

MEETING MINUTES OF LOWER HEIDELBERG TOWNSHIP SUPERVISORS

720 Brownsville Rd., Sinking Spring, PA 19608

December 16, 2025

An executive session was held from 2:30 pm – 3:00 pm.

CALL TO ORDER – DECEMBER 16, 2025 SUPERVISORS BUSINESS MEETING

At 3:00 p.m. Chairperson Cheryl Johnson called the December 16, 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 was a success with about thirty-eight children attending.

Fire Commissioner: Jared Renshaw. There were 125 calls in November.

Emergency Management Coordinator (EMC): Justin Schlottman presented the October and November reports. Justin reported that the CodeRed service had a data breach and all files were lost. He suggested other services that are available and the supervisors agreed to investigate them.

Mr. Bilger made a motion to approve working on EMS funding with other municipalities, with Mr. Prutzman offering a second. Motion approved unanimously.

Ambulance: Tony Tucci, Ambulance Director

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

Road Crew: Matt Clay, Road Crew Foreman (absent). Report on activity in November was submitted.

Planning Commission: Dean Hartman

Building/Zoning: Glenn Kraft presented the report on activity in November.

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

Engineer: Ryan Rhode, Township Engineer presented his report.

Mr. Bilger made a motion to approve the Papermill Estates Escrow Release #5 in the amount of \$44,434.18, pending receipt of a maintenance fee of \$19,975.00 paid to the township, with Mr. Prutzman offering a second. Motion approved unanimously.

Mr. Prutzman made a motion to approve Kraft Municipal Group soliciting bids for 2026 road work projects, with Mr. Bilger offering a second. Motion approved unanimously.

MS4 Engineer: Nick Johnson (absent)

Solicitor's Report

A letter was received from an attorney representing the owners of 113 Stella Drive.

Township Manager's Report

Mr. Prutzman made a motion to pass a resolution approving the 2026 budget, with Mr. Bilger offering a second. Motion approved unanimously.

Mr. Prutzman made a motion to approve the 2026 sewer and trash rates (\$134.14 base rate per quarter sewer and \$120.51 per quarter trash and recycling), with Mr. Bilger offering a second. Motion approved unanimously.

Mr. Bilger made a motion to approve the Fire Intermunicipal Agreement, with Mrs. Johnson offering a second. Motion approved unanimously.

Consent Agenda

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

Old/Unfinished Business

New Business

Mr. Bilger made a motion to approve the fire tax increase of .21 mills, with Mr. Prutzman offering a second. Motion approved unanimously.

Final Remarks and Reminders – None

Public Comment Close

- Organization Meeting – January 5, 2026 at 10:00 a.m.
- Next workshop – No workshop in January 2026
- Board of Supervisors meeting – January 5, 2026 at 10:00 a.m.

Adjournment

With no further business, the BOS adjourned at 3:50 p.m.

Respectfully submitted by Jennifer M. Frasso, Secretary/Treasurer