

EAST BUFFALO TOWNSHIP
BOARD OF SUPERVISORS ANNUAL ORGANIZATION MEETING
589 Fairground Road, Lewisburg, PA, 17837
January 2, 2024

Township Manager Helwig called the Annual Board of Supervisors Annual Organization Meeting to order at 5:00 PM.

Those present: Supervisor James Knight; Supervisor Katie Evans; Supervisor Tom Zorn; Township Manager Jolene Helwig; Solicitor Peter Matson; and Secretary/Treasurer Gayle Boudman.

Members of the public who were present at the Township building: Tina Prowant, Troy Smith, Susan Smith, Trooper Sarah Barrett (PA State Police).

Motion by Supervisor Zorn seconded by Supervisor Evans to appoint Supervisor James Knight as Temporary Board Chairman.
Knight-y; Zorn – y; Evans-y; Motion Carried.

The meeting was turned over to Temporary Chairman Knight.

Motion by Supervisor Knight seconded by Supervisor Evans to appoint Gayle Boudman as Township Board Secretary.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Supervisor Evans seconded by Supervisor Zorn to appoint Supervisor James Knight as the Township Board Chairman for 2024.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Supervisor Evans seconded by Chairman Knight to appoint Supervisor Tom Zorn as the Township Board Vice Chairman for 2024.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to accept the following reappointments:

- Township Manager, Jolene Helwig
- Roadmaster, Steve Mohr
- Assistant Roadmaster, Jeff Oberdorf
- Treasurer, Gayle Boudman
- Assistant Secretary, Jolene Helwig
- Assistant Treasurer, Jolene Helwig
- Open Records Officer, Jolene Helwig
- Assistant Open Records Officer, Gayle Boudman
- Emergency Management Coordinator, Lawson Fetterman
- Pension Advisory Committee, Employee Representative, Steve Mohr
- Pension Plan Consultant, David Lytle and John Vargo, Conrad Siegel
- Solicitor, Peter L. Matson
- Vacancy Board, John Malloy

Knight-y; Zorn-y; Evans-y; Motion Carried.

No action taken to appoint a Citizen Representative to the two (2) year term on the East Buffalo Township Board of Auditors until the next municipal election.

No action taken to appoint a Citizen Representative to the four (4) year term on the East Buffalo Township Board of Auditors until the next municipal election.

No action taken to appoint a Citizen Representative to the six (6) year term on the East Buffalo Township Board of Auditors until the next municipal election.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Herring, Roll and Solomon, P.C., Certified Public Accountants, as the auditing firm for the 2023 Township Financial Records.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Char Gray to serve as the Citizen Representative of the East Buffalo Township Pension Advisory Committee for calendar year 2024.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Herbert, Rowland & Grubic, Inc. (HRG) to serve as the East Buffalo Township Planning Commission Primary Engineer for calendar year 2024.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint PennCore Consulting to serve as the East Buffalo Township Planning Commission Secondary Engineer for calendar year 2024.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint David Hall to serve on the East Buffalo Township Zoning Hearing Board for a three-year term expiring December 2026.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Jenna Neidig to serve as the Primary Zoning Hearing Board Solicitor for East Buffalo Township for a one-year term.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Martin Wilson to serve as the Alternate Zoning Hearing Board Solicitor for East Buffalo Township for a one-year term.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Tim Hutching to serve on the Buffalo Valley Recreation Authority Board for a five-year term.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Vice Chairman Zorn seconded by Chairman Knight to appoint Katie Evans to represent East Buffalo Township as a Primary Commissioner on the Buffalo Valley Regional Police Commission for a three-year term expiring December 2026.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Tom Zorn to represent East Buffalo Township as an Alternate Commissioner on the Buffalo Valley Regional Police Commission for a three-year term expiring December 2026.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Vice Chairman Zorn seconded by Supervisor Evans to appoint James Knight to represent East Buffalo Township as a Board Member to the Central Susquehanna Fire and Emergency Services Department for a one-year term.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Supervisor Evans seconded by Chairman Knight to appoint Tom Zorn to represent East Buffalo Township as the Alternate Board Member of the Central Susquehanna Fire and Emergency Services Department for a one-year term.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Greg Beauseigneur to serve on the Lewisburg Area Joint Sewer Authority for a five-year term expiring December 2028.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Paul Rapp to serve as East Buffalo Township Primary Sewage Enforcement Officer for a one-year term.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Justin T. Dashem to serve as East Buffalo Township Alternate Sewage Enforcement Officer for a one-year term.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Jolene Helwig, Township Manager to serve as the East Buffalo Township Voting Delegate to the Union County Tax Collection Committee (UCTCC) for the calendar year 2024.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Gayle Boudman, Township Treasurer to serve as the East Buffalo Township Alternate Voting Delegate to the Union County Tax Collection Committee (UCTCC) for the calendar year 2024.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans for Vice Chairman Tom Zorn and Township Manager Jolene Helwig (Township representatives) to attend the April 14-17, 2024, PSATs Annual Educational Conference & Trade Show.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight and seconded by Supervisor Evans for Vice Chairman Tom Zorn to represent East Buffalo Township as the Voting Delegate at the 2024 PSATs Conference, with Resolutions Voting scheduled to take place at a session on Tuesday, April 16, 2024.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight and seconded by Supervisor Evans to approve the following consent agenda for Township operations:

- Authorize the Township Solicitor to represent East Buffalo Township at all Board, Authority, Committee and Planning Commission meetings and hearings.
- Name Susquehanna Community Bank as the depository for 2024.
- Accept the IRS Mileage rate of \$0.67 effective January 1, 2024, for Township authorized travel. *(NOTE: The 2024 rate is increasing from \$0.625.)*
- Accept the 2024 maximum Per Diem Rates published by the U.S. General Services Administration (GSA) for meals as follows: Breakfast \$13; Lunch \$15; Dinner \$26. *(NOTE: The 2024 rate will stay the same as the 2023 rates.)*
- Pay each member of the Planning Commission \$25 per meeting attended in 2024, with payment to be made quarterly.
- Continue participation in the Animal Enforcement Program with the Borough of Lewisburg and Bucknell University for 2024.
- Continue the Planning & Zoning Administration and Code Enforcement Program with the Central Keystone COG for 2024.

- Authorize the Township Manager and Township Secretary to receive and publicly open all bids advertised by the Township. All bids to be reported to and acted upon by the Board of Supervisors at a public meeting of the Board.

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Supervisor Evans seconded by Vice Chairman Zorn to establish the Board of Supervisors 2024 Business Meeting Schedule. Meetings to be held at 5:30 PM in the East Buffalo Township Municipal Building, 589 Fairground Road, Lewisburg, PA, Union County. Meetings will also be available in a virtual format that provides for public viewing and participation. Access to the virtual meeting registration will be available on the Township website ebtwp.org. If it becomes necessary to conduct a meeting using only the virtual meeting format, the Township will post notice on its website at ebtwp.org at least 24 hours in advance of the meeting. Meet dates are as follows:

- Monday, February 12th
- Monday, March 11th
- Monday, April 8th
- Monday, May 13th
- Monday, June 10th
- Monday, July 8th
- Monday, August 12th
- Monday, September 9th
- Monday, October 14th
- Tuesday, November 12th
- Monday, December 9th

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight and seconded by Vice Chairman Zorn to establish the Board of Supervisors 2024 Public Work Session Meeting Schedule. Meetings to be held at 5:30 PM in the East Buffalo Township Municipal Building, 589 Fairground Road, Lewisburg, PA, Union County. Meetings will also be available in a virtual format that provides for public viewing and participation. Access to the virtual meeting registration will be available on the Township website ebtwp.org. If it becomes necessary to conduct a meeting using only the virtual meeting format, the Township will post notice on its website at ebtwp.org at least 24 hours in advance of the meeting. Meet dates are as follows:

- Wednesday, January 24th
- Monday, February 26th
- Monday, March 25th
- Monday, April 22nd
- Tuesday, May 28th
- Monday, June 24th
- Monday, July 22nd
- Monday, August 26th
- Monday, September 23rd
- Monday, October 28th
- Monday, November 25th
- Monday, December 23rd

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Supervisor Evans seconded by Vice Chairman Zorn to establish the 2024-2025 holidays for the Township employees as follows:

- Martin Luther King Day (1/15/24)
- Memorial Day (5/27/24)
- Independence Day (7/4/24)
- Labor Day (9/2/24)
- Veteran's Day (11/11/24)
- Thanksgiving Day (11/28/24)
- Day After Thanksgiving (11/29/24)
- 1st Day of Buck (12/02/24)
- Christmas Day (12/25/24)
- New Year's Day (1/1/25)

Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn to adjourn the Annual Organizational Meeting at 5:35 PM.

Gayle Boudman

Gayle Boudman, Secretary

James C Knight

James Knight, Chairman

Thomas F. Zorn

Tom Zorn, Vice Chairman

Katie Evans

Katie Evans, Supervisor