

EAST BUFFALO TOWNSHIP  
BOARD OF SUPERVISORS  
BUSINESS MEETING  
589 Fairground Road, Lewisburg, PA, 17837  
March 11, 2024

Chairman Knight called the Board of Supervisors Meeting to order at 5:30 PM.

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

Members of the public participating in-person: Paul T Rapp (Township Sewer Enforcement Officer), Ron Belletti, Lauryn Longacre (Standard Journal), Shayleen Moran, Greg Zeh, Justin Strawser (Daily Item), Ceth Confer and Nick Jacobson.

Chairman Knight announced an Informational meeting was held on February 27, 2024, at 2:30 PM and Wednesday, February 28, 2024, at 2:00 PM.

For this segment of public comment, attendees were asked to limit comments on agenda topics.

There was no hearing of Visitors.

Vice Chairman Zorn reported that after a review of Senator Fetterman's CDS program requirements we did not have enough information and would not be able to apply for the grant this year.

Supervisor Evans reported that there was discussion at the Planning Commission meeting concerning the request from the residents of Countryside Estates for the township to take over the roads at Countryside Estates. One of the first steps is to have the township engineer look at the roads to see if they meet the ordinance standards. This process will be at the cost of the residents of Countryside Estates. Supervisor Evans stated sub-committees of the Police Commission are meeting to prepare for the hiring of a police chief following the retirement of Chief Yost and setting up a formal evaluation process for police officers.

Township Manager Helwig announced that the 2024 Spring Recycling Guide was emailed to the printers for distribution and residents should start receiving it in the mail within the next week or two. Township Manager Helwig reported that she received the final copy Seal Coating Bid Contract Packet for the 2024 advertisement in the newspaper. This year the bid package is being bid as a multi-municipality package to coordinate roads and streamline the process through the municipalities. This will hopefully result in a better price. Township Manager Helwig stated that she received notification from PA American Water on pipe replacement project in the Spruce Hills Development that will start on March 12, 2024, and finish in late May, beginning of June. Township Manager Helwig received a notice that there is a vacancy on the Union County Planning Board. Anyone interested should reach out to Shawn McLaughlin for additional information. Township Manager Helwig stated that she received a notification from the Linn Conservancy that there will be an Easement Inspection of Turtle Creek Park with Brian Auman. The report will be issued sometime in July. Township Manager Helwig reported that there was a tractor-trailer accident on February 28, 2024, at the intersection of Moore Ave. The incident was reported to Penn National, and the trucking company has issued a claim number for us to submit the repair bills to. The township will pay the invoices and then turn them into the insurance company. Township Manager Helwig announced there was a meeting today with the pension advisors and to date we are in good standing. They will continue as they are and will provide any recommended changes in the fall to the board to take action on if necessary.

Secretary/Treasurer Boudman highlighted the major expenses income received last month. Secretary/Treasurer also updated the supervisors on the Enhanced Positive Pay program with Susquehanna Community Bank due to the fraudulent activity in the General Fund Account.

Chairman Knight acknowledged Board receipt of the February 2024 Buffalo Valley Regional Police Departments (BVRPD) Reports.

Chairman Knight acknowledged Board receipt of the February 2024 Central Keystone Council of Governments (CKCOG) Report.

No motion made for the Karen Ross Subdivision Plan.

No motion made for the Miller Center Daycare Plan.

No motion made for the Rodney Walters Land Development Plan.

Motion by Chairman Knight seconded by Supervisor Evans to approve the February 26, 2024, work session meeting minutes as distributed.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to approve the expenditures for February 2024 as presented.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to approve the YSM recommendation for East Buffalo Township to award the Fairground Road Park Phase-2, Contract No. 1 to Riteway Sealing & Paving, Inc. for the base bid of \$221,427.09 and recommends the Township Solicitor to review the original bids for authenticity, completeness, and accuracy.

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

Motion by Chairman Knight seconded by Supervisor Evans to approve **Resolution 04-2024** authorizing the Township Manager to submit the resolution as part of the DCNR C2P2 application Grant Agreement Signature Page for construction of the Turtle Creek Park Phase 1 and sign on behalf of the township.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to approve the HRG agreement for the engineering portion of the Turtle Creek Road Bridge Replacement project at the cost of \$99,805.00 pending review by the Township Solicitor and contingent on the Hydrologic and Hydraulic analysis report.

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

Motion by Chairman Knight seconded by Supervisor Evans to approve the Girls on the Run 5K race for Saturday, May 4, 2024.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to approve the annual insurance renewals with Penn National (\$76,287), Greenwich (\$10,628) and Cowbell Cyber (\$871) companies totaling \$86,592 with a \$2,500 deductible for policies renewing April 1, 2024.

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

Motion by Chairman Knight seconded by Supervisor Evans authorizing the Township Manager to sign the Chapter 105 Water Obstructions and Encroachment General Permit Registration package along with the PA Fish and Boat Commission design for the Turtle Creek Park Stream Restoration Phase 2 project.

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

Motion by Vice Chairman Zorn seconded by Supervisor Evans to approve the Professional Service Retainer agreement for Brian Auman of BSA/LA to invoice East Buffalo Township only for time and expenses incurred for professional services at the municipal rate of \$125/hour; with expenses such as mileage, printing, and large format (plan) printing will be reimbursed at cost, with larger printing and travel expenses approved in advance by East Buffalo Township.

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

For the Good of the Order:

- Chairman Knight asked Solicitor Matson on the status of the Property Maintenance Ordinance updates.
- Chairman Knight asked Solicitor Matson on the status of the Longevity Policy resolution revising the policy.

For the second segment of public comments, the attendees were welcome to comment on matters discussed during the meeting or topics not appearing on the agenda.

Public Comments:

- Paul Rapp, Township Sewer Enforcement Officer, introduced himself to the supervisors.
- Justin Strawser asked for clarification on the fraud transactions reported by Township Treasurer Boudman.

- Justin Strawser asked if the HRG proposal of \$99,805 approved at this meeting was part of the original price or in addition to it.
- Justin Strawser asked what projects Brian Auman would be working on for the township under the retainer.
- Justin Strawser asked for clarification on the server issues with the township.
- Lauryn Longacre asked for clarification on the insurance premiums rates.
- Greg Zeh asked if there were any additional items besides the server issues and security issues that the township was going through that the public was not aware of.
- Lauryn Longacre asked if the bank fraud issues were related to computer security issues.

Motion by Chairman Knight seconded by Supervisor Evans to enter an Executive Session at 6:33 PM.

Motion by Chairman Knight and seconded by Vice Chairman Zorn to exit an Executive Session at 6:57 PM.

Motion by Chairman Knight seconded by Vice Chairman Zorn to adjourn at 6:57 PM.

  
 Gayle Boudman, Secretary

  
 James Knight, Chairman

  
  
 Tom Zorn, Vice Chairman

  
 Katie Evans, Supervisor