

EAST BUFFALO TOWNSHIP
BOARD OF SUPERVISORS ANNUAL ORGANIZATION MEETING
589 Fairground Road, Lewisburg, PA, 17837
January 06, 2025

Township Manager Helwig called the Annual Board of Supervisors Annual Organization Meeting to order at 5:02 PM.

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

Members of the public in attendance: Greg Zeh, Frank Warren, Tina Prowant, Gawhara Abou-Eid (Standard Journal), Alan Wagner (Wagner's Survey), David Hines (CKCOG), Ken Estep (Mid-Penn Engineering), Leroy Stoltzfus and Matthew Exley.

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

The meeting was turned over to Temporary Chairman Evans.

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

Motion by Supervisor Zorn seconded by Temporary Chairman Evans to appoint Supervisor James Knight as the Township Board Chairman for 2025.
Evans-y; Knight-y; Zorn-y; Motion Carried.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Supervisor Tom Zorn as the Township Board Vice Chairman for 2025.
Knight-y; Zorn-y; Evans-y; Motion Carried.

Motion by Chairman Knight seconded by Vice Chairman Zorn 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
- Pension Advisory Committee, Employee Representative, Steve Mohr
- Pension Plan Consultant, David Lytle and John Vargo, Conrad Siegel
- Sewer Enforcement Officer, Paul Rapp
- Solicitor, Peter L. Matson
- Union County Tax Collection Committee Voting Delegate, Jolene Helwig
- Union County Tax Collection Committee Alternate Voting Delegate, Gayle Boudman
- Vacancy Board, John Malloy
- Zoning Hearing Board Solicitor, Jenna Neidig

- Zoning Hearing Board Alternate Solicitor, Martin Wilson
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 Vice Chairman Zorn to adopt **Resolution 01-2025** appointing Klacik & Associates, PC., Certified Public Accountants, as the auditing firm for the 2024 Township Financial Records.

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

Motion by Chairman Knight seconded by Supervisor Evans to appoint Matthew Exley to serve as the East Buffalo Township Emergency Management Coordinator for calendar year 2025.

Motion by Chairman Knight seconded by Supervisor Evans to appoint Char Gray to serve as the Citizen Representative of the East Buffalo Township Pension Advisory Committee for calendar year 2025.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Herbert, Rowland & Grubic, Inc. (HRG) to serve as the East Buffalo Township Planning Commission Primary Engineer for calendar year 2025.

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 2025.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to appoint Justin Duckworth to serve on the East Buffalo Township Zoning Hearing Board for a three-year term expiring December 2027.

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

Motion by Chairman Knight seconded by Supervisor Evans to appoint Curtis Barrick to serve on the East Buffalo Township Planning Commission for a four-year term expiring December 2028.

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

Motion by Chairman Knight seconded by Supervisor Evans to appoint Leslie Hosterman to serve on the East Buffalo Township Planning Commission for a four-year term expiring December 2028.

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

Motion by Chairman Knight seconded by Supervisor Evans to appoint Stacy Gasteiger 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 Supervisor Evans to appoint Jack Malloy to represent East Buffalo Township as a Primary Commissioner of the Buffalo Valley Regional Police Commission for a three-year term (2027).

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 Chairman Knight seconded by Supervisor Evans 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 David Goodhart to serve on the Lewisburg Area Joint Sewer Authority for a five-year term expiring December 2029.

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

Motion by Chairman Knight seconded by Supervisor Evans for Vice Chairman Tom Zorn, Township Manager Jolene Helwig and Assistant Road Master Jeff Oberdorf (Township representatives) to attend the May 4, 2025, PSATs Annual Educational Conference & Trade Show.

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

Motion by Chairman Knight seconded by Supervisor Evans for Vice Chairman Tom Zorn to represent East Buffalo Township as the Voting Delegate at the 2025 PSATs Conference, with Resolutions Voting scheduled to take place at a session on Tuesday, May 6, 2024.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn 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 2025.
- Accept the IRS Mileage rate of \$0.70 effective January 1, 2025, for Township authorized travel. *(NOTE: The 2025 rate is increasing from \$0.67.)*
- Accept the 2025 maximum Per Diem Rates published by the U.S. General Services Administration (GSA) for meals as follows: Breakfast \$16; Lunch \$19; Dinner \$28. *(NOTE: The 2025 rate will increase from the 2024 rate \$13, \$15, \$26.)*
- Pay each member of the Planning Commission \$25 per meeting attended in 2025, with payment to be made quarterly.
- Continue the Planning and Zoning Administration and Code Enforcement Program with the Central Keystone Council of Governments for 2025.
- 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.
- Establish \$3,000,000 bonds for Township Manager and Township Treasurer.

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to establish the Board of Supervisors 2025 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. 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 10th
- Monday, August 11th

- Monday, March 10th
- Monday, April 14th
- Monday, May 12th
- Monday, June 9th
- Monday, July 14th
- Monday, September 8th
- Monday, October 13th
- Monday, November 10th
- Monday, December 8th
- Monday, January 5th

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

Motion by Chairman Knight and seconded by Supervisor Evans 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. 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 27th
- Monday, February 24th
- Monday, March 24th
- Monday, April 28th
- Tuesday, May 27th
- Monday, June 23rd
- Monday, July 28th
- Monday, August 25th
- Monday, September 22nd
- Monday, October 27th
- Monday, November 24th
- Monday, December 22nd


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

Motion by Chairman Knight seconded by Vice Chairman Zorn to establish the 2025-2026 holidays for the Township employees as follows:

- Martin Luther King Day (1/20/25)
- Memorial Day (5/26/25)
- Independence Day (7/4/25)
- Labor Day (9/1/25)
- Columbus Day (10/13/25)
- Veteran's Day (11/11/25)
- Thanksgiving Day (11/27/25)
- Day After Thanksgiving (11/28/25)
- 1st Day of Buck (12/01/25)
- Christmas Day (12/25/25)
- New Year's Day (1/1/26)

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

Motion by Chairman Knight seconded by Vice Chairman Zorn to adjourn the Annual Organizational Meeting at 5:34 PM.


 Gayle Boudman, Secretary


 James Knight, Chairman


 Tom Zorn, Vice Chairman


 Katie Evens, Supervisor