinking Spring, PA 19608

October 21, 2025

An executive session was held prior to the meeting to discuss real estate.

CALL TO ORDER – OCTOBER 21, 2025 SUPERVISORS BUSINESS MEETING

At 3:05 p.m. Chairperson Cheryl Johnson called the October 21, 2025 meeting of the Lower Heidelberg Township supervisors to order with a pledge to the flag and roll call. Present: Chairperson Cheryl Johnson, Vice Chair Paul Prutzman, and Chip Bilger, Member. Also in attendance: Brian Cole, Township Manager, Matt Clay, Road Foreman, Police Chief Chris Stouch, Jenn Frasso, Secretary/Treasurer, Glenn Kraft, Kraft Municipal Group, Ryan Rhode, Kraft Engineering, Jim McCarthy, McCarthy Engineering and Andrew Bellwoar, Solicitor.

Taking minutes was J. Frasso, Secretary/Treasurer

PUBLIC COMMENTS

CHAIRPERSON OF THE BOARD

TOWNSHIP REPORTS

Tax Collector: Sharon Boyer, Township Tax Collector (absent). Report was submitted.

Library Director: Cathy Martin gave a report.

Recreation Board: Cheryl Johnson. The children's Christmas Party is December 13 from 2:00 p.m. – 4:00 p.m. at the township building.

Fire Commissioner: Jared Renshaw. There were 109 calls in September.

Emergency Management Coordinator (EMC): Justin Schlottman (absent).

Ambulance: Tony Tucci, Ambulance Director (absent)

Police Department: Chief Christopher Stouch presented his report on activity in September.

Road Crew: Matt Clay, Road Crew Foreman presented his report on activity in September.

Planning Commission: Dean Hartman (absent).

Building/Zoning: Glenn Kraft (absent) Ryan Rhode presented the report. There is a Zoning Hearing Board meeting at 6 p.m. on November 19.

Sewer Engineer: Jim McCarthy from McCarthy Engineering presented the report on activity in September.

Engineer: Ryan Rhode, Township Engineer presented his report.

Mr. Bilger made a motion to approve payment and a change order for AMS for the oil and chip road work, in the amount of \$285,745.49, with Mr. Prutzman offering a second. Motion approved unanimously.

Mr. Prutzman made a motion to approve the street dedication for Papermill Estates (aka Andes Lane), pending payment of the outstanding amount due from the developer. Mr. Bilger seconded the motion. Motion approved unanimously.

Mr. Bilger made a motion to approve Escrow Release #6 for Cacoosing Crossing North, pending payment of the outstanding amount due from the developer. Mr. Prutzman seconded the motion. Motion approved unanimously.

Mr. Bilger made a motion to approve Escrow Release #4 for Green Valley Terrace, pending payment of the outstanding amount due from the developer. Mr. Prutzman seconded the motion. Motion approved unanimously.

MS4 Engineer: Nick Johnson (absent)

Solicitor's Report

Township Manager's Report

The 2026 draft budget was presented.

Mrs. Johnson made a motion to approve the purchase of software from AMS for tracking the on-lot septic system pumping program, with Mr. Prutzman offering a second. Motion passed unanimously.

Mr. Prutzman made a motion to approve the 2026 contract with Safety Net Sanctuary, with Mrs. Johnson offering a second. Motion passed unanimously.

Mr. Prutzman made a motion to approve a resolution for LSA grants, with Mrs. Johnson offering a second. Motion passed unanimously.

Consent Agenda

Mrs. Johnson made a motion to approve the consent agenda (September BOS meeting minutes, October bill list, and treasurer's report), with Mr. Prutzman offering a second. Motion passed unanimously.

Old/Unfinished Business

New Business

Well construction at Big Spring was discussed.

Final Remarks and Reminders – None

Public Comment Close

- Next workshop – November 11, 2025 at 3:00 p.m. (if needed)
- Board of Supervisors meeting – November 18, 2025 at 3:00 p.m.

Adjournment

With no further business, the BOS adjourned at 3:25 p.m.

Respectfully submitted by Jennifer M. Frasso, Secretary/Treasurer